

Lawrence Public Library Board of Trustees Regular Meeting
Monday, September 15, 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 August 2025
- Approve Treasurer's report for August 2025
- Approve bills for August 18, 2025 to September 15, 2025
- Receive statistical report for August 2025

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

Public Comment

Adjournment

Lawrence Public Library**Regular Board Meeting**

Date: August 18, 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, Allison Friend Mazzei, Mayor Mike Dever
Board members absent: Kelly Hart, Sean Hunt, Ryann Tacha

Staff Members Present:

Brad Allen, Karen Allen, Jeff Bergeron, Aaron Brumley, Kathleen Morgan, Jon Ratzlaff, Erica Segraves

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

Call to order

James called the meeting to order at 4:30 pm.

Consent Agenda

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

Director's Report

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

- The David Lowery concert was a huge success and well attended.
- Brad participated in a panel on IMLS budget cuts. Other members of the panel included the state librarian, Humanities Kansas, Watkins, and KU Libraries
- Brad participated in an outreach event at KU Libraries where 38 new library cards were created. That was a new record for a single outreach stop.

Monthly Departmental Reports

Board members asked questions about door replacements throughout the library. Mandy asked about the recent meeting with the City's parking department. Brad said it was a good conversation. The plan is to improve the aesthetics of the garage as better monitor behavior.

Friends & Foundation Director's Report

Nancy Hambleton provided the Friends & Foundation report:

- The Friends & Foundation board did not meet in July. Board members met with Kathleen and Annamarie separately and provided feedback on LPLFF operations.
- On July 29, 30, and 31, the American Library Association's United for Libraries organization hosted a virtual conference. LPLFF staff and Mandy Leibold attended many of the sessions that focused on Trustees, Foundations, and Friends groups.
- Logan and Kathleen will attend the Mid-America Charitable Gift Planners conference at the Kauffman Foundation on September 12th
- The Summer Reading Last Bash happened on Saturday, August 16th. We are so grateful to McGrew Real Estate for sponsoring this wonderful multicultural party! We also want to give a shout out to the Altrusa International Club of Lawrence for sending a huge group of volunteers to help out that evening.

Based on the ALA conference, Mandy asked if it would be possible to get the board packet earlier so that members have more time to review it. She suggested setting up a Google Drive so that documents can be uploaded as they are available. Brad agreed to work on these logistics.

NEW BUSINESS

Presentation of 2024 Audit

Sean Gordon of Gordon CPA presented the Lawrence Public Library 2024 audit to the board. He reported that their review resulted in an "unmodified opinion" which is the highest rating they can give. This reflects well on the library's financial management. James asked if the library's financial controls are good. Is there a good segregation of duties? Sean said that they reviewed payroll and payment practices and had no concerns. Gordon CPA had no recommendations for the audit.

Report on ALA United for Libraries Conference

Mandy attended the Trustees portion of the ALA virtual conference. One of the suggestions was to get board packets out 4 to 6 days before board meetings. She asked if it would be possible to get the board packet earlier so that members have more time to review it. She suggested setting up a Google Drive so that documents can be uploaded as they are available. Brad agreed to work on these logistics.

OLD BUSINESS

There was no old business.

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 5:16 pm.

The next regular Board meeting will be held Monday, September 15, 2025 on the Google Meet software platform.

Respectfully submitted,
Brad Allen

2025 Outside Funding		August	August		
		<u>Income</u>	<u>Spending</u>	<u>Remaining</u>	
Outside & Private Funding					
R & E Totals		\$ 532.97	\$ 63,037.56	\$ 447,588.41	
Totals		\$ 532.97	\$ 31,518.78	\$ 447,588.41	
Budget/ Allocation Adj					
	YTD Income			\$ 304,055.51	
	YTD Expense			\$ 418,989.24	

1. Balance Sheet

Lawrence Public Library

As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	849,330.99
Checking	283,195.31
MIP Operating Funds	2,433,215.05
Total for Bank Accounts	\$3,565,741.35
Accounts Receivable	0.00
Other Current Assets	
Employee Cash Advances	113.48
Petty Cash	300.00
Total for Other Current Assets	\$413.48
Total for Current Assets	\$3,566,154.83
Fixed Assets	0.00
Other Assets	0.00
Total for Assets	\$3,566,154.83
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	78,422.68
Total for Accounts Payable	\$78,422.68
Credit Cards	
US Bank Credit Card (7984)	\$16,893.19
Total for Credit Cards	\$16,893.19
Other Current Liabilities	
Payroll Liabilities	\$0.00
Health Insurance	-38,522.34
Hospital & Cancer Plans	-6.40
OGLI	-1,061.35
Payroll Liabilities FSA	-178.42
SUI	1,131.17
Vision Insurance - Employee	97.53
Total for Payroll Liabilities	-\$38,539.81
Total for Other Current Liabilities	-\$38,539.81
Total for Current Liabilities	\$56,776.06
Long-term Liabilities	0.00
Total for Liabilities	\$56,776.06
Equity	
Retained Earnings	1,260,858.78
Net Income	1,947,884.77
Opening Bal Equity	300,635.22
Total for Equity	\$3,509,378.77

1. Balance Sheet

Lawrence Public Library

As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Total for Liabilities and Equity	\$3,566,154.83

2. Revenues & Expenses

Lawrence Public Library

August 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AUG 1 - AUG 31 2025	JAN 1 - AUG 31 2025 (YTD)
Income		
Interest	\$0.00	\$0.00
Capital Improvement	2,733.28	16,248.22
Checking	8,982.13	57,566.69
Total for Interest	\$11,715.41	\$73,814.91
Lost and Replacement Fees	2,183.98	17,063.62
Meeting Room Rentals	333.12	5,728.00
Misc Income	68.37	3,267.30
Outside&Private Funding Income	\$46.00	\$121,275.49
Downhall Books	233.52	608.45
Merchandise Sales	253.45	-509.55
Total for Outside&Private Funding Income	\$532.97	\$121,374.39
Photocopies & Printing	1,735.76	12,744.07
NEKLS		56,039.50
State& Federal Aid		35,396.56
Tax Fund		6,317,065.63
Total for Income	\$16,569.61	\$6,642,493.98
Cost of Goods Sold	0.00	0.00
Gross Profit	\$16,569.61	\$6,642,493.98
Expenses		
Books & Materials	50,286.76	476,443.62
Building Repairs & Maintenance	2,451.14	41,729.01
Building Supplies	2,093.69	13,846.96
Capital Improvement Expenditure	17,260.00	36,841.22
Insurance	\$31,235.63	\$31,235.63
Liability Insurance		100.00
Total for Insurance	\$31,235.63	\$31,335.63
Library & Office Supplies	1,596.35	11,281.61
Marketing-General	2,102.41	10,263.96
Miscellaneous	156.53	710.44
.Outside & Private Funding	\$0.00	-\$4,792.39
Friends & Foundation Funding	\$2,500.00	\$2,971.86
Altrusa Grant	873.30	1,665.30
Aquarium Maintenance	345.00	3,046.82
F&F Payroll	15,098.18	121,603.06
Kansas Health Foundation	1,377.06	2,098.77
Marketing	1,580.72	8,098.72
Memorials/Honor w/ Books GGIFT	61.36	-712.38
Memory Lab	44.00	19,938.01
Nancy Pat Staff Support (Crowe)	387.94	3,169.70
Outreach/Coggins Fund	45.98	298.63
Program Expense	\$0.00	\$0.00
Information Services Programmin	224.82	1,523.96
LiveWell "Food Wise Families" Grant	850.00	2,025.02

2. Revenues & Expenses

Lawrence Public Library

August 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AUG 1 - AUG 31 2025	JAN 1 - AUG 31 2025 (YTD)
Readers Service Programming	564.39	862.15
Summer Reading - ALL	3,482.96	21,056.17
Youth Services & Cigler	2,621.36	12,505.47
YS Programs (Children)	300.92	4,430.26
Public Tech Programming		1,000.00
Read Across Lawrence/Booktober		-888.00
Teen Services Programming		1,454.90
Total for Program Expense	\$8,044.45	\$43,969.93
Rueff Fund	605.79	4,299.79
Sound & Vision Miliken	555.00	-4,876.84
Block Grant		8,609.97
Dr. Bob Program		-364.00
Kanopy		5,500.00
MIDCO/Peterson		-11,000.00
Plant & Foliage Maintenance		360.00
Seed Library		909.09
Sound & Vision Perez		-1,700.00
Storytime at Home		46.94
Total for Friends & Foundation Funding	\$31,518.78	\$207,933.37
Total for .Outside & Private Funding	\$31,518.78	\$203,140.98
Payroll Expenses	\$0.00	\$0.00
Employee Parking	-526.68	-3,697.63
Gross Wages	286,649.23	2,479,540.12
Group Life Insurance	1,018.21	9,011.72
Health Insurance	56,034.82	398,238.46
Total for Payroll Expenses	\$343,175.58	\$2,883,092.67
Payroll Taxes	\$0.00	\$0.00
KPERS Co	29,629.95	254,628.20
KPERS Co Retiree	141.88	2,710.65
Payroll Taxes Employer	22,007.18	194,662.81
Total for Payroll Taxes	\$51,779.01	\$452,001.66
Postage & Mailing	608.93	16,880.15
Processing Supplies	3,342.73	37,454.22
Professional Development	4,153.58	30,979.82
Professional Fees	\$13,713.68	\$85,281.71
Accounting		6,500.00
Total for Professional Fees	\$13,713.68	\$91,781.71
Technology	\$0.00	\$0.00
Collections & Public Service	9,533.57	205,225.17
Internet & Telephone	736.00	13,134.69
IT Software & Subscriptions	7,161.56	59,040.94
Public Tech Supplies	490.37	304.81
Operations		9,165.16
Total for Technology	\$17,921.50	\$286,870.77

2. Revenues & Expenses

Lawrence Public Library

August 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AUG 1 - AUG 31 2025	JAN 1 - AUG 31 2025 (YTD)
Utilities - Electric	7,442.37	64,858.32
Vehicles, Mileage, Maintenance	254.62	3,822.89
Equipment		1,273.57
Total for Expenses	\$581,093.29	\$4,694,609.21
Net Operating Income	-\$564,523.68	\$1,947,884.77
Other Income	0.00	0.00
Other Expenses	0.00	0.00
Net Other Income	\$0.00	\$0.00
Net Income	-\$564,523.68	\$1,947,884.77

4. Vendor Balance Summary

Lawrence Public Library

As of September 15, 2025

VENDOR	TOTAL
Alex Pelkey	100.00
Alliance Entertainment	1,947.20
Amazon Capital Services, Inc	4,908.13
Ann Dean	250.00
ASI	60.00
Baker & Taylor, Inc.	65.14
Bibliocommons Inc.	9,533.57
Carey S. Thomas Library	5.00
CEK Insurance	9,176.27
Cengage Learning	41.08
Center Point Large Print	58.55
Century Business Technologies	1,124.53
Compost Collective	150.00
Corporation for Digital Scholarship	2,500.00
Cottin's Hardware & Rental	328.29
Ellen Jovin	5,000.00
Emporia Public Library	11.39
Evergy	7,442.37
Fast Signs	1,023.43
Frederick Gipp	100.00
Friends of the Topeka Zoo	235.00
Ingram Library Services	23,317.60
Jasmine Chinese Dance Group	100.00
Jayhawk Tropical Fish	345.00
Jerseyville Public Library	22.00
KONE Inc.	3,438.75
Lisa McLendon	75.00
Mainline Printing	1,580.72
Manatee County Public Library	45.00
Midco	573.48
Midwest Tape	3,677.78
Nick Jungman	75.00
Omega Door & Hardware	4,529.00
OverDrive	22,855.80
Pro Print Inc.	263.32
Pur-O-Zone, Inc.	1,512.25
Rabble LLC	4,440.00
Schendel Services	127.07
Scholastic Inc.	1,149.75
Schwickert's Tecta America	732.00
Sunrise Project	325.98
Susan King	25.00
Unique Management Services	285.65
United Parcel Service	15.00
U.S. Bank - Mastercard	16,926.22
Wanwan Cai	50.00
TOTAL	\$130,547.32

5. Check Detail Report for Board
Lawrence Public Library
August 19-September 15, 2025

Vendor Name	Transaction type	Num	Transaction date	Item split account	Amount
ASI					
	Expense		08/31/2025	Payroll Liabilities FSA	-3,234.87
	Bill Payment (Check)	EFT	09/15/2025	Professional Fees	-60.00
Total for ASI					<u>-\$3,294.87</u>
The Quipu Group LLC					
	Check	WIRE	08/21/2025	IT Software & Subscriptions	-4,500.00
Total for The Quipu Group LLC					<u>-\$4,500.00</u>
Blue Cross and Blue Shield of Kansas Inc.					
	Check	EFT	08/22/2025	Health Insurance	-68,842.87
	Check	EFT	08/22/2025	Cancer & Hospital Indemnity Ins	-313.90
	Check	EFT	08/22/2025	Group Life Insurance	-1,058.34
Total for Blue Cross and Blue Shield of Kansas Inc.					<u>-\$70,215.11</u>
KPERS					
	Check	EFT	08/22/2025	KPERS ER	-15,515.90
	Check	EFT	08/22/2025	KPERS EE	-8,575.72
	Check	EFT	08/22/2025	Taxes - Employer	-208.13
	Check	EFT	08/22/2025	Retirees	-70.93
	Check	EFT	08/22/2025	OGLI	-483.80
	Check	EFT	09/05/2025	KPERS ER	-15,273.75
	Check	EFT	09/05/2025	KPERS EE	-8,562.27
	Check	EFT	09/05/2025	Taxes - Employer	9.95
	Check	EFT	09/05/2025	Retirees	-70.81
Total for KPERS					<u>-\$48,751.36</u>
Empower Annuity Insurance Co.					
	Check	EFT	08/22/2025	KPERS 457 Roth Plan	-583.00
	Check	EFT	08/22/2025	KPERS 457 Plan	-2,549.00
	Check	EFT	09/05/2025	KPERS 457 Roth Plan	-783.00
	Check	EFT	09/05/2025	KPERS 457 Plan	-2,399.00
Total for Empower Annuity Insurance Co.					<u>-\$6,314.00</u>
eRate Solutions, L.L.C.					
	Check	EFT	08/25/2025	Professional Fees	-740.57
Total for eRate Solutions, L.L.C.					<u>-\$740.57</u>
Evergy					
	Bill Payment (Check)	EFT	09/15/2025	Utilities - Electric	-7,442.37
Total for Evergy					<u>-\$7,442.37</u>
Midco					
	Bill Payment (Check)	EFT	09/15/2025	Technology:Internet & Telephone	-573.48
Total for Midco					<u>-\$573.48</u>
U.S. Bank - Mastercard					
	Bill Payment (Check)	EFT	09/15/2025	Accounts Payable	-16,926.22
Total for U.S. Bank - Mastercard					<u>-\$16,926.22</u>
United Parcel Service					
	Bill Payment (Check)	EFT	09/15/2025	Postage & Mailing	-15.00
Total for United Parcel Service					<u>-\$15.00</u>

Wanwan Cai	Bill Payment (Check) 91316 09/15/2025	Summer Reading	-50.00
Total for Wanwan Cai			-\$50.00
Unique Management Services	Bill Payment (Check) 91315 09/15/2025	Professional Fees	-285.65
Total for Unique Management Services			-\$285.65
Susan King	Bill Payment (Check) 91314 09/15/2025	Kansas Health Foundation	-25.00
Total for Susan King			-\$25.00
Schwickert's Tecta America	Bill Payment (Check) 91313 09/15/2025	Building Repairs & Maintenance	-732.00
Total for Schwickert's Tecta America			-\$732.00
Schendel Services	Bill Payment (Check) 91312 09/15/2025	Building Repairs & Maintenance	-127.07
Total for Schendel Services			-\$127.07
Pro Print Inc.	Bill Payment (Check) 91311 09/15/2025	Library & Office Supplies	-263.32
Total for Pro Print Inc.			-\$263.32
Omega Door & Hardware	Bill Payment (Check) 91310 09/15/2025	Building Repairs & Maintenance	-4,529.00
Total for Omega Door & Hardware			-\$4,529.00
KONE Inc.	Bill Payment (Check) 91309 09/15/2025	Building Repairs & Maintenance	-3,438.75
Total for KONE Inc.			-\$3,438.75
Jayhawk Tropical Fish	Bill Payment (Check) 91308 09/15/2025	Aquarium Maintenance	-345.00
Total for Jayhawk Tropical Fish			-\$345.00
Jasmine Chinese Dance Group	Bill Payment (Check) 91307 09/15/2025	Summer Reading	-100.00
Total for Jasmine Chinese Dance Group			-\$100.00
Fast Signs	Bill Payment (Check) 91306 09/15/2025	Marketing - General	-1,023.43
Total for Fast Signs			-\$1,023.43
Emporia Public Library	Bill Payment (Check) 91305 09/15/2025	Lost and Replacement Fees	-11.39
Total for Emporia Public Library			-\$11.39
Cottin's Hardware & Rental	Bill Payment (Check) 91304 09/15/2025	Building Repairs & Maintenance	-328.29
Total for Cottin's Hardware & Rental			-\$328.29
Corporation for Digital Scholarship	Bill Payment (Check) 91303 09/15/2025	Stories for All	-2,500.00
Total for Corporation for Digital Scholarship			-\$2,500.00
Compost Collective	Bill Payment (Check) 91302 09/15/2025	DCCF Livewell Foodwise Families	-150.00
Total for Compost Collective			-\$150.00
Ann Dean	Bill Payment (Check) 91301 09/15/2025	Summer Reading	-250.00
Total for Ann Dean			-\$250.00

Cengage Learning			
	Bill Payment (Check) 30100 09/15/2025	Books & Materials	-41.08
Total for Cengage Learning			<u>-\$41.08</u>
Sunrise Project			
	Bill Payment (Check) 30099 09/15/2025	DCCF Livewell Foodwise Families	-325.98
Total for Sunrise Project			<u>-\$325.98</u>
Scholastic Inc.			
	Bill Payment (Check) 30098 09/15/2025	Altrusa Grant	-1,149.75
Total for Scholastic Inc.			<u>-\$1,149.75</u>
Rabble LLC			
	Bill Payment (Check) 30097 09/15/2025	Books & Materials	-4,440.00
Total for Rabble LLC			<u>-\$4,440.00</u>
Pur-O-Zone, Inc.			
	Bill Payment (Check) 30096 09/15/2025	Building Supplies	-1,512.25
Total for Pur-O-Zone, Inc.			<u>-\$1,512.25</u>
OverDrive			
	Bill Payment (Check) 30095 09/15/2025	Books & Materials	-22,855.80
Total for OverDrive			<u>-\$22,855.80</u>
Nick Jungman			
	Bill Payment (Check) 30094 09/15/2025	Booktoberfest	-75.00
Total for Nick Jungman			<u>-\$75.00</u>
Midwest Tape			
	Bill Payment (Check) 30093 09/15/2025	Books & Materials	-3,677.78
Total for Midwest Tape			<u>-\$3,677.78</u>
Manatee County Public Library			
	Bill Payment (Check) 30092 09/15/2025	Lost and Replacement Fees	-45.00
Total for Manatee County Public Library			<u>-\$45.00</u>
Mainline Printing			
	Bill Payment (Check) 30091 09/15/2025	LPLFF-Marketing	-1,580.72
Total for Mainline Printing			<u>-\$1,580.72</u>
Lisa McLendon			
	Bill Payment (Check) 30090 09/15/2025	Booktoberfest	-75.00
Total for Lisa McLendon			<u>-\$75.00</u>
Jerseyville Public Library			
	Bill Payment (Check) 30089 09/15/2025	Lost and Replacement Fees	-22.00
Total for Jerseyville Public Library			<u>-\$22.00</u>
Ingram Library Services			
	Bill Payment (Check) 30088 09/15/2025	Books & Materials	-23,317.60
Total for Ingram Library Services			<u>-\$23,317.60</u>
Friends of the Topeka Zoo			
	Bill Payment (Check) 30087 09/15/2025	Professional Fees	-235.00
Total for Friends of the Topeka Zoo			<u>-\$235.00</u>
Frederick Gipp			
	Bill Payment (Check) 30086 09/15/2025	Summer Reading	-100.00
Total for Frederick Gipp			<u>-\$100.00</u>
Ellen Jovin			
	Bill Payment (Check) 30085 09/15/2025	Booktoberfest	-5,000.00
Total for Ellen Jovin			<u>-\$5,000.00</u>
Century Business Technologies			
	Bill Payment (Check) 30084 09/15/2025	Subscriptions	-1,124.53
Total for Century Business Technologies			<u>-\$1,124.53</u>

Center Point Large Print	Bill Payment (Check) 30083 09/15/2025	Books & Materials	-58.55
Total for Center Point Large Print			<u>-\$58.55</u>
CEK Insurance	Bill Payment (Check) 30082 09/15/2025	Insurance	-9,176.27
Total for CEK Insurance			<u>-\$9,176.27</u>
Carey S. Thomas Library	Bill Payment (Check) 30081 09/15/2025	Lost and Replacement Fees	-5.00
Total for Carey S. Thomas Library			<u>-\$5.00</u>
Bibliocommons Inc.	Bill Payment (Check) 30080 09/15/2025	Service	-9,533.57
Total for Bibliocommons Inc.			<u>-\$9,533.57</u>
Baker & Taylor, Inc.	Bill Payment (Check) 30079 09/15/2025	Books & Materials	-65.14
Total for Baker & Taylor, Inc.			<u>-\$65.14</u>
Amazon Capital Services, Inc	Bill Payment (Check) 30078 09/15/2025	Books & Materials	-4,908.13
Total for Amazon Capital Services, Inc			<u>-\$4,908.13</u>
Alliance Entertainment	Bill Payment (Check) 30077 09/15/2025	Books & Materials	-1,947.20
Total for Alliance Entertainment			<u>-\$1,947.20</u>
Alex Pelkey	Bill Payment (Check) 30076 09/15/2025	Summer Reading	-100.00
Total for Alex Pelkey			<u>-\$100.00</u>
Just Food	Check 30075 08/19/2025	LiveWell "Food Wise Families" Grant	-250.00
Total for Just Food			<u>-\$250.00</u>
The Floor Trader	Check 30073 08/19/2025	Capital Improvement Expenditure	-17,260.00
Total for The Floor Trader			<u>-\$17,260.00</u>
Auto-Owners Insurance	Check 30072 08/19/2025	Insurance	-22,059.36
Total for Auto-Owners Insurance			<u>-\$22,059.36</u>
	TOTAL		<u>#####</u>

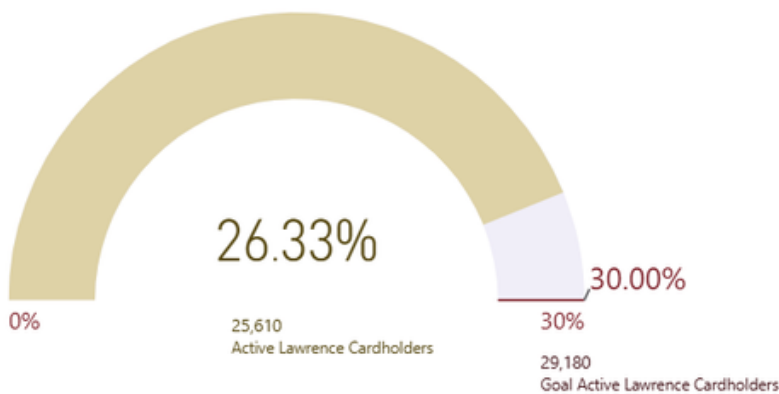
Aug 2025 LPL Progress Indicators

Net Promoter Score



% Active Cardholders

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

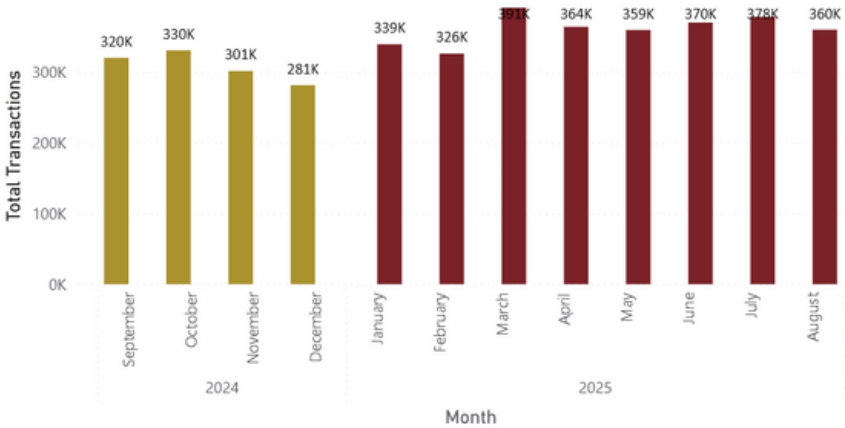


Lawrence Community Cardholders	
97,270	Total Lawrence Population
26.33%	Current % Active
25,610	Active Lawrence Cardholders
29,180	Goal Active Lawrence Cardholders
3,570	Cardholders needed to meet goal

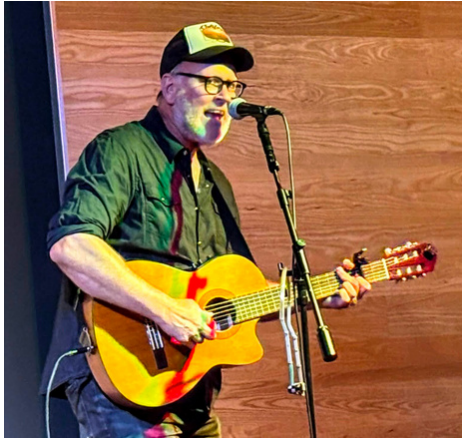
Library Use Index

Trend of Total Library Transactions

Year ● 2024 ● 2025



August 2025 Highlights



Eric Bachmann Live in Concert



100

Live attendees

Hawk Week Library on the Lawn

37 New library cards in 2 hours



Library Director Report for August 2025

Update on Updates :)

As we work on delivering board materials earlier than we currently do, we have made a few changes. All departmental reports will cover the previous month. Some folks have already been doing it this way. Others, like me, have been reporting the time between board meetings. Doing this, everyone can have their report written for an earlier delivery date to the Board, and it will be consistent with the financial and statistical reporting. All this to say, I will start referring to this report as the report for the previous month, August in this case.

US District Court Dismissed Spiehs Lawsuit in Summary Judgment

OK, so I am jumping forward a bit despite the above paragraph, but as mentioned previously, we were happy to learn on September 3rd that the lawsuit against the library was dismissed in Summary Judgment by Judge Julie Robinson. This lawsuit spanned nearly two years from start to finish and took a considerable toll on the library board and staff. I want to thank all board members for your continued good work during an incredibly stressful time. Spiehs has 30 days to appeal the decision.

Library Master Plan update

We have selected Margaret Sullivan Studio to help us develop our Library Master Plan. Our leadership team has had initial meetings and we are working on finalizing the scope and fee proposal. I should have more to report soon. The library board will be part of the process once we get the ball rolling.

Lawrence Loves Live Music at the Library

The library hosted the third installment of an intimate concert series we are calling SOUND+VISION Presents. On Friday, August 22, Eric Bachmann played to about 100 people. Our very own board member Sean Hunt aka Approach opened the evening with a set of his own music. We don't have another event lined up yet, but I look forward to continuing this series.

Respectfully submitted by Brad Allen, September 11, 2025

Monthly Departmental Reports

September 2025

ACCESS SERVICES

August hit 779 library card sign ups. This is the highest number of new library card sign ups in a month over the last two and a half years. Dottie had a record setting month with 77 new cards, more than any month since its launch.

Locker checkouts continue to be 30% above the monthly average. The average amount of time it takes for space to open up for new holds at the Hy-Vee lockers has dropped from around 5 days to about 48 hours. PPNC and SPL typically take less than a day.

For the third year in a row we participated in the ULC Library Insights Survey. This survey focuses on patron trends at urban public libraries across the country.

Circulation

Jeff said it all! We were busy making new cards and helping out with outreach in August.

The new lockers seem to be a hit. I imagine they will only do better now that they have got some nice new wraps (designed by Heather) that make it clearer to see what they are. We are still trying to iron out a handful of technical issues with the Sports Pavilion and Prairie Park lockers, hopefully one of these days somebody will be able to pinpoint what is causing our connection issues.

Collection Services

The department is chugging right along. Cataloging is staying afloat despite being down a person until the end of September. Some relabeling and weeding projects are on hold until we're full strength again.

There are new shipping changes coming from our primary book vendor that we don't suspect will be an issue, but we'll still monitor missed street dates, and any problems we might have with open orders.

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Information Technology

Aaron and Jeff carried out a trial of Solarwinds Service Desk, a cloud hosted IT Service Management (ITSM) platform, as a possible replacement for the current IT ticketing system, Solarwinds Web Help Desk. The trial was successful, but additional options need to be tested before a final decision. Aaron has collected options and further testing of at least one alternative platform will take place in September.

We obtained competing quotes from three vendors for replacement of our remaining staff and public computers (18 public access desktops with monitors, 20 staff desktops with monitors. 34 staff laptops with monitors.) Lenovo provided the best pricing and a purchase order will be completed in early September.

Deployment of new public access computers will take place on October 3. (Pending timely delivery.)

Deployment of staff computers will begin as soon as they arrive and will continue until all are replaced. The goal is for all to be replaced before October 14.

KnowBe4 onboarding and initial training for administrators was completed in August. The service has been initiated to begin phish testing and security awareness training for staff. Training will begin in September and regular phish testing and supplemental training will continue monthly.

Outreach

We had such a busy month in August! Some of our most attended stops this month included a partnership with Watson Library for Hawk Week (where Sarah issued 37 new library cards), the Haskell Resource Festival, The Kids Expo, and the Back to School event hosted by Family Promise. Big thanks to Ian and the Circ team for helping so much this month!

We were also the recipients of a \$1,200 donation from Altrusa. Sarah used that money to buy more books from Scholastic, ensuring every child we encounter has the opportunity to receive a free book.

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DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

Book Lockers & Outreach: The vinyl wrap design for all three book lockers was completed and installed this month. Messaging reminders about the new locations have gone out twice. While overall response has been positive, the Prairie Park Nature Center location is experiencing lower-than-expected usage. Heather and Ben are developing a plan to increase awareness and engagement, with a particular focus on reaching residents in the immediate area.

Library Card Sign-Up Month: New library card designs were selected and ordered in time for National Library Card Sign-Up Month. To highlight this initiative, we are launching the “Bring a Buddy” campaign. Current cardholders are encouraged to bring a friend to sign up for a new card; both will receive a free book coupon redeemable at any book sale. Heather also designed Downtown Lawrence Banners for Library Card Sign Up Month to run through October. Thank you to Fast Signs for not charging the library for production and materials!

Communications & Publications: August marked the official retirement of *The Reader* magazine. In its place, we introduced the **LPLFF Mailer**, a quarterly direct mailing that features essential ongoing information, donor recognition, news updates, and event highlights. Heather's favorite part is the year-off bookmark everyone gets with each issue. The secret sauce is that it will always lead to the LPLFF Give Form, which, if you use it, will act as a mini-reminder in your book to support the library. The mailer is designed with multiple QR codes, linking readers directly to the library's online platforms for the most current event details. This transition allows us to provide a more flexible and timely experience, something *The Reader* was unable to do. It is available for free to all donors, volunteers, and new cardholders (one time) and open to anyone who wants to get it sent to their homes when they become a \$10/month donor.

Content Creation & Video Production: We are continuing to build the Strategic Content Team to create clearer communication and processes for creating and sharing promotional content across the various departments. Heather has been working to nail down the schedule of the monthly email newsletters, and Ben has fielded eBlasts requests as needed. In addition to the normal content production, Ben has been working on more short-form videos with different departments, promoting YS events, the Sound+Vision Studio, and LPLFF fundraisers. We are also in the process of creating and sharing Booktoberfest content ahead of its kickoff on September 28.

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FACILITIES

We have new doors for the Youth Services restrooms (yes!), but the carpet installation for the auditorium was delayed due to production issues (boo!). The new garage doors for the auditorium are also going to take longer than expected while the installer works out the best way to remove the existing doors and the cleanest way to install the new doors.

Maintenance & Custodial

We assisted with setup and tear down of the Last Bash & Multicultural Fair, and I'm pleased to report that we survived! As usual our coworkers do some amazing things and bring some amazing partners and performers to the library, and it's great to be a part of it.

Security

We learned that Friends and Foundation cannot use grant funds from this year's FEMA safety grant to pay for safety improvements to the library, so we will not be applying for this grant after all. There are still plenty of improvements we can make within our current budget, so we will concentrate on those right now with an eye on budgeting for larger ticket items in the future.

Josh (Safety & Security), Karen (Public Services), and Jon (Facilities) had a good meeting with Megan Poindexter (Senior Resource Center), Felice Lavergne (Lawrence Transit), and Lt. David Ernst (LKPD). We talked about all our patron and staff concerns regarding safety on the 700 block of Vermont St. While we didn't solve Vermont Street's difficulties, we got a better understanding of what each of us are dealing with and certainly gave each other good ideas for the future.

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HUMAN RESOURCES

Human Resources

Erica participated in several professional development opportunities, including a virtual HR Certification Institute (HRCI) presentation on AI's impact on the modern workforce and how to support it. She also watched a webinar featuring Brooklyn Public Library's adaptable staffing models, which detailed their process for ensuring adequate staffing to ensure all their branches were open and operating for the public.

The Employee Engagement Committee (EEC) is reviewing the results of our recent Employee Happiness survey which showed positive results. One question asks what an employee would miss if they won the lottery and no longer worked at the library. The overwhelming response was "the people" which shows how strong our staff relationships are. The EEC will continue to discuss the results, find trends, and make suggestions to continue to make the library a great place to work.

PUBLIC SERVICES

Karen attended Digipalooza, Overdrive/Libby's customer conference, in Cleveland. AI was a big topic, as was marketing Libby and Kanopy's services. Jason Reynolds, as a keynote speaker, was a highlight! Karen also met with Kansas City area librarians to chat about summer reading for next summer. We have decided to merge next year's national summer reading theme (dinosaurs) with the World Cup and have come up with the tag line: Read, Score, Roar! We have started some preliminary work on the Facilities Master Plan by making lists of participants for the various stakeholder meetings. No update yet on our new furniture. We're waiting for quotes from bcDesignGroup.

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Information Services

With summer winding down and back-to-school on the horizon, our notary service gets a workout: we recorded 214 notary sessions this month! Our team also lent a hand for the Last Bash with Terese and Lindin assisting with the planning and the staffing of the event. Other programs this month included a history of women's suffrage in Kansas and an intro to composting coordinated by Terese, parts 1 & 2 of Jake's Birding Basics series, and the launch of a support group for people with brain injuries and their loved ones. A few Info Services and Public Tech folks took a field trip to Peaslee Tech and the Lawrence Workforce Center to learn more about their programs and services.

Public Technology

Work continues on Memory Lab user guides and refinement. Patrons are heavily using the space (often arriving with 3-4 different formats to digitize at once) and they consistently remark about how thankful they are to have access to the resource. August was a healthy month for SOUND+VISION programming, with a modular synth concert, a historical Kansas film screening "The Shortest Straw", and supporting Eric Bachmann Live in concert. Another project we've been working on is purchasing equipment (audio interface, webcam, hubs) for and refining our Videocast cart where users can record audiobooks and video interviews. Otherwise, August was a typical month of helping patrons access resources on the lower level.

Readers' Services

August brings us to the end of Summer Reading and a NEW ADULT FINISHER RECORD! <whoo!!> We had 1546 finishers, 46 over our stretch goal for this year, and almost 200 more than last year. We had so many wonderful interactions over the summer as well, which is really the most important thing of all. We also hosted our first in-person event on August 9th for Library Speakers Consortium by pairing the Casey McQuiston author talk with a Romance Book Swap and we had a wonderful time. 35 folks turned out, which was a nice night given we weren't sure what the appetite for the live-viewing would be. A good deal of August has been preparing for Booktoberfest, some foundational planning for Read Across Lawrence, and some collections work. We've moved some collections and we're doing collection inventory in advance of the staff-day to help work out any kinks and set the expectations for timing and staff necessary. For now, we're excited for Booktoberfest and glad to be heading into cozy reading season!

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Youth Services

We had two major events in August! Our Last Bash & Multicultural Fair on August 16th featured incredible performers, piñata and rangoli activities, DJ Jose Biz, plenty of popsicles, and numerous presenters who shared their cultures. This Summer Reading celebration fell on a very hot Saturday. We set up lots of tents, put out water dispensers, and had a great turn out of 250 people considering the heat. We also hosted workshops and panels for Paper Plains Zine Fest at LPL on August 30th. The event was well attended, fun, collaborative, and a light lift on LPL staff. Workshops were offered in meeting rooms, including zine-making events for kids and teens. Our Teen Librarian, Margo, even had a shift as the event mascot, Jammy!

Most of August we planned and prepared for our fall programs and worked on our upcoming eNewsletter. Storytime themes and crafts were prepped and we held meetings to get ready for numerous special events. We're working on new ways to get the word out about our Youth Services events by offering a YS eNewsletter. Our eNewsletter is named "The Triple Scoop" (for three age categories: babies, kids, and teens) and will have news for parents and caregivers. It will feature events, booklists, blogs, early literacy information, horoscopes penned by Morris the Monkey called "Morriscopes", fish news, and more! The first issue will go out at the end of September.

In other news, we have new metal bathroom doors that won't flex in size with humidity, fixing our recent issue with the door being unable to close.

LPL Friends & Foundation Director's Report – September 11, 2025

Financial Tutorials for Board Members. Friends & Foundation board members have requested short tutorials on their financial reports at each board meeting. At the August meeting, Denise Berkley, the library's former accountant who is now a member of the LPLFF Finance Committee, gave an overview of what to look for each month in the financial statements. Kathleen will organize short tutorials for future meetings so that board members have a better comfort level with LPLFF financials.

Douglas County Community Foundation (DCCF) Workshop. On August 22, Annamarie Hill and I attended a workshop hosted by DCCF. The theme was "Making the Ask" and featured information on what donors look for from nonprofits. It was a unique conference because several nonprofit board chairs were included, adding a great perspective to the conversation. In addition, DCCF kicked off its 2025 Giving For Good Campaign. This annual project launches on Giving Tuesday (December 2nd). A special catalog will be distributed to DCCF donors and in the Journal World that outlines special fundraising projects for local organizations. The first \$5,000 raised for each project will be matched 50% by DCCF, with the "bonus" \$2,500 deposited into the nonprofit's endowment fund at the community foundation. I am currently working with the library to identify a 2025 project. In the past, we have raised money for the Book Eye scanner in the Memory Lab, as well as the audiobook cart in the SOUND+VISION Studio.

New Cocktail Class Fundraiser. On October 30, the Friends & Foundation are excited to offer a new Halloween-themed cocktail class fundraiser led by Lawrence native Tyson Buhler. Currently the food and beverage director for [Death & Company](#) and winner of the 2015 World Class US Bartender of the Year competition, Tyson will guide guests in creating two mini cocktails or mocktails. Paired appetizers, together with spirited conversation with fellow library lovers will make this a truly special evening. The event will be held at Arterra Event Gallery. Tickets are \$50 and will go on sale next week. A huge shoutout and THANK YOU goes to Rademacher Financial for sponsoring this exciting new event!

Kansas Book Festival. I just have to include a shameless plug for the [Kansas Book Festival](#), coming up in Topeka on Saturday, September 20th from 9 am to 4 pm at Washburn University Library. For the past couple of years, I have served as the volunteer board chair of the Festival. It gets bigger and better each year! Our keynote speaker is Bill Kurtis, celebrated journalist and host of NPR's Wait Wait, Don't Tell Me who will talk about his new book, *Whirlwind: My Life Reporting the News*. Then, on Sunday, September 21st, LPL will host a bonus Book Festival presentation with [poet Kevin Young](#). A native Topekan, Young will talk about his new book *Night Watch*. The program is presented in partnership with Humanities Kansas.