

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

Monday, February 19, 2018 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

- Form Budget Committee
- Library Behavior Policy – REVIEW, POSSIBLE ACTION ITEM

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees
Regular Board Meeting
January 15, 2018
4:30 p.m.**

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

Library Staff Present: Brad Allen (Executive Director), Tricia Karlin, Amanda McConnell, Kathleen Morgan, Kristin Soper, Sherri Turner.

Friends of the Library: Jan Conard

Guests: Fred Logan and Andrew Logan, Logan Logan & Watson, L.C.

Call to Order

Brady called the regular meeting to order at 4:32 p.m.

Public Comment

There were no public comments. Kristin distributed copies of the 2018 Read Across Lawrence book, *Wonder* by R. J. Palacio, and the Kindness calendar that supports one of the RAL activities.

Consent Agenda

Kevan moved to approved the consent agenda; Joan seconded. All in favor; motion carried.

Director's Report

Brad said that the new self-checks were purchased with all private funds. He directed the board's attention to the staffing changes noted in his report. He said he would let the board know when the date is set for the dedication for the new Tech Desk. Staff received active shooter training from the Lawrence Police Department last week.

Library Foundation Executive Director's Report

Kathleen reported that the Foundation had a great 2017 with donations of about \$460,000, including the unexpected bequest of \$141,000 from the estate of Marjorie Shepoiser. New Chapter Society gifts since October total more \$38,000. BNSF has pledged \$10,000 for the Lizzie Velasquez talk. Caddy Stacks planning is well in hand. Cathy Hamilton is helping with an upcoming program on how to write a "fun" obituary as part of the Before You Check Out series.

Friends Report

Jan said that the Friends donated \$90,000 to the library in 2017. Book donations continue to roll in. The first surprise sale of 2018 will be on February 3. The Amazon online store continues to surpass all expectations. Friends are establishing accounts on eBay and PayPal. A combined annual meeting/all-volunteer meeting is scheduled for March 3. The treasurer post is as yet unfilled.

Ongoing Business

Approve Employee Handbook

Brady thanked Fred and Andy for the legal review and comments regarding the revised Employee Handbook, and thanked library staff for providing a good document to work from. Brady asked if the issue of weapons should be addressed in the handbook. Fred said that a weapons policy might be better as a broader policy rather than addressed only in the employee handbook. The library weapons policy is within the Library Code of Conduct which needs to be revised to reflect current state law. Fred said that they recommend removing the board from the grievance procedure except as it relates to the Executive Director. He said that in their view the board sets policy but doesn't manage staff, except the Executive Director, and a grievance is a management issue. Fred suggested adding a sentence to the FMLA section to clarify how the 12-month period is counted. Brady asked if staff had any further questions. Sherri said the Small Leadership Team had reviewed it to their satisfaction. David moved to accept the New Employee Handbook as presented; Ursula seconded. All in favor; motion carried.

New Business

NEKLS Accreditation Application Review

The board reviewed the NEKLS application. Brad noted that the main changes to the criteria were that the requirement for number of computers was changed to a bandwidth requirement, and that wireless should be available 24x7; staff has made the changes needed to be in compliance. Brad and Brady will sign and return the application to NEKLS. Brad lobbied successfully for an increase in the grant for Major Resource Libraries from \$68,000 to \$90,000.

Review Annual Organizational Calendar

Brad presented the annual organizational calendar to the board and asked if there were any additions. None were noted, but Brad will try to confirm what the city budget calendar will be.

Transfer Funds to Capital Improvement

Joan moved that \$28,891.85 be transferred to the Capital Improvement Account; Kevan seconded. All in favor; motion carried.

Adjournment

Kevan moved to adjourn; Ursula seconded. Meeting adjourned at 5:18 p.m.

The next Board meeting will be Monday, February 19, at 4:30 p.m., in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
2018									
REVENUES		This Month	Year to Date	Annual Budget	8% of Year		January 2017		YTD 2017
Tax Fund		\$ 385,378.17	\$ 385,378.17	\$ 4,233,000.00	9.10%		\$ 2,202,197.63		\$ 2,202,197.63
Overdues		\$ 12,313.61	\$ 12,313.61	\$ 148,400.00	8.30%		\$ 15,417.65		\$ 15,417.65
NEKLS		\$ 2,000.00	\$ 2,000.00	\$ 90,000.00	2.22%		\$ -		\$ -
State Aid		\$ -	\$ -	\$ 25,000.00	0.00%		\$ -		\$ -
Photo Copies		\$ 1,447.13	\$ 1,447.13	\$ 20,000.00	7.24%		\$ 862.80		\$ 862.80
Coffee Shop Rent		\$ 750.00	\$ 750.00	\$ 9,000.00	8.33%		\$ -		\$ -
Meeting Room Fees		\$ 850.00	\$ 850.00	\$ 3,000.00	28.33%		\$ 475.00		\$ 475.00
Interest		\$ 311.90	\$ 311.90	\$ 1,600.00	19.49%		\$ 127.46		\$ 127.46
Miscellaneous		\$ (11.99)	\$ (11.99)	\$ -			\$ (33.91)		\$ (33.91)
Total Revenues		\$403,038.82	\$403,038.82	\$4,530,000.00	8.90%		\$2,219,046.63		\$2,219,046.63
EXPENSES									
Salaries & Wages		\$ 209,493.22	\$ 209,493.22	\$ 2,500,000.00	8.38%		\$ 190,753.57		\$ 190,753.57
Employee Benefits		\$ 23,511.87	\$ 23,511.87	\$ 275,000.00	8.55%		\$ 19,134.08		\$ 19,134.08
Payroll Taxes		\$ 34,834.19	\$ 34,834.19	\$ 420,000.00	8.29%		\$ 29,864.53		\$ 29,864.53
Utilities		\$ 10,549.72	\$ 10,549.72	\$ 96,000.00	10.99%		\$ 9,571.20		\$ 9,571.20
Building Supplies		\$ 1,322.71	\$ 1,322.71	\$ 20,000.00	6.61%		\$ 321.71		\$ 321.71
Building Repairs & Maintenance		\$ 6,377.47	\$ 6,377.47	\$ 55,000.00	11.60%		\$ 5,191.68		\$ 5,191.68
Library Supplies		\$ 1,076.27	\$ 1,076.27	\$ 25,000.00	4.31%		\$ 2,908.81		\$ 2,908.81
Books & Materials		\$ 16,086.56	\$ 16,086.56	\$ 650,000.00	2.47%		\$ 604.95		\$ 604.95
Processing Supplies		\$ 4,101.58	\$ 4,101.58	\$ 65,000.00	6.31%		\$ 8,179.38		\$ 8,179.38
Equipment		\$ 1,299.00	\$ 1,299.00	\$ 10,000.00	12.99%		\$ -		\$ -
Technology		\$ 7,433.56	\$ 7,433.56	\$ 210,000.00	3.54%		\$ 11,897.11		\$ 11,897.11
Insurance		\$ -	\$ -	\$ 15,000.00	0.00%		\$ -		\$ -
Shipping		\$ 585.15	\$ 585.15	\$ 19,000.00	3.08%		\$ 2,751.92		\$ 2,751.92
Professional Development		\$ 280.00	\$ 280.00	\$ 30,000.00	0.93%		\$ 400.00		\$ 400.00
Book Van & Mileage		\$ 43.24	\$ 43.24	\$ 2,000.00	2.16%		\$ 40.06		\$ 40.06
Programs		\$ 732.86	\$ 732.86	\$ 20,000.00	3.66%		\$ 1,102.59		\$ 1,102.59
Professional Fees		\$ 10,770.02	\$ 10,770.02	\$ 40,000.00	26.93%		\$ 2,304.37		\$ 2,304.37
Advertising & Marketing		\$ 1,341.65	\$ 1,341.65	\$ 30,000.00	4.47%		\$ 65.94		\$ 65.94
Capital Improvements		\$ -	\$ -	\$ 48,000.00	0.00%		\$ -		\$ -
Miscellaneous		\$ 2,205.87	\$ 2,205.87	\$ -			\$ 3,469.40		\$ 3,469.40
Total Expenses		\$ 332,044.94	\$ 332,044.94	\$ 4,530,000.00	7.33%		\$ 288,561.30		\$ 288,561.30
CASH BALANCES									
Checking		\$ 627,580.30							
Capital Improvement		\$ 604,006.45							

Lawrence Public Library												
2017 Outside Funding Report												
			1/1/2018		January	January	February	February	March	March		
			AMOUNT		Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS												
	KPR-Advertising		\$ 425.87		\$ 6,000.00	\$ 287.11					\$ 6,138.76	
	Summer Reading - ALL		\$ -								\$ -	
	Aquarium		\$ 256.77		\$ 4,000.00	\$ 300.00					\$ 3,956.77	
	Volunteers		\$ 743.55								\$ 743.55	
	Read Across Lawrence 2015/2016		\$ 1,548.82								\$ 1,548.82	
	Salaries/Taxes		\$ 16.79			\$ 3,919.99					\$ (3,903.20)	
	Block Grant		\$ 39,734.07		\$ (10,000.00)						\$ 29,734.07	
			\$ 43,584.71		\$ -	\$ 4,507.10	\$ -	\$ -	\$ -	\$ -	\$ 39,077.61	
FOUNDATION												
	Kansas Health Foundation		\$ 2,484.89			\$ 349.93					\$ 2,134.96	
	Salaries/Taxes - Bukaty		\$ -			\$ 422.02					\$ (422.02)	
	Foundation Expenses to be reimbursed		\$ -		\$ 746.87	\$ 236.53					\$ 510.34	
	Salkind for E-books		\$ 382.88			\$ 380.77					\$ 2.11	
	Harry Potter		\$ 1,000.00			\$ 333.40					\$ 666.60	
	Weinberg YS/YA		\$ 1,734.36								\$ 1,734.36	
	Milliken Fund		\$ 827.33								\$ 827.33	
	Sound & Vision		\$ 935.62			\$ 1,849.98					\$ (914.36)	
	Juanita Marsh		\$ 502.66								\$ 502.66	
	Seed Library		\$ 2,929.29			\$ 435.86					\$ 2,493.43	
	Crowe Fund		\$ 1,385.06								\$ 1,385.06	
	Tech Desk - Gage		\$ 73.09								\$ 73.09	
	Local History		\$ 1,475.06								\$ 1,475.06	
	MIDCO		\$ 2,366.78								\$ 2,366.78	
	General Endowment		\$ 2,222.72								\$ 2,222.72	
	Simpson Grant		\$ 13,962.07			\$ 10,440.35					\$ 3,521.72	
	Youth Services		\$ 1,419.83								\$ 1,419.83	
			\$ 50,701.64		\$ 746.87	\$ 14,448.84	\$ -	\$ -		\$ -	\$ 36,999.67	
OTHER												
	Memorials/Honor with Books/Bauleke		\$ 131.07			\$ 137.12					\$ 3,047.20	
	Landsberg Bequest		\$ 6,996.11			\$ 305.87					\$ 6,690.24	
	Lawrence Give Back		\$ 2,626.32			\$ -					\$ 2,626.32	
	Wurfy		\$ 39.69		\$ 100.00						\$ 139.69	
	Merchandise Sales		\$ 993.82		\$ 418.25						\$ 1,412.07	
			\$ 10,787.01		\$ 518.25	\$ 442.99	\$ -	\$ -	\$ -	\$ -	\$ 13,915.52	
			\$ 105,073.36									
			Month Total		\$ 1,265.12	\$ 19,398.93	\$ -	\$ -	\$ -	\$ -		

Lawrence Public Library
Balance Sheet
As of January 31, 2018

	Jan 31, 18	Jan 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Gift Certificates	240.67	0.00	240.67	100.0%
MIP Operating Funds	47,771.77	0.00	47,771.77	100.0%
Checking	579,808.53	2,442,819.46	-1,863,010.93	-76.3%
Capital Improvement-2	0.00	571,371.03	-571,371.03	-100.0%
Capital Improvement at MIP	604,006.45	0.00	604,006.45	100.0%
Total Checking/Savings	<u>1,231,827.42</u>	<u>3,014,190.49</u>	<u>-1,782,363.07</u>	<u>-59.1%</u>
Total Current Assets	<u>1,231,827.42</u>	<u>3,014,190.49</u>	<u>-1,782,363.07</u>	<u>-59.1%</u>
Other Assets				
Bitcoin Investment	0.00	193.65	-193.65	-100.0%
Petty Cash	1,130.70	1,230.70	-100.00	-8.1%
Total Other Assets	<u>1,130.70</u>	<u>1,424.35</u>	<u>-293.65</u>	<u>-20.6%</u>
TOTAL ASSETS	<u>1,232,958.12</u>	<u>3,015,614.84</u>	<u>-1,782,656.72</u>	<u>-59.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	84,784.12	49,253.68	35,530.44	72.1%
Total Accounts Payable	<u>84,784.12</u>	<u>49,253.68</u>	<u>35,530.44</u>	<u>72.1%</u>
Other Current Liabilities				
Payroll Liabilities	49,026.51	2,505.26	46,521.25	1,856.9%
Total Other Current Liabilities	<u>49,026.51</u>	<u>2,505.26</u>	<u>46,521.25</u>	<u>1,856.9%</u>
Total Current Liabilities	<u>133,810.63</u>	<u>51,758.94</u>	<u>82,051.69</u>	<u>158.5%</u>
Total Liabilities	<u>133,810.63</u>	<u>51,758.94</u>	<u>82,051.69</u>	<u>158.5%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	745,652.20	729,835.85	15,816.35	2.2%
Net Income	52,860.07	1,933,384.83	-1,880,524.76	-97.3%
Total Equity	<u>1,099,147.49</u>	<u>2,963,855.90</u>	<u>-1,864,708.41</u>	<u>-62.9%</u>
TOTAL LIABILITIES & EQUITY	<u>1,232,958.12</u>	<u>3,015,614.84</u>	<u>-1,782,656.72</u>	<u>-59.1%</u>

Lawrence Public Library
Revenues & Expenses
January 2018

	<u>Jan 18</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Foundation Events	746.87
Gifts-Other	100.00
Grants	2,000.00
Interest	311.90
Meeting Room Fees	850.00
Merchandise Sales	418.25
Overdues	12,313.61
Personal Books	-11.99
Photo Copies	1,447.13
Tax Fund	385,378.17
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Total Income	404,303.94
Expense	
Payroll Expenses	233,005.09
Payroll Taxes	35,425.04
Utilities - Electric	10,549.72
Building Supplies	1,322.71
Building Repairs & Maintenance	6,377.47
Library & Office Supplies	1,076.27
Books & Materials	16,086.56
Processing Supplies	4,101.58
Equipment	1,299.00
Technology	7,433.56
Shipping	585.15
Professional Development	280.00
Bookvan & Mileage	43.24
Program Expense	732.86
Professional Fees	10,770.02
Advertising	1,341.65
Miscellaneous	2,205.87
FOUNDATION FUNDING	14,418.49
FRIENDS FUNDING	4,389.59
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Total Expense	351,443.87
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Net Ordinary Income	52,860.07
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Lawrence Public Library
Revenues & Expenses
January 2018

	Jan 18
Net Income	52,860.07

Lawrence Public Library Vendor Balance Summary

All Transactions

	Feb 16, 18
Abe & Jake's Landing	200.00
Acco Brands	63.22
Advance Insurance Company	544.01
Air Filter Plus	447.61
Amazon	5,081.58
ASI	50.00
Baker & Taylor, Inc.	380.73
Beth Cigler	12.00
Bibliotheca	12,090.00
Bob's Janitorial Service	200.00
Center Point Large Print	136.62
Century Business Technologies	484.79
Charlotte Pemberton	125.00
City of Lawrence	9,000.00
City Wide Maintenance	2,042.96
Databank Holdings, LTD	630.90
Demco, Inc.	1,504.92
EBSCO	222.28
eRate Solutions, L.L.C.	1,006.01
Gail G. Cox	41.83
Gale/Cengage Learning	917.37
Ingram Library Services	24,821.66
Intuit	22.90
J Webb	350.00
James Reinecker	26.24
Jayhawk Trophy Co., Inc.	10.40
Jayhawk Tropical Fish	641.50
Journal-World	193.60
Kanopy LLC	886.00
Kansas Public Radio	287.11
Kaplan	550.00
Kring's Interior Fashion Center	880.00
Laser Logic, Inc.	1,030.19
Lawrence Sign Up LLC	946.00
Logan Logan & Watson, L.C.	4,500.00
Michael Bradley	400.00
Midwest Tape	20,251.30
MSM Systems Inc.	138.75
NEKLS	115.00
OCLC, Inc.	5,187.88
OverDrive	33,890.79
P1 Group, Inc.	5,397.73
Pan Asian Publications Inc.	313.68
Paperboys, Ltd.	1,015.70
Pro Print Inc.	180.00
Pur-O-Zone, Inc.	12,450.98
Quill Corporation	372.31
Random House, Inc.	279.00
Recorded Books	1,081.14
San Antonio College Library	34.95
Schendel Services	99.75
Southwest Solutions Group	797.51
Stanion Wholesale Electric Co.	131.44
The Chamber	310.00
The New York Times	1,575.90
Unique Management Services	863.78
United Parcel Service	399.06
VISA 5372	12,791.71
Westar	9,362.50
TOTAL	177,768.29

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02/15/18

Lawrence Public Library
Check Detail
February 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	02/19/2018	ASI	Checking	
Bill		02/02/2018		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	02/19/2018	Intuit	Checking	
Bill	January	02/14/2018		Professional Fees	-22.90
TOTAL					-22.90
Bill Pmt -Check	Electronic	02/19/2018	United Parcel Service	Checking	
Bill	1058	02/14/2018		Shipping	-399.06
TOTAL					-399.06
Bill Pmt -Check	Electronic	02/19/2018	VISA 5372	Checking	
Bill		02/14/2018		Adult Programming	-32.68
				Bookvan & Mileage	-88.56
				Children's Programming	-79.32
				Children's Programming	-58.58
				Children's Programming	-32.60
				Children's Programming	-71.80
				Children's Programming	-12.67
				Children's Programming	-16.64
				Young Adult Program...	-250.24
				Harry Potter Book Night	-36.94
				Read Across Lawrence	-1,231.49
				Shipping	-65.99
				Liability Insurance	-1,126.00
				Processing Supplies	-232.28
				Library & Office Suppli...	-672.30
				Membership & Dues	-100.00
				Advertising	-308.48
				Building Supplies	-847.44
				Supplies	-42.28
				Supplies	-49.30
				Supplies	-180.81
				Supplies	-59.00
				Supplies	-14.99
				Telephone	-275.59
				Seed Library	-159.13
				FOUNDATION FUNDI...	-82.99
				FOUNDATION FUNDI...	-567.09
				FOUNDATION FUNDI...	-149.00
				FOUNDATION FUNDI...	-324.50
				FOUNDATION FUNDI...	-52.36
				Books & Materials	-42.63
				PLA	-5,149.03
				Adult Services	-379.00
TOTAL					-12,791.71

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Lawrence Public Library
Check Detail
February 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	02/19/2018	Westar	Checking	
Bill		02/14/2018		Utilities - Electric	-9,362.50
TOTAL					-9,362.50
Bill Pmt -Check	Electronic	02/19/2018	Advance Insurance Company	Checking	
Bill	March 2018	02/14/2018		Group Life Insurance	-544.01
TOTAL					-544.01
Liability Check	E-pay	02/01/2018	IRS	Checking	
				Federal Withholding	-14,832.00
				Company	-12,970.29
				Employee	-12,970.29
				Company	-3,033.35
				Employee	-3,033.35
TOTAL					-46,839.28
Bill Pmt -Check	8059	02/22/2018	Acco Brands	Checking	
Bill	2700367	01/22/2018		Library & Office Suppli...	-63.22
TOTAL					-63.22
Bill Pmt -Check	8060	02/22/2018	Air Filter Plus	Checking	
Bill	353425	01/22/2018		Building Supplies	-447.61
TOTAL					-447.61
Bill Pmt -Check	8061	02/22/2018	Baker & Taylor, Inc.	Checking	
Bill	2033385075	01/30/2018		GGIFT	-3.80
Bill	5014825601	01/30/2018		Books & Materials	-25.55
Bill	2033439171	01/30/2018		Books & Materials	-205.89
Bill	2033439172	01/30/2018		Processing Supplies	-0.75
Bill	2033464485	01/30/2018		Books & Materials	-81.75
Bill	2033464486	01/30/2018		Processing Supplies	-0.30
Bill	5014873544	02/14/2018		Books & Materials	-24.54
Bill	2033487653	02/14/2018		Books & Materials	-38.00
Bill	2033487654	02/14/2018		Processing Supplies	-0.15
TOTAL					-380.73
Bill Pmt -Check	8062	02/22/2018	Bob's Janitorial Service	Checking	
Bill	303239	02/14/2018		Building Repairs & Mai...	-200.00
TOTAL					-200.00

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Lawrence Public Library
Check Detail
February 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8063	02/22/2018	Center Point Large Print	Checking	
Bill	1541587	01/30/2018		Books & Materials	-136.62
TOTAL					-136.62
Bill Pmt -Check	8064	02/22/2018	Century Business Technologies	Checking	
Bill	476643	01/22/2018		Copying	-346.38
Bill	476644	01/30/2018		Copying	-15.00
Bill	478572	02/14/2018		Copying	-67.73
Bill	478502	02/14/2018		Copying	-55.68
TOTAL					-484.79
Bill Pmt -Check	8065	02/22/2018	City Wide Maintenance	Checking	
Bill	CON067475	01/30/2018		Professional Fees	-2,042.96
TOTAL					-2,042.96
Bill Pmt -Check	8066	02/22/2018	Databank Holdings, LTD	Checking	
Bill	32727	01/22/2018		Public Access	-298.25
Bill	33742	02/14/2018		Public Access	-332.65
TOTAL					-630.90
Bill Pmt -Check	8067	02/22/2018	Demco, Inc.	Checking	
Bill	6290737	01/30/2018		Processing Supplies	-424.96
Bill	6299868	02/14/2018		Library & Office Suppli...	-1,079.96
TOTAL					-1,504.92
Bill Pmt -Check	8068	02/22/2018	EBSCO	Checking	
Bill	87939	01/30/2018		Periodicals	-222.28
TOTAL					-222.28
Bill Pmt -Check	8069	02/22/2018	eRate Solutions, L.L.C.	Checking	
Bill	1768	01/30/2018		Professional Fees	-1,006.01
TOTAL					-1,006.01

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Lawrence Public Library
Check Detail
February 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8070	02/22/2018	Gale/Cengage Learning	Checking	
Bill	62564010	01/30/2018		Books & Materials	-114.03
Bill	62394062	01/30/2018		Books & Materials	-128.74
Bill	62449737	01/30/2018		Books & Materials	-230.91
Bill	62485189	01/30/2018		Books & Materials	-65.77
Bill	62727672	01/30/2018		Books & Materials	-88.86
Bill	62699005	01/30/2018		Books & Materials	-128.04
Bill	62460467	01/30/2018		Books & Materials	-43.38
Bill	62469600	01/30/2018		Books & Materials	-38.92
Bill	63063658	02/14/2018		Books & Materials	-18.89
Bill	63118105	02/14/2018		Books & Materials	-37.78
Bill	62916287	02/14/2018		Books & Materials	-22.05
TOTAL					-917.37

Bill Pmt -Check	8071	02/22/2018	Ingram Library Services	Checking	
Bill	32619609	01/22/2018		Personal Books	-11.99
Bill	32833377	01/30/2018		Landsberg Gift	-17.10
Bill	32833376	01/30/2018		Landsberg Gift	-1.64
Bill	32833375	01/30/2018		Landsberg Gift	-14.79
Bill	32807393	01/30/2018		Landsberg Gift	-15.96
Bill	32769887	01/30/2018		Landsberg Gift	-14.99
Bill	32671205	01/30/2018		Landsberg Gift	-17.10
Bill	32671203	01/30/2018		Landsberg Gift	-17.10
Bill	32619612	01/30/2018		Landsberg Gift	-33.59
Bill	32870053	01/30/2018		Landsberg Gift	-1.64
Bill	32870052	01/30/2018		Landsberg Gift	-33.00
Bill	32517864	01/30/2018		Landsberg Gift	-19.95
Bill	32547324	01/30/2018		Landsberg Gift	-14.25
Bill	32568981	01/30/2018		Landsberg Gift	-27.33
Bill	32374347	01/30/2018		Landsberg Gift	-1.97
Bill	32418675	01/30/2018		Landsberg Gift	-0.82
Bill	32254408	01/30/2018		Landsberg Gift	-0.82
Bill	32351914	01/30/2018		Landsberg Gift	-0.82
Bill	32568982	01/30/2018		Landsberg Gift	-2.79
Bill	32619613	01/30/2018		Landsberg Gift	-1.64
Bill	32769888	01/30/2018		Landsberg Gift	-1.97
Bill	32807394	01/30/2018		Landsberg Gift	-0.82
Bill	32671206	01/30/2018		Landsberg Gift	-0.82
Bill	32671204	01/30/2018		Landsberg Gift	-0.82
Bill	32560596	01/30/2018		GGIFT	-51.48
Bill	32547326	01/30/2018		GGIFT	-5.99
Bill	32132380	01/30/2018		GGIFT	-2.57
Bill	32702453	01/30/2018		Greatest Expectations-...	-23.64
				Processing Supplies	-18.16
Bill	32702452	01/30/2018		Greatest Expectations-...	-115.20
				Books & Materials	-184.76
Bill	32702454	01/30/2018		Books & Materials	-16.17
Bill	32865036	01/30/2018		Books & Materials	-499.75
				Library & Office Suppli...	-47.00
Bill	32807391	01/30/2018		Books & Materials	-14.99
Bill	32769885	01/30/2018		Books & Materials	-13.19
Bill	32928007	01/30/2018		Books & Materials	-292.23
Bill	32892509	01/30/2018		Books & Materials	-699.01
Bill	32870050	01/30/2018		Books & Materials	-560.46
Bill	32833371	01/30/2018		Books & Materials	-1,137.93
Bill	32833373	01/30/2018		Books & Materials	-28.18
Bill	32807389	01/30/2018		Books & Materials	-443.40

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Type	Num	Date	Name	Account	Paid Amount
Bill	32769883	01/30/2018		Books & Materials	-1,109.42
Bill	32821359	01/30/2018		Books & Materials	-1,137.88
Bill	32821361	01/30/2018		Books & Materials	-324.11
Bill	32736980	01/30/2018		Books & Materials	-743.18
Bill	32671197	01/30/2018		Books & Materials	-369.10
Bill	32671201	01/30/2018		Books & Materials	-1,879.30
Bill	32689973	01/30/2018		Books & Materials	-25.19
Bill	32619610	01/30/2018		Books & Materials	-277.49
Bill	32638744	01/30/2018		Books & Materials	-18.99
Bill	32596097	01/30/2018		Books & Materials	-187.35
Bill	32568979	01/30/2018		Books & Materials	-2,546.78
Bill	32351910	01/30/2018		Books & Materials	-14.80
				Personal Books	-11.99
Bill	32547322	01/30/2018		Books & Materials	-72.00
Bill	32547320	01/30/2018		Books & Materials	-18.00
Bill	32547318	01/30/2018		Books & Materials	-145.02
Bill	32547316	01/30/2018		Books & Materials	-171.26
Bill	32517862	01/30/2018		Books & Materials	-16.79
Bill	32517860	01/30/2018		Books & Materials	-623.17
Bill	32807392	01/30/2018		Processing Supplies	-0.15
Bill	32769886	01/30/2018		Processing Supplies	-0.15
Bill	32928008	01/30/2018		Processing Supplies	-43.28
Bill	32892510	01/30/2018		Processing Supplies	-77.82
Bill	32870051	01/30/2018		Processing Supplies	-47.65
Bill	32833372	01/30/2018		Processing Supplies	-129.95
Bill	32833374	01/30/2018		Processing Supplies	-0.30
Bill	32865037	01/30/2018		Processing Supplies	-39.21
Bill	32807390	01/30/2018		Processing Supplies	-29.01
Bill	32769884	01/30/2018		Processing Supplies	-90.32
Bill	32821360	01/30/2018		Processing Supplies	-129.82
Bill	32821362	01/30/2018		Processing Supplies	-29.36
Bill	32702455	01/30/2018		Processing Supplies	-0.15
Bill	32736981	01/30/2018		Processing Supplies	-113.05
Bill	32671198	01/30/2018		Processing Supplies	-27.52
Bill	32671202	01/30/2018		Processing Supplies	-222.53
Bill	32689974	01/30/2018		Processing Supplies	-0.45
Bill	32619611	01/30/2018		Processing Supplies	-18.99
Bill	32568980	01/30/2018		Processing Supplies	-263.70
Bill	32547323	01/30/2018		Processing Supplies	-0.75
Bill	32547321	01/30/2018		Processing Supplies	-0.15
Bill	32547319	01/30/2018		Processing Supplies	-11.80
Bill	32547317	01/30/2018		Processing Supplies	-13.44
Bill	32517863	01/30/2018		Processing Supplies	-0.15
Bill	32517861	01/30/2018		Processing Supplies	-38.42
Bill	32966580	02/14/2018		Personal Books	-28.80
Bill	33082728	02/14/2018		Landsberg Gift	-30.17
Bill	33082729	02/14/2018		Landsberg Gift	-1.64
Bill	33082726	02/14/2018		Landsberg Gift	-17.10
Bill	33082727	02/14/2018		Landsberg Gift	-0.82
Bill	32966583	02/14/2018		Landsberg Gift	-17.10
Bill	32966584	02/14/2018		Landsberg Gift	-0.82
Bill	32942109	02/14/2018		Landsberg Gift	-5.91
Bill	32942105	02/14/2018		Landsberg Gift	-22.79
Bill	32913410	02/14/2018		Landsberg Gift	-15.36
Bill	32913412	02/14/2018		Landsberg Gift	-19.95
Bill	32956438	02/14/2018		Landsberg Gift	-3.61
Bill	32956437	02/14/2018		Landsberg Gift	-69.62
Bill	32942107	02/14/2018		GGIFT	-5.39
Bill	32547327	02/14/2018		GGIFT	-1.97
Bill	32560597	02/14/2018		GGIFT	-2.94
Bill	32547325	02/14/2018		Landsberg Gift	-0.82
Bill	32517865	02/14/2018		Landsberg Gift	-0.82

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Type	Num	Date	Name	Account	Paid Amount
Bill	32913411	02/14/2018		Landsberg Gift	-1.64
Bill	33124335	02/14/2018		Processing Supplies	-4.54
Bill	33124333	02/14/2018		Processing Supplies	-38.07
Bill	33113963	02/14/2018		Processing Supplies	-29.17
Bill	33059965	02/14/2018		Processing Supplies	-127.68
Bill	33082725	02/14/2018		Processing Supplies	-112.32
Bill	33092761	02/14/2018		Processing Supplies	-83.23
Bill	33035279	02/14/2018		Processing Supplies	-25.10
Bill	33048439	02/14/2018		Processing Supplies	-23.00
Bill	32966582	02/14/2018		Processing Supplies	-224.12
Bill	32996800	02/14/2018		Processing Supplies	-27.36
Bill	32996798	02/14/2018		Processing Supplies	-24.10
Bill	32942104	02/14/2018		Processing Supplies	-11.13
Bill	32977216	02/14/2018		Processing Supplies	-3.94
Bill	32977214	02/14/2018		Processing Supplies	-66.02
Bill	32913409	02/14/2018		Processing Supplies	-53.11
Bill	33124331	02/14/2018		Books & Materials	-21.57
Bill	33124330	02/14/2018		Books & Materials	-21.90
				Books & Materials	-113.98
Bill	33124334	02/14/2018		Books & Materials	-61.97
Bill	33124332	02/14/2018		Books & Materials	-266.86
Bill	33113962	02/14/2018		Books & Materials	-280.11
Bill	33059964	02/14/2018		Books & Materials	-1,316.98
Bill	33082724	02/14/2018		Books & Materials	-1,141.93
Bill	33092760	02/14/2018		Books & Materials	-560.72
Bill	33035278	02/14/2018		Books & Materials	-328.49
Bill	33048438	02/14/2018		Books & Materials	-285.65
Bill	32966581	02/14/2018		Books & Materials	-2,220.96
Bill	32996799	02/14/2018		Books & Materials	-331.84
Bill	32996797	02/14/2018		Books & Materials	-354.12
Bill	32942103	02/14/2018		Books & Materials	-132.21
Bill	32977215	02/14/2018		Books & Materials	-30.45
Bill	32977213	02/14/2018		Books & Materials	-547.36
Bill	32913408	02/14/2018		Books & Materials	-276.63
TOTAL					-24,821.66
Bill Pmt -Check	8072	02/22/2018	J Webb	Checking	
Bill	4944	02/15/2018		Supplies	-350.00
TOTAL					-350.00
Bill Pmt -Check	8073	02/22/2018	Jayhawk Trophy Co., Inc.	Checking	
Bill	60162	02/14/2018		Miscellaneous	-10.40
TOTAL					-10.40
Bill Pmt -Check	8074	02/22/2018	Jayhawk Tropical Fish	Checking	
Bill	502995	01/22/2018		Aquarium Maintenance	-300.00
Bill	502931	02/14/2018		Aquarium Maintenance	-341.50
TOTAL					-641.50

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8075	02/22/2018	Kanopy LLC	Checking	
Bill	121228-PPU	01/30/2018		Books & Materials	-406.00
Bill	122723-PPU	02/14/2018		Books & Materials	-480.00
TOTAL					-886.00
Bill Pmt -Check	8076	02/22/2018	Kansas Public Radio	Checking	
Bill	141942	01/22/2018		Advertising Gift Fund	-287.11
TOTAL					-287.11
Bill Pmt -Check	8077	02/22/2018	Kring's Interior Fashion Center	Checking	
Bill	CG703849	01/30/2018		Building Repairs & Mai...	-880.00
TOTAL					-880.00
Bill Pmt -Check	8078	02/22/2018	Laser Logic, Inc.	Checking	
Bill	280706	02/14/2018		Children's Programming	-356.00
Bill	23101	02/14/2018		Building Repairs & Mai...	-524.00
Bill	280570	02/14/2018		Library & Office Suppli...	-150.19
TOTAL					-1,030.19
Bill Pmt -Check	8079	02/22/2018	Lawrence Sign Up LLC	Checking	
Bill	10284	01/24/2018		Advertising	-428.00
Bill	10771	02/14/2018		Advertising	-294.00
Bill	10704	02/14/2018		Read Across Lawrence	-224.00
TOTAL					-946.00
Bill Pmt -Check	8080	02/22/2018	Logan Logan & Watson, L.C.	Checking	
Bill	1-12-18	01/22/2018		Professional Fees	-4,500.00
TOTAL					-4,500.00
Bill Pmt -Check	8081	02/22/2018	Midwest Tape	Checking	
Bill	95705457	01/30/2018		Books & Materials	-6,165.77
Bill	95730693	01/30/2018		Books & Materials	-29.99
Bill	95730691	01/30/2018		Books & Materials	-26.98
Bill	95722711	01/30/2018		Books & Materials	-31.47
Bill	95722713	01/30/2018		Books & Materials	-107.95
Bill	95736010	01/30/2018		Books & Materials	-41.98
Bill	95733708	01/30/2018		Books & Materials	-90.96
Bill	95734450	01/30/2018		Books & Materials	-195.65
Bill	95733707	01/30/2018		Books & Materials	-1,083.11
Bill	95745158	01/30/2018		Books & Materials	-142.46
Bill	95745156	01/30/2018		Books & Materials	-25.33
Bill	95754401	01/30/2018		Books & Materials	-800.47
Bill	95764784	01/30/2018		Books & Materials	-163.36

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Type	Num	Date	Name	Account	Paid Amount
Bill	95749535	01/30/2018		Books & Materials	-51.73
Bill	95749533	01/30/2018		Books & Materials	-22.18
Bill	95754403	01/30/2018		Books & Materials	-351.90
Bill	95752786	01/30/2018		Books & Materials	-16.48
Bill	95752788	01/30/2018		Books & Materials	-80.21
Bill	95740343	01/30/2018		Books & Materials	-34.92
Bill	95764786	01/30/2018		Books & Materials	-161.93
Bill	95763519	01/30/2018		Books & Materials	-1,065.14
Bill	95771071	01/30/2018		Books & Materials	-423.89
Bill	95772080	01/30/2018		Books & Materials	-12.74
Bill	95771998	01/30/2018		Books & Materials	-49.46
Bill	95700208	01/30/2018		Books & Materials	-102.52
Bill	95798377	02/14/2018		Processing Supplies	-459.65
Bill	95787204	02/14/2018		Books & Materials	-6,508.48
Bill	95806933	02/14/2018		Books & Materials	-127.41
Bill	95806931	02/14/2018		Books & Materials	-134.73
Bill	95793554	02/14/2018		Books & Materials	-35.22
Bill	95793556	02/14/2018		Books & Materials	-245.90
Bill	95791198	02/14/2018		Books & Materials	-99.97
Bill	95790837	02/14/2018		Books & Materials	-40.49
Bill	95790835	02/14/2018		Books & Materials	-297.54
Bill	95790834	02/14/2018		Books & Materials	-595.93
Bill	95781030	02/14/2018		Books & Materials	-139.54
Bill	95781032	02/14/2018		Books & Materials	-287.86
TOTAL					-20,251.30
Bill Pmt -Check	8082	02/22/2018	MSM Systems Inc.	Checking	
Bill	204516	02/14/2018		Harry Potter Book Night	-138.75
TOTAL					-138.75
Bill Pmt -Check	8083	02/22/2018	NEKLS	Checking	
Bill	1-16-18	01/30/2018		Processing Supplies	-115.00
TOTAL					-115.00
Bill Pmt -Check	8084	02/22/2018	OCLC, Inc.	Checking	
Bill	578463	02/14/2018		Collections	-5,187.88
TOTAL					-5,187.88
Bill Pmt -Check	8085	02/22/2018	OverDrive	Checking	
Bill	06809CO1...	01/24/2018		Unrestricted Endowment	-380.77
Bill	06809DA1...	01/30/2018		Books & Materials	-272.99
Bill	06809DA1...	01/30/2018		Books & Materials	-76.97
Bill	06809DA1...	01/30/2018		Books & Materials	-141.00
Bill	06809DA1...	01/30/2018		Books & Materials	-385.00
Bill	06809CO1...	01/30/2018		Books & Materials	-157.83
Bill	06809CO1...	01/30/2018		Books & Materials	-67.99
Bill	06809CO1...	01/30/2018		Books & Materials	-534.87
Bill	06809CO1...	01/30/2018		Books & Materials	-579.94
Bill	06809CO1...	01/30/2018		Books & Materials	-435.87
Bill	06809CO1...	01/30/2018		Books & Materials	-994.44
Bill	06809CO1...	01/30/2018		Books & Materials	-2,640.36

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Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO1...	01/30/2018		Books & Materials	-374.96
Bill	06809CO1...	01/30/2018		Books & Materials	-73.98
Bill	06809CO1...	01/30/2018		Books & Materials	-1,738.17
Bill	06809CO1...	01/30/2018		Books & Materials	-1,963.39
Bill	06809CO1...	01/30/2018		Books & Materials	-496.97
Bill	06809CO1...	01/30/2018		Books & Materials	-386.90
Bill	06809CO1...	01/30/2018		Books & Materials	-1,569.03
Bill	06809CO1...	01/30/2018		Books & Materials	-705.44
Bill	06809CO1...	01/30/2018		Books & Materials	-351.11
Bill	06809CO1...	01/30/2018		Books & Materials	-434.48
Bill	06809CO1...	01/30/2018		Books & Materials	-853.88
Bill	06809DA1...	01/30/2018		Books & Materials	-18.00
Bill	06809CO1...	01/30/2018		Books & Materials	-381.60
Bill	06809DA1...	01/30/2018		Books & Materials	-733.99
Bill	06809DA1...	01/30/2018		Books & Materials	-208.00
Bill	06809CO1...	01/30/2018		Books & Materials	-716.87
Bill	06809CO1...	01/30/2018		Books & Materials	-956.90
Bill	H-0048013	02/14/2018		Books & Materials	-12,000.00
Bill	06809CO1...	02/14/2018		Books & Materials	-1,484.38
Bill	06809CO1...	02/14/2018		Books & Materials	-1,404.73
Bill	06809DA1...	02/14/2018		Books & Materials	-369.98
TOTAL					-33,890.79
Bill Pmt -Check 8086 02/22/2018 P1 Group, Inc. Checking					
Bill	36148	01/22/2018		Building Repairs & Mai...	-4,935.00
Bill	36446	01/22/2018		Building Repairs & Mai...	-462.72
Bill	36446-Corr...	02/14/2018		Building Repairs & Mai...	-0.01
TOTAL					-5,397.73
Bill Pmt -Check 8087 02/22/2018 Pan Asian Publications Inc. Checking					
Bill	U-15415	01/30/2018		Books & Materials	-313.68
TOTAL					-313.68
Bill Pmt -Check 8088 02/22/2018 Pro Print Inc. Checking					
Bill	95958	01/22/2018		Processing Supplies	-180.00
TOTAL					-180.00
Bill Pmt -Check 8089 02/22/2018 Pur-O-Zone, Inc. Checking					
Bill	744516	01/22/2018		Building Supplies	-191.67
Bill	744925	01/22/2018		Equipment	-1,299.00
Bill	744661	01/22/2018		Simpson Grant	-10,440.35
Bill	745862	01/30/2018		Building Supplies	-372.62
Bill	745363	02/14/2018		Building Supplies	-34.70
Bill	746510	02/14/2018		Building Supplies	-112.64
TOTAL					-12,450.98

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8090	02/22/2018	Quill Corporation	Checking	
Bill	3975631	01/22/2018		Library & Office Suppli...	-30.68
Bill	4313973	01/30/2018		Children's Programming	-17.69
Bill	4313528	01/30/2018		Library & Office Suppli...	-9.99
Bill	4191042	01/30/2018		Children's Programming	-59.99
Bill				Children's Programming	-115.31
Bill				Advertising	-138.65
TOTAL					-372.31
Bill Pmt -Check	8091	02/22/2018	Random House, Inc.	Checking	
Bill	1186498887	02/14/2018		Books & Materials	-129.00
Bill	1086498887	02/14/2018		Books & Materials	-150.00
TOTAL					-279.00
Bill Pmt -Check	8092	02/22/2018	Recorded Books	Checking	
Bill	75699502	01/30/2018		Books & Materials	-36.00
Bill	75698484	01/30/2018		Books & Materials	-40.50
Bill	75698727	01/30/2018		Books & Materials	-31.50
Bill	75695092	01/30/2018		Books & Materials	-45.00
Bill	75677850	01/30/2018		Books & Materials	-74.25
Bill	75708503	01/30/2018		Books & Materials	-40.49
Bill	75707971	01/30/2018		Books & Materials	-35.99
Bill	75711199	01/30/2018		Books & Materials	-71.98
Bill	75711236	01/30/2018		Books & Materials	-45.00
Bill	75710175	01/30/2018		Books & Materials	-67.50
Bill	75722536	02/14/2018		Books & Materials	-148.50
Bill	75722133	02/14/2018		Books & Materials	-34.99
Bill	75720886	02/14/2018		Books & Materials	-148.50
Bill	75715662	02/14/2018		Books & Materials	-26.99
Bill	75715627	02/14/2018		Books & Materials	-35.99
Bill	75717833	02/14/2018		Books & Materials	-80.99
Bill	75718012	02/14/2018		Books & Materials	-40.49
Bill	75713959	02/14/2018		Books & Materials	-40.49
Bill	75714619	02/14/2018		Books & Materials	-35.99
TOTAL					-1,081.14
Bill Pmt -Check	8093	02/22/2018	Schendel Services	Checking	
Bill	30256476	01/30/2018		Building Repairs & Mai...	-99.75
TOTAL					-99.75
Bill Pmt -Check	8094	02/22/2018	Southwest Solutions Group	Checking	
Bill	79629-1	01/22/2018		Library & Office Suppli...	-797.51
TOTAL					-797.51

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8095	02/22/2018	Stanion Wholesale Electric Co.	Checking	
Bill	4375061-00	01/30/2018		Building Supplies	-44.00
Bill	4450554-00	01/30/2018		Building Supplies	-87.44
TOTAL					-131.44
Bill Pmt -Check	8096	02/22/2018	Unique Management Services	Checking	
Bill	457644	02/14/2018		Professional Fees	-138.83
Bill	457643	02/14/2018		Professional Fees	-724.95
TOTAL					-863.78
Bill Pmt -Check	28340	02/19/2018	Abe & Jake's Landing	Checking	
Bill	2-20-18	01/30/2018		Harry Potter Book Night	-200.00
TOTAL					-200.00
Bill Pmt -Check	28341	02/19/2018	Amazon	Checking	
Bill	7280226	01/22/2018		Children's Programming	-17.43
				Harry Potter Book Night	-106.52
Bill	4701830	01/22/2018		Library & Office Suppli...	-32.99
Bill	899897695...	01/22/2018		Supplies	-257.37
Bill	794885743...	01/23/2018		Books & Materials	-7.97
Bill	667484735...	01/23/2018		Books & Materials	-44.99
Bill	466863586...	01/23/2018		Books & Materials	-27.74
Bill	449585583...	01/23/2018		Books & Materials	-91.99
Bill	463684395...	01/23/2018		Books & Materials	-14.96
Bill	466953348...	01/23/2018		Books & Materials	-11.99
Bill	433376888...	01/23/2018		Books & Materials	-49.94
Bill	668383573...	01/23/2018		Books & Materials	-49.94
Bill	459393843...	01/23/2018		Books & Materials	-33.99
Bill	8400254	01/23/2018		Books & Materials	-20.98
				Books & Materials	-15.99
Bill	649679969...	01/23/2018		Books & Materials	-11.98
				Books & Materials	-21.99
Bill	7861008	01/24/2018		Harry Potter Book Night	-24.98
Bill	469896874...	01/24/2018		Books & Materials	-31.99
Bill	2620202	01/30/2018		Books & Materials	-44.92
				Books & Materials	-70.69
				Books & Materials	-344.64
				Books & Materials	-76.82
				Books & Materials	-204.08
Bill	5733869	01/30/2018		Books & Materials	-39.72
Bill	2620202	01/30/2018		Books & Materials	-92.86
Bill	2620202	01/30/2018		Books & Materials	-133.76
Bill	2620202	01/30/2018		Books & Materials	-82.43
Bill	2620202	01/30/2018		Books & Materials	-16.98
Bill	2620202	01/30/2018		Books & Materials	-26.89
Bill	2620202	01/30/2018		Books & Materials	-48.99
Bill	2620202	01/30/2018		Books & Materials	-9.99
Bill	6150624	01/30/2018		Books & Materials	-117.62
				Books & Materials	-20.52
				Books & Materials	-9.79
				Books & Materials	-45.96
Bill	6150624	01/30/2018		Books & Materials	-49.99

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Lawrence Public Library
Check Detail
February 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	6150624	01/30/2018		Books & Materials	-9.99
Bill	3625002	01/30/2018		Books & Materials	-22.96
Bill	6979427	01/30/2018		Books & Materials	-39.99
				Books & Materials	-24.99
				Books & Materials	-6.99
Bill	9509023	01/30/2018		Books & Materials	-19.99
Bill	9509023	01/30/2018		Books & Materials	-98.06
				Books & Materials	-32.95
				Library & Office Suppli...	-6.20
Bill	9509023	01/30/2018		Books & Materials	-30.98
				Books & Materials	-9.99
Bill	5733869	01/30/2018		Books & Materials	-15.55
				Books & Materials	-97.94
Bill	8400254	01/30/2018		Books & Materials	-191.96
Bill	6150624	01/30/2018		Books & Materials	-47.99
Bill	7278364	01/30/2018		Books & Materials	-16.99
Bill	3717065	01/30/2018		Library & Office Suppli...	-7.99
Bill	6979427	01/30/2018		Books & Materials	-29.95
Bill	1620226	02/14/2018		Read Across Lawrence	-19.96
Bill	1620226	02/14/2018		Read Across Lawrence	-11.79
Bill	6952246	02/14/2018		Building Supplies	-29.30
Bill	6952246	02/14/2018		Building Supplies	-10.00
Bill	3149841	02/14/2018		Teen Reading	-55.94
Bill	1089036	02/14/2018		Supplies	-129.99
Bill	9617851	02/14/2018		Supplies	-185.64
Bill	3985013	02/14/2018		Supplies	-145.00
Bill	6157811	02/14/2018		Children's Programming	-61.25
Bill	82690101E	02/14/2018		Books & Materials	-78.61
Bill	8269010D	02/14/2018		Books & Materials	-47.95
				Books & Materials	-16.99
				Books & Materials	-110.19
				Books & Materials	-83.80
Bill	9973037H	02/14/2018		Books & Materials	-31.99
Bill	6503447	02/14/2018		Books & Materials	-26.90
Bill	9973037F	02/14/2018		Books & Materials	-59.00
Bill	9973037D	02/14/2018		Books & Materials	-9.99
Bill	9973037E	02/14/2018		Books & Materials	-12.30
				Books & Materials	-42.81
				Books & Materials	-39.88
				Books & Materials	-62.59
Bill	4677869	02/14/2018		Books & Materials	-21.70
Bill	5733869	02/14/2018		Books & Materials	-108.00
Bill	4574650	02/14/2018		Books & Materials	-19.99
Bill	5842649	02/14/2018		Books & Materials	-39.88
				Books & Materials	-34.99
				Books & Materials	-8.75
				Books & Materials	-35.79
				Books & Materials	-11.99
				Books & Materials	-21.53
				Books & Materials	-59.84
Bill	0141018	02/14/2018		Books & Materials	-45.99
Bill	5733869	02/14/2018		Books & Materials	-31.99
Bill	8368247	02/14/2018		Books & Materials	-28.98
Bill	0665012	02/14/2018		Books & Materials	-50.34
				Books & Materials	-30.93
				Books & Materials	-167.39
Bill	5733869	02/14/2018		Books & Materials	-47.94
Bill	1620226	02/14/2018		Read Across Lawrence	-9.98
Bill	8984223	02/14/2018		Building Supplies	-9.38
Bill	998585767...	02/15/2018		Processing Supplies	-0.49
TOTAL					-5,081.58

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Lawrence Public Library
Check Detail
February 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28342	02/19/2018	Beth Cigler	Checking	
Bill	REFUND	02/14/2018		Overdues	-12.00
TOTAL					-12.00
Bill Pmt -Check	28343	02/19/2018	Bibliotheca	Checking	
Bill	QUO-6849...	02/14/2018		Building Repairs & Mai...	-12,090.00
TOTAL					-12,090.00
Bill Pmt -Check	28344	02/19/2018	Charlotte Pemberton	Checking	
Bill	3-20-18	02/14/2018		Young Adult Program...	-125.00
TOTAL					-125.00
Bill Pmt -Check	28345	02/19/2018	City of Lawrence	Checking	
Bill	1076534382	02/14/2018		Capital Improvement ...	-9,000.00
TOTAL					-9,000.00
Bill Pmt -Check	28346	02/19/2018	Gail G. Cox	Checking	
Bill	REFUND	01/22/2018		Overdues	-41.83
TOTAL					-41.83
Bill Pmt -Check	28347	02/19/2018	James Reinecker	Checking	
Bill	REFUND	01/30/2018		Overdues	-26.24
TOTAL					-26.24
Bill Pmt -Check	28348	02/19/2018	Journal-World	Checking	
Bill	L J-World	02/14/2018		Periodicals	-193.60
TOTAL					-193.60
Bill Pmt -Check	28349	02/19/2018	Kaplan	Checking	
Bill	3-16-18	02/14/2018		YA/YS Programs-Wei...	-550.00
TOTAL					-550.00
Bill Pmt -Check	28350	02/19/2018	Michael Bradley	Checking	
Bill	3-19-18	01/30/2018		Children's Programming	-400.00
TOTAL					-400.00

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Lawrence Public Library
Check Detail
February 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28351	02/19/2018	Paperboys, Ltd.	Checking	
Bill	1-16-18	01/22/2018		Periodicals	-1,015.70
TOTAL					-1,015.70
Bill Pmt -Check	28352	02/19/2018	San Antonio College Library	Checking	
Bill	ILL 184413...	02/14/2018		Overdues	-34.95
TOTAL					-34.95
Bill Pmt -Check	28353	02/19/2018	The Chamber	Checking	
Bill	509089	02/14/2018		Membership & Dues	-310.00
TOTAL					-310.00
Bill Pmt -Check	28354	02/19/2018	The New York Times	Checking	
Bill	NYT Site Li...	01/22/2018		Periodicals	-1,575.90
TOTAL					-1,575.90

Lawrence Public Library

Monthly Statistical Summary--January 2018

INDICATOR	January		Percent	YTD	YTD	Percent
	2018	2017	Change	2018	2017	Change
			2017-2018			2017-2018

SUMMARY RATIOS

Service Area Population	99,496	97,669	2%			
User Visits per Capita	6.46	6.38	1%			
Reference Transactions per Capita	1.49	1.73	-14%			
Program Attendance per Capita	0.40	0.43	-7%			
Circulation per Capita	12.56	13.29	-5%			
Circulation per Visit	1.94	2.08	-7%			
Total Holdings per Capita	2.01	2.12	-5%			
% of Lawrence Residents Registered	55%	65%	-15%			

Circulation--Adult Total	72,706	76,141	-5%	72,706	79,852	-9%
Circulation--Young Adult Total	3,504	3,296	6%	3,504	3,296	6%
Circulation--Youth Total	27,894	28,712	-3%	27,894	28,712	-3%
Circulation--Bookmobile	860	862	0%	860	862	0%
Circulation--Book Lockers	993			993		
Circulation--Audiovisual Total	41,716	41,403	1%	41,716	41,403	1%
Circulation--Total	104,104	108,149	-4%	104,104	111,860	-7%

Reference Transactions	12,380	14,088	-12%	12,380	14,088	-12%
User Visits	53,597	51,964	3%	53,597	51,964	3%
LPL Web Site Visits	21,502	20,422	5%	21,502	20,422	5%

Holdings--Added	3,256	3,160	3%	3,256	3,160	3%
Holdings--Withdrawn	2,303	3,154	-27%	2,303	3,154	-27%
Holdings--Total	199,926	207,480	-4%	199,926		

Active Cardholders--Added	711	799	-11%			
Active Cardholders--Total	66,426	78,663	-16%			

Adult Programs	34	37	-8%	34	37	-8%
Young Adult Programs	11	14	-21%	11	14	-21%
Youth Programs	51	53	-4%	51	53	-4%
Senior Programs included with Adult						
Total Programs	96	104	-8%	96	104	-8%
Total Program Attendance	3,282	3,536	-7%	3,282	3,536	-7%
Public Uses of Meeting Rooms	995	805	24%	995	805	24%
(w/study rooms)						
Total Paid Staff (FTE)	62.65	62.74	0%			
Total Number of Employees	83	87	-5%			

Lawrence Public Library

Monthly Statistical Report--January 2018

	January		Percent		YTD	YTD	Percent
	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
OUTPUT MEASURES							
Service Area Population	99,496	97,669	2%				
User Visits per Capita	6.46	6.38	1%				
Reference Transactions per Capita	1.49	1.73	-14%				
Program Attendance per Capita	0.40	0.43	-9%				
Circulation per Capita	12.56	13.29	-6%				
Total Holdings per Capita	2.01	2.12	-5%				
Collection Turnover--Total	6.33	6.34	0%				
Collection Turnover--Adult	6.96	6.99	0%				
Collection Turnover--Young Adult	3.85	3.67	5%				
Collection Turnover--Youth	5.49	5.45	1%				
Collection Turnover--Audiovisual	11.69	11.11	5%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	34592	34662	0%		34592	34662	0%
Circulation--Adult Periodicals	942	1407	-33%		942	1407	-33%
Circulation--Adult Feature Films & TV Shows	24832	27574	-10%		24832	27574	-10%
Circulation--Electronic Games	1740	1876	-7%		1740	1876	-7%
Circulation--Adult Music CDs	5193	5789	-10%		5193	5789	-10%
Circulation--Adult Audio Books and Books on CD	5366	4827	11%		5366	4827	11%
Circulation--eReaders	11	6	83%		11	6	83%
Circulation--Other New	30				30		
Circulation--Adult Total	72706	76135	-5%		72706	76135	-5%
Circulation--YA Books and NF Videos	3169	3046	4%		3169	3046	4%
Circulation--YA Periodicals	8	6	33%		8	6	33%
Circulation--YA Audio Books and Books on CD	327	244	34%		327	244	34%
Circulation--YA Total	3504	3296	6%		3504	3296	6%
Circulation--Youth Books and NF Videos	25931	26934	-4%		25931	26934	-4%
Circulation--Youth Periodicals	86	127	-32%		86	127	-32%
Circulation--Youth Music CDs	417	370	13%		417	370	13%
Circulation--Youth Audio Books and Books on CD	1460	1281	14%		1460	1281	14%
Circulation--Youth Total	27894	28712	-3%		27894	28712	-3%

	January		Percent		YTD	YTD	Percent
Lawrence Public Library	2018	2017	Change		2018	2017	Change
Monthly Statistical Report			2017-2018				2017-2018
Circulation--Bookmobile	860	862	0%		860	862	0%
Circulation--Book Lockers	993				993	0	
Circulation--Total Books	63692	64642	-1%		63692	66740	-5%
Circulation--Total Periodicals	1036	1540	-33%		1036	1540	-33%
Circulation--Total Audiovisual	41716	41403	1%		41716	41403	1%
Circulation Total	104104	108143	-4%		104104	108143	-4%
Accounts & Welcome Desk Circulation	3590	4548	-21%		3590	4548	-21%
Self Check Circulation	76712	80741	-5%		76712	80741	-5%
Percent Self Check	96%	95%	1%		96%	95%	1%
Web Site & Telephone Renewals	14571	15820	-8%		14571	15820	-8%
Other Staff Checkouts	104	115	-10%		104	115	-10%
Requests Placed	21712	20614	5%		21712	20614	5%
Requests Filled	19155	17534	9%		19155	17534	9%
Requests Unclaimed	2653	2240	18%		2653	2240	18%
Interlibrary Loan Items Borrowed for LPL Patrons	440	408	8%		440	408	8%
Interlibrary Loan Items Loaned from LPL Collection	433	609	-29%		433	609	-29%
OTHER LIBRARY SERVICES							
User Visits	53597	51964	3%		53597	51964	3%
Public Computer Usage	7633	8019	-5%		7633	8019	-5%

Lawrence Public Library	January		Percent		YTD	YTD
Monthly Statistical Report	2018	2017	Change		2018	2017
			2017-2018			2017-2018
PATRON INQUIRIES						
Ask Desk	1446	1627	-11%		1446	1627
Teen Zone	671	660	2%		671	660
Children's Desk	1139	1289	-12%		1139	1289
IT Desk	1570	1906	-18%		1570	1906
Welcome Desk	2116	2257	-6%		2116	2257
Phone Calls	1732	2020	-14%		1732	2020
Accounts Desk	3706	4329	-14%		3706	4329
Total Reference Transactions	12380	14088	-12%		12380	14088
Public-Sponsored Uses of Meeting Rooms	995	805	24%		995	805
LPL Web Site Visits	21502	20422	5%		21502	20422
RESOURCES						
Holdings--Total	199926	207480	-4%			
Holdings--Adult	127208	132592	-4%			
Holdings--Young Adult	10963	10824	1%			
Holdings--Youth	61755	64064	-4%			
Holdings--Audiovisual	42811	44705	-4%			
Holdings--eReaders	10	11	-9%			
Holdings Added	3256	3160	3%		3256	3160
Holdings Withdrawn (Weeded)	2303	3154	-27%		2303	3154
Holdings Net Change	1667	6			953	6
LIBRARY PATRONS						
Total Active Cardholders	66426	78663	-16%			
Cardholders Added	711	799	-11%		711	799
Cardholders Transacting	13759	13363	3%		13759	13363
Percent of Cardholders Transacting	21%	17%	22%			
Total Number of Lawrence Residents Registered	54403	63656	-15%			
Percent of Lawrence Residents Registered	55%	65%	-16%			

Lawrence Public Library	January		Percent		YTD	YTD
Monthly Statistical Report	2018	2017	Change		2018	2017
			2017-2018			2017-2018
PROGRAMMING						
Number of Adult Programs	34	37	-8%		34	37
Number of Young Adult Programs	11	14	-21%		11	14
Number of Youth Programs	51	53	-4%		51	53
Senior Programs now included with Adults						
Total Programs	96	104	-8%		96	104
Adult Program Attendance	1398	741	89%		1398	741
Young Adult Program Attendance	433	422	3%		433	422
Youth Program Attendance	1451	2373	-39%		1451	2373
Senior Programs now included with Adults						
Total Program Attendance	3282	3536	-7%		3282	3536
STAFFING						
Total Paid Staff, in Full-Time Equivalents	62.65	62.74	0%			
ALA-MLS Librarians, in Full-Time Equivalents	18.5	18.94	-2%			
Number of Employees--Total	83	87	-5%			
Number of Employees--Full-Time	42	37	14%			
Number of Employees--Part-Time	41	50	-18%			
Terminations	2	0	#DIV/0!		2	0
Hirings	2	0	#DIV/0!		2	0
Volunteer Hours	786.4	620.5	27%		786.4	620.5

Select Online Statistics January 2018

Kanopy:

Visits - 1910
Pages - 2700
Plays - 338
Minutes - 13094
Pages/Visit - 1.41
Plays/Visit - 0.18

lynda.com:

New Users - 50
Active Users - 1848
Users who logged in - 196
Total log ins - 638
Hours viewed - 329.94
Hours viewed/user - 1.68
Hours viewed/log in - .52

Library Director's Report for February 2018

Read Across Lawrence is Underway

All the free books have been handed out and Read Across Lawrence is in full gear. We have several events planned for all ages culminating in our special event at the Lied Center on March 11 with anti-bullying activist Lizzie Velasquez.

780s Series Returns in April

I am thrilled to tell you that legendary gospel and soul singer Mavis Staples will be the featured artist for this year's 780s music storytellers series. The event will take place at Liberty Hall on April 4, an auspicious date which also marks the 50th anniversary of the assassination of Martin Luther King, Jr.

Ms. Staples is a Grammy winner, an inductee in the Rock and Roll Hall of Fame, and a Kennedy Center Honoree. She has been performing for over 60 years, from her gospel roots in the 50s and 60s to her ascendance as a well known soul singer in the 70s to her resurgence in the past decade.

Marketing Assistant Hired

Leah Sewell will begin as our new Marketing Assistant at the end of this month. This is a new position we created to expand the capacity of our marketing department. Leah worked previously at Topeka and Shawnee County Public Library.

United Way Board of Directors

I have been nominated to serve on the United Way Board of Directors. Should my nomination be approved at the annual meeting on February 27, I will begin a four-year term in April. My understanding is that I will serve as Secretary.

Paternity Leave

I expect to go on paternity leave sometime in mid-March. My plan is to be out of the office for about four weeks and return in a part-time capacity for several weeks upon my return. More information as things develop.

Respectfully submitted by Brad Allen, February 15, 2018

Foundation Director's Report – February 16, 2018

2017 Foundation Update. The Library Foundation's 4th quarter statement has arrived from DCCF, making it possible to provide a more definitive report on 2017 fundraising and investment activities. It was quite a year:

- Revised 2017 year-end reports now show total income of \$698,514 for the Library Foundation, expenses of \$245,561 and net income of \$452,953.
- The Foundation provided a total of \$201,245 to the library in 2017.
- The Library Foundation's accounts at DCCF now total \$2,294,026. In 2017, the Foundation made contributions totaling \$266,452 to the unrestricted and NEH endowment accounts. Of this total, \$141,000 was Marjorie Shepoiser's generous bequest. After management fees, interest, dividends and realized/unrealized gains totaled just under \$240,800 for the year. The Library Foundation board is very proud of the progress in its endowed and donor-restricted funds. In just seven years, our DCCF holdings have increased from \$280,000 to \$2.3 million, more than a 700% increase. The library is reaping the benefits. At its upcoming February meeting, the Foundation's Finance Committee will recommend a distribution of \$95,350 to the library from the DCCF funds.

Library Foundation Audit. Auditors from Mize Houser were on site on February 15th for the library and Library Foundation annual audits. It was uneventful. They reported that they found no issues and had no concerns.

Caddy Stacks. Caddy Stacks is done! The mini golf holes are safely locked up in a storage garage for another two years. It was a wonderful weekend thanks to a lot of help from Foundation board members, library staff, volunteers, and community members. We estimate that we will raise about \$25,000 (net) through this fundraiser. It was one for the record books for sure! Normally, we raise about \$16,000 to \$18,000 for a typical Caddy Stacks event. The additional title sponsor and silent auction at the adult golf party made the difference. A total of 750 golfers played the course throughout the weekend. The volunteer effort for the weekend was particularly impressive – 90+ people helped out. Even one of our City Commissioners, Lisa Larsen, worked a shift at the check-in tent. What a great weekend for the library (and only two golf balls went down the stairs.)

Before You Check Out. Despite snow and frigid temperatures, the Before You Check Out series continued on Tuesday, February 6th with "Who Will Tell Your Story?" a fun and informative class on writing your life story. A small but enthusiastic group of 16 people joined former *Journal World* reporter and humor writer Cathy Hamilton as she guided them through the process of leaving a meaningful written legacy for their family. I continue to get positive comments from the people who attended. Every one of them asked for more.

Continuing Education Opportunities. I have added two additional continuing education opportunities to my schedule for this year: (1) the International Public Library Fundraising Conference, coming up in Denver in June; and (2) a Kansas Leadership Center "Leadership Edge" conference in October in Kansas City. These are in addition to DCCF's monthly "Fundraising University" sessions that I am attending throughout 2017. Mark Emert and I also just finished up a three session workshop with SS&C Solutions focusing on joint training for non-profit board chairs and executive directors.

Library Behavior Policy -- PROPOSED REVISION 02-19-2018

The Library is committed to providing a safe and respectful environment for its users. Behavior that disturbs others' use of the library, creates an unsafe environment, impedes the work of library staff, or creates a risk of damage to library property is not allowed. Library users are expected to comply with staff requests to address unacceptable behavior. Behavior that violates local, state, and/or federal laws is prohibited.

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

1. Being under the influence of or in possession of alcohol or illegal drugs
2. Smoking in the Library or within 25 feet of the Library entrances (includes the use of any tobacco products, e-cigarettes, and electronic smoking devices)
3. Using threatening, harassing or abusive language or gestures
4. Fighting, physical assault, or threat of violence
5. Carrying a weapon into the Library unless authorized by law; unconcealed firearms are prohibited in the Library
6. Bringing an animal into the Library with the exception of a service animal or one that is part of a Library-sponsored program; a service animal is a dog (or qualifying miniature horse) that is individually trained to do work or perform tasks for a person with a disability
7. Tethering an animal on Library grounds
8. Using electronic devices without earphones or at a volume that disturbs others
9. Prolonged or chronic sleeping or lying on the floor or furniture
10. Skateboarding, rollerblading and bicycling in the Library or on the Library grounds
11. Soliciting, panhandling, or canvassing in the Library (except as expressly approved by the Library)
12. Not wearing shirt and/or shoes
13. Causing odor that constitutes a nuisance to others
14. Failure to follow rules regarding food and drink in the Library:

Drinks in covered containers and snacks are allowed in most areas of the Library. The following are not allowed in the Library except as part of a meeting or Library program:

- Smelly or messy food
- Hot food items, such as pizza, fried chicken, French fries, and other fast food

No food or snacks are allowed in the Computer Lab or at public computers; Local History Room; or SOUND+VISION Studio.

Those who violate this policy may simply be asked to correct the behavior, but may also be asked to leave the Library for the day, have Library privileges and/or access suspended, or be subject to legal action depending on the severity of the behavior. Appeals may be made to the Executive Director or designee.

Code of Behavior

Adopted by the Lawrence Public Library Board of Trustees, October 21, 1996. Revised May 17, 2000; May 19, 2003; August 21, 2006; October 16, 2006; and February 24, 2011.

The purpose of this document is to:

- Protect the rights and safety of Library users and visitors;
- Protect the rights and safety of Library staff members;
- Preserve and protect the Library's materials, facilities and property;
- Preserve an atmosphere conducive to the Library's mission.

Entry into the Library or on the Library grounds constitutes your consent to this document.

1. Alcoholic beverages or illegal drugs are not allowed in the Library or on the Library grounds.
2. Firearms or other weapons are not allowed in the Library or on the Library grounds.
3. Smoking is not allowed in the Library or within 50 feet of the Library entrances.
4. Food and drink are not allowed at or near computer terminals and workstations, or while using the Helen Osma local history collection.
5. Animals are not allowed in the Library, except for those needed to assist a patron with a disability or for use in a Library-sponsored program that has been authorized by the Library Director. Animals may not be tethered at or near the Library entrances or on the Library grounds.
6. Photography, videography and any other recording in the Library or on the Library grounds must immediately cease upon request of a Library staff member or Library security officer.
7. Behavior disruptive to Library users or staff is not allowed.
8. Offensive odor is not allowed in the Library.
9. Intoxication is not allowed in the Library or on the Library grounds.
10. Offensive, threatening, harassing or abusive language or gestures are not allowed in the Library or on the Library grounds.
11. Soliciting or panhandling is not allowed in the Library or on the Library grounds.
12. Shoes and shirts must be worn in the Library.
13. Relocating furniture is not allowed in the Library.
14. Prolonged or chronic sleeping is not allowed in the Library or on the Library grounds.

15. Skateboarding, rollerblading and bicycling are not allowed in the Library or on the Library grounds, with the exception of transportation to and from the Library. Bicycles may not be brought into the Library.
16. Privileges may be limited or a permanent ban may be issued for repeated disregard for library behavioral guidelines, damaging Library property, stealing Library materials, or disobeying the direction of a Library staff member or Library security officer.
17. Physical assault or the threat of violence directed toward Library users or staff will result in a permanent ban.
18. Violation of certain provisions of this Code of Behavior may result in criminal prosecution.

Library Conduct Policy

Adopted by the Lawrence Public Library Board of Trustees, January 20, 2014; replaces Disorderly Patron Policy.

The library is committed to providing a safe and comfortable environment where library users can obtain resources and services in a respectful and courteous atmosphere. Behavior that disturbs others' use of the library, creates an unsafe environment, impedes the work of library staff, or creates a risk of damage to library property is not allowed. Examples of unacceptable behavior are listed in the library's Code of Behavior.

Staff Responsibility and Response

The library will observe public behavior using both staff and security equipment. Security staff will be available for consultation and support during most hours of operation, but all staff members will be alert to patron behavior and address minor problems as they occur.

Responses to problem behaviors will be made in a courteous manner proportionate to the severity of the behavior. In most cases a verbal request will be sufficient.

Suspension

When a verbal request does not resolve a problem, any staff member may ask a patron to leave the library for the day. If available, security staff should be consulted before making the request.

Security or administrative staff may issue a 30-day or 90-day suspension based upon:

- Severity of offense, or
- Repeated offenses, or
- Safety of staff and patrons.

Security or administrative staff may issue a ban in severe situations or when shorter suspensions fail to resolve an issue. A suspended or banned patron who returns to the library before the end of the suspension may be charged with trespassing.

Patrons may appeal suspensions of 30 days or more within 7 days of the action by filing a written complaint with the Executive Director of the library or designee. If not satisfied with the response, the patron may request to be heard by the Library Board at their next regularly-scheduled board meeting. If denied, patrons may subsequently appeal bans after a year. Subsequent appeals will be in writing and will require an in-person interview with the Executive Director or designee and a Security Officer or other staff member.

Police Support

Police will be called to deal with serious criminal behavior or any time that the behavior is believed to be an immediate danger to others. Criminal activity may be prosecuted.

Recordkeeping

Security incidents will be reported and records maintained according to library procedure.