

Lawrence Public Library Board of Trustees Regular Meeting
Monday, May 19, 2025 at 4:30 PM
Online Meeting: [Google Meet Link](#)

Executive Session – Receive update from legal counsel

Introductions – Welcome New Library Trustee Sean Hunt

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 April 2025
- Approve Treasurer’s report for April 2025
- Approve bills for April 21, 2025 to May 19, 2025
- Receive statistical report for April 2025

Library Director’s Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Emergency Policy
Jon Ratzlaff, Facilities Manager
- KORA Policy and Procedure
Brad Allen, Library Director
- 2026 Budget Approval – **ACTION ITEM**
Brad Allen, Library Director

Old Business

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: April 21, 2025

Time: 4:30 pm

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

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

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

Friends and Foundation (F&F) Members Present: Annamarie Hill, Vice-chairperson.

Call to order

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

Consent Agenda

James moved approval of the consent agenda. Ryann 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.

Executive Session - Receive update from legal counsel

- At 4:40 pm, Kelly moved to go into an executive session to receive updates from legal counsel until 5:00 pm. Ryann seconded the motion. The motion passed.
- Board members came out of the executive session at 5:00 pm

The public meeting resumed at 5:00 p.m.

Kelly moved to accept the attorneys' advice as presented in executive session. James seconded the motion. The motion passed.

Monthly Departmental Reports

Trustees posed follow-up questions about the Information Technology Department report on cybersecurity measures at the library.

Friends & Foundation Director's Report

Annmarie presented the report as per the written report in the board packet, adding that the big spring book sale earned \$19,378.

Annamarie noted that her term as Vice-chair of the F&F is ending. Nancy Hambleton is her successor and will take over presenting reports to the trustees starting next month.

New Business

- Facilities Master Plan Request for Proposals

Brad Allen, Executive Director

Brad presented the RFP to the trustees for their comments and questions. He noted that the library may seek funding for this from the Friends and Foundation. Kathleen noted that the last master plan was created in 2005.

- Appoint New Board Officers

Kelly Hart, Board Chair

Kelly presented the current slate of officers for the new term, starting May 1:

Board Chair - James Pavisian (1-year term)

Vice Chair - Mandy Liebold (continuing in this position)

Treasurer - open. Brad and Kelly will provide information on this role to Allison.

Old Business

- None presented.

Public Comment

- There were no public comments.

Acknowledgement of Board Service of Susan Kang

Susan Kang unwrapped a gold library card presented by the library in recognition of her service on the library Board of Trustees. Kelly and Brad shared their sincere thanks to Susan for her outstanding service as a trustee.

Adjournment

There being no other business, the meeting adjourned at 5:31 pm.

The next regular Board meeting will be held Monday, May 19, 2025 on the Google Meet software platform.

Respectfully submitted,
Tricia Karlin

2025 Regular Budget Report

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>Year To Date</u>	<u>2025 Budget</u>	<u>% over/under</u>
REVENUES							
Tax Fund		3,646,093.87		176,924.45	3,823,018.32	\$6,625,000.00	57.71%
Lost and Repl Fees	2,116.74	2,213.02	1,583.23	1,766.35	7,679.34	\$25,000.00	30.72%
NEKLS			28,019.75		28,019.75	\$125,000.00	22.42%
State Aid & Federal Aid			35,396.56		35,396.56	\$25,000.00	141.59%
Photo Copies	1,215.15	1,683.65	1,559.58	2,069.35	6,527.73	\$18,000.00	36.27%
Meeting Room Fees	583.49	1,141.55	487.18	693.91	2,906.13	\$5,000.00	58.12%
Interest	4,812.63	2,211.82	14,843.02	11,241.68	33,109.15	\$35,000.00	
Transfer from Capital Improvement					-		#DIV/0!
Donations- MISC	3,022.68	80.84	12.00	10.99	3,126.51		
Total Revenues	11,750.69	3,653,424.75	81,901.32	192,706.73	3,939,783.49	\$6,858,000.00	57%

EXPENSES

Salaries & Wages	285,173.84	292,462.36	290,376.59	301,904.02	1,169,916.81	\$3,825,000.00	30.59%
Employee Benefits	46,843.38	46,042.94	46,656.41	48,790.30	188,333.03	\$713,000.00	26.41%
Payroll Taxes	50,728.36	52,917.89	91,328.02	54,733.34	249,707.61	\$700,000.00	35.67%
Utilities	10,451.91	10,473.48	7,422.88	6,760.57	35,108.84	\$100,000.00	35.11%
Building Supplies	1,342.34	1,814.07	1,112.62	1,387.90	5,656.93	\$20,000.00	28.28%
Building Repairs & Maintenance	9,247.18	3,114.14	1,263.01	11,833.95	25,458.28	\$75,000.00	33.94%
Library Supplies	2,169.48	1,975.17	1,525.99	574.45	6,245.09	\$25,000.00	24.98%
Books & Materials	35,895.55	78,540.80	65,560.12	78,593.99	258,590.46	\$850,000.00	30.42%
Processing Supplies	2,498.48	8,813.08	3,213.41	3,027.57	17,552.54	\$55,000.00	31.91%
Equipment		99.22			99.22	\$10,000.00	0.99%
Technology	83,140.87	7,577.55	7,696.23	5,256.52	103,671.17	350,000.00	29.62%
---Public Tech Supplies	(99.00)	(132.75)	20.31	94.19	(117.25)	\$1,000.00	-11.73%
---Operations	342.27	2,086.15	679.83	6.88	3,115.13	\$20,000.00	15.58%
---IT Software & Subscriptions	2,602.72	4,888.51	6,224.77	2,979.19	16,695.19	\$85,000.00	19.64%
---Internet & Telephone	898.15	735.64	771.32	736.26	3,141.37	\$19,000.00	16.53%
---Collections & Public Service	79,396.73		-	1,440.00	80,836.73	\$215,000.00	37.60%
---Support Operations Hardware						\$10,000.00	
Insurance	-			100.00	100.00	\$30,000.00	0.33%
Postage & Mailing	2,033.18	3,525.05	1,179.27	1,531.59	8,269.09	\$20,000.00	41.35%
Professional Development	1,721.46	6,387.80	887.86	255.62	9,252.74	\$30,000.00	30.84%
Book Van & Mileage	150.28	2,265.76	206.97	167.96	2,790.97	\$5,000.00	55.82%
Professional Fees	7,039.47	17,230.47	12,847.61	3,872.95	40,990.50	\$30,000.00	136.64%
Advertising & Marketing	870.99	1,234.05	2,444.36	2,302.71	6,852.11	\$20,000.00	34.26%
Capital Improvements		13,877.16	1,019.80		14,896.96		
Miscellaneous	17.34	4.60	0.55	105.86	128.35		
Total Expenses	539,324.11	548,355.59	534,741.70	521,199.30	2,143,620.70	\$6,858,000.00	31%

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 2022)					
Checking (US Bank & KMIP)	2,598,951.24						
Capital Improvement (KMIP)	841,284.53						

2025 Outside Funding		1/1/2025		April		April		
		<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	\$	335.16	\$	61,264.43	\$	523,207.14
YTD Income							\$	180,098.05
YTD Expense							\$	187,894.27

1. Balance Sheet

Lawrence Public Library

As of April 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	841,284.53
Checking	473,280.48
MIP Operating Funds	2,125,670.76
Total for Bank Accounts	\$3,440,235.77
Accounts Receivable	
Other Current Assets	
Petty Cash	300.00
Total for Other Current Assets	\$300.00
Total for Current Assets	\$3,440,535.77
Fixed Assets	
Other Assets	
Total for Assets	\$3,440,535.77
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	116,122.03
Total for Accounts Payable	\$116,122.03
Credit Cards	
US Bank Credit Card (7984)	\$10,078.47
Total for Credit Cards	\$10,078.47
Other Current Liabilities	
Payroll Liabilities	0
Health Insurance	-34,571.34
Hospital & Cancer Plans	-57.17
OGLI	-532.88
Payroll Liabilities FSA	-2,249.53
SUI	951.28
Total for Payroll Liabilities	-\$36,459.64
Total for Other Current Liabilities	-\$36,459.64
Total for Current Liabilities	\$89,740.86
Long-term Liabilities	
Total for Liabilities	\$89,740.86
Equity	
Retained Earnings	1,260,858.78
Net Income	1,789,300.91
Opening Bal Equity	300,635.22
Total for Equity	\$3,350,794.91
Total for Liabilities and Equity	\$3,440,535.77

2. Revenues & Expenses

Lawrence Public Library

April 2025

DISTRIBUTION ACCOUNT	TOTAL	
	APR 1 - APR 30 2025	JAN 1 - APR 30 2025 (YTD)
Ordinary Income		
Interest	0	0
Capital Improvement	2,867.18	8,201.76
Checking	8,374.50	24,907.39
Total for Interest	\$11,241.68	\$33,109.15
Lost and Replacement Fees	1,766.35	7,679.34
Meeting Room Rentals	693.91	2,906.13
Misc Income	10.99	3,126.51
Outside&Private Funding Income	0	\$69,007.37
Downhall Books	271.85	240.72
Merchandise Sales	63.31	1,243.36
Total for Outside&Private Funding Income	\$335.16	\$70,491.45
Photocopies & Printing	2,069.35	6,527.73
Tax Fund	176,924.45	3,823,018.32
NEKLS		28,019.75
State& Federal Aid		35,396.56
Total for Ordinary Income	\$193,041.89	\$4,010,274.94
Cost of Goods Sold		
Gross Profit	\$193,041.89	\$4,010,274.94
Expenses		
Books & Materials	78,593.99	258,590.46
Building Repairs & Maintenance	11,833.95	25,458.28
Building Supplies	1,387.90	5,656.93
Insurance	0	0
Liability Insurance	100.00	100.00
Total for Insurance	\$100.00	\$100.00
Library & Office Supplies	574.45	6,245.09
Marketing-General	2,302.71	5,892.11
Miscellaneous	105.86	128.35

2. Revenues & Expenses

Lawrence Public Library

April 2025

DISTRIBUTION ACCOUNT	TOTAL	
	APR 1 - APR 30 2025	JAN 1 - APR 30 2025 (YTD)
.Outside & Private Funding	\$202.95	\$202.95
Friends & Foundation Funding	0	\$471.86
Aquarium Maintenance	1,206.85	2,109.63
Block Grant	42,289.54	-1,070.84
Memory Lab	876.52	18,777.17
Nancy Pat Staff Support (Crowe)	407.00	1,112.40
Outreach/Coggins Fund	50.00	50.00
Plant & Foliage Maintenance	120.00	360.00
Program Expense	0	0
Information Services Programmin	302.30	1,107.80
Public Tech Programming	150.00	550.00
Readers Service Programming	44.08	264.56
Summer Reading - ALL	12,071.26	4,770.05
Teen Services Programming	101.85	1,312.14
Youth Services & Cigler	2,490.61	9,364.11
YS Programs (Children)	789.86	3,129.65
Read Across Lawrence/Booktober		-888.00
Total for Program Expense	\$15,949.96	\$19,610.31
Seed Library	161.61	667.17
Dr. Bob Program		-364.00
F&F Payroll		42,507.37
Kansas Health Foundation		150.00
Marketing		3,016.00
Memorials/Honor w/ Books GGIFT		-1,686.63
Rueff Fund		1,954.62
Seed Library (Native)		141.92
Sound & Vision Miliken		-8,022.26
Sound & Vision Perez		-1,700.00
Total for Friends & Foundation Funding	\$61,061.48	\$78,084.72
Total for .Outside & Private Funding	\$61,264.43	\$78,287.67
Payroll Expenses	0	0
Employee Parking	-421.43	-1,750.49
Gross Wages	301,904.02	1,169,916.81
Group Life Insurance	969.25	5,107.83
Health Insurance	48,242.48	184,975.69
Total for Payroll Expenses	\$350,694.32	\$1,358,249.84

2. Revenues & Expenses

Lawrence Public Library

April 2025

DISTRIBUTION ACCOUNT	TOTAL	
	APR 1 - APR 30 2025	JAN 1 - APR 30 2025 (YTD)
Payroll Taxes	0	0
KPERS Co	30,683.14	119,786.00
KPERS Co Retiree	501.07	2,019.17
Payroll Taxes Employer	23,549.13	127,902.44
Total for Payroll Taxes	\$54,733.34	\$249,707.61
Postage & Mailing	1,531.59	8,269.09
Processing Supplies	3,027.57	17,552.54
Professional Development	255.62	9,252.74
Professional Fees	\$3,872.95	\$37,490.50
Accounting		3,500.00
Total for Professional Fees	\$3,872.95	\$40,990.50
Technology	0	0
Collections & Public Service	1,440.00	80,836.73
Internet & Telephone	736.26	3,141.37
IT Software & Subscriptions	2,979.19	16,695.19
Operations	6.88	3,115.13
Public Tech Supplies	94.19	-117.25
Total for Technology	\$5,256.52	\$103,671.17
Utilities - Electric	6,760.57	35,108.84
Vehicles, Mileage, Maintenance	167.96	2,816.63
Capital Improvement Expenditure		14,896.96
Equipment		99.22
Total for Expenses	\$582,463.73	\$2,220,974.03
Net Operating Income	-\$389,421.84	\$1,789,300.91
Other Income		
Other Expenses		
Net Other Income	0	0
Net Income	-\$389,421.84	\$1,789,300.91

4. Vendor Balance Summary

Lawrence Public Library

As of May 19, 2025

VENDOR	TOTAL
Advocates for Immigration Rights and Reconciliation	250.00
Alliance Entertainment	678.96
Amazon Capital Services, Inc	6,577.58
ASI	64.00
Baker & Taylor, Inc.	79.43
bcDESIGNGROUP, LLC	2,319.80
Bradley Osborn	150.00
Cengage Learning	202.92
Center Point Large Print	53.24
Cottin's Hardware & Rental	59.97
Data Axle	285.00
Demco, Inc.	2,694.21
Everygy	6,760.57
Fisher Patterson Sayler & Smith, LLP	2,315.00
Ingram Library Services	20,399.97
Jayhawk Tropical Fish	884.76
Jim Bost Plumbing LLC	408.10
Just Food	275.00
Kautsch Law, LLC	850.00
Leavenworth Public Library	13.26
Lindsey Yankey	300.00
MEI Total Elevator Solutions	750.00
Midco	573.74
Midwest Tape	4,213.65
MK Solutions	40,444.00
Native Lands Restoration Collaborative	350.00
OverDrive	21,439.94
P1 Group, Inc.	6,926.00
Pro Print Inc.	40.00
Pur-O-Zone, Inc.	2,193.67
Schendel Services	119.88
Scholastic Inc.	2,520.90
Schwickert's Tecta America	2,145.00
Snap Promotions	6,311.53
Sunflower Music Therapy	195.00
Tech Electronics	1,425.00
Unique Management Services	417.37
United Parcel Service	12.00
U.S. Bank - Mastercard	10,318.54
World Archives	7,077.00
TOTAL	\$153,094.99

5. Check Detail Report for Board

Lawrence Public Library

April 22-May 19, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
ASI				
72355				
Expense		04/30/2025	Payroll Liabilities FSA	-3,976.51
Expense		04/30/2025	Checking	-3,976.51
Total for 72355				-\$7,953.02
72609				
Bill Payment (Check)	EFT	05/19/2025	Accounts Payable	-64.00
Bill Payment (Check)	EFT	05/19/2025	Checking	-64.00
Total for 72609				-\$128.00
Total for ASI				-\$8,081.02
Deluxe Corporation				
72357				
Expense		04/22/2025	Library & Office Supplies	-161.00
Expense		04/22/2025	Checking	161.00
Total for 72357				\$0.00
Total for Deluxe Corporation				\$0.00
Empower Annuity Insurance Co.				
72387				
Check	EFT	05/02/2025	KPERS 457 Plan	-2,779.00
Check	EFT	05/02/2025	Checking	-2,779.00
Total for 72387				-\$5,558.00
72388				
Check	EFT	05/02/2025	KPERS 457 Roth Plan	-583.00
Check	EFT	05/02/2025	Checking	-583.00
Total for 72388				-\$1,166.00
Total for Empower Annuity Insurance Co.				-\$6,724.00
KPERS				
72389				
Check	EFT	05/02/2025		-23,721.55
Check	EFT	05/02/2025	Checking	-15,203.94
Check	EFT	05/02/2025	Checking	-8,517.56
Check	EFT	05/02/2025	Checking	0.05
Total for 72389				-\$47,443.00
72390				
Check	EFT	05/02/2025	Retirees	-112.99
Check	EFT	05/02/2025	Checking	-112.99
Total for 72390				-\$225.98
Total for KPERS				-\$47,668.98
Everygy				
72610				
Bill Payment (Check)	EFT	05/19/2025	Accounts Payable	-6,760.57
Bill Payment (Check)	EFT	05/19/2025	Checking	-6,760.57
Total for 72610				-\$13,521.14

5. Check Detail Report for Board

Lawrence Public Library

April 22-May 19, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Evergy				-\$13,521.14
Midco				
72611				
Bill Payment (Check)	EFT	05/19/2025	Accounts Payable	-573.74
Bill Payment (Check)	EFT	05/19/2025	Checking	-573.74
Total for 72611				-\$1,147.48
Total for Midco				-\$1,147.48
U.S. Bank - Mastercard				
72612				
Bill Payment (Check)	EFT	05/19/2025	Accounts Payable	-10,318.54
Bill Payment (Check)	EFT	05/19/2025	Checking	-10,318.54
Total for 72612				-\$20,637.08
Total for U.S. Bank - Mastercard				-\$20,637.08
United Parcel Service				
72613				
Bill Payment (Check)	EFT	05/19/2025	Accounts Payable	-12.00
Bill Payment (Check)	EFT	05/19/2025	Checking	-12.00
Total for 72613				-\$24.00
Total for United Parcel Service				-\$24.00
World Archives				
72648				
Bill Payment (Check)	91234	05/19/2025	Accounts Payable	-7,077.00
Bill Payment (Check)	91234	05/19/2025	Checking	-7,077.00
Total for 72648				-\$14,154.00
Total for World Archives				-\$14,154.00
Tech Electronics				
72635				
Bill Payment (Check)	91233	05/19/2025	Accounts Payable	-1,425.00
Bill Payment (Check)	91233	05/19/2025	Checking	-1,425.00
Total for 72635				-\$2,850.00
Total for Tech Electronics				-\$2,850.00
Sunflower Music Therapy				
72642				
Bill Payment (Check)	91232	05/19/2025	Accounts Payable	-195.00
Bill Payment (Check)	91232	05/19/2025	Checking	-195.00
Total for 72642				-\$390.00
Total for Sunflower Music Therapy				-\$390.00
Scholastic Inc.				
72637				
Bill Payment (Check)	91231	05/19/2025	Accounts Payable	-2,520.90
Bill Payment (Check)	91231	05/19/2025	Checking	-2,520.90
Total for 72637				-\$5,041.80

5. Check Detail Report for Board

Lawrence Public Library

April 22-May 19, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Scholastic Inc.				-\$5,041.80
Schendel Services				
72645				
Bill Payment (Check)	91230	05/19/2025	Accounts Payable	-119.88
Bill Payment (Check)	91230	05/19/2025	Checking	-119.88
Total for 72645				-\$239.76
Total for Schendel Services				-\$239.76
Pro Print Inc.				
72639				
Bill Payment (Check)	91229	05/19/2025	Accounts Payable	-40.00
Bill Payment (Check)	91229	05/19/2025	Checking	-40.00
Total for 72639				-\$80.00
Total for Pro Print Inc.				-\$80.00
P1 Group, Inc.				
72646				
Bill Payment (Check)	91228	05/19/2025	Accounts Payable	-6,926.00
Bill Payment (Check)	91228	05/19/2025	Checking	-6,926.00
Total for 72646				-\$13,852.00
Total for P1 Group, Inc.				-\$13,852.00
Native Lands Restoration Collaborative				
72641				
Bill Payment (Check)	91227	05/19/2025	Accounts Payable	-350.00
Bill Payment (Check)	91227	05/19/2025	Checking	-350.00
Total for 72641				-\$700.00
Total for Native Lands Restoration Collaborative				-\$700.00
MK Solutions				
72632				
Bill Payment (Check)	91226	05/19/2025	Accounts Payable	-40,444.00
Bill Payment (Check)	91226	05/19/2025	Checking	-40,444.00
Total for 72632				-\$80,888.00
Total for MK Solutions				-\$80,888.00
MEI Total Elevator Solutions				
72634				
Bill Payment (Check)	91225	05/19/2025	Accounts Payable	-750.00
Bill Payment (Check)	91225	05/19/2025	Checking	-750.00
Total for 72634				-\$1,500.00
Total for MEI Total Elevator Solutions				-\$1,500.00
Leavenworth Public Library				
72638				
Bill Payment (Check)	91224	05/19/2025	Accounts Payable	-13.26
Bill Payment (Check)	91224	05/19/2025	Checking	-13.26
Total for 72638				-\$26.52

5. Check Detail Report for Board

Lawrence Public Library

April 22-May 19, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Leavenworth Public Library				-\$26.52
Kautsch Law, LLC				
72644				
Bill Payment (Check)	91223	05/19/2025	Accounts Payable	-850.00
Bill Payment (Check)	91223	05/19/2025	Checking	-850.00
Total for 72644				-\$1,700.00
Total for Kautsch Law, LLC				-\$1,700.00
Fisher Patterson Sayler & Smith, LLP				
72640				
Bill Payment (Check)	91222	05/19/2025	Accounts Payable	-2,315.00
Bill Payment (Check)	91222	05/19/2025	Checking	-2,315.00
Total for 72640				-\$4,630.00
Total for Fisher Patterson Sayler & Smith, LLP				-\$4,630.00
Data Axle				
72649				
Bill Payment (Check)	91221	05/19/2025	Accounts Payable	-285.00
Bill Payment (Check)	91221	05/19/2025	Checking	-285.00
Total for 72649				-\$570.00
Total for Data Axle				-\$570.00
Cottin's Hardware & Rental				
72636				
Bill Payment (Check)	91220	05/19/2025	Accounts Payable	-59.97
Bill Payment (Check)	91220	05/19/2025	Checking	-59.97
Total for 72636				-\$119.94
Total for Cottin's Hardware & Rental				-\$119.94
Center Point Large Print				
72647				
Bill Payment (Check)	91219	05/19/2025	Accounts Payable	-53.24
Bill Payment (Check)	91219	05/19/2025	Checking	-53.24
Total for 72647				-\$106.48
Total for Center Point Large Print				-\$106.48
Bradley Osborn				
72643				
Bill Payment (Check)	91218	05/19/2025	Accounts Payable	-150.00
Bill Payment (Check)	91218	05/19/2025	Checking	-150.00
Total for 72643				-\$300.00
Total for Bradley Osborn				-\$300.00
bcDESIGNNGROUP, LLC				
72633				
Bill Payment (Check)	91217	05/19/2025	Accounts Payable	-2,319.80
Bill Payment (Check)	91217	05/19/2025	Checking	-2,319.80
Total for 72633				-\$4,639.60

5. Check Detail Report for Board

Lawrence Public Library

April 22-May 19, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for bcDESIGNNGROUP, LLC				-\$4,639.60
Unique Management Services				
72631				
Bill Payment (Check)	30025	05/19/2025	Accounts Payable	-417.37
Bill Payment (Check)	30025	05/19/2025	Checking	-417.37
Total for 72631				-\$834.74
Total for Unique Management Services				-\$834.74
Amazon Capital Services, Inc				
72630				
Bill Payment (Check)	30024	05/19/2025	Accounts Payable	-6,577.58
Bill Payment (Check)	30024	05/19/2025	Checking	-6,577.58
Total for 72630				-\$13,155.16
Total for Amazon Capital Services, Inc				-\$13,155.16
Lindsey Yankey				
72629				
Bill Payment (Check)	30023	05/19/2025	Accounts Payable	-300.00
Bill Payment (Check)	30023	05/19/2025	Checking	-300.00
Total for 72629				-\$600.00
Total for Lindsey Yankey				-\$600.00
Pur-O-Zone, Inc.				
72628				
Bill Payment (Check)	30022	05/19/2025	Accounts Payable	-2,193.67
Bill Payment (Check)	30022	05/19/2025	Checking	-2,193.67
Total for 72628				-\$4,387.34
Total for Pur-O-Zone, Inc.				-\$4,387.34
Demco, Inc.				
72627				
Bill Payment (Check)	30021	05/19/2025	Accounts Payable	-2,694.21
Bill Payment (Check)	30021	05/19/2025	Checking	-2,694.21
Total for 72627				-\$5,388.42
Total for Demco, Inc.				-\$5,388.42
Baker & Taylor, Inc.				
72625				
Bill Payment (Check)	30020	05/19/2025	Accounts Payable	-79.43
Bill Payment (Check)	30020	05/19/2025	Checking	-79.43
Total for 72625				-\$158.86
Total for Baker & Taylor, Inc.				-\$158.86
Alliance Entertainment				
72624				
Bill Payment (Check)	30019	05/19/2025	Accounts Payable	-678.96
Bill Payment (Check)	30019	05/19/2025	Checking	-678.96
Total for 72624				-\$1,357.92

5. Check Detail Report for Board

Lawrence Public Library

April 22-May 19, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Alliance Entertainment				-\$1,357.92
Advocates for Immigration Rights and Reconciliation				
72623				
Bill Payment (Check)	30018	05/19/2025	Accounts Payable	-250.00
Bill Payment (Check)	30018	05/19/2025	Checking	-250.00
Total for 72623				-\$500.00
Total for Advocates for Immigration Rights and Reconciliation				-\$500.00
Jim Bost Plumbing LLC				
72622				
Bill Payment (Check)	30017	05/19/2025	Accounts Payable	-408.10
Bill Payment (Check)	30017	05/19/2025	Checking	-408.10
Total for 72622				-\$816.20
Total for Jim Bost Plumbing LLC				-\$816.20
Ingram Library Services				
72621				
Bill Payment (Check)	30016	05/19/2025	Accounts Payable	-20,399.97
Bill Payment (Check)	30016	05/19/2025	Checking	-20,399.97
Total for 72621				-\$40,799.94
Total for Ingram Library Services				-\$40,799.94
Jayhawk Tropical Fish				
72620				
Bill Payment (Check)	30015	05/19/2025	Accounts Payable	-884.76
Bill Payment (Check)	30015	05/19/2025	Checking	-884.76
Total for 72620				-\$1,769.52
Total for Jayhawk Tropical Fish				-\$1,769.52
OverDrive				
72619				
Bill Payment (Check)	30014	05/19/2025	Accounts Payable	-21,439.94
Bill Payment (Check)	30014	05/19/2025	Checking	-21,439.94
Total for 72619				-\$42,879.88
Total for OverDrive				-\$42,879.88
Schwickert's Tecta America				
72618				
Bill Payment (Check)	30013	05/19/2025	Accounts Payable	-2,145.00
Bill Payment (Check)	30013	05/19/2025	Checking	-2,145.00
Total for 72618				-\$4,290.00
Total for Schwickert's Tecta America				-\$4,290.00
Midwest Tape				
72617				
Bill Payment (Check)	30012	05/19/2025	Accounts Payable	-4,213.65
Bill Payment (Check)	30012	05/19/2025	Checking	-4,213.65
Total for 72617				-\$8,427.30

5. Check Detail Report for Board

Lawrence Public Library

April 22-May 19, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Midwest Tape				-\$8,427.30
Just Food				
72616				
Bill Payment (Check)	30011	05/19/2025	Accounts Payable	-275.00
Bill Payment (Check)	30011	05/19/2025	Checking	-275.00
Total for 72616				-\$550.00
Total for Just Food				-\$550.00
Cengage Learning				
72615				
Bill Payment (Check)	30010	05/19/2025	Accounts Payable	-202.92
Bill Payment (Check)	30010	05/19/2025	Checking	-202.92
Total for 72615				-\$405.84
Total for Cengage Learning				-\$405.84
Snap Promotions				
72614				
Bill Payment (Check)	30009	05/19/2025	Accounts Payable	-6,311.53
Bill Payment (Check)	30009	05/19/2025	Checking	-6,311.53
Total for 72614				-\$12,623.06
Total for Snap Promotions				-\$12,623.06
Lawrence Rotary Club				
72278				
Check	30007	04/22/2025	Professional Fees	-250.00
Check	30007	04/22/2025	Checking	250.00
Total for 72278				\$0.00
Total for Lawrence Rotary Club				\$0.00
TOTAL				-\$368,535.98

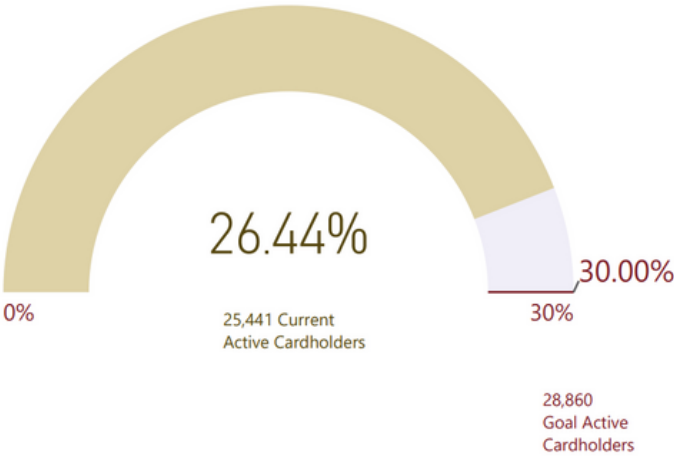
Apr 2025 LPL Progress Indicators

Net Promoter Score



% Active Cardholders

Active Cardholder Goal: 30% of Lawrence Population
Cardholders Active in the last 12 months



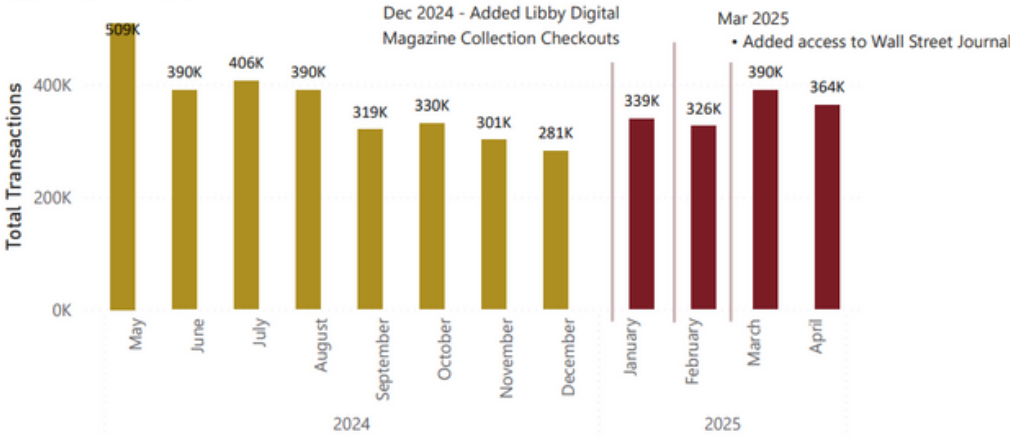
Lawrence Community Cardholders

96,207
Total Lawrence Population
26.44%
Current % Active
25,441
Total Active Lawrence Cardholders
28,860
Goal Active Lawrence Cardholders
3,419
Cardholders needed to meet goal

Library Use Index

Trend of Total Library Transactions

Year ● 2024 ● 2025



Apr 2025 Highlights



2,537

Attendees at LPL Con 2025 on April, including these costume award winners!

168

Number of pickup lockers now available in 3 newly installed locker units in Lawrence



132

Total library visits out in the community, including this stop at Small World (ESL programs for women) to register students for library cards.

Library Director Report for May 2025

The chaos surrounding the Institute for Museum and Library Services (IMLS) and the National Endowment for the Humanities (NEH) continues, but the recent temporary injunction in the case of 21 state attorneys general who sued Donald Trump over the unlawful dismantling of the IMLS is encouraging. Similar suits have been filed on behalf of the NEH.

Here locally, the library partnered with KU's Hall Center for Humanities, The Commons, and Spencer Museum of Art on a two-part event called Obscured Landmarks, part of a national Being Human Festival sponsored by the National Humanities Center. Lawrence was one of a select number of cities across the country to host an event. Wednesday, April 23, we led a walking tour in Downtown Lawrence that featured speakers discussing several lesser known historic sites. Saturday, April 26, a group of around 30 hopped on a bus and toured Oak Hill Cemetery, the Haskell Wetlands, and Grover Barn. The response was very positive, and we see this event as a catalyst for continued local history programming in partnership together. I personally worked on this event, and it was great working with Giselle Anatol (Hall Center), Emily Ryan (The Commons), and Celka Straughn (Spencer Museum of Art) on this project.

As mentioned later in the Monthly Department Reports, we are excited to have hired Sabiel Rose, our new Equity and Inclusion Coordinator. She comes to us from Tulsa, Oklahoma, and will start at the end of June. You can read more about her in Erica's HR report.

Also, we released the Request for Qualifications for a Library Master Plan last week. We sent it out to several well known firms throughout the United States and have heard back from several of them that they plan to submit a proposal. The deadline for submissions is June 18. Once we have received all the submissions, we will assemble a review committee. We plan to have representatives from library staff, the library board, Friends and Foundation board, and a community partner or two serve on the committee. Working on a new master plan is a long time coming, and I am very excited to see the end product several months from now.

In addition to all of the above, I have invested a considerable amount of time on City Executive Team work including a day and a half retreat and extended 2026 budget conversations. It has been a busy month.

Respectfully submitted by Brad Allen, May 15, 2025

Monthly Departmental Reports

May 2025

ACCESS SERVICES

We successfully installed 3 new sets of hold pick up lockers at Hy-Vee, Sports Pavilion Lawrence, and Prairie Park Nature Center. The technicians from MK Solutions were very knowledgeable and efficient. Kim, Aaron, and Jeff worked with them to configure software on all three machines. Ian has been training circulation staff on their operation, and we're confident that they'll be far easier to administer than the old Bibliotheca machine. We're soft launching the lockers on May 12th, and plan on widely marketing them to our patrons on the 19th.

Circulation

Jeff largely covered what's going on with Circulation: lockers! They're up and running. Along with the new book drops that's a big increase in accessibility for our patrons. Our new delivery and pickup schedule has required a lot of staff who previously haven't been doing locker drops and pick ups to learn. So we've been keeping busy!

Collection Services

It's been fairly quiet on the Collection Services front. We're eagerly anticipating the rollout of digital library cards. It will be interesting to see how our collection usage will be changed. Besides the usual, a handful of team members have been working on creating automated collection cleanup reports to help ensure that patrons receive materials as quickly as possible.

Collections & Technology

Tricia worked on the following projects this month:

- Worked with Jim, Aaron, Karen, Jeff, and Mary Ann on setting up a new printer lease for Public Technology. Mary Ann will manage the printer leases going forward.
- Attended a webinar on Generative AI in public libraries presented by OCLC. Drafted guidelines for using Generative AI at the library. Jeff and Aaron are reviewing the draft.
- In accordance with Strategic Goal #3, Internal Structures, drafted guidelines for internal communications.

Monthly Departmental Reports

May 2025

Information Technology

Aaron, Kim, and Jeff worked with MK Solutions technicians as well as the company CEO, Markus Flory to complete installation of new book lockers (MK LibLocker) at Hy-Vee, Prairie Park Nature Center, and Sports Pavilion Lawrence on April 28 through May 1. Installation and testing went well.

The locker service soft launched on May 12, with service beginning at Hy-Vee and Sports Pavilion (a possible hardware fault is being investigated with the Prairie Park unit before it is brought online). Follow-up work to ensure that the devices are correctly configured and free of defects will continue as we begin use.

A subscription to Microsoft 365 Business Premium has been added for management of staff users and computers. This will allow us to move from local management using an Active Directory domain controller to cloud management of users and computers in Microsoft Entra and Intune. The subscription also brings local installation rights for the current Microsoft Office version as well as a suite of other tools.

Outreach

April was a bit of a whirlwind for Outreach. Sarah, Heather, and Yari (along with four volunteers) worked the Easter Egg Roll with Dole (affectionately known as “The Dole Roll”) at the Dole Institute. This has turned into one of our biggest Outreach events of the year. Sarah and Heather Kearns were on Dottie where they spoke to nearly 200 people! Yari was inside for storytime and a craft. She and the volunteers had a huge turnout as well.

We had several other successful events and partnerships this month including re-starting storytime with the Ballard kids and the clients at Midland Care, the inaugural meal at the new Sunrise Project location in North Lawrence, Free State Brewery’s event, “Trails that Connect Us,” and a lovely afternoon at Small World Lawrence where Terese Winters and Sarah set up in their library as each ESL class came in and signed up for library cards.

In fundraising news, the local chapter of the Pi Phi donated \$5,000 to Dottie and our Summer Reading program! This donation ensures that we will be able to get books into every child’s

Monthly Departmental Reports

May 2025

hands whether or not they have a library card. Sarah will order more books from Scholastic to hand out for free at our summer stops.

And finally, Sarah graduated on April 25th from Leadership Lawrence. This was an incredible opportunity and one she will not forget. Touring and learning about everything from local elections to the water treatment plant to the Douglas County jail can only give one a new perspective and appreciation for the folks who make Lawrence what it is. Also, it was just FUN! During the last session of LL, Sarah and her classmates got to fly in a private jet for an aerial tour of Lawrence and Topeka. After their flight, they met Bill Self!

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

Heather and Ben completed and scheduled the final LPL Con promotions, including a digital ad on the Lawrence Times website, a digital ad campaign on Meta, and video promotions across our social media channels. Kathleen, Heather, Ben, Logan, and Brad collaborated on the creative brief for the Beach Author Event featuring Johann Hari. Ben used the brief to develop a social media plan, including organic social media posts and paid ads. They also promoted the summer teen internship applications on social media and via email, which garnered over 80 applicants.

As co-leads of the Strategic Content Team (SCT), Heather and Ben prepared for their upcoming second meeting, building a content list & calendar to align content scheduling across departments and developing content guidelines that will be used to outline and formalize the processes of creating different types of content efficiently and strategically. Heather and Ben also collaborated on creating Summer Reading materials, including a brand kit on Canva with logos, graphics, brand voice resources, and templates. Heather designed a banner to promote Summer Reading that will be featured on street light poles in downtown Lawrence. Heather and Ben also met with Aaron to discuss the next steps for communication and collaboration between the Site Structure and Strategic Content Teams.

Monthly Departmental Reports

May 2025

FACILITIES

Working with the Library Safety Team on updates to the Emergency Preparedness, Response, and Recovery Plan manual. The vast majority of the updates are small changes to names, titles, etc. To improve ease of use, we are considering separating this manual into an Emergency Preparedness and Response Plan and a Continuity of Operations Plan. In addition to our quick reference sheets, this will make the Emergency Preparedness and Response Plan easier for new staff to absorb and current staff to review.

Maintenance & Custodial

We've hired our newest Custodian: Mia! Mia has a background in housekeeping so she knows hard work, and she loves this library and the community, so we know she'll take pride in her work. Looking forward to getting her onboard.

On a related note, with being short a Custodian and various pre-planned vacations it's been hard to stay on top of everything. But the team has been flexible and worked hard to keep the library looking good.

Security

Watched Ryan Dowd's training "Body Odor: How to address body odor without awkwardness", which was a good training and very similar to a lot of the good practices that Jim (Public Technology Services) already crafted. No amount of training will make this easy, but there's lots of ways to make it less difficult and to make sure that we show respect to our patrons.

HUMAN RESOURCES

This month marks a record breaking 46th anniversary at LPL for Nancy Oshel. Nancy is now the person with the longest years of service ever at Lawrence Public Library. We also hired two new employees. Mia Robinson started as our new custodian, and Sabiel Rose will be our new Equity and Inclusion Coordinator.

Monthly Departmental Reports

May 2025

Sabiel will be trained as a back up for HR duties. She will also head our staff development and mentorship programs. She'll also coordinate all our interns, including taking over the internship program we have with KU Athletes and welcoming new Master of Library Science practicum students. Sabiel begins June 30 - this allows her time to wrap up projects at City Year, where she currently works, and move to Lawrence from Tulsa, OK.

Erica also attended several trainings this month including: I9 Landmines: What You Don't Know Will Cost You offered through SHRM; Beyond the Pizza Party: A Panel Discussion on How to Maintain Staff Morale offered by Ryan Dowd; and Ethics in Training and the Importance of Upskilling offered by the Jayhawk Chapter of Kansas SHRM.

PUBLIC SERVICES

Our Summer Reading Program runs from May 22 through August 16. This year's theme is Color Our World. To complete the challenge and earn prizes, participants will need to read 10 books or log 30 hours of reading. We've got some fantastic prizes lined up this year and are aiming for 4,600 finishers—we hope you'll help us reach that goal! Join us at 6 pm on May 22 for our kickoff event.

Public Services teams have also been hard at work developing strategies to meet our newly established KPIs that we will begin measuring on July 1, focusing on circulation growth, new card registrations, and patron retention.

In facilities news, we're continuing our collaboration with bcDesign to acquire updated seating, a new Hello Desk, and marketplace shelving. We expect to have options narrowed down soon.

Lastly, we're exploring a few tools to help better coordinate staffing across our public service departments.

Information Services

This month we bid farewell to Becky Blick and welcomed Ben Holt and Amanda Mills to the team. We also had our annual meetup with the KU reference team, who came to LPL for a tour

Monthly Departmental Reports

May 2025

and conversation. There were lots of programs on our plate this month, including a Ukrainian film series with KU CREES, a tour of the City of Lawrence composting facility, the Green Employment Resource Fair, a two-part series on foraging and cooking invasive plants, and the first in a Know Your Rights series with Kansas Legal Services.

Last but not least: the Seed Library wrapped up at the end of April. This year we gave away 10,936 seed packets, up from 8,431 in 2024! Kudos to Terese for her excellent work shepherding the Seed Library again this year, and many thanks to the volunteers, library staff, and community partners who make this amazing resource possible.

Public Technology

The DIY Memory Lab is humming along and booked out about a month in advance. Many patrons are bringing in tapes and images they have been saving for decades and busily digitizing multiple formats at once. Our Bookeye scanner in particular has been getting a lot more use compared to when it was in the Local History Room. We have worked hard to customize the menus and make it more user friendly. Helping patrons in the computer lab keeps us busy as usual. We have selected a new public printer that should be installed in the coming months. The new machine should improve printing speed, quality, and ease of maintenance. Technology 1-on-1 appointments have been in high demand and are currently booked out about 2 weeks in advance.

Readers' Services

Readers' has been busy planning for Summer Reading activities, getting all of our programming in place, like Books & Bagels and working with our partner The Raven on having regular author events. We have also been hard at work and can now say that all Booktoberfest events are booked and on the calendar.

We've been meeting regularly with KU Libraries and other KU folks about partnering with them on the KU Common Book and plans for our January/February Read Across Lawrence program are taking shape. In addition to all of that, we're steadily at work promoting our collections and calibrating our services to support our Strategic Plan and the related Key Performance Indicators.

Monthly Departmental Reports

May 2025

Youth Services

Youth Services is busy visiting schools to tell kids and teens about our Summer Reading Program! We've seen thousands of students so far! Some schools have bussed their students to LPL for special storytimes, library tours, and to hear all about summer at the library.

Our Summer Reading Kickoff is set for May 22nd from 6-8 PM on the library lawn. We'll have a "Messtival" of messy fun to celebrate our Summer Reading theme: Color Our World. We'll tie dye Summer Reading t-shirts, make marbled art with shaving cream, and make bubble art! KJHK will DJ, Eileen's will give out cookies, and more!

Every day we'll have several programs over the summer, from puppet shows, to summer clubs, to drum circles, to books clubs, to storytimes, to scavenger hunts. We'll have a really fun and creative lineup ready for Lawrence kids, teens, and families.

Connor Engelsman finished up their Internship through KU. They helped with programs, prepared craft supplies, shelved books, shadowed in several departments, and created a zine for teens about teen resources and the Teen Zone.

LPL Friends & Foundation Director's Report – May 19, 2025

Summer Fundraising Challenge Returns. The Friends & Foundation once again will host a summer fundraising campaign designed to build its monthly “Page Turners.” The goal is to encourage new supporters to give \$10 a month or more to the library. We're very excited that a generous local family has pledged to match these gifts up to \$10,000! This campaign has been very successful in previous summers and will help us continue to build our foundation of sustaining givers.

Summer Reading Sponsors. The LPL Summer Reading Program will kick off with a “Messtival” on Thursday, May 22nd from 6 pm to 8 pm on the Library Lawn. We are excited to welcome two returning and one new sponsors (below). In addition, a number of local businesses and organizations have provided in-kind services and prizes.

- McGrew Real Estate will sponsor the kick off and last bash parties.
- DCCF is sponsoring the community scavenger hunt and story stroll.
- Pi Beta Phi sorority will sponsor summer reading on Dottie (NEW sponsor!) [Check out the *Journal World* story here.](#)

Weaver's sponsors RetroActive. Weaver's Home Shop has agreed to sponsor RetroActive's new “Table for Two” cooking class with Chef Paige Vandegrift. This online quarterly class allows attendees to cook alongside Chef Paige as she creates a seasonal dish for the smaller household. The first class was on April 29th and 106 people signed up! The summer class is scheduled for Tuesday, July 29th.

United for Libraries Virtual Conference. Save the date! On July 29, 30, and 31, United for Libraries will host a virtual conference for library Trustees, Friends, Foundations, and the staff who work with them. United for Libraries is a division of the American Library Association. Its mission is to support those who govern, promote, advocate, and fundraise for all types of libraries. The Friends & Foundation staff has reserved Meeting Room A for all three days and will attend together. The “Trustee Day” is Tuesday July 29th from 10 am to 3 pm. [The list of topics slated for discussion that day is provided here.](#) You are welcome to join us for all or part of the conference.

2025 Beach Author. Don't forget that Johann Hari, the bestselling author of *Stolen Focus: Why You Can't Pay Attention—and How to Think Deeply Again*, is Lawrence Public Library's 2025 Ross and Marianna Beach Author. The program is scheduled for Wednesday, June 11th. You are invited to attend a special reception in the auditorium at 5:30 pm that evening. (Look for an invitation in your email next week.) Then we will walk over for the 7 pm program at Liberty Hall. Hope you can join us!

Friends & Foundation Annual Meeting. The Friends & Foundation hosted its 2024 Annual Meeting on Saturday, May 3rd. Approximately 80 volunteers and supporters packed the auditorium for a morning of library love! LPLFF board officers presented the [2024 Annual Report](#) and [2025 Advocacy Update](#). In addition, we honored super volunteer Jan Conard with the 2025 Mary Dalton Murphy Award.

Look for our Second Saturday Book Sale, coming up on Saturday, June 14th!



LAWRENCE PUBLIC LIBRARY

MEMO

To: Lawrence Public Library Board of Trustees
From: Jon Ratzlaff, Facilities Manager & Erica Segraves, Human Resources Manager
Date: May 19, 2025
Subject: Emergency Policy Update

We are making the following changes to our Emergency Policy.

- Inclusion of annual inspections for the fire extinguishers and passenger elevator.
- Changing the last few sentences to indicate that both hardcopies and digital copies are available.

The library's Safety Team has also reviewed and updated the Emergency Preparedness, Response, and Recovery Plan manual and the quick reference sheets.



Emergency Policy

Approved by the Lawrence Public Library Board of Trustees, October 21, 1996. Revised December 16, 1996; April 20, 1998; June 15, 1998; April 18, 2001; January 21, 2002; April 18, 2005; May 20, 2008, June 21, 2010; February 15, 2016, and May 16, 2022. Reviewed May 19, 2025.

The Library's first priority in an emergency situation is the safety of staff and patrons and secondarily to minimize damage to property. Emergency procedures for Lawrence Public Library shall follow the

Emergency Preparedness, Response, and Recovery Plan and will be reviewed annually with staff. Emergency and nonemergency phone numbers are listed in this manual, along with procedures for

handling emergency situations. The emergency fire alarm, sprinkler system, fire extinguishers, and the passenger elevator will be inspected annually. As a public service institution, the Library will make every effort to remain open during regularly scheduled hours, but may close when conditions warrant. Decisions to close or alter Library hours due to emergency conditions are the responsibility of the Executive Director, or designee. The Emergency Preparedness, Response, and Recovery Plan manual and the Quick Reference sheets are available in hardcopy format in the library or digitally on the staff intranet.



LAWRENCE PUBLIC
LIBRARY

MEMO

To: Lawrence Public Library Board of Trustees
From: Brad Allen, Library Director
Date: May 19, 2025
Subject: Updated KORA Policy and Procedure

The Library has adopted a fee structure for access to or copies of public records that aligns with the City of Lawrence. This decision follows a review of Kansas Open Records Act (KORA) request procedures among local public agencies and reflects the common practice of charging reasonable fees in our area.

The Library's updated KORA Policy and Procedure documents attached to this memo.



Kansas Open Records Act (KORA) Policy

Approved by the Lawrence Public Library Board of Trustees on 05/15/2023. Reviewed 05/19/2025. Proposed review date: 05/2028

The Lawrence Public Library ("Library") is committed to transparency and openness in its operations and strives to comply with the Kansas Open Records Act ("KORA") as set forth in K.S.A. 45-215 et seq. This policy sets forth the Library's procedures for responding to requests for records under KORA.

Requests for Records

All requests for records must be submitted in writing and must be directed to the Library's designated custodian of records. The custodian of records for the Library is the Library Director.

Requests for records must include a detailed description of the records sought and the requester's contact information. The Library may ask for additional information from the requester if necessary to locate the records.

Response to Requests

The Library will respond to all requests for records as soon as practicable, but no later than three business days after receipt of the request. If the records are not readily available, the Library will notify the requester of the estimated time required to fulfill the request.

If the requested records are disclosable under KORA, the Library will provide the records to the requester. If the records are not disclosable under KORA, the Library will notify the requester of the reasons for the denial.

Fees

The Kansas Open Records Act allows public agencies to charge fees for providing access to or copying of public records. In some cases the requested records are readily available to the records custodian and no fees will be charged. If estimated fees exceed \$10, fees will be charged.

Confidentiality and Redaction

The Library will comply with all applicable state and federal laws regarding confidentiality and privacy of records. The Library may redact confidential or private information from records if necessary to protect the privacy interests of individuals or the confidentiality interests of the Library or its partners.

Contact Information

All requests for records should be directed to:

Library Director

Lawrence Public Library

707 Vermont St.

Lawrence, KS 66044

Email: director@lplks.org

Publicly Available Records

The Library makes certain records publicly available on its website or in its annual reports, including budgets, financial reports, and policies. These records can be accessed at any time without a formal request under KORA.



KORA Procedure for Request for Records

The Lawrence Public Library ("Library") is committed to transparency and openness in its operations and strives to comply with the Kansas Open Records Act ("KORA") as set forth in K.S.A. 45-215 et seq.

Records available without a KORA request

These records are available on the Library website and do not require a KORA request:

- Budgets
- Financial Statements
- Policies
- Minutes from Library Board of Trustee meetings

Records exempt from KORA requests

As documented in the Library's Confidentiality of Records policy, records that libraries are not required to disclose under KORA include:

- Patron registration information
- Patron checkout records
- Patron computer or internet use
- Information sought at the Library by patrons from Library staff or via Library computer or internet use
- Patron visits to the building or use of the building
- Records related to security measures

How to request a record under KORA

- Print or download and complete the [request form](#) or submit a written request. A written request must include a detailed description of the records sought and the requestor's contact information.
- Completed forms or written requests may be submitted to:
 - Library Director
 - Lawrence Public Library
 - 707 Vermont St.
 - Lawrence, KS 66044
 - Email: director@lplks.org

Fees

The Kansas Open Records Act allows public agencies to charge fees for providing access to or copying public records. In some cases the requested records are readily available to the records custodian and no fees will be charged. If the fee to search for and/or copy the records is estimated to be more than \$10, you will be notified before the search for the records is undertaken.

Fees may be paid by check, money order, or credit card. Checks should be made payable to *Lawrence Public Library*.

Service	Fee
Paper copies: black & white, 8.5 x 11	\$.10 per page
Paper copies: color, 8.5 x 11	\$.25 per page
Staff time to search, retrieve, prepare, provide access to, or reproduce public records. This may include time spent accessing records maintained electronically, reviewing records to determine whether exceptions to disclosure apply, and/or redacting closed information from records	\$30/hr
Shipping and postage	Actual costs
Legal time for KORA Compliance Review	\$50/hr

Request Process

The Library Director or designee will provide a written response to requests no later than three business days after receipt of the request.

- If the records are not readily available, the Library Director or designee will notify the requester of the estimated time required to fulfill the request.
- Record provision may be delayed if legal counsel is required to determine if a record is exempt from KORA.
- The response may include a cost estimate for fulfilling the request and require prepayment.
- If the records are not disclosable under KORA, the Library will notify the requester of the reasons for the denial.

Possible reasons for denial of a request

- The requestor declines to pay the fees associated with fulfilling the request
- The specific record requested does not exist
- The request was unclear and should be resubmitted with more detail
- The record requested is closed to protect an important privacy interest (see the list of Library record exemptions above; see additional exceptions to KORA at K.S.A. 45-221).

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
2022-2026							
REVENUES	2022	2023	2024	2025	2026	Difference	
Tax Fund	\$ 5,022,000.00	\$ 5,725,000.00	\$ 6,180,000.00	\$ 6,625,000.00	\$6,960,000.00	\$ 335,000.00	5.06%
Lost and Repl Fees	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00	\$ 23,000.00	\$ (2,000.00)	
NEKLS	\$ 96,000.00	\$ 100,000.00	\$ 110,000.00	\$ 125,000.00	\$ 125,000.00	\$ -	
State Aid	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00		\$ (25,000.00)	
Photo Copies	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 18,000.00	\$ 20,000.00	\$ 2,000.00	
Meeting Room Fees	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$ 2,000.00	
Interest	\$ 2,000.00		\$ 23,000.00	\$ 35,000.00	\$ 35,000.00	\$ -	
Transfer from Cash Reserves	\$ 47,000.00	\$ 50,000.00				\$ -	
Total Revenues	\$ 5,237,000.00	\$ 5,945,000.00	\$ 6,383,000.00	\$ 6,858,000.00	\$7,170,000.00	\$ 312,000.00	
EXPENSES							
Salaries & Wages	\$ 2,910,000.00	\$ 3,460,000.00	\$ 3,675,000.00	\$ 3,825,000.00	\$3,950,000.00	\$ 125,000.00	3.40%
Employee Benefits	\$ 490,000.00	\$ 490,000.00	\$ 585,000.00	\$ 713,000.00	\$850,000.00	\$ 137,000.00	23.42%
Payroll Taxes	\$ 516,000.00	\$ 620,000.00	\$ 660,000.00	\$ 700,000.00	\$750,000.00	\$ 50,000.00	7.58%
Utilities	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$100,000.00	\$ -	0.00%
Building Supplies	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$20,000.00	\$ -	0.00%
Building Repairs & Maintenance	\$ 55,000.00	\$ 55,000.00	\$ 60,000.00	\$ 75,000.00	\$80,000.00	\$ 5,000.00	8.33%
Library Supplies	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$25,000.00	\$ -	0.00%
Books & Materials	\$ 710,000.00	\$ 725,000.00	\$ 750,000.00	\$ 850,000.00	\$860,000.00	\$ 10,000.00	1.33%
Books & Materials Supplies	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00	\$ 55,000.00	\$55,000.00	\$ -	0.00%
Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$10,000.00	\$ -	0.00%
Technology	\$ 250,000.00	\$ 275,000.00	\$ 325,000.00	\$ 350,000.00	\$350,000.00	\$ -	0.00%
Insurance	\$ 16,000.00	\$ 17,000.00	\$ 18,000.00	\$ 30,000.00	\$30,000.00	\$ -	0.00%
Shipping	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00	\$23,000.00	\$ 3,000.00	15.00%
Professional Development	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$32,000.00	\$ 2,000.00	6.67%
Book Van & Mileage	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$5,000.00	\$ -	0.00%
Professional Fees	\$ 20,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00	\$30,000.00	\$ -	0.00%
Advertising & Marketing	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$0.00	\$ (20,000.00)	-100.00%
Capital Improvements	\$ -	\$ -				\$ -	
Miscellaneous						\$ -	
						\$ -	
Total Expenses	\$ 5,237,000.00	\$ 5,945,000.00	\$ 6,383,000.00	\$ 6,858,000.00	\$7,170,000.00	\$ 312,000.00	