

Lawrence Public Library Board of Trustees Regular Meeting
Monday, April 17, 2023 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 March
- Approve Treasurer's report for March
- Approve bills for March 20 to April 16
- Receive statistical report for March

Library Director's report

Friends & Foundation report

New Business

- Officer Nominations – **ACTION ITEM**
Sarah Goodwin Thiel, Board Chair
- NEKLS Annual Meeting Representative Nomination – **ACTION ITEM**
Sarah Goodwin Thiel, Board Chair
- 2024 Budget Resolution – **ACTION ITEM**
Brad Allen, Library Director

Old Business

- Library Behavior Policy – **ACTION ITEM**
Frankie Haynes, Diversity & Equity Coordinator

Acknowledgement of Board Service of Ursula Minor and David Vance

Adjournment

Lawrence Public Library
Regular Board Meeting

Date: 3/20/2023

Time: 4:30 p.m.

Venue: The meeting was conducted in person and online.

Board Members Present

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

Absent: Jennifer Bonilla, Ursula Minor.

Staff Members Present

Brad Allen, Kathleen Morgan, Jon Ratzlaff, Tricia Karlin, Jack Altman, Frankie Haynes.

Friends and Foundation Members Present

Absent: Brandon Eisman (Vice-Chair)

Call to order

Sarah called the meeting to order at 4:32 p.m.

Consent Agenda

James moved approval of the consent agenda. Kelly seconded the motion. Consent agenda passed.

Library Director's Report

- Brad said the library has been very busy! Heather Kearns's departmental report is noteworthy: she shared that the library hired one of the IMLS interns, Kayla Cook, to be the new communications specialist. Kayla will bring a lot to the team.
- KU Athletics is starting an internship program and they reached out to Brad and Erica to discuss the potential for internship opportunities here. The library is also considering other similar initiatives for high school students, with a possible focus on English-language learners to continue to promote more diversity in the profession.
- James asked if we have received assurances from our bank, given the recent banking crisis, and given that the trustees have a fiduciary duty. Brad shared with the group the assurances of stability in investment strategy communicated to the library by its bank, US Bank, as well as its payroll management company, BambooHR.
- Brad noted to the trustees that our interest revenues are increasing due in part to the library's participation in the Kansas Municipal Investment Pool which offers a higher rate of return than a standard back account.

Friends and Foundation Director's Report

- Kathleen gave the report as follows:
- \$73,000 was raised at the After Hours Fundraiser, providing \$25,000 for the children's picture book room and \$48,000 for library events. The 'fund a need' strategy is working well. The event was a success - even with the bad weather and treacherous ice people showed up! The Friends and Foundation (LPLFF) met their fundraising goal and have ideas for how to improve the event for next year.
- The Second Saturday Book Sale in March earned \$2,600, which was \$600 more than the February Second Saturday Sale.
- The big Spring Book Sale will be April 20 - April 23.
- February board meeting:
 - Chip Blaser, Executive Director of the Douglas County Community Foundation (DCCF) reported on LPLFF's endowed funds. They were down by 11% for the year. This was still better than being down 15% - the national average for community foundations.
 - The LPLFF Board made distributions to the library totalling \$67,100.
 - The LPLFF Board also voted to send \$35,000 to the LPLFF's general endowment fund at DCCF, and reserve \$27,500 for the Music Storytellers, Beach Author and Weave A Tale programs.
- The Beach Author Series is coming up in April, with a presentation by the featured author Jacqueline Woodson on April 20 at 7 p.m. at Liberty Hall.
- The LPLFF annual meeting will be held Monday May 1 at 5 p.m. in the library auditorium. The volunteers of the year will be named at this event. Trustees are welcome to attend.
- Jack Altman, the new "Retirement Boot Camp Drill Sergeant", was introduced. He has already scheduled events through September 2023. Among the events is a presentation by a KU professor in April about ChatGPT, the new AI software phenomenon.

New Business

- Form Officer Nominating Committee
 - Sarah noted that David and Sarah will serve on committee and will have nominations ready to announce at the next meeting. There are three officers to nominate.
- Board membership
 - A reminder that David and Ursula's terms will end at the April meeting. If trustees have any recommendations for new members, please give those to Brad. There are already some applications to join the board in process.
- Library Behavior Policy
 - Frankie Haynes introduced the policy and highlighted the significant changes to the draft policy. Susan recommended that disabled people be included in the list of groups protected from harassing or abusive language as noted in item 3 in the list of unacceptable behaviors.
 - Some discussion followed about in which spaces the behavior policy may be enforced. According to a discussion with the LawrencePolice, library staff may consider the

Readers Garden to be a library space, as is the concrete that follows the south edge of the library building. The lawn is governed by Lawrence Parks and Recreation and is not a library space. The library is talking to the city about getting the okay to extend library trespass orders to that space, but it is not finalized.

- It was clarified that the library will not allow emotional support animals in the library.
- Susan moved to accept the Behavior Policy with the recommendation to add the word 'disability' to the list of protected groups. David seconded the motion. The policy was approved.
- Reservable Room Policy - ACTION ITEM
 - Jon reviewed his memo to the board that introduced the updated policy and highlighted the recommended changes. Some discussion followed about the changes to room capacities, which were made to reflect capacity noted in the original building plans.
 - David moved to approve the Reservable Room Policy. Kelly seconded the motion. The policy was approved.

Old Business

- Form budget committee
 - James, Sarah, and David will serve on the budget committee. Brad will have the budget proposal ready for the committee soon. It will be presented to the board of trustees at the April meeting. If changes need to be made, there will be time before the City requires it in May.
- June board meeting date
 - The library will be closed on the third Monday of June, which would usually be the meeting date. Since there will be a turnover of membership on the board, the group decided to defer setting a date until the May board meeting, when the new members will be able to share their availability.

Announcements

- None

Adjournment


There being no other business, the meeting adjourned at 5:24 p.m.

The next regular Board meeting will be held Monday, April 17, 2023 in Meeting Room A at the library and online via Zoom.

Respectfully submitted,
Tricia Karlin

2023 Regular Budget Report

	<u>March</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>	
REVENUES						
Tax Fund	-	3,175,217.75	\$5,725,000.00	55.46%	\$5,022,000.00	
Lost and Repl Fees	343.95	2,894.83	\$30,000.00	9.65%	\$30,000.00	
NEKLS	32,666.25	34,166.25	\$100,000.00	34.17%	\$96,000.00	
State Aid & Federal Aid	26,856.30	26,856.30	\$25,000.00	107.43%	\$25,000.00	
Photo Copies	1,100.05	2,966.44	\$10,000.00	29.66%	\$10,000.00	
Meeting Room Fees	487.20	2,124.56	\$5,000.00	42.49%	\$ 5,000.00	
Interest	9,711.70	16,429.99	\$0.00	#DIV/0!	\$2,000.00	
Transfer from Cash Reserves		-	\$50,000.00	0.00%	\$47,000.00	
Donations- MISC	(9.26)	3,933.71				
Total Revenues	71,156.19	3,264,589.83	\$5,945,000.00	55%	\$5,237,000.00	
EXPENSES						
Salaries & Wages	411,466.95	819,581.47	\$3,460,000.00	23.69%	\$2,910,000.00	
Employee Benefits	48,648.68	112,187.92	\$490,000.00	22.90%	\$490,000.00	
Payroll Taxes	68,328.33	156,532.12	\$620,000.00	25.25%	\$516,000.00	
Utilities	-	18,047.74	\$100,000.00	18.05%	\$100,000.00	
Building Supplies	1,378.87	4,773.04	\$20,000.00	23.87%	\$20,000.00	
Building Repairs & Maintenance	907.85	26,607.77	\$55,000.00	48.38%	\$55,000.00	
Library Supplies	653.61	5,039.16	\$25,000.00	20.16%	\$20,000.00	
Books & Materials	49,712.94	150,937.84	\$725,000.00	20.82%	\$710,000.00	
Processing Supplies	2,811.81	9,776.33	\$50,000.00	19.55%	\$45,000.00	
Equipment		-	\$10,000.00	0.00%	\$10,000.00	
Technology	5,093.42	99,774.51	\$275,000.00	36.28%	\$250,000.00	
---Public Tech Supplies		-	\$1,000.00	0.00%	\$1,000.00	
---Operations	132.90	132.90	\$19,000.00	0.70%	\$19,000.00	
---IT Software & Subscriptions	3,631.04	5,137.96	\$34,000.00	15.11%	\$22,000.00	
---Internet & Telephone	627.60	1,466.28	\$20,550.00	7.14%	\$18,000.00	
---Collections & Public Service	701.88	93,037.37	\$200,450.00	46.41%	\$190,000.00	
Insurance	-	1,054.00	\$17,000.00	6.20%	\$16,000.00	
Postage & Mailing	1,034.92	5,830.08	\$18,000.00	32.39%	\$18,000.00	
Professional Development	1,885.54	19,522.59	\$30,000.00	65.08%	\$35,000.00	
Book Van & Mileage	384.77	1,461.01	\$5,000.00	29.22%	\$2,000.00	
Professional Fees	2,207.10	6,263.42	\$25,000.00	25.05%	\$20,000.00	
Advertising & Marketing	313.90	7,021.75	\$20,000.00	35.11%	\$20,000.00	
Capital Improvements		-	0	#DIV/0!	0	
Miscellaneous	(21.85)	895.25	0	#DIV/0!	0	
Total Expenses	594,806.84	1,445,306.00	\$5,945,000.00	24%	\$5,237,000.00	
Cash Reserves	126,602.99	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)				
Checking (US Bank & KMIP)	2,643,429.81					
Capitol Improvement (KMIP)	825,313.22					

<div>  <div>LAWRENCE PUBLIC LIBRARY</div> </div> <div> <div>Imagine more.</div> <div>lplks.org</div> </div>				
2022 Outside Funding	March	March		
	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>	
Outside & Private Funding				
R & E Totals	\$ 67,776.95	\$ 42,069.72	\$ 418,072.89	
			\$ 80,050.98	
			\$ 85,205.62	

Lawrence Public Library

Balance Sheet

As of March 31, 2023

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	2,260,996.09
Checking	382,433.72
Capital Improvement at MIP	825,313.22
Total Checking/Savings	3,468,743.03
Total Current Assets	3,468,743.03
Other Assets	
Petty Cash	605.48
Total Other Assets	605.48
TOTAL ASSETS	3,469,348.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	68,331.09
Total Accounts Payable	68,331.09
Other Current Liabilities	
Payroll Liabilities	
Group Life Insurance	451.13
Hospital & Cancer Plans	-93.84
KPERS Co	
Retirees	-406.42
Company	23,159.96
KPERS Co - Other	-22,753.46
Total KPERS Co	0.08
OGLI	91.45
Payroll Liabilities FSA	-859.70
Health Insurance	7,098.07
Total Payroll Liabilities	6,687.19
Total Other Current Liabilities	6,687.19
Total Current Liabilities	75,018.28
Total Liabilities	75,018.28
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,279,565.82
Net Income	1,814,129.19
Total Equity	3,394,330.23
TOTAL LIABILITIES & EQUITY	3,469,348.51

Lawrence Public Library
Revenues & Expenses
 March 2023

	<u>Mar 23</u>	<u>Jan - Mar 23</u>
Ordinary Income/Expense		
Income		
Misc Income	-9.26	3,933.71
Tax Fund	0.00	3,175,217.75
Lost and Replacement Fees	343.95	2,894.83
NEKLS	32,666.25	34,166.25
State& Federal Aid	26,856.30	26,856.30
Photocopies & Printing	1,100.05	2,966.44
Meeting Room Rentals	487.20	2,124.56
Interest	9,711.70	16,429.99
Outside&Private Funding Income	67,776.95	80,050.98
Total Income	<u>138,933.14</u>	<u>3,344,640.81</u>
Gross Profit	138,933.14	3,344,640.81
Expense		
Payroll Expenses	460,115.63	931,769.39
Payroll Taxes	68,328.33	156,532.12
Utilities - Electric	0.00	18,047.74
Building Supplies	1,378.87	4,773.04
Building Repairs & Maintenance	907.85	26,607.77
Library & Office Supplies	653.61	5,039.16
Books & Materials	49,712.94	150,937.84
Processing Supplies	2,811.81	9,776.33
Technology	5,093.42	99,774.51
Insurance	0.00	1,054.00
Postage & Mailing	1,034.92	5,830.08
Professional Development	1,885.54	19,522.59
Vehicles, Mileage, Maintenance	384.77	1,461.01
Professional Fees	2,207.10	6,263.42
Marketing-General	313.90	7,021.75
Miscellaneous	-21.85	895.25
Outside & Private Funding	42,069.72	85,205.62
Total Expense	<u>636,876.56</u>	<u>1,530,511.62</u>
Net Ordinary Income	<u>-497,943.42</u>	<u>1,814,129.19</u>
Net Income	<u><u>-497,943.42</u></u>	<u><u>1,814,129.19</u></u>

Lawrence Public Library
Vendor Balance Summary
As of April 13, 2023

	<u>Apr 13, 23</u>
Amazon Capital Services, Inc	6,598.67
Ashley Myers	120.00
ASI	64.00
Baker & Taylor, Inc.	237.92
Bibliotheca	7,907.53
Century Business Technologies	503.84
Christie Stiehl	200.00
Cottin's Hardware & Rental	12.77
EBSCO	483.00
Edie Insurance Group LLC	552.50
Evergy	7,661.20
Filmtools	340.00
Gale/Cengage Learning	198.32
Ingram Library Services	19,012.40
Jayhawk Tropical Fish	338.98
LinkedIn Corporation	13,125.00
Midland Professional Services	1,500.00
Midwest Tape	2,686.03
New Directions	1,600.00
Nick Carswell	500.00
OverDrive	19,605.65
Pur-O-Zone, Inc.	1,407.03
Snap Promotions	2,049.90
Success by 6	10,000.00
U.S. Bank - Mastercard	32,918.04
Unique Management Services	434.07
United Parcel Service	28.65
University of Texas At Dallas Libraries	18.99
TOTAL	<u>130,104.49</u>

Lawrence Public Library
Check Detail
April 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	04/17/2023	ASI	Checking	
Bill	March	04/12/2023		Professional Fees	-64.00
TOTAL					-64.00
Bill Pmt -Check	Electronic	04/17/2023	Evergy	Checking	
Bill		04/12/2023		Utilities - Electric	-7,661.20
TOTAL					-7,661.20
Bill Pmt -Check	Electronic	04/17/2023	U.S. Bank - Mastercard	Checking	
Bill	March	03/30/2023		Building Supplies	-27.97
				Building Repairs & Main...	-41.61
				Library & Office Supplies	-596.81
				Processing Supplies	-185.27
				Operations	-132.90
				IT Software & Subscripti...	-1,718.51
				Internet & Telephone	-627.60
				Postage & Mailing	-1,011.29
				Professional Development	-1,780.54
				Vehicles, Mileage, Maint...	-200.32
				Professional Fees	-678.64
				Marketing-General	-316.39
				Employee Parking	-526.35
				Block Grant	-5,006.21
				Friends & Foundation F...	-6.56
				Outreach/Coggins Fund	-217.04
				Plant & Foliage Mainten...	-120.00
				Children Services Progr...	-554.87
				Teen Services Program...	-564.93
				Crowe Fund	-148.37
				MIDCO/Peterson	-4,353.00
				Program Expense	-1,330.00
				Kansas Health Foundati...	-83.18
				Local History/Coan	-7,500.00
				Friends & Foundation F...	-2,500.00
				Books & Materials	-18.80
				Books & Materials	-26.38
				Books & Materials	-29.31
				Books & Materials	-24.50
				Friends & Foundation F...	-21.85
				Friends & Foundation F...	-2,500.00
Bill		04/12/2023		Books & Materials	-19.09
				Books & Materials	-49.75
TOTAL					-32,918.04
Bill Pmt -Check	Electronic	04/17/2023	United Parcel Service	Checking	
Bill	1133	04/01/2023		Postage & Mailing	-28.65
TOTAL					-28.65

2:06 PM
04/13/23

Lawrence Public Library
Check Detail
April 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29351	04/17/2023	Amazon Capital Services, Inc	Checking	
Bill	1CVW-7LT...	03/31/2023		Friends & Foundation F...	-11.70
Bill	1LF7-GXVX...	03/31/2023		Teen Services Program...	-39.99
Bill	1GPX-P7N9...	03/31/2023		Outreach/Coggins Fund	-137.43
Bill	1WPX-GQN...	03/31/2023		MIDCO/Peterson	-2,911.10
Bill	1KMR-DW...	03/31/2023		Books & Materials	-135.90
Bill	1TTD-7VXF...	03/31/2023		Books & Materials	-640.39
Bill	1JN4-R9L6-...	03/31/2023		Books & Materials	-59.88
Bill	1TR1-QC11...	03/31/2023		Books & Materials	-180.14
Bill	1NNT-DNN...	03/31/2023		Books & Materials	-96.25
Bill	11df-ytx3-yjky	03/31/2023		Books & Materials	-227.76
Bill	19G1-H9H...	03/31/2023		Books & Materials	-108.91
Bill	1F9H-WCN...	03/31/2023		Books & Materials	-42.19
Bill	1QVP-7RX...	03/31/2023		Books & Materials	-16.98
Bill	1QVO-7RX...	04/06/2023		Processing Supplies	-42.13
Bill	1XJL-FCJ7-...	04/07/2023		Children Services Progr...	-106.52
Bill	19YK-FDGJ...	04/07/2023		Children Services Progr...	-9.95
Bill	1Y96-YWL9...	04/07/2023		Operations	-172.41
Bill	163L-JGMK...	04/07/2023		Books & Materials	-119.97
Bill	1DY9-JF4D...	04/07/2023		Books & Materials	-55.54
Bill	1VXT-FJTK...	04/07/2023		Books & Materials	-9.83
Bill	16M3-K9TD...	04/07/2023		Books & Materials	-44.16
Bill	176K-LHTP...	04/07/2023		Books & Materials	-96.39
Bill	16C4-KV9K...	04/07/2023		Books & Materials	-136.47
Bill	1Q1M-G773...	04/07/2023		Books & Materials	-309.14
Bill	1VDF-FJ1D...	04/07/2023		Books & Materials	-39.81
Bill	1YDN-G93T...	04/07/2023		Books & Materials	-140.57
Bill	1TYG-RKT...	04/07/2023		Books & Materials	-109.37
Bill	1MC1-NP6...	04/07/2023		Books & Materials	-179.00
Bill	137M-M99P...	04/07/2023		Books & Materials	-111.75
Bill	1W14-6R77...	04/07/2023		Books & Materials	-219.06
Bill	1W14-6R77...	04/07/2023		Books & Materials	-18.98
Bill	1DK4-F36M...	04/07/2023		Books & Materials	-69.00
TOTAL					-6,598.67
Bill Pmt -Check	29352	04/17/2023	Ashley Myers	Checking	
Bill		03/27/2023		Children Services Progr...	-120.00
TOTAL					-120.00
Bill Pmt -Check	29353	04/17/2023	Baker & Taylor, Inc.	Checking	
Bill	2037390219	03/30/2023		Processing Supplies	-2.49
Bill	203697560...	03/31/2023		Books & Materials	-20.00
Bill	2037390218	03/31/2023		Books & Materials	-27.23
Bill	2037450632	04/07/2023		Children Services Progr...	-145.14
Bill	2037415997	04/07/2023		Books & Materials	-40.37
Bill	2037415998	04/07/2023		Processing Supplies	-2.69
TOTAL					-237.92
Bill Pmt -Check	29354	04/17/2023	Bibliotheca	Checking	
Bill	INV-US64098	04/13/2023		Processing Supplies	-7,907.53
TOTAL					-7,907.53

2:06 PM
04/13/23

Lawrence Public Library
Check Detail
April 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29355	04/17/2023	Century Business Technologies	Checking	
Bill	666415	04/12/2023		IT Software & Subscripti...	-503.84
TOTAL					-503.84
Bill Pmt -Check	29356	04/17/2023	Christie Stiehl	Checking	
Bill	4/18/23	03/30/2023		Professional Development	-200.00
TOTAL					-200.00
Bill Pmt -Check	29357	04/17/2023	Cottin's Hardware & Rental	Checking	
Bill	B626320	03/31/2023		Building Supplies	-12.77
TOTAL					-12.77
Bill Pmt -Check	29358	04/17/2023	EBSCO	Checking	
Bill	2305190	03/31/2023		Books & Materials	-483.00
TOTAL					-483.00
Bill Pmt -Check	29359	04/17/2023	Edie Insurance Group LLC	Checking	
Bill	5-1-23	04/12/2023		Liability Insurance	-552.50
TOTAL					-552.50
Bill Pmt -Check	29360	04/17/2023	Filmtools	Checking	
Bill	SI8314866	03/31/2023		Processing Supplies	-340.00
TOTAL					-340.00
Bill Pmt -Check	29361	04/17/2023	Gale/Cengage Learning	Checking	
Bill	80866375	03/31/2023		Books & Materials	-21.69
Bill	80936568	03/31/2023		Books & Materials	-103.56
Bill	81002936	04/07/2023		Books & Materials	-23.09
Bill	81008714	04/07/2023		Books & Materials	-48.98
Bill	80772065-...	04/07/2023		Books & Materials	-1.00
TOTAL					-198.32
Bill Pmt -Check	29362	04/17/2023	Ingram Library Services	Checking	
Bill	74964877	03/31/2023		Books & Materials	-312.06
Bill	75006552	03/31/2023		Books & Materials	-125.48
Bill	74980534	03/31/2023		Books & Materials	-679.39
Bill	75048509	03/31/2023		Books & Materials	-7.55
				Library & Office Supplies	-29.62
Bill	75027910	03/31/2023		Books & Materials	-1,787.76
Bill	75077717	03/31/2023		Books & Materials	-380.22
Bill	75098720	03/31/2023		Books & Materials	-838.03
Bill	75033941	03/31/2023		Books & Materials	-907.17
Bill	75122157	03/31/2023		Books & Materials	-328.05
Bill	75152533	03/31/2023		Books & Materials	-806.32

Lawrence Public Library

Check Detail

April 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	75177719	03/31/2023		Books & Materials	-169.80
Bill	75146439	03/31/2023		Books & Materials	-1,098.84
Bill	75166278	03/31/2023		Books & Materials	-309.31
Bill	74964878	03/31/2023		Processing Supplies	-38.90
Bill	75006553	03/31/2023		Processing Supplies	-12.31
Bill	74980535	03/31/2023		Processing Supplies	-51.59
Bill	75027911	03/31/2023		Processing Supplies	-224.02
Bill	75077718	03/31/2023		Processing Supplies	-45.91
Bill	75098721	03/31/2023		Processing Supplies	-70.81
Bill	75033942	03/31/2023		Processing Supplies	-123.41
Bill	75122158	03/31/2023		Processing Supplies	-33.61
Bill	75152534	03/31/2023		Processing Supplies	-134.76
Bill	75177720	03/31/2023		Processing Supplies	-24.93
Bill	75146440	03/31/2023		Processing Supplies	-124.11
Bill	75166279	03/31/2023		Processing Supplies	-33.54
Bill	75268402	03/31/2023		Weinberg	-168.52
Bill	75268403	03/31/2023		Weinberg	-9.92
Bill	75219121	04/07/2023		Books & Materials	-497.09
Bill	75242880	04/07/2023		Books & Materials	-777.98
Bill	75268400	04/07/2023		Books & Materials	-47.35
Bill	75268398	04/07/2023		Books & Materials	-714.09
Bill	75261950	04/07/2023		Books & Materials	-2,014.44
Bill	75341298	04/07/2023		Books & Materials	-51.35
Bill	75310663	04/07/2023		Books & Materials	-314.70
Bill	75282551	04/07/2023		Books & Materials	-255.78
Bill	75331360	04/07/2023		Books & Materials	-44.53
Bill	75331361	04/07/2023		Books & Materials	-803.47
Bill	75357340	04/07/2023		Books & Materials	-156.10
Bill	75383698	04/07/2023		Books & Materials	-967.71
Bill	75378584	04/07/2023		Books & Materials	-1,114.82
Bill	75396413	04/07/2023		Books & Materials	-136.66
Bill	75396411	04/07/2023		Books & Materials	-612.34
Bill	75422619	04/07/2023		Books & Materials	-16.07
Bill	75422620	04/07/2023		Books & Materials	-586.88
Bill	75219122	04/07/2023		Processing Supplies	-47.92
Bill	75242881	04/07/2023		Processing Supplies	-81.11
Bill	75268401	04/07/2023		Processing Supplies	-0.75
Bill	75268399	04/07/2023		Processing Supplies	-93.95
Bill	75261951	04/07/2023		Processing Supplies	-240.40
Bill	75310664	04/07/2023		Processing Supplies	-31.30
Bill	75282552	04/07/2023		Processing Supplies	-30.14
Bill	75331362	04/07/2023		Processing Supplies	-84.66
Bill	75357341	04/07/2023		Processing Supplies	-17.26
Bill	75383699	04/07/2023		Processing Supplies	-143.21
Bill	75378585	04/07/2023		Processing Supplies	-130.97
Bill	75396414	04/07/2023		Processing Supplies	-2.50
Bill	75396412	04/07/2023		Processing Supplies	-54.04
Bill	75422621	04/07/2023		Processing Supplies	-66.89
TOTAL					-19,012.40

Bill Pmt -Check	29363	04/17/2023	Jayhawk Tropical Fish	Checking	
Bill	115528	03/29/2023		Aquarium Maintenance	-338.98
TOTAL					-338.98

Bill Pmt -Check	29364	04/17/2023	LinkedIn Corporation	Checking	
Bill	10111899345	04/07/2023		Books & Materials	-13,125.00
TOTAL					-13,125.00

Lawrence Public Library
Check Detail
April 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29365	04/17/2023	Midland Professional Services	Checking	
Bill	31587	03/30/2023		Block Grant	-1,500.00
TOTAL					-1,500.00
Bill Pmt -Check	29366	04/17/2023	Midwest Tape	Checking	
Bill	503502386	03/31/2023		Books & Materials	-55.20
Bill	503502383	03/31/2023		Books & Materials	-185.25
Bill	503502385	03/31/2023		Books & Materials	-18.74
Bill	503509051	03/31/2023		Books & Materials	-134.96
Bill	503509053	03/31/2023		Books & Materials	-22.49
Bill	503509050	03/31/2023		Books & Materials	-484.50
				Books & Materials	-80.98
Bill	503531472	03/31/2023		Books & Materials	-98.96
Bill	503531470	03/31/2023		Books & Materials	-89.02
Bill	503541509	03/31/2023		Books & Materials	-166.26
Bill	503546310	03/31/2023		Books & Materials	-39.99
Bill	503586597	03/31/2023		Processing Supplies	-182.67
Bill	503561841	04/07/2023		Books & Materials	-74.20
Bill	503559759	04/07/2023		Books & Materials	-53.81
Bill	503573700	04/07/2023		Books & Materials	-39.99
Bill	503572909	04/07/2023		Books & Materials	-134.91
Bill	503593654	04/07/2023		Books & Materials	-114.71
Bill	503593652	04/07/2023		Books & Materials	-108.37
Bill	503608527	04/07/2023		Books & Materials	-253.65
				Books & Materials	-22.49
Bill	503608528	04/07/2023		Books & Materials	-159.95
Bill	503613825	04/07/2023		Books & Materials	-164.93
TOTAL					-2,686.03
Bill Pmt -Check	29367	04/17/2023	New Directions	Checking	
Bill	INV-27496	04/05/2023		Professional Fees	-1,600.00
TOTAL					-1,600.00
Bill Pmt -Check	29368	04/17/2023	Nick Carswell	Checking	
Bill	5-25-23	04/12/2023		Summer Reading - ALL	-500.00
TOTAL					-500.00
Bill Pmt -Check	29369	04/17/2023	OverDrive	Checking	
Bill	06809CO23...	03/31/2023		Books & Materials	-1,162.78
Bill	06809CO23...	03/31/2023		Books & Materials	-539.52
Bill	06809CO23...	03/31/2023		Books & Materials	-107.05
Bill	06809CO23...	03/31/2023		Books & Materials	-79.45
Bill	06809CO23...	03/31/2023		Books & Materials	-192.13
Bill	06809CO23...	03/31/2023		Books & Materials	-659.51
Bill	06809CO23...	03/31/2023		Books & Materials	-424.47
Bill	06809DA23...	03/31/2023		Books & Materials	-316.31
Bill	06809DA23...	03/31/2023		Books & Materials	-140.00
Bill	06809CO23...	03/31/2023		Books & Materials	-528.64
Bill	06809CO23...	03/31/2023		Books & Materials	-255.98
Bill	06809CO23...	03/31/2023		Books & Materials	-1,499.98
Bill	06809CO23...	03/31/2023		Books & Materials	-638.36
Bill	06809CP23...	04/07/2023		Books & Materials	-651.19

Lawrence Public Library

Check Detail

April 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO23...	04/07/2023		Books & Materials	-154.42
Bill	06809CO23...	04/07/2023		Books & Materials	-375.90
Bill	06809CO23...	04/07/2023		Books & Materials	-65.00
Bill	06809CO23...	04/07/2023		Books & Materials	-158.12
Bill	06809CO23...	04/07/2023		Books & Materials	-22.98
Bill	06809CO23...	04/07/2023		Books & Materials	-2,972.70
Bill	06809CO23...	04/07/2023		Books & Materials	-980.02
Bill	06809DA23...	04/07/2023		Books & Materials	-331.51
Bill	06809DA23...	04/07/2023		Books & Materials	-223.71
Bill	06809CO23...	04/07/2023		Books & Materials	-404.86
Bill	06809CO23...	04/07/2023		Books & Materials	-89.23
Bill	06809CO23...	04/07/2023		Books & Materials	-244.98
Bill	06809CO23...	04/07/2023		Books & Materials	-57.48
Bill	06809CO23...	04/07/2023		Books & Materials	-169.50
Bill	06809CO23...	04/07/2023		Books & Materials	-253.27
Bill	06809CO23...	04/07/2023		Books & Materials	-123.77
Bill	06809CO23...	04/07/2023		Books & Materials	-264.07
Bill	06809CO23...	04/07/2023		Books & Materials	-134.46
Bill	06809CO23...	04/07/2023		Books & Materials	-67.50
Bill	06809CO23...	04/07/2023		Books & Materials	-2,650.95
Bill	06809DA23...	04/07/2023		Books & Materials	-65.00
Bill	06809CO23...	04/07/2023		Books & Materials	-725.48
Bill	06809CO23...	04/07/2023		Books & Materials	-101.99
Bill	06809CO23...	04/07/2023		Books & Materials	-270.89
Bill	06809CO23...	04/07/2023		Books & Materials	-242.06
Bill	06809CO23...	04/07/2023		Books & Materials	-68.68
Bill	06809CO23...	04/07/2023		Books & Materials	-777.55
Bill	06809CO23...	04/07/2023		Books & Materials	-414.20
TOTAL					-19,605.65
Bill Pmt -Check	29370	04/17/2023	Pur-O-Zone, Inc.	Checking	
Bill	871156	03/31/2023		Building Supplies	-686.59
Bill	871989	04/12/2023		Building Supplies	-720.44
TOTAL					-1,407.03
Bill Pmt -Check	29371	04/17/2023	Snap Promotions	Checking	
Bill	23030901	04/05/2023		Merchandise Sales	-2,049.90
TOTAL					-2,049.90
Bill Pmt -Check	29372	04/17/2023	Success by 6	Checking	
Bill	DPIL	03/31/2023		Block Grant	-10,000.00
TOTAL					-10,000.00
Bill Pmt -Check	29373	04/17/2023	Unique Management Services	Checking	
Bill	6111469	04/12/2023		Professional Fees	-265.95
Bill	6111470	04/12/2023		Professional Fees	-168.12
TOTAL					-434.07

Lawrence Public Library
Check Detail
April 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29374	04/17/2023	University of Texas At Dallas Lib...	Checking	
Bill	LD0177	03/29/2023		Lost and Replacement ...	-18.99
TOTAL					-18.99

Lawrence Public Library

Monthly Statistical Summary--March 2023

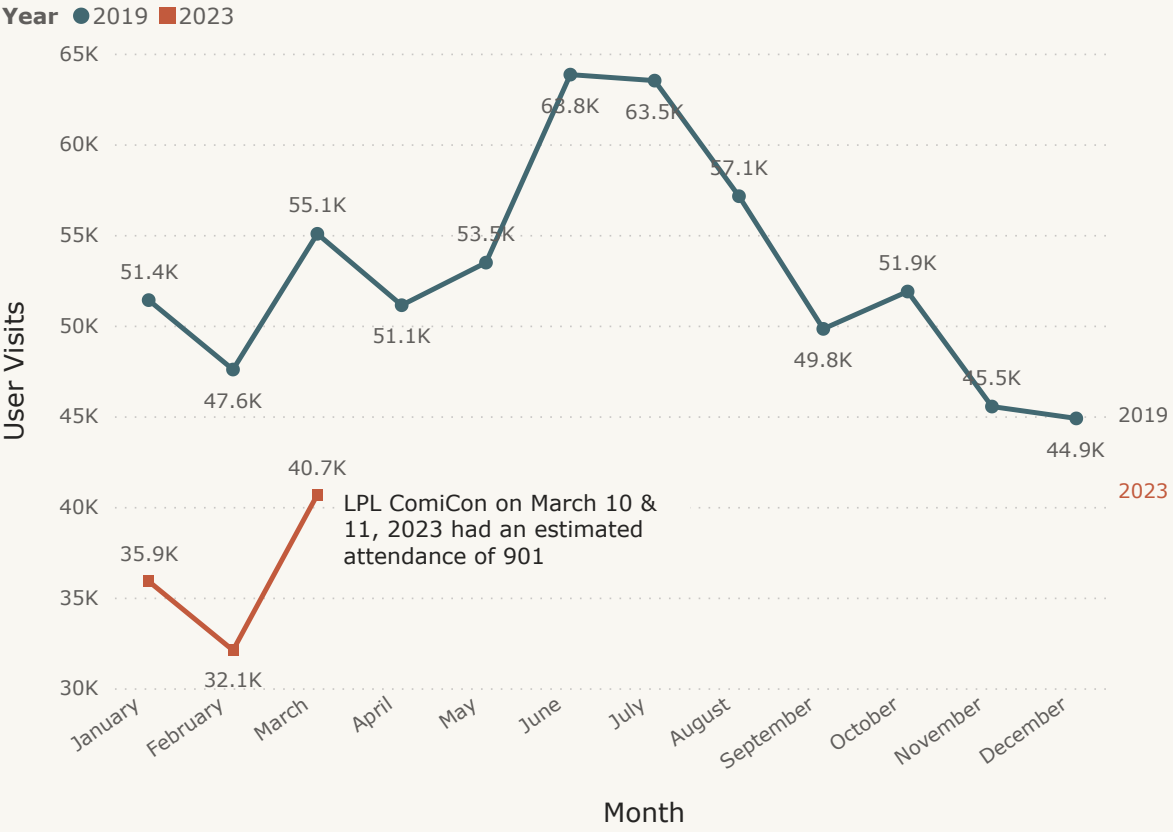
	March 2023	March 2022	% Change 2023-2022	YTD 2023	YTD 2022	% Change 2023-2022	Charts
SUMMARY RATIOS							
Service Area Population	105,295	105,295	0%				
% of Lawrence Residents Registered (current month)	39%	46%	-15%				
Net Promoter Score (NPS)	86	N/A	#VALUE!				
OUTPUT MEASURES							
Physical Checkouts, Renewals & Autorenewals Adult Audience	44,167	43,516	1%	127,259	125,844	1%	
Physical Checkouts & Renewals Teen Audience	2,786	2,690	4%	8,190	7,472	10%	
Physical Checkouts & Renewals Children's Audience*	28,834	27,643	4%	80,321	76,710	5%	
Total Physical Checkouts	75,787	73,849	3%	215,770	210,026	3%	
Digital Checkouts & Renewals Adult & General Audience	15,452	15,751	-2%	45,459	47,297	-4%	
Digital Checkouts & Renewals Teen Audience	1,749	1,728	1%	5,107	5,109	0%	
Digital Checkouts & Renewals Children's Audience	2,760	3,045	-9%	7,511	8,635	-13%	56
Total Digital Checkouts & Renewals	19,961	20,524	-3%	58,077	61,041	-5%	
Total Physical & Digital Checkouts & Renewals	95,748	94,373	1%	273,847	271,067	1%	Circulation Charts
Checkouts & Renewals Dottie	193	0	#DIV/0!	611	0	#DIV/0!	
Checkouts & Renewals Lockers	875	1,044	-16%	2,782	3,282	-15%	
Checkouts & Renewals Home Delivery & Retirement Communities	899	882	2%	2,352	2,387	-1%	
Checkouts & Renewals Main Library	50,535	49,691	2%	145,919	141,439	3%	
Digital Checkouts, Online Renewals, Auto Renewals	43,246	42,756	1%	122,183	123,956	-1%	
Total Physical & Digital Checkouts & Renewals	95,748	94,373	1%	273,847	271,064	1%	
Service Interactions	6,075	7,132	-15%	19,370	20,806	-7%	Service Interaction Charts
Visits to 707 Vermont St.	40,672	26,374	54%	108,664	74,136	47%	User Visits Charts
LPL Web Site Visits	73,172	51,164	43%	210,893	151,255	39%	
Physical Holdings Added	2,527	2,705	-7%	6,446	6,798	-5%	
Physical Holdings Withdrawn	1,413	4,039	-65%	5,872	10,012	-41%	
Physical Holdings Total	192,736	190,210	1%				
Digital Holdings Added	566	347	63%	1,777	921	93%	
Digital Holdings Leases Expired	140	184	-24%	392	422	-7%	
Digital Holdings Total (includes leased titles)	29,938	20,588	45%				
New Cards created (includes online applications)	603	566	7%	2,137	1,723	24%	
Active Cardholders Current Month**	14,759	13,865	6%				
Active Cardholders Last 3 Years	40,861	48,273	-15%				

Adult Programs (Includes programs for retirees)	35	43	-19%	97	101	-4%	
Teen Programs	10	8	25%	20	22	-9%	
Children's Programs (includes programs for all ages)	52	36	44%	158	84	88%	
Total Programs	97	87	11%	275	207	33%	
Total Program Attendance	4,123	2,141	93%	9,079	5,347	70%	Program Statistics Charts
Patron Bookings of Library Spaces	1,001	626	60%	2,925	1,494	96%	
Public Computer Sessions	3,088	2,313	34%	8,821	6,408	38%	Computer Session Charts
Total Paid Staff (FTE)	69.39	63.40	9%				
Total Number of Employees	88	84	5%				
Total Library Volunteer Hours***	579	428	35%	1,776	1,225	45%	

*Includes Family movies, TV shows, video games for children

**Activities include checking out physical & digital items; placing holds; returning items, paying bills)

Total User Visits: Pre- vs Post-Pandemic



YTD % change Pre- vs Post-Pandemic

-29.46%

YTD User Visits 2019-2023

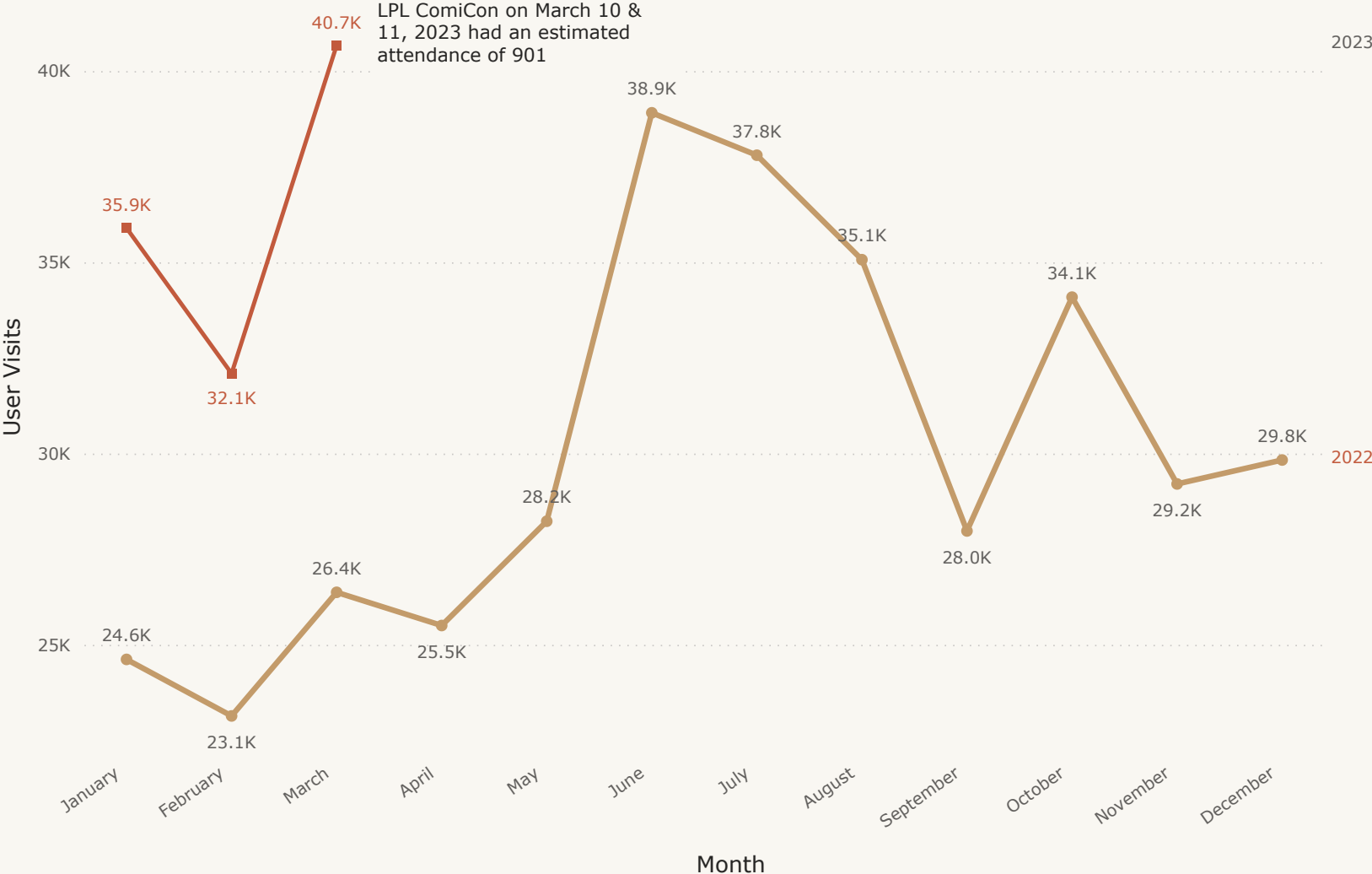
Year	User Visits	% Growth Year Over Year
2019	154041	0.47%
2020	127249	-17.39%
2021	47858	-62.39%
2022	74136	54.91%
2023	108664	46.57%

Month on Month: Mar User Visits 2019-2023

Year	User Visits	% Growth Month Over Month
2019	55061	-0.47%
2020	24876	-54.82%
2021	17226	-30.75%
2022	26374	53.11%
2023	40672	54.21%

Total User Visits 2022 vs 2023

Year ● 2022 ■ 2023



Percent Growth Between Current Month and Last Month

26.73%

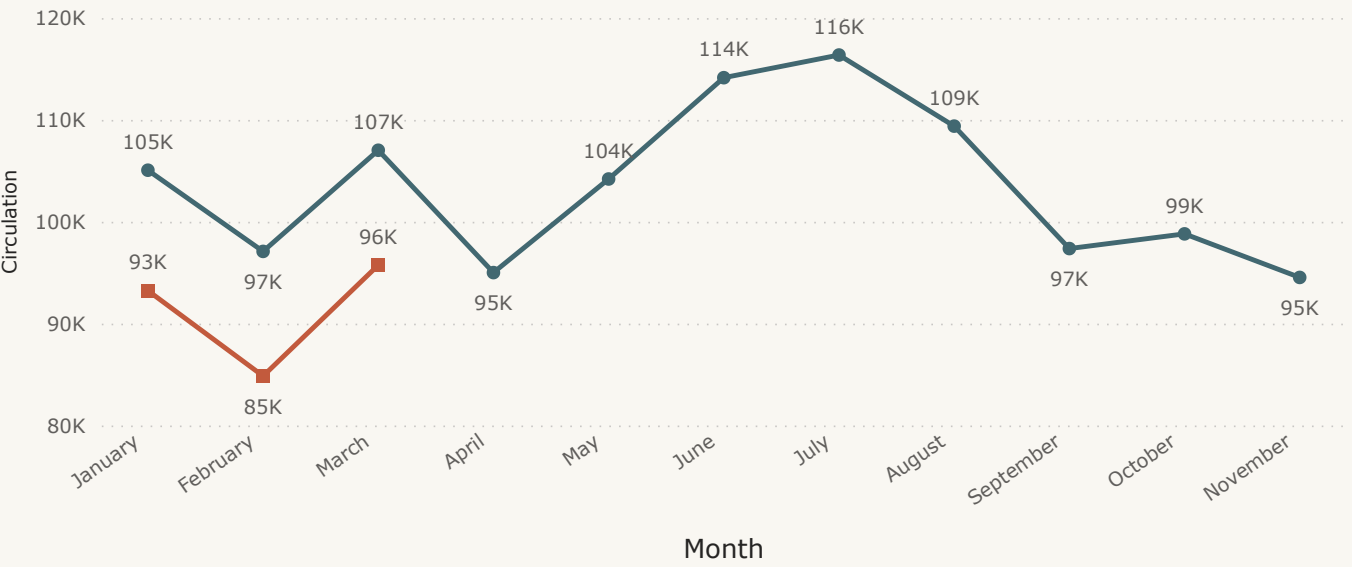
Percent Growth Between Current Year and Last Year YTD

46.57%

Year
□ 2019
□ 2020
□ 2021
■ 2022
■ 2023

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

Year ● 2019 ■ 2023



DigitalPhysical

- ☐ Digital
- ☐ Physical

Circ Type

- ☐ Auto Renewal
- ☐ Checkout
- ☐ Renewal

Audience

- ☐ Adult
- ☐ All Ages
- ☐ Children
- ☐ PROFCOLL
- ☐ Teen

MetaFormat

- ☐ Audio
- ☐ Book
- ☐ ILL Items
- ☐ Kits
- ☐ LibOfThings
- ☐ Magazines

YTD % change Pre- vs Post-Pandemic

-11.43%

YTD Circulation 2019-2023

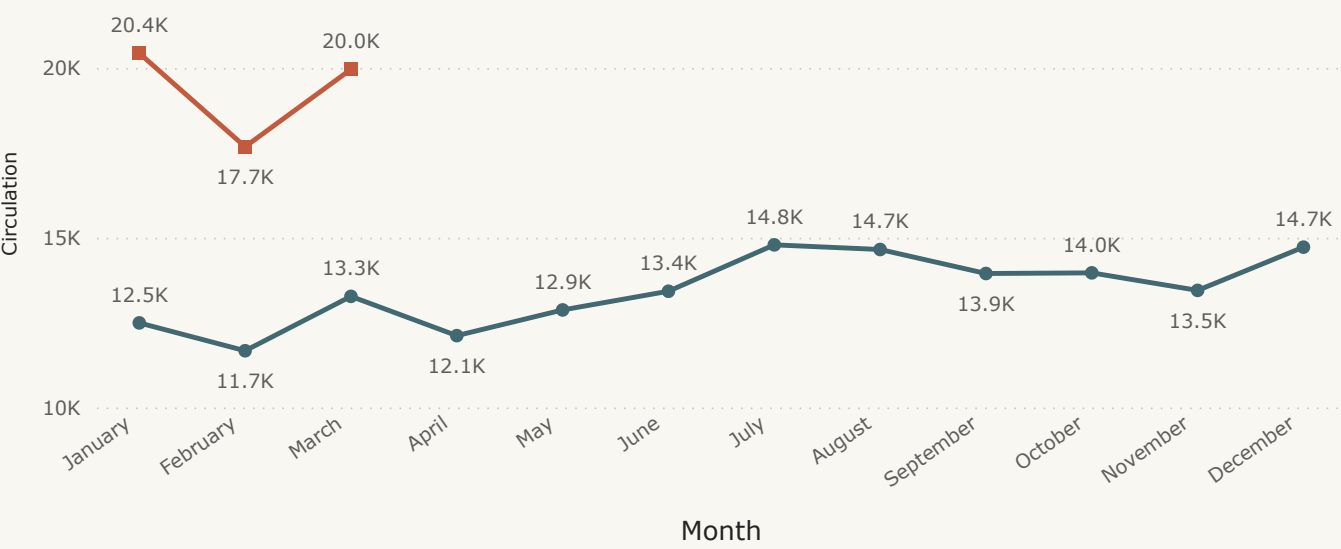
Year	Circulation	% Growth Year on Year
2019	309,183.00	5.96%
2020	278,611.00	-9.89%
2021	270,079.00	-3.06%
2022	271,119.56	0.39%
2023	273,850.31	1.01%

Month on Month: Mar Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	107,024.00	5.96%
2020	63,686.00	-9.89%
2021	91,300.00	-3.06%
2022	94,373.10	0.39%
2023	95,747.73	1.01%

Digital Circulation Trend: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



DigitalPhysical

- Digital
- Physical

Circ Type

- Checkout
- Renewal

Audience

- Adult
- All Ages
- Children
- Teen

MetaFormat

- Audio
- Book
- Magazines
- Video

YTD % change Pre- vs Post-Pandemic

55.13%

YTD Circulation 2019-2023

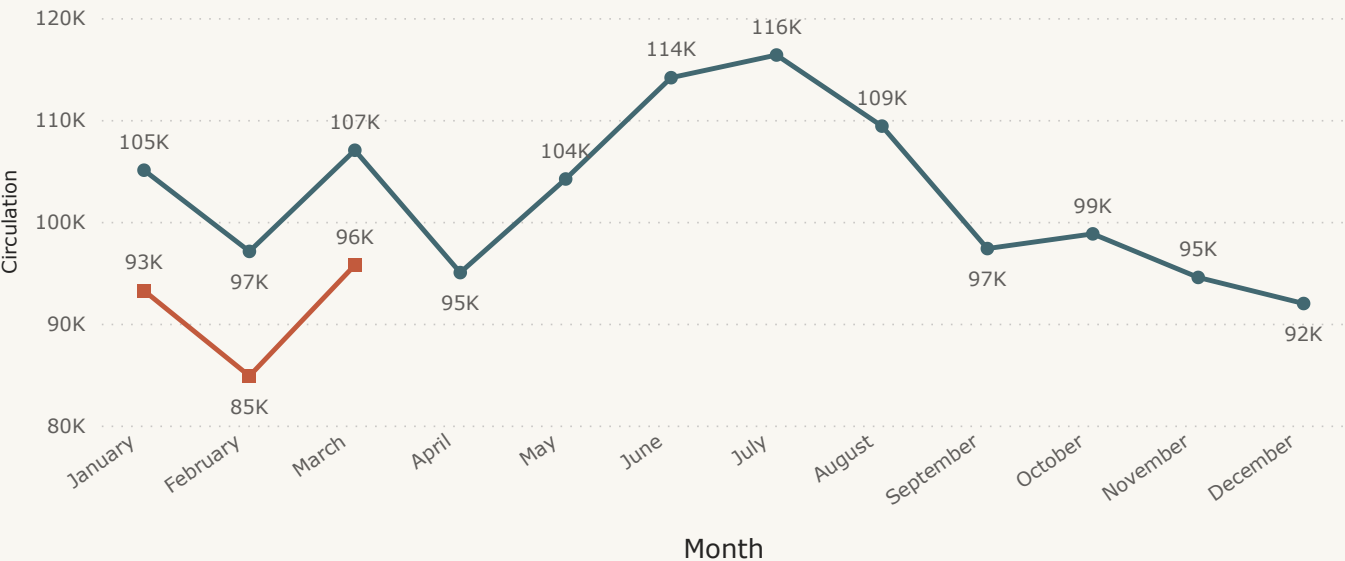
Year	Circulation	% Growth Year on Year
2019	37,438.00	114.86%
2020	49,968.00	33.47%
2021	60,777.00	21.63%
2022	61,095.56	0.52%
2023	58,076.31	-4.94%

Month on Month: Mar Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	13,274.00	114.86%
2020	19,493.00	33.47%
2021	20,516.00	21.63%
2022	20,524.10	0.52%
2023	19,960.73	-4.94%

Physical Circulation Trend Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



DigitalPhysical

- ☐ Digital
- ☐ Physical

Circ Type

- ☐ Auto Renewal
- ☐ Checkout
- ☐ Renewal

Audience

- ☐ Adult
- ☐ All Ages
- ☐ Children
- ☐ PROFCOLL
- ☐ Teen

MetaFormat

- ☐ Audio
- ☐ Book
- ☐ ILL Items
- ☐ Kits
- ☐ LibOfThings
- ☐ Magazines

YTD % change Pre- vs Post-Pandemic

-11.43%

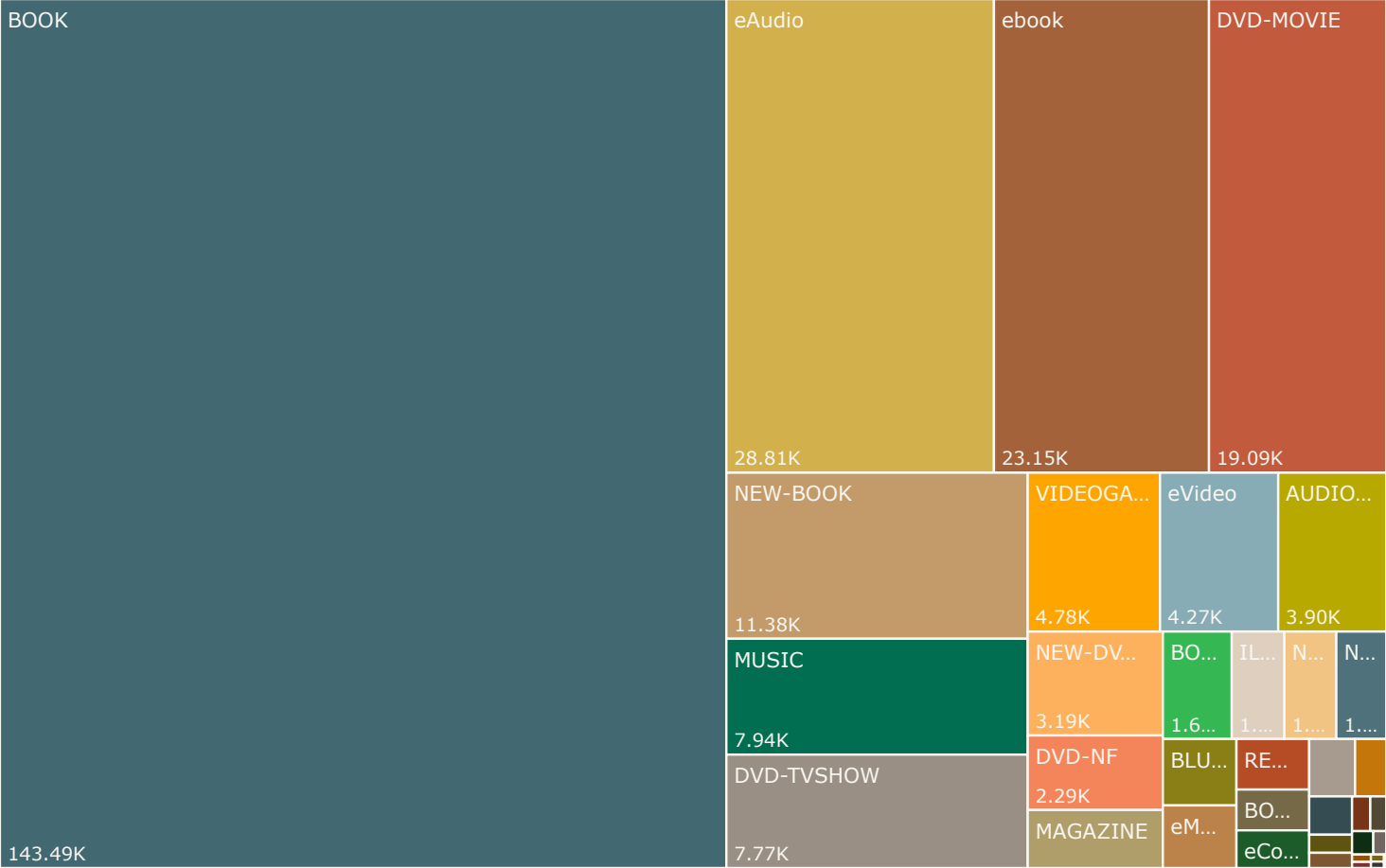
YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	309,183.00	5.96%
2020	278,611.00	-9.89%
2021	270,079.00	-3.06%
2022	271,119.56	0.39%
2023	273,850.31	1.01%

Month on Month: Mar Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	107,024.00	5.96%
2020	63,686.00	-9.89%
2021	91,300.00	-3.06%
2022	94,373.10	0.39%
2023	95,747.73	1.01%

Circulation by Format 2023 YTD



Filter by Format: Digital, Physical, or Both

DigitalPhysical

■ Digital

■ Physical

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

Circ Type

■ Auto Renewal

■ Checkout

■ Renewal

Filter by Audience Level

Audience

□ Adult

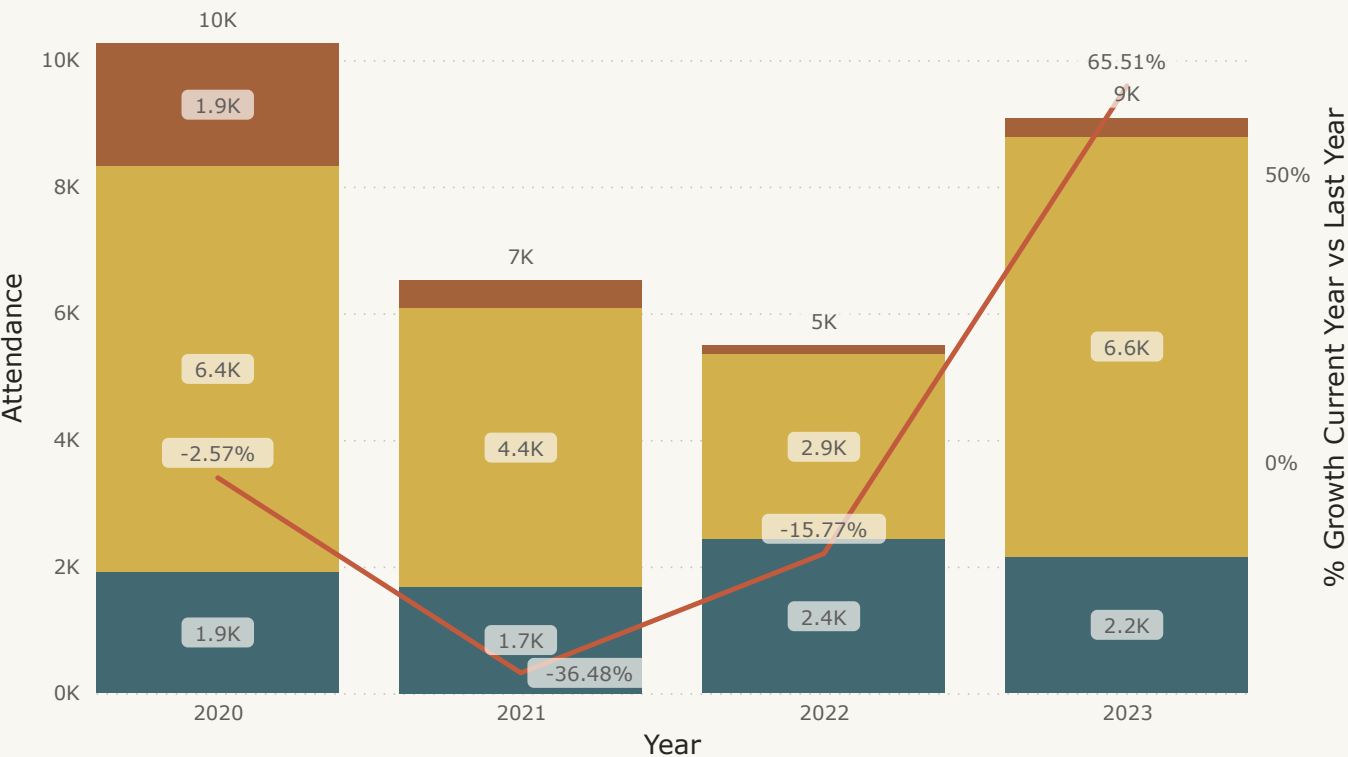
□ All Ages

□ Children

□ Teen

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

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



65.51%

% Growth Current Year vs Last Year

Filter By Audience

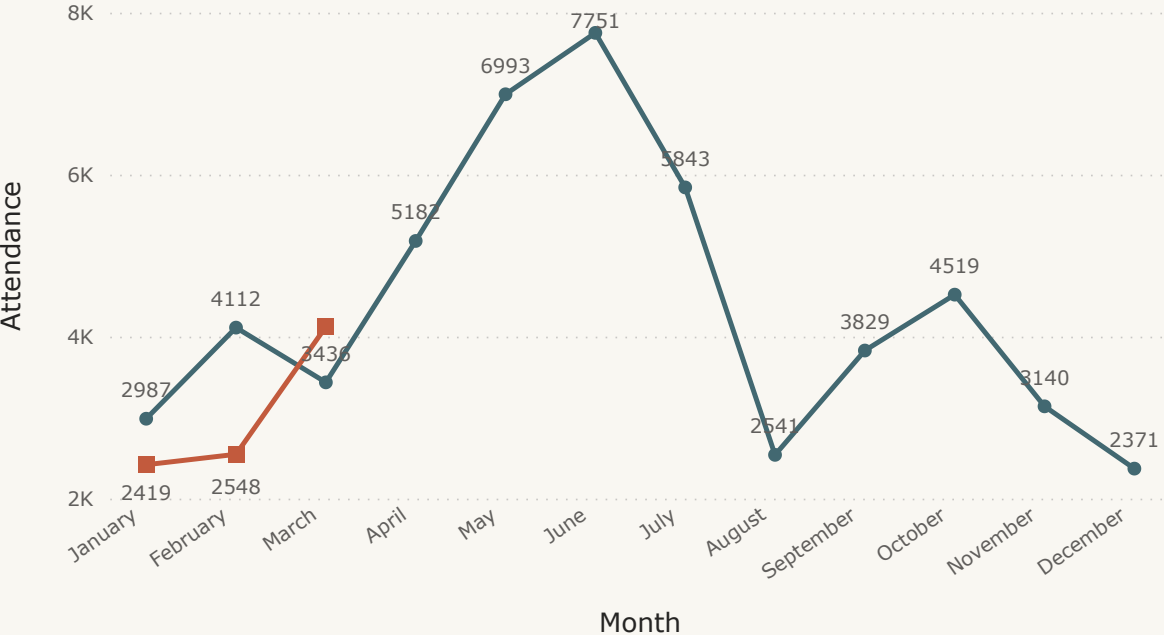
- ☐ Adult
- ☐ Children
- ☐ Teen

Program Type

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

Total Program Attendance: Pre- vs Post-Pandemic

Year 2019 2023



LPL ComiCon on March 10 & 11, 2023: Estimated attendance of 901

Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-13.72%

YTD Program Attendance 2019-2023

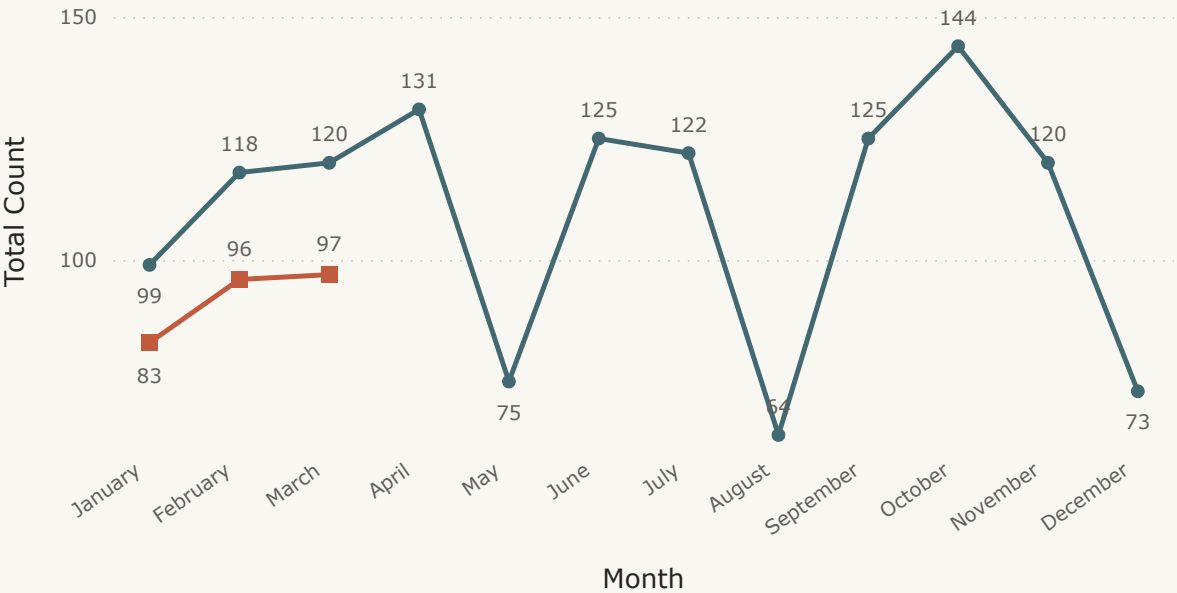
Year	Attendance	% Growth Year on Year
2019	10535	-32.21%
2020	10264	-2.57%
2021	6520	-36.48%
2022	5492	-15.77%
2023	9090	65.51%

Month on Month: Mar Program Attendance 2019-2023

Year	Attendance	% Growth Month on Month
2019	3436	-60.16%
2020	2161	-37.11%
2021	2187	1.20%
2022	2141	-2.10%
2023	4123	92.57%

Total Programs Presented: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



Filter By Audience

- ☐ Select all
- ☐ Adult
- ☐ Children
- ☐ Teen

YTD % change Pre- vs Post-Pandemic

-18.10%

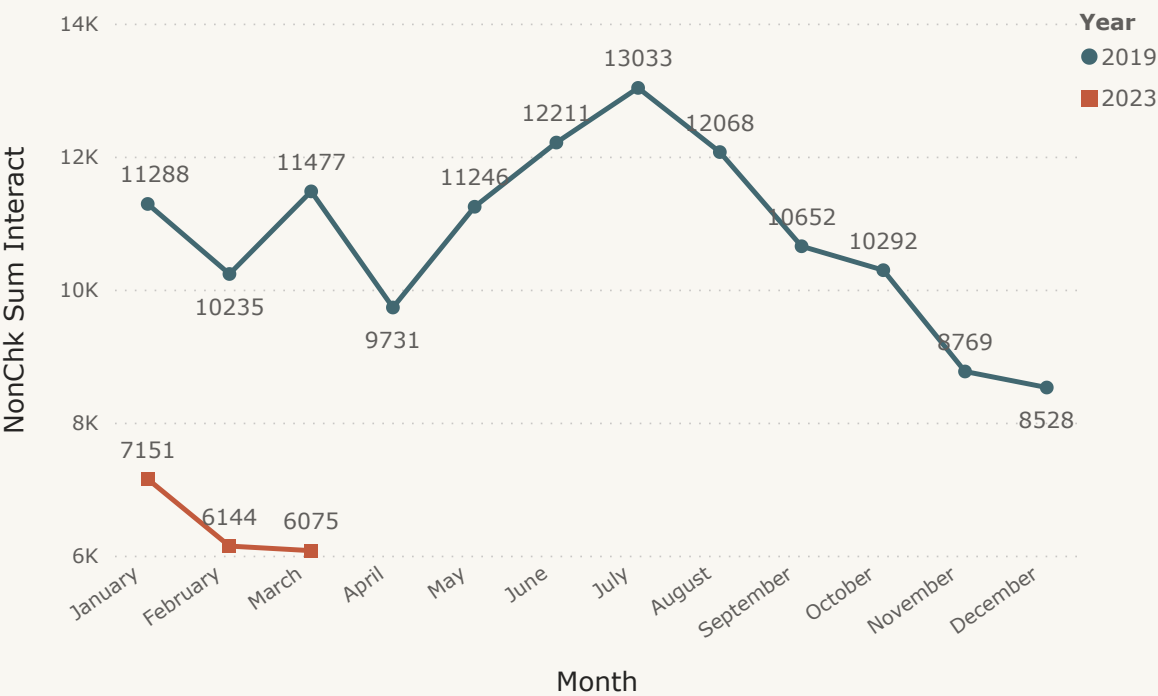
YTD No. of Programs Presented 2019- 2023

Year	Total Programs Presented	% Growth in No. of Programs Presented Year On Year
2019	337	1.81%
2020	384	13.95%
2021	211	-45.05%
2022	208	-1.42%
2023	276	32.69%

Month on Month: Mar No. Of Programs Presented

Year	Total No. of Programs Presented	% Growth No Programs Month on Month
2019	120	-3.23%
2020	114	-5.00%
2021	79	-30.70%
2022	87	10.13%
2023	97	11.49%

Service Interactions: Pre- vs Post-Pandemic



Department Or Service A...

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

Type Of Interaction

- ☐ Chat Reference
- ☐ In Person Directional
- ☐ In Person One-on-One
- ☐ In Person Readers Advisory
- ☐ In Person Reference
- ☐ Online + Phone Directional
- ☐ Online + Phone Reference
- ☐ Online One-on-One

In Person or Online + Ph...

- ☐ In Person
- ☐ Online + Phone

YTD % change Pre- vs Post-Pandemic

-41.30%

YTD Service Interactions 2019-2023

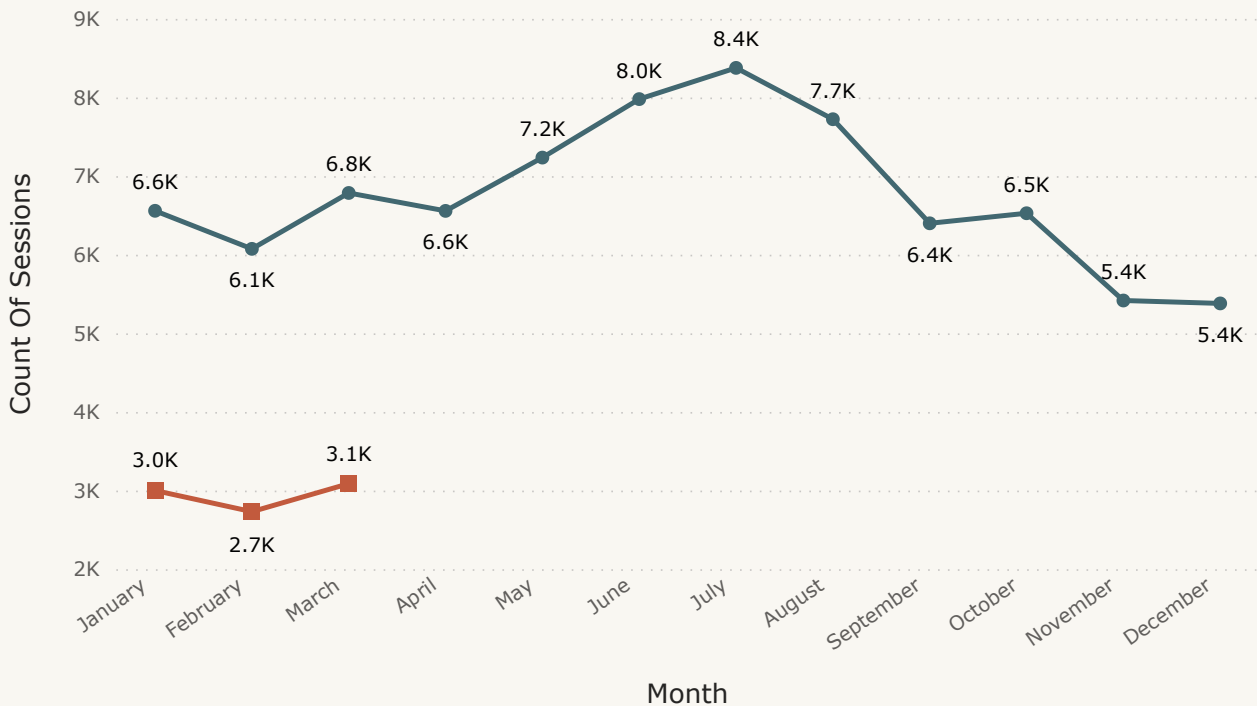
Year	YTD Service Interactions	% Growth Year on Year
2019	33000	-4.14%
2020	23831	-27.78%
2021	17483	-26.64%
2022	20806	19.01%
2023	19370	-6.90%

Monthly: Mar Service Interactions 2019-2023

Year	Current Month Service Interactions	NonChk MO % Growth Month on Month
2019	11477	-0.19%
2020	4796	-58.21%
2021	5629	17.37%
2022	7132	26.70%
2023	6075	-14.82%

Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-54.58%

Year

■ 2019

□ 2020

□ 2021

□ 2022

■ 2023

Audience (Primary)

■ Adult

■ Children

■ Teen

Library Director's Report for April 2023

This month has been productive from a meeting and learning standpoint.

Meetings

The library has chosen retired CEO of Mid-Continent Library Steven Potter to facilitate a day-long retreat for our leadership team to continue work on the action plan component of the library's strategic plan. I am very excited to work with Steve. He and I had an initial meeting about what we are seeking to accomplish. A few weeks later, he met with our small leadership team to build the agenda for our retreat on April 24. The facilitated retreat is a big step towards completing the three-year action plan we will present to the board later this summer.

March 30 and 31, I traveled to Topeka for my Humanities Kansas board meeting. As I've mentioned in the past, I am honored to serve on the HK board. It is an organization that does so much to forward the humanities in our state. I am part of the strategic planning committee working on HK's new strategic plan, so it was useful to see another organization's approach to strategic planning.

Another meeting I want to highlight that I briefly mentioned last month was with Pantaleon Florez, the Work-Based Learning Coordinator for Lawrence Public Schools. A team from the library met with Pantaleon to discuss a new program he is developing to place high school students in jobs around the community. We are very excited at the possibility of bringing some students onboard. It has the opportunity to be a great pipeline to promote public librarianship as a career.

Learning

The library began a 26-week Spanish class for our employees. There are about 20 of us spread across two classes: one on Tuesday morning, the other on Thursday evening. I have been saying I would work on my Spanish language skills for decades and never got around to it. I want to commend Erica and Frankie for coordinating this learning opportunity for our staff. This will help us better serve our Spanish speaking community.

I also attended a three session online class in Equity-Centered Leadership hosted by Library Journal. While I was familiar with a good bit of the material, I learned some new things, too. Hearing best practices from experts in the field made me feel like we are making good progress on building a more equitable workplace and diverse workforce here at LPL.

Respectfully submitted by Brad Allen, April 12, 2023

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Accounts

Standard desk, phone, book van, and outreach operations continue.

Darla Sieg and Angela Longhurst began assisting with cash register set up during Bree's maternity leave.

Sarah Mathews began participating in the weekly Tuesday morning Spanish class.

Jeff Bergeron did basic Dottie driver training with Kristin so he can serve as a backup.

Cataloging & Collection Development

The Catalogers finished updating bibliographic records for non-English language materials to include original titles and contributors. This was the final step of the ILS Unicode update from last year. Going forward any materials that have non-English titles will be displayed using original characters so they will be more accessible to patrons.

Ransom and Dan in Collection Development put together a campaign in the Libby app to promote Jaqueline Woodson's visit on the 20th. During the month of April, *Another Brooklyn*, and *Brown Girl Dreaming* will be available for checkout in ebook and e-audiobook format on Libby with no wait time.

Collections & Technology

Tricia took a deep dive into how and where circulation data is stored on Sirsi platforms to ensure the library is protecting patron privacy. She'll share that info with SIRSI Users group and the task force that is revising the library's privacy policy.

She and Jeff also kicked off an investigation into non-resident library cards, and how to best offer that service here. She worked with Ian, Kevin, and Aaron to propose estimated 2024 budgets for postage, processing & technology, respectively. Tricia revamped the circulation statistics Power BI visualization to streamline it for faster processing.

Monthly Departmental Reports

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Tricia continues to compile the reconciliation for the monthly credit card report. She tried a new method this month - using a pivot table in excel to categorize expenditures. This method proved to be pretty time consuming, and probably not worth the extra effort.

Tricia, Logan, Heather, and Frankie met to work on a draft charter for project management. With input from Melissa, Brad, and Jim, Tricia started looking into possible provision of a vision aid that would magnify magazines and books for in-building reading.

Diversity, Equity, and Inclusion

Frankie and the IDEAA committee visited the Lawrence Community Shelter in April to tour their facilities and gain an understanding of their current services, as well as education about homelessness in general. At the end of March, we had our first Spanish class with Plymouth ESL. Frankie has been working with Plymouth over the past few months to create a Spanish course with material that is specifically helpful in a library setting. The first class was March 28th, and the classes will run until mid September. We are excited about this new community partnership and opportunity for our staff, and we look forward to learning from this first class to inform similar classes in the future. Coming up this week on Thursday, we have mandatory training on serving autistic patrons. A local provider offered to create this training for us.

Facilities

In addition to our daily / continuous cleaning, we also assisted other departments in various ways. We've helped with the setups and teardowns for most of the programs in the building, and even one on top of the parking garage. We've assembled and placed some shelving for Readers' Services. We've performed some minor repairs and updates to Dottie shelving. And we even had a great conversation with Skyler from the Lawrence Fruit Tree Project about adding fruit trees around the library (more on that in the months to come).

The teams from the KU Engineering SELF program finished up their projects: little free library in the Reading Garden, increased storage shelving in the auditorium, and a remote door opener for the south staff door. This has been a very interesting process and I hope we can work with them again.

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Human Resources

Erica attended the HRCI's 2023 Alchemizing Spring Summit. The theme was Empowering a Diverse Workforce: Fostering Inclusivity, Cultivating Belonging, and Prioritizing Mental Health. She also attended a webinar with SLT+ called Engaging Employees in Your Strategic Plan: How the Denver Public Library is Using Gamification to Drive Strategic Success. She is participating in an upcoming book club hosted by the SHRM Jayhawk Chapter and will read the book *Can I Bring My Pet Monkey to Work: Answer to 45 of the Wildest Workplace Law Questions* by Charles T. Passaglia. Writing a short essay after reading the book will also gain her more recertification credits. Finally, Erica, Brad, Logan, and Karen met with Pantaleon Florez III to discuss potential work-based credit opportunities for USD497 students in the upcoming fall or spring semesters.

Information Services

Spring is a busy season for Info Services! The Seed Library continues to clip along and will wrap up at the end of April. Some notable programs from the past few weeks included a panel discussion on native plants, coordinated by Terese, with a turnout of over 100 people(!); PlanetPalooza, a partnership with Astronomy Associates of Lawrence coordinated by Jake and Theresa that was featured in [this Lawrence Times article](#); a community forum focusing on strategies for improving library health information and services for LGBTQIA+ populations hosted by researchers from the University of South Carolina as part of an IMLS grant project; and a History Harvest hosted by the Oak Hill Cemetery Potter's Field Remembrance Project to collect stories related to those buried in the Potter's Field. Marc represented the library at the Early Childhood Resource Fair, and Theresa worked together with Reader's Services to put together a display to raise awareness of the City's Women's History Month proclamation. We're also prepping for summer: among other things, we are currently accepting applications for presenters for this year's How-To Festival!

Information Technology

Aaron and Jim attended Computers in Libraries in Crystal City, VA, Monday 3/27 - Thursday 3/30. A new FortiSwitch-248E-FPOE unit ordered in late 2022 to support our additional security cameras was received on 3/28. We have been relying on two older POE switches in the interim.

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Installation will take place soon during closed hours. Three new U431F Fortinet Wi-Fi APs ordered under our annual E-Rate cycle were received on 3/31. Installation has not yet been scheduled. These devices are intended to improve the coverage and consistency of our Wi-Fi network. A 3 year agreement to provide Google Workspace Enterprise Standard was signed with Umzuzu, a Google Cloud partner based in Overland Park. The transition from Google Workspace for Non-Profits to Google Workspace Enterprise Standard will bring us into compliance with Google Workspace licensing requirements for organizations of our type (Governmental, non-501c3). We expect to derive important other benefits from the change including greatly increased Google Drive storage capacity, better security and management features, the ability to record and live stream Google Meet events, and the ability to change our primary email domain from lawrence.lib.ks.us to lplks.org. Extensive cleanup of old accounts ahead of the change has been completed. The migration process was scheduled to begin on 4/12/2023 and to be completed not later than 4/14/2023.

Marketing & Communications

Kayla Cook, our new Media Relations & Communications Specialist, has been with us nearly three weeks. Heather and Kayla have split their time between new employee onboarding and working on time-sensitive projects for Summer Reading 2023. They meet daily for two hours to dig into an overview of Kayla's new work. This past week, Kayla learned how to build emails in Orange Boy, took a tour of the administrative side of the library's website, and was made familiar with our press release process and media contacts. Next month she'll take the administrative lead on running our Social Media team and has already created new tools to keep us organized. Kayla also created this [ongoing series](#) for social media that highlights upcoming events every week and is in the process of building a library-created stock photo collection. Finally, Kayla worked with a KU Film student to make a video about the library's offerings that will double as a promo for us to use. We're so excited to have her ideas and fresh perspective on the DCP team.

Heather, along with the Data Team, is reviewing the library's current email product (Orange Boy) and looking into other product options. Work on developing a library Communications Policy will begin soon and Kayla will help Heather with peer research. Heather attended a webinar with SLT+ called *Engaging Employees in Your Strategic Plan: How the Denver Public Library is Using Gamification to Drive Strategic Success*. Heather is finalizing Summer Reading branding, [Staff tees](#), and the Summer style guide for staff graphics needs. She took inspiration from the Beatles and a childhood poster from the 70s to pair with the winning Teen T-Shirt Contest

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[design by Claire Lindemyer](#). Due to eye surgery and a long recovery, Heather needed to outsource the Summer Reading issue of the *Reader* magazine (thanks Billy Pilgrim!). The issue will feature events for JUN–AUG and we'll use email and social media to amplify the more editorial parts of the magazine themes this round. After many years of being asked for library ball caps, we're ordering a short run of [these three styles](#) for starters to be sold at the Accounts Desk sometime this summer. Finally, a huge shout-out to the library Art Team for pulling together a last-minute filler show featuring all the [stuff we've saved that people leave in books](#). It's one of the most popular exhibits we've ever had according to these [comments](#) people are leaving. It's really amazing and runs through the end of April — go see it!

Materials Handling

Traci & Angela (from Accounts) were the masterminds behind this month's impromptu art display made out of things patrons left behind in their returns. We've been diligently storing all those knick knacks for years now and it was neat to see them turn into a really fun exhibit. Kate & Teagan also helped out.

We had some difficulties rolling out a new interlibrary loan form, but we've been in contact with OCLC to get everything figured out. Services are currently functioning after many back and forth emails.

Four Materials Handling staffers joined Spanish class.

Other than that, the sorting cycle continues!

Outreach

We completed more Dottie driver training this month with Jeff and Melissa. With the nicer weather, we're seeing an uptick in the number of folks who come out to our visits. We visited the community health building which houses Bert Nash and the Health Department for the first time and signed up several folks for library cards. The staff seemed to appreciate the opportunity to pick something up on their break. We also took Dottie to the Early Childhood Resource Fair and the Easter Egg Roll with the Dole in early April. Both events were great for outreach and library visibility! Friday, April 14th will be our first visit to Grandstand out in the

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East Business Hills area. It will be great to see how folks at a large employer use our outreach vehicle.

Public Technology

Spring has been a busy time for Public Tech with plenty of direct support as well as planning for the year ahead. Several technology staff took a trip to the Topeka & Shawnee County Public Library to explore their new Level 2 Tech Center and learn what is working there and how we might apply those lessons at our library. One thing they seem to do well is public computer classes. Currently, we are working to better partner with Parks and Rec and the Senior Resource Center to offer joint public computer classes for our community later this year.

Another aspect of our Topeka visit was to discuss their computer management system as we evaluate options to our current system. March was also a busy month for supporting meetings, presentations, and streaming events in the Auditorium. The SOUND+VISION Studio is bustling as well, with the Videocast Studio especially well used as word gets out about the resource. Lastly, Aaron Brumley (IT Supervisor) and Jim Barnes (Public Tech Supervisor) attended the Computers in Libraries conference in Washington DC to further study industry trends and possible improvements to our technology systems.

Readers' Services

It has been a productive March for Readers' as we put the final touches on our Booktoberfest/Read Across Lawrence planning for the fall, secured our prizes and promotions for Adult Summer Reading, and hosted book clubs, most of which are currently bursting at the seams as we are experiencing much larger than average attendance rates.

This month we also started a new collection that is displayed in the lobby, Second Look Books, with the goal of sustaining interest in books that were in high demand for a while and are now starting to stack up, generating some more circulations for the duplicate copies before they are deaccessioned and sent to the Friends.

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Ilka Iwanczuk has been working on an illustration of Dottie that will be used in LPL marketing materials.

Leah Newton presented to Delta Zeta Alumni about new releases Book Squad have loved and books we're excited about that are publishing soon.

Leah Newton and Christina James have been asked to create a training video for Missouri Library Association about their social media expertise in Tik Toks and Reels.

Shirley Braunlich is working with Dr. Wildcat at Haskell to present local authors and artists outside to celebrate the Wakarusa Wetlands on April 22 at 9am.

Security

Warmer weather, and possibly the closing of the Emergency Winter Shelter, has increased the frequency of some familiar faces that we haven't seen in a while. All in all it's been okay, but as we get closer to summer we have to start thinking about keeping a closer eye on the outside too. Brad ordered us some Naloxone to have on hand, and we've been learning more about how to administer it if necessary (it's pretty straight forward). Continuing the De-Escalation training by Ryan Dowd, which is generally a lot of common sense but also a lot of good reminders.

Youth Services

We're busy putting the final touches on our summer reading planning. This year's theme is "All Together Now", highlighting kindness, friendship, unity, community, and action. We had a huge turnout at our spring break events, so we're predicting this summer will be more like a pre-pandemic summer reading.

In addition to planning for the summer, we're all excited about the Beach Author event with Jacqueline Woodson coming up on April 20 at 7pm at Liberty Hall. We hope you all will be able to join us for an evening with the multi-award winning poet and author of books for all ages.

In staffing news, we currently have a job ad running for our teen summer intern positions and four YS members are participating in the Spanish classes being offered at the library by the Plymouth Language Program.

LPL Friends & Foundation Director's Report

April 13, 2023

Spring Book Sale. We're on the home stretch for the LPLFF Spring Book Sale, coming up on April 20 (Donors' Night) and April 21 – 23 (open to the public.) This traditionally is our biggest sale of the year. Please mark your calendars and buy a lot!

Retirement Boot Camp Grant. The LPL Friends & Foundation has received a \$13,000 grant for Retirement Boot Camp from the Capitol Federal Foundation. This fulfills Cap Fed's two-year commitment to supporting this important program for retirees, which currently is 800+ members strong. In other Retirement Boot Camp news, Jack and I gave a presentation to 20 members of a Lawrence PEO group on Friday, April 7th. I'm pleased to report that 10 of them signed up for Retirement Boot Camp!

MIDCO Foundation Grant. The LPL Friends & Foundation have submitted a grant application to the MIDCO Foundation. It requests \$3,000 to support three new catalog stations in the adult Information Services department, the Teen Zone, and the children's picture book room. If awarded, the grant funds will be in addition to a \$5000 annual sponsorship that MIDCO has pledged to the library starting in 2023.

LPLFF Board Action. At its March 27th meeting, LPLFF board members voted to:

- Interpret its by-laws so that board members who serve a partial term have the option to serve an additional two full terms. This mirrors the way that the Trustees and the City operate. This clarification was necessary as LPLFF board members' partial terms begin to expire.
- Change the LPLFF monthly meeting start time to 5:30 pm to be more welcoming to board members who have a working schedule. This will begin with the May 2023 meeting.

Annual Meeting. You are invited to attend the Friends & Foundation's Annual Meeting, coming up on Monday, May 1st from 5 pm to 6 pm in the library auditorium. We will celebrate our 2022 success, highlight our Annual Report, welcome a new board member, introduce our 2023 officers, and announce the recipient of the Mary Dalton Murphy Award, which recognizes our Volunteer of the Year. See you there!

Beach Author Series Updates. This is your friendly reminder that our Beach Author Series with Jacqueline Woodson happens on Thursday, April 20th, 7pm at Liberty Hall. Woodson will be in conversation with Giselle Anatol, KU Associate Professor of English. If you would like a reserved seat for yourself and a guest, please let me know.

Audit on April 4th. The library and the Friends and Foundation had its annual audit with Gordon CPA on Tuesday, April 4th. All went well, with few surprises. A huge "thank you!" goes to Logan who balanced our donor database with QuickBooks within \$5! We will report back with the official results.



TO: Jeremy Willmoth, Finance Director; City of Lawrence, Kansas
Craig Owens, City Manager; City of Lawrence, Kansas

FROM: Brad Allen, Director; Lawrence Public Library

DATE: April 17, 2023

RE: Lawrence Public Library 2024 Budget Resolution

Please find attached to this memo the proposed 2024 line item budget for Lawrence Public Library. The total amount of funds requested to be levied by the City of Lawrence on behalf of the Library is \$6,250,000.00, an increase of \$525,000.

The primary drivers for this increase are an anticipated 30-35% increase in healthcare costs for library staff, increased software and technology costs—most notably including the cost of a 5-year service contract on the library's automated materials handling machine.

Service level impacts/Anticipated Program Improvements:

- Slight increase in FTE will expand our library's outreach capacity, increasing equity in library services.

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
2020-2024							
	2020	2021	2022	2023	2024	Difference	
REVENUES							
Tax Fund	\$ 4,782,000.00	\$ 4,978,000.00	\$ 5,022,000.00	\$ 5,725,000.00	\$ 6,250,000.00	\$ 525,000.00	9.17%
Lost and Repl Fees	\$ 35,000.00	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	
NEKLS	\$ 95,000.00	\$ 95,000.00	\$ 96,000.00	\$ 100,000.00	\$ 110,000.00	\$ 10,000.00	
State Aid	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	
Photo Copies	\$ 20,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
Coffee Shop Rent	\$ 9,000.00	\$ -				\$ -	
Meeting Room Fees	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	
Interest	\$ 25,000.00	\$ 2,000.00	\$ 2,000.00		\$ 23,000.00	\$ 23,000.00	
Transfer from Cash Reserves		\$ 50,000.00	\$ 47,000.00	\$ 50,000.00		\$ (50,000.00)	
Total Revenues	\$4,996,000.00	\$5,170,000.00	\$ 5,237,000.00	\$ 5,945,000.00	\$ 6,453,000.00	\$ 508,000.00	
						\$ -	
EXPENSES						\$ -	
						\$ -	
Salaries & Wages	\$ 2,820,000.00	\$ 2,865,000.00	\$ 2,910,000.00	\$ 3,460,000.00	\$ 3,700,000.00	\$ 240,000.00	
Employee Benefits	\$ 340,000.00	\$ 460,000.00	\$ 490,000.00	\$ 490,000.00	\$ 590,000.00	\$ 100,000.00	
Payroll Taxes	\$ 490,000.00	\$ 500,000.00	\$ 516,000.00	\$ 620,000.00	\$ 675,000.00	\$ 55,000.00	
Utilities	\$ 96,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	
Building Supplies	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 22,000.00	\$ 2,000.00	
Building Repairs & Maintenance	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 60,000.00	\$ 5,000.00	
Library Supplies	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 28,000.00	\$ 3,000.00	
Books & Materials	\$ 700,000.00	\$ 710,000.00	\$ 710,000.00	\$ 725,000.00	\$ 750,000.00	\$ 25,000.00	
Books & Materials Supplies	\$ 50,000.00	\$ 54,000.00	\$ 45,000.00	\$ 50,000.00	\$ 60,000.00	\$ 10,000.00	
Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
Technology	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 275,000.00	\$ 325,000.00	\$ 50,000.00	
Insurance	\$ 17,000.00	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00	\$ 18,000.00	\$ 1,000.00	
Shipping	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00	\$ 2,000.00	
Professional Development	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 40,000.00	\$ 10,000.00	
Book Van & Mileage	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	
Programs	\$ 20,000.00					\$ -	
Professional Fees	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00	
Advertising & Marketing	\$ 30,000.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	
Capital Improvements	\$ -	\$ -	\$ -	\$ -		\$ -	
Miscellaneous						\$ -	
						\$ -	
Total Expenses	\$4,996,000.00	\$5,170,000.00	\$ 5,237,000.00	\$ 5,945,000.00	\$ 6,453,000.00	\$ 508,000.00	\$ -



MEMO

To: Lawrence Public Library Board of Trustees
From: Frankie Haynes, Diversity and Equity Coordinator
Date: April 17, 2023
Subject: Small Behavior Policy Update

At the March board meeting, we discussed the new Behavior Policy, and the board approved it with the addition of “disability” to item number three. Upon further review, the Diversity and Equity Coordinator decided that the word “ability” would more accurately represent our intention, while also being more inclusive. The change is highlighted below:

- 3. Using obscene, threatening, harassing, or abusive language or gestures - including abusive language and gestures directed at race, ethnicity, sexual orientation, ability, gender and identity, and other personal characteristics

[Behavior Policy](#)