

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

Monday, March 18, 2019 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

Departmental reports

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- Paid Parental Leave – ACTION ITEM
- Board Governance Training Options – update
- 2020 Budget – update

New business

- Meeting Room Policy revision – ACTION ITEM

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees
Regular Board Meeting
February 18, 2019
4:30 p.m.**

Board Members Present: Kevan Vick (chair), Mayor Lisa Larsen, Brady Flannery (by phone), Sarah Goodwin Thiel, Ursula Minor, David Vance. **Absent:** Joan Golden, Judy Keller

Library Staff Present: Brad Allen (Executive Director), Aaron Brumley, Tricia Karlin, Kathleen Morgan, Sherri Turner.

Guests: None

Call to Order

Kevan called the regular meeting to order at 4:30 p.m.

Public Comment

None.

Consent Agenda

David moved to approve the consent agenda; Ursula seconded. All in favor; motion carried.

Director's Report

Brad said that Read Across Lawrence is in full swing. One thousand books for each age group have been distributed. The adult event with author Robin Sloan is coming up March 3 at 2:30 at Liberty Hall. The children's author event with Lisa Graff was yesterday on Skype. Denise, Brad, and Sherri have been looking at applicant tracking systems to modernize and streamline hiring and applicant tracking. Brad said we would not be immediately filling Amanda's vacated position to allow time to evaluate the position. In the interim, Sherri will take on many of Amanda's duties. Brad said he was excited to report that the Mavis Staples program has been rescheduled for August 21st.

Library Foundation Executive Director's Report

Kathleen said that the audit of the Foundation for 2018 has been completed. The final report will be completed in March or April; the audit firm will also prepare the Foundation's 990. The Foundation has received around \$22,000 in sponsorships for After Hours at the Library. Baskets from local book clubs, businesses, and organizations are coming in. With thanks to Brady, planners have connected to Cork & Barrel for a Card Catalog Drawer Pull to add to the festivities. After Hours is on March 2. The Friends/Foundation merger continues to progress. Bylaws, policies, etc. are almost complete and ready to posted tomorrow. Friends meet March 9 to discuss and will likely vote that day. The Foundation will vote on March 25. The next speaker for the Before You Check Out session will be Bill Colby who will speak about his experience arguing the Nancy Cruzan "right to die" case. The Foundation is partnering with LMH and the Senior Resource Center as part of the National Healthcare Decision Day. LMH will have advance directive forms and notaries available at the program.

Friends Report

David said the last surprise sale went well. Lacking a quorum, there was no official monthly meeting, but board members have been reviewing merger documents.

Ongoing Business**Proposal for Executive Coaching**

Brad presented the proposal from Shannon Polly and Associates. Shannon Polly holds a Masters in Positive Psychology which aligns well with what we do. Brad said she would conduct the 360 review first and use that to guide how they move forward. David moved to accept the proposal for executive coaching from Shannon Polly and Associates at a cost of \$3800 to be charged against professional fees; Lisa seconded. All in favor; motion carried.

Kevan asked if anyone has any questions about the department reports. There were none. Brad said he would add a line to the agenda referencing the departmental report.

New Business**Budget Committee**

Ursula, Kevan, and Judy (if she is willing) were appointed to the budget committee. Brad will prepare a draft budget to discuss with the committee. He said he would ask the board to think about salaries in light of the report on the city's recent salary study.

Board Governance Training Options

Brad said he hasn't yet received a quote for board governance training, but should have something ready for next month's meeting.

Proposal for Paid Parental Leave

Following the State's decision to implement paid parental leave, Brad asked the board to consider a similar proposal for library employees. Currently employees can use sick and vacation leave, plus FMLA, for either parent. The board consensus was that it is a good discussion to have and suggested that Brad draft a policy to think through the details of how it would work. They asked if there is any other benefit staff is interested in. Brad is to bring a draft policy back to the board for their consideration in March or April.

Adjournment

There being no other business, the meeting adjourned at 5:25 p.m.

The next Board meeting will be Monday, March 18 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

Regular Budget Report									
February 2019									
REVENUES		This Month	Year to Date	Annual Budget	16% of Year	February 2018	YTD 2018		
Tax Fund		\$ 2,001,258.28	\$ 2,407,648.00	\$ 4,457,000.00	54.02%	\$ 1,954,045.19	\$ 2,339,423.36		
Overdues		\$ 11,758.75	\$ 24,196.23	\$ 150,000.00	16.13%	\$ 11,946.75	\$ 24,260.36		
NEKLS		\$ -	\$ -	\$ 93,000.00	0.00%	\$ -	\$ 2,000.00		
State Aid		\$ 27,594.52	\$ 27,594.52	\$ 25,000.00	110.38%	\$ 27,367.85	\$ 27,367.85		
Photo Copies		\$ 937.65	\$ 2,942.71	\$ 20,000.00	14.71%	\$ 1,473.46	\$ 2,920.59		
Coffee Shop Rent		\$ 750.00	\$ 1,500.00	\$ 9,000.00	16.67%	\$ 750.00	\$ 1,500.00		
Meeting Room Fees		\$ 175.00	\$ 825.00	\$ 5,000.00	16.50%	\$ 350.00	\$ 1,200.00		
Interest		\$ 2,452.31	\$ 4,319.56	\$ 16,000.00	27.00%	\$ 656.52	\$ 968.42		
Miscellaneous		\$ 47.78	\$ 47.78	\$ -		\$ 28.47	\$ 16.48		
Total Revenues		\$2,044,974.29	\$2,469,073.80	\$4,775,000.00	51.71%	\$1,996,618.24	\$2,399,657.06		
EXPENSES									
Salaries & Wages		\$ 229,474.49	\$ 444,372.13	\$ 2,670,000.00	16.64%	\$ 206,632.38	\$ 416,125.60		
Employee Benefits		\$ 26,265.51	\$ 52,981.15	\$ 330,000.00	16.05%	\$ 24,461.52	\$ 47,973.39		
Payroll Taxes		\$ 38,348.83	\$ 75,488.57	\$ 465,000.00	16.23%	\$ 34,163.86	\$ 68,998.05		
Utilities		\$ 8,867.64	\$ 18,577.81	\$ 96,000.00	19.35%	\$ 9,362.50	\$ 19,912.22		
Building Supplies		\$ 1,801.45	\$ 1,880.41	\$ 20,000.00	9.40%	\$ 1,433.32	\$ 2,756.03		
Building Repairs & Maintenance		\$ 3,167.95	\$ 8,941.24	\$ 55,000.00	16.26%	\$ 12,814.01	\$ 19,191.48		
Library Supplies		\$ 1,511.55	\$ 3,134.06	\$ 25,000.00	12.54%	\$ 2,657.28	\$ 3,733.55		
Books & Materials		\$ 58,775.37	\$ 92,465.99	\$ 670,000.00	13.80%	\$ 55,562.91	\$ 71,649.47		
Processing Supplies		\$ 3,921.90	\$ 8,478.82	\$ 50,000.00	16.96%	\$ 2,641.05	\$ 6,742.63		
Equipment		\$ 1,572.91	\$ (20,559.96)	\$ 10,000.00	-205.60%	\$ 3,268.50	\$ 4,567.50		
Technology		\$ 7,608.16	\$ 28,033.62	\$ 245,000.00	11.44%	\$ 7,459.98	\$ 14,893.54		
Insurance		\$ -	\$ -	\$ 17,000.00	0.00%	\$ 1,126.00	\$ 1,126.00		
Shipping		\$ 781.87	\$ 1,563.29	\$ 16,000.00	9.77%	\$ 465.05	\$ 1,050.20		
Professional Development		\$ 5,437.92	\$ 5,539.17	\$ 30,000.00	18.46%	\$ 5,741.34	\$ 6,021.34		
Book Van & Mileage		\$ 106.62	\$ 145.27	\$ 2,000.00	7.26%	\$ 156.55	\$ 199.79		
Programs		\$ 1,542.09	\$ 2,094.71	\$ 20,000.00	10.47%	\$ 1,241.57	\$ 1,974.43		
Professional Fees		\$ 1,789.89	\$ 4,166.23	\$ 20,000.00	20.83%	\$ 3,428.48	\$ 14,198.50		
Advertising & Marketing		\$ 1,225.07	\$ 2,477.24	\$ 30,000.00	8.26%	\$ 1,610.84	\$ 2,952.49		
Capital Improvements		\$ -	\$ -	\$ 4,000.00	0.00%	\$ 9,000.00	\$ 9,000.00		
Miscellaneous		\$ (571.86)	\$ 2,060.24	\$ -		\$ 255.32	\$ 2,461.19		
Total Expenses		\$ 391,627.36	\$ 731,839.99	\$ 4,775,000.00	15.33%	\$ 383,482.46	\$ 715,527.40		
CASH BALANCES									
Checking		\$ 2,295,343.43							
Capital Improvement		\$ 668,401.67							

Lawrence Public Library													
2019 Outside Funding Report													
			1/1/2019		January	January	February	February	March	March			
			AMOUNT		Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS													
	KPR-Advertising	\$	2,590.91			\$	1,370.01	\$	629.82		\$	591.08	
	Summer Reading - ALL	\$	4,628.83	\$	23,800.00			\$	400.00		\$	28,028.83	
	Aquarium	\$	872.21			\$	300.00	\$	300.00		\$	272.21	
	Volunteers	\$	346.62					\$	309.24		\$	37.38	
	Read Across Lawrence 2019	\$	(12,190.60)	\$	5,000.00	\$	187.31	\$	5,460.47		\$	(12,838.38)	
	Salaries/Taxes - Hyde	\$	(11.62)			\$	4,055.50	\$	4,055.50		\$	(8,122.62)	
	Block Grant	\$	93,780.52	\$	(28,800.00)	\$	990.00	\$	122.48		\$	63,868.04	
		\$	90,016.87	\$	-	\$	6,902.82	\$	-	\$	11,277.51	\$	-
FOUNDATION													
	Kansas Health Foundation	\$	2,134.96					\$	224.25		\$	1,910.71	
	Salaries/Taxes - Isaman	\$	-			\$	3,023.53	\$	3,023.55		\$	(6,047.08)	
	Foundation Expenses to be reimbursed	\$	-			\$	500.00	\$	156.90		\$	(656.90)	
	Mary Winter for BCIAB	\$	4,873.53			\$	1,505.20	\$	401.08		\$	2,967.25	
	Salkind for E-books	\$	2.11								\$	2.11	
	Harry Potter	\$	490.91								\$	490.91	
	Weinberg YS/YA	\$	8,550.25			\$	1,214.80	\$	550.00		\$	6,785.45	
	Milliken Fund	\$	2,300.21			\$	264.86	\$	20.00		\$	2,015.35	
	Sound & Vision	\$	-								\$	-	
	Peterson - Technology/Gage Tech	\$	5,073.09					\$	5,073.09		\$	-	
	Camin Memorial	\$	242.79								\$	242.79	
	Storytime @Home/Juanita Marsh	\$	886.55			\$	35.14				\$	851.41	
	Sound & Vision	\$	-								\$	-	
	Harrison	\$	-								\$	-	
	Dr. Bob	\$	-								\$	-	
	Seed Library	\$	1,804.49			\$	30.00	\$	30.00		\$	1,804.49	
	Crowe Fund	\$	1,332.70								\$	1,332.70	
	Local History/Coan	\$	4,927.45								\$	4,927.45	
	MIDCO	\$	17,291.36					\$	127.25		\$	17,164.11	
	General Endowment	\$	43,079.97								\$	43,079.97	
	Simpson Grant	\$	13,429.65					\$	9,926.73		\$	3,502.92	
	Youth Services	\$	1,419.83								\$	1,419.83	
		\$	107,839.85	\$	-	\$	6,573.53	\$	30.00	\$	19,502.85	\$	-
OTHER													
	Memorials/Honor with Books/Bauleke	\$	1,722.07								\$	1,722.07	
	ALA Teen Intern	\$	80.37								\$	80.37	
	ALA Strengthening Communities						\$	5,000.00	\$	628.43		\$	4,371.57
	Landsberg Bequest	\$	1,272.10			\$	362.27		\$	415.91		\$	493.92
	Lawrence Give Back	\$	2,626.32								\$	2,626.32	
	Wurfy	\$	120.99								\$	120.99	
	Bibliocommons	\$	1,000.00								\$	1,000.00	
	Merchandise Sales	\$	833.75	\$	(1,315.90)	\$	-	\$	418.00		\$	(64.15)	
		\$	7,655.60	\$	(1,315.90)	\$	362.27	\$	5,418.00	\$	1,044.34	\$	-
		\$	205,512.32										

			1/1/2019		January	January	February	February	March	March		
			AMOUNT		Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS												
	KPR-Advertising		\$ 2,590.91			\$ 1,370.01		\$ 629.82			\$ 591.08	
	Summer Reading - ALL		\$ 4,628.83		\$ 23,800.00			\$ 400.00			\$ 28,028.83	
	Aquarium		\$ 872.21			\$ 300.00		\$ 300.00			\$ 272.21	
	Volunteers		\$ 346.62					\$ 309.24			\$ 37.38	
	Read Across Lawrence 2019		\$ (12,190.60)		\$ 5,000.00	\$ 187.31		\$ 5,460.47			\$ (12,838.38)	
	Salaries/Taxes - Hyde		\$ (11.62)			\$ 4,055.50		\$ 4,055.50			\$ (8,122.62)	
	Block Grant		\$ 93,780.52		\$ (28,800.00)	\$ 990.00		\$ 122.48			\$ 63,868.04	
			\$ 90,016.87		\$ -	\$ 6,902.82	\$ -	\$ 11,277.51	\$ -	\$ -	\$ 71,836.54	
FOUNDATION												
	Kansas Health Foundation		\$ 2,134.96					\$ 224.25			\$ 1,910.71	
	Salaries/Taxes - Isaman		\$ -			\$ 3,023.53		\$ 3,023.55			\$ (6,047.08)	
	Foundation Expenses to be reimbursed		\$ -			\$ 500.00		\$ 156.90			\$ (656.90)	
	Mary Winter for BCIAB		\$ 4,873.53			\$ 1,505.20		\$ 401.08			\$ 2,967.25	
	Salkind for E-books		\$ 2.11								\$ 2.11	
	Harry Potter		\$ 490.91								\$ 490.91	
	Weinberg YS/YA		\$ 8,550.25			\$ 1,214.80		\$ 550.00			\$ 6,785.45	
	Milliken Fund		\$ 2,300.21			\$ 264.86		\$ 20.00			\$ 2,015.35	
	Sound & Vision		\$ -								\$ -	
	Peterson - Technology/Gage Tech		\$ 5,073.09					\$ 5,073.09			\$ -	
	Camin Memorial		\$ 242.79								\$ 242.79	
	Storytime @Home/Juanita Marsh		\$ 886.55			\$ 35.14					\$ 851.41	
	Sound & Vision		\$ -								\$ -	
	Harrison		\$ -								\$ -	
	Dr. Bob		\$ -								\$ -	
	Seed Library		\$ 1,804.49			\$ 30.00	\$ 30.00				\$ 1,804.49	
	Crowe Fund		\$ 1,332.70								\$ 1,332.70	
	Local History/Coan		\$ 4,927.45								\$ 4,927.45	
	MIDCO		\$ 17,291.36					\$ 127.25			\$ 17,164.11	
	General Endowment		\$ 43,079.97								\$ 43,079.97	
	Simpson Grant		\$ 13,429.65					\$ 9,926.73			\$ 3,502.92	
	Youth Services		\$ 1,419.83								\$ 1,419.83	
			\$ 107,839.85		\$ -	\$ 6,573.53	\$ 30.00	\$ 19,502.85		\$ -	\$ 81,793.47	
OTHER												
	Memorials/Honor with Books/Bauleke		\$ 1,722.07								\$ 1,722.07	
	ALA Teen Intern		\$ 80.37								\$ 80.37	
	ALA Strengthening Communities						\$ 5,000.00	\$ 628.43			\$ 4,371.57	
	Landsberg Bequest		\$ 1,272.10			\$ 362.27		\$ 415.91			\$ 493.92	
	Lawrence Give Back		\$ 2,626.32								\$ 2,626.32	
	Wurfy		\$ 120.99								\$ 120.99	
	Bibliocommons		\$ 1,000.00								\$ 1,000.00	
	Merchandise Sales		\$ 833.75		\$ (1,315.90)	\$ -	\$ 418.00				\$ (64.15)	
			\$ 7,655.60		\$ (1,315.90)	\$ 362.27	\$ 5,418.00	\$ 1,044.34	\$ -	\$ -	\$ 10,351.09	
			\$ 205,512.32									
			Month Total		\$ (1,315.90)	\$ 13,838.62	\$ 5,448.00	\$ 31,824.70	\$ -	\$ -	YTD Income	\$ 4,132.10
											YTD Expense	\$ 45,663.32

Lawrence Public Library
Balance Sheet
As of February 28, 2019

	<u>Feb 28, 19</u>	<u>Feb 28, 18</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Gift Certificates	0.00	240.67	-240.67	-100.0%
MIP Operating Funds	2,042,795.25	1,348,413.99	694,381.26	51.5%
Checking	252,548.18	866,308.12	-613,759.94	-70.9%
Capital Improvement at MIP	668,401.67	604,006.45	64,395.22	10.7%
Total Checking/Savings	<u>2,963,745.10</u>	<u>2,818,969.23</u>	<u>144,775.87</u>	<u>5.1%</u>
Total Current Assets	<u>2,963,745.10</u>	<u>2,818,969.23</u>	<u>144,775.87</u>	<u>5.1%</u>
Other Assets				
Petty Cash	1,240.75	1,130.70	110.05	9.7%
Total Other Assets	<u>1,240.75</u>	<u>1,130.70</u>	<u>110.05</u>	<u>9.7%</u>
TOTAL ASSETS	<u>2,964,985.85</u>	<u>2,820,099.93</u>	<u>144,885.92</u>	<u>5.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	48,387.80	30,936.09	17,451.71	56.4%
Total Accounts Payable	<u>48,387.80</u>	<u>30,936.09</u>	<u>17,451.71</u>	<u>56.4%</u>
Other Current Liabilities				
Payroll Liabilities	172.58	85,895.47	-85,722.89	-99.8%
Total Other Current Liabilities	<u>172.58</u>	<u>85,895.47</u>	<u>-85,722.89</u>	<u>-99.8%</u>
Total Current Liabilities	<u>48,560.38</u>	<u>116,831.56</u>	<u>-68,271.18</u>	<u>-58.4%</u>
Total Liabilities	<u>48,560.38</u>	<u>116,831.56</u>	<u>-68,271.18</u>	<u>-58.4%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	920,087.66	745,817.14	174,270.52	23.4%
Net Income	1,695,702.59	1,656,816.01	38,886.58	2.4%
Total Equity	<u>2,916,425.47</u>	<u>2,703,268.37</u>	<u>213,157.10</u>	<u>7.9%</u>
TOTAL LIABILITIES & EQUITY	<u>2,964,985.85</u>	<u>2,820,099.93</u>	<u>144,885.92</u>	<u>5.1%</u>

**Lawrence Public Library
Revenues & Expenses
February 2019**

	Feb 19
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Gifts-Other	5,030.00
Grants	27,594.52
Interest	2,452.31
Meeting Room Fees	175.00
Merchandise Sales	418.00
Overdues	11,758.75
Photo Copies	937.65
Tax Fund	2,001,258.28
Utilities Income	47.78
Total Income	2,050,422.29
Gross Profit	2,050,422.29
Expense	
Payroll Expenses	255,740.00
Payroll Taxes	39,396.04
Utilities - Electric	8,867.64
Building Supplies	1,801.45
Building Repairs & Maintenance	3,167.95
Library & Office Supplies	1,511.55
Books & Materials	58,775.37
Processing Supplies	3,921.90
Equipment	1,572.91
Technology	7,608.16
Shipping	781.87
Professional Development	5,437.92
Bookvan & Mileage	106.62
Program Expense	1,542.09
Professional Fees	1,789.89
Advertising	1,225.07
Miscellaneous	-571.86
FOUNDATION FUNDING	19,050.87
FRIENDS FUNDING	11,726.62
Total Expense	423,452.06
Net Ordinary Income	1,626,970.23

Lawrence Public Library
Revenues & Expenses
February 2019

	Feb 19
Net Income	1,626,970.23

Lawrence Public Library Vendor Balance Summary

All Transactions

	Mar 15, 19
Advance Insurance Company	627.43
Amazon	4,424.95
ASI	50.00
Baker & Taylor, Inc.	240.02
Bibliotheca	4,306.67
Bob's Janitorial Service	200.00
Body Boutique	434.50
Center Point Large Print	250.47
Century Business Technologies	612.57
City of Lawrence	153.60
Darien Library	63.00
Designed Business Interiors	16,702.88
Eileen's Colossal Cookies	414.00
Filmtools	707.23
Friends of the Lawrence Pubic Library	309.24
Gale/Cengage Learning	316.26
Hewlett Packard Enterprise Co.	14,999.82
Ingram Library Services	20,704.53
Interstate Elevator, Inc.	191.84
Intuit	29.85
Jayhawk Trophy Co., Inc.	15.90
Jayhawk Tropical Fish	577.92
Kanopy LLC	908.00
Kansas Public Radio	157.50
Laser Logic, Inc.	109.00
Laura E. Fletcher	14.81
Lawrence Memorial Hospital	452.79
Midwest Tape	15,714.45
Modern Business Interiors	408.96
NEKLS	1,800.00
OCLC, Inc.	5,382.42
OverDrive	2,131.91
Pantaleon Florez	100.00
Preferred Lawn Service	985.00
Pro Print Inc.	425.42
Pur-O-Zone, Inc.	744.36
Quill Corporation	513.95
Rachel Igotofsky	500.00
Random House, Inc.	255.00
Recorded Books	696.24
Schendel Services	99.75
Shannon Polly & Associates	2,000.00
Sunrise Packaging	430.00
Tech Electronics	1,194.05
Unique Management Services	553.63
United Parcel Service	647.37
United Way of Douglas County	583.33
VenMill Industries, Inc.	299.00
VISA 5372	8,680.10
Westar	9,766.83
Withers	211.20
Worldpay Integrated Payments	218.45
TOTAL	122,316.20

12:29 PM
03/14/19

Lawrence Public Library
Check Detail
March 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	03/18/2019	Advance Insurance Company	Checking	
Bill	April 2019	03/13/2019		Group Life Insurance	-627.43
TOTAL					-627.43
Bill Pmt -Check	Electronic	03/18/2019	ASI	Checking	
Bill	February 2...	03/04/2019		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	03/18/2019	Intuit	Checking	
Bill	February B...	03/08/2019		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	03/18/2019	VISA 5372	Checking	
Bill		03/13/2019		Circulation	-767.96
				Bookvan & Mileage	-115.37
				Adult Programming	-61.83
				Children's Programming	-16.97
				Children's Programming	-8.32
				Children's Programming	-7.88
				Children's Programming	-294.04
				Children's Programming	-36.58
				Children's Programming	-75.25
				Children's Programming	-18.94
				Children's Programming	-11.45
				Young Adult Program...	-365.74
				Read Across Lawrence	-1,256.80
				ALSC Grant	-532.49
				Shipping	-115.99
				Library & Office Suppli...	-657.80
				Miscellaneous	-38.16
				Building Supplies	-399.85
				Building Repairs & Mai...	-11.41
				Advertising	-1,326.76
				Advertising Gift Fund	-343.45
				Telephone	-42.28
				Telephone	-276.09
				Supplies	-87.22
				FOUNDATION FUNDI...	-30.08
				FOUNDATION FUNDI...	-11.55
				FOUNDATION FUNDI...	-847.11
				YA/YS Programs-Wei...	-672.00
				Sound & Vision	-31.99
				Books & Materials	-119.00
				Periodicals	-49.75
				Periodicals	-49.99
TOTAL					-8,680.10

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	03/18/2019	Westar	Checking	
Bill		03/13/2019		Utilities - Electric	-9,766.83
TOTAL					-9,766.83
Bill Pmt -Check	Electronic	03/18/2019	Worldpay Integrated Payments	Checking	
Bill	Feb 2019	03/08/2019		Credit Card Processing	-218.45
TOTAL					-218.45
Bill Pmt -Check	Electronic	03/18/2019	United Parcel Service	Checking	
Bill	1099	03/08/2019		Shipping Processing Supplies	-588.09 -59.28
TOTAL					-647.37
Bill Pmt -Check	8519	03/20/2019	Baker & Taylor, Inc.	Checking	
Bill	2034344480	02/28/2019		Processing Supplies	-0.25
Bill	2034344479	02/28/2019		Books & Materials	-74.65
Bill	2034377736	03/13/2019		Processing Supplies	-0.25
Bill	2034377735	03/13/2019		Books & Materials	-76.40
Bill	5015396698	03/13/2019		Processing Supplies	-0.10
Bill	5015396697	03/13/2019		Books & Materials	-34.88
Bill	2034362793	03/13/2019		Books & Materials	-53.29
Bill	2034362794	03/13/2019		Processing Supplies	-0.20
TOTAL					-240.02
Bill Pmt -Check	8520	03/20/2019	Bibliotheca	Checking	
Bill	SI0049135...	03/08/2019		Processing Supplies	-4,306.67
TOTAL					-4,306.67
Bill Pmt -Check	8521	03/20/2019	Bob's Janitorial Service	Checking	
Bill	2698	03/08/2019		Building Repairs & Mai...	-200.00
TOTAL					-200.00
Bill Pmt -Check	8522	03/20/2019	Center Point Large Print	Checking	
Bill	1665366	02/28/2019		Books & Materials	-91.08
Bill	1664224	02/28/2019		Books & Materials	-159.39
TOTAL					-250.47

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8523	03/20/2019	Century Business Technologies	Checking	
Bill	514339	02/27/2019		Copying	-245.15
Bill	514776	02/27/2019		Copying	-352.42
Bill	514881	02/27/2019		Copying	-15.00
TOTAL					-612.57
Bill Pmt -Check	8524	03/20/2019	Darien Library	Checking	
Bill	81	02/27/2019		Overdues	-63.00
TOTAL					-63.00
Bill Pmt -Check	8525	03/20/2019	Designed Business Interiors	Checking	
Bill	16440	02/28/2019		Equipment	-1,163.95
Bill	16453	03/13/2019		Equipment	-10,244.53
Bill	16439	03/13/2019		Equipment	-5,294.40
TOTAL					-16,702.88
Bill Pmt -Check	8526	03/20/2019	Eileen's Colossal Cookies	Checking	
Bill	145	03/08/2019		FOUNDATION FUNDI...	-414.00
TOTAL					-414.00
Bill Pmt -Check	8527	03/20/2019	Filmtools	Checking	
Bill	SI8210118	02/27/2019		Processing Supplies	-707.23
TOTAL					-707.23
Bill Pmt -Check	8528	03/20/2019	Gale/Cengage Learning	Checking	
Bill	66626143	02/28/2019		Books & Materials	-22.39
Bill	66639975	02/28/2019		Books & Materials	-25.89
Bill	66573278	02/28/2019		Books & Materials	-14.69
Bill	66479369	02/28/2019		Books & Materials	-44.08
Bill	66716041	03/13/2019		Books & Materials	-45.48
Bill	66732045	03/13/2019		Books & Materials	-95.86
Bill	66692365	03/13/2019		Books & Materials	-67.87
TOTAL					-316.26
Bill Pmt -Check	8529	03/20/2019	Hewlett Packard Enterprise Co.	Checking	
Bill	2502923061	02/27/2019		Tech Desk Project	-5,073.09
				Simpson Grant	-9,926.73
TOTAL					-14,999.82

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8530	03/20/2019	Ingram Library Services	Checking	
Bill	38934841	02/28/2019	Ingram Library Services	Accounts Payable	0.00
Bill	38934840	02/28/2019		Landsberg Gift	-2.75
Bill	38950705	02/28/2019		Landsberg Gift	-23.80
Bill	38950707	02/28/2019		Landsberg Gift	-0.82
				GMARY	-9.84
Bill	38950706	02/28/2019		GMARY	-191.52
Bill	38910071	02/28/2019		Landsberg Gift	-16.52
Bill	38910072	02/28/2019		Landsberg Gift	-0.82
Bill	38851718	02/28/2019		Landsberg Gift	-34.19
Bill	38851716	02/28/2019		GMARY	-191.52
Bill	38851717	02/28/2019		GMARY	-8.20
				Landsberg Gift	-1.64
Bill	38792991	02/28/2019		Landsberg Gift	-3.28
Bill	38792992	02/28/2019		Landsberg Gift	-59.79
Bill	38792990	02/28/2019		Landsberg Gift	-15.93
Bill	39009034	02/28/2019		Landsberg Gift	-5.74
Bill	39009032	02/28/2019		Landsberg Gift	-17.09
Bill	39009033	02/28/2019		Landsberg Gift	-65.52
Bill	39009035	02/28/2019		Landsberg Gift	-35.91
Bill	39019638	02/28/2019		Processing Supplies	-33.46
Bill	38991738	02/28/2019		Processing Supplies	-6.07
Bill	38991736	02/28/2019		Processing Supplies	-31.16
Bill	38991740	02/28/2019		Processing Supplies	-66.10
Bill	38950702	02/28/2019		Processing Supplies	-245.10
Bill	38950704	02/28/2019		Processing Supplies	-0.30
Bill	38934837	02/28/2019		Processing Supplies	-40.85
Bill	38934839	02/28/2019		Processing Supplies	-0.45
Bill	38941159	02/28/2019		Processing Supplies	-118.71
Bill	38910070	02/28/2019		Processing Supplies	-42.79
Bill	38921544	02/28/2019		Processing Supplies	-0.45
Bill	38893713	02/28/2019		Processing Supplies	-1.20
Bill	38877676	02/28/2019		Processing Supplies	-3.76
Bill	38893711	02/28/2019		Processing Supplies	-36.51
Bill	38851715	02/28/2019		Processing Supplies	-233.21
Bill	38873908	02/28/2019		Processing Supplies	-13.13
Bill	38873906	02/28/2019		Processing Supplies	-102.00
Bill	38877674	02/28/2019		Processing Supplies	-47.02
Bill	38829776	02/28/2019		Processing Supplies	-33.79
Bill	38809017	02/28/2019		Processing Supplies	-32.80
Bill	38792989	02/28/2019		Processing Supplies	-103.05
Bill	38775670	02/28/2019		Processing Supplies	-35.76
Bill	39019637	02/28/2019		Books & Materials	-172.62
Bill	38991737	02/28/2019		Books & Materials	-90.49
Bill	38991735	02/28/2019		Books & Materials	-181.93
Bill	38991739	02/28/2019		Books & Materials	-582.71
Bill	38950701	02/28/2019		Books & Materials	-2,074.01
Bill	38950703	02/28/2019		Books & Materials	-25.76
Bill	38934836	02/28/2019		Books & Materials	-368.35
Bill	38960745	02/28/2019		Books & Materials	-19.90
Bill	38934838	02/28/2019		Books & Materials	-38.38
Bill	38910068	02/28/2019		Books & Materials	-71.02
Bill	38941158	02/28/2019		Books & Materials	-836.41
Bill	38910069	02/28/2019		Books & Materials	-573.99
Bill	38921543	02/28/2019		Books & Materials	-39.51
Bill	38893712	02/28/2019		Books & Materials	-110.93
Bill	38877675	02/28/2019		Books & Materials	-46.63
Bill	38893710	02/28/2019		Books & Materials	-395.93
Bill	38851714	02/28/2019		Books & Materials	-2,592.31
Bill	38873907	02/28/2019		Books & Materials	-113.01

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Type	Num	Date	Name	Account	Paid Amount
Bill	38873905	02/28/2019		Books & Materials	-881.85
Bill	38877673	02/28/2019		Books & Materials	-551.79
Bill	38829775	02/28/2019		Books & Materials	-371.27
Bill	38809016	02/28/2019		Books & Materials	-424.33
Bill	38792988	02/28/2019		Books & Materials	-805.53
Bill	38775669	02/28/2019		Books & Materials	-461.65
Bill	39063663	03/13/2019		Books & Materials	-588.27
Bill	39031916	03/13/2019		Books & Materials	-650.97
Bill	39009030	03/13/2019		Books & Materials	-1,193.53
Bill	39054339	03/13/2019		Books & Materials	-1,710.48
Bill	39134751	03/13/2019		Books & Materials	-55.74
Bill	39134749	03/13/2019		Books & Materials	-750.48
Bill	39111593	03/13/2019		Books & Materials	-674.05
Bill	39123931	03/13/2019		Books & Materials	-67.97
Bill	39123933	03/13/2019		Books & Materials	-341.18
Bill	39077542	03/13/2019		Books & Materials	-216.84
Bill	39077538	03/13/2019		Books & Materials	-40.84
Bill	39077540	03/13/2019		Books & Materials	-70.36
Bill	39063664	03/13/2019		Processing Supplies	-37.72
Bill	39031917	03/13/2019		Processing Supplies	-58.69
Bill	39009031	03/13/2019		Processing Supplies	-92.44
Bill	39054340	03/13/2019		Processing Supplies	-141.51
Bill	39134752	03/13/2019		Processing Supplies	-0.60
Bill	39134750	03/13/2019		Processing Supplies	-54.22
Bill	39111594	03/13/2019		Processing Supplies	-59.71
Bill	39123932	03/13/2019		Processing Supplies	-7.70
Bill	39123934	03/13/2019		Processing Supplies	-14.71
Bill	39077543	03/13/2019		Processing Supplies	-22.14
Bill	39077539	03/13/2019		Processing Supplies	-4.76
Bill	39077541	03/13/2019		Processing Supplies	-2.76
Bill	39134753	03/13/2019		Landsberg Gift	-16.50
Bill	39134754	03/13/2019		Landsberg Gift	-1.64
Bill	39134755	03/13/2019		Landsberg Gift	-15.93
Bill	39111596	03/13/2019		Landsberg Gift	-0.82
Bill	39111595	03/13/2019		Landsberg Gift	-17.10
Bill	39077544	03/13/2019		Landsberg Gift	-17.09
Bill	39077545	03/13/2019		Landsberg Gift	-0.82
Bill	39054342	03/13/2019		Landsberg Gift	-0.82
Bill	39054341	03/13/2019		Landsberg Gift	-15.36
Bill	39031919	03/13/2019		Landsberg Gift	-0.82
Bill	39031918	03/13/2019		Landsberg Gift	-17.10
TOTAL					-20,704.53

Bill Pmt -Check	8531	03/20/2019	Interstate Elevator, Inc.	Checking	
Bill	18855	03/08/2019		Building Repairs & Mai...	-191.84
TOTAL					-191.84

Bill Pmt -Check	8532	03/20/2019	Jayhawk Trophy Co., Inc.	Checking	
Bill	63409	03/13/2019		Miscellaneous	-15.90
TOTAL					-15.90

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8533	03/20/2019	Jayhawk Tropical Fish	Checking	
Bill	716916	03/13/2019		Aquarium Maintenance	-300.00
Bill	716817	03/13/2019		Aquarium Maintenance	-207.92
Bill	816874	03/13/2019		Aquarium Maintenance	-70.00
TOTAL					-577.92
Bill Pmt -Check	8534	03/20/2019	Kanopy LLC	Checking	
Bill	149144-PPU	03/13/2019		Books & Materials	-908.00
TOTAL					-908.00
Bill Pmt -Check	8535	03/20/2019	Kansas Public Radio	Checking	
Bill	143956	03/13/2019		Advertising Gift Fund	-157.50
TOTAL					-157.50
Bill Pmt -Check	8536	03/20/2019	Laser Logic, Inc.	Checking	
Bill	283183	03/13/2019		Supplies	-109.00
TOTAL					-109.00
Bill Pmt -Check	8537	03/20/2019	Lawrence Memorial Hospital	Checking	
Bill	161565	02/27/2019		Professional Fees	-16.66
Bill	161262	03/08/2019		Professional Fees	-114.13
Bill	161043	03/08/2019		Professional Fees	-322.00
TOTAL					-452.79
Bill Pmt -Check	8538	03/20/2019	Midwest Tape	Checking	
Bill	96952526	02/28/2019		Books & Materials	-17.24
Bill	96959991	02/28/2019		Books & Materials	-776.56
				Books & Materials	-37.49
Bill	97037481	02/28/2019		Books & Materials	-87.72
Bill	97036749	02/28/2019		Books & Materials	-62.95
Bill	97020291	02/28/2019		Books & Materials	-2,047.59
Bill	97020292	02/28/2019		Books & Materials	-386.91
Bill	97015308	02/28/2019		Books & Materials	-165.17
Bill	97015850	02/28/2019		Books & Materials	-291.62
Bill	97007186	02/28/2019		Books & Materials	-10.49
Bill	97006374	02/28/2019		Books & Materials	-26.24
Bill	96990213	02/28/2019		Books & Materials	-775.00
Bill	96990123	02/28/2019		Books & Materials	-357.91
Bill	96985597	02/28/2019		Books & Materials	-87.52
Bill	96979738	02/28/2019		Books & Materials	-23.23
Bill	96976740	02/28/2019		Books & Materials	-80.97
Bill	96959271	02/28/2019		Books & Materials	-175.93
Bill	96959992	02/28/2019		Books & Materials	-109.97
Bill	96958429	02/28/2019		Books & Materials	-44.21
Bill	97053177	03/13/2019		Processing Supplies	-358.65
Bill	97068883	03/13/2019		Books & Materials	-24.73

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Type	Num	Date	Name	Account	Paid Amount
Bill	97068881	03/13/2019		Books & Materials	-11.24
Bill	97053081	03/13/2019		Books & Materials	-214.37
Bill	97052939	03/13/2019		Books & Materials	-80.93
Bill	97055586	03/13/2019		Books & Materials	-499.85
Bill	97055585	03/13/2019		Books & Materials	-669.40
Bill	97059980	03/13/2019		Books & Materials	-7,885.63
Bill	97047325	03/13/2019		Books & Materials	-29.99
Bill	97047323	03/13/2019		Books & Materials	-98.32
Bill	97047326	03/13/2019		Books & Materials	-276.62
TOTAL					-15,714.45
Bill Pmt -Check	8539	03/20/2019	Modern Business Interiors	Checking	
Bill	53727	02/27/2019		Equipment	-408.96
TOTAL					-408.96
Bill Pmt -Check	8540	03/20/2019	NEKLS	Checking	
Bill	Courier	03/08/2019		Shipping	-1,800.00
TOTAL					-1,800.00
Bill Pmt -Check	8541	03/20/2019	OCLC, Inc.	Checking	
Bill	647279	03/13/2019		Collections	-5,382.42
TOTAL					-5,382.42
Bill Pmt -Check	8542	03/20/2019	OverDrive	Checking	
Bill	06809CO1...	02/28/2019		Books & Materials	-99.93
Bill	06809CO1...	02/28/2019		Books & Materials	-506.44
Bill	06809CO1...	02/28/2019		Books & Materials	-457.08
Bill	06809CO1...	02/28/2019		Books & Materials	-1,068.46
TOTAL					-2,131.91
Bill Pmt -Check	8543	03/20/2019	Preferred Lawn Service	Checking	
Bill	35958	02/27/2019		Building Repairs & Mai...	-255.00
Bill	35871	02/27/2019		Building Repairs & Mai...	-365.00
Bill	35989	02/28/2019		Building Repairs & Mai...	-110.00
Bill	36030	03/08/2019		Building Repairs & Mai...	-255.00
TOTAL					-985.00
Bill Pmt -Check	8544	03/20/2019	Pro Print Inc.	Checking	
Bill	99008	03/08/2019		Processing Supplies	-425.42
TOTAL					-425.42

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8545	03/20/2019	Pur-O-Zone, Inc.	Checking	
Bill	774089	02/28/2019		Building Supplies	-382.13
Bill	775166	03/14/2019		Building Supplies	-362.23
TOTAL					-744.36
Bill Pmt -Check	8546	03/20/2019	Quill Corporation	Checking	
Bill	5238508	02/28/2019		Processing Supplies	-32.67
Bill	5278064	02/28/2019		Library & Office Suppli...	-421.30
				Library & Office Suppli...	-59.98
TOTAL					-513.95
Bill Pmt -Check	8547	03/20/2019	Random House, Inc.	Checking	
Bill	1086912905	02/28/2019		Books & Materials	-37.50
Bill	1086755697	02/28/2019		Books & Materials	-45.00
Bill	1086616725	02/28/2019		Books & Materials	-33.75
Bill	1078305578	03/13/2019		Books & Materials	-22.50
Bill	1087268285	03/13/2019		Books & Materials	-48.75
Bill	1087054109	03/13/2019		Books & Materials	-30.00
Bill	1087094339	03/13/2019		Books & Materials	-37.50
TOTAL					-255.00
Bill Pmt -Check	8548	03/20/2019	Recorded Books	Checking	
Bill	76184619	02/28/2019		Books & Materials	-198.30
Bill	76185392	02/28/2019		Books & Materials	-55.65
Bill	76184360	02/28/2019		Books & Materials	-74.25
Bill	76182928	02/28/2019		Books & Materials	-210.15
Bill	76189104	03/13/2019		Books & Materials	-74.25
Bill	76188800	03/13/2019		Books & Materials	-43.65
Bill	76195350	03/13/2019		Books & Materials	-39.99
TOTAL					-696.24
Bill Pmt -Check	8549	03/20/2019	Schendel Services	Checking	
Bill	30275457	03/13/2019		Building Repairs & Mai...	-99.75
TOTAL					-99.75
Bill Pmt -Check	8550	03/20/2019	Shannon Polly & Associates	Checking	
Bill	1174	02/27/2019		Admin. Dept.	-2,000.00
TOTAL					-2,000.00
Bill Pmt -Check	8551	03/20/2019	Sunrise Packaging	Checking	
Bill	12176	02/27/2019		Processing Supplies	-430.00
TOTAL					-430.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8552	03/20/2019	Tech Electronics	Checking	
Bill	1190225277	02/28/2019		Building Repairs & Mai...	-1,194.05
TOTAL					-1,194.05
Bill Pmt -Check	8553	03/20/2019	Unique Management Services	Checking	
Bill	501349	03/08/2019		Professional Fees	-411.70
Bill	501350	03/08/2019		Professional Fees	-141.93
TOTAL					-553.63
Bill Pmt -Check	8554	03/20/2019	United Way of Douglas County	Checking	
Bill	4393	03/08/2019		Professional Fees	-583.33
TOTAL					-583.33
Bill Pmt -Check	8555	03/20/2019	VenMill Industries, Inc.	Checking	
Bill	8327	03/08/2019		Equipment	-299.00
TOTAL					-299.00
Bill Pmt -Check	8556	03/20/2019	Withers	Checking	
Bill	200908	02/28/2019		Building Supplies	-19.75
Bill	200978	03/08/2019		Building Supplies	-191.45
TOTAL					-211.20
Bill Pmt -Check	28505	03/18/2019	Amazon	Checking	
Bill	456538596...	02/27/2019	Amazon	Accounts Payable	0.00
Bill	9930602	02/27/2019	Amazon	Accounts Payable	0.00
Bill	9996248	02/27/2019		Building Supplies	-31.51
Bill	0734605	02/27/2019		Building Supplies	-52.00
Bill	634584434...	02/27/2019		Books & Materials	-16.37
Bill	4261863	02/27/2019		KHF Grant Expenses	-224.25
Bill	8890602	02/27/2019		Young Adult Program...	-79.98
				Read Across Lawrence	-15.90
Bill	3607422	02/27/2019		Library & Office Suppli...	-206.61
Bill	6058647	02/28/2019		Books & Materials	-80.67
				Books & Materials	-17.98
				Books & Materials	-80.43
Bill	6058647	02/28/2019		Books & Materials	-34.93
Bill	7103425	02/28/2019		Books & Materials	-22.00
Bill	4935410	02/28/2019		Books & Materials	-15.99
Bill	6849872	02/28/2019		Books & Materials	-17.98
Bill	7381050	02/28/2019		Books & Materials	-14.80
Bill	9821031	02/28/2019		Books & Materials	-116.65
Bill	7605837	02/28/2019		Books & Materials	-14.98
Bill	0916231	02/28/2019		Books & Materials	-7.99
Bill	0916231	02/28/2019		Books & Materials	-13.99
Bill	0916231	02/28/2019		Books & Materials	-272.81
				Books & Materials	-39.16

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Type	Num	Date	Name	Account	Paid Amount
Bill	1954650	02/28/2019		Books & Materials	-48.95
				Books & Materials	-167.27
				Books & Materials	-265.67
Bill	6210613	02/28/2019		Books & Materials	-9.63
Bill	6849872	02/28/2019		Books & Materials	-11.72
				Books & Materials	-44.86
				Block Grant	-24.99
Bill	1953853	02/28/2019		Books & Materials	-11.61
Bill	2849055	02/28/2019		Young Adult Program...	-69.24
Bill	5485837	02/28/2019		Young Adult Program...	-7.99
Bill	1818614	02/28/2019		Building Supplies	-242.80
Bill	1846635	03/08/2019		Young Adult Program...	-25.96
Bill	1846635	03/08/2019		Young Adult Program...	-42.87
Bill	9325866	03/08/2019		Advertising	-731.98
Bill	3783482	03/13/2019		Children's Programming	-140.82
Bill	3106621	03/13/2019		Children's Programming	-38.97
Bill	1541067	03/13/2019		Books & Materials	-31.67
Bill	1541067	03/13/2019		Books & Materials	-33.24
				Books & Materials	-242.80
				Books & Materials	-31.57
				Books & Materials	-17.99
Bill	5883443	03/13/2019		Books & Materials	-18.20
Bill	2203452	03/13/2019		Books & Materials	-119.98
Bill	2203452	03/13/2019		Books & Materials	-16.83
Bill	7446659	03/13/2019		Books & Materials	-24.97
Bill	7471438	03/13/2019		Books & Materials	-12.50
Bill	2462602	03/13/2019		Books & Materials	-12.24
Bill	1777013	03/13/2019		Books & Materials	-33.98
Bill	2454639	03/13/2019		Books & Materials	-5.49
Bill	7506641	03/13/2019		Books & Materials	-18.95
Bill	2203452	03/13/2019		Books & Materials	-73.76
				Books & Materials	-190.59
				Books & Materials	-104.17
Bill	7143417	03/13/2019		Books & Materials	-27.93
Bill	6058647	03/13/2019		Books & Materials	-9.62
Bill	7459437	03/13/2019		Books & Materials	-16.39
Bill	0919469	03/13/2019		Books & Materials	-18.57
Bill	9728226	03/14/2019		Processing Supplies	-101.20
TOTAL					-4,424.95
Bill Pmt -Check	28506	03/18/2019	Body Boutique	Checking	
Bill	BERKLEY	03/13/2019		Membership & Dues	-434.50
TOTAL					-434.50
Bill Pmt -Check	28507	03/18/2019	City of Lawrence	Checking	
Bill	Parking Pe...	03/08/2019		Miscellaneous	-153.60
TOTAL					-153.60
Bill Pmt -Check	28508	03/18/2019	Friends of the Lawrence Pubi...	Checking	
Bill	22219	02/27/2019		Volunteer Recognition	-309.24
TOTAL					-309.24

12:29 PM
03/14/19

Lawrence Public Library
Check Detail
March 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28509	03/18/2019	Pantaleon Florez	Checking	
Bill	3-19-19	03/14/2019		Adult Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	28510	03/18/2019	Rachel Ignatofsky	Checking	
Bill	4-12-19	03/08/2019		Adult Programming	-500.00
TOTAL					-500.00
Bill Pmt -Check	28511	03/18/2019	Laura E. Fletcher	Checking	
Bill	REFUND	02/27/2019		Overdues	-14.81
TOTAL					-14.81

Lawrence Public Library

Monthly Statistical Summary--February 2019

INDICATOR	February		Percent	YTD	YTD	Percent
	2019	2018	Change	2019	2018	Change
			2018-2019			2018-2019

SUMMARY RATIOS

Service Area Population	100,736	99,496	1%			
User Visits per Capita	5.70	5.70	0%			
Reference Transactions per Capita	1.22	1.27	-4%			
Program Attendance per Capita	0.49	0.44	11%			
Circulation per Capita	11.59	11.12	4%			
Circulation per Visit	2.03	1.95	4%			
Total Holdings per Capita	2.04	2.02	1%			
% of Lawrence Residents Registered	57%	55%	4%			

Circulation--Adult Total	66,896	64,275	4%	140,591	136,981	3%
Circulation--Young Adult Total	3,482	3,010	16%	7,270	6,514	12%
Circulation--Youth Total	26,956	24,896	8%	54,674	52,790	4%
Circulation--Bookmobile	912	661	38%	1,992	1,521	31%
Circulation--Book Lockers	908	887	2%	1,982	1,880	5%
Circulation--Audiovisual Total	38,097	37,021	3%	80,616	78,737	2%
Circulation--Total	97,334	92,181	6%	202,535	196,285	3%

Reference Transactions	10,235	10,546	-3%	21,523	22,926	-6%
User Visits	47,883	47,250	1%	99,508	100,847	-1%
LPL Web Site Visits	18,542	19,715	-6%	39,710	41,217	-4%

Holdings--Added	2,902	3,104	-7%	6,021	6,360	-5%
Holdings--Withdrawn	3,032	2,167	40%	5,992	4,470	34%
Holdings--Total	205,258	201,325	2%			

Active Cardholders--Added	604	504	20%			
Active Cardholders--Total	70,373	66,671	6%			

Adult Programs	18	31	-42%	38	65	-42%
Young Adult Programs	16	12	33%	29	23	26%
Youth Programs	84	68	24%	150	119	26%
Total Programs	118	111	6%	217	207	5%
Total Program Attendance	4,112	3,634	13%	7,099	6,916	3%
Public Uses of Meeting Rooms	842	1,136	-26%	1,700	2,131	-20%

Total Paid Staff (FTE)	67.54	63.26	7%			
Total Number of Employees	84	82	2%			

Lawrence Public Library

Monthly Statistical Report--February 2019

	February		Percent		YTD	YTD	Percent
	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
OUTPUT MEASURES							
Service Area Population	100,736	99,496	1%				
User Visits per Capita	5.70	5.70	0%				
Reference Transactions per Capita	1.22	1.27	-4%				
Program Attendance per Capita	0.49	0.44	12%				
Circulation per Capita	11.59	11.12	4%				
Total Holdings per Capita	2.04	2.02	1%				
Collection Turnover--Total	5.76	5.57	4%				
Collection Turnover--Adult	6.27	6.09	3%				
Collection Turnover--Young Adult	3.40	3.26	4%				
Collection Turnover--Youth	5.19	4.89	6%				
Collection Turnover--Audiovisual	10.61	10.27	3%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	32031	30699	4%		66644	65291	2%
Circulation--Adult Periodicals	1011	817	24%		2058	1759	17%
Circulation--Adult Feature Films & TV Shows	22611	21953	3%		47939	46785	2%
Circulation--Electronic Games	1453	1619	-10%		3030	3359	-10%
Circulation--Adult Music CDs	3492	4207	-17%		7739	9400	-18%
Circulation--Adult Audio Books and Books on CD	6193	4944	25%		12966	10310	26%
Circulation--eReaders	1	7	-86%		4	18	-78%
Circulation--Other New	104	29	259%		211	59	258%
Circulation--Adult Total	66896	64275	4%		140591	136981	3%
Circulation--YA Books and NF Videos	3001	2696	11%		6216	5865	6%
Circulation--YA Periodicals	0	4	-100%		1	12	-92%
Circulation--YA Audio Books and Books on CD	481	310	55%		1053	637	65%
Circulation--YA Total	3482	3010	16%		7270	6514	12%
Circulation--Youth Books and NF Videos	24854	23114	8%		50361	49045	3%
Circulation--Youth Periodicals	100	66	52%		200	152	32%
Circulation--Youth Music CDs	386	367	5%		744	784	-5%
Circulation--Youth Audio Books and Books on CD	1616	1349	20%		3369	2809	20%
Circulation--Youth Total	26956	24896	8%		54674	52790	4%

Lawrence Public Library	February		Percent		YTD	YTD
Monthly Statistical Report	2019	2018	Change		2019	2018
			2018-2019			2018-2019
Circulation--Bookmobile	912	661	38%		1992	1521
Circulation--Book Lockers	908	887	2%		1982	1880
Circulation--Total Books	59886	54273	10%		123221	120201
Circulation--Total Periodicals	1111	887	25%		2259	1923
Circulation--Total Audiovisual	38097	37021	3%		80616	78737
Circulation Total	97334	92181	6%		202535	196285
Accounts & Welcome Desk Circulation	3854	3586	7%		8581	7176
Self Check Circulation	67574	66239	2%		140883	142951
Percent Self Check	95%	95%	0%		94%	95%
Web Site & Telephone Renewals	13875	13997	-1%		28274	28568
Other Staff Checkouts	138	118	17%		281	222
Requests Placed	19345	17935	8%		42088	39647
Requests Filled	16488	16488	0%		35838	35643
Requests Unclaimed	2812	2452	15%		5478	5105
Interlibrary Loan Items Borrowed for LPL Patrons	353	417	-15%		755	857
Interlibrary Loan Items Loaned from LPL Collection	503	457	10%		1137	890
OTHER LIBRARY SERVICES						
User Visits	47883	47250	1%		99508	100847
Public Computer Usage	6440	6730	-4%		13464	14363

Lawrence Public Library	February		Percent		YTD	YTD
Monthly Statistical Report	2019	2018	Change		2019	2018
			2018-2019			2018-2019
PATRON INQUIRIES						
Ask Desk	1311	1353	-3%		2548	2799
Teen Zone	854	598	43%		1778	1269
Children's Desk	1158	878	32%		2442	2017
IT Desk	1276	1520	-16%		2516	3090
Welcome Desk	1118	1850	-40%		2519	3966
Phone Calls	1426	1406	1%		3221	3138
Account Desk	3092	2941	5%		6499	6647
Total Reference Transactions	10235	10546	-3%		21523	22926
Public-Sponsored Uses of Meeting Rooms	842	1136	-26%		1700	2131
LPL Web Site Visits	18542	19715	-6%		39710	41217
RESOURCES						
Holdings--Total	205258	201325	2%			
Holdings--Adult	129747	128317	1%			
Holdings--Young Adult	12324	11131	11%			
Holdings--Youth	63187	61877	2%			
Holdings--Audiovisual	43094	43257	0%			
Holdings--eReaders	1	10	-90%			
Holdings Added	2902	3104	-7%		6021	6360
Holdings Withdrawn (Weeded)	3032	2167	40%		5992	4470
Holdings Net Change	315	1399	-77%		1112	3066
LIBRARY PATRONS						
Total Active Cardholders	70373	66671	6%			
Cardholders Added	604	504	20%		1281	1215
Cardholders Transacting	13933	13313	5%		28166	27072
Percent of Cardholders Transacting	20%	20%	-1%			
Total Number of Lawrence Residents Registered	57392	54585	5%			
Percent of Lawrence Residents Registered	57%	55%	4%			

Lawrence Public Library						
Monthly Statistical Report	February		Percent		YTD	YTD
	2019	2018	Change		2019	2018
			2018-2019			2018-2019
PROGRAMMING						
Number of Adult Programs	18	31	-42%		38	65
Number of Young Adult Programs	16	12	33%		29	23
Number of Youth Programs	84	68	24%		150	119
Total Programs	118	111	6%		217	207
Adult Program Attendance	707	700	1%		1118	2098
Young Adult Program Attendance	327	582	-44%		676	1015
Youth Program Attendance	3078	2352	31%		5305	3803
Total Program Attendance	4112	3634	13%		7099	6916
STAFFING						
Total Paid Staff, in Full-Time Equivalents	67.54	63.26	7%			
ALA-MLS Librarians, in Full-Time Equivalents	16.9	18.5	-9%			
Number of Employees--Total	84	82	2%			
Number of Employees--Full-Time	46	42	10%			
Number of Employees--Part-Time	38	40	-5%			
Terminations	2	3	-33%		4	5
Hirings	0	0	#DIV/0!		2	2
Volunteer Hours	716.2	688.5	4%		1508.15	1474.9
	.					

Select Online Statistics February 2019

Lynda.com

Active Users 2311
New Users 38
Users Who Logged In 153
Total Log ins 656
Hours Viewed 254.06
Hours Viewed per User Who Logged In 1.66
Hours Viewed per Log in .39

Kanopy

Visits 4148
Pages 4911
Plays 624
Users 837

Library Director's Report for March 2019

Annual performance reviews underway

Coordinators completed all performance reviews in February using our new evaluation form and have begun meeting with staff about their reviews. Feedback has been positive from both coordinators and staff concerning the new evaluation form. Sherri and I will make our recommendation concerning implementation of a merit pay system to the board at the April meeting.

Examination of Cloud-based recruiting and onboarding systems continues

Sherri, Denise, and I continue to narrow down our choice for a cloud-based system to improve recruiting and onboarding of new staff. We have our final demo today and should have a good idea of the direction we would like to go very soon. I should be able to report on our decision at the April board meeting.

OrangeBoy, a new marketing and data analysis product

The library is getting a new product called Savannah, created by a company called OrangeBoy. To quote the [OrangeBoy website](#), "Savannah provides a powerful platform to help libraries manage, measure and market their organizations. [It's a] single cloud-based platform to gain meaningful insights, connect with customers and measure results." Using Savannah will help the library understand our customers much better than we have in the past. We are very excited to use this platform and can begin to share some of our findings later this summer and fall after its implementation.

Our KU interns have started work

After a few hiccups at the start of the spring semester, four KU students of color have begun internships at the library. We have a student in Information Services, Readers Services, Cataloging/Collection Development, and Teen Services. As mentioned in previous director's reports, we are working in partnership with the KU Office of Diversity and Equity to provide work experience in public libraries for students of color on the KU campus, primarily through federal work study. I'm so excited to see this program get off the ground and curious hear from the students what they think of their experience.

Respectfully submitted by Brad Allen, March 14, 2019

Monthly Departmental Reports

March 2019

New Staff

- **C & CD** - Emilio Santana, KU work study student, will be helping us with a diversity audit, as well as helping out with deprocessing, database cleanups, and doing some work in materials handling.
- **Facilities Department** - has hired Richard Messer as a custodian.
- **Youth Services**- Kevin Mboma, also a KU work study student, started his position working in the Teen Zone. He'll be helping us with the daily Teen Zone duties as well as programming.
- **Readers' Services** - Katie Foster has joined our staff as our new part-time Readers' Assistant. She comes to us with a wealth of readers' advisory and poetry/creative writing background (and also works part-time at The Raven Bookstore) so we're thrilled to have her. Starting next week Sh'Kaiya Hutchens will join us as our KU work study intern. She will be helping us with daily duties and some specific projects, such as tagging in Bibliocommons and the diversity audit.
- **Info Services** - Michelle Oboro, our 4th KU work study intern, has started work with the Info Services Team. She is interested in the library's unique ability to provide individuals with access to the world of knowledge.

New Volunteers

- **Materials Handling** - Lindley will be replacing Megan as the Sunday volunteer in the department. Mike and Lencia will be trained as emergency substitute volunteers.

New Services

- **Technology** - Free fax service now available. This replaces the paid fax service we had previously offered.

New Collections

- **Button Makers** - We're looking to finally launch this service/collection on March 18. Button makers will be available for check out at the Tech desk for two hours of in

house use, and button parts sets can be purchased 10 for \$1 or 25 for \$2.

New Software/Hardware

- **Youth Services**- Jenny Cook has been using money from an ALSC grant to purchase STEM equipment for a series of programs in April as well as STEM kits that we will use to visit schools and clubs.
- **Technology** - Server replacements have arrived and will be installed as soon as we get the appropriate mounting hardware for our server rack. The new equipment will replace two 8 year old Dell servers and two 5 year old Dell servers.
- **Marketing** - Marketing is following the lead of many highly successful peer libraries and getting [Savannah](#), a tool created by Orange Boy, that will help us manage, measure, and market LPL. It works by connecting to our ILS and creating clusters (marketing segments) based on library card behavior. We will be moving from one-size-fits-all messaging to interest-based communication (i.e. you won't hear from us about things you aren't interested in). We'll also have the ability to scan library cards at events, which adds a new layer of insight and strategy into what people want to do at their library. As the Marketing Director at Multnomah Public Library told us, "We went from working with a sledgehammer to marketing with a chisel." It's pretty exciting!

Reports on Signature Events

- **Youth Services**
 - The YS team put on some fantastic programming this past month! RAL was great for us! RAL events were well attended despite the weather and we only had to cancel/move a couple of programs. Jessie Janowitz was a fantastic speaker for teens and led entertaining and interesting workshops for middle schoolers from across the district at Liberty Memorial. We're very lucky the weather didn't wreak havoc on her visit to the library and the school.
 - Harry Potter Book Night was a another success and despite the bitter cold, we came very close to our attendance numbers from last year.
- **Adult Programming**
 - The RAL Adult Programming surrounding *Sourdough* went pretty well, in spite of the brutal February weather. We had a total of 12 programs with overall attendance topping out at 559. We had a great partnership with the Hall Center

for the Humanities who brought in Sandor Katz to talk about all things fermentation and people loved hearing him talk about kefir, kombucha, and kraut!

- We're continuing efforts in concert with Danny Caine from the Raven Book Store to bring in authors who are on tour. In February we hosted Jane Harper, a very popular Australian mystery writer. We had 130 folk show up on a cold Friday night to hear her and Danny talk about mysteries and writing. She only had 5 dates in the US, so getting her in Lawrence was a major coup. Her publicist from Macmillan was also there, so we got to show off how we can make author events lucrative in our town, which will hopefully bring more touring authors to our area.

Continuing Education/Professional Organization Participation

- **Library-wide:** 20 staff members from 6 different departments attended the Readers' Services training: "You can judge a book by its cover. Mostly." This session was offered as part of our ongoing Department of the Month learning series.
- **Youth Services:**
 - Jenny Cook attended a NASA Summer Reading workshop at the Baker Wetlands.
 - Jenny Cook and Lauren Taylor led table talks and attended the NEKLS Summer Reading Workshop.
 - Karen Allen is working on putting the final touches on the MALA Spring Workshop for children's librarians to be held at LPL on 4/26 covering the topic of Diversity in Children's Literature and Programming. Jamie Campbell Naidoo, the current president of ALSC, will lead the morning workshop followed by breakout sessions in the afternoon.
 - Karen Allen has agreed to chair the Professional Development Committee for MALA.
- **Marketing:** Heather has been invited to participate in the KC Library Marketing Huddle, which includes marketing folks from Kansas City Kansas, Olathe, Johnson County, Kansas City, and North Kansas City Public Libraries. It meets a couple times a year to talk about what we're doing in the area of marketing and communications and try to find ways to collaborate on one or two projects each year.

Task Force Reports/Task Force Requests

- **Collections Diversity & Inclusion** - The task force is finalizing criteria for the diversity audit, and the KU work study students in Readers' Services and Cataloging & Collection Development will be helping complete it.

Policy and Procedures

- **Disposable wipes** - In the spirit of March, spring, and greener cleaning, the library will be phasing out the use of disposable wipes in the building. Most areas have easy access to microfiber cloths and SAO for any cleaning and sanitizing needs, which not only does a better job cleaning but also leaves no residue for future schmutz to adhere to. The remaining baby wipes will be set aside for special programs and the occasional patron use at the Technology Desk.

Highlight of the Month

- **READ ACROSS LAWRENCE!** Another year of fantastic programs for all ages, wonderful author talks, and a fabulously successful fundraiser!

Foundation Director's Report – March 14, 2019

- **After Hours at the Library.** The After Hours Market fundraiser took place on Saturday, March 2. The event was the Library Foundation's most successful fundraiser to date thanks to an incredible amount of community support. Here are some of the highlights:
 - Total raised was \$47,000 (gross). After expenses, we anticipate net fundraising of \$42,000.
 - The increase in revenue was due mostly to generous signature sponsorships from BNSF Foundation and Crown Automotive, as well as an increase in basket ticket sales.
 - Attendance was higher as well. More than 300 people, including 34 volunteers attended the party. We attribute this to a lower ticket price of \$50 (the same amount we charged in 2009.)
 - Eighteen book clubs, organizations and businesses donated 23 baskets. The Win a Basket! fundraiser earned more than \$10,000, also a new record.
 - We earned nearly \$24,000 from 14 sponsors. In addition, we received three in-kind sponsorships valued at \$1,700.
 - Eight local restaurants provided appetizers and desserts. An additional eight farmer's market vendors provided baked goods, desserts, flowers and kombucha.
 - Harry Miller provided jazz piano music in the auditorium, Kuglers Midwestern Bluegrass provided music in the atrium, and our studio manager Jim Barnes and Stephanie Barrows played flutes and drums in the lobby.
 - A huge THANK YOU goes to the After Hours planning committee: Margie Coggins, Mary Gage, Logan Isaman, Julia Schnur-Laughlin, Kassie Nieters, Kim Rack, Rachel Racemacher and Annette Wertzberger. These women keep coming back year after year to support the library. We owe our success to them.
- **Friends and Foundation Merger.** At its March 9th Annual Meeting, the Friends of the Library voted 73 to 8 in the affirmative to merge with the Foundation. At its March 25 meeting, the Library Foundation board will consider the merger proposal. Should the Foundation approve the measure, the two boards will work together in the coming months to finalize the process of joining the two organizations. The overarching goal is to create a unified and stronger organization to support the immediate and long term needs of the library. The steering committee has worked extensively on creating by-laws, policies and operating procedures for Friends & Foundation. These are posted on the library website at <https://lplks.org/merger>.
- **Year End Endowment Report.** Chip Blaser, Executive Director of DCCF, attended the February Library Foundation board meeting to report on the 2018 performance of the Foundation's endowed funds. The funds lost 5.1% last year. Nationwide, non-profit foundations lost 6.8% in 2018.
- **2019 Distributions to Library.** At its February meeting, the Library Foundation board voted to distribute \$54,450 of its unrestricted funds to the library and its DCCF endowment. Of this total, \$49,450 will support library programs in 2019 and the remaining \$5,000 will be added to its DCCF endowment.
- **National Library Week.** The library and the Friends and Foundation have planned a week of activities for National Library Week, coming up April 7-13. These include a dine-in at the Blue Moose, a "Get Inked for the Library" event at Standard Electric, Friends of the Library spring book sale, and another fabulous BFF event, Drag Bingo with Deja Brooks.
- **Don't forget to attend... Before You Check Out Presents: Advanced Directives**
 - April 11, 7 pm, meeting room C: Book discussion of *The Long Goodbye* by Bill Colby with Nicole Apprill from LMH Palliative Support Services.
 - April 16, 7 pm, library auditorium. Bill Colby will present, "Nancy Cruzan and the Right to Die: 30 Years Later."

Employee Handbook changes related to new Parental Leave Policy

Sick Leave

Full-time employees accrue 8 hours of sick leave per month; this amount is pro-rated for regular part-time employees.

Accrued sick leave may be used for these purposes:

- Personal illness, injury, accident or other physical incapacity, occurring either on or off the job;
- Medical, dental, and vision appointments and treatments;
- Childbirth, recovery, or related complications;
- Illness in the immediate family (up to a maximum of 80 hours leave per calendar year, pro-rated for part-time employees);
- ~~Parental leave for either parent for up to 12 weeks to care for and bond with a newborn or a newly adopted or newly placed foster child.~~

Sick leave may also be used to cover parental leave as per the Parental Leave Policy.

Parental Leave

Full-time or regular part-time employees who have worked for the library for at least 12 consecutive months are eligible for up to 8 work weeks of paid parental leave to care for and bond with a newborn or a newly adopted or newly placed foster child. Parental leave must be taken within the first 12 months after the birth or placement of the child; any leave not used during this time is forfeited. Paid parental leave may be taken intermittently by prior arrangement with the supervisor and in consideration of the needs of the library. If both parents are eligible employees, each is entitled to parental leave.

Accrued sick, vacation, or compensatory leave may be used to supplement paid parental leave for a combined total of no more than 12 weeks. Employees who have not yet worked for 12 months may use any accrued sick, vacation, or compensatory leave for parental leave.

An employee is expected to give their supervisor at least 30 days' notice when they plan to take parental leave, or, if this is not possible, as much notice as is practical.

Paid parental leave runs concurrently with FMLA leave, if applicable. During an approved paid parental leave, the library will maintain the employee's health benefits as if the employee continued to remain actively employed.

FMLA

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are those employees who have been employed for at least 12 months (need not be consecutive), and have been employed at least 1,250 hours of service during the 12-month period preceding the commencement of the leave.

All eligible Library employees are entitled to a total of 12 weeks of unpaid leave during any 12-month period for one or more of the following reasons. The 12-month period is measured forward from the date the employee first uses FMLA leave.

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of their job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."

FMLA also includes a special leave entitlement that allows eligible employees to take up to 26 weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

The most common serious health conditions that qualify for FMLA leave are:

- conditions requiring an overnight stay in a hospital or other medical care facility;
- conditions that incapacitate the employee or family member for more than three consecutive days and have ongoing medical treatment;
- chronic conditions that cause occasional periods when the employee or family member is incapacitated and requires treatment by a health care provider at least twice a year;
- pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

The employee may be required to provide a doctor's certification of the serious health condition.

The Library will continue the employee's health benefits (if applicable) during the leave period at the same level and conditions as if the employee had continued to work. Employees will be

responsible for their contribution to such health care coverage, if any. If the employee chooses not to return to work for any reason other than a continued serious health condition, the Library may reserve the right to recover from the employee premiums that the Library paid for the employee's health coverage.

Under the act, an employee can take up to 12 weeks of unpaid leave intermittently when it is medically necessary (take a day periodically when needed, or use the leave to reduce the workweek or workday). The employee and their supervisor must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child.

Employees are required to utilize all eligible paid leave before unpaid leave described in this section can be approved. Paid leave and FMLA leave ~~do not~~ run concurrently.

An employee is expected to give their supervisor 30 days' notice when they plan to take leave under FMLA, or, if this is not possible, as much notice as is practical.

Meeting Room Policy

Statement of Policy

The purpose of Lawrence Public Library's auditorium, meeting rooms, and study rooms is to provide space for both library-sponsored events, and events developed and sponsored by residents and organizations in our community. This fulfills the [library's mission](#) and role as a community center, where the public can learn, create, and grow by attending informational, educational, and cultural events. Lawrence Public Library champions the principle of intellectual freedom by providing a space for the free exchange of ideas as directed by the [American Library Association Library Bill of Rights](#).

Space Available

Space	Fee	Reservation-booking Time Frames	Reservation Frequency	Max Capacity (*dependent on room configuration)	Notice of Cancellation
<i>Auditorium</i>	\$50 per hour	1 week-3 months	12 hours per 3 months	160*	24 hours
<i>3 Meeting Rooms</i>	Free	24 hours-3 months	12 hours per 3 months	40*	24 hours
<i>5 Study Rooms</i>	Free	Day of-2 weeks	2 hours per day	6	24 hours

Publicity and Marketing Requirements

- Permission to use a library room does not constitute Library endorsement of the group's policies or beliefs, and no claim to that effect, nor claim to Library sponsorship may be used in advertising. Neither the name nor address of the Library may be used as the official address of a group using the Library's meeting rooms.
- Room reservation information is a public record and may be subject to public notice. Contact information for individuals reserving the rooms is required and may be visible on the library website and other media.
- Any and all publicity and marketing materials may not use the Lawrence Public Library logo and must include the following text:
This event is held at, but not sponsored by, Lawrence Public Library. Any views and opinions expressed are not those of Lawrence Public Library.

Rules of Use

Acceptable Use of the Rooms

- Lawrence Public Library-sponsored programming and events are given priority scheduling.
- The Library will make no effort to censor or amend the content of a meeting.
- Patrons reserving the auditorium must be 18 or older.
- All patrons using any of the library rooms must comply with the [Library Behavior Policy](#).
- Both public and private meetings are allowed.
- Admission fees may only be charged to recover costs directly associated with the provision of programs, such as educational materials, refreshments, or speakers' fees.
- The Library bears no responsibility for personal injury sustained while using any of the library rooms.

The following activities are prohibited

- Private parties and receptions
- Direct sales or fundraising without the prior, express permission of the Executive Director or designee
- Alcoholic beverages
- Open flames or fireworks
- Bodywork or medical procedures
- Athletic activities
- Excessively noisy or other disruptive activities

Bookings and Cancellations

- Reservations for the auditorium must be made one week in advance, and reservations for the meeting rooms must be made 24 hours in advance of the event. Study rooms can be reserved on the day of the needed reservation.
- Reservations for meeting rooms and the auditorium may be made up to three months in advance. Study rooms can be reserved up to 2 weeks in advance.
- Notice of cancellation should be received by the Library at least 24 hours in advance of the reserved time. Failure to notify the Library of a cancellation may result in denial of future room-booking privileges and loss of fee, if applicable.
- The Library Director and Library Board reserve the right to cancel any meeting should conditions warrant. When the Library closes due to an emergency, all efforts will be made to notify organizations scheduled to use a meeting room. During adverse weather conditions, the group should check with the Library or consult local media outlets for closing information.

Room Setup and Cleaning

- Room setup is the responsibility of the user.
- No tacks, nails or adhesive tape are to be placed in or on doors, walls, or furniture.
- Refreshments may be served in the meeting rooms and the auditorium.
- Groups and individuals using any of the library rooms are responsible for basic clean up and returning the room to order. This includes removing any equipment or displays.
- The Library is not responsible for lost or stolen items.
- If the space is not left in the condition it was found in, a minimum fee of \$50 may be charged to the responsible party for clean-up.

Exceptions for Library Use of Public Meeting Rooms

Events sponsored by the Library, the Friends of the Library, the Library Foundation, or the City of Lawrence are exempt from provisions of this policy. Requests from the public for exceptions to this policy must be made in writing to the Library Board one month prior to the reservation.