

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, November 18, 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 October 2024
- Approve Treasurer’s report for October 2024
- Approve bills for October 21, 2024 to November 18, 2024
- Receive statistical report for October 2024

Library Director’s Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Space Audit Presentation — David Vinjamuri, ThirdWay Space
- Policy Review:
  - Free Speech Activities Policy – Brad Allen, Executive Director – **ACTION ITEM**
  - Public Event Policy – Brad Allen, Executive Director – **ACTION ITEM**
  - Reservable Room Policy – Brad Allen, Executive Director – **ACTION ITEM**
  - Community Bulletin Board Policy – Brad Allen, Executive Director
- Create Executive Director Evaluation Committee

Old Business

Public Comment

Executive Session

Adjournment

**DRAFT**

**Lawrence Public Library**

**Regular Board Meeting**

**Date** October 21, 2024

**Time** 4:30 pm

**Venue:** The meeting was conducted in person and online.

**Board Members Present:**

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

**Staff Members Present:**

Brad Allen, Erica Segraves, Aaron Brumley, Kathleen Morgan, Heather Kearns, Karen Allen, Jon Ratzlaff, Ian Stepp, 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**

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

**Library Director's Report**

- Brad presented his report.

**Departmental Report**

- Congratulations to Jenny Cook on her 15-year anniversary working at the Lawrence Public Library!
- Mandy asked about the short-staffing note in the Materials Handling Department Monthly report. Erica noted that a staff person has been out with an illness, not because the library is not filling a vacancy in the department.

### **Friends and Foundation Director's Report**

- Annamarie presented the report, adding that the Fall Book Sale was very successful, with receipts of over \$21,000.
- A task force of LPL staff and members of the Friends & Foundation (F&F) board drafted a Memorandum of Understanding. The MOU draft will be reviewed and approved by the governing boards of both organizations in upcoming meetings.

### **New Business**

- Policy Review:
  - Free Speech Activities Policy – Brad Allen, Executive Director – ACTION ITEM
    - James moved to table this policy so that it can be reviewed for consistency with the Public Event Policy and Reservable Room Policy. Kelly seconded. Motion to table the policy passed.
  - Purchasing Policy - Brad Allen, Executive Direction - ACTION ITEM
    - Mandy moved to approve the purchasing policy. Kelly seconded the motion. Motion passed.
  - 2025 Holiday Policy - ACTION ITEM
    - James moved to approve the policy. Kelly seconded the motion. The motion passed.
- Request to Purchase mk Solutions LibLockers - ACTION ITEM
  - Ryann moved to approve the purchase of the lockers. James seconded the motion.

### **Ongoing Business**

- None noted.

### **Public Comments**

- Kassie Nieters thanked the board for their work as trustees for the library board.

### **Announcements**

- Kathleen is working with NEKLS on planning a breakfast for area legislators. Tentative date is Nov 20th at 8:30 a.m.

### **Adjournment**

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

The next regular Board meeting will be held Monday, November, 18, 2024.

Respectfully submitted,

Tricia Karlin

2024 Regular Budget Report

|                                   | January           | February   | March             | April             | May               | June                | July              | August            | September         | October           | November | Year To Date        | 2024 Budget           | % over/under |  |
|-----------------------------------|-------------------|--|-------------------|-------------------|-------------------|---------------------|-------------------|-------------------|-------------------|-------------------|----------|---------------------|-----------------------|--------------|--|
| <b>REVENUES</b>                   |                   |  |                   |                   |                   |                     |                   |                   |                   |                   |          |                     |                       |              |  |
| Tax Fund                          | -                 | 3,403,698.77   |                   |                   | -                 | 2,550,450.11        | -                 |                   |                   |                   |          | 5,954,148.88        | \$6,180,000.00        | 96.35%       |  |
| Lost and Repl Fees                | 2,267.22          | 2,453.29   | 1,954.58          | 1,556.36          | 1,876.54          | 2,566.55            | 1,899.91          | 2,152.54          | 2,232.75          | 1,745.81          |          | 20,705.55           | \$30,000.00           | 69.02%       |  |
| NEKLS                             | -                 | -  | 25,406.25         |                   | 8,765.00          | 25,406.25           | -                 |                   | 25,406.25         |                   |          | 84,983.75           | \$110,000.00          | 77.26%       |  |
| State Aid & Federal Aid           | -                 | -  | 26,879.82         |                   | -                 | -                   | -                 | 287.78            |                   |                   |          | 27,167.60           | \$25,000.00           | 108.67%      |  |
| Photo Copies                      | 1,088.17          | 1,787.53   | 2,034.10          | 1,400.75          | 1,575.56          | 1,705.52            | 1,489.05          | 1,534.95          | 2,197.31          | 1,863.98          |          | 16,676.92           | \$10,000.00           | 166.77%      |  |
| Meeting Room Fees                 | 1,603.35          | 290.70   | 535.44            | 604.46            | 339.14            | 148.25              | 775.90            | 196.50            | 975.60            | 605.06            |          | 6,074.40            | \$5,000.00            | 121.49%      |  |
| Interest                          | 4,287.25          | 8,342.89   | 11,826.70         | 9,812.33          | 8,635.82          | 3,173.51            | 19,383.12         | 14,923.75         | 16,933.44         | 10,579.66         |          | 107,898.47          | \$23,000.00           |              |  |
| Transfer from Capital Improvement |                   |  |                   |                   |                   |                     |                   |                   |                   |                   |          | -                   | \$0.00                | #DIV/0!      |  |
| Donations- MISC                   |                   | 16,953.78  | 15.89             | (55.08)           | -                 | 29.87               | -                 | 50.60             | 39.37             | 532.64            |          | 17,567.07           |                       |              |  |
| <b>Total Revenues</b>             | <b>9,245.99</b>   | <b>3,433,526.96</b>  | <b>68,652.78</b>  | <b>13,318.82</b>  | <b>21,192.06</b>  | <b>2,583,480.06</b> | <b>23,547.98</b>  | <b>19,146.12</b>  | <b>47,784.72</b>  | <b>15,327.15</b>  | <b>-</b> | <b>6,235,222.64</b> | <b>\$6,383,000.00</b> | <b>98%</b>   |  |
| <b>EXPENSES</b>                   |                   |  |                   |                   |                   |                     |                   |                   |                   |                   |          |                     |                       |              |  |
| Salaries & Wages                  | 145,945.92        | 273,533.57   | 273,307.86        | 274,159.74        | 418,322.29        | 281,192.50          | 285,058.65        | 284,200.67        | 279,986.00        | 361,764.98        |          | 2,877,472.18        | \$3,675,000.00        | 78.30%       |  |
| Employee Benefits                 | 47,014.44         | 46,892.16  | 48,420.45         | 72,720.71         | 43,560.57         | 48,354.56           | 48,041.83         | 48,665.94         | 50,654.51         | 49,461.52         |          | 503,786.69          | \$585,000.00          | 86.12%       |  |
| Payroll Taxes                     | 49,140.48         | 49,039.07  | 48,188.43         | 48,537.71         | 73,519.87         | 49,446.38           | 49,876.30         | 49,433.93         | 49,303.60         | 63,234.86         |          | 529,720.63          | \$660,000.00          | 80.26%       |  |
| Utilities                         | 10,779.41         | 7,838.72   | 7,257.54          | 6,672.49          | 6,905.80          | 7,494.38            | 7,410.96          | 7,333.11          | 7,270.45          | 6,855.18          |          | 75,818.04           | \$100,000.00          | 75.82%       |  |
| Building Supplies                 | 987.51            | 1,271.56   | 1,357.52          | 1,828.18          | 2,163.86          | 1,038.56            | 2,138.91          | 2,053.30          | 386.77            | 840.33            |          | 14,066.50           | \$20,000.00           | 70.33%       |  |
| Building Repairs & Maintenance    | 21,127.05         | 6,659.26   | 1,065.26          | 9,605.19          | 8,114.16          | 11,021.35           | 8,700.47          | 833.67            | 4,452.57          | 8,790.03          |          | 80,369.01           | \$60,000.00           | 133.95%      |  |
| Library Supplies                  | 8,178.54          | 2,292.23   | 1,861.94          | 594.51            | 2,666.71          | 968.03              | 2,593.21          | 804.62            | 317.32            | 837.27            |          | 21,114.38           | \$25,000.00           | 84.46%       |  |
| Books & Materials                 | 35,771.24         | 67,680.53  | 43,853.79         | 81,371.52         | 38,727.49         | 83,109.86           | 70,287.49         | 52,932.97         | 59,812.86         | 61,310.99         |          | 594,858.74          | \$750,000.00          | 79.31%       |  |
| Processing Supplies               | 5,046.60          | 3,554.57   | 3,605.28          | 10,985.02         | 2,914.63          | 3,504.39            | 3,634.33          | 2,960.70          | 4,789.56          | 3,350.32          |          | 44,345.40           | \$50,000.00           | 88.69%       |  |
| Equipment                         | -                 | -  | -                 | -                 | -                 | -                   | -                 | -                 | 222.00            | -                 |          | 222.00              | \$10,000.00           | 2.22%        |  |
| Technology                        | 82,393.83         | 5,136.66   | 27,225.30         | 38,317.90         | 6,268.11          | 97,249.12           | 12,453.46         | 8,981.34          | 16,060.84         | 12,042.79         |          | 306,129.35          | \$325,000.00          | 94.19%       |  |
| ---Public Tech Supplies           | (161.52)          | 63.00  | (89.64)           | (106.64)          | (74.17)           | (204.62)            | (112.52)          | 45.08             | 403.77            | (67.58)           |          | (304.84)            |                       | #DIV/0!      |  |
| ---Operations                     | -                 | 907.62   | -                 | 3,565.54          | 901.70            | -                   | 1,718.65          | 256.50            | 2,490.50          | 2,879.01          |          | 12,719.52           |                       | #DIV/0!      |  |
| ---IT Software & Subscriptions    | 6,867.26          | 2,844.65   | 3,865.83          | 5,123.06          | 4,684.08          | 2,966.64            | 2,718.27          | 5,006.00          | 3,471.86          | 8,495.93          |          | 46,043.58           |                       | #DIV/0!      |  |
| ---Internet & Telephone           | 752.58            | 769.39   | 752.91            | 26,927.12         | 756.50            | 752.12              | 7,801.55          | 752.76            | 752.67            | 735.43            |          | 40,753.03           |                       | #DIV/0!      |  |
| ---Collections & Public Service   | 74,935.51         | 552.00   | 22,696.20         | 2,808.82          | -                 | 93,734.98           | 327.51            | 2,921.00          | 8,942.04          | -                 |          | 206,918.06          |                       | #DIV/0!      |  |
| Insurance                         | (1,864.40)        | -  | -                 | 100.00            | 6,599.00          | -                   | 7,766.00          | 13,711.63         | (570.57)          | -                 |          | 25,741.66           | \$18,000.00           | 143.01%      |  |
| Postage & Mailing                 | 1,215.93          | 3,542.11   | 1,036.12          | 6,040.10          | 1,021.22          | 1,204.56            | 1,536.49          | 1,525.59          | 1,526.50          | 1,523.88          |          | 20,172.50           | \$20,000.00           | 100.86%      |  |
| Professional Development          | 2,663.07          | 2,879.40   | 3,042.88          | 6,123.80          | 4,394.74          | 1,628.45            | 85.00             | 2,224.92          | 2,107.01          | 2,814.75          |          | 27,964.02           | \$30,000.00           | 93.21%       |  |
| Book Van & Mileage                | 862.87            | 414.81   | 863.40            | (364.34)          | 415.09            | 317.44              | 308.43            | 227.69            | 230.77            | 397.34            |          | 3,673.50            | \$5,000.00            | 73.47%       |  |
| Professional Fees                 | 4,865.23          | 4,576.51   | 1,910.15          | 13,088.62         | 11,014.77         | 13,842.58           | 18,440.03         | 15,982.37         | 5,857.32          | 8,155.86          |          | 97,733.44           | \$30,000.00           | 325.78%      |  |
| Advertising & Marketing           | 5,247.54          | 6,124.47   | 264.38            | 1,061.27          | 3,686.06          | 4,242.15            | 320.13            | 552.90            | (1,498.90)        |                   |          | 20,000.00           | \$20,000.00           | 100.00%      |  |
| Capital Improvements              |                   |  | 6,819.00          | 4,412.00          |                   | 32,438.13           |                   |                   | 9,950.00          | 27,203.00         |          | 80,822.13           |                       |              |  |
| Miscellaneous                     | (8.28)            | (16.47)  | 341.26            | (719.09)          | 358.36            |                     | 1.48              |                   | 37.98             | 62.30             |          | 57.54               |                       |              |  |
| <b>Total Expenses</b>             | <b>419,366.98</b> | <b>481,419.16</b>  | <b>470,420.56</b> | <b>574,535.33</b> | <b>630,652.73</b> | <b>637,052.44</b>   | <b>518,653.17</b> | <b>492,425.35</b> | <b>490,896.59</b> | <b>608,645.40</b> | <b>-</b> | <b>5,324,067.71</b> | <b>\$6,383,000.00</b> | <b>83%</b>   |  |
| Cash Reserves                     | 174,080.46        | Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 from 2021; \$47,477.47 from 2023) |                   |                   |                   |                     |                   |                   |                   |                   |          |                     |                       |              |  |
| Checking (US Bank & KMIP)         | 1,766,417.94      |  |                   |                   |                   |                     |                   |                   |                   |                   |          |                     |                       |              |  |
| Capital Improvement (KMIP)        | 827,047.89        |  |                   |                   |                   |                     |                   |                   |                   |                   |          |                     |                       |              |  |

| 2024 Outside Funding                 | 1/1/2024               | October       | October         |                  |
|--------------------------------------|------------------------|---------------|-----------------|------------------|
| <b>Outside &amp; Private Funding</b> | <u>Carry Over Amts</u> | <u>Income</u> | <u>Spending</u> | <u>Remaining</u> |
|                                      | + January Budgeting    |               |                 |                  |
| <b>R &amp; E Totals</b>              | \$ 423,227.00          | \$ 50,740.62  | \$ 107,207.42   | \$ 563,031.67    |
| YTD Income                           |                        |               |                 | \$ 528,306.23    |
| YTD Expense                          |                        |               |                 | \$ 471,974.09    |

Lawrence Public Library  
**Balance Sheet**  
As of October 31, 2024

|  | <u>Oct 31, 24</u>   |
|--|---------------------|
| <b>ASSETS</b>                          |                     |
| <b>Current Assets</b>                  |                     |
| <b>Checking/Savings</b>                |                     |
| MIP Operating Funds                    | 1,205,914.87        |
| Checking                               | 560,503.07          |
| Capital Improvement at MIP             | 827,047.89          |
|  | <hr/>               |
| <b>Total Checking/Savings</b>          | 2,593,465.83        |
| <b>Other Current Assets</b>            |                     |
| Petty Cash                             | 300.00              |
| Undeposited Funds                      | 4,653.00            |
|  | <hr/>               |
| <b>Total Other Current Assets</b>      | 4,953.00            |
|  | <hr/>               |
| <b>Total Current Assets</b>            | 2,598,418.83        |
|  | <hr/>               |
| <b>TOTAL ASSETS</b>                    | <b>2,598,418.83</b> |
|  | <hr/> <hr/>         |
| <b>LIABILITIES &amp; EQUITY</b>        |                     |
| <b>Liabilities</b>                     |                     |
| <b>Current Liabilities</b>             |                     |
| <b>Accounts Payable</b>                |                     |
| Accounts Payable                       | 81,118.37           |
|  | <hr/>               |
| <b>Total Accounts Payable</b>          | 81,118.37           |
| <b>Credit Cards</b>                    | 20,432.07           |
| <b>Other Current Liabilities</b>       |                     |
| <b>Payroll Liabilities</b>             |                     |
| Health Insurance                       | -11,118.81          |
| Vision Insurance - Employee            | -21.85              |
| Hospital & Cancer Plans                | -19.39              |
| <b>KPERS ER</b>                        |                     |
| Company                                | 515.84              |
|  | <hr/>               |
| <b>Total KPERS ER</b>                  | 515.84              |
| <b>OGLI</b>                            | -615.80             |
| <b>Payroll Liabilities FSA</b>         | -189.54             |
| <b>SUI</b>                             | 22.74               |
|  | <hr/>               |
| <b>Total Payroll Liabilities</b>       | -11,426.81          |
|  | <hr/>               |
| <b>Total Other Current Liabilities</b> | -11,426.81          |
|  | <hr/>               |
| <b>Total Current Liabilities</b>       | 90,123.63           |
|  | <hr/>               |
| <b>Total Liabilities</b>               | 90,123.63           |

3:39 PM

11/14/24

Accrual Basis

Lawrence Public Library

**Balance Sheet**

As of October 31, 2024

---

|                                       | <u>Oct 31, 24</u>                 |
|---------------------------------------|-----------------------------------|
| <b>Equity</b>                         |                                   |
| Opening Bal Equity                    | 300,635.22                        |
| Retained Earnings                     | 1,240,172.91                      |
| Net Income                            | 967,487.07                        |
|                                       | <hr/>                             |
| <b>Total Equity</b>                   | <b>2,508,295.20</b>               |
|                                       | <hr/>                             |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u><u>2,598,418.83</u></u></b> |



**Lawrence Public Library  
Revenues & Expenses**

October 2024

|   | Oct 24     | Jan - Oct 24 |
|---|------------|--------------|
| <b>Ordinary Income/Expense</b>                  |            |              |
| <b>Income</b>                                   |            |              |
| Misc Income                                     | 532.64     | 17,567.07    |
| Tax Fund  | 0.00       | 5,954,148.88 |
| Lost and Replacement Fees                       | 1,745.81   | 20,705.55    |
| NEKLS   | 0.00       | 84,983.75    |
| State& Federal Aid                              |            |              |
| State& Federal Aid - Other                      | 0.00       | 27,167.60    |
| <b>Total State&amp; Federal Aid</b>             | 0.00       | 27,167.60    |
| Photocopies & Printing                          | 1,863.98   | 16,676.92    |
| Meeting Room Rentals                            | 605.06     | 6,074.40     |
| Interest  |            |              |
| Capital Improvement                             | 3,235.59   | 28,630.09    |
| Checking  | 7,344.07   | 79,268.38    |
| <b>Total Interest</b>                           | 10,579.66  | 107,898.47   |
| Outside&Private Funding Income                  |            |              |
| Downhall Books                                  | -501.74    | 213.17       |
| Library Landscape & Posters                     | -63.59     | -48.60       |
| Merchandise Sales                               | -3,718.36  | -1,326.22    |
| Outside&Private Funding Income - Other          | 55,024.31  | 529,467.88   |
| <b>Total Outside&amp;Private Funding Income</b> | 50,740.62  | 528,306.23   |
| <b>Total Income</b>                             | 66,067.77  | 6,763,528.87 |
| <b>Gross Profit</b>                             | 66,067.77  | 6,763,528.87 |
| <b>Expense</b>                                  |            |              |
| Payroll Expenses                                |            |              |
| Gross Wages                                     |            |              |
| Gross Wages - Other                             | 361,764.98 | 2,877,472.18 |
| <b>Total Gross Wages</b>                        | 361,764.98 | 2,877,472.18 |
| Group Life Insurance                            | 701.02     | 9,762.62     |
| Health Insurance                                | 49,302.56  | 498,833.06   |
| Employee Parking                                | -542.06    | -4,808.99    |
| Payroll Expenses - Other                        | 0.00       | 0.00         |
| <b>Total Payroll Expenses</b>                   | 411,226.50 | 3,381,258.87 |
| Payroll Taxes                                   |            |              |
| Payroll Taxes Employer                          | 26,963.76  | 227,687.52   |
| KPERs Co Retiree                                | 551.24     | 3,699.97     |
| KPERs Co  | 35,719.86  | 298,333.14   |
| <b>Total Payroll Taxes</b>                      | 63,234.86  | 529,720.63   |
| Utilities - Electric                            |            |              |
| Utilities - Electric - Other                    | 6,855.18   | 75,818.04    |
| <b>Total Utilities - Electric</b>               | 6,855.18   | 75,818.04    |
| Building Supplies                               |            |              |
| Building Supplies - Other                       | 840.33     | 14,066.50    |
| <b>Total Building Supplies</b>                  | 840.33     | 14,066.50    |
| Building Repairs & Maintenance                  | 8,790.03   | 80,369.01    |
| Library & Office Supplies                       |            |              |
| Library & Office Supplies - Other               | 837.27     | 21,114.38    |
| <b>Total Library &amp; Office Supplies</b>      | 837.27     | 21,114.38    |
| Books & Materials                               |            |              |
| Books & Materials - Other                       | 61,310.99  | 594,858.74   |
| <b>Total Books &amp; Materials</b>              | 61,310.99  | 594,858.74   |
| Processing Supplies                             |            |              |
| Processing Supplies - Other                     | 3,350.32   | 44,345.40    |
| <b>Total Processing Supplies</b>                | 3,350.32   | 44,345.40    |
| Equipment                                       | 0.00       | 222.00       |
| Technology                                      |            |              |
| Public Tech Supplies                            | -67.58     | -304.84      |
| Operations                                      | 2,879.01   | 12,719.52    |
| IT Software & Subscriptions                     | 8,495.93   | 46,043.58    |

**Lawrence Public Library  
Revenues & Expenses**

October 2024

|  | Oct 24           | Jan - Oct 24      |
|--|------------------|-------------------|
| Internet & Telephone                         | 735.43           | 40,753.03         |
| Collections & Public Service                 | 0.00             | 206,918.06        |
| <b>Total Technology</b>                      | <b>12,042.79</b> | <b>306,129.35</b> |
| <b>Insurance</b>                             |                  |                   |
| Liability Insurance                          | 0.00             | 100.00            |
| Insurance - Other                            | 0.00             | 25,641.66         |
| <b>Total Insurance</b>                       | <b>0.00</b>      | <b>25,741.66</b>  |
| Postage & Mailing                            | 1,523.88         | 20,172.50         |
| Professional Development                     |                  |                   |
| Travel By Department                         |                  |                   |
| Adult Services                               | 0.00             | 537.30            |
| <b>Total Travel By Department</b>            | <b>0.00</b>      | <b>537.30</b>     |
| Professional Development - Other             | 2,814.75         | 27,426.72         |
| <b>Total Professional Development</b>        | <b>2,814.75</b>  | <b>27,964.02</b>  |
| Vehicles, Mileage, Maintenance               | 397.34           | 3,673.50          |
| Professional Fees                            |                  |                   |
| Accounting                                   | 0.00             | 6,255.00          |
| Professional Fees - Other                    | 8,155.86         | 91,478.44         |
| <b>Total Professional Fees</b>               | <b>8,155.86</b>  | <b>97,733.44</b>  |
| Marketing-General                            |                  |                   |
| Marketing-General - Other                    | 0.00             | 20,000.00         |
| <b>Total Marketing-General</b>               | <b>0.00</b>      | <b>20,000.00</b>  |
| Capital Improvement Expenditure              |                  |                   |
| Capital Improvement Expenditure - Other      | 27,203.00        | 80,822.13         |
| <b>Total Capital Improvement Expenditure</b> | <b>27,203.00</b> | <b>80,822.13</b>  |
| Miscellaneous                                |                  |                   |
| Miscellaneous - Other                        | 62.30            | 57.54             |
| <b>Total Miscellaneous</b>                   | <b>62.30</b>     | <b>57.54</b>      |
| <b>Outside &amp; Private Funding</b>         |                  |                   |
| Friends & Foundation Funding                 |                  |                   |
| Memory Lab                                   | 0.00             | 11,450.00         |
| Picture Book Room                            | 0.00             | 11,578.51         |
| Community Resource                           | 151.03           | 751.03            |
| Seed Library (Native)                        | 0.00             | 1,391.30          |
| Block Grant                                  | 77,439.38        | 152,224.35        |
| F&F Payroll                                  | 16,718.62        | 138,033.85        |
| Outreach/Coggins Fund                        | 145.19           | 486.44            |
| Plant & Foliage Maintenance                  | 0.00             | 840.00            |
| Aquarium Maintenance                         | 345.00           | 2,579.09          |
| Program Expense                              |                  |                   |
| Information Services Programmin              | 50.00            | 926.22            |
| Readers Service Programming                  | 0.00             | 330.54            |
| Public Tech Programming                      | -9.64            | 674.81            |
| YS Programs (Children)                       |                  |                   |
| YS Programs (Children) - Other               | 1,168.72         | 9,900.35          |
| <b>Total YS Programs (Children)</b>          | <b>1,168.72</b>  | <b>9,900.35</b>   |
| Teen Services Programming                    |                  |                   |
| Teen Services Programming - Other            | 324.31           | 7,384.11          |
| <b>Total Teen Services Programming</b>       | <b>324.31</b>    | <b>7,384.11</b>   |
| Summer Reading - ALL                         | 14.57            | 40,485.40         |
| Read Across Lawrence/Booktober               | 704.87           | -15,481.40        |
| Youth Services & Cigler                      | 988.59           | 2,187.59          |
| <b>Total Program Expense</b>                 | <b>3,241.42</b>  | <b>46,407.62</b>  |
| Crowe Fund - Nancy Pat                       | 94.54            | 1,220.56          |
| Kanopy                                       | 0.00             | 40,572.00         |
| Salkind Gift                                 | 6,478.26         | 8,415.09          |
| Digital Resources (GDR)                      | 0.00             | 25,000.00         |
| Memorials/Honor w/ Books GGIFT               | 17.24            | 507.43            |
| Sound & Vision Miliken                       | 149.99           | 1,818.66          |
| MIDCO/Peterson                               | 0.00             | 11,837.82         |

**Lawrence Public Library  
Revenues & Expenses**

October 2024

|   | Oct 24             | Jan - Oct 24      |
|---|--------------------|-------------------|
| <b>Marketing</b>                              |                    |                   |
| Marketing - Other                             | 2,076.75           | 9,756.48          |
| <b>Total Marketing</b>                        | 2,076.75           | 9,756.48          |
| Dr. Bob Program                               | 0.00               | 1,793.50          |
| Storytime at Home                             | 0.00               | 981.56            |
| Seed Library                                  | 0.00               | 1,638.61          |
| Local History/Coan                            | 300.00             | 300.00            |
| Kansas Health Foundation                      | 50.00              | 250.00            |
| Friends & Foundation Funding - Other          | 0.00               | 2,140.19          |
| <b>Total Friends &amp; Foundation Funding</b> | 107,207.42         | 471,974.09        |
| <b>Total Outside &amp; Private Funding</b>    | 107,207.42         | 471,974.09        |
| <b>Total Expense</b>                          | 715,852.82         | 5,796,041.80      |
| <b>Net Ordinary Income</b>                    | -649,785.05        | 967,487.07        |
| <b>Net Income</b>                             | <b>-649,785.05</b> | <b>967,487.07</b> |

Lawrence Public Library  
**Vendor Balance Summary**  
As of November 18, 2024

---

|                                      | <u>Nov 18, 24</u>        |
|--------------------------------------|--------------------------|
| Alliance Entertainment               | 1,941.08                 |
| Amazon Capital Services, Inc         | 3,058.28                 |
| Amy Tankersley                       | 25.00                    |
| Arsenal                              | 3,049.00                 |
| ASI                                  | 76.00                    |
| Baker & Taylor, Inc.                 | 335.96                   |
| Brodart Co.                          | 196.80                   |
| Bug Hounds, LLC                      | 762.50                   |
| Carey S. Thomas Library              | 80.00                    |
| Center Point Large Print             | 107.78                   |
| Cottin's Hardware & Rental           | 96.59                    |
| Demco, Inc.                          | 183.46                   |
| EBSCO                                | -19.99                   |
| Evergy                               | 6,855.18                 |
| Fisher Patterson Sayler & Smith, LLP | 1,810.80                 |
| Free State High School               | 240.00                   |
| Gale/Cengage Learning                | 745.27                   |
| Ingram Library Services              | 21,046.68                |
| Jayhawk Tropical Fish                | 345.00                   |
| Jeremy Bell                          | 300.00                   |
| Jim Bost Plumbing LLC                | 610.82                   |
| John A. Marshall Co.                 | 2,442.50                 |
| John Lamonica                        | 150.00                   |
| Kansas State University              | 50.00                    |
| Kautsch Law, LLC                     | 2,175.00                 |
| Lawrence Memorial Hospital           | 300.00                   |
| Midcontinent Communications          | 572.92                   |
| Midwest Tape                         | 4,758.55                 |
| Multicultural Books & Videos         | 2,025.00                 |
| NEKLS                                | 780.70                   |
| OverDrive                            | 40,177.18                |
| P1 Group, Inc.                       | 1,337.72                 |
| Pur-O-Zone, Inc.                     | 840.33                   |
| Schendel Services                    | 119.88                   |
| Scholastic Inc.                      | 448.80                   |
| Scott Rice Office Works              | 160.00                   |
| Snap Promotions                      | 2,049.00                 |
| Southwest Solutions Group            | 16,800.00                |
| Susan King                           | 25.00                    |
| U.S. Bank - Mastercard               | 20,465.10                |
| Unique Management Services           | 469.79                   |
| United Parcel Service                | 12.00                    |
| Watkins Museum                       | 300.00                   |
| <b>TOTAL</b>                         | <b><u>138,305.68</u></b> |

Lawrence Public Library  
Check Detail  
October 2024

| Type                   | Num          | Date              | Name                                | Account                   | Paid Amount      |
|------------------------|--------------|-------------------|-------------------------------------|---------------------------|------------------|
| <b>Check</b>           | <b>EFT</b>   | <b>10/18/2024</b> | <b>Advance Insurance Company</b>    | <b>Checking</b>           |                  |
|                        |              |                   |                                     | OGLI                      | -1,058.07        |
| <b>TOTAL</b>           |              |                   |                                     |                           | <b>-1,058.07</b> |
| <b>Bill Pmt -Check</b> | <b>29898</b> | <b>10/21/2024</b> | <b>Alliance Entertainment</b>       | <b>Checking</b>           |                  |
| Bill                   | PLS81916...  | 09/05/2024        |                                     | Books & Materials         | -441.42          |
| Bill                   | PLS82024...  | 09/12/2024        |                                     | Books & Materials         | -291.09          |
| Bill                   | PLS82130...  | 09/18/2024        |                                     | Books & Materials         | -197.84          |
| Bill                   | PLS82333...  | 10/01/2024        |                                     | Books & Materials         | -1,417.59        |
| <b>TOTAL</b>           |              |                   |                                     |                           | <b>-2,347.94</b> |
| <b>Bill Pmt -Check</b> | <b>29899</b> | <b>10/21/2024</b> | <b>Amazon Capital Services, Inc</b> | <b>Checking</b>           |                  |
| Bill                   | 1YQR-3KY...  | 09/04/2024        |                                     | Books & Materials         | -34.83           |
| Bill                   | 1RMV-RK...   | 09/04/2024        |                                     | Books & Materials         | -190.09          |
| Bill                   | 1FGW-CG...   | 09/05/2024        |                                     | Books & Materials         | -16.59           |
| Bill                   | 1R34-LPD...  | 09/10/2024        |                                     | Books & Materials         | -253.84          |
| Bill                   | 1YYC-6Q4...  | 09/11/2024        |                                     | Books & Materials         | -57.50           |
| Bill                   | 1WDX-16L...  | 09/11/2024        |                                     | Library & Office Supplies | -13.50           |
| Bill                   | 1XTG-WL...   | 09/11/2024        |                                     | Books & Materials         | -16.95           |
| Bill                   | 1LHK-Q3F...  | 09/12/2024        |                                     | Books & Materials         | -54.17           |
| Bill                   | 117N-9W9...  | 09/13/2024        |                                     | Books & Materials         | -39.99           |
| Bill                   | 1PMV-N9N...  | 09/15/2024        |                                     | Teen Services Progra...   | -69.05           |
| Bill                   | 11GK-WR...   | 09/15/2024        |                                     | Books & Materials         | -156.96          |
| Bill                   | 1MGY-KV...   | 09/15/2024        |                                     | Books & Materials         | -112.32          |
| Bill                   | 1LLJ-XQM...  | 09/16/2024        |                                     | Building Supplies         | -55.00           |
| Bill                   | 1FVV-DMR...  | 09/20/2024        |                                     | Books & Materials         | -23.99           |
| Bill                   | 1KDQ-W3...   | 09/20/2024        |                                     | Books & Materials         | -31.50           |
| Bill                   | 1RFW-D9...   | 09/22/2024        |                                     | Public Tech Supplies      | -49.80           |
| Bill                   | 1G71-TR9...  | 09/24/2024        |                                     | YS Programs (Children)    | -49.99           |
| Bill                   | 1T3F-WFQ...  | 09/26/2024        |                                     | Books & Materials         | -165.94          |
| Bill                   | 1DTL-J91Y... | 09/29/2024        |                                     | Public Tech Supplies      | -169.49          |
| Bill                   | 14XD-49N...  | 10/01/2024        |                                     | Public Tech Supplies      | -30.99           |
| Bill                   | 1PYG-WR...   | 10/01/2024        |                                     | Books & Materials         | -382.42          |
| Bill                   | 1VT1-9YV...  | 10/01/2024        |                                     | Books & Materials         | -74.24           |
| Bill                   | 1GVM-YP...   | 10/02/2024        |                                     | Books & Materials         | -264.60          |
| Bill                   | 1MQT-L6...   | 10/03/2024        |                                     | Teen Services Progra...   | -22.98           |
| Bill                   | 1RFR-THG...  | 10/03/2024        |                                     | Books & Materials         | -195.85          |
| Bill                   | 1GVM-YP...   | 10/04/2024        |                                     | Books & Materials         | -76.01           |
| Bill                   | 1YRH-HPX...  | 10/05/2024        |                                     | Teen Services Progra...   | -14.98           |
| Bill                   | 11GR-YVQ...  | 10/06/2024        |                                     | Books & Materials         | -42.10           |
| Bill                   | 1V7P-JH1...  | 10/06/2024        |                                     | Books & Materials         | -136.58          |
| Bill                   | 1YWM-RD...   | 10/07/2024        |                                     | Books & Materials         | -10.29           |
| Bill                   | 1JLR-CNJ...  | 10/08/2024        |                                     | Library & Office Supplies | -88.16           |
| Bill                   | 1VDJ-XMY...  | 10/08/2024        |                                     | Books & Materials         | -89.46           |
| Bill                   | 1Y7F-VXQ...  | 10/09/2024        |                                     | Library & Office Supplies | -32.80           |
| Bill                   | 1TGN-CJ1...  | 10/10/2024        |                                     | Books & Materials         | -35.00           |
| Bill                   | 1JMD-WR...   | 10/10/2024        |                                     | Books & Materials         | -12.89           |
| <b>TOTAL</b>           |              |                   |                                     |                           | <b>-3,070.85</b> |

Lawrence Public Library  
**Check Detail**  
October 2024

| Type                   | Num          | Date              | Name                                    | Account                   | Paid Amount |
|------------------------|--------------|-------------------|---|---------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>91070</b> | <b>10/21/2024</b> | <b>Amy Tankersley</b>                   | <b>Checking</b>           |             |
| Bill                   | Yoga         | 09/22/2024        |   | Kansas Health Founda...   | -25.00      |
| TOTAL                  |              |                   |   |                           | -25.00      |
| <b>Bill Pmt -Check</b> | <b>EFT</b>   | <b>10/21/2024</b> | <b>ASI</b>                              | <b>Checking</b>           |             |
| Bill                   | SEPT 2024    | 09/30/2024        |   | Professional Fees         | -76.00      |
| TOTAL                  |              |                   |   |                           | -76.00      |
| <b>Check</b>           |              | <b>10/01/2024</b> | <b>ASI</b>                              | <b>Checking</b>           |             |
|                        |              |                   |   | Payroll Liabilities FSA   | -2,408.32   |
| TOTAL                  |              |                   |   |                           | -2,408.32   |
| <b>Bill Pmt -Check</b> | <b>29900</b> | <b>10/21/2024</b> | <b>Baker &amp; Taylor, Inc.</b>         | <b>Checking</b>           |             |
| Bill                   | 2038521009   | 09/06/2024        |   | Books & Materials         | -20.99      |
| Bill                   | 2038521010   | 09/06/2024        |   | Processing Supplies       | -0.32       |
| Bill                   | 2038544227   | 09/16/2024        |   | Books & Materials         | -35.68      |
| Bill                   | 2038544228   | 09/16/2024        |   | Processing Supplies       | -0.64       |
| Bill                   | 2038577420   | 10/01/2024        |   | Books & Materials         | -59.68      |
| Bill                   | 2038577421   | 10/01/2024        |   | Processing Supplies       | -2.53       |
| TOTAL                  |              |                   |   |                           | -119.84     |
| <b>Check</b>           | <b>EFT</b>   | <b>10/18/2024</b> | <b>Blue Cross and Blue Shield of...</b> | <b>Checking</b>           |             |
|                        |              |                   |   | Health Insurance          | -59,428.41  |
|                        |              |                   |   | Hospital & Cancer Plans   | -241.91     |
| TOTAL                  |              |                   |   |                           | -59,670.32  |
| <b>Bill Pmt -Check</b> | <b>91071</b> | <b>10/21/2024</b> | <b>Bug Hounds, LLC</b>                  | <b>Checking</b>           |             |
| Bill                   | 2128         | 09/05/2024        |   | Building Repairs & Mai... | -762.50     |
| TOTAL                  |              |                   |   |                           | -762.50     |
| <b>Bill Pmt -Check</b> | <b>29901</b> | <b>10/21/2024</b> | <b>Center Point Large Print</b>         | <b>Checking</b>           |             |
| Bill                   | 2118435      | 09/03/2024        |   | Books & Materials         | -54.54      |
| Bill                   | 2119946      | 09/05/2024        |   | Books & Materials         | -27.27      |
| Bill                   | 2120821      | 09/09/2024        |   | Books & Materials         | -20.99      |
| Bill                   | 2123299      | 09/12/2024        |   | Books & Materials         | -56.76      |
| TOTAL                  |              |                   |   |                           | -159.56     |

Lawrence Public Library  
**Check Detail**  
October 2024

| Type                   | Num          | Date              | Name                                  | Account                   | Paid Amount |
|------------------------|--------------|-------------------|---------------------------------------|---------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>29902</b> | <b>10/21/2024</b> | <b>Century Business Technologies</b>  | <b>Checking</b>           |             |
| Bill                   | 730731       | 10/01/2024        |                                       | IT Software & Subscrip... | -607.03     |
| Bill                   | 732302       | 10/11/2024        |                                       | IT Software & Subscrip... | -229.64     |
| TOTAL                  |              |                   |                                       |                           | -836.67     |
| <b>Bill Pmt -Check</b> | <b>91072</b> | <b>10/21/2024</b> | <b>Cottin's Hardware &amp; Rental</b> | <b>Checking</b>           |             |
| Bill                   | A688800      | 09/30/2024        |                                       | Building Repairs & Mai... | -54.97      |
| TOTAL                  |              |                   |                                       |                           | -54.97      |
| <b>Bill Pmt -Check</b> | <b>91073</b> | <b>10/21/2024</b> | <b>Demco, Inc.</b>                    | <b>Checking</b>           |             |
| Bill                   | 7532972      | 09/10/2024        |                                       | Processing Supplies       | -568.01     |
| TOTAL                  |              |                   |                                       |                           | -568.01     |
| <b>Check</b>           | <b>EFT</b>   | <b>10/04/2024</b> | <b>Empower Annuity Insurance Co.</b>  | <b>Checking</b>           |             |
|                        |              |                   |                                       | KPERS 457 Plan            | -2,949.00   |
| TOTAL                  |              |                   |                                       |                           | -2,949.00   |
| <b>Check</b>           | <b>EFT</b>   | <b>10/04/2024</b> | <b>Empower Annuity Insurance Co.</b>  | <b>Checking</b>           |             |
|                        |              |                   |                                       | KPERS 457 Roth Plan       | -443.00     |
| TOTAL                  |              |                   |                                       |                           | -443.00     |
| <b>Check</b>           | <b>EFT</b>   | <b>10/18/2024</b> | <b>Empower Annuity Insurance Co.</b>  | <b>Checking</b>           |             |
|                        |              |                   |                                       | KPERS 457 Roth Plan       | -443.00     |
| TOTAL                  |              |                   |                                       |                           | -443.00     |
| <b>Check</b>           | <b>EFT</b>   | <b>10/18/2024</b> | <b>Empower Annuity Insurance Co.</b>  | <b>Checking</b>           |             |
|                        |              |                   |                                       | KPERS 457 Plan            | -2,949.00   |
| TOTAL                  |              |                   |                                       |                           | -2,949.00   |
| <b>Bill Pmt -Check</b> | <b>91074</b> | <b>10/21/2024</b> | <b>eRate Solutions, L.L.C.</b>        | <b>Checking</b>           |             |
| Bill                   | 4514         | 10/07/2024        |                                       | Professional Fees         | -1,100.38   |
| TOTAL                  |              |                   |                                       |                           | -1,100.38   |
| <b>Bill Pmt -Check</b> | <b>EFT</b>   | <b>10/21/2024</b> | <b>Evergy</b>                         | <b>Checking</b>           |             |
| Bill                   | SEPT 2024    | 09/30/2024        |                                       | Utilities - Electric      | -7,270.45   |
| TOTAL                  |              |                   |                                       |                           | -7,270.45   |

3:02 PM  
11/12/24

Lawrence Public Library  
**Check Detail**  
October 2024

| Type                   | Num          | Date              | Name  | Account                   | Paid Amount |
|------------------------|--------------|-------------------|---|---------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>91075</b> | <b>10/21/2024</b> | <b>Filmtools</b>                            | <b>Checking</b>           |             |
| Bill                   | SI-8350176   | 09/12/2024        |   | Processing Supplies       | -1,876.00   |
| TOTAL                  |              |                   |   |                           | -1,876.00   |
| <b>Bill Pmt -Check</b> | <b>91076</b> | <b>10/21/2024</b> | <b>Fisher Patterson Sayler &amp; Smi...</b> | <b>Checking</b>           |             |
| Bill                   | 109663       | 10/07/2024        |   | Professional Fees         | -778.30     |
| TOTAL                  |              |                   |   |                           | -778.30     |
| <b>Bill Pmt -Check</b> | <b>91077</b> | <b>10/21/2024</b> | <b>Floyds Drain Cleaning of Lawr...</b>     | <b>Checking</b>           |             |
| Bill                   | 1816750      | 09/05/2024        |   | Building Repairs & Mai... | -200.00     |
| TOTAL                  |              |                   |   |                           | -200.00     |
| <b>Bill Pmt -Check</b> | <b>29903</b> | <b>10/21/2024</b> | <b>Freedom Interior Solutions LLC</b>       | <b>Checking</b>           |             |
| Bill                   | 44139        | 09/12/2024        |   | Block Grant               | -7,657.50   |
| Bill                   | 44191        | 10/09/2024        |   | Block Grant               | -1,120.00   |
| TOTAL                  |              |                   |   |                           | -8,777.50   |
| <b>Bill Pmt -Check</b> | <b>29904</b> | <b>10/21/2024</b> | <b>Gale/Cengage Learning</b>                | <b>Checking</b>           |             |
| Bill                   | 85299102     | 09/04/2024        |   | Books & Materials         | -28.69      |
| Bill                   | 85335958     | 09/05/2024        |   | Books & Materials         | -28.69      |
| Bill                   | 85335481     | 09/05/2024        |   | Books & Materials         | -131.56     |
| Bill                   | 85363358     | 09/06/2024        |   | Books & Materials         | -24.49      |
| Bill                   | 85613903     | 09/18/2024        |   | Books & Materials         | -48.98      |
| Bill                   | 85667039     | 09/23/2024        |   | Books & Materials         | -26.59      |
| Bill                   | 85691727     | 10/01/2024        |   | Books & Materials         | -28.69      |
| TOTAL                  |              |                   |   |                           | -317.69     |
| <b>Bill Pmt -Check</b> | <b>29905</b> | <b>10/21/2024</b> | <b>GovConnection, Inc.</b>                  | <b>Checking</b>           |             |
| Bill                   | 75725245     | 09/24/2024        |   | Operations                | -1,660.20   |
| TOTAL                  |              |                   |   |                           | -1,660.20   |
| <b>Bill Pmt -Check</b> | <b>29906</b> | <b>10/21/2024</b> | <b>Ingram Library Services</b>              | <b>Checking</b>           |             |
| Bill                   | 83566720     | 09/05/2024        |   | Books & Materials         | -682.41     |
| Bill                   | 83566721     | 09/05/2024        |   | Processing Supplies       | -66.35      |
| Bill                   | 83594779     | 09/06/2024        |   | Books & Materials         | -244.97     |
| Bill                   | 83605470     | 09/06/2024        |   | Processing Supplies       | -1.00       |
| Bill                   | 83594780     | 09/06/2024        |   | Processing Supplies       | -19.91      |
| Bill                   | 83605469     | 09/06/2024        |   | Books & Materials         | -62.96      |
| Bill                   | 83626631     | 09/09/2024        |   | Books & Materials         | -2,506.79   |
| Bill                   | 83633903     | 09/09/2024        |   | Books & Materials         | -785.84     |
| Bill                   | 83626632     | 09/09/2024        |   | Processing Supplies       | -258.59     |
| Bill                   | 83633904     | 09/09/2024        |   | Processing Supplies       | -109.85     |
| Bill                   | 83661008     | 09/10/2024        |   | Books & Materials         | -209.15     |



Lawrence Public Library  
Check Detail  
October 2024

| Type | Num      | Date       | Name | Account                   | Paid Amount |
|------|----------|------------|------|---------------------------|-------------|
|      |          |            |      | Library & Office Supplies | -3.00       |
| Bill | 83661010 | 09/10/2024 |      | Books & Materials         | -240.15     |
| Bill | 83661009 | 09/10/2024 |      | Processing Supplies       | -20.08      |
| Bill | 83661011 | 09/10/2024 |      | Processing Supplies       | -42.67      |
| Bill | 83683267 | 09/11/2024 |      | Books & Materials         | -874.76     |
| Bill | 83683268 | 09/11/2024 |      | Processing Supplies       | -75.55      |
| Bill | 83707337 | 09/12/2024 |      | Books & Materials         | -555.73     |
| Bill | 83713784 | 09/12/2024 |      | Books & Materials         | -33.72      |
| Bill | 83707338 | 09/12/2024 |      | Processing Supplies       | -78.42      |
| Bill | 83730079 | 09/13/2024 |      | Books & Materials         | -1,625.34   |
| Bill | 83730080 | 09/13/2024 |      | Processing Supplies       | -185.38     |
| Bill | 83781780 | 09/17/2024 |      | Books & Materials         | -1,052.42   |
| Bill | 83781782 | 09/17/2024 |      | Books & Materials         | -131.31     |
| Bill | 83781781 | 09/17/2024 |      | Processing Supplies       | -98.80      |
| Bill | 83781783 | 09/17/2024 |      | Processing Supplies       | -2.25       |
| Bill | 83805755 | 09/18/2024 |      | Books & Materials         | -479.98     |
| Bill | 83811328 | 09/18/2024 |      | Books & Materials         | -337.43     |
| Bill | 83805756 | 09/18/2024 |      | Processing Supplies       | -41.31      |
| Bill | 83811329 | 09/18/2024 |      | Processing Supplies       | -21.80      |
| Bill | 83828712 | 09/19/2024 |      | Books & Materials         | -580.43     |
| Bill | 83828714 | 09/19/2024 |      | Books & Materials         | -154.10     |
| Bill | 83828713 | 09/19/2024 |      | Processing Supplies       | -53.54      |
| Bill | 83828715 | 09/19/2024 |      | Processing Supplies       | -2.50       |
| Bill | 83849091 | 09/20/2024 |      | Books & Materials         | -2,509.43   |
| Bill | 83849092 | 09/20/2024 |      | Processing Supplies       | -250.61     |
| Bill | 83864872 | 09/22/2024 |      | Books & Materials         | -804.83     |
| Bill | 83864873 | 09/22/2024 |      | Processing Supplies       | -140.78     |
| Bill | 83872779 | 09/23/2024 |      | Books & Materials         | -514.40     |
| Bill | 83872781 | 09/23/2024 |      | Books & Materials         | -34.78      |
| Bill | 83872780 | 09/23/2024 |      | Processing Supplies       | -43.06      |
| Bill | 83872782 | 09/23/2024 |      | Processing Supplies       | -0.50       |
| Bill | 83923959 | 10/01/2024 |      | Books & Materials         | -699.76     |
| Bill | 83961792 | 10/01/2024 |      | Books & Materials         | -248.34     |
| Bill | 83961793 | 10/01/2024 |      | Books & Materials         | -1,522.70   |
| Bill | 83990869 | 10/01/2024 |      | Books & Materials         | -494.06     |
| Bill | 84010530 | 10/01/2024 |      | Books & Materials         | -10.96      |
| Bill | 84010531 | 10/01/2024 |      | Books & Materials         | -793.21     |
| Bill | 83919441 | 10/01/2024 |      | Processing Supplies       | -109.14     |
| Bill | 83923960 | 10/01/2024 |      | Processing Supplies       | -88.24      |
| Bill | 83940130 | 10/01/2024 |      | Processing Supplies       | -37.98      |
| Bill | 83961794 | 10/01/2024 |      | Processing Supplies       | -188.02     |
| Bill | 83961796 | 10/01/2024 |      | Processing Supplies       | -0.25       |
| Bill | 83990870 | 10/01/2024 |      | Processing Supplies       | -74.44      |
| Bill | 84010532 | 10/01/2024 |      | Processing Supplies       | -77.40      |
| Bill | 84039982 | 10/02/2024 |      | Books & Materials         | -204.97     |
| Bill | 84039983 | 10/02/2024 |      | Processing Supplies       | -37.30      |
| Bill | 84054963 | 10/03/2024 |      | Books & Materials         | -605.31     |
| Bill | 84054965 | 10/03/2024 |      | Books & Materials         | -3,471.95   |
| Bill | 84054964 | 10/03/2024 |      | Processing Supplies       | -71.02      |
| Bill | 84054966 | 10/03/2024 |      | Processing Supplies       | -418.17     |
| Bill | 84103203 | 10/07/2024 |      | Books & Materials         | -434.87     |
| Bill | 84112221 | 10/07/2024 |      | Books & Materials         | -33.87      |
| Bill | 84103204 | 10/07/2024 |      | Processing Supplies       | -39.24      |
| Bill | 84112222 | 10/07/2024 |      | Processing Supplies       | -7.92       |
| Bill | 83961795 | 10/01/2024 |      | Memorials/Honor w/ B...   | -17.24      |
| Bill | 83919440 | 10/01/2024 |      | Books & Materials         | -1,120.27   |
|      |          |            |      | Library & Office Supplies | -3.00       |

Lawrence Public Library  
**Check Detail**  
October 2024

| Type                   | Num          | Date              | Name                              | Account                   | Paid Amount |
|------------------------|--------------|-------------------|-----------------------------------|---------------------------|-------------|
| Bill                   | 83940129     | 10/01/2024        |                                   | Books & Materials         | -309.21     |
|                        |              |                   |                                   | Library & Office Supplies | -3.00       |
| TOTAL                  |              |                   |                                   |                           | -27,058.72  |
| <b>Bill Pmt -Check</b> | <b>91078</b> | <b>10/21/2024</b> | <b>Jayhawk Tropical Fish</b>      | <b>Checking</b>           |             |
| Bill                   | 116781       | 10/01/2024        |                                   | Aquarium Maintenance      | -345.00     |
| TOTAL                  |              |                   |                                   |                           | -345.00     |
| <b>Check</b>           |              | <b>10/31/2024</b> | <b>Kansas Department of Labor</b> | <b>Checking</b>           |             |
|                        |              |                   |                                   | SUI                       | -852.60     |
| TOTAL                  |              |                   |                                   |                           | -852.60     |
| <b>Check</b>           | <b>EFT</b>   | <b>10/04/2024</b> | <b>Kansas Payment Center</b>      | <b>Checking</b>           |             |
|                        |              |                   |                                   | Child Support             | -28.62      |
| TOTAL                  |              |                   |                                   |                           | -28.62      |
| <b>Check</b>           | <b>EFT</b>   | <b>10/18/2024</b> | <b>Kansas Payment Center</b>      | <b>Checking</b>           |             |
|                        |              |                   |                                   | Child Support             | -28.62      |
| TOTAL                  |              |                   |                                   |                           | -28.62      |
| <b>Bill Pmt -Check</b> | <b>91079</b> | <b>10/21/2024</b> | <b>Kindred CPA</b>                | <b>Checking</b>           |             |
| Bill                   | INV204599    | 09/30/2024        |                                   | Professional Fees         | -2,307.88   |
| TOTAL                  |              |                   |                                   |                           | -2,307.88   |
| <b>Check</b>           | <b>EFT</b>   | <b>10/04/2024</b> | <b>KPERS</b>                      | <b>Checking</b>           |             |
|                        |              |                   |                                   | Retirees                  | -323.87     |
| TOTAL                  |              |                   |                                   |                           | -323.87     |
| <b>Check</b>           | <b>EFT</b>   | <b>10/04/2024</b> | <b>KPERS</b>                      | <b>Checking</b>           |             |
|                        |              |                   |                                   | Company                   | -21,771.73  |
|                        |              |                   |                                   | KPERS Employee            | -12,732.03  |
| TOTAL                  |              |                   |                                   |                           | -34,503.76  |
| <b>Check</b>           | <b>EFT</b>   | <b>10/18/2024</b> | <b>KPERS</b>                      | <b>Checking</b>           |             |
|                        |              |                   |                                   | Retirees                  | -227.37     |
| TOTAL                  |              |                   |                                   |                           | -227.37     |

Lawrence Public Library  
**Check Detail**  
October 2024

| Type                   | Num          | Date              | Name                               | Account                 | Paid Amount       |
|------------------------|--------------|-------------------|------------------------------------|-------------------------|-------------------|
| <b>Check</b>           | <b>EFT</b>   | <b>10/18/2024</b> | <b>KPERS</b>                       | <b>Checking</b>         |                   |
|                        |              |                   |                                    | Company                 | -14,536.27        |
|                        |              |                   |                                    | KPERS Employee          | -8,476.82         |
| <b>TOTAL</b>           |              |                   |                                    |                         | <b>-23,013.09</b> |
| <b>Check</b>           | <b>EFT</b>   | <b>10/18/2024</b> | <b>KPERS</b>                       | <b>Checking</b>         |                   |
|                        |              |                   |                                    | OGLI                    | -458.89           |
| <b>TOTAL</b>           |              |                   |                                    |                         | <b>-458.89</b>    |
| <b>Bill Pmt -Check</b> | <b>91080</b> | <b>10/21/2024</b> | <b>Lawrence Rotary Club</b>        | <b>Checking</b>         |                   |
| Bill                   | 131547       | 10/01/2024        |                                    | Professional Develop... | -250.00           |
| <b>TOTAL</b>           |              |                   |                                    |                         | <b>-250.00</b>    |
| <b>Bill Pmt -Check</b> | <b>29907</b> | <b>10/21/2024</b> | <b>Maceli's</b>                    | <b>Checking</b>         |                   |
| Bill                   | E24080       | 10/14/2024        |                                    | Read Across Lawrenc...  | -660.00           |
| <b>TOTAL</b>           |              |                   |                                    |                         | <b>-660.00</b>    |
| <b>Bill Pmt -Check</b> | <b>EFT</b>   | <b>10/21/2024</b> | <b>Midcontinent Communications</b> | <b>Checking</b>         |                   |
| Bill                   | 157407601... | 09/16/2024        |                                    | Internet & Telephone    | -572.33           |
| <b>TOTAL</b>           |              |                   |                                    |                         | <b>-572.33</b>    |
| <b>Bill Pmt -Check</b> | <b>29908</b> | <b>10/21/2024</b> | <b>Midwest Tape</b>                | <b>Checking</b>         |                   |
| Bill                   | 506022764    | 09/09/2024        |                                    | Books & Materials       | -699.74           |
|                        |              |                   |                                    | Books & Materials       | -104.23           |
| Bill                   | 506022767    | 09/09/2024        |                                    | Books & Materials       | -45.73            |
| Bill                   | 506022765    | 09/09/2024        |                                    | Books & Materials       | -65.35            |
| Bill                   | 506037695    | 09/13/2024        |                                    | Books & Materials       | -1,086.10         |
|                        |              |                   |                                    | Books & Materials       | -143.98           |
| Bill                   | 506037696    | 09/13/2024        |                                    | Books & Materials       | -24.99            |
| Bill                   | 506037697    | 09/13/2024        |                                    | Books & Materials       | -213.28           |
| Bill                   | 506037699    | 09/13/2024        |                                    | Books & Materials       | -417.78           |
| Bill                   | 506076302    | 09/20/2024        |                                    | Books & Materials       | -1,154.84         |
|                        |              |                   |                                    | Books & Materials       | -212.22           |
| Bill                   | 506076303    | 09/20/2024        |                                    | Books & Materials       | -143.97           |
| Bill                   | 506076304    | 09/20/2024        |                                    | Books & Materials       | -187.37           |
| Bill                   | 506076306    | 09/20/2024        |                                    | Books & Materials       | -355.10           |
| Bill                   | 506123071    | 09/30/2024        |                                    | Processing Supplies     | -292.82           |
| Bill                   | 506109622    | 10/01/2024        |                                    | Books & Materials       | -618.05           |
|                        |              |                   |                                    | Books & Materials       | -38.24            |
| Bill                   | 506109623    | 10/01/2024        |                                    | Books & Materials       | -117.97           |
| Bill                   | 506109624    | 10/01/2024        |                                    | Books & Materials       | -128.76           |
| Bill                   | 506109626    | 10/01/2024        |                                    | Books & Materials       | -369.27           |
| Bill                   | 506129803    | 10/04/2024        |                                    | Books & Materials       | -119.01           |
| Bill                   | 506129805    | 10/04/2024        |                                    | Books & Materials       | -213.86           |
| Bill                   | 506140011    | 10/04/2024        |                                    | Books & Materials       | -639.35           |

Lawrence Public Library  
Check Detail  
October 2024

| Type                   | Num          | Date              | Name                  | Account           | Paid Amount |
|------------------------|--------------|-------------------|-----------------------|-------------------|-------------|
| Bill                   | 506140012    | 10/04/2024        |                       | Books & Materials | -28.49      |
|                        |              |                   |                       | Books & Materials | -87.98      |
| TOTAL                  |              |                   |                       |                   | -7,508.48   |
| <b>Check</b>           | <b>WIRE</b>  | <b>10/30/2024</b> | <b>MK Solutions</b>   | <b>Checking</b>   |             |
|                        |              |                   |                       | Block Grant       | -60,666.00  |
| TOTAL                  |              |                   |                       |                   | -60,666.00  |
| <b>Bill Pmt -Check</b> | <b>91081</b> | <b>10/21/2024</b> | <b>New Directions</b> | <b>Checking</b>   |             |
| Bill                   | INV-35190    | 10/01/2024        |                       | Professional Fees | -1,600.00   |
| TOTAL                  |              |                   |                       |                   | -1,600.00   |
| <b>Bill Pmt -Check</b> | <b>29909</b> | <b>10/21/2024</b> | <b>OverDrive</b>      | <b>Checking</b>   |             |
| Bill                   | 06809CO2...  | 09/01/2024        |                       | Books & Materials | -1,604.01   |
| Bill                   | 06809CO2...  | 09/01/2024        |                       | Salkind Gift      | -111.93     |
| Bill                   | 06809CO2...  | 09/01/2024        |                       | Books & Materials | -95.90      |
| Bill                   | 06809CO2...  | 09/01/2024        |                       | Books & Materials | -265.33     |
| Bill                   | 06809CO2...  | 09/01/2024        |                       | Books & Materials | -299.99     |
| Bill                   | 06809CO2...  | 09/01/2024        |                       | Books & Materials | -50.00      |
| Bill                   | 06809CO2...  | 09/01/2024        |                       | Books & Materials | -2,533.43   |
| Bill                   | 06809CO2...  | 09/01/2024        |                       | Books & Materials | -1,634.50   |
| Bill                   | 06809DA2...  | 09/01/2024        |                       | Books & Materials | -514.35     |
| Bill                   | 06809CO2...  | 09/01/2024        |                       | Salkind Gift      | -824.46     |
| Bill                   | 06809CO2...  | 09/01/2024        |                       | Salkind Gift      | -264.14     |
| Bill                   | 06809CO2...  | 09/01/2024        |                       | Salkind Gift      | -736.30     |
| Bill                   | 06809DA2...  | 09/03/2024        |                       | Books & Materials | -348.46     |
| Bill                   | 06809CO2...  | 09/05/2024        |                       | Books & Materials | -404.31     |
| Bill                   | 06809CO2...  | 09/05/2024        |                       | Books & Materials | -284.21     |
| Bill                   | 06809CO2...  | 09/05/2024        |                       | Books & Materials | -2,134.92   |
| Bill                   | 06809CO2...  | 09/05/2024        |                       | Books & Materials | -1,346.01   |
| Bill                   | 06809DA2...  | 09/05/2024        |                       | Books & Materials | -27.99      |
| Bill                   | 06809CO2...  | 09/05/2024        |                       | Books & Materials | -367.21     |
| Bill                   | 06809CO2...  | 09/05/2024        |                       | Books & Materials | -555.23     |
| Bill                   | 06809DA2...  | 09/10/2024        |                       | Books & Materials | -388.96     |
| Bill                   | 06809CO2...  | 09/12/2024        |                       | Books & Materials | -2,726.72   |
| Bill                   | 06809CO2...  | 09/12/2024        |                       | Books & Materials | -252.24     |
| Bill                   | 06809CO2...  | 09/12/2024        |                       | Books & Materials | -5,207.42   |
| Bill                   | 06809CO2...  | 09/12/2024        |                       | Books & Materials | -301.39     |
| Bill                   | 06809CO2...  | 09/12/2024        |                       | Books & Materials | -757.32     |
| Bill                   | 06809CO2...  | 09/12/2024        |                       | Books & Materials | -1,070.49   |
| Bill                   | 06809DA2...  | 09/17/2024        |                       | Books & Materials | -974.05     |
| Bill                   | 06809CO2...  | 09/19/2024        |                       | Books & Materials | -140.49     |
| Bill                   | 06809CO2...  | 09/19/2024        |                       | Books & Materials | -195.57     |
| Bill                   | 06809CO2...  | 09/19/2024        |                       | Books & Materials | -463.42     |
| Bill                   | 06809CO2...  | 10/01/2024        |                       | Books & Materials | -1,517.46   |
| Bill                   | 06809CO2...  | 10/01/2024        |                       | Books & Materials | -435.81     |
| Bill                   | 06809CO2...  | 10/01/2024        |                       | Books & Materials | -1,535.58   |
| Bill                   | 06809CO2...  | 10/01/2024        |                       | Salkind Gift      | -1,184.77   |
| Bill                   | 06809DA2...  | 10/01/2024        |                       | Salkind Gift      | -467.53     |
| Bill                   | 06809DA2...  | 10/01/2024        |                       | Books & Materials | -651.45     |

Lawrence Public Library  
**Check Detail**  
October 2024

| Type                   | Num           | Date              | Name                                   | Account                   | Paid Amount |
|------------------------|---------------|-------------------|--|---------------------------|-------------|
| Bill                   | 06809CO2...   | 10/01/2024        |  | Books & Materials         | -238.15     |
| Bill                   | 06809CP2...   | 10/01/2024        |  | Books & Materials         | -576.43     |
| TOTAL                  |               |                   |  |                           | -33,487.93  |
| <b>Bill Pmt -Check</b> | <b>91082</b>  | <b>10/21/2024</b> | <b>P1 Group, Inc.</b>                  | <b>Checking</b>           |             |
| Bill                   | 159107703     | 10/11/2024        |  | Building Repairs & Mai... | -6,926.00   |
| TOTAL                  |               |                   |  |                           | -6,926.00   |
| <b>Check</b>           | <b>91069</b>  | <b>10/07/2024</b> | <b>Paycom</b>                          | <b>Checking</b>           |             |
|                        |               |                   | Paycom                                 | Wages Payable             | -2,446.14   |
| TOTAL                  |               |                   |  |                           | -2,446.14   |
| <b>Bill Pmt -Check</b> | <b>91083</b>  | <b>10/21/2024</b> | <b>Playaway Products LLC</b>           | <b>Checking</b>           |             |
| Bill                   | 474838        | 10/01/2024        |  | Books & Materials         | -845.35     |
| TOTAL                  |               |                   |  |                           | -845.35     |
| <b>Bill Pmt -Check</b> | <b>91084</b>  | <b>10/21/2024</b> | <b>Rabble LLC</b>                      | <b>Checking</b>           |             |
| Bill                   | 1232          | 09/01/2024        |  | Books & Materials         | -4,440.00   |
| TOTAL                  |               |                   |  |                           | -4,440.00   |
| <b>Bill Pmt -Check</b> | <b>29910</b>  | <b>10/21/2024</b> | <b>Sarah Gross</b>                     | <b>Checking</b>           |             |
| Bill                   | Art Worksh... | 09/24/2024        |  | Information Services P... | -50.00      |
| TOTAL                  |               |                   |  |                           | -50.00      |
| <b>Bill Pmt -Check</b> | <b>29911</b>  | <b>10/21/2024</b> | <b>Southeast Kansas Library Sys...</b> | <b>Checking</b>           |             |
| Bill                   | 013050838...  | 09/19/2024        |  | Lost and Replacement...   | -9.60       |
| TOTAL                  |               |                   |  |                           | -9.60       |
| <b>Bill Pmt -Check</b> | <b>91085</b>  | <b>10/21/2024</b> | <b>Sun Creations, Inc.</b>             | <b>Checking</b>           |             |
| Bill                   | 169212        | 10/09/2024        |  | Block Grant               | -1,691.00   |
| TOTAL                  |               |                   |  |                           | -1,691.00   |
| <b>Bill Pmt -Check</b> | <b>91086</b>  | <b>10/21/2024</b> | <b>Susan King</b>                      | <b>Checking</b>           |             |
| Bill                   | Yoga - Sept   | 09/15/2024        |  | Kansas Health Founda...   | -25.00      |
| TOTAL                  |               |                   |  |                           | -25.00      |

Lawrence Public Library  
**Check Detail**  
October 2024

| Type                   | Num          | Date              | Name                              | Account                   | Paid Amount |
|------------------------|--------------|-------------------|-----------------------------------|---------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>91087</b> | <b>10/21/2024</b> | <b>Tech Logic</b>                 | <b>Checking</b>           |             |
| Bill                   | INV210017... | 09/17/2024        |                                   | Collections & Public S... | -8,060.04   |
| TOTAL                  |              |                   |                                   |                           | -8,060.04   |
| <b>Bill Pmt -Check</b> | <b>EFT</b>   | <b>10/21/2024</b> | <b>U.S. Bank - Mastercard</b>     | <b>Checking</b>           |             |
| Bill                   | SEPT 2024    | 10/02/2024        |                                   | Allen, Brad - US Bank ... | -12,667.80  |
|                        |              |                   |                                   | Brumley, A - US Bank ...  | -3,408.39   |
|                        |              |                   |                                   | Brune, G - US Bank C...   | -63.40      |
|                        |              |                   |                                   | Kearns, H - US Bank ...   | -1,269.09   |
|                        |              |                   |                                   | Kenn, P - US Bank CC...   | -333.83     |
|                        |              |                   |                                   | Taylor, L - US Bank C...  | -269.00     |
|                        |              |                   |                                   | Winsky, D - US Bank ...   | -1,109.20   |
|                        |              |                   |                                   | Ratzlaff, J - US Bank ... | -331.77     |
|                        |              |                   |                                   | Stepp, Ian - US Bank ...  | -293.67     |
|                        |              |                   |                                   | Haynes, F - US Bank ...   | -196.28     |
|                        |              |                   |                                   | Moore, M - US Bank C...   | -100.01     |
|                        |              |                   |                                   | Cook, Jenny - US Ban...   | -496.88     |
|                        |              |                   |                                   | Allen, K - US Bank CC...  | -8.99       |
|                        |              |                   |                                   | Segraves, E - US Ban...   | -429.27     |
|                        |              |                   |                                   | Mathews, S - US Bank...   | -438.48     |
|                        |              |                   |                                   | LeDosquet,M - US Ba...    | -2,407.83   |
|                        |              |                   |                                   | Medina, Y - US Bank ...   | -146.42     |
|                        |              |                   |                                   | Mackinnon,L - US Ban...   | -1,511.50   |
|                        |              |                   |                                   | Parks, H - US Bank C...   | -120.00     |
|                        |              |                   |                                   | Kearns, E - US Bank ...   | -405.00     |
| TOTAL                  |              |                   |                                   |                           | -26,006.81  |
| <b>Check</b>           |              | <b>10/15/2024</b> | <b>U.S. Bank - Mastercard</b>     | <b>Checking</b>           |             |
|                        |              |                   |                                   | Professional Fees         | -107.93     |
| TOTAL                  |              |                   |                                   |                           | -107.93     |
| <b>Bill Pmt -Check</b> | <b>29912</b> | <b>10/21/2024</b> | <b>Unique Management Services</b> | <b>Checking</b>           |             |
| Bill                   | 6131415      | 10/01/2024        |                                   | Professional Fees         | -433.40     |
| Bill                   | 6131416      | 10/01/2024        |                                   | Professional Fees         | -184.33     |
| TOTAL                  |              |                   |                                   |                           | -617.73     |
| <b>Bill Pmt -Check</b> | <b>EFT</b>   | <b>10/21/2024</b> | <b>United Parcel Service</b>      | <b>Checking</b>           |             |
| Bill                   | 0000506A...  | 10/05/2024        |                                   | Postage & Mailing         | -12.00      |
| TOTAL                  |              |                   |                                   |                           | -12.00      |
| <b>Check</b>           | <b>EFT</b>   | <b>10/18/2024</b> | <b>VSP Insurance Co.</b>          | <b>Checking</b>           |             |
|                        |              |                   |                                   | Vision Insurance - Em...  | -173.09     |
|                        |              |                   |                                   | Health Insurance          | -173.09     |
| TOTAL                  |              |                   |                                   |                           | -346.18     |

3:02 PM  
11/12/24

Lawrence Public Library  
**Check Detail**  
October 2024

---

| <u>Type</u>     | <u>Num</u> | <u>Date</u> | <u>Name</u>        | <u>Account</u>           | <u>Paid Amount</u> |
|-----------------|------------|-------------|--------------------|--------------------------|--------------------|
| Bill Pmt -Check | 91088      | 10/21/2024  | Zajic Flooring Inc | Checking                 |                    |
| Bill            | 1500       | 10/14/2024  |                    | Capital Improvement E... | -7,960.50          |
| TOTAL           |            |             |                    |                          | -7,960.50          |

## Lawrence Public Library

## Deluxe E-Checks

Oct 2024

| <u>Check Date</u> | <u>Check Number</u> | <u>Vendor</u>                        | <u>Amount</u>              |
|-------------------|---------------------|--------------------------------------|----------------------------|
| 11/18/2024        | 91089               | Amy Tankersley                       | \$ 25.00                   |
| 11/18/2024        | 91090               | Arsenal                              | \$ 3,049.00                |
| 11/18/2024        | 91091               | Brodart Co.                          | \$ 196.80                  |
| 11/18/2024        | 91092               | Bug Hounds, LLC                      | \$ 762.50                  |
| 11/18/2024        | 91093               | Carey S. Thomas Library              | \$ 80.00                   |
| 11/18/2024        | 91094               | Center Point Large Print             | \$ 107.78                  |
| 11/18/2024        | 91095               | Cottin's Hardware & Rental           | \$ 96.59                   |
| 11/18/2024        | 91096               | Demco, Inc.                          | \$ 183.46                  |
| 11/18/2024        | 91097               | Fisher Patterson Sayler & Smith, LLP | \$ 1,810.80                |
| 11/18/2024        | 91098               | Free State High School               | \$ 240.00                  |
| 11/18/2024        | 91099               | Jayhawk Tropical Fish                | \$ 345.00                  |
| 11/18/2024        | 91100               | Jim Bost Plumbing LLC                | \$ 610.82                  |
| 11/18/2024        | 91101               | John A. Marshall Co.                 | \$ 2,442.50                |
| 11/18/2024        | 91102               | John Lamonica                        | \$ 150.00                  |
| 11/18/2024        | 91103               | Kansas State University              | \$ 50.00                   |
| 11/18/2024        | 91104               | Kautsch Law, LLC                     | \$ 2,175.00                |
| 11/18/2024        | 91105               | Lawrence Memorial Hospital           | \$ 300.00                  |
| 11/18/2024        | 91106               | Schendel Services                    | \$ 119.88                  |
| 11/18/2024        | 91107               | Scholastic Inc.                      | \$ 448.80                  |
| 11/18/2024        | 91108               | Scott Rice Office Works              | \$ 160.00                  |
| 11/18/2024        | 91109               | Snap Promotions                      | \$ 2,049.00                |
| 11/18/2024        | 91110               | Southwest Solutions Group            | \$ 16,800.00               |
| 11/18/2024        | 91111               | Susan King                           | \$ 25.00                   |
| 11/18/2024        | 91112               | Watkins Museum                       | \$ 300.00                  |
|                   |                     |                                      | <u><u>\$ 32,527.93</u></u> |



# Oct 2024 LPL Progress Indicators

## Net Promoter Score

83

Oct 2024  
NPS Score

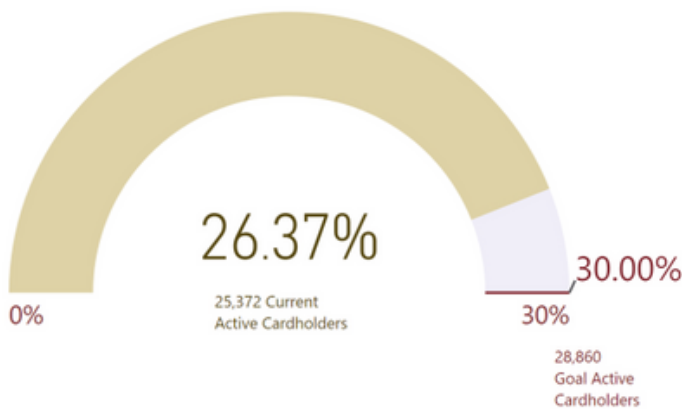
85

12-Month NPS  
Average

85

Goal for 12-Month  
NPS Average

## % Active Cardholders



### Lawrence Community Cardholders

96,207

Total Lawrence Population

26.37%

Current % Active

25,372

Total Active Lawrence Cardholders

28,860

Goal Active Lawrence Cardholders

3,488

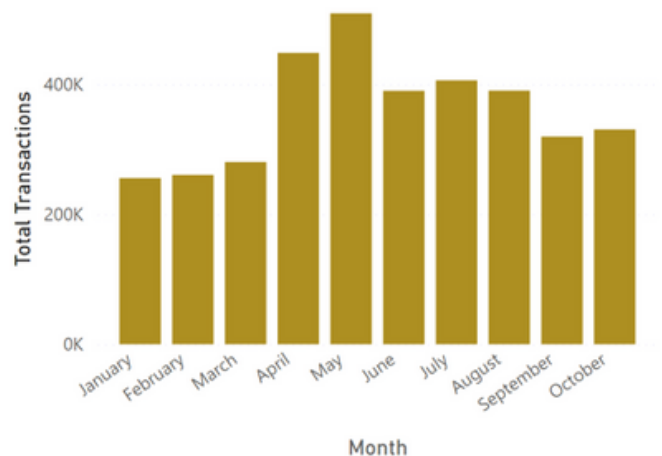
Cardholders needed to meet goal

## Library Use Index

Oct 2024 Total  
Transactions

330K

Monthly Trend of Total Library Transactions



# Oct 2024 LPL Statistical Highlights

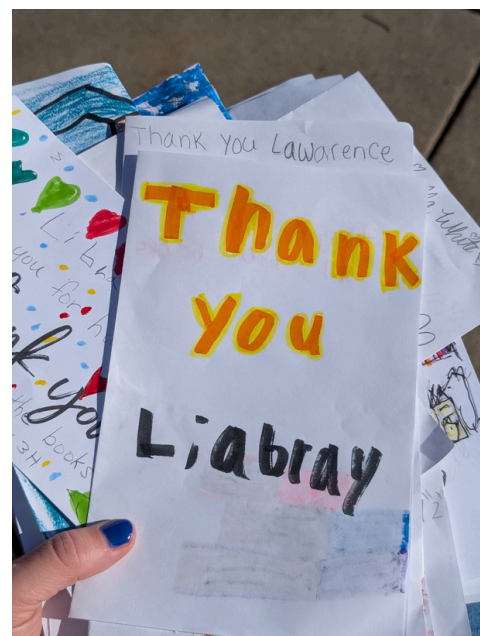
**1,104**

Attendees at Booktoberfest events, including Book Nerd Trivia Night at Lawrence Beer Co.



**39**

Thank you notes to the Library from the children at Sunflower Elementary School as part of their Community Helpers Celebration.



## Israel's 'Shadow War' Enters New Era of Strife

First Acknowledged Forays Into Iran — Tehran's Mutant Reply Fuels Some Fears

By MICHAEL ERIC VAUGHAN  
The shadow war between Israel and Iran has entered a new, more volatile phase, with the Israeli military acknowledging its first direct strikes on Iranian targets in the Persian Gulf region. The strikes, which targeted Iranian oil infrastructure, were carried out in a coordinated effort with the United States and other allies. This marks a significant escalation in the long-standing proxy conflict between the two nations. The Iranian response has been swift and unpredictable, with reports of a 'mutant' reply that has further fueled regional tensions. Analysts warn that this new era of strife could have far-reaching implications for global energy markets and international relations.

**32,127**

Views of the New York Times Digital Edition provided by the Library.

**Harris Keeps Equity Efforts Under Radar**  
By JESSICA W. BARNES  
The Biden administration's equity efforts have been largely overlooked, with Harris focusing on other priorities. This has led to a lack of visibility for the administration's work in this area.

**Ballot Power of Abortion Will Be Tested**  
By MICHAEL ERIC VAUGHAN  
The Supreme Court's decision on abortion rights has set the stage for a test of the political power of the Democratic Party. This decision will have significant implications for the party's future strategy and its relationship with its base.



# **Library Director's Report for November 2024**

## **Professional Development and Continuing Education**

It's been a busy month with lots of learning opportunities. I attended the Urban Library Council Leadership Forum in Philadelphia on October 23-25. A record-breaking 230 people were in attendance. The theme was "Trust Transformation Tomorrow." It was an excellent opportunity to network with fellow library leaders from across the nation as well as hear panelists discuss building trust within our library teams and the community we serve, how we are transforming as institutions coming out of COVID, and what tomorrow holds for the future of libraries. There was also a great session about how to advocate for public libraries with congressional representatives. Lots to ponder and process.

November 7 was our annual staff day. Our keynote speaker Max Kautsch presented on regulation expression in public libraries. It was an engaging presentation and people asked lots of great questions. There was a high level of engagement on the topic. In addition, we practiced emergency drills and spent time teambuilding. Special thanks to Mandy Leibold and Bart Littlejohn for attending!

## **Reconnecting with KU Partners**

In late October, I also connected with two KU partners who I want to rebuild relationships with that withered during the COVID era of reducing library events. I met with Emily Ryan from KU Commons about ways we can partner and bring events to the library while their auditorium at Spooner Hall is unavailable. I also met with Giselle Anatol, the Director of the Hall Center for Humanities about finding commonalities in public events spotlighting the humanities. I came away encouraged by our conversations and seek to work with both these partners and others to recreate a cohort of local institutions who produce humanities programs. We want to start small and focused on the humanities. I can see this develop into an organized way for KU Commons, the Hall Center, KU Libraries, LPL, and eventually other key partners like Watkins Museum perhaps, to coordinate for more efficient and effective events for our community. Stay tuned to see how this evolves in the next year.

Last but not least, on November 2, I served on a panel about opportunities in libraries for first generation college students at a KU First-Gen Conference. Perhaps the most exciting thing about this was the networking opportunity to meet KU librarians who work with undergraduates. We discussed developing a partnership to get Dottie up on campus with their help promoting our visits to students. I am really excited to see how this develops and what other outreach to KU students might develop as we learn more about our role on the KU campus.

Respectfully submitted by Brad Allen, November 12, 2024

# Monthly Departmental Reports

November 2024

## COLLECTIONS & TECHNOLOGY

---

Tricia attended training on Paycom expense management functionality. She continued working with Mary Ann and Erica to transition PDF fillable forms from BambooHR to Paycom. She worked on drafting procedures for purchase requests using Google Drive approval functionality. Several staff will pilot the procedure to see if it is a viable workflow for the library.

### Cataloging & Collection Development

The materials budget for 2025 is in its last stages before approval, there are only a few more tweaks that need to be made before the November Collection Management Committee meeting.

The Collection Development team is looking at setting up automatically generated weeding lists that use pre-set criteria for determining if materials should be considered for deaccessioning. Large weeding projects usually mean that the workroom gets backed up with carts full of materials that need to be deprocessed and sent to the Friends. This automation will help relieve some of that backup that we experience and create a more natural flow.

Cataloging has gone through all of our book clubs in bags and swapped out ones with old logos or that are in disrepair.

The team had a wildly successful walking taco day in mid October to ring in the impending Fall weather.

### Information Technology

Kim provided ongoing support to complete configuration of Quipu eCARD. Kim provided initial documentation and coordinated with Jeff and Aaron to support configuration of MK Solutions self-check software for testing on one of our existing Bibliotheca self-checks. Initial configuration is complete and a live test of their solution will take place soon. Sean and Aaron worked to prepare for deployment of 25 new laptops for use by staff (ThinkPad T14 Gen 5, expected to ship on 11/27) and 20 public desktops for use in the Teen and Children's areas (ThinkCentre M75q Gen 5, expected to ship on 11/14). 45 new monitors for these stations have been received and are available to deploy when the computers are ready. 75 FortiClient licenses have been ordered and received to be used on staff computers. Aaron is testing the software

# Monthly Departmental Reports

November 2024

ahead of deployment. Aaron worked with other Virtual Spaces team principals to reformulate our approach to pursuing this area of the strategic plan goals. Two mission focused working groups with more narrowly defined goals are now working in parallel: A Site Structure working group (led by Aaron) is working toward revisions to the organization of menus and pages on the website. A Site Content working group (led by Heather) is working to improve management of content production for the website.

## Materials Handling

It was nice to see everybody, including our subs, at staff day this year. Speaking of subs, I've been helping Erica and Karen with hiring some new super subs™ this month. Lookin' forward to interviews in November. Also training former Info Service member Hazlett on the sorter today to deepen our sub pool.

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

## DEVELOPMENT & COMMUNITY PARTNERSHIPS

---

### Marketing & Communications (M&C)

Heather attended a webinar with the Space Audit Team about designing for human behavior with designer Joe S. Agati, the Bibliocommons Midwest Meet-up at Johnson County Public Library to learn about new upgrades and optimizing materials lists for Readers' Advisory, a Mental Health First Aid training, and in December started the first of a 4-part series in Supervisor Training: Leadership Ethics with the library's leadership team. We also added new signage to four of the library's public restrooms letting patrons know they can use the restroom that best aligns with their gender identity. Biblioemail continues to be an effective tool for more customized messaging and the numbers support that; the more information pairs with patrons' interests, the higher the open rate typically. Our most read email to date was *Election Resources* (11,789 reads) which linked to [Ben's article](#) and Info Services resources. Ben's article got 302 clicks. Included was Terese's reading list which got 54 clicks. For reference, the next highest email engagement was for the Louise Erdrich program at 4753 reads. The winter issue of the Reader is out for proofing and will arrive on desks by December 1. Heather also worked with the Free State Journalism students on an ad for their student newspaper promoting the library's Book A Librarian service for help with research resources, and adapted it for the *Lawrence*

# Monthly Departmental Reports

November 2024

*Business Magazine* promoting the library as a remote work and coworking space. Heather is also working with Ian Stepp to get the new book locker designs and new book drop signage coordinated.

Ben wrote, drafted and published news stories for the 2024 election resource hub, Kaw Valley Jukebox, National Friends of Libraries weeks, and two job openings as requested by Erica. They also created strategic social media posts for each of those news stories, promoting helpful tips for the Fall Book Sale, and events for Youth Services and Info Services, including Magic the Gathering Club, various Story Times, Douglas County Renters Speak, and the Community Resource Fair. Ben drafted and scheduled emails for Library Speaker Consortium events, Native American Heritage Month, testing out new segments for different purposes, averaging a 54.7% open rate. They are currently working on two reels in the vein of Spotify Wrapped, presenting some fun stats about patrons' 2024 reading/watching/listening preferences for Kaw Valley Jukebox and the Library's collection as a whole. They are also in the process of creating a strategic plan to enhance the LPL blog using SEO best practices and related content strategy.

## Outreach

The fun and celebrations in Outreach continue! Sarah and the team participated in several Trunk or Treat events around town this month, connecting with a little over 300 people by giving the gift of candy. Sarah also held a Halloween story time at Midland Care. This is a special event that includes adult clients at MC and the Ballard Center kids who walk over. We followed the story time with trick or treating and snacks. Another highlight of this month was the "Gratitude Parade" held by Sunflower Elementary. Sunflower invited several organizations to pull up to the front of the building while the students came out and gave us thank you cards and drawings to show their gratitude for our services.

Speaking of Sunflower Elementary, one of Sarah's Leadership Lawrence sessions this month was about education. By coincidence, the school Sarah was assigned to tour was Sunflower.

Lastly, and also on the theme of education, Sarah attended the Association of Bookmobiles and Outreach Services (ABOS) conference in Indianapolis. It was such a well prepared and informative conference. Also, how often do you get 500 people together to talk about issues like bookmobile awnings and generators?

# Monthly Departmental Reports

November 2024

## FACILITIES

---

We had a great time hosting the KPR Live Day in our auditorium and got creative with the HVAC programming to help with their recording. They were very happy and we had an excellent turnout for the evening finale.

We had another great Bed Bug inspection, with only one alert! Bug Hounds tells me that they're getting calls from all around Lawrence so they're impressed with how well we do, and I'm forever grateful to our Materials Handling team and the F&F volunteers for doing such a great job checking everything before they come in.

### Maintenance & Custodial

David has continued making regular, weekly progress on cleaning the carpets and it's really starting to look good! He gets frustrated with the stains that come back after a few days, or the new ones that replace the old ones, but he's still optimistic about the direction he's going and so are we! Now we need to start looking at the carpet that's too worn and start replacing it. It may look a little funny at first, but it will certainly look better.

### Security

Mike Riner has retired after being an incredibly reliable and important part of the Security team for over ten years! We'll miss his wisdom, and amazing stories, but are excited for him to stop worrying about us and enjoying time with his wife, daughter, and pupper. Josh, Jon, and Erica will be hiring a new Security Guard in the coming weeks and until the new person is onboard we appreciate everyone's flexibility and helping to keep the Hello Desk staffed in the evenings.

## HUMAN RESOURCES

---

### Human Resources

We said a sad farewell to our Diversity and Equity Coordinator this month. After 4 years of service at the library, Frankie Haynes has accepted a position doing similar work at the

# Monthly Departmental Reports

November 2024

Mid-America Arts Alliance as their Access and Inclusion Program Officer. Frankie noted that this was a dream opportunity for her and the only reason she'd be pulled away from the library. Luckily, she has agreed to sit on the Friends and Foundation Board so we'll still get to see her. Hopefully, she'll be able to help us in our search for a new Diversity and Equity Coordinator in the new year. We are also in the process of hiring a few Substitute Library Assistants that are crossed-trained in our public service departments and in Materials handling. We are hiring a new part-time Security Guard too, since Michael Riner has retired after serving the library for 10 years. On another note, Staff Day was a success and feedback so far concentrates on how well the keynote and activities relate directly to library work.

## PUBLIC SERVICES

---

This has been a busy month of continuing education! Karen participated in the following:

- attended the Urban Library Council (ULC) Leadership Forum in Philadelphia with Brad October 23-25. It was small but well-planned covering topics such as emotional intelligence at work, ULC toolkits, radical respect, and celebrating failure.
- attended the latter half of a day of training put on by Bibliocommons (the company behind our catalog overlay, website, events module, and new marketing email client) in Johnson County.
- Online training with Paycom over expense reports and scheduling
- Staff day planning, execution, and training (1st amendment and emergency tornado and lock-down drills).

In addition to CE, Karen has been working with Ian and Erica on hiring for a substitute pool, assisting with further implementation of LibAnswers, working desk shifts in various departments, and participating in the virtual spaces groups as part of the strategic plan.

## Accounts

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

Information Services received training on LibAnswers and successfully transitioned their shared department email [eref@lplks.org](mailto:eref@lplks.org) to a LibAnswers queue.



# Monthly Departmental Reports

November 2024

## Information Services

Fall is always a busy time for Info Services and this year has been no exception. The well-received Civic Engagement 101 series continues, with one more post-election session upcoming. Dennis Domer's Embattled Lawrence series, offering deep dives into lesser known stories from Lawrence's past, has been very popular. The Community Resource Fair, helmed by Gabby, Lindin, and Theresa, was a notable success, with over 100 people attending and connecting with local services. Ellen kicked off a new monthly program that aims to connect folks interested in developing their tech skills with local tech entrepreneurs. And, Terese has been awarded a DCCF Livewell Community Wellness grant to support a program series that will focus on reducing food waste!

## Public Technology

October was a standard month serving patrons and staff in the Public Technology Department. We facilitated around 250 S+V Studio bookings, 369 meeting room bookings, hosted a Logic Pro music production class, helped record and upload Civic Engagement event recordings, and assisted many patrons in the public computer lab. During the month, Andrew even found time to take a quick European vacation.

## Readers' Services

October saw the bulk of our Booktoberfest programming, with seven programs happening this month through the 29th, plus our regularly scheduled book clubs as well. Some highlights: The Cat's Pajamas, a partnership with Espurrssso Cat Cafe and co-lead by Adam from RS and Terese from Info, was the first of its kind and something we hope to revisit on a quarterly basis. Book Club Speed Dating was packed to the rafters, as usual, and our partnership with KU for Feminist Fright Fest the past two years has helped to increase their participation.

We are currently working on the fine details of Read Across Lawrence, which will launch on January 29th (Kansas Day!) and are happy to report we have all of our programming scheduled and ready to roll. We're also looking forward to preparing for our second year of the Book Battle, which drew hundreds of voters.

## Youth Services

- We had a great month of programs, including a hundred people each at our Costume Dance Party for Littles and Creepy & Cuddly Critters program with Pet World. Over a

# Monthly Departmental Reports

November 2024

hundred kids came through the library to trick or treat. Additionally we had a Potion Party that was a huge hit. It's been a fun month!

- A Native American Heritage Month program, Let's Go Powwow at the Library, is set for Sunday, November 24th from 1:30-3:00pm. The event will feature special guests from Haskell Indian Nations University and is organized by Amaya Harris, a Tribal Princess and Youth Services Library Assistant. We also have NAHM displays in both the teen and children's departments.
- Our annual Weave a Tale Workshop, held in honor of past LPL Youth Services Supervisor Joyce Steiner, was held at the Kansas Library Association Conference on October 30th. The featured speaker was nationally recognized play expert Amanda Morgan. It was an excellent presentation and was well attended. YS staff gained some great ideas for incorporating play into our program line up and space.
- Two Eames couches in the picture book room will be replaced with new Eames couches soon.

## LPL Friends & Foundation Director's Report November 15, 2024

**Seasons Readings Book Sale.** Mark your calendar and plan to do some serious shopping at the Friends & Foundation's last book sale of the year. This one will not only be held in the book sale garage, but also in the library lobby from 10 am to 4 pm. You'll find a great selection of books and movies that make perfect gifts. For an added donation, volunteers will even gift wrap your purchases. And as a bonus, the City Band and other local musical groups will provide holiday music in the library auditorium throughout the day.

**New Board Member.** The Friends & Foundation is excited to report that Frankie Haynes will join our board. Frankie served as the library's Diversity, Equity, and Inclusion Coordinator for the last four years. She recently took a new job with the Mid American Arts Alliance. We are delighted that Frankie will continue to have a close connection to the library. Her first board meeting will be on November 25<sup>th</sup>.

**Year End Fundraising.** Our year-end fundraising efforts have begun. An update:

- Our New Chapter Society mailing dropped in mid-October and has produced approximately \$40,000 to date.
- The Friends & Foundation's "Together at your library" fundraising letter to all donors, as well as some new prospects was mailed this week.
- The DCCF Giving for Good campaign launches on December 3<sup>rd</sup> (Giving Tuesday). Our project asks for \$5000 to fund a cart for audiobook recordings in the SOUND+VISION Studio. We are grateful that we have a donor who has agreed to support that project. The DCCF campaign will be heavily promoted, so any additional funds that we receive will go into our Studio fund.
- Logan has created a "Together at your Library" book mark that we will start placing in every library hold. In addition, we will email donors for whom we do not have physical addresses asking for a year-end gift.

**Professional Development.** Logan Isaman-Unruh just returned from the Library Marketing and Communications conference in St. Louis. They are excited to apply what they learned to Friends & Foundation promotional efforts. In addition, Melissa Fisher Isaacs and I taught a grant writing class for library staff on November 12 and 13. Melissa provided information on the resources that the library offers to grant writers. My section of the presentation focused on tips and logistics for writing effective grants.

### Looking Ahead:

- **Legislative Breakfast.** The annual LPL-NEKLS legislative breakfast happens on November 20<sup>th</sup>. Please let me know if you plan to attend so we can have a bagel ready for you!
- **Draft MOU.** The Friends & Foundation board discussed the draft Memorandum of Understanding at its October meeting. The Trustees will consider the MOU at its December board meeting.



## Free Speech Activities Policy

*Submitted to the Lawrence Public Library Board of Trustees on 11/18/2024. Next review date: 11/2027*

---

### Policy

This policy defines a visitor's free speech rights on the Library campus.

### Definitions:

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.
2. Persons engaging in any free speech activities are referred to in this policy as "speakers."
3. "Sponsors" are a group(s) or individual(s) that reserve space in the library under the Reservable Room Policy and/or Public Event Policy.
4. A "designated partner" is an individual(s) or organization(s) who co-sponsors or is affiliated with a sponsor that reserves space in the library. The sponsor must identify a designated partner on promotion material to exempt their free speech activities from this policy.

### Regulations

1. The Library is a limited public forum dedicated to the peaceful study and enjoyment of visitors free from disturbance and unauthorized free speech activities by others.
2. Therefore, the Library will not permit free speech activities inside the Library that would interfere with study and enjoyment of visitors of the Library.
3. This policy does not apply to sponsors and their designated partners who reserve space in the library for programming under the Reservable Room Policy or Public Event Policy.
4. For information on free speech activities at library-sponsored events, please see the Public Event Policy.
5. For information on free speech activities at non-library sponsored events, please see the Reservable Room Policy.

6. For the safety and protection of speakers, library staff, and library patrons, speakers are permitted to engage in free speech activities outside of the Library in the public right-of-way. At no time is a speaker permitted to block or otherwise prevent ingress and egress from the Library.
7. Posters, pamphlets, or other printed information may not be placed on or attached to the buildings, walls, columns, lights, or other structural/ornamental features of the Library.
8. Aggressive or harassing behavior in violation of the law is strictly prohibited.

## **Enforcement**

If a speaker is in violation of the Policy, library staff must: (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.



## Public Event Policy

*Approved by the Lawrence Public Library Board of Trustees on 11/21/2022. Submitted for Review on 11/18/2024.  
Proposed review date: 11/2027.*

---

### Definition

A library event is a program sponsored or co-sponsored by the library that is a planned public or social occasion to further the mission, vision, and values of Lawrence Public Library. Library events can be presented in-person or online and can take place on the library property or at an offsite location. Events may also include passive activities that allow patrons to interact with materials that require minimal staff direction.

### Content

Lawrence Public Library events further its mission, vision, and values by:

- Providing content that enriches the lives of attendees through education, recreation, and entertainment;
- Highlighting a library service or resource;
- Responding to ongoing and emerging interests of community members.

A library event is a limited public forum unless otherwise indicated in event promotional materials. As such, the Library has the authority to regulate speakers on a time, place, and manner basis. The Library designates those producing and speaking at a library event as sponsors and designated partners who are allowed to express themselves during a library event. Attendees, other than the sponsor(s) and designated partner(s), must abide by the Free Speech Activities Policy.

### Sponsorship

Events may be initiated by library staff and/or community members and partners so long as they align with the mission, vision, and values of Lawrence Public Library, and the Library has the capacity to accomplish the event. All events are reviewed and approved by library staff and

shall be carried out in accordance with the Library's event guidelines. All events will allow for reasonable accommodations according to the Lawrence Public Library ADA policy.

Library sponsorship of an event does not constitute an endorsement of the content of the event or the views expressed by the participants. Library-initiated events are offered free of charge and are open to all, without regard to race, color, gender, national origin, religion, creed, disability, sexual orientation, gender identity, or gender expression. Patron age may be a consideration for event attendance at the discretion of library staff.

### **Concerns**

Any concerns about the development or content of a library-sponsored event should be directed to the staff person in charge of the program.



## Reservable Room Policy

*Supersedes the [Meeting Room Policy](#) approved March 18, 2019.*

*Approved by the Lawrence Public Library Board of Trustees On March 20, 2023. Submitted for review on 11/18/2024. Next review date 11/2027.*

---

The purpose of Lawrence Public Library's auditorium, meeting rooms, and study rooms are to provide space for both library-sponsored events and events developed and sponsored by residents and organizations in our community, as well as to provide space for quiet study and small group meetings. This fulfills the Library's [mission](#) and role as a community center, where the public can learn, connect, create, and grow by attending informational, educational, and cultural events. Lawrence Public Library champions the principle of intellectual freedom by providing a space for the free exchange of ideas as directed by the [American Library Association Library Bill of Rights](#).

The sponsors and their designated partners of events not sponsored by the Library are exempt from the Library's Free Speech Activities Policy, but all other event attendees must abide by the Free Speech Activities Policy. Sponsors and their designated partners have the right to waive the Free Speech Activities Policy for their meetings. Waiving this policy does not bind the Library or change the Library's position on free speech activity outside of that meeting space.

1. The Library will make no effort to censor or amend the content of a meeting.
2. Library-sponsored programming and events are given priority scheduling.
3. Both public and private meetings are allowed.
4. Admission fees may only be charged to recover costs directly associated with the provision of programs, such as educational materials, refreshments, or speakers' fees.
5. The Library bears no responsibility for personal injury sustained while using any of the library rooms.
6. The Library Director and Library Board of Trustees reserve the right to cancel any meeting should conditions warrant. When the Library closes due to an emergency, reasonable efforts will be made to notify organizations scheduled to use a meeting room. During adverse weather conditions, the group should check with the Library or consult local media outlets for closing information.
7. The Library is not responsible for lost or stolen items.



Persons or organizations are eligible to use the Lawrence Public Library's reservable rooms when they comply with Lawrence Public Library's [Reservable Room Guidelines](#) and Behavior Policy.



## **Community Bulletin Board Policy**

*Presented to the Board of Trustees: 1/15/2024, 11/18/2024. Proposed review date: 11/2027.*

### **Introduction**

In its goal to help meet the informational needs of the Lawrence, Kansas community, Lawrence Public Library (“the Library”) provides public bulletin board space for the exchange of information particular to Douglas County, Kansas as a service for the public. Posting of notices does not indicate the Library’s endorsement of the ideas, issues, or events promoted by those notices, nor will the Library accept responsibility for the accuracy of the statements made in such materials. The Library reserves the right to remove posts that are in violation of this policy; concerns regarding the submission process or bulletin board content should be directed to the Library Marketing & Communications Coordinator or the Executive Director.

### **Acceptable Materials**

The Library supports the posting or passive distribution of materials produced by organizations that support civic engagement, cultural enrichment, nonprofit services and resources, intellectual or interpersonal development, and employment and volunteer opportunities. Materials submitted for posting should be no larger than 11”x17”; smaller posters and flyers are accepted and encouraged. All submissions must include the name of and contact information for the sponsoring agency and/or its authorized representative.

### **Service Area**

To ensure content is relevant and tailored to foster community connection and engagement for the Library’s service area, materials are limited to information particular to Lawrence, Kansas, and its surrounding Douglas County region.

### **Unacceptable Materials**

- Out-of-service area
- Missing persons or pets
- Endorsing or opposing the election of any candidate for public office
- Endorsing or opposing the adoption of federal, state, or local legislation

- Advocating fraud and unlawful actions
- Obscene content
- Threatening or harassing language, personal attacks, or messaging that targets or disparages any ethnic, racial, age, gender, religion, sexual orientation, or disability status

### **Appeal Process**

Patrons may appeal and challenge the decline or removal of their content by contacting the Library Executive Director and/or Deputy Director.