

Lawrence Public Library Board of Trustees Regular Meeting
Monday, April 15, 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 March 2024
- Approve Treasurer's report for March 2024
- Approve bills for March 18, 2024 to April 14, 2024
- Receive statistical report for March 2024

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Officer Nominations – ACTION ITEM
Nominating Committee
- NEKLS Annual Meeting Representative Nomination

Old Business

Public Comment

Adjournment

DRAFT

Lawrence Public Library Regular Board Meeting

Date: March 18, 2024

Time: 4:30 pm

Venue: The meeting was conducted in person and online.

Board Members Present:

James Pavisian (Chair), Kelly Hart, Susan Kang, Jennifer Bonilla, Mandy Leibold, Mayor Bart Littlejohn.

Absent: Sarah Goodwin Thiel, Allison Friend Mazzei.

Staff Members Present:

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

Friends and Foundation Members Present: Kassie Nieters

Call to order

James called the meeting to order at 4:34 p.m.

Consent Agenda

- Kelly moved to approve the consent agenda. Mandy seconded the motion. The consent agenda was approved.

General discussion

- James asked if the staff were doing okay after the shooting at the bus stop across the street from the library. Brad reported that the staff did an outstanding job operating the library in the immediate aftermath of this tragic event. Led by Jon, Karen, and Heather, staff conducted an efficient evacuation of the building in response to direction from the police to close the library. (The space in front of the library entrance was part of the crime scene and needed to be cordoned off.) Brad noted some of the ways the library used to engage and support staff after the incident:
 - The Chief of Police, Rich Lockhart, debriefed library staff at a meeting the following morning.
 - Frankie set up one-on-one sessions with Bert Nash therapists for any staff to use to help deal with the stress of the incident.
 - Information on the Employee Assistance Program (EAP) was shared out so that all staff who might be interested had quick access to those services.
- Heather noted that the library received a lot of lovely and supportive responses from the community in person and online. LMH staff sent cards, sweet treats, and flowers;

Wheatfields sent a box of cookies and a message of support. Brad received emails of support from colleagues at nearby libraries and other organizations.

Library Director's Report

- Brad presented the Director's report.
 - A Public Services Manager position has been created and Brad is excited to report that it will be filled by the current Youth Services Manager, Karen Allen. Karen will expand her current responsibilities to direct all public service supervisors. Some of her Youth Services Managerial duties will move with her; a new Youth Services Supervisor job has been created and will be filled internally.

Monthly Departmental Reports

- No report.

Friends and Foundation (F&F) Report

- Kassie Nieters presented the report for the F&F:
 - \$3,400 was earned in the most recent Second Saturday sale. These monthly sales not only bring in welcome income; they also keep the ever-growing inventory at manageable levels.
 - The April F&F Sale is scheduled for April 12-14 2024, *not* April 18, the date on the F&F calendar. Kathleen will ensure that the F&F calendar will be updated to reflect the correct April 12-14 dates.
 - Kassie asked that the minutes reflect her enthusiastic 'Woo Hoo!' for the huge success of the After Hours fundraiser: a total of \$125,000 was raised! The money will be divided into two primary spending categories: \$65,000 for library programs and services; \$60,000 for the DIY Memory Lab.
 - Kathleen and Kassie credited the outstanding work done by the co-hosts, Kevin Wilmott & Deja Brooks; planning committee members; sponsors; basket donors (\$20,000 was raised by that raffle alone); food & beverage providers; performers; volunteers; and staff.
 - F&F distributed \$136,800 in the form of a block grant to the library. \$60,800 was allocated to unrestricted funds; the remainder was for endowed gifts (Summer Reading, Booktoberfest, S&V Studio, RetroActive, Weave a Tale, Dr Bob Reads Program, etc.)
 - The F&F annual meeting is scheduled for April 29 at 4:30 pm in the library auditorium.
 - James thanked the F&F for all of their amazing work on behalf of the library. Susan complimented Kathleen & all of the folks who did such a great job raising money for the library. The event was wonderful & the turnout was impressive!

New Business

- **Form Officer Nominating Committee**
 - The officer nominating committee was formed. It will include Mandy, Kelly, and James.

- **Trustee nominations**

- James noted that there will be at least one vacancy on the board as of May (Sarah Goodwin Thiel's second term will expire). Jennifer Bonilla's first term will also expire this year; she is eligible for a second term if she opts to continue.

Old Business

- None

Public Comments

- None

Announcements

- Next meeting agenda will include a review of the library's 2025 budget proposal.

Adjournment

There being no other business, the meeting adjourned at 5:03 pm.

The next regular Board meeting will be held Monday, April 15, 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	1,954.58	6,675.09	\$30,000.00	22.25%	\$30,000.00
NEKLS	-		25,406.25	25,406.25	\$110,000.00	23.10%	\$100,000.00
State Aid & Federal Aid	-		26,879.82	26,879.82	\$25,000.00	107.52%	\$25,000.00
Photo Copies	1,088.17	1,787.53	2,034.10	4,909.80	\$10,000.00	49.10%	\$10,000.00
Meeting Room Fees	1,603.35	290.70	535.44	2,429.49	\$5,000.00	48.59%	\$5,000.00
Interest	4,287.25	8,251.68	11,879.67	24,418.60	\$23,000.00		\$0.00
Transfer from Capital Improvement				-	\$0.00	#DIV/0!	\$50,000.00
Donations- MISC		28.55	15.89	44.44			
Total Revenues	9,245.99	3,416,510.52	68,705.75	3,494,462.26	\$6,383,000.00	55%	\$5,945,000.00
EXPENSES							
Salaries & Wages	145,945.92	273,533.57	273,307.86	692,787.35	\$3,675,000.00	18.85%	\$3,460,000.00
Employee Benefits	39,493.87	39,880.55	40,210.35	119,584.77	\$585,000.00	20.44%	\$490,000.00
Payroll Taxes	49,118.28	49,039.00	48,188.46	146,345.74	\$660,000.00	22.17%	\$620,000.00
Utilities	10,779.41	7,838.72	7,257.54	25,875.67	\$100,000.00	25.88%	\$100,000.00
Building Supplies	987.51	1,271.56	1,357.52	3,616.59	\$20,000.00	18.08%	\$20,000.00
Building Repairs & Maintenance	21,127.05	6,659.26	1,065.26	28,851.57	\$60,000.00	48.09%	\$55,000.00
Library Supplies	8,178.54	2,292.23	1,861.94	12,332.71	\$25,000.00	49.33%	\$25,000.00
Books & Materials	35,771.24	67,680.53	43,853.79	147,305.56	\$750,000.00	19.64%	\$725,000.00
Processing Supplies	5,046.60	3,554.57	3,605.28	12,206.45	\$50,000.00	24.41%	\$50,000.00
Equipment	-	-		-	\$10,000.00	0.00%	\$10,000.00
Technology	82,393.83	5,136.66	27,225.30	114,755.79	\$325,000.00	35.31%	\$275,000.00
Insurance	(1,864.40)	-		(1,864.40)	\$18,000.00	-10.36%	\$17,000.00
Postage & Mailing	1,215.93	1,542.11	1,036.12	3,794.16	\$20,000.00	18.97%	\$18,000.00
Professional Development	2,663.07	2,879.40	2,617.88	8,160.35	\$30,000.00	27.20%	\$30,000.00
Book Van & Mileage	862.87	414.81	863.40	2,141.08	\$5,000.00	42.82%	\$5,000.00
Professional Fees	4,865.23	6,576.51	1,986.15	13,427.89	\$30,000.00	44.76%	\$25,000.00
Advertising & Marketing	5,247.54	6,124.47	264.38	11,636.39	\$20,000.00	58.18%	\$20,000.00
Capital Improvements			6,819.00	6,819.00			0
Miscellaneous	25.69	51.78	341.26	418.73			0
Total Expenses	411,858.18	474,475.73	461,861.49	1,348,195.40	\$6,383,000.00	21%	\$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					



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2024 Outside Funding	March <u>Income</u>	March <u>Spending</u>	<u>Remaining</u>
Outside & Private Funding			
R & E Totals	\$ 431.28	\$ 22,224.06	\$ 319,132.19
YTD Income			\$ 18,786.44
YTD Expense			\$ 58,408.37

Lawrence Public Library

Balance Sheet

As of March 31, 2024

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	2,337,782.23
Checking	465,032.45
Capital Improvement at MIP	860,604.87
Total Checking/Savings	<u>3,663,419.55</u>
Total Current Assets	3,663,419.55
Other Assets	
Petty Cash	256.75
Total Other Assets	<u>256.75</u>
TOTAL ASSETS	<u><u>3,663,676.30</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	50,154.76
Total Accounts Payable	50,154.76
Credit Cards	
US Bank Credit Card (7984)	12,590.51
Total Credit Cards	12,590.51
Other Current Liabilities	
Payroll Liabilities	-46,522.03
Total Other Current Liabilities	<u>-46,522.03</u>
Total Current Liabilities	<u>16,223.24</u>
Total Liabilities	16,223.24
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,240,172.91
Net Income	2,106,644.93
Total Equity	<u>3,647,453.06</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,663,676.30</u></u>

**Lawrence Public Library
Revenues & Expenses**

March 2024

	Mar 24	Jan - Mar 24
Ordinary Income/Expense		
Income		
Misc Income	15.89	44.44
Tax Fund	0.00	3,403,698.77
Lost and Replacement Fees	1,954.58	6,675.09
NEKLS	25,406.25	25,406.25
State& Federal Aid		
State& Federal Aid - Other	26,879.82	26,879.82
Total State& Federal Aid	26,879.82	26,879.82
Photocopies & Printing	2,034.10	4,909.80
Meeting Room Rentals	535.44	2,429.49
Interest		
Capital Improvement	2,928.26	8,567.94
Checking	8,951.41	15,850.66
Total Interest	11,879.67	24,418.60
Outside&Private Funding Income		
Downhall Books	116.51	359.73
Library Landscape & Posters	0.00	97.20
Merchandise Sales	314.77	1,006.98
Outside&Private Funding Income - Other	0.00	17,322.53
Total Outside&Private Funding Income	431.28	18,786.44
Total Income	69,137.03	3,513,248.70
Gross Profit	69,137.03	3,513,248.70
Expense		
Payroll Expenses		
Gross Wages		
Gross Wages - Other	273,307.86	692,787.35
Total Gross Wages	273,307.86	692,787.35
Group Life Insurance	998.75	3,048.27
Health Insurance	39,309.10	117,429.08
Employee Parking	-522.50	-1,317.58
Payroll Expenses - Other	425.00	425.00
Total Payroll Expenses	313,518.21	812,372.12
Payroll Taxes		
Payroll Taxes Employer	20,616.92	62,935.84
KPERS Co Retiree	325.69	960.28
KPERS Co	27,245.85	82,449.62
Total Payroll Taxes	48,188.46	146,345.74
Utilities - Electric		
Utilities - Electric - Other	7,257.54	25,875.67
Total Utilities - Electric	7,257.54	25,875.67
Building Supplies		
Building Supplies - Other	1,357.52	3,616.59
Total Building Supplies	1,357.52	3,616.59
Building Repairs & Maintenance	1,065.26	28,851.57
Library & Office Supplies		
Library & Office Supplies - Other	1,861.94	12,332.71
Total Library & Office Supplies	1,861.94	12,332.71
Books & Materials		
Books & Materials - Other	43,853.79	147,305.56
Total Books & Materials	43,853.79	147,305.56
Processing Supplies		
Processing Supplies - Other	3,605.28	12,206.45

**Lawrence Public Library
Revenues & Expenses**

March 2024

	Mar 24	Jan - Mar 24
Total Processing Supplies	3,605.28	12,206.45
Technology		
Public Tech Supplies	-87.79	-186.31
Operations	0.00	907.62
IT Software & Subscriptions	3,865.83	14,129.74
Internet & Telephone	572.48	1,733.60
Collections & Public Service	22,876.63	98,172.99
Technology - Other	-1.85	-1.85
Total Technology	27,225.30	114,755.79
Insurance		
Insurance - Other	0.00	-1,864.40
Total Insurance	0.00	-1,864.40
Postage & Mailing	1,036.12	3,794.16
Professional Development		
Travel By Department		
Adult Services	0.00	537.30
Total Travel By Department	0.00	537.30
Professional Development - Other	2,617.88	7,623.05
Total Professional Development	2,617.88	8,160.35
Vehicles, Mileage, Maintenance	863.40	2,141.08
Professional Fees		
Professional Fees - Other	1,986.15	13,427.89
Total Professional Fees	1,986.15	13,427.89
Marketing-General		
Marketing-General - Other	264.38	11,636.39
Total Marketing-General	264.38	11,636.39
Capital Improvement Expenditure		
Capital Improvement Expenditure - Other	6,819.00	6,819.00
Total Capital Improvement Expenditure	6,819.00	6,819.00
Miscellaneous		
Miscellaneous - Other	341.26	418.73
Total Miscellaneous	341.26	418.73
Outside & Private Funding		
Friends & Foundation Funding		
Picture Book Room	0.00	-2,000.00
Community Resource	450.00	-1,100.00
Seed Library (Native)	694.06	-1,305.94
Block Grant	6,811.81	14,811.81
F&F Payroll	12,393.08	36,802.25
Outreach/Coggins Fund	41.86	71.86
Plant & Foliage Maintenance	120.00	360.00
Aquarium Maintenance	-471.91	188.09
Program Expense		
Information Services Programmin	-765.33	152.72
Readers Service Programming	144.00	144.00
YS Programs (Children)		
YS Programs (Children) - Other	1,184.59	4,913.29
Total YS Programs (Children)	1,184.59	4,913.29
Teen Services Programming		
Teen Services Programming - Other	151.49	2,362.68
Total Teen Services Programming	151.49	2,362.68
Summer Reading - ALL	0.00	-1,735.20
Readers Across Lawrence	0.00	-1,896.80
Youth Services & Cigler	276.03	-4,844.58

**Lawrence Public Library
Revenues & Expenses**

March 2024

	<u>Mar 24</u>	<u>Jan - Mar 24</u>
Program Expense - Other	0.00	45.99
Total Program Expense	990.78	-857.90
Crowe Fund	99.39	360.07
Memorials/Honor w/ Books GGIFT	68.11	352.66
Sound & Vision	572.78	856.11
MIDCO/Peterson	0.00	7,863.39
Marketing		
Marketing - Other	0.00	707.93
Total Marketing	0.00	707.93
Storytime at Home	89.61	588.72
Seed Library	320.16	1,044.13
Kansas Health Foundation	25.00	25.00
Friends & Foundation Funding - Other	19.33	-359.81
Total Friends & Foundation Funding	22,224.06	58,408.37
Total Outside & Private Funding	22,224.06	58,408.37
Total Expense	484,085.55	1,406,603.77
Net Ordinary Income	-414,948.52	2,106,644.93
Net Income	-414,948.52	2,106,644.93

Lawrence Public Library
Vendor Balance Summary
As of April 14, 2024

	<u>Apr 14, 24</u>
Amazon Capital Services, Inc	4,479.55
American Library Labels, LLC	134.50
ASI	76.00
Baker & Taylor, Inc.	505.23
Bamboo HR	679.43
BlueAlly	29,640.01
Carolyn Kumpe	206.67
Center Point Large Print	158.42
CNA Surety	100.00
Cottin's Hardware & Rental	109.91
Courtney King	150.00
EBSCO	486.03
Evergy	7,257.54
Extreme Bus Builders	5,470.00
Fisher Patterson Sayler & Smith, LLP	5,474.48
Gale/Cengage Learning	295.98
Ingram Library Services	22,718.94
J & R Repair Service	546.48
Jayhawk Trophy Co., Inc.	86.52
Jayhawk Tropical Fish	330.00
Johnson County Library	23.28
Jungle House	120.00
Kindred CPA	1,093.44
Lawrence Rotary Club	245.00
LinkedIn Corporation	13,125.00
Mass Street Music	28.95
Midcontinent Communications	572.48
Midwest Tape	5,519.76
Native Lands Restoration Collaborative	1,294.06
New Directions	1,600.00
OCLC, Inc.	609.82
OverDrive	19,195.14
P1 Group, Inc.	6,413.00
Playaway Products LLC	791.20
Pur-O-Zone, Inc.	1,615.06
Sean Hunt	150.00
Showcases	803.74
Sunflower Music Therapy	455.00
Susan King	25.00
The New York Times	508.06
U.S. Bank - Mastercard	12,386.72
Unique Management Services	435.06
United Parcel Service	55.40
TOTAL	<u>145,970.86</u>

Lawrence Public Library
Check Detail
April 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		04/15/2024	United Parcel Service	Checking	
Bill	0000506AE...	04/06/2024		Postage & Mailing	-55.40
TOTAL					-55.40
Check	EFT	04/05/2024	KPERS	Checking	
				KPERS Co	-162.99
TOTAL					-162.99
Check	EFT	04/05/2024	KPERS	Checking	
				Company	-13,986.58
				Employee	-8,179.32
				Payroll Taxes Employer	-0.05
TOTAL					-22,165.95
Check	EFT	04/05/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	04/05/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,736.00
TOTAL					-2,736.00
Check	EFT	04/05/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-343.00
TOTAL					-343.00
Bill Pmt -Check	EFT	04/15/2024	ASI	Checking	
Bill	MARCH 2024	03/29/2024		Professional Fees	-76.00
TOTAL					-76.00
Bill Pmt -Check	EFT	04/15/2024	Bamboo HR	Checking	
Bill	INV01902672	03/31/2024		Professional Fees	-679.43
TOTAL					-679.43
Bill Pmt -Check	EFT	04/15/2024	Evergy	Checking	
Bill	March 2024	03/31/2024		Utilities - Electric	-7,257.54
TOTAL					-7,257.54
Bill Pmt -Check	EFT	04/15/2024	Midcontinent Communications	Checking	

Lawrence Public Library
Check Detail
April 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	157407601...	03/16/2024		Internet & Telephone	-572.48
TOTAL					-572.48
Bill Pmt -Check	EFT	04/15/2024	U.S. Bank - Mastercard	Checking	
Bill	MARCH 2024	04/01/2024		Allen, Brad - US Bank C...	-1,061.88
				Bergeron, J - US Bank ...	-263.53
				Brumley, A - US Bank C...	-3,896.49
				Brune, G - US Bank CC ...	-35.87
				Kearns, H - US Bank C...	-627.88
				Kenn, P - US Bank CC (...)	-144.00
				Winsky, D - US Bank C...	-2,021.10
				Ratzlaff, J - US Bank C...	-173.40
				Stepp, Ian - US Bank C...	-1,180.68
				Moore, M - US Bank CC...	-106.49
				Veloz, Marc - US Bank ...	-359.97
				Cook, Jenny - US Bank ...	-113.51
				Allen, K - US Bank CC (...)	-416.48
				Morgan, K - US Bank C...	-26.68
				Segraves, E - US Bank ...	-599.39
				Mathews, S - US Bank ...	-41.86
				LeDosquet,M - US Bank...	-171.47
				Medina, Y - US Bank C...	-27.96
				MacKinnon,L - US Bank...	-1,015.10
				Parks, H - US Bank CC ...	-3.98
				Corcoran, K - US Bank ...	-99.00
TOTAL					-12,386.72
Bill Pmt -Check	29714	04/15/2024	Amazon Capital Services, Inc	Checking	
Bill	11TT-6H4G...	02/29/2024		Books & Materials	-125.39
Bill	1D4W-TQ6...	03/01/2024		Books & Materials	-47.77
Bill	1FQF-GPP...	03/01/2024		Books & Materials	-54.57
Bill	1LM3-MGC...	03/03/2024		Books & Materials	-292.38
Bill	1JLV-XC77-...	03/07/2024		Books & Materials	-215.49
Bill	1MK9-H4LX...	03/10/2024		Books & Materials	-168.98
Bill	1GPW-7JW...	03/11/2024		Books & Materials	-255.17
Bill	1WD7-1K3...	03/12/2024		Books & Materials	-97.99
Bill	1Q1J-T1M...	03/14/2024		Building Supplies	-321.60
Bill	1NFX-JKCP...	03/15/2024		Library & Office Supplies	-11.39
Bill	19XL-R7JT-...	03/16/2024		Library & Office Supplies	-15.99
Bill	11NJ-NH41...	03/16/2024		Books & Materials	-89.98
Bill	1WML-GLJ...	03/17/2024		Books & Materials	-292.31
Bill	1M3L-KXPV...	03/18/2024		Books & Materials	-89.93
Bill	131D-PGR9...	03/18/2024		Books & Materials	-20.17
Bill	1RWJ-WJ6...	03/20/2024		Books & Materials	-59.99
Bill	1L99-JL77-...	03/22/2024		Books & Materials	-53.06
Bill	1W6X-WFJ...	03/22/2024		Books & Materials	-83.89
Bill	16WH-GQN...	03/24/2024		Books & Materials	-55.75
Bill	1D77-VJLG...	03/29/2024		Seed Library	-80.15
Bill	11JW-7MH...	04/01/2024		Books & Materials	-22.97
Bill	11CT-T4YF...	04/01/2024		YS Programs (Children)	-130.35
Bill	1XNK-LNN...	04/01/2024		YS Programs (Children)	-6.99
Bill	11NK-9NW...	04/01/2024		YS Programs (Children)	-22.79
Bill	1DK4-PMP...	04/01/2024		Public Tech Programming	-17.45
Bill	13JP-Q7YT...	04/01/2024		Public Tech Programming	-81.00
Bill	1YRL-TT6K...	04/01/2024		Library & Office Supplies	-16.54
Bill	1F16-LF99-...	04/01/2024		YS Programs (Children)	-18.80
Bill	1JPG-CVJX...	04/01/2024		Teen Services Program...	-15.25
Bill	19KGXXW...	04/01/2024		Books & Materials	-215.48
Bill	1H19-NVXK...	04/01/2024		Books & Materials	-79.07

Lawrence Public Library
Check Detail
April 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	1NC4-NFF9...	04/01/2024		Books & Materials	-198.13
Bill	13WR-YRL...	04/01/2024		Books & Materials	-44.51
Bill	1HTG-LQ1...	04/01/2024		Books & Materials	-308.46
Bill	1XNQ-YWY...	04/02/2024		Information Services Pr...	-8.99
Bill	19TN-WQN...	04/02/2024		Books & Materials	-325.91
Bill	1KLJ-Y3C...	04/03/2024		Books & Materials	-13.97
Bill	1MD9-WHN...	04/07/2024		YS Programs (Children)	-49.77
Bill	1N4C-F1RV...	04/07/2024		YS Programs (Children)	-11.99
Bill	17WP-NW...	04/07/2024		Books & Materials	-33.69
Bill	1CCX-TQF...	04/07/2024		Books & Materials	-193.20
Bill	146L-J943-...	04/07/2024		Books & Materials	-53.29
Bill	14TQ-KCR...	04/08/2024		Books & Materials	-179.00
TOTAL					-4,479.55
Bill Pmt -Check	29715	04/15/2024	American Library Labels, LLC	Checking	
Bill	7092	04/11/2024		Processing Supplies	-134.50
TOTAL					-134.50
Bill Pmt -Check	29716	04/15/2024	Baker & Taylor, Inc.	Checking	
Bill	2038140720	03/06/2024		Books & Materials	-35.68
Bill	2038163121	03/14/2024		Block Grant	-165.24
Bill	2038166080	03/20/2024		Books & Materials	-114.13
Bill	2038170255	03/21/2024		Memorials/Honor w/ Bo...	-19.37
Bill	2038170256	03/21/2024		Memorials/Honor w/ Bo...	-0.20
Bill	2038166081	04/01/2024		Books & Materials	-2.24
Bill	2038185528	04/01/2024		Books & Materials	-14.07
Bill	2038185529	04/01/2024		Books & Materials	-2.29
Bill	2038196633	04/01/2024		Books & Materials	-107.28
Bill	2038196634	04/01/2024		Processing Supplies	-2.24
Bill	2038187521	04/02/2024		Books & Materials	-41.53
Bill	2038187522	04/02/2024		Processing Supplies	-0.96
TOTAL					-505.23
Bill Pmt -Check	29717	04/15/2024	BlueAlly	Checking	
Bill	1497521	04/01/2024		Operations	-3,465.02
Bill	1497519	04/01/2024		Internet & Telephone	-5,189.99
Bill	1498405	04/04/2024		Internet & Telephone	-20,985.00
TOTAL					-29,640.01
Bill Pmt -Check	29718	04/15/2024	Carolyn Kumpe	Checking	
Bill	Supplies	03/24/2024		Information Services Pr...	-206.67
TOTAL					-206.67
Bill Pmt -Check	29719	04/15/2024	Center Point Large Print	Checking	
Bill	2080918	03/03/2024		Books & Materials	-158.42
TOTAL					-158.42
Bill Pmt -Check	29720	04/15/2024	CNA Surety	Checking	

Lawrence Public Library
Check Detail
April 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	Bond 71277...	04/05/2024		Liability Insurance	-100.00
TOTAL					-100.00
Bill Pmt -Check	29721	04/15/2024	Cottin's Hardware & Rental	Checking	
Bill	March 2024	03/31/2024		Building Repairs & Main...	-109.91
TOTAL					-109.91
Bill Pmt -Check	29722	04/15/2024	Courtney King	Checking	
Bill	Haskell Wet...	04/01/2024		Seed Library	-150.00
TOTAL					-150.00
Bill Pmt -Check	29723	04/15/2024	EBSCO	Checking	
Bill	2404729	03/13/2024		Books & Materials	-486.03
TOTAL					-486.03
Bill Pmt -Check	29724	04/15/2024	Extreme Bus Builders	Checking	
Bill	5599	03/01/2024		Block Grant	-5,470.00
TOTAL					-5,470.00
Bill Pmt -Check	29725	04/15/2024	Fisher Patterson Saylor & Smith,...	Checking	
Bill	106629	04/05/2024		Professional Fees	-5,474.48
TOTAL					-5,474.48
Bill Pmt -Check	29726	04/15/2024	Gale/Cengage Learning	Checking	
Bill	84009192	03/06/2024		Books & Materials	-81.87
Bill	84015408	03/07/2024		Books & Materials	-26.59
Bill	84022021	03/08/2024		Books & Materials	-24.49
Bill	84032615	03/11/2024		Books & Materials	-25.89
Bill	84052797	03/15/2024		Books & Materials	-25.19
Bill	84065334	03/18/2024		Books & Materials	-19.59
Bill	84053088	04/01/2024		Books & Materials	-53.18
Bill	84076093	04/01/2024		Books & Materials	-39.18
TOTAL					-295.98
Bill Pmt -Check	29727	04/15/2024	Ingram Library Services	Checking	
Bill	80864671	03/07/2024		Processing Supplies	-60.13
Bill	80864670	03/07/2024		Books & Materials	-601.92
Bill	80886530	03/08/2024		Processing Supplies	-341.21
Bill	80894595	03/08/2024		Processing Supplies	-152.69
Bill	80894594	03/08/2024		Books & Materials	-1,124.73
Bill	80886529	03/08/2024		Books & Materials	-2,890.29
Bill	80913393	03/11/2024		Processing Supplies	-33.30
Bill	80913392	03/11/2024		Books & Materials	-374.25
Bill	80913397	03/11/2024		Memorials/Honor w/ Bo...	-22.10
Bill	80913395	03/11/2024		Storytime at Home	-82.41
Bill	80913394	03/11/2024		Memorials/Honor w/ Bo...	-21.48

Lawrence Public Library
Check Detail
April 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	80913396	03/11/2024		Memorials/Honor w/ Bo...	-4.96
				Storytime at Home	-7.20
Bill	80956447	03/13/2024		Processing Supplies	-16.23
Bill	80956446	03/13/2024		Books & Materials	-271.10
Bill	80977044	03/14/2024		Processing Supplies	-33.53
Bill	80977043	03/14/2024		Books & Materials	-294.81
Bill	80997276	03/15/2024		Processing Supplies	-35.94
Bill	81004557	03/15/2024		Processing Supplies	-89.06
Bill	80997275	03/15/2024		Books & Materials	-403.61
Bill	81004556	03/15/2024		Books & Materials	-714.49
Bill	81021640	03/18/2024		Processing Supplies	-37.92
Bill	81021638	03/18/2024		Processing Supplies	-172.27
Bill	81021639	03/18/2024		Books & Materials	-411.31
Bill	81021637	03/18/2024		Books & Materials	-1,510.67
Bill	81039648	03/19/2024		Processing Supplies	-50.12
Bill	81039647	03/19/2024		Books & Materials	-415.11
Bill	81039646	03/19/2024		Books & Materials	-18.36
Bill	81051754	03/19/2024		Books & Materials	-46.23
Bill	81090210	03/21/2024		Processing Supplies	-1.25
Bill	81090208	03/21/2024		Processing Supplies	-61.78
Bill	81090209	03/21/2024		Books & Materials	-69.53
Bill	81090207	03/21/2024		Books & Materials	-538.97
Bill	81109801	03/22/2024		Processing Supplies	-0.50
Bill	81117248	03/22/2024		Processing Supplies	-110.85
Bill	81109800	03/22/2024		Books & Materials	-35.98
Bill	81117247	03/22/2024		Books & Materials	-724.67
Bill	81109798	03/22/2024		Books & Materials	-403.37
				Block Grant	-270.00
Bill	81109799	03/22/2024		Block Grant	-57.75
				Processing Supplies	-37.50
Bill	81127660	03/24/2024		Processing Supplies	-0.75
Bill	81127659	03/24/2024		Books & Materials	-50.95
Bill	81135476	03/25/2024		Processing Supplies	-359.87
Bill	81135475	03/25/2024		Books & Materials	-3,236.47
				Library & Office Supplies	-17.11
Bill	81218702	04/01/2024		Books & Materials	-586.80
Bill	81197948	04/01/2024		Books & Materials	-420.79
Bill	81203894	04/01/2024		Books & Materials	-492.83
Bill	81197950	04/01/2024		Books & Materials	-87.54
Bill	81153792	04/01/2024		Books & Materials	-391.82
Bill	81153793	04/01/2024		Processing Supplies	-39.49
Bill	81197951	04/01/2024		Processing Supplies	-1.50
Bill	81203895	04/01/2024		Processing Supplies	-79.57
Bill	81197949	04/01/2024		Processing Supplies	-49.87
Bill	81218703	04/01/2024		Processing Supplies	-57.91
Bill	81242528	04/01/2024		Processing Supplies	-62.53
Bill	81242527	04/01/2024		Books & Materials	-623.47
Bill	81257253	04/02/2024		Processing Supplies	-189.73
Bill	81257252	04/02/2024		Books & Materials	-1,478.88
Bill	81280999	04/03/2024		Processing Supplies	-22.06
Bill	81280998	04/03/2024		Books & Materials	-241.98
Bill	81280997	04/03/2024		Books & Materials	-56.46
Bill	81304715	04/04/2024		Processing Supplies	-88.61
Bill	81304714	04/04/2024		Books & Materials	-733.62
Bill	81340303	04/07/2024		Processing Supplies	-96.01
Bill	81340302	04/07/2024		Books & Materials	-702.74
TOTAL					-22,718.94

Bill Pmt -Check	29728	04/15/2024	J & R Repair Service	Checking	
Bill	32020241	03/21/2024		Vehicles, Mileage, Maint...	-546.48
TOTAL					-546.48

Lawrence Public Library
Check Detail
April 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29729	04/15/2024	Jayhawk Trophy Co., Inc.	Checking	
Bill	76504	04/01/2024		Library & Office Supplies	-86.52
TOTAL					-86.52
Bill Pmt -Check	29730	04/15/2024	Jayhawk Tropical Fish	Checking	
Bill	116357	04/03/2024		Aquarium Maintenance	-330.00
TOTAL					-330.00
Bill Pmt -Check	29731	04/15/2024	Johnson County Library	Checking	
Bill	ILL# 22191...	04/02/2024		Lost and Replacement ...	-13.29
Bill	ILL # 22353...	04/02/2024		Lost and Replacement ...	-9.99
TOTAL					-23.28
Bill Pmt -Check	29732	04/15/2024	Jungle House	Checking	
Bill	1263	03/20/2024		Plant & Foliage Mainten...	-120.00
TOTAL					-120.00
Bill Pmt -Check	29733	04/15/2024	Kindred CPA	Checking	
Bill	INV203328	04/01/2024		Professional Fees	-1,093.44
TOTAL					-1,093.44
Bill Pmt -Check	29734	04/15/2024	Lawrence Rotary Club	Checking	
Bill	131279	04/01/2024		Professional Development	-245.00
TOTAL					-245.00
Bill Pmt -Check	29735	04/15/2024	LinkedIn Corporation	Checking	
Bill	10112296474	04/01/2024		Books & Materials	-13,125.00
TOTAL					-13,125.00
Bill Pmt -Check	29736	04/15/2024	Mass Street Music	Checking	
Bill	220000177...	03/19/2024		Sound & Vision	-28.95
TOTAL					-28.95
Bill Pmt -Check	29737	04/15/2024	Midwest Tape	Checking	
Bill	505175479	03/11/2024		Books & Materials	-198.70
Bill	505175477	03/11/2024		Books & Materials	-96.67
Bill	505175476	03/11/2024		Books & Materials	-39.99
Bill	505175475	03/11/2024		Books & Materials	-883.98
Bill	505208241	03/18/2024		Books & Materials	-299.96
Bill	505208059	03/18/2024		Books & Materials	-52.47
				Books & Materials	-215.23

Lawrence Public Library
Check Detail
April 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	505208058	03/18/2024		Books & Materials	-79.98
Bill	505208057	03/18/2024		Books & Materials	-866.71
Bill	505269507	03/31/2024		Processing Supplies	-220.97
Bill	505261918	04/01/2024		Books & Materials	-205.40
Bill	505262120	04/01/2024		Books & Materials	-134.01
Bill	505261919	04/01/2024		Books & Materials	-84.98
Bill	505262122	04/01/2024		Books & Materials	-103.11
Bill	505239056	04/01/2024		Books & Materials	-200.32
Bill	505239059	04/01/2024		Books & Materials	-162.94
Bill	505239057	04/01/2024		Books & Materials	-27.13
Bill	182000007...	04/01/2024		Processing Supplies	-189.13
Bill	505148424	04/01/2024		Books & Materials	-59.98
Bill	505241400	04/01/2024		Books & Materials	-131.95
Bill	505262123	04/01/2024		Books & Materials	-29.99
Bill	505285042	04/05/2024		Books & Materials	-760.41
Bill	505285047	04/05/2024		Books & Materials	-185.18
Bill	505285048	04/05/2024		Books & Materials	-22.39
				Processing Supplies	-3.98
Bill	505285044	04/05/2024		Books & Materials	-58.49
Bill	505285043	04/05/2024		Books & Materials	-34.99
Bill	505285045	04/05/2024		Books & Materials	-170.72
TOTAL					-5,519.76
Bill Pmt -Check	29738	04/15/2024	Native Lands Restoration Collab...	Checking	
Bill	Seed Library	03/28/2024		Seed Library (Native)	-694.06
Bill	Six Events	04/04/2024		Seed Library (Native)	-600.00
TOTAL					-1,294.06
Bill Pmt -Check	29739	04/15/2024	New Directions	Checking	
Bill	EAP Semi ...	04/01/2024		Professional Fees	-1,600.00
TOTAL					-1,600.00
Bill Pmt -Check	29740	04/15/2024	OCLC, Inc.	Checking	
Bill	1000365578	04/01/2024		Collections & Public Ser...	-609.82
TOTAL					-609.82
Bill Pmt -Check	29741	04/15/2024	OverDrive	Checking	
Bill	06809CO24...	03/01/2024		Books & Materials	-608.73
Bill	06809DA24...	03/05/2024		Books & Materials	-527.91
Bill	06809CO24...	03/07/2024		Books & Materials	-1,197.81
Bill	06809CO24...	03/07/2024		Books & Materials	-245.92
Bill	06809CO24...	03/07/2024		Books & Materials	-87.96
Bill	06809CO24...	03/07/2024		Books & Materials	-482.18
Bill	06809CO24...	03/07/2024		Books & Materials	-117.23
Bill	06809CO24...	03/07/2024		Books & Materials	-2,505.90
Bill	06809DA24...	03/12/2024		Books & Materials	-218.00
Bill	06809CO24...	03/14/2024		Books & Materials	-1,992.41
Bill	06809CO24...	03/14/2024		Books & Materials	-328.41
Bill	06809CO24...	03/14/2024		Books & Materials	-324.06
Bill	06809CO24...	03/14/2024		Books & Materials	-295.58
Bill	06809CO24...	03/14/2024		Books & Materials	-345.74
Bill	06809CP24...	04/01/2024		Books & Materials	-927.42
Bill	06809CO24...	04/01/2024		Books & Materials	-1,785.91
Bill	06809DA24...	04/01/2024		Books & Materials	-423.36

Lawrence Public Library
Check Detail
April 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO24...	04/01/2024		Books & Materials	-328.95
Bill	06809CO24...	04/01/2024		Books & Materials	-80.62
Bill	06809CO24...	04/01/2024		Books & Materials	-183.98
Bill	06809CO24...	04/01/2024		Books & Materials	-128.77
Bill	06809CO24...	04/01/2024		Books & Materials	-13.99
Bill	06809CO24...	04/01/2024		Books & Materials	-4,321.28
Bill	06809CO24...	04/01/2024		Books & Materials	-198.06
Bill	06809DA24...	04/01/2024		Books & Materials	-459.95
Bill	06809CO24...	04/01/2024		Books & Materials	-1,065.01
TOTAL					-19,195.14
Bill Pmt -Check	29742	04/15/2024	P1 Group, Inc.	Checking	
Bill	159105869	04/09/2024		Building Repairs & Main...	-6,413.00
TOTAL					-6,413.00
Bill Pmt -Check	29743	04/15/2024	Playaway Products LLC	Checking	
Bill	457203	04/01/2024		Books & Materials	-791.20
TOTAL					-791.20
Bill Pmt -Check	29744	04/15/2024	Pur-O-Zone, Inc.	Checking	
Bill	891678	03/15/2024		Building Supplies	-617.13
Bill	891890	03/20/2024		Building Supplies	-418.79
Bill	892425	04/01/2024		Building Supplies	-87.26
Bill	892424	04/01/2024		Building Supplies	-87.26
Bill	892471	04/01/2024		Building Supplies	-404.62
TOTAL					-1,615.06
Bill Pmt -Check	29745	04/15/2024	Sean Hunt	Checking	
Bill	Honorarium	04/09/2024		Public Tech Programming	-150.00
TOTAL					-150.00
Bill Pmt -Check	29746	04/15/2024	Showcases	Checking	
Bill	328343	03/20/2024		Processing Supplies	-803.74
TOTAL					-803.74
Bill Pmt -Check	29747	04/15/2024	Sunflower Music Therapy	Checking	
Bill	1049	03/31/2024		YS Programs (Children)	-455.00
TOTAL					-455.00
Bill Pmt -Check	29748	04/15/2024	Susan King	Checking	
Bill	Yoga Instru...	03/19/2024		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	29749	04/15/2024	The New York Times	Checking	

Lawrence Public Library
Check Detail
April 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	366C6C062...	04/01/2024		Books & Materials	-508.06
TOTAL					-508.06
Bill Pmt -Check	29750	04/15/2024	Unique Management Services	Checking	
Bill	6124697	04/01/2024		Professional Fees	-265.95
Bill	6124698	04/01/2024		Professional Fees	-169.11
TOTAL					-435.06

Mar 2024 LPL Progress Indicators

Net Promoter Score

84.18

Mar 2024
NPS Score

78.13

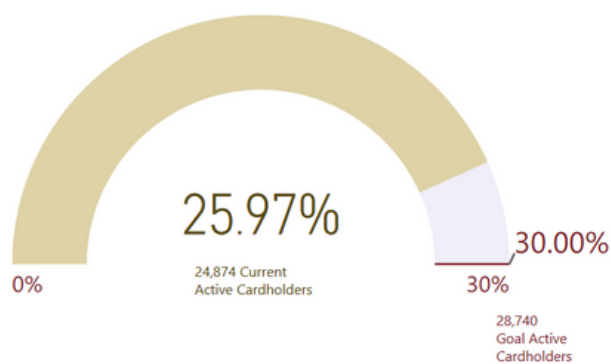
12-Month NPS
Average

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

25.97%
Current % Active

24,874
Total Active Lawrence Cardholders

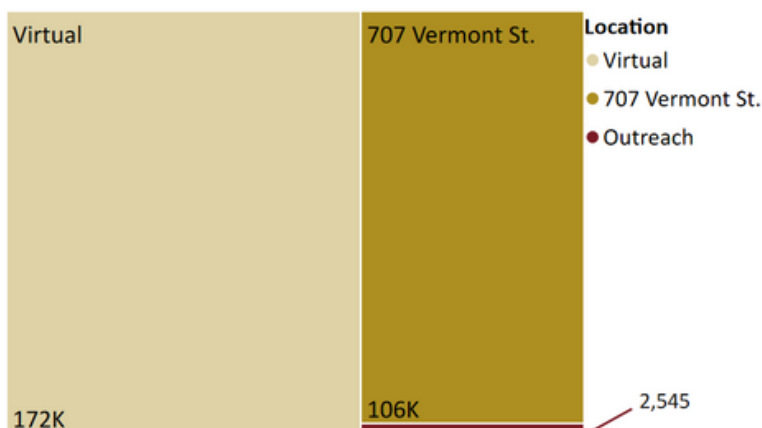
28,740
Goal Active Lawrence Cardholders

3,866
Cardholders needed to meet goal

Library Use Index

March 2024 Total
Transactions

280K



Library Director's Report for April 2024

A highlight for me this month was attending the Public Library Association conference held in Columbus, Ohio. This conference occurs every other year, and it is the most useful professional development and networking event for public librarians. We sent six people including me. I left a day early to attend a first ever Indie Pub conference. Several independent publishers and librarians gathered to discuss how we can work better together to increase access to indie titles. Intermediary aggregators (like our digital content vendor OverDrive) and distributors (like Penguin Random House) often stand between independent publishers and public libraries, at times obfuscating for each of us what success looks like for the other. It was a very good initial meeting and a conversation that I hope continues to evolve. Additionally, I spent a good portion of my time talking to vendors exploring remote book locker options and furniture replacement for our aging chairs throughout our public spaces.

This month, I participated in the KU Honors Program's Spring Signature Alumni Event. Honors Program Director Sarah Crawford-Parker interviewed Dole Institute of Politics Director Audrey Coleman and me in front of an audience of KU Honors students and faculty. We discussed how we came to our professions, our work, and how our work relates to human rights. As an Honors Program alum, it was fun to be back at the Nunemaker Center for this event. I was honored to be invited and I think it speaks to how important the public library is to our community for me to be asked.

Lastly, I spent two days attending a City Executive Team retreat. The team continues to work on team building and discussing how to forward the City's Strategic Plan. As I have mentioned before, it is a great opportunity being part of this team, knowing what goes on at the city leadership team level and being able to be a contributor in the conversations.

Respectfully submitted by Brad Allen, April 12, 2024

Monthly Departmental Reports

April 2024

Accounts:

Normal desk, phone room, and book van operations continue. Now that Dottie is back up and running we're getting out and about again.

Jeff and Ian gave a couple of classes on dealing with bed bugs in the library.

The Data Team is looking at new software options for managing our NPS survey. We were using Savannah for this, but need an alternative now that we're moving away from Orange Boy.

Cataloging & Collection Development:

Kevin and Emily attended the Public Library Association 2024 conference in Columbus at the beginning of April. Emily gave a lovely presentation about increasing religious equity in the 200 Dewey range. The session was well attended and garnered a lot of interest from library staff who wanted to implement the optional arrangement in their own libraries.

Collections & Technology:

Tricia [analyzed survey responses](#) submitted by library event attendees (447 total from last fall through Feb 2024) to summarize which library communication channels they reported using to find out about an event or program. The top library marketing methods cited as means of discovery were 1)Library emailed newsletter 2)Library website 3)Library social media. (Respondents could choose more than 1 method of discovery).

Tricia worked with Jeff, Heather, Kim, and Kevin to pull out data from OrangeBoy's Savannah product before our subscription ended on 3/31.

Trica attended the Supervisors Training on the ADA (Americans With Disabilities Act).

Monthly Departmental Reports

April 2024

Diversity, Equity, and Inclusion:

At the end of March, Jeff and Ian collaborated on a Bed Bug Basics training for staff, intended to provide basic information regarding how we manage these pests at the library. Evan Korynta, the ADA Compliance Administrator from the city, presented to our supervisor on the ADA and how it applies to them. Later in April, he will be giving an optional training to all our staff that will cover more generally how to provide accessible services to our patrons. Frankie and a handful of others attended the PLA conference from 4/2 - 4. They will share their notes and experiences with staff soon.

Facilities:

This last month whizzed by, and next month doesn't look like it's going to slow down either.

[We got Fruit Trees!](#)

The KU SELF engineering teams have finished their projects for us: we've got a fan on an articulated arm to help keep folks cooler in Dottie (Hot Outreach Librarians project), we've got improvements to the larger hot box so that it's easier to use and heats more efficiently (Bed Bug Bakery project), and we've got improvements to sorts bins to dampen the jarring sounds of book impacts (Decibel Dampening Decrease project).

Human Resources:

We are partnering with USD 497 to host two Work Based Learning students during the upcoming 2024-25 school year. This new partnership is a wonderful opportunity to help high school juniors and seniors earn credits and gain experience in the library field. We have a new series of trainings offered this year for our Big Leadership Team (BLT). It began this week with an ADA for Supervisors training that Frankie Haynes scheduled with Evan Korynta, the City of Lawrence ADA Compliance Administrator. Next we'll have DCCCA lead a Mental Health First Aid training in September. Finally this winter, we've booked Peaslee Tech to provide a five-part training series on Leadership Ethics and Change Management.

Monthly Departmental Reports

April 2024

Information Services:

The Seed Library is going strong, and we've had the opportunity to participate in or provide seeds for several outreach events, including the City's Bag Bash and a recent Nerd Nite. Terese coordinated a well-received author talk featuring KU's Maryemma Graham discussing her newest book, *The Rise and Fall of Margaret Walker*. In coordination with YS staff, Terese has also kicked off planning for a Multicultural Fair in July, and has also inaugurated a new Language Access and Inclusivity task force to coordinate efforts across departments to be a more welcoming and accessible place for speakers of all languages. Theresa has been working with Hawks 4 Health to set up assistance for SNAP and housing stabilization applications. Melissa offered an overview of our local history and genealogy resources, including a tour of the Osma Room, to a KU history class. Marc coordinated a very successful Assistive Technology Petting Zoo, as well as a program on the ins and outs of getting a car loan. The Info Services team has also been preparing for modest downsizing of the Osma Room collection (in preparation for the DIY digitization lab in part of that space) by checking our holdings for duplicate copies either at the KU Libraries or online via HathiTrust.

Information Technology:

BlueAlly was selected to fulfill our E-Rate 470 request for new Fortinet firewall equipment with support for 10 gigabit interfaces (FG-120G), 5 years of related services (Security Operations Center as a Service, Unified Threat Management, and support with 4 hour hardware replacement), and co-termination renewal for other Fortinet equipment to extend support for two years through 5/26/26. The licenses and hardware were ordered and have been received. Installation has not yet been scheduled, but will take place in late April or early May. Aaron attended the second annual FBI and KU Cybersecurity Conference at the KU Lawrence campus on 4/4/24. Kim attended the first annual Lawrence Tech Conference on 4/6/24. Sean provided Google Meet training for Programming Club. Sean and Aaron used Google Vault to produce material to satisfy the Spiels lawsuit discovery process request. Aaron and Kim continue to focus on the Virtual Spaces Team work to review our web presence, retrain staff, and make adjustments to BiblioWeb. SirsiDynix Symphony was updated to version 4.1 overnight on 4/8/24. Kim and Aaron updated staff Workstation clients to version 4.1 on 4/9/24. Aaron and Tricia worked on updates to the Technology Plan for 2024-2029. Aaron presented part 1/2 of

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the Technology Plan outline to SLT+ for feedback and will continue this discussion at the next SLT+ meeting.

Marketing & Communications (M&C):

We focused on finalizing editorial content for the Summer 2024 issue of the *Reader* as well as training and planning implementation of BiblioEmail. (*More info on how M&C is emailing cardholders eNewsletters in the interim [here](#) and Session 1 and 2 notes viewable [here](#) and [here](#).)* Summer Reading Challenge 2024 marketing and promotion entails: a promotional video, stock photos, themed weeks for a 12-week social media campaign, and planned outreach stops to name a few. Next, we edited the searchable taxonomies of Newsfeed articles, so you may see articles with related tags pop up in catalog searches thanks to a new function in BiblioCommons. We helped establish a strong foundation for the Multicultural Festival with a creative brief session with its organizers. We attended a mini-virtual conference about AI and Libraries with [brief notes](#) viewable here — the most notable takeaway being: *Should LPL draft a policy on using AI as an information organization?* Heather and the Art Team improved the application process, guidelines, and web page to make it easier to fill out and preserve information on the admin side. Soon, we will add a feedback survey for artists that includes a section to collect an NPS score. Heather also finished two new branding projects: a [new RetroActive logo](#) and the Summer Reading look (look for it soon in the wild). Lastly, a few social media highlights: M&C helped promote the library [getting fruit trees](#), the [Poetry collection through National Poetry Month](#), and [LPL Con and related storytimes and book lists](#).

Materials Handling:

Last week someone came in to give us an estimate on what it would cost to sound dampen the sorter room. Hopefully we can move on that soon. This month, I'll be meeting with a couple of other interested parties to explore more book locker options.

Other than that, the sorter cycle continues.

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Outreach:

Outreach is back in full working order now that Dottie has been repaired and her battery has been replaced. Our biggest event we attended was the Easter Egg Roll with Dole at the Dole Institute. Sarah recorded 98 interactions with folks at Dottie and Yari Medina put together 500 crafts for the kids (with several volunteers' help). It was so fun! Also, the new way of refreshing our collection has pleased a lot of folks. We now have two lightweight shelves we place beside Dottie so kids can see some of the picture book collection faced out. They have been the most popular checkouts by far. We are looking forward to a busy April with 33 stops (some Dottie, some tabling inside) scheduled and have added Nerd Nite and Midland Care (combined with the Ballard Center) to our list of regular Outreach events.

Public Technology:

Our planning for the LPL After-Hours Fundraiser was a success, as we raised over \$60,000 for a new, expanded DIY Memory Lab area where patrons can digitize their aging analog media. Now, the real work of constructing and outfitting the space begins. We plan to have it finalized by the end of the year. Auditorium AV upgrades were the other main focus in March. An upgraded equipment rack and all new wireless microphones were installed, as well as a new, brighter projector and screen. Not only will these upgrades ensure a high quality Auditorium experience, they will also make the space much more user friendly for both patrons and staff, solidifying our role as a community hub and event space.

Readers' Services:

March was spent preparing for and executing the Book Battle, our "March Madness" style event which we think will get close to 1k votes by the end of the event. We've enjoyed it, learned a lot from our first foray, and will definitely continue this event for next year. This month we've had a lot of irons in the fire for Summer Reading and Booktoberfest, most of which we think we'll be able to report on by next month! There will be two author visits in April as well that we are

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either hosting or have assisted with. Hanif Abdurriqib on April 16 at Liberty Hall and Sara Paretsky on April 17 at LPL.

Security:

We have approval to hire another Security Officer to support 2 goals of our Strategic Plan, specifically Goal 1A.1: Improve safety inside the library & Goal 1B.1: Improve safety outside the library. The position will be regular part time, and we hope to start conducting interviews the week of April 22nd.

Youth Services

YS is busy readying for LPL Con and Summer Reading. Some quick notes!

- Jenny Cook will be our new Youth Services Supervisor starting 4/21.
- Anita Patel is moving to Boston to pursue a Masters in Children's Literature late this summer.
- Events:
 - We had a successful series of events for spring break, including Richard Renner, Operation Wildlife, and some fun food-based science programs.
 - Our annual Artists Unite series was also a big hit and a lot of fun.
- Grace and Karen attended PLA in Columbus
- We are currently accepting applications for our teen summer internship program as well as our summer volunteers.
- We received a new fish for our freshwater tank donated by a small patron who was missing our large plecostomus who recently crossed the rainbow bridge. The new pleco has been named Dr. Otto, after our 4-year-old donor. We'd be happy to point Dr. Otto out if you'd like to stop by.

LPL Friends & Foundation Director's Report – April 10, 2024

Spring Book Sale. As I write this, our book sale volunteers are hard at work getting ready for the big Spring Book Sale. We hope you'll be sure to pop in this weekend and do some shopping (hours below). Angela Hyde deserves a huge THANK YOU for the many hours of preparation for the sale. It is a massive undertaking. I look forward to giving you a full report at Monday's board meeting.

Thursday, April 11th: Members Only Night 4 pm to 7 pm (for those who have donated at least \$25 to the Friends & Foundation – if you're not currently a donor, you can pay at the door.)

Friday, April 12th: 10 am to 6 pm

Saturday, April 13th: 10 am to 6 pm

Sunday April 14th: 12 pm to 4 pm

Get Inked for the Library. Our wildly popular library tattoo fundraiser is on for May 3rd and 4th! Jarod and Holly Hackney, owners of Standard Electric Tattooing, are back to support the library once again. "Get Inked for the Library" is a unique fundraiser that gives 40 lucky folks the opportunity to get a literary-inspired tattoo for just \$100. Best of all, the Hackneys will donate 100% of the proceeds to the Friends & Foundation. We started promoting the event on the morning of Thursday, April 4th, and all 40 reservations were taken by noon! In addition, we currently have an additional 14 people on our waiting list. Logan Isaman–Unruh of the LPLFF staff gets 100% of the credit for dreaming up and implementing this wonderful library fundraising event. This is the fourth year that Standard Electric Tattooing has hosted Get Inked for the Library. We are so grateful for their continued support.

Another Grant for the DIY Memory Lab. The Friends & Foundation are pleased to report that Hallmark Cards of Lawrence has approved a \$5,000 grant for the library's new DIY Memory Lab. This brings the total raised for the project to \$65,000. Plans are to have the Lab up and running by the end of 2024.

2023 Audit. Sean Gordon CPA accountants were on site April 9th for the library's and LPL Friends & Foundation's audits. All seemed to go smoothly. This annual review of our financials is essential. It ensures that we keep our financial foundation strong and helps build confidence with our donors. Once the audit is finalized, accountants at Kindred will complete our 990 tax return.

LPL Friends & Foundation Annual Meeting happens on Monday, April 29th at 4:30 pm in the library auditorium. You're all invited! There will be fundraising updates, volunteer awards, pizza and fun! You won't want to miss it!