

Lawrence Public Library Board of Trustees Regular Meeting
Monday, April 21, 2025 at 4:30 PM
Online Meeting: [Google Meet Link](#)

Executive Session – Receive update from legal counsel

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- Approve Library Board meeting minutes for March 2025
- Approve Treasurer's report for March 2025
- Approve bills for March 18, 2025 to April 21, 2025
- Receive statistical report for March 2025

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Facilities Master Plan Request for Proposals
Brad Allen, Executive Director
- Appoint New Board Officers
Kelly Hart, Board Chair

Old Business

Public Comment

Adjournment

Lawrence Public Library**Regular Board Meeting**

Date: March 17, 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, Ryann Tacha, Allison Friend Mazzei (joined at 4:50 pm)

Staff Members Present: Brad Allen, Kathleen Morgan, Mary Ann LeDosquet

Friends and Foundation Members Present: None

Call to order

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

Since there was no quorum present for the first part of the board meeting, members discussed agenda items that did not require a vote.

New Business

- Budget Committee
 - Kelly appointed these members to the annual Budget Committee: James Pavisian, Ryann Tacha, and Kelly Hart.
- Officer Committee
 - Kelly appointed these members to the annual Officer Committee: James Pavisian, Mandy Leibold, and Kelly Hart.
 - Brad noted that Susan Kang will be stepping off the board after the April meeting. He knows of one excellent applicant who is interested in joining the board. Mayor Dever will look for the application.

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 KJHK partnership and Live Day with KPR. They also recognized Information Services team member Becky Blick for her service to the library. Becky will retire in April. In addition, the board congratulated the library for meeting its goal of an average Net Promoter Score of 85 for the year.

Friends and Foundation Director's Report

Kathleen presented the report as per the written report in the board packet. Ryann congratulated the Friends & Foundation for its successful *After Hours at the Library* fundraiser on March 7th.

Allison joined the meeting at 4:50 pm and a quorum was present

Consent Agenda

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

Executive Session

- At 4:52 pm, Kelly moved to go into an executive session to receive updates from legal counsel until 5:12 pm. James seconded the motion. The motion passed.
- Board members came out of the executive session at 5:12 pm. No action was taken during the executive session.

The public meeting resumed at 5:13 pm.

Public Comments

- There were no public comments.

Adjournment

There being no other business, the meeting adjourned at 5:14 pm.

The next regular Board meeting will be held Monday, April 21, 2025 on the Google Meet software platform.

Respectfully submitted,
Kathleen Morgan

2025 Regular Budget Report

	<u>January</u>	<u>February</u>	<u>March</u>	<u>Year To Date</u>	<u>2025 Budget</u>	<u>% over/under</u>
REVENUES						
Tax Fund		3,646,093.87		3,646,093.87	\$6,625,000.00	55.04%
Lost and Repl Fees	2,116.74	2,213.02	1,583.23	5,912.99	\$25,000.00	23.65%
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	4,458.38	\$18,000.00	24.77%
Meeting Room Fees	583.49	1,141.55	487.18	2,212.22	\$5,000.00	44.24%
Interest	4,812.63	2,211.82	14,843.02	21,867.47	\$35,000.00	
Transfer from Capital Improvement				-		#DIV/0!
Donations- MISC	3,022.68	80.84	12.00	3,115.52		
Total Revenues	11,750.69	3,653,424.75	81,901.32	3,747,076.76	\$6,858,000.00	55%
EXPENSES						
Salaries & Wages	285,173.84	292,462.36	290,376.59	868,012.79	\$3,825,000.00	22.69%
Employee Benefits	46,843.38	46,042.94	46,656.41	139,542.73	\$713,000.00	19.57%
Payroll Taxes	50,728.36	52,917.89	91,328.02	194,974.27	\$700,000.00	27.85%
Utilities	10,451.91	10,473.48	7,422.88	28,348.27	\$100,000.00	28.35%
Building Supplies	1,342.34	1,814.07	1,112.62	4,269.03	\$20,000.00	21.35%
Building Repairs & Maintenance	9,247.18	3,114.14	1,263.01	13,624.33	\$75,000.00	18.17%
Library Supplies	2,169.48	1,975.17	1,525.99	5,670.64	\$25,000.00	22.68%
Books & Materials	35,895.55	78,540.80	65,560.12	179,996.47	\$850,000.00	21.18%
Processing Supplies	2,498.48	8,813.08	3,213.41	14,524.97	\$55,000.00	26.41%
Equipment		99.22		99.22	\$10,000.00	0.99%
Technology	83,140.87	7,577.55	7,696.23	98,414.65	350,000.00	28.12%
---Public Tech Supplies	(99.00)	(132.75)	20.31	(211.44)	\$1,000.00	-21.14%
---Operations	342.27	2,086.15	679.83	3,108.25	\$20,000.00	15.54%
---IT Software & Subscriptions	2,602.72	4,888.51	6,224.77	13,716.00	\$85,000.00	16.14%
---Internet & Telephone	898.15	735.64	771.32	2,405.11	\$19,000.00	12.66%
---Collections & Public Service	79,396.73		-	79,396.73	\$215,000.00	36.93%
---Support Operations Hardware					\$10,000.00	
Insurance	-			-	\$30,000.00	0.00%
Postage & Mailing	2,033.18	3,525.05	1,179.27	6,737.50	\$20,000.00	33.69%
Professional Development	1,721.46	6,387.80	887.86	8,997.12	\$30,000.00	29.99%
Book Van & Mileage	150.28	2,265.76	206.97	2,623.01	\$5,000.00	52.46%
Professional Fees	7,039.47	17,230.47	12,847.61	37,117.55	\$30,000.00	123.73%
Advertising & Marketing	870.99	1,234.05	2,444.36	4,549.40	\$20,000.00	22.75%
Capital Improvements		13,877.16	1,019.80	14,896.96		
Miscellaneous	17.34	4.60	0.55	22.49		
Total Expenses	\$539,324.11	\$548,355.59	\$534,741.70	\$1,622,421.40	\$6,858,000.00	24%
Cash Reserves	174,080.46	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,214.14 from 2021)				
Checking (US Bank & KMIP)	3,418,669.83					
Capital Improvement (KMIP)	835,763.15					

2025 Outside Funding	1/1/2025	March	March	
	<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	\$ 175,062.32	\$ 80,218.46	\$ 584,136.41
YTD Income				\$ 359,525.78
YTD Expense				\$ 253,259.68

Lawrence Public Library
Balance Sheet
As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	2,567,325.74
Checking	409,992.79
Capital Improvement at MIP	838,417.35
Total Checking/Savings	3,815,735.88
Other Current Assets	
Petty Cash	300.00
Employee Cash Advances	28.70
Total Other Current Assets	328.70
Total Current Assets	3,816,064.58
TOTAL ASSETS	3,816,064.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	86,126.41
Total Accounts Payable	86,126.41
Credit Cards	21,722.91
Other Current Liabilities	
Payroll Liabilities	
Health Insurance	-30,998.63
Hospital & Cancer Plans	-30.75
OGLI	-355.50
Payroll Liabilities FSA	-583.18
SUI	900.91
Total Payroll Liabilities	-31,067.15
Total Other Current Liabilities	-31,067.15
Total Current Liabilities	76,782.17
Total Liabilities	76,782.17
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,260,858.78
Net Income	2,177,788.41
Total Equity	3,739,282.41
TOTAL LIABILITIES & EQUITY	3,816,064.58

Lawrence Public Library Revenues & Expenses

March 2025

	Mar 25	Jan - Mar 25
Ordinary Income/Expense		
Income		
Misc Income	12.00	3,115.52
Tax Fund	0.00	3,646,093.87
Lost and Replacement Fees	1,583.23	5,912.99
NEKLS	28,019.75	28,019.75
State& Federal Aid	35,396.56	35,396.56
Photocopies & Printing	1,559.58	4,458.38
Meeting Room Rentals	487.18	2,212.22
Interest		
Capital Improvement	2,654.20	5,334.58
Checking	12,188.82	16,532.89
Total Interest	14,843.02	21,867.47
Outside&Private Funding Income		
Downhall Books	-375.15	-31.13
Merchandise Sales	561.03	1,180.05
Outside&Private Funding Income - Other	60,026.66	69,007.37
Total Outside&Private Funding Income	60,212.54	70,156.29
Total Income	142,113.86	3,817,233.05
Gross Profit	142,113.86	3,817,233.05
Expense		
Payroll Expenses		
Gross Wages	290,376.59	868,012.79
Group Life Insurance	1,322.28	4,138.58
Health Insurance	45,851.57	136,733.21
Employee Parking	-517.44	-1,329.06
Total Payroll Expenses	337,033.00	1,007,555.52
Payroll Taxes		
Payroll Taxes Employer	60,924.19	104,353.31
KPERs Co Retiree	502.02	1,518.10
KPERs Co	29,901.81	89,102.86
Total Payroll Taxes	91,328.02	194,974.27
Utilities - Electric	7,422.88	28,348.27
Building Supplies	1,112.62	4,269.03
Building Repairs & Maintenance	1,263.01	13,624.33
Library & Office Supplies	1,525.99	5,670.64
Books & Materials	65,560.12	179,996.47
Processing Supplies	3,213.41	14,524.97
Equipment	0.00	99.22
Technology		
Public Tech Supplies	20.31	-211.44
Operations	679.83	3,108.25
IT Software & Subscriptions	6,224.77	13,716.00
Internet & Telephone	771.32	2,405.11
Collections & Public Service	0.00	79,396.73
Total Technology	7,696.23	98,414.65
Postage & Mailing	1,179.27	6,737.50
Professional Development	887.86	8,997.12
Vehicles, Mileage, Maintenance	206.97	2,623.01
Professional Fees		
Accounting	3,500.00	3,500.00
Professional Fees - Other	9,347.61	33,617.55

**Lawrence Public Library
Revenues & Expenses**

March 2025

	Mar 25	Jan - Mar 25
Total Professional Fees	12,847.61	37,117.55
Marketing-General	2,444.36	4,549.40
Capital Improvement Expenditure	1,019.80	14,896.96
Miscellaneous	0.55	22.49
Outside & Private Funding		
Friends & Foundation Funding		
Rueff Fund	0.00	1,954.62
Sound & Vision Perez	0.00	-1,700.00
Memory Lab	1,140.80	17,900.65
Seed Library (Native)	0.00	141.92
Block Grant	6,997.16	-43,360.38
F&F Payroll	14,280.02	42,507.37
Plant & Foliage Maintenance	120.00	240.00
Aquarium Maintenance	273.47	902.78
Program Expense		
Information Services Programmin	30.00	805.50
Readers Service Programming	182.24	220.48
Public Tech Programming	0.00	400.00
YS Programs (Children)	1,411.31	2,339.79
Teen Services Programming	832.35	1,210.29
Summer Reading - ALL	-10,356.47	-7,301.21
Read Across Lawrence/Booktober	0.00	-888.00
Youth Services & Cigler	1,264.40	6,873.50
Total Program Expense	-6,636.17	3,660.35
Nancy Pat Staff Support (Crowe)	376.33	705.40
Memorials/Honor w/ Books GGIFT	-1,714.47	-1,686.63
Sound & Vision Miliken	-5,000.00	-8,022.26
Marketing	0.00	3,016.00
Dr. Bob Program	2,636.00	-364.00
Seed Library	317.47	505.56
Kansas Health Foundation	0.00	150.00
Friends & Foundation Funding - Other	0.00	471.86
Total Friends & Foundation Funding	12,790.61	17,023.24
Total Outside & Private Funding	12,790.61	17,023.24
Total Expense	547,532.31	1,639,444.64
Net Ordinary Income	-405,418.45	2,177,788.41
Net Income	-405,418.45	2,177,788.41

Lawrence Public Library
Vendor Balance Summary
As of April 21, 2025

	<u>Apr 21, 25</u>
Alliance Entertainment	1,600.86
Amazon Capital Services, Inc	3,859.34
Baker & Taylor, Inc.	207.07
bcDESIGNGROUP, LLC	1,019.80
Carey S. Thomas Library	80.00
Center Point Large Print	135.70
Century Business Technologies	1,291.16
Christine Johnson	39.99
CNA Surety	100.00
Control Service Company, Inc.	250.00
Cottin's Hardware & Rental	107.77
Demco, Inc.	591.03
DHE Computer Systems, LLC	559.84
Didgeridoo Down Under	800.00
EBSCO	519.75
Filmtools	368.00
Fisher Patterson Sayler & Smith, LLP	4,429.90
Gale/Cengage Learning	388.35
Gordon CPA	3,500.00
Hamco Kansas City, Inc.	749.50
Ingram Library Services	21,953.48
J & R Repair Service	-25.66
Jayhawk Tropical Fish	371.25
Jefferson County Public Library	14.99
Jungle House	120.00
Kansas State University	27.00
Kent Smith	30.00
LinkedIn Corporation	13,125.00
Lucet	1,600.00
Mad Science of Greater Kansas City	439.00
Midwest Tape	5,861.66
OverDrive	48,439.77
Playaway Products LLC	830.15
Pur-O-Zone, Inc.	518.69
Scholastic Inc.	8,962.54
SirsiDynix	1,440.00
Snap Promotions	654.80
St. Joseph Public Library	28.00
StoneLion Puppet Theater	630.00
Sunflower Music Therapy	195.00
The New York Times	520.00
Uline	202.42
Unique Management Services	600.67
TOTAL	<u><u>127,136.82</u></u>

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04/14/25

Lawrence Public Library
Check Detail
March 18 through April 21, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29995	04/21/2025	Alliance Entertainment	Checking	
Bill	PLS85919...	03/06/2025		Books & Materials	-396.36
Bill	PLS86036...	03/13/2025		Books & Materials	-390.26
Bill	PLS86116...	03/18/2025		Books & Materials	-442.16
Bill	PLS86170...	03/21/2025		Books & Materials	-84.07
Bill	PLS86421...	04/03/2025		Books & Materials	-288.01
TOTAL					-1,600.86

Bill Pmt -Check	29996	04/21/2025	Amazon Capital Services, Inc	Checking	
Bill	11NL-XH3...	03/07/2025		Books & Materials	-242.19
Bill	1PDK-QPN...	03/08/2025		Books & Materials	-350.50
Bill	1Q9P-J7H...	03/12/2025		Books & Materials	-27.71
Bill	116Q-6667...	03/15/2025		Books & Materials	-40.45
Bill	1KK4-QT1...	03/15/2025		Books & Materials	-313.61
Bill	1DTF-YP9...	03/17/2025		YS Programs (Children)	-47.37
Bill	14QR-3Q4...	03/17/2025		Books & Materials	-20.98
Bill	14QR-3Q4...	03/18/2025		YS Programs (Children)	-64.45
Bill	11NJ-VJN...	03/19/2025		Memory Lab	-566.92
Bill	14QR-3Q4...	03/19/2025		Youth Services & Cigler	-77.93
Bill	1PVG-V19...	03/19/2025		Books & Materials	-167.25
Bill	1CG1-RYF...	03/20/2025		Youth Services & Cigler	-12.99
Bill	1KYV-LC6...	03/22/2025		Books & Materials	-380.91
Bill	1N4P-XMG...	03/22/2025		Books & Materials	-22.95
Bill	1DJP-4PC...	03/24/2025		Public Tech Supplies	-182.42
Bill	1QFM-6G4...	03/24/2025		YS Programs (Children)	-38.71
Bill	1F17-P73H...	03/24/2025		Books & Materials	-97.51
Bill	1XXL-JQJ1...	03/26/2025		YS Programs (Children)	-85.44
Bill	1H13-J9W...	03/26/2025		Books & Materials	-59.88
Bill	13PJ-FKH...	03/31/2025		Teen Services Progra...	-43.47
Bill	1NC3-TFX...	04/01/2025		Books & Materials	-19.76
Bill	1J6R-HDP...	04/01/2025		Books & Materials	-173.03
Bill	1D3Q-D6Y...	04/02/2025		Readers Service Progr...	-44.08
Bill	1HX6-TDR...	04/02/2025		Library & Office Supplies	-27.77
Bill	1PFV-D7R...	04/02/2025		YS Programs (Children)	-31.16
Bill	1XDN-63D...	04/02/2025		YS Programs (Children)	-8.15
Bill	13JJ-GXLP...	04/02/2025		Books & Materials	-347.94
Bill	1YK1-PQC...	04/02/2025		Books & Materials	-53.25
Bill	1XJF-Y3V...	04/07/2025		Seed Library	-141.92
Bill	1VHQ-GQ...	04/07/2025		Seed Library	-19.69
Bill	1YPT-KN6...	04/08/2025		Books & Materials	-129.00
Bill	1LD6-JGD...	04/10/2025		Processing Supplies	-19.95
TOTAL					-3,859.34

Check	EFT	03/31/2025	ASI	Checking	
				Payroll Liabilities FSA	-4,171.30
TOTAL					-4,171.30

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Lawrence Public Library
Check Detail
March 18 through April 21, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	04/21/2025	ASI	Checking	
Bill	A00004412...	03/31/2025		Professional Fees	-64.00
TOTAL					-64.00
Bill Pmt -Check	29997	04/21/2025	Baker & Taylor, Inc.	Checking	
Bill	2038929335	03/17/2025		Books & Materials	-57.72
Bill	2038929336	03/17/2025		Processing Supplies	-1.02
Bill	2038952857	03/27/2025		Books & Materials	-87.89
Bill	2038952858	03/27/2025		Processing Supplies	-1.70
Bill	2038965762	04/01/2025		Books & Materials	-57.72
Bill	2038965763	04/01/2025		Processing Supplies	-1.02
TOTAL					-207.07
Bill Pmt -Check	91187	04/21/2025	bcDESIGNGROUP, LLC	Checking	
Bill	Interior De...	03/28/2025		Capital Improvement E...	-1,019.80
TOTAL					-1,019.80
Check	EFT	03/21/2025	Blue Cross and Blue Shield of...	Checking	
				Group Life Insurance	-1,102.80
TOTAL					-1,102.80
Check	EFT	03/21/2025	Blue Cross and Blue Shield of...	Checking	
				Health Insurance	-60,173.83
				Hospital & Cancer Plans	-232.56
TOTAL					-60,406.39
Bill Pmt -Check	91188	04/21/2025	Carey S. Thomas Library	Checking	
Bill	226384375	03/24/2025		Lost and Replacement...	-80.00
TOTAL					-80.00
Bill Pmt -Check	91189	04/21/2025	Center Point Large Print	Checking	
Bill	2154466	03/03/2025		Books & Materials	-135.70
TOTAL					-135.70

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04/14/25

Lawrence Public Library
Check Detail
March 18 through April 21, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29998	04/21/2025	Century Business Technologies	Checking	
Bill	753167	04/02/2025		IT Software & Subscrip...	-32.36
Bill	753168	04/02/2025		IT Software & Subscrip...	-167.14
Bill	753169	04/02/2025		IT Software & Subscrip...	-874.61
Bill	753843	04/08/2025		IT Software & Subscrip...	-217.05
TOTAL					-1,291.16
Bill Pmt -Check	91190	04/21/2025	Christine Johnson	Checking	
Bill	013050843...	03/11/2025		Lost and Replacement...	-39.99
TOTAL					-39.99
Bill Pmt -Check	91191	04/21/2025	CNA Surety	Checking	
Bill	060125	04/01/2025		Liability Insurance	-100.00
TOTAL					-100.00
Bill Pmt -Check	91192	04/21/2025	Control Service Company, Inc.	Checking	
Bill	16978	03/12/2025		Building Repairs & Mai...	-250.00
TOTAL					-250.00
Bill Pmt -Check	91193	04/21/2025	Cottin's Hardware & Rental	Checking	
Bill	MARCH 20...	03/31/2025		Building Repairs & Mai...	-107.77
TOTAL					-107.77
Bill Pmt -Check	29999	04/21/2025	Demco, Inc.	Checking	
Bill	7623459	03/26/2025		Processing Supplies	-534.53
Bill	7626648	04/02/2025		Summer Reading - ALL	-56.50
TOTAL					-591.03
Bill Pmt -Check	91194	04/21/2025	DHE Computer Systems, LLC	Checking	
Bill	INV-76913	03/31/2025		Operations	-559.84
TOTAL					-559.84
Bill Pmt -Check	91195	04/21/2025	Didgeridoo Down Under	Checking	
Bill	Summer R...	03/18/2025		Summer Reading - ALL	-800.00
TOTAL					-800.00

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04/14/25

Lawrence Public Library
Check Detail
March 18 through April 21, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91196	04/21/2025	EBSCO	Checking	
Bill	2504044	03/13/2025		Books & Materials	-519.75
TOTAL					-519.75
Check	EFT	03/21/2025	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,829.00
TOTAL					-2,829.00
Check	EFT	03/21/2025	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-683.00
TOTAL					-683.00
Check	EFT	04/04/2025	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Roth Plan	-683.00
TOTAL					-683.00
Check	EFT	04/04/2025	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-2,829.00
TOTAL					-2,829.00
Bill Pmt -Check	EFT	04/21/2025	Evergy	Checking	
Bill	March 2025	03/31/2025		Utilities - Electric	-7,422.88
TOTAL					-7,422.88
Bill Pmt -Check	91197	04/21/2025	Filmtools	Checking	
Bill	SI-8361272	03/31/2025		Processing Supplies	-368.00
TOTAL					-368.00
Bill Pmt -Check	91198	04/21/2025	Fisher Patterson Saylor & Smi...	Checking	
Bill	112304	03/17/2025		Professional Fees	-4,429.90
TOTAL					-4,429.90

11:51 AM
04/14/25

Lawrence Public Library
Check Detail
March 18 through April 21, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30000	04/21/2025	Gale/Cengage Learning	Checking	
Bill	86973523	03/05/2025		Books & Materials	-57.38
Bill	86979268	03/06/2025		Books & Materials	-25.89
Bill	86979847	03/06/2025		Books & Materials	-25.89
Bill	86987238	03/07/2025		Books & Materials	-25.89
Bill	87033595	03/17/2025		Books & Materials	-145.54
Bill	87055670	04/01/2025		Books & Materials	-81.87
Bill	87064637	04/01/2025		Books & Materials	-25.89
TOTAL					-388.35
Bill Pmt -Check	91199	04/21/2025	Gordon CPA	Checking	
Bill	359-24-1	03/31/2025		Accounting	-3,500.00
TOTAL					-3,500.00
Bill Pmt -Check	91200	04/21/2025	Hamco Kansas City, Inc.	Checking	
Bill	134324	03/11/2025		Library & Office Supplies	-749.50
TOTAL					-749.50
Bill Pmt -Check	30001	04/21/2025	Ingram Library Services	Checking	
Bill	86987006	03/07/2025		Books & Materials	-458.06
Bill	86987007	03/07/2025		Processing Supplies	-43.55
Bill	87038305	03/11/2025		Books & Materials	-412.60
Bill	87038306	03/11/2025		Processing Supplies	-46.16
Bill	87059760	03/12/2025		Books & Materials	-2,186.97
Bill	87066679	03/12/2025		Books & Materials	-59.96
Bill	87059761	03/12/2025		Processing Supplies	-236.74
Bill	87066680	03/12/2025		Processing Supplies	-1.00
Bill	87082705	03/13/2025		Books & Materials	-283.83
Bill	87082706	03/13/2025		Processing Supplies	-23.88
Bill	87103585	03/14/2025		Books & Materials	-434.50
Bill	87103586	03/14/2025		Processing Supplies	-43.36
Bill	87156868	03/18/2025		Books & Materials	-76.91
Bill	87156869	03/18/2025		Books & Materials	-1,015.24
Bill	87156870	03/18/2025		Processing Supplies	-133.64
Bill	87175279	03/19/2025		Books & Materials	-1,248.47
Bill	87175280	03/19/2025		Processing Supplies	-107.59
Bill	87197532	03/20/2025		Books & Materials	-321.34
Bill	87197534	03/20/2025		Books & Materials	-2,136.88
Bill	87197533	03/20/2025		Processing Supplies	-35.92
Bill	87197535	03/20/2025		Processing Supplies	-234.09
Bill	87222014	03/21/2025		Books & Materials	-632.57
Bill	87222015	03/21/2025		Processing Supplies	-57.17
Bill	87267402	03/25/2025		Books & Materials	-430.71
Bill	87276419	03/25/2025		Books & Materials	-1,108.57
Bill	87276421	03/25/2025		Books & Materials	-581.23
Bill	87267403	03/25/2025		Processing Supplies	-56.97
Bill	87276420	03/25/2025		Processing Supplies	-171.39
Bill	87276422	03/25/2025		Processing Supplies	-105.46
Bill	87290488	03/26/2025		Books & Materials	-111.63
Bill	87290489	03/26/2025		Books & Materials	-727.06
Bill	87290490	03/26/2025		Processing Supplies	-62.63

11:51 AM
04/14/25

Lawrence Public Library
Check Detail
March 18 through April 21, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill	87311282	03/27/2025		Books & Materials	-12.68
				Summer Reading - ALL	-725.01
Bill	87331604	03/28/2025		Processing Supplies	-213.96
Bill	87331606	03/28/2025		Processing Supplies	-1.75
Bill	87347718	03/30/2025		Processing Supplies	-1.00
Bill	87354561	03/31/2025		Processing Supplies	-33.88
Bill	87331603	04/01/2025		Books & Materials	-1,865.25
Bill	87331605	04/01/2025		Books & Materials	-102.53
Bill	87347717	04/01/2025		Books & Materials	-64.72
Bill	87354560	04/01/2025		Books & Materials	-362.08
Bill	87400916	04/02/2025		Books & Materials	-2,744.74
Bill	87400917	04/02/2025		Processing Supplies	-245.34
Bill	87422377	04/03/2025		Books & Materials	-333.11
Bill	87422378	04/03/2025		Processing Supplies	-30.89
Bill	87446870	04/04/2025		Summer Reading - ALL	-412.02
Bill	87446871	04/04/2025		Summer Reading - ALL	-1,112.38
Bill	87446872	04/04/2025		Processing Supplies	-106.06
TOTAL					-21,953.48
Bill Pmt -Check	91201	04/21/2025	Jayhawk Tropical Fish	Checking	
Bill	117210	04/01/2025		Aquarium Maintenance	-371.25
TOTAL					-371.25
Bill Pmt -Check	91202	04/21/2025	Jefferson County Public Library	Checking	
Bill	227864905	04/03/2025		Lost and Replacement...	-14.99
TOTAL					-14.99
Bill Pmt -Check	91203	04/21/2025	Jungle House	Checking	
Bill	1271	04/11/2025		Plant & Foliage Mainte...	-120.00
TOTAL					-120.00
Check	EFT	03/21/2025	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	EFT	04/04/2025	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Bill Pmt -Check	91204	04/21/2025	Kansas State University	Checking	
Bill	225962947	03/19/2025		Lost and Replacement...	-27.00
TOTAL					-27.00

11:51 AM
04/14/25

Lawrence Public Library
Check Detail
March 18 through April 21, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30002	04/21/2025	Kent Smith	Checking	
Bill	What Work...	03/28/2025		Information Services P...	-30.00
TOTAL					-30.00
Check	EFT	03/21/2025	KPERS	Checking	
				OGLI	-514.12
TOTAL					-514.12
Check	EFT	03/21/2025	KPERS	Checking	
				Retirees	-251.35
TOTAL					-251.35
Check	EFT	03/21/2025	KPERS	Checking	
				Company	-15,407.50
				KPERS Employee	-8,631.63
				KPERS Co	-0.01
TOTAL					-24,039.14
Check	EFT	04/04/2025	KPERS	Checking	
				Company	-15,368.41
				KPERS Employee	-8,609.75
				KPERS Co	0.01
TOTAL					-23,978.15
Check	EFT	04/04/2025	KPERS	Checking	
				Retirees	-250.18
TOTAL					-250.18
Bill Pmt -Check	91205	04/21/2025	LinkedIn Corporation	Checking	
Bill	101126928...	04/01/2025		Books & Materials	-13,125.00
TOTAL					-13,125.00
Bill Pmt -Check	91206	04/21/2025	Lucet	Checking	
Bill	INV-37385	04/01/2025		Block Grant	-1,600.00
TOTAL					-1,600.00

11:51 AM
04/14/25

Lawrence Public Library
Check Detail
March 18 through April 21, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91207	04/21/2025	Mad Science of Greater Kansa...	Checking	
Bill	WREG-169...	03/19/2025		Summer Reading - ALL	-439.00
TOTAL					-439.00
Check	29994	03/18/2025	Madd Hatter Photography	Checking	
				YS Programs (Children)	-250.00
TOTAL					-250.00
Bill Pmt -Check	EFT	04/21/2025	Midcontinent Communications	Checking	
Bill	157407601...	03/16/2025		Internet & Telephone	-608.81
TOTAL					-608.81
Bill Pmt -Check	30003	04/21/2025	Midwest Tape	Checking	
Bill	506850186	03/07/2025		Books & Materials	-567.24
Bill	506853582	03/07/2025		Books & Materials	-71.20
Bill	506853584	03/07/2025		Books & Materials	-450.89
Bill	506899650	03/17/2025		Books & Materials	-974.83
Bill	506899653	03/17/2025		Books & Materials	-199.95
Bill	506899652	03/17/2025		Books & Materials	-261.86
Bill	506899651	03/17/2025		Books & Materials	-95.98
Bill	506927464	03/24/2025		Books & Materials	-1,225.50
Bill	506927465	03/24/2025		Books & Materials	-52.99
Bill	506927466	03/24/2025		Books & Materials	-111.82
Bill	506927468	03/24/2025		Books & Materials	-101.95
Bill	506967182	03/31/2025		Processing Supplies	-233.80
Bill	506954484	04/01/2025		Books & Materials	-462.97
Bill	506954485	04/01/2025		Books & Materials	-17.99
Bill	506954486	04/01/2025		Books & Materials	-151.98
Bill	506954488	04/01/2025		Books & Materials	-94.46
Bill	506983034	04/03/2025		Books & Materials	-613.64
Bill	506983035	04/03/2025		Books & Materials	-44.99
Bill	506983036	04/03/2025		Books & Materials	-68.35
Bill	506983038	04/03/2025		Books & Materials	-59.27
TOTAL					-5,861.66
Bill Pmt -Check	30004	04/21/2025	OverDrive	Checking	
Bill	06809CO2...	03/01/2025		Books & Materials	-1,071.52
Bill	06809CO2...	03/01/2025		Books & Materials	-689.21
Bill	06809CO2...	03/01/2025		Books & Materials	-523.46
Bill	06809DA2...	03/01/2025		Books & Materials	-398.94
Bill	06809CO2...	03/01/2025		Books & Materials	-84.95
Bill	06809CO2...	03/01/2025		Books & Materials	-3,053.54
Bill	06809CO2...	03/01/2025		Books & Materials	-1,191.26
Bill	06809CO2...	03/01/2025		Books & Materials	-696.72
Bill	06809CO2...	03/01/2025		Books & Materials	-417.72
Bill	06809CO2...	03/01/2025		Books & Materials	-722.58
Bill	06809CO2...	03/01/2025		Books & Materials	-405.09
Bill	06809DA2...	03/01/2025		Books & Materials	-84.99

11:51 AM
04/14/25

Lawrence Public Library
Check Detail
March 18 through April 21, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill	06809DA2...	03/04/2025		Books & Materials	-650.39
Bill	06809CO2...	03/06/2025		Books & Materials	-4,689.51
Bill	06809CO2...	03/06/2025		Books & Materials	-1,728.42
Bill	06809CO2...	03/06/2025		Books & Materials	-436.15
Bill	06809CO2...	03/06/2025		Books & Materials	-361.97
Bill	06809CO2...	03/06/2025		Books & Materials	-650.37
Bill	06809CO2...	03/06/2025		Books & Materials	-537.36
Bill	06809DA2...	03/08/2025		Books & Materials	-35.96
Bill	06809DA2...	03/11/2025		Books & Materials	-194.18
Bill	06809DA2...	03/12/2025		Books & Materials	-29.99
Bill	06809CO2...	03/13/2025		Books & Materials	-3,723.58
Bill	06809CO2...	03/13/2025		Books & Materials	-432.16
Bill	06809CO2...	03/13/2025		Books & Materials	-14.00
Bill	06809CO2...	03/13/2025		Books & Materials	-79.87
Bill	06809CO2...	03/13/2025		Books & Materials	-272.88
Bill	06809CO2...	03/13/2025		Books & Materials	-1,504.50
Bill	06809DA2...	03/18/2025		Books & Materials	-870.87
Bill	06809CO2...	03/20/2025		Books & Materials	-985.46
Bill	06809CO2...	03/20/2025		Books & Materials	-1,111.88
Bill	06809CO2...	03/20/2025		Books & Materials	-543.33
Bill	06809CO2...	03/20/2025		Books & Materials	-863.74
Bill	06809DA2...	03/20/2025		Books & Materials	-237.47
Bill	06809CO2...	04/01/2025		Books & Materials	-3,145.58
Bill	06809CO2...	04/01/2025		Books & Materials	-1,835.91
Bill	06809DA2...	04/01/2025		Books & Materials	-122.50
Bill	06809CO2...	04/01/2025		Books & Materials	-1,456.64
Bill	06809CO2...	04/01/2025		Books & Materials	-2,809.06
Bill	06809CO2...	04/01/2025		Books & Materials	-859.78
Bill	06809CO2...	04/01/2025		Books & Materials	-502.89
Bill	06809CO2...	04/01/2025		Books & Materials	-222.94
Bill	06809CO2...	04/01/2025		Books & Materials	-530.73
Bill	06809CP2...	04/01/2025		Books & Materials	-308.84
Bill	06809CP2...	04/01/2025		Books & Materials	-825.57
Bill	06809DA2...	04/01/2025		Books & Materials	-1,670.61
Bill	06809CO2...	04/03/2025		Books & Materials	-292.66
Bill	06809CO2...	04/03/2025		Books & Materials	-47.36
Bill	06809CO2...	04/03/2025		Books & Materials	-370.43
Bill	06809CO2...	04/03/2025		Books & Materials	-453.47
Bill	06809CO2...	04/03/2025		Books & Materials	-510.82
Bill	06809CO2...	04/03/2025		Books & Materials	-3,179.96

TOTAL					-48,439.77
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Check	EFT	03/25/2025	Paycom	Checking	
				Payroll Taxes Employer	-39,056.96

TOTAL					-39,056.96
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Bill Pmt -Check	91208	04/21/2025	Playaway Products LLC	Checking	
Bill	492965	03/07/2025		Books & Materials	-830.15

TOTAL					-830.15
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11:51 AM
04/14/25

Lawrence Public Library
Check Detail
March 18 through April 21, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	91209	04/21/2025	Pur-O-Zone, Inc.	Checking	
Bill	911509	03/18/2025		Building Supplies	-518.69
TOTAL					-518.69
Bill Pmt -Check	30005	04/21/2025	Scholastic Inc.	Checking	
Bill	69958436	03/15/2025		Dr. Bob Program	-2,636.00
Bill	70728918	03/28/2025		Summer Reading - ALL	-6,326.54
TOTAL					-8,962.54
Check	29993	03/18/2025	Shiny Dreamers	Checking	
				YS Programs (Children)	-200.00
TOTAL					-200.00
Bill Pmt -Check	91210	04/21/2025	SirsiDynix	Checking	
Bill	INV18306	04/01/2025		Collections & Public S...	-1,440.00
TOTAL					-1,440.00
Bill Pmt -Check	91211	04/21/2025	Snap Promotions	Checking	
Bill	25032103	04/08/2025		Marketing-General	-654.80
TOTAL					-654.80
Bill Pmt -Check	91212	04/21/2025	St. Joseph Public Library	Checking	
Bill	20250311	04/08/2025		Lost and Replacement...	-28.00
TOTAL					-28.00
Bill Pmt -Check	91213	04/21/2025	StoneLion Puppet Theater	Checking	
Bill	Summer R...	03/20/2025		Summer Reading - ALL	-630.00
TOTAL					-630.00
Bill Pmt -Check	91214	04/21/2025	Sunflower Music Therapy	Checking	
Bill	1169	04/01/2025		Youth Services & Cigler	-195.00
TOTAL					-195.00
Bill Pmt -Check	91215	04/21/2025	The New York Times	Checking	
Bill	366C6C06...	03/09/2025		Books & Materials	-520.00
TOTAL					-520.00

11:51 AM
04/14/25

Lawrence Public Library
Check Detail
March 18 through April 21, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	04/21/2025	U.S. Bank - Mastercard	Checking	
Bill	MARCH 20...	04/01/2025		Allen, Brad - US Bank ...	-895.00
				Bergeron, J - US Bank...	-175.00
				Brune, G - US Bank C...	-70.51
				Kearns, H - US Bank ...	-3,112.45
				Kenn, P - US Bank CC...	-474.00
				Winsky, D - US Bank ...	-1,151.20
				Moore, M - US Bank C...	-1,595.37
				Cook, Jenny - US Ban...	-487.54
				Allen, K - US Bank CC...	-2,312.44
				Segraves, E - US Ban...	-772.05
				Winters, T - US Bank ...	-572.47
				Mathews, S - US Bank...	-555.00
				LeDosquet,M - US Ba...	-3,210.00
				Medina, Y - US Bank ...	-113.41
				MacKinnon,L - US Ban...	-1,014.11
				Valdivia,V - US Bank ...	-32.74
				Trickey, B - US Bank ...	-53.16
				Brumley, A - US Bank ...	-3,949.76
				Lockhart, M - US Bank...	-89.89
				Parks, H - US Bank C...	-1,129.84
TOTAL					-21,765.94
Bill Pmt -Check	91216	04/21/2025	Uline	Checking	
Bill	190709726	03/24/2025		Library & Office Supplies	-202.42
TOTAL					-202.42
Bill Pmt -Check	30006	04/21/2025	Unique Management Services	Checking	
Bill	6138113	04/01/2025		Professional Fees	-433.40
Bill	6138114	04/01/2025		Professional Fees	-167.27
TOTAL					-600.67
Bill Pmt -Check	EFT	04/21/2025	United Parcel Service	Checking	
Bill	0000506A...	04/05/2025		Postage & Mailing	-15.00
TOTAL					-15.00

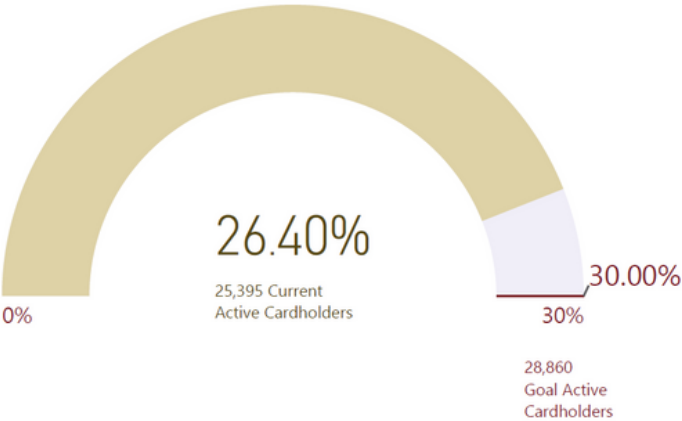
Mar 2025 LPL Progress Indicators

Net Promoter Score



% Active Cardholders

Active Cardholder Goal: 30% of Lawrence Population



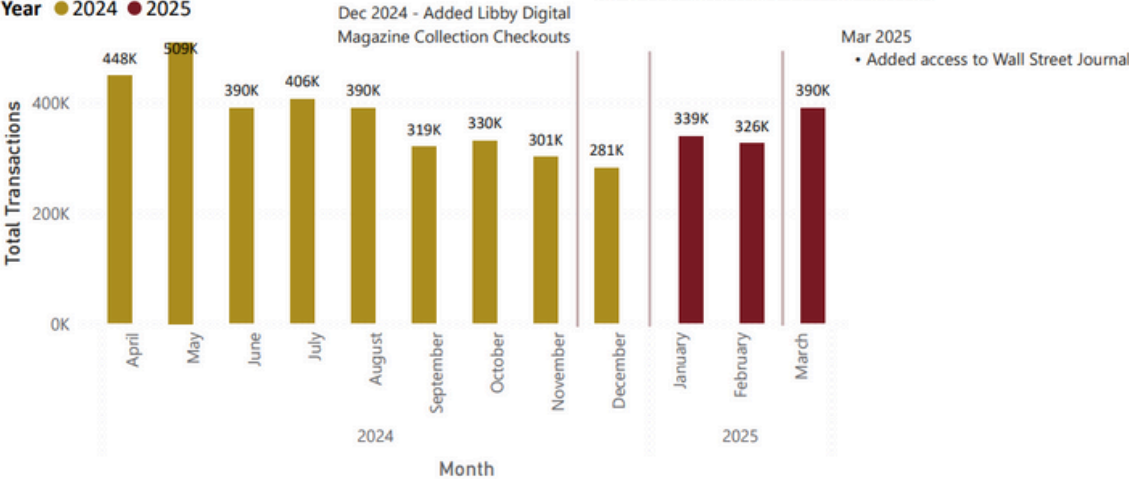
Lawrence Community Cardholders

96,207
Total Lawrence Population
26.40%
Current % Active
25,395
Total Active Lawrence Cardholders
28,860
Goal Active Lawrence Cardholders
3,465
Cardholders needed to meet goal

Library Use Index

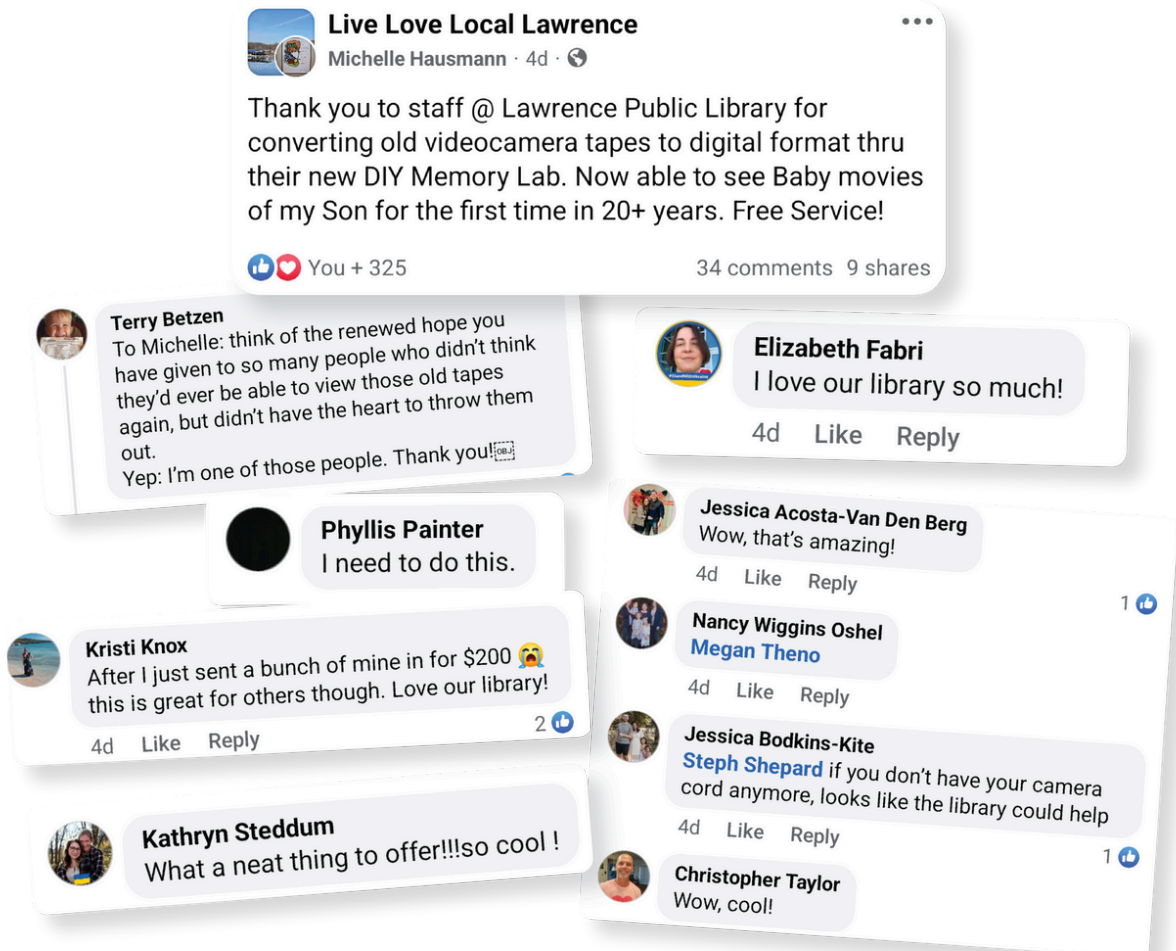
Trend of Total Library Transactions

Year ● 2024 ● 2025



Mar 2025 Highlights

People are talking about the new **DIY Memory Lab**



116

Attendees at Marla Day's
Kansas Humanities
presentation on Nelly Don,
the "Coco Chanel of Kansas"

Library Director Report for April 2025

It has been a busy month! Since my last report, the “Department of Government Efficiency” or DOGE has been working to eliminate both the Institute of Museum and Library Services (IMLS) and the National Endowment for the Humanities (NEH). These attacks on federal funding for libraries, museums, and the public humanities will have an impact on our library and an even more devastating effect on Humanities Kansas, our state humanities council on whose board of directors I have served for six years. It is still unclear what the future holds for IMLS and NEH, but without clear reversals implemented by Congress or the courts, it is the goal of our current President to eliminate these institutions as “wasteful government spending.”

It is disheartening to see these attacks on the only federal funding that supports important cultural institutions across our nation. Eliminating IMLS would result in a 30% reduction in our State Library’s budget. The State Library uses these funds for statewide electronic resources like article databases and the software that coordinates interlibrary loans throughout the state. It is hard to guess at the direct financial impact on our library, but with the elimination or reduction of these services we and so many other public, school, and academic libraries rely on, we will have to find another way to provide access to many of these services provided by the State Library for free to all Kansans.

I have spent a good deal of my time this month in meetings discussing these issues. I have been interviewed by the Lawrence Journal World and Lawrence Times about what the threats to IMLS and NEH mean to our library. I will be participating along with two other Kansas library directors in a Zoom meeting with Senator Jerry Moran’s office that was arranged by the Urban Libraries Council to discuss the impact the elimination of IMLS funding for our State Library would have on libraries throughout Kansas.

Also this month, Kevin Corcoran and I visited KPR as guests on the show 105 Live. We talked about our online music site, Kaw Valley Jukebox. The episode airs later this month.

Our space audit team met again with bcDesign Group to see their initial ideas for furniture and potential layouts for different areas around the library. We liked a lot of what they showed us and are headed in the right direction.

Respectfully submitted by Brad Allen, April 17, 2025

Monthly Departmental Reports

April 2025

ACCESS SERVICES

The lockers are coming in the last part of April. We expect delivery and initial installation in the week of the 28th. If all goes well they'll go live in early May.

We've officially switched all of our self check machines over to MK Solutions software.

Set up of our new library card registration form is nearing completion. We hope to switch over before the end of May.

The Data Team has hammered out some new KPIs. Pending discussion with the big leadership team, we're considering implementing this summer.

Circulation

Our new drop boxes at Sports Pavilion and Prairie Park Nature Center are installed and are already getting a little bit of use. It will most likely pick up when the new lockers are up and running. We've tweaked our pick up schedule to adjust for the added stops and so far everything seems to be working out. We'll see how everything goes during Summer Reading.

Collection Services

First and foremost, the Cataloging & Collection Development department has been renamed the Collection Services department. It's less of a mouthful and fits within the Access Services organization chart a little better. Nothing else has changed about the department.

On the Collection Development front, we're excited to get the digital version of The Wall Street Journal up and running. It's one more service that patrons would usually have to pay for themselves that can now be accessed on the Digital Library page of the website.

Monthly Departmental Reports

April 2025

Collections & Technology

Tricia worked on special projects for the library this month, including:

- testing the functionality and usability of the Paycom scheduling module; reported pros and cons of the product to Erica and Karen.
- drafting an Kansas Open Records Act (KORA) FAQ for library staff.
- working with Aaron and Jeff to draft a technology budget for 2026.
- meeting with Jim to discuss alternatives to the current process for producing signage for meeting rooms.

Information Technology

Sean, Aaron, and Jim attended the Computers in Libraries conference in Arlington, VA March 25-27. Conference notes and observations were shared with interested staff during a “Lunch and Learn” session on April 10. The primary uses of the conference were to emphasize the need to improve our cybersecurity posture and to enhance our testing and production uses of AI.

Aaron and Jeff attended the FBI & KU Cybersecurity conference on April 3 & 4. (Aaron could not attend the second day due to illness.) This is the third year for the conference and it continues to be an accessible and useful learning experience. The conference emphasizes the changing landscape of cybersecurity threats and our need to build out both our defenses and our playbook for responding in the event of an incident. Jeff and Aaron will continue to focus on identifying development paths for enhancing cybersecurity.

KnowBe4 has been selected as a staff cybersecurity awareness training and phish testing platform. Purchase of the platform has been approved and will proceed immediately before implementation. Targeting late May for implementation.

Aaron and Kim are working to support the roll out of the MK Solutions locker units, now expected to take place on April 28-30. Aaron is configuring FortiClient to establish persistent network connectivity for the locker units, as well as staff computers when used off site (on Dottie, on Book Van stops, during other outreach activities, and when staff otherwise work off site). The FortiClient product will also replace our current antivirus software on staff computers (ESET). It will also return telemetry from staff computers to our Fortinet Fabric for unified security threat monitoring and response (with ongoing analysis of logs handled through our Fortinet SOCaaS subscription).

Monthly Departmental Reports

April 2025

Aaron is working on testing and planning for transition from local Active Directory user and computer management to cloud hosted user and computer management via Microsoft Entra ID and Intune. A phased approach which will start with a subset of staff has been identified as the best approach and a timeline for implementation will be offered at the BLT meeting on April 24. In addition to modernizing our approach to user and computer management, this will finally unify Microsoft and Google accounts with Single Sign-On.

Outreach

Sarah is happy to report that due to the weather being more cooperative this month, the Outreach team has been out in (almost) full force. Tabling at events is where we've focused during poorer weather. It's lovely to have the book bike and Dottie out on the streets once again.

In planning news, Sarah and Karen Allen met with Boys and Girls Club and Parks and Rec representatives to set up Dottie stops during the summer. We hope to expand Summer Reading by introducing the program to kids who may not be able to get to the library otherwise.

Leadership Lawrence is just about to wrap up. Sarah has had a fulfilling year with The Chamber of Commerce and this program. A highlight of the last session was being able to visit with Traveling Nurses and Hospice. While there, Sarah and her group learned about the services provided and also helped plant and weed their memorial garden.

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications

Heather worked with Ian to get new signage designed and ordered for our new Book Drops as well as messaging to locker users about the installation schedule and what to expect. Heather worked with Jim on getting the Memory Lab signage up and ready for the ribbon-cutting. Select members of the Strategic Content Team met with Erica Reynolds from Bibliocommons to talk about our new team and the team roles and responsibilities Heather created. Erica loved it so

Monthly Departmental Reports

April 2025

much she's sharing it with other libraries!

Heather rode along with Sarah for an Outreach event at Peaslee Tech and spent time with adult English language learners. It was so cool to visit with people about their cultures and their immigration experiences using casual conversation. But also connecting them with library resources they weren't aware of, like Libby Magazines. She's also busy getting ready for Summer Reading decor and promotion planning, the Summer issue of the *Reader*, the annual Community Impact Report, and a new library card competition that will kick off this summer and end with some really cool card designs for National Library Card Sign-up Month in September.

Ben and Leah led the Q2 planning meeting for the Blog Team. Monthly blog performance continues to surpass last year's performance, and the blog schedule has been outlined through the end of the quarter (June). Ben and Leah also collaborated on Book Battle 2025, which collected ~1,000 votes from patrons and social media users over its five rounds of voting. Ben also worked on promotion for LPL Con alongside Heather, including organic social posts and running paid ads on Meta in the four weeks leading up to the Con. Ben also sent out a Google form to the Strategic Content Team to collect all the current content and processes the various departments are currently using to better align them going forward.

FACILITIES

Interviewing Custodial candidates with Erica (HR) and Veronica (Maintenance & Custodial), and we've had a great selection of folks to talk to. Many of the folks we've interviewed have mentioned how important they feel the library is to the community and how we have a "positive vibe", which is nice to hear.

Assisted with setup and tear down of LPLCon, which is a really big lift **but** Youth Services did an absolutely amazing job and worked so hard that it truly didn't feel like that big of a lift: really appreciate the YS Team.

Monthly Departmental Reports

April 2025

Met with folks to talk about carpet replacement options for the auditorium and beyond. Even though David has been doing a fantastic job working on carpet stains throughout the building, the carpet is also 11 years old and is really showing its age in places.

Maintenance & Custodial

We have promoted Sean Campbell to full-time Custodian, and are in the process of interviewing candidates to fill an opening for a part-time Custodial position. This past weekend, Facilities assisted Youth Services in transforming the Library for LPL Con. Kudos to everyone involved in putting together a well-attended event!

David is in the process of repainting walls in the Meeting Rooms, and will continue to touch-up areas that are needing some TLC.

Security

Spring is upon us and we've been seeing a lot of new faces around the library lately. Unfortunately, some of these new faces have been a bad influence on some of our regulars and there's been more chats lately about what is and isn't acceptable at the library. Fortunately the majority of the time the old ways still work: treat folks with respect and they'll treat you with respect.

HUMAN RESOURCES

We successfully hired two new Information Assistants. We will soon be interviewing for our Equity & Inclusion Coordinator and have received several promising applications. This position is part of the Human Resources department. Its main duties focus on facilitating training for staff and assessing gaps in learning, orchestrating all our internships and practicum opportunities, providing HR support throughout all stages of the employee lifecycle, as well as maintaining our inclusive culture.

The Big Leadership Team (BLT) attended a Change Management workshop offered through Peaslee Tech and led by Michael Machell. Erica also attended the monthly Jayhawk SHRM

Monthly Departmental Reports

April 2025

chapter meeting to see a presentation on avoiding injuries in the workplace and a webinar called Employee Life Cycle Stages: What They Need When They Need It.

PUBLIC SERVICES

Work of note for the last month for Public Services and Karen:

- Finessing Law Enforcement Visit Guidelines for staff
- Putting together a vinyl signage order for endcaps and staff-only areas
- Prepping and putting on LPL Con
- Prepping for Summer Reading
- Working on our furniture replacement plan and meeting with bcDesign Group
- Watched “Handling problem interactions with law enforcement” and LibMaps webinars

Information Services

It’s been a season of change and renewal for the Info Services team: this month we bid farewell to Adult Education Librarian Ellen Kearns, and we’ll soon be welcoming Ben Holt and Amanda Mills as Info Services Assistants. In other business, the team has been working to amp up the merchandising of the adult nonfiction collection by implementing the “windowing” strategy suggested by David Vinjamuri. We also wrapped up the spring Community Resource Guide update, and are currently recruiting presenters for this summer’s How-To Festival. Gabby was invited to participate in a panel discussion about health resource navigation at the recent LiveWell Summit hosted by LiveWell Douglas County. Melissa hosted a KU History class that came to learn about local history research resources. Jake coordinated two programs to celebrate the lunar eclipse: one with the Astronomy Associates of Lawrence, and one with Matt from Public Tech for a performance of the Pink Floyd/Wizard of Oz mashup known in pop culture as the “Dark Side of the Rainbow.” Ellen closed out her tenure at the library with a well-attended session exploring entrepreneurship for creatives led by the Mid-America Arts Alliance.

Public Technology

The Public Tech team has been busy supporting the new Memory Lab, answering questions, helping patrons get started with their sessions, and spreading the word. The feedback from

Monthly Departmental Reports

April 2025

users has been overwhelmingly positive. Patrons appreciate being able to digitize multiple formats at once in a comfortable environment. We are currently evaluating additional equipment such as ¼" reel to reel audio tape, 78 rpm record players, and DAT players at the request of patrons.

Jim, Sean, and Aaron recently returned from the Computers in Libraries conference in Washington DC where they learned about AI applications for libraries, network security best practices, and what makerspaces are doing around the country among other topics.

Readers' Services

Readers' had a Big Bookish month between Book Bundles and the Book Battle. Hundreds of patrons made brackets and voted for the biggest reads of last year, with three patrons brackets emerging victorious to win gift cards to The Raven. Staff had lots of fun talking with patrons about their choices.

Polli has been working with KU Libraries to discuss our connection to the Common Book and talking with leaders from The Commons and the Hall Center for the Humanities to collaborate on programming, both specific to the Common Book, but also in general to support books, authors, and reading throughout the year.

RS finally has our yearly Book Squad Goals available through Beanstack (thanks, Karen!) so patrons can access it there as well as fill out a paper form. We're excited for folks to have all of the lists we've made in support of each challenge right at people's fingertips. We're currently gearing up for summer reading and finalizing some of our Booktoberfest activities for this fall.

Youth Services

LPL Con was a huge success! Over 2,500 people came through the library for performances, a special storytime, lightsaber lessons, vendors, and more!

Our Summer Reading plans are nearly finalized and we have many fun events planned that tie into our "Color Our World" theme. We have numerous school visits planned to share all about Summer Reading with kids and teens.

Monthly Departmental Reports

April 2025

We have several new fish and a chocolate chip starfish in the salt water tank in the children's room. Kids and families are very excited about our new additions!

A catalog computer was added to the picture book room so families will be able to browse while in this area of the children's room.

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

Another Book Sale Success. The Friends & Foundation hosted its big spring book sale from April 10 to 13. LPLFF program coordinator Angela Hyde reports that it was one of the best sales ever. The weather gods cooperated, customers were happy, and our volunteers, as always, worked incredibly hard to make the sale a huge success. Annamarie will give you all the details at Monday's meeting.

Friends & Foundation Annual Meeting. Mark your calendars! The LPL Friends & Foundation's Annual Meeting happens on Saturday, May 3rd, 10 am in the library auditorium. Enjoy a light brunch as we say goodbye to some long-time board members, welcome new board members and officers, thank our wonderful volunteers (including the Mary Dalton Murphy Award winner!) and take a look back on all we accomplished in 2024. Hope to see you there.

2025 Beach Author. 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. This annual signature event is scheduled for Wednesday, June 11th at 7 pm at Liberty Hall. It will be held in connection with the library's "How To Festival" happening the previous weekend. In *Stolen Focus*, Hari takes a deep dive into why so many of us struggle to concentrate in today's world. He explores the impact of technology, stress, and modern life on our attention—and more importantly, what we can do to reclaim it. The evening will begin with a donor reception in the library auditorium, and will be followed by the program and book signing at Liberty Hall. Huge thanks to the Beach Edwards family and Evan Williams Catering for supporting this community program.

Local Business Support for the Friends & Foundation:

- Hallmark, Inc. has awarded a \$5000 grant to LPLFF to support LPL's digital library. This fund-a-need project for the 2025 After Hours at the Library fundraiser will provide supplemental funding for ebooks and audiobooks at the library. Their generous gift brings the total raised for the digital library to \$65,000.
- On Saturday, May 3rd, Crown Automotive will host a ["Salute to Local Authors"](#) in its event space at 31st and Iowa Streets from 10:30 am to 1 pm. Dottie will be there to showcase the library, along with multiple authors from the Lawrence and Kansas City region. The library and participating businesses will distribute "Crown Coins" in advance of the event which can be redeemed for a free book. Participating authors also will be selling and signing their books. All book sale proceeds will go to LPLFF and Lead to Read.
- A follow up: the Valentines Day "Breakfast for Dinner" fundraiser at Ladybird Diner raised \$800 for the Friends & Foundation. Thanks to Meg Heriford and so many members of the community who made this possible.

Request for Proposals (RFP)

Library Facilities Master Plan

1. Introduction

The Lawrence Public Library ("Library") is seeking proposals from qualified firms to develop a comprehensive Library Facilities Master Plan ("Plan"). The Plan will assess the current state of our library facilities, identify future needs, and recommend strategies to ensure our library continues to meet the evolving needs of our community.

2. Background

The Library serves a population of 95,000 residents. Our single location was built in 1972, then renovated and expanded in 2014. As our community demographics and technology use continue to evolve, we must ensure our library is positioned to adapt and offer the best possible services.

3. Project Scope of Work

The selected firm will be responsible for the following:

- **Assessment of Existing Facilities:** Conduct a comprehensive assessment of the current library building, including:
 - Building condition and accessibility
 - Space utilization and functionality
 - Technology infrastructure
 - Community needs and preferences
- **Community Engagement:** Develop and implement a robust community engagement plan to gather input from residents, stakeholders, and library staff.
- **Data Analysis:** Analyze demographic data, library usage statistics, and community feedback to identify trends and future needs.
- **Comparative Analysis:** Provide information that reviews public libraries in communities of similar population, comparable university towns, and/or other useful conditions for comparison.

- **Development of Master Plan:** Create a comprehensive Facilities Master Plan that includes:
 - Long-term vision for the library
 - Recommendations for optimizing existing facilities
 - Strategies for addressing space needs, including potential renovation, expansion, or new construction (branch locations)
 - Technology infrastructure recommendations
 - Phased implementation plan with cost estimates
 - Community comparative matrix

- **Public Presentation:** Present the final Master Plan to the Library Board and the community.

4. Qualifications

Qualified firms will possess the following experience and skills:

- Proven track record in developing library facilities master plans
- Experience working with public libraries and understanding their unique needs
- Expertise in architectural design, space planning, and accessibility
- Strong public engagement and communication skills
- Ability to collaborate effectively with a diverse team of stakeholders

5. Proposal Submission Requirements

Proposals should include the following information:

- Firm overview and qualifications
- Relevant project experience, including at least three references from previous library facilities master plan projects
- Proposed project team and their qualifications
- Approach to project methodology, including community engagement strategy
- Project timeline and estimated fees
- Five (5) copies of the proposal must be submitted to: Lawrence Public Library, 707 Vermont Street, Attn: Brad Allen, Library Director

6. Proposal Submission Deadline

Proposals must be received by May 30, 2025 at 5 pm.

7. Selection Process

A selection committee will review all proposals based on the established criteria. Shortlisted firms may be invited for presentations and interviews. The Library reserves the right to reject any or all proposals.

8. Contact Information

Questions regarding this RFP should be directed to Brad Allen at brad@lplks.org or (785) 843-3833.