Lawrence Public Library Board of Trustees Regular Meeting Monday, December 16, 2024 at 4:30 PM Hybrid: Meeting Room A or <u>Google Meet Link</u>

Executive Session – Receive update from legal counsel

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 November 2024
- Approve Treasurer's report for November 2024
- Approve bills for November 18, 2024 to December 16, 2024
- Receive statistical report for November 2024

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

Old Business

Public Comment

Executive Session – Executive Director Annual Evaluation

Adjournment

DRAFT

Lawrence Public Library Regular Board Meeting Date: November 18, 2024 Time: 4:30 pm

Venue: The meeting was conducted in person and online.

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

Staff Members Present: Brad Allen, Kathleen Morgan, Karen Allen, Erica Segraves, Heather Kearns, Kim Fletcher, Aaron Brumley, Tricia Karlin

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

Call to order

Kelly called the meeting to order at 4:33 p.m.

Consent Agenda

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

Library Director's Report

- Brad presented highlights from his written report.
- James asked if the Board needed to weigh in on the issue of the location of the Downtown Transit hub. Brad informed the board that he would attend the City Commission Meeting on Tuesday evening to present the library's stance in public comment if needed. Brad already shared a memo with the City Commissioners that stated the library's rationale for supporting the presence of the hub on the 700 block of Vermont Street, and the related operational recommendations for the City that would support positive experiences for all community members who traverse that block.

Department Reports

- Kelly noted that it was sad to see Frankie leave her position at the library, but is glad to see that Frankie will stay connected by joining the Friends and Foundation Board.
- Mandy asked if the weeding reports mentioned in the Cataloging and Collection Development report could be leveraged by Friends sale volunteers. Tricia noted this was

not viable, but agreed to look into Annamarie's request for a heads up to Friends sale volunteers when the library anticipates sending them a high volume of materials culled from the fiction and mystery collections.

- Mandy asked about the signs added recently to four of the library's public restrooms. ("You are welcome to use the restroom that aligns with your gender identity.") Discussion followed. The topic was tabled until the next board meeting. Staff were asked to add a sign below the current sign that states there are family bathrooms in the Children's area. Staff were also asked to present the following at the next meeting:
 - Legal issues that could arise from the signage
 - Current plans for constructing a gender neutral bathroom on the lower level of the library
 - Report on City's policy on gender-neutral bathrooms

Friends and Foundation Director's Report

- Annemarie presented the Friends and Foundation Report as presented in the board packet.
- Copies of the annual mailing to prospective library donors were distributed to board members in the room.

New Business

- Space Audit Presentation David Vinjamuri, ThirdWay Space
 - David conducted a space audit at the library this summer and presented his findings to the library board of trustees. The focus at this meeting was on short-term recommendations. David will attend a future meeting to present long-term recommendations
 - Allison left the meeting at 5:27 pm
 - Bart left the meeting at 5:33 pm
- 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
 - James and Brad explained that the updates made since the last meeting added clarity and synergy to these interrelated policies.
 - Due to lack of a quorum, the vote on the policies will be tabled until a special meeting that Brad will schedule in the near future.
- Create Executive Director Evaluation Committee
 - Kelly appointed herself and Mandy to the evaluation committee.

Old Business

• Sam Green provided an update on ongoing litigation.

Public Comments

• None noted.

Announcements

• None noted.

Adjournment

There being no other business, the meeting adjourned at 6:35 pm.

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

Respectfully submitted, Tricia Karlin

DRAFT

Lawrence Public Library Regular Board Meeting Date: November 25, 2024 Time: 2:00 pm

Venue: The meeting was conducted in person and online.

Board Members Present: Kelly Hart (Chair), Alex Carvalho, James Pavisian, Mandy Leibold, Mayor Bart Littlejohn, Ryann Tacha, Allison Friend Mazzei (arrived at action item 2, Public Event Policy). Absent: Susan Kang.

Staff Members Present: Brad Allen, Kathleen Morgan, Heather Kearns, Mary Ann LeDosquet, Gabby Boyle, Aaron Brumley, Tricia Karlin.

Friends and Foundation Members Present: None.

Call to order

Kelly called the meeting to order at 2:01 p.m.

New Business

- Policy Review:
 - Free Speech Activities Policy Brad Allen, Executive Director ACTION ITEM
 - Brad presented the policy previously shared in the packet for the November 18, 2024 Board of Trustees meeting. The policy stands as previously presented with one exception: a rewording of item 7.
 - Kelly moved to approve the free speech activities policies as presented by Brad. Alex seconded the motion. The motion passed.
 - Public Event Policy Brad Allen, Executive Director ACTION ITEM
 - Brad presented the policy previously shared in the November 18, 2024
 Board of Trustees meeting.
 - Kelly moved to approve the policy as presented by Brad. Bart seconded the motion. The motion passed.
 - **Reservable Room Policy** Brad Allen, Executive Director ACTION ITEM
 - Brad presented the policy previously shared in the November 18, 2024
 Board of Trustees meeting.

- James moved to approve the policy as presented by Brad. Mandy seconded the motion. The motion passed.
- Community Bulletin Board Policy Brad Allen, Executive Director
 - This policy is operational and there is no requirement for the board to vote to approve.

Public Comment

- Dr. Justin Spiehs offered public comment, questioning the constitutionality of the library's policy.
- Max Kautsch offered public comment, observing that, in his opinion, the policy follows established case law.
- Michael Eravi offered public comment, questioning the constitutionality of the library's policy.

Public Comments

• None noted.

Adjournment

There being no other business, the meeting adjourned at 2:21 pm.

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

Respectfully submitted, Tricia Karlin

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2024 Regular Budget Report

REVENUES	January	February	March	April	May	June	July	August	September	<u>October</u>	November	Year To Date	2024 Budget	% over/under
Tax Fund	-	3,403,698.77			-	2,550,450.11	-				225,851.12	6,180,000.00	\$6,180,000.00	100.00%
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	1,827.09	22,532.64	\$30,000.00	75.11%
NEKLS	· · -	,	25,406.25	,	8,765.00	25,406.25	-	,	25,406.25	,	25,406.25	110,390.00	\$110,000.00	100.35%
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	1,830.99	18,507.91	\$10,000.00	185.08%
Meeting Room Fees	1,603.35	290.70	535.44	604.46	339.14	148.25	775.90	196.50	975.60	605.06	48.60	6,123.00	\$5,000.00	122.46%
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	4,370.98	112,269.45	\$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	54.04	17,621.11		
Total Revenues	9,245.99	3,433,526.96	68,652.78	13,318.82	21,192.06	2,583,480.06	23,547.98	19,146.12	47,784.72	15,327.15	259,389.07	6,494,611.71	\$6,383,000.00	102%
EXPENSES														
Salaries & Wages	145,945.92	273,533.57	273,307.86	274,159.74	418,322.29	281,192.50	285,058.65	281,948.04	279,986.00	361,764.98	440,339.40	3,315,558.95	\$3,675,000.00	90.22%
Employee Benefits	47,014.44	48,314.70	48,420.45	51,650.79	43,560.57	48,354.56	48,041.83	48,665.94	50,654.51	50,099.17	69,603.15	554,380.11	\$585,000.00	94.77%
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	62,719.02	76,826.95	606,031.74	\$660,000.00	91.82%
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	7,836.65	83,654.69	\$100,000.00	83.65%
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	1,713.32	15,779.82	\$20,000.00	78.90%
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	11,797.47	1,413.69	84,790.14	\$60,000.00	141.32%
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	788.71	21,903.09	\$25,000.00	87.61%
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	51,166.52	646,025.26	\$750,000.00	86.14%
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	3,233.10	47,578.50	\$50,000.00	95.16%
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	15,124.02	321,253.37	\$325,000.00	98.85%
Public Tech Supplies	(161.52)	63.00	(89.64)	(106.64)	(74.17)	(204.62)	(112.52)	45.08	403.77	(67.58)	122.50	(182.34)		#DIV/0!
Operations	-	907.62	-	3,565.54	901.70	-	1,718.65	256.50	2,490.50	2,879.01	117.90	12,837.42		#DIV/0!
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	4,859.19	50,902.77		#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	3,784.43	44,537.46		#DIV/0!
Service	74,935.51	552.00	22,696.20	2,808.82	-	93,734.98	327.51	2,921.00	8,942.04	-	6,240.00	213,158.06		#DIV/0!
Insurance	(1,864.40)	-	-	100.00	6,599.00	-	7,766.00	13,711.63	4,082.43		(157.00)	30,237.66	\$18,000.00	167.99%
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	1,515.78	21,688.28	\$20,000.00	108.44%
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	469.63	28,433.65	\$30,000.00	94.78%
Book Van & Mileage	862.87	414.81	863.40	(364.34)	415.09	317.44	308.43	227.69	230.77	397.34	738.99	4,412.49	\$5,000.00	88.25%
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	7,986.10	105,719.54	\$30,000.00	352.40%
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	4.96	62.50		
Total Expenses	419,366.98	482,841.70	470,420.56	553,465.41	630,652.73	637,052.44	518,653.17	490,172.72	495,549.59	611,774.65	678,603.97	5,988,553.92	\$6,383,000.00	94%

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)

Cash Reserves Checking (US Bank & KMIP) Capital Improvement (KMIP) 827,124.45

1,294,795.34



2024 Outside Funding		1/1/2024	November	November		
Outside & Private Funding		<u>Carry Over Amts</u> + January Budgeting	<u>Income</u>	<u>Spending</u>		<u>Remaining</u>
R & E Totals			\$ 382.38	\$ 102,529.97	\$	460,884.08
	YTD Income YTD Expense				\$ \$	536,294.72 582,110.17

Lawrence Public Library Balance Sheet As of November 30, 2024

	Nov 30, 24
ASSETS Current Assets Checking/Savings MIP Operating Funds	910,174.85
Checking Capital Improvement at MIP	384,620.49 827,124.45
Total Checking/Savings	2,121,919.79
Other Current Assets Petty Cash	300.00
Total Other Current Assets	300.00
Total Current Assets	2,122,219.79
TOTAL ASSETS	2,122,219.79
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable Accounts Payable	113,066.24
Total Accounts Payable	113,066.24
Credit Cards US Bank Credit Card (7984)	19,809.79
Total Credit Cards	19,809.79
Other Current Liabilities Payroll Liabilities Health Insurance Hospital & Cancer Plans OGLI Payroll Liabilities FSA SUI	-11,451.77 92.42 176.60 1,689.26 39.41
Total Payroll Liabilities	-9,454.08
Total Other Current Liabilities	-9,454.08
Total Current Liabilities	123,421.95
Total Liabilities	123,421.95
Equity Opening Bal Equity Retained Earnings Net Income	300,635.22 1,240,172.91 457,989.71
Total Equity	1,998,797.84
TOTAL LIABILITIES & EQUITY	2,122,219.79

Lawrence Public Library Revenues & Expenses

November 2024

	Nov 24	Jan - Nov 24
Ordinary Income/Expense		
Income Miss Income	54.04	17 601 11
Misc Income Tax Fund	54.04 225,851.12	17,621.11 6,180,000.00
Lost and Replacement Fees	1,827.09	22,532.64
NEKLS	25,406.25	110,390.00
State& Federal Aid State& Federal Aid - Other	0.00	27,167.60
Total State& Federal Aid	0.00	27,167.60
Photocopies & Printing Meeting Room Rentals Interest	1,830.99 48.60	18,507.91 6,123.00
Capital Improvement Checking	76.56 4,294.42	28,706.65 83,562.80
Total Interest	4,370.98	112,269.45
Outside&Private Funding Income		
Downhall Books	129.27	342.44
Library Landscape & Posters Merchandise Sales	0.00 253.11	-48.60 -1,073.11
Outside&Private Funding Income - Other	0.00	529,467.88
Total Outside&Private Funding Income	382.38	528,688.61
Total Income	259,771.45	7,023,300.32
Gross Profit	259,771.45	7,023,300.32
Expense Payroll Expenses Gross Wages Gross Wages - Other	440,339.40	3,315,558.95
Total Gross Wages	440,339.40	3,315,558.95
-		
Group Life Insurance Health Insurance	1,123.04 69,264.96	11,501.46 548,472.49
Employee Parking	-784.85	-5,593.84
Payroll Expenses - Other	0.00	0.00
Total Payroll Expenses	509,942.55	3,869,939.06
Payroll Taxes		
Payroll Taxes Employer	32,796.83	260,484.35
KPERS Co Retiree	749.61	4,449.58
KPERS Co	43,280.51	341,097.81
Total Payroll Taxes	76,826.95	606,031.74
Utilities - Electric Utilities - Electric - Other	7,836.65	83,654.69
Total Utilities - Electric	7,836.65	83,654.69
Building Supplies Building Supplies - Other	1,713.32	15,779.82
Total Building Supplies	1,713.32	15,779.82
Building Repairs & Maintenance	1,413.69	84,790.14
Library & Office Supplies Library & Office Supplies - Other	788.71	21,903.09
Total Library & Office Supplies	788.71	21,903.09
Books & Materials Books & Materials - Other	51,166.52	646,025.26
Total Books & Materials	51,166.52	646,025.26
Processing Supplies Processing Supplies - Other	3,233.10	47,578.50
Total Processing Supplies	3,233.10	47,578.50
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Lawrence Public Library Revenues & Expenses

November 2024

	Nov 24		Jan - Nov 24
Technology Public Tech Supplies Operations IT Software & Subscriptions Internet & Telephone Collections & Public Service	122.50 117.90 4,859.19 3,784.43 6,240.00		-182.34 12,837.42 50,902.77 44,537.46 213,158.06
Total Technology	15	,124.02	321,253.37
Insurance Liability Insurance Insurance - Other	0.00 -157.00		100.00 30,137.66
Total Insurance		-157.00	30,237.66
Postage & Mailing Professional Development Travel By Department Adult Services	0.00	,515.78	21,688.28 537.30
Total Travel By Department	0.00		537.30
Professional Development - Other	469.63		27,896.35
Total Professional Development		469.63	
Vehicles, Mileage, Maintenance Professional Fees		738.99	4,412.49
Accounting Professional Fees - Other	0.00 7,986.10		6,255.00 99,464.54
Total Professional Fees	7	,986.10	105,719.54
Marketing-General Marketing-General - Other	0.00		20,000.00
Total Marketing-General		0.00	
Capital Improvement Expenditure Capital Improvement Expenditure - Other	0.00		80,822.13
Total Capital Improvement Expenditure		0.00	80,822.13
Miscellaneous Miscellaneous - Other	4.96		62.50
Total Miscellaneous		4.96	62.50
Outside & Private Funding Friends & Foundation Funding Memory Lab Picture Book Room Community Resource Seed Library (Native) Block Grant F&F Payroll Outreach/Coggins Fund Plant & Foliage Maintenance Aquarium Maintenance Program Expense	9,466.29 0.00 300.00 0.00 36,117.72 20,870.50 0.00 0.00 345.00		20,916.29 11,578.51 1,051.03 1,391.30 188,342.07 158,904.35 486.44 840.00 2,924.09
Information Services Programmin Readers Service Programming Public Tech Programming YS Programs (Children)	123.09 40.89 150.00		1,049.31 371.43 824.81
YS Programs (Children) - Other	154.49		10,054.84
Total YS Programs (Children)	154.49		10,054.84
Teen Services Programming Teen Services Programming - Other	248.78		7,632.89
Total Teen Services Programming	248.78		7,632.89
Summer Reading - ALL Read Across Lawrence/Booktober Youth Services & Cigler	0.00 0.00 112.90		42,738.03 -15,481.40 2,300.49
Total Program Expense	830.15		49,490.40

Lawrence Public Library Revenues & Expenses

November 2024

	Nov 24	Jan - Nov 24
Crowe Fund - Nancy Pat	79.98	1,300.54
Kanopy	0.00	40,572.00
Salkind Gift	5,406.07	13,821.16
Digital Resourses (GDR)	0.00	25,000.00
Memorials/Honor w/ Books GGIFT	14.49	521.92
Sound & Vision Miliken	507.51	2,326.17
MIDCO/Peterson	27,000.00	38,837.82
Marketing		
Marketing - Other	1,467.69	11,224.17
Total Marketing	1,467.69	11,224.17
Dr. Bob Program	0.00	1,793.50
Storytime at Home	10.87	992.43
Seed Library	88.70	1,727.31
Local History/Coan	0.00	300.00
Kansas Health Foundation	25.00	275.00
Friends & Foundation Funding - Other	0.00	2,140.19
Total Friends & Foundation Funding	102,529.97	576,756.69
Total Outside & Private Funding	102,529.97	576,756.69
Total Expense	781,133.94	6,565,310.61
Net Ordinary Income	-521,362.49	457,989.71
Net Income	-521,362.49	457,989.71

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

	Dec 16, 24
Alliance Entertainment	505.17
Amazon Capital Services, Inc	4,208.12
ASI	76.00
Baker & Taylor, Inc.	204.94
Center Point Large Print	136.35
Century Business Technologies	2,767.45
Cottin's Hardware & Rental	40.37
Demco, Inc.	1,484.64
DHE Computer Systems, LLC	60,594.50
EBSCO	34.96
Evergy	7,836.65
Fisher Patterson Sayler & Smith, LLP	1,158.30
Gale/Cengage Learning	344.97
Ingram Library Services	14,044.46
Jayhawk Tropical Fish	419.96
Mass Street Music	213.33
Midcontinent Communications	572.92
Midwest Tape	4,920.23
OverDrive	34,804.57
ProQuest LLC	8,967.29
Pur-O-Zone, Inc.	1,909.45
SirsiDynix	2,680.00
Southwest Solutions Group	5,227.11
Susan King	25.00
U.S. Bank - Mastercard	17,584.79
Unique Management Services	543.50
United Parcel Service	15.00
World Book School and Library	1,259.00
OTAL	172,579.03

Lawrence Public Library Check Detail November 1 through December 16, 2024

Туре	Num	Date	Name	Account	Paid Amount
Check	EFT	11/15/2024	Advance Insurance Company	Checking	
				Group Life Insurance	-1,086.60
TOTAL					-1,086.60
Bill Pmt -Check	29913	11/18/2024	Alliance Entertainment	Checking	
Bill Bill Bill Bill Bill Bill Bill	PLS82470 PLS82603 PLS82765 PLS82802 PLS82861 PLS82899 PLS83009 PLS83052	10/08/2024 10/15/2024 10/23/2024 10/25/2024 10/29/2024 11/01/2024 11/06/2024 11/08/2024		Books & Materials Books & Materials	-318.53 -283.32 -279.97 -83.22 -131.99 -421.87 -97.99 -324.19
TOTAL					-1,941.08
Bill Pmt -Check	29928	12/16/2024	Alliance Entertainment	Checking	
Bill Bill Bill	PLS83176 PLS84042 PLS84080	11/14/2024 12/05/2024 12/06/2024		Books & Materials Books & Materials Books & Materials	-189.22 -263.95 52.00
TOTAL					-505.17
Bill Pmt -Check	29914	11/18/2024	Amazon Capital Services, Inc	Checking	
Bill Bill <t< td=""><td>1MHL-1P3 1DXP-JMK 1V97-HN3 1X3H-VW 1FYR-LCT 1NM-CR 1DNM-CR 1W1P-YH 173Q-K47 17HF-XRR 1DX6-JPJ 1DX6-JPJ 1D3Q-KKD 1D3Q-KKD 1CT1-HKC 1M1G-4K 1HJ9-9X6T 1NX6-K3J 1GY3-HM 1KTY-39Y 191H-PCN 1KJF-YNQ 1R7C-DCR 1PH1-DHX 10HM-TD 16M6-WD</td><td>10/09/2024 10/12/2024 10/13/2024 10/13/2024 10/14/2024 10/15/2024 10/15/2024 10/16/2024 10/16/2024 10/16/2024 10/19/2024 10/22/2024 10/22/2024 10/25/2024 10/25/2024 10/27/2024 10/27/2024 10/27/2024 11/01/2024</td><td></td><td>Books & Materials Books & Materials Books & Materials YS Programs (Children) Books & Materials Books & Materials Books & Materials Books & Materials Books & Materials Books & Materials YS Programs (Children) YS Programs (Children) Books & Materials Books & Materials Books & Materials Books & Materials Books & Materials Library & Office Suppli Books & Materials YS Programs (Children) Books & Materials YS Programs (Children) Books & Materials Community Resource Books & Materials Books & Materials Books & Materials</td><td>-92.67 -36.53 -14.99 -510.20 -16.21 -28.93 -32.94 -71.40 -39.88 -221.19 -41.90 -48.59 -297.38 -35.63 -351.42 -139.98 -213.38 -6.97 -38.87 -158.30 -53.44 -151.03 -214.34 -224.11 -18.00</td></t<>	1MHL-1P3 1DXP-JMK 1V97-HN3 1X3H-VW 1FYR-LCT 1NM-CR 1DNM-CR 1W1P-YH 173Q-K47 17HF-XRR 1DX6-JPJ 1DX6-JPJ 1D3Q-KKD 1D3Q-KKD 1CT1-HKC 1M1G-4K 1HJ9-9X6T 1NX6-K3J 1GY3-HM 1KTY-39Y 191H-PCN 1KJF-YNQ 1R7C-DCR 1PH1-DHX 10HM-TD 16M6-WD	10/09/2024 10/12/2024 10/13/2024 10/13/2024 10/14/2024 10/15/2024 10/15/2024 10/16/2024 10/16/2024 10/16/2024 10/19/2024 10/22/2024 10/22/2024 10/25/2024 10/25/2024 10/27/2024 10/27/2024 10/27/2024 11/01/2024		Books & Materials Books & Materials Books & Materials YS Programs (Children) Books & Materials Books & Materials Books & Materials Books & Materials Books & Materials Books & Materials YS Programs (Children) YS Programs (Children) Books & Materials Books & Materials Books & Materials Books & Materials Books & Materials Library & Office Suppli Books & Materials YS Programs (Children) Books & Materials YS Programs (Children) Books & Materials Community Resource Books & Materials Books & Materials Books & Materials	-92.67 -36.53 -14.99 -510.20 -16.21 -28.93 -32.94 -71.40 -39.88 -221.19 -41.90 -48.59 -297.38 -35.63 -351.42 -139.98 -213.38 -6.97 -38.87 -158.30 -53.44 -151.03 -214.34 -224.11 -18.00

TOTAL

-3,058.28

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29929	12/16/2024	Amazon Capital Services, Inc	Checking	
Bill Bill Bill Bill Bill Bill Bill Bill	1C6V-FY4 1XRJ-WK 191C-G7M 17LP-3HD 1PXG-G4T 1WR4-J6H 1FHN-PMT 1NKQ-FLH 19V6-9XF6 11V4-VTR 1G3M-193 1WRQ-NC 1JGP-XHT 1D9L-JPG 19Y3-QQ9 1NCV-KHK 1GR9-CDY	11/01/2024 11/02/2024 11/05/2024 11/11/2024 11/11/2024 11/13/2024 11/15/2024 11/15/2024 11/17/2024 11/17/2024 11/17/2024 11/18/2024 11/24/2024 11/25/2024 11/25/2024		Books & Materials Books & Materials Books & Materials YS Programs (Children) Books & Materials Books & Materials Books & Materials Teen Services Progra Professional Develop YS Programs (Children) Books & Materials Books & Materials Books & Materials Seed Library Books & Materials Seed Library Books & Materials Youth Services & Cigler Sound & Vision Miliken	-108.82 -163.93 -58.05 -29.98 -379.29 -8.25 -320.15 -248.78 -124.63 -18.99 -151.99 -24.52 -381.04 -88.70 -192.95 -112.90 -495.68
Bill Bill Bill Bill Bill Bill TOTAL	1V43-94K 13VQ-PC 16YK-CW7 1TYP-H6X 163W-JM1 1CYQ-L4K	11/29/2024 11/30/2024 12/02/2024 12/03/2024 12/04/2024 12/09/2024		Memory Lab Operations Readers Service Progr Books & Materials Books & Materials Operations Books & Materials	-598.22 -111.35 -40.89 -59.48 -69.39 -150.65 -269.49 -4,208.12
Bill Pmt -Check	91089	11/18/2024	Amy Tankersley	Checking	
Bill TOTAL	Char Yoga	10/24/2024		Kansas Health Found	-25.00
Bill Pmt -Check	91090	11/18/2024	Arsenal	Checking	
Bill TOTAL	INV-0243	11/05/2024		Internet & Telephone	-3,049.00
Check		11/01/2024	ASI	Checking	
TOTAL				Payroll Liabilities FSA	-1,312.98 -1,312.98
Bill Pmt -Check	EFT	11/18/2024	ASI	Checking	
Bill TOTAL	A0000441	10/31/2024		Professional Fees	-76.00

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	12/16/2024	ASI	Checking	
Bill	A0000441	11/30/2024		Professional Fees	-76.00
TOTAL					-76.00
Bill Pmt -Check	29915	11/18/2024	Baker & Taylor, Inc.	Checking	
Bill Bill Bill Bill Bill Bill Bill Bill	2038606249 2038606250 2038632930 2038632931 2038645561 2038645562 2038671740 2038671741 2038677249 2038677250	10/08/2024 10/08/2024 10/21/2024 10/21/2024 10/24/2024 10/24/2024 11/01/2024 11/01/2024 11/05/2024 11/05/2024		Books & Materials Processing Supplies Books & Materials Processing Supplies Books & Materials Processing Supplies Books & Materials Processing Supplies Books & Materials Processing Supplies	-41.97 -0.96 -78.96 -1.60 -51.25 -1.00 -130.37 -2.94 -26.23 -0.68 -335.96
Bill Pmt -Check	29930	12/16/2024	Baker & Taylor, Inc.	Checking	
Bill Bill Bill Bill TOTAL	2038701429 2038701430 2038718206 2038718207	11/18/2024 11/18/2024 12/01/2024 12/01/2024		Books & Materials Processing Supplies Books & Materials Processing Supplies	-94.86 -3.23 -99.89 -6.96 -204.94
Check	EFT	11/15/2024	Blue Cross and Blue Shield of	Checking	
				Health Insurance Hospital & Cancer Plans	-63,717.42 -241.36
TOTAL					-63,958.78
Bill Pmt -Check	91091	11/18/2024	Brodart Co.	Checking	
Bill	647626	10/18/2024		Processing Supplies	-196.80
TOTAL					-196.80
Bill Pmt -Check	91092	11/18/2024	Bug Hounds, LLC	Checking	
Bill	2184	11/10/2024		Building Repairs & Mai	-762.50
TOTAL					-762.50
Bill Pmt -Check	91093	11/18/2024	Carey S. Thomas Library	Checking	
Bill	225485863	10/30/2024		Lost and Replacement	-80.00
TOTAL					-80.00

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91094	11/18/2024	Center Point Large Print	Checking	
Bill	2124337	10/03/2024		Books & Materials	-107.78
TOTAL					-107.78
Bill Pmt -Check	29931	12/16/2024	Center Point Large Print	Checking	
Bill Bill	2130430 2130848	11/03/2024 11/03/2024		Books & Materials Books & Materials	-81.81 -54.54
TOTAL					-136.35
Bill Pmt -Check	29932	12/16/2024	Century Business Technologies	Checking	
Bill Bill Bill Bill Bill Bill Bill	736518 736519 736520 736684 738907 738906 738905 739375	11/13/2024 11/13/2024 11/13/2024 11/13/2024 12/03/2024 12/03/2024 12/03/2024 12/06/2024		IT Software & Subscri IT Software & Subscri	-32.36 -607.60 -909.58 -71.90 -874.61 -167.14 -32.36 -71.90
TOTAL					-2,767.45
Check	VV013	12/06/2024	Claudia Donayre	Checking	
				Teen Services Progra	-225.00
TOTAL					-225.00
Bill Pmt -Check	91095	11/18/2024	Cottin's Hardware & Rental	Checking	
Bill	OCT 2024	10/31/2024		Building Repairs & Mai	-96.59
TOTAL					-96.59
Bill Pmt -Check	91113	12/16/2024	Cottin's Hardware & Rental	Checking	
Bill	A693621	11/30/2024		Building Repairs & Mai	-40.37
TOTAL					-40.37
Check		11/18/2024	Deluxe Corporation	Checking	
				Library & Office Suppli	-156.00
TOTAL					-156.00
Bill Pmt -Check	91096	11/18/2024	Demco, Inc.	Checking	
Bill	7550127	10/10/2024		Processing Supplies	-183.46
TOTAL					-183.46

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91114	12/16/2024	Demco, Inc.	Checking	
Bill	7570830	11/20/2024		Processing Supplies	-1,484.64
TOTAL					-1,484.64
Bill Pmt -Check	91115	12/16/2024	DHE Computer Systems, LLC	Checking	
Bill	INV-75678	11/20/2024		MIDCO/Peterson Block Grant MIDCO/Peterson Block Grant	-15,000.00 -8,243.00 -12,000.00 -25,351.50
TOTAL					-60,594.50
Bill Pmt -Check	29933	12/16/2024	EBSCO	Checking	
Bill	2501566	11/13/2024		Books & Materials	-34.96
TOTAL					-34.96
Check	EFT	11/01/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,999.00
TOTAL					-2,999.00
Check	EFT	11/01/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-443.00
TOTAL					-443.00
Check	EFT	11/15/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-443.00
TOTAL					-443.00
Check	EFT	11/15/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,999.00
TOTAL					-2,999.00
Check	EFT	11/29/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,999.00
TOTAL					-2,999.00

Туре	Num	Date	Name	Account	Paid Amount
Check	EFT	11/29/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-443.00
TOTAL					-443.00
Check	EFT	12/13/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-443.00
TOTAL					-443.00
Check	EFT	12/13/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,999.00
TOTAL					-2,999.00
Bill Pmt -Check	EFT	11/18/2024	Evergy	Checking	
Bill	OCT 2024	10/30/2024		Utilities - Electric	-6,855.18
TOTAL					-6,855.18
Bill Pmt -Check	EFT	12/16/2024	Evergy	Checking	
Bill	NOV 2024	12/03/2024		Utilities - Electric	-7,836.65
TOTAL					-7,836.65
Bill Pmt -Check	91097	11/18/2024	Fisher Patterson Sayler & Smi	Checking	
Bill	110124	11/06/2024		Professional Fees	-1,810.80
TOTAL					-1,810.80
Bill Pmt -Check	91116	12/16/2024	Fisher Patterson Sayler & Smi	Checking	
Bill	110517	12/06/2024		Professional Fees	-1,158.30
TOTAL					-1,158.30
Bill Pmt -Check	91098	11/18/2024	Free State High School	Checking	
Bill	00005	11/04/2024		Marketing	-240.00
TOTAL					-240.00

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29916	11/18/2024	Gale/Cengage Learning	Checking	
Bill Bill Bill Bill Bill Bill Bill Bill	85779700 85787265 85794556 85799711 85854619 85863411 85928169 85933154 85933355 85933691	10/08/2024 10/09/2024 10/10/2024 10/11/2024 10/22/2024 10/23/2024 11/05/2024 11/06/2024 11/06/2024		Books & Materials Books & Materials	-28.69 -111.96 -53.18 -106.36 -19.59 -57.39 -54.58 -28.69 -86.08 -198.75 -745.27
Bill Pmt -Check	29934	12/16/2024	Gale/Cengage Learning	Checking	
			Gale/Cengage Learning	-	
Bill Bill Bill Bill	85960982 85993582 86025813 86031515	11/14/2024 12/01/2024 12/04/2024 12/05/2024		Books & Materials Books & Materials Books & Materials Books & Materials	-28.69 -25.89 -266.60 -23.79
TOTAL					-344.97
Bill Pmt -Check	29917	11/18/2024	Ingram Library Services	Checking	
Bill Bill <t< td=""><td>84129523 84129524 84165295 84177230 84177230 84209860 84200290 84209860 84200291 84209861 84225545 84225546 8425546 84250301 84250302 84274402 84274403 84274403 84274403 84274405 84300265 84300265 84300266 84300266 84300266 84300266 8430407 84338407 84338407 84338407 84338407 84338407 84338407 84338407 84338408 84363366 84363367 84387499 84415058 84415059 84440801</td><td>10/08/2024 10/08/2024 10/09/2024 10/10/2024 10/10/2024 10/11/2024 10/11/2024 10/11/2024 10/11/2024 10/14/2024 10/15/2024 10/15/2024 10/16/2024 10/16/2024 10/16/2024 10/17/2024 10/17/2024 10/17/2024 10/17/2024 10/18/2024 10/21/2024 10/22/2024 10/22/2024 10/22/2024 10/23/2024 10/23/2024 10/23/2024</td><td></td><td>Books & Materials Processing Supplies Books & Materials</td><td>$\begin{array}{c} -1,522.37\\ -137.90\\ -777.75\\ -117.01\\ -260.15\\ -22.39\\ -288.69\\ -638.03\\ -25.61\\ -98.95\\ -2,011.73\\ -250.14\\ -355.75\\ -29.00\\ -680.37\\ -174.44\\ -69.14\\ -3.00\\ -212.31\\ -510.34\\ -78.81\\ -31.61\\ -120.39\\ -14.28\\ -230.59\\ -278.71\\ -23.46\\ -832.95\\ -68.77\\ -603.01\\ -57.41\\ -186.60\\ \end{array}$</td></t<>	84129523 84129524 84165295 84177230 84177230 84209860 84200290 84209860 84200291 84209861 84225545 84225546 8425546 84250301 84250302 84274402 84274403 84274403 84274403 84274405 84300265 84300265 84300266 84300266 84300266 84300266 8430407 84338407 84338407 84338407 84338407 84338407 84338407 84338407 84338408 84363366 84363367 84387499 84415058 84415059 84440801	10/08/2024 10/08/2024 10/09/2024 10/10/2024 10/10/2024 10/11/2024 10/11/2024 10/11/2024 10/11/2024 10/14/2024 10/15/2024 10/15/2024 10/16/2024 10/16/2024 10/16/2024 10/17/2024 10/17/2024 10/17/2024 10/17/2024 10/18/2024 10/21/2024 10/22/2024 10/22/2024 10/22/2024 10/23/2024 10/23/2024 10/23/2024		Books & Materials Processing Supplies Books & Materials	$\begin{array}{c} -1,522.37\\ -137.90\\ -777.75\\ -117.01\\ -260.15\\ -22.39\\ -288.69\\ -638.03\\ -25.61\\ -98.95\\ -2,011.73\\ -250.14\\ -355.75\\ -29.00\\ -680.37\\ -174.44\\ -69.14\\ -3.00\\ -212.31\\ -510.34\\ -78.81\\ -31.61\\ -120.39\\ -14.28\\ -230.59\\ -278.71\\ -23.46\\ -832.95\\ -68.77\\ -603.01\\ -57.41\\ -186.60\\ \end{array}$

Туре	Num	Date	Name	Account	Paid Amount
Bill	84440802	10/25/2024		Processing Supplies	-17.10
Bill	84471550	10/28/2024		Books & Materials	-1,529.72
Bill	84471551	10/28/2024		Library & Office Suppli Processing Supplies	-3.00 -187.04
Bill	84496495	11/01/2024		Books & Materials	-115.57
Bill	84507555	11/01/2024		Books & Materials	-63.64
Bill Bill	84507556 84518784	11/01/2024		Books & Materials	-564.86 -353.93
Bill	84530001	11/01/2024 11/01/2024		Books & Materials Books & Materials	-353.93
Bill	84544570	11/01/2024		Books & Materials	-527.47
Bill	84554630	11/01/2024		Books & Materials	-647.46
Bill Bill	84496496 84507557	11/01/2024 11/01/2024		Processing Supplies Processing Supplies	-12.06 -80.55
Bill	84518785	11/01/2024		Processing Supplies	-29.90
Bill	84530002	11/01/2024		Processing Supplies	-2.00
Bill	84544571	11/01/2024		Processing Supplies	-67.22
Bill Bill	84554631 84618764	11/01/2024 11/05/2024		Processing Supplies Books & Materials	-91.04 -2,434.43
Bill	84618765	11/05/2024		Processing Supplies	-262.42
Bill	84645238	11/06/2024		Memorials/Honor w/ B	-13.25
Bill Bill	84645239 84665218	11/06/2024		Memorials/Honor w/ B Books & Materials	-1.24 -109.73
Bill	84665217	11/07/2024 11/07/2024		Processing Supplies	-109.73 -92.82
Bill	84665219	11/07/2024		Processing Supplies	-1.75
Bill	84665216	11/07/2024		Books & Materials	-865.35
TOTAL				Storytime at Home	-10.87
TOTAL					-21,046.68
Bill Pmt -Check	29935	12/16/2024	Ingram Library Services	Checking	
Bill	84708077	11/11/2024		Books & Materials	-444.37
Bill	84708078	11/11/2024		Processing Supplies	-47.33
Bill Bill	84734670 84734671	11/12/2024 11/12/2024		Books & Materials Processing Supplies	-522.96 -50.57
Bill	84767241	11/13/2024		Books & Materials	-905.41
Bill	84767242	11/13/2024		Processing Supplies	-128.24
Bill	84779439	11/14/2024		Books & Materials	-2,070.61
Bill Bill	84779440 84833094	11/14/2024 11/18/2024		Processing Supplies Books & Materials	-234.56 -57.06
Bill	84833095	11/18/2024		Books & Materials	-623.12
Bill	84833096	11/18/2024		Processing Supplies	-63.93
Bill Bill	84856823	11/19/2024		Books & Materials Processing Supplies	-340.75
Bill	84856824 84890927	11/19/2024 11/20/2024		Books & Materials	-25.95 -861.09
Bill	84881580	11/20/2024		Books & Materials	-279.36
Bill	84890928	11/20/2024		Processing Supplies	-111.58
Bill Bill	84881581 84902903	11/20/2024 11/21/2024		Processing Supplies Books & Materials	-27.99 -240.82
Bill	84902904	11/21/2024		Processing Supplies	-240.02
Bill	84922432	11/22/2024		Books & Materials	-1,511.83
Bill	84922433	11/22/2024		Processing Supplies	-196.78
Bill Bill	84976238 85016812	12/01/2024 12/01/2024		Books & Materials Books & Materials	-799.10 -187.88
Bill	85028698	12/01/2024		Books & Materials	-477.98
Bill	85028700	12/01/2024		Books & Materials	-332.15
Bill	85028702	12/01/2024		Books & Materials	-105.49
Bill Bill	85039934 84976239	12/01/2024 12/01/2024		Books & Materials Processing Supplies	-453.30 -58.01
Bill	85016813	12/01/2024		Processing Supplies	-27.42
Bill	85028699	12/01/2024		Processing Supplies	-62.82

Lawrence Public Library **Check Detail** November 1 through December 16, 2024

Туре	Num	Date	Name	Account	Paid Amount
Bill Bill Bill Bill Bill Bill Bill Bill	85028701 85028703 85039935 85069019 85069020 85129978 85129980 85129979 85129981 85154485 85181591	12/01/2024 12/01/2024 12/02/2024 12/02/2024 12/02/2024 12/04/2024 12/04/2024 12/04/2024 12/04/2024 12/05/2024 12/06/2024		Processing Supplies Processing Supplies Processing Supplies Books & Materials Processing Supplies Books & Materials Processing Supplies Processing Supplies Books & Materials Books & Materials	-18.85 -1.75 -52.41 -1,716.14 -191.14 -551.20 -71.35 -61.86 -1.25 -25.75 -76.39 -14,044.46
	04000	4440/0004	la de aude Transford Fish		- 14,044.40
Bill Pmt -Check	91099	11/18/2024	Jayhawk Tropical Fish	Checking	
Bill	116876	11/01/2024		Aquarium Maintenance	-345.00
TOTAL					-345.00
Bill Pmt -Check	91117	12/16/2024	Jayhawk Tropical Fish	Checking	
Bill	116915	12/01/2024		Aquarium Maintenance	-419.96
TOTAL					-419.96
Bill Pmt -Check	29918	11/18/2024	Jeremy Bell	Checking	
Bill	Community	11/05/2024		Community Resource	-300.00
TOTAL					-300.00
Bill Pmt -Check	91100	11/18/2024	Jim Bost Plumbing LLC	Checking	
Bill	10227	11/12/2024		Building Repairs & Mai	-610.82
TOTAL					-610.82
Bill Pmt -Check	91101	11/18/2024	John A. Marshall Co.	Checking	
Bill	542487	10/29/2024		Capital Improvement	-2,442.50
TOTAL					-2,442.50
Bill Pmt -Check	91102	11/18/2024	John Lamonica	Checking	
Bill	Synth Perf	11/08/2024		Public Tech Program	-150.00
TOTAL					-150.00
Check	EFT	11/01/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62

Туре	Num	Date	Name	Account	Paid Amount
Check	EFT	11/15/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	11/29/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	12/13/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Bill Pmt -Check	91103	11/18/2024	Kansas State University	Checking	
Bill	224434089	10/30/2024		Lost and Replacement	-50.00
TOTAL					-50.00
Bill Pmt -Check	91104	11/18/2024	Kautsch Law, LLC	Checking	
Bill	842	11/08/2024		Professional Fees	-2,175.00
TOTAL					-2,175.00
Check	EFT	11/01/2024	KPERS	Checking	
				Retirees	-227.70
TOTAL					-227.70
Check	EFT	11/01/2024	KPERS	Checking	
				KPERS Employee Company KPERS Co	-8,430.34 -14,415.86 -0.03
TOTAL					-22,846.23
Check	EFT	11/15/2024	KPERS	Checking	
				Retirees	-239.50
TOTAL					-239.50

Туре	Num	Date	Name	Account	Paid Amount
Check	EFT	11/15/2024	KPERS	Checking	
				Company KPERS Employee KPERS Co	-14,530.69 -8,497.50 -0.02
TOTAL					-23,028.21
Check	EFT	11/15/2024	KPERS	Checking	
				OGLI	-458.89
TOTAL					-458.89
Check	EFT	11/29/2024	KPERS	Checking	
				Retirees	-282.41
TOTAL					-282.41
Check	EFT	11/29/2024	KPERS	Checking	
				Company KPERS Employee KPERS Co	-15,699.65 -9,181.11 -0.07
TOTAL					-24,880.83
Check	EFT	12/13/2024	KPERS	Checking	
				Retirees	-254.40
TOTAL					-254.40
Check	EFT	12/13/2024	KPERS	Checking	
				Company KPERS Employee	-14,164.85 -8,296.32
				Employee Cash Advan	-21.82
TOTAL					-22,482.99
Bill Pmt -Check	91105	11/18/2024	Lawrence Memorial Hospital	Checking	
Bill	181398	10/31/2024		Professional Fees	-300.00
TOTAL					-300.00
Bill Pmt -Check	29936	12/16/2024	Mass Street Music	Checking	
Bill Bill	220000186 220000187	11/20/2024 12/06/2024		Sound & Vision Miliken Sound & Vision Miliken	-11.83 -201.50
TOTAL					-213.33

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	11/18/2024	Midcontinent Communications	Checking	
Bill	157407601	10/16/2024		Internet & Telephone	-572.92
TOTAL					-572.92
Bill Pmt -Check	EFT	12/16/2024	Midcontinent Communications	Checking	
Bill	157407601	11/16/2024		Internet & Telephone	-572.92
TOTAL					-572.92
Bill Pmt -Check	29919	11/18/2024	Midwest Tape	Checking	
Bill	506171430	10/11/2024		Books & Materials	-688.57
Bill	506171431	10/11/2024		Books & Materials Books & Materials	-31.49 -80.98
Bill	506171431	10/11/2024		Books & Materials	-382.07
Bill	506171434	10/11/2024		Books & Materials	-210.69
Bill	506175519	10/11/2024		Books & Materials	-187.43
Bill	506209664	10/18/2024		Books & Materials	-714.33
Bill	506209665	10/18/2024		Books & Materials	-179.96
Bill	506209666	10/18/2024		Books & Materials	-74.94
Bill	506209668	10/18/2024		Books & Materials	-268.59
Bill Bill	506270400 506237446	10/31/2024 11/01/2024		Processing Supplies Books & Materials	-217.65 -453.28
Dill	500257440	11/01/2024		Books & Materials	-433.28
Bill	506237447	11/01/2024		Books & Materials	-99.98
Bill	506237448	11/01/2024		Books & Materials	-109.26
Bill	506237470	11/01/2024		Books & Materials	-147.71
Bill	506275812	11/04/2024		Books & Materials	-579.70
Bill	506275813	11/04/2024		Books & Materials Books & Materials	-44.99
Bill Bill	506275814 506275816	11/04/2024 11/04/2024		Books & Materials	-157.23 -77.21
TOTAL	000270010	11/04/2024			-4,758.55
	00007	40/40/0004	Midure of Taxa		
Bill Pmt -Check	29937	12/16/2024	Midwest Tape	Checking	
Bill	506316205	11/11/2024		Books & Materials	-1,203.52
Bill	506316206	11/11/2024		Books & Materials	-82.98
Bill	506316207	11/11/2024		Books & Materials	-149.59
Bill Bill	506316209 506342854	11/11/2024 11/15/2024		Books & Materials Books & Materials	-143.20 -105.55
Bill	506342855	11/15/2024		Books & Materials	-77.98
Bill	506342856	11/15/2024		Books & Materials	-91.72
Bill	5069342858	11/15/2024		Books & Materials	-125.96
Bill	506376373	11/22/2024		Books & Materials	-666.32
Bill	506376374	11/22/2024		Books & Materials	-78.09
Bill	506376376	11/22/2024		Books & Materials	-113.97
Bill Bill	506415111 506425743	11/30/2024 12/04/2024		Processing Supplies Books & Materials	-163.54 -555.55
Bill	506425744	12/04/2024		Books & Materials	-80.98
Bill	506425745	12/04/2024		Books & Materials	-147.94
Bill	506425747	12/04/2024		Books & Materials	-31.49
Bill	506452988	12/09/2024		Books & Materials	-629.59
Dill	500450000	40/00/0004		Books & Materials	-13.49
Bill	506452989 506453492	12/09/2024		Books & Materials Books & Materials	-72.98
Bill	506453492	12/09/2024		DOORS & MIGIEIIGIS	-50.24
					Page 12

Туре	Num	Date	Name	Account	Paid Amount
Bill Bill	506453490 506453493	12/09/2024 12/09/2024		Books & Materials Books & Materials	-121.41 -214.14
TOTAL					-4,920.23
Bill Pmt -Check	29920	11/18/2024	Multicultural Books & Videos	Checking	
Bill Bill	24-1505A 24-1394	10/15/2024 10/18/2024		Books & Materials Books & Materials	-1,125.00 -900.00
TOTAL					-2,025.00
Bill Pmt -Check	29921	11/18/2024	NEKLS	Checking	
Bill Bill	Oct 2024 KLA Refund	10/17/2024 10/22/2024		IT Software & Subscri Professional Develop	-700.70 -80.00
TOTAL					-780.70
Bill Pmt -Check	29922	11/18/2024	OverDrive	Checking	
Bill	06809CO2	10/01/2024		Books & Materials	-229.48
Bill	06809CO2	10/01/2024		Books & Materials	-2,267.93
Bill	06809CO2	10/01/2024		Books & Materials	-292.27
Bill Bill	06809CO2 06809CO2	10/01/2024 10/01/2024		Books & Materials Books & Materials	-166.40 -543.79
Bill	06809CO2	10/01/2024		Books & Materials	-1,786.44
Bill	06809DA2	10/01/2024		Books & Materials	-19.99
Bill	06809CO2	10/01/2024		Salkind Gift	-869.71
Bill	06809CO2	10/01/2024		Salkind Gift	-121.71
Bill	06809CO2	10/01/2024		Salkind Gift	-1,658.76
Bill	06809DA2	10/01/2024		Books & Materials	-769.33
Bill	06809CO2	10/03/2024		Books & Materials	-1,858.16
Bill Bill	06809CO2 06809CO2	10/03/2024 10/04/2024		Books & Materials Books & Materials	-1,734.87 -383.97
Bill	06809CO2	10/04/2024		Books & Materials	-291.08
Bill	06809CO2	10/04/2024		Books & Materials	-949.81
Bill	06809CO2	10/04/2024		Books & Materials	-716.59
Bill	06809CO2	10/07/2024		Salkind Gift	-1,962.61
Bill	06809DA2	10/08/2024		Books & Materials	-778.07
Bill	06809DA2	10/10/2024		Salkind Gift	-213.17
Bill Bill	06809CO2 06809CO2	10/10/2024 10/10/2024		Books & Materials Books & Materials	-637.41 -546.06
Bill	06809CO2	10/10/2024		Books & Materials	-540.00
Bill	06809CO2	10/10/2024		Books & Materials	-586.99
Bill	06809CO2	10/10/2024		Books & Materials	-2,098.75
Bill	06809CO2	10/10/2024		Books & Materials	-1,264.18
Bill	06809DA2	11/01/2024		Books & Materials	-14.00
Bill	06809CO2	11/01/2024		Salkind Gift	-1,421.70
Bill	06809DA2	11/01/2024		Books & Materials	-333.97
Bill Bill	06809CO2 06809CO2	11/01/2024 11/01/2024		Salkind Gift Books & Materials	-1,989.78 -639.46
Bill	06809CO2	11/01/2024		Books & Materials	-589.59
Bill	06809CO2	11/01/2024		Books & Materials	-311.60
Bill	06809CO2	11/01/2024		Books & Materials	-92.98
Bill	06809CO2	11/01/2024		Books & Materials	-1,413.18
Bill	06809CO2	11/01/2024		Books & Materials	-1,712.89
Bill	06809DA2	11/01/2024		Books & Materials	-201.52
Bill	06809CO2	11/01/2024		Salkind Gift	-1,035.79
Bill	06809CO2	11/01/2024		Books & Materials	-374.15

Туре	Num	Date	Name	Account	Paid Amount
Bill	06809CO2	11/01/2024		Books & Materials	-547.53
Bill	06809CO2	11/01/2024		Books & Materials	-50.00
Bill	06809CO2	11/01/2024		Books & Materials	-211.20
Bill	06809CO2	11/01/2024		Books & Materials	-628.19
Bill	06809CO2	11/01/2024		Books & Materials	-1,133.10
Bill	06809CO2	11/01/2024		Books & Materials	-1,628.84
Bill	06809DA2	11/01/2024 11/01/2024		Books & Materials Books & Materials	-811.31
Bill Bill	06809CO2 06809CO2	11/01/2024		Books & Materials	-100.33 -17.50
Bill	06809CO2	11/01/2024		Books & Materials	-307.47
Bill	06809CO2	11/01/2024		Books & Materials	-238.01
Bill	06809CP2	11/01/2024		Books & Materials	-646.97
Bill	06809CP2	11/01/2024		Books & Materials	-216.09
Bill	06809CO2	11/01/2024		Books & Materials	-240.09
Bill	06809CO2	11/01/2024		Books & Materials	-9.00
TOTAL					-40,177.18
Bill Pmt -Check	29938	12/16/2024	OverDrive	Checking	
Bill	06809CO2	11/01/2024		Books & Materials	-313.46
Bill	06809CO2	11/01/2024		Books & Materials	-1,326.27
Bill	06809CO2	11/01/2024		Books & Materials	-2,624.16
Bill	06809DA2	11/05/2024		Books & Materials	-288.99
Bill	06809DA2	11/07/2024		Books & Materials	-82.99
Bill Bill	06809CO2 06809CO2	11/08/2024 11/08/2024		Books & Materials Books & Materials	-280.33
Bill	06809CO2	11/08/2024		Books & Materials	-1,098.94 -289.04
Bill	06809CO2	11/08/2024		Books & Materials	-79.92
Bill	06809CO2	11/08/2024		Books & Materials	-59.99
Bill	06809CO2	11/08/2024		Books & Materials	-2,092.51
Bill	06809CO2	11/08/2024		Books & Materials	-1,372.91
Bill	06809DA2	11/12/2024		Books & Materials	-568.05
Bill	06809CO2	11/14/2024		Books & Materials	-56.98
Bill	06809CO2	11/14/2024		Books & Materials	-282.58
Bill	06809CO2	11/14/2024		Books & Materials	-524.56
Bill	06809CO2	11/14/2024		Books & Materials	-1,893.70
Bill	06809CO2	11/14/2024		Books & Materials	-602.80
Bill	06809CO2	11/14/2024		Books & Materials	-192.36
Bill Bill	06809CO2 06809CO2	11/14/2024		Books & Materials Salkind Gift	-141.75
Bill	06809CO2	11/15/2024 11/15/2024		Salkind Gift	-599.50 -359.30
Bill	06809DA2	11/17/2024		Books & Materials	-69.99
Bill	06809DA2	11/19/2024		Books & Materials	-535.48
Bill	06809CO2	11/21/2024		Books & Materials	-691.07
Bill	06809CO2	11/21/2024		Books & Materials	-254.07
Bill	06809CO2	11/21/2024		Books & Materials	-177.98
Bill	06809CO2	11/21/2024		Books & Materials	-43.99
Bill	06809DA2	11/21/2024		Books & Materials	-74.99
Bill	06809co24	12/01/2024		Books & Materials	-4,887.75
Bill	06809co24	12/01/2024		Books & Materials	-2,215.74
Bill	06809DA2	12/01/2024		Books & Materials	-134.99
Bill	06809CO2	12/01/2024		Books & Materials	-1,067.96
Bill	06809CO2	12/01/2024		Books & Materials	-330.54
Bill Bill	06809CO2 06809CO2	12/01/2024 12/01/2024		Books & Materials Books & Materials	-59.49 -413.78
Bill	06809CO2	12/01/2024		Books & Materials	-413.78 -824.10
Bill	06809CO2	12/01/2024		Books & Materials	-210.09
Bill	06809CP2	12/01/2024		Books & Materials	-411.61
Bill	06809CP2	12/01/2024		Books & Materials	-281.62
Bill	06809DA2	12/03/2024		Books & Materials	-176.27

Lawrence Public Library **Check Detail** November 1 through December 16, 2024

Туре	Num	Date	Name	Account	Paid Amount
Bill Bill Bill Bill Bill Bill Bill TOTAL	06809CO2 06809CO2 06809CO2 06809CO2 06809CO2 06809CO2 06809CO2 06809CO2	12/05/2024 12/05/2024 12/05/2024 12/05/2024 12/05/2024 12/05/2024 12/05/2024 12/06/2024		Books & Materials Books & Materials Books & Materials Books & Materials Books & Materials Books & Materials Books & Materials	-328.47 -160.61 -478.10 -83.49 -34.95 -3,160.37 -2,026.01 -539.97 -34,804.57
Bill Pmt -Check	29923	11/18/2024	P1 Group, Inc.	Checking	
TOTAL	20020	11/10/2024	1 1 01000, 110	oncoking	0.00
TOTAL					0.00
Bill Pmt -Check	29926	11/18/2024	P1 Group, Inc.	Checking	
Bill Bill	159107593 161102588	10/01/2024 10/01/2024		Building Repairs & Mai Building Repairs & Mai	-2,084.77 -2,260.39
TOTAL					-4,345.16
Bill Pmt -Check	91118	12/16/2024	ProQuest LLC	Checking	
Bill	70866591	12/01/2024		Books & Materials	-8,967.29
TOTAL					-8,967.29
Bill Pmt -Check	29924	11/18/2024	Pur-O-Zone, Inc.	Checking	
Bill Bill	903511 904404	10/11/2024 10/24/2024		Building Supplies Building Supplies	-358.22 -482.11
TOTAL	904404	10/24/2024		Building Supplies	-840.33
Bill Pmt -Check	29939	12/16/2024	Pur-O-Zone, Inc.	Checking	
Bill Bill Bill Bill Bill TOTAL	902602 905298 905370 905770 905799 906401	11/01/2024 11/12/2024 11/13/2024 11/21/2024 11/21/2024 12/04/2024		Building Supplies Building Supplies Building Supplies Building Supplies Building Supplies Building Supplies	-499.67 -396.78 -63.43 -60.81 -395.58 -493.18 -1,909.45
Bill Pmt -Check	91106	11/18/2024	Schendel Services	Checking	
Bill	30462854	10/04/2024		Building Repairs & Mai	-119.88
TOTAL					-119.88

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91107	11/18/2024	Scholastic Inc.	Checking	
Bill	64974352	10/25/2024		Youth Services & Cigler	-448.80
TOTAL					-448.80
Bill Pmt -Check	91108	11/18/2024	Scott Rice Office Works	Checking	
Bill	369874	10/21/2024		Building Repairs & Mai	-160.00
TOTAL					-160.00
Bill Pmt -Check	29940	12/16/2024	SirsiDynix	Checking	
Bill Bill	INV18242 INV18270	11/26/2024 12/03/2024		Collections & Public S Collections & Public S	-1,240.00 -1,440.00
TOTAL	111010270	12/03/2024			-2,680.00
TOTAL					-2,000.00
Bill Pmt -Check	91109	11/18/2024	Snap Promotions	Checking	
Bill	24092703	10/14/2024		Merchandise Sales	-2,049.00
TOTAL					-2,049.00
Bill Pmt -Check	91110	11/18/2024	Southwest Solutions Group	Checking	
Bill	127393-1	10/31/2024		Capital Improvement	-16,800.00
TOTAL					-16,800.00
Bill Pmt -Check	91119	12/16/2024	Southwest Solutions Group	Checking	
Bill	128960-1	11/26/2024		Memory Lab	-5,227.11
TOTAL					-5,227.11
Bill Pmt -Check	91111	11/18/2024	Susan King	Checking	
Bill	Yoga - Oct	10/15/2024		Kansas Health Found	-25.00
TOTAL					-25.00
Bill Pmt -Check	91120	12/16/2024	Susan King	Checking	
Bill	Yoga - Nov	11/17/2024		Kansas Health Found	-25.00
TOTAL					-25.00
Check	29927	11/18/2024	Theresa D. Bird	Checking	
				KPERS 457 Plan	-689.00
TOTAL					-689.00

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	11/18/2024	U.S. Bank - Mastercard	Checking	
Bill	OCT 2024	11/01/2024		Allen, Brad - US Bank Bergeron, J - US Bank Brumley, A - US Bank Brune, G - US Bank C Karlin, T - US Bank C Kearns, H - US Bank C Kearns, H - US Bank C Taylor, L - US Bank C Winsky, D - US Bank C Ratzlaff, J - US Bank Stepp, Ian - US Bank Moore, M - US Bank C Corcoran, K - US Bank Cook, Jenny - US Bank Allen, K - US Bank CC Segraves, E - US Ban Mathews, S - US Bank Barnes, Jim - US Bank MacKinnon,L - US Ban	$\begin{array}{r} -725.47 \\ -259.43 \\ -10,477.23 \\ -63.11 \\ -168.07 \\ -2,142.51 \\ -44.16 \\ -125.93 \\ -847.77 \\ -147.48 \\ -171.40 \\ -165.78 \\ -45.89 \\ -981.20 \\ -635.53 \\ -1,039.92 \\ -623.12 \\ -147.63 \\ -1,488.10 \\ -165.37 \end{array}$
TOTAL					-20,465.10
Check		11/15/2024	U.S. Bank - Mastercard	Checking	
				Professional Fees	-164.33
TOTAL					-164.33
Bill Pmt -Check	EFT	12/16/2024	U.S. Bank - Mastercard	Checking	
Bill	NOV 2024	12/02/2024		Brune, G - US Bank C Karlin, T - US Bank C Kearns, H - US Bank M Winsky, D - US Bank M Ratzlaff, J - US Bank M Stepp, Ian - US Bank M Haynes, F - US Bank M Cook, Jenny - US Bank M Allen, K - US Bank CC Segraves, E - US Bank M Winters, T - US Bank M Mackinnon, L - US Bank M Brumley, A - US Bank M Parks, H - US Bank CC Boyle, G - US Bank CC	-33.64 -44.38 -1,178.57 -1,194.71 -263.69 -48.22 -433.19 -221.17 -1,718.95 -205.19 -60.81 -20.83 -1,015.23 -1,334.88 -9,650.67 -51.40 -109.26
TOTAL					-17,584.79

Туре	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29925	11/18/2024	Unique Management Services	Checking	
Bill Bill	6132594 6132595	11/01/2024 11/01/2024		Professional Fees Professional Fees	-295.50 -174.29
TOTAL					-469.79
Bill Pmt -Check	29941	12/16/2024	Unique Management Services	Checking	
Bill Bill	6133683 6133684	12/01/2024 12/01/2024		Professional Fees Professional Fees	-364.45 -179.05
TOTAL					-543.50
Bill Pmt -Check	EFT	11/18/2024	United Parcel Service	Checking	
Bill	0000506A	11/02/2024		Postage & Mailing	-12.00
TOTAL					-12.00
Bill Pmt -Check	EFT	12/16/2024	United Parcel Service	Checking	
Bill	0000506A	12/07/2024		Postage & Mailing	-15.00
TOTAL					-15.00
Check	EFT	11/15/2024	VSP Insurance Co.	Checking	
				Vision Insurance - Em Health Insurance	-224.21 -84.45
TOTAL					-308.66
Bill Pmt -Check	91112	11/18/2024	Watkins Museum	Checking	
Bill	Speaker H	10/17/2024		Local History/Coan	-300.00
TOTAL					-300.00
Bill Pmt -Check	91121	12/16/2024	World Book School and Library	Checking	
Bill	ARI0005622	12/03/2024		Books & Materials	-1,259.00
TOTAL					-1,259.00

Lawrence Public Library Deluxe E-Checks Nov 2024

<u>Num</u>	Date	Name	Paid Amount
VV013	12/16/2024	Claudia Donaryre	\$ 225.00
91113	12/16/2024	Cottin's Hardware & Rental	\$ 40.37
91114	12/16/2024	Demco, Inc.	\$ 1,484.64
91115	12/16/2024	DHE Computer Systems, LLC	\$ 60,594.50
91116	12/16/2024	Fisher Patterson Sayler & Smith, LLP	\$ 1,158.30
91117	12/16/2024	Jayhawk Tropical Fish	\$ 419.96
91118	12/16/2024	ProQuest LLC	\$ 8,967.29
91119	12/16/2024	Southwest Solutions Group	\$ 5,227.11
91120	12/16/2024	Susan King	\$ 25.00
91121	12/16/2024	World Book School and Library	\$ 1,259.00

\$ 79,401.17

Nov 2024 LPL Progress Indicators

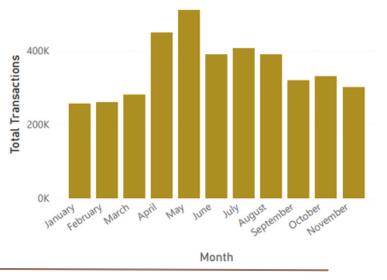
Net Promoter Score

8	32	86	85
	/ 2024 S Score	12-Month NP: Average	S Goal for 12-Month NPS Average
% Active	e Cardhol	lders	Lawrence Community Cardholders 96,207 Total Lawrence Population
			26.46% Current % Active 25,458 Total Active Lawrence Cardholders
0%	26.19% 25,458 Current Active Cardholders	30.00% 30% 28,860 Goal Active Cardholders	28,860 Goal Active Lawrence Cardholders 3,402 Cardholders needed to meet goal

Library Use Index







Nov 2024 Highlights



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Attendees at the Native American Heritage Month event, *Let's Go Powwow at the Library*

2,280

Views of Consumer Reports Online database, provided by the Library.



UPGRADE YOUR KITCHEN

<u>Top Picks in Kitchen Essentials for</u> <u>2024</u>

From Breville toasters to Vitamix blenders, these are the appliances and cooking gear that aced CR's tests—and wowed our experts—this year



22 & 1

Attendees at RetroActive's *Let's Get Sconed* program, & 1 rave review: "Great initiative with scone cooking lesson. Love to see library pushing boundaries. Such an asset to lawrence/dg county."- Jon Nalbandian

Library Director's Report for December 2024

Legislative Breakfast

Kathleen, Bart Littlejohn, and I, along with folks from our Friends and Foundation and the Northeast Kansas Library System met with state legislators Mike Amyx, Marci Francisco, and Patrick Schmidt to share information about our libraries activities and legislative priorities. We know Mike and Marci pretty well, and it was nice to meet our new senator Patrick.

Dottie Visits Mt. Oread

I mentioned some burgeoning partnerships with KU in my last report. Our Outreach Coordinator Sarah Mathews and I visited Watson Library to discuss bringing Dottie on campus. We had a very promising meeting with Undergraduate Engagement Librarians Sarah McCall and Amber Ovsak and have arranged an inaugural visit to campus in early 2025. We will set up on the library's lawn and will work on marketing the event with the folks at KU Libraries. Very excited to see how this partnership with KU Libraries develops.

Creation of a new Access Services Division

On December 5, I announced to staff the creation of a new Access Services Division. What follows is what will change along with a tentative timeline.

Our Collections and Technology Manager Tricia Karlin is retiring this summer. Whenever someone leaves our leadership team, we examine our current organizational structure and decide whether to stay the course or reorganize how we work. Tricia and I spent several weeks discussing a succession plan and brought our ideas to the leadership team for discussion and approval.

Effective February 1, 2025, our current Accounts Supervisor Jeffrey Bergeron will become our new Access Services Manager. He will oversee the following:

- A newly recreated Circulation team, led by our current Materials Handling Supervisor Ian Stepp. Accounts and Materials Handling will merge into one unit.
- Outreach will move from Development and Community Partnerships to Access Services. Sarah Mathews will continue as Outreach Coordinator, reporting to Jeff and working collaboratively with Ian.
- Cataloging & Collection Development and Information Technology will report to Jeff with Kevin Corcoran and Aaron Brumley continuing in their current supervisory roles.

Library Director's Report for December 2024

Why do this? This reorganization accomplishes the following:

- Combining Accounts and Materials Handling into one team creates the opportunity for more diversified work activities as well as a deeper bench to ease the stress when someone is out unexpectedly.
- Adding Outreach to Access Services allows Jeff, Sarah, and Ian to work together to create efficiencies in outreach deployment including Dottie, our Book Van, expansion of our Remote Locker service and book drop pickup. Sarah also previously worked in Accounts and would be able to assist with Circulation work when necessary.
- Cataloging, Collection Development, and Information Technology all are part of Access Services in that these teams ensure that we provide excellent access to library materials for our community–from selection of materials to discoverability in the catalog to robust technology platforms that experience minimal downtime.

During this transitional period, Tricia will support Jeff as he moves into his new role. Jeff will support Ian as he moves into his new role. I am very excited to see how this new Division develops and evolves. I expect great things.

Respectfully submitted by Brad Allen, December 12, 2024

December 2024

COLLECTIONS & TECHNOLOGY

Tricia worked on the PIC schedule for 2025. All shifts are assigned for the next year. Tricia continued working with Erica and Mary Ann on a new request forms process, using Google Drive approval functionality. The trial will come to an end on Friday, November 13. The goal of the project was to provide 1)a digital process 2)leverage Google file storage and structure to enable continuous access to request forms as they progress through an approval process 3)customize approval flows based on budget line authority.

Tricia continued to work with Jeff and Kevin on a project to track weekly unique users of the popular Overdrive (Libby) digital audio & ebook collections. Better metrics will become increasingly important as usage of digital collections continues to increase.

Cataloging & Collection Development

The Collection Management Committee approved the 2025 Collections Budget.

Kevin proposed adding a new periodical resource for the Lawrence community - digital access to the Wall Street Journal. This product will be introduced in 2025.

In 2025, the library will also switch its provider of digital magazines from the current Flipster App to Overdrive (Libby). Usage of magazine titles on the stand-alone Flipster app has been declining. Integrating digital magazine offerings into Libby's ebook & digital audio collections provides access to digital users where they are. - *Tricia*

Information Technology

25 new Lenovo ThinkPad T14 G5 laptops have been delivered. These units will replace all existing staff laptops, which will be reallocated for other uses. 20 Lenovo ThinkCentre M75q Gen 5 desktops have been delivered. These units will replace desktop computers in the Children's and Teen areas. 45 Lenovo ThinkVision P24h-30 monitors have been delivered to accompany all new laptops and desktops. Sean and Aaron are working to prepare these units for deployment as soon as possible.

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Kim has been working closely with Jeff to get one of our Bibliotheca self-checks converted to MK Solutions software for testing. The test is working well so far with Jeff and Kim both recognizing the LibManager management software as an improvement over the Self Check SystemManager offered by Bibliotheca.

Aaron is working to find and implement a backup solution for our Google Workspace environment. Google offers reliable services, but protection against inadvertent or malicious destruction of data is still up to us and currently lacking. Our Google Workspace reseller Umzuzu is assisting us with scheduling of demonstrations for cloud backup solution providers. Sean and Aaron are working on a possible stopgap solution based on the use of local network attached storage.

Kim continues to coordinate with Quipu regarding implementation of eCARD functionality. Our configuration information has been delivered to Quipu and we are awaiting attention from their developer.

Aaron and Kim continue to work with Jeff and Karen to support the adoption of more features of the LibAnswers platform.

Materials Handling

As the year wraps up, I thought I could use this chance to recap our 2025 locker plans.

In early February (we hope), we'll be rolling out our three brand new machines. They'll live indoors at Sports Pavillion Lawrence and Hy-Vee (replacing our current locker) and outdoors underneath the overhang at Prairie Park Nature Center. Both SPL and Hy-Vee have great open hours and the Prairie Park locker will be available 24/7 by virtue of being outside.

The models we've selected have smaller individual compartments, but many more of them so we'll go from offering 44 pick up compartments to a little over 150. We're hoping the increase in locker compartments will help to reduce our current wait times of five to seven days. The goal is to eventually get people's holds out to the lockers within 24-48 hours.

We'll also be installing drop boxes at both Prairie Park Nature Center and Sports Pavillion Lawrence for the ease of those patrons.

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Special thanks to Rami and Madeline for picking up hours/adjusting their schedules to help cover an injury in the department (that happened outside of work).

Other than that, the sorter cycle continues.

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

Heather has been putting together a new interdepartmental team focused on collaborative strategic content planning. This initiative aims to bring together creative and experienced content creators to align efforts around priorities set by Leadership, the Programming Club, and individual departments. The team will collaborate on planning blogs, news updates, social media, curated lists, targeted emails, advertising, graphics, and more. We're excited to kick off our first meeting in mid-January (if all goes to plan.) Heather's work with special projects includes working on new book lockers and book drops (design and marketing plan), eCard rollout, a draft of the 2024 Annual Impact Report to be included in the Spring edition of the Reader, working with Programming Club to improve our workflow and processes, and getting started on Summer Reading's visual branding. This past month, Heather attended two webinars: BiblioCommons's Lessons Learned from a Library Rebrand and Library Works's If You Bought It, Flaunt It! How to Promote Your Collections to Increase Usage. She has also completed part 2 of the library's 4-week leadership training workshop. Finally, the assistant director at Dorothy Bramlidge Public Library in Junction City, KS reached out to ask how we produce the Reader. She's interested in creating something similar for her library. She found us on ISSUU and said, "In researching other libraries, your library has the more cohesive (and beautiful) design in your Reader Magazine, and a professional appearance."

Ben assisted various departments with their various communication needs, including publishing job openings in the news section and collaborating with Jenny and Theatre Lawrence with their golden ticket promotion for their upcoming performances of "Charlie and the Chocolate Factory." They also sent out an email highlighting upcoming events and resources for Native American Heritage Month, started posting weekly "comment cards" featuring positive

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comments from the NPS survey and linking to relevant library services, published a Veteran's Day post on Facebook and Instagram about the Kansas Veterans of World War II history project which resulted in a jump in views of 657.3% on the Digital Douglas County History site in the following week, and shared two end of year wrap-up reels about KVJB and the library at large in the style of Spotify Wrapped. The LPL Wrapped reels got the attention of the Marketing Specialist at New Lenox Public Library in Illinois, who reached out to ask Ben some questions about how they put it together and see if they could make their own. Ben has also been collaborating with Leah to retool the LPL blog in the new year, creating SMART goals that will help effectively measure the success of the blog going forward.

Outreach

This has been a bit of a slower month for Outreach as temps have begun to chill and the holiday season is upon us. But, a more relaxed schedule allows Sarah some time to plan for spring. The stops we've had this month have continued to be successful, with Cottonwood being our busiest as usual.

FACILITIES

Coordinated with Southwest Solutions and our Facilities team to reorganize the Osma Room to make a space for the DIY Memory Lab. Next steps are adding electrical outlets to the east wall and waiting for the furniture.

Working with Kathleen on a grant request to help pay for safety and security improvements to the library. We were already planning on applying in late spring of 2025, but FEMA presented a new opportunity unexpectedly and so we're scrambling to take advantage and hopefully bring some good improvements to the library.

We said goodbye to our former Maintenance & Custodial Supervisor, Phillip Howard, at his Celebration of Life. It was great to see so many people out to honor such an amazing person and the library will be missing him for a long, long time.

Maintenance & Custodial

Reorganized the cabinets in the Osma Room (Local History) and temporarily moved the collection off the shelves so that old shelving could be moved and new shelving could be

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installed to make space for the coming DIY Memory Lab. Big thanks to Melissa and Info for curating the collection to make this move so much easier. David and Sean spent part of their holiday working on extra projects that are hard to get to when we're open, like urinal drain treatments, table polishing, and of course: more carpet cleaning.

Security

Mike R. has retired and we've hired a new Security Officer: Michael M! Michael has a background with the Army and has spent time as a Military Police Officer. He's got tons of mechanical and maintenance experience, and recently he's worked at some of Lawrence's local venues helping them with Security. We're excited to add another calm and thoughtful member to our Security Team!

HUMAN RESOURCES

Human Resources

We welcomed five new Substitute Library Specialists this month: Amber Ovsak, Kaitlyn Velasquez, Winter Doud, Meredith Wiggins, and Mack Case. We also have a new Security Guard, Michael McCune, who will replace Mike Riner who is joining the ranks of retired folks after his 10 years of service at LPL.

Our handbook is updated twice a year. Suggested changes are discussed in the Small Leadership Team (SLT) and the Big Leadership Team (BLT). The Employee Engagement Committee also reviewed the new Personal Appearance policy together to ensure it was clear and reasonable. We have approved the following changes:

- 1. Page 8: Included a clear length of time for raises by adding: New employees must be hired before the fourth quarter to be eligible for an increase.
- 2. Page 10-11: Included a definition of exempt and non-exempt staff and a short paragraph about their requirements.
- 3. Page 17: Elaborated on our Personal Appearance section to provide guidelines and clarity. Formerly it said that nothing worn to the gym, beach, or to do lawn work was

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appropriate. This was very vague and we've had a few instances with newer employees feeling like they didn't know what was acceptable at work. We compared dress codes from eight other libraries while drafting our longer description. We are trying to keep it still casual, but with more details to inform staff. We also want to make sure that our staff wears badges or name tags while they are at work in order to properly identify themselves to other staff and patrons.

- 4. Page 34-35: Added the exact breakdown of vacation for 75%, 80%, and 90% full-time employees based on their pay grade. Clarified the ending of the second paragraph under the Vacation Leave section: Employees are encouraged to use their vacation time to relax, pursue personal interests, or address personal matters. Supervisors will work with employees to ensure that vacation leave is scheduled in a way that doesn't negatively impact departmental or library operations. To help with this, supervisors may ask about the timing and duration of the leave to make sure it fits within the department's needs.
- 5. Page 37: Updated the shared leave pool to coincide with FMLA and changed the set number of hours from a percentage to an hourly total to provide fairness for staff.
- 6. Page 37: Included better wording for our annual prorated personal days for 75%, 80%, and 90% full-time employees.

PUBLIC SERVICES

Public Services has been busy as ever this past month. Much of Karen's time has been spent hiring a pool of subs. I'm happy to report that we have hired FIVE subs to help us when staffing is a little tight. Each of our new subs will start training in a single department, and then switch to another once that training has been completed. Though Erica noted our new subs above, I'd like to give a little more info about each and where they will start at LPL.

- Amber Ovsak, Info Services
 - Amber is a KU librarian specializing in undergraduate engagement. She also has experience working at public and school libraries.
- Kaitlyn Velasquez, Materials Handling
 - Kaitlyn is currently an MLS student and previously volunteered with Materials Handling before being hired.
- Mack Case, Youth Services
 - \circ $\,$ Mack is a current page at the Olathe Public Library and has previous academic library

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experience from their time at Smith College.

- Meredith Wiggins, Readers Services
 - Meredith is a previous LPL Readers' Service employee and has spent her time away from LPL working in career services for university law schools.
- Winter St. Clair
 - Winter is a current KU student who works at the university's writing center and aims to earn a social work degree to apply their skills in public libraries.

In other staffing news, Youth Services employee, Graze Brazell, will be departing LPL towards the end of the month. She will be working at the Spencer Research Library. We're happy for Grace, but also sad to see her leave. She's been a great team member for Youth Services. We'll start the hiring process for Grace's position in early 2025.

Much of Public Services also spent a morning early in December going over our programming plans for 2025. It's going to be a good year!

Accounts

Normal desk, phone, and outreach operations continue.

We've begun a software trial on new self check software offered by MK Solutions. This is the same company that is providing our new lockers. If the trial goes well we hope to implement the new software on all of our machines.

Information Services

Lots of doings as usual for Info Services staff this month! Kathleen and Melissa partnered to offer two sessions on grant writing basics to LPL staff. Theresa collaborated with KU's Hawks 4 Health to offer healthcare marketplace application assistance from mid-November through early December. Gabby shepherded the Community Resource Guide update process to completion, and the newest edition is now available on the Community Resources page, and collaborated with the Lawrence DCF office to offer a LIEAP application assistance session. And, Gabby was recognized by LiveWell Douglas County as their 2024 Culture of Health Champion! Terese has been working with Sarah to bring outreach to ESL students at the Adult Learning Center. Terese also collaborated with KU's Hall Center and IDRH on an after-hours program featuring Vann R. Newkirk II, Senior Editor of *The Atlantic*, and with the Grassland Heritage Foundation and the Kansas Biological Survey & Center for Ecological Research for a talk by prairie

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ecologist Chris Helzer. And, the team is experimenting with David Vinjamuri's "windowing" technique at the back of the nonfiction collection.

Public Technology

November was another fairly standard month of service at the Technology Desk. Progress continues on the DIY Memory Lab. Furniture, sound panels, and much of the equipment has been ordered. Construction has begun on a custom audio rack that will hold AV transfer equipment. The Osma Room bookshelf was moved to create a space for the lab, and we are on pace to complete the room in January. We also purchased 2 new computers for our SOUND+VISION spaces (one for our Videocast Room and the other for the new Memory Lab), along with other various equipment to maintain and streamline the studio.

Readers' Services

As we are well into "cozy under the covers" reading season, Readers' Services will be doing another round of staff curated Book Bundles for adults in January. We will also be launching the Book Battle again in mid-February, with a longer lead time for patrons to fill out their brackets prior to the voting, which will take place in March.

Our Book Squad goals have been selected and we are working on updating our graphics before getting the 2025 forms out on the shelf for the start of next year. Everyone is putting out their end of the year reading lists, and Readers' Services is no exception. We hope that all of LPL will participate in sharing what they read and enjoyed in 2024 so we can share that with our patrons. Polli and Leah will be participating in the newly formed Content Creation team, especially concerning BiblioCore (the library catalog) and the LPL Blog content. We look forward to a fresh approach to connecting with patrons through our virtual spaces.

Youth Services

• Over 100 local teens attended the second annual Artists Retreat at LPL, where local artist Dané Shobe led the group in drawing exercises, all expertly facilitated by our Teen Librarian, Margo Moore.

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- Looking ahead, we have several exciting annual events coming up, including Candy Construction, the Amazing Olive Press Storytime, and a Winter Dance Party for Littles.
- Our department is currently in the process of weeding and shifting sections to improve browsing.

LPL Friends & Foundation Director's Report – December 12, 2024

Seasons Readings Book Sale. The 2025 Seasons Reading Book Sale happens on Saturday, December 14th from 10 am to 4 pm. There will be a great selection of books and movies that make perfect gifts, both in the garage and library lobby. For an added donation, volunteers will even gift wrap your purchases. As a bonus, the City Band and other musical groups will play holiday music in the library auditorium throughout the afternoon. We will give you a report on the results at Monday's board meeting. Hope to see you there!

Reflections on 2024. The library Friends & Foundation have had a very successful year. Here's a quick recap:

- Together, we made progress on the three 2024 goals that were set by the board in February: (1) Began the process of drafting a Memorandum of Understanding with the library. (We hope to have that completed in early 2025); (2) Created an Advocacy Platform centered around LPL Strategic Plan for the Annual Meeting; and (3) Provided educational opportunities at LPLFF board meetings.
- Thanks to our generous community, LPLFF book sales remained strong. We anticipate that onsite and online sales for 2024 will total approximately \$200,000.
- In addition, fundraising for 2024 from individual donors, businesses, and grants already has exceeded 2023 fundraising levels. Our year-end New Chapter and "Together at Your Library" fundraising campaigns alone have raised \$90,000 to date. We will give you a complete year-end report at the January 2025 meeting.
- Friends & Foundation endowed funds at DCCF have posted a 12% gain in the first three quarters of the year. Year-end statements are expected in January.
- Advocacy Committee members visited the state Capitol for Library Legislative Day in January, and hosted another great session with local legislators and NEKLS in November.
- Friends & Foundation and library volunteer programs continue to thrive thanks to Angela Hyde's and Logan Isaman's leadership.
- RetroActive program participation now stands at 1,200 members. Lorel Lewis is bringing fun and quirky energy to the program.

After Hours at the Library Fundraiser. The planning committee for After Hours at the Library 2025 has sprung into action! The fundraiser happens Friday evening, March 7th at the library. The theme is "Color Our World", reflecting the 2025 Summer Reading theme focusing on art. We are delighted that Lawrence's singer-songwriter Kelley Hunt and Deja Brooks have agreed to co-host. To date, we have \$16,000 in pledges from seven sponsors, and commitments from four local restaurants: Mass Street Fish House, J Wilsons, Lucky Seb's and Limestone. Local artists will offer hands-on projects for attendees throughout the building. In addition, we will unveil the new DIY Memory Lab, and host a new Fund-A-Need to support the library's digital collections. Finally, our world famous win-a-basket raffle will run prior to the party, from February 27th to March 7th. Fabulous baskets donated by local book clubs, businesses, and other library supporters will be on display at the library and online. You may be a winner!