

Agenda

Lawrence Public Library Friends & Foundation Board Regular Meeting Monday, March 25, 2024 at 5:30 p.m – Meeting Room A (Hybrid – Zoom and in-person)

Welcome and introductions

- Kevin Corcoran, Cataloging and Collection Development Supervisor

Consent Agenda

- Approval of February 26, 2024 minutes
- Approve February 2024 financials

Board of Trustees Report

Executive Director's report

Committee reports

1. On-site book sales
2. Internet sales
3. Membership and fundraising
4. Advocacy
5. Finance
 - a. US Bank account access

Old business

1. After Hours at the Library Debrief
2. 2024 Board and officer appointments

New business

1. Dottie Update
2. Annual Meeting Plans

Adjournment and Congrats!

Calendar:

April 9: Friends & Foundation annual audit

April 11, Thurs: Donors Night, Spring Book Sale, 4 pm to 7 pm

April 12 – 14: Fri – Sun: Spring Book Sale

April 13, Sat: Library Con, 2 pm to 7 pm

April 22, Mon: Friends & Foundation Board Meeting and Annual Meeting (Board), 5:30 pm

April 29, Mon: Friends & Foundation Annual Meeting (Public), 4:30 pm, Auditorium

Lawrence Public Library Friends & Foundation Board Meeting Minutes February 26, 2024

Present: Joan Golden, Kelly Hart, Nancy Hambleton, Annamarie Hill, Kassie Nieters, Craig Penzler, Rachel Rademacher, and Stan Ring

Staff Present: Brad Allen, Angela Hyde, Kathleen Morgan

Welcome and introductions

Rachel called the meeting to order at 5:30 pm. She introduced Chip Blaser, Douglas County Community Foundation's Executive Director, who provided an update to the LPLFF board on the performance of the Friends and Foundation's endowed funds in 2023.

Endowed Funds Annual Report

- Chip reported that due to strong end-of-year returns, the invested LPLFF funds increased 13.5%, which was 1.5% below the national average for foundations.
- The LPLFF balance of \$3.37 million makes it one of the largest community organization funds at DCCF. Chip added that DCCF's assets total \$100 million, so our funds comprise 3% of that total. The Friends & Foundation's focus on building its endowment has been very successful.
- DCCF is grateful for its partnership with the library.
- Rachel asked about the footnote on the DCCF reports showing a .5% difference between DCCF's performance and that of community foundations nationwide. Chip explained that he provided that information as an estimate to Kathleen before receiving the official number. Kathleen will correct the footnote in the final records.

Consent Agenda

- January 22, 2024 minutes
- January 2024 financials
- Approved (Stan/Annamarie)

Board of Trustees Report

- Kelly reported that the Board of Trustees discussed the measurements for the library's strategic plan. Specifically, Board members learned more about the Net Promoter Score (NPS), which measures customer experience by asking, "Would you recommend the library to friends and family?" The NPS is used by many large companies and organizations and is considered the gold standard for measuring customer satisfaction.
- The NPS score is reported with a number ranging from -100 to +100, where a higher score is most desirable. The library's current NPS is 76 and the goal for the strategic plan is to achieve a NPS score of 85 or higher. In addition, the library is working to increase the number of active card holders from 26% to 30%.
- The board also reviewed and approved the Internet Access and Safety Policy, and formed a committee to create the library's 2025 budget request.

Executive Director's report

- Kathleen reported that after a five-year hiatus, the Friends & Foundation once again is offering its Before You Check Out series on end-of-life planning. The five classes will focus on estate planning, leaving documentation and details for your family, health care advanced planning, telling your life story, and burial/cremation/body donation options. The response has been positive, with 75+ people registered for each class.

Committee reports

1. On-site book sales
 - a. Annamarie reported that February's Second Saturday Sale raised a record-setting \$4,600!
 - b. The on-site book sales committee is working on strengthening its volunteer leadership to help make book sales run more smoothly.
 - c. Committee members will start moving books to Lawrence Transit's Central Station. It will be another honor book store like the Friends Express in the lobby.
 - d. DownHall Books is now DownHall Video that only sells used DVDs.
2. Internet sales
 - a. Stan reported that Amazon sales are going well.
 - b. Ebay had its 2nd highest ever sales in January.
3. Membership and fundraising
 - a. Nancy reported that the Friends & Foundation raised \$25,593 in January. The majority of these gifts were unrestricted. In addition, the Friends & Foundation reported 550 active donors (people who have donated in the last 18 months.)
 - b. She also reported that excitement is building for the March 1st After Hours at the Library fundraiser. We are pleased that 300 people have registered to attend. Sponsorships are at an all-time high, totaling \$39,000. See all the details in Kathleen's monthly report included in the meeting packet.
4. Advocacy
 - a. Kassie reported that she, Brad, and Kathleen went to Topeka for Library Legislative Day on January 31st.
 - b. They visited all of the Lawrence delegation offices, delivering information and LPL logo cookies.
 - c. Mike Amyx graciously met with them. He reported that the primary focus of this year's legislative session was on tax cuts and how to manage the state's current budget surplus.
5. Finance
 - a. Joan reported that the Finance Committee met on February 16th. Committee members met Mary Ann LeDosquet, the library's new accountant.
 - b. Committee members reviewed revised end-of-year 2023 financials that included DCCF fund balances.
 - c. Currently, LPLFF has \$101,000 in CDs at Capitol Federal. These accounts serve as a reserve for the Friends & Foundation. They were established to diversify holdings, while providing some liquidity. The CDs mature in June, July and February 2025.
 - d. Committee recommends transferring \$55,000 in unrestricted cash to the library in the form of a block grant. Any extra needed by the library will come from the

unrestricted endowment. Members also recommended a 4.5% distribution from DCCF funds (see New Business).

- e. Committee members discussed creation of the Mary Ann Stewart Fund for musician stipends at the library.

Old business

1. Policy updates: Conflict of Interest
 - As part of the Boards 2023-2024 Policy review, Kathleen presented updates to the Conflict of Interest policy.
 - The updated version represents a simplified version of the original and removes procedural language.
 - Kassie suggested changing “excepting” to “except” in the Conflict of Interest procedures: *“The board shall thereafter accept such disclosure, investigate the nature of the conflict, and determine by majority vote of the Board – **excepting** the disclosing individual...”*
 - The updated Conflict of Interest policy was approved (Kassie/Craig)
 - This concludes the 2023-2024 policy review. The Board has established a three-year review process, so it will review policies again starting in 2026.
2. 2023 Goals
 - The board reviewed goals for 2024: (1) Draft and approve a Memorandum of Understanding with the library; (2) Create an advocacy platform centered around the strategic plan to present at the 2023 annual meeting; and (3) Offer educational enrichment opportunities at LPLFF board meetings.

New business

1. Endowment Distributions (action item)
 - a. Joan presented the Finance Committee’s recommendation to transfer \$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 (4.5%) that support Summer Reading and other literacy programs, staff bonuses, Booktoberfest, the Beach Author program, SOUND+VISION Studio, the Weave a Tale storytelling workshop for librarians, and the Dr. Bob READs program. Specific amounts are as follows:
 - \$55,000: Unrestricted excess cash (block grant)
 - \$5,800: Distribution from DCCF unrestricted endowment (block grant)
 - \$40,000: DCCF Greatest Expectations General Fund (NEH)
 - \$19,000: DCCF Greatest Expectations Beach Fund (NEH)
 - \$8,000: DCCF Florence Eggert Fund
 - \$3,500: DCCF Milliken Fund
 - \$2,500: DCCF Dr. Bob READs Fund
 - \$1,500: DCCF Max Perez Fund
 - \$1,500: DCCF Steiner Fund
 - b. The board approved the Finance Committee’s recommendation (Stan/Craig)
2. 2024 Board and officer appointments
 - a. Rachel reported that four board members’ terms are expiring in April 2024: Kassie, Joan, Nancy and Annamarie. Each have the option to renew their term

for three additional years. Kassie, Joan, and Annamarie have agreed to stay on; Nancy will discuss options with Kathleen.

3. March education: book challenges with Kevin Corcoran
 - a. Kevin Corcoran, the library's Collection Development Coordinator, has agreed to speak to the Board in March about the library's policies for book challenges.
 - b. Kathleen asked the board what specific questions they would like answered:
 - i. How many books have been challenged at LPL? How many books are challenged each year at LPL?
 - ii. Are any of the challenges coming from national groups?
 - iii. Can you provide us with an "elevator speech" that helps us respond to someone who is asking about book challenges at LPL?
 - c. The board asked Kathleen to include a copy of the collection development policy in the March board packet.

Adjournment and Congrats!

Before adjourning the meeting, Rachel congratulated Blanca on her appointment to artEquity's BIPOC Leadership Circle! It is a huge honor! [Read all about it here.](#)
Congratulations, Blanca!

The meeting adjourned at 6:40 pm

Respectfully submitted by Kathleen Morgan, Secretary



Material Selection and Collection Development Policy

Approved by the Lawrence Public Library Board of Trustees on 08/19/1996. Revised 04/18/2001; 12/18/2006; 09/21/2015; 08/15/2022. Proposed review date: 8/18/2025.

Introduction

1. Purpose of the Collection Development Policy

The purpose of this document is to inform our community's understanding of the purpose and nature of Lawrence Public Library's [hereinafter referred to as "the Library"] collection as well as provide guidance and direction to the Library staff for the development and maintenance of the Library's collection.

2. Library Collection Objectives

The primary objective of the Library's collection is to meet the informational, intellectual, cultural, and recreational needs of the community. The Library selects materials to meet the diverse interests of our community in accordance with the [Library's Equity Commitment Policy](#).

Selection of materials for the Library's collections reflects the community's needs and interests. The use of existing materials also provides a helpful indicator of the potential appeal of new selections and is therefore closely monitored. Staff considers data such as checkout statistics, suggestions for purchase, and number of holds placed on materials to inform the selection process.

In general, the Library's collection emphasizes up-to-date information that reflects a variety of viewpoints; Library staff retains or replaces older materials if they are considered standard works, are useful, or are in demand. Collection guidelines typically give preference to general treatment that support informal study over those that are specialized, scholarly, or intended for professional use. Textbooks are not generally selected.

While a limited number of selections are made for research use in the Helen Osma Local History Collection and the reference collection, for the most part, materials are intended for public use and circulation. The Library strives to add materials in new formats as they become commonly used throughout the community

3. Controversial Material

The Library selects representative material espousing various points of view, so that the free individual may examine a variety of presentations and make their own decisions. The Library seeks to provide materials that represent differing approaches to issues of a controversial nature. The selection of any given material is not an endorsement of the creator's views.

4. Responsibility for the Selection and Management

The responsibility for materials selection and management rests in the hands of the Library's governing body—the Lawrence Public Library Board of Trustees [hereinafter "the Board"]. The Board delegates the selection and management of materials and development of the collection on a day-to-day basis to Library staff.

Guidelines and Review Sources

1. General Selection Guidelines

Collection Development staff use their training, knowledge, and expertise, along with the following general guidelines to select materials for the collection:

- Extent of current or anticipated popular demand, professional reviews, and publicity
- Relevance to community needs and interests
- Suitability of subject, writing or artistic style, and reading level for the intended audience
- Reputation and qualifications of the author, artist, publisher, or producer, with preference generally given to titles vetted by the editing and publishing industry
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relationship to the existing collection
- Value of material in relation to cost
- Availability from established library vendors
- Library materials budget
- Suitability of format for library circulation and use

- Availability and accessibility of the same materials from another library.
2. Recommendations from the Public

Library staff give serious consideration to suggestions from the public concerning possible purchase of materials and use the same guidelines that inform decisions on all other materials the Library purchases. Patrons can submit suggestions using a form made available to facilitate this process.

3. Duplicates

To meet demand, the Library may purchase materials in quantity for mass use and limited retention. In addition, the Library purchases additional copies of materials based on a ratio of holds to copies.

4. Review Sources

Collection Development staff use reviews from professionally recognized publications as their primary source for materials selection. Additionally, library staff may consult local and national media, booklists by recognized authorities, and the advice of experts in specific subject areas.

5. Material Types

Library staff consider the addition of new material types to the collection when industry reports, national survey results, and local requests indicate a demand for a new format and a significant portion of the community has the capacity to make use of it. Other factors that are considered include availability, cost, maintenance needs, and the Library's ability to acquire, process, store, and circulate items when adopting or discontinuing formats.

Gifts and Tax Deductions

The Library accepts gifts or donations of books or other materials with the understanding that they may be used or disposed of as the Library staff deems appropriate, using the guidelines set forth in this policy for the purchase and maintenance of materials. Donated materials should not be expected to be returned to the donor. Staff also consider the costs associated with processing materials for use in the collection as well as the condition of the gift material. Gifts that Library staff choose not to add to the collection will be given to the Friends of the Lawrence Public Library. Under existing law, gifts to the Library may be deductible, however Library staff shall not provide appraisals or establish value. Valuation of the gift is the responsibility of the donor.

Interlibrary Loan and Cooperation

The Library cooperates with the State Library of Kansas and regional and national systems to provide interlibrary loan service to its patrons. Interlibrary loan is not intended as a substitute for providing books and other materials in frequent demand, but as a means to supplement the collection by providing access to those materials which are less frequently requested, no longer available for purchase, or outside the guidelines set forth in this collection development policy.

Access to Materials

1. Commitment to Intellectual Freedom

The Board and staff believe that the right to read and view is an important part of the intellectual freedom that is a basic to democracy. American Library Association's Freedom to Read Statement (Appendix A), Freedom to View Statement (Appendix B), and the Library Bill of Rights (Appendix C) guide the Library in the selection of materials for its collection. The Board has a legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

2. Access

The Library assures free and open access to its holdings. Adults and minors alike may use all collections of the Library. Responsibility for reading and viewing activity of minors rests with their parents or legal guardians. The Library does not intrude on that relationship.

Processing and shelving of materials does not reflect a value judgment. The Library uses directional and information labeling to make it easier for patrons to locate and select materials; it does not use labels to discourage use or suggest moral or doctrinal endorsement. The Library shelves all physical materials in their proper order on open shelves, freely and easily accessible to the public, with the exception of a limited number materials used for reference and programs, and when curatorial or environmental requirements are exceeded.

3. Reconsideration of Library Materials

A patron may request reconsideration of a library item by completing a Request for Reconsideration of Library Materials form which can be found on the [Policies](#) page of the Library's website.

If the patron is not satisfied with the outcome, they may appeal the decision to the Board for consideration. In the event of such action, the Board's sole responsibility will

be to determine whether the Library Director's decision was in compliance with this policy. The Board's decision will be final.

Maintenance of the Collection

1. Evaluation

The Library evaluates the materials in its collection on a regular basis to determine if the collection meets the needs of the community. Methods used may include: analysis of turnover rates, circulation statistics, checks of holdings of titles from selected bibliographies, or other means.

2. Material Withdrawal Policy

The deaccessioning of materials is an integral part of the collection development cycle. In general, the Library is informed by the guidelines set by the [CREW Method](#), a standard developed by the Texas State Library and Archives Commission used by small and medium-sized libraries across the U.S., with exceptions and additions as noted in the Collection Development Manual. Age, usage, and the following factors are considered in decisions to withdraw items from the collection:

- Dated or no longer of interest
- Worn beyond repair
- Superseded by a newer edition
- Irrelevant to community needs
- Easily available elsewhere

In addition, staff may withdraw items from the collection if the curatorial or environmental requirements exceed the resources of the Library.

3. Disposition of Withdrawn Materials

Withdrawn materials in acceptable condition will be given to the Friends of the Lawrence Public Library for sale. Materials that are deemed to be too damaged for sale by the Friends of the Lawrence Public Library will be recycled accordingly.

4. Replacements

Replacements for items that have been withdrawn because of loss, damage, or wear are not made automatically but are decided based upon general selection guidelines. Damaged books of intrinsic value that are no longer in print or that have high replacement costs may be mended if the physical conditions permit.

Appendix A



The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences

in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression

The Association of American University Presses

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

Appendix B



Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Appendix C



Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these

principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).



Request for Reconsideration of Library Materials

A patron may request reconsideration of a library item by completing this form. Within thirty days of receipt of this completed form, the Director will send a written response to the patron. The material in question will stay in the collection during the reconsideration process.

If the patron is not satisfied with the decision, the patron may appeal the decision to the Board for consideration. In the event of such action, the Board's sole responsibility will be to determine whether the Library Director's decision was in compliance with the Material Selection Policy. The Board's decision will be final.

Title: _____ Author or Performer: _____

Publisher (if known): _____ Date Published: _____

Request Initiated by: _____

Library Card Number: _____ Phone: _____

Address: _____ City: _____

State/Zip Code: _____ Email: _____

Do you represent:

- Yourself
- An Organization (name): _____
- Other Group (name): _____

1. Did you complete the entire work? If not, what parts did you complete?

2. What do you believe is the theme of this work?

3. In your opinion, who is the intended audience of this work?

4. To what in the work do you object? Please be specific. Cite pages or time code.

5. Why do you find this objectionable?

6. Are you aware of reviews of this work? If so, please cite reviews.

7. What action would you like the Library to take regarding this work?

8. Is there anything good about this work?

9. What would you recommend as a replacement for this work?

Signature: _____

Date: _____

Financial Highlights: February 2024

From the Balance Sheet:	Amount
Current total assets	\$3,990,848.11
Previous year's total assets	\$3,579,858.67
Difference	\$410,989.44
From the Fund Report:	
Total balance in unrestricted checking	\$498,688.28
Total balance in restricted checking	\$104,234.32
Total balance unrestricted and restricted checking	\$602,922.60
From the Revenue & Expenditures Report:	
Monthly total income	\$123,013.64
Year to date total income	\$167,991.76
Total monthly operations expenses	\$10,298.59
Total year to date operations expenses	\$16,364.48
Total monthly expenses	\$31,249.59
Total year to date expenses	\$37,341.60
Net monthly income	\$91,764.05
Net year to date income	\$130,650.16
Monthly gifts to the library	\$20,951.00
Year to date gifts to the library	\$20,977.12
From the Budget Report	
Percent of operating budget spent	4.3%
Percent of year completed	16.6%
Highlights for February 2024	
Total monthly book/media sales: \$14,413.69	
Total donations: \$108,598.16	
After Hours at the Library gifts: \$51,867.80	
Gift for Picturebook Room project: \$29,600	
Gifts to create Mary Ann Stewart Fund: \$20,000	

Balance Sheet

As of February 29, 2024

	Feb 29, 24	Feb 28, 23
ASSETS		
Current Assets		
Checking/Savings		
Cap Fed CD *8767	20,990.83	0.00
Cap Fed- CD *7312	55,812.90	25,000.00
Cap Fed -CD *7311	26,017.08	25,000.00
Checking	516,101.79	602,299.39
Endowed Funds at DCCF		
DCCF--Katzman		
Cumulative URG/L Katzman	1,209.89	0.00
DCCF--Katzman - Other	33,489.11	0.00
Total DCCF--Katzman	34,699.00	0.00
DCCF - Capital Improvement		
Cumulative URG/L Capital Improv	7,650.19	7,650.19
DCCF - Capital Improvement - Other	-7,650.19	-7,650.19
Total DCCF - Capital Improvement	0.00	0.00
DCCF - General Endowment		
Cumulative URG/L Gen.Endowment	138,648.05	21,681.15
DCCF - General Endowment - Other	1,354,301.41	1,265,033.43
Total DCCF - General Endowment	1,492,949.46	1,286,714.58
DCCF - Eggert Fund		
DCCF - Cumulative URG/L Eggert	-7,588.18	-22,294.40
DCCF - Eggert Fund - Other	192,396.94	186,265.73
Total DCCF - Eggert Fund	184,808.76	163,971.33
DCCF - Milliken Fund		
Cumulative URG/L Milliken	15,248.54	8,650.79
DCCF - Milliken Fund - Other	67,663.14	64,912.78
Total DCCF - Milliken Fund	82,911.68	73,563.57
DCCF - Steiner Fund		
Cumulative URG/L Steiner	7,542.31	4,791.28
DCCF - Steiner Fund - Other	27,028.73	25,881.94
Total DCCF - Steiner Fund	34,571.04	30,673.22
DCCF - Beach Fund - NEH		
Cumulative URG/L Beach	29,481.93	-6,729.28
DCCF - Beach Fund - NEH - Other	425,573.03	412,117.66
Total DCCF - Beach Fund - NEH	455,054.96	405,388.38
DCCF - Dr. Bob Fund		
Cumulative URG/L Dr. Bob	7,028.92	2,180.13
DCCF - Dr. Bob Fund - Other	54,395.13	51,746.02
Total DCCF - Dr. Bob Fund	61,424.05	53,926.15
DCCF - Greatest Expect. - NEH		
Cumulative URG/L GE-General	36,654.48	-39,286.90
DCCF - Greatest Expect. - NEH - Other	917,687.57	889,468.71
Total DCCF - Greatest Expect. - NEH	954,342.05	850,181.81
DCCF - Sound & Vision/Creativit		
Cumulative URG/L Sound & Vision	1,193.73	-1,600.55
DCCF - Sound & Vision/Creativit - Other	33,921.17	32,756.25
Total DCCF - Sound & Vision/Creativit	35,114.90	31,155.70

Balance Sheet

As of February 29, 2024

	Feb 29, 24	Feb 28, 23
DCCF - Coan Local History - NEH		
Cumulative URG/L Coan	2,121.59	-747.02
DCCF - Coan Local History - NEH - Other	33,928.02	32,731.56
Total DCCF - Coan Local History - NEH	36,049.61	31,984.54
Total Endowed Funds at DCCF	3,371,925.51	2,927,559.28
Total Checking/Savings	3,990,848.11	3,579,858.67
Total Current Assets	3,990,848.11	3,579,858.67
TOTAL ASSETS	3,990,848.11	3,579,858.67
LIABILITIES & EQUITY		
Equity		
Opening Balance Equity	1,883,357.44	1,883,357.44
Unrestricted Net Assets	1,976,840.51	1,594,590.52
Net Income	130,650.16	101,910.71
Total Equity	3,990,848.11	3,579,858.67
TOTAL LIABILITIES & EQUITY	3,990,848.11	3,579,858.67

Fund Report

As of February 29, 2024

	Feb 29, 24
Restricted Checking	
Beach Fund	5,577.34
Capital Campaign	369.85
Coggins Outreach	8,963.16
Nancy Pat (Crowe)	381.74
Dottie Maintenance	7,178.12
Greatest Expectations-General	7,476.72
Honor With Books	600.00
Music Storytellers	9,642.03
Outdoor Programs	4,092.28
Picture Book Room	29,736.28
Retroactive	23,929.86
Read Across Lawrence/Booktoberf	-0.17
Storytelling/Steiner Fund	1,866.78
Technology	-99.00
Youth Services and Cigler Fund	4,519.33
Total Restricted Checking	104,234.32
Unrestricted Checking	
Book Sales	28,561.26
Donations	15,398.19
Events	
After Hours	50,280.06
Events - Other	3,587.08
Total Events	53,867.14
New Chapter Society	10,245.39
Posters	1,381.88
Reserve Fund	101,553.00
Unrestricted Checking - Other	287,681.42
Total Unrestricted Checking	498,688.28
TOTAL	602,922.60

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

03/21/24

Revenue & Expenditures

Accrual Basis

February 2024

	Feb 24	Jan - Feb 24
Ordinary Income/Expense		
Income		
Fund Transfer Income	0.00	0.00
Book Sales		
Internet Sales	7,397.72	15,873.05
On-Site Book Sales	7,015.97	16,674.52
Total Book Sales	14,413.69	32,547.57
Direct Public Support		
Fundraising Events	51,867.80	56,047.80
Restricted Donations	51,900.00	53,150.00
Unrestricted Donations	4,830.36	26,242.87
Total Direct Public Support	108,598.16	135,440.67
Interest Income	1.79	3.52
Total Income	123,013.64	167,991.76
Gross Profit	123,013.64	167,991.76
Expense		
Operations		
Merchandise Expenses	0.00	134.28
Event Expenses	5,682.21	5,975.79
Book Sale Expenses	1,960.22	3,225.28
Internet Sales Supplies	12.87	761.03
Insurance - Liability, D and O	0.00	550.00
Admin Expenses		
Postage, Mailing Service	0.00	544.00
Supplies	300.16	1,068.14
Total Admin Expenses	300.16	1,612.14
Publicity	336.88	376.57
Bank Charges & Credit Card Fees	1,124.20	1,559.32
Donor Outreach, Author Reception	140.22	250.14
Miscellaneous	29.27	38.37
Rent	0.00	600.00
Professional Fees		
Conference, Convention, Meeting	372.60	601.60
Travel	339.96	339.96
Professional Fees - Other	0.00	340.00
Total Professional Fees	712.56	1,281.56
Total Operations	10,298.59	16,364.48
Restricted Fund Expenditures		
Spent by Foundation	520.00	537.76
Transfer to Library	20,431.00	20,431.00
Restricted Fund Expenditures - Other	0.00	8.36
Total Restricted Fund Expenditures	20,951.00	20,977.12
Total Expense	31,249.59	37,341.60
Net Ordinary Income	91,764.05	130,650.16
Net Income	91,764.05	130,650.16

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION
Revenue & Expenses Detail

03/21/24

Accrual Basis

February 2024

Type	Date	Name	Memo	Class	Amount
Ordinary Income/Expense					
Income					
Fund Transfer Income					
General Journal	02/02/2024			Restricted Checking:Seed Library...	2,000.00
General Journal	02/02/2024			Restricted Checking:Seed Library	-2,000.00
Total Fund Transfer Income					0.00
Book Sales					
Internet Sales					
Deposit	02/05/2024	Paypal	Paypal deposit 2/5	Unrestricted Checking:Book Sales	568.00
Deposit	02/10/2024		Amazon deposit	Unrestricted Checking:Book Sales	2,208.79
Deposit	02/13/2024		eBay deposit	Unrestricted Checking:Book Sales	1,011.44
Deposit	02/16/2024		F & F Cash deposit	Unrestricted Checking:Book Sales	10.00
Deposit	02/22/2024		Thrift Books	Unrestricted Checking:Book Sales	215.98
Deposit	02/24/2024		Amazon deposit	Unrestricted Checking:Book Sales	3,055.28
Deposit	02/27/2024		ebay deposit	Unrestricted Checking:Book Sales	328.23
Total Internet Sales					7,397.72
On-Site Book Sales					
Deposit	02/01/2024		Square	Unrestricted Checking:Book Sales	11.42
Deposit	02/01/2024		Deposit	Unrestricted Checking:Book Sales	4.25
Deposit	02/04/2024		Square	Unrestricted Checking:Book Sales	7.53
Deposit	02/04/2024		Square	Unrestricted Checking:Book Sales	10.75
Deposit	02/04/2024		Checking	Unrestricted Checking:Book Sales	2.13
Deposit	02/05/2024		Square	Unrestricted Checking:Book Sales	22.10
Deposit	02/06/2024		Square	Unrestricted Checking:Book Sales	6.50
Deposit	02/07/2024		Cash deposit 2/7	Unrestricted Checking:Book Sales	649.76
Deposit	02/07/2024		Square	Unrestricted Checking:Book Sales	23.74
Deposit	02/08/2024		Cash deposit 2/8	Unrestricted Checking:Book Sales	519.60
Deposit	02/08/2024		Square	Unrestricted Checking:Book Sales	21.03
Deposit	02/11/2024		Square	Unrestricted Checking:Book Sales	2,575.88
Deposit	02/11/2024		Square	Unrestricted Checking:Book Sales	17.84
Deposit	02/11/2024		Square	Unrestricted Checking:Book Sales	14.93
Deposit	02/12/2024		Square	Unrestricted Checking:Book Sales	6.20
Deposit	02/13/2024		Square	Unrestricted Checking:Book Sales	4.25
Deposit	02/14/2024		Square	Unrestricted Checking:Book Sales	8.14
Deposit	02/15/2024		Square	Unrestricted Checking:Book Sales	33.45
Deposit	02/16/2024		Deposit	Unrestricted Checking:Book Sales	282.99
Deposit	02/16/2024		F & F Cash deposit	Unrestricted Checking:Book Sales	2,053.25
Deposit	02/18/2024		Square	Unrestricted Checking:Book Sales	12.39
Deposit	02/18/2024		Square	Unrestricted Checking:Book Sales	8.50
Deposit	02/18/2024		Square	Unrestricted Checking:Book Sales	6.38
Deposit	02/19/2024		Square	Unrestricted Checking:Book Sales	4.92
Deposit	02/20/2024		Square	Unrestricted Checking:Book Sales	2.61
Deposit	02/21/2024		Square	Unrestricted Checking:Book Sales	11.23
Deposit	02/22/2024		Square	Unrestricted Checking:Book Sales	1.64
Deposit	02/25/2024		Square	Unrestricted Checking:Book Sales	11.60
Deposit	02/25/2024		Square	Unrestricted Checking:Book Sales	24.71
Deposit	02/26/2024		Cash deposit 2/26	Unrestricted Checking:Book Sales	297.40
Deposit	02/26/2024		Square	Unrestricted Checking:Book Sales	2.31
Deposit	02/27/2024		Cash Deposit 2/27	Unrestricted Checking:Book Sales	339.70
Deposit	02/27/2024		Square	Unrestricted Checking:Book Sales	13.37
Deposit	02/29/2024		Square	Unrestricted Checking:Book Sales	3.47
Total On-Site Book Sales					7,015.97
Total Book Sales					14,413.69
Direct Public Support					
Fundraising Events					
Deposit	02/02/2024		Mooberry Financial Management LLC	Unrestricted Checking:Events:Aft...	250.00
Deposit	02/04/2024		Square 2/4	Unrestricted Checking:Events:Aft...	50.00
Deposit	02/06/2024		Square 2/5	Unrestricted Checking:Events:Aft...	400.00
Deposit	02/07/2024		Square 2/7	Unrestricted Checking:Events:Aft...	300.00
Deposit	02/08/2024		Crown Automotive	Unrestricted Checking:Events:Aft...	2,500.00
Deposit	02/09/2024		Grambill, J	Unrestricted Checking:Events:Aft...	100.00
Deposit	02/09/2024		Long, L	Unrestricted Checking:Events:Aft...	50.00
Deposit	02/09/2024		Hambleton, N	Unrestricted Checking:Events:Aft...	100.00
Deposit	02/09/2024		Hoffman, T	Unrestricted Checking:Events:Aft...	100.00
Deposit	02/09/2024		Smith, I & T	Unrestricted Checking:Events:Aft...	100.00
Deposit	02/09/2024		Stephens Real Estate	Unrestricted Checking:Events:Aft...	1,000.00
Deposit	02/09/2024		Trust Company of KS	Unrestricted Checking:Events:Aft...	1,000.00
Deposit	02/09/2024		Persian Pickle Club	Unrestricted Checking:Events:Aft...	150.00
Deposit	02/11/2024		Square 2/9	Unrestricted Checking:Events:Aft...	200.00
Deposit	02/11/2024		Square 2/11	Unrestricted Checking:Events:Aft...	250.00
Deposit	02/12/2024		Square 2/12	Unrestricted Checking:Events:Aft...	350.00
Deposit	02/13/2024		Square 2/13	Unrestricted Checking:Events:Aft...	740.00
Deposit	02/14/2024		Square 2/14	Unrestricted Checking:Events:Aft...	3,655.00
Deposit	02/15/2024		2/15 Square	Unrestricted Checking:Events:Aft...	1,185.00
Deposit	02/16/2024		Security Benefit	Unrestricted Checking:Events:Aft...	5,000.00
Deposit	02/16/2024		Denneker, L	Unrestricted Checking:Events:Aft...	250.00
Deposit	02/16/2024		Smith, D	Unrestricted Checking:Events:Aft...	20.00

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION
Revenue & Expenses Detail

03/21/24

Accrual Basis

February 2024

Type	Date	Name	Memo	Class	Amount
Deposit	02/16/2024	Bailey, L		Unrestricted Checking:Events:Aft...	50.00
Deposit	02/16/2024	Craig, S		Unrestricted Checking:Events:Aft...	50.00
Deposit	02/16/2024	Whitaker, J		Unrestricted Checking:Events:Aft...	25.00
Deposit	02/16/2024	McMillan, F		Unrestricted Checking:Events:Aft...	25.00
Deposit	02/16/2024	Grant, J		Unrestricted Checking:Events:Aft...	150.00
Deposit	02/16/2024	Berkley, D		Unrestricted Checking:Events:Aft...	100.00
Deposit	02/16/2024	Epp, M		Unrestricted Checking:Events:Aft...	50.00
Deposit	02/16/2024	Ambler, D		Unrestricted Checking:Events:Aft...	500.00
Deposit	02/16/2024	Quinto, N		Unrestricted Checking:Events:Aft...	100.00
Deposit	02/16/2024	Keller Consulting		Unrestricted Checking:Events:Aft...	1,030.00
Deposit	02/17/2024	Claterbos, J		Unrestricted Checking:Events:Aft...	1,000.00
Deposit	02/17/2024	Baird, C		Unrestricted Checking:Events:Aft...	250.00
Deposit	02/17/2024	Rathbun, K		Unrestricted Checking:Events:Aft...	500.00
Deposit	02/17/2024	Berkley, D		Unrestricted Checking:Events:Aft...	385.00
Deposit	02/17/2024	Square 2/17		Unrestricted Checking:Events:Aft...	185.00
Deposit	02/18/2024	Willoughby, S		Unrestricted Checking:Events:Aft...	250.00
Deposit	02/18/2024	Square 2/19		Unrestricted Checking:Events:Aft...	805.00
Deposit	02/20/2024	Square 2/19		Unrestricted Checking:Events:Aft...	520.00
Deposit	02/20/2024	Square 2/20		Unrestricted Checking:Events:Aft...	990.00
Deposit	02/21/2024	Square 2/21		Unrestricted Checking:Events:Aft...	895.00
Deposit	02/23/2024	After Hours basket cash		Unrestricted Checking:Events:Aft...	1,540.00
Deposit	02/23/2024	Psychological Data Corp		Unrestricted Checking:Events:Aft...	100.00
Deposit	02/23/2024	Johnston, A		Unrestricted Checking:Events:Aft...	100.00
Deposit	02/23/2024	Rathbun, K		Unrestricted Checking:Events:Aft...	500.00
Deposit	02/23/2024	B. A. Green Construction Co		Unrestricted Checking:Events:Aft...	1,000.00
Deposit	02/23/2024	GCSAA		Unrestricted Checking:Events:Aft...	500.00
Deposit	02/23/2024	LMH Health		Unrestricted Checking:Events:Aft...	2,500.00
Deposit	02/23/2024	Morgan, K		Unrestricted Checking:Events:Aft...	50.00
Deposit	02/23/2024	Imber, J		Unrestricted Checking:Events:Aft...	100.00
Deposit	02/23/2024	Ducate, R		Unrestricted Checking:Events:Aft...	150.00
Deposit	02/23/2024	Henderson, C		Unrestricted Checking:Events:Aft...	10.00
Deposit	02/23/2024	Howe, T		Unrestricted Checking:Events:Aft...	100.00
Deposit	02/23/2024	City Wine Market		Unrestricted Checking:Events:Aft...	987.80
Deposit	02/23/2024	Robinson, J		Unrestricted Checking:Events:Aft...	140.00
Deposit	02/23/2024	Himes, S		Unrestricted Checking:Events:Aft...	100.00
Deposit	02/23/2024	Woodyard, E		Unrestricted Checking:Events:Aft...	50.00
Deposit	02/23/2024	Free State Dental		Unrestricted Checking:Events:Aft...	500.00
Deposit	02/23/2024	Hatfield, M		Unrestricted Checking:Events:Aft...	50.00
Deposit	02/23/2024	Square 2/23		Unrestricted Checking:Events:Aft...	1,440.00
Deposit	02/24/2024	Keller, T		Unrestricted Checking:Events:Aft...	2,500.00
Deposit	02/24/2024	Square 2/24		Unrestricted Checking:Events:Aft...	540.00
Deposit	02/25/2024	Square 2/25		Unrestricted Checking:Events:Aft...	1,480.00
Deposit	02/26/2024	Square 2/26		Unrestricted Checking:Events:Aft...	1,670.00
Deposit	02/26/2024	Square Refund		Unrestricted Checking:Events:Aft...	-90.00
Deposit	02/27/2024	Square 2/27		Unrestricted Checking:Events:Aft...	2,775.00
Deposit	02/28/2024	Square 2/29		Unrestricted Checking:Events:Aft...	3,070.00
Deposit	02/29/2024	Basket Cash		Unrestricted Checking:Events:Aft...	675.00
Deposit	02/29/2024	Multistudio		Unrestricted Checking:Events:Aft...	2,500.00
Deposit	02/29/2024	Leibold, T		Unrestricted Checking:Events:Aft...	500.00
Deposit	02/29/2024	Bruner, S		Unrestricted Checking:Events:Aft...	50.00
Deposit	02/29/2024	Midwest Tape		Unrestricted Checking:Events:Aft...	515.00
Deposit	02/29/2024	Square 2/29		Unrestricted Checking:Events:Aft...	155.00
Total Fundraising Events					51,867.80
Restricted Donations					
Deposit	02/02/2024	Sinkler, L		Restricted Checking:Honor With ...	550.00
Deposit	02/12/2024	U.S. Bank After Hours Sponsor		Unrestricted Checking:Events:Aft...	1,000.00
Deposit	02/14/2024	Retroactive		DCCF Funds:Katzman	700.00
Deposit	02/16/2024	Marquis, M		Restricted Checking:Picture Book...	29,600.00
Deposit	02/23/2024	Sigmon, G		DCCF Funds:Mary Ann Stewart F...	10,000.00
Deposit	02/23/2024	Hoskinson, J		DCCF Funds:Mary Ann Stewart F...	10,000.00
Deposit	02/23/2024	Packard, C		Restricted Checking:Honor With ...	50.00
Total Restricted Donations					51,900.00
Unrestricted Donations					
Deposit	02/02/2024	Jost, J		Unrestricted Checking:Donations	500.00
Deposit	02/02/2024	Anderson, S & Hadel, D		Unrestricted Checking:Donations	100.00
Deposit	02/02/2024	Salyer, P		Unrestricted Checking:Donations	25.00
Deposit	02/02/2024	Ketzel, L		Unrestricted Checking:Donations	100.00
Deposit	02/02/2024	Westergard, M		Unrestricted Checking:Donations	25.00
Deposit	02/05/2024	Stevens, A		Unrestricted Checking:Donations	15.00
Deposit	02/05/2024	Cherry, A		Unrestricted Checking:Donations	25.75
Deposit	02/06/2024	Englehart, M		Unrestricted Checking:Donations	15.45
Deposit	02/06/2024	Thrasher, C		Unrestricted Checking:Donations	10.30
Deposit	02/06/2024	Blodgett-Panos, E		Unrestricted Checking:Donations	10.30
Deposit	02/07/2024	Penzler, C		Unrestricted Checking:New Chap...	103.00
Deposit	02/07/2024	Buhler, M		Unrestricted Checking:Donations	25.75
Deposit	02/07/2024	Imel, M		Unrestricted Checking:Donations	10.00
Deposit	02/07/2024	Lawrenz, H		Unrestricted Checking:Donations	10.30
Deposit	02/07/2024	Allen, M		Unrestricted Checking:Donations	25.75
Deposit	02/07/2024	Pierson, B		Unrestricted Checking:Donations	10.00

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

Revenue & Expenses Detail

February 2024

Type	Date	Name	Memo	Class	Amount
Deposit	02/07/2024	Rowe, A		Unrestricted Checking:Donations	25.75
Deposit	02/07/2024	Wright , C		Unrestricted Checking:Donations	10.30
Deposit	02/07/2024	Laughrey, S		Unrestricted Checking:Donations	10.00
Deposit	02/07/2024	Schuster, J		Unrestricted Checking:Donations	10.30
Deposit	02/08/2024	Jackson, M		Unrestricted Checking:Donations	25.75
Deposit	02/08/2024	Farmer, D		Unrestricted Checking:Donations	51.50
Deposit	02/08/2024	Lovato-Winston, F		Unrestricted Checking:Donations	10.30
Deposit	02/08/2024	McVey, D		Unrestricted Checking:Donations	10.00
Deposit	02/08/2024	Evers, A		Unrestricted Checking:Donations	10.30
Deposit	02/08/2024	McCall, K		Unrestricted Checking:Donations	25.75
Deposit	02/09/2024	Lester, J & C (Cotte Memorial)		Unrestricted Checking:Donations	200.00
Deposit	02/09/2024	Aman, A (Cotte Memorial)		Unrestricted Checking:Donations	40.00
Deposit	02/09/2024	Schrag, J & N		Unrestricted Checking:Donations	25.00
Deposit	02/09/2024	Allen, J		Unrestricted Checking:Donations	50.00
Deposit	02/09/2024	White, J		Unrestricted Checking:Donations	10.00
Deposit	02/09/2024	Brown, K		Unrestricted Checking:Donations	10.30
Deposit	02/09/2024	Van Trump, K		Unrestricted Checking:Donations	10.00
Deposit	02/12/2024	Ukpokodu, E		Unrestricted Checking:Donations	25.75
Deposit	02/12/2024	Krebs, H		Unrestricted Checking:Donations	25.75
Deposit	02/13/2024	Robinson, J		Unrestricted Checking:Donations	15.00
Deposit	02/13/2024	Smith, L		Unrestricted Checking:Donations	10.30
Deposit	02/14/2024	Fewins, J		Unrestricted Checking:Donations	15.00
Deposit	02/14/2024	Whitenight, J		Unrestricted Checking:Donations	10.00
Deposit	02/14/2024	Frost, L & V		Unrestricted Checking:Donations	10.30
Deposit	02/14/2024	Allen, B		Unrestricted Checking:New Chap...	86.52
Deposit	02/14/2024	Bireta, J & R		Unrestricted Checking:Donations	10.30
Deposit	02/14/2024	Axcell, E		Unrestricted Checking:Donations	50.00
Deposit	02/14/2024	Robinson, J		Unrestricted Checking:Donations	25.75
Deposit	02/15/2024	Paulsen, E		Unrestricted Checking:Donations	10.30
Deposit	02/15/2024	Goodwin Thiel, S		Unrestricted Checking:Donations	10.30
Deposit	02/15/2024	Bonner, N		Unrestricted Checking:Donations	10.00
Deposit	02/15/2024	Bell, S		Unrestricted Checking:Donations	10.30
Deposit	02/15/2024	Haas, M		Unrestricted Checking:Donations	7.21
Deposit	02/16/2024	Borchert, L		Unrestricted Checking:Donations	300.00
Deposit	02/16/2024	Carttar, C		Unrestricted Checking:Donations	100.00
Deposit	02/16/2024	Moline, B (Cotte Memorial)		Unrestricted Checking:Donations	50.00
Deposit	02/16/2024	Benevity - Anonymous		Unrestricted Checking:Donations	599.15
Deposit	02/16/2024	Walters, A		Unrestricted Checking:Donations	150.00
Deposit	02/16/2024	Blome, P		Unrestricted Checking:Donations	25.75
Deposit	02/16/2024	Morse, K		Unrestricted Checking:Donations	10.30
Deposit	02/17/2024	Grammatikopoulou, E		Unrestricted Checking:Donations	20.60
Deposit	02/17/2024	Yeakly, E		Unrestricted Checking:Donations	10.30
Deposit	02/17/2024	Morgan, K		Unrestricted Checking:Donations	51.50
Deposit	02/17/2024	Mazzei, A		Unrestricted Checking:Donations	25.75
Deposit	02/17/2024	Young, L		Unrestricted Checking:Donations	20.00
Deposit	02/17/2024	Camarda, K		Unrestricted Checking:Donations	10.00
Deposit	02/17/2024	Wallace, C		Unrestricted Checking:Donations	25.00
Deposit	02/17/2024	Gray, C		Unrestricted Checking:New Chap...	86.52
Deposit	02/17/2024	Gage, M		Unrestricted Checking:New Chap...	92.70
Deposit	02/21/2024	Krauth, D		Unrestricted Checking:Donations	50.00
Deposit	02/22/2024	Brougher, A		Unrestricted Checking:Donations	10.00
Deposit	02/23/2024	Majure, J		Unrestricted Checking:Donations	40.00
Deposit	02/23/2024	Ambler, D		Unrestricted Checking:New Chap...	100.00
Deposit	02/23/2024	Calaway, M (Cotte Memorial)		Unrestricted Checking:Donations	50.00
Deposit	02/23/2024	Tuttle, M (Cotte Memorial)		Unrestricted Checking:Donations	50.00
Deposit	02/23/2024	Imel, M		Unrestricted Checking:Donations	10.00
Deposit	02/23/2024	Pyszczyński, S		Unrestricted Checking:Donations	25.75
Deposit	02/23/2024	Adelmann, S		Unrestricted Checking:Donations	77.25
Deposit	02/26/2024	Kearns, H		Unrestricted Checking:Donations	15.00
Deposit	02/26/2024	Mason, B		Unrestricted Checking:Donations	10.30
Deposit	02/26/2024	Millsap, S		Unrestricted Checking:Donations	10.30
Deposit	02/26/2024	Rasor, C		Unrestricted Checking:Donations	50.00
Deposit	02/26/2024	Hafsahl, V		Unrestricted Checking:Donations	10.30
Deposit	02/26/2024	Piekalkiewicz, J		Unrestricted Checking:Donations	10.30
Deposit	02/26/2024	Anderson, S		Unrestricted Checking:Donations	20.60
Deposit	02/27/2024	Langford, J		Unrestricted Checking:Donations	15.45
Deposit	02/27/2024	Sears, C		Unrestricted Checking:Donations	10.00
Deposit	02/27/2024	Walters, A		Unrestricted Checking:Donations	10.00
Deposit	02/27/2024	Beck, D		Unrestricted Checking:Donations	10.30
Deposit	02/27/2024	Boatright, M		Unrestricted Checking:Donations	10.30
Deposit	02/28/2024	Wulfkuhle, V		Unrestricted Checking:Donations	10.30
Deposit	02/28/2024	Hill, K		Unrestricted Checking:Donations	51.50
Deposit	02/28/2024	Rothnie, C		Unrestricted Checking:Donations	5.15
Deposit	02/28/2024	Jackson, B		Unrestricted Checking:Donations	5.15
Deposit	02/28/2024	Marples, J		Unrestricted Checking:Donations	10.00
Deposit	02/28/2024	Keller, E		Unrestricted Checking:Donations	10.00
Deposit	02/28/2024	Patterson, M		Unrestricted Checking:Donations	10.00
Deposit	02/28/2024	Fales, M		Unrestricted Checking:Donations	25.75
Deposit	02/28/2024	Samp, E		Unrestricted Checking:Donations	10.00
Deposit	02/28/2024	Chamberlain, N		Unrestricted Checking:New Chap...	84.46
Deposit	02/29/2024	Krueger, M		Unrestricted Checking:Donations	30.00
Deposit	02/29/2024	Hoisington, M		Unrestricted Checking:Donations	20.00
Deposit	02/29/2024	Network For Good		Unrestricted Checking:Donations	75.00

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

Revenue & Expenses Detail

February 2024

Type	Date	Name	Memo	Class	Amount
Deposit	02/29/2024	Swanson, M		Unrestricted Checking:Donations	50.00
Deposit	02/29/2024	Hunt, K		Unrestricted Checking:Donations	30.00
Deposit	02/29/2024	Hammond, W		Unrestricted Checking:Donations	250.00
Deposit	02/29/2024	Troxel, N		Unrestricted Checking:Donations	100.00
Total Unrestricted Donations					4,830.36
Total Direct Public Support					108,598.16
Interest Income					
Deposit	02/29/2024		Interest	Unrestricted Checking	1.79
Total Interest Income					1.79
Total Income					123,013.64
Gross Profit					123,013.64
Expense					
Operations					
Event Expenses					
Credit Card Char...	02/02/2024	Amazon		Unrestricted Checking:Events:Aft...	199.41
Credit Card Char...	02/02/2024	Cottin's Hardware		Unrestricted Checking:Events:Aft...	16.15
Credit Card Char...	02/06/2024	Amazon		Unrestricted Checking:Events:Aft...	77.19
Credit Card Char...	02/07/2024	Michaels		Unrestricted Checking:Events:Aft...	3.27
Credit Card Char...	02/08/2024	Triplegood Promotions...		Unrestricted Checking:Events:Aft...	1,143.33
Check	02/15/2024	Square		Unrestricted Checking:Events:Aft...	20.69
Check	02/22/2024	City Wine Market		Unrestricted Checking:Events:Aft...	987.80
Check	02/22/2024	Jayhawk Trophy		Unrestricted Checking:Events:Aft...	121.91
Credit Card Char...	02/27/2024	Amazon	Airplane Stickers	Unrestricted Checking:Events:Aft...	25.89
Credit Card Char...	02/28/2024	Dillons	Soft Drinks	Unrestricted Checking:Events:Aft...	37.63
Credit Card Char...	02/28/2024	Amazon		Unrestricted Checking:Events:Aft...	59.16
Check	02/29/2024	Harry Miller	Music	Unrestricted Checking:Events:Aft...	150.00
Check	02/29/2024	Eric Mardis	Music	Unrestricted Checking:Events:Aft...	150.00
Check	02/29/2024	Will Dinkel	Music	Unrestricted Checking:Events:Aft...	150.00
Check	02/29/2024	Jason Slote	Music	Unrestricted Checking:Events:Aft...	150.00
Check	02/29/2024	EsDeca Media LLC	Music	Unrestricted Checking:Events:Aft...	250.00
Check	02/29/2024	Barry Barnes	Music	Unrestricted Checking:Events:Aft...	250.00
Check	02/29/2024	On The Rocks	Beverages	Unrestricted Checking:Events:Aft...	150.34
Check	02/29/2024	Limestone	Food	Unrestricted Checking:Events:Aft...	200.00
Check	02/29/2024	J Wilson's	Food	Unrestricted Checking:Events:Aft...	200.00
Check	02/29/2024	Eldridge House Grille	Food	Unrestricted Checking:Events:Aft...	200.00
Check	02/29/2024	Maceli's	Food	Unrestricted Checking:Events:Aft...	200.00
Check	02/29/2024	Mass Street Fish House	Food	Unrestricted Checking:Events:Aft...	200.00
Check	02/29/2024	Lucky Seb's	Food	Unrestricted Checking:Events:Aft...	200.00
Check	02/29/2024	Kevin Willmott	Host Fee	Unrestricted Checking:Events:Aft...	500.00
Credit Card Char...	02/29/2024	Amazon		Unrestricted Checking:Events:Aft...	39.44
Total Event Expenses					5,682.21
Book Sale Expenses					
Credit Card Char...	02/06/2024	Inventory Lab		Unrestricted Checking:Book Sales	69.00
Credit Card Char...	02/12/2024	Dillons		Unrestricted Checking:Book Sales	157.08
Credit Card Char...	02/12/2024	1900 Barker Bakery & ...		Unrestricted Checking:Book Sales	27.48
Credit Card Char...	02/12/2024	Amazon		Unrestricted Checking:Book Sales	252.58
Credit Card Char...	02/14/2024	Dillons		Unrestricted Checking:Book Sales	25.12
Credit Card Char...	02/14/2024	Munchers Bakery		Unrestricted Checking:Book Sales	38.47
Credit Card Char...	02/18/2024	Staples		Unrestricted Checking:Book Sales	65.50
Credit Card Char...	02/20/2024	Office Depot		Unrestricted Checking:Book Sales	68.96
Credit Card Char...	02/20/2024	Staples		Unrestricted Checking:Book Sales	110.27
Credit Card Char...	02/22/2024	WebstaurantStore.com		Unrestricted Checking:Book Sales	810.70
Credit Card Char...	02/22/2024	Staples		Unrestricted Checking:Book Sales	210.24
Credit Card Char...	02/22/2024	Uprinting.com		Unrestricted Checking:Book Sales	124.82
Total Book Sale Expenses					1,960.22
Internet Sales Supplies					
Credit Card Char...	02/06/2024	Comics Price Guide		Unrestricted Checking:Book Sales	8.00
Credit Card Char...	02/20/2024	USPS		Unrestricted Checking:Book Sales	4.87
Total Internet Sales Supplies					12.87
Admin Expenses					
Supplies					
Credit Card Char...	02/13/2024	Office Depot		Unrestricted Checking	25.13
Credit Card Char...	02/13/2024	Office Depot		Unrestricted Checking	33.87
Credit Card Char...	02/14/2024	Office Depot		Unrestricted Checking	66.09
Credit Card Char...	02/16/2024	Amazon		Unrestricted Checking	65.26
Check	02/22/2024	Jayhawk Trophy		Restricted Checking:Capital Cam...	32.79
Credit Card Char...	02/28/2024	Office Depot		Unrestricted Checking	77.02
Total Supplies					300.16
Total Admin Expenses					300.16
Publicity					

Revenue & Expenses Detail

Type	Date	Name	Memo	Class	Amount
Credit Card Char...	02/13/2024	KU Bookstore		Unrestricted Checking	170.14
Credit Card Char...	02/21/2024	Facebook		Unrestricted Checking	2.00
Check	02/22/2024	Jayhawk Trophy		Unrestricted Checking	142.23
Credit Card Char...	02/22/2024	Facebook		Unrestricted Checking	2.00
Credit Card Char...	02/22/2024	Facebook		Unrestricted Checking	2.00
Credit Card Char...	02/23/2024	Facebook		Unrestricted Checking	2.00
Credit Card Char...	02/26/2024	Facebook		Unrestricted Checking	2.66
Credit Card Char...	02/26/2024	Facebook		Unrestricted Checking	2.42
Credit Card Char...	02/26/2024	Facebook		Unrestricted Checking	2.20
Credit Card Char...	02/27/2024	Facebook		Unrestricted Checking	2.93
Credit Card Char...	02/28/2024	Facebook		Unrestricted Checking	3.00
Credit Card Char...	02/29/2024	Facebook		Unrestricted Checking	3.30
Total Publicity					336.88
Bank Charges & Credit Card Fees					
Deposit	02/04/2024		Deposit	Unrestricted Checking:Events:Aft...	1.75
Deposit	02/05/2024		LGL Fee	Unrestricted Checking:Donations	1.79
Deposit	02/06/2024		LGL Fee	Unrestricted Checking:Donations	1.95
Deposit	02/06/2024		Deposit	Unrestricted Checking:Events:Aft...	13.10
Deposit	02/07/2024		LGL Fee	Unrestricted Checking:New Chap...	3.29
Deposit	02/07/2024		LGL Fee	Unrestricted Checking:Donations	6.72
Deposit	02/07/2024		Deposit	Unrestricted Checking:Events:Aft...	9.90
Deposit	02/08/2024		LGL Fee	Unrestricted Checking:Donations	5.68
Deposit	02/09/2024		LGL Fees	Unrestricted Checking:Donations	1.78
Deposit	02/11/2024		Deposit	Unrestricted Checking:Events:Aft...	6.40
Deposit	02/11/2024		Deposit	Unrestricted Checking:Events:Aft...	8.15
Deposit	02/12/2024		LGL Fee	Unrestricted Checking:Donations	2.10
Deposit	02/12/2024		Deposit	Unrestricted Checking:Events:Aft...	11.35
Deposit	02/13/2024		LGL Fee	Unrestricted Checking:Donations	1.34
Deposit	02/13/2024		Deposit	Unrestricted Checking:Events:Aft...	22.36
Deposit	02/14/2024		LGL Fee	Unrestricted Checking:New Chap...	2.81
Deposit	02/14/2024		LGL Fee	Unrestricted Checking:Donations	5.33
Deposit	02/14/2024		Deposit	Unrestricted Checking:Events:Aft...	119.31
Deposit	02/15/2024		LGL Fee	Unrestricted Checking:Donations	1.79
Deposit	02/15/2024		LGL Fee	Unrestricted Checking:Donations	1.11
Deposit	02/15/2024		Square Fee	Unrestricted Checking:Events:Aft...	40.85
Deposit	02/16/2024		LGL Fee	Unrestricted Checking:Donations	1.05
Deposit	02/16/2024		LGL Fee	Unrestricted Checking:Events:Aft...	30.17
Deposit	02/16/2024		LGL Fee	Unrestricted Checking:Donations	0.60
Deposit	02/17/2024		LGL Fee	Unrestricted Checking:Donations	6.84
Deposit	02/17/2024		LGL Fee	Unrestricted Checking:New Chap...	5.80
Deposit	02/17/2024		Square Fee 2/17	Unrestricted Checking:Events:Aft...	77.33
Deposit	02/18/2024		Square Fee	Unrestricted Checking:Events:Aft...	34.31
Deposit	02/20/2024		Square Fee	Unrestricted Checking:Events:Aft...	17.11
Deposit	02/20/2024		Square fee	Unrestricted Checking:Events:Aft...	33.65
Credit Card Char...	02/20/2024	U.S. Bank	Annual fee	Unrestricted Checking	99.00
Deposit	02/21/2024		LGL Fee	Unrestricted Checking:Donations	1.75
Deposit	02/21/2024		Square Fee	Unrestricted Checking:Events:Aft...	32.71
Deposit	02/22/2024		LGL Fee	Unrestricted Checking:Donations	0.59
Deposit	02/23/2024		LGL Fee	Unrestricted Checking:Donations	4.18
Deposit	02/23/2024		Square Fee	Unrestricted Checking:Events:Aft...	51.78
Deposit	02/24/2024		Square Fee	Unrestricted Checking:Events:Aft...	104.22
Deposit	02/25/2024		Square Fee	Unrestricted Checking:Events:Aft...	48.88
Deposit	02/26/2024		LGL Fee	Unrestricted Checking:Donations	5.79
Deposit	02/26/2024		Square Fee	Unrestricted Checking:Events:Aft...	59.77
Deposit	02/27/2024		LGL Fee	Unrestricted Checking:Donations	3.13
Deposit	02/27/2024		Square fee	Unrestricted Checking:Events:Aft...	95.30
Deposit	02/28/2024		LGL Fee	Unrestricted Checking:New Chap...	2.75
Deposit	02/28/2024		LGL Fee	Unrestricted Checking:Donations	6.70
Deposit	02/28/2024		Square Fee	Unrestricted Checking:Events:Aft...	107.79
Deposit	02/29/2024		LGL Fee	Unrestricted Checking:Donations	3.20
Deposit	02/29/2024		LGL Fee	Unrestricted Checking:Events:Aft...	15.24
Deposit	02/29/2024		Square Fee	Unrestricted Checking:Events:Aft...	5.70
Total Bank Charges & Credit Card Fees					1,124.20
Donor Outreach, Author Reception					
Credit Card Char...	02/20/2024	Wheatfields		Restricted Checking:Nancy Pat (...)	140.22
Total Donor Outreach, Author Reception					140.22
Miscellaneous					
Check	02/26/2024	Kassie Nieters	Dillons - Library Legislative Day	Unrestricted Checking	29.27
Total Miscellaneous					29.27
Professional Fees					
Conference, Convention, Meeting					
Credit Card Char...	02/20/2024	Carl Bloom Associates		Unrestricted Checking	372.60
Total Conference, Convention, Meeting					372.60
Travel					

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

Revenue & Expenses Detail

February 2024

Type	Date	Name	Memo	Class	Amount
Credit Card Char...	02/26/2024	Southwest		Unrestricted Checking	339.96
Total Travel					339.96
Total Professional Fees					712.56
Total Operations					10,298.59
Restricted Fund Expenditures					
Spent by Foundation					
Bill	02/03/2024	Sunflower Music Ther...		Restricted Checking:Youth Servic...	520.00
Total Spent by Foundation					520.00
Transfer to Library					
Check	02/02/2024	Lawrence Public Library	Community Resources	Restricted Checking:Community ...	1,550.00
Check	02/02/2024	Lawrence Public Library	Memorials/Honor with Books GGFT	Restricted Checking:Honor With ...	300.00
Check	02/02/2024	Lawrence Public Library	Picture Book Room	Restricted Checking:Picture Book...	2,000.00
Check	02/02/2024	Lawrence Public Library	Read Across Lawrence	Restricted Checking:Read Across...	1,896.80
Check	02/02/2024	Lawrence Public Library	Seed Library (Native)	Restricted Checking:Seed Library...	2,000.00
Check	02/02/2024	Lawrence Public Library	Summer Reading	Restricted Checking:Summer Re...	2,085.20
Check	02/02/2024	Lawrence Public Library	Midco/Peterson	Restricted Checking:Technology	5,000.00
Check	02/02/2024	Lawrence Public Library	Youth Services & Cigler	Restricted Checking:Youth Servic...	5,500.00
Credit Card Char...	02/14/2024	Tech Soup		Restricted Checking:Technology	99.00
Total Transfer to Library					20,431.00
Total Restricted Fund Expenditures					20,951.00
Total Expense					31,249.59
Net Ordinary Income					91,764.05
Net Income					91,764.05

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

LPL Friends & Foundation Director's Report – March 22, 2024

Second Saturday Sale. Our book sale volunteers have done it again! They hosted another successful Second Saturday Sale on March 9th. These one-day monthly sales have consistently produced great results. In addition, they also help our inventory stay at a manageable size, given the huge influx in book donations in the last several weeks. Annamarie will give you the full report at Monday's meeting. Please be sure to mark your calendars for our big Spring Book Sale, coming up Thursday, April 11th (Donor's night) through Sunday, April 14th. (And while you're there, check out the Library Con!)

This just in! Thanks to the addition of a new grant from Hallmark, the updated After Hours at the Library net total now stands at \$130,000: \$65,000 for library programs and services and \$65,000 for the DIY Memory Lab. We are floored by this town's incredible support for the library. Our success was made possible by a whole lot of people. Thank you, thank you, thank you 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 juggling multiple details and Excel spreadsheets, and Jim Barnes and Matt Pelsma, Studio Guys Extraordinaire, 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, Fincher Law Firm, 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!
- And YOU, our great board members, who served as greeters, ambassadors, and paper airplane flight guides. You did it all!

Before You Check Out classes continue on Tuesday, March 26th. Margie Coggins and I will lead a class called "Making a Clean Getaway" that provides a checklist for end-of-life planning. We are excited (and a bit terrified) that there are 90 people signed up for the session.

On-Site Sales Committee Minutes

With Internet Sales Totals

TUE, Mar 12 , 2024 | 1 PM | Meeting Room A

Attendees: Stan Ring, Jane Medina, Jan Conard, Jan Biles, Ed Hawkins, John Gilbert, Janie Marples, Carole Crown, Sue Hopkins, Cindy Penzler, Dave Ranney, Annamarie Hill

Meeting Summary

Reports

- March sale raised \$3,463
- Committee Retreat | March 7
 - Established our essential services (similar to LPL Strategic Plan “pillars”)
 - Giving
 - \$ to LPL
 - Books to community organizations, teachers
 - Collecting Donations of Physical Goods
 - Selling Books
 - PR/Marketing
 - Volunteers
 - Safety
 - Space Management
 - Voted on goals for 2024, will revisit at April committee meeting
- Downhall Books is now Downhall Video & Music, DVDs, CDs, Audiobooks

Financial Report

	January	February
Friends Express	\$1,433.18	\$1,361.99
Music Sale	\$8,360.00	\$0.00
Saturday Sale	\$0.00	\$4,571.03
Major Book Sale	\$0.00	\$0.00
Thrift Books	\$134.41	\$215.98
Tabs	\$449.05	\$202.55
Love Garden	\$80.00	\$135.50
Other Partners	\$0.00	\$100.00
TOTAL Onsite	\$10,456.64	\$6,587.05
Internet Sales	\$8,968.09	\$6,863.89
TOTAL	\$19,424.73	\$13,450.94

Looking Ahead

- Spring Book Sale | Apr 11-14
 - Runs concurrently with LPL Con, Apr 11-12
 - We are selling thousands of comics
- Pausing large donations until after Spring Sale (no room)
- Purchasing one “new” Square reader to see if it lives up to the hype
- Transit Center Friends Express installation date, Feb 28
 - Ribbon cutting | SAT March 23, 10 AM



Membership and Fundraising Report 2024



Direct Public Support

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Merchandise Sales \$\$	\$0	\$0											\$0
Fundraising Event \$\$	\$4,180	\$51,868											\$56,048
Restricted Gifts \$\$	\$1,250	\$51,900											\$53,150
Unrestricted Gifts \$\$	\$21,413	\$4,830											\$26,243
Total Gifts \$\$	\$26,843	\$108,598											\$135,441
Number of Active Donors*	550	552											
Number of Gifts	165	184											349
F+F Support for LPL \$\$	\$26	\$20,951											\$20,977

* Number of donors does not include book shoppers or merchandise sales customers

*Feb donors include online basket/fundraiser ticket buyers (there were 790 square transactions in February.)

Advocacy Committee Minutes March 18, 2024 at 9:00 a.m. via Zoom

Attending: Brandon Eisman (chair), Kassie Nieters (facilitator), Craig Penzler, Rachel Rademacher,

Staff: Kathleen Morgan

Minutes for [February 6, 2024](#) Committee meeting were approved

Old Business

1. Library Tour for Mike Dever
 - a. Brad has reached out to Mike and has not gotten a response. No further action required.
2. KLA Legislative Updates
 - a. Current focus in the legislature is on taxes and budget. No library-related measures appear to be advancing this year.
 - b. Kathleen will reach out to NEKLS to get an update.
 - c. Kathleen will inquire if a LPL staff member would be able to join the KLA Governmental Affairs Committee.
3. Library Safety Update
 - a. Committee discussed the recent shooting at the bus stop across from the library. There is understandable concern from the public that the area around the library is unsafe, and the library and the City must work to change that perception.
 - b. “Camp New Beginnings” behind Johnny’s was cleared on Monday 3/18. The City Commission heard extensive public comment at its 3/19 meeting, from homeless individuals and advocates, as well as the business community. The City has begun to methodically move people from camps to the pallet village and Lawrence Community Shelter. It is a slow and expensive process.
4. [Advocacy Calendar](#)
 - a. The Committee discussed this proposed perennial plan. Leadership Lawrence recruitment was added to the line up.
 - b. The Advocacy Platform (which needs a new name) was discussed. Kathleen will have a draft ready by the first week in April. The plan is to present it at the April 29th public annual meeting, and send it out to our “library family” in the form of an eblast to cardholders. Individual board

members with ties to City Commissioners and other stakeholders may also send it to those they know. Kassie will discuss this with the Board at the upcoming 3/25 meeting.

5. Educational Enrichment
 - a. Next week's Board meeting will include a short presentation from Kevin Cocoran, Cataloging & Collection Development Supervisor, who will discuss LPL procedures for book challenges
 - b. One of the goals for 2024 is to include an educational component for board members as the monthly board meeting agenda allows.
6. Annual Meeting (Public) on April 29th
 - a. Committee members discussed the structure of the upcoming LPLFF Annual Meeting for the public on April 29th. They agreed that it should be half information and half celebration.
 - b. The consensus was to give Committee Chairs an opportunity to highlight their accomplishments in 2023. In addition, there will be awards announced for volunteers.
 - c. The LPLFF Board will discuss this further at the 3/25 meeting.

New Business

NONE

Schedule Next Meeting - TBD

MEMO

Date: March 21, 2024

From: Joan Golden, Finance Committee Chair

To: LPL Friends & Foundation Board

RE: Add Signer to US Bank Account

With the addition of Mary Ann LeDosquet as the library's new accountant, we recently worked with US Bank to update who has access to online banking for the LPL Friends & Foundation US Bank checking account.

As the Board Treasurer, Joan serves as the primary contact for the online banking account. While Kathleen and Mary Ann have limited access to the account, it does not include the ability to download monthly account and credit card statements, which are needed for monthly reconciliations. Only Joan has permission to do this. (Kathleen has been going to US Bank to pick up statements or Joan has delivered them.)

There are two solutions: (1) join US Bank's "Singlepoint" service at \$360 per year which gives approved individuals full access to the account; or (2) make Kathleen a signer on the account (no charge).

Jane Median and I recommend that Kathleen be added to a signer on the LPLFF account. It gives her the ability to access statements for our monthly accounting, and adds another set of eyes monitoring the account. **Kathleen will not sign checks. That will continue to be done only by the Treasurer, Chair, or other Board designee.**

**After Hours at the Library History:
Revenue, Expenses, Proceeds**

	2024 Est	2023	Virtual 2022	Virtual 2021	2020
Total Revenue	\$140,000	81,382	\$74,669	\$78,071	\$41,294
Total Expenses	\$9,110	\$8,085	\$4,745	\$4,600	\$6,930
Net Proceeds	\$130,890	\$73,297	\$69,924	\$73,471	\$34,364
LPLFF Proceeds	\$65,890	\$48,297	\$42,924	43,371	\$34,364
Fund A Need	\$65,000	\$25,000	\$27,000	\$30,000	\$0
	Memory Lab	Picturebook Rm	Teen Zone	Digital Library	None

After Hours at the Library 2024 – A Debrief

The After Hours planning committee met for a debriefing session on Friday, March 15th. The discussion centered on four questions: (1) What worked and we want to repeat next time? (2) What worked but needs improvement? (3) What did not work and can be changed? and (4) What did not work and cannot be changed?

What worked and we want to repeat next time?

- Great invitations – yay, Billy Pilgrim!
- Great theme – it made planning easier. Adopt annual Summer Reading theme?
- Allowing people to travel to all parts of the library
- Having all basket ticket sales online
- Fund-A-Need in Atrium
- Great sound system in Atrium
- Deja Brooks!!!
- Event passport was great
- Different drink options by 715
- Photo back drop and station
- Two-hour volunteer shifts worked best
- Passport was great. Add two other stops: Mega Basket and Wine Pull with \$\$ symbol (no purchase necessary)
- Great volunteers at restaurant tables
- Decorations were amazing – loved the planes hanging from lights in atrium
- Great to have the lights on
- Good photographer. Ann Dean is great!
- Guess the value of the book was popular and surprisingly competitive for some!
- Heartfelt testimony for Fund A Need is essential
- Great vibe from the beginning
- Wayfinding with tape on the floor worked great

What worked but needs improvement?

- More food – we ran out quickly. Seek advice from Steve Maceli (Mary/Kathleen) Count on 2.5 bites per person.
- Start the Fund-A-Need earlier – 8:30 pm would have been perfect
- Consider closing library earlier. (This may not be necessary if we recruited more volunteer team leaders -- pick Angela's brain for ideas)
- Volunteer organizations/jobs: have volunteer slots for 5:30 pm restaurant set up. Be ready with carts (Mary needs at least 3 volunteers.)
- Cut number of in-person basket days down to 10 (14 was too many)
- Make the bars self-serve starting at 8:30 pm so bartenders can participate
- Photos of co-hosts should be together on invitations.
- Announce on speaker 15 min before megabaskets close. Keep it in a stationary place so people can find it. Talk up megabaskets during party
- Pair megabasket station with cocktails or food? Make signage big

- Keep requirements for co-host (not Deja) easy and flexible
- Signage: Standard signs from the ceiling: Wine Pull, Mega Baskets
- Cross promote event with restaurants – QR codes for folks to buy tickets on table tents at participating restaurants
- Set up Wine Pull earlier – 3 people are needed there until 8:30 pm. We could sell 50 bottles! Mark high value wines (more than \$25). Remember the wine tags!
- Nametags for City Commissioners (although they may disagree!)
- More decorations in the lobby as people come in

What did not work and can be changed?

- We don't need a bar downstairs. Replace with Squishingtons-like vendor (something that is easy to transport)
- Add "Doors open at 7 pm" to invitation. We had many early arrivers
- Need a volunteer who handles only logistics: bar checklist, front door attendant instructions, bar runner
- Megabaskets were not nearly as popular this year. Suggest adding megabasket station to passport for a stamp. Keep it stationary in check out lobby
- Better busing instructions for volunteers
- Take promotional photos earlier
- Food in the back room for volunteers
- Adult storytime was OK – kinda weird; rethink and do a better job of promoting it.
- Consider mystery baskets – wrapped up and it's a surprise (Kassie)
- Put Dottie on sidewalk
- Pretzels! We forgot to give them to our lead flight attendant
- Slide timing on Jumbotron in check out lobby needs to be faster

What did not work and cannot be changed?

- Sky Lounge needed more action – maybe a lounge lizard? Mirror ball.
- Late responses to basket solicitation: book club schedules are tricky

Suggestions

- Consider online participation for fund-a-need
- Testimonials from basket winners
- Always schedule the event for the first Friday of March
- Send ask to LPL book clubs for baskets donations
- Summer Reading- themed prize for passport drawing
- Tie in Summer Reading annual theme – 2025 is art-related
 - Partner with local arts organizations
 - Typewriter poems, Mary's letterpress, Jan's book art
 - Aerial performers in lobby for next year

A Dottie Update from Sarah Mathews, LPL Outreach Coordinator

Dottie's (almost) back on the road!

Since November of 2023, Dottie has been in and out of the hospital and I'm pleased to say she is almost roadworthy again. The original reason for taking her into the shop was to have her shelves assessed. They had been consistently buckling and stalling. At this initial meeting with the mechanic, I was informed that the first order of business should actually be fixing the awning. It was unstable, held together mostly with wood, and a liability. We made an appointment to get it fixed, but the frigid weather delayed that by about a month.

I am grateful to the board's foresight years ago for recommending setting up a fund for repairs. Of course, the hope is we will need to use it rarely, but having it there helped make the process much less daunting. Dottie's awning is fixed!

We are now entering the "Dottie 2.0" era and although a few changes need to be made, I am excited to have her back in the community once again. The 2.0 phase includes removing the bottom shelves so they will no longer retract or descend. It is unfortunate to change this fun and aesthetically cool part of Dottie, but I was informed that the shelves will never work properly even if "fixed" because of the weight distribution on the truck. So, in order to get her into working order, she will need to have stationary shelves. Fortunately, this was something Phillip Howard and Jon Ratzlaff, our facilities experts, were able to accomplish when Dottie returned. It's also relatively easy to put the shelves back on if we want to try again in the future with Dottie 3.0.

Today, Dottie received a new battery and by tomorrow, with all fingers and toes crossed, she should be back on the road!

Thank you for all of your support,
Sarah Mathews
March 21, 2024