

Lawrence Public Library Board of Trustees Regular Meeting
Monday, October 21, 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 September 2024
- Approve Treasurer’s report for September 2024
- Approve bills for September 17, 2024 to October 21, 2024
- Receive statistical report for September 2024

Library Director’s Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Policy Review:
 - Free Speech Activities Policy – Brad Allen, Executive Director – **ACTION ITEM**
 - Purchasing Policy – Brad Allen, Executive Director – **ACTION ITEM**
 - 2025 Holiday Policy – **ACTION ITEM**
- Request to Purchase mk Solutions LibLockers – **ACTION ITEM**

Old Business

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date September 16, 2024

Time 4:30 pm

Venue: The meeting was conducted in person and online.

Board Members Present:

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

Staff Members Present:

Brad Allen, Erica Se graves, Aaron Brumley, Heather Kearns, Karen Allen, Tricia Karlin.

Friends and Foundation Members Present:

Annamarie Hill (Vice-Chair)

Call to order

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

Consent Agenda

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

Executive Session

Mandy moved to move into Executive Session to discuss pending litigation with counsel and reconvene at 4:48. James seconded the motion. The motion passed.

At 4:48, Mandy moved to extend the executive session for 10 minutes. James seconded the motion. The motion passed.

The public meeting resumed at 5:00 pm.

Susan Kang left the meeting.

Library Director's Report

- Brad presented his report.

Departmental Report

- Mandy added the following comments:
 - Where will the new lockers go? Brad responded that this is not yet decided.
 - Where will the decommissioned TVs end up? They will be handled in accordance with the surplus property policy.
 - Congratulated Sarah for being asked to join Leadership Lawrence and Margo for being invited to participate in the teen mental wellbeing series training offered by New York Public Library.
 - Welcomed the new Maintenance and Custodial Supervisor.
 - Asked for more information on the issues in the parking garage that were referenced in the report, which Brad and Karen provided. Mandy asked to be informed of any updates on this and also offered to assist in any way that's helpful.
- James asked for an update on the library's insurance at the next meeting of the trustees.

Friends and Foundation Director's Report

- Annamarie presented the report, noting the following:
 - The Friends and Foundation sold \$7500 worth of books at last weekend's sale.
 - They are continuing to work on the memorandum of understanding with the library
 - The annual spring fundraiser will have an art theme: "Color my world".

New Business

- Policy Review: Board Bylaws – Brad Allen, Executive Director – ACTION ITEM
 - Suggestions were presented to provide rules for public comment:
 - The board will accept public comment at each regular Board meeting
 - Each speaker may comment for up to 3 minutes
 - The order of speakers will be first come, first to speak
 - The public comment period is 30 minutes
 - The 30-minute limit may be extended at the discretion of the trustees if they so vote
 - If anyone who wished to offer public comment did not have the opportunity to speak during the designated public comment period, they may email their comments to the board, using the contact information from the library website

- Mandy moved to accept the bylaws with the above revisions, using the wording presented by Brad in the draft revision. James seconded the motion. The motion passed.

Ongoing Business

- None noted.

Public Comments

- Justin Spies expressed concerns about how his sign was handled by library staff at a recent library event on the topic of disinformation in the media.

Announcements

- None noted.

Adjournment

There being no other business, the meeting adjourned at 5:25 pm.

The next regular Board meeting will be held Monday, October 21, 2024.

Respectfully submitted,

Tricia Karlin



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more.
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2024 Outside Funding

Remaining

Outside & Private Funding

Friends & Foundation

R & E Totals

\$ 619,526.47

YTD Income **\$ 477,565.61**

YTD Expense **\$ 364,738.67**

Lawrence Public Library
Balance Sheet
As of September 30, 2024

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	1,836,800.05
Checking	576,091.52
Capital Improvement at MIP	830,560.30
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Total Checking/Savings	3,243,451.87
Other Current Assets	
Petty Cash	300.00
Undeposited Funds	4,653.00
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Total Other Current Assets	4,953.00
	<hr/>
Total Current Assets	3,248,404.87
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TOTAL ASSETS	3,248,404.87
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	86,624.35
	<hr/>
Total Accounts Payable	86,624.35
Credit Cards	13,162.07
Other Current Liabilities	
Payroll Liabilities	
KPERs ER	0.00
Payroll Liabilities FSA	80.26
SUI	849.06
	<hr/>
Total Payroll Liabilities	929.32
	<hr/>
Total Other Current Liabilities	929.32
	<hr/>
Total Current Liabilities	100,715.74
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Total Liabilities	100,715.74
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,240,172.91
Net Income	1,606,881.00
	<hr/>
Total Equity	3,147,689.13
	<hr/>
TOTAL LIABILITIES & EQUITY	3,248,404.87
	<hr/> <hr/>

**Lawrence Public Library
Revenues & Expenses**

September 2024

	Sep 24	Jan - Sep 24
Ordinary Income/Expense		
Income		
Misc Income	39.37	17,034.43
Tax Fund	0.00	5,954,148.88
Lost and Replacement Fees	2,232.75	18,959.74
NEKLS	25,406.25	84,983.75
State& Federal Aid	0.00	27,167.60
Photocopies & Printing	2,197.31	14,812.94
Meeting Room Rentals	975.60	5,469.34
Interest		
Capital Improvement	862.70	22,192.50
Checking	16,070.74	75,126.31
Total Interest	16,933.44	97,318.81
Outside&Private Funding Income		
Downhall Books	270.26	714.91
Library Landscape & Posters	63.59	14.99
Merchandise Sales	390.26	2,392.14
Outside&Private Funding Income - Other	0.00	431,943.57
Total Outside&Private Funding Income	724.11	435,065.61
Total Income	48,508.83	6,654,961.10
Gross Profit	48,508.83	6,654,961.10
Expense		
Payroll Expenses		
Gross Wages	279,986.00	2,515,707.20
Group Life Insurance	1,048.03	9,061.60
Health Insurance	50,675.84	459,949.62
Employee Parking	-456.99	-4,266.93
Payroll Expenses - Other	0.00	0.00
Total Payroll Expenses	331,252.88	2,980,451.49
Payroll Taxes		
Payroll Taxes Employer	21,077.50	200,723.76
KPERS Co Retiree	385.05	3,148.73
KPERS Co	27,841.05	262,613.28
Total Payroll Taxes	49,303.60	466,485.77
Utilities - Electric	7,270.45	68,962.86
Building Supplies	386.77	13,226.17
Building Repairs & Maintenance	4,452.57	71,578.98
Library & Office Supplies	317.32	20,277.11
Books & Materials	59,812.86	533,547.75
Processing Supplies	4,789.56	40,995.08
Equipment	222.00	222.00
Technology		
Public Tech Supplies	403.77	-237.26
Operations	2,490.50	9,840.51
IT Software & Subscriptions	3,471.86	37,547.65
Internet & Telephone	752.67	40,017.60
Collections & Public Service	8,942.04	206,918.06
Total Technology	16,060.84	294,086.56
Insurance		
Liability Insurance	0.00	100.00
Insurance - Other	-570.57	25,641.66
Total Insurance	-570.57	25,741.66
Postage & Mailing	1,526.50	18,648.62
Professional Development		
Travel By Department		
Adult Services	0.00	537.30
Total Travel By Department	0.00	537.30
Professional Development - Other	2,107.01	24,611.97

**Lawrence Public Library
Revenues & Expenses**

September 2024

	Sep 24	Jan - Sep 24
Total Professional Development	2,107.01	25,149.27
Vehicles, Mileage, Maintenance	230.77	3,276.16
Professional Fees		
Accounting	0.00	6,255.00
Professional Fees - Other	5,857.32	83,322.58
Total Professional Fees	5,857.32	89,577.58
Marketing-General	-1,498.90	20,000.00
Capital Improvement Expenditure	9,950.00	53,619.13
Miscellaneous	37.98	-4.76
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)	0.00	1,391.30
Block Grant	7,657.50	74,784.97
F&F Payroll	13,521.89	121,287.23
Outreach/Coggins Fund	0.00	341.25
Plant & Foliage Maintenance	0.00	840.00
Aquarium Maintenance	363.00	2,234.09
Program Expense		
Information Services Programmin	75.00	876.22
Readers Service Programming	0.00	330.54
Public Tech Programming	150.00	684.45
YS Programs (Children)	604.98	8,731.63
Teen Services Programming	85.11	7,059.80
Summer Reading - ALL	617.07	40,470.83
Readers Across Lawrence	1,083.83	-16,186.27
Youth Services & Cigler	326.42	1,199.00
Total Program Expense	2,942.41	43,166.20
Crowe Fund	45.58	1,126.02
Kanopy	0.00	-1,928.00
Salkind Gift	1,936.83	1,936.83
Digital Resources (GDR)	0.00	25,000.00
Memorials/Honor w/ Books GGIFT	0.00	490.19
Sound & Vision	130.80	1,668.67
MIDCO/Peterson	0.00	11,837.82
Marketing	2,686.98	7,679.73
Dr. Bob Program	0.00	1,793.50
Storytime at Home	0.00	981.56
Seed Library	0.00	1,638.61
Kansas Health Foundation	50.00	200.00
Friends & Foundation Funding - Other	0.00	2,140.19
Total Friends & Foundation Funding	29,334.99	322,238.67
Total Outside & Private Funding	29,334.99	322,238.67
Total Expense	520,843.95	5,048,080.10
Net Ordinary Income	-472,335.12	1,606,881.00
Net Income	-472,335.12	1,606,881.00

Lawrence Public Library
Vendor Balance Summary
As of October 21, 2024

	<u>Oct 21, 24</u>
Alliance Entertainment	2,347.94
Amazon Capital Services, Inc	3,070.85
Amy Tankersley	25.00
ASI	76.00
Baker & Taylor, Inc.	119.84
Bug Hounds, LLC	762.50
Center Point Large Print	159.56
Century Business Technologies	836.67
Cottin's Hardware & Rental	54.97
Demco, Inc.	568.01
eRate Solutions, L.L.C.	1,100.38
Evergy	7,270.45
Filmtools	1,876.00
Fisher Patterson Sayler & Smith, LLP	778.30
Floyds Drain Cleaning of Lawrence, INC	200.00
Freedom Interior Solutions LLC	8,777.50
Gale/Cengage Learning	317.69
GovConnection, Inc.	1,660.20
Ingram Library Services	27,058.72
Jayhawk Tropical Fish	345.00
Kindred CPA	2,307.88
Lawrence Rotary Club	250.00
Maceli's	660.00
Midcontinent Communications	572.33
Midwest Tape	7,508.48
New Directions	1,600.00
OverDrive	33,487.93
P1 Group, Inc.	6,926.00
Playaway Products LLC	845.35
Rabble LLC	4,440.00
Sarah Gross	50.00
Southeast Kansas Library System	9.60
Sun Creations, Inc.	1,691.00
Susan King	25.00
Tech Logic	8,060.04
U.S. Bank - Mastercard	26,006.81
Unique Management Services	617.73
United Parcel Service	12.00
Zajic Flooring Inc	7,960.50
TOTAL	<u><u>160,436.23</u></u>

Lawrence Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	09/20/2024	Advance Insurance Company	Checking	
				OGLI	25.00
				Group Life Insurance	-1,048.03
TOTAL					-1,023.03
Bill Pmt -Check	29881	09/16/2024	Alliance Entertainment	Checking	
Bill	PLS81467...	08/08/2024		Books & Materials	-137.36
Bill	PLS81594...	08/16/2024		Books & Materials	-111.97
Bill	PLS81692...	08/22/2024		Books & Materials	-63.58
Bill	PLS81766...	08/27/2024		Books & Materials	-194.80
Bill	PLS81825...	09/01/2024		Books & Materials	-670.18
TOTAL					-1,177.89
Bill Pmt -Check	29882	09/16/2024	Amazon Capital Services, Inc	Checking	
Bill	1FN7-D3F...	08/11/2024		Books & Materials	-58.05
Bill	1YJH-HN7...	08/11/2024		Books & Materials	-15.52
Bill	1L7J-CGT...	08/12/2024		Books & Materials	-84.56
Bill	1CJG-DT6...	08/13/2024		Books & Materials	-20.00
Bill	1TD7-MK9...	08/13/2024		Books & Materials	-132.95
Bill	1XLL-GJY...	08/13/2024		Books & Materials	-246.22
Bill	1QLP-QQ...	08/17/2024		Books & Materials	-7.70
Bill	1K3G-9YD...	08/18/2024		Books & Materials	-49.49
Bill	1JGP-M96...	08/18/2024		Library & Office Supplies	-7.83
Bill	1LNG-RPH...	08/19/2024		Books & Materials	-93.48
Bill	1FC4-PDW...	08/20/2024		Books & Materials	-94.97
Bill	1K1M-YNX...	08/20/2024		Books & Materials	-109.19
Bill	1MWP-K4...	08/20/2024		Outreach/Coggins Fund	-71.97
Bill	1NMH-XM...	08/21/2024		Books & Materials	-93.56
Bill	1D61-LG4...	08/21/2024		YS Programs (Children)	-62.78
Bill	1N73-WF...	08/25/2024		Public Tech Supplies	-166.81
Bill	1XFV-C9N...	08/26/2024		Marketing	-79.80
Bill	1YDN-H3N...	08/26/2024		Summer Reading - ALL	-320.67
Bill	1GJV-1D1...	08/27/2024		Books & Materials	-39.99
Bill	1HFT-HXC...	08/30/2024		Public Tech Supplies	-71.95
Bill	19R7-7VX...	08/31/2024		Processing Supplies	-423.52
Bill	1HFT-HXC...	09/01/2024		Public Tech Supplies	-287.80
Bill	1MJK-37W...	09/01/2024		Books & Materials	-139.98
Bill	11TK-Y3W...	09/01/2024		Books & Materials	-177.46
Bill	19R7-7VX...	09/01/2024		Books & Materials	-22.32
Bill	176J-H1F6...	09/01/2024		Books & Materials	-98.96
Bill	16VF-JTD...	09/03/2024		Books & Materials	-39.99
Bill	1MHM-XC...	09/03/2024		Books & Materials	-72.68
Bill	1CG7-P1V...	09/03/2024		Books & Materials	-200.13
Bill	1TJQ-3HT...	09/03/2024		Books & Materials	-133.77
Bill	1MJ9-G4J...	09/04/2024		Books & Materials	-11.39
Bill	16TT-N46...	09/04/2024		Books & Materials	-59.00
Bill	1V73-P61...	09/04/2024		Books & Materials	-79.98
Bill	1TXK-LCG...	09/06/2024		YS Programs (Children)	-67.08
Bill	1C4C-RW...	09/08/2024		Books & Materials	-101.88
Bill	1V63-9T61...	09/05/2024		Sound & Vision	-130.80

Lawrence Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	1G1K-LGD...	09/06/2024		Building Repairs & Mai...	-98.00
Bill	1414-QYP...	09/09/2024		Marketing	-18.99
TOTAL					-3,991.22
Bill Pmt -Check	EFT	09/16/2024	ASI	Checking	
Bill	A00004412...	08/30/2024		Professional Fees	-80.00
TOTAL					-80.00
Check		09/27/2024	ASI	Checking	
				Payroll Liabilities FSA	-2,052.53
TOTAL					-2,052.53
Bill Pmt -Check	29883	09/16/2024	Baker & Taylor, Inc.	Checking	
Bill	2038435250	08/01/2024		Books & Materials	-1.80
Bill	2038482039	08/19/2024		Books & Materials	-37.72
Bill	2038482040	08/19/2024		Processing Supplies	-0.64
Bill	2038493650	08/23/2024		Books & Materials	-33.64
Bill	2038493651	08/23/2024		Processing Supplies	-0.64
TOTAL					-74.44
Bill Pmt -Check	EFT	09/16/2024	Bamboo HR	Checking	
Bill	INV020752...	08/31/2024		Professional Fees	-691.56
TOTAL					-691.56
Check	EFT	09/20/2024	Blue Cross and Blue Shield of...	Checking	
				Health Insurance	-60,072.40
				Hospital & Cancer Plans	-211.02
TOTAL					-60,283.42
Bill Pmt -Check	29884	09/16/2024	CEK Insurance	Checking	
Bill	ID 00026186	08/21/2024		Insurance	-21,218.63
TOTAL					-21,218.63
Check	91068	09/16/2024	CEK Insurance	Checking	
				Insurance	-8,735.43
TOTAL					-8,735.43

Lawrence Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29885	09/16/2024	Center Point Large Print	Checking	
Bill	2112625	09/01/2024		Books & Materials	-27.27
Bill	2114673	09/01/2024		Books & Materials	-29.49
TOTAL					-56.76
Bill Pmt -Check	29886	09/16/2024	Century Business Technologies	Checking	
Bill	722786	08/01/2024		IT Software & Subscrip...	-544.71
Bill	723163	08/01/2024		IT Software & Subscrip...	-26.10
Bill	723164	08/01/2024		IT Software & Subscrip...	-48.52
Bill	723165	08/01/2024		IT Software & Subscrip...	-253.94
Bill	723170	08/01/2024		IT Software & Subscrip...	-32.36
Bill	723171	08/01/2024		IT Software & Subscrip...	-167.14
Bill	723172	08/01/2024		IT Software & Subscrip...	-874.61
Bill	727250	09/03/2024		IT Software & Subscrip...	-32.36
Bill	727251	09/03/2024		IT Software & Subscrip...	-167.14
Bill	727252	09/03/2024		IT Software & Subscrip...	-874.61
TOTAL					-3,021.49
Bill Pmt -Check	91045	09/16/2024	Cottin's Hardware & Rental	Checking	
Bill	B677335	08/31/2024		Building Repairs & Mai...	-42.79
TOTAL					-42.79
Check		09/23/2024	Deluxe Corporation	Checking	
				Library & Office Supplies	-60.00
TOTAL					-60.00
Bill Pmt -Check	91046	09/16/2024	EBSCO	Checking	
Bill	2500483	08/13/2024		Books & Materials	-116.73
TOTAL					-116.73
Bill Pmt -Check	91047	09/16/2024	Elevator Safety Services Inc.	Checking	
Bill	35942	08/16/2024		Building Repairs & Mai...	-465.00
TOTAL					-465.00
Check	EFT	09/06/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-3,002.00
TOTAL					-3,002.00

Lawrence Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	09/06/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-443.00
TOTAL					-443.00
Check	EFT	09/20/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-3,002.00
TOTAL					-3,002.00
Check	EFT	09/20/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-443.00
TOTAL					-443.00
Bill Pmt -Check	EFT	09/16/2024	Evergy	Checking	
Bill	AUG 2024	08/29/2024		Utilities - Electric	-7,333.11
TOTAL					-7,333.11
Bill Pmt -Check	91048	09/16/2024	Fally Afani	Checking	
Bill	Sound Visi...	09/03/2024		Public Tech Programm...	-150.00
TOTAL					-150.00
Bill Pmt -Check	91049	09/16/2024	Fisher Patterson Sayler & Smi...	Checking	
Bill	109073	09/06/2024		Professional Fees	-2,852.10
TOTAL					-2,852.10
Bill Pmt -Check	91050	09/16/2024	Frank J Norman	Checking	
Bill	Seed Library	08/28/2024		Seed Library	-97.24
TOTAL					-97.24
Bill Pmt -Check	29887	09/16/2024	Gale/Cengage Learning	Checking	
Bill	84770711	08/07/2024		Books & Materials	-163.04
Bill	84776137	08/08/2024		Books & Materials	-28.69
Bill	84781400	08/09/2024		Books & Materials	-52.48
Bill	84783090	08/11/2024		Books & Materials	-23.79
Bill	84858939	08/20/2024		Books & Materials	-79.08
Bill	85261925	09/03/2024		Books & Materials	-28.69
TOTAL					-375.77

Lawrence Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29888	09/16/2024	Ingram Library Services	Checking	
Bill	83139427	08/12/2024		Books & Materials	-376.10
Bill	83139428	08/12/2024		Processing Supplies	-35.11
Bill	83160811	08/13/2024		Books & Materials	-218.54
Bill	83169350	08/13/2024		Books & Materials	-63.06
Bill	83160812	08/13/2024		Processing Supplies	-26.09
Bill	83169351	08/13/2024		Processing Supplies	-11.80
Bill	83185240	08/14/2024		Books & Materials	-192.53
Bill	83185241	08/14/2024		Processing Supplies	-20.48
Bill	83203945	08/15/2024		Books & Materials	-1,798.54
Bill	83203946	08/15/2024		Processing Supplies	-218.16
Bill	83224060	08/16/2024		Books & Materials	-339.79
Bill	83224061	08/16/2024		Processing Supplies	-46.14
Bill	83250220	08/19/2024		Books & Materials	-485.49
Bill	83250221	08/19/2024		Processing Supplies	-58.54
Bill	83270617	08/20/2024		Books & Materials	-88.90
Bill	83270618	08/20/2024		Books & Materials	-652.73
Bill	83270619	08/20/2024		Processing Supplies	-59.57
Bill	83303079	08/21/2024		Books & Materials	-814.63
Bill	83303080	08/21/2024		Processing Supplies	-119.32
Bill	83320346	08/22/2024		Books & Materials	-114.31
Bill	83320347	08/22/2024		Processing Supplies	-13.71
Bill	83352388	08/23/2024		Books & Materials	-131.91
Bill	83352390	08/23/2024		Books & Materials	-708.16
Bill	83342476	08/23/2024		Books & Materials	-1,959.89
Bill	83352389	08/23/2024		Processing Supplies	-14.37
Bill	83352391	08/23/2024		Processing Supplies	-100.94
Bill	83342477	08/23/2024		Processing Supplies	-239.23
Bill	83371954	08/26/2024		Books & Materials	-316.82
Bill	83371955	08/26/2024		Processing Supplies	-32.79
Bill	83401438	08/27/2024		Books & Materials	-998.57
Bill	83401437	08/27/2024		Books & Materials	-33.16
Bill	83401439	08/27/2024		Processing Supplies	-87.11
Bill	83426567	09/01/2024		Books & Materials	-711.80
Bill	83459949	09/01/2024		Books & Materials	-642.03
Bill	83453552	09/01/2024		Books & Materials	-14.95
Bill	83453553	09/01/2024		Books & Materials	-310.08
Bill	83480644	09/01/2024		Books & Materials	-1,467.14
Bill	83490435	09/01/2024		Books & Materials	-82.65
Bill	83453554	09/01/2024		Processing Supplies	-30.65
Bill	83426568	09/01/2024		Processing Supplies	-75.42
Bill	83459950	09/01/2024		Processing Supplies	-84.43
Bill	83480645	09/01/2024		Processing Supplies	-183.32
Bill	83490436	09/01/2024		Processing Supplies	-10.98
Bill	83515468	09/03/2024		Books & Materials	-72.22
Bill	83515469	09/03/2024		Processing Supplies	-17.66
Bill	83543654	09/04/2024		Books & Materials	-345.19
Bill	83543655	09/04/2024		Processing Supplies	-33.21
Bill	83566722	09/05/2024		Books & Materials	-599.82
Bill	83566724	09/05/2024		Books & Materials	-158.29
Bill	83566723	09/05/2024		Processing Supplies	-53.62
Bill	83566725	09/05/2024		Processing Supplies	-2.75
TOTAL					-15,272.70

Lawrence Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91051	09/16/2024	Invengo American Corp	Checking	
Bill	SVIP029298	09/09/2024		Collections & Public S...	-882.00
TOTAL					-882.00
Bill Pmt -Check	29889	09/16/2024	Jayhawk Tropical Fish	Checking	
Bill	116642	07/31/2024		Aquarium Maintenance	-18.00
Bill	116724	09/01/2024		Aquarium Maintenance	-363.00
TOTAL					-381.00
Bill Pmt -Check	91052	09/16/2024	Johnson County Library	Checking	
Bill	226120482	08/23/2024		Lost and Replacement...	-18.99
TOTAL					-18.99
Bill Pmt -Check	91053	09/16/2024	Jungle House	Checking	
Bill	1267	08/23/2024		Plant & Foliage Mainte...	-120.00
TOTAL					-120.00
Check	EFT	09/06/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	09/20/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Bill Pmt -Check	29890	09/16/2024	Kansas Secretary of State	Checking	
Bill	James G Vail	08/21/2024		Professional Fees	-25.00
TOTAL					-25.00
Bill Pmt -Check	91054	09/16/2024	Kelly Kindscher	Checking	
Bill	Seed Library	08/28/2024		Seed Library	-97.24
TOTAL					-97.24
Bill Pmt -Check	91055	09/16/2024	KONE Inc.	Checking	
Bill	871458427	09/01/2024		Building Repairs & Mai...	-3,337.10
TOTAL					-3,337.10

Lawrence Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	09/06/2024	KPERS	Checking	
				Retirees	-162.57
TOTAL					-162.57
Check	EFT	09/06/2024	KPERS	Checking	
				Company	-14,275.03
				KPERS Employee	-8,347.99
				KPERS Co	-0.04
TOTAL					-22,623.06
Check	EFT	09/20/2024	KPERS	Checking	
				Retirees	-222.48
TOTAL					-222.48
Check	EFT	09/20/2024	KPERS	Checking	
				Company	-14,449.08
				KPERS Employee	-8,449.80
				KPERS Co	-0.08
TOTAL					-22,898.96
Check	EFT	09/20/2024	KPERS	Checking	
				OGLI	-462.34
TOTAL					-462.34
Bill Pmt -Check	91056	09/16/2024	Lisa McLendon	Checking	
Bill	Booktoberf...	09/09/2024		Readers Across Lawre...	-100.00
TOTAL					-100.00
Bill Pmt -Check	29891	09/16/2024	Mainline Printing	Checking	
Bill	134581	08/28/2024		Marketing	-2,167.00
TOTAL					-2,167.00
Bill Pmt -Check	91057	09/16/2024	Mid-Continent Public Library	Checking	
TOTAL					0.00

Lawrence Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	09/16/2024	Midcontinent Communications	Checking	
Bill	157407601...	08/16/2024		Internet & Telephone	-572.33
TOTAL					-572.33
Bill Pmt -Check	29892	09/16/2024	Midwest Tape	Checking	
Bill	505882529	08/09/2024		Books & Materials	-452.84
Bill	505882528	08/09/2024		Books & Materials	-26.99
Bill	505882527	08/09/2024		Books & Materials	-120.66
Bill	505882526	08/09/2024		Books & Materials	-726.85
Bill	505910246	08/16/2024		Books & Materials	-587.01
				Books & Materials	-54.74
Bill	505910247	08/16/2024		Books & Materials	-92.33
Bill	505910249	08/16/2024		Books & Materials	-645.19
Bill	505943253	08/22/2024		Books & Materials	-580.27
Bill	505943254	08/22/2024		Books & Materials	-172.38
Bill	505943256	08/22/2024		Books & Materials	-21.74
Bill	505943257	08/22/2024		Books & Materials	-695.31
Bill	505989683	08/31/2024		Processing Supplies	-377.68
Bill	505975402	09/01/2024		Books & Materials	-768.76
Bill	505975403	09/01/2024		Books & Materials	-39.99
Bill	505975404	09/01/2024		Books & Materials	-104.98
Bill	505975405	09/01/2024		Books & Materials	-306.08
Bill	505975407	09/01/2024		Books & Materials	-192.89
TOTAL					-5,966.69
Bill Pmt -Check	91058	09/16/2024	Native Lands Restoration Coll...	Checking	
Bill	Seed Library	08/28/2024		Seed Library (Native)	-97.24
TOTAL					-97.24
Bill Pmt -Check	91059	09/16/2024	NEKLS	Checking	
Bill	Deep Freeze	08/20/2024		IT Software & Subscrip...	-808.72
TOTAL					-808.72
Bill Pmt -Check	91060	09/16/2024	Nick Jungman	Checking	
Bill	Booktoberf...	09/09/2024		Readers Across Lawre...	-100.00
TOTAL					-100.00

Lawrence Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29893	09/16/2024	OverDrive	Checking	
Bill	06809CO2...	08/08/2024		Books & Materials	-314.12
Bill	06809CO2...	08/08/2024		Books & Materials	-252.68
Bill	06809CO2...	08/08/2024		Books & Materials	-96.93
Bill	06809CO2...	08/08/2024		Books & Materials	-446.99
Bill	06809CO2...	08/08/2024		Books & Materials	-353.39
Bill	06809CO2...	08/08/2024		Books & Materials	-3,966.38
Bill	06809CO2...	08/08/2024		Books & Materials	-1,161.17
Bill	06809DA2...	08/09/2024		Books & Materials	-142.87
Bill	06809DA2...	08/13/2024		Books & Materials	-166.61
Bill	06809CO2...	08/15/2024		Books & Materials	-38.00
Bill	06809CO2...	08/15/2024		Books & Materials	-200.51
Bill	06809CO2...	08/15/2024		Books & Materials	-217.74
Bill	06809CO2...	08/15/2024		Books & Materials	-232.50
Bill	06809CO2...	08/15/2024		Books & Materials	-14.99
Bill	06809CO2...	08/15/2024		Books & Materials	-2,975.30
Bill	06809CO2...	08/15/2024		Books & Materials	-1,528.04
Bill	06809DA2...	08/20/2024		Books & Materials	-340.99
Bill	06809CO2...	08/22/2024		Books & Materials	-45.09
Bill	06809CO2...	08/22/2024		Books & Materials	-2,925.81
Bill	06809CO2...	08/22/2024		Books & Materials	-296.36
Bill	06809CO2...	08/22/2024		Books & Materials	-251.99
Bill	06809CP2...	09/01/2024		Books & Materials	-524.22
TOTAL					-16,492.68
Bill Pmt -Check	29894	09/16/2024	Pur-O-Zone, Inc.	Checking	
Bill	899914	08/14/2024		Building Supplies	-358.24
Bill	901233	08/26/2024		Building Repairs & Mai...	-39.00
Bill	901234	08/26/2024		Building Repairs & Mai...	-49.00
Bill	901235	08/26/2024		Building Repairs & Mai...	-59.00
Bill	901236	08/26/2024		Building Repairs & Mai...	-59.00
Bill	900665	08/27/2024		Building Supplies	-1,129.67
Bill	900980	08/30/2024		Building Supplies	-515.95
TOTAL					-2,209.86
Bill Pmt -Check	91061	09/16/2024	Santa Monica Public Library	Checking	
Bill	ISMP0029...	08/23/2024		Lost and Replacement...	-50.00
TOTAL					-50.00
Bill Pmt -Check	29895	09/16/2024	Scholastic Inc.	Checking	
Bill	61455514	08/02/2024		Dr. Bob Program	-1,756.25
Bill	61463539	08/06/2024		Dr. Bob Program	-37.25
TOTAL					-1,793.50
Bill Pmt -Check	91062	09/16/2024	SenSource	Checking	
Bill	60671	08/26/2024		Block Grant	-1,233.77
TOTAL					-1,233.77

Lawrence Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91063	09/16/2024	Susan King	Checking	
Bill	Yoga 8/18	08/18/2024		Kansas Health Founda...	-25.00
TOTAL					-25.00
Bill Pmt -Check	29896	09/16/2024	Tania Sosa	Checking	
Bill	Hispanic H...	09/03/2024		Youth Services & Cigler	-300.00
TOTAL					-300.00
Bill Pmt -Check	91064	09/16/2024	The Floor Trader	Checking	
Bill	Carpet Install	09/03/2024		Capital Improvement E...	-9,950.00
TOTAL					-9,950.00
Check		09/17/2024	Thomas Dugger	Checking	
				Outside&Private Fundi...	-100.00
TOTAL					-100.00
Bill Pmt -Check	EFT	09/16/2024	U.S. Bank - Mastercard	Checking	
Bill	AUGUST 2...	09/03/2024		Allen, Brad - US Bank ...	-1,262.23
				Bergeron, J - US Bank...	-259.32
				Brumley, A - US Bank ...	-2,605.27
				Brune, G - US Bank C...	-61.35
				Kearns, H - US Bank ...	-1,623.78
				Kenn, P - US Bank CC...	-295.16
				Taylor, L - US Bank C...	-335.60
				Winsky, D - US Bank ...	-833.22
				Stepp, Ian - US Bank ...	-116.26
				Moore, M - US Bank C...	-983.88
				Allen, K - US Bank CC...	-880.57
				Segraves, E - US Ban...	-390.30
				Medina, Y - US Bank ...	-636.57
				Barnes, Jim - US Bank...	-797.57
				MacKinnon,L - US Ban...	-1,489.19
				Parks, H - US Bank C...	-333.84
TOTAL					-12,904.11
Bill Pmt -Check	29897	09/16/2024	Unique Management Services	Checking	
Bill	6130296	09/01/2024		Professional Fees	-246.25
Bill	6130297	09/01/2024		Professional Fees	-190.01
TOTAL					-436.26

Lawrence Public Library
Check Detail
September 2024

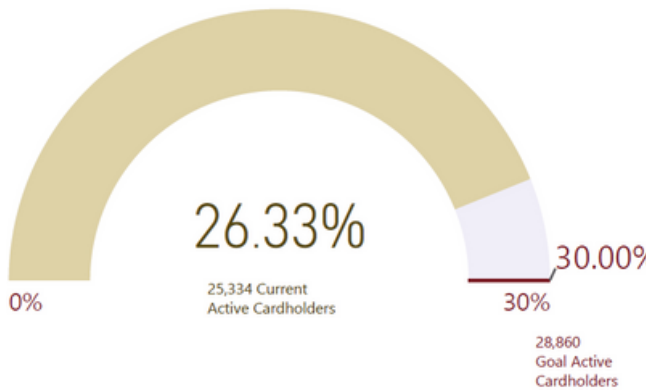
Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	09/16/2024	United Parcel Service	Checking	
Bill	0000506A...	09/07/2024		Postage & Mailing	-15.00
TOTAL					-15.00
Check		09/14/2024	US Bank	Checking	
				Professional Fees	-85.13
TOTAL					-85.13
Bill Pmt -Check	91065	09/16/2024	Venue 1235	Checking	
Bill	Booktoberf...	09/09/2024		Readers Across Lawre...	-550.00
TOTAL					-550.00
Check	EFT	09/20/2024	VSP Insurance Co.	Checking	
				Vision Insurance - Em...	-170.14
				Health Insurance	-176.04
TOTAL					-346.18
Bill Pmt -Check	91066	09/16/2024	Wichita State University	Checking	
Bill	223403562	08/23/2024		Lost and Replacement...	-31.00
TOTAL					-31.00

Sept 2024 LPL Progress Indicators

Net Promoter Score



% Active Cardholders



Lawrence Community Cardholders

96,207
Total Lawrence Population

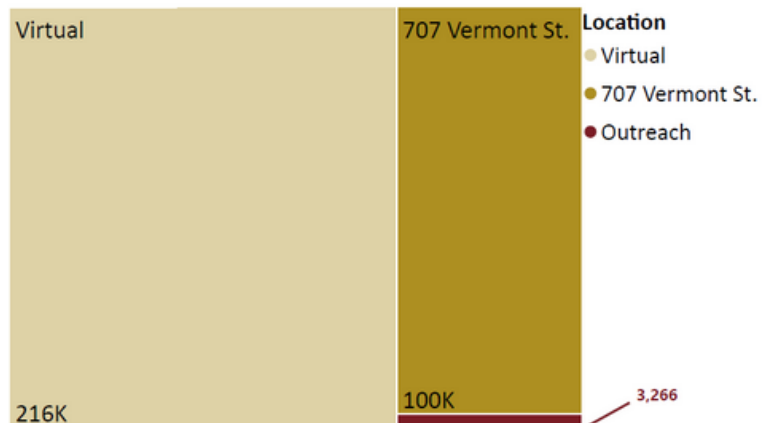
26.33%
Current % Active

25,334
Total Active Lawrence Cardholders

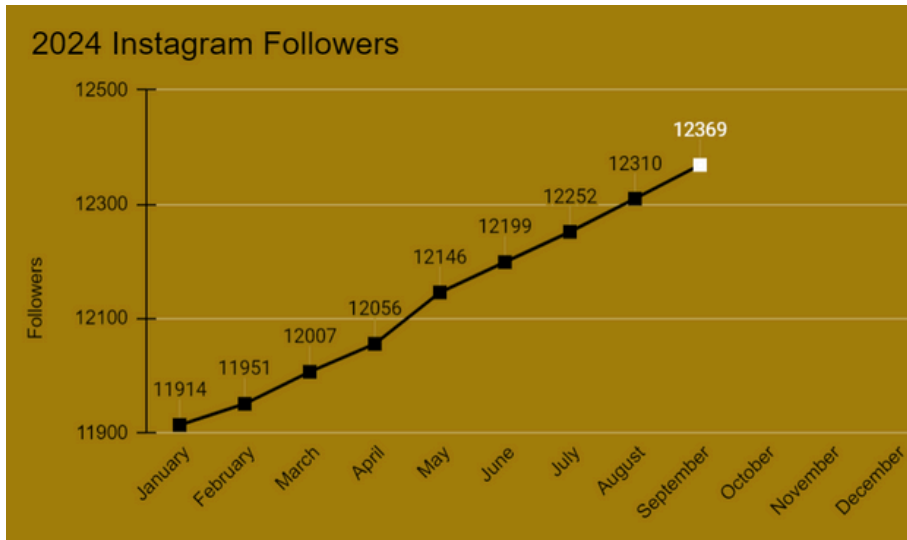
28,860
Goal Active Lawrence Cardholders

3,526
Cardholders needed to meet goal

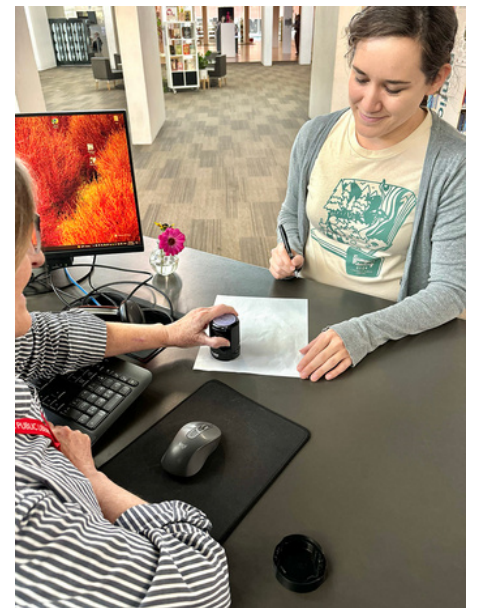
Library Use Index



Sept 2024 LPL Statistical Highlights



12,369 Total Followers on Instagram - increase of 455 since January!



106
Notary Public Services offered by library staff!



420
Attendees at Civic Engagement 101 Series Events in September

Library Director's Report for October 2024

As you can see from the monthly departmental reports that follow my report, it's been a busy month. I have spent a good amount of time continuing work on projects I've reported on previously—our eCard implementation, finalizing remote locker vendor selection and locker locations, and additional meetings of the KU Common Book Advisory Board and Selection Committee.

I don't do a lot of the library's event programming, but I had the opportunity to host an event with Elijah Wald, a well-respected writer and researcher of popular music, blues music in particular. His most recent book investigates newly discovered blues music that was previously censored. It essentially rewrites the story of the history of blues music. Fascinating stuff. The author was in the area for the Kansas Book Festival, so we were fortunate to host our own event here in Lawrence. We had a nice crowd for a Sunday afternoon.

I attended two day long training sessions this past month, one was an in-house Mental Health First Aid training provided by DCCCA for our leadership team and senior librarians, and the other was the semiannual Northeast Kansas Library System Directors Institute. Both were very good learning opportunities.

You will see in Jon Ratzlaff's report below that we have finally replaced the checkout lobby wood floor with new carpet. I think it looks fantastic. This has been so long in the works, it's great to see the project finally completed.

Lastly, I am writing this report having just returned from my first meeting as Chair of the Humanities Kansas Board of Directors. We had a great business meeting in Salina as well as the great treat of a reception and event at the historic Stiefel Theatre with the U.S. Poet Laureate Ada Limón.

Respectfully submitted by Brad Allen, October 18, 2024

Monthly Departmental Reports

October 2024

COLLECTIONS & TECHNOLOGY

Tricia participated in task force implementing eCard registration via Quipu platform

Tricia participated in a task force with Erica and Mary Ann charged with transitioning PDF fillable forms from Bamboohr to Paycom. She assisted in documenting purchasing procedures and workflow.

Tricia continued to work with Brad, Dano, Jon, and Kevin on creating space for safe and secure staff bike parking. Bike stands and racks have been purchased and will be installed soon.

Tricia attended a ULC web presentation by Melissa Carle of Kansas City Missouri Public Library on developing a cybersecurity plan. She and Aaron reviewed cybersecurity checklist tools available from CISA (Cybersecurity and Infrastructure Security Agency.)

Tricia attended a webinar sponsored by OCLC entitled *Crafting and maintaining effective patron policies for community success*.

Tricia attended a webinar entitled *Elements of Data Visualization and Design* sponsored by the Research Institute for Public Libraries.

Tricia participated in the training for Mental Health First Aid sponsored by the local non-profit, DCCCA.

Cataloging & Collection Development

Acquisitions is working with ILL, and a small team from SLT to work out how to accommodate employee bicycles in the receiving room. We've received some of the bike rack options already, and will start the pilot project shortly. It may require rearranging the receiving room, and changes in daily operations, but we're excited to see the results of providing more tamper-free parking for our cyclist commuters.

Cataloging blew through a minor project to update the holdover book club bags that had the old Library logo on them. Now they should all be consistent and up to date.

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Collection Development is in the middle of crunching numbers, and analyzing circulation statistics from the last year to determine the 2025 budget. The draft budget should be submitted at the next Collection Management meeting in October.

Information Technology

Sean and Aaron completed installation of the Sensus people counter above the front entrance. The device is collecting data and provides significantly more accurate insight into traffic in and out of the building. The Sensus Veia platform provides very good dashboard views of counter data. Brad, Jeff, Karen, Tricia, and Aaron received initial training on the use of the platform.

Aaron is working to complete an order for 25 Lenovo ThinkPad laptops for staff use, 20 Lenovo ThinkCenter desktops for public use in the Teen and Children's areas, and 45 new monitors to accompany these new computers. The order should be placed very soon and we intend to deploy all equipment before 11/30/24.

On 10/15/24, Sean and Aaron started a new quarterly maintenance window for public access computers to ensure that updates and maintenance tasks are completed more regularly.

Kim and Aaron migrated content from the Digital Douglas County History portal self hosted on DigitalOcean to a new hosting solution with the Corporation for Digital Scholarship. The new hosting solution includes support for maintenance and updates which we need to keep the site in good working order.

Kim continues to support Quipu eCARD implementation.

Kim and Aaron are working to support deployment of new locker units from MK Solutions.

A new endpoint management solution for staff computers will be ordered this week. FortiClient EMS will provide VPN / ZTNA, anti-virus, software inventory, patch management, critical vulnerability assessment, and will send telemetry back to our FortiGate firewall for oversight and management.

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Materials Handling

We met at Sports Pavilion Lawrence and Prairie Park staff to discuss where to place book returns and lockers and came up with some pretty good solutions. Parks and Rec staff seemed very receptive and excited about the possibility of offering those services at their locations.

We were short staffed all month, but the team has really been very flexible and I really appreciate everyone's hard work.

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

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

Heather has been working with Kansas Public Radio on free ad sponsorships and secured free advertising for the Civic Engagement 101 Series (\$1000 value). Heather and KPR's Max Paley will continue to look for library events that KPR can underwrite throughout the year in addition to getting the most out of our annual ad package. Heather is also in discussion with Free State High School to begin a potential ad campaign in the student online newspaper and has requested help from the journalism students to better understand their student demographic. BiblioEmail is continuing to yield impressive open rate numbers (between 40%–65%; a good average is 20%–40%). We send emails more frequently than before. Ben and Heather are splitting email duties so both stay abreast of how the new system works. Heather is working on the Winter issue of the Reader, new floor decals leading to Youth Services to replace the ones lost when the lobby was carpeted, and additional restroom signage is coming soon that will make it clear that folks can use whichever restroom aligns with their gender identity. Heather and Ben are also on the waitlist for the annual [Library Marketing & Communications Conference](#) in St. Louis. For the first time in 6 years, registration was already full when Heather applied!

Ben has managed the social media feeds with event promotion posts and kept the website news section populated with stories about the new Friends Express bookstore location at

Monthly Departmental Reports

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Central Station, an election resource hub created in collaboration with Info Services, and promotions for library digital resources, including LinkedIn Learning and Kaw Valley Jukebox. Ben also started collecting social media analytics from December 2023 to present across Facebook, Instagram, TikTok, and YouTube to create a baseline for the library's social media performance to inform strategic social media marketing going forward.

Outreach

September was one of our busiest months so far! We had 30 Outreach stops, gave away over 200 free books to children (and a few adults) and had over 700 interactions with folks out in the community. Some of our busier stops included both days of Art in the Park, the SOMOS festival in North Lawrence, and a Touch-A-Truck event that donated all proceeds to the Lawrence Community Shelter. We were also invited to the Humane Society for their Clear the Shelter event. Although, statistically, that was not one of our busier days, we got to pet a lot of dogs. So, it definitely had its perks.

October looks to be another fun month with Trunk or Treats on the docket as well as a "spooky" evening at the Natural History Museum.

This has also proven to be (and will continue to be) a busy time for professional development. Sarah has attended three Leadership Lawrence sessions so far and has been learning a lot and having a great time meeting everyone in the class. She will also attend the ABOS conference Oct. 15th through the 18th in Indianapolis and is excited to bring back new ideas for Outreach!

FACILITIES

By the time of this Board meeting, the wood floor in the Checkout Lobby will be gone and replaced with carpet. As you know, we've had ongoing issues with that floor for years and this will solve those problems.

We received the shelving to complete the last parts of the main level staff area remodel (minus the shelves that came wrong or flat out not at all). This gives better storage for the Switch games (no more 2X4s), more efficient storage for Information Services and Readers Services, and sturdier shelving for Book Club in a Bag.

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Next steps include reallocating the old shelving and disposing of the *really* old shelving.

Maintenance & Custodial

Veronica has been very busy her first few weeks: all the LPL training, getting to know staff and her team, diving into the early morning cleaning, and starting her lists of things we can look into improving upon. The team has been great as usual and we're seeing great things ahead.

Safety & Security

Jon believes that due to a well placed word by Kathleen to LKPD, we've been seeing more patrols through the parking garage to the south of the library in the mornings! This plus the new signage that the Parking Department will be putting in place soon are positive steps to help folks feel more comfortable using the parking garage and letting folks know where to direct their concerns.

HUMAN RESOURCES

Human Resources

We kicked off our supervisor training series with the Mental Health First Aid training from DCCCA on Sept. 30. This also comes with a three-year certification for our staff in attendance. The training series will continue through the fall and winter with four sessions on leadership leadership and one session on change management presented by Michael Machell from Peaslee Tech. On Oct. 8, Erica attended the Business Leaders Conference hosted by the Jayhawk SHRM Chapter. Apart from those professional development opportunities, the bulk of this past month was readying Paycom for our first successful payroll run for our Oct. 4 pay day.

Diversity, Equity, and Inclusion

At the end of September, I led a mandatory microaggression training for staff. This covered the basics of what microaggressions are, how to spot them, and how to intervene and prevent

Monthly Departmental Reports

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them. I'm also offering a follow up discussion for this training at the end of October. Our two new staff members, Gabby Boyle and Ben Trickey have both joined IDEAA, and it's always exciting to have some new folks in the committee. We have begun work on an inclusive language style guide for the library. Staff Day is fast approaching in early November, and myself and the other Staff Day committee members are finishing up the final to-do's.

PUBLIC SERVICES

We've had quite a bit going on this past month! Here are some highlights:

- Jenny Cook celebrated 15 years at the library and received a bedazzled clipboard from her colleagues for the local chapter of the Dolly Parton Imagination Library for her fundraising work.
- A small group is working on the implementation of eCards with Quipu. We met to discuss form construction.
- Our new people counting system, SenSource, is in place over the front doors and a handful of staff were trained on the platform.
- Brad, Karen, Heather, Ben, Polli, and Jenny met to discuss plans for the "Freedom to Read Day of Action" to be held on the morning of 10/19.
- Most of management plus Public Services librarians participated in a day-long workshop about Mental Health First Aid.
- A small group of staff will be attending the Bibliocommons Midwest Meet-up in KC on 10/17.
- Karen has been working with KU students to set up this semester's tutoring programs for kids PreK-9.
- Karen and Brad are heading to the ULC Leadership Conference in Philly 10/23-10/25.

Accounts

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

Staff trained on the queue system provided by LibAnswers. We transitioned from the shared department gmail account to a queue in LibAnswers for managing patron questions.

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Information Services

Our annual Civic Engagement 101 series in partnership with the Lawrence Douglas-County League of Women Voters is in full swing, and has had strong attendance at all of the events. We're also busy keeping our [Elections + Voting page](#) up-to-date with resources and information to help community members choose their candidates and be prepared to vote. Ellen coordinated our annual flu shot clinic with Sigler Pharmacy for staff and the public, and together with the KU SBDC also kicked off an 8-week session of Ice House entrepreneurial mindset training. Terese worked with artist Sarah Gross, whose sculpture is currently located near the front of the library, on a brick-pressing workshop. Melissa gave library tours to groups from Goodlife Innovations and the Van Go Arts Train program this month, and partnered with the Senior Resource Center on a program about resources for caregivers with aging parents. Jake coordinated a mushroom foray in the Baldwin Woods, during which 39(!) different fungi were identified. The team is also wrapping up the most recent update of the Community Resource Guide, and preparing to transition our shared eRef Gmail account to the LibAnswers queue system.

Public Technology

This month, Public Tech led several public programs including Computer Basics, a Tech Club for the Retro Active group called "Follow the Money" discussing how tech giants make their billions. On the SOUND+VISION side, Matt partnered with local photographer Fally Afani to demonstrate to patrons how to photograph live concert events. The S+V Studio also partnered with the Lawrence Music Alliance to host a very successful MixMaster 2024 - a conference that brings local artists and music professionals together to learn from and support each other. We also evaluated mockups of the upcoming DIY Memory Lab to help decide on furniture, sound panels, and a custom audio rack. The public computer lab and meeting rooms saw a very smooth month of serving many patrons.

Readers' Services

Booktoberfest is well underway, with our Book Nerd Trivia Night launch being a resounding success with very happy patrons raving about the event and asking for another. We followed that up quickly with a few author events (Elijah Wald, Bob Dinsdale, and a partnership with the Hall Center for the Bonnie Garmus event who, by all accounts, gave a talk that was

Monthly Departmental Reports

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transcendent.) We held our first partner program Espurresso Cat Cafe - The Cat's Pajamas - and plan to make that a recurring event. We are gearing up for upcoming programs, Louise Erdrich on the 12th, Book Club Speed Dating on the 16th and more on the books until we finish up on October 29th.

RS is currently planning our Read Across Lawrence program for a Kansas Day launch, and Spring Program planning is focus now. Polli Kenn will also be on the Common Book Selection Committee (along with Brad) and we are pleased to have some community representation on that committee. We are excited to bring some outside perspectives.

Youth Services

Our annual Weave a Tale Workshop, held in honor of past LPL Youth Services Coordinator Joyce Steiner, will be held at the Kansas Library Association Conference on October 30th in Wichita. The featured speaker is nationally-recognized play expert Amanda Morgan. Half a dozen YS staff will attend and hope to bring back some insights for creating early literacy learning play opportunities and spaces for imaginative, open-ended play.

Star Wars Trivia Night was a hit with 20 teams and 38 participants.

Hispanic Heritage Month programming has been well attended with between 50-100 people attending events.

We have been busy planning our events for the Winter and have a lot of fun, cozy programs in the works.

We windowed the transitional chapter books (the FY section). Now that people are getting used to seeing these books displayed, many of the displayed titles are getting checked out. We also have been having success with windowing one level of shelving in the easy reader section. We'll see if this translates into more checkouts for these sections over time.

LPL Friends & Foundation Director's Report October 18, 2024

Fall Book Sale. The Friends & Foundation hosted its fall book sale from October 10 – 13. It was one of our best sales ever! Annamarie will give you a full report on the results at Monday's board meeting.

Friends & Foundation Board Member Resignation. Imani Wadud, a Friends & Foundation board member for the past 4 years, has decided to step off the board due to increased professional commitments and familial time constraints. She will stay on as a member of the LPLFF Advocacy Committee. Our nominating committee has received a number of prospective board member nominations and will make a recommendation to the full board at the October meeting. We hope to have the new board member in place by the November or January meeting.

Health Spot Refresh. The Friends & Foundation recently were awarded a series of grants to refresh the library's Health Spot. The Douglas County Community Foundation has provided a \$5,000 Community Grant, and the Kansas Health Foundation awarded LPLFF with a \$5,000 Innovation Fund grant for the project. In addition, LMH Health, which has served as the library's Health Spot partner since the new library building opened in 2014, has pledged \$10,000 toward the project. In addition, a group of KU Community Health students has agreed to work with our Information Services team on the project.

Memorandum of Understanding. A task force of Library (LPL) and Friends & Foundation (LPLFF) staff and board members have created a draft [Memorandum of Understanding \(MOU\)](#). The purpose is to document LPL's and LPLFF's agreement on space, staff, and other resources. The plan is to revisit the MOU annually and update it as needed. While it is not a legally binding document, it does help to clarify the relationship between the two organizations. These MOUs are very common between libraries and their Friends and Foundation groups.

Weave a Tale Workshop. The LPL Friends & Foundation will present the 12th annual Weave a Tale workshop as a preconference for the Kansas Library Association's annual gathering in Wichita on Wednesday, October 30th. "Not Just Cute: Planning for Powerful Play" features nationally-recognized play expert Amanda Morgan. Librarians from all over the state will attend to learn about guided play exploration, self-directed vs. guided play, how to provide play opportunities, and the impact of adults on play learning. Huge thanks goes to NEKLS and SEKLS for co-sponsoring the event with Lawrence Public Library and the Steiner Family.

Banned Books Week 2024. In celebration of national Banned Books Week (September 22 – 28) and the Friends & Foundation are [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.



LAWRENCE PUBLIC LIBRARY

Memorandum of Understanding between Lawrence Public Library and The Lawrence Public Library Friends & Foundation

DRAFT

THIS AGREEMENT is made and entered into October 15, 2024, between Lawrence Public Library, a Kansas municipal corporation with its principal place of business located at 707 Vermont Street, Lawrence, Kansas, (hereinafter "the Library") and the Lawrence Public Library Friends & Foundation, a Kansas nonprofit corporation with its principal place of business located at 707 Vermont Street, Lawrence, Kansas (hereinafter "LPLFF"). It is subject to the bylaws, policies, and procedures of both organizations. The term is one year and automatically renews unless terminated by either party with written notice.

PURPOSE: The Library and LPLFF share a common purpose: to support and enhance library services, programs, and resources. Through this Memorandum of Understanding, both parties affirm their symbiotic relationship, pledging to work together in a spirit of collaboration and trust, and fostering an environment where each organization can thrive by complementing the strengths of the other.

LIBRARY MATERIALS: The Library will provide surplus library materials to LPLFF. LPLFF will sell or otherwise dispose of community-donated and surplus library materials through onsite book sales, online sales, or third parties. LPLFF will set prices and determine the value of these materials. LPLFF will provide to the Library, upon request and as available, selections of donated books and materials to support library programs and activities.

LIBRARY SPACE: The Library will provide LPLFF with space to operate in its facility to support LPLFF operations, including fundraising activities, book sales, and other initiatives that benefit the Library. The Library shall give LPLFF 90-days' written notice in the event that changes need to be made to spaces used by LPLFF. In addition, the Library will provide facility and security support to LPLFF as needed. LPLFF will comply with all library safety and security practices and policies. LPLFF accepts all responsibility for property stored in the Library's facilities and agrees to hold the Library harmless for any loss, damage, or theft of items.

VOLUNTEERS: LPLFF will provide volunteer recruitment, orientation, and support services for the Library. LPLFF will recruit volunteers necessary to support both the Library and LPLFF operations, and document volunteer activities. Volunteers must follow all library policies and procedures.

COMPUTER AND TECHNICAL: The Library will furnish LPLFF with computers, basic IT services, telephones, and reasonable usage of office equipment, such as printers, copiers, office supplies, and fax machines. LPLFF will purchase hardware and/or license software unique to the LPLFF Function.

MARKETING AND COMMUNICATIONS: The Library will provide marketing support to LPLFF, including coordinated efforts to ensure consistent branding and messaging for both the Library and LPLFF. The Library will host and maintain the LPLFF website, with input and assistance from LPLFF.

ACCOUNTING: The Library will provide bookkeeping services to LPLFF.

STAFF SUPPORT: The Library will assign staff to support LPLFF, which shall be funded as follows:

- LPL Marketing and Communications – paid by the Library
- LPL Accounting – paid by the Library
- LPLFF Executive Director – paid by the Library
- LPLFF Program Coordinator – paid by LPLFF
- LPLFF Fundraising and Library Volunteer Specialist – paid by LPLFF
- LPLFF Older Adults Programming Specialist – paid by LPLFF

Each quarter, LPLFF will reimburse the Library for the full cost of staff salaries and benefits as outlined above. All staff supporting LPLFF are subject to library employment policies and procedures.

REPRESENTATION: In accordance with its bylaws, LPLFF shall advocate under the direction of the Library Board of Trustees and the Library Executive Director.

INFORMATION SHARING: The Library and LPLFF will coordinate shared messaging. The Library and LPLFF boards shall each appoint a liaison to attend the other organization's board meetings. Board agendas for the Library and LPLFF will include a report from their respective boards, and the Library Executive Director and LPLFF Executive Director shall attend both board meetings. The Library and LPLFF boards shall hold a joint meeting once each year.

REPORTS: LPLFF will conduct an annual audit, and prepare necessary government reports including a Form 990 and Kansas Annual Report. The LPLFF Executive Director will consult with the LPLFF Finance Committee and Library Executive Director on all matters pertaining to such compliance. LPLFF will provide an annual budget that estimates anticipated levels of private support for the Library.

DONATIONS AND GIFTS: The Library will direct prospective donors to make gifts and donations to LPLFF. LPLFF will manage all restricted and unrestricted gifts in accordance with library and LPLFF policies and procedures. The Library Executive Director shall make requests for funds to LPLFF to support the Library's strategic priorities.

This Agreement represents the complete understanding between both parties and replaces any prior agreements or discussions, whether written or verbal, related to its subject matter. It will be interpreted according to all applicable laws and library policies. This Agreement is not legally binding and can be ended by either party with written notice.

Signed,

Brad Allen, Executive Director
Lawrence Public Library

Kassie Nieters, Board Chair
Lawrence Public Library Friends & Foundation



Free Speech Activities Policy

Submitted to the Lawrence Public Library Board of Trustees on 10/21/2024. Next review date: 10/2027

Policy Statement

Lawrence Public Library (“Library”) respects, values, and supports the constitutional right of free speech. Members of the public are welcome to use the designated free speech zone outside of the Library building for free speech activity, subject to the time, place, and manner of use restrictions described in this Policy (“Policy”).

Regulations

These regulations are designed to enable those wishing to exercise their freedom of speech (“Free Speech Activities”) with persons visiting the Library while protecting the public’s right to the use and enjoyment of the Library, the Library staff’s ability to conduct necessary business activities without interference, and the safety of all parties involved.

1. Free Speech Activities include, but are not limited to: holding or carrying signs, protesting, using expressive conduct or speech, distributing literature, acting as a public speaker, panhandling, and requesting signatures/donations/contributions. Persons engaging in any Free Speech Activities are referred to in the Regulations as “Speakers.”
2. The activities of Speakers do not reflect the policies, opinions, or views of Lawrence Public Library, the Library Board of Trustees, employees, and representatives; the Library takes a content-neutral position as to the message of any Speaker.
3. The interior of the Library is dedicated to the peaceful study and enjoyment of patrons, free from disturbance by others, and Free Speech Activities will not be conducted in these areas.
4. For the safety and protection of Speakers, Library staff, and Library patrons, Speakers are permitted to engage in Free Speech Activities conducted within the Free Speech Zone indicated by the shaded area on the attached diagram of the Library. At no time is a Speaker permitted to block or otherwise prevent ingress and egress from the Library.
5. The outlined area on the attached diagram of the Library (“Free Speech Zone”) indicates the area within which Speakers may engage in Free Speech Activities using tables, chairs,

booths, or other furniture (“Personal Furniture”). Access to and use of the Free Speech Zone will be on a first-come, first-served basis. The use of Personal Furniture is prohibited outside of the Free Speech Zone.

6. Speakers will control the level of any noise resulting from their activities so that it does not disturb Library patrons or Library staff in the interior of the Library. Speakers’ noise volume that interferes with the use of the Library for their intended purposes by patrons or staff is prohibited.
7. Speakers must provide their own supplies, equipment, and Personal Furniture; the Library will not provide or store any such property for a Speaker.
8. Posters, pamphlets, or other printed information of any kind must be hand-held or hand-distributed unless attached to Speakers’ Personal Furniture. No such materials may be placed on or attached to the buildings, walls, columns, lights, or other structural/ornamental features of the Library.
9. No unattended signs, posters, notes, pamphlets, Personal Furniture, or belongings of a Speaker are permitted and, if found, will be removed and discarded.
10. Aggressive or harassing behavior by Speakers in violation of the law is strictly prohibited.

Enforcement

If a Speaker is in violation of the Policy, Library staff may, at their sole discretion: (i) provide an oral warning to the Speaker identifying the specific Regulations(s) the Speaker has violated and ask the Speaker to comply with the Regulation(s); (ii) if the Speaker has been warned and does not comply, ask the Speaker to leave the Library’s premises; and (iii) if the Speaker has been warned, the Speaker has been asked to leave, and the Speaker does not leave, notify police that the Speaker is trespassing and advise the Speaker that police have been notified. As soon as possible after the violation occurs and no later than the end of the following business day, Library staff must document the violation in writing for inclusion in the Library’s incident tracking database.

Diagram 1.

Designated Free Speech Zone





MEMO

To: Lawrence Public Library Board of Trustees
From: Brad Allen, Executive Director
Date: October 16, 2024
Subject: Purchasing Policy

I recommend making one small change to this policy, increasing the dollar amount that requires board approval from \$30,000 to \$50,000. Costs have increased significantly in my tenure at the library, and the board approval amount has not increased during that time. \$50,000 seems like a reasonable amount adjusted for inflation.

Thanks for your consideration of this recommendation.



Purchasing Policy

*Approved by the Lawrence Public Library Board of Trustees on 10/18/2021. Submitted for review on 10/21/2024.
Next review date: 10/2027.*

Section Heading

The Library Board of Trustees and the Library Director are committed to operating and maintaining the library in a fiscally responsible manner. This includes the purchase of services, supplies, materials, and equipment for the library in a manner to obtain the best value for public and private funds, balanced with issues of quality, flexibility, delivery time, and the library's services and reputation.

The Library Board of Trustees' approval of an annual budget serves as the principal authority for the library to encumber and expend the funds necessary to operate.

All purchases must be made in compliance with this policy, budgetary limits, the Budget and Finance Policy and the *Employee Handbook Fraud Policy*.

All disbursements for purchases shall be approved by the Board. The Board Treasurer shall bring items \$50,000 and over to the Board's attention for review.

Any prospective purchase which is outside of available or budgeted funds or expected to cause the annual budget to be exceeded must be brought to the Board for approval as an over-budget item.

Purchases Under \$50,000

Approval is made by the Director or designee and can be approved only if such prospective purchase is within available and budgeted funds.

Purchases \$50,000 and Above

Any purchase exceeding \$50,000 shall be made only after the Director solicits responsive quotes from at least three potential vendors. The Director is not required to solicit responsive quotes from more than one potential vendor in the following circumstances:

- Emergencies – requires Director prior written approval;
- State of Kansas contracts – if the State has a negotiated contract for an item and the Library is allowed to use that contract;
- There is a sole source of supply and no acceptable comparables;
- Purchases for the library collection;
- Purchases that the Director has reason to believe will not benefit from solicitation for quotes from multiple vendors and are presented to and approved by the Board.

Quotes and negotiations may be rejected in whole or in part, and are not binding upon the library until final Board approval. The Board reserves the right to require competitive bidding on terms to be determined.



MEMO

To: Lawrence Public Library Board of Trustees
From: Erica Segraves, Human Resources Manager
Date: October 21, 2024
Subject: 2025 Holidays, Compensating Days, and Closings Policy

We'd like to recommend this 2025 calendar of holidays, compensating days, and closings.

Please note:

- We added 75% and 90% full-time employees in the past few years and our policy only acknowledged the 80% full-time employees, so the prorated notations now reflect all three reduced hour, full-time statuses.



Holidays, Compensating Days, and Closings Policy

Approved by the Lawrence Public Library Board of Trustees on x. Proposed review date: annually in October.

2025 Holidays, Compensating Days, and Closings

Wednesday, January 1	New Year's Day	Closed	PAID Holiday
Monday, January 20	MLK Day	Open	COMP Day
Monday, February 17	President's Day	Open	COMP Day
Sunday, April 20	Easter	Closed	PAID Holiday
Sunday, May 25	-----	Closed	-----
Monday, May 26	Memorial Day	Closed	PAID Holiday
Thursday, June 19	Juneteenth	Closed	PAID Holiday
Friday, July 4	Independence Day	Closed	PAID Holiday
Sunday, August 31	-----	Closed	-----
Monday, September 1	Labor Day	Closed	PAID Holiday
Tuesday, November 11	Veteran's Day	Open	COMP Day
Thursday, November 27	Thanksgiving	Closed	PAID Holiday
Friday, November 28	Thanksgiving	Closed	PAID Holiday
Wednesday, December 24	Christmas Eve	Closed	PAID Holiday
Thursday, December 25	Christmas Day	Closed	PAID Holiday

Regular full-time employees and 75%, 80%, and 90% full-time employees are paid for these holidays. Regular part-time employees are paid for the hours they would normally work on the day of the holiday. Holiday pay is equal to an employee's regular rate of pay.

Holiday Compensatory Time: In addition to paid holidays, full-time; 75%, 80%, and 90% full-time; and regular part-time employees also receive a holiday compensatory day for Martin Luther King Day, President's Day, and Veterans Day (pro-rated for 75%, 80%, and 90% full-time and part-time staff).

Full-time staff and 75%, 80%, and 90% full-time staff who would not normally work the day of a paid holiday are granted equivalent time off as holiday compensatory time.

No holiday compensatory time is given in advance of it being earned. A total of 40 hours of earned holiday compensatory time may be rolled over into the next calendar year. Any unused holiday compensatory time more than 40 hours will be forfeited at the end of that year.

Additional Closed Days: When any of the paid holidays listed above (other than Easter Sunday) falls on a Saturday or Sunday, the Library will also be closed the next day; when any of the above holidays falls on a Monday, the Library will also be closed on the Sunday before. When Christmas Eve/Christmas Day falls on Saturday/Sunday, the Library will be closed Saturday, Sunday, and Monday. The Library will close at 6:00 p.m. on New Year's Eve. Staff at all levels that are normally scheduled to work on these additional closed days are eligible for holiday compensatory pay.

From time to time and for certain special occasions, the Library Board may designate other days as special holidays or closings.



LAWRENCE PUBLIC
LIBRARY

MEMO

To: Lawrence Public Library Board of Trustees
From: Brad Allen, Executive Director
Date: October 16, 2024
Subject: Request to purchase mk Solutions LibLockers

I request that the Board of Trustees approve the purchase of three (3) mk Solutions LibLockers in the amount of \$99,210. The memo prepared by Ian Stepp and included in the board packet describes our selection process.



LAWRENCE PUBLIC LIBRARY

MEMO

To: Lawrence Public Library Board of Trustees
From: Ian Stepp, Materials Handling Supervisor
Date: October 16, 2024
Subject: Remote holds pickup locker selection process

The library launched our first remote holds pick up location in early 2018. This locker system is currently located at the Hy-Vee on Clinton Parkway. It's a popular service and is regularly mentioned positively in our NPS survey results.

The lockers do not meet current demand for the service. We currently have only 44 compartments and over 1,000 patrons trying to use them. When all compartments are all in use, some items have to sit on shelves in the building waiting to be delivered to the locker. This results in a delay in how quickly items can be delivered to the locker. Currently, we average about five extra days for a patron to get their items at the locker compared to here in the building. Additionally, the hardware and software are old and outdated and we do not get adequate technical support from our current vendor.

In April, a task force began exploring options to expand the remote holds pickup service with three goals in mind:

- 1) increase convenience and accessibility to our patrons
- 2) reduce the wait time for hold delivery
- 3) streamline the process to minimize the effect on staff workload

There are currently at least half a dozen library locker products on the market, all offering a fairly similar product in a fairly similar price range. We selected four vendors to begin our search: Bibliotheca, Techlogic, Lyngsoe, and MK Solutions. If none of them impressed us, we would widen our net.

Over the next few months we met with reps from all four companies and came away unimpressed with both the Bibliotheca and Tech Logic options. Bibliotheca, is a known quantity

for us as our current vendor. We have had considerable issues with several of their products including the locker system. Combined with their track record of high prices and high annual service fees we did not see their solution as viable.

Our automated materials handler (“the sorter”) is a Tech Logic product, and we’ve had a good working relationship with them for the last ten years. The logistics of their loading process was unimpressive to our team. Rather than streamline the process, it added an additional step of having to manually input a transit received code at the locker for each compartment assigned. We disqualified them on those grounds.

Lyngsoe Systems and MK solutions are vendors that are new to us. We reached out to Olathe Public Library, who purchased some Bibliotheca lockers around the same time as us, and have slowly been replacing their Bibliotheca lockers with Lyngsoe ones. We took a field trip to see a Lyngsoe locker in person before meeting their rep.

Our team did not find the form factor of the Lyngsoe locker system to be ideal. At almost 7 feet tall, it is very big and imposing. Logann Merrit, Olathe’s Customer Service Supervisor, had only nice things to say about Lyngsoe’s customer service which was encouraging. The Lyngsoe locker functionality is good, including a much simplified loading process. Our current locker’s loading process is more cumbersome and presents considerable opportunity for human error.

Later that month we met with Lyngsoe’s sales representative. Lyngsoe has the largest share of the locker system market and solid customer service. Our concern after meeting with their sales representative was that we might be small fish in a big pond and not get the support we would want.

We were impressed with MK Solutions’ visit to our library. The sales representative was accompanied by the company’s founder and president. They provided very thorough answers to our questions. MK Solutions’ lockers are manufactured in Pennsylvania, are made of stainless steel, and are weatherproof. A librarian in Florida we spoke to said their locker survived several hurricanes(!) and none of the items inside were damaged. The form factor is smaller than the Lyngsoe option (6’ x 6’ x 18”), and while its individual compartments are a bit smaller than what we currently have, there are more of them in a similar footprint. That will result in an increase of 12 compartments (56 total) which should help shorten wait times for our patrons. The loading procedure is similar to the Lyngsoe lockers.

An additional subject that came up in our meeting with MK is that they could install their software on our self checks and security gate, a change that could potentially save thousands of dollars annually.

MK provided a list of references with the contact information of several libraries that use either their lockers, their software, or both. I came away very impressed and encouraged by those conversations.

Future communications with MK Solutions routinely confirmed our first impression that they're a highly motivated company that really wants to win our business and have us be an example of their products' success.

We requested quotes from Lyngsoe and MK Solutions for three lockers (a replacement for our current locker and two additional lockers to be deployed in the southeast and northwest areas of the city). The MK Solutions quote was considerably lower than Lyngsoe with significant additional savings on their annual service fees. The lower cost of operation, continued positive and helpful communication, and our preference for the look and build of the locker, made MK Solutions our preferred product.

The task force included:

Brad Allen, Library Director

Tricia Karlin, Collections and Technology Manger

Jeff Bergeron, Accounts Supervisor

Aaron Brumley, IT Supervisor

Kim Fletcher, Digital Services Librarian

Sarah Mathews, Outreach Coordinator

Ian Stepp, Materials Handling Supervisor