

Lawrence Public Library Board of Trustees Regular Meeting
Monday, August 19, 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 July 2024
- Approve Treasurer's report for July 2024
- Approve bills for July 15, 2024 to August 18, 2024
- Receive statistical report for July 2024

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Kansas Open Records Act Policy – **ACTION ITEM**
Tricia Karlin, Collections and Technology Manager

Old Business

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

July 15, 2024

4:35 PM

Venue: The meeting was conducted in person and online.

Board Members Present:

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

Staff Members Present:

Brad Allen, Kathleen Morgan, Erica Seagraves, Aaron Brumley, Jon Ratzlaff, Heather Kearns, Kevin Corcoran

Friends and Foundation Members Present:

Annamarie Hill (Vice-Chair)

Call to order

Kelly called the meeting to order at 4:35 pm

Executive Session

Kelly made a motion to discuss ongoing legal issues for five minutes, and resume the public meeting at 4:40 PM. Alex seconded the motion. The motion passed.

At 4:40, Kelly moved to end the executive session. Allison seconded the motion. The motion passed. No action was taken.

Regular Session

The public meeting resumed at 4:40 pm.

Consent Agenda

James moved approval of the consent agenda. Allison seconded the motion. The consent agenda passed.

Library Director's Report

- Brad reported that the library is researching new software to support its HR and payroll. In addition, library staff is exploring book lockers to expand the library's remote holds pick up service in the community.
- Brad traveled to Garden City and Scott City to attend the quarterly Humanities Kansas board meeting. He is pleased to report that he was elected Chair of the board for 2024-2025. This will give him the opportunity to serve an additional year.
- Brad noted that a considerable amount of library staff time has been spent on the lawsuit filed against the library. In addition to several meetings with our attorney, Sam Green, staff named in the lawsuit have been combing through personal and professional emails, chats, texts and other communications as part of the discovery process.

Monthly Departmental Reports

- None noted

Friends and Foundation Director's Report

- Annamarie reported that the Summer Book Sale was amazingly successful! The total raised was \$21,000. Volunteers also collected many coupons from Summer Reading finishers.
- Lorel Lewis is the new RetroActive leader. She started with the library today and will overlap with Jack Altman for a few weeks to learn the responsibilities of the job.
- The 10-10-10 fundraising campaign has been very successful! We have met our goal of matching the \$10,000 gift from a generous local donor.
- Annamarie encouraged board members to attend the 10th Anniversary party on July 26th. There will be several musical performances, as well as a screening of Ghostbusters: Frozen Empire.
- The Friends & Foundation board is not meeting in July. Board members will be making thank you calls to donors and super volunteers this month. In addition, Kassie Nieters and Kathleen will meet with board members individually to check in and get feedback.

New Business

- Material Selection and Collection Policy Policy - Kevin Corcoran, Cataloging and Collection Development Supervisor - **Action Item**
 - Kevin presented a proposal to the board to update some of the language in the "Access to Materials- Section 3. Reconsideration of Library Materials" section of the Material Selection and Collection Development Policy.
 - Specifically, it changes "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.

- Kevin explained that changing this language will limit the ability for people from outside of Lawrence to request reconsideration of Lawrence Public Library materials. It also gives Lawrence residents who are non-library cardholders the right to ask for reconsideration of library materials.
- Alex moved that the board accept the policy as written. James seconded the motion. The motion carried.

- **Amended 2025 Library Budget - Action Item**
 - Brad explained that the final estimates for 2025 tax revenue have come in, and the budget that the library submitted to the City was over \$30,000 in revenue.
 - The library is committed to keeping the Library Fund mill rate flat for 2025. In order to close the \$30,000 gap, Brad rebalanced revenue estimates for expected grants from NEKLS, revenue from photo copies, and interest earnings.
 - The tax fund revenue in the revised library budget is \$6,595,000.
 - Kelly moved that the board accept the amended 2025 budget as presented. Susan seconded the motion. The motion carried.

Old Business

- None

Public Comments

- No public comments

Adjournment

There being no other business, the meeting adjourned at 5:00 p.m.

Next Meeting

The next regular Board meeting will be held Monday, August 19, 2024.

Respectfully submitted,
Kathleen Morgan

2024 Outside Funding	1/1/2024	July	July	
	<u>Carry Over Amt</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>
Outside & Private Funding	+ January Budgeting			
Totals	\$ 423,227.53			\$ 659,173.09
<i>Budget/ Allocation Adj</i>				
R & E Totals		\$ 1,002.09	\$ 22,625.78	\$ 659,173.09
	YTD Income			\$ 434,378.83
	YTD Expense			\$ 281,905.27

Lawrence Public Library

Balance Sheet

As of July 31, 2024

	<u>Jul 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	3,019,099.60
Checking	369,983.62
Capital Improvement at MIP	826,457.42
Total Checking/Savings	<u>4,215,540.64</u>
Accounts Receivable	
Accounts Receivable	5.42
Total Accounts Receivable	<u>5.42</u>
Total Current Assets	4,215,546.06
Other Assets	
Petty Cash	244.58
Total Other Assets	<u>244.58</u>
TOTAL ASSETS	<u><u>4,215,790.64</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	93,232.70
Total Accounts Payable	<u>93,232.70</u>
Credit Cards	
US Bank Credit Card (7984)	13,926.23
Total Credit Cards	<u>13,926.23</u>
Other Current Liabilities	
Payroll Liabilities	
Payroll Liabilities FSA	763.82
SUI	
Company	282.62
Total SUI	<u>282.62</u>
Total Payroll Liabilities	<u>1,046.44</u>
Total Other Current Liabilities	<u>1,046.44</u>
Total Current Liabilities	<u>108,205.37</u>
Total Liabilities	108,205.37

Lawrence Public Library
Balance Sheet
As of July 31, 2024

	<u>Jul 31, 24</u>
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,240,172.91
Net Income	2,566,777.14
	<hr/>
Total Equity	4,107,585.27
	<hr/>
TOTAL LIABILITIES & EQUITY	4,215,790.64
	<hr/> <hr/>

**Lawrence Public Library
Revenues & Expenses**

July 2024

	Jul 24	Jan - Jul 24
Ordinary Income/Expense		
Income		
Misc Income	0.00	16,944.46
Tax Fund	0.00	5,954,148.88
Lost and Replacement Fees	1,899.91	14,574.45
NEKLS	0.00	59,577.50
State & Federal Aid	0.00	26,879.82
Photocopies & Printing	1,489.05	11,080.68
Meeting Room Rentals	775.90	4,297.24
Interest		
Capital Improvement	3,511.40	18,089.62
Checking	15,871.72	47,372.00
Total Interest	19,383.12	65,461.62
Outside & Private Funding Income		
Downhall Books	245.53	577.43
Library Landscape & Posters	0.00	-38.96
Merchandise Sales	756.56	1,896.79
Outside & Private Funding Income - Other	0.00	431,943.57
Total Outside & Private Funding Income	1,002.09	434,378.83
Total Income	24,550.07	6,587,343.48
Gross Profit	24,550.07	6,587,343.48
Expense		
Payroll Expenses		
Gross Wages	285,058.65	1,951,520.53
Group Life Insurance	1,053.37	7,024.10
Health Insurance	50,118.88	357,470.66
Employee Parking	-309.12	-3,308.31
Payroll Expenses - Other	0.00	0.00
Total Payroll Expenses	335,921.78	2,312,706.98
Payroll Taxes		
Payroll Taxes Employer	21,508.20	158,241.52
KPERs Co Retiree	324.56	2,438.61
KPERs Co	28,043.54	207,068.11
Total Payroll Taxes	49,876.30	367,748.24
Utilities - Electric	7,410.96	54,359.30
Building Supplies	2,138.91	10,786.10
Building Repairs & Maintenance	8,700.47	66,292.74
Library & Office Supplies	2,593.21	20,636.17
Books & Materials	70,287.49	420,801.92
Processing Supplies	3,634.33	33,244.82
Technology		
Public Tech Supplies	-112.52	-686.11
Operations	1,718.65	7,093.51
IT Software & Subscriptions	2,718.27	27,588.79
Internet & Telephone	7,801.55	38,512.17
Collections & Public Service	327.51	195,055.02
Total Technology	12,453.46	267,563.38
Insurance		
Liability Insurance	0.00	100.00
Insurance - Other	7,766.00	12,500.60
Total Insurance	7,766.00	12,600.60

**Lawrence Public Library
Revenues & Expenses**

July 2024

	Jul 24	Jan - Jul 24
Postage & Mailing	1,536.49	13,596.53
Professional Development		
Travel By Department		
Adult Services	0.00	537.30
Total Travel By Department	0.00	537.30
Professional Development - Other	85.00	20,280.04
Total Professional Development	85.00	20,817.34
Vehicles, Mileage, Maintenance	308.43	2,817.70
Professional Fees		
Accounting	0.00	6,255.00
Professional Fees - Other	18,440.03	63,482.89
Total Professional Fees	18,440.03	69,737.89
Marketing-General	320.13	20,946.00
Capital Improvement Expenditure	0.00	43,669.13
Miscellaneous	1.48	-8.77
Outside & Private Funding		
Friends & Foundation Funding		
Memory Lab	0.00	11,450.00
Picture Book Room	0.00	11,578.51
Community Resource	150.00	600.00
Seed Library (Native)	0.00	1,294.06
Block Grant	199.95	55,393.70
F&F Payroll	13,108.28	93,499.20
Outreach/Coggins Fund	0.00	269.28
Plant & Foliage Maintenance	0.00	720.00
Aquarium Maintenance	330.00	1,508.09
Program Expense		
Information Services Programmin	272.00	801.22
Readers Service Programming	186.54	330.54
Public Tech Programming	136.00	534.45
YS Programs (Children)	929.97	7,979.57
Teen Services Programming	137.97	6,974.69
Summer Reading - ALL	4,403.39	38,070.46
Readers Across Lawrence	929.90	929.90
Youth Services & Cigler	0.00	572.58
Total Program Expense	6,995.77	56,193.41
Crowe Fund	153.18	916.57
Digital Resources (GDR)	0.00	25,000.00
Memorials/Honor w/ Books GGIFT	0.00	448.25
Sound & Vision	131.85	1,537.87
MIDCO/Peterson	0.00	16,837.82
Marketing	1,231.75	2,467.63
Storytime at Home	250.00	981.56
Seed Library	0.00	1,444.13
Kansas Health Foundation	75.00	125.00
Friends & Foundation Funding - Other	0.00	-359.81
Total Friends & Foundation Funding	22,625.78	281,905.27
Total Outside & Private Funding	22,625.78	281,905.27
Total Expense	544,100.25	4,020,221.34
Net Ordinary Income	-519,550.18	2,567,122.14
Net Income	-519,550.18	2,567,122.14

Lawrence Public Library
Vendor Balance Summary
As of August 18, 2024

	<u>Aug 18, 24</u>
Alliance Entertainment	855.75
Amazon Capital Services, Inc	5,531.54
Ann Dean	250.00
ASI	80.00
Baker & Taylor, Inc.	326.56
Bamboo HR	711.16
Century Business Technologies	978.41
Charlie F Owens	41.59
Corporation for Digital Scholarship	2,500.00
Cottin's Hardware & Rental	132.84
Demco, Inc.	483.67
EBSCO	2,871.05
Evergy	7,410.96
Fisher Patterson Sayler & Smith, LLP	9,107.10
Gale/Cengage Learning	259.60
Ingram Library Services	30,723.98
Jayhawk Trophy Co., Inc.	14.42
Jayhawk Tropical Fish	345.00
Johnson County Community College	26.00
Kanopy LLC	40,572.00
KanREN	7,048.80
Kindred CPA	2,307.88
Mass Street Music	14.85
Matt Lord	150.00
Maya Tillman-Rayton	150.00
Mid-Continent Public Library	5.99
Midcontinent Communications	572.33
Midwest Tape	7,862.45
MSM Systems Inc.	1,608.75
Multistudio Inc.	3,817.50
OCLC, Inc.	327.51
OverDrive	43,703.23
Playaway Products LLC	848.20
Pur-O-Zone, Inc.	1,215.87
Schendel Services	119.88
Susan King	75.00
U.S. Bank - Mastercard	13,099.59
Unique Management Services	550.33
United Parcel Service	12.00
Urban Libraries Council	6,000.00
West Bend Mutual Insurance Agency	299.00
TOTAL	<u>193,010.79</u>

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
Check		07/01/2024	ASI	Checking	
				Payroll Liabilities FSA	-100.00
TOTAL					-100.00
Check		07/02/2024	ASI	Checking	
				Payroll Liabilities FSA	-683.49
TOTAL					-683.49
Check		07/03/2024	ASI	Checking	
				Payroll Liabilities FSA	-693.50
TOTAL					-693.50
Check		07/05/2024	ASI	Checking	
				Payroll Liabilities FSA	-25.00
TOTAL					-25.00
Check		07/08/2024	ASI	Checking	
				Payroll Liabilities FSA	-234.82
TOTAL					-234.82
Check		07/09/2024	ASI	Checking	
				Payroll Liabilities FSA	-50.00
TOTAL					-50.00
Check		07/15/2024	ASI	Checking	
				Payroll Liabilities FSA	-100.00
TOTAL					-100.00
Check		07/15/2024		Checking	
				Professional Fees	-17.87
TOTAL					-17.87
Check		07/16/2024	ASI	Checking	
				Payroll Liabilities FSA	-346.52
TOTAL					-346.52

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
Check		07/17/2024	ASI	Checking	
				Payroll Liabilities FSA	-33.83
TOTAL					-33.83
Check		07/19/2024	ASI	Checking	
				Payroll Liabilities FSA	-105.73
TOTAL					-105.73
Check		07/23/2024	ASI	Checking	
				Payroll Liabilities FSA	-27.78
TOTAL					-27.78
Check		07/24/2024	ASI	Checking	
				Payroll Liabilities FSA	-25.00
TOTAL					-25.00
Check		07/25/2024	ASI	Checking	
				Payroll Liabilities FSA	-46.54
TOTAL					-46.54
Check		07/29/2024	ASI	Checking	
				Payroll Liabilities FSA	-121.80
TOTAL					-121.80
Check		07/30/2024	ASI	Checking	
				Payroll Liabilities FSA	-153.14
TOTAL					-153.14
Check		07/31/2024	Kansas Department of Labor	Checking	
				Company	-975.82
TOTAL					-975.82
Check	EFT	07/12/2024	KPERS	Checking	
				Retirees	-162.44
TOTAL					-162.44

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	07/12/2024	KPERS	Checking	
				Company	-14,450.39
				Employee	-8,450.55
				KPERS Co	-0.05
TOTAL					-22,900.99
Check	EFT	07/12/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
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	ASI	Checking	
Bill	JUNE 2024	06/28/2024		Professional Fees	-80.00
TOTAL					-80.00
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	EFT	07/15/2024	Evergy	Checking	
Bill	JUNE 2024	06/30/2024		Utilities - Electric	-7,494.38
TOTAL					-7,494.38
Bill Pmt -Check	EFT	07/15/2024	Midcontinent Communications	Checking	
Bill	157407601...	06/16/2024		Internet & Telephone	-571.70
TOTAL					-571.70

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	07/15/2024	U.S. Bank - Mastercard	Checking	
Bill	JUNE 2024	07/02/2024		Allen, Brad - US Bank ...	-4,865.87
				Brumley, A - US Bank ...	-5,393.47
				Brune, G - US Bank C...	-71.73
				Fisher Isaacs -US Ban...	-79.90
				Kearns, H - US Bank ...	-748.24
				Taylor, L - US Bank C...	-136.06
				Winsky, D - US Bank ...	-1,288.91
				Ratzlaff, J - US Bank ...	-276.23
				Stepp, Ian - US Bank ...	-126.41
				Haynes, F - US Bank ...	-50.00
				Moore, M - US Bank C...	-910.92
				Cook, Jenny - US Ban...	-633.37
				Morgan, K - US Bank ...	-897.45
				Segraves, E - US Ban...	-245.16
				Mathews, S - US Bank...	-450.00
				LeDosquet,M - US Ba...	-136.00
				Medina, Y - US Bank ...	-636.36
				Barnes, Jim - US Bank...	-299.00
				MacKinnon,L - US Ban...	-1,512.48
				Veloz, Marc - US Bank...	-103.40
				Parks, H - US Bank C...	-118.80
TOTAL					-18,979.76
Bill Pmt -Check	EFT	07/15/2024	United Parcel Service	Checking	
Bill	0000506A...	07/06/2024		Postage & Mailing	-23.40
TOTAL					-23.40
Bill Pmt -Check	EFT	07/15/2024	Hartford	Checking	
Bill	16774854_...	07/02/2024		Insurance	-12,376.00
TOTAL					-12,376.00
Check	EFT	07/26/2024	KPERS	Checking	
				Retirees	-162.12
TOTAL					-162.12
Check	EFT	07/26/2024	KPERS	Checking	
				Company	-14,426.98
				Employee	-8,436.84
				KPERS Co	-0.05
TOTAL					-22,863.87

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	07/26/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	07/26/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,952.00
TOTAL					-2,952.00
Check	EFT	07/26/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-343.00
TOTAL					-343.00
Check	EFT	07/26/2024	KPERS	Checking	
				OGLI	-462.34
TOTAL					-462.34
Check	EFT	07/26/2024	Advance Insurance Company	Checking	
				Group Life Insurance	-1,028.37
TOTAL					-1,028.37
Check	EFT	07/26/2024	Blue Cross and Blue Shield of...	Checking	
				Health Insurance	-58,728.09
				Hospital & Cancer Plans	-157.20
TOTAL					-58,885.29
Check	EFT	07/26/2024	VSP Insurance Co.	Checking	
				Vision Insurance - Em...	-154.24
				Health Insurance	-168.96
TOTAL					-323.20
Check	VV010	07/12/2024	Deluxe Corporation	Checking	
				Library & Office Suppli...	-156.00
TOTAL					-156.00

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29845	07/15/2024	Alliance Entertainment	Checking	
Bill	PLS80334...	06/01/2024		Books & Materials	-63.21
Bill	PLS80423...	06/06/2024		Books & Materials	-47.54
Bill	PLS80564...	06/14/2024		Books & Materials	-26.70
Bill	PLS80674...	06/21/2024		Books & Materials	-183.40
Bill	PLS80781...	07/01/2024		Books & Materials	-87.92
TOTAL					-408.77
Bill Pmt -Check	29846	07/15/2024	Amazon Capital Services, Inc	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-RM...	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-1P...	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-YTK...	06/09/2024		Books & Materials	-28.06
Bill	13MD-LFK...	06/10/2024		Books & Materials	-113.90
Bill	1K4C-JP9...	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-JP9...	06/12/2024		Books & Materials	-24.76
Bill	1PM9-11W...	06/14/2024		Books & Materials	-79.98
Bill	14P7-CHY...	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-1RN...	06/16/2024		YS Programs (Children)	-5.97
Bill	14PW-CP...	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-PW...	06/20/2024		Books & Materials	-12.39
Bill	11RR-JVW...	06/20/2024		Books & Materials	-38.98
Bill	131F-PNX...	06/21/2024		YS Programs (Children)	-8.99
Bill	16NM-PQ...	06/23/2024		Books & Materials	-93.00
Bill	1PXQ-DW...	06/24/2024		Books & Materials	-44.99
Bill	17QT-RTX...	06/25/2024		Books & Materials	-309.69
Bill	1C3N-HLV...	06/25/2024		Books & Materials	-51.73
Bill	11QX-W1F...	06/25/2024		Books & Materials	-268.65
Bill	131F-PNX...	06/26/2024		Books & Materials	-68.61
Bill	1VML-G1C...	07/01/2024		Books & Materials	-33.24
Bill	17QT-RTX...	07/01/2024		Books & Materials	-88.99
Bill	1CK7-MPC...	07/01/2024		Books & Materials	-20.91
Bill	1CGC-PW...	07/02/2024		YS Programs (Children)	-11.99
Bill	1WNJ-JMX...	07/06/2024		Teen Services Progra...	-82.98
Bill	1DMY-4CP...	07/09/2024		Building Repairs & Mai...	-9.95
TOTAL					-3,638.62

12:32 PM
08/13/24

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29847	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	29848	07/15/2024	Fisher Patterson Saylor & Smi...	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	29849	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	29850	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
Bill	82260870	06/07/2024		Books & Materials	-186.35
Bill	82260871	06/07/2024		Processing Supplies	-21.63

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
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	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
Bill				Readers Across Lawre...	-1,800.00
Bill	82515484	07/01/2024		Processing Supplies	-392.68
TOTAL					-25,708.76

Bill Pmt -Check	29851	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

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
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
Bill	505699167	06/30/2024		Processing Supplies	-261.96

TOTAL -4,872.40

Bill Pmt -Check	29852	07/15/2024	OverDrive	Checking	
Bill	06809CO2...	06/01/2024		Books & Materials	-2,651.67
Bill	06809CO2...	06/01/2024		Books & Materials	-1,687.49
Bill	06809DA2...	06/01/2024		Books & Materials	-537.14
Bill	06809CO2...	06/01/2024		Books & Materials	-232.18
Bill	06809CO2...	06/01/2024		Books & Materials	-63.94
Bill	06809CO2...	06/01/2024		Books & Materials	-1,937.82
Bill	06809CO2...	06/01/2024		Books & Materials	-3,507.79
Bill	06809CO2...	06/01/2024		Books & Materials	-84.96
Bill	06809CO2...	06/01/2024		Books & Materials	-133.47
Bill	06809CO2...	06/01/2024		Books & Materials	-102.50
Bill	06809DA2...	06/01/2024		Books & Materials	-308.93
Bill	06809CO2...	06/01/2024		Books & Materials	-1,968.97
Bill	06809CO2...	06/01/2024		Books & Materials	-2,338.19
Bill	06809CO2...	06/01/2024		Books & Materials	-386.90
Bill	06809CO2...	06/01/2024		Books & Materials	-170.79
Bill	06809CO2...	06/01/2024		Books & Materials	-339.07
Bill	06809CO2...	06/01/2024		Books & Materials	-415.33
Bill	06809CO2...	06/01/2024		Books & Materials	-294.85
Bill	06809CO2...	06/01/2024		Books & Materials	-279.70
Bill	06809CO2...	06/01/2024		Digital Resources (GDR)	-25,000.00
				Memorials/Honor w/ B...	-41.08
Bill	06809DA2...	06/01/2024		Books & Materials	-679.88
Bill	06809CO2...	06/01/2024		Books & Materials	-351.04
Bill	06809CO2...	06/01/2024		Books & Materials	-548.35
Bill	06809CO2...	06/01/2024		Books & Materials	-133.94
Bill	06809CP2...	06/01/2024		Books & Materials	-730.86
Bill	06809CO2...	06/01/2024		Books & Materials	-252.95
Bill	06809CO2...	06/01/2024		Books & Materials	-2,580.63
Bill	06809CO2...	06/01/2024		Books & Materials	-1,694.04
Bill	06809DA2...	06/01/2024		Books & Materials	-222.49
Bill	06809CO2...	06/01/2024		Books & Materials	-287.43
Bill	06809CO2...	06/01/2024		Books & Materials	-357.35
Bill	06809CO2...	06/01/2024		Books & Materials	-664.54
Bill	06809CO2...	06/01/2024		Books & Materials	-410.26
Bill	06809CO2...	06/01/2024		Books & Materials	-96.98
Bill	06809CO2...	06/01/2024		Books & Materials	-600.66
Bill	06809DA2...	06/04/2024		Books & Materials	-606.33
Bill	06809CO2...	06/06/2024		Books & Materials	-206.21
Bill	06809CO2...	06/06/2024		Books & Materials	-202.24
Bill	06809CO2...	06/06/2024		Books & Materials	-231.94
Bill	06809CO2...	06/06/2024		Books & Materials	-280.50
Bill	06809CO2...	06/06/2024		Books & Materials	-135.88
Bill	06809CO2...	06/06/2024		Books & Materials	-2,103.97
Bill	06809CO2...	06/06/2024		Books & Materials	-3,861.76
Bill	06809DA2...	06/11/2024		Books & Materials	-114.99

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO2...	06/13/2024		Books & Materials	-833.87
Bill	06809CO2...	06/13/2024		Books & Materials	-327.44
Bill	06809CO2...	06/13/2024		Books & Materials	-387.74
Bill	06809CO2...	06/13/2024		Books & Materials	-475.89
Bill	06809CO2...	06/13/2024		Books & Materials	-77.94
Bill	06809CO2...	06/13/2024		Books & Materials	-4,549.49
Bill	06809CO2...	06/13/2024		Books & Materials	-1,983.95
Bill	06809DA2...	06/18/2024		Books & Materials	-543.82
Bill	06809CO2...	06/20/2024		Books & Materials	-199.96
Bill	06809CO2...	06/20/2024		Books & Materials	-276.95
Bill	06809CO2...	06/20/2024		Books & Materials	-108.00
Bill	06809CO2...	06/20/2024		Books & Materials	-172.03
Bill	06809CO2...	06/20/2024		Books & Materials	-4,113.74
Bill	06809CO2...	06/20/2024		Books & Materials	-1,918.88
TOTAL					-75,807.69
Bill Pmt -Check	29853	07/15/2024	Pro Print Inc.	Checking	
Bill	7821	07/03/2024		Library & Office Suppli...	-550.00
Bill	7845	07/08/2024		Library & Office Suppli...	-263.32
TOTAL					-813.32
Bill Pmt -Check	29854	07/15/2024	Pur-O-Zone, Inc.	Checking	
Bill	896312	06/10/2024		Building Repairs & Mai...	-1,755.60
Bill	896341	06/10/2024		Building Repairs & Mai...	-30.40
Bill	896342	06/10/2024		Building Repairs & Mai...	-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	29855	07/15/2024	Schwicker's Tecta America	Checking	
Bill	S510126720	06/12/2024		Building Repairs & Mai...	-1,545.00
Bill	S510128263	07/10/2024		Building Repairs & Mai...	-1,000.00
TOTAL					-2,545.00
Bill Pmt -Check	29856	07/15/2024	Snap Promotions	Checking	
Bill	24051307	06/16/2024		Marketing-General	-600.00
				Summer Reading - ALL	-3,190.82
Bill	24050805	06/16/2024		Marketing-General	-713.76
Bill	24052403	06/16/2024		Marketing-General	-327.95
				Marketing	-327.95
TOTAL					-5,160.48
Bill Pmt -Check	29857	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

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29858	07/15/2024	Araceli Masterson	Checking	
Bill	Spanish Tr...	07/02/2024		Storytime at Home	-250.00
TOTAL					-250.00
Bill Pmt -Check	29859	07/15/2024	Bibliocommons Inc.	Checking	
Bill	2650	06/14/2024		Collections & Public S...	-60,949.60
TOTAL					-60,949.60
Bill Pmt -Check	29860	07/15/2024	Christopher Luxem	Checking	
Bill	Last Bash	07/01/2024		Summer Reading - ALL	-250.00
TOTAL					-250.00
Bill Pmt -Check	29861	07/15/2024	Craig Comstock	Checking	
Bill	Honorarium	07/09/2024		Public Tech Program...	-150.00
TOTAL					-150.00
Bill Pmt -Check	29862	07/15/2024	Dane Shobe	Checking	
Bill	Summer R...	06/26/2024		Summer Reading - ALL	-200.00
TOTAL					-200.00
Bill Pmt -Check	29863	07/15/2024	Douglas County Treasurer	Checking	
Bill	2024 Rene...	06/15/2024		Vehicles, Mileage, Mai...	-29.50
TOTAL					-29.50
Bill Pmt -Check	29864	07/15/2024	John Svoboda	Checking	
Bill	Summer R...	07/01/2024		Summer Reading - ALL	-250.00
TOTAL					-250.00
Bill Pmt -Check	29865	07/15/2024	Kelly Latham	Checking	
Bill	Summer R...	06/26/2024		Summer Reading - ALL	-250.00
TOTAL					-250.00
Check	29866	07/15/2024	Jazzhawks	Checking	
				Summer Reading - ALL	-250.00
TOTAL					-250.00

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
Check	29867	07/15/2024	Astrid Mien	Checking	
				Community Resource	-150.00
TOTAL					-150.00
Check	29868	07/15/2024	Tania Sosa	Checking	
				YS Programs (Children)	-50.00
TOTAL					-50.00
Bill Pmt -Check	91001	07/15/2024	Acco Brands	Checking	
Bill	4728868584	07/01/2024		Processing Supplies	-104.15
TOTAL					-104.15
Bill Pmt -Check	91002	07/15/2024	Center Point Large Print	Checking	
Bill	2100864	06/03/2024		Books & Materials	-104.53
TOTAL					-104.53
Bill Pmt -Check	91003	07/15/2024	Century Business Technologies	Checking	
Bill	721062	07/05/2024		IT Software & Subscri...	-192.20
TOTAL					-192.20
Bill Pmt -Check	91004	07/15/2024	Cottin's Hardware & Rental	Checking	
Bill	JUNE 2024	06/30/2024		Building Repairs & Mai...	-408.16
TOTAL					-408.16
Bill Pmt -Check	91005	07/15/2024	Jayhawk Tropical Fish	Checking	
Bill	116570	07/01/2024		Aquarium Maintenance	-330.00
TOTAL					-330.00
Bill Pmt -Check	91006	07/15/2024	John A. Marshall Co.	Checking	
Bill	523673	06/26/2024		Capital Improvement ...	-28,025.14
TOTAL					-28,025.14
Bill Pmt -Check	91007	07/15/2024	Jungle House	Checking	
Bill	1266	06/30/2024		Plant & Foliage Mainte...	-120.00
TOTAL					-120.00

Lawrence Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91008	07/15/2024	Kennedy Glass	Checking	
Bill	COL380K-1	06/19/2024		Memory Lab	-11,450.00
TOTAL					-11,450.00
Bill Pmt -Check	91009	07/15/2024	Lawrence Rotary Club	Checking	
Bill	131416	06/01/2024		Professional Develop...	-261.00
TOTAL					-261.00
Bill Pmt -Check	91010	07/15/2024	Mainline Printing	Checking	
Bill	133094	06/30/2024		Marketing-General	-1,625.00
TOTAL					-1,625.00
Bill Pmt -Check	91011	07/15/2024	P1 Group, Inc.	Checking	
Bill	159106677	07/09/2024		Building Repairs & Mai...	-6,413.00
TOTAL					-6,413.00
Bill Pmt -Check	91012	07/15/2024	Pan Asian Publications Inc.	Checking	
Bill	U-17960	06/04/2024		Books & Materials	-186.85
TOTAL					-186.85
Bill Pmt -Check	91013	07/15/2024	Sloan Law Firm	Checking	
Bill	81611	06/11/2024		Professional Fees	-75.00
TOTAL					-75.00
Bill Pmt -Check	91014	07/15/2024	Success by 6	Checking	
Bill	Dolly Parto...	06/26/2024		Block Grant	-10,000.00
TOTAL					-10,000.00
Bill Pmt -Check	91015	07/15/2024	The Last Carnival	Checking	
Bill	Last Bash	07/01/2024		Summer Reading - ALL	-250.00
TOTAL					-250.00
Bill Pmt -Check	91016	07/15/2024	The University of Kansas	Checking	
Bill	4619350	06/18/2024		Block Grant	-2,000.00
TOTAL					-2,000.00

Lawrence Public Library
Check Detail
July 2024

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check	91017	07/15/2024	Thirdway, Inc	Checking	
Bill	2005	06/11/2024		Block Grant	<u>-991.56</u>
TOTAL					-991.56
Bill Pmt -Check	91018	07/15/2024	West Bend Mutual Insurance ...	Checking	
Bill	100067279...	06/17/2024		Information Services P...	<u>-250.00</u>
TOTAL					-250.00
Bill Pmt -Check	91019	07/15/2024	World Archives	Checking	
Bill	272914	06/20/2024		Books & Materials	<u>-6,740.00</u>
TOTAL					-6,740.00

Deluxe E-Checks 2024.08

Check Date	Check Number	Vendor	Amount	Status
8/19/2024	91020	Ann Dean	\$ 250.00	created
8/19/2024	91021	Charlie F Owens	\$ 41.59	created
8/19/2024	91022	Corporation for Digital Scholarship	\$ 2,500.00	created
8/19/2024	91023	Cottin's Hardware & Rental	\$ 132.84	created
8/19/2024	91024	Demco, Inc.	\$ 483.67	created
8/19/2024	91025	Fisher Patterson Saylor & Smith, LLP	\$ 9,107.10	created
8/19/2024	91026	Jayhawk Trophy Co., Inc.	\$ 14.42	created
8/19/2024	91027	Jayhawk Tropical Fish	\$ 345.00	created
8/19/2024	91028	Johnson County Community College	\$ 26.00	created
8/19/2024	91029	Kanopy LLC	\$ 40,572.00	created
8/19/2024	91030	KanREN	\$ 7,048.80	created
8/19/2024	91031	Kindred CPA	\$ 2,307.88	created
8/19/2024	91032	Mass Street Music	\$ 14.85	created
8/19/2024	91033	Matt Lord	\$ 150.00	created
8/19/2024	91034	Maya Tillman-Rayton	\$ 150.00	created
8/19/2024	91035	Mid-Continent Public Library	\$ 5.99	created
8/19/2024	91036	Multistudio Inc.	\$ 3,817.50	created
8/19/2024	91037	OCLC, Inc.	\$ 327.51	created
8/19/2024	91038	Playaway Products LLC	\$ 848.20	created
8/19/2024	91039	Pur-O-Zone, Inc.	\$ 1,215.87	created
8/19/2024	91040	Schendel Services	\$ 119.88	created
8/19/2024	91041	Susan King	\$ 75.00	created
8/19/2024	91042	Urban Libraries Council	\$ 6,000.00	created
8/19/2024	91043	West Bend Mutual Insurance Agency	\$ 299.00	created
8/19/2024	91044	Thirdway, Inc	\$ 4,500.00	created
			\$ 80,353.10	Total

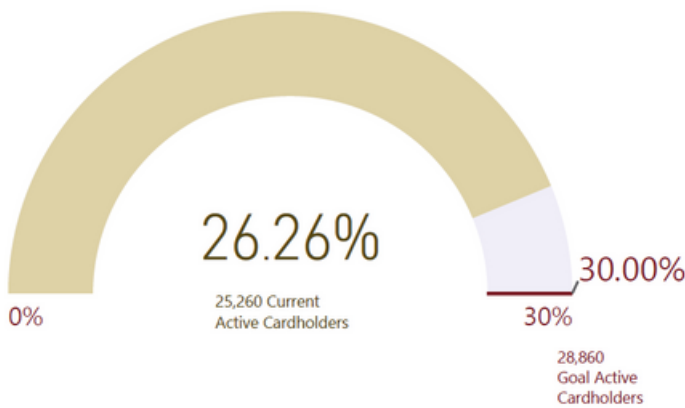
July 2024 LPL Progress Indicators

Net Promoter Score



% Active Cardholders

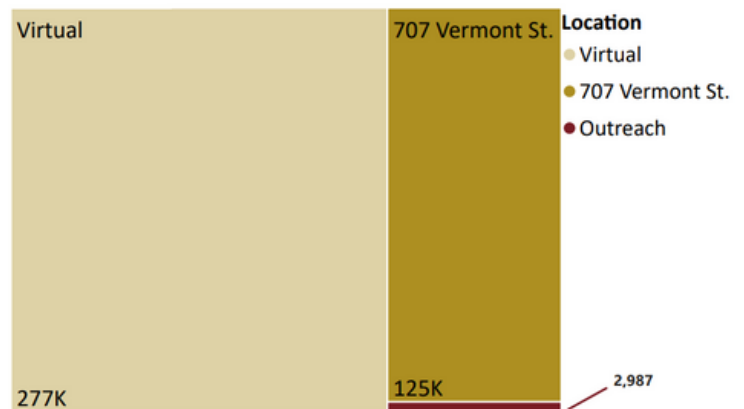
Active Cardholder Goal: 30% of Lawrence Population



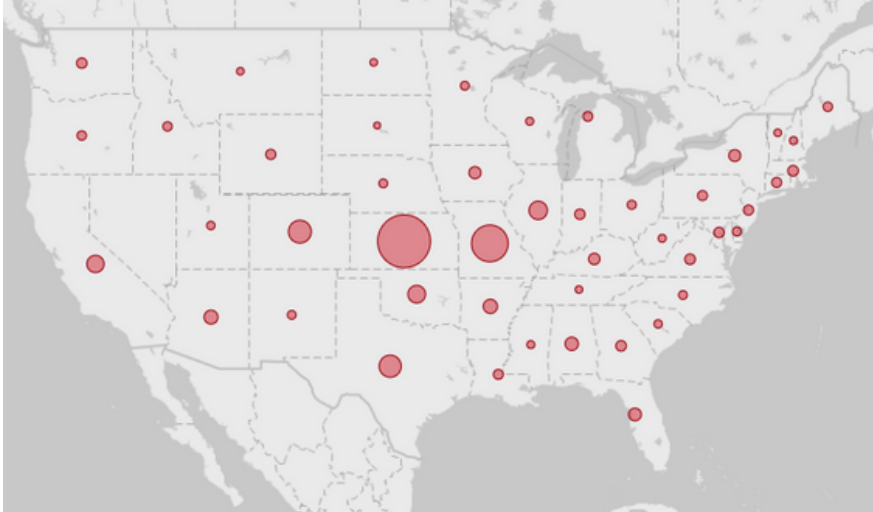
Lawrence Community Cardholders

- 96,207 Total Lawrence Population
- 26.26% Current % Active
- 25,260 Total Active Lawrence Cardholders
- 28,860 Goal Active Lawrence Cardholders
- 3,600 Cardholders needed to meet goal

Library Use Index



July 2024 LPL Statistical Highlights



47

Number of states from which libraries lent items to LPL patrons in first 6 months of 2024



\$650

Funds raised by Kids Action Club's Donut Drive at the Last Bash

53

Most checkouts for a digital magazine in July



Library Director's Report for August 2024

HRIS software selection and implementation

We have selected Paycom as our new Payroll and Human Resources software solution. Implementation has begun, and we will run our first payroll on October 4. Ever since we lost the ability to run payroll using our current HR software BambooHR, we have had a cumbersome process of separate HR and payroll solutions creating lots of extra work for our HR and Accounting folks. This consolidated system will increase efficiency and should be a considerable upgrade to our current setup. This new and improved software solution costs about what we are paying right now, and we anticipate time savings on our end.

Update on Remote Lockers for Holds Pickup

We are very close to making selections for both our remote locker vendor and new locker locations. Our plan is to refresh the current HyVee locker system and introduce two new sites, one in Northwest Lawrence and one in Southeast Lawrence. Those lockers combined with our downtown library provide great coverage of the entire city. I hope to have these decisions made and lockers ordered before my next report to the board.

Digital Library Card Access coming to LPL

In an effort to lower barriers to library card signup, we will be making it easier to get a library card without coming into the library. We are working with Quipu, the software company we recently worked with on our PITS security software solution, on an eCard option. Folks will be able to acquire a digital library card through address and name verification to use our digital products like Libby and Kanopy. We will have more details as we set up this new system and roll it out.

Respectfully submitted by Brad Allen, August 14, 2024

Monthly Departmental Reports

August 2024

Accounts:

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

We've switched from our old Ask a Question form to a form directly integrated into the new LibAnswers queue system. The goal right now is to have leadership test the system answering patron questions to work out bugs in the system and refine settings. After that we'll do some staff training and gradually move away from shared Gmail accounts toward queues in LibAnswers.

Cataloging & Collection Development:

Fairly quiet in the Cataloging & Collection Development department this month. Readers' and Cataloging have been working on a way to better display our book club kits in the public catalog. We're hoping to direct patrons to the reservation site on both the search page and the catalog record for the book so patrons won't be confused about the availability of the kit. We're on the brink of finding a solution, but it has involved a lot of back and forth with our catalog vendor, Bibliocommons.

Collections & Technology:

Tricia attended more BiblioWeb training sessions in July.

SIRSI User group continues their monthly meetings with the Sirsi Consultant, Sarah Murphy and internal meetings to ensure they are staying current with SIRSI products. A recurring agenda item is the readiness of BlueCloud Circulation module, the Cloud-based circulation product that could be used instead of Workflows for deployment at LPL. Jeff continues to test it, and it is not ready for Accounts' adoption - too much functionality that Accounts staff use is missing. It may be deployable at other public service desks. SIRSI group will ensure that when this product is ready for prime-time, we'll be prepared to use it!

Monthly Departmental Reports

August 2024

Tricia worked on data analysis for the ILL services that the library provides - both our borrowing from other libraries and our lending to other libraries. Some interesting findings are that our non-courier activity (items sent through USPS) is much higher for lending items to other libraries than borrowing. Tricia, Ian and Liza will meet in August to review all the findings. Tricia met with Brad, Kevin, Jeff, and Karen to discuss potential implementation of a digital card, wherein Lawrence residents could obtain a library card to access digital materials without having to come to the library to register. Jeff is leading the investigation of various software products that could support this initiative.

All NPS data was migrated to Springshare, so reporting is now available on that product, instead via a standalone Power BI visualization. This is a big improvement, as it enables real-time reporting for NPS comments and results.

Diversity, Equity, and Inclusion:

In early July, myself and Yari from Youth Services applied for a Reforma Noche De Cuentos mini grant, and just this week we found out we will be receiving that grant money! The mini-grant will provide \$500 for an storytelling event that celebrates Latine culture and highlights our local Latine and Spanish speaking communities. It's a special storytime event that is planned for September. Frankie has assisted in hiring our new Community Resource specialist, as well as our new Marketing and Communications Specialist. Very excited for these folks to start. Frankie was also able to attend our first Multicultural Fair, which was quite fun and successful, and I hope we are able to continue this program in the future. In the fall, I will lead a training focused on combating microaggressions, and I am currently building this.

Facilities:

We did it! Summer Lunches are done for the year, we survived the Last Bash (the biggest one that I can remember), and summer programming in the auditorium is winding down.

And now the tough news: Phillip Howard, our long time Maintenance and Custodial Supervisor and even longer time all around take-care-of-stuff guy at the library, is retiring. We're thrilled about this opportunity for Phillip, but super sad for us.

Monthly Departmental Reports

August 2024

We posted the job ad a few weeks ago and will start interviews this week for our new Maintenance and Custodial Supervisor.

Human Resources:

Three new employees have joined our team: Amaya Harris, Youth Services Assistant; Gabby Boyle, Community Resource Specialist; and Ben Trickey, Marketing & Communications Specialist. Throughout the process of hiring for these positions, we are once again reminded of the incredibly talented community we have and how lucky we are to have these folks join our staff. Our HRIS task force (Brad, Tricia, Mary Ann, Aaron, and Erica) have officially selected Paycom to replace Bamboo and Kindred. A few reasons we chose Paycom: their ratings are better than the competitors; their salesmanship and customer service are great; they have a physical office in KC; and Topeka & Shawnee County Public Library is also their client, so we know they can handle KPERS reporting requirements. Finally, Erica attended a KPERS training spotlighting retirement for KPERS 3 and a training provided by the SHRM Jayhawk Chapter called Navigating the Bermuda Triangle of Overlapping FMLA, ADA, and Work Comp Responsibilities.

Information Services:

The Multicultural Fair, coordinated by Terese, Theresa, and Lindin in collaboration with Youth Services, was an enormous success! In addition to being a lively and well-attended event, it has led to new connections within the community and we are looking forward to additional collaborations in the future. Marc and Ellen coordinated two sessions of FAFSA completion assistance in collaboration with KU staff; Marc and Ellen also gave a presentation on library resources to a Work for Success cohort at Mirror, Inc. Ellen and Theresa lent a hand at the Last Bash. We bid a fond farewell to Marc as he departed LPL, but not before he served on the hiring committee to find the new Community Resource Specialist. Gabby Boyle will join us in that role in mid-August!

Information Technology:

On 8/2 an agreement was signed with the Corporation for Digital Scholarship (maintainers of the Omeka open source project) for them to become the hosting platform for our Omeka Classic

Monthly Departmental Reports

August 2024

instance. This is the platform used to host history.lplks.org, the Digital Douglas County History site. Kim is completing initial paperwork for the vendor. Kim and Aaron will work on migrating our site from current hosting on Digital Ocean to the new platform. The new platform includes technical support which we will leverage to improve maintenance of this resource. Sean is preparing to host a “spritzer” training for Google Meet and Calendar next week for staff. This is the second in a recurring series of Google Workspace training sessions now being offered periodically for staff. Aaron is preparing to order 25 new staff laptops + 3yr accidental damage protection, new monitors, and carrying cases. Aaron and Sean are researching Mobile Device Management (MDM) solutions for Windows computers in order to better support the new laptops. R&R Communications began work on 8/9 to terminate new cable runs in new Info Services and Readers’ Services staff offices. R&R will continue work late this week to install new outdoor security cameras providing new coverage on the North, East, and South sides of the building as well as in the Readers’ Theater. Aaron installed new VoIP phones in the new IS and RS offices. On 8/8, Aaron and Sean installed PA speakers in the new IS/RS and Materials Handling areas.

Marketing & Communications (M&C):

BiblioEmail launches next week! Barring any unexpected snags, we’re rolling out BiblioEmail on Wednesday, Aug 21, and sending our first Sunday eNews on Aug 25. I’ll spend the next quarter getting familiar with the platform, training our new Specialist, Ben Trickey, and helping staff restart newsletters that paused in the interim. An email signup banner will be added throughout the website and link to a “preferences” page where patrons can update what they want to get news about at any time as their interests and needs ebb and flow.

As you may or may not know, the LPLFF is managing a Friends Express honor-system bookstore at the new Lawrence Transit Central Station facility. Signage has been designed and should go up in the next week. Here’s a [peek](#) at what it will look like.

After about a year of closely tracking where our patrons get library information, the top three answers are always library eNews, social media, and the website. The Reader consistently comes in near last or last. Therefore, we’ve decided to move all editorial content to the News feed on our home page. In keeping with our strategic efforts to increase active cardholders and improve patron experience in our virtual spaces, The Reader will shrink in size and evolve into an onboarding tool for new cardholders (up front) and an events calendar in the back (as usual). These changes kick off with the Fall issue on September 1.

Monthly Departmental Reports

August 2024

Materials Handling:

The locker task force decided on a vendor for new machines and we have a plan for how many and the data team is working on determining locations for the new machines. We'll need to iron details out with the new locations, but we're steadily progressing.

Liza and I met with Brad, Angela, and Tricia to discuss a novel way of fulfilling ILL requests with books donated to the Friends and Foundation. We're going to start experimenting with new workflows to see how feasible that will be.

Other than that, the ol' sorter cycle repeats itself with a smattering of vacations thrown in the mix.

Outreach:

We had to cancel a couple of stops in July due to the heat index and storms but otherwise, it's been another busy month! During The Last Bash, Sarah and Kayla helped over 100 people and gave away almost as many free books. We've also added a stop at Ballard and the first one was a roaring success! The guys from the Acacia Lodge #9 happened to be there and they took a lot of pride seeing their name on Dottie's door as donors. August is looking to be even busier than July with Back to School nights, school stops, and several other events on the docket.

Public Technology:

July was a month that highlighted Public Tech's role in supporting library programming. Our department hosted several programs, including Computer Basics, "Craig Builds a Flute", and Sound+Vision Basics. Additionally, we set up computers for Info Service's Federal Student Aid application workshops and provided AV support for Retirement Bootcamp's Tech Club and Sundowner programs as well as the Summer Reading Last Bash. Matt has also been facilitating use of the S+V Studio for a community-led after-school program for at-risk youth called "The Initiative." In addition to programming, the lower level has been humming along with regular computer use, printing, and copying. Notably, SOUND+VISION Studio use is up about 27% from last year.

Monthly Departmental Reports

August 2024

Readers' Services:

Readers' Services is soon coming to the end of a wildly successful Summer Reading for adults. We are currently at 1,677 activer readers, with 1,166 adults complete and 940 of them picking up their prizes. That's a total of 9,752 books and 1,346,483 minutes read!

On July 20th we had a nearly full house for our Book & Bagels program, a fun "book buzz" type program, and all of our book clubs are currently bursting at the seams. We are currently putting the finishing touches on Booktoberfest and looking forward to a wee break to recharge between the Summer and the Booktoberfest kickoff the week of September 22.

Youth Services:

We've had a very busy Summer in Youth Services! Each of our morning storytimes averaged over 50 people each, our summer clubs averaged over 50 people at each meeting, and we had huge groups of over 150 people at each of our Bookworms and Waterbugs Storytimes at the pool! Here are a few more highlights from the YS department:

- Anita Patel, YS Assistant, moved on to start school in Boston. Her enthusiasm and kindness will be missed! She coordinated Multicultural Storytimes and led Books & Babies Storytime.
- Amaya Harris was hired to replace Anita's YS Assistant position. She will take over Books & Babies Storytime in the Winter. She comes to us with a lot of experience working with kids in Boys & Girls Club and has mentored middle school athletes as a track coach. She also has been a reporter for Haskell and has served as a Tribal Princess. We're so excited to have her join our team!
- We have had over 2,300 kids and teens finish the Summer Reading Program so far! We're hoping to add to that number in our last couple weeks of the program. August 17th is the last day of the Summer Reading Program.
- The Last Bash was very successful! We had half a dozen performers, a Donut Drive led by Kids' Action Club to benefit Just Food, and a screening of Ghostbusters: Frozen Empire on the Library Lawn to celebrate our 10 year anniversary of our renovated building.

LPL Friends & Foundation Director's Report August 14, 2024

10 for 10 for 10 Fundraiser. Our summer fundraiser was a great success! As you may recall, we asked library supporters to consider giving \$10 a month in honor of LPL's 10th anniversary that would be matched up to \$10,000 by a generous local family. I'm pleased to report that we raised a total of \$14,000 in donations, exceeding the \$10,000 matching challenge! The campaign resulted in 26 new monthly gifts of varying amounts, and brought our total monthly givers to 102 individuals. These monthly donations provide \$1,980 per month - or \$23,760 a year - in unrestricted income. The result is a strong, sustainable source of funding for the Friends & Foundation. It makes such a difference.

Time to say, "Thank you!" The library Friends & Foundation Board did not meet in July, but board members were still hard at work calling donors and super volunteers to say, "Thank you!" for supporting the library. These are individuals who give \$1,000 or more to the library, or who have given a gift every year for at least 10 years! In addition, board members called to thank our super volunteers who donate a huge amount of their time to ensuring that our book sales are successful.

Visits with Board Members. LPLFF Chair Kassie Nieters and I have spent July and early August meeting one-on-one with Friends & Foundation board members. We discussed the start time and frequency of board meetings, book lockers, the space audit, and progress on the library's strategic plan. These meetings always produce great feedback and new ideas. It's one of my favorite summer traditions.

MOU Task Force. Among the 2024 goals for the Friends & Foundation is drafting a Memorandum of Understanding between the library and LPLFF. This agreement will outline the responsibilities of each entity in regard to office space, technology support, personnel, marketing, etc. Many libraries and Friends/Foundation groups across the country create MOUs as a way to improve communication, forge stronger relationships, and strategically align the two organizations. We are grateful that Friends & Foundation board member Jane Medina has agreed to lead this project. Committee members include Mandy Leibold, Kassie Nieters, Mary Gage, Craig Penzler and Stan Ring. In addition, Brad and I will work closely with the group. We will keep you up-to-date as the project progresses.

Anniversary Bingo! The Friends & Foundation's 10th anniversary bingo fundraiser with Deja Brooks was a fun and successful event. Nearly 200 people descended on Maceli's on July 19th to play bookish bingo and support the library. We raised a total of \$3,000 that evening! And even more exciting was that the vast majority of attendees were new donors to the library. A huge THANK YOU goes to Logan Isaman-Unruh for their hard work in organizing this event. It was another wonderful evening for the library.



LAWRENCE PUBLIC LIBRARY

MEMO

To: Lawrence Public Library Board of Trustees
From: Tricia Karlin, Collections & Technology Manager
Date: August 8, 2024
Subject: Proposed updates to the KORA Policy

The library recently hosted a workshop on KORA policies presented by the League of Kansas Municipalities. Several staff from the leadership team attended and learned more about the KORA statute and regulations. Updates to the KORA policy and accompanying procedures reflect key takeaways from that training:

- Updated the policy to incorporate references to newly created documentation that will guide the public in requesting library documents under KORA. The new documentation includes
 - a procedure for submitting KORA requests. The procedure includes a fee schedule for costs associated with complying with KORA requests.
 - an optional request form.
- Updated the policy to specify that the custodian of records, the Library Director, may appoint a designee to respond to KORA requests in his absence.

Thank you for your consideration of these changes to the KORA policy.



Kansas Open Records Act (KORA) Policy

Approved by the Lawrence Public Library Board of Trustees for approval on 05/15/2023. Submitted for review on 8/19/2024. Proposed review date: 08/2027.

The Lawrence Public Library ("Library") is committed to transparency and openness in its operations and strives to comply with the Kansas Open Records Act ("KORA") as set forth in K.S.A. 45-215 et seq. This policy sets forth the Library's procedures for responding to requests for records under KORA.

Requests for Records

All requests for records must be submitted in writing and include a detailed description of the records sought and the requester's contact information. An optional request form is available at the Library and on the Library website.

The Library may ask for additional information from the requester if necessary to locate the records.

All requests will be directed to the Library's designated custodian of records. The custodian of records for the Library is the Library Director or designee.

Response to Requests

The Library Director or designee will respond to all requests for records as soon as practicable, but no later than three business days after their receipt of the request. If the records are not readily available, the Library will notify the requester of the estimated time required to fulfill the request.

If the requested records are available, disclosable under KORA, and any fees the Library requires to reimburse the cost of fulfilling the request are paid, the Library will provide the records to the requester. If the request is denied, the Library will notify the requester of the reasons for the denial.

Fees

The Library may charge a reasonable fee for providing records under KORA. Any fees would be calculated to reimburse the Library for its actual costs of complying with the request. The fee will be waived if the requester can demonstrate that the fee would be a hardship. The fee schedule is available at the Library and on its website.

Confidentiality and Redaction

The Library will comply with all applicable state and federal laws regarding confidentiality and privacy of records. The Library may redact confidential or private information from records if necessary to protect the privacy interests of individuals or the confidentiality interests of the Library or its partners.

Publicly Available Records

The Library makes certain records publicly available on its website or in its annual reports, including budgets, financial reports, and policies. These records can be accessed at any time without a formal request under KORA.

KORA Procedure for Request for Records- DRAFT

The Lawrence Public Library ("Library") is committed to transparency and openness in its operations and strives to comply with the Kansas Open Records Act ("KORA") as set forth in K.S.A. 45-215 et seq.

Records available without a KORA request

These records are available on the Library website and do not require a KORA request:

- Budgets
- Financial Statements
- Policies
- Minutes from Library Board of Trustee meetings

Records exempt from KORA requests

As documented in the Library's Confidentiality of Records policy, records that libraries are not required to disclose under KORA include:

- Patron registration information
- Patron checkout records
- Patron computer or internet use
- Information sought at the Library by patrons from Library staff or via Library computer or internet use
- Patron visits to the building or use of the building
- Records related to security measures

How to request a record under KORA

- Print or download and complete the [request form](#) or submit a written request. A written request must include a detailed description of the records sought and the requestor's contact information.
- Completed forms or written requests may be submitted to:
 - Library Director
 - Lawrence Public Library
 - 707 Vermont St.
 - Lawrence, KS 66044
 - Email: director@lplks.org

Fees

The Library may charge a reasonable fee for providing access to or copies of records under KORA. Any fees would be calculated to reimburse the Library for its actual costs of complying with the requests. The fee schedule is also available on the Library website.

There may be other costs related to an open records request, not listed below, that may be incurred by the Library. The Library may assess any such additional costs to the requestor.

Fees may be paid by check, money order, or credit card. Checks should be made payable to *Lawrence Public Library*.

Service	Fee
Paper copies: black & white, 8.5 x 11	\$.10 per page
Paper copies: color, 8.5 x 11	\$.25 per page
Staff time to search, retrieve, prepare, provide access to, or reproduce public records. This may include time spent accessing records maintained electronically, reviewing records to determine whether exceptions to disclosure apply, and/or redacting closed information from records	Actual hourly rate of compensation for each person(s) whose time is used in assisting and/or responding to a specific request.
Shipping and postage	Actual costs
Legal time for KORA Compliance Review	Actual billed costs

Request Process

The Library Director or designee will provide a written response to requests within 3 business days of receipt of the request.

- The 3-business-day response time begins when the custodian of records, the Director, or their designee, receives the request. Business days and office hours are Monday - Friday, 10 to 5.
- If the records are not readily available, the Library Director or designee will notify the requester of the estimated time required to fulfill the request.
- Record provision may be delayed if legal counsel is required to determine if a record is exempt from KORA
- The response may include a cost estimate for fulfilling the request and require prepayment.
- If the records are not disclosable under KORA, the Library will notify the requester of the reasons for the denial.

Possible reasons for denial of a request

- The requestor declines to pay the fees associated with fulfilling the request

- The specific record requested does not exist
- The request was unclear and should be resubmitted with more detail
- The record requested is closed to protect an important privacy interest (see the list of Library record exemptions above; see additional exceptions to KORA at K.S.A. 45-221).



Request for Records

Name: _____ Street: _____

City: _____ State/Zip Code: _____

Email: _____ Phone : _____

If no email is provided, written responses will be postmarked within three business days.

Method of Fulfillment (select one):

Record inspection (in person) Paper Copies Electronic (PDF)

Record(s) sought: Please provide as specific a description as possible of the record(s) you would like to inspect. Include record titles and dates. The Library may ask for additional information to locate the record.

By signing this request form, the requester makes the following certification pursuant to K.S.A. 45-220(c)(2): "the requester does not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any

property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.

Requestor Signature: _____ Date of Request: _____

To be completed by Library Director or designee:

Date Received: _____

Request: Granted Denied Delayed

Prepayment of fees required? Yes No

Total fees: \$ _____

Staff time charge: \$ _____ (Hours: _____ Rate: _____)

Copying fees: \$ _____

Other costs (specify): \$ _____ Description: _____