

**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.

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### **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>
<b>REVENUES</b>									
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)			
<b>Total Revenues</b>	<b>9,245.99</b>	<b>3,416,601.73</b>	<b>68,652.78</b>	<b>13,318.82</b>	<b>21,192.06</b>	<b>3,529,011.38</b>	<b>\$6,383,000.00</b>	<b>55%</b>	<b>\$5,945,000.00</b>

<b>EXPENSES</b>									
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
<b>Total Expenses</b>	<b>411,858.18</b>	<b>473,952.51</b>	<b>461,287.27</b>	<b>563,930.77</b>	<b>646,165.66</b>	<b>2,557,194.39</b>	<b>\$6,383,000.00</b>	<b>40%</b>	<b>\$5,945,000.00</b>

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  
Income

May  
Spending

Remaining

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
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
MIP Operating Funds	1,450,532.80
Checking	291,421.18
Capital Improvement at MIP	866,231.15
<b>Total Checking/Savings</b>	<b>2,608,185.13</b>
<b>Other Current Assets</b>	
Employee Cash Advances	158.73
<b>Total Other Current Assets</b>	<b>158.73</b>
<b>Total Current Assets</b>	<b>2,608,343.86</b>
<b>Other Assets</b>	
Petty Cash	206.75
<b>Total Other Assets</b>	<b>206.75</b>
<b>TOTAL ASSETS</b>	<b>2,608,550.61</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	54,563.56
<b>Total Accounts Payable</b>	<b>54,563.56</b>
<b>Credit Cards</b>	
US Bank Credit Card (7984)	21,934.93
<b>Total Credit Cards</b>	<b>21,934.93</b>
<b>Other Current Liabilities</b>	
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
<b>Total SUI</b>	<b>690.65</b>
<b>Total Payroll Liabilities</b>	<b>-21,417.55</b>
<b>Total Other Current Liabilities</b>	<b>-21,417.55</b>
<b>Total Current Liabilities</b>	<b>55,080.94</b>
<b>Total Liabilities</b>	<b>55,080.94</b>
<b>Equity</b>	
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
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
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
<b>Total State&amp; Federal Aid</b>	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
<b>Total Interest</b>	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
<b>Total Outside&amp;Private Funding Income</b>	548.62	193,780.64
<b>Total Income</b>	21,740.68	3,722,802.66
<b>Gross Profit</b>	21,740.68	3,722,802.66
<b>Expense</b>		
Payroll Expenses		
Gross Wages		
Gross Wages - Other	418,322.29	1,385,269.38
<b>Total Gross Wages</b>	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
<b>Total Payroll Expenses</b>	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
<b>Total Payroll Taxes</b>	73,699.87	269,707.00
Utilities - Electric		
Utilities - Electric - Other	6,905.80	39,453.96
<b>Total Utilities - Electric</b>	6,905.80	39,453.96
Building Supplies		
Building Supplies - Other	2,163.86	7,608.63
<b>Total Building Supplies</b>	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
<b>Total Library &amp; Office Supplies</b>	2,690.40	17,098.62
Books & Materials		
Books & Materials - Other	38,727.49	267,404.57
<b>Total Books &amp; Materials</b>	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
<b>Total Processing Supplies</b>	2,914.63	26,106.10
<b>Technology</b>		
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
<b>Total Technology</b>	6,268.11	157,860.80
<b>Insurance</b>		
Liability Insurance	0.00	100.00
Insurance - Other	6,599.00	4,734.60
<b>Total Insurance</b>	6,599.00	4,834.60
<b>Postage &amp; Mailing</b>	1,021.22	10,855.48
<b>Professional Development</b>		
Travel By Department		
Adult Services	0.00	537.30
<b>Total Travel By Department</b>	0.00	537.30
Professional Development - Other	4,394.74	18,566.59
<b>Total Professional Development</b>	4,394.74	19,103.89
<b>Vehicles, Mileage, Maintenance</b>	415.09	2,191.83
<b>Professional Fees</b>		
Accounting	0.00	3,105.00
Professional Fees - Other	11,014.77	34,350.28
<b>Total Professional Fees</b>	11,014.77	37,455.28
<b>Marketing-General</b>		
Marketing-General - Other	3,686.06	16,383.72
<b>Total Marketing-General</b>	3,686.06	16,383.72
<b>Capital Improvement Expenditure</b>		
Capital Improvement Expenditure - Other	0.00	11,231.00
<b>Total Capital Improvement Expenditure</b>	0.00	11,231.00
<b>Miscellaneous</b>		
Miscellaneous - Other	358.36	33.00
<b>Total Miscellaneous</b>	358.36	33.00
<b>Outside &amp; Private Funding</b>		
<b>Friends &amp; Foundation Funding</b>		
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
<b>Program Expense</b>		
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
<b>Total YS Programs (Children)</b>	177.23	6,217.85
<b>Teen Services Programming</b>		
Teen Services Programming - Other	9.99	6,230.06
<b>Total Teen Services Programming</b>	9.99	6,230.06
<b>Summer Reading - ALL</b>	16,113.77	25,313.74
<b>Readers Across Lawrence</b>	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
<b>Total Program Expense</b>	<b>16,315.10</b>	<b>31,551.69</b>
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
<b>Total Marketing</b>	<b>0.00</b>	<b>707.93</b>
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
<b>Total Friends &amp; Foundation Funding</b>	<b>56,528.62</b>	<b>152,936.09</b>
<b>Total Outside &amp; Private Funding</b>	<b>56,528.62</b>	<b>152,936.09</b>
<b>Total Expense</b>	<b>702,694.28</b>	<b>2,710,130.48</b>
<b>Net Ordinary Income</b>	<b>-680,953.60</b>	<b>1,012,672.18</b>
<b>Net Income</b>	<b>-680,953.60</b>	<b>1,012,672.18</b>

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

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	<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
Schwicker'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
<b>TOTAL</b>	<b><u>144,596.31</u></b>

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**  
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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  
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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
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>05/20/2024</b>	<b>Evergy</b>	<b>Checking</b>	
Bill	APRIL 2024	04/30/2024		Utilities - Electric	-6,672.49
TOTAL					-6,672.49
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>05/20/2024</b>	<b>U.S. Bank - Mastercard</b>	<b>Checking</b>	
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
<b>Check</b>	<b>EFT</b>	<b>05/31/2024</b>	<b>KPERS</b>	<b>Checking</b>	
				Retirees	-163.63
TOTAL					-163.63
<b>Check</b>	<b>EFT</b>	<b>05/31/2024</b>	<b>KPERS</b>	<b>Checking</b>	
				Company	-14,301.07
				Employee	-8,363.20
				KPERS Co	-0.05
TOTAL					-22,664.32
<b>Check</b>	<b>EFT</b>	<b>05/31/2024</b>	<b>Kansas Payment Center</b>	<b>Checking</b>	
				Child Support	-28.62
TOTAL					-28.62
<b>Check</b>	<b>EFT</b>	<b>05/31/2024</b>	<b>Empower Annuity Insurance Co.</b>	<b>Checking</b>	
				KPERS 457 Plan	-2,977.00

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Lawrence Public Library  
Check Detail  
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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  
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Type	Num	Date	Name	Account	Paid Amount
Bill	Multi-Cultur...	04/15/2024		YS Programs (Children)	-13.40
TOTAL					-13.40
<b>Bill Pmt -Check</b>	<b>29754</b>	<b>05/20/2024</b>	<b>Ann Torralba</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-900.00
TOTAL					-900.00
<b>Bill Pmt -Check</b>	<b>29755</b>	<b>05/20/2024</b>	<b>Arapahoe Community College Li...</b>	<b>Checking</b>	
Bill	Lost ILL	05/08/2024		Lost and Replacement ...	-35.00
TOTAL					-35.00
<b>Bill Pmt -Check</b>	<b>29756</b>	<b>05/20/2024</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
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
<b>Bill Pmt -Check</b>	<b>29757</b>	<b>05/20/2024</b>	<b>Bibliotheca</b>	<b>Checking</b>	
Bill	INV-US75304	04/18/2024		Processing Supplies	-7,797.73
TOTAL					-7,797.73
<b>Bill Pmt -Check</b>	<b>29758</b>	<b>05/20/2024</b>	<b>Blue Cross and Blue Shield of K...</b>	<b>Checking</b>	
Bill	Section 125	04/24/2024		Professional Fees	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>29759</b>	<b>05/20/2024</b>	<b>Brett Crandall</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>29760</b>	<b>05/20/2024</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
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
<b>Bill Pmt -Check</b>	<b>29761</b>	<b>05/20/2024</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
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  
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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
<b>Bill Pmt -Check</b>	<b>29762</b>	<b>05/20/2024</b>	<b>City Play Corps</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-1,400.00
TOTAL					-1,400.00
<b>Bill Pmt -Check</b>	<b>29763</b>	<b>05/20/2024</b>	<b>Climb Lawrence</b>	<b>Checking</b>	
Bill	Summer Re...	05/09/2024		Summer Reading - ALL	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>29764</b>	<b>05/20/2024</b>	<b>Cottin's Hardware &amp; Rental</b>	<b>Checking</b>	
Bill	APRIL 2024	04/30/2024		Building Repairs & Main...	-81.93
TOTAL					-81.93
<b>Bill Pmt -Check</b>	<b>29765</b>	<b>05/20/2024</b>	<b>Data Axle</b>	<b>Checking</b>	
Bill	10004203311	04/11/2024		Books & Materials	-285.00
Bill	10004204110	04/15/2024		Block Grant	-5,200.00
TOTAL					-5,485.00
<b>Bill Pmt -Check</b>	<b>29766</b>	<b>05/20/2024</b>	<b>David Whittaker</b>	<b>Checking</b>	
Bill	Summer Re...	04/18/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>29767</b>	<b>05/20/2024</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	7469487	04/16/2024		Processing Supplies	-599.83
Bill	7478381	05/02/2024		Processing Supplies	-254.78
TOTAL					-854.61
<b>Bill Pmt -Check</b>	<b>29768</b>	<b>05/20/2024</b>	<b>Dino O'Dell</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>29769</b>	<b>05/20/2024</b>	<b>Don Engel</b>	<b>Checking</b>	
Bill	Summer Re...	04/23/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>29770</b>	<b>05/20/2024</b>	<b>Downtown Lawrence Inc.</b>	<b>Checking</b>	

**Lawrence Public Library**  
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Type	Num	Date	Name	Account	Paid Amount
Bill	000196	05/03/2024		Marketing-General	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>29771</b>	<b>05/20/2024</b>	<b>Fisher Patterson Saylor &amp; Smith,...</b>	<b>Checking</b>	
Bill	107282	05/06/2024		Professional Fees	-8,596.50
TOTAL					-8,596.50
<b>Bill Pmt -Check</b>	<b>29772</b>	<b>05/20/2024</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
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
<b>Bill Pmt -Check</b>	<b>29773</b>	<b>05/20/2024</b>	<b>Gordon CPA</b>	<b>Checking</b>	
Bill	359-23-1	04/25/2024		Accounting	-3,105.00
TOTAL					-3,105.00
<b>Bill Pmt -Check</b>	<b>29774</b>	<b>05/20/2024</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
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  
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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
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
<b>Bill Pmt -Check</b>	<b>29778</b>	<b>05/20/2024</b>	<b>John Kotnour</b>	<b>Checking</b>	
Bill	Summer Re...	04/23/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>29779</b>	<b>05/20/2024</b>	<b>Jungle House</b>	<b>Checking</b>	
Bill	1264	04/30/2024		Plant & Foliage Mainten...	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>29780</b>	<b>05/20/2024</b>	<b>Kansas City, Kansas Public Libr...</b>	<b>Checking</b>	
Bill	2024020002	04/24/2024		Lost and Replacement ...	-6.99
TOTAL					-6.99
<b>Bill Pmt -Check</b>	<b>29781</b>	<b>05/20/2024</b>	<b>Kindred CPA</b>	<b>Checking</b>	
Bill	INV203693	05/06/2024		Professional Fees	-1,098.28
TOTAL					-1,098.28
<b>Bill Pmt -Check</b>	<b>29782</b>	<b>05/20/2024</b>	<b>Lawrence Public Library Founda...</b>	<b>Checking</b>	
Bill	Luggage Ta...	04/29/2024		Marketing-General	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>29783</b>	<b>05/20/2024</b>	<b>Mesner Puppet Theater</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-550.00
TOTAL					-550.00
<b>Bill Pmt -Check</b>	<b>29784</b>	<b>05/20/2024</b>	<b>Mid-America Library Alliance</b>	<b>Checking</b>	
Bill	GC-2025/10	04/16/2024		Postage & Mailing	-4,468.00
TOTAL					-4,468.00
<b>Bill Pmt -Check</b>	<b>29785</b>	<b>05/20/2024</b>	<b>Midwest Tape</b>	<b>Checking</b>	
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
<b>Bill Pmt -Check</b>	<b>29786</b>	<b>05/20/2024</b>	<b>MSM Systems Inc.</b>	<b>Checking</b>	
Bill	206365	04/16/2024		MIDCO/Peterson	-794.89
Bill	206481	04/16/2024		MIDCO/Peterson	-3,179.54
TOTAL					-3,974.43
<b>Bill Pmt -Check</b>	<b>29787</b>	<b>05/20/2024</b>	<b>OverDrive</b>	<b>Checking</b>	
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
<b>Bill Pmt -Check</b>	<b>29788</b>	<b>05/20/2024</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	161102116	04/25/2024		Building Repairs & Main...	-1,009.34
TOTAL					-1,009.34
<b>Bill Pmt -Check</b>	<b>29789</b>	<b>05/20/2024</b>	<b>Priscilla Howe, Storyteller</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>29790</b>	<b>05/20/2024</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	893765	04/23/2024		Building Supplies	-858.39
TOTAL					-858.39
<b>Bill Pmt -Check</b>	<b>29791</b>	<b>05/20/2024</b>	<b>Raven Naramore</b>	<b>Checking</b>	
Bill	Seed Library	04/28/2024		Seed Library	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>29792</b>	<b>05/20/2024</b>	<b>Sandra Buchner</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>29793</b>	<b>05/20/2024</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30450993	05/09/2024		Building Repairs & Main...	-119.88
TOTAL					-119.88
<b>Bill Pmt -Check</b>	<b>29794</b>	<b>05/20/2024</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
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
<b>Bill Pmt -Check</b>	<b>29795</b>	<b>05/20/2024</b>	<b>Springshare LLC</b>	<b>Checking</b>	
Bill	24-A1340	04/26/2024		Collections & Public Ser...	-2,199.00
TOTAL					-2,199.00
<b>Bill Pmt -Check</b>	<b>29796</b>	<b>05/20/2024</b>	<b>STEMusic, LLC</b>	<b>Checking</b>	
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
<b>Bill Pmt -Check</b>	<b>29797</b>	<b>05/20/2024</b>	<b>Susan King</b>	<b>Checking</b>	
Bill	Yoga Instru...	04/22/2024		Kansas Health Foundati...	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>29798</b>	<b>05/20/2024</b>	<b>Tech Electronics</b>	<b>Checking</b>	
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
<b>Bill Pmt -Check</b>	<b>29799</b>	<b>05/20/2024</b>	<b>Thirdway, Inc</b>	<b>Checking</b>	
Bill	Block Grant	05/13/2024		Block Grant	-4,500.00
TOTAL					-4,500.00
<b>Bill Pmt -Check</b>	<b>29800</b>	<b>05/20/2024</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	6125839	05/01/2024		Professional Fees	-325.05
Bill	6125840	05/01/2024		Professional Fees	-155.91
TOTAL					-480.96
<b>Bill Pmt -Check</b>	<b>29801</b>	<b>05/20/2024</b>	<b>Yoshie Hisatomi</b>	<b>Checking</b>	
Bill	Multi Cultur...	04/28/2024		YS Programs (Children)	-23.91
TOTAL					-23.91
<b>Check</b>	<b>29802</b>	<b>05/20/2024</b>	<b>Friends of the Topeka Zoo</b>	<b>Checking</b>	
				Summer Reading - ALL	-220.00
TOTAL					-220.00
<b>Check</b>	<b>29803</b>	<b>05/20/2024</b>	<b>Friends of the Topeka Zoo</b>	<b>Checking</b>	
				Summer Reading - ALL	-220.00
TOTAL					-220.00
<b>Check</b>	<b>29804</b>	<b>05/20/2024</b>	<b>Scott Rice Office Works</b>	<b>Checking</b>	
				Picture Book Room	-11,528.51
TOTAL					-11,528.51
<b>Check</b>	<b>29805</b>	<b>05/20/2024</b>	<b>The Pennsylvania State University</b>	<b>Checking</b>	
				Lost and Replacement ...	-15.00
TOTAL					-15.00

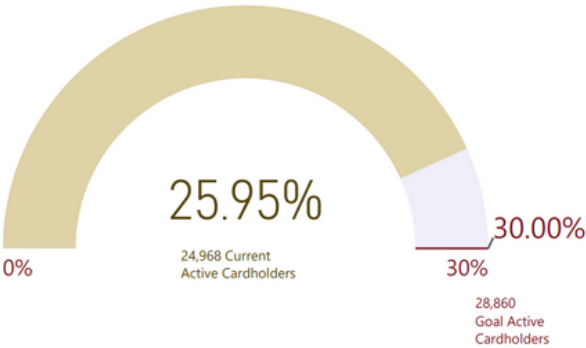
# May 2024 LPL Progress Indicators

## Net Promoter Score



## % Active Cardholders

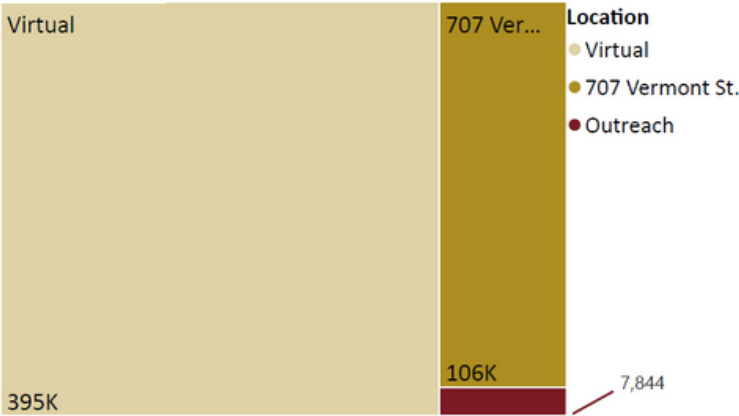
Active Cardholder Goal: 30% of Lawrence Population



### 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

# Monthly Departmental Reports

## June 2024

### Accounts:

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

Our new Public Services Manager, Karen Allen, started training on Accounts procedures this month. She's started learning the ins and outs of Accounts tasks in the ILS and has started shadowing at the desk. Ultimately, our goals are for Karen to first have a thorough knowledge of Accounts policy and procedure, and to be able to step in at the desk when needed.

The Data Team has sent out its first NPS surveys through LibAnswers. So far the system is working well. We've added a survey specifically for meeting room users, and will be adding options to take the survey directly through the website.

### Cataloging & Collection Development:

---

Besides the usual, we've had a couple of big projects in the last month. Kevin and Emily worked with OCLC to streamline our library holdings which should improve the success rate of our Interlibrary Loan service. Brett and Mary knocked out a Fantasy relabeling project in a single Friday. There are a few stragglers that are currently checked out, but they've all been placed on hold so we can finish the job as they get checked back in. Lastly, we've been bursting at the seams with deaccessioned materials from the Readers' shelving project that's outlined below. The Friends have been wonderful to work with and have been able to take nearly all of what we've deaccessioned to be sold in the quarterly sales. What they were unable to take has been redistributed to libraries across the state.

### Collections & Technology:

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Tricia worked with the Techlogic rep, Tim Lawson, to renew the service contract for the automated sorter. She also assisted Aaron with the revision of the copier/scanner leases with Century Business Technologies. The copier/scanners in the computer lab, Youth Services, the upstairs workroom, Admin are slated to be replaced soon with upgraded models. The Security Camera Policy draft has been reviewed by legal counsel and will be ready for review by the Library Board of Trustees at the June meeting.

# Monthly Departmental Reports

## June 2024

LPL will be participating in the Urban Libraries Council (ULC) Library Insights survey, so we'll be able to compare our key inputs & outputs for 2023 (circulation, staffing levels, budgets, user visits, etc.) with other libraries. Tricia is gathering the data from staff and will submit it in July.

Tricia joined Erica, Brad, Mary Ann, and Aaron in reviewing a potential replacement product for Bamboohr. Tricia, Kim, Aaron, Ian, and Jeff met with the Bibliotheca sales representatives to once again share the problems with the locker software and hardware. Replacement software for the locker is due to be installed in the near future; hopefully this will ensure more reliable service for patrons.

### Diversity, Equity, and Inclusion:

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In May Sean and Aaron from IT led a training on Google Workspace for staff, which Frankie helped to organize. Frankie continues to work on the ongoing project of building a webpage for herself, where information about the grant will also live. She and Heather will be meeting soon to discuss this. IDEAA met in May, and completed a document we have been drafting that will be implemented in managing behavior in the library once the accompanying process has been finalized. As a member of the Parks and Recs Arts and Culture Steering Committee for the City, Frankie attended an open house at the end of May where the community was able to discuss and provide feedback on the survey data collected. Frankie also helped to organize the yearly staff picnic with the rest of OOFun.

### Facilities:

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We assisted with the set up and tear down of our annual Summer Reading Kickoff, which was a big success in my opinion (but a sad reminder that I'm not as young as I used to be). Free Summer Lunches for kiddos has begun again, which is resource intensive (and tough on the carpet) but worth it. We also gave some assistance with tearing down the How-To Festival and recovering from that. Beyond that, things are busy for us in the auditorium and we're doing our best to keep up with Summer!



# Monthly Departmental Reports

## June 2024

### Human Resources:

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Erica attended the annual HR Virtual Summit hosted by BambooHR. She also focused on onboarding our new KU Student-Athlete Intern, Melia Martin, and this year's Summer Reading Teen Interns Sonder Murphy, Sylvia Oparaji, and Noah Place. We've also begun planning the 2024 Staff Day which will be held on Thursday, Nov. 7.

### Information Services:

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Another successful How-To Festival is officially in the books! We had approximately 350 visitors who learned to tango, cook with the sun, make mind-boggling creations with pipe cleaners, and so much more! This is an all-hands-on-deck event for the Info Services team, and it's always so much fun to see it come together. Special thanks to Jon and the facilities team for their help with setup and takedown. Other programs this month included an intro to bike maintenance followed by a community bike ride led by League of American Bicyclists Certified Instructor Stephen Mason, and a program on budgeting and debt management strategies with HCCI. Ellen and Melissa attended an entrepreneurship resources partner meeting coordinated by the City of Lawrence, and Marc and Ellen attended an entrepreneurship programming meeting coordinated by Douglas County CORE. We also wrapped up our latest Community Resource Guide update, and should have the new edition out soon.

### Information Technology:

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Aaron installed and configured a new FortiGate 120G firewall on 5/20. This equipment replaces our FortiGate 200E firewall which had been in use since summer of 2018. New functionality includes support for 10 Gigabit connections. New services associated with the firewall include 4 hour hardware replacement coverage and Security Operations Center as a Service (SOCaaS). The latter provides active monitoring and mitigation advice for potential security threats on our network. Kim has completed adjustments to BiblioWeb taxonomies. Taxonomy revisions were a prerequisite for implementation of BiblioEmail to collect patron interests and to classify our site content correctly for inclusion in marketing messages. A Statement of Work agreement has been signed with PCs for People to receive our equipment recycling stream. PCs for People is a

# Monthly Departmental Reports

## June 2024

501(c)3 non-profit which works to make computers available to low income residents of Kansas City and surrounding communities. They will make their first pick up from us on 6/20. Aaron has ordered new security cameras intended to improve monitoring of exterior spaces and will work with R&R Communications to coordinate installation. Aaron attended the Interface 2024 cybersecurity conference at the Olathe Convention Center on 6/6. Kim and Aaron continue to work with Jeff and Karen to implement Springshare LibAnswers. Jeff has initiated use of the NPS component. Our next step will be to replace our public contact form with a form which routes patron questions into the LibAnswers queue system. This system will add unified tracking of patron requests to ensure that questions are appropriately routed and responses are sent. Later the LibAnswers live chat module will be used to replace our current LibraryH3lp chat system. Once implemented, it will allow routing live questions into the same queue system if further follow up is needed.

### Marketing & Communications (M&C):

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Marketing & Communications runs a more active Newsfeed than ever! In just four weeks, five [Library Newsfeed articles](#) went live championing the Summer Reading Program and Library resources at large. Stay tuned for weekly News promoting LPLFF's annual summer reading fundraising opportunity, outreach, and more. Social media highlights include a [growing Summer Reading 2024 YouTube playlist](#) to encourage more finishers, celebrating Pride and LGBTQIA+ community-centered materials with a [photo from last year](#), and [Summer Reading stock photos](#) that can be used to create [evergreen content](#). Stay tuned for daily posts all about summer reading. Focusing on strengthening internal processes, through working remotely Kayla was able to dedicate time to creating a guidebook to codify and streamline some the work her position demands—a role which is a recent addition to the Marketing & Communications Team—as well as watch LinkedIn Learning training videos about strategic thinking in communication and promotions.

Outreach was nearly out of promotional items, so Heather worked with Sarah to get some new stuff, including these [koozies](#), this handy [bottle opener](#), and a Dottie replica air freshener available only on Dottie! Heather finished a long-overdue t-shirt project for the SOUND+VISION Studio and we'll soon have t-shirts to help promote the space. Heather worked with the Security Team to get new Security shirts designed and ordered. Heather worked with Kim to finalize web taxonomies and email preferences in advance of our new email product (BiblioEmail); these must be in place before we launch which, hopefully, is in the next 4 weeks.

# Monthly Departmental Reports

## June 2024

Heather and Leah will soon begin playing around with templates and sending practice emails to each other so we're ready to launch.

### Materials Handling:

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Things are chugging along in Materials Handling. We have some upcoming meetings about lockers in June so we'll see where we are at the end of the month.

### Public Technology:

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May was a healthy month of assisting patrons with technology. The Public Tech Department conducted 24 1-on-1 appointments, led computer basics classes 1 and 2, and led SOUND+VISION Basics in addition to our regular computer help, printing, copying and faxing. We are working with the IT department to evaluate self-serve credit card payment products, but have yet to settle on a solution. Encouragingly, we continue to see an improvement in behavior incidents as compared to last summer.

### Readers' Services:

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May was primarily a month of trying to wrap up details for trying to get Read Across Lawrence implemented as part of Adult Summer Reading this year. We had a few swings and misses in bringing authors as a part of a RAL/Beach Author combined effort, so we have made a quick pivot and have chosen [\*Where the Deer and the Antelope Play\*](#) by Nick Offerman. Offerman's book detailing his National Park adventures (with literary and musical greats George Saunders and Jeff Tweedy, respectively) dovetails perfectly with the Find Adventure at Your Library theme this summer and is a smart but funny book that will make for enjoyable summer reading.

LPL will have 150 copies of the book on 14 day checkout, as well as weekly programming available. We are currently hard at work scheduling attendant programming for the RAL summer stretch, which will be roughly July 1 through the end of August.

RS also spent the majority of May right-sizing our CD audiobook collection to match its circulation potential, and moving around that collection in an effort to make more room for our collections that are currently circulating heavily. Fantasy, SciFi, Romance, and Horror are all

# Monthly Departmental Reports

## June 2024

seeing excellent circulation stats. We've also worked hard to make the Fiction Loop a more exciting space to visit, with new signage and more space for displaying books. This was a huge undertaking on the part of the RS staff and I want to commend them for going above and beyond to make our fiction department wonderful.

Lastly, our adult summer reading numbers now two weeks into the program are as follows: 1174 adults registered, 881 active readers on Beanstack, 1687 books read so far 338,338 minutes read (which is a fun number)! Of course we've had many, many adults come take paper reading logs, so where we'll end up this year is an exciting adventure in and of itself!

### Security:

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Heather tracked us down some nice, new Security uniform shirts and everyone is looking spiffy! Big Thanks to Tricia and Aaron for their work on the Security Camera Policy which is being presented this month for approval. We're also putting the finishing touches on staff procedures and training for our Patron Incident Tracking Software (PITS) which we will roll out to all staff by the end of the month. This is another multi-department effort with Karen, Frankie, Jim, and Erica.

## **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 8<sup>th</sup> 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 20<sup>th</sup>. 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.

**10<sup>th</sup> Anniversary Celebration!** The Friends & Foundation are pleased to sponsor the 10<sup>th</sup> Anniversary party and Summer Reading Last Bash coming up on Friday, July 26<sup>th</sup>. 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.*

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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.