

Lawrence Public Library Board of Trustees Regular Meeting
Monday, November 17, 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 October 2025
- Approve Treasurer's report for October 2025
- Approve bills for October 20, 2025 to November 17, 2025
- Receive statistical report for October 2025

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- ADA Policy – **ACTION ITEM**
Karen Allen, Public Services Manager
- Advocacy Policy – **ACTION ITEM**
Kathleen Morgan, Deputy Director
- Designate Executive Director Annual Performance Review Committee
James Pavisian, Board Chair

Public Comment

Adjournment

Lawrence Public Library

Regular Board Meeting Minutes DRAFT

Date: October 20, 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, Mayor Mike Dever, Kelly Hart, Sean Hunt, Mandy Leibold,

Late board members: Allison Friend Mazzei joined at 4:55 pm

Board members absent: Ryann Tacha

Staff Members Present:

Brad Allen, Karen Allen Jeff Bergeron, Aaron Brumley, Heather Kearns, Kathleen Morgan, Erica Segraves

Others Present: Sam Green, attorney; Nancy Hambleton, LPLFF Vice-Chairperson.

Call to order

James called the meeting to order at 4:32 pm.

Executive Session

Mandy made a motion for the board to go into executive session at 4:34 pm for 15 minutes to discuss a pending legal matter with the library's attorney. Mayor Dever seconded the motion.

The justification for the executive session is to keep attorney-client privileged matters confidential at this time. The board came out of executive session at 4:49 pm.

Consent Agenda

Mandy moved to approve the consent agenda. James seconded. Consent agenda passed.

Director's Report

Brad presented the Director's report:

- Northeast Kansas Library System Updates
- Furniture Refresh and Master Plan Updates
- Humanities Kansas NEH Site Review

Monthly Departmental Reports

Mandy expressed concern about Outreach being unable to respond to multiple requests for Dottie. She also is excited about [Tutor.com](#). Karen explained the many services it provides, and Kathleen reported that the Friends & Foundation will pay the first year subscription.

Friends & Foundation Director's Report

Nancy Hambleton provided the Friends & Foundation report:

- The Friends & Foundation is happy to support Booktoberfest.
- The Fall book sale raised \$19,831 for the library. In addition, we gave away 564 books to Summer Reading finishers who cashed in their prize coupons. Thanks to our volunteers!
- The Friends & Foundation hosted a raffle of "Banned Book Packs" in celebration of national Banned Books Week. The raffle raised \$2,800 for the library.
- The Capitol Federal Foundation has agreed to renew our grant for the RetroActive retiree program for 2026 and 2027.
- Our year-end fundraising plan launches this month. There are three parts: (1) New Chapter Society letters; (2) Mailer to all donors and prospective donors; and (3) Douglas County Community Foundation's Giving for Good campaign for Tutor.com.

NEW BUSINESS

Dottie Sponsorship Agreement. Kathleen presented the Pi Beta Phi sorority's proposal to sponsor Dottie. Kelly moved to accept the proposal, Sean seconded the motion. The proposal was approved.

Holiday Policy. Erica presented the Holiday Policy. Holidays for 2026 are the same as 2025 other than the 4th of July falls on Saturday, which means the library will be closed on July 5th as well. Mayor Dever moved to approve, Alex seconded. The policy was approved.

Commitment to Equitable Service. Brad presented. This was approved by the board three years ago, but it is more operational and should be reviewed by the board (vs approved.) The library's latest Strategic Plan, revised in 2023, placed equity as the foundation upon which our pillars of service and strategic initiatives stand. This statement reiterates that equity is at the core to our mission and vision.

OLD BUSINESS

There was no old business.

Public Comment

There was no public comment

Adjournment

The meeting was adjourned at 5:20 pm.

Respectfully submitted, Kathleen Morgan, Secretary

2025 Regular Budget Report

	January	February	March	April	May	June	July	August	September	October	Year To Date	2025 Budget	over/under
REVENUES													
Tax Fund		3,646,093.87		176,924.45		2,494,047.31				307,934.37	6,625,000.00	\$6,625,000.00	100.00%
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	2,282.94	21,516.41	\$25,000.00	86.07%
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	1,835.18	16,904.60	\$18,000.00	93.91%
Meeting Room Fees	583.49	1,141.55	487.18	693.91	448.25	169.85	1,870.65	333.12	1,430.34	893.77	8,052.11	\$5,000.00	161.04%
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	8,660.50	94,194.48	\$35,000.00	269.13%
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	145.04	3,416.03	\$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	321,751.80	6,887,539.44	\$6,858,000.00	100%
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	434,485.00	3,199,433.42	\$3,825,000.00	83.65%
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	85,159.06	545,803.28	\$713,000.00	76.55%
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	76,308.99	579,252.20	\$700,000.00	82.75%
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	7,399.00	79,533.78	\$100,000.00	79.53%
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	1,992.78	17,834.57	\$20,000.00	89.17%
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	9,692.49	59,616.21	\$75,000.00	79.49%
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	371.71	13,181.90	\$25,000.00	52.73%
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	62,402.50	595,774.13	\$850,000.00	70.09%
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	1,661.47	42,604.73	\$55,000.00	77.46%
Equipment		99.22			902.01	272.34			1,748.59	370.60	3,392.76	\$10,000.00	33.93%
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	67,102.26	358,269.18	350,000.00	102.36%
---Public Tech Supplies	(99.00)	(132.75)	20.31	94.19	(55.47)	115.25	(128.09)	490.37	(163.08)	211.26	352.99	\$1,000.00	35.30%
---Operations	342.27	2,086.15	679.83	6.88	1,924.20	-	4,125.83	-	-	801.11	9,966.27	\$20,000.00	49.83%
---IT Software & Subscriptions	2,602.72	4,888.51	6,224.77	2,979.19	25,615.18	4,956.95	4,612.06	7,161.56	3,650.41	2,923.04	65,614.39	\$85,000.00	

2025 Outside Funding		October	<i>October</i>		
		<u>Income</u>	<u>Spending</u>	<u>Remaining</u>	Comment
Outside & Private Funding					
R & E Totals		\$ 200,670.72	\$ 135,071.24	\$ 553,818.85	
	YTD Income			\$ 612,768.10	YTD Income
	YTD Expense			\$ 557,152.87	YTD Expense

1. Balance Sheet

Lawrence Public Library

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	854,693.77
Checking	506,811.34
MIP Operating Funds	1,498,176.08
Total for Bank Accounts	\$2,859,681.19
Accounts Receivable	
Accounts Receivable	149.90
Total for Accounts Receivable	\$149.90
Other Current Assets	
Petty Cash	265.58
Total for Other Current Assets	\$265.58
Total for Current Assets	\$2,860,096.67
Fixed Assets	
Other Assets	
Total for Assets	\$2,860,096.67
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	166,899.37
Total for Accounts Payable	\$166,899.37
Credit Cards	
US Bank Credit Card (7984)	\$17,508.33
Total for Credit Cards	\$17,508.33
Other Current Liabilities	
Payroll Liabilities	\$0.00
Health Insurance	-20,094.56
Hospital & Cancer Plans	793.91
OGLI	-1,231.20
Payroll Liabilities FSA	2,787.57
SUI	2,260.54
Vision Insurance - Employee	97.53
Total for Payroll Liabilities	-\$15,386.21
Total for Other Current Liabilities	-\$15,386.21
Total for Current Liabilities	\$169,021.49
Long-term Liabilities	
Total for Liabilities	\$169,021.49
Equity	
Retained Earnings	1,260,858.78
Net Income	1,129,581.18
Opening Bal Equity	300,635.22
Total for Equity	\$2,691,075.18

1. Balance Sheet

Lawrence Public Library

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Total for Liabilities and Equity	\$2,860,096.67

2. Revenues & Expenses

Lawrence Public Library

October 2025

DISTRIBUTION ACCOUNT	TOTAL	
	OCT 1 - OCT 31 2025	JAN 1 - OCT 31 2025 (YTD)
Income		
Interest		
Capital Improvement	15.30	18,948.93
Checking	5,983.13	72,583.48
Savings	2,662.07	2,662.07
Total for Interest	\$8,660.50	\$94,194.48
Lost and Replacement Fees	2,282.94	21,516.41
Meeting Room Rentals	893.77	8,052.11
Misc Income	145.04	3,416.03
Outside&Private Funding Income	-\$39.20	\$162,431.17
Downhall Books	225.85	354.19
Library Landscape & Posters	10.00	10.00
Merchandise Sales	-95.71	-278.91
Total for Outside&Private Funding Income	\$100.94	\$162,516.45
Photocopies & Printing	1,835.18	16,904.60
Services	149.90	149.90
Tax Fund	307,934.37	6,625,000.00
NEKLS		84,059.25
State& Federal Aid		34,396.56
Total for Income	\$322,002.64	\$7,050,205.79
Cost of Sales		
Gross Profit	\$322,002.64	\$7,050,205.79
Expenses		
Books & Materials	62,402.50	595,774.13
Building Repairs & Maintenance	9,692.49	59,616.21
Building Supplies	1,992.78	17,834.57
Capital Improvement Expenditure	36,594.60	73,435.82
Equipment	370.60	3,392.76
Library & Office Supplies	371.71	13,181.90
Marketing-General	362.72	11,350.70
Miscellaneous	-198.45	999.01
.Outside & Private Funding	\$2,744.81	\$3,055.46
Friends & Foundation Funding		\$2,971.86
Aquarium Maintenance	302.40	4,081.13
Block Grant	22,310.42	33,718.73
F&F Payroll	22,437.94	158,767.04
Kansas Health Foundation	84.74	459.74
Library Master Plan	-100,000.00	-100,000.00
Memorials/Honor w/ Books GGIFT	75.40	-636.98
MIDCO/Peterson	15,030.00	4,030.00
Nancy Pat Staff Support (Crowe)	354.23	4,012.68
Outreach/Coggins Fund	57.89	490.01
Program Expense		
Read Across Lawrence/Booktober	2,668.40	7,678.25

2. Revenues & Expenses

Lawrence Public Library

October 2025

DISTRIBUTION ACCOUNT	TOTAL	
	OCT 1 - OCT 31 2025	JAN 1 - OCT 31 2025 (YTD)
Teen Services Programming	225.13	1,811.91
Youth Services & Cigler	260.00	15,765.47
YS Programs (Children)	644.10	6,079.07
Health Spot		-2,955.75
Information Services Programmin		346.92
LiveWell "Food Wise Families" Grant		2,501.00
Public Tech Programming		1,000.00
Readers Service Programming		862.15
Summer Reading - ALL		21,056.17
Total for Program Expense	\$3,797.63	\$54,145.19
Sound & Vision Miliken	184.14	-223.10
Altrusa Grant		2,451.75
Dr. Bob Program		-364.00
Kanopy		5,500.00
Marketing		8,098.72
Memory Lab		19,938.01
Plant & Foliage Maintenance		360.00
Rueff Fund		4,824.79
Salkind Gift		-65,000.00
Seed Library		909.09
Sound & Vision Perez		-1,700.00
Storytime at Home		46.94
Total for Friends & Foundation Funding	-\$35,365.21	\$136,881.60
Total for .Outside & Private Funding	-\$32,620.40	\$139,937.06
Payroll Expenses		
Employee Parking	-790.02	-5,014.33
Gross Wages	434,485.00	3,199,433.42
Group Life Insurance	1,323.86	11,569.85
Health Insurance	84,625.22	539,247.76
Total for Payroll Expenses	\$519,644.06	\$3,745,236.70
Payroll Taxes		
KPERS Co	45,089.91	329,447.39
KPERS Co Retiree	219.64	3,071.71
Payroll Taxes Employer	30,999.44	246,733.10
Total for Payroll Taxes	\$76,308.99	\$579,252.20
Postage & Mailing	1,028.12	18,936.93
Processing Supplies	1,661.47	42,604.73
Professional Development	10,312.36	45,350.88
Professional Fees	\$4,772.42	\$93,850.70
Accounting		6,500.00
Total for Professional Fees	\$4,772.42	\$100,350.70
Technology		
Collections & Public Service	882.00	206,179.99
Hardware	61,548.00	61,548.00

2. Revenues & Expenses

Lawrence Public Library

October 2025

DISTRIBUTION ACCOUNT	TOTAL	
	OCT 1 - OCT 31 2025	JAN 1 - OCT 31 2025 (YTD)
Internet & Telephone	736.85	14,607.54
IT Software & Subscriptions	2,923.04	65,614.39
Operations	801.11	9,966.27
Public Tech Supplies	211.26	352.99
Total for Technology	\$67,102.26	\$358,269.18
Utilities - Electric	7,399.00	79,533.78
Vehicles, Mileage, Maintenance	192.66	4,231.72
Insurance		\$31,235.63
Liability Insurance		100.00
Total for Insurance		\$31,335.63
Total for Expenses	\$767,389.89	\$5,920,624.61
Net Operating Income	-\$445,387.25	\$1,129,581.18
Other Income		
Other Expenses		
Net Other Income		
Net Income	-\$445,387.25	\$1,129,581.18

4. Vendor Balance Summary

Lawrence Public Library

As of November 17, 2025

VENDOR	TOTAL
Alliance Entertainment	2,582.06
Amazon Capital Services, Inc	2,768.67
ASI	60.00
Baker & Taylor, Inc.	78.06
Bug Hounds, LLC	762.50
Carol Holstead	150.00
Cat Bros. Entertainment, Inc.	1,557.00
Cengage Learning	347.07
Center Point Large Print	87.05
Century Business Technologies	1,124.53
Cottin's Hardware & Rental	121.57
EBSCO	55.00
Evergy	7,399.00
Fisher Patterson Sayler & Smith, LLP	370.00
Haskell Greenhouse	400.00
Ingram Library Services	19,864.99
Jayhawk Trophy Co., Inc.	19.57
Jayhawk Tropical Fish	401.91
John A. Marshall Co.	7,536.84
Lenovo Inc.	76,578.00
MEI Total Elevator Solutions	1,875.00
Midco	574.33
Midwest Tape	3,431.10
Multicultural Books & Videos	950.00
OverDrive	59,140.72
P1 Group, Inc.	7,480.00
Pepperdine, Vicki	16.56
ProQuest LLC	9,281.14
Pur-O-Zone, Inc.	2,228.72
Samantha Hyde	2,705.61
Sunflower Music Therapy	260.00
The Quipu Group LLC	2,600.00
Unique Management Services	975.68
United Parcel Service	12.00
Urban Libraries Council	6,000.00
U.S. Bank - Mastercard	18,560.25
TOTAL	\$238,354.93

5. Check Detail Report for Board
Lawrence Public Library
October 21-November 17, 2025

	Type	Num	Date	Account	Amount
ASI					
	Expense		10/31/2025	Payroll Liabilities FSA	-517.97
	Bill Payment (Check)	EFT	11/17/2025	Professional Fees	-60.00
Total for ASI					-\$577.97
FE Technologies American Corporation					
	Check	WIRE	10/29/2025	Collections & Public Service	-882.00
Total for FE Technologies American Corporation					-\$882.00
The Quipu Group LLC					
	Bill Payment (Check)	WIRE	11/17/2025	IT Software & Subscriptions	-2,600.00
Total for The Quipu Group LLC					-\$2,600.00
KPERS					
	Check	EFT	10/31/2025	Retirees	-70.70
	Check	EFT	10/31/2025	KPERS ER	-15,494.03
	Check	EFT	10/31/2025	KPERS EE	-8,685.64
	Check	EFT	10/31/2025	Payroll Taxes:Employer	9.86
	Check	EFT	11/14/2025	Retirees	-70.72
	Check	EFT	11/14/2025	KPERS ER	-15,444.35
	Check	EFT	11/14/2025	KPERS EE	-8,657.81
	Check	EFT	11/14/2025	Payroll Taxes:Employer	9.86
Total for KPERS					-\$48,403.53
Empower Annuity Insurance Co.					
	Check	EFT	10/31/2025	KPERS 457 Roth Plan	-783.00
	Check	EFT	10/31/2025	KPERS 457 Plan	-2,399.00
	Check	EFT	11/14/2025	KPERS 457 Roth Plan	-783.00
	Check	EFT	11/14/2025	KPERS 457 Plan	-2,399.00
Total for Empower Annuity Insurance Co.					-\$6,364.00
Everygy					
	Bill Payment (Check)	EFT	11/17/2025	Utilities - Electric	-7,399.00
Total for Everygy					-\$7,399.00
Midco					
	Bill Payment (Check)	EFT	11/17/2025	Internet & Telephone	-574.33
Total for Midco					-\$574.33
U.S. Bank - Mastercard					
	Bill Payment (Check)	EFT	11/17/2025	Accounts Payable	-18,560.25
Total for U.S. Bank - Mastercard					-\$18,560.25
United Parcel Service					
	Bill Payment (Check)	EFT	11/17/2025	Postage & Shipping	-12.00
Total for United Parcel Service					-\$12.00
Urban Libraries Council					
	Bill Payment (Check)	91348	11/17/2025	Block Grant	-6,000.00
Total for Urban Libraries Council					-\$6,000.00

Sunflower Music Therapy	Bill Payment (Check)	91347 11/17/2025	YS & Cigler Fund	-260.00
Total for Sunflower Music Therapy				-\$260.00
ProQuest LLC	Bill Payment (Check)	91346 11/17/2025	Books & Materials	-9,281.14
Total for ProQuest LLC				-\$9,281.14
Pepperdine, Vicki	Bill Payment (Check)	91345 11/17/2025	Lost & Replacement Fees	-16.56
Total for Pepperdine, Vicki				-\$16.56
P1 Group, Inc.	Bill Payment (Check)	91344 11/17/2025	Building Repairs & Maintenance	-7,480.00
Total for P1 Group, Inc.				-\$7,480.00
Multicultural Books & Videos	Bill Payment (Check)	91343 11/17/2025	Books & Materials	-950.00
Total for Multicultural Books & Videos				-\$950.00
MEI Total Elevator Solutions	Bill Payment (Check)	91342 11/17/2025	Building Repairs & Maintenance	-1,875.00
Total for MEI Total Elevator Solutions				-\$1,875.00
John A. Marshall Co.	Bill Payment (Check)	91341 11/17/2025	Capital Improvement Expenditure	-7,536.84
	Check	91333 10/21/2025	Capital Improvement Expenditure	-29,057.76
Total for John A. Marshall Co.				-\$36,594.60
Fisher Patterson Sayler & Smith, LLP	Bill Payment (Check)	91339 11/17/2025	Professional Fees	-370.00
Total for Fisher Patterson Sayler & Smith, LLP				-\$370.00
EBSCO	Bill Payment (Check)	91338 11/17/2025	Books & Materials	-55.00
Total for EBSCO				-\$55.00
Cottin's Hardware & Rental	Bill Payment (Check)	91337 11/17/2025	Building Repairs & Maintenance	-121.57
Total for Cottin's Hardware & Rental				-\$121.57
Center Point Large Print	Bill Payment (Check)	91336 11/17/2025	Books & Materials	-87.05
Total for Center Point Large Print				-\$87.05
Cat Bros. Entertainment, Inc.	Bill Payment (Check)	91335 11/17/2025	Block Grant	-1,557.00
Total for Cat Bros. Entertainment, Inc.				-\$1,557.00
Bug Hounds, LLC	Bill Payment (Check)	91334 11/17/2025	Building Repairs & Maintenance	-762.50
Total for Bug Hounds, LLC				-\$762.50
Unique Management Services	Bill Payment (Check)	30130 11/17/2025	Professional Fees	-975.68
Total for Unique Management Services				-\$975.68
Samantha Hyde	Bill Payment (Check)	30129 11/17/2025	Weave A Tale	-2,705.61
Total for Samantha Hyde				-\$2,705.61
Pur-O-Zone, Inc.	Bill Payment (Check)	30128 11/17/2025	Building Supplies	-2,228.72
Total for Pur-O-Zone, Inc.				-\$2,228.72

OverDrive	Bill Payment (Check)	30127 11/17/2025	Books & Materials	-59,140.72
Total for OverDrive				-\$59,140.72
Midwest Tape	Bill Payment (Check)	30126 11/17/2025	Books & Materials	-3,431.10
Total for Midwest Tape				-\$3,431.10
Lenovo Inc.	Bill Payment (Check)	30125 11/17/2025	Technology:Hardware	-76,578.00
Total for Lenovo Inc.				-\$76,578.00
Jayhawk Tropical Fish	Bill Payment (Check)	30122 11/17/2025	Aquarium Maintenance	-401.91
Total for Jayhawk Tropical Fish				-\$401.91
Ingram Library Services	Bill Payment (Check)	30121 11/17/2025	Books & Materials	-19,864.99
Total for Ingram Library Services				-\$19,864.99
Haskell Greenhouse	Bill Payment (Check)	30120 11/17/2025	Seed Library	-400.00
Total for Haskell Greenhouse				-\$400.00
Grace Brazell	Check	30119 11/01/2025	Teen Services Programming	-50.00
Total for Grace Brazell				-\$50.00
Century Business Technologies	Bill Payment (Check)	30118 11/17/2025	IT:Software & Subscriptions	-1,124.53
Total for Century Business Technologies				-\$1,124.53
Cengage Learning	Bill Payment (Check)	30117 11/17/2025	Books & Materials	-347.07
Total for Cengage Learning				-\$347.07
Baker & Taylor, Inc.	Bill Payment (Check)	30116 11/17/2025	Books & Materials	-78.06
Total for Baker & Taylor, Inc.				-\$78.06
Amazon Capital Services, Inc	Bill Payment (Check)	30115 11/17/2025	Books & Materials	-2,768.67
Total for Amazon Capital Services, Inc				-\$2,768.67
Carol Holstead	Bill Payment (Check)	30114 11/17/2025	Sound & Vision	-150.00
Total for Carol Holstead				-\$150.00
Alliance Entertainment	Bill Payment (Check)	30113 11/17/2025	Books & Materials	-2,582.06
Total for Alliance Entertainment				-\$2,582.06
TOTAL				-\$323,610.62

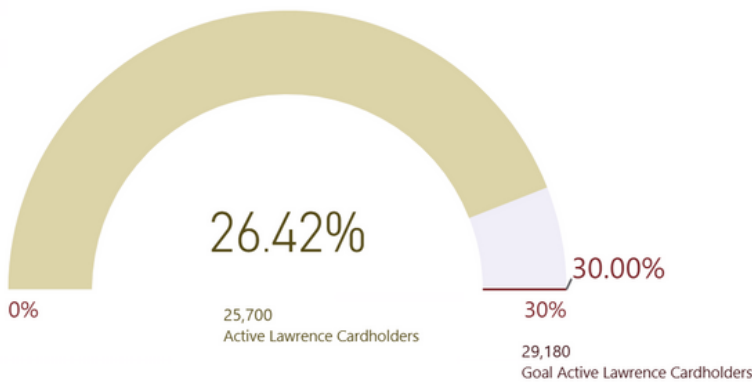
Oct 2025 LPL Progress Indicators

Net Promoter Score



% Active Cardholders

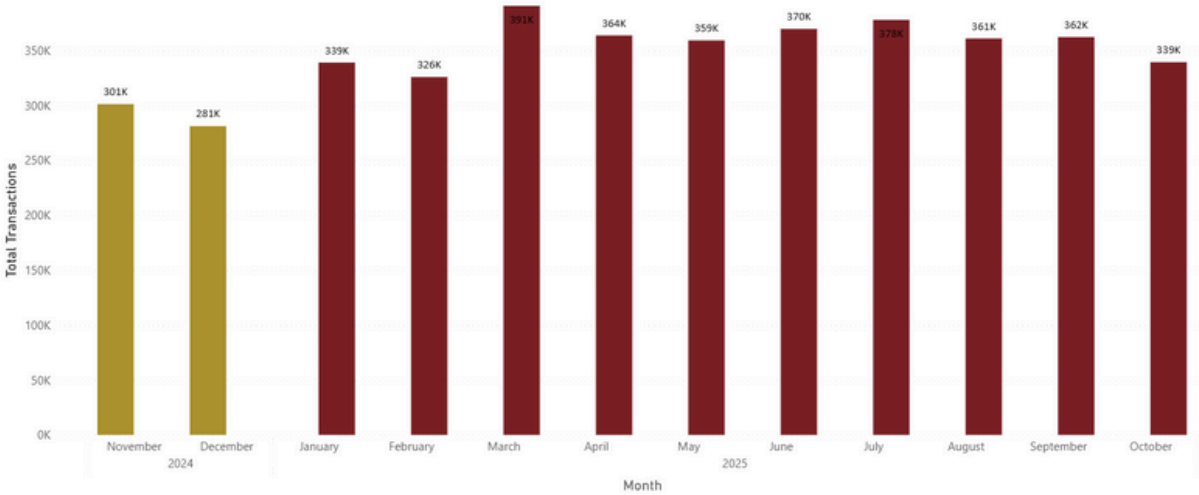
Active Cardholder Goal: 30% of Lawrence Population
Cardholders Active in the last 12 months



Lawrence Community Cardholders	
97,270	Total Lawrence Population
26.42%	Current % Active
25,700	Active Lawrence Cardholders
29,180	Goal Active Lawrence Cardholders
3,480	Cardholders needed to meet goal

Library Use Index

Trend of Total Library Transactions
Year ● 2024 ● 2025



October 2025 Highlights

Book Club Speed Dating



75

Live attendees

Book Nerd Trivia Night

127

Live attendees



Library Director Report for October 2025

Two Conferences

October was a busy month for library conferences. I attended BiblioCon in Toronto, Canada. BiblioCommons hosted the conference in person in Toronto for the first time since 2019. It was great to be together with so many of our peers who use BiblioCommons products. While a good many of the sessions concentrated on technical applications outside of my day to day work, the first day had an executive strategy track I enjoyed very much, seeing where BiblioCommons is headed, especially when it comes to two things in particular: AI in public libraries and the e-book ecosystem. I am very excited that BiblioCommons is working on developing its own vendor agnostic e-reader that would be part of our library app that we are working on launching. My primary takeaway is that we need to figure out our library's AI strategy and learn more about it and its application, both instructional for our community and applied to how we do our work.

Two weeks later, I attended the Urban Libraries Council Leadership Forum in Cincinnati. This forum and the ULC CEO Roundtable have become the two conferences I look forward to most. The content is always great, and the facilitators are top notch. This forum focused on advocacy and telling our story. There was considerable discussion about the importance of bipartisanship and finding common ground and making sure libraries serve everyone in our community.

Furniture Refresh and Master Plan Updates

Our work with bcDesign and John A. Marshall continues as we get closer to finalizing the furniture we plan to purchase. There are so many products and fabric choices, it can be daunting to land on just the right pieces. We are much closer to having everything selected and can then move on to purchasing.

We finalized the scope of work with Margaret Sullivan Studio in October and will have our initial kickoff meeting on November 17. After that initial meeting, things will start moving forward building out our calendar for input from community stakeholders.

Respectfully submitted by Brad Allen, November 11, 2025

Monthly Departmental Reports

November 2025

ACCESS SERVICES

We had Staff day in early October this year. Among other things Collection Services spearheaded an inventory of the library collection. There's more to do, but we learned a lot about the process and plan on making it an ongoing project. IT made a big start on deploying public access computers on Staff day, finishing those and the rest of our newly ordered staff computers in the following couple of weeks of the month.

Brad, Karen, and Jeff all road tripped to Cincinnati to attend the annual ULC Leadership Forum. This year's forum focused on library advocacy. Along the way we visited the Lillian DesMarias Youth Library in Chillicothe Missouri and the Carmel Clay Public Library in Indiana.

Overall circulation is up, driven overwhelmingly by continued increases in digital circulation. Physical and print circulation were leveling out in the first part of the year, but seem to be trending down again. Locker circulation continues to do well, though more work is needed to get patrons using PPNC. Library card sign up continues to be above average since the implementation of our digital card.

Our NPS score came in at 90 for October, and our 12 month running average now sits at 86.

Circulation

Not too much to report. The lockers continue to be a popular service, so much so in fact that we've decided to expand the Hy-Vee locker by an additional tower. That'll add 16 more compartments at that location sometime early next year.

On the other hand, Prairie Park is still underperforming so we're working with Marketing to increase awareness of the Prairie Park Nature Center lockers.

And to wrap up my locker talk, the correct graphics are now on all three lockers 🎉

Monthly Departmental Reports

November 2025

Collection Services

At Staff Day last month we performed a trial inventory. We had around 20 staff members participate over the course of the day and wound up inventorying 45,000 out of a potential 145,000 items that were on the shelf. There were around 400 missing items that have been put on search so we can attempt to find them one last time before putting them on their natural course to be removed from the system. Overall the project was a great success and put us in a good position to continue regularly inventorying the Library's collection.

At the Collection Management meeting in October, the Selectors presented the first draft 2026 materials budget, and went through a number of lines with notable changes to get approval from the committee. There are some tweaks that need to be made, but we're on course to getting the budget finalized at the next meeting in November.

Information Technology

The IT department completed deployment of 20 new staff desktop computers and 32 new staff laptop computers, replacing all models which were not compatible with Windows 11 by the Windows 10 end of life date of October 14. In addition to replacing the physical hardware, all user and computer management was transitioned from a local Active Directory server to Microsoft 365 cloud management services under Entra (for user authentication and management) and Intune (for computer settings profiles and app management). All users have set up Microsoft Authenticator or have been issued Yubikey hardware keys, if they are unable or unwilling to use Microsoft Authenticator on their phone. This ensures that we are using strong 2-factor authentication for our Microsoft 365 accounts.

Single Sign-On has been enabled between Microsoft 365 and Google Workspace accounts with MS365 as the authoritative identity provider. This eliminates the need for staff to separately sign in to their Google accounts.

A new backup process was implemented using Synology Active Backup for Microsoft 365 to backup data associated with user accounts in Microsoft 365 to a local Synology network attached storage device hosted in the server room at LPL.

Monthly Departmental Reports

November 2025

Outreach

Outreach had a busy month in October! Sarah and Terese made their return back to the Adult Learning Center at Peaslee Tech after their annual break. It was great to see the return of some students and to meet some who are newly enrolled.

Trunk or Treat at the Dole Institute was a smashing success! It was colder than last year, but that didn't stop the kids from coming out in droves.

Yari and Sarah both attended the ABOS conference virtually this year, instead of attending in person. This is such a valuable conference for Outreach, as it focuses only on those services and nothing else. Sarah looks forward to attending in person again next year.

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

Bec and Heather attended BiblioCon in Toronto as the primary leads for our website, email, blog, and events where we learned about the new BiblioApps product that we're getting soon. We learned about updates and fixes in products we use. Heather attended a session on building a web marketing strategy and a new approach to organizing Community Resources on a website that she will share with Melissa at some point. Bec gathered staff questions to ask developers and brainstormed strategies she wants to bring back to the team. Booktoberfest promotions ended and Bec is currently gathering information about how our content performed and she'll report back what we discovered next month! Heather continues to serve on the Programming Guidelines Team and attended the LPLFF AfterHours planning sesh for 2026. We are currently writing this from Saint Louis where we're both attending the annual Library Marketing and Communications Conference. We'll report back on what we learned next month!

Monthly Departmental Reports

November 2025

FACILITIES

We received new chairs for the Readers' Theater plus a new work stool for the Book Help desk in October. It'll be nice to retire those old chairs: they served us well but were definitely showing their age. We had another successful KPR Live Day at the library, which culminated in the very popular after-hours concert in the auditorium. To help with their broadcast of the concerts we do some creative scheduling of our HVAC, which KPR was very pleased with.

Maintenance & Custodial

Staff Day was a great day of cleaning and other projects getting done. We repainted the north wall, cleaned carpet, *lots* of dusting, cobweb removal from the roof, table buffing, and general deep cleaning here and there where it's hard to get to regularly. We also supported our coworkers as best as possible to make sure they had what they needed for their Staff Day tasks. It was a lot of fun to have the library be so busy and know that everyone working away was your coworker.

Security

As the weather cools down we've seen more new faces, plus faces we haven't seen in a while, which often mean more explaining of the library's behavior expectations. Helping new patrons understand our behavior expectations, and reminding current and returning patrons, will be an ongoing effort this fall into winter.

HUMAN RESOURCES

Human Resources

We are delighted to announce that JoAnna Eanes-Pettit will be joining us as our new HR Coordinator. JoAnna brings a wealth of experience, having spent 16 years with Douglas County

Monthly Departmental Reports

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Visiting Nurses, 12 of which were in Human Resources. JoAnna's main focuses will be assisting with all stages of the employee lifecycle; inclusive leadership and equity support; training and professional development; and coordinating our mentorship and internship programs. We already have a library science practicum student from Nebraska that she is working with to host here at LPL. This month Erica also attended a webinar called Toxic Talk: Identifying Harmful Workplace Communication Styles that are Destroying Morale and Trust.

PUBLIC SERVICES

October was a bit of a whirlwind for Public Services with plenty of programs, including the smashing success of Booktoberfest. Karen had the pleasure of helping host a screening of the movie *The Librarians* at Liberty Hall as part of Booktoberfest's lineup. Karen accompanied a group of Lawrencians on the Lawrence Chamber of Commerce Intercity Visit to Des Moines and Ames, Iowa. The trip was insightful. We met with local chambers and agencies working together to provide economic, housing, research, and recreational growth in both cities. That area of Iowa is going through a bit of a boom. Karen also attended the ULC Leadership Forum with Brad and Jeff in Cincinnati, Ohio. This year's forum focused on advocacy at the local, state, and national levels. We drove to Ohio and stopped at a couple of libraries along the way. It's always nice to see how other libraries provide services and physically arrange their spaces. We're getting very close to finalizing the order for some new furniture. I hope to report that an order has been placed by the next board meeting.

Information Services

Info Services had lots of activity in October! A few notable programs this month included a lively and well-received Plant Swap hosted by Terese and Ben, a flu shot clinic with Sigler Pharmacy and a panel discussion with LMH clinicians about breast cancer coordinated by Melissa, and a program about biophilic design stewarded by Jake. Jake also lent a hand to Reader's Services for the George Frazier talk as part of Booktoberfest. We also partnered with the City's Sustainability Office to help with planning and promotion of their revived Energy Conservation Fair.

Monthly Departmental Reports

November 2025

We were able to get out of the building a bit again this month: the team enjoyed our bi-annual joint field trip with our KU Reference colleagues; this time we visited the Dole Institute of Politics and the KU Libraries Annex. Liz attended a luncheon hosted by the KU Center for Digital Inclusion to learn more about their technology training program for justice-involved women, and she also completed the Topeka Literacy Council's tutor training program in preparation for the launch of LPL's adult literacy tutoring program. And, Terese visited the Adult Learning Center's ESL classes to bring library resources and build relationships.

Public Technology

October began with a very productive staff day where the Public Tech department, alongside the IT department, installed all new Public Computers in the downstairs computer lab area. The computer tables were thoroughly cleaned, and new computers, monitors, cabling, and phone chargers were installed and organized. Other Staff Day projects included painting the SOUND+VISION Studio door red to increase visibility and branding, installing equipment organizing pegboards in several studio spaces, and prepping several studio doors for new vinyl signage to improve public navigation. After Staff Day, much of the month has been dedicated to implementing and troubleshooting the new Windows 11 systems, ensuring printers run seamlessly, making sure all necessary software is installed, and helping all staff members seamlessly log in and use the new staff stations. Matt also hosted several SOUND+VISION programs including AUMI Jam, Modular Synth 101, and a spooky local film screening.

Readers' Services

October, or Booktoberfest!, in the Readers' Services department, is the culmination of months of planning. We hosted 10 programs over all, 9 in the month of October in addition to hosting the Banned Books week display and wrapping up the month with a Halloween Book Bundle program for 40 community members. It was an amazing month, with every program hitting registration capacity and requiring a wait-list.

Programs this month were Feminist Fright Fest, Author George Frazier, Book Nerd Trivia Party, two showings (we had to add one due to demand!) of The Librarians documentary, Book Club Speed Dating, author Rachel McCarthy James, and the grande finale, Haunted Stacks. We also advertised for KPR Live Day as part of Booktoberfest to spread the word to our most dedicated patrons. All in all, we ended up with nearly 1100 participants all month long, and 95 returned

Monthly Departmental Reports

November 2025

surveys, 85 of which were the highest score of five, and the rest were fours. This survey also delivered mostly 10s to our monthly NPS score, as well. The glowing and appreciative comments are enough to float us all the way to 2026. :-)

Now, onto Read Across Lawrence and planning for the Book Battle!

Youth Services

We had a great month of programs in October! Over a hundred people came in their finest costumes to dance with us for a spooky Dance Party for Littles, then over two hundred folks came through the library to trick-or-treat! Additional highlights include a theatrical Potion Party for tweens, local artist Matt Lord leading a Draw & Color Along, a Read In Celebration, a Clue-themed Teen Murder Mystery Party, ACT prep classes with Sylvan Learning Center, and an all-ages Star Wars Trivia Night.

Our new furniture for board books and Wonder Books arrived, allowing us more space for these heavily-used collections. Additionally, we have a new parrot fish to join our freshwater tank. We're currently working on a name for our new fish, with Carrot, Spinny, Bowie, and Phinneas as top contenders.

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

Cocktail Class Fundraiser. The Friends & Foundation's first ever Halloween cocktail class fundraiser on October 30 was a great success. More than 90 people – many in costume – learned the fine art of creating classic cocktails. We are pleased to report that the net amount raised for the library totaled \$7,200. All that mixing and measuring was quite a logistical experiment, and we are so grateful to Codi Bates from Bates Co for jumping in and serving as our guest mixologist. In addition, huge thanks go to LPL Friends & Foundation board members Brandon Eisman and Frankie Haynes who were the perfect emcees, and to our signature event sponsor, Rademacher Financial, for making the night possible.

Kansas Library Association Conference. I attended the annual Kansas Library Association Conference in Manhattan, Kansas in early November. On November 5th, the Friends & Foundation, in partnership with NEKLS, hosted the 13th Weave A Tale workshop as a pre-conference class. This popular storytelling workshop, created in memory of LPL librarian Joyce Steiner, was a huge hit among the 50 librarians attending from all across Kansas. This year, the focus was on "Words and Wiggles" training with Bloomington, Indiana librarian and dance educator Samantha Hyde. Attendees learned about links between movement and literacy and were dancing in the aisles! We were particularly pleased that eight members of the Steiner family joined us in Manhattan for the workshop and public performance.

End of Year Fundraising Plan. This year is careening to a close! This means that the Friends & Foundation's year-end fundraising plan is underway. In the last few weeks, New Chapter Society letters were mailed to current and prospective donors. In addition, The Friends & Foundation's annual "Powered by Community" fundraising mailer is set to drop in mailboxes throughout Lawrence in the coming weeks. In addition, I'm pleased to report that we have a \$5,000 donor for our Giving For Good project with DCCF. The library has requested support for a 15-month subscription for Tutor.com, an essential tool for the new Adult Education program. This \$5,000 gift for the project will be matched 50% by DCCF, with the "bonus" \$2,500 deposited into our endowment fund at the Foundation.

After Hours at the Library. Mark your calendars for Friday, March 6, 2026! The 13th annual *After Hours at the Library* fundraiser returns to LPL for a night you won't want to miss. This year's event will be an international celebration in anticipation of the World Cup coming to the Kansas City region in summer 2026. Our planning committee already is hard at work and intends to make this the biggest community party of the year!



MEMO

To: Lawrence Public Library Board of Trustees
From: Karen Allen, Public Services Manager
Date: November 17, 2025
Subject: ADA Policy Update

We have completed the scheduled three-year update of our ADA Policy.

The core substance remains unchanged, but we have made a few key improvements:

1. We updated the title of the library's **Commitment to Equitable Service**.
2. The **Library Director** is explicitly named as our ADA Officer.
3. We've polished the wording throughout for better clarity.

Additionally, we will be making minor changes to our forms and adding a link to our accessibility offerings in the website footer to make that page easier to find.



Americans with Disabilities Act Compliance Policy

*Approved by the Lawrence Public Library Board of Trustees on 11/21/2022. Submitted for approval on 11/17/2025.
Next review date: 11/2028.*

Policy

The library complies with the Americans with Disabilities Act (ADA) and related Kansas statutes.

In keeping with its Commitment to Equitable Service, the library supports equitable participation in its services, programs, and activities, offering support within the constraints of its resources and policies. The library is not required to take any action that would result in a fundamental alteration of its programs or services, or impose an undue financial or administrative burden. The library welcomes service animals, as defined by the ADA.

Request for Accommodation

Patrons seeking accommodation may complete the Request for Accommodation Form available on the library's public website.

Grievance Procedure

Individuals wishing to express a concern about discrimination based on a disability may complete the ADA Grievance Form, also available on the library's public website.

For further assistance with ADA-related concerns, patrons may contact the Executive Director, the library's ADA Coordinator, at 785-843-3833.



Memo

From: Kathleen Morgan, Deputy Director

To: Board of Trustees

Re: Advocacy Policy Review

Date: November 17, 2025

The Lawrence Public Library Board of Trustees adopted the library's original Advocacy Policy on October 17, 2022. The goal of the Policy was to ensure that the vision, values, and mission of the library are understood, supported, and implemented within the community.

In accordance with the library's practice that policies be reviewed every three years, we recommend the following update to the Advocacy Policy:

Edit: Revise the final paragraph of the 2022 Policy to read:

All advocacy efforts shall be conducted in accordance with the library's **policies and advocacy guidelines**, as well as federal, state, and local laws.

Rationale: This revision clarifies that advocacy efforts must align with all library policies, not just selected ones. Specifically, the "political activities and communications policies" referred to in the original policy have changed. Political activities are addressed in the Employee Handbook, and the communications policy is now the External Communications Policy. By replacing that with broader language, it ensures more comprehensive compliance and provides greater flexibility for future policy reviews.

[Link to Advocacy Guidelines here.](#)



Advocacy Policy

Approved by the Lawrence Public Library Board of Trustees on 10/17/2022. Reviewed and updated November 17, 2025.

Introduction

Advocacy is an ongoing activity that lays the foundation for awareness and understanding of the importance of the library. Through its advocacy efforts, the Lawrence Public Library Board of Trustees (the Board) ensures that the vision, values, and mission of the library are understood, supported, and fulfilled within the community.

Scope

This policy applies to the Board, the library director (the Director), and any other staff who are authorized by the Director to advocate on behalf of the library. The Board's role in advocacy is to ensure that local residents and patrons are aware of the goals and services of the library, and that community leaders understand the needs and importance of the library for the community.

Responsibilities

The Board, or its designees, shall:

- Educate and inform stakeholders, funders, and community members about the library's governance, relevance, and value to the community;
- Build relationships and work collaboratively with key decision makers, individuals, and community organizations;
- Advocate for funding to support library staff, improve facilities, and provide programs and services to meet evolving community needs and expectations;
- Identify and respond to issues, concerns, and government policies that may affect Lawrence Public Library;
- Include advocacy as a key element in the library's strategic planning; and
- Ensure that advocacy remains a planned and sustainable ongoing process at the library.

All advocacy efforts shall be carried out in accordance with the library's ~~political activities and communications policies~~, **policies and** advocacy guidelines, as well as federal, state, and local laws.