

Lawrence Public Library Board of Trustees Regular Meeting
Monday, December 15, 2025 at 4:30 PM
Online Meeting: [Google Meet Link](#)

Introductions

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- Approve Library Board meeting minutes for November 2025
- Approve Treasurer's report for November 2025
- Approve bills for November 17, 2025 to December 15, 2025
- Receive statistical report for November 2025

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Approval of Library Furniture Purchase – **ACTION ITEM**
Brad Allen, Library Director
- Library Master Plan update
Margaret Sullivan, Founder, Margaret Sullivan Studio

Old Business

Public Comment

Executive Session

- Library Board will move into executive session for 30 minutes to discuss personnel matters of non-elected personnel per K.S.A. 75-4319(b)(1).

Adjournment

Lawrence Public Library

Regular Board Meeting Minutes DRAFT

Date: November 17, 2025

Time: 4:30 pm

Venue: The meeting was conducted online on the Google Meet software platform.

Board Members Present:

James Pavisian (Chair), Alex Carvalho, Kelly Hart, Sean Hunt, Mandy Leibold, Ryann Tacha, Allison Mazzei; Board members absent: Mayor Mike Dever

Staff Members Present:

Brad Allen, Karen Allen, Jeff Bergeron, Aaron Brumley, JoAnna Eanes-Pettit, Heather Kearns, Kathleen Morgan

Others Present: Nancy Hambleton, LPLFF Vice-Chairperson.

Call to order

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

Consent Agenda

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

Director's Report

Brad presented the Director's report:

- Brad attended the Bibliocon conference in Toronto and Urban Libraries Council conference in Cincinnati. The Bibliocon conference had several sessions on AI, while the ULC conference featured discussions about advocacy.
- A library committee is getting closer to making final furniture selections.
- On November 17, we held our first core staff meeting with Margaret Sullivan Studios. Currently setting up structure and schedules.

James asked about ULC's best practice recommendations to serve the entire community. Brad said that the conference focused on the importance of maintaining bi-partisanship since public libraries serve all Americans. Brad shared that he has reached out to Lawrence's new city commissioners for a tour. Board members are welcome to attend the tours.

Monthly Departmental Reports

- **Staff Day Report.** Ryann asked about the results of Staff Day. Brad reported that it was a success and explained that we host it once a year. Mandy reported that she enjoyed the 2024 Staff Day and asked that board members be included when it's relevant.
- **Security Report.** Ryann and Mandy inquired about behavior expectations referenced in the report.
- **Library Master Plan.** Mandy asked Brad for regular updates on the Library Master Plan meetings.

Friends & Foundation Director's Report

Nancy Hambleton provided the Friends & Foundation report:

- **Cocktail Class Fundraiser:** The Friends & Foundation first-ever Halloween cocktail class, attracted over 90 attendees and raised a net total of \$7,200 for the library.
- **Kansas Library Association Conference:** Kathleen attended the annual KLA Conference in Manhattan, KS. The Friends & Foundation hosted the 13th annual *Weave A Tale* storytelling workshop as a pre-conference session. This year's program was, "Words and Wiggles," led by Bloomington, IN librarian and dance educator Samantha Hyde. The workshop honors the memory of LPL children's librarian Joyce Steiner.
- **End-of-Year Fundraising:** The Friends & Foundation's annual fundraising is set to mail tomorrow. We are also grateful for a \$5,000 donor gift supporting the *Giving For Good* project with DCCF for Tutor.com. DCCF will match 50% of the gift.
- **After Hours at the Library:** Save the date—Friday, March 6, 2026—for the 13th annual *After Hours at the Library* fundraiser. This year's event will be an international celebration in anticipation of the 2026 World Cup games coming to our region.

NEW BUSINESS

ADA Policy (Karen)

The board reviewed the ADA policy and approved minor changes, [as outlined in Karen's cover memo](#). Motion to approve by Mandy; seconded by Allison. Approved.

Advocacy Policy (Kathleen)

The board reviewed the Advocacy Policy and approved minor changes, [as outlined in Kathleen's cover memo](#). Motion to approve by Mandy; seconded by Ryann. Approved.

Designate Executive Director Annual Performance

The board's Executive Committee – James, Mandy, and Allison – will lead Brad's annual review. James will send out a questionnaire to board members for discussion at the December meeting

Warming Centers. James asked about changes to the city's warming centers. Brad has talked to Misty Bosch-Hastings, and reports that the best path is to get the Homeless Resource Center

fully operational. While we are happy to be a partner, the library is not the city's official warming and cooling center. All are welcome here during open hours as long as they follow the rules. The Board expressed its support for the staff.

OLD BUSINESS

Board Retreat - Ryann asked about a board retreat and/or social gathering. Board members liked the idea of a holiday social event, and will wait until after the new year for a board retreat. The consensus is that a retreat would be best when new board members join in April/May.

Lawsuit Update. Brad will set up a meeting with Sam Green and James Pavisian to get an update on the lawsuit.

Public Comment

There was no public comment

Adjournment

The meeting was adjourned at 5:33 pm.

Respectfully submitted, Kathleen Morgan, Secretary

2025 Regular Budget Report

	January	February	March	April	May	June	July	August	September	October	November	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	1,757.77	23,274.18	\$25,000.00	93.10%
NEKLS			28,019.75				28,019.75		28,019.75		28,019.75	112,079.00	\$125,000.00	89.66%
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	2,331.50	19,236.10	\$18,000.00	106.87%
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	972.80	9,024.91	\$5,000.00	180.50%
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	7,150.20	101,344.68	\$35,000.00	289.56%
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	5.31	3,421.34	\$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	40,237.33	6,927,776.77	\$6,858,000.00	101%
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	307,545.04	3,506,978.46	\$3,825,000.00	91.69%
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	57,241.33	603,044.61	\$713,000.00	84.58%
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	54,980.12	634,232.32	\$700,000.00	90.60%
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	8,562.14	88,095.92	\$100,000.00	88.10%
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	1,352.35	19,186.92	\$20,000.00	95.93%
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	1,078.58	60,694.79	\$75,000.00	80.93%
Library Supplies	2,169.48	1,975.17	1,525.99	574.45	505.62	2,309.39	625.16	1,596.35	1,367.58	371.71	479.65	13,500.55	\$25,000.00	54.00%
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	57,244.01	75,452.09	666,067.73	\$850,000.00	78.36%
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	2,700.13	45,304.86	\$55,000.00	82.37%
Equipment		99.22			902.01	272.34			1,748.59	370.60	674.40	4,067.16	\$10,000.00	40.67%
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	7,411.30	365,680.48	350,000.00	104.48%
Insurance	-	-	-	100.00	-	-		31,235.63	-		1,963.00	33,298.63	\$30,000.00	111.00%
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	1,028.12	1,005.63	19,942.56	\$20,000.00	99.71%
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	10,312.36	2,440.85	47,791.73	\$30,000.00	159.31%
Book Van & Mileage	150.28	2,291.42	206.97	167.96	168.00	345.18	238.46	254.62	216.17	192.66	265.42	4,497.14	\$5,000.00	89.94%
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	4,772.42	3,321.92	103,672.62	\$30,000.00	345.58%
Advertising & Marketing	870.99	274.05	2,444.36	2,302.71	614.90	1,483.55	170.99	2,102.41	724.02	362.72	522.40	11,873.10	\$20,000.00	59.37%
Capital Improvements		13,877.16	1,019.80		2,319.80	1,669.80	694.66	17,260.00	-	36,594.60		73,435.82	\$0.00	#DIV/0!
Miscellaneous	17.34	4.60	0.55	105.86	109.16	200.09	116.31	156.53	487.02	(198.45)	117.86	1,116.87	\$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	489,048.03	794,851.80	527,114.21	6,302,482.27	\$6,858,000.00	92%
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)	1,360,776.07													
Capital Improvement (KMIP)	857,385.66													

2025 Outside Funding		November		<i>November</i>		
		<u>Income</u>		<u>Spending</u>	<u>Remaining</u>	Comment
Outside & Private Funding						
	YTD Income				\$ 514,992.97	YTD Income
R & E Totals		\$ 2,528.83	\$	19,941.69	\$ 536,635.56	
	YTD Expense				\$ 509,360.77	YTD Expense

1. Balance Sheet

Lawrence Public Library
As of November 30, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	857,385.66
Checking	308,176.12
MIP Operating Funds	1,052,599.95
Total for Bank Accounts	\$2,218,161.73
Accounts Receivable	
Other Current Assets	
Petty Cash	300.00
Total for Other Current Assets	\$300.00
Total for Current Assets	\$2,218,461.73
Fixed Assets	
Other Assets	
Total for Assets	\$2,218,461.73
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	37,498.28
Total for Accounts Payable	\$37,498.28
Credit Cards	
US Bank Credit Card (7984)	\$9,668.69
Total for Credit Cards	\$9,668.69
Other Current Liabilities	
Payroll Liabilities	\$0.00
Health Insurance	-26,366.17
OGLI	-1,353.64

1. Balance Sheet

Lawrence Public Library
As of November 30, 2025

Distribution account	Total
Payroll Liabilities FSA	4,209.26
SUI	2,568.43
Vision Insurance - Employee	97.53
Total for Payroll Liabilities	-\$20,844.59
Total for Other Current Liabilities	-\$20,844.59
Total for Current Liabilities	\$26,322.38
Long-term Liabilities	
Total for Liabilities	\$26,322.38
Equity	
Retained Earnings	1,260,858.78
Net Income	630,645.35
Opening Bal Equity	300,635.22
Total for Equity	\$2,192,139.35
Total for Liabilities and Equity	\$2,218,461.73

Lawrence Public Library
November 2025

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2. Revenues & Expenses

Lawrence Public Library

November 2025

Distribution account	TOTAL	
	Nov 1 - Nov 30 2025	Jan 1 - Nov 30 2025 (YTD)
Liability Insurance		100.00
Total for Insurance	\$1,963.00	\$33,298.63
Library & Office Supplies	479.65	13,500.55
Marketing-General	522.40	11,873.10
Miscellaneous	117.86	1,116.87
.Outside & Private Funding	\$163.83	\$3,219.29
Friends & Foundation Funding		\$2,971.86
Block Grant	139.96	33,858.69
Community Resource	616.26	616.26
F&F Payroll	15,785.71	174,552.75
Kansas Health Foundation	-60.38	399.36
Memory Lab	426.00	20,364.01
Nancy Pat Staff Support (Crowe)	688.09	4,666.35
Program Expense		
Read Across Lawrence/Booktober	-1,966.49	5,711.76
Teen Services Programming	50.00	1,861.91
Youth Services & Cigler	520.00	16,285.47
YS Programs (Children)	871.66	6,950.73
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	-\$524.83	\$53,620.36
Seed Library	646.67	1,555.76
Altrusa Grant		2,451.75

2. Revenues & Expenses

Lawrence Public Library
November 2025

Distribution account	TOTAL	
	Nov 1 - Nov 30 2025	Jan 1 - Nov 30 2025 (YTD)
Aquarium Maintenance		4,081.13
Dr. Bob Program		-364.00
Kanopy		5,500.00
Library Master Plan		-100,000.00
Marketing		8,098.72
Memorials/Honor w/ Books GGIFT		-636.98
MIDCO/Peterson		4,030.00
Outreach/Coggins Fund		490.01
Plant & Foliage Maintenance		360.00
Rueff Fund		4,824.79
Salkind Gift		-65,000.00
Sound & Vision Miliken		-223.10
Sound & Vision Perez		-1,700.00
Storytime at Home		46.94
Total for Friends & Foundation Funding	\$17,717.48	\$154,564.66
Total for .Outside & Private Funding	\$17,881.31	\$157,783.95
Payroll Expenses		
Employee Parking	-496.06	-5,510.39
Gross Wages	307,545.04	3,506,978.46
Group Life Insurance	1,244.67	12,814.52
Health Insurance	56,492.72	595,740.48
Total for Payroll Expenses	\$364,786.37	\$4,110,023.07
Payroll Taxes		
KPERS Co	31,731.04	361,178.43
KPERS Co Retiree	160.98	3,232.69
Payroll Taxes Employer	23,088.10	269,821.20
Total for Payroll Taxes	\$54,980.12	\$634,232.32

2. Revenues & Expenses

Lawrence Public Library

November 2025

Distribution account	TOTAL	
	Nov 1 - Nov 30 2025	Jan 1 - Nov 30 2025 (YTD)
Postage & Mailing	1,005.63	19,942.56
Processing Supplies	2,700.13	45,304.86
Professional Development	2,440.85	47,791.73
Professional Fees	\$3,321.92	\$97,172.62
Accounting		6,500.00
Total for Professional Fees	\$3,321.92	\$103,672.62
Technology		
Internet & Telephone	943.69	15,551.23
IT Software & Subscriptions	6,724.08	72,338.47
Operations	-28.02	9,938.25
Public Tech Supplies	-228.45	124.54
Collections & Public Service		206,179.99
Hardware		61,548.00
Total for Technology	\$7,411.30	\$365,680.48
Utilities - Electric	8,562.14	88,095.92
Vehicles, Mileage, Maintenance	265.42	4,497.14
Capital Improvement Expenditure		73,435.82
Total for Expenses	\$544,995.52	\$6,460,266.22
Net Operating Income	-\$504,289.74	\$630,645.35
Other Income		
Other Expenses		
Net Other Income		
Net Income	-\$504,289.74	\$630,645.35

4. Vendor Balance Summary

Lawrence Public Library

As of December 15, 2025

Vendor	Total
Amazon Capital Services, Inc	4,497.91
ASI	60.00
Astrid Mien	250.00
Bayscan Technologies	428.11
bcDESIGNGROUP, LLC	975.00
Cengage Learning	240.01
Center Point Large Print	162.82
Century Business Technologies	1,124.53
Demco, Inc.	872.66
EBSCO	55.00
Ellen Oh	900.00
Evergy	8,562.14
Fisher Patterson Sayler & Smith, LLP	242.00
Ingram Library Services	18,840.90
Jayhawk Power	2,516.87
Jayhawk Trophy Co., Inc.	104.75
Jeremy Bell	350.00
Kansas City, Kansas Public Library	49.98
Maceli's	1,200.00
Midco	580.19
Midwest Tape	3,418.32
OverDrive	18,393.54
Preferred Lawn Service	405.00
Pur-O-Zone, Inc.	1,080.39
Springshare LLC	5,174.00
Sunflower Music Therapy	260.00
Unique Management Services	519.14
United Parcel Service	15.00
U.S. Bank - Mastercard	9,701.72
TOTAL	\$80,979.98

5. Check Detail Report for Board
Lawrence Public Library
November 18-December 15, 2025

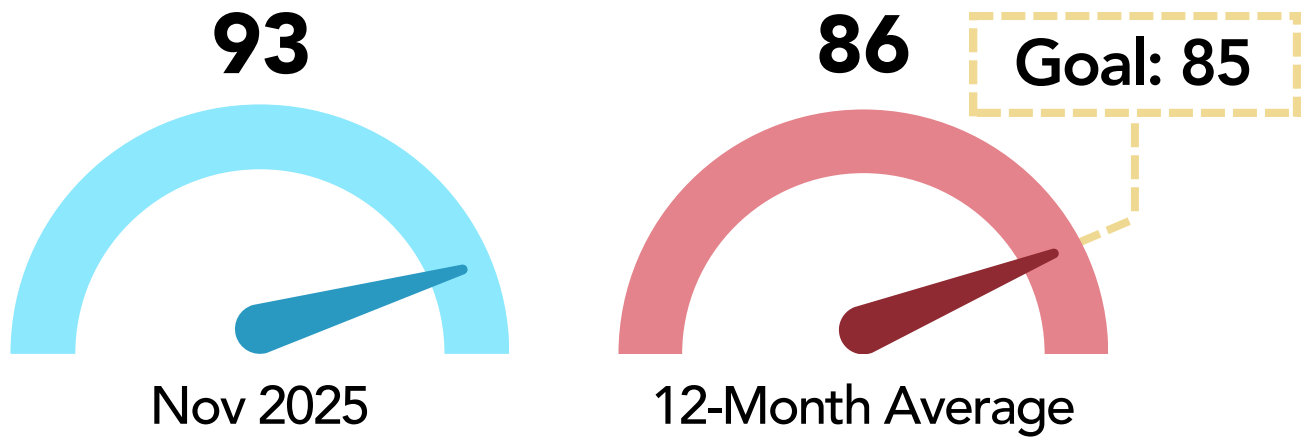
	Transaction type	Num	Transaction date	Item split account	Amount
ASI					
	Expense		11/30/2025	Payroll Liabilities FSA	-788.47
	Bill Payment (Check)	EFT	12/15/2025	Professional Fees	-60.00
Total for ASI					-\$848.47
KPERS					
	Check		11/28/2025	OGLI	-383.20
	Check	EFT	11/28/2025	Retirees	-90.26
	Check	EFT	11/28/2025	KPERS ER	-17,262.25
	Check	EFT	11/28/2025	KPERS EE	-9,670.74
	Check	EFT	12/12/2025	KPERS ER	-15,670.52
	Check	EFT	12/12/2025	KPERS EE	-8,778.95
	Check	EFT	12/12/2025	Retirees	-70.72
Total for KPERS					-\$51,926.64
Charles and Dorcas Scalet					
	Expense		11/28/2025	Lost and Replacement Fees	-40.48
Total for Charles and Dorcas Scalet					-\$40.48
Blue Cross and Blue Shield of Kansas Inc.					
	Check	EFT	11/28/2025	Health Insurance	-73,554.85
	Check	EFT	11/28/2025	Cancer/Hospital Indemnity	-1,443.64
	Check	EFT	11/28/2025	Group Life Insurance	-1,044.00
Total for Blue Cross and Blue Shield of Kansas Inc.					-\$76,042.49
Empower Annuity Insurance Co.					
	Check	EFT	11/28/2025	KPERS 457 Plan	-2,899.00
	Check	EFT	11/28/2025	KPERS 457 Roth Plan	-783.00
	Check	EFT	12/12/2025	KPERS 457 Roth Plan	-783.00
	Check	EFT	12/12/2025	KPERS 457 Plan	-2,899.00
Total for Empower Annuity Insurance Co.					-\$7,364.00
Evergy					
	Bill Payment (Check)	EFT	12/15/2025	Utilities - Electric	-8,562.14
Total for Evergy					-\$8,562.14
Midco					
	Bill Payment (Check)	EFT	12/15/2025	Internet & Telephone	-580.19
Total for Midco					-\$580.19
U.S. Bank - Mastercard					
	Bill Payment (Check)	EFT	12/15/2025	Accounts Payable	-9,701.72
Total for U.S. Bank - Mastercard					-\$9,701.72
United Parcel Service					
	Bill Payment (Check)	EFT	12/15/2025	Postage & Shipping	-15.00
Total for United Parcel Service					-\$15.00
Sunflower Music Therapy					
	Bill Payment (Check)	91362	12/15/2025	YS & Cigler	-260.00
Total for Sunflower Music Therapy					-\$260.00

Springshare LLC			
	Bill Payment (Check) 91361 12/15/2025	Collections & Public Service	-5,174.00
Total for Springshare LLC			-\$5,174.00
Preferred Lawn Service			
	Bill Payment (Check) 91360 12/15/2025	Building Repairs & Maintenance	-405.00
Total for Preferred Lawn Service			-\$405.00
Maceli's			
	Bill Payment (Check) 91359 12/15/2025	Booktoberfest	-1,200.00
Total for Maceli's			-\$1,200.00
Jayhawk Trophy Co., Inc.			
	Bill Payment (Check) 91358 12/15/2025	Seed Library	-104.75
Total for Jayhawk Trophy Co., Inc.			-\$104.75
Jayhawk Power			
	Bill Payment (Check) 91357 12/15/2025	Building Repairs & Maintenance	-2,516.87
Total for Jayhawk Power			-\$2,516.87
Fisher Patterson Sayler & Smith, LLP			
	Bill Payment (Check) 91356 12/15/2025	Professional Fees	-242.00
Total for Fisher Patterson Sayler & Smith, LLP			-\$242.00
EBSCO			
	Bill Payment (Check) 91355 12/15/2025	Books & Materials	-55.00
Total for EBSCO			-\$55.00
Demco, Inc.			
	Bill Payment (Check) 91354 12/15/2025	Processing Supplies	-872.66
Total for Demco, Inc.			-\$872.66
Center Point Large Print			
	Bill Payment (Check) 91353 12/15/2025	Books & Materials	-162.82
Total for Center Point Large Print			-\$162.82
Cengage Learning			
	Bill Payment (Check) 91352 12/15/2025	Books & Materials	-240.01
Total for Cengage Learning			-\$240.01
bcDESIGNGROUP, LLC			
	Bill Payment (Check) 91351 12/15/2025	Capital Improvement Expense	-975.00
Total for bcDESIGNGROUP, LLC			-\$975.00
Bayscan Technologies			
	Bill Payment (Check) 91350 12/15/2025	Processing Supplies	-428.11
Total for Bayscan Technologies			-\$428.11
Unique Management Services			
	Bill Payment (Check) 30144 12/15/2025	Professional Fees	-519.14
Total for Unique Management Services			-\$519.14
Pur-O-Zone, Inc.			
	Bill Payment (Check) 30143 12/15/2025	Building Supplies	-1,080.39
Total for Pur-O-Zone, Inc.			-\$1,080.39
OverDrive			
	Bill Payment (Check) 30142 12/15/2025	Books & Materials	-18,393.54
Total for OverDrive			-\$18,393.54
Midwest Tape			
	Bill Payment (Check) 30141 12/15/2025	Books & Materials	-3,418.32
Total for Midwest Tape			-\$3,418.32

Kansas City, Kansas Public Library				
	Bill Payment (Check)	30140 12/15/2025	Lost and Replacement Fees	-49.98
Total for Kansas City, Kansas Public Library				<u>-\$49.98</u>
Jeremy Bell				
	Bill Payment (Check)	30139 12/15/2025	Community Resources	-350.00
Total for Jeremy Bell				<u>-\$350.00</u>
Ingram Library Services				
	Bill Payment (Check)	30138 12/15/2025	Books & Materials	-18,840.90
Total for Ingram Library Services				<u>-\$18,840.90</u>
Ellen Oh				
	Bill Payment (Check)	30137 12/15/2025	YS Programs (Childrens)	-900.00
Total for Ellen Oh				<u>-\$900.00</u>
Century Business Technologies				
	Bill Payment (Check)	30136 12/15/2025	Professional Fees	-1,124.53
Total for Century Business Technologies				<u>-\$1,124.53</u>
Astrid Mien				
	Bill Payment (Check)	30135 12/15/2025	Community Resources	-250.00
Total for Astrid Mien				<u>-\$250.00</u>
Amazon Capital Services, Inc				
	Bill Payment (Check)	30134 12/15/2025	Books & Materials	-4,497.91
Total for Amazon Capital Services, Inc				<u>-\$4,497.91</u>
Petty Cash				
	Check	30133 11/18/2025	Nancy Pat Crowe Staff Support	34.42
	Check	30133 11/18/2025	Professional Development	65.00
	Check	30133 11/18/2025	Postage & Shipping	11.10
Total for Petty Cash				<u>\$110.52</u>
Auto-Owners Insurance				
	Check	30132 11/18/2025	Insurance	-1,963.00
Total for Auto-Owners Insurance				<u>-\$1,963.00</u>
	<u>TOTAL</u>			<u>-\$218,994.54</u>

Nov 2025 LPL Progress Indicators

Net Promoter Score (NPS)

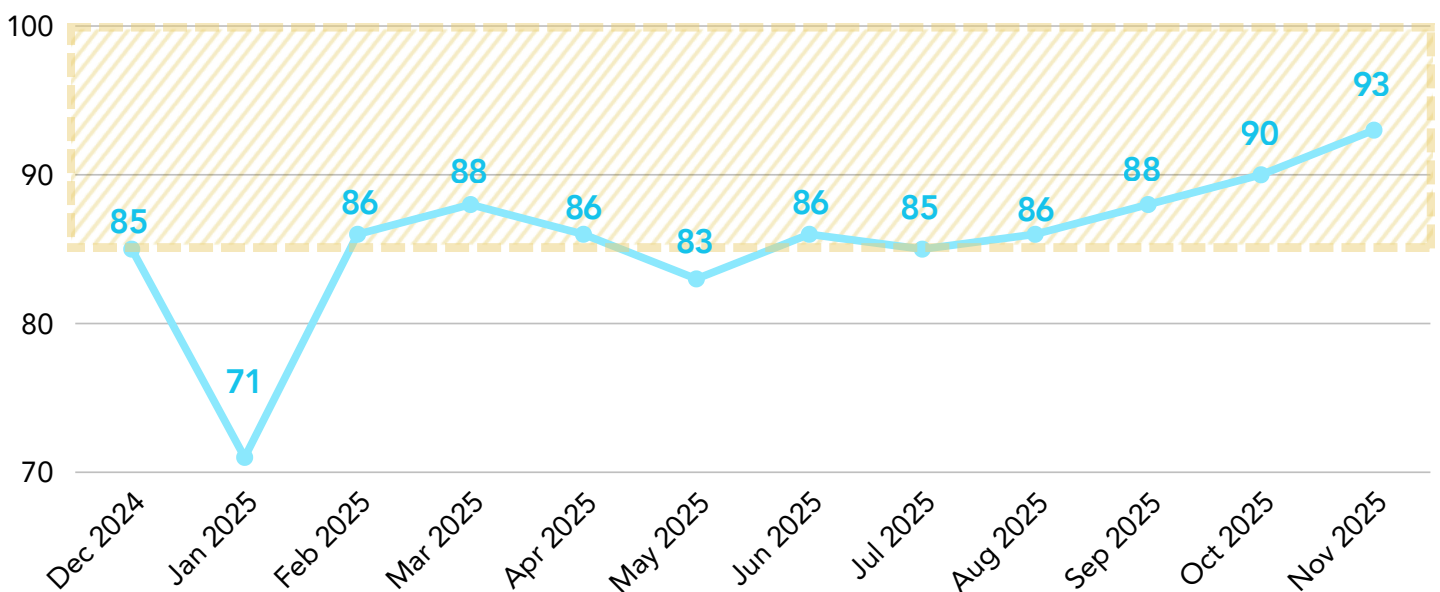


NPS COMMENT HIGHLIGHT

"I've always had good experiences with library staff and appreciate the wide array of resources my library membership lets me access for free."

NPS by Month

Dec 2024–Nov 2025



Nov 2025 LPL Progress Indicators

NPS COMMENT HIGHLIGHT

"I only just got my card but I had a very positive experience with my first visit. Friendly and helpful staff."

Average New Library Cards

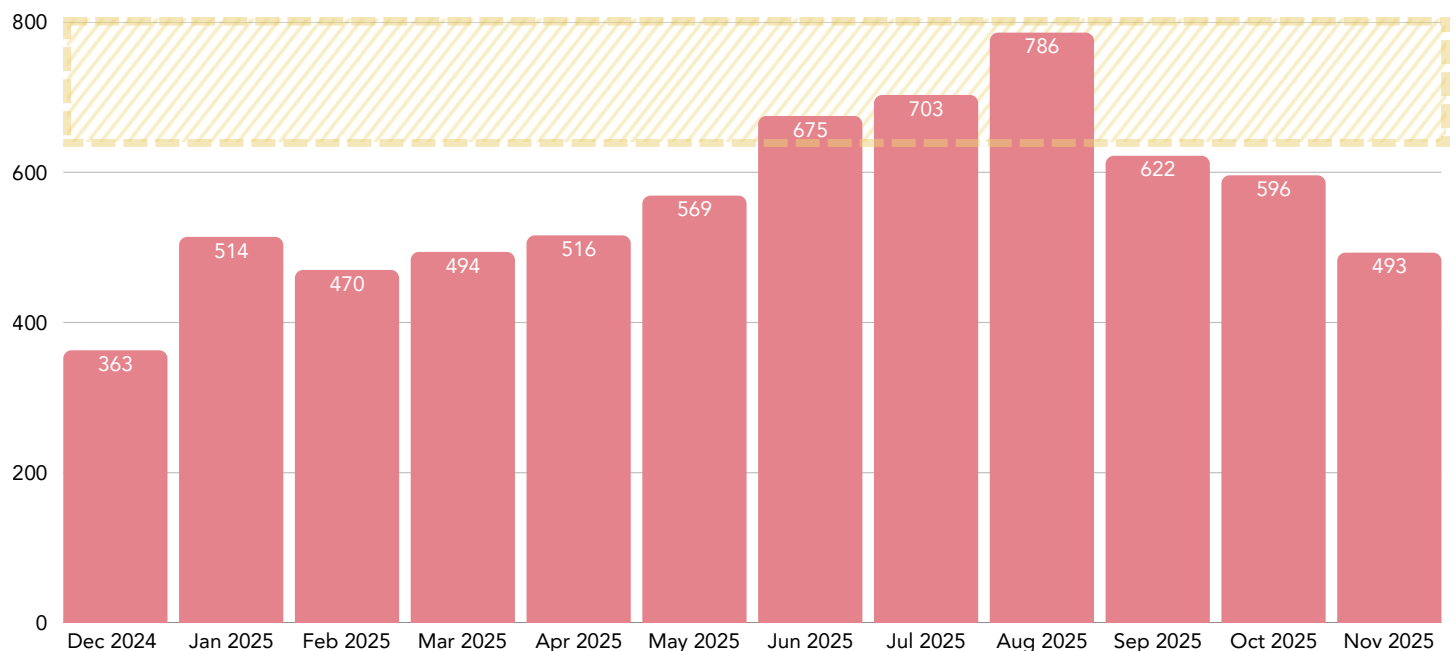
Rolling 12-Month Average of New Library Cards

12-Month Average Goal
650 cards per month



New Library Cards by Month

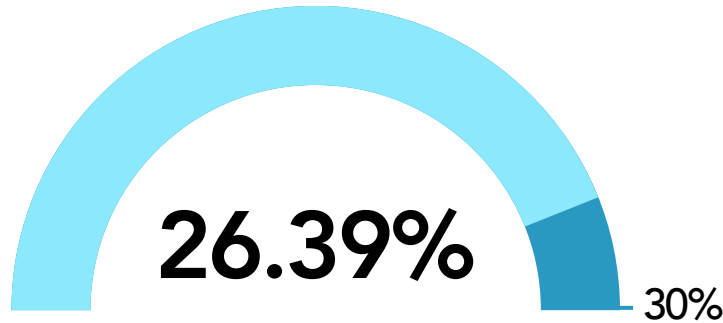
Dec 2024–Nov 2025



Nov 2025 LPL Progress Indicators

% Active Cardholders

Cardholders Active in the Last 12 Months



Active Cardholder Goal
30% of Lawrence Population

97,270
Total Lawrence Population

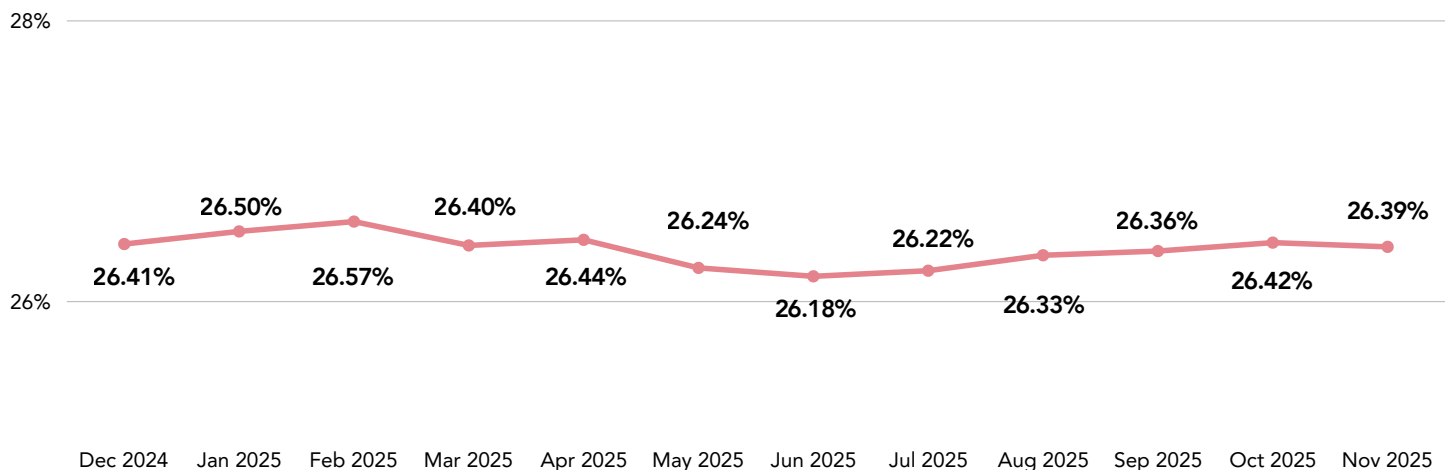
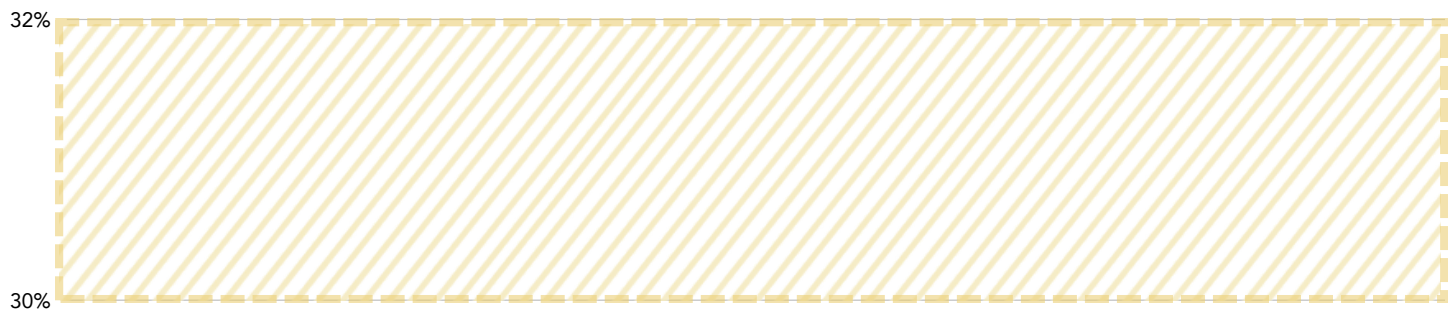
26.39%
Current % Active

25,670
Active Lawrence Cardholder

29,180
Goal Active Lawrence Cardholder

3,510
Cardholders Needed to Meet Goal

Monthly Trend: Dec 2025–Nov 2025

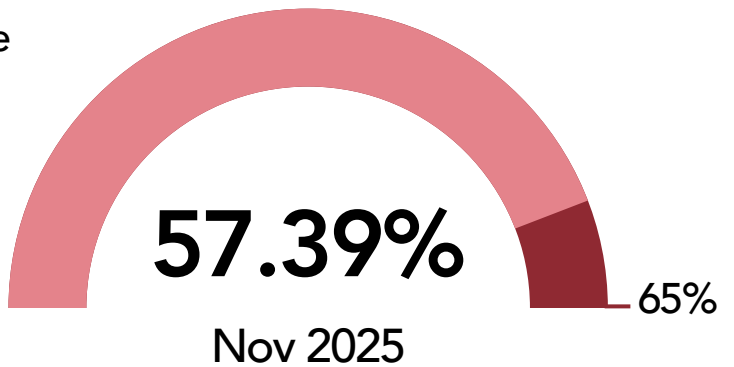


Nov 2025 LPL Progress Indicators

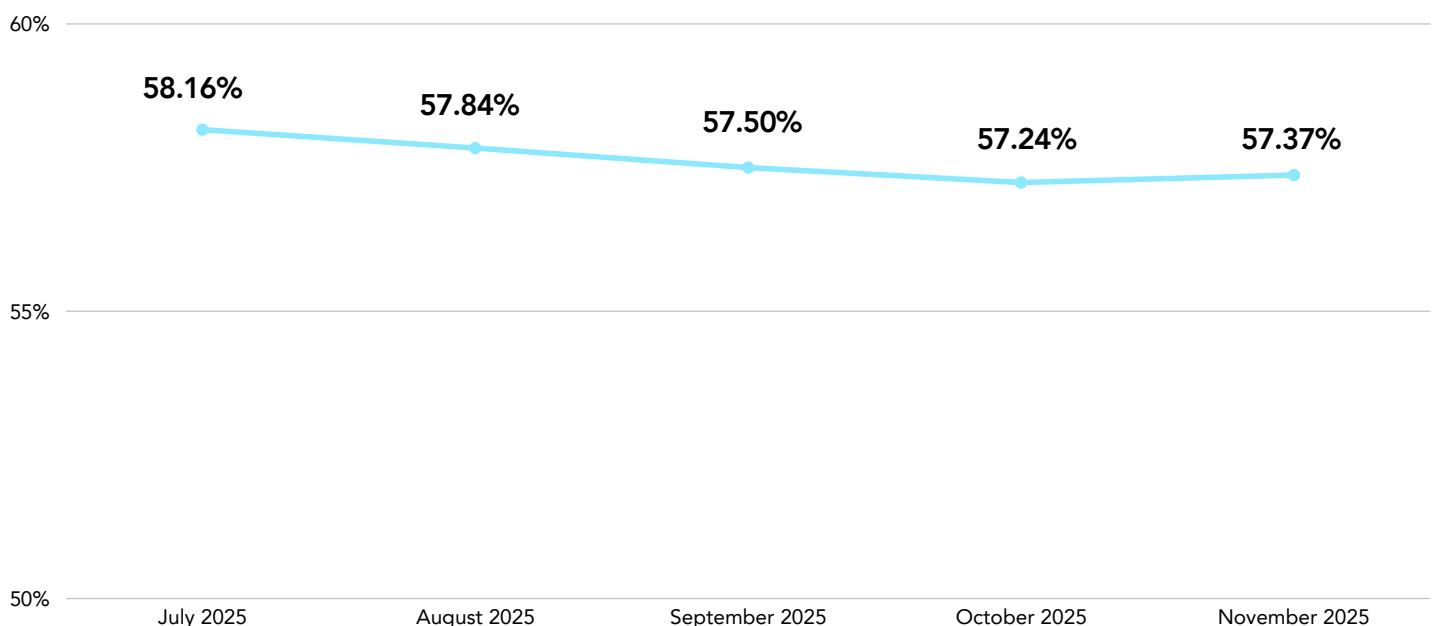
Cardholder Retention

Rolling 12-Month Average Retention Rate

Cardholder Retention Goal
65% of Library Cardholders



Monthly Trend: July 2025–Nov 2025

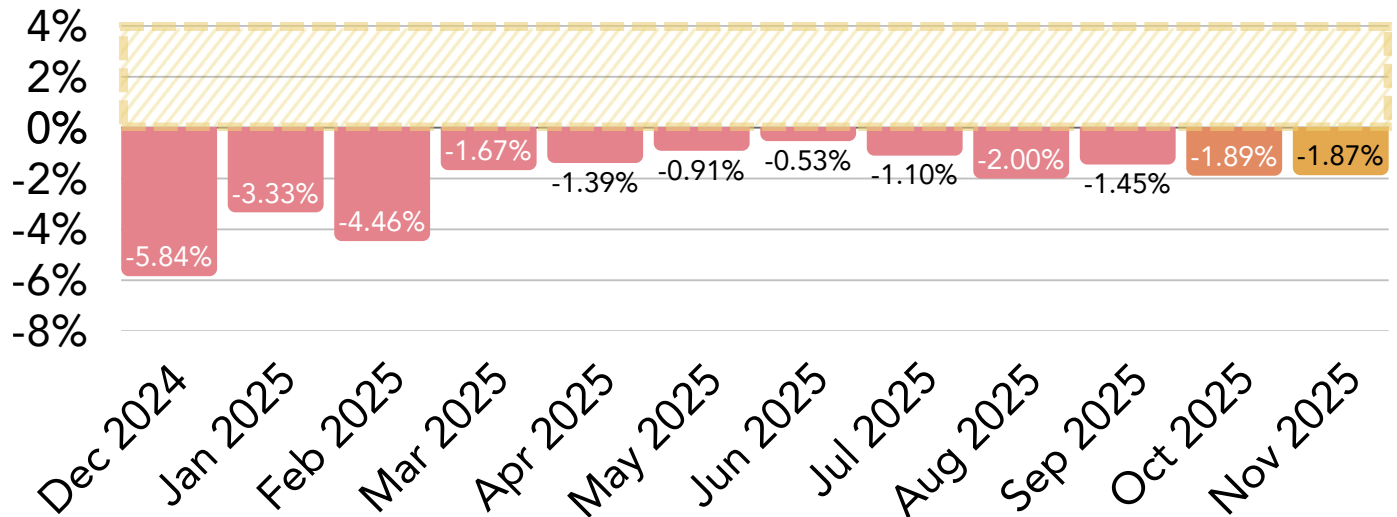


Nov 2025 LPL Progress Indicators

Print Circulation Trend by Month

Percent Change of Total Print Books Circulated Each Month

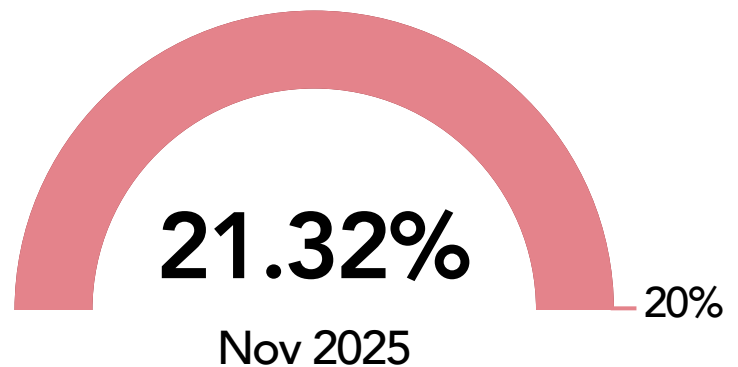
Print Circulation Trend Goal
0% (Stop the Downward Trend)



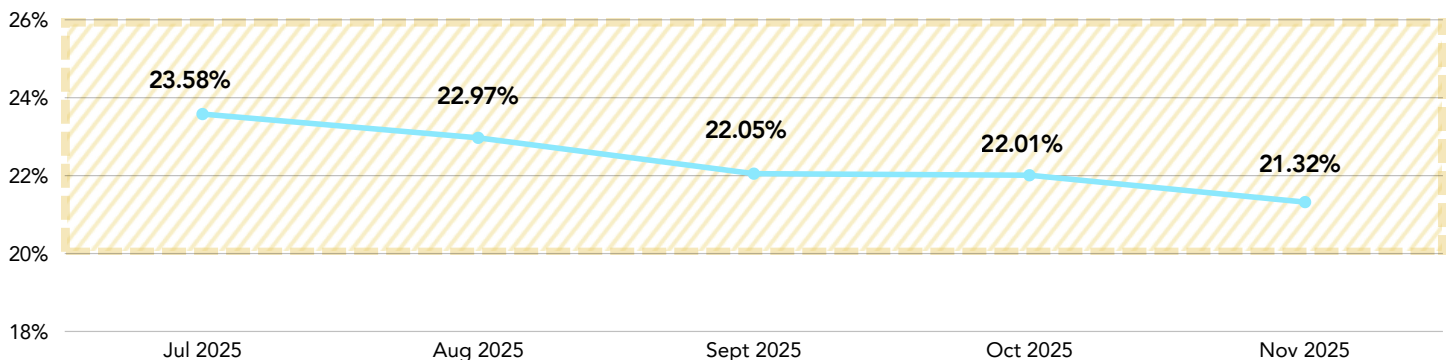
Percent Checked Out

Percent of Total Collection Checked Out
(Based on Daily Average)

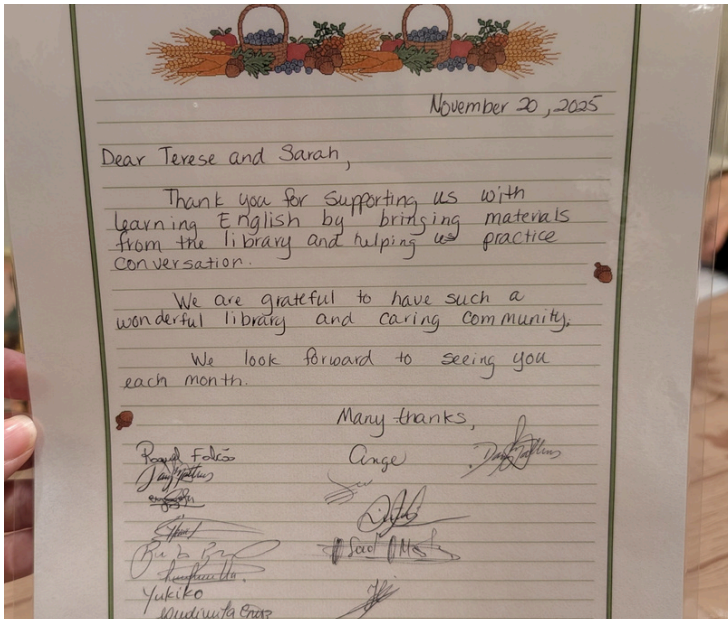
Percent Checked Out Goal
20% of the Collection



Monthly Trend: Jul 2025–Nov 2025



Nov 2025 LPL Progress Indicators



Outreach on Dottie ALC Gratitude Luncheon

English language students at the Adult Learning Center invited Sarah and Terese to the Gratitude Luncheon. There they shared traditional meals from their home countries as thanks for Dottie's monthly visits.

Sunchoke Harvest & Soup Workshop 40

Attendees over two days.



Led by Haskell Greenhouse Manager Courtney King, participants first gathered at the Cultural Center gardens for a hands-on sunchoke harvest. The group then reconvened the following day at Stidham Union to connect with the community and cook the fresh harvest into a soup over an open flame.

Library Director Report for December 2025

The Pavilion @ LPL

The library lawn was designed to serve as an amphitheater to host community events. It has potential to be the premiere outdoor entertainment venue in Downtown Lawrence. The City has long had the lawn listed in its Capital Improvement Project lists, but it continues to go unprioritized and funded. Seeing the need for improved outdoor amenities as KC hosts the World Cup, we are using this historic opportunity to inspire progress in finally completing this project. And given the strength of our Library Friends and Foundation's fundraising abilities and the generosity of our community, we plan to build a pavilion/performance stage with 100% private funding.

We had initial meetings with the Parks, Recreation, and Culture as well as Planning and Development Services (big thanks to Lindsay Hart, Mark Hecker, and Pat Hennessey at PRC and Jeff Crick, Becky Pepper, and Mathew Schmidt at PDS) to explain the scope of our project and seek guidance to complete it by this summer if possible. It's a tight timeline but with their help navigating the process, we are hopeful we can achieve it.

Next steps will be working with Multistudio on a site plan and then with BA Green and Poligon Structures to construct the concrete pad and structure. I am very excited about this project and its potential to inspire partnerships with folks in our community to increase the number of events on the lawn, from free concerts and movie nights to storytime and a covered pavilion to for our Friends to sell used books! More updates as this project moves forward.

Furniture Refresh & Master Plan Update

We are even closer to submitting an order with John A. Marshall to purchase new furniture for the library. There is an action item on this month's agenda to approve the expenditure from our Capital Improvement fund. Once everything is ordered, we hope to start seeing some new furniture in 6-12 weeks. Keep your fingers crossed that the fabrics we selected are in stock! :)

Progress continued with Margaret Sullivan Studio on laying out the timeline for our library master plan. They will begin analyzing data we are sending them as well as doing environmental scans of our community. Most public and staff engagement will occur in the first quarter of 2026.

Respectfully submitted by Brad Allen, December 10, 2025

Monthly Departmental Reports

December 2025

ACCESS SERVICES

November flew by this year. We did some after action reviewing of our recent computer installation. Overall it went very well and IT learned a lot about how to deploy new computers efficiently through the new user and device management systems.

The Virtual Space Site Structure team surveyed staff for feedback on continued improvements to the website's menu structure. The overall menu changes seem to have worked well, but new landing pages are needed to organize and easily reach some links that were removed from the main menu.

The lockers remain stable, and we've been working with Marketing to set up a campaign to encourage use by patrons and potential patrons living near Prairie Park Nature Center.

Circulation

More of the same here. Keepin' busy doing the day to day of library work. The sorter cycle continues! (As well as plenty of lovely interactions with patrons via the phones, ILL, bookvan, outreach, Accounts and Hello desks).

Collection Services

It feels like we're in a dead sprint to the finish line this year. We have some exciting new digital offerings coming in 2026 that we were able to get pushed over the line and can't wait to share with the public.

The Collection Development folks are flying through their remaining funds and made the final tweaks to the 2026 materials budget.

Collection Services as a whole has been monitoring the closing of the library vendor, Baker & Taylor. We didn't rely on their services, but we are feeling some of the ripples with our primary book vendor, Ingram. We're working on developing new vendor relationships, and changing up

Monthly Departmental Reports

December 2025

processing in order to receive materials quicker. We expect that things will be back to normal in January or February once Ingram has caught up on their new accounts and hired adequate personnel.

Information Technology

Kim, Jon, Jeff, and Aaron are investigating phone system replacement options from several vendors. Our existing Mitel 250 system is end-of-life and no longer supported. The vendor we had used for support, Arsenal Teledynamics withdrew from the KC region earlier this year and handed our account over to Allegiant Technology for support on a case by case basis. Our aim is to install a replacement cloud managed VOIP system in Q1 of 2026.

Our support contract for our locally hosted ticketing system for IT support requests, SolarWinds Web Help Desk has been allowed to lapse. The system is operational, but unsupported. Aaron and Jeff are investigating alternative solutions with the goal of selecting a new cloud hosted IT Service Management (ITSM) platform vendor before the end of December. An ITSM system will improve our tracking of service requests, assets, and contracts. Our goal is to have the new system operational in January.

A decision was reached by our committee of leadership staff who had been reviewing the possibility of discontinuing Google Workspace at the end of our current 3 year contract in favor of switching to Microsoft 365 as our primary productivity and communication platform. Rather than rushing to complete a transition before the end of our Google Workspace contract on April 13, 2026, we have determined that we will extend our contract and continue training and research in preparation of a potential future transition in 2027. We maintain nonprofit licenses for Microsoft 365 in order to obtain Entra, Intune, and Office licenses for staff use and will benefit from additional IT staff training in this area regardless of future changes to Google Workspace licensing.

Outreach

November was a great month for Outreach! On top of our regular stops, we attended several events. Jake Cockerill worked the New York Elementary School Literacy Night; Sarah drove Dottie to the Lawrence Community Nursery School block party where she issued several cards; Sarah and Terese Winters were invited to the Adult Learning Center Gratitude Luncheon where

Monthly Departmental Reports

December 2025

they received a lovely letter of gratitude from the class. They stayed for lunch and had the pleasure of eating dishes from the class members' home countries.

Sarah, Brad, and Kathleen met with a representative from the Pi Phi who have generously donated \$12,000 for Dottie to have a lift on the back of the truck! Sarah is currently working on getting quotes from different companies for the lift. This will enable us to use Dottie even more often as we can load carts onto the truck and take them inside if the weather does not allow us to be outside (among other opportunities).

Sarah, Jeff, and Ian met to discuss a holds delivery pilot program to LMH. If this works according to plan, Sarah will deliver holds to LMH staff once a week. Sarah and Jake already have a stop at LMH twice a month so it will only entail two extra stops. We love working with the nurses and doctors and hope this will be a successful program.

The holidays and cold weather are upon us! Here's hoping this doesn't negatively affect December's Outreach stops too much. Although, this is always a good time for planning, cleaning, organizing, etc.

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

Heather and Bec attended the Library Marketing & Communications Conference (LMCC) in mid-November and came back with lots of new ideas. The keynote was Scott Bonner, director of the Ferguson Public Library, who had been on the job only five weeks when unarmed teenager, Michael Brown, was killed by police in 2014. Bonner reflected on navigating that crisis: trusting his instincts, acknowledging the community's grief and anger, and using the library in unconventional ways to support healing. His core message: do your best in chaos, recognize and respect staff fear without judgment, and let the library adapt (even if unconventionally) to meet community needs.

Monthly Departmental Reports

December 2025

Heather's session highlights include ethical and policy-driven use of AI at work, ADA-compliant web practices, strategies for maximizing National Library Card Sign-Up Month (great ideas for next year), accessible graphic design, and a closer look at Looker Studio, a free, intuitive data-visualization tool that Bec already uses and Heather wants to learn.

Current projects include our major vinyl signage refresh (aiming for completion before the holidays), January campaign prep for Tutor.com, NYT Games & Cooking, and Bibliotele; Read Across Lawrence; Info Services' Adult Literacy Program; and a soft relaunch of 1,000 Books Before Kindergarten.

Our new winter mailer is on its way, and we'd love your feedback to help make the next issue even better. Heather and Bec worked on a targeted outreach project for the Prairie Park neighborhood, using the library's free [Data Axle](#) resource to create a no-cost mailing list. The campaign promotes the book locker at the Nature Center, with the goals of boosting usage, improving street-level visibility with new yard signs, and emphasizing how convenient the service is for nearby residents. The mailer is prepped and ready to send soon.

FACILITIES

LPL had another successful Bed Bug inspection: only 1 alert!

We moved the public phone downstairs to the south end of the lower level hallway, across from the elevator. This was a team effort with IS, PTS, and IT all contributing to making the move successful. So far so good!

Jon met with all the public services supervisors to discuss how they and their teams felt Security, Custodial, and Facilities in general are doing, plus if there are any improvements that are desired. Received a lot of good feedback.

Monthly Departmental Reports

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Maintenance & Custodial

Mia, our newest Custodian, spent some time shadowing Matt in SOUND+VISION. A neat, behind the scenes look at how it all runs with technology that Mia finds interesting and fun. Could be the first of more fun collaborations in the future!

The cairns in the picture book room got professionally cleaned and came out very nicely. We tackled the carpet in the Readers' Theater again, and again ran up against the issue of it frothing up due to bubble residue. Veronica talked with a technician and now we've got some new ideas to try for next time. Always improving!

Speaking of improving, Veronica worked on changing 30 of the black plastic chairs from casters to glides. Not the easiest maneuver, but we decided glides were safer than wheels for our patrons so we made the switch.

Security

Moving the phone to the lower level requires some extra attention to the south end of the hallway, but there haven't been any major issues due to the move. The Security team had their first annual "Security Appreciation Meeting". This was a bit less formal of a meeting, so the team could talk more candidly about what's been going well and what's been more of a struggle. And of course spending time highlighting examples of the good work everyone has been doing (along with pizza and wings).

HUMAN RESOURCES

JoAnna, our new HR Coordinator, continues to get acclimated to LPL's HR processes, work culture, and getting to know her new coworkers. She stated that her first month has been amazing. JoAnna and Erica attended the SHRM Jayhawk Chapter's presentation on Compensation Benchmarking and Best Practices by Denise Liebetrau.

Monthly Departmental Reports

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JoAnna also partnered with University of Nebraska Omaha to host a practicum student finishing up her undergraduate degree in Library Science. The practicum will last from Jan. 19 to Apr. 15 for a total of 60 hours. The student will rotate through several of our departments to get a better understanding of public librarianship.

PUBLIC SERVICES

We had a couple of field trips/off-site visits in November: A handful of Public Services team members had a tour of the Homeless Resource Center; Jenny and Karen attended the ribbon-cutting ceremony at the Children's Community Center; Kathleen, Brad, Polli, and Karen traveled to the J.A. Marshall showroom to try out potential chairs and pick fabrics; and Kathleen, Brad, and Karen attended a presentation about the Farmers' Market permanent location project at the Chamber of Commerce.

Several staff members are working on plans for 2026 programming: Read Across Lawrence (Jan-Feb), LPL Con (Apr 10-11), Summer Reading, and World Cup programming. We're all eagerly waiting for an announcement about Lawrence being used as a basecamp.

Other things of note that will be exciting about 2026: Master Plan work will start in earnest in January; promotion of Bibliotele and Tutor.com; launch of our new library app(!); and new furniture! We really should have our order completed this month.

Information Services

I'm thrilled to report that Liz launched the adult literacy tutor training program this month! We had a robust response to our call for tutors and a solid turnout for the first training sessions. Liz is also holding office hours to provide support for tutors as they work through their training materials.

This year's Community Resource Fair, coordinated by Gabby, Liz, and Amanda, was another huge success, with the community again stepping up with donations of cold weather gear and multiple organizations offering information and services—including haircuts!--to visitors.

Monthly Departmental Reports

December 2025

This month's programs also included a FAFSA 101 session coordinated by Liz, Terese's two-part workshop with Haskell Greenhouse teaching participants to harvest and make soup with sunchokes, a type of potato that is native to Kansas, an author talk by Chelan David about KU basketball, and a "largely leafless" tree tour led by Jake and District arborist EJ Jamison. And, several members of the Info Services, Public Tech, and Admin teams visited the Homeless Resource Center to learn more about their current services and spaces.

Public Technology

Public Tech, along with the IT Department has been working on dialing in our new Windows 11 public computer stations, adjusting settings to increase ease of use and installing frequently used software. All things considered, the new computers are working very smoothly and both patrons and staff have been enjoying their smooth operation.

On the staffing front, we are excited to have Andrew Magelby transitioning from Public Technology Assistant to Public Technology Specialist. Andrew's new responsibilities will include planning and leading digital literacy classes, helping patrons navigate resume and job search resources, and increasing our 1-on-1 tech help capacity. Andrew will certainly excel in this new role and provide valuable service to the community.

The DIY Memory Lab continues to be very popular. We are currently looking into replacing our 35mm slide scanner. The unit is on its last legs after patrons scanned over 35,000 slides in the first 9 months since opening the lab!

Readers' Services

This has been a month of forward looking, planning for Read Across Lawrence, which will launch on January 29th - Kansas Day - and run through the end of February. The RAL book for 2026 is *The Anthropocene Reviewed* by John Green and we are planning a full slate of events. Our kick-off program will feature the editors of the book Kansas Matters, Leslie VonHolten and Tom Averill, and some of the featured authors, plus music by Chris Luxem, all celebrating the themes of home, community, and paying attention to what you pay attention to. We will give out copies of the RAL book at that event, as well, and there will be a sizable number of books for 2-week checkout on a display in the lobby. The window of the lobby will be home to a display of our communities "Five Star Reads" which will serve to make displays, lists, and social media content.

Monthly Departmental Reports

December 2025

We also have a big author event coming up January 22nd, romance authors Sierra Simone & Julie Murphy will be touring for their latest book. We are partnering with KU Libraries, as the book is set in a fictional KU, and hoping to have the event in Watson!

In November we also had two Tea and Tales author events, Craig Yorke with his memoir *Steep* and Kansas Notable author Jillian Forsberg touring for her second novel, *The Porcelain Menagerie*. Both events were excellent and I was happy to recommend them to other libraries in the area, as well.

Youth Services

We had a number of special programs in YS in November, including Take Me for a Ride Storytime (featuring a ride in a Lawrence Transit bus!), a Minecraft Movie Party, and a visit from Pet World! Several programs explored Native American culture, including Hive Culture Night (which we'll host quarterly in partnership with Wadulisi's, a local producer of Indigenous food), a Native American Heritage Month Celebration featuring two Tribal Princesses from Haskell Indian Nations University, and a Books & Babies Storytime. Amaya Harris, a Youth Services Assistant and former Tribal Princess herself, did a wonderful job coordinating or leading all of our Native American Heritage Month programs, plus she created book displays for both the children's room and teen zone!

A number of Youth Services Staff attended the Kansas Library Association Conference in Manhattan. We hosted our annual Weave a Tale (WAT) Workshop Pre-Conference in honor of Joyce Steiner, former LPL Youth Services Coordinator and beloved storyteller. The Steiner Family and NEKLS are both generous sponsors who made this workshop possible. Our incredible WAT presenter this year was Youth Services Librarian and dance instructor, Samantha Hyde. She emphasized the benefits of movement in storytimes and programs for youth, giving us lots of song and activity ideas to incorporate into our programs at LPL.

Additionally, Jon Ratzlaff organized a deep cleaning of the cairn furniture in the picture book room and they look great!

LPL Friends & Foundation Director's Report – December 9, 2025

Seasons Readings Book Sale. Please be sure to stop by the library on Saturday, December 13th to check out the Friends & Foundation's Seasons Reading Book Sale. Thousands of books, movies, and music priced at \$2 or less, will make great gifts for everyone on your list. Best of all, volunteers will be on site to gift wrap your purchases for a small donation. The fun happens from 10 am to 4 pm in the library lobby and book garage. While you're here, enjoy the [Holiday Music-A-Palooza](#) in the auditorium starting at noon. Performances will include the Lawrence City Band, Lawrence Parks & Rec Recorder class, and Community Caroling and Fiddle Jam. Hope to see you there!

End of Year Fundraising Update. This community loves its library! December has arrived and the donations to the Friends & Foundation continue to roll in. Since launching the end of year campaign on October 15, we have received \$111,000 in gifts. The Friends & Foundation is grateful for the outpouring of support that enables us to provide an extraordinary public library for this town.

Tutor.com is funded! Thanks to the Douglas County Community Foundation's Giving for Good campaign, the Tutor.com software for the library's new Adult Education Program is fully funded. The Friends & Foundation received *two* \$5000 gifts that made this possible. In addition, DCCF will provide a \$2,500 matching gift that will be added to our unrestricted endowment account.

After Hours at the Library. Our After Hours planning committee has been hard at work, reaching out to community partners asking for their support for After Hours at the Library 2026 on Friday, March 6th. To date, we have received \$15,000 in sponsorship pledges – 50% of the way to our goal. In addition, Lucky Sebs, Mass Street Fish House, J Wilsons, Limestone, Q39, Basil Leaf, and the Eldridge House Grille have agreed to participate. We're very pleased with the early enthusiastic response!

Library Lawn Pavilion. Brad and I have been working with the city and community members to build support for a permanent outdoor pavilion on the Library Lawn. This new performance and programming space will serve as a central stage for concerts, storytimes, book sale events, and community celebrations (see his report.) The estimated \$200,000 cost will be 100% privately funded. The Friends & Foundation are charged with fundraising, and to date we have received pledges totaling \$100,000. This project will be the focus of the Fund-A-Need at the After Hours party.

































LAWRENCE PUBLIC
LIBRARY















MEMO

To: Lawrence Public Library Board of Trustees
From: Brad Allen, Library Director
Date: December 15, 2025
Subject: Purchase Request for Furniture from J.A. Marshall

I am requesting that the board approve the expenditure of \$275,526.90 from the Library's Capital Improvement Fund to purchase furniture and fixtures from J.A. Marshall.

Per the Library's Purchasing Policy, any purchase that exceeds \$50,000 requires board approval. There is no need to receive bids for pricing as we are using State of Kansas negotiated contract pricing for these purchases.

Item	Preview	Mfg	Part Number	Part Description	Qty	List	Sell	Ext Sell
1				SW CORNER	0	\$ 0.00	\$ 0.00	\$ 0.00
2		OFS	83041G	Rowen Conversation Lounge Chair w/Arms - Single Textile	4	\$ 4,502.00	\$ 2,070.92	\$ 8,283.68
3		OFS	82-8353RT	Heya, 83.25x34.5x53, Triple Width Retreat, Dining Height Workspace	1	\$ 14,110.00	\$ 6,490.60	\$ 6,490.60
4		OFS	KS-3622OV15H	Kosa 36x22x15 Oval Coffee Table	1	\$ 3,870.00	\$ 1,780.20	\$ 1,780.20
sub				Subtotal - SW CORNER				\$ 16,554.48
5				WEST WALL, 7 UNITS - EACH 6-8" X 7'-10"	0	\$ 0.00	\$ 0.00	\$ 0.00
6		HMI	NOPULD001	@Pullman Desk, desk 1200, single fabric	14	\$ 7,454.00	\$ 3,842.54	\$ 53,795.56
7		HMI	Y1414.L10S	+Logic Mini, 1 simplex receptacles, 1 pwr USB A/C Combo, 10' cord/conduit, surf clamp	7	\$ 506.00	\$ 207.46	\$ 1,452.22
8		OFS	110037	Sofy, 25.5x25x34, Guest Chair, Multiple Textiles	14	\$ 2,458.00	\$ 1,130.68	\$ 15,829.52
9		BUZ	P0202-0031800P1	BuzziJet Standing Upholstered Lamp	7	\$ 7,386.00	\$ 4,344.71	\$ 30,412.97
10		BUZ	P0202-0031800P2	BuzziJet Standing Baseplate	7	\$ 0.00	\$ 0.00	\$ 0.00
11		BUZ	P0202-0031800P3	BuzziJet Standing Arch	7	\$ 0.00	\$ 0.00	\$ 0.00
12		BUZ	FRT	Shipping	1	\$ 2,610.00	\$ 2,610.00	\$ 2,610.00
13		BUZ	TARIFF CHARGES	Tariff Charges	1	\$ 2,285.00	\$ 2,285.00	\$ 2,285.00
sub				Subtotal WEST WALL				\$ 106,385.27
14				NW CORNER	0	\$ 0.00	\$ 0.00	\$ 0.00
15		OFS	83041G	Rowen Conversation Lounge Chair w/Arms - Single Textile	4	\$ 4,502.00	\$ 2,070.92	\$ 8,283.68
16		HMI	NOPUL42OCS00	Pullman Chair, chair, multiple fabric, no cut-out system, no tablet arm	4	\$ 8,288.00	\$ 4,272.46	\$ 17,089.84
sub				Subtotal NW CORNER				\$ 25,373.52
17				NORTH WALL, WEST SIDE	0	\$ 0.00	\$ 0.00	\$ 0.00
18		HMI	NOPUL41OCS00	@Pullman Chair, chair, single fabric, no cut-out system, no tablet arm	4	\$ 8,288.00	\$ 4,272.46	\$ 17,089.84
19		OFS	83041G	Rowen Conversation Lounge Chair w/Arms - Single Textile	2	\$ 4,502.00	\$ 2,070.92	\$ 4,141.84
20		OFS	82-8353RT	Heya, 83.25x34.5x53, Triple Width Retreat, Dining Height Workspace	2	\$ 14,110.00	\$ 6,490.60	\$ 12,981.20
21		OFS	82541U	Heya 40.75x33.5x53 Lounge Chair w/ Arms & Full Surround, Upholstered Trim Rail	2	\$ 7,698.00	\$ 3,541.08	\$ 7,082.16
22		OFS	82T2015	Heya, 20x19x27 Pull Up Table	4	\$ 1,340.00	\$ 616.40	\$ 2,465.60
sub				Subtotal NORTH WALL - WEST SIDE				\$ 43,760.64
23				CHILDREN'S AREA - NORTH WALL, EAST SIDE	0	\$ 0.00	\$ 0.00	\$ 0.00
24		OFS	83041G	Rowen Conversation Lounge Chair w/Arms - Single Textile	4	\$ 5,243.00	\$ 2,411.78	\$ 9,647.12
25		OFS	83041G	Rowen Conversation Lounge Chair w/Arms - Single Textile	2	\$ 4,502.00	\$ 2,070.92	\$ 4,141.84
26		OFS	680-2	Evergreen lounge Loveseat 53x33x30	2	\$ 6,505.00	\$ 2,992.30	\$ 5,984.60
27		FOM	F002654-Z	Custom Wedge Cushion 62L 9W 16H Zippered	3	\$ 2,174.15	\$ 1,023.13	\$ 3,069.39
28		FOM	F002654-Z	Custom Wedge Cushion 62L 9W 16H Zippered	2	\$ 2,174.15	\$ 1,023.13	\$ 2,046.26

Item	Preview	Mfg	Part Number	Part Description	Qty	List	Sell	Ext Sell
29		FOM	F002654-Z	Custom Wedge Cushion 62L 9W 16H Zippered	2	\$ 2,174.15	\$ 1,023.13	\$ 2,046.26
sub				Subtotal - CHILDREN'S AREA - NORTH WALL - EAST SIDE				\$ 26,935.47
30				TEEN ZONE	1	\$ 0.00	\$ 0.00	\$ 0.00
31		AST	ACEGUM	Rock Lounge Seating, Grade 16 & 2 Multi-Color Vinyl	4	\$ 4,950.00	\$ 2,482.62	\$ 9,930.48
32		AST	SHIPPING/TARIFF	Rock Lounge - Shipping & Tariff Charges	1	\$ 1,165.00	\$ 1,165.00	\$ 1,165.00
sub				Subtotal - TEEN ZONE				\$ 11,095.48
33				LOBBY	1	\$ 0.00	\$ 0.00	\$ 0.00
34		CAR	982-SM-P	Elara Modular, Lounge Straight, 25.5Wx26.75Dx31.25H, Plinth Base	12	\$ 2,431.00	\$ 1,118.26	\$ 13,419.12
35		CAR	982-90O-P	Elara Modular, Lounge 90 Degree Outside Corner, 51Wx29.5Dx31.25H, Plinth Base	4	\$ 3,499.00	\$ 1,609.54	\$ 6,438.16
36		FLR	21-1559-03	Rug - Leaps & Bounds - Saddle, 256SF, Ship & Install	1	\$ 1,841.00	\$ 1,841.00	\$ 1,841.00
sub				Subtotal - LOBBY				\$ 21,698.28
37				HEALTH SPOT	1	\$ 0.00	\$ 0.00	\$ 0.00
38		OFS	83041G	Rowen Conversation Lounge Chair w/Arms - Single Textile	4	\$ 3,626.00	\$ 1,667.96	\$ 6,671.84
39		OFS	83041G	Rowen Conversation Lounge Chair w/Arms - Single Textile	3	\$ 5,243.00	\$ 2,411.78	\$ 7,235.34
40		HMI	Y6486.FS	@Ode Freestd Floor Lamp,floor sofa standing	1	\$ 1,422.00	\$ 554.58	\$ 554.58
41		FLR	21-1559-03	Rug - Leaps & Bounds - Saddle, 350SF, Ship & Install	1	\$ 2,762.00	\$ 2,762.00	\$ 2,762.00
sub				Subtotal - HEALTH SPOT				\$ 17,223.76
42		JAM	LABOR	Installation Services	1	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
sub				Subtotal - INSTALLATION				\$ 6,500.00
				Grand Total				\$ 275,526.90