

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, July 21, 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 June 2025
- Approve Treasurer's report for June 2025
- Approve bills for June 16, 2025 to July 21, 2025
- Receive statistical report for June 2025

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Volunteer Policy – **ACTION ITEM**  
Logan Isaman, Volunteer Coordinator
- Library Master Plan Expense Approval – **ACTION ITEM**  
Brad Allen, Library Director

Public Comment

Adjournment

**DRAFT**

**Lawrence Public Library**

**Regular Board Meeting**

Date: June 16, 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, Kelly Hart. Absent: Mayor Mike Dever

**Staff Members Present:**

Brad Allen, Kathleen Morgan, Karen Allen, Jon Ratzlaff, Erica Segraves, Aaron Brumley, Jeff Bergeron, Mary Ann LeDosquet, Tricia Karlin

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

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**Call to order**

James called the meeting to order at 4:31 pm.

**Consent Agenda**

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

**Director's Report**

Brad presented the Director's report as per his written report in the board packet. He answered trustees' questions about the Toronto Public Library's social impact study referenced in his report. He offered to share a copy of this study that provides an alternative framework for evaluating the effectiveness of library services.

Trustees asked followup questions about changes to the Employee Handbook; Erica and Brad explained the updates.

**Monthly Departmental Reports**

Jon answered trustees' questions about his meeting with the city's parking manager regarding the Vermont St. Parking Garage. If funding is available, the city would like to implement some

upgrades to this garage, similar to improvements that worked well at the Arts Center parking garage.

Kathleen answered trustee questions about the status of the Health Spot remodel. She noted that the library expects completion of the project in the fall.

### **Friends & Foundation Director's Report**

Kathleen and Brad addressed trustees' questions about the shift in publication schedule of the *Reader* magazine from quarterly to an annual summer edition. Kathleen will check to ensure that board members are subscribed to the new email newsletters that have proved more effective (and less expensive) than the quarterly print magazine. In addition, the marketing staff will create an alternative print publication that will be mailed to donors and volunteers.

Friends & Foundation Vice-Chairperson Nancy Hambleton presented the remainder of the report as noted in the written version in the board packet. She added that the Friends and Foundation made \$6,100 on the Second Saturday Book Sale on June 14. She also informed the trustees of a virtual United for Libraries training on July 29th covering topics relevant to library trustees.

### **Recognition of staff retirement**

Brad, James, and other board members congratulated Tricia on her upcoming retirement and thanked her for her years of service to the library.

### **Public Comment**

There were no public comments.

### **Adjournment**

There being no other business, the meeting adjourned at 5:06 pm.

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

Respectfully submitted,  
Tricia Karlin

	January	February	March	April	May	June	Year To Date	2025 Budget	% over/under
<b>REVENUES</b>									
Tax Fund		3,646,093.87		176,924.45		2,494,047.31	6,317,065.63	\$6,625,000.00	95.35%
Lost and Repl Fees	2,116.74	2,213.02	1,663.23	1,766.35	1,671.39	3,228.68	12,659.41	\$25,000.00	50.64%
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	2,044.22	9,646.52	\$18,000.00	53.59%
Meeting Room Fees	583.49	1,141.55	487.18	693.91	448.25	169.85	3,524.23	\$5,000.00	70.48%
Interest	4,812.63	2,211.82	14,843.02	11,241.68	10,259.55	7,886.84	51,255.54	\$35,000.00	146.44%
Transfer from Capital Improvement							-	\$0.00	#DIV/0!
Donations- MISC	3,022.68	80.84	12.00	10.99	26.58	(21.28)	3,131.81	\$0.00	#DIV/0!
<b>Total Revenues</b>	<b>11,750.69</b>	<b>3,653,424.75</b>	<b>81,981.32</b>	<b>192,706.73</b>	<b>13,480.34</b>	<b>2,507,355.62</b>	<b>6,460,699.45</b>	<b>\$6,858,000.00</b>	<b>94.94%</b>

EXPENSES									
Salaries & Wages	285,173.84	292,462.36	290,376.59	291,510.82	429,386.91	289,427.25	1,878,337.77	\$3,825,000.00	49.11%
Employee Benefits	46,843.38	46,042.94	46,656.41	46,642.42	68,629.72	45,814.40	300,629.27	\$713,000.00	42.16%
Payroll Taxes	50,728.36	52,917.89	91,328.02	53,031.46	45,100.77	51,517.43	344,623.93	\$700,000.00	49.23%
Utilities	10,451.91	10,473.48	7,422.88	6,760.57	7,038.45	7,385.57	49,532.86	\$100,000.00	49.53%
Building Supplies	1,342.34	1,814.07	1,112.62	1,387.90	2,071.07	2,574.21	10,302.21	\$20,000.00	51.51%
Building Repairs & Maintenance	9,247.18	3,114.14	1,263.01	11,833.95	825.35	2,180.88	28,464.51	\$75,000.00	37.95%
Library Supplies	2,169.48	1,975.17	1,525.99	574.45	505.62	2,309.39	9,060.10	\$25,000.00	36.24%
Books & Materials	35,895.55	78,540.80	65,560.12	78,593.99	58,213.72	60,096.49	376,900.67	\$850,000.00	44.34%
Processing Supplies	2,498.48	8,813.08	3,213.41	3,027.57	2,834.57	8,856.69	29,243.80	\$55,000.00	53.17%
Equipment		99.22			902.01	272.34	1,273.57	\$10,000.00	12.74%
Technology	83,140.87	7,577.55	7,696.23	5,256.52	28,220.17	76,192.94	208,084.28	350,000.00	59.45%
---Public Tech Supplies	(99.00)	(132.75)	20.31	94.19	(55.47)	115.25	(57.47)	\$1,000.00	-5.75%
---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	4,956.95	47,267.32	\$85,000.00	55.61%
---Internet & Telephone	898.15	735.64	771.32	736.26	736.26	736.26	4,613.89	\$19,000.00	24.28%
---Collections & Public Service	79,396.73		-	1,440.00		70,384.48	151,221.21	\$215,000.00	70.34%
---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	1,534.62	15,197.21	\$20,000.00	75.99%
Professional Development	1,721.46	6,387.80	887.86	255.62	2,611.06	5,677.35	17,541.15	\$30,000.00	58.47%
Book Van & Mileage	150.28	2,291.42	206.97	167.96	168.00	345.18	3,329.81	\$5,000.00	66.60%
Professional Fees	7,039.47	17,230.47	12,847.61	3,872.95	9,364.66	12,655.47	63,010.63	\$30,000.00	210.04%
Advertising & Marketing	870.99	274.05	2,444.36	2,302.71	614.90	1,483.55	7,990.56	\$20,000.00	39.95%
Capital Improvements		13,877.16	1,019.80		2,319.80	1,669.80	18,886.56	\$0.00	#DIV/0!
Miscellaneous	17.34	4.60	0.55	105.86	109.16	200.09	437.60	\$0.00	#DIV/0!
<b>Total Expenses</b>	<b>539,324.11</b>	<b>547,421.25</b>	<b>534,741.70</b>	<b>506,956.34</b>	<b>664,309.44</b>	<b>570,193.65</b>	<b>3,362,946.49</b>	<b>\$6,858,000.00</b>	<b>49%</b>

Cash Reserves	174,080.46	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 from 2021, \$47,477.47 from 2023)
Checking (US Bank & KMIP)	3,985,478.01	
Capital Improvement (KMIP)	843,944.78	

<div><div><div><div></div><div>LAWRENCE PUBLIC LIBRARY</div></div><div><div>Imagine more. lpks.org</div></div></div></div>					
2025 Outside Funding	June	June			
	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>	Comment	
Outside & Private Funding					
R & E Totals	\$ 121,896.91	\$ 31,974.12	\$ 561,107.70		
YTD Income			\$ 302,666.26	YTD Income	
YTD Expense			\$ 272,561.92	YTD Expense	

# 1. Balance Sheet

## Lawrence Public Library

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	843,944.78
Checking	369,403.97
MIP Operating Funds	3,616,074.04
<b>Total for Bank Accounts</b>	<b>\$4,829,422.79</b>
Accounts Receivable	
Other Current Assets	
Employee Cash Advances	453.92
Petty Cash	300.00
<b>Total for Other Current Assets</b>	<b>\$753.92</b>
<b>Total for Current Assets</b>	<b>\$4,830,176.71</b>
Fixed Assets	
Other Assets	
<b>Total for Assets</b>	<b>\$4,830,176.71</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	141,320.97
<b>Total for Accounts Payable</b>	<b>\$141,320.97</b>
Credit Cards	
US Bank Credit Card (7984)	\$13,961.36
<b>Total for Credit Cards</b>	<b>\$13,961.36</b>
Other Current Liabilities	
Payroll Liabilities	0
Health Insurance	-16,228.81
Hospital & Cancer Plans	202.27
OGLI	-177.38
Payroll Liabilities FSA	691.65
SUI	1,082.01
<b>Total for Payroll Liabilities</b>	<b>-\$14,430.26</b>
<b>Total for Other Current Liabilities</b>	<b>-\$14,430.26</b>
<b>Total for Current Liabilities</b>	<b>\$140,852.07</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>\$140,852.07</b>
Equity	
Retained Earnings	1,260,858.78
Net Income	3,127,830.64
Opening Bal Equity	300,635.22
<b>Total for Equity</b>	<b>\$4,689,324.64</b>
<b>Total for Liabilities and Equity</b>	<b>\$4,830,176.71</b>

## 2. Revenues & Expenses

### Lawrence Public Library

June 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUN 1 - JUN 30 2025	JAN 1 - JUN 30 2025 (YTD)
Income		
Interest	0	0
Capital Improvement	15.60	10,862.01
Checking	7,871.24	40,393.53
<b>Total for Interest</b>	<b>\$7,886.84</b>	<b>\$51,255.54</b>
Lost and Replacement Fees	3,228.68	12,659.41
Meeting Room Rentals	169.85	3,524.23
Misc Income	-21.28	3,131.81
Outside&Private Funding Income	\$52,222.12	\$121,229.49
Downhall Books	-330.14	105.09
Merchandise Sales	331.10	2,051.25
<b>Total for Outside&amp;Private Funding Income</b>	<b>\$52,223.08</b>	<b>\$123,385.83</b>
Photocopies & Printing	2,044.22	9,646.52
Tax Fund	2,494,047.31	6,317,065.63
NEKLS		28,019.75
State& Federal Aid		35,396.56
<b>Total for Income</b>	<b>\$2,559,578.70</b>	<b>\$6,584,085.28</b>
Cost of Goods Sold		
<b>Gross Profit</b>	<b>\$2,559,578.70</b>	<b>\$6,584,085.28</b>
Expenses		
Books & Materials	60,096.49	376,900.67
Building Repairs & Maintenance	2,180.88	28,464.51
Building Supplies	2,574.21	10,302.21
Capital Improvement Expenditure	1,669.80	18,886.56
Equipment	272.34	1,273.57
Library & Office Supplies	2,309.39	9,060.10
Marketing-General	1,483.55	7,990.56
Miscellaneous	200.09	437.60
.Outside & Private Funding	-\$5,050.00	-\$4,381.39
Friends & Foundation Funding	0	\$471.86
Aquarium Maintenance	345.00	2,845.51
Block Grant	3,308.97	2,438.13
F&F Payroll	14,296.70	92,338.04
Kanopy	-44,500.00	-44,500.00
Memorials/Honor w/ Books GGIFT	828.30	-835.63
Memory Lab	897.94	19,868.38
MIDCO/Peterson	-11,000.00	-11,000.00
Nancy Pat Staff Support (Crowe)	258.79	2,138.56
Outreach/Coggins Fund	78.75	128.75
Program Expense	0	0
Information Services Programmin	100.34	1,833.14
Public Tech Programming	300.00	850.00
Readers Service Programming	33.20	297.76
Summer Reading - ALL	1,075.59	14,796.09

## 2. Revenues & Expenses

### Lawrence Public Library

June 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUN 1 - JUN 30 2025	JAN 1 - JUN 30 2025 (YTD)
YS Programs (Children)	360.15	3,738.37
Read Across Lawrence/Booktober		-888.00
Teen Services Programming		1,360.98
Youth Services & Cigler		9,559.11
<b>Total for Program Expense</b>	<b>\$1,869.28</b>	<b>\$31,547.45</b>
Sound & Vision Miliken	966.56	-5,579.22
Dr. Bob Program		-364.00
Kansas Health Foundation		250.00
Marketing		6,518.00
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
<b>Total for Friends &amp; Foundation Funding</b>	<b>-\$32,649.71</b>	<b>\$97,689.54</b>
<b>Total for .Outside &amp; Private Funding</b>	<b>-\$37,699.71</b>	<b>\$93,308.15</b>
Payroll Expenses	0	0
Employee Parking	-392.16	-2,755.59
Gross Wages	289,427.25	1,878,337.77
Group Life Insurance	955.06	7,576.30
Health Insurance	45,251.50	295,808.56
<b>Total for Payroll Expenses</b>	<b>\$335,241.65</b>	<b>\$2,178,967.04</b>
Payroll Taxes	0	0
KPERS Co	29,810.34	193,012.68
KPERS Co Retiree	152.21	2,426.14
Payroll Taxes Employer	21,554.88	149,185.11
<b>Total for Payroll Taxes</b>	<b>\$51,517.43</b>	<b>\$344,623.93</b>
Postage & Mailing	1,534.62	15,197.21
Processing Supplies	8,856.69	29,243.80
Professional Development	5,677.35	17,541.15
Professional Fees	\$12,655.47	\$56,510.63
Accounting		6,500.00
<b>Total for Professional Fees</b>	<b>\$12,655.47</b>	<b>\$63,010.63</b>
Technology	0	0
Collections & Public Service	70,384.48	151,221.21
Internet & Telephone	736.26	4,613.89
IT Software & Subscriptions	4,956.95	47,267.32
Public Tech Supplies	115.25	-57.47
Operations		5,039.33
<b>Total for Technology</b>	<b>\$76,192.94</b>	<b>\$208,084.28</b>
Utilities - Electric	7,385.57	49,532.86
Vehicles, Mileage, Maintenance	345.18	3,329.81
Insurance	0	0
Liability Insurance		100.00



## 2. Revenues & Expenses

Lawrence Public Library

June 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUN 1 - JUN 30 2025	JAN 1 - JUN 30 2025 (YTD)
<b>Total for Insurance</b>	<b>0</b>	<b>\$100.00</b>
<b>Total for Expenses</b>	<b>\$532,493.94</b>	<b>\$3,456,254.64</b>
<b>Net Operating Income</b>	<b>\$2,027,084.76</b>	<b>\$3,127,830.64</b>
Other Income		
Other Expenses		
<b>Net Other Income</b>	<b>0</b>	<b>0</b>
<b>Net Income</b>	<b>\$2,027,084.76</b>	<b>\$3,127,830.64</b>

## 4. Vendor Balance Summary

### Lawrence Public Library

As of July 21, 2025

VENDOR	TOTAL
AccuCut	180.00
Alliance Entertainment	1,928.73
Amazon Capital Services, Inc	5,037.72
ASI	60.00
Baker & Taylor, Inc.	247.02
bcDESIGNGROUP, LLC	694.66
Bibliocommons Inc.	62,324.44
Brodart Co.	240.96
Cengage Learning	594.10
Center Point Large Print	216.21
Century Business Technologies	1,260.59
Cottin's Hardware & Rental	124.16
Cracker, LLC	750.00
Data Axle	5,200.00
Demco, Inc.	440.53
Douglas County Treasurer	28.50
EBSCO	2,209.28
Emmaus University	15.00
Evergy	7,385.57
Filmtools	1,491.55
Fisher Patterson Sayler & Smith, LLP	11,612.50
Ingram Library Services	26,045.69
Jayhawk Tropical Fish	345.00
John Lamonica	150.00
Kanopy LLC	50,000.00
KanREN	7,048.80
KU Memorial Unions	125.00
Lawrence Rotary Club	250.00
LFK Press, LLC	3,257.00
Lori Trojan	100.00
Matthew Lord	300.00
Midco	573.74
Midwest Tape	6,343.58
OverDrive	40,434.21
P1 Group, Inc.	6,926.00
PBC Guru	4,500.00
Playaway Products LLC	909.00
Pur-O-Zone, Inc.	1,999.89
Schendel Services	127.07
SenSource	300.00
Showcases	149.58
Sikha Ann Destroy	150.00

4. Vendor Balance Summary

Lawrence Public Library

As of July 21, 2025

VENDOR	TOTAL
Sunflower Music Therapy	325.00
Tech Logic	13,909.04
Unique Management Services	573.78
United Parcel Service	12.00
U.S. Bank - Mastercard	14,429.75
<b>TOTAL</b>	<b>\$281,325.65</b>

## 5. Check Detail Report for Board

### Lawrence Public Library

June 17-July 21, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
ASI				
73102				
Expense		06/30/2025	Payroll Liabilities FSA	-1,133.91
Expense		06/30/2025	Checking	-1,133.91
<b>Total for 73102</b>				<b>-\$2,267.82</b>
73544				
Bill Payment (Check)	EFT	07/21/2025	Accounts Payable	-60.00
Bill Payment (Check)	EFT	07/21/2025	Checking	-60.00
<b>Total for 73544</b>				<b>-\$120.00</b>
<b>Total for ASI</b>				<b>-\$2,387.82</b>
VSP Insurance Co.				
73118				
Check	EFT	06/18/2025		-387.92
Check	EFT	06/18/2025	Checking	-189.58
Check	EFT	06/18/2025	Checking	198.34
<b>Total for 73118</b>				<b>-\$379.16</b>
<b>Total for VSP Insurance Co.</b>				<b>-\$379.16</b>
KPERS				
73231				
Check	EFT	06/27/2025	OGLI	-514.12
Check	EFT	06/27/2025	Checking	-514.12
<b>Total for 73231</b>				<b>-\$1,028.24</b>
73232				
Check	EFT	06/27/2025	Retirees	-81.48
Check	EFT	06/27/2025	Checking	-81.48
<b>Total for 73232</b>				<b>-\$162.96</b>
73233				
Check	EFT	06/27/2025		-23,969.15
Check	EFT	06/27/2025	Checking	-15,362.61
Check	EFT	06/27/2025	Checking	-8,606.51
Check	EFT	06/27/2025	Checking	0.03
<b>Total for 73233</b>				<b>-\$47,938.24</b>
73349				
Check	EFT	07/11/2025	Retirees	-71.63
Check	EFT	07/11/2025	Checking	-71.63
<b>Total for 73349</b>				<b>-\$143.26</b>
73350				
Check	EFT	07/11/2025		-24,408.80
Check	EFT	07/11/2025	Checking	-15,644.44
Check	EFT	07/11/2025	Checking	-8,764.36
<b>Total for 73350</b>				<b>-\$48,817.60</b>
<b>Total for KPERS</b>				<b>-\$98,090.30</b>
Empower Annuity Insurance Co.				
73234				

## 5. Check Detail Report for Board

### Lawrence Public Library

June 17-July 21, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Check	EFT	06/27/2025	KPERS 457 Plan	-2,741.00
Check	EFT	06/27/2025	Checking	-2,741.00
<b>Total for 73234</b>				<b>-\$5,482.00</b>
73235				
Check	EFT	06/27/2025	KPERS 457 Roth Plan	-583.00
Check	EFT	06/27/2025	Checking	-583.00
<b>Total for 73235</b>				<b>-\$1,166.00</b>
73351				
Check	EFT	07/11/2025	KPERS 457 Roth Plan	-583.00
Check	EFT	07/11/2025	Checking	-583.00
<b>Total for 73351</b>				<b>-\$1,166.00</b>
73352				
Check	EFT	07/11/2025	KPERS 457 Plan	-2,699.00
Check	EFT	07/11/2025	Checking	-2,699.00
<b>Total for 73352</b>				<b>-\$5,398.00</b>
<b>Total for Empower Annuity Insurance Co.</b>				<b>-\$13,212.00</b>
Blue Cross and Blue Shield of Kansas Inc.				
73236				
Check	EFT	06/30/2025	Group Life Insurance	-1,045.50
Check	EFT	06/30/2025	Checking	1,045.50
<b>Total for 73236</b>				<b>\$0.00</b>
73237				
Check	EFT	06/30/2025	Health Insurance	-58,452.32
Check	EFT	06/30/2025	Checking	-58,452.32
<b>Total for 73237</b>				<b>-\$116,904.64</b>
<b>Total for Blue Cross and Blue Shield of Kansas Inc.</b>				<b>-\$116,904.64</b>
Cracker, LLC				
73445				
Check	EFT	07/15/2025	Rueff Fund	-750.00
Check	EFT	07/15/2025	Checking	750.00
<b>Total for 73445</b>				<b>\$0.00</b>
<b>Total for Cracker, LLC</b>				<b>\$0.00</b>
Energys				
73545				
Bill Payment (Check)	EFT	07/21/2025	Accounts Payable	-7,385.57
Bill Payment (Check)	EFT	07/21/2025	Checking	-7,385.57
<b>Total for 73545</b>				<b>-\$14,771.14</b>
<b>Total for Energys</b>				<b>-\$14,771.14</b>
Midco				
73546				
Bill Payment (Check)	EFT	07/21/2025	Accounts Payable	-573.74
Bill Payment (Check)	EFT	07/21/2025	Checking	-573.74
<b>Total for 73546</b>				<b>-\$1,147.48</b>

## 5. Check Detail Report for Board

Lawrence Public Library

June 17-July 21, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
<b>Total for Midco</b>				<b>-\$1,147.48</b>
<hr/>				
U.S. Bank - Mastercard				
73547				
Bill Payment (Check)	EFT	07/21/2025	Accounts Payable	-14,429.75
Bill Payment (Check)	EFT	07/21/2025	Checking	-14,429.75
<b>Total for 73547</b>				<b>-\$28,859.50</b>
<b>Total for U.S. Bank - Mastercard</b>				<b>-\$28,859.50</b>
<hr/>				
United Parcel Service				
73548				
Bill Payment (Check)	EFT	07/21/2025	Accounts Payable	-12.00
Bill Payment (Check)	EFT	07/21/2025	Checking	-12.00
<b>Total for 73548</b>				<b>-\$24.00</b>
<b>Total for United Parcel Service</b>				<b>-\$24.00</b>
<hr/>				
Sunflower Music Therapy				
73568				
Bill Payment (Check)	91280	07/21/2025	Accounts Payable	-325.00
Bill Payment (Check)	91280	07/21/2025	Checking	-325.00
<b>Total for 73568</b>				<b>-\$650.00</b>
<b>Total for Sunflower Music Therapy</b>				<b>-\$650.00</b>
<hr/>				
Sikha Ann Destroy				
73577				
Bill Payment (Check)	91279	07/21/2025	Accounts Payable	-150.00
Bill Payment (Check)	91279	07/21/2025	Checking	-150.00
<b>Total for 73577</b>				<b>-\$300.00</b>
<b>Total for Sikha Ann Destroy</b>				<b>-\$300.00</b>
<hr/>				
Showcases				
73563				
Bill Payment (Check)	91278	07/21/2025	Accounts Payable	-149.58
Bill Payment (Check)	91278	07/21/2025	Checking	-149.58
<b>Total for 73563</b>				<b>-\$299.16</b>
<b>Total for Showcases</b>				<b>-\$299.16</b>
<hr/>				
SenSource				
73567				
Bill Payment (Check)	91277	07/21/2025	Accounts Payable	-300.00
Bill Payment (Check)	91277	07/21/2025	Checking	-300.00
<b>Total for 73567</b>				<b>-\$600.00</b>
<b>Total for SenSource</b>				<b>-\$600.00</b>
<hr/>				
Schendel Services				
73569				
Bill Payment (Check)	91276	07/21/2025	Accounts Payable	-127.07
Bill Payment (Check)	91276	07/21/2025	Checking	-127.07
<b>Total for 73569</b>				<b>-\$254.14</b>

## 5. Check Detail Report for Board

Lawrence Public Library

June 17-July 21, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
<b>Total for Schendel Services</b>				<b>-\$254.14</b>
<b>Playaway Products LLC</b>				
73578				
Bill Payment (Check)	91275	07/21/2025	Accounts Payable	-909.00
Bill Payment (Check)	91275	07/21/2025	Checking	-909.00
<b>Total for 73578</b>				<b>-\$1,818.00</b>
<b>Total for Playaway Products LLC</b>				<b>-\$1,818.00</b>
<b>PBC Guru</b>				
73581				
Bill Payment (Check)	91274	07/21/2025	Accounts Payable	-4,500.00
Bill Payment (Check)	91274	07/21/2025	Checking	-4,500.00
<b>Total for 73581</b>				<b>-\$9,000.00</b>
<b>Total for PBC Guru</b>				<b>-\$9,000.00</b>
<b>P1 Group, Inc.</b>				
73571				
Bill Payment (Check)	91273	07/21/2025	Accounts Payable	-6,926.00
Bill Payment (Check)	91273	07/21/2025	Checking	-6,926.00
<b>Total for 73571</b>				<b>-\$13,852.00</b>
<b>Total for P1 Group, Inc.</b>				<b>-\$13,852.00</b>
<b>Matthew Lord</b>				
73588				
Bill Payment (Check)	91272	07/21/2025	Accounts Payable	-300.00
Bill Payment (Check)	91272	07/21/2025	Checking	-300.00
<b>Total for 73588</b>				<b>-\$600.00</b>
<b>Total for Matthew Lord</b>				<b>-\$600.00</b>
<b>Lori Trojan</b>				
73574				
Bill Payment (Check)	91271	07/21/2025	Accounts Payable	-100.00
Bill Payment (Check)	91271	07/21/2025	Checking	-100.00
<b>Total for 73574</b>				<b>-\$200.00</b>
<b>Total for Lori Trojan</b>				<b>-\$200.00</b>
<b>LFK Press, LLC</b>				
73570				
Bill Payment (Check)	91270	07/21/2025	Accounts Payable	-3,257.00
Bill Payment (Check)	91270	07/21/2025	Checking	-3,257.00
<b>Total for 73570</b>				<b>-\$6,514.00</b>
<b>Total for LFK Press, LLC</b>				<b>-\$6,514.00</b>
<b>Lawrence Rotary Club</b>				
73576				
Bill Payment (Check)	91269	07/21/2025	Accounts Payable	-250.00
Bill Payment (Check)	91269	07/21/2025	Checking	-250.00
<b>Total for 73576</b>				<b>-\$500.00</b>

## 5. Check Detail Report for Board

### Lawrence Public Library

June 17-July 21, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
<b>Total for Lawrence Rotary Club</b>				<b>-\$500.00</b>
KU Memorial Unions				
73586				
Bill Payment (Check)	91268	07/21/2025	Accounts Payable	-125.00
Bill Payment (Check)	91268	07/21/2025	Checking	-125.00
<b>Total for 73586</b>				<b>-\$250.00</b>
<b>Total for KU Memorial Unions</b>				<b>-\$250.00</b>
KanREN				
73587				
Bill Payment (Check)	91267	07/21/2025	Accounts Payable	-7,048.80
Bill Payment (Check)	91267	07/21/2025	Checking	-7,048.80
<b>Total for 73587</b>				<b>-\$14,097.60</b>
<b>Total for KanREN</b>				<b>-\$14,097.60</b>
Kanopy LLC				
73564				
Bill Payment (Check)	91266	07/21/2025	Accounts Payable	-50,000.00
Bill Payment (Check)	91266	07/21/2025	Checking	-50,000.00
<b>Total for 73564</b>				<b>-\$100,000.00</b>
<b>Total for Kanopy LLC</b>				<b>-\$100,000.00</b>
John Lamonica				
73579				
Bill Payment (Check)	91265	07/21/2025	Accounts Payable	-150.00
Bill Payment (Check)	91265	07/21/2025	Checking	-150.00
<b>Total for 73579</b>				<b>-\$300.00</b>
<b>Total for John Lamonica</b>				<b>-\$300.00</b>
Jayhawk Tropical Fish				
73565				
Bill Payment (Check)	91264	07/21/2025	Accounts Payable	-345.00
Bill Payment (Check)	91264	07/21/2025	Checking	-345.00
<b>Total for 73565</b>				<b>-\$690.00</b>
<b>Total for Jayhawk Tropical Fish</b>				<b>-\$690.00</b>
Fisher Patterson Sayler & Smith, LLP				
73566				
Bill Payment (Check)	91263	07/21/2025	Accounts Payable	-11,612.50
Bill Payment (Check)	91263	07/21/2025	Checking	-11,612.50
<b>Total for 73566</b>				<b>-\$23,225.00</b>
<b>Total for Fisher Patterson Sayler &amp; Smith, LLP</b>				<b>-\$23,225.00</b>
Filmtools				
73575				
Bill Payment (Check)	91262	07/21/2025	Accounts Payable	-1,491.55
Bill Payment (Check)	91262	07/21/2025	Checking	-1,491.55
<b>Total for 73575</b>				<b>-\$2,983.10</b>



## 5. Check Detail Report for Board

### Lawrence Public Library

June 17-July 21, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
<b>Total for Filmtools</b>				<b>-\$2,983.10</b>
Emmaus University				
73572				
Bill Payment (Check)	91261	07/21/2025	Accounts Payable	-15.00
Bill Payment (Check)	91261	07/21/2025	Checking	-15.00
<b>Total for 73572</b>				<b>-\$30.00</b>
<b>Total for Emmaus University</b>				<b>-\$30.00</b>
Demco, Inc.				
73585				
Bill Payment (Check)	91260	07/21/2025	Accounts Payable	-440.53
Bill Payment (Check)	91260	07/21/2025	Checking	-440.53
<b>Total for 73585</b>				<b>-\$881.06</b>
<b>Total for Demco, Inc.</b>				<b>-\$881.06</b>
Data Axle				
73589				
Bill Payment (Check)	91259	07/21/2025	Accounts Payable	-5,200.00
Bill Payment (Check)	91259	07/21/2025	Checking	-5,200.00
<b>Total for 73589</b>				<b>-\$10,400.00</b>
<b>Total for Data Axle</b>				<b>-\$10,400.00</b>
Cottin's Hardware & Rental				
73582				
Bill Payment (Check)	91258	07/21/2025	Accounts Payable	-124.16
Bill Payment (Check)	91258	07/21/2025	Checking	-124.16
<b>Total for 73582</b>				<b>-\$248.32</b>
<b>Total for Cottin's Hardware &amp; Rental</b>				<b>-\$248.32</b>
Brodart Co.				
73584				
Bill Payment (Check)	91257	07/21/2025	Accounts Payable	-240.96
Bill Payment (Check)	91257	07/21/2025	Checking	-240.96
<b>Total for 73584</b>				<b>-\$481.92</b>
<b>Total for Brodart Co.</b>				<b>-\$481.92</b>
Bibliocommons Inc.				
73583				
Bill Payment (Check)	91256	07/21/2025	Accounts Payable	-62,324.44
Bill Payment (Check)	91256	07/21/2025	Checking	-62,324.44
<b>Total for 73583</b>				<b>-\$124,648.88</b>
<b>Total for Bibliocommons Inc.</b>				<b>-\$124,648.88</b>
bcDESIGNNGROUP, LLC				
73580				
Bill Payment (Check)	91255	07/21/2025	Accounts Payable	-694.66
Bill Payment (Check)	91255	07/21/2025	Checking	-694.66
<b>Total for 73580</b>				<b>-\$1,389.32</b>

## 5. Check Detail Report for Board

Lawrence Public Library

June 17-July 21, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
<b>Total for bcDESIGNNGROUP, LLC</b>				<b>-\$1,389.32</b>
<b>AccuCut</b>				
73590				
Bill Payment (Check)	91254	07/21/2025	Accounts Payable	-180.00
Bill Payment (Check)	91254	07/21/2025	Checking	-180.00
<b>Total for 73590</b>				<b>-\$360.00</b>
<b>Total for AccuCut</b>				<b>-\$360.00</b>
<b>Unique Management Services</b>				
73562				
Bill Payment (Check)	30062	07/21/2025	Accounts Payable	-573.78
Bill Payment (Check)	30062	07/21/2025	Checking	-573.78
<b>Total for 73562</b>				<b>-\$1,147.56</b>
<b>Total for Unique Management Services</b>				<b>-\$1,147.56</b>
<b>Tech Logic</b>				
73561				
Bill Payment (Check)	30061	07/21/2025	Accounts Payable	-13,909.04
Bill Payment (Check)	30061	07/21/2025	Checking	-13,909.04
<b>Total for 73561</b>				<b>-\$27,818.08</b>
<b>Total for Tech Logic</b>				<b>-\$27,818.08</b>
<b>Pur-O-Zone, Inc.</b>				
73560				
Bill Payment (Check)	30060	07/21/2025	Accounts Payable	-1,999.89
Bill Payment (Check)	30060	07/21/2025	Checking	-1,999.89
<b>Total for 73560</b>				<b>-\$3,999.78</b>
<b>Total for Pur-O-Zone, Inc.</b>				<b>-\$3,999.78</b>
<b>OverDrive</b>				
73559				
Bill Payment (Check)	30059	07/21/2025	Accounts Payable	-40,434.21
Bill Payment (Check)	30059	07/21/2025	Checking	-40,434.21
<b>Total for 73559</b>				<b>-\$80,868.42</b>
<b>Total for OverDrive</b>				<b>-\$80,868.42</b>
<b>Midwest Tape</b>				
73558				
Bill Payment (Check)	30058	07/21/2025	Accounts Payable	-6,343.58
Bill Payment (Check)	30058	07/21/2025	Checking	-6,343.58
<b>Total for 73558</b>				<b>-\$12,687.16</b>
<b>Total for Midwest Tape</b>				<b>-\$12,687.16</b>
<b>Ingram Library Services</b>				
73557				
Bill Payment (Check)	30057	07/21/2025	Accounts Payable	-26,045.69
Bill Payment (Check)	30057	07/21/2025	Checking	-26,045.69
<b>Total for 73557</b>				<b>-\$52,091.38</b>

## 5. Check Detail Report for Board

### Lawrence Public Library

June 17-July 21, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
<b>Total for Ingram Library Services</b>				<b>-\$52,091.38</b>
<b>EBSCO</b>				
73556				
Bill Payment (Check)	30056	07/21/2025	Accounts Payable	-2,209.28
Bill Payment (Check)	30056	07/21/2025	Checking	-2,209.28
<b>Total for 73556</b>				<b>-\$4,418.56</b>
<b>Total for EBSCO</b>				<b>-\$4,418.56</b>
<b>Douglas County Treasurer</b>				
73555				
Bill Payment (Check)	30055	07/21/2025	Accounts Payable	-28.50
Bill Payment (Check)	30055	07/21/2025	Checking	-28.50
<b>Total for 73555</b>				<b>-\$57.00</b>
<b>Total for Douglas County Treasurer</b>				<b>-\$57.00</b>
<b>Century Business Technologies</b>				
73554				
Bill Payment (Check)	30054	07/21/2025	Accounts Payable	-1,260.59
Bill Payment (Check)	30054	07/21/2025	Checking	-1,260.59
<b>Total for 73554</b>				<b>-\$2,521.18</b>
<b>Total for Century Business Technologies</b>				<b>-\$2,521.18</b>
<b>Center Point Large Print</b>				
73553				
Bill Payment (Check)	30053	07/21/2025	Accounts Payable	-216.21
Bill Payment (Check)	30053	07/21/2025	Checking	-216.21
<b>Total for 73553</b>				<b>-\$432.42</b>
<b>Total for Center Point Large Print</b>				<b>-\$432.42</b>
<b>Cengage Learning</b>				
73552				
Bill Payment (Check)	30052	07/21/2025	Accounts Payable	-594.10
Bill Payment (Check)	30052	07/21/2025	Checking	-594.10
<b>Total for 73552</b>				<b>-\$1,188.20</b>
<b>Total for Cengage Learning</b>				<b>-\$1,188.20</b>
<b>Baker &amp; Taylor, Inc.</b>				
73551				
Bill Payment (Check)	30051	07/21/2025	Accounts Payable	-247.02
Bill Payment (Check)	30051	07/21/2025	Checking	-247.02
<b>Total for 73551</b>				<b>-\$494.04</b>
<b>Total for Baker &amp; Taylor, Inc.</b>				<b>-\$494.04</b>
<b>Amazon Capital Services, Inc</b>				
73550				
Bill Payment (Check)	30050	07/21/2025	Accounts Payable	-5,037.72
Bill Payment (Check)	30050	07/21/2025	Checking	-5,037.72
<b>Total for 73550</b>				<b>-\$10,075.44</b>

## 5. Check Detail Report for Board

### Lawrence Public Library

June 17-July 21, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
<b>Total for Amazon Capital Services, Inc</b>				<b>-\$10,075.44</b>
Alliance Entertainment				
73549				
Bill Payment (Check)	30049	07/21/2025	Accounts Payable	-1,928.73
Bill Payment (Check)	30049	07/21/2025	Checking	-1,928.73
<b>Total for 73549</b>				<b>-\$3,857.46</b>
<b>Total for Alliance Entertainment</b>				<b>-\$3,857.46</b>
Office of the Chief Financial Officer				
73103				
Check	30048	06/17/2025	Professional Fees	-300.00
Check	30048	06/17/2025	Checking	300.00
<b>Total for 73103</b>				<b>\$0.00</b>
<b>Total for Office of the Chief Financial Officer</b>				<b>\$0.00</b>
Maya Tillman-Rayton				
73091				
Check	30047	06/17/2025	Summer Reading - ALL	-150.00
Check	30047	06/17/2025	Checking	150.00
<b>Total for 73091</b>				<b>\$0.00</b>
<b>Total for Maya Tillman-Rayton</b>				<b>\$0.00</b>
Mad Science of Greater Kansas City				
73090				
Check	30046	06/17/2025	Summer Reading - ALL	0.00
Check	30046	06/17/2025	Checking	0.00
<b>Total for 73090</b>				<b>\$0.00</b>
<b>Total for Mad Science of Greater Kansas City</b>				<b>\$0.00</b>
Eileen's Colossal Cookies				
73089				
Check	30045	06/17/2025	Summer Reading - ALL	-500.00
Check	30045	06/17/2025	Checking	500.00
<b>Total for 73089</b>				<b>\$0.00</b>
<b>Total for Eileen's Colossal Cookies</b>				<b>\$0.00</b>
Just Food				
73088				
Check	30044	06/17/2025	Summer Reading - ALL	-500.00
Check	30044	06/17/2025	Checking	500.00
<b>Total for 73088</b>				<b>\$0.00</b>
<b>Total for Just Food</b>				<b>\$0.00</b>
Joel Sanderson				
73081				
Check	30043	06/17/2025	Public Tech Programming	-150.00
Check	30043	06/17/2025	Checking	150.00
<b>Total for 73081</b>				<b>\$0.00</b>

5. Check Detail Report for Board

Lawrence Public Library

June 17-July 21, 2025

TRANSACTION TYPE	NUM	TRANSACTION DATE	ITEM SPLIT ACCOUNT	AMOUNT
Total for Joel Sanderson				\$0.00
Ben Urish				
73080				
Check	30042	06/17/2025	Public Tech Programming	-150.00
Check	30042	06/17/2025	Checking	150.00
Total for 73080				\$0.00
Total for Ben Urish				\$0.00
TOTAL				-\$792,005.22

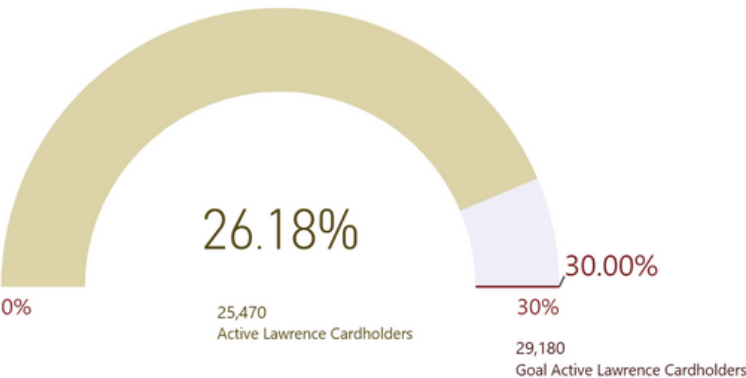
# June 2025 LPL Progress Indicators

## Net Promoter Score



## % Active Cardholders

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



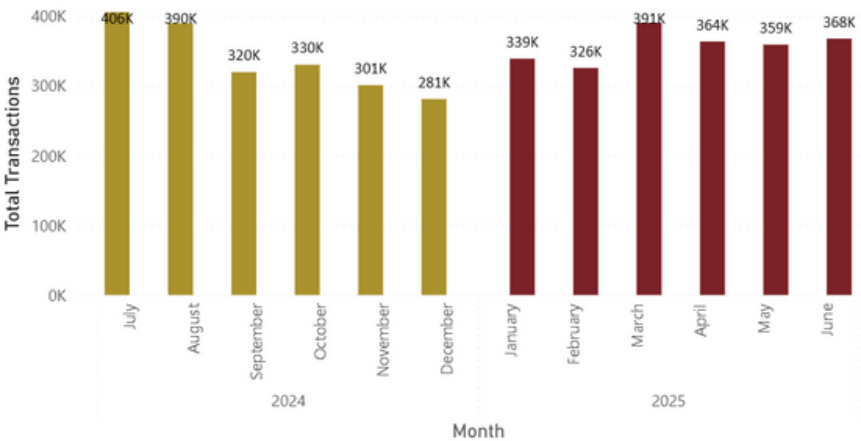
### Lawrence Community Cardholders

97,270
Total Lawrence Population
26.18%
Current % Active
25,470
Active Lawrence Cardholders
29,180
Goal Active Lawrence Cardholders
3,710
Cardholders needed to meet goal

## Library Use Index

Trend of Total Library Transactions

Year ● 2024 ● 2025



# June 2025 Highlights



Johann Hari Beach  
Author Event

**320**

Live attendees at  
Liberty Hall

**340**

Streamed on demand  
views

STEMusic

**86**

Attendees



First Summer Reading  
Program finishers!

## **Library Director Report for July 2025**

It's summertime at the public library! We have had great success with events for all ages. While this event happened prior to the June board meeting, I did not report on it. Our Beach Author event with Johann Hari drew over 300 people on a very busy Wednesday evening in Lawrence. He was great and we received lots of positive feedback from attendees. He was a delight to tour around town the day he was here.

It is exciting to see so many big projects we have been working on for months to come to fruition. As you have read recently in departmental reports, the remote lockers are up and running (mostly without issue) and our digital library card registration is live. Both of these initiatives were developed to increase equity to our collections throughout our town. I am excited to watch the data and see if we move KPIs in the direction we hope to (increased percentage of cardholders, physical collections, and overall customer satisfaction).

Other exciting news since my last report is progress on our library master plan. We received nine proposals and our review committee is in the process of winnowing it down to a group of finalists. We plan to hold online interviews with our finalists and find our partner to work on this exciting project that will provide a long term roadmap for the library for the next 20 years. We hope to have a decision made in the coming weeks.

Inspired by the City Executive Team's commitment to making time for team retreats, our Small Leadership Team has begun having quarterly retreats. Our first was June 17 at the NEKLS office. It was productive to have time to teambuild and discuss high level issues in greater depth. I look forward to continuing making the time for this team to take deeper dives studying and discussing our path forward.

Lastly, I want to thank Tricia Karlin for 25 years of service to Lawrence Public Library. She was a veteran employee and leader of this organization when I arrived and was a key player in our success during my tenure. She is the consummate team player and a role model for our entire staff. I will miss working with her very much.

Respectfully submitted by Brad Allen, July 18, 2025



# Monthly Departmental Reports

July 2025

## ACCESS SERVICES

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It's been another busy month. We switched over to our new library card self registration system on the 9th. This system allows for automatic address verification, so we're able to issue working library cards for use with our digital collections immediately. Patrons are then encouraged to stop by to upgrade to a full account and take advantage of our physical collection. This system should lead to fewer unfinished accounts.

The lockers are working well, and it seems like most of the major bugs have been worked out. Our overall locker circulation was above average in June. We hope to increase that with more marketing.

We continue to work on improvements to processes across the board. Collection Services has updated our display locations in the ILS. We're testing more efficient methods of report distribution utilizing Google Groups. We're examining ways to utilize data control to clean up zip code typos in user records, so that analysis of collection use by physical location is easier to do. We're considering a change in how we handle circulation of Switch games that would result in a more efficient use of space.

## Circulation

It's summer time and we've been busy!

The new lockers seem to be a hit (particularly Sports Pavilion and Hy-Vee). Getting a lot of positive feedback about them—despite some technical difficulties that we're working on ironing out. Looking forward to getting our branding on them as well as getting some special promotion for our Prairie Park services soon.

It's hard to believe but it's been almost six months since the big departmental merger so I'm checking in with the team to see how everyone's feeling. We're also tweaking our workflow and schedule here and there.

I had a great time training Amber Ovsak, one of our super subs, last week. She'll be helping out in the department most Saturdays which will be really appreciated.

# Monthly Departmental Reports

July 2025

## Collection Services

The most exciting news in the department is that we're temporarily down a cataloger who's starting maternity leave. We're all looking forward to updates while she's out, and plenty of baby pictures.

Besides that, we're still working on multiple catalog cleanup projects, working through starting a new collection for the Information Services department, and refreshing some of our Children's collections.

## Collections & Technology

Tricia has worked with Jeff to get him acquainted with various statistical reports. This is Tricia's last report. She retired on July 17.

## Information Technology

We have started a new subscription with KnowBe4 to provide cybersecurity awareness training and phish testing for all staff. Aaron is working with Erica on implementation and scheduling.

Staff computer replacement is an ongoing process. After initial testing by Aaron, Kim, and Sean are now also working on deployment. We have deployed 21 out of our first batch of 25 Lenovo T14 laptops.

Concurrent with the new computer roll out we are transitioning staff members from using Google as their primary identity management system to using Microsoft. This changes the user sign in process, but does not eliminate any existing services.

Microsoft Intune is being used to manage deployment of the new laptops including the assignment of needed software, management of user access, and control of device settings. This MDM (mobile device management) tool allows extensive remote management capabilities. We are off to a good start using it, but additional training will be needed to take full advantage of the feature set.

Other staff and public computers must be replaced before mid October to complete the migration from Windows 10 to Windows 11. Aaron is consulting with Jeff and department coordinators to verify what is needed and to build an order for the remaining units.

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Finally, on Monday, 7/14, we entered a trial for Solarwinds Service Desk, a cloud hosted IT Service Management platform solution. Jeff and Aaron are involved with initial system configuration and will bring Kim and Sean in next week for additional testing. If adopted, this system will replace Solarwinds Web Help Desk. Features which are of particular interest to us are better asset management, including assignment of assets to responsible staff members or departments, contract management, including automated notifications for upcoming renewals, change management, and purchasing approval workflows. The system has potential use outside IT if we would like to use it as a way to track other internal service management. For example, it may be a better way to track and respond to facilities issues.

## Outreach

We have been chugging along this sweaty summer and having a great time! Our highlights this month included several Boys & Girls Club stops, the Juneteenth parade, and Wednesdays at Woodlawn elementary where they are offering free lunches this summer.

Sarah attended the LPLFF board meeting to chat with board members about her time in Leadership Lawrence. She also attended the ALA conference with several others in Philadelphia and enjoyed lots of informational sessions and author talks. Those who attended ALA will hold a lunch and learn (time TBD) for staff who'd like to hear the details. Highlight of the conference? Brene Brown!

## DEVELOPMENT & COMMUNITY PARTNERSHIPS

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### Marketing & Communications (M&C)

Heather's been deep in some big projects lately—new book locker wraps, rethinking *The Reader*, and working with LPLFF on a quarterly donor mailer that's full of personality and save-the-dates. She's also running a library card design contest (winning cards drop Sept. 1 for Library Card Sign-up Month), tackling a building-wide re-vinyling project to freshen up aging signage and respond to shifting collections, and getting promo rolling for Booktoberfest and other fall events.

Heather and Ben are starting to feel the momentum with the new Strategic Content Team, especially now that Ben's built some excellent tools and processes to help free up time for

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planning blogs, news, social, ads, and more with staff across departments. Heather also serves on the Library Spaces team—fun work for someone who loves furniture and carpet samples. And thanks to a great suggestion from Logan (LPLFF), we have new library tees in rust and aqua! It's our first update since May 2020—and definitely overdue. Ben and Heather are also booked to attend BiblioCon in Toronto this fall. As co-leads on 3 out of 4 Bibliocommons products, we're excited to hear all about what's coming and talk to the experts about ideas and issues.

Ben and Heather created an email drip campaign for new eCard holders, welcoming them to the library and letting them know what services they now have access to — as well as the additional services they could add if they finished the process to get a physical card. They also continued to update M&C's system for social media and web content analytics to help us track and measure our goals. Ben is also in the process of experimenting with UTM parameters in our URLs and QR codes to track how people are accessing and engaging with our promotional campaigns.

## FACILITIES

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We're moving forward with getting fresh carpet in the auditorium, to be completed in the early fall. There are enough stains that just won't come out, plus it's had over 10 years of hard use: time to refresh. And speaking of refreshing, we've been talking with Amarr Door about replacing the big auditorium garage doors with ones that will allow natural light to enter the space and brighten things up. We'll then need shades to help darken the auditorium for movies, but that will be pretty straightforward.

## Maintenance & Custodial

Summer time is a busy time and we've been busy with all the auditorium changeovers and cleanups in addition to our regular cleaning: this summer is whizzing by.

## Security

Watched Part One of Ryan Dowd's training "Basics of Teenage Behavior" which dealt mostly with why the teenage brain is different than a child's brain but not as developed as an adult's

# Monthly Departmental Reports

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brain and how this relates to behaviors. Through a better understanding of the whys behind actions and reactions, we can better tailor our approach to get better results.

## HUMAN RESOURCES

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### Human Resources

Erica coordinated an ALA Lunch and Learn so the five staff members that attended the conference could share with staff what they learned. Erica acted as a tour guide for the City's and LMH's teen interns, showing them behind the scenes functions of the library and talking about our services to our community. Erica also attended a Jayhawk SHRM presentation called PROWD – Partners for Reentry Opportunities in Workforce Development as well as a legislative and regulatory update presented by Empower.

## PUBLIC SERVICES

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Summer Reading is in full effect! Readers' and Youth Services have been busy with programs and distributing prizes. Since our last report we have: been plugging away with bcDesign on our furniture refresh, hired a new Adult Education Specialist, refined our strategies to reach our KPI goals, started thinking about our involvement with the World Cup, and trialed scheduling software. Karen attended the annual ALA conference in Philadelphia with Terese Winters (Info Services), Adam Lopez (Readers Services), Margo Moore (Youth Services), and Sarah Mathews (Access Services). It was a great conference full of interesting sessions, chats with vendors, excitement over some of our favorite authors, and truly invaluable time spent together as colleagues.

### Information Services

Info Services is excited to welcome former LPL staffer Liz Stuewe back to our team as our new Adult Education Specialist! We've also had a busy month on the programming front, including a very timely Immigration 101 program Gabby coordinated with KC AIRR and Sanctuary Alliance,

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Jake's extensive Rivers and Trees series highlighting multiple local experts and sites, and a well-received panel discussion on menopause coordinated by Melissa in collaboration with LMH Health. We're also beginning to move forward with the Health Spot refresh project—an exciting development!

## Public Technology

June held plenty of variety for the Public Tech team. Our new public printer is working splendidly. Jim ran sound for a successful Johann Hari author event at Liberty Hall. We moved to a new basic computer class curriculum called GCF Global. The new platform is a high quality free website and should streamline and improve our classes, making them more accessible and easier to facilitate. Many staff members took deserved vacations in June, and we of course continued to help many patrons in the lab and a full studio schedule. Work on incremental improvements and instructional guides and videos continues in the Memory Lab. That particular space is very popular with appointments booked one month in advance.

## Readers' Services

A packed June for RS, including June we had Books & Bagels on the 14th, where we presented all the books the Book Squad were excited about this Summer into Fall. Christina presented a Horror Webinar for other library staff in the region through the MALA Readers' Advisory Chats on the 17th, and we hosted local authors Tim Bascom and Ruth Maus through our Tea & Tales program on the 29th. In addition, Polli worked with Marlo Angell and KU Community Engagement Librarian Amanda Schlumberger to plan an event at the Free State Festival, a showing of the powerful documentary *The Librarians* on June 24th.

We are currently very busy working out the final details for Booktoberfest, kicking off on September 28th and working with KU staff, especially the Common Book librarian, to try and coordinate Common Book/Read Across Lawrence events for 2025-2026. Also this month, Summer Reading has kept us hopping at the desk, handing out finisher prizes and having wonderful interactions with patrons is the highlight of our summers. Everyone is so grateful for the program and we currently sit at 1684 registrations, 784 completions, 605 rewards redeemed, and 7023 books read. We are hoping to smash our goal of 1500 finishers this year!

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## Youth Services

June was a fun and busy month in Youth Services! We had 2,500 attendees for our children's programs and 200 attendees for our teen programs. We've had the incredible STEMusic sing and share interactive science experiments, Stone Lion Puppet Theater perform "Little Red Hen's Garden", Newbery Medalist Katherine Applegate virtually visit, Level Up Cooking for teens, with Just Food, awesome summer club meetings, and huge storytime groups! Over 1,300 kids and teens have collected their Summer Reading prizes so far! We're busy working on our last month of programs and our end of summer Last Bash: Multicultural Festival that will take place on August 16th from 6-8 PM on the library lawn. We hope you can join us to celebrate another great year of Summer Reading at LPL!

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



**Summer Book Sale.** The Friends & Foundation hosted its Summer Book Sale from July 10–13, bringing in an impressive \$21,179.52, making it our second-highest total since the 2020 merger with the Foundation. It's amazing how many dollars were raised for the library through \$1 and \$2 books! In addition, nearly 1,000 free books were donated to Summer Reading finishers who redeemed

their coupons during the sale weekend. A huge THANK YOU to our incredible book sale volunteers, who spend countless hours in the garage inspecting, sorting, and shelving thousands of donated books. We couldn't do it without them!

**July Phone Calls and One-on-One Meetings.** The Friends & Foundation board traditionally does not meet in July, but its members stay busy behind the scenes. We spend the month making thank-you phone calls to our incredible book sale volunteers and long-time donors, including one who has supported the library for 24 consecutive years! These calls are truly heartwarming and often lead to wonderful conversations and feedback. In addition, our incoming Chair for 2025–26, Annamarie Hill, and I are meeting one-on-one with each LPLFF board member over coffee or happy hour. These informal check-ins spark great ideas, thoughtful questions, and stronger connections. Our board members really appreciate the opportunity to engage in this way.

**Auditorium Improvements.** I'm excited to share that some much-needed improvements are coming to the library auditorium. First, thanks to a generous grant from the Rice Foundation, we'll be replacing the carpeting this fall. After 10 years of library events and summer lunches, it's definitely time. In addition, we've begun exploring a recommendation from our architects to enhance the look and feel of the lobby by replacing the wooden garage doors with glass ones. We reached out to Amarr, and this week met with their plant and project managers to discuss options. The best news? Amarr is generously donating both the doors and the installation! If all goes according to plan, the new doors will be installed this fall as well.

**Reader Alternative.** Last month, I shared that the library's marketing team is shifting *The Reader* magazine to an annual summer publication. In response, the Friends & Foundation board formed a task force to develop a new print piece specifically for donors and volunteers that highlights major library projects, events, and updates. The group met in June and agreed on a design and template. These new mailers will be sent out quarterly and made available at the library for anyone who'd like to pick one up. Keep an eye out for the debut issue in late August or early September.





## MEMO

**To: Lawrence Public Library Board of Trustees**

**From: Logan Isaman-Unruh, Library Volunteer Coordinator**

**Re: Volunteer Policy Review and Update**

**Date: July 21, 2025**

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The library's Volunteer Policy was last updated and approved by the Board in 2022. For the most part, it still accurately represents our volunteer program. There is one change of note between 2022 and 2025 in the "Recruitment and Application" section:

- Added that volunteers under 18 years old require parental "or legal guardian" permission. Previously only stated "parental".

### **Volunteer Handbook Updates**

Changes also are reflected in the Volunteer Handbook, as this is more of our living procedures document. While these changes do not require board approval, they are provided here for your information. The 2025 Handbook stands as an accurate reflection of our volunteer procedures and expectations, and reflects the following updates:

- Section 1.0: Removed "serving as a docent at the Hello Desk" as volunteers no longer serve in this role. Changed the expectation to be a "fun and creative presence" to "professional presence".
- Section 2.1: Updated staff titles
- Section 4.1: Updated volunteer positions
- Section 4.5: Updated to reflect that volunteers will check in at their appropriate service desk, not exclusive to the Hello Desk
- Section 4.8: Updated to reflect the current dress code set by the library
- Section 4.9: Removed the requirement for volunteers to know how to use the library catalog
- Section 5.0: Updated methods of payment for parking



## Volunteer Policy

*Approved by the Lawrence Public Library Board of Trustees on 05/20/2002. Revised 11/16/2015; 7/18/2022.  
Submitted for review on 07/21/2025. Next review date: 07/2028.*

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### Introduction

Lawrence Public Library believes that volunteers are valuable resources. Through the support of volunteers, the Library can expand its services, as well as reach and develop partnerships with more members of the community. Furthermore, the volunteer program provides additional opportunities for community members to participate in Library activities.

### Definition

Volunteers consist of persons who complete tasks for the Library without compensation. Volunteer positions may include time-bound, short term opportunities or ongoing, long-term assignments. Volunteers will not be used to replace paid library staff.

### Recruitment and Application

All volunteers who intend to work at the Library on a long-term assignment must fill out a volunteer application form, which may require the applicant to provide the Library with supplemental materials, including but not limited to references, a letter of recommendation, and/or an essay discussing their motivation for volunteering.

Volunteers shall be recruited without regard to any individual's age, disability, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers under the age of 18 must demonstrate parental **or legal guardian** approval in the form of a signed permission slip and release of liability.

All volunteers who are accepted into the volunteer program through preliminary screening will be checked against the National Sex Abuse Registry. Additionally, volunteers who work in areas serving vulnerable populations will be subject to a background check. The Library may perform

a background check on other volunteers as deemed necessary. Following the submission of an application, candidates must complete an interview and orientation program before final acceptance into the Library volunteer program.

## **Volunteer Responsibilities**

Volunteers will:

1. Follow all library policies and procedures, including those relating to confidentiality of library records; and
2. Follow procedures outlined in the Volunteer Handbook.

## **Library Responsibilities**

The Library will:

1. Provide relevant orientation, training, and ongoing supervision to volunteers;
2. Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the library;
3. Provide written position descriptions for all volunteer assignments; and
4. Treat volunteers with the same consideration afforded to staff.

The Library may at any time, for any reason, decide to terminate a volunteer's relationship with the Library, or to make changes in the nature of their volunteer assignment.



## MEMO

**To:** Lawrence Public Library Board of Trustees  
**From:** Brad Allen  
**Date:** July 21, 2025  
**Subject:** Recommendation to Approve Maximum Expenditure for Library Master Plan Consultant

The Lawrence Public Library Friends and Foundation Board recently approved providing funding for consulting fees for the development of a library master plan in an amount not to exceed \$100,000.

Per the Library's Purchasing Policy, any expense over \$50,000 requires board approval. We expect to sign an agreement with the organization who will help us create our library master plan prior to the August board meeting. Therefore, I respectfully request that the board approve consulting fees for our library master plan in an amount not to exceed the Friends and Foundation approved amount of \$100,000.