

Lawrence Public Library Board of Trustees Regular Meeting
Monday, July 15, 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 June 2024
- Approve Treasurer's report for June 2024
- Approve bills for June 17, 2024 to July 14, 2024
- Receive statistical report for June 2024

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Material Selection and Collection Development Policy – **ACTION ITEM**
Kevin Corcoran, Cataloging and Collection Development Supervisor
- Amended 2025 Library Budget – **ACTION ITEM**
Brad Allen, Library Director

Old Business

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: June 17, 2024

Time: 4:30 pm

Venue: The meeting was conducted in person and online.

Board Members Present: Kelly Hart (Chair), Mayor Bart Littlejohn, Mandy Leibold, Susan Kang, Ryann Tacha, Alex Carvalho. **Absent:** James Pavisian, Allison Friend Mazzei.

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

Friends and Foundation (F&F) Members Present: Annamarie Hill (Vice-Chair)

Call to order

Kelly called the meeting to order at 4:31 pm.

Executive Session

Susan moved to discuss ongoing legal issues for 15 minutes and resume the regular session at 4:50
Ryann seconded the motion. The motion passed.

At 4:50, Kelly moved to extend the executive session for 30 minutes and reconvene the regular meeting at 5:20. Bart seconded the motion. The motion carried.

Regular Session

The regular session resumed at 5:23 pm.

Consent Agenda

Kelly moved approval of the consent agenda. Bart seconded the motion. The consent agenda passed.

Library Director's Report

- Brad reported on his participation in the Urban Library Council CEO Roundtable in Los Angeles in May. The focus of the roundtable was on the public library's position in the homelessness crisis in the United States. Brad noted it was a good conversation with a great group of directors from the U.S. and Canada.
- Summer reading started off great on May 23rd. The library has set a goal of 4,500 finishers. Brad sent a challenge to the City Executive Team to participate in the Summer reading challenge. Brad explained to the library board members that they can also join in, and use an

app, Beanstack, to log their participation. He also offered LPL pint glasses to members of the board.

- David Vinjamuri came to the library to conduct a space audit, evaluate our current use of the building, and recommend changes to improve access to the collections & also create welcoming spaces for other library activity. David is willing to present his findings to the board by attending a meeting remotely, or he could combine an in-person meeting with the board with a merchandising presentation to LPL and additional libraries in the region, if NEKLS would be interested in sponsoring it. In his final report, David will offer LPL short, medium, and long term fixes. Just to be clear - no walls would need to come down to implement his recommendations.

Monthly Departmental Report

- None noted.

Friends and Foundation Director's Report

- Annamarie Hill presented the Friends & Foundation report, noting that \$4,688 was earned at the June sale. The sale was held at the same time as the How-To Festival sponsored by the library. Whenever F&F teams up the sale with a library event, the receipts go up!
- Kathleen attended a library fundraising conference in D.C. About 250 to 300 development folks from the US and Canada attended. This is the fifth year that Kathleen has participated.
- The F&F is happy 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.
- The final session of the Before You Check Out program series, a presentation on funerals and cremation, is coming up on Thursday, June 20. This series will run every other year.
- The F&F will sponsor the upcoming 10th Anniversary party, celebrating the library's 10th year in the renovated library. The event will be on July 26, and promises to be a lot of fun, with offerings like free popcorn, free ice pops, and a special beer brewed by Free State: Library Lager!
- Kathleen handed out copies of the 2024 Advocacy Update from the F&F Advocacy Committee to all trustees.

New Business

- **Video Security Camera Policy - ACTION ITEM**
 - Jon Ratzlaff presented the draft of the Security Camera Policy, noting that this new policy was needed because when the Confidentiality of Records policy was revised last fall, security camera provisions were deemed worthy of a separate, standalone policy. This new policy also incorporates recommendations from Chuck Clanahan, Protective Security Advisor for Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA). Jon noted that security camera records are treated very carefully at the library; records are shared only in the instances outlined in the policy.
- Mandy moved that the board accept the policy as written. Alex seconded the motion. The motion carried.

Old Business

- **2025 Budget**

- Douglas County was supposed to have released property valuation information by now, but they are not ready yet. This data will be available in time for the board to revise the draft 2025 budget at the July meeting if the valuations come in lower than expected, and the budget will need to be amended.

Public Comments

- No public comment

Adjournment

- There being no other business, the meeting adjourned at 5:38 pm

Next Meeting

- The next regular Board meeting will be held Monday, July 15, 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>June</u>	<u>July</u>	<u>Year To Date</u>	<u>2024 Budget</u>	<u>% over/under</u>	<u>2023</u>
REVENUES											
Tax Fund	-	3,403,698.77			-	2,550,450.11		5,954,148.88	\$6,180,000.00	96.35%	\$5,725,000.00
Lost and Repl Fees	2,267.22	2,453.29	1,954.58	1,556.36	1,876.54	2,566.55		12,674.54	\$30,000.00	42.25%	\$30,000.00
NEKLS	-		25,406.25		8,765.00	25,406.25		59,577.50	\$110,000.00	54.16%	\$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	1,705.52		9,591.63	\$10,000.00	95.92%	\$10,000.00
Meeting Room Fees	1,603.35	290.70	535.44	604.46	339.14	148.25		3,521.34	\$5,000.00	70.43%	\$5,000.00
Interest	4,287.25	8,342.89	11,826.70	9,812.33	8,635.82	3,173.51		46,078.50	\$23,000.00		\$0.00
Transfer from Capital Improvement								-	\$0.00	#DIV/0!	\$50,000.00
Donations- MISC		16,953.78	15.89	(55.08)	-	29.87		16,944.46			
Total Revenues	9,245.99	3,433,526.96	68,652.78	13,318.82	21,192.06	2,583,480.06	-	6,129,416.67	\$6,383,000.00	96%	\$5,945,000.00

EXPENSES											
Salaries & Wages	145,945.92	273,533.57	273,307.86	274,159.74	418,322.29	281,192.50		1,666,461.88	\$3,675,000.00	45.35%	\$3,460,000.00
Employee Benefits	43,237.52	55,665.46	51,078.27	65,100.49	45,765.07	49,017.26		309,864.07	\$585,000.00	52.97%	\$490,000.00
Payroll Taxes	49,118.28	49,039.00	48,188.46	49,661.39	73,760.87	49,192.88		318,960.88	\$660,000.00	48.33%	\$620,000.00
Utilities	10,779.41	7,838.72	7,257.54	6,672.49	6,905.80	7,494.38		46,948.34	\$100,000.00	46.95%	\$100,000.00
Building Supplies	987.51	1,271.56	1,357.52	1,828.18	2,163.86	1,038.56		8,647.19	\$20,000.00	43.24%	\$20,000.00
Building Repairs & Maintenance	21,127.05	6,659.26	1,065.26	9,605.19	8,114.16	11,021.35		57,592.27	\$60,000.00	95.99%	\$55,000.00
Library Supplies	8,178.54	2,292.23	1,861.94	2,075.51	2,690.40	1,068.03		18,166.65	\$25,000.00	72.67%	\$25,000.00
Books & Materials	35,771.24	67,680.53	43,853.79	81,371.52	38,727.49	83,009.86		350,414.43	\$750,000.00	46.72%	\$725,000.00
Processing Supplies	5,046.60	3,554.57	3,605.28	10,985.02	2,914.63	3,504.39		29,610.49	\$50,000.00	59.22%	\$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	97,249.12	-	255,109.92	\$325,000.00	78.50%	\$275,000.00
---Public Tech Supplies	(161.52)	63.00	(89.64)	(106.64)	(74.17)	(204.62)		(573.59)		#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	2,966.64		24,870.52		#DIV/0!	\$34,000.00
---Internet & Telephone	752.58	769.39	752.91	26,927.12	756.50	752.12		30,710.62		#DIV/0!	\$20,550.00
---Collections & Public Service	74,935.51	552.00	22,696.20	2,808.82	-	93,734.98		194,727.51		#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	1,204.56		12,060.04	\$20,000.00	60.30%	\$18,000.00
Professional Development	2,663.07	2,879.40	3,042.88	6,123.80	4,394.74	1,628.45		20,732.34	\$30,000.00	69.11%	\$30,000.00
Book Van & Mileage	862.87	414.81	863.40	(364.34)	415.09	317.44		2,509.27	\$5,000.00	50.19%	\$5,000.00
Professional Fees	4,865.23	6,576.51	1,910.15	13,088.62	11,014.77	13,842.58		51,297.86	\$30,000.00	170.99%	\$25,000.00
Advertising & Marketing	5,247.54	6,124.47	264.38	1,061.27	3,686.06	4,242.15		20,625.87	\$20,000.00	103.13%	\$20,000.00
Capital Improvements			6,819.00	4,412.00		32,438.13		43,669.13			0
Miscellaneous	25.69	26.78	341.26	(719.09)	358.36			33.00			0
Total Expenses	415,601.83	490,235.64	473,078.41	568,038.79	633,121.92	637,461.64	-	3,217,538.23	\$6,383,000.00	50%	\$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) 4,032,721.37

Capital Improvement (KMIP) 866,615.15

2024 Outside Funding

	<u>June</u> <u>Income</u>	<u>June</u> <u>Spending</u>	<u>Remaining</u>
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Outside & Private Funding

Friends & Foundation

R & E Totals	\$ 236,189.33	\$ 86,011.40	\$ 680,796.78
YTD Income		\$	433,376.74
YTD Expense		\$	259,279.49

Lawrence Public Library
Balance Sheet
As of June 30, 2024

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	3,703,260.52
Checking	329,460.85
Capital Improvement at MIP	866,615.15
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Total Checking/Savings	4,899,336.52
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Total Current Assets	4,899,336.52
Other Assets	
Petty Cash	206.75
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Total Other Assets	206.75
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TOTAL ASSETS	4,899,543.27
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LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	251,567.88
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Total Accounts Payable	251,567.88
Credit Cards	18,312.55
Other Current Liabilities	
Payroll Liabilities	
Health Insurance	417.74
OGLI	211.95
Payroll Liabilities FSA	1,277.05
SUI	
Company	972.28
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Total SUI	972.28
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Total Payroll Liabilities	2,879.02
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Total Other Current Liabilities	2,879.02
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Total Current Liabilities	272,759.45
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Total Liabilities	272,759.45
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,240,172.91
Net Income	3,085,975.69
	<hr/>
Total Equity	4,626,783.82
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TOTAL LIABILITIES & EQUITY	4,899,543.27
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Lawrence Public Library Revenues & Expenses

June 2024

	Jun 24
Ordinary Income/Expense	
Income	
Misc Income	29.87
Tax Fund	2,550,450.11
Lost and Replacement Fees	2,566.55
NEKLS	25,406.25
State& Federal Aid	
State& Federal Aid - Other	0.00
Total State& Federal Aid	0.00
Photocopies & Printing	1,705.52
Meeting Room Rentals	148.25
Interest	
Capital Improvement	384.00
Checking	2,789.51
Total Interest	3,173.51
Outside&Private Funding Income	
Downhall Books	163.54
Library Landscape & Posters	9.64
Merchandise Sales	427.48
Outside&Private Funding Income - Other	235,588.67
Total Outside&Private Funding Income	236,189.33
Total Income	2,819,669.39
Gross Profit	2,819,669.39
Expense	
Payroll Expenses	
Gross Wages	
Gross Wages - Other	281,192.50
Total Gross Wages	281,192.50
Group Life Insurance	1,013.71
Health Insurance	48,535.55
Employee Parking	-532.00
Payroll Expenses - Other	0.00
Total Payroll Expenses	330,209.76
Payroll Taxes	
Payroll Taxes Employer	21,207.92
KPERS Co Retiree	325.10
KPERS Co	27,659.86
Total Payroll Taxes	49,192.88
Utilities - Electric	
Utilities - Electric - Other	7,494.38
Total Utilities - Electric	7,494.38

**Lawrence Public Library
Revenues & Expenses**

June 2024

	Jun 24
Building Supplies	
Building Supplies - Other	1,038.56
Total Building Supplies	1,038.56
Building Repairs & Maintenance	11,021.35
Library & Office Supplies	
Library & Office Supplies - Other	1,068.03
Total Library & Office Supplies	1,068.03
Books & Materials	
Books & Materials - Other	83,009.86
Total Books & Materials	83,009.86
Processing Supplies	
Processing Supplies - Other	3,504.39
Total Processing Supplies	3,504.39
Technology	
Public Tech Supplies	-204.62
Operations	0.00
IT Software & Subscriptions	2,966.64
Internet & Telephone	752.12
Collections & Public Service	93,734.98
Total Technology	97,249.12
Insurance	
Liability Insurance	0.00
Insurance - Other	0.00
Total Insurance	0.00
Postage & Mailing	1,204.56
Professional Development	
Travel By Department	
Adult Services	0.00
Total Travel By Department	0.00
Professional Development - Other	1,628.45
Total Professional Development	1,628.45
Vehicles, Mileage, Maintenance	317.44
Professional Fees	
Accounting	3,150.00
Professional Fees - Other	10,692.58
Total Professional Fees	13,842.58
Marketing-General	
Marketing-General - Other	4,242.15

Lawrence Public Library Revenues & Expenses

June 2024

	Jun 24
Total Marketing-General	4,242.15
Capital Improvement Expenditure	
Capital Improvement Expenditure - Other	32,438.13
Total Capital Improvement Expenditure	32,438.13
Miscellaneous	
Miscellaneous - Other	0.00
Total Miscellaneous	0.00
Outside & Private Funding	
Friends & Foundation Funding	
Memory Lab	11,450.00
Picture Book Room	0.00
Community Resource	0.00
Seed Library (Native)	0.00
Block Grant	27,539.94
F&F Payroll	12,347.29
Outreach/Coggins Fund	0.00
Plant & Foliage Maintenance	120.00
Aquarium Maintenance	330.00
Program Expense	
Information Services Programmin	353.40
Readers Service Programming	0.00
Public Tech Programming	150.00
YS Programs (Children)	
YS Programs (Children) - Other	831.75
Total YS Programs (Children)	831.75
Teen Services Programming	
Teen Services Programming - Other	606.66
Total Teen Services Programming	606.66
Summer Reading - ALL	6,268.13
Youth Services & Cigler	0.00
Total Program Expense	8,209.94
Crowe Fund	30.99
Digital Resourses (GDR)	25,000.00
Memorials/Honor w/ Books GGIFT	41.08
Sound & Vision	299.00
MIDCO/Peterson	0.00
Marketing	
Marketing - Other	527.95
Total Marketing	527.95
Storytime at Home	115.21
Seed Library	0.00
Kansas Health Foundation	0.00
Friends & Foundation Funding - Other	0.00

Lawrence Public Library
Revenues & Expenses
June 2024

	<u>Jun 24</u>
Total Friends & Foundation Funding	86,011.40
Total Outside & Private Funding	86,011.40
Total Expense	723,473.04
Net Ordinary Income	2,096,196.35
Net Income	<u><u>2,096,196.35</u></u>

Lawrence Public Library Revenues & Expenses

June 2024

Jan - Jun 24

Ordinary Income/Expense	
Income	
Misc Income	16,944.46
Tax Fund	5,954,148.88
Lost and Replacement Fees	12,674.54
NEKLS	59,577.50
State& Federal Aid	
State& Federal Aid - Other	26,879.82
Total State& Federal Aid	26,879.82
Photocopies & Printing	9,591.63
Meeting Room Rentals	3,521.34
Interest	
Capital Improvement	14,578.22
Checking	31,500.28
Total Interest	46,078.50
Outside&Private Funding Income	
Downhall Books	331.90
Library Landscape & Posters	-38.96
Merchandise Sales	1,140.23
Outside&Private Funding Income - Other	431,943.57
Total Outside&Private Funding Income	433,376.74
Total Income	6,562,793.41
Gross Profit	6,562,793.41
Expense	
Payroll Expenses	
Gross Wages	
Gross Wages - Other	1,666,461.88
Total Gross Wages	1,666,461.88
Group Life Insurance	6,089.40
Health Insurance	306,773.86
Employee Parking	-2,999.19
Payroll Expenses - Other	0.00
Total Payroll Expenses	1,976,325.95
Payroll Taxes	
Payroll Taxes Employer	137,545.50
KPERS Co Retiree	2,117.32
KPERS Co	179,298.06
Total Payroll Taxes	318,960.88
Utilities - Electric	
Utilities - Electric - Other	46,948.34
Total Utilities - Electric	46,948.34

**Lawrence Public Library
Revenues & Expenses**

June 2024

	Jan - Jun 24
Building Supplies	
Building Supplies - Other	8,647.19
Total Building Supplies	8,647.19
Building Repairs & Maintenance	57,592.27
Library & Office Supplies	
Library & Office Supplies - Other	18,166.65
Total Library & Office Supplies	18,166.65
Books & Materials	
Books & Materials - Other	350,414.43
Total Books & Materials	350,414.43
Processing Supplies	
Processing Supplies - Other	29,610.49
Total Processing Supplies	29,610.49
Technology	
Public Tech Supplies	-573.59
Operations	5,374.86
IT Software & Subscriptions	24,870.52
Internet & Telephone	30,710.62
Collections & Public Service	194,727.51
Total Technology	255,109.92
Insurance	
Liability Insurance	100.00
Insurance - Other	4,734.60
Total Insurance	4,834.60
Postage & Mailing	12,060.04
Professional Development	
Travel By Department	
Adult Services	537.30
Total Travel By Department	537.30
Professional Development - Other	20,195.04
Total Professional Development	20,732.34
Vehicles, Mileage, Maintenance	2,509.27
Professional Fees	
Accounting	6,255.00
Professional Fees - Other	45,042.86
Total Professional Fees	51,297.86
Marketing-General	
Marketing-General - Other	20,625.87

Lawrence Public Library Revenues & Expenses

June 2024

	Jan - Jun 24
Total Marketing-General	20,625.87
Capital Improvement Expenditure	
Capital Improvement Expenditure - Other	43,669.13
Total Capital Improvement Expenditure	43,669.13
Miscellaneous	
Miscellaneous - Other	33.00
Total Miscellaneous	33.00
Outside & Private Funding	
Friends & Foundation Funding	
Memory Lab	11,450.00
Picture Book Room	11,578.51
Community Resource	450.00
Seed Library (Native)	1,294.06
Block Grant	55,193.75
F&F Payroll	80,390.92
Outreach/Coggins Fund	269.28
Plant & Foliage Maintenance	720.00
Aquarium Maintenance	1,178.09
Program Expense	
Information Services Programmin	529.22
Readers Service Programming	144.00
Public Tech Programming	398.45
YS Programs (Children)	
YS Programs (Children) - Other	7,049.60
Total YS Programs (Children)	7,049.60
Teen Services Programming	
Teen Services Programming - Other	6,836.72
Total Teen Services Programming	6,836.72
Summer Reading - ALL	33,667.07
Youth Services & Cigler	572.58
Total Program Expense	49,197.64
Crowe Fund	763.39
Digital Resources (GDR)	25,000.00
Memorials/Honor w/ Books GGIFT	448.25
Sound & Vision	1,406.02
MIDCO/Peterson	16,837.82
Marketing	
Marketing - Other	1,235.88
Total Marketing	1,235.88
Storytime at Home	731.56
Seed Library	1,444.13
Kansas Health Foundation	50.00
Friends & Foundation Funding - Other	-359.81

Lawrence Public Library
Revenues & Expenses
June 2024

	<u>Jan - Jun 24</u>
Total Friends & Foundation Funding	259,279.49
Total Outside & Private Funding	259,279.49
Total Expense	3,476,817.72
Net Ordinary Income	3,085,975.69
Net Income	<u><u>3,085,975.69</u></u>

Lawrence Public Library
Vendor Balance Summary
As of July 15, 2024

	<u>Jul 15, 24</u>
Acco Brands	104.15
Alliance Entertainment	408.77
Amazon Capital Services, Inc	3,638.62
Araceli Masterson	250.00
ASI	80.00
Baker & Taylor, Inc.	74.53
Bamboo HR	715.65
Bibliocommons Inc.	60,949.60
Center Point Large Print	104.53
Century Business Technologies	192.20
Christopher Luxem	250.00
Cottin's Hardware & Rental	408.16
Craig Comstock	150.00
Dane Shobe	200.00
Douglas County Treasurer	29.50
EBSCO	-49.95
Evergy	7,494.38
Fisher Patterson Sayler & Smith, LLP	17,387.10
Gale/Cengage Learning	238.61
Ingram Library Services	25,708.76
Jayhawk Tropical Fish	330.00
John A. Marshall Co.	28,025.14
John Svoboda	250.00
Jungle House	120.00
Kelly Latham	250.00
Kennedy Glass	11,450.00
Lawrence Rotary Club	261.00
Mainline Printing	1,625.00
Midcontinent Communications	571.70
Midwest Tape	4,872.40
OverDrive	75,807.69
P1 Group, Inc.	6,413.00
Pan Asian Publications Inc.	186.85
Pro Print Inc.	813.32
Pur-O-Zone, Inc.	3,472.81
Schwickert's Tecta America	2,545.00
Sloan Law Firm	75.00
Snap Promotions	5,160.48
Success by 6	10,000.00
The Last Carnival	250.00
The University of Kansas	2,000.00
Thirdway, Inc	991.56
U.S. Bank - Mastercard	18,979.76
Unique Management Services	360.51
United Parcel Service	23.40
West Bend Mutual Insurance Agency	250.00
World Archives	6,740.00
TOTAL	<u>300,159.23</u>

5:43 PM
07/10/24

Lawrence Public Library
Check Detail
July 2024

5:43 PM
07/10/24

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	E1001	07/15/2024	Acco Brands	Checking	
Bill	4728868584	07/01/2024		Processing Supplies	-104.15
TOTAL					-104.15
Bill Pmt -Check		07/15/2024	Alliance Entertainment	Checking	
Bill	PLS803349...	06/01/2024		Books & Materials	-63.21
Bill	PLS804231...	06/06/2024		Books & Materials	-47.54
Bill	PLS805648...	06/14/2024		Books & Materials	-26.70
Bill	PLS806743...	06/21/2024		Books & Materials	-183.40
Bill	PLS807814...	07/01/2024		Books & Materials	-87.92
TOTAL					-408.77
Bill Pmt -Check		07/15/2024	Amazon Capital Services	Checking	
Bill	1LWR-L9D...	06/01/2024		Books & Materials	-104.08
Bill	13ML-XHQ...	06/01/2024		Books & Materials	-58.06
Bill	1FMH-X3R...	06/01/2024		Books & Materials	-215.61
Bill	1R7C-LJ36-...	06/01/2024		Books & Materials	-199.95
Bill	1GMH-RM4...	06/02/2024		Books & Materials	-79.75
Bill	16K9-91LV-...	06/02/2024		Books & Materials	-80.66
Bill	16HT-L6L7-...	06/03/2024		Books & Materials	-67.01
Bill	1PVT-3NW...	06/04/2024		Books & Materials	-63.10
Bill	1YMW-1PH...	06/05/2024		Books & Materials	-226.87
Bill	1KQY-FVX...	06/05/2024		Books & Materials	-18.98
Bill	1VHJ-D4P...	06/08/2024		Books & Materials	-17.38
Bill	1J6R-YTKX...	06/09/2024		Books & Materials	-28.06
Bill	13MD-LFK6...	06/10/2024		Books & Materials	-113.90
Bill	1K4C-JP9T...	06/11/2024		Books & Materials	-134.38
Bill	1RT6-DPY...	06/11/2024		Books & Materials	-147.35
Bill	1614-9JV7-...	06/11/2024		Books & Materials	-13.49
Bill	1614-9JV7-...	06/12/2024		YS Programs (Children)	-22.89
Bill	1K4C-JP9T...	06/12/2024		Books & Materials	-24.76
Bill	1PM9-11W...	06/14/2024		Books & Materials	-79.98
Bill	14P7-CHY9...	06/14/2024		Books & Materials	-40.50
Bill	11FW-3T9...	06/15/2024		Books & Materials	-104.98
Bill	1GJN-6MT...	06/15/2024		Books & Materials	-135.18
Bill	16VD-1RNL...	06/16/2024		YS Programs (Children)	-5.97
Bill	14PW-CPV...	06/16/2024		Building Supplies	-18.88
Bill	17VF-FM4...	06/18/2024		Books & Materials	-119.98
Bill	1H9M-XCY...	06/18/2024		Books & Materials	-297.56
Bill	1RRY-73F...	06/19/2024		Storytime at Home	-74.22
Bill	1NHL-PWN...	06/20/2024		Books & Materials	-12.39
Bill	11RR-JVW...	06/20/2024		Books & Materials	-38.98
Bill	131F-PNXF...	06/21/2024		YS Programs (Children)	-8.99
Bill	16NM-PQM...	06/23/2024		Books & Materials	-93.00
Bill	1PXQ-DW...	06/24/2024		Books & Materials	-44.99
Bill	17QT-RTX7...	06/25/2024		Books & Materials	-309.69
Bill	1C3N-HLV...	06/25/2024		Books & Materials	-51.73

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Type	Num	Date	Name	Account	Paid Amount
Bill	11QX-W1F...	06/25/2024		Books & Materials	-268.65
Bill	131F-PNXF...	06/26/2024		Books & Materials	-68.61
Bill	1VML-G1C...	07/01/2024		Books & Materials	-33.24
Bill	17QT-RTX7...	07/01/2024		Books & Materials	-88.99
Bill	1CK7-MPC...	07/01/2024		Books & Materials	-20.91
Bill	1CGC-PWJ...	07/02/2024		YS Programs (Children)	-11.99
Bill	1WVJ-JMX...	07/06/2024		Teen Services Program...	-82.98
Bill	1DMY-4CP...	07/09/2024		Building Repairs & Main...	-9.95
TOTAL					-3,638.62
Bill Pmt -Check		07/15/2024	Araceli Masterson	Checking	
Bill	Spanish Tra...	07/02/2024		Storytime at Home	-250.00
TOTAL					-250.00
Bill Pmt -Check	EFT	07/15/2024	ASI	Checking	
Bill	JUNE 2024	06/28/2024		Professional Fees	-80.00
TOTAL					-80.00
Bill Pmt -Check		07/15/2024	Baker & Taylor, Inc.	Checking	
Bill	2038329377	06/11/2024		Books & Materials	-33.49
Bill	2038329378	06/11/2024		Processing Supplies	-0.64
Bill	2038341419	06/18/2024		Books & Materials	-39.76
Bill	2038341420	06/18/2024		Processing Supplies	-0.64
TOTAL					-74.53
Bill Pmt -Check	EFT	07/15/2024	Bamboo HR	Checking	
Bill	inv02005772	06/30/2024		Professional Fees	-715.65
TOTAL					-715.65
Bill Pmt -Check		07/15/2024	Bibliocommons Inc.	Checking	
Bill	2650	06/14/2024		Collections & Public Ser...	-60,949.60
TOTAL					-60,949.60
Bill Pmt -Check	E1002	07/15/2024	Center Point Large Print	Checking	
Bill	2100864	06/03/2024		Books & Materials	-104.53
TOTAL					-104.53

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Bill Pmt -Check	E1003	07/15/2024	Century Business Technologies	Checking	
Bill	721062	07/05/2024		IT Software & Subscripti...	-192.20
TOTAL					-192.20
Bill Pmt -Check		07/15/2024	Christopher Luxem	Checking	
Bill	Last Bash	07/01/2024		Summer Reading - ALL	-250.00
TOTAL					-250.00
Bill Pmt -Check	E1004	07/15/2024	Cottin's Hardware & Rental	Checking	
Bill	JUNE 2024	06/30/2024		Building Repairs & Main...	-408.16
TOTAL					-408.16
Bill Pmt -Check		07/15/2024	Craig Comstock	Checking	
Bill	Honorarium	07/09/2024		Public Tech Programming	-150.00
TOTAL					-150.00
Bill Pmt -Check		07/15/2024	Dane Shobe	Checking	
Bill	Summer Re...	06/26/2024		Summer Reading - ALL	-200.00
TOTAL					-200.00
Bill Pmt -Check		07/15/2024	Douglas County Treasurer	Checking	
Bill	2024 Rene...	06/15/2024		Vehicles, Mileage, Maint...	-29.50
TOTAL					-29.50
Check	EFT	07/12/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-343.00
TOTAL					-343.00
Check	EFT	07/12/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,952.00
TOTAL					-2,952.00
Bill Pmt -Check	EFT	07/15/2024	Evergy	Checking	

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Bill	JUNE 2024	06/30/2024		Utilities - Electric	-7,494.38
TOTAL					-7,494.38
Bill Pmt -Check		07/15/2024	Fisher Patterson Saylor & Smith	Checking	
Bill	107746	06/07/2024		Professional Fees	-6,843.00
Bill	108164	07/02/2024		Professional Fees	-10,544.10
TOTAL					-17,387.10
Bill Pmt -Check		07/15/2024	Gale/Cengage Learning	Checking	
Bill	84403606	06/01/2024		Books & Materials	-23.09
Bill	84450527	06/04/2024		Books & Materials	-57.38
Bill	84468893	06/06/2024		Books & Materials	-57.38
Bill	84479019	06/07/2024		Books & Materials	-25.89
Bill	84526796	06/14/2024		Books & Materials	-51.78
Bill	84552328	07/01/2024		Books & Materials	-23.09
TOTAL					-238.61
Bill Pmt -Check		07/15/2024	Ingram Library Services	Checking	
Bill	82107790	06/01/2024		Books & Materials	-1,217.20
Bill	82126914	06/01/2024		Books & Materials	-218.90
Bill	82157467	06/01/2024		Books & Materials	-49.72
Bill	82149754	06/01/2024		Books & Materials	-745.35
Bill	82149756	06/01/2024		Books & Materials	-160.09
Bill	82107791	06/01/2024		Processing Supplies	-168.26
Bill	82126915	06/01/2024		Processing Supplies	-33.92
Bill	82157468	06/01/2024		Processing Supplies	-1.00
Bill	82149755	06/01/2024		Processing Supplies	-63.79
Bill	82149757	06/01/2024		Processing Supplies	-2.75
Bill	82168171	06/02/2024		Books & Materials	-789.93
Bill	82168172	06/02/2024		Processing Supplies	-70.43
Bill	82175196	06/03/2024		Books & Materials	-16.19
Bill	82175193	06/03/2024		Books & Materials	-46.80
Bill	82175194	06/03/2024		Books & Materials	-471.42
Bill	82175197	06/03/2024		Processing Supplies	-0.25
Bill	82175195	06/03/2024		Processing Supplies	-58.62
Bill	82197049	06/04/2024		Books & Materials	-535.88
Bill	82197051	06/04/2024		Books & Materials	-2,056.90
Bill	82203859	06/04/2024		Books & Materials	-75.24
Bill	82197052	06/04/2024		Processing Supplies	-224.25
Bill	82197050	06/04/2024		Processing Supplies	-48.83
Bill	82220560	06/05/2024		Books & Materials	-210.99
Bill	82220561	06/05/2024		Processing Supplies	-25.27
Bill	82247293	06/06/2024		Books & Materials	-436.64
Bill	82241467	06/06/2024		Books & Materials	-924.39
Bill	82247294	06/06/2024		Processing Supplies	-61.99
Bill	82241468	06/06/2024		Processing Supplies	-104.38

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Bill	82260870	06/07/2024		Books & Materials	-186.35
Bill	82260871	06/07/2024		Processing Supplies	-21.63
Bill	82285532	06/10/2024		Books & Materials	-1,927.98
Bill	82285533	06/10/2024		Processing Supplies	-221.23
Bill	82305135	06/11/2024		Books & Materials	-318.26
Bill	82305134	06/11/2024		Books & Materials	-24.62
Bill	82305136	06/11/2024		Processing Supplies	-26.20
Bill	82329757	06/12/2024		Books & Materials	-421.29
Bill	82329758	06/12/2024		Processing Supplies	-37.75
Bill	82350231	06/13/2024		Books & Materials	-779.22
Bill	82350233	06/13/2024		Books & Materials	-151.57
Bill	82350232	06/13/2024		Processing Supplies	-74.84
Bill	82350234	06/13/2024		Processing Supplies	-2.75
Bill	82370114	06/14/2024		Books & Materials	-730.60
Bill	82370115	06/14/2024		Processing Supplies	-70.63
Bill	82386008	06/16/2024		Books & Materials	-309.74
Bill	82386009	06/16/2024		Processing Supplies	-52.43
Bill	82391960	06/17/2024		Books & Materials	-1,298.87
Bill	82391962	06/17/2024		Books & Materials	-26.38
Bill	82391961	06/17/2024		Processing Supplies	-125.02
Bill	82391963	06/17/2024		Processing Supplies	-0.50
Bill	82410191	06/18/2024		Books & Materials	-241.84
Bill	82410192	06/18/2024		Processing Supplies	-29.64
Bill	82458260	06/21/2024		Books & Materials	-721.64
Bill	82458261	06/21/2024		Processing Supplies	-89.90
Bill	82450951	06/21/2024		Books & Materials	-50.97
Bill	82450949	06/21/2024		Books & Materials	-435.47
Bill	82450950	06/21/2024		Processing Supplies	-32.23
Bill	82450952	06/21/2024		Processing Supplies	-0.75
Bill	82475089	06/24/2024		Books & Materials	-31.18
Bill	82475087	06/24/2024		Books & Materials	-364.54
Bill	82475090	06/24/2024		Processing Supplies	-0.50
Bill	82475088	06/24/2024		Processing Supplies	-39.90
Bill	82499392	06/25/2024		Books & Materials	-538.47
Bill	82499393	06/25/2024		Processing Supplies	-60.82
Bill	82515483	07/01/2024		Books & Materials	-3,327.07
Bill	82531645	07/01/2024		Books & Materials	-556.82
Bill	82552058	07/01/2024		Books & Materials	-423.62
Bill	82531647	07/01/2024		Books & Materials	-115.11
Bill	82493379	07/01/2024		Books & Materials	-576.72
Bill	82515484	07/01/2024		Books & Materials	-392.68
Bill	82531646	07/01/2024		Processing Supplies	-56.16
Bill	82552059	07/01/2024		Processing Supplies	-63.96
Bill	82531648	07/01/2024		Processing Supplies	-2.25
Bill	82493380	07/01/2024		Processing Supplies	-64.48
Bill	82547855	07/01/2024		Books & Materials	-64.80
				Readers Across Lawren...	-1,800.00
TOTAL					-25,708.76
Bill Pmt -Check	E1005	07/15/2024	Jayhawk Tropical Fish	Checking	
Bill	116570	07/01/2024		Aquarium Maintenance	-330.00

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Type	Num	Date	Name	Account	Paid Amount
TOTAL					-330.00
Check		07/15/2024	Jazzhawks	Checking	
				Summer Reading - ALL	-250.00
TOTAL					-250.00
Bill Pmt -Check	E1006	07/15/2024	John A. Marshall Co.	Checking	
Bill	523673	06/26/2024		Capital Improvement Ex...	-28,025.14
TOTAL					-28,025.14
Bill Pmt -Check		07/15/2024	John Svoboda	Checking	
Bill	Summer Re...	07/01/2024		Summer Reading - ALL	-250.00
TOTAL					-250.00
Bill Pmt -Check	E1007	07/15/2024	Jungle House	Checking	
Bill	1266	06/30/2024		Plant & Foliage Mainten...	-120.00
TOTAL					-120.00
Check	EFT	07/12/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Bill Pmt -Check		07/15/2024	Kelly Latham	Checking	
Bill	Summer Re...	06/26/2024		Summer Reading - ALL	-250.00
TOTAL					-250.00
Bill Pmt -Check	E1008	07/15/2024	Kennedy Glass	Checking	
Bill	COL380K-1	06/19/2024		Memory Lab	-11,450.00
TOTAL					-11,450.00
Check	EFT	07/12/2024	KPERS	Checking	
				Retirees	-162.44

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TOTAL					-162.44
Check	EFT	07/12/2024	KPERS	Checking	
				Company	-14,450.39
				Employee	-8,450.55
				KPERS Co	-0.05
TOTAL					-22,900.99
Bill Pmt -Check	E1009	07/15/2024	Lawrence Rotary Club	Checking	
Bill	131416	06/01/2024		Professional Developm...	-261.00
TOTAL					-261.00
Bill Pmt -Check	E1010	07/15/2024	Mainline Printing	Checking	
Bill	133094	06/30/2024		Marketing-General	-1,625.00
TOTAL					-1,625.00
Bill Pmt -Check	EFT	07/15/2024	Midcontinent Communicat	Checking	
Bill	157407601...	06/16/2024		Internet & Telephone	-571.70
TOTAL					-571.70
Bill Pmt -Check		07/15/2024	Midwest Tape	Checking	
Bill	505571525	06/03/2024		Books & Materials	-108.71
Bill	505571522	06/03/2024		Books & Materials	-44.99
Bill	505571523	06/03/2024		Books & Materials	-77.34
Bill	505571521	06/03/2024		Books & Materials	-473.03
				Books & Materials	-50.99
Bill	505591310	06/07/2024		Books & Materials	-165.69
Bill	505590905	06/07/2024		Books & Materials	-679.40
				Books & Materials	-60.74
Bill	505590907	06/07/2024		Books & Materials	-39.74
Bill	505590906	06/07/2024		Books & Materials	-31.99
Bill	505590908	06/07/2024		Books & Materials	-223.78
Bill	505625752	06/15/2024		Books & Materials	-115.10
Bill	505625754	06/15/2024		Books & Materials	-175.44
Bill	505625697	06/15/2024		Books & Materials	-684.64
Bill	505625698	06/15/2024		Books & Materials	-44.99
Bill	505643704	06/24/2024		Books & Materials	-854.29
Bill	505643705	06/24/2024		Books & Materials	-74.98
Bill	505643706	06/24/2024		Books & Materials	-59.99
Bill	505643707	06/24/2024		Books & Materials	-250.47
Bill	505643709	06/24/2024		Books & Materials	-334.16
Bill	505669830	06/24/2024		Books & Materials	-59.98

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Bill	505699167	06/30/2024		Processing Supplies	-261.96
TOTAL					-4,872.40
Bill Pmt -Check		07/15/2024	OverDrive	Checking	
Bill	06809CO24...	06/01/2024		Books & Materials	-2,651.67
Bill	06809CO24...	06/01/2024		Books & Materials	-1,687.49
Bill	06809DA24...	06/01/2024		Books & Materials	-537.14
Bill	06809CO24...	06/01/2024		Books & Materials	-232.18
Bill	06809CO24...	06/01/2024		Books & Materials	-63.94
Bill	06809CO24...	06/01/2024		Books & Materials	-1,937.82
Bill	06809CO24...	06/01/2024		Books & Materials	-3,507.79
Bill	06809CO24...	06/01/2024		Books & Materials	-84.96
Bill	06809CO24...	06/01/2024		Books & Materials	-133.47
Bill	06809CO24...	06/01/2024		Books & Materials	-102.50
Bill	06809DA24...	06/01/2024		Books & Materials	-308.93
Bill	06809CO24...	06/01/2024		Books & Materials	-1,968.97
Bill	06809CO24...	06/01/2024		Books & Materials	-2,338.19
Bill	06809CO24...	06/01/2024		Books & Materials	-386.90
Bill	06809CO24...	06/01/2024		Books & Materials	-170.79
Bill	06809CO24...	06/01/2024		Books & Materials	-339.07
Bill	06809CO24...	06/01/2024		Books & Materials	-415.33
Bill	06809CO24...	06/01/2024		Books & Materials	-294.85
Bill	06809CO24...	06/01/2024		Books & Materials	-279.70
Bill	06809CO24...	06/01/2024		Digital Resources (GDR)	-25,000.00
				Memorials/Honor w/ Bo...	-41.08
Bill	06809DA24...	06/01/2024		Books & Materials	-679.88
Bill	06809CO24...	06/01/2024		Books & Materials	-351.04
Bill	06809CO24...	06/01/2024		Books & Materials	-548.35
Bill	06809CO24...	06/01/2024		Books & Materials	-133.94
Bill	06809CP24...	06/01/2024		Books & Materials	-730.86
Bill	06809CO24...	06/01/2024		Books & Materials	-252.95
Bill	06809CO24...	06/01/2024		Books & Materials	-2,580.63
Bill	06809CO24...	06/01/2024		Books & Materials	-1,694.04
Bill	06809DA24...	06/01/2024		Books & Materials	-222.49
Bill	06809CO24...	06/01/2024		Books & Materials	-287.43
Bill	06809CO24...	06/01/2024		Books & Materials	-357.35
Bill	06809CO24...	06/01/2024		Books & Materials	-664.54
Bill	06809CO24...	06/01/2024		Books & Materials	-410.26
Bill	06809CO24...	06/01/2024		Books & Materials	-96.98
Bill	06809CO24...	06/01/2024		Books & Materials	-600.66
Bill	06809DA24...	06/04/2024		Books & Materials	-606.33
Bill	06809CO24...	06/06/2024		Books & Materials	-206.21
Bill	06809CO24...	06/06/2024		Books & Materials	-202.24
Bill	06809CO24...	06/06/2024		Books & Materials	-231.94
Bill	06809CO24...	06/06/2024		Books & Materials	-280.50
Bill	06809CO24...	06/06/2024		Books & Materials	-135.88
Bill	06809CO24...	06/06/2024		Books & Materials	-2,103.97
Bill	06809CO24...	06/06/2024		Books & Materials	-3,861.76
Bill	06809DA24...	06/11/2024		Books & Materials	-114.99
Bill	06809CO24...	06/13/2024		Books & Materials	-833.87
Bill	06809CO24...	06/13/2024		Books & Materials	-327.44
Bill	06809CO24...	06/13/2024		Books & Materials	-387.74

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Bill	06809CO24...	06/13/2024		Books & Materials	-475.89
Bill	06809CO24...	06/13/2024		Books & Materials	-77.94
Bill	06809CO24...	06/13/2024		Books & Materials	-4,549.49
Bill	06809CO24...	06/13/2024		Books & Materials	-1,983.95
Bill	06809DA24...	06/18/2024		Books & Materials	-543.82
Bill	06809CO24...	06/20/2024		Books & Materials	-199.96
Bill	06809CO24...	06/20/2024		Books & Materials	-276.95
Bill	06809CO24...	06/20/2024		Books & Materials	-108.00
Bill	06809CO24...	06/20/2024		Books & Materials	-172.03
Bill	06809CO24...	06/20/2024		Books & Materials	-4,113.74
Bill	06809CO24...	06/20/2024		Books & Materials	-1,918.88
TOTAL					-75,807.69
Bill Pmt -Check	E1011	07/15/2024	P1 Group, Inc.	Checking	
Bill	159106677	07/09/2024		Building Repairs & Main...	-6,413.00
TOTAL					-6,413.00
Bill Pmt -Check	E1012	07/15/2024	Pan Asian Publications Inc.	Checking	
Bill	U-17960	06/04/2024		Books & Materials	-186.85
TOTAL					-186.85
Bill Pmt -Check		07/15/2024	Pro Print Inc.	Checking	
Bill	7821	07/03/2024		Library & Office Supplies	-550.00
Bill	7845	07/08/2024		Library & Office Supplies	-263.32
TOTAL					-813.32
Bill Pmt -Check		07/15/2024	Pur-O-Zone, Inc.	Checking	
Bill	896312	06/10/2024		Building Repairs & Main...	-1,755.60
Bill	896341	06/10/2024		Building Repairs & Main...	-30.40
Bill	896342	06/10/2024		Building Repairs & Main...	-59.22
Bill	896365	06/12/2024		Building Supplies	-743.45
Bill	897477	07/02/2024		Building Supplies	-884.14
TOTAL					-3,472.81
Bill Pmt -Check		07/15/2024	Schwickert's Tecta America	Checking	
Bill	S510126720	06/12/2024		Building Repairs & Main...	-1,545.00
Bill	S510128263	07/10/2024		Building Repairs & Main...	-1,000.00
TOTAL					-2,545.00
Bill Pmt -Check	E1013	07/15/2024	Sloan Law Firm	Checking	

5:43 PM
07/10/24

Lawrence Public Library
Check Detail
July 2024

5:43 PM
07/10/24

Type	Num	Date	Name	Account	Paid Amount
Bill	81611	06/11/2024		Professional Fees	-75.00
TOTAL					-75.00
Bill Pmt -Check		07/15/2024	Snap Promotions	Checking	
Bill	24051307	06/16/2024		Marketing-General	-600.00
Bill	24050805	06/16/2024		Summer Reading - ALL	-3,190.82
Bill	24052403	06/16/2024		Marketing-General	-713.76
				Marketing	-327.95
TOTAL					-5,160.48
Bill Pmt -Check	E1014	07/15/2024	Success by 6	Checking	
Bill	Dolly Parton...	06/26/2024		Block Grant	-10,000.00
TOTAL					-10,000.00
Bill Pmt -Check	E1015	07/15/2024	The Last Carnival	Checking	
Bill	Last Bash	07/01/2024		Summer Reading - ALL	-250.00
TOTAL					-250.00
Bill Pmt -Check	E1028	07/15/2024	The University of Kansas	Checking	
Bill	4619350	06/18/2024		Block Grant	-2,000.00
TOTAL					-2,000.00
Bill Pmt -Check	E1017	07/15/2024	Thirdway, Inc	Checking	
Bill	2005	06/11/2024		Block Grant	-991.56
TOTAL					-991.56
Bill Pmt -Check	EFT	07/15/2024	U.S. Bank - Mastercard	Checking	
Bill	JUNE 2024	07/02/2024		Allen, Brad - US Bank C...	-4,865.87
				Brumley, A - US Bank C...	-5,393.47
				Brune, G - US Bank CC...	-71.73
				Fisher Isaacs -US Bank ...	-79.90
				Kearns, H - US Bank C...	-748.24
				Taylor, L - US Bank CC ...	-136.06
				Winsky, D - US Bank C...	-1,288.91
				Ratzlaff, J - US Bank C...	-276.23
				Stepp, Ian - US Bank C...	-126.41
				Haynes, F - US Bank C...	-50.00

5:43 PM
07/10/24

Lawrence Public Library
Check Detail
July 2024

5:43 PM
07/10/24

Type	Num	Date	Name	Account	Paid Amount
				Moore, M - US Bank CC...	-910.92
				Cook, Jenny - US Bank ...	-633.37
				Morgan, K - US Bank C...	-897.45
				Segraves, E - US Bank ...	-245.16
				Mathews, S - US Bank ...	-450.00
				LeDosquet,M - US Bank...	-136.00
				Medina, Y - US Bank C...	-636.36
				Barnes, Jim - US Bank ...	-299.00
				MacKinnon,L - US Bank...	-1,512.48
				Velozy, Marc - US Bank ...	-103.40
				Parks, H - US Bank CC ...	-118.80
TOTAL					-18,979.76
Bill Pmt -Check		07/15/2024	Unique Management Services	Checking	
Bill	6128045	07/01/2024		Professional Fees	-197.00
Bill	6128046	07/01/2024		Professional Fees	-163.51
TOTAL					-360.51
Bill Pmt -Check	EFT	07/15/2024	United Parcel Service	Checking	
Bill	0000506AE...	07/06/2024		Postage & Mailing	-23.40
TOTAL					-23.40
Bill Pmt -Check	E1018	07/15/2024	West Bend Mutual Insurance	Checking	
Bill	100067279...	06/17/2024		Information Services Pr...	-250.00
TOTAL					-250.00
Bill Pmt -Check	E1019	07/15/2024	World Archives	Checking	
Bill	272914	06/20/2024		Books & Materials	-6,740.00
TOTAL					-6,740.00

June 2024 LPL Progress Indicators

Net Promoter Score

85.57

June 2024
NPS Score

79.61

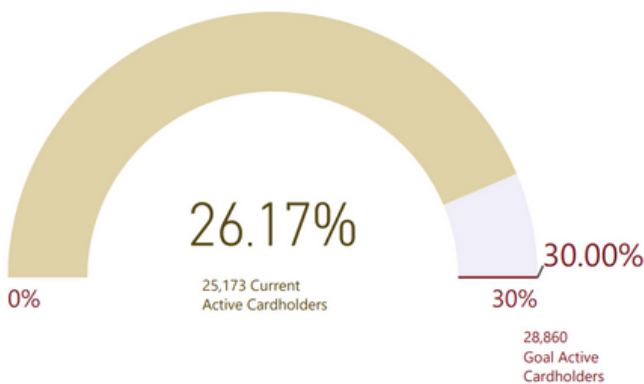
12-Month NPS
Average

85.00

Goal for 12-Month
NPS Average

% Active Cardholders

Active Cardholder Goal: 30% of Lawrence Population



Lawrence Community Cardholders

96,207

Total Lawrence Population

26.17%

Current % Active

25,173

Total Active Lawrence Cardholders

28,860

Goal Active Lawrence Cardholders

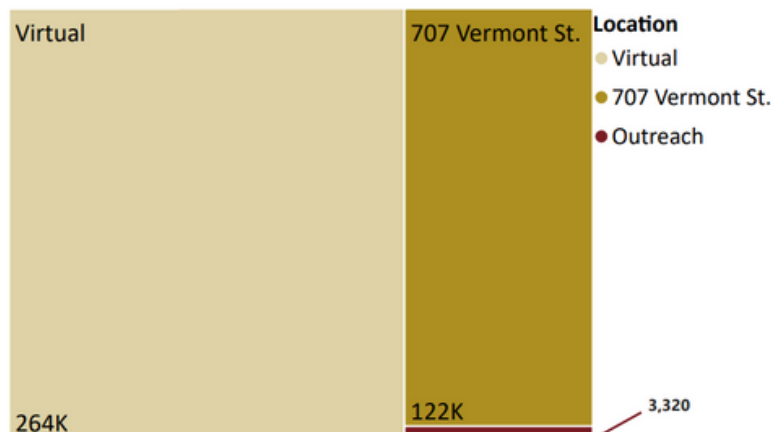
3,687

Cardholders needed to meet goal

Library Use Index

June 2024 Total
Transactions

390K



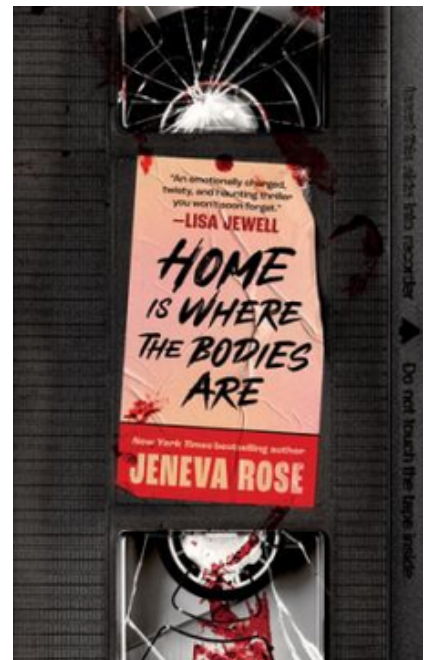
June 2024 LPL Statistical Highlights



Photo courtesy of Media by Pancho
www.mediabypancho.com

350

Total Attendees at the How-To Festival on June 8th at the library.



68

Most checkouts for a digital audiobook in June



204

Purchases of Library merchandise

Library Director's Report for July 2024

Lots of software demo meetings this month

The library needs to find a new HR and payroll solution, and we have a team investigating our options. The goal is to have a new, better integrated system in place by the end of the year. Additionally, as part of the outreach component of our strategic plan, we have a goal of expanding remote holds pickup service. We currently have just one remote locker system. It is insufficient to meet customer demand and old enough it will need to be replaced soon. We are meeting with multiple vendors to learn about their systems and figure out our way forward.

Humanities Kansas board meeting in Western Kansas

Additionally, I traveled to Garden City and Scott City for a Humanities Kansas board meeting. It was a great trip. (I stayed one night in a lovely converted grain bin in Ness City on my way to Garden City.) I am also excited to share that I was elected as Board Chair for 2024-2025. It is an honor to be selected by the Nominating Committee. It also allows me to serve an additional year beyond my second term as past board chair.

Lawsuit

Lastly, a considerable amount of my time has been spent on the current lawsuit against the library. Kathleen and I have had several meetings with our lawyer Sam Green. Staff including myself have spent many hours combing through emails, chats, and files in the discovery process.

Respectfully submitted by Brad Allen, July 11, 2024

Monthly Departmental Reports

July 2024

Accounts:

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

Now that the NPS software is up and running, Aaron, Kim, Karen, and Jeff are working on implementing other features available in LibAnswers. We're looking at utilizing its queue system for handling digital patron queries. Our next step will be to replace the website's current Ask a Question form with one feeding directly into the new system.

Cataloging & Collection Development:

Not a whole lot of action on the Cataloging & Collection Development front. With Read Across Lawrence being pushed back, we've paused our preparations for now. The biggest thing of note in Cataloging was that Mary completed a project to interfile our oversized collection with the rest of the nonfiction books. We believe that interfiling them will help improve discoverability and circulation.

Collections & Technology:

The Library Insights Survey for Urban Library Council is in the bag! LPL submitted data for 2023, as well as retrospective data for 2019 and 2022. Looking forward to seeing how LPL's outputs compare to other libraries. Worked on pulling together all the historical NPS data from Power BI so we can migrate all reporting to the Springshare platform. We should be fully transitioned to Springshare reports in August. Presented a quarterly report on event statistics to the Programming Club at their June meeting.

Attended many product demonstrations for locker products in June, including Lyngsoe and MK Solutions. Also attended demonstrations for more HRIS (Human Resources Information System) products with Erica, Brad, Aaron, and Mary Ann.

Participated in three online training sessions on how to build pages on the library's website product, BiblioWeb, and was able to apply what I learned to make small edits on the Library's

Monthly Departmental Reports

July 2024

policies page! It's great to know how the software works, and be able to make small changes on the site without needing to submit a ticket to IT.

Diversity, Equity, and Inclusion:

Frankie has been working with Heather to build a page on our website for the finished grant project, as well as a general landing page for equity initiatives and resources at the library. She has been attending BiblioWeb training as well, to build on her webpage creation skills. She and Yari from YS also submitted a mini grant application to Reforma to hopefully help fund an event during Hispanic Heritage month. We will hear back about this at the end of the summer. Frankie is on the hiring team for two of our open positions as well, and continues to organize training for staff.

Facilities:

Keeping busy keeping up with it all: summer lunches, summer programs, etc... but all in all it's been a good summer so far.

The new desktops for the Info & Readers' Service workstations arrived and have been installed, new electrical outlets have been powered, cables for phones are coming soon, and then all that's left is some shelving work, to happen around mid-August, and this project will be done.

Human Resources:

After zero turnover for the first half of the year, we now have several openings due to loved employees moving out of state or retiring. We hired Lorel Lewis as our new Older Adults Program Specialist and head of our RetroActive retirement program. Interviews for a new Youth Services Assistant and our Community Resource Specialist will be held soon. Finally, we are currently accepting applications for our Marketing & Communications Specialist position. Best of luck to our exiting employees - Marc Veloz, Anita Patel, Jack Altman, and Kayla Cook.

Monthly Departmental Reports

July 2024

Information Services:

The Info Services team has been keeping busy this summer with projects, training, and planning for fall. We took part in the space audit conversations with David Vinjamuri, and put together a quick heat map of circulation in the nonfiction collection for that project. Melissa and Terese have been participating in the Bibliocommons Pagebuilder training sessions so we'll be up-to-speed to help out as needed with upcoming website renovations and the BiblioEmail implementation. Marc has been overseeing the Spanish translation of the newest edition of the resource guide; that process should be wrapped up soon. Marc has also been working with the Douglas County Legal Self Help Center on a very successful pilot project to offer Legal Help office hours here at LPL on Tuesday afternoons. Marc and Terese coordinated a tour of the Grover Barn, and Jake led his annual tree tour in Watson Park. Terese, Lindin, and Theresa are deep in planning for the upcoming Multicultural Fair, a joint initiative between Info Services and Youth Services. Last but certainly not least: Marc announced that he will be leaving LPL in July to be closer to family. He will be deeply missed by our team and his colleagues throughout the library, and we wish him every success as he moves forward.

Information Technology:

Fortinet Security Operations Center as a Service was purchased with our new FortiGate Firewall. Implementation is in progress. This service should improve cybersecurity threat identification and response. New security cameras have been ordered and received. Installation scheduling is in progress with R&R Communications. R&R will also complete ethernet runs for the new office cubicles in the recently remodeled staff area (cable runs have been in place since late 2023 but were waiting on cubicle furniture to be completed). We have signed a new agreement with PCs for People to handle our electronics waste recycling stream. They made their first pickup from us on June 20. Aaron and Kim are working with Jeff and Karen to implement features of LibAnswers. The NPS feature is in use. The next feature to be implemented (the week of July 8) will be LibAnswers Queues which will be used to replace our general purpose website contact form. A semi-annual survey of staff ergonomic equipment needs was taken and new requests for items like vertical mice, monitor risers, and other ergonomic accommodations should be fulfilled this month. An update to the remoteLockers software took place on June 24. Kim and Aaron continue to work with Ian Stepp and Bibliotheca Support to resolve problems with the new software.

Monthly Departmental Reports

July 2024

Marketing & Communications (M&C):

[Library Newsfeed](#) articles promoted the non-fiction collection to encourage Adult Summer Readers, the Teen Zone as Teens is the demographic most in need of growth for Summer Reading finishers, the LPLFF \$10 for 10 for \$10(K!) fundraiser campaign, and a Multicultural Fair Press Release and Q&A with event organizers. A “Reader repurpose” Newsfeed article will go live soon featuring Kathleen discussing the Last Bash and 10-year building anniversary. Social Media Highlights include a [growing Summer Reading 2024 YouTube playlist to encourage more finishers](#) including a long-form content [10-year anniversary celebration video](#), a short-form [video promoting the Summer Book Sale](#), and a [Canva graphic sharing the most recent Summer Reading finishers numbers](#). Kayla has two Newsfeed articles for the fall in the works with Liza on interlibrary loan and Emily on DEIB in cataloging as she finishes out her final month with M&C. Kayla has enjoyed her time at LPL but looks forward to expanding her portfolio and professional skill set with opportunities that allow for advancement and growth, collaboration and new ideas, and a strong sense of belonging in diverse communities!

With Kayla moving on, Erica, Heather, and Kathleen reviewed the M&C Specialist position, updating it to match Heather's new title of M&C Supervisor (formerly Marketing & Patron Experience Supervisor). Heather and Karen will now share "improving patron experience" duties now that Karen is our Public Services Manager. The Specialist position is live and closes on July 21.

On the Virtual Spaces front, we've aligned our web taxonomies with email preferences for BiblioEmail, enabling us to seamlessly pair web content with patron interests. Heather and Jeff are working to get patron emails into the new system and hope to launch this by the end of July.

Finally, Heather has SOUND+VISION Studio tee-shirts in the works and is close to getting vinyl messaging at the Lawrence Transit Hub for the Friends Express Bookstore. She's preparing an onboarding training process for the new Specialist, working on the Fall Reader magazine. She attended a webinar in June called “Streamline Content and Get Help Creating It” to help strategize web and social media content creation.

Monthly Departmental Reports

July 2024

Materials Handling:

Things are chugging along in Materials Handling. We've seen an uptick in returns thanks to summer break.

Our locker taskforce has now met with four different locker vendors (Techlogic, Biblioteca, Lyngsoe, and MK Solutions) and will meet on 7/10 to discuss our preferences. We plan to survey current locker users to get a better idea of how they use the service.

In media room news, we've shifted things around considerably to create more room for our ever growing blu ray collection and to bring it to a more visible location. We're now shelf reading the collection to make sure everything is where it ought to be.

Outreach:

June was jam packed with events! Dottie made appearances in the Juneteenth parade and at the celebration after in the park. We were also included in the Positive Bright Start event, LOLA Pride, and the Humane Society's Paw Valley Party (among others!).

Dottie has also been invited to join the Community Shelter, the Humane Society, the League of Women Voters, and the DG County Health Dept for Wellness Wednesdays on the last Wednesday of the month. The next one will be held at the Pallet Village on July 31st.

Sarah is happy to report that Stan Ring built a cover/guard for the bottom part of Dottie's shelves. This lets us hide some of the wires that were visible after removing the bottom shelves while also hopefully protecting the mechanisms inside.

Here's hoping the July weather cooperates with our planned stops!

Monthly Departmental Reports

July 2024

Public Technology:

June was another healthy month of assisting patrons with technology. We had a new door installed in the local history room, and now work on the new DIY Memory Lab will begin in earnest with a goal of completion by the end of the year. Our programming highlight of the month was Matt Pelsma and Jake Little's program featuring local filmmaker Austin Snell discussing "16mm film techniques in 2024." They had a great turnout and a successful program. We're really happy with the direction that our public technology programming is headed.

Readers' Services:

Readers' Services is in planning mode for Read Across Lawrence, Booktoberfest, and the Beach Author. We are in a bit of a holding pattern waiting to hear back about an author, but everything should be resolved by mid July and we'll know where programs will be placed for the fall and for 2025.

Summer Reading numbers are phenomenal right now, with over 1600 adults registered and 592 completed readers, putting us at nearly 60 percent of our goal for this year. It's been very busy in the stacks and at the desk with a lot of lovely interactions with patrons.

Security:

It goes without saying, but super hot n' humid days really raises the tension level at the library. I think all staff (not just Security) have been doing a great job keeping their cool (pun completely intended).

Our PITS (Patron Incident Tracking Software) procedure is barely out the door and we're already making improvements. I'm very grateful to work with such thoughtful coworkers, because they're so full of thought on how things can be better: always improving!

Monthly Departmental Reports

July 2024

Youth Services:

The Youth Services Department has been incredibly busy! A few highlights from our Summer Reading season so far:

- YS staff visited with over 2,700 elementary and preschool students and over 2,000 teens to tell them about the Summer Reading Program!
- Our Summer Reading Kickoff Party was a huge success with 600 people coming out to celebrate! Over 400 reading logs were given out and the local cover band Soundwave played for the crowd.
- Over 1,000 kids have finished the Summer Reading Program so far and over 150 teens have finished!
- We've had over 100 kids each at numerous programs so far, including: Dance Party for Littles, Imaginarium, and Bookworms and Waterbugs Storytime. Hundreds of kids have attended storytimes, clubs, and activity programs.
- The Teen Department has been teaming up with local organizations and local authors this Summer. They've worked with Give It, Get It Inc., a local non profit that provides the Teen Zone clothing closet, and Prairie Park Nature Center. Local authors Tessa Gratton and Kim Ashley have led writing workshops.
- We're testing out displaying books in groups of three after getting advice from David Vijamuri. We've had a lot of success with these displays so far!

Staffing update:

- Hannah Parks was promoted to Children's Librarian in June and is doing a wonderful job! She'll take on the lead for our Display Team and will lead additional programs as part of this promotion.
- Mallory Pearson went from 32 to 40 hours a week. She is an excellent member of our team. She is taking on a lot of organization projects, helps with Pokemon League, and other projects. She's also training to fill in for storytimes.
- Lauren Taylor reduced her hours from 40 to 32 so she can spend more time with her family.
- Additionally, Kady Bischmann will go from a sub to working 19 hours a week to help fill the empty hours left when we had position shifts during April.

LPL Friends & Foundation Director's Report July 12, 2024

Summer Book Sale. The 2024 Summer Book Sale is on! You are invited to come on down to the library this weekend and stock up on summer reads. We've been flooded with book donations for the last few months, so the selection is spectacular. Hours for Friday (7/12) and Saturday (7/13) are 10 am to 6 pm, and on Sunday (7/14) the sale is on from 12 pm to 4 pm. Best of all, all proceeds support your favorite public library! Annamarie will give you a full report on the results at Monday's board meeting.

Drumroll please...We are delighted to announce that Lorel Lewis will serve as our new RetroActive Retiree program leader. Lorel starts her job on Monday, July 15th. With more than 40 years of experience teaching people of all ages—ranging from elementary and high school students in Rossville and Lawrence to adult cooking classes at the Merc—she is a true community gem. Lorel has strong ties to Lawrence, exceptional organizational skills, and fantastic sense of humor. For the next few weeks, Jack Altman will be showing Lorel the RetroActive ropes until he officially retires on August 1st. Please join me in giving Lorel a warm Lawrence Public Library welcome!

Summer Fundraising 10-10-10 Challenge. Back in May, the Friends & Foundation reported that it was launching a special summer fundraising campaign to build its monthly "Page Turner" donations. Supporters are encouraged to give \$10 a month in honor of the library's 10th anniversary. AND, as an added bonus, a generous local family pledged to match each gift up to \$10,000! I'm pleased to report that we're very, very close to meeting the match. A huge thank you goes to Logan Isaman, Kayla Cook, Sarah Mathews, and Heather Kearns for their collective creativity and marketing skills. It has been a fun and successful project for the library.

Speaking of the 10th Anniversary...This is your friendly reminder that the 10th Anniversary party and Summer Reading Last Bash happens on Friday, July 26th. We'll have music and performances starting at 5 pm inside the library. Then at 7:30 pm, the Jazzhawks, a 17-piece jazz swing band, will perform. There will be food trucks, a special Library Lager from Free State Beer, free popcorn and ice pops. The evening will be topped off by a showing of Ghostbusters: Frozen Empire. Bring your family and your lawn chairs, and join us!

Friends & Foundation Board Summer Break. The Friends & Foundation board do not meet in July. However, our board members will be busy making thank you calls to our major donors, 10-year + donors, and super volunteers. In addition, our new board chair, Kassie Nieters, and I will be meeting individually with board members to get feedback and explore new ideas with them.



LAWRENCE PUBLIC LIBRARY

MEMO

To: Lawrence Public Library Board of Trustees
From: Kevin Corcoran, Cataloging & Collection Development Supervisor
Date: July 15, 2024
Subject: Material Selection and Collection Development Policy Update

The Collection Management Committee would like to make the following change to the Material Selection and Collection Development Policy.

1. Access to Materials- Section 3. Reconsideration of Library Materials:
 - a. Change “patron” to “resident of Lawrence, Kansas” A resident of Lawrence, Kansas may request reconsideration of a library item by completing a Request for Reconsideration of Library Materials form which can be found on the Policies page of the Library’s website.

Thank you for your consideration.

Respectfully,
Kevin Corcoran



Material Selection and Collection Development Policy- DRAFT

Approved by the Lawrence Public Library Board of Trustees on 08/19/1996. Revised 04/18/2001; 12/18/2006; 09/21/2015; 08/15/2022. Submitted for review on 07/15/2024. Proposed review date: 07/19/2027.

Introduction

1. Purpose of the Collection Development Policy

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

2. Library Collection Objectives

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

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

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

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

3. Controversial Material

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

4. Responsibility for the Selection and Management

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

Guidelines and Review Sources

1. General Selection Guidelines

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

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

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

2. Recommendations from the Public

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

3. Duplicates

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

4. Review Sources

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

5. Material Types

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

Gifts and Tax Deductions

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

Interlibrary Loan and Cooperation

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

Access to Materials

1. Commitment to Intellectual Freedom

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

2. Access

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

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

3. Reconsideration of Library Materials

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

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

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

Maintenance of the Collection

1. Evaluation

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

2. Material Withdrawal Policy

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

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

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

3. Disposition of Withdrawn Materials

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

4. Replacements

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

Appendix A



The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by:

[American Library Association](#)

[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)

[The Association of American University Presses](#)

[The Children's Book Council](#)

[Freedom to Read Foundation](#)

[National Association of College Stores](#)

[National Coalition Against Censorship](#)

[National Council of Teachers of English](#)

[The Thomas Jefferson Center for the Protection of Free Expression](#)

Appendix B



Freedom to View Statement

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

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

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

Endorsed January 10, 1990, by the ALA Council

Appendix C



Library Bill of Rights

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

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

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

Inclusion of "age" reaffirmed January 23, 1996.

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

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



LAWRENCE PUBLIC
LIBRARY

TO: Rachelle Mathews, Finance Director; City of Lawrence, Kansas
Craig Owens, City Manager; City of Lawrence, Kansas

FROM: Brad Allen, Director; Lawrence Public Library

DATE: July 9, 2024

RE: Amended Lawrence Public Library 2025 Budget Resolution

Lawrence Public Library has committed to keeping the Library Fund mill rate flat for 2025. In order to accomplish this, the Library is amending the total amount of funds requested to be levied by the City of Lawrence on behalf of the Library to **\$6,595,000**.

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
2021-2025							
	2021	2022	2023	2024	2025	Difference	
REVENUES							
Tax Fund	\$ 4,978,000.00	\$ 5,022,000.00	\$ 5,725,000.00	\$ 6,180,000.00	\$ 6,595,000.00	\$ 415,000.00	6.72%
Lost and Repl Fees	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00	\$ (5,000.00)	
NEKLS	\$ 95,000.00	\$ 96,000.00	\$ 100,000.00	\$ 110,000.00	\$ 125,000.00	\$ 15,000.00	
State Aid	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	
Photo Copies	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 18,000.00	\$ 8,000.00	
Meeting Room Fees	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	
Interest	\$ 2,000.00	\$ 2,000.00		\$ 23,000.00	\$ 35,000.00	\$ 12,000.00	
Transfer from Cash Reserves	\$ 50,000.00	\$ 47,000.00	\$ 50,000.00			\$ -	
Total Revenues	\$5,170,000.00	\$ 5,237,000.00	\$ 5,945,000.00	\$ 6,383,000.00	\$ 6,828,000.00	\$ 445,000.00	
EXPENSES							
Salaries & Wages	\$ 2,865,000.00	\$ 2,910,000.00	\$ 3,460,000.00	\$ 3,675,000.00	\$ 3,875,000.00	\$ 200,000.00	5.44%
Employee Benefits	\$ 460,000.00	\$ 490,000.00	\$ 490,000.00	\$ 585,000.00	\$ 645,000.00	\$ 60,000.00	10.26%
Payroll Taxes	\$ 500,000.00	\$ 516,000.00	\$ 620,000.00	\$ 660,000.00	\$ 700,000.00	\$ 40,000.00	6.06%
Utilities	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	0.00%
Building Supplies	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%
Building Repairs & Maintenance	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 60,000.00	\$ 75,000.00	\$ 15,000.00	25.00%
Library Supplies	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%
Books & Materials	\$ 710,000.00	\$ 710,000.00	\$ 725,000.00	\$ 750,000.00	\$ 850,000.00	\$ 100,000.00	13.33%
Books & Materials Supplies	\$ 54,000.00	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00	\$ 55,000.00	\$ 5,000.00	10.00%
Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%
Technology	\$ 250,000.00	\$ 250,000.00	\$ 275,000.00	\$ 325,000.00	\$ 350,000.00	\$ 25,000.00	7.69%
Insurance	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00	\$ 18,000.00	\$ 18,000.00	\$ -	0.00%
Shipping	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%
Professional Development	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%
Book Van & Mileage	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%
Professional Fees	\$ 25,000.00	\$ 20,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%
Advertising & Marketing	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%
Capital Improvements	\$ -	\$ -	\$ -			\$ -	
Miscellaneous						\$ -	
Total Expenses	\$5,170,000.00	\$ 5,237,000.00	\$ 5,945,000.00	\$ 6,383,000.00	\$ 6,828,000.00	\$ 445,000.00	