

Lawrence Public Library Board of Trustees Regular Meeting
Monday, June 16, 2025 at 4:30 PM
Online Meeting: [Google Meet Link](#)

Introductions

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 May 2025
- Approve Treasurer's report for May 2025
- Approve bills for May 19, 2025 to June 16, 2025
- Receive statistical report for May 2025
- Approve Kansas Municipal Investment Pool Resolution

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: May 19, 2025

Time: 4:30 pm

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

Board Members Present:

James Pavisian (Chair), Alex Carvalho, Mandy Liebold, Ryann Tacha, Sean Hunt, Allison Friend Mazzei. Absent: Kelly Hart, Mayor Mike Dever

Staff Members Present:

Brad Allen, Kathleen Morgan, Karen Allen, Jon Ratzlaff, Erica Segraves, Aaron Brumley, Tricia Karlin.

Friends and Foundation (F&F) Members Present: Nancy Hambleton, Vice-chairperson.

Call to order

James called the meeting to order at 4:34 pm.

Director's Report

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

Statistical Report

Trustees applauded the fantastic turnout for the LPL Con event, as well as the high NPS monthly score of 86. A suggestion was made to report a trendline of NPS scores over time instead of reporting static numbers. Brad and the trustees discussed comments submitted with NPS surveys that note concerns about parking garage safety. They suggested strategies for working with the city (and/or independently) on improving user experience in the garage and other outdoor library spaces.

Welcome

James welcomed the new trustee, Sean Hunt, to the library board of trustees.

Executive Session

At 4:52 pm, James moved to go into an executive session to receive updates from legal counsel until 5:07 pm. Mandy seconded the motion. The motion passed.

Board members exited the executive session at 5:08 pm. No follow-up action items were required.

The public meeting resumed at 5:08 pm

Consent Agenda

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

Monthly Departmental Reports

None noted.

Friends & Foundation Director's Report

Board members had follow up questions about a trustee training opportunity sponsored by United for Libraries that was mentioned in the report.

Brad announced an upcoming trustee training event on June 7 sponsored by NEKLS. He noted that a quorum of board members is required to attend the NEKLS training to secure the library's accreditation. He said he would email the trustees with registration information.

Nancy Hambleton is the new Friends & Foundation Vice-Chair. She presented the report as per the written report in the board packet. She also noted new incoming Friends & Foundation board members: Cindy Penzler, Janie Marples, and Curtis Marsh. Mary Gage will serve another three-year term. In addition to Nancy Hambleton, these new officers were elected at the annual meeting: Annamarie Hill: Chair; Joan Golden Treasurer; Frankie Haynes: Secretary.

Ryann offered to work with Kathleen on a letter from the library board of trustees to outgoing Friends & Foundation board members to express appreciation to the latter for their work on behalf of the library.

New Business

- **Emergency Policy - Jon Ratzlaff, Facilities Manager**

Brad reviewed the updated emergency policy with the board of trustees.

- **KORA Policy and Procedure - Brad Allen, Library Director**

Brad reviewed the updates to the policy and procedure with the board of trustees.

● **2026 Budget Approval – ACTION ITEM - Brad Allen, Library Director**

Brad reviewed the proposed 2026 budget with the board of trustees. The draft budget is based on an estimated increase in property tax valuations of 5.06%, for an expected net revenue increase of \$312,000. Changes of note:

Revenues:

- Due to the uncertain future of the Institute of Museums and Libraries (IMLS), the \$25,000 usually budgeted for State Aid income was zeroed out.

Expenses:

- Advertising and Marketing expense line was zeroed out; these costs will now be covered solely with private funding.
- Employee benefits line increased to cover a health insurance rate hike of over 23%.
- Salaries & Wages increased to provide for a 3% step increase in the pay plan and a 0.5% COLA raise.
- Books & Materials line increased by \$10,000; less than desired but what was possible with current revenue.

Brad will send this draft to the budget office tomorrow. If property tax valuations are lower than estimated, the board will need to review an adjusted budget and vote again at their June meeting. The City approves the overall budget in July.

Brad and the trustees discussed possible adjustments to the budget should the valuations come in lower than estimated. They also discussed strategies for addressing rising health insurance costs.

Ryann moved to approve the budget. Mandy seconded the motion. The motion passed.

Old Business

- None presented.

Public Comment

- There were no public comments.

Adjournment

There being no other business, the meeting adjourned at 5:57 pm.

The next regular Board meeting will be held Monday, June 16, 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>May</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	1,663.23	1,766.35	1,671.39	9,430.73	\$25,000.00	37.72%
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	1,074.57	7,602.30	\$18,000.00	42.24%
Meeting Room Fees	583.49	1,141.55	487.18	693.91	448.25	3,354.38	\$5,000.00	67.09%
Interest	4,812.63	2,211.82	14,843.02	11,241.68	10,259.55	43,368.70	\$35,000.00	123.91%
Transfer from Capital Improvement						-	\$0.00	#DIV/0!
Donations- MISC	3,022.68	80.84	12.00	10.99	26.58	3,153.09	\$0.00	#DIV/0!
Total Revenues	11,750.69	3,653,424.75	81,981.32	192,706.73	13,480.34	3,953,343.83	\$6,858,000.00	58%

EXPENSES

Salaries & Wages	285,173.84	292,462.36	290,376.59	291,510.82	429,386.91	1,588,910.52	\$3,825,000.00	41.54%
Employee Benefits	46,843.38	46,042.94	46,656.41	46,642.42	68,629.72	254,814.87	\$713,000.00	35.74%
Payroll Taxes	50,728.36	52,917.89	91,328.02	53,031.46	45,100.77	293,106.50	\$700,000.00	41.87%
Utilities	10,451.91	10,473.48	7,422.88	6,760.57	7,038.45	42,147.29	\$100,000.00	42.15%
Building Supplies	1,342.34	1,814.07	1,112.62	1,387.90	2,071.07	7,728.00	\$20,000.00	38.64%
Building Repairs & Maintenance	9,247.18	3,114.14	1,263.01	11,833.95	825.35	26,283.63	\$75,000.00	35.04%
Library Supplies	2,169.48	1,975.17	1,525.99	574.45	505.62	6,750.71	\$25,000.00	27.00%
Books & Materials	35,895.55	78,540.80	65,560.12	78,593.99	58,213.72	316,804.18	\$850,000.00	37.27%
Processing Supplies	2,498.48	8,813.08	3,213.41	3,027.57	2,834.57	20,387.11	\$55,000.00	37.07%
Equipment		99.22			696.01	795.23	\$10,000.00	7.95%
Technology	83,140.87	7,577.55	7,696.23	5,256.52	28,220.17	131,891.34	350,000.00	37.68%
---Public Tech Supplies	(99.00)	(132.75)	20.31	94.19	(55.47)	(172.72)	\$1,000.00	-17.27%
---Operations	342.27	2,086.15	679.83	6.88	1,924.20	5,039.33	\$20,000.00	25.20%
---IT Software & Subscriptions	2,602.72	4,888.51	6,224.77	2,979.19	25,615.18	42,310.37	\$85,000.00	49.78%
---Internet & Telephone	898.15	735.64	771.32	736.26	736.26	3,877.63	\$19,000.00	20.41%
---Collections & Public Service	79,396.73		-	1,440.00		80,836.73	\$215,000.00	37.60%
---Support Operations Hardware							\$10,000.00	0.00%
Insurance	-	-	-	100.00	-	100.00	\$30,000.00	0.33%
Postage & Mailing	2,033.18	3,525.05	1,179.27	1,531.59	5,393.50	13,662.59	\$20,000.00	68.31%
Professional Development	1,721.46	6,387.80	887.86	255.62	2,611.06	11,863.80	\$30,000.00	39.55%
Book Van & Mileage	150.28	2,291.42	206.97	167.96	168.00	2,984.63	\$5,000.00	59.69%
Professional Fees	7,039.47	17,230.47	12,847.61	3,872.95	9,364.66	50,355.16	\$30,000.00	167.85%
Advertising & Marketing	870.99	274.05	2,444.36	2,302.71	614.90	6,507.01	\$20,000.00	32.54%
Capital Improvements		13,877.16	1,019.80		2,319.80	17,216.76	\$0.00	#DIV/0!
Miscellaneous	17.34	4.60	0.55	105.86	109.16	237.51	\$0.00	#DIV/0!
Total Expenses	539,324.11	547,421.25	534,741.70	506,956.34	664,103.44	2,792,546.84	\$6,858,000.00	41%

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	May	May	
	<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	\$ 671.30	\$ 38,450.57	\$ 471,184.91
YTD Income			\$	180,769.35
YTD Expense			\$	240,587.80

1. Balance Sheet

Lawrence Public Library

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	843,929.18
Checking	231,916.02
MIP Operating Funds	1,683,261.89
Total for Bank Accounts	\$2,759,107.09
Accounts Receivable	
Other Current Assets	
Petty Cash	300.00
Total for Other Current Assets	\$300.00
Total for Current Assets	\$2,759,407.09
Fixed Assets	
Other Assets	
Total for Assets	\$2,759,407.09
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	85,442.91
Total for Accounts Payable	\$85,442.91
Credit Cards	\$22,807.21
Other Current Liabilities	
Payroll Liabilities	0
Health Insurance	-11,517.73
Hospital & Cancer Plans	5.47
Payroll Liabilities FSA	-384.60
SUI	1,046.95
Total for Payroll Liabilities	-\$10,849.91
Total for Other Current Liabilities	-\$10,849.91
Total for Current Liabilities	\$97,400.21
Long-term Liabilities	
Total for Liabilities	\$97,400.21
Equity	
Retained Earnings	1,260,858.78
Net Income	1,100,512.88
Opening Bal Equity	300,635.22
Total for Equity	\$2,662,006.88
Total for Liabilities and Equity	\$2,759,407.09

2. Revenues & Expenses

Lawrence Public Library

May 2025

DISTRIBUTION ACCOUNT	TOTAL	
	MAY 1 - MAY 31 2025	JAN 1 - MAY 31 2025 (YTD)
Income		
Interest	0	0
Capital Improvement	2,644.65	10,846.41
Checking	7,614.90	32,522.29
Total for Interest	\$10,259.55	\$43,368.70
Lost and Replacement Fees	1,671.39	9,430.73
Meeting Room Rentals	448.25	3,354.38
Misc Income	26.58	3,153.09
Outside&Private Funding Income	0	\$69,007.37
Downhall Books	194.51	435.23
Merchandise Sales	476.79	1,720.15
Total for Outside&Private Funding Income	\$671.30	\$71,162.75
Photocopies & Printing	1,074.57	7,602.30
NEKLS		28,019.75
State& Federal Aid		35,396.56
Tax Fund		3,823,018.32
Total for Income	\$14,151.64	\$4,024,506.58
Cost of Goods Sold		
Gross Profit	\$14,151.64	\$4,024,506.58
Expenses		
Books & Materials	58,213.72	316,804.18
Building Repairs & Maintenance	825.35	26,283.63
Building Supplies	2,071.07	7,728.00
Capital Improvement Expenditure	2,319.80	17,216.76
Equipment	696.01	795.23
Library & Office Supplies	505.62	6,750.71
Marketing-General	614.90	6,507.01
Miscellaneous	109.16	237.51
.Outside & Private Funding	\$465.66	\$668.61
Friends & Foundation Funding	0	\$471.86
Aquarium Maintenance	390.88	2,500.51
Block Grant	200.00	-870.84
F&F Payroll	21,291.01	78,041.34
Kansas Health Foundation	100.00	250.00
Marketing	3,502.00	6,518.00
Memorials/Honor w/ Books GGIFT	22.70	-1,663.93
Memory Lab	193.27	18,970.44
Nancy Pat Staff Support (Crowe)	767.37	1,879.77
Program Expense	0	0
Information Services Programmin	625.00	1,732.80
Summer Reading - ALL	9,389.45	14,159.50
Teen Services Programming	48.84	1,360.98
Youth Services & Cigler	195.00	9,559.11
YS Programs (Children)	248.57	3,378.22

2. Revenues & Expenses

Lawrence Public Library

May 2025

DISTRIBUTION ACCOUNT	TOTAL	
	MAY 1 - MAY 31 2025	JAN 1 - MAY 31 2025 (YTD)
Public Tech Programming		550.00
Read Across Lawrence/Booktober		-888.00
Readers Service Programming		264.56
Total for Program Expense	\$10,506.86	\$30,117.17
Sound & Vision Miliken	1,476.48	-6,545.78
Dr. Bob Program		-364.00
Outreach/Coggins Fund		50.00
Plant & Foliage Maintenance		360.00
Rueff Fund		1,954.62
Seed Library		667.17
Seed Library (Native)		141.92
Sound & Vision Perez		-1,700.00
Total for Friends & Foundation Funding	\$38,450.57	\$130,778.25
Total for .Outside & Private Funding	\$38,916.23	\$131,446.86
Payroll Expenses	0	0
Employee Parking	-612.94	-2,363.43
Gross Wages	429,386.91	1,588,910.52
Group Life Insurance	1,513.41	6,621.24
Health Insurance	67,729.25	250,557.06
Total for Payroll Expenses	\$498,016.63	\$1,843,725.39
Payroll Taxes	0	0
KPERS Co	44,385.56	163,202.34
KPERS Co Retiree	254.76	2,273.93
Payroll Taxes Employer	460.45	127,630.23
Total for Payroll Taxes	\$45,100.77	\$293,106.50
Postage & Mailing	5,393.50	13,662.59
Processing Supplies	2,834.57	20,387.11
Professional Development	2,611.06	11,863.80
Professional Fees	\$6,364.66	\$43,855.16
Accounting	3,000.00	6,500.00
Total for Professional Fees	\$9,364.66	\$50,355.16
Technology	0	0
Internet & Telephone	736.26	3,877.63
IT Software & Subscriptions	25,615.18	42,310.37
Operations	1,924.20	5,039.33
Public Tech Supplies	-55.47	-172.72
Collections & Public Service		80,836.73
Total for Technology	\$28,220.17	\$131,891.34
Utilities - Electric	7,038.45	42,147.29
Vehicles, Mileage, Maintenance	168.00	2,984.63
Insurance	0	0
Liability Insurance		100.00
Total for Insurance	0	\$100.00

2. Revenues & Expenses

Lawrence Public Library

May 2025

DISTRIBUTION ACCOUNT	TOTAL	
	MAY 1 - MAY 31 2025	JAN 1 - MAY 31 2025 (YTD)
Total for Expenses	\$703,019.67	\$2,923,993.70
Net Operating Income	-\$688,868.03	\$1,100,512.88
Other Income		
Other Expenses		
Net Other Income	0	0
Net Income	-\$688,868.03	\$1,100,512.88

4. Vendor Balance Summary

Lawrence Public Library

As of June 16, 2025

VENDOR	TOTAL
Acco Brands	104.97
Alliance Entertainment	1,003.81
Amazon Capital Services, Inc	5,284.27
Amy Tankersley	50.00
Ann Dean	325.00
ASI	60.00
Baker & Taylor, Inc.	58.06
bcDESIGNGROUP, LLC	1,669.80
Becky Aldinger	38.33
Blue Cross and Blue Shield of Kansas Inc.	100.00
Bug Hounds, LLC	762.50
Cengage Learning	442.23
Center Point Large Print	135.70
Century Business Technologies	2,699.72
Cottin's Hardware & Rental	189.14
EBSCO	-857.72
EnvisionWare Inc.	1,778.38
Evergy	7,038.45
Fisher Patterson Sayler & Smith, LLP	9,587.50
Gordon CPA	3,000.00
Ingram Library Services	20,766.28
Jayhawk Tropical Fish	390.88
Jim Bost Plumbing LLC	636.21
LFK Press, LLC	4,054.00
Liz Pelly	200.00
Mainline Printing	3,502.00
Matthew Lord	300.00
MEI Total Elevator Solutions	979.38
Mid-America Library Alliance	4,862.00
Midco	573.74
Midwest Tape	3,620.67
OverDrive	29,325.63
Pur-O-Zone, Inc.	1,568.32
Scholastic Inc.	371.88
SMC CPR 1st Aid LLC	750.00
St. Louis County Library	27.99
Susan King	50.00
The Quipu Group LLC	15,500.00
Unique Management Services	629.04
United Parcel Service	15.00
U.S. Bank - Mastercard	24,031.26
TOTAL	\$145,624.42

5. Check Detail Report for Board

Lawrence Public Library

May 20-June 16, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
ASI				
72727				
Check		05/31/2025	Payroll Liabilities FSA	-1,450.31
Check		05/31/2025	Checking	-1,450.31
Total for 72727				-\$2,900.62
73010				
Bill Payment (Check)	EFT	06/16/2025	Accounts Payable	-60.00
Bill Payment (Check)	EFT	06/16/2025	Checking	-60.00
Total for 73010				-\$120.00
Total for ASI				-\$3,020.62
KPERs				
72728				
Check	EFT	05/30/2025	Retirees	-71.00
Check	EFT	05/30/2025	Checking	-71.00
Total for 72728				-\$142.00
72752				
Check	EFT	05/30/2025		-23,983.75
Check	EFT	05/30/2025	Checking	-15,372.03
Check	EFT	05/30/2025	Checking	-8,611.76
Check	EFT	05/30/2025	Checking	-0.04
Total for 72752				-\$47,967.58
Total for KPERs				-\$48,109.58
Empower Annuity Insurance Co.				
72729				
Check	EFT	05/30/2025	KPERs 457 Plan	-2,779.00
Check	EFT	05/30/2025	Checking	-2,779.00
Total for 72729				-\$5,558.00
72730				
Check	EFT	05/30/2025	KPERs 457 Roth Plan	-583.00
Check	EFT	05/30/2025	Checking	-583.00
Total for 72730				-\$1,166.00
Total for Empower Annuity Insurance Co.				-\$6,724.00
Everbgy				
73011				
Bill Payment (Check)	EFT	06/16/2025	Accounts Payable	-7,038.45
Bill Payment (Check)	EFT	06/16/2025	Checking	-7,038.45
Total for 73011				-\$14,076.90
Total for Everbgy				-\$14,076.90
Midco				
73012				
Bill Payment (Check)	EFT	06/16/2025	Accounts Payable	-573.74
Bill Payment (Check)	EFT	06/16/2025	Checking	-573.74
Total for 73012				-\$1,147.48

5. Check Detail Report for Board

Lawrence Public Library

May 20-June 16, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Midco				-\$1,147.48
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U.S. Bank - Mastercard				
73013				
Bill Payment (Check)	EFT	06/16/2025	Accounts Payable	-24,031.26
Bill Payment (Check)	EFT	06/16/2025	Checking	-24,031.26
Total for 73013				-\$48,062.52
Total for U.S. Bank - Mastercard				-\$48,062.52
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United Parcel Service				
73014				
Bill Payment (Check)	EFT	06/16/2025	Accounts Payable	-15.00
Bill Payment (Check)	EFT	06/16/2025	Checking	-15.00
Total for 73014				-\$30.00
Total for United Parcel Service				-\$30.00
<hr/>				
Susan King				
73049				
Bill Payment (Check)	91253	06/16/2025	Accounts Payable	-50.00
Bill Payment (Check)	91253	06/16/2025	Checking	-50.00
Total for 73049				-\$100.00
Total for Susan King				-\$100.00
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SMC CPR 1st Aid LLC				
73046				
Bill Payment (Check)	91252	06/16/2025	Accounts Payable	-750.00
Bill Payment (Check)	91252	06/16/2025	Checking	-750.00
Total for 73046				-\$1,500.00
Total for SMC CPR 1st Aid LLC				-\$1,500.00
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Scholastic Inc.				
73038				
Bill Payment (Check)	91251	06/16/2025	Accounts Payable	-371.88
Bill Payment (Check)	91251	06/16/2025	Checking	-371.88
Total for 73038				-\$743.76
Total for Scholastic Inc.				-\$743.76
<hr/>				
MEI Total Elevator Solutions				
73034				
Bill Payment (Check)	91250	06/16/2025	Accounts Payable	-979.38
Bill Payment (Check)	91250	06/16/2025	Checking	-979.38
Total for 73034				-\$1,958.76
Total for MEI Total Elevator Solutions				-\$1,958.76
<hr/>				
Mainline Printing				
73032				
Bill Payment (Check)	91249	06/16/2025	Accounts Payable	-3,502.00
Bill Payment (Check)	91249	06/16/2025	Checking	-3,502.00
Total for 73032				-\$7,004.00

5. Check Detail Report for Board

Lawrence Public Library

May 20-June 16, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Mainline Printing				-\$7,004.00
Liz Pelly				
73048				
Bill Payment (Check)	91248	06/16/2025	Accounts Payable	-200.00
Bill Payment (Check)	91248	06/16/2025	Checking	-200.00
Total for 73048				-\$400.00
Total for Liz Pelly				-\$400.00
LFK Press, LLC				
73043				
Bill Payment (Check)	91247	06/16/2025	Accounts Payable	-4,054.00
Bill Payment (Check)	91247	06/16/2025	Checking	-4,054.00
Total for 73043				-\$8,108.00
Total for LFK Press, LLC				-\$8,108.00
Jim Bost Plumbing LLC				
73041				
Bill Payment (Check)	91246	06/16/2025	Accounts Payable	-636.21
Bill Payment (Check)	91246	06/16/2025	Checking	-636.21
Total for 73041				-\$1,272.42
Total for Jim Bost Plumbing LLC				-\$1,272.42
Gordon CPA				
73040				
Bill Payment (Check)	91245	06/16/2025	Accounts Payable	-3,000.00
Bill Payment (Check)	91245	06/16/2025	Checking	-3,000.00
Total for 73040				-\$6,000.00
Total for Gordon CPA				-\$6,000.00
Fisher Patterson Sayler & Smith, LLP				
73039				
Bill Payment (Check)	91244	06/16/2025	Accounts Payable	-9,587.50
Bill Payment (Check)	91244	06/16/2025	Checking	-9,587.50
Total for 73039				-\$19,175.00
Total for Fisher Patterson Sayler & Smith, LLP				-\$19,175.00
EnvisionWare Inc.				
73037				
Bill Payment (Check)	91243	06/16/2025	Accounts Payable	-1,778.38
Bill Payment (Check)	91243	06/16/2025	Checking	-1,778.38
Total for 73037				-\$3,556.76
Total for EnvisionWare Inc.				-\$3,556.76
Cottin's Hardware & Rental				
73036				
Bill Payment (Check)	91242	06/16/2025	Accounts Payable	-189.14
Bill Payment (Check)	91242	06/16/2025	Checking	-189.14
Total for 73036				-\$378.28

5. Check Detail Report for Board

Lawrence Public Library

May 20-June 16, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Cottin's Hardware & Rental				-\$378.28
<hr/>				
Center Point Large Print				
73044				
Bill Payment (Check)	91241	06/16/2025	Accounts Payable	-135.70
Bill Payment (Check)	91241	06/16/2025	Checking	-135.70
Total for 73044				-\$271.40
Total for Center Point Large Print				-\$271.40
<hr/>				
Bug Hounds, LLC				
73035				
Bill Payment (Check)	91240	06/16/2025	Accounts Payable	-762.50
Bill Payment (Check)	91240	06/16/2025	Checking	-762.50
Total for 73035				-\$1,525.00
Total for Bug Hounds, LLC				-\$1,525.00
<hr/>				
Becky Aldinger				
73045				
Bill Payment (Check)	91239	06/16/2025	Accounts Payable	-38.33
Bill Payment (Check)	91239	06/16/2025	Checking	-38.33
Total for 73045				-\$76.66
Total for Becky Aldinger				-\$76.66
<hr/>				
bcDESIGNGROUP, LLC				
73033				
Bill Payment (Check)	91238	06/16/2025	Accounts Payable	-1,669.80
Bill Payment (Check)	91238	06/16/2025	Checking	-1,669.80
Total for 73033				-\$3,339.60
Total for bcDESIGNGROUP, LLC				-\$3,339.60
<hr/>				
Ann Dean				
73031				
Bill Payment (Check)	91237	06/16/2025	Accounts Payable	-325.00
Bill Payment (Check)	91237	06/16/2025	Checking	-325.00
Total for 73031				-\$650.00
Total for Ann Dean				-\$650.00
<hr/>				
Amy Tankersley				
73042				
Bill Payment (Check)	91236	06/16/2025	Accounts Payable	-50.00
Bill Payment (Check)	91236	06/16/2025	Checking	-50.00
Total for 73042				-\$100.00
Total for Amy Tankersley				-\$100.00
<hr/>				
Acco Brands				
73047				
Bill Payment (Check)	91235	06/16/2025	Accounts Payable	-104.97
Bill Payment (Check)	91235	06/16/2025	Checking	-104.97
Total for 73047				-\$209.94

5. Check Detail Report for Board

Lawrence Public Library

May 20-June 16, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Acco Brands				-\$209.94
Unique Management Services				
73026				
Bill Payment (Check)	30041	06/16/2025	Accounts Payable	-629.04
Bill Payment (Check)	30041	06/16/2025	Checking	-629.04
Total for 73026				-\$1,258.08
Total for Unique Management Services				-\$1,258.08
The Quipu Group LLC				
73019				
Bill Payment (Check)	30040	06/16/2025	Accounts Payable	-15,500.00
Bill Payment (Check)	30040	06/16/2025	Checking	-15,500.00
Total for 73019				-\$31,000.00
Total for The Quipu Group LLC				-\$31,000.00
St. Louis County Library				
73025				
Bill Payment (Check)	30039	06/16/2025	Accounts Payable	-27.99
Bill Payment (Check)	30039	06/16/2025	Checking	-27.99
Total for 73025				-\$55.98
Total for St. Louis County Library				-\$55.98
Pur-O-Zone, Inc.				
73028				
Bill Payment (Check)	30038	06/16/2025	Accounts Payable	-1,568.32
Bill Payment (Check)	30038	06/16/2025	Checking	-1,568.32
Total for 73028				-\$3,136.64
Total for Pur-O-Zone, Inc.				-\$3,136.64
OverDrive				
73018				
Bill Payment (Check)	30037	06/16/2025	Accounts Payable	-29,325.63
Bill Payment (Check)	30037	06/16/2025	Checking	-29,325.63
Total for 73018				-\$58,651.26
Total for OverDrive				-\$58,651.26
Midwest Tape				
73017				
Bill Payment (Check)	30036	06/16/2025	Accounts Payable	-3,620.67
Bill Payment (Check)	30036	06/16/2025	Checking	-3,620.67
Total for 73017				-\$7,241.34
Total for Midwest Tape				-\$7,241.34
Mid-America Library Alliance				
73021				
Bill Payment (Check)	30035	06/16/2025	Accounts Payable	-4,862.00
Bill Payment (Check)	30035	06/16/2025	Checking	-4,862.00
Total for 73021				-\$9,724.00

5. Check Detail Report for Board

Lawrence Public Library

May 20-June 16, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Mid-America Library Alliance				-\$9,724.00
Matthew Lord				
73027				
Bill Payment (Check)	30034	06/16/2025	Accounts Payable	-300.00
Bill Payment (Check)	30034	06/16/2025	Checking	-300.00
Total for 73027				-\$600.00
Total for Matthew Lord				-\$600.00
Jayhawk Tropical Fish				
73020				
Bill Payment (Check)	30033	06/16/2025	Accounts Payable	-390.88
Bill Payment (Check)	30033	06/16/2025	Checking	-390.88
Total for 73020				-\$781.76
Total for Jayhawk Tropical Fish				-\$781.76
Ingram Library Services				
73022				
Bill Payment (Check)	30032	06/16/2025	Accounts Payable	-20,766.28
Bill Payment (Check)	30032	06/16/2025	Checking	-20,766.28
Total for 73022				-\$41,532.56
Total for Ingram Library Services				-\$41,532.56
Century Business Technologies				
73015				
Bill Payment (Check)	30031	06/16/2025	Accounts Payable	-2,699.72
Bill Payment (Check)	30031	06/16/2025	Checking	-2,699.72
Total for 73015				-\$5,399.44
Total for Century Business Technologies				-\$5,399.44
Cengage Learning				
73016				
Bill Payment (Check)	30030	06/16/2025	Accounts Payable	-442.23
Bill Payment (Check)	30030	06/16/2025	Checking	-442.23
Total for 73016				-\$884.46
Total for Cengage Learning				-\$884.46
Blue Cross and Blue Shield of Kansas Inc.				
73029				
Bill Payment (Check)	30029	06/16/2025	Accounts Payable	-100.00
Bill Payment (Check)	30029	06/16/2025	Checking	-100.00
Total for 73029				-\$200.00
Total for Blue Cross and Blue Shield of Kansas Inc.				-\$200.00
Baker & Taylor, Inc.				
73024				
Bill Payment (Check)	30028	06/16/2025	Accounts Payable	-58.06
Bill Payment (Check)	30028	06/16/2025	Checking	-58.06
Total for 73024				-\$116.12

5. Check Detail Report for Board

Lawrence Public Library

May 20-June 16, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Baker & Taylor, Inc.				-\$116.12
Amazon Capital Services, Inc				
73030				
Bill Payment (Check)	30027	06/16/2025	Accounts Payable	-5,284.27
Bill Payment (Check)	30027	06/16/2025	Checking	-5,284.27
Total for 73030				-\$10,568.54
Total for Amazon Capital Services, Inc				-\$10,568.54
Alliance Entertainment				
73023				
Bill Payment (Check)	30026	06/16/2025	Accounts Payable	-1,003.81
Bill Payment (Check)	30026	06/16/2025	Checking	-1,003.81
Total for 73023				-\$2,007.62
Total for Alliance Entertainment				-\$2,007.62
TOTAL				-\$350,698.48

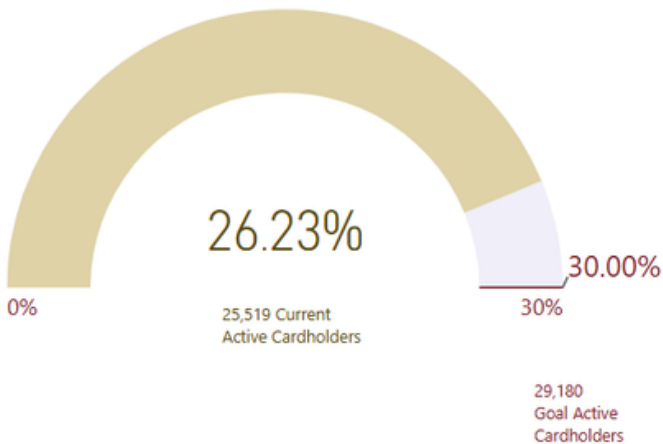
May 2025 LPL Progress Indicators

Net Promoter Score



% Active Cardholders

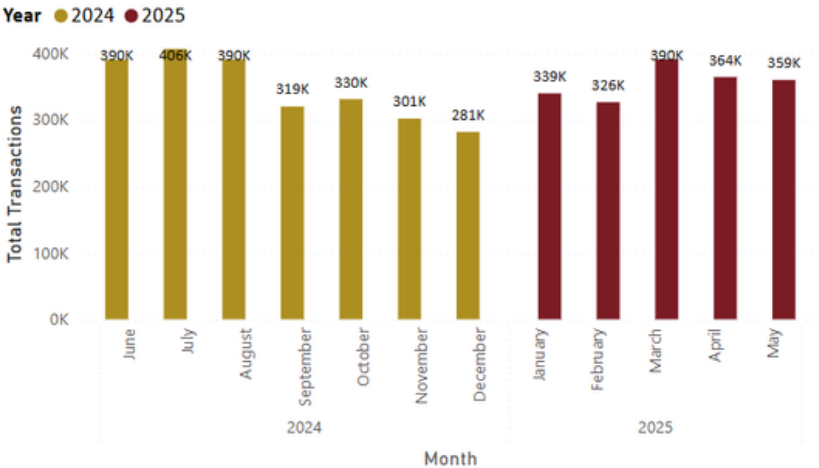
Active Cardholder Goal: 30% of Lawrence Population
Cardholders Active in the last 12 months



Lawrence Community Cardholders	
97,271	Total Lawrence Population
26.23%	Current % Active
25,519	Total Active Lawrence Cardholders
29,180	Goal Active Lawrence Cardholders
3,661	Cardholders needed to meet goal

Library Use Index

Trend of Total Library Transactions



May 2025 Highlights



Photo by Ann Dean

650

Attendees at the LPL Summer Reading Messtival on May 22

26

Attendees at the
Foraging & Eating
Invasive Species
program



Library Director Report for June 2025

I attended the Urban Libraries Council CEO Roundtable at the beginning of June. I look forward to ULC events very much, and it was definitely the highlight of the month for me. Over 60 library directors from the US and Canada convened in Toronto for two days of learning and discussion. Sessions covered social impact, social connection, and civil discourse.

Toronto Public Library has recently released a social impact study the findings of which they shared. It is a groundbreaking approach to measuring impact rather than metrics. They are encouraging other libraries to replicate their study to aggregate more data on social impact in other communities. It is definitely worth considering whether we have the capacity to participate in this kind of research.

Another central topic is the reality of increasing social isolation. As trusted civic institutions, public libraries are well positioned to combat social isolation and promote civil discourse. Toronto Public Library presented the new ways they are integrating “pre-shows” into their programming giving attendees the opportunity to mingle and connect prior to a lecture. It’s almost a riff on how we integrate crafts into kids’ storytimes. It can be resource intensive but it provides a full evening for folks attending and deeper community connections.

The other key topic covered was how to cultivate civil discourse in an increasingly divisive world. Many factors contribute to the erosion of civil discourse, and the presenter offered methods to help contribute to helping people have difficult conversations about things on which they may disagree.

I have been transcribing my notes and thinking deeply about how I can apply what I learned here in Lawrence, and what ideas would align with our current mission and strategic plan. It was an inspiring and invigorating few days.

In addition to the roundtable, I have a few other things to report. Human Resources had our legal counsel review our Employee Handbook, and they recommended a few updates. Erica details the changes in her departmental report below. On June 5, I served as a panelist in a BiblioCommons webinar called “Funding the Future: Strategic Investments in Digital Library Experiences.” The next day, I was one of several staff who attended a demo of BiblioCommons library app which I think has potential to be very useful for us to implement. Lastly, I was able to take a few days off for a quick trip with my daughter to Southeast Kansas. I finally saw Big Brutus. It’s HUGE!

Respectfully submitted by Brad Allen, June 11, 2025

Monthly Departmental Reports

June 2025

ACCESS SERVICES

As Ian notes below, we've been working through some software issues with the new lockers. At this point we think the issue has been resolved, but we'll know for sure as more patrons use the system. We're switching to a new self registration system in June. The new system will allow us to automatically verify patron address information and issue a card remotely that will immediately work for digital borrowing.

Circulation

Our new lockers have had some software hiccups that we're working through with the help of MK Solutions (and Jeff, Kim, and Aaron of course). Despite those issues, we are seeing a lot of patron interest at the Sports Pavilion locker in particular.

As expected, Hy-Vee remains the most popular pick up location, regularly filling up all 56 compartments. Currently, a patron's wait time to receive holds has been reduced from about a week to just a couple of days. We're hoping that once we get into the swing of things, the new normal will be a 24-48 hour turnaround.

Apart from locker updates (and the digital card stuff Jeff mentioned above), the biggest change to the department is that Winter St. Clair is moving out of state. She started subbing at the library earlier this year and has been regularly helping us out on Saturdays for the past couple of months. We will miss her, but wish her well!

Collection Services

The Collection Services department is in the early stages of planning an inventory of the Library's collection. This fits with the general trend of us trying to clean up our departmental reports and documents. Spring cleaning is transitioning into Summer cleaning.

Cataloging is looking into changing up where some of the Library's supplies come from to see if there's the possibility of saving the Library some money.

Monthly Departmental Reports

June 2025

Other than those items, the department is running smoothly as usual.

Collections & Technology

Tricia trained Jeff on how to run some of the library's statistical reports and continues to document her job duties.

Tricia drafted a survey that will be sent to staff to help library leadership assess awareness level and usage of AI tools at the library.

Information Technology

Kim assisted Jeff in rolling out the new eCard service from Quipu which became accessible to the public on 6/9.

Aaron and Kim continue to support the new locker systems. Troubleshooting several early problems with support from mk Solutions. Remote access to the locker units has been added with a new subscription to RemotePC.

Sean and Aaron continue to develop the configuration of our Microsoft 365 tenant for cloud user and device management. New laptops managed under the new Microsoft licensing are in the process of being assigned and distributed to staff.

Outreach

Sarah and Heather partnered up to chat about the library with the folks at the Monarch Watch Fundraiser on May 10th. They had 275 people visit their table and gave out 118 free books to children. It was almost twice the amount of people expected to visit.

Terese and Sarah had their last visit to the Adult Learning Center (until the fall). This has been such a highlight of the month, every month. They were sad to say goodbye for the summer!

In further summer news, Sarah also parked Dottie out front of the library to help kick off Summer Reading at the Messtival. The bubble machine, sidewalk chalk, and of course the

Monthly Departmental Reports

June 2025

opportunity to check out items outside, were a huge draw. A patron shared with Sarah that her daughter's preschool class plays a game called "Dottie." The game consists of the kids taking turns riding a tricycle around the classroom and dropping off books to their classmates. Doesn't get much more rewarding than that!

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

Ben and Heather have been working on promoting major upcoming events, including the Summer Reading Kickoff Party: Messtival, the How-To Festival, and the Beach Author Series: An Evening with Johann Hari. They created and ran digital ads on Meta and on the Lawrence Times website, commissioned blogs from library staff ("How To Keep Learning" for the How-To Festival and "Stolen Focus: Why Johann Hari's Message Matters More Than Ever" for the Beach Author event), and published social media posts and stories promoting each of the events.

Within the blog team, Ben developed a new system for efficiently collecting blog analytics and created a dashboard for the most relevant analytics in Looker Studio. They hope to apply a similar system to social media analytics to streamline that process going forward.

Heather and Ben are also looking into new QR code options since the library has been reaching the monthly bit.ly limit more frequently. They're looking into using UTM Parameters to track free QR codes for bigger events and campaigns going forward. They have also been working on updating existing email drip campaigns and creating new ones to regularly remind library patrons of the myriad ways they can use the library without spamming their emails and limiting the amount of repeat email content each patron will see.

FACILITIES

Monthly Departmental Reports

June 2025

The second quarter Bed Bug inspection went great! Cocoa & Finndy gave everything a good sniffin' and there were only 2 alerts, which were both in furniture. This shows how good a job our Circulation department and our Friends & Foundation volunteers do in checking materials when they come into the library, and we are very grateful for it.

We made it through the Summer Reading Kickoff and from a Facilities standpoint it went really well. The Youth Services department stepped up in a big way and the extra help from other staff (Erica, Heather, Kathleen, Polli, Scott, and Veronica) was huge.

Maintenance & Custodial

David worked very hard to take the walls in Karen's office (Public Services) from the damaged aftermath of removing a whiteboard and sound damping panels (why did these need 18 billion staples?!?) to nice, smooth white walls.

Summer programs are already in full swing and that means lots of auditorium change overs, but we are handling it well. Now to figure out how to get the smell of curry out of the room faster...

Security

The team attended a CPR training that also covered AEDs, naloxone use, basic first aid, and other random questions we had. After that training, we decided to upgrade our CPR masks to something easier to use.

Jon (Facilities) had an impromptu meeting with Brad Harrell (Parking) and got to talk more about safety concerns in the Vermont St. parking garage.

HUMAN RESOURCES

We are currently interviewing for our Adult Education Specialist and have many strong candidates interested in promoting adult literacy, job skills, and entrepreneurship at the library.

Monthly Departmental Reports

June 2025

Our handbook was recently audited by our lawyer to follow best practices. The handbook is in good shape. Erica incorporated the lawyer's suggestions, added a few new additions and edits, gained approval from Brad, and shared them with SLT, BLT, and the staff. She arranged a CPR course that all Security staff attended as well as self-selected Persons in Charge (PICS). It covered first aid, CPR, administering Narcan, and using our AED machine. Erica also coordinated a Masterful Meetings training for BLT where two Topeka & Shawnee County Public Library staff presented tips and tricks for holding efficient and productive meetings.

PUBLIC SERVICES

Summer Reading is in full swing, and prize distribution has started. It's great to see all of our patrons excited to reap the rewards of their reading. The public services team hits the highlights of the fantastic programs happening this summer below. Behind the scenes, we are working on finessing our work to reach our KPI goals, plugging away on our furniture/space project with bcDesign, testing out staff scheduling software, interviewing for the Info Services Adult Education Specialist position, and onboarding a new crew of teen volunteers for the summer.

Information Services

This month a highlight for the Info Services team was preparing for and hosting the How-To Festival. Our eighth year was a huge success with over 30 presenters and 715 community members coming through the doors. Kudos to the whole team for making this amazing event happen! Other highlights this month include a new peer support office hour program coordinated by Gabby with Alive, Inc., the launch of a summer cohort of the Ice House Entrepreneurship Program with the KU SBDC, and Terese and Ben joined forces with Sarah and Dottie to bring a container gardening workshop to the Edgewood farmer's market.

Public Technology

The main focus of the Public Tech Department has been the continued refinement of the Memory Lab. The Bookeye scanner has continued to see increased use, and we have been working on repairing our Digital8 tape deck, upgrading our audio cassette deck, purchasing a new photo album scanner, and creating user guides. We've also improved the website for all the

Monthly Departmental Reports

June 2025

SOUND+VISION spaces to hopefully create a more informative, smooth booking process. In computer lab news, we installed a new public printer! The new unit is faster, more reliable, and will require less frequent toner replacements. All together, it is a big upgrade and will make the printing process smoother for patrons and staff. J. Little and Matt Pelsma have been on vacation the majority of the past month, so we're glad to have them back assisting customers.

Readers' Services

This year, RS made a stretch goal to have 1500 adult summer reading finishers. Just three weeks into the summer, we have over 1100 registrations and over 100 finishers! We are excited to find fun and effective ways to interest our regular patrons, but also get new folks fired up about reading. We created a floral display next to the Book Help desk to give people some extra incentive to help us "grow" out finishers! Next up we have our Books & Bagels program this weekend, Tea & Tales author event at the end of the month, and then we will spend a good part of the summer getting the "fiddly bits" worked out so we can be ready to start promoting Booktoberfest at the end of August. Phew!

Youth Services

Summer Reading in Youth Services is off to an amazing start! We had 650 people attend our Summer Reading Kickoff Party "Messtival" and had glowing reviews from patrons. People were excited to tie dye t-shirts, make shaving cream marbled art prints, dance with a ribbon wand, grab a cookie from Eileen's, hear incredible music DJ-ed by KJHK, and more! Additionally, we've had great attendance at our children's events, including storytimes, Stone Lion Puppet Theater performance of the Little Red Hen's Garden, Dance Party for Littles, Imaginarium, and Wednesday Wonders. Teen events have had strong attendance as well, including: Just Food's Level Up cooking class series inspired by videogames! Fun Stuff Fridays has a lot to offer teens each week from 2-4 PM and features Engineering Day, Laser Tag, and a Writing Workshop with local author Natalie C. Parker.

We have a few new (and one returning) faces in Youth Services. Anita Patel has returned part time for the summer! Anita will help cover desk shifts and help with the Last Bash Multicultural Festival, which she helped to plan and put on in 2024. Another great addition to our summer team are the Teen Summer Reading Interns. This year Ebi Hegeman, Henry Farthing, and Maria

Monthly Departmental Reports

June 2025

Mosconi are part of this paid summer internship program. Each intern is paired with a librarian and helps with their programs, packages Summer Reading prizes, shelves books, puts up Summer Reading finisher nametags on our big display, and more.

LPL Friends & Foundation Director's Report – June 12, 2025

Second Saturday Book Sale. The first Friends & Foundation summer Second Saturday Book Sales happens on June 14th from 10 am to 4 pm. This is your chance to pick up some great reads so you can complete the Summer Reading Challenge and win fabulous prizes! Annamarie will give a full report on the results at Monday's meeting.

Altrusa International Grant. The Friends & Foundation has been awarded a \$2,500 grant through the Lawrence chapter of Altrusa International to support giveaway books. The funds will be used in the coming year to purchase multiple copies of *Little Nita's Big Idea* by Anna Bardaus, the Kansas Reads to Preschoolers selection, along with other books to be distributed free to kids and teens through Dottie and the library. In addition to the grant, Altrusa has also pledged volunteer support for library programs.

Beach Author. On Wednesday, June 11, the library hosted Johann Hari as its Beach Author. Hari traveled from his home in London to give an entertaining and informative presentation of his book, *Stolen Focus: Why You Can't Pay Attention – and How to Think Deeply Again*. More than 300 people attended the program at Liberty Hall. Hari is the 8th author that the library has hosted in the series. This annual author series began in 2014 thanks to a generous grant from the Ross and Marianna Beach Foundation, together with matching funds from the National Endowment for the Humanities. This lasting gift enables Lawrence Public Library to bring a celebrated author to Lawrence every year. The Friends & Foundation is so very grateful to the Beach family for making it all possible.



Gift Planning Workshop. On Tuesday, June 10th, I attended the "Gift Planning 101" conference hosted by the Mid-America Charitable Gift Planners at the Kauffman Foundation in Kansas City. Fundraisers from across the region gathered to explore strategies for encouraging estate gifts. Highlights included sessions on marketing campaigns and a compelling donor panel sharing their motivations for making planned gifts. As the Friends & Foundation works toward increasing planned gifts in 2025, this workshop offered a valuable foundation to help achieve that goal.

Creating an Alternative to the *Reader*. After careful consideration, the LPL marketing team has decided to shift the *Reader* magazine to an annual summer publication. For the past six years, the Friends & Foundation has mailed the *Reader* quarterly to donors and active volunteers to keep them engaged with the library. In response to this change, the Friends & Foundation board is exploring a new print piece for donors and volunteers to share updates on major library projects and events. A task force of board members, volunteers, and staff will meet in late June, with the goal of mailing the first issue in late August or early September.

**STATE OF KANSAS
MUNICIPAL INVESTMENT POOL**

Resolution

WHEREAS, the undersigned is a municipality (the "Depositor"), as defined in K.S.A. 12-1675, as amended, and from time to time has funds on hand in excess of current needs, and

WHEREAS, it is the best interest of the Depositor and its inhabitants to invest funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

WHEREAS, the Pooled Money Investment Board (the "PMIB"), operates the Municipal Investment Pool (MIP), a public funds investment pool, pursuant to Chapter 254 of the *1996 Session Laws of Kansas*, and amendments thereto

NOW THEREFORE, be it resolved as follows:

1. The municipality designated below approves the establishment of an account in its name in the MIP for the purpose of transmitting funds for investment, subject to the MIP Participation Policy adopted by the Pooled Money Investment Board, and municipality acknowledges it has received a current copy of such Participation Policy. The Depositor's taxpayer identification number assigned by the Internal Revenue Service is 48-6033699 .

2. The following individuals, whose signatures appear directly below, are officers or employees of the Depositor and are each hereby authorized to transfer funds for investment in the MIP and are each authorized to withdraw funds, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of funds:

Name (print or type) Brad Allen	Name (print or type) Mary Ann LeDosquet	
Signature	Signature	
Title Executive Director	Title Accountant	
Name (print or type) James Pavisian	Name (print or type) Mandy Leibold	
Signature	Signature	
Title Board of Trustees Chair	Title Board of Trustees Vice Chair	
3. Depositor Contact:		
Name (print or type) Brad Allen	Email ballen@lplks.org	
Title Executive Director	Phone 785-843-3833 ext 102	
Street Address 707 Vermont St	Fax	
City Lawrence	State Kansas	ZIP 66044

Section 2, additional individual:

Name: Allison Friend Mazzei

Signature: _____

Title: Board of Trustees Secretary/Treasurer

4. This Resolution and its authorization shall continue in full force and effect until amended or revoked by the Depositor and until the PMIB receives a copy of any such amendment or revocation, the PMIB is entitled to rely on same.

This resolution is hereby introduced and adopted by the Depositor at its regular/special meeting held on
June 16, 2025 _____ (date).

Municipality Name (print or type) Lawrence Public Library

Name (print or type)

Signature

Title

Date

Attest:

Name (print or type)

Signature

Title

Date

Note: Original signatures are required.