

Lawrence Public Library Board of Trustees Regular Meeting
Monday, June 17, 2024 at 4:30 PM
Hybrid: Meeting Room A or [Google Meet Link](#)

Introductions

Executive Session

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 May 2024
- Approve Treasurer's report for May 2024
- Approve bills for May 22, 2024 to June 16, 2024
- Receive statistical report for May 2024

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Video Security Camera Policy – **ACTION ITEM**
Jon Ratzlaff, Facilities Manager

Old Business

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: May 22, 2024

Time: 4:30 pm

Venue: The meeting was conducted in person and online.

Board Members Present:

James Pavisian (Chair), Kelly Hart, Mandy Leibold, Allison Friend Mazzei, Ryann Tacha, Mayor Bart Littlejohn.

Absent: Susan Kang, Alex Carvalho.

Staff Members Present:

Brad Allen, Kathleen Morgan, Erica Segraves, Jon Ratzlaff, Tricia Karlin.

Friends and Foundation Members Present: Annamarie Hill.

Call to order

James called the meeting to order at 4:33 pm.

Executive Session

Kelly moved to go into executive session until 4:50 pm to discuss a legal matter with counsel present. The motion was seconded by Allison. The motion carried.

At 4:50 pm James moved to extend the executive session until 5:05 pm. Kelly seconded the motion. The motion carried.

Regular Session

The regular session resumed at 5:06 pm.

James moved to accept the attorney's recommendation regarding the legal matter. Kelly seconded the motion. The motion passed.

Consent Agenda

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

New Business

- **Officer Nominations - ACTION ITEM**

The nominating committee presented the following slate of officers:

Chair: Kelly Hart

Vice-Chair: Mandy Liebold

Secretary-Treasurer: James Pavisian

James moved to accept the slate of officers. Bart seconded the motion. The motion passed.

As Vice-Chair, Mandy will serve as the liaison with the Friends & Foundation board.

Kathleen asked for a representative from the board of trustees to serve on the Advocacy Committee. Allison volunteered for this duty.

Kelly assumed the role of Chair and presided over the remaining items on the agenda.

Library Director's Report

- Brad referred the trustees to his written report. He gave a brief summary of his participation in the Urban Library Council's (ULC) CEO Roundtable meeting that he just returned from Tuesday evening. Los Angeles County and Los Angeles City Libraries hosted the meeting. Brad appreciated the opportunity the meeting provided to learn from experts on the issue of homelessness, and also just to network. Brad will provide additional reporting on that meeting next month.

Monthly Departmental Reports

- No reports noted.

Friends and Foundation (F&F) Report

- Annamarie Hill, the new Vice-Chair for F&F, presented the report:
 - The primary focus for the F&F's last board meeting was to prepare for the April 29 annual meeting. New officers were also elected.
 - Kathleen noted that the RetroActive retiree program leader, Jack Altman, retired effective August 1st. The job opening has been posted.

New Business - Additional Items

- **Approve 2025 budget - ACTION ITEM**
 - Brad explained that the library's current mill levy is 4.11 mills, still under the maximum levy amount of 4.5 mills.
 - The 2025 budget includes a request for an increase of \$445,000. This request is based on a best estimate of 2025 revenues. Property taxes provide the bulk of the library's funding; property valuations are expected to rise by 7.2% this year.

- Brad explained how tax monies are received: taxes are collected by the County and distributed to the City. The City then disburses the funds to the Library.
- Brad estimated the revenues from other funding sources, such as lost and replacement fees, funding from the Northeast Kansas Library System (NEKLS), and interest income.
- Brad explained the requests for increased allocations for specific budget lines:
 - The books & materials budget line increase will allow for the purchase of additional digital content (ebook and audiobooks). Brad noted that even though ebooks and audiobooks are more expensive than physical copies, it's important for the library to balance its value of stewardship of financial resources with the equally important values of access and equity. Many community members who may find it difficult to visit the physical library could benefit from a strong digital collection that's accessible from a device.
 - The technology budget has been adjusted upward to help support increased software and technology costs.
 - Staff salaries are expected to increase to cover step increases from the salary plan, a slight raise in base salaries, and potential added FTEs.
 - Employee benefits will increase in 2025, partly due to the 1% increase in the Kansas Public Employees Retirement System (KPERS) employer contribution.
 - Building repairs & maintenance expenses have been higher in recent years, so Brad increased this budget line.
- James moved to accept the proposed 2025 budget. Ryann seconded the motion. Bart abstained from voting. The motion carried.
- Brad noted that if the property valuations end up lower than the estimated 7.2%, the board can amend the budget at its July meeting (the City will provide more definitive numbers in the latter part of June.) Brad recommends that the board keep the mill levy flat, which would require a smaller budget increase if valuations are below expected levels.

Old Business

- None

Public Comments

- None

Announcements

Adjournment

There being no other business, the meeting adjourned at 5:34 pm.

The next regular Board meeting will be held Monday, June 17, 2024.

Respectfully submitted,
Tricia Karlin

2024 Regular Budget Report

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</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	1,556.36	1,876.54	10,107.99	\$30,000.00	33.69%	\$30,000.00
NEKLS	-		25,406.25		8,765.00	34,171.25	\$110,000.00	31.06%	\$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	1,400.75	1,575.56	7,886.11	\$10,000.00	78.86%	\$10,000.00
Meeting Room Fees	1,603.35	290.70	535.44	604.46	339.14	3,373.09	\$5,000.00	67.46%	\$5,000.00
Interest	4,287.25	8,342.89	11,826.70	9,812.33	8,635.82	42,904.99	\$23,000.00		\$0.00
Transfer from Capital Improvement						-	\$0.00	#DIV/0!	\$50,000.00
Donations- MISC		28.55	15.89	(55.08)	-	(10.64)			
Total Revenues	9,245.99	3,416,601.73	68,652.78	13,318.82	21,192.06	3,529,011.38	\$6,383,000.00	55%	\$5,945,000.00

EXPENSES

Salaries & Wages	145,945.92	273,533.57	273,307.86	274,159.74	418,322.29	1,385,269.38	\$3,675,000.00	37.69%	\$3,460,000.00
Employee Benefits	39,493.87	39,382.33	39,287.13	60,992.47	58,869.81	238,025.61	\$585,000.00	40.69%	\$490,000.00
Payroll Taxes	49,118.28	49,039.00	48,188.46	49,661.39	73,699.87	269,707.00	\$660,000.00	40.86%	\$620,000.00
Utilities	10,779.41	7,838.72	7,257.54	6,672.49	6,905.80	39,453.96	\$100,000.00	39.45%	\$100,000.00
Building Supplies	987.51	1,271.56	1,357.52	1,828.18	2,163.86	7,608.63	\$20,000.00	38.04%	\$20,000.00
Building Repairs & Maintenance	21,127.05	6,659.26	1,065.26	9,605.19	8,114.16	46,570.92	\$60,000.00	77.62%	\$55,000.00
Library Supplies	8,178.54	2,292.23	1,861.94	2,075.51	2,690.40	17,098.62	\$25,000.00	68.39%	\$25,000.00
Books & Materials	35,771.24	67,680.53	43,853.79	81,371.52	38,727.49	267,404.57	\$750,000.00	35.65%	\$725,000.00
Processing Supplies	5,046.60	3,554.57	3,605.28	10,985.02	2,914.63	26,106.10	\$50,000.00	52.21%	\$50,000.00
Equipment	-	-				-	\$10,000.00	0.00%	\$10,000.00
Technology	82,393.83	5,136.66	27,225.30	36,836.90	6,268.11	157,860.80	\$325,000.00	48.57%	\$275,000.00
---Public Tech Supplies	(161.52)	63.00	(87.79)	(106.64)	(74.17)	(367.12)		#DIV/0!	\$1,000.00
---Operations	-	907.62	-	3,565.54	901.70	5,374.86		#DIV/0!	\$19,000.00
---IT Software & Subscriptions	6,867.26	2,844.65	3,865.83	3,642.06	4,684.08	21,903.88		#DIV/0!	\$34,000.00
---Internet & Telephone	572.16	769.39	572.48	26,927.12	756.50	29,597.65		#DIV/0!	\$20,550.00
---Collections & Public Service	75,115.93	552.00	22,874.78	2,808.82	-	101,351.53		#DIV/0!	\$200,450.00
Insurance	(1,864.40)	-		100.00	6,599.00	4,834.60	\$18,000.00	26.86%	\$17,000.00
Postage & Mailing	1,215.93	1,542.11	1,036.12	6,040.10	1,021.22	10,855.48	\$20,000.00	54.28%	\$18,000.00
Professional Development	2,663.07	2,879.40	3,042.88	6,123.80	4,394.74	19,103.89	\$30,000.00	63.68%	\$30,000.00
Book Van & Mileage	862.87	414.81	863.40	(364.34)	415.09	2,191.83	\$5,000.00	43.84%	\$5,000.00
Professional Fees	4,865.23	6,576.51	1,910.15	13,088.62	11,014.77	37,455.28	\$30,000.00	124.85%	\$25,000.00
Advertising & Marketing	5,247.54	6,124.47	264.38	1,061.27	3,686.06	16,383.72	\$20,000.00	81.92%	\$20,000.00
Capital Improvements			6,819.00	4,412.00		11,231.00			0
Miscellaneous	25.69	26.78	341.26	(719.09)	358.36	33.00			0
Total Expenses	411,858.18	473,952.51	461,287.27	563,930.77	646,165.66	2,557,194.39	\$6,383,000.00	40%	\$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) 1,741,953.98

Capitol Improvement (KMIP) 866,231.15 Transfer from Capital Improvement will happen in January 2024

2024 Outside Funding	May	May	
	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>
Outside & Private Funding			

Friends & Foundation

R & E Totals	\$	548.62	\$	56,528.62	\$	464,506.29
YTD Income					\$	273,492.20
YTD Expense					\$	232,953.34

Lawrence Public Library

Balance Sheet

As of May 31, 2024

	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	1,450,532.80
Checking	291,421.18
Capital Improvement at MIP	866,231.15
Total Checking/Savings	2,608,185.13
Other Current Assets	
Employee Cash Advances	158.73
Total Other Current Assets	158.73
Total Current Assets	2,608,343.86
Other Assets	
Petty Cash	206.75
Total Other Assets	206.75
TOTAL ASSETS	2,608,550.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	54,563.56
Total Accounts Payable	54,563.56
Credit Cards	
US Bank Credit Card (7984)	21,934.93
Total Credit Cards	21,934.93
Other Current Liabilities	
Payroll Liabilities	
Health Insurance	-22,550.77
Vision Insurance - Employee	77.12
Hospital & Cancer Plans	-9.89
KPERs 457 Plan	180.00
OGLI	236.95
Payroll Liabilities FSA	-41.61
SUI	
Company	690.65
Total SUI	690.65
Total Payroll Liabilities	-21,417.55
Total Other Current Liabilities	-21,417.55
Total Current Liabilities	55,080.94
Total Liabilities	55,080.94
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,240,172.91

Lawrence Public Library
Balance Sheet
As of May 31, 2024

	May 31, 24
Net Income	1,012,661.54
Total Equity	2,553,469.67
TOTAL LIABILITIES & EQUITY	2,608,550.61

**Lawrence Public Library
Revenues & Expenses**

May 2024

	May 24	Jan - May 24
Ordinary Income/Expense		
Income		
Tax Fund	0.00	3,403,698.77
Lost and Replacement Fees	1,876.54	10,107.99
NEKLS	8,765.00	34,171.25
State& Federal Aid		
State& Federal Aid - Other	0.00	26,879.82
Total State& Federal Aid	0.00	26,879.82
Photocopies & Printing	1,575.56	7,886.11
Meeting Room Rentals	339.14	3,373.09
Interest		
Capital Improvement	2,782.88	14,194.22
Checking	5,852.94	28,710.77
Total Interest	8,635.82	42,904.99
Outside&Private Funding Income		
Downhall Books	194.66	168.36
Library Landscape & Posters	0.00	-48.60
Merchandise Sales	353.96	712.75
Outside&Private Funding Income - Other	0.00	192,948.13
Total Outside&Private Funding Income	548.62	193,780.64
Total Income	21,740.68	3,722,802.66
Gross Profit	21,740.68	3,722,802.66
Expense		
Payroll Expenses		
Gross Wages		
Gross Wages - Other	418,322.29	1,385,269.38
Total Gross Wages	418,322.29	1,385,269.38
Group Life Insurance	1,028.67	5,075.69
Health Insurance	58,634.39	235,417.11
Employee Parking	-793.25	-2,467.19
Payroll Expenses - Other	0.00	0.00
Total Payroll Expenses	477,192.10	1,623,294.99
Payroll Taxes		
Payroll Taxes Employer	31,543.49	116,337.58
KPERS Co Retiree	489.43	1,792.22
KPERS Co	41,666.95	151,577.20
Total Payroll Taxes	73,699.87	269,707.00
Utilities - Electric		
Utilities - Electric - Other	6,905.80	39,453.96
Total Utilities - Electric	6,905.80	39,453.96
Building Supplies		
Building Supplies - Other	2,163.86	7,608.63
Total Building Supplies	2,163.86	7,608.63
Building Repairs & Maintenance	8,114.16	46,570.92
Library & Office Supplies		
Library & Office Supplies - Other	2,690.40	17,098.62
Total Library & Office Supplies	2,690.40	17,098.62
Books & Materials		
Books & Materials - Other	38,727.49	267,404.57
Total Books & Materials	38,727.49	267,404.57
Processing Supplies		
Processing Supplies - Other	2,914.63	26,106.10

**Lawrence Public Library
Revenues & Expenses**

May 2024

	May 24	Jan - May 24
Total Processing Supplies	2,914.63	26,106.10
Technology		
Public Tech Supplies	-74.17	-368.97
Operations	901.70	5,374.86
IT Software & Subscriptions	4,684.08	21,903.88
Internet & Telephone	756.50	29,958.50
Collections & Public Service	0.00	100,992.53
Total Technology	6,268.11	157,860.80
Insurance		
Liability Insurance	0.00	100.00
Insurance - Other	6,599.00	4,734.60
Total Insurance	6,599.00	4,834.60
Postage & Mailing	1,021.22	10,855.48
Professional Development		
Travel By Department		
Adult Services	0.00	537.30
Total Travel By Department	0.00	537.30
Professional Development - Other	4,394.74	18,566.59
Total Professional Development	4,394.74	19,103.89
Vehicles, Mileage, Maintenance	415.09	2,191.83
Professional Fees		
Accounting	0.00	3,105.00
Professional Fees - Other	11,014.77	34,350.28
Total Professional Fees	11,014.77	37,455.28
Marketing-General		
Marketing-General - Other	3,686.06	16,383.72
Total Marketing-General	3,686.06	16,383.72
Capital Improvement Expenditure		
Capital Improvement Expenditure - Other	0.00	11,231.00
Total Capital Improvement Expenditure	0.00	11,231.00
Miscellaneous		
Miscellaneous - Other	358.36	33.00
Total Miscellaneous	358.36	33.00
Outside & Private Funding		
Friends & Foundation Funding		
Picture Book Room	11,578.51	9,578.51
Community Resource	0.00	-1,100.00
Seed Library (Native)	0.00	-705.94
Block Grant	9,000.00	27,653.81
F&F Payroll	18,785.37	68,043.63
Outreach/Coggins Fund	197.42	269.28
Plant & Foliage Maintenance	120.00	600.00
Aquarium Maintenance	330.00	848.09
Program Expense		
Information Services Programmin	14.11	175.82
Readers Service Programming	0.00	144.00
Public Tech Programming	0.00	248.45
YS Programs (Children)		
YS Programs (Children) - Other	177.23	6,217.85
Total YS Programs (Children)	177.23	6,217.85
Teen Services Programming		
Teen Services Programming - Other	9.99	6,230.06
Total Teen Services Programming	9.99	6,230.06
Summer Reading - ALL	16,113.77	25,313.74
Readers Across Lawrence	0.00	-1,896.80

**Lawrence Public Library
Revenues & Expenses**

May 2024

	May 24	Jan - May 24
Youth Services & Cigler	0.00	-4,927.42
Program Expense - Other	0.00	45.99
Total Program Expense	16,315.10	31,551.69
Crowe Fund	170.32	732.40
Memorials/Honor w/ Books GGIFT	8.52	61.18
Sound & Vision	8.99	1,107.02
MIDCO/Peterson	0.00	11,837.82
Marketing		
Marketing - Other	0.00	707.93
Total Marketing	0.00	707.93
Storytime at Home	14.39	616.35
Seed Library	0.00	1,444.13
Kansas Health Foundation	0.00	50.00
Friends & Foundation Funding - Other	0.00	-359.81
Total Friends & Foundation Funding	56,528.62	152,936.09
Total Outside & Private Funding	56,528.62	152,936.09
Total Expense	702,694.28	2,710,130.48
Net Ordinary Income	-680,953.60	1,012,672.18
Net Income	-680,953.60	1,012,672.18

Lawrence Public Library
Vendor Balance Summary
As of June 16, 2024

	<u>Jun 16, 24</u>
Alliance Entertainment	170.43
Amazon Capital Services, Inc	3,058.07
ASI	80.00
Baker & Taylor, Inc.	48.36
Bamboo HR	711.16
Bibliocommons Inc.	2,500.00
Bug Hounds, LLC	762.50
Center Point Large Print	53.24
Century Business Technologies	1,340.77
Control Service Company, Inc.	4,346.98
Cottin's Hardware & Rental	49.40
Demco, Inc.	640.20
EBSCO	-49.95
Eileen's Colossal Cookies	500.00
Evergy	6,905.80
Freedom Interior Solutions LLC	8,777.50
Gale/Cengage Learning	49.68
Hamco Kansas City, Inc.	749.50
Hartford	6,599.00
Ingram Library Services	11,931.08
Jayhawk Trophy Co., Inc.	23.69
Jayhawk Tropical Fish	330.00
Jim Bost Plumbing LLC	823.41
Jungle House	120.00
Kansas Book Festival	2,500.00
Kindred CPA	1,674.04
Mainline Printing	2,167.00
MEI Total Elevator Solutions	932.74
Midcontinent Communications	576.08
Midwest Tape	2,658.81
Milliman, Inc.	3,150.00
MSM Systems Inc.	215.00
OverDrive	2,018.05
PBC Guru	4,500.00
Pur-O-Zone, Inc.	1,641.80
Schwickert's Tecta America	6,400.00
SirsiDynix	39,110.48
Swank Movie Licensing USA	735.00
Tech Electronics	1,705.21
TFMComm Inc.	895.80
Trevin Garcia	100.00
U.S. Bank - Mastercard	22,295.02
Unique Management Services	497.35
United Parcel Service	53.11
West Bend Mutual Insurance Agency	250.00
TOTAL	<u>144,596.31</u>

Lawrence Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount
Check		05/01/2024	ASI	Checking	
				Payroll Liabilities FSA	-31.99
TOTAL					-31.99
Check		05/02/2024	ASI	Checking	
				Payroll Liabilities FSA	-46.41
TOTAL					-46.41
Bill Pmt -Check		05/02/2024	U.S. Bank - Mastercard	Checking	
Bill	MARCH 2024	04/01/2024	U.S. Bank - Mastercard	Accounts Payable	0.00
TOTAL					0.00
Check		05/02/2024	ASI	Checking	
				Payroll Liabilities FSA	-55.00
TOTAL					-55.00
Check		05/06/2024	ASI	Checking	
				Payroll Liabilities FSA	-125.00
TOTAL					-125.00
Check		05/06/2024	ASI	Checking	
				Payroll Liabilities FSA	-25.00
TOTAL					-25.00
Check		05/07/2024	ASI	Checking	
				Payroll Liabilities FSA	-398.26
TOTAL					-398.26
Check		05/09/2024	ASI	Checking	
				Payroll Liabilities FSA	-696.60
TOTAL					-696.60
Check		05/13/2024	ASI	Checking	
				Payroll Liabilities FSA	-40.00
TOTAL					-40.00
Check		05/14/2024	ASI	Checking	

Lawrence Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount
				Payroll Liabilities FSA	-172.75
TOTAL					-172.75
Check		05/14/2024		Checking	
				Professional Fees	-47.87
TOTAL					-47.87
Check		05/16/2024	ASI	Checking	
				Payroll Liabilities FSA	-263.00
TOTAL					-263.00
Check		05/17/2024	ASI	Checking	
				Payroll Liabilities FSA	-68.80
TOTAL					-68.80
Check		05/20/2024	ASI	Checking	
				Payroll Liabilities FSA	-91.15
TOTAL					-91.15
Check		05/21/2024	ASI	Checking	
				Payroll Liabilities FSA	-46.14
TOTAL					-46.14
Check		05/22/2024	ASI	Checking	
				Payroll Liabilities FSA	-172.68
TOTAL					-172.68
Check		05/23/2024	ASI	Checking	
				Payroll Liabilities FSA	-666.30
TOTAL					-666.30
Check		05/24/2024	ASI	Checking	
				Payroll Liabilities FSA	-9.55
TOTAL					-9.55
Check		05/28/2024	ASI	Checking	
				Payroll Liabilities FSA	-17.10
TOTAL					-17.10

Lawrence Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount
Check		05/29/2024	ASI	Checking	
				Payroll Liabilities FSA	-199.24
TOTAL					-199.24
Check	EFT	05/03/2024	KPERS	Checking	
				Retirees	-162.97
TOTAL					-162.97
Check	EFT	05/03/2024	KPERS	Checking	
				Company	-14,225.00
				Employee	-8,318.76
				KPERS Co	-0.09
TOTAL					-22,543.85
Check	EFT	05/03/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	05/03/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-343.00
TOTAL					-343.00
Check	EFT	05/03/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,736.00
TOTAL					-2,736.00
Check	EFT	05/17/2024	KPERS	Checking	
				Company	-14,317.74
				Employee	-8,372.98
				KPERS Co	-0.02
TOTAL					-22,690.74
Check	EFT	05/17/2024	KPERS	Checking	
				Company	-162.82
TOTAL					-162.82
Check	EFT	05/17/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62

Lawrence Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	05/17/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,977.00
TOTAL					-2,977.00
Check	EFT	05/17/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-343.00
TOTAL					-343.00
Check	EFT	05/17/2024	KPERS	Checking	
				OGLI	-462.34
TOTAL					-462.34
Check	EFT	05/17/2024	Advance Insurance Company	Checking	
				Group Life Insurance	-1,028.67
TOTAL					-1,028.67
Check	EFT	05/17/2024	VSP Insurance Co.	Checking	
				Vision Insurance - Empl...	-154.24
				Health Insurance	-168.96
TOTAL					-323.20
Check	EFT	05/18/2024	Blue Cross and Blue Shield of K...	Checking	
				Health Insurance	-57,866.81
				Hospital & Cancer Plans	-167.09
TOTAL					-58,033.90
Bill Pmt -Check	EFT	05/20/2024	Bamboo HR	Checking	
Bill	INV01937043	04/30/2024		Professional Fees	-680.95
TOTAL					-680.95
Bill Pmt -Check	EFT	05/20/2024	Midcontinent Communications	Checking	
Bill	157407601...	04/16/2024		Internet & Telephone	-571.70
TOTAL					-571.70
Bill Pmt -Check	EFT	05/20/2024	United Parcel Service	Checking	
Bill	0000506AE...	05/04/2024		Postage & Mailing	-27.02
TOTAL					-27.02
Bill Pmt -Check	EFT	05/20/2024	ASI	Checking	

Lawrence Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	APRIL 2024	04/30/2024		Professional Fees	-76.00
TOTAL					-76.00
Bill Pmt -Check	EFT	05/20/2024	Evergy	Checking	
Bill	APRIL 2024	04/30/2024		Utilities - Electric	-6,672.49
TOTAL					-6,672.49
Bill Pmt -Check	EFT	05/20/2024	U.S. Bank - Mastercard	Checking	
Bill	APRIL 2024	05/02/2024		Allen, Brad - US Bank C...	-5,458.57
				Brumley, A - US Bank C...	-2,355.95
				Brune, G - US Bank CC ...	-72.09
				Kearns, H - US Bank C...	-1,432.30
				Taylor, L - US Bank CC ...	-280.00
				Winsky, D - US Bank C...	-712.48
				Ratzlaff, J - US Bank C...	-390.65
				Stepp, Ian - US Bank C...	-100.80
				Haynes, F - US Bank C...	-143.02
				Moore, M - US Bank CC...	-1,346.94
				McDonald, E - US Bank ...	-935.32
				Corcoran, K - US Bank ...	-2,247.20
				Cook, Jenny - US Bank ...	-134.45
				Allen, K - US Bank CC (...)	-3,778.90
				Segraves, E - US Bank ...	-2,015.70
				Winters, T - US Bank C...	-45.00
				Mathews, S - US Bank ...	-141.49
				LeDosquet,M - US Bank...	-1,481.00
				Medina, Y - US Bank C...	-243.94
				MacKinnon,L - US Bank...	-1,516.70
				Veloz, Marc - US Bank ...	-17.99
				Parks, H - US Bank CC ...	-17.28
TOTAL					-24,867.77
Check	EFT	05/31/2024	KPERS	Checking	
				Retirees	-163.63
TOTAL					-163.63
Check	EFT	05/31/2024	KPERS	Checking	
				Company	-14,301.07
				Employee	-8,363.20
				KPERS Co	-0.05
TOTAL					-22,664.32
Check	EFT	05/31/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	05/31/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,977.00

Lawrence Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-2,977.00
Check	EFT	05/31/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-343.00
TOTAL					-343.00
Bill Pmt -Check	29751	05/20/2024	Alliance Entertainment	Checking	
Bill	PLS797748...	04/26/2024		Books & Materials	-70.96
TOTAL					-70.96
Bill Pmt -Check	29752	05/20/2024	Amazon Capital Services, Inc	Checking	
Bill	1H71-XQTC...	04/04/2024		Books & Materials	-19.69
Bill	1NN1-GPF...	04/08/2024		Books & Materials	-92.38
Bill	1YGL-4LDF...	04/09/2024		Books & Materials	-263.15
Bill	1KJJ-3KFH-...	04/10/2024		Books & Materials	-840.26
Bill	1Q7K-6D9F...	04/13/2024		Books & Materials	-147.33
Bill	1NWX-V41...	04/13/2024		Books & Materials	-39.88
Bill	1999-LYVH...	04/14/2024		YS Programs (Children)	-29.28
Bill	1Q7K-6D9F...	04/14/2024		Building Repairs & Main...	-278.92
Bill	1YC1-RG6...	04/15/2024		Books & Materials	-92.18
Bill	1W6F-4NJT...	04/15/2024		Books & Materials	-13.23
Bill	1R73-6GW...	04/15/2024		Books & Materials	-57.12
Bill	1F11-W4T3...	04/16/2024		Books & Materials	-383.92
Bill	1CQ1-N379...	04/17/2024		Books & Materials	-14.99
Bill	1M7V-1CQ...	04/18/2024		Books & Materials	-138.71
Bill	1LYL-JJFQ...	04/19/2024		YS Programs (Children)	-26.33
Bill	1LDG-WDF...	04/21/2024		YS Programs (Children)	-6.82
Bill	14LC-3TW...	04/21/2024		Library & Office Supplies	-18.99
Bill	11CV-494Q...	04/21/2024		Books & Materials	-238.14
Bill	1NKG-79D...	04/21/2024		Books & Materials	-96.40
Bill	17VF-K7CF...	04/23/2024		Books & Materials	-29.99
Bill	1G4H-47Q1...	04/23/2024		Books & Materials	-99.99
Bill	1M3T-HHV...	04/25/2024		Books & Materials	-458.65
Bill	1WT1-9F1...	04/25/2024		Books & Materials	-129.98
Bill	1L3V-VHK...	04/27/2024		Books & Materials	-69.98
Bill	1MXP-1M9...	05/01/2024		Books & Materials	-58.57
Bill	1DKR-G7J...	05/01/2024		Books & Materials	-109.38
Bill	1313-4PKC...	05/01/2024		Information Services Pr...	-14.11
Bill	1WCP-DW...	05/01/2024		Books & Materials	-119.97
Bill	1Y3Q-FFF7...	05/01/2024		Books & Materials	-67.83
Bill	13LX-9DJP...	05/04/2024		Building Supplies	-68.45
Bill	17VP-RPT1...	05/06/2024		Library & Office Supplies	-27.99
Bill	1PMQ-KDN...	05/06/2024		Books & Materials	-74.21
Bill	1C6T-KRV4...	05/06/2024		Books & Materials	-61.17
Bill	1NXR-DWK...	05/07/2024		Books & Materials	-71.75
Bill	1Q3N-PVH...	05/07/2024		Books & Materials	-325.44
Bill	1W4L-K9H...	05/07/2024		Books & Materials	-43.37
Bill	1VKR-D199...	05/07/2024		Books & Materials	-93.07
Bill	1L9F-XR3D...	05/07/2024		Books & Materials	-10.98
Bill	1TRD-GDH...	05/10/2024		Books & Materials	-12.89
Bill	1MMF-747...	05/12/2024		Library & Office Supplies	-13.43
Bill	1MCC-KHP...	05/12/2024		Books & Materials	-211.97
Bill	1RW7-YRP...	05/13/2024		Books & Materials	-27.98
TOTAL					-4,998.87
Bill Pmt -Check	29753	05/20/2024	Ana Laura Marques	Checking	

Lawrence Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	Multi-Cultur...	04/15/2024		YS Programs (Children)	-13.40
TOTAL					-13.40
Bill Pmt -Check	29754	05/20/2024	Ann Torralba	Checking	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-900.00
TOTAL					-900.00
Bill Pmt -Check	29755	05/20/2024	Arapahoe Community College Li...	Checking	
Bill	Lost ILL	05/08/2024		Lost and Replacement ...	-35.00
TOTAL					-35.00
Bill Pmt -Check	29756	05/20/2024	Baker & Taylor, Inc.	Checking	
Bill	2038216743	04/10/2024		Books & Materials	-246.91
Bill	2038216744	04/10/2024		Processing Supplies	-5.76
Bill	2038245066	05/01/2024		Books & Materials	-31.60
Bill	2038245067	05/01/2024		Processing Supplies	-0.64
Bill	2038272154	05/07/2024		Books & Materials	-13.76
Bill	2038272155	05/07/2024		Processing Supplies	-0.32
TOTAL					-298.99
Bill Pmt -Check	29757	05/20/2024	Bibliotheca	Checking	
Bill	INV-US75304	04/18/2024		Processing Supplies	-7,797.73
TOTAL					-7,797.73
Bill Pmt -Check	29758	05/20/2024	Blue Cross and Blue Shield of K...	Checking	
Bill	Section 125	04/24/2024		Professional Fees	-100.00
TOTAL					-100.00
Bill Pmt -Check	29759	05/20/2024	Brett Crandall	Checking	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-500.00
TOTAL					-500.00
Bill Pmt -Check	29760	05/20/2024	Center Point Large Print	Checking	
Bill	2088763	04/03/2024		Books & Materials	-78.56
Bill	2092512	04/11/2024		Books & Materials	-57.13
Bill	2093788	05/03/2024		Books & Materials	-51.94
TOTAL					-187.63
Bill Pmt -Check	29761	05/20/2024	Century Business Technologies	Checking	
Bill	711367	04/05/2024		IT Software & Subscripti...	-835.84
Bill	711368	04/05/2024		IT Software & Subscripti...	-242.70
Bill	711490	04/08/2024		IT Software & Subscripti...	-337.09

Lawrence Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	714673	05/06/2024		IT Software & Subscripti...	-835.84
Bill	714674	05/06/2024		IT Software & Subscripti...	-67.64
Bill	715021	05/08/2024		IT Software & Subscripti...	-866.12
TOTAL					-3,185.23
Bill Pmt -Check	29762	05/20/2024	City Play Corps	Checking	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-1,400.00
TOTAL					-1,400.00
Bill Pmt -Check	29763	05/20/2024	Climb Lawrence	Checking	
Bill	Summer Re...	05/09/2024		Summer Reading - ALL	-200.00
TOTAL					-200.00
Bill Pmt -Check	29764	05/20/2024	Cottin's Hardware & Rental	Checking	
Bill	APRIL 2024	04/30/2024		Building Repairs & Main...	-81.93
TOTAL					-81.93
Bill Pmt -Check	29765	05/20/2024	Data Axle	Checking	
Bill	10004203311	04/11/2024		Books & Materials	-285.00
Bill	10004204110	04/15/2024		Block Grant	-5,200.00
TOTAL					-5,485.00
Bill Pmt -Check	29766	05/20/2024	David Whittaker	Checking	
Bill	Summer Re...	04/18/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
Bill Pmt -Check	29767	05/20/2024	Demco, Inc.	Checking	
Bill	7469487	04/16/2024		Processing Supplies	-599.83
Bill	7478381	05/02/2024		Processing Supplies	-254.78
TOTAL					-854.61
Bill Pmt -Check	29768	05/20/2024	Dino O'Dell	Checking	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-400.00
TOTAL					-400.00
Bill Pmt -Check	29769	05/20/2024	Don Engel	Checking	
Bill	Summer Re...	04/23/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
Bill Pmt -Check	29770	05/20/2024	Downtown Lawrence Inc.	Checking	

Lawrence Public Library
Check Detail
 May 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	000196	05/03/2024		Marketing-General	-250.00
TOTAL					-250.00
Bill Pmt -Check	29771	05/20/2024	Fisher Patterson Sayler & Smith,...	Checking	
Bill	107282	05/06/2024		Professional Fees	-8,596.50
TOTAL					-8,596.50
Bill Pmt -Check	29772	05/20/2024	Gale/Cengage Learning	Checking	
Bill	84204046	04/17/2024		Books & Materials	-111.96
Bill	84226648	04/24/2024		Books & Materials	-25.19
Bill	84266070	05/07/2024		Books & Materials	-80.47
Bill	84272454	05/08/2024		Books & Materials	-136.45
TOTAL					-354.07
Bill Pmt -Check	29773	05/20/2024	Gordon CPA	Checking	
Bill	359-23-1	04/25/2024		Accounting	-3,105.00
TOTAL					-3,105.00
Bill Pmt -Check	29774	05/20/2024	Ingram Library Services	Checking	
Bill	81364936	04/09/2024		Books & Materials	-855.77
Bill	81364938	04/09/2024		Books & Materials	-34.78
Bill	81364937	04/09/2024		Processing Supplies	-85.08
Bill	81364939	04/09/2024		Processing Supplies	-0.50
Bill	81386295	04/10/2024		Books & Materials	-2,086.30
Bill	81386293	04/10/2024		Books & Materials	-253.69
Bill	81386297	04/10/2024		Books & Materials	-303.26
Bill	81386296	04/10/2024		Processing Supplies	-252.07
Bill	81386294	04/10/2024		Processing Supplies	-26.60
Bill	81386298	04/10/2024		Processing Supplies	-29.41
Bill	81407139	04/11/2024		Books & Materials	-602.59
Bill	81407140	04/11/2024		Processing Supplies	-51.56
Bill	81425679	04/12/2024		Books & Materials	-839.47
Bill	81425680	04/12/2024		Processing Supplies	-72.29
Bill	81444958	04/14/2024		Books & Materials	-560.88
Bill	81444959	04/14/2024		Processing Supplies	-80.05
Bill	81470528	04/16/2024		Books & Materials	-692.14
Bill	81470529	04/16/2024		Processing Supplies	-74.83
Bill	81492406	04/17/2024		Books & Materials	-1,834.52
Bill	81492407	04/17/2024		Processing Supplies	-219.51
Bill	81512719	04/18/2024		Books & Materials	-405.33
Bill	81512720	04/18/2024		Processing Supplies	-37.75
Bill	81512722	04/18/2024		Storytime at Home	-6.51
Bill	81512721	04/18/2024		Storytime at Home	-6.73
Bill	81539047	04/19/2024		Books & Materials	-1,048.92
Bill	81531403	04/19/2024		Books & Materials	-86.34
Bill	81531401	04/19/2024		Books & Materials	-527.16
Bill	81539048	04/19/2024		Processing Supplies	-120.26
Bill	81531404	04/19/2024		Processing Supplies	-1.50
Bill	81531402	04/19/2024		Processing Supplies	-60.28
Bill	81557116	04/22/2024		Books & Materials	-64.76
Bill	81557117	04/22/2024		Processing Supplies	-1.00
Bill	81575140	04/23/2024		Books & Materials	-1,787.25
Bill	81575138	04/23/2024		Books & Materials	-559.11
Bill	81575137	04/23/2024		Books & Materials	-41.70

Lawrence Public Library
Check Detail
 May 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	81586112	04/23/2024		Books & Materials	-50.19
Bill	81575141	04/23/2024		Processing Supplies	-230.98
Bill	81575139	04/23/2024		Processing Supplies	-50.15
Bill	81597694	04/24/2024		Books & Materials	-364.68
Bill	81597693	04/24/2024		Books & Materials	-8.69
Bill	81597695	04/24/2024		Processing Supplies	-31.48
Bill	81619426	04/25/2024		Books & Materials	-549.54
Bill	81619427	04/25/2024		Processing Supplies	-60.54
Bill	81705052	05/01/2024		Books & Materials	-382.06
Bill	81681768	05/01/2024		Books & Materials	-71.28
Bill	81681769	05/01/2024		Books & Materials	-1,867.73
Bill	81638157	05/01/2024		Books & Materials	-656.42
Bill	81663589	05/01/2024		Books & Materials	-339.67
Bill	81688509	05/01/2024		Books & Materials	-1,015.31
Bill	81688510	05/01/2024		Processing Supplies	-144.42
Bill	81663590	05/01/2024		Processing Supplies	-36.67
Bill	81638158	05/01/2024		Processing Supplies	-57.17
Bill	81705053	05/01/2024		Processing Supplies	-39.90
Bill	81681770	05/01/2024		Processing Supplies	-238.96
Bill	81724601	05/02/2024		Books & Materials	-272.08
Bill	81730034	05/02/2024		Books & Materials	-684.35
Bill	81724604	05/02/2024		Processing Supplies	-1.25
Bill	81724602	05/02/2024		Processing Supplies	-22.72
Bill	81730035	05/02/2024		Processing Supplies	-102.34
Bill	81743680	05/03/2024		Books & Materials	-1,121.34
Bill	81743681	05/03/2024		Processing Supplies	-118.02
Bill	81767954	05/06/2024		Books & Materials	-309.91
Bill	81767955	05/06/2024		Processing Supplies	-31.56
Bill	81784264	05/07/2024		Books & Materials	-1,506.04
Bill	81791562	05/07/2024		Books & Materials	-48.36
Bill	81784266	05/07/2024		Books & Materials	-411.55
Bill	81784265	05/07/2024		Processing Supplies	-190.27
Bill	81791563	05/07/2024		Processing Supplies	-9.49
Bill	81784267	05/07/2024		Processing Supplies	-36.94
Bill	81811751	05/08/2024		Books & Materials	-260.66
Bill	81811753	05/08/2024		Books & Materials	-102.53
Bill	81811752	05/08/2024		Processing Supplies	-26.26
Bill	81811754	05/08/2024		Processing Supplies	-1.75
Bill	81851531	05/10/2024		Books & Materials	-1,060.26
Bill	81851532	05/10/2024		Processing Supplies	-88.02
Bill	81724603	05/02/2024		Books & Materials	-64.75
				Library & Office Supplies	-3.00

TOTAL					-26,379.19
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Bill Pmt -Check	29775	05/20/2024	Jayhawk Trophy Co., Inc.	Checking	
Bill	76823	04/16/2024		Library & Office Supplies	-30.80
Bill	76813	04/30/2024		Library & Office Supplies	-34.29
TOTAL					-65.09

Bill Pmt -Check	29776	05/20/2024	Jayhawk Tropical Fish	Checking	
Bill	116413	05/01/2024		Aquarium Maintenance	-330.00
TOTAL					-330.00

Bill Pmt -Check	29777	05/20/2024	Jeremy Keeler	Checking	
Bill	Summer Re...	04/23/2024		Summer Reading - ALL	-150.00

Lawrence Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-150.00
Bill Pmt -Check	29778	05/20/2024	John Kotnour	Checking	
Bill	Summer Re...	04/23/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
Bill Pmt -Check	29779	05/20/2024	Jungle House	Checking	
Bill	1264	04/30/2024		Plant & Foliage Mainten...	-120.00
TOTAL					-120.00
Bill Pmt -Check	29780	05/20/2024	Kansas City, Kansas Public Libr...	Checking	
Bill	2024020002	04/24/2024		Lost and Replacement ...	-6.99
TOTAL					-6.99
Bill Pmt -Check	29781	05/20/2024	Kindred CPA	Checking	
Bill	INV203693	05/06/2024		Professional Fees	-1,098.28
TOTAL					-1,098.28
Bill Pmt -Check	29782	05/20/2024	Lawrence Public Library Founda...	Checking	
Bill	Luggage Ta...	04/29/2024		Marketing-General	-150.00
TOTAL					-150.00
Bill Pmt -Check	29783	05/20/2024	Mesner Puppet Theater	Checking	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-550.00
TOTAL					-550.00
Bill Pmt -Check	29784	05/20/2024	Mid-America Library Alliance	Checking	
Bill	GC-2025/10	04/16/2024		Postage & Mailing	-4,468.00
TOTAL					-4,468.00
Bill Pmt -Check	29785	05/20/2024	Midwest Tape	Checking	
Bill	505322675	04/12/2024		Books & Materials	-31.29
Bill	505326184	04/12/2024		Books & Materials	-89.98
Bill	505322673	04/12/2024		Books & Materials	-260.65
Bill	505326183	04/12/2024		Books & Materials	-673.43
Bill	505326185	04/12/2024		Books & Materials	-74.99
Bill	505353986	04/19/2024		Books & Materials	-106.45
Bill	505353983	04/19/2024		Books & Materials	-72.79
Bill	505353982	04/19/2024		Books & Materials	-34.99
Bill	505353985	04/19/2024		Books & Materials	-26.99
Bill	505353984	04/19/2024		Books & Materials	-206.68
Bill	505353981	04/19/2024		Books & Materials	-601.73
Bill	505388033	04/26/2024		Books & Materials	-29.99
Bill	505387562	04/26/2024		Books & Materials	-383.83

Lawrence Public Library
Check Detail
 May 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	505388032	04/26/2024		Books & Materials	-413.63
Bill	505387563	04/26/2024		Books & Materials	-248.93
Bill	505388030	04/26/2024		Books & Materials	-153.33
Bill	505409640	04/30/2024		Processing Supplies	-262.37
Bill	505424078	05/03/2024		Books & Materials	-43.48
Bill	505424073	05/03/2024		Books & Materials	-604.50
Bill	505424077	05/03/2024		Books & Materials	-476.83
Bill	505424074	05/03/2024		Books & Materials	-204.95
Bill	505424075	05/03/2024		Books & Materials	-251.82
Bill	505456453	05/10/2024		Books & Materials	-311.39
				Books & Materials	-32.24
Bill	505456454	05/10/2024		Books & Materials	-44.99
Bill	505456457	05/10/2024		Books & Materials	-123.71
Bill	515456455	05/10/2024		Books & Materials	-212.84
Bill	505322676	04/12/2024		Books & Materials	-72.71
Bill	505353987	04/19/2024		Books & Materials	-29.99
TOTAL					-6,081.50
Bill Pmt -Check	29786	05/20/2024	MSM Systems Inc.	Checking	
Bill	206365	04/16/2024		MIDCO/Peterson	-794.89
Bill	206481	04/16/2024		MIDCO/Peterson	-3,179.54
TOTAL					-3,974.43
Bill Pmt -Check	29787	05/20/2024	OverDrive	Checking	
Bill	06809CO24...	04/01/2024		Books & Materials	-1,519.99
Bill	06809CO24...	04/01/2024		Books & Materials	-2,477.23
Bill	06809CO24...	04/01/2024		Books & Materials	-251.39
Bill	06809CO24...	04/01/2024		Books & Materials	-396.96
Bill	06809CO24...	04/01/2024		Books & Materials	-566.79
Bill	06809DA24...	04/02/2024		Books & Materials	-682.74
Bill	06809CO24...	04/04/2024		Books & Materials	-96.99
Bill	06809CO24...	04/04/2024		Books & Materials	-2,683.82
Bill	06809CO24...	04/04/2024		Books & Materials	-1,352.96
Bill	06809CO24...	04/04/2024		Books & Materials	-676.14
Bill	06809CO24...	04/04/2024		Books & Materials	-221.21
Bill	06809DA24...	04/09/2024		Books & Materials	-514.90
Bill	06809CO24...	04/11/2024		Books & Materials	-3,553.64
Bill	06809CO24...	04/11/2024		Books & Materials	-1,093.53
Bill	06809CO24...	04/11/2024		Books & Materials	-194.56
Bill	06809CO24...	04/11/2024		Books & Materials	-260.65
Bill	06809CO24...	04/11/2024		Books & Materials	-80.94
Bill	06809CO24...	04/11/2024		Books & Materials	-251.58
Bill	06809CO24...	04/11/2024		Books & Materials	-513.33
Bill	06809DA24...	04/16/2024		Books & Materials	-619.56
Bill	06809CO24...	04/18/2024		Books & Materials	-1,590.33
Bill	06809CO24...	04/18/2024		Books & Materials	-222.38
Bill	06809CO24...	04/18/2024		Books & Materials	-3,044.96
Bill	06809CO24...	04/18/2024		Books & Materials	-241.47
Bill	06809CO24...	04/18/2024		Books & Materials	-463.06
Bill	06809CO24...	04/18/2024		Books & Materials	-265.33
Bill	06809CO24...	04/18/2024		Books & Materials	-363.83
Bill	06809DA24...	04/23/2024		Books & Materials	-374.81
Bill	06809DA24...	04/25/2024		Books & Materials	-13.49
Bill	06809CO24...	04/25/2024		Books & Materials	-644.99
Bill	06809CO24...	05/01/2024		Books & Materials	-523.77
Bill	06809CO24...	05/01/2024		Books & Materials	-177.22
Bill	06809CO24...	05/01/2024		Books & Materials	-329.42
Bill	06809CP24...	05/01/2024		Books & Materials	-1,103.09
Bill	06809DA24...	05/01/2024		Books & Materials	-282.48
Bill	06809CO24...	05/01/2024		Books & Materials	-1,632.41

Lawrence Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO24...	05/01/2024		Books & Materials	-58.97
Bill	06809CO24...	05/01/2024		Books & Materials	-2,699.75
TOTAL					-32,040.67
Bill Pmt -Check	29788	05/20/2024	P1 Group, Inc.	Checking	
Bill	161102116	04/25/2024		Building Repairs & Main...	-1,009.34
TOTAL					-1,009.34
Bill Pmt -Check	29789	05/20/2024	Priscilla Howe, Storyteller	Checking	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-300.00
TOTAL					-300.00
Bill Pmt -Check	29790	05/20/2024	Pur-O-Zone, Inc.	Checking	
Bill	893765	04/23/2024		Building Supplies	-858.39
TOTAL					-858.39
Bill Pmt -Check	29791	05/20/2024	Raven Naramore	Checking	
Bill	Seed Library	04/28/2024		Seed Library	-250.00
TOTAL					-250.00
Bill Pmt -Check	29792	05/20/2024	Sandra Buchner	Checking	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
Bill Pmt -Check	29793	05/20/2024	Schendel Services	Checking	
Bill	30450993	05/09/2024		Building Repairs & Main...	-119.88
TOTAL					-119.88
Bill Pmt -Check	29794	05/20/2024	Scholastic Inc.	Checking	
Bill	58929467	04/02/2024		Teen Services Program...	-2,957.15
Bill	58933089	04/03/2024		Summer Reading - ALL	-11.39
Bill	59311255	04/15/2024		Summer Reading - ALL	-7,197.68
TOTAL					-10,166.22
Bill Pmt -Check	29795	05/20/2024	Springshare LLC	Checking	
Bill	24-A1340	04/26/2024		Collections & Public Ser...	-2,199.00
TOTAL					-2,199.00
Bill Pmt -Check	29796	05/20/2024	STEMusic, LLC	Checking	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-500.00

Lawrence Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-500.00
Bill Pmt -Check	29797	05/20/2024	Susan King	Checking	
Bill	Yoga Instru...	04/22/2024		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	29798	05/20/2024	Tech Electronics	Checking	
Bill	N000271770	04/16/2024		Building Repairs & Main...	-397.00
Bill	N000271946	04/17/2024		Building Repairs & Main...	-1,425.00
TOTAL					-1,822.00
Bill Pmt -Check	29799	05/20/2024	Thirdway, Inc	Checking	
Bill	Block Grant	05/13/2024		Block Grant	-4,500.00
TOTAL					-4,500.00
Bill Pmt -Check	29800	05/20/2024	Unique Management Services	Checking	
Bill	6125839	05/01/2024		Professional Fees	-325.05
Bill	6125840	05/01/2024		Professional Fees	-155.91
TOTAL					-480.96
Bill Pmt -Check	29801	05/20/2024	Yoshie Hisatomi	Checking	
Bill	Multi Cultur...	04/28/2024		YS Programs (Children)	-23.91
TOTAL					-23.91
Check	29802	05/20/2024	Friends of the Topeka Zoo	Checking	
				Summer Reading - ALL	-220.00
TOTAL					-220.00
Check	29803	05/20/2024	Friends of the Topeka Zoo	Checking	
				Summer Reading - ALL	-220.00
TOTAL					-220.00
Check	29804	05/20/2024	Scott Rice Office Works	Checking	
				Picture Book Room	-11,528.51
TOTAL					-11,528.51
Check	29805	05/20/2024	The Pennsylvania State University	Checking	
				Lost and Replacement ...	-15.00
TOTAL					-15.00

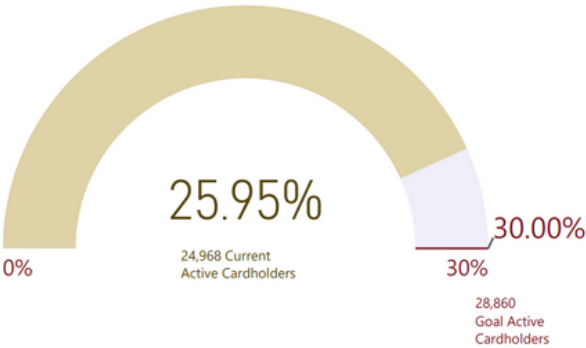
May 2024 LPL Progress Indicators

Net Promoter Score



% Active Cardholders

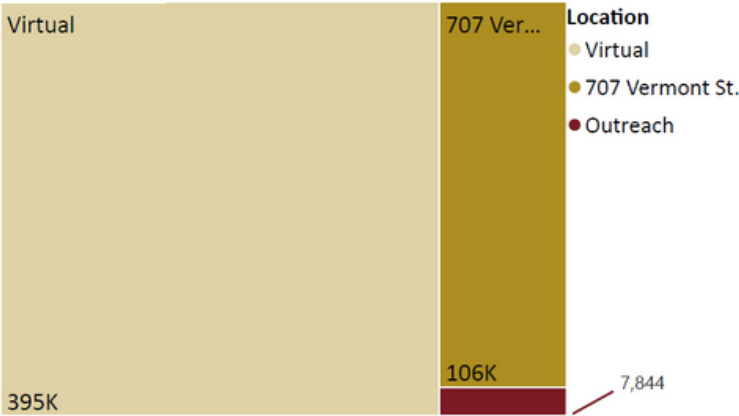
Active Cardholder Goal: 30% of Lawrence Population



Lawrence Community Cardholders

96,207
Total Lawrence Population
25.95%
Current % Active
24,968
Total Active Lawrence Cardholders
28,860
Goal Active Lawrence Cardholders
3,892
Cardholders needed to meet goal

Library Use Index



May 2024 LPL Statistical Highlights



600

Total Attendees at the Summer Reading Kickoff Party on May 23

10

Most checkouts for a video game in May



1,026

Public reservations of library meeting spaces in May



Library Director's Report for June 2024

May 19-21: I attended the Urban Libraries Council CEO Roundtable. Around 40 library CEOs and directors attended. Our discussions highlighted the pivotal role public libraries play in supporting those experiencing homelessness. We visited the West Hollywood Branch of the Los Angeles County Library and the Central Library of Los Angeles Public Library (where I worked close to 20 years ago). We learned about the economic issues surrounding the rising number of unhoused folks in the US and discussed the place of public libraries within the larger ecosystem of organizations facing this national crisis. I enjoyed meeting and engaging with so many peers from larger libraries and learned a great deal about what is going on in other public libraries.



May 23: We launched this year's Summer Reading Program with a successful kickoff. Hundreds of people gathered on the lawn for games, prizes, and music. We have the ambitious goal of 4,500 finishers for this year (including kids, teens, and adults). Make sure to read this summer and add to our finisher number! You can log your reading using the Beanstack app on your smartphone. If you need help, please let me or anyone from our team know!

June 10-11: Space planning and merchandising expert David Vinjamuri visited the library to look at our public spaces, interview staff, and prepare a document with recommendations for improvements. It was great having him visit. I am excited to see his recommendations for improving our public spaces throughout the library. We should have a draft report in six to eight weeks. He would be happy to present to the Board once the report is complete. This could take place either online or in person.

Respectfully submitted by Brad Allen, June 12, 2024

LPL Friends & Foundation Director's Report – June 14, 2024

Second Saturday Sale. June's Second Saturday Book Sale was a huge success! On Saturday, June 8th our volunteers raised \$4,688 in just one day! That was our best one-day sale this year. It was a perfect complement to the library's How-To Festival that also took place that day. Congratulations to Angela Hyde and her team!

International Public Library Fundraising Conference. I have just returned from Washington DC where I attended the International Public Library Fundraising Conference at the Martin Luther King, Jr. Memorial Library (DC's central library). This marks the seventh consecutive year that I have had the opportunity to attend this conference -- either virtually or in person -- and it did not disappoint. Library development professionals from public libraries across the US and Canada gathered to share ideas and learn about the latest trends in library fundraising. Session included how to create effective annual and capital campaign fundraising plans, tips on grant writing, using library data to guide fundraising strategies, creating MOUs between libraries and foundations, and how best to advocate for your library with your elected officials. I also had the opportunity to meet with EveryLibrary representatives about their national polling project that seeks to measure the current level of support for public libraries in the US. In a few weeks, we will host a lunch here at LPL with our fundraising friends from NEKLS, Topeka, Johnson County, Midcontinent, and Kansas City Missouri public libraries to debrief and compare notes.

Kanopy Grant Renewal. We are delighted to report that the Jedel Family Foundation and Jeff and Mary Weinberg have agreed to support the library's Kanopy movie streaming service for another year. This is a significant grant that makes it possible for everyone in Lawrence to enjoy high quality films and documentaries free with their library card. In addition, Kanopy offers excellent children's programs. This is the fourth consecutive year that the Jedel Family Foundation has supported Kanopy at the library.

Before You Check Out: The End. The fifth and final session of our popular Before You Check Out series happens on Thursday, June 20th. This final class will discuss cremation, burial options, as well as donating your body for medical research. We have had many requests for this information and yet have never included this session in our line-up of programs. Currently there are 107 people registered to attend. The series started in January and has covered various aspects of end-of-life planning: legal (wills, powers of attorney), health (advanced directives, health care powers of attorney), writing your life story or obituary, and a session called, "Making a Clean Getaway" that covered odds and ends like sharing your passwords and identifying who will take your pets. The feedback has been very positive. Our plan is to offer the series every other year.

10th Anniversary Celebration! The Friends & Foundation are pleased to sponsor the 10th Anniversary party and Summer Reading Last Bash coming up on Friday, July 26th. We'll have music and performance starting at 5 pm inside the library. Then at 7:30 pm, the Jazzhawks, a 17-piece jazz swing band offshoot of the Lawrence City Band, will perform on the Lawn. There will be food trucks, a special Library Lager from Free State Beer, and free popcorn and ice pops. The evening will be topped off by a showing of Ghostbusters: Frozen Empire (10 years ago, we showed the original Ghostbusters.) Bring your family and your lawn chairs, and join us!



MEMO

To: Lawrence Public Library Board of Trustees
From: Security Camera Policy Task Force
Date: June 5, 2024
Subject: Security Camera Policy

The Security Camera Policy Task Force, whose members are Jon Ratzlaff, Facilities Manager; Joshua Lyles, Safety & Security Coordinator; Aaron Brumley, IT Supervisor; and Tricia Karlin, Collections & Technology Manager, would like to submit this draft policy for review by the Library Board of Trustees.

Security camera policy was historically included in another policy, Confidentiality of Records. However, last fall, when that policy was revised, it was decided that security camera policies should be split out and addressed in a standalone policy. This new policy is attached below.

Legal counsel reviewed an earlier version of this policy and their suggestions have been incorporated into this draft.

Key changes to security camera policy:

- Expands permission to view live security camera feeds to include all staff who are responsible for monitoring public spaces (staff working at public service points). The previous policy only allowed for viewing of camera footage in staff areas. This change brings us in alignment with the recommendation of Chuck Clanahan, Protective Security Advisor for Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA).
- Defines a record retention period of two weeks for footage or still images unless those records are related to library security incidents or requested by law enforcement agencies.
- Clarifies and limits which staff in the library may have access to recorded footage or still images.
- Allows for the Library Director to designate other staff to address requests for access to footage.



Video Security Camera Policy - DRAFT

Submitted to the Lawrence Public Library Board of Trustees for approval on 6/17/2024. Proposed review date: 6/2027.

The Library uses security cameras for the safety and security of library users and staff as well as to protect library assets and operations. Reasonable efforts will be made to safeguard the privacy of patrons and staff.

Patrons have the right to privacy and confidentiality with respect to information sought and received at the library. Nothing in this policy should be taken to abridge these rights. However, presence on library grounds is public and not protected.

Security Cameras

Cameras are installed in public spaces inside and outside of the Library, where patrons have no reasonable expectation of privacy, such as seating areas, stacks, computer areas, and lawn. They will not be installed where individuals have a reasonable expectation of privacy, such as in restrooms. Signage will be posted to inform library users that cameras are in use.

Live Viewing

Live monitoring of security camera feeds is limited to staff whose job duties require them to monitor public spaces. Security staff may continuously monitor all public areas.

Footage Retention and Review

Camera footage and still images connected with a security incident will be retained as needed to apply library security policies. All other footage and still images will be deleted after two weeks. Access to the footage is restricted to Library Director, director-appointed designees, Security Staff, and Security Camera System Administrators. Viewing should be in staff-only areas of the Library. Library staff will not provide camera footage or still images to any member of the public. In situations involving criminal activity, injury, or violation of the Library's Behavior Policy, stored images may be shared with staff library-wide.

The Library Director or designee may release a still image or portions of recorded footage to law enforcement when requesting their assistance to assess a security risk or investigate a crime on Library grounds. Otherwise, requests for access by law enforcement agencies will only be allowed upon presentation of a valid subpoena or court order, or when otherwise required by law. All requests for access to footage must be referred to the Library Director or designee.