

Lawrence Public Library Board of Trustees Regular Meeting
Monday, February 17, 2025 at 4:30 PM
Online Meeting: [Google Meet Link](#)

Executive Session – Receive update from legal counsel

Executive Session – Receive update on a personnel issue

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 January 2025
- Approve Treasurer’s report for January 2025
- Approve bills for January 20, 2025 to February 17, 2025
- Receive statistical report for January 2025

Library Director’s Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- NEKLS Accreditation Standards Review
Brad Allen, Executive Director
- LPLFF/LPL MOU - **ACTION ITEM**
Kathleen Morgan, Deputy Director

Old Business

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: January 20, 2025

Time: 4:30 pm

Venue: The meeting was conducted online on the Google Meet software platform.

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

Staff Members Present: Brad Allen, Kathleen Morgan, Karen Allen, Erica Segraves, Jeff Bergeron, Aaron Brumley, Heather Kearns, Polli Kenn, Mary Ann LeDosquet, Jon Ratzlaff, Tricia Karlin.

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

Call to order

Kelly called the meeting to order at 4:33 pm.

Announcement: The trustees announced that the monthly meeting will be online only until further notice. The change was made to protect the privacy of its executive sessions. Library meeting rooms are not soundproof and there is no visual screening, so it is not possible to ensure the privacy required for executive sessions, e.g. receiving legal counsel.

Executive Session

James moved to go into executive session until 4:57 pm to receive updates from legal counsel. Ryann seconded the motion. The motion passed.

The public meeting resumed at 4:57 pm.

Consent Agenda

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

Library Director's Report

Brad presented the Director's report as per his written report in the board packet.

Monthly Departmental Reports

Trustees posed follow-up questions about the new laptop rollout timeline in the monthly IT department report, which staff addressed in the meeting.

Friends and Foundation Director's Report

Kathleen presented the report as per the written report in the board packet.

New Business

- Circulation Policy - ACTION ITEM
 - Jeffery Bergeron, Accounts Supervisor, presented the proposed revised policy.
 - Kelly moved to accept the revised circulation policy. Allison seconded the motion. The policy was approved.
- Donor Recognition Policy - ACTION ITEM
 - Kathleen Morgan, Deputy Director, presented the proposed revised policy.
 - Mandy moved to accept the revised policy. Ryann seconded the motion. The policy was approved.

Old Business

- David Vinjamuri of ThirdWay Space Consulting continued his presentation about how the library might reorganize spaces and collections, based on his audit of the building last year. Trustees posed followup questions, and staff shared action taken in response to Mr. Vinjamuri's suggestions.

Public Comments

- David Baston noted that he had sent several messages to the library board of trustees and requested a response.
- Lawrence Accountability [Michael Eravi] expressed concerns about the ability to exercise intellectual freedom at the library. He also questioned the need for library building renovations as suggested in ThirdWay Consulting's presentation. He noted that renovations would likely be expensive and local governments need to tighten budgets, not incur additional expense.
- Dr. Justin Spiehs questioned being cited for violating the library's behavior policy and asked how to appeal the citation.

Executive Session

- James moved to go into a second executive session to discuss legal matters until 6:27 pm.

- James moved to follow through with legal matters as discussed in the executive session. Alex seconded the motion. The motion passed.

The public meeting resumed at 6:28 pm.

Adjournment

There being no other business, the meeting adjourned at 6:29 pm.

The next regular Board meeting will be held Monday, February 17, 2025 on the Google Meet software platform.

Respectfully submitted,
Tricia Karlin

2025 Regular Budget Report

	<u>January</u>	<u>Year To Date</u>	<u>2025 Budget</u>	<u>% over/under</u>
REVENUES				
Tax Fund		\$ -	\$6,625,000.00	0.00%
Lost and Repl Fees	\$ 2,116.74	\$ 2,116.74	\$25,000.00	8.47%
NEKLS		\$ -	\$125,000.00	0.00%
State Aid & Federal Aid		\$ -	\$25,000.00	0.00%
Photo Copies	\$ 1,215.15	\$ 1,215.15	\$18,000.00	6.75%
Meeting Room Fees	\$ 583.49	\$ 583.49	\$5,000.00	11.67%
Interest	\$ 4,812.63	\$ 4,812.63	\$35,000.00	13.75%
Transfer from Capital Improvement		\$ -		#DIV/0!
Donations- MISC	\$ 3,022.68	\$ 3,022.68		#DIV/0!
Total Revenues	\$ 11,750.69	\$ 11,750.69	\$6,858,000.00	0%

EXPENSES

Salaries & Wages	\$ 285,173.84	\$ 285,173.84	\$3,825,000.00	7.46%
Employee Benefits	\$ 46,843.38	\$ 46,843.38	\$713,000.00	6.57%
Payroll Taxes	\$ 50,728.36	\$ 50,728.36	\$700,000.00	7.25%
Utilities	\$ 10,451.91	\$ 10,451.91	\$100,000.00	10.45%
Building Supplies	\$ 1,342.34	\$ 1,342.34	\$20,000.00	6.71%
Building Repairs & Maintenance	\$ 9,247.18	\$ 9,247.18	\$75,000.00	12.33%
Library Supplies	\$ 2,169.48	\$ 2,169.48	\$25,000.00	8.68%
Books & Materials	\$ 35,895.55	\$ 35,895.55	\$850,000.00	4.22%
Processing Supplies	\$ 2,498.48	\$ 2,498.48	\$55,000.00	4.54%
Equipment		\$ -	\$10,000.00	0.00%
Technology	\$ 83,140.87	\$ 83,140.87	\$350,000.00	23.75%
Insurance	\$ -	\$ -	\$30,000.00	0.00%
Postage & Mailing	\$ 2,033.18	\$ 2,033.18	\$20,000.00	10.17%
Professional Development	\$ 1,721.46	\$ 1,721.46	\$30,000.00	5.74%
Book Van & Mileage	\$ 150.28	\$ 150.28	\$5,000.00	3.01%
Professional Fees	\$ 7,039.47	\$ 7,039.47	\$30,000.00	23.46%
Advertising & Marketing	\$ 870.99	\$ 870.99	\$20,000.00	4.35%
Capital Improvements		\$ -		
Miscellaneous	\$ 17.34	\$ 17.34		
Total Expenses	\$ 539,324.11	\$ 539,324.11	\$ 6,858,000.00	8%

Cash Reserves	\$ 174,080.46
Checking (US Bank & KMIP)	\$ 835,726.01
Capital Improvement (KMIP)	\$ 833,082.77

2025 Outside Funding	1/1/2025	January	January	
	<u>Carry Over Amts</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>
Outside & Private Funding	+ January Budgeting			
R & E Totals	\$ 531,003.36	\$ 1,467.18	\$ 43,519.41	\$ 488,951.13
YTD Income			\$	1,467.18
YTD Expense			\$	43,519.41

Lawrence Public Library
Balance Sheet
 As of January 31, 2025

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	163,662.24
Checking	62,075.69
Capital Improvement at MIP	835,086.24
	1,060,824.17
Total Checking/Savings	1,060,824.17
Other Current Assets	
Petty Cash	300.00
	300.00
Total Other Current Assets	300.00
Total Current Assets	1,061,124.17
TOTAL ASSETS	1,061,124.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	69,497.90
	69,497.90
Total Accounts Payable	69,497.90
Credit Cards	20,930.40
Other Current Liabilities	
Payroll Liabilities	
Health Insurance	-21,337.68
KPERs ER	
Company	-712.63
	-712.63
Total KPERs ER	-712.63
Payroll Liabilities FSA	546.25
SUI	331.58
	-21,172.48
Total Payroll Liabilities	-21,172.48
Total Other Current Liabilities	-21,172.48
Total Current Liabilities	69,255.82
Total Liabilities	69,255.82
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,260,858.78
Net Income	-569,625.65
	991,868.35
Total Equity	991,868.35
TOTAL LIABILITIES & EQUITY	1,061,124.17

**Lawrence Public Library
Revenues & Expenses**

January 2025

	Jan 25	Jan 25
Ordinary Income/Expense		
Income		
Misc Income	3,022.68	3,022.68
Lost and Replacement Fees	2,116.74	2,116.74
Photocopies & Printing	1,215.15	1,215.15
Meeting Room Rentals	583.49	583.49
Interest		
Capital Improvement	2,003.47	2,003.47
Checking	2,809.16	2,809.16
Total Interest	4,812.63	4,812.63
Outside&Private Funding Income		
Downhall Books	163.00	163.00
Merchandise Sales	369.51	369.51
Outside&Private Funding Income - Other	-19.29	-19.29
Total Outside&Private Funding Income	513.22	513.22
Total Income	12,263.91	12,263.91
Gross Profit	12,263.91	12,263.91
Expense		
Payroll Expenses		
Gross Wages		
Gross Wages - Other	285,173.84	285,173.84
Total Gross Wages	285,173.84	285,173.84
Group Life Insurance	1,647.83	1,647.83
Health Insurance	45,708.37	45,708.37
Employee Parking	-512.82	-512.82
Total Payroll Expenses	332,017.22	332,017.22
Payroll Taxes		
Payroll Taxes Employer	21,488.03	21,488.03
KPERs Co Retiree	513.52	513.52
KPERs Co	28,726.81	28,726.81
Total Payroll Taxes	50,728.36	50,728.36
Utilities - Electric		
Utilities - Electric - Other	10,451.91	10,451.91
Total Utilities - Electric	10,451.91	10,451.91
Building Supplies		
Building Supplies - Other	1,342.34	1,342.34
Total Building Supplies	1,342.34	1,342.34
Building Repairs & Maintenance	9,247.18	9,247.18
Library & Office Supplies		
Library & Office Supplies - Other	2,169.48	2,169.48
Total Library & Office Supplies	2,169.48	2,169.48
Books & Materials		
Books & Materials - Other	35,895.55	35,895.55
Total Books & Materials	35,895.55	35,895.55
Processing Supplies		
Processing Supplies - Other	2,498.48	2,498.48
Total Processing Supplies	2,498.48	2,498.48
Technology		
Public Tech Supplies	-99.00	-99.00
Operations	342.27	342.27
IT Software & Subscriptions	2,602.72	2,602.72

**Lawrence Public Library
Revenues & Expenses**

January 2025

	Jan 25	Jan 25
Internet & Telephone	898.15	898.15
Collections & Public Service	79,396.73	79,396.73
Total Technology	83,140.87	83,140.87
Postage & Mailing	2,033.18	2,033.18
Professional Development		
Professional Development - Other	1,721.46	1,721.46
Total Professional Development	1,721.46	1,721.46
Vehicles, Mileage, Maintenance	150.28	150.28
Professional Fees		
Professional Fees - Other	7,039.47	7,039.47
Total Professional Fees	7,039.47	7,039.47
Marketing-General		
Marketing-General - Other	870.99	870.99
Total Marketing-General	870.99	870.99
Miscellaneous		
Miscellaneous - Other	17.34	17.34
Total Miscellaneous	17.34	17.34
Outside & Private Funding		
Friends & Foundation Funding		
Memory Lab	8,612.49	8,612.49
Block Grant	12,014.55	12,014.55
F&F Payroll	13,582.91	13,582.91
Aquarium Maintenance	318.33	318.33
Program Expense		
Information Services Programmin	627.50	627.50
Public Tech Programming	150.00	150.00
YS Programs (Children)		
YS Programs (Children) - Other	319.07	319.07
Total YS Programs (Children)	319.07	319.07
Teen Services Programming		
Teen Services Programming - Other	292.13	292.13
Total Teen Services Programming	292.13	292.13
Summer Reading - ALL	2,986.15	2,986.15
Read Across Lawrence/Booktober	-888.00	-888.00
Youth Services & Cigler	3,775.54	3,775.54
Total Program Expense	7,262.39	7,262.39
Nancy Pat Staff Support (Crowe)	25.61	25.61
Memorials/Honor w/ Books GGIFT	27.84	27.84
Sound & Vision Miliken	96.33	96.33
Kansas Health Foundation	100.00	100.00
Friends & Foundation Funding - Other	525.00	525.00
Total Friends & Foundation Funding	42,565.45	42,565.45
Total Outside & Private Funding	42,565.45	42,565.45
Total Expense	581,889.56	581,889.56
Net Ordinary Income	-569,625.65	-569,625.65
Net Income	-569,625.65	-569,625.65

1:10 PM
02/11/25

Lawrence Public Library
Vendor Balance Summary
As of February 16, 2025

	<u>Feb 16, 25</u>
Alliance Entertainment	1,144.86
Amazon Capital Services, Inc	5,529.51
Amy Tankersley	25.00
ASI	68.00
Baker & Taylor, Inc.	159.03
Barry Barnes	250.00
Center Point Large Print	131.15
Century Business Technologies	1,355.48
Cottin's Hardware & Rental	119.42
Darryl Norsen	200.00
Evergy	10,451.91
Floyds Drain Cleaning of Lawrence, INC	300.00
Gale/Cengage Learning	76.97
Hickory Ridge Construction Inc	963.88
Ingram Library Services	22,344.87
Jim Bost Plumbing LLC	806.76
Kansas City, Kansas Public Library	14.99
LFK Press, LLC	300.00
Midcontinent Communications	573.13
Midwest Tape	4,057.73
MSM Systems Inc.	2,495.70
Newport News Public Library	8.00
OverDrive	45,419.42
P1 Group, Inc.	6,926.00
Playaway Products LLC	56.99
Preferred Lawn Service	880.00
Pur-O-Zone, Inc.	823.05
Sunflower Music Therapy	780.00
Tech Electronics	325.00
U.S. Bank - Mastercard	21,086.32
Unique Management Services	334.90
United Parcel Service	12.00
Ursula Minor	250.00
TOTAL	<u>128,270.07</u>

1:04 PM
02/11/25

Lawrence Public Library
Check Detail
January 21 through February 17, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29962	02/17/2025	Alliance Entertainment	Checking	
Bill	PLS85121...	01/16/2025		Books & Materials	-288.26
Bill	PLS85241...	01/23/2025		Books & Materials	-736.28
Bill	PLS85344...	02/01/2025		Books & Materials	-120.32
TOTAL					-1,144.86

Bill Pmt -Check	29963	02/17/2025	Amazon Capital Services, Inc	Checking	
Bill	1Q6R-739J...	01/01/2025		Teen Services Progra...	-56.20
Bill	13L4-VWC...	01/01/2025		Teen Services Progra...	-44.99
Bill	1GYK-YY3...	01/01/2025		Books & Materials	-12.98
Bill	1KYR-63N...	01/01/2025		Books & Materials	-98.33
Bill	17G4-PJQ...	01/01/2025		Books & Materials	-56.42
Bill	14W7-HN1...	01/01/2025		Books & Materials	-265.88
Bill	1Q6R-739J...	01/01/2025		Books & Materials	-15.06
Bill	1KT9-CN4...	01/14/2025		Teen Services Progra...	-64.90
Bill	1KT9-CN4...	01/14/2025		YS Programs (Children)	-18.39
Bill	1NCR-6V9...	01/15/2025		YS Programs (Children)	-19.30
Bill	1PPV-PVF...	01/19/2025		Books & Materials	-790.40
Bill	1QJ7-96N...	01/19/2025		Books & Materials	-225.92
Bill	1KFK-V77...	01/19/2025		Books & Materials	-80.77
Bill	16Q9-Q4K...	01/19/2025		Books & Materials	-160.63
Bill	19J9-TFC...	01/20/2025		Processing Supplies	-117.47
Bill	19J9-TFC...	01/22/2025		Library & Office Supplies	-175.81
Bill	113C-TTT...	01/22/2025		YS Programs (Children)	-9.99
Bill	1GN1-6JV...	01/26/2025		Books & Materials	-207.08
Bill	CT3P-NC6L	01/26/2025		Books & Materials	-73.61
Bill	19JL-HJYJ...	01/27/2025		Library & Office Supplies	-43.04
Bill	1GWK-PT...	01/27/2025		Books & Materials	-207.89
Bill	1HC4-3MG...	01/27/2025		Books & Materials	-11.99
Bill	1YGY-9XP...	01/27/2025		Books & Materials	-29.99
Bill	1P61-RTV...	01/28/2025		Books & Materials	-23.21
Bill	1J7Q-HX4...	01/29/2025		Books & Materials	-225.32
Bill	1LNF-VXT...	01/29/2025		Books & Materials	-25.68
Bill	1NHT-7MR...	01/29/2025		Books & Materials	-239.31
Bill	1N6X-VXR...	02/01/2025		Books & Materials	-28.53
Bill	17NQ-DFN...	02/03/2025		Library & Office Supplies	-136.56
Bill	19L1-HKX...	02/03/2025		Library & Office Supplies	-197.54
Bill	1T7K-7DF...	02/03/2025		Seed Library (Native)	-141.92
Bill	1117-WGX...	02/03/2025		Library & Office Supplies	-374.90
Bill	1RMH-WF...	02/03/2025		Youth Services & Cigler	-198.44
Bill	1XRG-99N...	02/04/2025		Building Supplies	-201.11
Bill	1GM3-LTM...	02/05/2025		Books & Materials	-94.46
Bill	1NN4-4MV...	02/08/2025		Youth Services & Cigler	-86.76
Bill	167W-FLD...	02/08/2025		Books & Materials	-575.79
Bill	1TGM-W3...	02/09/2025		Books & Materials	-18.04
Bill	1W6Q-KM...	02/10/2025		Building Supplies	-23.99
Bill	14QX-YTR...	02/10/2025		Sound & Vision Miliiken	-122.91
Bill	14DP-CGG...	02/10/2025		Youth Services & Cigler	-28.00
TOTAL					-5,529.51

Lawrence Public Library
Check Detail
January 21 through February 17, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91142	02/17/2025	Amy Tankersley	Checking	
Bill	1/14 Chair ...	01/26/2025		Kansas Health Founda...	-25.00
TOTAL					-25.00
Check		01/31/2025	ASI	Checking	
				Payroll Liabilities FSA	-4,938.11
TOTAL					-4,938.11
Bill Pmt -Check	EFT	02/17/2025	ASI	Checking	
Bill	A00004412...	01/31/2025		Professional Fees	-68.00
TOTAL					-68.00
Bill Pmt -Check	29964	02/17/2025	Baker & Taylor, Inc.	Checking	
Bill	2038785872	01/13/2025		Books & Materials	-49.84
Bill	2038785873	01/13/2025		Processing Supplies	-1.02
Bill	2038811052	01/22/2025		Books & Materials	-16.79
Bill	2038811053	01/22/2025		Processing Supplies	-0.34
Bill	2038831856	02/01/2025		Books & Materials	-88.15
Bill	2038831857	02/01/2025		Processing Supplies	-2.89
TOTAL					-159.03
Bill Pmt -Check	29965	02/17/2025	Barry Barnes	Checking	
Bill	MLK Perfor...	01/28/2025		Information Services P...	-250.00
TOTAL					-250.00
Check	EFT	01/24/2025	Blue Cross and Blue Shield of...	Checking	
				Health Insurance	-61,067.90
				Hospital & Cancer Plans	-201.68
TOTAL					-61,269.58
Check	EFT	01/24/2025	Blue Cross and Blue Shield of...	Checking	
				Group Life Insurance	-1,004.10
TOTAL					-1,004.10
Bill Pmt -Check	91143	02/17/2025	Center Point Large Print	Checking	
Bill	2143530	01/03/2025		Books & Materials	-131.15
TOTAL					-131.15

Lawrence Public Library
Check Detail
January 21 through February 17, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29966	02/17/2025	Century Business Technologies	Checking	
Bill	746159	02/04/2025		IT Software & Subscrip...	-32.36
Bill	746160	02/04/2025		IT Software & Subscrip...	-376.61
Bill	746161	02/04/2025		IT Software & Subscrip...	-874.61
Bill	746162	02/04/2025		IT Software & Subscrip...	-71.90
TOTAL					-1,355.48
Bill Pmt -Check	91144	02/17/2025	Cottin's Hardware & Rental	Checking	
Bill	JAN 2025	01/31/2025		Building Repairs & Mai...	-119.42
TOTAL					-119.42
Bill Pmt -Check	91145	02/17/2025	Darryl Norsen	Checking	
Bill	Art design	02/07/2025		Friends & Foundation ...	-200.00
TOTAL					-200.00
Check	EFT	01/24/2025	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,854.00
TOTAL					-2,854.00
Check	EFT	01/24/2025	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-653.00
TOTAL					-653.00
Check	EFT	02/07/2025	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-683.00
TOTAL					-683.00
Check	EFT	02/07/2025	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,879.00
TOTAL					-2,879.00
Bill Pmt -Check	EFT	02/17/2025	Evergy	Checking	
Bill	JAN 2025	01/31/2025		Utilities - Electric	-10,451.91
TOTAL					-10,451.91

1:04 PM
02/11/25

Lawrence Public Library
Check Detail
January 21 through February 17, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91146	02/17/2025	Floyds Drain Cleaning of Lawr...	Checking	
Bill	1817595	01/13/2025		Building Repairs & Mai...	-300.00
TOTAL					-300.00
Bill Pmt -Check	29967	02/17/2025	Gale/Cengage Learning	Checking	
Bill	86172515	01/08/2025		Books & Materials	-25.19
Bill	86350961	01/16/2025		Books & Materials	-51.78
TOTAL					-76.97
Bill Pmt -Check	91147	02/17/2025	Hickory Ridge Construction Inc	Checking	
Bill	202501	01/21/2025		Memory Lab	-963.88
TOTAL					-963.88
Bill Pmt -Check	29968	02/17/2025	Ingram Library Services	Checking	
Bill	85810065	01/07/2025		Books & Materials	-2,173.56
Bill	85810067	01/07/2025		Books & Materials	-280.39
Bill	85810066	01/07/2025		Processing Supplies	-246.58
Bill	85810068	01/07/2025		Processing Supplies	-31.71
Bill	85850977	01/08/2025		Books & Materials	-551.53
Bill	85850981	01/08/2025		Books & Materials	-183.08
Bill	85866427	01/08/2025		Books & Materials	-165.82
Bill	8580978	01/08/2025		Processing Supplies	-44.21
Bill	85850982	01/08/2025		Processing Supplies	-19.25
Bill	85866428	01/08/2025		Processing Supplies	-26.25
Bill	85900000	01/09/2025		Books & Materials	-628.48
Bill	85878592	01/09/2025		Books & Materials	-886.73
Bill	85900001	01/09/2025		Processing Supplies	-92.52
Bill	85878593	01/09/2025		Processing Supplies	-81.21
Bill	85912511	01/10/2025		Books & Materials	-320.89
Bill	85912512	01/10/2025		Processing Supplies	-29.25
Bill	85936844	01/13/2025		Books & Materials	-116.95
Bill	85936845	01/13/2025		Processing Supplies	-11.07
Bill	85976015	01/14/2025		Books & Materials	-14.23
Bill	85976016	01/14/2025		Books & Materials	-358.95
Bill	85976017	01/14/2025		Processing Supplies	-40.80
Bill	85996386	01/14/2025		Memorials/Honor w/ B...	-14.24
Bill	85996387	01/14/2025		Memorials/Honor w/ B...	-0.25
Bill	86012053	01/15/2025		Books & Materials	-486.19
Bill	86012054	01/15/2025		Processing Supplies	-51.36
Bill	86048313	01/16/2025		Books & Materials	-309.62
Bill	86048314	01/16/2025		Processing Supplies	-26.44
Bill	86081744	01/17/2025		Books & Materials	-2,682.16
Bill	86081745	01/17/2025		Processing Supplies	-372.59
Bill	86121944	01/21/2025	Ingram Library Services	Accounts Payable	0.00
Bill	86121945	01/21/2025		Processing Supplies	-33.77
Bill	86121946	01/21/2025		Memorials/Honor w/ B...	-12.11
Bill	86121947	01/21/2025		Memorials/Honor w/ B...	-1.24
Bill	86153630	01/22/2025		Books & Materials	-412.78
Bill	86153632	01/22/2025		Books & Materials	-125.92
Bill	86153631	01/22/2025		Processing Supplies	-39.99
Bill	86153633	01/22/2025		Processing Supplies	-2.00

1:04 PM
02/11/25

Lawrence Public Library
Check Detail
January 21 through February 17, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill	86190052	01/23/2025		Books & Materials	-1,105.41
Bill	86190051	01/23/2025		Books & Materials	-132.85
Bill	86190053	01/23/2025		Processing Supplies	-87.27
Bill	86223125	01/24/2025		Books & Materials	-153.80
Bill	86223126	01/24/2025		Processing Supplies	-17.92
Bill	86258763	01/27/2025		Books & Materials	-1,468.32
Bill	86258764	01/27/2025		Processing Supplies	-151.82
Bill	86265069	02/01/2025		Processing Supplies	-258.95
Bill	86286107	02/01/2025		Processing Supplies	-29.81
Bill	86317199	02/01/2025		Processing Supplies	-58.72
Bill	86346297	02/01/2025		Processing Supplies	-64.10
Bill	86373109	02/01/2025		Processing Supplies	-235.66
Bill	86383416	02/01/2025		Processing Supplies	-113.66
Bill	86265068	02/01/2025		Books & Materials	-1,848.64
Bill	86286105	02/01/2025		Books & Materials	-11.24
Bill	86286106	02/01/2025		Books & Materials	-257.70
Bill	86317198	02/01/2025		Books & Materials	-579.75
Bill	86346295	02/01/2025		Books & Materials	-8.99
Bill	86346296	02/01/2025		Books & Materials	-637.00
Bill	86373108	02/01/2025		Books & Materials	-1,981.89
Bill	86383415	02/01/2025		Books & Materials	-945.17
Bill	86398829	02/03/2025		Youth Services & Cigler	-392.60
Bill	86398831	02/03/2025		Processing Supplies	-25.27
Bill	86398830	02/03/2025		Books & Materials	-226.09
Bill	86435809	02/04/2025		Processing Supplies	-11.97
Bill	28624529	02/04/2025		Processing Supplies	-49.72
Bill	86424528	02/04/2025		Books & Materials	-479.39
Bill	86435807	02/04/2025		Books & Materials	-56.92
Bill	86435808	02/04/2025		Books & Materials	-80.12
TOTAL					-22,344.87
Bill Pmt -Check	91148	02/17/2025	Jim Bost Plumbing LLC	Checking	
Bill	10463	01/22/2025		Building Repairs & Mai...	-806.76
TOTAL					-806.76
Bill Pmt -Check	91149	02/17/2025	Kansas City, Kansas Public Li...	Checking	
Bill	2025010005	01/17/2025		Lost and Replacement...	-14.99
TOTAL					-14.99
Check	EFT	01/24/2025	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	02/07/2025	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62

Lawrence Public Library
Check Detail
January 21 through February 17, 2025

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	01/24/2025	KPERS	Checking	
				OGLI	-478.40
				Group Life Insurance	-39.82
TOTAL					-518.22
Check	EFT	01/24/2025	KPERS	Checking	
				KPERS Employee	-8,624.03
				Company	-15,393.83
TOTAL					-24,017.86
Check	EFT	01/24/2025	KPERS	Checking	
				Retirees	-249.65
TOTAL					-249.65
Check	EFT	02/07/2025	KPERS	Checking	
				Retirees	-251.83
TOTAL					-251.83
Check	EFT	02/07/2025	KPERS	Checking	
				Company	-15,446.63
				KPERS Employee	-8,663.91
				KPERS Co	-18.51
TOTAL					-24,129.05
Bill Pmt -Check	91150	02/17/2025	LFK Press, LLC	Checking	
Bill	25012405	02/07/2025		Outside & Private Fun...	-300.00
TOTAL					-300.00
Bill Pmt -Check	EFT	02/17/2025	Midcontinent Communications	Checking	
Bill	157407601...	01/16/2025		Internet & Telephone	-573.13
TOTAL					-573.13

1:04 PM
02/11/25

Lawrence Public Library
Check Detail
January 21 through February 17, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29969	02/17/2025	Midwest Tape	Checking	
Bill	506592964	01/10/2025		Books & Materials	-1,124.42
				Books & Materials	-89.99
Bill	506592965	01/10/2025		Books & Materials	-39.99
Bill	506592980	01/10/2025		Books & Materials	-51.71
Bill	506592982	01/10/2025		Books & Materials	-166.94
Bill	506619806	01/16/2025		Books & Materials	-61.60
Bill	506619808	01/16/2025		Books & Materials	-209.81
Bill	506623962	01/16/2025		Books & Materials	-189.50
Bill	506623963	01/16/2025		Books & Materials	-89.98
Bill	506654521	01/24/2025		Books & Materials	-165.19
Bill	506654522	01/24/2025		Books & Materials	-141.70
Bill	506654524	01/24/2025		Books & Materials	-41.24
Bill	506654527	01/24/2025		Books & Materials	-94.12
Bill	506654525	01/24/2025		Books & Materials	-86.33
Bill	506654523	01/24/2025		Books & Materials	-44.99
Bill	506697725	01/31/2025		Processing Supplies	-120.23
Bill	506687030	02/01/2025		Books & Materials	-911.56
				Books & Materials	-52.49
Bill	506687031	02/01/2025		Books & Materials	-82.98
Bill	506687032	02/01/2025		Books & Materials	-140.45
Bill	506687033	02/01/2025		Books & Materials	-20.69
Bill	506687035	02/01/2025		Books & Materials	-131.82
TOTAL					-4,057.73
Bill Pmt -Check	91151	02/17/2025	MSM Systems Inc.	Checking	
Bill	206703	01/21/2025		Memory Lab	-2,495.70
TOTAL					-2,495.70
Bill Pmt -Check	91152	02/17/2025	Newport News Public Library	Checking	
Bill	229145954	02/07/2025		Lost and Replacement...	-8.00
TOTAL					-8.00
Bill Pmt -Check	29970	02/17/2025	OverDrive	Checking	
Bill	06809CO2...	01/09/2025		Books & Materials	-38.97
Bill	06809CO2...	01/09/2025		Books & Materials	-416.38
Bill	06809CO2...	01/09/2025		Books & Materials	-1,026.53
Bill	06809CO2...	01/09/2025		Books & Materials	-653.60
Bill	06809CO2...	01/09/2025		Books & Materials	-352.23
Bill	06809CO2...	01/09/2025		Books & Materials	-7,491.91
Bill	06809CO2...	01/09/2025		Books & Materials	-3,387.11
Bill	06809DA2...	01/14/2025		Books & Materials	-410.84
Bill	06809CO2...	01/16/2025		Books & Materials	-1,757.37
Bill	06809CO2...	01/16/2025		Books & Materials	-694.65
Bill	06809CO2...	01/16/2025		Books & Materials	-241.42
Bill	06809CO2...	01/16/2025		Books & Materials	-239.97
Bill	06809CO2...	01/16/2025		Books & Materials	-202.67
Bill	06809CO2...	01/16/2025		Books & Materials	-683.71
Bill	06809CO2...	01/16/2025		Books & Materials	-3,557.80
Bill	06809DA2...	01/21/2025		Books & Materials	-776.76
Bill	06809CO2...	01/23/2025		Books & Materials	-335.56

Lawrence Public Library
Check Detail
January 21 through February 17, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO2...	01/23/2025		Books & Materials	-276.90
Bill	06809CO2...	01/23/2025		Books & Materials	-245.02
Bill	06809CO2...	01/23/2025		Books & Materials	-504.81
Bill	06809DA2...	01/24/2025		Books & Materials	-109.00
Bill	06809CO2...	02/01/2025		Books & Materials	-109.89
Bill	06809CO2...	02/01/2025		Books & Materials	-3,399.08
Bill	06809CO2...	02/01/2025		Books & Materials	-2,013.65
Bill	06809DA2...	02/01/2025		Books & Materials	-1,272.84
Bill	06809CO2...	02/01/2025		Books & Materials	-256.85
Bill	06809CO2...	02/01/2025		Books & Materials	-3,616.54
Bill	06809CO2...	02/01/2025		Books & Materials	-920.35
Bill	06809CO2...	02/01/2025		Books & Materials	-2,214.71
Bill	06809CO2...	02/01/2025		Books & Materials	-1,330.83
Bill	06809CO2...	02/01/2025		Books & Materials	-862.19
Bill	06809CO2...	02/01/2025		Books & Materials	-1,394.49
Bill	06809CP2...	02/01/2025		Books & Materials	-711.06
Bill	06809CP2...	02/01/2025		Books & Materials	-396.66
Bill	H-0112116	02/01/2025		Books & Materials	-3,000.00
Bill	06809DA2...	02/04/2025		Books & Materials	-517.07
TOTAL					-45,419.42
Bill Pmt -Check	91153	02/17/2025	P1 Group, Inc.	Checking	
Bill	159108724	01/17/2025		Building Repairs & Mai...	-6,926.00
TOTAL					-6,926.00
Check	29960	01/21/2025	Paul Malinowski	Checking	
				Public Tech Programm...	-150.00
TOTAL					-150.00
Bill Pmt -Check	91154	02/17/2025	Playaway Products LLC	Checking	
Bill	486830	01/09/2025		Books & Materials	-56.99
TOTAL					-56.99
Bill Pmt -Check	29971	02/17/2025	Preferred Lawn Service	Checking	
Bill	46475	01/04/2025		Building Repairs & Mai...	-110.00
Bill	46509	01/08/2025		Building Repairs & Mai...	-405.00
Bill	46519	01/10/2025		Building Repairs & Mai...	-255.00
Bill	46635	02/05/2025		Building Repairs & Mai...	-110.00
TOTAL					-880.00
Bill Pmt -Check	29972	02/17/2025	Pur-O-Zone, Inc.	Checking	
Bill	908804	01/24/2025		Building Supplies	-335.65
Bill	909542	02/06/2025		Building Supplies	-487.40
TOTAL					-823.05

Lawrence Public Library
Check Detail
January 21 through February 17, 2025

Type	Num	Date	Name	Account	Paid Amount
Check	29961	01/21/2025	River Rat Prints	Checking	
				Library & Office Supplies	-171.91
TOTAL					-171.91
Bill Pmt -Check	91155	02/17/2025	Sunflower Music Therapy	Checking	
Bill	1150	02/02/2025		Youth Services & Cigler	-780.00
TOTAL					-780.00
Bill Pmt -Check	91156	02/17/2025	Tech Electronics	Checking	
Bill	N000324335	01/27/2025		Building Repairs & Mai...	-325.00
TOTAL					-325.00
Bill Pmt -Check	EFT	02/17/2025	U.S. Bank - Mastercard	Checking	
Bill	JAN 2025	02/03/2025		Allen, Brad - US Bank ...	-1,539.46
				Bergeron, J - US Bank...	-19.90
				Brune, G - US Bank C...	-34.45
				Kearns, H - US Bank ...	-848.97
				Kenn, P - US Bank CC...	-1,827.00
				Taylor, L - US Bank C...	-125.77
				Winsky, D - US Bank ...	-1,323.69
				Stepp, Ian - US Bank ...	-1,365.50
				Moore, M - US Bank C...	-74.24
				Corcoran, K - US Bank...	-59.00
				Cook, Jenny - US Ban...	-356.73
				Allen, K - US Bank CC...	-2,711.15
				Segraves, E - US Ban...	-195.65
				Winters, T - US Bank ...	-82.50
				Mathews, S - US Bank...	-4.75
				LeDosquet, M - US Ba...	-74.41
				Medina, Y - US Bank ...	-87.50
				Barnes, Jim - US Bank...	-2,374.84
				MacKinnon, L - US Ban...	-1,973.39
				Trickey, B - US Bank ...	-43.00
				Ratzlaff, J - US Bank ...	-727.58
				Brumley, A - US Bank ...	-5,172.23
				Lockhart, M - US Bank...	-54.63
				Parks, H - US Bank C...	-9.98
TOTAL					-21,086.32
Bill Pmt -Check	91157	02/17/2025	Unique Management Services	Checking	
Bill	6135934	02/01/2025		Professional Fees	-334.90
TOTAL					-334.90

1:04 PM
02/11/25

Lawrence Public Library
Check Detail
January 21 through February 17, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	02/17/2025	United Parcel Service	Checking	
Bill	0000506A...	02/01/2025		Postage & Mailing	<u>-12.00</u>
TOTAL					-12.00
Bill Pmt -Check	29973	02/17/2025	Ursula Minor	Checking	
Bill	MLK Prese...	01/28/2025		Information Services P...	<u>-250.00</u>
TOTAL					-250.00

Jan 2025 LPL Progress Indicators

Net Promoter Score

71

Jan 2025
NPS Score

84

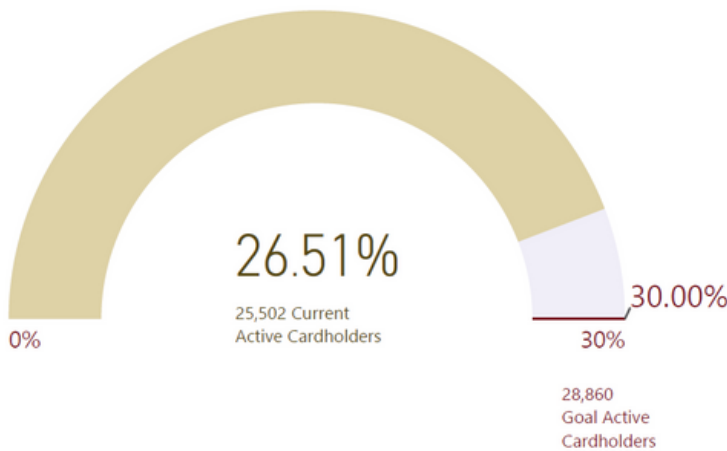
12-Month NPS
Average

85

Goal for 12-Month
NPS Average

% Active Cardholders

Active Cardholder Goal: 30% of Lawrence Population



Lawrence Community Cardholders

96,207
Total Lawrence Population

26.51%
Current % Active

25,502
Total Active Lawrence Cardholders

28,860
Goal Active Lawrence Cardholders

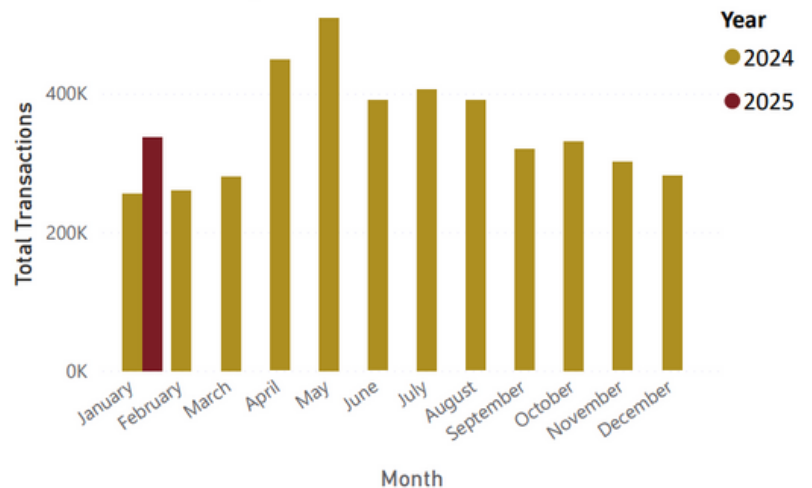
3,358
Cardholders needed to meet goal

Library Use Index

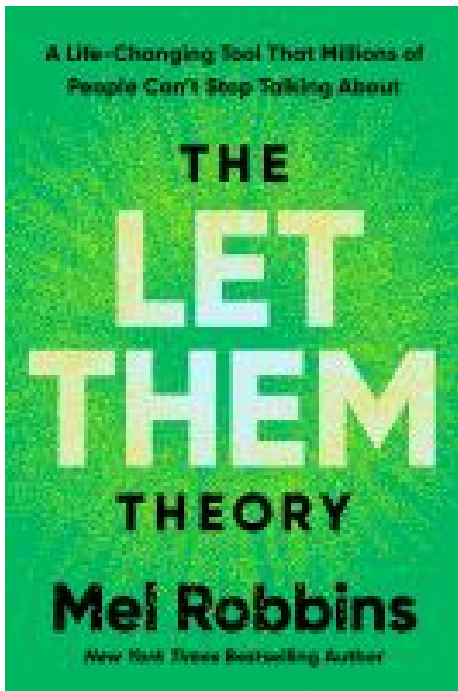
Jan 2025 Total
Transactions

337K

Trend of Total Library Transactions



Jan 2025 Highlights

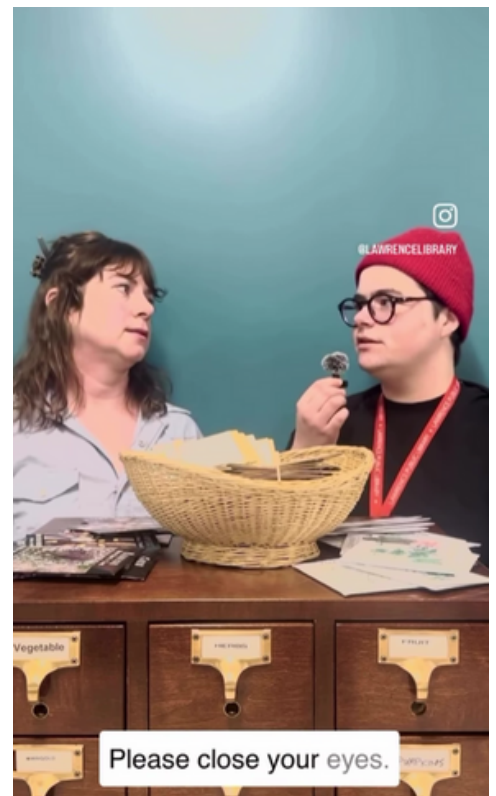


109

Most checkouts for an Ebook in January

5,000+

Number of views on Instagram of the promotion for the 2025 Seed Library



250

Attendees at Barry Washboard Barnes' MLK Storytime, introduced by Ursula Minor

Library Director's Report for February 2025

Once the snow finally subsided, we were able to get started on some of our big initiatives forward. As reported several times, we are still waiting for our eCard system and remote lockers to come online. MK Solutions alerted us that the installation of the lockers has been delayed to mid to late March. Their stainless steel vendor had some manufacturing issues that have delayed delivery of the stainless steel components needed to assemble the locker systems. I am waiting to hear back from them with a new update and timeline.

As Karen Allen reported in her Public Services Manager report, we will be meeting soon with folks from BC Design Group to start looking at some furniture options to replace our very worn out chairs throughout the library. I am really looking forward to seeing ideas they have to help us spruce up the building and move forward some ideas we want to experiment with based on the space audit.

I also met with Parks, Recreation, and Culture Director Luis Ruiz in late January. We had a very productive conversation about ways the library could partner with PRC. Luis has a solid history of being a great partner during his time in Mesa, Arizona, and we discussed some exciting ideas. We followed up our conversation with a larger meeting of PRC and library staff to talk about possibilities. We are looking at ways we can be more aligned and streamlined with complementary programming and increasing our outreach efforts to Parks and Rec centers like East Lawrence and Holcom Rec Centers. We are also discussing ways we might be able to expand library service at Prairie Park Nature Center beyond the holds pickup lockers. Stay tuned for what could be some exciting developments.

I attended the final American Library Association LibLearnX conference (formerly known as the Midwinter conference) in Phoenix at the end of January. I attended lots of great programs, in particular one about a self-service express library (Mesa Express Library or MEL) that our new PRC director Luis had partnered with the public library on in Mesa. It was an interesting concept of a completely self-service express library about 1100 square feet. People can access the building using "Expanded Access" software that allows them entrance to the building by scanning their library card. Megan Guderian, the librarian in charge of MEL gave me a personal tour of the facility. It was really inspiring to see and gave me lots of ideas about ways we could attempt to experiment with some microbranch locations.

Respectfully submitted by Brad Allen, February 13, 2025

Monthly Departmental Reports

February 2025

ACCESS SERVICES

In January we started the process of reorganizing some library departments into the newly created Access Services division. Access Services will include Cataloging and Collection Development supervised by Kevin Corcoran, Circulation (the combination of Accounts and Materials Handling) supervised by Ian Stepp, Information Technology supervised by Aaron Brumley, and Outreach coordinated by Sarah Mathews. Jeffrey Bergeron will serve as the Access Service Manager.

Cataloging & Collection Development

The biggest news from the last month is the 10 year anniversary of our exquisite Cataloging Librarian, Emily! She is so incredibly motivated to make our collections accessible, and easily discoverable. Our catalog wouldn't be the same without her.

We've also started showing our Lucky Day copies of titles in the catalog to encourage patrons to come to the library if they're looking for something new and popular. They can still place holds on the regular copies, and will be added to the back of the queue as a precaution.

Circulation

The new team is off to a good start. We're all doing a little bit of everything and a lot of shadowing at the accounts desk in hopes of getting everyone trained and comfortable in all our many materials handling and accounts tasks. I'm really appreciative of everyone really for their flexibility and willingness to try out some new things. Hopefully this will better position us to help out with our new lockers, a new hello desk, and more outreach later this year.

Information Technology

Eight (8) new computers were put in place in our Children's area on 1/29/25 (Lenovo ThinkCentre M75q Gen 5 model: 12RQ000KUS). The new computers replace stations which had been in use in this area since January 2017. Those stations held up well, but were overdue for replacement. New monitors, mice and keyboards were also deployed. Existing Tiny-in-One

Monthly Departmental Reports

February 2025

stands were re-used.

Twelve (12) new computers were put in place in our Teen area on 1/30/25 (Lenovo ThinkCentre M75q Gen 5 model: 12RQ000KUS). The new computers replace stations which had been in use in this area since November 2018. New monitors, mice and keyboards were also deployed. Existing Tiny-in-One stands were re-used.

Purchasing eligibility for nonprofit licenses from Microsoft was granted on 1/30/25. Fifty (50) licenses were purchased for Microsoft Office Standard on 2/11/25 (2024 version, license valid only for use only on public area computers).

Appropriate Microsoft cloud licensing for staff user and device management is being evaluated. Pricing has been obtained for Microsoft 365 Business Premium (Nonprofit Staff Pricing).

Outreach

Outreach officially moved into part of Access Services starting February 1st. Sarah said goodbye to Kathleen Morgan as her direct supervisor and said hello to Jeff Bergeron as her boss, once again. The weather in January was especially vexing, leaving Dottie parked for most days this month. However, there were still some Outreach highlights including a busy morning at the Adult Learning Center where Sarah and Terese Winters issued several cards to the students there who were celebrating their instructor's birthday, and the KU Honors Program's Common Cause event, where Sarah was incredibly busy issuing cards and speaking with students all night.

COLLECTIONS & TECHNOLOGY / SPECIAL PROJECTS

Tricia submitted the library's information to the annual library survey on public libraries administered by the State Library of Kansas. She and Jeff are meeting to work on transitioning some of Tricia's responsibilities to Jeff. Jeff, Aaron, and Tricia met to review 2024 technology expenditures, and to set the budgets for the Technology budget subdivisions for 2025. Tricia also worked drafting a new meeting agenda / minutes template to be used at leadership and committee meetings. This is still under review.

Monthly Departmental Reports

February 2025

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications

Heather was selected to attend the Kansas Leadership Center (KLC) as part of the 2025 Library Association's KLA-KLC Leadership Transformation Grant. Heather has also been invited by the KU Office of Graduate Studies to serve as a "community partner" judge for KU's 2025 Three Minute Thesis on February 18th to provide expertise and insight from the perspective of a "non-specialist."

Ben, Gabby Boyle, Logan Isaman-Unruh, and Terese Winters worked on a video promo for the Seed Library Launch that garnered over 5,000 views, 250 likes and 60 shares on Instagram alone. In January, Ben and Leah Newton's efforts to improve blog performance through improved promotion and SEO seem to be working with a view count of 3,664 (compared to the monthly average of 2,973 in 2024) and local viewers were up to 16.3% (compared to the monthly average of 11.6% in 2024).

FACILITIES

Jon (Facilities), Karen (Public Services), and Melissa (Information Services) have been looking at other library's guidance for frontline staff regarding patron privacy. We're hoping to improve our own frontline guidance and it's always informative to see how different libraries of different sizes handle similar situations.

Maintenance & Custodial

David has been spending more time catching up on the miscellaneous wall patching and painting that always needs to be done, in addition to regular carpet cleaning. And of course we're all still performing all of our regular morning and daily cleaning tasks.

Monthly Departmental Reports

February 2025

Security

The Security Team attended a training by DCCCA for Naloxone. Gabby, Information Services, coordinated having DCCCA here at the library for a public, educational program. Not much new to learn, but it was very good for us all to have this refresher. DCCCA also has an online training that is helpful: <https://www.dccca.org/naloxone-program/self-paced-training/>

HUMAN RESOURCES

Human Resources

We are hosting a KU Honor intern, Connor Engelsman, this semester. We also hired Allison Maddow as our new 32-hour Youth Services Assistant. Our leadership team completed the four-modules in the Leadership Ethics course presented by Michael Machell from Peaslee Tech. Erica also attended the Principles of Core Mediation: How to Settle Disputes, which is a virtual course through Johnson County Community College, and tuned in for a webinar on Social Security Fairness Act hosted by Empower, our KPERS 457 provider.

PUBLIC SERVICES

In addition to all of the amazing work highlighted in the departments below, Public Services has also been working on the following.

We have signed a contract with BCDesign Group to coordinate the facilitation of new chairs for the public service areas, furniture/shelving for a Marketplace (recommended by David Vinjamuri in the Space Audit), and a new desk to replace the current "Hello" desk for quick library card services. We'll be meeting with them soon to get the process started.

Monthly Departmental Reports

February 2025

We replaced three of our worn couches with replacements in Youth Services and the Sound & Vision Studio on Monday, Feb 10. The old couches were sold to a patron via Facebook Marketplace.

Several departments are gearing up for our third LPL Con (April 11-12) and Summer Reading (May 22-Aug 16).

Karen sat in on a Novelist webinar with the Readers' team covering the year in review for 2024. Very informative and rewarding to see we do several of the things recommended already (promoting backlist titles, featuring diverse content in our displays to reflect our community, using a variety of resources to help patrons find their next read)

Information Services

Another busy month for Info Services. On the programming front, Jake and Terese launched the Connecting with Nature series with a spotlight on land protection programs in Douglas County; part two of the series was a discussion with KU's Town Peterson about his new book documenting 150 years of change to the Great Plains region, and part three was a workshop on e-birding apps. Terese partnered with Youth Services to plan another incredible MLK, Jr. Day celebration complete with a free community meal. Gabby worked with Douglas County to offer a screening of a documentary about universal basic income, along with a data walk illustrating the drivers of poverty in our community. Ellen is working with the TRIO office at KU to make FAFSA assistance and educational advising available to our patrons. The Seed Library, helmed by Terese, launched for the 2025 season! Melissa went to Bishop Seabury to teach 9th graders about the basics of using the library's research resources for their History Day projects; she also gave a library tour (shoutout to Matt for showing off the S+V Studio!) to the City of Lawrence's Moxie group.

Public Technology

In January, the SOUND+VISION Studio hosted 3 successful programs - a synthesizer concert, and a sound mixing masterclass led by a well-known local mixing engineer Paul Malinowski, and a live band video recorded in the middle of the library after hours in collaboration with "Flew the Coop Sessions" which will release next month. In addition to always helping many patrons with technology, most of our work has centred around adding the finishing touches to the DIY

Monthly Departmental Reports

February 2025

Memory Lab and adding a new audiobook cart with a new Mac computer to our Videocast room. This mobile cart will streamline the process of recording audiobooks and other voice-over projects in that space, ensuring higher quality recordings and a smooth patron experience.

Readers' Services

January saw the launch of the Book Squad Reading Challenge, with 12 new reading prompts, along with reading lists to assist readers in finding a book for every prompt. We also had 40 Winter Book Bundles go out to happy readers and very busy book clubs, with many new members looking to find their reading communities in the new year. Leah Newton is busy getting together the details for the 2025 Book Battle. The bracket will be available to patrons by February 21st and the voting begins on March 17th. We will have a table available at the annual fundraiser to promote awareness, as well. We are also in the process of planning for summer reading and Booktoberfest, hoping to finalize dates of our programs by the end of February.

Youth Services

Allison Maddox has been hired as our new Youth Services Assistant. She was a Youth Services Librarian at Ottawa Public Library before joining our team and brings a lot of Youth Services programming experience with her.

Connor Engelsman, a student at KU, started an Honors Internship at LPL. He is interested in a future in libraries and is splitting his time between Youth Services, Circulation, and Information Services departments.

Youth Services annual Junior Author Camp series for ages 8-18 kicked off with Newbery Honor Winner Christina Soontornvat presenting on her writing life and giving writing tips (the kids and teens loved her!). Newbery Honor Winning graphic novelist Pedro Martin will lead a graphic novel writing workshop with the group. Novel writing with Natalic C. Parker and Picture Book Writing with Giselle Anatol will round out the series.

Our first annual Lunar New Year Celebration was a success with over 60 attendees and performances for dancers and musicians. We partnered with Lawrence Arts Center on this event.

Monthly Departmental Reports

February 2025

MLK Day was an incredible community event with over 200 attendees for Barry Barnes storytime. We made a craft about our dream for the world with many lovely (and some hilarious) creations. Taco Zone generously donated lunch for the event. A documentary was screened after lunch. Ursula Minor was the excellent Emcee for the day and she hosted a bracelet-making activity as well.

Additionally our new small display space at the entrance to the Children's Room has been well received and many books are getting checked out. We'll change out this small display every three weeks.

LPL Friends & Foundation Director's Report – February 14, 2025

Lady Bird Diner “Brinner” Fundraiser. Meg Heriford from Lady Bird Diner reached out to us and is hosting a [Valentine's Day “Breakfast for Dinner”](#) event on Friday evening, February 14th from 5 pm to 8 pm. She will give 20% of the evening's proceeds to the Friends & Foundation. If you see this in time, please take your family and friends for Brinner at Lady Bird for Valentines' Day!

Music and Book Sale Total. We are pleased to report that the Friends & Foundation's February 7th and 8th Music and Book Sale was a huge success. Hosted in partnership with Audio Reader, attendees purchased books, CDs, vinyl, and even audio equipment at great prices, all while helping two great local organizations. The library's earnings totaled \$14,336 for the two-day sale. Congratulations and thank you to all our wonderful volunteers who made this possible!

After Hours at the Library Fundraiser. It's all hands on deck as we prepare for the Friends & Foundation's annual After Hours at the Library fundraiser, coming up on Friday, March 7th. Please be sure to buy your tickets at www.lplafterhours.com. It will be a wonderful evening for the library. Here's a quick update:

- \$26,000 in sponsorships to date from 17 sponsors.
- 26 donated baskets from book clubs, local organizations, businesses and library fans. This is a record high for us! Tickets to win this group of baskets will be sold online starting on February 24. They also will be on display in the library atrium from Thursday, February 27 to March 6. Buy your \$5 chances and you could win something fabulous!
- Two “Mega Baskets” will be offered exclusively to those who attend the March 7th party. One is an “Explore Kansas City” basket that includes a Chiefs Suite experience. The second is an “Explore Lawrence” basket features local hotel stays and a wonderful culinary tour of Lawrence.
- Performances by: The Harry Miller Piano Jazz Trio and Mire Pral
- Cocktails from Merchant's, Free State beer, and wine served up by City Commissioners
- Appetizers and desserts from Maceli's, J Wilsons, Eldridge House Grille, Lucky Sebs, Limestone, Mass Street Fish House, and Basil Leaf
- Ribbon cutting for the new DIY Memory Lab
- Card Catalog Wine Pull by City Wine Market
- Book Sorter Roulette with fabulous prizes
- Hands on art projects from Ursula Minor, Tim O'Brien, and Friends & Foundation volunteers
- Record a favorite library memory in the SOUND+VISION Studio
- And of course, our incredible co-hosts, Kelley Hunt and Deja Brooks!

A huge THANK YOU goes to our planning committee: Brandon Eisman, Rachel Rademacher, Dan Storey, Jan Conard, Logan Isaman, Mary Gage, Margie Coggins, Nancy Hambleton, Blanca Herrada, and Debbie Ward. See you there!



DATE: February 17, 2025

TO: LPL Board of Trustees

FR: Kassie Nieters, Chair
LPL Friends & Foundation Board

RE: Agreement between Library and Friends & Foundation boards

One of the key goals set by the library's Friends & Foundation in early 2024 was to draft an agreement between the Library Trustees and the Friends & Foundation boards. This is a common document in many public libraries that provides a clear framework for how library materials, spaces, volunteers, equipment, and staff support are used by the Friends & Foundation.

An earlier version of the agreement was discussed at the October 2024 Board of Trustees meeting. At that time, Trustees recommended that the document should be an agreement between the boards, vs an agreement between the library director and the Friends & Foundation board.

Included with this memo is an updated draft agreement reflecting that recommended change. The Friends & Foundation board reviewed and approved this latest version at its January meeting. We are sending it forward to you for your consideration.

The intent of this agreement is to help clarify the relationship between our two organizations. While it is not a legally binding document, we suggest revisiting the agreement annually and updating it to reflect any necessary adjustments.

On behalf of the Friends & Foundation board, thank you for your time and consideration. We appreciate your support in strengthening this important partnership.



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

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

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

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

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

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

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

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

ACCOUNTING: The Library will provide bookkeeping services to LPLFF.

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

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

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

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

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

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

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

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

Signed,

NAME & DATE

Kelly Hart, Board Chair
Lawrence Public Library Trustee

NAME & DATE

Kassie Nieters, Board Chair
Lawrence Public Library Friends & Foundation