

Lawrence Public Library Board of Trustees Regular Meeting
Monday, March 18, 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 February 2024
- Approve Treasurer's report for February 2024
- Approve bills for February 19, 2024 to March 17, 2024
- Receive statistical report for February 2024

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Form Officer Nominating Committee

Old Business

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: February 19, 2024

Time: 4:30 pm

Venue: The meeting was conducted in person and online.

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

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

Friends and Foundation Members Present: Kassie Nieters

Call to order

James called the meeting to order at 4:33 p.m.

Consent Agenda

Brad noted that the meeting minutes required correction for the board's discussion of the community bulletin board policy. Specifically: the minutes indicated that the category of missing persons or pets was to be added to the list of *allowable* content. This was erroneous: the category of missing persons or pets was to be added to the list of content *not* allowed on the bulletin board.

Kelly moved to amend the minutes as noted by Brad and to accept the consent agenda. Sarah seconded the motion. Approval of the correction to the minutes and the consent agenda passed.

Library Director's Report

- Brad presented the Director's report.
 - Multistudio architectural and design firm will attend an upcoming meeting of the library's leadership team to present some ideas for how the library may refresh some of its spaces. This 'refresh' project is part of the library's strategic plan.
 - Brad and Kathleen attended the Kansas Library Association Legislative Day at the state capitol in Topeka. They had a good discussion with local representative Mike Amyx.
 - James asked if there is any legislation pending that would affect public libraries. Brad noted that at present, the only library-related bill addresses school, not public, libraries.

- There is at present no pending legislation to cut ties between the State Library of Kansas and the American Library Association, as has occurred recently in other states.
- Brad presented the new LPL progress indicators to the board. These metrics will track progress on the strategic plan:
 - Net Promoter Score - goal is 85
 - Active Cardholders - goal is for 30% of the Lawrence community to transact in some manner with the library during a 12-month period.
- A third metric, the Library Use Index, is included to provide information on the number of transactions that take place in the library's physical, outreach, or virtual spaces. A list of the type of transactions that comprise the index (e.g. checkouts of the collection, service desk questions answered, website visits logged) was also presented.
- On a related note: the library will be moving to a new email platform in March 2024. This changeover will require the library to transition to a new NPS survey platform.
- Construction update for staff workroom
 - Construction is complete! All staff have moved out of temporary work spaces (including Meeting Room B) and into the renovated workroom. An order for new furniture that will fit in the updated spaces will be submitted soon.

Monthly Departmental Reports

- No report.

Friends and Foundation Director's Report

- Kassie presented the report for the Friends and Foundation (F&F):
 - F&F raised \$4,600 at the most recent Second Saturday Sale.
 - The March 1st Annual Fundraiser is fast approaching! The theme is "Explore your library". Music has been scheduled; 715 Restaurant will be mixing cocktails; other restaurants will have hors d'oeuvres. The special funding request will be for a DIY memory lab: renovating a space & purchasing equipment for patrons to digitize VHS recordings, print photos, and other analog media.
 - The F&F are very close to reaching the goal of \$40,000 in sponsorships for the event- just \$1500 short as of this moment!
 - Kassie invited the trustees to check out the raffle baskets currently on display in the library's atrium.
 - The F&F *Before You Checkout* event series is restarting after a hiatus of nearly five years. This series focuses on end-of-life planning.
 - Kassie, who is a member of the F&F Advocacy Committee, attended KLA legislative day.
 - The F&F Annual meeting is scheduled for April 29 at the library. Trustees are invited to attend.
- Kathleen added that, just today, the McCaskey Foundation pledged \$10,000 as a starter gift for the DIY memory lab. The goal is to raise \$30,000 for this project. Kathleen thanked Jim Barnes

and Matt Pelsma of the Public Technology Department for a great presentation to the McCaskey folks on the proposed project.

- James thanked Kassie and Kathleen for their hard work on the fundraising event.

New Business

- **Form Budget Committee**

- Brad noted that he has not yet been notified by the City for the specific date that the library's 2025 budget must be submitted. However, he noted that the library trustees traditionally approve the budget at their April meeting.
- James, Susan, and Kelly agreed to form the budget committee.

- **Nominating Committee**

- James and Brad reviewed upcoming vacancies for the library board:
 - Sarah's second term will end in May.
 - Jennifer's first term will end in May. She is eligible for a second term.
- James asked for those present to let him know of any recommendations they might have for library board membership.

- **Policy Review:**

- **Internet Access and Safety Policy**
- **Aaron Brumley, Information Technology Supervisor**
 - Aaron reviewed the suggested minor changes to the existing policy.
 - Aaron explained some of the filtering mechanisms that the library uses to comply with the federal and state children's internet protection acts (CIPA).
- Kelly moved to accept the minor linguistic changes to policy as presented in the draft policy presented by Aaron. Susan seconded the motion. The policy was accepted as written.

Old Business

- None

Public Comments

- None

Announcements

- None

Adjournment

There being no other business, the meeting adjourned at 5:15 pm.

The next regular Board meeting will be held Monday, March 18, 2024.

Respectfully submitted,

Tricia Karlin

2024 Regular Budget Report

	<u>January</u>	<u>February</u>	<u>March</u>	<u>Year To Date</u>	<u>2024 Budget</u>	<u>% over/under</u>	<u>2023</u>
REVENUES							
Tax Fund	-	3,403,698.77		3,403,698.77	\$6,180,000.00	55.08%	\$5,725,000.00
Lost and Repl Fees	2,267.22	2,453.29		4,720.51	\$30,000.00	15.74%	\$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	1,787.53		2,875.70	\$10,000.00	28.76%	\$10,000.00
Meeting Room Fees	1,603.35	290.70		1,894.05	\$5,000.00	37.88%	\$5,000.00
Interest	4,287.25	8,251.68		12,538.93	\$23,000.00		\$0.00
Transfer from Capital Improvement				-	\$0.00	#DIV/0!	\$50,000.00
Donations- MISC		28.55		28.55			
Total Revenues	9,245.99	3,416,510.52	-	3,425,756.51	\$6,383,000.00	54%	\$5,945,000.00
EXPENSES							
Salaries & Wages	145,945.92	273,533.57		419,479.49	\$3,675,000.00	11.41%	\$3,460,000.00
Employee Benefits	39,476.73	39,863.41		79,340.14	\$585,000.00	13.56%	\$490,000.00
Payroll Taxes	49,118.27	49,039.00		98,157.27	\$660,000.00	14.87%	\$620,000.00
Utilities	10,779.41	7,838.72		18,618.13	\$100,000.00	18.62%	\$100,000.00
Building Supplies	987.51	1,271.56		2,259.07	\$20,000.00	11.30%	\$20,000.00
Building Repairs & Maintenance	21,127.05	6,659.26		27,786.31	\$60,000.00	46.31%	\$55,000.00
Library Supplies	8,124.30	1,250.28		9,374.58	\$25,000.00	37.50%	\$25,000.00
Books & Materials	35,313.66	68,642.68		103,956.34	\$750,000.00	13.86%	\$725,000.00
Processing Supplies	5,046.60	3,554.57		8,601.17	\$50,000.00	17.20%	\$50,000.00
Equipment	-	-		-	\$10,000.00	0.00%	\$10,000.00
Technology	82,393.83	5,136.66	-	87,530.49	\$325,000.00	26.93%	\$275,000.00
---Public Tech Supplies	(161.52)	63.00		(98.52)		#DIV/0!	\$1,000.00
---Operations	-	907.62		907.62		#DIV/0!	\$19,000.00
---IT Software & Subscriptions	6,867.26	3,396.65		10,263.91		#DIV/0!	\$34,000.00
---Internet & Telephone	572.16	588.96		1,161.12		#DIV/0!	\$20,550.00
---Collections & Public Service	75,115.93	180.43		75,296.36		#DIV/0!	\$200,450.00
Insurance	(1,864.40)	-		(1,864.40)	\$18,000.00	-10.36%	\$17,000.00
Postage & Mailing	1,215.93	1,542.11		2,758.04	\$20,000.00	13.79%	\$18,000.00
Professional Development	2,663.07	2,879.40		5,542.47	\$30,000.00	18.47%	\$30,000.00
Book Van & Mileage	862.87	414.81		1,277.68	\$5,000.00	25.55%	\$5,000.00
Professional Fees	4,865.23	6,576.51		11,441.74	\$30,000.00	38.14%	\$25,000.00
Advertising & Marketing	5,247.54	6,124.47		11,372.01	\$20,000.00	56.86%	\$20,000.00
Capital Improvements				-			0
Miscellaneous	25.69	51.78		77.47			0
Total Expenses	411,329.21	474,378.79	-	885,708.00	\$6,383,000.00	14%	\$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					

Lawrence Public Library

Balance Sheet

As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	3,078,922.03
Checking	214,261.34
Capital Improvement at MIP	857,676.61
Total Checking/Savings	4,150,859.98
Accounts Receivable	
Accounts Receivable	1,000.00
Total Accounts Receivable	1,000.00
Total Current Assets	4,151,859.98
Other Assets	
Petty Cash	256.75
Total Other Assets	256.75
TOTAL ASSETS	4,152,116.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	113,860.52
Total Accounts Payable	113,860.52
Credit Cards	
US Bank Credit Card (7984)	9,375.49
Total Credit Cards	9,375.49
Other Current Liabilities	
Payroll Liabilities	
Health Insurance	-15,631.14
Vision Insurance - Employer	-457.22
Vision Insurance - Employee	-176.32
Group Life Insurance	125.90
Hospital & Cancer Plans	-315.97
KPERS	
Employee	-363.16
Total KPERS	-363.16
KPERS Co	
Retirees	-324.31
Company	63.65
KPERS Co - Other	-324.78
Total KPERS Co	-585.44
OGLI	-32.62
Payroll Liabilities FSA	3,803.32
Health Insurance	-21,051.04
SUI	

Lawrence Public Library

Balance Sheet

As of February 29, 2024

	Feb 29, 24
Company	<u>558.19</u>
Total SUI	<u>558.19</u>
Total Payroll Liabilities	<u>-34,125.50</u>
Total Other Current Liabilities	<u>-34,125.50</u>
Total Current Liabilities	<u>89,110.51</u>
Total Liabilities	89,110.51
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,240,172.91
Net Income	<u>2,522,198.09</u>
Total Equity	<u>4,063,006.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,152,116.73</u></u>

**Lawrence Public Library
Revenues & Expenses**

February 2024

	Feb 24	Jan - Feb 24
Ordinary Income/Expense		
Income		
Misc Income	28.55	28.55
Tax Fund	3,403,698.77	3,403,698.77
Lost and Replacement Fees	2,453.29	4,720.51
Photocopies & Printing	1,787.53	2,875.70
Meeting Room Rentals	290.70	1,894.05
Interest		
Capital Improvement	2,730.64	5,639.68
Checking	5,521.04	6,899.25
Total Interest	8,251.68	12,538.93
Outside&Private Funding Income		
Downhall Books	143.28	243.22
Library Landscape & Posters	48.60	97.20
Merchandise Sales	343.95	692.21
Outside&Private Funding Income - Other	16,925.23	17,022.53
Total Outside&Private Funding Income	17,461.06	18,055.16
Total Income	3,433,971.58	3,443,811.67
Gross Profit	3,433,971.58	3,443,811.67
Expense		
Payroll Expenses		
Gross Wages		
Gross Wages - Other	273,533.57	419,479.49
Total Gross Wages	273,533.57	419,479.49
Group Life Insurance	1,093.95	2,049.52
Health Insurance	39,291.96	78,085.70
Employee Parking	-522.50	-795.08
Payroll Expenses - Other	0.00	0.00
Total Payroll Expenses	313,396.98	498,819.63
Payroll Taxes		
Payroll Taxes Employer	21,480.28	42,318.92
KPERS Co Retiree	324.53	634.59
KPERS Co	27,234.19	55,203.76
Total Payroll Taxes	49,039.00	98,157.27
Utilities - Electric		
Utilities - Electric - Other	7,838.72	18,618.13
Total Utilities - Electric	7,838.72	18,618.13
Building Supplies		
Building Supplies - Other	1,271.56	2,259.07
Total Building Supplies	1,271.56	2,259.07
Building Repairs & Maintenance	6,659.26	27,786.31
Library & Office Supplies		
Library & Office Supplies - Other	1,250.28	9,374.58
Total Library & Office Supplies	1,250.28	9,374.58
Books & Materials		
Books & Materials - Other	68,642.68	103,956.34
Total Books & Materials	68,642.68	103,956.34
Processing Supplies		
Processing Supplies - Other	3,554.57	8,601.17
Total Processing Supplies	3,554.57	8,601.17
Technology		
Public Tech Supplies	63.00	-98.52
Operations	907.62	907.62
IT Software & Subscriptions	3,396.65	10,263.91

**Lawrence Public Library
Revenues & Expenses**

February 2024

	Feb 24	Jan - Feb 24
Internet & Telephone	588.96	1,161.12
Collections & Public Service	180.43	75,296.36
Total Technology	5,136.66	87,530.49
Insurance		
Insurance - Other	0.00	-1,864.40
Total Insurance	0.00	-1,864.40
Postage & Mailing	1,542.11	2,758.04
Professional Development		
Travel By Department		
Adult Services	0.00	537.30
Total Travel By Department	0.00	537.30
Professional Development - Other	2,879.40	5,005.17
Total Professional Development	2,879.40	5,542.47
Vehicles, Mileage, Maintenance	414.81	1,277.68
Professional Fees		
Professional Fees - Other	6,576.51	11,441.74
Total Professional Fees	6,576.51	11,441.74
Marketing-General		
Marketing-General - Other	6,124.47	11,372.01
Total Marketing-General	6,124.47	11,372.01
Miscellaneous		
Miscellaneous - Other	51.78	77.47
Total Miscellaneous	51.78	77.47
Outside & Private Funding		
Friends & Foundation Funding		
Picture Book Room	-2,000.00	-2,000.00
Community Resource	-1,550.00	-1,550.00
Seed Library (Native)	-2,000.00	-2,000.00
Block Grant	0.00	8,000.00
F&F Payroll	12,352.47	24,443.46
Outreach/Coggins Fund	30.00	30.00
Plant & Foliage Maintenance	120.00	240.00
Aquarium Maintenance	330.00	660.00
Program Expense		
Information Services Programmin	0.00	918.05
YS Programs (Children)		
YS Programs (Children) - Other	1,865.51	3,728.70
Total YS Programs (Children)	1,865.51	3,728.70
Teen Services Programming		
Teen Services Programming - Other	986.18	2,211.19
Total Teen Services Programming	986.18	2,211.19
Summer Reading - ALL	-1,735.20	-1,735.20
Readers Across Lawrence	-1,896.80	-1,896.80
Youth Services & Cigler	-5,120.61	-5,120.61
Program Expense - Other	0.00	45.99
Total Program Expense	-5,900.92	-1,848.68
Crowe Fund	147.26	260.68
Salkind Gift	0.00	97.08
Memorials/Honor w/ Books GGIFT	-235.39	-112.53
Sound & Vision	263.93	283.33
MIDCO/Peterson	7,863.39	7,863.39
Marketing		
Marketing - Other	0.00	707.93
Total Marketing	0.00	707.93

Lawrence Public Library
Revenues & Expenses

February 2024

	Feb 24	Jan - Feb 24
Storytime at Home	139.58	499.11
Seed Library	65.44	723.97
Friends & Foundation Funding - Other	-469.46	-392.16
Total Friends & Foundation Funding	9,156.30	35,905.58
Total Outside & Private Funding	9,156.30	35,905.58
Total Expense	483,535.09	921,613.58
Net Ordinary Income	2,950,436.49	2,522,198.09
Net Income	2,950,436.49	2,522,198.09

Lawrence Public Library
Vendor Balance Summary
As of March 17, 2024

	<u>Mar 17, 24</u>
Amazon Capital Services, Inc	5,271.81
American Library Association	524.00
ASI	76.00
B.A. Green Construction	6,819.00
Baker & Taylor, Inc.	452.85
Bamboo HR	674.86
Bayscan Technologies	743.32
Bibliotheca	22,089.37
Brodart Co.	415.33
Bug Hounds, LLC	762.50
Center Point Large Print	79.86
Century Business Technologies	1,582.24
Cottin's Hardware & Rental	43.32
Deniz Tozaraydin	26.67
EBSCO	11,326.44
Evergy	7,838.72
Floyds Drain Cleaning of Lawrence, INC	200.00
Gale/Cengage Learning	253.30
Ingram Library Services	23,972.66
Jayhawk Tropical Fish	330.00
Kansas Library Express	2,000.00
Kansas Public Radio	4,056.00
Kindred CPA	1,088.60
Lawrence Journal-World	232.32
Mainline Printing	2,244.27
Mary M. Drouin	14.99
Midcontinent Communications	588.96
Midwest Tape	6,828.91
MSM Systems Inc.	12,863.39
OCLC, Inc.	606.83
OverDrive	38,575.75
Pan Asian Publications Inc.	301.13
Pro Print Inc.	40.00
Pur-O-Zone, Inc.	1,233.08
Saidkhoja Mahmadiiev	16.99
Schendel Services	112.04
The League of Kansas Municipalities	1,700.00
U.S. Bank - Mastercard	8,676.85
Unique Management Services	458.19
United Parcel Service	21.02
William Ottens	150.00
Y.N.F.W.C.	6,000.00
TOTAL	<u>171,291.57</u>

Lawrence Public Library
Check Detail
February 20 through March 18, 2024

Type	Num	Date	Name	Account	Paid Amount
Check		02/20/2024	ASI	Checking	
				Payroll Liabilities FSA	-25.00
TOTAL					-25.00
Check		02/21/2024	ASI	Checking	
				Payroll Liabilities FSA	-315.00
TOTAL					-315.00
Check		02/26/2024	ASI	Checking	
				Payroll Liabilities FSA	-142.48
TOTAL					-142.48
Check		02/27/2024	ASI	Checking	
				Payroll Liabilities FSA	-145.14
TOTAL					-145.14
Check		02/29/2024	ASI	Checking	
				Payroll Liabilities FSA	-101.04
TOTAL					-101.04
Check	EFT	02/23/2024	KPERS	Checking	
				Retirees	-162.40
TOTAL					-162.40
Check	EFT	02/23/2024	KPERS	Checking	
				Company	-14,014.02
				Employee	-8,195.32
				KPERS Co	-0.02
TOTAL					-22,209.36
Check	EFT	02/23/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	02/23/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-3,051.00
TOTAL					-3,051.00
Check	EFT	02/23/2024	Empower Annuity Insurance Co.	Checking	

Lawrence Public Library
Check Detail
February 20 through March 18, 2024

Type	Num	Date	Name	Account	Paid Amount
				KPERS 457 Plan	-333.00
TOTAL					-333.00
Check	EFT	02/23/2024	KPERS	Checking	
				OGLI	-462.34
TOTAL					-462.34
Check	EFT	02/23/2024	Advance Insurance Company	Checking	
				Group Life Insurance	-1,093.95
TOTAL					-1,093.95
Check	EFT	02/23/2024	Blue Cross and Blue Shield of K...	Checking	
				Health Insurance	-61,046.78
				Hospital & Cancer Plans	-156.97
TOTAL					-61,203.75
Check	EFT	02/23/2024	VSP Insurance Co.	Checking	
				Vision Insurance - Empl...	-152.41
				Vision Insurance - Empl...	-152.41
TOTAL					-304.82
Check	EFT	03/08/2024	KPERS	Checking	
				Company	-162.34
TOTAL					-162.34
Check	EFT	03/08/2024	KPERS	Checking	
				Company	-14,019.75
				Employee	-8,198.70
				Payroll Taxes Employer	-0.06
TOTAL					-22,218.51
Check	EFT	03/08/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	03/08/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-343.00
TOTAL					-343.00
Check	EFT	03/08/2024	Empower Annuity Insurance Co.	Checking	

Lawrence Public Library
Check Detail
February 20 through March 18, 2024

Type	Num	Date	Name	Account	Paid Amount
				KPERS 457 Plan	-3,051.00
TOTAL					-3,051.00
Bill Pmt -Check	EFT	03/18/2024	ASI	Checking	
Bill	A00004412...	02/29/2024		Professional Fees	-76.00
TOTAL					-76.00
Bill Pmt -Check	EFT	03/18/2024	Bamboo HR	Checking	
Bill	INV01868350	02/28/2024		Professional Fees	-674.86
TOTAL					-674.86
Bill Pmt -Check	EFT	03/18/2024	Evergy	Checking	
Bill	February 20...	02/29/2024		Utilities - Electric	-7,838.72
TOTAL					-7,838.72
Bill Pmt -Check	EFT	03/18/2024	Midcontinent Communications	Checking	
Bill	157407601...	02/16/2024		Internet & Telephone	-588.96
TOTAL					-588.96
Bill Pmt -Check	EFT	03/18/2024	U.S. Bank - Mastercard	Checking	
Bill	FEB 2024	03/01/2024		Allen, Brad - US Bank C...	-325.00
				Bergeron, J - US Bank ...	-627.00
				Brumley, A - US Bank C...	-1,686.46
				Brune, G - US Bank CC ...	-62.20
				Fisher Isaacs -US Bank ...	-112.90
				Kearns, H - US Bank C...	-79.99
				Taylor, L - US Bank CC ...	-818.35
				Winsky, D - US Bank C...	-831.86
				Ratzlaff, J - US Bank C...	-309.42
				Stepp, Ian - US Bank C...	-94.22
				Moore, M - US Bank CC...	-404.21
				Patel, A - US Bank CC (...)	-35.94
				Cook, Jenny - US Bank ...	-201.25
				Allen, K - US Bank CC (...)	-574.72
				Morgan, K - US Bank C...	-36.29
				Segraves, E - US Bank ...	-172.26
				Mathews, S - US Bank ...	-30.00
				LeDosquet,M - US Bank...	-552.88
				Medina, Y - US Bank C...	-29.58
				Barnes, Jim - US Bank ...	-183.92
				MacKinnon,L - US Bank...	-1,508.40
TOTAL					-8,676.85
Bill Pmt -Check	EFT	03/18/2024	United Parcel Service	Checking	
Bill	000506AE1...	03/02/2024		Postage & Mailing	-21.02
TOTAL					-21.02

Lawrence Public Library
Check Detail
February 20 through March 18, 2024

Type	Num	Date	Name	Account	Paid Amount
Check	29675	03/18/2024	Terese Winters	Checking	
				Seed Library	-86.39
TOTAL					-86.39
Bill Pmt -Check	29676	03/18/2024	Amazon Capital Services, Inc	Checking	
Bill	1MK6-HTR...	02/01/2024		Books & Materials	-181.81
Bill	1RPG-RHC...	02/01/2024		Books & Materials	-328.78
Bill	1LRT-7CK6...	02/01/2024		Books & Materials	-98.34
Bill	1W1Q-C66...	02/01/2024		Books & Materials	-67.97
Bill	1WMY-FYT...	02/01/2024		Books & Materials	-138.00
Bill	1VDM-1N9L...	02/01/2024		Books & Materials	-130.38
Bill	17G4-CFW...	02/01/2024		Books & Materials	-69.99
Bill	13RL-P19H...	02/01/2024		YS Programs (Children)	-44.57
Bill	1TNW-QW...	02/01/2024		Books & Materials	-14.99
Bill	1F19-NKFR...	02/03/2024		Books & Materials	-15.79
Bill	1YHD-T4P...	02/04/2024		Books & Materials	-39.79
Bill	133N-KD6F...	02/04/2024		Books & Materials	-139.98
Bill	1W93RFF4...	02/06/2024		Books & Materials	-258.97
Bill	1J4F-T3XF...	02/06/2024		Books & Materials	-204.90
Bill	1NNG-LT9...	02/11/2024		Books & Materials	-126.93
Bill	1VDY-VQC...	02/11/2024		Books & Materials	-20.00
Bill	1C36-VPM3...	02/11/2024		Books & Materials	-92.33
Bill	114K-MRY...	02/12/2024		Books & Materials	-39.88
Bill	1DQD-KH1...	02/13/2024		Books & Materials	-89.28
Bill	1MY1-31W...	02/13/2024		Books & Materials	-203.60
Bill	1VYG-9FM...	02/13/2024		Books & Materials	-377.06
Bill	1DQD-KH1...	02/15/2024		Books & Materials	-172.01
Bill	1C7T-VNTC...	02/15/2024		Books & Materials	-309.90
Bill	1WRR-RD9...	02/16/2024		Books & Materials	-56.28
Bill	1Y1J-6T4M...	02/17/2024		Books & Materials	-13.84
Bill	1M6L-PQ1...	02/18/2024		YS Programs (Children)	-68.43
Bill	19RX-3YW...	02/19/2024		Books & Materials	-74.49
Bill	1PDD-1YG...	02/19/2024		Books & Materials	-30.52
Bill	1RVF-DT1Y...	02/19/2024		Books & Materials	-33.09
Bill	1LDD-LLLJ...	02/19/2024		Books & Materials	-20.35
Bill	1JMC-HPR...	02/19/2024		Books & Materials	-17.96
Bill	1TXY-JV9...	02/20/2024		Teen Services Program...	-617.91
Bill	1WRR-RD9...	02/20/2024		Books & Materials	-109.92
Bill	13V6-GC6L...	02/20/2024		Books & Materials	-116.41
Bill	1MGW-KD...	02/24/2024		Books & Materials	-99.79
Bill	1FJC-KHNT...	02/25/2024		Books & Materials	-25.78
Bill	1DYW-R9F...	02/25/2024		Books & Materials	-29.00
Bill	1JV1-RTY3...	02/25/2024		Youth Services & Cigler	-103.36
Bill	19HJ-JNRL...	02/26/2024		Seed Library	-65.44
Bill	13QN-MGC...	03/01/2024		Books & Materials	-170.09
Bill	143Y-XDVG...	03/01/2024		Books & Materials	-69.99
Bill	16MV-16YG...	03/01/2024		Books & Materials	-49.99
Bill	1RGR-PQJ...	03/01/2024		Books & Materials	-32.86
Bill	1HHL-3H3D...	03/03/2024		Books & Materials	-33.96
Bill	1C9F-TWG...	03/03/2024		Books & Materials	-108.80
Bill	1GV4-4FFR...	03/05/2024		YS Programs (Children)	-158.30
TOTAL					-5,271.81
Bill Pmt -Check	29677	03/18/2024	American Library Association	Checking	
Bill	LPL Org Me...	03/12/2024		Professional Fees	-524.00
TOTAL					-524.00

Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29678	03/18/2024	B.A. Green Construction	Checking	
Bill	23-045-03	03/06/2024		Capital Improvement Ex...	-6,819.00
TOTAL					-6,819.00
Bill Pmt -Check	29679	03/18/2024	Baker & Taylor, Inc.	Checking	
Bill	2037947612	12/14/2023		Books & Materials	-107.04
Bill	2037947613	12/14/2023		Processing Supplies	-1.92
Bill	2038004362	01/03/2024		Books & Materials	-56.07
Bill	2038004363	01/03/2024		Processing Supplies	-0.96
Bill	2038034689	01/11/2024		Books & Materials	-19.37
Bill	2038034690	01/11/2024		Processing Supplies	-0.32
Bill	2038051216	01/22/2024		Books & Materials	-127.43
Bill	2038051217	01/22/2024		Processing Supplies	-2.24
Bill	2038084265	02/08/2024		Books & Materials	-83.33
Bill	2038084266	02/08/2024		Processing Supplies	-1.60
Bill	2038120255	02/26/2024		Books & Materials	-50.97
Bill	2038120256	02/26/2024		Processing Supplies	-0.96
Bill	2038140721	03/06/2024		Processing Supplies	-0.64
TOTAL					-452.85
Bill Pmt -Check	29680	03/18/2024	Bayscan Technologies	Checking	
Bill	76783	02/22/2024		Processing Supplies	-743.32
TOTAL					-743.32
Bill Pmt -Check	29681	03/18/2024	Bibliotheca	Checking	
Bill	Service & M...	03/08/2024		Collections & Public Ser...	-22,089.37
TOTAL					-22,089.37
Bill Pmt -Check	29682	03/18/2024	Brodart Co.	Checking	
Bill	635852	02/14/2024		Processing Supplies	-313.11
Bill	635989	02/19/2024		Processing Supplies	-102.22
TOTAL					-415.33
Bill Pmt -Check	29683	03/18/2024	Bug Hounds, LLC	Checking	
Bill	1560	03/12/2024		Building Repairs & Main...	-762.50
TOTAL					-762.50
Bill Pmt -Check	29684	03/18/2024	Center Point Large Print	Checking	
Bill	2074246	02/03/2024		Books & Materials	-79.86
TOTAL					-79.86
Bill Pmt -Check	29685	03/18/2024	Century Business Technologies	Checking	
Bill	705999	02/26/2024		IT Software & Subscripti...	-341.67
Bill	707532	03/06/2024		IT Software & Subscripti...	-835.84

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Type	Num	Date	Name	Account	Paid Amount
Bill	707533	03/06/2024		IT Software & Subscripti...	-67.64
Bill	707821	03/08/2024		IT Software & Subscripti...	-337.09
TOTAL					-1,582.24
Bill Pmt -Check	29686	03/18/2024	Cottin's Hardware & Rental	Checking	
Bill	February 20...	02/29/2024		Building Repairs & Main...	-43.32
TOTAL					-43.32
Bill Pmt -Check	29687	03/18/2024	Deniz Tozaraydin	Checking	
Bill	Multicultural...	02/19/2024		YS Programs (Children)	-26.67
TOTAL					-26.67
Bill Pmt -Check	29688	03/18/2024	EBSCO	Checking	
Bill	1721598	02/02/2024		Books & Materials	-11,326.44
TOTAL					-11,326.44
Bill Pmt -Check	29689	03/18/2024	Floyds Drain Cleaning of Lawren...	Checking	
Bill	1815396	02/05/2024		Building Repairs & Main...	-200.00
TOTAL					-200.00
Bill Pmt -Check	29690	03/18/2024	Gale/Cengage Learning	Checking	
Bill	83816186	02/06/2024		Books & Materials	-102.86
Bill	83829880	02/07/2024		Books & Materials	-77.67
Bill	83854329	02/09/2024		Books & Materials	-25.19
Bill	83878114	02/12/2024		Books & Materials	-27.99
Bill	83939486	02/21/2024		Books & Materials	-19.59
TOTAL					-253.30
Bill Pmt -Check	29691	03/18/2024	Ingram Library Services	Checking	
Bill	80171146	02/01/2024		Processing Supplies	-41.52
Bill	80171148	02/01/2024		Processing Supplies	-17.77
Bill	80226890	02/01/2024		Processing Supplies	-205.92
Bill	80243373	02/01/2024		Processing Supplies	-1.00
Bill	80243371	02/01/2024		Processing Supplies	-48.07
Bill	80195580	02/01/2024		Processing Supplies	-48.74
Bill	80171145	02/01/2024		Books & Materials	-347.66
Bill	80171147	02/01/2024		Books & Materials	-202.35
Bill	80195579	02/01/2024		Books & Materials	-519.52
Bill	80226889	02/01/2024		Books & Materials	-1,577.87
Bill	80243372	02/01/2024		Books & Materials	-56.96
Bill	80243370	02/01/2024		Books & Materials	-420.42
Bill	80267203	02/02/2024		Processing Supplies	-15.86
Bill	80267202	02/02/2024		Books & Materials	-168.20
Bill	80303392	02/05/2024		Processing Supplies	-99.05
Bill	80303394	02/05/2024		Processing Supplies	-25.27
Bill	80303393	02/05/2024		Storytime at Home	-6.26
				Books & Materials	-272.90
Bill	80303391	02/05/2024		Books & Materials	-635.91
Bill	80321011	02/06/2024		Processing Supplies	-41.32

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Type	Num	Date	Name	Account	Paid Amount
Bill	80332971	02/06/2024		Books & Materials	-91.74
Bill	80321010	02/06/2024		Books & Materials	-496.57
Bill	80357850	02/07/2024		Processing Supplies	-104.31
Bill	80349153	02/07/2024		Processing Supplies	-34.62
Bill	80357849	02/07/2024		Books & Materials	-774.45
Bill	80349152	02/07/2024		Books & Materials	-394.52
Bill	80374300	02/08/2024		Processing Supplies	-214.38
Bill	80374299	02/08/2024		Books & Materials	-1,510.10
Bill	80397206	02/09/2024		Processing Supplies	-43.02
Bill	80397205	02/09/2024		Books & Materials	-359.63
Bill	80448104	02/13/2024		Processing Supplies	-32.88
Bill	80448106	02/13/2024		Processing Supplies	-43.61
Bill	80448103	02/13/2024		Books & Materials	-331.20
Bill	80448105	02/13/2024		Books & Materials	-405.94
Bill	80475244	02/14/2024		Books & Materials	-125.01
Bill	80475245	02/14/2024		Processing Supplies	-16.76
Bill	80494150	02/15/2024		Books & Materials	-1,688.50
Bill	80494151	02/15/2024		Processing Supplies	-202.90
Bill	80524289	02/16/2024		Books & Materials	-13.22
				Library & Office Supplies	-193.61
Bill	80516531	02/16/2024		Books & Materials	-285.50
Bill	80516529	02/16/2024		Books & Materials	-551.70
Bill	80516532	02/16/2024		Processing Supplies	-26.85
Bill	80516530	02/16/2024		Processing Supplies	-53.70
Bill	80536704	02/18/2024		Books & Materials	-1,167.19
Bill	80536705	02/18/2024		Processing Supplies	-148.25
Bill	80536706	02/18/2024		Storytime at Home	-5.46
Bill	80536709	02/18/2024		Storytime at Home	-72.43
Bill	80536708	02/18/2024		Storytime at Home	-19.49
Bill	80536707	02/18/2024		Memorials/Honor w/ Bo...	-64.61
Bill	80546072	02/19/2024		Books & Materials	-30.58
Bill	80546073	02/19/2024		Processing Supplies	-0.50
Bill	80566824	02/20/2024		Books & Materials	-810.28
Bill	80566825	02/20/2024		Processing Supplies	-76.49
Bill	80592066	02/21/2024		Books & Materials	-300.10
Bill	80592067	02/21/2024		Processing Supplies	-33.94
Bill	80615990	02/22/2024		Books & Materials	-2,029.56
Bill	80615991	02/22/2024		Processing Supplies	-223.19
Bill	80645353	02/23/2024		Books & Materials	-957.73
Bill	80645354	02/23/2024		Processing Supplies	-104.27
Bill	80667189	02/26/2024		Books & Materials	-373.76
Bill	80667190	02/26/2024		Processing Supplies	-43.69
Bill	80693282	02/27/2024		Books & Materials	-98.95
Bill	80693280	02/27/2024		Books & Materials	-758.36
Bill	80693283	02/27/2024		Processing Supplies	-1.50
Bill	80693281	02/27/2024		Processing Supplies	-74.26
Bill	80720008	03/01/2024		Books & Materials	-344.85
Bill	80740863	03/01/2024		Books & Materials	-231.19
Bill	80760910	03/01/2024		Books & Materials	-1,099.82
Bill	80720009	03/01/2024		Processing Supplies	-35.19
Bill	80740864	03/01/2024		Processing Supplies	-24.53
Bill	80760911	03/01/2024		Processing Supplies	-134.02
Bill	80781050	03/03/2024		Books & Materials	-521.82
Bill	80781051	03/03/2024		Processing Supplies	-54.74
Bill	80790802	03/04/2024		Books & Materials	-192.04
Bill	80790801	03/04/2024		Books & Materials	-53.05
Bill	80790803	03/04/2024		Processing Supplies	-15.04
Bill	80812671	03/05/2024		Books & Materials	-571.42
Bill	80812672	03/05/2024		Processing Supplies	-69.44
Bill	80839593	03/06/2024		Books & Materials	-441.26
Bill	80839594	03/06/2024		Processing Supplies	-42.37
TOTAL					-23,972.66

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Type	Num	Date	Name	Account	Paid Amount
Bill	116283	02/28/2024		Aquarium Maintenance	-330.00
TOTAL					-330.00
Bill Pmt -Check	29693	03/18/2024	Kansas Library Express	Checking	
Bill	2024	02/19/2024		Professional Fees	-2,000.00
TOTAL					-2,000.00
Bill Pmt -Check	29694	03/18/2024	Kansas Public Radio	Checking	
Bill	30-0055020...	02/28/2024		Marketing-General	-4,056.00
TOTAL					-4,056.00
Bill Pmt -Check	29695	03/18/2024	Kindred CPA	Checking	
Bill	INV202620	02/29/2024		Professional Fees	-1,088.60
TOTAL					-1,088.60
Bill Pmt -Check	29696	03/18/2024	Lawrence Journal-World	Checking	
Bill	0022631-00...	02/19/2024		Books & Materials	-232.32
TOTAL					-232.32
Bill Pmt -Check	29697	03/18/2024	Mainline Printing	Checking	
Bill	129811	02/28/2024		Marketing-General Friends & Foundation F...	-1,905.00 -339.27
TOTAL					-2,244.27
Bill Pmt -Check	29698	03/18/2024	Mary M. Drouin	Checking	
Bill	013050711...	03/01/2024		Lost and Replacement ...	-14.99
TOTAL					-14.99
Bill Pmt -Check	29699	03/18/2024	Midwest Tape	Checking	
Bill	504996721	02/01/2024		Books & Materials	-233.43
Bill	504996689	02/01/2024		Books & Materials	-86.18
Bill	504996688	02/01/2024		Books & Materials	-719.37
Bill	505033425	02/09/2024		Books & Materials	-1,019.54
Bill	505033427	02/09/2024		Books & Materials	-52.49
Bill	505033591	02/09/2024		Books & Materials	-230.96
Bill	505033590	02/09/2024		Books & Materials	-34.19
Bill	505033428	02/09/2024		Books & Materials	-287.33
Bill	505033426	02/09/2024		Books & Materials	-39.99
Bill	505061163	02/16/2024		Books & Materials	-700.89
Bill	505061168	02/16/2024		Books & Materials	-106.47
Bill	505061164	02/16/2024		Books & Materials	-44.99
Bill	505061167	02/16/2024		Books & Materials	-18.74
Bill	505061165	02/16/2024		Books & Materials	-183.16
Bill	505093523	02/22/2024		Books & Materials	-760.71
Bill	505093524	02/22/2024		Books & Materials	-134.97

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Type	Num	Date	Name	Account	Paid Amount
Bill	505093528	02/22/2024		Books & Materials	-224.92
Bill	505093527	02/22/2024		Books & Materials	-42.29
Bill	505093525	02/22/2024		Books & Materials	-66.69
Bill	505125027	02/29/2024		Processing Supplies	-232.19
Bill	505138158	03/04/2024		Books & Materials	-1,111.87
Bill	505138159	03/04/2024		Books & Materials	-126.97
Bill	505138230	03/04/2024		Books & Materials	-34.49
Bill	505138231	03/04/2024		Books & Materials	-79.45
Bill	505138233	03/04/2024		Books & Materials	-256.63
TOTAL					-6,828.91
Bill Pmt -Check	29700	03/18/2024	MSM Systems Inc.	Checking	
Bill	206235	02/22/2024		MIDCO/Peterson	-8,921.83
Bill	206372	02/22/2024		MIDCO/Peterson	-775.52
Bill	206367	02/22/2024		MIDCO/Peterson	-3,166.04
TOTAL					-12,863.39
Bill Pmt -Check	29701	03/18/2024	OCLC, Inc.	Checking	
Bill	1000362506	03/01/2024		Collections & Public Ser...	-606.83
TOTAL					-606.83
Bill Pmt -Check	29702	03/18/2024	OverDrive	Checking	
TOTAL					0.00
Bill Pmt -Check	29703	03/18/2024	Pan Asian Publications Inc.	Checking	
Bill	U-17793	02/07/2024		Books & Materials	-188.73
Bill	U-17792	02/07/2024		Books & Materials	-112.40
TOTAL					-301.13
Bill Pmt -Check	29704	03/18/2024	Pro Print Inc.	Checking	
Bill	6619	02/16/2024		Library & Office Supplies	-40.00
TOTAL					-40.00
Bill Pmt -Check	29705	03/18/2024	Pur-O-Zone, Inc.	Checking	
Bill	889842	02/14/2024		Building Supplies	-844.56
Bill	890829	02/29/2024		Building Supplies	-388.52
TOTAL					-1,233.08
Bill Pmt -Check	29706	03/18/2024	Saidkhoja Mahmadiyev	Checking	
Bill	Multicultural...	02/21/2024		YS Programs (Children)	-16.99
TOTAL					-16.99
Bill Pmt -Check	29707	03/18/2024	Schendel Services	Checking	

Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill	30445127	03/08/2024		Building Repairs & Main...	-112.04
TOTAL					-112.04
Bill Pmt -Check	29708	03/18/2024	The League of Kansas Municipal...	Checking	
Bill	8708	02/29/2024		Professional Development	-1,700.00
TOTAL					-1,700.00
Bill Pmt -Check	29709	03/18/2024	Unique Management Services	Checking	
Bill	6123588	03/01/2024		Professional Fees	-295.50
Bill	6123589	03/01/2024		Professional Fees	-162.69
TOTAL					-458.19
Bill Pmt -Check	29710	03/18/2024	Y.N.F.W.C.	Checking	
Bill	2424	02/10/2024		Building Repairs & Main...	-6,000.00
TOTAL					-6,000.00
Check	29711	03/14/2024	Astrid Mien	Checking	
				Community Resource	-450.00
TOTAL					-450.00
Bill Pmt -Check	29712	03/18/2024	OverDrive	Checking	
Bill	06809CO24...	02/01/2024		Books & Materials	-171.91
Bill	06809CO24...	02/01/2024		Books & Materials	-1,989.28
Bill	06809CO24...	02/01/2024		Books & Materials	-880.90
Bill	06809CO24...	02/01/2024		Books & Materials	-560.98
Bill	06809CO24...	02/01/2024		Books & Materials	-448.85
Bill	06809CO24...	02/01/2024		Books & Materials	-967.34
Bill	06809CO24...	02/01/2024		Books & Materials	-898.58
Bill	06809DA24...	02/01/2024		Books & Materials	-268.84
Bill	06809CP24...	02/01/2024		Books & Materials	-1,137.59
Bill	H-0102378	02/01/2024		Books & Materials	-3,000.00
Bill	06809CO24...	02/01/2024		Books & Materials	-314.38
Bill	06809CO24...	02/01/2024		Books & Materials	-179.88
Bill	06809CO24...	02/01/2024		Books & Materials	-472.26
Bill	06809CO24...	02/01/2024		Books & Materials	-310.46
Bill	06809CO24...	02/01/2024		Books & Materials	-79.99
Bill	06809CO24...	02/01/2024		Books & Materials	-2,577.23
Bill	06809CO24...	02/01/2024		Books & Materials	-1,705.82
Bill	06809DA24...	02/06/2024		Books & Materials	-517.32
Bill	06809CO24...	02/08/2024		Books & Materials	-97.68
Bill	06809CO24...	02/08/2024		Books & Materials	-282.86
Bill	06809CO24...	02/08/2024		Books & Materials	-181.34
Bill	06809CO24...	02/08/2024		Books & Materials	-2,049.12
Bill	06809CO24...	02/08/2024		Books & Materials	-1,284.13
Bill	06809CO24...	02/08/2024		Books & Materials	-626.72
Bill	06809DA24...	02/13/2024		Books & Materials	-277.49
Bill	06809CO24...	02/15/2024		Books & Materials	-503.41
Bill	06809CO24...	02/15/2024		Books & Materials	-697.39
Bill	06809CO24...	02/15/2024		Books & Materials	-194.99
Bill	06809CO24...	02/15/2024		Books & Materials	-133.99
Bill	06809CO24...	02/15/2024		Books & Materials	-3,179.95

Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO24...	02/15/2024		Books & Materials	-1,774.97
Bill	06809DA24...	02/20/2024		Books & Materials	-406.05
Bill	06809CO24...	02/22/2024		Books & Materials	-60.00
Bill	06809CO24...	02/22/2024		Books & Materials	-249.35
Bill	06809CO24...	02/22/2024		Books & Materials	-65.00
Bill	06809CO24...	02/22/2024		Books & Materials	-158.36
Bill	06809CO24...	02/22/2024		Books & Materials	-261.25
Bill	06809DA24...	02/27/2024		Books & Materials	-650.21
Bill	06809CP24...	03/01/2024		Books & Materials	-901.05
Bill	06809CO24...	03/01/2024		Books & Materials	-358.82
Bill	06809CO24...	03/01/2024		Books & Materials	-304.34
Bill	06809CO24...	03/01/2024		Books & Materials	-354.78
Bill	06809CO24...	03/01/2024		Books & Materials	-193.44
Bill	06809CO24...	03/01/2024		Books & Materials	-205.84
Bill	06809CO24...	03/01/2024		Books & Materials	-4,701.33
Bill	06809CO24...	03/01/2024		Books & Materials	-1,940.28
TOTAL					-38,575.75
Bill Pmt -Check	29713	03/18/2024	William Ottens	Checking	
Bill	100	03/14/2024		Marketing-General	-150.00
TOTAL					-150.00

Feb 2024 LPL Progress Indicators

Net Promoter Score

87.00

Feb 2024
NPS Score

77.78

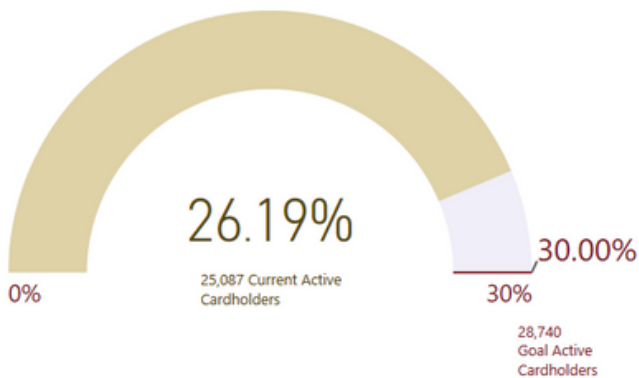
12-Month NPS
Average

85.00

Goal for 12-Month
NPS Average

% Active Cardholders

Active Cardholder Goal: 30% of Lawrence Population



Lawrence Community Cardholders

95,794

Total Lawrence Population

26.19%

Current % Active

25,087

Total Active Lawrence Cardholders

28,740

Goal Active Lawrence Cardholders

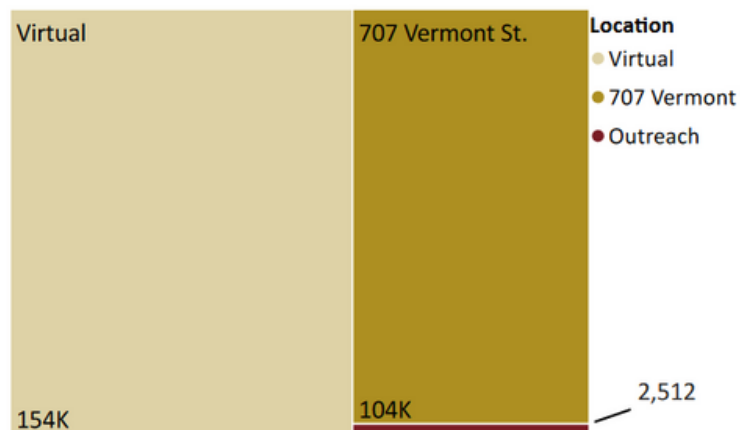
3,653

Cardholders needed to meet goal

Library Use Index

February 2024 Total
Transactions

260K



Library Director's Report for March 2024

The past month we experienced the highest of highs and lowest of lows. Kathleen will report in more detail in her report, but the Friends and Foundation annual fundraiser beat their previous best by over 60%. It's the first time this event has ever eclipsed \$100,000 and they did so significantly. It was a great night and incredibly successful. Then, just days later, a person was fatally shot at the bus stop across the street from the library. My heart goes out to the victim, Vincent Walker, and his family. It's tragic to see an argument escalate into gun violence and senseless death.

The morning after the shooting, Police Chief Rich Lockhart came to the library to debrief with staff. He provided an update on how the police handled the event and answered staff questions. I was very proud of how our staff responded. Police shut down our building, and staff calmly evacuated everyone out of the Kentucky Street exits of the library. They talked during that morning's meeting about their confidence dealing with a stressful situation. This is a great example of the effectiveness of training and preparation. I am deeply grateful to our staff for the job they did that day.

In other news, I'm excited to report a staffing change here at the library. Karen Allen, our Youth Services Manager, will be moving into a new role later next month as our Public Services Manager. This is a position we originally created back when the newly renovated library opened in 2014. However, due to personnel changes, retirements, and a pressing need for HR and Diversity positions, the Public Services Manager position was eliminated and its duties were split between Tricia and me.

Trying this structure out was worth experimenting with, but over time it definitely began to reveal the gap left without a Public Services Manager and/or Assistant Director in charge of daily public service operations. Reinstating the Public Services Manager position will bring all of our public service teams (Accounts, Information Services, Public Technology, Readers' Services, and Youth Services) back under one manager. Karen is very excited about unifying the teams, and I believe she will do a great job. We are doing an internal hire for a new Youth Services Supervisor open to our three current Youth Services librarians.

Respectfully submitted by Brad Allen, March 15, 2024

Monthly Departmental Reports

March 2024

Accounts:

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

Collections & Technology:

Tricia focused on learning more about the NPS survey, including reading the book *The Ultimate Question 2.0 : How Net Promoter Companies Thrive in a Customer-Driven World* and a phone call with the Organizational Strategy Manager at the King County Library System to learn how they use NPS in their system.

Tricia met with Jenny and Terese, who lead Programming Club, to review the reports she currently compiles on events, and see what reports might be useful for event coordinators.

Tricia attended a webinar, *Begin with a strong foundation: develop a Data Plan* offered by RIPL (Research Institute for Public Libraries), the first in a series, *12 Months to Better Library Data*. The webinar emphasized the importance of a strategic plan for setting library priorities, and also explored how to evaluate proposals for new services and programs using a rubric, *Dimensions of Success*.

Tricia made a presentation at the Quarterly All Staff Meetings on pre-and post-pandemic library use trends, comparing Lawrence Public Library's experience with that reported by libraries in a survey conducted by Urban Libraries Council. LPL is showing some recovery in reservable room usage, library user visits, computer use, event attendance, and digital collection use.

Diversity, Equity, and Inclusion:

On President's Day, Frankie presented at Manhattan Public Library's Staff Day. She presented on the history of racism in libraries, utilizing anti-racism in library work, and taking action to address bias. She and Erica continue to make plans for staff development and engagement for the rest for the year - in March we will have a Bed Bug Basics training for staff and in April Evan Korynta, The ADA Compliance Administrator at the City of Lawrence, will present to all staff as well as supervisors specifically on various topics relating to folks with disabilities and creating accessible service. Frankie is preparing to attend PLA in April as well.

Monthly Departmental Reports

March 2024

Facilities:

We assisted with setup, teardown, and cleanup of the afterhours fundraiser. It was a lot of work, but thankfully we have so many amazing volunteers who worked so hard to support our awesome staff.

First quarter 2024 Bed Bug inspection has zero alerts! That's two in a row, and we are **so** very grateful to Materials Handling and our Friends' Volunteers for tirelessly checking all the materials for these and other pests. Speaking of bed bugs, one of this year's KU SELF engineering teams is helping to improve the efficiency of our larger hot box with implementation to happen in the next couple of weeks. Very excited to see the finished product.

Human Resources:

Erica attended the Kansas Society for Human Resource Management (SHRM) Employment Law and Employee Benefits Conference in Topeka. She also went to a training showcasing Blue Cross Blue Shield of Kansas and their new SmartShopper program that will soon be released. The SmartShopper is a free service that allows employees to shop for more affordable procedures, screenings, exams, surgeries, and more - plus the employee can earn cash incentives just by using this tool. We also will be hosting a KU Student-Athlete as an intern this summer. This new partnership with KU is a wonderful opportunity to help our local athletes get job experience as well as an introduction to the library field.

Information Services:

Our most recent update of the Lawrence-Douglas County Resource Guide is complete, and now we are working with a translator to make it available in Spanish! This new development is thanks to a grant from the Winter Family Fund, and we expect the translation to be completed by the end of March. Marc partnered with the Douglas County Legal Aid Society on yet another successful expungement clinic; the Legal Aid Society was able to meet with 12 individuals who are eligible to have their records expunged. Marc also went to Kansas City with Aaron and Sean from IT to tour the PC's for People facilities and to meet with their Community Impact Manager to discuss partnership opportunities.

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March 2024

The Seed Library's 10th year, with Terese at the helm, kicked off in mid-February. In preparation, we partnered with Native Lands Restoration Collaborative for native seed packaging event which was attended by over 75 people; we also tabled at the Kaw Valley Seed Fair. The Seed Library launch included a number of partner organizations, including the Haskell Greenhouse, Common Ground, and the Douglas County Food Policy Council. Nearly 200 patrons picked up seeds on the first day alone!

Terese also sat in on some sessions of the ESL classes offered at the Adult Learning Center, and she and Sarah collaborated on our first outreach stop there at the end of February.

Melissa is participating in the planning for the next iteration of the antipoverty plank of the Douglas County Community Health Plan, and she and Brad met with a group of librarians visiting from the Kansas City Public Library. And, we held interviews for the new Adult Education Librarian position and are excited to announce that Ellen Kearns will be joining us in April!

Information Technology:

Aaron and Sean are preparing to offer training and to address concerns associated with the transition from Zoom to Google Meet for staff and public video conferencing. A final decision for whether to continue Zoom service should be made before 5/1. Kim and Aaron convened the Virtual Spaces Team on February 13. This workgroup will focus on establishing clear responsibility and oversight for all facets of our web presence with an emphasis on our website and catalog, but extending to all places where LPL maintains a presence or offers services on the internet. Aaron worked with E-Rate Solutions to file our 470 requests for new FortiGate 120G firewall equipment capable of supporting connections up to 10Gbit + associated services and co-termination maintenance renewal on existing Fortinet switches and access points. Aaron and Tricia met several times to work on our Technology Plan for 2024-2029. Our intention is to review and refresh this plan annually with a view toward the next five years.

Marketing & Communications (M&C):

We spent much of the past month focusing on our After Hours Fundraiser promotion — check out this great Q&A with Kevin and Deja: [Explore Your Library: 10 Years of New Stories](#) and keeping the Newsfeed fresh with articles like [Plant Smiles, Grow Communities](#) by Terese of Info Services. Summer Reading Challenge promotion plan is also underway to honor the “adventure” theme while simultaneously celebrating 10 years in the “new” library. Kayla will focus her efforts on active cardholders participating in Summer Reading while Heather will spend some

Monthly Departmental Reports

March 2024

time in the community to promote Summer Reading with Dottie to non-cardholders. We're working with Margo on the [2024 Summer Reading tee](#) design competition for teens and began our quarterly supervisor one-on-ones starting with Public Tech and Cataloging and Collection Development to discuss how to best support their efforts through marketing and promotions. We had fun on social media celebrating Black History Month and beginning of Women's History month with a Storytime with [Victoria Barbee](#) and Library Staff sporting their "sportiness" in celebration of the [KC Chiefs Super Bowl win](#).

We're running an ad in the UDK's New Student Guide for incoming freshmen and transfer students, and have met with Multistudio for a design presentation of lobby design options. We've also started BiblioEmail training and winding down our email contract with Orange Boy. Email will look a little different starting in April until we launch the new product in May or June.

Lastly, after the shooting happened across the street from the library, we followed up with an email to our cardholders about our debrief with Chief Lockhart. We asked folks who were here to give us feedback about our response and reiterated that safety here is a top priority. We've received incredible [verbal](#) support as well as cookies from Wheatfields, flowers and candy and a card from LMH, and baked goods from our volunteers.

Materials Handling:

How about this weather, huh? I can tell ya that it's made doing the drops a lot more pleasant. Working with Collections Development and the Look Play Listen team to try to better store/shelve/display duplicate copies of movies and blu-rays.

Other than that, the sorter cycle continues.

Outreach:

Dottie is back and the awning is repaired! We are still working on getting the shelves how we want them— so she is not quite roadworthy yet but she should be up and running in time for the St. Pat's Parade on March 17th. The weather has made it possible for us to bump up our Outreach stops (in other vehicles) this month and it's been wonderful! One of those events was with Terese Winters from Info Services. She and Sarah chatted with folks at the Adult Learning Center (Peaslee Tech). The intent was to speak with folks in between ESL classes, however, there

Monthly Departmental Reports

March 2024

was a job fair going on at the same time which brought even more people over to learn about the library.

Sarah met with Collection Development and has decided to rotate the Outreach collection by borrowing from the main library rather than try to buy new adult fiction and nonfiction for Dottie (tried and true “classics” will still have a permanent place on Dottie). Choosing books from LPL will be easier on the budget and gives the Outreach Team the ability to curate their collections based on where they’re going.

We’ve added one new stop to our permanent Outreach rotation: Sarah and Yari will be doing storytime at Head Start at Plymouth Church every two weeks. They’ve done one so far and it was adorable.

Finally, Sarah had the privilege of working the Annual Fundraiser on March 1. It was so fun and exciting to be a part of!

Public Technology:

February was a healthy programming month for the Public Tech department. We hosted the AUMI (Adaptive Use Musical Instrument) book launch celebration early in the month. The AUMI group is a collaboration between KU, Independence Inc, and LPL that encourages inclusive creativity with music making. The book launch was a success. Later in the month, the AUMI group continued their monthly jam sessions, getting back into the swing of things after a long pandemic lay off. We also continued our Computer Basics classes, leading a class both online and in person called “Computer Basics - Searching the Internet” all about using search engines to find information online. Much of the month also focused on researching and planning the upcoming DIY memory lab space and associated equipment ahead of a successful fundraiser on March 1st.

Monthly Departmental Reports

March 2024

Readers' Services:

Readers' is currently gearing up for our Book Battle program. Voting for the winning book will take place in person and online starting March 18th and go through April 8th, following in the style of a certain famous basketball tournament. Look for our big display in the window of the lobby, near the display shelving.

We are also gearing up to assist with LPL Con and will be hosting a panel tentatively named "Find your Fandom" focusing on Readers' Advisory suggestions for speculative fiction. We will also be assisting at information tables.

April will be a very busy month, assisting with Hanif Abdurraqib's book tour on April 17th and hosting Sara Paretsky on April 16th to launch her new book, Paydirt. We will also be promoting a special Book Bundle service at the Abdurraqib event, as well. We will also have a Wakarusa Wetlands Celebration on April 21st and, of course, all of our usual book clubs.

As we are gearing up for adult summer reading, we are working on finding an author (or authors) for our Read Across Lawrence program and our Beach Author event, in addition to starting our Booktoberfest planning. We're in full swing this spring!

Security:

We've been seeing a lot of new faces, and the return of some familiar faces, as the weather gets warmer. Helping new patrons understand our behavior expectations, and reminding current and returning patrons, will be an ongoing effort this spring into summer.

Monthly Departmental Reports

March 2024

Regarding the shooting that happened across the street on Wednesday March 6th, there are a lot of takeaways that the new Library Safety team will be discussing in our next meeting so that we can improve. That being said: this staff was fantastic! Supervisors were rock solid examples for their teams, staff acted immediately to assist patrons, and from what i've heard, there was no pushback from our patrons. I'm very grateful to work with this amazing group of individuals.

Youth Services:

It's officially spring break as this is being written and we will be busy this week in YS with the following programs on top of our normal storytimes:

- Monday: Richard Renner's Slapstick Circus & Rainbow Club
- Tuesday: DIY Popping Boba
- Wednesday: Operation Wildlife presentation: Bald Eagle
- Thursday: Forensic Food: Pickle Autopsy! & Artists Unite with Rainbow Strings
- Friday: Puss in Boots 2:
- Saturday: Cuentacuentos with the Topeka Zoo (including a Spanish translator!)

We're busy getting ready for LPL Con (April 12-13) as well as Summer Reading (starting 5/22). We'll be hiring three teen interns, beefing up our teen volunteer program, and are also working on the possibility of having a KU athlete intern with us this summer. In other position-related news, Karen Allen is being moved to the previously defunct Public Services Manager position in late April. This means we will have a Youth Services supervisory position open for internal applicants. We should have news of the new supervisor in the next board report!

One last note on the shooting that occurred across the street on 3/6/24. All LPL staff did an excellent job taking care of their sections and getting patrons safely out of the building. Some of our YS staff heard the gunshots and took quick action to get our teens and youth patrons to our workroom until we figured out the next steps. Their speedy response speaks volumes of their dedication to our staff and patrons.

LPL Friends & Foundation Director's Report – March 15, 2024

Second Saturday Sale. Our book sale volunteers hosted another successful Second Saturday Sale on March 9th and earned \$3,400. These smaller monthly sales have consistently produced great results. In addition, they also help our inventory stay at a manageable size -- we've had a huge influx in book donations in the last several weeks. Please be sure to mark your calendars for our big Spring Book Sale, coming up Friday through Sunday, April 19th to the 21st.

After Hours at the Library 2024. This 12th annual Friends & Foundation's fundraiser was a huge, record-setting success. With all expenses accounted for, the event raised \$125,000 for the library: \$65,000 for library programs and services and \$60,000 for the DIY Memory Lab, a new digitization space in the Local History Room. We are humbled by and grateful for this town's incredible support for the library. Huge thanks goes to:

- Co-hosts Deja Brooks and Kevin Willmott. Truly amazing humans!
- Our talented (and flexible!) library staff, particular Logan Isaman and Angela Hyde for their help with coordinating multiple details, and Jim Barnes and Matt Pelsma for providing their enthusiasm and knowledge for the DIY Memory Lab.
- 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.
- Our fabulous sponsors: BNSF Railway, Crown Toyota, Security Benefit, LMH Health, Multistudio, CEK Insurance, P1 Group, Stephens Real Estate, Mainline Printing, Billy Pilgrim LLC, US Bank, Keller Consulting, BA Green, Fagan & Emert, City Wine Market, OverDrive, Free State Dental Fortinet, John A Marshall Co, Golf Course Superintendents of America, Sigler Pharmacy, Envista, Midwest Tape, Terry Liebold, Weaver's and MSM Systems.
- Our food and drink providers: 715, Eldridge House Grille, J Wilsons, Limestone, Lucky Sebs, Maceli's, Mass Street Fish House, Minsky's, and Squishington's
- Our entertainers: Jazz from Harry Miller, Eric Mardis, Jason Slote and Will Dinkel; With a Twists' Marvin and Ann Hunt; and Barry Barnes and Ross Williams in Uncle Washboard's Psychedelic Experimental Music Laboratory.
- Multiple Lawrence's book clubs and local businesses that donated baskets for our Win A Basket raffle. The baskets raised a record \$20,000.
- Our incredible volunteers who contributed nearly 200 hours of time to this event!

Distributions to the Library. At its February meeting, the Friends & Foundation board voted to distribute \$136,800 to the library. Of that total, \$60,800 is an unrestricted block grant to be used at the discretion of the library for programs and services, while the remaining \$76,000 are endowment distributions that support Summer Reading, Booktoberfest, the Beach Author program, SOUND+VISION Studio, our RetroActive program for retirees, Weave a Tale storytelling workshop for librarians, and the Dr. Bob READs program that provides free books to kids getting their first library cards.

LPL Friends & Foundation Annual Meeting happens on Monday, April 29th at 4:30 pm in the library auditorium. You're all invited!