

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, October 16, 2023 at 4:30 PM**  
**Meeting Room A**  
[Zoom Link](#)

Introductions

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 September
- Approve Treasurer's report for September
- Approve bills for September 18 to October 11
- Receive statistical report for September

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Lease Agreement with City of Lawrence - **ACTION ITEM**  
Kathleen Morgan, Acting Library Director
- Policy Review:  
2024 Holidays, Compensating Days, Closings – **ACTION ITEM**  
Erica Segraves, Human Resources Manager
- Director Evaluation Committee Formation:  
James Pavisian, Board Chair

Old Business

- External Communications Policy – **ACTION ITEM**  
Heather Kearns, Marketing & Patron Experience Supervisor

Public Comments

Adjournment

**DRAFT**

**Lawrence Public Library**

**Regular Board Meeting**

Date: September 18, 2023

Time: 4:30 pm

**Venue:** The meeting was conducted in person and online.

**Board Members Present:**

James Pavisian (Chair), Mayor Lisa Larsen, Kelly Hart, Mandy Leibold, Sarah Goodwin Thiel, Allison Friend Mazzei, Absent: Jennifer Bonilla, Susan Kang.

**Staff Members Present:**

Brad Allen, Kathleen Morgan, Erica Segraves, Jon Ratzlaff, Aaron Brumley, Heather Kearns, Ransom Jabara, Tricia Karlin.

**Friends and Foundation Members Present:**

Kassie Nieters (Vice-Chair)

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**Call to order**

James called the meeting to order at 4:33 pm.

**Consent Agenda**

Kelly moved approval of the consent agenda. Sarah seconded the motion. Consent agenda passed.

**Library Director's Report**

- Brad gave the board an update on the status of safety at the library. The library is still working with the City of Lawrence to get an MOU so the library can enforce library behavior guidelines on the lawn and other nearby outside spaces. Brad noted that one action the library might be able to take is to enforce a no-smoking policy on library grounds. Currently, there is a smoking ban in city parks, but no code enforcement. Even though the library lawn is not a city park, the park rules provide a precedent for banning smoking in outdoor spaces in Lawrence. The city is also investigating options for the library to be able to reduce harassing language outside without violating first amendment rights.
- Brad informed the board that the library is joining the Urban Library Council (ULC), an organization of larger library systems in the U.S. It seemed appropriate for the library to join, as other Kansas libraries that we consider to be peers are already members. The ULC offers regular opportunities for LPL staff to join calls on various aspects of library operations with staff of other libraries. Kathleen and Tricia will also attend the ULC annual forum coming up at

the end of October in Seattle. The library will try out this admittedly expensive membership for a year and see if it is a good value.

- Brad thanked the board for the opportunity to take his imminent sabbatical. He will be ready to report back when he returns in December.
- Sarah asked about the current fraught situation with state libraries from some conservative states being instructed by their state legislatures to revoke their membership in the American Library Association (ALA). Sarah and Brad commented on the seriousness of this challenge to the most important professional organization for librarians in the country. Sarah sees Urban Libraries Council membership as a good opportunity for our library to expand our support in the current politically-charged environment.
- Regarding safety at the library: James asked how effective the library's expansion of authority would be, given that the library will still lack oversight of the garage. Brad agreed that problem behavior could indeed relocate further south, but that the library will still benefit from ensuring there is a clear path on the sidewalks between the garage and the library. He has alerted the Senior Resource Center about the possibility of problem activity migrating down to their lawn.
- Brad was asked about the possible effect of the planned transit hub relocation from 7th and Vermont Street to Bob Billings Parkway. He said it's difficult to predict. The main hub will indeed move, but there will still be a mini hub (5 buses) somewhere downtown. This mini hub is not supposed to be at 7th and Vermont, but no definite alternative location has yet been announced.

### **Monthly Department Reports**

- Brad alerted the board that the city of Lawrence has changed how they report Lawrence population totals. The city is no longer creating its own population estimate; instead, it will rely on the census estimates. The city estimated 105,295 people for their 2022 report; the new census number of 95,794 will be considerably lower. The statistical report now reflects the new number.

### **Friends and Foundation Director's Report**

- Kassie Nieters, Friends and Foundation Vice-President, presented the report:
  - The Friends and Foundation most recent Second Saturday was a great success, raising \$6,100 dollars.
  - The next sale will be the big fall book sale, beginning Friday, October 19th and ending Sunday, October 22nd.
  - On Tuesday, September 19th, Chip Blaser of the Douglas County Community Foundation will join Kathleen in presenting a program to the Douglas County Estate Planning Council. The presentation will provide an overview of the *Before you Check Out* and the *Retirement Boot Camp* programs.
  - The Friends & Foundation has submitted an application to Capitol Federal Foundation asking it to renew their funding of the popular *Retirement Boot Camp* program.

- The Friends and Foundation has submitted an application to Douglas County Community Foundation for funding for a new projector and screen for the library auditorium.
- The date has been set for the 2024 After Hours at the Library fundraiser: March 1, 2024.
- Banned Books week is coming up starting October 1st and ending on the 7th. Joelle Ford, a Lawrence collage artist, designed and created “Unfurled”, a collage of covers from various banned books. Kathleen presented the collage to the library board; it will be officially unveiled Friday, October 6th. A web page to facilitate online sales of posters to the public will be published that same date.

### **New Business**

- State of Kansas Municipal Investment Pool (KMIP) Resolution - ACTION ITEM
  - Brad Allen, Library Director
    - Brad explained that KMIP is a government entity in the state of Kansas where agencies can deposit funds and earn a higher interest rate than in a standard bank checking account. When there is a change in authorized agents on the account, a new resolution must be approved by the library board. He noted that a new resolution should be submitted annually to ensure that the requisite listing of board officers is up-to-date. Removing folks only requires a letter to them on letterhead. This should be undertaken annually when new officers are elected, as it refers to board officers.
    - Allison moved to approve Brad (Executive Director), Kathleen (Temporary Acting Director), Kayla Thawnghmung (Accountant), Denise Berkley (Accountant Emeritus), as authorized agents for the KMIP account. Kelly seconded the motion. The motion passed.
    - Erica noted that the tax id number in the KMIP application was missing a 9 at the end. Brad corrected the account number from 48-6033699.
- Policy Review:
  - Confidentiality of Records - ACTION ITEM
    - Ransom Jabara, Senior Collection Development Librarian
  - Ransom presented the proposed revisions to the policy to the library board, explaining the changes from the last version as outlined in his memo included in the board packet.
  - Sarah moved that the proposed changes to the policy be approved. James seconded the motion. The policy was approved.

### **Old Business**

- No old business was reported.

### **Public Comments**

- No public comments were offered.

**Announcements**

- James praised the work of the Friends and Foundation who are raising funds so effectively, and the library teams that put on so many great events for the community.

**Adjournment**


There being no other business, the meeting adjourned at 5:08 pm

The next regular Board meeting will be held Monday, October 16th, online and in Meeting Room A at the library.

Respectfully submitted,  
Tricia Karlin

## 2023 Regular Budget Report

	<u>August</u>	<u>September</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>	
<b>REVENUES</b>							
Tax Fund			5,523,209.53	\$5,725,000.00	96.48%	\$5,022,000.00	
Lost and Repl Fees	1,805.24	2,786.16	19,314.92	\$30,000.00	64.38%	\$30,000.00	check the f
NEKLS		26,166.25	84,998.75	\$100,000.00	85.00%	\$96,000.00	
State Aid & Federal Aid			26,856.30	\$25,000.00	107.43%	\$25,000.00	
Photo Copies	2,303.08	1,526.36	13,233.17	\$10,000.00	132.33%	\$10,000.00	
Meeting Room Fees	1,239.25	314.97	6,415.01	\$5,000.00	128.30%	\$ 5,000.00	
Interest	9,086.17	9,183.62	72,081.48	\$0.00		\$2,000.00	
Transfer from Cash Reserves			-	\$50,000.00	0.00%	\$47,000.00	
Donations- MISC	22.00	681.40	4,587.35				
<b>Total Revenues</b>	<b>14,455.74</b>	<b>40,658.76</b>	<b>5,750,696.51</b>	<b>\$5,945,000.00</b>	<b>97%</b>	<b>\$5,237,000.00</b>	
<b>EXPENSES</b>							
Salaries & Wages	273,894.42	403,796.98	2,539,747.24	\$3,460,000.00	73.40%	\$2,910,000.00	
Employee Benefits	39,484.54	62,052.61	329,515.61	\$490,000.00	67.25%	\$490,000.00	
Payroll Taxes	45,679.09	66,663.70	444,050.71	\$620,000.00	71.62%	\$516,000.00	
Utilities	7,058.31	6,608.83	65,188.45	\$100,000.00	65.19%	\$100,000.00	
Building Supplies	1,928.53	1,309.77	16,880.35	\$20,000.00	84.40%	\$20,000.00	
Building Repairs & Maintenance	7,891.79	3,521.20	54,896.28	\$55,000.00	99.81%	\$55,000.00	
Library Supplies	918.10	7,882.54	17,394.14	\$25,000.00	69.58%	\$20,000.00	
Books & Materials	48,525.33	52,014.66	478,141.43	\$725,000.00	65.95%	\$710,000.00	
Processing Supplies	3,762.70	2,344.43	39,988.35	\$50,000.00	79.98%	\$45,000.00	
Equipment			-	\$10,000.00	0.00%	\$10,000.00	
Technology	42,947.26	8,560.35	254,463.41	\$275,000.00	92.53%	\$250,000.00	
---Public Tech Supplies	(159.07)	1,787.59	1,792.36	\$1,000.00	179.24%	\$1,000.00	
---Operations	853.90	266.59	15,129.22	\$19,000.00	79.63%	\$19,000.00	
---IT Software & Subscriptions	2,187.03	5,027.28	26,610.69	\$34,000.00	78.27%	\$22,000.00	
---Internet & Telephone	1,014.83	596.89	13,728.63	\$20,550.00	66.81%	\$18,000.00	
---Collections & Public Service	39,050.57	882.00	197,202.51	\$200,450.00	98.38%	\$190,000.00	
Insurance	6,439.00		15,530.10	\$17,000.00	91.35%	\$16,000.00	
Postage & Mailing	1,180.28	1,537.75	16,948.15	\$18,000.00	94.16%	\$18,000.00	
Professional Development	1,996.44	2,181.16	35,193.79	\$30,000.00	117.31%	\$35,000.00	
Book Van & Mileage	195.87	342.56	3,445.33	\$5,000.00	68.91%	\$2,000.00	
Professional Fees	1,618.66	8,591.34	33,894.68	\$25,000.00	135.58%	\$20,000.00	
Advertising & Marketing	2,651.86	510.49	21,120.01	\$20,000.00	105.60%	\$20,000.00	
Capital Improvements	4,500.00		4,500.00	0		0	
Miscellaneous	40.60	168.94	2,211.97	0		0	
<b>Total Expenses</b>	<b>490,712.78</b>	<b>628,087.31</b>	<b>4,373,110.00</b>	<b>\$5,945,000.00</b>	<b>74%</b>	<b>\$5,237,000.00</b>	
Cash Reserves	126,602.99		Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)				
Checking (US Bank & KMIP)	2,246,230.64						
Capitol Improvement (KMIP)	838,835.86						

 LAWRENCE PUBLIC LIBRARY Imagine more. <a href="http://lpls.org">lpls.org</a>												
2023 Outside Funding	1/1/2023	2023 Budgeted Allocations	2023 Budgeted Allocations	July Income	July Spending	August Income	August Spending	September Income	September Spending	Remaining		
	Carry Over Amts	\$ -	\$ -	\$ 198,929.98	\$ 84,600.75	\$ 18,253.66	\$ 29,858.16	\$ 305.33	\$ 71,034.25	\$ 450,793.75		
R & E Totals												
	YTD Income									\$ 466,515.71		
	YTD Expense									\$ 442,297.21		

## Lawrence Public Library

## Balance Sheet

As of September 30, 2023

	Sep 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
MIP Operating Funds	1,702,733.56
Checking	543,497.08
Capital Improvement at MIP	838,835.86
<b>Total Checking/Savings</b>	<b>3,085,066.50</b>
<b>Total Current Assets</b>	<b>3,085,066.50</b>
<b>Other Assets</b>	
Petty Cash	300.00
<b>Total Other Assets</b>	<b>300.00</b>
<b>TOTAL ASSETS</b>	<b>3,085,366.50</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	107,018.23
<b>Total Accounts Payable</b>	<b>107,018.23</b>
<b>Other Current Liabilities</b>	
Payroll Liabilities	
Group Life Insurance	125.90
Hospital & Cancer Plans	-274.05
KPERs Co	
Company	12,615.12
KPERs Co - Other	-11,921.66
<b>Total KPERs Co</b>	<b>693.46</b>
OGI	88.52
Payroll Liabilities FSA	128.49
Health Insurance	-4,439.13
<b>Total Payroll Liabilities</b>	<b>-3,676.81</b>
<b>Total Other Current Liabilities</b>	<b>-3,676.81</b>
<b>Total Current Liabilities</b>	<b>103,341.42</b>
<b>Total Liabilities</b>	<b>103,341.42</b>
<b>Equity</b>	
Opening Bal Equity	300,635.22
Retained Earnings	1,279,584.85
Net Income	1,401,805.01
<b>Total Equity</b>	<b>2,982,025.08</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,085,366.50</b>



**Lawrence Public Library**  
**Revenues & Expenses**  
September 2023

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	<u>Sep 23</u>	<u>Jan - Sep 23</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Misc Income	681.40	18,347.99
Tax Fund	0.00	5,523,209.53
Lost and Replacement Fees	2,786.16	19,314.92
NEKLS	26,166.25	84,998.75
State& Federal Aid	0.00	26,856.30
Photocopies & Printing	1,526.36	13,233.17
Meeting Room Rentals	314.97	6,415.01
Interest	9,183.62	72,081.48
Outside&Private Funding Income	305.33	452,755.07
<b>Total Income</b>	<u>40,964.09</u>	<u>6,217,212.22</u>
<b>Gross Profit</b>	40,964.09	6,217,212.22
<b>Expense</b>		
Payroll Expenses	465,849.59	2,869,262.85
Payroll Taxes	66,663.70	444,050.71
Utilities - Electric	6,608.83	65,188.45
Building Supplies	1,309.77	16,880.35
Building Repairs & Maintenance	3,521.20	54,896.28
Library & Office Supplies	7,882.54	17,394.14
Books & Materials	52,014.66	478,141.43
Processing Supplies	2,344.43	39,988.35
Technology	8,560.35	254,463.41
Insurance	0.00	15,530.10
Postage & Mailing	1,537.75	16,948.15
Professional Development	2,181.16	35,193.79
Vehicles, Mileage, Maintenance	342.56	3,445.33
Professional Fees	8,591.34	33,894.68
Marketing-General	510.49	21,120.01
Capital Improvement Expenditure	0.00	4,500.00
Miscellaneous	168.94	2,211.97
Outside & Private Funding	71,034.25	442,297.21
<b>Total Expense</b>	<u>699,121.56</u>	<u>4,815,407.21</u>
<b>Net Ordinary Income</b>	<u>-658,157.47</u>	<u>1,401,805.01</u>
<b>Net Income</b>	<u><b>-658,157.47</b></u>	<u><b>1,401,805.01</b></u>

Lawrence Public Library  
**Vendor Balance Summary**  
All Transactions

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	<u>Oct 16, 23</u>
Amazon Capital Services, Inc	4,755.53
Baker & Taylor, Inc.	633.08
Center Point Large Print	185.04
Century Business Technologies	969.21
Cottin's Hardware & Rental	67.76
Demco, Inc.	1,262.18
Denise Berkley	3,069.50
Gale/Cengage Learning	264.50
Ingram Library Services	22,556.76
Jayhawk Tropical Fish	330.00
Jim Jesse	75.00
Kansas State University	50.84
Lawrence Arts Center	400.00
Midland Professional Services	900.00
Midwest Tape	6,095.07
New Directions	1,600.00
OverDrive	28,517.71
Playaway Products LLC	809.25
Pur-O-Zone, Inc.	1,348.04
Sawa Books	271.22
Schendel Services	112.04
Scholastic Inc.	3,878.61
Scott Rice Office Works	17,292.77
Snap Promotions	1,249.94
Texas A&M University	111.00
TFMComm Inc.	1,821.60
Unique Management Services	295.50
University of the Pacific	115.00
<b>TOTAL</b>	<b><u>99,037.15</u></b>

**Lawrence Public Library**  
**Check Detail**  
September 19 through October 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Check		09/30/2023		Checking	
				Professional Fees	-32.10
TOTAL					-32.10
Check	electronic	09/29/2023	KPERS	Checking	
				KPERS Co	-66.90
TOTAL					-66.90
Check	electronic	09/29/2023	KPERS	Checking	
				KPERS Co	-12,548.22
				Employee	-7,984.00
				Payroll Taxes Employer	-0.03
TOTAL					-20,532.25
Check	electronic	09/29/2023	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	electronic	09/29/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-4,139.00
TOTAL					-4,139.00
Check	electronic	09/29/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-297.00
TOTAL					-297.00
Check	electronic	09/29/2023	ASI	Checking	
				Payroll Liabilities FSA	-1,647.83
TOTAL					-1,647.83
Bill Pmt -Check	29485	10/11/2023	Amazon Capital Services, Inc	Checking	
Bill	1PP9-KQV...	09/20/2023		Books & Materials	-79.65
Bill	1VQF-H77...	09/20/2023		Books & Materials	-91.93
Bill	1TTD-9Y4...	09/20/2023		Books & Materials	-61.88
Bill	167R-HW3...	09/20/2023		Books & Materials	-164.17
Bill	1616-KHDL...	09/20/2023		Books & Materials	-356.53
Bill	1M3P-9W9...	09/20/2023		Books & Materials	-115.36
Bill	1LQW-M6...	09/20/2023		Books & Materials	-18.00
Bill	1YT6-RXHF...	09/20/2023		Books & Materials	-39.99
Bill	113L-CRC3...	09/20/2023		Books & Materials	-62.85
Bill	16KL-GGT...	09/20/2023		Books & Materials	-28.49
Bill	11X7-F9X6...	09/20/2023		Books & Materials	-144.92
Bill	1HFW-HHQ...	09/20/2023		Books & Materials	-79.98
Bill	11Y9-M99H...	09/20/2023		Books & Materials	-179.30

**Lawrence Public Library**  
**Check Detail**  
September 19 through October 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	1WT6-PMF...	09/20/2023		Operations	-119.73
Bill	1KJW-P7R...	09/20/2023		Children Services Progr...	-23.59
Bill	19PJ-KN4P...	09/20/2023		Youth Services & Cigler	-138.14
Bill	1K3C-D61D...	09/28/2023		Seed Library	-16.97
Bill	197V-HRLJ...	09/28/2023		Seed Library	-67.88
Bill	1JGP-VW1...	09/28/2023		Block Grant	-16.79
Bill	1VQP-1MR...	09/28/2023		Books & Materials	-115.10
Bill	19WP-7DJ...	09/28/2023	Amazon Capital Services, Inc	Accounts Payable	0.00
Bill	1MKJ-T7J7-...	09/28/2023		Books & Materials	-83.43
Bill	1V41-HTHK...	09/28/2023		Books & Materials	-276.76
Bill	1VM3-DNM...	09/28/2023		Books & Materials	-51.94
Bill	19PJ-KN4P...	09/28/2023		Books & Materials	-147.31
Bill	17FN-KPC...	09/28/2023		Books & Materials	-102.19
Bill	194W-FWR...	09/28/2023		Books & Materials	-118.46
Bill	1PLT-N49D...	09/28/2023		Books & Materials	-220.35
Bill	1K1T-W6Q...	09/28/2023		Books & Materials	-49.49
Bill	17KW-6PN...	09/28/2023		Books & Materials	-258.48
Bill	1RX7-QNK...	09/28/2023		Books & Materials	-43.92
Bill	1X19-NCG3...	09/29/2023		Books & Materials	-13.98
Bill	1QGT-9GW...	09/29/2023		Books & Materials	-149.85
Bill	1G6R-KWJ...	10/02/2023		Readers Across Lawrence	-33.96
Bill	1LW9-6FM...	10/03/2023		Books & Materials	-199.49
Bill	1TXD-XXG...	10/03/2023		Books & Materials	-63.81
Bill	1MLP-X3X6...	10/03/2023		Books & Materials	-79.59
Bill	1LVN-HXQ...	10/03/2023		Books & Materials	-97.81
Bill	1MN7-MTY...	10/03/2023		Books & Materials	-57.97
Bill	1CGQ-X9T...	10/09/2023		Reconciliation Discrepa...	-25.71
Bill	1KXR-4C7...	10/10/2023		Books & Materials	-63.58
Bill	1T3V-MFQ...	10/10/2023		Books & Materials	-14.95
Bill	1KV1-6N67...	10/10/2023		Books & Materials	-72.26
Bill	19YJ-44MN...	10/10/2023		Books & Materials	-71.40
Bill	1VF1-MG34...	10/10/2023		Books & Materials	-73.55
Bill	1QVJ-H6XN...	10/10/2023		Books & Materials	-68.42
Bill	17YD-NXQ...	10/10/2023		Books & Materials	-279.85
Bill	1F43-YWW...	10/10/2023		Books & Materials	-51.85
Bill	1N14-G7D...	10/11/2023		Books & Materials	-63.92

TOTAL					-4,755.53
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<b>Bill Pmt -Check</b>	<b>29486</b>	<b>10/11/2023</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2037742195	09/20/2023		Books & Materials	-26.86
Bill	2037742196	09/20/2023		Processing Supplies	-1.83
Bill	2037770052	09/28/2023		Books & Materials	-21.20
Bill	2037770053	09/28/2023		Processing Supplies	-2.79
Bill	2037791878	10/03/2023		Books & Materials	-36.66
Bill	2037791879	10/03/2023		Processing Supplies	-0.64
Bill	2037817786	10/06/2023		Books & Materials	-116.43
Bill	78176036	10/06/2023		Books & Materials	-417.68
				Readers Across Lawrence	-8.99

TOTAL					-633.08
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<b>Bill Pmt -Check</b>	<b>29487</b>	<b>10/11/2023</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	2042698	09/28/2023		Books & Materials	-158.42
Bill	2046891	09/28/2023		Books & Materials	-26.62

TOTAL					-185.04
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**Lawrence Public Library**  
**Check Detail**  
September 19 through October 11, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29488</b>	<b>10/11/2023</b>	<b>Jim Jesse</b>	<b>Checking</b>	
Bill		09/29/2023		Public Tech Programming	-75.00
TOTAL					-75.00
<b>Bill Pmt -Check</b>	<b>29489</b>	<b>10/11/2023</b>	<b>Scott Rice Office Works</b>	<b>Checking</b>	
Bill	pic room ro...	09/30/2023		Outside & Private Funding	-17,292.77
TOTAL					-17,292.77
<b>Bill Pmt -Check</b>	<b>29490</b>	<b>10/11/2023</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	688522	10/05/2023		IT Software & Subscripti...	-835.84
Bill	688523	10/05/2023		IT Software & Subscripti...	-133.37
TOTAL					-969.21
<b>Bill Pmt -Check</b>	<b>29491</b>	<b>10/11/2023</b>	<b>Cottin's Hardware &amp; Rental</b>	<b>Checking</b>	
Bill	Sept statem...	09/29/2023		Building Repairs & Main...	-12.78
				Building Repairs & Main...	-8.99
				Building Repairs & Main...	-45.99
TOTAL					-67.76
<b>Bill Pmt -Check</b>	<b>29492</b>	<b>10/11/2023</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	7375400	10/03/2023		Processing Supplies	-1,262.18
TOTAL					-1,262.18
<b>Bill Pmt -Check</b>	<b>29493</b>	<b>10/11/2023</b>	<b>Denise Berkley</b>	<b>Checking</b>	
Bill		09/29/2023		Professional Fees	-3,069.50
TOTAL					-3,069.50
<b>Bill Pmt -Check</b>	<b>29494</b>	<b>10/11/2023</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	82512985	09/20/2023		Books & Materials	-4.20
Bill	82488268	09/20/2023		Books & Materials	-79.07
Bill	82533864	09/28/2023		Books & Materials	-160.94
Bill	82622067	09/28/2023		Books & Materials	-20.29
TOTAL					-264.50

**Lawrence Public Library**  
**Check Detail**  
 September 19 through October 11, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29495</b>	<b>10/11/2023</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	77805995	09/20/2023		Books & Materials	-269.76
Bill	77869031	09/20/2023		Books & Materials	-75.24
Bill	77827792	09/20/2023		Books & Materials	-69.01
Bill	77869032	09/20/2023		Books & Materials	-547.52
Bill	77827793	09/20/2023		Books & Materials	-375.16
Bill	77894077	09/20/2023		Books & Materials	-15.74
Bill	77883780	09/20/2023		Books & Materials	-22.95
Bill	77883778	09/20/2023		Books & Materials	-662.71
Bill	77858788	09/20/2023		Books & Materials	-1,226.62
Bill	77805996	09/20/2023		Processing Supplies	-37.24
Bill	77869033	09/20/2023		Processing Supplies	-82.80
Bill	77827794	09/20/2023		Processing Supplies	-41.13
Bill	77894078	09/20/2023		Processing Supplies	-0.25
Bill	77883781	09/20/2023		Processing Supplies	-1.24
Bill	77883779	09/20/2023		Processing Supplies	-60.23
Bill	77858789	09/20/2023		Processing Supplies	-144.03
Bill	77926205	09/28/2023		Books & Materials	-968.14
Bill	77934899	09/28/2023		Books & Materials	-2,160.34
Bill	78000668	09/28/2023		Books & Materials	-829.78
Bill	78031197	09/28/2023		Books & Materials	-128.40
Bill	77953120	09/28/2023		Books & Materials	-431.21
Bill	77953118	09/28/2023		Books & Materials	-406.44
Bill	77858790	09/28/2023		Books & Materials	-127.09
Bill	78042080	09/28/2023		Books & Materials	-793.53
				Program Expense	-67.28
Bill	78022939	09/28/2023		Books & Materials	-766.41
				Program Expense	-237.35
Bill	77926206	09/28/2023		Processing Supplies	-113.59
Bill	77934900	09/28/2023		Processing Supplies	-252.96
Bill	78000669	09/28/2023		Processing Supplies	-86.91
Bill	78031198	09/28/2023		Processing Supplies	-10.33
Bill	77953121	09/28/2023		Processing Supplies	-43.53
Bill	77953119	09/28/2023		Processing Supplies	-35.61
Bill	77858791	09/28/2023		Processing Supplies	-2.75
Bill	78042081	09/28/2023		Processing Supplies	-115.06
				Program Expense	-11.55
Bill	78022940	09/28/2023		Processing Supplies	-52.78
				Program Expense	-48.51
Bill	78049451	09/29/2023		Books & Materials	-487.11
Bill	78118864	09/29/2023		Books & Materials	-650.55
Bill	78118865	09/29/2023		Processing Supplies	-101.60
Bill	78068740	10/03/2023		Books & Materials	-2,281.47
Bill	78113283	10/03/2023		Books & Materials	-239.49
Bill	78133295	10/03/2023		Youth Services & Cigler	-193.40
				Books & Materials	-8.69
Bill	78151792	10/03/2023		Youth Services & Cigler	-193.40
				Books & Materials	-45.06
Bill	78151793	10/03/2023		Books & Materials	-145.46
Bill	78151794	10/03/2023		Processing Supplies	-29.88
Bill	78113284	10/03/2023		Processing Supplies	-27.58
Bill	78133296	10/04/2023		Books & Materials	-848.78
Bill	78068741	10/04/2023		Processing Supplies	-243.69
Bill	78133297	10/04/2023		Processing Supplies	-77.09
Bill	78159789	10/06/2023		Readers Across Lawrence	-7.19
				Books & Materials	-887.27
Bill	78159790	10/06/2023		Readers Across Lawrence	-2.31
				Processing Supplies	-75.70
Bill	7820219	10/09/2023		Readers Across Lawrence	-2,999.66
Bill	782020	10/09/2023		Processing Supplies	-324.28
Bill	78248911	10/10/2023		Books & Materials	-953.00
Bill	78248912	10/10/2023		Processing Supplies	-144.93

**Lawrence Public Library**  
**Check Detail**  
 September 19 through October 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	78223388	10/10/2023		Books & Materials	-242.80
Bill	78223389	10/10/2023		Processing Supplies	-25.19
TOTAL					-22,556.76
<b>Bill Pmt -Check</b>	<b>29496</b>	<b>10/11/2023</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	115931	09/29/2023		Aquarium Maintenance	-330.00
TOTAL					-330.00
<b>Bill Pmt -Check</b>	<b>29497</b>	<b>10/11/2023</b>	<b>Kansas State University</b>	<b>Checking</b>	
Bill	52014	10/03/2023		Lost and Replacement ...	-50.84
TOTAL					-50.84
<b>Bill Pmt -Check</b>	<b>29498</b>	<b>10/11/2023</b>	<b>Lawrence Arts Center</b>	<b>Checking</b>	
Bill		09/29/2023		Readers Across Lawrence	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>29499</b>	<b>10/11/2023</b>	<b>Midland Professional Services</b>	<b>Checking</b>	
Bill	31614	10/09/2023		Block Grant	-900.00
TOTAL					-900.00
<b>Bill Pmt -Check</b>	<b>29500</b>	<b>10/11/2023</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	504339905	09/20/2023		Books & Materials	-375.56
Bill	504340021	09/20/2023		Books & Materials	-377.09
Bill	504339907	09/20/2023		Books & Materials	-33.74
Bill	504320020	09/20/2023		Books & Materials	-47.06
Bill	504339906	09/20/2023		Books & Materials	-44.99
Bill	504361472	09/28/2023		Books & Materials	-81.98
Bill	504361471	09/28/2023		Books & Materials	-639.83
Bill	504361205	09/28/2023		Books & Materials	-142.69
Bill	504361207	09/28/2023		Books & Materials	-379.37
Bill	504394558	09/28/2023		Books & Materials	-260.00
Bill	504394555	09/28/2023		Books & Materials	-24.99
Bill	504394556	09/28/2023		Books & Materials	-159.92
Bill	504394554	09/28/2023		Books & Materials	-469.25
Bill	504431813	09/29/2023		Processing Supplies	-351.90
Bill	504424926	10/06/2023		Books & Materials	-149.96
Bill	504424925	10/06/2023		Books & Materials	-367.47
Bill	504424925A	10/06/2023		Books & Materials	-136.48
Bill	504424949	10/06/2023		Books & Materials	-275.90
Bill	504424947	10/06/2023		Books & Materials	-157.07
Bill	504458043	10/11/2023		Books & Materials	-720.44
Bill	504458048	10/11/2023		Books & Materials	-499.05
Bill	504458045	10/11/2023		Books & Materials	-88.42
Bill	504458046	10/11/2023		Books & Materials	-89.97
Bill	504458044	10/11/2023		Books & Materials	-221.94
TOTAL					-6,095.07

**Lawrence Public Library**  
**Check Detail**  
 September 19 through October 11, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29501</b>	<b>10/11/2023</b>	<b>New Directions</b>	<b>Checking</b>	
Bill	INV-30480	09/29/2023		Professional Fees	-1,600.00
<b>TOTAL</b>					<b>-1,600.00</b>
<b>Bill Pmt -Check</b>	<b>29502</b>	<b>10/11/2023</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809CP23...	09/20/2023		Books & Materials	-1,166.90
Bill	06809DA23...	09/20/2023		Books & Materials	-382.47
Bill	06809CO23...	09/20/2023		Books & Materials	-211.95
Bill	06809CO23...	09/20/2023		Books & Materials	-443.36
Bill	06809CO23...	09/20/2023		Books & Materials	-290.48
Bill	06809CO23...	09/20/2023		Books & Materials	-20.98
Bill	06809CO23...	09/20/2023		Books & Materials	-1,360.68
Bill	06809CO23...	09/20/2023		Books & Materials	-890.62
Bill	06809DA23...	09/20/2023		Books & Materials	-151.48
Bill	06809CO23...	09/28/2023		Books & Materials	-411.32
Bill	06809CO23...	09/28/2023		Books & Materials	-121.48
Bill	06809CO23...	09/28/2023		Books & Materials	-1,848.84
Bill	06809CO23...	09/28/2023		Books & Materials	-905.04
Bill	06809CO23...	09/28/2023		Books & Materials	-384.58
Bill	06809CO23...	09/28/2023		Books & Materials	-115.39
Bill	06809CO23...	09/28/2023		Books & Materials	-89.99
Bill	06809CO23...	09/28/2023		Books & Materials	-39.00
Bill	06809CO23...	09/28/2023		Books & Materials	-389.94
Bill	06809CO23...	09/28/2023		Books & Materials	-1,761.81
Bill	06809CO23...	09/28/2023		Books & Materials	-766.51
Bill	06809CO23...	09/28/2023		Books & Materials	-318.01
Bill	06809CO23...	09/28/2023		Books & Materials	-464.33
Bill	06809CO23...	09/28/2023		Books & Materials	-213.00
Bill	06809CO23...	09/28/2023		Books & Materials	-149.99
Bill	06809CO23...	09/28/2023		Books & Materials	-1,205.55
Bill	06809CO23...	09/28/2023		Books & Materials	-949.07
Bill	06809CO23...	09/28/2023		Books & Materials	-643.57
Bill	06809DA23...	09/28/2023		Books & Materials	-674.41
Bill	06809DA23...	09/28/2023		Books & Materials	-336.96
Bill	06809CO23...	09/28/2023		Books & Materials	-134.98
Bill	06809CO23...	09/28/2023		Books & Materials	-76.76
Bill	06809CO23...	09/28/2023		Books & Materials	-509.41
Bill	06809CO23...	09/28/2023		Books & Materials	-132.50
Bill	06809CO23...	09/28/2023		Books & Materials	-2,542.49
Bill	06809CO23...	09/28/2023		Books & Materials	-764.19
Bill	06809DA23...	09/28/2023		Books & Materials	-294.95
Bill	06809CP23...	10/03/2023		Books & Materials	-725.34
Bill	06809CO23...	10/10/2023		Books & Materials	-1,038.92
Bill	06809CO23...	10/11/2023		Books & Materials	-582.36
Bill	06809CO23...	10/11/2023		Books & Materials	-256.91
Bill	06809CO23...	10/11/2023		Books & Materials	-26.99
Bill	06809CO23...	10/11/2023		Books & Materials	-2,640.57
Bill	06809CO23...	10/11/2023		Books & Materials	-1,305.84
Bill	06809DA23...	10/11/2023		Books & Materials	-439.82
Bill	06809CO23...	10/11/2023		Books & Materials	-337.97
<b>TOTAL</b>					<b>-28,517.71</b>
<b>Bill Pmt -Check</b>	<b>29503</b>	<b>10/11/2023</b>	<b>Playaway Products LLC</b>	<b>Checking</b>	
Bill	442220	09/28/2023		Books & Materials	-700.97
Bill	443325	10/10/2023		Books & Materials	-108.28
<b>TOTAL</b>					<b>-809.25</b>



Lawrence Public Library  
**Check Detail**  
September 19 through October 11, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29504</b>	<b>10/11/2023</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	880999	09/20/2023		Building Supplies	-447.44
Bill	881644	09/29/2023		Building Repairs & Main...	-49.00
Bill	881639	09/29/2023		Building Repairs & Main...	-59.00
Bill	881656	09/29/2023		Building Repairs & Main...	-39.00
Bill	881648	09/29/2023		Building Repairs & Main...	-59.00
Bill	882030	09/29/2023		Building Supplies	-694.60
TOTAL					-1,348.04
<b>Bill Pmt -Check</b>	<b>29505</b>	<b>10/11/2023</b>	<b>Sawa Books</b>	<b>Checking</b>	
Bill	IN001626	09/20/2023		Books & Materials	-271.22
TOTAL					-271.22
<b>Bill Pmt -Check</b>	<b>29506</b>	<b>10/11/2023</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30428766	09/20/2023		Building Repairs & Main...	-112.04
TOTAL					-112.04
<b>Bill Pmt -Check</b>	<b>29507</b>	<b>10/11/2023</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	51066775	09/20/2023		Youth Outreach (St. Pats)	-154.00
Bill	51096416	09/20/2023		Youth Outreach (St. Pats)	-3,724.61
TOTAL					-3,878.61
<b>Bill Pmt -Check</b>	<b>29508</b>	<b>10/11/2023</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	23071003	09/29/2023		Summer Reading - ALL	-1,249.94
TOTAL					-1,249.94
<b>Bill Pmt -Check</b>	<b>29509</b>	<b>10/11/2023</b>	<b>Texas A&amp;M University</b>	<b>Checking</b>	
Bill	305	09/29/2023		Lost and Replacement ...	-111.00
TOTAL					-111.00
<b>Bill Pmt -Check</b>	<b>29510</b>	<b>10/11/2023</b>	<b>TFMComm Inc.</b>	<b>Checking</b>	
Bill	228972	09/29/2023		Public Tech Supplies	-1,821.60
TOTAL					-1,821.60
<b>Bill Pmt -Check</b>	<b>29511</b>	<b>10/11/2023</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	6117885	09/29/2023		Professional Fees	-295.50
TOTAL					-295.50

Lawrence Public Library  
**Check Detail**  
September 19 through October 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29512	10/11/2023	University of the Pacific	Checking	
Bill	217257424	09/29/2023		Lost and Replacement ...	-115.00
TOTAL					-115.00

# Monthly Statistical Summary--September 2023

	September	September	% Change	YTD	YTD	% Change	Charts
	2023	2022	2023-2022	2023	2022	2023-2022	
<b>SUMMARY RATIOS</b>							
Service Area Population <i>based on data from Census bureau see explanation below</i>	95,794	95,372	0%				
% of Lawrence Residents Registered (current month)	45%	44%	2%				
Net Promoter Score (NPS) <i>see definition below</i>	80.44	N/A	#VALUE!				<a href="#">NPS Score Chart</a>
<b>OUTPUT MEASURES</b>							
Physical Checkouts, Renewals & Autorenewals Adult Audience	40,215	41,491	-3%	382,403	381,756	0%	
Physical Checkouts & Renewals Teen Audience	2,538	2,914	-13%	25,985	26,329	-1%	
Physical Checkouts & Renewals Children's Audience <i>see explanation below</i>	25,130	27,454	-8%	253,160	253,901	0%	
<b>Total Physical Checkouts</b>	<b>67,883</b>	<b>71,859</b>	<b>-6%</b>	<b>661,548</b>	<b>661,986</b>	<b>0%</b>	
Digital Checkouts & Renewals Adult & General Audience	16,248	14,320	13%	142,526	138,911	3%	
Digital Checkouts & Renewals Teen Audience	2,157	1,567	38%	17,443	15,641	12%	
Digital Checkouts & Renewals Children's Audience	3,198	2,252	42%	25,904	24,007	8%	
<b>Total Digital Checkouts &amp; Renewals</b>	<b>21,603</b>	<b>18,139</b>	<b>19%</b>	<b>185,873</b>	<b>178,559</b>	<b>4%</b>	
<b>Total Physical &amp; Digital Checkouts &amp; Renewals</b>	<b>89,486</b>	<b>89,998</b>	<b>-1%</b>	<b>847,421</b>	<b>840,545</b>	<b>1%</b>	<a href="#">Circulation Charts</a>
Checkouts & Renewals Dottie	313	250	25%	2,338	376	522%	
Checkouts & Renewals Lockers	924	936	-1%	8,622	8,797	-2%	
Checkouts & Renewals Home Delivery & Retirement Communities	808	803	1%	7,597	7,693	-1%	
Checkouts & Renewals Main Library	42,558	44,603	-5%	438,466	445,681	-2%	
Digital Checkouts, Online Renewals, Auto Renewals	44,883	43,406	3%	390,398	377,998	3%	
<b>Total Physical &amp; Digital Checkouts &amp; Renewals</b>	<b>89,486</b>	<b>89,998</b>	<b>-1%</b>	<b>847,421</b>	<b>840,545</b>	<b>1%</b>	
				0			
Service Interactions	5,344	5,914	-10%	61,187	64,058	-4%	<a href="#">Service Interaction Charts</a>
Visits to 707 Vermont St.	31,989	27,978	14%	337,033	267,633	26%	<a href="#">User Visits Charts</a>
LPL Web Site Visits (Google Analytics has implemented new metrics; we are using their new metric of "Engaged Sessions")	77,665	N/A	#VALUE!	604,302	#VALUE!	#VALUE!	
Physical Holdings Added	1,991	1,888	5%	18,304	20,291	-10%	
Physical Holdings Withdrawn	2,636	2,022	30%	19,539	27,795	-30%	
Physical Holdings Total	191,714	194,394	-1%				
Digital Holdings Added	546	294	86%	5,950	8,261	-28%	
Digital Holdings Leases Expired	160	145	10%	1,247	1,303	-4%	
Digital Holdings Total (includes leased titles)	34,443	28,780	20%				
New Cards created (includes online applications)	731	686	7%	7,031	5,762	22%	
Active Cardholders Current Month <i>see definition below</i>	15,236	14,474	5%				
Active Cardholders Last 3 Years <i>see definition below</i>	42,884	41,932	2%				

Adult Programs (Includes programs for retirees)	34	40	-15%	295	336	-12%	
Teen Programs	9	6	50%	76	72	6%	
Children's Programs (includes programs for all ages)	54	53	2%	387	306	26%	
Total Programs	<b>97</b>	<b>99</b>	<b>-2%</b>	<b>758</b>	<b>714</b>	<b>6%</b>	
Total Program Attendance	2,973	2,369	25%	27,989	21,478	30%	<a href="#">Program Statistics Charts</a>
Patron Bookings of Library Spaces	839	714	18%	8,890	5,811	53%	<a href="#">Reservable Room Booking S</a>
Public Computer Sessions	2,879	2,403	20%	29,412	21,901	34%	<a href="#">Computer Session Charts</a>
Total Paid Staff (FTE)	68.65	68.08	1%				
Total Number of Employees	87	90	-3%				
Total Library Volunteer Hours***	548	459	19%	5,183	4,394	18%	

**Service area population:** previous year population estimates were provided by city staff. The latest numbers from the City were: Aug 2021 estimate: 103,351 and Aug 2022 est: 105,295

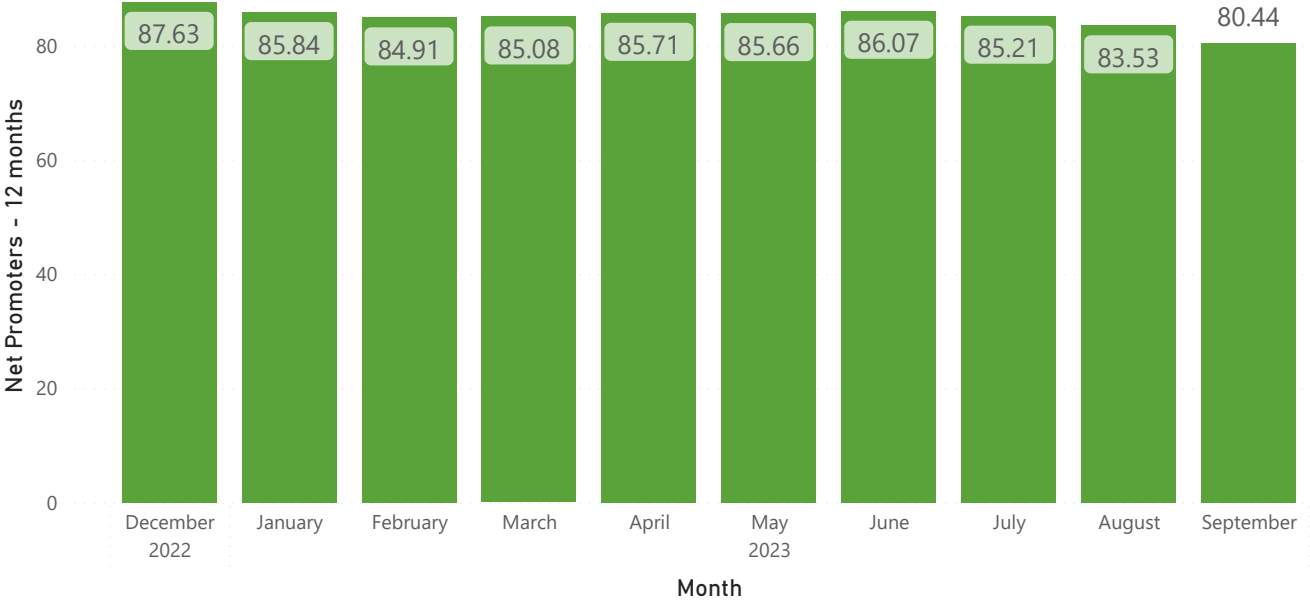
**Checkouts & renewals for children's audience:** this total includes checkouts of movies, TV shows, and video games for children

**Active cardholder:** activities counted include (but are not limited to) checking out physical & digital items; placing holds; returning items; paying bills; placing holds; verifying library card status to register for a library event, gain access to a public computer or to use digital resources such as the digital NY Times or Consumer Reports online.

**Net Promoter Score (NPS)** is based on responses to a survey in the last 12 months 1)emailed to a percentage of randomly selected cardholders who have been active in the past 2 weeks 2) Beginning July 2023, library users who fill out a survey available in the Fiction Loop of the library and 3)Beginning August 2023, attendees at select events. Cardholders are asked "On a scale from 0 (not at all likely) to 10 (very likely, how likely are you to recommend the library to others?" and a reason for their score.

[NPS score calculation explained here](#)

Rolling 12-Month: NPS Average (NPS survey initiated Dec 2022)



NPS Survey

80.44

NPS

997

Total Responses to date

853

Total Promoters to date

51

Total Detractors to date

Filter by Responders Visit Frequency

- ☐ At least once a week
- ☐ Several times a month
- ☐ At least once a month
- ☐ Several times a year
- ☐ Less than once a year
- ☐ (Blank)

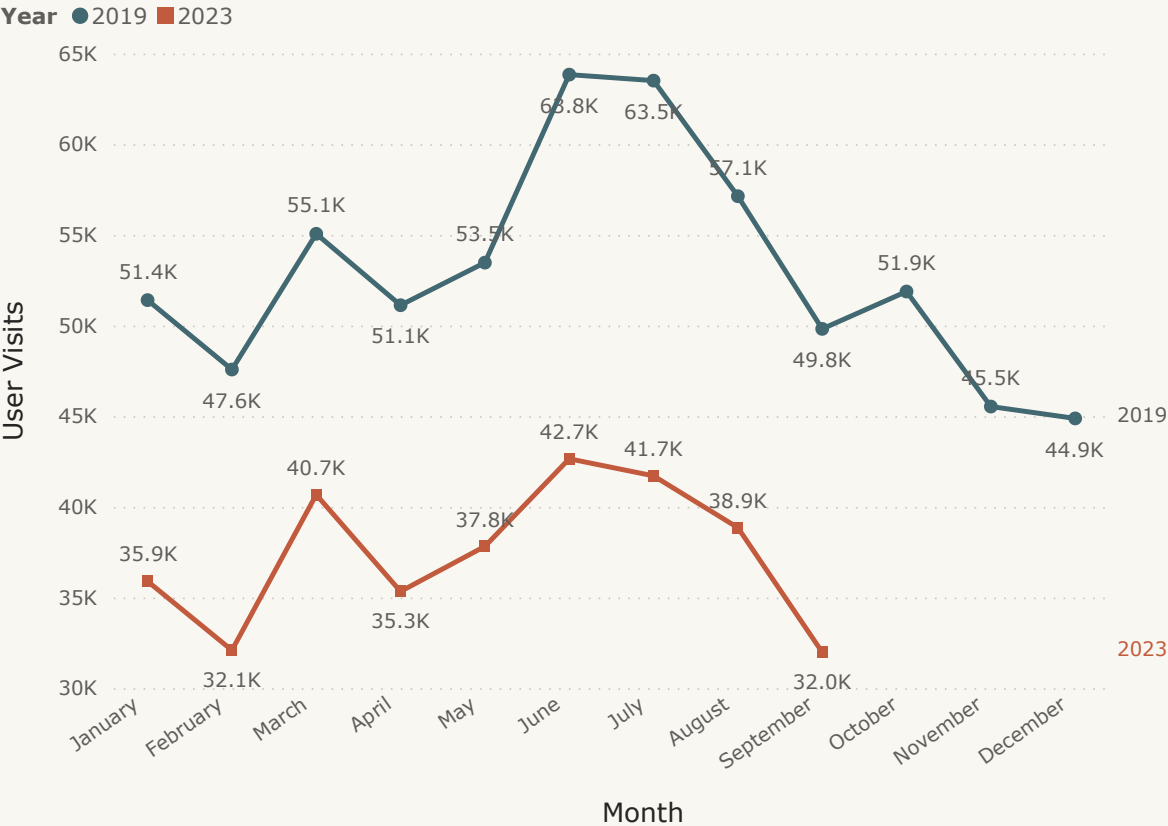
Filter by Survey Location

- ☐ Cruel Seduction Tour
- ☐ Dracula Daily Event
- ☐ Email
- ☐ LPL Main

Dates included (do not change)

- ☐ (Blank)
- ☒ 2022
- ☐ Qtr 1
- ☐ Qtr 2
- ☐ Qtr 3
- ☒ Qtr 4
- ☐ October

Total User Visits: Pre- vs Post-Pandemic



YTD % change Pre- vs Post-Pandemic

-31.63%

YTD User Visits 2019-2023

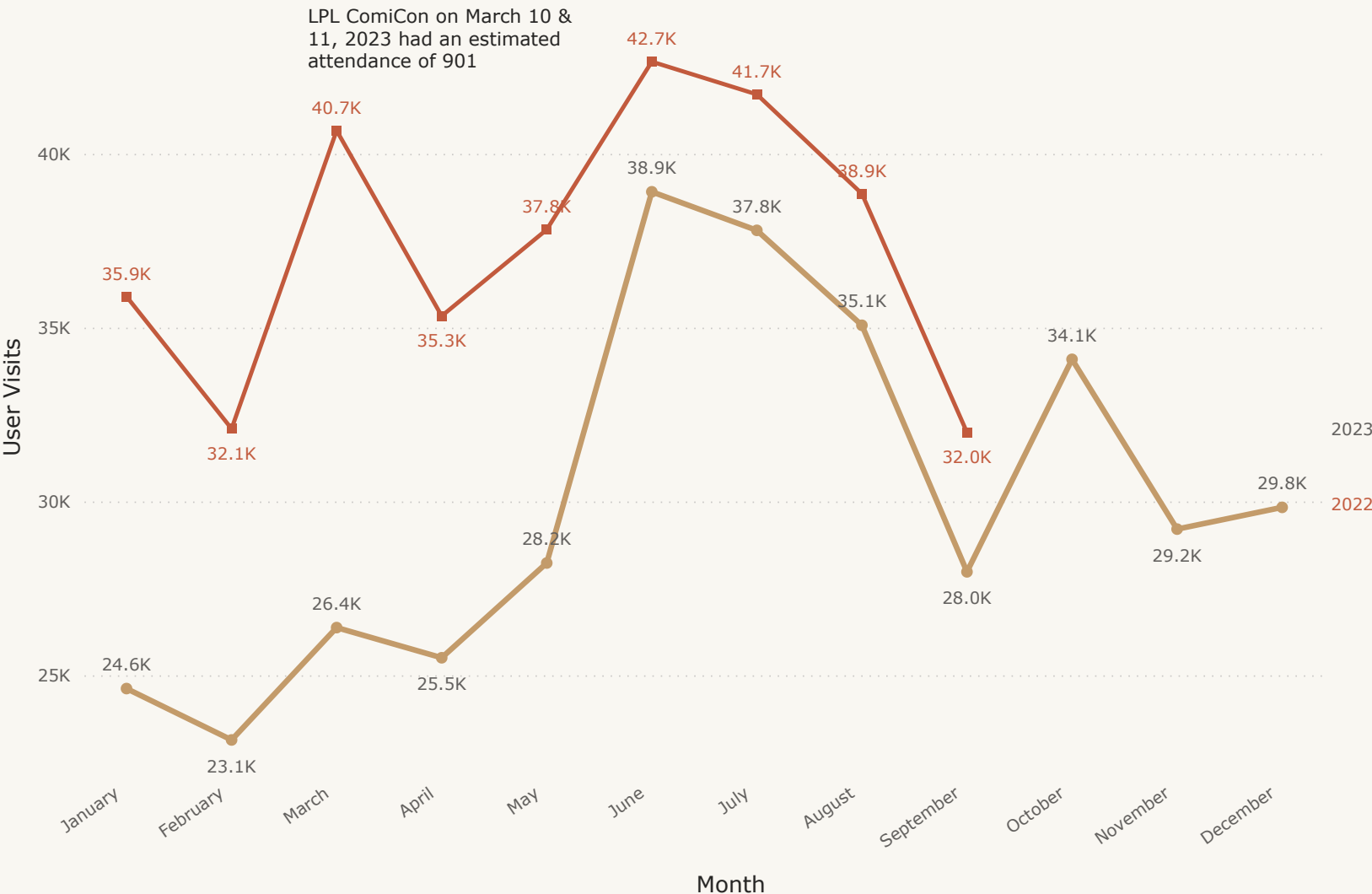
Year	User Visits	% Growth Year Over Year
2019	492938	0.26%
2020	183130	-62.85%
2021	178012	-2.79%
2022	267633	50.35%
2023	337033	25.93%

Month on Month: Sep Visits 2019-2023

Year	User Visits	% Growth Month Over Month
2019	49818	2.60%
2020	14693	-70.51%
2021	21846	48.68%
2022	27978	28.07%
2023	31989	14.34%

# Total User Visits 2022 vs 2023

Year ● 2022 ■ 2023



Percent Growth Between Current Month and Last Month

-17.67%

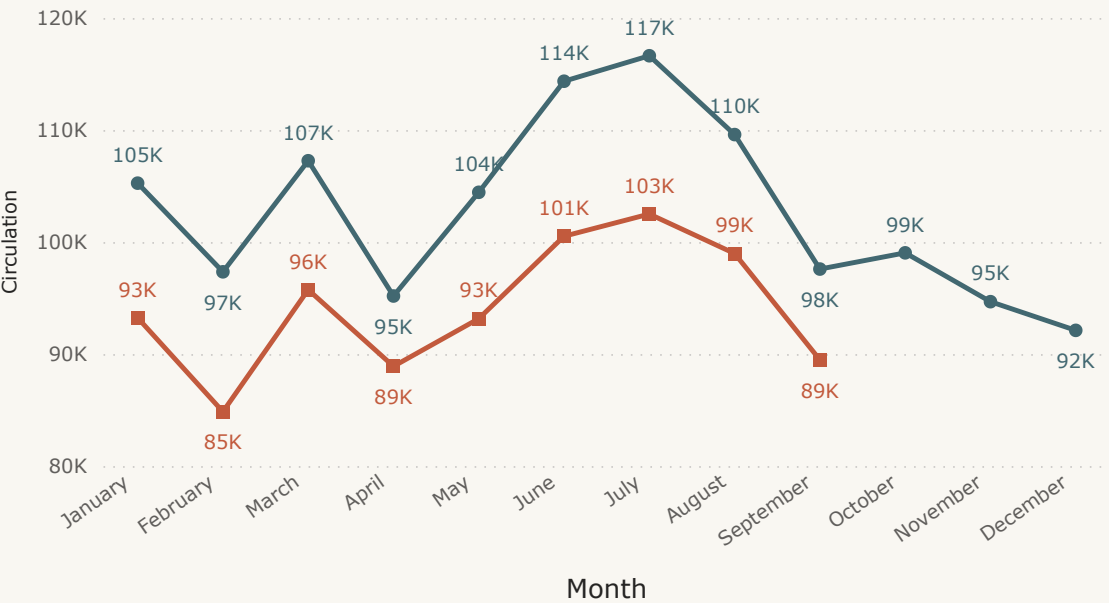
Percent Growth Between Current Year and Last Year YTD

25.93%

- Year
- 2016
  - 2017
  - 2019
  - 2020
  - 2021
  - 2022
  - 2023

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

Year ● 2019 ■ 2023



DigitalPhysical

- Digital
- Physical

Circ Type

- ☐ Auto Renewal
- ☐ Checkout
- ☐ Renewal

Audience

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

MetaFormat

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

YTD % change Pre- vs Post-Pandemic

-10.58%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	947,701.95	3.03%
2020	696,972.10	-26.46%
2021	838,539.17	20.31%
2022	840,771.02	0.27%
2023	847,426.33	0.79%

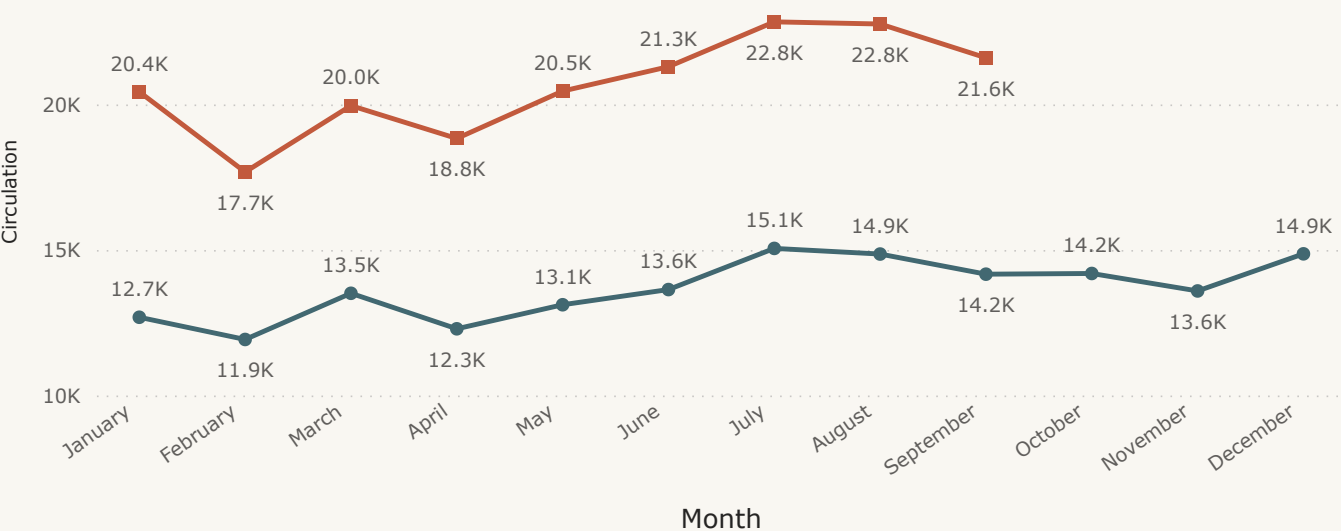
Month on Month: Sep Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	97,594.51	0.43%
2020	91,871.07	-5.86%
2021	89,530.11	-2.55%
2022	89,998.11	0.52%
2023	89,486.60	-0.57%



Digital Circulation Trend: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



DigitalPhysical

- Digital
- Physical

Circ Type

- Checkout
- Renewal

Audience

- Adult
- All Ages
- Children
- Teen

MetaFormat

- Audio
- Book
- Magazines
- Video

YTD % change Pre- vs Post-Pandemic

53.28%

YTD Circulation 2019-2023

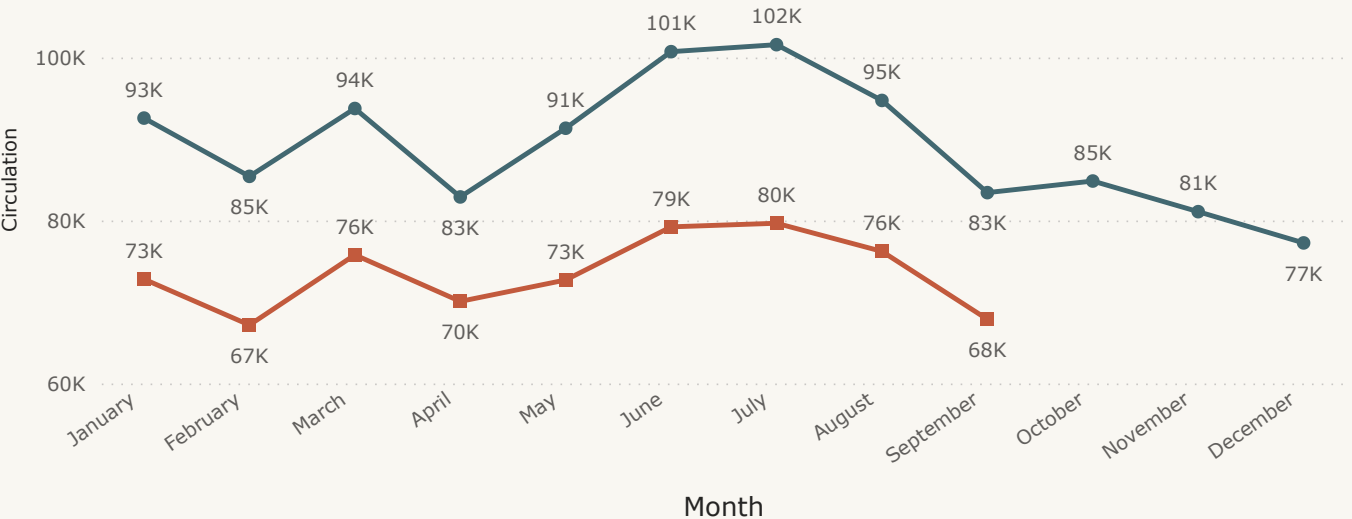
Year	Circulation	% Growth Year on Year
2019	121,266.95	101.02%
2020	190,556.10	57.14%
2021	179,738.17	-5.68%
2022	178,786.02	-0.53%
2023	185,874.33	3.96%

Month on Month: Sep Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	14,169.51	102.94%
2020	21,034.07	48.45%
2021	19,224.11	-8.60%
2022	18,139.11	-5.64%
2023	21,603.60	19.10%

Physical Circulation Trend Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-19.95%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	826,435.00	-3.85%
2020	506,416.00	-38.72%
2021	658,801.00	30.09%
2022	661,985.00	0.48%
2023	661,552.00	-0.07%

- DigitalPhysical
- ☐ Digital
  - ☒ Physical

- Circ Type, Circulation
- ☒ Auto Renewal
  - ☒ Checkout
  - ☒ Renewal

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

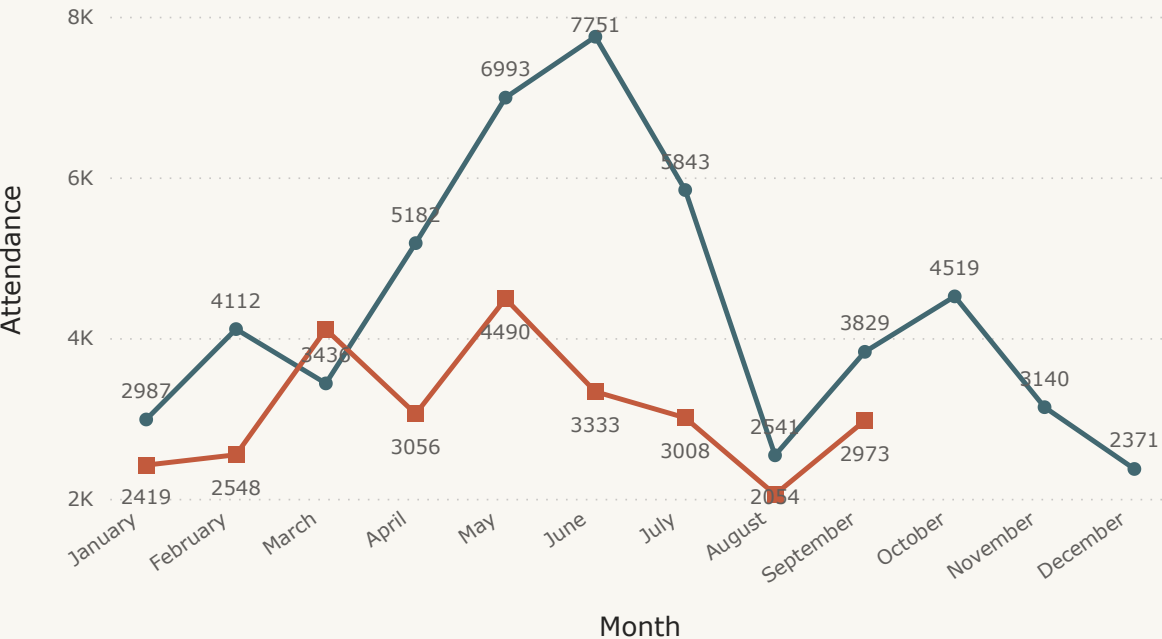
- MetaFormat
- ☐ Audio
  - ☐ Book
  - ☐ ILL Items
  - ☐ Kits
  - ☐ LibOfThings
  - ☐ Magazines

Month on Month: Sep Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	83,425.00	-7.51%
2020	70,837.00	-15.09%
2021	70,306.00	-0.75%
2022	71,859.00	2.21%
2023	67,883.00	-5.53%

Total Program Attendance: Pre- vs Post-Pandemic

Year 2019 2023



LPL ComiCon on March 10 & 11, 2023:  
Estimated attendance of 901

Summer Reading Kickoff Party on May 26, 2023:  
Estimated attendance of 750

Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-34.41%

YTD Program Attendance 2019-2023

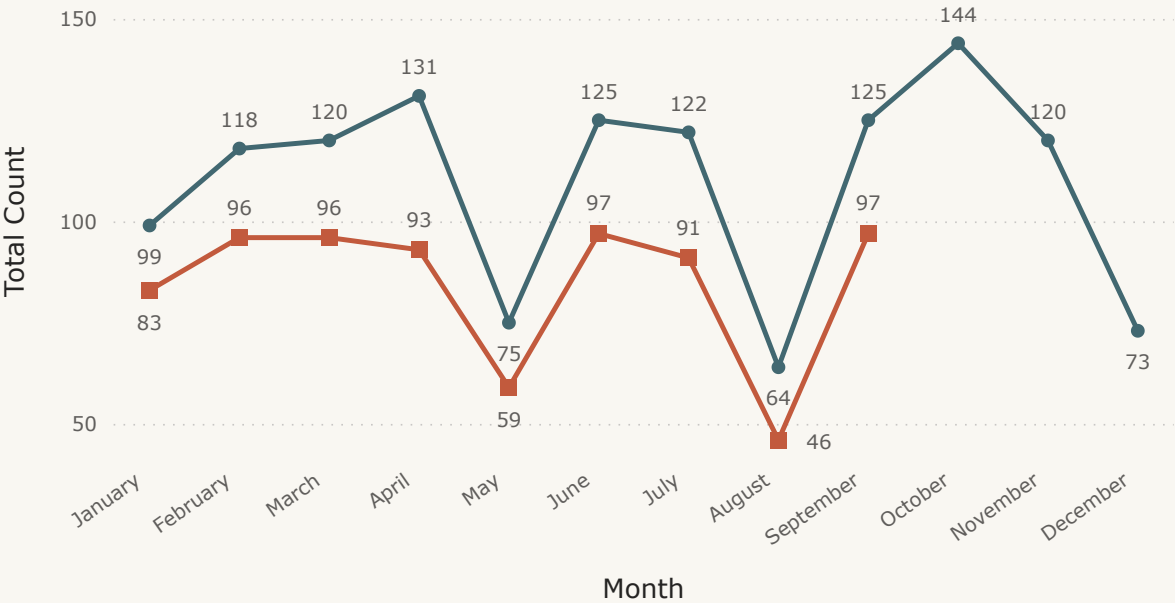
Year	Attendance	% Growth Year on Year
2019	42674	-8.36%
2020	34326	-19.56%
2021	15815	-53.93%
2022	21478	35.81%
2023	27989	30.31%

Month on Month: Sep Program Attendance 2019-2023

Year	Attendance	% Growth Month on Month
2019	3829	-10.79%
2020	3091	-19.27%
2021	1105	-64.25%
2022	2369	114.39%
2023	2973	25.50%

Total Programs Presented: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-22.57%

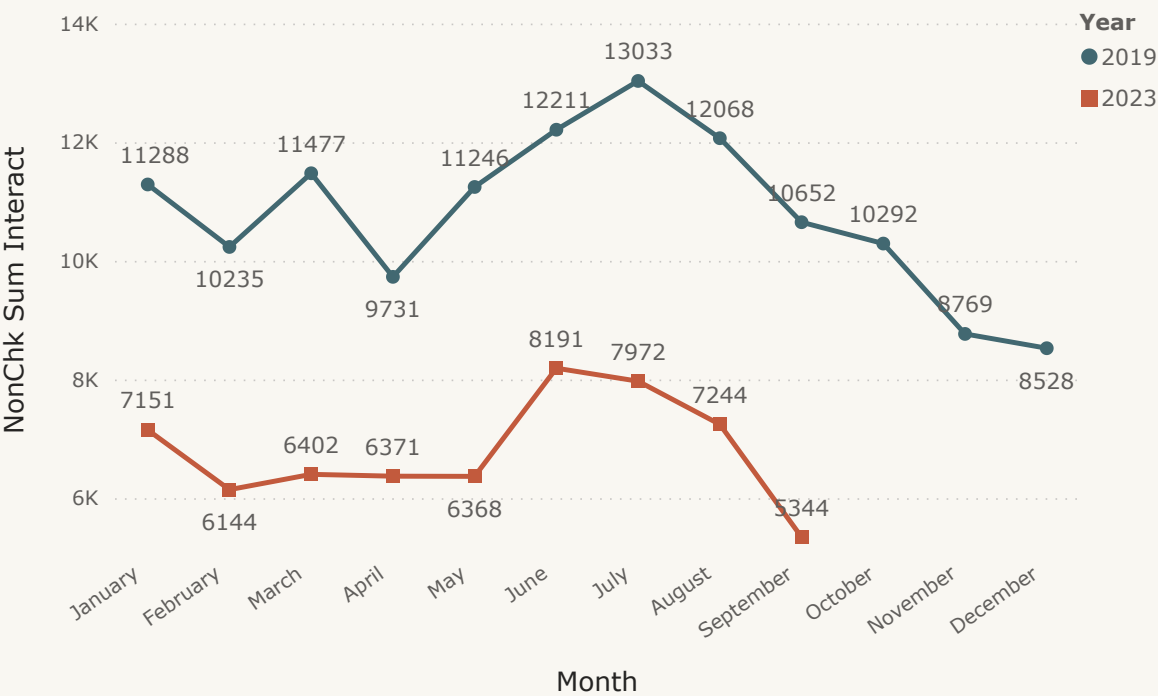
YTD No. of Programs Presented 2019- 2023

Year	Total Programs Presented	% Growth in No. of Programs Presented Year On Year
2019	979	-0.51%
2020	825	-15.73%
2021	566	-31.39%
2022	714	26.15%
2023	758	6.16%

Month on Month: Sep No. Of Programs Presented

Year	Total No. of Programs Presented	% Growth No Programs Month on Month
2019	125	7.76%
2020	128	2.40%
2021	58	-54.69%
2022	99	70.69%
2023	97	-2.02%

Service Interactions: Pre- vs Post-Pandemic



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

YTD % change Pre- vs Post-Pandemic

-39.98%

YTD Service Interactions 2019-2023

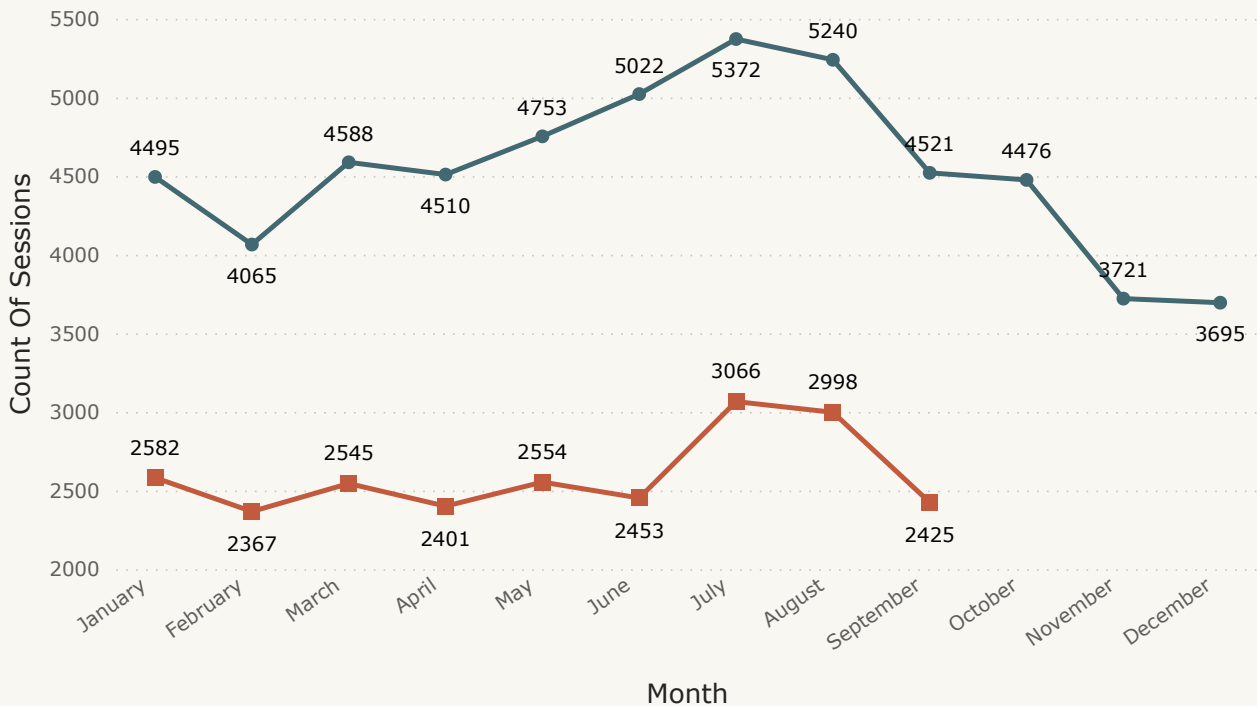
Year	YTD Service Interactions	% Growth Year on Year
2019	101941	-8.79%
2020	43237	-57.59%
2021	58138	34.46%
2022	64058	10.18%
2023	61187	-4.48%

Monthly: Sep Service Interactions 2019-2023

Year	Current Month Service Interactions	NonChk MO % Growth Month on Month
2019	10652	-3.99%
2020	5460	-48.74%
2021	6006	10.00%
2022	5914	-1.53%
2023	5344	-9.64%

# Adult Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-45.05%

Year

■ 2019

□ 2020

□ 2021

□ 2022

■ 2023

Audience (Primary)

■ Adult

□ Children

□ Teen

## Acting Library Director's Report for October 2023

### Month #1 as Acting Director: Safety Updates

My first month as Acting Library Director has gone well, thanks to our wonderful staff who are great at their jobs, and really care about providing excellent library service to the community. Our primary focus has been on addressing safety concerns in and around the library. Here are the latest updates:

- **Communications and Safety Training.** The library's Safety Task Force is currently drafting procedures on how to improve staff communication when there is a safety incident and/or when police are in the building. We also have scheduled a consultation and walkthrough of the building with a representative of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA). This is a free service that will help us improve our safety policies and procedures.
- **Welcome Team.** Members of the senior leadership and security teams have been out on the sidewalk 10-15 minutes before storytimes to welcome kids and their parents/ caregivers to the library. The goal is to provide a friendly vibe and to keep the path to the library's front door clear. This is an experiment and will be evaluated for need.
- **Additional No Smoking Areas:** While smoking already is prohibited in the Reading Garden, we have added new stenciled no smoking signs on the concrete bench under the south windows. People smoking in this area are asked to move to benches across the lawn. The new signs have reduced the number of large groups congregating near the library entrance and keeps smoke from entering the building. Sitting here is fine; smoking here is not.
- **Security Incident Software:** A library task force has selected a new database that will allow us to better track security incidents at the library. The new software will be implemented before the end of the year.
- **Cameras and signage:** Additional cameras will be installed on the south side of the building to monitor activity on the lawn. Installation will happen in conjunction with the upstairs workroom construction project that starts October 30th.
- **Lease agreement with City for Library Plaza.** (See agenda item)

### Strategic Plan Update

Staff working groups have met to develop an action plan to implement the strategic plan that was presented to the Board in August. Teams focused on four strategic priorities: (1) Improve patron and staff experience and increase engagement at the library; (2) Improve patron and staff experience and increase engagement on the library campus; (3) Improve patron and staff experience and increase engagement in virtual and off-site physical spaces; and (4) Build on internal strengths with solid organizational structures and processes. The next steps are for the library's small leadership team to compile the information, identify priorities for 2024 and 2025, create a timeline, and bring their recommendation back to the larger senior leadership team for consideration.

### Urban Libraries Council Conference

Tricia Karlin and I will be attending the [Urban Libraries Council Annual Forum](#) in Seattle on October 25 – 27. We'll report back in November!

# Monthly Departmental Reports

## October 2023

### Accounts:

---

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

Sarah Mathews has been hired as the new Outreach Coordinator and will be leaving Accounts this month. The majority of her hours in Accounts will be filled by bringing Ruth Hite up to 32 hours, Martha Gronniger up to 20 hours, and Jake Cockerill up to 40 hours a week.

### Cataloging & Collection Development:

---

We're entering the time of the year where we wind up doing a lot of weeding. The boom of Summer is in the rearview mirror and our shelves need more attention than other times of the year. Cataloging is recruiting some additional help for the deaccessioning of materials.

The Collection Development team is excited to see the collection development focused offerings of the Urban Library Council (ULC) which the Library has just become a member of. The Big Leadership Team will have an introduction to ULC at an upcoming meeting.

### Collections & Technology:

---

Tricia cleaned up and updated a Power BI report on magazine usage at the library to support decision-making for the upcoming magazine subscription renewal process.

Tricia participated in discussions about the strategic plan for Priority 2 (Improve patron and staff experience and increase engagement in virtual spaces).

Along with other SLT+ members, she attended a meeting with Chuck Clanahan, Kansas Protective Security Advisor for the Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA). SLT+ and other staff will follow up with a walk through of the library with an eye to security & safety on November 20.

Tricia has been enjoying her Storytime Welcome shifts at 10:30 on Tuesday mornings. These involve greeting patrons who are on their way to the library from the parking garage. Feedback from patrons has been positive, and it's been especially nice to do this in the beautiful fall weather.



# Monthly Departmental Reports

## October 2023

Tricia communicated with the Urban Libraries Council Chief of Staff to kick off the library's membership and participation in this robust professional organization. We look forward to taking advantage of the extensive resources the group offers. We'll start with participating in their annual forum - both Tricia and Kathleen will attend this event to be held in Seattle at the end of October.

### Department of Development & Community Partnerships (DCP):

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In addition to the Marketing and Outreach news included here, we are pleased to report that Retirement Boot Camp continues to thrive. To date, we have 980 people on our list of "regulars". (These are individuals who have attended at least one program and have asked to be added to the email notification list.) We have submitted a grant renewal request to the Capitol Federal Foundation, requesting that they continue supporting the program for 2024 and 2025.

### Diversity, Equity, and Inclusion:

---

Frankie collaborated with security to hold a training on our updated Behavior Policy for all staff at the end of September. This provided an opportunity for staff to have common questions answered, and to make clarifications regarding how we implement our policy. Frankie has also worked to update our Behavior Procedures, and is actively working with the IDEAA Committee to update our appeals process for library bans. In mid September Frankie assisted in the selection of our new Outreach Coordinator - we had a large number of wonderful applicants. Sarah Matthews was selected, as you can see in the Accounts update for this month. We also had two potlucks this month - our yearly Staff Picnic, as well as a "graduation" potluck for our staff who have continued to take Spanish classes through Plymouth Language. We begin our Fall semester on 10/6, and once this semester ends we will assess to determine how we will proceed. At the end of October, Frankie will be attending KLA for the first time.

### Facilities:

---

Highlight of the month: Jon got a high five from a toddler while on his Storytime Welcome shift last Wednesday!

We finally have a start date for the Main Level staff area construction: October 30th. It's been delayed by permits, and then labor needs, but now has a firm start date.

# Monthly Departmental Reports

## October 2023

Heather (Marketing & Communications) helped Jon and Phillip stencil “No Smoking” onto the concrete bench on the south side of the library plus on a few spots in front of the library and into the Reading Garden. Amazingly, it seems to have helped! Where we used to pick up several dozen cigarette butts in those areas every morning, now the morning butt pickup has dwindled to around a dozen and the afternoon butt patrol yields even less.

Speaking of the yard, in recent weeks there has been an increase in overnight traffic which frequently leaves much more trash and random things strewn about the yard for us to pick up in the morning. Jon is discussing with LKPD to see if they can help us here like they did with former issues in our west drive.

### Human Resources:

---

Erica attended the KS SHRM (Kansas Society for Human Resource Management) Conference in Overland Park. She also attended a workshop called *HR Basics and Employment Law* hosted by NEKLS and led by Tiffany Hentschel, Deputy Director of Human Resources at Johnson County. We also sadly said our goodbyes to Kristin Soper and wish her the best at her new role with Bert Nash. We had 61 candidates apply for this Outreach Coordinator position and ultimately selected an internal candidate, Sarah Mathews, to fill this opening. SLT+ also met with Chuck Clanahan from Homeland Security’s Cybersecurity and Infrastructure Security Agency (CISA). He is the Protective Security Advisor for Kansas and his department provides free services such as safety training, building walkthroughs, and security consultation. We look forward to this new partnership and hope to gain new practices and procedures based on his vast experience. Finally, Staff Day on October 5 offered a nice balance of educational sessions on self-care, time management, and de-escalation followed by fun sessions including the local cat cafe, a nature walk, and games.

### Information Services:

---

September always seems to be a busy month for programming, and this year was no exception. Terese and Melissa kicked off our Civic Engagement 101 series with school board and city commission candidate forums moderated by the League of Women Voters. The Community Blood Center saw a record number of folks—55!--show up to donate blood at our Booktoberfest-appropriate blood drive. Marc partnered with the Douglas County Legal Aid Society on a Driver's License Restoration Clinic (the first one in Douglas County); KU School of

## Monthly Departmental Reports

### October 2023

Law student interns met with clients whose licenses are currently suspended or revoked, and helped come up with an individualized plan to restore legal driving privileges. They were able to meet with 9 people in-person, and 6 other clients after the event who weren't able to make it in-person. Terese coordinated a lovely potluck to celebrate the bounty of the harvest.

Hablemos, the Spanish conversation table led by graduate students from KU's Department of Spanish and Portuguese, is back in full swing after a summer hiatus. Marc also gave Jim a hand for the inaugural sessions of his Computer Basics class. Melissa and Marc led a library tour for a group of 18-24-year-old Van Go participants (and shoutout to Nicole for taking them through the S+V Studio!). Kudos to Terese for her role in planning this year's Staff Day—especially her work to coordinate the presence of kittens from the Cat Cafe! The Info Services team wrapped up another quarterly update of the [Lawrence-Douglas County Community Resource Guide](#)—it was rewarding to hear during their Staff Day presentation that the folks staffing the Headquarters crisis line use our guide because it's the most thorough and accurate resource guide available. And, the Health Spot task force—Becky, Ruby, Marc, and Theresa—successfully applied to participate in the [Healthy People 2030 Champion program](#)!

### Marketing & Communications:

---

The first week of October was spent promoting “Library Landscapes,” the artistic fundraising opportunity through the Library's Friends & Foundation—marketing efforts viewable [here](#).

In other news, Marketing & Communications met with the Improve Virtual Spaces Team and curated a list of the various digital channels the Library has. M&C will evaluate and rank these Digital Spaces to determine which need promotion, maintaining, and possible phasing out. M&C also met with a Patron Point representative to explore using this vendor to replace Orange Boy/Savannah, the current vendor used for the library's Sunday eNews, eBlasts, and other critical email messaging. Patron Point seems like a promising product that will save on staff time and make a curated experience for patrons in email messaging, one of the top modes of communication for cardholders (and the most picked “how did you hear about this” option on surveys.) The New Cardholder Drip Campaign launch is pushed back as Heather makes final tweaks on copy and style and will launch in October. The Billy Mills School Fair Dottie Stop photos mentioned in the previous report are edited and viewable [here](#). The library's External Communications Policy has been re-drafted and is slated for Board approval in October. Heather (along with Kathleen Morgan and Angela Hyde) toured the new Lawrence Transit Transfer Facility with Transit & Parking Manager Adam Weigel and Transit Planner Felice Lavergne to see

# Monthly Departmental Reports

## October 2023

the space they're giving us for book browsing and library marketing, and Heather is exploring messaging and signage needs.

The Marketing & Communications Team looks forward to attending the [Library Marketing and Communications Conference](#) in Indianapolis in November to think of new ways to advocate for the library that fit into the Strategic Plan.

### Materials Handling:

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Staff day was nice. Still preparing for the big construction project up here.

Other than that, the sorter cycle continues!

### Outreach:

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The bittersweet Outreach news is that Kristin Soper, our outreach coordinator, announced that she has taken a job as the communications manager at Bert Nash. Kristin has served LPL in various capacities since 2009, and while we're excited for her with this new opportunity, we are very sad to see her go. Kristin got Dottie up and running and did a wonderful job forging partnerships and creating the library's Outreach team. Soon after Kristin's announcement, we advertised the outreach coordinator job and received 61 applications. The hiring team of Erica Segraves, Frankie Haynes, Dan Coleman, and Kathleen Morgan interviewed six excellent candidates. We are pleased to announce that LPL's own Sarah Mathews is our new outreach coordinator. Sarah currently works in the Accounts department and brings 15 years of cumulative library experience, Dottie know-how, a small business background, fantastic writing skills, and incredible enthusiasm to the job. Sarah started her new position October 10th.

### Public Technology:

---

Much of September centered around technology programming. Joel Bonner helped coordinate a wildly successful MixMasters Music Conference September 9th, which convened area experts to discuss strategies for success in the local music industry. Jim led a Retirement Boot Camp Tech Club discussing the ins and outs of cloud storage, and also led the first 2 installments of a new Lawrence Computer Literacy class in collaboration with the Senior Resource Center and

# Monthly Departmental Reports

## October 2023

Parks and Rec. We also helped evaluate and select a patron incident tracking software to help keep track of disciplinary incidents. Lastly, congrats to Nicole Limones for making the Topeka Symphony and performing in her first concert!

### Readers' Services:

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The month marked the kickoff of Booktoberfest, which launched September 19th with Matt Kirkland and his *Dracula* Daily presentation. We had a packed house at the Lawrence Art Center and great survey feedback from the audience, plus great interest in the rest of the Booktoberfest events. We chose *Dracula* as our Community Read, and we have been giving away both physical copies, plus we have unlimited digital downloads available through Libby. We have been posting a reading prompt weekly on Facebook and Instagram to encourage folks to interact with each and the material. We had a huge social media coup when we delivered a copy of *Dracula* to Keanu Reeves, who was in town on September 29th, and he agreed to take a picture with the book to promote it. It is maybe the most popular post we've ever made. We also hosted author Alex Grecian, who was interviewed by LPL's own Christina James. October will be a very busy month for us and so far most of our events are at or near capacity in terms of reservations.

### Security

---

Worked with Frankie (DEI) to assist with training on our updated Behavior Policy for all staff at the end of September. Worked with the Safety and Public Services team to update procedures for non-bomb threats to the library and procedures for police presence in the library, and hope to have those polished off this week. Sat in on meeting with Chuck Clanahan from Homeland Security's Cybersecurity and Infrastructure Security Agency (see Human Resources report for more details). The information Chuck has and will share with us, plus what we've been learning from other sources, will help guide a soon-to-be-formed team for Safety and Security of the Library to make sure we're prepared for not only the common safety incidents that we've already got in our manual, but for uncommon incidents as well.

# Monthly Departmental Reports

## October 2023

### Youth Services:

---

We're rolling along with our fall programming. Here's what we've done in the last month:

- Held our rescheduled end of Summer Reading party (we postponed because of extreme heat and then had to hold the movie indoors due to rain 😞)
- Conducted our normal storytimes and clubs
- Have restarted our school year outreach to Headstart at Kennedy
- Hosted a series of programs around Hispanic Heritage Month. Our last one is coming up on Oct 15, 2023 with a viewing of *Book of Life*.
- Started a bi-weekly Quiet Hours in the Teen Zone to give our teen patrons a calmer environment than our normal Teen Zone gaming volume.
- Held a birthday party for Frodo and Bilbo Baggins
- Featured the cultures of Kenya and Peru at Multicultural Storytime
- Hosted 4 showings of *Luna's Magic Flute*, a Lawrence Arts Center Ballet Theatre production.
- Held Star Wars trivia for all ages
- Held our annual Bus Storytime with Lawrence Transit and a ride on one of their electric buses!

### Volunteers

- We have a couple of new adult volunteers, but have also welcomed a new crop of teen volunteers for the fall semester.

### Continuing Education

- Yari Medina, Youth Outreach Technician, is currently in Hershey, PA at the annual Association of Bookmobile and Outreach Services conference

### Collection news

- This is a bit late, but the Youth Services storytime crew worked with Cataloging this summer to put our professional collection of storytime books into categories to reflect our circulating collection.
- The storytime staff weeded our share book sets that we use for group reading during storytime. Weeded titles are being replaced with more updated and diverse titles/authors.

## **LPL Friends & Foundation Director's Report – October 12, 2023**

**No September board meeting.** The Friends & Foundation board did not meet in September. Despite not meeting, library fundraising continues....

**DCCF Grant for Screen and Projector.** The Friends & Foundation is pleased to report that it has received an \$8,000 Community Grant from the Douglas County Community Foundation to replace the screen and projector in the library auditorium. A huge THANK YOU goes to Logan Isaman for their work in writing and submitting the grant. With the 10-year anniversary of the building happening next year, LPLFF has been on the lookout for grant opportunities to refresh library spaces and equipment. This is the second auditorium improvement grant that LPLFF has received in recent months. In July, the Rice Foundation provided \$25,000 to upgrade the auditorium microphone system. Those will be up and running by next month.

**Fall Book Sale.** The Friends & Foundation's Fall Book Sale is next week! Members Night happens on Thursday, October 19<sup>th</sup> and the public sale runs from Friday, October 20<sup>th</sup> through Sunday, October 22<sup>nd</sup>. Be sure to visit the book garage and stock up on great reads! The sale launches our end of year fundraising campaign. (See below.)

**End of Year Fundraising Campaign Game Plan.** The Friends & Foundation is excited to launch its 2023 annual fundraising campaign. This is a key time of year when we receive about 40% of our fundraising dollars. For 2023, our theme is "Libraries are for Everyone," emphasizing that LPL is committed to providing the best possible library service to everyone in this community. Here is our timeline:

- **New Chapter Society Letters.** Next week, our board members will write personal notes on 100+ letters to current and prospective New Chapter Society members. These are donors who give \$1000 or more to the library. Our board chair will be back in town on October 23 to get them signed and mailed.
- **Annual Letter.** This year-end mailer goes to all donors and volunteers. We are immensely grateful that the Harrison Family Fund of the Douglas County Community Foundation once again has pledged to match all donations up to \$20,000. Our donors love this matching opportunity! The letter will be in the mail by mid-November.
- **DCCF Giving for Good.** We are excited to participate in this year-end project once again. Our focus for 2023 is to raise funds for Retirement Boot Camp. The goal is to raise \$5000 (the maximum allowed under the program) and DCCF will provide a 50% match for our Sharyn and David Katzman Fund for Retirement Boot Camp. This campaign begins on Giving Tuesday (Nov 28).
- **Seasons Readings Book Sale.** This annual books sale features high quality books that make perfect holiday gifts – and volunteers will even gift wrap purchases. We are delighted that the City Band will perform its holiday concert in the auditorium that afternoon. We have discovered that band members and their fans are great book buying customers!



## MEMO

**To:** Lawrence Public Library Board of Trustees  
**From:** Kathleen Morgan, Acting Library Director  
**Date:** October 12, 2023  
**Subject:** Lease Agreement for Library Plaza

The library has been working with the City of Lawrence to find solutions to addressing behavior problems outside the building. While we have a behavior policy for inside the library and its immediate surroundings (Reading Garden, west circle drive, etc.), the Library Plaza to the south of the building is City property, managed by Parks and Recreation. Our goal is to find a way to extend the library's behavior policy to the Library Plaza so that our security team can better manage behavior problems on the entire library campus.

The attached draft lease agreement was written by the city attorney in consultation with the library, city manager, and Parks and Recreation director. It leases the Library Plaza area to the library for \$1 per year for five years. It also allows for the library or the City to terminate or extend the lease with proper notice.

The library's attorney has reviewed the draft lease agreement and given it her approval. She had some suggestions for updates to our behavior policy that would be more appropriate for the outdoor area. (See Next Steps.) In addition, she provided guidance on First Amendment questions we had about the outdoor space, writing that "the Supreme Court has ruled in the past that a library board may issue rules prohibiting disruptive conduct, so long as it enforces the rules in "a reasonable and nondiscriminatory manner, equally applicable to all and administered with equality to all."

### **Terms and Insurance**

The terms of the draft agreement outline the responsibilities of both the City and the library. The City will continue to mow the lawn, maintain the landscaping and irrigation system and provide snow removal services. In addition, the City will continue to pay the utilities for the Library Plaza that it currently pays (water for irrigation and electricity for lights and outlets on the north side.) The library will manage the property, including scheduling events in the space as it deems appropriate.



The draft lease agreement requires the library to provide liability insurance and Workers Compensation coverage for the space. According to our insurance agent, the library's current general liability policy meets the requirements of the lease. The City, as lessor of the Library Plaza, is automatically included as an "additional insured." Our agent noted that under our policy, the library cannot assume liability for another organization, so any outside group using the space must provide a certificate of insurance.

### **Next Steps**

Should the Board of Trustees approve the draft lease agreement, it will go to the City Commission to consider at its meeting on November 7th. In the meantime, library staff will review and recommend updates to the behavior policy and procedures since they would encompass both indoor and outdoor areas. Pending City Commission approval, we will follow up with the Board at its November 20th meeting. In addition, staff will create a communication plan to inform patrons about the new behavior rules.

As a final note, this lease agreement came together thanks to a cooperative effort between the library and the City. We want to thank City staff and leadership for their help. They have been very responsive and great to work with.

## LEASE AGREEMENT

**THIS LEASE AGREEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Lawrence, Kansas, a municipal corporation, and the Lawrence Public Library Board of Trustees., an entity existing by the provisions of K.S.A. 12-1222 ("the Board")

### RECITALS

- A.** The City of Lawrence, Kansas ("City"), a municipal corporation, owns the real property commonly known as 707 Vermont Street, Lawrence, Kansas, 66044 upon which the Lawrence Public Library, and the Library Plaza sit. The legal description of said real property is:

LOT 1, BLOCK 1, LAWRENCE PUBLIC LIBRARY, A MINOR SUBDIVISION REPLAT OF LOTS 21 THRU 38 AND VACATED ALLEY IN THE ORIGINAL TOWNSITE OF LAWRENCE, DOUGLAS COUNTY, KANSAS

- B.** The Lawrence Public Library Board of Trustees ("Board") exists by the provisions of K.S.A. 12-1222, with the powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225, and amendments thereto;
- C.** The City and the Board have a long history of cooperation and a shared interest in ensuring the Lawrence Public Library is place for people to learn, connect, create, and grow;
- D.** The City and the Board recognize the green space adjacent to the Lawrence Public Library, commonly known as the Library Plaza, is vital to the Board's mission;
- E.** The City desires to lease the green space and appurtenances thereto located immediately south of the Lawrence Public Library ("the Property") to the Board in accordance with the terms of this Lease Agreement. A map identifying the Property is attached hereto as Exhibit A and incorporated herein by reference.

**NOW, THEREFORE,** in light of the mutual promises and obligations contained herein, and in exchange for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the City and the Board agree as follows:

### TERMS

- 1. Recitals.** The above Recitals are incorporated herein and shall be as effective as if fully set forth herein *verbatim*.

2. **Lease of Space.** The City hereby agrees that, in exchange for the payment of Rent and the giving of other good and valuable consideration, as described in Sections 3 and 7, *infra*, it will lease to the Board the Property shown in Exhibit A, for its exclusive use for the purpose of hosting library events and for such other purposes reasonably related to the library's mission.

3. **Rent.**

In consideration for lease of the Property and other good and valuable consideration, as described in Section 7, *infra*, the Board shall pay to the City, on a yearly basis, as Rent, the sum of **ONE DOLLAR AND NO CENTS** (\$1.00).

4. **Term of the Lease.**

The Initial Term of this Lease shall be five (5) years, commencing at 12:00 a.m. December 1, 2023 ("Commencement Date") and terminating at 11:59 p.m. November 30, 2028 thereafter, unless this Lease is otherwise terminated earlier.

5. **Option Terms.** The parties, if mutually agreed, shall have the option to extend the Initial Term of this Lease for two (2) additional and successive five-year terms (individually, "the Option Term" and, collectively, "the Option Terms"). It shall be the responsibility of the Board to initiate contact with the City 180 days prior to the termination of the lease in order to ascertain the City's willingness to extend the lease. Option Terms shall be deemed a continuation of this Lease and shall not be considered a new Lease or an amendment hereto.

6. **The City's Covenants.** In addition to granting a lease to the Board for the Property, the City agrees to the following:

- (a) Before making any major repairs at the Property, the City agrees to inform the Board of such proposed action.
- (b) The City shall, at its sole cost and expense, provide and maintain landscaping on the premises. City shall be responsible for cutting and trimming of the lawn, shrubbery, and other basic grounds care deemed necessary by the City. The City shall, at its expense, provide snow removal from the sidewalks adjoining the Library Plaza property. The City shall maintain the irrigation system.
- (c) The City will provide trash receptacles for the Property and shall empty the trash receptacles on the schedule and frequency of the City's choosing.

- (d) The City shall maintain any assets, amenities, or furnishings it installed on the Property before the Lease Agreement commenced. The City shall continue to pay for any utilities including the water for the irrigation system, that it paid before the Lease Agreement commenced.

**7. The Board's Covenants.** In addition to paying Rent to the City for the Property, the Board agrees to the following:

- (a) The Board shall manage the Property, including answering any emergency calls and after-normal-business-hours calls, regarding the Property.
- (b) The Board shall at all times keep the Property in a clean and sanitary condition and will not commit or permit or suffer to be done any waste, damage, disfigurement, vandalism, destruction, fire, or injury to the Property.
- (c) The Board shall manage and schedule events or use of the Property as it deems appropriate to further the Lawrence Public Library's mission.
- (d) The Board will pay any utility costs for the Property it is paying on the date of execution of this Agreement, including ordinary utility costs for the Property, such as water, sewage, trash removal, electricity, gas, and all other utilities serving the Property.
- (e) The Board shall not do anything in its use or operation of the Property that will cause the City to pay ad valorem property taxes for the Property or to endanger the tax-exempt status of any general obligation bonds issued by the City to finance a portion of the construction of the Lawrence Public Library. If the Board shall do anything in its use or operation which causes the City to pay ad valorem property taxes for all or a portion of the Property, the Board shall be responsible for all such property taxes. If the Board shall violate a covenant contained in the debt financing instruments of the City, or shall otherwise violate a law, regulation or covenant governing the debt financing instruments of the City, the Board shall immediately cease such unlawful violation and shall be financially responsible for all requirements to ensure lawful cure and compliance associated with the violative activities.
- (f) The Board shall abide by all local, state, and federal laws related to its use and management of the property.
- (g) The Board shall grant the City, its employees, contractors, and agents the right to enter upon the Property at any reasonable time for the purpose of making any inspection, repairs, or maintenance of the Property.

- (h) The Board shall maintain any assets, amenities, or furnishings it installed on the Property before the Lease Agreement commenced.
8. **Use.** The Board may use the Property for the purpose of hosting library events and for such other purposes reasonably related to the library's mission.
9. **CONSUMPTION OF ALCOHOLIC LIQUOR** No person shall drink or consume alcoholic liquor on the Property unless the Board has applied for and received the necessary permits from the City and the State of Kansas.
10. **Fixtures.** Subject to the City's prior approval, the Board may install such temporary equipment and furnishings as it deems necessary, and such items shall remain the property of the Board and shall be removed by the Board prior to the termination of this Lease. The Board shall repair any damage occasioned by removal.
11. **Default.** If either the City or the Board fails to perform or observe any material term, covenant, provision, or condition of this Lease, then that party will be in default under this Lease. In the case of default, the other party shall send to the party in default a Notice of Default.
12. **Right to Cure.** From the date of written Notice of Default from the other party, the party in default shall have thirty (30) days to cure any default.
13. **Failure to Cure.** If the party in default fails to cure the default in the time prescribed by Section 11, *supra*, then the other party shall have the right to terminate this Lease and may, at its discretion, pursue any other remedies that may be available to it at law or in equity and not otherwise proscribed by the terms of this Lease.
14. **Termination and Removal of Lessee's Property.** Upon the expiration or termination of this Lease, the Board shall quit and surrender the Property to the City. All improvements constructed by the Board shall be and become part of the property of the City, except for any temporary equipment or furnishings installed by the Board in accordance with Section 9, *supra*, that are not so affixed to the Property as to damage the Property upon removal.

Either party may terminate this lease for convenience at any time by providing 14 calendar days written notice to the other party.

15. **Force Majeure.**

- (a) A "Force Majeure Event" is any event or cause beyond the reasonable control of the party claiming relief, including any action by or omission of a

governmental agency or authority (including any government-imposed moratorium on activities related to this Lease or any subsequent change in government rules, regulations, codes, ordinances, or laws), material shortages, third-party labor disputes, epidemic, war, riot, civil disturbance, act of public enemy or enemies, terrorist act, sabotage, any act of God, or any damage as a result of fire, floods, earthquakes, lightning, or other casualty.

- (b) Neither the City nor the Board will be considered in default under this Lease if such party's performance is delayed by virtue of a *Force Majeure* Event. Upon the occurrence of such event, the parties agree to confer in good faith and to agree upon an equitable, reasonable action to continue performance under this Lease, provided, however, that the rent payable by the Board to the City shall abate for any period during which the Board's use of the Property is limited as a result of a *Force Majeure* Event. The City and the Board will use commercially reasonable efforts to minimize the delay caused by any *Force Majeure* Event and to resume affected performance when reasonably possible. The City will be solely responsible for all repairs and reconstruction -- which repairs and construction will be at its discretion -- following a *Force Majeure* Event.
- (c) In the event that a *Force Majeure* Event prevents either party from performing under the Lease for a period of 180 days, then either party, upon written notice to the other, may terminate this Lease. Upon such termination, all parties will be relieved of performance under this Lease, except that a party will continue to be liable for any breaches that occurred and were not cured prior to termination.

**16. Subordination.** This Lease shall not be subject to and subordinate to any mortgage or deed of trust, or encumbrance, now or at any time hereafter constituting a lien or charge upon the Property. The Board shall, at any time hereafter, on demand, execute any instruments, releases, or other documents that may be required by any lienholder for the purpose of releasing any liens subjecting and subordinating this Lease.

**17. Insurance.**

- (a) The Board agrees to procure and maintain, at its sole costs and expense, from responsible companies authorized to do business in the State of Kansas the following insurance: **(i)** Commercial General Liability, including coverage for **(A)** premises/operations, **(B)** products/completed operations, **(C)** personal and advertising injury, and **(D)** contractual liability, with a combined single limit of not less than \$500,000.00 each occurrence or the

equivalent; and **(ii)** Workers' Compensation in amounts required by applicable law.

- (a)** The Board shall, as a material condition of this Lease, prior to occupancy, deliver to the City Clerk a certificate or certificates of insurance that the above insurance is in force, that the City has been named as an additional insured, and that said policies of insurance will not be cancelled or materially changed with respect to areas and entities covered without first giving the City thirty (30) days prior written notice. THE BOARD shall make available to the City, on request, the policies declarations pages and a certified copy of the policies in effect so that limitations and exclusions can be evaluated for appropriateness of overall coverage.

**18. Indemnification.**

- (a)** During the time that this Lease is in effect, the Board agrees to indemnify, defend, save, and hold harmless the City, its officers, commissioners, agents, employees, grantees, and assigns, from and against all claims, actions, liabilities, damages, costs, expenses, and judgments, including attorneys' fees, which relate to, arise out of, or are in any way related to the Board's use of the Property or any portion thereof, on account of any injury to third parties or damage to the property of third parties caused by the negligence, recklessness, or willful misconduct of the Board. This indemnification clause shall not apply to any injury or damage caused by the City's own negligent, reckless, or willful misconduct, or that of its agents.
- (b)** During the time that this Lease is in effect, the City agrees to indemnify, defend, save, and hold harmless the Board, its officers, trustees, agents, employees, grantees, and assigns, from and against all claims, actions, liabilities, damages, costs, expenses, and judgments, including attorneys' fees, which relate to, arise out of, or are in any way related to the City's maintenance of the Property, on account of any injury to third parties or damage to the property of third parties caused by the negligence, recklessness, or willful misconduct of the City. This indemnification clause shall not apply to any injury or damage caused by the Board's own negligent, reckless, or willful misconduct, or that of its agents.

- 19. Quiet Possession.** The City covenants that the Board, on paying Rent and performing the covenants herein required, shall and may peaceably and quietly have, hold, and enjoy the Property during the term of this Lease, free from any disturbance by the City, its agents or employees, or others acting within the control of the City.

20. **Holding Over.** Should the Board hold over for any reason after the expiration of the Term, said holding over shall create only a month-to-month tenancy, terminable on thirty (30) days written notice from either party to the other.
21. **Relationship of Parties.** Nothing set forth herein shall be deemed or construed by the parties, nor by any third party, as creating the relationship of principal and agent, partnership, or joint venture between the parties hereto, it being understood and agreed that no provision contained herein, nor any acts of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of Lessor and Lessee.
22. **Waiver of Subrogation.** The parties mutually waive their respective rights of recovery against each other for any loss of or damage to either party's property to the extent that such damage is insured by an insurance policy required to be in effect at the time of such loss or damage. Each party shall obtain any special endorsements, if required by its insurer, whereby the insurer waives its rights of subrogation against the other party. The provision is intended to waive fully, and for the benefit of the parties hereto, any rights and claims which might give rise to a right of subrogation in favor of any insurance carrier.
23. **Limitation of Liability.** Neither party shall be liable to the other for lost profits, special, incidental, punitive, exemplary, or consequential damages, including but not limited to frustration of economic or business expectations, loss of profits, loss of capital, cost of substitute product(s), facilities, or services, or down time costs, even if advised of the possibility of such damages. Further, the liability of one party to the other for damages under this Lease, excluding liabilities relating to a party's indemnification obligations as set forth in Section 16, *supra*, or any other damages permitted under this Lease, is limited to the total amount payable by the Board to the City under this Lease to which the dispute relates.
24. **Authorization.** Each of the persons executing this Lease, in behalf of the respective parties, represents and warrants that he or she has the authority to bind the party in behalf of whom he or she has executed this Lease, and that all acts required and necessary for authorization to enter into and to execute this Lease have been completed.
25. **Assignment.** This Lease may not be sold, assigned, transferred, or sublet without the prior written approval or consent of both parties.
26. **Notice.** Notice under this Lease shall be provided in writing to the parties at the following addresses:

Notice to the Board:

Lawrence Public Library Board of Trustees



Attn: Board President  
707 Vermont Street  
Lawrence, Kansas 66044

Notice to the City:  
City of Lawrence, Kansas  
City Manager's Office  
6 East 6th Street  
P.O. Box 708  
Lawrence, Kansas 66044  
(785) 832-3400

27. **Successors and Assigns.** This Lease shall be binding upon and inure to the benefit of the parties, their respective heirs, personal representatives, successors, and assigns.
28. **Non-waiver.** Failure of either party to insist on strict performance of any of the conditions, covenants, terms, or provisions of this Lease or to exercise any of its rights hereunder shall not waive such rights, but the party shall have the right to enforce such rights at any time and to take such action as might be lawful or authorized hereunder, whether in law or equity.
29. **Severability.** If any section, sentence, clause, or phrase of this Lease is found to be invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining provision of this Lease.
30. **Venue.** The parties agree that the appropriate venues for any legal actions arising out of this Lease are the District Court of Douglas County, Kansas, or, if federal jurisdiction exists, the United States District Court for the District of Kansas.
31. **Governing Law.** This Lease shall be governed by the laws of the State of Kansas.
32. **Anti-Discrimination.** The Board warrants and agrees to the following: **(a)** no person on the grounds of race, sex, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, gender identity, or immigration status shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of the Property; **(b)** the Board shall use the Property in compliance with all other requirements of the Kansas Act Against Discrimination, K.S.A. 41-1001 *et seq.* and Chapter 10 of the Code of the City of Lawrence, Kansas. Any violation of this section shall be deemed a breach of this Lease and the City may take any action available pursuant to the terms herein.
33. **Miscellaneous.**

- (a)** This Lease supersedes all prior discussions and negotiations and contains all agreements and understandings between the City and the Board with respect to the subject matter hereof. This Lease may only be amended by a writing signed by all parties.
- (b)** The provisions of the Lease relating to indemnification shall survive any termination or expiration of this Lease. Any provision of this Lease that would require performance subsequent to the termination or expiration of this Lease shall likewise survive any such termination or expiration.
- (c)** This Lease may be executed in duplicate counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one (1) or more counterparts may be removed from such counterparts and such signature pages all attached to a single instrument.

*[SIGNATURE PAGES FOLLOW]*

**IN WITNESS WHEREOF**, the undersigned have caused this Lease Agreement to be executed as of the date noted above.

**CITY:**  
**CITY OF LAWRENCE, KANSAS, a**  
**municipal corporation**

\_\_\_\_\_  
CRAIG S. OWENS  
City Manager

**ACKNOWLEDGMENT**

THE STATE OF KANSAS            )  
  )  
THE COUNTY OF DOUGLAS        )       ss:

**BE IT REMEMBERED**, that on this \_\_\_\_ day of \_\_\_\_\_, 2023, before me the undersigned, a notary public in and for the County and State aforesaid, came Craig S. Owens, as City Manager of the City of Lawrence, Kansas, who is personally known to me to be the same person who executed this instrument in writing, and said person fully acknowledged this instrument to be the act and deed of the aforementioned entity.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my notarial seal, the day and year last written above.

\_\_\_\_\_  
Notary Public

My Appointment Expires:

**THE BOARD:  
The Lawrence Public Library  
Board of Trustees**

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Board President

**ACKNOWLEDGMENT**

THE STATE OF KANSAS            )  
  )     ss:  
THE COUNTY OF DOUGLAS        )

**BE IT REMEMBERED**, that on this \_\_\_\_ day of \_\_\_\_\_, 2023, before me the undersigned, a notary public in and for the County and State aforesaid, came \_\_\_\_\_, as President of the Lawrence Public Library Board of Trustees, who is personally known to me to be the same person who executed this instrument in writing, and said person fully acknowledged this instrument to be the act and deed of the aforementioned entity.

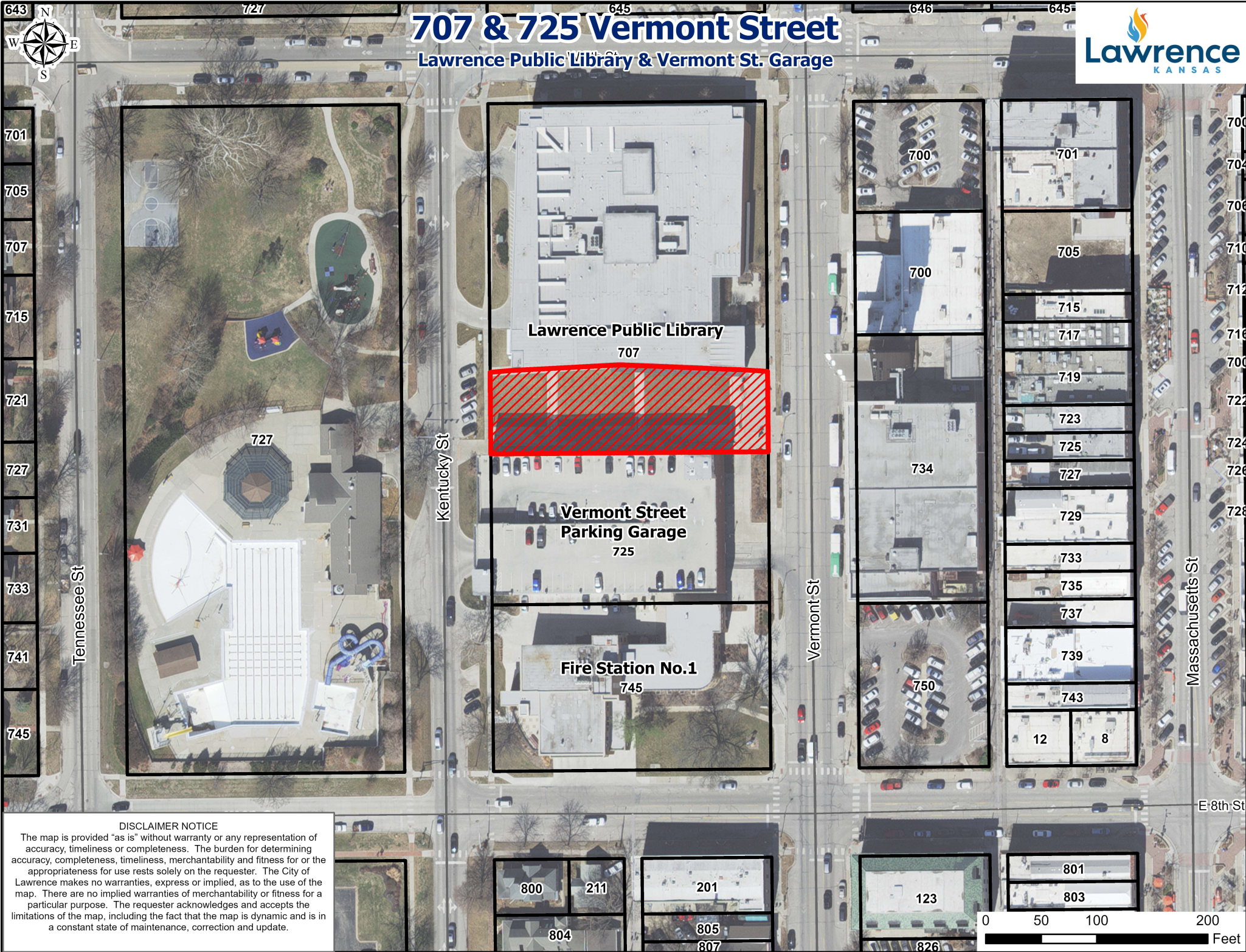
**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my notarial seal, the day and year last written above.

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Notary Public

My Appointment Expires:









## MEMO

**To:** Lawrence Public Library Board of Trustees  
**From:** Erica Segraves, Human Resources Manager  
**Date:** October 9, 2023  
**Subject:** 2024 Holidays, Compensating Days, and Closings Policy

We'd like to recommend this 2024 calendar of holidays, compensating days, and closings.

Please note:

- While creating the 2024 calendar, I noticed my omission of December 31, 2023 in this year's calendar. Since January 1, 2024 is on a Monday, we will also be closed on Sunday, December 31, 2023.
- Supervisors requested that more holiday compensatory time be allowed to roll over into the next year. After researching and calculating various ideas, we have decided that allowing 40 hours to roll over into the next year should suffice. This will not only help supervisors avoid the end of the year crunch for taking the "use it or lose it" comp time, but it will also allow us to set up an automatic method in BambooHR instead of doing hand calculations.



## Holidays, Compensating Days, and Closings Policy

*Submitted to the Lawrence Public Library Board of Trustees for approval on 10/16/2023. Proposed review date: annually*

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### 2024 Holidays, Compensating Days, and Closings

Monday, January 1	New Year's Day	Closed	PAID Holiday
Monday, January 15	MLK Day	Open	COMP Day
Monday, February 19	President's Day	Open	COMP Day
Sunday, March 31	Easter	Closed	PAID Holiday
Sunday, May 26	-----	Closed	-----
Monday, May 27	Memorial Day	Closed	PAID Holiday
Wednesday, June 19	Juneteenth	Closed	PAID Holiday
Thursday, July 4	Independence Day	Closed	PAID Holiday
Sunday, September 1	-----	Closed	-----
Monday, September 2	Labor Day	Closed	PAID Holiday
Monday, November 11	Veteran's Day	Open	COMP Day
Thursday, November 28	Thanksgiving	Closed	PAID Holiday
Friday, November 29	Thanksgiving	Closed	PAID Holiday
Tuesday, December 24	Christmas Eve	Closed	PAID Holiday
Wednesday, December 25	Christmas Day	Closed	PAID Holiday

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

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

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

No holiday compensatory time is given in advance of it being earned. A total of 40 hours of earned holiday compensatory time may be rolled over into the next calendar year. Any unused holiday compensatory time more than 40 hours will be forfeited at the end of that year.

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

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





## MEMO

**To:** Lawrence Public Library Board of Trustees  
**From:** Heather Kearns, Marketing & Patron Experience Supervisor  
**Date:** October 11, 2023  
**Subject:** External Communications Policy

I am writing to ask the Library Board of Trustees to consider our new External Communications Policy. Summarized and linked to below, this policy was developed to ensure consistency and clarity when communicating with the media, our patrons, and the general public. The Lawrence Public Library (LPL) Marketing & Communications department feels this policy will contribute to a more organized, effective, and cohesive approach for our library's operations and interactions.

This policy was submitted for approval at the August 2023 Board Meeting and was determined to be a bit longer and more procedural than necessary. Kathleen and Heather reworked it and moved what was removed into our External Communications Procedures.

- **External Communications Policy overview**

This policy has been established to guide LPL interactions and communications with external stakeholders, including media outlets, partners, and the public. The key objectives of this policy are to maintain a consistent and positive library image, ensure accurate information dissemination, and manage inquiries effectively.

To ensure a smooth transition, I'll familiarize staff with this new policy and address any questions or concerns they have. Additionally, this policy will be accessible to the public online. My next step is to work with Erica Segaves, LPL Human Resources Manager, on an Internal Communications Policy.



## External Communications Policy

*Presented to the Board of Trustees: 10/16/2023. Proposed review date: 10/1/2026.*

### Public Inquiries & Designated Spokespersons

To avoid the release of contradictory, proprietary, or out-of-date library information, Lawrence Public Library (LPL) staff will forward public inquiries to designated library spokespersons in the following instances:

1. *Official Communications:* Official communications must follow LPL's chain of command. The library's Board Chair, Executive Director, or authorized representative serve as the designated spokesperson(s) for official library communications.
2. *Media Communications:* LPL's Media Relations & Communications Specialist and/or Marketing & Patron Services Supervisor serve as the primary point of contact and designated spokespersons for public and/or media inquiries, and coordinate media relations activities to ensure consistent messaging and appropriate handling of media interactions.
3. *Subject Expert Communications:* LPL staff are encouraged, but not required, to respond to public and/or media inquiries regarding topics on which they are subject experts or over which they have administrative authority.

### Photography & Video

Photography and video plays a crucial role in telling LPL's visual story and showcasing its vibrant atmosphere. LPL may take photographs, video, or audio recordings at library-sponsored events and in library spaces for publicity. Patrons wishing not to be photographed or recorded should notify library staff. Names of patrons will not be used in publicity without consent.

LPL is a public building and neither the public nor the media need library approval to take pictures and/or film video in the building or at a library-sponsored event as long as doing so does not violate LPL's [Behavior Policy](#).

### Social Media

LPL-sponsored social media accounts, including but not limited to LPL-hosted blogs, podcasts, and social networking sites, are used to educate and inform the public of library offerings and to

engage with our community. The Library reserves the right to monitor content on all of its social media sites and to remove messages or postings that violate our [Social Media Patron Use Policy](#).