

Lawrence Public Library Board of Trustees Regular Meeting
Monday, October 17, 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 September
- Approve Treasurer's report for September
- Approve bills for September 19 to October 16
- Receive statistical report for September

Library Director's report

Friends & Foundation report

New Business

- Restatement of Premium Only 125 Plan for Health Insurance – ACTION ITEM
Brad Allen, Library Director
- Policy Review:
 - Holidays, Compensating Days, and Closings Policy
Frankie Haynes, Diversity & Equity Coordinator

Old Business

- Advocacy Policy – **ACTION ITEM**
Kathleen Morgan, Director of Development and Community Partnerships

Adjournment

DRAFT

Lawrence Public Library Regular Board Meeting

Date: September 19 2022

Time: 4:30 P.M.

Venue: The meeting was conducted in person and online.

Board Members Present:

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

Staff Members Present:

Brad Allen, Kathleen Morgan, Heather Kearns, Aaron Brumley

Members of the Public Present:

J.T. Thornburg

Call to order:

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

Consent Agenda

Susan moved approval of the consent agenda. David seconded the motion. Consent agenda passed.

Library Director's report

- The library's 2023 Budget was approved by the City. We are ready to finalize the planning for 2023. Sarah commented that passing the higher mill is a huge milestone for the board and library staff. She thanked Brad and the board for their leadership to make this happen. Brad expressed his appreciation to the board for their steadfast support.
- Brad gave a tour of LPL to librarians from the Southeast Kansas Library System on August 31. They enjoyed the tour and Brad enjoyed showing them around.
- Staff day was on September 1st. The focus on the day was on self care and connecting with each other. It began with an inspiring presentation from Dr. Regina Platt, "The Stepologist," who championed the important work we do for the community
- Brad is excited to welcome author Nabil Ayers on Thursday, September 22. *My Life in the Sunshine: Search for My Father and Discovering My Family* is Ayers' memoir about 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. Brad is hoping for a great turnout.

Friends and Foundation Director's report

- Kathleen Morgan presented the report to the Trustees.
- Book sale volunteers are in high gear for fall. The last Second Saturday Sale earned nearly \$3,000, which was higher than the August Second Saturday Sale. Now they are moving ahead and are focusing on the big fall sale set for Thursday, October 20th (donor's night) through Sunday, October 23rd. Board members are encouraged to visit the sale to stock up!
- The Friends & Foundation (LPLFF) is excited about a new poster project that will launch this fall. Similar to the parks poster series, this one is inspired by the library. The plan is to engage a local artist to create an artwork around one aspect of the library itself. Our first artist is Louis Copt! He has created a painting based on the architectural design of the building. Prints and notecards will be available for sale; some will be signed. All money goes to the library. A big "Thank you!" goes to Web and Joan Golden for commissioning the artwork. The official unveiling of the painting will be at the Friends & Foundation board meeting on September 26.
- A \$15,000 grant has arrived from the Simpson Foundation for Dottie and her needs.
- October is Booktoberfest. There is an amazing lineup of library and LPLFF events.
 - Kickoff happens on October 1st, with beer, jazz, and an after-hours scavenger hunt.
 - Family movie night happens on Thursday, Oct 13 from 6 pm to 10 pm in celebration of the 50th anniversary of LPLFF. Kids are off school the next day, so Abe and Jakes will have free pizza and will show Willy Wonka and the Chocolate Factory. Thanks to Honeybee Pediatric Dental for sponsoring this event for all ages.
 - Closing out the month is the LPLFF Book of Love "Very 70s" Prom at Venue 1235 in North Lawrence. The event is free, so wear your best 70s attire and be prepared to hustle. We'll have a DJ and celebrate 50 years of LPLFF work!
- LPLFF is working on trying to solidify its advocacy mission. The new Advocacy Committee met recently with the goal of building a strong network of advocates who will support LPL.
- Kathleen introduced Dan Story's final video ("Oh the Places She'll Go") documenting Dottie's creation and building with KU's Architectural Department. KU's Alumni magazine is running the story in September. Due to audio issues, Brad will send the link to Trustees.
- David asked for a Dottie update. The mobile library is out in the community now. Some issues with shelving persist (books are heavy!); as a one-of-a-kind vehicle there is some troubleshooting required. She's out TUE-SAT now – 5 days a week! Reception has been wonderful. Kids are the primary target at the recent stops: Ballard, Quail Run, Sunrise Project, Dad Prairie Park, Nature Center, e.g. Grocery stores.
- Sarah asked if Kristin could give a tour and update to the Trustees at the next meeting. Brad will explore that with her.

New Business

- **Audit:** The library's accounting specialist will be on maternity leave from Feb - April. We have reached out to Sean Gordon, the library's auditor, and will do our annual audit when she returns. The board did not have any concerns with moving the audit to May of 2023.

- **Policy Review: Advocacy Policy - ACTION ITEM**

- Kathleen Morgan, Department of Development and Community Partnerships, presented a draft version of a new Advocacy Policy for review by the Trustees.
- Kathleen provided background information on how the draft policy was formulated. As part of the audit inventory process, Tricia Karlin reached out to NEKLS for policy recommendations.
- NEKLS recommends that libraries have an advocacy policy. Simultaneously, LPLFF is working to build its advocacy mission. It has put together a committee to explore this, and the need for a policy to guide and systematize the library's process became clear.
- Kathleen reviewed the components of the Advocacy Policy for the Trustees.
- Susan asked what we did prior to this policy. Kathleen responds that we have always done what's outlined in the draft, but without an actual policy in place. It is important to clarify what we already do and create a framework for the library's advocacy.
- Board members discussed the roles of the Board, Director and volunteers in advocacy efforts. There was consensus that the Board is the spokesperson on issues of policy (vs "political" as stated in the draft policy), while the Director speaks to operational issues.
- James asked if the library has a communications policy. It does not currently have one.
- In the interest of time, Sarah recommends that the Board tables its vote on the draft Advocacy Policy until next month. Kathleen will come back with a revised version and additional information on a communications policy.

Old Business

- **Strategic Plan Review.** Brad gave the board an update on progress of implementing the library's revised strategic plan. He has reached out to library department coordinators to begin an inventory process to review what each library team does. The goal is to identify how the work of each department fits into the mission and vision of the library. Specifically, he will collect information, prioritize it, and look at its measurability. Based on that analysis, he will determine what the value of the work is. It is similar to the City's priority-based budgeting process. Timewise, the goal is to spend the 4th quarter aggregating this information from each library team. Brad will give the board another update at the end of the year.

Adjournment

There being no other business, the meeting adjourned at 5:37 p.m.

The next regular Board meeting will be held Monday, October 17, 2022 .

Respectfully submitted,
Kathleen Morgan

2022 Regular Budget Report

	<u>September</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	1,231.38	18,406.52	\$30,000.00	61.36%	\$15,000.00
NEKLS	23,947.75	79,498.25	\$96,000.00	82.81%	\$95,000.00
State Aid	-	28,192.70	\$25,000.00	112.77%	\$25,000.00
Photo Copies	1,739.56	10,884.27	\$10,000.00	108.84%	\$5,000.00
Meeting Room Fees	728.30	3,665.02	\$5,000.00	73.30%	\$ -
Interest	2,765.94	9,716.79	\$2,000.00	485.84%	\$2,000.00
Transfer from Cash Reserves		-	\$47,000.00	0.00%	\$50,000.00
Donations- MISC	33.79	256.36			
Total Revenues	30,446.72	4,961,804.68	\$5,237,000.00	95%	\$5,170,000.00

EXPENSES

Salaries & Wages	247,719.49	2,177,575.02	\$2,910,000.00	74.83%	\$2,865,000.00
Employee Benefits	34,128.82	315,975.37	\$490,000.00	64.48%	\$460,000.00
Payroll Taxes	42,533.80	362,665.48	\$516,000.00	70.28%	\$500,000.00
Utilities	6,617.61	58,685.56	\$100,000.00	58.69%	\$100,000.00
Building Supplies	1,781.07	13,412.92	\$20,000.00	67.06%	\$20,000.00
Building Repairs & Maintenance	272.73	52,645.69	\$55,000.00	95.72%	\$55,000.00
Library Supplies	504.15	13,210.29	\$25,000.00	52.84%	\$25,000.00
Books & Materials	61,406.50	514,242.80	\$710,000.00	72.43%	\$710,000.00
Processing Supplies	5,322.13	40,256.08	\$45,000.00	89.46%	\$54,000.00
Equipment	(11,608.15)	1,749.88	\$10,000.00	17.50%	\$10,000.00
Technology	7,800.28	232,621.92	\$250,000.00	93.05%	\$250,000.00
Insurance	202.40	25,920.30	\$16,000.00	162.00%	\$16,000.00
Postage & Mailing	935.86	21,058.75	\$18,000.00	116.99%	\$18,000.00
Professional Development	3,215.21	24,455.08	\$35,000.00	69.87%	\$30,000.00
Book Van & Mileage	481.24	4,365.39	\$2,000.00	218.27%	\$2,000.00
Professional Fees	1,178.70	31,348.40	\$20,000.00	156.74%	\$25,000.00
Advertising & Marketing	856.29	15,594.97	\$20,000.00	77.97%	\$30,000.00
Capital Improvements	12,598.03	136,105.54	0		\$ -
Miscellaneous	758.80	19,677.61	0		
Total Expenses	416,704.96	4,061,567.05	\$5,237,000.00	78%	\$5,170,000.00

Cash Reserves	126,602.99	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)			
Checking (US Bank & KMIP)	1,246,112.73				
Capitol Improvement (KMIP)	814,405.64				

2022 Outside Funding	1/1/2022	September	September	
	AMOUNT	Income	Spending	Remaining
Outside & Private Funding				
R & E Totals		\$ 13,078.52	\$ 40,081.14	\$ 273,417.61
				\$ 253,574.07
				\$ 471,039.72

Lawrence Public Library
Balance Sheet
As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	1,246,112.73
Checking	457,786.44
Capital Improvement at MIP	814,405.64
	<hr/>
Total Checking/Savings	2,518,304.81
	<hr/>
Total Current Assets	2,518,304.81
	<hr/>
Other Assets	
Petty Cash	605.48
	<hr/>
Total Other Assets	605.48
	<hr/>
TOTAL ASSETS	<u>2,518,910.29</u>
	<hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	93,578.66
	<hr/>
Total Accounts Payable	93,578.66
	<hr/>
Other Current Liabilities	
Payroll Liabilities	263.21
	<hr/>
Total Other Current Liabilities	263.21
	<hr/>
Total Current Liabilities	93,841.87
	<hr/>
Total Liabilities	93,841.87
	<hr/>
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,661.22
Net Income	682,771.98
	<hr/>
Total Equity	2,425,068.42
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>2,518,910.29</u>
	<hr/>

Lawrence Public Library
Revenues & Expenses
September 2022

	<u>Sep 22</u>	<u>Jan - Sep 22</u>
Ordinary Income/Expense		
Income		
Donations- misc	33.79	256.36
Tax Fund	0.00	4,811,184.77
Lost and Replacement Fees	1,231.38	18,406.52
NEKLS	23,947.75	79,498.25
State Aid	0.00	28,192.70
Photocopies & Printing	1,739.56	10,884.27
Meeting Room Rentals	728.30	3,665.02
Interest	2,765.94	9,716.79
Outside&Private Funding Income	<u>13,078.52</u>	<u>253,574.07</u>
Total Income	<u>43,525.24</u>	<u>5,215,378.75</u>
Gross Profit	43,525.24	5,215,378.75
Expense		
Payroll Expenses	285,918.11	2,531,071.32
Payroll Taxes	43,982.76	375,576.07
Utilities - Electric	6,617.61	58,685.56
Building Supplies	1,781.07	13,412.92
Building Repairs & Maintenance	272.73	52,645.69
Library & Office Supplies	504.15	13,210.29
Books & Materials	61,406.50	514,242.80
Processing Supplies	5,322.13	40,256.08
Equipment	-11,608.15	1,749.88
Technology	7,800.28	232,621.92
Insurance	202.40	25,920.30
Postage & Mailing	935.86	21,058.75
Professional Development	3,215.21	24,455.08
Vehicles, Mileage, Maintenance	481.24	4,365.39
Professional Fees	1,178.70	31,348.40
Marketing-General	856.29	15,594.97
Capital Improvement Expenditure	12,598.03	136,105.54
Miscellaneous	758.80	19,677.61
Outside & Private Funding	<u>34,562.38</u>	<u>420,608.20</u>
Total Expense	<u>456,786.10</u>	<u>4,532,606.77</u>
Net Ordinary Income	<u>-413,260.86</u>	<u>682,771.98</u>
Net Income	<u>-413,260.86</u>	<u>682,771.98</u>

Lawrence Public Library
Vendor Balance Summary
All Transactions

	<u>Oct 13, 22</u>
Advance Insurance Company	789.86
Amazon-Synchrony Bank	1,297.15
Amazon Capital Services, Inc	4,621.58
Anamcara Press	152.39
Arsenal	720.00
ASI	56.00
Baker & Taylor, Inc.	127.77
Center Point Large Print	25.97
Century Business Technologies	2,503.12
Dale Buchheister	1,310.00
Demco, Inc.	1,093.53
EBSCO	-24.00
Emporia State University	4,937.36
Evergy	6,617.61
Filmtools	1,216.00
Findaway World LLC	819.70
Gale/Cengage Learning	233.71
Hazlett Henderson	28.24
Ingram Library Services	24,057.84
Invengo American Corp	6,405.00
Jayhawk Tropical Fish	358.94
Journal-World Media	400.00
Juliana Hacker	3.92
Lawrence Rotary Club	233.00
Midwest Tape	7,342.91
New Directions	1,600.00
OverDrive	38,507.66
Pan Asian Publications Inc.	86.43
Pro Print Inc.	414.00
Pur-O-Zone, Inc.	1,605.99
Sandy Beverly	50.00
Scholastic Inc.	955.03
Scott Rice Office Works	11,128.55
SirsiDynix	9,248.00
U.S. Bank - Mastercard	16,943.23
Unique Management Services	341.25
United Parcel Service	18.42
Workplace Wellness- BHC	118.12
TOTAL	<u>146,344.28</u>

Lawrence Public Library
Check Detail
October 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	electronic	10/18/2022	Advance Insurance Company	Checking	
Bill	Life Insurance	10/03/2022		Group Life Insurance	-789.86
TOTAL					-789.86
Bill Pmt -Check	electronic	10/18/2022	ASI	Checking	
Bill	October	10/03/2022		Professional Fees	-56.00
TOTAL					-56.00
Bill Pmt -Check	electronic	10/18/2022	Evergy	Checking	
Bill	September	09/30/2022		Utilities - Electric	-6,617.61
TOTAL					-6,617.61
Bill Pmt -Check	electronic	10/18/2022	U.S. Bank - Mastercard	Checking	
Bill	September	09/30/2022		Building Repairs & Main...	-21.99
				Building Supplies	-322.08
				Library & Office Supplies	-277.32
				Operations	-2.29
				IT Software & Subscripti...	-580.53
				Internet & Telephone	-540.86
				Insurance	-1,864.40
				Postage & Mailing	-917.44
				Professional Development	-2,226.21
				Vehicles, Mileage, Maint...	-316.24
				Professional Fees	-684.76
				Marketing-General	-856.29
				Miscellaneous	-453.00
				Equipment	-989.88
				Outside & Private Funding	-30.05
				Block Grant	-3,440.62
				Outreach/Coggins Fund	-802.89
				Outside & Private Funding	-60.00
				Adult Programming	-31.01
				Readers Service Progra...	-368.29
				Children Services Progr...	-1,074.63
				Teen Services Program...	-72.12
				Sound & Vision	-581.51
				Books & Materials	-43.49
				Books & Materials	-19.59
				Children Services Progr...	-172.85
				Books & Materials	-20.80
				Books & Materials	-49.75
				Books & Materials	-13.99
				Books & Materials	-48.39
				Books & Materials	-14.99
				Books & Materials	-14.99
				Books & Materials	-14.99
				Books & Materials	-14.99
TOTAL					-16,943.23

Lawrence Public Library
Check Detail
October 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	electronic	10/18/2022	United Parcel Service	Checking	
Bill	Sept	09/29/2022		Postage & Mailing	-18.42
TOTAL					-18.42
Bill Pmt -Check	9511	10/18/2022	Arsenal	Checking	
Bill	64966	10/13/2022		IT Software & Subscripti...	-720.00
TOTAL					-720.00
Bill Pmt -Check	9512	10/18/2022	Baker & Taylor, Inc.	Checking	
Bill	2037018348	09/26/2022		Books & Materials	-45.42
Bill	2037018349	09/26/2022		Processing Supplies	-0.60
Bill	2037046577	10/06/2022		Books & Materials	-80.75
Bill	2037046578	10/06/2022		Processing Supplies	-1.00
TOTAL					-127.77
Bill Pmt -Check	9513	10/18/2022	Center Point Large Print	Checking	
Bill	1963924	09/30/2022		Books & Materials	-25.97
TOTAL					-25.97
Bill Pmt -Check	9514	10/18/2022	Century Business Technologies	Checking	
Bill	639776	09/30/2022		IT Software & Subscripti...	-1,352.10
Bill	639777	09/30/2022		IT Software & Subscripti...	-323.59
Bill	642275	09/30/2022		IT Software & Subscripti...	-503.84
Bill	642906	10/13/2022		IT Software & Subscripti...	-323.59
TOTAL					-2,503.12
Bill Pmt -Check	9515	10/18/2022	Dale Buchheister	Checking	
Bill	Cooking Cla...	10/13/2022		Outside & Private Funding	-1,310.00
TOTAL					-1,310.00
Bill Pmt -Check	9516	10/18/2022	Demco, Inc.	Checking	
Bill	7184491	09/26/2022		Processing Supplies	-1,093.53
TOTAL					-1,093.53
Bill Pmt -Check	9517	10/18/2022	Emporia State University	Checking	
Bill	S0067148	10/13/2022		IMLS Interns	-2,643.68
Bill	S0067148-KC	10/13/2022		IMLS Interns	-2,293.68
TOTAL					-4,937.36

Lawrence Public Library
Check Detail
October 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9518	10/18/2022	Filmtools	Checking	
Bill	SI-8300738	09/15/2022		Processing Supplies	-1,216.00
TOTAL					-1,216.00
Bill Pmt -Check	9519	10/18/2022	Findaway World LLC	Checking	
Bill	406112	09/27/2022		Books & Materials	-819.70
TOTAL					-819.70
Bill Pmt -Check	9520	10/18/2022	Hazlett Henderson	Checking	
Bill	Refund	09/30/2022		Payroll Expenses	-15.03
Bill	Refund	09/30/2022		Payroll Expenses	-13.21
TOTAL					-28.24
Bill Pmt -Check	9521	10/18/2022	Invengo American Corp	Checking	
Bill	2668	09/29/2022		Block Grant	-6,405.00
TOTAL					-6,405.00
Bill Pmt -Check	9522	10/18/2022	Jayhawk Tropical Fish	Checking	
Bill	115084	09/30/2022		Aquarium Maintenance	-358.94
TOTAL					-358.94
Bill Pmt -Check	9523	10/18/2022	Journal-World Media	Checking	
Bill	10654385	10/13/2022		Outside & Private Funding	-400.00
TOTAL					-400.00
Bill Pmt -Check	9524	10/18/2022	Juliana Hacker	Checking	
Bill	Refund	09/30/2022		Payroll Expenses	-3.92
TOTAL					-3.92
Bill Pmt -Check	9525	10/18/2022	Lawrence Rotary Club	Checking	
Bill	130428	09/30/2022		Membership & Dues	-233.00
TOTAL					-233.00
Bill Pmt -Check	9526	10/18/2022	New Directions	Checking	
Bill	inv-24963	10/04/2022		Professional Fees	-1,600.00
TOTAL					-1,600.00

Lawrence Public Library
Check Detail
October 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9527	10/18/2022	Pan Asian Publications Inc.	Checking	
Bill	u-17300	10/05/2022		Books & Materials	-86.43
TOTAL					-86.43
Bill Pmt -Check	9528	10/18/2022	Pro Print Inc.	Checking	
Bill	1927	09/22/2022		Library & Office Supplies	-414.00
TOTAL					-414.00
Bill Pmt -Check	9529	10/18/2022	Pur-O-Zone, Inc.	Checking	
Bill	860374	09/15/2022		Building Supplies	-844.02
Bill	860962	09/30/2022		Building Repairs & Main...	-39.00
Bill	860964	09/30/2022		Building Repairs & Main...	-59.00
Bill	860963	09/30/2022		Building Repairs & Main...	-49.00
Bill	861307	09/30/2022		Building Supplies	-614.97
TOTAL					-1,605.99
Bill Pmt -Check	9530	10/18/2022	Sandy Beverly	Checking	
Bill	Yoga	09/29/2022		Kansas Health Foundati...	-50.00
TOTAL					-50.00
Bill Pmt -Check	9531	10/18/2022	Scholastic Inc.	Checking	
Bill	41686244	09/30/2022		Outside & Private Funding	-955.03
TOTAL					-955.03
Bill Pmt -Check	9532	10/18/2022	SirsiDynix	Checking	
Bill	INV11718	09/16/2022		Block Grant	-9,248.00
TOTAL					-9,248.00
Bill Pmt -Check	9533	10/18/2022	Unique Management Services	Checking	
Bill	6105604	10/13/2022		Professional Fees	-177.30
Bill	6105605	10/13/2022		Professional Fees	-163.95
TOTAL					-341.25

Lawrence Public Library
Check Detail
 October 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29208	10/18/2022	Amazon-Synchrony Bank	Checking	
Bill	547399648...	09/16/2022	Amazon-Synchrony Bank	Accounts Payable	0.00
Bill	684435746...	09/16/2022		Books & Materials	-28.35
Bill	674863565...	09/16/2022		Books & Materials	-51.00
Bill	767589639...	09/16/2022		Books & Materials	-443.79
Bill	668477448...	09/16/2022		Books & Materials	-118.93
Bill	458758436...	09/16/2022		Books & Materials	-208.00
Bill	455377673...	09/16/2022		Books & Materials	-11.94
Bill	588339934...	09/16/2022		Books & Materials	-49.98
Bill	835884639...	09/16/2022		Books & Materials	-8.99
Bill	437956938...	09/16/2022		Books & Materials	-48.62
Bill	466978687...	09/16/2022		Books & Materials	-19.99
Bill	853337498...	09/16/2022		Books & Materials	-10.99
Bill	796636357...	09/16/2022		Books & Materials	-79.98
Bill	586574658...	09/16/2022		Books & Materials	-8.49
Bill	858687958...	09/16/2022		Books & Materials	-39.99
Bill	837955353...	09/16/2022		Books & Materials	-119.98
Bill	873636564...	09/16/2022		Outreach/Coggins Fund	-8.14
Bill	773753846...	10/05/2022		Books & Materials	-39.99
TOTAL					-1,297.15
Bill Pmt -Check	29209	10/18/2022	Amazon Capital Services, Inc	Checking	
Bill	1VVX-MF1...	09/15/2022	Amazon Capital Services, Inc	Accounts Payable	0.00
Bill	1M6G-R6G...	09/16/2022		Readers Service Progra...	-40.57
				Teen Services Program...	-6.85
Bill	17LN-7WR...	09/16/2022		Children Services Progr...	-27.98
Bill	143C-TVQ1...	09/16/2022		Outreach/Coggins Fund	-209.50
Bill	1WTL-TFH...	09/20/2022		Books & Materials	-19.99
Bill	1XHR-G9V...	09/21/2022		Books & Materials	-9.99
Bill	1LK3-KFPK...	09/22/2022		Readers Service Progra...	-58.88
Bill	1xty-jvrh-3p3y	09/26/2022		Operations	-974.47
Bill	113N-G6JN...	09/28/2022		Books & Materials	-882.37
Bill	1V3R-PVR6...	09/28/2022		Books & Materials	-17.22
Bill	1RP3-MXL3...	09/29/2022		Readers Service Progra...	-33.99
Bill	1NHJ-3RM...	09/30/2022		Block Grant	-405.46
Bill	1f3k-1p1t-k...	09/30/2022		Operations	-69.99
Bill	1RP3-MXL3...	09/30/2022		Operations	-1,049.85
Bill	1HTW-X7R...	10/04/2022		Books & Materials	-16.13
Bill	1GDY-VVF...	10/10/2022		Books & Materials	-39.99
Bill	19WL-FGV...	10/10/2022		Books & Materials	-43.71
Bill	1GN3-J34C...	10/11/2022		Books & Materials	-344.40
Bill	1YR1-VKQ9...	10/11/2022		Books & Materials	-348.75
Bill	13JM-LKJP...	10/12/2022		Books & Materials	-21.49
TOTAL					-4,621.58
Bill Pmt -Check	29210	10/18/2022	Anamcara Press	Checking	
Bill	books	10/04/2022		Books & Materials	-152.39
TOTAL					-152.39

Lawrence Public Library
Check Detail
 October 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29211	10/18/2022	Gale/Cengage Learning	Checking	
Bill	79027678	09/16/2022		Books & Materials	-106.36
Bill	79028197	09/16/2022		Books & Materials	-52.48
Bill	79301546	09/30/2022		Books & Materials	-53.18
Bill	79378496	10/07/2022		Books & Materials	-21.69
TOTAL					-233.71
Bill Pmt -Check	29212	10/18/2022	Ingram Library Services	Checking	
Bill	71502628	09/14/2022		Books & Materials	-38.44
Bill	71513068	09/14/2022		Books & Materials	-95.52
Bill	71480950	09/14/2022		Books & Materials	-248.53
Bill	71480951	09/14/2022		Processing Supplies	-23.34
Bill	71527475	09/16/2022		Books & Materials	-163.11
Bill	71502629	09/16/2022		Books & Materials	-543.04
Bill	71527476	09/16/2022		Processing Supplies	-9.20
Bill	71502630	09/16/2022		Processing Supplies	-53.03
Bill	71554547	09/19/2022		Books & Materials	-2,278.21
Bill	71554548	09/19/2022		Processing Supplies	-316.12
Bill	71577549	09/20/2022		Books & Materials	-288.27
Bill	71577550	09/20/2022		Processing Supplies	-22.10
Bill	71618228	09/21/2022		Books & Materials	-1,498.32
Bill	71606453	09/21/2022		Books & Materials	-293.39
Bill	71618229	09/21/2022		Processing Supplies	-205.28
Bill	71606454	09/21/2022		Processing Supplies	-30.81
Bill	71631758	09/22/2022		Books & Materials	-812.89
Bill	71665435	09/22/2022		Books & Materials	-242.96
Bill	71631759	09/22/2022		Processing Supplies	-62.28
Bill	71665436	09/22/2022		Processing Supplies	-25.59
Bill	71717225	09/26/2022		Books & Materials	-828.59
Bill	71681026	09/26/2022		Books & Materials	-138.50
Bill	71652590	09/26/2022		Books & Materials	-947.80
Bill	71717226	09/26/2022		Processing Supplies	-121.68
Bill	71681027	09/26/2022		Processing Supplies	-2.00
Bill	71652591	09/26/2022		Processing Supplies	-66.98
Bill	71706905	09/27/2022		Books & Materials	-264.87
Bill	71681024	09/27/2022		Books & Materials	-1,871.28
Bill	71706906	09/27/2022		Processing Supplies	-28.05
Bill	71681025	09/27/2022		Processing Supplies	-164.28
Bill	71738720	09/28/2022		Books & Materials	-451.79
Bill	71738721	09/28/2022		Processing Supplies	-39.17
Bill	71788649	09/30/2022		Outreach Collection	-113.08
Bill	71788651	09/30/2022		Outreach Collection	-68.10
Bill	71788648	09/30/2022		Outreach Collection	-16.15
Bill	71788646	09/30/2022		Outreach Collection	-10.29
Bill	71788650	09/30/2022		Outreach Collection	-16.19
Bill	71788653	09/30/2022		Outreach Collection	-16.65
Bill	71788647	09/30/2022		Outreach Collection	-11.48
Bill	71788652	09/30/2022		Outreach Collection	-15.85
Bill	71788644	09/30/2022		Books & Materials	-1,041.47
Bill	71765561	09/30/2022		Books & Materials	-621.28
Bill	71788645	09/30/2022		Processing Supplies	-85.53
Bill	71765562	09/30/2022		Processing Supplies	-43.88
Bill	71813695	10/03/2022		Books & Materials	-2,526.20
Bill	71813696	10/03/2022		Processing Supplies	-246.73
Bill	71839329	10/04/2022		Books & Materials	-268.49
Bill	71910054	10/05/2022		Books & Materials	-1,377.04
Bill	71874555	10/05/2022		Books & Materials	-483.10
Bill	71910055	10/05/2022		Processing Supplies	-171.04
Bill	71874556	10/05/2022		Processing Supplies	-38.16
Bill	71897180	10/06/2022		Books & Materials	-1,011.67

Lawrence Public Library
Check Detail
 October 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	71897181	10/06/2022		Processing Supplies	-63.59
Bill	71952484	10/10/2022		Books & Materials	-1,511.79
Bill	71952486	10/10/2022		Books & Materials	-374.66
Bill	71928765	10/10/2022		Books & Materials	-398.59
Bill	71952485	10/10/2022		Processing Supplies	-148.40
Bill	71952487	10/10/2022		Processing Supplies	-37.06
Bill	71928766	10/10/2022		Processing Supplies	-32.13
Bill	71992861	10/11/2022		Books & Materials	-1,033.90
Bill	71992862	10/11/2022		Processing Supplies	-99.92
TOTAL					-24,057.84

Bill Pmt -Check	29213	10/18/2022	Midwest Tape	Checking	
Bill	502672942	09/16/2022		Books & Materials	-288.92
Bill	502672941	09/16/2022		Books & Materials	-23.24
Bill	502672779	09/16/2022		Books & Materials	-156.62
Bill	502683787	09/21/2022		Books & Materials	-518.73
Bill	502683811	09/21/2022		Outreach Collection	-22.49
Bill	502683810	09/21/2022		Books & Materials	-54.74
Bill	502683788	09/21/2022		Books & Materials	-144.97
Bill	502710370	09/26/2022		Books & Materials	-771.93
Bill	502711017	09/26/2022		Books & Materials	-159.96
Bill	502704655	09/26/2022		Books & Materials	-349.37
Bill	502704652	09/26/2022		Books & Materials	-132.49
Bill	502704654	09/26/2022		Books & Materials	-23.24
Bill	502739459	09/29/2022		Processing Supplies	-425.99
Bill	502734353	09/30/2022		Books & Materials	-407.84
Bill	502734351	09/30/2022		Books & Materials	-149.72
Bill	502761107	09/30/2022		Processing Supplies	-311.59
Bill	502744911	10/04/2022		Outreach Collection	-62.22
Bill	502744798	10/04/2022		Books & Materials	-190.96
Bill	502744910	10/04/2022		Books & Materials	-22.49
Bill	502745985	10/04/2022		Books & Materials	-946.49
Bill	502765803	10/06/2022		Books & Materials	-517.29
Bill	502765801	10/06/2022		Books & Materials	-317.40
Bill	502776994	10/10/2022		Outreach Collection	-83.21
Bill	502776992	10/10/2022		Books & Materials	-179.96
Bill	502778056	10/11/2022		Books & Materials	-1,081.05
TOTAL					-7,342.91

Bill Pmt -Check	29214	10/18/2022	OverDrive	Checking	
Bill	06809DA22...	09/14/2022		Books & Materials	-245.47
				Digital Resources (GDR)	-366.98
Bill	06809CO22...	09/14/2022		Books & Materials	-540.13
				Digital Resources (GDR)	-606.51
Bill	06809CO22...	09/14/2022		Books & Materials	-343.48
Bill	06809CO22...	09/14/2022		Books & Materials	-1,329.96
Bill	06809DA22...	09/14/2022		Books & Materials	-632.99
Bill	06809CO22...	09/14/2022		Books & Materials	-14.99
Bill	06809CO22...	09/14/2022		Books & Materials	-14.99
Bill	06809CO22...	09/19/2022		Books & Materials	-493.49
Bill	06809CO22...	09/19/2022		Books & Materials	-760.69
Bill	06809CO22...	09/20/2022		Books & Materials	-2,717.24
Bill	06809DA22...	09/20/2022		Books & Materials	-512.35
Bill	06809DA22...	09/20/2022		Books & Materials	-194.67
Bill	06809CO22...	09/20/2022		Books & Materials	-361.97
Bill	06809CO22...	09/20/2022		Books & Materials	-204.00
Bill	06809CO22...	09/20/2022		Books & Materials	-6.99
Bill	06809CO22...	09/20/2022		Books & Materials	-425.35
Bill	06809CO22...	09/20/2022		Books & Materials	-66.97
Bill	06809CO22...	09/20/2022		Books & Materials	-4,811.41

Lawrence Public Library
Check Detail
 October 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO22...	09/21/2022		Books & Materials	-1,268.91
Bill	06809DA22...	09/21/2022		Books & Materials	-21.19
Bill	06809DA22...	09/21/2022		Books & Materials	-45.00
Bill	06809CO22...	09/21/2022		Books & Materials	-2,025.73
Bill	06809CO22...	09/21/2022		Books & Materials	-142.41
Bill	06809CO22...	09/22/2022		Books & Materials	-501.40
Bill	06809CO22...	09/22/2022		Books & Materials	-245.91
Bill	06809CO22...	09/28/2022		Books & Materials	-429.92
Bill	06809DA22...	09/28/2022		Books & Materials	-696.95
Bill	06809CO22...	09/28/2022		Books & Materials	-64.99
Bill	06809CO22...	09/28/2022		Books & Materials	-190.36
Bill	06809CO22...	09/28/2022		Books & Materials	-112.95
Bill	06809CO22...	09/28/2022		Books & Materials	-162.13
Bill	06809CO22...	09/28/2022		Books & Materials	-99.94
Bill	06809CO22...	09/28/2022		Books & Materials	-131.96
Bill	06809CO22...	09/28/2022		Books & Materials	-1,099.34
Bill	06809CO22...	10/03/2022		Books & Materials	-811.91
Bill	06809CO22...	10/03/2022		Books & Materials	-755.83
Bill	06809CO22...	10/03/2022		Books & Materials	-1,282.82
Bill	06809CO22...	10/03/2022		Books & Materials	-27.50
Bill	06809CO22...	10/04/2022		Books & Materials	-717.38
Bill	06809CO22...	10/04/2022		Books & Materials	-1,166.46
Bill	06809CO22...	10/04/2022		Books & Materials	-26.99
Bill	06809CO22...	10/04/2022		Books & Materials	-262.48
Bill	06809CO22...	10/04/2022		Books & Materials	-491.56
Bill	06809DA22...	10/04/2022		Books & Materials	-616.36
Bill	06809CO22...	10/04/2022		Books & Materials	-735.33
Bill	06809CO22...	10/04/2022		Books & Materials	-1,513.34
Bill	06809CO22...	10/04/2022		Books & Materials	-154.09
Bill	06809CO22...	10/04/2022		Books & Materials	-236.88
Bill	06809CP22...	10/05/2022		Books & Materials	-349.54
Bill	06809CO22...	10/11/2022		Books & Materials	-87.50
Bill	06809CO22...	10/11/2022		Books & Materials	-230.13
Bill	06809DA22...	10/11/2022		Books & Materials	-35.98
Bill	06809CO22...	10/12/2022		Books & Materials	-679.99
Bill	06809CO22...	10/12/2022		Books & Materials	-82.50
Bill	06809CO22...	10/12/2022		Books & Materials	-1,365.24
Bill	06809CO22...	10/12/2022		Books & Materials	-65.00
Bill	06809CO22...	10/12/2022		Books & Materials	-136.80
Bill	06809CO22...	10/12/2022		Books & Materials	-855.84
Bill	06809CO22...	10/12/2022		Books & Materials	-1,186.75
Bill	06809CO22...	10/12/2022		Books & Materials	-168.98
Bill	06809CO22...	10/12/2022		Books & Materials	-207.62
Bill	06809CO22...	10/12/2022		Books & Materials	-381.97
Bill	06809DA22...	10/12/2022		Books & Materials	-801.62
Bill	06809CO22...	10/12/2022		Books & Materials	-109.35
Bill	06809CO22...	10/12/2022		Books & Materials	-312.49
Bill	06809CO22...	10/12/2022		Books & Materials	-403.41
Bill	06809CO22...	10/12/2022		Books & Materials	-67.50
Bill	06809CO22...	10/12/2022		Books & Materials	-290.80
TOTAL					-38,507.66
Bill Pmt -Check	29215	10/18/2022	Scott Rice Office Works	Checking	
Bill	233684	10/13/2022		Teen Services Program...	-11,128.55
TOTAL					-11,128.55

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Lawrence Public Library
Check Detail
October 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29216	10/18/2022	Workplace Wellness- BHC	Checking	
Bill	175447	09/26/2022		Miscellaneous	-118.12
TOTAL					-118.12

Lawrence Public Library

Statistical Summary - September 2022

OUTPUT MEASURES								
Service Area Population	105,295							
User Visits	27,978							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	41,933							
Cardholders transacting - <i>current month</i>	14,474							
Cardholders added - <i>current month</i>	686							
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 (<i>checkouts & renewals only</i>)	12,756	46,506	43,894		51%	49%	100%	
Website + Social Media								
	Users (if available)			Activity				
Website - includes Catalog (Sessions)	32,998			65,432				
Website - Kaw Valley Jukebox	89			108				
Website - Digital Douglas County (Sessions)	262			297				
Social Media Interactions (Facebook & Twitter)	not avail.			12,220				
Social Media Reach (Facebook & Twitter)	not avail.			278,671				
Borrowing Digital vs. Physical								
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIn)	Total Physical + Digital		Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Total	27,345	12,963	40,308		30%	14%	44%	
Teen Total	2,914	1,598	4,512		3%	2%	5%	
Childrens Total	25,701	2,256	27,957		28%	2%	31%	
Total AV Media Room	15,760	2,173	17,933		17%	2%	20%	
Total Library of Things	139	0	139		0%	0%	0%	
Total all collections	71,859	18,990	90,849		79%	21%	100%	

Lawrence Public Library

Statistical Summary - September 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	193,496	27,857	221,353		87%	13%	100%	
Added	2,323	552	2,875		81%	19%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,877	127	2,004		94%	6%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	190	638	828					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		4,526	1,388	5,914	77%	23%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,657	14,058		4				
Other Public Services				Total sessions				
Public Computer Usage				2403				
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	77	13	8	0	1821	259	289
Total Programs Offered				98				
Total Program Attendance								2369
STAFFING	Current Month	Current Month	% Change					
	2022	2021	2022 v 2021					
Total Paid Staff, in Full-Time Equivalents	69.6	66.77	4%					

Lawrence Public Library

Full Statistical Report - September 2022

OUTPUT MEASURES								
Service Area Population	105,295							
User Visits (Library closed 9/1 for Staff Day; 9/4 & 9/5 for Labor Day Holiday)	27,978							
Checkouts per visit (Total physical checkouts (not incl renewals) / Total user visits)	1.59							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Lawrence resident cardholders transacting in last 3 years	34,635	83%						
Douglas County residents (excluding Lawrence residents)	1,767	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	3,523	8%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	2,008	5%						
Total Cardholders transacting in last 3 years	41,933	100%						
Cardholders transacting - current month	14,474							
% of Cardholders transacting - current month	35%							
Cardholders added - current month	686							
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 - Physical collections								
Bookmobile / Home Delivery	122	803		7				
Book Lockers	214	936		4				
Outreach	53	164		3				
Main Library Checkouts + Renewals	5,741	44603		8				
Online renewals - patron-initiated	1,475		6,345	4				
Automatic renewals (<i>no patron action</i>)	4,428		19,008	4				
Unique Users & Transactions for physical collections (Some users may conduct transactions at mutiple service points)	8,573	46,506	25,353	8				
Digital Collections (<i>Overdrive & Kanopy</i>)	4,121	0	18,541	4				
Total Checkout & Renewal Activity *	12,756	46,506	43,894	7	51%	49%	100%	
<i>*does not include all user activity, e.g. placing holds, computer lab, database use, etc.</i>								

Lawrence Public Library

Full Statistical Report - September 2022

Website + Social Media	Users (if available)			Activity				
Website - includes Catalog (Sessions)	32,998			65,432				
Website - Kaw Valley Jukebox	89			108				
Website - Digital Douglas County (Sessions)	262			297				
Social Media Interactions (Facebook & Twitter)	not available			12,220				
Social Media Reach (Facebook & Twitter)	not available			278,671				
	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)	24,891	5,236	30,127	75%	27%	6%	33%	
Adult Graphic Novels	1,040	197	1,237	3%	1%	0%	1%	
Adult Magazines	486	346	832	2%	1%	0%	1%	
Adult Audiobooks (including language instruction)	928	7,184	8,112	20%	1%	8%	9%	
Adult Total	27,345	12,963	40,308	100%	30%	14%	44%	
Teen Books (incl. Book Club Kits)	1,724	758	2,482	55%	2%	1%	3%	
Teen Graphic Novels and Manga	1,163	2	1,165	26%	0%	0%	1%	
Teen Magazines	12	0	12	0%	0%	0%	0%	
Teen Audiobooks	15	838	853	19%	0%	1%	1%	
Teen Total	2,914	1,598	4,512	100%	3%	2%	5%	
Children's Books, NF Videos & all Kits	21,646	1,116	22,762	81%	24%	1%	25%	
Children's Graphic Novels	2,836	20	2,856	10%	3%	0%	3%	
Children's Magazines	134	0	134	0%	0%	0%	0%	
Children's Music CDs	238	0	238	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	847	1,120	1,967	7%	1%	1%	2%	
Childrens Total	25,701	2,256	27,957	100%	28%	2%	31%	
AV Media Room - Feature Films (Adult and Family) and All	8,229	2,173	10,402	58%	9%	2%	11%	
AV Media Room - TV Shows	3,118	0	3,118	17%	3%	0%	3%	
AV Media Room - Non-Fiction DVDs	567	0	567	3%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,517	0	1,517	8%	2%	0%	2%	
AV Media Room - Adult Music CDs	2,329	0	2,329	13%	3%	0%	3%	
Total AV Media Room	15,760	2,173	17,933	100%	17%	2%	20%	
Library of Things - Boardgames and Game Guides	126	0	126	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	13	0	13	9%	0%	0%	0%	
Total Library of Things	139	0	139	100%	0%	0%	0%	
Total all collections	71,859	18,990	90,849	100%	79%	21%	100%	

Lawrence Public Library

Full Statistical Report - September 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)	91,530	11,517	103,047		41%	5%	47%	
Adult Audiobooks & Language Instruction	6,310	5,968	12,278		3%	3%	6%	
Total Adult Collection	97,840	17,485	115,325		44%	8%	52%	
Teen Book & Other Print Formats	10,062	2,426	12,488		5%	1%	6%	
Teen Audiobooks	292	1,420	1,712		0%	1%	1%	
Total Teen Collection	10,354	3,846	14,200		5%	2%	6%	
Children's Book & Other Print Formats	54,850	2,079	56,929		25%	1%	26%	
Children's Audiobooks & Language Instruction	1,939	4,447	6,386		1%	2%	3%	
Children's Video and Music	939	0	939		0%	0%	0%	
Total Children's Collection	57,728	6,526	64,254		26%	3%	29%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,435	0	27,435		12%	0%	12%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	139	0	139		0%	0%	0%	
Total All Holdings	193,496	27,857	221,353		87%	13%	100%	
Added	2,323	552	2,875		81%	19%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,877	127	2,004		94%	6%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	190	638	828					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		2,112	1,185	3,297	36%	20%	56%	
Info Services Interactions		1,090	63	1,153	18%	1%	19%	
Readers Services Interactions		420	0	420	7%	0%	7%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		27	11	38	0%	0%	1%	
Teen Interactions		128	0	128	2%	0%	2%	
Children's Interactions		471	0	471	8%	0%	8%	
Outreach		0	0	0	0%	0%	0%	
Public Technology Interactions		278	55	333	5%	1%	6%	
Website - Contact Us Forms + Social Media			74	74	0%	1%	1%	
Total Service Interactions		4,526	1,388	5,914	77%	23%	100%	

Lawrence Public Library

Full Statistical Report - September 2022

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,286	16,230		5				
Holds Filled	3,657	14,058		4				
Holds Unclaimed	1,307	2,299		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		25.74%						
Other Public Services				Total sessions				
Public Computer Usage				2403				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms+ Auditorium	81	138		53%				
Public-Sponsored Uses of Study Rooms	277	439		60%				
Public-Sponsored Uses of S+V Studios	61	137		64%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	209	413		2.0				
Interlibrary Loan Items Loaned from LPL Collection	260	548		2.1				
	# 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	19	13	8	0	359	259	289
Teen Programs (12-17)	0	6	0	0	0	55	0	0
Children Programs (birth-5)	0	30	0	0	0	881	0	0
Children Programs (6-11)	0	22	0	0	0	526	0	0
Total By Type	0	77	13	8	0	1821	259	289
Type of Event								
Kansas Reads to Preschoolers	0	0	0	0	0	0	0	0
Summer Reading (all ages)	0	0	0	0	0	0	0	0
Signature Events	0	0	0	0	0	0	0	0
Read Across Lawrence	0	0	0	0	0	0	0	0
All other programs	0	77	13	8	0	1821	259	289
Total By Event	0	77	13	8	0	1821	259	289
Total Programs Offered				98				
Total Program Attendance								2369

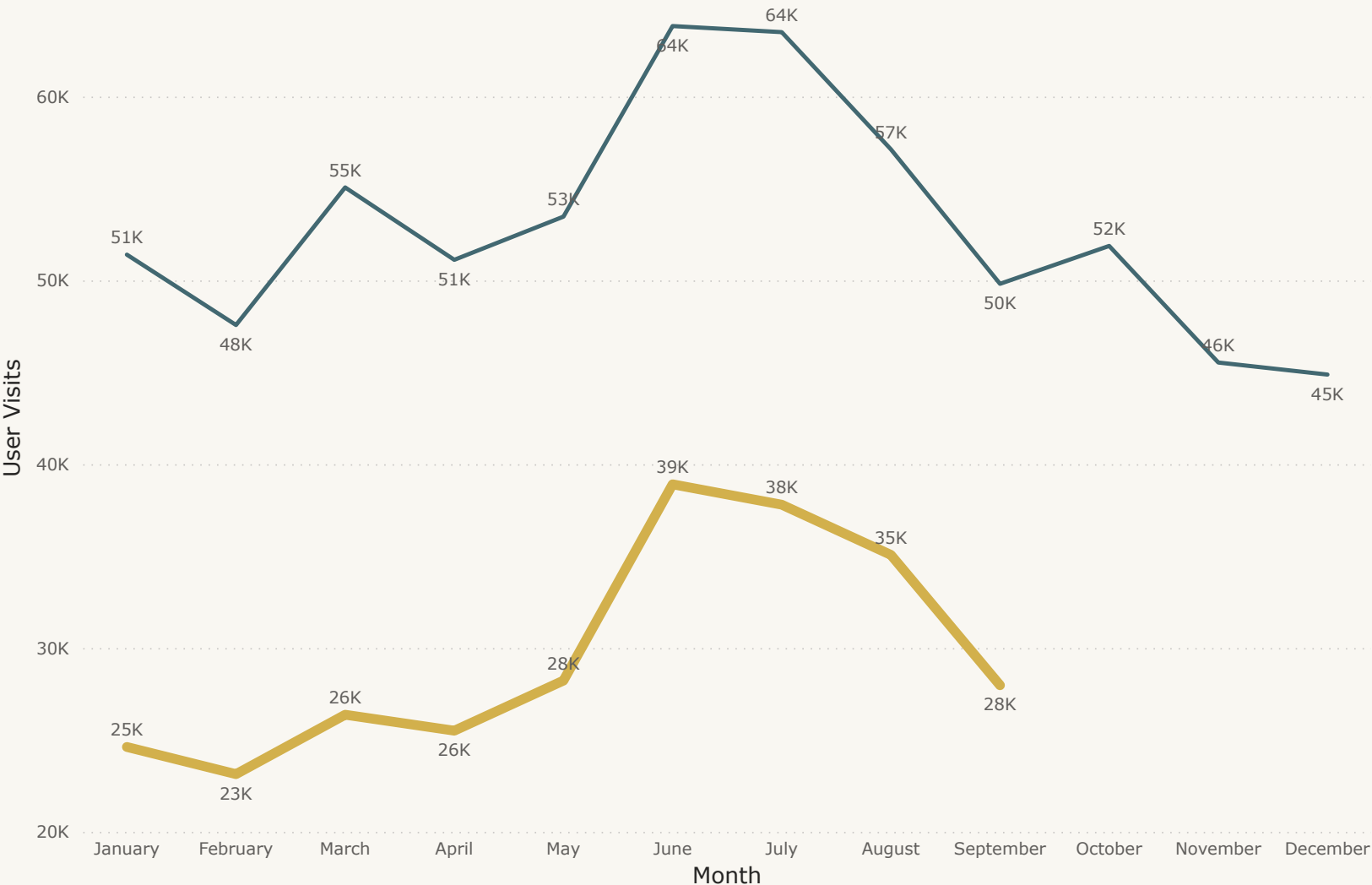
Lawrence Public Library

Full Statistical Report - September 2022

STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2022	2021	2022 v 2021			2022	2021		
Total Paid Staff, in Full-Time Equivalents	69.6	66.77	4%						
ALA-MLS Librarians, in Full-Time Equivalents	18.825	18.825	0%						
Number of Employees--Total	85	82	4%						
Number of Employees--Full-Time	44	42	5%						
Number of Employees--Part-Time	41	39	5%						
Terminations	0	2	-100%			10	11	-9%	
Hirings	0	0				7	10	-30%	
Volunteer Hours	459	331	39%			4,402	1,032	327%	

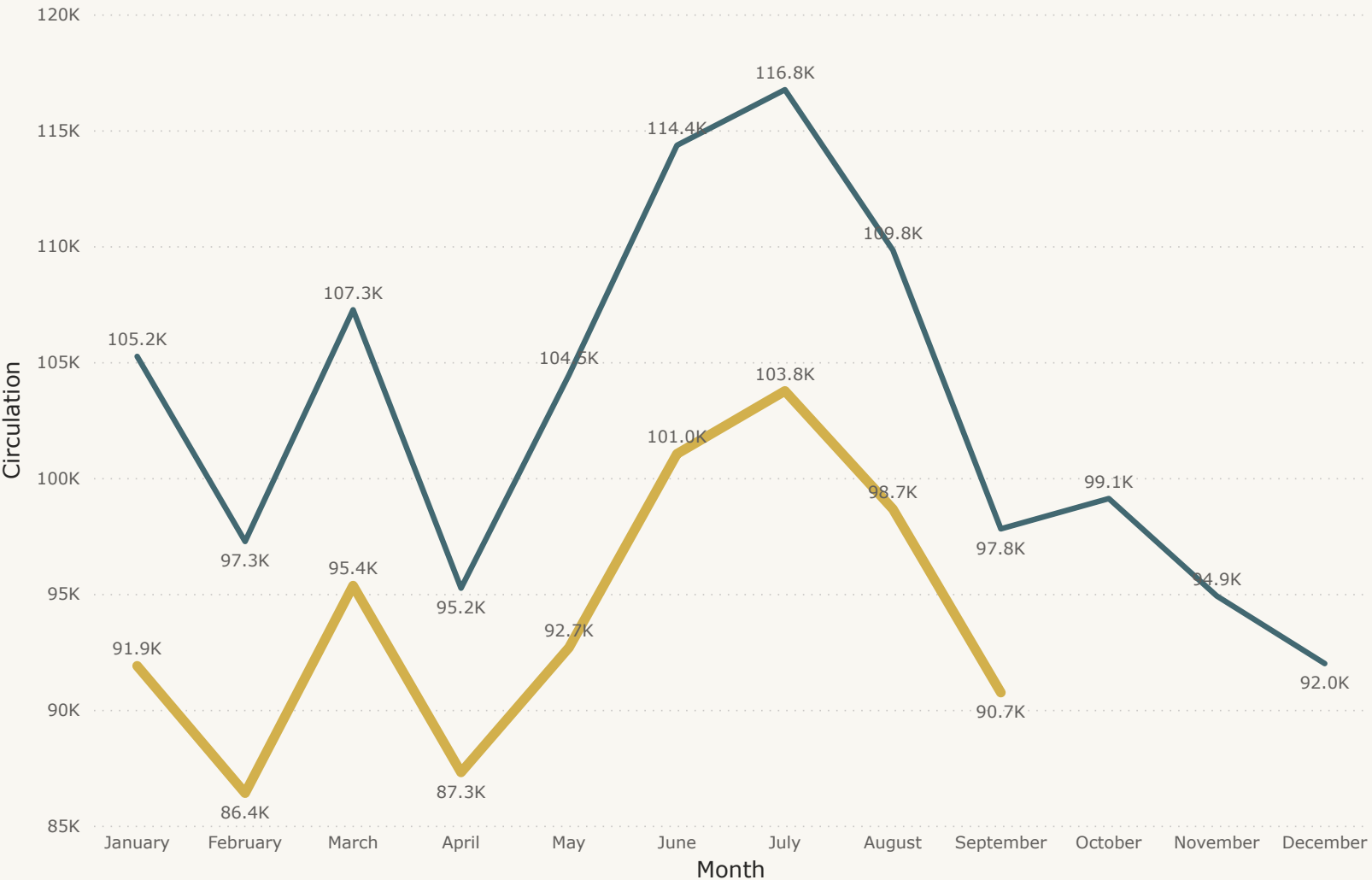
Total User Visits: Pre- vs Post-Pandemic

Year ● 2019 ● 2022



Total Circulation (Digital+Physical) Trend: Pre- vs Post-Pandemic

Year ● 2019 ● 2022



Filter by Format: Digital, Physical, or Both

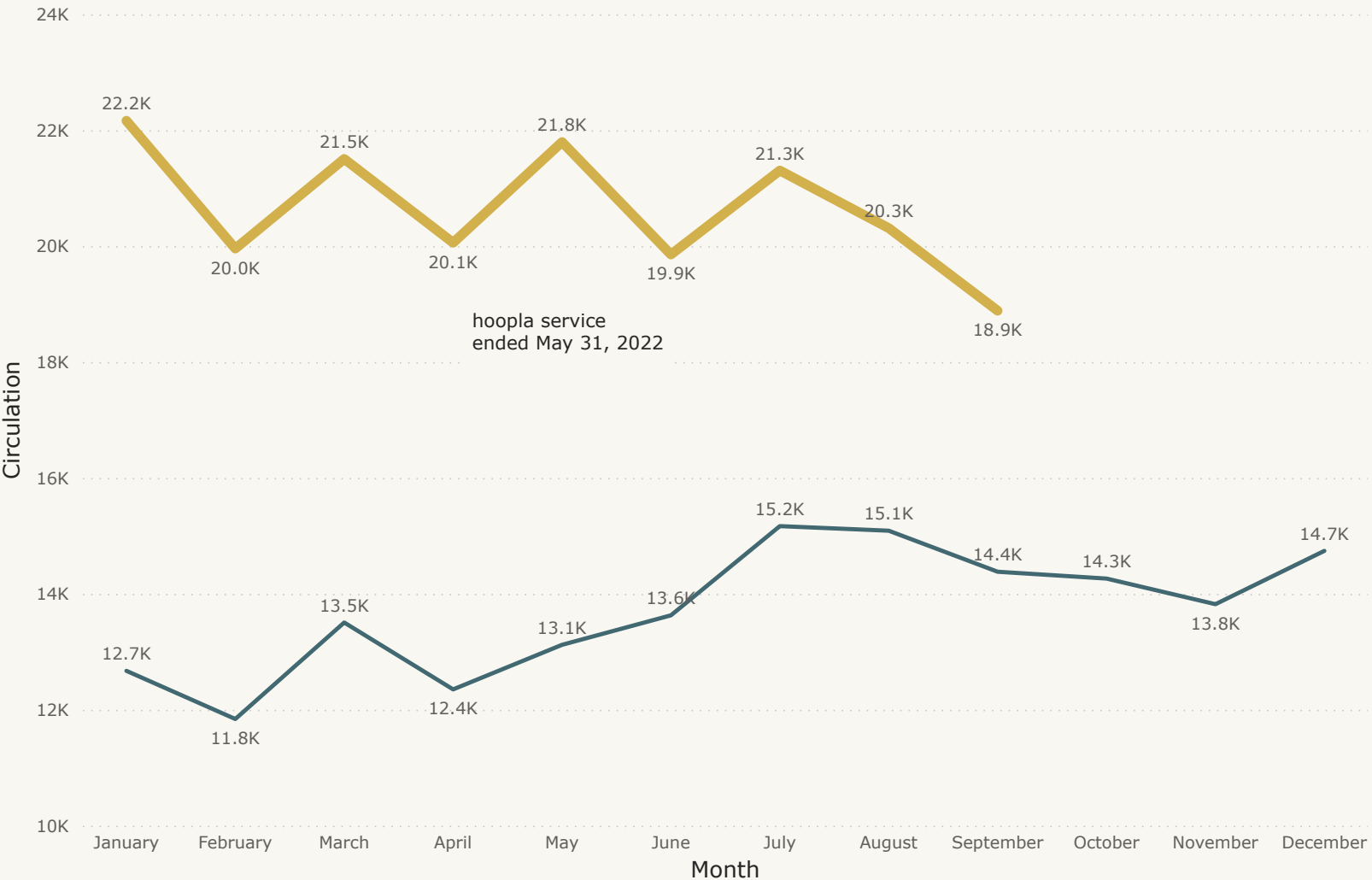
- Digital
- Physical

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

- Auto Renewal
- Checkout
- Renewal

Digital Circulation Trend: Pre- vs Post-Pandemic

Year ● 2019 ● 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: Pre- vs Post-Pandemic

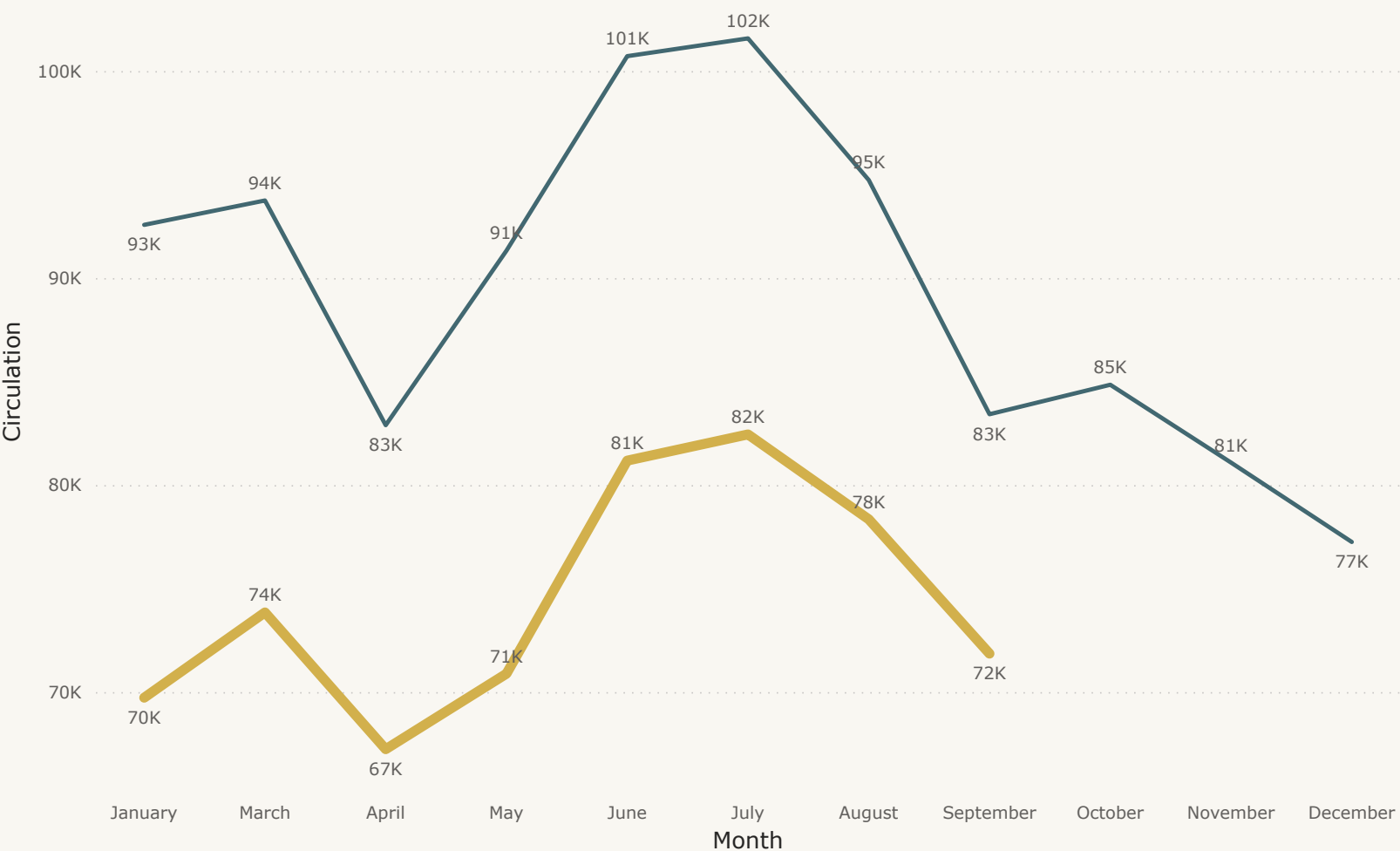
Year ● 2019 ● 2022

Filter by Format: Digital, Physical, or Both

- DigitalPhysical
- ☐ Digital
- ☒ Physical

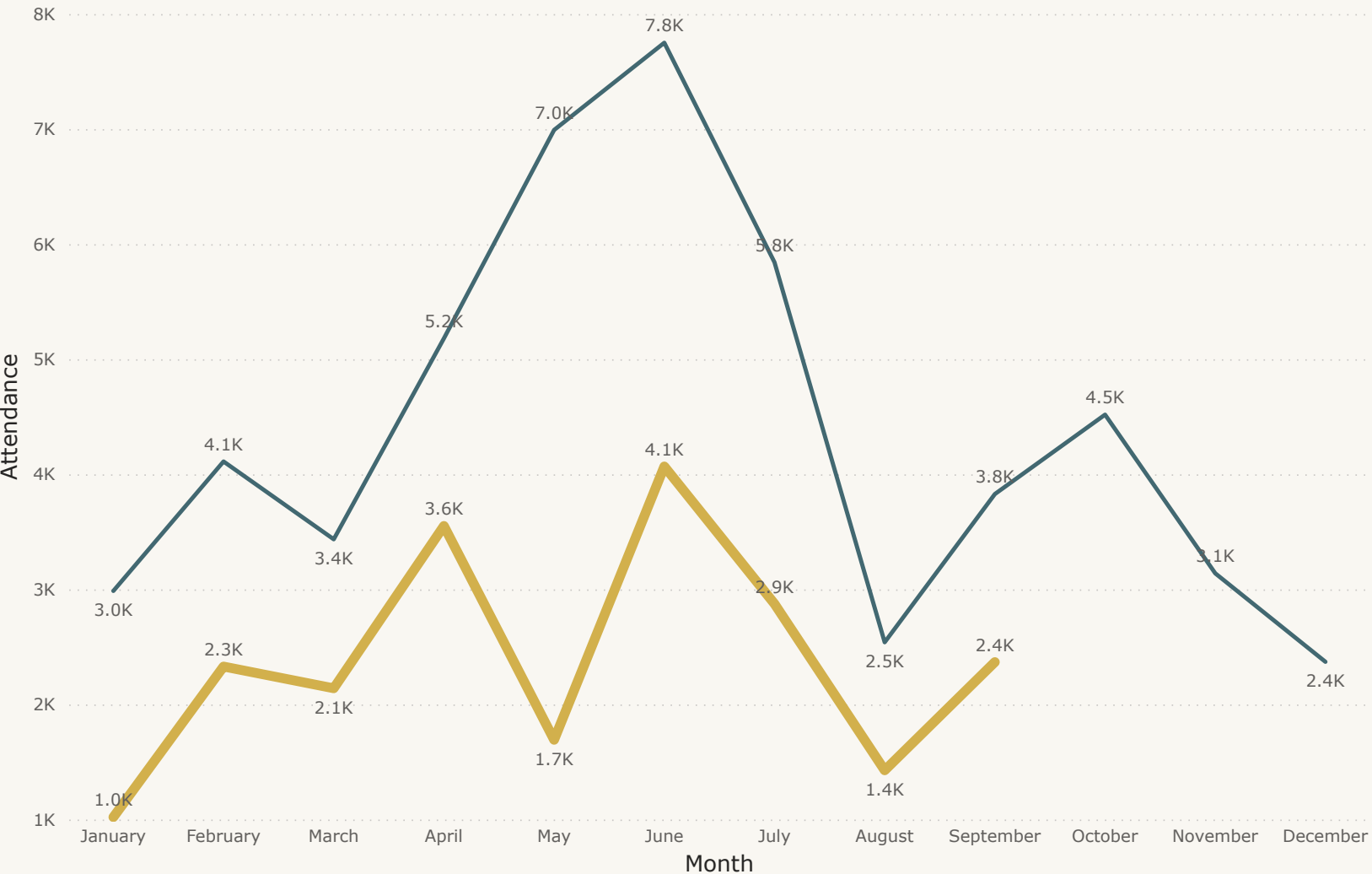
Filter by type of transaction

- ☒ Auto Renewal
- ☒ Checkout
- ☒ Renewal



Total Program Attendance: Pre- vs Post-Pandemic

Year ● 2019 ● 2022



Filter By Audience

- Select all
- Adult
- Children
- Teen

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)

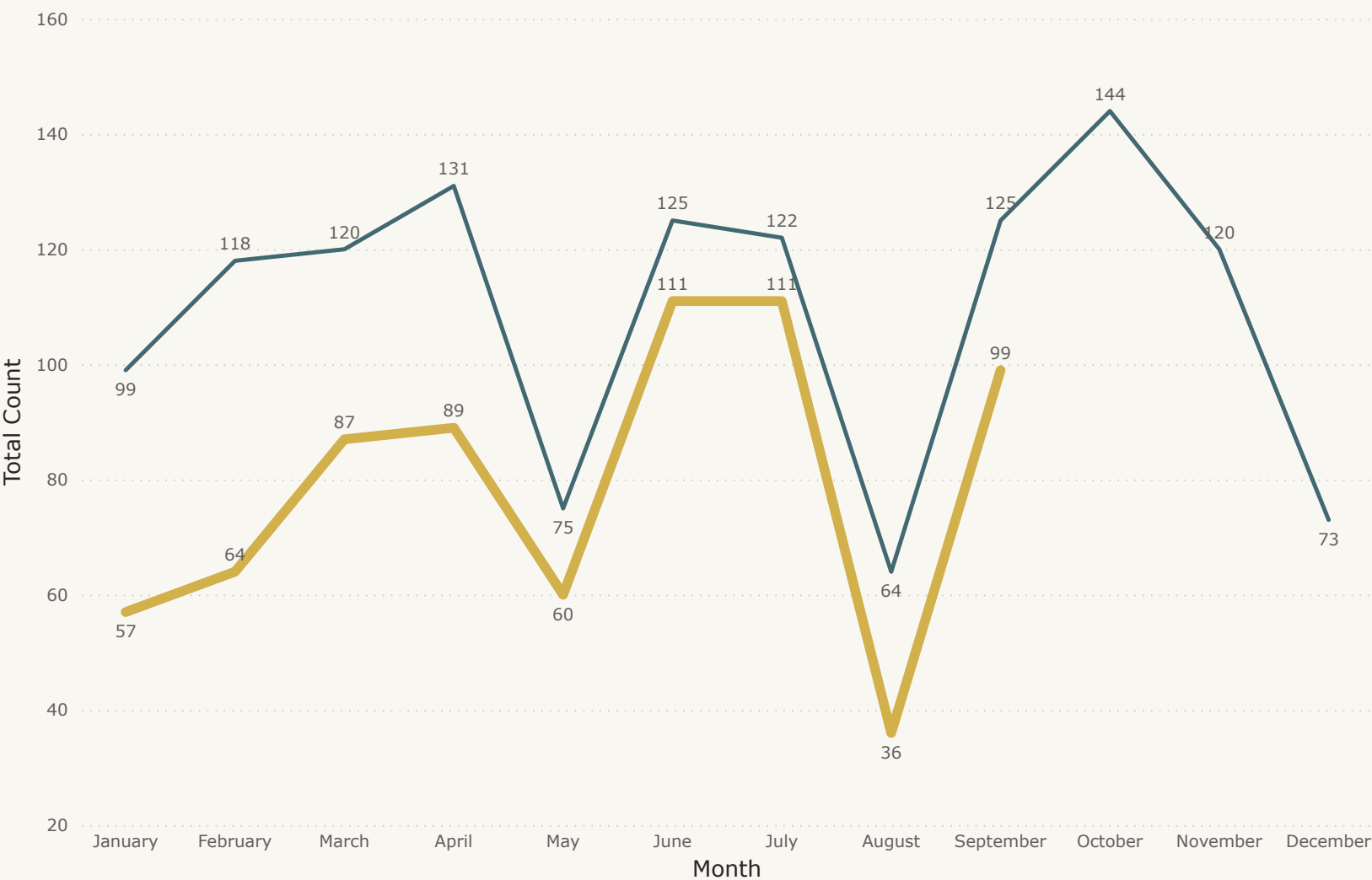
June 2022: Popular Children's Summer Reading events, Outreach at St. John's Mexican Fiesta, and the How-To Festival all contributed to a bump in June attendance.

Total Programs Presented: Pre- vs Post-Pandemic

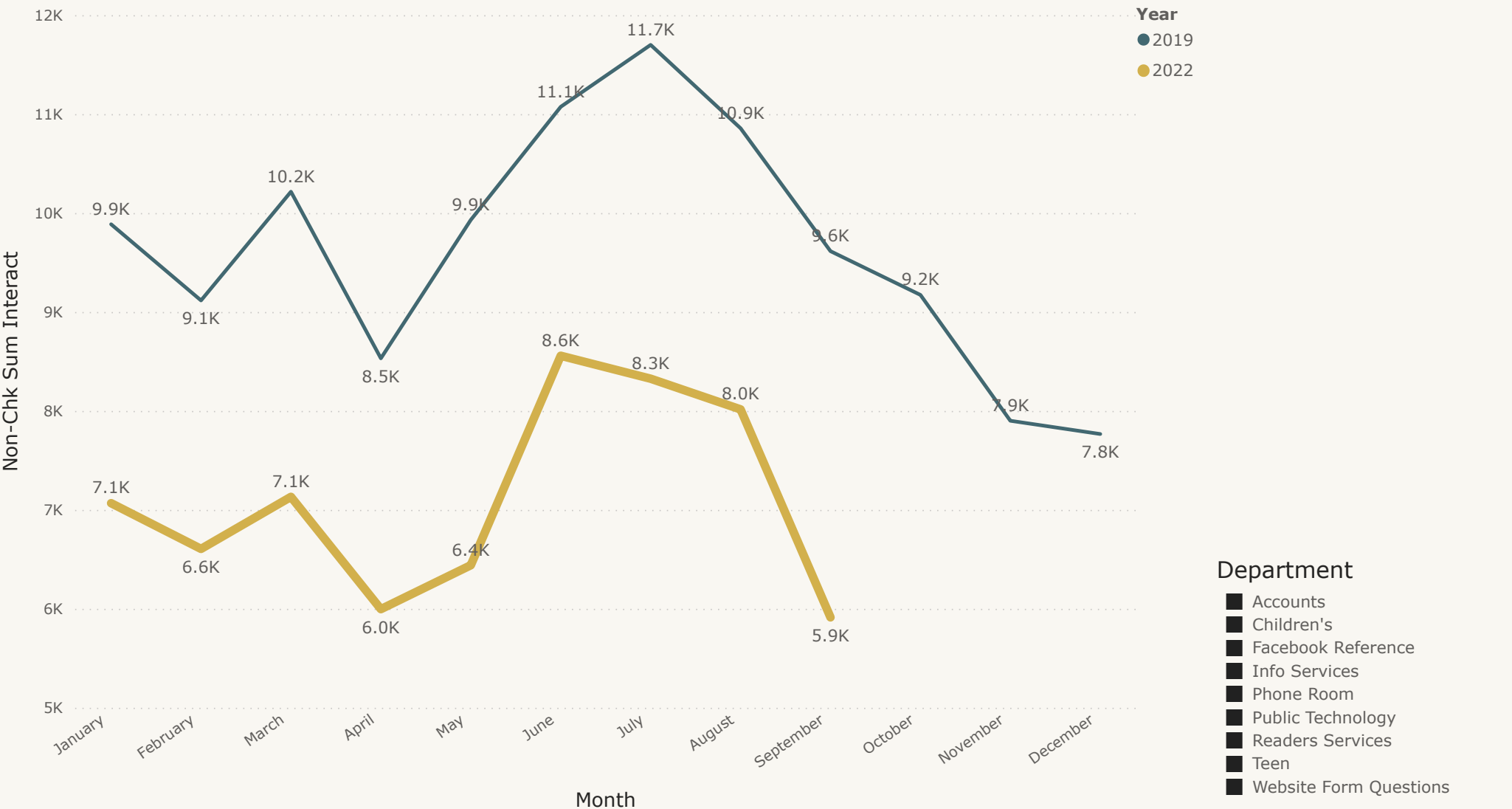
Year ● 2019 ● 2022

Filter By Audience

- Select all
- Adult
- Children
- Teen

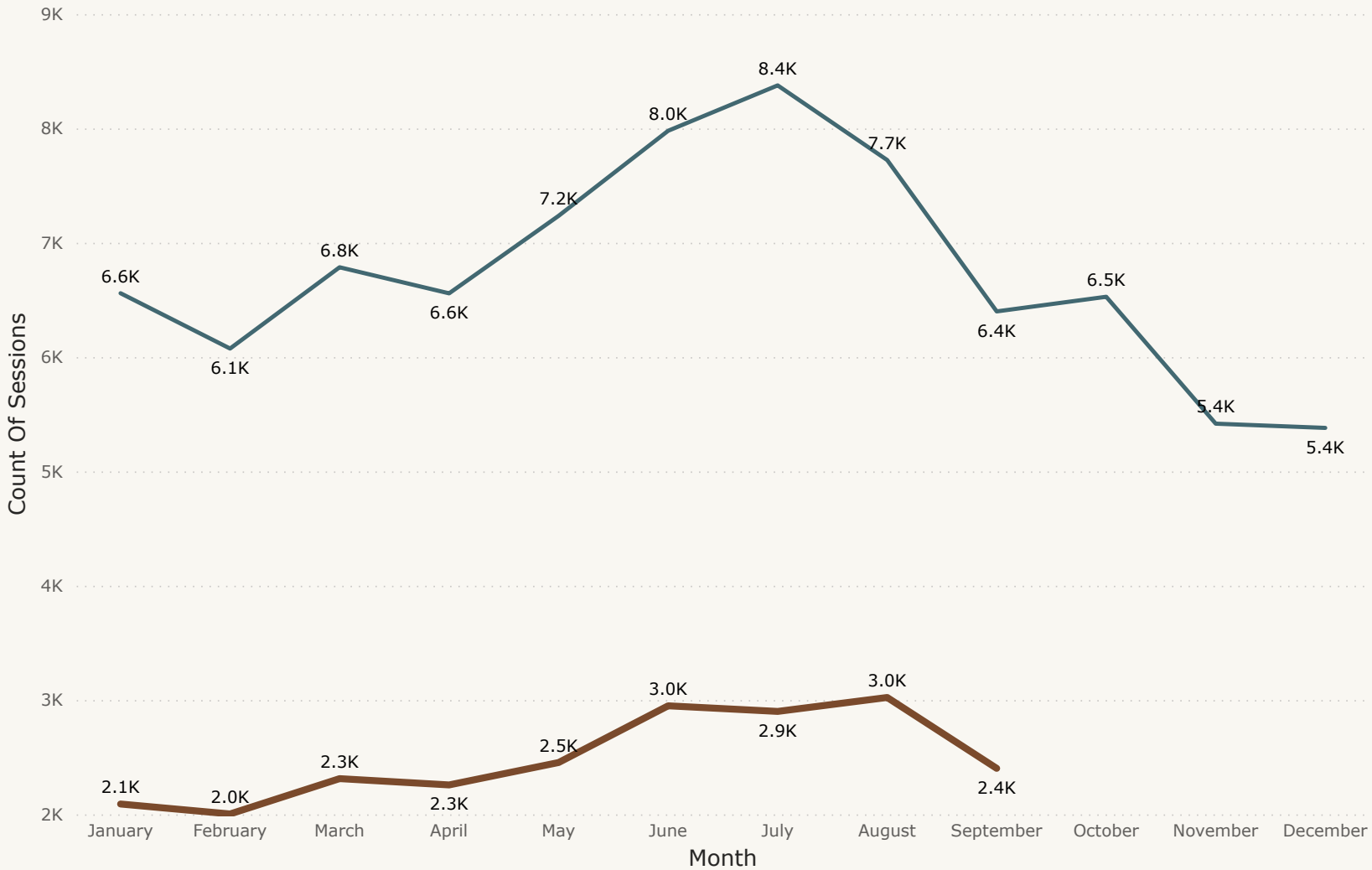


Service Interactions: Pre- vs Post-Pandemic



Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ● 2022



PC Area

■ Atrium

■ Children's

■ Express

■ Lab

■ Laptop

■ Microfilm

■ Public

■ Teen Zone

Library Director's Report for October 2022

I wanted to start my report by saying how blown away I am each month when I read the monthly departmental reports from all of our teams. So much goes on at this library, it's a great encapsulation of all we do, from the day to day to one off events. I hope they give you a sense of all that our great staff does here at LPL.

On that same note, it seems like something is going on every night these days at the library. Programs presented by our Info, Readers, and Youth Services teams, the Friends and Foundation, as well as outside organizations using our auditorium for their own events. It's encouraging to see the community coming together again at the library. While our door count does indicate the same traffic as we had pre-COVID, there is certainly a good energy back in the building recently.

I was happy to host a tour of the library on October 10 for staff from Emporia Public Library. I was able to meet their new executive director Pauline Stacchini—it was her first day on the job! As I think I say every time I mention doing a tour, I love showing off our library so much. It never gets old for me. I love this building so much.

The last thing I want to mention is that I have realized that I neglected to share some really great news we received from early reporting on the recent City Community Survey conducted by the ETC Institute. The vast majority of the community survey concentrated on city services, but there were two questions pertaining specifically to the library.

The first question asked people to rate the 'overall quality of the public library.' The percentage of people 'very satisfied' or 'satisfied' with the library was 88%. This put the library just behind fire and medical (89%) and trash and yard waste services (89%). Perhaps even better news is that 59% said they were 'very satisfied' with the overall quality of the public library, which was the highest 'very satisfied' rating of any category of service, followed by trash service at 43% and fire and medical at 41%.

The second question asked people about their use of various services in the past 12 months. 76% of respondents said they visited the library in the past 12 months, third only to using curbside recycling (94%) and used a walking/biking trail or path (79%).

Respectfully submitted by Brad Allen, October 13, 2022

Monthly Departmental Reports

October 2022

Accounts:

Outreach efforts on Dottie continue to develop successfully. Accounts staff have definitely gotten into a rhythm with multiple stops every week. Staff across departments are communicating proactively through Google Chat after each stop, alerting each other to supply shortages and other suggestions for improvement.

We've begun the process of cleaning up and updating our home delivery procedures. We're reviewing our list of home delivery patrons and are reaching out to verify that those on the roster are still interested and in fact still eligible for the service. Our goal by the end of the year is to have a clear record of active home delivery users, whether they're taking advantage of the program permanently or temporarily, and specifics on their deliveries. Up to this point most of this information has only lived in the head of our Book Van assistant.

Cataloging & Collection Development:

The Collection Development department is in the early stages of 2023 budget review. In the coming weeks we'll look at each of our collection lines to determine what needs adjusting and present our proposal to the Collection Management team.

Kevin and Emily attended an authority records webinar hosted by the OCLC Authority Control Interest Group. The webinar stirred up a lot of excitement for how to update our authority records to make them more inclusive.

Collections & Technology:

Tricia attended a webinar presented by the apolitical organization, entitled, "How to write policies that people want to follow". The presenter stressed the importance of using language that respects and invites cooperation as opposed to obedience. It seems that this approach could inform the library's current work on updating policies

Tricia watched several recordings from the Bibliocommons event, BiblioCon '22. Of particular interest was their session on their new North Star product that will attempt to measure library value to the community. She also appreciated the sessions on product development roadmaps and how Bibliocommons will transition to Google Analytics 4 (GA4) from Universal Analytics.

Tricia, Kevin, Aaron, Kim, and Jeff are getting more familiar with OrangeBoy's product, Savannah, and will be working with OrangeBoy support staff in the coming weeks to review the library's data and their resulting analysis. Tricia joined in on Kristin's meeting with a representative from Pioneer Library system in Oklahoma to learn about their custom installation of the Savannah product and picked up some useful

Monthly Departmental Reports

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information to pass on to the data team.

Diversity, Equity, and Inclusion:

Frankie helped organize a successful staff picnic on the 16th of September. She also spent this month working on a training that will unpack calling out and cancel culture. It will cover what cancel/call out culture is, how to navigate it, and suggestions regarding better ways to hold people accountable. This training was meant to be at the end of September, but has been moved to November due to illness. Frankie continues to manage various aspects of the IMLS grant, and is preparing to submit the interim report at the end of November. She also attended a webinar on health equity, that discussed shifting language and practices when providing health resources to the community.

Employee Engagement:

Open enrollment season for our employee benefits continues to run smoothly. Erica also attended the local SHRM Jayhawk Chapter meeting and heard a presentation on Background Screening: More Challenges with FCRA Violations and Ban the Box. She had a few opportunities lately to work with BambooHR and their nonprofit focus group. The company originally viewed small to medium corporations as their target user, but years after their launch, they are finding out that nonprofits are at the top of their user list. It is refreshing that they like to listen to our ideas and needs as they continue to make improvements and iterations of their products. She'll also attend their annual HR Summit and Customer Day, both brimming with great presentations and learning opportunities, within the next month.

Facilities:

We've been a bit short staffed with illnesses and injuries, but still doing everything we can to keep our library clean and to support our coworkers. Phillip is still fighting the never ending battle against carpet stains, and the whole team continues to work on setup and tear down for various programs in the auditorium, including hosting two days of KohaCon22 with NEKLS. We also assisted with Readers Services' Haunted Stacks, which was a heavy lift made so much easier by the RS team and their volunteers.

Information Services:

We kicked off our 4-part Civic Engagement 101 series, which we coordinated in partnership with the League of Women Voters of Lawrence-Douglas County and Humanities Kansas. The [first session](#), which featured KU law professor Amii Castle explaining the retention of judges and the constitutional amendments on the November ballot, drew an audience of nearly 100 (in-person + Zoom); the recording has now been viewed nearly 400 times. Also on the programming front, Jake coordinated a book launch for the newly updated edition of the Guide to Kansas Mushrooms; in addition to a packed house for the

Monthly Departmental Reports

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discussion, the Raven sold out of their stock of the Guide!

The fall edition of our [Community Resource Guide](#) is now out, with 35 updates and 16 new programs or services included. Kudos to the whole team, and especially to Marc for shepherding us through the quarterly update!

The LPL notary corps added up our total notarizations for the past year—788! Ruby did some figuring, and based on the average cost being charged by other notaries in town has calculated that we've saved community members almost \$5,000!

Information Technology:

New RFID pads from FE Technologies have been deployed to staff desks replacing aging units previously provided by BiblioTheca. Old pads are compatible with the new Circulation Assistant software. Several will be retained as backup spares. Departmental shared drives were migrated from on premises hosting on our file server to cloud hosting as Google shared drives. Personal shared drives and the Organization wide shared drive still reside on the local file server. New Teen Zone equipment has been ordered, including a Meta Quest 2 headset for programming and three replacement televisions for gaming. These will replace lower resolution TVs which have been in use since 2014. Kim attended the regular Sirsi SysAdmin meeting. Sean continues to prepare for the Google system administration certification test.

Marketing:

Heather is finalizing what work will look like for Marketing's specialist position (the current working title for this position is Media Relations & Communications Specialist, but that's subject to change as we refine things) and getting the information to Erica by the end of October. The goal is to have the position description complete by the end of November and ready to post in early-to-mid January of 2023. Heather is continuing work with the City of Lawrence re-branding project and the steering committee is currently evaluating logo redesigns and are meeting to view changes based on feedback on TUE, Nov 15. Our long-time signage providers (Lawrence Sign Up) sold the company to another local owner, FastSigns, and with that comes getting to know a new team and learning their process for everything. Current vinyl and signage orders are being transferred over which is adding a bit of wait time as Heather brings the new company up to speed on library needs. So far, FastSigns owner Matt Herynk has been easy to work with during the transition. A shout-out to Sarah Mathews, our Twitter team leader, for this [incredible tweet about the library's commitment to privacy](#) that went viral ... give yourself 10 minutes to read all the quote tweets — it'll make your day. Current staff-assisted projects include refined signage and messaging for the Friends Express Bookstore with a new [BIG banner](#) that lives in the space; worked with Angela to generate new LPLFF memberships and conceived a "[try before you buy](#)" campaign that invites the public to Members' Night and lets guests shop first and — hopefully — join on the way out when they realize \$25/year is worth it to get first dibs on the book sale before it opens to the public; working

Monthly Departmental Reports

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with Melissa on designing a more cost-effective Seed Library [seed packet stamp](#) to replace the stickers we've been using; finalizing our companion exhibit with the Spencer Museum of Art, [How the Light Gets In](#), by Harvard's MetaLab director of art and education [Sarah Newman](#), which runs Nov 3–Jan 8 in both the Atrium and at the Spencer. PS — Don't miss the annual USD #497 Student Art show which runs through October, 2022. It's a fan favorite!

Materials Handling:

We're keeping busy in Materials Handling. September brought a spate of vacations so we had our hands full. Nice to be busy and nice to be fully staffed again. Working to get Madeline crosstrained so she can pick up some more hours as a substitute and continuing cross training with the rest of the team. Another thing of note is that we tweaked our SmartLocker workflow and that seems to have led to a reduction of wait time for patrons as well as staff time spent out at the lockers. We'll keep monitoring the numbers.

Outreach:

Since our soft launch on August 16, 2022, we've had 106 total patrons check out 279 items at 26 stops (through September 28th). We've had a total of 9 new cards, and 27 renewed cards. There's still some design tweaking to do with the shelves, but overall we're able to regularly go out on stops. Kristin is looking into a company in Kansas City who could possibly help out on the construction front. We've finally developed a method for capturing stats at our stops to include the Dr. Bob Reads books and we'll be reporting those numbers beginning next month. Our most successful stops are Cottonwood, the Sunrise Project Community Meal, and Limestone School.

Our Cataloging and Collection Development volunteer, Michelle Young (whose son works at Cottonwood) gave us this testimonial about the Cottonwood stop:

"Dottie is a hit! It's more than just the Library coming to visit every two weeks. It's clients looking forward to the visit, there are clients who are actually reading, being interested in reading more and most importantly taking on a responsibility for the books and bringing them back to work to return the next visit."

Cottonwood Supervisor Andrea Rogers

Public Technology Services:

The main updates for Public Tech involve use of the new Videocast Studio. Patrons have been using the space a good amount for the first month. Recent patron projects include filming an anthropology interview discussion, recording a political video podcast, and several audiobook projects. We've been receiving glowing feedback about this resource! In September, we also tried out a new programming format where we take user questions about devices and try to answer them in a group format in

Monthly Departmental Reports

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partnership with Retirement Boot Camp. This month was iPhones, iPads, and Mac devices. In other event news, we helped support several live streamed events and conferences in the Auditorium. In computer lab news, we had a broken printer replaced and are printing smoothly again!

Readers Services:

Booktoberfest is in full swing, with our October 1st kickoff program, Haunted Stacks, bringing in about 150 happy patrons and a pile of positive reviews. We are currently in the process of distributing 50 curated Book Bundles to patrons to check out and preparing for our 11th Book Club Speed Dating at Arterra on October 12th, in addition to our [programs](#) later in the month. We continue doing our weekly Outreach on the Book Bike, when the weather cooperates.

Security:

Josh is back! This is a relief to Jon, a comfort to volunteers, and of course the return of a familiar face to countless patrons. We'll be watching Ryan Dowd's "De-Escalation 101" training, which has been touched on many times in previous training sessions but this one is purely focused on deescation. Expecting a lot of good reminders plus new tips and suggestions.

Youth Services:

Here's what we've been up to the last month:

- Anita, Hannah, Jenny, Lauren, Linda, and Karen attended the Association for Library Services to Children's biannual National Institute held in KC 9/29-10/1. It was 2.5 very full days of author talks, educational sessions, and a tour of the [Rabbit hOle](#) (still under construction).
- Programming news:
 - We celebrated the Right to Read during Banned Books Week and Frodo and Bilbo's Birthdays with a Hobbit Take and Make, Anita partnered with Kayla for a movie screening on World Bollywood Day, we brought back the popular Pokémon 101 event, partnered with Parents as Teachers for Cuentacuentos, started our annual Kids Action Club Summit series, and hosted presenters from Turkey and Haskell Indian Nations University at Multicultural Storytime.
 - Upcoming: Star Wars Reads day Trivia, Bus Storytime, Pet World presentation, showing of Kiki's Delivery Service, Halloween party for teens, Spooky Dance Party for Littles, and trick or treating!
- Foundation funds
 - We're still awaiting the last pieces of our picture book room renovation. We hope the furniture we ordered will be shipped this week. The company has had several delays with supplies, covid, and hurricane Ian. Funds for this project were donated by Don Marquis.
 - We're waiting on one check for our final purchase of furniture for the Teen Zone. We

Monthly Departmental Reports

October 2022

should be receiving various tech this week that was ordered by IT, including new TVs for the Teen Zone! The money for this project was raised at the Friends and Foundation Fundraiser last February.

- Outreach
 - Trevin has been taking storytime to Headstart at Kennedy twice a month and visiting the Go and Grow playgroup monthly. He's also been traveling with Dottie to the Limestone Community School, Quail Run Elementary, and the Ballard Center.
 - Margo had a class visit from LHS last month and will be assisting Melissa with a presentation at Bishop Seabury next week. Margo is also renewing our partnership with the Juvenile Detention Center. We hope to start taking materials and visiting with them soon.
- Collection
 - We're doing some regular weeding and will be shifting the picture books some time this month.

LPL Friends & Foundation Director's Report: October 11, 2022

Book Sale Updates. The Friends & Foundation fall book sale is scheduled for October 20 through 23. While the 20th is Donors Night, we are allowing a one-time opportunity to non-donors to “try before you buy” and gain entry to the sale early. The hope is that it will entice them to make a donation so that they are guaranteed a sneak peek for future sales. In other news, the Friends Express honor book store in the lobby is very successful. Together with Downhall Books on the lower level of the library, it earns approximately \$1,000 each month.

Year-End Fundraising Campaign. We are heading into the end of the year, which means that the year-end fundraising season kicks off this month. Friends & Foundation board members currently are signing letters to New Chapter Society donors. These will be sent out on Friday, October 14th. Then in mid-November, our annual fundraising letter will land in mailboxes. Historically, approximately 45% of donations are received during the last quarter, so it is a very important campaign for both the library and the Friends & Foundation.

DCCF Giving for Good. The Friends & Foundation also are participating in the 2022 Giving for Good Campaign through the Douglas County Community Foundation. This annual effort launches on Giving Tuesday and asks DCCF donors to support projects proposed by local non-profits. For this year, the Friends & Foundation are raising funds for a high quality book scanner for the Local History Room. The scanner will make it possible for the library to digitize its collection of yearbooks, aging city directories, and other historical documents, so that anyone can access them on the Digital Douglas County History Portal. DCCF will provide a 50% match to any gift received for this project.

Children's Department Renovation. I am sad to report that Don Marquis, our donor for the children's picture book renovation project, has died. He was an incredible supporter of Lawrence Public Library for so many years. Don's mother Eleanor was a reference librarian, and he loved the library's mission of connecting kids with books. His daughter and son remain very committed to completing the renovation and would like to have the room dedication sometime around Thanksgiving. We not only will honor Alison's late husband, who the room was originally dedicated to, but also Don. We will really miss him.

50th Anniversary Events. As a reminder, you are 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 & Foundation, and also serves as a capstone for a very successful Booktoberfest. Registration is required, so [reserve your spot today!](#)

MEMO

To: Lawrence Public Library Board of Trustees
From: Frankie Haynes, Diversity and Equity Coordinator
Date: October 17, 2022
Subject: Juneteenth - Holiday

After discussion in the IDEAA committee, it is recommended to the board that Lawrence Public Library make Juneteenth a holiday, rather than a compensatory day. Juneteenth is a more celebratory or social holiday, whereas a holiday like Martin Luther King Jr. Day focuses on education and acts of service. Closing on Juneteenth shows appropriate reverence for the holiday and allows folks to celebrate as they choose. There are no further recommendations for other changes to the holiday schedule at this time.



Holidays, Compensating Days, and Closings Policy

Submitted to the Lawrence Public Library Board of Trustees for approval on 10/17/2022. Proposed review date: annually

2023 Holidays, Compensating Days, and Closings

Sunday, January 1	New Year's Day	Closed	-----
Monday, January 2	New Year's Day	Closed	PAID Holiday (observed)
Monday, January 16	MLK Day	Open	COMP Day
Monday, February 20	President's Day	Open	COMP Day
Sunday, April 9	Easter	Closed	PAID Holiday
Sunday, May 28	-----	Closed	-----
Monday, May 29	Memorial Day	Closed	PAID Holiday
Sunday, June 18	-----	Closed	-----
Monday, June 19	Juneteenth	Closed	PAID Holiday
Tuesday, July 4	Independence Day	Closed	PAID Holiday
Sunday, September 3	-----	Closed	-----
Monday, September 4	Labor Day	Closed	PAID Holiday
Saturday, November 11	Veteran's Day	Open	COMP Day
Thursday, November 23	Thanksgiving	Closed	PAID Holiday
Friday, November 24	Thanksgiving	Closed	PAID Holiday
Saturday, December 23	-----	Closed	-----
Sunday, December 24	Christmas Eve	Closed	PAID Holiday
Monday, December 25	Christmas Day	Closed	PAID Holiday

Additional Closed Days: When any of the paid holidays listed above (other than Easter Sunday) falls on a Saturday or Sunday, the Library will also be closed the next day; when any of the above holidays falls on a Monday, the Library will also be closed on the Sunday before. When Christmas Eve/Christmas Day falls on Saturday/Sunday, the Library will be closed Saturday, Sunday, and Monday. The Library will close at 6:00 p.m. on New Year's Eve. Staff at all levels that are normally scheduled to work on these additional closed days are eligible for holiday compensatory pay.

From time to time and for certain special occasions, the Library Board may designate other days as special holidays or closings.



Advocacy Policy - DRAFT (revised 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.

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



Advocacy Policy DRAFT (Edited - 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 **and communications policies,** ~~policy,~~ advocacy guidelines, as well as federal, state, and local laws.

Resolution Approving Restatement of Premium Only 125 Plan for Health Insurance

WHEREAS, The Board of Trustees of Lawrence Public Library deem it desirable and in the best interests of the Lawrence Public Library (LPL) to authorize, direct and empower the Library Director, together with the Chair, to execute for and behalf of the Trustees of Lawrence Public Library, any and all documents required to restate the premium only 125 Plan for health insurance using a Third-Party Administrator.

Whereas, the 125 Plan was established on or about January, 1999.

Whereas, an affidavit has been signed declaring the previous existence of the 125 Plan documents by the former Accounting Specialist (retired) who signed the original Plan document on or about January 1999.

Whereas, the library building was extensively remodeled and the original plan documents cannot be located.

Whereas, the library Board of Trustees deems it to be in the best interest of the Lawrence Public Library to restate the Plan with a Third-Party Administrator to guarantee future continued compliance and provide a secure location for the plan document.

NOW, THEREFORE, BE IT RESOLVED, that the officers of the Board of Trustees of LPL hereby appoint Library Director, Brad Allen, together with the Chair of the Board of Trustees, to act as agents for the Trustees in executing a re-statement of the 125 Plan for health insurance.

IN WITNESS WHEREOF, we have executed or names as Chair and Secretary, respectively, of Lawrence Public Library Board of Trustees, this 17th day of October, 2022

Chair

Secretary

State of Kansas)
County of Douglas) ss:

I, Denise Berkley, Accounting Specialist, (retired), for the Lawrence Public Library (LPL) from August 16, 1996-October 1, 2021, ("Affiant"), being first duly sworn, do hereby state that:

- (1.) A premium only 125 Plan was established for the employees of the Lawrence Public Library and I signed the Plan document at that time.
- (2.) LPL can no longer locate their copy of this signed document. In 2013, the Lawrence Public Library was extensively renovated and all staff and materials were moved out of the building for a period of 16 months with the building re-opening July 26, 2014.
- (3.) Derivative language of said 125 Plan exists in the current version of the Lawrence Public Library Employee Handbook on pages 12 and 22. This language includes references to "payroll deductions" and "health insurance".
- (4.) Employees have been continually offered the annual enrollment option to either participate or decline the 125 Plan Health Insurance.

I declare that the foregoing is true and correct.

Denise Berkley
Denise Berkley

Subscribed to and sworn to before me on this 12 day of October, 2022

Megan R. Queisert
Notary Public

My Appointment expires: September 14, 2026

