

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, September 19, 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 August
- Approve Treasurer's report for August
- Approve bills for August 15 to September 18
- Receive statistical report for August

Library Director's report

Friends & Foundation report

New Business

- 2022 Audit – Discussion
  - Brad Allen, Library Director
- Policy Review:
  - Advocacy Policy – **ACTION ITEM**  
Kathleen Morgan, Director of Development and Community Partnerships

Old Business

- Strategic Plan Review – Report
  - Brad Allen, Library Director

Adjournment

## **DRAFT**

### **Lawrence Public Library**

### **Regular Board Meeting**

Date: August 15, 2022

Time: 4:30 P.M.

**Venue:** The meeting was conducted in person and online.

### **Board Members Present:**

Sarah Goodwin Thiel (Chair), David Vance, Ursula Minor, Jennifer Bonilla, Susan Kang, Mayor Courtney Shipley.

### **Staff Members Present:**

Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Frankie Haynes, Jon Ratzlaff, Heather Kearns, Kevin Corcoran

### **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 approval of the consent agenda. Jennifer seconded the motion. Consent agenda passed.

### **Library Director's report**

- The annual Staff Day will take place on Thursday, September 1st. The library will be closed for the day. There are a number of activities and sessions planned. Board members are welcome to attend for any part of the day. Reports are that the keynote presentation in the morning is going to be fantastic!
- Brad reported that the library's Tech department has created a new form for the public to contact the board. It is accessible through the [Board of Trustees page](#) on the library's website. Previously, we encountered some serious spamming issues when board members' emails were posted. This should fix that problem and make it possible for people to contact our board.
- At the August 9th City Commission meeting, the library was one of several community partners reporting on the Unmistakable Identity outcome of the City's Strategic Plan. Brad's remarks focused on the work that the library is doing in regard to community engagement, equity and inclusion, and environmental sustainability. It was well received.
- On August 4, Brad met with Danielle Davey, an attorney with Sloan Law Firm, who works with libraries in the NEKLS region. They explored the possibility of legal representation for LPL. Her specializations are in employment law, real estate, and civil litigation.

- Sarah asked about the City Commission's budget hearing, coming up on Tuesday, August 23rd. Brad reported that to date, the library's proposal for staff pay increases has not met with much opposition. He suggested that board members attend the hearing to answer any questions that might arise.

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

- Kathleen Morgan presented the report to the trustees.
- The Friends & Foundation Board did not meet in July. However Rachel Rademacher (chair) and Kathleen met with board members individually to check in, discuss ways they can help, and collect feedback on how to improve the organization. These meetings have resulted in a number of constructive suggestions, including working to diversify the board, creating staff succession plans, and building a financial plan in the event of a down economy.
- The first-ever "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. To date, kids and teens have read more than 27,000 books and local donors have provided more than \$14,000 in matching funds to LPL.
- The Friends & Foundation hosted a book launch event for Lawrence entrepreneur and library supporter Miles Schnaer on July 22nd. *Take the Crown* shares stories of Miles' 40+ years in business and provides a road map on how to balance business, family, and community service. The breakfast event also featured introductory remarks from KU basketball coach Bill Self. All book sale proceeds benefited the Friends & Foundation.
- 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 for Dottie.
- Library book sale volunteers are pleased to report that the August Second Saturday Book Sale earned \$2,300. In-person and online book sales are stronger than ever. As of June 30, the Friends & Foundation have earned a total of \$90,000 through book sales, a significant increase from the \$60,000 earned for the same time period last year.

### **New Business**

- **Policy Review:**
  - Material Selection and Collection Development Policy - **ACTION ITEM**
    - Kevin Corcoran, Cataloging and Collection Development Coordinator presented a draft version of an updated Material Selection and Collection Development Policy for review by the trustees. Kevin explained that the update removed procedural elements from the existing policy. David moved that the policy be approved with the updates as presented. Jennifer seconded the motion. The motion passed unanimously.
  - Equity Commitment Policy - **ACTION ITEM**
    - Frankie Haynes, Diversity and Equity Coordinator presented a draft version of a new Equity Commitment Policy for review by the trustees. The statement

outlines the library's commitment to a more equitable, diverse and anti-racist organization. Board members suggested that a footnote be added to the policy providing the URL to the American Library Association's (ALA) Diversity, Equity and Inclusion page (<https://www.ala.org/advocacy/diversity>). Ursula moved that the policy be approved with the addition of the ALA footnote. Jennifer seconded the motion. The motion passed unanimously.

#### **Old Business**

- None.

#### **Adjournment**

There being no other business, the meeting adjourned at 5:38 p.m.

The next regular Board meeting will be held Monday, September 18, 2022 .

Respectfully submitted,  
Kathleen Morgan

## 2022 Regular Budget Report

	<u>August</u>	<u>Year To Date</u>	<u>2022 Budget</u>	<u>% over/under</u>	<u>2021</u>
<b>REVENUES</b>					
Tax Fund	-	4,811,184.77	\$5,022,000.00	95.80%	\$4,978,000.00
Lost and Repl Fees	1,835.02	16,588.70	\$30,000.00	55.30%	\$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	1,142.88	9,144.71	\$10,000.00	91.45%	\$5,000.00
Meeting Room Fees	96.80	2,936.72	\$5,000.00	58.73%	\$ -
Interest	2,623.72	6,950.85	\$2,000.00	347.54%	\$2,000.00
Transfer from Cash Reserves	-	-	\$47,000.00	0.00%	\$50,000.00
Donations- MISC	19.47	222.57			
<b>Total Revenues</b>	<b>5,717.89</b>	<b>4,930,771.52</b>	<b>\$5,237,000.00</b>	<b>94%</b>	<b>\$5,170,000.00</b>

## EXPENSES

Salaries & Wages	246,883.14	1,929,855.53	\$2,910,000.00	66.32%	\$2,865,000.00
Employee Benefits	33,105.14	281,846.55	\$490,000.00	57.52%	\$460,000.00
Payroll Taxes	42,283.64	320,131.68	\$516,000.00	62.04%	\$500,000.00
Utilities	6,772.43	52,067.95	\$100,000.00	52.07%	\$100,000.00
Building Supplies	1,541.44	11,631.85	\$20,000.00	58.16%	\$20,000.00
Building Repairs & Maintenance	6,401.14	52,372.96	\$55,000.00	95.22%	\$55,000.00
Library Supplies	2,146.58	12,706.14	\$25,000.00	50.82%	\$25,000.00
Books & Materials	34,792.89	452,836.30	\$710,000.00	63.78%	\$710,000.00
Processing Supplies	3,890.80	34,933.95	\$45,000.00	77.63%	\$54,000.00
Equipment	520.00	13,358.03	\$10,000.00	133.58%	\$10,000.00
Technology	2,261.69	224,821.64	\$250,000.00	89.93%	\$250,000.00
Insurance	1,864.40	25,717.90	\$16,000.00	160.74%	\$16,000.00
Postage & Mailing	1,118.44	20,122.89	\$18,000.00	111.79%	\$18,000.00
Professional Development	3,231.09	21,239.87	\$35,000.00	60.69%	\$30,000.00
Book Van & Mileage	639.29	3,884.15	\$2,000.00	194.21%	\$2,000.00
Professional Fees	708.43	30,169.70	\$20,000.00	150.85%	\$25,000.00
Advertising & Marketing	4,860.92	14,738.68	\$20,000.00	73.69%	\$30,000.00
Capital Improvements	-	123,507.51	0		\$ -
Miscellaneous	2,214.52	18,918.81	0		
<b>Total Expenses</b>	<b>395,235.98</b>	<b>3,644,862.09</b>	<b>\$5,237,000.00</b>	<b>70%</b>	<b>\$5,170,000.00</b>

Cash Reserves	126,602.99	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)			
Checking (US Bank & KMIP)	2,125,170.15				
Capitol Improvement (KMIP)	813,313.84				

2022 Outside Funding	1/1/2022	August	August	
	AMOUNT	Income	Spending	Remaining
Outside & Private Funding				
R & E Totals		\$ 381.23	\$ 95,699.38	\$ 300,420.23
				\$ 240,495.55
				\$ 430,958.58

**Lawrence Public Library**  
**Balance Sheet**  
As of August 31, 2022

---

	<u>Aug 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
MIP Operating Funds	1,244,442.13
Checking	880,728.02
Capital Improvement at MIP	<u>813,313.84</u>
<b>Total Checking/Savings</b>	<u>2,938,483.99</u>
<b>Total Current Assets</b>	2,938,483.99
<b>Other Assets</b>	
Petty Cash	<u>605.48</u>
<b>Total Other Assets</b>	<u>605.48</u>
<b>TOTAL ASSETS</b>	<b><u>2,939,089.47</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	<u>101,106.21</u>
<b>Total Accounts Payable</b>	101,106.21
<b>Other Current Liabilities</b>	
Payroll Liabilities	<u>240.42</u>
<b>Total Other Current Liabilities</b>	<u>240.42</u>
<b>Total Current Liabilities</b>	<u>101,346.63</u>
<b>Total Liabilities</b>	101,346.63
<b>Equity</b>	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,661.22
Net Income	<u>1,095,446.40</u>
<b>Total Equity</b>	<u>2,837,742.84</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,939,089.47</u></b>

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

---

	<u>Aug 22</u>	<u>Jan - Aug 22</u>
<b>Ordinary Income/Expense</b>		
Income		
Donations- misc	19.47	222.57
Tax Fund	0.00	4,811,184.77
Lost and Replacement Fees	1,835.02	16,588.70
NEKLS	0.00	55,550.50
State Aid	0.00	28,192.70
Photocopies & Printing	1,142.88	9,144.71
Meeting Room Rentals	96.80	2,936.72
Interest	2,623.72	6,950.85
Outside&Private Funding Income	381.23	240,495.55
<b>Total Income</b>	<u>6,099.12</u>	<u>5,171,267.07</u>
<b>Gross Profit</b>	6,099.12	5,171,267.07
Expense		
Payroll Expenses	284,943.68	2,245,153.21
Payroll Taxes	43,875.56	331,593.31
Utilities - Electric	6,772.43	52,067.95
Building Supplies	1,541.44	11,631.85
Building Repairs & Maintenance	6,401.14	52,372.96
Library & Office Supplies	2,146.58	12,706.14
Books & Materials	34,792.89	452,836.30
Processing Supplies	3,890.80	34,933.95
Equipment	520.00	13,358.03
Technology	2,261.69	224,821.64
Insurance	1,864.40	25,717.90
Postage & Mailing	1,118.44	20,122.89
Professional Development	3,231.09	21,239.87
Vehicles, Mileage, Maintenance	639.29	3,884.15
Professional Fees	708.43	30,169.70
Marketing-General	4,860.92	14,738.68
Capital Improvement Expenditure	0.00	123,507.51
Miscellaneous	2,214.52	18,918.81
Outside & Private Funding	89,152.06	386,045.82
<b>Total Expense</b>	<u>490,935.36</u>	<u>4,075,820.67</u>
<b>Net Ordinary Income</b>	<u>-484,836.24</u>	<u>1,095,446.40</u>
<b>Net Income</b>	<u><b>-484,836.24</b></u>	<u><b>1,095,446.40</b></u>



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

---

	<u>Sep 16, 22</u>
Advance Insurance Company	809.99
Allen Press	2,090.35
Amazon	5,342.61
Anita Patel	107.00
Ann Dean	275.00
Araceli Masterson	150.00
ASI	56.00
Baker & Taylor, Inc.	78.72
Brodart Co.	254.95
Bug Hounds, LLC	762.50
Center Point Large Print	282.42
Century Business Technologies	3,550.95
Cook, Jennifer	107.00
Demco, Inc.	2,015.29
Denver Public Library	52.90
EBSCO	-24.00
Ethan Wood	50.00
Evergy	6,772.43
Findaway World LLC	175.72
Floyds Drain Cleaning of Lawrence, INC	1,010.00
Gale/Cengage Learning	419.83
Hannah Parks	107.00
Hartford	1,864.40
Hickory Ridge Construction Inc	350.00
Hutchinson Public Library	16.99
Ingram Library Services	23,356.59
Invengo American Corp	6,405.00
JanWay Company	842.92
Jayhawk Tropical Fish	315.00
Karen Allen	107.00
KONE Inc.	3,401.00
Lauren Taylor	107.00
Lawrence Emergency Medical Associates	1,670.90
Lawrence Memorial Hospital	339.76
Linda Clay	107.00
Midwest Tape	7,639.37
Nora Wallace	140.05
OverDrive	19,239.16
Pur-O-Zone, Inc.	815.22
Rabble LLC	4,440.00
Radiologic Professional Services	22.00
San Antonio Public Library	9.95
Schendel Services	103.74
Southwest Solutions Group	843.61
Tech Electronics	1,031.12
Unique Management Services	437.94
United Parcel Service	18.44
US Bank	16,908.99
VenMill Industries, Inc.	260.00
Venue Industries	13,296.07
Workplace Wellness- BHC	236.24
<b>TOTAL</b>	<b><u>128,772.12</u></b>

Lawrence Public Library  
**Check Detail**  
September 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>electronic</b>	<b>09/20/2022</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	Electronic	09/02/2022		Group Life Insurance	-809.99
TOTAL					-809.99
<b>Bill Pmt -Check</b>	<b>electronic</b>	<b>09/20/2022</b>	<b>ASI</b>	<b>Checking</b>	
Bill	Electronic	09/02/2022		Professional Fees	-56.00
TOTAL					-56.00
<b>Bill Pmt -Check</b>	<b>electronic</b>	<b>09/20/2022</b>	<b>Evergy</b>	<b>Checking</b>	
Bill	Online	08/31/2022		Utilities - Electric	-6,772.43
TOTAL					-6,772.43
<b>Bill Pmt -Check</b>	<b>electronic</b>	<b>09/20/2022</b>	<b>Hartford</b>	<b>Checking</b>	
Bill	Policy	08/31/2022		Work Comp	-1,864.40
TOTAL					-1,864.40
<b>Bill Pmt -Check</b>	<b>electronic</b>	<b>09/20/2022</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	Online	08/31/2022		Postage & Mailing	-18.44
TOTAL					-18.44
<b>Bill Pmt -Check</b>	<b>electronic</b>	<b>09/20/2022</b>	<b>US Bank</b>	<b>Checking</b>	
Bill	July Charges	08/31/2022		Building Repairs & Main...	-196.52
				Building Supplies	-167.82
				Library & Office Supplies	-737.45
				Processing Supplies	-28.27
				Lost and Replacement ...	-1.00
				Public Tech Supplies	-186.58
				Operations	-139.98
				IT Software & Subscripti...	-42.00
				Internet & Telephone	-637.45
				Postage & Mailing	-1,100.00
				Professional Development	-2,589.09
				Vehicles, Mileage, Maint...	-534.28
				Professional Fees	-708.43
				Marketing-General	-2,302.52
				Miscellaneous	-178.15
				IMLS Interns	-661.90
				Block Grant	-2,097.80
				Outreach/Coggins Fund	-332.77
				Outside & Private Funding	-60.00
				Children Services Progr...	-148.47
				Teen Services Program...	-174.07
				Summer Reading - ALL	-1,153.99
				Outside & Private Funding	-104.03
				Simpson Grant	-1,350.00
				Outside & Private Funding	-789.98
				Books & Materials	-10.82
				Books & Materials	-26.40
				Books & Materials	-58.80

Lawrence Public Library  
**Check Detail**  
September 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	Sept	09/01/2022		Books & Materials	-41.78
				Books & Materials	-49.75
				Books & Materials	-9.99
				Books & Materials	-79.00
				Books & Materials	-9.99
				Books & Materials	-31.01
				Books & Materials	-95.92
				Books & Materials	-35.00
				Books & Materials	-12.00
				Books & Materials	-12.99
				Books & Materials	-12.99
TOTAL					-16,908.99
<b>Bill Pmt -Check</b>	<b>9481</b>	<b>09/20/2022</b>	<b>Ann Dean</b>	<b>Checking</b>	
Bill	SR Pictures	08/22/2022		Summer Reading - ALL	-275.00
TOTAL					-275.00
<b>Bill Pmt -Check</b>	<b>9482</b>	<b>09/20/2022</b>	<b>Araceli Masterson</b>	<b>Checking</b>	
Bill	Translation ...	08/22/2022		Outreach/Coggins Fund	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>9483</b>	<b>09/20/2022</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2036920218	08/10/2022		Books & Materials	-31.29
Bill	2036920219	08/10/2022		Processing Supplies	-0.40
Bill	2036949339	08/22/2022		Books & Materials	-46.43
Bill	2036949340	08/22/2022		Processing Supplies	-0.60
TOTAL					-78.72
<b>Bill Pmt -Check</b>	<b>9484</b>	<b>09/20/2022</b>	<b>Brodart Co.</b>	<b>Checking</b>	
Bill	608296	08/15/2022		Processing Supplies	-254.95
TOTAL					-254.95
<b>Bill Pmt -Check</b>	<b>9485</b>	<b>09/20/2022</b>	<b>Bug Hounds, LLC</b>	<b>Checking</b>	
Bill	606	08/17/2022		Building Repairs & Main...	-762.50
TOTAL					-762.50
<b>Bill Pmt -Check</b>	<b>9486</b>	<b>09/20/2022</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1951277	08/12/2022		Books & Materials	-127.25
Bill	1958158	09/13/2022		Books & Materials	-155.17
TOTAL					-282.42

Lawrence Public Library  
**Check Detail**  
September 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9487</b>	<b>09/20/2022</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	635385	08/15/2022		IT Software & Subscripti...	-490.36
Bill	635516	08/15/2022		IT Software & Subscripti...	-587.84
Bill	638587	09/01/2022		IT Software & Subscripti...	-2,149.16
Bill	638881	09/08/2022		IT Software & Subscripti...	-323.59
TOTAL					-3,550.95
<b>Bill Pmt -Check</b>	<b>9488</b>	<b>09/20/2022</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	7174908	08/26/2022		Processing Supplies Outside & Private Funding	-887.19 -1,128.10
TOTAL					-2,015.29
<b>Bill Pmt -Check</b>	<b>9489</b>	<b>09/20/2022</b>	<b>Denver Public Library</b>	<b>Checking</b>	
Bill	9057	08/29/2022		Lost and Replacement ...	-9.92
Bill	0299	08/29/2022		Lost and Replacement ...	-30.00
Bill	1956	08/29/2022		Lost and Replacement ...	-12.98
TOTAL					-52.90
<b>Bill Pmt -Check</b>	<b>9490</b>	<b>09/20/2022</b>	<b>Ethan Wood</b>	<b>Checking</b>	
Bill	Piano	08/31/2022		Children Services Progr...	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>9491</b>	<b>09/20/2022</b>	<b>Findaway World LLC</b>	<b>Checking</b>	
Bill	402629	08/26/2022		Books & Materials	-175.72
TOTAL					-175.72
<b>Bill Pmt -Check</b>	<b>9492</b>	<b>09/20/2022</b>	<b>Floyds Drain Cleaning of Lawren...</b>	<b>Checking</b>	
Bill	1811125	08/01/2022		Building Repairs & Main...	-1,010.00
TOTAL					-1,010.00
<b>Bill Pmt -Check</b>	<b>9493</b>	<b>09/20/2022</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	78256372	08/10/2022		Books & Materials	-24.49
Bill	78287922	08/17/2022		Books & Materials	-25.89
Bill	78282731	08/17/2022		Books & Materials	-19.59
Bill	78282407	08/17/2022		Books & Materials	-174.23
Bill	78273636	08/17/2022		Books & Materials	-26.59
Bill	78943437	09/13/2022		Books & Materials	-51.78
Bill	78988248	09/13/2022		Books & Materials	-97.26
TOTAL					-419.83

Lawrence Public Library  
**Check Detail**  
September 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9494</b>	<b>09/20/2022</b>	<b>Hickory Ridge Construction Inc</b>	<b>Checking</b>	
Bill	2022028	09/13/2022		Sound & Vision	-350.00
TOTAL					-350.00
<b>Bill Pmt -Check</b>	<b>9495</b>	<b>09/20/2022</b>	<b>Hutchinson Public Library</b>	<b>Checking</b>	
Bill	2022-9	08/29/2022		Lost and Replacement ...	-16.99
TOTAL					-16.99
<b>Bill Pmt -Check</b>	<b>9496</b>	<b>09/20/2022</b>	<b>Invengo American Corp</b>	<b>Checking</b>	
Bill	1011325-26	08/14/2022		Block Grant	-6,405.00
TOTAL					-6,405.00
<b>Bill Pmt -Check</b>	<b>9497</b>	<b>09/20/2022</b>	<b>JanWay Company</b>	<b>Checking</b>	
Bill	141099	08/29/2022		Processing Supplies	-842.92
TOTAL					-842.92
<b>Bill Pmt -Check</b>	<b>9498</b>	<b>09/20/2022</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	115019	08/31/2022		Aquarium Maintenance	-315.00
TOTAL					-315.00
<b>Bill Pmt -Check</b>	<b>9499</b>	<b>09/20/2022</b>	<b>KONE Inc.</b>	<b>Checking</b>	
Bill	962310400	08/01/2022		Building Repairs & Main...	-2,877.96
Bill	1158385614	08/17/2022		Building Repairs & Main...	-523.04
TOTAL					-3,401.00
<b>Bill Pmt -Check</b>	<b>9500</b>	<b>09/20/2022</b>	<b>Nora Wallace</b>	<b>Checking</b>	
Bill	ILL Fee	08/23/2022		Lost and Replacement ...	-140.05
TOTAL					-140.05
<b>Bill Pmt -Check</b>	<b>9501</b>	<b>09/20/2022</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809co22...	09/14/2022		Books & Materials	-175.62
TOTAL					-175.62
<b>Bill Pmt -Check</b>	<b>9502</b>	<b>09/20/2022</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	858902	08/23/2022		Building Supplies	-815.22
TOTAL					-815.22

Lawrence Public Library  
**Check Detail**  
September 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9503</b>	<b>09/20/2022</b>	<b>Rabble LLC</b>	<b>Checking</b>	
Bill	1156	09/14/2022		Books & Materials	-4,440.00
TOTAL					-4,440.00
<b>Bill Pmt -Check</b>	<b>9504</b>	<b>09/20/2022</b>	<b>San Antonio Public Library</b>	<b>Checking</b>	
Bill	ILL 212611...	08/23/2022		Lost and Replacement ...	-9.95
TOTAL					-9.95
<b>Bill Pmt -Check</b>	<b>9505</b>	<b>09/20/2022</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30392766	09/02/2022		Building Repairs & Main...	-103.74
TOTAL					-103.74
<b>Bill Pmt -Check</b>	<b>9506</b>	<b>09/20/2022</b>	<b>Southwest Solutions Group</b>	<b>Checking</b>	
Bill	114840-1	08/15/2022		Library & Office Supplies	-843.61
TOTAL					-843.61
<b>Bill Pmt -Check</b>	<b>9507</b>	<b>09/20/2022</b>	<b>Tech Electronics</b>	<b>Checking</b>	
Bill	N000154097	08/17/2022		Building Repairs & Main...	-1,031.12
TOTAL					-1,031.12
<b>Bill Pmt -Check</b>	<b>9508</b>	<b>09/20/2022</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	6104618	09/01/2022		Professional Fees	-275.80
Bill	6104619	09/01/2022		Professional Fees	-162.14
TOTAL					-437.94
<b>Bill Pmt -Check</b>	<b>9509</b>	<b>09/20/2022</b>	<b>VenMill Industries, Inc.</b>	<b>Checking</b>	
Bill	16502	08/23/2022		Equipment	-260.00
TOTAL					-260.00
<b>Bill Pmt -Check</b>	<b>29190</b>	<b>09/20/2022</b>	<b>Allen Press</b>	<b>Checking</b>	
Bill	31951	08/15/2022		Marketing-General	-2,090.35
TOTAL					-2,090.35

**Lawrence Public Library**  
**Check Detail**  
 September 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29191</b>	<b>09/20/2022</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	688967468...	08/10/2022	Amazon	Accounts Payable	0.00
Bill	449386959...	08/11/2022		Outreach/Coggins Fund	-35.83
Bill	437655373...	08/11/2022		Public Tech Supplies	-33.48
Bill	693858875...	08/12/2022		Books & Materials	-268.34
Bill	984488579...	08/12/2022		Books & Materials	-25.16
Bill	757454598...	08/12/2022		Books & Materials	-34.99
Bill	436445379...	08/12/2022		Books & Materials	-10.08
Bill	635443744...	08/15/2022		Building Supplies	-42.97
Bill	674579499...	08/15/2022		Outreach/Coggins Fund	-21.39
Bill	467986745...	08/15/2022		Processing Supplies	-112.50
Bill	688838767...	08/15/2022		Building Supplies	-132.42
Bill	949535367...	08/15/2022		Teen Services Program...	-103.88
Bill	737687769...	08/15/2022		Books & Materials	-49.10
Bill	466536755...	08/15/2022		Books & Materials	-334.86
Bill	589879579...	08/15/2022		Books & Materials	-389.74
Bill	865755743...	08/15/2022		Books & Materials	-35.00
Bill	869635666...	08/15/2022		Books & Materials	-19.98
Bill	833546466...	08/15/2022		Books & Materials	-26.94
Bill	444877785...	08/15/2022		Books & Materials	-8.35
Bill	434385467...	08/15/2022		Books & Materials	-12.94
Bill	974568947...	08/15/2022		Books & Materials	-14.59
Bill	947535345...	08/15/2022		Books & Materials	-49.74
Bill	866649355...	08/15/2022		Books & Materials	-80.48
Bill	863799634...	08/17/2022		Books & Materials	-39.99
Bill	778554475...	08/22/2022		Marketing-General	-68.05
Bill	669474355...	08/23/2022		Books & Materials	-66.03
Bill	996764767...	08/23/2022		Books & Materials	-34.98
Bill	567739386...	08/23/2022		Books & Materials	-119.98
Bill	643376787...	08/23/2022		Books & Materials	-332.20
Bill	894474657...	08/23/2022		Books & Materials	-19.95
Bill	578947555...	08/23/2022		Books & Materials	-21.24
Bill	558466338...	08/23/2022		Books & Materials	-34.98
Bill	865478736...	08/23/2022		Books & Materials	-11.96
Bill	843739539...	08/23/2022		Books & Materials	-17.99
Bill	963359768...	08/23/2022		Books & Materials	-20.94
Bill	539953377...	08/23/2022		Books & Materials	-23.49
Bill	683989567...	08/25/2022		Library & Office Supplies	-186.80
Bill	838733664...	08/26/2022		Books & Materials	-29.99
Bill	434443483...	08/26/2022		Books & Materials	-29.99
Bill	467898768...	08/26/2022		Books & Materials	-119.98
Bill	734959737...	08/31/2022		Library & Office Supplies	-144.96
Bill	587994398...	09/02/2022		Children Services Progr...	-24.08
Bill	668684797...	09/02/2022		Children Services Progr...	-11.99
Bill	738746967...	09/02/2022		Children Services Progr...	-23.77
Bill	889775673...	09/02/2022		Children Services Progr...	-105.88
Bill	753475945...	09/02/2022		Books & Materials	-59.99
Bill	956776863...	09/02/2022		Books & Materials	-20.95
Bill	946978579...	09/07/2022		Children Services Progr...	-18.96
Bill	437764447...	09/07/2022		Books & Materials	-110.64
Bill	964778865...	09/07/2022		Books & Materials	-69.99
Bill	533396878...	09/07/2022		Books & Materials	-22.29
Bill	899684746...	09/07/2022		Books & Materials	-119.98
Bill	538554794...	09/08/2022		Children Services Progr...	-67.14
Bill	939593387...	09/09/2022		Books & Materials	-11.15
Bill	745878536...	09/09/2022		Books & Materials	-40.88
Bill	496873576...	09/09/2022		Books & Materials	-19.99
Bill	689675683...	09/09/2022		Books & Materials	-17.98
Bill	498479835...	09/09/2022		Books & Materials	-8.39
Bill	677978764...	09/09/2022		Books & Materials	-31.89
Bill	899748559...	09/09/2022		Books & Materials	-35.63
Bill	778779883...	09/09/2022		Books & Materials	-22.32
Bill	886398894...	09/09/2022		Books & Materials	-26.99

**Lawrence Public Library**  
**Check Detail**  
 September 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	959988769...	09/09/2022		Books & Materials	-8.99
Bill	896576957...	09/09/2022		Books & Materials	-119.98
Bill	456464463...	09/09/2022		Books & Materials	-25.58
Bill	499958637...	09/09/2022		Books & Materials	-35.58
Bill	788487849...	09/09/2022		Books & Materials	-486.11
Bill	849478798...	09/12/2022		Program Expense	-39.99
Bill	846446883...	09/13/2022		Books & Materials	-59.99
Bill	764747573...	09/13/2022		Books & Materials	-64.98
Bill	584393533...	09/13/2022		Sound & Vision	-27.99
Bill	749999899...	09/13/2022		Children Services Progr...	-41.56
Bill	759999643...	09/13/2022		Outreach/Coggins Fund	-24.97
Bill	594478549...	09/13/2022		Outreach/Coggins Fund	-162.76
Bill	754945643...	09/13/2022		Teen Services Program...	-63.80
				Children Services Progr...	-63.80
Bill	985689537...	09/13/2022		Teen Services Program...	-79.39
TOTAL					-5,342.61
<b>Bill Pmt -Check</b>	<b>29192</b>	<b>09/20/2022</b>	<b>Anita Patel</b>	<b>Checking</b>	
Bill	ALSC Per D...	08/31/2022		Professional Development	-107.00
TOTAL					-107.00
<b>Bill Pmt -Check</b>	<b>29193</b>	<b>09/20/2022</b>	<b>Cook, Jennifer</b>	<b>Checking</b>	
Bill	ALSC Per D...	08/31/2022		Professional Development	-107.00
TOTAL					-107.00
<b>Bill Pmt -Check</b>	<b>29194</b>	<b>09/20/2022</b>	<b>Hannah Parks</b>	<b>Checking</b>	
Bill	ALSC Per D...	08/31/2022		Professional Development	-107.00
TOTAL					-107.00
<b>Bill Pmt -Check</b>	<b>29195</b>	<b>09/20/2022</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	70879652	08/10/2022		Books & Materials	-359.35
Bill	70826930	08/10/2022		Books & Materials	-1,171.79
Bill	70879653	08/10/2022		Processing Supplies	-39.12
Bill	70826931	08/10/2022		Processing Supplies	-143.16
Bill	70826934	08/11/2022		Outreach Collection	-40.39
Bill	70826935	08/11/2022		Outreach Collection	-83.87
Bill	70826936	08/11/2022		Outreach Collection	-10.95
Bill	70826937	08/11/2022		Outreach Collection	-37.38
Bill	70826938	08/11/2022		Outreach Collection	-20.05
Bill	70826932	08/11/2022		Outreach Collection	-43.65
Bill	70826933	08/11/2022		Outreach Collection	-24.06
Bill	70806193	08/11/2022		Books & Materials	-279.18
Bill	70894532	08/12/2022		Books & Materials	-905.74
Bill	70894533	08/12/2022		Processing Supplies	-80.67
Bill	70806194	08/12/2022		Processing Supplies	-21.28
Bill	70943073	08/15/2022		Outreach Collection	-15.38
Bill	70943074	08/15/2022		Outreach Collection	-42.60
Bill	70943075	08/15/2022		Outreach Collection	-16.92
Bill	70943076	08/15/2022		Outreach Collection	-10.44
Bill	70943077	08/15/2022		Outreach Collection	-11.18
Bill	70943078	08/15/2022		Outreach Collection	-11.88
Bill	70943071	08/15/2022		Books & Materials	-888.32
Bill	70919075	08/15/2022		Books & Materials	-419.83
Bill	70943072	08/15/2022		Processing Supplies	-91.92



## Lawrence Public Library

## Check Detail

September 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	70919076	08/15/2022		Processing Supplies	-34.08
Bill	70984575	08/16/2022		Books & Materials	-791.96
Bill	70965151	08/16/2022		Books & Materials	-264.79
Bill	70984576	08/16/2022		Processing Supplies	-112.08
Bill	70965152	08/16/2022		Processing Supplies	-28.05
Bill	70994837	08/17/2022		Books & Materials	-222.80
Bill	70994838	08/17/2022		Processing Supplies	-19.65
Bill	71013496	08/19/2022		Books & Materials	-212.53
Bill	71013497	08/19/2022		Processing Supplies	-22.83
Bill	71064827	08/22/2022		Books & Materials	-1,080.70
Bill	71040671	08/22/2022		Books & Materials	-290.57
Bill	71093992	08/22/2022		Books & Materials	-1,027.73
Bill	71064828	08/22/2022		Processing Supplies	-111.85
Bill	71040672	08/22/2022		Processing Supplies	-21.79
Bill	71093993	08/22/2022		Processing Supplies	-115.03
Bill	71121008	08/24/2022		Books & Materials	-497.49
Bill	71155192	08/24/2022		Books & Materials	-422.08
Bill	71121009	08/24/2022		Processing Supplies	-45.95
Bill	71155193	08/24/2022		Processing Supplies	-54.60
Bill	71143797	08/26/2022		Outreach Collection	-18.98
Bill	71143798	08/26/2022		Outreach Collection	-32.20
Bill	71143799	08/26/2022		Outreach Collection	-16.25
Bill	71143800	08/26/2022		Outreach Collection	-11.61
Bill	71143802	08/26/2022		Outreach Collection	-11.11
Bill	71143803	08/26/2022		Outreach Collection	-11.12
Bill	71143801	08/26/2022		Outreach Collection	-7.57
Bill	71169860	08/26/2022		Books & Materials	-437.32
Bill	71143795	08/26/2022		Books & Materials	-958.40
Bill	71169861	08/26/2022		Processing Supplies	-35.71
Bill	71143796	08/26/2022		Processing Supplies	-74.89
Bill	71271315	09/02/2022		Books & Materials	-976.74
Bill	71304503	09/02/2022		Books & Materials	-884.51
Bill	71193932	09/02/2022		Books & Materials	-1,732.88
Bill	71245559	09/02/2022		Books & Materials	-529.64
Bill	71193934	09/02/2022		Books & Materials	-202.13
Bill	71245557	09/02/2022		Books & Materials	-202.85
Bill	71304502	09/02/2022		Books & Materials	-54.21
Bill	71245556	09/02/2022		Books & Materials	-25.24
Bill	71271316	09/02/2022		Processing Supplies	-59.79
Bill	71304504	09/02/2022		Processing Supplies	-130.74
Bill	71193933	09/02/2022		Processing Supplies	-179.05
Bill	71245560	09/02/2022		Processing Supplies	-41.42
Bill	71193935	09/02/2022		Processing Supplies	-3.00
Bill	71245558	09/02/2022		Processing Supplies	-20.99
Bill	71352007	09/07/2022		Outreach Collection	-24.96
Bill	71352008	09/07/2022		Outreach Collection	-4.97
Bill	71352010	09/07/2022		Outreach Collection	-8.07
Bill	71352011	09/07/2022		Outreach Collection	-26.85
Bill	71352012	09/07/2022		Outreach Collection	-11.64
Bill	71352013	09/07/2022		Outreach Collection	-31.03
Bill	71352014	09/07/2022		Outreach Collection	-11.86
Bill	71352009	09/07/2022		Outreach Collection	-12.69
Bill	71294183	09/07/2022		Outreach Collection	-11.76
Bill	71294181	09/07/2022		Outreach Collection	-11.01
Bill	71294182	09/07/2022		Outreach Collection	-76.11
Bill	71294184	09/07/2022		Outreach Collection	-35.69
Bill	71294186	09/07/2022		Outreach Collection	-16.25
Bill	71294185	09/07/2022		Outreach Collection	-9.61
Bill	71317467	09/07/2022		Books & Materials	-200.78
Bill	71352005	09/07/2022		Books & Materials	-76.74
Bill	71372965	09/07/2022		Books & Materials	-63.56
Bill	71294177	09/07/2022		Books & Materials	-235.88
Bill	71294179	09/07/2022		Books & Materials	-1,263.32
Bill	71317468	09/07/2022		Processing Supplies	-12.17
Bill	71352006	09/07/2022		Processing Supplies	-1.20

**Lawrence Public Library**  
**Check Detail**  
 September 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	71372966	09/07/2022		Processing Supplies	-0.80
Bill	71294178	09/07/2022		Processing Supplies	-21.29
Bill	71294180	09/07/2022		Processing Supplies	-152.75
Bill	71398467	09/08/2022		Outreach Collection	-18.39
Bill	71398468	09/08/2022		Outreach Collection	-0.92
Bill	71372963	09/09/2022		Books & Materials	-407.39
Bill	71378027	09/09/2022		Books & Materials	-1,179.40
Bill	71378029	09/09/2022		Books & Materials	-195.14
Bill	71342270	09/09/2022		Books & Materials	-710.38
Bill	71372964	09/09/2022		Processing Supplies	-25.86
Bill	71378028	09/09/2022		Processing Supplies	-167.36
Bill	71378030	09/09/2022		Processing Supplies	-20.85
Bill	71342271	09/09/2022		Processing Supplies	-51.13
Bill	71423399	09/13/2022		Outreach Collection	-8.30
Bill	71423398	09/13/2022		Outreach Collection	-16.05
Bill	71423397	09/13/2022		Outreach Collection	-34.87
Bill	71423400	09/13/2022		Outreach Collection	-4.09
Bill	71423395	09/13/2022		Books & Materials	-97.73
Bill	71450295	09/13/2022		Books & Materials	-627.65
Bill	71423393	09/13/2022		Books & Materials	-579.37
Bill	71423396	09/13/2022		Processing Supplies	-1.40
Bill	71450296	09/13/2022		Processing Supplies	-42.74
Bill	71423394	09/13/2022		Processing Supplies	-42.56
TOTAL					-23,356.59
<b>Bill Pmt -Check</b>	<b>29196</b>	<b>09/20/2022</b>	<b>Karen Allen</b>	<b>Checking</b>	
Bill	ALSC Per D...	08/31/2022		Professional Development	-107.00
TOTAL					-107.00
<b>Bill Pmt -Check</b>	<b>29197</b>	<b>09/20/2022</b>	<b>Lauren Taylor</b>	<b>Checking</b>	
Bill	ALSC Per D...	08/31/2022		Professional Development	-107.00
TOTAL					-107.00
<b>Bill Pmt -Check</b>	<b>29198</b>	<b>09/20/2022</b>	<b>Lawrence Emergency Medical A...</b>	<b>Checking</b>	
Bill	Injury	08/31/2022		Miscellaneous	-1,670.90
TOTAL					-1,670.90
<b>Bill Pmt -Check</b>	<b>29199</b>	<b>09/20/2022</b>	<b>Lawrence Memorial Hospital</b>	<b>Checking</b>	
Bill	Injury	08/31/2022		Miscellaneous	-339.76
TOTAL					-339.76
<b>Bill Pmt -Check</b>	<b>29200</b>	<b>09/20/2022</b>	<b>Linda Clay</b>	<b>Checking</b>	
Bill	ALSC Per D...	08/31/2022		Professional Development	-107.00
TOTAL					-107.00

## Lawrence Public Library

## Check Detail

September 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29201	09/20/2022	Midwest Tape	Checking	
Bill	502488821	08/10/2022		Outreach Collection	-45.73
Bill	502488757	08/10/2022		Books & Materials	-475.72
Bill	502488820	08/10/2022		Books & Materials	-63.74
Bill	502488758	08/10/2022		Books & Materials	-209.94
Bill	502504960	08/15/2022		Books & Materials	-281.86
Bill	502504738	08/15/2022		Books & Materials	-180.60
Bill	502516806	08/16/2022		Books & Materials	-293.93
Bill	502542604	08/19/2022		Books & Materials	-248.90
Bill	502542601	08/19/2022		Books & Materials	-141.64
Bill	502542603	08/19/2022		Books & Materials	-18.74
Bill	502516805	08/19/2022		Books & Materials	-412.23
Bill	502537689	08/23/2022		Books & Materials	-722.52
Bill	502548900	08/23/2022		Books & Materials	-39.99
Bill	502548902	08/23/2022		Outreach Collection	-85.46
Bill	502570080	08/26/2022		Books & Materials	-143.94
Bill	502570008	08/26/2022		Books & Materials	-158.90
Bill	502612888	08/31/2022		Processing Supplies	-297.65
Bill	502617229	09/07/2022		Outreach Collection	-26.24
Bill	502613444	09/07/2022		Outreach Collection	-45.73
Bill	502613441	09/07/2022		Books & Materials	-919.20
Bill	502601324	09/07/2022		Books & Materials	-224.18
Bill	502601322	09/07/2022		Books & Materials	-117.65
Bill	502580643	09/07/2022		Books & Materials	-412.90
Bill	502613442	09/07/2022		Books & Materials	-307.92
Bill	502580642	09/07/2022		Books & Materials	-446.93
Bill	502617227	09/07/2022		Books & Materials	-138.70
Bill	502645908	09/13/2022		Books & Materials	-426.21
Bill	502645909	09/13/2022		Books & Materials	-161.96
Bill	502634829	09/13/2022		Books & Materials	-115.69
Bill	502639511	09/13/2022		Books & Materials	-474.57
TOTAL					-7,639.37

Bill Pmt -Check	29202	09/20/2022	OverDrive	Checking	
Bill	06809CO22...	08/15/2022		Digital Resources (GDR)	-848.54
Bill	06809CO22...	08/15/2022		Books & Materials	-679.98
Bill	06809CO22...	08/16/2022		Digital Resources (GDR)	-1,048.74
Bill	06809CO22...	08/16/2022		Books & Materials	-172.10
Bill	06809DA22...	08/16/2022		Books & Materials	-251.70
				Digital Resources (GDR)	-146.49
Bill	06809CO22...	08/16/2022		Books & Materials	-286.66
Bill	06809CO22...	08/16/2022		Books & Materials	-394.10
Bill	06809CO22...	08/16/2022		Books & Materials	-269.27
Bill	06809CO22...	08/17/2022		Digital Resources (GDR)	-1,914.18
Bill	06809CO22...	08/17/2022		Books & Materials	-334.27
Bill	06809CO22...	08/17/2022		Books & Materials	-90.17
Bill	06809CO22...	08/17/2022		Books & Materials	-28.00
Bill	06809DA22...	08/17/2022		Books & Materials	-39.05
Bill	06809DA22...	08/17/2022		Books & Materials	-72.07
Bill	06809CO22...	08/17/2022		Books & Materials	-1,597.54
Bill	06809CO22...	08/17/2022		Books & Materials	-1,213.50
Bill	06809DA22...	08/17/2022		Books & Materials	-268.98
Bill	06809CO22...	08/17/2022		Books & Materials	-365.46
Bill	06809CO22...	08/17/2022		Books & Materials	-114.23
Bill	06809CO22...	08/17/2022		Books & Materials	-72.90
Bill	06809CO22...	08/17/2022		Books & Materials	-228.89
Bill	06809CO22...	08/23/2022		Digital Resources (GDR)	-1,632.38
Bill	06809DA22...	08/23/2022		Digital Resources (GDR)	-192.02
				Books & Materials	-169.99
Bill	06809CO22...	08/23/2022		Digital Resources (GDR)	-999.42

## Lawrence Public Library

## Check Detail

September 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO22...	08/23/2022		Books & Materials	-844.32
Bill	06809CO22...	08/23/2022		Books & Materials	-209.77
Bill	06809CO22...	08/23/2022		Books & Materials	-34.00
Bill	06809CO22...	08/23/2022		Books & Materials	-112.46
Bill	06809CO22...	08/23/2022		Books & Materials	-123.00
Bill	06809CO22...	08/23/2022		Books & Materials	-331.24
Bill	06809DA22...	08/24/2022		Digital Resources (GDR)	-524.80
				Books & Materials	-657.80
Bill	06809CO22...	08/24/2022		Digital Resources (GDR)	-1,160.31
Bill	06809CO22...	08/24/2022		Books & Materials	-483.71
Bill	06809CO22...	08/24/2022		Books & Materials	-42.99
Bill	06809CO22...	08/24/2022		Books & Materials	-236.30
Bill	06809CO22...	08/24/2022		Books & Materials	-171.87
Bill	06809CO22...	08/24/2022		Books & Materials	-64.09
Bill	06809cp22...	09/07/2022		Books & Materials	-423.56
Bill	06809CO22...	09/14/2022		Books & Materials	-86.04
Bill	06809CO22...	09/14/2022		Books & Materials	-126.65
TOTAL					-19,063.54
<b>Bill Pmt -Check</b>	<b>29203</b>	<b>09/20/2022</b>	<b>Radiologic Professional Services</b>	<b>Checking</b>	
Bill	2102757439	08/31/2022		Miscellaneous	-22.00
TOTAL					-22.00
<b>Bill Pmt -Check</b>	<b>29204</b>	<b>09/20/2022</b>	<b>Venue Industries</b>	<b>Checking</b>	
Bill	4855	08/31/2022		Outside & Private Funding	-13,296.07
TOTAL					-13,296.07
<b>Bill Pmt -Check</b>	<b>29205</b>	<b>09/20/2022</b>	<b>Workplace Wellness- BHC</b>	<b>Checking</b>	
Bill	Injury	08/31/2022		Miscellaneous	-236.24
TOTAL					-236.24

# Lawrence Public Library

## Statistical Summary - August 2022

<b>OUTPUT MEASURES</b>								
Service Area Population	105,295							
User Visits	35,070							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	42,072							
Cardholders transacting - <i>current month</i>	15,030							
Cardholders added - <i>current month</i>	791							
<b>Checkouts &amp; Renewals</b>								
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)	9,025	55,333	43,409		56%	44%	100%	
<b>Website + Social Media</b>								
	Users (if available)			Activity				
Website - includes Catalog (Sessions)	36,178			71,290				
Website - Kaw Valley Jukebox	87			103				
Website - Digital Douglas County (Sessions)	322			374				
Social Media Interactions (Facebook & Twitter)	not avail.			4,668				
Social Media Reach (Facebook & Twitter)	not avail.			107,832				
<b>Borrowing Digital vs. Physical</b>								
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	28,664	13,936	42,600		29%	14%	43%	
Teen Total	3,209	1,797	5,006		3%	2%	5%	
Childrens Total	28,706	2,428	31,134		29%	2%	32%	
Total AV Media Room	17,596	2,232	19,828		18%	2%	20%	
Total Library of Things	174	0	174		0%	0%	0%	
Total all collections	78,349	20,393	98,742		79%	21%	100%	

# Lawrence Public Library

## Statistical Summary - August 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
<b>Total All Holdings</b>	<b>193,306</b>	<b>27,219</b>	<b>220,525</b>		<b>88%</b>	<b>12%</b>	<b>100%</b>	
Added	2,285	413	2,698		85%	15%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,832	113	2,945		96%	4%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>-282</b>	<b>325</b>	<b>43</b>					
<b>Service Interactions + Consultations</b>		<b>In Person Interactions</b>	<b>Online Or Phone Interactions</b>	<b>Total All Interactions</b>	<b>% In Person</b>	<b>% Online or Phone</b>	<b>% Total</b>	
<b>Total Service Interactions</b>		<b>6,405</b>	<b>1,611</b>	<b>8,016</b>	<b>80%</b>	<b>20%</b>	<b>100%</b>	
<b>Holds Service - Physical collection only</b>	<b>Unique Users</b>	<b>Total Holds</b>		<b>Avg.Holds Per User</b>				
Holds Filled	3,951	15,482		4				
<b>Other Public Services</b>				<b>Total sessions</b>				
Public Computer Usage				3023				
<b>PROGRAMMING (see also graphs)</b>	<b>No. of Passive Programs</b>	<b>No. Of In Person Programs</b>	<b>No. Of Live Online Programs</b>	<b>No. of Virtual On-Demand viewing-Recorded Video Programs</b>	<b>Passive Attendance</b>	<b>In Person Attendance</b>	<b>Live Online Attendance</b>	<b>Virtual On-Demand viewing-Recorded Video Views</b>
<b>Total Programs</b>	<b>0</b>	<b>25</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>1331</b>	<b>88</b>	<b>9</b>
<b>Total Programs Offered</b>				<b>35</b>				
<b>Total Program Attendance</b>								<b>1428</b>
<b>STAFFING</b>	<b>Current Month</b>	<b>Current Month</b>	<b>% Change</b>					
	<b>2022</b>	<b>2021</b>	<b>2022 v 2021</b>					
Total Paid Staff, in Full-Time Equivalents (July 2022 number includes 3 Summer Interns)	68.08	65.49	4%					

# Full Statistical Report - August 2022

[illegible]

Lawrence Public Library

Full Statistical Report - August 2022

Website + Social Media	Users (if available)			Activity				
Website - includes Catalog (Sessions)	36,178			71,290				
Website - Kaw Valley Jukebox	87			103				
Website - Digital Douglas County (Sessions)	322			374				
Social Media Interactions (Facebook & Twitter)	not available			4,668				
Social Media Reach (Facebook &Twitter)	not available			107,832				
	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)	25,997	5,835	31,832	75%	26%	6%	32%	
Adult Graphic Novels	1,067	257	1,324	3%	1%	0%	1%	
Adult Magazines	546	407	953	2%	1%	0%	1%	
Adult Audiobooks (including language instruction)	1,054	7,437	8,491	20%	1%	8%	9%	
Adult Total	28,664	13,936	42,600	100%	29%	14%	43%	
Teen Books (incl. Book Club Kits)	1,860	819	2,679	54%	2%	1%	3%	
Teen Graphic Novels and Manga	1,315	3	1,318	26%	0%	0%	1%	
Teen Magazines	14	0	14	0%	0%	0%	0%	
Teen Audiobooks	20	975	995	20%	0%	1%	1%	
Teen Total	3,209	1,797	5,006	100%	3%	2%	5%	
Children's Books, NF Videos & all Kits	23,887	1,064	24,951	80%	24%	1%	25%	
Children's Graphic Novels	3,438	11	3,449	11%	3%	0%	3%	
Children's Magazines	142	0	142	0%	0%	0%	0%	
Children's Music CDs	270	0	270	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	969	1,353	2,322	7%	1%	1%	2%	
Childrens Total	28,706	2,428	31,134	100%	29%	2%	32%	
AV Media Room - Feature Films (Adult and Family) and All	9,517	2,232	11,749	59%	10%	2%	12%	
AV Media Room - TV Shows	3,377	0	3,377	17%	3%	0%	3%	
AV Media Room - Non-Fiction DVDs	691	0	691	3%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,764	0	1,764	9%	2%	0%	2%	
AV Media Room - Adult Music CDs	2,247	0	2,247	11%	2%	0%	2%	
Total AV Media Room	17,596	2,232	19,828	100%	18%	2%	20%	
Library of Things - Boardgames and Game Guides	151	0	151	87%	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	23	0	23	13%	0%	0%	0%	
Total Library of Things	174	0	174	100%	0%	0%	0%	
Total all collections	78,349	20,393	98,742	100%	79%	21%	100%	



# Lawrence Public Library

## Full Statistical Report - August 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)	91,376	11,392	102,768		41%	5%	47%	
Adult Audiobooks & Language Instruction	6,288	5,666	11,954		3%	3%	5%	
<b>Total Adult Collection</b>	<b>97,664</b>	<b>17,058</b>	<b>114,722</b>		<b>44%</b>	<b>8%</b>	<b>52%</b>	
Teen Book & Other Print Formats	10,007	2,365	12,372		5%	1%	6%	
Teen Audiobooks	293	1,365	1,658		0%	1%	1%	
<b>Total Teen Collection</b>	<b>10,300</b>	<b>3,730</b>	<b>14,030</b>		<b>5%</b>	<b>2%</b>	<b>6%</b>	
Children's Book & Other Print Formats	55,019	4,352	59,371		25%	2%	27%	
Children's Audiobooks & Language Instruction	1,931	2,079	4,010		1%	1%	2%	
Children's Video and Music	945	0	945		0%	0%	0%	
<b>Total Children's Collection</b>	<b>57,895</b>	<b>6,431</b>	<b>64,326</b>		<b>26%</b>	<b>3%</b>	<b>29%</b>	
<b>Total Media Room (DVDs, BluRays, Music CDs, Videogames)</b>	<b>27,305</b>	<b>0</b>	<b>27,305</b>		<b>12%</b>	<b>0%</b>	<b>12%</b>	
<b>Total Library of Things (Boardgames, Devices, Hotspots, Laptops)</b>	<b>142</b>	<b>0</b>	<b>142</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total All Holdings</b>	<b>193,306</b>	<b>27,219</b>	<b>220,525</b>		<b>88%</b>	<b>12%</b>	<b>100%</b>	
Added	2,285	413	2,698		85%	15%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,832	113	2,945		96%	4%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>-282</b>	<b>325</b>	<b>43</b>					
	<b>Interactions + Consultations</b>							
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		2,819	1,393	4,212	35%	17%	53%	
Info Services Interactions		1,364	36	1,400	17%	0%	17%	
Readers Services Interactions		631	0	631	8%	0%	8%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		31	11	42	0%	0%	1%	
Teen Interactions		269	0	269	3%	0%	3%	
Children's Interactions		856	0	856	11%	0%	11%	
Outreach		0	0	0	0%	0%	0%	
Public Technology Interactions		435	80	515	5%	1%	6%	
Website - Contact Us Forms + Social Media			91	91	0%	1%	1%	
<b>Total Service Interactions</b>		<b>6,405</b>	<b>1,611</b>	<b>8,016</b>	<b>80%</b>	<b>20%</b>	<b>100%</b>	

**Lawrence Public Library**

## Full Statistical Report - August 2022

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,494	16,230		5				
Holds Filled	3,951	15,482		4				
Holds Unclaimed	1,433	2,685		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		23.09%						
Other Public Services				Total sessions				
Public Computer Usage				3023				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms+ Auditorium	97	148		45%				
Public-Sponsored Uses of Study Rooms	298	491		51%				
Public-Sponsored Uses of S+V Studios	72	134		51%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	244	503		2.1				
Interlibrary Loan Items Loaned from LPL Collection	283	641		2.3				
	# of Programs				Attendance at Programs (enter all attendees for all viewing options)			
PROGRAMMING (see also graphs)	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video
Audience								
Adult Programs (18+)	0	20	7	2	0	375	86	9
Teen Programs (12-17)	0	0	0	0	0	0	0	0
Children Programs (birth-5)	0	0	0	0	0	0	0	0
Children Programs (6-11)	0	5	1	0	0	956	2	0
Total By Type	0	25	8	2	0	1331	88	9
Type of Event								
Kansas Reads to Preschoolers	0	0	0	0	0	0	0	0
Summer Reading (all ages)	0	25	8	2	0	1331	88	9
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	25	8	2	0	1331	88	9
Total Programs Offered				35				
Total Program Attendance								1428

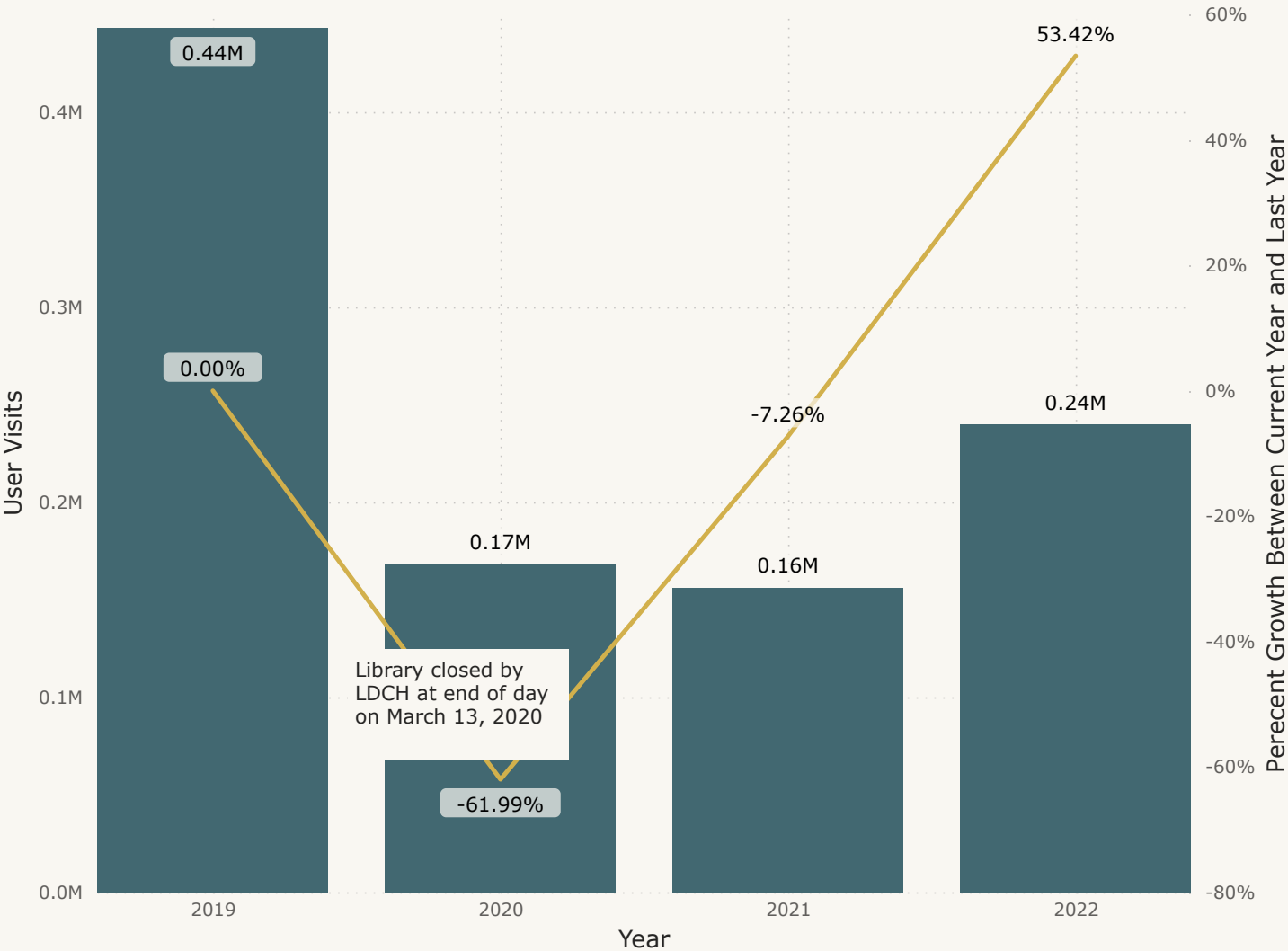
# Lawrence Public Library

## Full Statistical Report - August 2022

STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
	2022	2021	2022 v 2021		2022	2021		
Total Paid Staff, in Full-Time Equivalents	68.08	65.49	4%					
ALA-MLS Librarians, in Full-Time Equivalents	18.83	18.83	0%					
Number of Employees--Total	90	83	8%					
Number of Employees--Full-Time	44	41	7%					
Number of Employees--Part-Time	46	42	10%					
Terminations	4	1	300%		10	9	11%	
Hirings	3	5	-40%		7	10	-30%	
Volunteer Hours	535	283	89%		3,943	701	463%	

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

User Visits    Percent Growth Between Current Year and Last Year



53.42%

Percent Growth Between Current Year and Last Year

Year

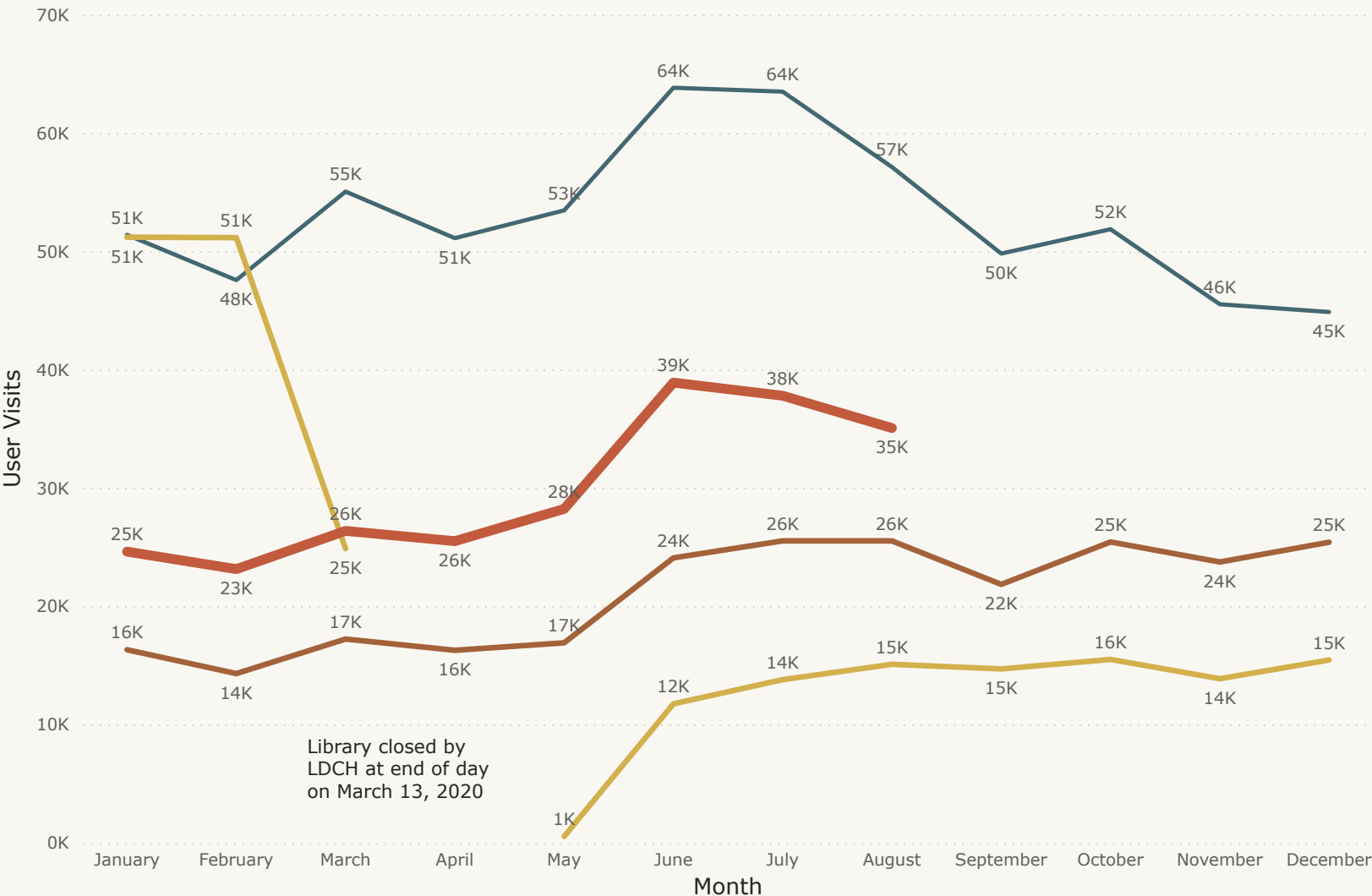
- 2019
- 2020
- 2021
- 2022

Month

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

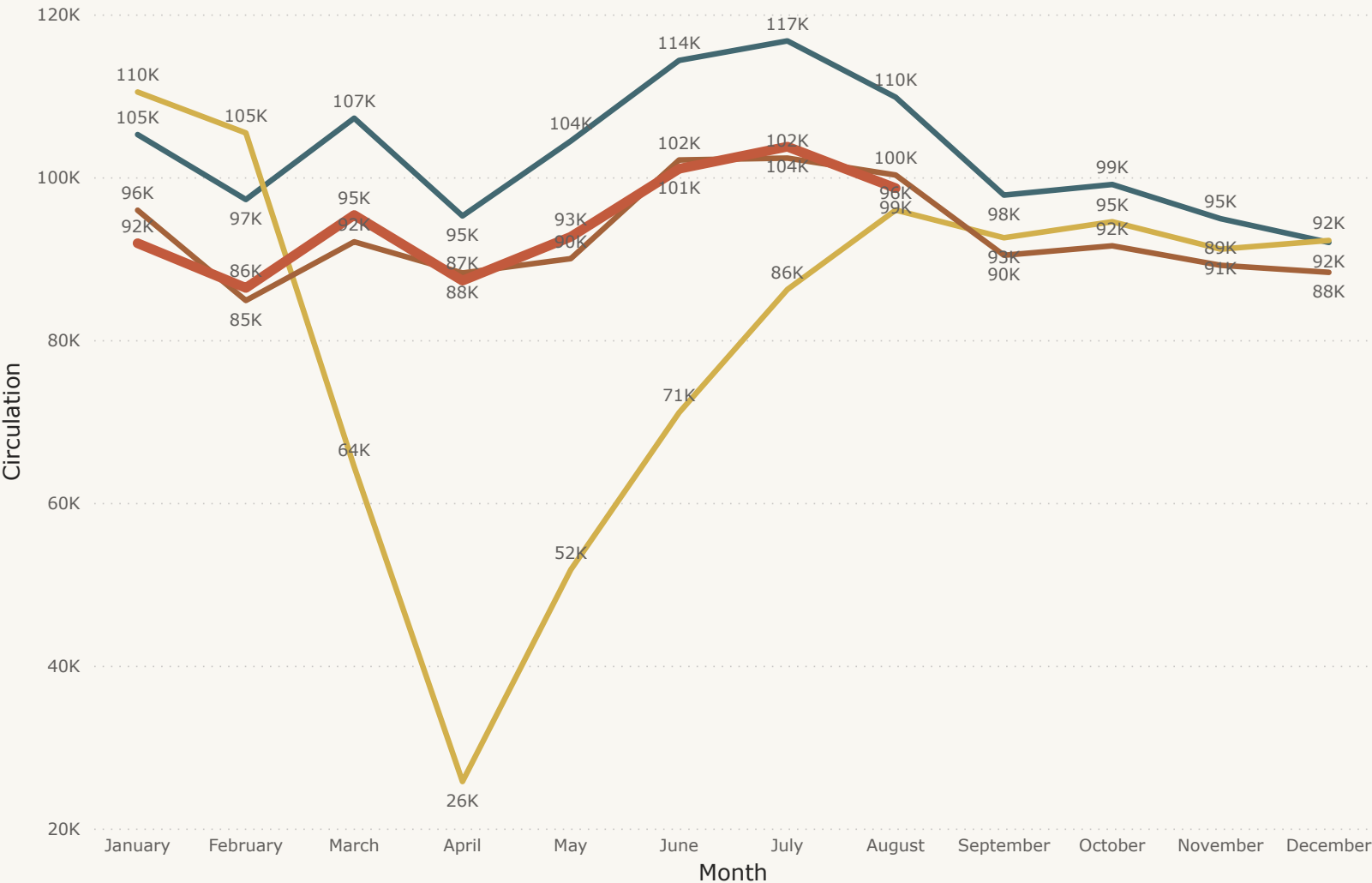
# Total User Visits: 4 Year Comparison

Year ● 2019 ● 2020 ● 2021 ● 2022



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

Year ● 2019 ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

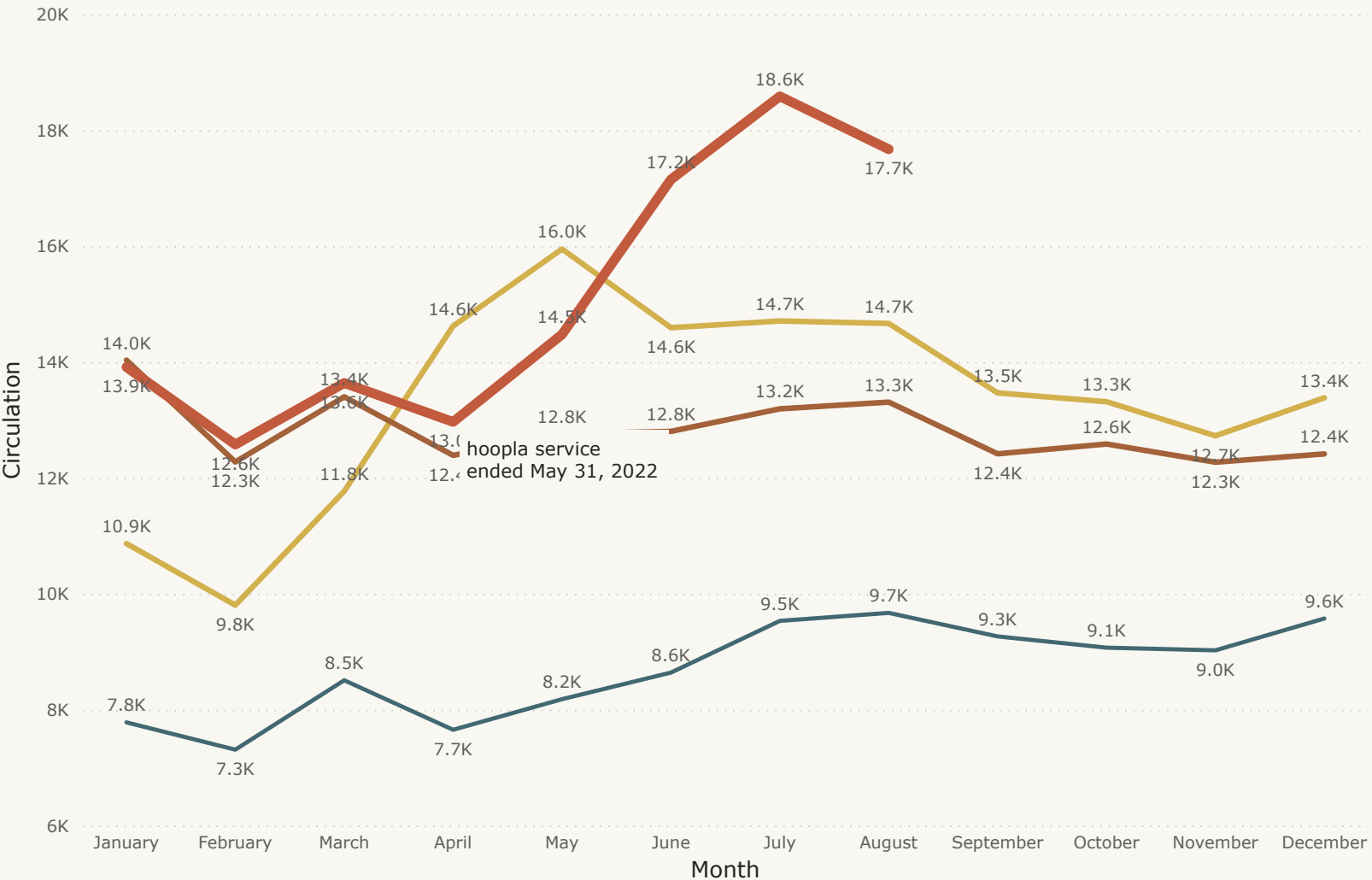
- Digital
- Physical

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

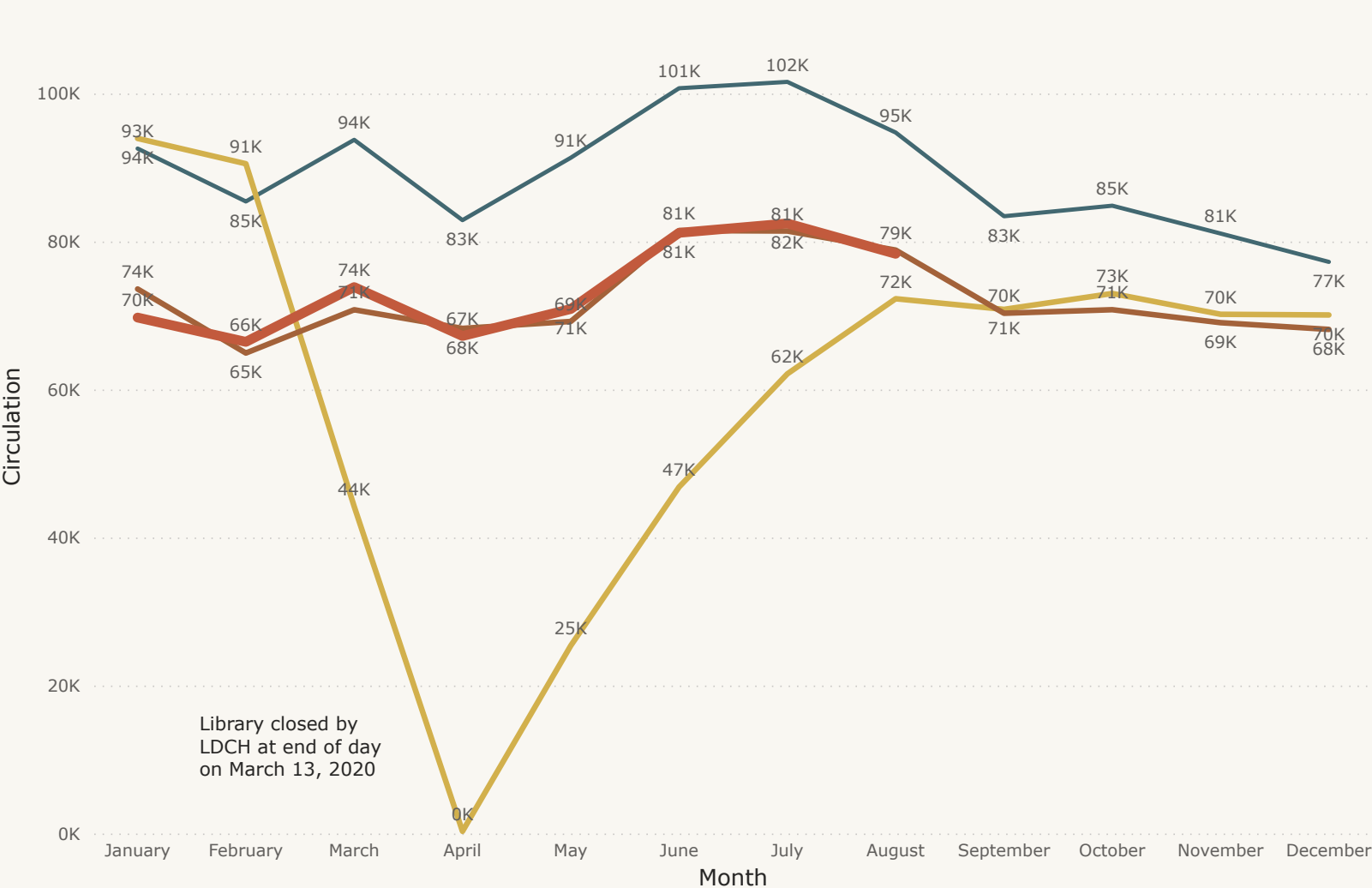
■ Checkout  
■ Renewal

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

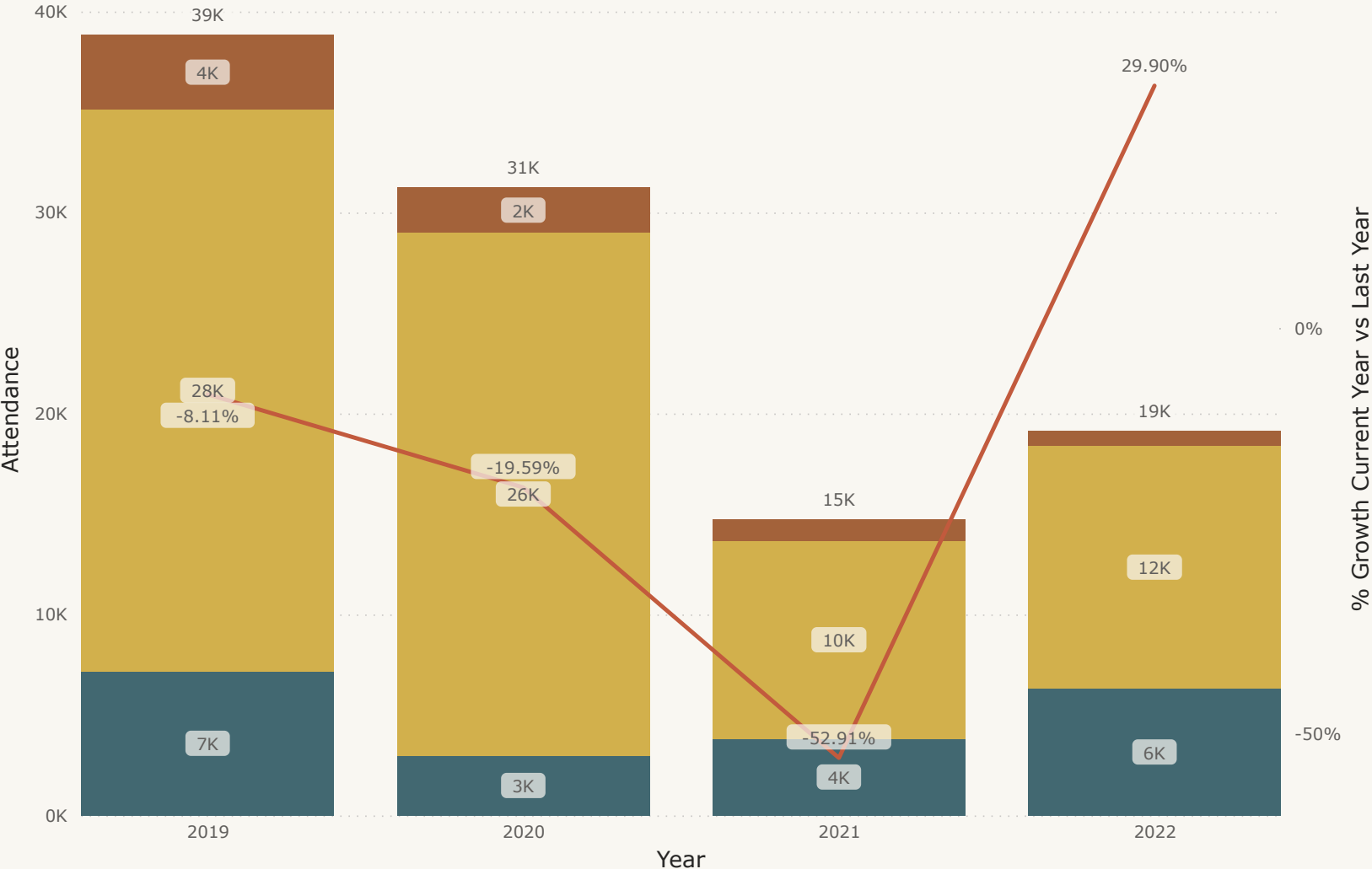
Filter by type of transaction

- Auto Renewal
- Checkout
- Renewal



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

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



29.90%

% Growth Current Year vs Last Year

Filter By Audience

- Select all
- Adult
- Children
- Teen

Program Type

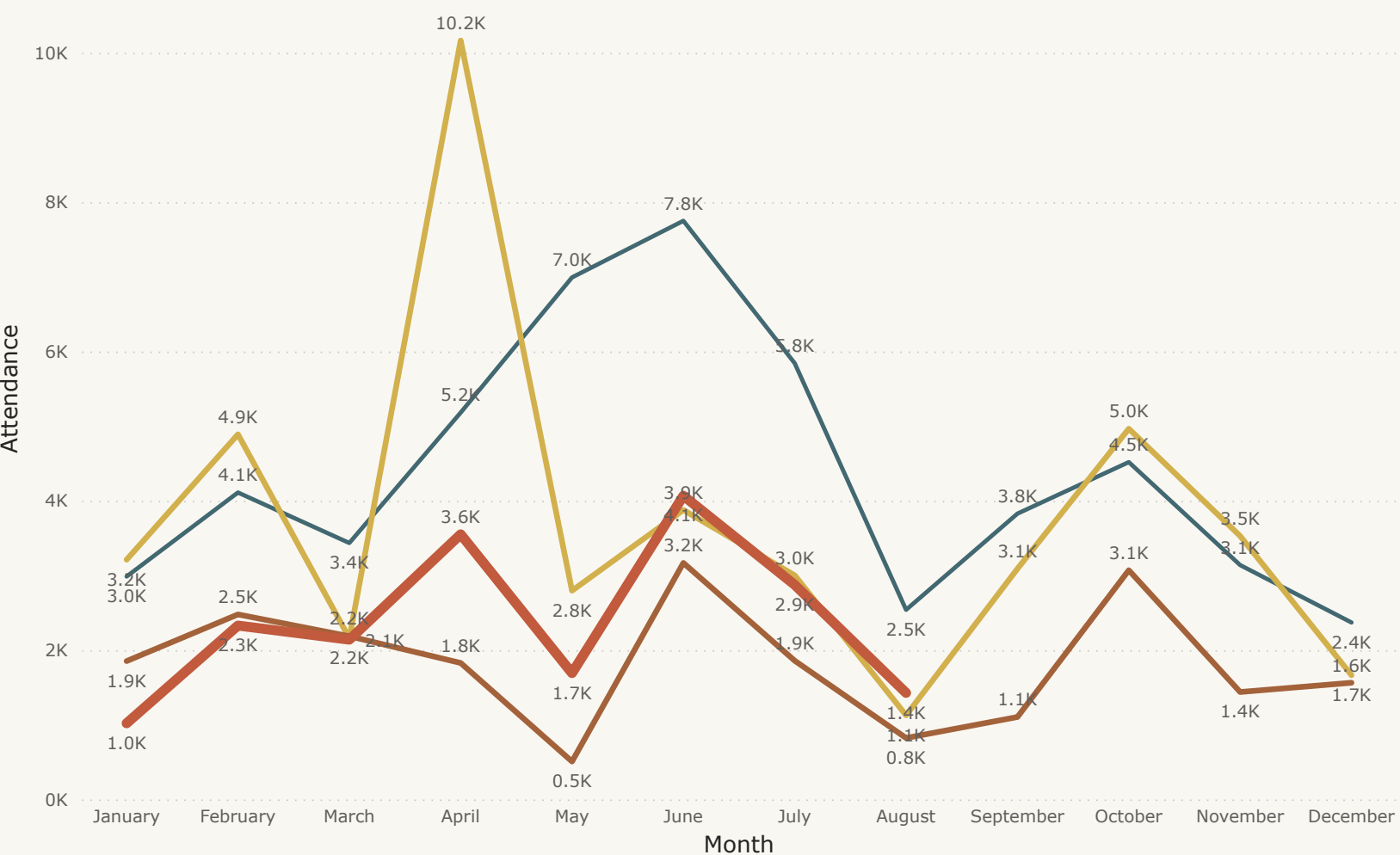
- Select all
- Live In Person
- Live Online
- Online
- Passive (e.g., Storywalk)
- Recorded Video

# 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)

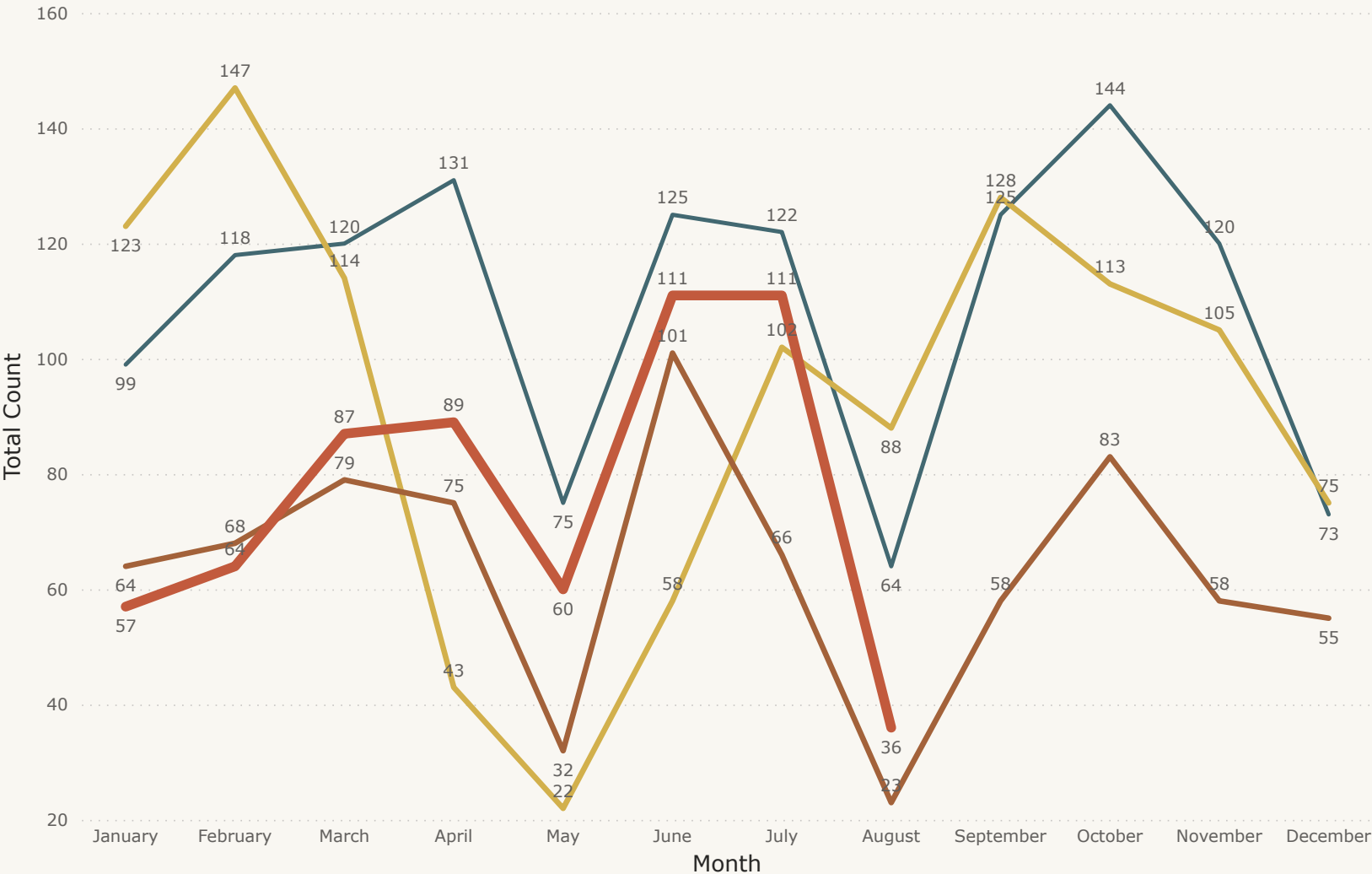
June 2022: Popular Children's Summer Reading events, Outreach at St. John's Mexican Fiesta, and the How-To Festival all contributed to a bump in June attendance.

# Total Programs Presented: 4 YR Comparison

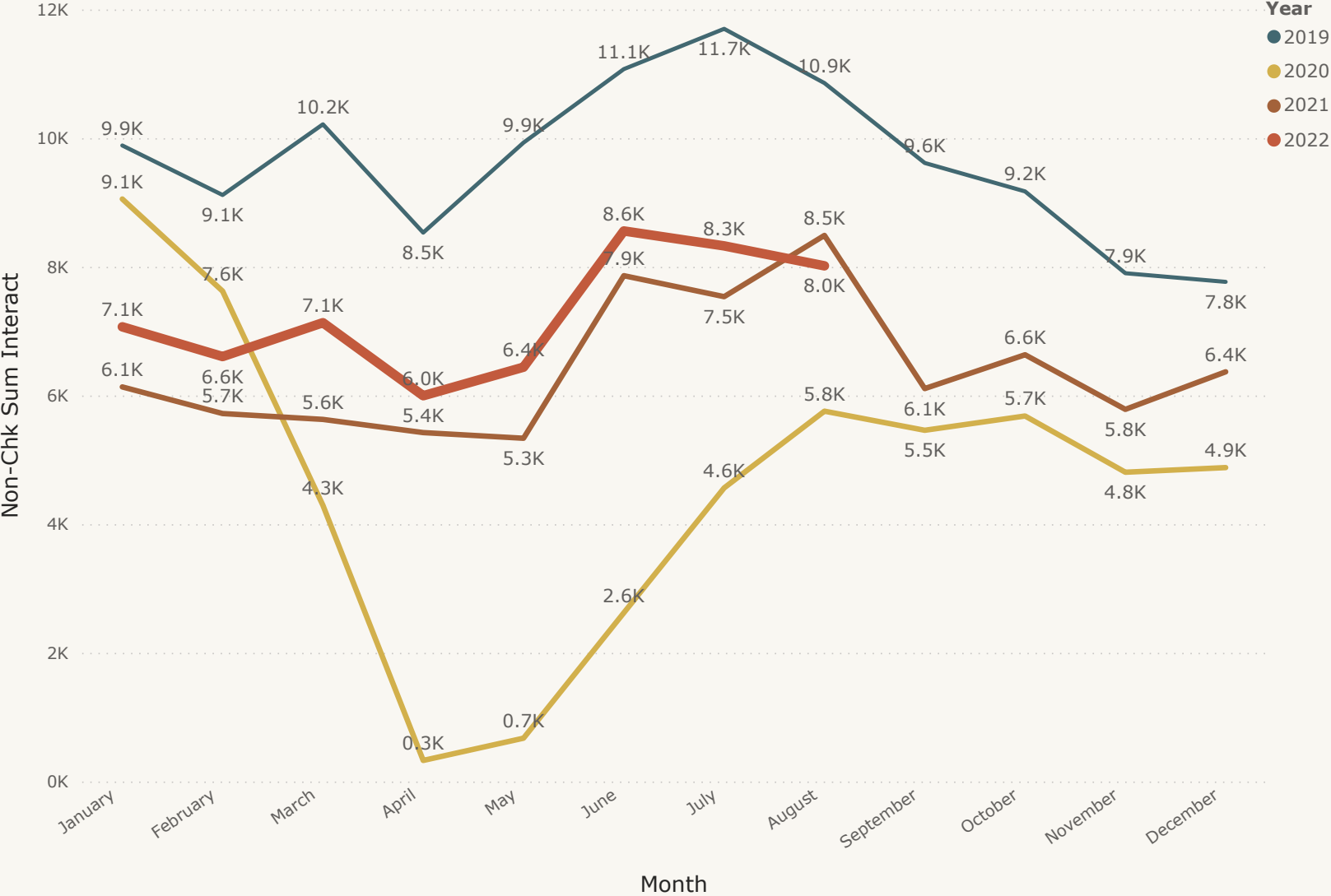
Year ● 2019 ● 2020 ● 2021 ● 2022

## Filter By Audience

- Select all
- Adult
- Children
- Teen



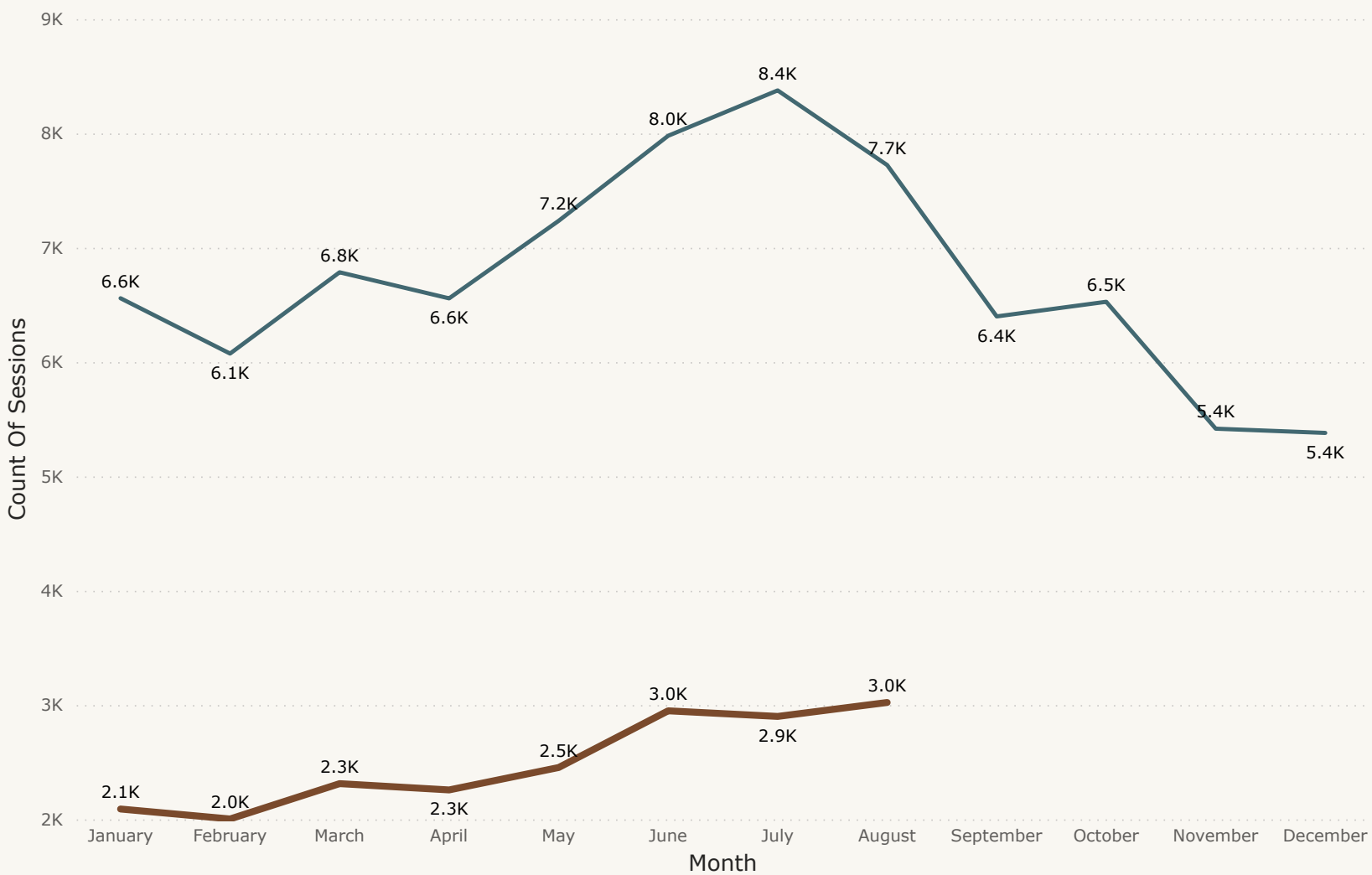
Service Interactions: 4 YR Comparison



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

# Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ● 2022



PC Area

□ Atrium

□ Children's

□ Express

□ Lab

□ Laptop

□ MICROFILM

□ Public

□ Teen Zone

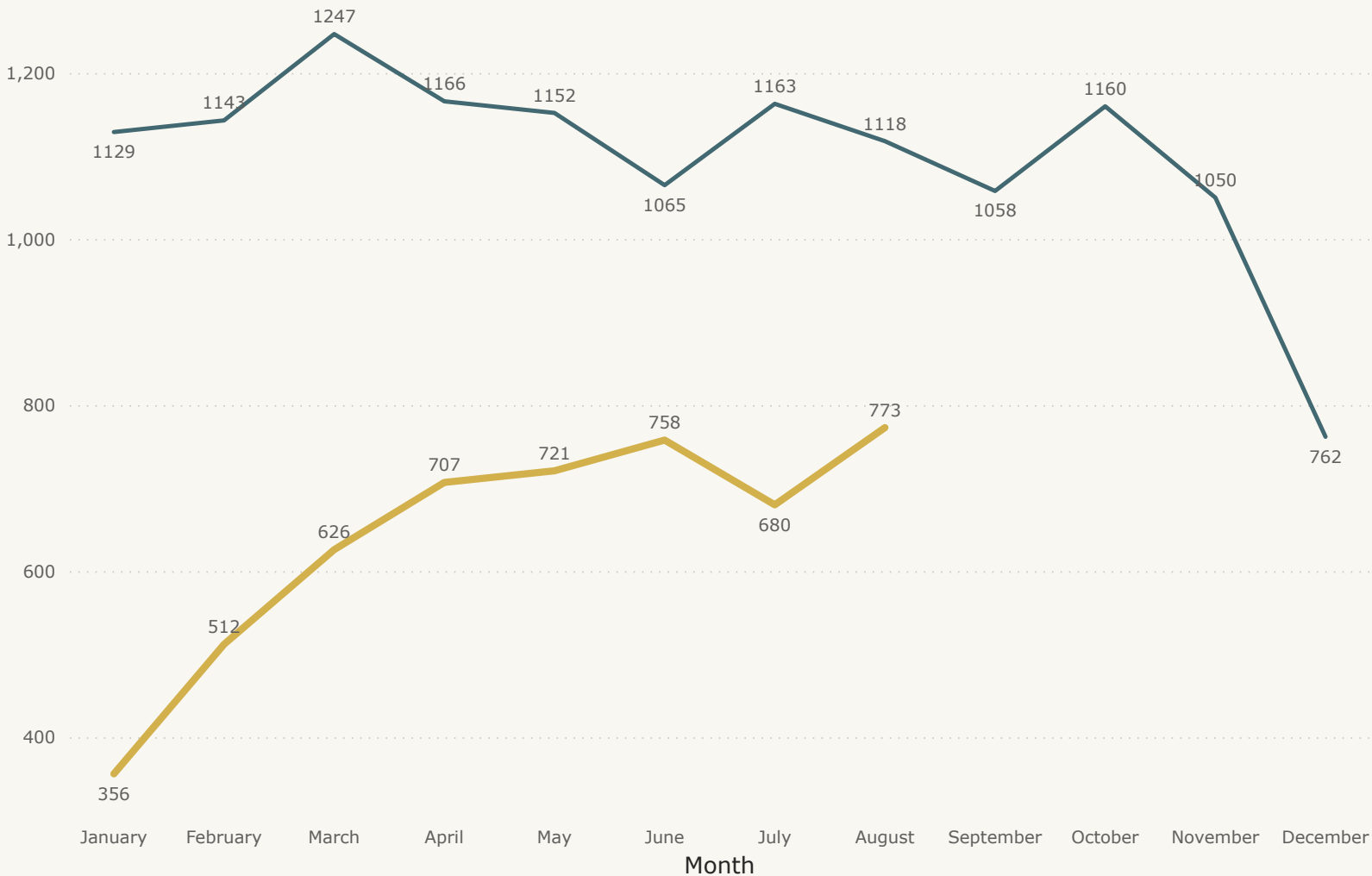
# Public Usage of Meeting Spaces Trend: Pre- vs. Post-Pandemic

Year ● 2019 ● 2022

Count of Booking ID

Room Type

- Auditorium
- Meeting Rooms
- Sound + Vision
- Study Rooms



Meeting Rooms reopened in June 2021

## Library Director's Report for September 2022

Perhaps the most important thing to happen since my last report is the approval of the 2023 City budget. Our modest mill rate increase will allow us to make an unprecedented increase in staff wages that demonstrates our commitment to a fair wage and allows us to compete as an employer. Again, I applaud the library board for your steadfast commitment to fair pay. I'm proud to serve as director of this library!

On Wednesday, August 31, I had the pleasure of showing the staff from the Southeast Kansas Library System (SEKLS) around our library. It never gets old showing off this fantastic facility and sharing the things we do to serve Lawrence. My tours might be longer than necessary, but there's too much good stuff to show people!

Our annual Staff Day was Thursday, September 1, our first in-person since 2019. The day started with an inspiring keynote talk by Dr. Regina Platt, "The Stepologist," who championed the importance of our work in our community and encouraged self-care so that we can serve and care for our community. The rest of the day included activities to allow staff to connect with each other and explore restorative practices like Tai Chi, yoga, and communing with nature. I think this day to concentrate on staff connection and restoration was productive. I'm thankful to our Staff Day Committee for their work organizing the day for us all.

I was out of the office Labor Day week, but upon my return, I've begun working on the final touches of an event I will be presenting at the library on Thursday, September 22. Musician, record label executive, and now author Nabil Ayers will visit Lawrence to talk about his recent memoir, *My Life in the Sunshine: Search for My Father and Discovering My Family*. The book is the engaging story of Ayers growing up with a single mother who had a child with jazz and R&B legend Roy Ayers but asked for no commitment from him as the father. As Ayers grows up and enters the world of music as a drummer, record shop owner, and later record label executive, the shadow of his father lingers. It's a great book, and I can't wait for Nabil to visit Lawrence. I'm hoping for a great turnout!

Respectfully submitted by Brad Allen, September 13, 2022

## **Monthly Departmental Reports**

### **September 2022**

#### **Accounts:**

With Dottie's official launch in August outreach has become a weekly focus for our department. Several Accounts staff have trained on driving Dottie, and at least one is usually present at any Dottie stop. So far staff have found working with Dottie to be a positive experience and a definite improvement over setting up out of a van.

We survived the UNICODE update with minimal problems despite having limited access to our database during the conversion. We were able to help patrons with most normal issues, or follow up at the end of the week once we had full access to the system again.

#### **Cataloging & Collection Development:**

Kevin and Dan, along with Leah from Readers Services, Lauren from Youth Services, and Kristin from Outreach hosted a group of around 60 K-12 Librarians from the Olathe school district. They were interested in hearing about collection management resources and practices, as well as patron engagement strategies and displays. The event was an open forum so the school librarians were able to give us helpful information as well.

Emily, along with Polli from Readers held the first of what will hopefully be a recurring BiblioCommons 101 course for staff who want to familiarize themselves with the catalog. The response was positive and the staff members that participated were engaged and asked a lot of questions.

Finally, the WorkFlows Unicode update went smoother than expected. The public catalog was down for a few days, and WorkFlows had limited staff functionality, but checkouts worked just fine and we didn't hear any negative feedback about the inconvenience from the public. Cataloging will now begin to clean up world language catalog records so titles will be searchable and displayed in their original language instead of English translations and transliterations.

#### **Collections & Technology:**

Tricia attended a Programming Club meeting to review the current programming statistics reporting and compilation process. A subgroup charged with reviewing and improving the program stats met later in the month. The goal is to collect what we need to collect for the State library and other agencies, and add to that information that would be helpful to LPL staff. Tricia also sat in on a discussion between Kristin & the marketing librarian at Pioneer Library System in Oklahoma City to see how they are collecting programming attendance via OrangeBoy's Savannah product.

The Data Team met and is starting to review, line by line, the full monthly statistical report to provide more contextual information and thus improve the usefulness of the report. The Data Team will be led in the future by Jeff!



## **Monthly Departmental Reports**

### **September 2022**

Jeff, Melissa, and Tricia met to finalize a draft of a new ADA compliance policy and procedure. It will be sent to BLT in October for their review; then it's slated for review by the Board of Trustees at the November meeting.

Tricia attended an Amigos training on emerging technological trends and their potential applications in libraries.

#### **Development and Community Partnerships (DCP):**

In addition to helping to plan the Summer Reading Last Bash, Dottie ribbon cutting, and Ukraine fundraiser, the Development and Community Partnership crew continued its work on the upcoming 780s Series with David Lowery, slated for Thursday, November 3 at 7 pm at the Lawrence Arts Center. David Lowery is a singer-songwriter of legendary college rock bands Cracker and Camper Van Beethoven. He will discuss his career in music and musician rights activism. The event is co-sponsored by the Lawrence Arts Center with support from the Harrison Family Fund. This is the first music storytellers event that the library has hosted since 2019.

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

We had our Staff Day on September 1st, which went well. I am currently preparing for a training I will be doing at the end of the month regarding calling people in vs. calling people out, and the idea of cancel culture. We are beginning to plan training for next year as well, so I am beginning to reach out to folks we are interested in. The interim grant report for our IMLS project is due at the end of November, so I have also begun preparation for this report and materials that may be needed for it. I am also preparing to go to the Joint Council of Librarians of Color conference from October 5-9 along with Khiana, Kayla, and Anita. Khiana is currently placed at Haskell's Tomaney library, and both Khiana and Kayla will be spending a month with KU Libraries this fall.

#### **Employee Engagement:**

I've been working on drafts of our promotion paperwork, senior librarian guidelines, and mentoring process to ready these procedures for the start of our new compensation plan in 2023. Open enrollment went smoothly for our health insurance and we are currently enrolling for KPERS optional life insurance. The Kansas Library Association Staff Wellness grant is wrapping up. With this award we were able to do so much: conduct cooking classes for staff, take a field trip to Jungle House to pick out plants for our work spaces, host a Lawrence Memorial Hospital Workplace Wellness therapist, and even redo our Room of Requirement with a comfy chair and table for new moms or staff just needing a little quiet space. Last, but not least, Brad and I attended a training by Victoria McGrath on the new point method she designed for our library's compensation plan which will enable us to perform job studies as needed in the future.

## Monthly Departmental Reports

### September 2022

#### Facilities:

Phillip and team continue to work on carpet stains throughout the building (a never ending battle) and our window cleaner is back after an injury and working to catch up on all of our difficult to reach glass. Jon gave a small presentation to KU's Self Engineering Leadership Fellows (SELF) along with the Humane Society, Just Food, and Lawrence Transit regarding projects these students can work with us on. They were asked to consider storage solutions, remote staff door access (for deliveries), and a little free library for the Reading Garden; can't wait to see their ideas!

#### Information Services:

This month we bid a fond farewell to Hazlett, and welcomed Terese to our team.

Info has been active on the outreach front this month: Marc and Melissa (along with Shirley from RS) welcomed Haskell students to Lawrence at the Haskell Resource Fair, Melissa gave a presentation about LPL resources and services (especially for small businesses) to the Lawrence Young Professionals group, and Marc joined Kristin (and Dottie!) at the 988 launch hosted by the Kansas Suicide Prevention Headquarters.

The team has been working on our second quarterly update of the Lawrence Resource Guide, and have been hearing a lot of gratitude from agency partners for our work on that. Marc fielded 14 interactions with patrons seeking help connecting with social services (including mental health support, rental assistance, emergency pet funding, and human trafficking advocacy) this month, and the Community Resource Clinic saw a robust turnout.

The free State Park passes given to us by NEKLS were a brief (gone in less than two hours!) but big hit with patrons. And, a librarian at the Martin Luther King Jr Library in D.C. was inspired by our [Mental Health Kits unboxing video](#) to create similar kits for their patrons!

#### Information Technology:

The Unicode migration process was carried out starting on Tuesday, 8/30 and was completed successfully with normal catalog functionality restored on Thursday 9/1. Our Symphony test instance was refreshed to reflect the changes on Friday, 9/9. New RFID pads for staff use shipped from FE Technologies on Wednesday, 9/14 and are expected to arrive next week (on or after 9/19). The Wi-Fi AP in the NF stacks was reoriented with a new mounting bracket on Thursday, 8/25. The area covered by this AP has been the source of frequent patron comments about Wi-Fi problems in recent months. There have been no further reports of issues in the several weeks since the AP was reoriented from vertical to horizontal mounting. Kim was out for vacation the first week of September. Sean has been out for medical reasons the first and second weeks of September.

## Monthly Departmental Reports

### September 2022

#### Marketing:

This month, Heather (along with Mayor Courtney Shipley and representatives from the City of Lawrence, Explore Lawrence, Haskell, Theater Lawrence, Lawrence Chamber, KU, and various community leaders) began working on the City of Lawrence's steering committee for the City's rebranding project. Led by [Guide Studio](#) out of Cleveland, Ohio, we've met regularly for "discovery sessions" and are currently working with the consultants to help build a brand that has buy-in from the community and support from internal audiences. Marketing provided support for a variety of departmental projects: Kids' Action Club Ukraine Benefit, internal and external Unicode migration messaging, Booktoberfest graphics and promotion, Summer Reading 2022 survey, and a variety of events promotions that got the job done (full registration, met response goals, well-attended, etc.) For staff day, Heather asked the social media Team Leads to gather their most engaging TikToks, Instagram Stories and Reels, tweets, and Facebook posts for a Best-Of video to run during lunch on Staff Day. Logan assembled it all into 10+ minutes of our [best work this past year](#). Our social media folks are making some of the best content we've ever had. It's really exciting!

#### Materials Handling:

Not too much to report on the Materials Handling front. We're all pitching in to cover ILL during Liza's well earned vacation. And we were all thrilled to learn about our (well earned) raises next year :) Cross training continues with Info and Readers' services. Cale, Traci, Teagan, and Kate now all have at least an hour scheduled helping out other departments.

#### Outreach:

We had a fantastic ribbon cutting ceremony for Dottie during our last bash of the summer. Big thanks to Derek Roger for providing the flyover to make it a really fun event! We've started getting on our regular route and folks are pretty excited to see us out and about. There's still a few lingering construction projects to do. Nils will add 2 more actuators to the bookshelves to make it more powerful (books are very heavy), and there's the cabinet backing on the interior of the vehicle to complete. We're still getting our workflows organized, but it's been great to get out in the community after 2 years of planning!

#### Public Technology Services:

In August, we unveiled the all-new SOUND+VISION Videocast Studio. This beautiful new space is specially designed for podcast recordings of up to 4 people, filming video and interviews, recording audiobooks, and working with a green screen. The new studio is already getting good use and will continue to gain in popularity with upcoming publicity like being featured in the fall issue of Pitch Magazine. Check out the new space at any time by coming to the downstairs Technology Desk and asking for a quick tour. In computer lab news, we've extended computer sessions to 2 hours with time

## Monthly Departmental Reports

### September 2022

extensions available upon request. August has also seen an increase in patrons using the new Auditorium streaming technology to broadcast events and hold video conferences.

#### Readers Services:

Summer Reading wrap up numbers tell us adults had 641 registrations and over 3800 books read this summer.

Plans for [Booktoberfest](#) are now being finalized and marketing efforts are in full swing. So far the events are seeing a healthy registration and we will continue to find ways to reach out to the community. Book clubs are seeing steady attendance or growth for the last few month of in-person meetings. Readers' Services hosted a local author Michael J Travis this month for the launch of his book Celebrating Kansas Breweries, which had robust attendance. We are excited to welcome "local" author Sara Paretsky next month as part of the Booktoberfest line up.

And while LPL's social media presence is excellent overall, we wanted to shout out a very successful Reel on Instagram last month, based on the department's "They're a 10, But..." book display. Nearly 61k views, 3.5k likes, and 700 saves and shares, creating some wonderful bookish engagement for LPL.

#### Youth Services:

- Summer Reading: We had a very busy summer! It almost felt like pre-pandemic summers. We had a goal of reaching 2000 finishers for kids and teens and we beat that by over 700. It was so much fun to be in the swing of things again. Here are our summer numbers for kids and teens:
  - Kids
    - Registered for the program: 2,535
    - Completed program: 2,170
    - Books read: 25,287
  - Teens
    - Registered for the program: 765
    - Completed program: 585
    - Books read: 5,863
  - Programs for kids and teens
    - Total # of programs: 187
    - Total attendance: 5,304
- We took a break from most programming in August to recharge our batteries, but we're back to storytimes and weekly programs.
- Highlights from the last month:
  - Kids' Action Club Art Auction and Art/Bake sale: Jenny Cook and the Kids' Action Club raised over \$3000 to benefit the Ukraine via the Red Cross. A big thank you to all that helped put this event together: club members, parents, Jenny, Heather Kearns, Liza MacKinnon, Logan Isaman, and all of the artists that donated art for the auction. It was a

## Monthly Departmental Reports

### September 2022

lot of work and a lot of fun.

- Last Bash: Our end of Summer Reading party was held on 8/20/22. We partnered with Outreach to also hold a ribbon cutting ceremony for Dottie. It was a beautiful evening to celebrate Dottie, listen to music by Soundwave, and watch Luca on the lawn. We even had a flyover!
- September programming so far:
  - We had some fabulous visits from Monarch Watch to celebrate their 30th anniversary and they were special guests to Library Storytime. Live caterpillars and butterflies were a big hit!
  - Two new programs: Parent Support Group and Rainbow Club
    - Parent Support Group led by Lauren Taylor is held after the evening session of Toddler Storytime and serves as a place for parents of young children to come together to support each other and create community.
    - Rainbow Club held by Lauren Taylor and Margo Moore is held once a month for kids in 4th-8th grade. This is another community group for all LGBTQ+ kids and allies.
- Looking forward: before our next report we'll celebrate Banned Books Week, celebrate Frodo and Bilbo's birthdays, host a Pokémon 101 session, and several YS members will be attending the ALSC Institute in Kansas City at the end of the month.

## **Friends & Foundation's Director's Report: September 15, 2022**

**Second Saturday Book Sale.** The Friends & Foundation book sale volunteers have been at it again! On Saturday, September 10, we hosted another Second Saturday book sale. The results were astounding: \$2,980, an increase of \$900 from the August sale. Next up is the huge Fall Book Sale, coming up on Thursday, October 20 (Donor's night) through Sunday, October 23. Don't miss it!

**New Library Poster Project.** We are excited to launch a new library poster project for this fall. Lawrence artist Louis Copt has agreed to create a painting of the library building in his signature "barn" style. It is now complete and we're in the process of getting it digitized and ready to sell. It's stunning! A huge thanks goes to Joan and Web Golden who provided support for the project's commission. The plan is to sell prints and notecards for the fall and holiday season. Our long term plan is to choose a local artist each year to create artwork centered around the library. The "Library Landscapes" series is a fun and creative way to celebrate Lawrence Public Library.

**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. The Simpson Foundation has generously supported the library annually for the last 11 years. It has funded everything from book drops to signage, and now the library's new bookmobile. We are so grateful to have them in our corner.

**50<sup>th</sup> Anniversary Events.** October is Booktoberfest at the library and we will be celebrating the 50<sup>th</sup> Anniversary of the Friends (now the Friends & Foundation) as part of those festivities. Please be sure to mark your calendars and plan to attend!

- **Movie Night: Willy Wonka and the Chocolate Factory.** On Thursday, October 13<sup>th</sup> from 6 pm to 10 pm, we will host this 1970s family movie, with free pizza and popcorn. Doors open at 6 pm and the movie starts at 7 pm. A huge "Thank you!" goes to Honey Bee Pediatric Dental Co. for sponsoring the evening.
- **A Very 70s Prom.** You're invited to the Book of Love Prom on Friday evening, October 28, 7 pm to 9pm, at 1235 Venue in North Lawrence. Dress in your best (or worst) 70s attire and have a groovy time. It's a fun way to celebrate 50 years of our incredible Friends, as well as the end of Booktoberfest 2022.

**Advocacy Committee Update.** The Friends & Foundation's Advocacy Committee continues to work on building a strong network of public support for the library. Most recently, committee members met on September 13<sup>th</sup> to discuss ways to build a network of advocates that reflects the Lawrence Community. Creating an Advocacy Committee was one of the 2022 Friends & Foundation board goals.



## **Advocacy Policy Summary**

### **Background**

When library staff began its policy review, it not only set out to update existing policies, but also to explore new policies that the library should consider. As part of that process, staff reached out to the Northeast Kansas Library System (NEKLS) to learn what policies it required or recommended for public libraries. An advocacy policy was on that recommended list.

Simultaneously, the Lawrence Public Library Friends & Foundation (LPLFF) has created an Advocacy Committee to help support the library's advocacy efforts. The Committee's mission is to build and sustain a network of public support for the library.

This effort to create a more systematized advocacy process at the library inspired the need for this new policy.

### **Key Points**

- The goal of the Advocacy Policy (the Policy) is to ensure that the vision, values, and mission of the library are understood, supported, and fulfilled within the community.
- The Policy defines advocacy as an ongoing activity that lays the foundation for awareness and understanding of the importance of the library.
- In partnership with the Board, the Director, staff, and LPLFF will make advocacy a key element in the library's strategic planning. The Policy directs that advocacy becomes an intentional, sustainable, and ongoing process at the library.
- The Policy outlines the Board's responsibilities of educating stakeholders about the library, building relationships with key community leaders, and identifying and responding to issues that affect Lawrence Public Library.
- The Policy clarifies the roles of the Board, staff, and volunteers in advocacy efforts:
  - The Board of Trustees chair, or designee, is the official spokesperson for the library on issues of a political nature, or those activities involving the Board's position;
  - The library Director, or designee, shall be the official spokesperson for operational issues; and
  - The Friends & Foundation will work to build and sustain a network of public support for the library.



## **Advocacy Policy - DRAFT (Action item)**

*Approved by the Lawrence Public Library Board of Trustees on MM/DD/YYYY. Proposed review date: MM/YYYY.*

---

### **Introduction**

Advocacy is an ongoing activity that lays the foundation for awareness and understanding of the importance of the library. Through its advocacy efforts, the Lawrence Public Library Board of Trustees (the Board) ensures that the vision, values, and mission of the library are understood, supported, and fulfilled within the community.

### **Scope**

This policy applies to the Board, the library director (the Director), and any other staff who are authorized by the Director to advocate on behalf of the library. The Board's role in advocacy is to ensure that local residents and patrons are aware of the goals and services of the library, and that community leaders understand the needs and importance of the library for the community.

### **Responsibilities**

The Board, or its designees, shall:

- Educate and inform stakeholders, funders, and community members about the library's governance, relevance, and value to the community;
- Build relationships and work collaboratively with key decision makers, individuals, and community organizations;
- Advocate for funding to support library staff, improve facilities, and provide programs and services to meet evolving community needs and expectations;
- Identify and respond to issues, concerns, and government policies that may affect Lawrence Public Library;
- Include advocacy as a key element in the library's strategic planning; and
- Ensure that advocacy remains a planned and sustainable ongoing process at the library.

The Board chair, or designee, shall serve as the official spokesperson for the library on issues of a political nature, or those activities involving the Board's position. The Director, or designee,



shall be the official spokesperson for operational issues. The Lawrence Public Library Friends & Foundation shall provide support to implement the library's advocacy strategies.

All advocacy efforts shall be carried out in accordance with the library's political activities policy, advocacy guidelines, as well as federal, state, and local laws.



## **Advocacy Guidelines**

### **Community Relations**

The Lawrence Public Library Board of Trustees (the Board) shall:

- Welcome comments and relevant information from fellow board members, advisors, staff, volunteers, stakeholders, concerned individuals, and other community or professional organizations;
- Encourage open and positive communication with City Commissioners and other key community leaders;
- Adopt strategies that ensure that the library has a “voice at the table”;
- Ensure that there is a consistent and coordinated response to advocacy issues from the Board and the Lawrence Public Library Friends & Foundation (LPLFF);
- Communicate, cooperate, and coordinate with other libraries, organizations, and agencies on common issues when appropriate; and
- Support activities aimed at increasing community awareness of the value of the library.

### **Communications**

The Board shall communicate in one voice so that messages are positive and consistent.

To ensure that advocacy remains a planned and sustainable ongoing process at the library, the Board shall work in partnership with LPLFF’s Advocacy Committee to create an annual advocacy platform that is in alignment with the library’s budget and strategic plan. The platform will be shared with elected officials, local media, community partners, and the public in an effort to generate as much awareness of and broad support for the library.

While individual trustees, staff, and volunteers shall not initiate advocacy activities without the support and consent of the Board, they are encouraged to:

- Promote the vision and mission of the library;
- Encourage people to use the library;
- Participate in activities that build relationships with individuals and organizations that share interests with those of the library;
- Share feedback and suggestions from library patrons with the Director and Board; and
- Serve as ambassadors for Lawrence Public Library.