

Lawrence Public Library Board of Trustees Regular Meeting
Monday, February 20, 2023 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 January
- Approve Treasurer's report for January
- Approve bills for January 16 to February 19
- Receive statistical report for January

Library Director's report

Friends & Foundation report

New Business

- 2023 NEKLS Library Development Grant Application – **ACTION ITEM**
Brad Allen, Library Director
- Form Budget Committee
Sarah Goodwin Thiel, Library Board Chair
- Policy Review
 - Exhibit and Display Policy – **ACTION ITEM**
Heather Kearns, Marketing and Patron Experience Coordinator
 - Youth Safety Policy – **ACTION ITEM**
Karen Allen, Youth Services Manager

Old Business

Adjournment

DRAFT

**Lawrence Public Library
Regular Board Meeting**

Date: 1/16/2023

Time: 4:30 p.m.

Venue: The meeting was conducted in person and online.

Board Members Present:

Sarah Goodwin Thiel (Chair), Mayor Lisa Larsen, Jennifer Bonilla, Kelly Hart, James Pavisian, David Vance. Absent: Ursula Minor, Susan Kang.

Staff Members Present:

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

Call to order:

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

Consent Agenda

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

Library Director's Report

- Brad provided contextual information about the 2022 year-end financial statement, noting that total expenditures exceeded revenues. This is the first time this has happened during Brad's tenure. Capital expenditures took the library over budget. Expenditures for 2022 were also a little higher because the library opted to pay ahead one payroll cycle.
- Brad noted an upcoming afternoon event that will provide library staff, NEKLS staff, and the board of trustees an opportunity to meet with local legislators. The event, organized by Kathleen and Shelly O'Brien of NEKLS, will be held in the library auditorium on Friday, February 17 at 4 p.m. James suggested we offer a tour after the meeting to any interested attendees.

Friends and Foundation (F&F) Director's Report

- Kathleen presented the report.
- An update on F&F year-end fundraising:
 - Fundraising set a new record for the annual year-end drive (mid-October - Dec 31) by raising \$115,000!
 - Preliminary reports show that the total raised exceeded the 2021 number by over \$100,000, which shows great community support for the library.

- When the annual report is ready, Kathleen will share final numbers with the library board of trustees.
- The annual fundraiser is slated for February 24th. The format will be similar to earlier in-person versions: live music; cocktails; restaurant bites; basket raffle. There will be a special appeal to raise funds for an interactive learning station for the newly renovated Picture Book Room.
- Kathleen is sad to report that Cathy Hamilton has resigned from her position leading Retirement Boot Camp. Her team is in the process of hiring a new staffer. Interviews will begin next week.
- The F&F are very close to announcing the author for the Beach Author event this year. The tentative date for the event is April 20. In addition to the usual evening presentation, the author has agreed to visit a school.
- Kathleen has been voted in as the new chair of the Kansas Book Festival! The Paper Plains event has now merged with this Festival based in Topeka. All authors & works celebrated at the festival are connected to Kansas in some way. Washburn Library is the host of the event. Kathleen will be meeting with the Kansas Humanities Council to work to broaden the attendance and awareness across the entire state.
- Book sales update: Kathleen noted that online book sales now make up nearly 50% of the book sales total. The Friends Express bookstore in the lobby is very successful, earning \$6,000 in 6 months.
- Kathleen alerted the trustees to the upcoming music CD sale Friday night, January 20th, at 6:30 p.m. Volunteers Dave Ranney and Ed Hawkins, along with Kelly Corcoran from Love Garden, have provided much-appreciated help with the sale.

New Business

- Review Annual Organizational Calendar - Brad
 - Brad noted that the library will be closed on the usual meeting date in June for marking the Juneteenth holiday.
 - Sarah noted that the board will need to form an officer nominating committee at the March meeting. There are two open positions: David and Ursula will be rotating off the Board of Trustees. Sarah suggested that the group start thinking of who might be good candidates for joining the board.
- Policy review:
 - Art Donation Policy - Heather outlined her recommended changes to the current policy as presented in her memo included in the board packet.
 - The library has acquired a limited number of artworks since the newly renovated building opened in 2014. Some of the art in the library is loaned on a long-term basis. The library mural is owned by the City.
 - The library should have a conversation about whether or not there is an interest in developing and maintaining a permanent art collection.

- Heather suggests we might consider setting up a more structured program for long-term art loans.
- David moved to accept changes to the policy as suggested by Heather; James seconded. The motion carried.
- Exhibits and Displays Policy
 - The policy states that submissions from the local community would be prioritized, but the library would be open to non-Douglas County resident works as well.
 - Appendix A stated that the library would not accept some artworks based on content. James noted that legally, the library is a public forum and as such it is difficult to place limits on art since it is free speech. He recommends that the library submit the policy to a lawyer for review to be sure it is compliant with all relevant laws. Sarah also suggested the library review the American Library Association guidelines on library displays and exhibits.
 - Based on these recommendations, the policy will be reviewed by legal counsel and revised as needed. The revised policy will be on the February agenda.

Adjournment

There being no other business, the meeting adjourned at 5:52 p.m.

The next regular Board meeting will be held Monday, February 20, 2023.

Respectfully submitted,
Tricia Karlin

2023 Regular Budget Report

	<u>January</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>
REVENUES					
Tax Fund	-	-	\$5,725,000.00	0.00%	\$5,022,000.00
Lost and Repl Fees	2,198.55	2,198.55	\$30,000.00	7.33%	\$30,000.00
NEKLS		-	\$100,000.00	0.00%	\$96,000.00
State Aid & Federal Aid		-	\$25,000.00	0.00%	\$25,000.00
Photo Copies	995.62	995.62	\$10,000.00	9.96%	\$10,000.00
Meeting Room Fees	823.84	823.84	\$5,000.00	16.48%	\$5,000.00
Interest	2,679.63	2,679.63	\$0.00	#DIV/0!	\$2,000.00
Transfer from Cash Reserves	-	-	\$50,000.00	0.00%	\$47,000.00
Donations- MISC	4.72	4.72			
Total Revenues	6,702.36	6,702.36	\$5,945,000.00	0%	\$5,237,000.00

EXPENSES

Salaries & Wages	135,614.44	135,614.44	\$3,460,000.00	3.92%	\$2,910,000.00
Employee Benefits	31,333.76	31,333.76	\$490,000.00	6.39%	\$490,000.00
Payroll Taxes	42,332.05	42,332.05	\$620,000.00	6.83%	\$516,000.00
Utilities	9,554.50	9,554.50	\$100,000.00	9.55%	\$100,000.00
Building Supplies	2,341.07	2,341.07	\$20,000.00	11.71%	\$20,000.00
Building Repairs & Maintenance	20,823.24	20,823.24	\$55,000.00	37.86%	\$55,000.00
Library Supplies	696.93	696.93	\$25,000.00	2.79%	\$20,000.00
Books & Materials	47,416.14	47,416.14	\$725,000.00	6.54%	\$710,000.00
Processing Supplies	3,540.99	3,540.99	\$50,000.00	7.08%	\$45,000.00
Equipment	-	-	\$10,000.00	0.00%	\$10,000.00
Technology	92,428.16	92,428.16	\$275,000.00	33.61%	\$250,000.00
---Public Tech Supplies		-	\$1,000.00	0.00%	\$1,000.00
---Operations		-	\$19,000.00	0.00%	\$19,000.00
---IT Software & Subscriptions	406.59	406.59	\$34,000.00	1.20%	\$22,000.00
---Internet & Telephone	211.08	211.08	\$20,550.00	1.03%	\$18,000.00
---Collections & Public Service	91,810.49	91,810.49	\$200,450.00	45.80%	\$190,000.00
Insurance	-	-	\$17,000.00	0.00%	\$16,000.00
Postage & Mailing	1,268.51	1,268.51	\$18,000.00	7.05%	\$18,000.00
Professional Development	1,852.38	1,852.38	\$30,000.00	6.17%	\$35,000.00
Book Van & Mileage	283.79	283.79	\$5,000.00	5.68%	\$2,000.00
Professional Fees	1,784.95	1,784.95	\$25,000.00	7.14%	\$20,000.00
Advertising & Marketing	467.03	467.03	\$20,000.00	2.34%	\$20,000.00
Capital Improvements		-	0	#DIV/0!	0
Miscellaneous	652.64	652.64	0	#DIV/0!	0
Total Expenses	392,390.58	392,390.58	\$5,945,000.00	7%	\$5,237,000.00

Cash Reserves	126,602.99
Checking (US Bank & KMIP)	441,472.52
Capitol Improvement (KMIP)	821,434.15

2023 Outside Funding	1/1/2023	January	January	
	<u>Carry Over Amts</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>
Outside & Private Funding				
R & E Totals	\$ 4,925.03	\$ 25,910.46	\$ 402,242.10	
			\$ 4,925.03	
			\$ 25,910.46	

Lawrence Public Library

Balance Sheet

As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	51,249.32
Checking	390,223.20
Capital Improvement at MIP	821,434.15
Total Checking/Savings	1,262,906.67
Total Current Assets	1,262,906.67
Other Assets	
Petty Cash	605.48
Total Other Assets	605.48
TOTAL ASSETS	1,263,512.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	96,166.53
Total Accounts Payable	96,166.53
Other Current Liabilities	
Payroll Liabilities	
Group Life Insurance	206.67
Hospital & Cancer Plans	-36.98
KPERs Co	
Retirees	-66.90
Company	22,820.44
KPERs Co - Other	-22,753.46
Total KPERs Co	0.08
OGLI	-30.20
Payroll Liabilities FSA	-2,374.08
Health Insurance	-3,972.26
United W	25.00
Total Payroll Liabilities	-6,181.77
Total Other Current Liabilities	-6,181.77
Total Current Liabilities	89,984.76
Total Liabilities	89,984.76
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,279,565.82
Net Income	-406,673.65
Total Equity	1,173,527.39
TOTAL LIABILITIES & EQUITY	1,263,512.15

Lawrence Public Library
Revenues & Expenses
January 2023

	<u>Jan 23</u>	<u>Jan 23</u>
Ordinary Income/Expense		
Income		
Misc Income	4.72	4.72
Lost and Replacement Fees	2,198.55	2,198.55
Photocopies & Printing	995.62	995.62
Meeting Room Rentals	823.84	823.84
Interest	2,679.63	2,679.63
Outside&Private Funding Income	4,925.03	4,925.03
Total Income	<u>11,627.39</u>	<u>11,627.39</u>
Gross Profit	11,627.39	11,627.39
Expense		
Payroll Expenses	166,948.20	166,948.20
Payroll Taxes	42,332.05	42,332.05
Utilities - Electric	9,554.50	9,554.50
Building Supplies	2,341.07	2,341.07
Building Repairs & Maintenance	20,823.24	20,823.24
Library & Office Supplies	696.93	696.93
Books & Materials	47,416.14	47,416.14
Processing Supplies	3,540.99	3,540.99
Technology	92,428.16	92,428.16
Postage & Mailing	1,268.51	1,268.51
Professional Development	1,852.38	1,852.38
Vehicles, Mileage, Maintenance	283.79	283.79
Professional Fees	1,784.95	1,784.95
Marketing-General	467.03	467.03
Miscellaneous	652.64	652.64
Outside & Private Funding	25,910.46	25,910.46
Total Expense	<u>418,301.04</u>	<u>418,301.04</u>
Net Ordinary Income	<u>-406,673.65</u>	<u>-406,673.65</u>
Net Income	<u><u>-406,673.65</u></u>	<u><u>-406,673.65</u></u>

Lawrence Public Library
Vendor Balance Summary
As of February 17, 2023

	<u>Feb 17, 23</u>
Amazon Capital Services, Inc	4,892.03
Ashley Myers	80.00
ASI	60.00
Baker & Taylor, Inc.	186.93
Bibliotheca	19,088.00
Center Point Large Print	79.86
Century Business Technologies	1,380.90
Demco, Inc.	1,209.98
Downtown Lawrence Inc.	202.50
EBSCO	11,151.76
Emporia State University	2,720.84
Evergy	9,554.50
Findaway World LLC	211.81
Free State FX	139.00
Gale/Cengage Learning	265.89
Ingram Library Services	23,245.88
Jayhawk Tropical Fish	630.00
Kennedy Glass	2,074.64
Lawrence Journal-World	232.32
Matthew Lord	75.00
Mercedes Lucero	300.00
Midwest Single Source	44.98
Midwest Tape	5,086.38
Mikelia Cloud	90.00
Molly Hatesohl	25.00
My-Melodies LLC	29.99
OverDrive	31,150.69
P1 Group, Inc.	5,938.00
Pan Asian Publications Inc.	238.59
Pur-O-Zone, Inc.	1,671.25
R&R Communications, Inc.	7,946.78
Rita Spradlin	9.03
Sara Busse	75.00
Scholastic Inc.	1,860.75
Showcases	285.12
Snap Promotions	765.08
The Chamber	325.00
The New York Times	1,612.00
U.S. Bank - Mastercard	11,590.78
Unique Management Services	607.43
United Parcel Service	12.00
Willy the Wizard	250.00
TOTAL	<u>147,395.69</u>

Lawrence Public Library
Check Detail
February 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		02/20/2023	Encumbrances	Checking	
General Journal	4682BP	12/31/2022	Encumbrances	Accounts Payable	0.00
TOTAL					0.00
Check	Electronic	02/03/2023	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	Electronic	02/03/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-137.00
TOTAL					-137.00
Check	Electronic	02/03/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-4,290.00
TOTAL					-4,290.00
Check	Electronic	02/03/2023	KPERS	Checking	
				Employee	-7,780.33
				Company	-12,228.12
				KPERS Co	-0.01
TOTAL					-20,008.46
Check	Electronic	02/03/2023	KPERS	Checking	
				Retirees	-69.41
TOTAL					-69.41
Bill Pmt -Check	Electronic	02/20/2023	ASI	Checking	
Bill	January 2023	01/31/2023		Professional Fees	-60.00
TOTAL					-60.00
Bill Pmt -Check	Electronic	02/20/2023	Evergy	Checking	
Bill	January	01/31/2023		Utilities - Electric	-9,554.50
TOTAL					-9,554.50

Lawrence Public Library
Check Detail
February 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	02/20/2023	U.S. Bank - Mastercard	Checking	
Bill		01/31/2023		Building Supplies	-507.84
				Building Repairs & Main...	-719.50
				Library & Office Supplies	-486.74
				Processing Supplies	-203.93
				IT Software & Subscripti...	-83.00
				Internet & Telephone	-211.08
				Postage & Mailing	-1,268.51
				Professional Development	-1,852.38
				Vehicles, Mileage, Maint...	-283.79
				Professional Fees	-1,037.62
				Marketing-General	-467.03
				Miscellaneous	-327.64
				Block Grant	-1,807.29
				Outreach/Coggins Fund	-117.94
				Plant & Foliage Mainten...	-120.00
				Children Services Progr...	-257.55
				Information Services Pr...	-141.45
				Teen Services Program...	-180.79
				Crowe Fund	-50.62
				Merchandise Sales	-495.28
				Children Services Progr...	-470.30
				Books & Materials	-104.65
				Books & Materials	-43.85
				Books & Materials	-42.95
				Books & Materials	-20.00
				Books & Materials	-88.94
Bill		02/13/2023		Books & Materials	-110.85
				Books & Materials	-49.75
				Books & Materials	-15.53
				Books & Materials	-11.99
				Books & Materials	-11.99
TOTAL					-11,590.78
Bill Pmt -Check	Electronic	02/20/2023	United Parcel Service	Checking	
Bill	1053	02/05/2023		Postage & Mailing	-12.00
TOTAL					-12.00
Bill Pmt -Check	29276	02/20/2023	Amazon Capital Services, Inc	Checking	
Bill	1M1L-XJVC...	01/11/2023		Library & Office Supplies	-11.99
Bill	1MW6-HRT...	01/11/2023		Books & Materials	-32.45
Bill	1Q1D-NJL1...	01/11/2023		Books & Materials	-78.47
Bill	1WVJ-QQF...	01/11/2023		Books & Materials	-72.81
Bill	1PFV-1WJ...	01/11/2023		Books & Materials	-163.83
Bill	1PFV-1WJ...	01/12/2023		Books & Materials	-111.70
Bill	11DQ-JV6M...	01/16/2023		Processing Supplies	-75.92
Bill	1C9D-7DK...	01/17/2023		Books & Materials	-30.00
Bill	1JWL-K39F...	01/17/2023		Books & Materials	-101.60
Bill	1LHJ-7VM7...	01/17/2023		Books & Materials	-130.28
Bill	11V1-RTPP...	01/17/2023		Books & Materials	-5.95
Bill	1YYC-3TXK...	01/17/2023		Books & Materials	-92.01
Bill	1PGN-1Q4...	01/17/2023		Books & Materials	-84.48
Bill	1HPG-KFH...	01/17/2023		Books & Materials	-120.15
Bill	1PPT-L74T...	01/18/2023		Library & Office Supplies	-26.98
Bill	1XND-7XQ...	01/18/2023		Library & Office Supplies	-100.48
Bill	14VK-LKQT...	01/18/2023		Books & Materials	-7.66
Bill	139J-XLR1...	01/19/2023		Books & Materials	-179.97
Bill	1HPG-KFH...	01/19/2023		Books & Materials	-70.19

Lawrence Public Library
Check Detail
February 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	1FK9-9J6R...	01/19/2023		Books & Materials	-27.80
Bill	1DP1-PKFV...	01/23/2023		Children Services Progr...	-27.98
Bill	19KV-YGD...	01/23/2023		Books & Materials	-18.99
Bill	1HWV-KLG...	01/23/2023		Books & Materials	-16.98
Bill	1HJK-6QM...	01/23/2023		Books & Materials	-18.00
Bill	1WGT-M4D...	01/23/2023		Books & Materials	-164.36
Bill	1PWR-3TY...	01/23/2023		Books & Materials	-32.31
Bill	191F-GQT1...	01/23/2023		Books & Materials	-83.76
Bill	14NL-J7MM...	01/24/2023		Books & Materials	-35.47
Bill	19MT-KJ7R...	01/25/2023		Books & Materials	-26.98
Bill	133K-RVC6...	01/25/2023		Books & Materials	-59.88
Bill	19MT-KJ7R...	01/26/2023		Books & Materials	-115.97
Bill	1XMY-6QT...	01/26/2023		Books & Materials	-15.99
Bill	16LC-4TV9...	01/30/2023		Building Supplies	-367.98
Bill	1TMJ-9G1G...	01/30/2023		Books & Materials	-13.98
Bill	1XMY-6QT...	01/30/2023		Books & Materials	-14.98
Bill	11V1-HXVK...	01/30/2023		Books & Materials	-15.59
Bill	1HGC-NQY...	01/30/2023		Books & Materials	-108.33
Bill	1MXT-X6T4...	01/30/2023		Books & Materials	-175.58
Bill	1MXT-X6T4...	01/30/2023		Books & Materials	-73.98
Bill	1JHV-P1W...	01/31/2023		Teen Services Program...	-122.91
Bill	1J7L-T4P6...	01/31/2023		Children Services Progr...	-63.55
Bill	1J1P-F1JN...	01/31/2023		Children Services Progr...	-70.64
Bill	1T61-P1FL...	01/31/2023		Books & Materials	-209.86
Bill	1NCR-CQ4...	01/31/2023		Books & Materials	-226.00
Bill	11N4-34FJ...	01/31/2023		Books & Materials	-57.98
Bill	1YCW-CXP...	01/31/2023		Books & Materials	-117.42
Bill	1GRC-WN...	01/31/2023		Books & Materials	-196.16
Bill	1J7L-T4P6...	01/31/2023		Books & Materials	-132.99
Bill	1FQK-9WN...	02/05/2023		Teen Services Program...	-22.08
				Children Services Progr...	-22.08
Bill	16TG-TQYL...	02/15/2023		Books & Materials	-223.62
Bill	1XF3-FDNV...	02/15/2023		Books & Materials	-123.40
Bill	1RYF-7G9R...	02/15/2023		Books & Materials	-138.70
Bill	1FPK-MR1...	02/15/2023		Books & Materials	-17.98
Bill	14MX-FC74...	02/15/2023		Library & Office Supplies	-55.00
Bill	1WJV-RR1...	02/15/2023		Books & Materials	-82.58
Bill	1M4N-YJV1...	02/15/2023		Books & Materials	-33.98
Bill	1VWX-MN4...	02/15/2023		Books & Materials	-21.83
Bill	14HM-FN9...	02/15/2023		Books & Materials	-9.99
Bill	1H9R-RN6...	02/16/2023		Library & Office Supplies	-31.47
TOTAL					-4,892.03

Bill Pmt -Check	29277	02/20/2023	Ashley Myers	Checking	
Bill	Balloon Art	01/17/2023		Children Services Progr...	-80.00
TOTAL					-80.00

Bill Pmt -Check	29278	02/20/2023	Baker & Taylor, Inc.	Checking	
Bill	2037211270	01/16/2023		Books & Materials	-17.16
Bill	2037211271	01/16/2023		Processing Supplies	-0.20
Bill	2037264244	02/15/2023		Books & Materials	-30.28
Bill	2037293405	02/15/2023		Books & Materials	-54.51
Bill	2037303435	02/15/2023		Books & Materials	-82.78
Bill	2037264245	02/15/2023		Processing Supplies	-0.40
Bill	2037303436	02/15/2023		Processing Supplies	-1.00
Bill	2037293406	02/15/2023		Processing Supplies	-0.60
TOTAL					-186.93

Lawrence Public Library
Check Detail
February 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29279	02/20/2023	Bibliotheca	Checking	
Bill		01/25/2023		Collections & Public Ser...	-19,088.00
TOTAL					-19,088.00
Bill Pmt -Check	29280	02/20/2023	Center Point Large Print	Checking	
Bill	1983914	01/17/2023		Books & Materials	-79.86
TOTAL					-79.86
Bill Pmt -Check	29281	02/20/2023	Century Business Technologies	Checking	
Bill	654697	01/08/2023		IT Software & Subscripti...	-323.59
Bill	658909	02/06/2023		IT Software & Subscripti...	-503.84
Bill	659181	02/11/2023		IT Software & Subscripti...	-553.47
TOTAL					-1,380.90
Bill Pmt -Check	29282	02/20/2023	Demco, Inc.	Checking	
Bill	7248228	01/27/2023		Processing Supplies	-791.28
Bill	7256504	02/11/2023		Processing Supplies	-418.70
TOTAL					-1,209.98
Bill Pmt -Check	29283	02/20/2023	Downtown Lawrence Inc.	Checking	
Bill	2023-057	02/01/2023		Membership & Dues	-202.50
TOTAL					-202.50
Bill Pmt -Check	29284	02/20/2023	EBSCO	Checking	
Bill	1691044	02/15/2023		Books & Materials	-10,109.84
				Library & Office Supplies	-1,041.92
TOTAL					-11,151.76
Bill Pmt -Check	29285	02/20/2023	Emporia State University	Checking	
Bill	S0067667-KH	02/15/2023		IMLS Interns	-1,693.68
Bill	S0067667-KC	02/15/2023		IMLS Interns	-1,027.16
TOTAL					-2,720.84
Bill Pmt -Check	29286	02/20/2023	Findaway World LLC	Checking	
Bill	417199	01/12/2023		Books & Materials	-154.82
Bill	417820	01/19/2023		Books & Materials	-56.99
TOTAL					-211.81

Lawrence Public Library
Check Detail
February 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29287	02/20/2023	Free State FX	Checking	
Bill	4805	02/04/2023		Sound & Vision	-139.00
TOTAL					-139.00
Bill Pmt -Check	29288	02/20/2023	Gale/Cengage Learning	Checking	
Bill	80154943	01/25/2023		Books & Materials	-43.38
Bill	80179158	01/31/2023		Books & Materials	-19.59
Bill	80611710	02/15/2023		Books & Materials	-150.44
Bill	80647967	02/15/2023		Books & Materials	-25.19
Bill	80631927	02/15/2023		Books & Materials	-27.29
TOTAL					-265.89
Bill Pmt -Check	29289	02/20/2023	Ingram Library Services	Checking	
Bill	73669945	01/10/2023	Ingram Library Services	Accounts Payable	0.00
Bill	73708708	01/10/2023		Books & Materials	-199.13
Bill	73708709	01/10/2023		Processing Supplies	-85.20
Bill	73669946	01/10/2023		Processing Supplies	-52.94
Bill	73731737	01/10/2023		Processing Supplies	-55.02
Bill	73755121	01/10/2023		Processing Supplies	-29.98
Bill	73790508	01/10/2023		Processing Supplies	-168.56
Bill	73731736	01/11/2023		Books & Materials	-586.69
Bill	73755120	01/12/2023		Books & Materials	-254.46
Bill	73790507	01/16/2023		Books & Materials	-1,487.29
Bill	73790509	01/16/2023		Books & Materials	-64.56
Bill	73790511	01/16/2023		Books & Materials	-253.60
Bill	73814817	01/16/2023		Books & Materials	-216.33
Bill	73814819	01/16/2023		Books & Materials	-176.18
Bill	73814821	01/16/2023		Outreach Collection	-18.96
Bill	73814822	01/16/2023		Outreach Collection	-1.24
Bill	73790510	01/16/2023		Processing Supplies	-3.72
Bill	73790512	01/16/2023		Processing Supplies	-5.00
Bill	73814818	01/16/2023		Processing Supplies	-25.27
Bill	73814820	01/16/2023		Processing Supplies	-17.02
Bill	73841780	01/16/2023		Processing Supplies	-28.77
Bill	73841779	01/17/2023		Books & Materials	-381.87
Bill	73856073	01/17/2023		Books & Materials	-507.16
Bill	73856074	01/17/2023		Processing Supplies	-55.58
Bill	73916526	01/17/2023		Processing Supplies	-47.50
Bill	73916525	01/23/2023		Books & Materials	-472.02
Bill	73956032	01/23/2023		Books & Materials	-91.72
Bill	73941833	01/24/2023		Books & Materials	-1,381.82
Bill	73970922	01/24/2023		Books & Materials	-118.93
Bill	73999748	01/24/2023		Books & Materials	-955.56
Bill	73941834	01/24/2023		Processing Supplies	-155.83
Bill	73970923	01/24/2023		Processing Supplies	-13.30
Bill	73999749	01/24/2023		Processing Supplies	-141.89
Bill	74012289	01/26/2023		Books & Materials	-685.40
Bill	74040226	01/26/2023		Books & Materials	-293.64
Bill	74040224	01/26/2023		Books & Materials	-227.17
Bill	74012290	01/26/2023		Processing Supplies	-63.29
Bill	74040227	01/26/2023		Processing Supplies	-39.64
Bill	74040225	01/26/2023		Processing Supplies	-28.57
Bill	74073079	01/31/2023		Books & Materials	-196.40
Bill	74119532	01/31/2023		Books & Materials	-93.53
Bill	74119530	01/31/2023		Books & Materials	-256.63
Bill	74073080	01/31/2023		Processing Supplies	-21.72
Bill	74119533	01/31/2023		Processing Supplies	-1.75
Bill	74119531	01/31/2023		Processing Supplies	-32.29

Lawrence Public Library
Check Detail
February 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	74148234	02/15/2023		Books & Materials	-594.97
Bill	74172003	02/15/2023		Books & Materials	-338.99
Bill	74186751	02/15/2023		Books & Materials	-895.87
Bill	74210992	02/15/2023		Books & Materials	-29.62
Bill	74199918	02/15/2023		Books & Materials	-83.44
				Children Services Progr...	-51.20
Bill	74210993	02/15/2023		Books & Materials	-446.72
Bill	74199919	02/15/2023		Books & Materials	-2,504.31
Bill	74223515	02/15/2023		Books & Materials	-317.43
Bill	74247664	02/15/2023		Books & Materials	-850.52
Bill	74282413	02/15/2023		Books & Materials	-612.27
Bill	74307141	02/15/2023		Books & Materials	-283.04
Bill	74344478	02/15/2023		Books & Materials	-1,450.98
Bill	74332168	02/15/2023		Books & Materials	-1,120.35
Bill	74362161	02/15/2023		Books & Materials	-18.95
Bill	74412821	02/15/2023		Books & Materials	-317.18
Bill	74387820	02/15/2023		Books & Materials	-444.27
Bill	74412819	02/15/2023		Books & Materials	-1,063.04
Bill	74450701	02/15/2023		Books & Materials	-10.96
				Children Services Progr...	-47.90
Bill	74199922	02/15/2023		Outreach Collection	-16.62
Bill	74199923	02/15/2023		Weinberg	-384.03
Bill	74199921	02/15/2023		Weinberg	-19.36
Bill	7418235	02/15/2023		Processing Supplies	-53.22
Bill	74172004	02/15/2023		Processing Supplies	-32.80
Bill	74186752	02/15/2023		Processing Supplies	-125.20
Bill	74210994	02/15/2023		Processing Supplies	-84.20
Bill	74199920	02/15/2023		Processing Supplies	-283.19
Bill	74223516	02/15/2023		Processing Supplies	-28.01
Bill	74247665	02/15/2023		Processing Supplies	-74.84
Bill	74282414	02/15/2023		Processing Supplies	-58.17
Bill	74307142	02/15/2023		Processing Supplies	-29.98
Bill	74344479	02/15/2023		Processing Supplies	-186.88
Bill	74332169	02/15/2023		Processing Supplies	-129.83
Bill	74362162	02/15/2023		Processing Supplies	-1.24
Bill	74412822	02/15/2023		Processing Supplies	-45.56
Bill	74387821	02/15/2023		Processing Supplies	-40.32
Bill	74412820	02/15/2023		Processing Supplies	-177.29
TOTAL					-23,245.88
Bill Pmt -Check	29290	02/20/2023	Jayhawk Tropical Fish	Checking	
Bill	115205	01/27/2023		Aquarium Maintenance	-315.00
Bill	138763	02/11/2023		Aquarium Maintenance	-315.00
TOTAL					-630.00
Bill Pmt -Check	29291	02/20/2023	Kennedy Glass	Checking	
Bill	1028352	02/15/2023		Building Repairs & Main...	-2,074.64
TOTAL					-2,074.64
Bill Pmt -Check	29292	02/20/2023	Lawrence Journal-World	Checking	
Bill	0022631	01/24/2023		Books & Materials	-232.32
TOTAL					-232.32

Lawrence Public Library
Check Detail
February 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29293	02/20/2023	Matthew Lord	Checking	
Bill	2/2/23	02/11/2023		Children Services Progr...	-75.00
TOTAL					-75.00
Bill Pmt -Check	29294	02/20/2023	Mercedes Lucero	Checking	
Bill	MLK Day	01/18/2023		Information Services Pr...	-300.00
TOTAL					-300.00
Bill Pmt -Check	29295	02/20/2023	Midwest Single Source	Checking	
Bill	503319146	02/15/2023		Outreach Collection	-44.98
TOTAL					-44.98
Bill Pmt -Check	29296	02/20/2023	Midwest Tape	Checking	
Bill	503191138	01/09/2023		Books & Materials	-185.18
Bill	503191136	01/09/2023		Books & Materials	-65.05
Bill	503192196	01/10/2023		Books & Materials	-126.67
Bill	503192198	01/10/2023		Outreach Collection	-20.99
Bill	503213570	01/12/2023		Books & Materials	-54.71
Bill	503213572	01/12/2023		Books & Materials	-50.23
Bill	503219128	01/16/2023		Books & Materials	-39.99
Bill	503219127	01/16/2023		Books & Materials	-665.44
Bill	503242838	01/23/2023		Books & Materials	-185.21
Bill	503242836	01/23/2023		Books & Materials	-47.66
Bill	503251938	01/24/2023		Books & Materials	-238.37
Bill	503253360	01/24/2023		Outreach Collection	-44.98
Bill	503270039	01/26/2023		Books & Materials	-140.20
Bill	503270037	01/26/2023		Books & Materials	-91.27
Bill	503283239	01/31/2023		Books & Materials	-586.69
Bill	503283950	01/31/2023		Books & Materials	-79.98
Bill	503283952	01/31/2023		Outreach Collection	-44.98
Bill	503308836	01/31/2023		Processing Supplies	-173.46
Bill	503303305	02/15/2023		Books & Materials	-161.93
Bill	503303303	02/15/2023		Books & Materials	-88.74
Bill	503319142	02/15/2023		Books & Materials	-957.24
Bill	503319145	02/15/2023		Books & Materials	-18.74
Bill	503319143	02/15/2023		Books & Materials	-198.95
Bill	503337160	02/15/2023		Books & Materials	-276.64
Bill	503337078	02/15/2023		Books & Materials	-117.65
Bill	503346228	02/15/2023		Books & Materials	-296.97
Bill	503346901	02/15/2023		Outreach Collection	-43.48
Bill	503346229	02/15/2023		Books & Materials	-84.98
TOTAL					-5,086.38
Bill Pmt -Check	29297	02/20/2023	Mikelia Cloud	Checking	
Bill	Face Painting	01/17/2023		Children Services Progr...	-90.00
TOTAL					-90.00

Lawrence Public Library
Check Detail
February 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29298	02/20/2023	Molly Hatesohl	Checking	
Bill	JAN YOGA	01/23/2023		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	29299	02/20/2023	My-Melodies LLC	Checking	
Bill	232	01/24/2023		Books & Materials	-29.99
TOTAL					-29.99
Bill Pmt -Check	29300	02/20/2023	OverDrive	Checking	
Bill	06809DA23...	01/10/2023	OverDrive	Accounts Payable	0.00
Bill	06809DA22...	01/10/2023	OverDrive	Accounts Payable	0.00
Bill	06809DA22...	01/10/2023	OverDrive	Accounts Payable	0.00
Bill	06809CO23...	01/10/2023	OverDrive	Accounts Payable	0.00
Bill	06809CO23...	01/10/2023	OverDrive	Accounts Payable	0.00
Bill	06809CO23...	01/10/2023	OverDrive	Accounts Payable	0.00
Bill	06809CO23...	01/10/2023	OverDrive	Accounts Payable	0.00
Bill	06809CO23...	01/10/2023	OverDrive	Accounts Payable	0.00
Bill	06809CO23...	01/11/2023	OverDrive	Books & Materials	-90.24
Bill	06809CO23...	01/11/2023	OverDrive	Books & Materials	-276.93
Bill	06809CO23...	01/11/2023	OverDrive	Books & Materials	-484.44
Bill	06809CO23...	01/11/2023	OverDrive	Books & Materials	-130.00
Bill	06809CO23...	01/11/2023	OverDrive	Books & Materials	-561.27
Bill	06809CO23...	01/11/2023	OverDrive	Books & Materials	-333.61
Bill	06809DA23...	01/17/2023	OverDrive	Books & Materials	-623.99
Bill	06809CO23...	01/18/2023	OverDrive	Books & Materials	-164.60
Bill	06809CO23...	01/18/2023	OverDrive	Books & Materials	-175.49
Bill	06809CO23...	01/18/2023	OverDrive	Books & Materials	-56.00
Bill	06809CO23...	01/18/2023	OverDrive	Books & Materials	-90.00
Bill	06809CO23...	01/18/2023	OverDrive	Books & Materials	-9.99
Bill	06809CO23...	01/18/2023	OverDrive	Books & Materials	-19.99
Bill	06809CO23...	01/18/2023	OverDrive	Books & Materials	-1,162.35
Bill	06809CO23...	01/18/2023	OverDrive	Books & Materials	-907.70
Bill	06809DA23...	01/19/2023	OverDrive	Books & Materials	-6.99
Bill	06809CO23...	01/25/2023	OverDrive	Books & Materials	-42.99
Bill	06809CO23...	01/25/2023	OverDrive	Books & Materials	-310.99
Bill	06809CO23...	01/25/2023	OverDrive	Books & Materials	-75.00
Bill	06809CO23...	01/25/2023	OverDrive	Books & Materials	-263.99
Bill	06809CO23...	01/25/2023	OverDrive	Books & Materials	-2,316.68
Bill	06809CO23...	01/25/2023	OverDrive	Books & Materials	-1,307.80
Bill	06809CO23...	01/31/2023	OverDrive	Books & Materials	-376.06
Bill	06809CO23...	01/31/2023	OverDrive	Books & Materials	-193.05
Bill	06809CO23...	01/31/2023	OverDrive	Books & Materials	-97.90
Bill	06809CO23...	01/31/2023	OverDrive	Books & Materials	-76.68
Bill	06809DA23...	01/31/2023	OverDrive	Books & Materials	-79.99
Bill	06809CO23...	01/31/2023	OverDrive	Books & Materials	-38.60
Bill	06809CO23...	01/31/2023	OverDrive	Books & Materials	-161.06
Bill	06809CO23...	01/31/2023	OverDrive	Books & Materials	-136.49
Bill	06809CO23...	01/31/2023	OverDrive	Books & Materials	-67.50
Bill	06809CO23...	02/15/2023	OverDrive	Books & Materials	-836.57
Bill	06809DA23...	02/15/2023	OverDrive	Books & Materials	-395.76
Bill	06809CO23...	02/15/2023	OverDrive	Books & Materials	-1,535.34
Bill	H-0093085	02/15/2023	OverDrive	Books & Materials	-3,000.00
Bill	06809CO23...	02/15/2023	OverDrive	Books & Materials	-3,417.75
Bill	06809CO23...	02/15/2023	OverDrive	Books & Materials	-1,488.02
Bill	06809CO23...	02/15/2023	OverDrive	Books & Materials	-669.24
Bill	06809CO23...	02/15/2023	OverDrive	Books & Materials	-455.48
Bill	06809CP23...	02/15/2023	OverDrive	Books & Materials	-530.96

Lawrence Public Library
Check Detail
February 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	06809DA23...	02/15/2023		Books & Materials	-450.55
Bill	06809CO23...	02/15/2023		Books & Materials	-830.59
Bill	06809CO23...	02/15/2023		Books & Materials	-961.96
Bill	06809CO23...	02/15/2023		Books & Materials	-877.31
Bill	06809CO23...	02/15/2023		Books & Materials	-490.55
Bill	06809CO23...	02/15/2023		Books & Materials	-932.02
Bill	06809CO23...	02/15/2023		Books & Materials	-410.34
Bill	06809CO23...	02/15/2023		Books & Materials	-954.13
Bill	06809CO23...	02/15/2023		Books & Materials	-254.52
Bill	06809CO23...	02/15/2023		Books & Materials	-115.60
Bill	06809CO23...	02/15/2023		Books & Materials	-368.59
Bill	06809CO23...	02/15/2023		Books & Materials	-160.47
Bill	06809CO23...	02/15/2023		Books & Materials	-74.97
Bill	06809CO23...	02/15/2023		Books & Materials	-1,301.60
TOTAL					-31,150.69
Bill Pmt -Check	29301	02/20/2023	P1 Group, Inc.	Checking	
Bill	159101306	01/10/2023		Building Repairs & Main...	-5,938.00
TOTAL					-5,938.00
Bill Pmt -Check	29302	02/20/2023	Pan Asian Publications Inc.	Checking	
Bill	U-17319	01/10/2023		Books & Materials	-238.59
TOTAL					-238.59
Bill Pmt -Check	29303	02/20/2023	Pur-O-Zone, Inc.	Checking	
Bill	867143	01/08/2023		Building Supplies	-651.26
Bill	867643	01/18/2023		Building Supplies	-82.37
Bill	868217	01/23/2023		Building Repairs & Main...	-59.00
Bill	868218	01/23/2023		Building Repairs & Main...	-59.00
Bill	868219	01/23/2023		Building Repairs & Main...	-49.00
Bill	868216	01/23/2023		Building Repairs & Main...	-39.00
Bill	868203	01/27/2023		Building Supplies	-731.62
TOTAL					-1,671.25
Bill Pmt -Check	29304	02/20/2023	R&R Communications, Inc.	Checking	
Bill	Brumley	01/14/2023		MIDCO/Peterson	-7,946.78
TOTAL					-7,946.78
Bill Pmt -Check	29305	02/20/2023	Rita Spradlin	Checking	
Bill	Refund	01/16/2023		Lost and Replacement ...	-9.03
TOTAL					-9.03
Bill Pmt -Check	29306	02/20/2023	Sara Busse	Checking	
Bill	Vegan Dess...	01/18/2023		Information Services Pr...	-75.00
TOTAL					-75.00

Lawrence Public Library
Check Detail
February 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29307	02/20/2023	Scholastic Inc.	Checking	
Bill	45860905	01/26/2023		Dr. Bob Program	-1,860.75
TOTAL					-1,860.75
Bill Pmt -Check	29308	02/20/2023	Showcases	Checking	
Bill	325662	02/15/2023		Processing Supplies	-185.76
TOTAL					-185.76
Bill Pmt -Check	29309	02/20/2023	Snap Promotions	Checking	
Bill	23012301	02/13/2023		Marketing	-765.08
TOTAL					-765.08
Bill Pmt -Check	29310	02/20/2023	The Chamber	Checking	
Bill		01/25/2023		Membership & Dues	-325.00
TOTAL					-325.00
Bill Pmt -Check	29311	02/20/2023	The New York Times	Checking	
Bill	913075206-...	01/24/2023		Books & Materials	-520.00
Bill		02/15/2023		Books & Materials	-1,092.00
TOTAL					-1,612.00
Bill Pmt -Check	29312	02/20/2023	Unique Management Services	Checking	
Bill	6109562	02/01/2023		Professional Fees	-453.10
Bill	6109563	02/01/2023		Professional Fees	-154.33
TOTAL					-607.43
Bill Pmt -Check	29313	02/20/2023	Willy the Wizard	Checking	
Bill		02/03/2023		Children Services Progr...	-250.00
TOTAL					-250.00
Bill Pmt -Check	29315	02/20/2023	Showcases	Checking	
Bill	325743	02/15/2023		Processing Supplies	-99.36
TOTAL					-99.36

Lawrence Public Library

Monthly Statistical Summary--January 2023

	January 2023	January 2022	% Change 2023-2022	YTD 2023	YTD 2022	% Change 2023-2022	Charts
SUMMARY RATIOS							
Service Area Population	105,295	105,295	0%				
% of Lawrence Residents Registered (current month)	39%	46%	-15%				
Net Promoter Score (NPS)	86	N/A	#VALUE!				
OUTPUT MEASURES							
Physical Checkouts, Renewals & Autorenewals Adult Audience	43,465	42,594	2%	43,465	42,594	2%	
Physical Checkouts & Renewals Teen Audience	2,787	2,521	11%	2,787	2,521	11%	
Physical Checkouts & Renewals Children's Audience*	26,551	24,616	8%	26,551	24,616	8%	
Total Physical Checkouts	72,803	69,731	4%	72,803	69,731	4%	
Digital Checkouts & Renewals Adult Audience	16,077	16,661	-4%	16,077	16,661	-4%	
Digital Checkouts & Renewals Teen Audience	1,837	1,735	6%	1,837	1,735	6%	
Digital Checkouts & Renewals Children's Audience	2,521	2,882	-13%	2,521	2,882	-13%	
Total Digital Checkouts & Renewals	20,435	21,278	-4%	20,435	21,278	-4%	
Total Physical & Digital Checkouts & Renewals	93,238	91,009	2%	93,238	91,009	2%	Circulation Charts
Checkouts & Renewals Dottie	180	0	#DIV/0!	180	0	#DIV/0!	
Checkouts & Renewals Lockers	1,071	1,272	-16%	1,071	1,272	-16%	
Checkouts & Renewals Home Delivery & Retirement Communities	678	737	-8%	678	737	-8%	
Checkouts & Renewals Main Library	50,895	47,248	8%	50,895	47,248	8%	
Digital Checkouts, Online Renewals, Auto Renewals	40,414	41,752	-3%	40,414	41,752	-3%	
Total Physical & Digital Checkouts & Renewals	93,238	91,009	2%	93,238	91,009	2%	
Service Interactions	7,151	7,068	1%	7,151	7,068	1%	Service Interaction Charts
Visits to 707 Vermont St.	35,898	24,620	46%	35,898	24,620	46%	User Visits Charts
LPL Web Site Visits	73,038	54,193	35%	73,038	54,193	35%	
Physical Holdings Added	2,193	1,840	19%	2,193	1,840	19%	
Physical Holdings Withdrawn	2,172	2,803	-23%	2,172	2,803	-23%	
Physical Holdings Total	192,207	189,594	1%				
Digital Holdings Added	446	318	40%	446	318	40%	
Digital Holdings Leases Expired	155	126	23%	155	126	23%	
Digital Holdings Total (includes leased titles)	25,230	20,226	25%				
New Cards created (includes online applications)	816	633	29%	816	633	29%	
Active Cardholders Current Month**	14,702	13,568	8%				
Active Cardholders Last 3 Years	41,258	48,522	-15%				

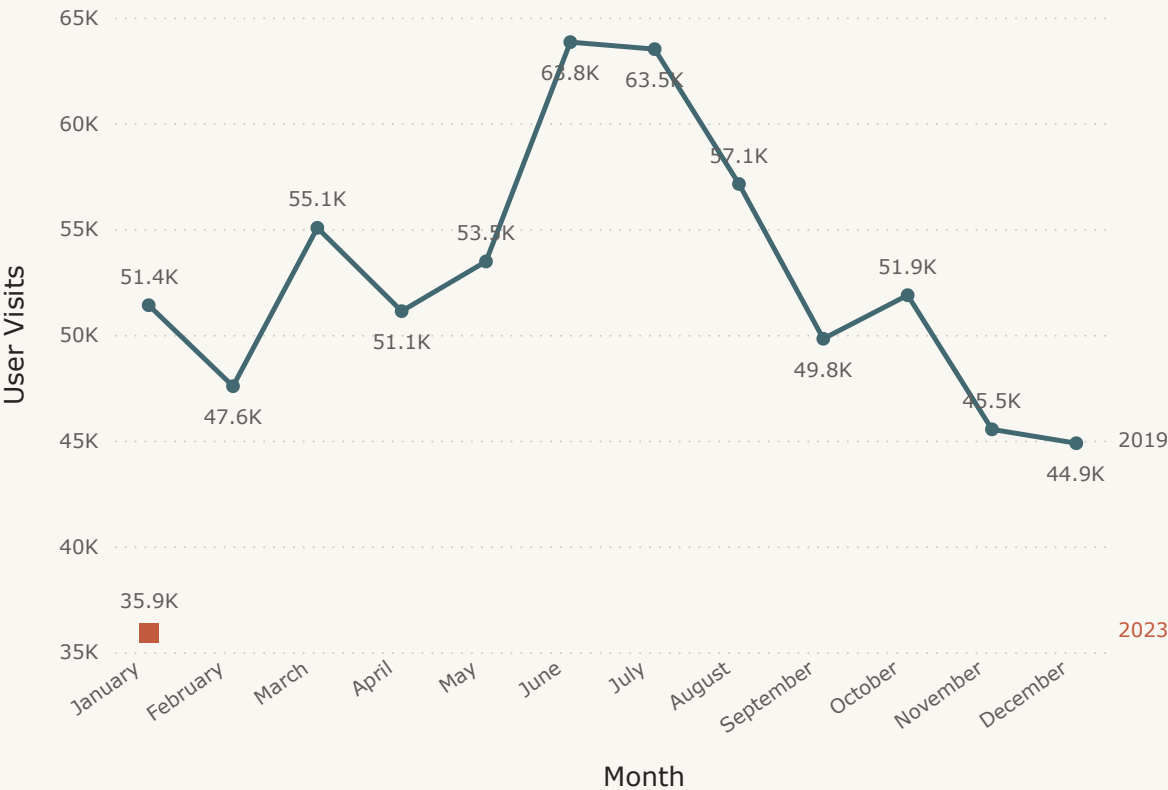
Adult Programs (Includes programs for retirees)	31	29	7%	31	29	7%	
Teen Programs	3	8	-63%	3	8	-63%	
Children's Programs (includes programs for all ages)	49	20	145%	49	20	145%	
Total Programs	83	57	46%	83	57	46%	
Total Program Attendance	2,419	1,021	137%	2,419	1,021	137%	Program Statistics Charts
Patron Bookings of Library Spaces	932	356	162%	932	356	162%	
Public Computer Sessions	3,001	2,091	44%	3,001	2,091	44%	Computer Session Charts
Total Paid Staff (FTE)	66.65	66.16	1%				
Total Number of Employees	84	83	1%				
Total Library Volunteer Hours	1165	435	168%	1,165	435	168%	

*Includes Family movies, TV shows, video games for children

**Activities include checking out physical & digital items; placing holds; returning items, paying bills)

Total User Visits: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-30.16%

YTD User Visits 2019-2023

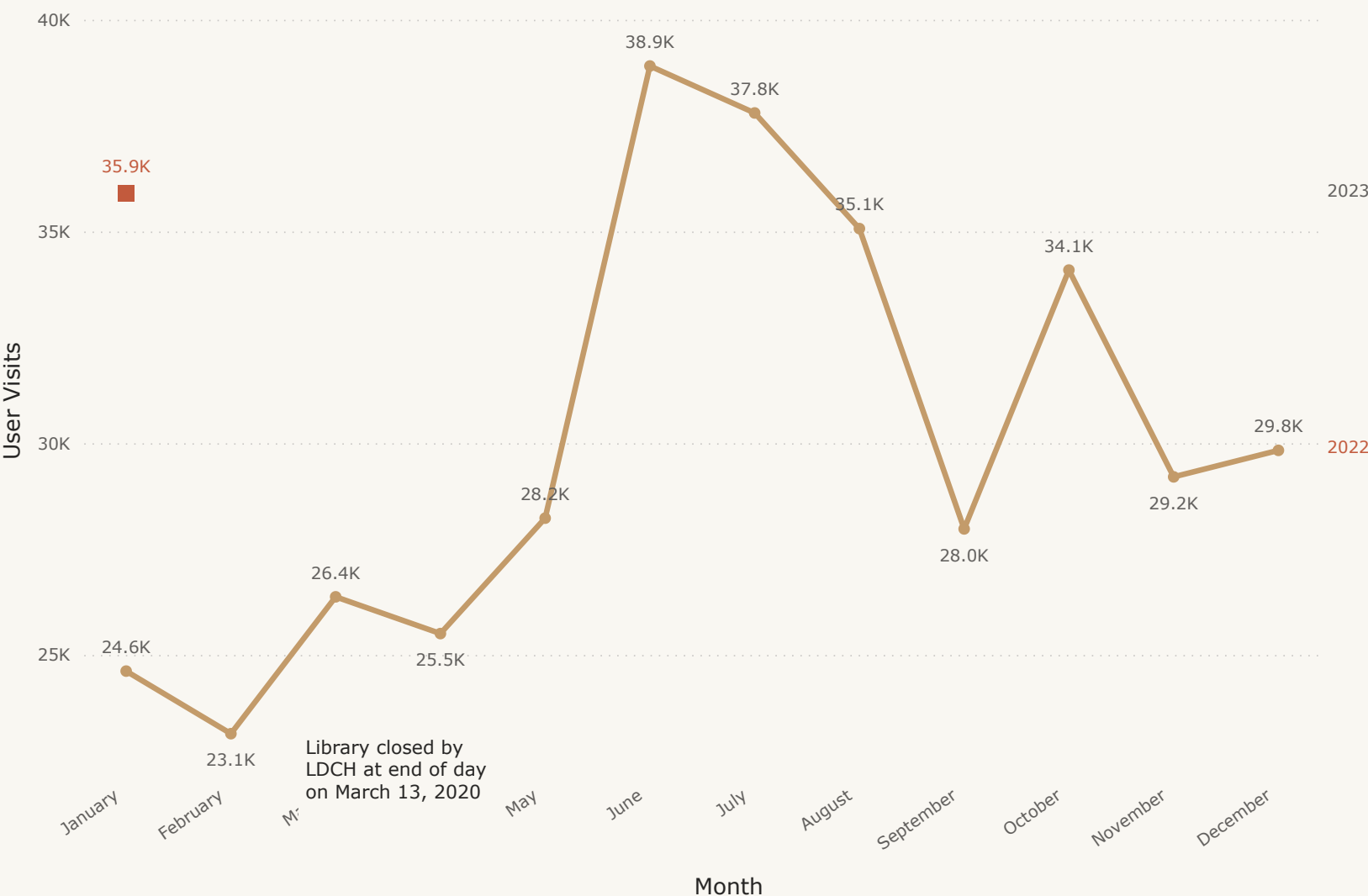
Year	User Visits	% Growth Year Over Year
2019	51404	-1.25%
2020	51206	-0.39%
2021	16322	-68.12%
2022	24620	50.84%
2023	35898	45.81%

Month on Month: Jan User Visits 2019-2023

Year	User Visits	% Growth Month Over Month
2019	51404	-1.25%
2020	51206	-0.39%
2021	16322	-68.12%
2022	24620	50.84%
2023	35898	45.81%

Total User Visits

Year ● 2022 ■ 2023



Percent Growth Between Current Month and Last Month

20.33%

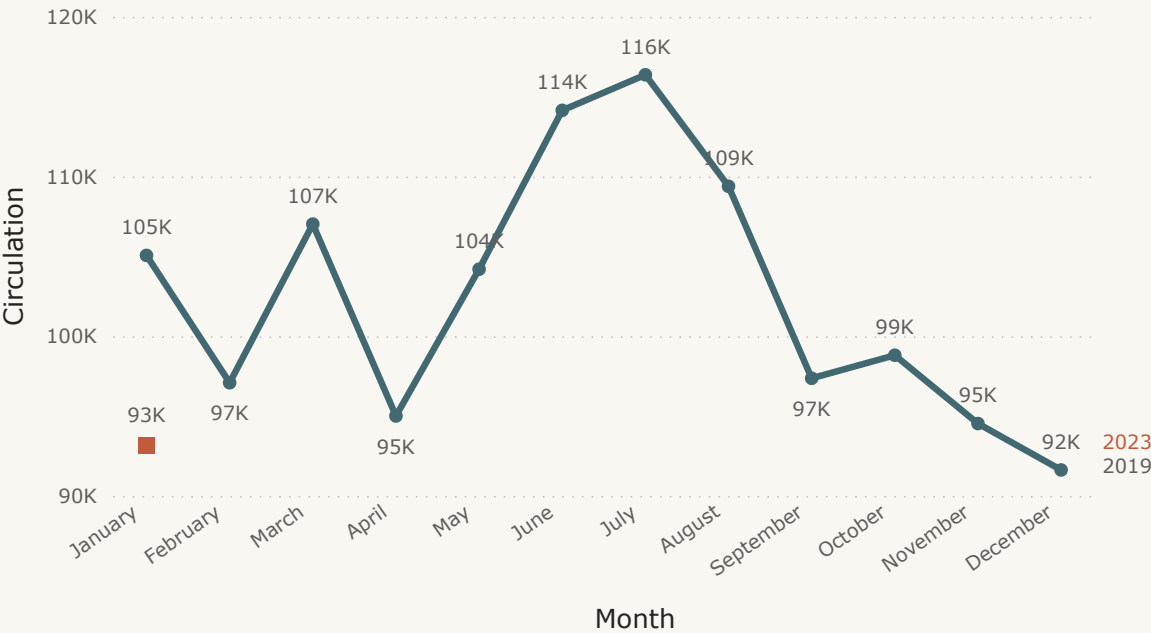
Percent Growth Between Current Year and Last Year YTD

45.81%

- Year
- 2019
 - 2020
 - 2021
 - 2022
 - 2023

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

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-11.31%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	105065	
2020	109941	4.64%
2021	94948	-13.64%
2022	90752	-4.42%
2023	93182	2.68%

Month on Month: Jan Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	105065	Infinity
2020	109941	4.64%
2021	94948	-13.64%
2022	90752	-4.42%
2023	93182	2.68%

DigitalPhysical

- ☐ Digital
- ☐ Physical

Circ Type

- ☐ Auto Renewal
- ☐ Checkout
- ☐ Renewal

Audience

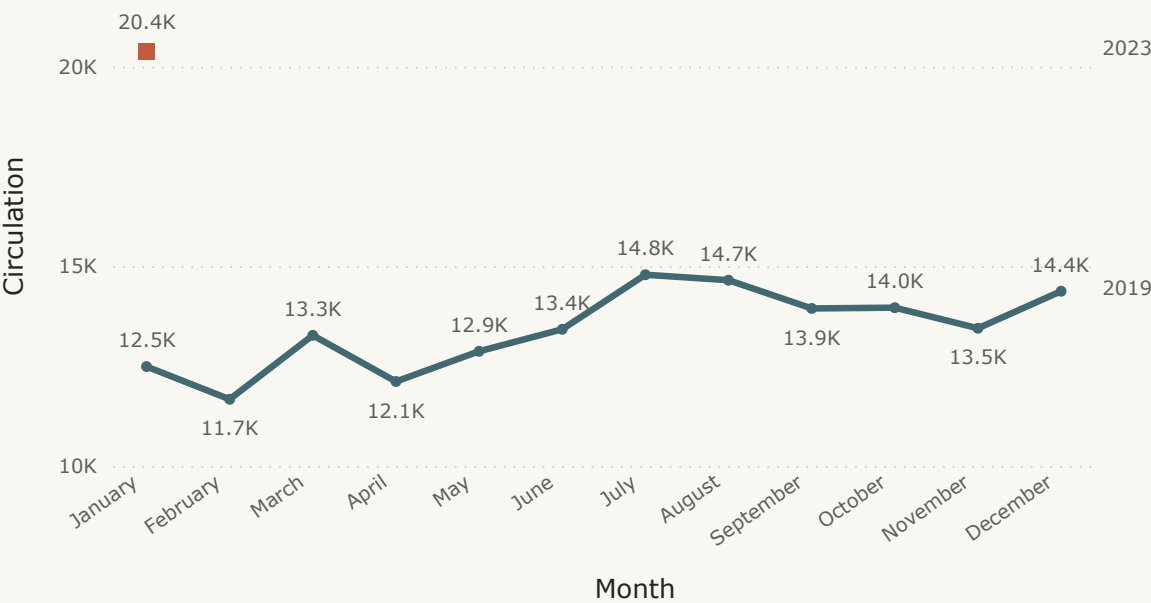
- ☐ ADULT
- ☐ All Ages
- ☐ CHILDREN
- ☐ PROFCOLL
- ☐ TEEN

MetaFormat

- ☐ Audio
- ☐ Book
- ☐ ILL Items
- ☐ Kits
- ☐ LibOfThings
- ☐ Magazines
- ☐ Music

Digital Circulation Trend: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

63.14%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	12492	
2020	16001	28.09%
2021	21354	33.45%
2022	21021	-1.56%
2023	20379	-3.05%

Month on Month: Jan Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	12492	Infinity
2020	16001	28.09%
2021	21354	33.45%
2022	21021	-1.56%
2023	20379	-3.05%

DigitalPhysical

- Digital
- Physical

Circ Type

- Checkout
- Renewal

Audience

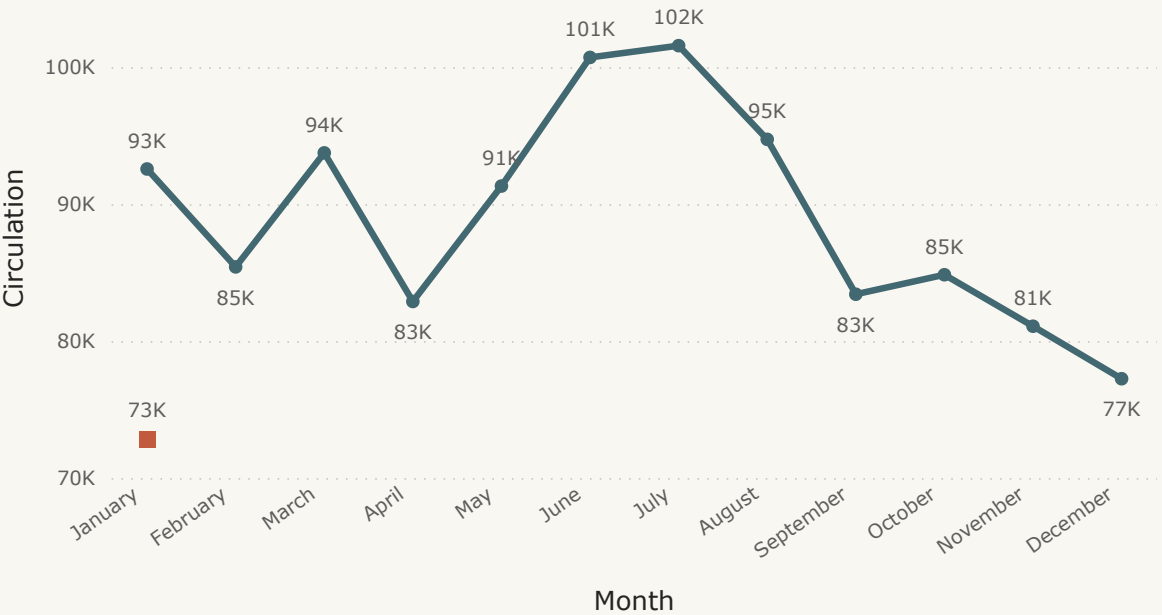
- ADULT
- All Ages
- CHILDREN
- TEEN

MetaFormat

- Audio
- Book
- Magazines
- Video

Physical Circulation Trend: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-21.36%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	92573	
2020	93940	1.48%
2021	73594	-21.66%
2022	69731	-5.25%
2023	72803	4.41%

Month on Month: Jan Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	92573	Infinity
2020	93940	1.48%
2021	73594	-21.66%
2022	69731	-5.25%
2023	72803	4.41%

DigitalPhysical

- Digital
- Physical

Circ Type

- Auto Renewal
- Checkout
- Renewal

Audience

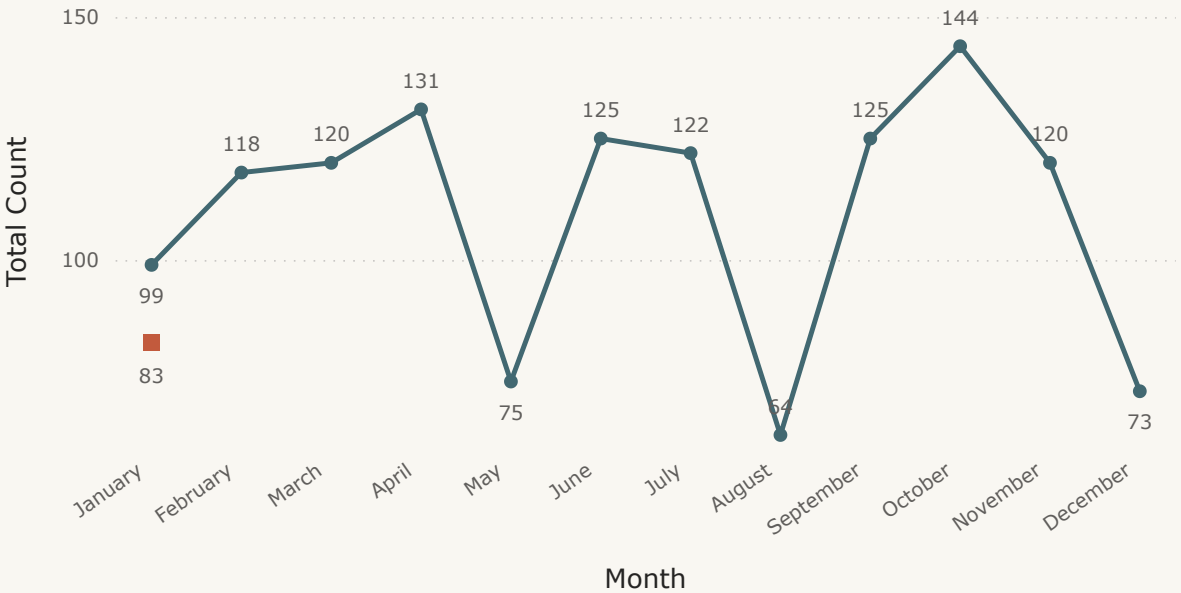
- ADULT
- CHILDREN
- TEEN

MetaFormat

- Audio
- Book
- ILL Items
- Kits
- LibOfThings
- Magazines
- Music

Total Programs Presented: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-16.16%

YTD No. of Programs Presented 2019- 2023

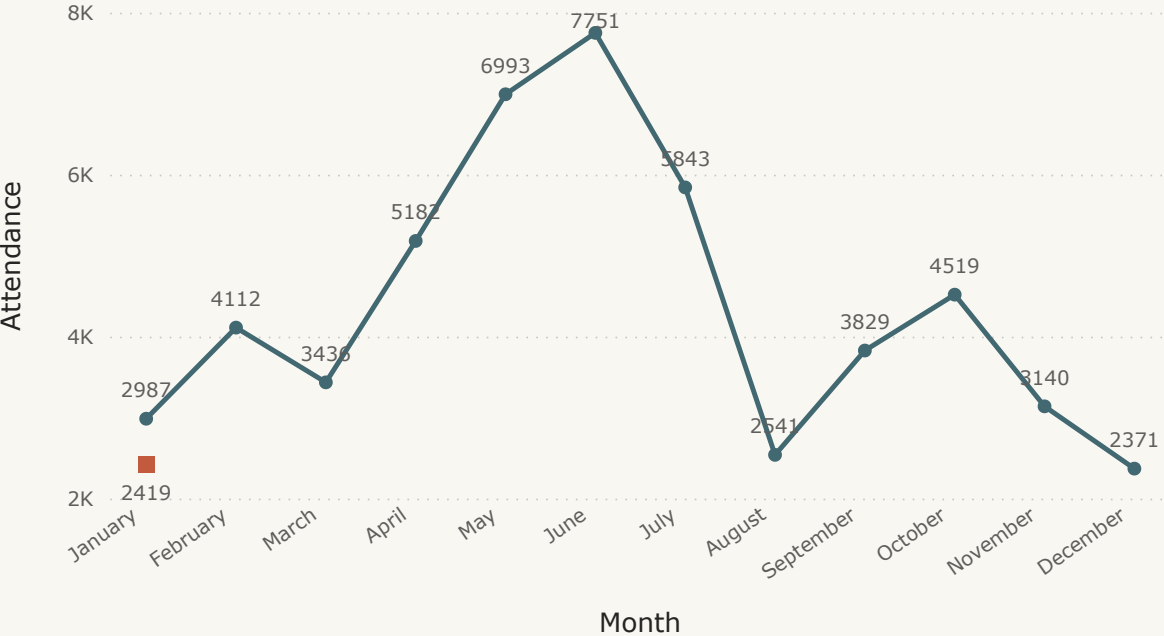
Year	Total Programs Presented	% Growth in No. of Programs Presented Year On Year
2019	99	3.13%
2020	123	24.24%
2021	64	-47.97%
2022	57	-10.94%
2023	83	45.61%

Month on Month: Jan No. Of Programs Presented

Year	Total No. of Programs Presented	% Growth No Programs Month on Month
2019	99	3.13%
2020	123	24.24%
2021	64	-47.97%
2022	57	-10.94%
2023	83	45.61%

Total Program Attendance: Pre- vs Post-Pandemic

Year 2019 2023



Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-19.02%

YTD Program Attendance 2019-2023

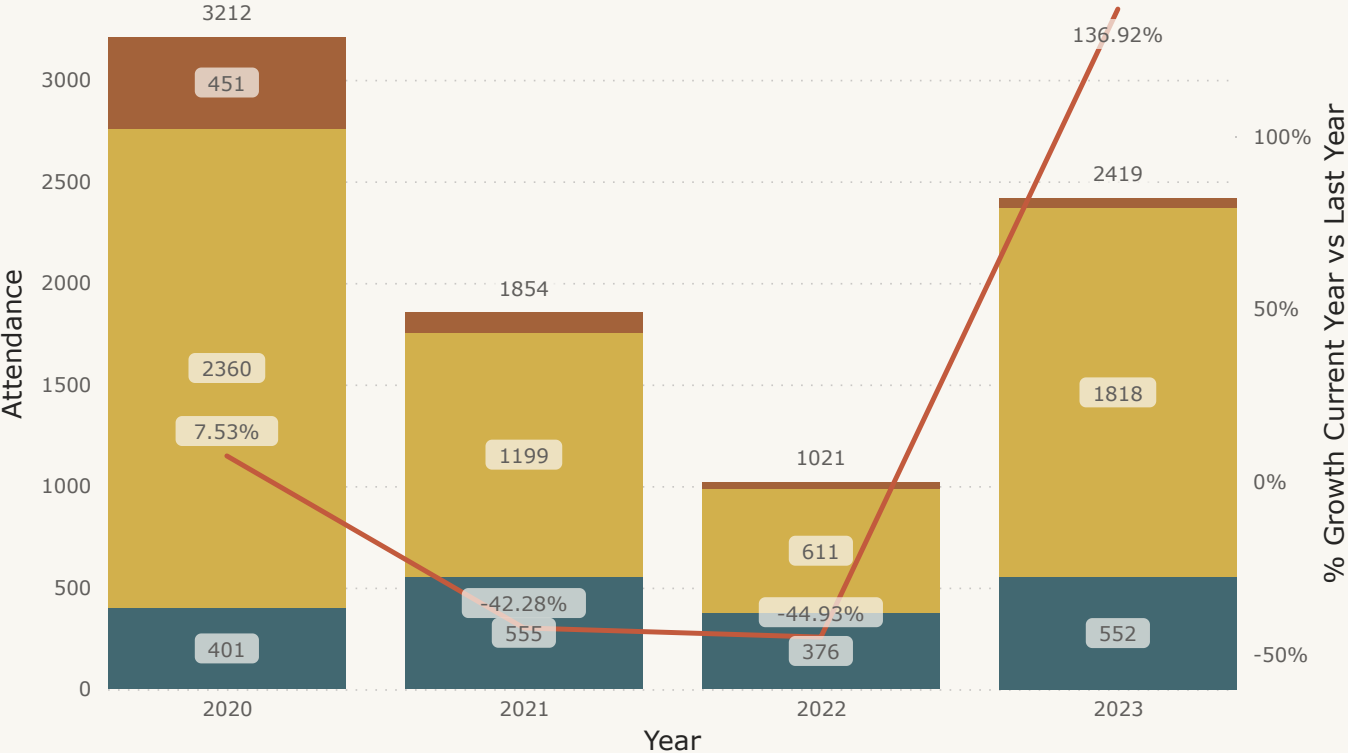
Year	Attendance	% Growth Year on Year
2019	2987	-8.99%
2020	3212	7.53%
2021	1854	-42.28%
2022	1021	-44.93%
2023	2419	136.92%

Month on Month: Jan Program Attendance 2019-2023

Year	Attendance	% Growth Month on Month
2019	2987	-8.99%
2020	3212	7.53%
2021	1854	-42.28%
2022	1021	-44.93%
2023	2419	136.92%

Programs: Total Attendance: 4 YR Comparison YTD (Jan)

Broad Audience ● Adult ● Children ● Teen ● % Growth Current Year vs Last Year



136.92%
% Growth Current Year vs Last Year

Filter By Audience

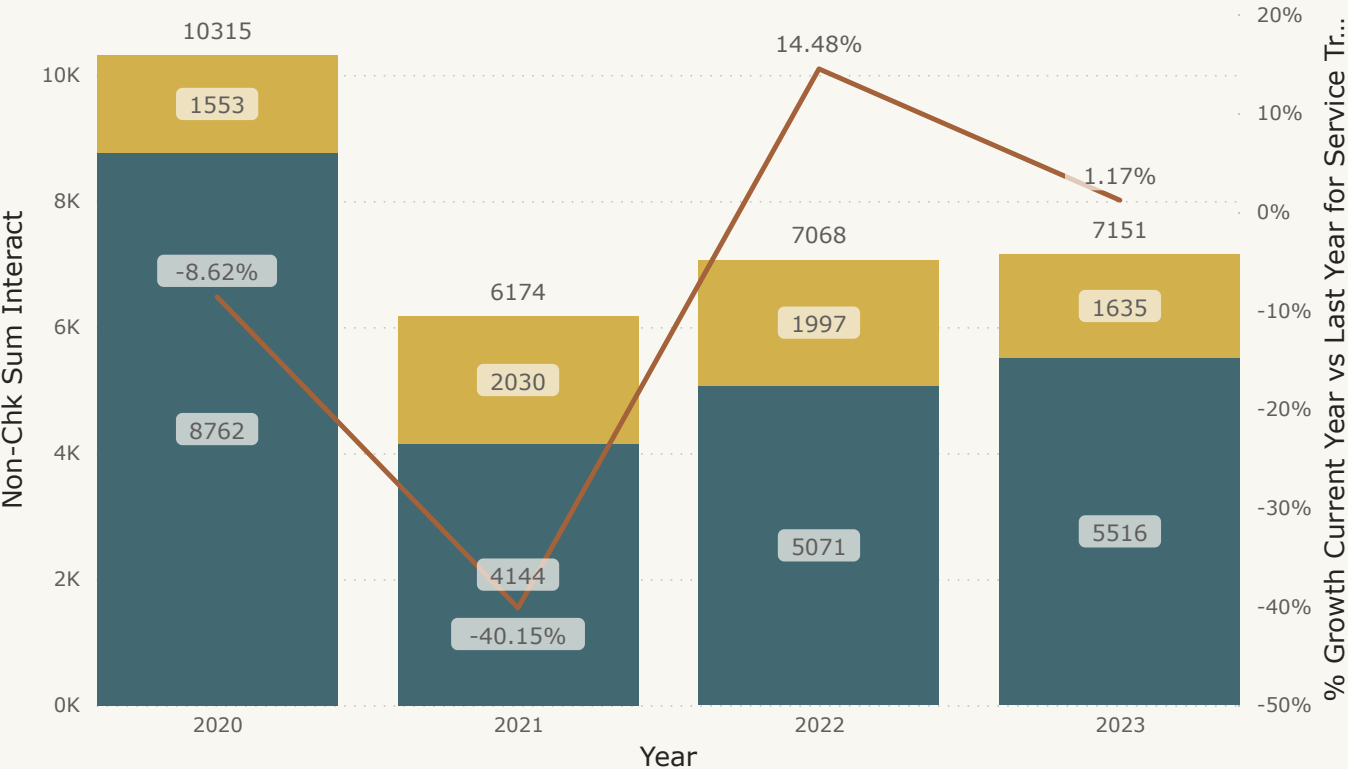
- ☐ Adult
- ☐ Children
- ☐ Teen

Program Type

- ☐ Live In Person
- ☐ Live Online
- ☐ Online
- ☐ Passive (e.g., Storywalk)
- ☐ Recorded Video

Service Interactions: In Person vs. Online/Phone: 4 YR Comparison YTD (Jan)

In Person or Online/Phone ● In Person ● Online + Phone ● % Growth Current Year vs Last Year for Service Transaction



1.17%

% Growth Current Year vs Last Year for Service Transactions

YTD Service Interactions 2019-2023

Year	YTD Service Interactions	% Growth Year on Year
2019	11288	-8.82%
2020	10315	-8.62%
2021	6174	-40.15%
2022	7068	14.48%
2023	7151	1.17%

Monthly: Jan Service Interactions 2019-2023

Year	Current Month Service Interactions	Non-Chk % Growth Month on Month
2019	11288	-8.82%
2020	10315	-8.62%
2021	6174	-40.15%
2022	7068	14.48%
2023	7151	1.17%

Department Or Service Area

- Accounts
- Children's
- Facebook Reference
- Info Services
- Phone Room
- Public Technology

Type Of Interaction

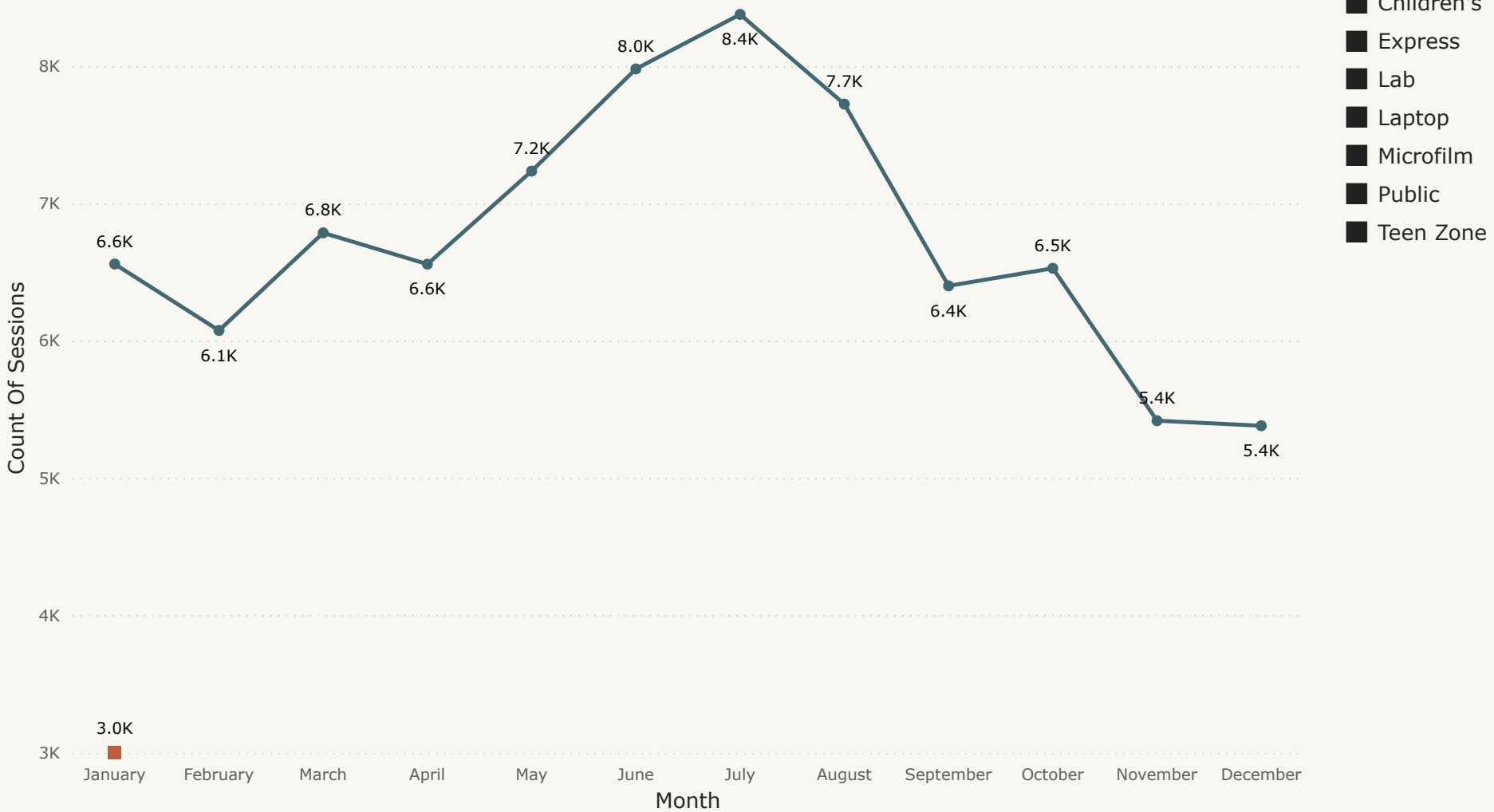
- Chat Reference
- In Person Directional
- In Person One-on-One
- In Person Readers Advisory
- In Person Reference
- Online + Phone Directional

In Person or Online + Phone

- In Person
- Online + Phone

Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



Library Director's Report for February 2023

The two main things I've been working on this month have been strategic planning and the 780s Series event with David Lowery. Staff has been working on developing our component of the library's strategic plan the past few months. As part of our process, I asked our teams to develop an inventory of what they do. I've been meeting with teams in the past month to discuss how the process went, what they learned, and encouraged them to think about their top priorities and goals as they connect to the library's overarching strategic plan. Next up is identifying a facilitator to lead a retreat with our leadership team to develop our goals and objectives to put our strategic plan into practice. I should have more to report in the upcoming months on the development of our goals and objectives.

We had a successful event on February 9 with singer-songwriter, music rights' activist, and professor David Lowery. If you haven't seen Lawrence Times TV (LTTV) before, check it out. They kindly interviewed me in advance of the event. Lawrence Arts Center hosted the event for us and were fantastic partners to work with. We estimated a crowd of 225. I had the great pleasure of interviewing David, and he played a short acoustic set following our conversation. We received lots of great feedback from the audience and David was very happy with the event. He told me he is going to ask his agent to look for more events with this kind of format.

In addition, the library hosted two well attended events back to back on February 6 and 7. Our U.S. House Representative Tracey Mann spoke on February 6 to over 100 people. On the 7th, Interim CEO of Kansas Leadership Center Julia Fabris McBride talked about her new book, When Everyone Leads. Again, around 100 people attended. These are such great events to host in our space and reaffirm that we are a community anchor.

Respectfully submitted by Brad Allen, February 17, 2023

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February 2023

Accounts:

Standard desk, phone, book van, and outreach operations continue.

After finally working out some technical issues with the process, we've begun purging fees more than 3 years old and accounts inactive for at least 3 years from the system. The first large purge took place at the very end of January and included many accounts that have not been used in years and years, some going back more than a decade. We will continue smaller regular purges once a month as fees and accounts age out. This will keep our database up to date and eliminate private information from our system for people that no longer use the library.

Cataloging & Collection Development:

January was a training-heavy month for the department. We attended the Public Service Guidelines Training hosted by Erica and Frankie. For the most part Cataloging & Collection Development staff work downstairs away from the public, but we all still manage to get topside to interact with patrons or cover various service desks. The training was extremely helpful and tackled tough situations that we don't usually think of.

Dan, Ransom and Kevin gave two training sessions to staff about book challenges, our collection development policy, and how public service staff can positively engage with patrons who have concerns about library materials. Another uncomfortable topic that is better to discuss openly to educate staff.

Finally, the Catalogers all completed their ALA course, Using WebDewey and Understanding the Dewey Decimal Classification. The course was four weeks long and the Catalogers received a certificate after finishing.

Collections & Technology:

Tricia completed the Annual Report for the State Library of Kansas. She also worked on updating templates & forms for the 2023 statistical reports. She also joined several staff who attended a

Monthly Departmental Reports

February 2023

webinar on Controlled Digital Lending to see if that type of service would be an option for the library. She participated in the Data Storytelling Kit group meeting in January. The group has come up with a prototype turnkey report to help libraries tell their stories with data in a compelling way. The group is now charged with testing the prototype Tricia shared with the Project Management group a draft of a project charter form for the group's consideration. The group will next meet in March.

Department of Development & Community Partnerships (DCP):

We had an incredibly successful 780's Series event with David Lowery on February 9th in partnership with the Lawrence Arts Center. The LAC auditorium space was perfect and we had about 225 folks show up, several were from the Kansas City area and one couple drove from St. Louis. It was a great partnership and we're looking forward to working with Margaret and Lisa again!

In Beach Author news, we have a signed contract to host Jacqueline Woodson for 2 events on April 20th. Her first event will be in the afternoon at Liberty Memorial Central Middle school where she will talk with Superintendent Anthony Lewis and a few students about her writing and career. The event is only for students of Central middle school and 5th grade students from Pinkney, Cordley, Woodlawn, and New York Elementary. At 7pm Woodson will appear in conversation with Giselle Anatol at Liberty Hall for a public program. We are all absolutely thrilled she is coming to Lawrence!

Diversity, Equity, and Inclusion:

Frankie and Erica finished the last of the Public Service Guidelines training in mid-January. Lots of ideas on how to support staff and other training possibilities were shared in these meetings. Frankie has been communicating with Plymouth ESL to create a Spanish class for our staff. This class will be for beginners, and will center Spanish phrases, etc that will be most helpful in a library setting. On MLK day, Frankie emceed a program coordinated by Info Services. We showed a documentary, Taco zone provided free food, and B.L.A.C.K. Lawrence led a zine workshop. The Kid's Action club collected donations for the winter shelter as well, and Americorp vista volunteers helped make sure the day ran smoothly. In the first week of February, Frankie met with staff at the Lawrence Community shelter, to discuss a tour for the IDEAA committee, and potential education for staff in the future. Frankie was unable to attend the Joint Council of Librarians of Color Conference after contracting Covid. She is looking

Monthly Departmental Reports

February 2023

forward to getting updates from those who were able to attend. She is also looking forward to when she can smell things again.

Human Resources:

Erica has been helping hire two positions: the Older Adult Program Specialist position filled by Jack Altman and the Media Relations and Communication Specialist position currently holding interviews. Erica and Frankie also have been scheduling the rest of the year's training which will include an active shooter training led by the Lawrence Police Department and Spanish language classes for interested staff arranged by Frankie through a partnership with Plymouth ESL. Erica is also attending the upcoming 2023 Kansas Society for Human Resource Management (SHRM) Employment Law and Employee Benefits Conference in Topeka and an online Public Library Association (PLA) webinar Recruiting and Supporting Employees Who Are Neurodivergent.

Information Services:

Terese and Theresa coordinated a successful and well-attended MLK Jr. Day observance at the library, including a storytime in partnership with Youth Services, a free meal, a documentary screening, and a zine workshop with B.L.A.C.K. Lawrence.

A big focus for the team right now is prepping for the Seed Library, which will launch on February 18th. This is a major initiative for us, and we're excited to get our 9th season underway! It is also, of course, tax season, and we're once again making tax forms available and helping to connect folks with tax prep assistance resources.

We wrapped up the winter update of the Community Resource Guide and have posted it to the library's Community Resource page. Since the beginning of February it's already been viewed online 273 times, and we've distributed nearly 100 print copies thus far.

Marc coordinated an expungement clinic with KU Legal Aid and the Douglas County DA's office which served 51 community members (the highest number of clients they've ever had!), and public benefit office hours with DCF that connected 25 community members with utility assistance or other resources. He also set up a tour of the Treatment and Recovery Center for LPL staff. Marc and Melissa visited the new self-help center at the Douglas County Judicial and Law Enforcement Center to learn more about the services it will provide and explore opportunities to collaborate.

Monthly Departmental Reports

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Our Genealogy + Local History Spotlight on the Watkins Museum's new research room was so popular we had to set up a second session! Melissa provided an instruction session on locating primary sources for History Day research to two classes of 9th graders at Bishop Seabury. And, Melissa coordinated the logistics for the town hall at LPL with Representative Tracey Mann. It's been a busy month for our team!

Materials Handling:

The sorter cycle continues!

Other noteworthy bits of news include: wrapping up a big weeding project in the CD collection, shifting some of the DVD collection to make room for our expanding Blu-ray collection, and changing the format of our holds slips (at least the ones printed from the sorting machine).

We also have a couple of new volunteers, Zee and Aubree, and we're grateful for 'em.

Outreach:

We're continuing to go out to our outreach stops when the weather permits. We have a couple of 'regulars' at the Dillons stop in west Lawrence including one young family. They love having library access on that side of town—they even schedule their Saturdays around the stop. Kristin and Brad are still working on connecting with large employers for Dottie visits. Kristin is arranging a few more stops at the Lawrence Housing Authority site Edgewood, Bert Nash, Cordley elementary, and C-Tran at East Heights. C-Tran is a USD 497 program that helps students with developmental disabilities transition from a highly supported school environment to independent living. We're also exploring ways to make our youth stops more engaging with programming and crafts.

Leah Newton, Yari Medina, Grace Pratte, and Theresa Bird all completed Dottie driver training through the months of January and February, so we have a deep bench of drivers from multiple departments.

Monthly Departmental Reports

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Public Technology:

As things have kicked back into high gear after the holidays, a big part of the Public Tech department's activities have centered around supporting community gatherings. In the Auditorium, improvements have been made to lighting and streaming systems as patron use increases. We've also supported the reopening of Meeting Room B as meeting room use has continued to tick up. We've worked to improve signage and usability for core services like copying. We've also created instructional guides for more niche services like audiobook recording in the SOUND+VISION Studio. 1-on-1 technology appointments continue to be productive and we continue to assist patrons with various activities in the computer lab.

Readers' Services:

LPL Book Clubs are continuing to see an increase in attendance and interest. We have recently added 13 new book bags to the collection and have a few more on order.

The [Squad Goals Reading Challenge](#) launched last month and we hope to have it available on Beanstack soon.

It's time again for our popular Book Bundle service, Adam and the team planning the next one for the first week in March - generally all 50 spots are filled within the first few hours of announcing.

Ilka has been working with Therese on the Perspectives on Ukraine program, creating a book list, display and will feature a blog post about Ukraine. She is also putting her wonderful artistic skills to use creating a sketch of Dottie for use by the Outreach Team.

Shirley is working with Dr. Wildcat at Haskell University to feature local authors and artists at the Wakarusa Wetlands Celebration on April 22nd.

Lawrence Douglas County Public Health Department asked us to partner with them for National Public Health Week. Using the 16 prompts provided by staff, we will create a reading list with 40-50 recommendations for the agency.

We are also currently deep into planning for Summer Reading and Booktoberfest/Read Across Lawrence.

Leah Newton will be participating in the [Emerging Leaders Academy](#) through KU now through the month of June.

Monthly Departmental Reports

February 2023

Security

Tristan just had his 1 year anniversary with LPL! It's been so nice having a solid team to give staff and patrons consistency. We are working with Frankie (DEI) on our patron behavior plan, particularly the behavior consequences matrix.

Youth Services:

Since our last report we have been preparing for a mini comic-con to be held here at LPL on March 10 (teens only, afterhours) and March 11 (all ages). We're closing the library at 3 PM on March 11 so we can hold the program library-wide from 4:00-8:00 PM. We'll have artists, panels about all sorts of fandom, Brick Lab on display, lightsaber duels, a manga inspired dance troupe, and a cosplay contest (just to name a few events). Our team is hard at work lining up artists, vendors, and entertainment. We're also fully into summer reading planning.

Anita Patel attended the Joint Conference for Librarians of Color this past week and we're eager to hear about her experience (and about her month in India) when she's back to work this week.

Programs/events of note in the past month:

- MLK Jr Day partnership with Info Services.
 - Linda presented a storytime to over 100 people
 - Jenny and the Kids Action Club put together kits for Emergency Winter Shelter
- Stuffed Animal Storytime and Clinic with LMH Health
- BookBoxes for youth 0-18 highlighting Black authors and illustrators for Black History Month
- Pokémon Terrariums for teens
- Cuentacuentos: Yari held a successful first session of this since she joined LPL to a crowd of 26!
- Mock Newbery/Caldecott/Print awards held with youth services librarians at the Topeka and Shawnee County Public Library
- Small group of YS staff got together early on Jan 30 to watch the Youth Media Awards held at Lib Learn X (formerly ALA Midwinter). It's always exciting to see all of the annual youth literary awards announced.

LPL Friends & Foundation Director's Report

February 17, 2023

Music and Book Sales. Friends & Foundation volunteers have been very busy! The Massive Music Sale was held on January 20-22 and raised \$14,000 for the library. A line of shoppers extending to the parking garage waited patiently for the doors to open to the sale. Thousands of music CDs from the estates of Brian Kirby and Austin Turney were available in the auditorium. Three weeks later, on Saturday, February 10th, our book sale volunteers were at it again, hosting the first Second Saturday Sale of 2023. That event took in an additional \$2,263 for the library. A huge THANK YOU goes to Angela Hyde and her crew of book sale volunteers who made this possible!

After Hours at the Library Fundraiser. We are on the home stretch for the After Hours at the Library fundraising event. The fun starts at 7 pm on Friday, February 24th. Please visit LPLAfterHours.com and buy a ticket to the event to support your favorite public library! This epic party welcomes co-hosts Brian Hanni, the voice of the Jayhawks, and Deja Brooks, library storytime star. Enjoy live jazz from two great trios, the Harry Miller Trio and With a Twist. Sample delicious bites from Maceli's, Eldridge, Mass St. Fish House, Limestone, J Wilson's, and RPG. Bartender Codi Bates will create a cocktail and mocktail for the evening. Beer and wine will be served up by our City Commissioners! In addition, you can buy raffle tickets to win one of 22 incredible themed baskets, donated to the library by local businesses and book clubs. PLUS party goers will have a special opportunity to win a Lawrence or Kansas City Experience basket filled with sport and entertainment tickets. Proceeds from the party support essential library programs like Summer Reading for kids, Booktoberfest for adults, and Dottie, the new mobile library. See you there!

New Retirement Boot Camp Staff. I am pleased to announce that Jack Altman has joined our team as the new leader of Retirement Boot Camp. This popular program is funded through a grant from the Capitol Federal Foundation. Jack was among 20 candidates who applied for the job. He is one of the original members of Retirement Boot Camp and already is bringing wonderful ideas to the program. He started working on Monday, February 13th.

Beach Author Series. We are pleased to announce that the library's 2023 Beach Author is Jacqueline Woodson, award-winning American writer, MacArthur Fellow, and New York Times bestselling author of books for adults, kids, and adolescents. Woodson will spend Thursday afternoon April 20th with students from USD #497, and then at 7 pm will discuss her writing career at a public program at Liberty Hall with Giselle Anatol, interim director of KU's Hall Center for the Humanities. This evening event is free and open to the public. You won't want to miss it.

MEMO

To: Lawrence Public Library Board of Trustees
From: Heather Kearns, Marketing & Patron Experience Coordinator
Date: February 14, 2023
Subject: Revision of Exhibit and Display Policy with highlighted changes

Based on recommendations from the Library Board of Trustees to revisit the American Library Association's (ALA) Library Bill of Rights — specifically the interpretation of it regarding visual and performing arts in libraries and creating parameters for acceptable subject matter — I have fine-tuned it using some of the language provided in this [document](#).

Highlights include:

1. In the Introduction, paragraph 1 and 2 blend some of the first revision's language and wording from the ALA's Bill of Rights.
2. Paragraph 3 has been broken up into bullet points to increase impact
3. Under Exhibit Space and Application, I reinstated a sentence from the original policy:
Material which, in the judgment of the Library's Executive Director, the Marketing & Patron Experience Coordinator, and the library's Art Team, is obscene or gruesome will not be exhibited.
4. In the same paragraph, I struck out:
Submissions containing sexually, verbally, and violently mature content, or works that read as a call to violence will be declined. Additionally, any work that attacks a person or group on the basis of attributes such as race, religion, ethnic origin, national origin, sexual orientation, disability, or gender will also be declined.

Attachments

1. [Exhibit and Display Policy](#) (new, updated as of 2/14/23)
2. [2006 Exhibit and Display Policy](#) (with suggested changes and deletions)



Exhibit and Display Policy

*Approved by the Lawrence Public Library Board of Trustees, December 21, 1998. Revised October 16, 2006.
Submitted for review on February 20, 2023. Next review date: February 2026.*

Introduction

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

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

We believe that exhibits and displays in the Library offer:

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

Exhibit Space and Application

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

The Library has the right to review the materials before the exhibit is set up. Material which, in the judgment of the Library's Executive Director, the Marketing & Patron Experience Coordinator, and the

library's Art Team, is obscene or gruesome will not be exhibited. Exhibitors whose materials are refused for exhibit may appeal to the Library Board at the next regular meeting.

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

Applications are reviewed by the Library to determine eligibility prior to granting approval. In the event that a question may arise as to the eligibility of any organization, group, or individual requesting the use of the exhibit area, the Library's Executive Director will be consulted, and if necessary, the Lawrence Public Library Board of Trustees ("Library Board").

The Library Board shall be the final authority in granting or refusing permission to use the Library's exhibit areas.

Exhibit areas in the Library are maintained for the exhibit of educational, cultural, intellectual, and aesthetic materials by the Library and the community. Exhibit areas are accessible on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibit which will be judged according to the policies established by the Library.

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

The exhibitor will supply a complete inventory of the exhibit and the value of each item before the exhibit is set up. The Library assumes no responsibility for loss of or damage to exhibited materials.

Materials exhibited may be offered for sale, but the Library will not act as an agent for the exhibitor.

Installation and Removal of Exhibits

Responsibility for setting up and dismantling exhibits lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit. Library staff are not available to assist with installing and removing artwork.

Individuals or groups using the Library's exhibit spaces may not install their work prior to the date on which their space reservation begins. They may not mount their artwork in a manner that defaces the space provided.

Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. The using individual or organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of Lawrence Public Library as shall be caused or inflicted by the using individual or organization.

Exhibits must be removed on or before the scheduled removal date. Exhibits which are not removed by that date will be removed by Library staff and held while attempting to contact the owner. Failure to make arrangements for pick-up of artwork or display materials in a timely manner may lead to art and display items being discarded, regardless of their value.

Descriptive Labeling

Each exhibitor will supply and display descriptive information to describe the purpose, title, ownership of the exhibit, whether or not the work is for sale, and contact information for sales inquiries (unless waived by the Library Director). This practice will enhance the effectiveness of exhibits and displays.

Library staff are not available to assist with designing and printing exhibition labels or literature.

Responsibility for Loss or Damage

Each exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item as part of their exhibit application unless waived by the Library Director.

Each exhibitor agrees, as a condition of the display of their exhibit in the Library, that the Library assumes no responsibility for loss of or damage to exhibited materials, and agrees to forever release and discharge the Library, its officers, trustees, invitees, agents, and employees from all such loss or damage.

Each exhibitor agrees to hold Lawrence Public Library, its officers, trustees, invitees, agents, and employees harmless from any and all claims, demands, and liabilities which may arise out of applicant's use of the exhibit areas, grounds, and facilities, and shall indemnify the Lawrence Public Library, its officers, trustees, invitees, agents, and employees for any and all costs, expenditures, and damages relating thereto (including attorneys' fees).

Exhibit Cancellation

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

If an exhibit is canceled, the exhibitor will have the right to display their exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the Library.



MEMO

To: Lawrence Public Library Board of Trustees
From: Karen Allen, Youth Services Manager
Date: February 20, 2023
Subject: Youth Safety Policy

The Youth Safety Policy serves as a replacement for the library's Unattended Child Policy. Our goal with this policy is to:

- Define the responsibilities of patrons and staffs' role regarding youth in the library
- Lower the required age of caregivers
- Define when youth can be in the library unattended
- Define the intended age ranges for the youth areas of the library
- Create a policy that is more direct and easily read

Procedural elements have been removed and now live in a youth safety guidelines document that will be regularly updated by library administrators. This policy will be posted on the library website for public viewing and in the youth areas of the library.

[Youth Safety Policy 2023](#)

[Youth Safety Guidelines 2023](#)



Youth Safety Policy *(Pending approval)*

Supersedes the Unattended Children Policy approved 4/10/2010.

Submitted to the Lawrence Public Library Board of Trustees for approval on 02/20/2023. Proposed review date: 02/2026

Definitions

For the purposes of this policy, we define the following as

- **Child/Children:** anyone under 10 years old
- **Teen:** anyone grades 6—12
- **Youth:** anyone under 17 years old
- **Caregiver:** any individual 13 years of age or older who has the authority and responsibility to care for a child by the child's parent or legal guardian.

Content

Lawrence Public Library is dedicated to providing a safe and welcoming environment that encourages youth to visit the Library, use our collections and services, and attend programs.

Please note the following policies:

- Lawrence Public Library requires all visitors, including all youth, to comply with our Library Behavior Policy. Youths not in compliance may be asked to leave.
- Caregivers—not the Library—are responsible for the children in their care. Library staff is available to assist and support youth with their use of Library resources.
- Children under 10 must be accompanied by their caregivers while visiting the Library.
- Children may attend programs intended for children without their caregivers present unless noted in the program description. Caregivers must stay on Library premises.
- Library staff may call appropriate city agencies if a child is left unattended or if youth cannot care for themselves or are in jeopardy.
- The Library is not responsible if youth leave the Library unattended. It is the responsibility of parents, guardians, and/or caregivers to let their children and teens know what they should do if they leave the Library, including unexpected closure due to emergencies or safety issues.

- Children's areas are designated for children and their caregivers; Teen areas are designated for grades 6—12. Adults unaccompanied by youth may be asked by Library staff to use facilities, services, and/or equipment in the adult section of the Library.



Youth Safety Guidelines *(updated 2/2023)*

Definitions

For the purposes of this policy, we define the following as

- **Child/Children:** anyone under 10 years old
- **Teen:** anyone grades 6—12
- **Youth:** anyone under 17 years old
- **Caregiver:** any individual 13 years of age or older who has the authority and responsibility to care for a child by the child's parent or legal guardian.

Guidelines

The Lawrence Public Library is dedicated to providing a safe and welcoming environment that encourages youth to visit the Library, use our collections and services, and attend programs. This document serves as guidelines and procedures for enforcing our youth safety policies.

Youth in Jeopardy

- If you believe a child or teen is in jeopardy, contact the Youth Services Manager/Person in Charge and Security to help assess the situation and contact authorities.
- A list of resources for youth and families can be found [here](#).

Unattended Children

- If a child under the age of 10 is left unattended:
 - If the child is in need of care, i.e. cannot feed or use the restroom by themselves or is being disruptive:
 - Ask the child their name and where their grown-up is located. Let them know they need to have their grown-up with them at all times.
 - Stay calm and do not alarm the child. We want to make sure they are safe and cared for.
 - Attempt to locate the child's guardian.
 - If they are not present at the library, contact security who will call the LPD non-emergency number, (785) 832-7509.

- Security and one staff member should stay with the child until the police arrive.
- If they are present at the library, reunite the child and guardian and explain our Youth Safety policy.
 - It is very likely they do not know the policy and are very comfortable leaving an 8–10-year-old alone in public.
 - Do not assume they are breaking the rules on purpose.
 - Let them know they need to be with their child for future visits to the library.
- If the child is older and able to take care of themselves but still under 10 years of age:
 - Ask where their guardian is and when they will be back
 - Explain that children under 10 must be accompanied by their guardians at all times while at the library per our Youth Safety policy.
 - Ask the child to make sure to relay the policy to their guardian.
 - Let the child know where you are in case they need assistance.
 - When the guardian arrives, inform them of the library policy.
 - It is very likely they do not know the policy and are very comfortable leaving an 8–10-year-old alone in public.
 - Do not assume they are breaking the rules on purpose.
 - Let them know they need to be with their child for future visits to the library.
- If the child is under the care of someone younger than 13 years of age
 - Inform the youth that caretakers of children must be 13 years of age or older.
 - It is very likely they do not know the policy
 - Ask them to make sure to relay the policy to their guardian.
 - If the guardians come in to pick up the children, please inform them of our policy.
- If a child under 10 is without a way to get home at the time of library closure
 - Let them use the phone to call their guardian.
 - Two staff members should stay with the child at all times.
 - If no contact has been made with the guardian after 15 minutes, call the LPD non-emergency number and request assistance with an abandoned child in need of care.

Adults without children in youth areas

- Adults unaccompanied by youth may use youth areas for these purposes:
 - Retrieving materials to be checked out

- Using the gender-neutral bathroom
- Adults are encouraged to use computers, tables, and seating in areas outside of the youth areas.
- Some guidelines on when you might ask adults to relocate to another area:
 - You notice adults without youth laden down with laptops and other study/work materials enter the teen or children's area obviously looking for a place to work. It's good to suggest an alternate location before they set up to work.
 - You notice adults sitting in the teen or kid's area without any youth nearby.
 - Take note and observe to see if any youth interact with them in an obvious way that they are there together.
 - If you do not notice any youth with them, approach them and ask if they have any kids or teens with them (depending on where they are located). If they answer no, ask them to relocate to the adult side and explain that these areas are for kids, teens, and families only.

Phone use and calls for youth

- Youth are allowed to use library phones to call their guardians at the kid and teen desks.
- If a guardian calls asking to speak to their child or teen
 - Do not tell them if the child/teen is present, even if you can see them.
 - Instead, get their contact info and tell them you will relay a message to their child/teen and have them return their call using the library's phone.
 - After ending the call, attempt to find the child or teen and let them know they need to call their guardian.