

Lawrence Public Library Board of Trustees Regular Meeting
Monday, February 19, 2024 at 4:30 PM
Hybrid: Meeting Room A or [Google Meet 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 January 2024
- Approve Treasurer's report for January 2024
- Approve bills for January 15, 2024 to February 18, 2024
- Receive statistical report for January 2024

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Form Budget Committee
- Policy Review:
 - Internet Access and Safety Policy
Aaron Brumley, Information Technology Supervisor

Old Business

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: January 15, 2024

Time: 4:30 pm

Venue: The meeting was conducted in person and online.

Board Members Present: James Pavisian (Chair), Mayor Bart Littlejohn, Kelly Hart, Sarah Goodwin Thiel, Susan Kang, Allison Friend Mazzei, Jennifer Bonilla, Mandy Leibold.

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

Friends and Foundation Members Present: Kelly Hart

Call to order

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

Consent Agenda

Allison moved approval of the consent agenda. Sarah seconded the motion. Consent agenda passed.

Library Director's Report

- Brad presented the Director's report.
 - Brad is pleased to report that the library's new accountant, Mary Ann LeDosquet is making excellent progress taking over from the retired accountant, Denise Berkley.
 - The 2023 fiscal year ended well with revenues exceeding expenses. The Library transferred money from the Capital Improvement Fund to cover most of the expenses from the Main Level Office renovations. \$47,000 was carried over to cash reserves.
 - Brad is excited to be back at the library. He is ready to move forward with building renovations in anticipation of the library's 10-year anniversary in the rebuilt space.
 - Brad reported that the completion of the workroom renovation has been delayed because the library's contractor, B.A. Green, has been short-staffed over the holidays and all available resources have been focused on meeting a deadline on their project at KU. With that deadline past, he and Jon anticipate that in the next few weeks, B.A. Green will have the capacity to finish the library project.

Monthly Departmental Reports

- No report.

Friends and Foundation Director's Report

- Kathleen presented the report for the Friends and Foundation (F&F).
 - In accordance with their regular calendar, the Friends & Foundation Board did not meet in December.
 - The Friends and Foundation are waiting on final financial reports, but initial indications are very positive! Of note:
 - \$670,000 total funds raised for 2023
 - \$200,000 of this amount was raised via book sales; the rest is from fundraising events, gifts, and merchandise.
 - Online donations are increasing; this aligns with national trends in fundraising.
 - A new strategy to place fundraising bookmarks in library books was successful.
 - The number of individual gifts was up significantly, reflecting the F&F campaign to encourage donors to give monthly.
 - 147 donors were “recaptured” meaning that they gave in 2021, did not give in 2022, and returned and made gifts in 2023. The bookmark fundraising may have helped with recapturing these donors, as those would have been seen by library ‘super-users’.
 - The year-end fundraising mailing and the New Chapter Society letters were very successful.
 - On Friday of this week there will be a massive music sale: thousands of music CDs and other audio items will be on sale in the library auditorium.
 - The F&F are deep into planning for the After Hours fundraiser coming up on Friday, March 1. Kevin Wilmott & Deja Brooks will be co-hosts this year. There will be a travel theme: “Explore your Library”. City Commissioners will be invited to bartend as they did last year. The donations from the fundraiser will support a project to develop a new memory lab, which will basically be a one-stop-shop for digitizing all types of media.
 - As of this month, Kathleen will join the Chamber of Commerce Board. Kathleen & Melissa Fisher Isaacs will soon meet with Joshual Falleaf, the Chamber’s Economic Development Director.
 - Kathleen is also starting her second year as chair of the Kansas Book Festival.
- Kelly added that all trustees were emailed about selling tickets for baskets at the upcoming After Hours fundraiser.

New Business

- **2024 NEKLS Library Development Grant Application - ACTION ITEM**
 - Brad provided an overview of the NEKLS grant and the criteria the library needs to meet to qualify for the grant.
 - Brad noted that the library has a waiver for Standard 67 for Major Resource Libraries. This standard, the ‘hours of operation’ criteria for a Major Resource Library Board, sets a minimum of 65 open hours per week. LPL is open 64 hours a week. Brad has recommended that they change this standard to 64 hours or under (Lawrence Public Library is the only library in the “Major Resource” category for NEKLS.)

- Brad noted that NEKLS provided about \$16,000 last year in CE grants in addition to the standard grant.
- Bart moved to approve the grant application. Susan seconded the motion. The motion passed & Brad can move forward with the grant.

- **Policy Review:**

- Social Media Policy
 - Heather Kearns, Marketing & Patron Experience Supervisor
- Community Bulletin Board Policy
 - Heather Kearns, Marketing & Patron Experience Supervisor

Heather presented the draft policies for Social Media and the Community Bulletin Board.

Since these are operational policies, James said there is no requirement for the trustees to vote, but he invited trustees to provide suggestions or comments for improvement. Of note:

- Social Media Policy: should the library disallow comment functionality on their social media accounts? Or pre-approve comments? Heather had considered this and has listened to various positions on this issue at library conferences. However, for the following reasons, she recommends the library allow comments:
 - The social element is important
 - There are few problem comments
 - The library has some influencers that comment and are great promoters of library content. The relationship with these advocates could be negatively affected if the library locks down comments.
 - Various staff are assigned to monitor each social media platform. They stay alert for inappropriate comments.
- Community Bulletin Board Policy
 - Heather will add the category of missing persons or pets to the list of allowable content.
- Social Media and Community Bulletin Board Policies: the library should offer an appeal process to those whose content is initially declined for posting. Heather agreed and will:
 - Update the policies to highlight and provide guidance on the appeal process
 - Create an easily accessible form for petitioners to complete and submit to library staff for review.

Old Business

- None

Public Comments

- None

Executive Session

- Susan moved to go into executive session until 5:25 pm to discuss pending litigation. The motion was seconded by Sarah . The motion passed.
- At 5:23 pm, Bart moved to end the executive session. The motion was seconded by Susan. The motion passed.

Regular Session

Regular session resumed at 5:23 pm.

Announcements

- None.

Adjournment

There being no other business, the meeting adjourned at 5:23 pm.

The next regular Board meeting will be held Monday, February 19, 2024.

Respectfully submitted,
Tricia Karlin

2024 Regular Budget Report

	<u>January</u>	<u>February</u>	<u>Year To Date</u>	<u>2024 Budget</u>	<u>% over/under</u>	<u>2023</u>
REVENUES						
Tax Fund	\$ -	\$ -	\$ -	\$ 6,180,000.00	0.00%	\$ 5,725,000.00
Lost and Repl Fees	\$ 2,267.22	\$ -	\$ 2,267.22	\$ 30,000.00	7.56%	\$ 30,000.00
NEKLS	\$ -	\$ -	\$ -	\$ 110,000.00	0.00%	\$ 100,000.00
State Aid & Federal Aid	\$ -	\$ -	\$ -	\$ 25,000.00	0.00%	\$ 25,000.00
Photo Copies	\$ 1,088.17	\$ -	\$ 1,088.17	\$ 10,000.00	10.88%	\$ 10,000.00
Meeting Room Fees	\$ -	\$ -	\$ -	\$ 5,000.00	0.00%	\$ 5,000.00
Interest	\$ 1,603.35	\$ -	\$ 1,603.35	\$ 23,000.00		\$ -
Transfer from Capital Improvement	\$ 4,287.25	\$ -	\$ 4,287.25	\$ -	#DIV/0!	\$ 50,000.00
Donations- MISC		\$ -	\$ -			
Total Revenues	\$ 9,245.99	\$ -	\$ 9,245.99	\$ 6,383,000.00	0%	\$ 5,945,000.00

EXPENSES						
Salaries & Wages	\$ 145,945.92	\$ -	\$ 145,945.92	\$ 3,675,000.00	3.97%	\$ 3,460,000.00
Employee Benefits	\$ 39,476.73	\$ -	\$ 39,476.73	\$ 585,000.00	6.75%	\$ 490,000.00
Payroll Taxes	\$ 49,118.27	\$ -	\$ 49,118.27	\$ 660,000.00	7.44%	\$ 620,000.00
Utilities	\$ 10,779.41	\$ -	\$ 10,779.41	\$ 100,000.00	10.78%	\$ 100,000.00
Building Supplies	\$ 987.51	\$ -	\$ 987.51	\$ 20,000.00	4.94%	\$ 20,000.00
Building Repairs & Maintenance	\$ 21,127.05	\$ -	\$ 21,127.05	\$ 60,000.00	35.21%	\$ 55,000.00
Library Supplies	\$ 7,609.81	\$ -	\$ 7,609.81	\$ 25,000.00	30.44%	\$ 25,000.00
Books & Materials	\$ 35,313.66	\$ -	\$ 35,313.66	\$ 750,000.00	4.71%	\$ 725,000.00
Processing Supplies	\$ 5,046.60	\$ -	\$ 5,046.60	\$ 50,000.00	10.09%	\$ 50,000.00
Equipment	\$ -	\$ -	\$ -	\$ 10,000.00	0.00%	\$ 10,000.00
Technology	\$ 82,393.83	\$ -	\$ 82,393.83	\$ 325,000.00	25.35%	\$ 275,000.00
---Public Tech Supplies	\$ (161.52)	\$ -	\$ (161.52)		#DIV/0!	\$ 1,000.00
---Operations	\$ -	\$ -	\$ -		#DIV/0!	\$ 19,000.00
---IT Software & Subscriptions	\$ 6,867.26	\$ -	\$ 6,867.26		#DIV/0!	\$ 34,000.00
---Internet & Telephone	\$ 572.16	\$ -	\$ 572.16		#DIV/0!	\$ 20,550.00
---Collections & Public Service	\$ 75,115.93	\$ -	\$ 75,115.93		#DIV/0!	\$ 200,450.00
Insurance	\$ (1,864.40)	\$ -	\$ (1,864.40)	\$ 18,000.00	-10.36%	\$ 17,000.00
Postage & Mailing	\$ 1,730.42	\$ -	\$ 1,730.42	\$ 20,000.00	8.65%	\$ 18,000.00
Professional Development	\$ 2,663.07	\$ -	\$ 2,663.07	\$ 30,000.00	8.88%	\$ 30,000.00
Book Van & Mileage	\$ 862.87	\$ -	\$ 862.87	\$ 5,000.00	17.26%	\$ 5,000.00
Professional Fees	\$ 4,865.23	\$ -	\$ 4,865.23	\$ 30,000.00	16.22%	\$ 25,000.00
Advertising & Marketing	\$ 5,247.54	\$ -	\$ 5,247.54	\$ 20,000.00	26.24%	\$ 20,000.00
Capital Improvements		\$ -	\$ -			\$ -
Miscellaneous	\$ 25.69	\$ -	\$ 25.69			\$ -
Total Expenses	\$ 411,329.21	\$ -	\$ 411,329.21	\$ 6,383,000.00	6%	\$ 5,945,000.00

Cash Reserves	\$ 174,080.46	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 from 2021, \$47,477.47 from 2023)
Checking (US Bank & KMIP)	\$ 1,005,236.94	
Capitol Improvement (KMIP)	\$ 852,036.93	Transfer from Capital Improvement will happen in January 2024

2024 Outside Funding	1/1/2024 Carry Over Amts	January Income	January Spending	Remaining
Outside & Private Funding				
R & E Totals		\$ 594.10	\$ 26,749.28	\$ 357,598.94
YTD Income			\$	594.10
YTD Expense			\$	26,749.28

Lawrence Public Library

Balance Sheet

As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	73,400.99
Checking	272,704.50
Capital Improvement at MIP	854,945.97
Total Checking/Savings	1,201,051.46
Total Current Assets	1,201,051.46
Other Assets	
Petty Cash	300.00
Total Other Assets	300.00
TOTAL ASSETS	1,201,351.46
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	97,264.07
Total Accounts Payable	97,264.07
Credit Cards	
US Bank Credit Card (7984)	12,329.73
Total Credit Cards	12,329.73
Other Current Liabilities	
Payroll Liabilities	
Health Insurance	-2,162.96
Vision Insurance - Employer	-304.81
Vision Insurance - Employee	-304.83
Group Life Insurance	125.90
Hospital & Cancer Plans	-306.86
KPERS	-363.16
KPERS Co	-585.37
OGLI	-7.62
Payroll Liabilities FSA	3,861.10
Health Insurance	-21,051.04
SUI	287.58
Total Payroll Liabilities	-20,812.07
Total Other Current Liabilities	-20,812.07
Total Current Liabilities	88,781.73
Total Liabilities	88,781.73
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,240,172.91
Net Income	-428,238.40

Lawrence Public Library
Balance Sheet
As of January 31, 2024

	Jan 31, 24
Total Equity	1,112,569.73
TOTAL LIABILITIES & EQUITY	1,201,351.46

Lawrence Public Library
Revenues & Expenses
January 2024

	<u>Jan 24</u>	<u>Jan 24</u>
Ordinary Income/Expense		
Income		
Lost and Replacement Fees	2,267.22	2,267.22
Photocopies & Printing	1,088.17	1,088.17
Meeting Room Rentals	1,603.35	1,603.35
Interest	4,287.25	4,287.25
Outside&Private Funding Income	594.10	594.10
Total Income	<u>9,840.09</u>	<u>9,840.09</u>
Gross Profit	9,840.09	9,840.09
Expense		
Payroll Expenses	185,422.65	185,422.65
Payroll Taxes	49,118.27	49,118.27
Utilities - Electric	10,779.41	10,779.41
Building Supplies	987.51	987.51
Building Repairs & Maintenance	21,127.05	21,127.05
Library & Office Supplies	7,609.81	7,609.81
Books & Materials	35,313.66	35,313.66
Processing Supplies	5,046.60	5,046.60
Technology	82,393.83	82,393.83
Insurance	-1,864.40	-1,864.40
Postage & Mailing	1,730.42	1,730.42
Professional Development	2,663.07	2,663.07
Vehicles, Mileage, Maintenance	862.87	862.87
Professional Fees	4,865.23	4,865.23
Marketing-General	5,247.54	5,247.54
Miscellaneous	25.69	25.69
Outside & Private Funding	26,749.28	26,749.28
Total Expense	<u>438,078.49</u>	<u>438,078.49</u>
Net Ordinary Income	<u>-428,238.40</u>	<u>-428,238.40</u>
Net Income	<u><u>-428,238.40</u></u>	<u><u>-428,238.40</u></u>

Lawrence Public Library
Vendor Balance Summary
As of February 18, 2024

	<u>Feb 18, 24</u>
Alex Kimball Williams	300.00
Amazon Capital Services, Inc	5,644.34
ASI	72.00
Baker & Taylor, Inc.	-6.91
Bamboo HR	674.86
Barry Barnes	400.00
Bibliocommons Inc.	12,431.51
Center Point Large Print	183.38
Century Business Technologies	903.48
Chris Maddox	100.00
Cottin's Hardware & Rental	206.43
Dane Shobe	200.00
Demco, Inc.	1,916.16
Denise Berkley	800.00
Douglas County Treasurer	214.25
Evergy	10,779.41
Fast Signs	321.78
Fisher Patterson Sayler & Smith, LLP	1,530.00
Floyds Drain Cleaning of Lawrence, INC	125.00
Friends of the Topeka Zoo	265.00
Gale/Cengage Learning	118.95
Harry Miller Piano Service	145.00
Ian Cook	200.00
Ingram Library Services	14,393.11
Jayhawk Tropical Fish	330.00
Jim Bost Plumbing LLC	650.83
Jungle House	120.00
Kindred CPA	1,669.61
Lawrence Journal-World	232.32
Library Journals, LLC	537.30
Luis Ahmed Sanchez Arrocha	150.00
Mass Street Music	12.90
Midcontinent Communications	572.16
Midwest Tape	3,226.19
Omega Door & Hardware	203.75
Operation Wildlife	350.00
OverDrive	18,471.95
P1 Group, Inc.	6,413.00
Preferred Lawn Service	1,175.00
Pro Print Inc.	120.00
Pur-O-Zone, Inc.	1,004.12
The New York Times	3,276.37
The Quipu Group LLC	4,000.00
U.S. Bank - Mastercard	12,871.78
Unique Management Services	1,127.47
United Parcel Service	33.91
Vanguard ID Systems	6,955.99
Victoria Barbee	50.00
Vodvill Entertainment Company	350.00
TOTAL	<u>115,822.40</u>

Lawrence Public Library
Check Detail
February 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		02/19/2024	Baker & Taylor, Inc.	Checking	
Bill	2038034689	01/11/2024	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2038034690	01/11/2024	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2038051216	01/22/2024	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2038051217	01/22/2024	Baker & Taylor, Inc.	Accounts Payable	0.00
TOTAL					0.00
Check	EFT	02/09/2024	KPERS	Checking	
				KPERS Co	-162.12
TOTAL					-162.12
Check	EFT	02/09/2024	KPERS	Checking	
				Company	-14,004.91
				Employee	-8,189.95
TOTAL					-22,194.86
Check	EFT	02/09/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	02/09/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-3,143.00
TOTAL					-3,143.00
Check	EFT	02/09/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-624.00
TOTAL					-624.00
Bill Pmt -Check	EFT	02/19/2024	ASI	Checking	
Bill	A00004412...	01/31/2024		Professional Fees	-72.00
TOTAL					-72.00
Bill Pmt -Check	EFT	02/19/2024	Bamboo HR	Checking	
Bill	INV01833935	01/31/2024		Professional Fees	-674.86
TOTAL					-674.86
Bill Pmt -Check	EFT	02/19/2024	Evergy	Checking	
Bill	January 2024	01/31/2024		Utilities - Electric	-10,779.41
TOTAL					-10,779.41

Lawrence Public Library
Check Detail
February 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	02/19/2024	Midcontinent Communications	Checking	
Bill	157407601...	01/16/2024		Internet & Telephone	-572.16
TOTAL					-572.16
Bill Pmt -Check	EFT	02/19/2024	U.S. Bank - Mastercard	Checking	
Bill	DEC 2023	12/29/2023		Books & Materials	-0.32
				Books & Materials	-0.29
				Books & Materials	-0.27
				Books & Materials	-0.40
				Books & Materials	-0.15
				Books & Materials	-5.97
				Books & Materials	-1.04
				Building Supplies	-1.55
				Building Repairs & Main...	-1.04
				Library & Office Supplies	-7.18
				Processing Supplies	-2.26
				Operations	-32.02
				IT Software & Subscripti...	-20.15
				Internet & Telephone	-2.30
				Postage & Mailing	-13.05
				Vehicles, Mileage, Maint...	-1.68
				Professional Fees	-4.51
				Marketing-General	-4.63
				Capital Improvement Ex...	-4.93
				Miscellaneous	-201.54
				Block Grant	-27.93
				YS Programs (Children)	-11.05
				Teen Services Program...	-0.24
				Sound & Vision	-0.18
				MIDCO/Peterson	-38.20
				Marketing	-8.68
Bill	JAN 20203	01/01/2024		Books & Materials	-13.99
				Books & Materials	-13.99
				Books & Materials	-14.99
				Books & Materials	-14.99
				Books & Materials	-49.75
				Books & Materials	-31.77
				Books & Materials	-12.77
				Books & Materials	-14.24
				Books & Materials	-29.95
Bill	January 2024	02/01/2024		Allen, Brad - US Bank C...	-286.30
				Bergeron, J - US Bank ...	-40.34
				Brumley, A - US Bank C...	-2,252.47
				Brune, G - US Bank CC ...	-58.19
				Kearns, H - US Bank C...	-1,076.16
				Winsky, D - US Bank C...	-1,341.38
				Ratzlaff, J - US Bank C...	-854.37
				Stepp, Ian - US Bank C...	-101.88
				Moore, M - US Bank CC...	-151.74
				McDonald, E - US Bank ...	-491.67
				Corcoran, K - US Bank ...	-1,585.68
				Veloz, Marc - US Bank ...	-17.40
				Cook, Jenny - US Bank ...	-527.62
				Allen, K - US Bank CC (...)	-573.66
				Segraves, E - US Bank ...	-836.37
				Winters, T - US Bank C...	-178.32
				LeDosquet,M - US Bank...	-725.61

11:20 AM
02/16/24

Lawrence Public Library
Check Detail
February 2024

Type	Num	Date	Name	Account	Paid Amount
				Medina, Y - US Bank C...	-12.40
				MacKinnon,L - US Bank...	-1,172.22
TOTAL					-12,871.78
Bill Pmt -Check	EFT	02/19/2024	United Parcel Service	Checking	
Bill	0000506AE...	02/03/2024		Postage & Mailing	-33.91
TOTAL					-33.91
Bill Pmt -Check	29633	02/19/2024	Alex Kimball Williams	Checking	
Bill	B.L.A.C.K. ...	01/17/2024		Information Services Pr...	-300.00
TOTAL					-300.00
Bill Pmt -Check	29634	02/19/2024	Amazon Capital Services, Inc	Checking	
Bill	1RLH-7N4...	01/07/2024		Books & Materials	-96.46
Bill	19H9-937D-...	01/07/2024		Books & Materials	-53.48
Bill	1L4Y-LRVC...	01/09/2024		Books & Materials	-495.82
Bill	1MQT-YHN...	01/09/2024		Books & Materials	-256.13
Bill	1G6R-3L3V...	01/10/2024		Teen Services Program...	-211.25
Bill	11TT-NNCV...	01/10/2024		Books & Materials	-20.49
Bill	1T3J-J9HW...	01/12/2024		Books & Materials	-9.81
Bill	1NHM-PF9...	01/13/2024	Amazon Capital Services, Inc	Accounts Payable	0.00
Bill	17RG-3Q6...	01/14/2024		Books & Materials	-135.65
Bill	1XNK-1CR4...	01/15/2024		Books & Materials	-84.76
Bill	1X4H-FTP9...	01/15/2024		Books & Materials	-144.18
Bill	161Q-6W6...	01/16/2024		Books & Materials	-115.72
Bill	161X-3WM...	01/16/2024		Books & Materials	-54.08
Bill	1WG7-DN1...	01/16/2024		Books & Materials	-85.88
Bill	17RG-3Q6...	01/16/2024		Books & Materials	-145.57
Bill	1T1N-3J6L-...	01/16/2024		Books & Materials	-20.38
Bill	17JN-1X6H...	01/16/2024		Books & Materials	-78.97
Bill	1XVH-44YC...	01/17/2024		YS Programs (Children)	-62.59
Bill	17L1-YC3H...	01/17/2024		Books & Materials	-42.40
Bill	1GPH-VKY...	01/20/2024		Books & Materials	-111.23
Bill	1TMV-1TTV...	01/22/2024		Books & Materials	-116.22
Bill	13GN-XPC...	01/23/2024		YS Programs (Children)	-5.84
Bill	1Y6T-7CQ6...	01/23/2024		Books & Materials	-179.88
Bill	1KXG-NKD...	01/24/2024		Seed Library	-65.44
Bill	1V94-7FQ1...	01/27/2024		Crowe Fund	-11.99
Bill	1WMY-FYT...	01/28/2024		Books & Materials	-59.99
Bill	1V6P-CT41...	01/28/2024		Books & Materials	-208.98
Bill	1WXG-XPR...	01/28/2024		Books & Materials	-138.93
Bill	1W1H-3P9...	01/28/2024		Teen Services Program...	-777.72
Bill	1RM9-LQ6L...	01/29/2024		Seed Library	-58.99
Bill	1KYX-1NN...	01/30/2024		Storytime at Home	-26.69
Bill	1H6Y-FM6...	01/31/2024		Books & Materials	-38.39
Bill	13JY-7TJN-...	02/06/2024		Marketing-General	-14.99
Bill	11RQ-1R44...	02/08/2024		YS Programs (Children)	-12.99
Bill	1YMR-YJ33...	02/09/2024		Public Tech Supplies	-196.34
Bill	1LYF-74T7-...	02/09/2024		Library & Office Supplies	-195.84
Bill	13P7-6MP...	02/10/2024		Processing Supplies	-137.53
Bill	13X4-Q97C...	02/11/2024		Library & Office Supplies	-196.63
Bill	1674-4N9J-...	02/12/2024		Marketing-General	-68.49
Bill	1PHH-3T1P...	02/13/2024		Operations	-907.62
TOTAL					-5,644.34

Lawrence Public Library
Check Detail
February 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29635	02/19/2024	Barry Barnes	Checking	
Bill	MLK Jr Stor...	01/17/2024		Information Services Pr...	-200.00
Bill	Zydeco for ...	01/17/2024		Information Services Pr...	-200.00
TOTAL					-400.00
Bill Pmt -Check	29636	02/19/2024	Bibliocommons Inc.	Checking	
Bill	2478	01/08/2024		Block Grant	-8,000.00
				Marketing-General	-4,431.51
TOTAL					-12,431.51
Bill Pmt -Check	29637	02/19/2024	Center Point Large Print	Checking	
Bill	2068032	01/03/2024		Books & Materials	-129.85
Bill	2072602	01/03/2024		Books & Materials	-25.32
Bill	2072405	01/11/2024		Books & Materials	-28.21
TOTAL					-183.38
Bill Pmt -Check	29638	02/19/2024	Century Business Technologies	Checking	
Bill	703889	02/05/2024		IT Software & Subscripti...	-835.84
Bill	703890	02/05/2024		IT Software & Subscripti...	-67.64
TOTAL					-903.48
Bill Pmt -Check	29639	02/19/2024	Chris Maddox	Checking	
Bill	Honorarium	02/15/2024		Sound & Vision	-100.00
TOTAL					-100.00
Bill Pmt -Check	29640	02/19/2024	Cottin's Hardware & Rental	Checking	
Bill	January 2024	01/31/2024		Building Repairs & Main...	-206.43
TOTAL					-206.43
Bill Pmt -Check	29641	02/19/2024	Dane Shobe	Checking	
Bill	Graphic No...	01/24/2024		YS Programs (Children)	-200.00
TOTAL					-200.00
Bill Pmt -Check	29642	02/19/2024	Demco, Inc.	Checking	
Bill	7427601	01/25/2024		Processing Supplies	-1,916.16
TOTAL					-1,916.16

11:20 AM
02/16/24

Lawrence Public Library
Check Detail
February 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29643	02/19/2024	Denise Berkley	Checking	
Bill	700	01/31/2024		Professional Fees	-750.00
				Friends & Foundation F...	-50.00
TOTAL					-800.00
Bill Pmt -Check	29644	02/19/2024	Douglas County Treasurer	Checking	
Bill	LILLPL	02/01/2024		Vehicles, Mileage, Maint...	-214.25
TOTAL					-214.25
Bill Pmt -Check	29645	02/19/2024	Fast Signs	Checking	
Bill	2139-12683	01/15/2024		Seed Library	-321.78
TOTAL					-321.78
Bill Pmt -Check	29646	02/19/2024	Fisher Patterson Sayler & Smith,...	Checking	
Bill	106064	02/05/2024		Professional Fees	-1,530.00
TOTAL					-1,530.00
Bill Pmt -Check	29647	02/19/2024	Floyds Drain Cleaning of Lawren...	Checking	
Bill	1815296	01/23/2024		Building Repairs & Main...	-125.00
TOTAL					-125.00
Bill Pmt -Check	29648	02/19/2024	Friends of the Topeka Zoo	Checking	
Bill	Children's P...	01/24/2024		YS Programs (Children)	-265.00
TOTAL					-265.00
Bill Pmt -Check	29649	02/19/2024	Gale/Cengage Learning	Checking	
Bill	83042416	12/14/2023		Books & Materials	-23.79
Bill	83183970	01/09/2024		Books & Materials	-50.38
Bill	83239965	01/11/2024		Books & Materials	-25.89
Bill	83361937	01/17/2024		Books & Materials	-18.89
TOTAL					-118.95
Bill Pmt -Check	29650	02/19/2024	Harry Miller Piano Service	Checking	
Bill	Piano Tuning	02/05/2024		Building Repairs & Main...	-145.00
TOTAL					-145.00
Bill Pmt -Check	29651	02/19/2024	Ian Cook	Checking	
Bill	MLK Jr Day	01/17/2024		Information Services Pr...	-200.00
TOTAL					-200.00

Lawrence Public Library
Check Detail
February 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29652	02/19/2024	Ingram Library Services	Checking	
Bill	79760320	01/05/2024		Books & Materials	-479.68
Bill	479760321	01/05/2024		Processing Supplies	-43.21
Bill	79797974	01/08/2024		Books & Materials	-310.60
Bill	79797975	01/08/2024		Processing Supplies	-30.65
Bill	79816080	01/09/2024		Books & Materials	-67.72
Bill	79834538	01/09/2024		Books & Materials	-379.25
Bill	79816079	01/09/2024		Processing Supplies	-46.85
Bill	79816081	01/09/2024		Processing Supplies	-1.00
Bill	79834539	01/09/2024		Processing Supplies	-41.95
Bill	79816078	01/09/2024		Books & Materials	-517.46
Bill	79854243	01/10/2024		Processing Supplies	-213.87
Bill	79854242	01/10/2024		Books & Materials	-1,796.53
Bill	79865901	01/10/2024		Books & Materials	-68.55
Bill	79880581	01/11/2024		Processing Supplies	-33.86
Bill	79880580	01/11/2024		Books & Materials	-288.93
Bill	79910869	01/12/2024		Books & Materials	-929.98
Bill	79910870	01/12/2024		Processing Supplies	-128.58
Bill	79934833	01/16/2024		Books & Materials	-360.70
Bill	79934834	01/16/2024		Processing Supplies	-37.51
Bill	79954573	01/17/2024		Books & Materials	-416.19
Bill	79954574	01/17/2024		Processing Supplies	-34.54
Bill	79967698	01/18/2024		Books & Materials	-1,588.46
Bill	79967699	01/18/2024		Processing Supplies	-168.59
Bill	80003021	01/19/2024		Books & Materials	-315.03
Bill	80003020	01/19/2024		Books & Materials	-16.65
Bill	80003023	01/19/2024		Books & Materials	-171.66
Bill	80003022	01/19/2024		Processing Supplies	-38.06
Bill	80003024	01/19/2024		Processing Supplies	-14.81
Bill	80057864	01/23/2024		Books & Materials	-61.76
Bill	80057862	01/23/2024		Books & Materials	-331.42
Bill	80057865	01/23/2024		Processing Supplies	-1.00
Bill	80057863	01/23/2024		Processing Supplies	-27.19
Bill	80096411	01/24/2024		Books & Materials	-814.85
Bill	80085940	01/24/2024		Books & Materials	-337.51
Bill	80096412	01/24/2024		Processing Supplies	-92.56
Bill	80085941	01/24/2024		Processing Supplies	-37.83
Bill	80115247	01/25/2024		Books & Materials	-1,878.63
Bill	80115248	01/25/2024		Processing Supplies	-218.45
Bill	80115251	01/25/2024		Memorials/Honor w/ Bo...	-89.17
Bill	80115252	01/25/2024		Memorials/Honor w/ Bo...	-11.72
Bill	80115250	01/25/2024		Storytime at Home	-21.01
Bill	80115249	01/25/2024		Memorials/Honor w/ Bo...	-21.97
Bill	80136093	01/26/2024		Books & Materials	-868.65
Bill	80146238	01/26/2024		Books & Materials	-847.27
Bill	80136094	01/26/2024		Processing Supplies	-73.96
Bill	80146239	01/26/2024		Processing Supplies	-117.29
TOTAL					-14,393.11

Bill Pmt -Check	29653	02/19/2024	Jayhawk Tropical Fish	Checking	
Bill	116202	01/31/2024		Aquarium Maintenance	-330.00
TOTAL					-330.00

Bill Pmt -Check	29654	02/19/2024	Jim Bost Plumbing LLC	Checking	
Bill	9099	01/24/2024		Building Repairs & Main...	-650.83
TOTAL					-650.83

Lawrence Public Library
Check Detail
February 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29655	02/19/2024	Jungle House	Checking	
Bill	1262	02/06/2024		Plant & Foliage Mainten...	-120.00
TOTAL					-120.00
Bill Pmt -Check	29656	02/19/2024	Kindred CPA	Checking	
Bill	INV202178	01/31/2024		Professional Fees	-1,669.61
TOTAL					-1,669.61
Bill Pmt -Check	29657	02/19/2024	Lawrence Journal-World	Checking	
Bill	0022631-00...	01/22/2024		Books & Materials	-232.32
TOTAL					-232.32
Bill Pmt -Check	29658	02/19/2024	Library Journals, LLC	Checking	
Bill	2024-63166	01/23/2024		Adult Services	-537.30
TOTAL					-537.30
Bill Pmt -Check	29659	02/19/2024	Luis Ahmed Sanchez Arrocha	Checking	
Bill	Interpreter	02/06/2024		YS Programs (Children)	-150.00
TOTAL					-150.00
Bill Pmt -Check	29660	02/19/2024	Mass Street Music	Checking	
Bill	220000175...	01/18/2024		Sound & Vision	-12.90
TOTAL					-12.90
Bill Pmt -Check	29661	02/19/2024	Midwest Tape	Checking	
Bill	504904919	01/11/2024		Books & Materials	-699.52
Bill	504904916	01/11/2024		Books & Materials	-259.46
Bill	504904918	01/11/2024		Books & Materials	-21.59
Bill	504905090	01/11/2024		Books & Materials	-74.98
Bill	504902659	01/11/2024		Books & Materials	-763.42
Bill	504941871	01/19/2024		Books & Materials	-292.89
Bill	504941873	01/19/2024		Books & Materials	-102.07
Bill	504941872	01/19/2024		Books & Materials	-39.99
Bill	504967007	01/26/2024		Books & Materials	-231.61
Bill	504967020	01/26/2024		Books & Materials	-372.37
Bill	504967008	01/26/2024		Books & Materials	-80.93
Bill	504995452	01/31/2024		Processing Supplies	-287.36
TOTAL					-3,226.19
Bill Pmt -Check	29662	02/19/2024	Omega Door & Hardware	Checking	
Bill	51423	01/25/2024		Building Repairs & Main...	-203.75
TOTAL					-203.75

Lawrence Public Library
Check Detail
February 2024

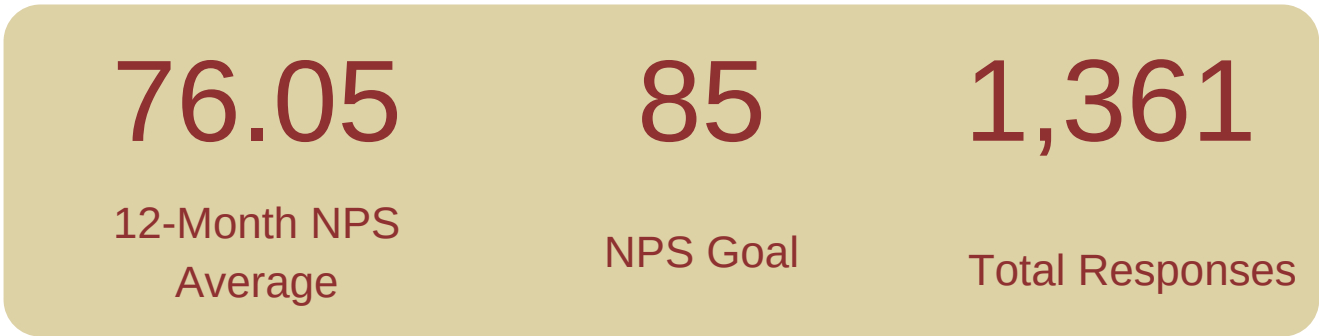
Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29663	02/19/2024	Operation Wildlife	Checking	
Bill	Spring Break	02/09/2024		YS Programs (Children)	-350.00
TOTAL					-350.00
Bill Pmt -Check	29664	02/19/2024	OverDrive	Checking	
Bill	06809DA24...	01/02/2024		Books & Materials	-21.78
Bill	06809CO24...	01/04/2024		Books & Materials	-529.66
Bill	06809CO24...	01/04/2024		Books & Materials	-521.25
Bill	06809CO24...	01/04/2024		Books & Materials	-134.99
Bill	06809CO24...	01/04/2024		Books & Materials	-542.44
Bill	06809CO24...	01/04/2024		Books & Materials	-607.34
Bill	06809CO24...	01/04/2024		Books & Materials	-4,457.97
Bill	06809CO24...	01/04/2024		Books & Materials	-1,833.21
Bill	06809DA24...	01/09/2024		Books & Materials	-207.47
Bill	06809CO24...	01/11/2024		Books & Materials	-148.99
Bill	06809CO24...	01/11/2024		Books & Materials	-156.95
Bill	06809CO24...	01/11/2024		Books & Materials	-162.94
Bill	06809CO24...	01/11/2024		Books & Materials	-327.95
Bill	06809CO24...	01/11/2024		Books & Materials	-171.87
Bill	06809CO24...	01/11/2024		Books & Materials	-2,610.59
Bill	06809CO24...	01/11/2024		Books & Materials	-1,017.10
Bill	06809DA24...	01/16/2024		Books & Materials	-347.50
Bill	06809CO24...	01/18/2024		Books & Materials	-291.92
Bill	06809CO24...	01/18/2024		Books & Materials	-406.77
Bill	06809CO24...	01/18/2024		Books & Materials	-320.98
Bill	06809CO24...	01/18/2024		Books & Materials	-226.99
Bill	06809CO24...	01/18/2024		Books & Materials	-205.98
Bill	06809CO24...	01/18/2024		Books & Materials	-2,187.05
Bill	06809CO24...	01/18/2024		Books & Materials	-1,231.04
Bill	06809DA24...	01/19/2024		Books & Materials	-65.00
Bill	06809DA24...	01/23/2024		Books & Materials	-344.95
TOTAL					-19,080.68
Bill Pmt -Check	29665	02/19/2024	P1 Group, Inc.	Checking	
Bill	159105029	01/21/2024		Building Repairs & Main...	-6,413.00
TOTAL					-6,413.00
Bill Pmt -Check	29666	02/19/2024	Preferred Lawn Service	Checking	
Bill	44745	01/06/2024		Building Repairs & Main...	-110.00
Bill	44774	01/08/2024		Building Repairs & Main...	-110.00
Bill	44799	01/09/2024		Building Repairs & Main...	-295.00
Bill	44822	01/10/2024		Building Repairs & Main...	-110.00
Bill	44868	01/12/2024		Building Repairs & Main...	-110.00
Bill	44900	01/15/2024		Building Repairs & Main...	-110.00
Bill	44944	01/16/2024		Building Repairs & Main...	-110.00
Bill	44980	01/22/2024		Building Repairs & Main...	-110.00
Bill	45013	01/23/2024		Building Repairs & Main...	-110.00
TOTAL					-1,175.00

Lawrence Public Library
Check Detail
February 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29667	02/19/2024	Pro Print Inc.	Checking	
Bill	6296	01/17/2024		Library & Office Supplies	-120.00
TOTAL					-120.00
Bill Pmt -Check	29668	02/19/2024	Pur-O-Zone, Inc.	Checking	
Bill	888408	01/22/2024		Building Repairs & Main...	-39.00
Bill	888409	01/22/2024		Building Repairs & Main...	-59.00
Bill	881977	01/22/2024		Building Repairs & Main...	-59.00
Bill	881978	01/22/2024		Building Repairs & Main...	-49.00
Bill	888862	01/30/2024		Building Supplies	-798.12
TOTAL					-1,004.12
Bill Pmt -Check	29669	02/19/2024	The New York Times	Checking	
Bill	9026711726	01/01/2024		Books & Materials	-2,204.80
Bill	913075537	01/28/2024		Books & Materials	-1,071.57
TOTAL					-3,276.37
Bill Pmt -Check	29670	02/19/2024	The Quipu Group LLC	Checking	
Bill	PITS Incident	01/19/2024		IT Software & Subscripti...	-4,000.00
TOTAL					-4,000.00
Bill Pmt -Check	29671	02/19/2024	Unique Management Services	Checking	
Bill	6121273	01/01/2024		Professional Fees	-374.30
Bill	6121274	01/01/2024		Professional Fees	-155.69
Bill	6122507	02/01/2024		Professional Fees	-173.93
Bill	6122506	02/01/2024		Professional Fees	-423.55
TOTAL					-1,127.47
Bill Pmt -Check	29672	02/19/2024	Vanguard ID Systems	Checking	
Bill	I523814	01/18/2024		Library & Office Supplies	-6,441.50
				Postage & Mailing	-514.49
TOTAL					-6,955.99
Bill Pmt -Check	29673	02/19/2024	Victoria Barbee	Checking	
Bill	BHM Storyti...	02/10/2024		YS Programs (Children)	-50.00
TOTAL					-50.00
Bill Pmt -Check	29674	02/19/2024	Vodvill Entertainment Company	Checking	
Bill	Spring Break	02/09/2024		Summer Reading - ALL	-350.00
TOTAL					-350.00

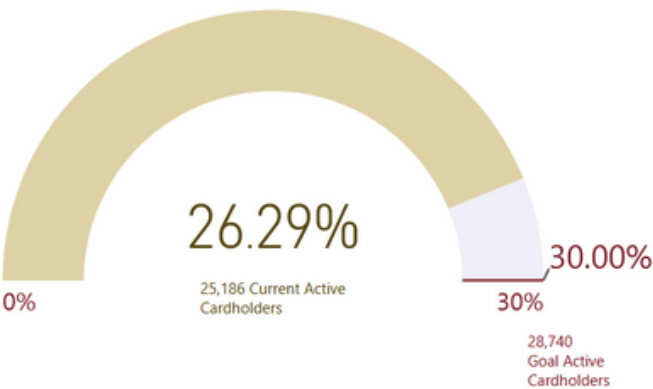
LPL Progress Indicators

Net Promoter Score



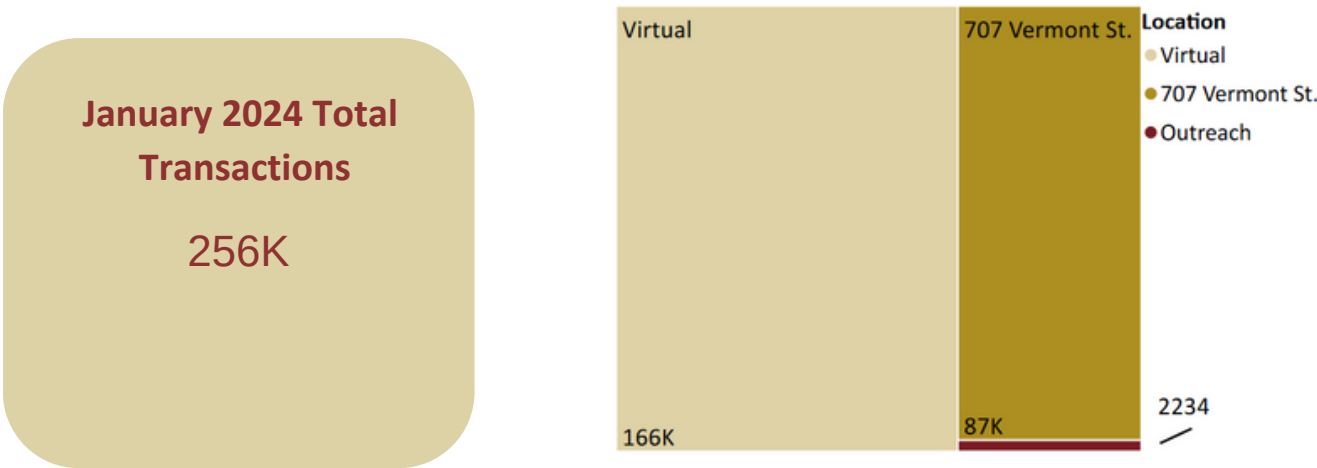
% Active Cardholders

Active Cardholder Goal: 30% of Lawrence Population



Lawrence Community Cardholders	
95,794	Total Lawrence Population
26.29%	Current % Active
25,186	Total Active Lawrence Cardholders
28,740	Goal Active Lawrence Cardholders
3,554	Cardholders needed to meet goal

Library Use Index



Major Category	Virtual vs in-building vs outreach	Category	Transactions recorded for Library Use Index
Collection Use	707 Vermont St.	Circulation-Physical	Checkouts Physical Collections - in-building
Collection Use	Outreach	Circulation-Physical	Checkouts Physical Collections - Lockers
Collection Use	Outreach	Circulation-Physical	Checkouts Physical Collections - Retirement Communities
Collection Use	Outreach	Circulation-Physical	Checkouts Physical Collections - Home Delivery
Collection Use	Outreach	Circulation-Physical	Checkouts Physical Collections - Dottie
Collection Use	Virtual	Circulation-Digital	Checkouts Digital Ebook & Eaudiobook
Collection Use	Virtual	Circulation-Digital	Checkouts Digital Video
Collection Use	Virtual	Circulation-Digital	Checkouts Digital Magazine Views
Collection Use	Virtual	Circulation-Digital	Checkouts LinkedIn Learning Hours Viewed
Collection Use	Virtual	Database Retrievals	New York Times Page Views
Collection Use	Virtual	Database Retrievals	Washington Post Page Views
Collection Use	Virtual	Database Retrievals	Consumer Reports Page Views
Collection Use	Virtual	Database Retrievals	Novelist Select Catalog Clicks
Collection Use	Virtual	Database Retrievals	Data Axle Downloads, Views, Prints, and Exports
Collection Use	707 Vermont St.	Database Retrievals	Newspaper Archive Page Views
Collection Use	Virtual	Database Retrievals	Ancestry Citation Images and Text
Collection Use	Virtual	Database Retrievals	Sanborn Maps Pages
Collection Use	Virtual	Database Retrievals	Kaw Valley Jukebox
Collection Use	Virtual	Database Retrievals	Digital Douglas County History
Services	707 Vermont St.	Office & Computer Services	Computer Lab Sessions
Services	707 Vermont St.	Accounts Service	Bills Paid in-person
Services	Virtual	Accounts Service	Bills Paid online
Services	707 Vermont St.	Interlibrary Loan Service	Interlibrary Loan Service Items Borrowed for LPL Patrons
Services	707 Vermont St.	Interlibrary Loan Service	Interlibrary Loan Service Items Lent to Other Libraries
Services	707 Vermont St.	Office & Computer Services	Notary Sessions
Services	Outreach	Outreach Books Given Away	Outreach Books Given Away
Services	Outreach	Outreach Service Interactions	Outreach Service Interactions
Services	Outreach	Outreach Dottie Stops	Dottie Stops
Services	Outreach	Outreach Bookvan Stops	Bookvan Stops
Services	Outreach	Outreach Home Delivery Drops	Home Delivery Drops
Services	707 Vermont St.	Office & Computer Services	Printer Services Pages Printed
Services	707 Vermont St.	Office & Computer Services	Copier Services Pages Copied

Major Category	Virtual vs in-building vs outreach	Category	Transactions recorded for Library Use Index
Services	707 Vermont St.	Office & Computer Services	Reservable Room Reservations
Services	Virtual	Reference Questions	Online Chat Reference Questions
Services	707 Vermont St.	Reference Questions	Accounts Desk Tally Sheet Reference Questions
Services	707 Vermont St.	Reference Questions	Accounts Desk Tally Sheet Directional Questions
Services	Virtual	Reference Questions	Phone Room Tally Sheet Reference Questions
Services	Virtual	Reference Questions	Phone Room Tally Sheet Directional Questions
Services	707 Vermont St.	Reference Questions	Info Services Tally Sheet Reference Questions
Services	707 Vermont St.	Reference Questions	Info Services Tally Sheet Directional Questions
Services	707 Vermont St.	Reference Questions	Readers Services Tally Sheet Reference Questions (includes RA)
Services	707 Vermont St.	Reference Questions	Readers Services Tally Sheet Directional Questions
Services	707 Vermont St.	Reference Questions	Children's Room Tally Sheet Reference Questions
Services	707 Vermont St.	Reference Questions	Children's Room Tally Sheet Directional Questions
Services	707 Vermont St.	Reference Questions	Teen Tally Sheet Reference Questions
Services	707 Vermont St.	Reference Questions	Teen Tally Sheet Directional Questions
Services	707 Vermont St.	Reference Questions	Public Tech Tally Sheet Reference Questions
Services	707 Vermont St.	Reference Questions	Public Tech Tally Sheet Directional Questions
Services	Virtual	Reference Questions	Public Tech Tally Sheet Phone Questions
Services	Virtual	Reference Questions	Website Form Requests for information
Services	Virtual	Reference Questions	Accounts Email Reference Questions
Services	Virtual	Reference Questions	Accounts Email Directional Questions
Services	Virtual	Reference Questions	Info Services Email Reference Questions
Services	Virtual	Reference Questions	Info Services Email Directional Questions
Services	707 Vermont St.	Reference Questions	Info Services One-on-one In-person
Services	Virtual	Reference Questions	Info Services One-on-one Online
Services	Virtual	Reference Questions	Readers Services Email Reference Questions (includes personalized reading recs)
Services	Virtual	Reference Questions	Readers Services Email Directional Questions
Services	Virtual	Reference Questions	Readers Services One-on-one Online (includes personalized reading recs)
Services	Virtual	Reference Questions	Public Tech Email Reference Questions
Services	Virtual	Reference Questions	Public Tech Email Directional Questions
Services	707 Vermont St.	Reference Questions	Public Tech One-on-one In-person
Services	Virtual	Reference Questions	Public Tech One-on-one Online

Major Category	Virtual vs in-building vs outreach	Category	Transactions recorded for Library Use Index
Services	707 Vermont St.	Office & Computer Services	Public Tech Faxes Sent
Services	Virtual	Reference Questions	Marketing Email Reference Questions
Services	Virtual	Reference Questions	Marketing Email Directional Questions
Services	Virtual	Services	Reviews and Recommendations for Books, Movies, Musics, Games
Services	Virtual	Services	Lists of Recommended Books, Movies, Music, and Games
Engagement	Virtual	Website Visits	Engaged Sessions on Website
Engagement	707 Vermont St.	Library Visits	Gate Count - Visits to 707 Vermont
Event Attendance	707 Vermont St.	Events	Event at 707 Vermont St.
Event Attendance	Outreach	Events	Event Offsite
Event Attendance	Virtual	Events	Virtual Event
Engagement	Virtual	Engagement - Podcast	Podcast Listens
Services	707 Vermont St.	Engagement - Summer Reading	Summer Reading Finishers In-person
Services	Virtual	Engagement - Summer Reading	Summer Reading Finishers Virtual
Services	707 Vermont St.	Engagement - Merchandise	Merchandise Items Sold
Engagement	Virtual	Engagement - Google Reviews	Google Reviews Submitted
Engagement	Virtual	Engagement - Social Media	Total Content Engagement Facebook
Engagement	Virtual	Engagement - Social Media	Total Profile Engagement Facebook <small>(new likes, follows)</small>
Engagement	Virtual	Engagement - Social Media	Total Content Engagement Instagram
Engagement	Virtual	Engagement - Social Media	Total Profile Engagement Instagram
Engagement	Virtual	Engagement - Social Media	Direct Messages Instagram
Engagement	Virtual	Engagement - Social Media	Total Content Engagement — Threads
Engagement	Virtual	Engagement - Social Media	Total Content Engagement TikTok
Engagement	Virtual	Engagement - Social Media	Total Profile Engagement TikTok
Engagement	Virtual	Engagement - Social Media	Video Views TikTok

Library Director's Report for February 2024

As I mentioned in last month's report, 2024 marks the 10th anniversary of our reimagined library. During the first half of this year, as part of our strategic planning initiative, we are beginning Phase 1 of a library spaces refresh. Phase 1 will encompass the entrance, lobby, checkout lobby, and atrium. We have had an initial meeting with folks from Multistudio (formerly Gould Evans) to get their assistance with the project. We hope to have some initial drawings from Multistudio next week.

Most of the changes will likely be furniture, fixtures, and equipment. The biggest change will be moving the Book Help desk up to the front of the fiction collection. We want our Readers' Services team to be more visible than where they are currently located in the southwest corner of the building. We also plan to remove the Hello Desk and replace it with a security post. This post may end up using the Hello Desk, but it will be staffed primarily by our security team rather than the current patchwork of volunteers and staff from multiple departments.

On January 31, Kathleen Morgan and I visited the Capitol for Kansas Library Association Legislative Day. Librarians from around the state met in the State Library. Kathleen and I visited the offices of all of our house representatives and senators. Most were unavailable, so we left cookies and a note, but we had a lovely conversation with Mike Amyx. We haven't seen a lot of legislation to cause any great concern, but we continue to monitor what is going on at the statehouse during the session.

Most of the remainder of my time this month has been spent working on building out the action items for our strategic plan rollout with our Big Leadership Team and refining goals for our two main performance indicators: percentage of active cardholders per population and Net Promoter Score.

Respectfully submitted by Brad Allen, February 15, 2024

Monthly Departmental Reports

February 2024

Accounts:

Normal desk, phone room, and book van operations continue.

The Accounts desk is a much quieter place now that the new wall and doors have been installed separating the sorter off from the rest of the space. We finally moved into the new phone room.

The Data Team has started looking for a new software alternative for collecting our NPS score. Currently we're using Savannah for sending out the NPS survey, but with our subscription ending next month we need another system for collecting and calculating the score.

Cataloging & Collection Development:

There wasn't much new in Cataloging and Collection Development last month. The most exciting thing that happened was Cataloging getting a new label printer that can produce hub labels for discs. We'll now be able to print on demand and won't be as wasteful.

Collections & Technology:

Tricia gathered data with the help of Mary Ann, Erica, and other staff, and submitted the library's annual report to the State Library of Kansas. The library must complete this report in order to receive state aid from the State Library. The State Library forwards this data to the Institute of Museum and Library Services, the federal agency that gathers statistics and prepares reports on library service across the country.

Tricia worked on updating internal statistical reports, and started tackling some retroactive data collection for the Library Use Index (LUI) so that month-on-month and year-to-date comparisons on the indicator can be shared in 2024.

Tricia worked with Aaron on drafting an updated version of the Internet Access & Safety Policy, which will be submitted for review to the library board at their February meeting.

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Diversity, Equity, and Inclusion:

Frankie assisted Erica in planning out our training schedule for the year. We have scheduled a number of training sessions - some specifically for supervisors, some mandatory for all staff, and a handful of optional training. Frankie is also assisting in the search for the new Adult Education Librarian position. Finally, she is preparing for a presentation at Manhattan Public Library on 2/19/2024.

Facilities:

Made through another hectic MLKjr Day, and I think it went pretty smoothly. Lots and lots of snow and ice melt got tracked in, which meant lots of extra mopping and more mopping to get that ice melt to come up, but now it's beautiful out and even though that means more trash *outside* to pick up, I think we'll take that any day.

The construction is finally done in the Main Level staff area! Well, 98% done if you take into account a handful of punchlist items on our end, or 91% done if you also take into account that we don't have the new workstations yet. Regardless, Info & Readers' Services have moved back upstairs and are utilizing the altered space.

Human Resources:

Erica attended two Human Resources Certification Institute webinars this month - HRCInsights: What to Expect in HR & Compliance in 2024 and Alchemizing HR: Business of Ethics which fulfilled her ethics requirement for recertification. Chuck Clanahan from the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) also presented two Active Shooter Table Top trainings. These mandatory training for all staff focused on procedures to run, hide, or fight specific to the Lawrence Public Library.

Information Services:

The past month has been a busy one for Info Services! The team started the year with another update cycle for our Lawrence-Douglas County Resource Guide. During the course of the

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update, we received 68 responses/submissions from new and existing governmental & non-profit organizations. Submitted responses include new programs in the area, new agencies, changes to existing service offerings, and program removals. Terese spearheaded the planning for LPL's hugely successful Martin Luther King, Jr. Day celebration; despite the frigid temps, 200 people joined us for a community lunch and a full slate of programs and performances. Marc and Terese collaborated with KU, JCCC, and LHS to coordinate an extremely timely workshop about financial aid and the new FAFSA. The Lawrence office of the KS Department of Children & Families (DCF) came to LPL to provide community members with assistance applying for LIEAP benefits and other DCF assistance programs; we're proud to hear that our partnership with the Lawrence DCF office has inspired DCF to partner with other libraries across the state of KS to offer similar one-on-one support. We continued our existing partnership with Bert Nash Homeless Outreach Team to offer them a space to conduct their annual point-in-time count of unhoused individuals. We kicked off tax season with our annual display of tax forms and instructions, along with our guide to free and local tax assistance resources. And, Melissa teamed up with Matt, Lauren, and Margo to provide an overview of library resources to a group of homeschool families.

Information Technology:

Kim has been working to coordinate an update for Symphony from 3.7.1 to 4.1.0. She has also been working on implementation steps for BiblioEmail. Sean and Aaron have moved Info and Readers' services staff workstations from their temporary workspace in Meeting Room B to the new office area using temporary furniture set up by Jon and Phillip and relying on Wi-Fi until we are able to complete wiring when the new furnishings arrive. Aaron has been working with E-Rate Solutions and our network equipment vendors to complete our 470 filing which will be posted very soon. Firewall replacement and improved support services will be sought. Wyebot Wi-Fi analysis tool was evaluated using a demo unit for inclusion with our E-Rate filing, but will not be sought at this time. Aaron led and Kim and Tricia participated in the first full meeting of our new Virtual Spaces Team.

Marketing & Communications (M&C):

The "Communications" side of Marketing & Communications (M&C), Kayla captured the [Martin Luther King, Jr.](#) event in an article and photos and videos. [LPL Con 2024](#) is promoted in a video on our YouTube and other social media platforms. LPLFF was supported through [Book Sale](#)

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[promotion](#) and the After Hours At the Library annual fundraiser is promoted in the eNewsletter and has a Newsfeed article in the works. Staff enrichment was a big focus for 2024 with LinkedIn Learning completed on the Communications side: Marketing Foundations: Analytics; Strategic Content Marketing: Attract, Engage, and Retain; and Marketing Analytics: Presenting Digital Marketing Data. The Social Media Team has goals established to track for the year and will meet with [William Ottens of Basehor Public Library](#) for guidance on how to lead with strategy on socials. The team has expanded and is excited to create engaging and informative content. The Virtual Spaces Team had an initial meeting and M&C are excited for a refresh for [the website](#) following this team's lead.

On the "Marketing & Patron Experience" side, Heather and Brad have met twice with Steve Vukelich and Sean Zadke from Multistudio to share the scope of the Indoor Library Spaces project and first area of focus (Phase 1 includes improving the entrance, lobby, self-check lobby, and atrium experience). They took staff and patron feedback and are slated to present their first ideas in our Big Leadership Team meeting on February 22. Heather has spent considerable time in team meetings this past month as we work through Q1 library goals in our Strategic Plan and how that informs the work of M&C: Data Team, Programming Club, BLT, SLT+, Virtual Spaces/Website, and Collection Development. Heather and Angela Hyde visited Lawrence Transit's Central Station to get a better sense of what to do with the space they've afforded the library now that construction is done. After the library Fundraiser, we'll start working on signage and print pieces to go with the LPLFF satellite bookstore out there.

Collaboratively, the Spring 2024 issue of the [Reader](#) is live digitally and will hit stands soon.

Materials Handling:

Construction wrapped up this month and we're enjoying our new workspace. We're working with some KU engineering students as well as outside contractors to help dampen the noise level in the sorting room. One fun note is that we reprogrammed the sorter so that children's items are now returned to the bins on the north side of the sorter which will make it so kids can finally see their returns actually fall into their bins.

Other than that, the sorter cycle continues.

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Outreach:

A slow month for Outreach with the frigid temps and the pending Dottie maintenance. However, the few stops we were able to keep were successful. Sarah and Marc went to the Haskell Student Orientation where they gave out lots of LPL swag and talked about library resources. Sarah tabled alone at the KU Honors Reception (Dole Center) where she issued many cards and chatted with numerous students, and tabling inside at LMH was such a success, we have decided to keep this as a regular indoor stop. Sarah is taking Dottie to be repaired on February 13th and is hoping for a quick turnaround.

Public Technology:

January saw us begin a new department schedule with Andrew Magleby and Jake Little moving to 32 hours full time. This transition will allow us to increase the frequency and quality of our technology programming. In January, we led 2 programs focusing on effectively searching the internet - one for Retirement Bootcamp, and one for the general public. We also began detailed plans for creating an improved and expanded digitization area where patrons can transfer old tapes and easily scan slides and documents.

Readers' Services:

RS is happy to all be in the same workspace again, even while waiting for furniture. We will spend a little of this month getting our house in order, but we're gearing up for a March Madness-style book battle that will take a good portion of our Feb/March and then we are looking forward to a few author programs, Hanif Abdurraqib and Sara Paretsky, in April. More details to come. The Book Squad is currently working with [Danny Caine](#) at the Raven to create a slate of authors we might approach to be our Beach Author for 2024. Social Justice book Club will be going on a short hiatus to reorganize and collaborate with [Marc Veloz](#) to bring more community engagement opportunities to our members and hopefully be back in June!

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Security:

The implementation of the new Patron Incident Tracking System (PITS) was delayed a bit, but we hope to have it up and running in the very near future. The new Library Safety team is being formed and will meet soon so we can start tackling the ever growing safety list. Luckily this new team will include Erica (HR), Frankie (D&E), plus representatives from all the public services departments to get things prioritized, researched, and done.

Youth Services:

YS is chugging along nicely. On top of our regular programming, we had a great couple successes with our Bluey Bash Lite, MLK Jr Day collab with Info Services, and D&D Bootcamp for the RetroActive patrons. School visits have ramped up a bit with a slate of visits from Bishop Seabury and a homeschooling collective interested in general resources as well as an oral history project in the Sound and Vision Studio. Hannah Parks has had great success taking over Linda Clay's storytimes. Yari Media and Sarah Mathews are working to add an additional storytime outreach to the Headstart at Plymouth Congregational in addition to the visits we already have with the program at Kennedy. This week and next Margo Moore is working with the secondary school librarians on an artist retreat program with the local author of "Sun Hero" magazine, Dané Shobe. The schools will be bringing their students to the library's auditorium for an art lesson and to meet Shobe. On the horizon: spring break programs, LPL Con, and summer reading!

LPL Friends & Foundation Director's Report – February 16, 2024

Second Saturday Sale. We are pleased to report that our book sale volunteers hosted another successful Second Saturday Sale on February 10th, raising a total of \$4,629. Last year's Second Saturday Sale in February raised \$2,263, so this is record setting! Be sure to mark your calendars for the next one, coming up on Saturday, March 9th.

Friends & Foundation Fundraiser Update. The Friends & Foundation are in full fundraiser mode! After Hours at the Library happens on Friday, March 1st, 7:00 pm at the library. The event is shaping up really well. Here's the latest report:

- \$38,500 in sponsorships from 22 sponsors (a new record!)
- 23 donated baskets from book clubs, businesses and library fans (Check them out: [buy your raffle and party tickets here](#)). Tickets to win this group of baskets will be sold through February 29th, and winners will be announced at the party.
- Two "Mega Baskets" will be offered exclusively to those who attend the event. One is an "Explore Kansas City" basket that includes a Chiefs Suite experience. The second is an "Explore Lawrence" basket featuring a personal tour of Allen Field House with the Voice of the Jayhawks, Brian Hanni;
- Performances by: The Harry Miller Piano Jazz Trio, With a Twist featuring Marvin and Ann Hunt, and this just in from Barry Barnes: Adult Story Time with Uncle Washboard's Psychedelic Experimental Music Laboratory featuring special guests MC Cow, TV Head, and guitarist Ross Williams (that alone is worth the cost of admission!)
- Cocktails from 715, Free State beer, and wine served up by City Commissioners
- Appetizers and desserts from Maceli's, J Wilsons, Eldridge TEN, Lucky Sebs, Minsky's, Limestone, Mass Street Fish House, Wild Alive Ferments, and Squishingtons
- Fund-a-Need for a new DIY Memory Lab in the Local History Room
- Card Catalog Wine Pull by City Wine Market
- Book Sorter Roulette with fabulous prizes
- Paper airplane competition in the Children's Room
- And of course, our incredible co-hosts, Kevin Willmott and Deja Brooks!

A huge THANK YOU goes to our planning committee: Brandon Eisman, Rachel Rademacher, Dan Storey, Sue Hopkins, Jan Conard, Logan Isaman, Kassie Nieters, Mary Gage, Margie Coggins, Nancy Hambleton, Blanca Herrada, and Cathy Hamilton.

Before You Check Out Classes. After a hiatus of nearly five years, the Friends & Foundation is once again offering its popular series on end-of-life planning. The 2024 Before You Check Out curriculum includes these classes:

- Estate Planning 101: Feb 15 | 10:30am | Ann Premer, Stevens & Brand
- Make A Clean Getaway: Mar 26 | 10:30am | Margie Coggins & Kathleen Morgan
- HealthCare Advance Planning: Apr 24 | 10:30am | LMH Health
- Who Will Tell Your Story? May 22 | 10:30am | Cathy Hamilton
- The End: Burial Options: June 19 | 10:30am | Todd Miller, Rumsey-Yost



MEMO

To: Lawrence Public Library Board of Trustees
From: Aaron Brumley, Information Technology Supervisor
Tricia Karlin, Collections & Technology Manager
Date: January 22, 2024
Subject: Suggested revisions to the Internet Access & Safety Policy

The Kansas Children's Internet Protection Act (KS-CIPA) requires that any public library that provides public access to a computer shall have a policy in place to:

- protect children from visual depictions that are harmful to minors
- prevent not only minors, but all persons, from accessing visual depictions that are child pornography or obscene

Kansas Administrative Regulation 54-4-1 requires that Lawrence Public Library's governing body review this internet access and safety policy at least once every three years. The library's policy is due for review in February 2024.

The library's internet access and safety policy also addresses the library's interest in ensuring the security of the library's computer and internet resources, and to prohibit patrons from using those resources to engage in unlawful acts.

Staff examined the existing policy and suggested revisions to add clarity, remove outdated procedural elements, and further limit library responsibility as related to patron use of library computers and internet resources. These suggested edits are as follows:

- Expand the application of this policy to cover not only patron use of library computer workstations, but also library networks
- Remove reference to a now defunct website unblocking application form, and referring both blocking and unblocking requests to the Library Director; such requests are infrequent, and simplifying the process for patrons and staff seemed appropriate

- Add 'tampering' to the list of unacceptable computer use behaviors, i.e., "Tampering with, damaging or attempting to damage computer equipment or software"
- Add "prints, images, or software programs" to the list of types of harassment that are unacceptable, i.e. "Sending harassing messages, prints, images or software programs to other computer users"
- Add the option for staff to issue a verbal or written warning before revoking access to library computer or other library use
- Note that the library is not responsible for injury or liability incurred while using any library computer or internet resources

Thank you for your time and consideration of these proposed revisions.



Internet Access & Safety Policy

Approved by the Lawrence Public Library Board of Trustees on 9/20/1999. Revised 9/21/ 2000; 8/15/2001; 9/16/2002; 11/18/2002; 11/15/2004; 11/21/2005; 1/20/2009; 10/13/2015; 10/15/2018; and 02/15/2021.

Submitted for review on 02/19/2024. Next review date: 11/2026.

General Statement on Internet Access

Lawrence Public Library (Library) provides public access to the Internet in support of its mission and affirms its commitment to the principles of intellectual freedom as expressed in the American Library Association's Library Bill of Rights. Public access to the Internet is a fundamental service of the Library and is provided to all patrons.

Patron Responsibility

Patrons who use the Library's computers or wireless network to access the Internet will respect the privacy of other users; abide by federal, state, and local law, particularly those ensuring the safety of minors; and follow the policies of the Library.

Parents and guardians, not Library staff, are responsible for Internet use by their minor children, including those who visit the Library without a parent or guardian.

Use of the Library's computers, electronic devices, or network to access the Internet constitutes agreement with this policy.

Unacceptable use includes but is not limited to:

- Accessing or exhibiting visual depictions that are child pornography, harmful to minors, or obscene as defined by the Kansas Children's Internet Protection Act. (K.S.A. Supp. 2013 75-2589)
- Violating individual privacy rights, including unauthorized disclosure, use, and dissemination of personal information regarding minors
- Sending harassing messages, prints, images, or software programs to others
- Accessing or attempting to access secure data in an unauthorized manner
- Tampering with, damaging, or attempting to damage computer equipment or software
- Interfering with systems, operations, integrity, or security
- Violating copyright laws and software licensing agreements
- Using library computers and/or internet to conduct illegal activity

Staff is authorized to take immediate action to protect the security of computers and electronic devices and the network or to enforce any part of this policy, including, but not limited to:

- Verbal or written warning
- Immediate termination of the Internet session
- Suspension of computer use or other Library use privileges
- Notification of appropriate law enforcement officials
- Prosecution

Internet Safety Policy

In compliance with CIPA and the Kansas Children's Internet Protection Act, the Library implements and enforces technology protection measures in an effort to ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene, and to ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

A Library employee may disable a technology protection measure if

- Requested to do so by a library patron who is not a minor, and
- The requested access is for legitimate research or other lawful purpose

Library staff monitor usage of the online computer network through Internet filtering software, observations of Library staff and other users, and other means.

Patrons who are prevented from accessing websites that they believe should not be blocked, or, who encounter websites that they believe should be blocked, but which are not, may submit a request in writing to the Library Director. Requests must include the URL of the site and whether the request is to block or unblock it. Staff shall examine the site in accordance with this policy and make changes to the site block as may be appropriate.

Concerns about the enforcement of this policy or observed patron behavior that violates this policy will also be submitted in writing to the Library Director, providing as much detail as possible.

The library will inform patrons of the provisions of this policy by making the policy available on the library's website.

Library Rights and Responsibilities

Library staff will not disclose patrons' use of the Library with respect to information sought or received via the Internet except pursuant to a valid court order or subpoena authorized under federal, state, or local law, or as a result of unacceptable use as described herein.

Library staff may establish limits on the length and number of sessions allowed and may reserve some Internet workstations for specific uses.

The Library is not responsible for any unauthorized or illegal activity conducted over the Internet using Library equipment.

The Library is not responsible for loss of data, damage, liability, or injury from using library computer or internet resources.

The Library cannot guarantee that Internet filters will block offensive and/or illegal materials.

Policy review

This policy will be reviewed at least once every three years by the Library Board of Trustees.

1,105,304

total items circulated

252,319

Digital Audio, Video & eBooks



852,985
Books, CDs, DVDs & More

1,013

FREE LIBRARY EVENTS

100% funded by the Lawrence Public Library Friends & Foundation

430,308

Total in-person visits

847,600

Total website visits

37,516

Public computer sessions

76,996

Total questions answered
in person and by phone

35,298

Total number of attendees at
free library programs/events

26,184

Kids & Teens attended programs

3,794

Total Summer Reading finishers

26,076

Summer Reading Kids books read

16,451

Total volunteer hours contributed

44,887

Cardholders

6,506

New library cards made

58,762

Library blog page views

10,576

Seed Library packs made
and picked up by patrons

750

Total attendees at our 2023
Summer Reading Kickoff party

309

Storytimes for Kids & Babies

5,253,021

Minutes read at Summer Reading

**WE ♥ OUR
VOLUNTEERS**

RetroActive retiree program attendance grew 64% to 1,036 total participants

**Friends &
Foundation**
LAWRENCE PUBLIC LIBRARY

\$476,000*

Total amount given to the
library from generous private
gifts and library book sales.

LIBRARY REVENUES*

Intergovernmental	\$5,866,726
Charges for Services	\$23,808
Fees & Lost Items	\$25,669
Donations & Grants	\$596,590
Other	\$129,309

Total Revenues \$6,642,102

LIBRARY EXPENDITURES*

Salaries & Fringe Benefits	\$4,531,693
Library Materials	\$830,137
Library Programs	\$119,856
General Operations & Bldg Maintenance	\$1,011,454
Capital Improvement	\$188,350

Total Expenditures \$6,681,490

*Figures are based on unaudited 2023 Revenue and Expenditures and Outside and Private Funding statements.