

Lawrence Public Library Board of Trustees Regular Meeting
Monday, September 16, 2024 at 4:30 PM
Hybrid: Meeting Room A or [Google Meet Link](#)

Introductions

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 August 2024
- Approve Treasurer's report for August 2024
- Approve bills for August 19, 2024 to September 16, 2024
- Receive statistical report for August 2024

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Policy Review: Board Bylaws – Brad Allen, Executive Director – **ACTION ITEM**

Old Business

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: August 19, 2024

Time: 4:30 pm

Venue: The meeting was conducted in person and online.

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

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

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

Call to order

Vice-Chair Mandy called the meeting to order at 4:31 p.m.

Consent Agenda

Ryann moved approval of the consent agenda. Alex seconded the motion. Consent agenda passed.

Library Director's Report

- The library is working on implementing a new Payroll and Human Resources software solution, Paycom.
- Progress is being made on adding two new locker service locations in town.
- A new project is underway to provide a digital library card to the community. The software will verify that online applicants for the digital card have addresses in the library service area. This will enable people to gain access to the library's digital content without having to come to the library building to register for a card.

Monthly Departmental Reports

- Mandi gave a shout out to Yari for the successful grant application that will be used to fund an event for Hispanic Heritage Month.

Friends and Foundation (F&F) Director's Report

- Annamarie presented the report:
 - F&F wrapped up the 10 for 10 fundraiser - a total of \$14,000 was raised, which exceeded the \$10,000 matching challenge from a generous local family.
 - The F&F Board didn't meet in July, but board members were nevertheless busy. They made thank-you calls to major donors and long-term volunteers.

- Kathleen and the President of the F&F board set up one-on-one meetings with all board members to get their feedback and ideas for how the board can operate most effectively.
- The F&F are drafting a Memorandum of Understanding between the library and the F&F. These two entities have an excellent working relationship, but it's important to document arrangements for staff, technology support, and space usage.
- F&F presented Anniversary Bingo on July 19th in honor of the 10th anniversary of the library's renovation. Deja Brooks was the host; the event raised \$3,000.

New Business

- Kansas Open Records Act Policy - **ACTION ITEM**
 - Tricia Karlin, Collections and Technology Manager
- James moved to accept the policy revisions as presented. Allison seconded the motion. The motion passed.

Old Business

- **2025 Library Budget**
 - James asked if the City's revenue shortfall had any effect on the library's budget. Brad explained that there was no impact, and there was even a slight drop in the library's mill due to higher than predicted property valuations.

Public Comment

- Justin Spies expressed concerns about how his question at a July event held in the library's auditorium was handled. He also commented on the sign that he displayed at this meeting, and commented on allowable practices for bringing signs into the library building.

Announcements

- No announcements were made.

Adjournment

There being no other business, the meeting adjourned at 4:50 pm

The next regular Board meeting will be held Monday, September 16, 2024.

Respectfully submitted,
Tricia Karlin

2024 Outside Funding	1/1/2024	August	August	
Outside & Private Funding	<u>Carry Over Amts</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>
	+ January Budgeting			
Totals	\$ 423,227.53			\$ 647,237.35
<i>Budget/ Allocation Adj</i>				
R & E Totals		\$ 42,462.67	\$ 54,346.44	\$ 647,237.35
YTD Income				\$ 476,841.50
YTD Expense				\$ 336,303.68

Lawrence Public Library
Balance Sheet
As of August 31, 2024

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	2,720,757.57
Checking	158,684.99
Capital Improvement at MIP	829,697.60
	<hr/>
Total Checking/Savings	3,709,140.16
Other Current Assets	
Petty Cash	300.00
	<hr/>
Total Other Current Assets	300.00
	<hr/>
Total Current Assets	3,709,440.16
	<hr/>
TOTAL ASSETS	3,709,440.16
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	75,345.26
	<hr/>
Total Accounts Payable	75,345.26
Credit Cards	14,678.96
Other Current Liabilities	
Payroll Liabilities	
Payroll Liabilities FSA	-270.69
SUI	568.37
	<hr/>
Total Payroll Liabilities	297.68
	<hr/>
Total Other Current Liabilities	297.68
	<hr/>
Total Current Liabilities	90,321.90
	<hr/>
Total Liabilities	90,321.90
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,240,172.91
Net Income	2,078,310.13
	<hr/>
Total Equity	3,619,118.26
	<hr/>
TOTAL LIABILITIES & EQUITY	3,709,440.16
	<hr/> <hr/>

**Lawrence Public Library
Revenues & Expenses**

August 2024

	Aug 24	Jan - Aug 24
Ordinary Income/Expense		
Income		
Misc Income	50.60	16,995.06
Tax Fund	0.00	5,954,148.88
Lost and Replacement Fees	2,146.55	16,721.00
NEKLS	0.00	59,577.50
State& Federal Aid		
State& Federal Aid - Other	287.78	27,167.60
Total State& Federal Aid	287.78	27,167.60
Photocopies & Printing	1,534.95	12,615.63
Meeting Room Rentals	196.50	4,493.74
Interest		
Capital Improvement	3,240.18	21,329.80
Checking	11,683.57	59,055.57
Total Interest	14,923.75	80,385.37
Outside&Private Funding Income		
Downhall Books	-132.78	444.65
Library Landscape & Posters	-9.64	-48.60
Merchandise Sales	105.09	2,001.88
Outside&Private Funding Income - Other	0.00	431,943.57
Total Outside&Private Funding Income	-37.33	434,341.50
Total Income	19,102.80	6,606,446.28
Gross Profit	19,102.80	6,606,446.28
Expense		
Payroll Expenses		
Gross Wages		
Gross Wages - Other	284,200.67	2,235,721.20
Total Gross Wages	284,200.67	2,235,721.20
Group Life Insurance	989.47	8,013.57
Health Insurance	51,803.12	409,273.78
Employee Parking	-501.63	-3,809.94
Payroll Expenses - Other	0.00	0.00
Total Payroll Expenses	336,491.63	2,649,198.61
Payroll Taxes		
Payroll Taxes Employer	21,404.74	179,646.26
KPERS Co Retiree	325.07	2,763.68
KPERS Co	27,704.12	234,772.23
Total Payroll Taxes	49,433.93	417,182.17
Utilities - Electric		
Utilities - Electric - Other	7,333.11	61,692.41
Total Utilities - Electric	7,333.11	61,692.41
Building Supplies		
Building Supplies - Other	2,053.30	12,839.40
Total Building Supplies	2,053.30	12,839.40
Building Repairs & Maintenance	833.67	67,126.41
Library & Office Supplies		
Library & Office Supplies - Other	804.62	21,440.79
Total Library & Office Supplies	804.62	21,440.79
Books & Materials		
Books & Materials - Other	52,932.97	473,734.89
Total Books & Materials	52,932.97	473,734.89
Processing Supplies		
Processing Supplies - Other	2,960.70	36,205.52
Total Processing Supplies	2,960.70	36,205.52
Technology		
Public Tech Supplies	45.08	-641.03
Operations	256.50	7,350.01
IT Software & Subscriptions	3,498.28	31,087.07
Internet & Telephone	752.76	39,264.93

**Lawrence Public Library
Revenues & Expenses**

August 2024

	Aug 24	Jan - Aug 24
Collections & Public Service	4,428.72	199,483.74
Total Technology	8,981.34	276,544.72
Insurance		
Liability Insurance	0.00	100.00
Insurance - Other	13,711.63	26,212.23
Total Insurance	13,711.63	26,312.23
Postage & Mailing	1,525.59	15,122.12
Professional Development		
Travel By Department		
Adult Services	0.00	537.30
Total Travel By Department	0.00	537.30
Professional Development - Other	2,224.92	22,504.96
Total Professional Development	2,224.92	23,042.26
Vehicles, Mileage, Maintenance	227.69	3,045.39
Professional Fees		
Accounting	0.00	6,255.00
Professional Fees - Other	15,982.37	79,465.26
Total Professional Fees	15,982.37	85,720.26
Marketing-General		
Marketing-General - Other	552.90	21,498.90
Total Marketing-General	552.90	21,498.90
Capital Improvement Expenditure		
Capital Improvement Expenditure - Other	0.00	43,669.13
Total Capital Improvement Expenditure	0.00	43,669.13
Miscellaneous		
Miscellaneous - Other	0.00	-42.74
Total Miscellaneous	0.00	-42.74
Outside & Private Funding		
Friends & Foundation Funding		
Memory Lab	0.00	11,450.00
Picture Book Room	0.00	11,578.51
Community Resource	0.00	600.00
Seed Library (Native)	97.24	1,391.30
Block Grant	11,733.77	67,127.47
F&F Payroll	14,266.14	107,765.34
Outreach/Coggins Fund	71.97	341.25
Plant & Foliage Maintenance	120.00	840.00
Aquarium Maintenance	345.00	1,871.09
Program Expense		
Information Services Programmin	0.00	801.22
Readers Service Programming	0.00	330.54
Public Tech Programming	0.00	534.45
YS Programs (Children)		
YS Programs (Children) - Other	147.08	8,126.65
Total YS Programs (Children)	147.08	8,126.65
Teen Services Programming		
Teen Services Programming - Other	0.00	6,974.69
Total Teen Services Programming	0.00	6,974.69
Summer Reading - ALL	2,683.30	40,753.76
Readers Across Lawrence	-18,200.00	-17,270.10
Youth Services & Cigler	300.00	872.58
Total Program Expense	-15,069.62	41,123.79
Crowe Fund	129.90	1,080.44
Kanopy	-1,928.00	-1,928.00
Digital Resources (GDR)	0.00	25,000.00
Memorials/Honor w/ Books GGIFT	41.94	490.19
Sound & Vision	0.00	1,537.87
MIDCO/Peterson	-5,000.00	11,837.82
Marketing		
Marketing - Other	2,525.12	4,992.75

**Lawrence Public Library
Revenues & Expenses**

August 2024

	Aug 24	Jan - Aug 24
Total Marketing	2,525.12	4,992.75
Dr. Bob Program	1,793.50	1,793.50
Storytime at Home	0.00	981.56
Seed Library	194.48	1,638.61
Kansas Health Foundation	25.00	150.00
Friends & Foundation Funding - Other	2,500.00	2,140.19
Total Friends & Foundation Funding	11,846.44	293,803.68
Total Outside & Private Funding	11,846.44	293,803.68
Total Expense	507,896.81	4,528,136.15
Net Ordinary Income	-488,794.01	2,078,310.13
Net Income	-488,794.01	2,078,310.13

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

	<u>Sep 16, 24</u>
Alliance Entertainment	1,177.89
Amazon Capital Services, Inc	3,991.22
ASI	80.00
Baker & Taylor, Inc.	74.44
Bamboo HR	691.56
CEK Insurance	21,218.63
Center Point Large Print	56.76
Century Business Technologies	3,021.49
Cottin's Hardware & Rental	42.79
EBSCO	116.73
Elevator Safety Services Inc.	465.00
Evergy	7,333.11
Fally Afani	150.00
Fisher Patterson Sayler & Smith, LLP	2,852.10
Frank J Norman	97.24
Gale/Cengage Learning	375.77
Ingram Library Services	15,272.70
Invengo American Corp	882.00
Jayhawk Tropical Fish	381.00
Johnson County Library	18.99
Jungle House	120.00
Kansas Secretary of State	25.00
Kelly Kindscher	97.24
KONE Inc.	3,337.10
Lisa McLendon	100.00
Mainline Printing	2,167.00
Mid-Continent Public Library	5.99
Midcontinent Communications	572.33
Midwest Tape	5,966.69
Native Lands Restoration Collaborative	97.24
NEKLS	808.72
Nick Jungman	100.00
OverDrive	16,492.68
Pur-O-Zone, Inc.	2,209.86
Santa Monica Public Library	50.00
Scholastic Inc.	1,793.50
SenSource	1,233.77
Susan King	25.00
Tania Sosa	300.00
The Floor Trader	9,950.00
U.S. Bank - Mastercard	12,904.11
Unique Management Services	436.26
United Parcel Service	15.00
Venue 1235	550.00
Wichita State University	31.00
TOTAL	<u>117,687.91</u>

2:37 PM
09/11/24

Lawrence Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount
Check		08/14/2024		Checking	
				Professional Fees	-90.50
TOTAL					-90.50
Check	EFT	08/23/2024	Advance Insurance Company	Checking	
				Group Life Insurance	-964.47
TOTAL					-964.47
Bill Pmt -Check	29869	08/19/2024	Alliance Entertainment	Checking	
Bill	PLS81151...	07/18/2024		Books & Materials	-520.13
Bill	PLS81265...	07/25/2024		Books & Materials	-189.21
Bill	PLS81367...	08/01/2024		Books & Materials	-146.41
TOTAL					-855.75
Bill Pmt -Check	29870	08/19/2024	Amazon Capital Services, Inc	Checking	
Bill	16JP-4GL9...	07/01/2024	Amazon Capital Services, Inc	Accounts Payable	0.00
Bill	1WJM-HW...	07/01/2024	Amazon Capital Services, Inc	Accounts Payable	0.00
Bill	1VTY-CDJ...	07/02/2024		Books & Materials	-200.94
Bill	1R6L-NWC...	07/02/2024		Books & Materials	-11.98
Bill	19JR-M1L...	07/02/2024		Books & Materials	-13.19
Bill	1TDL-NLC...	07/03/2024		Books & Materials	-75.95
Bill	1R4V-HYG...	07/06/2024		Books & Materials	-197.74
Bill	1XNQ-94V...	07/07/2024		Building Repairs & Mai...	-21.15
Bill	1T7M-K97...	07/07/2024		Building Repairs & Mai...	-127.74
Bill	1FVY-GFM...	07/07/2024		Books & Materials	-38.74
Bill	11KG-CP9...	07/08/2024		Books & Materials	-98.57
Bill	1M1T-QY...	07/12/2024		Books & Materials	-155.94
Bill	19HC-7MN...	07/14/2024		Summer Reading - ALL	-75.97
Bill	1F7V-CYT...	07/14/2024		Block Grant	-199.95
Bill	19KF-LWL...	07/14/2024		Books & Materials	-150.57
Bill	1KWV-M3...	07/14/2024		Books & Materials	-65.59
Bill	1LQW-NN...	07/16/2024		Books & Materials	-24.96
Bill	1NV4-4H3...	07/16/2024		Books & Materials	-36.92
Bill	1QPV-FLH...	07/16/2024		Books & Materials	-34.99
Bill	1HQ4-T7N...	07/17/2024		Books & Materials	-238.34
Bill	1JKJ-6FM...	07/18/2024		Books & Materials	-169.98
Bill	1VJJ-R7J1...	07/19/2024		Books & Materials	-187.23
Bill	1N4Q-WW...	07/20/2024		Summer Reading - ALL	-39.03
Bill	1VPG-773...	07/20/2024		YS Programs (Children)	-37.96
Bill	1VJJ-R7J1...	07/20/2024		Books & Materials	-9.98
Bill	1RGV-7JR...	07/21/2024		Books & Materials	-108.21
Bill	1TQ4-7YX...	07/21/2024		Books & Materials	-178.98
Bill	1WQR-H7...	07/22/2024		Building Supplies	-47.96
Bill	1LGQ-3XY...	07/23/2024		Books & Materials	-212.22
Bill	1T31-MMN...	07/24/2024		Books & Materials	-15.99
Bill	1X7M-4D7...	07/24/2024		Books & Materials	-17.10
Bill	1LCR-PLW...	07/25/2024		Books & Materials	-32.99
Bill	19CJ-1DN...	07/28/2024		Books & Materials	-446.63
Bill	1PM1-YFR...	07/28/2024		Books & Materials	-82.88
Bill	13HG-6GN...	07/28/2024		Operations	-1,443.37
Bill	1WQ9-L7G...	08/01/2024		Books & Materials	-125.03

Lawrence Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	1WRJ-LJX...	08/01/2024		Books & Materials	-36.00
Bill	1YCD-HR...	08/01/2024		Memorials/Honor w/ B...	-41.94
Bill	1V7T-WW...	08/04/2024		YS Programs (Children)	-4.99
Bill	1JJ4-DJCX...	08/04/2024		Library & Office Supplies	-47.49
Bill	1KTK-PVN...	08/04/2024		Books & Materials	-121.31
Bill	1JHV-X33...	08/06/2024		Books & Materials	-255.61
Bill	1NNW-JC1...	08/11/2024		Building Supplies	-49.44
Bill	1KKL-39JL...	08/12/2024		Books & Materials	-49.99
TOTAL					-5,531.54
Bill Pmt -Check	91020	08/19/2024	Ann Dean	Checking	
Bill	Multicultura...	07/16/2024		Summer Reading - ALL	-250.00
TOTAL					-250.00
Bill Pmt -Check	EFT	08/19/2024	ASI	Checking	
Bill	JULY 2024	07/31/2024		Professional Fees	-80.00
TOTAL					-80.00
Check		08/28/2024	ASI	Checking	
				Payroll Liabilities FSA	-3,203.73
TOTAL					-3,203.73
Bill Pmt -Check	29871	08/19/2024	Baker & Taylor, Inc.	Checking	
Bill	2038383681	07/10/2024		Books & Materials	-16.31
Bill	2038383682	07/10/2024		Processing Supplies	-0.32
Bill	2038395634	07/11/2024		Books & Materials	-138.88
Bill	2038395635	07/11/2024		Processing Supplies	-2.88
Bill	2038422362	07/22/2024		Books & Materials	-24.46
Bill	2038411363	07/22/2024		Processing Supplies	-0.64
Bill	2038435251	08/01/2024		Processing Supplies	-1.60
Bill	2038458916	08/09/2024		Books & Materials	-50.56
Bill	2038458917	08/09/2024		Processing Supplies	-0.96
Bill	2038435250	08/01/2024		Books & Materials	-89.95
TOTAL					-326.56
Bill Pmt -Check	EFT	08/19/2024	Bamboo HR	Checking	
Bill	INV020403...	07/31/2024		Professional Fees	-711.16
TOTAL					-711.16
Check	EFT	08/23/2024	Blue Cross and Blue Shield of...	Checking	
				Health Insurance	-61,002.93
				Hospital & Cancer Plans	-203.45
TOTAL					-61,206.38

Lawrence Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29872	08/19/2024	Century Business Technologies	Checking	
Bill	721303	07/08/2024		IT Software & Subscrip...	-703.95
Bill	721287	07/08/2024		IT Software & Subscrip...	-202.56
Bill	724335	08/06/2024		IT Software & Subscrip...	-71.90
TOTAL					-978.41
Bill Pmt -Check	91021	08/19/2024	Charlie F Owens	Checking	
Bill	Refund	07/31/2024		Lost and Replacement...	-41.59
TOTAL					-41.59
Bill Pmt -Check	91022	08/19/2024	Corporation for Digital Schola...	Checking	
Bill	2850	08/02/2024		Friends & Foundation ...	-2,500.00
TOTAL					-2,500.00
Bill Pmt -Check	91023	08/19/2024	Cottin's Hardware & Rental	Checking	
Bill	JULY 2024	07/31/2024		Building Repairs & Mai...	-132.84
TOTAL					-132.84
Bill Pmt -Check	91024	08/19/2024	Demco, Inc.	Checking	
Bill	7501830	07/01/2024		Processing Supplies	-483.67
TOTAL					-483.67
Bill Pmt -Check	29873	08/19/2024	EBSCO	Checking	
Bill	910110009...	08/01/2024		Collections & Public S...	-2,871.05
TOTAL					-2,871.05
Check	EFT	08/09/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-343.00
TOTAL					-343.00
Check	EFT	08/09/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,952.00
TOTAL					-2,952.00

Lawrence Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	08/23/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-3,002.00
TOTAL					-3,002.00
Check	EFT	08/23/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-443.00
TOTAL					-443.00
Bill Pmt -Check	EFT	08/19/2024	Evergy	Checking	
Bill	JULY 2024	07/31/2024		Utilities - Electric	-7,410.96
TOTAL					-7,410.96
Bill Pmt -Check	91025	08/19/2024	Fisher Patterson Sayler & Smi...	Checking	
Bill	108370	08/07/2024		Professional Fees	-9,107.10
TOTAL					-9,107.10
Bill Pmt -Check	29874	08/19/2024	Gale/Cengage Learning	Checking	
Bill	84662219	07/09/2024		Books & Materials	-28.69
Bill	84667941	07/10/2024		Books & Materials	-76.97
Bill	84675025	07/11/2024		Books & Materials	-25.89
Bill	84693255	07/16/2024		Books & Materials	-25.19
Bill	84701304	07/18/2024		Books & Materials	-57.38
Bill	84720464	07/24/2024		Books & Materials	-45.48
TOTAL					-259.60
Check	29880	08/19/2024	Gordon CPA	Checking	
				Professional Fees	-3,105.00
TOTAL					-3,105.00
Bill Pmt -Check	29875	08/19/2024	Ingram Library Services	Checking	
Bill	82547856	07/01/2024	Ingram Library Services	Accounts Payable	0.00
Bill	82569592	07/01/2024		Books & Materials	-1,484.78
Bill	82547857	07/01/2024		Processing Supplies	-47.89
Bill	82569593	07/01/2024		Processing Supplies	-258.11
Bill	82589347	07/02/2024		Books & Materials	-320.80
Bill	82589349	07/02/2024		Books & Materials	-668.05
Bill	82589348	07/02/2024		Processing Supplies	-38.15
Bill	82589350	07/02/2024		Processing Supplies	-63.36
Bill	82609034	07/03/2024		Books & Materials	-825.41
Bill	82609035	07/03/2024		Processing Supplies	-76.41
Bill	82624221	07/05/2024		Books & Materials	-426.25
Bill	82624222	07/05/2024		Processing Supplies	-44.93
Bill	82662170	07/09/2024		Books & Materials	-2,011.53

Lawrence Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	82667785	07/09/2024		Books & Materials	-753.95
Bill	82662171	07/09/2024		Processing Supplies	-227.51
Bill	82667786	07/09/2024		Processing Supplies	-99.12
Bill	82682450	07/10/2024		Books & Materials	-251.56
Bill	82682452	07/10/2024		Books & Materials	-82.15
Bill	82682451	07/10/2024		Processing Supplies	-29.89
Bill	82682453	07/10/2024		Processing Supplies	-1.25
Bill	82699065	07/11/2024		Books & Materials	-826.21
Bill	82703976	07/11/2024		Books & Materials	-502.94
Bill	82699066	07/11/2024		Processing Supplies	-85.65
Bill	82703977	07/11/2024		Processing Supplies	-75.01
Bill	82716671	07/12/2024		Books & Materials	-1,169.41
Bill	82716672	07/12/2024		Processing Supplies	-136.24
Bill	82738235	07/15/2024		Books & Materials	-201.39
Bill	82738237	07/15/2024		Books & Materials	-86.94
Bill	82738236	07/15/2024		Processing Supplies	-28.23
Bill	82738238	07/15/2024		Processing Supplies	-1.50
Bill	82755164	07/16/2024		Books & Materials	-375.91
Bill	82755166	07/16/2024		Books & Materials	-16.79
Bill	82755165	07/16/2024		Processing Supplies	-33.05
Bill	82755167	07/16/2024		Processing Supplies	-0.25
Bill	82791772	07/18/2024		Summer Reading - ALL	-65.85
Bill	82791773	07/18/2024		Books & Materials	-2,720.74
Bill	82791774	07/18/2024		Processing Supplies	-341.98
Bill	82808238	07/19/2024		Books & Materials	-403.25
Bill	82816296	07/19/2024		Books & Materials	-859.70
Bill	82808239	07/19/2024		Processing Supplies	-34.46
Bill	82816297	07/19/2024		Processing Supplies	-98.64
Bill	82832370	07/22/2024		Books & Materials	-312.15
Bill	82832372	07/22/2024		Books & Materials	-127.17
Bill	82832371	07/22/2024		Processing Supplies	-32.63
Bill	82832373	07/22/2024		Processing Supplies	-2.25
Bill	82850979	07/23/2024		Books & Materials	-333.05
Bill	82850980	07/23/2024		Processing Supplies	-36.18
Bill	82873542	07/24/2024		Books & Materials	-471.37
Bill	82873543	07/24/2024		Processing Supplies	-43.87
Bill	82894414	07/25/2024		Books & Materials	-1,942.12
Bill	82894415	07/25/2024		Processing Supplies	-274.43
Bill	82926863	07/28/2024		Books & Materials	-641.32
Bill	82926865	07/28/2024		Books & Materials	-64.76
Bill	82926864	07/28/2024		Processing Supplies	-120.15
Bill	82926866	07/28/2024		Processing Supplies	-1.00
Bill	82935101	07/29/2024		Books & Materials	-241.70
Bill	82935103	07/29/2024		Books & Materials	-285.06
Bill	82935105	07/29/2024		Books & Materials	-32.98
Bill	82935102	07/29/2024		Processing Supplies	-18.76
Bill	82935104	07/29/2024		Processing Supplies	-36.82
Bill	82935106	07/29/2024		Processing Supplies	-0.50
Bill	82964777	07/30/2024		Books & Materials	-59.31
Bill	82958412	08/01/2024		Books & Materials	-1,358.03
Bill	82979641	08/01/2024		Books & Materials	-534.11
Bill	82998207	08/01/2024		Books & Materials	-1,542.57
Bill	82958413	08/01/2024		Processing Supplies	-140.33
Bill	82979642	08/01/2024		Processing Supplies	-50.23
Bill	82998208	08/01/2024		Processing Supplies	-213.19
Bill	83015899	08/02/2024		Books & Materials	-200.41
Bill	83022684	08/02/2024		Books & Materials	-603.78
Bill	83022685	08/02/2024		Processing Supplies	-100.52
Bill	83015900	08/02/2024		Processing Supplies	-21.72
Bill	83037365	08/05/2024		Books & Materials	-1,129.73
Bill	83037366	08/05/2024		Processing Supplies	-114.72

Lawrence Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	83058871	08/06/2024		Books & Materials	-652.06
Bill	83058872	08/06/2024		Processing Supplies	-53.47
Bill	83077946	08/07/2024		Books & Materials	-412.10
Bill	83077947	08/07/2024		Processing Supplies	-31.16
Bill	83095925	08/08/2024		Books & Materials	-1,697.09
Bill	83095926	08/08/2024		Processing Supplies	-228.88
Bill	83122166	08/09/2024		Books & Materials	-668.98
Bill	83122167	08/09/2024		Processing Supplies	-118.08
TOTAL					-30,723.98
Bill Pmt -Check	91026	08/19/2024	Jayhawk Trophy Co., Inc.	Checking	
Bill	77356	07/01/2024		Library & Office Supplies	-14.42
TOTAL					-14.42
Bill Pmt -Check	91027	08/19/2024	Jayhawk Tropical Fish	Checking	
Bill	116628	08/01/2024		Aquarium Maintenance	-345.00
TOTAL					-345.00
Bill Pmt -Check	91028	08/19/2024	Johnson County Community ...	Checking	
Bill	S0580478	08/16/2024		Lost and Replacement...	-26.00
TOTAL					-26.00
Bill Pmt -Check	91029	08/19/2024	Kanopy LLC	Checking	
Bill	KCAP-0515	08/01/2024		Kanopy	-40,572.00
TOTAL					-40,572.00
Bill Pmt -Check	91030	08/19/2024	KanREN	Checking	
Bill	240716010...	07/16/2024		Internet & Telephone	-7,048.80
TOTAL					-7,048.80
Check	EFT	08/09/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	08/23/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62

Lawrence Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91031	08/19/2024	Kindred CPA	Checking	
TOTAL					0.00
Check	EFT	08/09/2024	KPERS	Checking	
				Retirees	-162.61
TOTAL					-162.61
Check	EFT	08/09/2024	KPERS	Checking	
				Company	-14,406.32
				KPERS Employee	-8,424.80
				KPERS Co	-0.07
TOTAL					-22,831.19
Check	EFT	08/23/2024	KPERS	Checking	
				Retirees	-162.46
TOTAL					-162.46
Check	EFT	08/23/2024	KPERS	Checking	
				Company	-14,180.84
				KPERS Employee	-8,292.91
				KPERS Co	-0.07
TOTAL					-22,473.82
Check	EFT	08/23/2024	KPERS	Checking	
				OGLI	-462.34
TOTAL					-462.34
Bill Pmt -Check	91032	08/19/2024	Mass Street Music	Checking	
Bill	220000177...	07/01/2024		Sound & Vision	-14.85
TOTAL					-14.85
Bill Pmt -Check	91033	08/19/2024	Matt Lord	Checking	
Bill	Summer R...	07/19/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00

Lawrence Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91034	08/19/2024	Maya Tillman-Rayton	Checking	
Bill	Summer R...	07/19/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
Bill Pmt -Check	91035	08/19/2024	Mid-Continent Public Library	Checking	
Bill	300040043...	08/05/2024		Lost and Replacement...	-5.99
TOTAL					-5.99
Bill Pmt -Check	EFT	08/19/2024	Midcontinent Communications	Checking	
Bill	157407601...	07/16/2024		Internet & Telephone	-572.33
TOTAL					-572.33
Bill Pmt -Check	29876	08/19/2024	Midwest Tape	Checking	
Bill	505687272	07/01/2024		Books & Materials	-1,509.77
Bill	505687273	07/01/2024		Books & Materials	-92.98
Bill	505687274	07/01/2024		Books & Materials	-64.30
Bill	505687276	07/01/2024		Books & Materials	-15.74
Bill	505687277	07/01/2024		Books & Materials	-176.19
Bill	505735699	07/09/2024		Books & Materials	-546.11
Bill	505736890	07/09/2024		Books & Materials	-84.98
Bill	505736891	07/09/2024		Books & Materials	-178.96
Bill	505736892	07/09/2024		Books & Materials	-26.24
Bill	505736893	07/09/2024		Books & Materials	-137.20
Bill	505750551	07/12/2024		Books & Materials	-465.71
Bill	505750552	07/12/2024		Books & Materials	-42.99
Bill	505750553	07/12/2024		Books & Materials	-97.88
Bill	505750555	07/12/2024		Books & Materials	-26.24
Bill	505750556	07/12/2024		Books & Materials	-180.90
Bill	505793293	07/22/2024		Books & Materials	-646.66
Bill	505793294	07/22/2024		Books & Materials	-59.99
Bill	505793295	07/22/2024		Books & Materials	-83.24
Bill	505793296	07/22/2024		Books & Materials	-156.93
Bill	505793298	07/22/2024		Books & Materials	-195.45
Bill	505814876	07/26/2024		Books & Materials	-950.91
				Books & Materials	-116.98
Bill	505814877	07/26/2024		Books & Materials	-80.98
Bill	505814878	07/26/2024		Books & Materials	-147.73
Bill	505814879	07/26/2024		Books & Materials	-119.91
Bill	505814881	07/26/2024		Books & Materials	-227.21
Bill	505840125	07/31/2024		Processing Supplies	-174.92
Bill	505845091	08/01/2024		Books & Materials	-823.06
				Books & Materials	-113.23
Bill	505845095	08/01/2024		Books & Materials	-145.97
Bill	505845092	08/01/2024		Books & Materials	-39.99
Bill	505845093	08/01/2024		Books & Materials	-133.10
TOTAL					-7,862.45

Lawrence Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29877	08/19/2024	MSM Systems Inc.	Checking	
Bill	2090	07/15/2024		Summer Reading - ALL	-1,608.75
TOTAL					-1,608.75
Bill Pmt -Check	91036	08/19/2024	Multistudio Inc.	Checking	
Bill	12300502	07/01/2024		Professional Fees	-3,817.50
TOTAL					-3,817.50
Bill Pmt -Check	91037	08/19/2024	OCLC, Inc.	Checking	
Bill	1000392869	07/13/2024		Collections & Public S...	-327.51
TOTAL					-327.51
Bill Pmt -Check	29878	08/19/2024	OverDrive	Checking	
Bill	06809DA2...	07/01/2024		Books & Materials	-278.95
Bill	06809CO2...	07/01/2024		Books & Materials	-162.89
Bill	06809DA2...	07/01/2024		Books & Materials	-62.25
Bill	06809CO2...	07/01/2024		Books & Materials	-2,773.44
Bill	06809CO2...	07/01/2024		Books & Materials	-3,209.28
Bill	06809CO2...	07/01/2024		Books & Materials	-413.77
Bill	06809CO2...	07/01/2024		Books & Materials	-550.36
Bill	06809CO2...	07/01/2024		Books & Materials	-285.98
Bill	06809CO2...	07/01/2024		Books & Materials	-145.48
Bill	06809CP2...	07/01/2024		Books & Materials	-1,074.66
Bill	06809DA2...	07/02/2024		Books & Materials	-478.93
Bill	06809CO2...	07/03/2024		Books & Materials	-34.00
Bill	06809CO2...	07/03/2024		Books & Materials	-133.00
Bill	06809CO2...	07/03/2024		Books & Materials	-13.98
Bill	06809CO2...	07/03/2024		Books & Materials	-140.84
Bill	06809CO2...	07/03/2024		Books & Materials	-2,605.56
Bill	06809CO2...	07/03/2024		Books & Materials	-1,351.09
Bill	06809DA2...	07/07/2024		Books & Materials	-47.00
Bill	06809DA2...	07/09/2024		Books & Materials	-335.86
Bill	06809CO2...	07/11/2024		Books & Materials	-47.97
Bill	06809CO2...	07/11/2024		Books & Materials	-3,312.14
Bill	06809CO2...	07/11/2024		Books & Materials	-1,711.64
Bill	06809CO2...	07/11/2024		Books & Materials	-276.69
Bill	06809CO2...	07/11/2024		Books & Materials	-281.36
Bill	06809CO2...	07/11/2024		Books & Materials	-369.47
Bill	06809CO2...	07/11/2024		Books & Materials	-482.09
Bill	06809DA2...	07/16/2024		Books & Materials	-347.69
Bill	06809CO2...	07/18/2024		Books & Materials	-237.67
Bill	06809CO2...	07/18/2024		Books & Materials	-423.97
Bill	06809CO2...	07/18/2024		Books & Materials	-396.40
Bill	06809CO2...	07/18/2024		Books & Materials	-134.60
Bill	06809CO2...	07/18/2024		Books & Materials	-72.02
Bill	06809CO2...	07/18/2024		Books & Materials	-3,558.04
Bill	06809CO2...	07/18/2024		Books & Materials	-1,997.16
Bill	06809CO2...	07/25/2024		Books & Materials	-275.98
Bill	06809CO2...	07/25/2024		Books & Materials	-380.79
Bill	06809CO2...	07/25/2024		Books & Materials	-290.18
Bill	06809CO2...	07/25/2024		Books & Materials	-103.00

Lawrence Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO2...	07/25/2024		Books & Materials	-2,943.01
Bill	06809CO2...	07/25/2024		Books & Materials	-1,678.94
Bill	06809DA2...	07/26/2024		Books & Materials	-207.97
Bill	06809DA2...	08/01/2024		Books & Materials	-561.78
Bill	06809CP2...	08/01/2024		Books & Materials	-869.90
Bill	06809CO2...	08/01/2024		Books & Materials	-349.84
Bill	06809CO2...	08/01/2024		Books & Materials	-196.39
Bill	06809CO2...	08/01/2024		Books & Materials	-209.97
Bill	06809CO2...	08/01/2024		Books & Materials	-105.00
Bill	06809CO2...	08/01/2024		Books & Materials	-36.53
Bill	06809CO2...	08/01/2024		Books & Materials	-5,268.03
Bill	06809CO2...	08/01/2024		Books & Materials	-2,457.71
Bill	06809DA2...	08/06/2024		Books & Materials	-21.98
TOTAL					-43,703.23
Bill Pmt -Check	91038	08/19/2024	Playaway Products LLC	Checking	
Bill	467326	07/01/2024		Books & Materials	-848.20
TOTAL					-848.20
Bill Pmt -Check	91039	08/19/2024	Pur-O-Zone, Inc.	Checking	
Bill	898508	07/22/2024		Building Supplies	-1,215.87
TOTAL					-1,215.87
Bill Pmt -Check	91040	08/19/2024	Schendel Services	Checking	
Bill	30457005	08/02/2024		Building Repairs & Mai...	-119.88
TOTAL					-119.88
Bill Pmt -Check	91041	08/19/2024	Susan King	Checking	
Bill	Yoga Instru...	07/28/2024		Kansas Health Founda...	-75.00
TOTAL					-75.00
Bill Pmt -Check	91044	08/19/2024	Thirdway Inc	Checking	
Bill	2007	08/01/2024		Block Grant	-4,500.00
TOTAL					-4,500.00

Lawrence Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	08/19/2024	U.S. Bank - Mastercard	Checking	
Bill	JULY 2024	08/01/2024		Allen, Brad - US Bank ...	-2,878.89
				Brumley, A - US Bank ...	-1,905.08
				Brune, G - US Bank C...	-67.40
				Kearns, H - US Bank ...	-1,639.38
				Kenn, P - US Bank CC...	-186.54
				Winsky, D - US Bank ...	-1,515.68
				Ratzlaff, J - US Bank ...	-1,034.69
				Stepp, Ian - US Bank ...	-77.54
				Moore, M - US Bank C...	-70.46
				Patel, A - US Bank CC...	-27.49
				Cook, Jenny - US Ban...	-800.72
				Allen, K - US Bank CC...	-311.75
				Morgan, K - US Bank ...	-56.32
				Segraves, E - US Ban...	-398.16
				Winters, T - US Bank ...	-375.55
				Mathews, S - US Bank...	-93.90
				Medina, Y - US Bank ...	-198.00
				Barnes, Jim - US Bank...	-29.50
				MacKinnon,L - US Ban...	-1,016.06
				Parks, H - US Bank C...	-416.48
TOTAL					-13,099.59
Bill Pmt -Check	29879	08/19/2024	Unique Management Services	Checking	
Bill	6129186	08/01/2024		Professional Fees	-195.73
Bill	6129185	08/01/2024		Professional Fees	-354.60
TOTAL					-550.33
Bill Pmt -Check	EFT	08/19/2024	United Parcel Service	Checking	
Bill	0000506A...	08/03/2024		Postage & Mailing	-12.00
TOTAL					-12.00
Bill Pmt -Check	91042	08/19/2024	Urban Libraries Council	Checking	
Bill	4850	08/01/2024		Block Grant	-6,000.00
TOTAL					-6,000.00
Check	EFT	08/23/2024	VSP Insurance Co.	Checking	
				Vision Insurance - Em...	-164.84
				Health Insurance	-158.36
TOTAL					-323.20
Bill Pmt -Check	91043	08/19/2024	West Bend Mutual Insurance ...	Checking	
Bill	Summer R...	08/05/2024		Summer Reading - ALL	-299.00
TOTAL					-299.00

Deluxe E-Checks 2024.09.xlsx

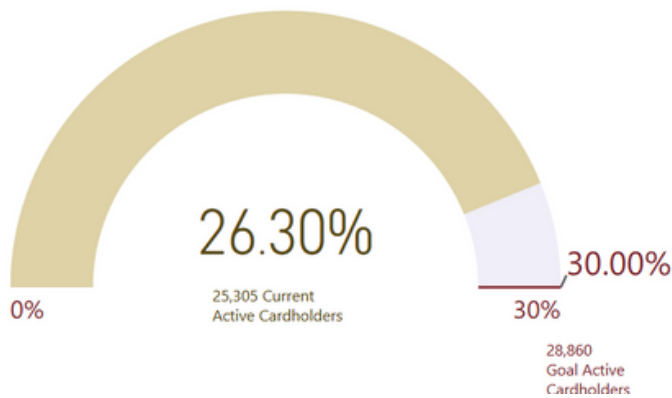
Check Date	Check Number	Vendor	Amount	Status
9/16/2024	91045	Cottin's Hardware & Rental	\$ 42.79	created
9/16/2024	91046	EBSCO	\$ 116.73	created
9/16/2024	91047	Elevator Safety Services Inc.	\$ 465.00	created
9/16/2024	91048	Fally Afani	\$ 150.00	created
9/16/2024	91049	Fisher Patterson Saylor & Smith, LLP	\$ 2,852.10	created
9/16/2024	91050	Frank J Norman	\$ 97.24	created
9/16/2024	91051	Invengo American Corp	\$ 882.00	created
9/16/2024	91052	Johnson County Library	\$ 18.99	created
9/16/2024	91053	Jungle House	\$ 120.00	created
9/16/2024	91054	Kelly Kindscher	\$ 97.24	created
9/16/2024	91055	KONE Inc.	\$ 3,337.10	created
9/16/2024	91056	Lisa McLendon	\$ 100.00	created
9/16/2024	91057	Mid-Continent Public Library	\$ 5.99	created
9/16/2024	91058	Native Lands Restoration Collaborative	\$ 97.24	created
9/16/2024	91059	NEKLS	\$ 808.72	created
9/16/2024	91060	Nick Jungman	\$ 100.00	created
9/16/2024	91061	Santa Monica Public Library	\$ 50.00	created
9/16/2024	91062	SenSource	\$ 1,233.77	created
9/16/2024	91063	Susan King	\$ 25.00	created
9/16/2024	91064	The Floor Trader	\$ 9,950.00	created
9/16/2024	91065	Venue 1235	\$ 550.00	created
9/16/2024	91066	Wichita State University	\$ 31.00	created
			\$ 21,130.91	Total

Aug 2024 LPL Progress Indicators

Net Promoter Score



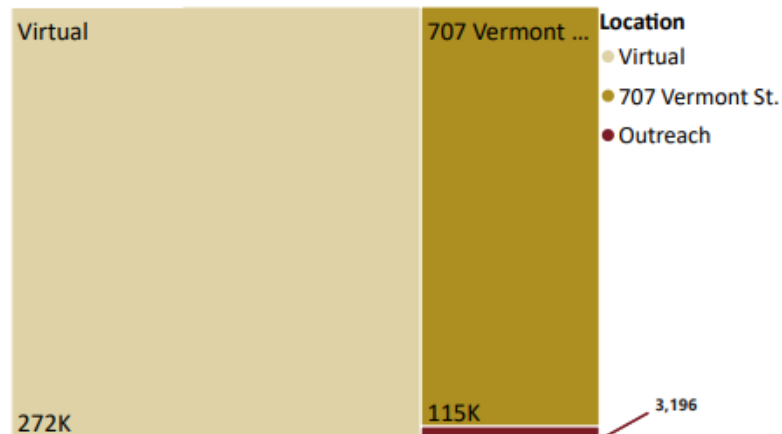
% Active Cardholders



Lawrence Community Cardholders

96,207	Total Lawrence Population
26.30%	Current % Active
25,305	Total Active Lawrence Cardholders
28,860	Goal Active Lawrence Cardholders
3,555	Cardholders needed to meet goal

Library Use Index

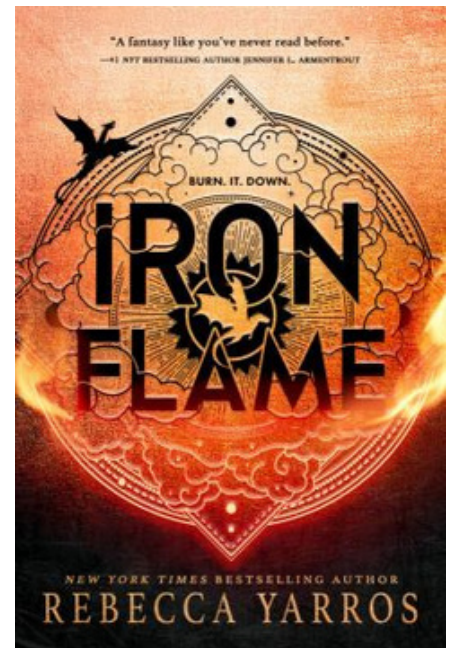


Aug 2024 LPL Statistical Highlights



4,235

Summer Reading Finishers. A 13% increase over 2023!



176

Number of times this book was read in the Summer Reading Challenge App - the most popular title!



15,639

Total pages printed in the computer lab

Library Director's Report for September 2024

HRIS software selection and implementation

Staff has been working hard migrating HR and payroll information over to Paycom, our new Human Resources Information System (HRIS). This week, we began the transition to using the Paycom payroll system and are on track to have our first payroll on our new system on October 4. Things have been going relatively smoothly, and the staff has done an excellent job with this transition. Kudos to Erica Segraves and Mary Ann LeDosquet for all their hard work on the back end of this project.

KU Common Book Advisory Committee

I have the privilege to be part of the KU Common Book Advisory Committee that will select the KU Common Book for the 2025-2026 school year. My hope is to work on this committee to advocate for a book that would be great not just for the KU community but for the larger Lawrence community. With the right book selected, the KU Common Book could also serve as our 2025 Read Across Lawrence selection. I am grateful for the opportunity to help bridge the gap between campus and our community with this important book selection. Stay tuned.

Kansas Public Radio Fall Fanfare 2024

This month, I had the great pleasure to be on air at KPR to help with their fall pledge drive. I've been fortunate to take part quite a few times in the past, and it was great being at the radio station to support our great partner, Kansas Public Radio. I think it is a testament to the stature and importance of our public library for me to be asked. It's always such fun, and we raised a lot of money last Monday afternoon.

Respectfully submitted by Brad Allen, September 12, 2024

Monthly Departmental Reports

September 2024

COLLECTIONS & TECHNOLOGY

Tricia's report: The library policy page on the website was reviewed to ensure that the most recent versions of all policies were uploaded and the formatting of each policy was in accordance with guidelines. The employee bike survey was reviewed and results were presented to SLT+ at their September 5 meeting and soon afterwards shared with all library staff on Zeno. Potential indoor bike parking areas were then discussed and will be explored further this month.

Cataloging & Collection Development

There hasn't been anything particularly new or out of the ordinary this month with Cataloging and Collection Development. Ransom and Kevin met with our EBSCO representative to see what kinds of updates to our databases we might expect and to look at new products. Besides that we're ramping up to go into the last quarter of the year when we do all of our budget review for the next year. Cataloging has been doing a few small cleanup projects involving MARC tags, but there aren't any big projects going on at the moment.

Information Technology

A SenSource people counter has been ordered, received, and will soon be installed over the front door to count entry and exit from the building. We currently get a count from our gates, but we hope that the SenSource device will provide more accurate information. R&R completed installation of five additional security cameras. Four exterior cameras greatly improve coverage surrounding the building. One interior camera adds coverage of the Readers' Theater. Security camera live monitoring has been extended to public service desk staff. Desk staff are able to monitor cameras relevant to their service areas (e.g. Info Services staff are able to see cameras in the media collection and non-fiction stacks, but not those in other parts of the building). Aaron, Kim, Karen, Jeff, Tricia, and Brad met with representatives of Quipu for a kickoff meeting to begin configuration of our new eCARD service. Kim and Aaron have prepared to migrate Digital Douglas County History from our existing self-hosted site to a new hosted solution from the Corporation for Digital Scholarship. The date for migration and cutover to the new site is to be determined in coordination with Info Services staff. Sean and Aaron removed disused

Monthly Departmental Reports

September 2024

televisions above entries to Teen and Children's areas. These had been used as digital displays before the pandemic, but have not been in use since. The Virtual Spaces team has divided into Content focused and Site Structure focused subgroups. Heather leads the Content subgroup and Aaron leads the Site Structure subgroup.

Materials Handling

Our new lockers are waiting on their new homes. Once our partner organizations sign off, we should be good to move ahead with the purchase.

Other than that, the ol' sorter cycle repeats itself.

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

We added a new team member, Ben Trickey, to the marketing and comms mix! Heather and Ben have completed most of Ben's onboarding process over the past few weeks. Our new email product, BiblioEmail, launched on August 22 without a hitch. Patrons can now easily sign up for library news and information they want to hear about, which takes out a lot of the guesswork on our end. Heather has sent one general eNewsletter and one eBlast focused on Booktoberfest. Our open rate is fantastic. Our general eNews got 43.24% and Booktoberfest reached 44.8%. To put that into perspective, [a healthy open rate is in the 20%-40% range](#).

We have a new digital content management service called Later Social that we're using to schedule posts, manage inboxes, populate links in bio, and check analytics. Ben is taking over managing the news section of the website and posted their first [story](#) about the Library Speakers Consortium on September 5. Heather and Ben are working together to create new segments that combine various taxonomies to create specialized eBlasts going forward instead of a general eBlast every two weeks.

Monthly Departmental Reports

September 2024

Outreach

August was a whirlwind for Outreach! We had over 600 interactions with folks while out and about on Dottie and the book bike this month. Several back to school nights at grade schools and other one-off events bumped our numbers way up. Grace Daniels issued 20 library cards to new students at the Haskell INU Resource fair. A number that high at an event is almost unheard of.

Our regular stops are going strong with Cottonwood and Limestone School still the leaders of the pack. Cottonwood, these days, is as crowded as can be when we pull up. We always look forward to chatting with the people there.

An exciting addition to Sarah Mathews' professional development: She was accepted to this year's Leadership Lawrence class! She will begin with a two day retreat at the end of this month and then will continue with the curriculum from October to April 2025.

Looking forward to a busy October as well. We already have a packed schedule for the month!

Monthly Departmental Reports

September 2024

FACILITIES

Facilities

We've selected our new Maintenance and Custodial Supervisor: Veronica Valdivia!

Veronica will start Thursday, 09/26. Here's some highlights from her resume:

- We're stealing her from the Lawrence Arts Center where she was the Lead Custodian.
- She was the Facilities Manager and Dishwasher for Culinaria.
- She was a supervisor and Mail Order Shipping Manager at Footprints.

Big thanks to Erica (HR), Karen (Public Services), and Brad for all the help making this happen!

Also, David (Custodian) was granted 4 more hours a week just to work on carpet cleaning.

Having this consistency in attention to the carpets will be making a noticeable difference very soon.

Continued fostering goodwill with our neighbors at the Fire Station and Senior Resource Center by teaming up for good old fashioned dumpster enclosure cleanout. (It was way overdue...)

Security

Karen (Public Services) and Jon (Facilities) met with Brad & Lance from the City's Parking Department regarding parking garage safety concerns. It was great to hear that Parking has improvement plans for the Vermont Street garage, likely to take place next year, and that they're very interested in hearing from us and working together on ways to improve the atmosphere over there.

Monthly Departmental Reports

September 2024

HUMAN RESOURCES

Human Resources

We have a new Maintenance and Custodial Supervisor, Veronica Valdivia, starting at the end of this month. She will replace Phillip Howard due to his well-deserved retirement. We are nearing the completion of our Paycom integration and held all-staff trainings last week. Finally, Erica suggested to the Jayhawk SHRM Chapter leaders that Chuck Clanahan from the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) present to the group since we utilized his expertise at LPL. He will be sharing his wisdom and free services with our local business community at the September chapter meeting.

Diversity, Equity, and Inclusion

In August, Sean and Aaron lead our second training in the google Spritzer series, covering Google Calendar and Google Meet. We will be continuing this series so folks can continue to learn about all the features Google has to offer. Frankie continues to collaborate with many committees, including the newer Language Access and Inclusivity Committee co-chaired by Terese and Yari. This committee is continuing to brainstorm and make plans for increasing language based inclusivity at LPL. The updated Appeals Process is in its final draft, and Frankie plans to bring this to BLT in the month of September. Frankie also spent August preparing for her training on microaggressions which she is giving this week.

Monthly Departmental Reports

September 2024

PUBLIC SERVICES

Karen and the Public Services crew have been working on several projects

- Onboarding our new virtual author talk product, [Library Speakers Consortium](#). Special thanks to Polli, Melissa, Jenny, Kathleen, Heather, and Ben for getting this up and running!
- Exploring a potential move of the Accounts desk to the previous Welcome Desk location.
- Drafting guidelines for patron information requests from law enforcement
- Starting the exciting, but likely long process of evaluating and updating the structure of our website
- Met with Jon and Brad Harrell and Lance McCurdy of the Parking Department to discuss garage concerns.
- Assisted with interviews and selection of our new Maintenance and Custodial Supervisor
- Wrapped up summer reading and helped with grand prize drawings and notifications
 - It's always very rewarding to hand out prizes. The winner of the KU Football tickets is a very excited 5-year-old who read and wrote the titles to all of his books this year by himself!

Accounts

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

The department has begun discussing the possibility of moving our desk out nearer the security gates based on some suggestions presented in the recent space audit.

The Data Team surveyed patrons that have used our hold shelves in the last year about possible locker locations.

Information Services

Gabby Boyle joined our team this month and has hit the ground running as our new Community Resource Specialist! A few additional highlights from August: the computer and e-waste recycling event we coordinated with PCs for People resulted in 3,282 lbs. of e-waste collected.

Monthly Departmental Reports

September 2024

After a hugely successful summer pilot project to offer legal help at the library, the Douglas County Legal Self-Help Center will continue to offer office hours at LPL on Tuesday afternoons. Lindin teamed up with Grace from Accounts to represent LPL at the Haskell Fall Orientation Fair. And, now that our fall program lineup is in the books (i.e., the Reader) we're busy planning for winter!

Public Technology

The Public Tech Department wrapped up August with several cool projects. Over the summer, the SOUND+VISION Studio hosted a program called "Stand Up for Life - The Initiative" where at-risk youth learned how to use audio visual equipment and exercise their creativity making songs, podcasts, and videos. The program had several participants, and they held their graduation ceremony in early August after a successful summer. In other studio news, our partners at the KU AUMI (Adaptive Use Musical Instrument) group accepted the Michael Lechner Advocacy Award from the Kansas Commission on Disability Concerns. The award is an honor given to those who have advocated for people with disabilities in their community. The group even asked us to hang the plaque in the SOUND+VISION Studio, which we were happy to do. Also, Matt Pelsma performed a synthesizer concert, we extensively researched and improved the Greyhound bus information on our website, and we helped over 100 patrons send faxes.

Readers' Services

We are zooming toward Booktoberfest (Sept 24-October 29) and RS has been preoccupied with the finishing touches on all of the programs. We're pleased to have our big kick-off party this year be a reprise of the 2019 Book Nerd party, which was the spark for Booktoberfest in general. The main event will be bookish Trivia, with 20 teams of up to 8 people able to participate. Of course, we'll have several author events and crowd-favorite Book Club Speed Dating on October 16. We will also be heading up the display for Banned Book Week, again in the atrium, from the week of September 22-28.

RS has also been working towards spearheading the implementation of Lawrence Speakers Consortium, which will be a wonderful addition to our lineup of services for our avid readers. In our surveys, people have indicated that they would like more author talks, and this online service allows us to access some of the biggest names.

Monthly Departmental Reports

September 2024

Youth Services

- Summer Reading went well with nearly 3,000 kids and teens finishing the program! Many enthusiastic readers and families visited us this Summer. Over 5,000 people attended our Summer programming outside of the Summer Reading Program!
- Yari Medina (Youth Services Outreach Specialist) and Frankie Haynes (DEI Coordinator) were awarded a grant from REFORMA (The National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking). "Noche de Cuentos" grants are awarded to organizations as a way to help preserve oral storytelling traditions within Latine communities around the US. Yari and Frankie will be using the grant to celebrate Latine stories and storytelling traditions with all Lawrencians through music, stories, and a zine collaboration. The event will take place in November or December.
- Yari will also have several special events to celebrate Hispanic Heritage Month, including a dance performance by Grupo Folclorico MiSol de KC.
- Our Teen Librarian, Margo Moore, was selected for 1 of 20 slots for a teen mental wellbeing series provided by New York Public Library. The goal of the 6-session training is to help libraries make a plan to support teen mental wellbeing. This work is very important to our department and we're excited about possible tools and resources we'll be able to offer teens in our community as a result of this opportunity.
- We'll have our Kid President series kick off in October to elect a new Kid President of LPL and of the Kids' Action Club. We'll explore elections, meet local leaders (including Mayor Littlejohn), learn about Bob Dole's run for President with the Dole Institute of Politics, learn about the needs of the people in our community through local nonprofits, and learn about the importance of voting.

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

September Second Saturday Sale. The Friends & Foundation will host another Second Saturday Sale on September 14th. The book garage has already filled up and ready for you to browse and buy. Annamarie will give you a full report on the sales results at Monday's board meeting.

Banned Books Week 2024. Banned Book Week happens from September 22 – 28 and the Friends & Foundation are ready to celebrate it. Established in 1982, this special week brings together the book community in shared support of the freedom to read. In commemoration of the week, LPLFF will be [selling notecards of Joelle Ford's "Unfurled" banned book collage](#). This wonderful art piece was created from the covers of 374 banned and challenged books. In addition, we'll offer 25% off any in-stock prints and puzzles. These make great holiday gifts, so stock up! All proceeds benefit your favorite public library.

Kiwanis Presentation. On August 29th, I spoke to the Lawrence Kiwanis Club. Kiwanis is a global organization of volunteers whose mission is to improve the world one child and one community at a time. With this in mind, most of the topics I covered were youth-related. We discussed the Summer Reading program and why it's important, the Kids Action Club, Dottie's outreach to kids, the Dr. Bob READs program, and our Volunteer program. Members of the club were also interested in the placement of new book lockers around Lawrence as well as safety at the library.

Leadership Lawrence 2024. The Friends & Foundation are pleased to provide a \$1,500 grant to the library that will enable Sarah Mathews to attend the 2025 session of Leadership Lawrence. Sarah's application was one of 43 successful submissions for this highly competitive program. Her official class welcome party was held at Abe & Jake's on September 10th. From September until graduation in April, the program will explore arts and culture, education, social services, health care, local government and economic development in Lawrence. As the library's Outreach Coordinator, we are excited about the community connections that Leadership Lawrence will provide to Sarah and the library.

Kansas Book Festival. And finally, here is my shameless plug as chair of the Kansas Book Festival board of directors:

Mark your calendars and plan to attend the Kansas Book Festival, coming up on September 28th at Washburn University from 9 am to 4 pm. More than 40 authors, most with Kansas connections, will talk about their books and work as writers. There's something for everyone! In addition, look for LPL Friends & Foundation volunteers at the Activities Tent from 1 pm to 3 pm who will help you make art and other fun stuff out of old books. Check out the full schedule at kansasbookfestival.com.

Pending grant applications:

\$25,000 to Rice Foundation for new library auditorium carpeting

\$10,000 to Douglas County Community Foundation for Health Spot Refresh

\$5,000 to Kansas Health Foundation for Health Spot Refresh



Bylaws of the Lawrence Public Library Board of Trustees

Adopted by the Lawrence Public Library Board of Trustees, 10/20/1997. Revised 11/17/2003; 07/18/2005; 10/13/2015; 08/20/2018; 08/17/2020; 08/21/2023; 9/16/2024. Next review date: 09/2027.

Article I – Name and Authorization

This organization shall be called The Board of Trustees of the Lawrence Public Library (the “Board”), existing by the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225 of the Laws of the State of Kansas, and Lawrence Charter Ordinance #16 and any revisions thereof.

Article II – Meetings

Regular meetings of the Board shall be held monthly at such time and place as designated by a majority of the entire Board. An agenda shall be prepared by the Library Director and distributed, along with minutes of the previous meeting, to Board members not less than three days in advance of each meeting.

Special meetings may be called by the Chair or upon written request of a majority of the members of the Board. Written notice, stating the time and place of any special meeting and the purpose for which it was called, shall, unless waived, be given to each member of the Board at least two days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting (K.S.A. 12-1224 and K.S.A. 12-1243).

All meetings of the Board shall be subject to and in conformity with the Kansas Open Meeting Act (K.S.A. 75-4317 et seq.).

The order of business at regular Board meetings shall be:

1. Call to order
2. Consent agenda
 - a. Approve Library Board meeting minutes
 - b. Approve Treasurer’s report
 - c. Approve bills

- d. Receive statistical report
3. Library Director's report
4. Library Friends and Foundation Director's report
5. Report of committees, if any
6. New business
7. Ongoing business
8. Public Comment
9. Adjournment

This order of business may be changed at any meeting with the consent of the Board.

The Board will accept public comment at each monthly regular Board meeting, which is an opportunity for individuals to speak directly to the Board on matters pertaining to the Library. Speakers are given an opportunity of three minutes to speak. Public comment will last no more than 30 minutes per Board meeting.

The unexcused absence of a member of the Board from two (2) consecutive meetings shall be cause for the Chair to prepare and transmit to such member a letter of reprimand. Three such absences shall be construed as a resignation from the Board.

Article III – The Board

There shall be seven (7) Board members, appointed by the Mayor, with the approval of the City Commission (K.S.A. 12-1222). In addition to the appointed members of the Board, the Mayor shall be ex officio a member of the library board with the same powers as appointed members. Terms of Board members shall be staggered. Members will be appointed for a term of four (4) years. Upon the April 30th expiration of each term, successors shall be appointed in a like manner to fill the vacancies created, and each member will serve a term of four (4) years. Board members shall be eligible for not more than two (2) successive terms. A person appointed to serve an unexpired term remains eligible for two consecutive four-year terms upon completion of the unexpired term.

A quorum for the transaction of business shall consist of five (5) members of the Board. Lacking a quorum, bills for the month may be approved with the consent of the members present, plus telephone or electronic consent from enough other members not present to constitute a quorum. If there is no monthly board meeting, a simple majority may approve the bills via electronic communication.

Vacancies on the Board occasioned by removal from the municipality, resignation or otherwise shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222.

Article IV – Officers and Duties

Board officers shall be elected by the majority vote of Board members present at the annual April meeting. Board officers shall be as follows: Chair, Vice-Chair, and Secretary/Treasurer. Officers shall serve a term of one year from May 1 to April 30 or until their successors are duly elected or appointed. The Chair and Vice-Chair shall serve no more than two consecutive terms in the same office.

The Chair shall preside at all meetings, appoint all committees, and authorize calls for special meetings.

The Vice-Chair presides at meetings in the absence of the Chair. In the event the office of Chair becomes vacant, the Vice-Chair succeeds to that office for the duration of the unexpired term.

The Secretary/Treasurer is responsible for seeing that a complete and accurate record of minutes of all Board meetings is kept. The minutes shall be distributed in writing at the next meeting, corrected if necessary, and approved. The Secretary/Treasurer shall sign the minutes of each meeting after they are approved.

The minutes shall include:

1. The purpose of the meeting (whether regular or special), the time, the place, and those attending.
2. A complete record of actions taken by the Board. All motions shall be recorded exactly as stated and show whether adopted or rejected.
3. A record of adjournment.

The Secretary/Treasurer shall keep a note of when members arrive and leave during the meeting in order to prove the existence of a quorum during the entire meeting.

The Secretary/Treasurer shall have charge of all funds collected for the maintenance of the Library and shall pay out said funds on orders of the Board. Checks shall be signed by the Chair and the Secretary/Treasurer, or by such other designated Board members in the absence of either of the above officers. At least one original signature shall appear on all checks. Whenever these Bylaws require a signature, an electronic signature satisfies that requirement if the Board has approved the payment and the document has not been modified since the signature was affixed. An electronic signature is defined as a signature created, transmitted, received, or stored by electronic means. The Secretary/Treasurer shall see that an accurate record is kept of all monies received and disbursed. Monthly financial reports shall be made to the Board. In addition, an annual report shall be presented to the Board. An audit by a Licensed Municipal

Accountant shall be made each year. The treasurer must be bonded in an amount fixed by the Board and approved by the governing body of the municipality (K.S.A. 12-1226).

Article V – System Representative

The board shall appoint a representative to the Northeast Kansas Library System Board at the annual April meeting. The representative shall be responsible for attending the annual System Assembly, and shall act as a liaison between the System and the Board.

Article VI – Committees

Standing and special committees, as appropriate, made up of Board and non-Board members, may be appointed by the Chair with the approval of the Board, for the study and investigation of special problems, or in connection with any of the Board's powers and duties set forth in K.S.A. 12-1223 or 12-1225.

Article VII – Board Responsibility

The Board has the responsibility of making and directing the policy of the Library, in accordance at all times with the Laws of the State of Kansas. Its responsibilities include promotion of library interests, securing adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property, and equipment.

Article VIII – Trustee, Library Director, and Staff Relationships

The Board shall select a Library Director who shall be the administrative officer under the direction and review of the Board. Such person, once selected and having served an introductory period of 12 months, shall be continued in employment. Such employment may be terminated by a majority vote of the full membership of the Board. The Library Director may request a statement of any charges and an open meeting in any dismissal action.

The Library Director shall be responsible for the employment and direction of the staff, for the operation of the Library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated to the Library Director by the Board. The Library Director shall attend all regular and special Board meetings.

Article IX – Amendment of Bylaws

These bylaws may be amended by a majority vote of the entire Board at any regular meeting of the Board, provided that such proposed amendment shall first be submitted in writing at a previous regular meeting of the Board and sent to those not present.

Article X – Parliamentary Procedure

Robert’s Rules of Order (Newly Revised) shall govern the proceedings of the Board, except when those rules may be in conflict with these bylaws. The rules of order, rather than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any meeting.

Article XI – Political Activity

The Lawrence Public Library obtains its funding in large part from the City of Lawrence, Kansas, see Charter Ordinance No. 16 of the City of Lawrence, Kansas. Members of the Lawrence Public Library Board of Trustees must be sensitive to the possibility that their political activity may jeopardize this funding. Accordingly, the Trustees should abide by the following Political Activity Policy.

Although a Board member may, in his or her individual capacity, publicly endorse candidates for public office or ballot measures, no board member should use the name of the Lawrence Public Library in conjunction with such an endorsement, nor otherwise intentionally imply that the Lawrence Public Library supports a given candidate for public office or ballot measure.

No Board member should become a candidate for city elective office or hold city elective office without first resigning from the Board. A Board member is considered to be a candidate for city elective office once he or she meets all statutory requirements to qualify as a candidate.