

Lawrence Public Library Board of Trustees Regular Meeting
Monday, January 20, 2025 at 4:30 PM
Online Meeting: [Google Meet Link](#)

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 December 2024
- Approve Treasurer’s report for December 2024
- Approve bills for December 16, 2024 to January 20, 2025
- Receive statistical report for December 2024

Library Director’s Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Circulation Policy – **ACTION ITEM**
Jeffrey Bergeron, Accounts Supervisor
- Donor Recognition Policy – **ACTION ITEM**
Kathleen Morgan, Deputy Director

Old Business

- Space Audit Presentation, cont’d
David Vinjamuri, ThirdWay Space

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: December 16, 2024

Time: 4:30 pm

Venue: The meeting was conducted in person and online.

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

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

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

Call to order

Kelly called the meeting to order at 4:31 p.m.

Executive Session- Receive update from legal counsel

Mandy moved to go into executive session to discuss legal issues until 5:02 pm. The motion was seconded by Ryann. The motion passed.

The public meeting resumed at 5:02 pm.

Annamarie Hill joined the meeting.

Kim Fletcher left the meeting.

James moved to accept counsel's advice as per the briefing in the executive session. Kelly seconded the motion. Mayor Mike Dever abstained. The motion passed.

Consent Agenda

Kelly moved approval of the consent agenda. Allison seconded the motion. Consent agenda passed.

Library Director's Report

- Brad presented highlights from his written report.

Department Reports

- No notes.

Friends and Foundation Director's Report

- Annemarie presented the Friends and Foundation Report as presented in the board packet.
- Last Saturday's Seasons' Readings sale was a great success, earning over \$6,000. The trustees gave enthusiastic thanks to the Friends & Foundation for their excellent work.
- Year-end New Chapter and "Together at Your Library" fundraising campaigns alone have raised over \$93,000 to date.

New Business

- None noted

Old Business

- None noted.

Public Comment

- Dr. Justin Spiehs, Michael Eravi, and David [Baston] submitted comments questioning the constitutionality of the library's Free Speech Activities Policy.

Executive Session - Executive Director Annual Evaluation

Kelly moved to go into executive session until 5:47 pm to review the executive director's annual evaluation. James seconded the motion. Mayor Mike Dever abstained. The motion passed.

The public meeting resumed at 5:47 pm.

James moved to accept the recommendations and findings of the executive director's annual evaluation. Allison seconded the motion. The motion passed.

Announcements

- None noted.

Adjournment

There being no other business, the meeting adjourned at 5:48 pm.

The next regular Board meeting will be held Monday, January 20, 2025.

Respectfully submitted,

Tricia Karlin

2024 Regular Budget Report

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	2024 Budget	% over/under
REVENUES															
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	912.83	23,445.47	\$30,000.00	78.15%
NEKLS	-		25,406.25		8,765.00	25,406.25	-		25,406.25		25,406.25	6,000.00	116,390.00	\$110,000.00	105.81%
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	1,235.93	19,743.84	\$10,000.00	197.44%
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	96.80	6,219.80	\$5,000.00	124.40%
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	6,692.22	118,961.67	\$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	78.98	17,700.09		
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	15,016.76	6,509,628.47	\$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	423,939.40	287,862.43	3,587,021.38	\$3,675,000.00	97.61%
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	49,904.23	69,518.70	59,781.13	613,881.85	\$585,000.00	104.94%
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	52,044.75	658,076.49	\$660,000.00	99.71%
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	8,427.58	92,082.27	\$100,000.00	92.08%
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	2,169.81	17,949.63	\$20,000.00	89.75%
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	397.94	85,188.08	\$60,000.00	141.98%
Library Supplies	8,179.54	2,292.23	1,861.94	594.51	2,666.71	968.03	2,593.21	804.62	317.32	837.27	788.71	472.78	22,376.87	\$25,000.00	89.51%
Books & Materials	35,771.24	67,680.53	43,400.15	81,371.52	38,727.49	83,109.86	70,287.49	52,932.97	59,812.86	61,310.99	51,166.52	104,114.08	749,685.70	\$750,000.00	99.96%
Processing Supplies	5,046.60	3,554.57	4,058.92	10,985.02	2,914.63	3,504.39	3,634.33	2,960.70	4,789.56	3,350.32	3,233.10	1,666.55	49,698.69	\$50,000.00	99.40%
Equipment	-	-	-	-	-	-	-	-	222.00	-	-	245.75	467.75	\$10,000.00	4.68%
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	5,613.27	326,866.64	\$325,000.00	100.57%
---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	(176.30)	(358.64)		#DIV/0!
---Operations	-	907.62	-	3,565.54	901.70	-	1,718.65	256.50	2,490.50	2,879.01	117.90	1,145.64	13,983.06		#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	4,859.19	2,631.01	53,533.78		#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	572.92	45,110.38		#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	-	6,240.00	1,440.00	214,598.06		#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	1,104.12	22,792.40	\$20,000.00	113.96%
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	3,779.62	32,213.27	\$30,000.00	107.38%
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	606.88	5,019.37	\$5,000.00	100.39%
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	15,233.82	120,953.36	\$30,000.00	403.18%
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)			79.99	20,079.99	\$20,000.00	100.40%
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	5.04	67.54		
Total Expenses	419,367.98	482,841.70	470,420.56	553,465.41	630,652.73	637,052.44	518,653.17	490,172.72	495,549.59	611,579.71	662,119.52	543,605.54	6,515,481.07	\$6,383,000.00	102%

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) 835,726.01

Capital Improvement (KMIP) 833,082.77

2024 Outside Funding	1/1/2024	December	December	
	<u>Carry Over Amts</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>
Outside & Private Funding	+ January Budgeting			
R & E Totals	\$ 423,227.53	\$ 111,745.11	\$ 22,964.56	\$ 549,664.63
YTD Income			\$	648,039.83
YTD Expense			\$	605,074.73

Lawrence Public Library

Balance Sheet

As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	610,878.53
Checking	224,847.48
Capital Improvement at MIP	833,082.77
Total Checking/Savings	<u>1,668,808.78</u>
Other Current Assets	
Petty Cash	300.00
Total Other Current Assets	<u>300.00</u>
Total Current Assets	<u>1,669,108.78</u>
TOTAL ASSETS	<u>1,669,108.78</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	90,908.40
Total Accounts Payable	<u>90,908.40</u>
Credit Cards	
US Bank Credit Card (7984)	31,110.25
Total Credit Cards	<u>31,110.25</u>
Other Current Liabilities	
Payroll Liabilities	
Health Insurance	-15,317.76
Payroll Liabilities FSA	3,093.42
SUI	45.47
Total Payroll Liabilities	<u>-12,178.87</u>
Total Other Current Liabilities	<u>-12,178.87</u>
Total Current Liabilities	<u>109,839.78</u>
Total Liabilities	109,839.78
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,240,172.91
Net Income	18,460.87
Total Equity	<u>1,559,269.00</u>
TOTAL LIABILITIES & EQUITY	<u>1,669,108.78</u>

**Lawrence Public Library
Revenues & Expenses**

December 2024

	Dec 24	Jan - Dec 24
Ordinary Income/Expense		
Income		
Misc Income	78.98	17,700.09
Tax Fund	0.00	6,180,000.00
Lost and Replacement Fees	912.83	23,445.47
NEKLS	6,000.00	116,390.00
State& Federal Aid		
State& Federal Aid - Other	0.00	27,167.60
Total State& Federal Aid	0.00	27,167.60
Photocopies & Printing	1,235.93	19,743.84
Meeting Room Rentals	96.80	6,219.80
Interest		
Capital Improvement	5,958.32	34,664.97
Checking	733.90	84,296.70
Total Interest	6,692.22	118,961.67
Outside&Private Funding Income		
Downhall Books	-104.65	237.79
Library Landscape & Posters	0.00	-48.60
Merchandise Sales	3,611.12	2,538.01
Outside&Private Funding Income - Other	75,685.12	605,153.00
Total Outside&Private Funding Income	79,191.59	607,880.20
Total Income	94,208.35	7,117,508.67
Gross Profit	94,208.35	7,117,508.67
Expense		
Payroll Expenses		
Gross Wages		
Gross Wages - Other	287,862.43	3,587,021.38
Total Gross Wages	287,862.43	3,587,021.38
Group Life Insurance	831.85	12,333.31
Health Insurance	45,614.28	593,807.38
Employee Parking	13,335.00	7,741.16
Payroll Expenses - Other	0.00	0.00
Total Payroll Expenses	347,643.56	4,200,903.23
Payroll Taxes		
Payroll Taxes Employer	21,526.72	282,011.07
KPERs Co Retiree	482.05	4,931.63
KPERs Co	30,035.98	371,133.79
Total Payroll Taxes	52,044.75	658,076.49
Utilities - Electric		
Utilities - Electric - Other	8,427.58	92,082.27
Total Utilities - Electric	8,427.58	92,082.27
Building Supplies		
Building Supplies - Other	2,169.81	17,949.63
Total Building Supplies	2,169.81	17,949.63
Building Repairs & Maintenance	397.94	85,188.08
Library & Office Supplies		
Library & Office Supplies - Other	472.78	22,376.87
Total Library & Office Supplies	472.78	22,376.87
Books & Materials		
Books & Materials - Other	104,114.08	749,685.70
Total Books & Materials	104,114.08	749,685.70
Processing Supplies		
Processing Supplies - Other	1,666.55	49,698.69
Total Processing Supplies	1,666.55	49,698.69
Equipment	245.75	467.75
Technology		
Public Tech Supplies	-176.30	-358.64
Operations	1,145.64	13,983.06
IT Software & Subscriptions	2,631.01	53,533.78

**Lawrence Public Library
Revenues & Expenses**

December 2024

	Dec 24	Jan - Dec 24
Internet & Telephone	572.92	45,110.38
Collections & Public Service	1,440.00	214,598.06
Total Technology	5,613.27	326,866.64
Insurance		
Liability Insurance	0.00	100.00
Insurance - Other	0.00	30,137.66
Total Insurance	0.00	30,237.66
Postage & Mailing	1,104.12	22,792.40
Professional Development		
Travel By Department		
Adult Services	0.00	537.30
Total Travel By Department	0.00	537.30
Professional Development - Other	3,779.62	31,675.97
Total Professional Development	3,779.62	32,213.27
Vehicles, Mileage, Maintenance	606.88	5,019.37
Professional Fees		
Accounting	0.00	6,255.00
Professional Fees - Other	15,233.82	114,698.36
Total Professional Fees	15,233.82	120,953.36
Marketing-General		
Marketing-General - Other	79.99	20,079.99
Total Marketing-General	79.99	20,079.99
Capital Improvement Expenditure		
Capital Improvement Expenditure - Other	0.00	80,822.13
Total Capital Improvement Expenditure	0.00	80,822.13
Miscellaneous		
Miscellaneous - Other	5.04	67.54
Total Miscellaneous	5.04	67.54
Outside & Private Funding		
Friends & Foundation Funding		
Memory Lab	1,908.68	22,824.97
Picture Book Room	-29,308.77	-17,730.26
Community Resource	0.00	1,051.03
Seed Library (Native)	0.00	1,391.30
Block Grant	545.58	188,887.65
F&F Payroll	13,198.70	172,103.05
Outreach/Coggins Fund	0.00	486.44
Plant & Foliage Maintenance	0.00	840.00
Aquarium Maintenance	2.22	2,926.31
Program Expense		
Information Services Programmin	250.00	1,299.31
Readers Service Programming	19.04	390.47
Public Tech Programming	0.00	824.81
YS Programs (Children)		
YS Programs (Children) - Other	358.32	8,857.82
Total YS Programs (Children)	358.32	8,857.82
Teen Services Programming		
Teen Services Programming - Other	312.14	7,945.03
Total Teen Services Programming	312.14	7,945.03
Summer Reading - ALL	-932.54	41,905.57
Read Across Lawrence/Booktober	-864.00	-16,345.40
Youth Services & Cigler	1,255.17	5,010.92
Total Program Expense	398.13	49,888.53
Nancy Pat Staff Support (Crowe)	40.75	1,341.29
Kanopy	0.00	40,572.00
Salkind Gift	0.00	13,821.16
Digital Resourses (GDR)	0.00	25,000.00
Memorials/Honor w/ Books GGIFT	-737.22	-216.30
Sound & Vision Miliken	201.50	2,527.67
MIDCO/Peterson	0.00	38,837.82

**Lawrence Public Library
Revenues & Expenses**

December 2024

	Dec 24	Jan - Dec 24
Marketing		
Marketing - Other	4,011.54	15,235.71
Total Marketing	4,011.54	15,235.71
Dr. Bob Program	0.00	1,793.50
Storytime at Home	0.00	992.43
Seed Library	0.00	1,727.31
Local History/Coan	0.00	300.00
Kansas Health Foundation	0.00	275.00
Friends & Foundation Funding - Other	0.00	18,540.19
Total Friends & Foundation Funding	-9,738.89	583,416.80
Outside & Private Funding - Other	149.93	149.93
Total Outside & Private Funding	-9,588.96	583,566.73
Total Expense	534,016.58	7,099,047.80
Net Ordinary Income	-439,808.23	18,460.87
Net Income	-439,808.23	18,460.87

Lawrence Public Library
Vendor Balance Summary
As of January 20, 2025

	<u>Jan 20, 25</u>
Alliance Entertainment	305.57
Amazon Capital Services, Inc	1,733.39
Amy Tankersley	25.00
ASI	72.00
Astrid Mien	250.00
Baker & Taylor, Inc.	163.71
Center Point Large Print	107.78
Century Business Technologies	1,266.29
Christina Soontornvat, LLC	1,500.00
Conley Sprinkler, Inc.	319.00
Cottin's Hardware & Rental	78.94
Douglas County Treasurer	214.25
Downtown Lawrence Inc.	480.00
EBSCO	4,897.00
Encumbrances	34,198.33
Evergy	8,427.58
Fisher Patterson Sayler & Smith, LLP	12,682.24
Gale/Cengage Learning	25.89
Ingram Library Services	14,894.85
Jayhawk Tropical Fish	365.00
Kansas City Star	2,193.64
Karen L. Anderson	200.00
Kautsch Law, LLC	1,975.00
Laura Green	45.00
Lawrence Rotary Club	250.00
Midcontinent Communications	572.92
Midwest Tape	3,478.57
OCLC, Inc.	79,396.73
OverDrive	39,207.18
Pedro Martin	1,500.00
Playaway Products LLC	1,399.09
Pur-O-Zone, Inc.	770.28
Sunflower Music Therapy	390.00
Susan King	50.00
The New York Times	3,406.00
U.S. Bank - Mastercard	31,183.28
Unique Management Services	713.80
United Parcel Service	59.79
Wanwan Cai	100.00
Ziongzi Ren	50.00
TOTAL	<u>248,948.10</u>

Lawrence Public Library
Check Detail
December 17, 2024 through January 20, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		12/31/2024	Paycom	Checking	
Deposit		10/10/2024	Paycom	Wages Payable	0.00
Deposit		12/13/2024	Paycom	Wages Payable	0.00
TOTAL					0.00
Check		01/02/2025	ASI	Checking	
				Payroll Liabilities FSA	-306.44
TOTAL					-306.44
Check	EFT	12/27/2024	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	12/27/2024	KPERS	Checking	
				Retirees	-227.65
TOTAL					-227.65
Check	EFT	12/27/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,984.00
TOTAL					-2,984.00
Check	EFT	12/27/2024	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-473.00
TOTAL					-473.00
Check	EFT	12/27/2024	KPERS	Checking	
				Employee Cash Advan...	302.57
				KPERS Employee	-8,744.08
				Company	-14,915.13
				KPERS Co	-280.75
TOTAL					-23,637.39
Check	EFT	12/27/2024	KPERS	Checking	
				OGLI	-646.87
				Group Life Insurance	-358.73
TOTAL					-1,005.60

Lawrence Public Library
Check Detail
December 17, 2024 through January 20, 2025

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	12/27/2024	Blue Cross and Blue Shield of...	Checking	
				Health Insurance	-58,813.27
				Hospital & Cancer Plans	-314.54
TOTAL					-59,127.81
Check	EFT	12/27/2024	VSP Insurance Co.	Checking	
				Vision Insurance - Em...	-212.73
				Health Insurance	-91.71
TOTAL					-304.44
Check	EFT	12/31/2024	KPERS	Checking	
				KPERS Co	-1,817.36
TOTAL					-1,817.36
Check	EFT	12/31/2024	KPERS	Checking	
				OGLI	-388.24
TOTAL					-388.24
Check	EFT	01/10/2025	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	01/10/2025	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-473.00
TOTAL					-473.00
Check	EFT	01/10/2025	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,984.00
TOTAL					-2,984.00
Check	EFT	01/10/2025	KPERS	Checking	
				Retirees	-263.87
TOTAL					-263.87

Lawrence Public Library
Check Detail
December 17, 2024 through January 20, 2025

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	01/10/2025	KPERS	Checking	
				Company	-14,646.91
				KPERS Employee	-8,402.35
				KPERS Co	-351.25
TOTAL					-23,400.51
Bill Pmt -Check	EFT	01/20/2025	ASI	Checking	
Bill	A00004412...	12/31/2024		Professional Fees	-72.00
TOTAL					-72.00
Bill Pmt -Check	EFT	01/20/2025	Evergy	Checking	
Bill	DEC 2024	12/31/2024		Utilities - Electric	-8,427.58
TOTAL					-8,427.58
Bill Pmt -Check	EFT	01/20/2025	Midcontinent Communications	Checking	
Bill	157407601...	12/16/2024		Internet & Telephone	-572.92
TOTAL					-572.92
Bill Pmt -Check	EFT	01/20/2025	U.S. Bank - Mastercard	Checking	
Bill	NOV 2024	12/02/2024	U.S. Bank - Mastercard	Accounts Payable	0.00
Bill	DEC 2024	01/02/2025		Allen, Brad - US Bank ...	-14,675.97
				Brune, G - US Bank C...	-67.80
				Fisher Isaacs -US Ban...	-19.30
				Kearns, H - US Bank ...	-4,433.52
				Taylor, L - US Bank C...	-2,246.86
				Winsky, D - US Bank ...	-745.91
				Stepp, Ian - US Bank ...	-38.79
				Moore, M - US Bank C...	-87.14
				Corcoran, K - US Bank...	-250.00
				Cook, Jenny - US Ban...	-158.27
				Segraves, E - US Ban...	-581.20
				Winters, T - US Bank ...	-93.00
				Mathews, S - US Bank...	-93.52
				Medina, Y - US Bank ...	-311.74
				Barnes, Jim - US Bank...	-1,650.68
				Mackinnon,L - US Ban...	-1,089.12
				Trickey, B - US Bank ...	-120.00
				Ratzlaff, J - US Bank ...	-1,479.00
				Brumley, A - US Bank ...	-2,771.02
				Lockhart, M - US Bank...	-37.53
				Parks, H - US Bank C...	-232.91
TOTAL					-31,183.28

Lawrence Public Library
Check Detail
December 17, 2024 through January 20, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	01/20/2025	United Parcel Service	Checking	
Bill	0000506A...	01/04/2025		Postage & Mailing	-59.79
TOTAL					-59.79
Bill Pmt -Check	29942	01/20/2025	Amazon Capital Services, Inc	Checking	
Bill	1RWT-G4...	12/01/2024		Books & Materials	-35.39
Bill	1P1D-NYJ...	12/01/2024		Books & Materials	-347.95
Bill	19GT-Q7J...	12/02/2024		Books & Materials	-132.31
Bill	1CL4-3FK...	12/07/2024		Books & Materials	-64.95
Bill	1HVT-7LW...	12/08/2024		Youth Services & Cigler	-459.56
Bill	13PM-PDR...	12/09/2024		Youth Services & Cigler	-61.44
Bill	1X16-N1K...	12/10/2024		Books & Materials	-270.97
Bill	17FT-HDF...	12/10/2024		Library & Office Supplies	-40.60
Bill	1KPC-7NF...	12/11/2024		Books & Materials	-97.06
Bill	13VN-MQ9...	12/16/2024		Library & Office Supplies	-14.95
Bill	14Y7-3QV...	12/26/2024		Processing Supplies	-22.95
Bill	1CK9-LPR...	12/30/2024		Readers Service Progr...	-19.04
Bill	1CRX-LQV...	01/01/2025		Youth Services & Cigler	-122.34
Bill	1MJ1-RQM...	01/03/2025		Youth Services & Cigler	-35.90
Bill	1GHN-LP3...	01/08/2025		Youth Services & Cigler	-7.98
TOTAL					-1,733.39
Bill Pmt -Check	29943	01/20/2025	Amy Tankersley	Checking	
Bill	Chair Yoga...	01/12/2025		Kansas Health Founda...	-25.00
TOTAL					-25.00
Bill Pmt -Check	29944	01/20/2025	Astrid Mien	Checking	
Bill	Community...	12/20/2024		Information Services P...	-250.00
TOTAL					-250.00
Bill Pmt -Check	29945	01/20/2025	Baker & Taylor, Inc.	Checking	
Bill	2038737232	12/10/2024		Books & Materials	-14.95
Bill	2038737233	12/10/2024		Processing Supplies	-0.34
Bill	2038761365	12/17/2024		Books & Materials	-145.02
Bill	2038761366	12/17/2024		Processing Supplies	-3.40
TOTAL					-163.71
Bill Pmt -Check	29946	01/20/2025	Century Business Technologies	Checking	
Bill	741896	01/02/2025		IT Software & Subscrip...	-874.61
Bill	741895	01/02/2025		IT Software & Subscrip...	-167.14
Bill	741894	01/02/2025		IT Software & Subscrip...	-32.36
Bill	742894	01/09/2025		IT Software & Subscrip...	-192.18
TOTAL					-1,266.29

Lawrence Public Library
Check Detail
December 17, 2024 through January 20, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29947	01/20/2025	Douglas County Treasurer	Checking	
Bill	LILLPL 2025	12/31/2024		Vehicles, Mileage, Mai...	-214.25
TOTAL					-214.25
Bill Pmt -Check	29948	01/20/2025	Downtown Lawrence Inc.	Checking	
Bill	000360	01/02/2025		Professional Fees	-480.00
TOTAL					-480.00
Bill Pmt -Check	29949	01/20/2025	EBSCO	Checking	
Bill	910110101...	01/01/2025		Books & Materials	-4,897.00
TOTAL					-4,897.00
Bill Pmt -Check	29950	01/20/2025	Fisher Patterson Saylor & Smi...	Checking	
Bill	110942	12/30/2024		Professional Fees	-9,210.80
Bill	111211	01/13/2025		Professional Fees	-3,471.44
TOTAL					-12,682.24
Bill Pmt -Check	29951	01/20/2025	Ingram Library Services	Checking	
Bill	85244570	12/10/2024		Books & Materials	-728.96
Bill	85265226	12/10/2024		Books & Materials	-665.23
Bill	85265228	12/10/2024		Books & Materials	-491.38
Bill	85244571	12/10/2024		Processing Supplies	-230.97
Bill	85265227	12/10/2024		Processing Supplies	-99.69
Bill	85265229	12/10/2024		Processing Supplies	-69.82
Bill	85285878	12/11/2024		Books & Materials	-182.72
Bill	85285879	12/11/2024		Processing Supplies	-20.40
Bill	85316307	12/12/2024		Books & Materials	-261.53
Bill	85316308	12/12/2024		Processing Supplies	-29.89
Bill	85345360	12/13/2024		Books & Materials	-207.58
Bill	85345361	12/13/2024		Processing Supplies	-26.17
Bill	85416525	12/17/2024		Books & Materials	-1,765.99
Bill	85416526	12/17/2024		Processing Supplies	-182.35
Bill	85455397	12/18/2024		Books & Materials	-197.03
Bill	85455399	12/18/2024		Books & Materials	-484.47
Bill	85455398	12/18/2024		Processing Supplies	-32.85
Bill	85455400	12/18/2024		Processing Supplies	-56.08
Bill	85694528	01/01/2025		Books & Materials	-1,791.64
Bill	85669569	01/01/2025		Books & Materials	-625.97
Bill	85657516	01/01/2025		Books & Materials	-306.62
Bill	85657518	01/01/2025		Books & Materials	-211.65
Bill	85669571	01/01/2025		Books & Materials	-43.77
Bill	85484215	01/01/2025		Books & Materials	-321.99
Bill	85554567	01/01/2025		Books & Materials	-649.16
Bill	85619951	01/01/2025		Books & Materials	-303.59
Bill	85600024	01/01/2025		Books & Materials	-222.07
Bill	85546265	01/01/2025		Books & Materials	-24.48
				Youth Services & Cigler	-425.60
Bill	85512140	01/01/2025		Books & Materials	-219.57

Lawrence Public Library
Check Detail
December 17, 2024 through January 20, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill	85554566	01/01/2025		Books & Materials	-62.33
Bill	85546266	01/01/2025		Books & Materials	-1,428.49
Bill	85694529	01/01/2025		Processing Supplies	-199.63
Bill	85669570	01/01/2025		Processing Supplies	-97.31
Bill	85657514	01/01/2025		Processing Supplies	-36.08
Bill	85657519	01/01/2025		Processing Supplies	-3.75
Bill	85669572	01/01/2025		Processing Supplies	-0.75
Bill	85484216	01/01/2025	Ingram Library Services	Accounts Payable	0.00
Bill	85554568	01/01/2025		Processing Supplies	-93.75
Bill	85619952	01/01/2025		Processing Supplies	-24.04
Bill	85600025	01/01/2025		Processing Supplies	-37.07
Bill	85512141	01/01/2025		Processing Supplies	-33.27
Bill	85546267	01/01/2025		Processing Supplies	-127.13
Bill	85726880	01/02/2025		Books & Materials	-527.83
Bill	85726881	01/02/2025		Processing Supplies	-56.00
Bill	85744365	01/03/2025		Books & Materials	-528.79
Bill	85744366	01/03/2025		Processing Supplies	-53.36
Bill	85850979	01/08/2025		Books & Materials	-642.37
Bill	85850980	01/08/2025		Processing Supplies	-63.68
TOTAL					-14,894.85
Bill Pmt -Check	29952	01/20/2025	Karen L. Anderson	Checking	
Bill	Zoom Meet...	01/10/2025		Professional Develop...	-200.00
TOTAL					-200.00
Bill Pmt -Check	29953	01/20/2025	Midwest Tape	Checking	
Bill	506487395	12/16/2024		Books & Materials	-948.47
				Books & Materials	-16.49
Bill	506487396	12/16/2024		Books & Materials	-54.41
Bill	506487398	12/16/2024		Books & Materials	-304.41
Bill	506502204	12/19/2024		Books & Materials	-398.57
Bill	506502205	12/19/2024		Books & Materials	-92.98
Bill	506502206	12/19/2024		Books & Materials	-249.11
Bill	506502208	12/19/2024		Books & Materials	-81.73
Bill	506502209	12/19/2024		Books & Materials	-149.11
Bill	506555931	12/31/2024		Processing Supplies	-190.43
Bill	506536945	01/01/2025		Books & Materials	-295.05
				Books & Materials	-50.99
Bill	506536947	01/01/2025		Books & Materials	-64.90
Bill	506536946	01/01/2025		Books & Materials	-46.99
Bill	506561068	01/03/2025		Books & Materials	-492.21
Bill	506561069	01/03/2025		Books & Materials	-20.23
Bill	506566331	01/03/2025		Books & Materials	-22.49
TOTAL					-3,478.57
Bill Pmt -Check	29954	01/20/2025	OCLC, Inc.	Checking	
Bill	1000416765	01/01/2025		Collections & Public S...	-755.50
Bill	1000416828	01/01/2025		Collections & Public S...	-77,071.21
Bill	1000416859	01/01/2025		Collections & Public S...	-843.58
Bill	1000416902	01/01/2025		Collections & Public S...	-726.44
TOTAL					-79,396.73

Lawrence Public Library
Check Detail
December 17, 2024 through January 20, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29955	01/20/2025	OverDrive	Checking	
Bill	06809CO2...	12/12/2024		Books & Materials	-666.26
Bill	06809CO2...	12/12/2024		Books & Materials	-226.69
Bill	06809CO2...	12/12/2024		Books & Materials	-14,126.19
Bill	06809CO2...	12/12/2024		Books & Materials	-7,236.17
Bill	06809DA2...	12/17/2024		Books & Materials	-511.12
Bill	06809MG2...	01/01/2025		Block Grant	-10,000.00
Bill	06809DA2...	01/01/2025		Books & Materials	-256.47
Bill	06809DA2...	01/01/2025		Books & Materials	-109.00
Bill	06809DA2...	01/01/2025		Books & Materials	-84.99
Bill	06809CP2...	01/01/2025		Books & Materials	-1,353.41
Bill	06809CP2...	01/01/2025		Books & Materials	-343.38
Bill	06809DA2...	01/01/2025		Books & Materials	-20.50
Bill	06809SU2...	01/02/2025		Books & Materials	-4,250.00
Bill	06809DA2...	01/07/2025		Books & Materials	-23.00
TOTAL					-39,207.18
Bill Pmt -Check	29956	01/20/2025	Pur-O-Zone, Inc.	Checking	
Bill	906653	12/04/2024		Equipment	-245.75
Bill	907195	12/18/2024		Building Supplies	-524.53
TOTAL					-770.28
Bill Pmt -Check	29957	01/20/2025	Susan King	Checking	
Bill	Yoga - Dec	01/10/2025		Kansas Health Founda...	-25.00
Bill	Yoga - Jan	01/10/2025		Kansas Health Founda...	-25.00
TOTAL					-50.00
Bill Pmt -Check	29958	01/20/2025	The New York Times	Checking	
Bill	11/25/24-1...	01/01/2025		Books & Materials	-2,314.00
Bill	366C6D51...	01/05/2025		Books & Materials	-1,092.00
TOTAL					-3,406.00
Bill Pmt -Check	29959	01/20/2025	Unique Management Services	Checking	
Bill	6134790	01/01/2025		Professional Fees	-531.90
Bill	6134791	01/01/2025		Professional Fees	-181.90
TOTAL					-713.80
Bill Pmt -Check	91122	01/20/2025	Alliance Entertainment	Checking	
Bill	PLS85011...	01/09/2025		Books & Materials	-305.57
TOTAL					-305.57

Lawrence Public Library
Check Detail
December 17, 2024 through January 20, 2025

Type	Num	Date	Name	Account	Paid Amount
Check	91124	12/17/2024	Cline Library Northern Arizona...	Checking	
				Lost and Replacement...	-8.97
TOTAL					-8.97
Check	91125	12/17/2024	Murphy-Wilmot Branch Library	Checking	
				Lost and Replacement...	-13.68
TOTAL					-13.68
Check	91126	12/17/2024	Waldo Library Western Michig...	Checking	
				Lost and Replacement...	-10.87
TOTAL					-10.87
Bill Pmt -Check	91127	01/20/2025	Center Point Large Print	Checking	
Bill	2137790	12/03/2024		Books & Materials	-107.78
TOTAL					-107.78
Bill Pmt -Check	91128	01/20/2025	Christina Soontornvat, LLC	Checking	
Bill	Author Stip...	01/10/2025		Youth Services & Cigler	-1,500.00
TOTAL					-1,500.00
Bill Pmt -Check	91129	01/20/2025	Conley Sprinkler, Inc.	Checking	
Bill	14387	12/31/2024		Building Repairs & Mai...	-319.00
TOTAL					-319.00
Bill Pmt -Check	91130	01/20/2025	Cottin's Hardware & Rental	Checking	
Bill	DEC 2024	12/31/2024		Building Repairs & Mai...	-78.94
TOTAL					-78.94
Bill Pmt -Check	91131	01/20/2025	Gale/Cengage Learning	Checking	
Bill	86050240	12/11/2024		Books & Materials	-25.89
TOTAL					-25.89
Bill Pmt -Check	91132	01/20/2025	Jayhawk Tropical Fish	Checking	
Bill	116981	01/01/2025		Aquarium Maintenance	-365.00
TOTAL					-365.00

Lawrence Public Library
Check Detail
December 17, 2024 through January 20, 2025

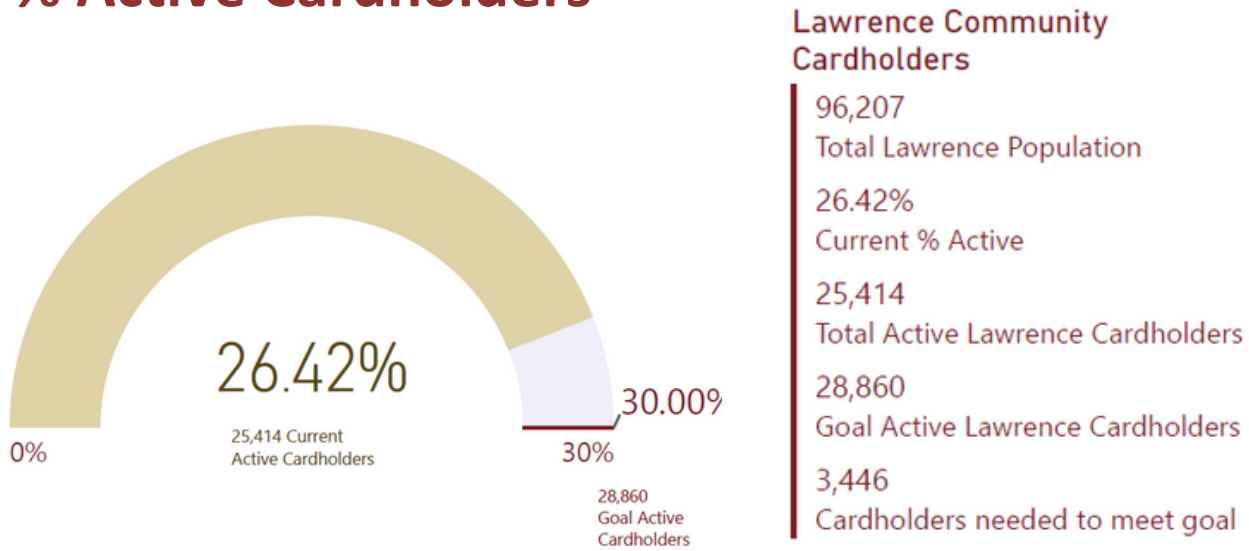
Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91133	01/20/2025	Kansas City Star	Checking	
Bill	KMC-4000...	01/01/2025		Books & Materials	-2,193.64
TOTAL					-2,193.64
Bill Pmt -Check	91134	01/20/2025	Kautsch Law, LLC	Checking	
Bill	854	12/31/2024		Professional Fees	-1,975.00
TOTAL					-1,975.00
Bill Pmt -Check	91135	01/20/2025	Laura Green	Checking	
Bill	Kaw Valley...	01/09/2025		Information Services P...	-45.00
TOTAL					-45.00
Bill Pmt -Check	91136	01/20/2025	Lawrence Rotary Club	Checking	
Bill	131687	01/01/2025		Professional Develop...	-250.00
TOTAL					-250.00
Bill Pmt -Check	91137	01/20/2025	Pedro Martin	Checking	
Bill	Author Stip...	01/10/2025		Youth Services & Cigler	-1,500.00
TOTAL					-1,500.00
Bill Pmt -Check	91138	01/20/2025	Playaway Products LLC	Checking	
Bill	485211	12/18/2024		Books & Materials	-1,399.09
TOTAL					-1,399.09
Bill Pmt -Check	91139	01/20/2025	Sunflower Music Therapy	Checking	
Bill	1138	12/27/2024		Youth Services & Cigler	-390.00
TOTAL					-390.00
Bill Pmt -Check	91140	01/20/2025	Wanwan Cai	Checking	
Bill	Lunar New ...	01/10/2025		YS Programs (Children)	-100.00
TOTAL					-100.00
Bill Pmt -Check	91141	01/20/2025	Ziongzi Ren	Checking	
Bill	Lunar New ...	01/10/2025		YS Programs (Children)	-50.00
TOTAL					-50.00

Dec 2024 LPL Progress Indicators

Net Promoter Score



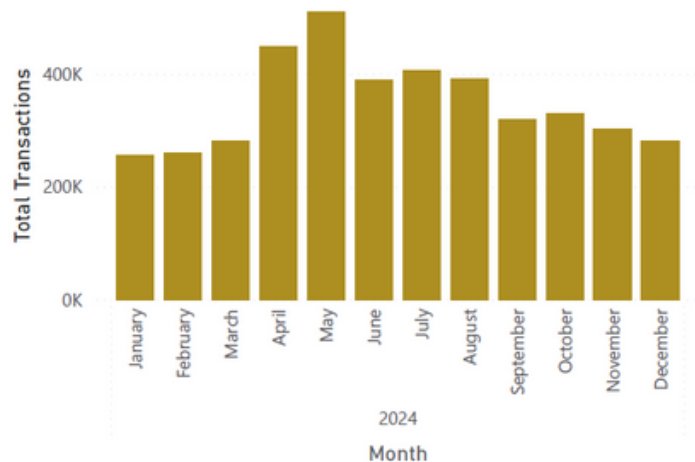
% Active Cardholders



Library Use Index



Monthly Trend of Total Library Transactions



Dec 2024 Highlights

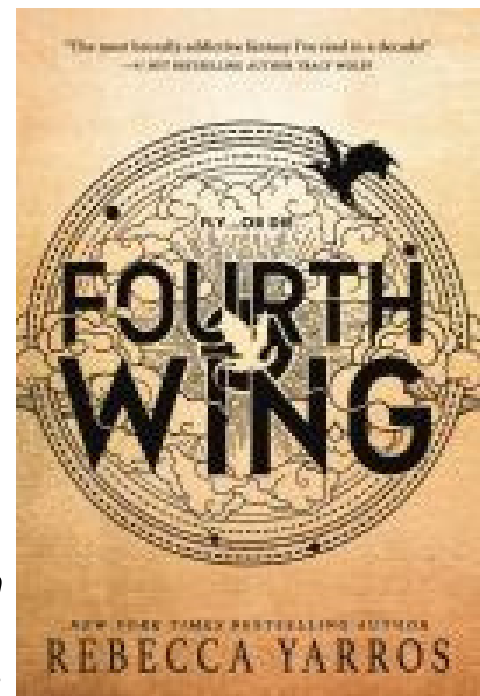


149

Attendees at the Teen Artist Retreat

1,488

Number of total checkouts in 2024 for all formats of *Fourth Wing* by Rebecca Yarros.



325%

Percent increase in monthly digital magazine checkouts after library switched to new eMagazine vendor.



Library Director's Report for January 2025

It's been a relatively quiet month with holiday closures and the major winter storm that extended many people's winter breaks. We are finally digging out (literally) and moving forward into 2025. Just prior to the holidays, I met with Dennis Odgers from BA Green to discuss renovating the lower level restrooms. We hope to have that project completed sometime in the spring. I'll provide updates as I have them.

Reviewing the December financial statements, you will see we ended the year well, despite considerable unbudgeted legal fees (you'll see our Professional Fees line item was overspent by 300%), an increase in our insurance rates to ensure we are properly insured, and over \$80,000 of capital improvement spending, primarily to improve staff work areas. This means we will not need to take much money from our capital improvements fund (if any).

I have recently been invited to join the KC Metro library director monthly meeting. It is a great opportunity to connect with and get to know my colleagues better. The group includes directors from Kansas City (MO), Kansas City (KS), Mid-Continent, Johnson County, North Kansas City, and Olathe. It's a great group of leaders.

If you have walked around our building recently, you will have noticed that most of our 10 year old furniture is woefully worn out and in need of replacement. Karen Allen and I have begun investigating furniture options to begin introducing some new furniture in the building, starting primarily with new lounge seating. I am excited about moving forward with our refresh of the building as we move into the second decade of our renovated building.

Lastly, Kathleen Morgan and I attended the Chamber Legislative Priorities Breakfast to hear local leaders share their priorities with our legislative delegation at the statehouse. The legislators shared their priorities as well.

Respectfully submitted by Brad Allen, January 17, 2024

Monthly Departmental Reports

January 2025

COLLECTIONS & TECHNOLOGY

Tricia attended a workshop sponsored by Research in Public Libraries (RIPL) with other members of the Data Team entitled “What Counts? Finding Meaningful Metrics.” Most helpful was the list of guiding questions that libraries can use to evaluate whether or not to pursue tracking of a given statistic. E.g. *How clearly does this metric align to an articulated outcome or impact? ; Who cares about this metric? ; Why do they care?*

Tricia joined Jeff, Ian, Kim, and Sarah in a review of the status of the new lockers implementation project. Reports and other internal steps are in good shape; the project team is now in a holding pattern waiting for the vendor to give us an updated delivery date.

Cataloging & Collection Development

After we triple checked our materials budget calculations, the Collection Development team put in their final orders of the year on December 19th. Dano, the Acquisitions wizard then consulted with Accounting to make sure our numbers matched one last time and we were able to update all of our 2025 budget lines.

Cataloging was on the slow side due to the holidays landing in the middle of the week. It was a good opportunity to take some much needed vacation and get prepared for the new year.

Information Technology

Kim and Aaron continue to work with Jeff on testing of new MK Solutions Self-Check and Gate software. The self-check software test has been running successfully for several weeks. Gate software testing started on Monday, 1/13.

Kim and Aaron continue to assist in the deployment of LibAnswers. All public service departments are now using LibAnswers queues. Kim coordinated with Bibliocommons to enable the addition of LibAnswers chat functionality to our site. Public use of the chat service started on 1/13.

Monthly Departmental Reports

January 2025

Aaron and Sean are running behind on deployment of 25 new staff laptops for various departments, as well as 20 new public access computers for the Youth Services area. Aaron is seeking to finalize the deployment plan as soon as possible to allow deployment to begin.

A new Synology RackStation 822+ network attached storage device (NAS) + 16GB memory upgrade was ordered and delivered. Synology Active Backup for Google Workspace has been installed and configured to backup our Google Workspace account data including email, chats, contacts, calendars, and Google Drive contents, both personal and shared. The NAS will also be used for other backup purposes and as a generic storage target. (Aaron & Sean)

In addition to the new local Google Workspace backup, evaluation of cloud backup solutions began with a demo of Spin.ai on 1/6. Our Google partner Umzuzu scheduled the meeting for us and will follow up with pricing and other demos.

Materials Handling

Wrapped up annual reviews. Dealt with a lot of snow.

Trying to get our ducks in a row for the Circulation department merger. Also the new lockers.

Other than that the sorter cycle continues.

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

December tends to be quieter for M&C promotions due to vacations, holidays, and snow closures. Heather continued her work on the Space Audit and Programming Club Team and started planning *Color Your World 2025* with the Summer Reading team. She also coordinated a meeting between library and KJHK staff to discuss promotional partnerships and outreach opportunities, though it was postponed to late January due to illness.

Marketing had a final BiblioEmail check-in with trainer Kati Polodna, reviewing our most successful campaigns and exploring ways to enhance them. Kati praised our progress, even suggesting Heather present at a Bibliocommons conference on email strategy, saying, "You get it! You get it!"

Monthly Departmental Reports

January 2025

Heather and Ben supported various promotions, including YS' Newbery Award Book Bundles, MLK Day initiatives, and creating action buttons to remind patrons that community service extends beyond a single day. Heather also participated in a photoshoot for the LPLFF fundraiser with Deja Brooks and Kelley Hunt and completed an all-day Mental Health First Aid training.

After extensive feedback, cost analysis, and alignment with strategic goals, the library will end *Reader Magazine* in Q3/Fall 2025. It ranks low in surveys for communicating library news (email is #1, followed by the website and social media), cannot be updated as events change, and consumes 44% of the M&C annual budget. Going forward, we'll prioritize enhancing email, online, and social media experiences while continuing to publish a dedicated Summer Reading guide, which parents and caregivers rely on as a portable resource.

Ben published news stories and social posts promoting Consumer Reports and the introduction of Libby Magazines (replacing Flipster). Ben is also working on creating a drip campaign on BiblioEmail to replace the LibAnswers NPS Survey.

Outreach

Despite cancellations due to weather and a lighter schedule because of the holidays, we were still able to meet and chat with over 300 people in the community this month. Some highlights include the Inclusive Holiday Market at the Lied Center where we spoke with over 100 people and a special, holiday storytime at the Ballard Center for the 41 kids there.

Hoping for warmer weather soon!

FACILITIES

The inclement weather was stressful for everyone and we are very grateful for all the hard work of city staff clearing the streets and sidewalks. We keep a digital emergency closure checklist for every time we have to close unexpectedly. It starts with Brad and then is touched by the rest of the leadership team to make sure we never forget any part, and our team did a great job jumping into action with each event. Also BIG thanks to Tricia, who trudged through the snow to feed the fishes (part of the checklist) when Jon's car got stuck in the snow.

Monthly Departmental Reports

January 2025

Maintenance & Custodial

The custodial team has been diligently working on maintaining a safe and clean environment. The recent snowstorm has kept us busy! Ice and snow packed sidewalks became the initial challenge to conquer. Now, onto a less back-breaking task, the upkeep of the lobby floor and the footmarks from those that visit.

Security

Jon met with Major Fowler and Lieutenant Riggs of LKPD to discuss a recent incident at the library and it was a very informative and helpful conversation. The best thing that came out of this conversation was the reminder that they are always willing to sit down and chat with us.

HUMAN RESOURCES

Human Resources

Work in the Human Resources department focused on making sure the turn of the year went smoothly in Paycom. Our Accountant, Mary Ann LeDosquet, has been a tremendous worker in helping with this transition. We also have posted a 32-hour job opening for the Youth Services Assistant position after Grace Brazell accepted a job at KU with a better schedule. We are refreshing the job description for our Diversity and Equity Coordinator and will be posting that opening soon. Our leadership team completed the second module in the leadership courses presented by Michael Machell from Peaslee Tech. We continue this four part series through February.

PUBLIC SERVICES

In staffing news, Public Services coordinators have been onboarding our new subs, and Karen, Jenny, Lauren, and Erica are reviewing applications and preparing for interviews for Grace Brazell's replacement in Youth Services. We should have good news to share with you for the next report.

Monthly Departmental Reports

January 2025

Karen attended the Holiday Inclusive Market event with Outreach Coordinator, Sarah Mathews. It was great to be out in the community and spreading the word about LPL. Though the month was light on many programs, we had some great turnouts for the YS programs - Candy Construction, Tea Dragon Society Tea, and Bluey Bash Lite.

Matt Pelsma and Jake Little hosted an after-hours video shoot in the library of the band Virga for the [Coop Sessions](#) (think NPR's Tiny Desk Concert). The video should be up in about a month.

Accounts

We've been doing a trial run on a different software option for our self check machines. The software is provided by MK Solutions, the same company that is providing our new lockers. So far the trial has gone very well and we are seriously considering switching. It is easier to set up and maintain, it costs less than what we're paying for now, and both patrons and staff seem to like it. We'll be trying out a gate monitoring software from the same company in January.

Information Services

In December, we wrapped up another successful year of healthcare marketplace navigation assistance provided by Hawks 4 Health. A program highlight was the Winter Wonderland cookie decorating session coordinated by Terese and Jenny in partnership with Just Food and the KU basketball team. Gabby's Community Resource Clinic offered an excellent lineup of resources, including [Project ChildSafe](#) and Douglas County's [Smart 911](#) program. We also began onboarding Amber Ovsak, one of the new subs—she's a great addition to the library team!

Public Technology

December was another active month of helping patrons and staff with Technology. We have been training our new Public Tech substitute, Winter Doud. She will be an excellent addition to the library, and help us cover schedule gaps among our small team. On the studio front, we hosted a synth artist concert, and Matt has been working on organizing all the various equipment in the studio. We're in the midst of acquiring the final equipment for the Memory Lab, and hopefully we can begin putting it all together when furniture is delivered later this month.

Monthly Departmental Reports

January 2025

Readers' Services

This month was a nice wrap up to our 2024 with about 60 patrons participating in a "Best Read of 2024" display in the front lobby and with many patrons finishing out our Book Squad Challenge for the year. We are kicking off 2025 by filling Book Bundle requests for 40 lucky patrons and we are in preparations for our Book Battle to commence in March. We have also begun the process of onboarding Meredith Wiggins as a departmental sub. Meredith worked in RS for a couple of years a while back, and we're excited to have her sub in for us.

Youth Services

Grace Brazell, a Youth Services Library Assistant, has left the Youth Services Department for a position at the Spencer Research Library. She's looking forward to her new position handling rare collections, but will be missed at LPL.

We'll work on hiring a new Youth Services Library Assistant in January and February. One of the duties of the position is to lead Books & Babies Storytime.

Lauren has been accepted onto the Heavy Medal Mock Newbery Committee, a national library blog by School Library Journal. She and 13 other members, will be discussing 5 Newbery titles in a livestream in mid-January. Huge congratulations to Lauren!

We now have a rotating display shelf in the entryway space of the Children's Room. We're excited to showcase various books and create more excitement about our collection with the new display space! To make room, we moved the Picture Books for Older Readers collection next to the World Books collection. We also moved our picture book Wonder Books (which contains an audio player that reads the book aloud and is attached to the book) to the picture book room. The chapter book Wonder Books are on the far side of the new entryway display shelving.

We're building excitement about our recently published 2024 titles by creating a Mock Newbery Bundle program. 80 people can sign up to get a couple recently published titles to compare to each other to help explore the great books that are contenders for the 2025 Newbery Medal. The 2025 Newbery winner will be announced at the [Youth Media Awards](#) on Monday, January 27th at 8am MT. Here is a [link for the livestream](#) for the Youth Media Awards announcements.

LPL Friends & Foundation Director's Report – January 17, 2025

Book Sale News. The 2025 Seasons Reading Book Sale on December 14th was a record breaker. Our hard working volunteers raised \$6,664 for the library that day. What a wonderful way to cap off the year! Our next sale is the annual Music and Book Sale, coming up on Fri-Sat, February 7 and 8. Thousands of bargain priced CDs and DVDs will be for sale in the auditorium, along with sound equipment from Audio Reader.

Year-End Fundraising. 2024 was quite a year! Preliminary results show that the Friends & Foundation posted gains in both book sales and fundraising. These wonderful results were made possible by our generous and supportive community, together with great work by staff and volunteers of both the library and the Friends & Foundation. Here is a summary:

Activity	2024	2023	\$ change	% change
Book Sales	\$206,061	\$200,344	\$5,717	2.9%
Fundraising	\$613,771	\$467,558	\$146,213	31.3%
Total*	\$819,832	\$667,902	\$151,930	22.7%

*Does not include DCCF endowment revenue

- Book sale revenue consisted of 42% or \$86,866 from internet sales; and 58% or \$119,195 from onsite sales.
- For fundraising, 38% or \$232,755 were unrestricted gifts; 37% or \$229,096 were restricted gifts; and 25% or \$155,054 came from special events. (There was an additional .1% or \$866 from merchandise sales.)
- We have not yet received our year end statements from DCCF that provide information about LPLFF endowed funds. As of the third quarter, those funds were up approximately 11%, so we anticipate a positive report.

Health Spot Refresh. The Friends & Foundation have raised \$20,000 in grants and pledges to update LPL's Health Spot. Our Information Services Department is working with LMH Health and Dr. Susan Harvey's class from the KU Community Health Program on the project. Our first meeting with the class is happening on Wednesday, February 12th. We are excited to learn what ideas they will offer to improve the space.

Rice Foundation Grant. I am pleased to report that the Friends & Foundation received a \$20,000 grant in December from the Rice Foundation for new carpet in the auditorium. We are grateful for the improvements they have helped make to that space.

After Hours at the Library Fundraiser. We have made remarkable progress in planning for the After Hours at the Library party, coming up on Friday, March 7th at 7 pm at the library. To date, we have raised \$25,000 in sponsorships and lined up 17 themed baskets from local book clubs and other supporters. Our 2025 Fund-A-Need will help to strengthen LPL's digital library. We are pleased to report that we have secured a \$20,000 lead gift for that project. Please be sure to reserve Friday, March 7th at 7 pm on your calendars. It is going to be another fun, slightly quirky, and inspiring night for the library.



LAWRENCE PUBLIC LIBRARY

MEMO

To: Lawrence Public Library Board of Trustees
From: Jeffrey Bergeron, Accounts Supervisor
Date: January 20, 2025
Subject: Circulation Policy

We would like to recommend a small change to the circulation policy.

The library will be adding an option for a digital only library card in the beginning of 2025. Patrons will be able to register for the digital library card through the website and immediately gain access to all of the library's digital collections without having to come into the library. The software system used for online library card registration will be able to verify that the patron lives within our service area at the address they provide. The patron will have the option to upgrade their digital library card to a full borrowing card by stopping by the library and showing photo ID. The full borrowing card will expand their access to the physical collection and Sound+Vision Studio.

To allow for the creation of this digital only library card off site without the presentation of a photo ID, a small change will be needed to our current circulation policy.

The current policy states to obtain a library card eligible patrons must:

1. Show an acceptable form of photo ID.
2. Provide proof of permanent address for full borrowing privileges.
3. Partial borrowing privileges may be available for patrons unable to verify address.
4. Eligible borrowers under the age of 18 require parent or guardian permission for full borrowing privileges.
5. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

In order to allow for the creation of a library card without a photo ID, we would like to update this to:

1. Show an acceptable form of photo ID and provide proof of permanent address for full borrowing privileges
2. Partial borrowing privileges may be available for patrons unable to show ID or verify address.
3. Eligible borrowers under the age of 18 require parent or guardian permission for full borrowing privileges.
4. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

Thank you for your consideration of this recommendation.



Circulation Policy

Was previously part of Patron Services Policy adopted by the Lawrence Public Library Board of Trustees, effective 10-21-96 with subsequent revisions. Current policy adopted by the Lawrence Public Library Board of Trustees on 815-2016. Revised 6-19-2017, 12-16-2019 (effective 01-01-2020), 11-16-2020, 6-20-2022. Submitted for review on 01/20/2025. Proposed review date: 01/2028.

Library Card Eligibility

Patrons who meet the following criteria are generally eligible to obtain a library card with no charge:

1. Residents of Lawrence.
2. Residents of the area included within the Northeast Kansas Library System (NEKLS).
3. Students or staff attending a university within Lawrence as long as they maintain student or staff status.
4. Persons who work in Lawrence but reside outside of Northeast Kansas.
5. Part time residents who pay property taxes within Lawrence.

To obtain a library card eligible patrons must:

1. Show an acceptable form of photo ID and provide proof of permanent address for full borrowing privileges
2. Partial borrowing privileges may be available for patrons unable to show ID or verify address.
3. Eligible borrowers under the age of 18 require parent or guardian permission for full borrowing privileges.
4. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

An additional Teacher Card is available to teachers at:

1. USD 497
2. preschools in Lawrence

3. daycare centers in Lawrence
4. private schools in Lawrence
5. a district in the Northeast Kansas Library System region not already served by a public library.

An Organization Card is available to organizations and businesses:

1. located within Lawrence
2. whose owner or administrator accepts financial responsibility for all items borrowed on the account including fees associated with items returned with damage, and items never returned.

Patron Responsibilities

By accepting a library card the patron is agreeing to follow all library policy, procedures, and guidelines.

Account access will only be granted with the presence of the issued library card, card number, or an acceptable form of identification as determined by library administration.

All patrons are responsible for all items borrowed on their account. In the case of patrons under the age of 18, the parent or legal guardian is responsible.

If a card is lost the patron is responsible for all items borrowed up until the card is reported lost.

Patrons are responsible for returning items in good condition on or before their due date. Borrowing privileges may be suspended when items become overdue.

Patrons who return items with evidence of insects that are known to be damaging to library materials or that can result in pest infestation may be billed following normal procedures for damaged items. The library reserves the right to suspend borrowing privileges in these situations.

Library Responsibilities

Borrowing

1. To ensure fair and equal access to library resources library administration will establish procedures and guidelines to implement the circulation policy. These guidelines will include, but are not limited to:
 - a. Registration, access to, and use of library card accounts.
 - b. Checkout and return of library items.
 - c. Loan periods.
 - d. Number of total items and item types that may be borrowed at a time.
 - e. Number of times an item may be renewed and types of items that may be renewed.
 - f. Number and types of items that may be reserved.
 - g. Inter-library loan services.
 - h. Fees for lost and damaged items.

Protecting Patron Privacy

1. Account information will only be disclosed to the registered account holder, and in the case of patrons under the age of 18 to the parent or guardian responsible, or as otherwise required by law.
2. Patron registration and circulation records are exempt from disclosure through the Kansas Open Records Act and will only be released upon receipt of a valid court order or subpoena authorized under federal, state, or local law.

Assessment and Collection of Fees

1. Patrons will be assessed fees set by library administration for items never returned or items returned with damage. Library borrowing privileges may be suspended until fees are paid or otherwise resolved.
2. The library may utilize the services of a collection agency to recover lost materials from patrons. Additional fees may apply.
3. Fees assessed to patrons for lost and damaged materials which have aged beyond the legal date for collection will be written off per accounting best practices throughout the year.
4. Accounts with no outstanding fees that remain inactive for 3 or more years will be deleted from the system.

Damage to Equipment

1. The library cannot be responsible for any reported damage to patrons' equipment attributed to the use of library materials.

January 16, 2025

MEMO

TO: Lawrence Public Library Board of Trustees

FR: Kathleen Morgan, Friends & Foundation Executive Director

RE: Donor Recognition Policy Review and Update

Background Information

The library reviews its policies on a three-year cycle, and this marks the first review of the 2021 Donor Recognition Policy.

In November 2021, the Board of Trustees approved the library's first comprehensive donor recognition policy. Previously, donor recognition was partially addressed in the Friends & Foundation's gift policy but lacked key elements such as guidelines, eligibility criteria, and procedures for managing donor relationships when library spaces change. The 2021 policy established an improved framework, providing more clarity and structure.

Review Recommendations and Updates

No substantive changes are recommended for the 2021 Donor Recognition Policy. The updates made were purely grammatical and stylistic (adding Oxford commas and inserting the document into the library's standard policy template.)

The policy also requires the Friends & Foundation to maintain an inventory of named spaces within the library. The newest addition is the children's picture book room which was renovated through a generous gift from the Don Marquis family. This space was dedicated in November 2022 and is now in the inventory of named spaces.



Donor Recognition Policy

Approved by the Lawrence Public Library Board of Trustees on 11/15/2021. Revised 1/20/2025

The Lawrence Public Library Board of Trustees (“Trustees”), in consultation with the board of the Lawrence Public Library Friends & Foundation (“Friends & Foundation”), supports providing naming rights to honorees, donors, and sponsors for library spaces, programs, and tangible assets, when such relationships are mutually beneficial and consistent with this policy.

Eligibility

Naming rights for honorees, donors, and sponsors may be determined based on one or more of the following considerations:

1. Alignment with the library’s vision, mission and values
2. The significance of the gift or sponsorship in relation to the project
3. The history of service to the library by the honoree, donor, or sponsor

Name Recognition Process

The Trustees, upon the recommendation of the Friends & Foundation, shall consider the naming of facilities, programs, and assets.

The duration of the named recognition for honorees, donors, and sponsors shall be specified by the Trustees, either in perpetuity, for a stated number of years, for the lifetime of the donor(s), or for the existence of the facility, program or asset.

The library shall draft an agreement with the donor, sponsor, or honoree outlining the terms of the donation as determined by the Trustees.

The library shall bear the expense of and determine the propriety of the named recognition display. Should the name of the recognized individual or entity change during the duration of the recognition, the library shall not bear the expense to change the display. The Friends & Foundation shall maintain an inventory of named spaces in the library.

In the event that a named space is changed, the library will work with honorees, donors, and/or their families to recognize the original name on a plaque or through other means.

The Trustees recognize that gifts and sponsorships often are made in installments. Naming recognition will not commence until a significant installment of the gift or sponsorship associated with the naming is received.

For recognition made as a bequest, naming will not commence until the bequest is realized, except in extraordinary circumstances and with the Trustees' approval.

Rights Reserved by Trustees

The Trustees retain the right to modify, change, renovate, or dispose of any Lawrence Public Library facility, program, or asset. Honorees, donors, and sponsors will be notified when a change is considered.

The Trustees reserve the right to revoke a naming decision if it constitutes a significant and continuing impairment to the library's reputation or if the agreed-upon contributions or sponsorship payments are significantly reduced.

The library will not relinquish to an honoree, donor, or sponsor any aspect of the library's right to manage and control any of its assets, facilities, programs, services, staff, or volunteers.