

## AGENDA

Lawrence Public Library, Lawrence, Kansas  
Board of Trustees Regular Meeting

Monday, February 20, 2017 at 4:30 PM  
Meeting Room A, Lawrence Public Library, 707 Vermont Street

Call to Order

Introductions

Public Comments

Consent Agenda

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

- Approve Library Board meeting minutes
- Approve Treasurer's report
- Approve bills
- Receive statistical report

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

New business

- Community Needs Assessment presentation - Logan Isaman, LPL AmeriCorp VISTA
- Confidentiality Policy -- **ACTION ITEM**
- NEKLS Library Development Grant application
- Nominate Budget Committee -- **ACTION ITEM**
- Reschedule March meeting date -- **ACTION ITEM**

Adjournment

**DRAFT**

**Lawrence Public Library  
Board of Trustees  
Regular Board Meeting  
January 16, 2017  
4:30 p.m.**

**Board Members Present:** David Vance, Chair; Joan Golden, Brady Flannery, Judy Keller, Ursula Minor, Sarah Goodwin Thiel (by phone), and Kevan Vick.

**Library Staff Present:** Brad Allen, Jenny Cook, Tricia Karlin, Heather Kearns, Amanda McConnell, Kathleen Morgan, Kristin Soper, Miriam Wallen, Sherri Turner

**Friends of the Library:** Sandra Wiechert

**Guests:** Eileen Horn, Sustainability Coordinator for the City/County; Joe Hurla and Nick Pederson, 360 Energy Engineers.

#### **Call to Order**

David called the regular meeting to order at 4:30 p.m. He introduced guests from the city and from 360 Energy Engineers.

Eileen Horn presented basic information on the \$11,000,000 city-wide energy savings project that is to go before the City Commission on February 7. The library portion of the project includes LED lighting, HVAC control system optimization, and a small amount of weatherization. Estimated payback on the library projects is 2.5 years compared to 18 years for other city-wide projects. The library is responsible for paying the approximate \$65,000 cost of its part of the project, but it can either be paid all at once or rolled into the city financing for the project and paid over time. Joe Hurla and Nick Pederson, 360 Energy Engineers, answered questions from the board. The board asked for additional cost/benefit information on alternate LED options which Joe said he would provide within a week.

#### **Public Comment**

There were no public comments.

#### **Consent Agenda**

Judy moved to accept the consent agenda; David seconded. All in favor. Motion carried.

#### **Director's Report**

Brad noted that less was spent from the Capital Improvement fund for the ILS than expected. He highlighted the library's Light Reading program. The program, which provides light therapy lamps to help combat Seasonal Affective Disorder, has been quite popular and has reached a national

media audience. Brad said he was honored to give the graduation address for the Emerging Leaders Academy. He then turned to Kristin, Jenny, and Miriam to talk about the Big Read books and activities for adults, children, and teens. The event kicks off on February 4 with the book giveaway. The capstone of the event is a program featuring Julia Alvarez on March 5 at the Lied Center. Books and brochures highlighting all the activities for each of the three reading age groups were distributed.

### **Library Foundation Executive Director's Report**

Kathleen said that the current estimate for year to date income is \$309,000, not including funds from the Douglas County Community Foundation. The joint Friends and Foundation annual letter has brought in about \$14,000. Party planning for the After Hours fundraiser continues. Sponsorships totaling \$14,000 have been secured. Fourteen vendors have signed on with food donations. Invitations will go out this week. Tickets can also be purchased online at [LPLafterhours.com](http://LPLafterhours.com). The themed basket fundraiser will be back again. Book Clubs around town have created 22 baskets which will be on display February 5 – 11. The Douglas County Genealogical Society has disbanded and given half their money (\$4500) to the library to use for digitization projects. Information Services Coordinator, Melissa Fisher Isaacs, will launch the local online history portal on Kansas Day. The portal features our first digitization project. The Foundation received \$1000 from Walmart for the Seed Library and \$15,000 from the Harrison Family Fund to continue the Music Storytellers series. The Rice Foundation grant request was not approved.

### **Friends Report**

Sandra said that the annual meeting of the Friends will be on March 6. Nominations for the Mary Murphy Volunteer Award are being accepted. The Friends funded downtown Lawrence gift cards for staff and are planning a luncheon for them on Valentine's Day. CDs don't do well at sales, but Angela has found some other venues to sell them. The Friends have done well enough financially that they will give the library an additional \$30,000 above the \$70,000 already pledged. Membership rates will remain the same for 2017.

### **Ongoing Business**

#### **New Business**

##### **Energy Efficiency Project**

The board discussed whether to pay up front for the energy efficiency project or to finance it through the city's bond. Joan moved that the board authorize paying the estimated \$65,000 for the library's portion of the project from the library's capital improvement fund; Brady seconded. Brad will email the board regarding any additional information he receives from 360 Engineers about the project.

### **2017 Organizational Calendar**

The board reviewed the 2017 Organizational Calendar. The Strategic Plan for 2018 should be added to March, and the Budget Committee should be formed in February instead of March. Kathleen distributed conflict of interest forms from the auditor.

**Executive Session**

Judy moved to go into Executive Session until 6:00 p.m. to discuss the director's evaluation.

**Adjournment**

Meeting adjourned at 6:00 p.m.

The next Board meeting will be Monday, February 20, 2017 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

| LAWRENCE PUBLIC LIBRARY        |  |                 |                 |                 |            |  |                |  |                |
|--------------------------------|--|-----------------|-----------------|-----------------|------------|--|----------------|--|----------------|
| Regular Budget Report          |  |                 |                 |                 |            |  |                |  |                |
| 2017                           |  |                 |                 |                 |            |  |                |  |                |
|                                |  |                 |                 |                 |            |  |                |  |                |
| REVENUES                       |  | This Month      | Year to Date    | Annual Budget   | 8% of Year |  | January 2016   |  | YTD 2016       |
| Tax Fund                       |  | \$ 2,202,197.63 | \$ 2,202,197.63 | \$ 4,033,737.00 | 54.59%     |  | \$ -           |  | \$ -           |
| Overdues                       |  | \$ 15,417.65    | \$ 15,417.65    | \$ 170,000.00   | 9.07%      |  | \$ 14,268.90   |  | \$ 14,268.90   |
| NEKLS                          |  | \$ -            | \$ -            | \$ 68,000.00    | 0.00%      |  | \$ -           |  | \$ -           |
| State Aid                      |  | \$ -            | \$ -            | \$ 25,000.00    | 0.00%      |  | \$ -           |  | \$ -           |
| Photo Copies                   |  | \$ 862.80       | \$ 862.80       | \$ 20,000.00    | 4.31%      |  | \$ 1,365.75    |  | \$ 1,365.75    |
| Coffee Shop Rent               |  | \$ -            | \$ -            | \$ 9,000.00     | 0.00%      |  | \$ 700.00      |  | \$ 700.00      |
| Meeting Room Fees              |  | \$ 475.00       | \$ 475.00       | \$ 3,000.00     | 15.83%     |  | \$ 475.00      |  | \$ 475.00      |
| Interest                       |  | \$ 127.46       | \$ 127.46       | \$ 1,600.00     | 7.97%      |  | \$ 126.36      |  | \$ 126.36      |
| Miscellaneous                  |  | \$ (33.91)      | \$ (33.91)      | \$ -            |            |  | \$ 126.15      |  | \$ 126.15      |
| Total Revenues                 |  | \$2,219,046.63  | \$2,219,046.63  | \$4,330,337.00  | 51.24%     |  | \$17,062.16    |  | \$17,062.16    |
| EXPENSES                       |  |                 |                 |                 |            |  |                |  |                |
| Salaries & Wages               |  | \$ 190,753.57   | \$ 190,753.57   | \$ 2,450,000.00 | 7.79%      |  | \$ 183,943.49  |  | \$ 183,943.49  |
| Employee Benefits              |  | \$ 19,134.08    | \$ 19,134.08    | \$ 275,000.00   | 6.96%      |  | \$ 20,253.29   |  | \$ 20,253.29   |
| Payroll Taxes                  |  | \$ 29,864.53    | \$ 29,864.53    | \$ 400,000.00   | 7.47%      |  | \$ 31,368.67   |  | \$ 31,368.67   |
| Utilities                      |  | \$ 9,571.20     | \$ 9,571.20     | \$ 96,000.00    | 9.97%      |  | \$ 11,274.32   |  | \$ 11,274.32   |
| Building Supplies              |  | \$ 321.71       | \$ 321.71       | \$ 20,000.00    | 1.61%      |  | \$ 1,875.18    |  | \$ 1,875.18    |
| Building Repairs & Maintenance |  | \$ 5,191.68     | \$ 5,191.68     | \$ 35,000.00    | 14.83%     |  | \$ 5,290.41    |  | \$ 5,290.41    |
| Library Supplies               |  | \$ 2,908.81     | \$ 2,908.81     | \$ 25,000.00    | 11.64%     |  | \$ 3,497.92    |  | \$ 3,497.92    |
| Books & Materials              |  | \$ 604.95       | \$ 604.95       | \$ 600,000.00   | 0.10%      |  | \$ (35,799.65) |  | \$ (35,799.65) |
| Processing Supplies            |  | \$ 8,179.38     | \$ 8,179.38     | \$ 65,000.00    | 12.58%     |  | \$ 12,001.78   |  | \$ 12,001.78   |
| Equipment                      |  | \$ -            | \$ -            | \$ 10,000.00    | 0.00%      |  | \$ -           |  | \$ -           |
| Technology                     |  | \$ 11,897.11    | \$ 11,897.11    | \$ 170,000.00   | 7.00%      |  | \$ 6,654.10    |  | \$ 6,654.10    |
| Insurance                      |  | \$ -            | \$ -            | \$ 12,000.00    | 0.00%      |  | \$ -           |  | \$ -           |
| Shipping                       |  | \$ 2,751.92     | \$ 2,751.92     | \$ 22,000.00    | 12.51%     |  | \$ 497.98      |  | \$ 497.98      |
| Professional Development       |  | \$ 400.00       | \$ 400.00       | \$ 30,000.00    | 1.33%      |  | \$ 403.20      |  | \$ 403.20      |
| Book Van & Mileage             |  | \$ 40.06        | \$ 40.06        | \$ 1,800.00     | 2.23%      |  | \$ 30.70       |  | \$ 30.70       |
| Programs                       |  | \$ 1,102.59     | \$ 1,102.59     | \$ 20,000.00    | 5.51%      |  | \$ 2,010.72    |  | \$ 2,010.72    |
| Professional Fees              |  | \$ 2,304.37     | \$ 2,304.37     | \$ 30,000.00    | 7.68%      |  | \$ 1,787.11    |  | \$ 1,787.11    |
| Advertising & Marketing        |  | \$ 65.94        | \$ 65.94        | \$ 30,000.00    | 0.22%      |  | \$ 1,375.00    |  | \$ 1,375.00    |
| Capital Improvements           |  | \$ -            | \$ -            | \$ 38,537.00    | 0.00%      |  | \$ -           |  | \$ -           |
| Miscellaneous                  |  | \$ 3,469.40     | \$ 3,469.40     | \$ -            |            |  | \$ 775.03      |  | \$ 775.03      |
| Total Expenses                 |  | \$ 288,561.30   | \$ 288,561.30   | \$ 4,330,337.00 | 6.66%      |  | \$ 247,239.25  |  | \$ 247,239.25  |
| CASH BALANCES                  |  |                 |                 |                 |            |  |                |  |                |
| Checking                       |  | \$ 2,440,586.99 |                 |                 |            |  |                |  |                |
| Capital Improvement            |  | \$ 571,371.03   |                 |                 |            |  |                |  |                |

| Lawrence Public Library     |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
|-----------------------------|--------------------------------|--|---------------|--|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--|
| 2016 Outside Funding Report |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
|                             |                                |  | 1/1/2017      |  | January       | January         | February      | February        | March         | March           |                  |  |
|                             |                                |  | <u>AMOUNT</u> |  | <u>Income</u> | <u>Spending</u> | <u>Income</u> | <u>Spending</u> | <u>Income</u> | <u>Spending</u> | <u>Remaining</u> |  |
| <b>FRIENDS</b>              |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
|                             |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
|                             |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
|                             | KPR-Advertising                |  | \$ 5,200.47   |  |               | \$ 433.38       |               |                 |               |                 | \$ 4,767.09      |  |
|                             | Summer Reading - ALL           |  | \$ 993.74     |  |               |                 |               |                 |               |                 | \$ 993.74        |  |
|                             | Aquarium                       |  | \$ 187.03     |  |               | \$ 600.00       |               |                 |               |                 | \$ (412.97)      |  |
|                             | Scholarships                   |  | \$ 320.00     |  |               |                 |               |                 |               |                 | \$ 320.00        |  |
|                             | Volunteers                     |  | \$ 1,415.94   |  |               |                 |               |                 |               |                 | \$ 1,415.94      |  |
|                             | Read Across Lawrence 2015/2016 |  | \$ 15,292.36  |  |               | \$ 5,447.80     |               |                 |               |                 | \$ 9,844.56      |  |
|                             | Salaries/Taxes - Custodian     |  | \$ 1,364.28   |  |               | \$ 1,731.19     |               |                 |               |                 | \$ (366.91)      |  |
|                             | Staff Day                      |  | \$ 538.84     |  |               |                 |               |                 |               |                 | \$ 538.84        |  |
|                             | Block Grant                    |  | \$ 20,441.68  |  | \$ 30,000.00  |                 |               |                 |               |                 | \$ 50,441.68     |  |
|                             |                                |  | \$ 45,754.34  |  | \$ 30,000.00  | \$ 8,212.37     | \$ -          | \$ -            | \$ -          | \$ -            | \$ 67,541.97     |  |
|                             |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
|                             |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
| <b>FOUNDATION</b>           |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
|                             | Kansas Health Foundation       |  | \$ 3,680.35   |  |               | \$ 30.74        |               |                 |               |                 | \$ 3,649.61      |  |
|                             | Salaries/Taxes - Bukaty        |  | \$ -          |  |               | \$ 300.63       |               |                 |               |                 | \$ (300.63)      |  |
|                             | Morgan Expenses                |  | \$ (175.09)   |  |               | \$ (25.00)      |               |                 |               |                 | \$ (150.09)      |  |
|                             | Steiner Storytelling           |  | \$ -          |  |               |                 |               |                 |               |                 | \$ -             |  |
|                             | Beach Author Series            |  | \$ -          |  |               |                 |               |                 |               |                 | \$ -             |  |
|                             | Milliken Fund                  |  | \$ 1,325.09   |  |               |                 |               |                 |               |                 | \$ 1,325.09      |  |
|                             | Greatest Expectations-General  |  | \$ -          |  |               |                 |               |                 |               |                 | \$ -             |  |
|                             | Hike Through History           |  | \$ -          |  |               |                 |               |                 |               |                 | \$ -             |  |
|                             | Juanita Marsh                  |  | \$ 546.19     |  |               |                 |               |                 |               |                 | \$ 546.19        |  |
|                             | Seed Library                   |  | \$ 30.00      |  |               |                 |               |                 |               |                 | \$ 30.00         |  |
|                             | Simpson Grant                  |  | \$ 25,174.27  |  |               | \$ 2,080.00     |               |                 |               |                 | \$ 23,094.27     |  |
|                             | Book Lockers                   |  | \$ 17,000.00  |  |               | \$ 17,000.00    |               |                 |               |                 | \$ -             |  |
|                             | New Building YS                |  | \$ 171.63     |  |               |                 |               |                 |               |                 | \$ 171.63        |  |
|                             |                                |  | \$ 47,752.44  |  | \$ -          | \$ 19,386.37    | \$ -          | \$ -            |               | \$ -            | \$ 28,366.07     |  |
|                             |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
|                             |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
| <b>OTHER</b>                |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
|                             | Memorials/Honor with Books     |  | \$ 1,660.35   |  |               |                 |               |                 |               |                 | \$ 1,660.35      |  |
|                             | Bauleke                        |  | \$ 3,053.25   |  |               |                 |               |                 |               |                 | \$ 3,053.25      |  |
|                             | Lawrence Give Back             |  | \$ 2,626.32   |  |               |                 |               |                 |               |                 | \$ 2,626.32      |  |
|                             | Wurfy                          |  | \$ 142.77     |  |               |                 |               |                 |               |                 | \$ 142.77        |  |
|                             | Underwood Gift (Sr.Outreach)   |  | \$ 370.00     |  |               |                 |               |                 |               |                 | \$ 370.00        |  |
|                             | Merchandise Sales              |  | \$ (1,026.45) |  | \$ 448.25     |                 |               |                 |               |                 | \$ (578.20)      |  |
|                             |                                |  | \$ 6,826.24   |  | \$ 448.25     | \$ -            | \$ -          | \$ -            | \$ -          | \$ -            | \$ 7,274.49      |  |
|                             |                                |  | \$ 100,333.02 |  |               |                 |               |                 |               |                 |                  |  |
|                             |                                |  |               |  |               |                 |               |                 |               |                 |                  |  |
|                             |                                |  | Month Total   |  | \$ 30,448.25  | \$ 27,598.74    | \$ -          | \$ -            | \$ -          | \$ -            |                  |  |

**Lawrence Public Library**  
**Balance Sheet**  
As of January 31, 2017

|                                        | Jan 31, 17          | Jan 31, 16        | \$ Change           | % Change      |
|----------------------------------------|---------------------|-------------------|---------------------|---------------|
| <b>ASSETS</b>                          |                     |                   |                     |               |
| <b>Current Assets</b>                  |                     |                   |                     |               |
| <b>Checking/Savings</b>                |                     |                   |                     |               |
| Capital Improvement -2                 | 571,371.03          | 560,867.33        | 10,503.70           | 1.9%          |
| Checking                               | 2,440,586.99        | 243,354.05        | 2,197,232.94        | 902.9%        |
| Savings                                | 0.00                | 0.00              | 0.00                | 0.0%          |
| <b>Total Checking/Savings</b>          | 3,011,958.02        | 804,221.38        | 2,207,736.64        | 274.5%        |
| <b>Total Current Assets</b>            | 3,011,958.02        | 804,221.38        | 2,207,736.64        | 274.5%        |
| <b>Other Assets</b>                    |                     |                   |                     |               |
| Petty Cash                             | 1,230.70            | 1,230.70          | 0.00                | 0.0%          |
| <b>Total Other Assets</b>              | 1,230.70            | 1,230.70          | 0.00                | 0.0%          |
| <b>TOTAL ASSETS</b>                    | <b>3,013,188.72</b> | <b>805,452.08</b> | <b>2,207,736.64</b> | <b>274.1%</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                     |                   |                     |               |
| <b>Liabilities</b>                     |                     |                   |                     |               |
| <b>Current Liabilities</b>             |                     |                   |                     |               |
| Accounts Payable                       |                     |                   |                     |               |
| Accounts Payable                       | 48,141.23           | 53,415.47         | -5,274.24           | -9.9%         |
| <b>Total Accounts Payable</b>          | 48,141.23           | 53,415.47         | -5,274.24           | -9.9%         |
| <b>Other Current Liabilities</b>       |                     |                   |                     |               |
| Payroll Liabilities                    | 5,146.82            | 3,308.64          | 1,838.18            | 55.6%         |
| <b>Total Other Current Liabilities</b> | 5,146.82            | 3,308.64          | 1,838.18            | 55.6%         |
| <b>Total Current Liabilities</b>       | 53,288.05           | 56,724.11         | -3,436.06           | -6.1%         |
| <b>Total Liabilities</b>               | 53,288.05           | 56,724.11         | -3,436.06           | -6.1%         |
| <b>Equity</b>                          |                     |                   |                     |               |
| Opening Bal Equity                     | 300,635.22          | 300,635.22        | 0.00                | 0.0%          |
| Retained Earnings                      | 725,930.61          | 704,444.98        | 21,485.63           | 3.1%          |
| Net Income                             | 1,933,334.84        | -256,352.23       | 2,189,687.07        | 854.2%        |
| <b>Total Equity</b>                    | 2,959,900.67        | 748,727.97        | 2,211,172.70        | 295.3%        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>3,013,188.72</b> | <b>805,452.08</b> | <b>2,207,736.64</b> | <b>274.1%</b> |

**Lawrence Public Library**  
**Revenues & Expenses**  
January 2017

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|                                | Jan 17                     |
|--------------------------------|----------------------------|
| <b>Ordinary Income/Expense</b> |                            |
| Income                         |                            |
| Gifts-Friends                  | 30,000.00                  |
| Interest                       | 127.46                     |
| Meeting Room Fees              | 475.00                     |
| Merchandise Sales              | 448.25                     |
| Overdues                       | 15,417.65                  |
| Personal Books                 | -33.91                     |
| Photo Copies                   | 862.80                     |
| Tax Fund                       | 2,202,197.63               |
| <b>Total Income</b>            | <b>2,249,494.88</b>        |
| Expense                        |                            |
| Advertising                    | 65.94                      |
| Books & Materials              | 604.95                     |
| Bookvan & Mileage              | 40.06                      |
| Building Repairs & Maintenance | 5,191.68                   |
| Building Supplies              | 321.71                     |
| FOUNDATION FUNDING             | 19,085.74                  |
| FRIENDS FUNDING                | 6,481.18                   |
| Library & Office Supplies      | 2,908.81                   |
| Miscellaneous                  | 3,469.40                   |
| Payroll Expenses               | 211,685.65                 |
| Payroll Taxes                  | 30,098.35                  |
| Processing Supplies            | 8,179.38                   |
| Professional Development       | 400.00                     |
| Professional Fees              | 2,304.37                   |
| Program Expense                | 1,102.59                   |
| Shipping                       | 2,751.92                   |
| Technology                     | 11,897.11                  |
| Utilities - Electric           | 9,571.20                   |
| <b>Total Expense</b>           | <b>316,160.04</b>          |
| <b>Net Ordinary Income</b>     | <b>1,933,334.84</b>        |
| <b>Net Income</b>              | <b><u>1,933,334.84</u></b> |



# Lawrence Public Library

## Vendor Balance Summary

As of February 16, 2017

|                                    | Feb 16, 17 |
|------------------------------------|------------|
| Advance Insurance Company          | 464.46     |
| Amazon                             | 2,245.93   |
| ASI                                | 50.00      |
| B.A. Green Construction            | 1,802.00   |
| Baker & Taylor, Inc.               | 724.25     |
| Betsaida Reyes                     | 106.67     |
| Blackstone Audio, Inc.             | 315.00     |
| Body Boutique                      | 395.00     |
| Brilliance Publishing, Inc.        | 128.47     |
| Brodart Co.                        | 327.26     |
| Broken Fence Film                  | 200.00     |
| Center Point Large Print           | 21.57      |
| Century Business Technologies      | 872.53     |
| City of Lawrence                   | 337.92     |
| City Wide Maintenance              | 700.29     |
| Coffeyville Public Library         | 280.00     |
| Copy Co Inc.                       | 750.00     |
| Databank Holdings, LTD             | 421.65     |
| Demco, Inc.                        | 365.89     |
| Dusty Bookshelf                    | 85.00      |
| EBSCO                              | 91.43      |
| Four State Maintenance Supply      | 390.72     |
| Gale/Cengage Learning              | 438.26     |
| George Frazier                     | 175.00     |
| Ingram Library Services            | 26,349.70  |
| Interview                          | 15.00      |
| Intuit                             | 29.85      |
| JanWay Company                     | 568.00     |
| Jayhawk Tropical Fish              | 300.00     |
| Jiminate                           | 120.00     |
| Johnson County Library             | 45.00      |
| Kansas Public Radio                | 650.07     |
| Kaplan K12                         | 275.00     |
| Laser Logic, Inc.                  | 1,013.95   |
| Mad Science of Greater Kansas City | 337.50     |
| Meredith Moore                     | 50.00      |
| Midwest Tape                       | 22,099.67  |
| Miriam Wallen                      | 74.21      |
| Murphy Furniture Service           | 1,201.20   |
| National Pen Company               | 263.27     |
| NEKLS                              | 2,260.00   |
| OCLC, Inc.                         | 5,012.44   |
| Operation Wildlife                 | 150.00     |
| OverDrive                          | 16,009.12  |
| P1 Group, Inc.                     | 4,745.00   |
| Paperboys, Ltd.                    | 936.95     |
| Paul Wood                          | 50.00      |
| Peosta Campus Library              | 60.00      |
| Polyline Corporation               | 472.64     |
| Pro Print Inc.                     | 889.57     |
| ProQuest LLC                       | 3,200.00   |
| Quill Corporation                  | 897.75     |
| Random House, Inc.                 | 412.70     |
| Raven Bookstore                    | 150.00     |
| Recorded Books                     | 74.25      |
| Reliance Label Solutions, Inc.     | 2,065.71   |
| Schendel Services                  | 95.00      |
| Signs of Life                      | 70.00      |
| Sky Parade Inc.                    | 400.00     |
| Susie Goldenberg                   | 100.00     |
| Tech Logic                         | 446.11     |
| The Chamber                        | 300.00     |
| TSYS Merchant Solutions - Omaha    | 300.57     |
| Unique Management Services         | 1,008.03   |
| United Parcel Service              | 652.31     |
| VISA 5372                          | 9,193.13   |
| Westar                             | 8,631.48   |
| WOW!Business                       | 434.95     |
| TOTAL                              | 124,099.43 |

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| Type                   | Num               | Date              | Name                                    | Account                   | Paid Amount |
|------------------------|-------------------|-------------------|-----------------------------------------|---------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>Electronic</b> | <b>02/20/2017</b> | <b>Advance Insurance Company</b>        | <b>Checking</b>           |             |
| Bill                   | March 2017        | 02/15/2017        |                                         | Group Life Insurance      | -464.46     |
| TOTAL                  |                   |                   |                                         |                           | -464.46     |
| <b>Bill Pmt -Check</b> | <b>Electronic</b> | <b>02/20/2017</b> | <b>ASI</b>                              | <b>Checking</b>           |             |
| Bill                   |                   | 02/02/2017        |                                         | Professional Fees         | -50.00      |
| TOTAL                  |                   |                   |                                         |                           | -50.00      |
| <b>Bill Pmt -Check</b> | <b>Electronic</b> | <b>02/20/2017</b> | <b>Intuit</b>                           | <b>Checking</b>           |             |
| Bill                   | Bill Pay          | 02/15/2017        |                                         | Professional Fees         | -29.85      |
| TOTAL                  |                   |                   |                                         |                           | -29.85      |
| <b>Bill Pmt -Check</b> | <b>Electronic</b> | <b>02/20/2017</b> | <b>TSYS Merchant Solutions - Oma...</b> | <b>Checking</b>           |             |
| Bill                   | January           | 02/15/2017        |                                         | Credit Card Processing    | -300.57     |
| TOTAL                  |                   |                   |                                         |                           | -300.57     |
| <b>Bill Pmt -Check</b> | <b>Electronic</b> | <b>02/20/2017</b> | <b>United Parcel Service</b>            | <b>Checking</b>           |             |
| Bill                   | 1057              | 02/15/2017        |                                         | Shipping                  | -642.84     |
|                        |                   |                   |                                         | Advertising               | -9.47       |
| TOTAL                  |                   |                   |                                         |                           | -652.31     |
| <b>Bill Pmt -Check</b> | <b>Electronic</b> | <b>02/20/2017</b> | <b>VISA 5372</b>                        | <b>Checking</b>           |             |
| Bill                   | 0894647           | 01/30/2017        |                                         | Supplies                  | -4.99       |
| Bill                   |                   | 02/14/2017        |                                         | Adult Services            | -99.00      |
|                        |                   |                   |                                         | Technology                | -343.88     |
|                        |                   |                   |                                         | Technical Services        | -343.88     |
|                        |                   |                   |                                         | Adult Programming         | -11.49      |
|                        |                   |                   |                                         | KHF Grant Expenses        | -45.34      |
|                        |                   |                   |                                         | Read Across Lawrence      | -1,268.08   |
|                        |                   |                   |                                         | Bookvan & Mileage         | -123.14     |
|                        |                   |                   |                                         | Children's Programming    | -71.00      |
|                        |                   |                   |                                         | Children's Programming    | -20.48      |
|                        |                   |                   |                                         | Children's Programming    | -280.59     |
|                        |                   |                   |                                         | Children's Programming    | -64.02      |
|                        |                   |                   |                                         | Children's Programming    | -9.97       |
|                        |                   |                   |                                         | Children's Programming    | -167.72     |
|                        |                   |                   |                                         | Children's Programming    | -165.75     |
|                        |                   |                   |                                         | Young Adult Programming   | -339.20     |
|                        |                   |                   |                                         | Library & Office Supplies | -589.33     |
|                        |                   |                   |                                         | Shipping                  | -109.99     |
|                        |                   |                   |                                         | Processing Supplies       | -32.00      |
|                        |                   |                   |                                         | Miscellaneous             | -85.76      |
|                        |                   |                   |                                         | Advertising               | -356.07     |
|                        |                   |                   |                                         | Outreach Programming      | -17.30      |
|                        |                   |                   |                                         | Building Supplies         | -2,028.65   |
|                        |                   |                   |                                         | Supplies                  | -78.98      |
|                        |                   |                   |                                         | FOUNDATION FUNDING        | -491.30     |
|                        |                   |                   |                                         | FOUNDATION FUNDING        | -200.00     |
|                        |                   |                   |                                         | FOUNDATION FUNDING        | -420.03     |

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| Type                   | Num               | Date              | Name                               | Account              | Paid Amount |
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|                        |                   |                   |                                    | FOUNDATION FUNDING   | -339.82     |
|                        |                   |                   |                                    | Books & Materials    | -23.98      |
|                        |                   |                   |                                    | Periodicals          | -14.99      |
|                        |                   |                   |                                    | Block Grant          | -279.36     |
|                        |                   |                   |                                    | Supplies             | -767.04     |
| TOTAL                  |                   |                   |                                    |                      | -9,193.13   |
| <b>Bill Pmt -Check</b> | <b>Electronic</b> | <b>02/20/2017</b> | <b>Westar</b>                      | <b>Checking</b>      |             |
| Bill                   |                   | 02/15/2017        |                                    | Utilities - Electric | -8,631.48   |
| TOTAL                  |                   |                   |                                    |                      | -8,631.48   |
| <b>Bill Pmt -Check</b> | <b>7648</b>       | <b>02/22/2017</b> | <b>B.A. Green Construction</b>     | <b>Checking</b>      |             |
| Bill                   | 1-T               | 02/15/2017        |                                    | Simpson Grant        | -1,802.00   |
| TOTAL                  |                   |                   |                                    |                      | -1,802.00   |
| <b>Bill Pmt -Check</b> | <b>7649</b>       | <b>02/22/2017</b> | <b>Baker &amp; Taylor, Inc.</b>    | <b>Checking</b>      |             |
| Bill                   | 2032585650        | 01/30/2017        |                                    | Books & Materials    | -12.91      |
| Bill                   | 2032568821        | 01/30/2017        |                                    | Processing Supplies  | -2.79       |
| Bill                   | 2032568820        | 01/30/2017        |                                    | Books & Materials    | -110.00     |
| Bill                   | 2032612692        | 02/15/2017        |                                    | Processing Supplies  | -5.70       |
| Bill                   | 2032612691        | 02/15/2017        |                                    | Books & Materials    | -39.91      |
| Bill                   | 5014413147        | 02/15/2017        |                                    | Books & Materials    | -29.48      |
| Bill                   | 2032590204        | 02/15/2017        |                                    | Books & Materials    | -185.50     |
| Bill                   | 2032590205        | 02/15/2017        |                                    | Processing Supplies  | -1.04       |
| Bill                   | 5014424431        | 02/15/2017        |                                    | Books & Materials    | -60.30      |
| Bill                   | 5014424432        | 02/15/2017        |                                    | Processing Supplies  | -3.90       |
| Bill                   | 2032612695        | 02/15/2017        |                                    | Books & Materials    | -185.28     |
| Bill                   | 2032612696        | 02/15/2017        |                                    | Processing Supplies  | -13.87      |
| Bill                   | 2032633924        | 02/15/2017        |                                    | Books & Materials    | -38.73      |
| Bill                   | 2032633925        | 02/15/2017        |                                    | Processing Supplies  | -2.00       |
| Bill                   | 5014428825        | 02/15/2017        |                                    | Books & Materials    | -32.84      |
| TOTAL                  |                   |                   |                                    |                      | -724.25     |
| <b>Bill Pmt -Check</b> | <b>7650</b>       | <b>02/22/2017</b> | <b>Blackstone Audio, Inc.</b>      | <b>Checking</b>      |             |
| Bill                   | 884332            | 02/15/2017        |                                    | Books & Materials    | -315.00     |
| TOTAL                  |                   |                   |                                    |                      | -315.00     |
| <b>Bill Pmt -Check</b> | <b>7651</b>       | <b>02/22/2017</b> | <b>Brilliance Publishing, Inc.</b> | <b>Checking</b>      |             |
| Bill                   | IN1149030         | 02/15/2017        |                                    | Books & Materials    | -39.99      |
| Bill                   | IN1148981         | 02/15/2017        |                                    | Books & Materials    | -11.00      |
| Bill                   | IN1147332         | 02/15/2017        |                                    | Books & Materials    | -77.48      |
| TOTAL                  |                   |                   |                                    |                      | -128.47     |

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| Type                   | Num         | Date              | Name                                 | Account                | Paid Amount |
|------------------------|-------------|-------------------|--------------------------------------|------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>7652</b> | <b>02/22/2017</b> | <b>Brodart Co.</b>                   | <b>Checking</b>        |             |
| Bill                   | 459322      | 01/30/2017        |                                      | Processing Supplies    | -51.14      |
| Bill                   | 459321      | 01/30/2017        |                                      | Processing Supplies    | -117.00     |
| Bill                   | 458879      | 01/30/2017        |                                      | Processing Supplies    | -159.12     |
| TOTAL                  |             |                   |                                      |                        | -327.26     |
| <b>Bill Pmt -Check</b> | <b>7653</b> | <b>02/22/2017</b> | <b>Center Point Large Print</b>      | <b>Checking</b>        |             |
| Bill                   | 1447461     | 02/15/2017        |                                      | Books & Materials      | -21.57      |
| TOTAL                  |             |                   |                                      |                        | -21.57      |
| <b>Bill Pmt -Check</b> | <b>7654</b> | <b>02/22/2017</b> | <b>Century Business Technologies</b> | <b>Checking</b>        |             |
| Bill                   | 438261      | 01/30/2017        |                                      | Copying                | -346.38     |
| Bill                   | 438262      | 01/30/2017        |                                      | Copying                | -15.00      |
| Bill                   | 440342      | 02/15/2017        |                                      | Copying                | -108.21     |
| Bill                   | 440434      | 02/15/2017        |                                      | Copying                | -55.68      |
| Bill                   | 441497      | 02/15/2017        |                                      | Copying                | -347.26     |
| TOTAL                  |             |                   |                                      |                        | -872.53     |
| <b>Bill Pmt -Check</b> | <b>7655</b> | <b>02/22/2017</b> | <b>City Wide Maintenance</b>         | <b>Checking</b>        |             |
| Bill                   | CONO56489   | 01/30/2017        |                                      | Professional Fees      | -540.00     |
| Bill                   | CONO55646   | 01/30/2017        |                                      | Professional Fees      | -160.29     |
| TOTAL                  |             |                   |                                      |                        | -700.29     |
| <b>Bill Pmt -Check</b> | <b>7656</b> | <b>02/22/2017</b> | <b>Coffeyville Public Library</b>    | <b>Checking</b>        |             |
| Bill                   | 2-9-17      | 02/15/2017        |                                      | Simpson Grant          | -280.00     |
| TOTAL                  |             |                   |                                      |                        | -280.00     |
| <b>Bill Pmt -Check</b> | <b>7657</b> | <b>02/22/2017</b> | <b>Copy Co Inc.</b>                  | <b>Checking</b>        |             |
| Bill                   | 84430       | 01/30/2017        |                                      | Printing               | -750.00     |
| TOTAL                  |             |                   |                                      |                        | -750.00     |
| <b>Bill Pmt -Check</b> | <b>7658</b> | <b>02/22/2017</b> | <b>Databank Holdings, LTD</b>        | <b>Checking</b>        |             |
| Bill                   | 24802       | 02/14/2017        |                                      | Public Access          | -421.65     |
| TOTAL                  |             |                   |                                      |                        | -421.65     |
| <b>Bill Pmt -Check</b> | <b>7659</b> | <b>02/22/2017</b> | <b>Demco, Inc.</b>                   | <b>Checking</b>        |             |
| Bill                   | 6044260     | 01/30/2017        |                                      | Processing Supplies    | -218.29     |
| Bill                   | 6038128     | 01/30/2017        |                                      | Children's Programming | -147.60     |
| TOTAL                  |             |                   |                                      |                        | -365.89     |

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| <b>Bill Pmt -Check</b> | <b>7660</b>   | <b>02/22/2017</b> | <b>EBSCO</b>                         | <b>Checking</b>       |             |
| Bill                   | 84919         | 02/15/2017        |                                      | Periodicals           | -91.43      |
| TOTAL                  |               |                   |                                      |                       | -91.43      |
| <b>Bill Pmt -Check</b> | <b>7661</b>   | <b>02/22/2017</b> | <b>Four State Maintenance Supply</b> | <b>Checking</b>       |             |
| Bill                   | 539924        | 02/15/2017        |                                      | Building Supplies     | -390.72     |
| TOTAL                  |               |                   |                                      |                       | -390.72     |
| <b>Bill Pmt -Check</b> | <b>7662</b>   | <b>02/22/2017</b> | <b>Gale/Cengage Learning</b>         | <b>Checking</b>       |             |
| Bill                   | 59605414      | 01/30/2017        |                                      | Books & Materials     | -144.53     |
| Bill                   | 59634777      | 01/30/2017        |                                      | Books & Materials     | -151.12     |
| Bill                   | 59792448      | 02/15/2017        |                                      | Books & Materials     | -19.19      |
| Bill                   | 59770666      | 02/15/2017        |                                      | Books & Materials     | -38.92      |
| Bill                   | 59741222      | 02/15/2017        |                                      | Books & Materials     | -45.58      |
| Bill                   | 60007672      | 02/15/2017        |                                      | Books & Materials     | -38.92      |
| TOTAL                  |               |                   |                                      |                       | -438.26     |
| <b>Bill Pmt -Check</b> | <b>7663</b>   | <b>02/22/2017</b> | <b>JanWay Company</b>                | <b>Checking</b>       |             |
| Bill                   | 124653        | 02/15/2017        |                                      | Processing Supplies   | -568.00     |
| TOTAL                  |               |                   |                                      |                       | -568.00     |
| <b>Bill Pmt -Check</b> | <b>7664</b>   | <b>02/22/2017</b> | <b>Jayhawk Tropical Fish</b>         | <b>Checking</b>       |             |
| Bill                   | 502403        | 01/30/2017        |                                      | Aquarium Maintenance  | -300.00     |
| TOTAL                  |               |                   |                                      |                       | -300.00     |
| <b>Bill Pmt -Check</b> | <b>7665</b>   | <b>02/22/2017</b> | <b>Jiminate</b>                      | <b>Checking</b>       |             |
| Bill                   | 1-012517      | 01/30/2017        |                                      | Advertising           | -120.00     |
| TOTAL                  |               |                   |                                      |                       | -120.00     |
| <b>Bill Pmt -Check</b> | <b>7666</b>   | <b>02/22/2017</b> | <b>Johnson County Library</b>        | <b>Checking</b>       |             |
| Bill                   | ILL 169548... | 01/30/2017        |                                      | Overdues              | -45.00      |
| TOTAL                  |               |                   |                                      |                       | -45.00      |
| <b>Bill Pmt -Check</b> | <b>7667</b>   | <b>02/22/2017</b> | <b>Kansas Public Radio</b>           | <b>Checking</b>       |             |
| Bill                   | 140042        | 01/30/2017        |                                      | Advertising Gift Fund | -216.69     |
| Bill                   | 139870        | 01/30/2017        |                                      | Advertising Gift Fund | -216.69     |
| Bill                   | 140196        | 02/14/2017        |                                      | Advertising Gift Fund | -216.69     |
| TOTAL                  |               |                   |                                      |                       | -650.07     |

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| Type                   | Num         | Date              | Name                        | Account                   | Paid Amount |
|------------------------|-------------|-------------------|-----------------------------|---------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>7668</b> | <b>02/22/2017</b> | <b>Laser Logic, Inc.</b>    | <b>Checking</b>           |             |
| Bill                   | 278132      | 02/15/2017        |                             | Library & Office Supplies | -148.52     |
| TOTAL                  |             |                   |                             |                           | -148.52     |
| <b>Bill Pmt -Check</b> | <b>7669</b> | <b>02/22/2017</b> | <b>Midwest Tape</b>         | <b>Checking</b>           |             |
| Bill                   | 94704936    | 01/30/2017        |                             | Books & Materials         | -240.95     |
| Bill                   | 94715969    | 01/30/2017        |                             | Books & Materials         | -9.99       |
| Bill                   | 94715967    | 01/30/2017        |                             | Books & Materials         | -1,033.65   |
| Bill                   | 94716486    | 01/30/2017        |                             | Books & Materials         | -29.99      |
| Bill                   | 94716120    | 01/30/2017        |                             | Books & Materials         | -32.24      |
| Bill                   | 94716485    | 01/30/2017        |                             | Books & Materials         | -59.65      |
| Bill                   | 94704181    | 01/30/2017        |                             | Books & Materials         | -86.21      |
| Bill                   | 94698220    | 01/30/2017        |                             | Books & Materials         | -881.56     |
| Bill                   | 94695676    | 01/30/2017        |                             | Books & Materials         | -63.72      |
| Bill                   | 94695674    | 01/30/2017        |                             | Books & Materials         | -104.02     |
| Bill                   | 94698222    | 01/30/2017        |                             | Books & Materials         | -9.99       |
| Bill                   | 94693302    | 01/30/2017        |                             | Books & Materials         | -203.84     |
| Bill                   | 94683462    | 01/30/2017        |                             | Books & Materials         | -48.71      |
| Bill                   | 94693304    | 01/30/2017        |                             | Books & Materials         | -515.77     |
| Bill                   | 94681691    | 01/30/2017        |                             | Books & Materials         | -112.45     |
| Bill                   | 94685209    | 01/30/2017        |                             | Books & Materials         | -259.94     |
| Bill                   | 94678557    | 01/30/2017        |                             | Books & Materials         | -127.46     |
| Bill                   | 94678555    | 01/30/2017        |                             | Books & Materials         | -43.46      |
| Bill                   | 94676139    | 01/30/2017        |                             | Books & Materials         | -562.98     |
| Bill                   | 94672413    | 01/30/2017        |                             | Books & Materials         | -185.17     |
| Bill                   | 94672412    | 01/30/2017        |                             | Books & Materials         | -24.73      |
| Bill                   | 94655904    | 01/30/2017        |                             | Books & Materials         | -5,503.01   |
| Bill                   | 94676581    | 02/15/2017        |                             | Books & Materials         | -9.99       |
| Bill                   | 94733462    | 02/15/2017        |                             | Books & Materials         | -6,357.43   |
| Bill                   | 94754260    | 02/15/2017        |                             | Books & Materials         | -9.99       |
| Bill                   | 94754048    | 02/15/2017        |                             | Books & Materials         | -452.76     |
| Bill                   | 94746756    | 02/15/2017        |                             | Books & Materials         | -181.97     |
| Bill                   | 94746766    | 02/15/2017        |                             | Books & Materials         | -295.40     |
| Bill                   | 94730326    | 02/15/2017        |                             | Books & Materials         | -150.46     |
| Bill                   | 94727987    | 02/15/2017        |                             | Books & Materials         | -232.46     |
| Bill                   | 94737380    | 02/15/2017        |                             | Books & Materials         | -19.48      |
| Bill                   | 94737381    | 02/15/2017        |                             | Books & Materials         | -187.44     |
| Bill                   | 94729749    | 02/15/2017        |                             | Books & Materials         | -536.87     |
| Bill                   | 94727989    | 02/15/2017        |                             | Books & Materials         | -329.14     |
| Bill                   | 94730327    | 02/15/2017        |                             | Books & Materials         | -285.62     |
| Bill                   | 94720066    | 02/15/2017        |                             | Books & Materials         | -1,263.95   |
| Bill                   | 94717933    | 02/15/2017        |                             | Books & Materials         | -581.84     |
| Bill                   | 94720979    | 02/15/2017        |                             | Books & Materials         | -299.89     |
| Bill                   | 94720978    | 02/15/2017        |                             | Books & Materials         | -12.74      |
| Bill                   | 94736304    | 02/15/2017        |                             | Processing Supplies       | -752.75     |
| TOTAL                  |             |                   |                             |                           | -22,099.67  |
| <b>Bill Pmt -Check</b> | <b>7670</b> | <b>02/22/2017</b> | <b>National Pen Company</b> | <b>Checking</b>           |             |
| Bill                   | 109093263   | 01/30/2017        |                             | Library & Office Supplies | -131.64     |
| Bill                   | 109093163   | 01/30/2017        |                             | Library & Office Supplies | -131.63     |
| TOTAL                  |             |                   |                             |                           | -263.27     |

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| <b>Bill Pmt -Check</b> | <b>7671</b>   | <b>02/22/2017</b> | <b>NEKLS</b>                 | <b>Checking</b>            |             |
| Bill                   | 1-11-17       | 01/30/2017        |                              | Processing Supplies        | -460.00     |
| Bill                   | 1-17-17       | 01/30/2017        |                              | Shipping                   | -1,800.00   |
| TOTAL                  |               |                   |                              |                            | -2,260.00   |
| <b>Bill Pmt -Check</b> | <b>7672</b>   | <b>02/22/2017</b> | <b>OCLC, Inc.</b>            | <b>Checking</b>            |             |
| Bill                   | 510135        | 02/15/2017        |                              | Collections                | -5,012.44   |
| TOTAL                  |               |                   |                              |                            | -5,012.44   |
| <b>Bill Pmt -Check</b> | <b>7673</b>   | <b>02/22/2017</b> | <b>OverDrive</b>             | <b>Checking</b>            |             |
| Bill                   | H-0040432     | 02/15/2017        |                              | Books & Materials          | -12,000.00  |
| Bill                   | 161735087...  | 02/15/2017        |                              | Books & Materials          | -599.43     |
| Bill                   | 161821617...  | 02/15/2017        |                              | Books & Materials          | -501.49     |
| Bill                   | 162539653...  | 02/15/2017        |                              | Books & Materials          | -1,385.77   |
| Bill                   | 162414570...  | 02/15/2017        |                              | Books & Materials          | -1,522.43   |
| TOTAL                  |               |                   |                              |                            | -16,009.12  |
| <b>Bill Pmt -Check</b> | <b>7674</b>   | <b>02/22/2017</b> | <b>P1 Group, Inc.</b>        | <b>Checking</b>            |             |
| Bill                   | 17830         | 01/30/2017        |                              | Building Repairs & Main... | -4,745.00   |
| TOTAL                  |               |                   |                              |                            | -4,745.00   |
| <b>Bill Pmt -Check</b> | <b>7675</b>   | <b>02/22/2017</b> | <b>Peosta Campus Library</b> | <b>Checking</b>            |             |
| Bill                   | ILL 167271... | 01/30/2017        |                              | Overdues                   | -60.00      |
| TOTAL                  |               |                   |                              |                            | -60.00      |
| <b>Bill Pmt -Check</b> | <b>7676</b>   | <b>02/22/2017</b> | <b>Polyline Corporation</b>  | <b>Checking</b>            |             |
| Bill                   | PYSOINV0...   | 01/30/2017        |                              | Processing Supplies        | -472.64     |
| TOTAL                  |               |                   |                              |                            | -472.64     |
| <b>Bill Pmt -Check</b> | <b>7677</b>   | <b>02/22/2017</b> | <b>Pro Print Inc.</b>        | <b>Checking</b>            |             |
| Bill                   | 93469         | 01/30/2017        |                              | Processing Supplies        | -93.50      |
| Bill                   | 93387         | 01/30/2017        |                              | Printing                   | -370.65     |
| Bill                   | 93379         | 01/30/2017        |                              | Processing Supplies        | -425.42     |
| TOTAL                  |               |                   |                              |                            | -889.57     |
| <b>Bill Pmt -Check</b> | <b>7678</b>   | <b>02/22/2017</b> | <b>ProQuest LLC</b>          | <b>Checking</b>            |             |
| Bill                   | 70431236      | 01/30/2017        |                              | Books & Materials          | -3,200.00   |
| TOTAL                  |               |                   |                              |                            | -3,200.00   |

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|------------------------|-------------|-------------------|---------------------------------------|----------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>7679</b> | <b>02/22/2017</b> | <b>Quill Corporation</b>              | <b>Checking</b>            |             |
| Bill                   | 3338393     | 01/30/2017        |                                       | Young Adult Programming    | -117.21     |
|                        |             |                   |                                       | Processing Supplies        | -149.93     |
|                        |             |                   |                                       | Library & Office Supplies  | -177.54     |
| Bill                   | 3344736     | 01/30/2017        |                                       | Library & Office Supplies  | -17.99      |
| Bill                   | 4079729     | 02/15/2017        |                                       | Library & Office Supplies  | -224.48     |
| Bill                   | 3872227     | 02/15/2017        |                                       | Processing Supplies        | -210.60     |
| TOTAL                  |             |                   |                                       |                            | -897.75     |
| <b>Bill Pmt -Check</b> | <b>7680</b> | <b>02/22/2017</b> | <b>Random House, Inc.</b>             | <b>Checking</b>            |             |
| Bill                   | 1180458716  | 01/30/2017        |                                       | Books & Materials          | -10.00      |
| Bill                   | 1080458716  | 01/30/2017        |                                       | Books & Materials          | -60.00      |
| Bill                   | 1080933894  | 02/15/2017        |                                       | Books & Materials          | -67.50      |
| Bill                   | 1180933894  | 02/15/2017        |                                       | Books & Materials          | -172.46     |
| Bill                   | 1180994177  | 02/15/2017        |                                       | Books & Materials          | -38.99      |
| Bill                   | 1080974153  | 02/15/2017        |                                       | Books & Materials          | -33.75      |
| Bill                   | 1080994177  | 02/15/2017        |                                       | Books & Materials          | -30.00      |
| TOTAL                  |             |                   |                                       |                            | -412.70     |
| <b>Bill Pmt -Check</b> | <b>7681</b> | <b>02/22/2017</b> | <b>Raven Bookstore</b>                | <b>Checking</b>            |             |
| Bill                   |             | 02/14/2017        |                                       | YS Summer Reading          | -150.00     |
| TOTAL                  |             |                   |                                       |                            | -150.00     |
| <b>Bill Pmt -Check</b> | <b>7682</b> | <b>02/22/2017</b> | <b>Recorded Books</b>                 | <b>Checking</b>            |             |
| Bill                   | 75470253    | 02/15/2017        |                                       | Books & Materials          | -74.25      |
| TOTAL                  |             |                   |                                       |                            | -74.25      |
| <b>Bill Pmt -Check</b> | <b>7683</b> | <b>02/22/2017</b> | <b>Reliance Label Solutions, Inc.</b> | <b>Checking</b>            |             |
| Bill                   | 2048        | 01/30/2017        |                                       | Processing Supplies        | -2,065.71   |
| TOTAL                  |             |                   |                                       |                            | -2,065.71   |
| <b>Bill Pmt -Check</b> | <b>7684</b> | <b>02/22/2017</b> | <b>Schendel Services</b>              | <b>Checking</b>            |             |
| Bill                   | 30239804    | 01/30/2017        |                                       | Building Repairs & Main... | -95.00      |
| TOTAL                  |             |                   |                                       |                            | -95.00      |
| <b>Bill Pmt -Check</b> | <b>7685</b> | <b>02/22/2017</b> | <b>Tech Logic</b>                     | <b>Checking</b>            |             |
| Bill                   | 15005507S2  | 01/30/2017        |                                       | Library & Office Supplies  | -446.11     |
| TOTAL                  |             |                   |                                       |                            | -446.11     |
| <b>Bill Pmt -Check</b> | <b>7686</b> | <b>02/22/2017</b> | <b>The Chamber</b>                    | <b>Checking</b>            |             |
| Bill                   | 506676      | 02/15/2017        |                                       | Membership & Dues          | -300.00     |
| TOTAL                  |             |                   |                                       |                            | -300.00     |



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| <b>Bill Pmt -Check</b> | <b>7687</b>  | <b>02/22/2017</b> | <b>Unique Management Services</b> | <b>Checking</b>           |             |
| Bill                   | 440277       | 02/15/2017        |                                   | Professional Fees         | -859.20     |
| Bill                   | 440278       | 02/15/2017        |                                   | Professional Fees         | -148.83     |
| TOTAL                  |              |                   |                                   |                           | -1,008.03   |
| <b>Bill Pmt -Check</b> | <b>7688</b>  | <b>02/22/2017</b> | <b>WOW!Business</b>               | <b>Checking</b>           |             |
| Bill                   |              | 01/30/2017        |                                   | Telephone                 | -434.95     |
| TOTAL                  |              |                   |                                   |                           | -434.95     |
| <b>Bill Pmt -Check</b> | <b>28137</b> | <b>02/20/2017</b> | <b>Amazon</b>                     | <b>Checking</b>           |             |
| Bill                   | 4221852      | 01/30/2017        | Amazon                            | Accounts Payable          | 0.00        |
| Bill                   | 8039422      | 01/30/2017        | Amazon                            | Accounts Payable          | 0.00        |
| Bill                   | 8039422      | 01/30/2017        |                                   | Supplies                  | -28.68      |
| Bill                   | 0719450      | 01/30/2017        |                                   | Supplies                  | -10.40      |
| Bill                   | 3001000      | 01/30/2017        |                                   | Supplies                  | -8.61       |
|                        |              |                   |                                   | Young Adult Programming   | -11.99      |
| Bill                   | 0360267      | 01/30/2017        |                                   | Young Adult Programming   | -15.18      |
| Bill                   | 0685806      | 01/30/2017        |                                   | Young Adult Programming   | -69.11      |
| Bill                   | 0685806      | 01/30/2017        |                                   | Young Adult Programming   | -45.34      |
| Bill                   | 0685806      | 01/30/2017        |                                   | Young Adult Programming   | -16.58      |
| Bill                   | 5913852      | 01/30/2017        |                                   | Young Adult Programming   | -27.95      |
| Bill                   | 5913852      | 01/30/2017        |                                   | Young Adult Programming   | -6.99       |
| Bill                   | 6946625      | 01/30/2017        |                                   | Children's Programming    | -22.19      |
| Bill                   | 6946625      | 01/30/2017        |                                   | Children's Programming    | -47.39      |
| Bill                   | 4477822      | 01/30/2017        |                                   | Children's Programming    | -39.86      |
| Bill                   | 8557849      | 01/30/2017        |                                   | Library & Office Supplies | -118.50     |
| Bill                   | 1217005      | 01/30/2017        |                                   | Books & Materials         | -43.30      |
| Bill                   | 9983407      | 01/30/2017        |                                   | Books & Materials         | -48.00      |
| Bill                   | 1027435      | 01/30/2017        |                                   | Books & Materials         | -39.81      |
| Bill                   | 8264223      | 01/30/2017        |                                   | Books & Materials         | -47.62      |
| Bill                   | 1461023      | 01/30/2017        |                                   | Books & Materials         | -103.74     |
| Bill                   | 1461023      | 01/30/2017        |                                   | Books & Materials         | -44.11      |
| Bill                   | 9441816      | 01/30/2017        |                                   | Books & Materials         | -48.01      |
| Bill                   | 5152205      | 01/30/2017        |                                   | Books & Materials         | -45.99      |
| Bill                   | 0350630      | 01/30/2017        |                                   | Books & Materials         | -4.75       |
| Bill                   | 0350630      | 01/30/2017        |                                   | Books & Materials         | -19.99      |
| Bill                   | 0350630      | 01/30/2017        |                                   | Books & Materials         | -10.31      |
| Bill                   | 4864218      | 01/30/2017        |                                   | Books & Materials         | -19.99      |
| Bill                   | 5981067      | 01/30/2017        |                                   | Personal Books            | -24.31      |
| Bill                   | 2031448      | 01/30/2017        |                                   | Books & Materials         | -24.63      |
| Bill                   | 2031448      | 01/30/2017        |                                   | Books & Materials         | -19.61      |
| Bill                   | 2031448      | 01/30/2017        |                                   | Books & Materials         | -25.92      |
| Bill                   | 7929020      | 01/30/2017        |                                   | Books & Materials         | -104.69     |
| Bill                   | 7929020      | 01/30/2017        |                                   | Books & Materials         | -30.26      |
| Bill                   | 7929020      | 01/30/2017        |                                   | Books & Materials         | -6.99       |
| Bill                   | 7929020      | 01/30/2017        |                                   | Books & Materials         | -142.18     |
| Bill                   | 7929020      | 01/30/2017        |                                   | Books & Materials         | -59.54      |
| Bill                   | 7929020      | 01/30/2017        |                                   | Books & Materials         | -11.99      |
| Bill                   | 7929020      | 01/30/2017        |                                   | Books & Materials         | -23.95      |
| Bill                   | 8280208      | 01/30/2017        |                                   | Books & Materials         | -23.99      |
| Bill                   | 4422847      | 02/14/2017        |                                   | Books & Materials         | -39.96      |
| Bill                   | 95736403     | 02/14/2017        |                                   | Books & Materials         | -49.11      |
| Bill                   | 3883459      | 02/15/2017        |                                   | Library & Office Supplies | -14.99      |
| Bill                   | 8582636      | 02/15/2017        |                                   | Young Adult Programming   | -22.72      |
|                        |              |                   |                                   | Books & Materials         | -17.55      |
| Bill                   | 5313059      | 02/15/2017        |                                   | Children's Programming    | -10.99      |
| Bill                   |              | 02/15/2017        |                                   | Children's Programming    | -10.99      |
| Bill                   | 2916254      | 02/15/2017        |                                   | Building Supplies         | -180.97     |

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| Bill                   | 8470029      | 02/15/2017        |                          | Building Supplies | -14.16      |
| Bill                   | 8477029      | 02/15/2017        |                          | Building Supplies | -63.85      |
| Bill                   | 5477029      | 02/15/2017        |                          | Building Supplies | -8.33       |
| Bill                   | 9979401      | 02/15/2017        |                          | Books & Materials | -127.17     |
| Bill                   | 6313037      | 02/15/2017        |                          | Books & Materials | -11.99      |
| Bill                   | 2836217      | 02/15/2017        |                          | Books & Materials | -45.17      |
| Bill                   | 6313037      | 02/15/2017        |                          | Books & Materials | -133.96     |
| Bill                   | 3809802      | 02/15/2017        |                          | Books & Materials | -11.60      |
| Bill                   | 1027435      | 02/15/2017        |                          | Books & Materials | -39.97      |
| TOTAL                  |              |                   |                          |                   | -2,245.93   |
| <b>Bill Pmt -Check</b> | <b>28138</b> | <b>02/20/2017</b> | <b>Betsaida Reyes</b>    | <b>Checking</b>   |             |
| Bill                   | 122816reyes  | 02/15/2017        |                          | Books & Materials | -106.67     |
| TOTAL                  |              |                   |                          |                   | -106.67     |
| <b>Bill Pmt -Check</b> | <b>28139</b> | <b>02/20/2017</b> | <b>Body Boutique</b>     | <b>Checking</b>   |             |
| Bill                   |              | 01/30/2017        |                          | Membership & Dues | -395.00     |
| TOTAL                  |              |                   |                          |                   | -395.00     |
| <b>Bill Pmt -Check</b> | <b>28140</b> | <b>02/20/2017</b> | <b>Broken Fence Film</b> | <b>Checking</b>   |             |
| Bill                   | 2-21-17      | 02/14/2017        |                          | Adult Programming | -200.00     |
| TOTAL                  |              |                   |                          |                   | -200.00     |
| <b>Bill Pmt -Check</b> | <b>28141</b> | <b>02/20/2017</b> | <b>City of Lawrence</b>  | <b>Checking</b>   |             |
| Bill                   | Parking      | 02/14/2017        |                          | Miscellaneous     | -337.92     |
| TOTAL                  |              |                   |                          |                   | -337.92     |
| <b>Bill Pmt -Check</b> | <b>28142</b> | <b>02/20/2017</b> | <b>Dusty Bookshelf</b>   | <b>Checking</b>   |             |
| Bill                   |              | 02/14/2017        |                          | YS Summer Reading | -85.00      |
| TOTAL                  |              |                   |                          |                   | -85.00      |
| <b>Bill Pmt -Check</b> | <b>28143</b> | <b>02/20/2017</b> | <b>George Frazier</b>    | <b>Checking</b>   |             |
| Bill                   | 2-6-17       | 02/15/2017        |                          | Books & Materials | -175.00     |
| TOTAL                  |              |                   |                          |                   | -175.00     |

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| <b>Bill Pmt -Check</b> | <b>28144</b> | <b>02/20/2017</b> | <b>Ingram Library Services</b> | <b>Checking</b>      |             |
| Bill                   | 97009609     | 01/30/2017        |                                | Personal Books       | -9.60       |
| Bill                   | 96940661     | 01/30/2017        |                                | Read Across Lawrence | -209.50     |
| Bill                   | 96957854     | 01/30/2017        |                                | Personal Books       | -32.93      |
| Bill                   | 96882487     | 01/30/2017        |                                | Personal Books       | -9.68       |
| Bill                   | 96986479     | 01/30/2017        |                                | Books & Materials    | -3,162.47   |
| Bill                   | 96957857     | 01/30/2017        |                                | Books & Materials    | -159.90     |
| Bill                   | 96957855     | 01/30/2017        |                                | Books & Materials    | -152.13     |
| Bill                   | 96934721     | 01/30/2017        |                                | Books & Materials    | -1,475.49   |
| Bill                   | 96974656     | 01/30/2017        |                                | Books & Materials    | -68.81      |
| Bill                   | 96938844     | 01/30/2017        |                                | Books & Materials    | -56.51      |
| Bill                   | 96940662     | 01/30/2017        |                                | Books & Materials    | -247.27     |
| Bill                   | 96906483     | 01/30/2017        |                                | Books & Materials    | -264.94     |
| Bill                   | 96860451     | 01/30/2017        |                                | Books & Materials    | -1,074.82   |
| Bill                   | 96833348     | 01/30/2017        |                                | Books & Materials    | -24.42      |
| Bill                   | 96873243     | 01/30/2017        |                                | Books & Materials    | -10.17      |
| Bill                   | 96833350     | 01/30/2017        |                                | Books & Materials    | -78.58      |
| Bill                   | 96833346     | 01/30/2017        |                                | Books & Materials    | -4,990.26   |
| Bill                   | 96795122     | 01/30/2017        |                                | Books & Materials    | -168.81     |
| Bill                   | 96758626     | 01/30/2017        |                                | Books & Materials    | -510.47     |
| Bill                   | 96790083     | 01/30/2017        |                                | Books & Materials    | -29.86      |
| Bill                   | 96733990     | 01/30/2017        |                                | Books & Materials    | -312.48     |
| Bill                   | 96705301     | 01/30/2017        |                                | Books & Materials    | -148.30     |
| Bill                   | 96722627     | 01/30/2017        |                                | Books & Materials    | -257.99     |
| Bill                   | 96705299     | 01/30/2017        |                                | Books & Materials    | -134.79     |
| Bill                   | 96482282     | 01/30/2017        |                                | Books & Materials    | -13.19      |
| Bill                   | 96986480     | 01/30/2017        |                                | Processing Supplies  | -335.67     |
| Bill                   | 96957858     | 01/30/2017        |                                | Processing Supplies  | -14.95      |
| Bill                   | 96957856     | 01/30/2017        |                                | Processing Supplies  | -8.00       |
| Bill                   | 96934722     | 01/30/2017        |                                | Processing Supplies  | -169.68     |
| Bill                   | 96974657     | 01/30/2017        |                                | Processing Supplies  | -18.26      |
| Bill                   | 96938845     | 01/30/2017        |                                | Processing Supplies  | -7.42       |
| Bill                   | 96940663     | 01/30/2017        |                                | Processing Supplies  | -32.08      |
| Bill                   | 96906484     | 01/30/2017        |                                | Processing Supplies  | -35.62      |
| Bill                   | 96860452     | 01/30/2017        |                                | Processing Supplies  | -106.81     |
| Bill                   | 96833349     | 01/30/2017        |                                | Processing Supplies  | -2.74       |
| Bill                   | 96873244     | 01/30/2017        |                                | Processing Supplies  | -0.15       |
| Bill                   | 96833351     | 01/30/2017        |                                | Processing Supplies  | -0.75       |
| Bill                   | 96833347     | 01/30/2017        |                                | Processing Supplies  | -557.42     |
| Bill                   | 96795123     | 01/30/2017        |                                | Processing Supplies  | -16.74      |
| Bill                   | 96758627     | 01/30/2017        |                                | Processing Supplies  | -39.86      |
| Bill                   | 96790084     | 01/30/2017        |                                | Processing Supplies  | -2.09       |
| Bill                   | 96733991     | 01/30/2017        |                                | Processing Supplies  | -21.66      |
| Bill                   | 96705302     | 01/30/2017        |                                | Processing Supplies  | -9.78       |
| Bill                   | 96722628     | 01/30/2017        |                                | Processing Supplies  | -13.40      |
| Bill                   | 96705300     | 01/30/2017        |                                | Processing Supplies  | -10.28      |
| Bill                   | 96482283     | 01/30/2017        |                                | Processing Supplies  | -0.15       |
| Bill                   | 97220781     | 02/15/2017        |                                | Processing Supplies  | -164.47     |
| Bill                   | 97202572     | 02/15/2017        |                                | Processing Supplies  | -18.72      |
| Bill                   | 97179963     | 02/15/2017        |                                | Processing Supplies  | -231.88     |
| Bill                   | 97212669     | 02/15/2017        |                                | Processing Supplies  | -11.45      |
| Bill                   | 97164610     | 02/15/2017        |                                | Processing Supplies  | -16.71      |
| Bill                   | 97149555     | 02/15/2017        |                                | Processing Supplies  | -43.51      |
| Bill                   | 97159608     | 02/15/2017        |                                | Processing Supplies  | -37.42      |
| Bill                   | 97159606     | 02/15/2017        |                                | Processing Supplies  | -80.92      |
| Bill                   | 97148739     | 02/15/2017        |                                | Processing Supplies  | -1.94       |
| Bill                   | 97118981     | 02/15/2017        |                                | Processing Supplies  | -107.20     |
| Bill                   | 97098789     | 02/15/2017        |                                | Processing Supplies  | -13.36      |
| Bill                   | 97075383     | 02/15/2017        |                                | Processing Supplies  | -124.50     |
| Bill                   | 97057756     | 02/15/2017        |                                | Processing Supplies  | -50.58      |
| Bill                   | 97043975     | 02/15/2017        |                                | Processing Supplies  | -47.28      |
| Bill                   | 97052483     | 02/15/2017        |                                | Processing Supplies  | -14.98      |
| Bill                   | 97043055     | 02/15/2017        |                                | Processing Supplies  | -0.80       |

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| Bill                   | 97052485     | 02/15/2017        |                                          | Processing Supplies    | -84.27      |
| Bill                   | 97220780     | 02/15/2017        |                                          | Books & Materials      | -1,575.29   |
| Bill                   | 97202571     | 02/15/2017        |                                          | Books & Materials      | -145.37     |
| Bill                   | 97179962     | 02/15/2017        |                                          | Books & Materials      | -1,943.00   |
| Bill                   | 97212668     | 02/15/2017        |                                          | Books & Materials      | -80.03      |
| Bill                   | 97193260     | 02/15/2017        |                                          | Books & Materials      | -6.29       |
| Bill                   | 97164609     | 02/15/2017        |                                          | Books & Materials      | -190.64     |
| Bill                   | 97149554     | 02/15/2017        |                                          | Books & Materials      | -607.55     |
| Bill                   | 97159607     | 02/15/2017        |                                          | Books & Materials      | -347.87     |
| Bill                   | 97159605     | 02/15/2017        |                                          | Books & Materials      | -676.37     |
| Bill                   | 97148738     | 02/15/2017        |                                          | Books & Materials      | -11.39      |
| Bill                   | 97149553     | 02/15/2017        |                                          | Books & Materials      | -11.37      |
| Bill                   | 97118980     | 02/15/2017        |                                          | Books & Materials      | -953.12     |
| Bill                   | 97098788     | 02/15/2017        |                                          | Books & Materials      | -156.26     |
| Bill                   | 97075382     | 02/15/2017        |                                          | Books & Materials      | -1,057.42   |
| Bill                   | 97057755     | 02/15/2017        |                                          | Books & Materials      | -663.02     |
| Bill                   | 97043974     | 02/15/2017        |                                          | Books & Materials      | -529.42     |
| Bill                   | 97052482     | 02/15/2017        |                                          | Books & Materials      | -151.84     |
| Bill                   | 97043054     | 02/15/2017        |                                          | Books & Materials      | -15.39      |
| Bill                   | 97043973     | 02/15/2017        |                                          | Books & Materials      | -91.46      |
|                        |              |                   |                                          | Dr. Bob Program        | -62.85      |
| Bill                   | 97052484     | 02/15/2017        |                                          | Books & Materials      | -1,016.88   |
| TOTAL                  |              |                   |                                          |                        | -26,349.70  |
|                        |              |                   |                                          |                        |             |
| <b>Bill Pmt -Check</b> | <b>28145</b> | <b>02/20/2017</b> | <b>Interview</b>                         | <b>Checking</b>        |             |
| Bill                   | 1-19-17      | 01/30/2017        |                                          | Periodicals            | -15.00      |
| TOTAL                  |              |                   |                                          |                        | -15.00      |
|                        |              |                   |                                          |                        |             |
| <b>Bill Pmt -Check</b> | <b>28146</b> | <b>02/20/2017</b> | <b>Kaplan K12</b>                        | <b>Checking</b>        |             |
| TOTAL                  |              |                   |                                          |                        | 0.00        |
|                        |              |                   |                                          |                        |             |
| <b>Bill Pmt -Check</b> | <b>28147</b> | <b>02/20/2017</b> | <b>Mad Science of Greater Kansas ...</b> | <b>Checking</b>        |             |
| Bill                   | 17-159       | 01/30/2017        |                                          | Children's Programming | -337.50     |
| TOTAL                  |              |                   |                                          |                        | -337.50     |
|                        |              |                   |                                          |                        |             |
| <b>Bill Pmt -Check</b> | <b>28148</b> | <b>02/20/2017</b> | <b>Meredith Moore</b>                    | <b>Checking</b>        |             |
| Bill                   | 2-8-17       | 02/15/2017        |                                          | Read Across Lawrence   | -50.00      |
| TOTAL                  |              |                   |                                          |                        | -50.00      |
|                        |              |                   |                                          |                        |             |
| <b>Bill Pmt -Check</b> | <b>28149</b> | <b>02/20/2017</b> | <b>Murphy Furniture Service</b>          | <b>Checking</b>        |             |
| Bill                   | DEPOSIT      | 02/15/2017        |                                          | Equipment Repairs      | -1,201.20   |
| TOTAL                  |              |                   |                                          |                        | -1,201.20   |
|                        |              |                   |                                          |                        |             |
| <b>Bill Pmt -Check</b> | <b>28150</b> | <b>02/20/2017</b> | <b>Operation Wildlife</b>                | <b>Checking</b>        |             |
| Bill                   | 2-20-17      | 02/15/2017        |                                          | Children's Programming | -150.00     |
| TOTAL                  |              |                   |                                          |                        | -150.00     |

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February 2017

| Type                   | Num           | Date              | Name                     | Account                   | Paid Amount |
|------------------------|---------------|-------------------|--------------------------|---------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>28151</b>  | <b>02/20/2017</b> | <b>Paperboys, Ltd.</b>   | <b>Checking</b>           |             |
| Bill                   |               | 01/30/2017        |                          | Periodicals               | -936.95     |
| TOTAL                  |               |                   |                          |                           | -936.95     |
| <b>Bill Pmt -Check</b> | <b>28152</b>  | <b>02/20/2017</b> | <b>Paul Wood</b>         | <b>Checking</b>           |             |
| Bill                   | 3-11-17       | 01/30/2017        |                          | Children's Programming    | -50.00      |
| TOTAL                  |               |                   |                          |                           | -50.00      |
| <b>Bill Pmt -Check</b> | <b>28153</b>  | <b>02/20/2017</b> | <b>Signs of Life</b>     | <b>Checking</b>           |             |
| Bill                   |               | 02/14/2017        |                          | YS Summer Reading         | -70.00      |
| TOTAL                  |               |                   |                          |                           | -70.00      |
| <b>Bill Pmt -Check</b> | <b>28154</b>  | <b>02/20/2017</b> | <b>Sky Parade Inc.</b>   | <b>Checking</b>           |             |
| Bill                   | 2-21-17       | 01/30/2017        |                          | Read Across Lawrence      | -400.00     |
| TOTAL                  |               |                   |                          |                           | -400.00     |
| <b>Bill Pmt -Check</b> | <b>28155</b>  | <b>02/20/2017</b> | <b>Susie Goldenberg</b>  | <b>Checking</b>           |             |
| Bill                   | 2-21-17       | 02/14/2017        |                          | Adult Programming         | -100.00     |
| TOTAL                  |               |                   |                          |                           | -100.00     |
| <b>Bill Pmt -Check</b> | <b>28156</b>  | <b>02/20/2017</b> | <b>Kaplan K12</b>        | <b>Checking</b>           |             |
| Bill                   | KSF-17011...  | 02/15/2017        |                          | Young Adult Programming   | -275.00     |
| TOTAL                  |               |                   |                          |                           | -275.00     |
| <b>Bill Pmt -Check</b> | <b>28157</b>  | <b>02/20/2017</b> | <b>Miriam Wallen</b>     | <b>Checking</b>           |             |
| Bill                   | Expenses &... | 01/30/2017        |                          | Young Adult Programming   | -34.15      |
|                        |               |                   |                          | Bookvan & Mileage         | -40.06      |
| TOTAL                  |               |                   |                          |                           | -74.21      |
| <b>Bill Pmt -Check</b> | <b>28158</b>  | <b>02/20/2017</b> | <b>Laser Logic, Inc.</b> | <b>Checking</b>           |             |
| Bill                   | 277956        | 01/06/2017        |                          | Library & Office Supplies | -712.00     |
| Bill                   | 277829        | 01/12/2017        |                          | Library & Office Supplies | -153.43     |
| TOTAL                  |               |                   |                          |                           | -865.43     |

# Lawrence Public Library

## Monthly Statistical Summary--January 2017

| INDICATOR | January |      | Percent   | YTD  | YTD  | Percent   |
|-----------|---------|------|-----------|------|------|-----------|
|           | 2017    | 2016 | Change    | 2017 | 2016 | Change    |
|           |         |      | 2016-2017 |      |      | 2016-2017 |

### SUMMARY RATIOS

|                                    |        |        |      |  |  |  |
|------------------------------------|--------|--------|------|--|--|--|
| Service Area Population            | 97,669 | 94,586 | 3%   |  |  |  |
| User Visits per Capita             | 6.38   | 7.22   | -12% |  |  |  |
| Reference Transactions per Capita  | 1.73   | 2.18   | -21% |  |  |  |
| Program Attendance per Capita      | 0.43   | 0.41   | 5%   |  |  |  |
| Circulation per Capita             | 13.29  | 14.85  | -11% |  |  |  |
| Circulation per Visit              | 2.08   | 2.06   | 1%   |  |  |  |
| Total Holdings per Capita          | 2.12   | 2.11   | 0%   |  |  |  |
| % of Lawrence Residents Registered | 65%    | 64%    | 2%   |  |  |  |

|                                |         |         |      |         |         |      |
|--------------------------------|---------|---------|------|---------|---------|------|
| Circulation--Adult Total       | 76,141  | 79,852  | -5%  | 76,141  | 79,852  | -5%  |
| Circulation--Young Adult Total | 3,296   | 4,239   | -22% | 3,296   | 4,239   | -22% |
| Circulation--Youth Total       | 28,712  | 32,944  | -13% | 28,712  | 32,944  | -13% |
| Circulation--Bookmobile        | 862     | 1,035   | -17% | 862     | 1,035   | -17% |
| Circulation--Audiovisual Total | 41,403  | 46,725  | -11% | 41,403  | 46,725  | -11% |
| Circulation--Total             | 108,149 | 117,035 | -8%  | 108,149 | 117,035 | -8%  |

|                        |        |        |      |        |        |      |
|------------------------|--------|--------|------|--------|--------|------|
| Reference Transactions | 14,088 | 17,204 | -18% | 14,088 | 17,204 | -18% |
| User Visits            | 51,964 | 56,871 | -9%  | 51,964 | 56,871 | -9%  |
| LPL Web Site Visits    | 20,422 | 29,514 | -31% | 20,422 | 29,514 | -31% |

|                     |         |         |     |         |       |     |
|---------------------|---------|---------|-----|---------|-------|-----|
| Holdings--Added     | 3,160   | 2,547   | 24% | 3,160   | 2,547 | 24% |
| Holdings--Withdrawn | 3,154   | 2,489   | 27% | 3,154   | 2,489 | 27% |
| Holdings--Total     | 207,480 | 199,603 | 4%  | 207,480 |       |     |

|                             |        |        |     |  |  |  |
|-----------------------------|--------|--------|-----|--|--|--|
| Registered Borrowers--Added | 799    | 596    | 34% |  |  |  |
| Registered Borrowers--Total | 78,663 | 76,118 | 3%  |  |  |  |

|                              |       |       |     |       |       |     |
|------------------------------|-------|-------|-----|-------|-------|-----|
| Adult Programs               | 25    | 27    | -7% | 25    | 27    | -7% |
| Young Adult Programs         | 14    | 14    | 0%  | 14    | 14    | 0%  |
| Youth Programs               | 53    | 44    | 20% | 53    | 44    | 20% |
| Senior Programs              | 12    | 11    | 9%  | 12    | 11    | 9%  |
| Total Programs               | 104   | 96    | 8%  | 104   | 96    | 8%  |
| Total Program Attendance     | 3,536 | 3,221 | 10% | 3,536 | 3,221 | 10% |
| Public Uses of Meeting Rooms | 805   | 573   | 40% | 805   | 573   | 40% |
| (w/study rooms)              |       |       |     |       |       |     |
| Total Paid Staff (FTE)       | 62.74 | 64.56 | -3% |       |       |     |
| Total Number of Employees    | 87    | 87    | 0%  |       |       |     |

# Lawrence Public Library

## Monthly Statistical Report--January 2017

|                                                | January |        | Percent   |  | YTD   | YTD   | Percent   |
|------------------------------------------------|---------|--------|-----------|--|-------|-------|-----------|
|                                                | 2017    | 2016   | Change    |  | 2017  | 2016  | Change    |
|                                                |         |        | 2016-2017 |  |       |       | 2016-2017 |
| <b>OUTPUT MEASURES</b>                         |         |        |           |  |       |       |           |
| Service Area Population                        | 97,669  | 94,586 | 3%        |  |       |       |           |
| User Visits per Capita                         | 6.38    | 7.22   | -12%      |  |       |       |           |
| Reference Transactions per Capita              | 1.73    | 2.18   | -21%      |  |       |       |           |
| Program Attendance per Capita                  | 0.43    | 0.41   | 6%        |  |       |       |           |
| Circulation per Capita                         | 13.29   | 14.85  | -11%      |  |       |       |           |
| Total Holdings per Capita                      | 2.12    | 2.11   | 1%        |  |       |       |           |
| Collection Turnover--Total                     | 6.34    | 7.13   | -11%      |  |       |       |           |
| Collection Turnover--Adult                     | 6.99    | 7.51   | -7%       |  |       |       |           |
| Collection Turnover--Young Adult               | 3.67    | 5.38   | -32%      |  |       |       |           |
| Collection Turnover--Youth                     | 5.45    | 6.74   | -19%      |  |       |       |           |
| Collection Turnover--Audiovisual               | 11.11   | 11.73  | -5%       |  |       |       |           |
| <b>CIRCULATION OF LIBRARY MATERIALS</b>        |         |        |           |  |       |       |           |
| Circulation--Adult Books and NF Videos         | 34662   | 35925  | -4%       |  | 34662 | 35925 | -4%       |
| Circulation--Adult Periodicals                 | 1407    | 1632   | -14%      |  | 1407  | 1632  | -14%      |
| Circulation--Adult Feature Films & TV Shows    | 27574   | 28695  | -4%       |  | 27574 | 28695 | -4%       |
| Circulation--Electronic Games                  | 1876    | 2161   | -13%      |  | 1876  | 2161  | -13%      |
| Circulation--Adult Music CDs                   | 5789    | 7397   | -22%      |  | 5789  | 7397  | -22%      |
| Circulation--Adult Audio Books and Books on CD | 4827    | 4042   | 19%       |  | 4827  | 4042  | 19%       |
| Circulation--eReaders                          | 6       | 12     | -50%      |  | 6     | 12    | -50%      |
| Circulation--Adult Total                       | 76141   | 79852  | -5%       |  | 76141 | 79852 | -5%       |
| Circulation--YA Books and NF Videos            | 3046    | 3908   | -22%      |  | 3046  | 3908  | -22%      |
| Circulation--YA Periodicals                    | 6       | 15     | -60%      |  | 6     | 15    | -60%      |
| Circulation--YA Audio Books and Books on CD    | 244     | 316    | -23%      |  | 244   | 316   | -23%      |
| Circulation--YA Total                          | 3296    | 4239   | -22%      |  | 3296  | 4239  | -22%      |
| Circulation--Youth Books and NF Videos         | 26934   | 31306  | -14%      |  | 26934 | 31306 | -14%      |
| Circulation--Youth Periodicals                 | 127     | 85     | 49%       |  | 127   | 85    | 49%       |
| Circulation--Youth Music CDs                   | 370     | 562    | -34%      |  | 370   | 562   | -34%      |
| Circulation--Youth Audio Books and Books on CD | 1281    | 991    | 29%       |  | 1281  | 991   | 29%       |
| Circulation--Youth Total                       | 28712   | 32944  | -13%      |  | 28712 | 32944 | -13%      |

|                                                    |                |             |                  |  |             |             |                  |
|----------------------------------------------------|----------------|-------------|------------------|--|-------------|-------------|------------------|
|                                                    |                |             |                  |  |             |             |                  |
| <b>Lawrence Public Library</b>                     | <b>January</b> |             | <b>Percent</b>   |  | <b>YTD</b>  | <b>YTD</b>  | <b>Percent</b>   |
| <b>Monthly Statistical Report</b>                  | <b>2017</b>    | <b>2016</b> | <b>Change</b>    |  | <b>2017</b> | <b>2016</b> | <b>Change</b>    |
|                                                    |                |             | <b>2016-2017</b> |  |             |             | <b>2016-2017</b> |
| Circulation--Bookmobile                            | 862            | 1035        | -17%             |  | 862         | 1035        | -17%             |
|                                                    |                |             |                  |  |             |             |                  |
| Circulation--Total Books                           | 64642          | 71139       | -9%              |  | 64642       | 70310       | -8%              |
|                                                    |                |             |                  |  |             |             |                  |
| Circulation--Total Periodicals                     | 1540           | 1732        | -11%             |  | 1540        | 1732        | -11%             |
|                                                    |                |             |                  |  |             |             |                  |
| Circulation--Total Audiovisual                     | 41403          | 46725       | -11%             |  | 41403       | 46725       | -11%             |
|                                                    |                |             |                  |  |             |             |                  |
| Circulation Total                                  | 108149         | 117035      | -8%              |  | 108149      | 117035      | -8%              |
|                                                    |                |             |                  |  |             |             |                  |
|                                                    |                |             |                  |  |             |             |                  |
| Accounts & Welcome Desk Circulation                | 4548           | 1729        | 163%             |  | 4548        | 1729        | 163%             |
| Self Check Circulation                             | 80741          | 88538       | -9%              |  | 80741       | 88538       | -9%              |
| Percent Self Check                                 | 95%            | 98%         | -3%              |  | 95%         | 98%         | -3%              |
| Web Site & Telephone Renewals                      | 15820          | 18771       | -16%             |  | 15820       | 18771       | -16%             |
| Other Staff Checkouts                              | 115            | 3052        | -96%             |  | 115         | 3052        | -96%             |
|                                                    |                |             |                  |  |             |             |                  |
| Requests Placed                                    | 20614          | 24870       | -17%             |  | 20614       | 24870       | -17%             |
| Requests Filled                                    | 17534          | 16649       | 5%               |  | 17534       | 16649       | 5%               |
| Requests Unclaimed                                 | 2240           | 3157        | -29%             |  | 2240        | 3157        | -29%             |
|                                                    |                |             |                  |  |             |             |                  |
| Interlibrary Loan Items Borrowed for LPL Patrons   | 408            | 461         | -11%             |  | 408         | 461         | -11%             |
| Interlibrary Loan Items Loaned from LPL Collection | 609            | 742         | -18%             |  | 609         | 742         | -18%             |
|                                                    |                |             |                  |  |             |             |                  |
| <b>OTHER LIBRARY SERVICES</b>                      |                |             |                  |  |             |             |                  |
|                                                    |                |             |                  |  |             |             |                  |
| User Visits                                        | 51964          | 56871       | -9%              |  | 51964       | 56871       | -9%              |
|                                                    |                |             |                  |  |             |             |                  |
| Public Computer Usage                              | 8019           | 8851        | -9%              |  | 8019        | 8851        | -9%              |



| Lawrence Public Library                       | January |        | Percent   |  | YTD   | YTD   | Percent   |
|-----------------------------------------------|---------|--------|-----------|--|-------|-------|-----------|
| Monthly Statistical Report                    | 2017    | 2016   | Change    |  | 2017  | 2016  | Change    |
|                                               |         |        | 2016-2017 |  |       |       | 2016-2017 |
| <b>PATRON INQUIRIES</b>                       |         |        |           |  |       |       |           |
| Ask Desk                                      | 1627    | 1932   | -16%      |  | 1627  | 1932  | -16%      |
| Teen Zone                                     | 660     | 692    | -5%       |  | 660   | 692   | -5%       |
| Children's Desk                               | 1289    | 1488   | -13%      |  | 1289  | 1488  | -13%      |
| IT Desk                                       | 1906    | 1736   | 10%       |  | 1906  | 1736  | 10%       |
| Welcome Desk                                  | 2257    | 3074   | -27%      |  | 2257  | 3074  | -27%      |
| Phone Calls                                   | 2020    | 4081   | -51%      |  | 2020  | 4081  | -51%      |
| Accounts Desk                                 | 4329    | 4201   | 3%        |  | 4329  | 4201  | 3%        |
| Total Reference Transactions                  | 14088   | 17204  | -18%      |  | 14088 | 17204 | -18%      |
| Public-Sponsored Uses of Meeting Rooms        | 805     | 573    | 40%       |  | 805   | 573   | 40%       |
| LPL Web Site Visits                           | 20422   | 29514  | -31%      |  | 20422 | 29514 | -31%      |
| <b>RESOURCES</b>                              |         |        |           |  |       |       |           |
| Holdings--Total                               | 207480  | 199603 | 4%        |  |       |       |           |
| Holdings--Adult                               | 132592  | 129498 | 2%        |  |       |       |           |
| Holdings--Young Adult                         | 10824   | 9447   | 15%       |  |       |       |           |
| Holdings--Youth                               | 64064   | 59457  | 8%        |  |       |       |           |
| Holdings--Audiovisual                         | 44705   | 47792  | -6%       |  |       |       |           |
| Holdings--eReaders                            | 11      | 9      | 22%       |  |       |       |           |
| Holdings Added                                | 3160    | 2547   | 24%       |  | 3160  | 2547  | 24%       |
| Holdings Withdrawn (Weeded)                   | 3154    | 1006   | 214%      |  | 3154  | 1006  | 214%      |
| Holdings Net Change                           | 6       | 1541   |           |  | 6     | 1541  |           |
| <b>LIBRARY PATRONS</b>                        |         |        |           |  |       |       |           |
| Total Borrowers                               | 78663   | 76118  | 3%        |  |       |       |           |
| Borrowers Added                               | 799     | 596    | 34%       |  | 799   | 596   | 34%       |
| Borrowers Transacting                         | 13363   | 12933  | 3%        |  | 13363 | 12933 | 3%        |
| Percent of Borrowers Transacting              | 17%     | 17%    | 0%        |  |       |       |           |
| Total Number of Lawrence Residents Registered | 63656   | 60980  | 4%        |  |       |       |           |
| Percent of Lawrence Residents Registered      | 65%     | 64%    | 1%        |  |       |       |           |

|                                              |                |             |                  |  |             |             |                  |
|----------------------------------------------|----------------|-------------|------------------|--|-------------|-------------|------------------|
|                                              |                |             |                  |  |             |             |                  |
| <b>Lawrence Public Library</b>               | <b>January</b> |             | <b>Percent</b>   |  | <b>YTD</b>  | <b>YTD</b>  | <b>Percent</b>   |
| <b>Monthly Statistical Report</b>            | <b>2017</b>    | <b>2016</b> | <b>Change</b>    |  | <b>2017</b> | <b>2016</b> | <b>Change</b>    |
|                                              |                |             | <b>2016-2017</b> |  |             |             | <b>2016-2017</b> |
| <b>PROGRAMMING</b>                           |                |             |                  |  |             |             |                  |
| Number of Adult Programs                     | 25             | 27          | -7%              |  | 25          | 27          | -7%              |
| Number of Young Adult Programs               | 14             | 14          | 0%               |  | 14          | 14          | 0%               |
| Number of Youth Programs                     | 53             | 44          | 20%              |  | 53          | 44          | 20%              |
| Number of Senior Programs                    | 12             | 11          | 9%               |  | 12          | 11          | 9%               |
| Total Programs                               | 104            | 96          | 8%               |  | 104         | 96          | 8%               |
| Adult Program Attendance                     | 628            | 578         | 9%               |  | 628         | 578         | 9%               |
| Young Adult Program Attendance               | 422            | 253         | 67%              |  | 422         | 253         | 67%              |
| Youth Program Attendance                     | 2373           | 2270        | 5%               |  | 2373        | 2270        | 5%               |
| Senior Program Attendance                    | 113            | 120         | -6%              |  | 113         | 120         | -6%              |
| Total Program Attendance                     | 3536           | 3221        | 10%              |  | 3536        | 3221        | 10%              |
| <b>STAFFING</b>                              |                |             |                  |  |             |             |                  |
| Total Paid Staff, in Full-Time Equivalents   | 62.74          | 64.56       | -3%              |  |             |             |                  |
| ALA-MLS Librarians, in Full-Time Equivalents | 18.94          | 18.6        | 2%               |  |             |             |                  |
| Number of Employees--Total                   | 87             | 87          | 0%               |  |             |             |                  |
| Number of Employees--Full-Time               | 37             | 38          | -3%              |  |             |             |                  |
| Number of Employees--Part-Time               | 50             | 49          | 2%               |  |             |             |                  |
| Terminations                                 | 0              | 1           | -100%            |  | 0           | 1           | -100%            |
| Hirings                                      | 0              | 1           | -100%            |  | 0           | 1           | -100%            |
| Volunteer Hours                              | 620.5          | 267.8       | 132%             |  | 620.5       | 267.8       | 132%             |
|                                              |                |             |                  |  |             |             |                  |

January 2017  
lynda.com stats:

Active users 1324  
New users 58  
Users who logged in 185  
Total log ins 590  
Hours viewed 234.26  
Hours viewed per user 1.27  
Hours viewed per log in .4

# **Library Director's Report for February 2017**

Respectfully submitted by Brad Allen 2/16/2017

## **The Big Read/Read Across Lawrence 2017**

We are now in the midst of Read Across Lawrence for 2017. This year, the library received an NEA grant to participate in The Big Read. This year's pick is Julia Alvarez's *In the Time of the Butterflies*. At our kickoff event, we ran out of over 200 copies of the book in less than a half hour. Events will occur throughout the month and culminate with a free event with Julia Alvarez on Sunday, March 5, at the Lied Center.

In addition, as we have done in the past, we are also doing Read Across Lawrence for kids and teens. The kids' book this year is *Unusual Chickens for the Exceptional Poultry Farmer* by Kelly Jones, and the teen book is *Return to Sender* by Julia Alvarez. We are encouraging high school aged teens to read *In the Time of the Butterflies*. Events complement each of these books for kids and teens as well. Overall, things have been going well thus far. Watch for a wrap up report next month.

## **Readers' Advisory Workshop for Kansas Librarians**

The library's Book Squad partnered with Northeast Kansas Library System to host a day long workshop for librarians called "Rethink Your RA and Reboot Your Book Club." About 100 librarians convened in our auditorium for a day of learning with RA expert Becky Spratford. Kudos to Polli Kenn and our Readers' Services team for hosting a great continuing education program for librarians in our region.

## **Greyhound Bus Stop Possibly Moving to 7th and Vermont**

The Lawrence stop for the Greyhound bus might possibly move to the corner of 7th and Vermont from its current location in front of City Hall. I offered up the location as a potential site seeing our facility as a good place for people to purchase and print their online ticket, seek shelter, use a restroom, and have a bite to eat. I have received many positive remarks from community members for our 'we serve everyone' approach to this community need. The City Commission and Greyhound will most likely make their determination about the future placement of the bus stop at their March 7 meeting.

## **Foundation Director's Report – February 16, 2017**

**After Hours at the Library.** The Carnaval de la Biblioteca was a great success! Approximately 250 people attended the event that celebrated Lawrence Public Library's first ever Big Read. We estimate that the net amount raised was \$34,000, a significant increase over last year's total of \$25,000. Baskets accounted for \$7,900 of the total and \$19,200 came from sponsorships. The event involved coordinating eight Lawrence restaurants, as well as 54 volunteers, LPL staff members, and Foundation Board members. A huge "thank you" goes to the planning committee: Jenny Gorup, Margie Coggins, Mary Gage, Karla Fleming, Craig Penzler, Kim Haig, Kim Rack, Billy Pilgrim, Sheryl Jacobs, Kelly Francis, John Catlin, Eileen Weiss, Gail Vick, and The Agency from KU's Journalism School. Their contributions, energy, and great organizational skills made it all happen.

**Planned Giving Coordinator.** The Foundation is pleased to report that Margie Coggins will serve as its new part time Planned Giving Coordinator. Margie will start work on March 1<sup>st</sup>. She already is drafting a plan to meet with a number of individuals about including the library in their estate plans. Margie is perfect for this position. She not only is a library evangelist, but also has included LPL in her own estate plan.

**Board Vacancies.** Margie Coggins and Laura Denneler will be leaving the Foundation Board after serving the maximum number of years. The board is currently considering nominations for new board members who will start their service at the May meeting.

**New Chapter Society & The Big Read.** Foundation Board members hand delivered copies of Julia Alvarez's *In the Time of the Butterflies* to New Chapter Society members in advance of the Big Read/Read Across Lawrence kick off on February 4<sup>th</sup>. In addition, invitations were mailed to New Chapter Society and board members for a special reception with Julia Alvarez when she visits Lawrence on Sunday, March 5<sup>th</sup>. Look for yours in your mailbox!

### **More Grants and Major Gifts**

- The Harrison Family Fund of DCCF has awarded a \$15,000 grant to the Library Foundation for the 2017 Music Storytellers Series.
- The Blaser Family Fund of DCCF has made a \$10,000 gift to the Library Foundation's general endowment fund at DCCF.
- The Jedel Family Fund of the Greater Kansas City Community Foundation has awarded the Library Foundation a \$2,500 grant for children's and teen's programs.
- The Walmart Foundation has awarded the library a \$1,000 grant for the 2017 seed library.

## **Confidentiality of Records**

The Library is committed to protecting library users' rights to privacy and confidentiality regarding information sought or received at the library.

Customer registration and circulation records are exempt from the Kansas Open Records Law (K.S.A. 45-221 (23)). All customer account information will be used only for legitimate operation of the Library. Disclosure will be limited to the individual account holder and in the case of minors, the responsible adult listed on the account upon presentation of identification.

The library will not disclose personally identifiable information about individual patrons to any requester unless required to do so by law upon receipt of a valid court order or subpoena authorized under federal, state or local law.

This information includes:

- The identity of users names, addresses, telephone numbers, ID numbers, or other account details.
- Materials users have borrowed from or through the library.
- Online services used.
- Reference consultations conducted in person, via phone, email, or chat.
- Sign up information for library events or communication.

We will not sell, license or disclose personal information to any third party except an agent working under contract for the library, unless required to do so by law or with the consent of the patron. We will try to contact patrons to reunite them with lost items (found here or elsewhere), but we will never disclose contact information to a third party.

Optional services, like Reading History, which allow the system to retain personal information for the patron's own use, may be provided, but patrons should always be able to opt in or opt out of such service.

Nothing in this statement prevents the Library from exercising its right to enforce rules of behavior, protect its facilities and equipment from harm, or prevent the use of Library facilities and equipment for illegal purposes. Staff is authorized to contact law enforcement authorities and provide information that may identify the individuals perpetrating a crime or a violation of Library use policies.

## **Use of Facilities**

There is no reasonable expectation of privacy regarding a person's presence in a public building. For that reason, library staff may respond to questions from law enforcement officers about a person's presence in the library. Please note that there is a distinction between privacy of a patron's use of library materials and services and their physical presence in a public building. For example:

- If a law enforcement officer asks staff for information from a patron's library account, or asks if a patron has used the computers, confidentiality procedures apply.
- If a law enforcement officer, who has provided identification, shows staff a picture of a patron and asks if the patron has been in the library during a designated time period, library staff may answer the officer's inquiry to the best of their ability as the patron has no expectation of privacy in this instance.

- Staff may not proactively monitor the library for an individual, regardless of age, and report to law enforcement or any entity when that person comes into the library.
- Staff may not verify one patron's presence in the library to another patron via telephone or in person, regardless of age (e.g. a parent looking for a child). This does not prevent staff from assisting a parent in co-searching for a child.
- In an emergency situation, staff may try to assist in relaying a message to a potential patron when possible, but will not confirm or deny the patron's presence in the library.

### **Video Security Camera Policy**

The Library uses security cameras for the safety and security of library users and staff as well as to protect library assets and operations.

Reasonable efforts will be made to safeguard the privacy of patrons and staff. Cameras are installed in public spaces inside and outside of the Library where patrons have no reasonable expectation of privacy, such as seating areas, stacks, and computer areas. They will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.

Access to the footage is restricted to designated staff: Security Guards, Persons-In-Charge, and Information Technology Staff. Viewing should be in staff only areas of the Library to protect patron privacy. Patron access to video footage is not allowed. In situations involving criminal activity, injury, or violation of the Library's Code of Conduct, stored images may be shared with staff library-wide. Shared images may remain posted in restricted staff areas as long as the ban is in effect.

The Library Director may release a still shot or portions of recorded footage to the police when requesting their assistance to assess a security risk or investigate a crime on Library premises. Otherwise, requests for access by the Lawrence Police Department or any other outside agency will only be allowed upon presentation of a valid subpoena or court order, or when otherwise required by law. All requests for access to footage must be referred to the Library Director.