

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, May 15, 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 April
- Approve Treasurer's report for April
- Approve bills for April 17 to May 14
- Receive statistical report for April

Library Director's report

Friends & Foundation report

New Business

- Policy Review:
  - Kansas Open Records Act (KORA) Policy – **ACTION ITEM**  
Brad Allen, Library Director
  - Surplus Property Policy – **ACTION ITEM**  
Brad Allen, Library Director
  - Budget and Finance Policy – **ACTION ITEM**  
Brad Allen, Library Director
- Main Level Workroom Construction – **ACTION ITEM**  
Brad Allen, Library Director

Old Business

Adjournment

**DRAFT**

**Lawrence Public Library**

**Regular Board Meeting**

Date: April 17, 2023

Time: 4:30 pm

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

**Board Members Present:**

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

**Staff Members Present:**

Brad Allen, Kathleen Morgan, Erica Segraves, Jon Ratzlaff, Heather Kearns, Kayla Cook.

**Friends and Foundation Members Present:**

Brandon Eisman (Vice-Chair)

---

**Call to order:**

Sarah called the meeting to order at 4:32 pm.

Heather introduced Kayla Cook, LPL's new Media Relations and Communications Specialist, to the board.

**Consent Agenda**

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

**Library Director's Report**

- Brad reported that the Small Leadership Team has met with Steve Potter in preparation for a session with the library's full leadership team on April 24th. Steve is the former director of the Mid Continent Public Library and has more than 30 years of public library experience. He will facilitate building the library's strategic plan, which will be presented to the board this summer.
- Brad attended the Humanities Kansas board meeting in Topeka on March 30 and 31. They too are working on a strategic plan. Brad has enjoyed seeing another organization's approach to building a strategic plan.
- Library staff met with Panteleon Florez with USD 497 regarding a new program where students can get class credit through job internships. We are excited to get the program going this fall.

- Twenty-five staff members have started a 26-week Spanish class with the Plymouth Language Program. Brad hopes that it will give staff more confidence when working with Spanish speaking patrons.
- Brad attended a Library Journal online session on equity-centered leadership. He appreciated learning about best practices from experts in the field on building a more diverse workforce here at LPL.

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

- Brandon Eisman reported that the Spring Book Sale happens this week: April 20 (Donors' Night) and April 21 – 23 (open to the public.) This traditionally is our biggest sale of the year. Board members are encouraged to stop by. Also, yard signs are available!
- The Friends & Foundation received a \$13,000 grant from the Capitol Federal Foundation for Retirement Boot Camp. This fulfills their 2-year pledge to the program.
- At its March meeting, the Friends & Foundation Board voted to move its meeting time to 5:30 pm to accommodate the schedules of board members who work full time. That change will start in May.
- Together with the library, the Friends & Foundation had its annual audit on April 4th. Once it is finalized and accepted by the board, the financials will be incorporated into our 990 tax form, which should be completed by mid summer. Our schedule is a little different this year due to the library's accountant being on maternity leave.
- Some event reminders: (1) The 2023 Beach Author, Jacqueline Woodson, will present a program at Liberty Hall this Thursday, April 20th at 7 pm. (2) The Friends & Foundation's Annual Meeting happens on Monday, May 1st from 5 pm to 6 pm in the library auditorium. Hope to see you at both events! Wear your florals to the Annual Meeting.

### **Ongoing Business**

- **Library Behavior Policy.** Frankie Haynes, the library's Diversity and Equity Coordinator, recommends amending the behavior policy by replacing the word "disability" with "ability." The new section of the policy would read:
  - 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
 Susan moved to approve the amendment, David seconded. The amendment was approved.

### **New Business**

- **Officer Nominations.** As members of the officer nominating committee, David and Sarah presented the following slate of 2023-24 officers: James Pavisian (Chair); Kelly Hart (Vice

Chair); Sarah (Treasurer) David moved to approve the new slate of officers. Ursula seconded the motion. Motion approved.

- **NEKLS Annual Meeting Representative Nominee.** David moved to nominate Brad as the library's NEKLS Annual Meeting Representative. Susan seconded. Motion was approved.
- **2024 Budget Resolution.** Brad met with the Budget Committee (Sarah, James and David) and created a recommended budget that requests an increase of \$525,000. The primary drivers for the increase are:
  - Health insurance costs are expected to increase 30% to 35%;
  - Moving staff through the salary schedule and adjusting the pay plan accordingly;
  - Moving additional staff into positions that pay health insurance;
  - Adding vision plan to health care plan at the request of the Budget Committee;
  - Increased software and technology costs, most notably a 5-year service contract on the library's automated materials handling machine.

The projected valuation increase is 9.2% for a flat mill and the library's budget request is built off of that estimate. There will be time to amend the budget in July if the final mill levy is significantly different. Members of the Budget Committee recommend approval of a budget resolution that requests a 9.2% increase. Kelly moved to approve the 2024 budget resolution as recommended by the Budget Committee. Ursula seconded the motion. The motion was approved unanimously.

#### **Acknowledgement of Board Service of Ursula Minor and David Vance**


Brad presented David and Ursula with gold library cards in recognition of their longtime service on the library Board of Trustees. David and Ursula are the only two board members who pre-date Brad's tenure at LPL. Ursula started her service in June of 2011, and we believe she is the longest serving board member ever – 11 years and 11 months! David started in March of 2012 – two months before Brad started his job with the library – and has served 11 years and 2 months. Board members and staff gave their sincere thanks for David and Ursula's incredible service to Lawrence Public Library!

#### **Adjournment**

There being no other business, the meeting adjourned at 5:10 p.m.

The next regular Board meeting will be held Monday, May 15, 2023 at 4:30 pm.

Respectfully submitted,  
Kathleen Morgan

 <div> <div>LAWRENCE PUBLIC</div> <div>LIBRARY</div> </div> <div> <div>Imagine more.</div> <div>lppls.org</div> </div>								
2023 Regular Budget Report								
	<u>February</u>	<u>March</u>	<u>April</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>	
<b>REVENUES</b>								
Tax Fund	3,175,217.75	-	127,826.70	3,303,044.45	\$5,725,000.00	57.70%	\$5,022,000.00	
Lost and Repl Fees	352.33	343.95	4,711.94	7,606.77	\$30,000.00	25.36%	\$30,000.00	
NEKLS	1,500.00	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	870.77	1,100.05	1,067.52	4,033.96	\$10,000.00	40.34%	\$10,000.00	
Meeting Room Fees	813.52	487.20	896.35	3,020.91	\$5,000.00	60.42%	\$ 5,000.00	
Interest	4,038.66	9,711.70	11,322.68	27,752.67	\$0.00		\$2,000.00	
Transfer from Cash Reserves				-	\$50,000.00	0.00%	\$47,000.00	
Donations- MISC	3,938.25	(9.26)	8.75	3,942.46				
Total Revenues	3,186,731.28	71,156.19	145,833.94	3,410,423.77	\$5,945,000.00	57%	\$5,237,000.00	
<b>EXPENSES</b>								
Salaries & Wages	272,500.08	411,466.95	230,865.02	1,050,446.49	\$3,460,000.00	30.36%	\$2,910,000.00	
Employee Benefits	32,205.48	48,122.33	24,837.90	136,499.47	\$490,000.00	27.86%	\$490,000.00	
Payroll Taxes	45,871.74	68,328.33	39,469.34	196,001.46	\$620,000.00	31.61%	\$516,000.00	
Utilities	8,493.24	-	13,935.16	31,982.90	\$100,000.00	31.98%	\$100,000.00	
Building Supplies	1,053.10	1,378.87	3,282.20	8,055.24	\$20,000.00	40.28%	\$20,000.00	
Building Repairs & Maintenance	4,876.68	907.85	668.03	27,275.80	\$55,000.00	49.59%	\$55,000.00	
Library Supplies	3,688.62	653.61	393.18	5,432.34	\$25,000.00	21.73%	\$20,000.00	
Books & Materials	53,808.76	49,712.94	56,935.33	207,873.17	\$725,000.00	28.67%	\$710,000.00	
Processing Supplies	3,423.53	2,811.81	14,207.13	23,983.46	\$50,000.00	47.97%	\$45,000.00	
Equipment	-	-	-	-	\$10,000.00	0.00%	\$10,000.00	
Technology	2,252.93	5,093.42	3,501.24	103,275.75	\$275,000.00	37.55%	\$250,000.00	
Insurance	1,054.00	-	1,798.10	2,852.10	\$17,000.00	16.78%	\$16,000.00	
Postage & Mailing	3,526.65	1,034.92	5,300.05	11,130.13	\$18,000.00	61.83%	\$18,000.00	
Professional Development	15,784.67	1,885.54	1,031.26	20,553.85	\$30,000.00	68.51%	\$35,000.00	
Book Van & Mileage	792.45	384.77	176.54	1,637.55	\$5,000.00	32.75%	\$2,000.00	
Professional Fees	2,271.37	2,207.10	8,879.38	15,142.80	\$25,000.00	60.57%	\$20,000.00	
Advertising & Marketing	6,240.82	313.90	5,168.79	12,190.54	\$20,000.00	60.95%	\$20,000.00	
Capital Improvements	-			-	0		0	
Miscellaneous	264.46	504.50	35.02	1,456.62	0		0	
Total Expenses	458,108.58	594,806.84	410,483.67	1,855,789.67	\$5,945,000.00	31%	\$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)	2,355,308.82							
Capitol Improvement (KMIP)	828,032.31							



## Lawrence Public Library

## Balance Sheet

As of April 30, 2023

	Apr 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
MIP Operating Funds	1,969,502.64
Checking	333,897.15
Capital Improvement at MIP	828,032.31
<b>Total Checking/Savings</b>	<b>3,131,432.10</b>
<b>Total Current Assets</b>	<b>3,131,432.10</b>
<b>Other Assets</b>	
Petty Cash	605.48
<b>Total Other Assets</b>	<b>605.48</b>
<b>TOTAL ASSETS</b>	<b>3,132,037.58</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	64,388.76
<b>Total Accounts Payable</b>	<b>64,388.76</b>
<b>Other Current Liabilities</b>	
Payroll Liabilities	
Group Life Insurance	387.21
Hospital & Cancer Plans	-131.50
OGLI	61.91
Payroll Liabilities FSA	-979.96
Health Insurance	3,317.44
<b>Total Payroll Liabilities</b>	<b>2,655.10</b>
<b>Total Other Current Liabilities</b>	<b>2,655.10</b>
<b>Total Current Liabilities</b>	<b>67,043.86</b>
<b>Total Liabilities</b>	<b>67,043.86</b>
<b>Equity</b>	
Opening Bal Equity	300,635.22
Retained Earnings	1,279,565.90
Net Income	1,484,792.60
<b>Total Equity</b>	<b>3,064,993.72</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,132,037.58</b>

**Lawrence Public Library**  
**Revenues & Expenses**  
April 2023

---

	<u>Apr 23</u>	<u>Jan - Apr 23</u>
<b>Ordinary Income/Expense</b>		
Income		
Misc Income	8.75	3,942.46
Tax Fund	127,826.70	3,303,044.45
Lost and Replacement Fees	4,711.94	7,606.77
NEKLS	0.00	34,166.25
State& Federal Aid	0.00	26,856.30
Photocopies & Printing	1,067.52	4,033.96
Meeting Room Rentals	896.35	3,020.91
Interest	11,322.68	27,752.67
Outside&Private Funding Income	3,906.13	83,957.11
<b>Total Income</b>	<u>149,740.07</u>	<u>3,494,380.88</u>
<b>Gross Profit</b>	149,740.07	3,494,380.88
Expense		
Payroll Expenses	255,702.92	1,186,945.96
Payroll Taxes	39,469.34	196,001.46
Utilities - Electric	13,935.16	31,982.90
Building Supplies	3,282.20	8,055.24
Building Repairs & Maintenance	668.03	27,275.80
Library & Office Supplies	393.18	5,432.34
Books & Materials	56,935.33	207,873.17
Processing Supplies	14,207.13	23,983.46
Technology	3,501.24	103,275.75
Insurance	1,798.10	2,852.10
Postage & Mailing	5,300.05	11,130.13
Professional Development	1,031.26	20,553.85
Vehicles, Mileage, Maintenance	176.54	1,637.55
Professional Fees	8,879.38	15,142.80
Marketing-General	5,168.79	12,190.54
Miscellaneous	35.02	1,456.62
Outside & Private Funding	68,592.99	153,798.61
<b>Total Expense</b>	<u>479,076.66</u>	<u>2,009,588.28</u>
<b>Net Ordinary Income</b>	<u>-329,336.59</u>	<u>1,484,792.60</u>
<b>Net Income</b>	<u><b>-329,336.59</b></u>	<u><b>1,484,792.60</b></u>



Lawrence Public Library  
**Vendor Balance Summary**  
As of May 15, 2023

---

	<u>May 15, 23</u>
Amazon Capital Services, Inc	4,366.83
American Library Labels, LLC	132.50
ASI	64.00
Baker & Taylor, Inc.	269.24
Blue Cross and Blue Shield of Kansas Inc.	100.00
Center Point Large Print	53.24
Century Business Technologies	827.43
City Play Corps	1,400.00
CNA Surety	100.00
Cottin's Hardware & Rental	115.16
Demco, Inc.	1,550.13
Denise Berkley	2,062.50
Evergy	6,273.96
Exploration Place	495.00
Filmtools	1,630.00
Friends of the Topeka Zoo	440.00
Friends of the Zoo	410.00
Gale/Cengage Learning	257.90
Gordon CPA	3,000.00
Hartford	1,245.60
Hiccup Productions, Inc.	500.00
Ingram Library Services	16,150.91
Jayhawk Tropical Fish	315.00
KONE Inc.	1,352.09
Lawrence Parks & Rec	7,500.00
Lawrence Pride, Inc	25.00
Lawrence Rotary Club	233.00
Lorenzo Arnone	75.00
Mad Science of Greater Kansas City	400.00
Matt Lord	100.00
Maya Tillman-Rayton	100.00
Mid-America Library Alliance	4,260.00
Midwest Tape	2,308.16
OCLC, Inc.	783.70
OverDrive	10,711.35
P1 Group, Inc.	5,938.00
Pro Print Inc.	19.50
Pur-O-Zone, Inc.	1,099.58
Salsana	1,500.00
Scholastic Inc.	2,041.31
Steven V. Potter	1,200.00
Tech Electronics	2,068.12
The Last Carnival	225.00
U.S. Bank - Mastercard	18,915.33
Unique Management Services	339.56
United Parcel Service	15.00
Watson Label Products	911.82
<b>TOTAL</b>	<b><u>103,880.92</u></b>

Lawrence Public Library  
Check Detail  
May 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>05/15/2023</b>	<b>ASI</b>	<b>Checking</b>	
Bill	April Fee	05/10/2023		Professional Fees	-64.00
TOTAL					-64.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>05/15/2023</b>	<b>Evergy</b>	<b>Checking</b>	
Bill	April	04/30/2023		Utilities - Electric	-6,273.96
TOTAL					-6,273.96
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>05/15/2023</b>	<b>Hartford</b>	<b>Checking</b>	
Bill	16774854	04/30/2023		Work Comp	-1,245.60
TOTAL					-1,245.60
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>05/15/2023</b>	<b>U.S. Bank - Mastercard</b>	<b>Checking</b>	
Bill	April CC	04/30/2023		Building Repairs & Main...	-461.80
				Building Supplies	-1,667.33
				Library & Office Supplies	-531.01
				Processing Supplies	-336.81
				Operations	-708.64
				IT Software & Subscripti...	-414.41
				Internet & Telephone	-627.23
				Postage & Mailing	-995.89
				Professional Development	-1,601.99
				Vehicles, Mileage, Maint...	-273.21
				Professional Fees	-809.12
				Marketing-General	-5,166.17
				Miscellaneous	-35.00
				Block Grant	-1,887.62
				Plant & Foliage Mainten...	-149.92
				Adult Programming	-26.02
				Children Services Progr...	-224.79
				Teen Services Program...	-9.98
				Summer Reading - ALL	-1,149.46
				Crowe Fund	-565.70
				Sound & Vision	-386.79
				Seed Library	-498.44
				IMLS Interns	-151.92
				Books & Materials	-30.47
				Books & Materials	-47.93
				Books & Materials	-25.98
				Books & Materials	-49.75
				Books & Materials	-26.00
				Books & Materials	-27.98
				Books & Materials	-7.99
				Books & Materials	-19.98
TOTAL					-18,915.33
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>05/15/2023</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	May	04/28/2023		Postage & Mailing	-15.00
TOTAL					-15.00

Lawrence Public Library  
Check Detail  
May 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9574</b>	<b>05/15/2023</b>	<b>American Library Labels, LLC</b>	<b>Checking</b>	
Bill	7072	05/09/2023		Processing Supplies	-132.50
TOTAL					-132.50
<b>Bill Pmt -Check</b>	<b>9575</b>	<b>05/15/2023</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	2000341	04/19/2023		Books & Materials	-53.24
TOTAL					-53.24
<b>Bill Pmt -Check</b>	<b>9576</b>	<b>05/15/2023</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	667075	04/01/2023		IT Software & Subscripti...	-323.59
Bill	670311	05/10/2023		IT Software & Subscripti...	-503.84
TOTAL					-827.43
<b>Bill Pmt -Check</b>	<b>9577</b>	<b>05/15/2023</b>	<b>CNA Surety</b>	<b>Checking</b>	
Bill	71277635-2...	05/01/2023		Liability Insurance	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>9578</b>	<b>05/15/2023</b>	<b>Cottin's Hardware &amp; Rental</b>	<b>Checking</b>	
Bill	Acct # 1454	05/10/2023		Building Repairs & Main...	-115.16
TOTAL					-115.16
<b>Bill Pmt -Check</b>	<b>9579</b>	<b>05/15/2023</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	7286609	04/20/2023		Processing Supplies	-1,003.37
Bill	Order#3128...	05/10/2023		Processing Supplies	-401.17
				Children Services Progr...	-145.59
TOTAL					-1,550.13
<b>Bill Pmt -Check</b>	<b>9580</b>	<b>05/15/2023</b>	<b>Filmtools</b>	<b>Checking</b>	
Bill	SI-8315725	04/30/2023		Processing Supplies	-1,630.00
TOTAL					-1,630.00
<b>Bill Pmt -Check</b>	<b>9581</b>	<b>05/15/2023</b>	<b>Gordon CPA</b>	<b>Checking</b>	
Bill	359-22-1	04/01/2023		Accounting	-3,000.00
TOTAL					-3,000.00
<b>Bill Pmt -Check</b>	<b>9582</b>	<b>05/15/2023</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	115590	04/30/2023		Aquarium Maintenance	-315.00
TOTAL					-315.00

Lawrence Public Library  
Check Detail  
May 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9583</b>	<b>05/15/2023</b>	<b>KONE Inc.</b>	<b>Checking</b>	
Bill	1158515201	05/10/2023		Building Repairs & Main...	-1,352.09
TOTAL					-1,352.09
<b>Bill Pmt -Check</b>	<b>9584</b>	<b>05/15/2023</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>	
Bill	130720	04/01/2023		Professional Development	-233.00
TOTAL					-233.00
<b>Bill Pmt -Check</b>	<b>9585</b>	<b>05/15/2023</b>	<b>Mid-America Library Alliance</b>	<b>Checking</b>	
Bill	2024 MALA...	04/19/2023		Postage & Mailing	-4,260.00
TOTAL					-4,260.00
<b>Bill Pmt -Check</b>	<b>9586</b>	<b>05/15/2023</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	159102021	05/10/2023		Building Repairs & Main...	-5,938.00
TOTAL					-5,938.00
<b>Bill Pmt -Check</b>	<b>9587</b>	<b>05/15/2023</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	3833	04/29/2023		Processing Supplies	-19.50
TOTAL					-19.50
<b>Bill Pmt -Check</b>	<b>9588</b>	<b>05/15/2023</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	873416	04/28/2023		Building Repairs & Main...	-49.00
Bill	873431	04/28/2023		Building Repairs & Main...	-59.00
Bill	873443	04/28/2023		Building Repairs & Main...	-59.00
Bill	873415	04/28/2023		Building Repairs & Main...	-39.00
Bill	873275	04/28/2023		Building Supplies	-893.58
TOTAL					-1,099.58
<b>Bill Pmt -Check</b>	<b>9589</b>	<b>05/15/2023</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	49159443	04/27/2023		Summer Reading - ALL	-2,041.31
TOTAL					-2,041.31
<b>Bill Pmt -Check</b>	<b>9590</b>	<b>05/15/2023</b>	<b>Steven V. Potter</b>	<b>Checking</b>	
Bill	202301	05/01/2023		Block Grant	-1,200.00
TOTAL					-1,200.00

**Lawrence Public Library**  
**Check Detail**  
May 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9591</b>	<b>05/15/2023</b>	<b>Tech Electronics</b>	<b>Checking</b>	
Bill	N000208719	05/10/2023		Building Repairs & Main...	-700.12
Bill	N000206729	05/10/2023		Building Repairs & Main...	-1,225.00
Bill	N000206738	05/10/2023		Building Repairs & Main...	-143.00
<b>TOTAL</b>					<b>-2,068.12</b>
<b>Bill Pmt -Check</b>	<b>9592</b>	<b>05/15/2023</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	6112463	04/27/2023		Professional Fees	-177.30
Bill	6112464	04/30/2023		Professional Fees	-162.26
<b>TOTAL</b>					<b>-339.56</b>
<b>Bill Pmt -Check</b>	<b>9593</b>	<b>05/15/2023</b>	<b>Watson Label Products</b>	<b>Checking</b>	
Bill	102334	04/20/2023		Processing Supplies	-911.82
<b>TOTAL</b>					<b>-911.82</b>
<b>Bill Pmt -Check</b>	<b>29375</b>	<b>05/15/2023</b>	<b>Amazon Capital Services, Inc</b>	<b>Checking</b>	
Bill	1LXD-1WC...	04/13/2023		Books & Materials	-151.81
Bill	1TMG-99P3...	04/17/2023		Books & Materials	-11.98
Bill	1X1V-9KPX...	04/17/2023		Books & Materials	-34.96
Bill	1KRX-3DX...	04/17/2023		Books & Materials	-34.99
Bill	1H6F-17L7...	04/18/2023		Books & Materials	-27.97
Bill	1HK4-W9M...	04/19/2023		Books & Materials	-435.06
Bill	1464-GMK9...	04/19/2023		Books & Materials	-123.51
Bill	1D41-DRJ4...	04/19/2023		Books & Materials	-33.83
Bill	1CP7-X7F4...	04/19/2023		Books & Materials	-15.00
Bill	1QDL-RHL...	04/19/2023		Books & Materials	-80.55
Bill	1NXL-YWF...	04/19/2023		Books & Materials	-14.95
Bill	1499-WH1...	04/19/2023		Books & Materials	-21.98
Bill	13WJ-YVW...	04/20/2023		Books & Materials	-34.99
Bill	1JRN-367R...	04/20/2023		Books & Materials	-44.99
Bill	137J-T6TN...	04/20/2023		Books & Materials	-159.97
Bill	1WV1-4YQ...	04/21/2023		Books & Materials	-223.72
Bill	1QX3-K6Q...	04/21/2023		Books & Materials	-20.99
Bill	1yqk-nl61-k...	04/21/2023		Books & Materials	-60.98
Bill	1R47-16FM...	04/21/2023		Books & Materials	-184.48
Bill	1T37-3VCF...	04/21/2023		Outreach/Coggins Fund	-69.09
Bill	1JRN-367R...	04/24/2023		Books & Materials	-17.98
Bill	1MGF-K33...	04/24/2023		Summer Reading - ALL	-39.86
Bill	11DM-MDQ...	04/25/2023		Books & Materials	-24.99
Bill	1T3W-XK3...	04/25/2023		Books & Materials	-49.99
Bill	1FY3-6774...	04/25/2023		Books & Materials	-236.70
Bill	1K3J-TTNL...	04/26/2023		Books & Materials	-253.80
Bill	1PGC-7DK...	04/26/2023		Information Services Pr...	-17.57
Bill	1M9F-P3TK...	04/27/2023		Books & Materials	-209.97
Bill	17Y4-FPL1...	04/27/2023		Books & Materials	-240.37
Bill	1C6H-YFF3...	04/27/2023		Books & Materials	-133.50
Bill	1YTT-P9MT...	05/01/2023		Books & Materials	-16.97
Bill	1Y3G-P73K...	05/01/2023		Summer Reading - ALL	-53.97
Bill	1JR7-6DPJ...	05/02/2023		Books & Materials	-29.99
Bill	1WMJ-MF4...	05/02/2023		Books & Materials	-29.99
Bill	191W-1P3...	05/02/2023		Books & Materials	-138.99
Bill	14NY-VF7R...	05/04/2023		Books & Materials	-70.56
Bill	1HMC-GLW...	05/04/2023		Books & Materials	-68.12
Bill	19P9-LTQL...	05/04/2023		Books & Materials	-83.75
Bill	1QPF-TPR...	05/04/2023		Books & Materials	-69.99

**Lawrence Public Library**  
**Check Detail**  
 May 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	17W1-1RX...	05/04/2023		Books & Materials	-135.47
Bill	1HMC-GLW...	05/05/2023		Books & Materials	-13.98
Bill	1M3H-6WF...	05/05/2023		Books & Materials	-16.99
Bill	1XDC-WV3...	05/05/2023		Books & Materials	-67.37
Bill	1GWX-JQK...	05/08/2023		Children Services Progr...	-19.97
Bill	1K1V-76FP...	05/08/2023		Library & Office Supplies	-309.48
Bill	1DQF-1DX...	05/08/2023		Books & Materials	-110.95
Bill	1Q1K-GJQ...	05/08/2023		Books & Materials	-119.76
TOTAL					-4,366.83
<b>Bill Pmt -Check</b>	<b>29376</b>	<b>05/15/2023</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2037443124	04/19/2023		Books & Materials	-60.57
Bill	2037443125	04/19/2023		Processing Supplies	-0.60
Bill	2037465110	05/01/2023		Processing Supplies	-0.40
Bill	2037465109	05/01/2023		Books & Materials	-29.12
Bill	2037482781	05/08/2023		Processing Supplies	-0.60
Bill	2037482780	05/08/2023		Books & Materials	-50.97
Bill	2037511501	05/10/2023		Summer Reading - ALL	-126.98
TOTAL					-269.24
<b>Bill Pmt -Check</b>	<b>29377</b>	<b>05/15/2023</b>	<b>Blue Cross and Blue Shield of K...</b>	<b>Checking</b>	
Bill	Renewal	05/01/2023		Professional Fees	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>29378</b>	<b>05/15/2023</b>	<b>City Play Corps</b>	<b>Checking</b>	
Bill	SR 2023	05/01/2023		Summer Reading - ALL	-1,400.00
TOTAL					-1,400.00
<b>Bill Pmt -Check</b>	<b>29379</b>	<b>05/15/2023</b>	<b>Denise Berkley</b>	<b>Checking</b>	
Bill	Consulting	04/19/2023		Professional Fees	-2,062.50
TOTAL					-2,062.50
<b>Bill Pmt -Check</b>	<b>29380</b>	<b>05/15/2023</b>	<b>Exploration Place</b>	<b>Checking</b>	
Bill	SR-2023	05/10/2023		Summer Reading - ALL	-495.00
TOTAL					-495.00
<b>Bill Pmt -Check</b>	<b>29381</b>	<b>05/15/2023</b>	<b>Friends of the Topeka Zoo</b>	<b>Checking</b>	
Bill	Wednesday...	05/01/2023		Summer Reading - ALL	-220.00
Bill	E202312	05/10/2023		Summer Reading - ALL	-220.00
TOTAL					-440.00
<b>Bill Pmt -Check</b>	<b>29382</b>	<b>05/15/2023</b>	<b>Friends of the Zoo</b>	<b>Checking</b>	
Bill	06/20/2023 ...	05/01/2023		Summer Reading - ALL	-410.00
TOTAL					-410.00

**Lawrence Public Library**  
**Check Detail**  
May 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29383</b>	<b>05/15/2023</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	81032523	04/17/2023		Books & Materials	-27.99
Bill	81032467	04/17/2023		Books & Materials	-31.19
Bill	81038543	04/19/2023		Books & Materials	-49.68
Bill	81049080	04/21/2023		Books & Materials	-27.29
Bill	81068741	04/27/2023		Books & Materials	-67.17
Bill	81119376	05/08/2023		Books & Materials	-54.58
<b>TOTAL</b>					<b>-257.90</b>
<b>Bill Pmt -Check</b>	<b>29384</b>	<b>05/15/2023</b>	<b>Hiccup Productions, Inc.</b>	<b>Checking</b>	
Bill	273320	05/10/2023		Summer Reading - ALL	-500.00
<b>TOTAL</b>					<b>-500.00</b>
<b>Bill Pmt -Check</b>	<b>29385</b>	<b>05/15/2023</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	75439074	04/17/2023		Books & Materials	-879.14
Bill	75465044	04/17/2023		Books & Materials	-194.26
Bill	75489734	04/17/2023		Books & Materials	-903.67
Bill	75483865	04/17/2023		Books & Materials	-1,903.82
Bill	75439075	04/17/2023		Processing Supplies	-73.14
Bill	75465045	04/17/2023		Processing Supplies	-23.04
Bill	75489735	04/17/2023		Processing Supplies	-127.94
Bill	75483866	04/17/2023		Processing Supplies	-238.25
Bill	75527888	04/19/2023		Books & Materials	-340.07
Bill	75503505	04/19/2023		Books & Materials	-375.81
Bill	75527889	04/19/2023		Processing Supplies	-28.76
Bill	75503506	04/19/2023		Processing Supplies	-30.90
Bill	75545335	04/21/2023		Books & Materials	-334.85
Bill	75571359	04/21/2023		Books & Materials	-220.40
Bill	75545336	04/21/2023		Processing Supplies	-48.63
Bill	75571360	04/21/2023		Processing Supplies	-30.79
Bill	75590180	04/24/2023		Books & Materials	-2,104.14
Bill	75590181	04/24/2023		Processing Supplies	-239.90
Bill	75609273	04/25/2023		Books & Materials	-322.48
Bill	75628682	04/25/2023		Books & Materials	-1,340.95
Bill	75635020	04/25/2023		Books & Materials	-1,135.52
Bill	75609274	04/25/2023		Processing Supplies	-32.79
Bill	75628683	04/25/2023		Processing Supplies	-197.17
Bill	75635021	04/26/2023		Processing Supplies	-104.75
Bill	75702150	05/01/2023		Processing Supplies	-254.68
Bill	75653446	05/01/2023		Processing Supplies	-57.07
Bill	75702149	05/01/2023		Books & Materials	-2,289.07
Bill	75653445	05/01/2023		Books & Materials	-534.45
Bill	75722066	05/02/2023		Processing Supplies	-29.07
Bill	75731888	05/02/2023		Processing Supplies	-145.36
Bill	75731887	05/02/2023		Books & Materials	-1,106.13
Bill	75748346	05/03/2023		Processing Supplies	-24.53
Bill	75748345	05/03/2023		Books & Materials	-232.73
Bill	75722065	05/03/2023		Books & Materials	-246.65
<b>TOTAL</b>					<b>-16,150.91</b>
<b>Bill Pmt -Check</b>	<b>29386</b>	<b>05/15/2023</b>	<b>Lawrence Parks &amp; Rec</b>	<b>Checking</b>	
Bill	SR Passes	05/09/2023		Summer Reading - ALL	-7,500.00
<b>TOTAL</b>					<b>-7,500.00</b>

Lawrence Public Library  
Check Detail  
May 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29387</b>	<b>05/15/2023</b>	<b>Lawrence Pride, Inc</b>	<b>Checking</b>	
Bill	LPL Dottie	05/01/2023		Outreach/Coggins Fund	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>29388</b>	<b>05/15/2023</b>	<b>Lorenzo Arnone</b>	<b>Checking</b>	
Bill	SR-2023	05/10/2023		Summer Reading - ALL	-75.00
TOTAL					-75.00
<b>Bill Pmt -Check</b>	<b>29389</b>	<b>05/15/2023</b>	<b>Mad Science of Greater Kansas ...</b>	<b>Checking</b>	
Bill	SR-23	05/10/2023		Summer Reading - ALL	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>29390</b>	<b>05/15/2023</b>	<b>Matt Lord</b>	<b>Checking</b>	
Bill	Wednesday...	05/01/2023		Summer Reading - ALL	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>29391</b>	<b>05/15/2023</b>	<b>Maya Tillman-Rayton</b>	<b>Checking</b>	
Bill	Wednesday...	05/01/2023		Summer Reading - ALL	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>29392</b>	<b>05/15/2023</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	503628533	04/17/2023		Books & Materials	-109.46
Bill	503628531	04/17/2023		Books & Materials	-25.48
Bill	503638767	04/17/2023		Books & Materials	-404.12
Bill	503638881	04/17/2023		Books & Materials	-19.49
Bill	503638768	04/17/2023		Books & Materials	-95.98
Bill	503638880	04/17/2023		Books & Materials	-133.48
Bill	503660845	04/21/2023		Books & Materials	-203.16
Bill	503660843	04/21/2023		Books & Materials	-156.33
Bill	503675145	04/26/2023		Books & Materials	-29.99
Bill	503675144	04/26/2023		Books & Materials	-741.39
Bill	503719895	04/30/2023		Processing Supplies	-151.35
Bill	503693024	05/01/2023		Books & Materials	-88.73
Bill	503693026	05/01/2023		Books & Materials	-149.20
TOTAL					-2,308.16
<b>Bill Pmt -Check</b>	<b>29393</b>	<b>05/15/2023</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	1000297260	04/01/2023		Collections & Public Ser...	-783.70
TOTAL					-783.70



**Lawrence Public Library**  
**Check Detail**  
May 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29394</b>	<b>05/15/2023</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809DA23...	04/19/2023		Books & Materials	-640.25
Bill	06809CO23...	04/26/2023		Books & Materials	-216.61
Bill	06809CO23...	04/26/2023		Books & Materials	-358.29
Bill	06809CO23...	04/26/2023		Books & Materials	-399.92
Bill	06809CO23...	04/26/2023		Books & Materials	-160.97
Bill	06809CO23...	04/26/2023		Books & Materials	-996.31
Bill	06809CO23...	04/26/2023		Books & Materials	-671.04
Bill	06809CO23...	05/02/2023		Books & Materials	-125.29
Bill	06809CO23...	05/02/2023		Books & Materials	-955.19
Bill	06809CP23...	05/02/2023		Books & Materials	-824.94
Bill	06809CO23...	05/02/2023		Books & Materials	-114.00
Bill	06809CO23...	05/02/2023		Books & Materials	-131.01
Bill	06809CO23...	05/02/2023		Books & Materials	-187.05
Bill	06809CO23...	05/02/2023		Books & Materials	-154.38
Bill	06809CO23...	05/02/2023		Books & Materials	-822.66
Bill	06809CO23...	05/02/2023		Books & Materials	-362.01
Bill	06809DA23...	05/02/2023		Books & Materials	-446.65
Bill	06809CO23...	05/02/2023		Books & Materials	-72.07
Bill	06809CO23...	05/03/2023		Books & Materials	-100.45
Bill	06809CO23...	05/03/2023		Books & Materials	-122.99
Bill	06809CO23...	05/03/2023		Books & Materials	-125.00
Bill	06809CO23...	05/03/2023		Books & Materials	-996.53
Bill	06809CO23...	05/03/2023		Books & Materials	-654.30
Bill	06809DA23...	05/03/2023		Books & Materials	-523.05
Bill	06809CO23...	05/03/2023		Books & Materials	-426.00
Bill	06809CO23...	05/03/2023		Books & Materials	-124.39
<b>TOTAL</b>					-10,711.35
<b>Bill Pmt -Check</b>	<b>29395</b>	<b>05/15/2023</b>	<b>Salsana</b>	<b>Checking</b>	
Bill	NN-2650	05/01/2023		Summer Reading - ALL	-1,500.00
<b>TOTAL</b>					-1,500.00
<b>Bill Pmt -Check</b>	<b>29396</b>	<b>05/15/2023</b>	<b>The Last Carnival</b>	<b>Checking</b>	
Bill	SR	05/10/2023		Summer Reading - ALL	-225.00
<b>TOTAL</b>					-225.00

# Lawrence Public Library

## Monthly Statistical Summary--April 2023

	April 2023	April 2022	% Change 2023-2022	YTD 2023	YTD 2022	% Change 2023-2022	Charts
<b>SUMMARY RATIOS</b>							
Service Area Population <i>provided by the City of Lawrence</i>	105,295	105,295	0%				
% of Lawrence Residents Registered (current month)	39%	46%	-14%				
Net Promoter Score (NPS) <i>see definition below</i>	89	N/A	#VALUE!				
<b>OUTPUT MEASURES</b>							
Physical Checkouts, Renewals & Autorenewals Adult Audience	40,791	39,662	3%	168,050	165,506	2%	
Physical Checkouts & Renewals Teen Audience	2,810	2,503	12%	11,000	9,975	10%	
Physical Checkouts & Renewals Children's Audience <i>see explanation below</i>	26,478	25,075	6%	106,799	101,785	5%	
<b>Total Physical Checkouts</b>	<b>70,079</b>	<b>67,240</b>	<b>4%</b>	<b>285,849</b>	<b>277,266</b>	<b>3%</b>	
Digital Checkouts & Renewals Adult & General Audience	14,648	14,930	-2%	60,107	62,227	-3%	
Digital Checkouts & Renewals Teen Audience	1,640	1,714	-4%	6,747	6,823	-1%	
Digital Checkouts & Renewals Children's Audience	2,544	2,710	-6%	10,055	11,345	-11%	
<b>Total Digital Checkouts &amp; Renewals</b>	<b>18,832</b>	<b>19,354</b>	<b>-3%</b>	<b>76,909</b>	<b>80,395</b>	<b>-4%</b>	
<b>Total Physical &amp; Digital Checkouts &amp; Renewals</b>	<b>88,911</b>	<b>86,594</b>	<b>3%</b>	<b>362,758</b>	<b>357,661</b>	<b>1%</b>	<a href="#">Circulation Charts</a>
Checkouts & Renewals Dottie	475	0	#DIV/0!	1,086	0	#DIV/0!	
Checkouts & Renewals Lockers	930	899	3%	3,712	4,181	-11%	
Checkouts & Renewals Home Delivery & Retirement Communities	787	825	-5%	3,139	3,212	-2%	
Checkouts & Renewals Main Library	44,312	43,324	2%	190,231	184,763	3%	
Digital Checkouts, Online Renewals, Auto Renewals	42,407	41,546	2%	164,590	165,502	-1%	
<b>Total Physical &amp; Digital Checkouts &amp; Renewals</b>	<b>88,911</b>	<b>86,594</b>	<b>3%</b>	<b>362,758</b>	<b>357,658</b>	<b>1%</b>	
Service Interactions	6,371	5,997	6%	26,068	26,803	-3%	<a href="#">Service Interaction Charts</a>
Visits to 707 Vermont St.	35,338	25,506	39%	144,002	99,642	45%	<a href="#">User Visits Charts</a>
LPL Web Site Visits	66,060	62,742	5%	276,953	213,997	29%	
Physical Holdings Added	1,845	2,175	-15%	8,291	8,973	-8%	
Physical Holdings Withdrawn	1,789	2,611	-31%	7,661	12,623	-39%	
Physical Holdings Total	192,715	190,388	1%				7097
Digital Holdings Added	482	297	62%	2,259	1,218	85%	0
Digital Holdings Leases Expired	118	222	-47%	510	644	-21%	
Digital Holdings Total (includes leased titles)	30,497	20,766	47%				
New Cards created (includes online applications)	699	484	44%	2,836	2,207	29%	
Active Cardholders Current Month <i>see definition below</i>	14,451	13,385	8%				
Active Cardholders Last 3 Years <i>see definition below</i>	41,407	48,049	-14%				

Adult Programs (Includes programs for retirees)	23	47	-51%	120	148	-19%	
Teen Programs	7	47	-85%	27	69	-61%	
Children's Programs (includes programs for all ages)	50	47	6%	208	131	59%	
Total Programs	<b>80</b>	<b>141</b>	<b>-43%</b>	<b>355</b>	<b>348</b>	<b>2%</b>	
Total Program Attendance	2,657	3,552	-25%	11,736	8,899	32%	<a href="#">Program Statistics Charts</a>
Patron Bookings of Library Spaces	1,045	707	48%	3,970	2,201	80%	
Public Computer Sessions	2,973	2,258	32%	11,794	8,666	36%	<a href="#">Computer Session Charts</a>
Total Paid Staff (FTE)	71.62	69.34	3%				
Total Number of Employees	88	84	5%				
Total Library Volunteer Hours***	535	491	9%	2,311	1,716	35%	

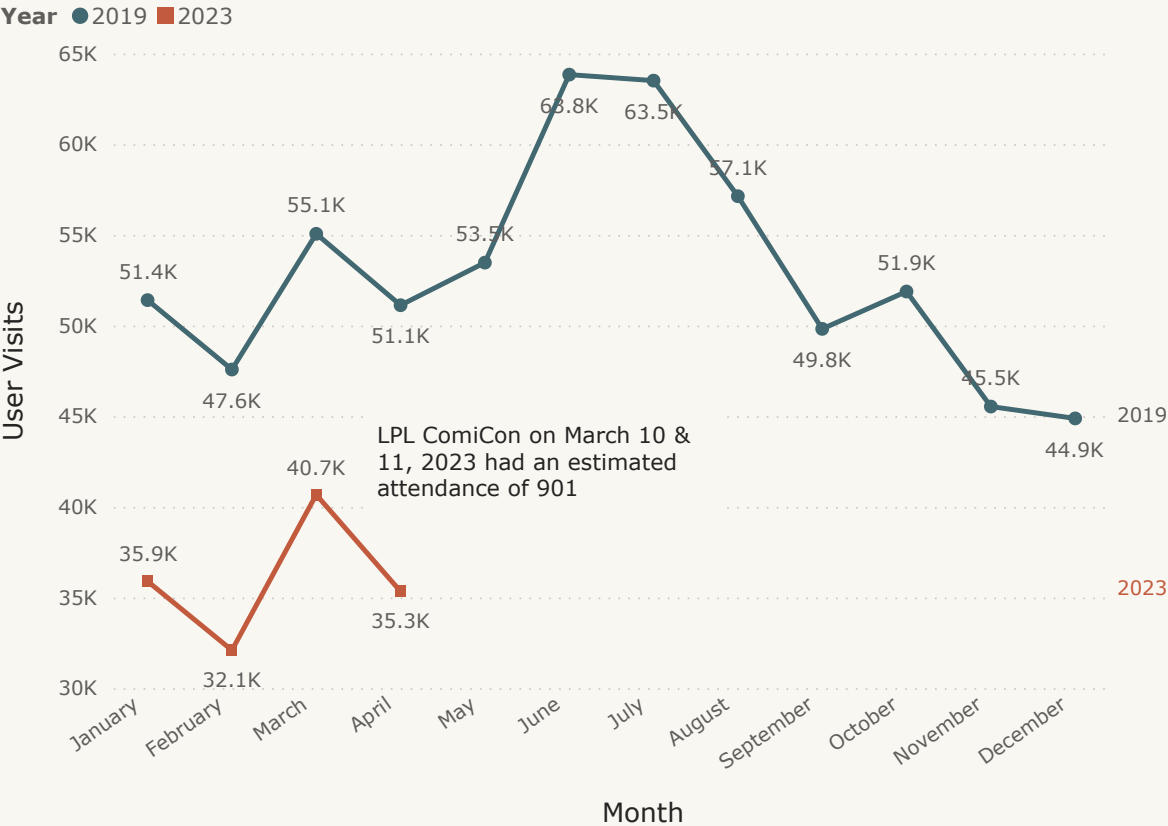
**Checkouts & renewals for children's audience:** this total includes checkouts of movies, TV shows, and video games for children

**Active cardholder:** activities counted include (but are not limited to) checking out physical & digital items; placing holds; returning items; paying bills; placing holds; verifying library card status to gain access to a public computer or to use digital resources such as the digital NY Times or Consumer Reports online.

**Net Promoter Score (NPS)** is based on responses to a survey emailed to a percentage of randomly selected cardholders who have been active in the past 2 weeks. Cardholders are asked "On a scale from 0 (not at all likely) to 10 (very likely, how likely are you to recommend the library to others?" and a reason for their score.

[NPS score calculation explained here](#)

Total User Visits: Pre- vs Post-Pandemic



YTD % change Pre- vs Post-Pandemic

-29.81%

YTD User Visits 2019-2023

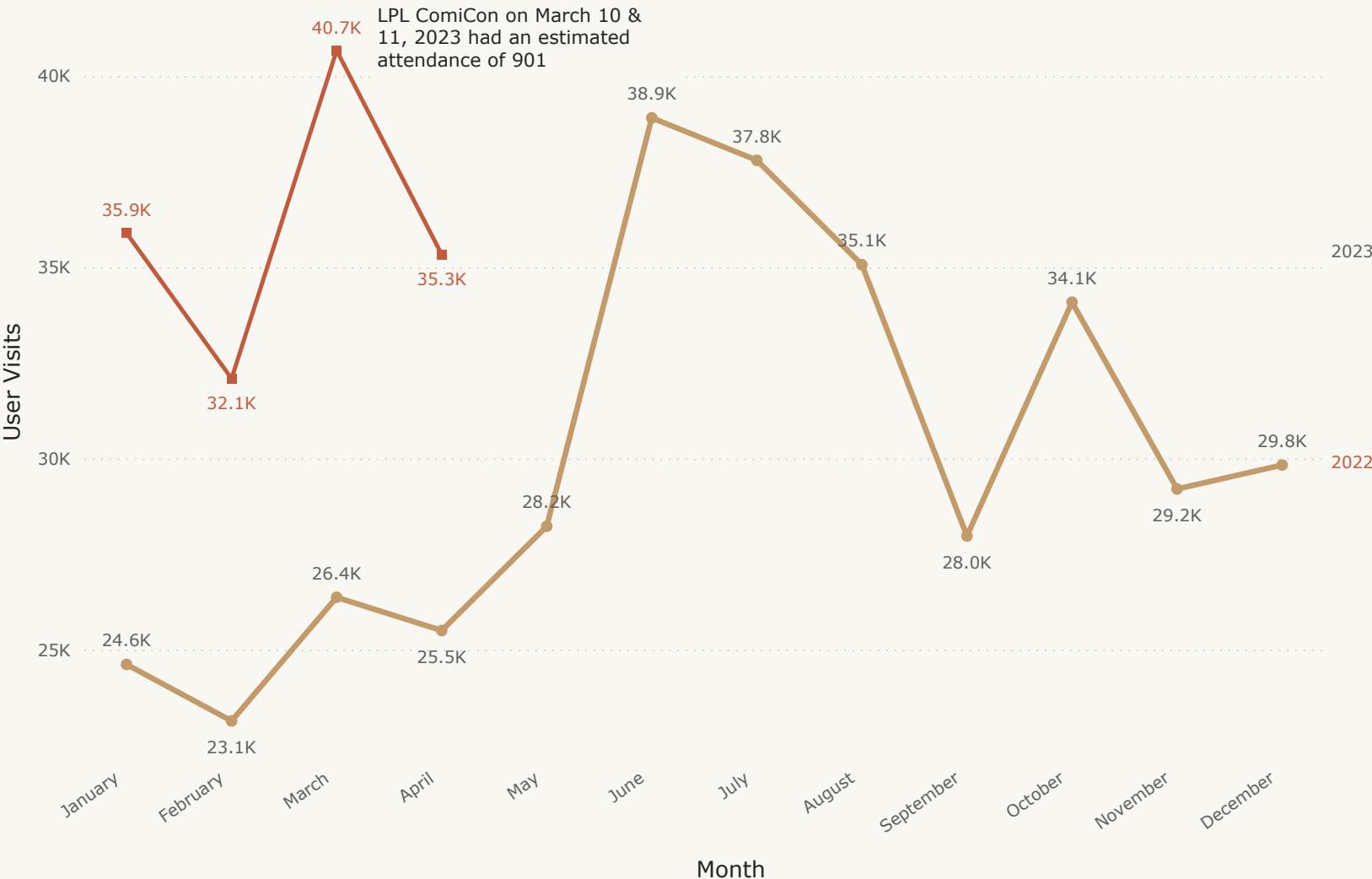
Year	User Visits	% Growth Year Over Year
2019	205164	0.37%
2020	127249	-37.98%
2021	64137	-49.60%
2022	99642	55.36%
2023	144002	44.52%

Month on Month: Apr User Visits 2019-2023

Year	User Visits	% Growth Month Over Month
2019	51123	0.08%
2020		-100.00%
2021	16279	Infinity
2022	25506	56.68%
2023	35338	38.55%

# Total User Visits 2022 vs 2023

Year ● 2022 ■ 2023



Percent Growth Between Current Month and Last Month

-13.11%

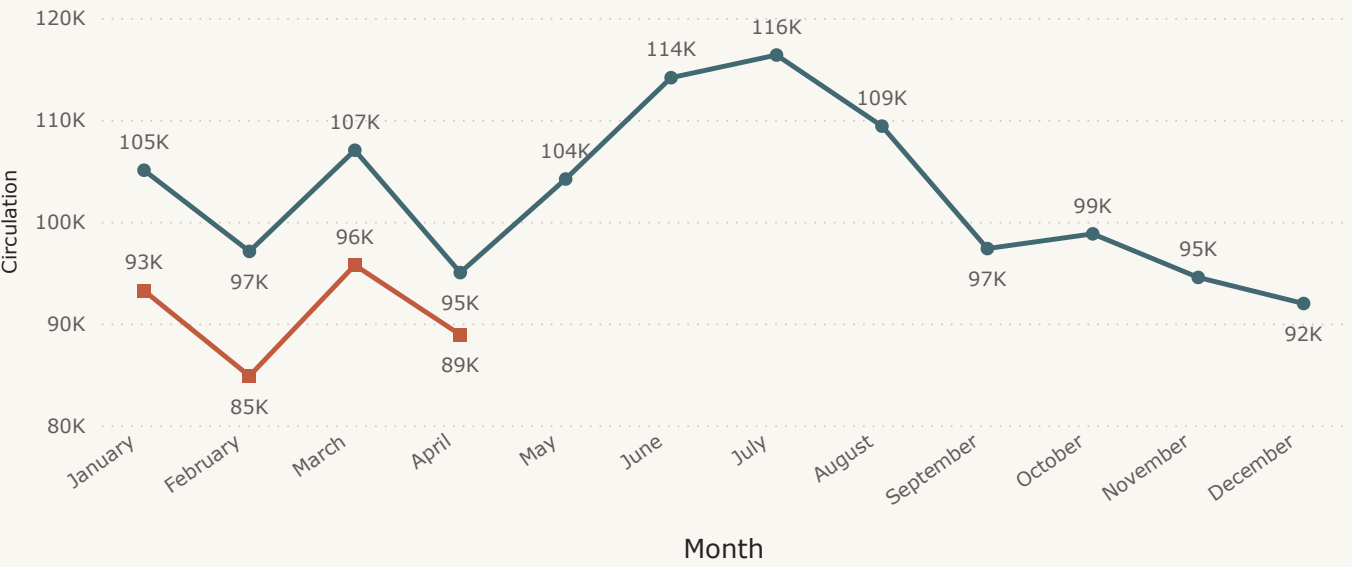
Percent Growth Between Current Year and Last Year YTD

44.52%

- Year
- 2016
  - 2017
  - 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

☐ Teen
- MetaFormat

☐ Audio

☐ Book

☐ ILL Items

☐ Kits

☐ LibOfThings

☐ Magazines

YTD % change Pre- vs Post-Pandemic

-10.25%

YTD Circulation 2019-2023

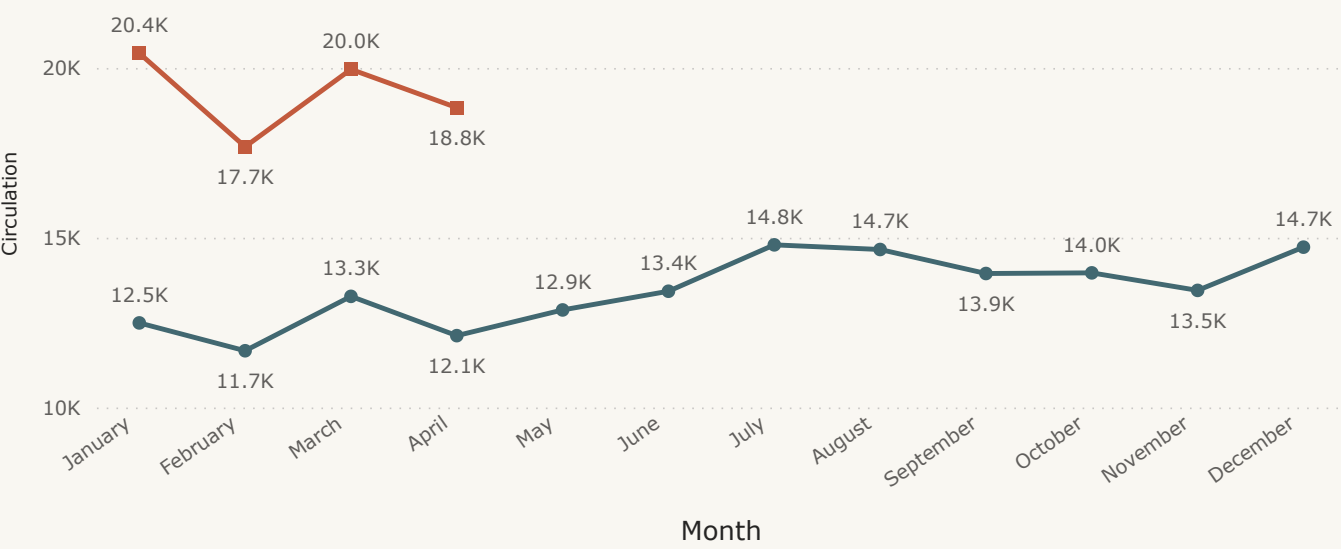
Year	Circulation	% Growth Year on Year
2019	404,196.00	4.59%
2020	302,911.00	-25.06%
2021	357,442.00	18.00%
2022	357,713.56	0.08%
2023	362,761.42	1.41%

Month on Month: Apr Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	95,013.00	4.59%
2020	24,300.00	-25.06%
2021	87,363.00	18.00%
2022	86,594.00	0.08%
2023	88,911.11	1.41%

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

55.20%

YTD Circulation 2019-2023

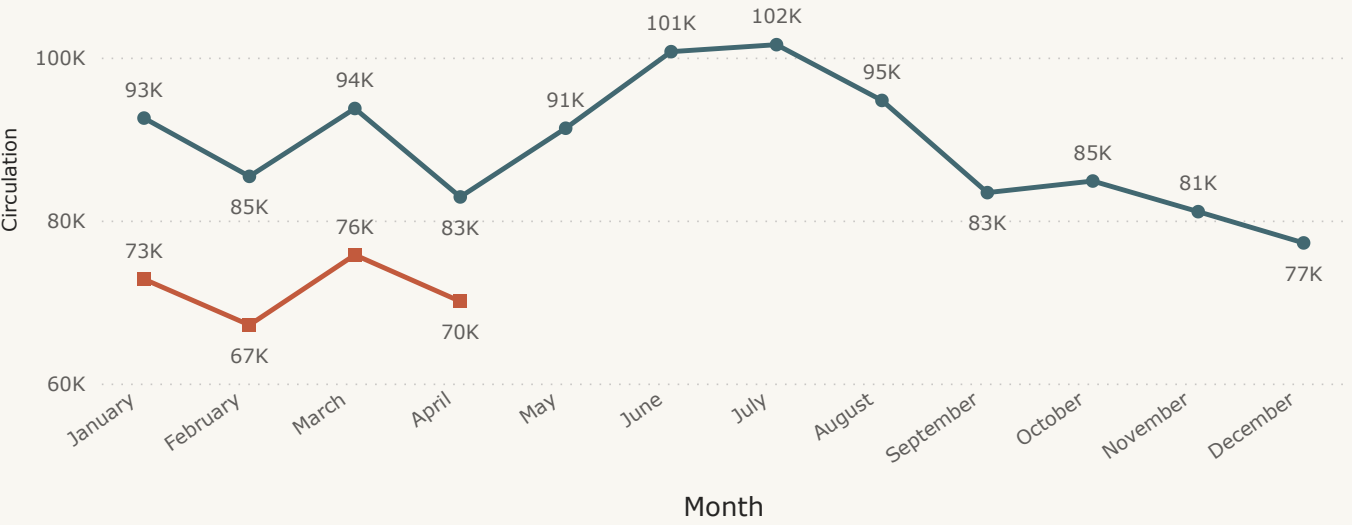
Year	Circulation	% Growth Year on Year
2019	49,555.00	112.87%
2020	73,964.00	49.26%
2021	79,874.00	7.99%
2022	80,449.56	0.72%
2023	76,908.42	-4.40%

Month on Month: Apr Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	12,117.00	112.87%
2020	23,996.00	49.26%
2021	19,097.00	7.99%
2022	19,354.00	0.72%
2023	18,832.11	-4.40%

Physical Circulation Trend Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-19.40%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	354,641.00	-2.35%
2020	228,947.00	-35.44%
2021	277,568.00	21.24%
2022	277,264.00	-0.11%
2023	285,853.00	3.10%

- DigitalPhysical
- ☐ Digital
  - ☒ Physical

- Circ Type, Circulation
- ☒ Auto Renewal
  - ☒ Checkout
  - ☒ Renewal

- Audience
- ☐ Adult
  - ☐ Children
  - ☐ PROFCOLL
  - ☐ Teen

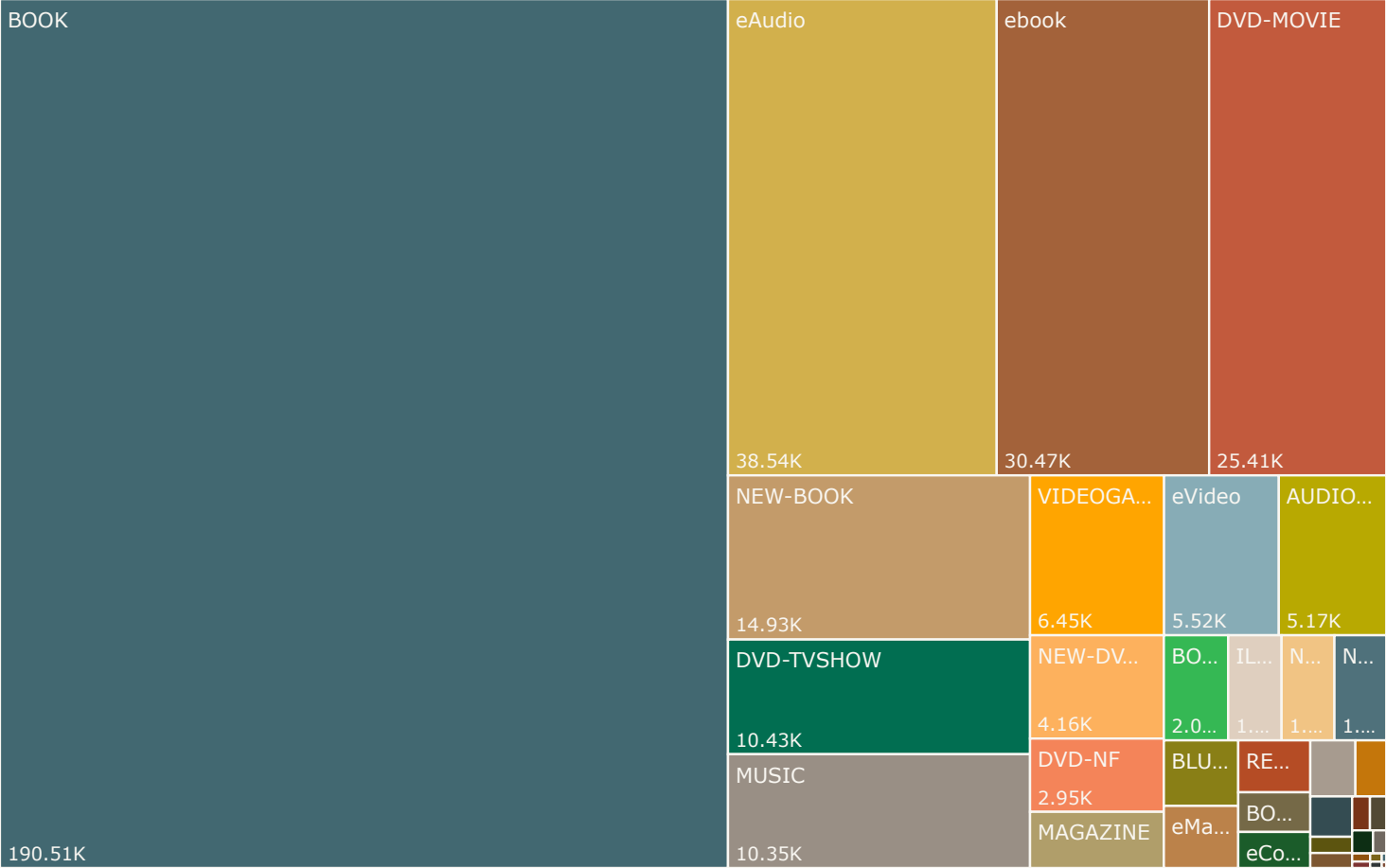
- MetaFormat
- ☐ Audio
  - ☐ Book
  - ☐ ILL Items
  - ☐ Kits
  - ☐ LibOfThings
  - ☐ Magazines

Month on Month: Apr Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	82,896.00	-2.35%
2020	304.00	-35.44%
2021	68,266.00	21.24%
2022	67,240.00	-0.11%
2023	70,079.00	3.10%



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

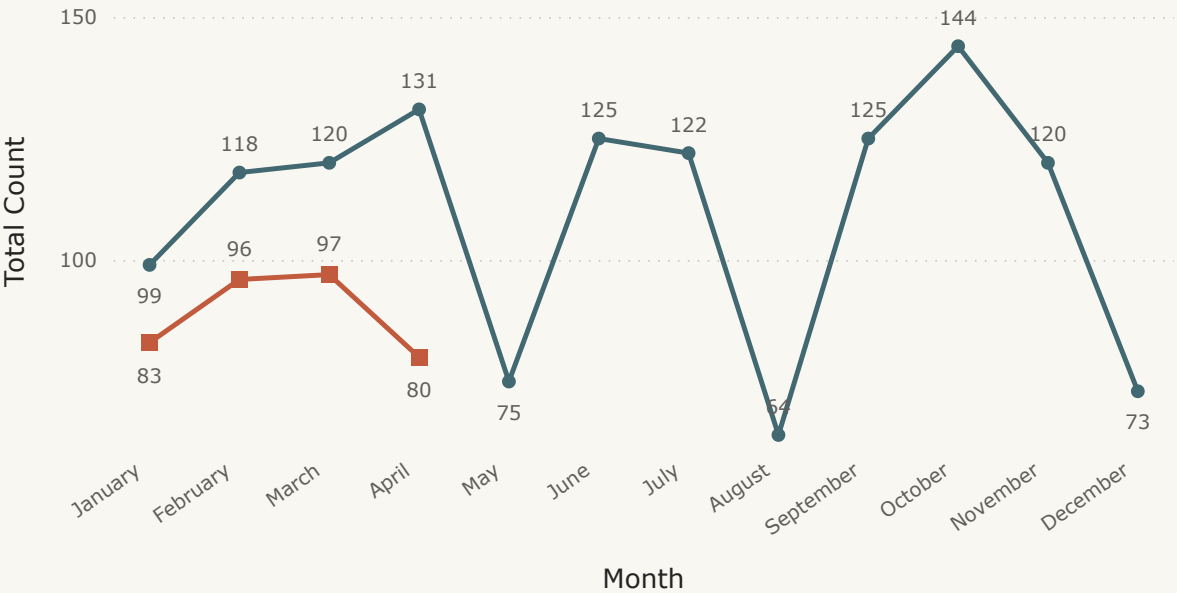
□ All Ages

□ Children

□ Teen

Total Programs Presented: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-23.93%

YTD No. of Programs Presented 2019- 2023

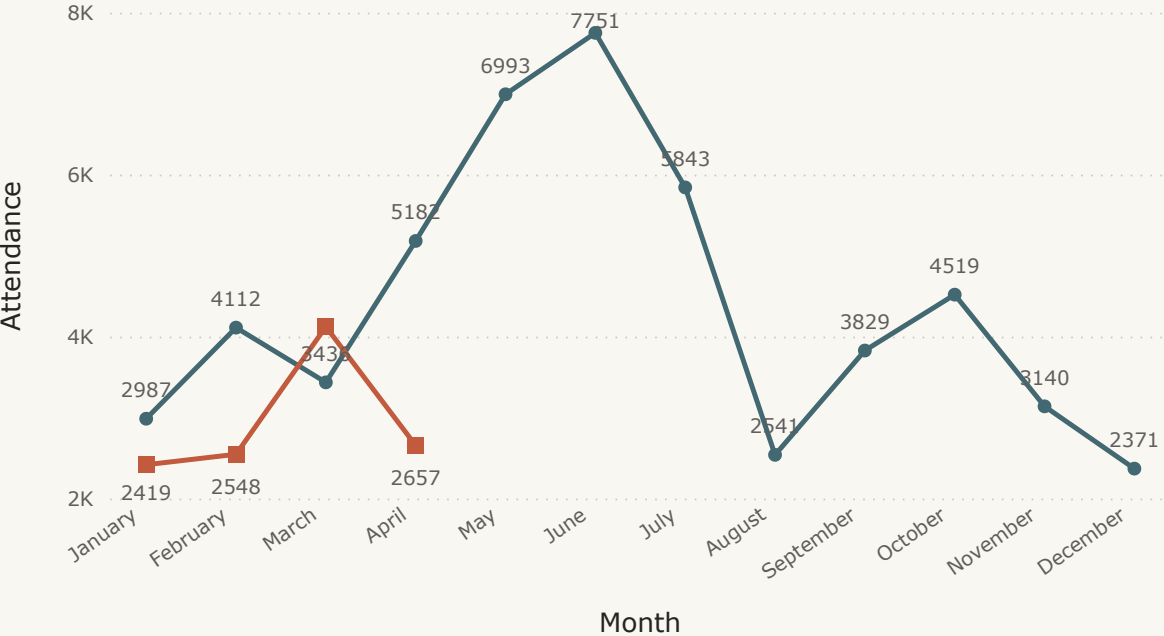
Year	Total Programs Presented	% Growth in No. of Programs Presented Year On Year
2019	468	1.52%
2020	427	-8.76%
2021	286	-33.02%
2022	297	3.85%
2023	356	19.87%

Month on Month: Apr No. Of Programs Presented

Year	Total No. of Programs Presented	% Growth No Programs Month on Month
2019	131	0.77%
2020	43	-67.18%
2021	75	74.42%
2022	89	18.67%
2023	80	-10.11%

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
- Unknown Audience

YTD % change Pre- vs Post-Pandemic

-25.26%

YTD Program Attendance 2019-2023

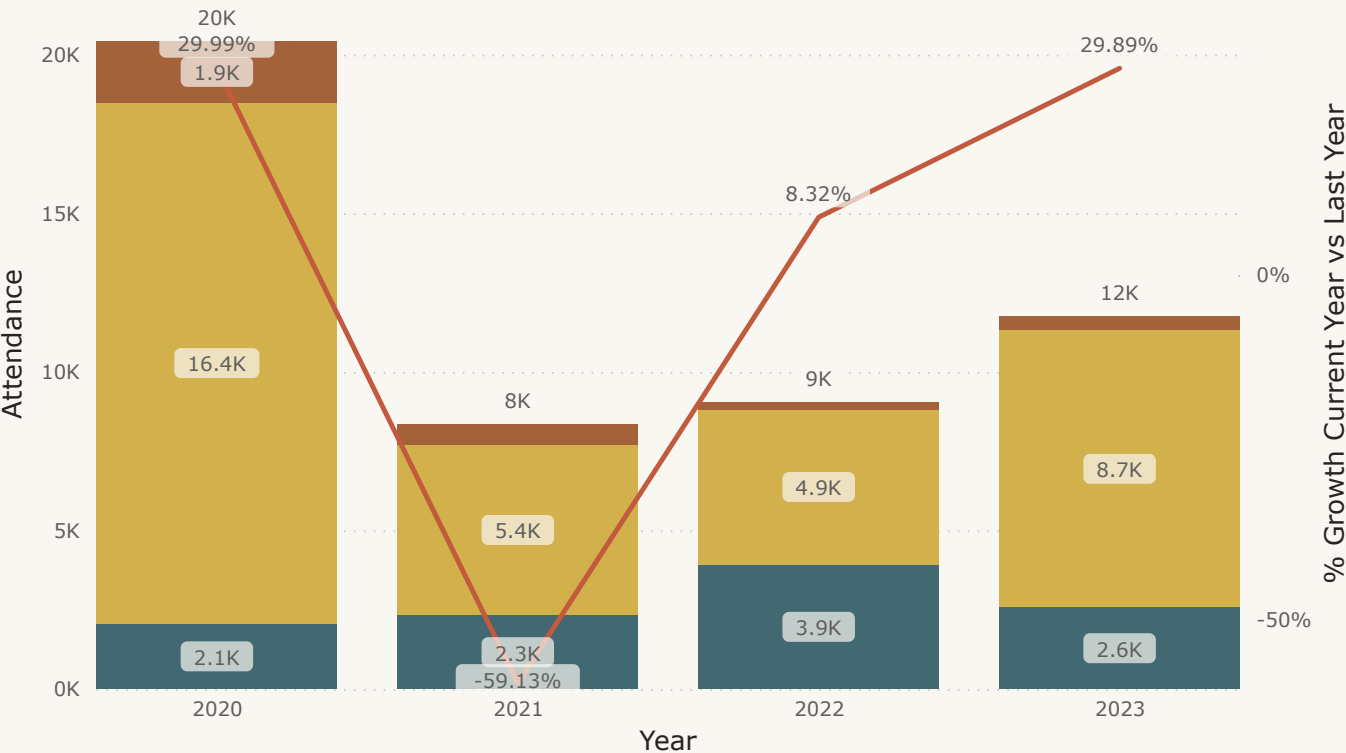
Year	Attendance	% Growth Year on Year
2019	15717	-25.33%
2020	20430	29.99%
2021	8349	-59.13%
2022	9044	8.32%
2023	11747	29.89%

Month on Month: Apr Program Attendance 2019-2023

Year	Attendance	% Growth Month on Month
2019	5182	-5.92%
2020	10166	96.18%
2021	1829	-82.01%
2022	3552	94.20%
2023	2657	-25.20%

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

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



29.89%

% Growth Current Year vs Last Year

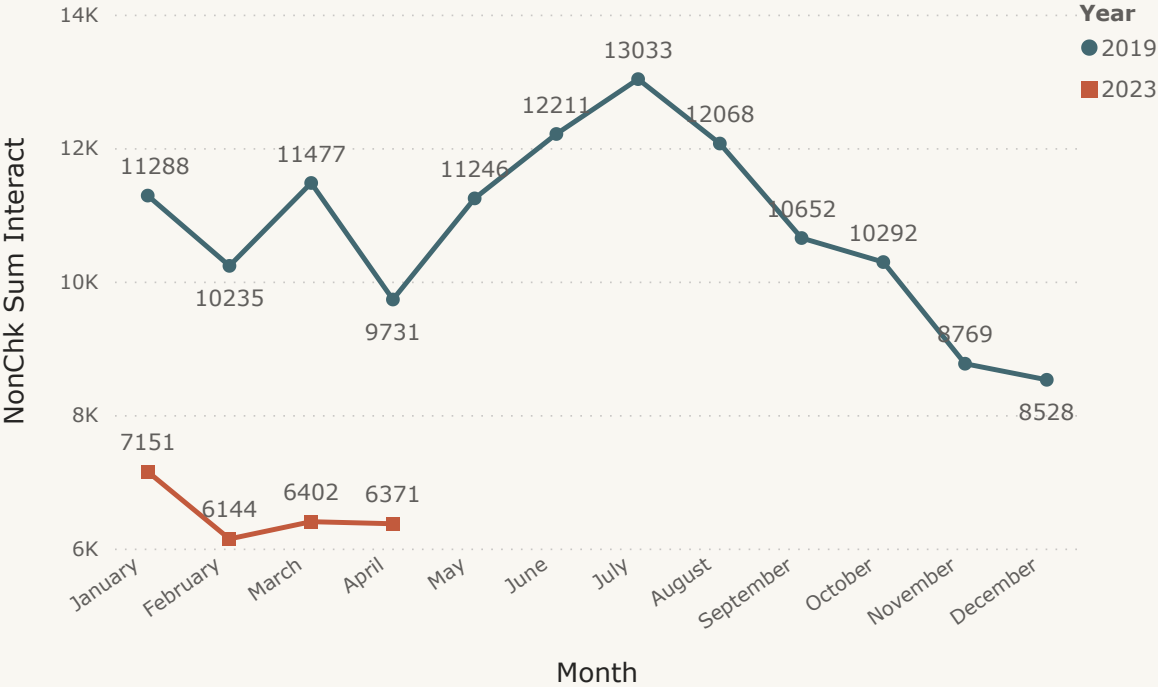
Filter By Audience

- ☐ Adult
- ☐ Children
- ☐ Teen
- ☐ Unknown Audience

Program Type

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

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

-39.00%

YTD Service Interactions 2019-2023

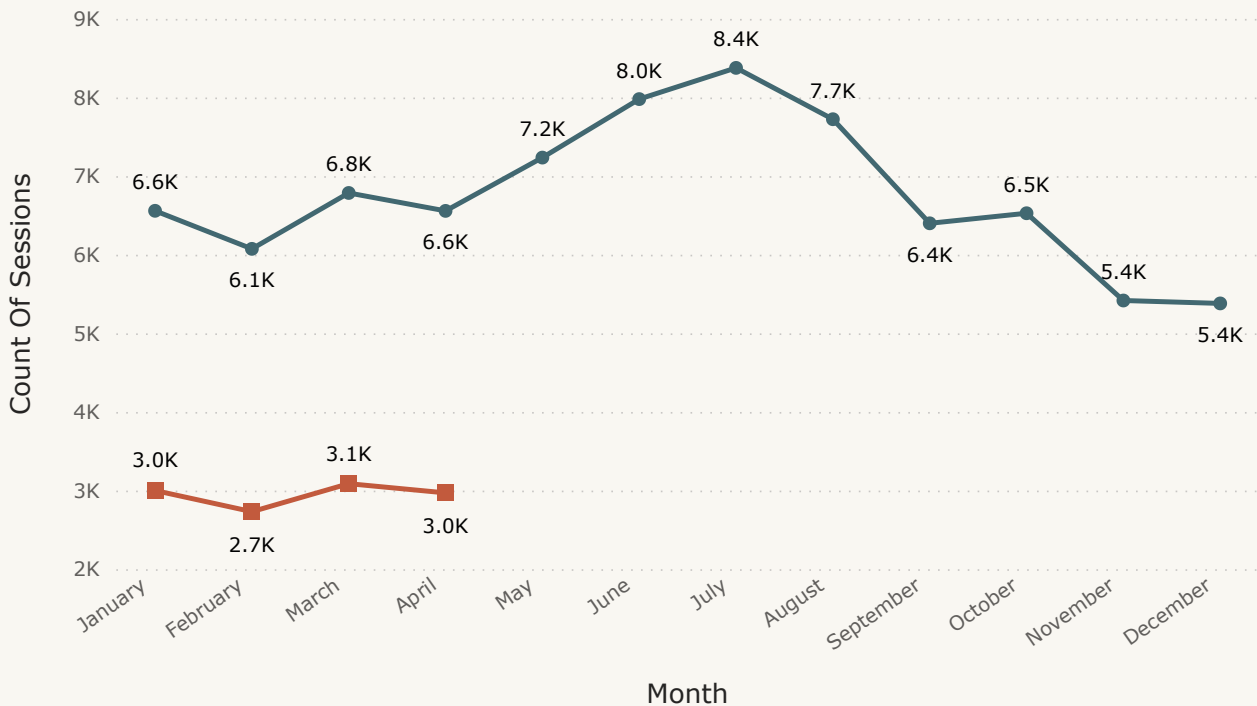
Year	YTD Service Interactions	% Growth Year on Year
2019	129530	-9.68%
2020	58607	-54.75%
2021	76926	31.26%
2022	81418	5.84%
2023	26068	-2.74%

Monthly: Apr Service Interactions 2019-2023

Year	Current Month Service Interactions	NonChk MO % Growth Month on Month
2022	7132	26.70%
2021	5629	17.37%
2019	11477	-0.19%
2023	6402	-10.24%
2020	4796	-58.21%

# Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-54.61%

Year

■ 2019

□ 2020

□ 2021

□ 2022

■ 2023

Audience (Primary)

■ Adult

■ Children

■ Teen

## **Library Director's Report for May 2023**

On Monday, April 24, our Big Leadership Team (BLT) met at the Northeast Kansas Library System (NEKLS) for a day-long retreat to make progress on building out our strategic plan. The day was facilitated by retired Mid-Continent Public Library CEO Steven Potter. I have known Steven for years and have massive respect for him and his award-winning approach to public library operations. I was thrilled he was interested in working with us. Overall, we had a very productive team working on developing an 'evergreen strategic plan' framework we will use to organize our goals and the work we will do to meet them. I look forward to presenting our work to the board later this summer.

Also this month I traveled to Columbus, Ohio, with our Facilities Manager Jon Ratzlaff and our Safety and Security Supervisor Josh Lyles to attend the Library Journal Safety Summit. Nearly 300 public library staff from the US and Canada, including library directors, building and security coordinators, and others met to discuss the current state of safety in public libraries. While we have some issues here in Lawrence, it was sobering to hear the significant safety and security issues many libraries face in larger metropolitan areas. Overall, it was encouraging to see that how we do security (paid library employees who build rapport with folks that visit the library) is recommended best practice. Additionally, the way in which our building is built and monitored are excellent. We learned about other ideas we hope to do an even better job keeping our building safe (better incident reporting, restorative practices and justice, etc.).

Lastly, it seems worth mentioning that I was asked to pitch for Kansas Public Radio during their spring pledge drive. I got to be on air with the legendary J Schafer and Darryl Brogdon early in the morning on Monday, April 17. I had not pitched for KPR since COVID, so it was great to be back. I think it's great PR for the library when I am on the air. Lots of folks told me they heard me on the radio that morning. It keeps us top of mind and in contact with a great community partner.

Respectfully submitted by Brad Allen, May 11, 2023

# Monthly Departmental Reports

## May 2023

### Accounts:

---

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

The Data Team continues to explore possible alternatives to Savannah. We use Savannah for email marketing, running our NPS survey, and some data analysis. Our two top contenders are BiblioEmail and Patron Point. BiblioEmail is closely integrated with our existing website and would likely serve as a good email marketing system. Patron Point appears to offer a more robust email marketing system, as well as other useful features, including address verification for online library card registration and automatic renewal of library cards.

### Cataloging & Collection Development:

---

Not much new happened in Cataloging and Collection Development this month. Jacqueline Woodson's visit was a positive boost to our digital checkouts of *Brown Girl Dreaming* and *Another Brooklyn*. Anytime links to these titles were shared, we saw a boost in checkouts.

The biggest highlight has been the implementation of an automatic staff door button. Jon and students from the engineering department at KU planned a project so we could remotely open the back door for friends and deliveries that didn't require direct attention from library staff. Now we're all clamoring to answer the buzzer and let folks know that we're paging them in.

### Collections & Technology:

---

Tricia reviewed the department goals that were submitted as part of the strategic plan process, looked for common themes in the different goals, and proposed some broad strategic initiatives based on those goals to SLT+.

Tricia reworked the [magazine statistics visualization](#) to share with the magazine collection subcommittee. [People](#) magazine retained its position as the top overall circulating title in the last 12 months, with [The New Yorker](#) close on its heels. [Blocks: building, collecting, and customising](#) (all about LEGOs!), is the top youth magazine for that same time period. She also took a look at how effective digital displays are on the Overdrive/Libby ebook platform. A digital



## Monthly Departmental Reports

### May 2023

display “Celebrating Women” that was created in March 2023 doubled the circulation of women-focused titles compared to the same titles in March 2022! Tricia also compiled a set of visualizations comparing the standard library output statistics from the first quarter of 2019 (pre- pandemic) to those for the first quarter of 2023. These were presented to SLT+ at the May 4 meeting.

Tricia continues work on maintaining the library’s policy and related procedure review process.

#### Department of Development & Community Partnerships (DCP):

---

We had a fantastic visit from Jacqueline Woodson on April 20th. 500 students at Liberty Memorial Central Middle School got to see her in the afternoon and 200 folks saw her at Liberty Hall in-person and via zoom. She was an incredible speaker and she really enjoyed her time here in Lawrence.

#### Diversity, Equity, and Inclusion:

---

Frankie helped to organize and host the Serving Autistic Patrons training on 4/13. Requests for more information and/or follow up training have already been made by multiple staff. Frankie is working with IDEAA to create some new guidelines regarding public facing decor in the library. Frankie has also planned a training for serving patrons who have Alzheimer’s and dementia that will happen in June. Frankie along with other members of BLT continues to work on goals for the strategic plan, following the retreat we had on 4/24.

#### Facilities:

---

We had our annual fire alarm and fire extinguisher inspections, and except for needing new batteries for the various alarm panels, everything checked out great. We’ve been working on rehoming some of our old (and somewhat worn) furniture to our fellow Kansas libraries. We’ve still got a little ways to go, but some smaller libraries have been very excited to get their hands on new-to-them furniture for their spaces.

# Monthly Departmental Reports

## May 2023

### Human Resources:

---

Erica attended the SHRM Jayhawk Chapter meeting which focused on FMLA leave. She is also assisting the Senior Children's Librarians and the Teen Services Librarian in hiring their Summer Reading Teen Interns. We received 42 candidates for the three open teen intern positions and are amazed at the talent and skills of our teen community. Finally, Erica and Frankie will be hosting Sgt. Cobb from the Lawrence Police Department as he leads an mandatory training for all staff on active shooters.

### Information Services:

---

We wrapped up another year of the Seed Library at the end of April, and our final tally is another record-breaker: 10,576 seed packets were given out this year! Many thanks to the whole Info Services team, but especially to Yilan and our wonderful volunteers for their work to make this initiative possible. We were also out and about quite a bit this month (often with seeds to give away)--Terese and Ruby took the book bike to the City's Earth Day celebration in South Park, and Jake and Terese tabled at Free State's Trails That Connect Us event; Jake also collaborated on Readers Services' Wakarusa Wetlands Earth Day event, and Ruby collaborated with KU's Megan Kaminski on Listening to Place, a creative writing workshop at the Community Orchard. The Info Services team also took a field trip to Tommaney Library at Haskell University with our colleagues from the KU Reference team, and several of us were able to visit the open house for the new Legal Self-Help Center at the Douglas County District Court.

We've had some great programs, too: Becky and Ruby finished up their 3-part series on Alzheimer's and dementia. Theresa has continued to work with Hawks 4 Health to provide SNAP and housing and utility application assistance. Ukrainian for Beginners is underway in partnership with KU CREES. Our Emojis for Everyone program was an intergenerational delight! And we supported two community collecting events: a History Harvest hosted by the Oak Hill Cemetery Potter's Field Remembrance Project, and the Indigenous Community Archive Project hosted by Dr. Kent Blansett and his Indigenous Archives and Tribal Historic Preservation students.

And last but not least, we're in the midst of our quarterly Community Resource Guide update and so far have received 55 updates on local programs and services from social service agencies.

# Monthly Departmental Reports

## May 2023

### Marketing & Communications:

---

We're in the final stretches getting Summer Reading messaging ready to blast out. Kayla and several Youth Services staff headed out to some of our prize sponsors' businesses to shoot a promotional video for school visits — watch for it in an upcoming eNewsletter. She's working on copy for various Summer Reading ads, social media messages, and getting the word out to our media contacts. Kayla has taken the lead on authoring Library eNews (Sunday bi-monthly and single-message eBlasts) as well as pitching in on events photography like [Jacqueline Woodson's visit](#) last month and the LPLFF's annual celebration. We're so lucky to have a professional photographer documenting our days here at the library — we'll use her shots in annual reports, on social media, print materials, and more. Additionally, Kayla filmed and edited a [video submission](#) for the Lawrence Public Library group heading to the 2023 ALA Annual Conference & Exhibition (SRT file viewable [here](#).) Kayla also launched a new ["This Week at the Library" campaign](#) on social media last month to help spread the word about what's coming up and Traci (Materials Handling, Art Team) has responded to the overwhelmingly positive feedback for last month's show (Things Found in Books) by creating a [bi-monthly post](#) (#FoundInBooksFriday) to share things her team finds more regularly as well as showcasing our [monthly artists](#). Ruby's (Info Services) [graphics](#) capture just the right tone for promoting community resources and events and routinely set the bar for the type of engagement we want to see. Sarah's (Accounts) got so much good stuff on Twitter it's hard to pick, but check out these [two types of librarians](#) that got tons of likes. Finally, Kayla organized funny and eye-catching National Library Week content with [book faces](#) and one of our [most heart-warming responses](#) to a post in a while.

Heather is finalizing the Summer issue of the *Reader*, working with SLT+ to synthesize and ready the results of the BLT Strategic Planning Retreat for our leadership team meeting in May, working with Claire Lindemeyer (winner of the t-shirt design) to create and order Summer Reading tees for staff and teen prizes, and getting the website ready for [Summer Reading traffic](#). Finally, the library will be featured along with seven other Kansas libraries in the Kansas Department of Education's ["Sunflower Summer"](#) initiative encouraging "families to get out, explore something new, and enjoy time together ... visiting museums, zoos, historic landmarks and more for free!"

# Monthly Departmental Reports

## May 2023

### Materials Handling:

---

The sorting cycle continues!

The big news here is that Madeline Lockhart, long time LPLer, is taking on additional hours in the Public Tech Department to help staff a critical service point that until now has been staffed by a hodgepodge of helpers from all over the library. She'll work ten hours in materials handling and ten in public tech.

Other than that, we're working to update our problem item slip (as well as create a new weeding slip) to help shore up some interdepartmental processes when it comes to removing items from the collection.

Look Play Listen, the library's interdepartmental media promotion team, is wrapping up another successful "fundles" display—where DVDs are bundled together in groups of 3-5 by themes chosen by staff members.

### Outreach:

---

We're continuing to serve our regular stops and have started adding more special events into the mix—we've gotten a lot of Dottie requests lately! Our first visits to Grandstand have been successful with about 5 folks signing up for library cards and a lots of enthusiasm for our offerings of books and movies. We are looking at sunseting some stops due to low use and Kristin is working on finding alternative locations in west Lawrence, in particular.

### Public Technology:

---

In April, Public Tech welcomed **Madeline Lockhart** from materials handling. Madeline will be working at the Tech Desk 10 hours a week and in Materials Handling 10 hours a week. Since the pandemic, our department has been relying on interdepartmental help to cover the Tech Desk during busy periods. Madeline's presence will mean a more streamlined team with less reliance on other departments (while still retaining some cross training). Other highlights from the month include AV support for the Jaqueline Woodson event, working on auditorium

# Monthly Departmental Reports

## May 2023

microphone upgrades, and testing alternative computer reservation and printing systems for our public computers with the goal of increasing usability and user experience for both patrons and staff.

### Readers' Services:

---

In April, Shirley Braunlich lead a successful [Wakarusa Wetlands Celebration](#) that brought almost 100 people to see local authors and artists outside to celebrate on Earth Day. Summer Reading is finalized for adults and this year there will be an abundance of prizes and incentives to get reading, plus a few book-related programs for adults. We are nearing the finalizing of Booktoberfest/RAL events, as well.

Leah Newton has been riding along on Dottie to provide adult readers' advisory and we are working on a few strategies to increase the circulation of adult books from our outreach efforts. Our book clubs continue to reach record attendance, as well, which is a nice problem to have.

### Security

---

Josh, Jon, and Brad attended the Public Library Safety Summit in Columbus, OH. It was a very interesting event, leaving us with lots to think about. One of the major takeaways was that we are so lucky to work in Lawrence, KS with such a supportive community. The larger library systems have some truly difficult issues they're tackling and we'll probably be seeing those issues in the near future, so it was helpful to hear about what has and hasn't worked for them. We heard again and again how building little relationships with our patrons can avoid so many problems, which was nice because Josh is an expert on that!

### Youth Services:

---

Here's what we've been up to since our last report:

- Together with the DCP department, we had a wonderful day and evening with Jacqueline Woodson. A huge thank you to all that were involved in making this happen, especially Kristin Soper, Kathleen Morgan, Jenny Cook, Margo Moore, and Heather

# Monthly Departmental Reports

## May 2023

Kearns. We are definitely inspired to invite another youth author with crossover appeal for future Beach Author events.

- Lauren Taylor, Anita Patel, and Yari Medina attended an early literacy workshop held at the Topeka and Shawnee County Public Library.
- Grace Pratte, Karen Allen, Jenny Cook, Margo Moore attended the Serving Autistic Patrons presentation conducted at the library.
- Jenny Cook and Lauren Taylor presented a webinar about youth programming for the MidAmerica Library Alliance.
- In addition to her regular outreach schedule, Yari Medina also attended Edgefest at Edgewood Homes and the Somos Spring Celebration and Día del Niño.
- Marc Veloz and Karen Allen had a sneak peek tour of the [Early Childhood Community Center](#) that is currently being constructed in the former Panda Pediatrics building.
- We are already in Summer Reading mode:
  - We have been giving tours at the library and visiting schools to spread the word about the library and summer reading.
  - We are recruiting teens for our summer volunteer program.
  - Margo Moore, Jenny Cook, Lauren Taylor, and Erica Segraves have held interviews for our three summer teen intern positions and we will be contacting candidates soon.
  - Summer Reading dates: May 24-August 19
- In addition to Karen Allen, Lauren Taylor participated in the strategic planning retreat as a representative of the Librarian and Specialist group.

## **LPL Friends & Foundation Director's Report**

### **May 9, 2023**

**Spring Book Sale.** The Friends & Foundation's Spring Book Sale was a huge success. Our amazing volunteers raised \$22,900 AND the Sunday of the sale (Apr 23) was the best Sunday on record! In addition, more than 900 books were given away to community partners and non-profits on the Monday following the sale. Our nonprofit day is a win-win that supports local organizations and helps us clear our shelves.

**New Endowed fund for Retirement Boot Camp.** The Friends & Foundation is pleased to report that we have received a generous gift from Sharyn Brooks Katzman and David M. Katzman to start a new endowed fund at the Douglas County Community Foundation. The proceeds will support Retirement Boot Camp and/or programs for older retirees. We are honored and humbled by the Katzman's generosity. Jack Altman and I are creating a plan with the goal of encouraging others to support the fund.

**Annual Meeting.** Thanks so much to those of you who attended the Friends & Foundation's Annual Meeting on Monday, May 1<sup>st</sup>. It was a wonderful opportunity to celebrate the success of 2022 and recognize our volunteers. Here are a few highlights:

- Presented the [LPL Friends & Foundation's 2022 annual report](#). (Note that longtime Trustees Ursula Minor and David Vance are our cover celebrities!)
- Recognized Rachel Rademacher for her service as board chair in 2022-23. In addition, we thanked Dan Storey for serving a three-year term on the board.
- Voted in new officers: Brandon Eisman (Chair); Kassie Nieters (Vice Chair); Joan Golden (Treasurer); and Jane Medina (Secretary)
- Welcomed Blanca Herrada as our newest board member. Blanca is the Exhibitions Coordinator at the Lawrence Arts Center. We are delighted to have her join us.
- The Mary Dalton Murphy Award, recognizing our volunteer of the year, was presented to Jan Biles. Since 2019, Jan has donated a whopping 1,300 hours to the LPL Friends & Foundation!

**Summer Reading Program support.** Summer Reading kicks off on Thursday, May 25<sup>th</sup> with a party on the Lawn from 6 pm to 8 pm. The success of the Summer Reading Program depends not only on support from the LPL Friends & Foundation, but also from a long list of community partners that provide grants and prizes. Please give these wonderful Lawrence businesses and organizations a big round of applause:

McGrew Real Estate  
Douglas County Community Foundation  
Eileen's Cookies  
River Rat Print and Skate  
Up and Away  
KU Natural History Museum  
Raising Canes  
Wonder Fair

Culvers  
City of Lawrence (pool)  
Royal Crest Lanes  
T Loft  
Raven Book Store  
Blue Stem Yoga  
Merc



## **MEMO**

**To:** Lawrence Public Library Board of Trustees  
**From:** Brad Allen, Library Director  
**Date:** May 15, 2023  
**Subject:** Kansas Open Records Act Policy

As a governmental entity, Lawrence Public Library receives and responds to open records requests per the Kansas Open Records Act. While we have always responded to requests, we did not have a formal policy on the matter. The policy that follows this memo outlines the process by which we respond to these requests.





## **Kansas Open Records Act (KORA) Policy**

*Submitted to the Lawrence Public Library Board of Trustees for approval on 05/15/2023. Proposed review date: 05/2026*

---

The Lawrence Public Library ("Library") is committed to transparency and openness in its operations and strives to comply with the Kansas Open Records Act ("KORA") as set forth in K.S.A. 45-215 et seq. This policy sets forth the Library's procedures for responding to requests for records under KORA.

### **Requests for Records**

All requests for records must be submitted in writing and must be directed to the Library's designated custodian of records. The custodian of records for the Library is the Library Director.

Requests for records must include a detailed description of the records sought and the requester's contact information. The Library may ask for additional information from the requester if necessary to locate the records.

### **Response to Requests**

The Library will respond to all requests for records as soon as practicable, but no later than three business days after receipt of the request. If the records are not readily available, the Library will notify the requester of the estimated time required to fulfill the request.

If the requested records are disclosable under KORA, the Library will provide the records to the requester. If the records are not disclosable under KORA, the Library will notify the requester of the reasons for the denial.

### **Fees**

The Library may charge a reasonable fee for providing copies of records under KORA. Any fees would be calculated to reimburse the Library for its actual costs in making the copies, including staff time, supplies, and equipment. The fee will be waived if the requester can demonstrate

that the fee would be a hardship.

### **Confidentiality and Redaction**

The Library will comply with all applicable state and federal laws regarding confidentiality and privacy of records. The Library may redact confidential or private information from records if necessary to protect the privacy interests of individuals or the confidentiality interests of the Library or its partners.

### **Contact Information**

All requests for records should be directed to:

Library Director

Lawrence Public Library

707 Vermont St.

Lawrence, KS 66044

Email: [director@lplks.org](mailto:director@lplks.org)

### **Publicly Available Records**

The Library makes certain records publicly available on its website or in its annual reports, including budgets, financial reports, and policies. These records can be accessed at any time without a formal request under KORA.



## **MEMO**

**To:** Lawrence Public Library Board of Trustees  
**From:** Brad Allen, Library Director  
**Date:** May 15, 2023  
**Subject:** Surplus Property Disposal Policy

Upon review of our Surplus Property Disposal last revised in 2015, no changes have been made to the policy.



## Surplus Property Disposal Policy

*Approved by the Lawrence Public Library Board of Trustees on 07/21/1997. Revised 09/21/2015; Submitted for review on 05/15/2023. Next review date: 05/2026.*

---

The Lawrence Public Library Friends & Foundation have first right of refusal for all deaccessioned library collection materials to sell or dispose of at their discretion. Any other library collection materials deemed unsellable by the Friends and Foundation will be given away or disposed of by the Library.

All library office and computer equipment, furniture, and other tangible property that is removed permanently from service will be:

1. advertised for sale; methods for advertising could include postings to Northeast Kansas Library System and/or Kansas library email listservs, using a general online classified advertisement services, or another method determined at the discretion of the Library Director,
2. given away at no charge to another library, an appropriate social service agency, or to the general public.

If removed equipment, furniture, etc. is determined by the Library Director to be severely damaged or obsolete, or of little or no intrinsic value, it may be discarded or recycled.



## MEMO

**To:** Lawrence Public Library Board of Trustees  
**From:** Brad Allen, Library Director  
**Date:** May 15, 2023  
**Subject:** Budget and Finance Policy

Upon review of our Budget and Finance Policy last revised in 2019, one primary change was made to the policy.

The paragraph:

“After the April Library Board meeting each year, the Library Director will present the approved budget to the City Manager and Assistant City Manager for their review and comment. The Library Director shall attend, and a budget committee member should attend, all City Commission meetings in which the library budget will be discussed, and will advocate for the budget proposed by the Library Board.”

was replaced by the current practice:

“After the April Library Board meeting each year, the Library Director will submit the budget to the City Manager for inclusion in the City Manager’s Recommended Budget.”

Aside from changing “Friends of Lawrence Public Library and Lawrence Public Library Foundation” to “Lawrence Public Library Friends and Foundation,” no other substantive changes were made.



## **Budget and Finance Policy**

*Approved by the Lawrence Public Library Board of Trustees on January 17, 2001. Revised November 18, 2002, August 21, 2006, November 20, 2007, February 24, 2011; January 21, 2019. Submitted for review on 05/15/2023. Next review date: 05/2026.*

---

### **Budget Preparation**

The Lawrence Public Library annual budget will be based on the current and future needs of the Library as defined in its mission and vision statements, values, and strategic plan.

At the March Library Board meeting each year, the Chair, with the Board's approval, will appoint a Budget Committee. This committee is composed of two members of the Library Board (typically the Chair and the Treasurer), and the Library Director. The Budget Committee typically meets once to review a draft budget prepared by the Library Director. Any suggested revisions are incorporated into the draft budget, which is presented at the April Library Board meeting each year. It may be further revised at the April Library Board meeting. It is then approved by a majority vote.

After the April Library Board meeting each year, the Library Director will submit the budget to the City Manager for inclusion in the City Manager's Recommended Budget.

### **Budget Resolution of Intent**

Libraries are taxing subdivisions and every Kansas public library board is required to adopt a resolution in order to make any increase over the preceding year's tax income. At the April Library Board meeting each year, the Lawrence Public Library Board of Trustees will pass a resolution of intent to increase tax income and submit that resolution to the City of Lawrence along with the library's budget proposal. The levy rate resulting from the budget proposal must fall within the limit set by the local charter ordinance (see Appendix).

### **Allocation of Library Funds by the City of Lawrence**

Once the Library budget is approved and filed with the County Clerk, the appropriation shall not be used by the municipality for any other purpose.

### **Source of Funds for the Library Budget**

Although the total income of Lawrence Public Library is derived from a variety of sources, such as grants and memorials, the basic budget depends on revenue from the City's mill levy designated for the Library. In order to be eligible for state aid each year, the Lawrence Public Library must receive the same amount or more in City revenue as it did the preceding year.

Once a year, the Library's auditors will obtain information from the County Treasurer's office regarding the dollar amount sent to the City on behalf of the Library. The amount will be reported to the Library Board.

Additional funding for operations or special projects may be given by the Lawrence Public Library Friends and Foundation, a separate charitable organization not under the umbrella of the municipality.

### **Expenditure of Library Funds**

The Library Director has a responsibility to provide effective control and accountability for all funds, property and assets, with assurances that they are used solely for authorized purposes. This position is also responsible to provide an accurate, current, and complete disclosure of the Library's financial records in a manner that fully identifies the source and use of funds. The Library Accounting Coordinator conducts the day-to-day maintenance of all financial functions and provides the Library Board with monthly financial reports.

Supporting documentation, such as all bank records, paid bills, payroll, and contract and grant award documentation will be maintained in accordance with recommendations from the accounting firm conducting the library audit.

All banking is done with banks with full service locations within the city limits of Lawrence, except when the library chooses to invest excess funds in the Municipal Investment Pool governed by the State of Kansas Pooled Money Investment Board. Requests for proposals will be issued and reviewed periodically to obtain the necessary depository and banking services for the Library's operating accounts from a qualified and responsive financial institution at a competitive price.

When feasible, local vendors will be used for purchases. Payment to vendors is made monthly. Normally, vendors are paid 30-45 days from the invoice date. Patron refund checks will not be written for less than \$5.00.

Effective control and accountability for the petty cash fund will be maintained by the Library Accounting Coordinator.

In accordance with the “cash basis law,” the Library Board will not incur indebtedness in excess of money on hand or budgeted (K.S.A. 10-1113).

### **Returned Checks or Electronic Transaction Chargebacks**

Library patrons who submit a worthless check (insufficient funds, account closed, or refer to maker) or whose electronic transaction is charged back to the Library, will be sent a certified letter via U.S. Mail to provide notification that the transaction has been returned to the Library. Any payments made with the returned transaction and credited to the patron’s library account will be added back to the account. A \$30.00 service charge, as provided for by Kansas law, will also be added to the patron’s account. If complete restitution is not made within 14 days of the mailing of the certified letter notification, the Library may pursue prosecution with the Douglas County District Attorney’s office.

### **Capital Improvements Fund**

The Library Board may approve the transfer of funds to the Library’s Capital Improvement Fund each year in accordance with K.S.A. 12-1258. The amount of funds transferred to the Capital Improvement Fund may not exceed 10 percent of the certified operating tax budget.

### **Financial Audits**

Each year, a financial audit will be performed. Library financial records and minutes of Library Board meetings will be made available as part of the audit. The Accounting Coordinator will provide financial records and assistance as requested to the accounting firm conducting the library audit. A copy of the resulting audit report will be provided to the City Finance Department and will be presented at a regular meeting of the Library Board.

### **Appendix**



CHARTER ORDINANCE No. 16

A CHARTER ORDINANCE RELATING TO THE BOARD OF DIRECTORS OF THE FREE PUBLIC LIBRARY OF THE CITY OF LAWRENCE, KANSAS, BY REPEALING CHARTER ORDINANCE NOS. 2, 7, 8, AND CHARTER ORDINANCE NO. 10, OF THE CITY OF LAWRENCE, KANSAS, AND PROVIDING SUBSTITUTE PROVISIONS ON THE SAME SUBJECT.

Section 1. That pursuant to the provisions of Section 5(c) of Article 12, of the Constitution of the State of Kansas, the City of Lawrence, Kansas, hereby elects the following provisions shall establish the maximum allowable mill levy limit of the Lawrence Free Public Library:

“The Governing Body of the City of Lawrence, shall annually levy a tax for the equipping, operating and maintaining of the Free Public Library of the City of Lawrence, Kansas, in such sum as the Library Board shall determine not to exceed 4.0 mills on each dollar of the assessed tangible valuation of the City and an additional sum not to exceed .5 mills on each dollar of the assessed tangible valuation of the City for the purpose of paying both the Library’s social security tax and contributions to the Kansas Public Employees Retirement System (KPERs). Any future increase or decrease to the tax levy provisions of this Section may be made by ordinary ordinance by the Governing Body of the City of Lawrence.”

Section 4. That Charter Ordinance no. 2, Charter Ordinance No. 7, Charter Ordinance No. 8, and Charter Ordinance No. 10, of the City of Lawrence, Kansas, are hereby repealed and of no further force and effect.

(11-3-81)



## MEMO

**To:** Lawrence Public Library Board of Trustees  
**From:** Brad Allen, Library Director  
**Date:** May 15, 2023  
**Subject:** Main Level Workroom Reconfiguration

I recommend the Library Board approve a proposal from BA Green for a remodel of our main level workroom for \$183,500.

The Library intends to reconfigure the main level workroom where many of our Public Services staff work. There are too few workspaces and most of our staff share desks. Library staff have worked with Multistudio (formerly Gould Evans) on a design that will increase the amount of workspaces for staff, provide offices for supervisors currently without offices, as well as create a new phone room and flex space.

Per our Purchasing Policy, the Director is not required to solicit responsive quotes from more than one potential vendor under certain circumstances outlined in the policy. In the case of this remodel, I do not believe the library would benefit from solicitation for quotes from multiple vendors. Therefore, I recommend working with BA Green on this project without seeking additional bids. BA Green built the building (back in 1972 and again in 2014) and has done several projects for us since our 2014 reopening. The library has an excellent working relationship with the folks at BA Green.



May 9, 2023

Brad Allen  
Lawrence Public Library  
707 Vermont Street  
Lawrence, Kansas 66044-2224

Re: Workroom Remodel

Brad-

As requested we offer the following items for your consideration. Our pricing is based upon the preliminary floorplan prepared by Multistudio dated 2/23/23 and MEP drawings by Smith and Boucher dated 5/9/23. The following clarifications apply:

#### General

1. Exclude sales tax.
2. Exclude design fees.
3. Include \$8,800 contingency allowance.
4. Include building permit fee.
5. Exclude include Performance and Payment Bonds.
6. Include Builders Risk Insurance.
7. Assume standard work hours M-F, 7:00-5:00 P.M.
8. Removal of furnishings and materials by owner.

#### Scope

1. Dust protection.
2. Demo existing walls.
3. Install new walls to deck per plan.
4. New acoustical ceilings as needed.
5. 6lf of base cabinet and countertop.
6. Eight new doors and frames.
  - a. Includes Sargent rim exit devices, mortise locksets, and Norton closers\*\*
  - b. (3) 3070 Ceco welded sidelite hollow metal frames, 16 ga.
  - c. (5) 3070 Ceco welded hollow metal frames, 16 ga.
  - d. (2) 3070 VT rotary cut white birch wood doors, unfinished w/ 22" x 62" full lite kit  
(3) 3070 VT rotary cut white birch wood doors, unfinished w/ 5" x 20" narrow lite kit  
(3) 3070 VT rotary cut white birch wood doors, unfinished
7. Flooring and base Allowance-\$2,500
8. Painting of walls, metal frames and wood doors.

B.A. Green Construction Co., Inc.  
1207 Iowa Street, Lawrence, KS 66049  
P.O. Box 8, Lawrence, KS 66044-0008  
(785) 843-5277 (785) 843-0797 FAX

MEP

1. Fire Sprinkler
  - a. Adjust sprinkler heads as required.
  - b. See alternate for relocation of sprinkler pipe.
2. Plumbing
  - a. Plumbing at new sink.
3. HVAC
  - a. Demo and add ductwork and new VAV boxes.
  - b. HVAC Controls
  - c. Test and Balance
  - d. 1 ½" insulation wrap on round supply. Other ductwork will be lined.
4. Electrical
  - a. Lighting demo per plans.
  - b. Lighting modifications.
  - c. The two removed 'S' fixtures will be reinstalled.
  - d. Three A2D fixtures will be rotated in corridor.
  - e. Install data/ power stubs in floor.
  - f. Data cable to be installed by others.

**BASE BID: \$183,500.00**

**ALTERNATE 1: Relocate sprinkler pipe if existing interferes with wall. ADD \$4,720**

This proposal may be withdrawn by us if not accepted within 30 days. We appreciate the opportunity to submit this proposal and if you have any questions or require any additional information, please do not hesitate to call.

Respectfully submitted,

B.A. GREEN CONSTRUCTION CO., INC.  
Dennis Odgers

A handwritten signature in black ink, appearing to read 'Dennis Odgers', with a large, stylized initial 'D' and a flourish at the end.

Project Manager

B.A. Green Construction Co., Inc.  
1207 Iowa Street, Lawrence, KS 66049  
P.O. Box 8, Lawrence, KS 66044-0008  
(785) 843-5277 (785) 843-0797 FAX