

Lawrence Public Library Board of Trustees Regular Meeting
Monday, August 18, 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 July 2025
- Approve Treasurer's report for July 2025
- Approve bills for July 21, 2025 to August 18, 2025
- Receive statistical report for July 2025

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Presentation of the 2024 Library Audit
Sean Gordon, GordonCPA
- Report on ALA United for Libraries Conference
Mandy Leibold, Vice Chair

Public Comment

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: July 21, 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, Kelly Hart, Sean Hunt, Mandy Liebold, Ryann Tacha

Absent: Allison Friend Mazzei, Mayor Mike Dever

Staff Members Present:

Brad Allen, Karen Allen, Jeff Bergeron, Aaron Brumley, Logan Isaman-Unruh, Kathleen Morgan, Jon Ratzlaff

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

Call to order

James called the meeting to order at 4:35 pm without a quorum and skipped forward to the Director's Report.

Director's Report

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

Quorum was achieved at 4:45 pm and James returned to the Consent Agenda.

Consent Agenda

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

Monthly Departmental Reports

No questions asked.

Friends & Foundation Director's Report

Friends & Foundation Vice-Chairperson Nancy Hambleton presented the report. The Summer Book Sale raised more than \$21,000 for the library. While the Friends & Foundation board does

not meet in July, board members are making thank you phone calls to donors and volunteers. In addition, each board member is meeting individually with the Chair (Annamarie Hill) and Executive Director (Kathleen Morgan). These annual informal check-ins spark great ideas, thoughtful questions, and stronger connections.

Volunteer Policy

Logan Isaman presented the policy, which was last reviewed in July of 2022. One small update was recommended to reflect that volunteers under age 18 must have approval from their legal guardian to volunteer at the library. Move to approve by Ryann. Second by Kelly. Motion passed unanimously.

Library Master Plan Expense Approval

Brad Allen recommended the board approve spending up to \$100,000 to hire a consultant for a library master plan. The Friends & Foundation will provide funding for the study. Move to approve by James. Second by Alex. Motion passed unanimously.

Library Board Retreat

The board discussed holding a retreat. Mandy and Ryann will work on developing a game plan and will update the board at a future meeting. No action was taken.

Public Comment

There were no public comments.

Adjournment

There being no other business, the meeting adjourned at 5:15 pm.

The next regular Board meeting will be held Monday, August 18, 2025 on the Google Meet software platform.

Respectfully submitted,
Brad Allen


2025 Regular Budget Report

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Year To Date</u>	<u>2025 Budget</u>	<u>% over/under</u>
REVENUES										
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	2,220.23	14,879.64	\$25,000.00	59.52%
NEKLS			28,019.75				28,019.75	56,039.50	\$125,000.00	44.83%
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	1,361.79	11,008.31	\$18,000.00	61.16%
Meeting Room Fees	583.49	1,141.55	487.18	693.91	448.25	169.85	1,870.65	5,394.88	\$5,000.00	107.90%
Interest	4,812.63	2,211.82	14,843.02	11,241.68	10,259.55	7,886.84	10,843.96	62,099.50	\$35,000.00	177.43%
Transfer from Capital Improvement								-	\$0.00	#DIV/0!
Donations- MISC	3,022.68	80.84	12.00	10.99	26.58	(21.28)	67.12	3,198.93	\$0.00	#DIV/0!
Total Revenues	11,750.69	3,653,424.75	81,981.32	192,706.73	13,480.34	2,507,355.62	44,383.50	6,505,082.95	\$6,858,000.00	95%

EXPENSES

Salaries & Wages	285,173.84	292,462.36	290,376.59	291,510.82	429,386.91	289,427.25	314,553.12	2,192,890.89	\$3,825,000.00	57.33%
Employee Benefits	46,843.38	46,042.94	46,656.41	46,642.42	68,087.83	45,814.40	46,938.82	347,026.20	\$713,000.00	48.67%
Payroll Taxes	50,728.36	52,917.89	91,328.02	53,031.46	45,100.77	51,517.43	55,598.72	400,222.65	\$700,000.00	57.17%
Utilities	10,451.91	10,473.48	7,422.88	6,760.57	7,038.45	7,385.57	7,883.09	57,415.95	\$100,000.00	57.42%
Building Supplies	1,342.34	1,814.07	1,112.62	1,387.90	2,071.07	2,574.21	1,451.06	11,753.27	\$20,000.00	58.77%
Building Repairs & Maintenance	9,247.18	3,114.14	1,263.01	11,833.95	825.35	2,180.88	10,813.36	39,277.87	\$75,000.00	52.37%
Library Supplies	2,169.48	1,975.17	1,525.99	574.45	505.62	2,309.39	625.16	9,685.26	\$25,000.00	38.74%
Books & Materials	35,895.55	78,540.80	65,560.12	78,593.99	58,213.72	60,096.49	49,256.19	426,156.86	\$850,000.00	50.14%
Processing Supplies	2,498.48	8,813.08	3,213.41	3,027.57	2,834.57	8,856.69	4,867.69	34,111.49	\$55,000.00	62.02%
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	60,864.99	268,949.27	350,000.00	76.84%
---Public Tech Supplies	(99.00)	(132.75)	20.31	94.19	(55.47)	115.25	(128.09)	(185.56)	\$1,000.00	-18.56%
---Operations	342.27	2,086.15	679.83	6.88	1,924.20	-	4,125.83	9,165.16	\$20,000.00	45.83%
---IT Software & Subscriptions	2,602.72	4,888.51	6,224.77	2,979.19	25,615.18	4,956.95	4,612.06	51,879.38	\$85,000.00	61.03%
---Internet & Telephone	898.15	735.64	771.32	736.26	736.26	736.26	7,784.80	12,398.69	\$19,000.00	65.26%
---Collections & Public Service	79,396.73		-	1,440.00		70,384.48	44,470.39	195,691.60	\$215,000.00	91.02%
---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	1,074.01	16,271.22	\$20,000.00	81.36%
Professional Development	1,721.46	6,387.80	887.86	255.62	2,611.06	5,677.35	9,285.09	26,826.24	\$30,000.00	89.42%
Book Van & Mileage	150.28	2,291.42	206.97	167.96	168.00	345.18	238.46	3,568.27	\$5,000.00	71.37%
Professional Fees	7,039.47	17,230.47	12,847.61	3,872.95	9,364.66	12,655.47	15,057.40	78,068.03	\$30,000.00	260.23%
Advertising & Marketing	870.99	274.05	2,444.36	2,302.71	614.90	1,483.55	170.99	8,161.55	\$20,000.00	40.81%
Capital Improvements		13,877.16	1,019.80		2,319.80	1,669.80	694.66	19,581.22	\$0.00	#DIV/0!
Miscellaneous	17.34	4.60	0.55	105.86	109.16	200.09	116.31	553.91	\$0.00	#DIV/0!
Total Expenses	539,324.11	547,421.25	534,741.70	506,956.34	663,767.55	570,193.65	579,489.12	3,941,893.72	\$6,858,000.00	57%

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)	3,293,118.63	
Capital Improvement (KMIP)	846,597.71	

<div> <div>  <div> <div>LAWRENCE PUBLIC</div> <div>LIBRARY</div> </div> </div> <div> <div>Imagine more.</div> <div>lppls.org</div> </div> </div>					
2025 Outside Funding	July	July			
	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>	Comment	
Outside & Private Funding					
R & E Totals	\$ 856.28	\$ 82,214.74	\$ 479,749.24		
YTD Income			\$ 303,522.54	YTD Income	
YTD Expense			\$ 354,776.66	YTD Expense	

1. Balance Sheet

Lawrence Public Library

As of July 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	846,597.71
Checking	468,885.71
MIP Operating Funds	2,824,232.92
Total for Bank Accounts	\$4,139,716.34
Accounts Receivable	
Other Current Assets	
Employee Cash Advances	340.44
Petty Cash	300.00
Total for Other Current Assets	\$640.44
Total for Current Assets	\$4,140,356.78
Fixed Assets	
Other Assets	
Total for Assets	\$4,140,356.78
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	81,102.35
Total for Accounts Payable	\$81,102.35
Credit Cards	\$20,591.88
Other Current Liabilities	
Payroll Liabilities	0
Health Insurance	-36,307.94
OGLI	-896.65
Payroll Liabilities FSA	846.29
SUI	1,118.40
Total for Payroll Liabilities	-\$35,239.90
Total for Other Current Liabilities	-\$35,239.90
Total for Current Liabilities	\$66,454.33
Long-term Liabilities	
Total for Liabilities	\$66,454.33
Equity	
Retained Earnings	1,260,858.78
Net Income	2,512,408.45
Opening Bal Equity	300,635.22
Total for Equity	\$4,073,902.45
Total for Liabilities and Equity	\$4,140,356.78

2. Revenues & Expenses

Lawrence Public Library

July 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - JUL 31 2025	JAN 1 - JUL 31 2025 (YTD)
Income		
Interest	0	0
Capital Improvement	2,652.93	13,514.94
Checking	8,191.03	48,584.56
Total for Interest	\$10,843.96	\$62,099.50
Lost and Replacement Fees	2,220.23	14,879.64
Meeting Room Rentals	1,870.65	5,394.88
Misc Income	67.12	3,198.93
NEKLS	28,019.75	56,039.50
Outside&Private Funding Income	0	\$121,229.49
Downhall Books	269.84	374.93
Merchandise Sales	-2,814.25	-763.00
Total for Outside&Private Funding Income	-\$2,544.41	\$120,841.42
Photocopies & Printing	1,361.79	11,008.31
State& Federal Aid		35,396.56
Tax Fund		6,317,065.63
Total for Income	\$41,839.09	\$6,625,924.37
Cost of Goods Sold		
Gross Profit	\$41,839.09	\$6,625,924.37
Expenses		
Books & Materials	49,256.19	426,156.86
Building Repairs & Maintenance	10,813.36	39,277.87
Building Supplies	1,451.06	11,753.27
Capital Improvement Expenditure	694.66	19,581.22
Library & Office Supplies	625.16	9,685.26
Marketing-General	170.99	8,161.55
Miscellaneous	116.31	553.91
.Outside & Private Funding	\$54.66	-\$4,326.73
Friends & Foundation Funding	0	\$471.86
Altrusa Grant	792.00	792.00
Aquarium Maintenance	-143.69	2,701.82
Block Grant	6,171.84	8,609.97
F&F Payroll	14,166.84	106,504.88
Kanopy	50,000.00	5,500.00
Kansas Health Foundation	471.71	721.71
Memorials/Honor w/ Books GGIFT	61.89	-773.74
Memory Lab	25.63	19,894.01
Nancy Pat Staff Support (Crowe)	643.20	2,781.76
Outreach/Coggins Fund	123.90	252.65
Program Expense	0	0
Information Services Programmin	91.00	1,924.14
Public Tech Programming	150.00	1,000.00
Summer Reading - ALL	3,361.48	17,657.57
Teen Services Programming	93.92	1,454.90

2. Revenues & Expenses

Lawrence Public Library

July 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - JUL 31 2025	JAN 1 - JUL 31 2025 (YTD)
Youth Services & Cigler	325.00	9,884.11
YS Programs (Children)	390.97	4,129.34
Read Across Lawrence/Booktober		-888.00
Readers Service Programming		297.76
Total for Program Expense	\$4,412.37	\$35,459.82
Rueff Fund	1,739.38	3,694.00
Seed Library	100.00	767.17
Sound & Vision Miliken	147.38	-5,431.84
Storytime at Home	46.94	46.94
Dr. Bob Program		-364.00
Marketing		6,518.00
MIDCO/Peterson		-11,000.00
Plant & Foliage Maintenance		360.00
Seed Library (Native)		141.92
Sound & Vision Perez		-1,700.00
Total for Friends & Foundation Funding	\$78,759.39	\$175,948.93
Total for .Outside & Private Funding	\$78,814.05	\$171,622.20
Payroll Expenses	0	0
Employee Parking	-415.36	-3,170.95
Gross Wages	314,553.12	2,192,890.89
Group Life Insurance	959.10	7,993.51
Health Insurance	46,395.08	342,203.64
Total for Payroll Expenses	\$361,491.94	\$2,539,917.09
Payroll Taxes	0	0
KPERS Co	31,985.57	224,998.25
KPERS Co Retiree	142.63	2,568.77
Payroll Taxes Employer	23,470.52	172,655.63
Total for Payroll Taxes	\$55,598.72	\$400,222.65
Postage & Mailing	1,074.01	16,271.22
Processing Supplies	4,867.69	34,111.49
Professional Development	9,285.09	26,826.24
Professional Fees	\$15,057.40	\$71,568.03
Accounting		6,500.00
Total for Professional Fees	\$15,057.40	\$78,068.03
Technology	0	0
Collections & Public Service	44,470.39	195,691.60
Internet & Telephone	7,784.80	12,398.69
IT Software & Subscriptions	4,612.06	51,879.38
Operations	4,125.83	9,165.16
Public Tech Supplies	-128.09	-185.56
Total for Technology	\$60,864.99	\$268,949.27
Utilities - Electric	7,883.09	57,415.95
Vehicles, Mileage, Maintenance	238.46	3,568.27
Equipment		1,273.57

2. Revenues & Expenses

Lawrence Public Library

July 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - JUL 31 2025	JAN 1 - JUL 31 2025 (YTD)
Insurance	0	0
Liability Insurance		100.00
Total for Insurance	0	\$100.00
Total for Expenses	\$658,303.17	\$4,113,515.92
Net Operating Income	-\$616,464.08	\$2,512,408.45
Other Income		
Other Expenses		
Net Other Income	0	0
Net Income	-\$616,464.08	\$2,512,408.45

4. Vendor Balance Summary

Lawrence Public Library

As of August 17, 2025

Vendor	Total
Alliance Entertainment	570.79
Amazon Capital Services, Inc	5,517.11
ASI	60.00
Baker & Taylor, Inc.	17.13
Bug Hounds, LLC	762.50
Cengage Learning	255.40
Century Business Technologies	1,124.53
Chris Molla	100.00
City Play Corps	1,050.00
Cottin's Hardware & Rental	98.96
Demco, Inc.	183.63
Elevator Safety Services Inc.	365.00
Evergy	7,883.09
Fisher Patterson Sayler & Smith, LLP	10,367.50
Ingram Library Services	16,746.03
Jayhawk Trophy Co., Inc.	20.63
Jayhawk Tropical Fish	345.00
Kautsch Law, LLC	575.00
Midco	573.48
Midwest Tape	3,576.05
Omega Door & Hardware	1,907.15
OverDrive	12,053.02
Pro Print Inc.	326.00
Pur-O-Zone, Inc.	590.56
Raven Naramore	350.00
SirsiDynix	41,403.39
STEMusic, LLC	600.00
Sunflower Music Therapy	195.00
Susan King	75.00
Tech Electronics	1,881.25
Unique Management Services	374.30
United Parcel Service	12.00
University of Central Oklahoma	30.00
U.S. Bank - Mastercard	20,609.80
TOTAL	130,599.30

5. Check Detail Report for Board

Lawrence Public Library

July 22-August 18, 2025

	Transaction type	Num	Transaction date	Item split account	Amount
ASI					
	Expense		07/31/2025	Payroll Liabilities FSA	-2,055.52
	Bill Payment (Check)	EFT	08/18/2025	Professional Fees	-60.00
Total for ASI					-\$2,115.52
Cracker, LLC					
	Bill Payment (Check)	WIRE	07/22/2025	Rueff Fund	-750.00
Total for Cracker, LLC					-\$750.00
KPERS					
	Check	EFT	07/25/2025	OGLI	-514.12
	Check	EFT	07/25/2025	Retirees	-71.00
	Check	EFT	07/25/2025	KPERS ER	-17,310.33
	Check	EFT	07/25/2025	KPERS EE	-9,697.67
	Check	EFT	07/25/2025	Rounding Difference	0.03
Total for KPERS					-\$27,593.09
Empower Annuity Insurance Co.					
	Check	EFT	07/25/2025	KPERS 457 Roth Plan	-583.00
	Check	EFT	07/25/2025	KPERS 457 Plan	-2,699.00
Total for Empower Annuity Insurance Co.					-\$3,282.00
Blue Cross and Blue Shield of Kansas Inc.					
	Check	EFT	07/31/2025	Health Insurance	-75,041.61
	Check	EFT	07/31/2025	Hospital/Cancer	-407.77
	Check	EFT	07/31/2025	Group Life Insurance	-1,038.36
Total for Blue Cross and Blue Shield of Kansas Inc.					-\$76,487.74
Evergy					
	Bill Payment (Check)	EFT	08/18/2025	Utilities - Electric	-7,883.09
Total for Evergy					-\$7,883.09
Midco					
	Bill Payment (Check)	EFT	08/18/2025	Technology:Internet & Telephone	-573.48
Total for Midco					-\$573.48
U.S. Bank - Mastercard					
	Bill Payment (Check)	EFT	08/18/2025	Accounts Payable	-20,609.80
Total for U.S. Bank - Mastercard					-\$20,609.80
United Parcel Service					
	Bill Payment (Check)	EFT	08/18/2025	Postage & Mailing	-12.00
Total for United Parcel Service					-\$12.00
Omega Door & Hardware					
	Bill Payment (Check)	91300	08/18/2025	Building Repairs & Maintenance	-1,907.15
Total for Omega Door & Hardware					-\$1,907.15
Elevator Safety Services Inc.					
	Bill Payment (Check)	91299	08/18/2025	Building Repairs & Maintenance	-365.00
Total for Elevator Safety Services Inc.					-\$365.00

City Play Corps	Bill Payment (Check) 91298 08/18/2025	Summer Reading	-1,050.00
Total for City Play Corps			<u>-\$1,050.00</u>
Bug Hounds, LLC	Bill Payment (Check) 91297 08/18/2025	Building Repairs & Maintenance	-762.50
Total for Bug Hounds, LLC			<u>-\$762.50</u>
University of Central Oklahoma	Bill Payment (Check) 91296 08/18/2025	Lost & Replacement Fees	-30.00
Total for University of Central Oklahoma			<u>-\$30.00</u>
Unique Management Services	Bill Payment (Check) 91295 08/18/2025	Professional Fees	-374.30
Total for Unique Management Services			<u>-\$374.30</u>
Susan King	Bill Payment (Check) 91294 08/18/2025	Kansas Health Foundation	-75.00
Total for Susan King			<u>-\$75.00</u>
Sunflower Music Therapy	Bill Payment (Check) 91293 08/18/2025	Youth Services & Cigler	-195.00
Total for Sunflower Music Therapy			<u>-\$195.00</u>
STEMusic, LLC	Bill Payment (Check) 91292 08/18/2025	Summer Reading	-600.00
Total for STEMusic, LLC			<u>-\$600.00</u>
SirsiDynix	Bill Payment (Check) 91291 08/18/2025	Technology:Collections & Public Service	-41,403.39
Total for SirsiDynix			<u>-\$41,403.39</u>
Raven Naramore	Bill Payment (Check) 91290 08/18/2025	Information Services Programmin	-350.00
Total for Raven Naramore			<u>-\$350.00</u>
Pur-O-Zone, Inc.	Bill Payment (Check) 91289 08/18/2025	Building Supplies	-590.56
Total for Pur-O-Zone, Inc.			<u>-\$590.56</u>
Pro Print Inc.	Bill Payment (Check) 91288 08/18/2025	Library & Office Supplies	-326.00
Total for Pro Print Inc.			<u>-\$326.00</u>
Kautsch Law, LLC	Bill Payment (Check) 91287 08/18/2025	Professional Fees	-575.00
Total for Kautsch Law, LLC			<u>-\$575.00</u>
Jayhawk Tropical Fish	Bill Payment (Check) 91286 08/18/2025	Aquarium Maintenance	-345.00
Total for Jayhawk Tropical Fish			<u>-\$345.00</u>
Fisher Patterson Sayler & Smith, LLP	Bill Payment (Check) 91285 08/18/2025	Professional Fees	-10,367.50
Total for Fisher Patterson Sayler & Smith, LLP			<u>-\$10,367.50</u>
Demco, Inc.	Bill Payment (Check) 91284 08/18/2025	Processing Supplies	132.82
	Bill Payment (Check) 91284 08/18/2025	Summer Reading	50.81
Total for Demco, Inc.			<u>\$183.63</u>

Cottin's Hardware & Rental				Building Repairs & Maintenance	-98.96
	Bill Payment (Check)	91283	08/18/2025		
Total for Cottin's Hardware & Rental					<u>-\$98.96</u>
Chris Molla				Rueff Fund	-100.00
	Bill Payment (Check)	91282	08/18/2025		
Total for Chris Molla					<u>-\$100.00</u>
Tech Electronics				Building Repairs & Maintenance	-1,881.25
	Bill Payment (Check)	30124	08/18/2025		
Total for Tech Electronics					<u>-\$1,881.25</u>
Jayhawk Trophy Co., Inc.				Library & Office Supplies	-20.63
	Bill Payment (Check)	30123	08/18/2025		
Total for Jayhawk Trophy Co., Inc.					<u>-\$20.63</u>
OverDrive				Books & Materials	-12,053.02
	Bill Payment (Check)	30071	08/18/2025		
Total for OverDrive					<u>-\$12,053.02</u>
Midwest Tape				Books & Materials	-3,576.05
	Bill Payment (Check)	30070	08/18/2025		
Total for Midwest Tape					<u>-\$3,576.05</u>
Ingram Library Services				Books & Materials	-16,746.03
	Bill Payment (Check)	30069	08/18/2025		
Total for Ingram Library Services					<u>-\$16,746.03</u>
Century Business Technologies				Technology:IT Software & Subscriptions	-1,124.53
	Bill Payment (Check)	30068	08/18/2025		
Total for Century Business Technologies					<u>-\$1,124.53</u>
Cengage Learning				Books & Materials	-255.40
	Bill Payment (Check)	30067	08/18/2025		
Total for Cengage Learning					<u>-\$255.40</u>
Baker & Taylor, Inc.				Books & Materials	-17.13
	Bill Payment (Check)	30066	08/18/2025		
Total for Baker & Taylor, Inc.					<u>-\$17.13</u>
Amazon Capital Services, Inc				Books & Materials	-5,517.11
	Bill Payment (Check)	30065	08/18/2025		
Total for Amazon Capital Services, Inc					<u>-\$5,517.11</u>
Alliance Entertainment				Books & Materials	-570.79
	Bill Payment (Check)	30064	08/18/2025		
Total for Alliance Entertainment					<u>-\$570.79</u>
TOTAL					<u>-\$240,400.39</u>

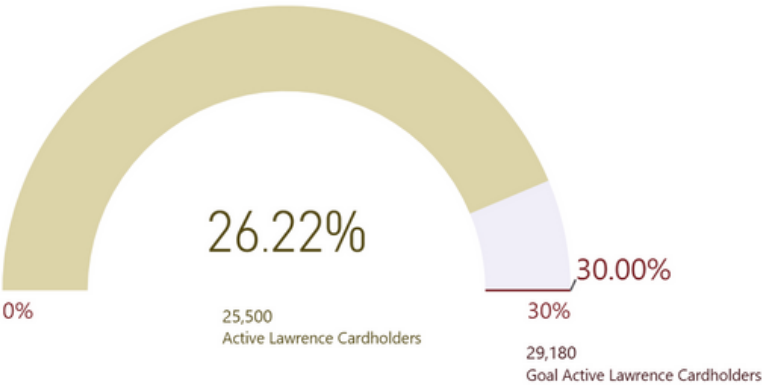
July 2025 LPL Progress Indicators

Net Promoter Score



% Active Cardholders

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



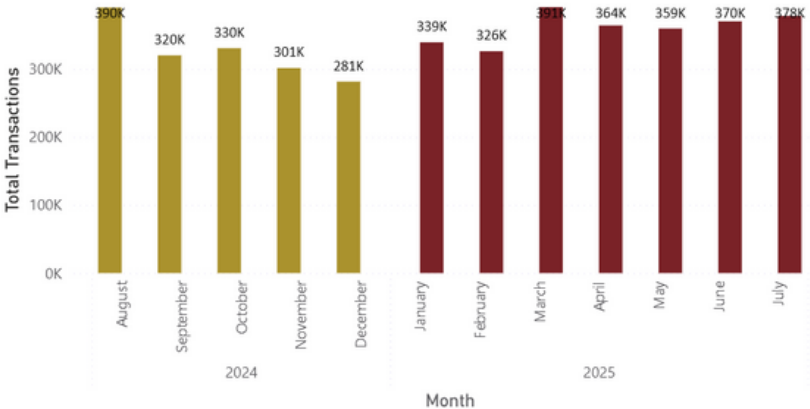
Lawrence Community Cardholders

97,270
Total Lawrence Population
26.22%
Current % Active
25,500
Active Lawrence Cardholders
29,180
Goal Active Lawrence Cardholders
3,680
Cardholders needed to meet goal

Library Use Index

Trend of Total Library Transactions

Year ● 2024 ● 2025



July 2025 Highlights



David Lowery Live

190

Live attendees



Outreach

Dottie

- Stops : **17**
- New cards : **3**
- Renewed cards : **3**
- Checkouts & renewals: **55**
- Books given away: **13**
- Service interactions: **153**



Book Van & Home Delivery

- Book van stops : **42**
- Home deliveries : **52**
- Checkouts & renewals: **819**

Library Director Report for August 2025

Library Master Plan update

Our review committee interviewed four finalists. It was a tough decision, but one firm rose to the top for the group. We hope to be able to announce our selection very soon.

Lawrence Loves Live Music at the Library

The library hosted the second installment of an intimate concert series we are calling SOUND+VISION Presents. Funded by an anonymous donor, the concerts are free to the public. Thank you to our “library sound guys” Jim Barnes and Matt Pelsma and Info Services Librarian Terese Winters for working on these events with me. David Lowery, singer-songwriter for Camper Van Beethoven and Cracker, played to a packed auditorium of nearly 200 folks. This format has struck a nerve with folks. Our next installment is on August 22 with Eric Bachmann. Over 150 people have already registered!

Speaking Out About Potential Cuts to IMLS and NEH

I wore two hats—one as library director and one as board chair for Humanities Kansas—at an August 9th panel organized by Women for Kansas discussing the impact of potential cuts to funding for the Institute for Museum and Library Services and the National Endowment for the Humanities. It was a great panel discussion that included State Librarian of Kansas Ray Walling, Watkins Museum Executive Director Steve Novak, Humanities Kansas Executive Director Julie Mulvihill, KU Dean of Libraries Carol Smith, and Spencer Museum of Art Director Saralyn Reece Hardy.

Hot Humid Days Wreak Havoc on Wooden Doors

Humidity is causing significant swelling of the wood on ash-clad doors throughout the library. So much so that the doors to the children’s restrooms are almost inoperable. We will be removing the old doors and installing new metal doors that will not swell in the humid summer months. If we are happy with how they look, we will most likely replace other problematic wooden doors throughout the building.

New Solo Workspaces for Library Visitors

Three Herman Miller Bay Work Pods were installed on July 21 in the Lower Level hallway. These one-person pods are specifically designed for videoconferencing and focused work. Two are standard size and one is a larger, ADA-compliant pod.

Respectfully submitted by Brad Allen, August 14, 2025

Monthly Departmental Reports

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ACCESS SERVICES

It was another busy Summer month. We had the highest number of July library card sign ups in three years. We're keeping a close eye on that in relation to our collection budget. The new digital library card registration process seems to be responsible for this jump. Circulation at the lockers continues to increase and is still above average. Data Team is working on updated reporting for our new KPIs along with new methods for sharing data with the staff. We are testing a new IT help desk software we hope will help us update our processes and move hosting offsite.

Circulation

Keeping busy! Sixish months into our departmental merger, we've found a good rhythm.

We plan to change up the way we've organized our Nintendo Switch games to make some room for Nintendo Switch 2 games.

Collection Services

The Collection Services team had a wildly successful chili dog day to boost morale. We couldn't have made it through 50 dogs without the help from passersby.

Our wonderful Cataloger, Mary is out on maternity leave and sending us plenty of cute pictures. We're doing our best to keep her carts manageable. Each of the Catalogers are taking a handful of her books everyday to process.

Kevin and Emily have refined the inventory project. They gave a demonstration to the Readers' Services staff and will start a rolling inventory shortly.

Information Technology

Management of staff Mac (and other Apple devices) in Microsoft Intune is being tested by Sean. We will begin managing these devices alongside Windows devices in the same management system.

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A new IT Service Management (ITSM) platform called Solarwinds Service Desk is being tested by Jeff and Aaron. The trial will end at the end of August. If the trial wraps up well, we will retire the current locally hosted ticketing system (Solarwinds Help Desk) and move to this cloud hosted alternative. In addition to problem ticket tracking, it will offer better management tools for additional functions like equipment inventory and could be used for contract tracking, if we choose a tier which supports this feature.

Quotes are being sought from vendors to continue replacement of remaining staff and public computers which are not compatible with Windows 11. Windows 10 support ends in October 14. We intend to complete replacement of all incompatible staff and public access computers before this date.

Aaron, Jeff, and Jon are reviewing options for phone system replacement. Our existing Mitel 250 PBX is long out of date and must be replaced. Our intention is to find a flexible, well supported, cloud hosted VOIP solution before the end of the year. Vendor meetings and demos have started.

Outreach

Thunderstorms and excessive heat warnings kept Dottie parked for quite some time this month. We were still able to reach our Cottonwood and LMH patrons regularly and we met with several other organizations as well. Just not as many as we typically do in nicer weather. August is already looking to be a much busier month with stops planned at KU, HINU, and several grade schools for their Back to School nights.

DEVELOPMENT & COMMUNITY PARTNERSHIPS

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.

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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 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

The extreme humidity we've been having is taking its toll on the wood in the building, particularly some of our wood doors that are clad in ash have been swelling and becoming more difficult to open and close. We're going to start with replacing the doors to the restrooms in Youth Services with metal doors that will endure the changes in humidity. If we like how those changes go, we'll implement the same on our other problem doors.

Replacement chairs for the Readers' Theater and a work stool for the Book Help desk are on order along with some other miscellaneous parts to reconfigure patron chairs around the library. These changes should last us a good long while.

Maintenance & Custodial

The Facilities team have been dedicated to their daily cleaning tasks, ensuring that the library is kept tidy and inviting. David has been diligently working once a week cleaning carpets and

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tackling the stubborn stains. Jon and David have been collaborating on replacing lightbulbs throughout the building.

Security

FEMA announced that there will be a safety grant opportunity for 2025 after all, but the turn around is tight. Kathleen and Jon will be working on this together, but it appears we may be able to reuse much of the work we did last winter. Fingers crossed they'll help us make some of those big ticket safety improvements to the building.

Later this week Jon and Josh (maybe Karen if her schedule allows), along with Megan from the Senior Resource Center, Felice from Lawrence Transit, and Lt. Ernst from LKPD will get together to talk about patron concerns about safety on the 700 block of Vermont St. We'll talk about what's different, what's the same, and what we can all do to help everyone feel safe on our block.

HUMAN RESOURCES

Human Resources

Erica attended a Jayhawk SHRM presentation called Menopause in the Workplace: Supporting Women at Work as well as a webinar from SHRM's Honest HR: Navigating ADA Challenges Across the Employee Life Cycle. We also wrapped up the summer and said goodbye to our Summer Reading Teen Interns - Henry Farthing, Maria Mosconi, and Ebi Hegeman. We appreciate all your hard work and the fun you brought to the team this summer!

PUBLIC SERVICES

It's been a great summer! We're almost to the finish line for summer reading and close to our goal of 4600 finishers. A small group of Public Service programming staff have started working

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on guidelines for events as well as revamping an internal website created by our former Events Coordinator, Kristin Soper. Our goal is to finish the project by the end of the year.

Other projects in the works:

- Furniture refresh, waiting on quotes
- New telephone placement on the lower level
- World Cup brainstorming
- Vinyl order to replace endcap signage and denote staff work areas.
- Master Plan selection committee
- Met with the Parking Department to discuss potential upgrades to the garage
- On the horizon: scheduling software and updated customer service guidelines.

Karen also traveled to Cleveland for vendor Overdrive's biannual mini-conference.

Information Services

Summer has been keeping us busy! The Info Services team kicked off the update process for the Community Resource guide, so the new edition should be ready in late August or early September. Gabby is also leading focus group meetings with local stakeholders to learn about how the guide is being used in the community and how it can be improved. We're continuing to iron out the details of the Health Spot refresh, with meetings about furniture, signage, and a possible biophilic element (yay!) this month. This month also featured a robust slate of programs, including a [successful and well-attended Disability Pride celebration](#) coordinated by Gabby, the kickoff of Jake's Birding Basics series, Terese's In the Kitchen programs which aimed to help attendees reduce food waste and make the most of their grocery budgets, and an enthusiastic turnout for the Craft Supply and Puzzle Swap (225+ attendees!) hosted by Terese and Ben.

Public Technology

Public Tech continues to refine work flows and create instruction manuals for the DIY Memory Lab. Progress is slow but good and patrons have been utilizing the space heavily, often verbalizing their thankfulness for the resource. Our two most expensive scanners, the Bookeye and the Epson 12000XL have gone from being used a few times a month to being used almost every day. We are also working to improve the SOUND+VISION website (including the DIY

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Memory Lab) to make it more informative and user friendly. In general technology/lower level news, we installed 3 new quiet booths in the lower hallway. These will be great options for patrons looking for a place to use a laptop, jump on a zoom call, or study privately. So far they have been well received and well used.

Readers' Services

As summer reading is drawing to a close, we are thrilled to be so close to our goal of 1500 adult finishers! This was a stretch goal, and I'm so pleased with how well it's gone, and how grateful and appreciative all the Adult Summer Reading participants have been. Talking with them when they come to get their finisher prize is a highlight of the summer for the RS staff.

While not technically a summer reading program, we are hosting a program on Aug 20th which will be a test case for having live viewing during our LSC online author events. We are pairing it with a romance book swap, and we're interested to see how patrons feel about having a live aspect to the online events. The rest of our month was taken up by Booktobefest prep, Read Across Lawrence (mid-January - February) prep, and various ongoing projects related to reaching our departmental goals.

Youth Services

We've had an incredible summer that we're just about to cap off with our Last Bash & Multicultural Fair! Over 4,000 readers of all ages have finished the Summer Reading Program so far and we'll celebrate them at this big party featuring dance performances, DJ Jose Biz, origami, a pinata craft, free popcorn, food vendors, and a last chance to get Summer Reading prizes at Dottie! Another incredible event this month is the annual Paper Plains Zine Fest! The event will be at LPL on August 30th and will feature zine-making events, speakers, and much more. Kids and teens just went back to school, so we'll be transitioning back into school assignment support, storytimes, and after-school programming, like Teen Zone Expanded events for early release days. We're also getting a new wooden bin for our picture books with CDs and Wonder Books! Our new furniture will match our current board book furniture and will give us more room for our collection and allow us to highlight our popular Wonder Book picture books.

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

July One-on-One Meetings. The LPLFF board did not meet in July. Instead, board chair Annamarie Hill and I met individually with board members to check in on how they are doing, learn how they'd like to help, and collect feedback on how to improve our organization. To date, we have met with all but one of our board members. Here are some suggestions that have resulted from these conversations:

- Provide periodic financial tutorials to board members. Specifically, our board members would like to learn more about the public financing side of the library, how to read the individual financial reports in our board packets, how the reports relate to each other, and more details about our Form 990. Our Finance Committee is discussing what format these tutorials will take.
- Explore developing a "Premium Bookshelf" online that consists of best-selling titles. We sometimes receive nearly new books, and this would allow us to charge a little extra for those.
- Create a "drip" campaign for new donors to thank and educate them on how important their support is to the library.
- Explore ways to increase attendance at Donor Night at the book sale.
- Discussed library updates, including improvements to the Health Spot, auditorium garage doors, the Library Master Plan, the new LPLFF mailer, and a fall cocktail class fundraiser.

United for Libraries Virtual Conference. On July 29, 30, and 31, the American Library Association's United for Libraries organization hosted a virtual conference for Trustees, Foundations, and Friends groups. Angela, Logan, and I attended. Brief details about each day's sessions are below. If you'd like the notes from the presentations, please let me know.

- **July 29 (Trustees).** Presentations for Trustees included how to run good meetings, common concerns of Trustees, board governance and responsibilities, and getting familiar with Freedom of Information laws. Thanks to Mandy for attending with us!
- **July 30 (Foundations).** Presentations for Foundations included overcoming barriers to fundraising success, how to identify and share memorable library stories for marketing and promotion, and the importance of a Memorandum of Understanding between libraries and their Friends and Foundation groups.
- **July 31 (Friends).** Presentations for Friends included creating a strategic plan, how to build relationships for advocacy, the importance of inclusivity and accessibility, and library funding 101.

Planned Giving Progress. I am working with Cathy Hamilton and Billy Pilgrim on a new planned giving brochure and packet. This was one of the LPLFF board's goals for this year, and we plan to have it finished this fall. In addition, Logan and I will attend the Mid-America Charitable Gift Planners conference at the Kauffman Foundation on September 12th.