

Lawrence Public Library Board of Trustees Regular Meeting
Monday, July 20, 2026 at 4:30 PM
Meeting Room A, Lawrence Public Library
Online Meeting Link: [Google Meet](#)

Executive Session

Recess into executive session for approximately 15 minutes pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1). The justification of the executive session is to keep non-elected personnel 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 June 2026
- Approve Treasurer's report for June 2026
- Approve bills for June 15, 2026 to July 20, 2026
- Receive statistical report for June 2026

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Approve Alcohol Policy – **ACTION ITEM**
Kathleen Morgan, Deputy Director
- 2027 Revised Budget – **ACTION ITEM**
Brad Allen, Library Director

Old Business

Public Comment

Adjournment

Lawrence Public Library

Regular Board Meeting Minutes DRAFT

Date: June 15, 2026

Time: 4:30 pm

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

Board Members Present:

Mandy Leibold (Chair), Alex Carvalho, Mayor Brad Finkeldei, Ryann Galloway, Sean Hunt, Allison Friend Mazzei, Kim Patton, and James Pavisian

Board Members Absent: None

Staff Members Present:

Brad Allen, Karen Allen, Aaron Brumley, JoAnna Eanes-Pettit, Heather Kearns, Polli Kenn, Mary Ann LeDosquet, Angela Longhurst, Kathleen Morgan, Jon Ratzlaff, Erica Segraves

Others Present: Margaret Sullivan, Jenny Lau, Craig Penzler

Call to order

Mandy called the meeting to order at 4:31 pm. She started the meeting with Brad's Director's report until a quorum was present.

Executive Session

James moved, and Ryann Galloway seconded, and the board voted to enter into Executive Session at 4:43 pm for 15 minutes to discuss privileged legal communications from the library's attorney regarding litigation pursuant to K.S.A. 75-4519(b)(2). The justification is to keep attorney-client privileged matters confidential at all times. The board returned from executive session at 4:58 pm. No action taken.

Consent Agenda

James moved to approve the consent agenda. Brad Finkeldei seconded. Consent agenda passed.

Director's Report

Brad Allen presented the Director's report (See packet). Questions from the board:

- Ryann asked for examples of deferred maintenance projects that would make it necessary to close the library. Brad and Jon explained there is water damage that needs repairing on the atrium ceiling which will require scaffolding. While that is in place, we'd like to convert the lighting to LED. In addition there are areas of flooring like the entrance to the Teen Zone that need replacing.

Monthly Departmental Reports

- Ryann asked about Summer Reading t-shirts. Heather showed “home and away” shirt options. She will send the order form out to board members.
- Ryann asked Erica about the psychological safety webinar she attended. Erica noted that this topic is a current focus in the HR world. LPL’s priority is to build relationships with staff.
- Mandy asked about the demand for Dottie. Sarah reported she had 51 stops in a week. Do we need another Dottie and more staff? Brad said that summer is the busiest season. There currently are two staff handling outreach and other departmental staff who step in. We are looking at a more systematic approach to make outreach operations more efficient.

Friends & Foundation Director’s Report

Kathleen presented the Friends & Foundation report.

- The June 13th Second Saturday book sale earned \$5,546. While it was approximately \$600 less than 2025, the total was approx \$1,000 more than 2024. Volunteers were excited by the results.
- Kathleen reported that the International Public Library Fundraising conference was fantastic. She and Logan connected with library fundraisers from other states as well as our region.

New Business

- **Receipt of Lawrence Public Library Community Vision Plan**
 - Margaret Sullivan and Jenny Lau presented the final Community Vision Plan. The full report is available on the library’s homepage.
 - The plan provides a toolkit to help move the library forward over the course of the next 20 years. Typologies, activations strategies, and funding strategies are provided.
 - Margaret reported that community engagement for the study was very strong, with more than 3,300 people responding to the online survey.
 - She illustrated how LPL is “under libraried” for a community our size. We currently offer .54 square feet per person and the standard is 1 square foot per person (system wide).
 - Margaret also presented benchmarking data that shows how LPL compares to other large Kansas public libraries, ranking #4 in per capita spending and #2 in per capita visits.
 - Margaret recommends reviewing options annually and continuing to engage the community for feedback.
- **Board Questions and Discussion:**
 - Ryann asked for recommendations for how to decide which option to pursue. She suggested asking staff for their opinion. Margaret noted that the information from the community is fresh right now and is a valid guide for at least the next three years.
 - Brad offered to bring a possible plan/direction to the board in July. We have the tools to move forward deciding a typology, activation strategy and funding.

- Margaret advised board members to trust your gut. You know what is needed and now is the time to articulate a plan and move forward. Use the plan as a foundation for change.
- Allison suggested outlining the most realistic ideas with timelines, staffing, and financing. What can happen now? What can happen in five years?
- Ryann moved to receive the Community Vision Plan from MSS, Brad Finkeldei seconded the motion. The motion passed and the plan was received.
- **Review Appeal to Overturn Library Suspension**
 - The board reviewed a request from David Baston to overturn his suspension.
 - James asked Brad to outline the dates and number of violations. Brad reviewed the timeline and reported that Mr. Baston's suspension extends to November 1, 2026.
 - James asked if the library had followed its policies and given Mr. Baston the opportunity to comply with the library's rules. Brad confirmed that policies were followed and opportunities to comply were given.
 - Ryann moved to uphold the suspension. Sean seconded motion. Motion passed.
 - Mandy will inform Mr. Baston of the board's decision.

Old Business

- Brad invited board members to attend a free showing of The Arab at the Free State Festival on Monday, June 22nd, 6:30 pm at Liberty Hall.
- Ryann announced that she must resign from the board because she will be moving out of state. She thanked fellow board members and staff for their dedication to the library.

Public Comment

There was no public comment

Adjournment

The meeting was adjourned at 6:05 pm. The next meeting is Monday, July 20, 2026

Respectfully submitted, Allison Mazzei, Secretary

Notes by Kathleen Morgan

	January	February	March	April	May	June	Year To Date	2026 Budget	% over/under
REVENUES									
Tax Fund	-	3,801,958.38		174,534.26	-	2,609,689.81	6,586,182.45	\$6,960,000.00	94.63%
Lost and Repl Fees	2,297.01	1,588.15	2,422.44	1,447.84	1,873.74	2,294.44	11,923.62	\$23,000.00	51.84%
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	2,300.84	2,279.71	12,734.86	\$20,000.00	63.67%
Meeting Room Fees	627.24	216.97	437.24	875.15	1,174.12	1,042.72	4,373.44	\$7,000.00	62.48%
Interest	2,527.88	1,701.33	10,916.45	9,908.45	8,316.55	6,303.54	39,674.20	\$35,000.00	113.35%
Transfer from Capital Improvement	-				272,582.37		272,582.37	\$0.00	
Donations- MISC	82.16	326.45	54.68	428.34	210.87	17,656.28	18,758.78	\$0.00	
Total Revenues	7,141.63	3,841,278.67	16,287.86	217,033.28	286,458.49	2,639,266.50	7,007,466.43	\$7,170,000.00	98%

EXPENSES

Salaries & Wages	301,608.54	309,032.44	308,850.41	308,309.70	479,950.03	307,526.98	2,015,278.10	\$3,950,000.00	51.02%
Employee Benefits	57,188.93	57,152.33	57,152.33	57,152.33	84,806.30	56,649.74	370,101.96	\$850,000.00	43.54%
Payroll Taxes	53,741.58	55,053.29	55,078.32	55,013.48	83,594.65	54,553.05	357,034.37	\$750,000.00	47.60%
Utilities	11,056.71	8,860.91	8,469.28	7,418.70	7,491.58	7,860.50	51,157.68	\$100,000.00	51.16%
Building Supplies	1,742.02	1,533.49	1,345.32	1,107.01	1,473.10	1,458.21	8,659.15	\$20,000.00	43.30%
Building Repairs & Maintenance	10,040.06	1,725.86	1,485.00	11,782.13	784.00	14,163.28	39,980.33	\$80,000.00	49.98%
Library Supplies	2,344.37	975.49	1,821.74	585.14	846.47	1,385.74	7,958.95	\$25,000.00	31.84%
Books & Materials	38,527.22	58,364.19	43,647.92	97,037.58	40,715.95	73,463.78	351,756.64	\$860,000.00	40.90%
Processing Supplies	2,239.17	3,995.07	5,169.70	2,949.64	2,597.82	2,677.10	19,628.50	\$55,000.00	35.69%
Equipment	206.00	-	-	-	1,037.75	-	1,243.75	\$10,000.00	12.44%
Technology	86,639.83	4,495.20	20,484.38	13,018.15	12,082.02	73,156.37	209,875.95	350,000.00	59.96%
Insurance	-	-	-	100.00	-	-	100.00	\$30,000.00	0.33%
Postage & Mailing	1,200.10	3,220.94	1,060.95	1,638.95	6,143.03	1,069.83	14,333.80	\$23,000.00	62.32%
Professional Development	1,339.99	2,203.54	2,732.82	6,118.85	871.00	3,351.45	16,617.65	\$32,000.00	51.93%
Book Van & Mileage	139.00	990.61	1,801.01	410.55	306.38	473.25	4,120.80	\$5,000.00	82.42%
Professional Fees	12,957.11	2,963.31	4,296.19	19,918.75	4,117.92	9,306.57	53,559.85	\$30,000.00	178.53%
Capital Improvements	-	-	-	272,582.37	-	-	272,582.37	\$0.00	#DIV/0!
Miscellaneous	(2,132.36)	136.02	146.12	145.91	178.67	154.88	(1,370.76)	\$0.00	#DIV/0!
Total Expenses	578,838.27	510,702.69	513,541.49	855,289.24	726,996.67	607,250.73	3,792,619.09	\$7,170,000.00	53%

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 from 2023)
Checking (US Bank & KMIP)	4,079,688.78	
Capital Improvement (KMIP)	567,335.20	

2026 Outside Funding		June	June		
		<u>Income</u>	<u>Spending</u>	<u>Remaining</u>	Comment
Outside & Private Funding					
R & E Totals	\$	292.07	\$ 36,512.81	\$ 560,910.36	
				\$ 288,905.97	YTD Income
YTD Expense				\$ 376,019.59	YTD Expense

Lawrence Public Library

1. Balance Sheet
As of Jun 30, 2026

		Total
Assets		
Current Assets		
Bank Accounts		
Capital Improvement at MIP		567,335.20
Checking		670,790.75
MIP Operating Funds		3,408,898.03
Total for Bank Accounts		\$4,647,023.98
Accounts Receivable		
Other Current Assets		
Petty Cash		300.00
Total for Other Current Assets		\$300.00
Total for Current Assets		\$4,647,323.98
Fixed Assets		
Other Assets		
Total for Assets		\$4,647,323.98
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable		156,202.99
Total for Accounts Payable		\$156,202.99
Credit Cards		\$16,758.26
Other Current Liabilities		
Payroll Liabilities		\$0.00
Health Insurance		-31,088.90
Hospital & Cancer Plans		-110.50
KPERS EE		
KPERS Employee		16.47
Total for KPERS EE		\$16.47
KPERS ER		
Company		-16.39
Total for KPERS ER		-\$16.39
OGLI		0.55
Payroll Liabilities FSA		544.82
Vision Insurance - Employee		119.97
Total for Payroll Liabilities		-\$30,533.98
Total for Other Current Liabilities		-\$30,533.98

Lawrence Public Library

1. Balance Sheet
As of Jun 30, 2026

	Total
Total for Current Liabilities	\$142,427.27
Long-term Liabilities	
Total for Liabilities	\$142,427.27
Equity	
Retained Earnings	1,349,724.83
Net Income	2,854,536.66
Opening Bal Equity	300,635.22
Total for Equity	\$4,504,896.71
Total for Liabilities and Equity	\$4,647,323.98

Lawrence Public Library

2. Revenues & Expenses

June 2026

	TOTAL	
	Jun 2026	Jan 1 - Jun 30 2026 (YTD)
Income		
Interest		
Capital Improvement	1,503.02	10,295.49
Checking	4,800.52	29,378.71
Total for Interest	\$6,303.54	\$39,674.20
Lost and Replacement Fees	2,294.44	11,923.62
Meeting Room Rentals	1,042.72	4,373.44
Misc Income	17,656.28	18,758.78
Outside&Private Funding Income		\$284,003.79
Downhall Books	279.71	155.50
Library Landscape & Posters	12.36	-303.27
Merchandise Sales	-162.24	-2,265.16
Total for Outside&Private Funding Income	\$129.83	\$281,590.86
Photocopies & Printing	2,279.71	12,734.86
Tax Fund	2,609,689.81	6,586,182.45
NEKLS		28,056.55
State& Federal Aid		33,180.16
Total for Income	\$2,639,396.33	\$7,016,474.92
Cost of Goods Sold		
Gross Profit	\$2,639,396.33	\$7,016,474.92
Expenses		
Books & Materials	73,463.78	351,756.64
Building Repairs & Maintenance	14,163.28	39,980.33
Building Supplies	1,458.21	8,659.15
Library & Office Supplies	1,385.74	7,958.95
Miscellaneous	154.88	-1,370.76
.Outside & Private Funding	-\$178.71	\$1,432.10
Friends & Foundation Funding		\$500.00
Adult Education	34.60	484.17
Aquarium Maintenance	594.03	1,917.72
Block Grant	4,845.77	43,249.09
F&F Payroll	15,747.91	100,923.58
Marketing	4,724.66	18,685.74
Memory Lab	927.03	5,377.91
Nancy Pat Staff Support (Crowe)	631.53	2,669.10
Program Expense		

Lawrence Public Library

2. Revenues & Expenses June 2026

	TOTAL	
	Jun 2026	Jan 1 - Jun 30 2026 (YTD)
Information Services Programmin	153.26	1,710.96
Natural and Cultural Heritage Grant	340.37	340.37
Readers Service Programming	64.16	916.39
Summer Reading - ALL	6,327.41	45,269.83
Youth Services & Cigler	325.00	2,481.83
YS Programs (Children)	1,292.12	4,772.28
Health Spot		2,849.76
LPL Con		9,343.19
Public Tech Programming		389.39
Read Across Lawrence/Booktober		4,969.82
Teen Services Programming		2,530.54
Total for Program Expense	\$8,502.32	\$75,574.36
Seed Library	199.06	1,648.80
Sound & Vision Miliken	334.00	959.05
Storytime at Home	22.97	169.51
Dr. Bob Program		1,574.00
Library Master Plan		94,242.46
Memorials/Honor w/ Books GGIFT		162.60
MIDCO/Peterson		399.00
Outreach/Coggins Fund		13,514.24
Rice Foundation		5,835.75
Total for Friends & Foundation Funding	\$36,563.88	\$367,887.08
Total for .Outside & Private Funding	\$36,385.17	\$369,319.18
Payroll Expenses		
Employee Parking	-374.78	-3,262.28
Gross Wages	307,526.98	2,015,278.10
Group Life Insurance	1,096.20	6,534.00
Health Insurance	55,928.32	366,830.24
Total for Payroll Expenses	\$364,176.72	\$2,385,380.06
Payroll Taxes		
KPERS Co	31,601.36	205,185.72
Payroll Taxes Employer	22,951.69	151,154.75
KPERS Co Retiree		693.90
Total for Payroll Taxes	\$54,553.05	\$357,034.37
Postage & Mailing	1,069.83	14,333.80
Processing Supplies	2,677.10	19,628.50

Lawrence Public Library

2. Revenues & Expenses

June 2026

	TOTAL	
	Jun 2026	Jan 1 - Jun 30 2026 (YTD)
Professional Development	3,351.45	16,617.65
Professional Fees	\$6,306.57	\$46,559.85
Accounting	3,000.00	7,000.00
Total for Professional Fees	\$9,306.57	\$53,559.85
Technology		
Collections & Public Service	50,662.95	144,314.84
Hardware	11,132.73	12,757.38
Internet & Telephone	927.79	7,552.43
IT Software & Subscriptions	10,211.82	42,907.65
Operations	332.22	2,333.77
Public Tech Supplies	-111.14	9.88
Total for Technology	\$73,156.37	\$209,875.95
Utilities - Electric	7,860.50	51,157.68
Vehicles, Mileage, Maintenance	473.25	4,120.80
Capital Improvement Expenditure		272,582.37
Equipment		1,243.75
Insurance		
Liability Insurance		100.00
Total for Insurance		\$100.00
Total for Expenses	\$643,635.90	\$4,161,938.27
Net Operating Income	\$1,995,760.43	\$2,854,536.65
Other Income		
Other Expenses		
Net Other Income		
Net Income	\$1,995,760.43	\$2,854,536.65

Lawrence Public Library

4. Vendor Balance Summary As of Jul 20, 2026

	Total
Alliance Entertainment	658.61
Amazon Capital Services, Inc	3,231.70
Astrid Mien	250.00
Bibliocommons Inc.	3,330.00
BlueAlly	12,930.93
Brodart Co.	207.37
Cengage Learning	221.90
Center Point Large Print	135.05
Century Business Technologies	1,113.71
Cottin's Hardware & Rental	149.29
Demco, Inc.	1,020.30
EBSCO	3,220.00
Elise Mann	150.00
Eplus Technology, Inc	4,173.69
Fisher Patterson Sayler & Smith, LLP	1,340.00
Hutchinson Public Library	23.95
Ingram Library Services	27,145.47
Jayhawk Tropical Fish	345.00
Jim Bost Plumbing LLC	1,222.52
Kanopy LLC	65,000.00
KONE Inc.	995.72
LFK Press, LLC	4,992.50
Melissa Garrett	380.00
Michael J Machell	2,500.00
Midco	175.65
Midwest Tape	2,457.98
OverDrive	41,681.05
P1 Group, Inc.	7,480.00
Playaway Products LLC	772.24
Pur-O-Zone, Inc.	528.28
Schwickert's Tecta America	9,300.00
SenSource	300.00
SirsiDynix	42,602.91
Sky Maggiore	225.00
Sunflower Music Therapy	325.00
Tech Electronics	840.00
Thrift Books Global, LLC	10.99
Unique Management Services	503.10

Lawrence Public Library

4. Vendor Balance Summary As of Jul 20, 2026

		Total
Urban Libraries Council		6,900.00
TOTAL		\$248,839.91

Lawrence Public Library
5. Check Detail Report for Board
June 16-July 20, 2026

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
ASI					
	Expense		06/30/2026	Payroll Liabilities FSA	-3,739.57
	Bill Payment (Check)	EFT	07/20/2026	Accounts Payable	-72.00
Total for ASI					-\$3,811.57
Coast Professionals					
	Expense		07/10/2026	Accounts Payable	-272.52
Total for Coast Professionals					-\$272.52
VSP Insurance Co.					
	Check	EFT	06/17/2026	Health Insurance	-531.52
Total for VSP Insurance Co.					-\$531.52
Empower Annuity Insurance Co.					
	Check	EFT	06/26/2026	KPERS 457 Plan	-2,947.00
	Check	EFT	06/26/2026	KPERS 457 Roth Plan	-813.00
	Check	EFT	07/10/2026	KPERS 457 Roth Plan	-813.00
	Check	EFT	07/10/2026	KPERS 457 Plan	-2,947.00
Total for Empower Annuity Insurance Co.					-\$7,520.00
KPERS					
	Check	EFT	06/26/2026	KPERS - ER	-16,353.03
	Check	EFT	06/26/2026	KPERS - EE	-9,265.15
	Check	EFT	06/26/2026	OGLI	-431.27
	Check	EFT	07/10/2026	KPERS - ER	-16,247.99
	Check	EFT	07/10/2026	KPERS - EE	-9,273.80
	Check	EFT	07/10/2026	Payroll Taxes - Employer	74.75
	Check	EFT	07/17/2026	OGLI	-431.27
Total for KPERS					-\$51,927.76
Blue Cross and Blue Shield of Kansas Inc.					
	Check	EFT	06/26/2026	Group Life Insurance	-1,096.20
	Check	EFT	06/26/2026	Health Insurance	-72,111.56
	Check	EFT	06/26/2026	Cancer & Hospital Indemnity Insurance	-310.63
Total for Blue Cross and Blue Shield of Kansas Inc.					-\$73,518.39
Midco					
	Bill Payment (Check)	EFT	07/20/2026	Internet & Telephone	-589.62
	Bill Payment (Check)	91507	07/20/2026	Accounts Payable	-175.65
	Check	30257	06/16/2026	Internet & Telephone	-175.65
Total for Midco					-\$940.92
United Parcel Service					
	Bill Payment (Check)	EFT	07/20/2026	Postage & Shipping	-39.96
Total for United Parcel Service					-\$39.96
U.S. Bank - Mastercard					
	Bill Payment (Check)	EFT	07/20/2026	Accounts Payable	-16,638.56
Total for U.S. Bank - Mastercard					-\$16,638.56
Evergy					
	Bill Payment (Check)	EFT	07/20/2026	Utilities - Electric	-7,860.50
Total for Evergy					-\$7,860.50

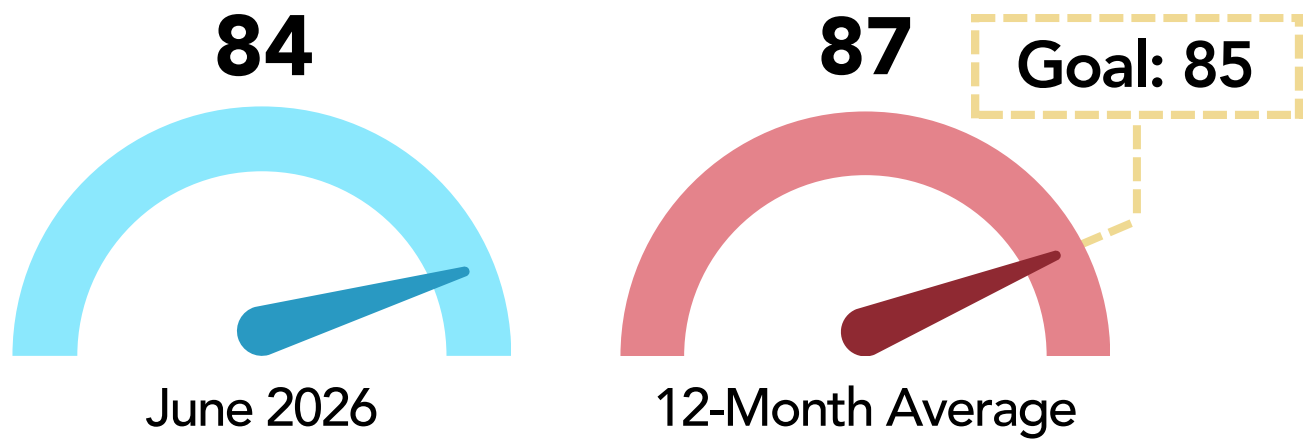
Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Urban Libraries Council					
	Bill Payment (Check)	91517	07/20/2026	Block Grant	-6,900.00
Total for Urban Libraries Council					<u>-\$6,900.00</u>
Unique Management Services					
	Bill Payment (Check)	91516	07/20/2026	Professional Fees	-503.10
Total for Unique Management Services					<u>-\$503.10</u>
Tech Electronics					
	Bill Payment (Check)	91515	07/20/2026	Building Repairs & Maintenance	-840.00
Total for Tech Electronics					<u>-\$840.00</u>
Sunflower Music Therapy					
	Bill Payment (Check)	91514	07/20/2026	Youth Services & Cigler	-325.00
Total for Sunflower Music Therapy					<u>-\$325.00</u>
SirsiDynix					
	Bill Payment (Check)	91513	07/20/2026	Technology:Collections & Public Service	-42,602.91
Total for SirsiDynix					<u>-\$42,602.91</u>
SenSource					
	Bill Payment (Check)	91512	07/20/2026	Technology:Software & Subscriptions	-300.00
Total for SenSource					<u>-\$300.00</u>
Schwickert's Tecta America					
	Bill Payment (Check)	91511	07/20/2026	Building Repairs & Maintenance	-9,300.00
Total for Schwickert's Tecta America					<u>-\$9,300.00</u>
Pur-O-Zone, Inc.					
	Bill Payment (Check)	91510	07/20/2026	Building Supplies	-528.28
Total for Pur-O-Zone, Inc.					<u>-\$528.28</u>
Playaway Products LLC					
	Bill Payment (Check)	91509	07/20/2026	Books & Materials	-772.24
Total for Playaway Products LLC					<u>-\$772.24</u>
P1 Group, Inc.					
	Bill Payment (Check)	91508	07/20/2026	Building Repairs & Maintenance	-7,480.00
Total for P1 Group, Inc.					<u>-\$7,480.00</u>
Michael J Machell					
	Bill Payment (Check)	91506	07/20/2026	Professional Fees	-2,500.00
Total for Michael J Machell					<u>-\$2,500.00</u>
LFK Press, LLC					
	Bill Payment (Check)	91505	07/20/2026	Summer Reading	-4,992.50
Total for LFK Press, LLC					<u>-\$4,992.50</u>
KONE Inc.					
	Bill Payment (Check)	91504	07/20/2026	Building Repairs & Maintenance	-995.72
Total for KONE Inc.					<u>-\$995.72</u>
Kanopy LLC					
	Bill Payment (Check)	91503	07/20/2026	Kanopy	-46,428.00
	Bill Payment (Check)	91503	07/20/2026	Digital Resources	-18,572.00
Total for Kanopy LLC					<u>-\$65,000.00</u>
Jim Bost Plumbing LLC					
	Bill Payment (Check)	91502	07/20/2026	Building Repairs & Maintenance	-1,222.52
Total for Jim Bost Plumbing LLC					<u>-\$1,222.52</u>

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Jayhawk Tropical Fish					
	Bill Payment (Check)	91501	07/20/2026	Aquarium Maintenance	-345.00
Total for Jayhawk Tropical Fish					-\$345.00
Hutchinson Public Library					
	Bill Payment (Check)	91500	07/20/2026	Lost & Replacement Fees	-23.95
Total for Hutchinson Public Library					-\$23.95
Fisher Patterson Sayler & Smith, LLP					
	Bill Payment (Check)	91499	07/20/2026	Professional Fees	-1,340.00
	Check	30256	06/16/2026	Professional Fees	-1,212.50
Total for Fisher Patterson Sayler & Smith, LLP					-\$2,552.50
EBSCO					
	Bill Payment (Check)	91498	07/20/2026	Technology:Collections & Public Service	-3,220.00
Total for EBSCO					-\$3,220.00
Demco, Inc.					
	Bill Payment (Check)	91497	07/20/2026	Processing Supplies	-1,020.30
Total for Demco, Inc.					-\$1,020.30
Cottin's Hardware & Rental					
	Bill Payment (Check)	91496	07/20/2026	Building Repairs & Maintenance	-149.29
Total for Cottin's Hardware & Rental					-\$149.29
Brodart Co.					
	Bill Payment (Check)	91495	07/20/2026	Processing Supplies	-207.37
Total for Brodart Co.					-\$207.37
Bibliocommons Inc.					
	Bill Payment (Check)	91494	07/20/2026	Marketing	-3,330.00
Total for Bibliocommons Inc.					-\$3,330.00
Eplus Technology, Inc					
	Bill Payment (Check)	30275	07/20/2026	Technology:Hardware	-11,491.85
Total for Eplus Technology, Inc					-\$11,491.85
Astrid Mien					
	Bill Payment (Check)	30274	07/20/2026	Community Resources	-250.00
Total for Astrid Mien					-\$250.00
Sky Maggiore					
	Bill Payment (Check)	30273	07/20/2026	Natural & Cultural Heritage Grant	-225.00
Total for Sky Maggiore					-\$225.00
OverDrive					
	Bill Payment (Check)	30272	07/20/2026	Books & Materials	-41,681.05
Total for OverDrive					-\$41,681.05
Midwest Tape					
	Bill Payment (Check)	30271	07/20/2026	Books & Materials	-2,457.98
Total for Midwest Tape					-\$2,457.98
Melissa Garrett					
	Bill Payment (Check)	30270	07/20/2026	Natural & Cultural Heritage Grant	-380.00
Total for Melissa Garrett					-\$380.00
Ingram Library Services					
	Bill Payment (Check)	30269	07/20/2026	Books & Materials	-27,145.47
Total for Ingram Library Services					-\$27,145.47

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Elise Mann					
	Bill Payment (Check)	30268	07/20/2026	Summer Reading	-150.00
Total for Elise Mann					-\$150.00
Century Business Technologies					
	Bill Payment (Check)	30267	07/20/2026	Technology:Software & Subscriptions	-1,113.71
Total for Century Business Technologies					-\$1,113.71
Center Point Large Print					
	Bill Payment (Check)	30266	07/20/2026	Books & Materials	-135.05
Total for Center Point Large Print					-\$135.05
Cengage Learning					
	Bill Payment (Check)	30265	07/20/2026	Books & Materials	-221.90
Total for Cengage Learning					-\$221.90
BlueAlly					
	Bill Payment (Check)	30264	07/20/2026	Technology:Hardware	-12,930.93
Total for BlueAlly					-\$12,930.93
Amazon Capital Services, Inc					
	Bill Payment (Check)	30263	07/20/2026	Books & Materials	-3,231.70
Total for Amazon Capital Services, Inc					-\$3,231.70
Alliance Entertainment					
	Bill Payment (Check)	30262	07/20/2026	Books & Materials	-658.61
Total for Alliance Entertainment					-\$658.61
Mary A. LeDosquet					
	Check	30261	07/20/2026	Payroll Reimbursement	-57.70
Total for Mary A. LeDosquet					-\$57.70
Douglas County Treasurer					
	Check	30258	06/16/2026	Vehicles, Mileage, Maintenance	-34.50
Total for Douglas County Treasurer					-\$34.50
TOTAL					-\$420,337.83

June 2026 LPL Progress Indicators

Net Promoter Score (NPS)

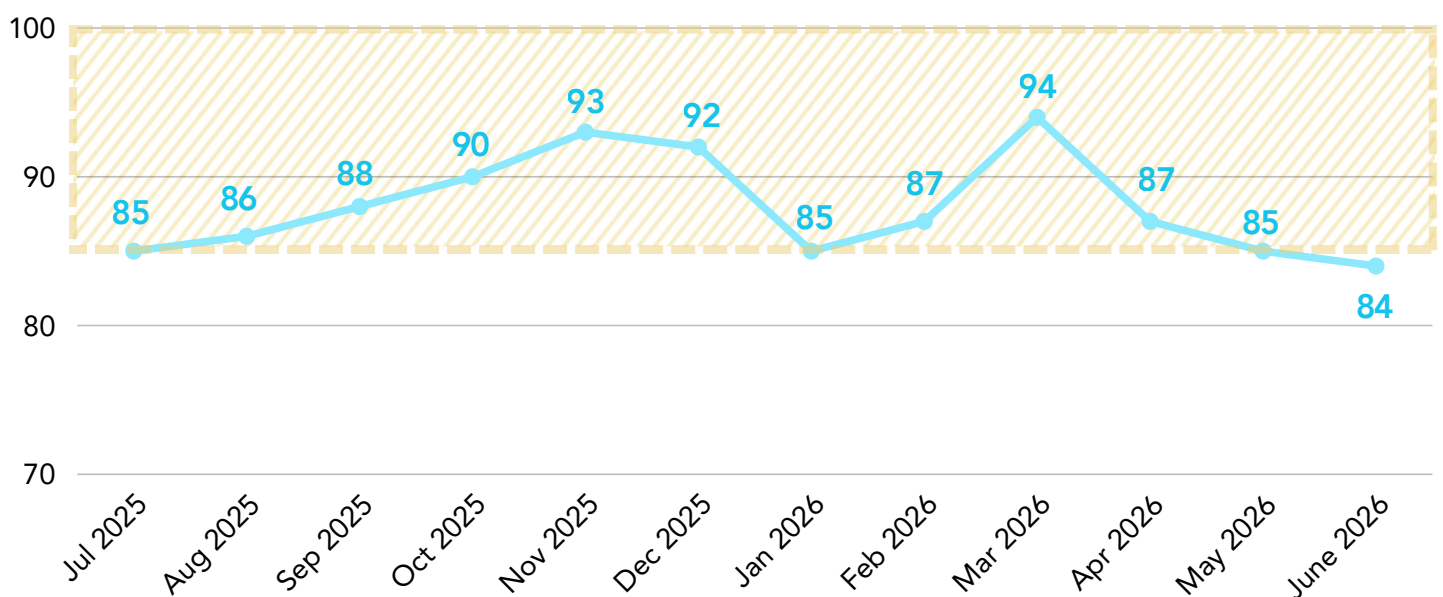


NPS COMMENT HIGHLIGHT

I appreciate the activities (e.g. RetroActive), services, community engagement - LPL is a welcoming, attractive relevant part of our community. Thank you for ALL that you do!

NPS by Month

July 2025–June 2026



June 2026 LPL Progress Indicators

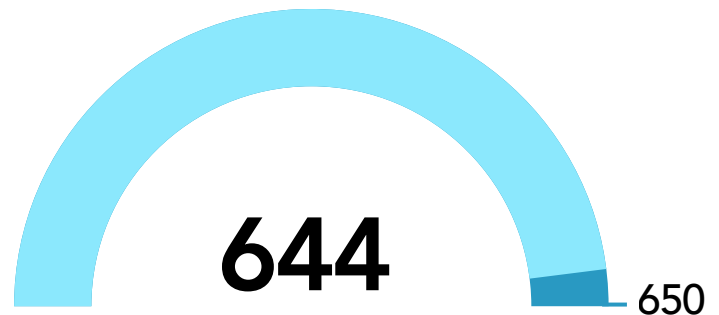
NPS COMMENT HIGHLIGHT

Great selection of books and wonderful customer service, thank you!

Average New Library Cards

Rolling 12-Month Average of New Library Cards

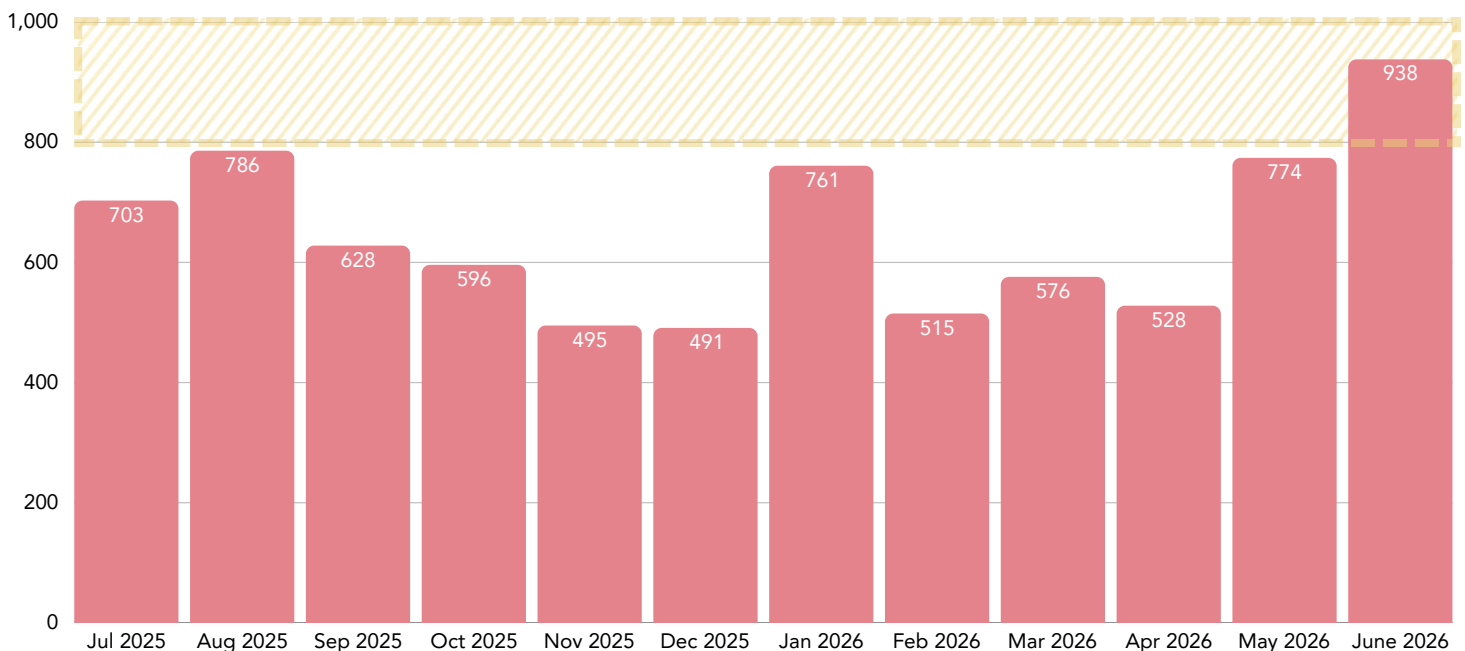
12-Month Average Goal
650 cards per month



June 2026

New Library Cards by Month

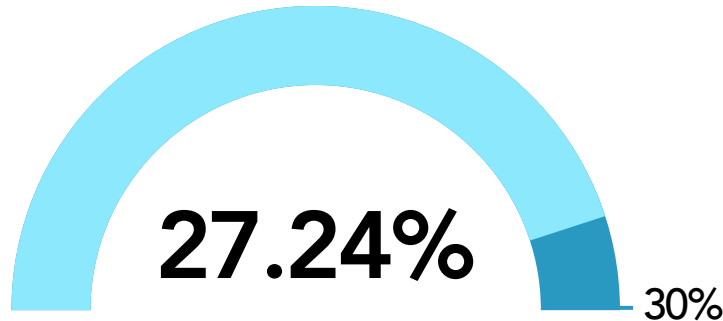
Jul 2025–Jun 2026



June 2026 LPL Progress Indicators

% Active Cardholders

Cardholders Active in the Last 12 Months



Active Cardholder Goal

30% of Lawrence Population

96,370
Total Lawrence Population

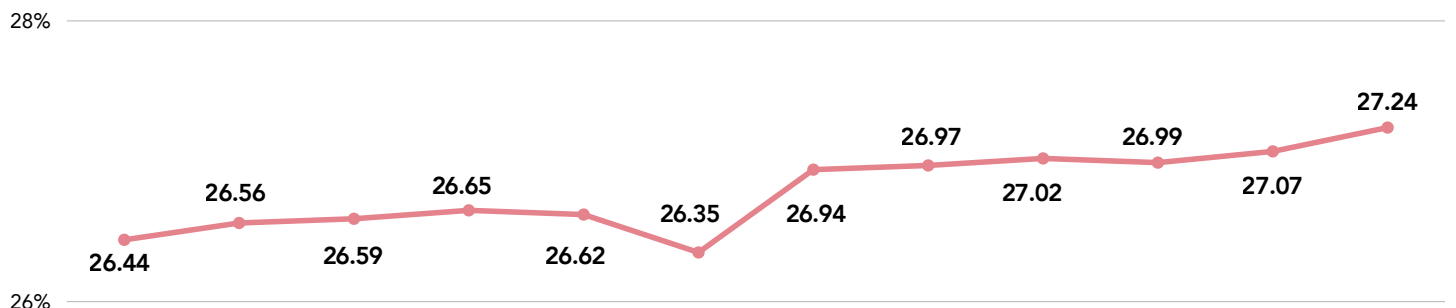
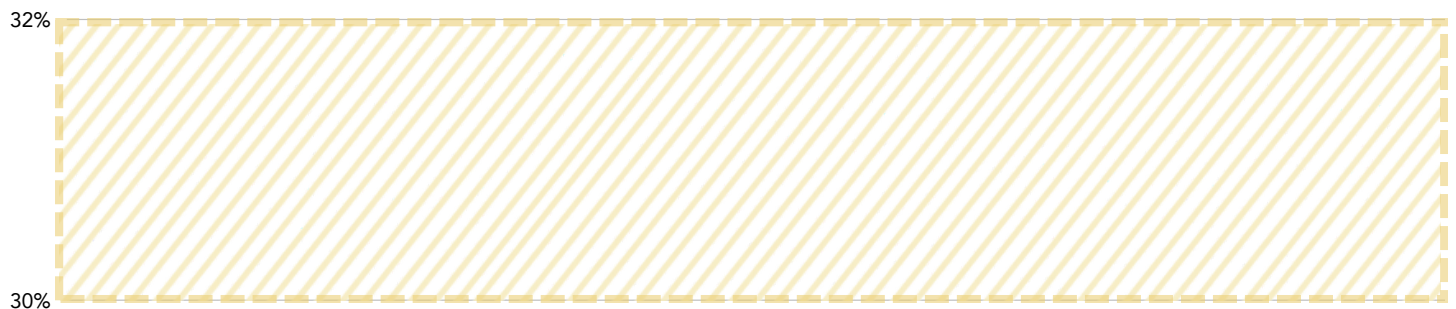
27.24%
Current % Active

26,250
Active Lawrence Cardholder

28,910
Goal Active Lawrence Cardholder

2,660
Cardholders Needed to Meet Goal

Monthly Trend: Jul 2025–Jun 2026



* 2025 population estimate updated retroactively by Census Bureau from 97,270 to 96,410. 2026 population estimate is 96,370 as of May 2026.

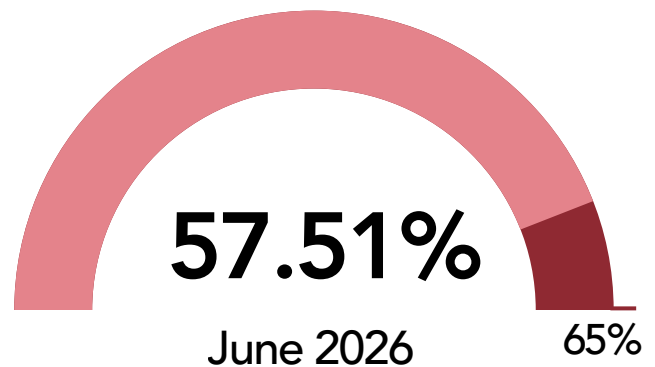
Jul 2025 Aug 2025 Sep 2025 Oct 2025 Nov 2025 Dec 2025 Jan 2026 Feb 2026 Mar 2026 Apr 2026 May 2026 June 2026

June 2026 LPL Progress Indicators

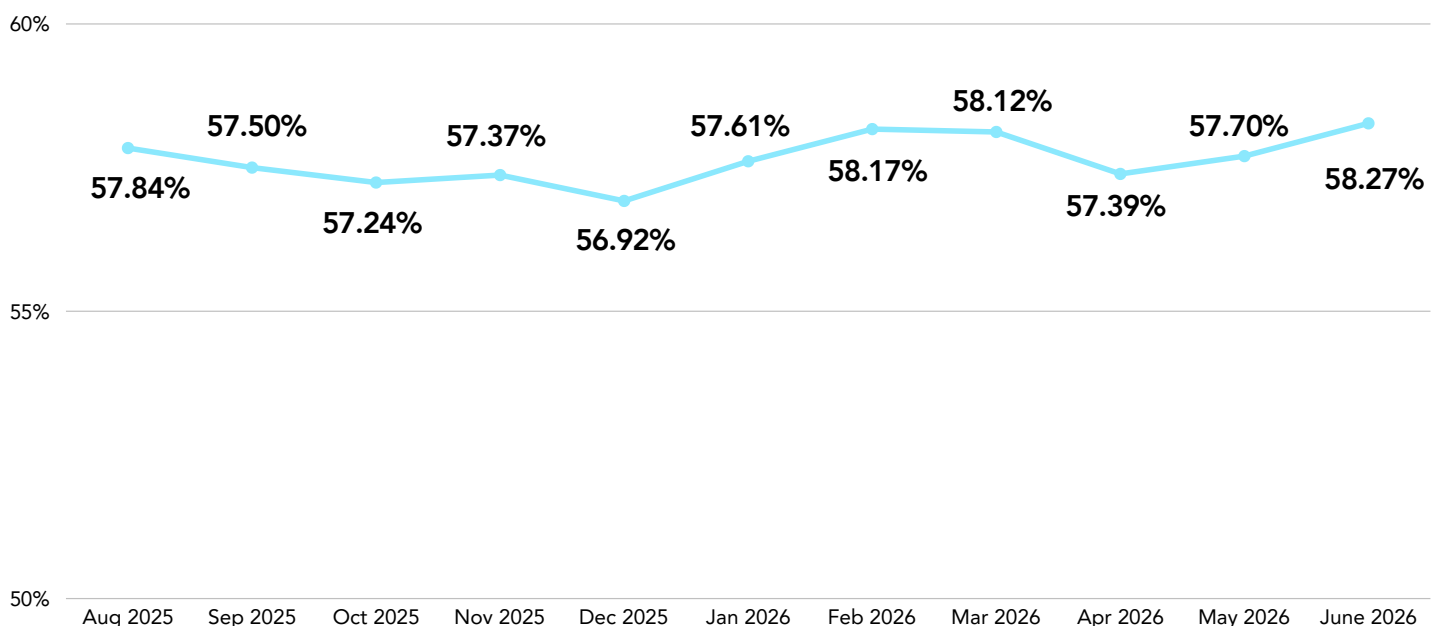
Cardholder Retention

% of Active Cardholders Retained

Average Cardholder Retention Goal
65% of Library Cardholders



Monthly Trend: Jul 2025–Jun 2026

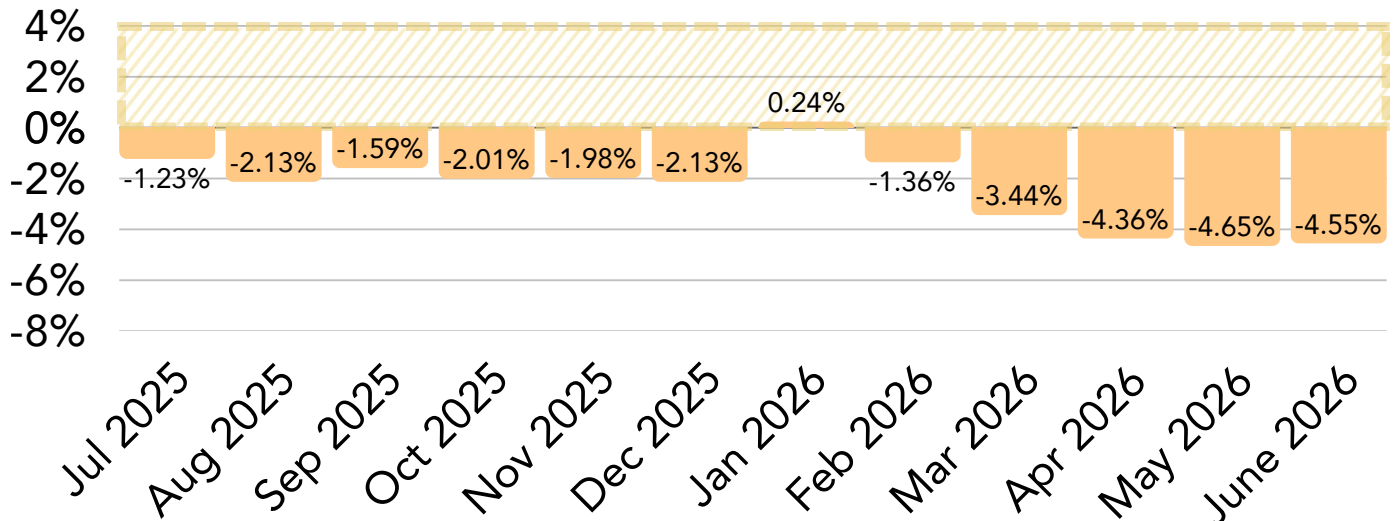


June 2026 LPL Progress Indicators

Print Circulation Trend by Month

Percent Change of Total Print Books Circulated Each Month

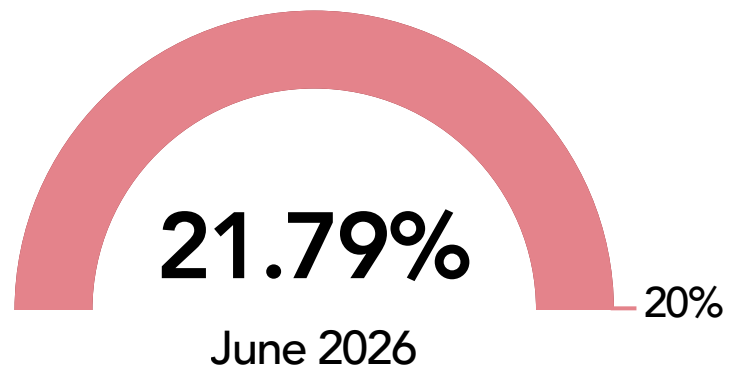
Print Circulation Trend Goal
0% (Stop the Downward Trend)



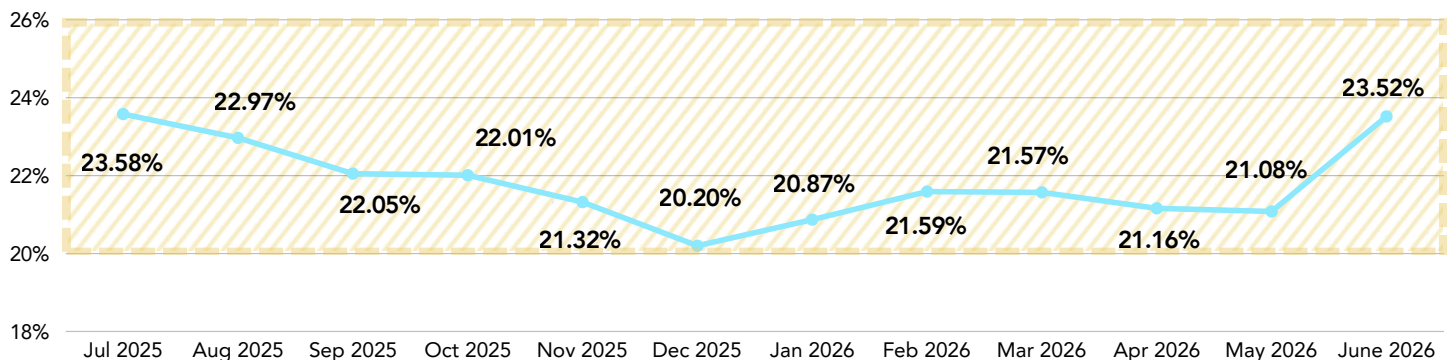
Percent Checked Out

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

Percent Checked Out Goal
20% of the Collection



Monthly Trend: Jul 2025–June 2026



June 2026 LPL Progress Indicators



Expressions of Democracy in Gall Ink

25

Live attendees

Participants explored the art and science behind iron gall ink—the historic medium used to sign the Declaration of Independence. Guided by Wendy Holman from the KU Field Station, attendees examined locally collected galls and experimented with traditional pens and quills to create democracy-inspired artwork. Their completed pieces were then installed as a special exhibition on the library's gallery wall to be displayed for the duration of July.

Stone Lion Puppet Theater

150

Live attendees



The Stone Lion Puppet Theater presented 1000 Cranes & The Tiny Roar to a crowd of 150 patrons.

Library Director Report for July 2026

Community Vision Plan Update

At last month's meeting, I said I would bring some ideas to the Board about a potential first step in implementing our Community Vision Plan. Library leadership identified "Storefront Community Living Room" as our priority Typology/Activation Strategy in southwest Lawrence.

A storefront is the perfect "proof of concept" typology to test out a new location given its temporary nature. The Community Living Room activation strategy lends itself to flexibility and experimentation. With the library's longstanding presence in downtown Lawrence, a southwest location makes the most sense to maximize geographic coverage within city limits.

Library staff have begun researching potential locations for a storefront location and may enlist the assistance of a commercial real estate agent to help provide expert knowledge of the current and future market.

KU MPA Fellows Intern

The Library has partnered with the KU School of Public Affairs and Administration to create an internship program for City/County Management Fellows working on their Master's of Public Administration. Tess Tappan started as our intern on July 13 and will be with us for about a year. She is a recent graduate of KU and will begin the MPA program this fall. Her primary responsibility will be supporting library leadership as an administrative assistant. We are excited for her to join our team.

Library Lawn Stage

The site plan for the stage has been approved by the City, and we will meet with the architects at Multistudio on July 16. The amendment to the MOU between the Library and the City that allows the Library to build a permanent structure on the lawn will be on the Consent Agenda of the July 21 City Commission meeting. Building permits and construction plans will follow soon. We are edging closer to breaking ground.

Respectfully submitted by Brad Allen, July 14, 2026

Monthly Departmental Reports

July 2026

ACCESS SERVICES

In June we did our final testing and setup of the new phone system for implementation on July 1st. We had a huge month for library card sign ups, hitting 938 new cards, the largest single month in several years. Dottie continues to have a good year in checkouts, beating every month so far in 2025. YTD door counts continue up about 2% over last year, and seems to be on course for beating the last two years. After a solid year with our new lockers, we've seen locker circulation and the number of patrons using lockers to borrow about double from what it was last year.

Circulation

As Jeff mentioned above, we spent a fair amount of time trying to work on the new phone system along with Kim and Aaron. Special thanks to Cale and Traci for helping out with ILL as Liza was out for a chunk of June. Also wanted to recognize that Ruth in particular has been helping some of us former materials handling people learn the finer details of what was formerly accounts work. Other than that, we're definitely feeling the summer reading bump! Keeping us plenty busy.

Collection Services

June was a fairly quiet month in Collection Services. Dan and Dan sent in some test orders with Follett, a book vendor that we haven't previously done business with. We're hoping that they can cover some of the specialty books that we used to order with Baker & Taylor before they closed.

Emily and Brett worked with Jim in Public Technology to make some adjustments to our AV Tool collection in the catalog, and Ransom helped create some custom reports for Information Services.

The staff entrance buzzer is still down, so Dan is getting his steps in letting couriers, volunteers, and deliveries in manually. Staff have generally been good about going to the front door during

Monthly Departmental Reports

July 2026

business hours, but on particularly hot days we've been very understanding.

Information Technology

New phones based on the Zoom platform were deployed to staff desks starting as staff left offices on June 30 and concluding before 10 am on July 1. The new phone system is working well. Jeff, Ian, Kim, and Aaron will continue to make minor adjustments. Our primary business number is temporarily forwarded from our old phone system until the number porting process can complete. The new system offers many improvements, including full phone functionality within the Zoom desktop and mobile app and new direct phone numbers for all staff who have been assigned a calling plan.

Jon and Aaron are evaluating alternative access control systems to replace the previous system which failed during a power outage on June 4. The process of obtaining quotes and system information from vendors has been slow and has created considerable inconvenience for staff. A new system will be selected and installation scheduled as soon as possible.

Enterprise style Adobe licensing for a limited number of staff members and public access computers has been obtained. This has replaced personal style licensing which was difficult to manage effectively due to multiple billing dates and points of contact.

Eight new outdoor Wi-Fi access points (FortiAP-244K) have been ordered, have arrived, and will be installed soon. These units will replace existing access point equipment which had reached end-of-support by Fortinet.

Two additional indoor Wi-Fi access points (FortiAP-441K) have arrived. These were part of our E-Rate Category 2 funded items originally ordered in early April of this year. We are still waiting for the seven new network switches (FortiSwitch-348G-FPOE) which were also included in that order. All of these items were held up by the E-Rate funding approval process. We should have shipping information for the switches soon, now that funding has been approved and items have started to ship.

Monthly Departmental Reports

July 2026

Outreach

A super busy month for Outreach! As Jeff mentioned, we are beating last year's checkouts every month and June will be no exception. Big thanks go to pretty much every department for helping Sarah get these stops staffed. The weekly free lunch stop at Sunset Hill has been a great addition this year. We have lots of regulars and Sarah has been given sweet gifts of dandelions, drawings, and one child's advice on getting wasps away from the truck. Dottie has been decorated with colorful soccer balls and dinosaur decals. This is the first year we've decked out the bookmobile to match our Summer Reading theme and it seems like something we need to do every year! The kids have had a lot of fun catching the new designs. Sarah drove Dottie in the Pride and Juneteenth parades and stayed with Yari Medina for the Juneteenth celebration in South Park. Sarah also helped check folks in at Drag Bingo and was excited to be able to return to Nerd Nite for the first time in a few months. With all of these events and stops, we've been able to get more Dr. Bob books into children's hands. We gave away 157 free books in June!

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

On the collaborative front, M&C booked a BiblioCommons consultation for Google Analytics 4 (GA4) that comes with a really nice new dashboard and 5 hours of whatever we want help with. We also attended the BiblioWeb quarterly meet-up (with Heather and Bec joining breakout sessions on summer reading pages and ADA topics), and co-led the BiblioWeb meeting to kick off discussion on a more strategic homepage redesign. We also met for a working session to refine suggested homepage changes, met with Kathleen to revise our job descriptions and clarify shared versus specialized duties, and developed a streamlined decision-making matrix for homepage content. Bec whittled Heather's "way too many" questions down to 5–6, which the web team received positively as a clear and logical tool. Both continue to serve on the Master Plan team.

This month, Bec focused on finalizing content priorities including the [new furniture article](#), the Community Master Plan report, and the first Summer Nostalgia Reads blog. She continued work

Monthly Departmental Reports

July 2026

on website improvements through homepage carousel testing and new landing page templates. Bec also supported grant work with community data, promoted the How-To Festival, attended vendor updates, and met with a graduate student studying our social media. Summer Reading promotion data was requested and Bec presented M&C's efforts to the Summer Reading team and garnered lots of "wows".

Heather spent the month shooting and editing photos for the Community Master Plan, covering social media during Bec's vacation, and collaborating with Terese on an in-house exhibit on Gall ink and the Declaration of Independence for America's 250th and Kathleen secured [an article in the LJW](#) about it! Heather also prepped for the Fall mailer (new calendar! improved workflow!), mockups for new signage requests in Public Tech, and booked a 2028 community display proposal with a KU chemical and petroleum engineering professor ([Dr. Guenther Glatz](#)) that'll showcase student research on what Lawrence could look like if it relied more on sustainable energy. Heather is researching an updated new cardholder guide, gearing up for Adult Literacy program promotion, and teaming up with Youth Services to plan the relaunch of 1000 Books Before Kindergarten (tied to back-to-school and Library Card Sign-Up Month). She finalized the web team's content guidelines guide and is deep into designing Booktoberfest graphics and an updated library [building map](#).

FACILITIES

With the addition to the custodial staff, please see below, Jon was able to start carpet cleaning training with several of our more senior Custodians. Jon also took advantage of being closed on the 19th to have the cairns in the Picture Book Room cleaned as well as having the carpet in the Readers' Theater deep cleaned to try and get all the bubbles out (no small task).

We had a Bed Bug Inspection this morning and only had 2 alerts. Huge thanks to Angela (LPLFF Program Coordinator)! She discovered some BB evidence on Friday and then worked into the late late night inspecting, sorting, tossing, etc... Because of this, Finndy and Huck spent extra time sniffing in the Friends' garage.

Monthly Departmental Reports

July 2026

On the 4th, there was an electrical issue that caused the library to be closed for the day. While we were very fortunate in that there was no lasting damage to the elevator and minimal damage to our HVAC system, our access control system was damaged beyond repair. To determine the best long-term solution for the library, Aaron (IT Supervisor) and Jon are working with multiple vendors to evaluate potential replacements. We hope to have enough information to make a decision and move forward very soon.

Maintenance & Custodial

We are excited to welcome two new Custodians, Anna and Emily, to our Facilities Team! As they continue their training with Veronica, they will help round out an excellent crew.

HUMAN RESOURCES

Two new custodians, Emily Dague and Anna Johnson, joined the team. Tess Tappan will serve as our Government Affairs and Board Administration Intern in partnership with University of Kansas' Masters of Public Affairs program. JoAnna is also in the beginning stages of forming another partnership with the School of Business to host undergraduate seniors for unpaid internships or projects in the future. We also said goodbye to Max Yoder and Andrew Magleby this month and wish them the best on their future journeys. Erica attended the monthly Jayhawk SHRM chapter meeting and listened to a presentation on Courageous HR by Brook Donovan. JoAnna watched the What's New in Paycom webinar to stay up to date with the changes/updates in our HRIS system.

PUBLIC SERVICES

It is definitely summer at the library. The reports from the Public Services departments this month are full of info about successful programs and happy readers. Here's where we stand with our finisher goals as of 7/14:

Monthly Departmental Reports

July 2026

Goal / Finishers to date

- Kids 2200 / 1173
- Teens 600 / 383
- Adult 1500 / 724

We have 2 weeks of programming and 4 weeks of the reading challenge remaining to reach our goals. Please help spread the word and make sure you get your reading logged, too!

Information Services

We launched into June by hosting the ninth annual How-To Festival—the weather cooperated and we were able to set up on the lawn and in the auditorium. It was another fun day of community knowledge sharing and an all-hands-on-deck event for the Info Services team! For our observance of America 250, Terese and Melissa worked with Wendy Holman from the KU Field Station and Mary Anne Jordan from KU to plan and host Expressions of Democracy in Gall Ink, a workshop teaching patrons about gall ink—the medium used in the writing of the Declaration of Independence—and inviting them to create their own gall ink works about democracy. [Those creations are now on display on our gallery wall.](#) This was such an inspiring and positive event, with lots of appreciative participant comments. And to continue our World Cup Warm Up welcome to our new Algerian friends, Terese also arranged another series of Arabic for Beginners sessions with the KU African and African-American Studies department. Gabby coordinated our summer community blood drive, family support office hours with O'Connell Children's Shelter, and a program about demystifying death led by a death doula. Liz partnered with the KU-SBDC for a well-received workshop on social media marketing for small businesses. Natalie Wolf, our Hall Center Fellow for this summer, joined our team at the end of May; Natalie is digitizing a selection of materials from the Osma Room collection and assisting with some of our summer programs.

Public Technology

Public Tech continues to serve patrons on the lower level. Considerable effort has been invested over the years into researching more user friendly computer and print management systems. Along with IT we are currently testing an updated system and will likely transition to it in the

Monthly Departmental Reports

July 2026

coming months. Public faxing has also increased dramatically over the past few months. We are investigating a new system for faxing and scanning that promises to be more user friendly and reliable. This month we bid farewell to Andrew Magleby after six years. He will be greatly missed by staff and patrons, but we wish him the best!

Readers' Services

We have had a fun and full month in RS, with three programs for adults (four if you want to include the program at the very end of May with Tim Bascom as our Summer Reading kickoff) along with our usual book clubs. We have gotten such great feedback from patrons about each program (a Summer Social held at Lawrence Beer Co, a live watch party for the Matt Dinniman interview on LSC, and our annual Books & Bagels program) and every day we're having more and more happy readers come up to the desk and thank us profusely for being one of the few libraries that run a SR program for adults. So many tell us how they look forward to it, and many more tell us how it was the thing that got them back into reading for good. As of this morning, we had 700 of our 1500 finisher goal - hooray! We have our programs all ready to go for Booktoberfest, and now it's time to get a few details and marketing nailed down for a September launch.

Security

Security has been working on the Library Suspension Appeal Request Form. The Appeal Committee has been built and has met 1 time for an appeal. There have been 8 suspensions in the month of July.

Youth Services

Summer Reading is in full swing! We've had great attendance for our performers, summer clubs, storytimes, and other events. A steady stream of Summer Reading Program finishers are coming in. Over 200 people came to storytime at the pool for Bookworms and Waterbugs, then stayed for a free swim! Teens are showing up to play laser tag, Dungeons & Dragons, and play a role in a Murder Mystery Party, and play dinosaur relay games.

LPL Friends & Foundation Director's Report – July 14, 2026

Summer Book Sale. The Friends & Foundation's big Summer Book Sale happens this weekend! Membership night kicks things off on Thursday, July 16th from 5 pm to 7 pm. This is an exclusive shopping event for LPLFF donors to enjoy the sale early. Then on Friday, July 17th and Saturday, July 18th, the sale opens to the public from 10 am to 6 pm. The weekend wraps up on Sunday, July 19th, with sale hours from noon to 4 pm. Hope you'll join us to stock up on your summer reads!

Summer Fundraising Campaign. The Friends & Foundation's Double the Score for Your Library summer fundraising campaign has already surpassed its matching goal, and it's all thanks to the incredible generosity of our community. A local family challenged Lawrence donors to match their \$20,000 gift, and since the Summer Reading Kickoff on May 21st, our incredible community has raised more than \$23,500! But we're not finished yet. Summer Reading continues through August 15th, and every additional gift will help provide even more books, programs, and opportunities for our community. We'll keep you posted as the total continues to grow.

July Phone Calls and One-on-One Meetings. The Friends & Foundation board does not meet in July, but its members are staying busy. We spend the month making thank-you phone calls to our incredible book sale volunteers, New Chapter Society members, and long-time donors. These calls are fun to make and often lead to wonderful conversations and feedback. In addition, our board chair, Nancy Hambleton, and I are meeting one-on-one with each LPLFF board member over coffee or happy hour. These informal check-ins spark great ideas, thoughtful questions, and stronger connections. Our board members really appreciate the opportunity to engage in this way.

Community Gathering Fund. In partnership with a generous local family, the Friends & Foundation has launched the Community Gathering Fund to help Douglas County nonprofits, civic organizations, and community groups offset meeting space fees at Lawrence Public Library. The fund covers up to three hours of library room rental fees for eligible organizations once per calendar year. Assistance is available on a first-come, first-served basis as long as funds are available. For-profit businesses and commercial organizations are not eligible for funding.

Legacy Giving. Refreshing the Friends & Foundation's Legacy Giving program is a top LPLFF board priority for 2026. These estate gifts are a meaningful way to ensure that Lawrence Public Library continues to inspire, educate, and serve future generations. To support this effort, we have created a new "Your Story Lives On" brochure, which will be available to anyone interested in learning more about leaving a legacy through the library. We are also grateful that former LJ World reporter Cathy Hamilton has volunteered to continue offering Life Stories interviews. In these wonderful sessions, Cathy sits down with donors and library supporters to capture the stories, memories, and defining moments of their lives on video in the SOUND+VISION Studio. The finished recording becomes a treasured keepsake to share with family and friends.



MEMO

TO: Library Board of Trustees

FR: Kathleen Morgan, Deputy Director

RE: Library Alcohol Policy Review

Date: July 20, 2026

The Board of Trustees last reviewed the library's Alcohol Policy in 2023. After careful review, no changes are recommended to the policy.

However, we have updated the accompanying Alcohol Procedures Checklist to include information regarding insurance coverage requirements. The full policy and revised checklist is included here for your review.



Alcohol Policy

*Approved by the Lawrence Public Library Board of Trustees on 12/15/2014. Updated and approved 7/17/2023.
Reviewed 7/20/2026.*

Introduction

Alcoholic beverages are generally prohibited in the library facility and on library premises. The purpose of this policy is to describe the limited circumstances in which alcoholic beverages may be served and consumed at library-sponsored events in designated areas by Lawrence Public Library and/or the Lawrence Public Library Friends & Foundation.

Nothing in this policy shall be construed as authorizing patron possession or consumption of alcoholic beverages in library facilities or on library premises in violation of the Library Behavior and Reservable Room Policies and Guidelines.

Library Director Approval

The Library Director or their designee may grant approval for the serving and consumption of alcohol at events or programs sponsored by Lawrence Public Library and/or the Lawrence Public Library Friends & Foundation held on library premises provided that:

1. The serving of alcohol at an event or program is in compliance with all applicable alcohol laws and regulations, including the verification of age and the prevention of over-serving;
2. The serving of alcohol at an event or program does not interfere with library operations or the rights of library patrons;
3. Alcoholic beverages are served and consumed only in designated areas;
4. Any sales and/or distributions of alcoholic beverages at the library are in compliance with local and state laws, licensing, and permits;
5. The library has sufficient insurance coverage to host an event at which alcohol is served and consumed; and
6. The library assumes no liability for the actions of individuals who consume alcohol on library premises and reserves the right to terminate any event serving alcohol if it is disruptive to library patrons, library operations, or library property.

Summary

This policy is designed to ensure that Lawrence Public Library can sponsor events and programs that may involve the serving and consumption of alcohol in a safe, responsible, and legal manner, while also protecting the library, its users, and its property.

[Alcohol Procedures Checklist](#)



Checklist for Events Serving Alcoholic Beverages

- ☐ Know the legal requirements regarding the consumption of alcohol in public spaces (licenses, permits, ordinances.)
- ☐ Ensure that all individuals consuming alcohol are of legal drinking age. Verify their age by checking valid identification. Include age requirements in event descriptions.
- ☐ Check with the library insurance carrier to be sure the event has sufficient coverage.
- ☐ Promote responsible drinking by providing water and non-alcoholic options, food or snacks, information about transportation alternatives, and responsible drinking signage/reminders.
- ☐ Clearly establish designated areas for consuming alcohol.
- ☐ Limit the time of the event and enforce it to avoid overconsumption.

In summary, always prioritize the safety and well-being of participants during events that serve alcohol. Follow all legal requirements, promote responsible drinking practices, and monitor consumption levels in order to create a positive and safe environment. Review the library's Alcohol Policy.

Insurance Information (new)

- The library carries a special event policy, but no alcohol coverage.
- If alcohol is being served at a library event, the distributing vendor must provide liquor coverage (ask for a certificate of insurance showing they have coverage.)
- If the library or the Friends & Foundation is providing alcohol for an event, you need to acquire a separate special event policy with liquor liability coverage.
- If the library allows attendees to bring their own beverages, there is no need to provide coverage.

Authorizing City Ordinance

Alcohol generally is not allowed in City-owned facilities. However City Ordinance 8515, Section 4-105 provides an exemption for Lawrence Public Library to serve alcohol during events, pursuant to the rules and regulations of the library.

Reviewed by LPL Board together with Alcohol Policy: 7/17/2023 and 7/20/2026



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: July 14, 2026

RE: Lawrence Public Library 2027 Revised Budget Resolution

Please find attached to this memo the revised 2027 line item budget for Lawrence Public Library. The intent of the Library Board for this year's budget was to increase the mill rate to 4.5 mills, the maximum allowed by Charter Ordinance 16. We did not have the final tax numbers from the County when we adopted our proposed budget on May 18. The revised amount of funds requested to be levied by the City of Lawrence on behalf of the Library is \$7,943,700.

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
REVISED 2027 BUDGET
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	\$ 7,943,000.00	\$ 983,000.00	14.12%
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	\$ 8,188,000.00	\$ 1,018,000.00	
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	\$ -				\$ 607,000.00	\$ 607,000.00	
Miscellaneous							
Total Expenses	\$ 5,945,000.00	\$ 6,383,000.00	\$ 6,858,000.00	\$ 7,170,000.00	\$ 8,188,000.00	\$ 1,018,000.00	