

Lawrence Public Library Board of Trustees Regular Meeting
Monday, July 17, 2023 at 4:30 PM
Meeting Room A
[Zoom Link](#)

Introductions

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 May & June
- Approve Treasurer's report for May & June
- Approve bills for June 11 to July 16
- Receive statistical report for May & June

Library Director's report

Friends & Foundation report

New Business

- Approved Amended 2024 Budget – **ACTION ITEM**
Brad Allen, Library Director
- Policy Review:
 - Alcohol Policy – **ACTION ITEM**
Kathleen Morgan, Deputy Director
- Board Policy vs. Library Operations
James Pavisian, Board Chair

Old Business

Public Comments

Adjournment

DRAFT

**Lawrence Public Library
Regular Board Meeting**

Date: June 14, 2023

Time: 5:00 pm

Venue: The meeting was conducted in person and online.

Board Members Present:

James Pavisian (Chair), Mayor Lisa Larsen, Kelly Hart, Mandy Leibold, Sarah Goodwin Thiel, Susan Kang. Absent: Jennifer Bonilla, Allison Friend Mazzei.

Staff Members Present:

Brad Allen, Erica Segraves, Kathleen Morgan, Tricia Karlin.

Friends and Foundation Members Present:

None.

Call to order

James called the meeting to order at 5:01 pm.

Consent Agenda

Kelly moved approval of the consent agenda. The consent agenda for this meeting included approval of bills for May 15 to June 13. Sarah seconded the motion. Consent agenda passed.

Executive Session

James moved to go into executive session to discuss bids for a capital improvement project until 5:13 pm. The motion was seconded by Kelly.

James moved to end the executive session early at 5:11. Susan seconded the motion.

Regular Session

Susan moved to accept the bid presented to the library by BA Green. Kelly seconded the motion. The motion passed.

Announcements

- Brad received a revenue estimate from Jeremy Willmoth, Finance Director at the City, that was \$24,000 lower than the library had expected: \$6,226,000 instead of \$6,250,000. He notes the library can adjust for this small shortfall and does not see the need to raise the mill for this

small amount. Brad will make the necessary changes and bring the revised budget draft to the July board of trustees meeting.

Adjournment

There being no other business, the meeting adjourned at 5:13 pm.

The next regular Board meeting will be held Monday, July 17, 2023 in Meeting Room A and online.

Respectfully submitted,
Tricia Karlin

2023 Regular Budget Report

	<u>May</u>	<u>June</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>
REVENUES						
Tax Fund	-	2,220,165.08	5,523,209.53	\$5,725,000.00	96.48%	\$5,022,000.00
Lost and Repl Fees	526.76	4,632.27	12,784.79	\$30,000.00	42.62%	\$30,000.00
NEKLS	-	24,666.25	58,832.50	\$100,000.00	58.83%	\$96,000.00
State Aid & Federal Aid			26,856.30	\$25,000.00	107.43%	\$25,000.00
Photo Copies	3,441.37	986.69	8,462.02	\$10,000.00	84.62%	\$10,000.00
Meeting Room Fees	648.89	1,043.47	4,713.27	\$5,000.00	94.27%	\$ 5,000.00
Interest	6,177.05	5,945.15	39,826.35	\$0.00		\$2,000.00
Transfer from Cash Reserves			-	\$50,000.00	0.00%	\$47,000.00
Donations- MISC	(58.51)	-	3,883.95			
Total Revenues	10,735.56	2,257,438.91	5,678,568.71	\$5,945,000.00	96%	\$5,237,000.00
EXPENSES						
Salaries & Wages	267,152.44	271,147.33	1,588,746.26	\$3,460,000.00	45.92%	\$2,910,000.00
Employee Benefits	30,648.22	30,505.97	197,653.66	\$490,000.00	40.34%	\$490,000.00
Payroll Taxes	44,773.21	45,097.19	285,871.86	\$620,000.00	46.11%	\$516,000.00
Utilities	6,257.97	6,608.61	44,849.48	\$100,000.00	44.85%	\$100,000.00
Building Supplies	2,227.29	1,367.18	11,649.71	\$20,000.00	58.25%	\$20,000.00
Building Repairs & Maintenance	14,014.51	781.77	42,072.08	\$55,000.00	76.49%	\$55,000.00
Library Supplies	1,165.32	800.17	7,397.83	\$25,000.00	29.59%	\$20,000.00
Books & Materials	56,237.20	69,886.02	333,996.39	\$725,000.00	46.07%	\$710,000.00
Processing Supplies	3,598.83	3,603.39	31,185.68	\$50,000.00	62.37%	\$45,000.00
Equipment	-	-	-	\$10,000.00	0.00%	\$10,000.00
Technology	13,803.16	70,294.64	187,373.55	\$275,000.00	68.14%	\$250,000.00
Insurance	6,239.00	-	9,091.10	\$17,000.00	53.48%	\$16,000.00
Postage & Mailing	1,041.15	1,041.31	13,212.59	\$18,000.00	73.40%	\$18,000.00
Professional Development	1,320.89	7,208.20	29,082.94	\$30,000.00	96.94%	\$35,000.00
Book Van & Mileage	406.78	534.41	2,578.74	\$5,000.00	51.57%	\$2,000.00
Professional Fees	5,181.21	1,792.63	22,116.64	\$25,000.00	88.47%	\$20,000.00
Advertising & Marketing	2,229.06	379.50	14,799.10	\$20,000.00	74.00%	\$20,000.00
Capital Improvements			-	0		0
Miscellaneous	1,455.15	118.01	3,029.78	0		0
Total Expenses	457,751.39	511,166.33	2,824,707.39	\$5,945,000.00	48%	\$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)	3,660,551.61					
Capitol Improvement (KMIP)	830,065.44					

2023 Outside Funding	May	May	June	June		
	<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>	
Outside & Private Funding						
R & E Totals	\$ 64,253.90	\$ 57,777.97	\$ 100,815.73	\$ 45,702.47	\$ 414,975.22	
					\$ 249,026.74	
					\$ 257,279.05	

Lawrence Public Library

Balance Sheet

As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	3,179,414.56
Checking	597,704.52
Capital Improvement at MIP	830,065.44
Total Checking/Savings	4,607,184.52
Total Current Assets	4,607,184.52
Other Assets	
Petty Cash	300.00
Total Other Assets	300.00
TOTAL ASSETS	4,607,484.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	188,280.72
Total Accounts Payable	188,280.72
Other Current Liabilities	
Payroll Liabilities	
Group Life Insurance	23.12
Hospital & Cancer Plans	-222.26
OGI	2.83
Payroll Liabilities FSA	-2,187.32
Health Insurance	-4,241.65
Total Payroll Liabilities	-6,625.28
Total Other Current Liabilities	-6,625.28
Total Current Liabilities	181,655.44
Total Liabilities	181,655.44
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,279,584.85
Net Income	2,845,609.01
Total Equity	4,425,829.08
TOTAL LIABILITIES & EQUITY	4,607,484.52

Lawrence Public Library
Revenues & Expenses
June 2023

	<u>Jun 23</u>	<u>Jan - Jun 23</u>
Ordinary Income/Expense		
Income		
Misc Income	0.00	3,883.95
Tax Fund	2,220,165.08	5,523,209.53
Lost and Replacement Fees	4,632.27	12,784.79
NEKLS	24,666.25	58,832.50
State& Federal Aid	0.00	26,856.30
Photocopies & Printing	986.69	8,462.02
Meeting Room Rentals	1,043.47	4,713.27
Interest	5,945.15	39,826.35
Outside&Private Funding Income	100,815.73	249,026.74
Total Income	<u>2,358,254.64</u>	<u>5,927,595.45</u>
Gross Profit	2,358,254.64	5,927,595.45
Expense		
Payroll Expenses	301,653.30	1,786,399.92
Payroll Taxes	45,097.19	285,871.86
Utilities - Electric	6,608.61	44,849.48
Building Supplies	1,367.18	11,649.71
Building Repairs & Maintenance	781.77	42,072.08
Library & Office Supplies	800.17	7,397.83
Books & Materials	69,886.02	333,996.39
Processing Supplies	3,603.39	31,185.68
Technology	70,294.64	187,373.55
Insurance	0.00	9,091.10
Postage & Mailing	1,041.31	13,212.59
Professional Development	7,208.20	29,082.94
Vehicles, Mileage, Maintenance	534.41	2,578.74
Professional Fees	1,792.63	22,116.64
Marketing-General	379.50	14,799.10
Miscellaneous	118.01	3,029.78
Outside & Private Funding	45,702.47	257,279.05
Total Expense	<u>556,868.80</u>	<u>3,081,986.44</u>
Net Ordinary Income	<u>1,801,385.84</u>	<u>2,845,609.01</u>
Net Income	<u><u>1,801,385.84</u></u>	<u><u>2,845,609.01</u></u>

Lawrence Public Library
Vendor Balance Summary
As of July 17, 2023

	<u>Jul 17, 23</u>
Amazon Capital Services, Inc	6,813.32
ASI	64.00
Baker & Taylor, Inc.	209.26
Bayscan Technologies	328.18
Bibliocommons Inc.	59,952.00
Center Point Large Print	51.94
Century Business Technologies	3,172.56
Cottin's Hardware & Rental	47.30
Demco, Inc.	689.33
EBSCO	2,947.00
Evergy	6,608.61
Gale/Cengage Learning	51.78
infoUSA Marketing	5,200.00
Ingram Library Services	26,998.07
Jayhawk Tropical Fish	590.00
KanREN	8,134.32
KU School of Architecture & Design	23,190.79
Lawrence Rotary Club	229.00
LFK Press, LLC	6,967.50
Midwest Tape	7,533.51
Molly Hatesohl	25.00
MSM Systems Inc.	8,921.83
OverDrive	40,856.06
Pan Asian Publications Inc.	236.90
Playaway Products LLC	725.66
Pur-O-Zone, Inc.	972.22
Schendel Services	112.04
Swank Movie Licensing USA	720.00
The University of Kansas	1,500.00
U.S. Bank - Mastercard	18,479.21
Unique Management Services	432.27
United Parcel Service	27.47
World Archives	6,419.00
TOTAL	<u><u>239,206.13</u></u>

Lawrence Public Library

Check Detail

July 18, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	electronic	07/18/2023	ASI	Checking	
Bill	June Fee	06/30/2023		Professional Fees	-64.00
TOTAL					-64.00
Bill Pmt -Check	electronic	07/18/2023	Evergy	Checking	
Bill	June	06/30/2023		Utilities - Electric	-6,608.61
TOTAL					-6,608.61
Bill Pmt -Check	electronic	07/18/2023	U.S. Bank - Mastercard	Checking	
Bill	June CC	06/30/2023		Building Repairs & Main...	-231.97
				Building Supplies	-307.70
				Children Services Progr...	-197.90
				Crowe Fund	-82.99
				Information Services Pr...	-101.38
				Library & Office Supplies	-925.62
				Marketing-General	-337.53
				Marketing	-367.84
				Outreach/Coggins Fund	-415.19
				IMLS Interns	-1,580.42
				Plant & Foliage Mainten...	-120.00
				Postage & Mailing	-1,013.84
				Professional Development	-4,544.20
				Professional Fees	-805.57
				Sound & Vision	-1,693.89
				Summer Reading - ALL	-1,081.32
				Internet & Telephone	-626.02
				IT Software & Subscripti...	-3,252.03
				Teen Services Program...	-9.99
				Vehicles, Mileage, Maint...	-328.28
				Books & Materials	-19.95
				Books & Materials	-26.60
				Books & Materials	-30.00
				Books & Materials	-50.00
				Books & Materials	-22.13
				Books & Materials	-14.46
				Books & Materials	-107.85
Bill	July BM	07/01/2023		Books & Materials	-16.40
				Books & Materials	-30.49
				Books & Materials	-29.98
				Books & Materials	-49.75
				Books & Materials	-37.94
				Books & Materials	-19.98
TOTAL					-18,479.21
Bill Pmt -Check	electronic	07/18/2023	United Parcel Service	Checking	
Bill	june	06/30/2023		Postage & Mailing	-27.47
TOTAL					-27.47

Lawrence Public Library
Check Detail
July 18, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9623	07/18/2023	Bayscan Technologies	Checking	
Bill	74338	06/23/2023		Processing Supplies	-328.18
TOTAL					-328.18
Bill Pmt -Check	9624	07/18/2023	Center Point Large Print	Checking	
Bill	2022272	06/13/2023		Books & Materials	-51.94
TOTAL					-51.94
Bill Pmt -Check	9625	07/18/2023	Cottin's Hardware & Rental	Checking	
Bill	1454-06	06/30/2023		Building Repairs & Main...	-47.30
TOTAL					-47.30
Bill Pmt -Check	9626	07/18/2023	Demco, Inc.	Checking	
Bill	7324560	06/19/2023		Processing Supplies	-689.33
TOTAL					-689.33
Bill Pmt -Check	9627	07/18/2023	EBSCO	Checking	
Bill	1697078	06/13/2023		Books & Materials	-125.00
Bill	100021182...	07/05/2023		Collections & Public Ser...	-2,822.00
TOTAL					-2,947.00
Bill Pmt -Check	9628	07/18/2023	Gale/Cengage Learning	Checking	
Bill	81203271	06/07/2023		Books & Materials	-23.79
Bill	81340396	06/13/2023		Books & Materials	-27.99
TOTAL					-51.78
Bill Pmt -Check	9629	07/18/2023	infoUSA Marketing	Checking	
Bill	10004092417	06/30/2023		Block Grant	-5,200.00
TOTAL					-5,200.00
Bill Pmt -Check	9630	07/18/2023	Jayhawk Tropical Fish	Checking	
Bill	115721	06/30/2023		Aquarium Maintenance	-315.00
Bill	115720	06/30/2023		Aquarium Maintenance	-275.00
TOTAL					-590.00
Bill Pmt -Check	9631	07/18/2023	KanREN	Checking	
Bill	230712010...	07/14/2023		Internet & Telephone	-8,134.32
TOTAL					-8,134.32

Lawrence Public Library
Check Detail
July 18, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9632	07/18/2023	Lawrence Rotary Club	Checking	
Bill	130856	07/10/2023		Professional Development	-229.00
TOTAL					-229.00
Bill Pmt -Check	9633	07/18/2023	LFK Press, LLC	Checking	
Bill	SR 2023 Sh...	06/23/2023		Summer Reading - ALL	-6,967.50
TOTAL					-6,967.50
Bill Pmt -Check	9634	07/18/2023	Molly Hatesohl	Checking	
Bill	Yoga	06/30/2023		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	9635	07/18/2023	MSM Systems Inc.	Checking	
Bill	206234	06/30/2023		Block Grant	-8,921.83
TOTAL					-8,921.83
Bill Pmt -Check	9636	07/18/2023	Pan Asian Publications Inc.	Checking	
Bill	u-17516	06/04/2023		Books & Materials	-236.90
TOTAL					-236.90
Bill Pmt -Check	9637	07/18/2023	Playaway Products LLC	Checking	
Bill	433182	06/26/2023		Books & Materials	-725.66
TOTAL					-725.66
Bill Pmt -Check	9638	07/18/2023	Pur-O-Zone, Inc.	Checking	
Bill	876593	06/23/2023		Building Supplies	-882.61
Bill	876547	06/23/2023		Building Supplies	-89.61
TOTAL					-972.22
Bill Pmt -Check	9639	07/18/2023	Schendel Services	Checking	
Bill	30422811	07/14/2023		Building Repairs & Main...	-112.04
TOTAL					-112.04
Bill Pmt -Check	9640	07/18/2023	Swank Movie Licensing USA	Checking	
Bill	BO 2058761	06/30/2023		Summer Reading - ALL	-720.00
TOTAL					-720.00

Lawrence Public Library

Check Detail

July 18, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9641	07/18/2023	The University of Kansas	Checking	
Bill	3945276	06/30/2023		Outside & Private Funding	-1,500.00
TOTAL					-1,500.00
Bill Pmt -Check	9642	07/18/2023	Unique Management Services	Checking	
Bill	6114647	06/30/2023		Professional Fees	-166.32
Bill	6114646	06/30/2023		Professional Fees	-265.95
TOTAL					-432.27
Bill Pmt -Check	9643	07/18/2023	World Archives	Checking	
Bill	271070	06/30/2023		Books & Materials	-6,419.00
TOTAL					-6,419.00
Bill Pmt -Check	29442	07/18/2023	Amazon Capital Services, Inc	Checking	
Bill	1MN9-PWX...	06/02/2023		Books & Materials	-69.13
Bill	1Q6J-QF9...	06/04/2023		Processing Supplies	-66.70
Bill	1NQT-FRJF...	06/05/2023		Books & Materials	-43.54
Bill	1NY9-PC9P...	06/05/2023		Books & Materials	-207.47
Bill	1HRD-DQY...	06/07/2023		Books & Materials	-39.30
Bill	1FVF-7N4V...	06/07/2023		Books & Materials	-208.98
Bill	13LN-WXR...	06/07/2023		Books & Materials	-141.26
Bill	1XGL-997R...	06/07/2023		Books & Materials	-66.85
Bill	1N3X-QXM...	06/08/2023		Books & Materials	-36.42
Bill	1TMR-3973...	06/09/2023		Books & Materials	-91.50
Bill	1J9Q-QNK...	06/09/2023		Summer Reading - ALL	-57.94
Bill	1FLY-6GW...	06/12/2023		Books & Materials	-255.47
Bill	1PM9-XXN...	06/13/2023		Books & Materials	-41.00
Bill	1KT4-DXW...	06/13/2023		Books & Materials	-248.16
Bill	1GPX-LV9H...	06/14/2023		Books & Materials	-52.10
Bill	1Q4M-XQ1...	06/14/2023		Books & Materials	-58.95
Bill	1GKC-WTT...	06/14/2023		Books & Materials	-113.74
Bill	1QFR-GT1...	06/14/2023		Books & Materials	-77.69
Bill	1HPV-PHC...	06/15/2023		Books & Materials	-34.12
Bill	13TJ-JCWX...	06/20/2023		Books & Materials	-153.50
Bill	16X6-3VQ9...	06/20/2023		Books & Materials	-163.85
Bill	13LL-H1RN...	06/22/2023		Books & Materials	-147.92
Bill	1GMC-H4W...	06/22/2023		Books & Materials	-14.99
Bill	1GMF-RYR...	06/22/2023		Books & Materials	-99.98
Bill	13VD-J6HM...	06/26/2023		Books & Materials	-269.94
Bill	1Q4M-XQ1...	06/26/2023		Books & Materials	-28.22
Bill	1DTJ-3DJV...	06/26/2023		Books & Materials	-89.70
Bill	1FNH-6VY...	06/26/2023		Books & Materials	-12.92
Bill	1JQW-1X7...	06/26/2023		Books & Materials	-315.67
Bill	1JPN-6JTX...	06/26/2023		Marketing-General	-41.97
Bill	1TF3-K7QC...	06/26/2023		Library & Office Supplies	-102.78
Bill	1LMK-JKT...	06/26/2023		IMLS Interns	-17.96
Bill	1J6V-FWL...	06/29/2023		Operations	-1,919.68
Bill	1PVY-YJHP...	07/03/2023		Public Tech Supplies	-79.96
Bill	1VWJ-3741...	07/03/2023		Public Tech Supplies	-83.88
Bill	14CL-L3K3...	07/03/2023		Books & Materials	-18.32
Bill	1MFR-T1R...	07/03/2023		Books & Materials	-14.15
Bill	113N-WKP...	07/03/2023		Books & Materials	-29.99
Bill	1jwy-vhvf-3...	07/05/2023		Summer Reading - ALL	-94.66
Bill	1DCN-GXX...	07/05/2023		Books & Materials	-189.18
Bill	1VQQ-DVG...	07/05/2023		Books & Materials	-72.35

Lawrence Public Library

Check Detail

July 18, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	1GYC-T4K...	07/06/2023		Books & Materials	-51.75
Bill	16DP-KDN...	07/06/2023		Books & Materials	-222.44
Bill	17YP-XWF...	07/10/2023		Books & Materials	-230.84
Bill	1PFR-JTPK...	07/10/2023		Books & Materials	-11.98
Bill	1JRC-JTW...	07/10/2023		Books & Materials	-38.66
Bill	1V4R-XTR...	07/10/2023		Books & Materials	-117.47
Bill	1FM4-YX3R...	07/10/2023		Books & Materials	-34.99
Bill	1FDF-GP3Y...	07/10/2023		Books & Materials	-135.59
Bill	16DP-KDN...	07/10/2023		Books & Materials	-53.37
Bill	1PFR-JTPK...	07/11/2023		Books & Materials	-14.98
Bill	169K-37HR...	07/12/2023		Children Services Progr...	-29.36
TOTAL					-6,813.32
Bill Pmt -Check	29443	07/18/2023	Baker & Taylor, Inc.	Checking	
Bill	2037543678	06/05/2023		Books & Materials	-17.33
Bill	2037547175	06/05/2023		Books & Materials	-63.44
Bill	2037543679	06/05/2023		Processing Supplies	-0.20
Bill	2037547176	06/07/2023		Processing Supplies	-3.75
Bill	2037580892	06/20/2023		Books & Materials	-17.33
Bill	2037566097	06/20/2023		Books & Materials	-30.58
Bill	2037566098	06/20/2023		Processing Supplies	-0.64
Bill	2037580893	06/20/2023		Processing Supplies	-0.32
Bill	2037608056	06/21/2023		Summer Reading - ALL	-22.00
Bill	2037607927	07/06/2023		Books & Materials	-50.48
Bill	2037607928	07/06/2023		Processing Supplies	-3.19
TOTAL					-209.26
Bill Pmt -Check	29444	07/18/2023	Bibliocommons Inc.	Checking	
Bill	2320	06/30/2023		Collections & Public Ser...	-59,952.00
TOTAL					-59,952.00
Bill Pmt -Check	29445	07/18/2023	Century Business Technologies	Checking	
Bill	675568	06/23/2023		IT Software & Subscripti...	-1,931.99
Bill	677102	06/30/2023		IT Software & Subscripti...	-835.84
Bill	677517	07/10/2023		IT Software & Subscripti...	-337.09
Bill	677563	07/10/2023		IT Software & Subscripti...	-67.64
TOTAL					-3,172.56
Bill Pmt -Check	29446	07/18/2023	Ingram Library Services	Checking	
Bill	76157152	06/02/2023		Books & Materials	-19.80
Bill	76157153	06/02/2023		Books & Materials	-1,840.35
Bill	76157154	06/02/2023		Processing Supplies	-276.54
Bill	76229141	06/05/2023		Books & Materials	-940.79
Bill	76250018	06/05/2023		Books & Materials	-727.42
Bill	76229142	06/05/2023		Processing Supplies	-92.52
Bill	76250019	06/05/2023		Processing Supplies	-58.60
Bill	76302739	06/07/2023		Books & Materials	-877.47
Bill	76302740	06/07/2023		Processing Supplies	-132.72
Bill	76292708	06/09/2023		Books & Materials	-1,981.63
Bill	76336087	06/09/2023		Books & Materials	-255.88
Bill	76292709	06/09/2023		Processing Supplies	-238.99
Bill	76359417	06/12/2023		Books & Materials	-79.34
Bill	76336089	06/12/2023		Books & Materials	-348.43
Bill	76359418	06/12/2023		Books & Materials	-685.68

Lawrence Public Library

Check Detail

July 18, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	76336088	06/12/2023		Processing Supplies	-27.67
Bill	76336090	06/12/2023		Processing Supplies	-38.46
Bill	76359419	06/12/2023		Processing Supplies	-86.62
Bill	76354781	06/13/2023		Books & Materials	-448.10
Bill	76354782	06/13/2023		Processing Supplies	-47.25
Bill	76379869	06/14/2023		Books & Materials	-865.04
Bill	76379870	06/14/2023		Processing Supplies	-89.12
Bill	76394465	06/15/2023		Books & Materials	-1,579.75
Bill	76394466	06/15/2023		Processing Supplies	-195.33
Bill	76440934	06/20/2023		Books & Materials	-77.35
Bill	76440932	06/20/2023		Books & Materials	-295.44
Bill	76464633	06/20/2023		Books & Materials	-1,351.15
Bill	76440935	06/20/2023		Processing Supplies	-1.25
Bill	76440933	06/20/2023		Processing Supplies	-32.63
Bill	76464634	06/20/2023		Processing Supplies	-183.90
Bill	76481792	06/26/2023		Books & Materials	-595.97
Bill	76499709	06/26/2023		Books & Materials	-323.50
Bill	76525044	06/26/2023		Books & Materials	-1,831.60
Bill	76481793	06/26/2023		Processing Supplies	-62.44
Bill	76499710	06/26/2023		Processing Supplies	-31.72
Bill	76525045	06/26/2023		Processing Supplies	-251.39
Bill	76571345	06/28/2023		Books & Materials	-97.14
Bill	76571346	06/28/2023		Processing Supplies	-1.50
Bill	76571344	06/28/2023		Processing Supplies	-64.40
Bill	76571343	06/29/2023		Books & Materials	-501.73
Bill	76615174	06/30/2023		Books & Materials	-1,065.29
Bill	76586387	06/30/2023		Books & Materials	-435.44
Bill	76631562	06/30/2023		Books & Materials	-567.33
Bill	76631564	06/30/2023		Books & Materials	-24.54
Bill	76615175	06/30/2023		Processing Supplies	-145.77
Bill	76586388	06/30/2023		Processing Supplies	-37.77
Bill	76631563	06/30/2023		Processing Supplies	-79.07
Bill	76631565	06/30/2023		Processing Supplies	-0.50
Bill	76627663	07/03/2023		Books & Materials	-2,441.81
Bill	76661359	07/03/2023		Books & Materials	-82.48
Bill	76627664	07/03/2023		Processing Supplies	-273.20
Bill	76644399	07/05/2023		Books & Materials	-297.35
Bill	76644400	07/05/2023		Processing Supplies	-36.99
Bill	76668035	07/06/2023		Books & Materials	-62.16
Bill	76702527	07/10/2023		Books & Materials	-214.09
Bill	76681243	07/10/2023		Books & Materials	-459.50
Bill	76702528	07/10/2023		Processing Supplies	-28.90
Bill	76681244	07/10/2023		Processing Supplies	-52.85
Bill	76722187	07/11/2023		Books & Materials	-1,192.89
Bill	76722188	07/11/2023		Processing Supplies	-149.79
Bill	76751526	07/13/2023		Books & Materials	-130.79
Bill	76751528	07/13/2023		Books & Materials	-205.30
Bill	76777837	07/13/2023		Books & Materials	-1,164.99
Bill	76751527	07/13/2023		Processing Supplies	-14.79
Bill	76751529	07/13/2023		Processing Supplies	-28.23
Bill	76777838	07/13/2023		Processing Supplies	-169.64
TOTAL					-26,998.07

Bill Pmt -Check	29447	07/18/2023	KU School of Architecture & Des...	Checking	
Bill	DOTTIE	07/14/2023		Outreach/Coggins Fund	-23,190.79
TOTAL					-23,190.79

Lawrence Public Library

Check Detail

July 18, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29448	07/18/2023	Midwest Tape	Checking	
Bill	503842500	06/02/2023		Books & Materials	-144.33
Bill	503842502	06/02/2023		Books & Materials	-370.37
Bill	503842479	06/02/2023		Books & Materials	-209.95
Bill	503842478	06/02/2023		Books & Materials	-518.51
Bill	503886818	06/09/2023		Books & Materials	-140.94
Bill	503886815	06/09/2023		Books & Materials	-79.98
Bill	503886816	06/09/2023		Books & Materials	-219.72
Bill	503886814	06/09/2023		Books & Materials	-676.22
Bill	503920140	06/15/2023		Books & Materials	-1,168.86
Bill	503920143	06/15/2023		Books & Materials	-353.12
Bill	503920141	06/15/2023		Books & Materials	-69.98
Bill	503920142	06/15/2023		Books & Materials	-161.27
Bill	503944848	06/23/2023		Books & Materials	-79.98
Bill	503944849	06/23/2023		Books & Materials	-48.74
Bill	503952042	06/23/2023		Books & Materials	-29.99
Bill	503952040	06/23/2023		Books & Materials	-269.93
Bill	503944847	06/23/2023		Books & Materials	-662.97
Bill	503976146	06/29/2023		Books & Materials	-113.99
Bill	503976149	06/29/2023		Books & Materials	-148.45
Bill	503976144	06/29/2023		Books & Materials	-39.99
Bill	503976147	06/29/2023		Books & Materials	-171.30
Bill	503976143	06/29/2023		Books & Materials	-420.53
Bill	504016812	06/30/2023		Processing Supplies	-280.45
Bill	503999203	07/05/2023		Books & Materials	-438.04
Bill	503999769	07/05/2023		Books & Materials	-22.03
Bill	503999204	07/05/2023		Books & Materials	-44.99
Bill	504031619	07/13/2023		Books & Materials	-238.38
Bill	504031618	07/13/2023		Books & Materials	-99.71
Bill	504040334	07/13/2023		Books & Materials	-121.44
Bill	504040332	07/13/2023		Books & Materials	-99.37
Bill	504040330	07/13/2023		Books & Materials	-89.98
TOTAL					-7,533.51

Bill Pmt -Check	29449	07/18/2023	OverDrive	Checking	
Bill	06809CP23...	06/02/2023		Books & Materials	-555.04
Bill	06809CO23...	06/02/2023		Books & Materials	-247.18
Bill	06809CO23...	06/02/2023		Books & Materials	-309.31
Bill	06809CO23...	06/02/2023		Books & Materials	-277.92
Bill	06809DA23...	06/02/2023		Books & Materials	-347.86
Bill	06809CO23...	06/02/2023		Books & Materials	-402.05
Bill	06809CO23...	06/02/2023		Books & Materials	-509.58
Bill	06809CO23...	06/02/2023		Books & Materials	-262.12
Bill	06809CO23...	06/02/2023		Books & Materials	-78.55
Bill	06809CO23...	06/02/2023		Books & Materials	-2,030.02
Bill	06809CO23...	06/02/2023		Books & Materials	-1,064.61
Bill	06809CO23...	06/05/2023		Books & Materials	-748.60
Bill	06809CO23...	06/05/2023		Books & Materials	-533.31
Bill	06809CO23...	06/05/2023		Books & Materials	-208.06
Bill	06809CO23...	06/05/2023		Books & Materials	-165.48
Bill	06809CO23...	06/05/2023		Books & Materials	-2,155.87
Bill	06809CO23...	06/05/2023		Books & Materials	-793.05
Bill	06809DA23...	06/05/2023		Books & Materials	-19.99
Bill	06809DA23...	06/05/2023		Books & Materials	-269.27
Bill	06809DA23...	06/05/2023		Books & Materials	-168.24
Bill	06809CO23...	06/05/2023		Books & Materials	-1,813.84
Bill	06809CO23...	06/05/2023		Books & Materials	-1,218.28
Bill	06809CO23...	06/05/2023		Books & Materials	-228.80
Bill	06809CO23...	06/05/2023		Books & Materials	-22.00
Bill	06809CO23...	06/05/2023		Books & Materials	-116.98

Lawrence Public Library

Check Detail

July 18, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO23...	06/05/2023		Books & Materials	-199.52
Bill	06809CO23...	06/05/2023		Books & Materials	-247.83
Bill	06809CO23...	06/07/2023		Books & Materials	-1,650.62
Bill	06809CO23...	06/07/2023		Books & Materials	-826.96
Bill	06809DA23...	06/07/2023		Books & Materials	-14.15
Bill	06809DA23...	06/08/2023		Books & Materials	-885.74
Bill	06809CO23...	06/13/2023		Books & Materials	-455.93
Bill	06809CO23...	06/13/2023		Books & Materials	-476.10
Bill	06809CO23...	06/13/2023		Books & Materials	-397.62
Bill	06809CO23...	06/14/2023		Books & Materials	-338.91
Bill	06809CO23...	06/14/2023		Books & Materials	-788.64
Bill	06809CO23...	06/14/2023		Books & Materials	-611.40
Bill	06809DA23...	06/14/2023		Books & Materials	-13.99
Bill	06809CO23...	06/21/2023		Books & Materials	-184.00
Bill	06809CO23...	06/21/2023		Books & Materials	-524.16
Bill	06809CO23...	06/21/2023		Books & Materials	-33.56
Bill	06809CO23...	06/21/2023		Books & Materials	-191.24
Bill	06809CO23...	06/21/2023		Books & Materials	-1,911.04
Bill	06809CO23...	06/21/2023		Books & Materials	-1,091.45
Bill	06809DA23...	06/26/2023		Books & Materials	-800.54
Bill	06809CO23...	06/26/2023		Books & Materials	-176.18
Bill	06809CO23...	06/26/2023		Books & Materials	-405.40
Bill	06809CO23...	06/26/2023		Books & Materials	-386.00
Bill	06809CO23...	06/26/2023		Books & Materials	-206.49
Bill	06809CO23...	06/27/2023		Books & Materials	-1,108.55
Bill	06809CO23...	06/27/2023		Books & Materials	-603.29
Bill	06809CO23...	06/27/2023		Books & Materials	-689.87
Bill	06809CO23...	06/27/2023		Books & Materials	-397.59
Bill	06809CO23...	06/27/2023		Books & Materials	-429.44
Bill	06809CO23...	06/27/2023		Books & Materials	-268.20
Bill	06809CO23...	06/27/2023		Books & Materials	-1,799.18
Bill	06809CO23...	06/28/2023		Books & Materials	-1,638.86
Bill	06809DA23...	06/28/2023		Books & Materials	-344.95
Bill	06809CO23...	07/03/2023		Books & Materials	-527.31
Bill	06809DA23...	07/11/2023		Books & Materials	-99.99
Bill	06809CO23...	07/11/2023		Books & Materials	-588.00
Bill	06809CO23...	07/11/2023		Books & Materials	-96.46
Bill	06809CO23...	07/11/2023		Books & Materials	-37.50
Bill	06809CO23...	07/11/2023		Books & Materials	-22.50
Bill	06809CO23...	07/12/2023		Books & Materials	-2,666.53
Bill	06809CO23...	07/12/2023		Books & Materials	-1,694.74
Bill	06809DA23...	07/12/2023		Books & Materials	-66.85
Bill	06809CO23...	07/12/2023		Books & Materials	-412.77
TOTAL					-40,856.06

Monthly Statistical Summary--June 2023

	June	June	% Change	YTD	YTD	% Change	Charts
	2023	2022	2023-2022	2023	2022	2023-2022	
SUMMARY RATIOS							
Service Area Population <i>provided by the City of Lawrence</i>	105,295	103,351	2%				
% of Lawrence Residents Registered (current month)	40%	47%	-14%				
Net Promoter Score (NPS) <i>see definition below</i>	100	N/A	#VALUE!				
OUTPUT MEASURES							
Physical Checkouts, Renewals & Autorenewals Adult Audience	43,653	44,123	-1%	253,318	250,741	1%	
Physical Checkouts & Renewals Teen Audience	3,448	3,647	-5%	17,314	16,471	5%	
Physical Checkouts & Renewals Children's Audience <i>see explanation below</i>	32,125	33,413	-4%	167,149	162,123	3%	
Total Physical Checkouts	79,226	81,183	-2%	437,781	429,335	2%	
Digital Checkouts & Renewals Adult & General Audience	16,087	14,894	8%	91,656	93,405	-2%	
Digital Checkouts & Renewals Teen Audience	2,100	1,733	21%	10,915	10,440	5%	
Digital Checkouts & Renewals Children's Audience	3,111	2,450	27%	16,096	16,589	-3%	
Total Digital Checkouts & Renewals	21,298	19,077	12%	118,667	120,434	-1%	
Total Physical & Digital Checkouts & Renewals	100,524	100,260	0%	556,448	549,769	1%	Circulation Charts
Checkouts & Renewals Dottie	358	5	7060%	1,756	5	35020%	
Checkouts & Renewals Lockers	953	897	6%	5,611	5,959	-6%	
Checkouts & Renewals Home Delivery & Retirement Communities	863	1,110	-22%	4,937	5,202	-5%	
Checkouts & Renewals Main Library	54,995	58,133	-5%	292,866	290,696	1%	
Digital Checkouts, Online Renewals, Auto Renewals	43,355	40,115	8%	251,278	247,907	1%	
Total Physical & Digital Checkouts & Renewals	100,524	100,260	0%	556,448	549,769	1%	
Service Interactions	8,191	8,558	-4%	40,627	41,802	-3%	Service Interaction Charts
Visits to 707 Vermont St.	42,653	38,910	10%	224,478	166,784	35%	User Visits Charts
LPL Web Site Visits (Google Analytics has implemented new metrics; we are using their new metric of "Engaged Sessions")	63,806	72,788	-12%	401,075	353,759	13%	
Physical Holdings Added	2,099	2,631	-20%	12,594	13,812	-9%	
Physical Holdings Withdrawn	2,556	1,887	35%	12,390	21,190	-42%	
Physical Holdings Total	192,659	192,674	0%				
Digital Holdings Added	649	5,093	-87%	3,578	7,067	-49%	
Digital Holdings Leases Expired	142	144	-1%	781	923	-15%	
Digital Holdings Total (includes leased titles)	32,419	26,344	23%				
New Cards created (includes online applications)	928	748	24%	4,448	3,618	23%	
Active Cardholders Current Month <i>see definition below</i>	15,489	14,491	7%				
Active Cardholders Last 3 Years <i>see definition below</i>	42,028	48,092	-13%				

Adult Programs (Includes programs for retirees)	29	41	-29%	182	226	-19%	
Teen Programs	12	14	-14%	55	91	-40%	
Children's Programs (includes programs for all ages)	54	56	-4%	269	202	33%	
Total Programs	95	111	-14%	506	519	-3%	
Total Program Attendance	3,225	4,069	-21%	19,415	14,661	32%	Program Statistics Charts
Patron Bookings of Library Spaces	1,073	721	49%	6,042	3,643	66%	
Public Computer Sessions	3,397	2,454	38%	18,548	13,574	37%	Computer Session Charts
Total Paid Staff (FTE)	70.84	70.29	1%				
Total Number of Employees (3 Teen Interns, 1 Hall Center Intern, and 2 summer employees)	93	87	7%				
Total Library Volunteer Hours***	612	679	-10%	3,404	2,843	20%	

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

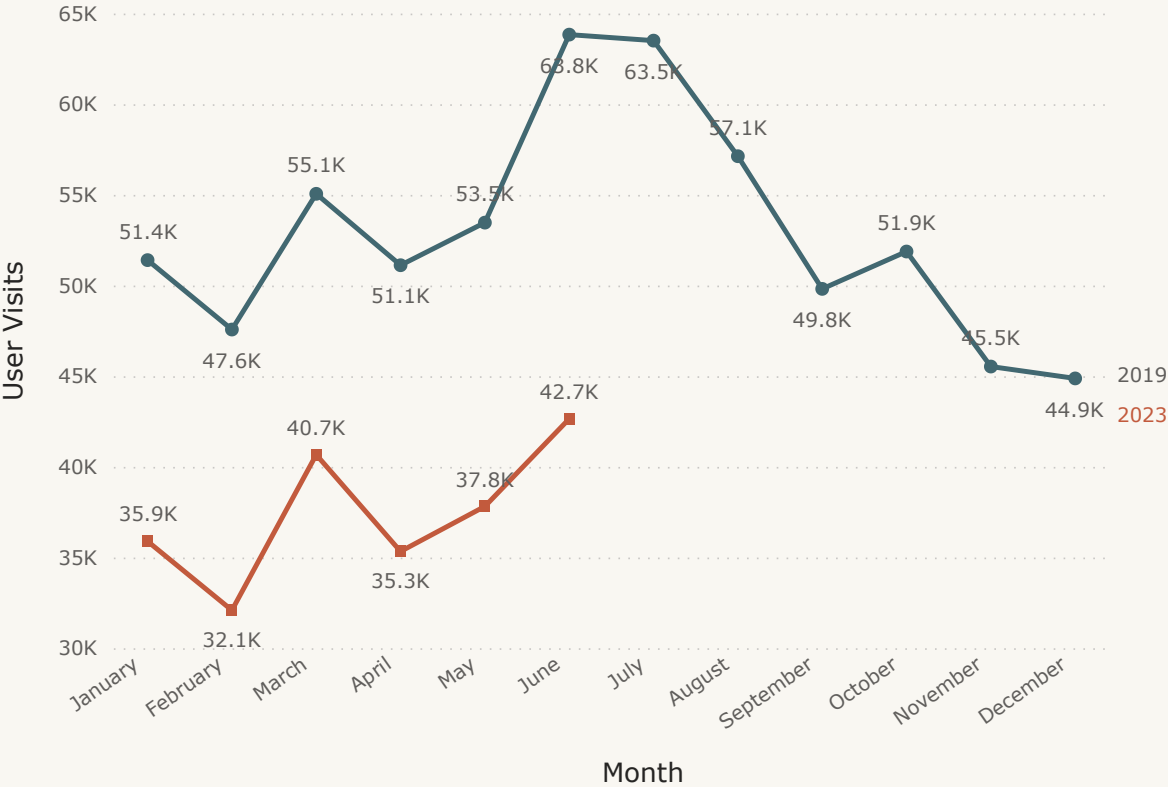
Active cardholder: activities counted include (but are not limited to) checking out physical & digital items; placing holds; returning items; paying bills; placing holds; verifying library card status to register for a library event, gain access to a public computer or to use digital resources such as 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

Year 2019 2023



LPL ComiCon on March 10 & 11, 2023 had an estimated attendance of 901

YTD % change Pre- vs Post-Pandemic

-30.39%

YTD User Visits 2019-2023

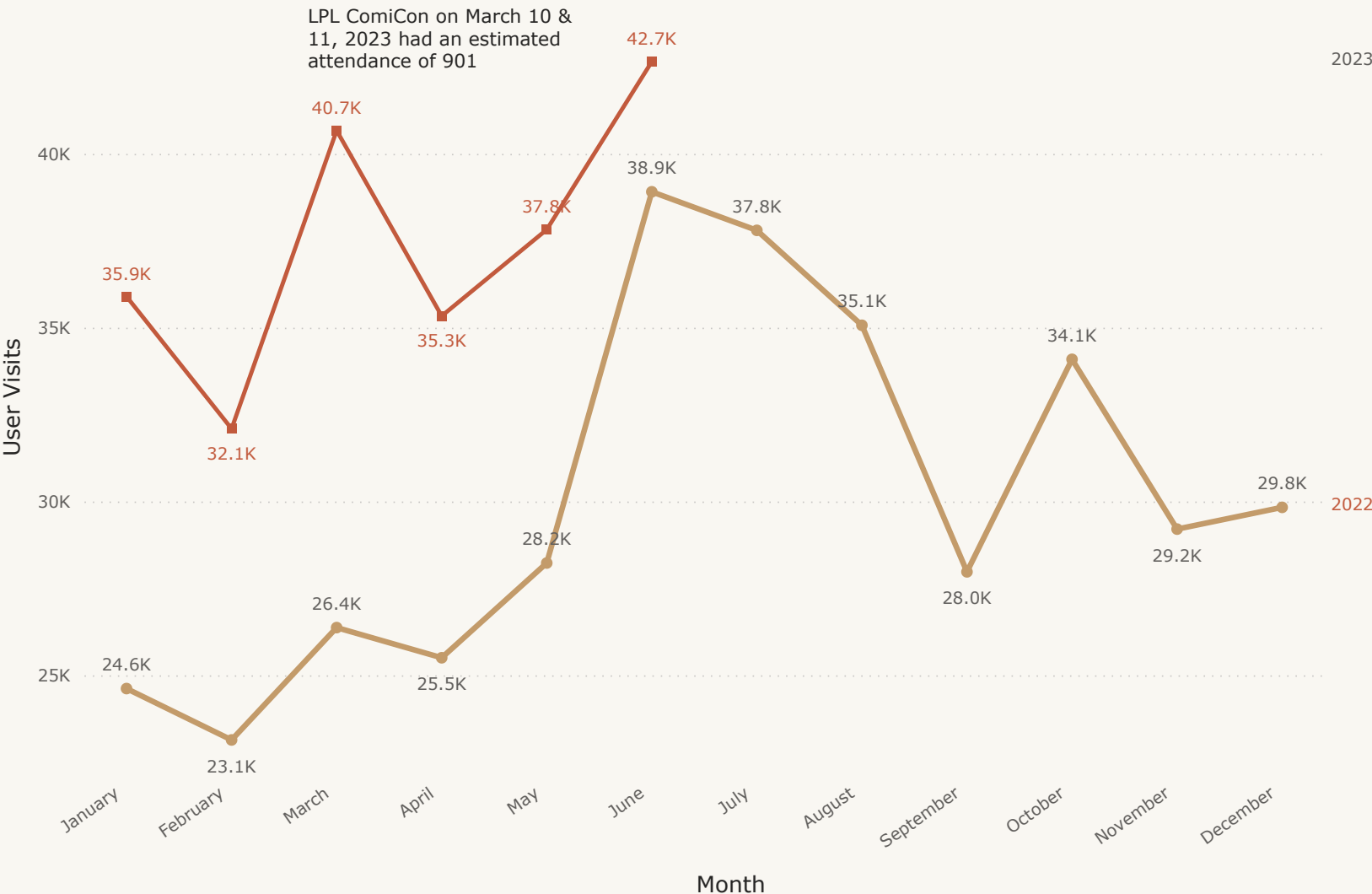
Year	User Visits	% Growth Year Over Year
2019	322476	0.00%
2020	139544	-56.73%
2021	105108	-24.68%
2022	166784	58.68%
2023	224478	34.59%

Month on Month: June Visits 2019-2023

Year	User Visits	% Growth Month Over Month
2019	63840	-1.97%
2020	11753	-81.59%
2021	24093	104.99%
2022	38910	61.50%
2023	42653	9.62%

Total User Visits 2022 vs 2023

Year ● 2022 ■ 2023



Percent Growth Between Current Month and Last Month

2023

12.77%

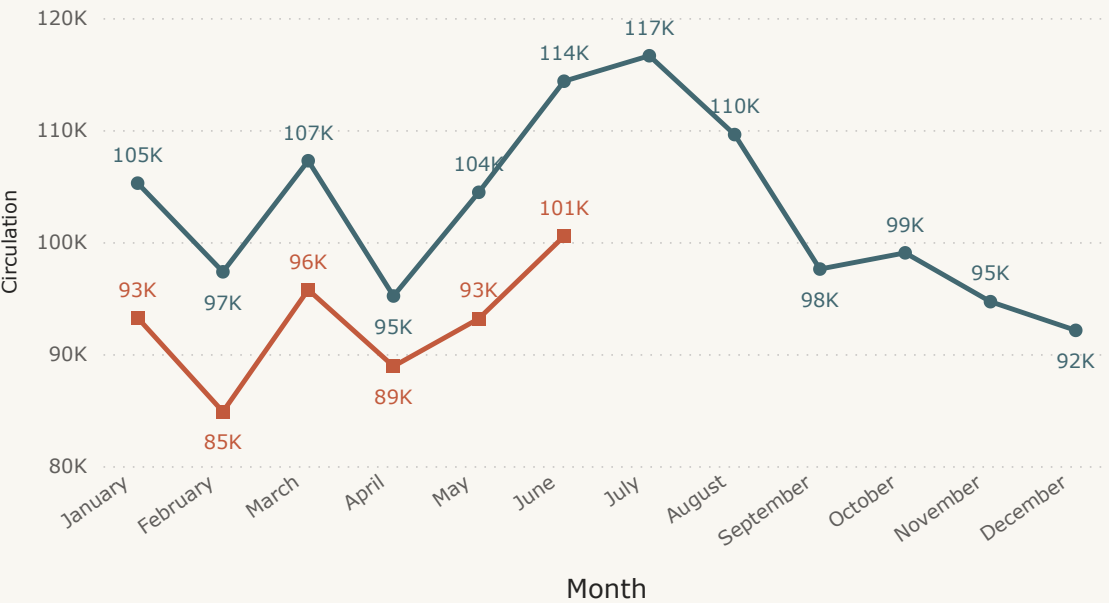
Percent Growth Between Current Year and Last Year YTD

34.59%

- 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

-10.81%

YTD Circulation 2019-2023

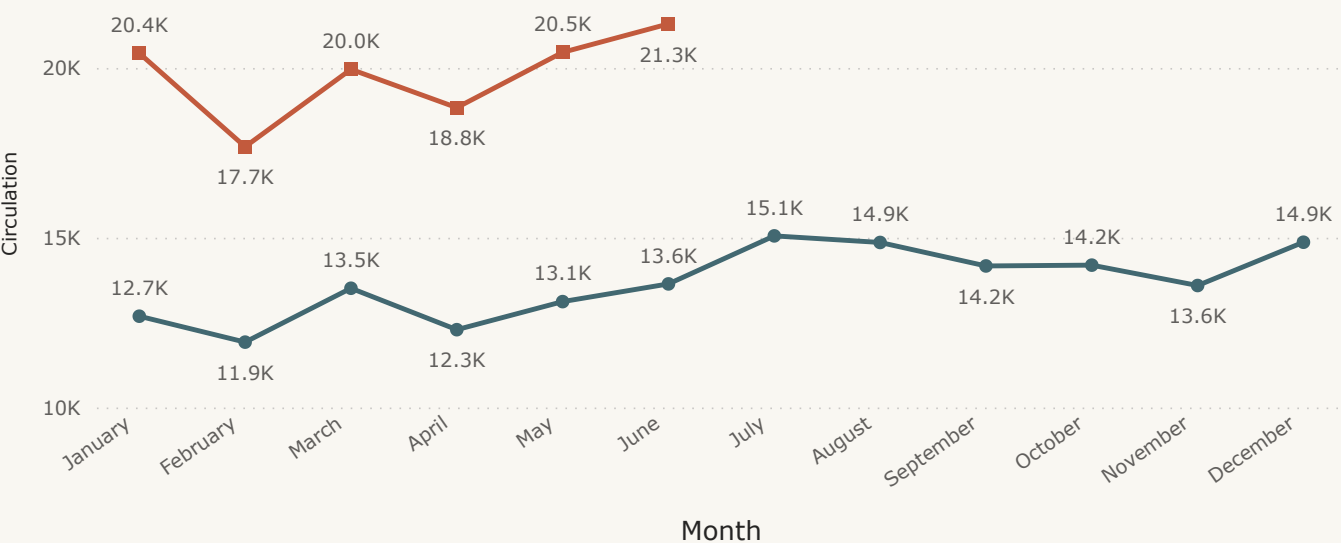
Year	Circulation	% Growth Year on Year
2019	623,872.09	3.21%
2020	424,863.56	-31.90%
2021	547,934.99	28.97%
2022	549,994.99	0.38%
2023	556,451.60	1.17%

Month on Month: June Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	107,262.90	4.34%
2020	63,994.88	-40.34%
2021	91,334.08	42.72%
2022	94,373.10	3.33%
2023	95,747.73	1.46%

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

53.75%

YTD Circulation 2019-2023

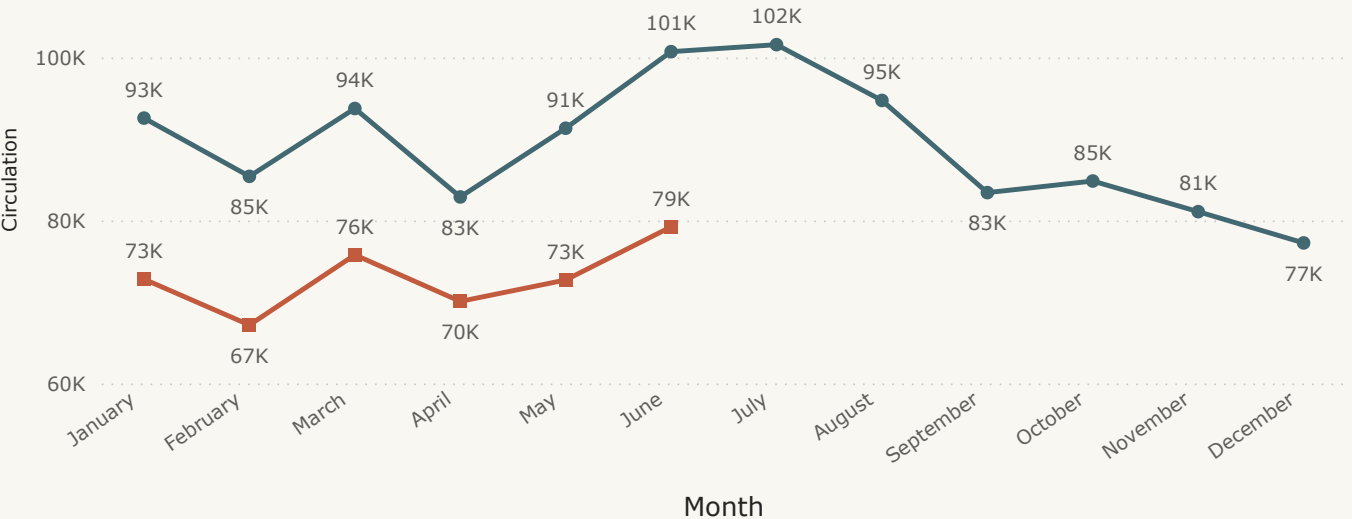
Year	Circulation	% Growth Year on Year
2019	77,181.09	99.87%
2020	123,685.56	60.25%
2021	119,673.99	-3.24%
2022	120,660.99	0.82%
2023	118,666.60	-1.65%

Month on Month: June Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	13,640.90	95.69%
2020	23,484.88	72.17%
2021	19,733.22	-15.97%
2022	19,076.87	-3.33%
2023	21,297.93	11.64%

Physical Circulation Trend Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-19.92%

YTD Circulation 2019-2023

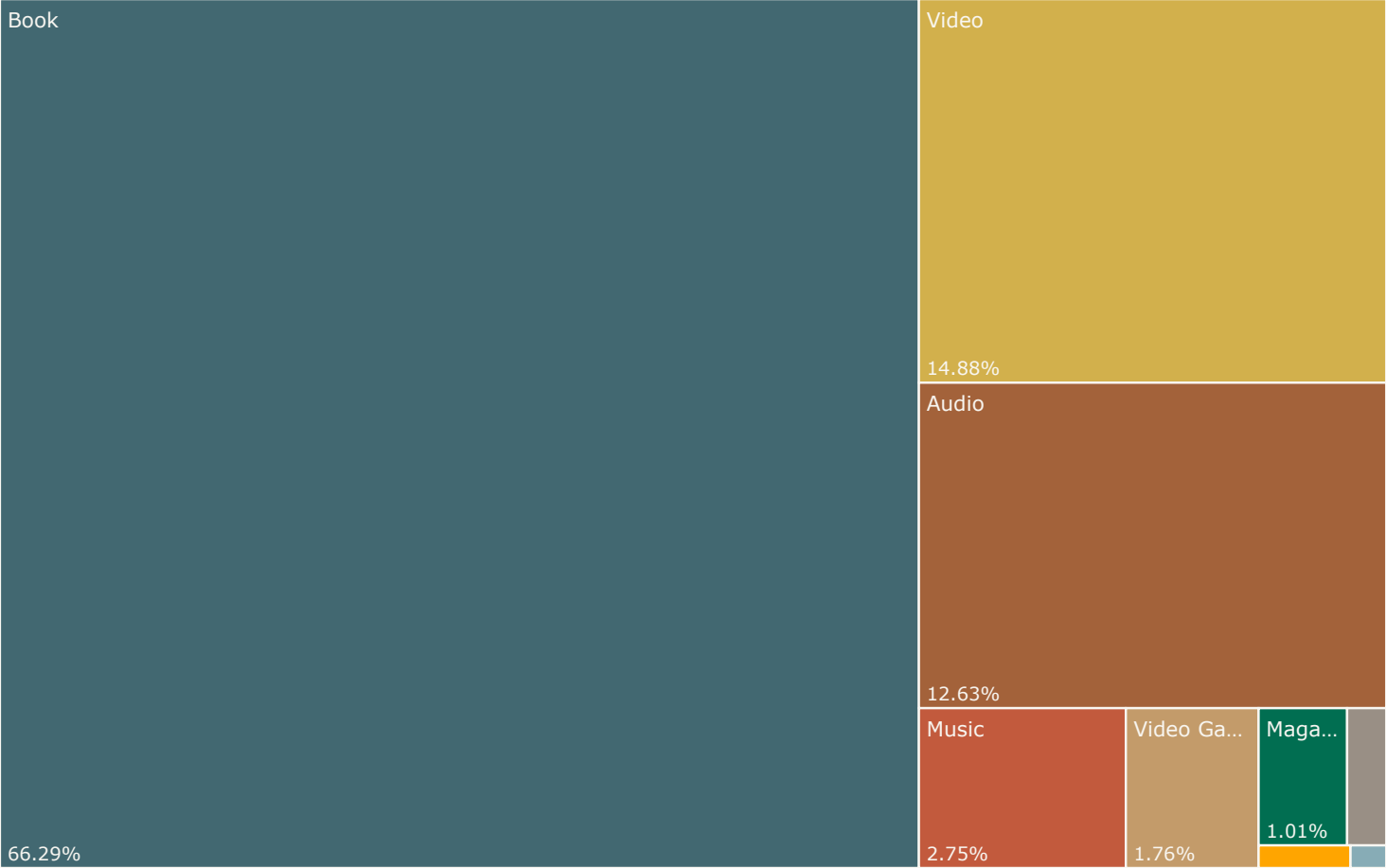
Year	Circulation	% Growth Year on Year
2019	546,691.00	-3.38%
2020	301,178.00	-44.91%
2021	428,261.00	42.20%
2022	429,334.00	0.25%
2023	437,785.00	1.97%

- 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: June Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	100,722.00	-6.84%
2020	46,836.00	-53.50%
2021	81,490.00	73.99%
2022	81,184.00	-0.38%
2023	79,226.00	-2.41%

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

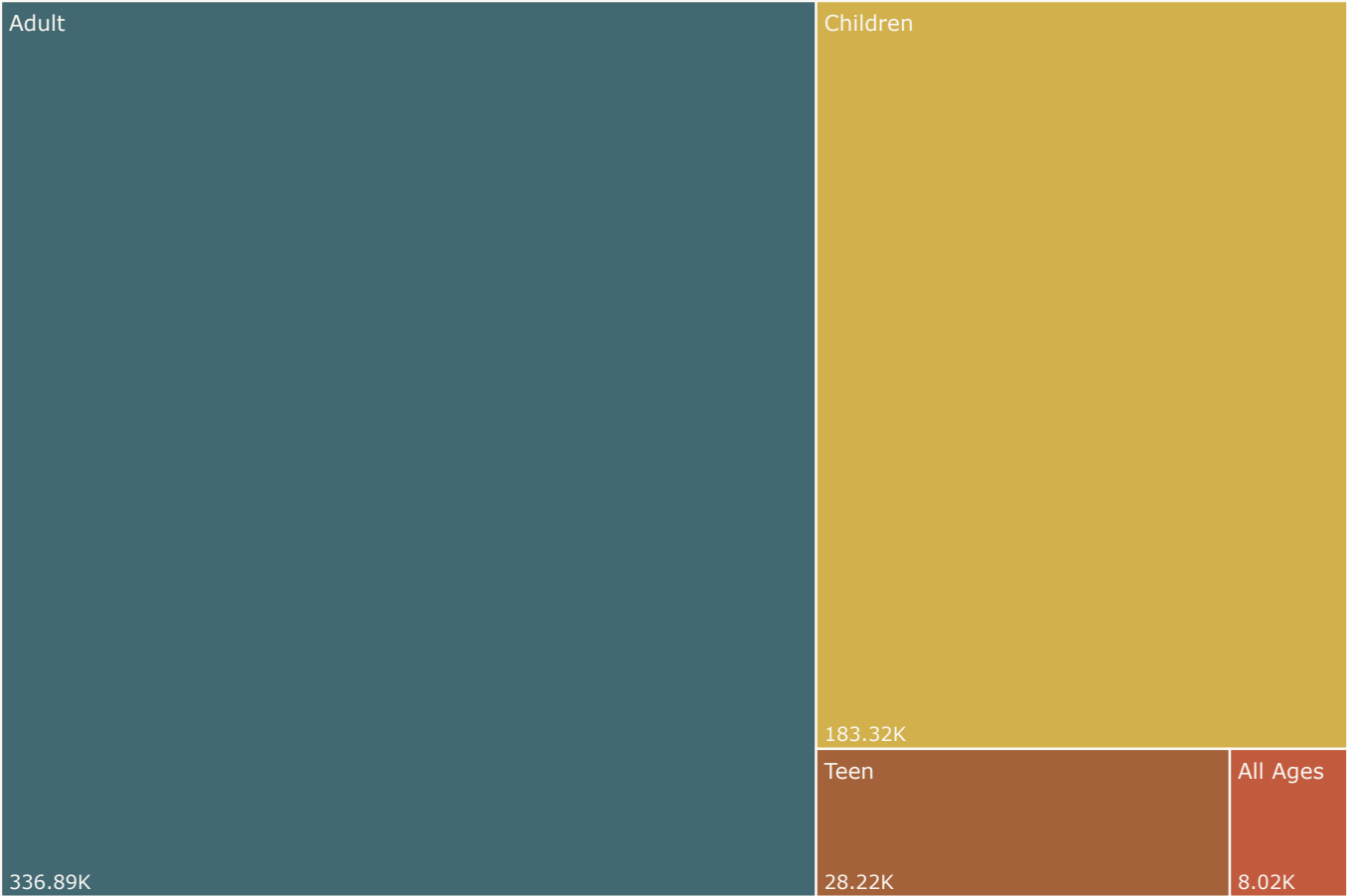
☐ Adult

☐ All Ages

☐ Children

☐ Teen

Total Circulation By Audience 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 Format

Audio

Book

ILL Items

Kits

LibOfThings

Magazines

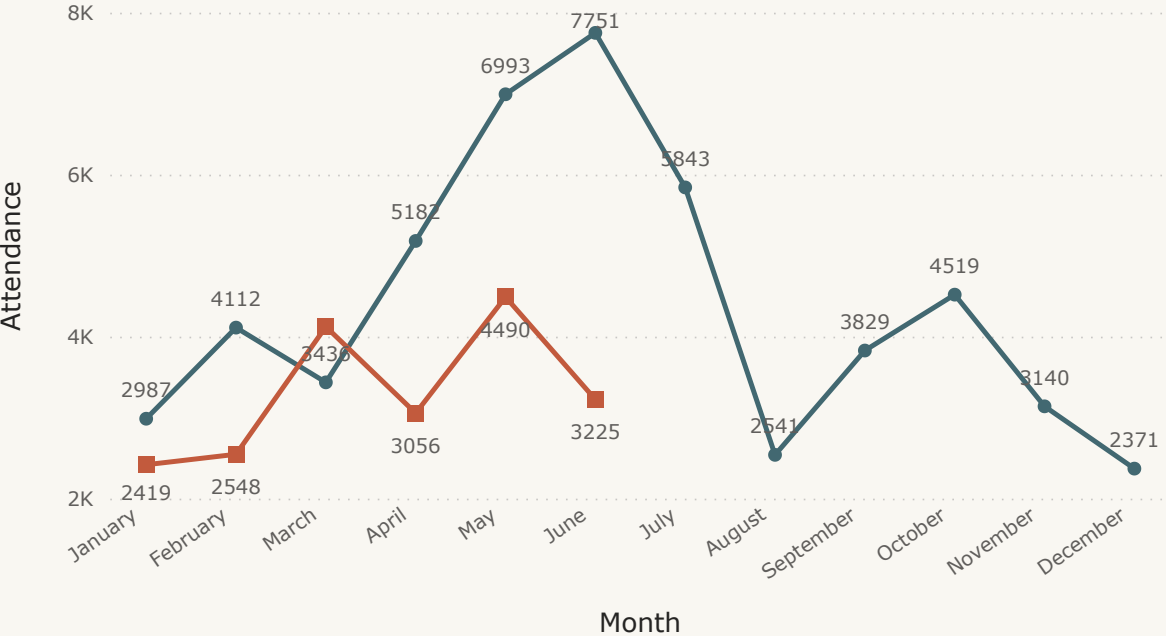
Music

Video

Video Games

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

-34.80%

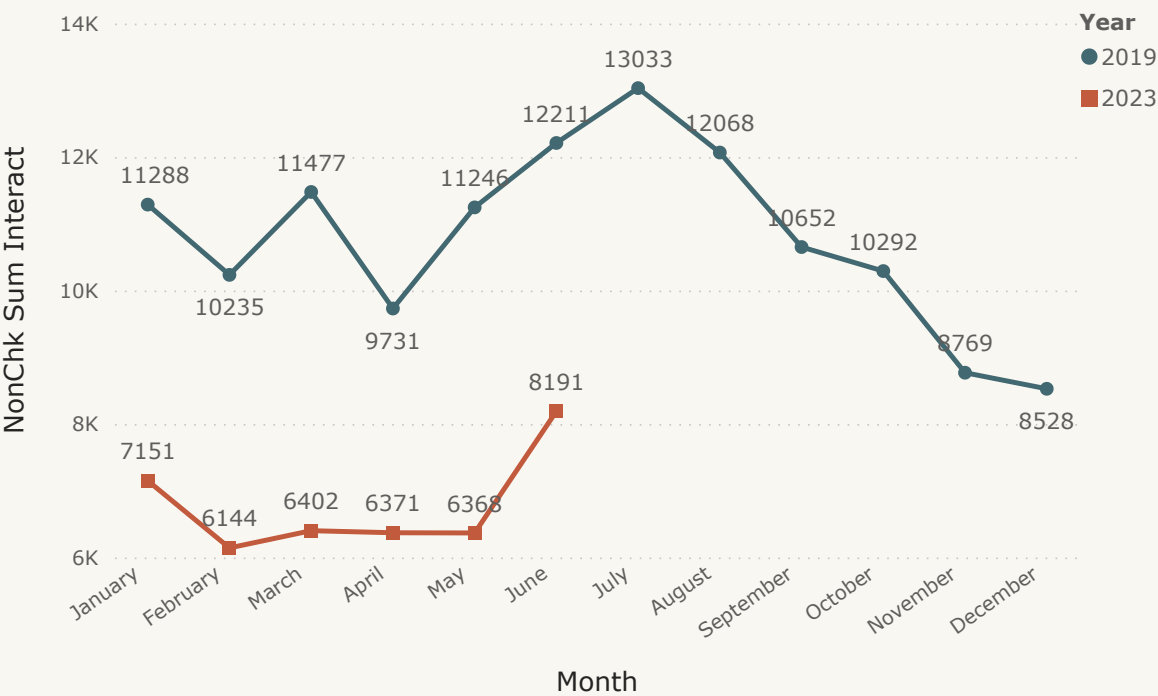
YTD Program Attendance 2019-2023

Year	Attendance	% Growth Year on Year
2019	30461	-12.66%
2020	27105	-11.02%
2021	12027	-55.63%
2022	14806	23.11%
2023	19861	34.14%

Month on Month: June Program Attendance 2019-2023

Year	Attendance	% Growth Month on Month
2019	7751	12.64%
2020	3878	-49.97%
2021	3169	-18.28%
2022	4069	28.40%
2023	3225	-20.74%

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

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

-38.62%

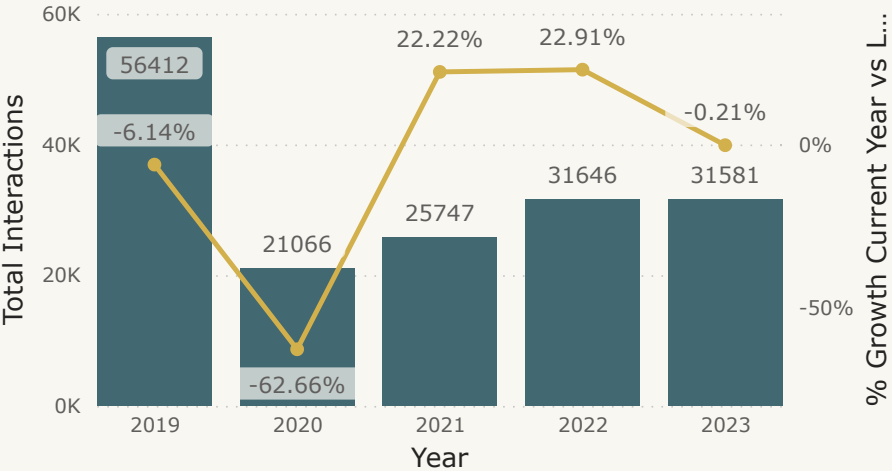
YTD Service Interactions 2019-2023

Year	YTD Service Interactions	% Growth Year on Year
2019	129530	-9.68%
2020	58607	-54.75%
2021	76926	31.26%
2022	81041	5.35%
2023	40627	-2.81%

Monthly: June Service Interactions 2019-2023

Year	Current Month Service Interactions	NonChk MO % Growth Month on Month
2019	12211	-20.38%
2020	2623	-78.52%
2021	7863	199.77%
2022	8558	8.84%
2023	8191	-4.29%

In Person Only: Service Interactions: Pre- vs Post-Pandemic



In Person Only: Service Interactions YTD % change Pre- vs Post-Pandemic

-44.02%

YTD Service Interactions 2019-2023

Year	Total Interactions	% Growth Year on Year
2019	56412	-6.14%
2020	21066	-62.66%
2021	25747	22.22%
2022	31646	22.91%
2023	31581	-0.21%

Department Or Service A...

- ☐ Accounts
- ☐ Children's
- ☐ Info Services
- ☐ Materials Handling
- ☐ Public Technology
- ☐ Readers Services
- ☐ Teen
- ☐ Welcome Desk

Type Of Interaction

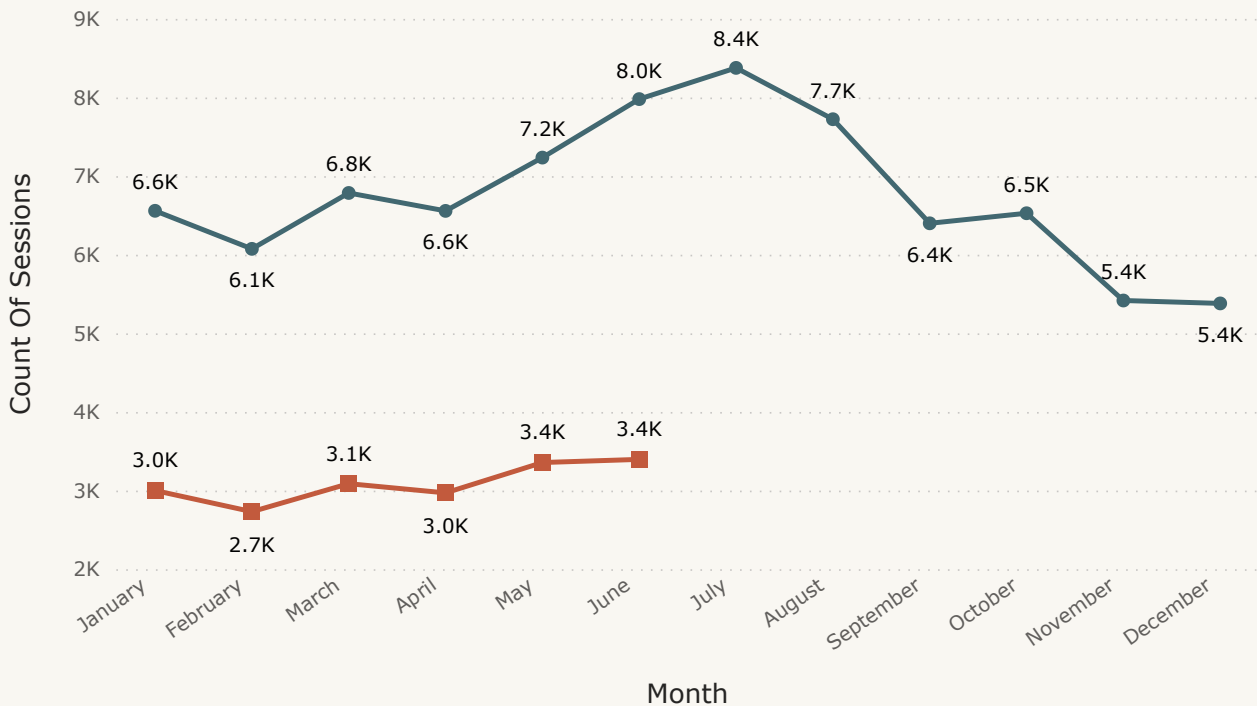
- ☐ In Person Directional
- ☐ In Person One-on-One
- ☐ In Person Readers Advisory
- ☐ In Person Reference

Monthly: June Service Interactions 2019-2023

Year	Current Month Service Interactions	NonChk MO % Growth Month on Month
2019	10538	-24.86%
2020	1181	-88.79%
2021	6105	416.93%
2022	6926	13.45%
2023	6491	-6.28%

Adult Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-54.98%

Year

■ 2019

□ 2020

□ 2021

□ 2022

■ 2023

Audience (Primary)

■ Adult

■ Children

■ Teen

Library Director's Report for July 2023

The Library Board asked me to develop a proposal for a sabbatical as part of my annual performance review last year. I am deeply grateful to the Library Board for granting me this opportunity to take time away from the day to day to rest, think, and return to work inspired and ready to continue doing my best for our library. My plan is to take a 12-week sabbatical from mid-September to mid-December of this year. I will attend the September 18 board meeting and return to work in time for the December 18 board meeting.

In my absence, Kathleen Morgan will serve as Acting Director. She will be the Library Board's primary contact in my absence. My out of office notifications will direct people to her while I am away. Tricia Karlin will be Kathleen's immediate backup whenever Kathleen is out of town. Kathleen and Tricia are veteran staff who have deep knowledge of the day to day operations of the library. I have every confidence in their abilities to run the library during this time.

While on sabbatical, I will have the opportunity to work with our library partner BiblioCommons, joining a team that is in the early stages of developing a patron engagement and management product for public libraries. I am very excited to work on this project. Additionally, I plan to spend time taking deep dives into reading about management and leadership as well as visit other public libraries to learn and find inspiration. Upon completion of my sabbatical, I will report back to both the Library Board and library staff about my experience.

In the lead up to my sabbatical, library leadership has continued our strategic planning work. We are very close to having something to present to the Library Board and anticipate making a presentation at the August board meeting.

In other news, I attended the American Library Association Annual Conference in Chicago in late June. We took a good-sized group of library staff on the Amtrak train which was a lot of fun! I was able to attend some interesting sessions, meet with vendors, and spend time talking with folks at BiblioCommons about the work I'll be doing with them in the fall.

While in Chicago, I was also able to take the train to Skokie Public Library to tour their recently renovated facility. It's beautiful and inspiring. Their director Richard Kong told me some of their design was inspired by their visit to LPL a few years back.

Lastly, in addition to all of my work at the library, this past month I had quite a few big commitments as part of the City Executive Team. I spent a day working on the 2024 City recommended budget as well as a two-day retreat. Lots of good teambuilding happened at the retreat.

Respectfully submitted by Brad Allen, July 10, 2023

Monthly Departmental Reports

July 2023

Accounts:

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

Dottie began visiting Summer lunch sites.

Angela Longhurst completed the Emerging Leaders Academy.

Cataloging & Collection Development:

The Catalogers are very happy with their new technical processing carts (thank you, Brad!). They're replacing a handful that have been around since the first new 707 Vermont Library opened in 1972. The Catalogers have also begun meeting once a week to go through a self guided subject heading training provided by the Library of Congress.

Collections & Technology:

All library statistical files and reports that were stored on the Windows file server have now moved to the Google Shared Drive. Tricia is busy updating the Power BI statistical reports for the new file paths and is using this opportunity to clean up some of the queries that the reports are based on.

Tricia met with Aaron and Bree to review some new purchasing workflows that would use Google Drive functionality. They decided that existing, off-the-shelf Google approval functions wouldn't provide much improvement over current workflows in bamboohr, so they will meet again at the end of August to review other software and/or add-on products from Google Marketplace.

We are nearing the end of our subscription year for SIRSI products and will be making final decisions on which custom reports or services we need to order so we don't lose any credits.

Diversity, Equity, and Inclusion:

From June 12 - 14, Frankie attended the 23rd Annual Social Equity Leadership conference, which was hosted in Kansas City this year by the Mid America Regional Council, The KU School of

Monthly Departmental Reports

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Public Affairs in Administration, and the National Academy of Public Administration. Frankie had the opportunity to meet many local professionals who do social equity work, and was grateful to make connections with peers and share ideas. She was also able to attend the post-conference, where she worked with others to apply information we learned at the conference, and understand how it connects to our work. Frankie is also continuing to work on webpage content for the IMLS grant project, as well as tying up any loose ends as the grant comes to a close this summer. Frankie continues to help manage the Spanish class that Plymouth Language is hosting here - we are halfway through the class! She also has arranged training on the Lawrence new transit hub and bus routes that will be happening at the end of July, which she and other staff are looking forward to so they can help answer questions for patrons as they navigate the new system.

Facilities:

Summer is steam rolling ahead, and we're doing our best to keep up with it. The increase in programs keeps us extra busy as we help with set up, clean up, and tear down (emphasis on the clean up). Sometimes it's a lot, and sometimes it's just making sure our coworkers have what they need ready and available.

We also try to stay helpful in other areas, like helping with Dottie when one of her shelves had an issue: we learned a lot!

Human Resources:

This month Erica focused on updating the employee handbook as well as hosting several benefit opportunities, like open enrollment for Blue Cross Blue Shield of Kansas and one-on-one meetings for our employees with our KPERS representative. Erica also met with Anita Patel from our Youth Services Department. Anita completed a large graduate school project based on our fledgling mentorship program and injected new ideas from her research. More formal adaptation of her ideas will be discussed this fall. Erica also completed reading the book *Can I Bring My Pet Monkey to Work: Answers to 45 of the Wildest Workplace Law Questions* by Charles T. Passaglia, submitted the 500 word essay to SHRM, and received recertification credit.

Monthly Departmental Reports

July 2023

Information Services:

Despite the rain, this year's How-To Festival was a lot of fun and a huge success, with nearly 40 presenters and around 300 visitors. We got [a great writeup in the Lawrence Times](#), too! We applied for and were chosen as a Humanities Kansas community partner for distributing [Wild Words](#), which continues our history of partnership with them; we've got some fall programs in the works to build on that collaboration. Marc and Terese joined the LPL delegation to ALA in Chicago and came back inspired by the sessions and speakers they experienced there.

Information Technology:

Aaron attended Fortinet Fasttrack training in Overland Park on June 20 pertaining to FortiOS 7.0 and 7.2. Aaron updated our FortiGate from FortiOS version 6.4 to 7.0 on June 13 and to version 7.5 on July 12. Kim has been coordinating implementation of Capira Lending Key to replace KitKeeper. New printers were installed in Cataloging & Collection Development and in Materials Handling on July 6. Sean has been working to address some kinks with use of the new printers. Sean and Aaron have continued to assist Jim and the Public Tech team with a trial of Princh. We are prepared to purchase Princh as a solution for printing from phones, but are still testing it for desktop use. Princh copier functionality was deemed unsatisfactory after testing and will not be purchased. Comparison quotes for CC terminal solutions have been obtained from Envisionware and Jamex for update or replacement of public payment devices at the print release and copier station and are being evaluated. Sean is working with the manufacturer and vendor for our BookEye to plan an RMA to resolve the problem of the advance pedal not working.

Marketing & Communications:

It's been a busy month! Kayla attended the [American Library Association \(ALA\) Conference & Exhibition 2023 in Chicago, IL](#) which resulted in strengthened ideas for a possible spot on Kansas Public Radio (featuring weekly highlights, how to be involved in the library, possibly a Kaw Valley Jukebox Song of the Week, and more) via a podcasting presentation and more ways to incorporate banned book news and environmental awareness into the Sunday eNews. The Library placed top 5 in several of the [Best of Lawrence](#) categories it was nominated for. (Final placements to be announced. Fun promo voting video [here](#).) Kayla captured [photos](#) and [videos](#)

Monthly Departmental Reports

July 2023

of the Library's involvement in the Lawrence, KS PRIDE parade, and she helped spearhead getting the Library's involvement in the [Lawrence, KS Juneteenth Parade](#), a goal of hers since attending the Joint Librarians of Color Conference. According to Kristin, the Juneteenth involvement resulted in 4 library cards, 300 interactions, and 150 books given away. Heather designed a [sticker](#) that can be used for Juneteenth, Black History Month, etc. featuring lyrics from the Black National Anthem. Kayla captured photos for the signature event the [How-To Festival](#) and fun Summer Reading staff photos [here](#) and [here](#). Kayla helped Kids' Action Club [thank Grand Goals](#) and at least 2 donations immediately followed in correlation to this post, according to Logan. Kayla is 2 email drafts into the 6-email drip campaign—our long-awaited “Welcome to the Library” onboarding email series that will automatically begin at new card sign-up. (*Working Title: “Imagine More with your Library Card.”*) Marketing & Communications aims to launch this September 1 at the start of National Library Card sign-up month.

Major projects for Heather include working with SLT+ to get the Strategic Plan ready for Brad to submit to the Board of Trustees, storyboarding the Fall issue of the Reader with Kayla (so nice to have two people working on this now; we're actually a little ahead and it will only get better!), finalizing our new Public Communications Policy for presentation at the August Board of Trustees meeting, and getting our [Design the Library of Your Dreams survey](#) out to all cardholders. Heather used cardholders as the test group to see if the survey made sense, and it seems to, so paper copies will go out in the lobby soon and links to it on social media. In it, we asked folks to tell us how we could improve their experience on the lawn, at our entrance, in the garden, and in the lobby. We've gotten 57 responses so far from direct email. This feedback will be the foundation for starting work on rethinking the spaces in late August. We're aiming to complete the project by December 31, 2023. We're also getting ready for Booktoberfest and designing the logo and graphics, and working on the next iteration of the *Library Landscapes* poster series with the LPLFF. A high point for Heather this year was walking in the Juneteenth Parade representing the library. It's been hard finding time to attend community outreach events, but with Kayla on the team, getting out of the building is becoming a reality! The Art Team meets this month for the first time since we became three people and we're excited to review the current process and make improvements and changes. Finally, Heather completed the framework for a project management checklist and staff are currently filling in their roles. The goal is to have a universal tool that can be folded into our own unique workflows that identifies potential teammates, services available, and lead times for work requests. This checklist will help staff plan ahead better, provide accountability between individuals and teams, and ensure the project manager has thought of everything.

Monthly Departmental Reports

July 2023

Materials Handling:

We're keeping busy with the summer's typical increase in returns.

Outreach:

We had incredibly successful events in June including participating in both the Pride and Juneteenth Parades. It's great to hear folks' enthusiasm for the library when we drive by! We also tabled at Juneteenth's community fair, the Humane Society's Paw Valley Challenge, Midsummer on Mass, and St. John's Fiesta. We did have a shelf malfunction but we learned how to replace the drawer slides and thankfully didn't have to cancel any stops. We continue to serve folks at the Summer Lunch sites at Holcom Park, Langston Hughes, Broken Arrow, Woodlawn, and Sunset Hill along with our regularly scheduled stops. Folks really love the diverse content and authors we have in our Dr. Bob Reads giveaways for kids.

June Outreach Numbers

- 31 Outreach Events
- 1300 interactions
- 24 new library cards
- 354 items checked out
- 37 Friends books given away
- 440 Dr. Bob Reads books given away
- 34 dog treats given away

Public Technology:

Our Princh mobile printing trial was a success and has streamlined the process of printing from your phone in the computer lab. Patrons can now print directly from their phone with little or no staff help, even paying on their phone if they desire. Patrons and staff seem quite pleased with the experience. We are continuing work on improving copier and desktop printing ease of use which has proven more challenging. Other notable projects include continued work on auditorium AV improvements and installing additional phone charging cables in the computer lab area.

Monthly Departmental Reports

July 2023

Readers' Services:

Summer Reading has seen a record high number of adults participating and as of this writing we are at 1474 registrations, 460 challenges completed in Beanstack, and 314 rewards redeemed. At the start of June we offered another Book Bundle program on FaceBook. By the application period, we'd had nearly 200 people requesting 50 spots. The next Book Bundle event will be offered as a part of Booktoberfest.

Christina James and Leah Newton collaborated on and delivered an Intro to TikTok and Reels training for the Missouri Library Association. A librarian saw their presentation last year at Romance GenreCon and asked them to please create something similar for their archives. Leah graduated from the University of Kansas Emerging Leaders Academy on June 14th, a feat which took a lot of extra work on her part. Her instructor was so impressed with her portfolio that Leah was asked if it could be used as a model for future classes!

Readers' is well on track to having all Booktoberfest programs planned and booked by the July 17th events deadline, a major relief (and coup!) for this time of year.

We have three new volunteers that joined us in June.

We have three programs on tap during summer reading, one taking place in July and two in August. Regular monthly programming and services are ongoing.

Youth Services:

We're still in the mix of Summer Reading. As of this moment, we've had nearly 1700 people across all the age ranges complete their challenges. That's a 26% increase from the same time last year. Things are looking good for a strong finish.

LPL Friends & Foundation Director's Report

July 14, 2023

Summer Book Sale success! The LPL Friends & Foundation summer Book Sale took place July 6 - 9 and earned \$16,700 for the library. We're delighted with the results and owe a huge THANK YOU to the dozens of volunteers who stepped up to help and our wonderful community members who bought lots of books. We also send our sincere appreciation to the weather gods who ordered up a string of beautiful days for the sale.

Rice Foundation Grant. The Friends & Foundation will receive a \$25,000 grant from the Ethel and Raymond F. Rice Foundation for upgrades to the library auditorium's audio system. The current microphones and audio equipment is nearly 10 years old and needs replacing. This generous gift will support the purchase of 6 wireless gooseneck microphones, 2 handheld wireless microphones, 2 over-the-ear wireless multidirectional microphones, 2 lavalier microphones, as well as chargers, receivers, docking stations and an equipment cabinet to create a turnkey, easy-to-use audio system for the auditorium. We are working with MSM Systems to install the new equipment.

KU Libraries Partnership. We received word that KU Libraries will provide a \$3,000 sponsorship for LPL's Booktoberfest program, coming up September 19 - November 7. This celebration of adult reading will feature a community-wide read and a huge line up of author programs and community events. Since 2013, KU Libraries has partnered with the library for the Read Across Lawrence community reading program and we are very excited to welcome them back.

Pride Week Drag Bingo The Friends & Foundation's June 30th Pride Week Bingo event was a smashing success. Deja Brooks entertained a room full of 140 people at Maceli's that evening and raised \$3,300 for the library. It was such a good time that the crowd (led by Steve Maceli) requested that we host drag bingo events every quarter. Big thanks goes to Logan Isaman who organized this spectacular evening!

Grand Goals. ...and thanks to Bingo night, we successfully met our summer "Grand Goals" fundraising challenge! Two local grandparents provided \$10,000 to the library and challenged other parents and grandparents to match it. And they did it! A huge thank you goes to our wonderful donors who stepped up to contribute. [Thanks also to our Kids Action Club members, who pitched in to help with this fun campaign.](#)

Library Landscapes 2023. We currently are working on a new Library Landscapes project for this fall. As you may recall, last year Louis Copt created a painting of the library building in his signature style that was turned into a poster and sold to the public. This year, our focus is on banned books. Joelle Ford, a local artist specializing in collage, will create an art piece with scanned versions of banned book covers. Our goal is to bring attention to the current effort to remove books from library shelves and champion the freedom to read. We will launch the new poster during Banned Books Week, happening October 1 – 7. This project is made possible thanks to a gift from Colette and Ron Gaches.

The Friends & Foundation Board does not meet in July. Instead, our board members will be making thank you calls to our major donors, 10-year + donors, and super volunteers.



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: July 17, 2023

RE: Lawrence Public Library 2024 Amended 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 \$6,180,000.00, an increase of \$455,000.

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	\$ 6,180,000.00	\$ 455,000.00
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	\$ 6,383,000.00	\$ 438,000.00
						\$ -
EXPENSES						\$ -
						\$ -
Salaries & Wages	\$ 2,820,000.00	\$ 2,865,000.00	\$ 2,910,000.00	\$ 3,460,000.00	\$ 3,675,000.00	\$ 215,000.00
Employee Benefits	\$ 340,000.00	\$ 460,000.00	\$ 490,000.00	\$ 490,000.00	\$ 585,000.00	\$ 95,000.00
Payroll Taxes	\$ 490,000.00	\$ 500,000.00	\$ 516,000.00	\$ 620,000.00	\$ 660,000.00	\$ 40,000.00
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	\$ 20,000.00	\$ -
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	\$ 25,000.00	\$ -
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	\$ 50,000.00	\$ -
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	\$ 30,000.00	\$ -
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	\$ 6,383,000.00	\$ 438,000.00



MEMO

TO: Lawrence Public Library Board of Trustees

FR: Kathleen Morgan, Deputy Director

Date: July 17, 2023

RE: Alcohol policy revision

Attached is a revised version of the library's Alcohol Policy. This policy is designed to ensure that Lawrence Public Library can sponsor events and programs that may involve the consumption of alcohol in a safe, responsible, and legal manner, while also protecting the library, its users, and its property.

Background

The library's current alcohol policy was approved by the Lawrence Public Library Board of Trustees in 2014. The City Commission had approved an exception to City Ordinance 8515 to allow people to consume alcohol "during events at Lawrence Public Library, pursuant to the rules and regulations of the Lawrence Public Library." (Section 4-105).

The 2014 policy was intended to provide the library "rules and regulations" that the City requested. It was written and approved not too long after the newly-remodeled building opened. At that time, we were considering allowing outside organizations to rent the auditorium for special events and serve alcoholic drinks. Modeled after Lawrence Arts Center and Parks and Recreation policies, it required organizations to apply for a temporary alcohol permit for a fee through the library. It also included a number of procedural requirements, such as lawfully disposing of trash and not consuming food or beverages around the piano.

In reality, however, LPL discovered that it did not have the staff or budget capacity to manage frequent large events with outside organizations. As a result, all of the events serving alcohol at the library were larger events either sponsored by the library or fundraisers hosted by the LPL Friends & Foundation.

What has changed with the new policy?

This revised policy differs from the 2014 version in the following ways:

- It provides the Library Director or their designee the discretion to grant approval of consumption of alcoholic beverages at library-sponsored or LPL Friends & Foundation events.
- The revised policy does not include a provision for the library to issue temporary alcohol permits to outside organizations or businesses renting spaces at the library.
- It clarifies that alcoholic beverages are generally prohibited at the Library. Patrons may not possess or consume alcoholic beverages on library property (see Behavior and Reservable Room Policies.)
- It removes a significant amount of procedural language that was in the 2014 policy.

Questions?

Please contact Kathleen Morgan at kmorgan@lplks.org, 785-843-3833 x131.



Alcohol Policy

Approved by the Lawrence Public Library Board of Trustees on 12/15/2014. Updated and submitted for review on July 17, 2023. Approved on XX/XX/XXXX. Next review date: 07/2026.

Introduction

Alcoholic beverages are generally prohibited in the library facility and on library premises. The purpose of this policy is to describe the limited circumstances in which alcoholic beverages may be served and consumed at library-sponsored events in designated areas by Lawrence Public Library and/or the Lawrence Public Library Friends & Foundation.

Nothing in this policy shall be construed as authorizing patron possession or consumption of alcoholic beverages in library facilities or on library premises in violation of the Library Behavior and Reservable Room Policies and Guidelines.

Library Director Approval

The Library Director or their designee may grant approval for the serving and consumption of alcohol at events or programs sponsored by Lawrence Public Library and/or the Lawrence Public Library Friends & Foundation held on library premises provided that:

1. The serving of alcohol at an event or program is in compliance with all applicable alcohol laws and regulations, including the verification of age and the prevention of over-serving;
2. The serving of alcohol at an event or program does not interfere with library operations or the rights of library patrons;
3. Alcoholic beverages are served and consumed only in designated areas;
4. Any sales of alcoholic beverages at the library are in compliance with local and state laws, licensing, and permits;
5. The library has sufficient insurance coverage to host an event at which alcohol is served and consumed; and
6. The library assumes no liability for the actions of individuals who consume alcohol on library premises and reserves the right to terminate any event serving alcohol if it is disruptive to library patrons, library operations, or library property.

Summary

This policy is designed to ensure that Lawrence Public Library can sponsor events and programs that may involve the serving and consumption of alcohol in a safe, responsible, and legal manner, while also protecting the library, its users, and its property.

Checklist for Events Serving Alcoholic Beverages

- ☐ Review the library's Alcohol Policy.
- ☐ Know the legal requirements regarding the consumption of alcohol in public spaces (licenses, permits, ordinances.)
- ☐ Ensure that all individuals consuming alcohol are of legal drinking age. Verify their age by checking valid identification. Include age requirements in event descriptions.
- ☐ Check with the library insurance carrier to be sure the event has sufficient coverage.
- ☐ Promote responsible drinking by providing water and non-alcoholic options, food or snacks, information about transportation alternatives, and responsible drinking reminders.
- ☐ Clearly establish designated areas for consuming alcohol.
- ☐ Limit the time of the event and enforce it to avoid overconsumption.

Bottom line: Always prioritize the safety and well-being of participants during events that serve alcohol. Follow all legal requirements, promote responsible drinking practices, and monitor consumption levels in order to create a positive and safe environment.

May 2023 Reports

2023 Regular Budget Report

	<u>May</u>	<u>June</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>
REVENUES						
Tax Fund	-	2,220,165.08	5,523,209.53	\$5,725,000.00	96.48%	\$5,022,000.00
Lost and Repl Fees	526.76	4,632.27	12,784.79	\$30,000.00	42.62%	\$30,000.00
NEKLS	-	24,666.25	58,832.50	\$100,000.00	58.83%	\$96,000.00
State Aid & Federal Aid			26,856.30	\$25,000.00	107.43%	\$25,000.00
Photo Copies	3,441.37	986.69	8,462.02	\$10,000.00	84.62%	\$10,000.00
Meeting Room Fees	648.89	1,043.47	4,713.27	\$5,000.00	94.27%	\$ 5,000.00
Interest	6,177.05	5,945.15	39,826.35	\$0.00		\$2,000.00
Transfer from Cash Reserves			-	\$50,000.00	0.00%	\$47,000.00
Donations- MISC	(58.51)	-	3,883.95			
Total Revenues	10,735.56	2,257,438.91	5,678,568.71	\$5,945,000.00	96%	\$5,237,000.00
EXPENSES						
Salaries & Wages	267,152.44	271,147.33	1,588,746.26	\$3,460,000.00	45.92%	\$2,910,000.00
Employee Benefits	30,648.22	30,505.97	197,653.66	\$490,000.00	40.34%	\$490,000.00
Payroll Taxes	44,773.21	45,097.19	285,871.86	\$620,000.00	46.11%	\$516,000.00
Utilities	6,257.97	6,608.61	44,849.48	\$100,000.00	44.85%	\$100,000.00
Building Supplies	2,227.29	1,367.18	11,649.71	\$20,000.00	58.25%	\$20,000.00
Building Repairs & Maintenance	14,014.51	781.77	42,072.08	\$55,000.00	76.49%	\$55,000.00
Library Supplies	1,165.32	800.17	7,397.83	\$25,000.00	29.59%	\$20,000.00
Books & Materials	56,237.20	69,886.02	333,996.39	\$725,000.00	46.07%	\$710,000.00
Processing Supplies	3,598.83	3,603.39	31,185.68	\$50,000.00	62.37%	\$45,000.00
Equipment	-	-	-	\$10,000.00	0.00%	\$10,000.00
Technology	13,803.16	70,294.64	187,373.55	\$275,000.00	68.14%	\$250,000.00
Insurance	6,239.00	-	9,091.10	\$17,000.00	53.48%	\$16,000.00
Postage & Mailing	1,041.15	1,041.31	13,212.59	\$18,000.00	73.40%	\$18,000.00
Professional Development	1,320.89	7,208.20	29,082.94	\$30,000.00	96.94%	\$35,000.00
Book Van & Mileage	406.78	534.41	2,578.74	\$5,000.00	51.57%	\$2,000.00
Professional Fees	5,181.21	1,792.63	22,116.64	\$25,000.00	88.47%	\$20,000.00
Advertising & Marketing	2,229.06	379.50	14,799.10	\$20,000.00	74.00%	\$20,000.00
Capital Improvements			-	0		0
Miscellaneous	1,455.15	118.01	3,029.78	0		0
Total Expenses	457,751.39	511,166.33	2,824,707.39	\$5,945,000.00	48%	\$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)	3,660,551.61					
Capitol Improvement (KMIP)	830,065.44					

2023 Outside Funding	May	May	June	June		
	<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>	
Outside & Private Funding						
R & E Totals	\$ 64,253.90	\$ 57,777.97	\$ 100,815.73	\$ 45,702.47	\$ 414,975.22	
					\$ 249,026.74	
					\$ 257,279.05	

Lawrence Public Library

Balance Sheet

As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	1,474,589.64
Checking	437,401.05
Capital Improvement at MIP	829,054.14
Total Checking/Savings	2,741,044.83
Total Current Assets	2,741,044.83
Other Assets	
Petty Cash	300.00
Total Other Assets	300.00
TOTAL ASSETS	2,741,344.83
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	118,133.51
Total Accounts Payable	118,133.51
Other Current Liabilities	
Payroll Liabilities	
Group Life Insurance	163.49
Hospital & Cancer Plans	-169.16
OGLI	32.37
Payroll Liabilities FSA	-1,577.47
Health Insurance	273.90
Total Payroll Liabilities	-1,276.87
Total Other Current Liabilities	-1,276.87
Total Current Liabilities	116,856.64
Total Liabilities	116,856.64
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,279,565.90
Net Income	1,044,287.07
Total Equity	2,624,488.19
TOTAL LIABILITIES & EQUITY	2,741,344.83

Lawrence Public Library
Revenues & Expenses
May 2023

	<u>May 23</u>	<u>Jan - May 23</u>
Ordinary Income/Expense		
Income		
Misc Income	-58.51	3,883.95
Tax Fund	0.00	3,303,044.45
Lost and Replacement Fees	526.76	8,152.52
NEKLS	0.00	34,166.25
State& Federal Aid	0.00	26,856.30
Photocopies & Printing	3,441.37	7,475.33
Meeting Room Rentals	648.89	3,669.80
Interest	6,177.05	33,929.72
Outside&Private Funding Income	64,253.90	148,211.01
Total Income	<u>74,989.46</u>	<u>3,569,389.33</u>
Gross Profit	74,989.46	3,569,389.33
Expense		
Payroll Expenses	297,800.66	1,484,746.62
Payroll Taxes	44,773.21	240,774.67
Utilities - Electric	6,257.97	38,240.87
Building Supplies	2,227.29	10,282.53
Building Repairs & Maintenance	14,014.51	41,290.31
Library & Office Supplies	1,149.94	6,582.28
Books & Materials	56,237.20	264,110.37
Processing Supplies	3,598.83	27,582.29
Technology	13,803.16	117,078.91
Insurance	6,239.00	9,091.10
Postage & Mailing	1,041.15	12,171.28
Professional Development	1,320.89	21,874.74
Vehicles, Mileage, Maintenance	406.78	2,044.33
Professional Fees	5,181.21	20,324.01
Marketing-General	2,229.06	14,419.60
Miscellaneous	1,455.15	2,911.77
Outside & Private Funding	57,777.97	211,576.58
Total Expense	<u>515,513.98</u>	<u>2,525,102.26</u>
Net Ordinary Income	<u>-440,524.52</u>	<u>1,044,287.07</u>
Net Income	<u><u>-440,524.52</u></u>	<u><u>1,044,287.07</u></u>

Monthly Statistical Summary--May 2023

	May	May	% Change	YTD	YTD	% Change	Charts
	2023	2022	2023-2022	2023	2022	2023-2022	
SUMMARY RATIOS							
Service Area Population <i>provided by the City of Lawrence</i>	105,295	103,351	2%				
% of Lawrence Residents Registered (current month)	40%	47%	-15%				
Net Promoter Score (NPS) <i>see definition below</i>	85	N/A	#VALUE!				
OUTPUT MEASURES							
Physical Checkouts, Renewals & Autorenewals Adult Audience	41,615	41,112	1%	209,665	206,618	1%	
Physical Checkouts & Renewals Teen Audience	2,866	2,849	1%	13,866	12,824	8%	
Physical Checkouts & Renewals Children's Audience <i>see explanation below</i>	28,225	26,925	5%	135,024	128,710	5%	
Total Physical Checkouts	72,706	70,886	3%	358,555	348,152	3%	
Digital Checkouts & Renewals Adult & General Audience	15,462	16,284	-5%	75,569	78,511	-4%	
Digital Checkouts & Renewals Teen Audience	2,068	1,884	10%	8,815	8,707	1%	
Digital Checkouts & Renewals Children's Audience	2,930	2,794	5%	12,985	14,139	-8%	
Total Digital Checkouts & Renewals	20,460	20,962	-2%	97,369	101,357	-4%	
Total Physical & Digital Checkouts & Renewals	93,166	91,848	1%	455,924	449,509	1%	Circulation Charts
Checkouts & Renewals Dottie	312	0	#DIV/0!	1,398	0	#DIV/0!	
Checkouts & Renewals Lockers	946	881	7%	4,658	5,062	-8%	
Checkouts & Renewals Home Delivery & Retirement Communities	935	880	6%	4,074	4,092	0%	
Checkouts & Renewals Main Library	47,640	47,800	0%	237,871	232,563	2%	
Digital Checkouts, Online Renewals, Auto Renewals	43,333	42,287	2%	207,923	207,792	0%	
Total Physical & Digital Checkouts & Renewals	93,166	91,848	1%	455,924	449,509	1%	
Service Interactions	6,368	6,441	-1%	32,436	33,244	-2%	Service Interaction Charts
Visits to 707 Vermont St.	37,823	28,232	34%	181,825	127,874	42%	User Visits Charts
LPL Web Site Visits (Google Analytics has implemented new metrics; we are using their new metric of "Engaged Sessions")	60,316	66,974	-10%	337,269	280,971	20%	
Physical Holdings Added	2,204	2,208	0%	10,495	11,181	-6%	
Physical Holdings Withdrawn	2,173	6,680	-67%	9,834	19,303	-49%	
Physical Holdings Total	192,871	189,460	2%				
Digital Holdings Added	670	756	-11%	2,929	1,974	48%	
Digital Holdings Leases Expired	129	135	-4%	639	779	-18%	
Digital Holdings Total (includes leased titles)	31,067	21,365	45%				
New Cards created (includes online applications)	684	663	3%	3,520	2,870	23%	
Active Cardholders Current Month <i>see definition below</i>	15,087	14,616	3%				
Active Cardholders Last 3 Years <i>see definition below</i>	41,709	48,082	-13%				

Adult Programs (Includes programs for retirees)	33	37	-11%	153	185	-17%	
Teen Programs	16	8	100%	43	77	-44%	
Children's Programs (includes programs for all ages)	7	15	-53%	215	146	47%	
Total Programs	56	60	-7%	411	408	1%	
Total Program Attendance	4,454	1,693	163%	16,190	10,592	53%	Program Statistics Charts
Patron Bookings of Library Spaces	999	721	39%	4,969	2,922	70%	
Public Computer Sessions	3,357	2,454	37%	15,151	11,120	36%	Computer Session Charts
Total Paid Staff (FTE)	68.08	67.00	2%				
Total Number of Employees	87	82	6%				
Total Library Volunteer Hours***	481	448	7%	2,792	2,164	29%	

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 register for a library event, 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](#)

Library Director's Report for June 2023

We have transitioned into summer mode here at the library and thus far we're off to a great start. The summer reading kickoff event on May 25 was very well attended with several hundred people gathered on the lawn. A highlight for me: I got to get on stage and strum an acoustic guitar on Ob La Di Ob La Da with the evening's band, Carswell and Hope. I haven't been on a stage for a while. It was a lot of fun.

Another fun event I participated in since my last report was a meet and greet luncheon with KU graduate students who were part of this year's Applied Humanities Boot Camp, a program run by the Hall Center for Humanities up on campus. Many of the students seemed intrigued in careers in libraries.

Overall this month, I have been focused primarily on continued work with our leadership team on the strategic plan. We are making good progress and hope to have a plan to bring to the board soon.

Respectfully submitted by Brad Allen, June 16, 2023

Monthly Departmental Reports

June 2023

Accounts:

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

Staff attended the active shooter training.

Staff helped out in Materials Handling for a few days when they had some unexpected staffing issues.

The Data Team has begun working out the details on strategic planning metrics.

Collections & Technology:

Tricia reviewed and updated a BlueCloud Analytics collection turnover report and forwarded it to Collection Development Staff for their approval. The collection turnover report was initially developed by the SIRSI Consultant, Sarah Murphy, and it provides contextualized information so that public services coordinators can see how genre and other sub-collections perform vis a vis other sub-collections in their area. This report has been long-requested, so it's exciting to have something to share at the July Collection Management Committee meeting!

Tricia attended the Project Management Task Force Meeting and we came up with a proposal to survey department coordinators for frequently-requested support tasks & their accompanying turnaround times so we could help build a checklist that would assist staff in planning events & other projects. (The checklist would incorporate the event task list shared by Kristin & Lauren in their *Events 101* training.)

Tricia and Bree met with Erika Crown from the City's accounting department to learn about their purchasing procedures. Tricia and Bree reviewed some sample purchase request forms that Aaron found on Google, to see if we can find a Google-based process that's easier to use than BambooHR's current documentation.

Tricia met with Aaron to finalize strategy for moving organizational drives from Microsoft Windows file server to Google file server.

Diversity, Equity, and Inclusion:

In May, Frankie continued to plan future professional development opportunities for staff. We have set a date with Lawrence transit where staff will receive training on the new routes as well as learn about the new transit facility so that we can answer questions for patrons. Frankie also

Monthly Departmental Reports

June 2023

organized training with the National Alzheimer's association on the basics and warning signs of Alzheimer's and Dementia, which took place on June 6 & 8.

Facilities:

Transitioning to summer is always a challenge, and this year we added something new: Summer Lunches for Kids in the Auditorium! The tradeoff from not having to set up and tear down in the heat outside is that we've got more tables and chairs to set up, clean, and put away everyday. So far it's been working out, but we'll chat with the rest of the staff at the end of summer to get their thoughts too.

Besides the increase in cleaning needs due to summer we also had the Summer Reading Kickoff, with quite a lengthy to do list for the Facilities team to facilitate the set up and then the tear down of the event.

Human Resources:

Erica onboarded many new hires in May. Three of the new hires are Summer Reading Program Teen Interns: Lily Bruffet, Gillian Sellet, and Kylee Chee. Our Hall Center Intern, Allison Lewis, joined the Information Services team. We also welcomed two summer Youth Services Assistants, Ethan Wood and Kady Bischmann. On the professional development front, Erica attended an Empower retirement training called *How Government Workers are Saving, Investing, and Engaging* and a really wonderful training by Melissa Munn called *Library Safety and Security: A Holistic Approach*.

Information Services:

Another busy month in the books! We observed Mental Health Awareness Month with multiple programs, including a Mental Health and Aging panel discussion with Bert Nash and several outdoor mindfulness sessions coordinated by Marc and Theresa. Becky and Ruby's 3-part series on Alzheimer's and dementia wrapped up with a very well-attended panel on taking care of caregivers. Marc coordinated our first ever plant swap in partnership with Jungle House to rave reviews from happy patrons. Marc and Ruby also collaborated with Ellen Bertels and Kansas Legal Services on a Gender Clinic & Name Change workshop—an incredible collaborative effort that helped nearly 100 people (60+ in person, 30 on Zoom) in one night get their questions

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answered, paperwork filled out, *and* notarized for free! We've also been putting the finishing touches on our planning for this year's How-To Festival.

We wrapped up our quarterly update of the Lawrence-Douglas County Resource Guide, and the latest version is now available online in both printable PDF and mobile-friendly database versions at <https://lplks.org/community-resources/>.

And, last but not least, the team worked together on several shifting projects in the nonfiction collection to ease crowding in some sections and get as much of the collection as possible off the bottom shelves to improve accessibility for patrons.

Information Technology:

Kim is working on implementation for OCLC Capira Lending Key, a product which will replace Plymouth Rocket KitKeeper for managing our Book Club in a Bag reservations. Sean has been working to implement our new Bookeye 5 V3 Pro w/OCR. Problems were encountered with the foot pedal used to trigger scanning, but otherwise the system is configured and working. Kim is working to verify that all sites we track with Google Analytics are transitioned from the old Universal Analytics platform to the new GA4 platform. Sean, Aaron, and Jim worked on testing alternative mobile printing solutions including Cassie/Spot and Princh. Princh was the more viable alternative and has been in public testing for several weeks. A new Mac laptop was ordered and assigned to Kayla. (Our marketing department runs on Mac.) A new Mac and iOS MDM solution has been implemented. The solution we selected is called Mosyle and is the same tool used by USD 497 for management of their Apple devices. Aaron completed an after hours upgrade to Fortinet networking equipment on Tuesday, 6/12, to move from FortiOS 6.4 to 7.0 (their latest "mature" release version). Aaron has been working on revisions to printer agreements with Century Business Technologies. Two new printers will be added with maintenance contracts, one (C600 Color) to replace the 10 year old color printer in Collections and Acquisitions and another (C501 B&W) to support the Materials and Handling area when their space is separated from the office area and the existing C3000 MFC is moved into this office space.

Marketing & Communications:

Spring is wrapping up strong for Marketing & Communications! First off, we paid [Somos Lawrence](#) to translate our [Summer Reading landing page](#) to be more inclusive for Spanish-speakers and most of this text is applicable to future Summer Reading Challenges. Next,

Monthly Departmental Reports

June 2023

we held our first Social Media Giveaway which was a hit on Facebook, Instagram, Tiktok, and Twitter! Social media users shared and commented on posts about the Library with book recommendations. The posts were so popular, we deterred a scammer posing as the Library. This giveaway was followed by another enticing giveaway at the Summer Reading Kick-Off Party featuring 2023 Summer Reading branded t-shirts sponsored by LFK Press. Then, Kayla launched a commercial for Summer Reading viewable [here](#) (which nearly has 150 views, quite a bit compared to our other YouTube videos.) In addition, Kayla captured photos and videos at the [Kick-Off Party](#), [Lawrence Pride Parade](#), and How-To Festival. These captured moments will serve Marketing & Communications well as the department crafts the Annual Report at the end of the year, and the Library's enhanced social media presence works well as a "time capsule" of our events, highlighting what the Library does as the events occur. Lastly, Marketing & Communications [spread the word](#) about the Library being nominated in eight categories in 2023 Best of Lawrence (and the Friends & Foundation nominated in one category.)

Materials Handling:

May was tough on Materials Handling! We had a concussion, a broken wrist, and a vacation all strike at the same time! On top of that we're feeling the increased load of returns from Summer Reading so we were a little short staffed. Thanks to everyone in the department, our substitutes, and to a bunch of folks outside the department too for being flexible and pitching in to help.

One quick note about the Hy-Vee book drop is that at Hy-Vee's request we have moved the drop across the parking lot to accommodate their new grocery pick up location. It's now in a more visible location and closer to the book locker; we'll see if the new spot increases returns.

Outreach:

We have officially switched to our summer schedule which includes going to the free lunch sites around town which is keeping everyone very busy this summer. We participated in the Pride Parade on June 3rd and will be in the upcoming Juneteenth parade this coming Saturday. Ruth and Theresa attended the Lawrence Humane Society's Paw Valley Challenge celebration and found lots of library and Dottie fans! We sunsetted the Dillons and Checkers stops on Saturdays due to low turnout. This makes us available for special events like the parades and tabling opportunities around town.

Monthly Departmental Reports

June 2023

Public Technology:

Improving the patron printing and copying experience has been the focus of the Public Tech Department this past month. Our department has been demoing a mobile print solution called “Princh” which allows users to quickly print from their phone and even pay directly from their phone if desired. So far, the product has proven easy to use and testing is going well. We’ve also been testing new copier software with the goal of making the public copier more user-friendly and self-service with the option to accept credit card payments at the copier. Soon, we will begin testing Princh’s desktop printing option with the goal of unifying all public printing and copying under one user-friendly system.

Security

Watched a training with Erica and Frankie training by Melissa Munn called *Library Safety and Security: A Holistic Approach*. Melissa impressed us as one of the presenters at the “Public Library Safety Summit” we attended in April, so it was very nice to listen to a more in depth presentation from her.

Youth Services:

- We’re in the thick of Summer Reading! Our kickoff party was a success with the band Carswell and Hope playing Beatles covers. A big thank you to everyone who played a part in making that night successful!
- Our weekly programs are chugging along and we started handing out prizes this week. As of 6/14 at 11:40 AM we have had 199 people redeem their prizes. In 2.5 days. We have been busy!
- New staff & volunteers:
 - We have hired two part-time summer associates in YS: Ethan Wood and Kady Bischmann. Their names may be familiar as Ethan was our Summer VISTA and Kady was one of our teen interns last summer.

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June 2023

- We have 3 teen interns this summer helping our librarians with their weekly programs: Gillian Sellet, Lily Bruffet, and Kylee Chee.
- We have 20 new volunteers this summer helping us with programming and shelving. They have all been trained and are working hard helping us get books back on the shelves and assisting with events for teens and kids.
- We have onboarded our summer KU work study tutor, Aunika Whitesell. She's hosting virtual and in-person tutoring sessions in reading and math.
- Jenny and Karen are heading to ALA Annual this month. We will be attending the Newbery and Caldecott awards dinner and are very excited!!