

Lawrence Public Library Board of Trustees Regular Meeting
Monday, September 18, 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 August
- Approve Treasurer's report for August
- Approve bills for August 21 to September 17
- Receive statistical report for August

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- State of Kansas Municipal Investment Pool Resolution – **ACTION ITEM**
Brad Allen, Library Director
- Policy Review:
 - Confidentiality of Records – **ACTION ITEM**
Ransom Jabara, Senior Collection Development Librarian

Old Business

Public Comments

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: 8/21/2023

Time: 4:30 p.m.

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, Jennifer Bonilla, Allison Friend Mazzei.

Staff Members Present

Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Heather Kearns, Tricia Karlin.

Friends and Foundation Members Present

Kassie Nieters (Vice-Chair)

Call to order

James called the meeting to order at 4:31 p.m.

Consent Agenda

Susan moved approval of the consent agenda. Kelly seconded the motion. The consent agenda passed.

Library Director's Report

- Strategic Plan
 - Brad noted the staff have been working on the strategic plan, which is an agenda item for this meeting.
- Concerns about safety around the library
 - Library leadership is taking action to address heightened public concerns about safety in the areas surrounding the library at 707 Vermont St. In August, the library's small leadership team met with the police department, staff from Bert Nash, and city staff to see how the library could work effectively in partnership with them to address these public concerns. After this series of meetings, the Library is getting a sense of the resources available for houseless people in the community, who the library can call for assistance, and various actions we can take in partnership and on our own to reduce chaotic and disruptive behavior on library grounds.

- Board members asked what outdoor areas are under the library's jurisdiction. Brad said that currently these areas are very limited in scope: the Readers Garden; the concrete bench bordering the south wall of the library, and a little space immediately in front of the library entrance. The meeting with the police clarified what the library can and can't enforce on its own given that the lawn is currently governed by the City of Lawrence Parks and Recreation. However, the library is working with the city to draft a Memorandum of Understanding with Lawrence Parks and Recreation so that the library can extend its behavior guidelines and trespass authority to the lawn and additional grounds surrounding the building.
- When asked if staff were expressing concerns about their personal safety, Brad explained that staff are more disconcerted by the disruptive behavior on the lawn than about their personal safety. Brad said that he and other library staff attended a public library safety and security summit earlier this year and that the issues we are seeing in Lawrence are being experienced by public libraries across the country.
- James asked how the board of trustees might assist with this situation. Brad said that the main problem is with behavior on the lawn and that recent meetings and communications with partner organizations will help the library address this effectively. James suggested that Brad reach out to Russ Johnson, CEO of Lawrence Memorial Hospital to see what assistance they might offer as well. Brad concluded by stating that Lawrencians are now observing in their town the national crises of homelessness/declines in mental health/widespread substance abuse .

Monthly Department Reports

- No new business noted.

Friends and Foundation Director's Report

- Kassie Nieters gave the report:
 - The Friends and Foundation Board (F&F) reached out to 200 donors and volunteers to thank them for their contributions to the library. Calls were made to individuals who gave \$500 or more, or who have given a gift for 10 consecutive years, regardless of the amount.
 - Kathleen and Brandon met with board members one-on-one to get feedback and gather new ideas.
 - A new fundraiser with BBQ and wine pairings was held in August to raise money in support of the Katzman Fund for Retirement Boot Camp.
 - The summer "Grand Goals" campaign matched and then exceeded the \$10,000 challenge from a local grandparent by raising \$14,500; bringing the total raised to \$24,500!
 - Kathleen provided training on fundraising to Newton Public Library in July.
 - The F&F Advocacy Committee met to discuss the behavioral issues causing disruption on the library lawn and determine if there were any actions they could take to support

the library. Brad and other library staff attended, along with F&F board members and volunteers.

Public Comments

- **Concerns shared with library board about changes to the work from home policy**
 - James noted that the library board received an email expressing concern about a change in the employee handbook wherein the library reduced the percentage of time employees could work from home. The previous policy allowed an employee to work from home up to 25% of their regular schedule. A library task force assigned to review the policy recommended this allowance be dropped to 20%. The policy change was reviewed and approved by the library's leadership and Brad.
 - Brad added a clarification that, as per a recent recommendation from the board of trustees, changes to the employee handbook are no longer voted on by the trustees, but are now considered operational in nature and made at the director's discretion.
 - The trustees voiced their support for the revised policy.

New Business

- **Board Bylaws - ACTION ITEM**
 - Brad stated that he recommends no material changes to the bylaws from the previous version.
 - Kelly moved to approve the proposed bylaws. Sarah seconded. The bylaws were approved.
- **External Communications Policy - ACTION ITEM**
 - Heather presented the draft of this policy, which is a brand new policy for the library, and created to comply with NEKLS requirements. James expressed an interest in having the policy specifically state which staff may act as designated spokespersons for the library in which situations. This is currently detailed in the related procedures. James and Heather agreed to work together to determine which parts of the procedure may be useful to integrate into the policy.
 - Mandy moved to table this policy for the September board meeting. Sarah seconded the motion. The motion passed.
- **Strategic Plan Update**
 - Brad presented the update to the strategic plan to confirm that library staff strategic priorities were in alignment with trustee goals, since the priorities will guide the development of a more detailed action plan.
 - Brad provided an overview of the strategic plan to the trustees. (A copy of the plan was included in the board packet.) Some points of discussion:
 - One of the library's key indicators for success will be the NPS survey, a standard metric used by both nonprofit and for-profit organizations. One drawback of relying on the NPS is that sometimes the number of respondents to the survey is low. James and Kelly suggested that library staff consider adding the NPS survey to the self-check machines to get more responses.

- The library's equity and inclusion goals may have a slightly negative impact on the NPS score, since some patrons may be less comfortable sharing spaces with patrons who are unhoused or experiencing mental health issues, and thus submit a lower satisfaction rating.
- Most of the plan is intended to take place in 2024-2025, but some work will be initiated in the 4th quarter of 2023.
- If this framework looks good to the trustees, then library staff will start building specific goals.
- The strategic plan will include specific actions to address the problem with behavior on library grounds
- The library will incorporate some minor formatting changes to the strategic plan document as suggested.
- Allison complimented Brad and the library staff on how well the plan was constructed and presented.

Old Business

- None noted.

Executive Session

- James moved that the board move into executive session to discuss compensation for the interim director and resume the regular session at 5:45 p.m. Kelly seconded the motion. The motion passed.
- Mandy moved to end the executive session early at 5:41 p.m. James seconded the motion. The motion passed.

Regular Session

- Mandy moved to approve an amount of additional compensation for the interim director for the duration of Brad's sabbatical. James seconded the motion. The motion passed.

Announcements

- None noted.

Adjournment

- There being no other business, the meeting adjourned at 5:41 p.m.

Next Meeting

- The next regular Board meeting will be held Monday, September 18, 2023 in Meeting Room A and online.

Respectfully submitted,
Tricia Karlin


2023 Regular Budget Report

	<u>August</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>
REVENUES					
Tax Fund		5,523,209.53	\$5,725,000.00	96.48%	\$5,022,000.00
Lost and Repl Fees	1,805.24	16,528.76	\$30,000.00	55.10%	\$30,000.00
NEKLS		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	2,303.08	11,706.81	\$10,000.00	117.07%	\$10,000.00
Meeting Room Fees	1,239.25	6,100.04	\$5,000.00	122.00%	\$ 5,000.00
Interest	9,086.17	62,897.86	\$0.00		\$2,000.00
Transfer from Cash Reserves		-	\$50,000.00	0.00%	\$47,000.00
Donations- MISC	22.00	3,905.95			
Total Revenues	14,455.74	5,710,037.75	\$5,945,000.00	96%	\$5,237,000.00

EXPENSES

Salaries & Wages	273,894.42	2,135,950.26	\$3,460,000.00	61.73%	\$2,910,000.00
Employee Benefits	39,484.54	267,463.00	\$490,000.00	54.58%	\$490,000.00
Payroll Taxes	45,679.09	377,387.01	\$620,000.00	60.87%	\$516,000.00
Utilities	7,058.31	58,579.62	\$100,000.00	58.58%	\$100,000.00
Building Supplies	1,928.53	15,570.58	\$20,000.00	77.85%	\$20,000.00
Building Repairs & Maintenance	7,891.79	51,375.08	\$55,000.00	93.41%	\$55,000.00
Library Supplies	918.10	9,511.60	\$25,000.00	38.05%	\$20,000.00
Books & Materials	48,525.33	426,126.77	\$725,000.00	58.78%	\$710,000.00
Processing Supplies	3,762.70	37,643.92	\$50,000.00	75.29%	\$45,000.00
Equipment		-	\$10,000.00	0.00%	\$10,000.00
Technology	42,947.26	245,903.06	\$275,000.00	89.42%	\$250,000.00
---Public Tech Supplies	(159.07)	4.77	\$1,000.00	0.48%	\$1,000.00
---Operations	853.90	14,862.63	\$19,000.00	78.22%	\$19,000.00
---IT Software & Subscriptions	2,187.03	21,583.41	\$34,000.00	63.48%	\$22,000.00
---Internet & Telephone	1,014.83	13,131.74	\$20,550.00	63.90%	\$18,000.00
---Collections & Public Service	39,050.57	196,320.51	\$200,450.00	97.94%	\$190,000.00
Insurance	6,439.00	15,530.10	\$17,000.00	91.35%	\$16,000.00
Postage & Mailing	1,180.28	15,410.40	\$18,000.00	85.61%	\$18,000.00
Professional Development	1,996.44	33,012.63	\$30,000.00	110.04%	\$35,000.00
Book Van & Mileage	195.87	3,102.77	\$5,000.00	62.06%	\$2,000.00
Professional Fees	1,618.66	25,303.34	\$25,000.00	101.21%	\$20,000.00
Advertising & Marketing	2,651.86	20,609.52	\$20,000.00	103.05%	\$20,000.00
Capital Improvements	4,500.00	4,500.00	0		0
Miscellaneous	40.60	2,043.03	0		0
Total Expenses	490,712.78	3,745,022.69	\$5,945,000.00	63%	\$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			
Checking (US Bank & KMIP)	2,839,835.77				
Capitol Improvement (KMIP)	837,744.16				

<div> <div>  <div> <div>LAWRENCE PUBLIC</div> <div>LIBRARY</div> </div> </div> <div> <div>Imagine more.</div> <div>lpks.org</div> </div> </div>							
2023 Outside Funding	1/1/2023	2023 Budgeted	2023 Budgeted	August	August		
	Carry Over Amts	Allocations	Allocations	Income	Spending	Remaining	
R & E Totals		\$ -	\$ -	\$ 18,253.66	\$ 29,858.16	\$ 518,174.95	
						\$ 466,210.38	
						\$ 371,262.96	

Lawrence Public Library

Balance Sheet

As of September 14, 2023

	Sep 14, 23
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	2,194,688.46
Checking	492,018.96
Capital Improvement at MIP	837,744.16
Total Checking/Savings	3,524,451.58
Total Current Assets	3,524,451.58
Other Assets	
Petty Cash	300.00
Total Other Assets	300.00
TOTAL ASSETS	3,524,751.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	100,825.02
Total Accounts Payable	100,825.02
Other Current Liabilities	
Payroll Liabilities	
Group Life Insurance	207.71
Hospital & Cancer Plans	-263.09
KPERS Co	693.46
OGLI	117.45
Payroll Liabilities FSA	-149.52
Health Insurance	-444.34
Total Payroll Liabilities	161.67
Total Other Current Liabilities	161.67
Total Current Liabilities	100,986.69
Total Liabilities	100,986.69
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,279,584.85
Net Income	1,843,544.82
Total Equity	3,423,764.89
TOTAL LIABILITIES & EQUITY	3,524,751.58

Lawrence Public Library
Revenues & Expenses
August 2023

	<u>Aug 23</u>	<u>Jan - Aug 23</u>
Ordinary Income/Expense		
Income		
Misc Income	13,782.64	17,666.59
Tax Fund	0.00	5,523,209.53
Lost and Replacement Fees	1,805.24	16,528.76
NEKLS	0.00	58,832.50
State& Federal Aid	0.00	26,856.30
Photocopies & Printing	2,303.08	11,706.81
Meeting Room Rentals	1,239.25	6,100.04
Interest	9,086.17	62,897.86
Outside&Private Funding Income	4,493.02	452,449.74
Total Income	<u>32,709.40</u>	<u>6,176,248.13</u>
Gross Profit	32,709.40	6,176,248.13
Expense		
Payroll Expenses	313,378.96	2,403,413.26
Payroll Taxes	45,679.09	377,387.01
Utilities - Electric	7,058.31	58,579.62
Building Supplies	1,928.53	15,570.58
Building Repairs & Maintenance	7,891.79	51,375.08
Library & Office Supplies	918.10	9,511.60
Books & Materials	48,525.33	426,126.77
Processing Supplies	3,762.70	37,643.92
Technology	42,947.26	245,903.06
Insurance	6,439.00	15,530.10
Postage & Mailing	1,180.28	15,410.40
Professional Development	1,996.44	33,012.63
Vehicles, Mileage, Maintenance	195.87	3,102.77
Professional Fees	1,618.66	25,303.34
Marketing-General	2,651.86	20,609.52
Capital Improvement Expenditure	4,500.00	4,500.00
Miscellaneous	40.60	2,043.03
Outside & Private Funding	29,858.16	371,262.96
Total Expense	<u>520,570.94</u>	<u>4,116,285.65</u>
Net Ordinary Income	<u>-487,861.54</u>	<u>2,059,962.48</u>
Net Income	<u>-487,861.54</u>	<u>2,059,962.48</u>

Lawrence Public Library
Vendor Balance Summary
As of September 15, 2023

	<u>Sep 15, 23</u>
Amazon Capital Services, Inc	4,297.12
Ann Torralba	1,950.00
ASI	64.00
Baker & Taylor, Inc.	190.62
Bug Hounds, LLC	762.50
Century Business Technologies	1,246.26
Cottin's Hardware & Rental	95.80
Demco, Inc.	7,779.78
Denise Berkley	2,375.00
Elevator Safety Services Inc.	355.00
EnvisionWare Inc.	1,613.00
Evergy	7,058.31
Floyds Drain Cleaning of Lawrence, INC	160.00
Francesca Haynes	300.00
Gale/Cengage Learning	170.03
Ingram Library Services	21,286.45
Invengo American Corp	882.00
Jayhawk Tropical Fish	330.00
Johnson County Library	16.95
Jon Ratzlaff	61.48
Kansas Book Festival	1,000.00
KONE Inc.	2,964.24
Laura Ramirez	150.00
Lawrence Arts Center	2,650.00
Lawrence Journal-World	425.00
Melissa Holder	150.00
Michelle Heffner Hayes	130.00
Midcontinent Communications	419.39
Midwest Tape	4,785.33
Molly Hatesohl	25.00
Omega Door & Hardware	505.76
OverDrive	9,109.71
P1 Group, Inc.	5,938.00
Pur-O-Zone, Inc.	1,725.74
Sheridan Kansas	1,975.94
Stan Ring	257.63
U.S. Bank - Mastercard	11,061.19
Unique Management Services	545.79
United Parcel Service	12.00
Urban Libraries Council	6,000.00
TOTAL	<u>100,825.02</u>

Lawrence Public Library
Check Detail
September 2023

Type	Num	Date	Name	Account	Paid Amount
Check	Electronic	09/01/2023	KPERS	Checking	
				Company	-66.90
TOTAL					-66.90
Check	Electronic	09/01/2023	KPERS	Checking	
				Company	-12,444.94
				Employee	-7,918.29
				KPERS Co	-0.03
TOTAL					-20,363.26
Check	Electronic	09/01/2023	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	Electronic	09/01/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-297.00
TOTAL					-297.00
Check	Electronic	09/01/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-4,139.00
TOTAL					-4,139.00
Bill Pmt -Check	Electronic	09/18/2023	ASI	Checking	
Bill	08/31/23	08/31/2023		Professional Fees	-64.00
TOTAL					-64.00
Bill Pmt -Check	Electronic	09/18/2023	Evergy	Checking	
Bill	August 2023	08/31/2023		Utilities - Electric	-7,058.31
TOTAL					-7,058.31
Bill Pmt -Check	Electronic	09/18/2023	Midcontinent Communications	Checking	
Bill	157407601...	08/31/2023		Internet & Telephone	-419.39
TOTAL					-419.39

Lawrence Public Library
Check Detail
September 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	09/18/2023	U.S. Bank - Mastercard	Checking	
Bill	August	08/31/2023		Books & Materials	-29.99
				Books & Materials	-39.83
				Books & Materials	-29.68
				Books & Materials	-49.75
				Building Supplies	-45.51
				Building Repairs & Main...	-170.53
				Library & Office Supplies	-770.95
				Processing Supplies	-238.00
				Operations	-441.47
				IT Software & Subscripti...	-2,187.03
				Internet & Telephone	-595.44
				Insurance	-176.00
				Postage & Mailing	-1,129.14
				Professional Development	-1,740.44
				Vehicles, Mileage, Maint...	-149.41
				Professional Fees	-99.95
				Marketing-General	-418.29
				Miscellaneous	-20.00
				Miscellaneous	-27.85
				Block Grant	-450.00
				Outreach/Coggins Fund	-74.13
				Outreach/Coggins Fund	-69.39
				Plant & Foliage Mainten...	-150.00
				Children Services Progr...	-29.84
				Children Services Progr...	-40.97
				Children Services Progr...	-150.80
				Teen Services Program...	-9.99
				Summer Reading - ALL	-106.95
				Crowe Fund	-237.11
				Sound & Vision	-59.99
				Children Services Progr...	-363.69
				IMLS Interns	-772.40
				IMLS Interns	-72.91
Bill	Sept	09/11/2023		Books & Materials	-32.98
				Books & Materials	-18.93
				Books & Materials	-61.85
TOTAL					-11,061.19
Bill Pmt -Check	Electronic	09/18/2023	United Parcel Service	Checking	
Bill		08/31/2023		Postage & Mailing	-12.00
TOTAL					-12.00
Bill Pmt -Check	29437	09/18/2023	Amazon Capital Services, Inc	Checking	
Bill	1LM3-DFY...	08/28/2023		Operations	-37.38
Bill	1NNF-1G1...	08/30/2023		Library & Office Supplies	-198.57
Bill	1NWR-9Y3...	08/30/2023		Books & Materials	-93.59
Bill	114D-391P-...	08/30/2023		Books & Materials	-108.18
Bill	1GT7-K71L...	08/30/2023		Books & Materials	-135.18
Bill	1FL9-TQ9J-...	08/31/2023		Teen Services Program...	-72.30
Bill	1LCR-MQ4...	08/31/2023		Books & Materials	-324.94
Bill	114W-QKV...	08/31/2023		Books & Materials	-84.71
Bill	19TK-4QM...	08/31/2023		Books & Materials	-99.13
Bill	1LM3-DFY...	09/01/2023		Building Supplies	-167.73
Bill	17Q7-6663-...	09/01/2023		Children Services Progr...	-62.06
Bill	11NY-MT1...	09/01/2023		Children Services Progr...	-31.84
Bill	19W6-116T...	09/01/2023		Books & Materials	-37.84
Bill	1VRK-7V61...	09/12/2023		Books & Materials	-49.99

Lawrence Public Library
Check Detail
 September 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	1WCV-H6R...	09/12/2023		Books & Materials	-43.96
Bill	19L6-FGX4...	09/12/2023		Books & Materials	-229.37
Bill	1L7T-CN6C...	09/12/2023		Books & Materials	-56.48
Bill	17T1-4H43-...	09/12/2023		Books & Materials	-152.26
Bill	1NXQ-7JW...	09/12/2023		Books & Materials	-62.68
Bill	19YN-HW7...	09/12/2023		Books & Materials	-238.56
Bill	1LFR-(g1K-...	09/12/2023		Books & Materials	-305.45
Bill	1C17-JQH...	09/12/2023		Books & Materials	-13.99
Bill	19KR-X4C3...	09/12/2023		Books & Materials	-25.05
Bill	1CDN-L3Yc...	09/12/2023		Books & Materials	-59.88
Bill	1TXP-D477...	09/12/2023		Books & Materials	-23.73
Bill	114Y-W6P...	09/12/2023		Books & Materials	-21.98
Bill	1NXQ-7JW...	09/12/2023		Books & Materials	-108.68
Bill	1DL7-JY39-...	09/12/2023		Books & Materials	-119.76
Bill	1RKG-WM7...	09/12/2023		Books & Materials	-113.87
Bill	13NF-6Q4G...	09/12/2023		Books & Materials	-109.94
Bill	1CKC-FHN...	09/12/2023		Books & Materials	-8.49
Bill	1L1X-919T-...	09/12/2023		Books & Materials	-58.96
Bill	13R4-4QG...	09/12/2023		Books & Materials	-135.00
Bill	1NHL-QFH...	09/12/2023		Books & Materials	-147.18
Bill	139X-MLPV...	09/12/2023		Books & Materials	-83.58
Bill	19F3-CW3...	09/12/2023		Books & Materials	-95.96
Bill	1XKG-PDP...	09/13/2023		Adult Programming	-8.95
Bill	1C17-JQH...	09/13/2023		Books & Materials	-65.99
Bill	1MC9-DTY...	09/13/2023		Books & Materials	-48.99
Bill	1QW9-4X7...	09/13/2023		Books & Materials	-159.27
Bill	16DN-773Y...	09/13/2023		Books & Materials	-186.65
Bill	1NVH-YGD...	09/13/2023		Operations	-109.02
TOTAL					-4,297.12
Bill Pmt -Check	29438	09/18/2023	Ann Torralba	Checking	
Bill	08/15/23	08/31/2023		Children Services Progr...	-1,950.00
TOTAL					-1,950.00
Bill Pmt -Check	29439	09/18/2023	Baker & Taylor, Inc.	Checking	
Bill	2037664175	08/31/2023		Books & Materials	-16.31
Bill	2037664176	08/31/2023		Processing Supplies	-0.32
Bill	2037709793	08/31/2023		Books & Materials	-91.08
Bill	2037709794	08/31/2023		Processing Supplies	-1.92
Bill	2037698573	09/12/2023		Processing Supplies	-1.48
Bill	2037698572	09/12/2023		Books & Materials	-79.51
TOTAL					-190.62
Bill Pmt -Check	29450	09/18/2023	Bug Hounds, LLC	Checking	
Bill	1352	08/31/2023		Building Repairs & Main...	-762.50
TOTAL					-762.50
Bill Pmt -Check	29451	09/18/2023	Century Business Technologies	Checking	
Bill		09/05/2023		IT Software & Subscripti...	-67.64
Bill	684878	09/13/2023		IT Software & Subscripti...	-337.09
Bill	685199	09/13/2023		IT Software & Subscripti...	-841.53
TOTAL					-1,246.26

Lawrence Public Library
Check Detail
September 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29452	09/18/2023	Cottin's Hardware & Rental	Checking	
Bill	B642209	08/31/2023		Building Supplies	-41.46
Bill	C628438	08/31/2023		Building Supplies	-54.34
TOTAL					-95.80
Bill Pmt -Check	29453	09/18/2023	Demco, Inc.	Checking	
Bill	7356082	08/31/2023		Processing Supplies	-427.31
Bill	7354723	09/13/2023		Library & Office Supplies	-7,352.47
TOTAL					-7,779.78
Bill Pmt -Check	29454	09/18/2023	Denise Berkley	Checking	
Bill	200	09/13/2023		Professional Fees	-1,525.00
				Friends & Foundation F...	-850.00
TOTAL					-2,375.00
Bill Pmt -Check	29455	09/18/2023	Elevator Safety Services Inc.	Checking	
Bill	32740	08/31/2023		Building Repairs & Main...	-355.00
TOTAL					-355.00
Bill Pmt -Check	29456	09/18/2023	EnvisionWare Inc.	Checking	
Bill	INV-US-659...	09/13/2023		IT Software & Subscripti...	-1,613.00
TOTAL					-1,613.00
Bill Pmt -Check	29457	09/18/2023	Floyds Drain Cleaning of Lawren...	Checking	
Bill	1813850	08/31/2023		Building Repairs & Main...	-160.00
TOTAL					-160.00
Bill Pmt -Check	29458	09/18/2023	Francesca Haynes	Checking	
Bill	Staff Day - ...	09/13/2023		Block Grant	-300.00
TOTAL					-300.00
Bill Pmt -Check	29459	09/18/2023	Gale/Cengage Learning	Checking	
Bill	81679717	08/31/2023		Books & Materials	-27.29
Bill	81690113	08/31/2023		Books & Materials	-100.06
Bill	81751723	09/12/2023		Books & Materials	-42.68
TOTAL					-170.03

Lawrence Public Library
Check Detail
 September 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29460	09/18/2023	Ingram Library Services	Checking	
Bill	77309754	08/30/2023		Books & Materials	-338.16
Bill	77309752	08/30/2023		Books & Materials	-367.91
Bill	77328525	08/30/2023		Books & Materials	-431.95
Bill	77356939	08/30/2023		Books & Materials	-137.98
Bill	77378181	08/30/2023		Books & Materials	-227.18
Bill	77403758	08/30/2023		Books & Materials	-121.56
Bill	77411872	08/30/2023		Books & Materials	-881.70
Bill	77378179	08/30/2023		Books & Materials	-1,317.37
Bill	77512630	08/30/2023		Books & Materials	-360.86
Bill	77460180	08/30/2023		Books & Materials	-348.57
Bill	77486601	08/30/2023		Books & Materials	-2,174.38
Bill	77309755	08/30/2023		Processing Supplies	-39.97
Bill	77309753	08/30/2023		Processing Supplies	-39.89
Bill	77328526	08/30/2023		Processing Supplies	-43.78
Bill	77356940	08/30/2023		Processing Supplies	-13.38
Bill	77378182	08/30/2023		Processing Supplies	-18.93
Bill	77403759	08/30/2023		Processing Supplies	-10.25
Bill	77411873	08/30/2023		Processing Supplies	-126.64
Bill	77378180	08/30/2023		Processing Supplies	-187.19
Bill	77512631	08/30/2023		Processing Supplies	-28.75
Bill	77403757	08/31/2023		Books & Materials	-70.70
				Readers Across Lawrence	-5,192.00
Bill	77536637	08/31/2023		Books & Materials	-716.00
Bill	77460181	08/31/2023		Processing Supplies	-33.87
Bill	77486602	08/31/2023		Processing Supplies	-230.21
Bill	77536638	08/31/2023		Processing Supplies	-73.93
Bill	77774934	09/12/2023		Books & Materials	-124.16
				Children Services Progr...	-59.90
Bill	77601823	09/12/2023		Processing Supplies	-194.98
Bill	77642030	09/12/2023		Processing Supplies	-194.54
Bill	77664380	09/12/2023		Processing Supplies	-34.20
Bill	77672915	09/12/2023		Processing Supplies	-100.05
Bill	77617906	09/12/2023		Processing Supplies	-40.71
Bill	77664378	09/12/2023		Processing Supplies	-36.35
Bill	77588541	09/12/2023		Processing Supplies	-50.25
Bill	77728957	09/12/2023		Processing Supplies	-13.79
Bill	77715505	09/12/2023		Processing Supplies	-58.40
Bill	77601822	09/12/2023		Books & Materials	-1,482.65
Bill	77642029	09/12/2023		Books & Materials	-1,497.62
Bill	77664379	09/12/2023		Books & Materials	-352.86
Bill	77672914	09/12/2023		Books & Materials	-657.52
Bill	77617905	09/12/2023		Books & Materials	-353.37
Bill	77664377	09/12/2023		Books & Materials	-305.07
Bill	77588540	09/12/2023		Books & Materials	-608.56
Bill	77728956	09/12/2023		Books & Materials	-105.33
Bill	77715504	09/12/2023		Books & Materials	-558.94
Bill	77746231	09/13/2023		Books & Materials	-842.97
Bill	77746232	09/13/2023		Processing Supplies	-81.12
TOTAL					-21,286.45
Bill Pmt -Check	29461	09/18/2023	Invengo American Corp	Checking	
Bill	SVIP027318	09/13/2023		Collections & Public Ser...	-882.00
TOTAL					-882.00

Lawrence Public Library
Check Detail
September 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29462	09/18/2023	Jayhawk Tropical Fish	Checking	
Bill	3634-8	08/31/2023		Aquarium Maintenance	-330.00
TOTAL					-330.00
Bill Pmt -Check	29463	09/18/2023	Johnson County Library	Checking	
Bill	220129382	08/31/2023		Lost and Replacement ...	-16.95
TOTAL					-16.95
Bill Pmt -Check	29464	09/18/2023	Jon Ratzlaff	Checking	
Bill		08/31/2023		Building Supplies	-61.48
TOTAL					-61.48
Bill Pmt -Check	29465	09/18/2023	Kansas Book Festival	Checking	
Bill	9-16-23	08/30/2023		Block Grant	-1,000.00
TOTAL					-1,000.00
Bill Pmt -Check	29466	09/18/2023	KONE Inc.	Checking	
Bill	871141160	09/13/2023		Building Repairs & Main...	-2,964.24
TOTAL					-2,964.24
Bill Pmt -Check	29467	09/18/2023	Laura Ramirez	Checking	
Bill	Staff Day	09/13/2023		Block Grant	-150.00
TOTAL					-150.00
Bill Pmt -Check	29468	09/18/2023	Lawrence Arts Center	Checking	
TOTAL					0.00
Bill Pmt -Check	29469	09/18/2023	Lawrence Journal-World	Checking	
Bill	10666660	09/13/2023		Marketing-General	-425.00
TOTAL					-425.00
Bill Pmt -Check	29470	09/18/2023	Melissa Holder	Checking	
Bill	Staff Day	09/13/2023		Block Grant	-150.00
TOTAL					-150.00

Lawrence Public Library
Check Detail
 September 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29471	09/18/2023	Michelle Heffner Hayes	Checking	
Bill	Staff Day	09/13/2023		Block Grant	-130.00
TOTAL					-130.00
Bill Pmt -Check	29472	09/18/2023	Midwest Tape	Checking	
Bill	504208130	08/30/2023		Books & Materials	-49.98
Bill	504208049	08/30/2023		Books & Materials	-400.28
Bill	504208133	08/30/2023		Books & Materials	-139.43
Bill	504229478	08/30/2023		Books & Materials	-360.14
Bill	504229475	08/30/2023		Books & Materials	-23.24
Bill	504229473	08/30/2023		Books & Materials	-164.94
Bill	504229474	08/31/2023		Books & Materials	-84.98
Bill	504229476	08/31/2023		Books & Materials	-139.53
Bill	504208131	08/31/2023		Books & Materials	-105.67
Bill	504229472	08/31/2023		Books & Materials	-557.52
				Books & Materials	-102.73
Bill	504292252	08/31/2023		Processing Supplies	-268.43
Bill	504270389	09/12/2023		Books & Materials	-284.17
Bill	504270388	09/12/2023		Books & Materials	-37.49
Bill	504270386	09/12/2023		Books & Materials	-111.21
Bill	504270385	09/12/2023		Books & Materials	-99.98
Bill	504270384	09/12/2023		Books & Materials	-470.24
				Books & Materials	-80.99
Bill	504296382	09/12/2023		Books & Materials	-244.41
Bill	504296209	09/12/2023		Books & Materials	-136.48
Bill	504296380	09/12/2023		Books & Materials	-133.99
Bill	504296207	09/12/2023		Books & Materials	-526.56
Bill	504296208	09/12/2023		Books & Materials	-262.94
TOTAL					-4,785.33
Bill Pmt -Check	29473	09/18/2023	Molly Hatesohl	Checking	
Bill		08/31/2023		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	29474	09/18/2023	Omega Door & Hardware	Checking	
Bill	48762	08/31/2023		Building Repairs & Main...	-505.76
TOTAL					-505.76
Bill Pmt -Check	29475	09/18/2023	OverDrive	Checking	
Bill	06809CO23...	08/30/2023		Books & Materials	-1,002.74
Bill	06809DA23...	08/30/2023		Books & Materials	-495.50
Bill	06809CO23...	08/30/2023		Books & Materials	-600.21
Bill	06809CO23...	08/30/2023		Books & Materials	-675.18
Bill	06809CO23...	08/30/2023		Books & Materials	-388.52
Bill	06809CO23...	08/30/2023		Books & Materials	-452.26
Bill	06809CO23...	08/30/2023		Books & Materials	-93.26
Bill	06809CO23...	08/31/2023		Books & Materials	-3,811.81
Bill	06809CO23...	08/31/2023		Books & Materials	-1,590.23
TOTAL					-9,109.71

Lawrence Public Library
Check Detail
September 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29476	09/18/2023	P1 Group, Inc.	Checking	
Bill	159102826	08/31/2023		Building Repairs & Main...	-5,938.00
TOTAL					-5,938.00
Bill Pmt -Check	29477	09/18/2023	Pur-O-Zone, Inc.	Checking	
Bill	880211	08/31/2023		Building Supplies	-1,101.23
Bill	879391	08/31/2023		Building Supplies	-624.51
TOTAL					-1,725.74
Bill Pmt -Check	29478	09/18/2023	Sheridan Kansas	Checking	
Bill	35035	08/31/2023		Marketing-General	-1,975.94
TOTAL					-1,975.94
Bill Pmt -Check	29479	09/18/2023	Stan Ring	Checking	
Bill		08/31/2023		Marketing-General	-257.63
TOTAL					-257.63
Bill Pmt -Check	29480	09/18/2023	Unique Management Services	Checking	
Bill	611844	09/13/2023		Professional Fees	-364.45
Bill	6116845	09/13/2023		Professional Fees	-181.34
TOTAL					-545.79
Bill Pmt -Check	29481	09/18/2023	Urban Libraries Council	Checking	
Bill	4486	09/13/2023		Block Grant	-6,000.00
TOTAL					-6,000.00
Bill Pmt -Check	29482	09/18/2023	Lawrence Arts Center	Checking	
Bill	08/15/23	08/31/2023		Children Services Progr...	-2,250.00
TOTAL					-2,250.00
Bill Pmt -Check	29483	09/18/2023	Lawrence Arts Center	Checking	
Bill	RAL	09/13/2023		Readers Across Lawrence	-400.00
TOTAL					-400.00

Monthly Statistical Summary--August 2023

	August	August	% Change	YTD	YTD	% Change	Charts
	2023	2022	2023-2022	2023	2022	2023-2022	
SUMMARY RATIOS							
Service Area Population <i>based on data from Census bureau see explanation below</i>	95,794	95,372	0%				
% of Lawrence Residents Registered (current month)	45%	44%	1%				
Net Promoter Score (NPS) <i>see definition below</i>	83.53	N/A	#VALUE!				NPS Score Chart
OUTPUT MEASURES							
Physical Checkouts, Renewals & Autorenewals Adult Audience	44,641	44,384	1%	342,188	340,265	1%	
Physical Checkouts & Renewals Teen Audience	2,860	3,209	-11%	23,447	23,415	0%	
Physical Checkouts & Renewals Children's Audience <i>see explanation below</i>	28,715	30,748	-7%	228,030	226,447	1%	
Total Physical Checkouts	76,216	78,341	-3%	593,665	590,127	1%	
Digital Checkouts & Renewals Adult & General Audience	17,329	15,386	13%	126,278	124,591	1%	
Digital Checkouts & Renewals Teen Audience	2,059	1,768	16%	15,286	14,074	9%	
Digital Checkouts & Renewals Children's Audience	3,377	2,419	40%	22,706	21,755	4%	
Total Digital Checkouts & Renewals	22,765	19,573	16%	164,270	160,420	2%	
Total Physical & Digital Checkouts & Renewals	98,981	97,914	1%	757,935	750,547	1%	Circulation Charts
Checkouts & Renewals Dottie	156	118	32%	2,025	126	1507%	
Checkouts & Renewals Lockers	1,029	925	11%	7,698	7,861	-2%	
Checkouts & Renewals Home Delivery & Retirement Communities	1,055	959	10%	6,789	6,890	-1%	
Checkouts & Renewals Main Library	49,745	53,331	-7%	395,908	401,078	-1%	
Digital Checkouts, Online Renewals, Auto Renewals	46,996	42,581	10%	345,515	334,592	3%	
Total Physical & Digital Checkouts & Renewals	98,981	97,914	1%	757,935	750,547	1%	
Service Interactions	7,244	8,016	-10%	55,843	58,144	-4%	Service Interaction Charts
Visits to 707 Vermont St.	38,854	35,070	11%	305,044	239,655	27%	User Visits Charts
LPL Web Site Visits (Google Analytics has implemented new metrics; we are using their new metric of "Engaged Sessions")	61,691	N/A	#VALUE!	526,637	#VALUE!	#VALUE!	
Physical Holdings Added	2,448	2,285	7%	16,313	18,403	-11%	
Physical Holdings Withdrawn	2,616	2,832	-8%	16,903	25,773	-34%	
Physical Holdings Total	192,343	193,306	0%				
Digital Holdings Added	641	413	55%	5,404	7,967	-32%	
Digital Holdings Leases Expired	142	113	26%	1,087	1,158	-6%	
Digital Holdings Total (includes leased titles)	33,971	27,219	25%				
New Cards created (includes online applications)	992	791	25%	6,300	5,076	24%	
Active Cardholders Current Month <i>see definition below</i>	15,965	15,030	6%				
Active Cardholders Last 3 Years <i>see definition below</i>	42,730	42,071	2%				

Adult Programs (Includes programs for retirees)	34	29	17%	242	293	-17%	
Teen Programs	0	0	#DIV/0!	65	103	-37%	
Children's Programs (includes programs for all ages)	9	6	50%	333	267	25%	
Total Programs	43	35	23%	640	663	-3%	
Total Program Attendance	1,990	1,428	39%	24,413	18,964	29%	Program Statistics Charts
Patron Bookings of Library Spaces	1,016	773	31%	8,051	5,097	58%	Reservable Room Booking S
Public Computer Sessions	3,791	3,023	25%	26,533	19,498	36%	Computer Session Charts
Total Paid Staff (FTE)	58.35	68.08	-14%				
Total Number of Employees (Aug 2023: 3 Teen Interns, 1 Hall Center Intern, and 2 summer employees, but little to no hours worked in August for all of them)	90	90	0%				
Total Library Volunteer Hours***	618	535	16%	4,635	3,935	18%	

Service area population: previous year population estimates were provided by city staff. The latest numbers from the City were: Aug 2021 estimate: 103,351 and Aug 2022 est: 105,295

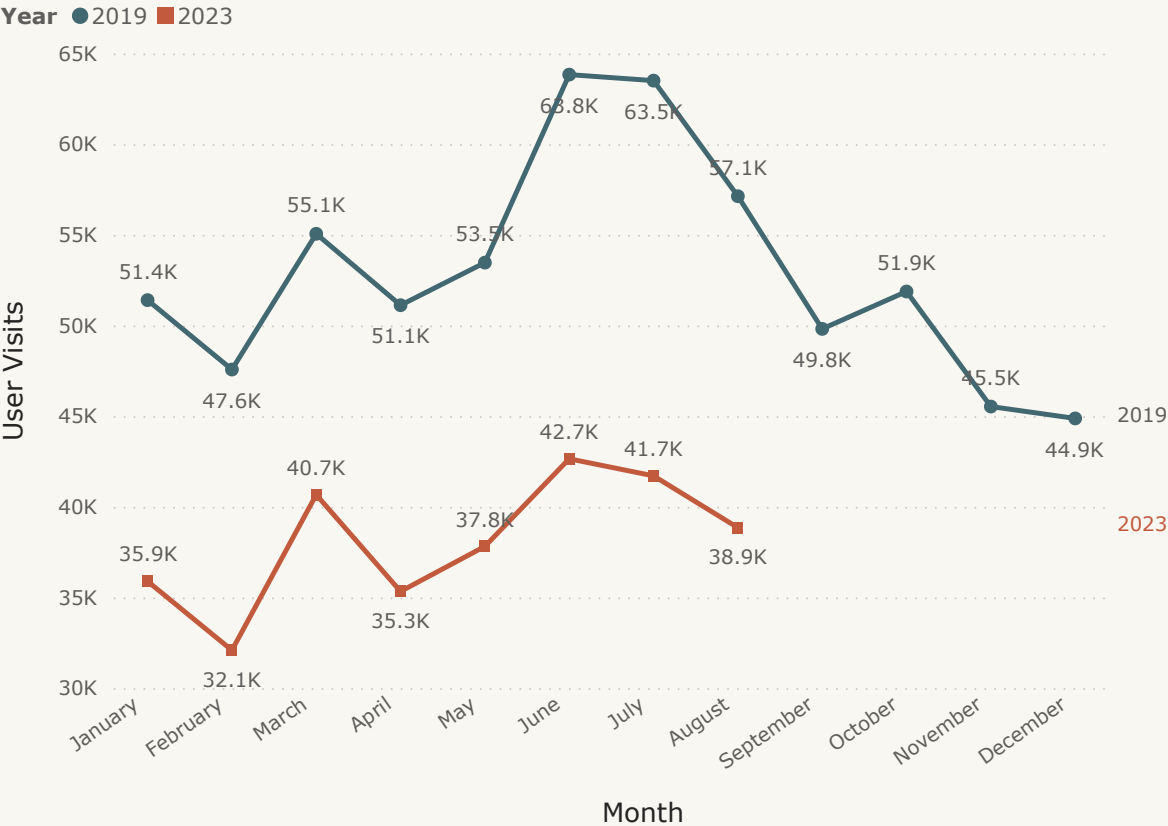
Checkouts & renewals for children's audience: this total includes checkouts of movies, TV shows, and video games for children

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 in the last 6 months 1)emailed to a percentage of randomly selected cardholders who have been active in the past 2 weeks 2) Beginning July 2023, library users who fill out a survey available in the Fiction Loop of the library and 3)Beginning August 2023, attendees at select events. 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



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

YTD % change Pre- vs Post-Pandemic

-31.16%

YTD User Visits 2019-2023

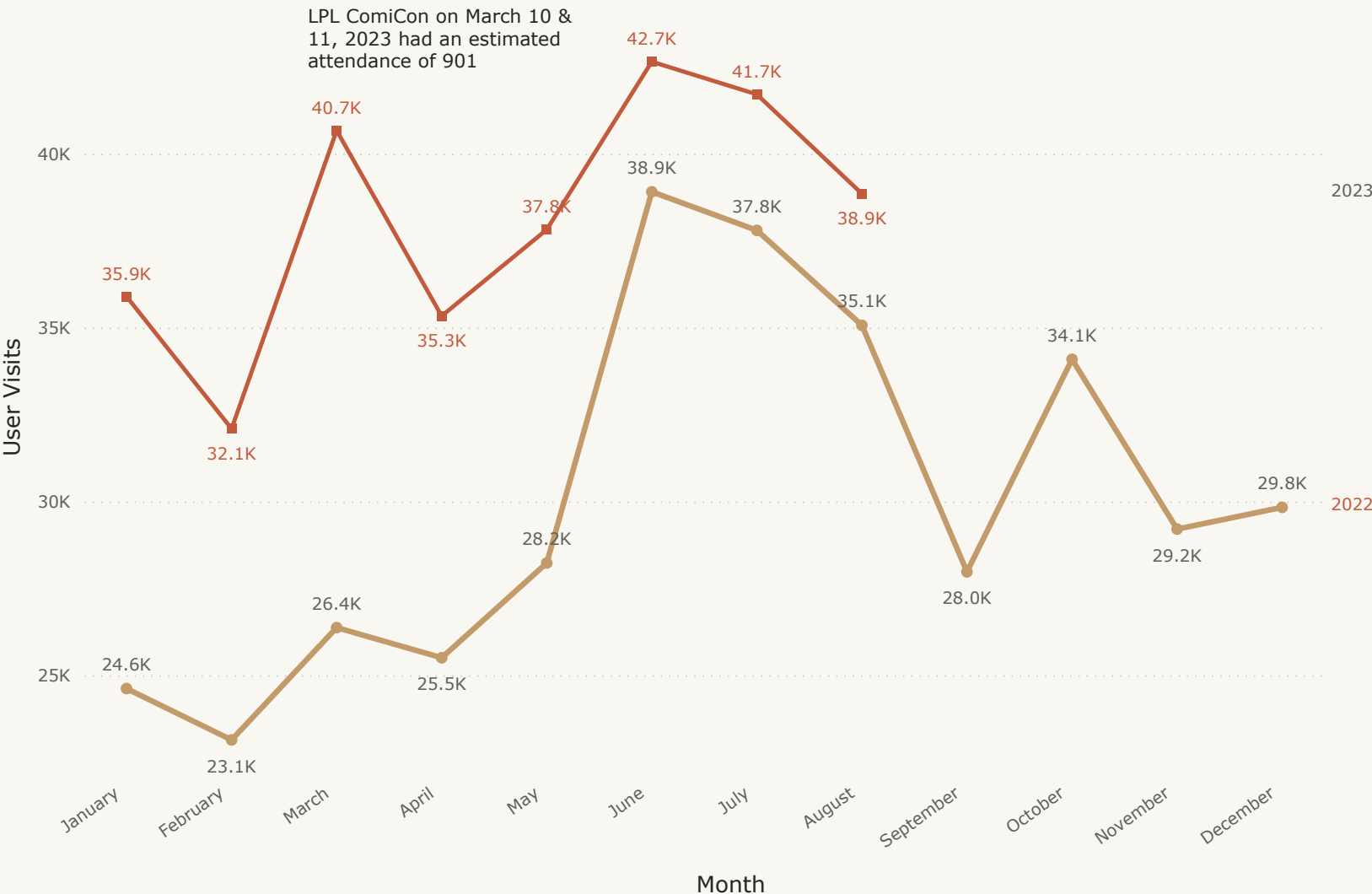
Year	User Visits	% Growth Year Over Year
2019	443120	0.01%
2020	168437	-61.99%
2021	156166	-7.29%
2022	239655	53.46%
2023	305044	27.28%

Month on Month: Aug Visits 2019-2023

Year	User Visits	% Growth Month Over Month
2019	57135	-0.10%
2020	15095	-73.58%
2021	25528	69.12%
2022	35070	37.38%
2023	38854	10.79%

Total User Visits 2022 vs 2023

Year ● 2022 ■ 2023



Percent Growth Between Current Month and Last Month

-6.85%

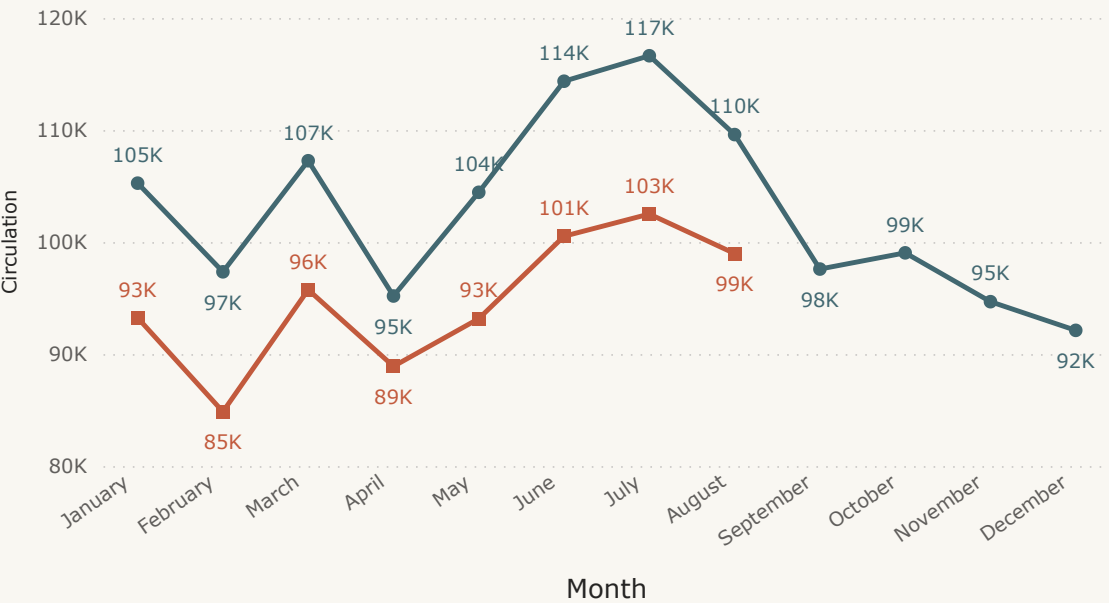
Percent Growth Between Current Year and Last Year YTD

27.28%

- 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

-10.84%

YTD Circulation 2019-2023

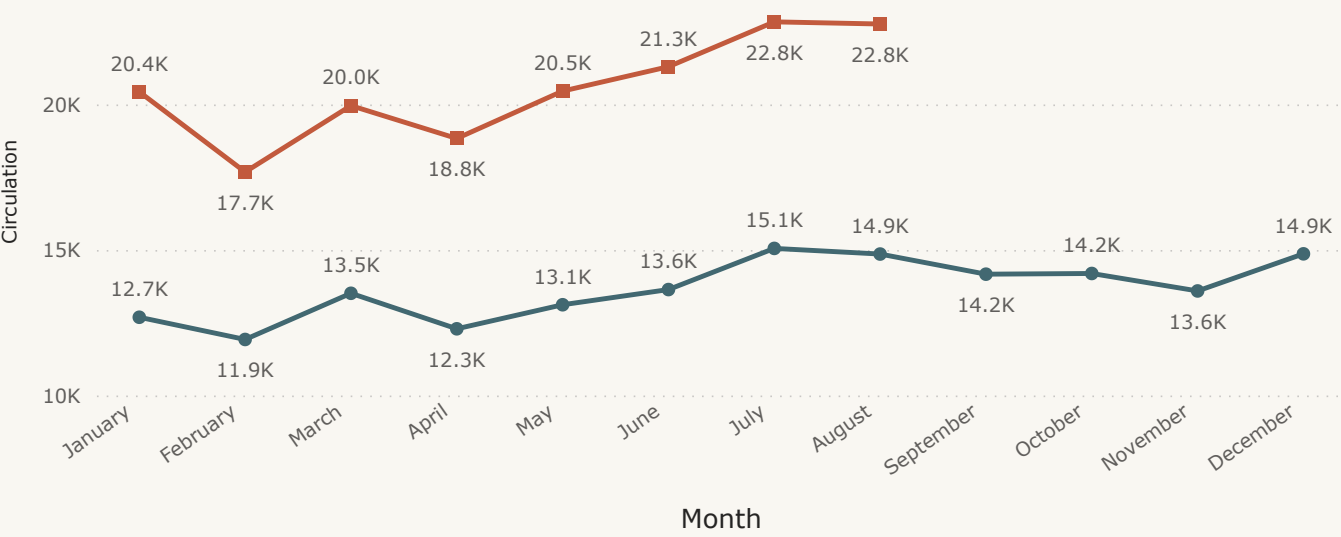
Year	Circulation	% Growth Year on Year
2019	850,107.44	3.34%
2020	605,101.03	-28.82%
2021	749,009.07	23.78%
2022	750,771.90	0.24%
2023	757,939.74	0.95%

Month on Month: Aug Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	109,599.27	4.62%
2020	95,096.62	-13.23%
2021	99,325.03	4.45%
2022	97,914.28	-1.42%
2023	98,981.30	1.09%

Digital Circulation Trend: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

53.38%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	107,097.44	100.76%
2020	169,522.03	58.29%
2021	160,514.07	-5.31%
2022	160,646.90	0.08%
2023	164,270.74	2.26%

DigitalPhysical

- Digital
- Physical

Circ Type

- Checkout
- Renewal

Audience

- Adult
- All Ages
- Children
- Teen

MetaFormat

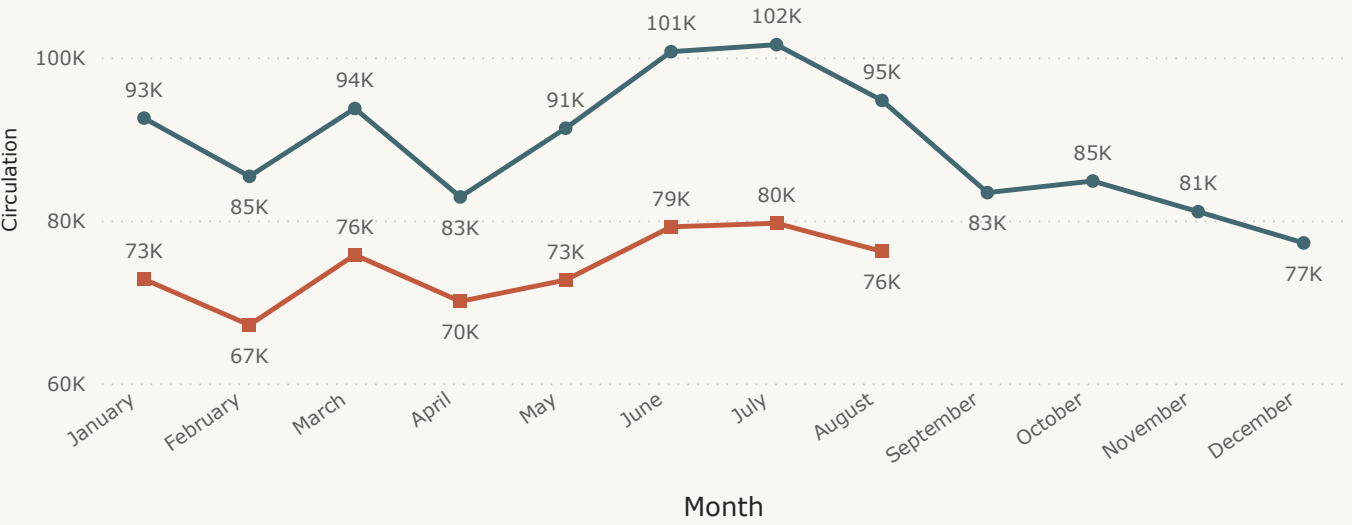
- Audio
- Book
- Magazines
- Video

Month on Month: Aug Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	14,861.27	104.41%
2020	22,820.62	53.56%
2021	20,496.03	-10.19%
2022	19,573.28	-4.50%
2023	22,765.30	16.31%

Physical Circulation Trend Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-20.10%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	743,010.00	-3.42%
2020	435,579.00	-41.38%
2021	588,495.00	35.11%
2022	590,126.00	0.28%
2023	593,669.00	0.60%

- DigitalPhysical

☐ Digital

☒ Physical
- Circ Type, Circulation

☒ Auto Renewal

☒ Checkout

☒ Renewal
- Audience

☐ Adult

☐ Children

☐ PROFCOLL

☐ Teen
- MetaFormat

☐ Audio

☐ Book

☐ ILL Items

☐ Kits

☐ LibOfThings

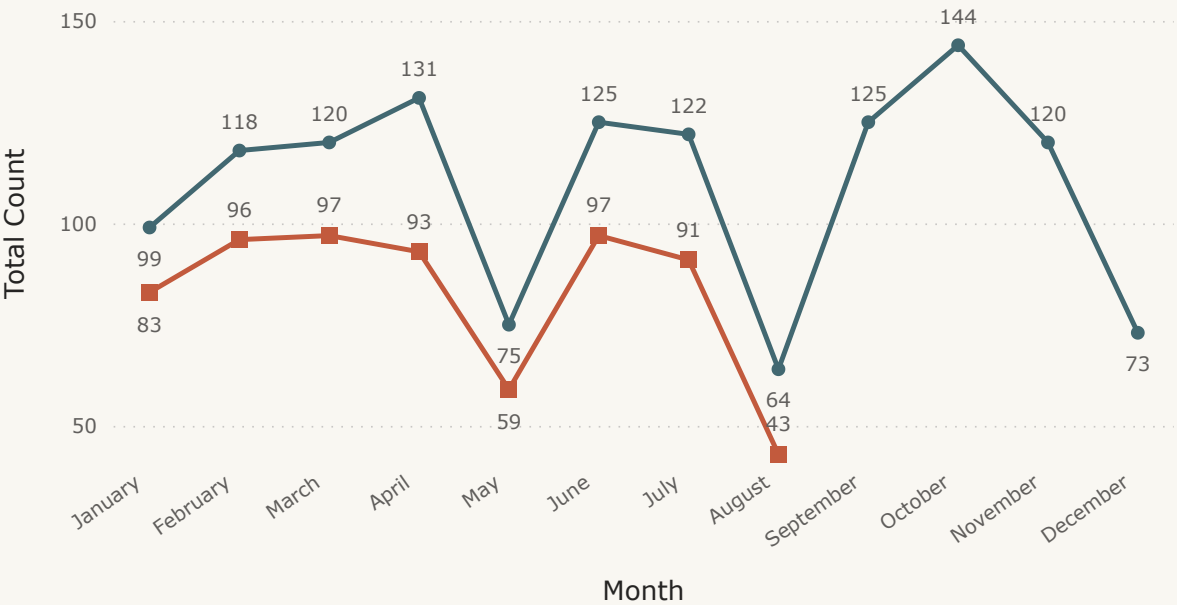
☐ Magazines

Month on Month: Aug Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	94,738.00	-2.82%
2020	72,276.00	-23.71%
2021	78,829.00	9.07%
2022	78,341.00	-0.62%
2023	76,216.00	-2.71%

Total Programs Presented: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



Filter By Audience

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

YTD % change Pre- vs Post-Pandemic

-22.83%

YTD No. of Programs Presented 2019- 2023

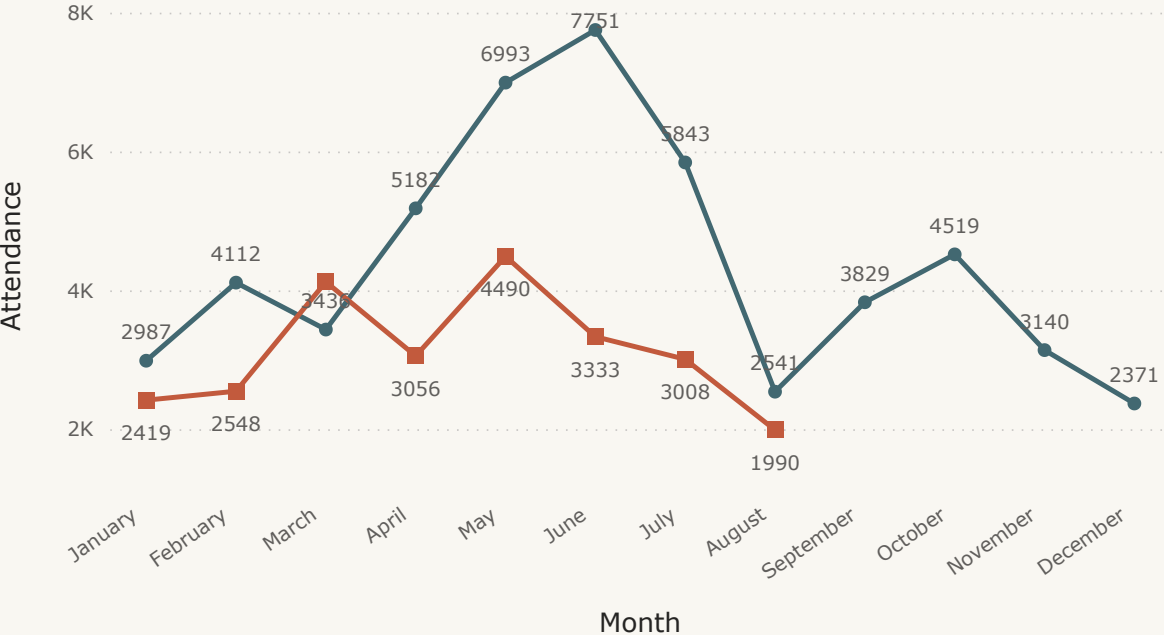
Year	Total Programs Presented	% Growth in No. of Programs Presented Year On Year
2019	854	-1.61%
2020	697	-18.38%
2021	508	-27.12%
2022	615	21.06%
2023	659	7.15%

Month on Month: Aug No. Of Programs Presented

Year	Total No. of Programs Presented	% Growth No Programs Month on Month
2019	64	1.59%
2020	88	37.50%
2021	23	-73.86%
2022	36	56.52%
2023	43	19.44%

Total Program Attendance: Pre- vs Post-Pandemic

Year 2019 2023



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

Summer Reading Kickoff Party on May 26, 2023:
Estimated attendance of 750

Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-35.73%

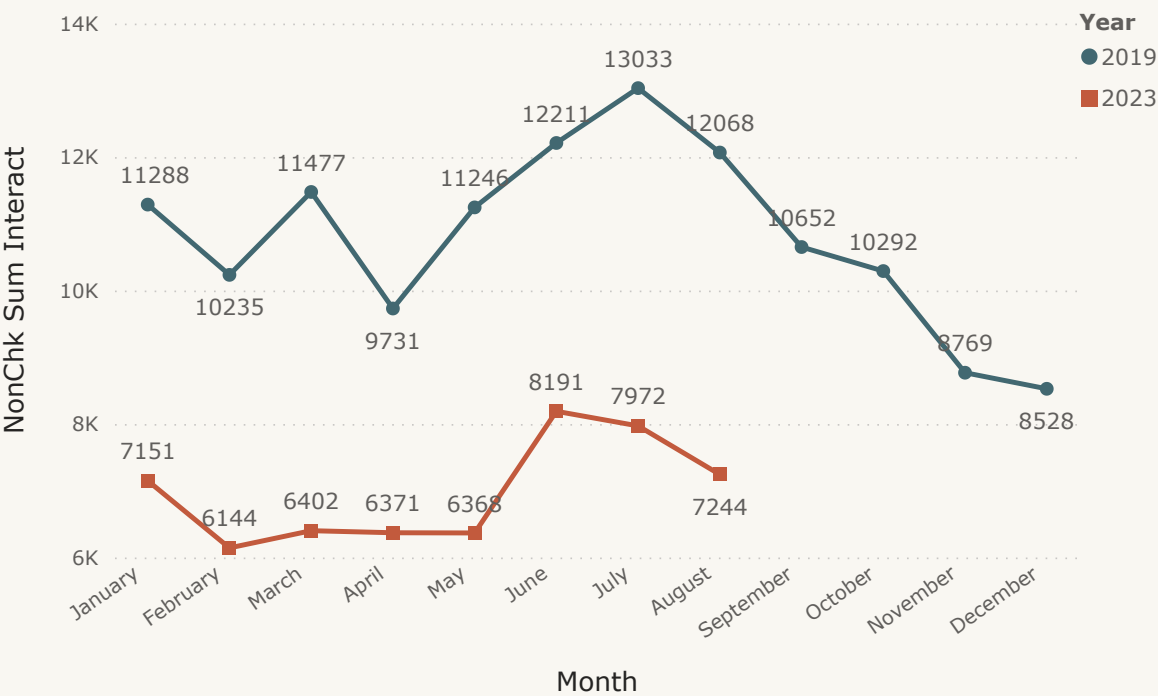
YTD Program Attendance 2019-2023

Year	Attendance	% Growth Year on Year
2019	38845	-8.11%
2020	31235	-19.59%
2021	14710	-52.91%
2022	19109	29.90%
2023	24967	30.66%

Month on Month: Aug Program Attendance 2019-2023

Year	Attendance	% Growth Month on Month
2019	2541	13.79%
2020	1128	-55.61%
2021	824	-26.95%
2022	1428	73.30%
2023	1990	39.36%

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

-38.83%

YTD Service Interactions 2019-2023

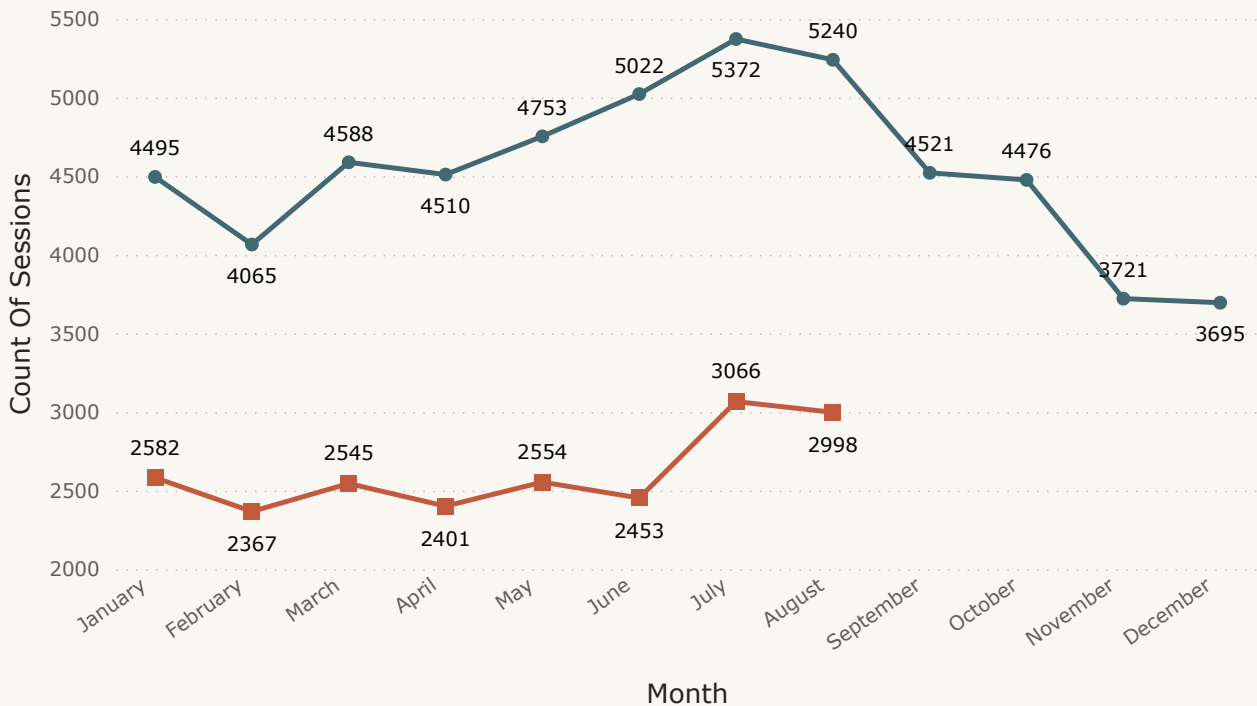
Year	YTD Service Interactions	% Growth Year on Year
2019	66188	-8.48%
2020	27456	-58.52%
2021	36106	31.50%
2022	41802	15.78%
2023	40627	-2.81%

Monthly: Aug Service Interactions 2019-2023

Year	Current Month Service Interactions	NonChk MO % Growth Month on Month
2019	12068	-12.16%
2020	5757	-52.30%
2021	8489	47.46%
2022	8016	-5.57%
2023	7244	-9.63%

Adult Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-44.89%

Year

■ 2019

□ 2020

□ 2021

□ 2022

■ 2023

Audience (Primary)

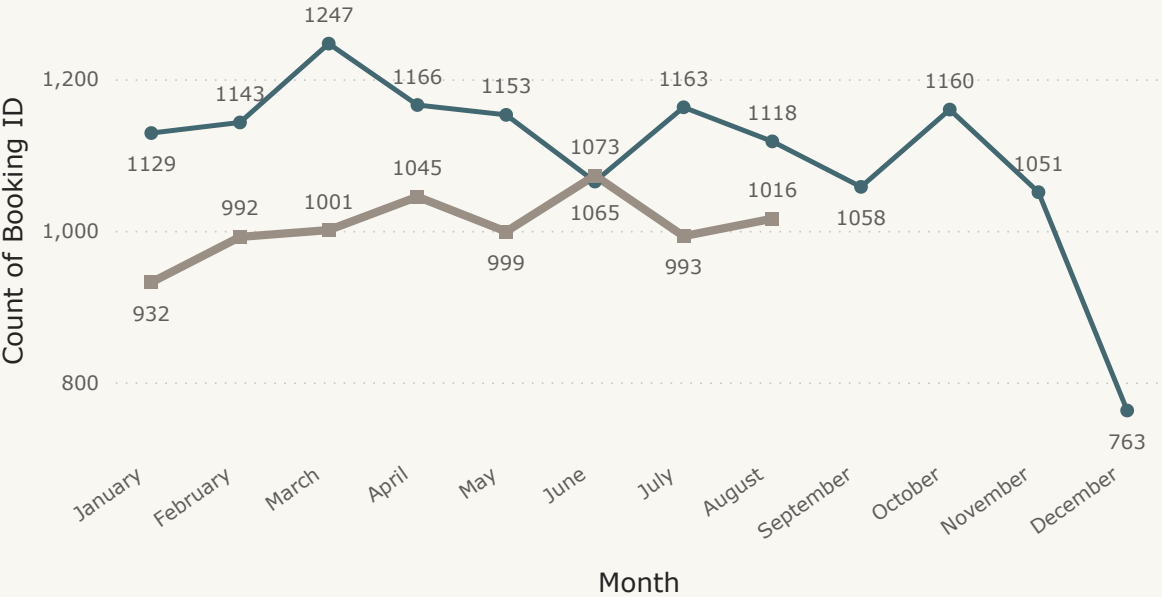
■ Adult

□ Children

□ Teen

Public Usage of Reserveable Rooms Trend: Pre- vs. Post-Pandemic

Year ● 2019 ■ 2023



Meeting Rooms reopened in June 2021

YTD % change Pre- vs Post-Pandemic

-12.34%

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

Total Bookings YTD Aug

Year	Total Bookings
2019	9184
2020	3259
2021	1428
2022	5134
2023	8051
Total	27056

Library Director's Report for September 2023

Update: Concerns About Safety Around the Library

I emailed all library cardholders on August 23 addressing the concerns people have been expressing about safety outside of the library. I received many responses, both positive and negative. Overall, it's heartening that most people seem to understand the difficult situation we are in making sure we are a space for everyone to enjoy. The Lawrence Journal World also published an article that same day based on a conversation I had with their reporter Austin Hornbostel.

We continue to work with the City on decreasing disruptive behavior on the library lawn. We are developing a Memorandum of Understanding with Parks and Recreation to establish behavior rules in the areas outside of our building. I also met with the City Attorney to discuss what we can and can't do from a behavioral standpoint outside—specifically what kind of language is protected by the First Amendment (profanity, etc.).

Update: We are Joining the Urban Library Council

Our library is joining the Urban Library Council. Becoming a member of ULC, we join over 170 other public libraries, including four other Kansas public libraries – Johnson County Library, Olathe Public Library, Topeka and Shawnee County Public Library, and Wichita Public Library. To quote from their website, "The Urban Libraries Council has spent 50 years enriching communities by strengthening and promoting the value of libraries as essential public assets. ULC provides a forum for library leaders to share best practices and innovative ideas that inspire programs that support learning, a strong economy and an active democracy. ULC programs are recognized for creating new frameworks that invigorate public libraries and their communities."

See You in December!

I want to say again how grateful I am to the Library Board for offering me the chance to get away from the day to day grind of being a library director to refresh and recharge. I know the library is in excellent hands with our outstanding leadership team and staff. I'm looking forward to space and time to learn, think, and dream. I know having this time will allow me to come back ready to lead our library into the future.

Respectfully submitted by Brad Allen, September 12, 2023

Monthly Departmental Reports

September 2023

Accounts:

Standard desk, phone, book van, and outreach operations continue. In preparation for the upcoming renovation, we've moved the Phone Room downstairs into the office in Cataloging and Collection Development.

Cataloging & Collection Development:

Cataloging & Collection Development had a fairly quiet month. Dan, our beloved Acquisitions Technician took a nice, well deserved vacation which meant his backups were called into action. All went well in the ordering and receiving process while he was out and there was only a small mountain of packages to sort through when he returned.

The Collection Development crew met with a good number of collection focused librarians from around the region in late August. The informal meeting allowed us to share ideas and trends with vendors, digital lending, outreach programs and more.

Collections & Technology:

Tricia continued to tweak the NPS survey Power BI report to add to the total calculation any responses from surveys that are filled out at library events. There is also now a visual for a rolling 12-month average score. Full details are available [here](#) and on via a link on the monthly statistical summary included in the board packet.

Tricia and Jeff discussed how best to collect data points for the proposed new statistical report. The procedure was ironed out in the Data Team Task Force meeting.

Tricia met with a SIRSI consultant to fine-tune an annual agency report that will standardize LPL's collection of ILS-related data for the annual report to the State Library of Kansas.

Tricia met with Erica, Frankie, Lauren, and Polli to draft action steps for the #3 priority of the library's strategic plan (Priority #3: Build on internal strengths with solid organizational structures & processes.)

Tricia tested out the new Google Documents eSignature functionality (available to beta test users) to see if it would be an option for signed forms or documents at LPL. However, there is

Monthly Departmental Reports

September 2023

not yet multi-signature functionality, which would be a requirement for most LPL documents. Google promises more Esignature functionality is soon to come!

Diversity, Equity, and Inclusion:

At the beginning of August, Kayla and Khiana both graduated from Emporia with their MLS degrees! They will continue on in their intern roles at the library through the end of December, as the grant term was extended for a number of reasons. They will be finishing up various projects they've started throughout different departments, while also assisting with the webpage we are creating for the grant on LPL's website. Frankie sat on the hiring team to select our new accountant, who just started in early September (as mentioned by HR). Together with our Facilities Manager (and the rest of our leadership team), Frankie has continued to work on updating our behavior procedures in and outside the library. She hopes to continue to foster a safe and welcoming environment for all library patrons, regardless of their housing status. Our 2023 Staff Day is also fast approaching, and Frankie has been working with others to ensure the day will be both enriching and rejuvenating for our staff. We are excited about this year's lineup of presenters and activities.

Facilities:

Some of our team took the post-summer opportunity to take a well deserved break from the library. Jon also prepared three small presentations for the KU SELF Engineering class to consider. If they accept, this year they'll be working on ways to dampen the noise at the sorter and make the big hot box more user friendly and efficient. We got off the hook for The Last Bash in August but it's definitely happening now so we'll be ready to help with tables, chairs, awnings, stage, etc, etc... Coming up quickly is the construction in the Main Level staff workroom, so we'll be assisting with all sorts of moving in the coming weeks.

Human Resources:

We received unfortunate news that BambooHR TRAX is unable to support our special payroll requirements involving KPERS and how it is taxed and displayed on our W2. After exploring many payroll options and watching demos, we've decided to have Kindred, CPA handle our payroll. Not only are they just down the street from the library, they offer comparable pricing

Monthly Departmental Reports

September 2023

and functions that fit our needs. Implementation is under way and the new payroll system will begin in October. In September, we also welcomed our new library accountant, Kayla Thawngmung. She has a unique combination of accounting skills and love for the community evidenced by her membership on a non-profit board and past employment in non-profits. Lastly, Erica attended an HRCI training called *How to Create a Resilient Workforce for Oncoming Turbulence*.

Information Services:

This month the team began the 3rd quarterly update of the Community Resource Guide for the year—so far, the 2nd quarter edition of the Community Resource Guide has had 759 reads and over 2700 impressions on Issuu. The kickoff of our In the Kitchen Series was extremely well attended, and the Legal Aid Clinic provided a rich opportunity for community members to get questions answered about estate planning basics and to complete their advance directive documents at no cost. Terese and Marc shared the highlights of their ALA experience with library staff at the ALA Share brownbag session.

Information Technology:

New Wi-Fi access points were installed on the North and South sides of the first floor as well as in the Friends area. The access point in the first floor staff office was moved to the west side of the first floor in the public area. New network drops were added in the Friends area to support the use of Friends computers without lengthy patch cables strung across the ceiling in two locations. Cable was pulled to prepare to support the new office spaces after the renovation of the first floor staff area. All of these changes were completed by R&R Communications according to Aaron's specifications. This is the first stage of a multi-part project. R&R will continue work in conjunction with the renovation to complete network drops for the revised office area.

Marketing & Communications:

For Marketing & Communications, August was a time of wrapping up the end of Summer Reading 2023 event promos, amplifying the next signature event: Booktoberfest ("Read Across Lawrence" rebranded), and watching the community response of the "Shared Spaces, Shared

Monthly Departmental Reports

September 2023

Stories” letter that Kayla ghost wrote for Brad after attending meetings with the Advocacy Team and Lawrence Parks & Rec (a letter in response to survey results expressing behavior concerns on the library campus.) We received feedback from the City of Lawrence that they would like to use the letter and Brad’s interview responses as a model of communications for staying ahead of and getting “good ink” on challenging and undeniably glaring community conversations.

August was also spent preparing a New Cardholder Drip-Campaign that will launch at the end of September. (Pushed back due to evaluating community feedback on the “Shared Spaces, Shared Stories” letter.) Meeting with representatives and weighing the pros and cons of a new email product for mid-2024 and planning for the Winter 2023 Issue of the *Reader* were other notable focuses. In smaller news, Kayla [recorded](#) and [photographed](#) an author talk for Readers’ Services and attended a few outreach events at [the University of Kansas for the Emily Taylor Center](#) and Billy Mills Schools (edited photos coming soon.)

Materials Handling:

Rami hit his five year anniversary last month (and Dina had her 39th!)

Other than that, the sorter cycle continues!

Outreach:

August was a little quieter on the outreach front with 11 stops. We canceled 9 stops due to the heat, but had some very successful back to school events at KU and at Billy Mills Middle School. I’ve been working on cleaning up all of the outreach and events documents as my last day is September 16th. We hope to have a new coordinator in place by the middle of October. In the meantime, the outreach crew will continue the regular route.

August by the numbers:

- 11 Outreach Events
- 409 Interactions
- 34 New library cards
- 154 Items checked out
- 5 Friends books given away
- 75 Dr. Bob Reads books given away

Monthly Departmental Reports

September 2023

Public Technology:

Improving patron behavior has been a primary focus during the month of August. The Public Tech Department has worked diligently to consistently enforce the library's behavior policy in order to create a welcoming environment for all users of the lower level. This includes better tracking of specific behavioral incidents to ensure good cross department communication with security and proper follow up and consequences for patrons who break the rules. We've already seen an improvement and expect to see further improvement in the months to come. In Studio news, Joel finished up a summer program in which we partnered with community leaders to host an after school program for at-risk youth where they learned audio visual skills. The computer lab, studio, and 1-on-1 appointments hummed along as usual.

Readers' Services:

Summer Reading ended with a record high number of adults participating and as of this writing we are at 1824 registrations, 1060 challenges completed in Beanstack, and 968 rewards redeemed. The positive feedback from our participants was a constant source of pleasure for our staff this summer and we're excited to build on this success next year!

On August 9th we hosted the Cruel Seduction Book Tour featuring Romance authors Katee Robert, Sierra Simone, and Ana Huang. The event was a smashing success, capped at 300 (and fully attended) and with 350 people still on the waiting list! That authors generously gave us permission to record the event, to make it available to the huge number of folks that we were unable to accommodate. We did a survey of attendees who gave us a 4.69 out of 5 overall score and large number of people who were excited for us to do something like this again.

Finally, Readers' has all the Booktoberfest programs planned and entered into The Reader for this fall! Regular monthly programming and services are ongoing.

Security

We've been reviewing a couple different types of incident tracking software: big thanks to Aaron Brumley (Information Technology) for putting the demos together! We want an easier system to track the big and small behavior incidents at the library, as well as how often they

Monthly Departmental Reports

September 2023

happen. We also spent time working with Frankie Haynes (Diversity, Equity, and Inclusion) on the new Behavior Enforcement Matrix to accompany the Behavior Policy and Procedure. Very happy that we were able to bump Tristan's hours up to help with evening rounds inside and outside the building. Not only does increasing Tristan's hours increase the safety of the library, but he is now eligible for health care benefits, **and** the odds of keeping him at the library have increased that much more (he really is a huge asset).

Youth Services:

Programs and Outreach

- We're back in the swing of things after a post-summer reading programming break. Our standard programs (storytimes, Teen Zone Expanded, book clubs, etc.) are back with a couple new regular events on the teen side.
 - We are trying out some "quiet hours" in the Teen Zone to give teens who prefer a more chill environment a time hang out.
 - We've also made our Teen Lego Club a regular monthly program and have brought back some Teen Zone Homeschool hours to coincide with our monthly Homeschool Lego Club.
- Yari Medina, our Youth Services Outreach Technician, is back visiting Headstart at Kennedy Elementary twice a month and will be attending some Go and Grow sessions hosted by the Childrens Community Center in the same building.
- September 15 is the beginning of Hispanic Heritage Month
 - We have a couple of programs lined up to celebrate: Cuentacuentos, a coffee and crafting event, a game night, and a viewing of *The Book of Life*.
- The end of September brings some special events in partnership with the Lawrence Arts Center Ballet Theatre. They are bringing *Luna's Magic Flute*, a show that will only be performed at the library 9/29-9/30.

Volunteers

- We've been working with Logan Isaman on our call for fall volunteers. We received quite a response with over 30 applications!
- We'll be training this new crop of teen volunteers the week of September 17.

Dolly Parton Imagination Library

- Jenny Cook and I were very lucky to attend the Dolly Parton Imagination Library celebration in Overland Park on August 14. It was amazing to see Dolly in person and see her perform.



MEMO

To: Lawrence Public Library Board of Trustees
From: Tricia Karlin, Collections & Technology Manager
Date: September 5, 2023
Subject: City of Lawrence Population Estimate replaced by Census Bureau estimate

Lawrence Public Library's monthly statistical report includes a city population number for reference in evaluating usage metrics. An example of this is a calculation of the percentage of Lawrence residents who are currently registered for a library card.

The library historically relied on a population estimate calculated internally by City of Lawrence staff. Jeff Crick, Director of Planning & Development Services, informed us recently that the city will no longer calculate their own population estimate, and will rely instead on the number provided by the [Census Bureau's Population Estimates Program \(PEP\)](#).

One of the differences between the city's previous estimates and that of the census is the lag in data: the city provided an estimate for the current year's population by July or August. In contrast, the census releases a number in the spring of the year for the *previous* year. So the most recent number was released by the census in May 2023 and it reflects population numbers for July 1, 2022.

Please note that the census's population estimate for 2022 is considerably lower than the City's last estimate:

- City of Lawrence August 16, 2022 estimate: 105,295
- Census July 1, 2022 estimate: 95,794

The census number will be reported on the monthly statistical report starting with this month's report.

LPL Friends & Foundation Director's Report - September 15, 2023

Preparing for Interim Library Director job. With Brad's sabbatical starting next week, he and I have been working on temporarily transitioning his director duties to me. We have shared information on recurring meetings, accounts, passwords, key contacts, and other essential information to ensure that the 12 weeks run smoothly. The entire library team is incredibly competent and eager to help. Together, we've got this.

Second Saturday Sale a Smashing Success. On Saturday, September 9th, the Friends & Foundation hosted a record breaking book sale. In total, the sale raised \$6,100 for the library – double the amount usually earned at a Second Saturday Sale. The onsite sales committee is delighted by the results and is working to dissect what the secret success sauce was on that day.

Estate Planning Presentation. On Tuesday, September 19, I will join Chip Blaser from Douglas County Community Foundation (DCCF) in speaking to the Douglas County Estate Planning Council. This is a great opportunity to provide information on the Friends & Foundation's Before You Check Out and Retirement Boot Camp programs.

DCCF Community Grant Application. The LPL Friends & Foundation has submitted an \$8,000 grant application to Douglas County Community Foundation for a new projector and screen for the library auditorium. This project is part of an overall refresh of the nearly 10-year-old auditorium equipment. We will learn whether our application is funded in early October. Thanks to Logan Isaman for taking the lead on our proposal.

Capitol Federal Foundation Application. The Friends & Foundation has sent a request to the Capitol Federal Foundation asking that it renew our grant for Retirement Boot Camp. Cap Fed has generously supported the program for the last two years. In that time frame the list of "regulars" has grown from 350 to 950 people. Retirement Boot Camp has truly struck a chord in Lawrence's older adult community. Its goal is to keep retirees healthy and engaged through learning, connections, and (of course) fun.

After Hours at the Library 2024. The Friends & Foundation Fundraising Committee held its first planning meeting this week to start brainstorming for After Hours at the Library 2024. Our hope is to shake things up a bit this year. Mark your calendars for Friday, March 1st and get ready to attend another fantastic library party!

Banned Books Week is October 1 - 7. Our Banned Books Week Library Landscape poster project is ready to launch. Joelle Ford, a Lawrence Artist specializing in collage, has created "Unfurled," an artwork created from banned book covers that will be unveiled on Friday, October 6th. This project is made possible thanks to a gift from Colette and Ron Gaches. You'll get a sneak peek at Monday's board meeting.

Fall Book Sale. The Friends & Foundation's Fall Book Sale is just around the corner. Members Night happens on Thursday, October 19th and the public sale runs from Friday, October 20th through Sunday, October 22nd. Please be sure to visit the book garage and stock up on great reads! The sale will launch our end-of-year fundraising campaign.

**STATE OF KANSAS
MUNICIPAL INVESTMENT POOL**

Resolution

WHEREAS, the undersigned is a municipality (the "Depositor"), as defined in K.S.A. 12-1675, as amended, and from time to time has funds on hand in excess of current needs, and

WHEREAS, it is the best interest of the Depositor and its inhabitants to invest funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

WHEREAS, the Pooled Money Investment Board (the "PMIB"), operates the Municipal Investment Pool (MIP), a public funds investment pool, pursuant to Chapter 254 of the *1996 Session Laws of Kansas*, and amendments thereto

NOW THEREFORE, be it resolved as follows:

1. The municipality designated below approves the establishment of an account in its name in the MIP for the purpose of transmitting funds for investment, subject to the MIP Participation Policy adopted by the Pooled Money Investment Board, and municipality acknowledges it has received a current copy of such Participation Policy. The Depositor's taxpayer identification number assigned by the Internal Revenue Service is _____.

2. The following individuals, whose signatures appear directly below, are officers or employees of the Depositor and are each hereby authorized to transfer funds for investment in the MIP and are each authorized to withdraw funds, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of funds:

Name (print or type)	Name (print or type)	
Signature	Signature	
Title	Title	
Name (print or type)	Name (print or type)	
Signature	Signature	
Title	Title	
3. Depositor Contact:		
Name (print or type)	Email	
Title	Phone	
Street Address	Fax	
City	State	ZIP

4. This Resolution and its authorization shall continue in full force and effect until amended or revoked by the Depositor and until the PMIB receives a copy of any such amendment or revocation, the PMIB is entitled to rely on same.

This resolution is hereby introduced and adopted by the Depositor at its regular/special meeting held on _____ (date).

Municipality Name (print or type)

Name (print or type)

Signature

Title

Date

Attest:

Name (print or type)

Signature

Title

Date

Note: Original signatures are required.



MEMO

To: Lawrence Public Library Board of Trustees

From: Confidentiality of Records Policy Workgroup

Date: September 18, 2023

Subject: Summary of Policy Revisions

The members of the Confidentiality of Records Policy Workgroup—Ransom Jabara, Kim Fletcher, Grace Pratte, Jeff Bergeron, and Aaron Brumley—submit this overview of revisions proposed for the Confidentiality of Records Policy. Our revisions were vetted by the Big Leadership Team and approved by senior library leadership. The primary objectives of these revisions are to enhance transparency in our library's management of patron records, while also eliminating extraneous details that could be better addressed in other policies.

Key Changes to the Policy:

- **Information Collected:** A new section has been incorporated into the policy, explicitly outlining both the Personally Identifiable Information (PII) and anonymous information collected by the library. This addition aims to provide a clearer understanding of the types of data we handle.
- **Library Materials and Borrowing History:** We have added a section that articulates our approach to retaining a patron's borrowing history for the purpose of collection management. This section also elucidates the process for patrons to request the deletion of their records, distinguishing it from their interaction with our online catalog, Biblicommons.
- **Use of Facilities:** Sections pertaining to the use of library facilities have been removed from this policy and will be subsequently integrated into the Behavior policy or other policy and procedures, where they can be more appropriately addressed.
- **Video Security Camera:** The portion dedicated to video security will be relocated and established as a distinct, standalone policy to provide comprehensive guidance in this area.
- **Third-Party Vendors:** A new section has been introduced, clarifying our library's interactions with third-party vendors. This section outlines the rationale behind sharing PII with such vendors and the procedures governing these exchanges.



Confidentiality of Records

Approved by the Lawrence Public Library Board of Trustees on 02/20/2017. Updated and submitted for review on 9/18/2023. Next review date: 09/2026.

Lawrence Public Library (the library) is committed to protecting library patrons' rights to privacy and confidentiality regarding information sought or received at the library.

Patron registration and circulation records are exempt from the Kansas Open Records Act (K.S.A. 45-221 (23)). All patron account information will be used only for legitimate operation of the library. Disclosure will be limited to the individual account holder and in the case of minors, the responsible adult listed on the account upon presentation of identification.

The library will not disclose personally identifiable information about individual patrons to any requester unless required to do so by law upon receipt of a valid court order or subpoena authorized under federal, state, or local law. The library takes reasonable security measures to reduce the risk of data loss or misuse. If library systems are compromised and data is breached, the library will notify those affected via library communications and a public notice on the library website.

Information collected

The library collects both personally identifiable information (PII) and anonymous information in order to provide library service to patrons.

Personally identifiable information is any information that could potentially identify a specific individual. The library strives to collect the least amount of personally identifiable information possible in order to provide services. The personally identifiable information collected by the library could include:

- Name

- Address
- Telephone Number
- Email address
- Date of Birth
- Library barcode number
- ID number
- Items currently checked-out, requested, canceled holds, and interlibrary loans
- Fee history
- Staff notes related to borrowing issues
- Sign-up information for library classes and events

Anonymous information is information that does not specifically identify an individual. The anonymous information collected by the library related to use of its website could include:

- URL (uniform resource locator) of the web site you visited previous to the library's website
- Domain names and/or IP addresses (numbers automatically assigned to a computer whenever it is connected to the internet)
- The browser version used to access the web site
- Hardware and software type and language
- Cookie data
- Date and time of requests
- Demographic data
- Interaction data
- Page Views, click data, and navigation flow

Library materials and borrowing history

Borrowing history, including lost and damaged items and fees, will be retained by default for no less than 6 months by the library. Patrons who do not wish to have their borrowing history retained past this point may request record deletion at the Accounts desk. Upon request for deletion, the patron account will retain borrowing records for the minimum 6 months required for collection management purposes, after which point the history will be removed from the patron's account.

These records are separate from lists, reviews, and reading history stored by Bibliocommons, the online catalog and account service. Patrons may disable reading history on their Bibliocommons account, but should note that this only alters Bibliocommons permissions and

does not constitute a request for deletion of data from the library itself. Deletion of account-associated reviews, ratings, and lists posted to the Bibliocommons website must be requested from Bibliocommons directly.

Third-party vendors

The library collaborates with third-party vendors to enhance its services. Establishing an account with the library necessitates the sharing of Personally Identifiable Information (PII) with trusted vendors, encompassing the Integrated library System and online catalog. These vendors are engaged under contractual agreements to furnish automated circulation services and facilitate convenient online access to library accounts. In the course of legitimate library operations, we may also disclose personal information to other third-party entities, such as email marketing services. These services may access PII and usage data to assess the effectiveness of their offerings.

Furthermore, the library engages with various third-party vendors to offer an array of services, including online learning, digital collections, streaming media content, and analytics. It is essential to note that interactions with these systems beyond the library's website are subject to their respective privacy policies. Some of these vendors may gather and share information patrons provide, or they may require patrons to establish a personal account to utilize their services. To gain a comprehensive understanding of how patrons' data is collected, stored, and utilized by these vendors, please refer to their privacy statements and terms of service. If patrons have specific inquiries regarding their data collection and management practices, the library encourages them to reach out to the vendors directly.
