

Lawrence Public Library Board of Trustees Regular Meeting
Monday, August 17, 2026 at 4:30 PM
Meeting Room A, Lawrence Public Library
Online Meeting Link: [Zoom](#)

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 July 2026
- Approve Treasurer's report for July 2026
- Approve bills for July 20 to August 17, 2026
- Receive statistical report for July 2026

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Receive 2025 Audit
Sean Gordon, Principal, GordonCPA
- Behavior Policy – **ACTION ITEM**
Karen Allen, Public Services Manager

Old Business

Public Comment

Adjournment

Lawrence Public Library

Regular Board Meeting Minutes

Date: July 20, 2026

Time: 4:32 pm

Venue: The meeting was hybrid, conducted in person and online on Zoom.

Board Members Present:

Mandy Leibold (Chair), Alex Carvalho, Mayor Brad Finkeldei, Sean Hunt, Allison Friend Mazzei, Kim Patton, and James Pavisian

Board Members Absent: None (Ryann Galloway resigned from the board on 6/15/26)

Staff Members Present:

Brad Allen, Karen Allen, Aaron Brumley, JoAnna Eanes-Pettit, Heather Kearns, Kathleen Morgan, Jon Ratzlaff, Erica Segraves, Tristan Star, Terese Tappan.

Others Present: Sean Gordon CPA (will return 8/17/26)

Call to order

Mandy called the meeting to order at 4:32 pm.

Executive Session

James moved, and Brad Finkeldei seconded that the board enter into Executive Session at 4:33 pm for 15 minutes to discuss a non-elected personnel matter exception, K.S.A. 75-4319(b)(1). The justification of the executive session is to keep non-elected personnel matters confidential at this time. The board returned from executive session at 4:48 pm. No action was taken.

Consent Agenda

Brad Finkeldei moved to approve the consent agenda. Kim seconded. Consent agenda passed.

Director's Report

Brad Allen presented the Director's report (See meeting packet).

- Introduced Tess Tappan, LPL's new Masters of Public Administration program (MPA) intern
- Brad presented a proposal to implement the Community Vision Plan (CVP). He recommends a store front, "proof-of-concept" plan using a "Community Living Room" activation strategy as the first application of the CVP. The library plans to engage a commercial real estate agent to help explore locations in Southwest Lawrence.
 - Allison asked about the timeframe for a storefront and how much budget would be allocated for it. Brad recommended that the temporary "proof-of-concept" location last

at least a year or more. We will look to our real estate agent to help determine what a realistic price is for such a space. The plan is to use capital improvement or LPLFF money to fund this pilot project. Still collecting information on details.

- Brad also reported that the site plan is approved for the Lawn Pavilion. The City Commission will consider the lease update for the Lawn at its meeting on July 21st. In addition, Brad and Kathleen are meeting with Multistudio and BA Green to check in on Wednesday, July 22.

Monthly Departmental Reports

- Mandy asked about whether the library door count has increased due to the hot weather. Brad noted that door counts are higher for multiple reasons, but the building feels a lot busier. Our Summer Reading program numbers are higher. In addition, the Community Shelter is now able to host more people during the day at its location in east Lawrence. This change affects the library because some Shelter guests will opt to stay at the Shelter instead of coming Downtown. Karen and other LPL staff are meeting with Shelter staff to explore the possibility of taking library programs to their facility during the day.
- Mandy noted that there were eight suspensions this month. Does the Security staff have the necessary resources to address this? Tristan reported that the level of support is good.

Friends & Foundation Director's Report

Kathleen presented the Friends & Foundation report.

- **Summer Book Sale:** The Friends & Foundation's Summer Book Sale this weekend earned \$20,708. She thanked the volunteers who made it all possible
- **Summer Fundraising Campaign:** Our *Double the Score for Your Library* campaign has exceeded its \$20,000 matching challenge. Since the May 21 Summer Reading kick off, the community has contributed more than \$29,000. We will keep tallying the total through the August 15th Last Bash. Every additional dollar supports books, programs, and other great library services.
- **July Board Engagement:** While the board doesn't meet in July, members are staying engaged by making thank-you calls to volunteers, New Chapter Society members, and longtime donors. Nancy Hambleton and I are also meeting individually to answer questions and hear their ideas.
- **Community Gathering Fund:** Thanks to a generous local donor, LPLFF has launched the Community Gathering Fund to help Douglas County nonprofits and community groups offset library meeting room rental fees.
- **Legacy Giving:** Refreshing LPLFF's Planned Giving program is a top 2026 goal. Our new *Your Story Lives On* brochure and Cathy Hamilton's volunteer-led Life Stories interviews provide meaningful ways for supporters to preserve their stories and learn about planned giving.

New Business

- **Alcohol Policy**
 - Kathleen presented the review of the library's Alcohol Policy, which was last approved in 2023. No changes are recommended to the policy.

- Information about the library's insurance coverage was added to the "Checklist for Events Serving Alcoholic Beverages". Library staff use this procedural document to ensure that their event meets all necessary criteria.
 - Mandy asked how the policy may be affected by the new outdoor lawn space. Kathleen explained that the library has held Lawn events where alcohol is served for several years. We have a good system in place that includes using licensed vendors who serve and check IDs. In addition, the library posts perimeter signage and recruits volunteers who make sure that attendees do not leave the Lawn with alcohol.
 - James moved to approve the policy. Brad Finkeldei seconded. The Alcohol policy was approved.
- **2027 Revised Budget**
 - Brad presented the library's revised budget resolution to the board. In a memo to the City, he explained that the intent of the Library Board for this year's budget was to increase the mill rate to 4.5 mills, the maximum allowed by Charter Ordinance 16.
 - The original proposed budget was created on May 18 without final tax numbers from the County. Now that those numbers are available, the revised amount of funds requested to be levied by the City of Lawrence on behalf of the Library totals \$7,943,700. However, Brad noted that the correct amount is \$7,943,000.
 - James moved to amend the amount in the revised budget resolution. Allison seconded. The amended amount was approved.
 - Brad Finkeldei recommended that the memo clarify that the library is requesting its full 4.5 mills, regardless of variations. He noted that the County has changed its non-collection rate from 2% to 1.5%, which will drop the mill again.
 - James reiterated that the board is requesting the maximum mill because the building is aging and the library will need additional funding to keep it well maintained.
 - Allison moved to approve the amended revised budget. Sean seconded. It was approved.

Old Business

There was no old business discussed

Public Comment

There was no public comment

Adjournment

The meeting was adjourned at 5:22 pm. The next meeting is Monday, August 17, 2026

Respectfully submitted, Allison Mazzei, Secretary

Notes by Kathleen Morgan and Terese Tappan

2026 Regular Budget Report

	January	February	March	April	May	June	July	Year To Date	2026 Budget	% over/under
REVENUES										
Tax Fund	-	3,801,958.38		174,534.26	-	2,609,689.81		6,586,182.45	\$6,960,000.00	94.63%
Lost and Repl Fees	2,297.01	1,588.15	2,422.44	1,447.84	1,873.74	2,294.44	1,956.56	13,880.18	\$23,000.00	60.35%
NEKLS	-			28,056.55	-		28,056.55	56,113.10	\$125,000.00	44.89%
State Aid & Federal Aid	-	33,180.16			-			33,180.16	\$0.00	
Photo Copies	1,607.34	2,307.23	2,457.05	1,782.69	2,300.84	2,279.71	2,144.89	14,879.75	\$20,000.00	74.40%
Meeting Room Fees	627.24	216.97	437.24	875.15	1,174.12	1,042.72	1,049.42	5,422.86	\$7,000.00	77.47%
Interest	2,527.88	1,701.33	10,916.45	9,908.45	8,316.55	6,303.54	5,206.18	44,880.38	\$35,000.00	128.23%
Transfer from Capital Improvement	-				272,582.37			272,582.37	\$0.00	
Donations- MISC	82.16	326.45	54.68	428.34	210.87	17,656.28	117.75	18,876.53	\$0.00	
Total Revenues	7,141.63	3,841,278.67	16,287.86	217,033.28	286,458.49	2,639,266.50	38,531.35	7,045,997.78	\$7,170,000.00	98%

EXPENSES

Salaries & Wages	301,608.54	309,032.44	308,850.41	308,309.70	479,950.03	307,526.98	308,794.43	2,324,072.53	\$3,950,000.00	58.84%
Employee Benefits	57,188.93	57,152.33	57,152.33	57,152.33	84,806.30	56,649.74	56,621.53	426,723.49	\$850,000.00	50.20%
Payroll Taxes	53,741.58	55,053.29	55,078.32	55,013.48	83,594.65	54,553.05	54,889.80	411,924.17	\$750,000.00	54.92%
Utilities	11,056.71	8,860.91	8,469.28	7,418.70	7,491.58	7,860.50	9,129.45	60,287.13	\$100,000.00	60.29%
Building Supplies	1,742.02	1,533.49	1,345.32	1,107.01	1,473.10	1,458.21	2,614.57	11,273.72	\$20,000.00	56.37%
Building Repairs & Maintenance	10,040.06	1,725.86	1,485.00	11,782.13	784.00	14,163.28	10,095.29	50,075.62	\$80,000.00	62.59%
Library Supplies	2,344.37	975.49	1,821.74	585.14	846.47	1,385.74	504.51	8,463.46	\$25,000.00	33.85%
Books & Materials	38,527.22	58,364.19	43,647.92	97,037.58	40,715.95	73,463.78	80,429.09	432,185.73	\$860,000.00	50.25%
Processing Supplies	2,239.17	3,995.07	5,169.70	2,949.64	2,597.82	2,677.10	3,950.61	23,579.11	\$55,000.00	42.87%
Equipment	206.00	-	-	-	1,037.75	-	-	1,243.75	\$10,000.00	12.44%
Technology	86,639.83	4,495.20	20,484.38	13,018.15	20,142.06	68,316.33	130,664.26	343,760.21	350,000.00	98.22%
---Public Tech Supplies	(326.64)	156.73	(70.65)	45.43	316.15	(111.14)	(241.47)	(231.59)	\$1,000.00	-23.16%
---Operations	195.98	600.00	236.38	802.55	166.64	332.22	-	2,333.77	\$20,000.00	11.67%
---IT Software & Subscriptions	3,511.93	2,808.14	8,108.73	7,758.11	10,508.92	10,211.82	2,409.75	45,317.40	\$85,000.00	53.31%
---Internet & Telephone	887.14	930.33	929.45	2,787.41	1,090.31	927.79	988.00	8,540.43	\$19,000.00	44.95%
---Collections & Public Service	82,371.42	-	11,280.47	-	8,060.04	45,822.91	73,926.67	221,461.51	\$215,000.00	103.01%
---Support Operations Hardware	-	-	-	1,624.65	-	11,132.73	53,581.31	66,338.69	\$10,000.00	663.39%
Insurance	-	-	-	100.00	-	-	-	100.00	\$30,000.00	0.33%
Postage & Mailing	1,200.10	3,220.94	1,060.95	1,638.95	6,143.03	1,069.83	1,114.41	15,448.21	\$23,000.00	67.17%
Professional Development	1,339.99	2,203.54	2,732.82	6,118.85	871.00	3,351.45	1,660.29	18,277.94	\$32,000.00	57.12%
Book Van & Mileage	139.00	990.61	1,801.01	410.55	306.38	473.25	549.70	4,670.50	\$5,000.00	93.41%
Professional Fees	12,957.11	2,963.31	4,296.19	19,918.75	4,117.92	9,306.57	4,944.68	58,504.53	\$30,000.00	195.02%
Capital Improvements	-	-	-	272,582.37	-	-	-	272,582.37	\$0.00	#DIV/0!
Miscellaneous	(2,132.36)	136.02	146.12	145.91	178.67	154.88	153.29	(1,217.47)	\$0.00	#DIV/0!
Total Expenses	578,838.27	510,702.69	513,541.49	855,289.24	735,056.71	602,410.69	666,115.91	4,461,955.00	\$7,170,000.00	62%

Cash Reserves	163,537.50	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 from 2021, \$41,634.51 from 2023)
Checking (US Bank & KMIP)	3,547,925.85	
Capital Improvement (KMIP)	568,789.12	

2026 Outside Funding		July	July			
		<u>Income</u>	<u>Spending</u>	<u>Remaining</u>	Comment	
Outside & Private Funding						
R & E Totals	\$	83,437.19	\$	91,271.06	\$	553,076.49
Totals	\$	83,437.19	\$	91,271.06	\$	553,076.49
Budget/ Allocation Adj						
				\$	372,343.16	YTD Income
YTD Expense				\$	467,290.65	YTD Expense

Lawrence Public Library

1. Balance Sheet
As of Jul 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Capital Improvement at MIP	568,789.12
Checking	135,275.56
MIP Operating Funds	3,412,650.29
Total for Bank Accounts	\$4,116,714.97
Accounts Receivable	
Other Current Assets	
Petty Cash	300.00
Total for Other Current Assets	\$300.00
Total for Current Assets	\$4,117,014.97
Fixed Assets	
Other Assets	
Total for Assets	\$4,117,014.97
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	199,110.00
Total for Accounts Payable	\$199,110.00
Credit Cards	\$11,565.43
Other Current Liabilities	
Payroll Liabilities	\$0.00
Health Insurance	35,438.08
Hospital & Cancer Plans	176.00
OGLI	-32.54
Payroll Liabilities FSA	660.90
Vision Insurance - Employee	118.29
Total for Payroll Liabilities	\$36,360.73
Total for Other Current Liabilities	\$36,360.73
Total for Current Liabilities	\$247,036.16
Long-term Liabilities	
Total for Liabilities	\$247,036.16
Equity	
Retained Earnings	1,349,724.83
Net Income	2,219,618.76
Opening Bal Equity	300,635.22
Total for Equity	\$3,869,978.81
Total for Liabilities and Equity	\$4,117,014.97

Lawrence Public Library

2. Revenues & Expenses

July 2026

	TOTAL	
	Jul 2026	Jan 1 - Jul 31 2026 (YTD)
Income		
Interest		
Capital Improvement	1,453.92	11,749.41
Checking	3,752.26	33,130.97
Total for Interest	\$5,206.18	\$44,880.38
Lost and Replacement Fees	1,956.56	13,880.18
Meeting Room Rentals	1,049.42	5,422.86
Misc Income	117.75	18,876.53
NEKLS	28,056.55	56,113.10
Outside&Private Funding Income	\$83,092.22	\$367,096.01
Downhall Books	-493.16	-337.66
Library Landscape & Posters	-12.36	-315.63
Merchandise Sales	105.27	-2,159.89
Total for Outside&Private Funding Income	\$82,691.97	\$364,282.83
Photocopies & Printing	2,144.89	14,879.75
State& Federal Aid		33,180.16
Tax Fund		6,586,182.45
Total for Income	\$121,223.32	\$7,137,698.24
Cost of Goods Sold		
Gross Profit	\$121,223.32	\$7,137,698.24
Expenses		
Books & Materials	80,429.09	432,185.73
Building Repairs & Maintenance	10,095.29	50,075.62
Building Supplies	2,614.57	11,273.72
Library & Office Supplies	504.51	8,463.46
Miscellaneous	153.29	-1,217.47
.Outside & Private Funding		\$1,432.10
Friends & Foundation Funding		\$500.00
Aquarium Maintenance	35.38	1,953.10
Block Grant	47.99	43,297.08
Community Resource	250.00	250.00
Digital Resources (GDR)	18,572.00	18,572.00
F&F Payroll	15,296.39	116,219.97
Kanopy	46,428.00	46,428.00
Local History/Coan	1,500.00	1,500.00
Marketing	2,124.07	17,479.81
Memory Lab	70.96	5,448.87
Nancy Pat Staff Support (Crowe)	435.45	3,104.55
Outreach/Coggins Fund	832.15	14,346.39
Program Expense		
Health Spot	464.75	3,314.51
Information Services Programmin	25.06	1,736.02
Music Storytellers	816.48	816.48

Lawrence Public Library

2. Revenues & Expenses

July 2026

	TOTAL	
	Jul 2026	Jan 1 - Jul 31 2026 (YTD)
Natural and Cultural Heritage Grant	613.94	954.31
Summer Reading - ALL	1,014.86	46,284.69
Youth Services & Cigler	260.00	2,741.83
YS Programs (Children)	302.28	5,074.56
LPL Con		9,343.19
Public Tech Programming		389.39
Read Across Lawrence/Booktober		4,969.82
Readers Service Programming		916.39
Teen Services Programming		2,530.54
Total for Program Expense	\$3,497.37	\$79,071.73
Rueff Fund	1,000.00	1,000.00
Sound & Vision Miliken	45.54	1,004.59
Adult Education		484.17
Dr. Bob Program		1,574.00
Library Master Plan		94,242.46
Memorials/Honor w/ Books GGIFT		162.60
MIDCO/Peterson		399.00
Rice Foundation		5,835.75
Seed Library		1,648.80
Storytime at Home		169.51
Total for Friends & Foundation Funding	\$90,135.30	\$454,692.38
Total for .Outside & Private Funding	\$90,135.30	\$456,124.48
Payroll Expenses		
Employee Parking	-402.99	-3,665.27
Gross Wages	308,794.43	2,324,072.53
Group Life Insurance	1,096.20	7,630.20
Health Insurance	55,928.32	422,758.56
Total for Payroll Expenses	\$365,415.96	\$2,750,796.02
Payroll Taxes		
KPERS Co	31,625.66	236,811.38
Payroll Taxes Employer	23,264.14	174,418.89
KPERS Co Retiree		693.90
Total for Payroll Taxes	\$54,889.80	\$411,924.17
Postage & Mailing	1,114.41	15,448.21
Processing Supplies	3,950.61	23,579.11
Professional Development	1,660.29	18,277.94
Professional Fees	\$4,944.68	\$51,504.53
Accounting		7,000.00
Total for Professional Fees	\$4,944.68	\$58,504.53
Technology		
Collections & Public Service	73,816.67	221,461.51
Hardware	53,581.31	66,338.69
Internet & Telephone	988.00	8,540.43

Lawrence Public Library

2. Revenues & Expenses

July 2026

	TOTAL	
	Jul 2026	Jan 1 - Jul 31 2026 (YTD)
IT Software & Subscriptions	2,409.75	45,317.40
Public Tech Supplies	-241.47	-231.59
Operations		2,333.77
Total for Technology	\$130,554.26	\$343,760.21
Utilities - Electric	9,129.45	60,287.13
Vehicles, Mileage, Maintenance	549.70	4,670.50
Capital Improvement Expenditure		272,582.37
Equipment		1,243.75
Insurance		
Liability Insurance		100.00
Total for Insurance		\$100.00
Total for Expenses	\$756,141.21	\$4,918,079.48
Net Operating Income	-\$634,917.89	\$2,219,618.76
Other Income		
Other Expenses		
Net Other Income		
Net Income	-\$634,917.89	\$2,219,618.76

Lawrence Public Library

4. Vendor Balance Summary

As of Aug 17, 2026

	Total
Alliance Entertainment	1,349.80
Amazon Capital Services, Inc	3,612.11
ASI	72.00
Basic Carpet Care	378.00
Bibliocommons Inc.	70,596.67
BlueAlly	25,940.76
Brodart Co.	207.37
CEK Insurance	9,361.07
Cengage Learning	324.10
Center Point Large Print	138.95
Century Business Technologies	1,467.33
Cottin's Hardware & Rental	123.18
Courtney King	150.00
Demco, Inc.	600.83
Evergy	9,129.45
Follett Content Solutions LLC	73.26
Ingram Library Services	25,997.16
John A. Marshall Co.	200.00
J & R Repair Service	291.00
KanREN	20,322.40
LFK Press, LLC	2,117.00
Maxfield Yoder	31.00
Midco	765.98
Midtown Signs	1,500.00
Midwest Tape	4,571.77
Neutron Industries	397.79
OverDrive	58,880.84
Playaway Products LLC	263.11
Pur-O-Zone, Inc.	463.09
Sunflower Music Therapy	260.00
Thrift Books Global, LLC	10.99
Unique Management Services	368.85
United Parcel Service	39.96
University of Kansas	1,500.00
U.S. Bank - Mastercard	11,735.63
Watson Label Products	3,895.66
TOTAL	\$257,137.11

Lawrence Public Library
5. Check Detail Report for Board
July 21-August 17, 2026

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
ASI					
	Expense		07/31/2026	Payroll Liabilities FSA	-2,322.20
	Bill Payment (Check)	EFT	08/11/2026	Payroll Liabilities FSA	-72.00
Total for ASI					<u>-\$2,394.20</u>
Blue Cross and Blue Shield of Kansas Inc.					
	Check	EFT	07/24/2026	Group Life Insurance	-1,096.20
Total for Blue Cross and Blue Shield of Kansas Inc.					<u>-\$1,096.20</u>
KPERS					
	Check	EFT	07/24/2026	KPERS ER	-16,366.74
	Check	EFT	07/24/2026	KPERS EE	-9,272.96
	Check	EFT	08/07/2026	KPERS ER	-16,119.64
	Check	EFT	08/07/2026	KPERS EE	-9,132.85
	Check	EFT	08/07/2026	Payroll Taxes:Employer	30.81
	Check	EFT	08/07/2026	OGLI	-431.27
Total for KPERS					<u>-\$51,292.65</u>
Empower Annuity Insurance Co.					
	Check	EFT	07/24/2026	KPERS 457 Roth Plan	-782.00
	Check	EFT	07/24/2026	KPERS 457 Plan	-2,947.00
	Check	EFT	08/07/2026	KPERS 457 Roth Plan	-782.00
	Check	EFT	08/07/2026	KPERS 457 Plan	-3,047.00
Total for Empower Annuity Insurance Co.					<u>-\$7,558.00</u>
Coast Professionals LLC					
	Expense	EFT	07/24/2026	Garnishment Payable	-252.82
Total for Coast Professionals LLC					<u>-\$252.82</u>
Everygy					
	Bill Payment (Check)	EFT	08/11/2026	Utilities - Electric	-9,129.45
Total for Everygy					<u>-\$9,129.45</u>
Midco					
	Bill Payment (Check)	EFT	08/11/2026	Telephone & Internet	-590.33
	Bill Payment (Check)	30290	08/17/2026	Telephone & Internet	-175.65
Total for Midco					<u>-\$765.98</u>
U.S. Bank - Mastercard					
	Bill Payment (Check)	EFT	08/11/2026	Accounts Payable	-11,735.63
Total for U.S. Bank - Mastercard					<u>-\$11,735.63</u>
United Parcel Service					
	Bill Payment (Check)	EFT	08/11/2026	Postage & Shipping	-39.96
Total for United Parcel Service					<u>-\$39.96</u>

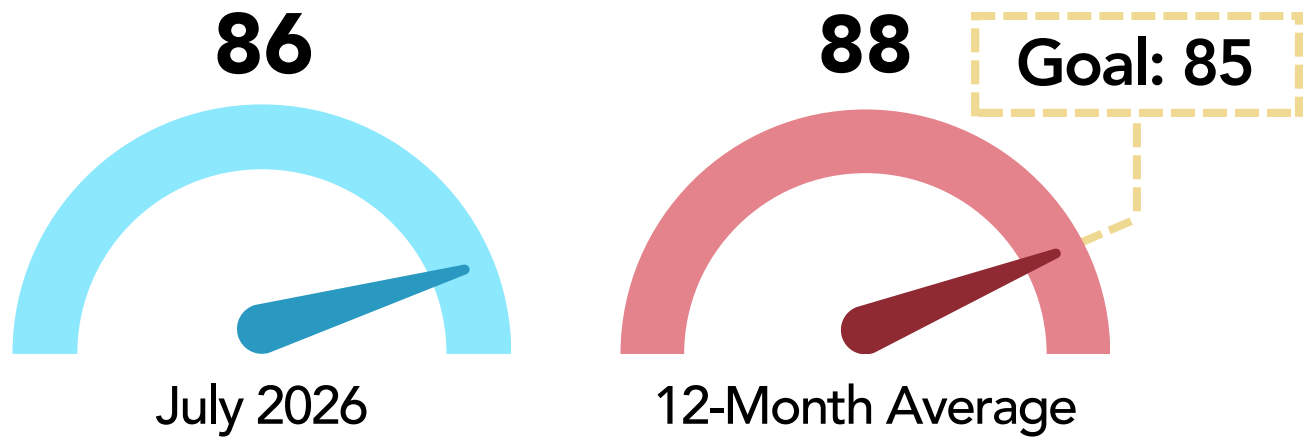
Vendor	Transaction type	Num	Transaction date	Item split account	Amount
University of Kansas					
	Bill Payment (Check)	91532	08/17/2026	Local History/Coan	-1,500.00
Total for University of Kansas					-\$1,500.00
Unique Management Services					
	Bill Payment (Check)	91531	08/17/2026	Professional Fees	-368.85
Total for Unique Management Services					-\$368.85
Sunflower Music Therapy					
	Bill Payment (Check)	91530	08/17/2026	Youth Services & Cigler	-260.00
Total for Sunflower Music Therapy					-\$260.00
Pur-O-Zone, Inc.					
	Bill Payment (Check)	91529	08/17/2026	Building Supplies	-463.09
Total for Pur-O-Zone, Inc.					-\$463.09
Neutron Industries					
	Bill Payment (Check)	91528	08/17/2026	Building Supplies	-397.79
Total for Neutron Industries					-\$397.79
Midtown Signs					
	Bill Payment (Check)	91527	08/17/2026	Health Spot	-1,500.00
Total for Midtown Signs					-\$1,500.00
Maxfield Yoder					
	Bill Payment (Check)	91526	08/17/2026	KPERS 457 Roth Plan	-31.00
Total for Maxfield Yoder					-\$31.00
LFK Press, LLC					
	Bill Payment (Check)	91525	08/17/2026	Summer Reading	-2,117.00
Total for LFK Press, LLC					-\$2,117.00
KanREN					
	Bill Payment (Check)	91524	08/17/2026	Technology:Hardware	-20,322.40
Total for KanREN					-\$20,322.40
John A. Marshall Co.					
	Bill Payment (Check)	91523	08/17/2026	Building Repairs & Maintenance	-200.00
Total for John A. Marshall Co.					-\$200.00
J & R Repair Service					
	Bill Payment (Check)	91522	08/17/2026	Coggins & Outreach	-291.00
Total for J & R Repair Service					-\$291.00
Demco, Inc.					
	Bill Payment (Check)	91521	08/17/2026	Processing Supplies	-600.83
Total for Demco, Inc.					-\$600.83
Cottin's Hardware & Rental					
	Bill Payment (Check)	91520	08/17/2026	Building Supplies	-123.18
Total for Cottin's Hardware & Rental					-\$123.18
Brodart Co.					
	Bill Payment (Check)	91519	08/17/2026	Processing Supplies	-207.37
Total for Brodart Co.					-\$207.37

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Basic Carpet Care					
	Bill Payment (Check)	91518	08/17/2026	Building Repairs & Maintenance	-378.00
Total for Basic Carpet Care					-\$378.00
Thrift Books Global, LLC					
	Bill Payment (Check)	30310	08/17/2026	Books & Materials	-10.99
Total for Thrift Books Global, LLC					-\$10.99
Watson Label Products					
	Bill Payment (Check)	30294	08/17/2026	Processing Supplies	-3,895.66
Total for Watson Label Products					-\$3,895.66
Playaway Products LLC					
	Bill Payment (Check)	30293	08/17/2026	Books & Materials	-263.11
Total for Playaway Products LLC					-\$263.11
OverDrive					
	Bill Payment (Check)	30292	08/17/2026	Books & Materials	-58,880.84
Total for OverDrive					-\$58,880.84
Midwest Tape					
	Bill Payment (Check)	30291	08/17/2026	Books & Materials	-4,571.77
Total for Midwest Tape					-\$4,571.77
Ingram Library Services					
	Bill Payment (Check)	30289	08/17/2026	Books & Materials	-25,997.16
Total for Ingram Library Services					-\$25,997.16
Follett Content Solutions LLC					
	Bill Payment (Check)	30288	08/17/2026	Books & Materials	-73.26
Total for Follett Content Solutions LLC					-\$73.26
Courtney King					
	Bill Payment (Check)	30287	08/17/2026	Seed Library	-150.00
Total for Courtney King					-\$150.00
Century Business Technologies					
	Bill Payment (Check)	30286	08/17/2026	IT:Software & Subscriptions	-1,467.33
Total for Century Business Technologies					-\$1,467.33
Center Point Large Print					
	Bill Payment (Check)	30285	08/17/2026	Books & Materials	-138.95
Total for Center Point Large Print					-\$138.95
Cengage Learning					
	Bill Payment (Check)	30284	08/17/2026	Books & Materials	-324.10
Total for Cengage Learning					-\$324.10
CEK Insurance					
	Bill Payment (Check)	30283	08/17/2026	Insurance	-9,361.07
Total for CEK Insurance					-\$9,361.07
BlueAlly					
	Bill Payment (Check)	30282	08/17/2026	Technology:Hardware	-25,940.76
Total for BlueAlly					-\$25,940.76

Vendor	Transaction type	Num	Transaction date	Item split account	Amount
Bibliocommons Inc.					
	Bill Payment (Check)	30281	08/17/2026	Collections & Public Service	-62,596.67
	Bill Payment (Check)	30281	08/17/2026	Collections & Public Service	-8,000.00
	Bill Payment (Check)	30281	08/17/2026	Collections & Public Service	-3,330.00
Total for Bibliocommons Inc.					-\$73,926.67
Amazon Capital Services, Inc					
	Bill Payment (Check)	30280	08/17/2026	Books & Materials	-3,612.11
Total for Amazon Capital Services, Inc					-\$3,612.11
Alliance Entertainment					
	Bill Payment (Check)	30279	08/17/2026	Books & Materials	-1,349.80
Total for Alliance Entertainment					-\$1,349.80
TOTAL					-\$322,988.98

July 2026 LPL Progress Indicators

Net Promoter Score (NPS)

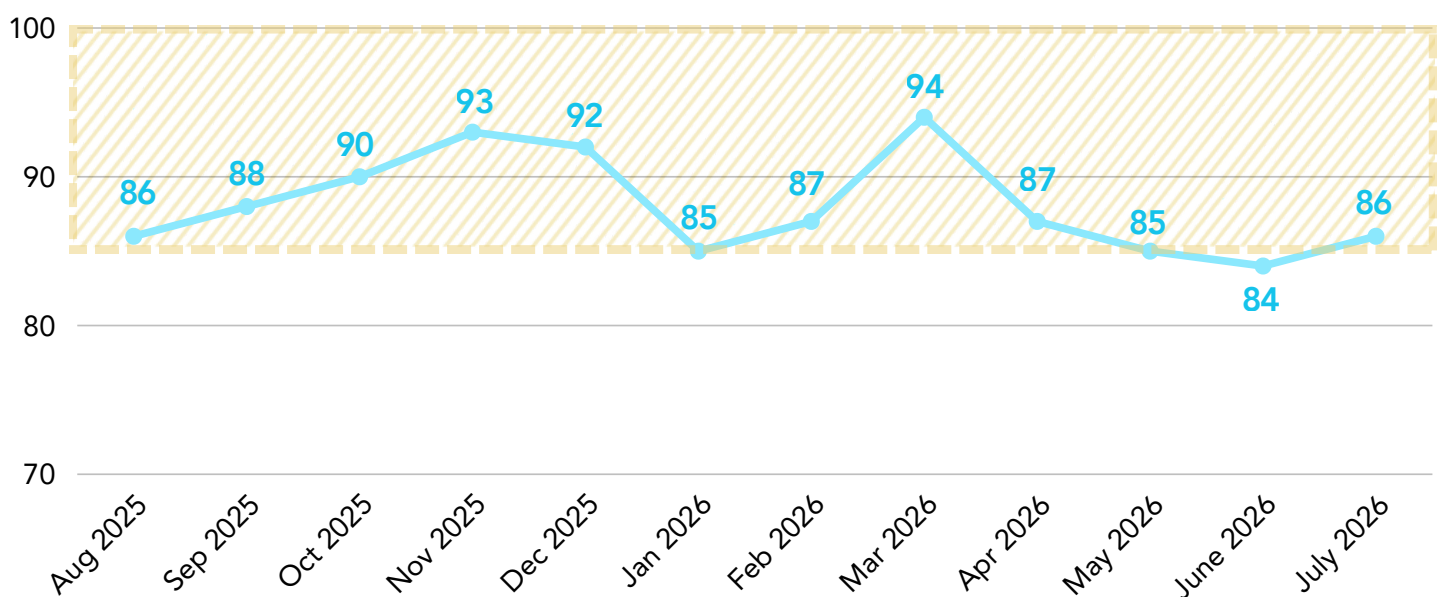


NPS COMMENT HIGHLIGHT

Lawrence Public Library is the best library ever! I do the usual library activities--place holds, check out books and media, make purchase recommendations, and sometimes I go nuts and request an ILL. It's rare I can't find what I want at the library or discover something new, like when I explore the book sales (ongoing sales and the book sale events). The summer reading program is the cherry on top for kids and adults. The library is perfect. Thank you!

NPS by Month

Aug 2025–July 2026



July 2026 LPL Progress Indicators

NPS COMMENT HIGHLIGHT

Love the staff and all the services available. LPL is truly the heart of our community

Average New Library Cards

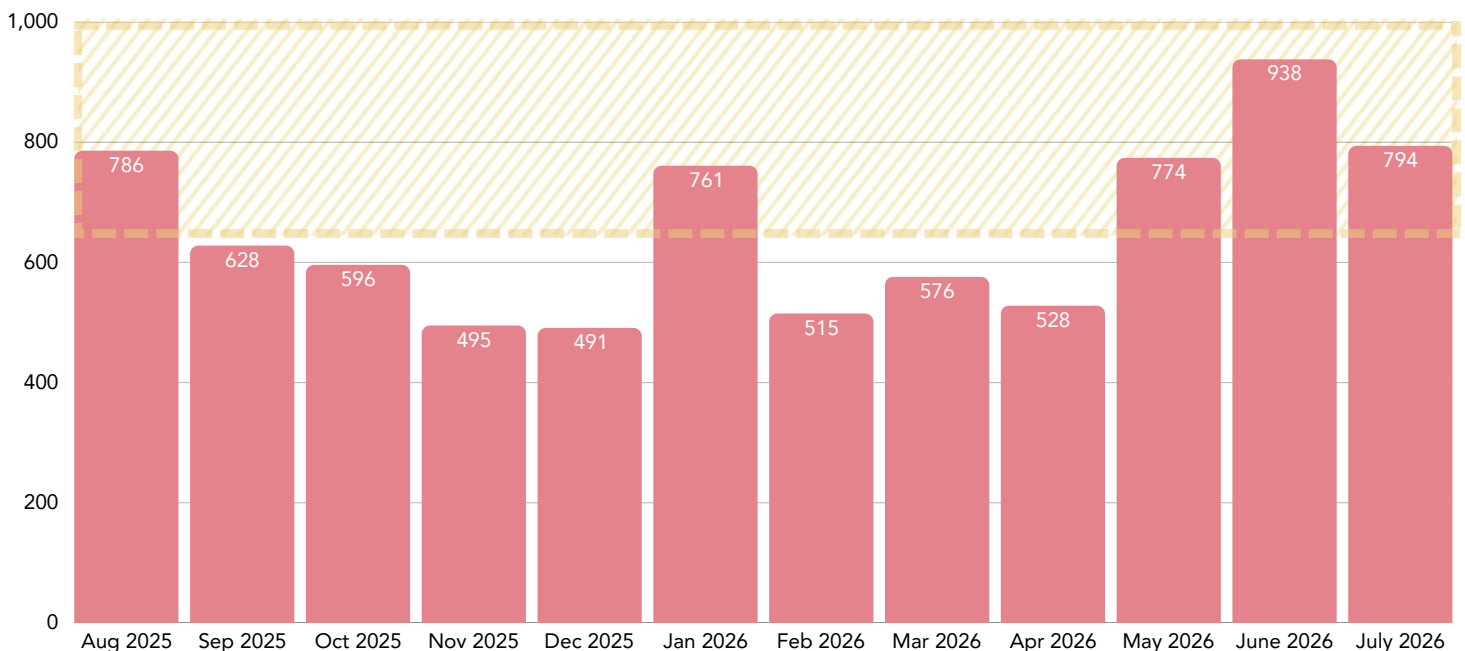
Rolling 12-Month Average of New Library Cards

12-Month Average Goal
650 cards per month



New Library Cards by Month

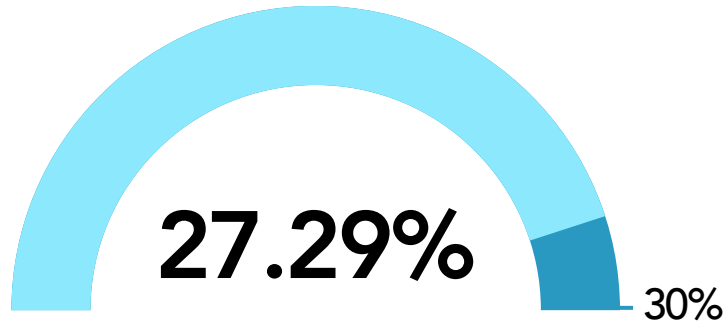
Aug 2025–Jul 2026



July 2026 LPL Progress Indicators

% Active Cardholders

Cardholders Active in the Last 12 Months



Active Cardholder Goal
30% of Lawrence Population

96,370
Total Lawrence Population

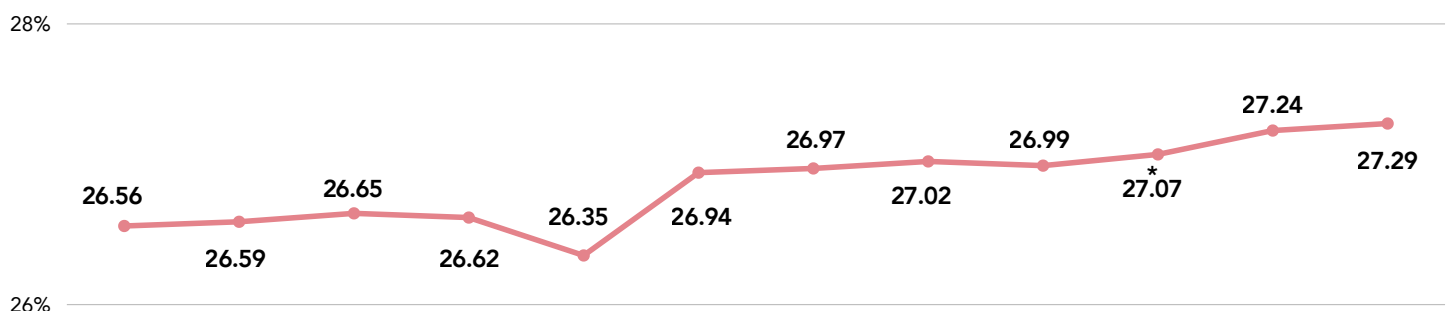
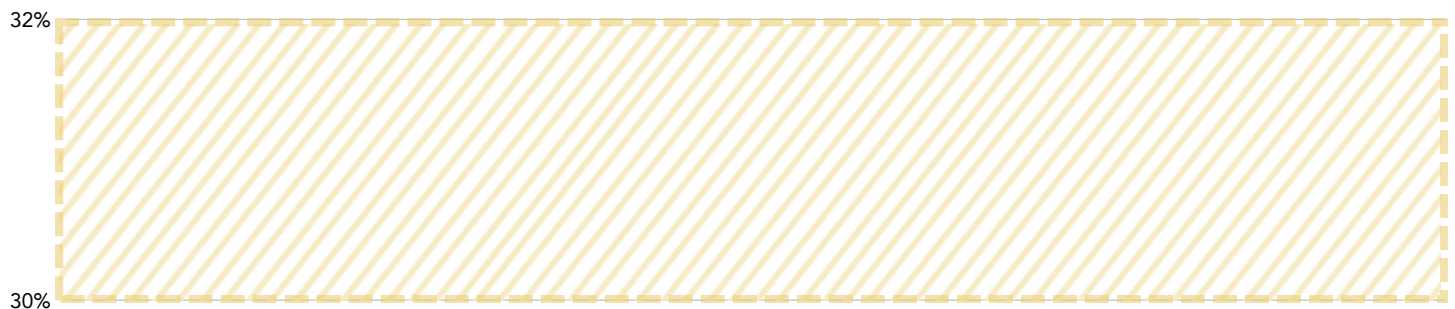
27.29%
Current % Active

26,300
Active Lawrence Cardholder

28,910
Goal Active Lawrence Cardholder

2,610
Cardholders Needed to Meet Goal

Monthly Trend: Aug 2025–Jul 2026



* 2025 population estimate updated retroactively by Census Bureau from 97,270 to 96,410. 2026 population estimate is 96,370 as of May 2026.

Aug 2025 Sep 2025 Oct 2025 Nov 2025 Dec 2025 Jan 2026 Feb 2026 Mar 2026 Apr 2026 May 2026 June 2026 July 2026

July 2026 LPL Progress Indicators

Cardholder Retention

% of Active Cardholders Retained

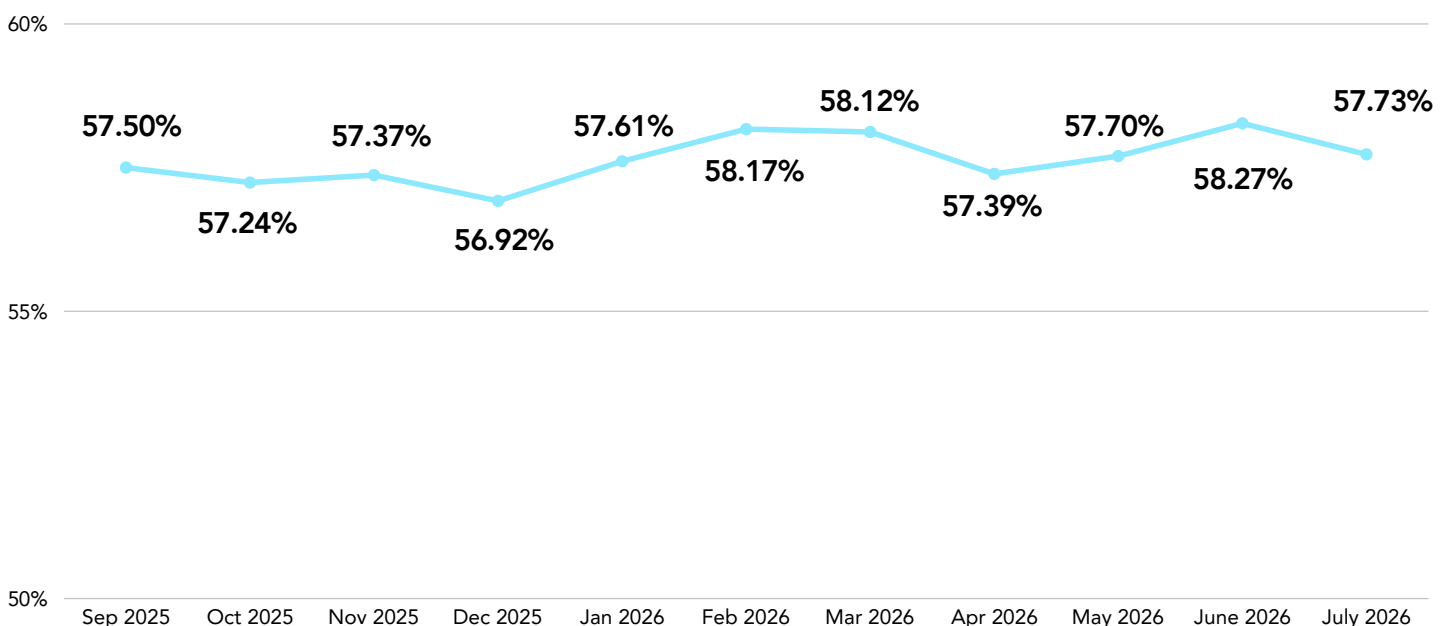
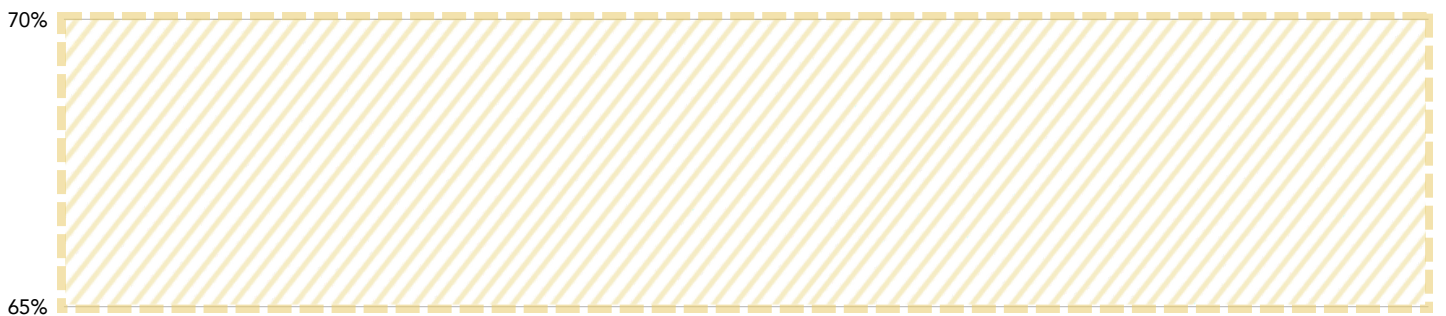
Average Cardholder Retention Goal
65% of Library Cardholders

57.55%

July 2026

65%

Monthly Trend: Aug 2025–Jul 2026

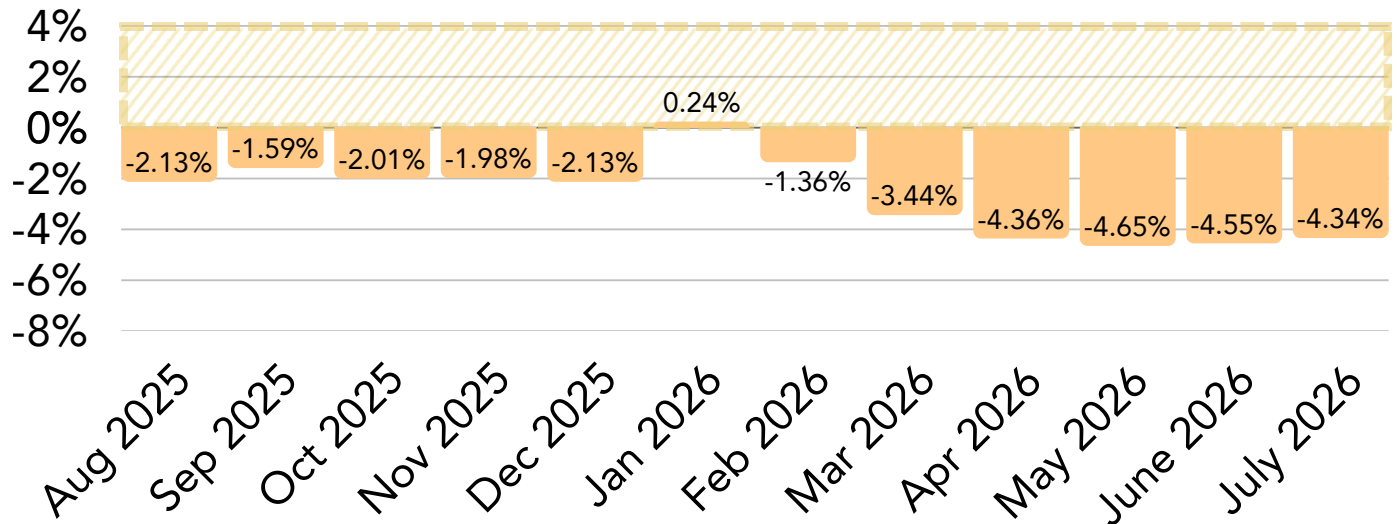


July 2026 LPL Progress Indicators

Print Circulation Trend by Month

Percent Change of Total Print Books Circulated Each Month

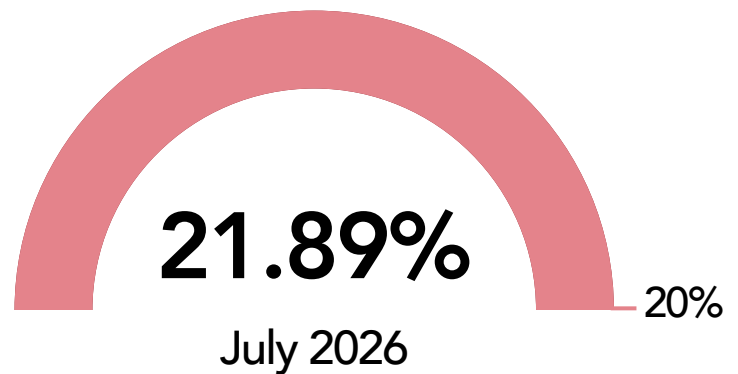
Print Circulation Trend Goal
0% (Stop the Downward Trend)



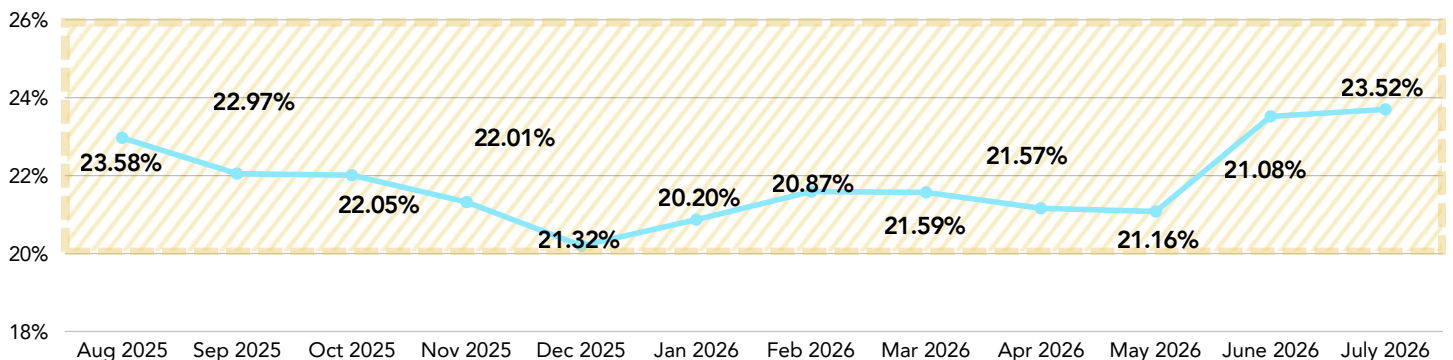
Percent Checked Out

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

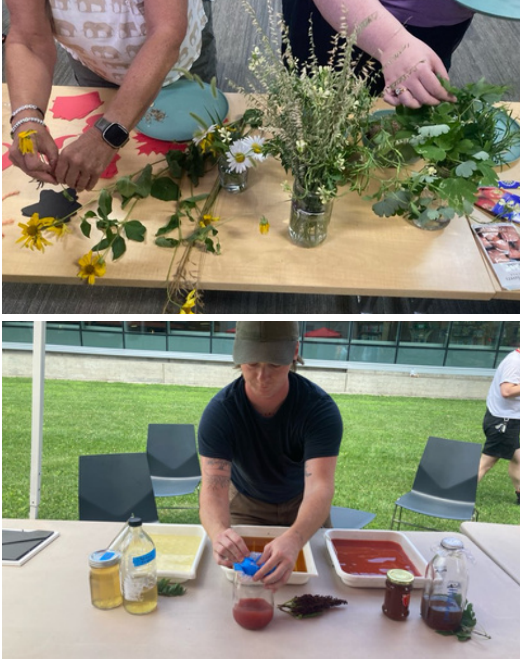
Percent Checked Out Goal
20% of the Collection



Monthly Trend: Aug 2025–Jul 2026



July 2026 LPL Progress Indicators



Summer Sun Print Workshop

13

Live attendees

On July 7th, as part of the Seed Library Series, photographer Sky Maggiore led a hands-on workshop exploring cyanotypes and the science behind solar exposures. Participants learned about the history of alternative photography while creating, exposing, and toning their own botanical sun prints.

What If Puppets Presents: T-Rex Took My Toothbrush

120

Live attendees



On July 20th, What If Puppets presented T-Rex Took My Toothbrush, a playful, wordless show using comedic movement, original music and plenty of silly surprises to tell a heartwarming story about an unusual but loving family.

Library Director Report for August 2026

Community Vision Plan Update

We continue to move forward investigating potential locations for a storefront in southwest Lawrence. Kirsten Flory and Landon Berquist of Foundations Commercial Real Estate are assisting us with our search. Once we find a viable location, we will develop a floorplan and begin determining how we would staff and furnish the space. Once we have enough information to make a specific recommendation, we intend to bring our plan to the board for consideration.

We have also developed a 10-20 minute presentation we can take to the community. I plan to make my first presentation at the August 19th meeting of the National Active and Retired Federal Employees Association (NARFE) Chapter 378. I will present the Community Vision Plan to my Rotary Club on September 14. I will have the opportunity to present at a City Commission meeting sometime soon as well. More on that when they determine the date.

Library Lawn Stage

Kathleen, Craig Penzler, and I have continued our planning meetings with Multistudio, BA Green, Poligon, and MSM to finalize the scope of the stage structure. Our goal is to complete the project by late winter/early spring is ambitious, but we have a chance of doing it. Most of what remains are the logistics of the project.

Out and About

While the CVP and stage structure have been my focus this month, I also had opportunities to connect with other local organizations. For the first time in several years, I was asked to present the library budget to the City Commission. It was a good opportunity to explain the importance of increasing our mill to rebuild our capital improvement fund. I was also able to share that we had created our new Community Vision Plan. Additionally, I was invited to participate in a partner focus group for the City's Vision 2030 Strategic Plan.

A few of our staff that were part of our move to and from our temporary location at Borders during the renovation and expansion of our building met with a team from Kansas City Kansas Public Library to share ideas about their upcoming building project. It was nice to reflect on what a great job our team did during that time. I enjoy having the chance to share knowledge with our colleagues at other public libraries.

Respectfully submitted by Brad Allen, August 11, 2026

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ACCESS SERVICES

July was another busy month. We officially switched over to our new Zoom phone system. We've made some minor changes in the weeks since we went live, but overall the transition has been very smooth.

We were able to reintroduce our book return at Prairie Park Nature Center after repairs were made on a damaged lock.

Brad, Jeff, and Kevin attended a call regarding the integrated Bibliocommons eReader project we're participating in. We hope it may develop into a viable alternative to Libby, potentially keeping patrons on our website for reading and listening to digital materials.

Staff from Wamego Public Library spent some of their staff day here on the 31st. They were given a tour around the building by Jeff, and along the way they heard staff presentations on the S+V Studio, Memory Lab, Outreach program, Friends program, and the Summer Reading program.

Gate counts continue to be strong this year. When compared to last year, year to date we are up 1.89%. Month on month we are up 2.20%.

July was also another strong month for card sign ups. We had 794 new accounts started, which is 91 more than the previous July.

Circulation

Like Jeff pointed out above, summer reading always keeps us busy.

The switch to the Zoom phone system has significantly changed our workflow. We no longer need to be quite so diligent in staffing the "phone room" as calls will automatically forward to different desks in the department. It has come in handy quite often so far, and I expect it will continue to do so.

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One last thing worth mentioning is that Gregor recently celebrated his 25th anniversary at the library! Pretty exciting. Between him, Ruth, Dina, and Darla, I think we have 4 out of 6 of the library's most tenured staff in the department.

Collection Services

At the beginning of the month, we began a trial to offer a wider variety of immediately accessible eBooks and eAudiobooks through Libby at an affordable price point. Ransom has been leading the project that we will track through the end of the year. We saw 3,175 unique titles checked out over the course of the month through the trial, and an increase in circulation of 4,500 checkouts.

This month we learned that the State Library of Kansas is going to stop offering a number of databases that we provide access to through our digital resources webpage at the end of the month. They will be replacing many of them with comparable databases, but the change took us by surprise. We are in the process of evaluating the new databases to determine if we need to get institutional subscriptions to any of the ones we are losing.

Information Technology

The migration to Zoom Phone was completed with the porting of our main library number to the new system on July 23. Kim, Jeff, Ian, and Aaron met to discuss any changes and identified some minor adjustments. The system is working well.

On July 21, after reviewing and pricing four alternative systems, Aaron and Jon recommended the Verkada platform as a replacement access control and rear door intercom system. (Our previous system, the S2 Netbox, failed during a disruption of power to the library on June 4.) The Verkada system is being installed August 10 through 12. The new platform offers a 10 year warranty on hardware and an integrated platform for building security products. In the future we will consider whether to add other components of the Verkada platform such as vape and drug detecting air quality monitors for public restrooms, security cameras, panic buttons for public service desks, and a security system for after hours intrusion detection.

Aaron and Kim handed off oversight of the Virtual Spaces, Site Structure group to Bec. The group emerged as part of our 2023 strategic plan goal to improve LPL "Virtual Spaces". This

Monthly Departmental Reports

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group has been merged into the BiblioWeb team, part of a multifaceted team led by Bec and Heather to provide oversight of the library web presence and our primary web platform products provided by Bibliocommons. Marketing and Communications will oversee all aspects of our web presence going forward. IT will provide technical support and system administration functions, but will not be involved in any content management.

Outreach

As we come to the end of Summer Reading, we can celebrate that the Outreach team has given out more than 30 Summer Reading Prizes on Dottie. This is a huge increase from last year, when we gave out two.

Sarah and Terese Winters attended their last Adult Learning Center class for a couple of months. They will return in October when classes resume. This is always a rewarding experience, speaking to ESL students about the library and its services, and helping students practice conversational English.

The weather has been hot, but we have still been able to hit most of our Outreach stops. Sarah is brainstorming ways to keep Dottie even cooler next summer. Right now we are stocked with water, fans, and ice cooling rings. We are also looking into solar powered a/c units (among other options).

DEVELOPMENT & COMMUNITY PARTNERSHIPS

Marketing & Communications (M&C)

Together, Bec and Heather met with IT to transition website content management to M&C, merging Site Structure and BiblioWeb into a single BiblioWeb Team (Bec leads, Heather supports) while IT focuses solely on backend technical work. The combined team held its first meeting, approving a homepage redesign (target: August 26), a "Support the Library" navigation tab, floating Live Chat exploration, and new "Browse by" landing pages with a style guide in progress. A heatmap experiment (Crazy Egg) launched to inform design decisions.

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Bec and Heather previewed the custom Google Analytics 4 dashboard with BiblioCommons, an intuitive tool enabling real-time data access. Karla is finishing the LPL dashboard; follow-up is mid-August. M&C continues winding down the 2023-2025 Strategic Plan while beginning to think about contributions to the 2027-2029 Strategic Priorities Timeline.

Bec met with Natalie (Info Services intern) to ensure ADA compliance for PDFs in the archival project, and raised accessibility questions at the IDEAA meeting. She consulted with Sno-Isle on heatmap technology to better understand user behavior data, and managed ongoing social posts, eBlasts, and Summer Reading promotions, including video production, Meta ads, and custom homepage cards. Bec also collaborated on Community Vision Plan presentations, helped facilitate the Teen Lock-In, and finalized the Parks and Rec social media collaboration ("Books to Read in Each Park"). Additionally, she worked with Brad and Jeff to restart the Data Team, received training on website menus and navigation from Kim, and launched the heatmap experiment on the library's homepage.

Heather finalized the Booktoberfest graphics and brand kit to a happy reception from Readers' Services, and the Fall Mailer is in final edits for an August send. She worked with Youth Services on the 1000 Books Before Kindergarten "glow-up" launching August 31, and developed a messaging plan for National Library Card Sign-up Month—aiming to make it an annual signature push tied to cardholder growth goals. She also proposed "Open Hours with M&C," a monthly 2-hour drop-in session (2–4 PM) for hands-on staff support and training; Kathleen approved, and it launches in September. Heather built a searchable Google Notebook database of NPS comments (from Karen's weekly staff blog shares), organized by topic for quick quote retrieval. If you are writing a grant, making a proposal and want to show existing patron need, or need testimonials for a library advocacy campaign, she can pull a great quote quickly. She also began training Bec on purchase requests and budget co-oversight now that Bec is a Coordinator.

FACILITIES

July went by extremely fast, just like all the other months. We took advantage of being closed Sunday, July 5th, to knock out a few small projects that are easier to handle while we are closed, like urinal drain treatments. We continued to work with Aaron (IT) on evaluating different

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options for access control (i.e. practically begging some companies to give us information so we **could** evaluate their offerings). We then made our choice, and installation is to start in August! We had a productive meeting with JoAnna (HR), Karen Allen (Public Services), and Tristan (Safety & Security) regarding our safety drills and then met with the Library Safety Team, co-chaired by Tristan, the next day to move forward on other various safety goals.

Maintenance & Custodial

Friday, July 31st, marked the final day for Draivun, our summer JobLink intern. We gathered during the morning huddle to give him a warm farewell, complete with a few donuts. The library will certainly be a lot quieter without his boisterous, positive energy, but we wish him all the best as he begins his next adventure!

Our team is still helping LPLFF volunteers with their massive recycling initiative. The heaviest part of this lift (pun intended!) involves emptying dozens and dozens of boxes of the non-recyclable components into the dumpsters throughout the week. Because these dumpsters are shared with the fire station, the pool, the parking garage, and the Senior Resource Center, trash levels fluctuate significantly. As a result, we can only discard what the dumpsters have room for on pickup mornings.

HUMAN RESOURCES

Anna Johnson, one of our newest custodians, is leaving because she received a fellowship to fund her study with a prominent flute professor in Texas. She will also teach the flute at a high school in that area. We are saying goodbye to one of our library substitutes, Anita Patel, and wish her the best in her new role as a full-time Programming Specialist for Johnson County Public Library. We welcomed Merril Sake as he joined LPL as a new custodian. We just closed our annual Employee Happiness Survey and Erica will work through the results with the Employee Engagement Committee (EEC), finding trends and working on improvements with the EEC and leadership. Erica and JoAnna attended the monthly Jayhawk SHRM chapter meeting and listened to a panel discussion about HR hot topics. Erica is also now the new VP of Communications for the SHRM Jayhawk Chapter.

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PUBLIC SERVICES

As always, summer has been a bustling time at the library. Our teams have served up engaging, fun, and informative programs, congratulated patrons on finishing their summer reading, and planned what's to come in the fall. Here are some other highlights from July:

- As noted in Jim and Melissa's reports, we had some farewells as we said goodbye to Andrew and Natalie.
- Karen met with Megan Luttrell from the Lawrence Community Shelter to discuss their program changes and potential partnership for services and classes.
- Karen, Brad, Kim, and Kevin met with some folks from KCK libraries about their potential move and reconstruction.
- The Readers' Services team gave a fantastic overview of the work their department conducts in a Department of the Month training.
- Collection Management as well as the Information Services team prepped for the change in database offerings from the State Library of Kansas.
- Karen, Tristan, and the Security team worked on updating the Behavior Policy and continue to work on updating the Behavior Matrix.

Information Services

The summer has continued to hum along with a mix of doings that showcase the scope of the Information Services department. From a Know Your Rights workshop helping renters navigate security deposits to an In the Kitchen session highlighting indigenous foodways with Wadulisi's, from a summer sun print workshop to a program on AI Ethics, from the inaugural Cozy Club meetup to an American Revolution-themed transcribe-a-thon featuring early American materials from the Spencer Research Library collection, our team created a variety of opportunities for our community to learn and grow together. We also kicked off the Dewey Decimal and the Crystal Scroll scavenger hunt, which was so much fun for the team to create together and has elicited a lot of happy responses from patrons. Hall Center Fellow Natalie Wolf wrapped up her internship with us this month after successfully digitizing a number of books in

Monthly Departmental Reports

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the Osma Room and helping us iron out the workflow for making sure our digitized historical materials are ADA-compliant.

Public Technology

The month of July saw the library bid farewell to Andrew Magleby, a dedicated Public Tech Specialist. His welcoming presence at the Tech Desk will be missed by many patrons and staff. In other news, we have continued to test a modernized printing system for the public computer lab and will be moving forward with implementation in 2-3 months. The new system will offer a unified print interface for both desktop computers and mobile devices. On the Recording Studio front, we are planning to begin a new program in coordination with Youth Services that will get teens more involved in the space by learning how to record podcasts, create and edit videos, and more. In the Memory Lab, we have upgraded our primary VCR and MiniDV camcorder to play patrons' tapes more reliably. And, as always, we continue to help many many people print in the computer lab. It is a central part of what we do!

Readers' Services

As July wrapped up, we are closing in on meeting the adult summer reading goal of 1500 this year, which has the team pumped up! We also had our last in-person summer reading program, Book Bedazzling, which was a big success, and we will be revisiting it again in October for Banned Book week. Booktoberfest has been our main planning focus over the last few months, and we are coming to a very comfortable spot with that. As requested by our patrons in the community survey, we just completed another round of 40 Book Bundles and have two upcoming author events with Laura Moriarty (currently a full house with 50 people on the waiting list!) on August 13th and Johanthan Earle on September 17th.

Security

Security has had to deal with multiple issues regarding people drinking alcohol and coming onto Library grounds. Each situation has been met with proper de-escalation and suspension for the behavior. There have been 6 suspensions in August.

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Youth Services

July was full of amazing programs for kids and teens, plus we were busy with Summer Reading Challenge finishers. Some highlights for children's programming are that nearly 200 folks attended Bookworms & Waterbugs at the Outdoor Aquatic Center, over 100 people finished the Dino Dashers Assemble scavenger hunt, our summer clubs had their finale meetings, summer performers brought in big crowds for 123 Andres and What If Puppet Theater, and we had a wonderful Stuffie Storytime featuring Lawrence Memorial Hospital medical staff complete with check ups for kids' stuffed animals. The much-anticipated Art Heist Lock-In was a huge success for the teen department. Teens completed an art heist scavenger hunt, learned carnival tricks, made miniature museums with the Spencer Museum of Art, ate pizza, and spent the night at the library. Our final summer event will be the Last Bash in mid-August, then it will be a wrap on another great summer in Youth Services.

LPL Friends & Foundation Director's Report – August 12, 2026

July One-on-One Meetings. The LPLFF board did not meet in July. Instead, board chair Nancy Hambleton and I met individually with board members to check in on how they are doing, learn how they'd like to help, and collect their ideas and feedback on how to improve our organization. By the end of this week, we will have met with all 13 voting members. Here are some suggestions resulting from these conversations:

- Board members should try to attend LPLFF meetings in person, as communication can be challenging in hybrid meetings.
- Find opportunities for the two library boards to get together. This could be a social event or possibly a retreat on implementing the Community Vision Plan.
- Focus on succession planning.
- LPLFF staffing reclassifications
- Miscellaneous: David Booth book event, Library Lawn Pavilion updates, LPLFF by-law updates, memory lab expansion, coffee service.

Thanking Our Donors. Also in July and August, LPLFF Board members have been busy making phone calls to our donors to thank them for their support. In total, we have made more than 200 calls to our New Chapter Society members (\$1000+), Constant Givers (those who have made donations *every year* for at least 10 years), and our uber volunteers who give so much time to the library and our book sales. These are always fun calls to make. Many people are surprised we're not asking them for money!

David Booth Book Talk.

David Booth, the guy whose name is on the stadium, has written a book, and it's good! On Thursday, September 10th, the library will join KU Endowment and Dimensional Fund Advisors for a book launch of *Stay Calm: Learn to Embrace Uncertainty in Investing and Life*. The book tells David's story as one of the pioneers of index fund investing, with lots of fascinating information about his early years in Lawrence. Did you know that David Booth shelved books at Lawrence Public Library when he was in 10th grade? We paid him 50 cents an hour (and now take full credit for his success!) His story is fascinating and we are honored to help celebrate it. Look for a special book display of *Stay Calm* at the library starting on September 1st.

KLA Presentation. I am excited to have been selected to make a presentation at the Kansas Library Association's annual conference in Wichita on October 29th. "Before You Check Out: A Blueprint for End-of-Life Planning Programs in Public Libraries" will provide information on LPLFF's wildly popular series. With the help of experts in the community, we have offered these classes multiple times, providing information on topics such as the fundamentals of estate planning, health care advanced directives, writing your obituary, "making a clean getaway" (miscellaneous tips), burial and cremation options, and more. We are excited to share what we have learned with our Kansas library peers.



MEMO

To: Lawrence Public Library Board of Trustees
From: Tristan Star, Safety & Security Supervisor; Karen Allen, Public Services Manager
Date: August 17, 2026
Subject: Behavior Policy Update

Lawrence Public Library continues to review and update our policies and procedures to ensure our facilities remain safe, accessible, and welcoming for all patrons. As part of our regular policy review cycle, managers and supervisors from Public Services have collaborated to update our Behavior Policy to reflect current operational needs and legal standards.

Key updates to the policy include:

- **Defined "Library Campus":** Clarified language to define the "Library Campus" as encompassing both the physical library grounds and any external site where the library is actively conducting library business or operations. Additionally, the term "Library Campus" has been explicitly integrated into the rules governing skateboarding, rollerblading, and bicycling to ensure consistent coverage across all property boundaries.
- **Suspension and Appeal Process:** Add information about the library appeals process for suspensions of 90 days or longer.
- **Service Animals and Emotional Support Animals:** Refined language surrounding service animals to provide clear guidance regarding emotional support animals, aligning our policy with current federal and state compliance definitions.
- **Free Speech Activities Policy:** Updated policy references and language regarding standard rules for free speech activities on library property.
- **Food and Drink Rules:** Incorporated study booths into existing food and drink restrictions to maintain cleanliness and preserve equipment.

These revisions ensure our standards remain clear for staff enforcement while providing consistent expectations for our community. The updated draft is attached for your review and approval.



Behavior Policy

Approved by the Lawrence Public Library Board of Trustees on 4/17/2023; revised 11/20/2023. Submitted to the Board for review 8/17/26.

Policy Statement:

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

Library users are expected to respect staff requests to stop unacceptable behavior. Those who violate this policy may simply be asked to correct the behavior, but may also be asked to leave the Library Campus, have their phone or online communication terminated or deleted, have Library privileges and/or access suspended, or be subject to legal action depending on the severity of the behavior. Suspensions of ninety days or longer are eligible for appeal. The required form and instructions may be accessed through [this link](#).

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

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

- b. a service animal (a dog or miniature horse) that is individually trained to do work or perform tasks for a person with a disability. Emotional support animals are not permitted.
- 7. Tethering an animal on Library grounds
- 8. Using electronic devices without earphones or at a volume that disturbs others
- 9. Prolonged or chronic sleeping that causes significant disturbance to others or that limits access to pedestrian entrances, exits, resources, or staff; lying on the floor, tables, or desks
- 10. Skateboarding, rollerblading, and bicycling anywhere on the Library Campus.
- 11. Failure to follow rules set in the [Free Speech Activities Policy](#).
 - a. "Free speech activities" include, but are not limited to: holding or carrying signs, protesting, using expressive conduct or speech, distributing literature, acting as a public speaker, panhandling, and requesting signatures/donations/contributions.
- 12. Not wearing shirt/top and/or shoes in the Library
- 13. Causing odor that unreasonably interferes with other patrons' ability to use the Library and its facilities.
- 14. Failure to follow rules set in [Youth Safety Policy](#).
- 15. Failure to follow rules regarding food and drink in the Library, listed below:
 - a. Drinks in covered containers and snacks in packages or sealed containers are allowed in most areas of the Library
 - b. No food or snacks are allowed in the Computer Lab or at public computers, study booths, Local History Room, or SOUND+VISION Studio
 - c. The following are representative of the types of food not allowed in the Library except as part of a scheduled meeting or Library program: messy or greasy food, food that is noisy when consumed, hot food items such as pizza, fried chicken, fries, etc.