

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

Library Director's report

Friends & Foundation report

New Business

- Form Officer Nominating Committee
Sarah Goodwin Thiel, Library Board Chair
- Policy Review
 - Library Behavior Policy – **ACTION ITEM**
Frankie Haynes, Diversity & Equity Coordinator
 - Reservable Room Policy – **ACTION ITEM**
Jon Ratzlaff, Facilities Manager

Old Business

- Form Budget Committee
Sarah Goodwin Thiel, Library Board Chair
- Determine June board meeting date

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: February 20, 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, Susan Kang, Ursula Minor, James Pavisian. **Absent:** Kelly Hart, David Vance.

Staff Members Present: Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Karen Allen, Heather Kearns, Tricia Karlin.

Friends and Foundation Members Present: Brandon Eisman (Vice-Chair)

Call to order: Sarah called the meeting to order at 4:33 p.m.

Consent Agenda

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

Library Director's Report

- Strategic Plan: Brad updated the trustees on progress on the action plan that staff are working on to support the library's strategic initiatives. Brad has continued his meetings with library departments to get a sense of what staff are currently working on, and to see how they prioritize and rank their work. Brad has talked with staff about how they connect their work with the strategic initiatives and asked if there are gaps between what they want to be working on and what they are currently doing. This morning, Brad sent an email to the big leadership team to ask them to work with their teams to identify their top three to five goals that they want to work towards. Brad is also working on engaging a facilitator to lead a retreat for library leadership to develop the action plan.
- 780s program: Brad updated the group on the return of this program series after the pandemic hiatus. It was held at the Lawrence Arts Center and all were pleased at how well partnering with the Arts Center turned out. The artist, David Lowery, was very happy with the format of the program and said he would ask his agent to book him for more events like ours.
- Other events:
 - Lawrence's U.S. House Representative, Tracey Mann, conducted his town hall meeting for the community at the Library on February 6th. Over 100 people attended.

- On February 7, the Library hosted Interim CEO of Kansas Leadership Center Julia Fabris McBride. She talked about her new book *When Everyone Leads*, and the event also drew a large audience. Susan Kang added her recommendation of the book, noting that she considers it an excellent 'how to' guide on exercising leadership.

Friends and Foundation Director's Report

- Vice Chair of the Library Friends and Foundation, Brandon Eisman, presented the report.
- Two successful sales to report:
 - Music CD Sale: A massive sale of music CDs was held January 20-22 and raised \$14,000 for the library.
 - Second Saturday of the Month Book Sale: Held on February 10, the book sale earned over \$2,000 for the library.
- After Hours at the Library Annual Fundraiser is coming up this Friday. Brandon asked everyone in attendance to please visit the lplafterhours.com website to get their tickets. He hopes to see everyone there!
- Retirement Boot Camp: has a new leader, Jack Altman. Jack started this library job on February 13.
- The 2023 Beach Author Series will present Jaqueline Woodson, an award-winning author of books for adults and children. There will be an afternoon program with USD 497 students and a public program in the evening at Liberty Hall. It will be free & open to the public.
- Kathleen added an update about the After Hours event, noting that four out of five Lawrence City Commissioners will be bartending at the event. She thanked Mayor Lisa Larsen (who serves on the LPL Board) for her willingness to participate.
- James asked if there's an option to pay online for purchases from the Friends Express Bookstore. There is an option to pay online via a QR code, but Heather offered to make the QR more visible by adding it to the price list signs.

New Business

- **2023 NEKLS Library Development Grant Application – ACTION ITEM Brad Allen, Library Director**
 - Brad walked the library board through the current year's NEKLS grant application. Brad noted that, as with last year, he also submitted a waiver for the library regarding the accreditation requirement for a major resource library to be open 65 hours per week. (The library is open for 64 hours per week.) Brad will ask NEKLS to change the hours requirement for this level to below 65 hours.
 - Ursula moved to approve the grant application. James seconded the motion. The application was approved.
 - Brad also informed the board that the library's grant from NEKLS for 2023 will be \$104,000, up considerably from last year's grant of \$93,000.

- **Policy Review**

- **Youth Safety Policy – ACTION ITEM Karen Allen, Youth Services Manager**

- Karen presented the draft policy to the trustees.
 - James requested that the policy use consistent criteria for definitions. He asked if the library could define a child as 5th grade and under, and Karen agreed.
 - James asked questions about the accompanying guidelines, specifically the library's procedures for addressing unattended children. After some discussion it was agreed that the library would further investigate the best process for addressing unattended children and bring the guidelines back to the board at a later date for their review.
 - There being no other questions about the policy, James moved to approve the policy. Ursula seconded the motion. The policy was approved.
 - James asked if there could be signage posted on the front door about the age requirements for children using the library if unaccompanied by a caregiver. Heather noted this request.

- **Exhibit and Display Policy – ACTION ITEM Heather Kearns, Marketing and Patron Experience Coordinator**

- Heather presented a revised policy to strike out problematic language in the previous draft, as advised by board members at the last board meeting.
 - James moves that we approve the policy; Jennifer seconded the motion. The policy was approved.
 - Brad noted that there will be a separate, follow-up policy on written displays drafted for the board's review in the coming months.

- **Form Budget Committee Sarah Goodwin Thiel, Library Board Chair**

- Usually, the Chair, Vice-Chair, and Treasurer serve on the Budget Committee. However, David Vance, current Vice-Chair will be leaving the board in May, so there will definitely be at least one opening on the budget committee. Please let Sarah know if you are interested in joining the committee.
 - Sarah reminded the board that she and David will be ending their terms as Chair and Vice-Chair, respectively. There will be a need to nominate all new executive officers. This topic will be on next month's board agenda.

Announcements

- Sarah noted that, as she is faculty at KU, she had the pleasure of hosting the two LPL IMLS grant-funded Interns [Khiana Harris and Kayla Cook] in the last month. She said that faculty and staff across the campus were lining up to meet with them - they were in great demand! Frankie Haynes and Brad are thinking about how they will proceed when the IMLS grant that funded the internship program comes to an end. All agreed this diversity internship was an

excellent way to recruit young people into the library profession who may not have otherwise considered it.

Adjournment

There being no other business, the meeting adjourned at 5:27 p.m.

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

Respectfully submitted,
Tricia Karlin

2023 Regular Budget Report

	<u>February</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>
REVENUES					
Tax Fund	\$3,175,217.75	\$3,175,217.75	\$5,725,000.00	55.46%	\$5,022,000.00
Lost and Repl Fees	\$352.33	\$2,550.88	\$30,000.00	8.50%	\$30,000.00
NEKLS	\$1,500.00	\$1,500.00	\$100,000.00	1.50%	\$96,000.00
State Aid & Federal Aid	\$0.00	\$0.00	\$25,000.00	0.00%	\$25,000.00
Photo Copies	\$870.77	\$1,866.39	\$10,000.00	18.66%	\$10,000.00
Meeting Room Fees	\$813.52	\$1,637.36	\$5,000.00	32.75%	\$5,000.00
Interest	\$4,038.66	\$6,718.29	\$0.00	#DIV/0!	\$2,000.00
Transfer from Cash Reserves		\$0.00	\$50,000.00	0.00%	\$47,000.00
Donations- MISC	\$3,938.25	\$3,942.97			
Total Revenues	\$3,186,731.28	\$3,193,433.64	\$5,945,000.00	54%	\$5,237,000.00

EXPENSES

Salaries & Wages	\$272,500.08	\$408,114.52	\$3,460,000.00	11.80%	\$2,910,000.00
Employee Benefits	\$32,205.48	\$63,539.24	\$490,000.00	12.97%	\$490,000.00
Payroll Taxes	\$45,871.74	\$88,203.79	\$620,000.00	14.23%	\$516,000.00
Utilities	\$8,493.24	\$18,047.74	\$100,000.00	18.05%	\$100,000.00
Building Supplies	\$1,053.10	\$3,394.17	\$20,000.00	16.97%	\$20,000.00
Building Repairs & Maintenance	\$4,876.68	\$25,699.92	\$55,000.00	46.73%	\$55,000.00
Library Supplies	\$3,688.62	\$4,385.55	\$25,000.00	17.54%	\$20,000.00
Books & Materials	\$53,808.76	\$101,224.90	\$725,000.00	13.96%	\$710,000.00
Processing Supplies	\$3,423.53	\$6,964.52	\$50,000.00	13.93%	\$45,000.00
Equipment	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00
Technology	\$2,252.93	\$94,681.09	\$275,000.00	34.43%	\$250,000.00
---Public Tech Supplies		\$0.00	\$1,000.00	0.00%	\$1,000.00
---Operations		\$0.00	\$19,000.00	0.00%	\$19,000.00
---IT Software & Subscriptions	\$1,100.33	\$1,506.92	\$34,000.00	4.43%	\$22,000.00
---Internet & Telephone	\$627.60	\$838.68	\$20,550.00	4.08%	\$18,000.00
---Collections & Public Service	\$525.00	\$92,335.49	\$200,450.00	46.06%	\$190,000.00
Insurance	\$1,054.00	\$1,054.00	\$17,000.00	6.20%	\$16,000.00
Postage & Mailing	\$3,526.65	\$4,795.16	\$18,000.00	26.64%	\$18,000.00
Professional Development	\$15,784.67	\$17,637.05	\$30,000.00	58.79%	\$35,000.00
Book Van & Mileage	\$792.45	\$1,076.24	\$5,000.00	21.52%	\$2,000.00
Professional Fees	\$2,271.37	\$4,056.32	\$25,000.00	16.23%	\$20,000.00
Advertising & Marketing	\$6,240.82	\$6,707.85	\$20,000.00	33.54%	\$20,000.00
Capital Improvements	\$0.00	\$0.00	0	#DIV/0!	0
Miscellaneous	\$264.46	\$917.10	0	#DIV/0!	0
Total Expenses	\$458,108.58	\$850,499.16	\$5,945,000.00	14%	\$5,237,000.00

Cash Reserves

Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)

Checking (US Bank & KMIP)

Capitol Improvement (KMIP)

2023 Outside Funding

1/1/2023

February

February

Carry Over Amts

Income

Spending

Remaining

Outside & Private Funding

R & E Totals	\$	7,349.00	\$	17,315.44	\$	392,365.66
					\$	12,274.03
					\$	43,135.90

Lawrence Public Library

Balance Sheet

As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	2,553,188.86
Checking	577,981.21
Capital Improvement at MIP	823,443.62
Total Checking/Savings	3,954,613.69
Total Current Assets	3,954,613.69
Other Assets	
Petty Cash	605.48
Total Other Assets	605.48
TOTAL ASSETS	3,955,219.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	72,693.54
Total Accounts Payable	72,693.54
Other Current Liabilities	
Payroll Liabilities	
Group Life Insurance	135.13
Hospital & Cancer Plans	-83.44
KPERS Co	
Retirees	-203.21
Company	22,956.75
KPERS Co - Other	-22,753.46
Total KPERS Co	0.08
OGLI	-60.40
Payroll Liabilities FSA	-2,254.77
Health Insurance	-7,484.62
Total Payroll Liabilities	-9,748.02
Total Other Current Liabilities	-9,748.02
Total Current Liabilities	62,945.52
Total Liabilities	62,945.52
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,279,565.82
Net Income	2,312,072.61
Total Equity	3,892,273.65
TOTAL LIABILITIES & EQUITY	3,955,219.17

Lawrence Public Library
Revenues & Expenses
February 2023

	<u>Feb 23</u>	<u>Jan - Feb 23</u>
Ordinary Income/Expense		
Income		
Misc Income	3,938.25	3,942.97
Tax Fund	3,175,217.75	3,175,217.75
Lost and Replacement Fees	352.33	2,550.88
NEKLS	1,500.00	1,500.00
Photocopies & Printing	870.77	1,866.39
Meeting Room Rentals	813.52	1,637.36
Interest	4,038.66	6,718.29
Outside&Private Funding Income	7,349.00	12,274.03
Total Income	<u>3,194,080.28</u>	<u>3,205,707.67</u>
Gross Profit	3,194,080.28	3,205,707.67
Expense		
Payroll Expenses	304,705.56	471,653.76
Payroll Taxes	45,871.74	88,203.79
Utilities - Electric	8,493.24	18,047.74
Building Supplies	1,053.10	3,394.17
Building Repairs & Maintenance	4,876.68	25,699.92
Library & Office Supplies	3,688.62	4,385.55
Books & Materials	53,808.76	101,224.90
Processing Supplies	3,423.53	6,964.52
Technology	2,252.93	94,681.09
Insurance	1,054.00	1,054.00
Postage & Mailing	3,526.65	4,795.16
Professional Development	15,784.67	17,637.05
Vehicles, Mileage, Maintenance	792.45	1,076.24
Professional Fees	2,271.37	4,056.32
Marketing-General	6,240.82	6,707.85
Miscellaneous	264.46	917.10
Outside & Private Funding	17,315.44	43,135.90
Total Expense	<u>475,424.02</u>	<u>893,635.06</u>
Net Ordinary Income	<u>2,718,656.26</u>	<u>2,312,072.61</u>
Net Income	<u><u>2,718,656.26</u></u>	<u><u>2,312,072.61</u></u>

Lawrence Public Library
Vendor Balance Summary
As of March 19, 2023

	<u>Mar 19, 23</u>
Amazon Capital Services, Inc	5,076.42
Ande Parks	100.00
ASI	64.00
Baker & Taylor, Inc.	109.04
Bug Hounds, LLC	762.50
Center Point Large Print	239.58
Century Business Technologies	1,912.53
David Taylor	700.00
Evergy	8,493.24
Fayetteville Public Library	21.95
Gail Carson Levine	250.00
Gale/Cengage Learning	196.32
Ingram Library Services	18,408.18
Jayhawk Tropical Fish	428.94
Jill M. Domnick	69.99
Kingsley	100.00
Lorenzo Arnone	50.00
Mad Science of Greater Kansas City	400.00
MEI Total Elevator Solutions	1,449.00
Mid-Continent Public Library	13.19
Midwest Tape	4,435.02
Molly Hatesohl	25.00
NEKLS	2,000.00
OCLC, Inc.	701.88
OverDrive	20,551.51
Playaway Products LLC	864.33
Preferred Lawn Service	110.00
Pro Print Inc.	263.32
Pur-O-Zone, Inc.	1,208.33
Sahara Scott	50.00
Schendel Services	103.74
Sheridan Kansas	2,559.30
StoneLion Puppet Theater	550.00
Tech Electronics	377.50
U.S. Bank - Mastercard	38,271.72
Unique Management Services	505.42
Yoshie Hisatomi	23.20
Zoobean Inc.	2,795.00
TOTAL	<u>114,240.15</u>

Lawrence Public Library
Check Detail
March 2023

Type	Num	Date	Name	Account	Paid Amount
Check	Electronic	03/03/2023	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	Electronic	03/03/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-237.00
TOTAL					-237.00
Check	Electronic	03/03/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-4,555.00
TOTAL					-4,555.00
Check	Electronic	03/03/2023	KPERS	Checking	
				Employee Company	-7,853.31
					-12,342.78
TOTAL					-20,196.09
Check	Electronic	03/03/2023	KPERS	Checking	
				Retirees	-66.90
TOTAL					-66.90
Check	Electronic	03/17/2023	KPERS	Checking	
				Retirees	-69.41
TOTAL					-69.41
Check	Electronic	03/17/2023	KPERS	Checking	
				Employee Company	-7,851.09
					-12,339.32
TOTAL					-20,190.41
Check	Electronic	03/17/2023	KPERS	Checking	
				OGLI	-384.28
TOTAL					-384.28
Check	Electronic	03/17/2023	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62

Lawrence Public Library
Check Detail
March 2023

Type	Num	Date	Name	Account	Paid Amount
Check	Electronic	03/17/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-4,555.00
TOTAL					-4,555.00
Check	Electronic	03/17/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-237.00
TOTAL					-237.00
Check	Electronic	03/17/2023	Advance Insurance Company	Checking	
				Group Life Insurance	-804.05
TOTAL					-804.05
Check	Electronic	03/17/2023	Blue Cross and Blue Shield of K...	Checking	
				Health Insurance	-39,676.06
				Hospital & Cancer Plans	-118.58
TOTAL					-39,794.64
Bill Pmt -Check	Electronic	03/20/2023	ASI	Checking	
Bill	February	02/28/2023		Professional Fees	-64.00
TOTAL					-64.00
Bill Pmt -Check	Electronic	03/20/2023	Evergy	Checking	
Bill		02/28/2023		Utilities - Electric	-8,493.24
TOTAL					-8,493.24
Bill Pmt -Check	Electronic	03/20/2023	U.S. Bank - Mastercard	Checking	
Bill		02/27/2023		Building Supplies	-498.35
				Building Repairs & Main...	-765.54
				Library & Office Supplies	-2,162.40
				Processing Supplies	-454.20
				IT Software & Subscripti...	-43.02
				Internet & Telephone	-627.60
				Collections & Public Ser...	-525.00
				Insurance	-1,555.00
				Postage & Mailing	-1,514.65
				Professional Development	-14,889.67
				Vehicles, Mileage, Maint...	-256.96
				Professional Fees	-678.64
				Marketing-General	-4,201.85
				Employee Parking	-440.00
				Block Grant	-2,093.59
				Outreach/Coggins Fund	-143.43
				Plant & Foliage Mainten...	-120.00
				Adult Programming	-410.50
				Children Services Progr...	-428.20
				Teen Services Program...	-944.10
				Program Expense	-584.42

Lawrence Public Library
Check Detail
 March 2023

Type	Num	Date	Name	Account	Paid Amount
				IMLS Interns	-1,615.29
				Friends & Foundation F...	-2,767.50
				Friends & Foundation F...	-23.55
				Friends & Foundation F...	-157.38
				Books & Materials	-70.68
				Books & Materials	-45.53
				Books & Materials	-30.20
				Books & Materials	-10.00
				Crowe Fund	-96.77
Bill		03/06/2023		Books & Materials	-12.99
				Books & Materials	-12.99
				Books & Materials	-14.99
				Books & Materials	-49.75
				Books & Materials	-13.49
				Books & Materials	-13.49
TOTAL					-38,271.72

Bill Pmt -Check	29316	03/20/2023	Amazon Capital Services, Inc	Checking	
Bill	1QWT-P4M...	02/22/2023		Library & Office Supplies	-131.60
Bill	1VYT-VV6L...	02/22/2023		Friends & Foundation F...	-520.98
Bill	1JRH-C1M...	02/22/2023		Friends & Foundation F...	-29.99
Bill	1T76-66X9-...	02/22/2023		Adult Programming	-51.98
Bill	1WNJ-X99...	02/22/2023		Books & Materials	-96.30
Bill	1YXQ-9DJ...	02/22/2023		Books & Materials	-173.92
Bill	117J-FVW...	02/22/2023		Books & Materials	-87.70
Bill	1CVJ-9HG...	02/23/2023		Library & Office Supplies	-237.22
Bill	1PV7-P33...	02/23/2023		Miscellaneous	-61.96
Bill	17HM-FLW...	02/23/2023		Library & Office Supplies	-124.40
Bill	17H6-3DYF...	02/23/2023		Books & Materials	-74.39
Bill	1H6H-9YPV...	02/23/2023		Books & Materials	-279.79
Bill	1WT3-QPY...	02/23/2023		Books & Materials	-68.59
Bill	1WPN-PNY...	02/23/2023		Books & Materials	-69.99
Bill	1NTC-GKL...	02/23/2023		Books & Materials	-67.68
Bill	1JYP-RWY...	02/23/2023		Books & Materials	-116.51
Bill	1VYG-VPD...	02/23/2023		Books & Materials	-126.83
Bill	1WQX-TRY...	02/23/2023		Books & Materials	-69.00
Bill	199H-MFG...	02/23/2023		Books & Materials	-43.44
Bill	1WQX-TRY...	02/23/2023		Books & Materials	-329.95
Bill	1GVF-LGY...	02/23/2023		Books & Materials	-134.41
Bill	1YHL-4XKH...	02/23/2023		Books & Materials	-105.17
Bill	1QHC-HQY...	03/16/2023		Library & Office Supplies	-31.98
Bill	1V6H-ZK&...	03/16/2023		Children Services Progr...	-84.16
Bill	1W3N-67H...	03/16/2023		Teen Services Program...	-12.93
Bill	1W49-KDP...	03/16/2023		Outreach/Coggins Fund	-21.99
Bill	1WPD-MW...	03/16/2023		Books & Materials	-59.88
Bill	1HQ9-RQD...	03/16/2023		Books & Materials	-384.98
Bill	1DKV-JGL...	03/16/2023		Books & Materials	-154.53
Bill	16TK-7QJY...	03/16/2023		Books & Materials	-5.99
Bill	1VJX-YNLP...	03/16/2023		Books & Materials	-36.58
Bill	1P7R-RCD...	03/16/2023		Books & Materials	-68.60
Bill	1LCC-TT6R...	03/16/2023		Books & Materials	-153.02
Bill	16GP-7KKP...	03/16/2023		Books & Materials	-81.00
Bill	1FRF-1D47...	03/16/2023		Books & Materials	-96.20
Bill	1GVL-DCC...	03/16/2023		Books & Materials	-152.38
Bill	1J73-YCTW...	03/16/2023		Books & Materials	-136.44
Bill	169J-RQJV...	03/16/2023		Books & Materials	-17.86
Bill	16JK-GC1H...	03/16/2023		Books & Materials	-45.52
Bill	1D47-QN44...	03/16/2023		Books & Materials	-183.85
Bill	19YR-7QYY...	03/16/2023		Books & Materials	-56.97
Bill	1KFK-PC9J...	03/16/2023		Books & Materials	-126.53
Bill	1TFP-7DLG...	03/16/2023		Books & Materials	-19.05
Bill	1WVD-HH7...	03/16/2023		Books & Materials	-15.99

11:22 AM
03/16/23

Lawrence Public Library
Check Detail
March 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	16GP-7KKP...	03/16/2023		Books & Materials	-53.35
Bill	1YTF-V74R...	03/16/2023		Books & Materials	-74.84
TOTAL					-5,076.42
Bill Pmt -Check	29317	03/20/2023	Ande Parks	Checking	
Bill	4-26-23	02/23/2023		Children Services Progr...	-100.00
TOTAL					-100.00
Bill Pmt -Check	29318	03/20/2023	Baker & Taylor, Inc.	Checking	
Bill	2036975601	02/23/2023		Books & Materials	-64.19
Bill	2037322852	02/23/2023		Books & Materials	-16.15
Bill	2036975602	02/23/2023		Processing Supplies	-1.79
Bill	2037322853	02/23/2023		Processing Supplies	-0.20
Bill	2037353768	03/16/2023		Processing Supplies	-2.49
Bill	2037353767	03/16/2023		Books & Materials	-24.22
TOTAL					-109.04
Bill Pmt -Check	29319	03/20/2023	Bug Hounds, LLC	Checking	
Bill	860	03/16/2023		Building Repairs & Main...	-762.50
TOTAL					-762.50
Bill Pmt -Check	29320	03/20/2023	Center Point Large Print	Checking	
Bill	1990135	02/23/2023		Books & Materials	-133.10
Bill	1994603	03/16/2023		Books & Materials	-106.48
TOTAL					-239.58
Bill Pmt -Check	29321	03/20/2023	Century Business Technologies	Checking	
Bill	662771	03/16/2023		IT Software & Subscripti...	-1,588.94
Bill	662772	03/16/2023		IT Software & Subscripti...	-323.59
TOTAL					-1,912.53
Bill Pmt -Check	29322	03/20/2023	David Taylor	Checking	
Bill	3-31-23	02/23/2023		Block Grant	-700.00
TOTAL					-700.00
Bill Pmt -Check	29323	03/20/2023	Fayetteville Public Library	Checking	
Bill	214947234	02/23/2023		Lost and Replacement ...	-21.95
TOTAL					-21.95
Bill Pmt -Check	29324	03/20/2023	Gail Carson Levine	Checking	
Bill	3-25-23	02/23/2023		Children Services Progr...	-250.00
TOTAL					-250.00

Lawrence Public Library
Check Detail
 March 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29325	03/20/2023	Gale/Cengage Learning	Checking	
Bill	80772065	03/16/2023		Books & Materials	-95.56
Bill	80847946	03/16/2023		Books & Materials	-25.89
Bill	80825449	03/16/2023		Books & Materials	-48.28
Bill	80855056	03/16/2023		Books & Materials	-26.59
TOTAL					-196.32
Bill Pmt -Check	29326	03/20/2023	Ingram Library Services	Checking	
Bill	74440068	02/23/2023		Books & Materials	-606.73
Bill	74517500	02/23/2023		Books & Materials	-40.15
Bill	74517498	02/23/2023		Books & Materials	-1,329.03
Bill	74490086	02/23/2023		Books & Materials	-2,184.28
Bill	74540783	02/23/2023		Books & Materials	-852.85
Bill	74559623	02/23/2023		Books & Materials	-857.70
Bill	74517503	02/23/2023		Outreach Collection	-10.26
Bill	74517504	02/23/2023		Weinberg	-213.79
Bill	74517502	02/23/2023		Weinberg	-10.51
Bill	74440069	02/23/2023		Processing Supplies	-72.19
Bill	74517501	02/23/2023		Processing Supplies	-0.75
Bill	74517499	02/23/2023		Processing Supplies	-186.22
Bill	74490087	02/23/2023		Processing Supplies	-267.65
Bill	74540784	02/23/2023		Processing Supplies	-89.62
Bill	74559624	02/23/2023		Processing Supplies	-70.24
Bill	74687413	03/16/2023		Books & Materials	-85.66
Bill	74627955	03/16/2023		Books & Materials	-125.25
Bill	74654643	03/16/2023		Books & Materials	-489.65
Bill	74637123	03/16/2023		Books & Materials	-1,192.17
Bill	74733303	03/16/2023		Books & Materials	-191.76
Bill	74675150	03/16/2023		Books & Materials	-465.22
Bill	74607464	03/16/2023		Books & Materials	-1,320.72
Bill	74725388	03/16/2023		Books & Materials	-2,117.15
Bill	74753498	03/16/2023		Books & Materials	-21.19
Bill	74803617	03/16/2023		Books & Materials	-165.47
Bill	74753499	03/16/2023		Books & Materials	-296.85
Bill	74862521	03/16/2023		Books & Materials	-1,071.67
Bill	74850764	03/16/2023		Books & Materials	-369.15
Bill	74803615	03/16/2023		Books & Materials	-645.49
Bill	74850763	03/16/2023		Books & Materials	-12.10
Bill	74926997	03/16/2023		Books & Materials	-749.10
Bill	74889294	03/16/2023		Books & Materials	-279.45
Bill	74915497	03/16/2023		Books & Materials	-837.17
Bill	74654644	03/16/2023		Processing Supplies	-59.61
Bill	74637124	03/16/2023		Processing Supplies	-182.83
Bill	74733304	03/16/2023		Processing Supplies	-28.98
Bill	74675151	03/16/2023		Processing Supplies	-39.50
Bill	74607465	03/16/2023		Processing Supplies	-154.93
Bill	74725389	03/16/2023		Processing Supplies	-230.19
Bill	74803618	03/16/2023		Processing Supplies	-3.25
Bill	74753500	03/16/2023		Processing Supplies	-32.45
Bill	74862522	03/16/2023		Processing Supplies	-143.62
Bill	74850765	03/16/2023		Processing Supplies	-33.22
Bill	74803616	03/16/2023		Processing Supplies	-68.64
Bill	74926998	03/16/2023		Processing Supplies	-77.37
Bill	74889295	03/16/2023		Processing Supplies	-27.84
Bill	74915498	03/16/2023		Processing Supplies	-98.56
TOTAL					-18,408.18

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Lawrence Public Library
Check Detail
March 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29327	03/20/2023	Jayhawk Tropical Fish	Checking	
Bill	115451	02/23/2023		Aquarium Maintenance	-428.94
TOTAL					-428.94
Bill Pmt -Check	29328	03/20/2023	Jill M. Domnick	Checking	
Bill	REFUND	03/08/2023		Lost and Replacement ...	-69.99
TOTAL					-69.99
Bill Pmt -Check	29329	03/20/2023	Kingsley	Checking	
Bill	M20624	02/23/2023		Building Repairs & Main...	-100.00
TOTAL					-100.00
Bill Pmt -Check	29330	03/20/2023	Lorenzo Arnone	Checking	
Bill	4-21-23	03/16/2023		Children Services Progr...	-50.00
TOTAL					-50.00
Bill Pmt -Check	29331	03/20/2023	Mad Science of Greater Kansas ...	Checking	
Bill	6-26-23	02/23/2023		Summer Reading - ALL	-400.00
TOTAL					-400.00
Bill Pmt -Check	29332	03/20/2023	MEI Total Elevator Solutions	Checking	
Bill	1006956	02/23/2023		Building Repairs & Main...	-211.50
Bill	1006053	02/23/2023		Building Repairs & Main...	-1,237.50
TOTAL					-1,449.00
Bill Pmt -Check	29333	03/20/2023	Mid-Continent Public Library	Checking	
Bill	ILL2172797...	03/08/2023		Lost and Replacement ...	-13.19
TOTAL					-13.19
Bill Pmt -Check	29334	03/20/2023	Midwest Tape	Checking	
Bill	503319146	02/15/2023		Outreach Collection	-44.98
Bill	503356165	02/23/2023		Books & Materials	-292.40
Bill	503356163	02/23/2023		Books & Materials	-63.86
Bill	503379979	02/23/2023		Books & Materials	-726.34
				Books & Materials	-29.99
Bill	503382181	02/23/2023		Outreach Collection	-23.24
Bill	503399120	02/23/2023		Books & Materials	-191.93
Bill	503399108	02/23/2023		Books & Materials	-58.45
Bill	503438082	02/23/2023		Processing Supplies	-224.12
Bill	503432481	03/16/2023		Books & Materials	-397.64
Bill	503432369	03/16/2023		Books & Materials	-105.96
Bill	503411503	03/16/2023		Books & Materials	-628.36
				Books & Materials	-30.74
Bill	503411505	03/16/2023		Books & Materials	-26.24

Lawrence Public Library
Check Detail
 March 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	503447604	03/16/2023		Books & Materials	-379.52
Bill	503447607	03/16/2023		Books & Materials	-14.99
Bill	503447605	03/16/2023		Books & Materials	-124.97
Bill	503466166	03/16/2023		Books & Materials	-185.93
Bill	503466164	03/16/2023		Books & Materials	-84.23
Bill	503480928	03/16/2023		Books & Materials	-39.99
Bill	503481020	03/16/2023		Books & Materials	-23.24
Bill	503480927	03/16/2023		Books & Materials	-737.90
TOTAL					-4,435.02
Bill Pmt -Check	29335	03/20/2023	Molly Hatesohl	Checking	
Bill	3-20-23	02/23/2023		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	29336	03/20/2023	NEKLS	Checking	
Bill	KS Library ...	02/23/2023		Postage & Mailing	-2,000.00
TOTAL					-2,000.00
Bill Pmt -Check	29337	03/20/2023	OCLC, Inc.	Checking	
Bill	1000292022	03/08/2023		Collections & Public Ser...	-701.88
TOTAL					-701.88
Bill Pmt -Check	29338	03/20/2023	OverDrive	Checking	
Bill	06809DA23...	02/23/2023		Books & Materials	-464.59
Bill	06809CO23...	02/23/2023		Books & Materials	-360.83
Bill	06809CO23...	02/23/2023		Books & Materials	-175.28
Bill	06809CO23...	02/23/2023		Books & Materials	-150.44
Bill	06809CO23...	02/23/2023		Books & Materials	-316.18
Bill	06809CO23...	02/23/2023		Books & Materials	-1,559.31
Bill	06809CO23...	02/23/2023		Books & Materials	-917.32
Bill	06809CO23...	02/23/2023		Books & Materials	-299.13
Bill	06809CO23...	02/23/2023		Books & Materials	-277.60
Bill	06809DA23...	02/23/2023		Books & Materials	-528.95
Bill	06809CP23...	03/16/2023		Books & Materials	-474.86
Bill	06809CO23...	03/16/2023		Books & Materials	-569.67
Bill	06809CO23...	03/16/2023		Books & Materials	-285.55
Bill	06809CO23...	03/16/2023		Books & Materials	-218.56
Bill	06809CO23...	03/16/2023		Books & Materials	-151.31
Bill	06809CO23...	03/16/2023		Books & Materials	-826.02
Bill	06809CO23...	03/16/2023		Books & Materials	-627.43
Bill	06809CO23...	03/16/2023		Books & Materials	-609.00
Bill	06809DA23...	03/16/2023		Books & Materials	-10.99
Bill	06809DA23...	03/16/2023		Books & Materials	-338.53
Bill	06809CO23...	03/16/2023		Books & Materials	-322.22
Bill	06809CO23...	03/16/2023		Books & Materials	-86.41
Bill	06809CO23...	03/16/2023		Books & Materials	-124.99
Bill	06809CO23...	03/16/2023		Books & Materials	-156.49
Bill	06809CO23...	03/16/2023		Books & Materials	-1,708.17
Bill	06809CO23...	03/16/2023		Books & Materials	-1,321.40
Bill	06809DA23...	03/16/2023		Books & Materials	-4.99
Bill	06809CO23...	03/16/2023		Books & Materials	-532.66
Bill	06809CO23...	03/16/2023		Books & Materials	-394.97
Bill	06809DA23...	03/16/2023		Books & Materials	-367.46
Bill	06809CO23...	03/16/2023		Books & Materials	-217.56

Lawrence Public Library
Check Detail
 March 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO23...	03/16/2023		Books & Materials	-374.72
Bill	06809CO23...	03/16/2023		Books & Materials	-343.07
Bill	06809CO23...	03/16/2023		Books & Materials	-378.09
Bill	06809CO23...	03/16/2023		Books & Materials	-1,827.83
Bill	06809CO23...	03/16/2023		Books & Materials	-728.53
Bill	06809CO23...	03/16/2023		Books & Materials	-1,549.88
Bill	06809CO23...	03/16/2023		Books & Materials	-512.56
Bill	06809DA23...	03/16/2023		Books & Materials	-437.96
TOTAL					-20,551.51
Bill Pmt -Check	29339	03/20/2023	Playaway Products LLC	Checking	
Bill	420857	02/23/2023		Books & Materials	-100.68
Bill	421774	03/16/2023		Books & Materials	-763.65
TOTAL					-864.33
Bill Pmt -Check	29340	03/20/2023	Preferred Lawn Service	Checking	
Bill	43030	02/23/2023		Building Repairs & Main...	-110.00
TOTAL					-110.00
Bill Pmt -Check	29341	03/20/2023	Pro Print Inc.	Checking	
Bill	3374	03/16/2023		Library & Office Supplies	-263.32
TOTAL					-263.32
Bill Pmt -Check	29342	03/20/2023	Pur-O-Zone, Inc.	Checking	
Bill	869244	02/23/2023		Building Supplies	-556.79
Bill	870305	03/16/2023		Building Supplies	-474.87
Bill	870284	03/16/2023		Building Supplies	-94.30
Bill	870335	03/16/2023		Building Supplies	-82.37
TOTAL					-1,208.33
Bill Pmt -Check	29343	03/20/2023	Sahara Scott	Checking	
Bill	4-19-23	03/16/2023		Children Services Progr...	-50.00
TOTAL					-50.00
Bill Pmt -Check	29344	03/20/2023	Schendel Services	Checking	
Bill	30410459	03/16/2023		Building Repairs & Main...	-103.74
TOTAL					-103.74
Bill Pmt -Check	29345	03/20/2023	Sheridan Kansas	Checking	
Bill	33843	02/23/2023		Marketing-General	-2,038.97
				Marketing	-520.33
TOTAL					-2,559.30

Lawrence Public Library
Check Detail
March 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29346	03/20/2023	StoneLion Puppet Theater	Checking	
Bill	7-20-23	03/16/2023		Summer Reading - ALL	-550.00
TOTAL					-550.00
Bill Pmt -Check	29347	03/20/2023	Tech Electronics	Checking	
Bill	N000189500	02/23/2023		Building Repairs & Main...	-377.50
TOTAL					-377.50
Bill Pmt -Check	29348	03/20/2023	Unique Management Services	Checking	
Bill	6110524	03/08/2023		Professional Fees	-150.82
Bill	6110523	03/08/2023		Professional Fees	-354.60
TOTAL					-505.42
Bill Pmt -Check	29349	03/20/2023	Yoshie Hisatomi	Checking	
Bill	supplies	12/12/2022		Children Services Progr...	-23.20
TOTAL					-23.20
Bill Pmt -Check	29350	03/20/2023	Zoobean Inc.	Checking	
Bill	27832	03/16/2023		Summer Reading - ALL	-2,795.00
TOTAL					-2,795.00

Lawrence Public Library

Monthly Statistical Summary--February 2023

	February 2023	February 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%	-16%				
Net Promoter Score (NPS)	81	N/A	#VALUE!				
OUTPUT MEASURES							
Physical Checkouts, Renewals & Autorenewals Adult Audience	39,627	39,734	0%	83,092	82,328	1%	
Physical Checkouts & Renewals Teen Audience	2,617	2,261	16%	5,404	4,782	13%	
Physical Checkouts & Renewals Children's Audience*	24,936	24,451	2%	51,487	49,067	5%	
Total Physical Checkouts	67,180	66,446	1%	139,983	136,177	3%	
Digital Checkouts & Renewals Adult Audience	13,930	14,885	-6%	30,007	31,546	-5%	
Digital Checkouts & Renewals Teen Audience	1,521	1,646	-8%	3,358	3,381	-1%	
Digital Checkouts & Renewals Children's Audience	2,230	2,708	-18%	4,751	5,590	-15%	
Total Digital Checkouts & Renewals	17,681	19,239	-8%	38,116	40,517	-6%	
Total Physical & Digital Checkouts & Renewals	84,861	85,685	-1%	178,099	176,694	1%	Circulation Charts
Checkouts & Renewals Dottie	238	0	#DIV/0!	418	0	#DIV/0!	
Checkouts & Renewals Lockers	836	966	-13%	1,907	2,238	-15%	
Checkouts & Renewals Home Delivery & Retirement Communities	775	768	1%	1,453	1,505	-3%	
Checkouts & Renewals Main Library	45,264	44,500	2%	96,159	91,748	5%	
Digital Checkouts, Online Renewals, Auto Renewals	37,748	39,448	-4%	78,162	81,200	-4%	
Total Physical & Digital Checkouts & Renewals	84,861	85,682	-1%	178,099	176,691	1%	
Service Interactions	6,144	6,606	-7%	13,295	13,674	-3%	Service Interaction Charts
Visits to 707 Vermont St.	32,094	23,142	39%	67,992	47,762	42%	User Visits Charts
LPL Web Site Visits	64,683	45,898	41%	137,721	100,091	38%	
Physical Holdings Added	1,726	2,253	-23%	3,919	4,093	-4%	
Physical Holdings Withdrawn	2,287	3,170	-28%	4,459	5,973	-25%	
Physical Holdings Total	191,274	190,204	1%				
Digital Holdings Added	765	256	199%	1,211	574	111%	
Digital Holdings Leases Expired	97	112	-13%	252	238	6%	
Digital Holdings Total (includes leased titles)	29,503	20,402	45%				
New Cards created (includes online applications)	718	524	37%	1,534	1,157	33%	
Active Cardholders Current Month**	14,265	13,193	8%				
Active Cardholders Last 3 Years	40,782	48,390	-16%				

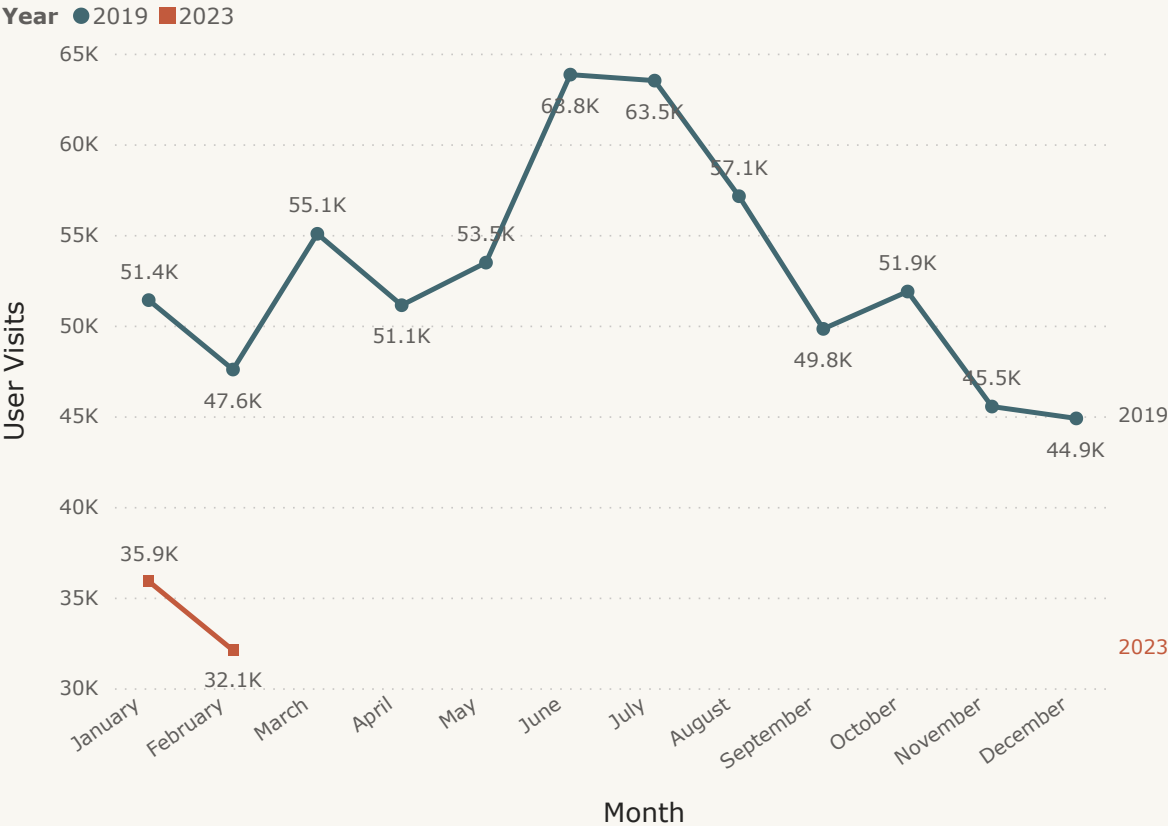
Adult Programs (Includes programs for retirees)	31	29	7%	62	58	7%	
Teen Programs	7	6	17%	10	14	-29%	
Children's Programs (includes programs for all ages)	57	28	104%	106	48	121%	
Total Programs	95	63	51%	178	120	48%	
Total Program Attendance	2,537	2,185	16%	4,956	3,206	55%	Program Statistics Charts
Patron Bookings of Library Spaces	992	512	94%	1,924	868	122%	
Public Computer Sessions	2,732	2,004	36%	5,733	4,095	40%	Computer Session Charts
Total Paid Staff (FTE)	67.93	68.57	-1%				
Total Number of Employees	85	83	2%				
Total Library Volunteer Hours***	623	362	72%	1,197	797	50%	

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

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

***Correction: Library volunteer hours for January 2023 were reported as 1,165. The correct number is 574.

Total User Visits: Pre- vs Post-Pandemic



YTD % change Pre- vs Post-Pandemic

-31.31%

YTD User Visits 2019-2023

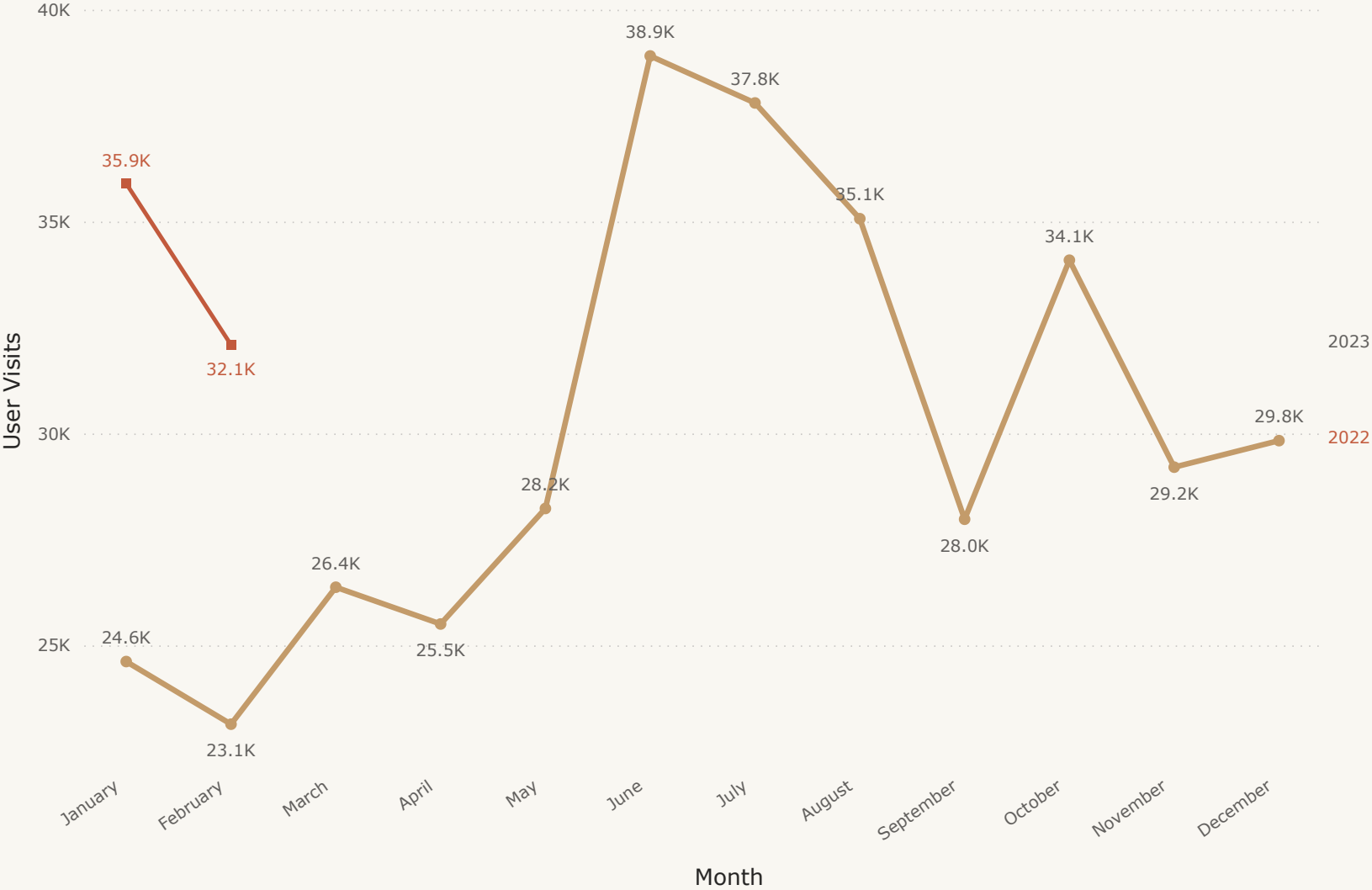
Year	User Visits	% Growth Year Over Year
2019	98980	0.99%
2020	102373	3.43%
2021	30632	-70.08%
2022	47762	55.92%
2023	67992	42.36%

Month on Month: Feb User Visits 2019-2023

Year	User Visits	% Growth Month Over Month
2019	47576	3.53%
2020	51167	7.55%
2021	14310	-72.03%
2022	23142	61.72%
2023	32094	38.68%

Total User Visits 2022 vs 2023

Year ● 2022 ■ 2023



Percent Growth Between Current Month and Last Month

-10.60%

Percent Growth Between Current Year and Last Year YTD

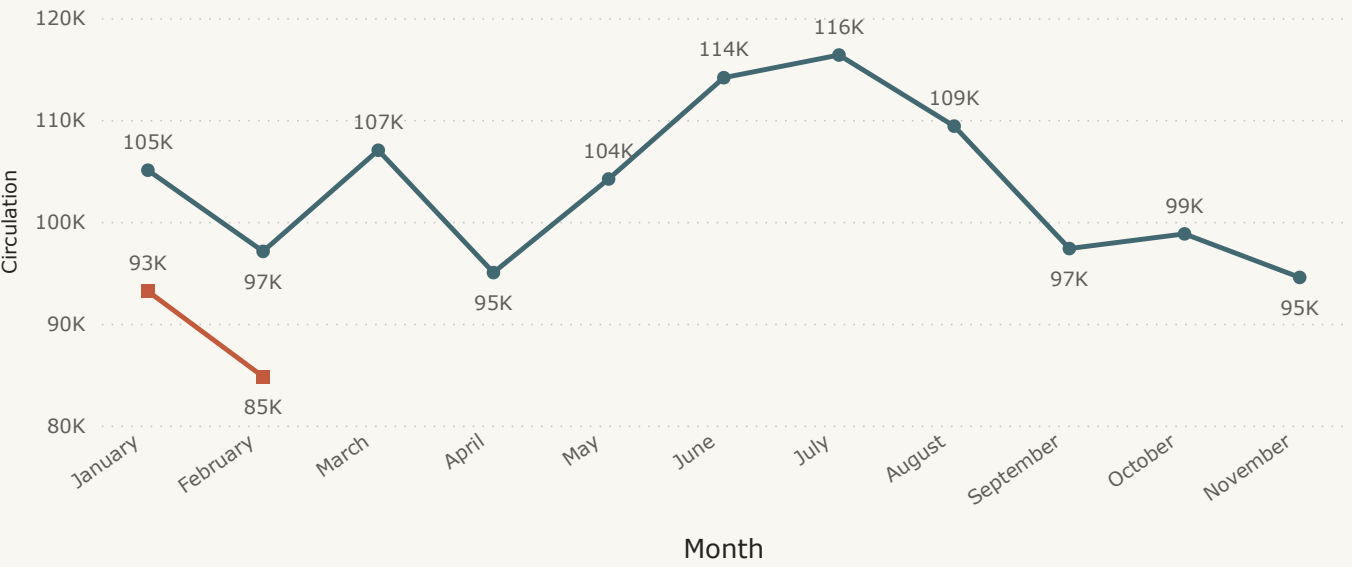
42.36%

Year

- 2019
- 2020
- 2021
- 2022
- 2023

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

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-11.96%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	202159	6.29%
2020	214925	6.31%
2021	178779	-16.82%
2022	176306	-1.38%
2023	177980	0.95%

DigitalPhysical

- ☐ Digital
- ☐ Physical

Circ Type

- ☐ Auto Renewal
- ☐ Checkout
- ☐ Renewal

Audience

- ☐ Adult
- ☐ All Ages
- ☐ Children
- ☐ PROFCOLL
- ☐ Teen

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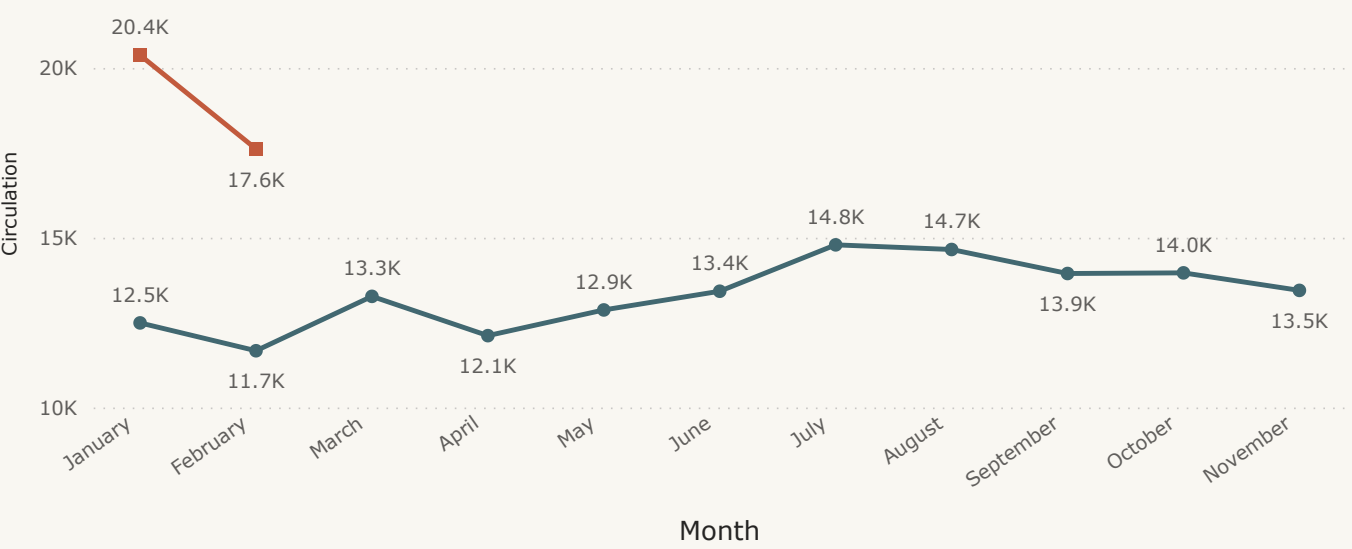
- ☐ Audio
- ☐ Book
- ☐ ILL Items
- ☐ Kits
- ☐ LibOfThings
- ☐ Magazines

Month on Month: Feb Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	97094	6.29%
2020	104990	6.31%
2021	83956	-16.82%
2022	85556	-1.38%
2023	84796	0.95%

Digital Circulation Trend: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

57.23%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	24164	113.71%
2020	30475	26.12%
2021	40261	32.11%
2022	40131	-0.32%
2023	37993	-5.33%

DigitalPhysical

■ Digital

□ Physical

Circ Type

□ Checkout

□ Renewal

Audience

□ Adult

□ All Ages

□ Children

□ Teen

MetaFormat

□ Audio

□ Book

□ Magazines

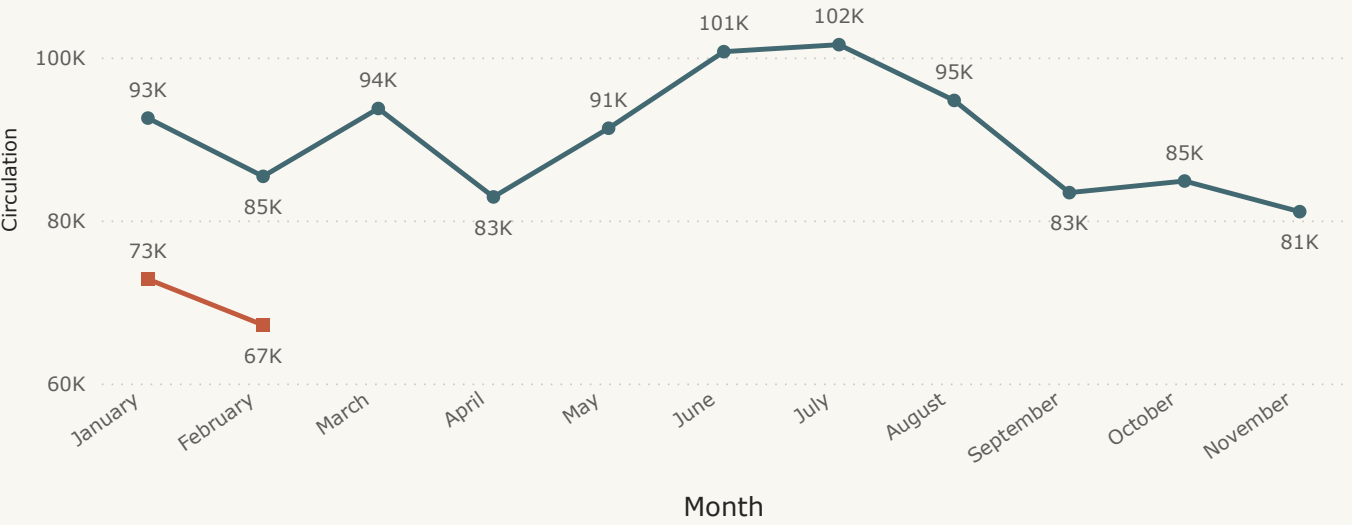
□ Video

Month on Month: Feb Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	11672	113.71%
2021	19024	32.11%
2020	14474	26.12%
2022	19110	-0.32%
2023	17616	-5.33%

Physical Circulation Trend Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-21.35%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	177995	-0.50%
2020	184450	3.63%
2021	138518	-24.90%
2022	136175	-1.69%
2023	139987	2.80%

DigitalPhysical

- ☐ Digital
- ☒ Physical

Circ Type

- ☐ Auto Renewal
- ☐ Checkout
- ☐ Renewal

Audience

- ☐ Adult
- ☐ Children
- ☐ PROFCOLL
- ☐ Teen

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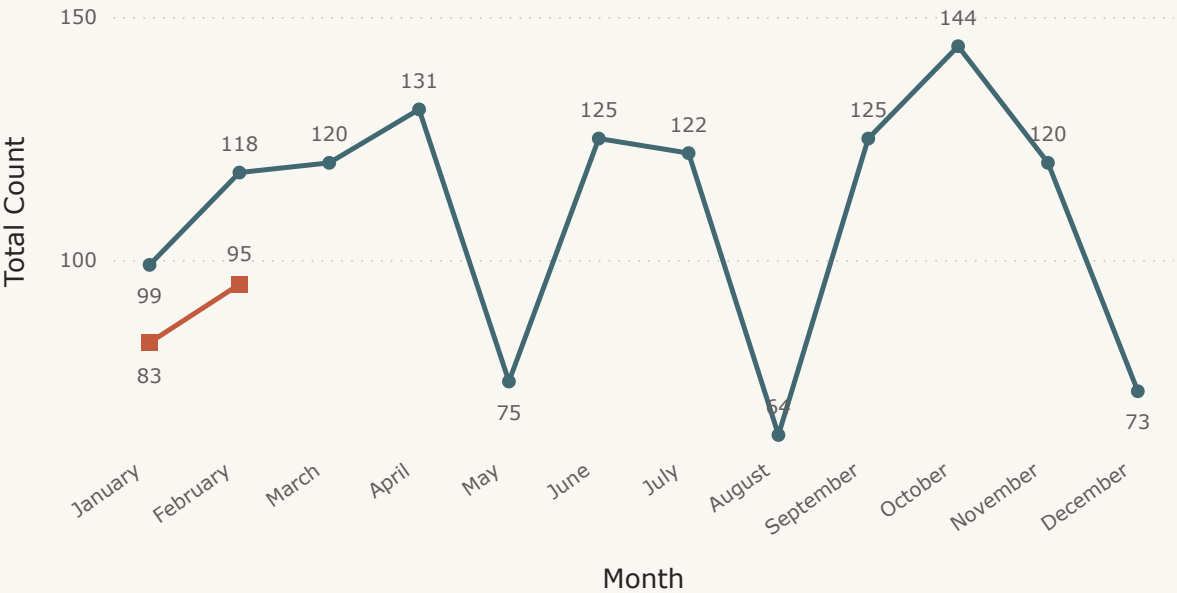
- ☐ Audio
- ☐ Book
- ☐ ILL Items
- ☐ Kits
- ☐ LibOfThings
- ☐ Magazines

Month on Month: Feb Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	85422	-0.50%
2020	90516	3.63%
2021	64932	-24.90%
2022	66446	-1.69%
2023	67180	2.80%

Total Programs Presented: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-17.97%

YTD No. of Programs Presented 2019- 2023

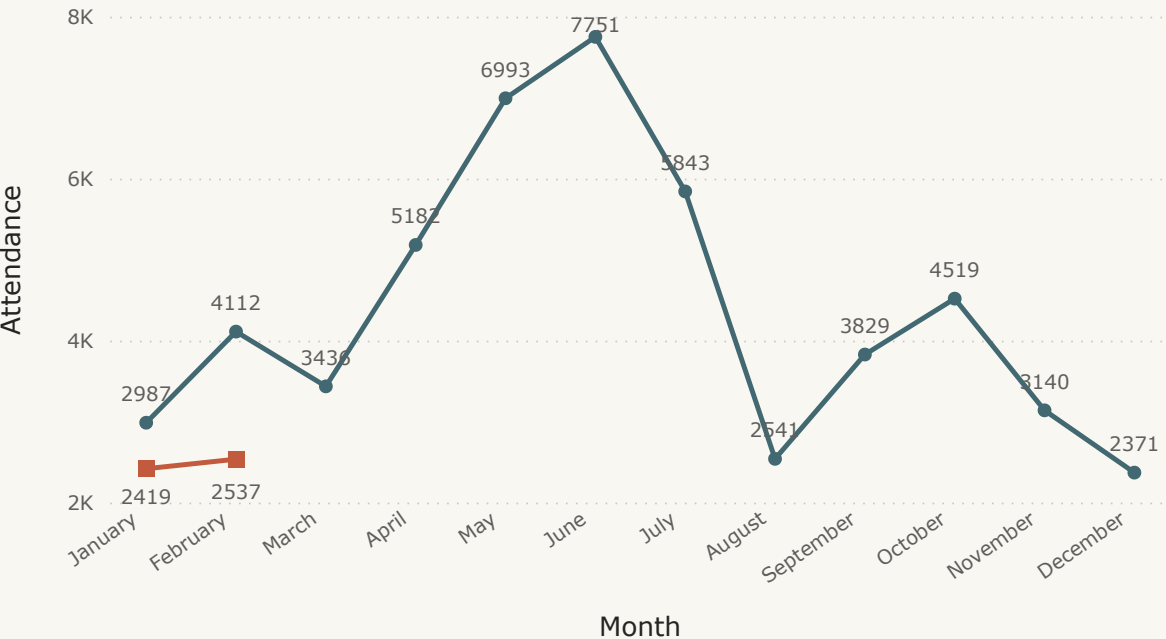
Year	Total Programs Presented	% Growth in No. of Programs Presented Year On Year
2019	217	4.83%
2020	270	24.42%
2021	132	-51.11%
2022	121	-8.33%
2023	178	47.11%

Month on Month: Feb No. Of Programs Presented

Year	Total No. of Programs Presented	% Growth No Programs Month on Month
2023	95	48.44%
2020	147	24.58%
2019	118	6.31%
2022	64	-5.88%
2021	68	-53.74%

Total Program Attendance: Pre- vs Post-Pandemic

Year 2019 2023



Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-30.19%

YTD Program Attendance 2019-2023

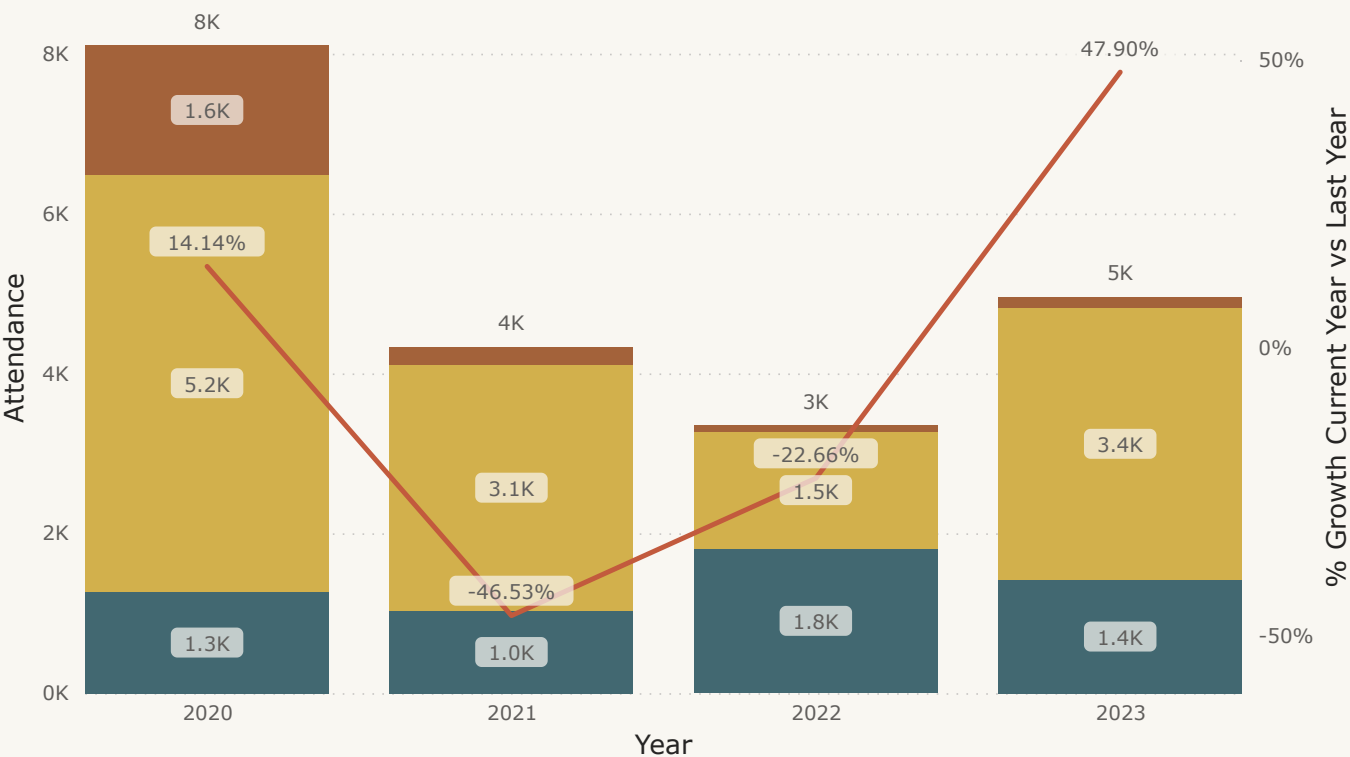
Year	Attendance	% Growth Year on Year
2019	7099	2.65%
2020	8103	14.14%
2021	4333	-46.53%
2022	3351	-22.66%
2023	4956	47.90%

Month on Month: Feb Program Attendance 2019-2023

Year	Attendance	% Growth Month on Month
2019	4112	13.15%
2020	4891	18.94%
2021	2479	-49.32%
2022	2330	-6.01%
2023	2537	8.88%

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

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



47.90%
% Growth Current Year vs Last Year

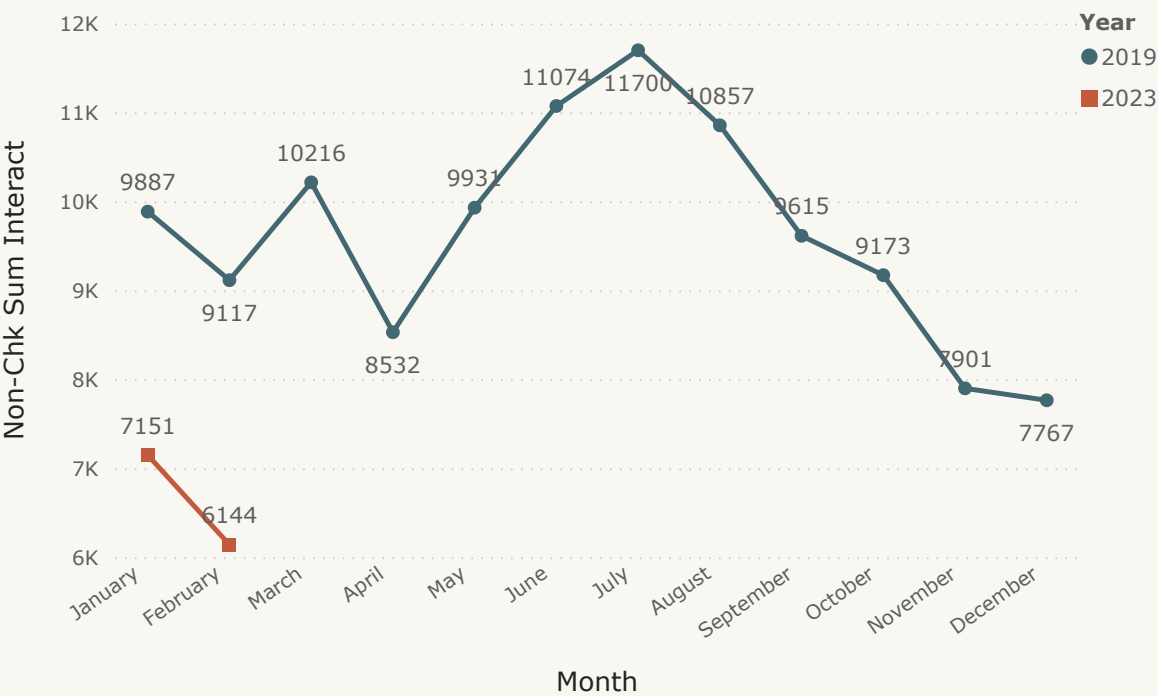
Filter By Audience

- ☐ Adult
- ☐ Children
- ☐ Teen

Program Type

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

Service Interactions: Pre- vs Post-Pandemic



YTD % change Pre- vs Post-Pandemic

-38.23%

YTD Service Interactions 2019-2023

Year	YTD Service Interactions	% Growth Year on Year
2019	21523	-6.12%
2020	19185	-10.86%
2021	11916	-37.89%
2022	13674	14.75%
2023	13295	-2.77%

Department Or Service A...

- ☐ Accounts
- ☐ Children's
- ☐ Facebook Reference
- ☐ Info Services
- ☐ Phone Room
- ☐ Public Technology
- ☐ Readers Services
- ☐ Teen
- ☐ Website Form Questions

Type Of Interaction

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

In Person or Online + Ph...

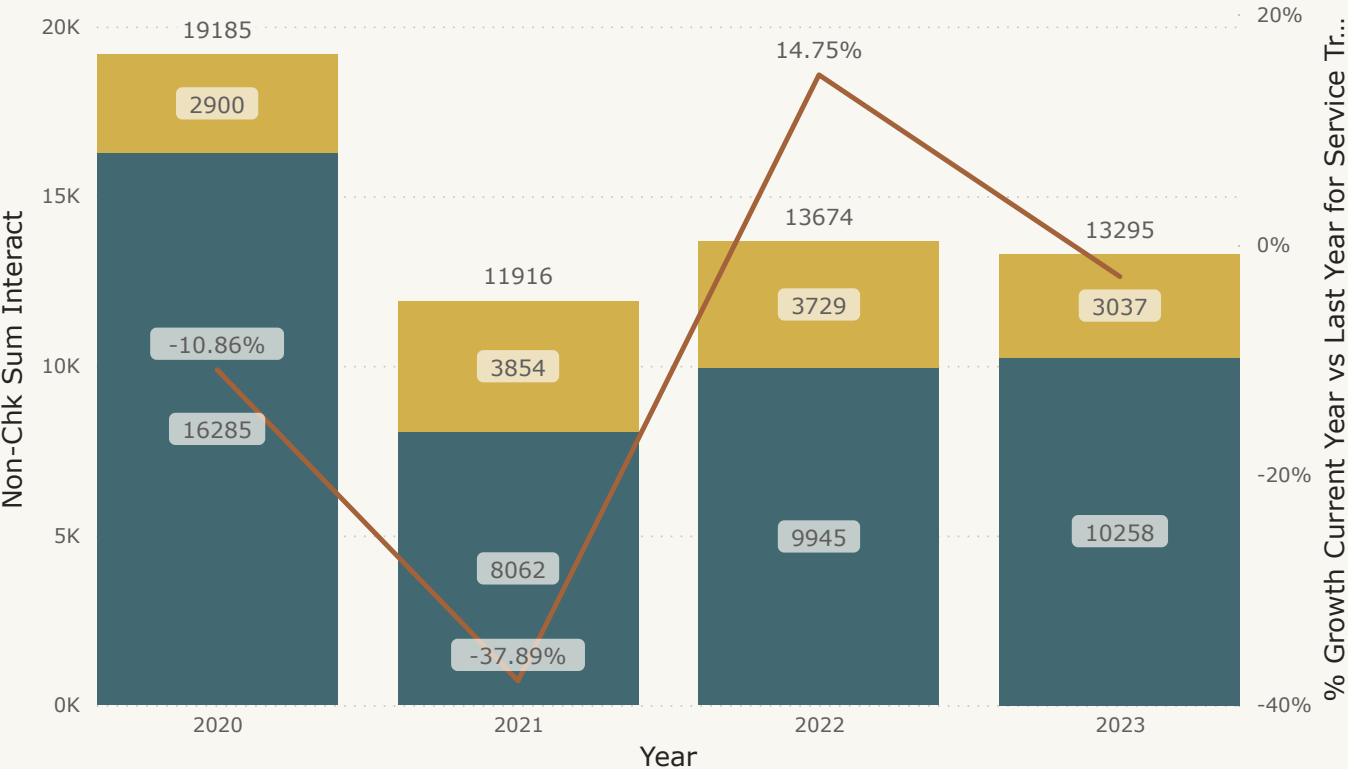
- ☐ In Person
- ☐ Online + Phone

Monthly: Feb Service Interactions 2019-2023

Year	Current Month Service Interactions	Non-Chk % Growth Month on Month
2019	10235	-2.95%
2020	8870	-13.34%
2021	5742	-35.26%
2022	6606	15.05%
2023	6144	-6.99%

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

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



-2.77%

% Growth Current Year vs Last Year for Service Transactions

YTD Service Interactions 2019-2023

Year	YTD Service Interactions	% Growth Year on Year
2019	21523	-6.12%
2020	19185	-10.86%
2021	11916	-37.89%
2022	13674	14.75%
2023	13295	-2.77%

Monthly: Feb Service Interactions 2019-2023

Year	Current Month Service Interactions	Non-Chk % Growth Month on Month
2019	10235	-2.95%
2020	8870	-13.34%
2021	5742	-35.26%
2022	6606	15.05%
2023	6144	-6.99%

Department Or Service Area

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

Type Of Interaction

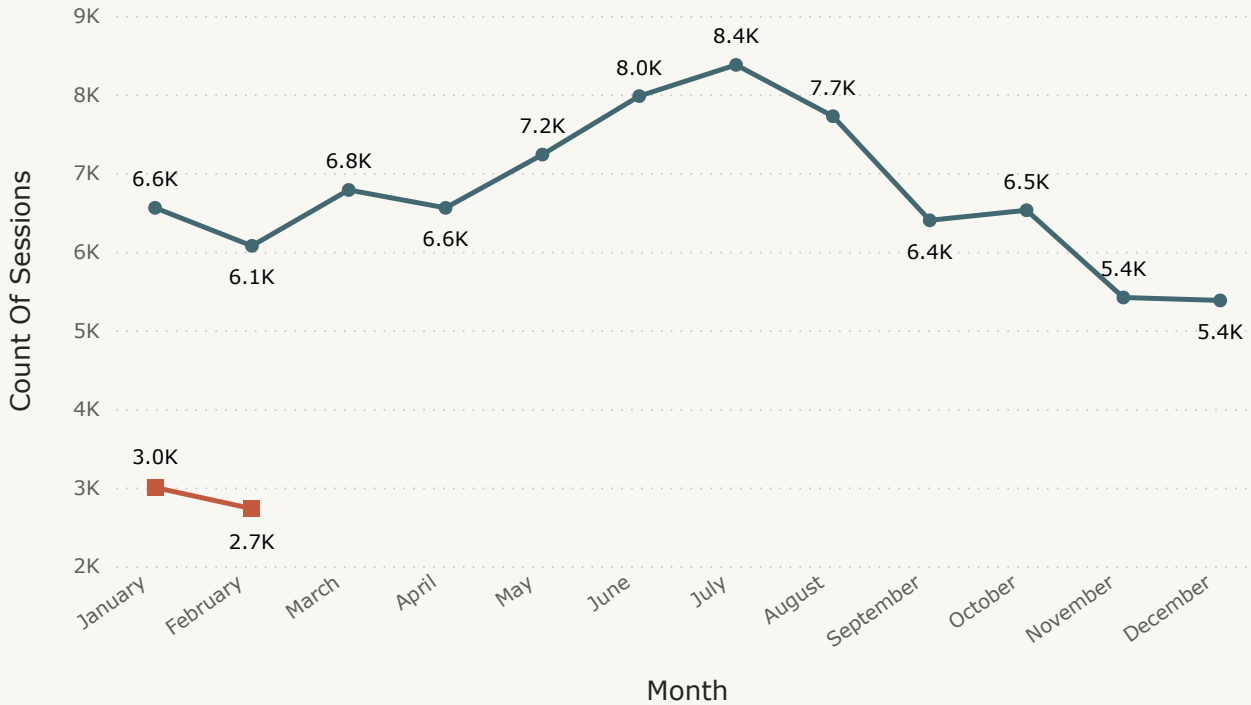
- Chat Reference
- In Person Directional
- In Person One-on-One
- In Person Readers Advisory
- In Person Reference
- Online + Phone Directional

In Person or Online + Phone

- In Person
- Online + Phone

Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs
Post-Pandemic

-54.62%

YOY CY v LY 4 Yr Sum of Sessions

Year

■ 2019

□ 2020

□ 2021

□ 2022

■ 2023

Audience (Primary)

□ Adult

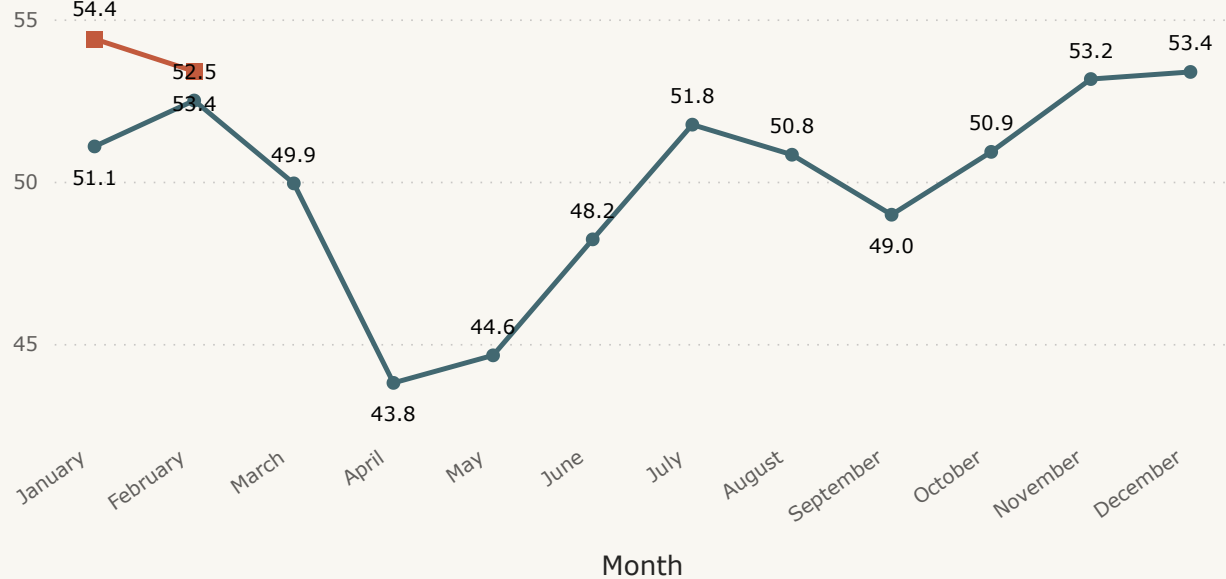
□ Children

□ Teen

Average Session Length Pre- vs Post-Pandemic

Year ● 2019 ■ 2023

Average (Final) Session Length



Year

■ 2019

□ 2020

□ 2021

□ 2022

■ 2023

Audience (Primary)

□ Adult

□ Children

□ Teen

Library Director's Report for March 2023

As you can see from the departmental reports, the library has been humming since my last report. From the launch of the always popular Seed Library to a record-setting Friends and Foundation fundraiser to our inaugural "LPL Con" that drew a large and enthusiastic crowd, it's been a busy month. As I write this, I've just come from "Cirque de LPL," just one of our spring break events. We frankly were overwhelmed by an unexpected turnout of close to 400!

Additionally, visits to the library are on the rise in 2023. Year to date we have had 40% more visits compared to last year. While we aren't back to our pre-COVID gate counts, the numbers are encouraging.

I am extremely pleased that one of our IMLS grant-funded Kayla Cook has been hired as an LPL employee. We wrote this grant and dedicated ourselves to this equity work to build a pipeline to diversify our profession. Kayla's transition to a library employee is a demonstration of what success looks like. She will be a fantastic addition to our marketing team.

Erica and I have been working on identifying other internship opportunities here in the community as well, meeting with KU Athletics about hiring student athletes for jobs this summer. This is a new initiative for KU Athletics, and we are excited for the opportunity to show some of their athletes what library work looks like. We are also exploring summer work opportunities for teens through a partnership with Job Link as well as school year opportunities with the Work-Based Learning program at Lawrence Public Schools.

Respectfully submitted by Brad Allen, March 16, 2023

Monthly Departmental Reports

March 2023

Accounts:

Angela Longhurst began participating in the Emerging Leaders Academy put on by the KU Public Management Center. This program, “targets promising, non-supervisory/non-managerial staff to support skills development around leadership, interpersonal communication, relationship-building, and navigating change. Participants gain skills that can be applied immediately to increase their effectiveness while organizations gain a more prepared and engaged talent pool to draw from for the future.”

Cataloging & Collection Development:

Once again a busy month for Cataloging. The cataloger attended an all day conference on Equity, Diversity and Inclusion in Cataloging & Technical Services hosted by the Amigos Library Services. They were able to chat with catalogers all over the country and exchange ideas and projects for updating the online catalog as well as the physical processing of materials.

The Catalogers also started a relabeling project for the Osma Collection. It took a little over two days, but the collection is looking much improved. During that time they were also able to add catalog links to digitized versions of materials that are being stored online in collaboration with the Watkins Museum.

The Senior Librarian, Ransom is working with Readers’ Services and The Lawrence Times to create a bi-weekly feature in the newspaper for library recommendations.

Lastly, Dan Coleman and Dan Winsky are working tirelessly to troubleshoot the difficulties associated with the New York Times new print subscription model. The paper is no longer being delivered to this region, but the library is still receiving it by mail. It’s not ideal but we’re doing all we can to give our community access to it in print.

Department of Development & Community Partnerships (DCP):

We continue to work with the school district on coordinating the Jacqueline Woodson visit at Liberty Memorial Central Middle School, and Jenny Cook, our Senior Children’s Librarian, is

Monthly Departmental Reports

March 2023

taking the lead on inter-departmental promotional efforts for the public event. Huge thanks to Rademacher Financial for donating books to give to every kid at Central in anticipation of Woodson's upcoming visit. Central Staff is working on building curriculum surrounding *Brown Girl Dreaming* and the school's foundation has generously offered to pay for transportation of the fifth graders from Central's feeder schools to attend the school event.

Diversity, Equity, and Inclusion:

Frankie and Erica met with Shania Lamm and a teacher from Plymouth ESL to finalize the details of a collaboration on a Spanish class for staff, that will focus on Spanish skills and phrases that will be most helpful to us as public library employees. The class will be offered two times a week, and the start date is 3/28/2023. Erica and Frankie are so excited about this burgeoning community partnership, this opportunity for staff to develop new skills, and how this will positively impact the library experience of Spanish speakers in our community. Frankie is also organizing a visit from LMH's summer Leadership academy students. These students will come to the library to learn about our services and how they intersect with health and health professions (the focus of the leadership academy). As you will see in the Marketing report, one of our IMLS interns was hired to be our new Media Relations and Communications Specialist, and Frankie is assisting with the transition into that role, which will be completed by the end of the month. Frankie continues to organize future training for library staff, including a mandatory training in April on serving autistic patrons. Frankie will also be presenting the updated Behavior Policy at this month's board meeting.

Facilities:

As always, doing our best to keep the building clean and safe. We also assisted with the setups and teardowns, plus some clean ups in between, for the after-hours fundraiser and both nights of LPL Con. Illness took a few of our team out for a few days, but folks pitched in and made it all work.

We are working with a few teams from the KU Engineering SELF program, and will soon have the results of their work. One team is building a little free library for the Reading Garden, a second team assembled and mounted storage shelving for us in the Auditorium's big closet, and the third team is working on a remote to unlock the south staff door. These are some really bright students and it is a good opportunity for them to get some real world experience (as long as I remember to treat them like contractors and not students).

Monthly Departmental Reports

March 2023

Human Resources:

Erica and several leadership staff attended a webinar called Challenging Employee Conversations Without Fear offered by LibraryWorks. She also attended the February SHRM Jayhawk chapter meeting to hear presentations by Cindy Villarreal on Career Navigator with the Kansas Department of Corrections and by Rob Richardson, the Douglas County Panasonic Opportunities Manager, who shared updates on Panasonic manufacturing in Douglas County and the impacts to our workforce and cities. Erica has also been working with a task force to update the emergency plan and supporting documents. Other duties this month have focused on researching new ways to conduct performance evaluations and new summer internship opportunities for the library to host high school and college students, including a new partnership with KU Student-Athletics.

Information Services:

Our current Seed Library season launched in mid-February, first with Info Services staff tabling at the Kaw Valley Seed Fair and then with the LPL launch, featuring a wildflower seed bomb workshop in partnership with Jungle House and then our CSA Meet and Greet the following weekend. A month in, nearly 400 patrons have already stopped by to pick up seeds and browse gardening books in anticipation of spring!

We've had several well-attended programs over the past month. The first two in Terese's three-part program series featuring Ukraine, in partnership with KU's CREES, drew ample audiences and prompted robust discussions about current events. Repair Studio continues to feature a loyal corps of skilled volunteers fixing a wide variety of items. Ruby and Becky also kicked off our three-part program series on Alzheimer's and dementia, in partnership with the Alzheimer's Association Heart of America Chapter, to a small but very engaged audience.

Information Technology:

New UPS equipment was installed on February 19. The new system will provide backup power for key systems for at least three times as long as the old system. A problem was encountered during installation requiring that the old step-down transformers and PDU's continue to be used

Monthly Departmental Reports

March 2023

for now. Aaron is researching a solution and a future date will be scheduled to replace this equipment. On March 1, Kim, Aaron, Polli, Adam, and Jeff viewed a product demo for Capira Lending Key from OCLC. If adopted the product would replace our KitKeeper subscription for the management of Book Club in a Bag kits and could also be used for scheduling reservations for Library of Things type items such as our AV digitization tools. Also on March 1, Sean and Aaron met with Tony Sheets of Umzuzu to discuss pricing and services offered by Umzuzu for Google Workspace subscription. Umzuzu pricing does not exceed that offered directly by Google. They offer meaningful value additions with support and advice for Workspace deployment and management. Sean, Jim, Joel, Sage, and Aaron visited the Topeka and Shawnee County Library on March 2 to learn about their technology related programming, public computer management systems (SAM from Comprise), and to view their new computer lab and recording rooms. On March 10 Aaron and Sean hosted a site visit by Gary Agness of Synetic Solutions, a potential vendor for equipment disposal and recycling. In response to our Form 470 filing, quotes for 3 additional FortiAP Wi-Fi access points and renewed support services for other Fortinet products were received from four eligible vendors. A vendor will be selected and purchase completed before 3/24.

Marketing:

Marketing is excited to announce that Kayla Cook, LPL's current IMLS Intern, has accepted the position as our new Media Relations & Communications Specialist. Kayla is currently finishing out her IMLS Internship and will join the Marketing team starting Monday, March 27 within the Development & Community Partnerships (DCP) team. With her rich background as a writer, keen photographic eye, social media expertise, generalist's knowledge of all things LPL, soon-to-be-MLS degree, and visible passion for amplifying the value Lawrence Public Library brings to our community, Kayla will most certainly elevate and evolve our Marketing communications efforts in new and exciting ways.

We're in various phases of promotion for author Jacqueline Woodson's visit (2023 Beach Author) and the 2023 Summer Reading Teen t-shirt design competition which will inform our look at feel for this year's theme of *All Together Now/Todos Juntos Ahora* with a focus on kindness, friendship, and unity. Marketing is working with Youth Services to get new block lettering signage in the Children's Picture Book Room; these subject headings will match the colors of the book spine categories to help young patrons navigate the collection better. Heather is working on a design for new merchandise — an LPL ball cap, the Summer *Reader*

Monthly Departmental Reports

March 2023

issue editorial and layout, and preparing for the onboarding process and training for Kayla's transition into the library's external communications work.

Materials Handling:

The handling of materials continued despite what seemed like widespread departmental illness. Very grateful to our subs for pitching in and to the team at large for cheerfully dealing with being stretched so thin for what felt like most of the month.

Outreach:

We continue to go out on our route when weather permits. We've started tracking the weather with our stats so we can see just how much of an impact it has on turnout. Yari and Kristin met to discuss creating all-ages craft kits to have on Dottie as a fun way to engage folks at our stops. We are also beginning to stock different games on Dottie like ring toss and corn hole to make our stops more engaging, especially for our more youth-oriented stops. We are looking into building the summer stop schedule and hope to include the Boys and Girls Club/Summer Lunch locations and the Parks and Rec summer camps. Kristin met with the social media team leads to start promoting Dottie stops on our social media channels now that there's better weather coming. We're also working with Reader's Services on how to best promote the adult collection on Dottie. Yari is doing really great work building connections with kids at our youth stops and supplementing the outreach collection with books from the main library that kids have expressed interest in.

Public Technology:

The public computer lab and SOUND+VISION Studio continue to hum along downstairs. The new Videocast Studio is increasingly popular as more patrons record podcasts, interviews, and audiobooks. We are continually making small improvements to our services, like increasing access to Chromebooks by making them available to temporary address cardholders and increasing the checkout time to 4 hours (in-building). On the studio front, we are in the process of ordering all new S+V Mac computers to replace aging machines from 2014/2015. We've also

Monthly Departmental Reports

March 2023

been working on improved signage for basic services like copying, faxing, and meeting room A/V systems.

Readers' Services:

This month, Readers did another Book Bundle blast, garnering 81 requests for 50 spots within 24 hours. We will continue to offer this popular service. We are also going to experiment with sending out Genre Book Bundles on Dottie to see how the adult reader population reacts to them.

We are working on creating a permanent display in the lobby for duplicate books to give them a longer shelf life, merchandising it a bit like a bookstore. This is inspired by the popularity of our occasional "Hits You Might Have Missed" display with the same content. We are working with Cataloging to figure out the best way to proceed with how to identify the location of these books to assist patrons with findability.

The book has been chosen for Booktoberfest/"Read Across Lawrence" with a launch party/giveaway planned tentatively for September 19th. With Read Across Lawrence merging with Booktoberfest now, we are working on the best way to market the program.

Youth Services:

Much of YS has been busy with prep for our mini comic-cons held on March 10 & 11. March 10 was just for teens and held after hours at the library. It was a fun night with a cosplay dance performance by Sunshine Rush and a cosplay contest. We closed the library at 3 PM on March 11 to turn our library into a mini convention center. We opened back up at 3:45 for an afternoon and evening of panelists, cosplayers, vendors, Lego displays, lightsaber lessons, and a cosplay contest just for kids and families. Between teen night and all ages night, we estimate we had about 1100 people. They were fun nights of celebrating all kinds of fandom and giving kids, teens, and families a comic-con just for them. The YS team worked hard for these programs and we want to thank everyone on staff that helped these events be successful. We're in spring break mode this week and then it will be all about prepping for the summer. This year's summer reading theme is "All Together Now".

LPL Friends & Foundation Director's Report

March 16, 2023

After Hours at the Library Fundraiser. After Hours at the Library was a great success! We raised a total of \$73,000 for the library: \$25,000 for furniture and enhancements to the children's picture book room, and \$48,000 for library programming. This incredible evening of support for the library was made possible thanks to the help of so many wonderful people and businesses. A special shout-out goes to Deja Brooks and Brian Hanni for serving as our co-hosts. In addition, a round of applause goes to the hard working After Hours Committee: Dan Storey, Logan Isaman, Angela Hyde, Cathy Hamilton, Brandon Eisman, Kassie Nieters, Mary Gage, Rachel Rademacher, Margie Coggins, Nancy Hambleton, and Jan Conard. Many, many thanks to those of you who came out to support us on that icy night. And THANKS to this wonderful community that loves and supports its public library!

Second Saturday Book Sale. Our book sale volunteers hosted another successful Second Saturday Sale on March 11th, earning \$2,600 for the library. And the fun continues! Planning is in full swing for the big Spring Book Sale that happens April 20 (Donors' Night) and April 21 – 23 (open to the public.) Please mark your calendars and join us!

Annual Report from DCCF. At the February 27th LPLFF board meeting, Chip Blaser, Executive Director of the Douglas County Community Foundation, gave the year end 2022 report regarding LPLFF's endowed funds. Overall, the funds decreased 11% for the year. While this was not great news, DCCF investments performed better than the national average for community foundation funds in 2022, which posted an overall decline of 15%.

Grants for Library Programs and Services. The LPL Friends & Foundation board voted to provide an additional \$67,100 in grants to the library. These grants were made possible thanks to successful book sales and generous donations from community members:

- Unrestricted block grant: \$51,000
- Coan Local History Fund: \$1,300
- Florence Eggert Fund (employee bonuses): \$8,000
- Milliken Fund (music/studio): \$3,000
- Dr. Bob Fund (books for children getting their first library card): \$2,500
- Max Perez Creativity Fund (studio): \$1,300

In addition, the board directed that \$27,500 be reserved for programs that LPLFF hosts on behalf of the library (Beach Author Series - \$16,000; Music Storytellers Series - \$10,000; and Weave a Tale Workshop - \$1,500). The board also voted to send \$35,000 to LPLFF's general endowment fund at Douglas County Community Foundation.

Annual Meeting. Please mark your calendar and plan to attend the LPL Friends & Foundation's Annual Meeting on Monday, May 1st at 5 pm in the library auditorium. We will recognize our volunteers and celebrate our success in 2022. All are welcome to join us!

Beach Author Series Reminder. LPL's 2023 Beach Author is Jacqueline Woodson, who will visit Lawrence on Thursday, April 20th. She will give a special presentation to students at Liberty Memorial Central Middle School in the afternoon. (A special shout out goes to Rademacher Financial for providing a copy of *Brown Girl Dreaming* to each student at Central!) Later that evening, Woodson will be in conversation with Giselle Anatol, KU Associate Professor of English. This public program will be held at Liberty Hall at 7 pm. You won't want to miss it!



MEMO

To: Lawrence Public Library Board of Trustees
From: Frankie Haynes, Diversity and Equity Coordinator
Date: March 20, 2023
Subject: Behavior Policy

The Behavior Policy supersedes the Library Behavior Policy. The goal of this revised policy is to update our practices regarding misbehavior in the library. There are minor updates to language and tone throughout, and below are some brief highlights of changes made:

- Added language stating that this policy applies to all library property (inside and outside)
- Added language that states that these behavior expectations apply wherever library services interactions occur
- Added the below item to the list of unacceptable behaviors:
 - Using obscene, threatening, harassing, or abusive language or gestures - including abusive language and gestures directed at race, ethnicity, sexual orientation, gender and identity, and other personal characteristics

[Library Behavior Policy, Approved March 19, 2018](#)

[Behavior Policy, submitted for approval March 20, 2023](#)



Behavior Policy

Supersedes Library Behavior Policy approved March 19, 2018.

Submitted for review on 03/20/2023 . Next review date: 03/2026

Policy Statement:

The Library is committed to providing a safe and respectful environment for all its users. Behavior that disturbs others' use of the library, creates an unsafe environment, impedes the work of library staff, or creates a risk of damage to library property is not permitted. Behavior that violates local, state, and/or federal laws is prohibited. These behavior expectations apply to all library property, both inside and outside of the building. Additionally, these expectations apply wherever library service interactions occur.

Library users are expected to respect staff requests to stop unacceptable behavior. Those who violate this policy may simply be asked to correct the behavior, but may also be asked to leave the Library for the day, have their phone or online communication terminated or deleted, have Library privileges and/or access suspended, or be subject to legal action depending on the severity of the behavior. Appeals may be made to the Safety and Security Supervisor or designee. For some examples of unacceptable behaviors in the library, please refer to the list below.

Unacceptable behavior in the Library includes, but is not limited to:

1. Being under the influence of or in possession of alcohol or illegal drugs
2. Smoking in the Library or within 25 feet of the Library entrances (includes the use of any tobacco products, e-cigarettes, and electronic smoking devices)
3. Using obscene, threatening, harassing, or abusive language or gestures - including abusive language and gestures directed at race, ethnicity, sexual orientation, gender and identity, and other personal characteristics
4. Fighting, physical assault, verbal or written threat of violence
5. Carrying a weapon into the Library unless authorized by law; unconcealed firearms are prohibited in the Library
6. Bringing an animal into the Library with the following exceptions:

- a. an animal that is part of a Library-approved program
 - b. a service animal (a dog) that is individually trained to do work or perform tasks for a person with a disability or
 - c. a qualifying miniature horse
- 7. Tethering an animal on Library grounds
- 8. Using electronic devices without earphones or at a volume that disturbs others
- 9. Prolonged or chronic sleeping that causes significant disturbance to others or that limits access to entrances, exits, resources, or staff, lying on the floor, tables, or desks
- 10. Skateboarding, rollerblading, and bicycling in the Library or on the Library grounds
- 11. Soliciting, panhandling, or canvassing in the Library (except as expressly approved by the Library)
- 12. Not wearing shirt/top and/or shoes
- 13. Causing odor that unreasonably interferes with other patrons' ability to use the Library and its facilities".
- 14. Failure to follow rules set in [Youth Safety Policy](#)
- 15. Failure to follow rules regarding food and drink in the Library, listed below:
 - a. Drinks in covered containers and snacks in packages or sealed containers are allowed in most areas of the Library
 - b. No food or snacks are allowed in the Computer Lab or at public computers, Local History Room, or SOUND+VISION Studio
 - c. The following are representative of the types of food not allowed in the Library except as part of a scheduled meeting or Library program: messy or greasy food, food that is noisy when consumed, hot food items such as pizza, fried chicken, fries, etc.



MEMO

To: Lawrence Public Library Board of Trustees
From: Jon Ratzlaff, Facilities Manager
Date: March 20, 2023
Subject: Proposed policy: Reservable Room Policy

This policy is an update of the Meeting Room Policy, renamed to more clearly include the auditorium and study rooms. The main objective of this update is to pull procedures out of the policy and have those procedures become the Reservable Room Guidelines. Beyond the separation of these two documents and formatting changes, very little has changed from the original Meeting Room Policy and all changed items are now in the Reservable Room Guidelines.

Changes:

- 1) Maximum capacity of the auditorium changed from 160 to 120
 - a) This is a better number for how many can comfortably fit in the room.
- 2) Maximum capacity of the meeting rooms changed from 40 to 33
 - a) This matches the building plans and is a better number for how many can comfortably fit in the rooms.
- 3) Reservation frequency of the meeting rooms changed from 12 hours per 3 months to 8 hours per month.
 - a) Jim Barnes, our Public Technology Services Supervisor, manages these spaces and believes the increase will not be an issue.
- 4) Maximum capacity of the study room changed from 6 to 4.
 - a) This matches the building plans and is a better number for how many can comfortably fit in the rooms.
- 5) Added language that event signage is limited to the reserved space.
 - a) This would make it clear that signage may not be posted in other parts of the building, on the building, or outside of the building.
- 6) Added language to make it clear that it is not acceptable to use the LPL brand (logo, image of the building, etc...) in marketing materials, including websites and social media.

- a) We've had some issues with patrons' marketing implying their event is sponsored by LPL, even with the disclaimer in place.
- 7) Removed "Private parties and receptions" from the Prohibited Activities and items list.
 - a) This goes against this statement in the policy "The Library will make no effort to censor or amend the content of a meeting."



Reservable Room Policy

Supersedes the [Meeting Room Policy](#) approved March 18, 2019.

Submitted for review to the Lawrence Public Library Board of Trustees for approval on March 20, 2023. Proposed review date March 2026.

The purpose of Lawrence Public Library's auditorium, meeting rooms, and study rooms are to provide space for both library-sponsored events and events developed and sponsored by residents and organizations in our community, as well as to provide space for quiet study and small group meetings. This fulfills the library's [mission](#) and role as a community center, where the public can learn, connect, create, and grow by attending informational, educational, and cultural events. Lawrence Public Library champions the principle of intellectual freedom by providing a space for the free exchange of ideas as directed by the [American Library Association Library Bill of Rights](#).

1. The Library will make no effort to censor or amend the content of a meeting.
2. Library-sponsored programming and events are given priority scheduling.
3. Both public and private meetings are allowed.
4. Admission fees may only be charged to recover costs directly associated with the provision of programs, such as educational materials, refreshments, or speakers' fees.
5. The Library bears no responsibility for personal injury sustained while using any of the library rooms.
6. The Library Director and Library Board reserve the right to cancel any meeting should conditions warrant. When the Library closes due to an emergency, reasonable efforts will be made to notify organizations scheduled to use a meeting room. During adverse weather conditions, the group should check with the Library or consult local media outlets for closing information.
7. The Library is not responsible for lost or stolen items.

Persons or organizations are eligible to use the Lawrence Public Library's reservable rooms when they comply with Lawrence Public Library's [Reservable Room Guidelines](#) and Behavior Policy.



Reservable Room Guidelines (updated February 2023)

Reservable Room Guidelines are guided by Lawrence Public Library's Reservable Room Policy.

Spaces Available

1. Auditorium
 - a. Patrons reserving the auditorium must be 18 or older.
 - b. Fee: \$50.00 per hour
 - c. Reservation booking time frame: 1 week to 3 months
 - d. Reservation frequency: 12 hours per 3 months
 - e. Maximum capacity: 120 (dependent of room configuration)
 - f. Required notice of cancellation: at least 24 hours
2. Meeting Rooms (3 available)
 - a. Fee: free
 - b. Reservation booking time frame: 24 hours to 3 months
 - c. Reservation frequency: 8 hours per month
 - d. Maximum capacity: 33 (dependent of room configuration)
 - e. Required notice of cancellation: at least 24 hours
3. Study Rooms (5 available)
 - a. Fee: free
 - b. Reservation booking time frame: Day of to 2 weeks
 - c. Reservation frequency: 2 hours per day
 - d. Maximum capacity: 4
 - e. Required notice of cancellation: at least 24 hours

Publicity and Marketing Requirements

1. Permission to use a library room does not constitute Library endorsement of the group's policies or beliefs, and no claim to that effect, nor claim to Library sponsorship may be used in advertising. Neither the name nor address of the Library may be used as the official address of a group using the Library's rooms.

2. Room reservation information is a public record and may be subject to public notice. Contact information for individuals reserving the rooms is required and may be visible on the library website and other media.
3. Event signage is limited to the reserved space.
4. Any and all publicity and marketing materials, both online (website, social media event listings, etc.) and/or print, may not use the Lawrence Public Library brand, including but not limited to the Lawrence Public Library logo and architecture.
5. Any and all publicity and marketing materials must include the following text:
This event is not sponsored by Lawrence Public Library. Any views and opinions expressed are not those of Lawrence Public Library.

Room Setup and Cleaning

1. Room setup is the responsibility of the user.
2. No tacks, nails, or adhesive tape are to be placed in or on doors, walls, or furniture.
3. Refreshments may be served in the meeting rooms and the auditorium.
4. Groups and individuals using any of the library rooms are responsible for basic clean up and returning the room to order. This includes removing any equipment or displays.
5. If the space is not left in the condition it was found in, a minimum fee of \$50 may be charged to the responsible party for clean-up.

Prohibited Activities and items

1. Direct sales or fundraising without the prior, express permission of the Executive Director or designee
2. As stated in the policy, admission fees may only be charged to recover costs directly associated with the provision of programs, such as educational materials, refreshments, or speakers' fees.
3. Alcoholic beverages
4. Open flames or fireworks
5. Bodywork or medical procedures
6. Athletic activities
7. Excessively noisy or other disruptive activities (e.g. children's birthday parties)

Penalties

Failure to comply with Reservable Room Guidelines outlined here may result in denial of future use of Lawrence Public Library rooms, loss of fee, financial liability for damages, and/or immediate removal from the room.

Exceptions for Library Use of Rooms

Events sponsored by the Library, Lawrence Public Library Friends & Foundation, or the City of Lawrence are exempt from these guidelines. Requests from the public for exceptions to these guidelines must be made in writing to the Library Board one month prior to the reservation.