

Lawrence Public Library Board of Trustees Regular Meeting
Monday, November 21, 2022 at 4:30 PM
Meeting Room A
[Zoom Link](#)

Introductions

Public Comments

Consent Agenda

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

- Approve Library Board meeting minutes for October
- Approve Treasurer's report for October
- Approve bills for October 17 to November 20
- Receive statistical report for October

Library Director's report

Friends & Foundation report

New Business

- Appoint Director Evaluation Committee
Sarah Goodwin Thiel, Board Chair
- Policy Review:
 - Employee Handbook – **ACTION ITEM**
Erica Segraves, Employee Engagement Coordinator
 - ADA Policy – **ACTION ITEM**
Tricia Karlin, Collections and Technology Manager
 - Public Events Policy – **ACTION ITEM**
Kristin Soper, Outreach and Events Coordinator

Old Business

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: October 17, 2022

Time: 4:30 p.m.

Venue: The meeting was conducted in person and online.

Board Members Present:

Mayor Courtney Shipley, Jennifer Bonilla, Kelly Hart, Ursula Minor, James Pavisian, David Vance, Susan Kang. Absent: Sarah Goodwin Thiel.

Staff Members Present:

Brad Allen, Kathleen Morgan, Frankie Haynes, Erica Segraves, Jon Ratzlaff, Heather Kearns, Bree Pfannenstiel, Aaron Brumley, Tricia Karlin.

Friends and Foundation Members Present:

Brandon Eisman.

Members of the Public:

None.

Call to order:

David called the meeting to order at 4:31 p.m.

Consent Agenda

James moved approval of the consent agenda. Ursula seconded the motion. The consent agenda passed.

Library Director's Report

- The monthly department reports in the packet are full of library events and initiatives - there's a lot happening here!
- Brad gave a tour to the staff of the Emporia Public Library on October 10. He was happy to show off the building and meet their new director. It was her first day on the job!
- Brad shared additional good news about the ETC City Community Survey response on library services. 59% of survey respondents said they were 'very satisfied' with the library. That was the highest 'very satisfied' rating of any category of service. Also, 76% of respondents said they had visited the library in the last 12 months. That number of users is third only to curbside recycling & walking on a trail! It is an impressive result - higher than we might have guessed based on library gate count numbers.

Friends and Foundation Director's Report

- Kathleen gave the report, starting out by noting that the month of October is “absolutely insanely busy”!
 - **Fall Book Sale** is coming up. Of note: there is no entrance fee to come to Donor's night (opening night) - it's a trial to see if we can get attendance up.
 - **Fundraising:** Friends & Foundation will start sending out fundraising letters in October. They will start out with letters to New Chapter Society donors (individuals and businesses who give \$1,000 or more through the course of the year) and follow up with additional mailings in November. The Foundation has about 1,500 active donors in total, and about 80 donors are in the New Chapter group. Last year about 45% of donations were received in the last quarter of the year. The Foundation has a good renewal rate - board members do a great job of making 'thank you' calls to donors and writing notes on letters.
 - **DCCF Giving for Good Campaign:** This fundraising effort is managed by the Douglas County Community Foundation to support projects of local nonprofits. The Friends & Foundation's project this year is to purchase a high-quality book scanner so the library can digitize its collection of yearbooks & city directories. The scanner will be easy enough for laypersons to use for their own scanning projects (e.g. baby books). Funds will also be provided via an Internet Archives grant & potentially from donors that Kathleen will be meeting with next week. The scanner will be a great addition to the local history room.
 - **Children's Department Renovation:** Early this morning, the furniture was delivered for the picture book room! Kathleen was sorry to report that the donor, Don Marquis, has died, but his family will be here to dedicate the space during the Thanksgiving holiday. Sincere thanks are due to Gould Evans [now Multistudio] and Heather Kearns for their assistance with the project.
 - **Teen Zone Renovation:** The furniture for the Teen Zone is in transit.
 - **50th Anniversary Events:** There was a good turnout - about 300 people - for the film screening of Willie Wonka & the Chocolate Factory. The '70s prom is a week from Friday on October 28 - Kathleen hopes to see all the trustees there!
 - **780s Series:** The next event will be November 3rd at the Lawrence Arts Center. David Lowery, music activist and musician (*Cracker, Camper Van Beethoven*), will present and perform.

New Business

- **Restatement of Premium Only 125 Plan for Health Insurance**
 - Brad noted that the library is moving to an every-other week pay period (staff were previously paid monthly). As part of the setup process, the library reviewed its 125 plan records. The plan had been in operation and administered internally since 1999, but the original documentation for the plan was not available. In lieu of this

documentation, legal and financial consultants suggested that the board of trustees pass a resolution to restate the plan. The resolution will also include a commitment to have the plan administered by a third party agent.

- Susan Kang moved to adopt the resolution to restate the 125 plan for health insurance. David seconded the motion. The motion passed.

- **Policy review**

- Frankie Haynes, Diversity and Equity Coordinator, discussed with the IDEAA committee the way in which the library should mark the Juneteenth holiday. They recommend that the library close on this holiday (as will Douglas County government offices). The Juneteenth holiday was added to the holiday policy.
- Ursula moved that the board approve all holidays and compensating days as outlined in the packet. James seconded the motion. The motion passed. Brad added that because library practice is currently to close the Sunday before a Monday holiday, and, since in 2023 the Juneteenth holiday falls on a Monday, the library will follow this precedent for Juneteenth. The library will thus be closed June 18 and 19th.

Old Business

- **Advocacy Policy**

- The edited advocacy policy was reviewed. Kathleen noted that spokesperson responsibilities will not be included in this policy, but will instead be addressed in a new communications policy that will be drafted and presented next year.
- James moved to accept the advocacy policy as revised. Kelly seconded the motion. The motion passed.

Announcements

- Kathleen shared an update with the board on the new poster fundraising project. The project is called Library Landscapes. Every year at this time the Friends & Foundation will have an artist create a library-centric work. This year's series features a picture of the corner of the public library by Louis Copt. The notecards and prints of his picture will be posted for sale on the website. Notecards will also be available for purchase at the Accounts desk. Prints will be available on demand, although at the suggestion of James, Kathleen will explore having some in stock at the Accounts desk. Kathleen will also ensure that they will be available for purchase at the upcoming fall book sale.
- All celebrated the news that trustee Kelly Hart's dad, John Rathbun, was recruited into the ranks of LPL users, having recently signed up for a library card!

Adjournment

There being no other business, the meeting adjourned at 5:14 p.m.

The next regular Board meeting will be held Monday, November 21, 2022 via location

Respectfully submitted,
Tricia Karlin

2022 Regular Budget Report

	<u>October</u>	<u>Year To Date</u>	<u>2022 Budget</u>	<u>% over/under</u>	<u>2021</u>
REVENUES					
Tax Fund	211,815.23	5,023,000.00	\$5,022,000.00	100.02%	\$4,978,000.00
Lost and Repl Fees	2,369.72	20,776.24	\$30,000.00	69.25%	\$15,000.00
NEKLS	-	79,498.25	\$96,000.00	82.81%	\$95,000.00
State Aid & Federal Aid	4,439.09	32,631.79	\$25,000.00	130.53%	\$25,000.00
Photo Copies	1,324.82	12,209.09	\$10,000.00	122.09%	\$5,000.00
Meeting Room Fees	363.35	4,028.37	\$5,000.00	80.57%	\$ -
Interest	3,174.23	12,891.02	\$2,000.00	644.55%	\$2,000.00
Transfer from Cash Reserves	-	-	\$47,000.00	0.00%	\$50,000.00
Donations- MISC	73.57	329.93			
Total Revenues	223,560.01	5,185,364.69	\$5,237,000.00	99%	\$5,170,000.00

EXPENSES

Salaries & Wages	185,732.15	2,363,307.17	\$2,910,000.00	81.21%	\$2,865,000.00
Employee Benefits	35,421.83	351,397.20	\$490,000.00	71.71%	\$460,000.00
Payroll Taxes	31,762.76	394,480.41	\$516,000.00	76.45%	\$500,000.00
Utilities	6,308.23	64,993.79	\$100,000.00	64.99%	\$100,000.00
Building Supplies	868.35	14,281.27	\$20,000.00	71.41%	\$20,000.00
Building Repairs & Maintenance	7,584.69	60,230.38	\$55,000.00	109.51%	\$55,000.00
Library Supplies	304.74	13,515.03	\$25,000.00	54.06%	\$25,000.00
Books & Materials	52,239.57	566,482.37	\$710,000.00	79.79%	\$710,000.00
Processing Supplies	3,298.87	43,554.95	\$45,000.00	96.79%	\$54,000.00
Equipment	-	1,749.88	\$10,000.00	17.50%	\$10,000.00
Technology	3,398.72	236,020.64	\$250,000.00	94.41%	\$250,000.00
Insurance	-	25,920.30	\$16,000.00	162.00%	\$16,000.00
Postage & Mailing	1,042.13	22,100.88	\$18,000.00	122.78%	\$18,000.00
Professional Development	820.47	25,275.55	\$35,000.00	72.22%	\$30,000.00
Book Van & Mileage	230.89	4,596.28	\$2,000.00	229.81%	\$2,000.00
Professional Fees	(6,350.31)	24,998.09	\$20,000.00	124.99%	\$25,000.00
Advertising & Marketing	2,454.89	18,049.86	\$20,000.00	90.25%	\$30,000.00
Capital Improvements	-	136,105.54	0		\$ -
Miscellaneous	489.49	20,167.10	0		
Total Expenses	325,607.47	4,387,226.69	\$5,237,000.00	84%	\$5,170,000.00

Cash Reserves	126,602.99	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)			
Checking (US Bank & KMIP)	1,569,532.23				
Capitol Improvement (KMIP)	815,788.86				

2022 Outside Funding	1/1/2022	October	October	
	AMOUNT	Income	Spending	Remaining
Outside & Private Funding				
R & E Totals		\$ 46,142.19	\$ 51,462.82	\$ 268,096.98
				\$ 299,716.26
				\$ 522,502.54

Lawrence Public Library

Balance Sheet

As of October 31, 2022

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	847,900.61
Checking	717,109.02
Capital Improvement at MIP	815,788.86
Total Checking/Savings	2,380,798.49
Total Current Assets	2,380,798.49
Other Assets	
Petty Cash	605.48
Total Other Assets	605.48
TOTAL ASSETS	2,381,403.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	61,736.77
Total Accounts Payable	61,736.77
Other Current Liabilities	
Payroll Liabilities	
Group Life Insurance	371.57
KPERS	
Employee	-74.25
Total KPERS	-74.25
KPERS Co	
Company	-61.25
Total KPERS Co	-61.25
OGLI	-48.02
Payroll Liabilities FSA	1,571.85
United W	222.00
Total Payroll Liabilities	1,981.90
Total Other Current Liabilities	1,981.90
Total Current Liabilities	63,718.67
Total Liabilities	63,718.67
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,661.22
Net Income	575,388.86
Total Equity	2,317,685.30
TOTAL LIABILITIES & EQUITY	2,381,403.97

Lawrence Public Library
Revenues & Expenses
October 2022

	<u>Oct 22</u>	<u>Jan - Oct 22</u>
Ordinary Income/Expense		
Income		
Misc Income	73.57	329.93
Tax Fund	211,815.23	5,023,000.00
Lost and Replacement Fees	2,369.72	20,776.24
NEKLS	0.00	79,498.25
State& Federal Aid	4,439.09	32,631.79
Photocopies & Printing	1,324.82	12,209.09
Meeting Room Rentals	363.35	4,028.37
Interest	3,174.23	12,891.02
Outside&Private Funding Income	46,142.19	299,716.26
Total Income	<u>269,702.20</u>	<u>5,485,080.95</u>
Gross Profit	269,702.20	5,485,080.95
Expense		
Payroll Expenses	231,136.78	2,762,223.13
Payroll Taxes	32,855.99	408,432.06
Utilities - Electric	6,308.23	64,993.79
Building Supplies	868.35	14,281.27
Building Repairs & Maintenance	7,584.69	60,230.38
Library & Office Supplies	304.74	13,515.03
Books & Materials	52,239.57	566,482.37
Processing Supplies	3,298.87	43,554.95
Equipment	0.00	1,749.88
Technology	3,398.72	236,020.64
Insurance	0.00	25,920.30
Postage & Mailing	1,042.13	22,100.88
Professional Development	820.47	25,275.55
Vehicles, Mileage, Maintenance	230.89	4,596.28
Professional Fees	-6,350.31	24,998.09
Marketing-General	2,454.89	18,049.86
Capital Improvement Expenditure	0.00	136,105.54
Miscellaneous	489.49	20,167.10
Outside & Private Funding	40,386.79	460,994.99
Total Expense	<u>377,070.29</u>	<u>4,909,692.09</u>
Net Ordinary Income	<u>-107,368.09</u>	<u>575,388.86</u>
Net Income	<u><u>-107,368.09</u></u>	<u><u>575,388.86</u></u>

Lawrence Public Library
Vendor Balance Summary
As of November 21, 2022

	<u>Nov 21, 22</u>
Adam Lang	58.50
Amazon-Synchrony Bank	549.88
Amazon Capital Services, Inc	6,543.78
Arsenal	2,921.00
ASI	56.00
Baker & Taylor, Inc.	156.46
Blackstone Publishing	34.94
Blue Cross and Blue Shield of Kansas Inc.	475.00
Bug Hounds, LLC	762.50
Center Point Large Print	183.74
Demco, Inc.	952.48
EBSCO	2.40
Evergy	6,308.23
Gale/Cengage Learning	515.70
Ingram Library Services	25,709.07
Interlibrary Lending	16.00
Jack Wingo	200.00
Jayhawk Trophy Co., Inc.	108.30
Jayhawk Tropical Fish	322.25
Just Food	200.00
Krin Bowman	101.75
Midwest Tape	6,541.91
Mikelia Cloud	170.00
MSM Systems Inc.	496.00
NEKLS	1,409.75
OverDrive	28,425.73
P1 Group, Inc.	5,938.00
Pro Print Inc.	3,014.00
Pur-O-Zone, Inc.	1,892.84
Rabbi Zalman Tiechtel	200.00
Salina Public Library	21.00
Sandy Beverly	25.00
Sawa Books	152.78
Schendel Services	103.74
Shannon Pickett	55.25
U.S. Bank - Mastercard	15,721.47
Unique Management Services	534.73
United Parcel Service	29.18
TOTAL	<u>110,909.36</u>

1:53 PM
11/17/22

Lawrence Public Library
Check Detail
October 19 through November 30, 2022

Type	Num	Date	Name	Account	Paid Amount
Check	electronic	10/29/2022	KPERS	Checking	
				Retirees	-49.57
TOTAL					-49.57
Check	electronic	10/29/2022	KPERS	Checking	
				OGLI	-320.48
TOTAL					-320.48
Check	electronic	10/29/2022	Blue Cross and Blue Shield of K...	Checking	
				Health Insurance	-20,926.43
				Health Insurance	-19,963.05
				Hospital & Cancer Plans	-72.56
TOTAL					-40,962.04
Check	electronic	10/29/2022	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	electronic	10/29/2022	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-4,673.00
TOTAL					-4,673.00
Check	electronic	10/29/2022	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-12.00
TOTAL					-12.00
Check	electronic	11/10/2022	KPERS	Checking	
				Company	-11,152.74
				Employee	-6,759.18
TOTAL					-17,911.92
Check	electronic	11/10/2022	KPERS	Checking	
				Company	-59.04
TOTAL					-59.04
Check	electronic	11/10/2022	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-137.00
TOTAL					-137.00

Lawrence Public Library
Check Detail
October 19 through November 30, 2022

Type	Num	Date	Name	Account	Paid Amount
Check	electronic	11/10/2022	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-4,545.00
TOTAL					-4,545.00
Check	electronic	11/10/2022	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Bill Pmt -Check	electronic	11/21/2022	ASI	Checking	
Bill	October	10/31/2022		Professional Fees	-56.00
TOTAL					-56.00
Bill Pmt -Check	electronic	11/21/2022	Evergry	Checking	
Bill		10/31/2022		Utilities - Electric	-6,308.23
TOTAL					-6,308.23
Bill Pmt -Check	electronic	11/21/2022	U.S. Bank - Mastercard	Checking	
Bill	October	10/31/2022		Building Repairs & Main...	-162.96
				Building Supplies	-44.44
				Library & Office Supplies	-415.93
				Processing Supplies	-13.21
				IT Software & Subscripti...	-84.59
				Internet & Telephone	-627.45
				Postage & Mailing	-1,012.40
				Professional Development	-1,260.14
				Vehicles, Mileage, Maint...	-231.69
				Professional Fees	-672.35
				Marketing-General	-2,349.32
				Miscellaneous	-378.29
				Miscellaneous	-590.68
				Outside & Private Funding	-239.71
				Outreach/Coggins Fund	-150.75
				Outside & Private Funding	-287.80
				Children Services Progr...	-964.50
				Teen Services Program...	-4,807.31
				Teen Services Program...	-190.83
				Sound & Vision	-9.99
				Kansas Health Foundati...	-196.50
				Outside & Private Funding	-689.63
				Books & Materials	-35.92
				Books & Materials	-59.94
Bill	Nov	11/01/2022		Books & Materials	-19.95
				Books & Materials	-13.99
				Books & Materials	-20.12
				Books & Materials	-90.00
				Books & Materials	-49.75
				Books & Materials	-16.83
				Books & Materials	-8.52

Lawrence Public Library
Check Detail
October 19 through November 30, 2022

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-12.99
				Books & Materials	-12.99
TOTAL					-15,721.47
Bill Pmt -Check	electronic	11/21/2022	United Parcel Service	Checking	
Bill	Nov	10/31/2022		Postage & Mailing	-29.18
TOTAL					-29.18
Check	Electronic	10/29/2022	KPERS	Checking	
				Employee Company	-6,672.99
					-11,010.41
TOTAL					-17,683.40
Bill Pmt -Check	9534	11/21/2022	Adam Lang	Checking	
Bill	Refund	10/31/2022		Lost and Replacement ...	-58.50
TOTAL					-58.50
Bill Pmt -Check	9535	11/21/2022	Arsenal	Checking	
Bill	65057	11/15/2022		Internet & Telephone	-2,921.00
TOTAL					-2,921.00
Bill Pmt -Check	9536	11/21/2022	Blackstone Publishing	Checking	
Bill	2072326	11/08/2022		Books & Materials	-34.94
TOTAL					-34.94
Bill Pmt -Check	9537	11/21/2022	Bug Hounds, LLC	Checking	
Bill	754	11/15/2022		Building Repairs & Main...	-762.50
TOTAL					-762.50
Bill Pmt -Check	9538	11/21/2022	Center Point Large Print	Checking	
Bill	1964465	10/21/2022		Books & Materials	-183.74
TOTAL					-183.74
Bill Pmt -Check	9539	11/21/2022	Demco, Inc.	Checking	
Bill	7210433	10/27/2022		Processing Supplies	-952.48
TOTAL					-952.48

Lawrence Public Library
Check Detail
October 19 through November 30, 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9540	11/21/2022	EBSCO	Checking	
Bill	2301522	10/13/2022		Books & Materials	-2.40
TOTAL					-2.40
Bill Pmt -Check	9541	11/21/2022	Interlibrary Lending	Checking	
Bill	215560116	10/31/2022		Lost and Replacement ...	-16.00
TOTAL					-16.00
Bill Pmt -Check	9542	11/21/2022	Jayhawk Trophy Co., Inc.	Checking	
Bill	72877	10/31/2022		Marketing-General	-108.30
TOTAL					-108.30
Bill Pmt -Check	9543	11/21/2022	Jayhawk Tropical Fish	Checking	
Bill	115171	10/31/2022		Aquarium Maintenance	-322.25
TOTAL					-322.25
Bill Pmt -Check	9544	11/21/2022	Just Food	Checking	
Bill	1024	10/03/2022		Outside & Private Funding	-200.00
TOTAL					-200.00
Bill Pmt -Check	9545	11/21/2022	Krin Bowman	Checking	
Bill	Refund	11/15/2022		Lost and Replacement ...	-101.75
TOTAL					-101.75
Bill Pmt -Check	9546	11/21/2022	Mikelia Cloud	Checking	
Bill	Resource Fair	11/15/2022		Information Services Pr...	-170.00
TOTAL					-170.00
Bill Pmt -Check	9547	11/21/2022	MSM Systems Inc.	Checking	
Bill	206035	10/27/2022		Building Repairs & Main...	-496.00
TOTAL					-496.00
Bill Pmt -Check	9548	11/21/2022	NEKLS	Checking	
Bill	Training	11/07/2022		Professional Development	-1,000.00
Bill	Renewal	11/15/2022		IT Software & Subscripti...	-409.75
TOTAL					-1,409.75

Lawrence Public Library
Check Detail
October 19 through November 30, 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9549	11/21/2022	P1 Group, Inc.	Checking	
Bill	000134559	10/27/2022		Building Repairs & Main...	-5,938.00
TOTAL					-5,938.00
Bill Pmt -Check	9550	11/21/2022	Pro Print Inc.	Checking	
Bill	2063	10/31/2022		Outreach/Coggins Fund	-3,000.00
Bill	2378	11/15/2022		Library & Office Supplies	-14.00
TOTAL					-3,014.00
Bill Pmt -Check	9551	11/21/2022	Pur-O-Zone, Inc.	Checking	
Bill	861992	10/03/2022		Building Repairs & Main...	-279.49
Bill	861991	10/03/2022		Building Repairs & Main...	-652.80
Bill	862530	10/18/2022		Building Supplies	-823.89
Bill	863681	11/04/2022		Building Supplies	-68.33
Bill	863682	11/04/2022		Building Supplies	-68.33
TOTAL					-1,892.84
Bill Pmt -Check	9552	11/21/2022	Salina Public Library	Checking	
Bill	ILL Refund	10/20/2022		Lost and Replacement ...	-21.00
TOTAL					-21.00
Bill Pmt -Check	9553	11/21/2022	Sandy Beverly	Checking	
Bill	Dec Yoga	11/04/2022		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	9554	11/21/2022	Sawa Books	Checking	
Bill	IN001530	11/09/2022		Books & Materials	-152.78
TOTAL					-152.78
Bill Pmt -Check	9555	11/21/2022	Schendel Services	Checking	
Bill	30399278	11/10/2022		Building Repairs & Main...	-103.74
TOTAL					-103.74
Bill Pmt -Check	9556	11/21/2022	Shannon Pickett	Checking	
Bill	Refund	10/27/2022		Lost and Replacement ...	-55.25
TOTAL					-55.25

Lawrence Public Library
Check Detail
 October 19 through November 30, 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9557	11/21/2022	Unique Management Services	Checking	
Bill	6106595	10/31/2022		Professional Fees	-394.00
Bill	6106596	10/31/2022		Professional Fees	-140.73
TOTAL					-534.73
Bill Pmt -Check	29207	11/21/2022	Gale/Cengage Learning	Checking	
Bill	79443982	10/14/2022		Books & Materials	-22.39
Bill	79443829	10/14/2022		Books & Materials	-27.29
Bill	79454531	10/21/2022		Books & Materials	-26.59
Bill	79463489	10/21/2022		Books & Materials	-26.59
Bill	79454901	10/21/2022		Books & Materials	-27.29
Bill	79504349	10/25/2022		Books & Materials	-22.39
Bill	79514405	10/26/2022		Books & Materials	-98.66
Bill	79579646	11/03/2022		Books & Materials	-26.59
Bill	79632651	11/15/2022		Books & Materials	-106.36
Bill	79628402	11/15/2022		Books & Materials	-26.59
Bill	79638328	11/16/2022		Books & Materials	-53.18
Bill	79638036	11/16/2022		Books & Materials	-51.78
TOTAL					-515.70
Bill Pmt -Check	29218	11/21/2022	Amazon-Synchrony Bank	Checking	
Bill	676489985...	10/21/2022		Books & Materials	-19.99
Bill	853736863...	11/02/2022		Books & Materials	-209.97
Bill	548977568...	11/02/2022		Books & Materials	-69.98
Bill	466853934...	11/03/2022		Books & Materials	-39.99
Bill	866578484...	11/03/2022		Books & Materials	-39.99
Bill	978975949...	11/03/2022		Books & Materials	-39.99
Bill	886593689...	11/07/2022		Books & Materials	-59.99
Bill	947958845...	11/07/2022		Books & Materials	-34.99
Bill	663455659...	11/15/2022		Books & Materials	-34.99
TOTAL					-549.88
Bill Pmt -Check	29219	11/21/2022	Amazon Capital Services, Inc	Checking	
Bill	1V7V-NMD...	10/11/2022		Sound & Vision	-103.10
Bill	1RHR-7XP6...	10/12/2022		Public Tech Supplies	-15.99
Bill	1HXW-JLQ...	10/13/2022		Operations	-1,581.27
Bill	1L3V-QW7...	10/20/2022		Library & Office Supplies	-21.97
Bill	1XWC-Y6M...	10/21/2022		Books & Materials	-199.97
				Books & Materials	-119.98
Bill	1V4Q-PTR...	10/21/2022		Books & Materials	-119.98
				Books & Materials	-18.57
				Books & Materials	-13.78
				Books & Materials	-21.13
				Books & Materials	-17.74
				Books & Materials	-33.95
				Books & Materials	-29.33
				Books & Materials	-30.81
				Books & Materials	-10.27
				Books & Materials	-45.06
				Books & Materials	-57.57
				Books & Materials	-15.04
				Books & Materials	-156.00
				Books & Materials	-23.49
				Books & Materials	-86.15
				Books & Materials	-131.59

Lawrence Public Library
Check Detail
 October 19 through November 30, 2022

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-93.61
				Books & Materials	-32.51
Bill	11F3-RWJ1...	10/21/2022		Books & Materials	-11.99
				Books & Materials	-19.99
Bill	197H-NJ9D...	10/21/2022		Books & Materials	-24.04
Bill	1CYN-4JW...	10/21/2022		Books & Materials	-17.95
Bill	1H7C-MPJ...	10/21/2022		Books & Materials	-56.65
Bill	1D7N-JYYG...	10/21/2022		Children Services Progr...	-27.95
Bill	1KMW-PKT...	10/25/2022		Books & Materials	-23.98
				Books & Materials	-156.86
				Books & Materials	-22.43
				Books & Materials	-89.09
				Books & Materials	-24.98
				Books & Materials	-25.99
				Books & Materials	-34.99
				Books & Materials	-106.19
				Books & Materials	-9.99
				Books & Materials	-21.98
				Books & Materials	-19.23
				Books & Materials	-15.95
				Books & Materials	-34.95
Bill	1C6F-41CF...	10/25/2022		Books & Materials	-515.19
Bill	14D9-RT3G...	10/25/2022		Outreach/Coggins Fund	-80.97
Bill	1J3D-JYDT...	10/27/2022		Outreach/Coggins Fund	-21.44
Bill	1H93-N1DH...	10/29/2022		Operations	-46.44
Bill	11LV-7C1D...	10/29/2022		Teen Services Program...	-13.95
Bill	11GH-24H...	10/31/2022		Books & Materials	-18.49
Bill	1jmk-xfqj-f6lt	10/31/2022		Books & Materials	-5.95
Bill	1VM1-91PR...	10/31/2022		Books & Materials	-17.47
Bill	1H69-4V9...	10/31/2022		Books & Materials	-59.95
Bill	13N6-GKP...	10/31/2022		Teen Services Program...	-63.98
Bill	16Y6-FQ11...	10/31/2022		Building Repairs & Main...	-55.35
Bill	1h69-4v9w...	11/01/2022		Books & Materials	-59.99
Bill	1WQ7-HV3...	11/03/2022		Books & Materials	-79.98
Bill	11CW-13K...	11/07/2022		Books & Materials	-19.99
Bill	19W4-6VR...	11/07/2022		Books & Materials	-19.99
Bill	1F7Y-3FJH...	11/07/2022		Books & Materials	-119.83
Bill	13V7-41DK...	11/07/2022		Books & Materials	-51.97
Bill	1M6Y-GM...	11/07/2022		Books & Materials	-58.34
Bill	1K1C-3R7L...	11/08/2022		Books & Materials	-59.99
Bill	14YD-LK47...	11/09/2022		Books & Materials	-169.97
Bill	1KD1-QDJ1...	11/09/2022		Books & Materials	-272.12
Bill	1CPQ-KXN...	11/09/2022		Books & Materials	-90.95
Bill	13RT-MWT...	11/09/2022		Books & Materials	-78.64
Bill	1HF7-DWK...	11/09/2022		Books & Materials	-88.63
Bill	13GF-33J9...	11/10/2022		Books & Materials	-157.76
Bill	1XNP-XJRT...	11/15/2022		Books & Materials	-84.55
Bill	1941-6XWF...	11/15/2022		Books & Materials	-50.77
Bill	1NFT-H3Q...	11/15/2022		Books & Materials	-45.12
Bill	16VC-R73L...	11/15/2022		Books & Materials	-187.94
Bill	14PQ-TMP...	11/15/2022		Books & Materials	-9.99
Bill	1KTK-YRK...	11/15/2022		Books & Materials	-67.66
Bill	14HN-RFP...	11/16/2022		Books & Materials	-25.00
				Books & Materials	-19.99
				Books & Materials	-17.67
				Books & Materials	-15.08
Bill	1LDG-FPT4...	11/16/2022		Books & Materials	-43.29
				Books & Materials	-16.01
				Books & Materials	-9.34
TOTAL					-6,543.78

Lawrence Public Library
Check Detail
 October 19 through November 30, 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29220	11/21/2022	Baker & Taylor, Inc.	Checking	
Bill	2037071871	10/21/2022		Books & Materials	-36.34
Bill	2037071872	10/21/2022		Processing Supplies	-0.40
Bill	2037087550	10/26/2022		Books & Materials	-41.18
Bill	2037087551	10/26/2022		Processing Supplies	-2.69
Bill	2037104651	10/31/2022		Books & Materials	-41.16
Bill	2037104652	10/31/2022		Processing Supplies	-0.60
Bill	2037133636	11/09/2022		Books & Materials	-32.70
Bill	2037133637	11/09/2022		Processing Supplies	-1.39
TOTAL					-156.46
Bill Pmt -Check	29221	11/21/2022	Blue Cross and Blue Shield of K...	Checking	
Bill	FBP INVOICE	10/31/2022		Professional Fees	-475.00
TOTAL					-475.00
Bill Pmt -Check	29222	11/21/2022	Ingram Library Services	Checking	
Bill	72108280	10/21/2022		Books & Materials	-977.17
Bill	72141937	10/21/2022		Books & Materials	-824.82
Bill	72166471	10/21/2022		Books & Materials	-88.40
Bill	72166469	10/21/2022		Books & Materials	-478.27
Bill	72117586	10/21/2022		Books & Materials	-353.10
Bill	72042077	10/21/2022		Books & Materials	-615.58
Bill	72070843	10/21/2022		Books & Materials	-220.20
Bill	72064899	10/21/2022		Books & Materials	-1,817.23
Bill	72086756	10/21/2022		Books & Materials	-221.97
Bill	72019031	10/21/2022		Books & Materials	-1,131.87
Bill	72019033	10/21/2022		Outreach Collection	-10.36
Bill	72019034	10/21/2022		Outreach Collection	-120.47
Bill	72019035	10/21/2022		Outreach Collection	-9.62
Bill	72108281	10/21/2022		Processing Supplies	-125.18
Bill	72141938	10/21/2022		Processing Supplies	-61.70
Bill	72166472	10/21/2022		Processing Supplies	-2.00
Bill	72166470	10/21/2022		Processing Supplies	-39.19
Bill	72117587	10/21/2022		Processing Supplies	-25.36
Bill	72042078	10/21/2022		Processing Supplies	-47.35
Bill	72070844	10/21/2022		Processing Supplies	-24.89
Bill	72086757	10/21/2022		Processing Supplies	-20.16
Bill	72019032	10/21/2022		Processing Supplies	-87.69
Bill	72192099	10/24/2022		Books & Materials	-1,450.36
Bill	72192100	10/24/2022		Processing Supplies	-144.49
Bill	72212888	10/25/2022		Books & Materials	-252.44
Bill	72212886	10/25/2022		Books & Materials	-341.28
Bill	72212889	10/25/2022		Processing Supplies	-18.20
Bill	72212887	10/25/2022		Processing Supplies	-23.12
Bill	72241069	10/26/2022		Books & Materials	-11.54
Bill	72246074	10/26/2022		Books & Materials	-122.52
Bill	72241071	10/26/2022		Outreach Collection	-5.50
Bill	72241072	10/26/2022		Outreach Collection	-16.26
Bill	72241073	10/26/2022		Outreach Collection	-67.88
Bill	72241075	10/26/2022		Outreach Collection	-68.06
Bill	72241074	10/26/2022		Outreach Collection	-10.33
Bill	72241070	10/26/2022		Processing Supplies	-0.20
Bill	72310531	10/31/2022		Books & Materials	-2,038.39
Bill	72310533	10/31/2022		Books & Materials	-247.03
Bill	72286438	10/31/2022		Books & Materials	-256.61
Bill	72262982	10/31/2022		Books & Materials	-579.95
Bill	72241067	10/31/2022		Books & Materials	-352.74
Bill	72274131	10/31/2022		Books & Materials	-1,482.32

Lawrence Public Library
Check Detail
 October 19 through November 30, 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	72310532	10/31/2022		Processing Supplies	-178.23
Bill	72310534	10/31/2022		Processing Supplies	-3.40
Bill	72286439	10/31/2022		Processing Supplies	-16.56
Bill	72262983	10/31/2022		Processing Supplies	-54.56
Bill	52241068	10/31/2022		Processing Supplies	-31.73
Bill	72274132	10/31/2022		Processing Supplies	-185.29
Bill	72333864	11/01/2022		Processing Supplies	-0.20
Bill	72333862	11/01/2022		Processing Supplies	-13.49
Bill	72382318	11/02/2022		Books & Materials	-17.39
Bill	72363816	11/02/2022		Books & Materials	-573.41
Bill	72354751	11/02/2022		Books & Materials	-1,175.94
Bill	72333863	11/02/2022		Books & Materials	-14.99
Bill	72333861	11/02/2022		Books & Materials	-228.37
Bill	72382319	11/02/2022		Processing Supplies	-0.20
Bill	72363817	11/02/2022		Processing Supplies	-39.16
Bill	72354752	11/02/2022		Processing Supplies	-170.35
Bill	72382316	11/03/2022		Books & Materials	-1,302.32
Bill	72382317	11/03/2022		Processing Supplies	-101.87
Bill	72427453	11/07/2022		Books & Materials	-329.47
Bill	72463147	11/07/2022		Books & Materials	-1,037.14
Bill	72403844	11/07/2022		Books & Materials	-496.27
Bill	72463148	11/07/2022		Processing Supplies	-113.67
Bill	72403845	11/07/2022		Processing Supplies	-34.68
Bill	72450211	11/08/2022		Books & Materials	-79.22
Bill	72476961	11/08/2022		Books & Materials	-133.02
Bill	72486885	11/09/2022		Books & Materials	-301.57
Bill	72486887	11/09/2022		Outreach Collection	-19.53
Bill	72486888	11/09/2022		Outreach Collection	-0.92
Bill	72506774	11/10/2022		Books & Materials	-311.69
Bill	72506775	11/10/2022		Processing Supplies	-16.25
Bill	72486886	11/10/2022		Processing Supplies	-27.44
Bill	72476962	11/10/2022		Processing Supplies	-14.54
Bill	72427454	11/10/2022		Processing Supplies	-29.39
Bill	72552186	11/14/2022		Books & Materials	-2,536.76
Bill	72552188	11/14/2022		Books & Materials	-193.24
Bill	72563535	11/14/2022		Books & Materials	-100.04
Bill	72530784	11/14/2022		Books & Materials	-321.05
Bill	72552187	11/14/2022		Processing Supplies	-218.90
Bill	72552189	11/14/2022		Processing Supplies	-11.46
Bill	72563536	11/14/2022		Processing Supplies	-8.59
Bill	72530785	11/14/2022		Processing Supplies	-23.82
Bill	72576571	11/15/2022		Books & Materials	-258.59
Bill	72576573	11/15/2022		Books & Materials	-77.93
Bill	72576572	11/15/2022		Processing Supplies	-16.87
Bill	72576574	11/15/2022		Processing Supplies	-1.40
Bill	72605882	11/16/2022		Outreach Collection	-18.77
Bill	72605884	11/16/2022		Outreach Collection	-50.33
Bill	72605883	11/16/2022		Outreach Collection	-4.81
Bill	72605885	11/16/2022		Outreach Collection	-21.53
Bill	72605886	11/16/2022		Outreach Collection	-0.92
TOTAL					-25,709.07
Bill Pmt -Check	29223	11/21/2022	Jack Wingo	Checking	
Bill	Storytime	11/15/2022		Children Services Progr...	-200.00
TOTAL					-200.00

Lawrence Public Library
Check Detail
 October 19 through November 30, 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29224	11/21/2022	Midwest Tape	Checking	
Bill	502798916	10/14/2022		Books & Materials	-240.65
Bill	502832861	10/21/2022		Books & Materials	-47.99
Bill	502832862	10/21/2022		Books & Materials	-248.89
Bill	502832419	10/21/2022		Books & Materials	-251.77
Bill	502798914	10/21/2022		Books & Materials	-154.81
Bill	502814673	10/21/2022		Books & Materials	-169.96
Bill	502814675	10/21/2022		Books & Materials	-112.48
Bill	502814672	10/21/2022		Books & Materials	-994.51
Bill	502814676	10/21/2022		Outreach Collection	-104.95
Bill	502797597	10/24/2022		Books & Materials	-76.47
Bill	502797599	10/24/2022		Outreach Collection	-23.24
Bill	502831009	10/25/2022		Books & Materials	-71.22
Bill	502831051	10/25/2022		Outreach Collection	-22.49
Bill	502849662	10/26/2022		Books & Materials	-764.22
Bill	502849665	10/31/2022		Books & Materials	-53.99
Bill	502868601	10/31/2022		Books & Materials	-20.24
Bill	502868602	10/31/2022		Books & Materials	-295.37
Bill	502849663	10/31/2022		Books & Materials	-157.96
Bill	502849666	10/31/2022		Outreach Collection	-39.73
Bill	502899698	10/31/2022		Processing Supplies	-402.15
Bill	502867009	11/01/2022		Books & Materials	-102.66
Bill	502882118	11/02/2022		Outreach Collection	-17.99
Bill	502910552	11/09/2022		Books & Materials	-326.40
Bill	502899907	11/09/2022		Books & Materials	-128.95
Bill	502899904	11/09/2022		Books & Materials	-217.17
Bill	502899906	11/09/2022		Books & Materials	-17.09
Bill	502882115	11/09/2022		Books & Materials	-628.13
Bill	502882116	11/09/2022		Books & Materials	-119.97
Bill	502910554	11/09/2022		Outreach Collection	-40.48
Bill	502936287	11/15/2022		Books & Materials	-94.97
Bill	502936286	11/15/2022		Books & Materials	-350.81
Bill	502930659	11/15/2022		Books & Materials	-104.77
Bill	502932911	11/15/2022		Books & Materials	-71.97
Bill	502936289	11/15/2022		Outreach Collection	-67.46
TOTAL					-6,541.91
Bill Pmt -Check	29225	11/21/2022	OverDrive	Checking	
Bill	06809DA22...	10/14/2022		Books & Materials	-646.93
Bill	06809co22...	10/26/2022		Books & Materials	-127.73
Bill	06809CO22...	10/26/2022		Books & Materials	-496.88
Bill	06809da22...	11/01/2022		Books & Materials	-47.00
Bill	06809da22...	11/01/2022		Books & Materials	-388.43
Bill	06809co22...	11/01/2022		Books & Materials	-277.30
Bill	06809CP22...	11/01/2022		Books & Materials	-320.80
Bill	06809co22...	11/01/2022		Books & Materials	-1,023.31
Bill	06809co22...	11/01/2022		Books & Materials	-109.99
Bill	06809CO22...	11/01/2022		Books & Materials	-223.20
Bill	06809CO22...	11/01/2022		Books & Materials	-1,435.92
Bill	06809CO22...	11/02/2022		Books & Materials	-61.99
Bill	06809CO22...	11/02/2022		Books & Materials	-11.98
Bill	06809CO22...	11/02/2022		Books & Materials	-53.00
Bill	06809CO22...	11/02/2022		Books & Materials	-80.12
Bill	06809DA22...	11/02/2022		Books & Materials	-204.47
Bill	06809CO22...	11/02/2022		Books & Materials	-1,089.64
Bill	06809CO22...	11/02/2022		Books & Materials	-1,086.64
Bill	06809CO22...	11/02/2022		Books & Materials	-1,008.78
Bill	06809CO22...	11/02/2022		Books & Materials	-810.16
Bill	06809CO22...	11/02/2022		Books & Materials	-590.29
Bill	06809CO22...	11/02/2022		Books & Materials	-263.94

Lawrence Public Library
Check Detail
 October 19 through November 30, 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO22...	11/02/2022		Books & Materials	-114.50
Bill	06809CO22...	11/02/2022		Books & Materials	-1,190.95
Bill	06809CO22...	11/08/2022		Books & Materials	-85.98
Bill	06809CO22...	11/08/2022		Books & Materials	-1,363.44
Bill	06809CO22...	11/08/2022		Books & Materials	-1,589.41
Bill	06809CO22...	11/09/2022		Books & Materials	-37.49
Bill	06809CO22...	11/09/2022		Books & Materials	-70.00
Bill	06809CO22...	11/09/2022		Books & Materials	-311.55
Bill	06809CO22...	11/10/2022		Books & Materials	-194.79
Bill	06809CO22...	11/10/2022		Books & Materials	-301.46
Bill	06809CO22...	11/14/2022		Books & Materials	-40.49
Bill	06809CO22...	11/14/2022		Books & Materials	-2,345.94
Bill	06809CO22...	11/14/2022		Books & Materials	-2,242.68
Bill	06809CO22...	11/15/2022		Books & Materials	-639.88
Bill	06809CO22...	11/15/2022		Books & Materials	-540.51
Bill	06809CO22...	11/15/2022		Books & Materials	-384.92
Bill	06809CO22...	11/15/2022		Books & Materials	-268.98
Bill	06809CO22...	11/15/2022		Books & Materials	-570.09
Bill	06809CO22...	11/15/2022		Books & Materials	-45.00
Bill	06809CO22...	11/15/2022		Books & Materials	-482.47
Bill	06809CO22...	11/15/2022		Books & Materials	-237.34
Bill	06809DA22...	11/15/2022		Books & Materials	-471.05
Bill	06809CO22...	11/15/2022		Books & Materials	-247.97
Bill	06809DA22...	11/15/2022		Books & Materials	-9.99
Bill	06809DA22...	11/15/2022		Books & Materials	-207.00
Bill	06809DA22...	11/15/2022		Books & Materials	-242.98
Bill	06809CO22...	11/15/2022		Books & Materials	-540.80
Bill	06809CO22...	11/15/2022		Books & Materials	-238.74
Bill	06809CO22...	11/15/2022		Books & Materials	-153.99
Bill	06809CO22...	11/16/2022		Books & Materials	-1,270.55
Bill	06809CO22...	11/16/2022		Books & Materials	-1,135.23
Bill	06809CO22...	11/16/2022		Books & Materials	-491.06
TOTAL					-28,425.73
Bill Pmt -Check	29226	11/21/2022	Rabbi Zalman Tiechtel	Checking	
Bill	Olive Press	11/15/2022		Children Services Progr...	-200.00
TOTAL					-200.00

Lawrence Public Library

Statistical Summary - October 2022

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	34,091							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	41,813							
Cardholders transacting - current month	14,265							
Cardholders added - current month	639							
Checkouts & Renewals								
Borrowing Service Points (Checkouts + Renewals unless otherwise noted)	Unique Users	In Person Checkouts + Renewals	Online or Automatic Checkouts+ Renewals		% Checkouts + Renewals In Person	% Checkouts + Renewals Online	% Total Checkouts + Renewals	
Unique Users & Transactions at all service points (Some users may conduct transactions at multiple service points)	8,499	47,617	41,939		53%	47%	100%	
Website + Social Media								
Website - includes Catalog (Sessions)	33,429			66,123				
Website - Kaw Valley Jukebox	71			79				
Website - Digital Douglas County (Sessions)	255			296				
Social Media Interactions (Facebook & Twitter)	not available			4,307				
Social Media Reach (Facebook & Twitter)	not available			97,850				
Borrowing Digital vs. Physical								
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIn)	Total Physical + Digital		Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Total	26,465	12,607	39,072		30%	14%	44%	
Teen Total	2,690	1,602	4,292		3%	2%	5%	
Childrens Total	25,143	2,254	27,397		28%	3%	31%	
Total AV Media Room	16,137	2,512	18,649		18%	3%	21%	
Total Library of Things	146	0	146		0%	0%	0%	
Total all collections	70,581	18,975	89,556		79%	21%	100%	

Lawrence Public Library

Statistical Summary - October 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	194,203	28,177	222,380		87%	13%	100%	
Added	2,527	521	3,048		83%	17%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,431	102	1,533		93%	7%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	707	320	1,027					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		4,782	1,354	6,136	78%	22%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	0	0		14501				
Other Public Services				Total sessions				
Public Computer Usage				2750				
PROGRAMMING (see also graphs)	No. of Passive Programs	No. Of In Person Programs	No. Of Live Online Programs	No. of Virtual On-Demand viewing- Recorded Video Programs	Passive Attendance	In Person Attendance	Live Online Attendance	Virtual On-Demand viewing- Recorded Video Views
Total Programs	0	83	11	1	0	3016	121	9
Total Programs Offered				95				
Total Program Attendance								3146
STAFFING	Current Month	Current Month	% Change					
	2022	2021	2022 v 2021					
Total Paid Staff, in Full-Time Equivalents	67.7	65.01	4%					

Lawrence Public Library

Full Statistical Report - OCTOBER 2022

OUTPUT MEASURES								
Service Area Population	105,295							
User Visits	34,091							
Checkouts per visit (Total physical checkouts (not incl renewals) / Total user visits)	1.34							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Lawrence resident cardholders transacting in last 3 years	34,531	83%						
Douglas County residents (excluding Lawrence residents)	1,767	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	3,499	8%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	2,016	5%						
Total Cardholders transacting in last 3 years	41,813	100%						
Cardholders transacting - current month	14,265							
% of Cardholders transacting - current month	34%							
Cardholders added - current month	639							
		Checkouts & Renewals						
Borrowing Service Points (Checkouts + Renewals unless otherwise noted)	Unique Users	In Person Checkouts + Renewals	Online or Automatic Checkouts+ Renewals	Avg. Checkouts + Renewals Per User	% Checkouts + Renewals In Person	% Checkouts + Renewals Online	% Total Checkouts + Renewals	
Service Point Activity - Physical Collections								
Bookmobile / Home Delivery	131	774		6				
Book Lockers	209	864		4				
Outreach	96	362		4				
Main Library Checkouts + Renewals	5,922	45617		8				
Digital Collections	Not available		18,975	Not available				
Online renewals - patron-initiated	1,493		5,906	4				
Automatic renewals (no patron action)	4,101		17,058	4				
Unique Users & Transactions at all service points (Some users may conduct transactions at mutiple service points)	8,499	47,617	41,939	N/A	53%	47%	100%	

Lawrence Public Library

Full Statistical Report - OCTOBER 2022

Website + Social Media	Users (if available)			Activity					
Website - includes Catalog (Sessions)	33,429			66,123					
Website - Kaw Valley Jukebox	71			79					
Website - Digital Douglas County (Sessions)	255			296					
Social Media Interactions (Facebook & Twitter)	not available			4,307					
Social Media Reach (Facebook & Twitter)	not available			97,850					
	Borrowing Digital vs. Physical			Per Audience	Across All Audiences				
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIn)	Total Physical + Digital	% of Usage	Physical % of Usage	Digital % of Usage	Total All Audiences		
Adult Book, & Other Print Formats (incl. Book Club Kits)	24,163	5,110	29,273	75%	27%	6%	33%		
Adult Graphic Novels	902	136	1,038	3%	1%	0%	1%		
Adult Magazines	464	298	762	2%	1%	0%	1%		
Adult Audiobooks (including language instruction)	936	7,063	7,999	20%	1%	8%	9%		
Adult Total	26,465	12,607	39,072	100%	30%	14%	44%		
Teen Books (incl. Book Club Kits)	1,657	729	2,386	56%	2%	1%	3%		
Teen Graphic Novels and Manga	1,021	0	1,021	24%	0%	0%	1%		
Teen Magazines	9	0	9	0%	0%	0%	0%		
Teen Audiobooks	3	873	876	20%	0%	1%	1%		
Teen Total	2,690	1,602	4,292	100%	3%	2%	5%		
Children's Books, NF Videos & all Kits	21,156	1,096	22,252	81%	24%	1%	25%		
Children's Graphic Novels	2,852	4	2,856	10%	3%	0%	3%		
Children's Magazines	103	0	103	0%	0%	0%	0%		
Children's Music CDs	178	0	178	1%	0%	0%	0%		
Children's Audiobooks & Readalongs	854	1,154	2,008	7%	1%	1%	2%		
Childrens Total	25,143	2,254	27,397	100%	28%	3%	31%		
AV Media Room - Feature Films (Adult and Family) and All	8,354	2,512	10,866	58%	9%	3%	12%		
AV Media Room - TV Shows	3,371	0	3,371	18%	4%	0%	4%		
AV Media Room - Non-Fiction DVDs	563	0	563	3%	1%	0%	1%		
AV Media Room - Adult & Family Video Games	1,479	0	1,479	8%	2%	0%	2%		
AV Media Room - Adult Music CDs	2,370	0	2,370	13%	3%	0%	3%		
Total AV Media Room	16,137	2,512	18,649	100%	18%	3%	21%		
Library of Things - Boardgames and Game Guides	120	0	120	82%	0%	0%	0%		
Library of Things - Digital Equity (Library laptop & hotspot	0	0	0	0%	0%	0%	0%		
Library of Things - Digitization tools, SAD Lamps, Button	26	0	26	18%	0%	0%	0%		
Total Library of Things	146	0	146	100%	0%	0%	0%		
Total all collections	70,581	18,975	89,556	100%	79%	21%	100%		

Lawrence Public Library

Full Statistical Report - OCTOBER 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Adult Book & Other Print Formats (includes Non-Circulating Items, Magazines, Bookclub Kits)	92,263	11,679	103,942		41%	5%	47%	
Adult Audiobooks & Language Instruction	6,319	6,079	12,398		3%	3%	6%	
Total Adult Collection	98,582	17,758	116,340		44%	8%	52%	
Teen Book & Other Print Formats	9,960	2,441	12,401		4%	1%	6%	
Teen Audiobooks	288	1,368	1,656		0%	1%	1%	
Total Teen Collection	10,248	3,809	14,057		5%	2%	6%	
Children's Book & Other Print Formats	54,933	4,490	59,423		25%	2%	27%	
Children's Audiobooks & Language Instruction	1,923	2,120	4,043		1%	1%	2%	
Children's Video and Music	944	0	944		0%	0%	0%	
Total Children's Collection	57,800	6,610	64,410		26%	3%	29%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,436	0	27,436		12%	0%	12%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	137	0	137		0%	0%	0%	
Total All Holdings	194,203	28,177	222,380		87%	13%	100%	
Added	2,527	521	3,048		83%	17%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,431	102	1,533		93%	7%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	707	320	1,027					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		2,088	1,142	3,230	34%	19%	53%	
Info Services Interactions		1,147	53	1,200	19%	1%	20%	
Readers Services Interactions		554		554	9%	0%	9%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		32	0	32	1%	0%	1%	
Teen Interactions		113	0	113	2%	0%	2%	
Children's Interactions		523	0	523	9%	0%	9%	
Public Technology Interactions		325	70	395	5%	1%	6%	
Website - Contact Us Forms + Social Media		0	89	89	0%	1%	1%	
Total Service Interactions		4,782	1,354	6,136	78%	22%	100%	

Lawrence Public Library

Full Statistical Report - OCTOBER 2022

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,325	15,537		5				
Holds Filled	3,735	14,501		4				
Holds Unclaimed	1,409	2,453		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		25.00%						
Other Public Services				Total sessions				
Public Computer Usage				2750				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms+ Auditorium	100	148		52%				
Public-Sponsored Uses of Study Rooms	344	598		66%				
Public-Sponsored Uses of S+V Studios	76	156		58%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	207	405		2.0				
Interlibrary Loan Items Loaned from LPL Collection	280	559		2.0				
	# of Programs				Attendance at Programs (enter all attendees for all viewing options)			
				Virtual On-Demand viewing- Recorded Video				Virtual On-Demand viewing- Recorded Video
PROGRAMMING (see also graphs)	Passive	In Person	Live Online		Passive	In Person	Live Online	
Audience								
Adult Programs (18+)	0	20	11	1	0	836	121	9
Teen Programs (12-17)	0	0	0	0	0	0	0	0
Children Programs (birth-5)	0	37	0	0	0	1124	0	0
Children Programs (6-11) (includes "All Ages" programs)	0	26	0	0	0	1056	0	0
Total By Type	0	83	11	1	0	3016	121	9
Type of Event								
Kansas Reads to Preschoolers	0	0	0	0	0	0	0	0
Summer Reading (all ages)	0	0	0	0	0	0	0	0
Signature Events	0	0	0	0	0	0	0	0
Read Across Lawrence	0	0	0	0	0	0	0	0
All other programs	0	83	11	1	0	3016	121	9
Total By Event	0	83	11	1	0	3016	121	9
Total Programs Offered				95				
Total Program Attendance								3146

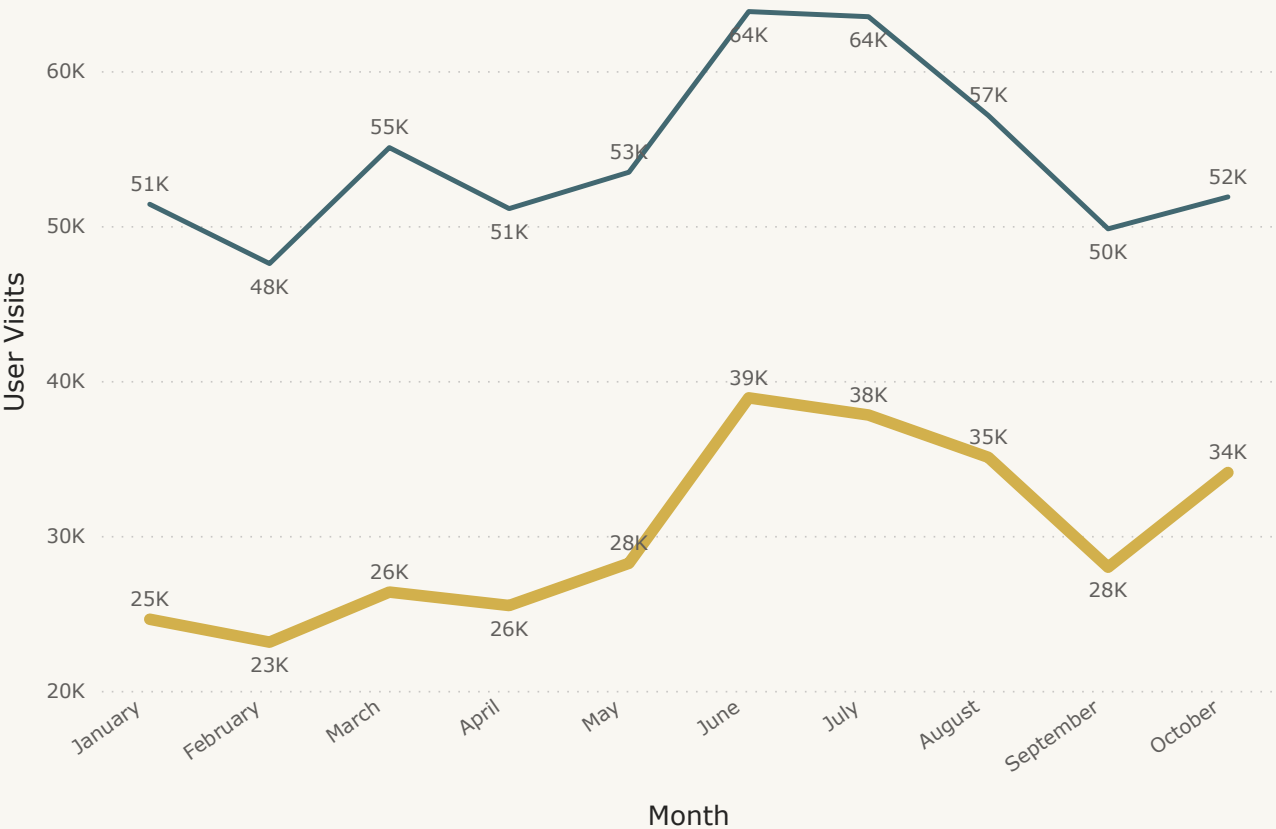
Lawrence Public Library

Full Statistical Report - OCTOBER 2022

STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2022	2021	2022 v 2021			2022	2021		
Total Paid Staff, in Full-Time Equivalents	67.7	65.01	4%						
ALA-MLS Librarians, in Full-Time Equivalents	20.625	18.825	10%						
Number of Employees--Total	87	81	7%						
Number of Employees--Full-Time	44	43	2%						
Number of Employees--Part-Time	43	38	13%						
Terminations	0	1	-100%			10	12	-17%	
Hirings	1	1	0%			8	11	-27%	
Volunteer Hours	578.41	346.49	67%			4,981	1,378.5	261%	

Total User Visits: Pre- vs Post-Pandemic

Year ● 2019 ● 2022



YTD User Visits 2019-2022

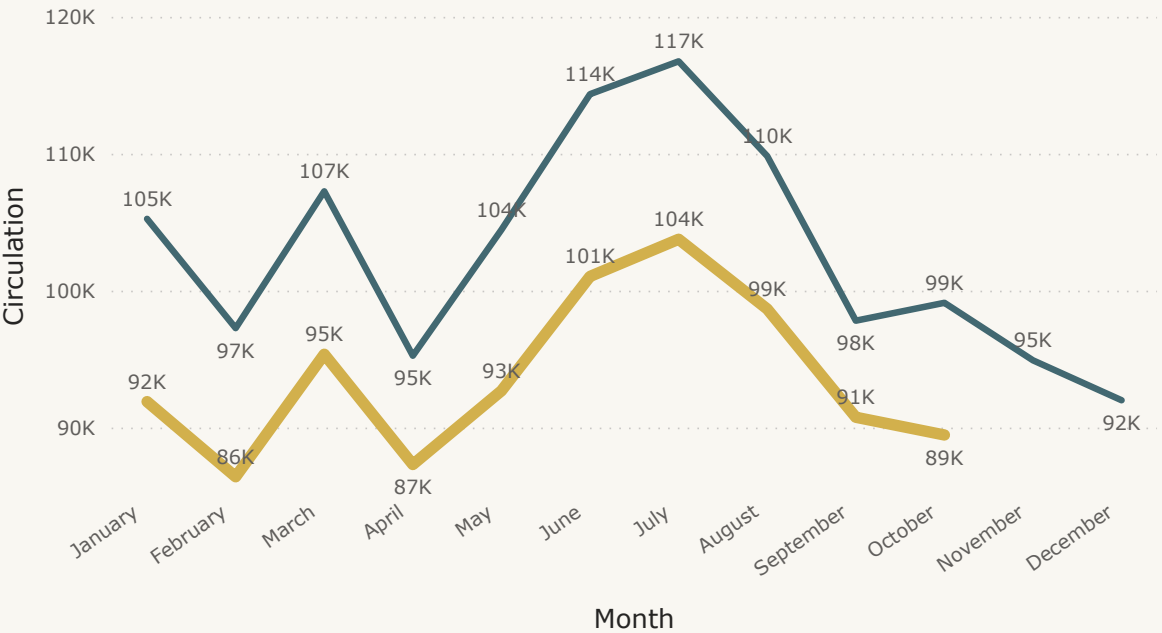
Year	User Visits	Perecent Growth Between Current Year and Last Year
2019	544816	0.13%
2020	198636	-63.54%
2021	203451	2.42%
2022	301724	48.30%

Month on Month: Oct User Visits 2019-2022

Year	User Visits	% Growth Month Over Month
2019	51878	-1.14%
2020	15506	-70.11%
2021	25439	64.06%
2022	34091	34.01%

Total Circulation (Digital+Physical) Trend: Pre- vs Post-Pandemic

Year 2019 2022



Filter by Format: Digital, Physical, or Both

- Digital
- Physical

Filter by Type of Transaction: Checkout, Renewal, or Autorenewal

- Auto Renewal
- Checkout
- Renewal

Vendor

- Flipster
- hoopla
- Kanopy
- Lynda
- Overdrive
- Symphony

YTD % change Pre- vs Post-Pandemic

-10.50%

YTD Circulation 2019-2022

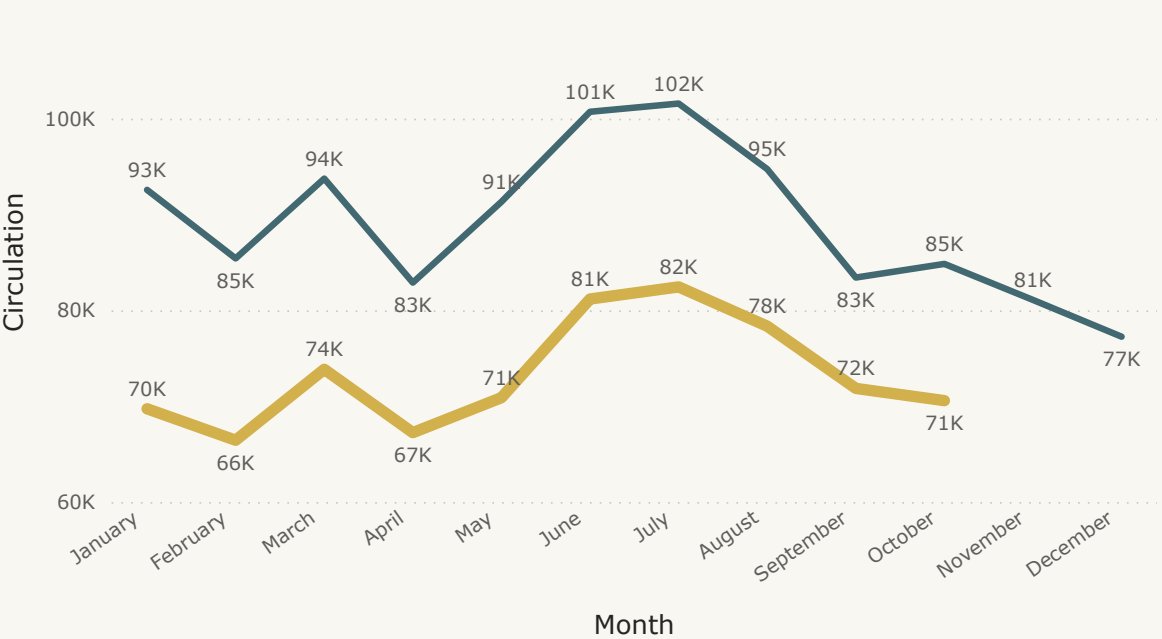
Year	Circulation	% Growth Year on Year
2019	1047321	-0.42%
2020	798305	-23.78%
2021	937890	17.49%
2022	937325	-0.06%
Total	3720841	-0.06%

Month on Month: Oct Circulation 2019-2022

Year	Circulation	% Growth Month on Month
2019	99114	-3.69%
2020	94538	-4.62%
2021	91580	-3.13%
2022	89461	-2.31%

Physical Circulation Trend: Pre- vs Post-Pandemic

Year 2019 2022



Filter by Format: Digital, Physical, or Both

- Digital
- Physical

Filter by Type of Transaction: Checkout, Renewal, or Autorenewal

- Auto Renewal
- Checkout
- Renewal

Vendor

- Symphony
- Flipster
- hoopla
- Kanopy
- Overdrive
- Lynda

YTD % change Pre- vs Post-Pandemic

-19.61%

YTD Circulation 2019-2022

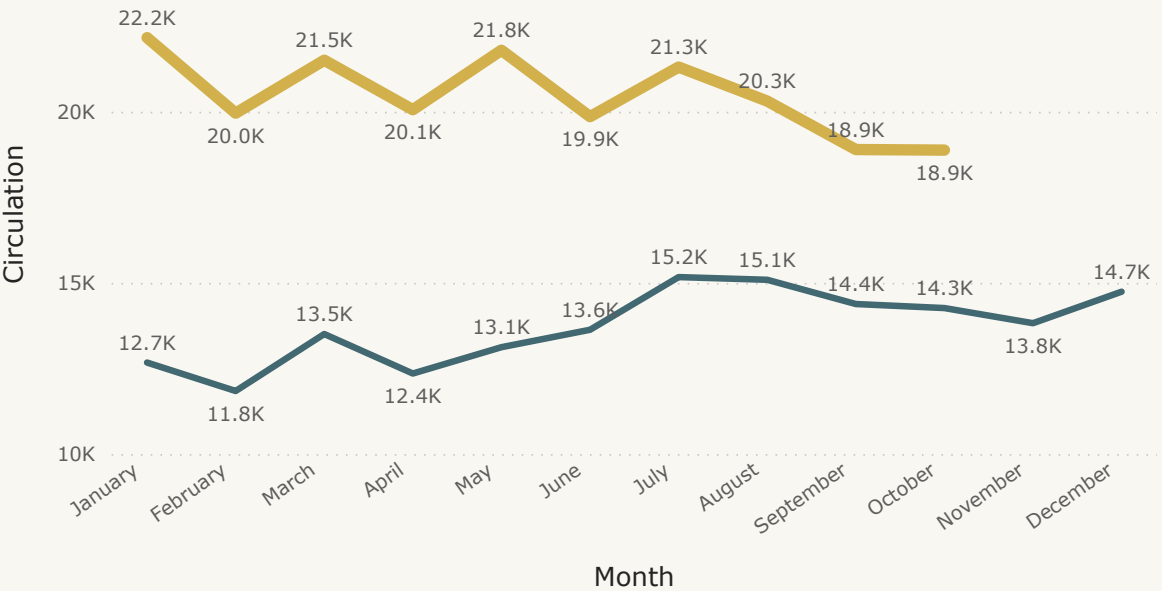
Year	Circulation	% Growth Year on Year
2019	911284	-4.22%
2020	579429	-36.42%
2021	729663	25.93%
2022	732587	0.40%
Total	2952963	0.40%

Month on Month: Oct Circulation 2019-2022

Year	Circulation	% Growth Month on Month
2019	84849	-7.64%
2020	72986	-13.98%
2021	70792	-3.01%
2022	70581	-0.30%

Digital Circulation Trend: Pre- vs Post-Pandemic

Year 2019 2022



Filter by Format: Digital, Physical, or Both

■ Digital
□ Physical

Filter by Type of Transaction: Checkout, Renewal, or Autorenewal

■ Checkout
■ Renewal
■ Auto Renewal

Vendor

■ Flipster
■ hoopla
■ Kanopy
■ Lynda
■ Overdrive
■ Symphony

YTD % change Pre- vs Post-Pandemic

50.50%

YTD Circulation 2019-2022

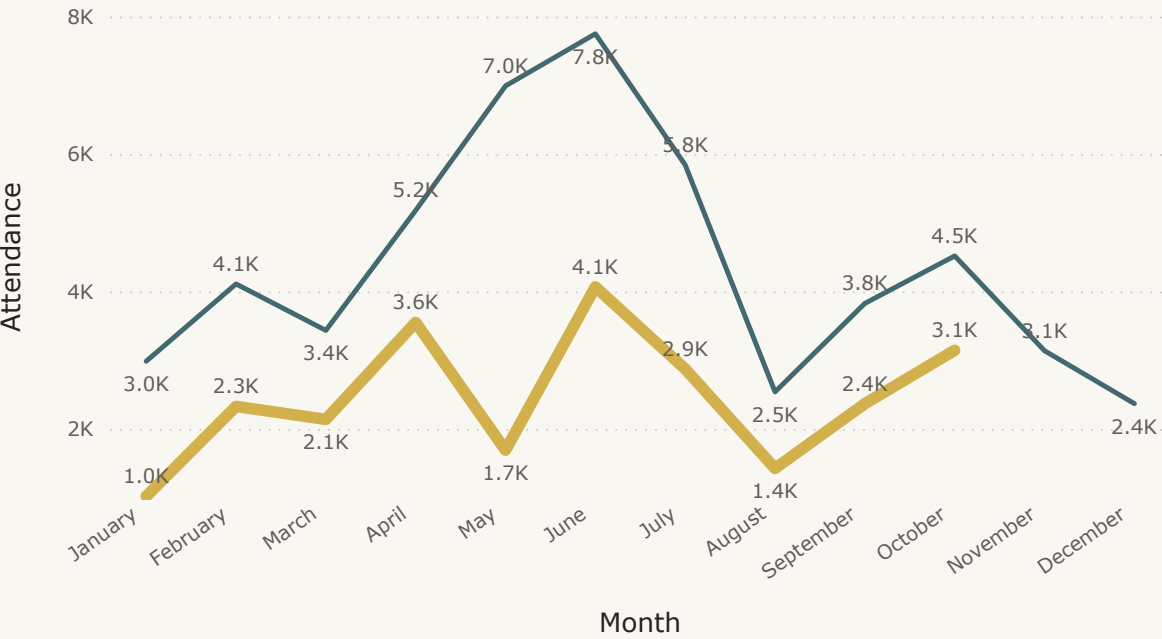
Year	Circulation	% Growth Year on Year
2019	136037	35.60%
2020	218876	60.89%
2021	208227	-4.87%
2022	204738	-1.68%
Total	767878	-1.68%

Month on Month: Oct Circulation 2019-2022

Year	Circulation	% Growth Month on Month
2019	14265	29.17%
2020	21552	51.08%
2021	20788	-3.54%
2022	18880	-9.18%

Total Program Attendance: Pre- vs Post-Pandemic

Year 2019 2022



April 2022: Two events that contributed to a jump in program attendance were Colson Whitehead for the Beach Author Event (400 in person; 200 online) and the Dole Roll Outreach Event (750 attendees)

June 2022: Popular Children's Summer Reading events, Outreach at St. John's Mexican Fiesta, and the How-To Festival all contributed to a bump in June attendance.

October 2022: 491 children participated in the library's Trick or Treat Event.

Filter By Audience

- Select all
- Adult
- Children
- Teen

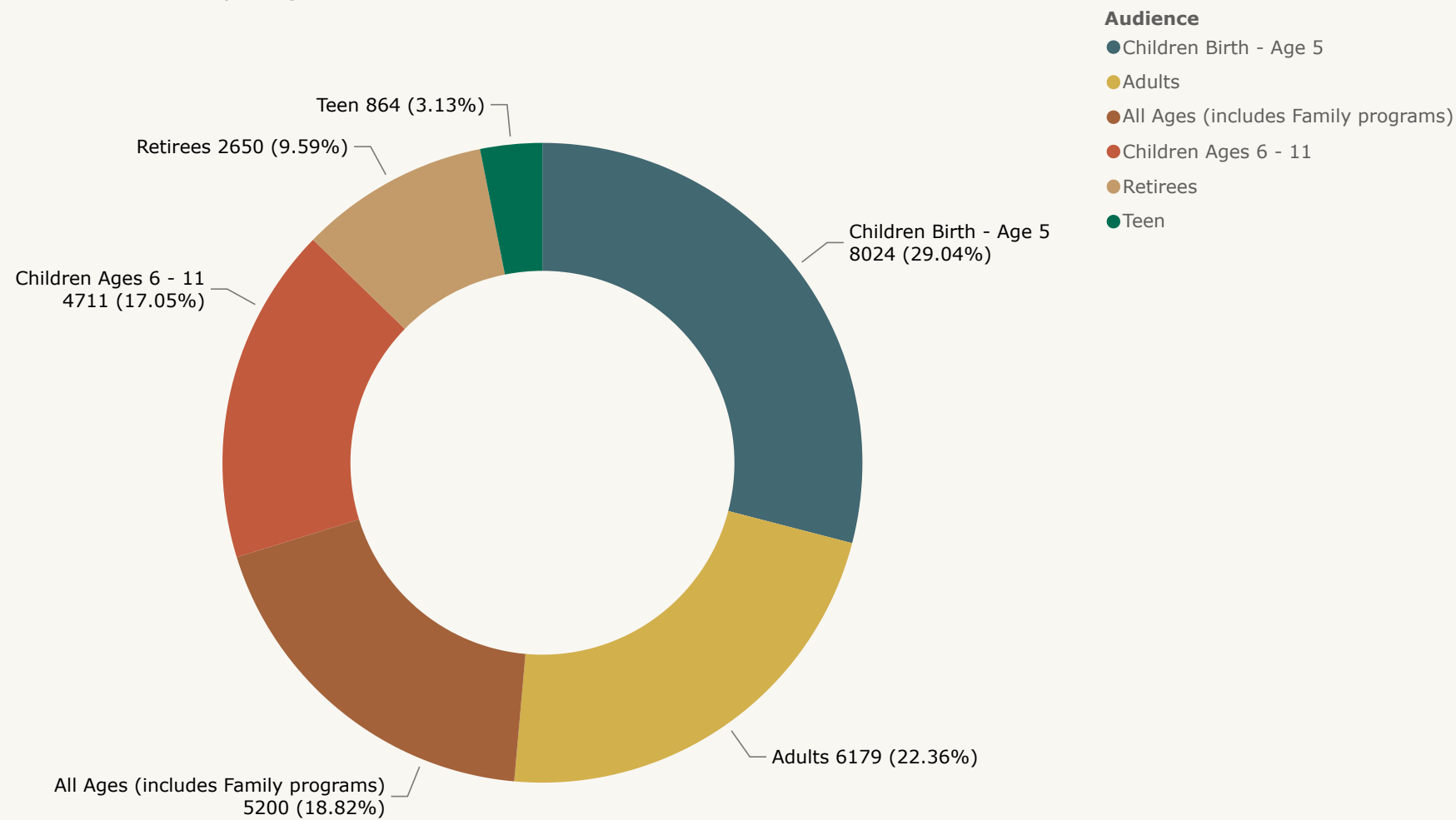
YTD Program Attendance 2019-2022

Year	Attendance	% Growth Current Year vs Last Year
2019	47193	-7.32%
2020	39292	-16.74%
2021	18886	-51.93%
2022	24624	30.38%

Month on Month: Oct Program Attendance 2019-2022

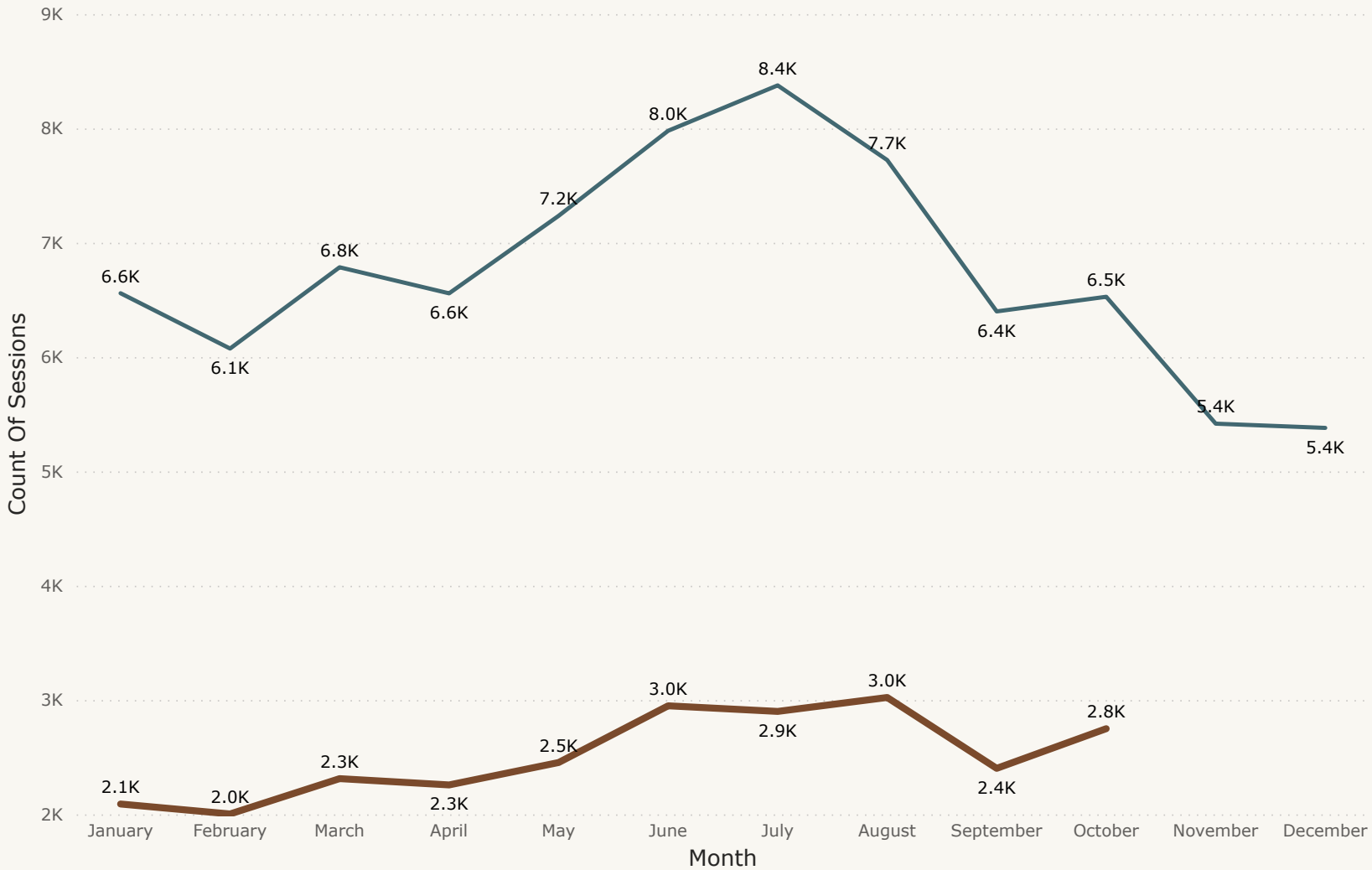
Year	Attendance	% Growth Month on Month
2019	4519	3.74%
2020	4966	9.89%
2021	3071	-38.16%
2022	3146	2.44%

Total Attendance By Target Audience : Last 12 months



Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ● 2022



PC Area

■ Atrium

■ Children's

■ Express

■ Lab

■ Laptop

■ Microfilm

■ Public

■ Teen Zone

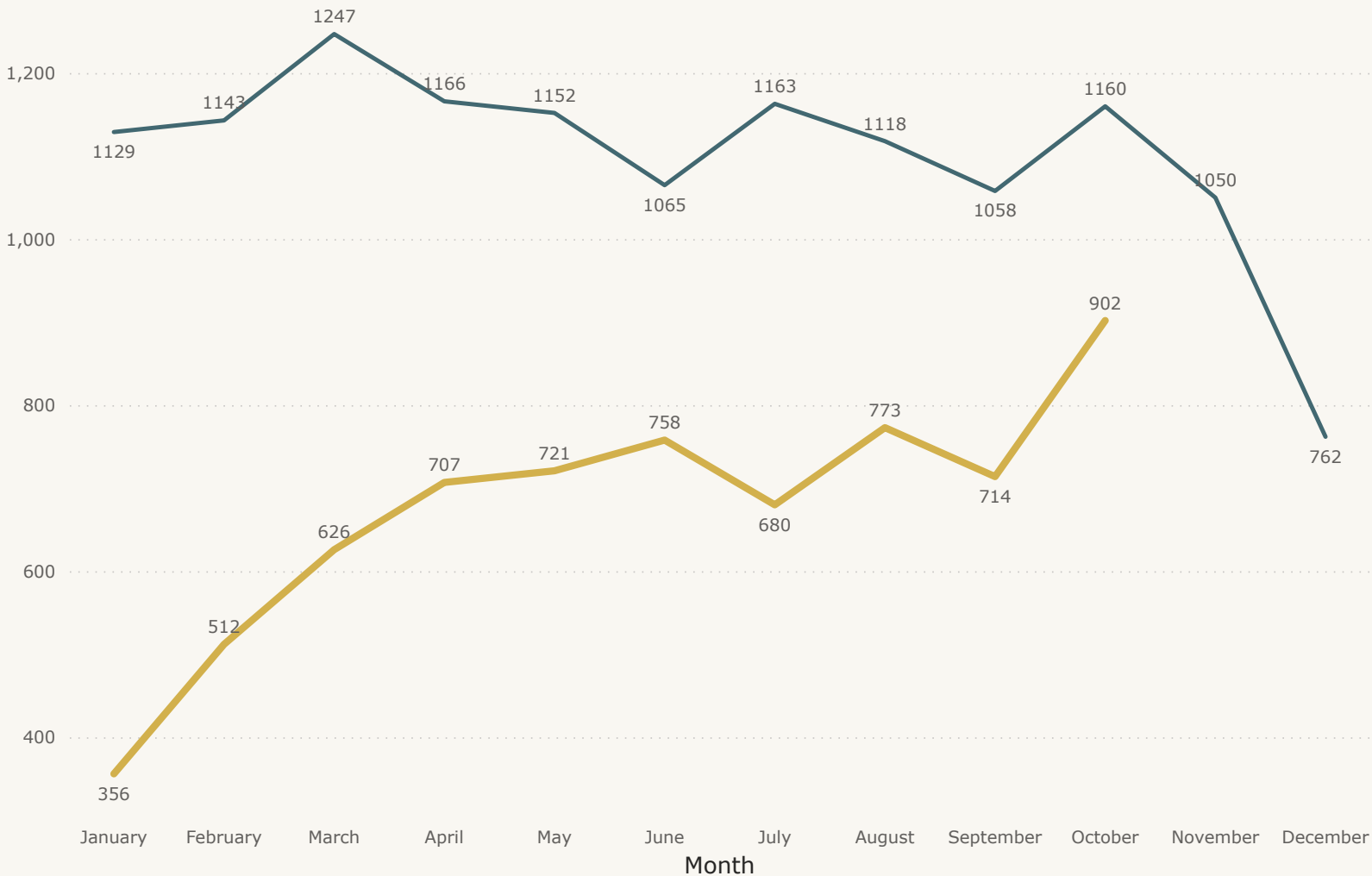
Public Usage of Meeting Spaces Trend: Pre- vs. Post-Pandemic

Year ● 2019 ● 2022

Count of Booking ID

Room Type

- Auditorium
- Meeting Rooms
- Sound + Vision
- Study Rooms



Meeting Rooms reopened in June 2021

Library Director's Report for November 2022

LIBRARY FINANCES

I have been watching our monthly budget reports closely over the past several months as expenses have been ever so slightly exceeding revenues for the first time in my tenure at LPL. Inflation has had an impact on several of our budget lines (postage, gas expenses, other consumables). I'm happy to report that as we get closer to the end of the year, things are stabilizing, and I'm confident we'll end the year in good shape financially. We'll have an even better snapshot next month.

HOMELESSNESS IN LAWRENCE

November 7, Kathleen Morgan and I attended a forum on homelessness issues in the downtown commercial district hosted by Downtown Lawrence, Inc. You may have read about it in the newspaper. Several people from the City and the interim director of the Community Shelter presented, followed by a spirited and mostly respectful question and answer session. Several downtown businesses expressed concerns about the impact homelessness is having on downtown. For the most part, things are going OK at the library on this issue in my opinion. The biggest issue we face are behavioral issues in the space between the library and the parking garage. We have been working with the police department on what we can and should do to keep people as safe as we can in the environs of the library. There really aren't a lot of things we can do when folks are in the public right of way other than report illegal activity. On a positive note, I was happy to see two police officers walking down Vermont Street just yesterday. I think a regular, friendly police presence downtown could calm a lot of nerves and improve folks' feelings of safety. I'll keep you updated on how things develop as winter approaches.

LEADERSHIP LAWRENCE

We had the pleasure of hosting this year's Leadership Lawrence cohort at the library on November 17. It was great to see how many of the group already have library cards and are regular users of the library. I made some brief, general remarks about the library, and then Kathleen Morgan, Heather Kearns, and I broke them into smaller groups to see the book sorter, the SOUND+VISION studio, and Dottie. It was a great opportunity to show off the library to up and coming leaders throughout the community. We definitely need to make this an annual event.

LIBRARY DIRECTOR COMMUNITY OF PRACTICE

I reported last month that I met Pauline Stacchini, the new director of Emporia Public Library. She contacted me earlier this month with the idea of creating a community of practice with other library directors in Kansas. I thought this was a great idea. She and I have invited a small group of directors we thought would be good peers for this kind of group to an initial meeting early next month to see what develops.

Respectfully submitted by Brad Allen, November 18, 2022

Monthly Departmental Reports

November 2022

Accounts:

- Normal desk and phone operations continue in Accounts.
- Dottie is becoming a normal part of our routine.
- Staff are getting used to the new timesheet and pay schedule.
- We've been testing and begun implementing improved email notices that include images of items pulled from the catalog.
- We've received new RFID pads to replace the old Bibliotheca models we've had since the transition to RFID. So far they work well and staff have adapted.
- Our old keyboards and mice have been replaced with new wireless versions at the desk.

Cataloging & Collection Development:

As the end of the year approaches, the Collection Development team is focusing more attention on balancing the budget lines for each collection, and deciding how funds will be allocated in the next year. We'll see a nice increase to the development of our OverDrive collection to continue to meet the interest from our patrons. Our budget recommendations will go before the Collection Management committee at the end of November.

Cataloging is beginning to line up projects for the end of the year and early 2023 when there is usually a week or so where things are slower while ordering is stopped and shipments are delayed due to holidays. We've made our cataloging site openly accessible to staff for the first time, and we are planning on overhauling it to make it more digestible to those who aren't professionally trained.

Collections & Technology:

Tricia is learning about project management, along with several colleagues who are all taking a course on it via Library Journal. She is also enjoying participating in a project to develop a data storytelling kit that all libraries could use as a turnkey solution for reporting on standard library topics. It's a grant-funded project led by a University of Illinois faculty member. She is one of many who are providing input on the project. Lastly, she is working on moving some standard data reports from her hard drive to the shared organizational drive so more staff have access to them. It's the first step towards setting up a backup system so several folks can prepare monthly board statistical reports.

Department of Community Partnerships (DCP):

Our Music Storytellers program with David Lowery, originally scheduled for November 3rd, was postponed due to a family emergency. Mr. Lowery still very much wants to come to Lawrence. We are working on finding a new date for the program.

Monthly Departmental Reports

November 2022

Diversity, Equity, and Inclusion:

The first week in October was supposed to be spent at JCLC, but this was re-scheduled for February because of tropical storm Ian. Instead of the conference, I took Kayla and Khiana out to Kansas City to check out some other library systems. We went to one JoCo location, and two Kansas City Public locations. They both enjoyed seeing how these systems differed from ours. I also got to join in on a Dottie stop in October, and I enjoyed being able to interact with the public, and observe firsthand how Dottie is serving the community. I attended the Equity Commitment Team meeting for the city in October, and discussed with other members of this team how we can work together as community organizations to make Lawrence more welcoming and inclusive.

Employee Engagement:

Erica attended HR.com webinars focusing on compliance issues and employment law. She also attended the annual HR Summit presented by BambooHR. Both of these virtual events also earned her credits towards her recertification for both SHRM and HRCI. She completed the final edits to the new Employee Handbook and kicked off the annual review process that spans from October to January. Work on the Public Service Guidelines is also finished thanks to the cross-departmental small task force consisting of Frankie Haynes, Lauren Taylor, and Leah Newton. This document outlines customer service standards and tiered responses to a myriad of situations that may occur at the library. It also outlines how we can support our colleagues on the public service desks by offering support when needed. Frankie and Erica will be visiting departmental teams in 2023 to roleplay these situations and scenarios with staff.

Facilities:

We've been short staffed these last couple of weeks, but are hoping to get back up to full capacity soon. We are increasing Adam's hours and will be hiring a part-time Custodian in the near future. Despite that, we're still keeping the library clean and supporting our coworkers as best we can.

Information Services:

We wrapped up our well-received 4 part Civic Engagement 101 series in October. Additionally, our Elections + Voting page has been viewed 657 times since September 1, with 220 of those views on Monday and Tuesday of election week! Terese has been coordinating with graduate students in the Spanish and Portuguese department at KU to host a Spanish conversation group at LPL. The last session was so well attended that it overflowed the meeting room!

Ruby, Terese and Melissa have begun reaching out to Lawrence neighborhood associations to build relationships and share information about library services; so far, we have given presentations to and/or attended the meetings of the Lawrence Association of Neighborhoods, the Brook Creek neighborhood, and the North Lawrence neighborhood. Marc coordinated a community blood drive and a flu shot clinic,

Monthly Departmental Reports

November 2022

and we're gearing up for our second annual Community Resource Fair at the end of this week!

Information Technology:

New Teen Zone TV's were received and set up by Sean and Aaron. A video pinball machine was also received and set up by Sean and Aaron for the Teen Zone. A Meta Quest 2 VR headset was received and configured by Sean for use by the Teen Zone. Kim has been working with Heather toward revisions to our public website. Toward that end she had installed Crazy Egg for a heatmap of user interactions with our homepage. Kim has been working on an adjustment to add live PIC schedule information to the staff site. Aaron assisted with set up of an iPad kiosk and other tech components of the public art exhibit "How the Light Gets In" currently on display in the atrium. Aaron and Sean started work toward requiring 2-factor authentication for Google Accounts. Aaron set up a replacement for TeamViewer for use by IT and Materials Handling when troubleshooting problems with the lockers. The product is called RemotePC. Sean researched problems using Chrome OS devices with the Logitech Rally Bar in meeting room A. Logitech support ultimately informed us that Chrome OS is not supported.

Marketing:

Heather and Kim worked with the web focus group to finalize a survey asking users, "How easy is it to use our website?" and sent it out to all cardholders via Survey Monkey. We've had a lot of responses to the simple yes/no questions as well as a considerable amount of comments from the long-answer section. We'll do a deep dive into the results soon, but after scrolling through quickly, the most popular positive responses were, "I learned a lot about what the library offers because of this survey — I had no idea," and "I love everything about this library and have no complaints." There was a lot of constructive criticism (much of which was predictable) that we can't wait to discuss. The library is co-hosting a companion art installation with the Spencer Art Museum that captures the teachings and wisdom of formerly incarcerated women. Created by Sarah Newman from Harvard's metaLAB, it has been somewhat of a challenge technologically as the printer and computer are struggling to do their jobs. Aaron Brumley has been a huge help with troubleshooting and Heather is grateful for his assistance. [How the Light Gets In](#) runs through Jan 8 in the Atrium. Heather has completed the nuts and bolts for the new marketing position (Media Relations & Communications Specialist) and Erica is in the process of scoring it in McGrath. Erica, Heather, Kathleen, and Brad meet next week to discuss the results. Marketing and its parent department DCP has completed Brad's Team Inventory; we meet soon to discuss findings and recommendations with Brad in hopes of painting a clearer picture of what we do and how it fits into the library's Strategic Plan. The winter issue (DEC-FEB) of the *Reader* is in production at Allen Press; paper copies arrive last week of November, but you can download the PDF [here](#).

Materials Handling:

The work continues! Staying busy sorting, cleaning, distributing, and shelving.

Monthly Departmental Reports

November 2022

Everyone also took time to fill out their annual self evaluations and I look forward to those conversations next month.

Outreach:

We've gotten in the swing of things outreach and our most popular collections are the children's items. We had some very successful special events at the Dole Institute and the Pinkney Neighborhood association's Trunk or Treat over Halloween weekend. Huge thanks to Dan, Terese, and Ruth for working those events! Our regular stops have seen a nice uptake in interactions and Dr. Bob READs books given away. The data team is working on how best to identify what statistics we want to capture with Dottie, and how to define the success of the program.

Dottie will be in the shop for the week of November 28th-December 4th so Nils can complete the final construction details including some weather-proofing for the inside of the vehicle.

Public Technology Services:

October was a smooth month for Public Tech. Things have been humming along in the computer lab and S+V Studio. There is an exciting influx of patrons recording audiobooks. 1-on-1 Technology Assistance appointments have been well utilized and patrons seem quite satisfied with the help they receive. Our staff is using this bit of relative calm to create user guides for library resources like microfilm machines, audiobook recording equipment, and the Auditorium AV system.

Readers Services:

Booktoberfest 2022 wrapped on a high note, with the Book of Love prom capping off a busy month of programming. We were very pleased with the high turnout for everything, even during the ultra-busy month of October in Lawrence, and we were especially pleased with the diversity of folks who attended - we saw a lot of new faces and heard some great feedback from attendees as they were leaving. We were able to collect quick mini-surveys at two large programs (Haunted Stacks and Book Club Speed Dating) and we sent out a full survey to everyone who registered for any Booktoberfest program. The responses were overwhelmingly positive. A smattering of comments below:

- You've surprised me at every turn--just keep the events coming! They are great!
- We love our library and love the energy you send out to our community and of course how welcoming you are.
- LPL does a consistently outstanding job for our community.
- Thank you for great events and activities
- Just need more personal time for attending events!
- I thought the event that I attended was well organized, managed, and presented. I am grateful to the LPL for making such events available.
- You are doing a great job of offering an array of activities for many age groups and interests!
- Nope You guys are valued and incredible! Thank You!!

Monthly Departmental Reports

November 2022

- Thank you for being such a cool library!
- You are all amazing! Thanks for all you do for our community.
- Thank you for all your hard work.

We also asked for input on additional bookish programming that people might be interested in and we will be using that feedback for future planning. All in all, a great (if tiring) month and we've already started planning next year.

Our focus for the next few months will be working more closely with the Raven on co-hosting regular author talks and creating more programming that introduces patrons to new releases and new authors.

Youth Services:

New Staff

- Sadly, Trevin Garcia is leaving his Youth Outreach position. His last day is 11/19. We have posted his position and will be holding interviews the week of 11/13.

New volunteers

- We've brought back our teen shelving volunteer positions. Our spots are full and all of the teens have been trained!

Collections

- Emily and Lauren worked together to relabel the easy ready box sets so they all sit together. We've shifted the Easy Readers and the box sets are now shelved at the end of the Easy Readers.
- We will soon be shifting the picture books!

Program highlights

- We partnered with Lawrence Transit and brought back the popular bus storytime, featuring rides on the city's new electric buses!
- Halloween
 - We had a great turnout at our teen Halloween party and our community trick or treating event.
 - Pet World visited us with Creepy and Crawly pets.
- We celebrated Star Wars Reads Day with an evening of trivia for all ages.
- Kids Action Club Summit was another success. We have a new Kid President: Roman Osbern. He wants to focus his service project on the environment and climate change.
- We're celebrating Kansas Reads to Preschoolers this month by featuring this year's title, *Not a Box* by Antoinette Portis, in storytimes the week of 11/13. We'll be giving away copies of the book and boxes to take home at storytimes, courtesy of Hallmark. If you've missed storytimes, you can walk and read the book at our Downtown Storytroll.
- Continuing Ed
 - Jenny, Lauren, Grace, and Sage attended the Kansas Library Association conference in Wichita in late October.

Monthly Departmental Reports

November 2022

- Margo Moore attended the Young Adult Library Services Association's Symposium in Baltimore, MD in early March.
 - Margo was interviewed by the NYT about using Tik Tok in libraries. Look for the article sometime this week or next.

LPL Friends & Foundation Director's Report

November 18, 2022

Children's Department Renovation. You are invited to attend the dedication of the renovated children's picture book room on Sunday, November 27th at 10:30 am. This special program will include a storytime with the Marquis family and friends. Bring your kids and grandkids!

Book Sale Success. The Friends & Foundation fall book sale was a huge success, bringing in more than \$18,000. Our "Try Before You Buy" promotional effort to encourage new donors to come to the sale on opening night worked well. We were able to sign up 34 new donors! The final sale of the year is the Seasons Readings Book Sale, coming up in the library lobby on Saturday, December 17th from 10 am to 4 pm. As an added bonus, the City Band will be giving its annual holiday concert in the auditorium at noon. Hope to see you there!

Year-End Fundraising Campaign Update. We are off to a great start with our year-end fundraising efforts. There are three components to our campaign: (1) an appeal to our New Chapter Society donors, who give \$1,000 or more annually to the library; (2) our annual letter to all 2,000 Friends & Foundation donors and prospects; and (3) the Giving for Good campaign to fund a special project with Douglas County Community Foundation. Here are the results so far:

- New Chapter Society letters were mailed on Friday, October 14th. To date, we have received 14 renewals totaling \$20,000.
- Our annual mailer will be delivered to households next week. This is going out to 2,000 library supporters and prospects. Look for yours soon!
- The 2022 Giving for Good Campaign with DCCF launches on Giving Tuesday (November 29th.) The Friends & Foundation are raising funds to purchase a high quality book scanner for the library's Local History Room. The goal is \$5,000. We are pleased to report that we have a donor who has pledged to fully fund this project. Their gift will make us eligible for a \$2,500 match from DCCF.

Library Landscapes Poster Project. Our inaugural Library Landscapes project launched Wednesday, November 18th. This new annual art series seeks to capture the magic of Lawrence Public Library through the lens of beloved local artists. Louis Copt has created a stunning painting of the library's northwest corner. Signed and unsigned posters, as well as notecards are on sale and so far have earned nearly \$2,000. These will be great holiday gifts, so please be sure to stock up!

MEMO Employee Handbook Updates

To: Lawrence Public Library Board of Trustees
From: Erica Segraves, Employee Engagement Coordinator
Date: October 31, 2022
Subject: Revision of Employee Handbook with Highlighted Employee Policies

Thanks to the teamwork of various committees and employees, we'd like to recommend the following updates to the Employee Handbook:

1. Page 7: added motor vehicle record check as a contingency after a job offer is extended for any employee with driving a library vehicle as a job duty.
2. Page 9: clarifications on substitute employees being new or former employees.
3. Page 14: updated employee portion percentages for our insurance plans and that the \$1,000 deductible is our anchor. A new section also more clearly defines health coverage availability for our retirees.
4. Page 21: added information about the IRS mileage rate.
5. Page 24: added a new Highlighted Employee Policies section to better spotlight our employee specific policies. This will allow for greater emphasis on policies related to employment as well as provide our employees with a quick reference tool.
6. Page 27: added levels and clearer distinctions to our grievance policy.
7. Page 31: added Juneteenth as a holiday closure based on input from the IDEAA Committee. Also added that "Full-time staff and 80% full-time staff who would not normally work the day of a paid holiday are granted equivalent time off as holiday compensatory time." 80% full-time staff used to only be granted holiday hours if it was a day they normally worked. This was not consistent with treatment of employees fitting the full-time benefited status.
8. Page 33: changed from the current practice of allowing vacation use after 6 months of employment to allowing vacation use after 3 months of employment.
9. Page 34: removed the word "physical" from the sick leave descriptor based on input from the Employee Engagement Committee
10. Page 36: changed parental leave to 12 weeks to align to the City of Lawrence and changed FMLA leave to run concurrently. Currently all US Federal employees also receive 12 weeks of paid leave and our employees felt this amount of paid leave honors the brief time you get to bond with your new baby.
11. Page 39: added Volunteerism Policy which encourages employees to become involved in their communities by lending their support to non-profits. Interested staff can use 2 hours of paid time to volunteer each year.
12. Throughout the document, we've also removed specific titles and instead refer to the department (i.e. Accounting, Human Resources, Technology, etc).

We would also like to request guidance from the Board on when it is appropriate to submit changes to the handbook. If the change is procedural, should we make the change without bringing it to the Board's attention? For example, changing the employee portion of their insurance premium could be viewed as a

procedural issue whereas deciding which employees are extended health care coverage would be a change to the policy itself.



Employee Handbook

The Library Employee Handbook, and the policies contained therein, was first approved by the Library Board of Trustees (the Library Board) on July 17, 1995. This revised edition of the Handbook was adopted by the Library Board on January 15, 2018. The Library Board may amend this Handbook and its provisions at any time; the new or revised provisions shall apply to all Library employees. Revised Nov. 15, 2021. Submitted for review on Nov. 21, 2022. Next review date: 11/2025

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ABOUT THE LIBRARY

Mission Statement

Imagine more: a place to learn, connect, create, and grow.

Vision Statement

Our community flourishes through its embrace of diversity, promotion of inclusion and belonging, and a guarantee of equitable access to learning, growth, and opportunity for all.

Our Values

Access. We ensure access to information for everyone.

Equity. We identify barriers to access and seek to eliminate them.

Respect. We treat everyone, and each other, as valued individuals.

Freedom of information. We protect the freedom to read and view all library information and ensure the privacy of that access.

Community engagement. We embrace our role as a community anchor.

Quality. We strive to deliver the highest quality services possible and pledge to be friendly, approachable, and knowledgeable.

Free. We provide basic library services free of charge.

Stewardship. We hold ourselves accountable for the efficient and effective use of all resources — people, time, assets, and funds.

Staff Well-being. We know that library staff is the key to the organization's success and believe in fair wages and benefits.

Strategic Initiatives

Learning

The Library is a place where people can learn together.

The Library is a learning organization for staff.

Growth

The Library will grow as an organization to meet the changing needs of our community.

The Library values continued improvement in the doing of our work.

Opportunity

The Library will empower residents to connect with the opportunities in their community.

The Library will explore public/private collaborations in order to ensure its financial stability.

Governance

Established in 1904, the Library provides library service to the community and to residents within the boundaries of the Northeast Kansas Library System. The Library is governed by a volunteer Library Board of Trustees consisting of seven members, each of whom is appointed by the Mayor. The Mayor is an ex-officio member of the Library Board.

The Library Board is responsible for approving and overseeing the annual budget, ensuring that adequate funds are available for operations, hiring and evaluating the Executive Director, advocating for the Library, setting the strategic direction of the Library, and creating and approving policies.

The Library Board typically meets monthly on the third Monday of the month. Library Board meetings are public meetings and are open to the public and staff.

Financial Support

The Library receives a majority of its funding from property taxes levied within the City of Lawrence. Additional funds are received from State Aid, grants, and proceeds from endowment funds. The Library's fiscal year is a calendar year.

EMPLOYMENT

At-Will Employment

The Library is an at-will employer and Library employees are at-will employees. An employee may resign at any time, and the Library may terminate employment at any time for any legal reason, with or without notice. Nothing in this handbook or any other document provided to the employee should be considered a contract or promise of continued employment.

Equal Employment Opportunity

The Library provides equal employment opportunity to all employees and applicants for employment without regard to race, sex, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, gender identity, veteran status, or any other reason prohibited by law. This policy applies to all aspects of employment including hiring, promotion, demotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The Library expressly prohibits any form of unlawful employee harassment or discrimination based on any of these characteristics.

Disability Accommodation

To ensure equal employment opportunities to qualified individuals with disabilities, the Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the Library. This policy governs all aspects of employment, including application, selection, job assignment, compensation, discipline, termination, and access to benefits and training. An employee or applicant who may require reasonable accommodation should contact a supervisor, Human Resources, or the Executive Director.

Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Library within the past three years, or if their previous I-9 is no longer retained or valid. Employees may contact Accounting for more information.

Recruitment and Hiring

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Library will be based on qualifications for the job. Only applicants who meet the minimum qualifications will be considered.

The Library will advertise openly for most positions, but may on occasion and with the approval of the Executive Director, open a position to internal candidates only.

All job openings (except for those limited to internal candidates) will be advertised on the Library website. To attract the most diverse pool of applicants, openings may also be advertised by other means. Depending on the position, openings may be advertised at state, regional, or national levels.

Current employees may apply for open positions for which they meet the required qualifications without advance approval from their current supervisor. If hired for a different position, they are asked to give adequate notice as described below under Resignation.

The Executive Director may transfer or reassign employees to positions of the same classification in response to the needs of the organization and the abilities of staff members.

Child Labor

The Library will comply with the Child Labor provisions of the Fair Labor Standards Act and related Kansas statutes. As a general practice, the Library hires persons aged 16 and older.

Immediate Family

Immediate family is defined as: parent, spouse or domestic partner, sibling, child (either natural, by marriage, adopted, or foster), grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, brother-in-law, son-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, aunt or uncle, or any other person residing in the same household.

Hiring of Relatives

Members of an employee's immediate family who meet job qualifications may be considered for employment provided that employment creates no supervisory relationship between the two family members.

Two employees who marry or otherwise become members of each other's immediate family will be treated according to these guidelines.

Employment Reference Checks

Hiring supervisors should make every effort to check employment references of potential employees to verify their application information and determine suitability for the job. An applicant who is found to have knowingly falsified credentials or supplied misleading information will not be offered a position.

A criminal background check will be conducted for any potential employee who will be working primarily with children, providing security service, or having access to Library bank accounts. Only job-related convictions will be considered.

A motor vehicle record check will be conducted for any potential employee who will be driving a library-owned vehicle.

Potential employees shall be required to execute a written "Authorization and Release" in which they authorize the Library to obtain the criminal background check and/or the motor vehicle

record check referenced above and to also conduct a thorough investigation of the potential employee's educational, employment, and work history records and transcripts.

PAYROLL AND COMPENSATION

Compensation Philosophy

The Library's policy, subject to budgetary constraints, is to pay wages and salaries that are competitive with those paid for like jobs at regional public libraries of similar size and at comparable positions within the City of Lawrence, and to maintain internal equity among positions. "Internal equity" for purposes of the policies described in this Handbook, refers to how jobs compare to one another within the Library, as opposed to how those jobs might compare to similar jobs outside the Library. Salary increases are based on budget allocations, market conditions, length of service, and job performance. Increases normally take effect at the beginning of the calendar year. Pay increases are based on a step system.

The salary schedule is reviewed periodically to ensure that pay grades correspond to general market conditions. The current classification system and pay scale is available on the staff Intranet.

Compensation for new hires is usually the minimum base rate of pay for the position for which the employee is hired. The Executive Director may approve starting salaries up to the midpoint to compensate for an employee's prior experience or advanced training as long as internal equity is maintained.

Classification of Positions

All positions are classified for compensation purposes according to standard criteria, including education level and experience required, complexity of work, working conditions, impact of end results, the consequences of error, and leadership or supervisory duties. Positions are assigned to a pay grade based upon the classification. When a substantial change in the assigned functions of a position occurs, it may be reviewed for potential reclassification. The *Lawrence Public Library Pay Plan*, showing the classification of positions and pay grades, is posted on the staff Intranet.

Employment Categories

Each position is assigned to an employment category:

REGULAR FULL-TIME employees are regularly scheduled to work 40 hours per week on a continuing basis. They are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR 80% FULL-TIME employees are regularly scheduled to work 30-39 hours per week on a continuing basis. They are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are regularly scheduled to work at least 20 hours per week, but less than 30. Regular part-time employees are eligible for some of the benefits sponsored by the Library, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are regularly scheduled to work less than 20 hours per week. They receive all legally mandated benefits (such as Social Security and Worker's Compensation insurance), but are ineligible for the Library's other benefit programs, except as expressly stated in this document.

SUBSTITUTE employees are new or former employees who work on an as needed basis to fill critical short-term gaps in staffing. There is no regular schedule or expected minimum number of hours associated with this position; substitute employees may work no more than 19 hours in any workweek. They receive all legally mandated benefits (such as Social Security and Worker's Compensation insurance), but are ineligible for the Library's other benefit programs, except as expressly stated in this document. They are paid at the base rate for a Library Assistant. A substitute who is not scheduled during a 12-month cycle may be removed from the payroll.

TEMPORARY employees are hired for a period of 6 months or less as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Temporary employees retain that status unless and until notified of a change. Temporary employees receive all legally mandated benefits (such as Social Security and Worker's Compensation insurance), but are ineligible for the Library's other benefit programs, except as expressly stated in this document.

ACTING employees may be assigned or hired in an interim capacity to fill a position at the level of Coordinator or above. Such an assignment is generally for a period of 6 months or less. While assigned to an "Acting" position, the employee will be paid at the minimum rate of the assigned salary range and will receive corresponding benefits. If the interim role is at a higher level, the employee may receive a 5% increase to the base rate of pay for the duration of the assignment. The Library Board may make other agreements if hiring an Acting Director.

Work Week Defined

The Library's work week begins Sunday and ends Saturday. The work week for a regular full-time employee is 40 hours per week.

Breaks

Employees are allowed a 15-minute paid break during each continuous 4-hour shift. Breaks may not be accumulated, added to lunch hours, or used to compensate for late arrivals or early

departures from work. Supervisors may assign break schedules or allow employees to self-schedule. In order to maintain proper service levels, there may be times when breaks cannot be taken.

In addition, nursing mothers are allowed reasonable time to express breast milk for their nursing children for up to one year following a child's birth. Additional breaks taken for nursing are not paid work time.

Meal Periods

Employees who work more than 6 hours in a single shift are expected to take an unpaid meal break of 30 minutes to an hour. Within these guidelines, supervisors may set the time and length of meal breaks for their staff. Employees are considered to be released from duty during their lunch period unless otherwise instructed. If a supervisor requires an employee to work or remain on call through a meal break, it is considered work time.

Timekeeping

Employees are responsible for recording time worked and leave used in the Library's timesheet system. Time worked is all time spent performing assigned duties, not including meal times. Arrival and departure times should be recorded within the nearest 5 minutes. All absences from work schedules should be accounted for. Employees may not volunteer to perform additional work on an unpaid voluntary basis.

Timesheets are to be completed at the end of each shift and approved by the employee and by the supervisor before each bi-weekly deadline set by the Executive Director. Altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Overtime work must be approved before it is performed, except in emergency situations, in the manner set forth in the immediately following section on "Overtime."

Overtime

Overtime occurs when a nonexempt employee works in excess of 40 hours in a single workweek. Only hours actually worked that week are counted when calculating hours for overtime. Paid leave, such as sick, holiday, or vacation leave, does not count as time worked.

It is the Library's policy to keep overtime to a minimum. Except in emergency situations, all work performed in excess of 40 hours a week by nonexempt employees must first be authorized by the supervisor and the Executive Director. Employees working overtime without approval may be subject to disciplinary action.

Full-time nonexempt employees will normally receive compensatory time off at a rate of 1.5 hours off for each overtime hour worked. In exceptional instances, they may instead be compensated at 1.5 times their regular hourly pay for overtime work. 80% Full-time employees and Part-time staff are paid at a rate of 1.5 times their regular hourly pay if they work overtime.

Employees may ask to use overtime compensatory time at any time that does not unduly disrupt Library operations, provided they provide adequate notice to their supervisor. Using compensatory time promptly is recommended.

Upon termination, the employee will be paid for unused overtime compensatory time at their final rate of pay.

Certain positions are classed as exempt based on their professional, administrative, or executive duties as defined by the Fair Labor Standards Act. Exempt positions are not compensated for work beyond 40 hours per week. Each job description specifies whether a job is classified as exempt or nonexempt from the FLSA overtime pay provisions.

Holiday Premium Pay

Nonexempt employees who are assigned to work when the Library is closed for a holiday will receive premium pay at one and one-half (1.5) times their regular hourly rate for all hours actually worked. In addition, they receive any holiday pay they are eligible for according to holiday pay provisions of the Employee Handbook.

Premium pay for holiday work will not be included in determining the regular hourly rate of pay for the purpose of calculating overtime payments. Supervisors will determine which holidays and closed days require coverage. Schedules will be set by supervisors.

Inclement Weather

When the Library is officially closed due to inclement weather or other emergency conditions, the time off from scheduled work will be paid, unless an employee had already scheduled sick leave or vacation prior to the inclement weather closure.

If the Library remains open during inclement weather, anyone unable to report to work due to weather conditions will be charged annual leave time (not including sick leave). If a staff member has no annual leave time, the time must be counted as leave without pay and cannot be considered sick leave.

Paychecks

Library employees are paid by direct deposit bi-weekly with paydays every other Friday. If a payday falls on a holiday observed by the Library, deposits will be made on the last business day prior to the holiday. Employees who are unable to use direct deposit will be paid via an

employee-provided pay card. On each payday, employees will receive a statement showing gross pay, deductions, and net amount deposited.

Payroll Deductions

Income withholding taxes, social security and Medicare taxes, and state retirement (KPERS) contributions are withheld from each employee's paycheck as required by law. Authorized health insurance premiums are also withheld at the request of the employee. Other voluntary deductions may be withheld at the employee's request.

Administrative Pay Corrections

Employees should review each pay statement and immediately report any errors to Accounting. If an error is discovered, the Library will make adjustments on the next paycheck.

PERSONNEL RECORDS

Changes in Personnel Information

Employees are responsible for keeping their personnel information current and accurate. Employees should promptly notify Accounting and Human Resources of any change in personal data, such as change of name, address or telephone number; emergency contact; beneficiary designation; military status; educational accomplishment; or other change in benefits or exemptions.

Personnel Files

The Library's Human Resources maintains an official personnel file on each employee. The personnel file contains records related to performance and training as well as other records used for hiring, promotion and disciplinary decisions. It will not include reference checks, medical records, or investigation files.

Personnel files are the property of the Library, and access to the information they contain is confidential. With reasonable advance notice, employees may review their own personnel files in the presence of the Executive Director or their designee. Other than the employee, access to an employee's personnel file is limited to the Executive Director, Human Resources, the employee's supervisor or prospective Library supervisor. The file may not be removed from Human Resources, but copies may be requested in writing by the employee and provided only to that employee. Employees who wish to review a personnel file should contact the Executive Director. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed to access file information. This decision will be made at the discretion of the Executive Director in response to the request.

Medical Confidentiality

Medical information on individual employees is treated confidentially. The Library will take reasonable precautions to protect such information from inappropriate disclosure. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

TIME OFF BENEFITS

The Library provides some time off benefits. For a full listing of these benefits as well as the applicable employees, please refer to the Time Off Policy in the Highlighted Employee Policies section of this handbook.

OTHER BENEFITS

Please note that a chart entitled *Eligibility for Time Off and Other Benefits* that summarizes eligibility for the benefits described in this section of the Handbook may be found on the staff Intranet.

Retirement

The Library participates in the Kansas Public Employees Retirement System (KPERS), a state-administered defined benefit retirement plan for employees of state and local governments. The system provides retirement, long-term disability, life insurance and survivor's benefits. All employees who regularly work 1,000 hours or more per year are required to participate in the program. An employee is fully vested after 5 years participation in the plan.

Both the employee and the employer make contributions as required by Kansas law. The employee's contribution is paid through payroll deduction. This contribution is excluded from gross income for federal income tax purposes.

Active KPERS members may enroll in Optional Life Insurance to provide additional coverage beyond KPERS basic life insurance for themselves and their spouse and/or children. They may also participate in a voluntary KPERS 457 Savings Plan. Premiums for optional plans are paid through payroll deduction.

Employees are also covered under the Social Security and Medicare systems. For more details on the retirement plan, contact Human Resources.

Health Insurance

Full-time and 80% Full-time employees are eligible to enroll in the Library's group health insurance plan on the first of the month following their first day of employment. The employee's share of the cost of single coverage is 5%. An employee may alternately choose to provide coverage for their spouse and/or children. The employee's share for dependent coverage is 25% of the additional cost of the plan. These percentages are anchored to the \$1000 deductible.

Retiree Health Insurance

Retired employees of the Library retiring under KPERS with at least 10 years of service may qualify for an extension of the benefits of the Library's group health care plan for themselves and any currently covered spouse and/or dependents. To be considered a retiree under this program, the individual must:

- have retired after December 31, 1988.
- receive a retirement or disability benefit for service with the Library.
- be under age 65.
- file a written application with Human Resources for coverage under this plan, within 30 days following retirement from Library employment.
- agree to promptly pay 100% of the monthly premium contributions required.

A retiree and his or her dependents shall cease to be eligible for coverage under this plan when any of the following conditions exist: (1) the retired employee attaining age 65, (2) the retired employee failing to make required premium payments on a timely basis, or (3) the retired employee becoming covered or becoming eligible to be covered under a plan of another employer.

Flexible Spending Account

Full-time and 80% Full-time employees have the option to establish a Flexible Spending Account. This allows employees to establish an annual fund through pre-tax paycheck deductions to cover qualifying medical expenses not covered by insurance. The amount in the flexible spending account must be spent within the tax year.

Life Insurance

In addition to life insurance provided for KPERS participants, each Full-time and 80% Full-time employee is enrolled in the Library's group life insurance policy. The Library pays an amount equal to the employee's annual salary, with a maximum of \$50,000.

Workers Compensation Insurance

In compliance with Kansas law, the Library provides a comprehensive workers compensation insurance program at no cost to employees. This program pays employee benefits for job-related injuries, disability, or death that arise out of and in the course of employment. When any work-related injury or illness occurs, even if it appears to be minor, an Injury Report form is to be completed. Human Resources, Accounting, and the Executive Director should be informed within 24 hours.

Neither the Library nor the insurance carrier will be liable for the payment of workers compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Library.

Unemployment Compensation

The Library is covered by the Kansas Employment Security law. Circumstances pertaining to the separation of employment are determining factors in an employee's eligibility for unemployment compensation.

Educational Assistance Program

The Library offers an Educational Assistance Program funded by the Friends and Foundation to reimburse full-time and part-time employees for a portion of the cost of tuition, books, and/or fees for college classes taken for credit from accredited institutions. Coursework is not considered work time. This Program shall be available only so long as the Friends and Foundation organization are providing the funds necessary to support it.

Eligible employees may apply for up to a maximum of \$1,000 per calendar year for educational assistance (pro-rated for part-time employees). There is no guarantee that applications will be approved or funded in any particular amount. Funding is contingent upon the availability of funds and number of applications.

Completion of eligible coursework does not entitle the employee to automatic advancement, a different job assignment, or pay increases.

The following eligibility factors apply:

1. Employees must have been employed by the Library for at least 6 months.
2. The course must show direct relationship to the employee's present position, improve job related skills or enhance their ability to compete for reasonably attainable jobs within the Library. General education coursework is not eligible.
3. At least a 2.0 grade on a 4.0 scale must be maintained in all approved undergraduate courses, and at least a 3.0 grade on a 4.0 scale must be maintained in all graduate courses.

4. Application must be received by the following deadlines: May 15 for summer semester, July 15 for fall semester, and December 15 for spring semester.

At the completion of the approved class, the employee is responsible for submitting a copy of the pre-approved *Educational Assistance Program Application* with required attachments to Accounting to receive reimbursement.

Parking Pass

All employees are eligible to purchase a calendar year parking pass at half price through payroll deduction. Passes may be used at 10-hour meters and parking garages downtown.

EMPLOYEE CONDUCT AND RESPONSIBILITIES

Standards of Conduct

The success of the Library and its ability to provide quality library services depends upon the service provided by its employees. All employees are expected to:

1. Give friendly, courteous, and accurate service.
2. Treat all people with respect.
3. Use Library equipment and supplies with care.
4. Perform all duties, assignments, and responsibilities diligently.
5. Be honest and cooperative.
6. Accept and follow instruction and direction.
7. Present a professional appearance.
8. Comply with Library rules and policies.

Attendance

Regular, punctual attendance is the responsibility of every employee. Unscheduled absences, late arrivals, and early departures are disruptive to the work environment. When employees cannot avoid being late or absent, they should notify their supervisor as soon as possible prior to their next scheduled shift; exceptions will be made for emergency situations. It is generally inappropriate to call a co-worker to cover the schedule unless the supervisor has given such authorization.

Misrepresenting the reason for taking sick leave, or chronic, persistent, or patterned use of sick leave may be considered sick leave abuse. The following may be indicators of abuse of sick leave:

- Regularly using sick days before or after scheduled vacations or holiday;
- Regularly using sick days on the same day of the week or month;

- Using most or all of accrued sick leave, absent mitigating circumstances;
- Being seen participating in activities that are inconsistent with the use of sick leave.

Frequent or excessive absence or tardiness may affect performance reviews, lessen chances for advancement, and may result in disciplinary action up to and including termination of employment. Employees will not be disciplined for taking legally protected absences, nor will such absences be considered in determining whether an employee has taken too much time off.

An employee who is absent for three consecutive workdays or shifts without notifying their supervisor will be considered to have voluntarily resigned. The Executive Director may modify the above policy where extenuating circumstances are found to have existed.

Personal Appearance

Although the Library is a relatively casual work environment, employees are expected to present a professional appearance. All employees should be well-groomed and wear neat and clean clothing appropriate to the workplace and their job responsibilities. Staff badges should be worn while on duty. Clothing should be free of inappropriate words or images, including political messaging. Outfits that might be worn to the beach, to do yard work, to exercise, or to go to a nightclub are not generally work-appropriate. Supervisors may set additional guidelines for their staff.

The immediate supervisor is responsible for ensuring that employee attire is appropriate to the individual's work activities and may ask employees who do not meet appearance standards to take corrective action. Employees sent home to change will not be compensated for the time away from work. Reasonable accommodations will be made when needed.

Use of Technology

Staff computers, software, email accounts, and other technology tools are either Library property or are licensed to the Library for business use only. Although the Library will not routinely monitor online activity, it reserves the right to access and review messages or documents created, sent, or received using the Library's resources. Records created, including email communications and chat, are property of the Library and may be subject to the Kansas Open Records Act or subject to discovery in the event of litigation.

To help ensure the security of the network, employees may not install additional hardware or software without authorization from Technology. Software is subject to copyright and may not be duplicated, except as allowed by the vendor and with approval of Technology. Passwords are to be kept secure and not shared with others, either inside or outside the Library.

Any unethical, inappropriate, or illegal use of the Library computer systems and network is prohibited.

Use of Social Media

The Library uses social media to actively engage with the community and to promote our services. Marketing is responsible for coordinating the Library's social media activity and will determine appropriate social media outlets for Library participation. Library-authorized social media activity will be consistent with the Library's mission and will be conducted with honesty, respect, and courtesy. All posts will adhere to the Library's policies. Confidential information about patrons, other Library employees, or Library business may not be shared via social media.

Personal Use of Library Equipment

Library telephones, copiers, fax machines, computers, and other office equipment are intended for Library business. Brief use of this equipment for personal reasons is allowed on a limited basis.

Employees are responsible for any associated fees, such as copy or postage charges. Such personal use should not occur in a public service area. Personal mail and packages may be delivered to the Library on an occasional basis.

Gifts and Gratuities

Employees may not accept personal gifts or gratuities for performing Library work.

Employees who attend conferences or represent the Library at meetings or other business events may accept meals and other incidentals that are part of the meeting or event. Vendor giveaways, door prizes, or other similar items valued at less than \$50 may be accepted. Door prizes or other giveaways of significant value become the property of the Library. Employees may also accept reimbursement for food, travel, or registration expenses associated with an event if it is one that the Library would have paid for anyway.

With the approval of their supervisor and the Executive Director, an employee may be allowed to use work time, including preparation time, to speak as a library representative at community events, other libraries, or library-related meetings and conferences. If approved, employees may accept reimbursement for food, travel, or registration expenses associated with the event. Any honorarium given for an approved presentation becomes the property of the Library.

Purchases for the Library

All purchases for the library must follow the separate Purchasing Policy.

Outside Employment

The Library recognizes that some employees may need or want to hold additional jobs outside of the Library. Employees may hold another job as long as it:

- is not performed while on duty at the Library
- does not require the use of any Library resources other than those that are available to the general public
- does not create or appear to create a conflict of interest

Employees may not solicit outside work while on duty at the Library, except in the designated area of the Staff Lounge.

Employees may not use paid sick leave to perform outside work.

Solicitation and Fundraising

Soliciting donations or fundraising in the Library or on Library grounds is generally not allowed, except for activities of the Library Friends and Foundation or when part of an approved Library program. As an exception, Library employees may place passive advertising for such things as fundraisers, local business information, or items for sale in the digital or physical designated area, provided it does not interfere with Library operations or job responsibilities. Follow-up activities associated with the posting should take place outside of work time.

TRAINING, PROFESSIONAL DEVELOPMENT, AND BUSINESS TRAVEL

In-Service Training

The Executive Director is authorized to close the Library on an infrequent basis for the purpose of in-service training for Library staff.

Meetings and Continuing Education

The Library encourages the professional development of employees by allowing paid time to attend training, classes, conferences, and other work-related meetings. Registration, travel, and other expenses related to such attendance may be paid, subject to approval by the employee's supervisor and Executive Director. Time spent traveling from the Library to the meeting is considered paid work time.

Attendance at lectures, meetings, training programs, and similar activities is not counted as work time when all of the following four criteria are met:

1. Attendance is outside of the employee's regular working hours;

2. Attendance is in fact voluntary;
3. The course, lecture, or meeting is not directly related to the employee's job; and
4. The employee does not perform any productive work during such attendance.

Unless otherwise agreed upon, when the Library Board or Executive Director requests trustees or volunteers to participate in continuing education, these participants will be reimbursed at the same rate as Library staff.

Business Travel Expenses

The Library will reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the Library.

Employees are expected to make the most economical and practical choices regarding travel expenses and to take advantage of opportunities for sharing expenses when feasible, such as carpooling or sharing rooms. Expenses that generally will be reimbursed include the following:

- Conference registration
- Transportation, including ground transportation when traveling by air
- Parking
- Overnight accommodations when same day return is not feasible
- Standard tip amounts for non-meal gratuity

Per diem rates are awarded only for travel with overnight stays and are based on U.S. General Services Administration Guidelines, which vary by city location. Employees traveling may request a per diem check in advance. Per diem reimbursements are based on departure and return times over the entire 24-hour day and are pro-rated accordingly. Receipts are not required for per diem allowances.

Expenses for extended travel, personal entertainment, alcoholic beverages, and expenses for anyone other than the employee are not authorized and will not be reimbursed.

With prior approval, employees may combine personal travel with business travel or be accompanied by a family member or friend. The presence of a companion must not interfere with the business purpose of the travel or result in increased cost to the Library. Any additional time away from work must be covered by approved leave. All additional expenses arising from such non-business travel are the responsibility of the employee.

Employees whose travel plans have been approved are responsible for making their own travel arrangements and are responsible for submitting completed travel expense reports, including receipts for all expenses, to Accounting within ten days of return.

Abuse of this business travel expenses policy, including falsifying expense reports, can be grounds for disciplinary action, up to and including termination of employment.

Business Use of Vehicle

Employees who drive a Library-owned vehicle must hold a valid Kansas driver's license and carry it whenever driving the vehicle. Seat belts must be used at all times while operating or riding in a Library vehicle. Employees may not operate a Library vehicle while under the influence of drugs or alcohol or while otherwise impaired. Texting or talking on cell phones while driving is not allowed. The Library vehicle is to be used only for Library business purposes; unauthorized passengers are not allowed.

If an employee has an accident in a Library-owned vehicle, they are expected to notify the Police Department immediately. Any accident involving vehicles used on Library business, regardless of extent of damage or injury, should be reported to their supervisor as soon as possible.

Fines for traffic violations or parking tickets are the personal responsibility of the operator.

With prior approval from their supervisor, an employee may use their personal vehicle for Library business. The employee will be reimbursed for mileage at the standard IRS mileage rate. The Library's insurance plan does not provide liability coverage for an accident that occurs while an employee is using their vehicle for Library business. Drivers should be aware of the extent of coverage (if any) provided by their automobile insurance company for travel that is business or not personal in nature.

Professional Memberships

Because the Library believes that such involvement provides professional growth to the employee and benefits to the Library, it encourages employees to participate in professional and civic organizations related to their work. A membership that is a requirement of a position may be paid by the Library. Otherwise, individual membership fees are usually the responsibility of the employee. The Library may purchase institutional memberships which may include individual membership benefits. Prior to committing to a leadership role in an organization, the employee must have the approval of their immediate supervisor and the Executive Director.

PERSONNEL EVALUATION AND DISCIPLINE

New Employee Evaluation

Library supervisors are responsible for ensuring that new employees, or existing employees hired to a new position, receive appropriate training, resources, and coaching to be successful in their new role. The first 3 months of employment is a time for orientation, intensive training, and feedback. At the end of the new employee's first 3 months, the supervisor will provide a written evaluation of the employee's progress and performance.

Annual Performance Review

Supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis, providing timely and appropriate feedback on a continuous basis. In addition, annual written performance evaluations are conducted to provide both supervisors and employees the opportunity to more formally discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss goals. Annual reviews are placed in the employee's personnel file. The Library Board will evaluate the performance of the Executive Director annually.

Corrective Counseling and Discipline

When an employee is not successful in meeting the performance expectations of their job or exhibits inappropriate conduct, the supervisor may initiate corrective or disciplinary actions. These may include, but are not limited to, verbal counseling, verbal warning, written warning, probation, demotion, and dismissal. An employee may be suspended to allow time for an investigation into alleged serious misconduct.

The disciplinary steps may be taken in progression, but that is not required. The supervisor, in consultation with management staff, has discretion to determine the course of action best suited to the circumstances. The Executive Director will be consulted before an employee is dismissed. When implementing corrective counseling and discipline, supervisors will make every effort to be consistent, objective, and fair. They may consider a number of factors, such as:

- The nature and seriousness of the behavior
- Past history of performance problems or misconduct
- Overall performance record
- Employee's ability to correct the behavior
- Actions taken in similar situations
- Employee's attitude toward the behavior

To be clear and avoid misunderstanding, the supervisor will document disciplinary actions above verbal counseling. The documentation should be signed and dated by both the supervisor and employee before being placed in the employee's personnel file.

This does not change the fact that employment at the Library is at-will. The employee or the Library may end the employment relationship at-will, with or without cause or notice.

LEAVING EMPLOYMENT

Resignation

Employees are asked to notify their supervisor in writing when they plan to resign. Part-time employees are asked to give at least two weeks' notice and full-time employees one month. The employee must be present on their last day of work. This date may not be extended by vacation, holiday, or sick time.

If the employee submits notice of resignation while on an approved Leave of Absence, the last day of work will be the date of resignation. If the employee does not return from a Leave of Absence, the last day of employment will be the last day of the approved Leave of Absence.

Before their last day of work, employees should schedule a meeting with Human Resources to review eligibility for benefit continuation and make sure that all required forms and notifications can be completed.

Termination

Any notice of termination or dismissal should be in writing and state the reasons. Two weeks' termination pay may be granted to a dismissed employee at the discretion of the Executive Director.

Layoff

Should a layoff of employees become necessary, temporary, part-time, and full-time non-supervisory employees will be laid off in the order named in accordance with seniority (50 percent weight in layoff formula), and job performance (50 percent weight in layoff formula).

Final Paycheck

Final paychecks will be issued on the first regular payday following resignation or termination, absent unusual circumstances. Final paychecks will include payment for accrued vacation, if eligible, and overtime compensatory pay and 25 percent of unused sick leave.

Benefits Continuation

COBRA. The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives covered employees and their qualified beneficiaries the opportunity to temporarily continue health insurance coverage under the Library's health plan when a "qualifying event" would normally result in the loss of eligibility. Common qualifying events include resignation, termination, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's

divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Library's group rates plus an administrative fee.

Retirement. According to Kansas law, employees and their dependents covered by the Library's health insurance plan who retire before age 65 with 10 or more years of service may continue to be included in the Library's group health plan. The full cost, which may include an administrative fee, is to be paid by the employee. This coverage will end when the retiree reaches age 65, fails to make the required payments on a timely basis, or becomes covered or eligible for coverage under another employer's plan.

Employees covered under KPERS should provide a minimum of 30 days' notice of their plans to retire. This will allow time for processing retirement forms to ensure that benefits will begin in a timely manner. The employee must be present on their last day of work. This date may not be extended by vacation, holiday, or sick time.

References

All requests for employment verification should be referred to Accounting, who has access to official records and may release the following information: employee's name, dates of employment, job title, and compensation. This information is considered public record under the Kansas Open Records Act. Personally identifiable information, such as address, phone number, and date of birth, is not public information and will not be released unless requested in writing by the employee.

Supervisors who are asked to provide employment references may comment on the employee's job duties, dates of employment (unofficial), and performance, provided they have received a release from the former employee. References should be factual and based on easily documented information. Supervisors are the only employees who are authorized to provide employment references on behalf of the Library.

STATE OF KANSAS EMPLOYMENT OATH

Employees shall execute the State of Kansas Employment Oath. A copy of the form of the Oath may be found on the staff Intranet.

HIGHLIGHTED EMPLOYEE POLICIES

Anti-Harassment Policy

The Library aims to provide an environment where people are treated with dignity, decency, and mutual respect. It does not tolerate discrimination or harassment toward a person because of

race, gender, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, gender identity, veteran status, appearance, or any other protected status. Harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment, interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities. It includes offensive or unwelcome words and actions that ridicule, insult, intimidate, belittle, promote negative stereotypes, or otherwise single out a person based on any of these characteristics.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

All employees are covered by this policy. An employee who experiences, or observes, an incident of harassment should report it immediately to their supervisor or other management staff person as per the Grievance Policy. A complaint against the Executive Director should be reported to the Library Board Chair. Complaints will be investigated promptly and as confidentially as possible, by the Human Resource Manager, or, in the case of the Executive Director, by the Library Board.

Management will take prompt, remedial action to eliminate any harassing conduct that has occurred. Any employee found to be in violation of this policy is subject to discipline, up to and including termination.

The Library will not tolerate any form of retaliation against any employee for filing a complaint under this policy, or for participating in its investigation, in accordance with the law. Any employee who has knowingly filed a false complaint may be subject to disciplinary action.

Nothing in this policy prevents an employee from pursuing formal remedies or resolution through the legal system.

Conflicts of Interest Policy

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Library's business dealings. For the purpose of this policy, a relative is any person who is related to the employee as defined in the section on "Immediate Family", in the Employee Handbook which states that immediate family is defined

as: parent, spouse or domestic partner, sibling, child (either natural, by marriage, adopted, or foster), grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, brother-in-law, son-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, aunt or uncle, or any other person residing in the same household.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have influence on transactions involving purchases, contracts or leases, they should disclose the relationship to the Human Resources and the Executive Director as soon as possible.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Library does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any business dealings with the Library. It is strictly prohibited for an employee or relative of an employee to receive a kickback, bribe, substantial gift, or special consideration as a result of any business dealings with the Library.

Contact the Human Resources or Executive Director for more information or questions about conflicts of interest.

Emergency Policy

All employees are expected to be familiar with the separate *Emergency Policy* and the *Emergency Preparedness, Recovery, and Recovery Plan*.

Fraud Policy

Fraud is defined as a deception deliberately practiced in order to secure unfair or unlawful gain. Actions constituting fraud include, but are not limited to:

- Deliberate falsification of financial records to conceal the actual financial condition or operating results of the Library.
- Forgery or alteration of any document or account belonging to the Library.
- Forgery or alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies or other assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of Library activities.
- Any similar or related inappropriate conduct.

Fraud or related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination. Fraud or related misconduct may also be punishable as a civil or criminal misdeed.

Suspected dishonest or fraudulent activity should be reported immediately to Human Resources and the Executive Director. If the Executive Director is suspected of fraud, the report should go

to the Human Resource Manager to contact the Library Board Chair. Reports of suspected fraud should be made in good faith and not for the purpose of raising malicious or unfounded allegations. Reports may be made anonymously.

The person who suspects fraud should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

The Human Resource Manager and Executive Director (or Library Board Chair) will coordinate all investigations with legal counsel, if determined to be necessary or desirable, and Library staff members the Executive Director determines have necessity to know in order to address the issue. Any report made pursuant to this policy will be treated confidentially to the fullest extent possible, consistent with the need to conduct an adequate review.

The Library will not retaliate against any person ("whistleblower") based upon a good faith report made by such person pursuant to this policy. Nor will the Library retaliate against any person who refuses to follow a directive that he or she reasonably believes to be a fraudulent act as defined by this policy.

Employees should direct all inquiries from any individual who is under investigation for fraud or related misconduct, their representative, or their attorney, and all inquiries from the media to the Executive Director or Library Board Chair. Once the investigation is completed, the Executive Director and/or Library Board will take appropriate action and steps to minimize recurrence, consult with the City of Lawrence Director of Legal Services, and, whenever appropriate, report the result of the investigation to the Lawrence City Commission, or law enforcement.

Grievance Policy

The Library's policy is to deal directly and honestly with all employees. The Library believes that the interests of both the Library and its employees are best served by maintaining communication between the individual employee and employer. Employees are encouraged to ask questions and discuss concerns with their immediate supervisor.

Misunderstandings, misconduct, or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Should a situation occur that an employee believes is detrimental to the employee or to the Library, the Library has established the following procedures for employees to bring a complaint to the Library's attention. However, these grievance procedures shall not be used on matters pertaining to employee discipline or termination. These procedures will not prevent, limit, or delay the Library from taking disciplinary action against any individual, up to and including termination, in circumstances where the Library deems disciplinary action appropriate.

Levels in the grievance process include:

- Level 1: The employee shall first attempt to resolve the issue with their supervisor. Complaints can be verbal or submitted in writing to the supervisor.
- Level 2: Complaints should be submitted in writing to the Human Resource Manager when 1) the employee's supervisor could not resolve it, 2) the employee's complaint involves their supervisor, or 3) it is a complaint alleging harassment, discrimination, or retaliation and will need to be investigated promptly. The Human Resource Manager will report the investigation decision to the employee within 7 days after concluding the investigation.
- Level 3: If an aggrieved employee is not satisfied with the Human Resource Manager's response, or the subject of the complaint, the employee may file or appeal the complaint to the Executive Director. The Executive Director will form a Grievance Committee composed of three Library management-level employees who are not involved in the employee complaint. The three committee members shall be appointed on a case-by-case basis by the Executive Director and selected on a random, rotating basis. The committee will meet with the employee and other interested parties within 14 days of receiving the appeal, and will issue a decision to the employee within 7 days thereafter.

If the employee complaint pertains to the Executive Director, then the Human Resource Manager may offer to lead a mediated conversation between all parties or may contact the Library Board Chair. Complaints will be investigated promptly and as confidentially as possible, by the Human Resource Manager, or, in the case of the Executive Director, by the Library Board.

Information concerning an employee grievance is to be handled with discretion by those investigating. They should discuss the grievance only with those individuals who have a need to know about it or who are needed to supply necessary background information. Any employee, including the employee lodging the complaint, the subject of the complaint, or witnesses openly discussing the complaint and not adhering to confidentiality rules may also be disciplined.

The Library does not condone retaliation against an employee who uses the complaint procedure of the Grievance Policy, or who participates in the complaint/grievance resolution process. Retaliation is cause for disciplinary action, up to and including termination.

Internet, Email, and Equipment Policy

Employees who use email provided by the Library do not have an expectation of privacy. All email messages are part of the Library's computer systems and therefore are considered Library property.

Although the Library will not routinely monitor email messages, the Library reserves the right to access and review messages, communications and files under the following circumstances:

- If required by law or whenever there is a legitimate purpose to do so.
- In the course of an investigation triggered by indications of impropriety or as necessary to locate substantive information related to alleged incidents of impropriety.
- To investigate a possible violation of a Library policy or a breach of the security of the email system.
- Upon belief that a user may have committed or is committing a crime.
- When saving or transferring the files of an employee leaving the employ of the Library.

Employees who use the Library's internet, email, and equipment shall follow these rules:

- The use of Library-provided email and Internet resources shall be for lawful purposes only.
- Transmission of harassing, threatening, rude or obscene material is prohibited.
- The use of the email system or the Internet to send copies of documents or files in violation of copyright laws or license agreements is prohibited.
- Use of electronic mail for chain letters, job searches, or advertisement of personal business is prohibited. Messages broadcast for general employee review shall be for the sole purpose of conducting Library business communications.
- The use of email to harass or intimidate others, or to interfere with the ability of others to conduct Library business, is prohibited.
- The transmission of email messages which contain racial or sexual slurs or jokes, innuendo, or any material of an inappropriate, slanderous, defamatory, fraudulent, sexually oriented, or derogatory nature is prohibited.
- Personal use of employer-provided equipment, software, and transmission facilities should be kept to a minimum. Library email accounts may not be used for personal use.
- Subscription to or monitoring of news groups shall be restricted to those of a professional or employment nature.
- Downloading of files for non-Library business is prohibited. Executable files or programs must be retrieved from an official vendor support service, must be virus scanned, and must respect copyright and license agreements.
- Internet searches should be restricted to links which are reasonably thought to be of a professional or Library business nature.
- Employees shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other email accounts or Internet service users, or represent themselves as another user.
- Passwords to email accounts shall not be distributed to other individuals unless such distribution is authorized by the Technology Supervisor or Executive Director.

Employees violating this policy are subject to the Library's disciplinary process.

Official Statements Policy

Media inquiries regarding the library and its operations should be referred to the Executive Director or designee. Employees may communicate official statements to the media on behalf of the Library only when authorized to do so by the Executive Director. The Library's name may not be used to endorse any product, service, or program without prior authorization by the Executive Director or designee.

Political Activities Policy

As private citizens, every employee has the right to vote on political issues, to join political and civic organizations, and to participate in all political activities, except as restricted below.

Employees may not publicly endorse any ballot measure or candidate for public office on Library property or during on-duty hours (except as authorized by the Library Board). This includes wearing or displaying badges, buttons, signs, or clothing advocating for or against any candidate or ballot measure while on Library property or during on-duty hours. This restriction does not apply to bumper stickers on personal vehicles. Employees may not use the name of the Library in any such endorsement or otherwise imply that the Library endorses a given ballot measure or candidate.

Employees may not solicit donations for political campaigns, political action committees, or other political advocacy groups on Library property or during on-duty hours. No Library supervisor or other employee in a position of authority will solicit any other Library employee for contributions of money or labor for any candidate for elective office, or otherwise compel, or attempt to compel, any employee to support a ballot measure or candidate for elective office, or to engage in any specific political activity.

No Library equipment or other resources, such as computers, phones, printers, email accounts, etc., may be used for political activity.

Employees may campaign for and hold public office, whether appointed or elected, except where such campaigning or office otherwise violates this or any other Library policy or interferes with the employee's ability to perform their job.

Smoking Policy

Smoking is not allowed in the Library, in Library vehicles, or within 25 feet of Library entrances. Smoking includes the use of any tobacco products, e-cigarettes, and electronic smoking devices.

Substance Abuse Policy

The Library is committed to providing a safe and productive work environment. Employees who abuse drugs or alcohol at work or who appear at work under the influence of alcohol or the illegal use of drugs, harm both themselves and the work environment. In that spirit and to comply with the federal laws and regulations related to the Drug-Free Workplace Act of 1988,

the Library expects all employees to report to work free from the effects of alcohol, drugs, or other intoxicating substances. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the Library, in Library vehicles, or while performing Library duties off-site. This includes the misuse of otherwise legal prescription and over-the-counter drugs. Violations of this policy may result in disciplinary action up to and including termination. Employees are required to notify Human Resources and the Executive Director of their conviction for any violation of a criminal drug statute which occurred in the workplace.

The Library does not prohibit employees from consuming alcohol at a Library-sponsored function where alcohol is served. However, employees may not consume alcohol to the point of intoxication, nor may they consume alcohol if they are going to drive. Employees are expected to conduct themselves professionally and appropriately while on Library business.

Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. Employees who are seeking assistance for a substance abuse problem are still expected to meet the same standards of performance, productivity, and conduct expected of all employees, including the prohibition on alcohol or illegal drug use at work. The Library reserves the right to discipline or terminate an employee for failing to meet those standards.

Please note that a chart entitled *Eligibility for Time Off and Other Benefits* that summarizes eligibility for the benefits described in this section of the Handbook may be found on the staff Intranet.

Time Off Policy

Holidays

Paid Holidays: The Library recognizes the following days as paid holidays:

New Year's Day, January 1

Easter Sunday

Memorial Day, last Monday in May

Juneteenth, June 19

Independence Day, July 4

Labor Day, first Monday in September

Thanksgiving Day, fourth Thursday in November

Day after Thanksgiving

Christmas Eve Day, December 24

Christmas Day, December 25

Regular full-time employees and regular 80% full-time employees are paid for these holidays. Regular part-time employees are paid for the hours they would normally work on the day of the holiday. Holiday pay is equal to an employee's regular rate of pay.

Holiday Compensatory Time: In addition to paid holidays, full-time, 80% full-time, and regular part-time employees also receive a holiday compensatory day for Martin Luther King Day, President's Day, and Veterans Day (pro-rated for 80% full-time and part-time staff).

Full-time staff and 80% full-time staff who would not normally work the day of a paid holiday are granted equivalent time off as holiday compensatory time.

No holiday compensatory time is given in advance of its being earned. Holiday compensatory time earned through November must be used prior to the end of the calendar year in which it is earned. Holiday compensatory time earned in December may be carried over into the next calendar year. Unused holiday compensatory time will be forfeited.

Additional Closed Days: When any of the paid holidays listed above (other than Easter Sunday) falls on a Saturday or Sunday, the Library will also be closed the next day; when any of the above holidays falls on a Monday, the Library will also be closed on the Sunday before. When Christmas Eve/Christmas Day falls on Saturday/Sunday, the Library will be closed Saturday, Sunday, and Monday. The Library will close at 6:00 p.m. on New Year's Eve. Staff at all levels that are normally scheduled to work on these additional closed days are eligible for holiday compensatory pay.

From time to time and for certain special occasions, the Library Board may designate other days as special holidays or closings.

Vacation Leave

The Library provides paid vacation leave to full-time and regular part-time employees. Employees are encouraged to take this time away from work to relax and refresh, to pursue outside interests, or to take care of personal matters.

Vacation leave accrual rates are as follows (please refer to the "Lawrence Public Library Pay Plan" posted on the staff Intranet for a listing of pay grades):

Full-time:

- Grade 16 and higher: 160 working hours (20 days) vacation per year.

- Grades 1-15: 96 working hours (12 days) vacation per year, plus 8 additional working hours (1 day) per year to be accumulated starting the sixth year of service, to a maximum cumulative total of 160 working hours (20 days).

80% Full-time:

- Grade 16 and higher: 128 working hours (16 days) vacation per year.
- Grades 1-15: 78 working hours (9.75 days) vacation per year.

Regular part-time:

- All grades: Leave accrues on a pro-rated basis using a full-time rate of 96 working hours (12 days) vacation per year as the base. There is no increase based on years of service.

Vacation leave begins accruing on the employee's date of hire or transfer to a vacation-eligible position. Accruals are posted to an employee's account at the end of each payroll period. If an employee is paid for any portion of the pay period, accrual is earned.

Vacation leave may not be used before it is accrued and posted. No vacation time may be taken during the first 3 months of service.

Full-time and 80% full-time employees may accumulate vacation time to a maximum of 240 hours (30 days); part-time employees to 150 hours. No additional leave will be earned after reaching the maximum until leave time is used and the balance falls below the maximum.

When a staff person moves from a part-time position to a full-time position, their vacation rate will accrue at the base rate for the new classification. Vacation accruals will not be adjusted based on the number of years of part-time employment.

When a staff person moves from a full-time position to a part-time position, the employee will be paid for any vacation accrued in excess of the maximum accumulation permitted in the new position.

No vacation time is accrued by an employee while on leave of absence without pay.

Employees are asked to give adequate notice of at least two weeks when requesting vacation. Leave may be requested in units of not less than one quarter hour. Supervisors will approve or deny requests based on department needs and requests received.

If an employee becomes ill while on vacation, they may not refund vacation for sick leave. Library-recognized holidays which occur during an employee's vacation leave will be counted as a holiday, not a day of vacation.

To allow for a smooth transition of duties, vacation leave is not usually approved during the final 2 weeks of employment. Vacation leave cannot be used as the last day of work.

Employees with at least 6 months of service will be paid for any accrued but unused vacation when their employment ends.

Sick Leave

Full-time employees accrue 8 hours of sick leave per month; this amount is pro-rated for 80% full-time and regular part-time employees.

Accrued sick leave may be used for these purposes:

- Personal illness, injury, accident or other incapacity, occurring either on or off the job
- Medical, dental, and vision appointments and treatments
- Childbirth, recovery, or related complications
- Illness in the immediate family (up to a maximum of 80 hours leave per calendar year, pro-rated for part-time employees)
- Serious or life-threatening illness in the immediate family (without a maximum amount of hours per calendar year)

Sick leave may also be used to cover parental leave as per the Parental Leave Policy as outlined in the Highlighted Employee Policies section of this handbook.

Employees should request sick leave with as much advance notice as possible. When they are unable to report to work due to personal or a family member's illness or injury, employees should notify their supervisor at least an hour prior to the start of a scheduled shift if at all possible. The Library may require that a statement from a physician be provided by an employee as verification of an illness. Sick leave may be requested in 15-minute increments.

Sick leave may not be used before it is earned. No sick leave is accumulated while on leave of absence, but may be reinstated upon return to work.

Unused sick leave time may be accumulated to a maximum of 720 hours (pro-rated for regular part-time employees). Upon separation with at least 6 months of service to the Library, the employee will have one-quarter of the accumulated sick leave converted to vacation and receive payment for that leave.

When a staff person moves from a full-time position to a part-time position, the employee will be paid for one-quarter of the hours accrued in excess of the maximum accumulation permitted in the new position.

If an employee is receiving payments from Workers Compensation due to a work-related disability, sick leave payments will be made in an amount which will bring the combined payments of both sick leave and Workers Compensation to a maximum of 100 percent of

the employee's regular salary. In such cases, only the actual percentage of sick leave time used will be deducted from the employee's accumulated sick leave time.

Sick Leave Pool

Sick leave hours may be available from a sick leave pool to employees who are suffering from a serious, extreme, or life-threatening disease or injury requiring hospital care or home health care, therapy or recuperation under a doctor's care, and who are unable to return to work. Such hours are also available to employees to care for a member of their immediate family (as defined in Section Hiring Relatives) who is suffering from a serious, extreme, or life-threatening disease or injury. In order to qualify for use of sick leave hours from the sick leave pool, employees must have a minimum of six months' service, must have used all other paid leave, and must not be receiving payments from Workers Compensation. An employee may not use more than 33% of the available pool hours. A maximum of six months leave may be used from the pool by each employee during the duration of their employment at the Library. Contribution of hours to the sick leave pool may be made only by employees who have at least 480 hours of accrued sick leave. No more than 80 hours of sick leave may be contributed by each eligible employee to the sick leave pool each year. The contribution of sick leave hours to the sick leave pool is voluntary.

Personal Day

Each full-time employee is allowed one personal day to be used within the calendar year it is given. 80% full-time employees receive a pro-rated 6.5 hour personal day to be used within the calendar year it is given.

Jury/Court Leave

Full-time and part-time employees will be granted leave with pay when called to perform jury duty or when subpoenaed as a court witness, except when the case is a personal matter. When employees are called to testify on behalf of the library it is considered paid work time.

The employee is responsible for providing a copy of the summons to their supervisor and the Human Resources as soon as possible as a means of notification. Employees released from jury duty during their regularly scheduled work hours should report back to work. Any fees paid for such service may be retained by the employee.

Jury/court leave may not be used when the employee is called to court on a personal matter.

Bereavement Leave

Up to 6 days of paid bereavement leave per year may be provided to full-time employees to attend to the death or imminent death of an immediate family member; regular part-time employees receive this benefit on a pro-rated basis. Approval of bereavement leave will occur in

the absence of unusual operating requirements. With their supervisor's approval, employees may use other available paid leave for additional time off as necessary.

Military Duty

Employees called to active duty should notify the supervisor immediately. Up to ten days of paid military leave may be approved. Military leave will not be charged against vacation or sick leave.

Leave of Absence

With the approval of the Executive Director, an employee may be granted a leave of absence for a period not to exceed 6 months. Such leave may be granted only when it is in the best interest of the Library and when it will cause no undue hardship to the Library. No such leave will be granted primarily in the interest of an employee except in the case of one whose record of service shows it is desirable to retain even at such sacrifice.

Employees must have completed at least one year of service to be eligible for a leave of absence. A leave of absence may be paid or unpaid. Employees must use accumulated vacation or other applicable leave before using unpaid leave. The total combined time of paid and unpaid leave may not exceed 6 months. Vacation and sick leave does not accrue while an employee is on leave. Employees requesting leave should make an appointment with Human Resources to explain its effect on other benefits.

Parental Leave

Full-time or regular part-time employees who have worked for the library for at least 12 consecutive months are eligible for up to 12 work weeks of paid parental leave to care for and bond with a newborn or a newly adopted child. Parental leave must be taken within the first 12 months after the birth or placement of the child; any leave not used during this time is forfeited. The amount of paid parental leave does not increase with multiple births or adopted children. Paid parental leave may be taken intermittently by prior arrangement with the supervisor and in consideration of the needs of the library. If both parents are eligible employees, each is entitled to parental leave.

Accrued sick, vacation, or compensatory leave may be used to supplement paid parental leave for a combined total of no more than 12 weeks. Employees who have not yet worked for 12 months may use any accrued sick, vacation, or compensatory leave for parental leave.

An employee is expected to give their supervisor at least 30 days' notice when they plan to take parental leave, or, if this is not possible, as much notice as is practical.

Paid parental leave shall run concurrently with FMLA leave, if applicable. During an approved paid parental leave, the library will maintain the employee's health benefits as if the employee continued to remain actively employed.

FMLA

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are those employees who have been employed for at least 12 months (need not be consecutive), and have been employed at least 1,250 hours of service during the 12-month period preceding the commencement of the leave.

All eligible Library employees are entitled to a total of 12 weeks of unpaid leave during any 12-month period for one or more of the following reasons. The 12-month period is measured forward from the date the employee first uses FMLA leave.

- the birth of a child and to care for the newborn child within one year of birth.
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- to care for the employee's spouse, child, or parent who has a serious health condition.
- a serious health condition that makes the employee unable to perform the essential functions of their job.
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."

FMLA also includes a special leave entitlement that allows eligible employees to take up to 26 weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

The most common serious health conditions that qualify for FMLA leave are:

- conditions requiring an overnight stay in a hospital or other medical care facility.
- conditions that incapacitate the employee or family member for more than three consecutive days and have ongoing medical treatment.
- chronic conditions that cause occasional periods when the employee or family member is incapacitated and requires treatment by a health care provider at least twice a year.
- pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

The employee may be required to provide a doctor's certification of the serious health condition.

The Library will continue the employee's health benefits (if applicable) during the leave period at the same level and conditions as if the employee had continued to work. Employees will be responsible for their contribution to such health care coverage, if any. If the employee chooses not to return to work for any reason other than a continued serious health condition, the Library may reserve the right to recover from the employee premiums that the Library paid for the employee's health coverage.

Under the act, an employee can take up to 12 weeks of unpaid leave intermittently when it is medically necessary (take a day periodically when needed, or use the leave to reduce the workweek or workday). The employee and their supervisor must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child.

Employees are required to utilize all eligible paid leave before unpaid leave described in this section can be approved. Paid leave and FMLA shall run concurrently, if the employee is so eligible.

An employee is expected to give their supervisor 30 days' notice when they plan to take leave under FMLA, or, if this is not possible, as much notice as is practical.

Domestic Violence/Sexual Assault Leave

The Library will provide up to 8 days per calendar year of unpaid job-protected leave to employees who are victims of domestic violence or sexual assault to:

- obtain or attempt to obtain relief, such as restraining orders to help ensure the health, safety, or welfare of the employee or the employee's child or children.
- seek medical attention for resulting injuries.
- obtain services from a domestic violence shelter, domestic violence program, or rape crisis center
- appear in court in the aftermath of domestic violence or sexual assault.

The employee should give the supervisor reasonable notice of the need to take such leave if possible. Within 48 hours of returning from requested time off, the employee must provide supporting documentation to the supervisor. If the employee has been unable to give adequate notice, appropriate documentation should be provided to the supervisor within 48 hours after the beginning of the unscheduled absence.

Documentation may include a police report, a court order or other evidence from the court, documentation from a health professional or victim advocate.

The Library will maintain the confidentiality of any employee requesting leave under this policy, as well as the confidentiality of any supporting documentation provided.

An employee may use any accrued paid leave for this purpose.

Volunteerism Policy

Lawrence Public Library encourages employees to become involved in their communities by lending their voluntary support to programs that positively impact the quality of life within these communities.

All Library employees may take up to 2 hours of paid time off each year to serve as volunteers in 501(c)(3) non-profit community programs.

Volunteer time must be requested in advance. Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime, or cause conflicts with other employees' schedules.

Participating employees are representatives of the Library when they volunteer and should adhere to the same codes of conduct. Interested employees should meet with their managers to discuss their volunteer choice, schedule, and to receive approval.

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received access to a digital copy of the Library Employee Handbook.

I understand that:

- the Handbook describes important information about the Library's personnel policies;
- I am expected to read and familiarize myself with its contents;
- the Handbook applies to me.

I understand that revisions to the Handbook may occur that will supersede existing policy. Changes to the Handbook must be approved by the Library Board. I acknowledge that my employment is at will. I may resign at any time, and the Library may terminate my employment at any time for any legal reason, with or without notice. Nothing in this handbook or any other document provided to me should be considered a contract or promise of continued employment.

Employee Signature Date

Employee's Name (Typed or Printed)

MEMO

To: Lawrence Public Library Board of Trustees
From: Tricia Karlin
Date: November 18, 2022
Subject: Proposed policy: Americans with Disabilities Act (ADA) Compliance Policy

During the COVID-19 pandemic, library staff received requests for health-related accommodations for access to services and collections. It evidenced the need for a library policy that stated library compliance with the ADA, as well as a structure for addressing accommodation requests and any related grievances about the library's response. Finally, as the library continues to address the issues of equity, diversity, and inclusion, a clear statement on our compliance seemed appropriate.

For those reasons, a group was tasked with drafting a policy: Jeff Bergeron, Accounts Coordinator; Melissa Fisher Issacs, Information Services Coordinator; and Tricia Karlin, Collections & Technology Manager. The draft policy is attached below.

Please note: the policy states that the ADA officer will receive and address accommodation requests. At this time, the Executive Director of the library will serve as the ADA officer.



Americans with Disabilities Act Compliance Policy *(Pending approval)*

Presented to the Lawrence Public Library Board of Trustees for approval on 11/21/2022. Proposed review date: 11/17/2025.

Policy

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

In keeping with the Library's Equity Commitment Policy, the library will endeavor to support equitable participation in its services, programs, and activities, offering support within the constraints of its resources and policies. Requested accommodations may not be available if they present an undue burden to the library, or result in a fundamental alteration of the service, program, or activity.

The library also welcomes service dogs, as defined by the ADA.

Request for Accommodation

Library patrons seeking an accommodation may complete the Request for Accommodation Form, which is available on the library's public website. For further assistance with ADA-related concerns, patrons may contact the designated ADA officer as identified on the library's public website.

Grievance Procedure

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

MEMO

To: Lawrence Public Library Board of Trustees
From: Kristin Soper
Date: November 21, 2022
Subject: Public Event Policy

The objective of this policy is to differentiate library-sponsored events from the Patron Services Policy where it has historically lived. This policy only covers library-sponsored events. Outside events and meeting room regulations will be covered in a separate meeting room policy.

Changes

- Historically, libraries have used the term “program” in lieu of event; however, we felt the term “event” was more accessible language for the public, so we changed the title of the policy from “Programming” to “Public Events.”
- The previous policy stated that a side benefit of library events was they “provide an opportunity for publicity and thus increases community visibility”. We deleted this language, since publicity and community visibility is the purview of marketing and advocacy.
- We included a fuller, more updated slate of identities in our inclusion statement. There are programs library staff design for specific ages, so we included an age caveat in the inclusion statement. An example would be avoiding having a 40 year-old intruding on a Dungeons and Dragons event for teens.
- We made it explicit that we cannot sponsor political campaigning.
- Accessibility details for library events, including how to request reasonable accommodations, and grievance forms are detailed in the ADA policy.

This policy is derived from the American Library Association’s *Library-initiated programs and displays as a resource: An interpretation of the library bill of rights* retrieved from <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays>.

Big thanks to our committee, Margo Moore, Adam Lopez, Hazlett Henderson, Joel Bonner, and Melissa Fisher Issacs for their expertise and input!



Public Event Policy *(Pending approval)*

Presented to the Lawrence Public Library Board of Trustees for approval on 11/21/2022. Proposed review date: 11/17/2025.

Definition

A library event is a program sponsored or co-sponsored by the library that is a planned public or social occasion to further the mission, vision, and values of Lawrence Public Library. Library events can be presented in-person or online and can take place on the library property or at an offsite location. Events may also include passive activities that allow patrons to interact with materials that require minimal staff direction.

Content

Lawrence Public Library events further its mission, vision, and values of by:

- Providing content that enriches the lives of attendees through education, recreation, and entertainment;
- Highlighting a library service or resource;
- Responding to ongoing and emerging interests of community members.

The library cannot sponsor events that involve political campaigning.

Sponsorship

Events may be initiated by library staff and/or community members and partners so long as they align with the mission, vision, and values of Lawrence Public Library, and the library has the capacity to accomplish the event. All events are reviewed and approved by library staff and shall be carried out in accordance with the library's event guidelines. All events will allow for reasonable accommodations according to the Lawrence Public Library ADA policy.

Library sponsorship of an event does not constitute an endorsement of the content of the event or the views expressed by the participants. Library-initiated events are offered free of charge and are open to all, without regard to race, color, gender, national origin, religion, creed, disability, sexual orientation, gender identity, or gender expression. Patron age may be a consideration for event attendance at the discretion of library staff.

Concerns

Any concerns about the development or content of a library-sponsored event should be directed to the staff person in charge of the program.