

Lawrence Public Library Board of Trustees Regular Meeting
Monday, May 18, 2026 at 4:30 PM
Meeting Room A, Lawrence Public Library
Online Meeting Link: [Google Meet](#)

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 April 2026
- Approve Treasurer's report for April 2026
- Approve bills for April 20, 2026 to May 18, 2026
- Receive statistical report for April 2026

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- 2027 Budget Recommendation – **ACTION ITEM**
Brad Allen, Executive Director
- Budget and Finance Policy – **ACTION ITEM**
Brad Allen, Executive Director
- Surplus Property Disposal Policy – Review by Board
Brad Allen, Executive Director

Old Business

Public Comment

Adjournment

Lawrence Public Library

Regular Board Meeting Minutes DRAFT

Date: April 20, 2026

Time: 4:30 pm

Venue: The meeting was hybrid, conducted in person and online on Google Meet

Board Members Present:

James Pavisian (Chair), Mandy Leibold, Kelly Hart, Ryann Tacha, Alex Carvalho, Allison Friend Mazzei, Sean Hunt, and Brad Finkeldei (Mayor)

Staff Members Present:

Brad Allen, Karen Allen, Jeff Bergeron, Heather Kearns, Jon Ratzlaff, Erica Segraves, Kathleen Morgan, Kim Fletcher, Polli Kenn, Ian Stepp

Others Present: Margaret Sullivan, Jenny Lau, Janie Marples, Craig Penzler, Kim Patton, Nancy Hambleton, Frankie Haynes, Joan Golden, Annamarie Hill, Bremen Keasey, Kassie Nieters

Call to order

Mandy called the meeting to order at 4:37 pm.

Consent Agenda

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

Director's Report

Brad presented the Director's report.

- Brad attended the Public Library Association meeting in Minneapolis and participated in a panel for a meeting of librarians and independent publishers.
- He also reported that he is serving as Chair of the Humanities Kansas Board of Directors for the second year in a row.
- Brad participated in a two-day City Executive Team retreat, which focused on the City Manager transition and Lawrence's new strategic plan.
- Mandy asked if the staff will create an updated library strategic plan. Brad agreed that it was due for a refresh. Once that is established, the library will start incorporating ideas from the Library Master Plan.

Monthly Departmental Reports

Ryann asked about the rollout of the new library app. Staff reported that the overall response has been positive. It can be personalized and is very intuitive. Heather noted that there are still some tweaks to

be made, such as how to access the library's website from the app. Marketing has created handouts for each public desk and Dottie, along with a Jumbotron slide. Bec has also written a great news story about the app that is on the homepage.

Friends & Foundation Director's Report

Nancy Hambleton presented the Friends & Foundation report.

- The Friends & Foundation hosted a successful book sale on April 9 to 12. Despite rainy weather, LPLFF raised an impressive \$19,573, thanks to dedicated volunteers.
- The 9th annual Beach Author Program happens this Thursday, April 23, at 7 pm. Brad will conduct an on-stage interview with bestselling author Mary Roach. We hope to see you there!
- LPLFF will host its 2025 Annual Meeting on May 2 at 1 p.m. Our "Saturday Sundae Social" will feature a presentation of the 2025 Annual Report, recognition of volunteers and departing board members, introducing new officers, and ice cream!
- Kathleen will give a presentation to the Central Rotary Club on April 29, highlighting the Friends & Foundation's history and partnership with the library.
- LPLFF has received a number of generous grants from community organizations: \$5,000 from Hallmark for the Lawn Pavilion, \$60,000 from the Jedel Family Foundation for Kanopy and the Pavilion, and a \$4,000 Douglas County Natural and Cultural Heritage grant to support the Seed Library.

New Business

- **Library Master Plan Update**

Margaret Sullivan and Jenny Lau presented a near-final draft of the Library's evolving Master Plan. Reframed as a Community Vision Plan, it reflects strong input and enthusiasm from local partners. The study, launched in December 2025 and continuing through May, positions the library as both an economic driver and a catalyst for community solutions.

The plan explores key questions about adapting existing facilities, strengthening Downtown, expanding citywide access, and sustaining operations through partnerships and funding. Findings highlight strong outreach success through tools like book lockers and the mobile library "Dottie", and emphasize Lawrence's unique assets, including Haskell Indian Nations University, Prairie Park Nature Center, the University of Kansas, and Lawrence Arts Center.

MSS space analysis shows the library is underutilized, with only 35% currently public-facing; best practice suggests 65%. Similarly, total square footage per person is .54, well below the recommended standard of .75 to 1 sq ft/person. The plan proposes reallocating – but not reducing – collections to better align with modern usage.

Drawing on peer systems like Topeka and Shawnee County Public Library and Bartholomew County Public Library, the framework defines the library's role as cultural producer, educational facilitator, social convener, and community connector. Nine service "typologies" and three strategic directions guide future growth: elevate the main library, strengthen Downtown, and expand neighborhood-based services.

Activation strategies were presented to illustrate possibilities, from immersive children's spaces to community living rooms. Ultimately, the plan offers a flexible, community-driven roadmap and invites Lawrence to imagine a more connected, vibrant future through its library system.

Board members thanked Margaret and Jenny and pledged to contemplate these ideas. Margaret and her team are in the process of drafting the final plan. LPL staff will provide input on May 5th. Board members are encouraged to email Brad with their feedback.

Brad added that this is not a conceptual roadmap. It provides a menu of concrete ideas for the future of Lawrence Public Library. The library's next steps can be small, or they can be ambitious, depending on what the community is willing to fund. It also helps to unite and strengthen several community organizations.

- **Customer Service Policy**

Karen Allen presented this new policy to the board. It was created based on the library's customer service standards, which outline what we are doing and what we strive to do. As a policy, it will support the library's training programs and provide clarity to staff. Ryann moved to accept the policy, and Kelly seconded it. The policy was accepted.

- **Officer Nominations**

James presented officer nominations for the 2026-2027 library board year: Mandy will serve as Board Chair, Ryann will serve as Vice Chair, and Allison will serve as Treasurer.

Old Business

The board thanked Kelly Hart for serving on the library board, presenting her with a gold library card.

Public Comment

Happy National Library Week from Kim Patton!

Adjournment

The meeting was adjourned at 6:02 pm. The next meeting is Monday, May 18, 2026.

Respectfully submitted, Allison Mazzei, Secretary

Notes by Kathleen Morgan

2026 Regular Budget Report

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>Year To Date</u>	<u>2026 Budget</u>	<u>% over/under</u>
REVENUES							
Tax Fund	-	3,801,958.38		174,534.26	3,976,492.64	\$6,960,000.00	57.13%
Lost and Repl Fees	2,297.01	1,588.15	2,422.44	1,447.84	7,755.44	\$23,000.00	33.72%
NEKLS	-			28,056.55	28,056.55	\$125,000.00	22.45%
State Aid & Federal Aid	-	33,180.16			33,180.16	\$0.00	
Photo Copies	1,607.34	2,307.23	2,457.05	1,782.69	8,154.31	\$20,000.00	40.77%
Meeting Room Fees	627.24	216.97	437.24	875.15	2,156.60	\$7,000.00	30.81%
Interest	2,527.88	1,701.33	10,916.45	9,908.45	25,054.11	\$35,000.00	71.58%
Transfer from Capital Improvement	-				-	\$0.00	
Donations- MISC	82.16	326.45	54.68	428.34	891.63	\$0.00	
Total Revenues	7,141.63	3,841,278.67	16,287.86	217,033.28	4,081,741.44	\$7,170,000.00	57%

EXPENSES

Salaries & Wages	301,608.54	309,032.44	308,850.41	308,309.70	1,227,801.09	\$3,950,000.00	31.08%
Employee Benefits	57,188.93	57,152.33	57,152.33	57,152.33	228,645.92	\$850,000.00	26.90%
Payroll Taxes	53,741.58	55,053.29	55,078.32	55,013.48	218,886.67	\$750,000.00	29.18%
Utilities	11,056.71	8,860.91	8,469.28	7,418.70	35,805.60	\$100,000.00	35.81%
Building Supplies	1,742.02	1,533.49	1,345.32	1,107.01	5,727.84	\$20,000.00	28.64%
Building Repairs & Maintenance	10,040.06	1,725.86	1,485.00	11,782.13	25,033.05	\$80,000.00	31.29%
Library Supplies	2,344.37	975.49	1,821.74	585.14	5,726.74	\$25,000.00	22.91%
Books & Materials	38,527.22	58,364.19	43,647.92	97,037.58	237,576.91	\$860,000.00	27.63%
Processing Supplies	2,239.17	3,995.07	5,169.70	2,949.64	14,353.58	\$55,000.00	26.10%
Equipment	206.00	-			206.00	\$10,000.00	2.06%
Technology	86,639.83	4,495.20	20,484.38	13,018.15	124,637.56	350,000.00	35.61%
Insurance				100.00	100.00	\$30,000.00	0.33%
Postage & Mailing	1,200.10	3,220.94	1,060.95	1,638.95	7,120.94	\$23,000.00	30.96%
Professional Development	1,339.99	2,203.54	2,732.82	6,118.85	12,395.20	\$32,000.00	38.74%
Book Van & Mileage	139.00	990.61	1,801.01	410.55	3,341.17	\$5,000.00	66.82%
Professional Fees	13,029.11	3,035.31	4,368.19	19,990.75	40,423.36	\$30,000.00	134.74%
Capital Improvements				272,582.37	272,582.37	\$0.00	#DIV/0!
Miscellaneous	(2,132.36)	136.02	146.12	145.91	(1,704.31)	\$0.00	#DIV/0!
Total Expenses	578,910.27	510,774.69	513,613.49	855,361.24	2,458,659.69	\$7,170,000.00	34%

Cash Reserves	163,537.50	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 from 2021, \$41,634.51					
Checking (US Bank & KMIP)	2,812,226.99						
Capital Improvement (KMIP)	836,257.17						

2026 Outside Funding	April <u>Income</u>	April <u>Spending</u>	<u>Remaining</u>	Comment
Outside & Private Funding				
R & E Totals	\$ 178,540.04	\$ 80,059.85	\$ 649,315.52	
			\$ 288,488.94	YTD Income
YTD Expense			\$ 287,197.40	YTD Expense

Lawrence Public Library

1. Balance Sheet
As of Apr 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	836,257.17
Checking	686,825.76
MIP Operating Funds	2,125,401.23
Total for Bank Accounts	\$3,648,484.16
Accounts Receivable	
Accounts Receivable	2,000.00
Total for Accounts Receivable	\$2,000.00
Other Current Assets	
Petty Cash	300.00
Total for Other Current Assets	\$300.00
Total for Current Assets	\$3,650,784.16
Fixed Assets	
Other Assets	
Total for Assets	\$3,650,784.16
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	401,730.46
Total for Accounts Payable	\$401,730.46
Credit Cards	\$18,827.26
Other Current Liabilities	
Payroll Liabilities	\$0.00
Health Insurance	-53,930.93
Hospital & Cancer Plans	-214.19
KPERs EE	
KPERs Employee	139.57
Total for KPERs EE	\$139.57
OGLI	-132.36
Payroll Liabilities FSA	1,975.58
SUI	2,865.57
Total for Payroll Liabilities	-\$49,296.76
Total for Other Current Liabilities	-\$49,296.76

Lawrence Public Library

1. Balance Sheet
As of Apr 30, 2026

	Total
Total for Current Liabilities	\$371,260.96
Long-term Liabilities	
Total for Liabilities	\$371,260.96
Equity	
Retained Earnings	1,346,904.73
Net Income	1,631,983.25
Opening Bal Equity	300,635.22
Total for Equity	\$3,279,523.20
Total for Liabilities and Equity	\$3,650,784.16

Lawrence Public Library

2. Revenues & Expenses

April 2026

	TOTAL	
	Apr 2026	Jan 1 - Apr 30 2026 (YTD)
Income		
Interest		
Capital Improvement	2,294.81	6,635.09
Checking	7,613.64	18,419.02
Total for Interest	\$9,908.45	\$25,054.11
Lost and Replacement Fees	1,447.84	7,755.44
Meeting Room Rentals	875.15	2,156.60
Misc Income	428.34	891.63
NEKLS	28,056.55	28,056.55
Outside&Private Funding Income	\$174,160.71	\$281,231.89
Photocopies & Printing	1,782.69	8,154.31
Services	-2,000.00	0.00
Tax Fund	174,534.26	3,976,492.64
State& Federal Aid		33,180.16
Total for Income	\$389,193.99	\$4,362,973.33
Cost of Goods Sold		
Gross Profit	\$389,193.99	\$4,362,973.33
Expenses		
Books & Materials	97,037.58	237,576.91
Building Repairs & Maintenance	11,782.13	25,033.05
Building Supplies	1,107.01	5,727.84
Capital Improvement Expenditure	272,582.37	272,582.37
Insurance		
Liability Insurance	100.00	100.00
Total for Insurance	\$100.00	\$100.00
Library & Office Supplies	585.14	5,726.74
Miscellaneous	145.91	-1,704.31
.Outside & Private Funding	\$405.71	\$405.71
Friends & Foundation Funding		\$500.00
Adult Education	51.95	321.43
Aquarium Maintenance	-47.59	978.69
Block Grant	14,422.67	25,619.43
F&F Payroll	15,925.49	61,805.70
Library Master Plan	14,632.00	94,242.46
Marketing	1,672.63	13,134.05
Memory Lab	283.69	1,881.64

Lawrence Public Library

2. Revenues & Expenses

April 2026

	TOTAL	
	Apr 2026	Jan 1 - Apr 30 2026 (YTD)
Nancy Pat Staff Support (Crowe)	370.44	1,773.33
Outreach/Coggins Fund	13,198.04	13,206.29
Program Expense		
Health Spot	1,383.79	2,783.79
Information Services Programmin	114.78	1,412.54
LPL Con	1,276.28	9,343.19
Public Tech Programming	179.39	389.39
Readers Service Programming	53.34	465.99
Summer Reading - ALL	8,957.39	30,607.08
Teen Services Programming	77.98	2,409.24
Youth Services & Cigler	195.00	1,961.83
YS Programs (Children)	257.13	3,240.35
Read Across Lawrence/Booktober		4,969.82
Total for Program Expense	\$12,495.08	\$57,583.22
Seed Library	79.15	1,274.74
Memorials/Honor w/ Books GGIFT		162.60
MIDCO/Peterson		399.00
Rice Foundation		5,835.75
Sound & Vision Miliken		625.05
Total for Friends & Foundation Funding	\$73,083.55	\$279,343.38
Total for .Outside & Private Funding	\$73,489.26	\$279,749.09
Payroll Expenses		
Employee Parking	-526.68	-2,106.72
Gross Wages	308,309.70	1,227,801.09
Group Life Insurance	1,062.30	4,285.80
Health Insurance	56,616.71	226,466.84
Total for Payroll Expenses	\$365,462.03	\$1,456,447.01
Payroll Taxes		
KPERS Co	31,709.58	126,130.83
KPERS Co Retiree	146.54	583.82
Payroll Taxes Employer	23,157.36	92,172.02
Total for Payroll Taxes	\$55,013.48	\$218,886.67
Postage & Mailing	1,638.95	7,120.94
Processing Supplies	2,949.64	14,353.58
Professional Development	6,118.85	12,395.20
Professional Fees	\$15,990.75	\$36,423.36

Lawrence Public Library

2. Revenues & Expenses

April 2026

	TOTAL	
	Apr 2026	Jan 1 - Apr 30 2026 (YTD)
Accounting	4,000.00	4,000.00
Total for Professional Fees	\$19,990.75	\$40,423.36
Technology		
Hardware	1,624.65	1,624.65
Internet & Telephone	2,787.41	5,534.33
IT Software & Subscriptions	7,758.11	22,186.91
Operations	802.55	1,834.91
Public Tech Supplies	45.43	-195.13
Collections & Public Service		93,651.89
Total for Technology	\$13,018.15	\$124,637.56
Utilities - Electric	7,418.70	35,805.60
Vehicles, Mileage, Maintenance	410.55	3,341.17
Equipment		206.00
Total for Expenses	\$928,850.50	\$2,738,408.78
Net Operating Income	-\$539,656.51	\$1,624,564.55
Other Income		
Other Expenses		
Net Other Income		
Net Income	-\$539,656.51	\$1,624,564.55

Lawrence Public Library

4. Vendor Balance Summary As of May 18, 2026

	Total
Alliance Entertainment	686.30
Amazon Capital Services, Inc	4,187.01
Ann Dean	400.00
ASI	72.00
Bug Hounds, LLC	762.50
Cengage Learning	271.60
Center Point Large Print	81.81
Century Business Technologies	1,133.53
Data Axle	285.00
Demco, Inc.	743.89
Eplus Technology, Inc	1,624.65
Erin Fox	375.00
Evergy	7,418.70
Fast Signs	155.00
Fisher Patterson Sayler & Smith, LLP	10,899.54
Gordon CPA	4,000.00
infoUSA Marketing	5,356.00
Ingram Library Services	22,913.55
Jayhawk Tropical Fish	345.00
John A. Marshall Co.	272,582.37
KanREN	2,022.14
La La Librarian	2,400.00
Lawrence Arts Center	1,500.00
Mainline Printing	4,490.00
Margaret Sullivan Studio	14,600.00
Midco	765.27
Midwest Tape	3,996.04
Native Lands Restoration Collaborative	175.00
OverDrive	48,109.63
Pur-O-Zone, Inc.	1,003.10
Scholastic Inc.	178.71
Sihka Ann Destroy	150.00
Snap Promotions	6,327.35
Southwest Solutions Group	1,308.82
StoneLion Puppet Theater	630.00
Sunflower Music Therapy	195.00
Talewise	550.00
Thrift Books Global, LLC	444.37

Lawrence Public Library

4. Vendor Balance Summary As of May 18, 2026

	Total
Unique Management Services	454.15
United Parcel Service	39.96
U.S. Bank - Mastercard	18,792.11
TOTAL	\$442,425.10

Lawrence Public Library
5. Check Detail Report for Board
April 21-May 18, 2026

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
ASI					
	Expense		04/30/2026	Payroll Liabilities FSA	-4,049.20
	Bill Payment (Check)	EFT	05/18/2026	Professional Fees	-72.00
Total for ASI					-4,121.20
VSP Insurance Co.					
	Check	EFT	04/21/2026	Vision Insurance - Employer	-245.24
	Check	EFT	04/21/2026	Vision Insurance - Employee	-286.28
Total for VSP Insurance Co.					-531.52
KPERS					
	Check	EFT	05/01/2026	Retirees	-73.30
	Check	EFT	05/01/2026	KPERS - ER	-16,401.95
	Check	EFT	05/01/2026	KPERS - EE	-9,292.90
	Check	EFT	05/15/2026	Retirees	-36.78
	Check	EFT	05/15/2026	KPERS - ER	-16,362.99
	Check	EFT	05/15/2026	KPERS - EE	-9,270.84
Total for KPERS					-51,438.76
Empower Annuity Insurance Co.					
	Check	EFT	05/01/2026	KPERS 457 Roth Plan	-813.00
	Check	EFT	05/01/2026	KPERS 457 Plan	-2,947.00
	Check	EFT	05/15/2026	KPERS 457 Roth Plan	-813.00
	Check	EFT	05/15/2026	KPERS 457 Plan	-2,947.00
Total for Empower Annuity Insurance Co.					-7,520.00
Evergy					
	Bill Payment (Check)	EFT	05/18/2026	Utilities - Electric	-7,418.70
Total for Evergy					-7,418.70
Midco					
	Bill Payment (Check)	EFT	05/18/2026	Internet & Telephone	-589.62
	Bill Payment (Check)	91466	05/18/2026	Internet & Telephone	-175.65
Total for Midco					-765.27
U.S. Bank - Mastercard					
	Bill Payment (Check)	EFT	05/18/2026	Accounts Payable	-18,792.11
Total for U.S. Bank - Mastercard					-18,792.11
United Parcel Service					
	Bill Payment (Check)	EFT	05/18/2026	Postage & Shipping	-39.96
Total for United Parcel Service					-39.96
Unique Management Services					
	Bill Payment (Check)	91473	05/18/2026	Professional Fees	-454.15
Total for Unique Management Services					-454.15

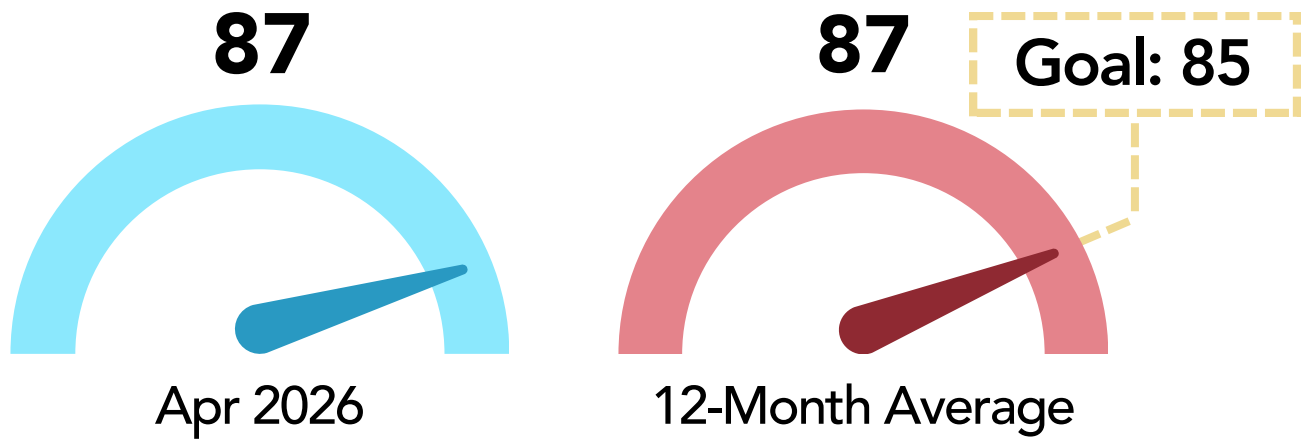
Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Thrift Books Global, LLC	Bill Payment (Check)	91472	05/18/2026	Books & Materials	-444.37
Total for Thrift Books Global, LLC					<u>-444.37</u>
Sunflower Music Therapy	Bill Payment (Check)	91471	05/18/2026	YS & Cigler	-195.00
Total for Sunflower Music Therapy					<u>-195.00</u>
StoneLion Puppet Theater	Bill Payment (Check)	91470	05/18/2026	Summer Reading	-630.00
Total for StoneLion Puppet Theater					<u>-630.00</u>
Southwest Solutions Group	Bill Payment (Check)	91469	05/18/2026	Health Spot	-1,308.82
Total for Southwest Solutions Group					<u>-1,308.82</u>
Sihka Ann Destroy	Bill Payment (Check)	91468	05/18/2026	Summer Reading	-150.00
Total for Sihka Ann Destroy					<u>-150.00</u>
Native Lands Restoration Collaborative	Bill Payment (Check)	91467	05/18/2026	Seed Library	-175.00
Total for Native Lands Restoration Collaborative					<u>-175.00</u>
Margaret Sullivan Studio	Bill Payment (Check)	91465	05/18/2026	Library Master Plan	-14,600.00
Total for Margaret Sullivan Studio					<u>-14,600.00</u>
Lawrence Arts Center	Bill Payment (Check)	91464	05/18/2026	Block Grant	-1,500.00
Total for Lawrence Arts Center					<u>-1,500.00</u>
KanREN	Bill Payment (Check)	91463	05/18/2026	Internet & Telephone	-2,022.14
Total for KanREN					<u>-2,022.14</u>
John A. Marshall Co.	Bill Payment (Check)	91462	05/18/2026	Capital Improvement	-272,582.37
Total for John A. Marshall Co.					<u>-272,582.37</u>
Jayhawk Tropical Fish	Bill Payment (Check)	91461	05/18/2026	Aquarium Maintenance	-345.00
Total for Jayhawk Tropical Fish					<u>-345.00</u>
infoUSA Marketing	Bill Payment (Check)	91460	05/18/2026	Block Grant	-5,356.00
Total for infoUSA Marketing					<u>-5,356.00</u>
Gordon CPA	Bill Payment (Check)	91459	05/18/2026	Professional Fees	-4,000.00
Total for Gordon CPA					<u>-4,000.00</u>
Fisher Patterson Sayler & Smith, LLP	Bill Payment (Check)	91458	05/18/2026	Professional Fees	-10,899.54
Total for Fisher Patterson Sayler & Smith, LLP					<u>-10,899.54</u>

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Fast Signs					
	Bill Payment (Check)	91457	05/18/2026	Marketing	-155.00
Total for Fast Signs					-\$155.00
Demco, Inc.					
	Bill Payment (Check)	91456	05/18/2026	Processing Supplies	-743.89
Total for Demco, Inc.					-\$743.89
Data Axle					
	Bill Payment (Check)	91455	05/18/2026	Books & Materials	-285.00
Total for Data Axle					-\$285.00
Center Point Large Print					
	Bill Payment (Check)	91454	05/18/2026	Books & Materials	-81.81
Total for Center Point Large Print					-\$81.81
Bug Hounds, LLC					
	Bill Payment (Check)	91453	05/18/2026	Building Repairs & Maintenance	-762.50
Total for Bug Hounds, LLC					-\$762.50
Ann Dean					
	Bill Payment (Check)	91452	05/18/2026	Marketing	-400.00
Total for Ann Dean					-\$400.00
Talewise					
	Bill Payment (Check)	30236	05/18/2026	Summer Reading	-550.00
Total for Talewise					-\$550.00
Snap Promotions					
	Bill Payment (Check)	30235	05/18/2026	Marketing	-6,327.35
Total for Snap Promotions					-\$6,327.35
Scholastic Inc.					
	Bill Payment (Check)	30234	05/18/2026	Block Grant	-178.71
Total for Scholastic Inc.					-\$178.71
Pur-O-Zone, Inc.					
	Bill Payment (Check)	30233	05/18/2026	Building Supplies	-1,003.10
Total for Pur-O-Zone, Inc.					-\$1,003.10
OverDrive					
	Bill Payment (Check)	30232	05/18/2026	Books & Materials	-48,109.63
Total for OverDrive					-\$48,109.63
Midwest Tape					
	Bill Payment (Check)	30231	05/18/2026	Books & Materials	-3,996.04
Total for Midwest Tape					-\$3,996.04
Mainline Printing					
	Bill Payment (Check)	30230	05/18/2026	Marketing	-4,490.00
Total for Mainline Printing					-\$4,490.00
La La Librarian					
	Bill Payment (Check)	30229	05/18/2026	Summer Reading	-2,400.00
Total for La La Librarian					-\$2,400.00

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Ingram Library Services	Bill Payment (Check)	30228	05/18/2026	Books & Materials	-22,913.55
Total for Ingram Library Services					-\$22,913.55
Erin Fox	Bill Payment (Check)	30227	05/18/2026	Summer Reading	-375.00
Total for Erin Fox					-\$375.00
Eplus Technology, Inc	Bill Payment (Check)	30226	05/18/2026	Technology:Hardware	-1,624.65
Total for Eplus Technology, Inc					-\$1,624.65
Century Business Technologies	Bill Payment (Check)	30225	05/18/2026	IT Software & Subscriptions	-1,133.53
Total for Century Business Technologies					-\$1,133.53
Cengage Learning	Bill Payment (Check)	30224	05/18/2026	Books & Materials	-271.60
Total for Cengage Learning					-\$271.60
Amazon Capital Services, Inc	Bill Payment (Check)	30223	05/18/2026	Books & Materials	-4,187.01
Total for Amazon Capital Services, Inc					-\$4,187.01
American Equipment Co.	Bill Payment (Check)	30222	05/06/2026	Dottie/Coggins/Outreach	-13,106.58
Total for American Equipment Co.					-\$13,106.58
Alliance Entertainment	Bill Payment (Check)	30222	05/18/2026	Books & Materials	-686.30
Total for Alliance Entertainment					-\$686.30
Pillar Designs LLC	Bill Payment (Check)	30219	04/21/2026	Block Grant	-7,090.00
Total for Pillar Designs LLC					-\$7,090.00
TOTAL					-\$526,161.16

Apr 2026 LPL Progress Indicators

Net Promoter Score (NPS)

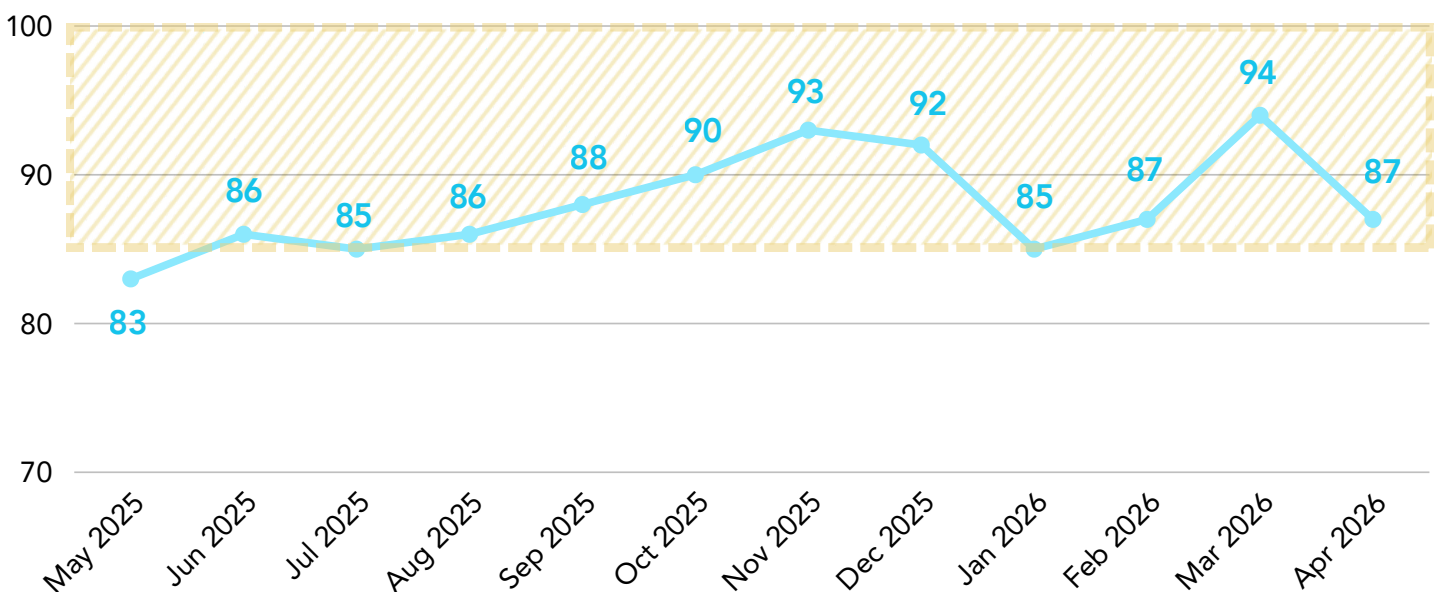


NPS COMMENT HIGHLIGHT

Helpful staff. A variety of events for all ages. Good on-line communication & information. A very positive presence in the Lawrence community.

NPS by Month

May 2025–Apr 2026



Apr 2026 LPL Progress Indicators

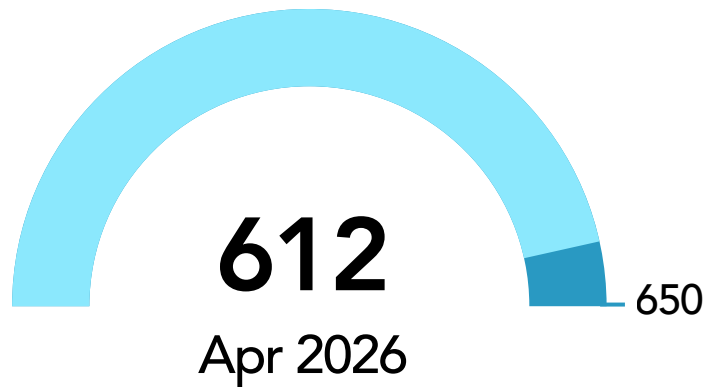
NPS COMMENT HIGHLIGHT

My almost 3yo daughter loves the children's section of the library and I love most things about the library! I appreciate the ability to place items on hold, the "For Later" option on my online account, and your new app.! The new furniture in the library looks lovely, too.

Average New Library Cards

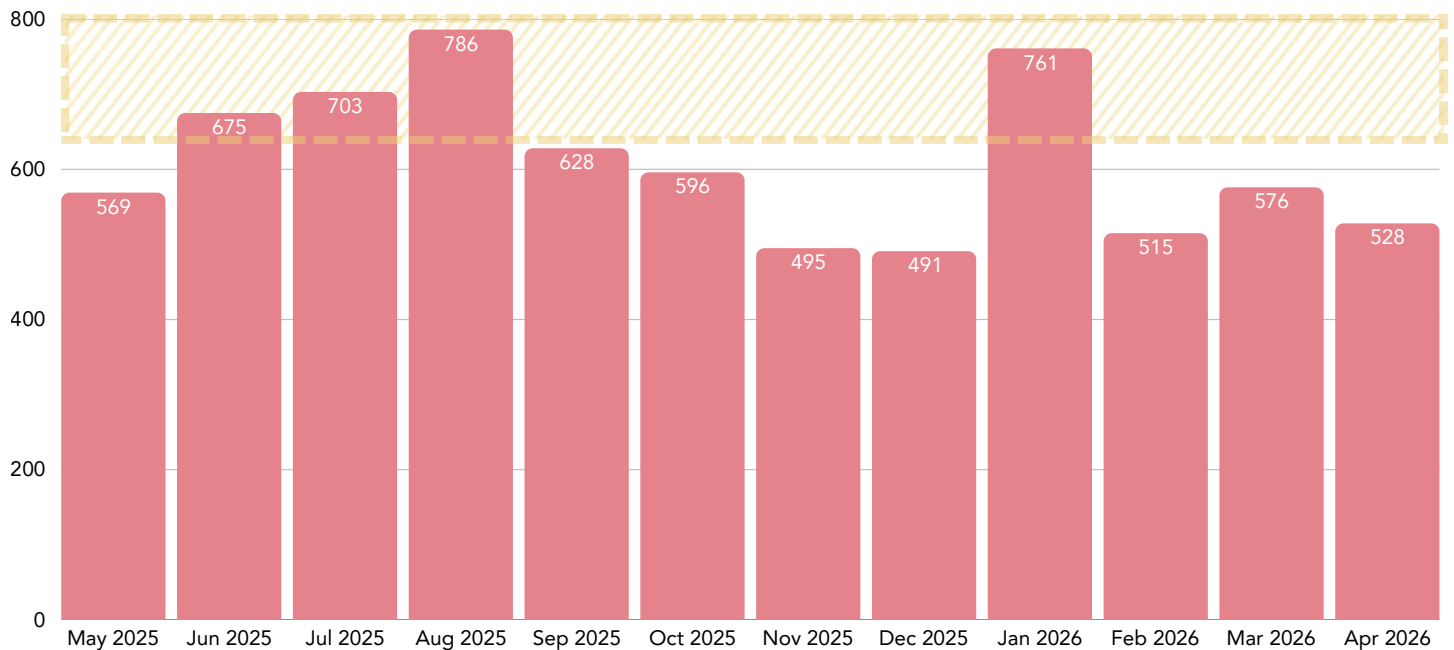
Rolling 12-Month Average of New Library Cards

12-Month Average Goal
650 cards per month



New Library Cards by Month

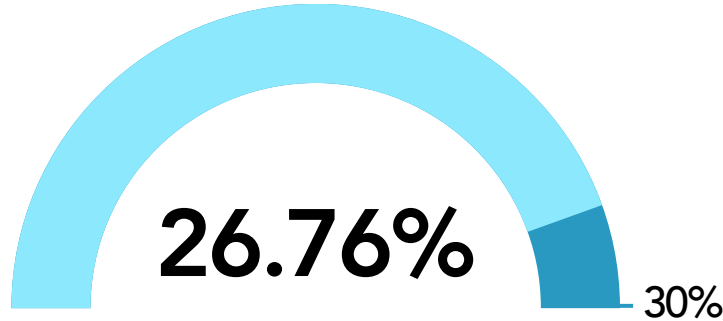
May 2025–Apr 2026



Apr 2026 LPL Progress Indicators

% Active Cardholders

Cardholders Active in the Last 12 Months



Active Cardholder Goal
30% of Lawrence Population

97,270
Total Lawrence Population

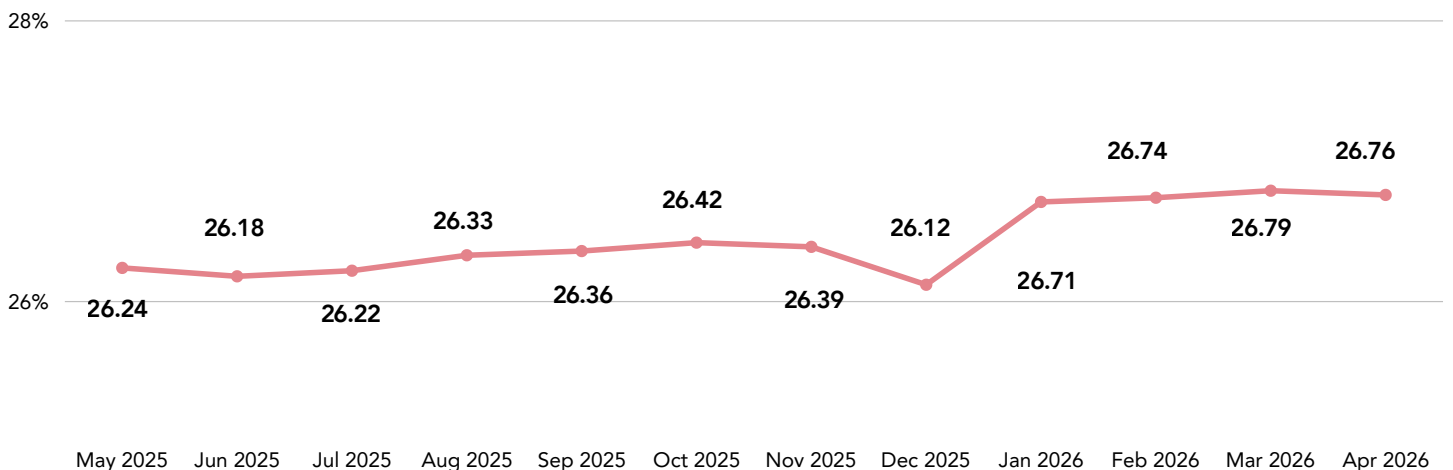
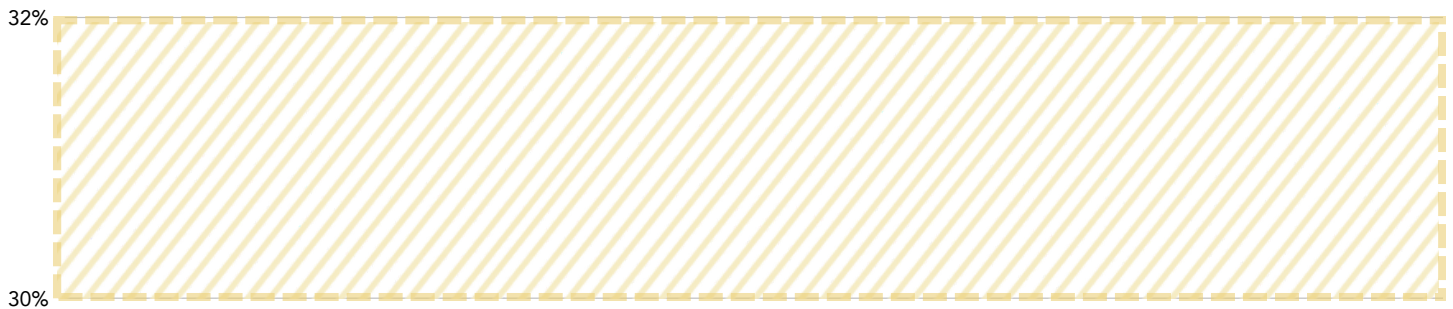
26.76%
Current % Active

26,030
Active Lawrence Cardholder

29,180
Goal Active Lawrence Cardholder

3,150
Cardholders Needed to Meet Goal

Monthly Trend: May 2025–Apr 2026

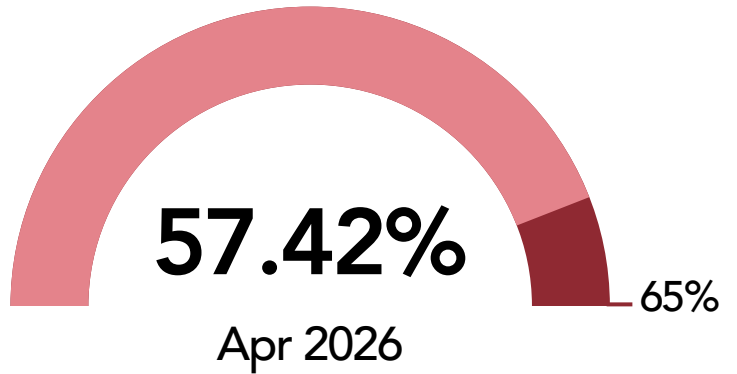


Apr 2026 LPL Progress Indicators

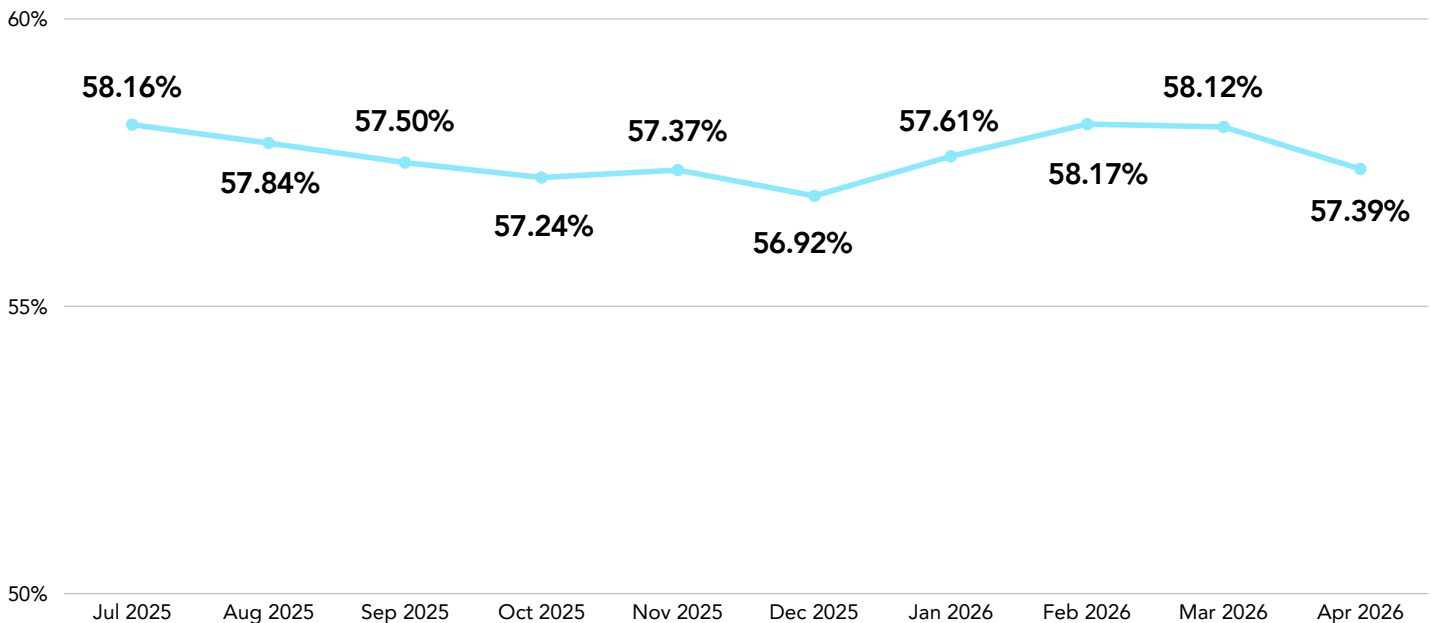
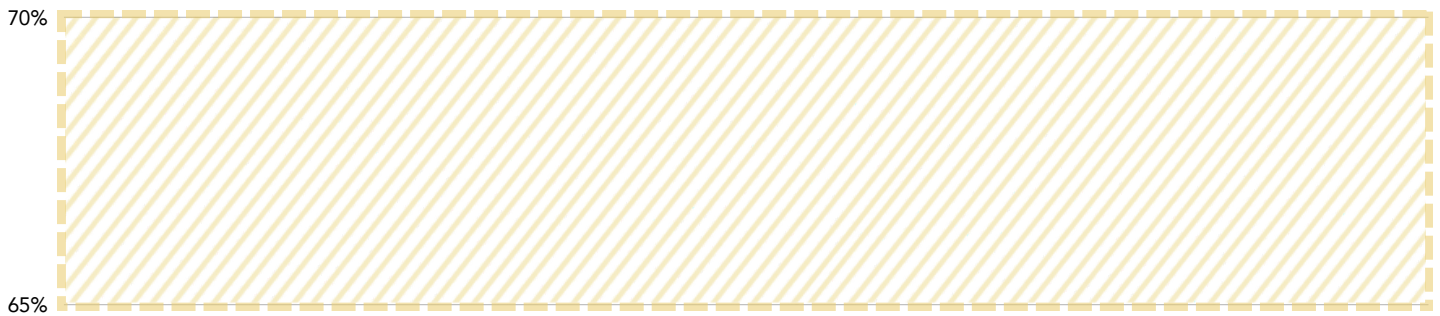
Cardholder Retention

% of Active Cardholders Retained

Cardholder Retention Goal
65% of Library Cardholders



Monthly Trend: Jul 2025–Apr 2026

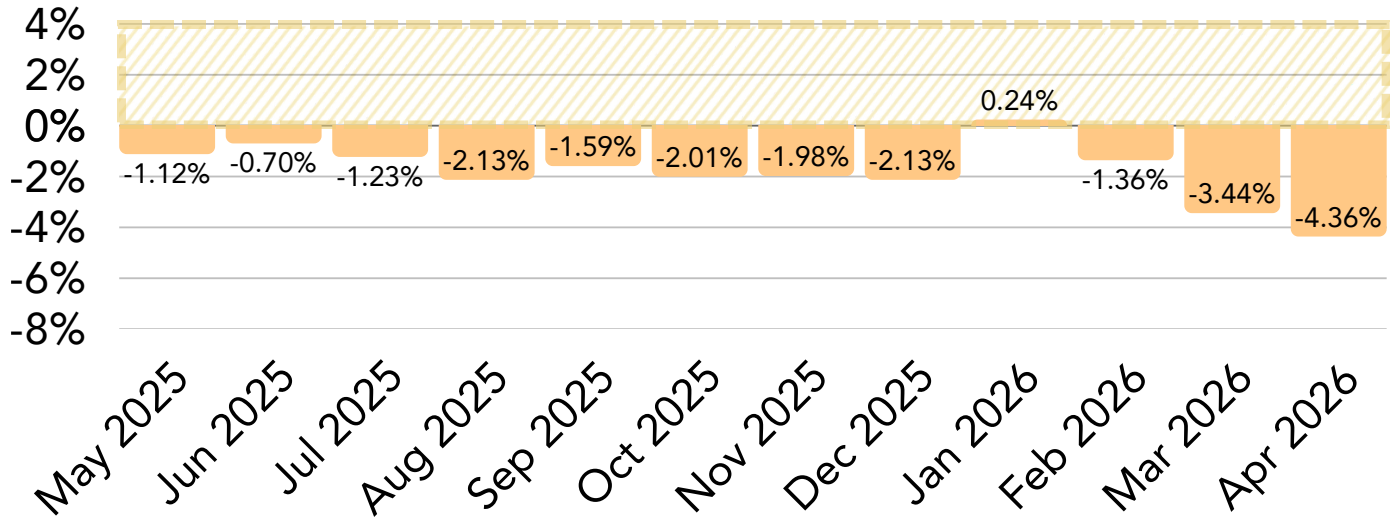


Apr 2026 LPL Progress Indicators

Print Circulation Trend by Month

Percent Change of Total Print Books Circulated Each Month

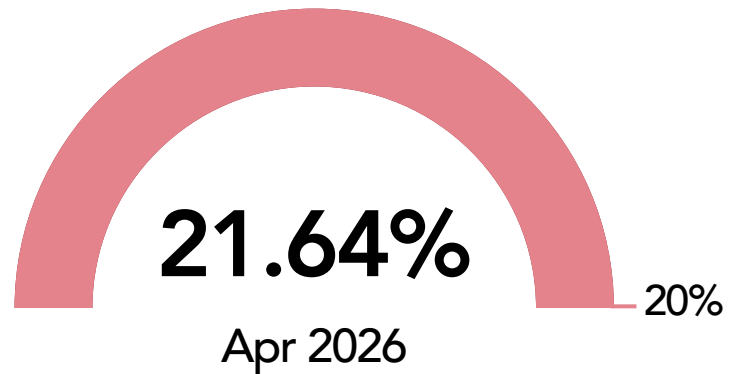
Print Circulation Trend Goal
0% (Stop the Downward Trend)



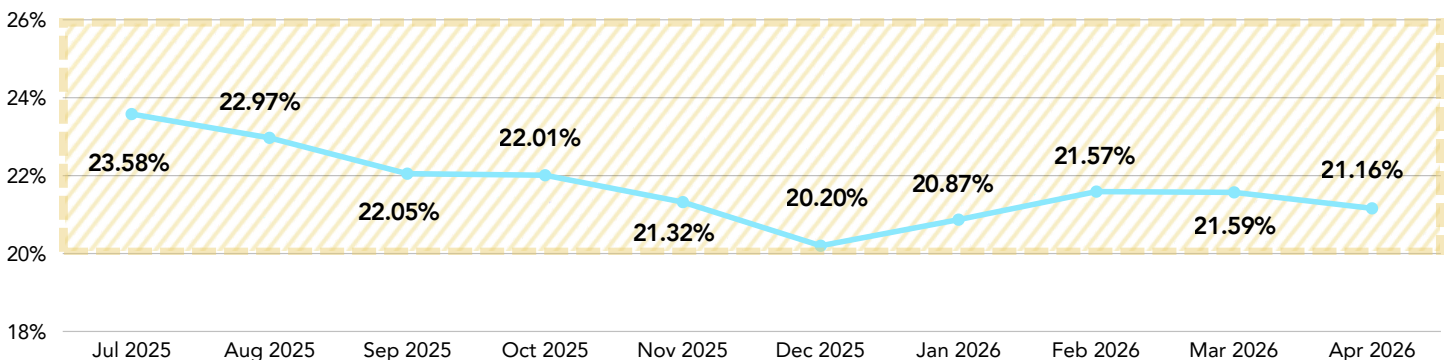
Percent Checked Out

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

Percent Checked Out Goal
20% of the Collection



Monthly Trend: Jul 2025–Apr 2026



Apr 2026 LPL Progress Indicators



LPL Con
2026



2,178

Live attendees

The 4th annual LPL Con was held at LPL in April. 160 teens joined us on Teen Night, and we saw a total of 2,018 attendees on Saturday. There were 22 programs with roughly 1,000 attendees. Our gate count during the event on Saturday was at 3,089, the highest since 2016.

Weird Science with Mary Roach

450

Live attendees



The 2026 Ross and Marianna Beach Author talk featured Mary Roach, well known for her ability to explore scientific topics in a fun and humorous way. The talk took place at Liberty Hall. A book signing with the Raven Bookstore followed the program.

Library Director Report for May 2026

“Weird Science” with Mary Roach

Mary Roach is simply a lovely person. I had the great privilege of being in delightful conversation with her for our April 23rd Beach Author event at Liberty Hall. It was one of the strongest turnouts we've had for our Beach Author in years, despite torrential thunderstorms. It was equally fun to show Mary around Lawrence the morning prior to the event. 2026 was one of the best Beach Author years we have had to date!

Library Master Plan Update

The final draft of the master plan nears completion. We had such a successful staff feedback session with Margaret and Jenny from MSS that we have decided to push back the presentation of the final draft of the plan to the Board to the June board meeting to give staff a bit more time to offer additional feedback and synthesize it into the document.

Other items of note

Kathleen and I have continued to work with Multistudio on the library lawn stage site plan. It is currently under review by the City and hopefully we will hear something soon. Once the site plan is approved, I am hopeful we can start moving forward more swiftly to complete this project.

Lastly, I was out of town for a week taking a much overdue vacation. Now I'm back and ready for a great summer full of fun events for all ages.

Respectfully submitted by Brad Allen, May 13, 2026

Monthly Departmental Reports

May 2026

ACCESS SERVICES

In April we've continued to push forward on several projects. We've ordered our new phones and have begun initial configuration on the ones that have arrived. IT has worked to prepare our new help desk system for implementation in May. We renewed our Google subscription for another year with the intention of closely examining a possible transition to Microsoft. Collection Services is investigating ways to utilize more cost per circ options to expand digital lending in Libby. And Dottie received her lift gate courtesy of Pi Beta Phi.

Circulation

We helped in small ways with getting the Mary Roach book into patrons' hands and selling LPL Con pins. We met as a team to discuss the new phone system. We're excited that Dan and Nancy in Collection Services have come up with a system to repair damaged wonderbooks so we won't have to bill people their exorbitant replacement costs any more.

Collection Services

Emily, Dan W., and Kevin have completely caught up on our new order cleanup process. Previously we relied on vendors to inform us when an order was canceled or backordered, which was working fine, but sometimes they let things slide or their notification timeline isn't in line with what we'd prefer for the sake of our patrons.

Cataloging has finalized their plan to integrate the Nonfiction media with the Documentary section. They'll break out about ten subgenres for the Documentary section and do away with the Dewey callnumbers. The relabeling project will start on the first Friday of May.

Collection Development is working with librarians from USD 497 to better connect students with the Library's collection. OverDrive offers an option for limited access to public library collections through the Sora app. The Collection Management Committee approved moving forward with the idea.

Monthly Departmental Reports

May 2026

Lastly, San Francisco Public Library reached out to Emily for advice on an optional arrangement for their Dewey 200s section. They discovered our own optional arrangement that gives balance and equity to a once congested religion section, and wanted tips on how it was done.

Information Technology

InvGate Asset Management and InvGate Service Management have been implemented. These new systems will allow better tracking of IT hardware, software, and other assets and will provide a modern framework for IT service delivery.

Zoom Phone licenses have been obtained via consortium purchasing through KanREN. Phone hardware has been ordered through ePlus and the first phones have started to arrive. Configuration of the new system has started, but a date for phone system replacement has not been set. Our implementation target is early June, but will depend on receiving the rest of the ordered hardware and completion of configuration.

On April 20 the Justice Department announced a change to the date on which state and local government websites would be required to meet the WCAG 2.1 AA standard for compliance with ADA Title II. The date was changed from April 24, 2026 to April 26, 2027. We were on track to have most ADA issues resolved and should not have major work to do to maintain compliance between now and the new deadline. Our vendors will be better prepared to confirm compliance between now and the deadline.

Outreach

Despite having the same number of stops as March, April was exceptionally busy for the Outreach team, highlighted by Raintree Montessori's continued lead in circulation and a successful first appearance at the International Jayhawk Festival for Sarah and Terese. What fun it was to talk up the library while enjoying dancing, singing, and even a fashion show by international students. The team also braved the cold for the annual Dole Roll, and welcomed over 100 visitors to Dottie during Free State Brewery's "Trails that Connect Us" event. A major milestone was the installation of a new, donor-funded lift gate for Dottie, courtesy of the Pi Beta Phi sorority, which will simplify loading and unloading for the summer season and beyond.

Monthly Departmental Reports

May 2026

Finally, Sarah had the best time showing author Mary Roach the ins and outs of Dottie's eccentricities—including the new lift gate—followed by a lovely night tabling at Liberty Hall for Mary's interview with Brad.

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

Heather and Bec coordinated the rollout for our new LPL App promo. The Lawrence Times advertising staff emailed Heather saying she was excited and couldn't wait to use it. Bec and Heather continue serving on the Master Plan team and participating in ongoing discussions with Margaret Sullivan Studios about activation strategies. In April, they attended the LPL Con debrief with Facilities and discussed improving the process for next year. High fives to Bec for her enormous role in boosting attendance from 2,537 last year to around 3,000 this year. M&C also planned the Summer Reading Kickoff Party promo and hit their 4 PM Wednesday drop time. Sign-up is ready in Beanstack; M&C will finalize general sign-up and events promo next week.

Bec kept busy with promotions for the Beach Author across email and social, finished up the Mary Roach "Weird Science" promo, and met with Brad and Kathleen to prepare for his interview with Mary. She worked on Summer Reading social templates, updated the inactive card email language, and kept making website accessibility improvements even though the ADA Title II deadline got pushed to 2027. She wrapped LPL Con comms with a survey and photo link, made a custom preference card for patron emails, scheduled the Summer Reading Kickoff ad campaign, and built new forms for marketing and video requests. She also gave edits to the Community Vision Plan and worked with Leah on the latest staff library blog.

Heather sent the *Reader* Summer Magazine to production. It was a bit hectic, so she's smoothing the process for next year. Free Summer Reading staff tees are in production (thanks, LPLFF!). Hoping to install Health Spot signage soon and brighten the space. She's helping LMH create an art space like ours. She built the Department of the Month PowerPoint and created a staff how-to handout for working with M&C. Summer Reading decor is ordered (inflatable dinosaurs, globes, soccer balls for YS and Atrium), and April wrapped with finalizing the Annual Community Impact Report.

Monthly Departmental Reports

May 2026

She met with Kaw Valley Jukebox for a chat about making a business card for now, but then doing a proper launch this summer. M&C and Liz in Info will meet soon about students. Bec and Heather will be getting ahead on projects this summer, starting with Heather updating the 10-year-old new cardholder handout.

FACILITIES

Big thanks to Angela (Friends & Foundation) for facilitating the sale of 22 of our old chairs at their Spring Book Sale! Jon has joined the Friends & Foundation book recycling meetings which led to Jon and Veronica (Maintenance & Custodial) joining Angela for an offsite visit to Lunar Graphix where the owner graciously demonstrated their Guillotine Cutter for us so we could see how equipment like this could help us in recycling books that are unfit for resale.

April also saw the last of the new furniture delivered! We received the last of the chairs for the northwest corner and north wall, plus the study carrels with their lovely blue felt lamps (I think I'm the most excited about these carrels). This meant we had to do something with the old Quiet Spot tables which were re-configured in Periodicals to increase seating in that location. The old Periodical tables have been disassembled in anticipation of their sale to area libraries.

Maintenance & Custodial

During the month of April, we bid farewell to David Rinke as he transitions into a well-deserved retirement. David served as a dedicated custodian at LPL for three years, consistently demonstrating a strong work ethic and taking immense pride in his carpet maintenance projects. His contributions to the team will be missed, and we are currently in the recruitment phase to hire a new custodian. We look forward to sharing further updates soon.

Our Facilities team collaborated closely with Youth Services to facilitate the furniture reconfiguration necessary for the LPL Con transformation. Congratulations to the Youth Services department for such a fantastic success!

Monthly Departmental Reports

May 2026

HUMAN RESOURCES

We said goodbye to two employees this month, Josh Lyles and David Rinke, and wish them the best on their future chapters. Erica attended a HRCI Truth Series webinar called *Enough! Discipline Doesn't Change Behavior - This Does* by Katherine Fry and another HRCI webinar called *Think Like a Lawyer: How HR Can Be Better Compliance "Issue Spotters"*. Erica and JoAnna also attended the monthly Jayhawk SHRM Chapter meeting and listened to a presentation *Employment Law and Legal Compliance Update* from Kyle Russell. We are gearing up to host interns too from KU and as part of our teen program this summer. JoAnna created a partnership with Kansas Workforce One and we'll be hosting a client working in our Custodial Department starting in June.

PUBLIC SERVICES

I think it's safe to say that the fun never stops at LPL. We had a busy April, and we're heading into our busiest season of the year this month. Summer Reading is pretty much full tilt, even though it doesn't officially start for patrons until May 21. We had amazing turnouts at the programs highlighted below (LPL Con, Free State Book Festival, World Cup Warm-up series, just to name a few). Karen attended PLA in Minnesota along with Brad, Melissa, Jenny, and Andrew. It's always great to see what other libraries are doing and learn a few new things. It's always rejuvenating to attend.

Karen also completed the first round of skip-level meetings as part of our new Triannual Performance Conversations. She met with half of the Public Services to touch base with staff she doesn't interact with on a day-to-day basis, as well as get feedback on supervisors. This made for an extra busy month, but it was great to meet with everyone. She'll meet with the other half in the fall.

We also can't say enough good things about our new furniture. It's beautiful, and it's clear our patrons love it!

Monthly Departmental Reports

May 2026

Information Services

Another great month is in the books! Terese kicked off our World Cup Warm-Up series with scholar-led discussions delving into the social, cultural, and political impacts of soccer; she also hosted a presentation about the history of Haskell Indian Nations University by Professor Eric Anderson and an interactive exploration of the science of language with the KU Linguistics department. Gabby coordinated a free tax filing assistance workshop provided by KU's VITA program, a naloxone training program led by staff from DCCCA, and partnered with the United Way of Kaw Valley to host the Helping Hands Fair for prospective volunteers. Jake's Rewilding the Prairie series got off to a great start this month; he also hosted Lorie Hetrick-Volenberg for a discussion of her new book, *Mosses of Missouri Through a Hand Lens*, and shepherded our annual Baker Bird Walk with Dr. Roger Boyd. Melissa attended PLA, held in Minneapolis this year, and participated in the Lunch n' Learn shareout to staff. She also hosted a KU Kansas history class, which visited the library to learn about the library's research resources and to explore the Osma Room, worked with KU's Jayhawk Finances to offer a Saving & Investing 101 program, and attended the Assistive Technology for Kansans open house with Gabby and Liz. The Info Services team is also busy planning for our summer scavenger hunt, and the How-To Festival!

Public Technology

In April, the Public Tech department continued to serve patrons on the lower level. Andrew attended PLA and took notes on several copier/printer vendors we have been evaluating. After his return, we began serious exploration of the possibility of replacing/upgrading our public copy machine to make it more user friendly. We are currently evaluating a final vendor/product, which is exciting. Another goal this year is to offer more assistive technology in the computer lab. To this end, several department members attended KU Assistive Technology's open house to learn about various equipment and try it out. In programming news, we hosted a John Svoboda "No Bowtie" guitar concert which had a great turnout of 45 people. Also in music-land, the studio continues to hum along with the Videocast studio especially popular, even hosting a community podcast with visiting Beach author Mary Roach!

Monthly Departmental Reports

May 2026

Readers' Services

April was a month of Summer Reading planning, preparing, and marketing. With five programs planned, plus our usual book clubs, we are excited for summer reading fun for adults! April was also a Book Bundle month, with 40 participants in our popular program, and it was also a month of preparation for the inaugural Free State Book Festival. We partnered with the Kansas Authors Club and The Raven to create a space for close to 50 authors and poets to showcase their work and find new fans. We estimate we had at least 300 visitors and all partners are interested in hosting the event again next year. Polli and Leah continued their work on the MSS team. And the most exciting April news - new furniture! The study carrels were delivered to the Quiet Spot and... there is actual QUIET! Patrons have been very complimentary about the new furniture and the increased places for quiet work and the comfortable, attractive furniture for reading and working in the SW corner.

Security

We conducted two drills. One for fire and another for tornado, on top of the actual tornado warning procedures we enacted on April 26. We learn something new at every drill. Work has also restarted on our suspended patron appeals process, as well as a couple of new security-related policies to be presented later this summer.

Youth Services

Another spectacular LPL Con is in the books! Roughly 2,800 folks attended on Saturday and 160 teens on Friday for Teen Night. 22 programs were held with roughly 1,000 attendees. Special guests included authors Pedro Martin and LL McKinney, plus Sesame Street puppeteer Spencer Lott! KU Karisma led a K-Pop Demon Hunters Dance Along, folks showed off their costumes in the Cosplay Runway, and idol groups Shiny Dreamers, Rainbow Rhapsody, and Saber Guild performed. It was a huge team effort across the library led by an enthusiastic team of YS librarians: Lauren Taylor, Margo Moore, and Hannah Parks.

After LPL Con we moved right into Summer Reading! In late April we began our school visits and will talk to thousands of local kids and teens about the Summer Reading Program by the time we're done. Our Summer Reading theme is "Read, Score, Roar" and we are finalizing our plans for a summer full of fun dinosaur and soccer themed events for kids, families, and teens.

Monthly Departmental Reports

May 2026

Additionally, the Public Library Association Conference was held in Minneapolis in April. Jenny Cook attended from Youth Services. She attended a number of inspiring sessions and learned about several new products that LPL can consider adding to our collection, including Whazoodles (portable audiobook players), Penworthy STEM & Early Learning kits, and Questpads (loaded with early literacy and learning games).

LPL Friends & Foundation Director's Report – May 18, 2026

Friends & Foundation Annual Meeting and Board Member Update

The LPL Friends & Foundation's 2025 Annual Meeting took place on Saturday, May 2 at the library. What a wonderful celebration with our donors and volunteers! Thanks to the generosity of this community, LPLFF gave the library \$525,700 in 2025 for its program and services. In addition, our wonderful volunteers donated more than 16,000 hours of service. Many thanks to Alex for representing the Trustees that afternoon! Here are a few additional highlights:

- We thanked our two departing board members, Rachel Rademacher and Brandon Eisman. Rachel has agreed to stay on as the non-board member of the LPLFF Finance Committee.
- We welcomed two new board members: Thomas Howe, a member of the Lawrence business community with McGrew Real Estate; and Denise Berkley, former Lawrence Public Library bookkeeper for 25 years.
- Our officers for 2026-27 are Nancy Hambleton, Chair; Mary Gage, Vice Chair; Joan Golden, Treasurer; and Frankie Haynes, Secretary. As Vice Chair, Mary Gage will attend the Board of Trustees' meetings.

Pi Beta Phi Support

The women of Pi Beta Phi sorority continue to amaze us with their support for the library. On May 11, members and alumni presented an additional \$10,000 to the library Friends & Foundation, bringing their total support over the past year to \$27,000! Their gifts will support Dottie and the Summer Reading program. Dottie now has a new lift gate thanks to the Pi Phis, an improvement that is truly lifechanging for our outreach team. In addition, the library's Summer Reading Last Bash coming up August 15 (featuring flying pancakes and Tang!) is sponsored by Pi Phi. We look forward to continuing our wonderful partnership with these superstar fundraisers!



Book Sale Recycling Challenge

For years, KU has helped us recycle books we cannot sell. Unfortunately, they are no longer providing that service to the library. Angela and our stellar volunteers have thoroughly researched options and recommend that LPLFF fund the purchase a spine cutter. This equipment will allow us to remove the spines from worn out library books and unsalable donated books so that we can recycle the pages through the City. The Friends & Foundation's Finance Committee reviewed funding and recommended the purchase to the board. Given given the urgency of addressing the problem (recycling is accumulating quickly!) the LPLFF board approved the spine cutter purchase. Together with the library's Facilities team, volunteers have determined where to locate the spine cutter, planned out a process for the recyclable paper pick up, and confirmed that the library has the proper insurance coverage to operate the machine.

Summer Fundraising Campaign

The Friends & Foundation will launch an ambitious fundraising campaign in conjunction with the Summer Reading Program. A generous local family has doubled their annual gift to \$20,000 that will be used for a matching challenge for our summertime donors. Embracing Lawrence's summer soccer frenzy, our "Double the Score for Your Library" asks members of our community to make a one-time or monthly recurring gift to the library. We will report back with the results in a few months.



May 18, 2026

TO: LPL Board of Trustees

FR: Kathleen Morgan, Deputy Director and LPLFF Executive Director

RE: Revised MOU between LPL and LPLFF

Background. In March of 2025, Board Chairs for the Library Trustees and Friends & Foundation signed a Memorandum of Understanding (MOU) to provide a framework for how library materials, spaces, volunteers, equipment, and staff support are used by the Friends & Foundation. While the MOU is not legally binding, it helps to clarify the relationship between the two organizations. The two boards agreed to review and, if necessary, update the agreement annually.

Recommendation. For 2026, the Friends & Foundation Board recommends revising the “Computer and Technical” section of the MOU to broaden the language so it can better accommodate future operational needs, new equipment, and evolving technology.

Current MOU language:

Computer and Technical. The Library will furnish LPLFF with computers, basic IT services, telephones, and reasonable usage of office equipment, such as printers, copiers, office supplies, and fax machines. LPLFF will purchase hardware and/or license software unique to the LPLFF Function.

Proposed revised MOU language:

Equipment and Supplies. The Library will furnish LPLFF with basic IT services, technology, equipment, and supplies. LPLFF will purchase hardware and/or license software unique to the LPLFF Function.



Memorandum of Understanding between Lawrence Public Library and The Lawrence Public Library Friends & Foundation

THIS AGREEMENT is between Lawrence Public Library, a Kansas municipal corporation with its principal place of business located at 707 Vermont Street, Lawrence, Kansas, (hereinafter "the Library") and the Lawrence Public Library Friends & Foundation, a Kansas nonprofit corporation with its principal place of business located at 707 Vermont Street, Lawrence, Kansas (hereinafter "LPLFF"). It is subject to the bylaws, policies, and procedures of both organizations. The term is one year and automatically renews unless terminated by either party with written notice.

PURPOSE: The Library and LPLFF share a common purpose: to support and enhance library services, programs, and resources. Through this Memorandum of Understanding, both parties affirm their symbiotic relationship, pledging to work together in a spirit of collaboration and trust, and fostering an environment where each organization can thrive by complementing the strengths of the other.

LIBRARY MATERIALS: The Library will provide surplus library materials to LPLFF. LPLFF will sell or otherwise dispose of community-donated and surplus library materials through onsite book sales, online sales, or third parties. LPLFF will set prices and determine the value of these materials. LPLFF will provide to the Library, upon request and as available, selections of donated books and materials to support library programs and activities.

LIBRARY SPACE: The Library will provide LPLFF with space to operate in its facility to support LPLFF operations, including fundraising activities, book sales, and other initiatives that benefit the Library. The Library shall give LPLFF 90-days' written notice in the event that changes need to be made to spaces used by LPLFF. In addition, the Library will provide facility and security support to LPLFF as needed. LPLFF will comply with all library safety and security practices and policies. LPLFF accepts all responsibility for property stored in the Library's facilities and agrees to hold the Library harmless for any loss, damage, or theft of items.

VOLUNTEERS: LPLFF will provide volunteer recruitment, orientation, and support services for the Library. LPLFF will recruit volunteers necessary to support both the Library and LPLFF operations, and document volunteer activities. Volunteers must follow all library policies and procedures.

~~**COMPUTER AND TECHNICAL:**~~ **Equipment and Supplies.** The Library will furnish LPLFF with ~~computer~~ basic IT services, **technology, equipment, and supplies.** ~~telephones, and reasonable usage of office equipment, such as printers, copiers, office supplies, and fax machines.~~ LPLFF will purchase hardware and/or license software unique to the LPLFF Function.

MARKETING AND COMMUNICATIONS: The Library will provide marketing support to LPLFF, including coordinated efforts to ensure consistent branding and messaging for both the Library and LPLFF. The Library will host and maintain the LPLFF website, with input and assistance from LPLFF.

ACCOUNTING: The Library will provide bookkeeping services to LPLFF.

STAFF SUPPORT: The Library will assign staff to support LPLFF, which shall be funded as follows:

- LPL Marketing and Communications – funded by the Library
- LPL Accounting – funded by the Library
- LPLFF Executive Director – funded by the Library
- LPLFF Program Coordinator – funded by LPLFF
- LPLFF Fundraising and Library Volunteer Specialist – funded by LPLFF
- LPLFF Older Adults Programming Specialist – funded by LPLFF

Each quarter, LPLFF will reimburse the Library for the full cost of staff salaries and benefits as outlined above. All staff supporting LPLFF are subject to library employment policies and procedures.

REPRESENTATION: In accordance with its bylaws, LPLFF shall advocate under the direction of the Library Board of Trustees and the Library Executive Director.

INFORMATION SHARING: The Library and LPLFF will coordinate shared messaging. The Library and LPLFF boards shall each appoint a liaison to attend the other organization’s board meetings. Board agendas for the Library and LPLFF will include a report from their respective boards, and the Library Executive Director and LPLFF Executive Director shall attend both board meetings. The Library and LPLFF boards shall hold a joint meeting once each year.

REPORTS: LPLFF will conduct an annual audit, and prepare necessary government reports including a Form 990 and Kansas Annual Report. The LPLFF Executive Director will consult with the LPLFF Finance Committee and Library Executive Director on all matters pertaining to such compliance. LPLFF will provide an annual budget that estimates anticipated levels of private support for the Library.

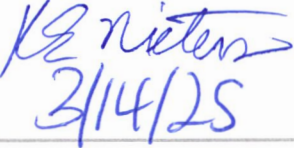
DONATIONS AND GIFTS: The Library will direct prospective donors to make gifts and donations to LPLFF. LPLFF will manage all restricted and unrestricted gifts in accordance with library and LPLFF policies and procedures. The Library Executive Director shall make requests for funds to LPLFF to support the Library’s strategic priorities.

This Agreement represents the complete understanding between both parties and replaces any prior agreements or discussions, whether written or verbal, related to its subject matter. It will be interpreted according to all applicable laws and library policies. This Agreement is not legally binding and can be ended by either party with written notice.

Signed,


NAME & DATE

Kelly Hart, Board Chair
Lawrence Public Library Trustee


NAME & DATE

Kassie Nieters, Board Chair
Lawrence Public Library Friends & Foundation



LAWRENCE PUBLIC
LIBRARY

TO: Casey Toomay, Acting City Manager; City of Lawrence
Rachelle Mathews, Finance Director; City of Lawrence
Alley Porter, Budget, Strategy, & Performance Director; City of Lawrence

FROM: Brad Allen, Executive Director; Lawrence Public Library

DATE: May 18, 2026

RE: Lawrence Public Library 2027 Budget Resolution

Please find attached to this memo the proposed 2027 line item budget for Lawrence Public Library. The total amount of funds requested to be levied by the City of Lawrence on behalf of the Library is \$7,900,000, an increase of \$940,000.

A considerable amount of the budget increase for 2027 will be transferred to the Library's Capital Improvement Fund to rebuild that fund for anticipated future capital expenses.*

In addition to building the Library Capital Improvement Fund, multiple economic factors are driving costs up for the library including:

- 21% increase in health insurance premiums;
- employee pay increases;
- increased costs for digital collections content (e-books and e-audiobooks);
- increased software and technology costs.

* Public libraries may transfer up to 10% of tax funds to its Capital Improvement Fund according to K.S.A. 12-1258.

LAWRENCE PUBLIC LIBRARY
LIBRARY DIRECTOR 2027 BUDGET RECOMMENDATION
Regular Budget Report
2023-2027

REVENUES	2023	2024	2025	2026	2027	Difference	
Tax Fund	\$ 5,725,000.00	\$ 6,180,000.00	\$ 6,625,000.00	\$ 6,960,000.00	\$ 7,900,000.00	\$ 940,000.00	13.51%
Lost and Repl Fees	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00	\$ 23,000.00	\$ 25,000.00	\$ 2,000.00	
NEKLS	\$ 100,000.00	\$ 110,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ -	
State Aid	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00		\$ 30,000.00		
Photo Copies	\$ 10,000.00	\$ 10,000.00	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	
Meeting Room Fees	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$ 10,000.00	\$ 3,000.00	
Interest		\$ 23,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ -	
Transfer from Cash Reserves	\$ 50,000.00						
Total Revenues	\$ 5,945,000.00	\$ 6,383,000.00	\$ 6,858,000.00	\$ 7,170,000.00	\$ 8,145,000.00	\$ 975,000.00	
 EXPENSES							
Salaries & Wages	\$ 3,460,000.00	\$ 3,675,000.00	\$ 3,825,000.00	\$ 3,950,000.00	\$ 4,175,000.00	\$ 225,000.00	5.70%
Employee Benefits	\$ 490,000.00	\$ 585,000.00	\$ 713,000.00	\$ 850,000.00	\$ 950,000.00	\$ 100,000.00	11.76%
Payroll Taxes	\$ 620,000.00	\$ 660,000.00	\$ 700,000.00	\$ 750,000.00	\$ 790,000.00	\$ 40,000.00	5.33%
Utilities	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 105,000.00	\$ 5,000.00	5.00%
Building Supplies	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 22,000.00	\$ 2,000.00	10.00%
Building Repairs & Maintenance	\$ 55,000.00	\$ 60,000.00	\$ 75,000.00	\$ 80,000.00	\$ 80,000.00	\$ -	0.00%
Library Supplies	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%
Books & Materials	\$ 725,000.00	\$ 750,000.00	\$ 850,000.00	\$ 860,000.00	\$ 880,000.00	\$ 20,000.00	2.33%
Books & Materials Supplies	\$ 50,000.00	\$ 50,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ -	0.00%
Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%
Technology	\$ 275,000.00	\$ 325,000.00	\$ 350,000.00	\$ 350,000.00	\$ 360,000.00	\$ 10,000.00	2.86%
Insurance	\$ 17,000.00	\$ 18,000.00	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	\$ 5,000.00	16.67%
Shipping	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00	\$ 23,000.00	\$ 23,000.00	\$ -	0.00%
Professional Development	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 32,000.00	\$ 35,000.00	\$ 3,000.00	9.38%
Book Van & Mileage	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	20.00%
Professional Fees	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%
Advertising & Marketing	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	
Capital Improvements	\$ -				\$ 564,000.00	\$ 564,000.00	
Miscellaneous							
Total Expenses	\$ 5,945,000.00	\$ 6,383,000.00	\$ 6,858,000.00	\$ 7,170,000.00	\$ 8,145,000.00	\$ 975,000.00	



MEMO

To: Lawrence Public Library Board of Trustees
From: Brad Allen, Library Director
Date: May 18, 2026
Subject: Budget and Finance Policy

Upon review of our Budget and Finance Policy last revised in 2023, a few revisions have been made to reflect current practice based on a change in the timeline of the City budget process. Changes are shown in the attached policy. Upon approval, edits will be made official and the policy will be updated with the new language.



Budget and Finance Policy

Approved by the Lawrence Public Library Board of Trustees on 1/17/2001. Revised 11/18/2002; 8/21/2006; 11/20/2007; 2/24/2011; 1/21/2019; 5/15/2023. Submitted for approval: 05/18/2026.

Budget Preparation

The Lawrence Public Library annual budget will be based on the current and future needs of the Library as defined in its mission and vision statements, values, and strategic plan.

~~At the March Library Board meeting each year, the Chair, with the Board's approval, will appoint a Budget Committee. This committee is composed of two members of the Library Board (typically the Chair and the Treasurer), and the Library Director. The Budget Committee typically meets once to review a draft budget prepared by the Library Director. Any suggested revisions are incorporated into the draft budget, which is presented at the April Library Board meeting each year. It may be further revised at the April Library Board meeting. It is then approved by a majority vote.~~

After ~~At the April~~ **May** Library Board meeting each year, the Library Director will **present the recommended budget to the Board of Trustees for review. The approved budget will be submitted** to the City ~~Manager~~ for inclusion in the City Manager's Recommended Budget.

Budget Resolution of Intent

Libraries are taxing subdivisions and every Kansas public library board is required to adopt a resolution in order to make any increase over the preceding year's tax income. At the ~~April~~ **May** Library Board meeting each year, the Lawrence Public Library Board of Trustees will pass a resolution of intent to increase tax income and submit that resolution to the City of Lawrence along with the library's budget proposal. The levy rate resulting from the budget proposal must fall within the limit set by the local charter ordinance (see Appendix).

Allocation of Library Funds by the City of Lawrence

Once the Library budget is approved and filed with the County Clerk, the appropriation shall not be used by the municipality for any other purpose.

Source of Funds for the Library Budget

Although the total income of Lawrence Public Library is derived from a variety of sources, such as grants and memorials, the basic budget depends on revenue from the City's mill levy designated for the Library. In order to be eligible for state aid each year, the Lawrence Public Library must receive the same amount or more in City revenue as it did the preceding year.

Once a year, the Library's auditors will obtain information from the County Treasurer's office regarding the dollar amount sent to the City on behalf of the Library. The amount will be reported to the Library Board.

Additional funding for operations or special projects may be given by the Lawrence Public Library Friends and Foundation, a separate charitable organization not under the umbrella of the municipality.

Expenditure of Library Funds

The Library Director has a responsibility to provide effective control and accountability for all funds, property and assets, with assurances that they are used solely for authorized purposes. This position is also responsible to provide an accurate, current, and complete disclosure of the Library's financial records in a manner that fully identifies the source and use of funds. The Library Accounting Coordinator conducts the day-to-day maintenance of all financial functions and provides the Library Board with monthly financial reports.

Supporting documentation, such as all bank records, paid bills, payroll, and contract and grant award documentation will be maintained in accordance with recommendations from the accounting firm conducting the library audit.

All banking is done with banks with full service locations within the city limits of Lawrence, except when the library chooses to invest excess funds in the Municipal Investment Pool governed by the State of Kansas Pooled Money Investment Board. Requests for proposals will be issued and reviewed periodically to obtain the necessary depository and banking services for

the Library's operating accounts from a qualified and responsive financial institution at a competitive price.

When feasible, local vendors will be used for purchases. Payment to vendors is made monthly. Normally, vendors are paid 30-45 days from the invoice date. Patron refund checks will not be written for less than \$5.00.

Effective control and accountability for the petty cash fund will be maintained by the Library Accounting Coordinator.

In accordance with the "cash basis law," the Library Board will not incur indebtedness in excess of money on hand or budgeted (K.S.A. 10-1113).

Returned Checks or Electronic Transaction Chargebacks

Library patrons who submit a worthless check (insufficient funds, account closed, or refer to maker) or whose electronic transaction is charged back to the Library, will be sent a certified letter via U.S. Mail to provide notification that the transaction has been returned to the Library. Any payments made with the returned transaction and credited to the patron's library account will be added back to the account. A \$30.00 service charge, as provided for by Kansas law, will also be added to the patron's account. If complete restitution is not made within 14 days of the mailing of the certified letter notification, the Library may pursue prosecution with the Douglas County District Attorney's office.

Capital Improvements Fund

The Library Board may approve the transfer of funds to the Library's Capital Improvement Fund each year in accordance with K.S.A. 12-1258. The amount of funds transferred to the Capital Improvement Fund may not exceed 10 percent of the certified operating tax budget.

Financial Audits

Each year, a financial audit will be performed. Library financial records and minutes of Library Board meetings will be made available as part of the audit. The Accounting Coordinator will provide financial records and assistance as requested to the accounting firm conducting the library audit. A copy of the resulting audit report will be provided to the City Finance Department and will be presented at a regular meeting of the Library Board.

Appendix

CHARTER ORDINANCE No. 16

A CHARTER ORDINANCE RELATING TO THE BOARD OF DIRECTORS OF THE FREE PUBLIC LIBRARY OF THE CITY OF LAWRENCE, KANSAS, BY REPEALING CHARTER ORDINANCE NOS. 2, 7, 8, AND CHARTER ORDINANCE NO. 10, OF THE CITY OF LAWRENCE, KANSAS, AND PROVIDING SUBSTITUTE PROVISIONS ON THE SAME SUBJECT.

Section 1. That pursuant to the provisions of Section 5(c) of Article 12, of the Constitution of the State of Kansas, the City of Lawrence, Kansas, hereby elects the following provisions shall establish the maximum allowable mill levy limit of the Lawrence Free Public Library:

“The Governing Body of the City of Lawrence, shall annually levy a tax for the equipping, operating and maintaining of the Free Public Library of the City of Lawrence, Kansas, in such sum as the Library Board shall determine not to exceed 4.0 mills on each dollar of the assessed tangible valuation of the City and an additional sum not to exceed .5 mills on each dollar of the assessed tangible valuation of the City for the purpose of paying both the Library’s social security tax and contributions to the Kansas Public Employees Retirement System (KPERs). Any future increase or decrease to the tax levy provisions of this Section may be made by ordinary ordinance by the Governing Body of the City of Lawrence.”

Section 4. That Charter Ordinance no. 2, Charter Ordinance No. 7, Charter Ordinance No. 8, and Charter Ordinance No. 10, of the City of Lawrence, Kansas, are hereby repealed and of no further force and effect.

(11-3-81)



MEMO

To: Lawrence Public Library Board of Trustees
From: Brad Allen, Library Director
Date: May 18, 2026
Subject: Surplus Property Disposal Policy

Upon review of our Surplus Property Disposal last revised in 2023, no changes have been made to the policy.



Surplus Property Disposal Policy

*Approved by the Lawrence Public Library Board of Trustees on 07/21/1997. Revised 09/21/2015; 05/15/2023.
Reviewed 05/18/2026.*

The Lawrence Public Library Friends & Foundation have first right of refusal for all deaccessioned library collection materials to sell or dispose of at their discretion. Any other library collection materials deemed unsellable by the Friends and Foundation will be given away or disposed of by the Library.

All library office and computer equipment, furniture, and other tangible property that is removed permanently from service will be:

1. advertised for sale; methods for advertising could include postings to Northeast Kansas Library System and/or Kansas library email listservs, using a general online classified advertisement services, or another method determined at the discretion of the Library Director,
2. given away at no charge to another library, an appropriate social service agency, or to the general public.

If removed equipment, furniture, etc. is determined by the Library Director to be severely damaged or obsolete, or of little or no intrinsic value, it may be discarded or recycled.