

Lawrence Public Library Board of Trustees Regular Meeting

Monday, October 20, 2025 at 4:30 PM

Online Meeting: [Google Meet Link](#)

Executive Session – **ACTION ITEM**

- Recess into executive session for approximately 15 minutes to discuss a pending legal matter with the library’s attorneys. The justification for the executive session is to keep attorney-client privileged matters confidential at this time.

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 September 2025
- Approve Treasurer’s report for September 2025
- Approve bills for September 15, 2025 to October 20, 2025
- Receive statistical report for September 2025

Library Director’s Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Dottie Sponsorship Agreement – **ACTION ITEM**
Kathleen Morgan, Deputy Director
- Holiday Policy – **ACTION ITEM**
Erica Segraves, Human Resources Manager
- Commitment to Equitable Service
Brad Allen, Library Director

Public Comment

Adjournment

Lawrence Public Library

Regular Board Meeting Minutes DRAFT

Date: September 15, 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, Allison Friend Mazzei, Kelly Hart, Ryann Tacha

Board members absent: Mandy Leibold, Sean Hunt, Mayor Mike Dever

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 4:35 pm.

Consent Agenda

Ryann moved to approve the consent agenda. Kelly seconded. Consent agenda passed.

Director's Report

Brad presented the Director's report:

- The library has chosen Margaret Sullivan Studios to help conduct the Library Master Plan. It will be a five month study. A core team will meet regularly, and the board and public will be involved at various stages of the process.
- Brad is working on the timing for providing board meeting packets. His goal is to have the packet available by the Tuesday before each monthly meeting.
- The federal lawsuit against the library was dismissed by the District Court.
- Eric Bachmann and Sean Hunt performed at an August 22nd concert. Great event!

Monthly Departmental Reports

- James noted that Karen had attended the Digapalooza conference. Given the expense of digital resources, he asked if LPL could join a consortium of libraries for economies of scale? Brad explained that there have been many attempts to address this problem, but so far they have not been successful. It will take special legislation to make it happen.

- Ryann asked whether anything useful came out of the recent meeting with parking, transit, SRC, and the police department. Jon said that the most useful outcome was that it got the discussion going. Our communication with these departments is improving and they better understand the problems that LPL and SRC are experiencing due to incidents at the bus stop and in the parking garage.

Friends & Foundation Director's Report

Nancy Hambleton provided the Friends & Foundation report:

- The combined Music and Book Sale with AudioReader raised \$7,067 on the book portion of the sale. Thanks to our volunteers for sweating through the afternoon!
- Friends & Foundation board members have requested short tutorials on their financial reports at each board meeting. Those will start this month.
- Annamarie and Kathleen attended a "Making the Ask" workshop at DCCF on August 22nd. In addition, DCCF kicked off its 2025 Giving For Good Campaign. The library is working to identify its project for this year.
- The Friends & Foundation are hosting a special cocktail class fundraiser on Thursday, October 30th at Arterra. Tyson Buhler of [Death & Company](#) will lead the class.
- The Kansas Book Festival happens on Saturday, September 20th from 10 am to 4 pm at Washburn University. More than 50 authors and speakers are featured, including journalist Bill Kurtis. On Sunday, September 21st, LPL will host a special Book Festival event with Humanities Kansas with [poet Kevin Young](#).

NEW BUSINESS

There was no old business.

OLD BUSINESS

There was no old business.

Public Comment

There was no public comment

Executive Session

Allison made a motion to go into executive session at 5:06 pm for 10 minutes to meet with legal counsel. Alex seconded the motion. The board came out of executive session at 5:16 pm.

Adjournment

The meeting was adjourned at 5:17 pm.

Respectfully submitted, Kathleen Morgan, Secretary

2025 Regular Budget Report

	January	February	March	April	May	June	July	August	September	Year To Date	2025 Budget	% over/under
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	2,183.98	2,169.85	19,233.47	\$25,000.00	76.93%
NEKLS			28,019.75				28,019.75		28,019.75	84,059.25	\$125,000.00	67.25%
State Aid & Federal Aid			34,396.56							34,396.56	\$25,000.00	137.59%
Photo Copies	1,215.15	1,683.65	1,559.58	2,069.35	1,074.57	2,044.22	1,361.79	1,735.76	2,325.35	15,069.42	\$18,000.00	83.72%
Meeting Room Fees	583.49	1,141.55	487.18	693.91	448.25	169.85	1,870.65	333.12	1,430.34	7,158.34	\$5,000.00	143.17%
Interest	4,812.63	2,211.82	14,843.02	11,241.68	10,259.55	7,886.84	10,843.96	12,753.01	10,681.47	85,533.98	\$35,000.00	244.38%
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	68.37	3.69	3,270.99	\$0.00	#DIV/0!
Total Revenues	11,750.69	3,653,424.75	80,981.32	192,706.73	13,480.34	2,507,355.62	44,383.50	17,074.24	44,630.45	6,565,787.64	\$6,858,000.00	96%
EXPENSES												
Salaries & Wages	285,173.84	292,462.36	290,376.59	291,510.82	429,386.91	289,427.25	314,553.12	286,649.23	285,408.30	2,764,948.42	\$3,825,000.00	72.29%
Employee Benefits	46,843.38	46,042.94	46,656.41	46,642.42	68,087.83	45,814.40	46,938.82	56,526.35	57,091.67	460,644.22	\$713,000.00	64.61%
Payroll Taxes	50,728.36	52,917.89	91,328.02	53,031.46	45,100.77	51,517.43	55,598.72	51,779.01	50,941.55	502,943.21	\$700,000.00	71.85%
Utilities	10,451.91	10,473.48	7,422.88	6,760.57	7,038.45	7,385.57	7,883.09	7,442.37	7,276.46	72,134.78	\$100,000.00	72.13%
Building Supplies	1,342.34	1,814.07	1,112.62	1,387.90	2,071.07	2,574.21	1,451.06	2,093.69	1,994.83	15,841.79	\$20,000.00	79.21%
Building Repairs & Maintenance	9,247.18	3,114.14	1,263.01	11,833.95	825.35	2,180.88	10,813.36	2,451.14	8,194.71	49,923.72	\$75,000.00	66.56%
Library Supplies	2,169.48	1,975.17	1,525.99	574.45	505.62	2,309.39	625.16	1,596.35	1,528.58	12,810.19	\$25,000.00	51.24%
Books & Materials	35,895.55	78,540.80	65,560.12	78,593.99	58,213.72	60,096.49	49,256.19	50,286.76	56,928.01	533,371.63	\$850,000.00	62.75%
Processing Supplies	2,498.48	8,813.08	3,213.41	3,027.57	2,834.57	8,856.69	4,867.69	3,342.73	3,489.04	40,943.26	\$55,000.00	74.44%
Equipment		99.22			902.01		272.34			1,748.59	\$10,000.00	30.22%
Technology	83,140.87	7,577.55	7,696.23	5,256.52	28,220.17	76,192.94	60,864.99	17,921.50	4,296.15	291,166.92	\$350,000.00	83.19%
Insurance	-	-	-	100.00	-	-	-	31,235.63	-	31,335.63	\$30,000.00	104.45%
Postage & Mailing	2,033.18	3,525.05	1,179.27	1,531.59	5,393.50	1,534.62	1,074.01	608.93	1,028.66	17,908.81	\$20,000.00	89.54%
Professional Development	1,721.46	6,387.80	887.86	255.62	2,611.06	5,677.35	9,285.09	4,153.58	4,058.70	35,038.52	\$30,000.00	116.80%
Book Van & Mileage	150.28	2,291.42	206.97	167.96	168.00	345.18	238.46	254.62	216.17	4,039.06	\$5,000.00	80.78%
Professional Fees	7,039.47	17,230.47	12,847.61	3,872.95	9,364.66	12,655.47	15,057.40	13,713.68	3,796.57	95,578.28	\$30,000.00	318.59%
Advertising & Marketing	870.99	274.05	2,444.36	2,302.71	614.90	1,483.55	170.99	2,102.41	724.02	10,987.98	\$20,000.00	54.94%
Capital Improvements		13,877.16	1,019.80		2,319.80	1,669.80	694.66	17,260.00	-	36,841.22	\$0.00	#DIV/0!
Miscellaneous	17.34	4.60	0.55	105.86	109.16	200.09	116.31	156.53	487.02	1,197.46	\$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	549,574.51	489,209.03	4,980,677.26	\$6,858,000.00	73%
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)	2,315,836.75											
Capital Improvement (KMIP)	852,016.40											

		September	September	
		<u>Income</u>	<u>Spending</u>	<u>Remaining</u>
2025 Outside Funding				
Outside & Private Funding				
R & E Totals		\$ 107,041.87	\$ 36,259.53	\$ 521,019.11
<i>Budget/ Allocation Adj</i>				
	YTD Income			\$ 412,097.38
	YTD Expense			\$ 422,081.63

1. Balance Sheet

Lawrence Public Library

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	852,016.40
Checking	373,611.59
MIP Operating Funds	1,942,225.16
Total for Bank Accounts	\$3,167,853.15
Accounts Receivable	
Other Current Assets	
Employee Cash Advances	-18.09
Petty Cash	300.00
Total for Other Current Assets	\$281.91
Total for Current Assets	\$3,168,135.06
Fixed Assets	
Other Assets	
Total for Assets	\$3,168,135.06
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	58,197.14
Total for Accounts Payable	\$58,197.14
Credit Cards	
US Bank Credit Card (7984)	\$21,340.71
Total for Credit Cards	\$21,340.71
Other Current Liabilities	
Payroll Liabilities	\$0.00
Health Insurance	-48,186.44
Hospital & Cancer Plans	140.97
OGLI	-1,226.05
Payroll Liabilities FSA	-9.70
SUI	1,416.00
Total for Payroll Liabilities	-\$47,865.22
Total for Other Current Liabilities	-\$47,865.22
Total for Current Liabilities	\$31,672.63
Long-term Liabilities	
Total for Liabilities	\$31,672.63
Equity	
Retained Earnings	1,260,858.78
Net Income	1,574,968.43
Opening Bal Equity	300,635.22
Total for Equity	\$3,136,462.43
Total for Liabilities and Equity	\$3,168,135.06

2. Revenues & Expenses

Lawrence Public Library

September 2025

DISTRIBUTION ACCOUNT	TOTAL	
	SEP 1 - SEP 30 2025	JAN 1 - SEP 30 2025 (YTD)
Income		
Interest		
Capital Improvement	2,669.29	18,933.63
Checking	8,012.18	66,600.35
Total for Interest	\$10,681.47	\$85,533.98
Lost and Replacement Fees	2,169.85	19,233.47
Meeting Room Rentals	1,430.34	7,158.34
Misc Income	3.69	3,270.99
NEKLS	28,019.75	84,059.25
Outside&Private Funding Income	\$41,194.88	\$162,470.37
Downhall Books	-480.11	128.34
Merchandise Sales	326.35	-183.20
Total for Outside&Private Funding Income	\$41,041.12	\$162,415.51
Photocopies & Printing	2,325.35	15,069.42
State& Federal Aid		34,396.56
Tax Fund		6,317,065.63
Total for Income	\$85,671.57	\$6,728,203.15
Cost of Goods Sold		
Gross Profit	\$85,671.57	\$6,728,203.15
Expenses		
Books & Materials	56,928.01	533,371.63
Building Repairs & Maintenance	8,194.71	49,923.72
Building Supplies	1,994.83	15,841.79
Equipment	1,748.59	3,022.16
Library & Office Supplies	1,528.58	12,810.19
Marketing-General	724.02	10,987.98
Miscellaneous	487.02	1,197.46
.Outside & Private Funding	\$157.70	\$310.65
Friends & Foundation Funding		\$2,971.86
Altrusa Grant	786.45	2,451.75
Aquarium Maintenance	731.91	3,778.73
Block Grant	2,798.34	11,408.31
F&F Payroll	14,726.04	136,329.10
Kansas Health Foundation	50.00	375.00
Nancy Pat Staff Support (Crowe)	488.75	3,658.45
Outreach/Coggins Fund	133.49	432.12
Program Expense		
Information Services Programmin	38.78	346.92
LiveWell "Food Wise Families" Grant	475.98	2,501.00
Read Across Lawrence/Booktober	5,897.85	5,009.85
Teen Services Programming	131.88	1,586.78
Youth Services & Cigler	3,000.00	15,505.47
YS Programs (Children)	1,004.71	5,434.97
Health Spot		-2,955.75

2. Revenues & Expenses

Lawrence Public Library

September 2025

DISTRIBUTION ACCOUNT	TOTAL	
	SEP 1 - SEP 30 2025	JAN 1 - SEP 30 2025 (YTD)
Public Tech Programming		1,000.00
Readers Service Programming		862.15
Summer Reading - ALL		21,056.17
Total for Program Expense	\$10,549.20	\$50,347.56
Rueff Fund	525.00	4,824.79
Salkind Gift	-65,000.00	-65,000.00
Sound & Vision Miliken	4,469.60	-407.24
Dr. Bob Program		-364.00
Kanopy		5,500.00
Marketing		8,098.72
Memorials/Honor w/ Books GGIFT		-712.38
Memory Lab		19,938.01
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	-\$29,741.22	\$172,246.81
Total for .Outside & Private Funding	-\$29,583.52	\$172,557.46
Payroll Expenses		
Employee Parking	-526.68	-4,224.31
Gross Wages	285,408.30	2,764,948.42
Group Life Insurance	1,234.27	10,245.99
Health Insurance	56,384.08	454,622.54
Total for Payroll Expenses	\$342,499.97	\$3,225,592.64
Payroll Taxes	\$50,941.55	\$502,943.21
Postage & Mailing	1,028.66	17,908.81
Processing Supplies	3,489.04	40,943.26
Professional Development	4,058.70	35,038.52
Professional Fees	\$3,796.57	\$89,078.28
Accounting		6,500.00
Total for Professional Fees	\$3,796.57	\$95,578.28
Technology		
Collections & Public Service	72.82	205,297.99
Internet & Telephone	736.00	13,870.69
IT Software & Subscriptions	3,650.41	62,691.35
Public Tech Supplies	-163.08	141.73
Operations		9,165.16
Total for Technology	\$4,296.15	\$291,166.92
Utilities - Electric	7,276.46	72,134.78
Vehicles, Mileage, Maintenance	216.17	4,039.06
Capital Improvement Expenditure		36,841.22
Insurance		\$31,235.63
Liability Insurance		100.00

2. Revenues & Expenses

Lawrence Public Library

September 2025

DISTRIBUTION ACCOUNT	TOTAL	
	SEP 1 - SEP 30 2025	JAN 1 - SEP 30 2025 (YTD)
Total for Insurance		\$31,335.63
Total for Expenses	\$459,625.51	\$5,153,234.72
Net Operating Income	-\$373,953.94	\$1,574,968.43
Other Income		
Other Expenses		
Net Other Income		
Net Income	-\$373,953.94	\$1,574,968.43

4. Vendor Balance Summary

Lawrence Public Library

As of October 20, 2025

VENDOR	TOTAL
Alliance Entertainment	1,101.99
Amazon Capital Services, Inc	3,146.61
ASI	60.00
Baker & Taylor, Inc.	35.31
Cengage Learning	246.31
Center Point Large Print	136.35
Century Business Technologies	1,132.01
Cottin's Hardware & Rental	88.19
Demco, Inc.	1,042.35
Evergy	7,276.46
Fisher Patterson Sayler & Smith, LLP	290.00
Ingram Library Services	24,009.57
Jayhawk Tropical Fish	376.92
Kautsch Law, LLC	500.00
Lawrence Arts Center	3,425.00
Lawrence Rotary Club	250.00
Liberty Hall	1,000.00
Lucet	1,600.00
Midco	573.48
Midwest Tape	4,467.37
Multicultural Books & Videos	1,125.00
OverDrive	20,174.67
Playaway Products LLC	888.10
Pur-O-Zone, Inc.	3,081.99
Sunflower Music Therapy	260.00
Susan King	25.00
Tutor.com	11,000.00
Unique Management Services	344.75
United Parcel Service	12.00
U.S. Bank - Mastercard	21,947.45
TOTAL	\$109,616.88

5. Check Detail Report for Board
Lawrence Public Library
September 16-October 20, 2025

	Transaction type	Num	Transaction date	Item split account	Amount
ASI					
	Expense		09/30/2025	Payroll Liabilities FSA	-2,041.44
	Bill Payment (Check)	EFT	10/20/2025	Professional Fees	-60.00
Total for ASI					-\$2,101.44
VSP Insurance Co.					
	Expense		09/16/2025	Health Insurance	-411.66
	Expense	EFT	10/16/2025	Health Insurance	-422.77
Total for VSP Insurance Co.					-\$834.43
Deluxe Corporation					
	Check	EFT	09/16/2025	Library & Office Supplies	-161.00
Total for Deluxe Corporation					-\$161.00
Blue Cross and Blue Shield of Kansas Inc.					
	Check	EFT	09/19/2025	Health Insurance	-77,084.38
	Check	EFT	09/19/2025	Hospital and Cancer Ins	-336.04
	Check	EFT	09/19/2025	Group Life Insurance	-1,039.50
Total for Blue Cross and Blue Shield of Kansas Inc.					-\$78,459.92
KPERS					
	Check	EFT	09/19/2025	OGLI	-483.80
	Check	EFT	09/19/2025	Retirees	-70.61
	Check	EFT	09/19/2025	KPERS ER	-15,404.89
	Check	EFT	09/19/2025	KPERS EE	-8,635.73
	Check	EFT	09/19/2025	Payroll Taxes - ER	9.91
	Check	EFT	10/03/2025	Retirees	-70.70
	Check	EFT	10/03/2025	KPERS ER	-15,273.86
	Check	EFT	10/03/2025	KPERS EE	-8,562.31
	Check	EFT	10/03/2025	Payroll Taxes - ER	9.91
Total for KPERS					-\$48,482.08
Empower Annuity Insurance Co.					
	Check	EFT	09/19/2025	KPERS 457 Roth Plan	-783.00
	Check	EFT	09/19/2025	KPERS 457 Plan	-2,399.00
	Check	EFT	10/03/2025	KPERS 457 Roth Plan	-783.00
	Check	EFT	10/03/2025	KPERS 457 Plan	-2,399.00
Total for Empower Annuity Insurance Co.					-\$6,364.00
Midco					
	Bill Payment (Check)	EFT	10/20/2025	Technology:Internet & Telephone	-573.48
Total for Midco					-\$573.48
United Parcel Service					
	Bill Payment (Check)	EFT	10/20/2025	Postage & Mailing	-12.00
Total for United Parcel Service					-\$12.00

	Transaction type	Num	Transaction date	Item split account	Amount
U.S. Bank - Mastercard					
	Bill Payment (Check)	EFT	10/20/2025	Accounts Payable	-21,947.45
Total for U.S. Bank - Mastercard					<u>-\$21,947.45</u>
Evergy					
	Bill Payment (Check)	EFT	10/20/2025	Utilities - Electric	-7,276.46
Total for Evergy					<u>-\$7,276.46</u>
Unique Management Services					
	Bill Payment (Check)	91332	10/20/2025	Professional Fees	-344.75
Total for Unique Management Services					<u>-\$344.75</u>
Tutor.com					
	Bill Payment (Check)	91331	10/20/2025	Block Grant	-11,000.00
Total for Tutor.com					<u>-\$11,000.00</u>
Susan King					
	Bill Payment (Check)	91330	10/20/2025	Kansas Health Fndtn Gnt	-25.00
Total for Susan King					<u>-\$25.00</u>
Sunflower Music Therapy					
	Bill Payment (Check)	91329	10/20/2025	Cigler	-260.00
Total for Sunflower Music Therapy					<u>-\$260.00</u>
Playaway Products LLC					
	Bill Payment (Check)	91328	10/20/2025	Books & Materials	-888.10
Total for Playaway Products LLC					<u>-\$888.10</u>
Multicultural Books & Videos					
	Bill Payment (Check)	91327	10/20/2025	Books & Materials	-1,125.00
Total for Multicultural Books & Videos					<u>-\$1,125.00</u>
Lucet					
	Bill Payment (Check)	91326	10/20/2025	Block Grant	-1,600.00
Total for Lucet					<u>-\$1,600.00</u>
Liberty Hall					
	Bill Payment (Check)	91325	10/20/2025	Booktoberfest	-1,000.00
Total for Liberty Hall					<u>-\$1,000.00</u>
Lawrence Rotary Club					
	Bill Payment (Check)	91324	10/20/2025	Professional Development	-250.00
Total for Lawrence Rotary Club					<u>-\$250.00</u>
Kautsch Law, LLC					
	Bill Payment (Check)	91323	10/20/2025	Professional Fees	-500.00
Total for Kautsch Law, LLC					<u>-\$500.00</u>
Jayhawk Tropical Fish					
	Bill Payment (Check)	91322	10/20/2025	Aquarium Maintenance	-376.92
Total for Jayhawk Tropical Fish					<u>-\$376.92</u>
Fisher Patterson Sayler & Smith, LLP					
	Bill Payment (Check)	91321	10/20/2025	Professional Fees	-290.00
	Check	30102	09/16/2025	Professional Fees	-615.00
Total for Fisher Patterson Sayler & Smith, LLP					<u>-\$905.00</u>

	Transaction type	Num	Transaction date	Item split account	Amount
Demco, Inc.	Bill Payment (Check)	91320	10/20/2025	Processing Supplies	-1,042.35
Total for Demco, Inc.					-\$1,042.35
Cottin's Hardware & Rental	Bill Payment (Check)	91319	10/20/2025	Building Repairs & Maintenance	-88.19
Total for Cottin's Hardware & Rental					-\$88.19
Center Point Large Print	Bill Payment (Check)	91318	10/20/2025	Books & Materials	-136.35
Total for Center Point Large Print					-\$136.35
Topeka Literacy Council	Check	91317	09/26/2025	Professional Development	-25.00
Total for Topeka Literacy Council					-\$25.00
Pur-O-Zone, Inc.	Bill Payment (Check)	30112	10/20/2025	Building Supplies	-3,081.99
Total for Pur-O-Zone, Inc.					-\$3,081.99
OverDrive	Bill Payment (Check)	30111	10/20/2025	Books & Materials	-20,174.67
Total for OverDrive					-\$20,174.67
Midwest Tape	Bill Payment (Check)	30110	10/20/2025	Books & Materials	-4,467.37
Total for Midwest Tape					-\$4,467.37
Lawrence Arts Center	Bill Payment (Check)	30109	10/20/2025	Booktoberfest	-3,425.00
Total for Lawrence Arts Center					-\$3,425.00
Ingram Library Services	Bill Payment (Check)	30108	10/20/2025	Books & Materials	-24,009.57
Total for Ingram Library Services					-\$24,009.57
Century Business Technologies	Bill Payment (Check)	30107	10/20/2025	IT Software & Subscriptions	-1,132.01
Total for Century Business Technologies					-\$1,132.01
Cengage Learning	Bill Payment (Check)	30106	10/20/2025	Books & Materials	-246.31
Total for Cengage Learning					-\$246.31
Baker & Taylor, Inc.	Bill Payment (Check)	30105	10/20/2025	Books & Materials	-35.31
Total for Baker & Taylor, Inc.					-\$35.31
Amazon Capital Services, Inc	Bill Payment (Check)	30104	10/20/2025	Books & Materials	-3,146.61
Total for Amazon Capital Services, Inc					-\$3,146.61
Alliance Entertainment	Bill Payment (Check)	30103	10/20/2025	Accounts Payable	-1,101.99
Total for Alliance Entertainment					-\$1,101.99
	TOTAL				-\$246,599.75

Sept 2025 LPL Progress Indicators

Net Promoter Score

88

Sept 2025
NPS Score

85

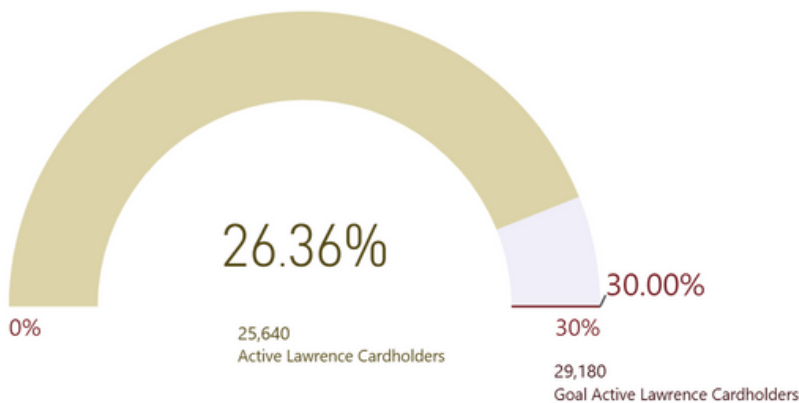
12-Month NPS
Average

85

Goal for 12-Month
NPS Average

% Active Cardholders

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



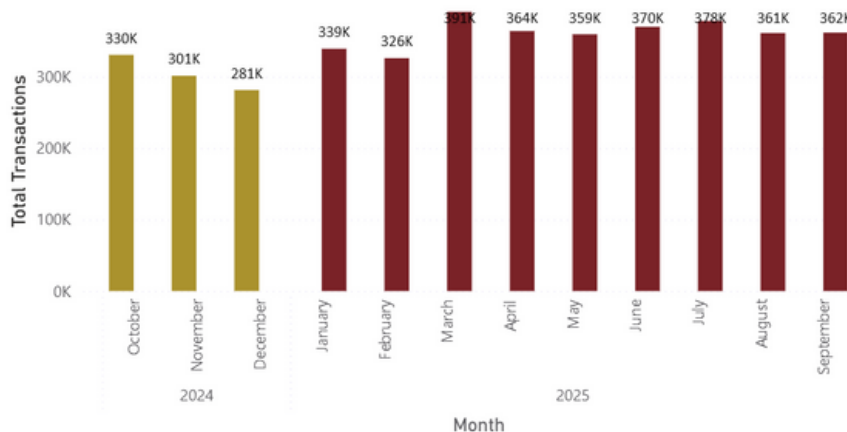
Lawrence Community Cardholders

97,270
Total Lawrence Population
26.36%
Current % Active
25,640
Active Lawrence Cardholders
29,180
Goal Active Lawrence Cardholders
3,540
Cardholders needed to meet goal

Library Use Index

Trend of Total Library Transactions

Year ● 2024 ● 2025



September 2025 Highlights

Lawrence Ballet Theatre Presents Madeline



615

Live attendees over five performances

Library Director Report for September 2025

Northeast Kansas Library System Updates

I served as the library's representative for the September 8th NEKLS annual board meeting. The revenue neutral rate and budget hearings were both held and the budget was approved. One item of note was the election of former LPL board member Sarah Goodwin Thiel as an At Large board member. She will be a great advocate for LPL and an excellent NEKLS board member.

Also later that week on September 10, I attended the NEKLS directors' retreat. The retreat featured presentations by folks familiar to LPL—David Vinjamuri and Brooke and Hilary from bcDesign. David conducted our recent space audit, and we are currently working with bcDesign on our furniture replacements. I always enjoy connecting with other library directors in Northeast Kansas.

Furniture Refresh and Master Plan Updates

I am still getting used to reporting only on what happened in September when it is already the 14th of the month as I write this. We continued to work on hammering out both our furniture replacement order with bcDesign and John A. Marshall as well as accepting the scope and fee proposal from Margaret Sullivan Studio for the library master plan. Meetings made considerable progress in the first week of October which I will report in my next director's report to you.

Humanities Kansas NEH Site Review

I often report on my duties as board chair for Humanities Kansas even though it is not directly related to library operations. This month's meeting was held in Lawrence, and the Executive Committee met at the library. It was great to show off the library to my fellow board members from around the state. Every five years, the National Endowment for the Humanities conducts a site review of each state humanities council. With the drastic cuts to the NEH staff, the site review was conducted online. I was interviewed about my experience as a board member and board chair. Overall, I think HK was well represented to the NEH site reviewers.

Respectfully submitted by Brad Allen, October 14, 2025

Monthly Departmental Reports

October 2025

ACCESS SERVICES

Library card sign ups continue to be above average, largely due to the implementation of our digital card option.

Locker circulation continues to climb for the fourth straight month since the installation of the new machines. Hy-Vee continues to be full every day, Sports Pavilion Lawrence is usually about half full and climbing. Prairie Park Nature Center is still seeing relatively low use. We hope to increase that with targeted messaging to patrons living in the area.

Circulation

Seems like the lockers are fully up and running! They have not crashed since Aaron set their VPNs so that's great news. Looks like there was a l'il whoopsie daisy and the wraps got all mixed up when they were installed, but we're working with FastSigns to get the correct graphics on each locker.

We used staff day to do many things, but the most noticeable one for patrons will be that the DVD and Blu-ray collections have been totally rearranged in what I hope is an intuitive way. They're now interfiled, Blu-ray beside DVD, and all of the genres are arranged alphabetically. The collection starts with the new stuff, then adventure, anime, comedy—you get the picture—all the way to world. This will allow the collection to breathe a bit better and hopefully make it easier to find things as well.

Collection Services

There wasn't a ton of new activity in Collection Services in September. Our wonderful cataloger, Mary returned much to our excitement and now we're working on getting her all caught up. Besides that Kevin and Emily made the final preparations for the Staff Day inventory project at the beginning of October.

Information Technology

18 public access desktops with monitors, 20 staff desktops with monitors, and 34 staff laptops with monitors were ordered from Lenovo on September 8. Parts of the order started to be received starting on the 30th. We had sufficient equipment to begin deployment

Monthly Departmental Reports

October 2025

of public computers as scheduled for our October 3rd Staff Day. All items had been received by October 7. Deployment of computers has been ongoing since the 3rd, and we are on track to complete deployment on October 14th.

Outreach

September was a bit of a slower month for Outreach, which could be chalked up to us being invited to several events on the same day and having to turn some down (along with a couple of rain cancelations). But, we still had plenty of fun and interactions with the community at Woodlawn Family Fun Night, Art in the Park, and our regular stops.

Sarah has had to take some days off due to health issues but appreciates everyone's juggling of schedules across departments to keep Outreach covered. It takes a village to keep Dottie on the road!

We are all looking forward to October's Trunk or Treats and fall weather!

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

In September, Heather and Bec met with the Strategic Content Team, where they discussed the different sizes of promotional packages they intend to use going forward, preparations for BiblioCon — the conference of our multi-purpose technology vendor BiblioCommons, and plans for content for October and November.

Heather and Bec also worked with Polli on the promotional plan for Booktoberfest, including social posts, digital ads, emails, and more, which allowed for full registration of nearly all of the events so far.

Bec and Leah met with the blog team to go over analytics and assignments through the end of the calendar year and are working for blog success for 2026.

Monthly Departmental Reports

October 2025

Heather has received positive feedback about the new quarterly mailer. A patron who works at Olathe Public Library (but lives in Lawrence) got it, loved it, and wants to chat about how to do something similar for their library.

FACILITIES

In September we celebrated the one year anniversary of Veronica as our Maintenance & Custodial Supervisor. Having Veronica onboard has been fantastic as she continues to make improvements to the cleaning flow in the library. Some of these improvements are big and easily noticeable, such as the weekly targeted cleaning of different areas of carpet, and some are smaller and you might not realize, such as introducing the use of a cleaning cart in the afternoons. All of these improvements are making the library a cleaner and healthier environment for our staff and patrons.

Maintenance & Custodial

We assisted by prepping the auditorium and clean up afterwards for the ballet (please see YS report) as well as coordinating their load in and load out. Lots of moving parts, but it went well! We also gave plenty of assistance to the first MixMast concert on the lawn. We also gave David a “break” from cleaning carpets so he could paint the new YS restroom doors a pretty “Grand Canal”: they look great and are no longer hidden.

Security

Stayed late several times to make sure ballet folk (please see the Youth Services report) got picked up safely and the building was secure. At the end of the month, we transitioned to a new system on the weekends where the scheduled Lead Security acts as the Person in Charge. This change makes a lot of sense as 99% of calls are actually for Security and not a PIC, and when it is for a PIC we’re most often just giving out the contact information for the library staff they actually want to talk to. This means that the complex rotation of the leadership team working on the weekend has come to an end, but they’re always just a phone call away if needed.

Monthly Departmental Reports

October 2025

HUMAN RESOURCES

We are hiring a new Human Resources Coordinator and have received a very high volume of interested candidates applying for the opening. Brad Allen, Bec Trickey, and Erica will serve on the hiring committee. Staff Day on October 3 was a hit. This year we focused on completing large projects like inventorying parts of the collection, painting public areas, and organizing supplies. We saved some time at the end of the day for fun teambuilding activities too. This month Erica also attended a webinar from Empower on legislative and regulatory updates and participated in an Urban Libraries Council sharing session focused on how libraries across the US are supporting staff with trauma-informed practices and building resilience.

PUBLIC SERVICES

Public Services teams have been plugging away at fall programming. To start September off, many of us attended John Green's humorous and delightful talk at the Lied Center. I'm looking forward to our own programming around *The Anthropocene Reviewed* in early 2026 as we continue our partnership with KU Reads and Read Across Lawrence.

We are working on finalizing a furniture quote with bcDesign and John A. Marshall as well as the scope for the Master Plan with Margaret Sullivan Studios.

Although summer 2025 is in the rearview mirror, we are already working on next year's program. We are partnering with KC area libraries on the theme for next year, combining the national theme (dinos) with soccer to celebrate being a host city/region. Our theme next year: Read, Score, Roar! It's going to be a good summer.

Finally, we will be adding another online resource for patrons, Tutor.com. This service will provide online tutoring for students, writing and test resources, resume and job application help, as well as some college admission assistance. This will be a major help to patrons in our community as well as an additional toolkit for our adult literacy program we Liz in Info works to get it up and running.

Monthly Departmental Reports

October 2025

Information Services

Fall is always a busy time, and this year is no exception. Jake wrapped up his Birding Basics series, and Terese's History of Immigration series explored global power dynamics and the history of Mexican-American communities in Kansas. Lindin kicked off our new monthly chess club with a full house!

We also got out of the building for some outreach and education: Melissa attended the Explore Lawrence Tourism Summit to learn more about community preparations for the World Cup in Kansas City, Gabby and Liz tabled at the Bert Nash Resource Fair, and Terese attended a Johnson County forum discussion about services available to immigrants. Liz attended the MixMaster conference to learn more about the ins and outs of music industry entrepreneurship. And! The payphone in the Health Spot has been replaced with a free public phone, so patrons no longer have to ask us for quarters to make calls.

Public Technology

September was a very productive month in Public Technology. Most Memory Lab user guides are now complete along with short instructional videos produced by Matt Pelsma and J. Little called "Micro Basics." These instructional videos will be available to patrons on the Memory Lab computers and also released as content on our SOUND+VISION social media channels. The Memory Lab continues to be in very high demand with users booked out 2 months in advance. We are working with the collections department to increase the circulation of VHS, 8mm, and audio cassette digitization kits to offer patrons a quicker alternative. The lab has definitely generated a lot of community interest in digitizing precious memories!

We've also been working on incremental improvements to the usability of our Videocast room, installing a new audio interface, microphone, and camera for audiobooks and livestreams. We also installed color changing LED lamps in the studio to make it more fun! In S+V programming, the library hosted the annual MixMaster conference. The event is the year's best chance for local musicians to network and learn from one another, and this year's event was a continued success. 1-on-1 Technology appointments have also been quite busy lately as we continue to help community members with their many various challenges. The 1-on-1's are definitely a place where we feel like we are making a difference, and patrons are very appreciative.

Monthly Departmental Reports

October 2025

Readers' Services

September was our bit of calm after the wild ride of summer reading and before the storm of Booktoberfest, while we were putting finishing touches on events and preparing for our Kickoff with Ellen Jovin on September 28th. The event was very successful, well attended, and the elated energy in the room while watching the documentary was the perfect way to start our slate of events. It set the perfect tone for the rest of our events - the value of finding community and common ground. Our LPL book clubs continue to be very well attended, most of them bursting at the seams, which is a good problem to have. We look forward to another great Booktoberfest and the strong connections it builds with our patrons.

Youth Services

Events are back after our break in August! Lawrence Ballet Theater performed a charming original ballet of Madeline in mid-September. The Auditorium was transformed into a theater and over 600 people attended between the five shows. It was a wonderful collaboration with the Lawrence Arts Center and a lovely free event for the community. We had our first Baby Ball and had numerous babies and toddlers show up in their finery for the special storytime. The delightful ball was led by Allison Maddox, our Books & Babies storytime leader, and Amaya Harris. Another programming highlight was Yari Medina's Frankenstein's Haunted Mansion program that was a mix of STEAM activities and theatrical fun.

Outside of program highlights, there are a couple other updates. Our beloved fish, Howie, passed away after 15 years as a fish tank staple. He will be greatly missed by our department and patrons. On a lighter note, the new metal bathroom doors in the children's department are working well and were recently painted a lovely teal color.

LPL Friends & Foundation Director's Report – October 13, 2025

Fall Book Sale. The Friends & Foundation hosted its last big book sale of the year on October 9 through 12. It was another great success, raising \$19,831 for the library, our 5th highest earning sale! We also honored 282 Summer Reading coupons during the book sale weekend, putting 564 books into the hands of our community's most voracious readers. Congratulations and thank you to our book sale volunteers who made this happen!

Banned Book Raffle. National Banned Books Week was held October 5 through 11. To celebrate, the Friends & Foundation created “Banned Book Packs” — collections of gently used books that have been banned or challenged — and raffled them off online. We're delighted to share that this special fundraiser brought in \$2,800 to support the library!

Capitol Federal Grant. I'm pleased to report that the Capitol Federal Foundation has pledged its continued support for the library's RetroActive retiree program at the library for 2026 and 2027. This popular program has grown by leaps and bounds. When we first applied for the grant in 2022, a total of 350 people were on our “house” list. Today, that number totals 1,363 people, a 290% increase! A huge THANK YOU goes to Cathy Hamilton, Jack Altman and Lorel Lewis who have helped make our RetroActive program success possible.

End of Year Fundraising Plan. As we enter the final quarter of 2025, the Friends & Foundation have developed an end-of-year fundraising plan. This is our most important giving season, with approximately 60% of our unrestricted gifts and 37% of all donations arriving during these last few months of the year.

- Mailings will go out in October to our New Chapter Society donors, who are supporters giving \$1,000 or more to the library each year. Friends & Foundation board members will sign personalized letters to thank current donors, reconnect with past supporters we hope will give again, and reach out to prospective donors who may be interested in joining this special group of library supporters.
- The Friends & Foundation's annual fundraising mailer will be sent to all current and prospective donors in mid-November. Our 2025 theme, “Powered by Community,” celebrates the unique, symbiotic relationship between the library and the people it serves. The library thrives because of community support, and in turn, LPL helps our community to learn, connect, create, and grow.
- Douglas County Community Foundation's Giving for Good campaign launches on December 3rd (Giving Tuesday). LPLFF's project asks donors to support a subscription for Tutor.com, an essential tool for the library's new Adult Education program aimed at building literacy skills for adults. The first \$5,000 raised for the project will be matched 50% by DCCF, with the “bonus” \$2,500 deposited into our endowment fund at the Foundation. Previously, LPLFF raised money for the Book Eye scanner in the Memory Lab, and an audiobook recording cart in the SOUND+VISION Studio.

Support for Booktoberfest. The Friends & Foundation is honored to provide support for the 2025 Booktoberfest programs. If you haven't attended any of these great events, there are still more to come! [Check them out here.](#)



MEMO

TO: LPL Board of Trustees

October 13, 2025

FR: Kathleen Morgan, Friends & Foundation

RE: Dottie Sponsorship Agreement

Overview

The Pi Beta Phi sorority at the University of Kansas is interested in sponsoring Dottie, the library's bookmobile. Literacy is Pi Beta Phi's national philanthropic focus, and the chapter is eager to support that mission locally through the Lawrence Public Library.

Alignment with the Donor Recognition Policy

The library's [Donor Recognition Policy](#) outlines the process for recognizing donors of library facilities, programs, and assets. Eligibility for sponsorship naming rights is determined by one or more of the following considerations. Pi Beta Phi meets them all:

- 1. Alignment with the Library's Vision, Mission, and Values**

Literacy is the official philanthropic mission of Pi Beta Phi, directly supporting the library's core commitment to literacy and lifelong learning.

- 2. Significance of the Gift in Relation to the Project**

Pi Beta Phi proposes a minimum sponsorship of \$10,000 over a two-year period in exchange for naming recognition on Dottie. They also have applied for matching funds from their national foundation, which could increase the total contribution. Pi Beta Phi would not be the sole donor identified on Dottie; existing donor names that helped bring the bookmobile to life would remain.

- 3. History of Support for the Library**

The Pi Beta Phi local chapter, alumnae group, and Foundation have a long history of supporting Lawrence Public Library. Over the past decade, they have collectively made multiple gifts totaling \$12,000 to the Friends & Foundation.

Next Steps

Per the Donor Recognition Policy, the Friends & Foundation will prepare a formal sponsorship agreement outlining the terms of this donation. A draft agreement is included here for review.

Recommendation

The Friends & Foundation Board recommends that the Trustees approve this proposal. In addition to their financial commitment, the women of Pi Beta Phi are interested in becoming more involved as library volunteers. The LPLFF Board is excited about strengthening this partnership .

Lawrence Public Library Sponsorship Agreement (DRAFT) 10/14/25

This Sponsorship Agreement (“Agreement”) is made between the Lawrence Public Library (“Library”) and Pi Beta Phi (“Sponsor”) on _____(date).

1. Purpose

The Sponsor wishes to support the Library through a financial contribution in exchange for naming recognition on Dottie, the library’s bookmobile.

2. Sponsorship Term

The sponsorship and associated naming recognition will remain in place for two (2) years, beginning on _____(date), and concluding on _____(date).

3. Contribution

The Sponsor agrees to make a minimum donation of \$10,000 to the Lawrence Public Library Friends & Foundation. The contribution may be made in a single payment or according to a mutually agreed-upon payment schedule.

4. Recognition

In appreciation of this gift, the Sponsor’s name or logo will appear on Dottie, the bookmobile, for the duration of the sponsorship term. Recognition will be displayed in accordance with the library’s branding and design standards.

5. Renewal and Modification

At the end of the two-year term, the parties may review and, if mutually agreed, renew or modify the sponsorship arrangement.

6. Use of Funds

All donated funds will be used to support the operations, maintenance, and programming of the library’s bookmobile and related outreach efforts.

7. Acknowledgment

This agreement is made in accordance with the library’s [Donor Recognition Policy](#). The Sponsor acknowledges that naming rights do not confer ownership or control over the bookmobile or its programs.

IN WITNESS WHEREOF, the parties have executed this Agreement:

Lawrence Public Library

Signed:
Printed name:
Title:
Date:

Sponsor

Signed:
Printed name:
Title:
Date:



MEMO

To: Lawrence Public Library Board of Trustees
From: Erica Segraves, Human Resources Manager
Date: October 20, 2025
Subject: 2026 Holidays, Compensating Days, and Closings Policy

We'd like to recommend this 2026 calendar of holidays, compensating days, and closings.

Please note:

- The 4th of July falls on a Saturday in 2026. We'll also be closed on Sunday, July 5 due to our rule that "When any of the paid holidays listed above (other than Easter Sunday) falls on a Saturday or Sunday, the Library will also be closed the next day".



Holidays, Compensating Days, and Closings Policy

Submitted to the Lawrence Public Library Board of Trustees on October 20, 2025. Proposed review date: annually in October.

2026 Holidays, Compensating Days, and Closings

Thursday, January 1	New Year's Day	Closed	PAID Holiday
Monday, January 19	MLK Day	Open	COMP Day
Monday, February 16	President's Day	Open	COMP Day
Sunday, April 5	Easter	Closed	PAID Holiday
Sunday, May 24	-----	Closed	-----
Monday, May 25	Memorial Day	Closed	PAID Holiday
Friday, June 19	Juneteenth	Closed	PAID Holiday
Saturday, July 4	Independence Day	Closed	PAID Holiday
Sunday, July 5	-----	Closed	-----
Sunday, September 6	-----	Closed	-----
Monday, September 7	Labor Day	Closed	PAID Holiday
Wednesday, November 11	Veteran's Day	Open	COMP Day
Thursday, November 26	Thanksgiving	Closed	PAID Holiday
Friday, November 27	Thanksgiving	Closed	PAID Holiday
Thursday, December 24	Christmas Eve	Closed	PAID Holiday
Friday, December 25	Christmas Day	Closed	PAID Holiday

Regular full-time employees and 75%, 80%, and 90% full-time employees are paid for these holidays. Regular part-time employees are paid for the hours they would normally work on the day of the holiday. Holiday pay is equal to an employee's regular rate of pay.

Holiday Compensatory Time: In addition to paid holidays, full-time; 75%, 80%, and 90% full-time; and regular part-time employees also receive a holiday compensatory day for Martin Luther King Day, President's Day, and Veterans Day (pro-rated for 75%, 80%, and 90% full-time and part-time staff).

Full-time staff and 75%, 80%, and 90% full-time staff who would not normally work the day of a paid holiday are granted equivalent time off as holiday compensatory time.

No holiday compensatory time is given in advance of it being earned. A total of 40 hours of earned holiday compensatory time may be rolled over into the next calendar year. Any unused holiday compensatory time more than 40 hours will be forfeited at the end of that year.

Additional Closed Days: When any of the paid holidays listed above (other than Easter Sunday) falls on a Saturday or Sunday, the Library will also be closed the next day; when any of the above holidays falls on a Monday, the Library will also be closed on the Sunday before. When Christmas Eve/Christmas Day falls on Saturday/Sunday, the Library will be closed Saturday, Sunday, and Monday. The Library will close at 6:00 p.m. on New Year's Eve. Staff at all levels that are normally scheduled to work on these additional closed days are eligible for holiday compensatory pay.

From time to time and for certain special occasions, the Library Board may designate other days as special holidays or closings.



LAWRENCE PUBLIC LIBRARY

MEMO

To: Lawrence Public Library Board of Trustees
From: Brad Allen, Library Director
Date: October 20, 2025
Subject: Equity Commitment Policy Review

Lawrence Public Library's Equity Commitment Policy was first approved in 2022, and it acknowledged the library was at the beginning of a journey to assure equitable service to everyone in our community. Our latest Strategic Plan, revised in 2023, placed equity as the foundation upon which our pillars of service and strategic initiatives stand. It is core to our mission and vision.

We have renamed this document Lawrence Public Library's Commitment to Equitable Service. The language contains less jargon and is intended to state our commitment in simple, clearer language. In our current political climate, however, certain words seem to have been separated from their actual meanings. So to ensure a clear and unambiguous understanding of what equity means to our library, it feels necessary to include the dictionary definition. Equity is defined as **"fairness or justice in the way people are treated,"** and our goal is to meet that commitment.



Commitment to Equitable Service

*Approved by the Lawrence Public Library Board of Trustees on 08/15/2022. Submitted for review on 10/20/2025.
Next review date: 10/2028.*

Lawrence Public Library is committed to providing excellent service to all members of our community. Our goal is to be a fair and welcoming organization.

We are committed to improving our practices to ensure our services are not just available, but are truly usable by everyone. We aim to strengthen our procedures to best serve the entire community by recognizing and adapting to the diverse needs of our patrons.

To achieve our goals, the library has made an ongoing commitment to:

1. Connect with and listen to residents from all corners of our community, especially those who may face unique challenges in using our services.
2. Identify and eliminate barriers to library service, and provide practical solutions and tailored support to ensure successful access for every resident.
3. Review policies and procedures to ensure they are practical, flexible, and produce positive outcomes for all patrons.
4. Regularly review our collections to cultivate a wide representation of viewpoints, and work to ensure catalog language is accurate and accessible.
5. Facilitating dialogues that inspire the sharing of broad and divergent perspectives to strengthen our community.
6. Nurture a culture of support, learning, respect, and opportunity for both patrons and staff.

If we are not meeting our commitment, please reach out to the library to let us know.