

Lawrence Public Library Board of Trustees Regular Meeting

Monday, January 19, 2026 at 4:30 PM

Online Meeting: [Google Meet Link](#)

Executive Session

Recess into executive session for approximately 15 minutes to discuss privileged legal communications from the Library's attorney regarding litigation and state and local laws pursuant to K.S.A. 75-4519(b)(2). The justification is to keep attorney-client privileged matters confidential at this time.

Consent Agenda

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

- Approve Library Board meeting minutes for December 2025
- Approve Treasurer's report for December 2025
- Approve bills for December 16, 2025 to January 19, 2026
- Receive statistical report for December 2025

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Exhibit and Display Policy – **ACTION ITEM**
Heather Kearns, Marketing and Communications Supervisor

Old Business

- Library Pavilion update
Brad Allen, Library Director

Public Comment

Adjournment

Lawrence Public Library

Regular Board Meeting Minutes DRAFT

Date: December 15, 2025

Time: 4:30 pm

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

Board Members Present:

Mandy Leibold (Vice Chair), Alex Carvalho, Kelly Hart, Sean Hunt, Allison Friend Mazzei, Ryann Tacha, Brad Finkeldei, mayor, James Pavisian (arrived for Executive Session)

Staff Members Present:

Brad Allen, Karen Allen, Jeff Bergeron, JoAnna Eanes-Pettit, Mary Ann LeDosquet, Kathleen Morgan, Jon Ratzlaff, and Erica Segraves

Others Present: Nancy Hambleton, LPLFF Vice-Chairperson.

Margaret Sullivan, Jenny Lau, and Samantha Mayo: Margaret Sullivan Studios

Call to order

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

Consent Agenda

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

Director's Report

Brad presented the Director's report:

- Brad reported that he has been working on getting a performance pavilion constructed on the Lawn. This project has been an unfunded improvement on the city's Capital Improvement Plan for many years. In an effort to move the project ahead quickly, we have consulted with community and business partners to see if it might be possible to get the project moving forward in time for the World Cup games. It would be fully funded with private money. Brad Finkeldei agreed that there is no city funding for the project in 2026 and the Transient Guest Tax (TGT) funds are also spoken for in 2026. The city may be able to help with enhancements in 2027 and 2028.
- **Furniture order.** Brad and staff have been working with John A Marshall and BC Design to choose new furniture for the library. The current furniture is 11.5 years old and is in terrible shape. (See New Business.)

- **Library Master Plan.** Margaret Sullivan and her team will come to Lawrence in late January and will start the community engagement phase of the project. Brad asked board members to let him know if Jan 28-30 is problematic for them.

Mandy has concerns with the process for the pavilion project. She does not feel that the board was adequately informed. Allison suggested that a financial baseline needs to be clarified, and a policy clearly defined. The board agreed to discuss the matter further as a personnel issue in an executive session at the end of the meeting.

Monthly Departmental Reports

- No questions

Friends & Foundation Director's Report

Nancy Hambleton provided the Friends & Foundation report:

- **Seasons Readings Book Sale.** The Seasons Readings Book Sale on Saturday earned \$5,655. It was a fun day full of holiday music and library love!
- **End-of-Year Fundraising.** Since launching our end-of-year campaign on October 15, we have received \$111,000 in gifts. We are deeply grateful for this generosity, which helps us provide an extraordinary public library for Lawrence.
- **Tutor.com Funded.** We have received two \$5,000 gifts through the Douglas County Community Foundation's Giving for Good campaign. This means that Tutor.com is fully funded for the library. DCCF also will contribute \$2,500 in matching funds to our unrestricted endowment.
- **After Hours at the Library.** Planning is underway for After Hours at the Library 2026 on Friday, March 6. We've secured \$15,000 in sponsorship pledges to date—halfway to our goal—and strong restaurant participation.

NEW BUSINESS

Approval of Library Furniture Purchase (Brad)

Brad explained that the library furniture is 11.5 years old and needs replacing. With the help of BC Design and John A Marsh Company, the proposed furniture purchase will introduce new color palettes and feature new pieces recommended in the space audit. The purchase would be through a state contract and funds would come from the library's capital improvement account. If approved, we could see some chairs in 4 to 6 weeks. The total is \$275,526.90. Kelly moved to approve the expenditure from the capital improvement account. Ryann seconded the motion. The expenditure was approved.

Library Master Plan Update

Margaret Sullivan introduced herself to the board. She and her team are excited to work with LPL on the Library Master Plan. They will be traveling to Lawrence January 28-30. She invited the board to share what part of the Master Plan they are excited about. Mandy explained that it's a new process for the board and they all look forward to being involved. Margaret said she could provide some guidance to the board about the process and their role, and board members welcomed that guidance.

OLD BUSINESS**Public Comment**

There was no public comment

Executive Session

Ryann moved that the board go into executive session at 5:11 pm for 30 minutes to discuss personnel matters of non-elected personnel per K.S.A. 75-4319(b)(1) Kelly seconded the motion and it was approved.

The board came out of executive session at 5:42 pm. Mandy reported that no action was taken.

Adjournment

The meeting was adjourned at 5:43 pm.

Respectfully submitted, Kathleen Morgan, Secretary

2025 Regular Budget Report

	January	February	March	April	May	June	July	August	September	October	November	December	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	1,877.12	25,151.30	\$25,000.00	100.61%
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	1,386.89	20,622.99	\$18,000.00	114.57%
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	603.17	9,628.08	\$5,000.00	192.56%
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	6,644.77	107,989.45	\$35,000.00	308.54%
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	(9.96)	5.31	14.09	3,280.43	\$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	321,596.80	40,237.33	41,409.48	6,969,031.25	\$6,858,000.00	102%
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	297,840.56	3,804,819.02	\$3,825,000.00	99.47%
Employee Benefits	46,843.38	46,221.06	46,833.79	46,819.80	68,096.84	45,991.78	47,116.20	56,691.05	57,256.37	85,164.21	57,363.77	73,161.43	677,559.68	\$713,000.00	95.03%
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	53,697.02	687,929.34	\$700,000.00	98.28%
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	9,387.20	97,483.12	\$100,000.00	97.48%
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	1,339.59	20,526.51	\$20,000.00	102.63%
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	10,810.43	71,505.22	\$75,000.00	95.34%
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	7,352.09	20,852.64	\$25,000.00	83.41%
Books & Materials	35,895.55	78,540.80	65,560.12	78,597.31	58,213.72	60,096.49	49,256.19	50,339.67	56,864.11	57,284.53	75,452.09	183,789.24	849,889.82	\$850,000.00	99.99%
Processing Supplies	2,498.48	8,813.08	3,213.41	3,024.25	2,834.57	8,856.69	4,867.69	3,289.82	3,570.16	1,655.30	2,700.13	4,840.83	50,164.41	\$55,000.00	91.21%
Equipment		99.22			902.01	272.34			1,748.59	370.60	674.40		662.89	\$10,000.00	47.30%
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	9,653.93	375,334.41	\$50,000.00	107.24%
Insurance	-	-	-	100.00	-	-	-	31,235.63	-	-	1,963.00	2,036.00	35,334.63	\$30,000.00	117.78%
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	1,009.50	20,952.06	\$20,000.00	104.76%
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	(1,169.00)	46,622.73	\$30,000.00	155.41%
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	422.78	4,919.92	\$5,000.00	98.40%
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	5,481.86	109,154.48	\$30,000.00	363.85%
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	1,421.89	13,294.99	\$20,000.00	66.47%
Capital Improvements		13,877.16	1,019.80		2,319.80	1,669.80	694.66	17,260.00	-	36,594.60		975.00	74,410.82	\$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	2,430.53	3,547.40	\$0.00	#DIV/0!
Total Expenses	539,324.11	547,599.37	534,919.08	507,133.72	663,776.56	570,371.03	579,666.50	549,739.21	489,229.95	794,891.30	527,236.65	665,143.77	6,969,031.25	\$6,858,000.00	102%
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)	1,004,195.82														
Capital Improvement (KMIP)	829,622.08	(Includes YE Capital Improvement Transfer above)													

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2025 Outside Funding		December	<i>December</i>		
		<u>Income</u>	<u>Spending</u>	<u>Remaining</u>	Comment
Outside & Private Funding					
R & E Totals	\$	146,732.70	\$	35,344.28	\$ 648,023.98
				\$ 661,725.67	YTD Income
YTD Expense			YTD Expense	\$ 544,705.05	YTD Expense

1. Balance Sheet

Lawrence Public Library
As of December 31, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	860,505.52
Checking	398,097.05
MIP Operating Funds	606,098.77
Total for Bank Accounts	\$1,864,701.34
Accounts Receivable	
Other Current Assets	
Petty Cash	300.00
Total for Other Current Assets	\$300.00
Total for Current Assets	\$1,865,001.34
Fixed Assets	
Other Assets	
Total for Assets	\$1,865,001.34
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	200,188.42
Total for Accounts Payable	\$200,188.42
Credit Cards	\$40,744.74
Other Current Liabilities	
Payroll Liabilities	\$0.00
Health Insurance	-31,828.14
Payroll Liabilities FSA	5,491.57
SUI	2,865.57
Total for Payroll Liabilities	-\$23,471.00

1. Balance Sheet

Lawrence Public Library
As of December 31, 2025

Distribution account	Total
Total for Other Current Liabilities	-\$23,471.00
Total for Current Liabilities	\$217,462.16
Long-term Liabilities	
Total for Liabilities	\$217,462.16
Equity	
Retained Earnings	1,260,858.78
Net Income	86,045.18
Opening Bal Equity	300,635.22
Total for Equity	\$1,647,539.18
Total for Liabilities and Equity	\$1,865,001.34

2. Revenues & Expenses

Lawrence Public Library
December 2025

Distribution account	TOTAL	
	Dec 1 - Dec 31 2025	Jan 1 - Dec 31 2025 (YTD)
Income		
Interest		
Capital Improvement	3,119.86	27,422.75
Checking	3,524.91	80,566.70
Total for Interest	\$6,644.77	\$107,989.45
Lost and Replacement Fees	1,877.12	25,151.30
Meeting Room Rentals	603.17	9,628.08
Misc Income	14.09	3,280.43
Outside&Private Funding Income	\$145,978.44	\$653,623.98
Downhall Books	-504.14	61.04
Library Landscape & Posters	21.02	69.83
Merchandise Sales	-495.88	-556.14
Total for Outside&Private Funding Income	\$144,999.44	\$653,198.71
Photocopies & Printing	1,386.89	20,622.99
NEKLS		112,079.00
Services		0.00
State& Federal Aid		34,396.56
Tax Fund		6,625,000.00
Total for Income	\$155,525.48	\$7,591,346.52
Cost of Goods Sold		
Gross Profit	\$155,525.48	\$7,591,346.52
Expenses		
Books & Materials	183,789.24	849,889.82
Building Repairs & Maintenance	10,810.43	71,505.22
Building Supplies	1,339.59	20,526.51
Capital Improvement Expenditure	975.00	74,410.82
Equipment	662.89	4,730.05

2. Revenues & Expenses

Lawrence Public Library
December 2025

Distribution account	TOTAL	
	Dec 1 - Dec 31 2025	Jan 1 - Dec 31 2025 (YTD)
Insurance	\$2,036.00	\$35,234.63
Liability Insurance		100.00
Total for Insurance	\$2,036.00	\$35,334.63
Library & Office Supplies	7,352.09	20,852.64
Marketing-General	1,421.89	13,294.99
Miscellaneous	2,430.53	3,547.40
.Outside & Private Funding	\$408.17	\$3,522.46
Friends & Foundation Funding		\$2,971.86
Aquarium Maintenance	292.72	4,373.85
Block Grant	5,688.00	114,146.69
Community Resource	250.00	866.26
F&F Payroll	14,717.61	189,270.36
Marketing	1,042.65	9,141.37
Memory Lab	4,862.52	25,226.53
Nancy Pat Staff Support (Crowe)	1,184.50	5,803.52
Program Expense		
Information Services Programmin	317.24	1,664.16
Read Across Lawrence/Booktober	2,097.67	9,809.43
Readers Service Programming	40.53	902.68
Summer Reading - ALL	212.55	47,768.72
Teen Services Programming	299.17	2,161.08
YS Programs (Children)	1,984.84	8,948.55
Health Spot		2,044.25
LiveWell "Food Wise Families" Grant		2,501.00
Public Tech Programming		1,000.00
Youth Services & Cigler		16,285.47
Total for Program Expense	\$4,952.00	\$93,085.34

2. Revenues & Expenses

Lawrence Public Library
December 2025

Distribution account	TOTAL	
	Dec 1 - Dec 31 2025	Jan 1 - Dec 31 2025 (YTD)
Seed Library	203.86	1,759.62
Sound & Vision Miliken	8.99	8,785.89
Altrusa Grant		2,451.75
Dr. Bob Program		2,636.00
Kanopy		50,000.00
Kansas Health Foundation		399.36
Memorials/Honor w/ Books GGIFT		1,077.49
MIDCO/Peterson		15,030.00
Outreach/Coggins Fund		490.01
Plant & Foliage Maintenance		360.00
Rueff Fund		4,824.79
Storytime at Home		46.94
Total for Friends & Foundation Funding	\$33,202.85	\$532,747.63
Total for .Outside & Private Funding	\$33,611.02	\$536,270.09
Payroll Expenses		
Employee Parking	14,048.88	8,538.49
Gross Wages	297,840.56	3,804,819.02
Group Life Insurance	1,454.14	15,622.30
Health Insurance	57,658.41	653,398.89
Total for Payroll Expenses	\$371,001.99	\$4,482,378.70
Payroll Taxes		
KPERS Co	30,916.82	392,095.25
KPERS Co Retiree	141.42	3,374.11
Payroll Taxes Employer	22,638.78	292,459.98
Total for Payroll Taxes	\$53,697.02	\$687,929.34
Postage & Mailing	1,009.50	20,952.06
Processing Supplies	4,840.83	50,164.41

2. Revenues & Expenses

Lawrence Public Library
December 2025

Distribution account	TOTAL	
	Dec 1 - Dec 31 2025	Jan 1 - Dec 31 2025 (YTD)
Professional Development	-1,169.00	46,622.73
Professional Fees	\$5,481.86	\$102,654.48
Accounting		6,500.00
Total for Professional Fees	\$5,481.86	\$109,154.48
Technology		
Collections & Public Service	5,174.00	211,353.99
Internet & Telephone	872.24	16,423.47
IT Software & Subscriptions	2,976.76	75,315.23
Operations	1.64	9,939.89
Public Tech Supplies	629.29	753.83
Hardware		61,548.00
Total for Technology	\$9,653.93	\$375,334.41
Utilities - Electric	9,387.20	97,483.12
Vehicles, Mileage, Maintenance	422.78	4,919.92
Total for Expenses	\$698,754.79	\$7,505,301.34
Net Operating Income	-\$543,229.31	\$86,045.18
Other Income		
Other Expenses		
Net Other Income		
Net Income	-\$543,229.31	\$86,045.18

4. Vendor Balance Summary

Lawrence Public Library

As of January 19, 2026

Vendor	Total
Alex Kimball Williams	400.00
Alliance Entertainment	1,612.19
Amazon Capital Services, Inc	3,540.00
ASI	60.00
Asmaa Benbaba	75.00
Auto-Owners Insurance	2,036.00
Barry Barnes	200.00
Ben Eisiminger Music	150.00
Cengage Learning	382.76
Center Point Large Print	139.79
Century Business Technologies	1,154.15
Chicago Distribution Center	1,042.65
City Wide Window Washing	713.00
Conley Sprinkler, Inc.	345.00
Cottin's Hardware & Rental	10.63
Courtney King	400.00
Demco, Inc.	1,404.37
Demetrius Kemp	200.00
Douglas County Treasurer	214.25
EBSCO	5,175.00
Evergy	9,387.20
Fisher Patterson Sayler & Smith, LLP	4,142.50
Ingram Library Services	30,158.75
Janice Ott	16.50
Jayhawk Tropical Fish	361.28
Kansas State University	25.00
KONE Inc.	1,977.23
Laura Green	50.00
Lawrence Rotary Club	266.00

4. Vendor Balance Summary

Lawrence Public Library
As of January 19, 2026

Vendor	Total
Leatrice McKinney	4,500.00
Matthew Lord	100.00
Midco	709.72
Midwest Tape	5,868.04
Native Lands Restoration Collaborative	400.00
OCLC, Inc.	82,371.42
Omega Door & Hardware	3,898.88
OverDrive	98,640.43
Playaway Products LLC	1,892.08
Pur-O-Zone, Inc.	1,525.50
Sunflower Music Therapy	195.00
Susan King	25.00
Syntaxis, Inc.	897.67
The New York Times	7,324.93
The University of Kansas	3,200.00
Unique Management Services	652.22
United Parcel Service	25.98
U.S. Bank - Mastercard	24,542.97
Vanguard ID Systems	6,796.00
World Book School and Library	1,349.00
TOTAL	\$310,554.09

5. Check Detail Report for Board
Lawrence Public Library
December 16, 2025-January 19, 2026

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
ASI					
	Expense		12/31/2025	Payroll Liabilities FSA	-927.69
	Bill Payment (Check)	EFT	01/19/2026	Professional Fees	-60.00
Total for ASI					-\$987.69
VSP Insurance Co.					
	Expense	EFT	12/16/2025	Health Insurance	-441.53
Total for VSP Insurance Co.					-\$441.53
Empower Annuity Insurance Co.					
	Check	EFT	12/26/2025	KPERS 457 Plan	-2,899.00
	Check	EFT	12/26/2025	KPERS 457 Roth Plan	-783.00
	Check	EFT	01/09/2026	KPERS 457 Roth Plan	-783.00
	Check	EFT	01/09/2026	KPERS 457 Plan	-2,899.00
Total for Empower Annuity Insurance Co.					-\$7,364.00
KPERS					
	Check	EFT	12/26/2025	KPERS ER	-16,215.54
	Check	EFT	12/26/2025	KPERS EE	-8,762.99
	Check	EFT	12/26/2025	KPERS ER	321.35
	Check	EFT	12/26/2025	OGLI	-401.40
	Check	EFT	12/26/2025	Retirees	-70.70
	Check	EFT	01/09/2026	KPERS ER	-15,632.54
	Check	EFT	01/09/2026	KPERS EE	-8,857.01
	Check	EFT	01/09/2026	Retirees	-70.80
Total for KPERS					-\$49,689.63
Blue Cross and Blue Shield of Kansas Inc.					
	Check	EFT	12/26/2025	Health Insurance	-74,358.35
	Check	EFT	12/26/2025	Cancer and Hospital Indemnity	-640.14
	Check	EFT	12/26/2025	Group Life Insurance	-1,044.00
Total for Blue Cross and Blue Shield of Kansas Inc.					-\$76,042.49
Evergy					
	Bill Payment (Check)	EFT	01/19/2026	Utilities - Electric	-9,387.20
Total for Evergy					-\$9,387.20
Midco					
	Bill Payment (Check)	EFT	01/19/2026	Utilities - Internet & Telephone	-574.33
	Bill Payment (Check)	91378	01/19/2026	Utilities - Internet & Telephone	-135.39
Total for Midco					-\$709.72
U.S. Bank - Mastercard					
	Bill Payment (Check)	EFT	01/19/2026	Accounts Payable	-24,542.97
Total for U.S. Bank - Mastercard					-\$24,542.97
United Parcel Service					
	Bill Payment (Check)	EFT	01/19/2026	Postage & Shipping	-25.98
Total for United Parcel Service					-\$25.98

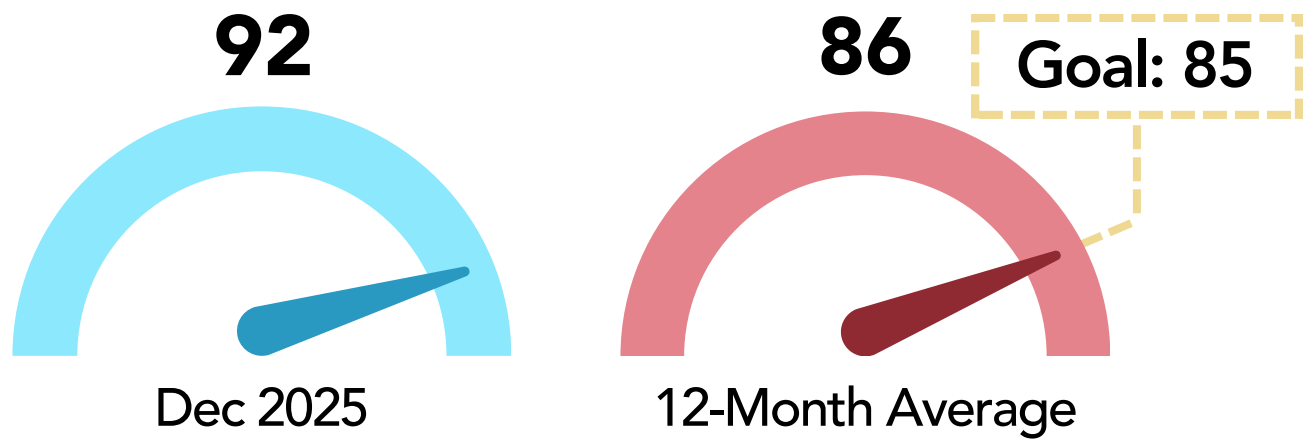
Vendor	Transaction type	Num	Transaction date	Item split account	Amount
World Book School and Library					
	Bill Payment (Check)	91388	01/19/2026	Books & Materials	-1,349.00
Total for World Book School and Library					-\$1,349.00
Vanguard ID Systems					
	Bill Payment (Check)	91387	01/19/2026	Library & Office Supplies	-6,796.00
Total for Vanguard ID Systems					-\$6,796.00
Unique Management Services					
	Bill Payment (Check)	91386	01/19/2026	Professional Fees	-652.22
Total for Unique Management Services					-\$652.22
The University of Kansas					
	Bill Payment (Check)	91385	01/19/2026	Booktoberfest	-3,200.00
Total for The University of Kansas					-\$3,200.00
Syntaxis, Inc.					
	Bill Payment (Check)	91384	01/19/2026	Booktoberfest	-897.67
Total for Syntaxis, Inc.					-\$897.67
Susan King					
	Bill Payment (Check)	91383	01/19/2026	Information Services	-25.00
Total for Susan King					-\$25.00
Sunflower Music Therapy					
	Bill Payment (Check)	91382	01/19/2026	Youth Services & Cigler	-195.00
Total for Sunflower Music Therapy					-\$195.00
Playaway Products LLC					
	Bill Payment (Check)	91381	01/19/2026	Books & Materials	-1,892.08
Total for Playaway Products LLC					-\$1,892.08
Omega Door & Hardware					
	Bill Payment (Check)	91380	01/19/2026	Building Repairs & Maintenance	-3,898.88
Total for Omega Door & Hardware					-\$3,898.88
Native Lands Restoration Collaborative					
	Bill Payment (Check)	91379	01/19/2026	Seed Library	-400.00
Total for Native Lands Restoration Collaborative					-\$400.00
Matthew Lord					
	Bill Payment (Check)	91377	01/19/2026	Youth Services	-100.00
Total for Matthew Lord					-\$100.00
Lawrence Rotary Club					
	Bill Payment (Check)	91376	01/19/2026	Professional Fees	-266.00
Total for Lawrence Rotary Club					-\$266.00
Laura Green					
	Bill Payment (Check)	91375	01/19/2026	Seed Library	-50.00
Total for Laura Green					-\$50.00
KONE Inc.					
	Bill Payment (Check)	91374	01/19/2026	Building Repairs & Maintenance	-1,977.23
Total for KONE Inc.					-\$1,977.23
Kansas State University					
	Bill Payment (Check)	91373	01/19/2026	Lost & Replacement Fees	-25.00
Total for Kansas State University					-\$25.00

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Jayhawk Tropical Fish					
	Bill Payment (Check)	91372	01/19/2026	Aquarium Maintenance	-361.28
Total for Jayhawk Tropical Fish					-\$361.28
Janice Ott					
	Bill Payment (Check)	91371	01/19/2026	Lost & Replacement Fees	-16.50
Total for Janice Ott					-\$16.50
Fisher Patterson Sayler & Smith, LLP					
	Bill Payment (Check)	91370	01/19/2026	Professional Fees	-4,142.50
Total for Fisher Patterson Sayler & Smith, LLP					-\$4,142.50
EBSCO					
	Bill Payment (Check)	91369	01/19/2026	Books & Materials	-5,175.00
Total for EBSCO					-\$5,175.00
Demco, Inc.					
	Bill Payment (Check)	91368	01/19/2026	Processing Supplies	-1,404.37
Total for Demco, Inc.					-\$1,404.37
Cottin's Hardware & Rental					
	Bill Payment (Check)	91367	01/19/2026	Building Supplies	-10.63
Total for Cottin's Hardware & Rental					-\$10.63
Conley Sprinkler, Inc.					
	Bill Payment (Check)	91366	01/19/2026	Building Repairs & Maintenance	-345.00
Total for Conley Sprinkler, Inc.					-\$345.00
City Wide Window Washing					
	Bill Payment (Check)	91365	01/19/2026	Building Repairs & Maintenance	-713.00
Total for City Wide Window Washing					-\$713.00
Chicago Distribution Center					
	Bill Payment (Check)	91364	01/19/2026	Marketing (Outside Funded)	-1,042.65
Total for Chicago Distribution Center					-\$1,042.65
Ben Eisiminger Music					
	Bill Payment (Check)	91363	01/19/2026	Building Repairs & Maintenance	-150.00
Total for Ben Eisiminger Music					-\$150.00
The New York Times					
	Bill Payment (Check)	30163	01/19/2026	Books & Materials	-7,324.93
Total for The New York Times					-\$7,324.93
Pur-O-Zone, Inc.					
	Bill Payment (Check)	30162	01/19/2026	Building Supplies	-1,525.50
Total for Pur-O-Zone, Inc.					-\$1,525.50
OverDrive					
	Bill Payment (Check)	30161	01/19/2026	Books & Materials	-98,640.43
Total for OverDrive					-\$98,640.43
OCLC, Inc.					
	Bill Payment (Check)	30160	01/19/2026	Technology:Collections & Public Service	-82,371.42
Total for OCLC, Inc.					-\$82,371.42
Midwest Tape					
	Bill Payment (Check)	30159	01/19/2026	Books & Materials	-5,868.04
Total for Midwest Tape					-\$5,868.04

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Leatrice McKinney					
	Bill Payment (Check)	30158	01/19/2026	LPL Con	-4,500.00
Total for Leatrice McKinney					-\$4,500.00
Ingram Library Services					
	Bill Payment (Check)	30157	01/19/2026	Books & Materials	-30,158.75
Total for Ingram Library Services					-\$30,158.75
Douglas County Treasurer					
	Bill Payment (Check)	30156	01/19/2026	Vehicles, Mileage, and Maintenance	-214.25
Total for Douglas County Treasurer					-\$214.25
Demetrius Kemp					
	Bill Payment (Check)	30155	01/19/2026	Information Services	-200.00
Total for Demetrius Kemp					-\$200.00
Courtney King					
	Bill Payment (Check)	30154	01/19/2026	Information Services	-400.00
Total for Courtney King					-\$400.00
Century Business Technologies					
	Bill Payment (Check)	30153	01/19/2026	Technology:IT Software & Subscriptions	-1,154.15
Total for Century Business Technologies					-\$1,154.15
Center Point Large Print					
	Bill Payment (Check)	30152	01/19/2026	Books & Materials	-139.79
Total for Center Point Large Print					-\$139.79
Cengage Learning					
	Bill Payment (Check)	30151	01/19/2026	Books & Materials	-382.76
Total for Cengage Learning					-\$382.76
Barry Barnes					
	Bill Payment (Check)	30150	01/19/2026	Youth Services	-200.00
Total for Barry Barnes					-\$200.00
Auto-Owners Insurance					
	Bill Payment (Check)	30149	01/19/2026	Insurance	-2,036.00
Total for Auto-Owners Insurance					-\$2,036.00
Asmaa Benbaba					
	Bill Payment (Check)	30148	01/19/2026	Information Services	-75.00
Total for Asmaa Benbaba					-\$75.00
Amazon Capital Services, Inc					
	Bill Payment (Check)	30147	01/19/2026	Books & Materials	-3,540.00
Total for Amazon Capital Services, Inc					-\$3,540.00
Alliance Entertainment					
	Bill Payment (Check)	30146	01/19/2026	Books & Materials	-1,612.19
Total for Alliance Entertainment					-\$1,612.19
Alex Kimball Williams					
	Bill Payment (Check)	30145	01/19/2026	Information Services	-400.00
Total for Alex Kimball Williams					-\$400.00
	TOTAL				-\$445,019.43

Dec 2025 LPL Progress Indicators

Net Promoter Score (NPS)

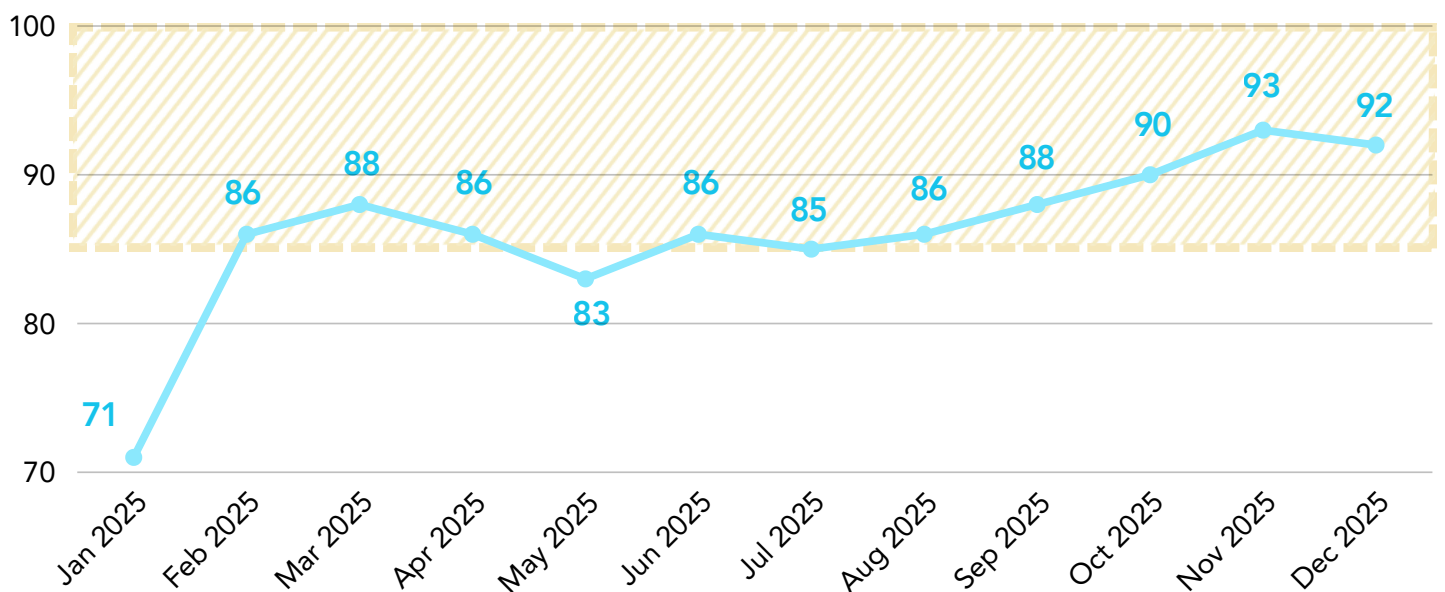


NPS COMMENT HIGHLIGHT

"Everthing from online services to pick up is so efficient and the staff is nice."

NPS by Month

Jan 2025–Dec 2025



Dec 2025 LPL Progress Indicators

NPS COMMENT HIGHLIGHT

"The total variety of the services offered and the knowledgeable and friendly staff make our library second to none"

Average New Library Cards

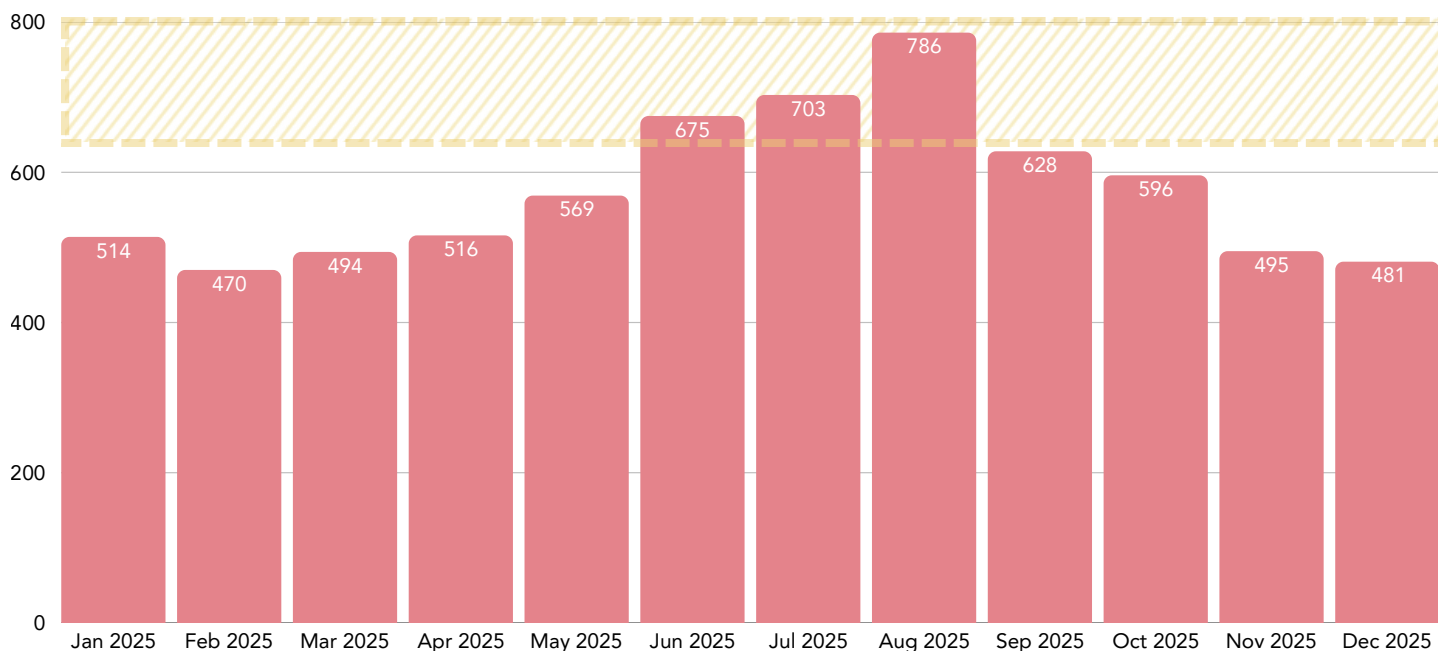
Rolling 12-Month Average of New Library Cards

12-Month Average Goal
650 cards per month



New Library Cards by Month

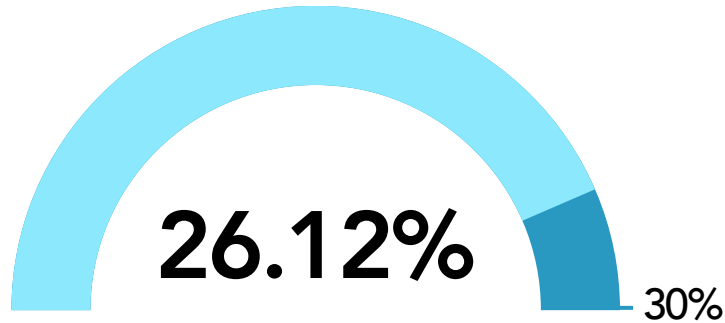
Jan 2025–Dec 2025



Dec 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

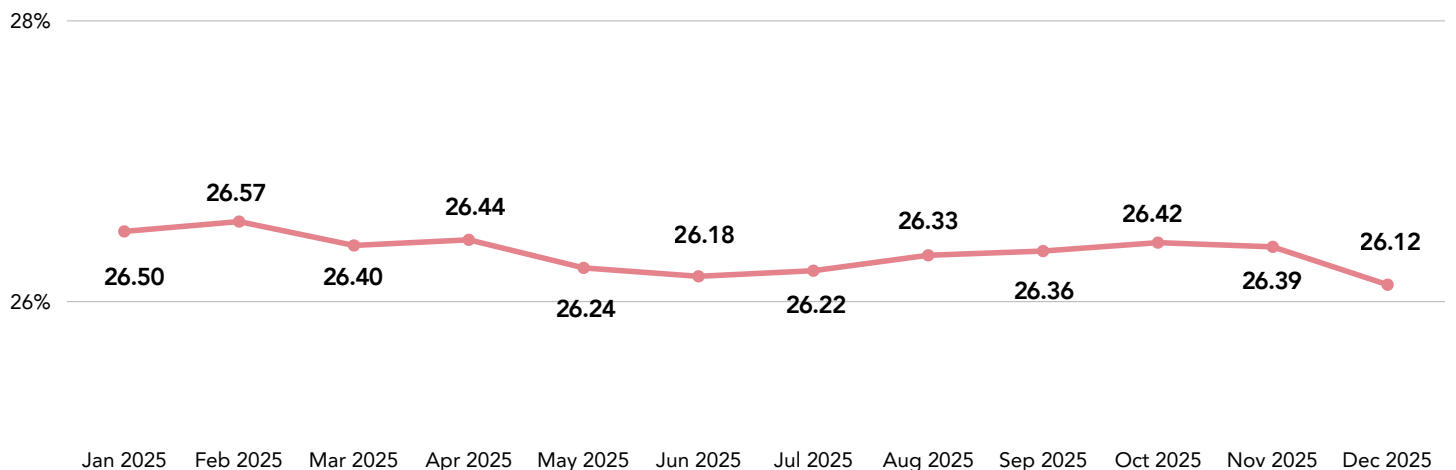
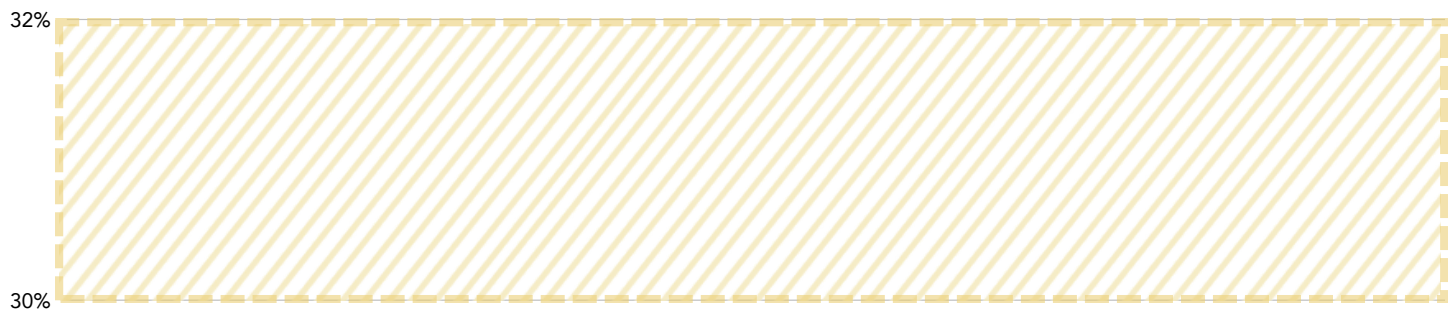
26.12%
Current % Active

25,410
Active Lawrence Cardholder

29,180
Goal Active Lawrence Cardholder

3,770
Cardholders Needed to Meet Goal

Monthly Trend: Jan 2025–Dec 2025

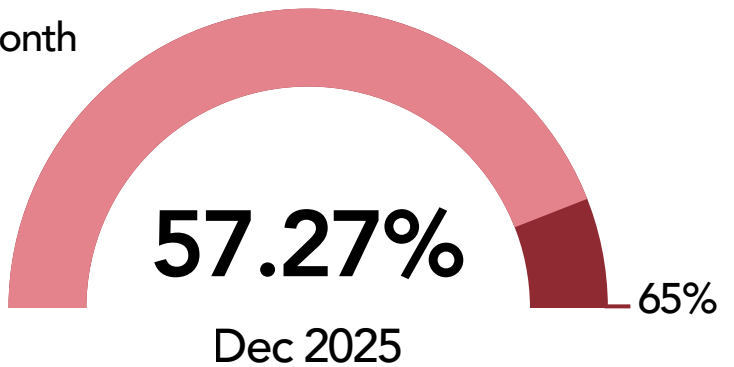


Dec 2025 LPL Progress Indicators

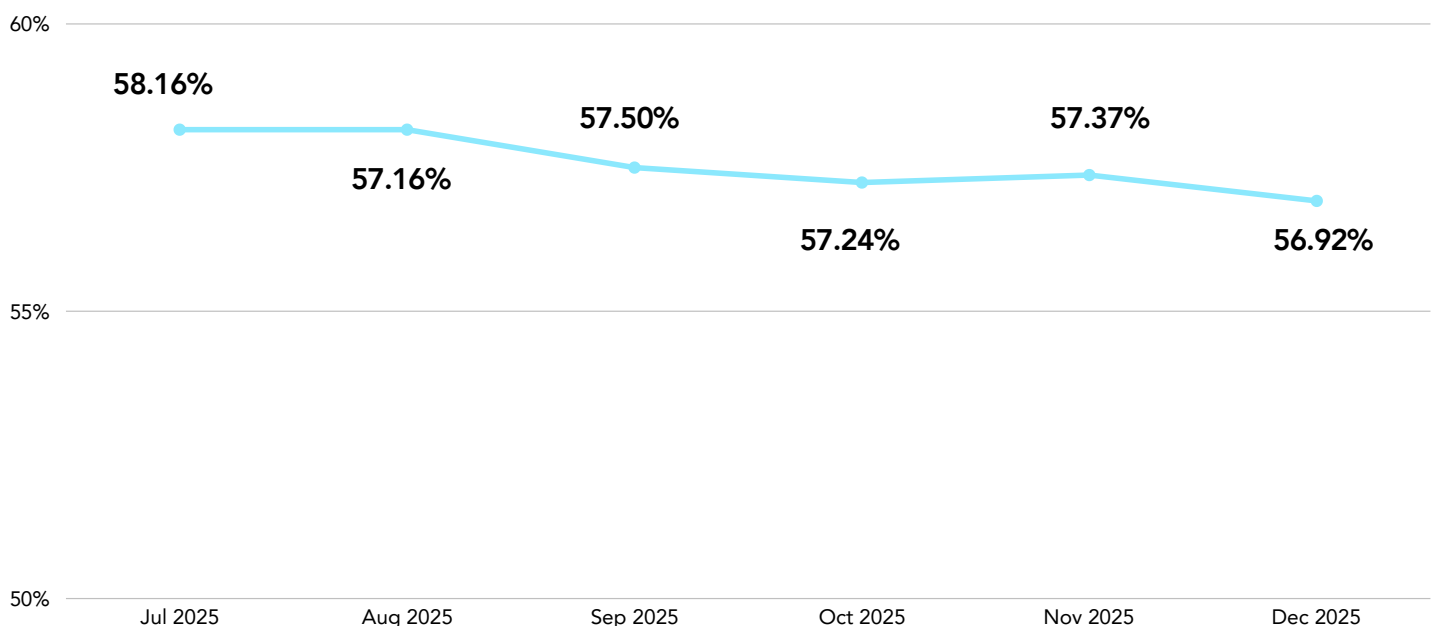
Cardholder Retention

% of Active Cardholders Retained This Month

Cardholder Retention Goal
65% of Library Cardholders



Monthly Trend: Jul 2025–Dec 2025

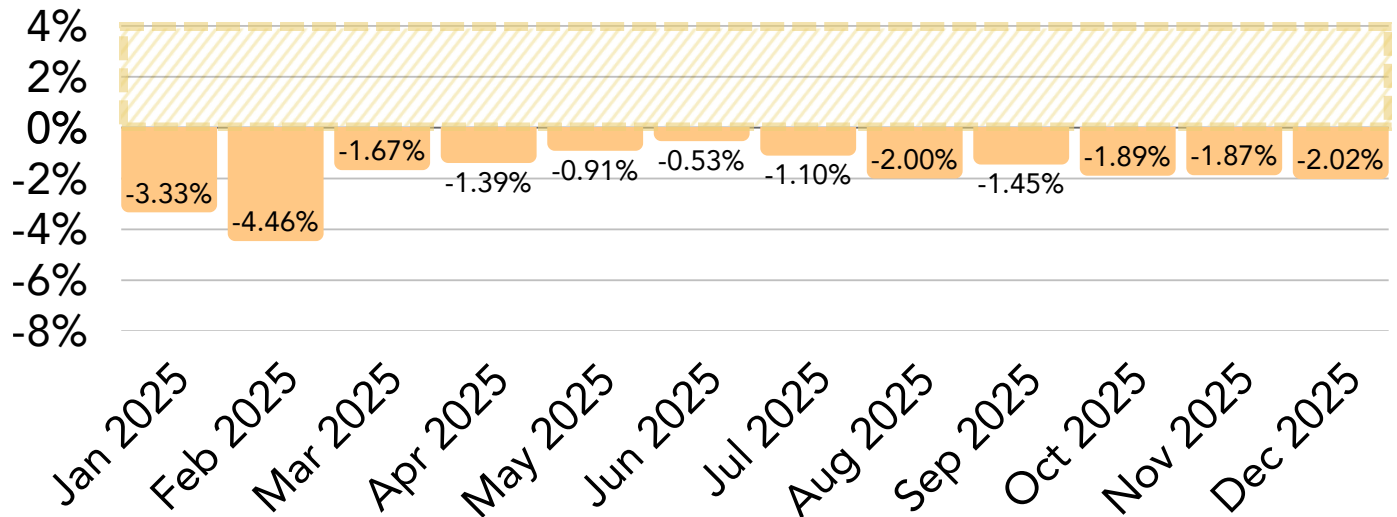


Dec 2025 LPL Progress Indicators

Print Circulation Trend by Month

Percent Change of Total Print Books Circulated Each Month

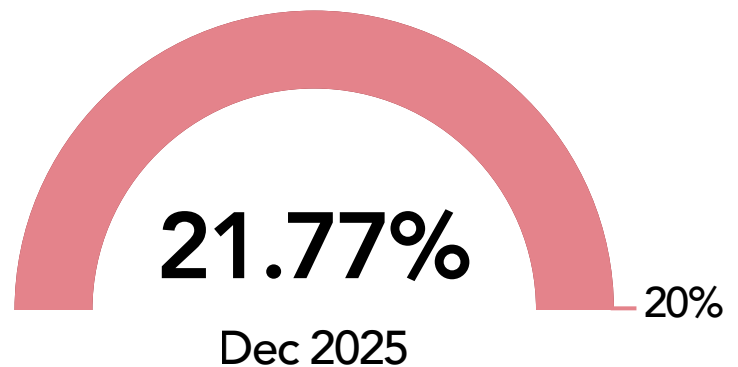
Print Circulation Trend Goal
0% (Stop the Downward Trend)



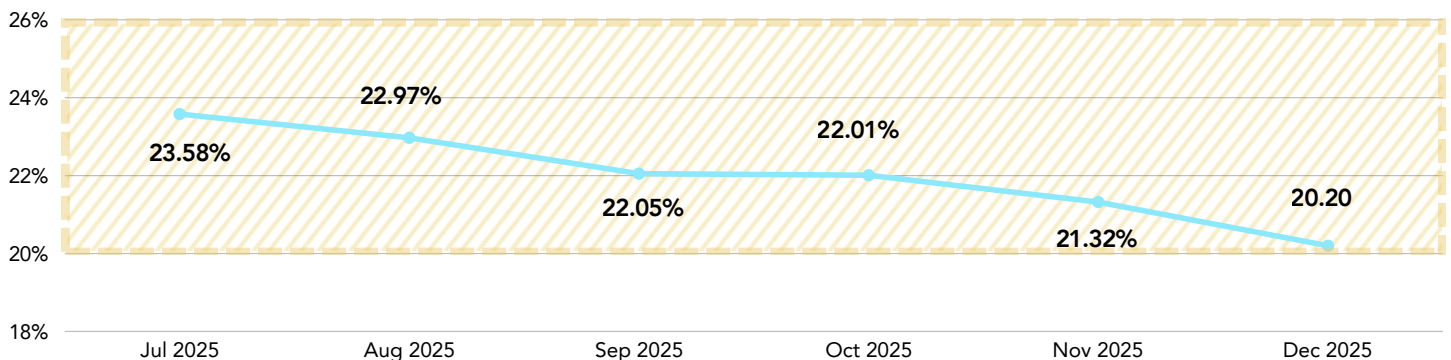
Percent Checked Out

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

Percent Checked Out Goal
20% of the Collection



Monthly Trend: Jul 2025–Dec 2025



Dec 2025 LPL Progress Indicators



Songs of the Season with Kelley Hunt

110

Live attendees

"A session of singing, sharing, and preparing our hearts as a community for a wonderful holiday season"

The Moroccan Kitchen: Moroccan Meatballs

26

Live attendees



Asmaa Benbaba taught participants how to make a traditional Moroccan dish.

Library Director Report for January 2026

We had a very productive 2025, and I am very excited about what we will accomplish in 2026.

2025 Highlights

- Expanded holds pickup
 - Increased from one location to three locations
 - Decreased wait time for pickup
 - Lockers in NW, SW, and SE Lawrence increasing geographical access to library materials
- Digital library card access
 - Immediate access digital library materials through address verification
 - No need to come to the library to get a library card
 - Increased convenience
- Key Performance Indicator progress
 - Met our Net Promoter Score goal – 12 month average of 85 score
 - Added four new KPIs to begin tracking in 2026
 - New library cards created – Goal of 650 per month
 - Percentage of physical collection checked out – Goal of 20% checked out
 - Retention rate – Goal of 65% retention rate of new library card holders
 - Physical materials checked out – Goal to decrease downward trend

2026 – The Year of the Master Plan

We have sent out invitations to community partners for our first round of community engagement sessions. I hope we will see some board members at the various community engagement sessions later this month. The community survey has also been created, and we will begin spreading the word to the community about it. I am very happy with the survey questions Margaret Sullivan Studio developed.

2023-2025 Strategic Plan Priorities Progress

With 2025 coming to a close, I am including the spreadsheet our leadership team used to track our progress on completing projects driven by our three Strategic Priorities and their related goals. We did not complete everything on our list; some things we abandoned as our priorities changed, other projects are ongoing and will be carried forward into our 2026-2028 Strategic Plan Priorities work. Much of our new three year action plan will be driven by the findings of our master plan.

Library Director Report for January 2026

Update on All Gender Restrooms

It has been several months since I have had an update on our All Gender Restroom project, generally due to lack of meaningful progress. Completing this project has been trickier than we imagined when trying to layout restrooms with adequate privacy and ADA accessibility. It has been important to me from a safety standpoint to attempt to figure out how to have multi-stall restrooms. We finally figured out a solution that would work and were ready to implement it. I was asked by others on our leadership team why we weren't just going with individual restrooms, and I shared my safety concerns. The question gave me pause so we weighed issues of comfort and privacy against my safety concerns and decided it makes more sense to construct individual private restrooms instead. We will need to go back to the drawing board, and the project will take longer to complete, but it is a better solution than the one I was trying to achieve with our original plan. I will keep you all updated as we work through a new layout and construction plan.

Respectfully submitted by Brad Allen, January 13, 2026

	Start	End	Notes	Progress
Priority 1A Interior Spaces: Improve patron and staff experience and increase engagement on the 707 Vermont St campus	10/1/2023	12/30/2025		
Goal 1A.1: Improve safety inside the library.	10/1/2023	3/31/2024		
Review and select Behavior Incident tracking software	10/1/2023	1/31/2024 [1]		Complete
Implement Behavior Incident tracking software	10/1/2023	5/31/2024	Awaiting finalized PITS procedures & all-staff training video	Complete
Evaluate perceptions of safety regularly with patrons and staff	10/1/2023	3/31/2024	Update 9/25/25: we are still doing this	Complete
Create safety team to evaluate & improve safety policies and procedures	1/1/2024	6/30/2024	Update 2/8/24: Create team for ongoing work	Complete
Create a safety plan and submit NSGP grant due by 05/2025	5/1/2024	5/1/2025	Safety team + Frankie	Complete
Create schedule of regular safety drills & training	1/1/2024	5/1/2025	Safety team will create schedule and will make sure to debrief and evaluate upon completion of first round of drills	Complete [2]
Implement safety drill and training schedule		1/31/2026	Jon / JoAnna	In progress
Evaluate, designate, and equip staff spaces in case of lockdown	1/1/2024	1/31/2026	update 9/25/25: evaluate and designate done, need to equip	In progress
Create sightline procedure	1/1/2024	11/13/2025	Team: do we need this? What will happen with the Space Audit? Will discuss at next meeting, moving completion date from 5/1 to 11/13	Abandoned
Create a priority list of safety technology	1/1/2024	11/13/2025	Safety team will discuss	complete
Train staff on walkie talkies & phones	1/1/2024	5/1/2025	Add quick links to walkie talkie and phone instructions to Zeno and Staff links & make sure they are part of the onboarding procedures. - Add post on Zeno directly pointing to this and to reach out if need help. - Supervisor will make sure their team understands.	Complete
Install new inside and outside cameras	1/1/2024	8/31/2024	Finalizing order by 5/31 (TK w/ AB 5/14/2024)	Complete
Goal 1A.2: Improve usability of space for patrons & staff	10/1/2023	12/31/2023		
Pre-consulting work: Solidify Building Design Team, meet and review patron and staff survey feedback; put everything into a creative brief for a consultant	10/1/2023	12/31/2023	Summary Sent to Multistudio	Complete

	Start	End	Notes	Progress
Outsource an interior design consultant who can advise on designing spaces to support appropriate behavior; book creative brief session	10/1/2023	3/1/2025	Per BLT mtg update 1/11/2024: Public survey and staff feedback sent to Multistudio; Tue 1/16/24 meet up with HK/BA/Steve Vukelich; aiming for visible change by May 1-15 in lobby, vestibule, self-check; will pull team together once planning and discussion begins. Working with David Vinjamuri and will have a space audit conducted on June 10 & 11 Working with BC Design Group - 3/1/25	Complete
Establish spaces to influence desired behavior (work & chill spaces such as a “grand reading room,” additional & accessible seating, study corrals, etc.), & possible “L”-shaped service desk purchases	10/1/2023	3/31/2026	Part of space audit	In progress
Provide coffee and snacks purchase options	10/1/2023	3/31/2026	Friends request / Kathleen	in progress
Create a proposal for gender neutral restrooms	10/1/2023	1/30/2026	Brad & Jon	In progress
Evaluate collection use of space (ex.: CD audiobooks, YA collections)	10/1/2023	6/30/2026	Kevin Corcoran , advice from Master Plan	In progress
Revamp Health Spot to improve access to health information	10/1/2024	3/31/2026	Parts in place, waiting on furniture / moss wall	In progress
Goal 1A.3: Renovate, Refresh, & Repair Spaces	10/1/2023	12/30/2025		
Evaluate and/or replace carpets – keep and replace sections or all new?	10/1/2023	1/31/2026	Per BLT mtg update 1/11/2024: Will replace the very worst that stains won’t come out of, may hold off in certain areas that may be affected by the Indoor Spaces revamp Work on plans to replace Atrium carpet ASAP, with special path to YS back to the Picturebook Room	In progress
Repair items in women’s & men’s lobby restroom	10/1/2023	12/31/2025	Replacing staff faucets, using those in lobby bathrooms	In progress
Remove wood floor	4/1/2024	6/30/2024	Per BLT mtg update 1/11/2024: Self-check flooring fixed by June 2024	Complete
Evaluate pay phone	7/1/2024	11/1/2025	Pay Phone: Aaron & Jim to look into a cordless option.	Complete
Evaluate community bulletin board	7/1/2024	3/31/2026	Will place in vestibule. Karen/Jon	In progress
Refresh signage & vinyl (operation hours, website: lplks.org on window, collections, etc.); define critical vs. cosmetic replacement (what is essential vs. what isn’t) and prioritize based on available budget.	9/1/2024	12/30/2025	Replacing some vinyl by end of 2025. Will create a plan for larger library-wide taxonomy project with help from consultants. Considering replacement of endcaps.	In progress

	Start	End	Notes	Progress
Evaluate non-public staff workspaces (LPLFF bookstore?) and storage options	10/1/2023	12/30/2025		
Priority 1B Outdoor Spaces: Improve patron and staff experience and increase engagement on the 707 Vermont St campus	10/1/2023	12/31/2023		
Goal 1B.1: Improve safety outside the library				
Create MOU with Parks and Rec that will be recognized by The City of Lawrence COMPLETE!	10/1/2023	11/7/2023		Complete!
Work with City of Lawrence Parking on how to improve experience to & from garage to the Library	10/1/2023	12/31/2025	"No-smoking" signage posted. Parking does not want "no-smoking" stencils as of now; this could change if smoking violations don't drop. City is working on having Parking staff doing rounds in the garage. As of March 11, Lawrence Police has 2 officers on foot/bike patrol.	complete!
Dialogue with other libraries that are having similar issues to our about what they would recommend (what's worked, what hasn't, etc...) <Identify peer libraries: Boulder, Iowa City, etc.>	10/1/2023	12/31/2025	Jon will post question on ULC about this; Erica will get update from Boulder; ULC CEO gathering may have opportunity for input for Brad.	Complete!
Updating and implementing behavior guidelines and security protocol for outside, e.g. training for staff	10/1/2023	12/31/2023		Complete!
Addition of cameras and evaluate sightlines. Add signage "You are on camera"	11/1/2023	12/31/2025	Aaron: outline of what we need; cameras to be ordered by end of 4/2024. Coordinate with City on surveillance initiation. Signage: Erica shared Chuck C's suggestions with Heather. Heather will select. Jon needs to schedule time with Josh & Heather about exactly where we want to mount these. This will inform what size to purchase:	https://www.compliancesigns.com/pd/security-camera-in-use-sign-tre-13645-security-surveillance?gs=8.2&utm_term=&utm_campaign=SSS+-+CTC+-+Shopping+-+Smart+-+No+Trespass+%26+Security&utm_source=adwords&utm_medium=ppc&gad_source=1
<i>Review, select, and implement Behavior Incident tracking software (see Priority1A.1)</i>				
Goal 1B.2: Activate the Library Plaza	10/1/2023	12/31/2025		
Research and install shade structures	1/1/2024	5/31/2026	Staff prefer sails. Brad, Kathleen, Karen will work on this.	In progress
Create larger plan for activating space - safety considerations, artwork, landscaping, seating [3]	1/1/2025	6/30/2026	Master plan	In progress
Create process for regular power washing of concrete	11/1/2023	12/31/2025		Complete!
Staff from Headquarters and mobile response team coming to give training COMPLETE!	10/1/2023	10/31/2023		Complete!

	Start	End	Notes	Progress
Goal 1B.3: Activate the Reading Garden and/or establishing staff area	1/1/2025	12/31/2025	Not addressed in March 2025 mtg	Abandoned
Priority 2A: Virtual Spaces Improve patron experience and increase engagement in virtual and off-site physical spaces				
Goal 2A.1 Form an interdepartmental Web Team with ownership responsibility over our web presence and oversight over effective library service delivery via the web. (The work of the committee will be focused not only on effective utilization of BiblioCore, BiblioEvents, and BiblioWeb, but also other library managed web resources and service delivery platforms such as Libby and other digital material platforms, subscription databases, Kaw Valley Jukebox, Digital Douglas County History, LibraryH3lp, etc.).	1/1/2024	6/30/2025		
LibAnswers Implementation	5/1/2024	12/31/2024	Queues created and adopted. Expanding to more departments currently.	Complete!
Quipu eCard Implementation		6/9/2025		Complete!
Identify members and convene the Web Team	1/1/2024	3/31/2024	COMPLETE	Complete!
Write and adopt a clear charter	1/1/2024	11/30/2024	Per BLT mtg update 3/28/2024: Charter drafted	Complete!
Establish a regular meeting schedule	1/1/2024	3/31/2024	Meeting 2x per month for now	Complete!
Review & resume work toward revitalized home page, site structure, and content production	1/1/2024	6/30/2025		Complete!
Define the work needed to effectively support and promote our digital materials platforms (Libby and others.)	7/1/2024	3/31/2025	Update 1/19/2024: Shelf Talkers in Libby initiated by RS; Kevin investigating data analysis tools with Overdrive staff	Further consideration needed
Complete initial revisions to BiblioWeb site menu structure	7/1/2024	7/1/2025	Review of menu usage is ongoing.	
Define and begin a regular maintenance schedule for review of structure & content.	10/1/2024	6/30/2026	Ongoing	In progress
Goal 2A.2 Define key performance indicators to monitor patron engagement with our virtual spaces and to measure our delivery of services and materials on the web. (Provide meaningful feedback for staff about where we see returns on our investment.)	4/1/2024	12/31/2024		
Examine what metrics we currently monitor and where we have blindspots. What is not reflected?	4/1/2024	??	Struggle to successfully determine how to do this.	??

	Start	End	Notes	Progress
Consider tools and partners. Do we have what we need to judge our performance effectively or do we need to find new tools or partners to get that information? (Consider contracting for persistent sampling of patron experience. Reach out to MidContinent to understand their relationship with Interpersonal Frequency.)	4/1/2024	6/30/2024	Update 1/19/2024: Nina Coutinho from Bibliocommons will be creating a custom Google Analytics site for LPL	
Identify a limited set of indicators for continuous monitoring with a monthly report to be included in the board packet.	7/1/2024	1/1/2025		Complete
Begin monthly reports in board packet on our web presence.	10/1/2024	12/31/2024	Posting meeting minutes for staff info.	
Goal 2A.3: Build staff capacity and resource investment to reflect our increasing delivery of services and materials on the web.	4/1/2024	6/30/2025		
Retrain staff for more effective use of BiblioCore, BiblioEvents, BiblioWeb. (Work with BiblioCommons to offer refresher training. Also, consider how this training can best be offered to new staff or on a recurring basis.)	7/1/2024	9/30/2024	In progress and on track for completion. 6/27/24	
Reevaluate chat support system and staffing model. How do we provide effective remote service for patrons?	4/1/2024	??	Tie in with phone implementation - add to 26-28 plan	
Consider whether additional staff are needed to effectively organize and support the delivery of library services and materials on the web. (This might be dedicated staff, but could also be distributed through departments with greater acknowledgement of the work necessary to produce content and staff web facing service points.)	4/1/2025	6/30/2025		
Goal 4: Define clear oversight responsibility for management of the Staff Intranet (including Zeno, BambooHR, Google Shared Drives, Google sites, Google Spaces, and other internal platforms with a need for shared structure and organization). De facto, this role has fallen to the Employee Engagement Committee. Reevaluate whether this body is capable of providing the needed oversight for these resources.	7/1/2024	9/30/2024	Aaron and Erica will confer about this goal. Lives outside Virtual Spaces team charter 6/27/24	
Audit internal sites which make up the staff intranet.	7/1/2024	9/30/2024		
Clearly define oversight responsibility for staff intranet platforms, either jointly under a common committee like EEC or individually, with platform oversight responsibility clearly assigned.	7/1/2024	9/30/2024		

	Start	End	Notes	Progress
Goal 5: Review alternatives to Orange Boy for direct email marketing to increase patron engagement and improve staff resource utilization.	9/1/2023	6/30/2024		
Evaluate alternative products and approaches (direct messaging based on Symphony exports, Patron Point, BiblioEmail) COMPLETE!	9/1/2023	12/31/2023	Per BLT mtg update 1/11/2024: BiblioEmail is a go for new email platform (replacing Orange Boy/Savannah);	Complete!
Select/purchase a solution. COMPLETE!	1/1/2024	3/31/2024	Completed!	Complete!
BiblioEmail implementation	1/19/2024	7/31/2024	Public go live date end of July	Complete!
Priority 2A: Outreach: Improve patron experience and increase engagement in virtual and off-site physical spaces	3/1/2024	12/31/2025		
Goal 2A.1: Maximizing impact of Dottie with Marketing				
Develop marketing strategy.			Add to 2026-2028 plan	
Develop process to prioritize requests for Dottie appearances; rubric for yes/no requests.	1/1/2025	2/1/2025		Complete
Create a dedicated Dottie Instagram account to enhance outreach	5/1/2025			
Goal 2A.1: Maximizing impact of Dottie with Maintenance and Repair				
Reinforce Dottie's awning for durability and safety.	11/1/2023	2/15/2024		Complete
Remove retractable shelves to improve reliability and functionality	11/1/2023	2/15/2024		Complete
Goal 2A.3: Increase out-of-building and/or convenient access to physical collection				
Work with accounts and materials handling to develop an internal system for patrons of beta test to put items on hold and have them delivered to workplace. Work with employer to determine the level of work the on-site staff will need to do to ensure success.	9/1/2025	3/31/2026	Beta test with LMH.	In progress
Add additional lockers and/or explore LPL curbside pickup services at 707 Vermont	4/1/2024	12/31/2024	Update 8/8/24: MK Solutions chosen as locker vendor. Surveying people about potential locations	lockers complete
Implement circulation methods inspired by Gregor's system (checked out)	1/1/2024	2/15/2024		Complete
Priority 3 Build on internal strengths with solid organizational structures & processes	10/1/2024	12/31/2025		
Goal 3.1 Build a plan for retaining department knowledge				

	Start	End	Notes	Progress
Research college programs that may offer practicums to assist with implementing job & department manual process	discarded			
Devise process to support supervisors to write job manuals for key, high responsibility descriptions and department-wide procedure manuals	1/1/2025	5/1/2025		Complete
Write up process for succession planning e.g. create checklist of steps to cover (onboarding checklist could be used to work backwards from)	??	??	Paused	Not started
Departments will create documentation linking key department functions to current team members	9/1/2025	9/30/2026	9/25/25 update: Tied to job manuals	In progress
Supervisors create job & procedure manuals	9/1/2025	9/30/26		In progress
Devise process and assign staff for library policy documentation, organization, & management	3/1/2025	6/1/2025		In progress
Update guidelines for internal communications and open-records compliance	2/24/2024	10/1/2025	9/25/25 update: almost finished	In progress
Goal 3.2: Develop and implement standard cross-department training to enhance communication, consistency and efficiency for library staff				
Identify & document core competencies for all staff to master, including soft & technology skills	6/1/2025	10/31/2025	9/25/25 update: almost finished	In progress
Determine key gaps in knowledge in the organization	??	??		Not started
Build onboarding checklist of core competencies for new employees	6/1/2025	10/31/2025	9/25/25 update: almost finished	In progress
Develop a tool to assess core competencies. e.g. guidelines for supervisors to use in annual evaluations & periodic check ins	6/1/2025	10/31/2025	9/25/25 update: almost finished	In progress
Develop training plan based on outcome of assessments	??	??		Not started
Goal 3.3: Integrate equity goals into all areas of the library				
Continue using employee happiness survey to listen for staff needs and feedback			Ongoing process	
Define equity standards - e.g. should our standards reflect diversity of local community or do we use a national lens?	??	??		Not started
Create library-wide guidelines for promotion of collections. Eg. buying, displays, publishing lists in catalog, etc.		12/31/2025	9/25/25 update: Polli is point person	Not started
Create library-wide guidelines for the selection of authors, speakers, topics, and themes for all types of events (e.g. recurring and special events)		12/31/2025	9/25/25 update: Public Services working on this	In progress
Update ADA policy, guidelines, services, and forms		12/31/2025	9/25/25 update: Jeff, Melissa, Karen, Gabby	In progress

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ACCESS SERVICES

December was a predictably slower month. We are still exploring new phone system system options and gathering quotes. We're hoping to bring a new IT help desk system online in the next few months and have been comparing alternatives. We're planning a pilot project for holds delivery to LMH staff. And the master plan process continues to come into focus.

Circulation

Not too much new going on in Circulation. We had some birthdays and some holidays. We enjoyed the days off and did our best to keep our heads above water playing catch up the days after closure. When we could spare some time we went downstairs and helped process books with Collection Services due to the increase of unprocessed materials making their way to us from Ingram. Teaming up with Sarah and Jeff and LMH to trial run providing hold delivery to their employees. Also working with Jeff on finalizing some better articulated condition standards for books in the collection. We'll be rolling those out in January at our team meeting.

Collection Services

Collection Development finished off their final orders of the year the week of Christmas. The break between Christmas and New Year allows for acquisitions and accounting to reconcile their books.

To make up for slow turnaround times with our primary book vendor, we started ordering new books without processing. Emily organized a schedule for processing new books and recruited volunteers from various departments. Circulation really helped us out and ensured that we got new titles to our patrons as soon as possible. We'll continue to order unprocessed books for the time being until we get confirmation that our orders will be processed in a timely manner.

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Information Technology

Kim, Jeff, Jon, and Aaron continue to investigate phone system replacement options. We hope to move forward with a selection soon.

Kim, Heather, Bec, and Aaron are working to address ADA compliance concerns for our web presence. ADA Title II requires compliance with WCAG 2.1 AA by April 24, 2026. The Virtual Spaces Site Structure and Content teams will be engaged to review and update page and post content for compliance between now and the deadline.

Our e-waste recycling partner PCs for People picked up a large load of material on December 8, 2025. This batch included all old desktops, laptops, and computer monitors which had been replaced with new equipment in the fall of 2025 and earlier. We continue to have a good experience with this vendor and appreciate knowing that our e-waste is being responsibly disposed of by a non-profit organization with a socially responsible mission (providing computers and connectivity for low income residents of the Kansas City region) at no cost to the library.

A new method of Wi-Fi usage monitoring has been adopted. We are producing a monthly cumulative count of unique devices found on our public Wi-Fi network each day based on deduplicating log records of device associations based on unique device MAC addresses. This is an imperfect statistic, because it will not exclude devices which join our public network automatically, with no intentional connection prompted by the patron. However, it does provide a useful baseline measure and could be supplemented by counting deliberate usage via a captive portal terms of use acknowledgement page in the future.

Outreach

We had an unsurprisingly slower month in December due to the holidays. Sarah has been focusing a lot of her time planning the new holds delivery program launching at LMH in February! She, Jeff, and Ian met with the LMH Volunteer Coordinator and Outreach Coordinator to finalize how it will work and everyone is looking forward to getting this off the ground.

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Sarah has also been speaking with a representative from American Equipment to get Dottie equipped with a lift as soon as possible. The process has been a little slower than anticipated but things are wrapping up now and we should have the new one soon.

January should prove to be a bit busier than December. We have events lined up with Prairie Park Nature Center, Haskell INU, and KU on top of our regularly scheduled stops.

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

Heather and Bec spent much of December preparing for a busy January, including promo planning for multiple events and the launch of three new additions to the Digital Library: BiblioTele, Tutor(dot)com, and All-Access to the New York Times. Games! Cooking! More! Heather is especially excited to cancel her NYT Cooking subscription. They also met with a wide range of teams to plan LPL Con, Summer Reading, the After Hours Fundraiser, and departmental needs for Read Across Lawrence, the 1000 Books Before Kindergarten refresh, MLK Day, and Info Services' Adult Literacy initiative.

Along the way, we decided that 2026 will be our "Year of Experimentation." The plan is to try new things like A/B testing and to experiment one change at a time, such as QR code placement or social media content, to see where adjustments are needed. We also want to be intentional about carving out time for professional development. Bec is looking forward to learning how to use the S+V green screen for video, and Heather plans to dig into Illustrator, Photoshop, and InDesign tutorials to strengthen her design skills.

Here's what we did individually:

Heather collaborated with staff on content for the Winter mailer, which landed in mailboxes in mid-December. She's enjoying this new format. It feels like we've narrowed our quarterly events and news down to the biggest highlights and, hopefully, captured the library's personality that some feared we'd lose when the Reader retired. The Senior Resource Center has their next

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three months of reading recommendations for their newsletters (thanks as always to Ilka for doing the fiction picks!) She also had a great photoshoot for After Hours promo with Deja and Curtis Marsh. After months of back-and-forth with FastSigns, the library-wide vinyl refresh project is nearly complete. Heather's looking forward to calling it done by the next Board report.

Bec cataloged and shared the library's most checked out items, authors, and artists via the LPL Wrapped 2025 news story and social media videos. She also helped the Info Services team launch promotions for their January Reading Challenge, the Dewey Dare. She wrote a news story introducing the three new additions to the digital library (BiblioTele, Tutor.com, and NYT All Access). She corresponded with Bremen Keasey for his article about the library in the Lawrence Journal-World, and connected him with knowledgeable library staff. And in her capacity as the co-lead of the blog team, she reviewed the analytics for the Blog Team and found that the blog received more than 48,000 views in 2025 (compared to the approx. 35,500 views in 2024).

FACILITIES

December always goes by in a blur, but I think it went pretty well. Jon handled the logistics & miscellaneous needs for the annual Music-Palooza (City Band then Parks, Rec, & Culture's Recorder concert then the Community Carol) which happens at the same time at the huge Season's Readings sale in the Entryway Lobby. Needless to say, it's a busy and boisterous day. The next day we hosted the annual Menorah lighting on the lawn. It was super cold out there, but there was plenty of hot chocolate and hot cider for everyone, and then everyone got to come in for latkes!

Maintenance & Custodial

December started with an unexpectedly heavy snow fall, which meant there was a lot more shoveling and salting of the east entrance than normal to make sure patrons could get to us. Luckily we had recently repaired the Big Green Sweeper to help keep up with all the extra being tracked in, but unfortunately the carpet extractor was also down for a bit during December and we are still playing a little catch up on the carpet. The team did an excellent job, as usual,

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assisting with set up and tear down of the many, many programs that happen in December. Always a hectic time.

Security

Local PD has increased patrols outside around the bus top.

HUMAN RESOURCES

JoAnna focused on meeting with library leadership and getting to know the different departments' roles and services. Erica attended a Paycom training on submitting 1095s. We are excited for our University of Nebraska Omaha practicum student who will begin Jan. 20.

PUBLIC SERVICES

We had a fun month to close out 2025 with several engaging and cheerful events for the holidays and school break. Outside of the day-to-day activities, Info, Readers, and Youth Services spent time putting the final touches on three reading challenges: Winter Break Reading (Youth Services), Dewey Dare (Info), and Book Squad Challenge 2026 (Readers). The furniture team worked on putting some final touches on our order (hoping to have that done before 1/19!). The Master Plan team had its first meeting and gathered contacts for our first set of in-person sessions to be held at the end of January. The Public Service Coordinators had a nice night using our portion of the Crow Fund for team building at Mass Street Fish House.

Information Services

Another busy month in the books! We were grateful for our continuing partnership with KU's Hawks 4 Health, who again provided Healthcare Marketplace navigation assistance for this year's open enrollment period. Liz led part two of the adult literacy tutor training program, and we now have several tutors who are ready to be matched with students. Terese and Ben coordinated a wildly popular Puzzle Swap, and Melissa led a tour of LPL for a group of KU library

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staff. And, the team worked together to plan and prepare for our first ever nonfiction reading challenge, the Dewey Dare, which will run through the month of January!

Public Technology

In December, Public Tech continued to support the resources on the lower level. Many staff members took extended vacations, which is great, but it left us short staffed the second half of the month. Luckily, our veteran team handled everything smoothly. Jim and Andrew led a presentation for the RetroActive Tech Club on “Best Tech of 2025” which covered everything from high tech AR glasses to wacky AI refrigerators. We continue to stay busy supporting the busy Memory Lab, replacing and repairing VCRs and researching and purchasing a new improved machine to digitize 35mm slides.

Readers' Services

The month of December was pleasantly busy, with lots of patrons stopping by the desk to see our Snoopy display and chat about books. Also, despite the holidays, our book clubs continued to be bursting at the seams. We hosted another author for the Tea & Tales series, Kansas Notable Author Jillian Forsberg, in early December, and worked on final preparations for the 2026 Squad Goals Challenge, which is now in its 9th year! A good deal of time was spent on planning for Read Across Lawrence, which will kick off on Kansas Day this year.

Youth Services

December was a busy month with lots of festive annual events! We kicked the month off with Candy Construction, drawing in over 150 kids, families, and teens to craft their own candy houses! Our Olive Press Storytime, Stuffy Storytime, and Winter Sing-a-long were other highlights for the month. Teen had their first ever Gingerbread Games event and a Twilight Movie Marathon for folks on Winter Break. We're also testing out a Winter Reading Challenge for kids and teens that runs from December 15th - January 15th. We have over a hundred folks registered, over 60 kids and teens have finished, and over 400 books have been read!

LPL Friends & Foundation Director's Report – January 13, 2026

February Music and Book Sale. Get ready for the Friends & Foundation's annual Music and Book Sale, happening February 13th and 14th in partnership with AudioReader. Opening night on Friday, February 13th is all about the music, from 6:30 to 8:30 pm in the auditorium. For \$10 at the door, you'll get first crack at thousands of CDs, box sets, and vinyl records, plus stereo equipment and musical instruments. The fun continues Saturday, February 14th, from 10 am to 4 pm. The music sale returns to the auditorium, and the book garage opens too, offering a wide selection of books to pair with your music finds. Hope to see you there!

Wow! 2025 Fundraising Update. The Friends & Foundation had another over-the-top successful year in 2025. Preliminary reports show that LPLFF raised a total of \$825,000 through book sales, donations, special events, and grants. This is an increase from last year's total of \$820,000. We are humbled and grateful for the strong support for the library from this wonderful community. Angela Hyde and Logan Isaman deserve a huge shoutout for their creativity, expertise and incredible organizational skills that keep the Friends & Foundation rolling. In addition, we are endlessly thankful for our fantastic library staff and wonderful volunteers who make this place amazing, and work so hard to make our success possible.

Rice Foundation Grant. The Rice Foundation has awarded a \$15,000 grant to the Friends & Foundation to be used toward new chairs for the auditorium. In the past three years, the Rice Foundation has given a total of \$60,000 for auditorium improvements. They have helped upgrade the audio system, provide new carpeting, and now new chairs for this important community space. Their gift was truly a highlight to our end-of-year fundraising efforts.

After Hours at the Library. Planning for After Hours at the Library is in full swing! To date, the Friends & Foundation has raised \$32,000 in sponsorships. In addition, we have lined up multiple community partners to help us pull off this festive night of support for the library. Some exciting new details:

- We are honored and excited to welcome Hershey's Salty Snacks as a new Signature Sponsor.
- The Prairie Band Potawatomi Nation will serve as our exclusive new Signature Sponsor for the Win-A-Basket portion of our fundraiser, happening February 20 to March 6th. This lively "appetizer" to After Hours at the Library is designed to build excitement and momentum for the big March 6th fundraising event.
- We are deeply grateful to BNSF Railway and Security Benefit for their continued, strong support as After Hours at the Library Signature Sponsors.
- Other returning sponsors include LMH Health, Stephens Real Estate, Multistudio, The Trust Company of Kansas, CEK, and Kindred.
- Our new cocktail sponsor is John Brown Underground.
- We are pleased to report that ALL of the restaurants that supported After Hours at the Library last year will return: Basil Leaf, Eldridge House Grille, J Wilson's, Limestone, Lucky Seb's, Maceli's, Mass Street Fish House, and Q39 Barbeque.

There are still several weeks to go before the big event, so we'll give you another update next month. Be sure to mark your calendar and plan to join us on Friday, March 6th!



MEMO

To: Lawrence Public Library Board of Trustees
From: Heather Kearns, Marketing & Communications Coordinator
Date: January 14, 2026
Subject: Exhibit & Display Policy Updates

The library's Exhibit and Display policy is three years old and needs revision. The current policy contains quite a bit of procedure. I moved those into the [Library's Exhibit & Display Guidelines](#) and updated the section headings for improved clarity.

We have made some minor updates which include changing the review month to January, correcting some grammatical errors, and removing the Marketing & Communications Coordinator from the approval process.

Finally, I recommend we delete the word "gruesome" from the list of factors used to evaluate applications. Upon review, there is no legal category of "gruesome" under the First Amendment ([BROWN v. ENTERTAINMENT MERCHANTS ASSN.](#)).

While the word "obscene" could stand alone, I recommend including the three-pronged Miller test as the definition that staff use when evaluating applications and potential rejections. Being transparent would clarify what the law does and does not protect for both staff and the public. It also reinforces the library's understanding of an artist's First Amendment rights within a government building that serves as a limited public forum for visual expression. The Miller Test definition can be seen here: [MILLER V. CALIFORNIA](#).

Thank you for reviewing these recommended changes. I look forward to our discussion at Monday's Trustees meeting.

Resources

[Current policy](#)

[Proposed updated policy](#)

[Library's Exhibit & Display Guidelines](#)

[BROWN v. ENTERTAINMENT MERCHANTS ASSN.](#)

[MILLER V. CALIFORNIA](#)



Exhibit and Display Policy

*Approved by the Lawrence Public Library Board of Trustees on 12/21/1998. Revised 10/16/2006; 2/20/2023.
Submitted for review on 1/19/2026. Next review date: 1/2029.*

Introduction

Lawrence Public Library ("Library") believes the arts play a vital role in our ability to communicate a broad spectrum of ideas to all people, and that developing an understanding and appreciation of visual and performing arts promotes artistic literacy.

The Library offers opportunities for the community to both express themselves and experience art by hosting exhibits that reflect the diverse voices in our community and collections, and provides exhibit space to showcase work from residents of Douglas County, Kansas. The Library will consider hosting traveling exhibits or exhibitions from non-Douglas County residents on a case-by-case basis and/or when working in collaboration with a community partner justifies widening the scope.

The Library offers public exhibition and display space to provide:

1. a means for public expression by individuals and groups in the community, and enrich the Library by allowing it to serve in a community forum role as a place for diversity of opinion, voice, and perspective; and
2. spaces that generate conversation, reflect our community as a whole, and support our mission as a place that inspires learning, connecting, creating, and growing.

Access and Eligibility

Library exhibit areas are maintained for the display of educational, cultural, intellectual, and aesthetic materials by the Library and the community. These spaces are accessible on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Library exhibit areas are available to the public on a first-come, first-served basis, to both individuals and groups if the Library has not previously scheduled the use of those exhibit spaces. Library-sponsored exhibits and displays will have priority.

It is not the intent of the Library to provide permanent or continuous exhibit space to a specific individual or group.

The Library assumes no responsibility for loss of or damage to exhibited materials.

Review and Approval

The Library reserves the right to review proposed exhibits prior to installation. Materials that are legally obscene will not be exhibited.

Material is considered legally obscene only if it meets all three prongs of the Miller test:

1. It appeals to the prurient interest, defined as a shameful or morbid interest in sex, according to contemporary community standards;
2. It depicts sexual conduct in a patently offensive way as specifically defined by law; and
3. Taken as a whole, it lacks serious literary, artistic, political, or scientific value.

Applications are reviewed by the Library to determine eligibility prior to granting approval. In the event of questions regarding eligibility or appropriateness, the Library Director will be consulted, and if necessary, the Lawrence Public Library Board of Trustees ("Library Board"). The Library Board is the final authority in granting or refusing permission to use the Library's exhibit areas.

The [Library's Exhibit & Display Guidelines](#) are available on the library's website.

Intellectual Freedom and Disclaimer

Views and opinions expressed in the Library's art and display spaces are those of the lender and do not necessarily reflect the Library's official policy or position, nor in any way constitute an endorsement by the Library of their policies or beliefs, and no claim to that effect may be used in advertising.

Sales

Materials displayed in Library exhibit areas may be offered for sale by the exhibitor. The Library does not act as an agent for exhibitors and assumes no responsibility for sales transactions.

Exhibit Cancellation

The Library Director and the Library Board reserve the right to cancel an exhibit if conditions or circumstances, such as an unforeseen Library need or a unique exhibit opportunity, warrant such action.

If an exhibit is canceled by the Library, the exhibitor will be offered the opportunity to display the exhibit for the originally scheduled duration at the earliest mutually convenient time.