

Lawrence Public Library Board of Trustees Regular Meeting
Monday, August 15, 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 July
- Approve Treasurer's report for July
- Approve bills for July 18 to August 14
- Receive statistical report for July

Library Director's report

Friends & Foundation report

New Business

- Policy Review:
 - Material Selection and Collection Development Policy – **ACTION ITEM**
Kevin Corcoran, Cataloging and Collection Development Coordinator
 - Equity Commitment Policy – **ACTION ITEM**
Frankie Haynes, Diversity and Equity Coordinator

Old Business

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: July 18, 2022

Time: 4:30 P.M.

Venue: The meeting was conducted in person and online.

Board Members Present:

Sarah Goodwin Thiel (Chair), Kelly Hart, James Pavisian, David Vance, Susan Kang.

Absent: Ursula Minor, Mayor Courtney Shipley, Jennifer Bonilla.

Staff Members Present:

Brad Allen, Kathleen Morgan, Erica Segraves, Evan Lott, Kristin Soper, Grace Pratte, Aaron Brumley, Frankie Haynes, Jon Ratzlaff, Heather Kearns, Tricia Karlin.

Friends and Foundation Members Present:

Brandon Eisman

Members of the Public Present:

J.T. Thornburg

Call to order:

Sarah called the meeting to order at 4:33 p.m.

Consent Agenda

David moved the consent agenda be approved, with the exception that the minutes for June be corrected to show that Mayor Courtney Shipley was not present at the June 20th meeting. Kelly seconded the motion. Consent agenda passed.

Library Director's report

- We are celebrating the fact that in June, our gate count broke 30,000 for the first time since the COVID-19 pandemic. The number of visitors in June approached 40,000. The energy in the building is great.
- Brad is part of the library's new Data Team, a committee that is working on improving the library's data collection and analysis so that staff can use data more effectively in the decision-making processes
- Earlier this year, the board signed off on the library's Strategic Initiatives, Values, Vision, and Mission. Staff are now discussing how to put together an action plan to operationalize these key tenets. One of the key decisions to be made is whether or not to hire a consultant to assist with that part of the strategic plan.

- Dottie is getting very close to launching! The library's new outreach vehicle will make an appearance at 9th & Massachusetts Street at the upcoming Downtown Lawrence Sidewalk Sale. The official ribbon-cutting will be Saturday, August 20, at the Summer Last Bash Party. Brad hopes that board members might be able to attend!
- Brad asked if the trustees will proceed with sending a letter to the City Commission drafted to outline the reasoning behind the request for a small increase in the library's mill rate. Board members present at the meeting reviewed the draft letter that Sarah shared. Sarah will reach out to trustees not present at the meeting, Ursula and Jennifer, to see if they are ok with signing the letter. Once Sarah knows who will sign the letter, it will be sent to City Commissioners.

Friends and Foundation Director's report

- Brandon Eisman presented the report to the trustees:
- Book Sales and Gifts:
 - The big Summer Sale raised over \$17,000!
 - The Friends and Foundation also donated 596 books to kids who finished the Summer Reading Program.
 - The new "Friends Express" book store located in the library lobby earned over \$1600 in its first month.
- Simpson Foundation Grant:
 - \$15,000 was given to the library to support the outreach initiative. The Simpson Foundation has donated over \$112,000 in the last 11 years!
- Save the Dates:
 - The Friends 50th anniversary is coming up and there will be two events in October to celebrate the milestone:
 - Thursday, October 13th: Film screening of Willie Wonka and the Chocolate Factory at Abe & Jakes.
 - Friday October 28th: 1972 Prom at 1235 Venue in north Lawrence.
- Advocacy Committee News:
 - Shoutout to Kassie Nieters for her work on the Advocacy Committee. The group has completed their charter; the next task is to write advocacy policy and procedures.
- July Hiatus:
 - The Friends and Foundation Board will not meet in July. However, they will still be busy calling major donors and super book sale volunteers to thank them for their support. Rachel and Kathleen will also be meeting with individual board members to get their feedback on how the year is going.
- Kathleen added that Friends and Foundation are very excited about the Dottie ribbon-cutting event! Some Dottie donors will also be in attendance.

New Business

- **Outreach Community Needs Assessment Report**

- Evan Lott, Americorps VISTA, presented the report on the Outreach Community Needs Assessment. The report was sent to trustees in the board meeting packet.
- If board members would like to look at the report and the survey results in more depth, they may gain access to the online dashboard by sending a request to the library's IT Coordinator, Aaron Brumley. A summary of the report is also available in electronic format via a PDF as well as in a printed brochure. Library staff also have access to the report.
- Discussion followed that addressed the underrepresentation of the Asian-American community in survey responses compared to other communities of color. Evan noted that this group was difficult to reach and suggested some possible ways to increase responses from this community in future surveys.
- James noted that Heartland Community Health Center may be a good partner for outreach health services and information.

- **Policy Review:**

- Volunteer Policy - **ACTION ITEM**
- Logan Isaman, Fundraising and Library Volunteer Engagement Specialist, presented a draft version of an updated Volunteer Policy for review by the trustees. Susan moved that the policy be approved with the updates as presented. James seconded the motion. The motion passed.

Old Business

- None.

Announcements

- Sarah noted that tomorrow evening the City Commission will meet to discuss the City's 2023 budget. The library's budget is the last item on the agenda. Sarah urged the board members to attend the meeting if possible.
- Sarah asked the trustees present at the meeting to please let her know if they are okay with signing the letter to the City Commission that was discussed earlier in the meeting.

Adjournment

There being no other business, the meeting adjourned at 5:20 p.m.

The next regular Board meeting will be held Monday, August 15, 2022 .

Respectfully submitted,
Tricia Karlin

2022 Regular Budget Report

	<u>July</u>	<u>Year To Date</u>	<u>2022 Budget</u>	<u>% over/under</u>	<u>2021</u>
REVENUES					
Tax Fund	-	4,811,184.77	\$5,022,000.00	95.80%	\$4,978,000.00
Lost and Repl Fees	2,324.11	14,753.68	\$30,000.00	49.18%	\$15,000.00
NEKLS	-	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	1,156.89	8,001.83	\$10,000.00	80.02%	\$5,000.00
Meeting Room Fees	389.25	2,839.92	\$5,000.00	56.80%	\$ -
Interest	1,835.37	4,327.13	\$2,000.00	216.36%	\$2,000.00
Transfer from Cash Reserves	-	-	\$47,000.00	0.00%	\$50,000.00
Donations- MISC	1.22	203.10			
Total Revenues	5,706.84	4,925,053.63	\$5,237,000.00	94%	\$5,170,000.00

EXPENSES

Salaries & Wages	244,474.89	1,682,972.39	\$2,910,000.00	57.83%	\$2,865,000.00
Employee Benefits	34,993.59	248,741.41	\$490,000.00	50.76%	\$460,000.00
Payroll Taxes	41,841.94	277,848.04	\$516,000.00	53.85%	\$500,000.00
Utilities	7,126.68	45,295.52	\$100,000.00	45.30%	\$100,000.00
Building Supplies	2,028.73	10,090.41	\$20,000.00	50.45%	\$20,000.00
Building Repairs & Maintenance	6,346.58	45,971.82	\$55,000.00	83.59%	\$55,000.00
Library Supplies	2,662.84	10,559.56	\$25,000.00	42.24%	\$25,000.00
Books & Materials	46,321.65	418,043.41	\$710,000.00	58.88%	\$710,000.00
Processing Supplies	2,121.81	31,043.15	\$45,000.00	68.98%	\$54,000.00
Equipment	-	12,838.03	\$10,000.00	128.38%	\$10,000.00
Technology	10,771.29	222,559.95	\$250,000.00	89.02%	\$250,000.00
Insurance	8,170.30	23,853.50	\$16,000.00	149.08%	\$16,000.00
Postage & Mailing	825.49	19,004.45	\$18,000.00	105.58%	\$18,000.00
Professional Development	330.00	18,008.78	\$35,000.00	51.45%	\$30,000.00
Book Van & Mileage	1,175.61	3,244.86	\$2,000.00	162.24%	\$2,000.00
Professional Fees	2,193.76	29,461.27	\$20,000.00	147.31%	\$25,000.00
Advertising & Marketing	2,215.66	9,877.76	\$20,000.00	49.39%	\$30,000.00
Capital Improvements	-	123,507.51	0		\$ -
Miscellaneous	177.05	16,704.29	0		
Total Expenses	413,777.87	3,249,626.11	\$5,237,000.00	62%	\$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)	2,574,937.32	
Capitol Improvement (KMIP)	812,279.06	

2022 Outside Funding	1/1/2022	July	July	
	<u>AMOUNT</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>
Outside & Private Funding				

Friends & Foundation

R & E Totals	\$ 99,168.21	\$ 43,205.00	\$ 395,738.38	
			\$ 240,114.32	
			\$ 335,259.20	

Lawrence Public Library
Balance Sheet
As of July 31, 2022

	<u>Jul 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	1,242,858.65
Checking	1,332,078.67
Capital Improvement at MIP	<u>812,279.06</u>
Total Checking/Savings	<u>3,387,216.38</u>
Total Current Assets	3,387,216.38
Other Assets	
Petty Cash	<u>605.48</u>
Total Other Assets	<u>605.48</u>
TOTAL ASSETS	<u><u>3,387,821.86</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>66,078.76</u>
Total Accounts Payable	66,078.76
Other Current Liabilities	
Payroll Liabilities	<u>-835.98</u>
Total Other Current Liabilities	<u>-835.98</u>
Total Current Liabilities	<u>65,242.78</u>
Total Liabilities	65,242.78
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,661.22
Net Income	<u>1,580,282.64</u>
Total Equity	<u>3,322,579.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,387,821.86</u></u>

Lawrence Public Library
Revenues & Expenses
July 2022

	<u>Jul 22</u>	<u>Jan - Jul 22</u>
Ordinary Income/Expense		
Income		
Donations- misc	1.22	203.10
Tax Fund	0.00	4,811,184.77
Lost and Replacement Fees	2,324.11	14,753.68
NEKLS	0.00	55,550.50
State Aid	0.00	28,192.70
Photocopies & Printing	1,156.89	8,001.83
Meeting Room Rentals	389.25	2,839.92
Interest	1,835.37	4,327.13
Outside&Private Funding Income	99,168.21	240,114.32
Total Income	<u>104,875.05</u>	<u>5,165,167.95</u>
Gross Profit	104,875.05	5,165,167.95
Expense		
Payroll Expenses	285,051.11	1,960,209.53
Payroll Taxes	43,382.85	287,717.75
Utilities - Electric	7,126.68	45,295.52
Building Supplies	2,028.73	10,090.41
Building Repairs & Maintenance	6,346.58	45,971.82
Library & Office Supplies	2,662.84	10,559.56
Books & Materials	46,321.65	418,043.41
Processing Supplies	2,121.81	31,043.15
Equipment	0.00	12,838.03
Technology	10,771.29	222,559.95
Insurance	8,170.30	23,853.50
Postage & Mailing	825.49	19,004.45
Professional Development	330.00	18,008.78
Vehicles, Mileage, Maintenance	1,175.61	3,244.86
Professional Fees	2,193.76	29,461.27
Marketing-General	2,215.66	9,877.76
Capital Improvement Expenditure	0.00	123,507.51
Miscellaneous	177.05	16,704.29
Outside & Private Funding	36,081.46	296,893.76
Total Expense	<u>456,982.87</u>	<u>3,584,885.31</u>
Net Ordinary Income	<u>-352,107.82</u>	<u>1,580,282.64</u>
Net Income	<u>-352,107.82</u>	<u>1,580,282.64</u>

Lawrence Public Library
Vendor Balance Summary
As of August 15, 2022

	<u>Aug 15, 22</u>
Advance Insurance Company	769.73
All Signs	480.00
Amazon	2,401.45
ASI	52.00
Baker & Taylor, Inc.	79.73
Center Point Large Print	177.24
Century Business Technologies	763.60
Evergy	7,126.68
Findaway World LLC	624.98
Fort Bend County Library	20.95
Gale/Cengage Learning	250.90
Ingram Library Services	16,760.15
Jack Wingo	180.00
Jayhawk Power	252.47
Jayhawk Tropical Fish	315.00
John A. Marshall Co.	2,270.16
Journal-World Media	400.00
Kanopy LLC	40,000.00
Maceli's	350.00
McGrath Human Resources Group	650.00
Midwest Tape	5,231.75
New Pig	173.74
OverDrive	24,380.43
Pan Asian Publications Inc.	150.15
Pur-O-Zone, Inc.	1,140.76
Regina Platt	750.00
Sandy Beverly	25.00
Sara Gillum	154.00
Schendel Services	103.74
U.S. Bank - Mastercard	12,558.64
Unique Management Services	329.95
United Parcel Service	93.44
VenMill Industries, Inc.	260.00
Washburn University	400.00
TOTAL	<u><u>119,676.64</u></u>

Lawrence Public Library
Check Detail
August 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	08/16/2022	Advance Insurance Company	Checking	
Bill	September	08/10/2022		Group Life Insurance	-769.73
TOTAL					-769.73
Bill Pmt -Check	Electronic	08/16/2022	ASI	Checking	
Bill	July	07/30/2022		Professional Fees	-52.00
TOTAL					-52.00
Bill Pmt -Check	Electronic	08/16/2022	Evergy	Checking	
Bill	July	07/30/2022		Utilities - Electric	-7,126.68
TOTAL					-7,126.68
Bill Pmt -Check	Electronic	08/16/2022	U.S. Bank - Mastercard	Checking	
Bill	CC Bill	07/31/2022		Building Repairs & Main...	-85.82
				Building Supplies	-255.13
				Library & Office Supplies	-424.68
				IT Software & Subscripti...	-702.57
				Internet & Telephone	-531.83
				Postage & Mailing	-700.00
				Professional Development	-330.00
				Vehicles, Mileage, Maint...	-1,175.61
				Professional Fees	-709.81
				Marketing-General	-2,209.17
				Miscellaneous	-74.15
				Membership & Dues	-753.90
				Outside & Private Funding	-90.26
				Outreach/Coggins Fund	-371.51
				Program Expense	-750.00
				Information Services Pr...	-144.00
				Children Services Progr...	-17.05
				Teen Services Program...	-289.95
				Summer Reading - ALL	-2,359.79
				Crowe Fund	-77.50
				Sound & Vision	-94.50
				Books & Materials	-27.68
				Books & Materials	-78.02
				Books & Materials	-15.98
				Books & Materials	-49.75
				Books & Materials	-151.20
				Books & Materials	-47.86
				Books & Materials	-40.92
TOTAL					-12,558.64
Bill Pmt -Check	Electronic	08/16/2022	United Parcel Service	Checking	
Bill	July	07/30/2022		Postage & Mailing	-93.44
TOTAL					-93.44

Lawrence Public Library
Check Detail
August 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9460	08/16/2022	All Signs	Checking	
Bill	222232	08/10/2022		Library & Office Supplies	-480.00
TOTAL					-480.00
Bill Pmt -Check	9461	08/16/2022	Baker & Taylor, Inc.	Checking	
Bill	2036884087	07/26/2022		Books & Materials	-78.73
Bill	2036884088	07/26/2022		Processing Supplies	-1.00
TOTAL					-79.73
Bill Pmt -Check	9462	08/16/2022	Center Point Large Print	Checking	
Bill	1945081	07/26/2022		Books & Materials	-177.24
TOTAL					-177.24
Bill Pmt -Check	9463	08/16/2022	Century Business Technologies	Checking	
Bill	631515	07/19/2022		Postage & Mailing	-16.05
Bill	631556	07/20/2022		IT Software & Subscripti...	-731.55
Bill	632125	07/26/2022		Postage & Mailing	-16.00
TOTAL					-763.60
Bill Pmt -Check	9464	08/16/2022	Findaway World LLC	Checking	
Bill	396459	07/14/2022		Books & Materials	-439.76
Bill	398388	07/27/2022		Books & Materials	-185.22
TOTAL					-624.98
Bill Pmt -Check	9465	08/16/2022	Fort Bend County Library	Checking	
Bill	312	07/20/2022		Lost and Replacement ...	-20.95
TOTAL					-20.95
Bill Pmt -Check	9466	08/16/2022	Jayhawk Power	Checking	
Bill	22055-1	07/27/2022		Building Repairs & Main...	-252.47
TOTAL					-252.47
Bill Pmt -Check	9467	08/16/2022	Jayhawk Tropical Fish	Checking	
Bill	114932	07/30/2022		Aquarium Maintenance	-315.00
TOTAL					-315.00
Bill Pmt -Check	9468	08/16/2022	John A. Marshall Co.	Checking	
Bill	428529	07/26/2022		Library & Office Supplies	-2,270.16
TOTAL					-2,270.16

Lawrence Public Library
Check Detail
August 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9469	08/16/2022	Journal-World Media	Checking	
Bill	10654384	08/10/2022		Marketing-General	-400.00
TOTAL					-400.00
Bill Pmt -Check	9470	08/16/2022	Maceli's	Checking	
Bill	E21180	07/27/2022		Readers Service Progra...	-350.00
TOTAL					-350.00
Bill Pmt -Check	9471	08/16/2022	McGrath Human Resources Gro...	Checking	
Bill	Final	07/20/2022		Professional Fees	-650.00
TOTAL					-650.00
Bill Pmt -Check	9472	08/16/2022	New Pig	Checking	
Bill	23716370-00	07/27/2022		Building Supplies	-173.74
TOTAL					-173.74
Bill Pmt -Check	9473	08/16/2022	Pan Asian Publications Inc.	Checking	
Bill	U-17243	07/19/2022		Books & Materials	-150.15
TOTAL					-150.15
Bill Pmt -Check	9474	08/16/2022	Pur-O-Zone, Inc.	Checking	
Bill	857238	07/30/2022		Building Supplies	-757.75
Bill	857763	08/01/2022		Building Supplies	-363.01
Bill	857798	08/01/2022		Building Supplies	-20.00
TOTAL					-1,140.76
Bill Pmt -Check	9475	08/16/2022	Sandy Beverly	Checking	
Bill	July Yoga	08/01/2022		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	9476	08/16/2022	Sara Gillum	Checking	
Bill	154.00	07/27/2022		Summer Reading - ALL	-154.00
TOTAL					-154.00
Bill Pmt -Check	9477	08/16/2022	Schendel Services	Checking	
Bill	30386256	07/27/2022		Building Repairs & Main...	-103.74
TOTAL					-103.74

Lawrence Public Library
Check Detail
 August 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9478	08/16/2022	Unique Management Services	Checking	
Bill	6103638	07/30/2022		Professional Fees	-167.45
Bill	6103639	07/30/2022		Professional Fees	-162.50
TOTAL					-329.95
Bill Pmt -Check	9479	08/16/2022	VenMill Industries, Inc.	Checking	
Bill	15994	08/10/2022		Equipment	-260.00
TOTAL					-260.00
Bill Pmt -Check	9480	08/16/2022	Washburn University	Checking	
Bill	60122	07/27/2022		Professional Fees	-400.00
TOTAL					-400.00
Bill Pmt -Check	29182	08/16/2022	Amazon	Checking	
Bill	945379658...	07/12/2022		Books & Materials	-8.99
Bill	766689476...	07/12/2022		Books & Materials	-25.00
Bill	555879676...	07/19/2022		Books & Materials	-28.08
Bill	674334979...	07/26/2022		Books & Materials	-34.99
Bill	667694676...	07/26/2022		Books & Materials	-292.60
Bill	468479858...	07/26/2022		Books & Materials	-32.98
Bill	467489396...	07/26/2022		Books & Materials	-12.00
Bill	565366859...	07/26/2022		Books & Materials	-20.04
Bill	677575799...	07/26/2022		Books & Materials	-35.06
Bill	439984778...	07/26/2022		Books & Materials	-11.41
Bill	455567544...	07/26/2022		Books & Materials	-12.37
Bill	878977595...	07/26/2022		Books & Materials	-31.82
Bill	438665758...	07/26/2022		Operations	-282.30
Bill	439846474...	07/26/2022		Teen Services Program...	-27.99
Bill	783674883...	07/26/2022		Adult Programming	-49.99
Bill	455364749...	07/26/2022		Adult Programming	-49.99
Bill	543975739...	07/26/2022		Sound & Vision	-156.06
Bill	796633533...	07/26/2022		Public Tech Supplies	-23.19
Bill	547557984...	07/26/2022		Sound & Vision	-121.00
Bill	599456463...	07/26/2022		Public Tech Supplies	-41.94
Bill	466459859...	07/26/2022		Summer Reading - ALL	-15.46
Bill	463857346...	07/26/2022		Teen Services Program...	-43.49
Bill	456353757...	07/29/2022		Books & Materials	-44.99
Bill	654845344...	07/29/2022		Books & Materials	-360.85
Bill	439866435...	07/29/2022		Books & Materials	-37.26
Bill	478858956...	07/29/2022		Books & Materials	-82.09
Bill	788446544...	07/29/2022		Books & Materials	-16.99
Bill	846348664...	07/29/2022		Books & Materials	-12.98
Bill	946346987...	07/29/2022		Books & Materials	-12.94
Bill	585549349...	07/29/2022		Books & Materials	-10.82
Bill	456353757...	08/03/2022		Books & Materials	-19.99
Bill	684468438...	08/03/2022		Books & Materials	-31.89
Bill	453676868...	08/03/2022		Books & Materials	-59.99
Bill	478458884...	08/03/2022		Books & Materials	-19.99
Bill	485649387...	08/03/2022		Books & Materials	-8.39
Bill	957535387...	08/03/2022		Books & Materials	-14.99
Bill	958965648...	08/03/2022		Books & Materials	-119.98
Bill	543338993...	08/03/2022		Books & Materials	-9.74

Lawrence Public Library
Check Detail
 August 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	436567874...	08/03/2022		Books & Materials	-21.78
Bill	997733754...	08/03/2022		Books & Materials	-159.04
TOTAL					-2,401.45
Bill Pmt -Check	29183	08/16/2022	Gale/Cengage Learning	Checking	
Bill	78137502	07/19/2022		Books & Materials	-76.27
Bill	78165531	07/26/2022		Books & Materials	-51.78
Bill	78187424	07/26/2022		Books & Materials	-52.48
Bill	78186814	07/26/2022		Books & Materials	-25.59
Bill	78194689	07/28/2022		Books & Materials	-25.19
Bill	78240840	08/08/2022		Books & Materials	-19.59
TOTAL					-250.90
Bill Pmt -Check	29184	08/16/2022	Ingram Library Services	Checking	
Bill	70395809	07/13/2022		Outreach Collection	-12.69
				Books & Materials	-5.62
Bill	70395807	07/13/2022		Outreach Collection	-10.25
				Books & Materials	-0.12
Bill	70395805	07/13/2022		Outreach Collection	-7.79
				Books & Materials	-0.16
Bill	70395804	07/13/2022		Outreach Collection	-10.80
				Books & Materials	-0.15
Bill	70395802	07/13/2022		Outreach Collection	-49.05
Bill	70395806	07/13/2022		Outreach Collection	-6.70
Bill	70395808	07/13/2022		Outreach Collection	-45.87
Bill	70395803	07/13/2022		Outreach Collection	-20.58
Bill	70451783	07/13/2022		Outreach Collection	-4.19
				Books & Materials	-0.18
Bill	70451785	07/13/2022		Outreach Collection	-94.72
				Books & Materials	-2.32
Bill	70451784	07/13/2022		Processing Supplies	-25.20
Bill	70395800	07/13/2022		Books & Materials	-330.22
Bill	70424339	07/13/2022		Books & Materials	-546.08
Bill	70451781	07/13/2022		Books & Materials	-1,164.30
Bill	70395801	07/13/2022		Processing Supplies	-32.46
Bill	70424340	07/13/2022		Processing Supplies	-45.94
Bill	70451782	07/13/2022		Processing Supplies	-126.48
Bill	70526605	07/19/2022		Books & Materials	-1,058.86
Bill	70505860	07/19/2022		Books & Materials	-86.68
Bill	70505861	07/19/2022		Books & Materials	-225.74
Bill	70485798	07/19/2022		Books & Materials	-1,452.14
Bill	70526606	07/19/2022		Processing Supplies	-146.87
Bill	70505862	07/19/2022		Processing Supplies	-18.52
Bill	70485799	07/19/2022		Processing Supplies	-157.75
Bill	70552206	07/21/2022		Books & Materials	-609.73
Bill	70552207	07/21/2022		Processing Supplies	-47.17
Bill	70577385	07/26/2022		Outreach Collection	-129.77
Bill	70577383	07/26/2022		Outreach Collection	-7.33
Bill	70577381	07/26/2022		Outreach Collection	-10.35
Bill	70577386	07/26/2022		Outreach Collection	-51.02
Bill	70577387	07/26/2022		Outreach Collection	-17.26
Bill	70577382	07/26/2022		Outreach Collection	-16.08
Bill	70577380	07/26/2022		Outreach Collection	-33.33
Bill	70577384	07/26/2022		Outreach Collection	-25.18
Bill	70619309	07/26/2022		Books & Materials	-225.11
Bill	70577378	07/26/2022		Books & Materials	-211.75
Bill	70577376	07/26/2022		Books & Materials	-1,423.05
Bill	70619310	07/26/2022		Processing Supplies	-14.01
Bill	70577379	07/26/2022		Processing Supplies	-3.00
Bill	70577377	07/26/2022		Processing Supplies	-145.65

Lawrence Public Library
Check Detail
 August 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	70677989	07/27/2022		Books & Materials	-1,078.43
Bill	70677990	07/27/2022		Processing Supplies	-137.04
Bill	70563596	07/27/2022		Books & Materials	-117.32
				Books & Materials	-49.99
Bill	70719210	07/29/2022		Books & Materials	-1,151.99
Bill	70691959	07/29/2022		Books & Materials	-240.19
Bill	70665599	07/29/2022		Books & Materials	-666.81
Bill	70647801	07/29/2022		Books & Materials	-269.03
Bill	70647802	07/29/2022		Processing Supplies	-24.67
Bill	70719211	07/29/2022		Processing Supplies	-144.60
Bill	70691960	07/29/2022		Processing Supplies	-20.37
Bill	70665600	07/29/2022		Processing Supplies	-54.03
Bill	70712977	08/01/2022		Books & Materials	-1,687.28
Bill	70733189	08/02/2022		Books & Materials	-282.37
Bill	70733190	08/02/2022		Processing Supplies	-24.87
Bill	70712978	08/02/2022		Processing Supplies	-182.93
Bill	70791776	08/03/2022		Books & Materials	-395.70
Bill	70760824	08/03/2022		Books & Materials	-254.90
Bill	70760825	08/03/2022		Processing Supplies	-23.34
Bill	70832877	08/05/2022		Books & Materials	-811.70
Bill	70779551	08/05/2022		Books & Materials	-301.15
Bill	70832878	08/05/2022		Processing Supplies	-125.00
Bill	70779552	08/05/2022		Processing Supplies	-24.97
Bill	70791777	08/05/2022		Processing Supplies	-33.25
TOTAL					-16,760.15
Bill Pmt -Check	29185	08/16/2022	Jack Wingo	Checking	
Bill	Staff Day	08/01/2022		Block Grant	-180.00
TOTAL					-180.00
Bill Pmt -Check	29186	08/16/2022	Kanopy LLC	Checking	
Bill	KCAP-0176	08/02/2022		Kanopy	-40,000.00
TOTAL					-40,000.00
Bill Pmt -Check	29187	08/16/2022	Midwest Tape	Checking	
Bill	502357886	07/13/2022		Outreach Collection	-169.42
Bill	502357883	07/13/2022		Books & Materials	-444.48
Bill	502357884	07/13/2022		Books & Materials	-74.98
Bill	502378482	07/18/2022		Books & Materials	-451.29
Bill	502378480	07/18/2022		Books & Materials	-23.08
Bill	502392838	07/19/2022		Books & Materials	-131.94
Bill	502392835	07/19/2022		Books & Materials	-798.36
Bill	502392836	07/19/2022		Books & Materials	-137.97
Bill	502408288	07/26/2022		Books & Materials	-257.66
Bill	502408286	07/26/2022		Books & Materials	-117.95
Bill	502424501	07/27/2022		Outreach Collection	-23.24
Bill	502424209	07/27/2022		Books & Materials	-761.61
Bill	502467940	07/30/2022		Processing Supplies	-266.95
Bill	502451092	08/01/2022		Books & Materials	-622.62
Bill	502445740	08/01/2022		Books & Materials	-148.43
Bill	502441478	08/01/2022		Books & Materials	-95.02
Bill	502451093	08/01/2022		Books & Materials	-34.99
Bill	502451095	08/01/2022		Outreach Collection	-37.48
Bill	502455972	08/03/2022		Books & Materials	-76.47
Bill	502455973	08/03/2022		Outreach Collection	-53.23

Lawrence Public Library
Check Detail
 August 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	502474073	08/05/2022		Books & Materials	-372.24
Bill	502474071	08/05/2022		Books & Materials	-132.34
TOTAL					-5,231.75

Bill Pmt -Check	29188	08/16/2022	OverDrive	Checking	
Bill	06809CO22...	07/12/2022		Books & Materials	-41.97
Bill	06809CO22...	07/12/2022		Books & Materials	-440.97
Bill	06809CO22...	07/13/2022		Books & Materials	-145.07
Bill	06809CO22...	07/20/2022		Digital Resources (GDR)	-2,319.83
Bill	06809CO22...	07/20/2022		Digital Resources (GDR)	-2,078.25
Bill	06809CO22...	07/20/2022		Books & Materials	-1,555.33
Bill	06809CO22...	07/20/2022		Books & Materials	-180.63
Bill	06809CO22...	07/20/2022		Books & Materials	-291.92
Bill	06809CO22...	07/20/2022		Books & Materials	-93.79
Bill	06809CO22...	07/20/2022		Books & Materials	-115.99
Bill	06809CO22...	07/20/2022		Books & Materials	-1,592.69
Bill	06809DA22...	07/21/2022		Books & Materials	-640.45
				Digital Resources (GDR)	-751.45
Bill	06809CO22...	07/21/2022		Books & Materials	-191.07
Bill	06809CO22...	07/21/2022		Books & Materials	-274.63
Bill	06809CO22...	07/21/2022		Books & Materials	-160.94
Bill	06809DA22...	07/27/2022		Digital Resources (GDR)	-100.40
Bill	06809CO22...	07/27/2022		Digital Resources (GDR)	-1,493.30
Bill	06809CO22...	07/27/2022		Digital Resources (GDR)	-1,176.80
Bill	06809CO22...	07/27/2022		Books & Materials	-194.94
Bill	06809CO22...	07/27/2022		Books & Materials	-100.00
Bill	06809CO22...	07/27/2022		Books & Materials	-169.93
Bill	06809CO22...	07/27/2022		Books & Materials	-107.49
Bill	06809CO22...	07/27/2022		Books & Materials	-358.99
Bill	06809DA22...	07/27/2022		Books & Materials	-362.09
Bill	06809CO22...	07/27/2022		Books & Materials	-1,377.78
Bill	06809CO22...	07/27/2022		Books & Materials	-417.46
Bill	06809CO22...	07/27/2022		Books & Materials	-291.95
Bill	06809CO22...	07/27/2022		Books & Materials	-145.61
Bill	06809CO22...	07/27/2022		Books & Materials	-175.45
Bill	06809DA22...	07/27/2022		Books & Materials	-21.84
Bill	06809CO22...	07/27/2022		Books & Materials	-821.36
Bill	06809CO22...	07/27/2022		Books & Materials	-202.36
Bill	06809CO22...	07/27/2022		Books & Materials	-267.55
Bill	06809CO22...	07/28/2022		Digital Resources (GDR)	-852.16
Bill	06809DA22...	07/29/2022		Books & Materials	-159.99
				Digital Resources (GDR)	-72.07
Bill	06809CO22...	07/29/2022		Books & Materials	-768.66
Bill	06809CO22...	08/01/2022		Books & Materials	-1,346.34
Bill	06809CO22...	08/01/2022		Books & Materials	-58.86
Bill	06809CO22...	08/01/2022		Books & Materials	-72.00
Bill	06809CO22...	08/01/2022		Books & Materials	-21.84
Bill	06809CO22...	08/01/2022		Books & Materials	-18.65
Bill	06809CO22...	08/01/2022		Digital Resources (GDR)	-1,643.30
Bill	06809CP22...	08/02/2022		Books & Materials	-706.28
TOTAL					-24,380.43

Bill Pmt -Check	29189	08/16/2022	Regina Platt	Checking	
Bill	Speaker	08/01/2022		Block Grant	-750.00
TOTAL					-750.00

Lawrence Public Library

Statistical Summary - July 2022

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	37,801							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	47,860							
Cardholders transacting - <i>current month</i>	14,763							
Cardholders added - <i>current month</i>	667							
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 physical collection service points (Some users may conduct transactions at mutiple service points)	8,962	58,760	45,086		57%	43%	100%	
Website + Social Media								
Website - includes Catalog (Sessions)	36,246			72,576				
Website - Kaw Valley Jukebox	80			91				
Website - Digital Douglas County (Sessions)	421			526				
Social Media Interactions (Facebook & Twitter)	not avail.			4,163				
Social Media Reach (Facebook & Twitter)	not avail.			120,218				
Borrowing Digital vs. Physical				Across All Audiences				
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	29,629	14,383	44,012		29%	14%	42%	
Teen Total	3,735	1,894	5,629		4%	2%	5%	
Childrens Total	31,439	2,738	34,177		30%	3%	33%	
Total AV Media Room	17,476	2,379	19,855		17%	2%	19%	
Total Library of Things	176	0	176		0%	0%	0%	
Total all collections	82,455	21,394	103,849		79%	21%	100%	

Lawrence Public Library

Statistical Summary - July 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	193,588	26,894	220,482		88%	12%	100%	
Added	2,306	487	2,793		83%	17%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,751	122	1,873		93%	7%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	914	550	1,464					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		6,722	1,604	8,326	81%	19%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,892	16,084		4				
Other Public Services				Total sessions				
Public Computer Usage				2901				
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	18	1	0	2622	227	4
Total Programs Offered				108				
Total Program Attendance								2853
STAFFING	Current Month	Current Month	% Change					
	2022	2021	2022 v 2021					
Total Paid Staff, in Full-Time Equivalents (July 2022 number includes 3 Summer Interns)	70.58	64.59	9%					

Lawrence Public Library

Full Statistical Report - July 2022

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	37,801							
Checkouts per visit (Total physical checkouts (not incl renewals) / Total user visits)	1.51							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Lawrence resident cardholders transacting in last 3 years	39,744	83%						
Douglas County residents (excluding Lawrence residents)	2,029	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	4,069	9%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	2,018	4%						
Total Cardholders transacting in last 3 years	47,860	100%						
Cardholders transacting - current month	14,763							
% of Cardholders transacting - current month	31%							
Cardholders added - current month	667							
Checkouts & Renewals								
Borrowing Service Points (Checkouts + Renewals unless otherwise noted)	Unique Users	In Person Checkouts + Renewals	Online or Automatic Checkouts+ Renewals	Avg. Checkouts + Renewals Per User	% Checkouts + Renewals In Person	% Checkouts + Renewals Online	% Total Checkouts + Renewals	
Service Point Activity								
Bookmobile / Home Delivery	124	729		6				
Book Lockers	221	977		4.42				
Outreach	3	3		1				
Main Library Checkouts + Renewals	6,702	57051		9				
Digital Collections	4,432		21,394	5				
Online renewals - patron-initiated	1,588		6,863	4				
Automatic renewals (no patron action)	4,004		16,829	4				
Unique Users & Transactions at all physical collection service points (Some users may conduct transactions at mutiple service points)	8,962	58,760	45,086	N/A	57%	43%	100%	

Lawrence Public Library

Full Statistical Report - July 2022

Website + Social Media	Users (if available)			Activity					
Website - includes Catalog (Sessions)	36,246			72,576					
Website - Kaw Valley Jukebox	80			91					
Website - Digital Douglas County (Sessions)	421			526					
Social Media Interactions (Facebook & Twitter) (does not include TikTok or Instagram)	not avail.			4,163					
Social Media Reach (Facebook & Twitter) (does not include TokTok or Instagram)	not avail.			120,218					
	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)	26,874	6,153	33,027	75%	26%	6%	32%		
Adult Graphic Novels	1,154	216	1,370	3%	1%	0%	1%		
Adult Magazines	566	341	907	2%	1%	0%	1%		
Adult Audiobooks (including language instruction)	1,035	7,673	8,708	20%	1%	7%	8%		
Adult Total	29,629	14,383	44,012	100%	29%	14%	42%		
Teen Books (incl. Book Club Kits)	2,189	882	3,071	55%	2%	1%	3%		
Teen Graphic Novels and Manga	1,504	0	1,504	27%	0%	0%	1%		
Teen Magazines	7	0	7	0%	0%	0%	0%		
Teen Audiobooks	35	1,012	1,047	19%	0%	1%	1%		
Teen Total	3,735	1,894	5,629	100%	4%	2%	5%		
Children's Books, NF Videos & all Kits	26,002	1,332	27,334	80%	25%	1%	26%		
Children's Graphic Novels	3,914	50	3,964	12%	4%	0%	4%		
Children's Magazines	183	0	183	1%	0%	0%	0%		
Children's Music CDs	290	0	290	1%	0%	0%	0%		
Children's Audiobooks & Readalongs	1,050	1,356	2,406	7%	1%	1%	2%		
Childrens Total	31,439	2,738	34,177	100%	30%	3%	33%		
AV Media Room - Feature Films (Adult and Family) and All	9,336	2,379	11,715	59%	9%	2%	11%		
AV Media Room - TV Shows	3,333	0	3,333	17%	3%	0%	3%		
AV Media Room - Non-Fiction DVDs	725	0	725	4%	1%	0%	1%		
AV Media Room - Adult & Family Video Games	1,702	0	1,702	9%	2%	0%	2%		
AV Media Room - Adult Music CDs	2,380	0	2,380	12%	2%	0%	2%		
Total AV Media Room	17,476	2,379	19,855	100%	17%	2%	19%		
Library of Things - Boardgames and Game Guides	160	0	160	91%	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	16	0	16	9%	0%	0%	0%		
Total Library of Things	176	0	176	100%	0%	0%	0%		
Total all collections	82,455	21,394	103,849	100%	79%	21%	100%		

Lawrence Public Library

Full Statistical Report - July 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)	91,662	11,239	102,901		42%	5%	47%	
Adult Audiobooks & Language Instruction	6,278	5,550	11,828		3%	3%	5%	
Total Adult Collection	97,940	16,789	114,729		44%	8%	52%	
Teen Book & Other Print Formats	9,890	2,068	11,958		4%	1%	5%	
Teen Audiobooks	292	4,361	4,653		0%	2%	2%	
Total Teen Collection	10,182	6,429	16,611		5%	3%	8%	
Children's Book & Other Print Formats	54,623	2,349	56,972		25%	1%	26%	
Children's Audiobooks & Language Instruction	1,935	1,327	3,262		1%	1%	1%	
Children's Video and Music	950	0	950		0%	0%	0%	
Total Children's Collection	57,508	3,676	61,184		26%	2%	28%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,823	0	27,823		13%	0%	13%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	135	0	135		0%	0%	0%	
Total All Holdings (As of 7/2022 includes Dottie holdings)	193,588	26,894	220,482		88%	12%	100%	
Added	2,306	487	2,793		83%	17%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,751	122	1,873		93%	7%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	914	550	1,464					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		2,684	1,435	4,119	32%	17%	49%	
Info Services Interactions		1,381	44	1,425	17%	1%	17%	
Readers Services Interactions		458	0	458	6%	0%	6%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		46	7	53	1%	0%	1%	
Teen Interactions		517	0	517	6%	0%	6%	
Children's Interactions		0	0	0	0%	0%	0%	
Outreach		1,375	0	1,375	17%	0%	17%	
Public Technology Interactions		261	40	301	3%	0%	4%	
Website - Contact Us Forms + Social Media		0	78	78	0%	1%	1%	
Total Service Interactions		6,722	1,604	8,326	81%	19%	100%	

Full Statistical Report - July 2022

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,540	17,564		5				
Holds Filled	3,892	16,084		4				
Holds Unclaimed	1,382	2,713		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		22.92%						
Other Public Services				Total sessions				
Public Computer Usage				2901				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms+ Auditorium	87	130		56%				
Public-Sponsored Uses of Study Rooms	278	427		53%				
Public-Sponsored Uses of S+V Studios	62	124		62%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	176	332		1.9				
Interlibrary Loan Items Loaned from LPL Collection	228	500		2.2				
	# 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	20	14	1	0	461	158	4
Teen Programs (12-17)	0	12	2	0	0	129	10	0
Children Programs (birth-5)	0	35	0	0	0	1177	0	0
Children Programs (6-11)	0	22	2	0	0	855	59	0
Total By Type	0	89	18	1	0	2622	227	4
Type of Event								
Kansas Reads to Preschoolers	0	0	0	0	0	0	0	0
Summer Reading (all ages)	0	89	18	1	0	2622	227	4
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	18	1	0	2622	227	4
Total Programs Offered				108				
Total Program Attendance								2853

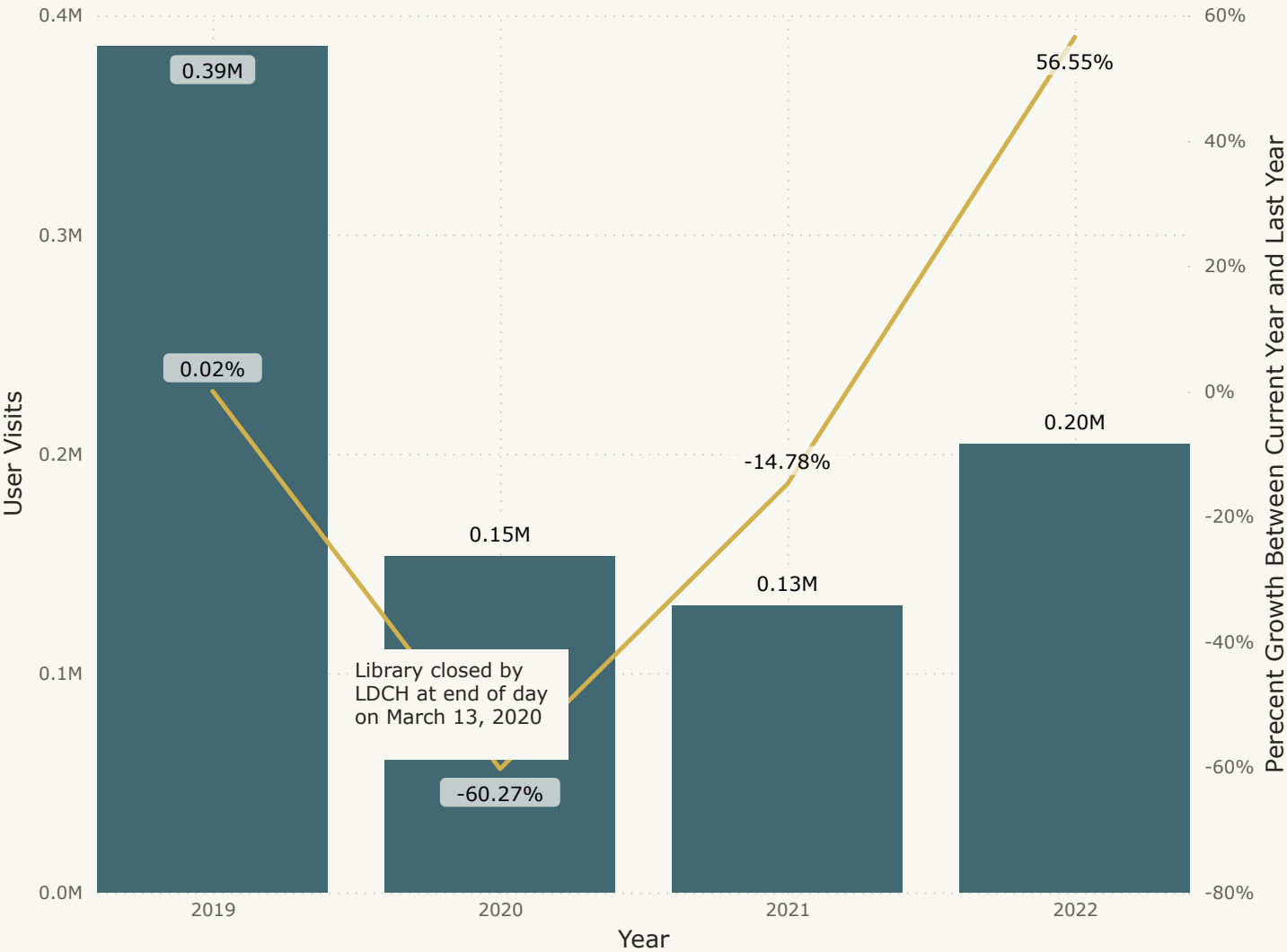
Lawrence Public Library

Full Statistical Report - July 2022

STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
	2022	2021	2022 v 2021		2022	2021		
Total Paid Staff, in Full-Time Equivalents (July 2022 number includes 3 Summer Interns)	70.58	64.59	9%					
ALA-MLS Librarians, in Full-Time Equivalents	19.825	18.45	7%					
Number of Employees--Total	88	79	11%					
Number of Employees--Full-Time	45	40	13%					
Number of Employees--Part-Time (July 2022 number includes 3 Summer Interns)	43	39	10%					
Terminations	2	1	100%		6	8	-25%	
Hirings	0	0	#DIV/0!		4	5	-20%	
Volunteer Hours	557	185	201%		3,408	418.0	715%	

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

User Visits Percent Growth Between Current Year and Last Year



56.55%

Percent Growth Between Current Year and Last Year

Year

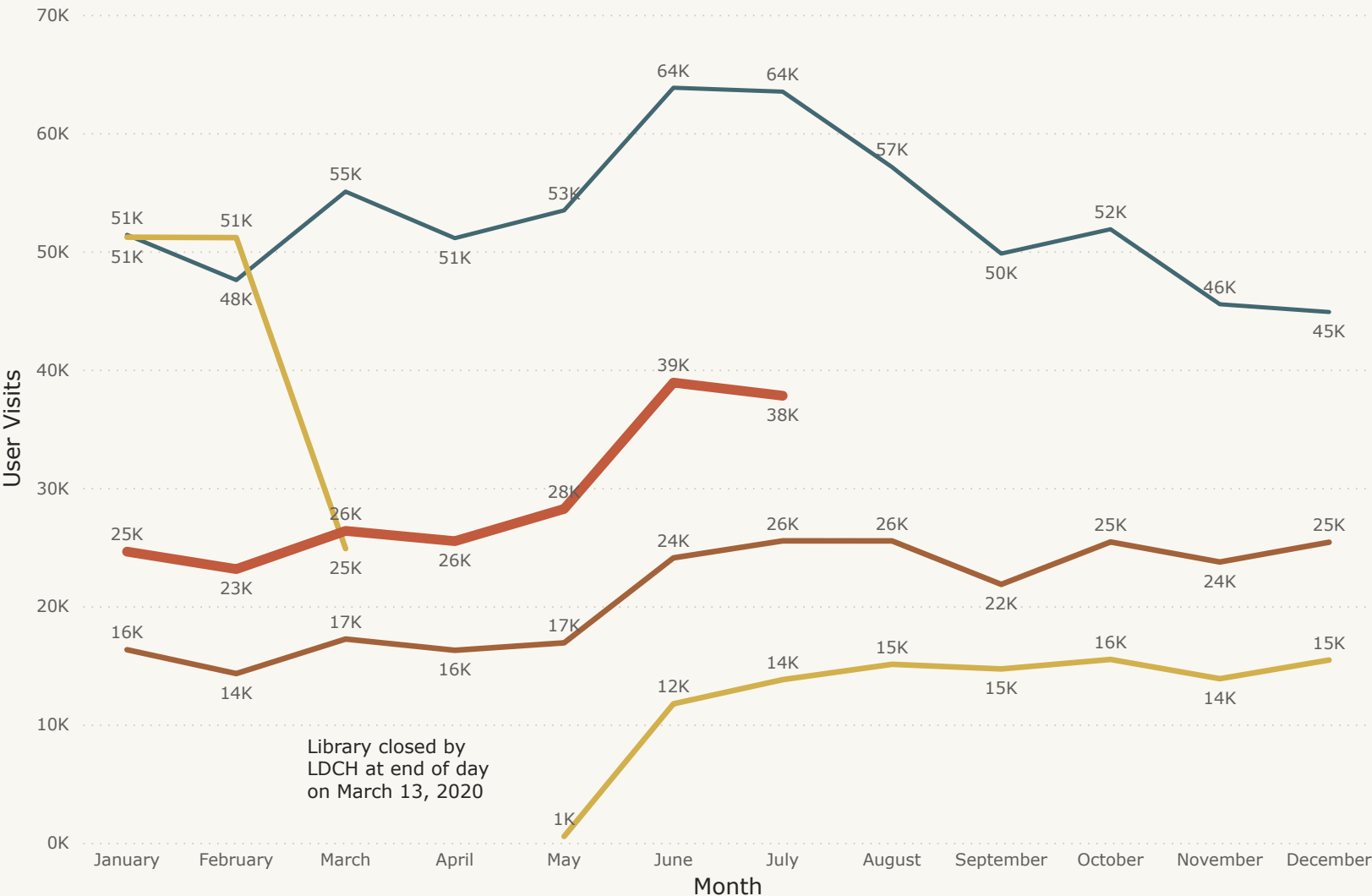
- 2019
- 2020
- 2021
- 2022

Month

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

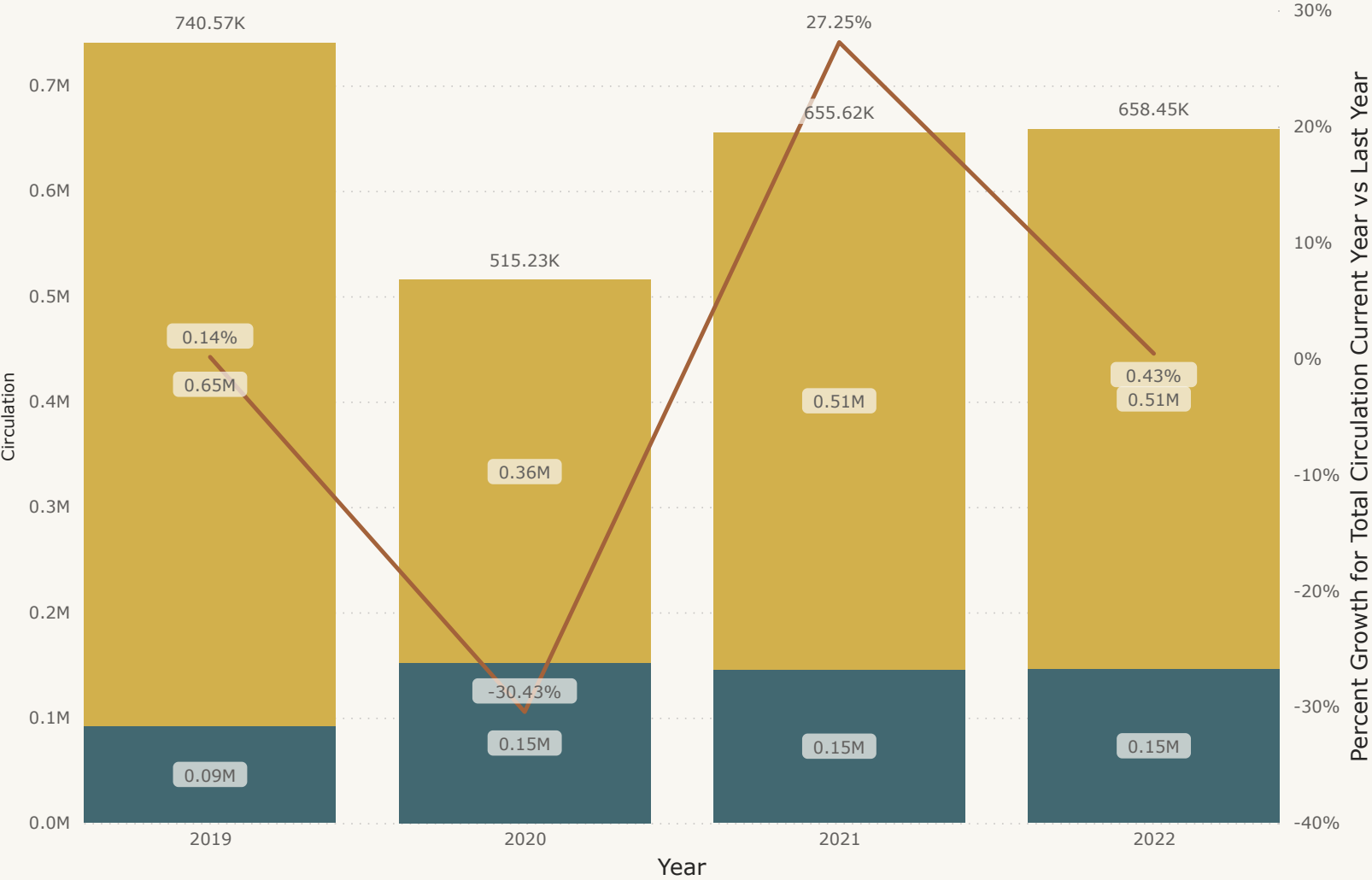
Total User Visits: 4 Year Comparison

Year ● 2019 ● 2020 ● 2021 ● 2022



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

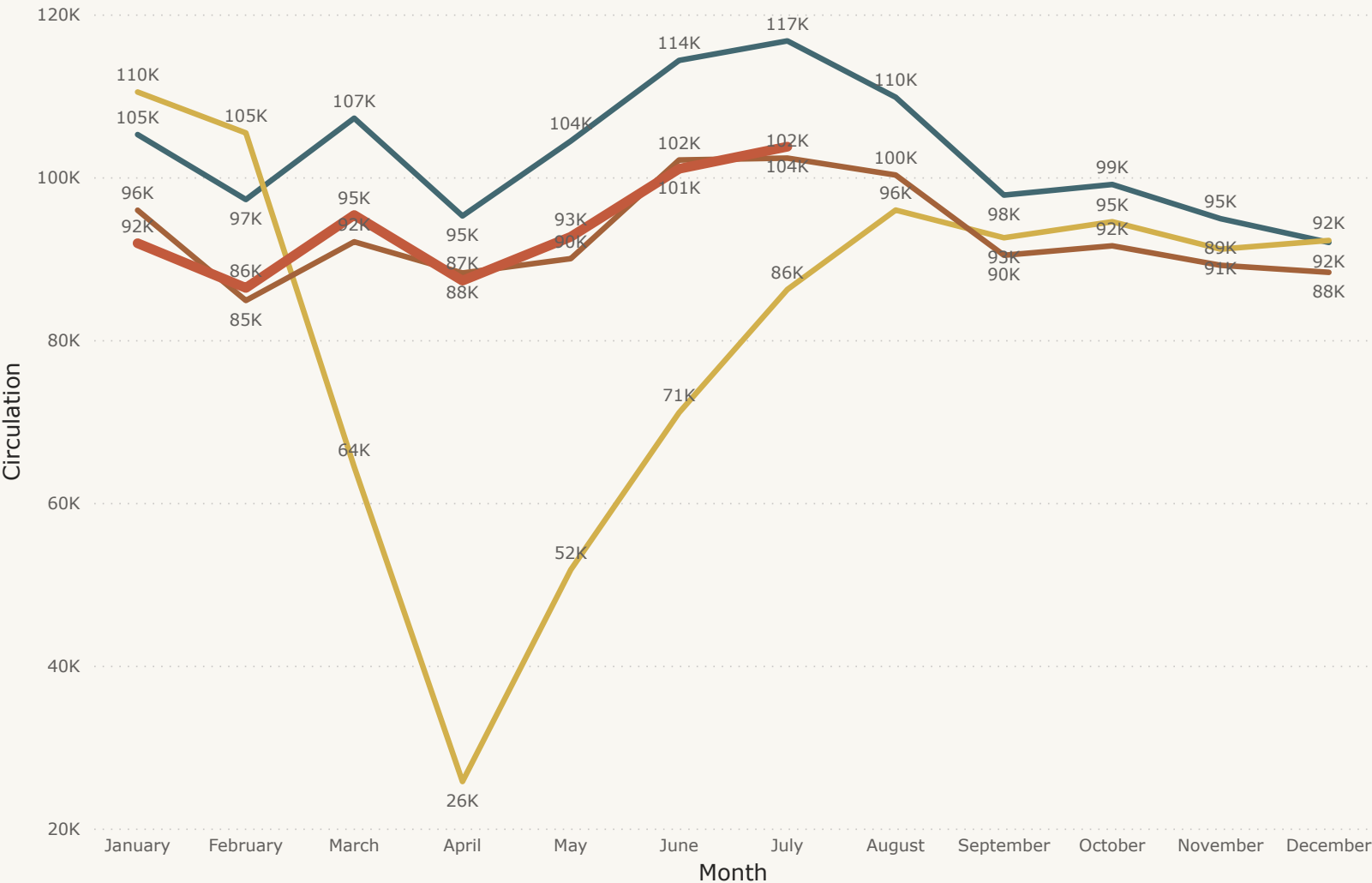
Digital Format vs Physical Format ● Digital ● Physical ● Percent Growth for Total Circulation Current Year vs Last Year



0.43%
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

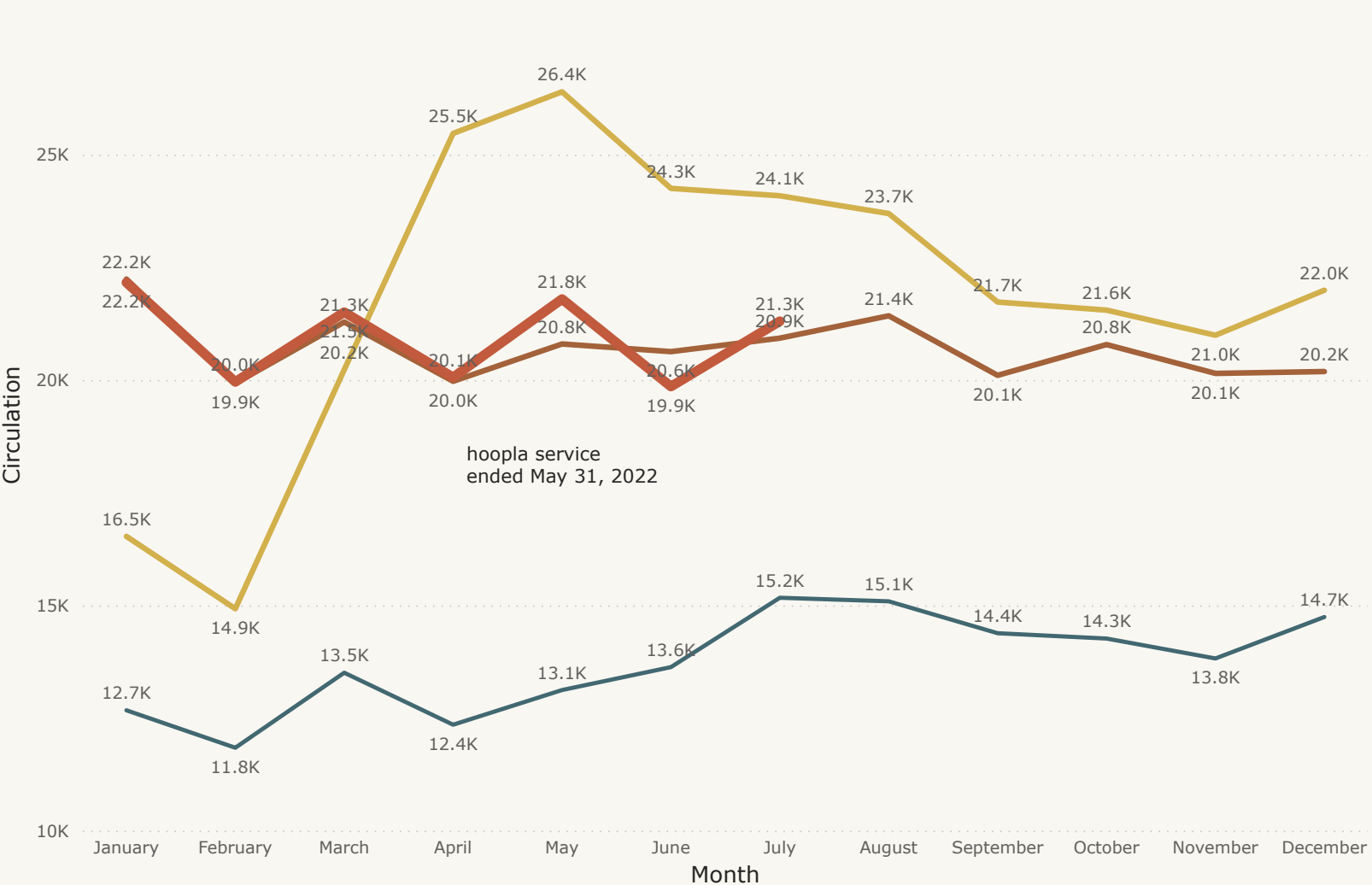
- Digital
- Physical

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

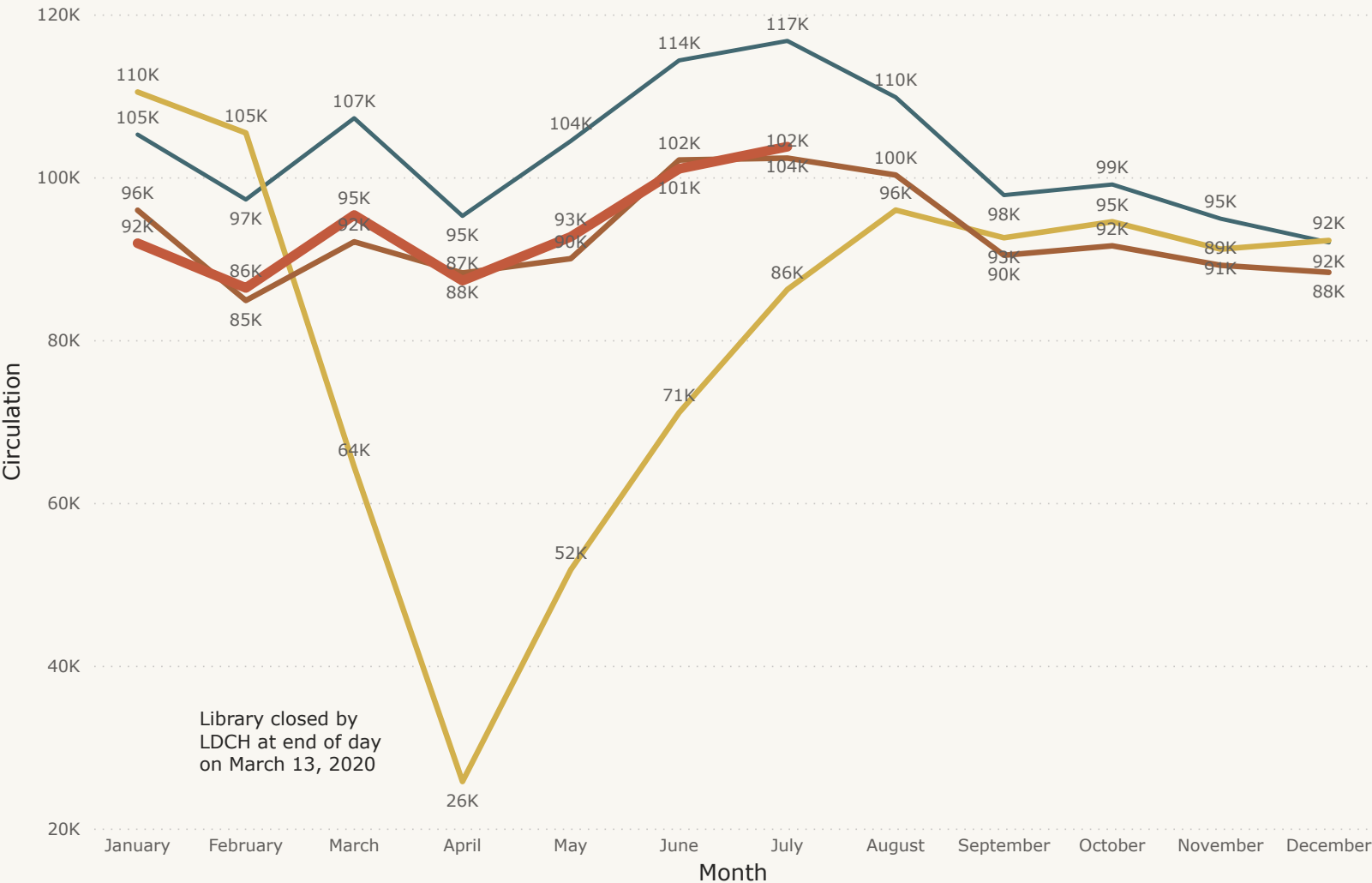
■ hoopla

■ Kanopy

■ Overdrive

Physical Circulation Trend: 4 YR Comparison

Year ● 2019 ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

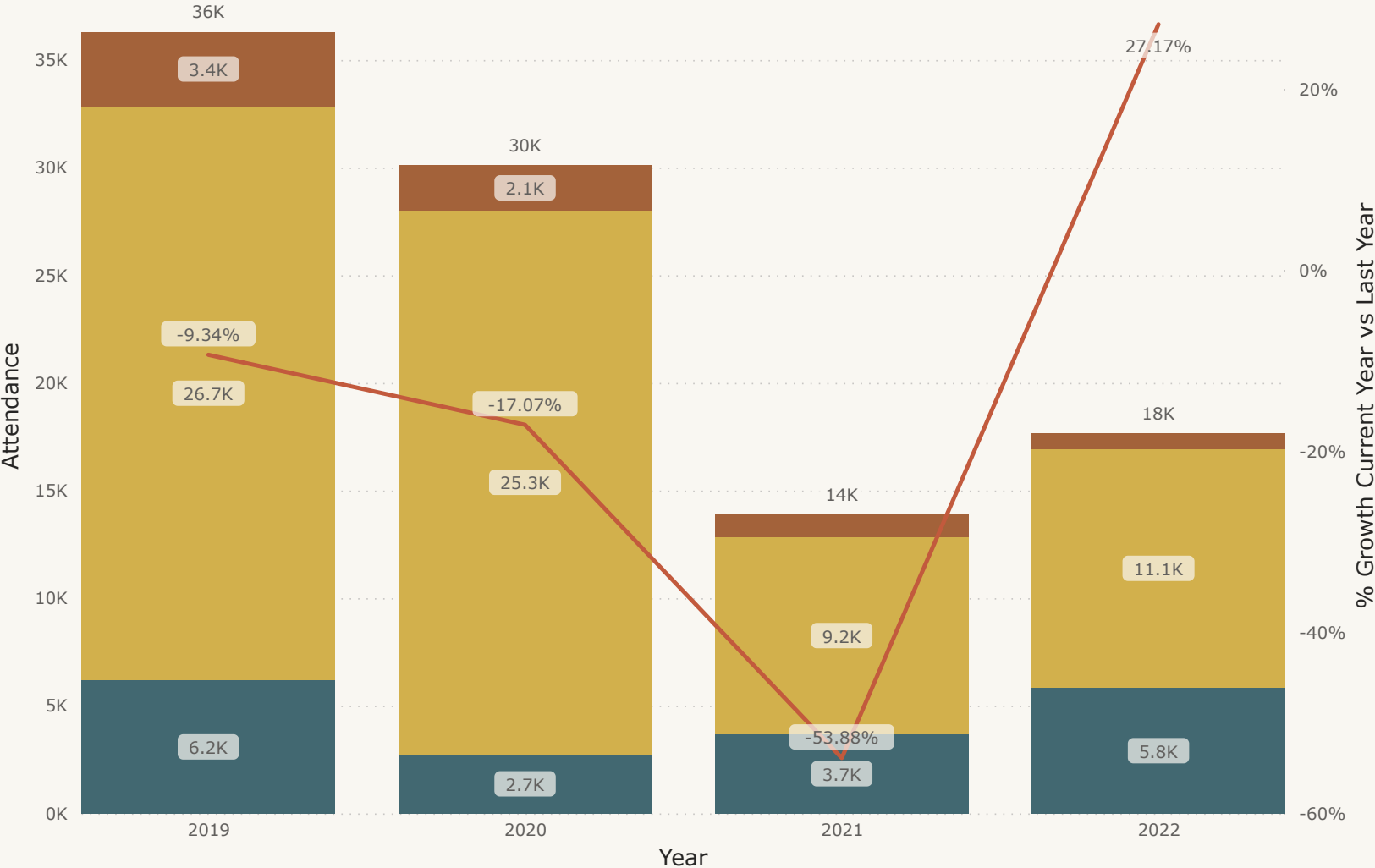
- DigitalPhysical
- Digital
- Physical

Filter by type of transaction

- Auto Renewal
- Checkout
- Renewal

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

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



27.17%

% Growth Current Year vs Last Year

Filter By Audience

- Select all
- Adult
- Children
- Teen

Program Type

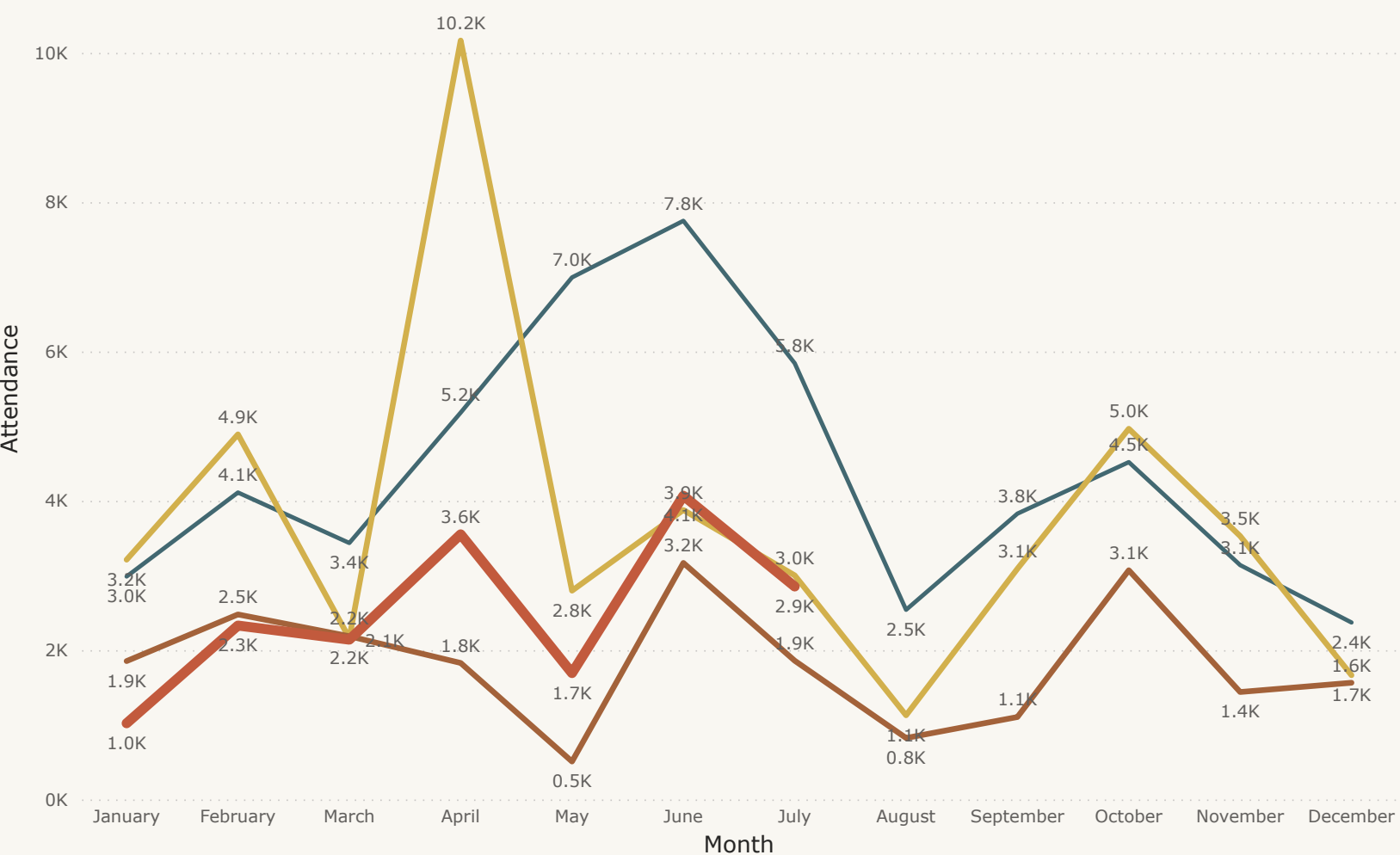
- Select all
- Live In Person
- Live Online
- Online
- Passive (e.g., Storywalk)
- Recorded Video

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)

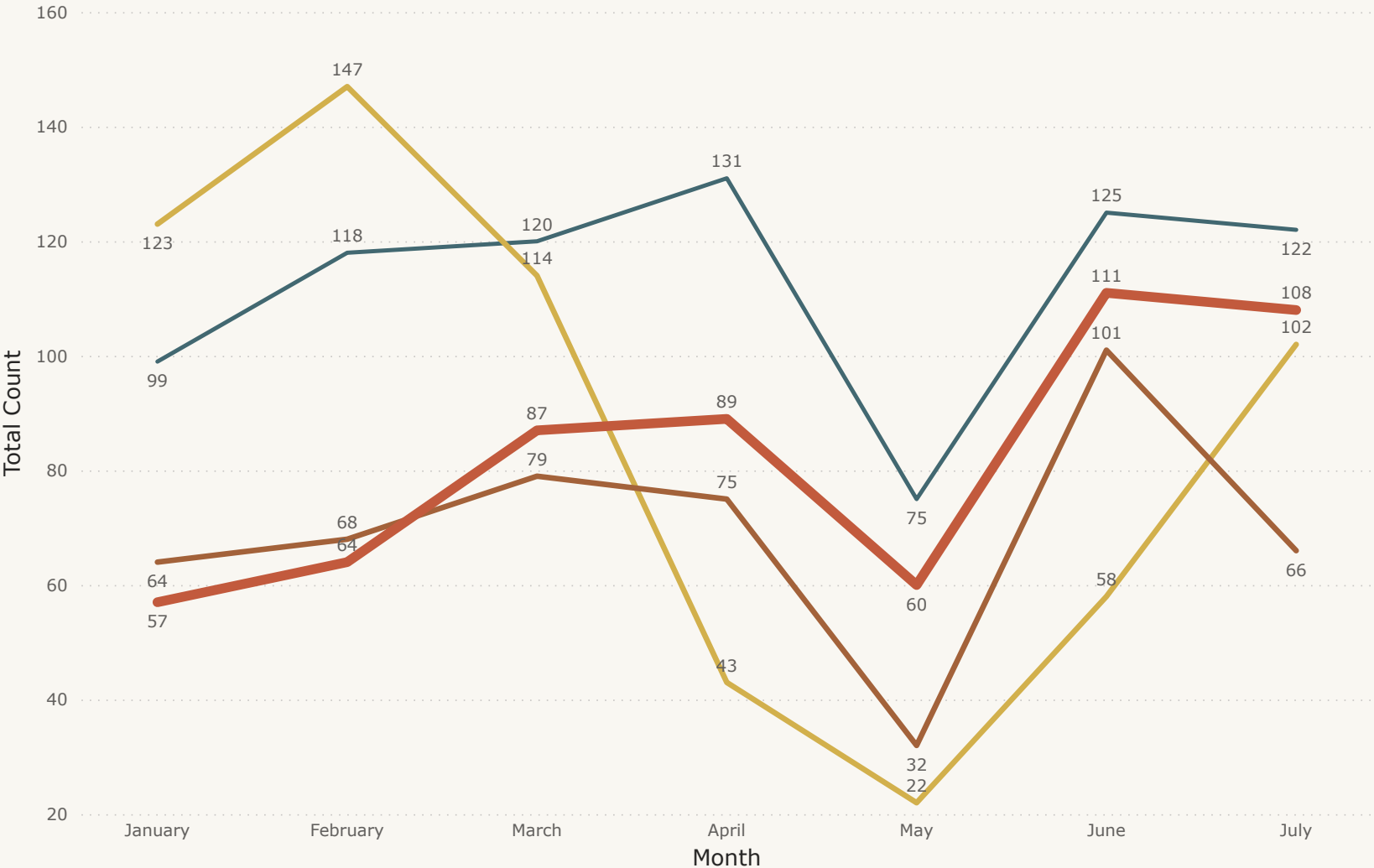
June 2022: Popular Children's Summer Reading events, Outreach at St. John's Mexican Fiesta, and the How-To Festival all contributed to a bump in June attendance.

Total Programs Presented: 4 YR Comparison

Year ● 2019 ● 2020 ● 2021 ● 2022

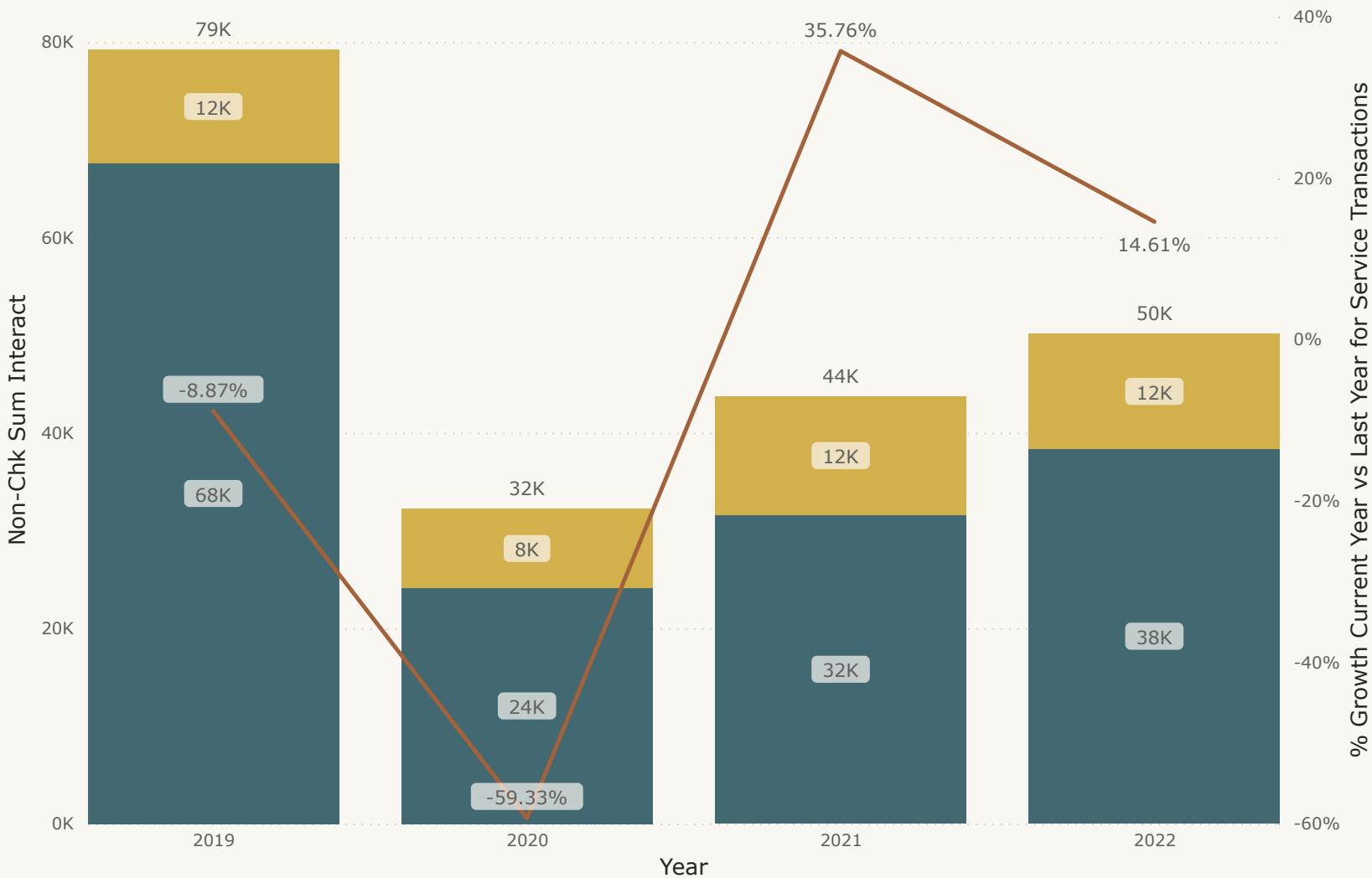
Filter By Audience

- Select all
- Adult
- Children
- Teen



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

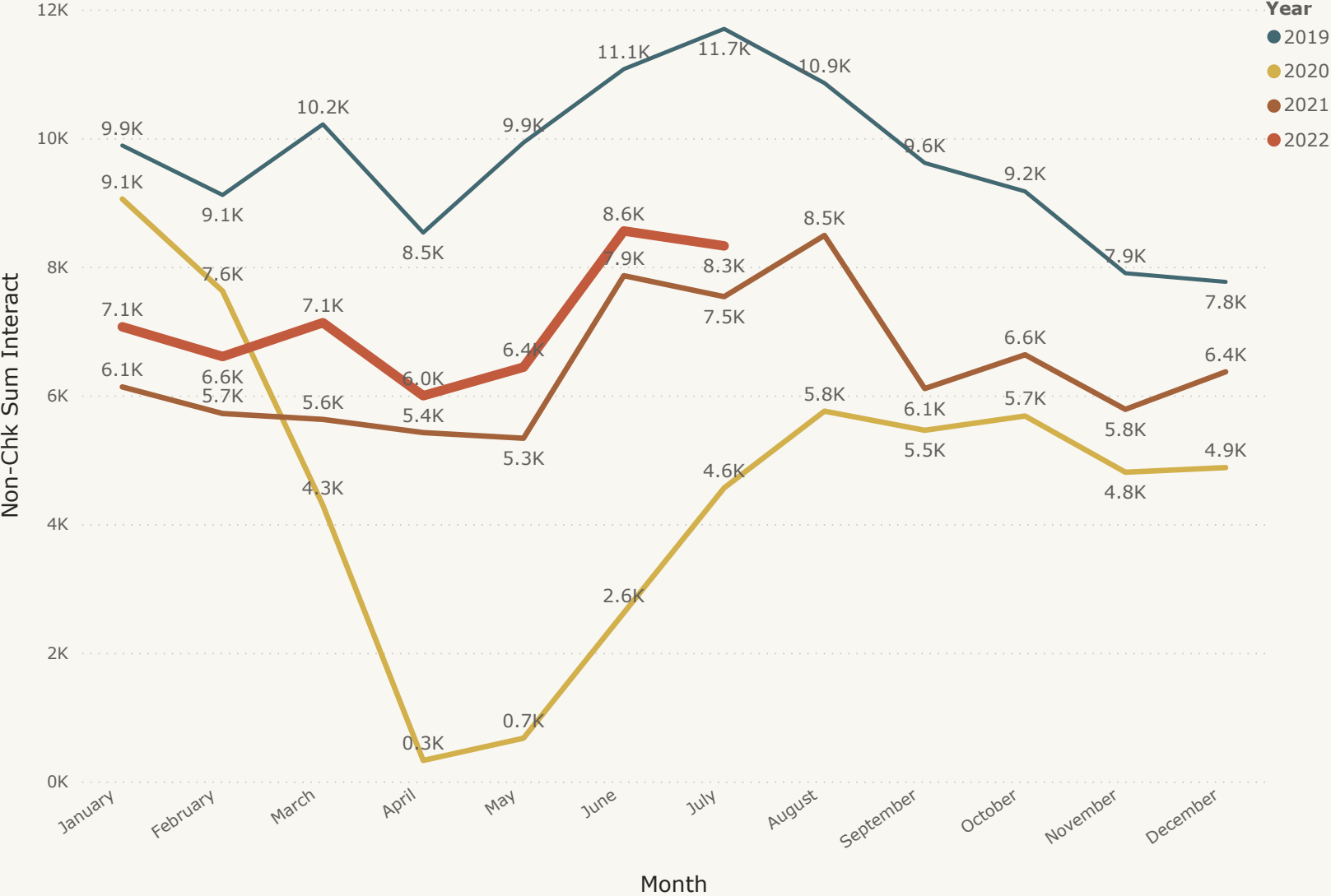
In Person or Online/Phone ● In Person ● Online + Phone ● % Growth Current Year vs Last Year for Service Transactions



14.61%

% Growth Current Year vs
Last Year for Service
Transactions

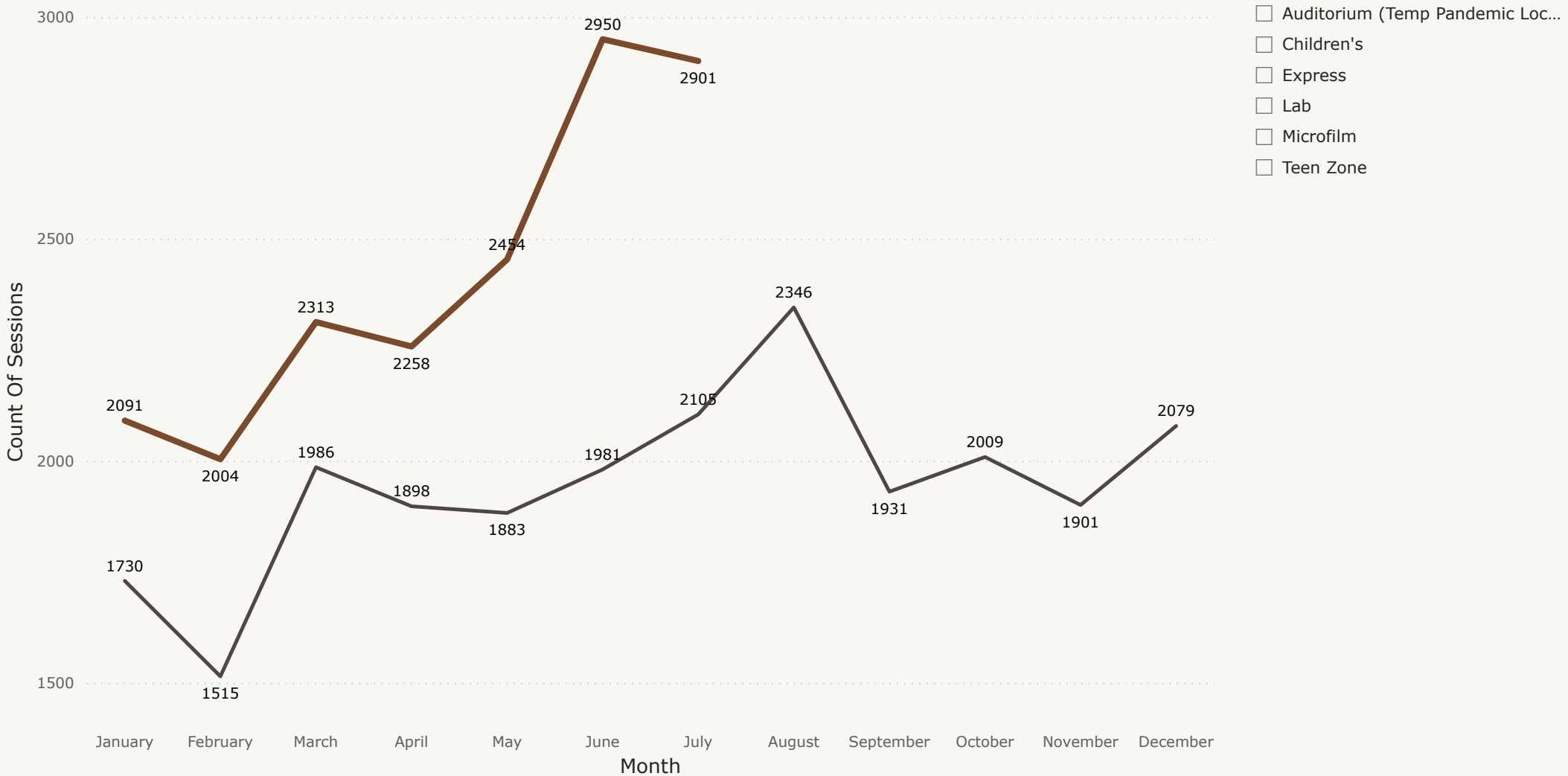
Service Interactions: 4 YR Comparison



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

Computer Sessions 2021 v 2022

Year ● 2021 ● 2022



PC Area

- ☐ Atrium
- ☐ Auditorium (Temp Pandemic Loc...)
- ☐ Children's
- ☐ Express
- ☐ Lab
- ☐ Microfilm
- ☐ Teen Zone

Library Director's Report for July 2022

Late in the evening after last month's board meeting, I hopped the overnight Amtrak to Trinidad, Colorado. I am still unsure whether I would recommend it or not, but it was certainly an adventure. I spent the week in Southern Colorado with my father, his brothers, and some cousins. It was nice to get out of town for a bit.

Here in a few weeks, we will have our annual Staff Day. It will be held on Thursday, September 1. The library will be closed for the day. Our Staff Day committee has put together a good agenda for the day. With COVID, this will be the first in-person staff day we've held since 2019. I look to spend the day with our excellent team. Board members are welcome to attend if you'd like, even if it's just for breakfast or lunch. I hear that the morning keynote is going to be fantastic. If you are interested, please let me know.

A few months back, when someone was attempting to contact the library board, we realized that we did not have board members' contact information on our website. A while back, we took the emails off the page with concerns that board members were being spammed. Not creating a new mechanism for communicating with the board was an oversight. We now have a "Contact the Library Board" link on the board of trustees page of our website that will take folks to a form they can complete. Form submissions will generate an email to the board chair and me. I don't anticipate much traffic, but it seemed important to provide a more transparent means to communicate with the board.

I presented to the City Commission at their August 9 meeting. The commission's Work Session that night consisted of a report from community partners working on the Unmistakable Identity outcome of the City Strategic Plan. I explained the work the library is doing that contributes to components of that outcome, specifically in the realms of community engagement, equity and inclusion, and environmental sustainability. It has been a while since I presented in person to the Commission, so it was nice to dust off those chops a bit. Overall, I think my report was well received and represented the library well.

I met on August 4 with Danielle Davey, attorney at law at Sloan Law Firm. She works with other libraries in the region, generally in conjunction with Northeast Kansas Library System. We had a high level discussion about the kinds of legal representation she could be useful for. Her main specializations are in employment law, real estate, and civil litigation.

Respectfully submitted by Brad Allen, August 10, 2022

Monthly Departmental Reports

August 2022

Accounts:

This month we started trading Nintendo Switch dummy cases for the actual games held behind the Accounts desk. The goal in using dummy cases was to make the collection more visible and browsable by patrons. It appears to be helping move them out the door. Patrons have easily adjusted to the change and seem to enjoy being able to browse the shelves for the games.

Cataloging & Collection Development:

The Collection Development department has been focusing a lot of energy into building the OverDrive digital collection. Since the announcement that the Library was parting ways with Hoopla back in May, the selectors have doubled the amount of digital titles added to the collection each month. Ransom attended a Readers Services meeting to give them a rundown of how to use some OverDrive features that will help with patron engagement.

The Cataloging team registered for the Jumpstart Inclusive Cataloging workshop that's hosted by Library Journal and School Library Journal. The workshop will take place virtually in November.

Emily began training our IMLS intern, Khiana in cataloging with the hopes that she'll be able to catalog and process a small collection during the remainder of her stay with the department. Khiana is now splitting her time between Collection Development and Cataloging so she gets a full spectrum of how the department functions.

Collections & Technology:

Jeff, Kevin, and Tricia had a helpful discussion with staff at Topeka Library about how they use the OrangeBoy platform to measure patrons' engagement and satisfaction with library services. This info has been passed on to the Data Team, who will discuss the platform and its use at LPL in an upcoming meeting.

Tricia attended the July Programming Club meeting to share information about how and why output statistics are compiled for library events. She will be following up with Kristin and others in the group to improve the process for gathering this information.

Tricia attended an AMIGOS workshop on creating and presenting Infographics.

Jeff, Kevin, Kim and Tricia met with the Sirsi Library Relations Manager, Nicole Romyak. Nicole updated us on all SIRSI-related news. She noted that we are doing a good job of keeping up with software updates.

Monthly Departmental Reports

August 2022

Diversity, Equity, and Inclusion:

This past month, I worked with the Staff Day taskforce to wrap up planning for this year's staff day. Marc and I hosted students from the LMH Summer Leadership academy in mid July, and they had a great time learning about our library as well as librarianship in general and how it connects to community health. I also completed LPL's Equity Commitment statement, which I will present to the board at this month's meeting.

Employee Engagement:

I successfully completed my SHRM-CP certification in July. The past month has also focused on training for the staff including a Work Smarter, Not Harder presentation by LMH Workplace Wellness Therapist Kim King as part of our Staff Wellness grant from the Kansas Library Association and readying the schedule for our Staff Day on September 1. We've also said goodbye to so many great interns like our two AmeriCorps VISTA interns, Ethan Wood and Evan Lott, and our three Teen Summer Reading Interns, Kady Bischmann, Abby Coons, and Caitlin Sand.

Facilities:

Last day of Summer Lunches on the Lawn was August 5th! Happy that so many kids got nutritious food for lunch over the summer, but also happy to not have to do the set up and tear down in the heat for another year. Now that things are slowing down a bit, Phillip and the Facilities staff are busy replacing bulbs and inspecting the high ceiling light fixtures. Also going after carpet spots and replacing any small pieces where the stain won't come out (looking at you, red slurpy).

Information Services:

Highlights for this month included the fruits of several collaborations: Hazlett partnered with Jenny from YS and the community at large on the launch of the [Quaranzines](#) and with Kevin from Collections Development on the launch of the [LPL zine collection](#), and Ruby partnered with KSPHQ on a social media push to raise awareness of the 988 crisis line rollout and with the Douglas County Elections Office on a design for voter registration reminders, which [they shared on their page!](#)

Jake, Ruby, and Marc completed their Dottie driver training and are ready to help get Dottie on the road in the coming weeks!

Monthly Departmental Reports

August 2022

Information Technology:

A preliminary quote for new security camera installation has been received. We are continuing to work toward purchase and installation of new cameras. Replacement uninterruptible power supply (UPS) equipment purchased under E-Rate in May has not yet shipped due to supply chain issues. We received an update that this equipment is expected to ship in September. Preparation for the Unicode project continues. Kim has kept up well with requirements and expectations for this project. 14 replacement RFID pads have been ordered from FE Technologies. We have not yet received shipping confirmation for the new equipment. New wireless microphones and receivers approved for purchase in May are still backordered with no expected shipping date yet available. Aaron continues to respond to patron complaints of Wi-Fi coverage issues, collecting as much information as possible to identify who is having problems and why. New Wi-Fi access point mount brackets were ordered and have been received. These will allow reorientation of access points from vertical to horizontal mounting. Upstairs access points will be repositioned in August to improve coverage. Sean has completed Google Professional Workspace Administrator training and will take the certification exam soon. Kim attended the quarterly Bibliocommons meetup. Sean is working on adjustments to PC Reservation session settings which will switch patrons from a daily session limit to a daily time limit. This change will take place later this month.

Marketing:

Marketing has been busy getting the Fall Reader to press; new magazines will be here before the end of August, but our PDF is available to the public online [here](#). Some ongoing projects include getting Jungle House to supply us with large trees for the Lobby (we added three to the space and so far both staff and patrons love them!), working with Brad and Kathleen to create talking points and answering FAQs for patrons regarding the requested 2023 library budget (which is searchable here under [2023 Library Budget Information](#) (and easy for staff to locate), getting new vinyl ordered for Materials Handling (the Games section) and various other vinyl and signage needs throughout the library, assisting Readers' Services with branding and graphics production for their 2nd Annual Booktoberfest (kicks off in October), working with [Sarah Newman](#), the Director of Art and Education at Harvard's MetaLab and the Spencer Museum of Art on co-hosting part of her exhibit, *How the Light Gets In*, an interactive installation co-created with women in reentry from incarceration and the KU Center for Digital Inclusion. The work highlights the voices of those who are not often seen as teachers, and encourages everyone to look in unexpected places for sources of learning. The library's part of the exhibit runs November 1–December 31, 2022 in the Atrium. Participation is strongly

Monthly Departmental Reports

August 2022

encouraged (the Spencer's component will run November 3–January 8), and working on writing a job description for a new Marketing position in 2023 — a Communications Specialist — and how that will evolve The Marketing Coordinator's responsibilities in some areas (while other things will remain the same.) Team-wise, our library's social media folks are producing so much quality content that it's hard to get anything else done at our team meetings except watch the biggest hits from the past month. We are incredibly fortunate to have so many exceptionally bright, creative, and passionate folks keeping the library in our community's hearts and minds in such a fresh way. It really matters to do what you love — the results are incredible. A few highlights include our [Tik Tok](#) in general led by Kayla Cook, this [tweet](#) from Sarah Mathews, this [1000 Books before Kindergarten finisher](#) photo by Jenny Cook, and this [goosebump-giving Instagram reel](#) from Leah and Christina.

Materials Handling:

We've been busy with Summer Reading, summer vacations, summer illness, and rental leases ending in the summer in Materials Handling!

Interdepartmental cross training continues for Teagan(Readers' Services), Cale(Info Services), and Kate(Info services). Traci should be starting to cross train once her summer work at the Arts Center wraps up.

Speaking of training, I'm continuing to learn more about our interlibrary loan processes from Liza, our resident ILL expert. I also met with the team for some (almost) half year check-ins.

Like other departments, we're preparing for the big Unicode conversion at the end of August as well as Dottie's inevitable rollout. Both will affect our workflows significantly.

Monthly Departmental Reports

August 2022

Outreach:

After a couple years of planning and one year waiting for supply chain issues to clear, we finally have custody of Dottie! There's a few more construction details that need to be finished but we'll start going to a few of our regular stops the week of August 15th, and expand the schedule to elementary school stops in September. We'll also be taking Dottie to Haskell's TGIF event, a community event to welcome new students on August 19th, and to the Kansas Suicide Prevention Headquarters 988 Breakfast for Hope on 9/8 at 8 am. Marc, Ruth, and Kristin attended the Minority Mental Health Fair at South Park in late July and everyone was very excited to see Dottie. We checked out a few books, Ruth signed a few folks up for library cards, and Ruby's Mindful Crafting Kits were a hit. Be sure to come to our Dottie ribbon cutting ceremony on August 20th at 7 pm as part of Last Bash of the Summer with Youth Services. We'll have food, Free State Beer, live music, and a screening of *Luca*.

Public Technology Services:

July was a fairly standard month of serving the public in the Public Technology department.

Brian Schulz departed for the St. Louis Public Library and to further his education at the end of the month, and we're now delighted to have Andrew Magleby returning to the team after 9 months of adventures in France. If you've ever met Andrew, you'll know that he'll no doubt bring renewed energy to our department and the lower level. We are putting the finishing touches on the new S+V Videocast Studio and will open booking mid August, followed by an unveiling program on August 21st. We're really proud of the hard work that has gone into creating this new resource for the community and can't wait to share it with the public.

Readers Services:

On August 5th, three of Readers' librarians, Leah Newton, Christina James and Polli Kenn, presented at Romance GenreCon during their librarian track, Polli on how to assist patrons who are fans of the genre and Leah and Christina on how to implement Reels and TikTok to provide readers' services to the community.

Polli will be presenting with Emily McDonald about cataloging and getting the most out of Bibliocommons on August 23 and 25th as part of our ongoing staff training. At the end of the month, Polli will be presenting for MALA librarians as part of the Readers' Advisory Coffee Chat series.

On August 18th at 7pm, we will host a book launch for Micheal Travis for his upcoming book "Celebrating Kansas Breweries: People, Places, and Stories". The Raven will be on hand to sell

Monthly Departmental Reports

August 2022

books and Michael will be in conversation with the head brewer from Lawrence Beer Co.

Security:

Brad worked with Lawrence's Police Chief who set up a meeting for Brad, Tricia, and Jon with Major Fowler and Lieutenant Ernst to talk about the space outside the library. They were very helpful explaining how the police view the different areas and what that means when we ask the police for their assistance. We'll be putting something together to not only inform staff about what we learned, but also to help staff give better and more consistent responses to patrons.

Youth Services:

It's the final stretch of Summer Reading. Our programs for the summer have ended and we're taking a well earned break. Patrons can still turn in their reading logs through August 20. We're definitely seeing a boost in numbers. We're already 28% over the number of finishers we had last year. We're still not to our pre-pandemic numbers, but it's getting better each summer.

The majority of our summer interns and teen volunteers positions have come to a close. We're so grateful for their help and hard work. In hiring news, we've welcomed back Sage Schubert . They were a former assistant in the Teen Zone and moved to Texas briefly. They started on 8/5 and we're so pleased to have them back working with us.

Friends & Foundation's Director's Report: August 10, 2022

Meetings with LPLFF Board Members. The Friends & Foundation Board did not meet in July. However, board chair Rachel Rademacher and I met spent the month meeting individually with board members to check in on how they are doing, learn how they'd like to help, and collect feedback on how to improve our organization. To date, we have met with all but two of our board members. Here are some suggestions that have resulted from these conversations:

- Create an operations contingency plan in the event of a recession or down economy.
- Recruit committee members from outside the board. These folks could potential be future board members. Board members emphasized welcoming younger people.
- Several offers to volunteer for the spring fundraiser and planned giving program
- Improve board diversity
- Add funds to the 2023 budget to send one staff person (LPL and/or LPLFF) to Leadership Lawrence each year.
- Explore a stronger partnership with Altrusa for volunteers and grant support
- Create succession plans for LPLFF staff persons (great 2023 goal)

Granny Goals Challenge. Our Granny Goals matching challenge has been a great success. This new initiative, made possible by a local donor, gave \$1 to the library for every Summer Reading book read, up to \$10,000. In addition, they challenged parents, grandparents and anyone who supports kids and reading to match their \$10,000 gift to the library. Our kids and donors hit this goal out of the park! To date, kids and teens have read 26,905 books as part of this year's summer reading program, and donors have stepped up to give \$14,000 in matching funds!

Miles Schnaer Book Launch. On July 22, the LPL Friends & Foundation, in partnership with the Lawrence Chamber of Commerce, hosted a book launch event at Maceli's to celebrate *Take the Crown!*, by local entrepreneur Miles Schnaer. Seventy people attended the breakfast and book talk, which included a special appearance by Coach Bill Self. The Friends & Foundation received the proceeds from all book sales.

Walmart Community Grant. We are pleased to report that the Friends & Foundation have received a \$2,000 grant from the Walmart Foundation. The funds will be used to support Dr. Bob Reads book giveaways on Dottie.

Second Saturday Book Sale. The Friends & Foundation will host another Second Saturday Book Sale on August 13th. Be sure to mark your calendars and visit the garage to get your bargain books! Our sales have made amazing progress. As of June 30, we have earned nearly \$90,000 from onsite and online book sales. Sales for the same timeframe in 2021 totaled \$60,000.

MEMO

To: Lawrence Public Library Board of Trustees
From: Kevin Corcoran, Cataloging & Collection Development Coordinator
Date: August 15, 2022
Subject: Material Selection and Collection Development Policy Update

The objective of this update is to remove procedural elements from the Material Selection and Collection Development Policy. More detailed procedures relating to individual collections will be kept in the Collection Development Procedures Manual, which will be updated by the Collection Development Department as needed.

The relevant changes to the policy are as follows:

- Introduction - Section 2. Library Collection Objectives:
 - Added reference to the *Lawrence Public Library's Equity Commitment Statement*.
- Guidelines and Review Sources - Section "Self Published Materials"
 - Removed the entire section as these materials have become more easily accessible and fit within the General Selection Guidelines.
- Access to Materials - Section 1. Commitment to Intellectual Freedom
 - Removed unnecessary commentary regarding American Library Association's Freedom to Read Statement, Freedom to View Statement, and the Library Bill of Rights
- Access to Materials - Section 3. Reconsideration of Library Materials
 - Removed the form and procedure for the reconsideration of Library materials.
 - The form will now be found separately on the Policies page of the library website.
- Maintenance of the Collection - Section 2. Material Withdrawal Policy
 - Lowered the reliance on the CREW Method and created a cleaner list of factors to be used when considering the deaccession of library materials.
- Appendix C - Library Bill of Rights
 - Updated version of the ALA Library Bill of Rights



Material Selection and Collection Development Policy

Approved by the Lawrence Public Library Board of Trustees on 08/19/1996. Revised 04/18/2001; 12/18/2006; 09/21/2015; Revision submitted for approval on 08/15/2022. Proposed review date: 8/18/2025.

Introduction

1. Purpose of the Collection Development Policy

The purpose of this document is to inform our community's understanding of the purpose and nature of Lawrence Public Library's [hereinafter referred to as "the Library"] collection as well as provide guidance and direction to the Library staff for the development and maintenance of the Library's collection.

2. Library Collection Objectives

The primary objective of the Library's collection is to meet the informational, intellectual, cultural, and recreational needs of the community. The Library selects materials to meet the diverse interests of our community in accordance with the [Library's Equity Commitment Statement](#).

Selection of materials for the Library's collections reflects the community's needs and interests. The use of existing materials also provides a helpful indicator of the potential appeal of new selections and is therefore closely monitored. Staff considers data such as checkout statistics, suggestions for purchase, and number of holds placed on materials to inform the selection process.

In general, the Library's collection emphasizes up-to-date information that reflects a variety of viewpoints; Library staff retains or replaces older materials if they are considered standard works, are useful, or are in demand. Collection guidelines typically give preference to general treatment that support informal study over those that are specialized, scholarly, or intended for professional use. Textbooks are not generally selected.

While a limited number of selections are made for research use in the Helen Osma Local History Collection and the reference collection, for the most part, materials are intended for public use and circulation. The Library strives to add materials in new formats as they become commonly used throughout the community

3. Controversial Material

The Library selects representative material espousing various points of view, so that the free individual may examine a variety of presentations and make their own decisions. The Library seeks to provide materials that represent differing approaches to issues of a controversial nature. The selection of any given material is not an endorsement of the creator's views.

4. Responsibility for the Selection and Management

The responsibility for materials selection and management rests in the hands of the Library's governing body—the Lawrence Public Library Board of Trustees [hereinafter "the Board"]. The Board delegates the selection and management of materials and development of the collection on a day-to-day basis to Library staff.

Guidelines and Review Sources

1. General Selection Guidelines

Collection Development staff use their training, knowledge, and expertise, along with the following general guidelines to select materials for the collection:

- Extent of current or anticipated popular demand, professional reviews, and publicity
- Relevance to community needs and interests
- Suitability of subject, writing or artistic style, and reading level for the intended audience
- Reputation and qualifications of the author, artist, publisher, or producer, with preference generally given to titles vetted by the editing and publishing industry
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relationship to the existing collection
- Value of material in relation to cost
- Availability from established library vendors
- Library materials budget
- Suitability of format for library circulation and use

- Availability and accessibility of the same materials from another library.

2. Recommendations from the Public

Library staff give serious consideration to suggestions from the public concerning possible purchase of materials and use the same guidelines that inform decisions on all other materials the Library purchases. Patrons can submit suggestions using a form made available to facilitate this process.

3. Duplicates

To meet demand, the Library may purchase materials in quantity for mass use and limited retention. In addition, the Library purchases additional copies of materials based on a ratio of holds to copies.

4. Review Sources

Collection Development staff use reviews from professionally recognized publications as their primary source for materials selection. Additionally, library staff may consult local and national media, booklists by recognized authorities, and the advice of experts in specific subject areas.

5. Material Types

Library staff consider the addition of new material types to the collection when industry reports, national survey results, and local requests indicate a demand for a new format and a significant portion of the community has the capacity to make use of it. Other factors that are considered include availability, cost, maintenance needs, and the Library's ability to acquire, process, store, and circulate items when adopting or discontinuing formats.

Gifts and Tax Deductions

The Library accepts gifts or donations of books or other materials with the understanding that they may be used or disposed of as the Library staff deems appropriate, using the guidelines set forth in this policy for the purchase and maintenance of materials. Donated materials should not be expected to be returned to the donor. Staff also consider the costs associated with processing materials for use in the collection as well as the condition of the gift material. Gifts that Library staff choose not to add to the collection will be given to the Friends of the Lawrence Public Library. Under existing law, gifts to the Library may be deductible, however Library staff shall not provide appraisals or establish value. Valuation of the gift is the responsibility of the donor.

Interlibrary Loan and Cooperation

The Library cooperates with the State Library of Kansas and regional and national systems to provide interlibrary loan service to its patrons. Interlibrary loan is not intended as a substitute for providing books and other materials in frequent demand, but as a means to supplement the collection by providing access to those materials which are less frequently requested, no longer available for purchase, or outside the guidelines set forth in this collection development policy.

Access to Materials

1. Commitment to Intellectual Freedom

The Board and staff believe that the right to read and view is an important part of the intellectual freedom that is a basic to democracy. American Library Association's Freedom to Read Statement (Appendix A), Freedom to View Statement (Appendix B), and the Library Bill of Rights (Appendix C) guide the Library in the selection of materials for its collection. The Board has a legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

2. Access

The Library assures free and open access to its holdings. Adults and minors alike may use all collections of the Library. Responsibility for reading and viewing activity of minors rests with their parents or legal guardians. The Library does not intrude on that relationship.

Processing and shelving of materials does not reflect a value judgment. The Library uses directional and information labeling to make it easier for patrons to locate and select materials; it does not use labels to discourage use or suggest moral or doctrinal endorsement. The Library shelves all physical materials in their proper order on open shelves, freely and easily accessible to the public, with the exception of a limited number materials used for reference and programs, and when curatorial or environmental requirements are exceeded.

3. Reconsideration of Library Materials

A patron may request reconsideration of a library item by completing a Request for Reconsideration of Library Materials form which can be found on the [Policies](#) page of the Library's website.

If the patron is not satisfied with the outcome, they may appeal the decision to the Board for consideration. In the event of such action, the Board's sole responsibility will

be to determine whether the Library Director's decision was in compliance with this policy. The Board's decision will be final.

Maintenance of the Collection

1. Evaluation

The Library evaluates the materials in its collection on a regular basis to determine if the collection meets the needs of the community. Methods used may include: analysis of turnover rates, circulation statistics, checks of holdings of titles from selected bibliographies, or other means.

2. Material Withdrawal Policy

The deaccessioning of materials is an integral part of the collection development cycle. In general, the Library is informed by the guidelines set by the [CREW Method](#), a standard developed by the Texas State Library and Archives Commission used by small and medium-sized libraries across the U.S., with exceptions and additions as noted in the Collection Development Manual. Age, usage, and the following factors are considered in decisions to withdraw items from the collection:

- Dated or no longer of interest
- Worn beyond repair
- Superseded by a newer edition
- Irrelevant to community needs
- Easily available elsewhere

In addition, staff may withdraw items from the collection if the curatorial or environmental requirements exceed the resources of the Library.

3. Disposition of Withdrawn Materials

Withdrawn materials in acceptable condition will be given to the Friends of the Lawrence Public Library for sale. Materials that are deemed to be too damaged for sale by the Friends of the Lawrence Public Library will be recycled accordingly.

4. Replacements

Replacements for items that have been withdrawn because of loss, damage, or wear are not made automatically but are decided based upon general selection guidelines.

Damaged books of intrinsic value that are no longer in print or that have high replacement costs may be mended if the physical conditions permit.

MEMO

To: Lawrence Public Library Board of Trustees
From: Francesca Haynes
Date: August 15, 2022
Subject: Equity Commitment Policy

The Inclusion, Diversity, Equity, and Anti-Racism Advisory (IDEAA) Committee and myself have spent the last few months drafting Lawrence Public Library's first equity policy. Our goal in introducing this policy is to ensure that equity, diversity, and racial justice are embedded in our library's culture and operations at the policy level. This policy creates a framework in which we can root current and future equity related organizational goals, and holds us accountable in our mission to be more inclusive, diverse, equitable, and anti-racist.



Equity Commitment Policy - Draft - Aug 9, 2022

Submitted to the Lawrence Public Library Board of Trustees for approval on 08/15/2022. Proposed review date: 8/18/2025.

Lawrence Public Library is committed to providing excellent service to all members of our community, and we are on a journey to be a more equitable, diverse, and anti-racist organization. We acknowledge public libraries' complacency in systems and practices that oppress historically marginalized communities, especially communities of color. We are committed to dismantling structures that perpetuate systemic inequity and injustice. We strive to build new systems that equitably serve our staff and community. To achieve our goals, we are engaging in these ongoing actions:

1. Identifying and eliminating barriers to accessing library service.
2. Reviewing policies and procedures to identify and amend practices that have harmful impacts.
3. Regularly auditing our collections to cultivate diverse representation, and identifying and eliminating harmful and/or inaccurate language in the catalog.
4. Facilitating dialogues that inspire sharing of broad and divergent perspectives to advance our community's commitment to equity and racial justice.
5. Connecting with and listening to marginalized and underrepresented communities when evaluating library services, policies, and procedures.
6. Fostering a culture of learning, healing, belonging, and possibility for both patrons and staff.