

Lawrence Public Library, Lawrence, Kansas
Board of Trustees Regular Meeting

Monday, August 19, 2019 at 4:30 PM
Meeting Room A, Lawrence Public Library, 707 Vermont Street

Call to Order

Introductions

Public Comments

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- Approve Library Board meeting minutes
- Approve Treasurer's report
- Approve bills
- Receive statistical report

Library Director's report

Departmental reports

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- 2020 Budget recommendation

New business

- Presentation of audit by Mize Houser
- Update on emergency preparedness plan

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
July 15, 2019
4:30 p.m.

Board Members Present: Judy Keller, (chair), Brady Flannery (arrived 4:50), Joan Golden (via remote connection), Mayor Lisa Larsen, Ursula Minor, Sarah Goodwin Thiel, Kevan Vick (via remote connection). **Absent:** David Vance.

Library Staff Present: Brad Allen (Executive Director), Tricia Karlin, Kathleen Morgan, Erica Segraves, Sherri Turner.

Guests: Toni Wheeler, city attorney; Randy Larkin, assistant city attorney.

Call to Order

Judy called the regular meeting to order at 4:30 p.m. Introductions were made, including guests Toni Wheeler and Randy Larkin from the city attorney's office, and the library's new Materials Handling coordinator Erica Segraves. There being no public comment, Judy moved the city attorney presentation to the top of the agenda.

New Business

Presentation by Toni Wheeler and Randy Larkin, City Attorney's Office

At the board's request, Toni Wheeler and Randy Larkin spoke about the library's legal relationship to the city and how to handle public comments at meetings. They said the library is categorized as a component unit of the city. There are ties between the two entities but they are not interdependent. The library board has its own authorities defined by statute, and the city has certain responsibilities related to the library. In regard to public meetings, they encouraged the board to adopt a resolution setting reasonable rules for accepting public comment and to enforce them evenly and consistently.

Consent Agenda

Brady moved to approve the consent agenda; Ursula seconded. All in favor; motion carried.

Director's Report

Brad said that the Leadership Team has been reading a book on Appreciative Inquiry and is considering whether to adopt the philosophy for the library. He said he and several other staff members attended the American Library Association national conference last month. He said he had resigned from the United Way board, but, pending approval, will become a member of the

Humanities Kansas board. He said that since the library board agreed to approve a flat mill levy, no other action is required from the board in regard to the budget, but that he continues to adjust line items which he will report on in ongoing business.

Departmental Report

There were no questions or comments.

Library Foundation Executive Director's Report

Kathleen said that work on the Friends/Foundation merger continues. The membership committee met last month and will take their proposal to the steering committee at their next meeting on August 14. Work on the Keep Retirement Weird kickoff event is well underway. Kathleen and Cathy Hamilton are working with Billy Pilgrim to create graphics. Andrea Hudy (KU strength coach) has agreed to do an exercise class for the kickoff event. The Kansas Health Foundation has been added to the list of supporters of the Retirement Book Camp with a 2-year, \$25,000 grant. Hill's Pet Nutrition gave \$1000 in support of Tail Wagging Readers.

Friends Report

The Friends made over \$24,000 from the summer sale which ran from Thursday through Sunday.

Ongoing Business

Memo on Pay Philosophy

Judy thanked Brad for his memo on pay philosophy and said that it appeared that the library's compensation plan supports that philosophy.

2020 Revised Budget

Brad said that he continues to work on adjusting line items in the library's budget request to reflect updated projections. He noted increases to books and materials, professional fees, technology, and salaries. He said that staff is still gathering information related to potentially eliminating overdue fees which may require additional line adjustments in order to maintain a flat mill. (Lisa left at 5:15).

Other New Business

System Representative for NEKLS Annual Assembly

The board appointed Brad or his designee as the NEKLS representative.

Adjournment

There being no other business, Judy adjourned the meeting at 5:25 p.m.

The next Board meeting will be Monday, August 19, at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

Lawrence Public Library
Balance Sheet
As of July 31, 2019

	<u>Jul 31, 19</u>	<u>Jul 31, 18</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,905,788.15	1,655,588.65	250,199.50	15.1%
Checking	463,197.71	565,522.75	-102,325.04	-18.1%
Capital Improvement at MIP	675,859.38	607,997.86	67,861.52	11.2%
Total Checking/Savings	<u>3,044,845.24</u>	<u>2,829,109.26</u>	<u>215,735.98</u>	<u>7.6%</u>
Total Current Assets	<u>3,044,845.24</u>	<u>2,829,109.26</u>	<u>215,735.98</u>	<u>7.6%</u>
Other Assets				
Petty Cash	1,240.75	1,240.75	0.00	0.0%
Total Other Assets	<u>1,240.75</u>	<u>1,240.75</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>3,046,085.99</u>	<u>2,830,350.01</u>	<u>215,735.98</u>	<u>7.6%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	45,451.31	63,443.27	-17,991.96	-28.4%
Total Accounts Payable	<u>45,451.31</u>	<u>63,443.27</u>	<u>-17,991.96</u>	<u>-28.4%</u>
Other Current Liabilities				
Payroll Liabilities	14.42	8,774.16	-8,759.74	-99.8%
Total Other Current Liabilities	<u>14.42</u>	<u>8,774.16</u>	<u>-8,759.74</u>	<u>-99.8%</u>
Total Current Liabilities	<u>45,465.73</u>	<u>72,217.43</u>	<u>-26,751.70</u>	<u>-37.0%</u>
Total Liabilities	<u>45,465.73</u>	<u>72,217.43</u>	<u>-26,751.70</u>	<u>-37.0%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	920,087.66	745,817.14	174,270.52	23.4%
Net Income	1,779,897.38	1,711,680.22	68,217.16	4.0%
Total Equity	<u>3,000,620.26</u>	<u>2,758,132.58</u>	<u>242,487.68</u>	<u>8.8%</u>
TOTAL LIABILITIES & EQUITY	<u>3,046,085.99</u>	<u>2,830,350.01</u>	<u>215,735.98</u>	<u>7.6%</u>

**Lawrence Public Library
Revenues & Expenses
July 2019**

	Jul 19
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Interest	11,280.83
Meeting Room Fees	225.00
Merchandise Sales	-1,269.00
Overdues	12,407.68
Photo Copies	1,995.01
Total Income	25,389.52
Gross Profit	25,389.52
Expense	
Payroll Expenses	248,099.33
Payroll Taxes	38,750.20
Utilities - Electric	6,562.23
Building Supplies	1,169.43
Building Repairs & Maintenance	7,211.42
Library & Office Supplies	2,298.77
Books & Materials	46,154.18
Processing Supplies	2,267.98
Technology	13,948.72
Shipping	1,072.56
Professional Development	3,610.07
Bookvan & Mileage	97.66
Program Expense	1,265.04
Professional Fees	3,924.72
Advertising	1,778.21
Miscellaneous	-61.86
FOUNDATION FUNDING	9,920.28
FRIENDS FUNDING	5,264.74
Total Expense	393,333.68
Net Ordinary Income	-367,944.16
Net Income	-367,944.16

Library Director's Report for August 2019

The first half of my time since my last report I was on vacation in Philadelphia and Central New York, so most of what I have to report has taken place since my return to work on July 29th.

On July 30th, students visiting Lawrence from our sister city Hiratsuka took a tour of the library. The Japanese students were joined by other students from here in Lawrence. It was a lot of fun showing the group of about 30 students around the library.

On August 9th, new city manager Craig Owens visited me at the library to discuss the city's relationship with the library and to ask me my opinions on the current state of operations at the city and the future directions it should go. I'm really excited about Craig being our new city manager. I think he has a great vision for Lawrence and I can't wait to work with him more. He is a big fan of public libraries, so it will be interesting to see the direction our relationship with the city heads in the future.

On August 13th, I attended the United Way corporate campaign kickoff. New CEO Jeffrey Cornish outlined their mission and spoke about successes of partner agencies the United Way funds. Mayor Lisa Larson was in attendance and spoke as well. All in all, it was a very good presentation by the United Way to kick-off their corporate campaign and to make a strong argument for their importance to our community.

On August 14th, Information Services Coordinator Melissa Fisher Isaacs and I met with Bob Tryanski and some of his colleagues at the County Health Department to discuss the deployment of peer support fellows to work with people at the library who might be in a crisis from a mental health or addiction issue. We hope to have the peer mentors at the library by sometime in November. This is a new experiment the county is doing in an attempt to help out people who need assistance right at their point of need by embedding them in places like the hospital, the library, and other institutions in the city. I'm really excited to have the opportunity to work with the county to address these issues.

Lastly, on August 15th, I attended the NEKLS Annual Assembly as our library's system representative. This is when the NEKLS annual budget is approved and new members of the board are elected. We also heard from Lee Rainie, Director of Internet and Technology Research at the Pew Research Center. He talked to us about trust, facts, and democracy. Their current research is delving into these areas and looking at people's opinions on who is trusted in our country. You might not be surprised to hear that libraries continue to be one of the most trusted organizations in the United States.

Respectfully submitted by Brad Allen, August 16, 2019

Monthly Departmental Reports

August 2019

New Staff

- We're thrilled to report that Kaitlin Stanley, former Hall Center Intern, will be joining Readers' Services on August 13th. And Ian Stepp, while not technically new, started on August 1st in his new role in Readers'. Likewise, Kate Gramlich began her new role in Info Services on August 1st.
- **Facilities:** We are very excited for the return of Brandi Buzzard to our custodial team!

New Volunteers

- **Youth Services** has started training a new batch of volunteers to shelve in the children's and teen sections for the fall semester.

New Services

- After researching the use of our SmartLockers at Hy-Vee and discovering that 80% of patrons pick up their holds in 3 days or less, we've decided to change the hold pick up time from 7 days to 3 days starting Sept. 1. This will greatly relieve the backlog and help people using this service get their items even faster.
- **Payphone** installed on lower level earlier this month.

New Collections

- **MP3 audiobook collection discontinued** - Because of decreasing circulation and requests, the MP3 audiobook collection has been discontinued and withdrawn. Hoopla and OverDrive have become much more popular as sources for audiobooks.
- **New Poetry Collection** - Poetry books in the adult nonfiction 800s have been given their own, separate location where the MP3 audiobooks were shelved. We're hoping this space will highlight the collection better.

New Partnerships

- **Youth Services:** We have signed a letter of support for an RFP with the Lawrence-Douglas County Housing Authority in order to obtain books from First Book

for their pre-K kids at Edgewood Homes.

New Programs/Series

- **DCP:** A new, expanded calendar of events will make its debut in late August. It will replace our monthly paper calendar. In addition to providing a schedule of events for September, October and November, it will feature information on library programs and services, and news from the Friends and Foundation. Moving to a quarterly calendar was a top goal for 2019. Look for it soon!

Reports on Signature Events

- **Youth Services:** Summer reading programming has come to an end, but we're still taking reading logs through August 17. It was a good summer full of fun programs.

Continuing Education/Professional Organization Participation

- The Romance GenreCon was held again this year at Woodneath Story Center on August 1-3. Polli Kenn in Readers' was on the planning committee and also ran a session for librarians. Kimberly Lopez and Ian Stepp attended the librarian session on the morning of the 2nd.
- Polli Kenn co-presented on a Novelist genre webinar on the topic of Romance on July 17th and will be moderating a Historical Fiction webinar for Penguin Random House on August 29th.

Policy and Procedures

- Natalie Coté, a Junior at Northwest Missouri State University studying Emergency and Disaster Management, completed work on updating our Emergency Preparedness, Response, and Recovery Plan as part of an internship that began in January. Her completed plan is currently being reviewed by Douglas County Emergency Management staff.

Highlight of the Month

- **Staff cookout!**

Foundation Director's Report – August 15, 2019

- **Merger Update.** The Friends & Foundation merger steering committee met on August 15 to continue its work. Specifically, the committee discussed legal and governance documents, the makeup of the new board, financial logistics, branding for the merged board, and plans for a celebration in early 2020. One significant achievement was that the committee agreed on new donor levels and associated benefits. In addition, committee members recommended adding an Advocacy Committee as a standing committee of the board. This committee will be headed by the Friends & Foundation board chair. The steering committee will reconvene in September to continue its work. We're getting there! Here is a timeline of the project for the coming months:
 - Sept 1: By-laws, policies, procedures, legal documents finalized
 - Sept 25: Draft budget completed
 - Sept 27: Merger steering committee meeting
 - Oct: Board nomination votes by the Friends (14th) & Foundation (28th) boards
 - Oct 1: Marketing materials completed: informational bookmark, webpage template, magazine template, letterhead
 - Oct 15: New Chapter Society letters mailed
 - Nov 14 & 17: Public informational meetings regarding merger
 - Nov 18: Legal documents submitted to state
 - Nov 20: Annual Letter mailed
 - Jan, 2020: Friends & Foundation celebration reception, BFF event
 - Feb, 2020: Fundraising event; kick-off celebration
- **Keep Retirement Weird.** We continue to make good progress on our September 15th "Keep Retirement Weird" event. The Douglas County Community Foundation has joined US Bank Wealth Management, LMH Health and Blue Cross and Blue Shield of Kansas as a major sponsor. Brian Hanni also has agreed to serve as our emcee for the afternoon. We now have 50 organizations and businesses partnering with us, along with spectacular activities such as the alarm clock piñata, grumpy old man (person) dunk tank, discount disco, "happy feet" with Andrea Hudy, and a giant grant check presentation by the Kansas Health Foundation. The crescendo of the afternoon will be a concert by the Grammy Award-winning Brave Combo. This program is the kick-off event to the library's new Retirement Bootcamp Series, an initiative designed to help retirees find purpose, friends, financial support, health and happiness.
- **International Public Library Fundraising Conference.** Logan and I traveled to Calgary, Alberta, Canada for this conference from July 27-30. This is the third year for the conference. It is a relatively small gathering of 150 people from public library foundations throughout the US and Canada. We met so many inspiring people and returned with a huge list of great ideas. These included how to create an advocacy committee in your Friends & Foundation board structure, the nuts and bolts of naming policies, staff fundraising campaigns, strategic planning, recurring giving programs and creating a "Stay at Home and Read a Book Ball." Logan did a fantastic job presenting on the LPL Foundation's Get Inked at the Library fundraiser. The conference took place in the [Calgary Public Library's new Central Library](#), which opened in November of 2018. If you ever find yourself in Calgary, we highly recommend that you check it out. It is jaw dropping.
- **Newsletter changes.** The Friends & Foundation no longer will publish a quarterly newsletter. Instead, we have joined forces with the library and will be part of its expanded quarterly calendar. Look for the inaugural issue next week!