

Lawrence Public Library Board of Trustees Regular Meeting
Monday, February 16, 2026 at 4:30 PM
Online Meeting: [Google Meet Link](#)

Consent Agenda

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

- Approve Library Board meeting minutes for January 2026
- Approve Treasurer's report for January 2026
- Approve bills for January 20, 2026 to February 16, 2026
- Receive statistical report for January 2026

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- NEKLS 2026 Library Development Grant Review – **ACTION ITEM**
Brad Allen, Library Director
- Art Donation Policy – **ACTION ITEM**
Heather Kearns, Marketing and Communications Coordinator
- Youth Safety Policy – **ACTION ITEM**
Jenny Cook, Youth Services Supervisor

Old Business

Public Comment

Adjournment

Lawrence Public Library

Regular Board Meeting Minutes DRAFT

Date: January 19, 2026

Time: 4:30 pm

Venue: The meeting was conducted online on the Google Meet software platform.

Board Members Present:

James Pavisian (Chair), Alex Carvalho, Allison Friend Mazzei, Kelly Hart, Sean Hunt, Mandy Leibold, Ryann Tacha, Brad Finkeldei (Mayor)

Staff Members Present:

Brad Allen, Karen Allen, Jeff Bergeron, Aaron Brumley, JoAnna Eanes-Pettit, Heather Kearns, Kathleen Morgan, Jon Ratzlaff, and Erica Segraves

Others Present: Nancy Hambleton, LPLFF Vice-Chairperson; Sam Green, Fisher Patterson Sayler & Smith

Call to order

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

Executive Session

Sean moved that the board go into executive session at 4:34 pm for 17 minutes to discuss privileged legal communications from the library's attorney regarding litigation and state and local laws pursuant to K.S.A. 75-4519(b)(2). The justification is to keep attorney-client privileged matters confidential at this time. Ryann seconded the motion and it was approved.

The board came out of executive session at 4:51 pm. No action was taken.

Consent Agenda

Allison moved to approve the consent agenda Ryann seconded. Consent agenda passed.

Director's Report

Brad presented the Director's report:

- Brad reported 2025 highlights:
 - Expanded holds pick up through new lockers;
 - Digital library card access; and
 - Progress in key performance indicators: met Net Promoter Score goal with a 12-month average of 85.

- New 2026 Key Performance Indicators are below. Brad noted that the graphic presentation of goals in the packet are new. He asked the board to let him know if there is anything additional they would like to see.
 - New library cards - goal of 650/month;
 - Percentage of physical collection checked out - goal of 20%;
 - New library card retention rate - goal of 65%; and
 - Decrease downward trend of physical materials check out
- The Master Plan continues to move forward. Margaret Sullivan and her team will be here January 28th. There are opportunities to attend engagement sessions. Please sign up. We already have more than 1,000 responses to the Master Plan Survey.
- Strategic Plan progress. Brad included the internal spreadsheet that the staff uses to track the strategic plan. It shows what we accomplished, what we pivoted on, and what we still need to do. Board members appreciated the additional information.
- Gender neutral bathrooms status. Brad reported that this has become a very involved process. He was worried about single stalls and safety, but staff and others also are concerned about privacy. So we have regrouped with a new plan. It's bigger and more complicated, but it's the right thing to do.
- Note for the financials: we made a transfer of \$30K out of the capital improvement line to zero everything out at the end of the year.
- Regional library systems have rewritten the manual for library boards. Brad reports that it's a great refresher for the board. Please read through it.

Monthly Departmental Reports

- James is pleased with the positive press coverage that the library is getting in local newsletters.
- Sean gave high marks to MLK Day programs.

Friends & Foundation Director's Report

Nancy Hambleton provided the Friends & Foundation report:

- The February Music and Book Sale with Audio Reader is coming up on February 13 and 14. Music sale happens both days; book sale is only on the 14th
- The Friends & Foundation had a great fundraising year! Preliminary total is \$825,000 through book sales, donations, events, and grants, a slight increase from 2025. Huge thanks to community, staff, and volunteers for their work in making this possible.
- The Friends & Foundation was awarded a \$15,000 grant from the Rice Foundation in December to fund new chairs for the auditorium.
- Planning continues for After Hours at the Library. To date, we have \$32,000 in sponsorships secured. It will be a wonderful night for the library!

- The Friends & Foundation is reviving the popular *Before You Check Out* end-of-life planning series. Seven sessions, January–April, will cover estate planning, trusts, health care documents, practical details (passwords, pets, etc.), obituaries, and burial options.

New Business

- **Exhibit and Display Policy**

Heather Kearns presented the review of the library's Exhibit and Display Policy. The updated version moves procedural items from the policy to an updated Guidelines document.

Ryann asked whether staff has ever needed to use the “Miller Test” standard outlined in the policy. Heather said that it has not been necessary to use. We've had complaints, but nothing has been denied.

Sean moved to adopt the updated policy. Allison seconded and it was approved.

Old Business

- **Library Pavilion Update.**

Brad addressed questions from the board about this proposed project.

Multistudio is working on a site plan. We like to get that completed.

James asked what happens if we build on the lawn and it's leased. Would they reimburse us? Brad noted that the arrangement is similar to what we have with the City for the building. The City owns it, yet we make many improvements to it on a regular basis.

It's a privately funded project. We are working together with Parks & Rec.

The new space will be a potential revenue stream for the library.

The trend is to provide more outdoor activities that connect our community. Having a turnkey performance space outside will make it possible for outside groups to set up and host programs themselves. It will greatly reduce the heavy lift for the library staff.

Mandy asked whether we are getting ahead of ourselves with the Library Master Plan going on? Brad said that we hope it will serve as a catalyst for the City to help improve the rest of the Lawn. More shade is still necessary.

This concept has been in the plan since we reopened in 2014. It has been on the City's CIP for the last few years and keeps getting bumped. We'd like to move forward.

Public Comment

There was no public comment

Adjournment

The meeting was adjourned at 5:43 pm. The next meeting is Monday, February 16, 2026.

Respectfully submitted, Allison Mazzei, Secretary

Notes by Kathleen Morgan

2026 Regular Budget Report

	<u>January</u>	<u>February</u>	<u>Year To Date</u>	<u>2026 Budget</u>	<u>over/under</u>
REVENUES					
Tax Fund	-		-	\$6,960,000.00	0.00%
Lost and Repl Fees	2,297.01		2,297.01	\$23,000.00	9.99%
NEKLS	-		-	\$125,000.00	0.00%
State Aid & Federal Aid	-		-	\$0.00	#DIV/0!
Photo Copies	1,607.34		1,607.34	\$20,000.00	8.04%
Meeting Room Fees	627.24		627.24	\$7,000.00	8.96%
Interest	2,527.88		2,527.88	\$35,000.00	7.22%
Transfer from Capital Improvement	-		-	\$0.00	#DIV/0!
Donations- MISC	82.16		82.16	\$0.00	#DIV/0!
Total Revenues	7,141.63	-	7,141.63	\$7,170,000.00	0%

EXPENSES

Salaries & Wages	301,745.12	301,745.12	\$3,950,000.00	7.64%
Employee Benefits	57,353.17	57,353.17	\$850,000.00	6.75%
Payroll Taxes	54,169.70	54,169.70	\$750,000.00	7.22%
Utilities	11,056.71	11,056.71	\$100,000.00	11.06%
Building Supplies	1,742.02	1,742.02	\$20,000.00	8.71%
Building Repairs & Maintenance	10,040.06	10,040.06	\$80,000.00	12.55%
Library Supplies	2,344.37	2,344.37	\$25,000.00	9.38%
Books & Materials	38,527.22	38,527.22	\$860,000.00	4.48%
Processing Supplies	2,239.17	2,239.17	\$55,000.00	4.07%
Equipment	206.00	206.00	\$10,000.00	2.06%
Technology	86,639.83	-	350,000.00	24.75%
Insurance		-	\$30,000.00	0.00%
Postage & Mailing	1,200.10	1,200.10	\$23,000.00	5.22%
Professional Development	1,339.99	1,339.99	\$32,000.00	4.19%
Book Van & Mileage	139.00	139.00	\$5,000.00	2.78%
Professional Fees	13,029.11	13,029.11	\$30,000.00	43.43%
Advertising & Marketing	2,766.23	2,766.23	\$0.00	#DIV/0!
Capital Improvements		-	\$0.00	#DIV/0!
Miscellaneous	(2,132.36)	(2,132.36)	\$0.00	#DIV/0!
Total Expenses	582,405.44	-	582,405.44	\$7,170,000.00
				8%

Cash Reserves	163,537.50	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020;
Checking (US Bank & KMIP)	291,877.90	
Capital Improvement (KMIP)	831,370.18	(Includes YE Capital Improvement Transfer above)



2026 Outside Funding

1/1/2026

January
Income

January
Spending

Remaining

Outside & Private Funding

Carry Over Amts

+ January Budgeting

R & E Totals

\$	586.99	\$	51,918.14	\$	596,692.83
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1. Balance Sheet

Lawrence Public Library
As of January 31, 2026

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	831,370.18
Checking	104,115.91
MIP Operating Funds	187,761.99
Total for Bank Accounts	\$1,123,248.08
Accounts Receivable	
Other Current Assets	
Petty Cash	300.00
Total for Other Current Assets	\$300.00
Total for Current Assets	\$1,123,548.08
Fixed Assets	
Other Assets	
Total for Assets	\$1,123,548.08
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	99,901.27
Total for Accounts Payable	\$99,901.27
Credit Cards	
Other Current Liabilities	
Payroll Liabilities	\$0.00
Health Insurance	-38,911.81
OGLI	-33.09
Payroll Liabilities FSA	4,026.20
SUI	3,166.39

1. Balance Sheet

Lawrence Public Library
As of January 31, 2026

Distribution account	Total
Total for Payroll Liabilities	-\$31,752.31
Total for Other Current Liabilities	-\$31,752.31
Total for Current Liabilities	\$102,603.09
Long-term Liabilities	
Total for Liabilities	\$102,603.09
Equity	
Retained Earnings	1,346,904.73
Net Income	-626,594.96
Opening Bal Equity	300,635.22
Total for Equity	\$1,020,944.99
Total for Liabilities and Equity	\$1,123,548.08

2. Revenues & Expenses

Lawrence Public Library
January 2026

Distribution account	TOTAL	
	Jan 1 - Jan 31 2026	Jan 1 - Jan 31 2026 (YTD)
Income		
Interest		
Capital Improvement	1,748.10	1,748.10
Checking	779.78	779.78
Total for Interest	\$2,527.88	\$2,527.88
Lost and Replacement Fees	2,297.01	2,297.01
Meeting Room Rentals	627.24	627.24
Misc Income	82.16	82.16
Outside&Private Funding Income		
Downhall Books	309.32	309.32
Merchandise Sales	-600.05	-600.05
Total for Outside&Private Funding Income	-\$290.73	-\$290.73
Photocopies & Printing	1,607.34	1,607.34
Total for Income	\$6,850.90	\$6,850.90
Cost of Goods Sold		
Gross Profit	\$6,850.90	\$6,850.90
Expenses		
Books & Materials	38,527.22	38,527.22
Building Repairs & Maintenance	10,040.06	10,040.06
Building Supplies	1,742.02	1,742.02
Equipment	206.00	206.00
Library & Office Supplies	2,344.37	2,344.37
Marketing-General	2,766.23	2,766.23
Miscellaneous	-2,132.36	-2,132.36
.Outside & Private Funding		
Friends & Foundation Funding		

2. Revenues & Expenses

Lawrence Public Library
January 2026

Distribution account	TOTAL	
	Jan 1 - Jan 31 2026	Jan 1 - Jan 31 2026 (YTD)
Aquarium Maintenance	313.07	313.07
Block Grant	862.80	862.80
F&F Payroll	14,135.23	14,135.23
Library Master Plan	18,421.45	18,421.45
Memory Lab	193.82	193.82
MIDCO/Peterson	399.00	399.00
Nancy Pat Staff Support (Crowe)	100.99	100.99
Outreach/Coggins Fund	8.25	8.25
Program Expense		
Information Services Programmin	747.19	747.19
LPL Con	4,500.00	4,500.00
Public Tech Programming	160.00	160.00
Read Across Lawrence/Booktober	3,373.44	3,373.44
Readers Service Programming	99.54	99.54
Summer Reading - ALL	4,300.32	4,300.32
Teen Services Programming	618.18	618.18
Youth Services & Cigler	1,175.63	1,175.63
YS Programs (Children)	936.61	936.61
Total for Program Expense	\$15,910.91	\$15,910.91
Seed Library	482.83	482.83
Sound & Vision Miliken	212.07	212.07
Total for Friends & Foundation Funding	\$51,040.42	\$51,040.42
Total for .Outside & Private Funding	\$51,040.42	\$51,040.42
Payroll Expenses		
Employee Parking	-526.68	-526.68
Gross Wages	301,745.12	301,745.12

2. Revenues & Expenses

Lawrence Public Library
January 2026

Distribution account	TOTAL	
	Jan 1 - Jan 31 2026	Jan 1 - Jan 31 2026 (YTD)
Group Life Insurance	1,263.14	1,263.14
Health Insurance	56,616.71	56,616.71
Total for Payroll Expenses	\$359,098.29	\$359,098.29
Payroll Taxes		
KPERS Co	31,400.25	31,400.25
KPERS Co Retiree	144.14	144.14
Payroll Taxes Employer	22,625.31	22,625.31
Total for Payroll Taxes	\$54,169.70	\$54,169.70
Postage & Mailing	1,200.10	1,200.10
Processing Supplies	2,239.17	2,239.17
Professional Development	1,339.99	1,339.99
Professional Fees	13,029.11	13,029.11
Technology		
Collections & Public Service	82,371.42	82,371.42
Internet & Telephone	887.14	887.14
IT Software & Subscriptions	3,511.93	3,511.93
Operations	195.98	195.98
Public Tech Supplies	-326.64	-326.64
Total for Technology	\$86,639.83	\$86,639.83
Utilities - Electric	11,056.71	11,056.71
Vehicles, Mileage, Maintenance	139.00	139.00
Total for Expenses	\$633,445.86	\$633,445.86
Net Operating Income	-\$626,594.96	-\$626,594.96
Other Income		
Other Expenses		
Net Other Income		

2. Revenues & Expenses

Lawrence Public Library
January 2026

Distribution account	TOTAL	
	Jan 1 - Jan 31 2026	Jan 1 - Jan 31 2026 (YTD)
Net Income	-\$626,594.96	-\$626,594.96

4. Vendor Balance Summary

Lawrence Public Library
As of February 16, 2026

Vendor	Total
Alliance Entertainment	500.13
Amazon Capital Services, Inc	3,932.78
Ann Dean	450.00
ASI	72.00
Basic Carpet Care	369.00
Cengage Learning	268.00
Century Business Technologies	1,124.53
Cottin's Hardware & Rental	253.95
Evergy	11,056.71
Fisher Patterson Sayler & Smith, LLP	4,097.50
Floyds Drain Cleaning of Lawrence, INC	200.00
Ingram Library Services	17,566.01
Jayhawk Trophy Co., Inc.	53.90
Jayhawk Tropical Fish	690.00
John Harrison	160.00
Jose Pimienta	400.00
Kennedy Glass	808.61
Lawrence Journal-World	232.32
Margaret Sullivan Studio	18,250.00
Midco	589.23
Midwest Tape	4,786.34
Neenan Company	652.75
NEKLS	3.50
Operation Wildlife	350.00
OverDrive	35,108.09
P1 Group, Inc.	7,480.00
Pur-O-Zone, Inc.	1,399.03
Salsana	1,500.00
Snap Promotions	877.72

4. Vendor Balance Summary

Lawrence Public Library
As of February 16, 2026

Vendor	Total
Sunflower Music Therapy	260.00
The Chamber	330.00
The New York Times	2,429.70
Unique Management Services	474.42
United Parcel Service	49.95
U.S. Bank - Mastercard	35,961.13
TOTAL	\$152,737.30

5. Check Detail Report for Board
Lawrence Public Library
January 20-February 16, 2026

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
ASI					
	Expense		01/31/2026	Payroll Liabilities FSA	-3,975.65
	Bill Payment (Check)	EFT	02/16/2026	Professional Fees	-72.00
Total for ASI					-\$4,047.65
Empower Annuity Insurance Co.					
	Check	EFT	01/23/2026	KPERS 457 Plan	-2,899.00
	Check	EFT	01/23/2026	KPERS 457 Roth Plan	-783.00
	Check	EFT	02/06/2026	KPERS 457 Roth Plan	-813.00
	Check	EFT	02/06/2026	KPERS 457 Plan	-2,899.00
Total for Empower Annuity Insurance Co.					-\$7,394.00
KPERS					
	Check	EFT	01/23/2026	Retirees	-73.34
	Check	EFT	01/23/2026	OGLI	-431.27
	Check	EFT	01/23/2026	KPERS ER	-16,327.07
	Check	EFT	01/23/2026	KPERS EE	-9,250.32
	Check	EFT	01/23/2026	Payroll Taxes - ER	0.11
	Check	EFT	02/06/2026	Retirees	-73.30
	Check	EFT	02/06/2026	KPERS ER	-16,394.01
	Check	EFT	02/06/2026	KPERS EE	-9,284.19
	Check	EFT	02/06/2026	Payroll Taxes - ER	-7.38
Total for KPERS					-\$51,840.77
Blue Cross and Blue Shield of Kansas Inc.					
	Check	EFT	01/23/2026	Group Life Insurance	-1,098.90
	Check	EFT	01/23/2026	Health Insurance	-74,358.35
	Check	EFT	01/23/2026	Hospital & Cancer Ins	-640.14
Total for Blue Cross and Blue Shield of Kansas Inc.					-\$76,097.39
Evergy					
	Bill Payment (Check)	EFT	02/16/2026	Utilities - Electric	-11,056.71
Total for Evergy					-\$11,056.71
Midco					
	Bill Payment (Check)	EFT	02/16/2026	Internet & Telephone	-589.23
Total for Midco					-\$589.23
U.S. Bank - Mastercard					
	Bill Payment (Check)	EFT	02/16/2026	Accounts Payable	-35,961.13
Total for U.S. Bank - Mastercard					-\$35,961.13
United Parcel Service					
	Bill Payment (Check)	EFT	02/16/2026	Postage & Shipping	-49.95
Total for United Parcel Service					-\$49.95
Unique Management Services					
	Bill Payment (Check)	91406	02/16/2026	Professional Fees	-474.42
Total for Unique Management Services					-\$474.42

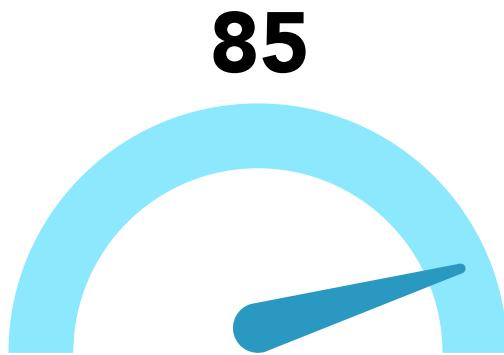
Vendor	Transaction type	Num	Transaction date	Item split account	Amount
The Chamber					
	Bill Payment (Check)	91405	02/16/2026	Professional Fees	-330.00
Total for The Chamber					-\$330.00
Sunflower Music Therapy					
	Bill Payment (Check)	91404	02/16/2026	Youth Services & Cigler	-260.00
Total for Sunflower Music Therapy					-\$260.00
Snap Promotions					
	Bill Payment (Check)	91403	02/16/2026	Merchandise Sales	-877.72
Total for Snap Promotions					-\$877.72
Salsana					
	Bill Payment (Check)	91402	02/16/2026	Summer Reading	-1,500.00
Total for Salsana					-\$1,500.00
P1 Group, Inc.					
	Bill Payment (Check)	91401	02/16/2026	Building Repairs & Maintenance	-7,480.00
Total for P1 Group, Inc.					-\$7,480.00
NEKLS					
	Bill Payment (Check)	91400	02/16/2026	Library & Office Supplies	-3.50
Total for NEKLS					-\$3.50
Neenan Company					
	Bill Payment (Check)	91399	02/16/2026	Building Repairs & Maintenance	-652.75
Total for Neenan Company					-\$652.75
Margaret Sullivan Studio					
	Bill Payment (Check)	91398	02/16/2026	Library Master Plan	-18,250.00
Total for Margaret Sullivan Studio					-\$18,250.00
Kennedy Glass					
	Bill Payment (Check)	91397	02/16/2026	Building Repairs & Maintenance	-808.61
Total for Kennedy Glass					-\$808.61
Jose Pimienta					
	Bill Payment (Check)	91396	02/16/2026	Teen Services Programming	-400.00
Total for Jose Pimienta					-\$400.00
John Harrison					
	Bill Payment (Check)	91395	02/16/2026	Public Tech Programming	-160.00
Total for John Harrison					-\$160.00
Jayhawk Trophy Co., Inc.					
	Bill Payment (Check)	91394	02/16/2026	Marketing - General	-53.90
Total for Jayhawk Trophy Co., Inc.					-\$53.90
Floyds Drain Cleaning of Lawrence, INC					
	Bill Payment (Check)	91393	02/16/2026	Building Repairs & Maintenance	-200.00
Total for Floyds Drain Cleaning of Lawrence, INC					-\$200.00
Fisher Patterson Sayler & Smith, LLP					
	Bill Payment (Check)	91392	02/16/2026	Professional Fees	-4,097.50
Total for Fisher Patterson Sayler & Smith, LLP					-\$4,097.50

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Cottin's Hardware & Rental					
	Bill Payment (Check)	91391	02/16/2026	Building Repairs & Maintenance	-253.95
Total for Cottin's Hardware & Rental					-\$253.95
Basic Carpet Care					
	Bill Payment (Check)	91390	02/16/2026	Building Repairs & Maintenance	-369.00
Total for Basic Carpet Care					-\$369.00
Ann Dean					
	Bill Payment (Check)	91389	02/16/2026	Marketing - General	-450.00
Total for Ann Dean					-\$450.00
The New York Times					
	Bill Payment (Check)	30176	02/16/2026	Books & Materials	-2,429.70
Total for The New York Times					-\$2,429.70
Pur-O-Zone, Inc.					
	Bill Payment (Check)	30175	02/16/2026	Building Supplies	-1,399.03
Total for Pur-O-Zone, Inc.					-\$1,399.03
OverDrive					
	Bill Payment (Check)	30174	02/16/2026	Books & Materials	-35,108.09
Total for OverDrive					-\$35,108.09
Operation Wildlife					
	Bill Payment (Check)	30173	02/16/2026	Childrens Programming	-350.00
Total for Operation Wildlife					-\$350.00
Midwest Tape					
	Bill Payment (Check)	30172	02/16/2026	Books & Materials	-4,786.34
Total for Midwest Tape					-\$4,786.34
Lawrence Journal-World					
	Bill Payment (Check)	30171	02/16/2026	Books & Materials	-232.32
Total for Lawrence Journal-World					-\$232.32
Jayhawk Tropical Fish					
	Bill Payment (Check)	30170	02/16/2026	Aquarium Maintenance	-690.00
Total for Jayhawk Tropical Fish					-\$690.00
Ingram Library Services					
	Bill Payment (Check)	30169	02/16/2026	Books & Materials	-17,566.01
Total for Ingram Library Services					-\$17,566.01
Century Business Technologies					
	Bill Payment (Check)	30168	02/16/2026	IT: Software & Subscriptions	-1,124.53
Total for Century Business Technologies					-\$1,124.53
Cengage Learning					
	Bill Payment (Check)	30167	02/16/2026	Books & Materials	-268.00
Total for Cengage Learning					-\$268.00
Amazon Capital Services, Inc					
	Bill Payment (Check)	30166	02/16/2026	Books & Materials	-3,932.78
Total for Amazon Capital Services, Inc					-\$3,932.78

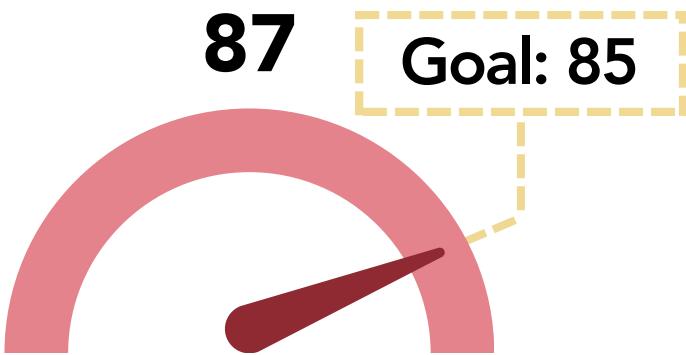
Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Alliance Entertainment					
	Bill Payment (Check)	30165	02/16/2026	Books & Materials	-500.13
Total for Alliance Entertainment					-\$500.13
Downtown Lawrence Inc.					
	Check	30164	01/20/2026	Professional Fees	-480.00
Total for Downtown Lawrence Inc.					-\$480.00
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	TOTAL				-\$292,525.11

Jan 2026 LPL Progress Indicators

Net Promoter Score (NPS)



Jan 2026



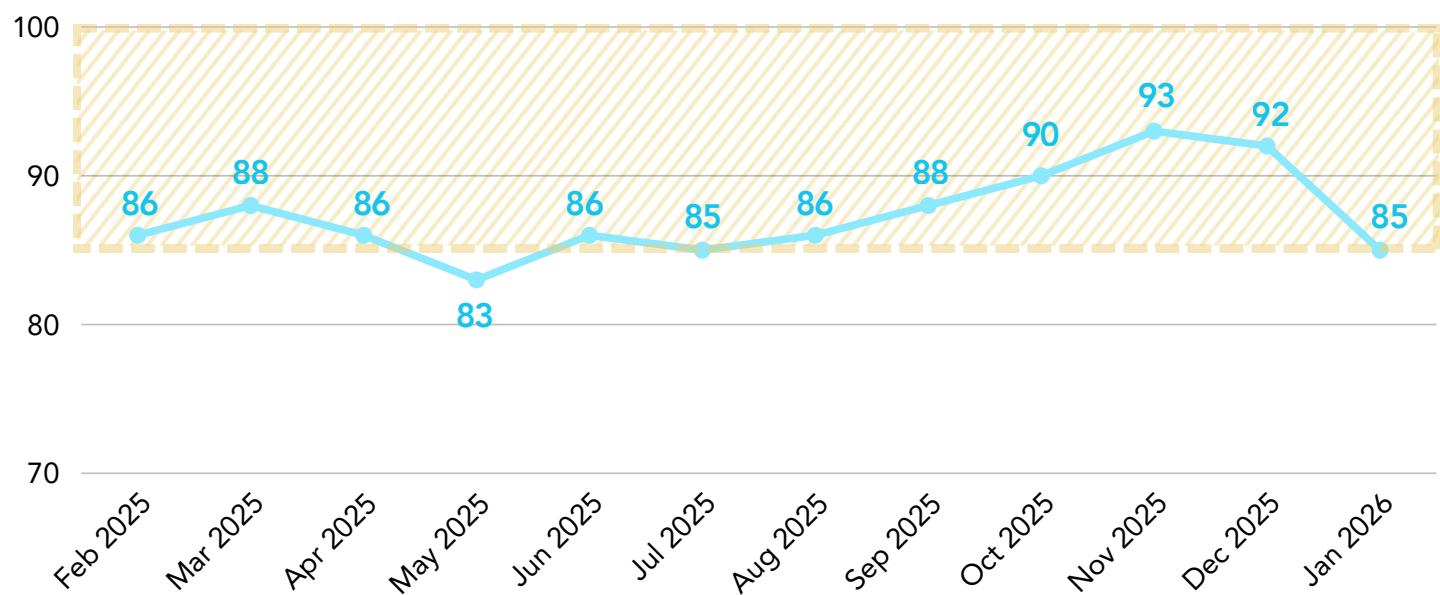
12-Month Average

NPS COMMENT HIGHLIGHT

We love everything about the library. The aesthetics, the programs, the staff, the reading prompts and challenges, the ease of hold pick-ups and check-outs... It is all great - and it has been great through all the different phases of our lives. Libraries build communities, and we're so happy to be a part of the LPL community.

NPS by Month

Feb 2025–Jan 2026



Jan 2026 LPL Progress Indicators

NPS COMMENT HIGHLIGHT

The library is accessible...centrally located, convenient parking (on street and in adjacent lot), direct access to books, customer service, meeting rooms. The selection is excellent for a library of this size and waitlists move quickly. The staff is unfailingly friendly, professional and knowledgeable. Other services such as meeting space, computers, children's area are wonderful.

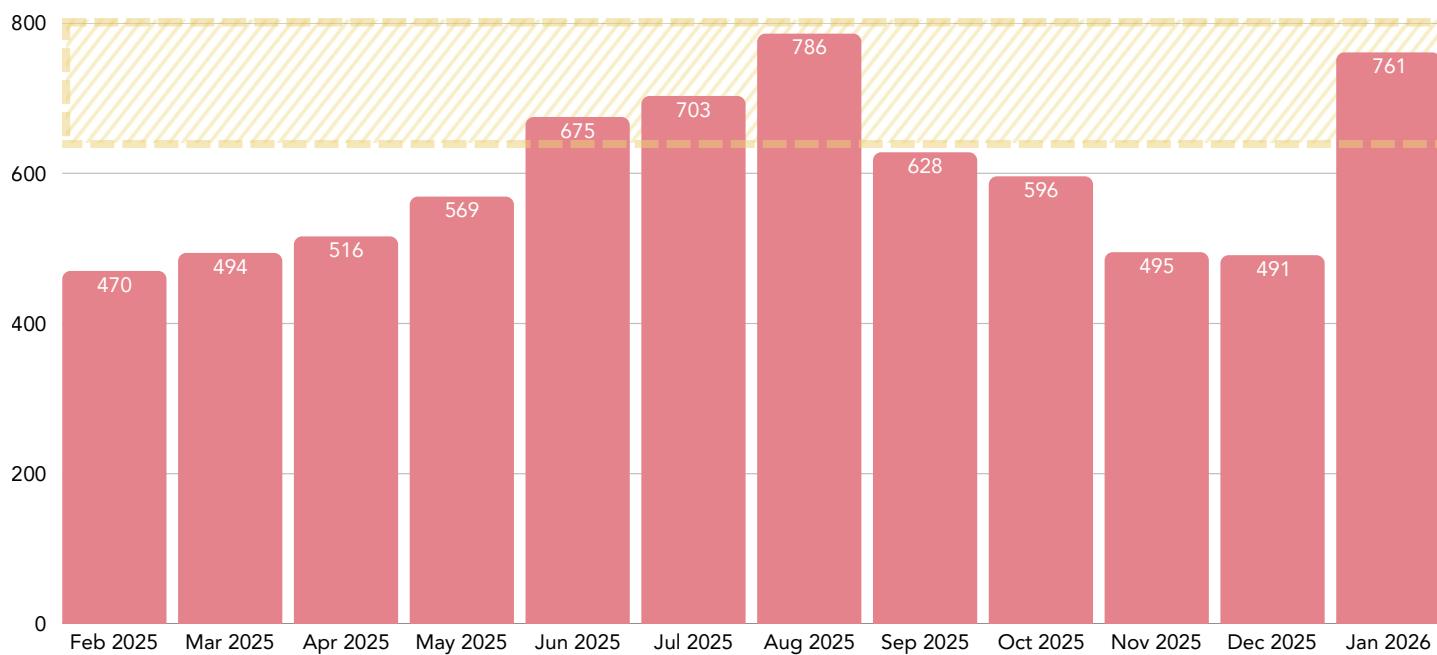
Average New Library Cards

Rolling 12-Month Average of New Library Cards



New Library Cards by Month

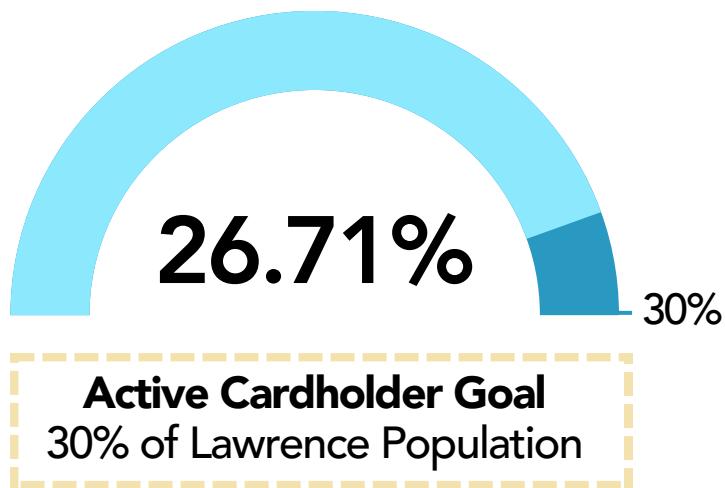
Feb 2025–Jan 2026



Jan 2026 LPL Progress Indicators

% Active Cardholders

Cardholders Active in the Last 12 Months



97,270
Total Lawrence Population

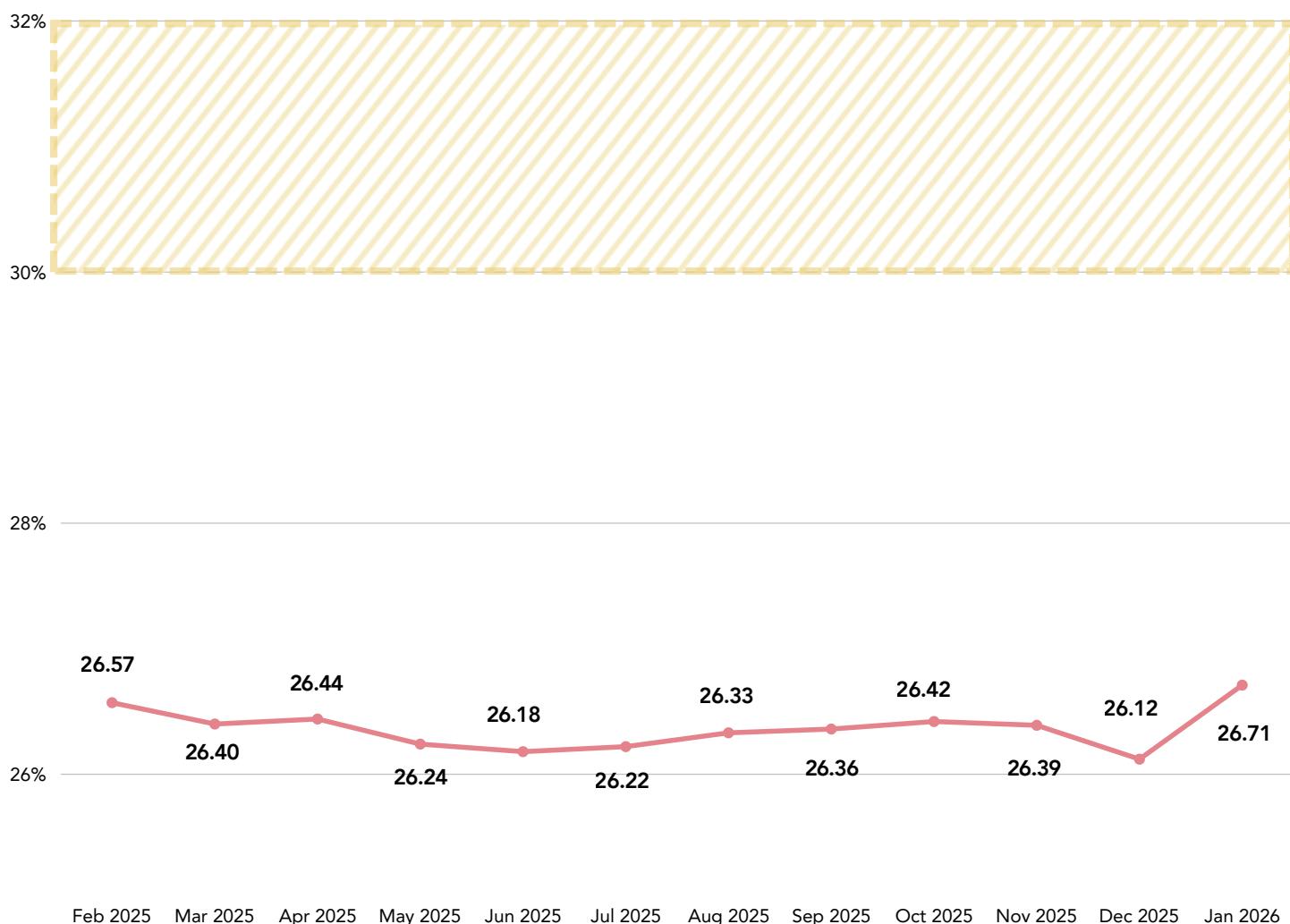
26.71%
Current % Active

25,980
Active Lawrence Cardholder

29,180
Goal Active Lawrence Cardholder

3,200
Cardholders Needed to Meet Goal

Monthly Trend: Feb 2025–Jan 2026

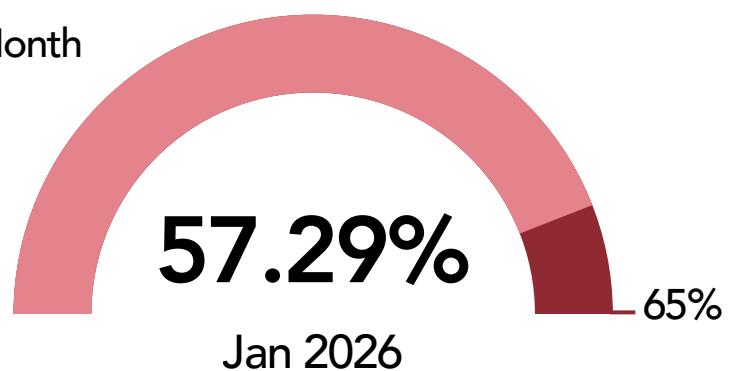


Jan 2026 LPL Progress Indicators

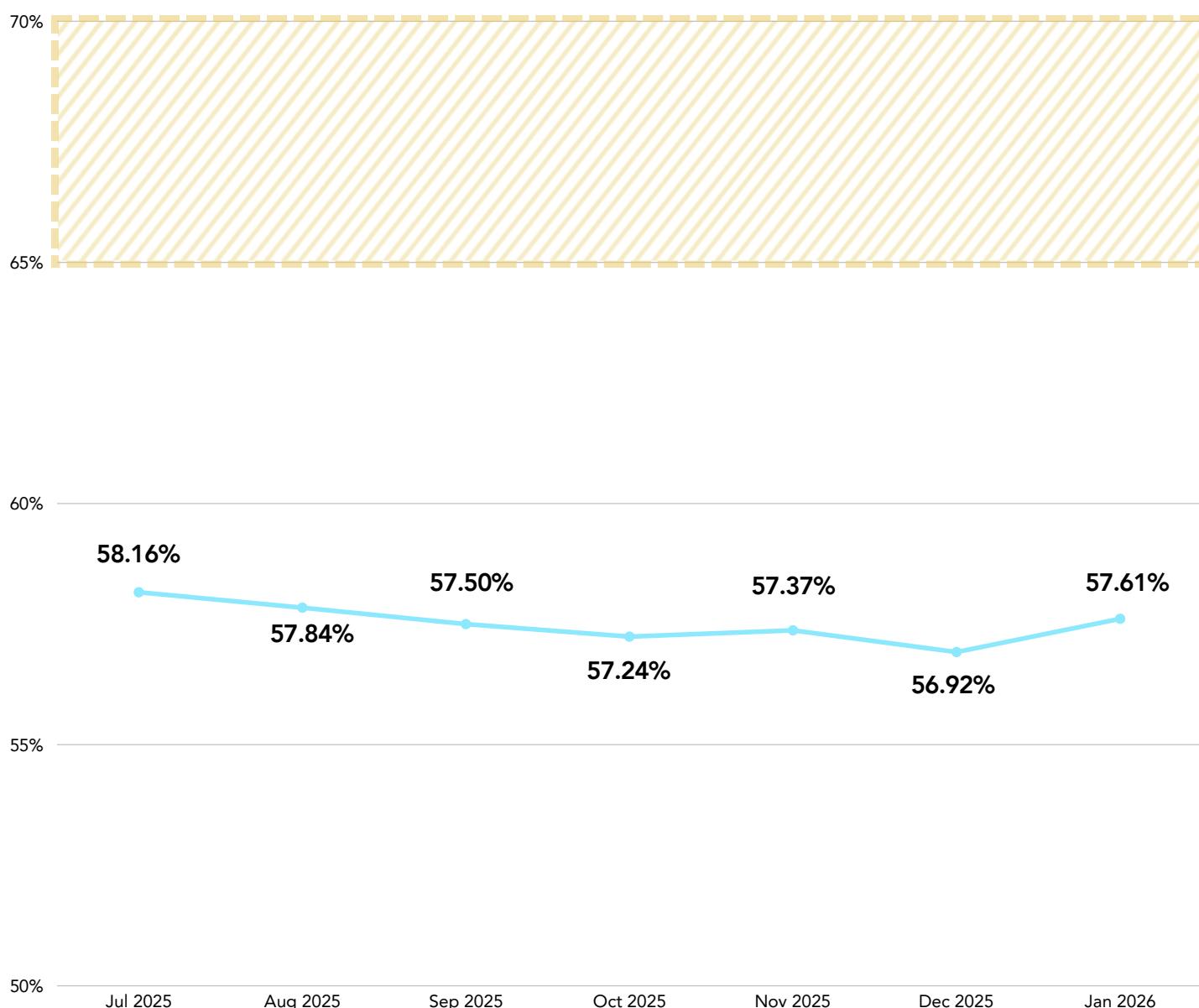
Cardholder Retention

% of Active Cardholders Retained This Month

Cardholder Retention Goal
65% of Library Cardholders



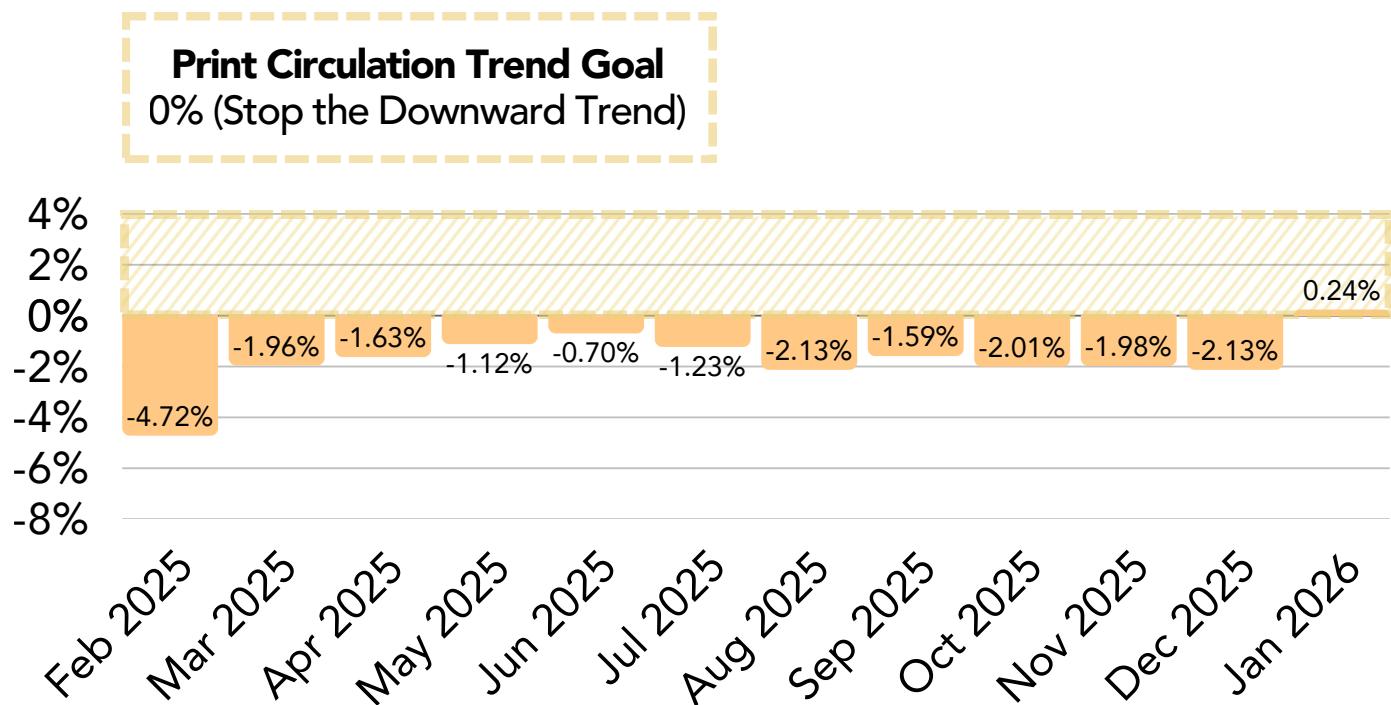
Monthly Trend: Jul 2025–Jan 2026



Jan 2026 LPL Progress Indicators

Print Circulation Trend by Month

Percent Change of Total Print Books Circulated Each Month



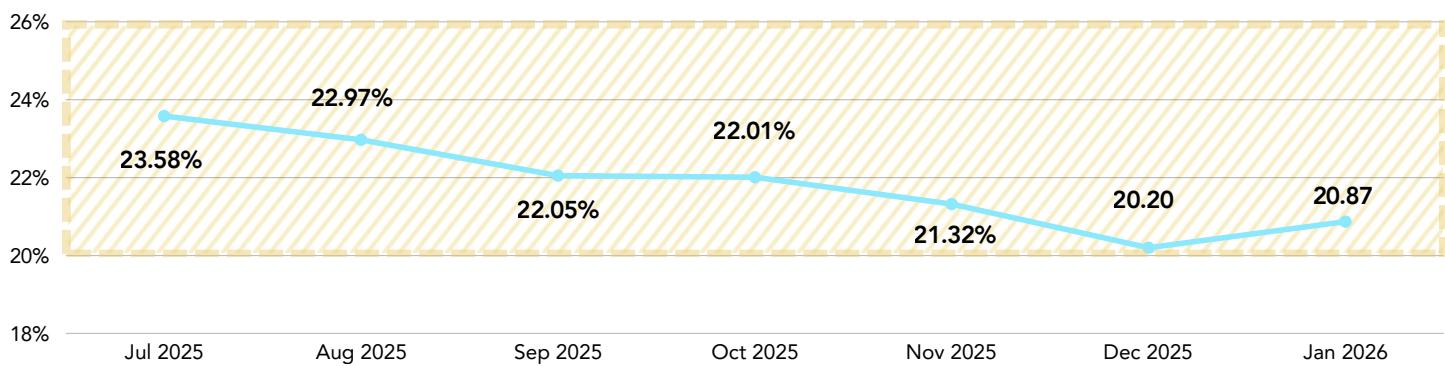
Percent Checked Out

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

Percent Checked Out Goal
20% of the Collection



Monthly Trend: Jul 2025–Jan 2026



Jan 2026 LPL Progress Indicators



Storytime with Barry Washboard Barnes

155

Live attendees

MLK JR Day at the Library started with a storytime led by special guest Barry Barnes, beloved poet and musician.

Community Lunch and Synth Performance

123

Live attendees



Alex Kimball Williams, co-founder of B.L.A.C.K. Lawrence, performed on the synthesizer while attendees enjoyed lunch donated by Taco Zone.

Library Director Report for February 2026

Library Master Plan Update

Work on the Library Master Plan kicked into high gear in January. Our community survey is live, and as reported by our Public Services Manager Karen Allen in her departmental report, we have over 2,000 responses thus far, which is a great response. We had a very positive initial response when we emailed all cardholders. Surveys have continued to come thanks to coverage from Lawrence Journal World and The Lawrence Times as well as from a targeted social media campaign to capture folks in underrepresented age demographics. Thanks to Bec Trickey for her marketing expertise. The survey will run until the end of February.

Margaret Sullivan and her colleague Jenny Lau were in Lawrence at the end of January for three days of community engagement sessions. We had multiple small focus groups, a neighborhood association group, and a partner breakfast. All of the conversations were excellent qualitative data to add to the quantitative data MSS and the library are compiling for analysis. Thank you to Mandy Leibold for attending a few of the community engagement sessions on behalf of the board! We also saw a lot of participation from our Friends and Foundation board members (both current and former) and a few former Library Board members. MSS will return in late March for another round of engagement sessions.

Library Lawn Update

Multistudio has begun work on a site plan for a performance space at the bottom of the library lawn. Our Friends and Foundation have secured pledges from three major donors and the Library After Hours Fund-a-Need will raise additional funds that we hope will secure adequate funding for the cost of the construction. We should have more solid numbers on anticipated costs and a timeline in the coming weeks.

Library Furniture Update

I am happy to announce that since my last report to the Board, the Library has initiated our order for a large furniture replacement. We expect the furniture to arrive in five phases over the next few months. I am excited for everyone to see the new pieces we have chosen. We will have new and different options for folks to use than we currently have—study carrels, two person “conversation booths,” new sofas for the kids’ area, and lots of comfortable and durable new lounge chairs.

Library Director Report for February 2026

Other Items of Note

Kathleen Morgan and I were able to meet with our two new City Commissioners Mike Courtney and Kristine Polian in January. Each meeting was a great opportunity to learn more about each of them and their priorities for Lawrence. We were delighted to hear they both are supporters of public libraries as institutions and impressed with Lawrence Public Library in particular. I was also able to meet with Mayor Brad Finkeldei and Board Member Kelly Hart. I look forward to my one-on-one meetings with the rest of the board in the coming months.

Lastly, to start the new year on a good note, I have asked to be invited to the regular meetings of all of our library departments and divisions. At this writing, I have visited Access Services, Cataloging and Collection Development, Circulation, Information Services, Public Services, Readers Services, and Youth Services. Observing and participating in these meetings where the day-to-day work is imagined and discussed at the front lines of library business has been incredibly informative and a great opportunity to see where the rubber meets the road.

Respectfully submitted by Brad Allen, February 11, 2026



Monthly Departmental Reports

February 2026

ACCESS SERVICES

In January we met with a representative from Lyngsoe regarding the recent purchase of MK Solutions' North American business operations. MK Solutions provided service and support for our lockers, self check software, and RFID gate software. Lyngsoe has taken over support and assured us that the transition should be smooth.

We gathered data for the yearly State Library of Kansas Survey. Completing the survey is a requirement for receiving any state aid. The data is used for library advocacy and tracking trends at the state and federal level.

The Master Plan process continues apace. Staff participated in a visioning session with representatives from Margaret Sullivan Studio.

Circulation

Our January team meeting and the roll out for our new damaged items standards went well. Essentially, we're just trying to get everybody on the same page when it comes to billing folks for damaged returns.

Jeff and Kim created personalized workstation locations and log-ins for all the circ team so we can better track where cards are made and other statistics if we need them.

And on the Master Plan front, We've been doing our part to get the community survey out by inserting quarter sheet advertisements for it in all the holds.

Collection Services

January flew by. As with every new year, there's a little period where we hold our breath while we wait to see if everything has transferred over alright in Symphony, and like always, things worked out just fine. We started ordering again on the 8th which is actually later than we've done in the past couple of years just because of the way the calendar worked out.

Monthly Departmental Reports

February 2026

Mary and Cataloging processed our new Health Spot book collection to go along with the health kits. There are some final tweaks that we'll make before really showing it off to the public.

Collection Development continues to research and test alternative book vendors that could be used as backup to our primary vendor, Ingram. There are plenty of options strictly for purchasing books, but we're looking for discounts, quick turnaround time, specific invoicing features, and ideally some kind of integration with Symphony for loading records.

Information Technology

Jeff, Jon, Aaron, Ian, and Kim continue to research phone system options. We have three viable alternatives with preliminary quotes. Follow-up questions are being exchanged with each vendor. Our goal is to make a selection and move forward by the end of the month of February, if possible.

Aaron is working on E-Rate requests for replacement of network equipment which has reached End of Support and support contract renewal for equipment which is still in use.

Aaron, Kim, Bec, Heather, and the Virtual Spaces team are working to address ADA compliance of our web presence including reviewing vendor provided materials and our engagement on social media. ADA Title II requires compliance with WCAG 2.1 AA standards by 4/24/2026. We have purchased an accessibility impact review of the library website from WAVE (Web Accessibility and Evaluation) at Utah State. This report will provide a basis for mitigation work. That work will prioritize addressing our most used and most essential pages for accessing library services. We are seeking all available resources from library peers and professional organizations to make our best effort to meet the compliance requirement.

Outreach

Although January is still one of our slower months, we were able to take advantage of some of the unseasonably warm days and got Dottie out for multiple stops. We also had good turnouts at our tabling events including Haskell INU and KU Libraries.

Monthly Departmental Reports

February 2026

Sarah has been compiling a list of folks at LMH Health for hold delivery and is excited to report we have 20 people signed up for the launch of the program starting on February 11th. One thing Sarah and Jake Cockerill hear a lot from the staff at LMH is that they have limited time to come to the library. We are hoping this new partnership will help those folks access the materials they want. We will still be tabling in the lobby twice a month as well.

Finally, Sarah enjoyed the 4 hour visioning session we had with Margaret Sullivan about the future of the library. The Outreach team is also trying to get the survey into the hands of as many patrons as possible.

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

M&C collaborated to launch two big promotional efforts: Read Across Lawrence and the 2026 After Hours Fundraiser. They'll spend the next three weeks building excitement across Lawrence for After Hours at the Library. Bec and Heather have been placing QR codes with UTM parameters in multiple locations; to date, 32 unique codes are in use for the Community Survey, including distinct codes for book lockers, handouts, posters, and events. This approach allows M&C to track what is actually being scanned and adjust tactics accordingly. We learned hardly anyone scans QR codes in the quarterly mailer, so we decided to discontinue creating them for the mailer due to minimal engagement — 90 minutes saved for something else! In January, Bec and Heather also focused heavily on preparing and launching the Community Survey and met with Nicole in Public Tech to brainstorm our very first [animated LPL sticker for social media](#). This has been a dream of Heather's for at least 8 years and, thanks to Bec for coordinating this and Nicole for offering her spectacular animation skills, LPL fans will eventually be able to add this to their social posts! The BiblioWeb Content sub-group (M&C and Public Services staff) met to begin developing a content plan, content guidelines, and a clearer strategy for homepage content. M&C is also partnering with Liz in Information Services to increase adult participation in her literacy initiative, with public messaging targeted to begin March 10.

Here's what Bec and Heather did individually...

Monthly Departmental Reports

February 2026

Heather evaluated the Art Donation Policy and only found a few typos. It will be submitted for the Trustees to review before this month's meeting. She's working with Bec and the IT team to bring the website design into ADA compliance ahead of the national April 26 deadline. To better understand accessibility responsibilities, she is making her way through [WCAG training](#) videos and reviewing [reference materials](#). The Spring mailer is currently in design, with editing scheduled this week before going to print. Heather joined the Master Plan team and attended the Margaret Sullivan Studio workshop; "Big Vinyl Project, Part 1" is complete, with exterior doors and front windows next. She also met with Melissa to revisit Health Spot signage, with a new concept underway and installation targeted for late March. Additional work included participation in LPL Con, the Program Guidelines Team, and 1000 Books Before Kindergarten planning. A refreshed public messaging campaign for 1000 BBK is planned for September, modeled after Kansas Reads to Preschoolers. And now...preparations for Summer Reading begin.

Bec continued email and social media promotion for Read Across Lawrence. She also interviewed the co-hosts of the After Hours fundraiser and wrote [a news story](#) to promote the event. Bec co-led the Blog Team meeting for Q1 where the team planned on capitalizing on the success of 2025 and working toward engaging more of our local audience. Bec is also continuing to manage social media ads to promote the Master Plan Community Survey, which has garnered approximately 20% of respondents so far. Like Heather mentioned above, she is also working with Heather, Aaron, and Kim to update the website to meet ADA compliance ahead of the April deadline, including identifying existing issues and delegating responsibility for the content on each page among themselves, library leadership, and the Virtual Spaces team.

FACILITIES

Not a lot of major Facilities updates this month:

- Attempted repair to a drinking fountain bottle filler with Veronica (Maintenance & Custodial) and while we learned a lot about the inner workings, developed a few new curses for whoever designed it, unfortunately we also discovered that we need another part to bring it back to life.

Monthly Departmental Reports

February 2026

- Got to assist Ian (Circulation) with hanging quilts around the sorter. They look nice and will hopefully capture some of the jarring noises that bounce around in that room.
- Moved a bunch of snow on the 25th so our staff and patrons could safely walk to the door. The major snow removal was done by MSO, but detail work is always needed.
- Installed a replacement ice maker in the Staff Lounge freezer and it works!

Sometimes it's the little things.

Maintenance & Custodial

Got the winter decorations back on their shelf in storage and the lobby back to normal. MLK Jr. Day was very busy as usual, but with greater vigilance this time we kept everything cleaner during/after lunch to make it all smoother. Experienced our first big snow storm of the year and had to close on the 24th. Thankfully the city did a great job on the streets and our Custodians were back at it 6am on the 25th.

Security

We had a pretty quiet month except two visits from what I assume were First Amendment people trying to stir trouble. There has been a lot of police activity across the street at the transit stop because they are patrolling more than in the past.

HUMAN RESOURCES

JoAnna and Erica attended the KS SHRM Employment Law and Employee Benefits virtual conference. Our University of Nebraska Omaha practicum student began Jan. 20. She's been helping out in Circulation and Collection Services so far and will also be spending time in Readers' Services, Information Services, and Youth Services. We had the opportunity to give a tour for JobLink and provide time for them to do an assessment with their employee. They also gave the library a certificate to thank us for partnering with them and empowering potential in the community. Erica attended several webinars for continuing education for her HR certification including: Unreasonable Hospitality Author Will Guidara on Transformative Leadership and People-First Culture; From Panic to Progress: Your Change Management

Monthly Departmental Reports

February 2026

Wake-Up Call; PLA Town Hall: Exploring an AI-assisted Future in Public Libraries; 2026 Employment Law Update: Preparing Your Organization for Compliance; The New Expectations of HR: Rebalancing People, Performance, and the Business; and Labor Law Posters & What to Expect in 2026.

PUBLIC SERVICES

January saw the launch of our Master Plan survey as well as visits from Margaret Sullivan Studios (MSS) for sessions with the public and staff. As of 2/9, we've had over 2000 responses to the survey. It will stay open through February. MSS will be back toward the end of March for another visit with staff and the public. We also kicked off Read Across Lawrence on Kansas Day with a lovely evening spent with Tom Averill and Leslie VonHolten, discussing their book *Kansas Matters* in conjunction with our community read *The Anthropocene Reviewed* by John Green.

In other news, we have finally placed our order for new furniture! Delivery will be in five phases with those dates forthcoming. The Public Services Coordinators are working on updating our Customer Service Standards and Public Service Guidelines. Be on the lookout for those at a future meeting. These mentions are just a sampling of all the great work our teams are doing this year. More below!

Information Services

Info Services kicked off the new year with our first ever reading challenge: [The Dewey Dare!](#)! We challenged our patrons to read 3 nonfiction books—1 book from 3 different Dewey ranges—during the month of January. We also offered to create nonfiction book bundles for up to 25 patrons who signed up. The Dewey Dare has been wildly successful, with 267 readers signed up and over 100 finishers. Kudos to the whole Info Services team for their work to make this a fun reading experience for our patrons!

This month also featured a seed packaging party, hosted by Terese, with over 80 community members showing up to help package seeds for this year's Seed Library. LPL's MLK Day observance, planned in collaboration with Youth Services, was well received again this year. Terese also tapped into the zeitgeist with an extremely popular 4-part introduction to Mahjong.

Monthly Departmental Reports

February 2026

Our tutoring program has officially launched, with students now being matched with tutors. Liz has also been working hard to spread the word about the tutoring program among our community partners. Melissa visited Bishop Seabury to share information about navigating the library's research resources with students working on History Day projects. And, Ransom gave the team a refresher on condition weeding so we can keep our nonfiction collection in tip top shape.

Public Technology

January has been filled with continuing to refine the Memory Lab and building Andrew's Public Technology Specialist role. On the Memory Lab front, we have created a new AI chatbot tool to help staff answer in-depth questions (e.g. "What is the largest document size you can scan in the Memory Lab?"). The goal is increased staff confidence and patron satisfaction without the need to ask Matt or Jim. Also on the Memory Lab front, we have deployed a new slide scanner that will be faster, higher quality, and more reliable. We are in the process of developing Andrew's role, creating digital literacy curriculum (especially AI curriculum), and figuring out what additional 1-on-1 tech help hours might be. This is in addition to regular patron assistance in the lower level, which continues to hum along.

Readers' Services

As Karen noted above, this month was the kickoff to the 2026 Read Across Lawrence program and we had a wonderful event with Tom Averill, Leslie VonHolten, Chris Luxem and a host of local organizations that focus on building community in a variety of ways. It was a great way to introduce people to the concepts and themes in *The Anthropocene Reviewed* and to get them connected to organizations they may wish to join. We have been having a lot of fun with the Five Star Reads program as well - we appreciate sharing reading recommendations between neighbors! One week prior to the kickoff, we also hosted romance authors Sierra Simone and Julie Murphy who are touring for their latest book. Romance programs are very successful here at LPL, and this one was no exception. Leah Newton has been hard at work preparing for our Book Battle launch in February - we're down to details and will be ready to open the brackets on February 23rd. Ilka has been working on rebranding the Personalized Reading Recommendations (which will be renamed "Book Match") and we hope for a mid-February "reveal" for that update. In the last month, Readers' Services has been hard at work creating

Monthly Departmental Reports

February 2026

additional book and reading related programming that will drop throughout 2026. We are very excited to see the incoming results from the MSS survey that clearly point out the needs and wishes of the community for the work we do in Readers' Services and we're ready to meet that need!

Youth Services

Our 1000 Books Before Kindergarten program had a soft relaunch in late January. The reading incentive program has been running at LPL since 2018, but needed to be added to our Beanstack platform and to get a boost to reach more readers. Now readers are able to use Beanstack to track their 1000 book journey to get ready for kindergarten, while earning a tote bag, a "reading buddy" stuffed animal, and a book at the finish line. We'll have a hard relaunch in mid September with a series of special storytimes. Additionally, we had a number of great events in January, including the Bluey Bash, Cozy Movie Cocoa Day, MLK Day Storytime, a Dance Party for Littles, and a Donut Party for teens.

LPL Friends & Foundation Director's Report – February 11, 2026

Music and Book Sale. In partnership with Audio Reader, the Friends & Foundation will host its wildly popular Music and Book Sale on Friday and Saturday, February 13 and 14. Friday evening, from 6:30 to 8:30 pm, features a special sale focused on music CDs and audio equipment, with a \$10 admission fee. On Saturday, the book garage opens, offering thousands of great reads at bargain prices. We'll share the results at Monday's board meeting.

Before You Check Out Returns. We are pleased to report that the library's popular series on end-of-life planning is back! This year, we are delighted to partner with the Douglas County Senior Resource Center. Here's our lineup of classes:

- Fundamentals of Estate Planning – Robert Ramsdell, retired attorney
- Do You Need a Will or Trust? – Chris Davis, The Trust Company of Kansas
- Advanced Directives and Health Planning – LMH and Death Doula, Violetta Gijon
- Drop-in Clinic with Kansas Legal Services – Powers of Atty, Living Wills, etc.
- Who Will Tell Your Story? – Cathy Hamilton (Obituaries, eulogies, legacy letters, etc.)
- Making a Clean Getaway! – Margie Coggins and Kathleen Morgan (Checklist of details)
- The End – Rumsey Yost (burial options, cremations, etc.)

After Hours at the Library. Planning for After Hours at the Library continues. This is the Friends & Foundation's biggest party of the year, happening on Friday, March 6th. Invitations have hit mailboxes and responses are coming in. Our goal is to reach attendance of around 300 people. Here are a few updates:

- We have secured \$36,000 in support from 18 sponsors. A few more are outstanding.
- City Commissioners have been invited to serve as celebrity bartenders.
- Baskets from book clubs, organizations, and other library supporters are arriving daily. They will be posted online by Monday, February 23rd and will be on display at the library from Thursday, February 26 – March 5th. You can win something fabulous for just \$5!
- Purchase your event and basket tickets at LPLAfterHours.com.
- We're excited that nine local restaurants are lined up to provide appetizers and desserts, along with drinks from Free State Brewery and John Brown Underground.
- New this year is "The Locker Room" a library speakeasy accessible through the Reading Garden door. VIPs and sponsors are invited to arrive at 6:30 pm for drinks and snacks and easy access to their tables.

Hope you all will mark your calendars and plan to attend!

Upcoming Conferences. Logan and I are registered for spring and summer conferences:

- Logan will join other LPL staff to attend the Public Library Association conference in Minneapolis from April 1st through the 3rd.
- I will attend the International Public Library Fundraising Conference from June 7th through the 9th at the Columbus, Ohio Metropolitan Library.

2026 Library Development Grant Application

submission deadline: Monday, March 2, 2026

We hereby apply for a Northeast Kansas Library System Library Development Grant for the year 2026 at the accreditation level indicated below.

<input type="checkbox"/> Gateway Library	<input type="checkbox"/> Major Service Center Level I
<input type="checkbox"/> Linking Library	<input type="checkbox"/> Major Service Center Level II
<input type="checkbox"/> Service Center Level I	<input type="checkbox"/> Major Service Center Level III
<input type="checkbox"/> Service Center Level II	<input checked="" type="checkbox"/> Major Resource Library

We certify that:

1. The library is a legally established, tax supported city or township public library located in a taxing county of the Northeast Kansas Library System.
2. The library meets requirements for receipt of State of Kansas grant-in-aid funds.
3. The library is a member of the Northeast Kansas Library System and provides service without charge to all system residents.
4. The library is accredited by the Northeast Kansas Library System at the level indicated in this application, and continues to meet all applicable Library Development standards, except where a waiver has been approved by the Northeast Kansas Library System.
5. The library board will complete a written library plan, or review an existing plan, during 2026.
6. This Library Development Grant application was discussed and approved at a library board meeting with a quorum of board members present.
7. The library has a good faith intent to meet, during the agreed time, any standard that has been waived by the Northeast Kansas Library System for 2026.

CERTIFIED BY:

Library Board President

Date

Library Director

Date

Lawrence Public Library

Library Name

LIBRARY DEVELOPMENT GRANT SERVICE LEVELS

The goal of the Library Development Grant program is to strengthen library service by:

1. Recognizing attainment of the standards for service in the Library Development Accreditation program of the Northeast Kansas Library System.
2. Providing extended tax support from rural areas to municipal public libraries serving those areas.

Libraries that are accredited by the Northeast Kansas Library System and meet other eligibility requirements may qualify for the grant amount corresponding to the level of accreditation attained by the library. Therefore, a library's grant may increase or decrease in any given year. The accreditation and standards program will be reviewed regularly by the Executive Board of the Northeast Kansas Library System and revised as needed.

Gateway Library

Linking Library

Service Center I

Service Center II

Major Service Center I

Major Service Center II

Major Service Center III

Major Resource Library

SUBMISSION INSTRUCTIONS

(1) COMPLETE the "2026 Library Development Grant Application" form signed by you and your library board chair/president.

- If you seek to move up or down a service level for 2026, please contact Jessi Harris at jharris@nekls.org

(2) COMPLETE a "Waiver Request" – as necessary – for each standard you believe will not be met in 2026. Standards are listed in the "Accreditation Application" you submitted in 2025 for the 2025-2027 accreditation cycle. Learn more about the accreditation program and access related documents – including the waiver request form – at <https://nekls.org/resources/forms/>

(3) **SUBMIT BY EMAIL** to accreditation@nekls.org the completed (and signed) "2026 Library Development Grant Application" form and any waiver requests. Please scan and email these documents as a PDF to accreditation@nekls.org.

*** Do not mail, Fax, or send these documents by courier. Please remember to email the entirety of each document. Not just the signed page. ***

NORTHEAST KANSAS LIBRARY SYSTEM

NEKLS

Waiver Request:

Library Development Accreditation Program for Public Libraries – 2026

Standard #:	73
Standard Title:	The library is open 65-75 hours each week.
Reason for Waiver:	The library is open 64 hours a week. We believe this satisfies the needs of our users. We are open 10-8 Monday to Thursday and 10-6 Friday to Sunday.
Plan for Achieving Standard:	We have no plan to increase our hours.
Timeline for Achieving Standard:	N/A

Applicant Library: Lawrence Public Library

Signature, Library Board Chair

Date

Signature, Library Director

Date

NEKLS Office Use Only

Date Received: _____

Date Approved: _____



MEMO

To: Lawrence Public Library Board of Trustees
From: Heather Kearns, Marketing & Communications Coordinator
Date: February 4, 2026
Subject: Art Donation Policy Review

I reviewed the library's Art Donation Policy and don't recommend any changes at this time. I found some minor typos and we do need to switch the recurring review date to February.

Resources

- [2023 Policy](#)
- [2026 Policy \(edited\)](#)



Art Donation Policy

Revised by the Lawrence Public Library Board of Trustees on August 20, 2018. (Replaces Art Collection Policy.)

Approved by the Library Board of Trustees on 01/16/2023. Submitted for review on 02/16/2026. Next review date: 02/2029

Introduction

Lawrence Public Library will consider accepting donated gifts of works of art. Such gifts are accepted by the library when they embody the library's mission and broaden the resources of the library for the citizens of Lawrence.

The library's Art Donation Committee ("Committee") considers all proposed gifts and will have sole and absolute authority for accepting or declining any proposed gift and for disposing of any such gift after its acceptance. The Committee shall consist of three members appointed by the Library Director. At least one person on the Committee shall be a community member not employed by the Library. This Committee may, at its sole discretion, seek professional advice regarding the worth, origin, artistic value, and appropriateness of considered proffered items. Acceptance, approval, and disposal of such gifts are subject to approval by the majority vote of this Committee.

Application Process

To be considered, art donors must complete the library's [Art Donation Application](#). Should the Committee select the donor's artwork, the donor will enter into an agreement with the library using the parameters and requirements of Lawrence Public Library's [Art Donation Agreement](#).

Works of art such as exterior murals, require City of Lawrence ("City") approval. These artworks must comply with the City's [Donated Art Guidelines](#) and [Mural Review Criteria](#). The library's Art Donation Committee has full authority to refer projects to the City for review.

Art Donation Requirements

In addition to the requirements outlined in the Art Donation Agreement, proposed gifts must

meet the following standards:

1. **Nature of Proposed Gift.** Gifts to be considered for acceptance include two dimensional and three dimensional works of art, artifacts, and collectibles not intended for general loan to library borrowers. Gifts must be owned by the donor and free of liens or claims.
2. **Sound in concept and craft.** The proposed gift must be, in the judgment of the Committee, conceptually sound with respect to superior command of craft (art principles, design elements, and materials), intent, historic significance, and artistic merit. The Committee may solicit expert opinion to aid in evaluation of the proposed gift.
3. **Safety.** The proposed gift must not, in the sole and absolute judgment of the Committee, pose an unreasonable hazard or risk to the health or safety of persons or property.
4. **General Appropriateness.** The proposed gift must be, in the opinion of the Committee, appropriate to its proposed setting.
5. **Maintenance.** The proposed gift must be easily maintained and conserved.
6. **Appraisal.** A written appraisal prepared and signed by an independent, certified appraiser must accompany all gifts. All appraisals of value, including the cost thereof, are the sole responsibility of the donor.

The Committee may apply additional criteria as may be deemed appropriate in individual cases in deciding whether to accept or decline a proposed gift.

In the event that the Committee recommends that donated art be sold or disposed of, such sales and/or dispositions shall be reviewed and approved, in advance, by the Lawrence Public Library Board of Trustees.



MEMO

To: Lawrence Public Library Board of Trustees
From: Jenny Cook, Youth Services Supervisor
Date: February 16th, 2026
Subject: Youth Safety Policy Review

The Youth Safety Policy was reviewed in February 2026 by Youth Services staff and the leadership team at LPL. We made two minor changes. We added one colon before describing the age definitions in the Policy. Additionally we changed the word “policies” to “guidelines” in the content section before the bullet points. The Youth Safety Policy will be up for review again on February 19th, 2029. The Youth Safety Guidelines will also be reviewed by Youth Services staff and updated in February of 2026.



Youth Safety Policy

Supersedes the Unattended Children Policy approved 04/10/2010.

Submitted to the Lawrence Public Library Board of Trustees for approval on 02/20/2023. Submitted for approval 02/16/2026. Next proposed review date: 02/19/2029

Definitions

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

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

Content

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

Please note the following guidelines:

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

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