

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

Monday, October 21, 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 for July and August

Library Director's report

Departmental reports

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- None

New business

- Community Visioning Event Proposal – Shannon Polly (via Zoom)

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
September 16, 2019
5:30 p.m.

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

Library staff present: Brad Allen, Kathleen Morgan, Karen Allen, Erica Segraves, Tricia Karlin.

Friends of the Library: n/a

Guests: None

Call to Order

Judy called the regular meeting to order at 5:38 p.m.

Consent Agenda

Brad noted we are still in inversion curve on interest rates, so Denise has moved all funds into the overnight fund and made a note of this on the financial statement. Brad added that board members may have noted that the statistical report reflects a significant decrease in active cardholders this month compared to last month. This is due to the fact that the month of August 2016 dropped out of the rolling 3-year period that is used to determine our average active cardholders. The number of active cardholders in August 2016 was artificially inflated because almost all users were marked as active that month as part of the data conversion related to our migration to a new library software management system.

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

Director's Report

Brad submitted his report as written.

Departmental Reports

There were no questions or comments.

Library Foundation Executive Director's report

Kathleen added to her written report with a note that yesterday's event, Keep Retirement Weird, had a good turnout despite the weather. The Friends and Foundation reported that the Volunteer Speed dating event was especially successful. The band, Brave Combo, was well-received by the crowd, and Kathleen noted her gratitude to the sponsors who made the concert possible.

Friends Report

David Vance reported on behalf of the Friends. They had exceptional internet sales last month, netting \$10,000.

Ongoing Business

None noted.

New Business:

None noted.

Future agenda items:

Orientation for new board members

Revisiting strategic plan

Waiving fines (October 2019)

Active shooter policy

Board recruitment (Spring agenda)

Adjournment

There being no other business, Judy adjourned the meeting at 5:48 p.m.

The next Board meeting will be Monday, October 21, at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Tricia Karlin

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
September 2019									
REVENUES		This Month	Year to Date	Annual Budget	75% of Year		Sep-18		YTD 2018
Tax Fund		\$ -	\$ 4,260,114.04	\$ 4,457,000.00	95.58%		\$ -		\$ 4,096,009.63
Overdues		\$ 11,818.26	\$ 113,190.58	\$ 150,000.00	75.46%		\$ 12,733.30		\$ 118,340.80
NEKLS		\$ 1,350.00	\$ 46,600.00	\$ 93,000.00	50.11%		\$ 23,850.00		\$ 70,850.00
State Aid		\$ -	\$ 27,594.52	\$ 25,000.00	110.38%		\$ -		\$ 27,595.64
Photo Copies		\$ 1,693.48	\$ 18,342.41	\$ 20,000.00	91.71%		\$ 1,138.92		\$ 15,587.06
Coffee Shop Rent		\$ -	\$ 6,750.00	\$ 9,000.00	75.00%		\$ -		\$ 6,750.00
Meeting Room Fees		\$ 375.00	\$ 6,300.00	\$ 5,000.00	126.00%		\$ 300.00		\$ 4,550.00
Interest		\$ 2,595.08	\$ 31,270.84	\$ 16,000.00	195.44%		\$ 1,901.52		\$ 16,223.10
Miscellaneous		\$ 19.00	\$ 5,002.50	\$ -			\$ 250.00		\$ 615.23
Total Revenues		\$17,850.82	\$4,515,164.89	\$4,775,000.00	94.56%		\$40,173.74		\$4,356,521.46
EXPENSES									
Salaries & Wages		\$ 214,078.39	\$ 1,955,990.21	\$ 2,670,000.00	73.26%		\$ 210,040.41		\$ 1,857,540.11
Employee Benefits		\$ 26,670.44	\$ 241,057.60	\$ 330,000.00	73.05%		\$ 27,057.53		\$ 231,132.47
Payroll Taxes		\$ 36,637.23	\$ 334,326.55	\$ 465,000.00	71.90%		\$ 35,100.44		\$ 308,220.81
Utilities		\$ 7,188.43	\$ 67,800.97	\$ 96,000.00	70.63%		\$ 7,059.18		\$ 71,217.16
Building Supplies		\$ 1,059.11	\$ 12,523.21	\$ 20,000.00	62.62%		\$ 1,738.67		\$ 13,531.64
Building Repairs & Maintenance		\$ 3,546.91	\$ 38,993.00	\$ 55,000.00	70.90%		\$ 4,703.42		\$ 38,120.03
Library Supplies		\$ 1,831.40	\$ 13,138.63	\$ 25,000.00	52.55%		\$ 1,517.69		\$ 16,427.61
Books & Materials		\$ 57,996.38	\$ 463,732.62	\$ 670,000.00	69.21%		\$ 41,464.44		\$ 440,966.63
Processing Supplies		\$ 6,498.44	\$ 42,129.41	\$ 50,000.00	84.26%		\$ 3,716.70		\$ 39,420.55
Equipment		\$ -	\$ 9,819.90	\$ 10,000.00	98.20%		\$ 5,317.34		\$ 18,732.50
Technology		\$ 7,344.15	\$ 212,319.94	\$ 245,000.00	86.66%		\$ 40,572.82		\$ 193,456.09
Insurance		\$ -	\$ 11,343.00	\$ 17,000.00	66.72%		\$ 744.00		\$ 13,240.00
Shipping		\$ 1,115.32	\$ 14,551.07	\$ 16,000.00	90.94%		\$ 741.28		\$ 12,510.57
Professional Development		\$ 1,664.92	\$ 19,789.33	\$ 30,000.00	65.96%		\$ 865.04		\$ 23,999.30
Book Van & Mileage		\$ 146.50	\$ 1,668.98	\$ 2,000.00	83.45%		\$ 174.51		\$ 1,353.56
Programs		\$ 1,702.47	\$ 14,054.91	\$ 20,000.00	70.27%		\$ 1,445.40		\$ 13,804.29
Professional Fees		\$ 7,598.70	\$ 41,596.79	\$ 20,000.00	207.98%		\$ 1,136.31		\$ 36,489.80
Advertising & Marketing		\$ 2,624.83	\$ 27,096.86	\$ 30,000.00	90.32%		\$ 817.01		\$ 15,417.39
Capital Improvements		\$ -	\$ -	\$ 4,000.00	0.00%		\$ -		\$ 15,593.60
Miscellaneous		\$ (664.08)	\$ 1,737.45	\$ -			\$ (424.99)		\$ 1,867.76
Total Expenses		\$ 377,039.54	\$ 3,523,670.43	\$ 4,775,000.00	73.79%		\$ 383,787.20		\$ 3,363,041.87
CASH BALANCES									
	Checking	\$ 1,539,162.92							
	Capital Improvement	\$ 678,376.49							

Lawrence Public Library 2019 Outside Funding Report														
		1/1/2019	June	June	July	July	August	August	September	September				
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining			
FRIENDS														
	KPR-Advertising	\$ 2,590.91									\$ (0.00)			
	Summer Reading - ALL	\$ 4,525.83		\$ 4,668.21		\$ 951.66		\$ 999.47			\$ 7,335.04			
	Aquarium	\$ 872.21		\$ 300.00				\$ 300.00		\$ 600.00	\$ 594.29			
	Kanopy 2020								\$ 20,000.00		\$ 20,000.00			
	Volunteers	\$ 346.62						\$ 331.75			\$ 705.63			
	Read Across Lawrence 2019	\$ (12,190.60)								\$ 183.77	\$ 1,772.78			
	Salaries/Taxes - Hyde	\$ (11.62)	\$ 25,000.00	\$ 4,055.50		\$ 4,055.51		\$ 4,054.19		\$ 4,054.19	\$ (11,508.51)			
	Block Grant	\$ 93,780.52		\$ 1,095.66		\$ 23.24		\$ 1,920.00	\$ (20,000.00)	\$ 5.44	\$ 34,400.96			
		\$ 89,913.87	\$ 25,000.00	\$ 10,119.37	\$ -	\$ 5,030.41	\$ -	\$ 7,605.41	\$ -	\$ 4,843.40	\$ 53,300.19			
FOUNDATION														
	Kansas Health Foundation	\$ 2,134.96						\$ 25.00		\$ 25.00	\$ 1,810.71			
	Salaries/Taxes - Isaman	\$ -	\$ 9,070.61	\$ 3,023.53		\$ 3,023.53		\$ 3,023.58		\$ 3,023.58	\$ (9,070.69)			
	Foundation Expenses to be reimbursed	\$ -	\$ 2,320.21	\$ 1,207.64				\$ 1,815.70		\$ 394.96	\$ (2,210.66)			
	Mary Winter for BCIAB	\$ 4,873.53				\$ 193.50		\$ 757.20		\$ 999.36	\$ 232.75			
	Salkind for E-books	\$ 2.11	\$ 25,000.00	\$ 11,779.15		\$ 6,121.27		\$ 3,876.37		\$ 1,248.11	\$ 1,290.95			
	Patsy Cotte for YS							\$ 856.97		\$ 1,090.10	\$ (1,947.07)			
	Harry Potter	\$ 490.91									\$ 490.91			
	Weinberg/Jedel YS/YA	\$ 8,550.25	\$ 16,500.00	\$ 1,156.43		\$ 1,421.95		\$ 1,638.91		\$ 83.25	\$ 17,907.91			
	Milliken Fund	\$ 2,300.21								\$ 1,422.41	\$ 2,920.32			
	Sound & Vision	\$ -		\$ 859.01		\$ 49.75		\$ 129.00		\$ 210.13	\$ (0.00)			
	Peterson - Technology/Gage Tech	\$ 5,073.09									\$ -			
	Camin Memorial	\$ 242.79									\$ 242.79			
	Storytime @Home/Juanita Marsh	\$ 886.55									\$ 851.41			
	Sound & Vision	\$ -									\$ -			
	Harrison Music Storytellers	\$ -	\$ 1,250.00			\$ 281.98		\$ 1,240.00		\$ 439.61	\$ (711.59)			
	Dr. Bob	\$ -									\$ -			
	Seed Library	\$ 1,804.49									\$ 1,804.49			
	Crowe Fund	\$ 1,332.70				\$ 146.67		\$ 91.18		\$ 56.66	\$ 918.19			
	Local History/Coan	\$ 4,927.45				\$ 120.80					\$ 4,806.65			
	MIDCO	\$ 17,291.36	\$ 30,000.00	\$ 1,142.95		\$ 434.74		\$ 4,178.16		\$ 6,329.19	\$ 34,920.13			
	General Endowment	\$ 43,079.97									\$ 43,079.97			
	Simpson Grant	\$ 13,429.65									\$ 3,502.92			
	Youth Services	\$ 1,419.83									\$ 1,225.83			
		\$ 107,839.85	\$ 84,140.82	\$ 19,168.71	\$ -	\$ 11,794.19	\$ -	\$ 17,632.07	\$ -	\$ 15,322.36	\$ 102,065.92			
OTHER														
	Memorials/Honor with Books/Bauleke	\$ 1,722.07	\$ 127.00	\$ 14.40		\$ 10.82				\$ 11.07	\$ 2,067.69			
	ALA Teen Intern	\$ 80.37									\$ 80.37			
	ALA Strengthening Communities			\$ 543.03		\$ 818.75		\$ 1,283.80			\$ 533.01			
	Landsberg Bequest	\$ 1,272.10									\$ (86.00)			
	Lawrence Give Back	\$ 2,626.32									\$ 2,626.32			
	Wurfy	\$ 120.99									\$ 34.16			
	Bibliocommons	\$ 1,000.00									\$ -			
	Merchandise Sales	\$ 833.75	\$ 715.75		\$ (1,269.00)		\$ 542.25		\$ (245.75)		\$ 290.45			
		\$ 7,655.60	\$ 842.75	\$ 557.43	\$ (1,269.00)	\$ 829.57	\$ 542.25	\$ 1,283.80	\$ (245.75)	\$ 11.07	\$ 5,546.00			
		\$ 205,409.32												
	Month Total		\$ 109,983.57	\$ 29,845.51	\$ (1,269.00)	\$ 17,654.17	\$ 542.25	\$ 26,521.28	\$ (245.75)	\$ 20,176.83	YTD Income	\$ 166,058.82		
											YTD Expense	\$ 210,556.03		

Lawrence Public Library
Balance Sheet
As of September 30, 2019

	Sep 30, 19	Sep 30, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	809,699.73	1,299,593.59	-489,893.86	-37.7%
Checking	729,463.19	262,329.81	467,133.38	178.1%
Capital Improvement at MIP	678,376.49	607,997.86	70,378.63	11.6%
Total Checking/Savings	<u>2,217,539.41</u>	<u>2,169,921.26</u>	<u>47,618.15</u>	<u>2.2%</u>
Total Current Assets	<u>2,217,539.41</u>	<u>2,169,921.26</u>	<u>47,618.15</u>	<u>2.2%</u>
Other Assets				
Petty Cash	1,240.75	1,240.75	0.00	0.0%
Total Other Assets	<u>1,240.75</u>	<u>1,240.75</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>2,218,780.16</u>	<u>2,171,162.01</u>	<u>47,618.15</u>	<u>2.2%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	48,358.21	81,413.46	-33,055.25	-40.6%
Total Accounts Payable	<u>48,358.21</u>	<u>81,413.46</u>	<u>-33,055.25</u>	<u>-40.6%</u>
Other Current Liabilities				
Payroll Liabilities	2,701.82	2,182.11	519.71	23.8%
Total Other Current Liabilities	<u>2,701.82</u>	<u>2,182.11</u>	<u>519.71</u>	<u>23.8%</u>
Total Current Liabilities	<u>51,060.03</u>	<u>83,595.57</u>	<u>-32,535.54</u>	<u>-38.9%</u>
Total Liabilities	<u>51,060.03</u>	<u>83,595.57</u>	<u>-32,535.54</u>	<u>-38.9%</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	946,997.25	1,041,114.08	-94,116.83	-9.0%
Total Equity	<u>2,167,720.13</u>	<u>2,087,566.44</u>	<u>80,153.69</u>	<u>3.8%</u>
TOTAL LIABILITIES & EQUITY	<u>2,218,780.16</u>	<u>2,171,162.01</u>	<u>47,618.15</u>	<u>2.2%</u>

Lawrence Public Library
Revenues & Expenses
September 2019

	<u>Sep 19</u>
Ordinary Income/Expense	
Income	
Grants	1,350.00
Interest	2,595.08
Meeting Room Fees	375.00
Merchandise Sales	-245.75
Overdues	11,818.26
Photo Copies	1,693.48
Repairs & Equipment	19.00
Total Income	<u>17,605.07</u>
Gross Profit	17,605.07
Expense	
Payroll Expenses	240,748.83
Payroll Taxes	37,683.16
Utilities - Electric	7,188.43
Building Supplies	1,059.11
Building Repairs & Maintenance	3,546.91
Library & Office Supplies	1,831.40
Books & Materials	57,996.38
Processing Supplies	6,498.44
Technology	7,344.15
Shipping	1,115.32
Professional Development	1,664.92
Bookvan & Mileage	146.50
Program Expense	1,702.47
Professional Fees	7,598.70
Advertising	2,624.83
Miscellaneous	-664.08
FOUNDATION FUNDING	14,870.35
FRIENDS FUNDING	4,260.55
Total Expense	<u>397,216.37</u>
Net Ordinary Income	<u>-379,611.30</u>
Net Income	<u><u>-379,611.30</u></u>

Lawrence Public Library Vendor Balance Summary

As of October 17, 2019

	Oct 17, 19
Advance Insurance Company	623.04
Amazon	4,216.47
ASI	50.00
Baker & Taylor, Inc.	590.28
Beth Meyers	19.96
Bob's Janitorial Service	2,450.00
Brenthaven	983.55
Brook White	25.00
Bug Hounds, LLC	762.50
Center Point Large Print	764.12
Century Business Technologies	1,030.53
Conley Sprinkler, Inc.	260.00
Demco, Inc.	829.33
Designed Business Interiors	982.82
EBSCO	10.51
Employers Preferred	538.00
Erin Bennett	25.00
Gale/Cengage Learning	964.92
Ingram Library Services	32,458.94
Jarred Morris	150.00
Jayhawk Power	2,402.78
Jayhawk Trophy Co., Inc.	41.25
Jayhawk Tropical Fish	300.00
Kanopy LLC	1,158.00
Kansas Public Radio	570.00
Kaye Arnold	65.84
Lawrence Rotary Club	235.00
Lawrence Sign Up LLC	94.74
Michael Weinsaft	9.74
Mid-Continent Public Library	40.00
Midwest Tape	15,896.56
NEKLS	162.00
Neutron Industries	176.18
OCLC, Inc.	5,588.74
OverDrive	22,643.61
P1 Group, Inc.	5,455.00
Pan Asian Publications Inc.	171.03
Pro Print Inc.	326.00
Pur-O-Zone, Inc.	857.24
Quill Corporation	665.02
Recorded Books	469.73
Reliance Barcode Solutions	2,004.84
Sarah's Sweet Tarts and Treats, LLC	83.25
Schendel Services	99.75
Snap Promotions	633.00
Spencer Raymond	150.00
St. Louis Public Library	10.95
U.S. Bank - Mastercard	11,697.65
Unique Management Services	737.08
United Parcel Service	898.39
Westar	6,700.16
Worldpay Integrated Payments	441.37
TOTAL	128,519.87

11:26 AM
10/17/19

Lawrence Public Library
Check Detail
October 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	10/21/2019	Advance Insurance Company	Checking	
Bill	November ...	10/16/2019		Group Life Insurance	-623.04
TOTAL					-623.04
Bill Pmt -Check	Electronic	10/21/2019	ASI	Checking	
Bill	September...	10/02/2019		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	10/21/2019	United Parcel Service	Checking	
Bill	1409	10/10/2019		Shipping	-898.39
TOTAL					-898.39
Bill Pmt -Check	Electronic	10/21/2019	Westar	Checking	
Bill		10/10/2019		Utilities - Electric	-6,700.16
TOTAL					-6,700.16
Bill Pmt -Check	Electronic	10/21/2019	Worldpay Integrated Payments	Checking	
Bill	September...	10/10/2019		Credit Card Processing	-441.37
TOTAL					-441.37
Bill Pmt -Check	8767	10/21/2019	U.S. Bank - Mastercard	Checking	
Bill		10/15/2019		KLA	-2,050.89
				Admin. Dept.	-229.03
				Adult Services	-19.37
				Admin. Dept.	-440.38
				Bookvan & Mileage	-171.08
				Adult Programming	-77.36
				Children's Programming	-69.34
				Children's Programming	-23.11
				Children's Programming	-35.15
				Children's Programming	-164.04
				Children's Programming	-235.96
				Children's Programming	-11.91
				Young Adult Program...	-117.59
				Young Adult Program...	-51.98
				Young Adult Program...	-19.76
				Summer Reading - ALL	-670.92
				Professional Fees	-637.60
				Shipping	-222.94
				Processing Supplies	-170.36
				Miscellaneous	-55.71
				Miscellaneous	-9.45
				Liability Insurance	-633.22
				Advertising	-253.56
				Advertising	-146.48
				Advertising	-100.31

11:26 AM
10/17/19

Lawrence Public Library
Check Detail
October 2019

Type	Num	Date	Name	Account	Paid Amount
				Building Supplies	-318.84
				Building Repairs & Mai...	-483.39
				Telephone	-79.92
				Supplies	-354.26
				Software & Licenses	-499.02
				Public Access	-18.16
				Supplies	-1,113.28
				Discretionary Costs	-143.64
				FOUNDATION FUNDI...	-354.97
				FOUNDATION FUNDI...	-179.60
				Harrison Fund	-134.20
				FOUNDATION FUNDI...	-29.01
				FOUNDATION FUNDI...	-52.64
				FOUNDATION FUNDI...	-18.90
				Steiner Storytelling W...	-210.72
				YA/YS Programs-Wei...	-250.45
				ALSC Grant	-292.60
				Periodicals	-47.02
				Books & Materials	-51.00
				Books & Materials	-32.11
				Seed Library	-416.42
TOTAL					-11,697.65
Bill Pmt -Check	8768	10/23/2019	Baker & Taylor, Inc.	Checking	
Bill	5015727749	09/29/2019		Books & Materials	-36.90
Bill	2034778570	09/29/2019		Books & Materials	-245.64
Bill	5015727750	09/29/2019		Processing Supplies	-2.64
Bill	2034778571	09/29/2019		Processing Supplies	-6.67
Bill	2034800160	10/16/2019		Books & Materials	-57.53
Bill	2034800161	10/16/2019		Processing Supplies	-2.05
Bill	2034813057	10/16/2019		Books & Materials	-232.13
Bill	2034813058	10/16/2019		Processing Supplies	-6.72
TOTAL					-590.28
Bill Pmt -Check	8769	10/23/2019	Bob's Janitorial Service	Checking	
Bill	7605	10/10/2019		Building Repairs & Mai...	-2,450.00
TOTAL					-2,450.00
Bill Pmt -Check	8770	10/23/2019	Brenthaven	Checking	
Bill	IN1110777	09/27/2019		MIDCO	-983.55
TOTAL					-983.55
Bill Pmt -Check	8771	10/23/2019	Bug Hounds, LLC	Checking	
Bill	171	10/10/2019		Building Repairs & Mai...	-762.50
TOTAL					-762.50

11:26 AM
10/17/19

Lawrence Public Library
Check Detail
October 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8772	10/23/2019	Center Point Large Print	Checking	
Bill	1726019	09/29/2019		Books & Materials	-24.02
Bill	1722780	09/29/2019		Books & Materials	-222.03
Bill	1731291	10/16/2019		Books & Materials	-247.35
Bill	1730769	10/16/2019		Books & Materials	-146.72
Bill	1732009	10/16/2019		Books & Materials	-24.02
Bill	1725501	10/16/2019		Books & Materials	-99.98
TOTAL					-764.12
Bill Pmt -Check	8773	10/23/2019	Century Business Technologies	Checking	
Bill	534944	09/27/2019		Copying	-9.68
Bill	534528	09/27/2019		Copying	-296.19
Bill	537367	10/10/2019		Copying	-457.76
Bill	537582	10/16/2019		Copying	-266.90
TOTAL					-1,030.53
Bill Pmt -Check	8774	10/23/2019	Conley Sprinkler, Inc.	Checking	
Bill	11739	10/10/2019		Building Repairs & Mai...	-260.00
TOTAL					-260.00
Bill Pmt -Check	8775	10/23/2019	Demco, Inc.	Checking	
Bill	6681059	09/27/2019		Processing Supplies	-175.46
Bill	6700135	10/16/2019		Processing Supplies	-653.87
TOTAL					-829.33
Bill Pmt -Check	8776	10/23/2019	Designed Business Interiors	Checking	
Bill	16844	09/27/2019		Library & Office Suppli...	-982.82
TOTAL					-982.82
Bill Pmt -Check	8777	10/23/2019	EBSCO	Checking	
Bill	2002259	10/16/2019		Periodicals	-10.51
TOTAL					-10.51

11:26 AM
10/17/19

Lawrence Public Library
Check Detail
October 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8778	10/23/2019	Gale/Cengage Learning	Checking	
Bill	68454444	09/29/2019		Books & Materials	-76.27
Bill	68499367	09/29/2019		Books & Materials	-65.07
Bill	68307757	09/29/2019		Books & Materials	-50.38
Bill	68518969	09/29/2019		Books & Materials	-72.07
Bill	68177295	09/29/2019		Books & Materials	-25.19
Bill	68263081	09/29/2019		Books & Materials	-22.39
Bill	68177539	09/29/2019		Books & Materials	-275.69
Bill	6861031	10/16/2019		Books & Materials	-69.27
Bill	68671900	10/16/2019		Books & Materials	-27.29
Bill	68673314	10/16/2019		Books & Materials	-74.18
Bill	68672482	10/16/2019		Books & Materials	-207.12
TOTAL					-964.92

Bill Pmt -Check	8779	10/23/2019	Ingram Library Services	Checking	
Bill	42053217	09/29/2019	Ingram Library Services	Accounts Payable	0.00
Bill	42053216	09/29/2019	Ingram Library Services	Accounts Payable	0.00
Bill	41990187	09/29/2019		GMARY	-137.44
Bill	41990188	09/29/2019		GMARY	-9.84
Bill	41963686	09/29/2019		GMARY	-19.68
Bill	41963685	09/29/2019		GMARY	-382.80
Bill	41893114	09/29/2019		GMARY	-9.84
Bill	41893113	09/29/2019		GMARY	-177.84
Bill	42120262	09/29/2019		Processing Supplies	-219.04
Bill	42126663	09/29/2019		Processing Supplies	-85.08
Bill	42101429	09/29/2019		Processing Supplies	-2.85
Bill	42101427	09/29/2019		Processing Supplies	-74.44
Bill	42070783	09/29/2019		Processing Supplies	-68.48
Bill	42053215	09/29/2019		Processing Supplies	-123.40
Bill	42030247	09/29/2019		Processing Supplies	-14.28
Bill	42030245	09/29/2019		Processing Supplies	-30.25
Bill	42009341	09/29/2019		Processing Supplies	-218.09
Bill	42015498	09/29/2019		Processing Supplies	-29.00
Bill	42015496	09/29/2019		Processing Supplies	-54.44
Bill	41990186	09/29/2019		Processing Supplies	-56.97
Bill	41963684	09/29/2019		Processing Supplies	-117.76
Bill	41996101	09/29/2019		Processing Supplies	-37.07
Bill	41945239	09/29/2019		Processing Supplies	-25.86
Bill	41926611	09/29/2019		Processing Supplies	-44.40
Bill	41937547	09/29/2019		Processing Supplies	-6.06
Bill	41893110	09/29/2019		Processing Supplies	-243.86
Bill	41893112	09/29/2019		Processing Supplies	-0.45
Bill	41870519	09/29/2019		Processing Supplies	-72.11
Bill	41900275	09/29/2019		Processing Supplies	-72.10
Bill	41842244	09/29/2019		Processing Supplies	-42.09
Bill	41822377	09/29/2019		Processing Supplies	-43.90
Bill	42126662	09/29/2019		Books & Materials	-583.44
				Cotte Gift	-15.29
Bill	42101428	09/29/2019		Books & Materials	-235.78
Bill	42101426	09/29/2019		Books & Materials	-859.34
Bill	42070782	09/29/2019		Books & Materials	-946.16
Bill	42053214	09/29/2019		Books & Materials	-1,136.55
Bill	42030246	09/29/2019		Books & Materials	-97.08
Bill	42030243	09/29/2019		Books & Materials	-63.69
Bill	42030244	09/29/2019		Books & Materials	-283.76
Bill	42009340	09/29/2019		Books & Materials	-1,343.98
Bill	42009339	09/29/2019		Books & Materials	-34.14

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Type	Num	Date	Name	Account	Paid Amount
Bill	42015497	09/29/2019		Books & Materials	-207.12
Bill	42015495	09/29/2019		Books & Materials	-321.15
Bill	41990185	09/29/2019		Books & Materials	-763.44
Bill	41963683	09/29/2019		Books & Materials	-1,226.69
Bill	41996100	09/29/2019		Books & Materials	-288.99
Bill	41945238	09/29/2019		Books & Materials	-272.35
Bill	41926610	09/29/2019		Books & Materials	-622.39
Bill	41937546	09/29/2019		Books & Materials	-157.44
Bill	41937545	09/29/2019		Books & Materials	-18.00
Bill	41893109	09/29/2019		Books & Materials	-2,640.15
Bill	41893111	09/29/2019		Books & Materials	-36.58
Bill	41893108	09/29/2019		Books & Materials	-53.87
				Library & Office Suppli...	-25.65
Bill	41870518	09/29/2019		Books & Materials	-852.06
Bill	41900274	09/29/2019		Books & Materials	-562.65
				Cotte Gift	-20.00
Bill	41842243	09/29/2019		Books & Materials	-474.42
Bill	41822376	09/29/2019		Books & Materials	-579.88
Bill	42120260	09/29/2019		Books & Materials	-85.81
Bill	42120261	09/29/2019		Books & Materials	-2,390.51
Bill	42321407	10/16/2019		Books & Materials	-191.83
Bill	42335646	10/16/2019		Books & Materials	-369.69
Bill	42304610	10/16/2019		Books & Materials	-3,332.03
Bill	42304608	10/16/2019		Books & Materials	-957.84
Bill	42315891	10/16/2019		Books & Materials	-751.26
Bill	42285934	10/16/2019		Books & Materials	-466.03
Bill	42267987	10/16/2019		Books & Materials	-514.61
Bill	42293011	10/16/2019		Books & Materials	-16.17
Bill	42253657	10/16/2019		Books & Materials	-456.96
Bill	42253659	10/16/2019		Books & Materials	-88.15
Bill	42234534	10/16/2019		Books & Materials	-1,338.71
Bill	42234536	10/16/2019		Books & Materials	-19.95
Bill	42238287	10/16/2019		Books & Materials	-157.18
Bill	42217603	10/16/2019		Books & Materials	-551.82
Bill	42202319	10/16/2019		Books & Materials	-819.77
Bill	42177364	10/16/2019		Books & Materials	-661.13
Bill	42206484	10/16/2019		Books & Materials	-328.63
Bill	42206486	10/16/2019		Books & Materials	-21.57
Bill	42186173	10/16/2019		Books & Materials	-168.80
Bill	42165123	10/16/2019		Books & Materials	-365.76
Bill	42157577	10/16/2019		Books & Materials	-28.50
Bill	42157578	10/16/2019		Books & Materials	-154.30
Bill	42321408	10/16/2019		Processing Supplies	-2.25
Bill	42335647	10/16/2019		Processing Supplies	-36.43
Bill	42304611	10/16/2019		Processing Supplies	-286.23
Bill	42304609	10/16/2019		Processing Supplies	-72.92
Bill	42315892	10/16/2019		Processing Supplies	-86.69
Bill	42285935	10/16/2019		Processing Supplies	-36.36
Bill	42267988	10/16/2019		Processing Supplies	-54.42
Bill	42293012	10/16/2019		Processing Supplies	-0.15
Bill	42253658	10/16/2019		Processing Supplies	-38.05
Bill	42253660	10/16/2019		Processing Supplies	-4.88
Bill	42234535	10/16/2019		Processing Supplies	-165.17
Bill	42234537	10/16/2019		Processing Supplies	-0.82
Bill	42238288	10/16/2019		Processing Supplies	-20.00
Bill	42217604	10/16/2019		Processing Supplies	-55.60
Bill	42202320	10/16/2019		Processing Supplies	-59.09
Bill	42177365	10/16/2019		Processing Supplies	-58.82
Bill	42206485	10/16/2019		Processing Supplies	-35.85
Bill	42206487	10/16/2019		Processing Supplies	-2.12
Bill	42186174	10/16/2019		Processing Supplies	-18.22

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Type	Num	Date	Name	Account	Paid Amount
Bill	42165124	10/16/2019		Processing Supplies	-23.61
Bill	42157579	10/16/2019		Processing Supplies	-22.79
TOTAL					-32,458.94
Bill Pmt -Check	8780	10/23/2019	Jayhawk Power	Checking	
Bill	9034-1	10/10/2019		Building Repairs & Mai...	-2,402.78
TOTAL					-2,402.78
Bill Pmt -Check	8781	10/23/2019	Jayhawk Trophy Co., Inc.	Checking	
Bill	65111	10/10/2019		Miscellaneous	-41.25
TOTAL					-41.25
Bill Pmt -Check	8782	10/23/2019	Jayhawk Tropical Fish	Checking	
Bill	303679	09/29/2019		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8783	10/23/2019	Kanopy LLC	Checking	
Bill	169041-PPU	10/16/2019		Books & Materials	-1,158.00
TOTAL					-1,158.00
Bill Pmt -Check	8784	10/23/2019	Kansas Public Radio	Checking	
Bill	144796	09/27/2019		Advertising	-301.25
Bill	144946	10/10/2019		Advertising	-268.75
TOTAL					-570.00
Bill Pmt -Check	8785	10/23/2019	Lawrence Rotary Club	Checking	
Bill	128564	10/10/2019		Membership & Dues	-235.00
TOTAL					-235.00
Bill Pmt -Check	8786	10/23/2019	Lawrence Sign Up LLC	Checking	
Bill	12760	09/27/2019		Library & Office Suppli...	-94.74
TOTAL					-94.74
Bill Pmt -Check	8787	10/23/2019	Mid-Continent Public Library	Checking	
Bill	300030162...	10/16/2019		Overdues	-20.00
Bill	300030159...	10/16/2019		Overdues	-20.00
TOTAL					-40.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8788	10/23/2019	Midwest Tape	Checking	
Bill	97977646	09/29/2019		Books & Materials	-149.96
Bill	97977644	09/29/2019		Books & Materials	-62.20
Bill	97954150	09/29/2019		Books & Materials	-368.91
Bill	97951876	09/29/2019		Books & Materials	-126.69
Bill	97952767	09/29/2019		Books & Materials	-109.24
Bill	97952769	09/29/2019		Books & Materials	-22.49
Bill	97951874	09/29/2019		Books & Materials	-8.99
Bill	97953989	09/29/2019		Books & Materials	-1,139.18
				Books & Materials	-78.73
Bill	97946557	09/29/2019		Books & Materials	-20.98
Bill	97922581	09/29/2019		Books & Materials	-11.24
Bill	97946559	09/29/2019		Books & Materials	-152.95
Bill	97937001	09/29/2019		Books & Materials	-118.84
Bill	97937003	09/29/2019		Books & Materials	-134.94
Bill	97913723	09/29/2019		Books & Materials	-113.96
Bill	97921728	09/29/2019		Books & Materials	-278.92
Bill	97921727	09/29/2019		Books & Materials	-627.88
				Books & Materials	-33.74
Bill	97913721	09/29/2019		Books & Materials	-73.44
Bill	97909575	09/29/2019		Books & Materials	-302.90
Bill	97919573	09/29/2019		Books & Materials	-51.70
Bill	98007522	10/16/2019		Books & Materials	-8,285.00
Bill	98031950	10/16/2019		Books & Materials	-127.46
Bill	98022758	10/16/2019		Books & Materials	-153.47
Bill	98016490	10/16/2019		Books & Materials	-29.99
Bill	98042355	10/16/2019		Books & Materials	-147.69
Bill	98042353	10/16/2019		Books & Materials	-100.12
Bill	98016488	10/16/2019		Books & Materials	-48.71
Bill	98006769	10/16/2019		Books & Materials	-140.13
Bill	98016728	10/16/2019		Books & Materials	-99.69
Bill	98022090	10/16/2019		Books & Materials	-545.87
Bill	98022121	10/16/2019		Books & Materials	-716.90
Bill	98006961	10/16/2019		Books & Materials	-159.69
Bill	97984120	10/16/2019		Books & Materials	-169.96
Bill	97980095	10/16/2019		Books & Materials	-75.71
Bill	97983959	10/16/2019		Books & Materials	-765.30
				Books & Materials	-22.49
Bill	98004050	10/17/2019		Processing Supplies	-320.50
TOTAL					-15,896.56
Bill Pmt -Check	8789	10/23/2019	NEKLS	Checking	
Bill	9-13-19	09/27/2019		Processing Supplies	-162.00
TOTAL					-162.00
Bill Pmt -Check	8790	10/23/2019	Neutron Industries	Checking	
Bill	901193002	10/10/2019		Building Supplies	-176.18
TOTAL					-176.18

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8791	10/23/2019	OCLC, Inc.	Checking	
Bill	684879	10/10/2019		Collections	-5,588.74
TOTAL					-5,588.74
Bill Pmt -Check	8792	10/23/2019	OverDrive	Checking	
Bill	06809CO1...	09/29/2019		Books & Materials	-1,085.45
Bill	06809CO1...	09/29/2019		Salkind Gift	-339.01
Bill	06809CO1...	09/29/2019		Salkind Gift	-36.95
Bill	06809CO1...	09/29/2019		Salkind Gift	-383.98
Bill	06809CO1...	09/29/2019		Salkind Gift	-309.67
Bill	06809CO1...	09/29/2019		Salkind Gift	-178.50
Bill	06809CO1...	09/29/2019		Books & Materials	-170.22
Bill	06809DA1...	09/29/2019		Books & Materials	-489.43
Bill	06809CO1...	09/29/2019		Books & Materials	-431.91
Bill	06809CO1...	09/29/2019		Books & Materials	-520.99
Bill	06809CO1...	09/29/2019		Books & Materials	-388.17
Bill	06809CO1...	09/29/2019		Books & Materials	-744.93
Bill	06809CO1...	09/29/2019		Books & Materials	-602.42
Bill	06809DA1...	09/29/2019		Books & Materials	-59.99
Bill	06809CO1...	09/29/2019		Books & Materials	-1,291.34
Bill	06809CO1...	09/29/2019		Books & Materials	-1,492.83
Bill	06809DA1...	09/29/2019		Books & Materials	-601.88
Bill	06809CO1...	09/29/2019		Books & Materials	-497.93
Bill	06809CO1...	09/29/2019		Books & Materials	-303.79
Bill	06809DA1...	09/29/2019		Books & Materials	-638.94
Bill	06809CO1...	09/29/2019		Books & Materials	-1,872.63
Bill	06809CO1...	09/29/2019		Books & Materials	-776.94
Bill	06809CO1...	09/29/2019		Books & Materials	-903.92
Bill	06809CO1...	10/16/2019		Salkind Gift	-1,079.11
Bill	06809CO1...	10/16/2019		Salkind Gift	-199.06
Bill	06809DA1...	10/16/2019		Books & Materials	-236.49
Bill	06809CO1...	10/16/2019		Books & Materials	-1,200.86
Bill	06809CO1...	10/16/2019		Books & Materials	-850.95
Bill	06809CO1...	10/16/2019		Books & Materials	-1,233.35
Bill	06809CO1...	10/16/2019		Books & Materials	-747.95
Bill	06809DA1...	10/16/2019		Books & Materials	-130.00
Bill	06809CO1...	10/16/2019		Books & Materials	-115.87
Bill	06809CO1...	10/16/2019		Books & Materials	-277.44
Bill	06809DA1...	10/16/2019		Books & Materials	-659.44
Bill	06809CO1...	10/16/2019		Books & Materials	-790.44
Bill	06809CO1...	10/16/2019		Books & Materials	-91.90
Bill	06809CO1...	10/16/2019		Books & Materials	-892.94
Bill	06809DA1...	10/16/2019		Books & Materials	-15.99
TOTAL					-22,643.61
Bill Pmt -Check	8793	10/23/2019	P1 Group, Inc.	Checking	
Bill	69236	10/17/2019		Building Repairs & Mai...	-5,455.00
TOTAL					-5,455.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8794	10/23/2019	Pan Asian Publications Inc.	Checking	
Bill	U-16204	10/16/2019		Books & Materials	-171.03
TOTAL					-171.03
Bill Pmt -Check	8795	10/23/2019	Pro Print Inc.	Checking	
Bill	100649	10/10/2019		Processing Supplies	-326.00
TOTAL					-326.00
Bill Pmt -Check	8796	10/23/2019	Pur-O-Zone, Inc.	Checking	
Bill	788846	09/27/2019		Building Supplies	-112.48
Bill	788545	09/27/2019		Building Supplies	-180.41
Bill	788378	09/27/2019		Building Supplies	-17.32
Bill	789886	10/10/2019		Building Supplies	-207.08
Bill	789636	10/10/2019		Building Supplies	-239.57
Bill	789500	10/10/2019		Building Supplies	-100.38
TOTAL					-857.24
Bill Pmt -Check	8797	10/23/2019	Quill Corporation	Checking	
Bill	1110852	09/27/2019		Library & Office Suppli...	-390.17
Bill	1418428	10/10/2019		Library & Office Suppli...	-156.45
				Children's Programming	-118.40
TOTAL					-665.02
Bill Pmt -Check	8798	10/23/2019	Recorded Books	Checking	
Bill	76514153	09/29/2019		Books & Materials	-74.25
Bill	76514318	09/29/2019		Books & Materials	-43.65
Bill	76522826	10/16/2019		Books & Materials	-15.45
Bill	76522052	10/16/2019		Books & Materials	-262.13
Bill	76522770	10/16/2019		Books & Materials	-74.25
TOTAL					-469.73
Bill Pmt -Check	8799	10/23/2019	Reliance Barcode Solutions	Checking	
Bill	7621	09/27/2019		Processing Supplies	-798.00
Bill	7620	09/27/2019		Processing Supplies	-1,206.84
TOTAL					-2,004.84
Bill Pmt -Check	8800	10/23/2019	Schendel Services	Checking	
Bill	302853781	09/27/2019		Building Repairs & Mai...	-99.75
TOTAL					-99.75

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8801	10/23/2019	Snap Promotions	Checking	
Bill	19090202	09/27/2019		Merchandise Sales	-633.00
TOTAL					-633.00
Bill Pmt -Check	8802	10/23/2019	St. Louis Public Library	Checking	
Bill	197077700	09/27/2019		Overdues	-10.95
TOTAL					-10.95
Bill Pmt -Check	8803	10/23/2019	Unique Management Services	Checking	
Bill	559736	10/10/2019		Professional Fees	-137.43
Bill	559735	10/10/2019		Professional Fees	-599.65
TOTAL					-737.08
Bill Pmt -Check	28589	10/21/2019	Amazon	Checking	
Bill	8433060	09/27/2019	Amazon	Accounts Payable	0.00
Bill	5320212	09/27/2019	Amazon	Accounts Payable	0.00
Bill	2337838	09/27/2019	Amazon	Accounts Payable	0.00
Bill	8433060	09/27/2019	Amazon	Accounts Payable	0.00
Bill	7645010	09/27/2019	Amazon	Accounts Payable	0.00
Bill	8480209	09/27/2019	Amazon	Accounts Payable	0.00
Bill	9260216	09/27/2019	Amazon	Accounts Payable	0.00
Bill	6561037	09/27/2019	Amazon	Accounts Payable	0.00
Bill	1304211	09/27/2019	Amazon	Accounts Payable	0.00
Bill	4701021	09/27/2019	Amazon	Accounts Payable	0.00
Bill	9260216	09/27/2019	Amazon	Accounts Payable	0.00
Bill	4405001	09/27/2019	Amazon	Accounts Payable	0.00
Bill	4405001	09/27/2019	Amazon	Accounts Payable	0.00
Bill	4405001	09/27/2019	Amazon	Accounts Payable	0.00
Bill	2005040	09/27/2019	Amazon	Accounts Payable	0.00
Bill	1948208	09/27/2019	Amazon	Accounts Payable	0.00
Bill	4745805	09/29/2019		Books & Materials	-40.67
				Books & Materials	-135.35
				Books & Materials	-114.41
				Books & Materials	-25.16
Bill	4745805	09/29/2019		Books & Materials	-26.63
Bill	9620238	09/29/2019		Books & Materials	-5.98
Bill	8632231	09/29/2019		Books & Materials	-10.47
Bill	9265039	09/29/2019		Books & Materials	-11.69
Bill	7089840	09/29/2019		Books & Materials	-111.11
Bill	2828213	09/29/2019		Books & Materials	-9.99
				Books & Materials	-24.99
Bill	6181821	09/29/2019		Books & Materials	-20.25
Bill	9449863	09/29/2019		Books & Materials	-59.99
Bill	6923418	09/29/2019		Books & Materials	-5.76
Bill	7495447	09/29/2019		Books & Materials	-17.99
Bill	9451466	09/29/2019		Books & Materials	-14.73
Bill	4882666	09/29/2019		Books & Materials	-59.99
Bill	9532236	09/29/2019		Books & Materials	-31.02
Bill	7594672	09/29/2019		Books & Materials	-17.82
Bill	8589012	09/29/2019		Books & Materials	-24.65
				Books & Materials	-72.42
				Books & Materials	-46.58

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Type	Num	Date	Name	Account	Paid Amount
Bill	3529065	09/29/2019		Books & Materials	-50.94
Bill	6093835	09/29/2019		Books & Materials	-11.88
Bill	3213050	09/29/2019		Books & Materials	-59.99
				Books & Materials	-12.66
				Books & Materials	-24.13
				Books & Materials	-23.70
				Books & Materials	-23.68
				Books & Materials	-24.51
Bill	4882666	09/29/2019		Books & Materials	-64.98
				Books & Materials	-13.71
Bill	3213050	09/29/2019		Books & Materials	-11.99
				Books & Materials	-105.56
Bill	7122662	09/29/2019		Books & Materials	-15.99
Bill	7660247	09/29/2019		Books & Materials	-20.38
Bill	2975447	09/29/2019		Books & Materials	-15.36
Bill	7361041	09/29/2019		Books & Materials	-23.98
Bill	8629860	09/29/2019		Books & Materials	-101.88
				Books & Materials	-83.76
Bill	6093835	09/29/2019		Books & Materials	-39.99
Bill	0348259	09/29/2019		Books & Materials	-119.98
Bill	7461869	09/29/2019		Books & Materials	-14.48
Bill	9205029	10/10/2019		Building Supplies	-4.25
Bill	6570653	10/10/2019		Building Supplies	-36.90
Bill	3717041	10/10/2019		Children's Programming	-23.99
Bill	7480248	10/10/2019		Children's Programming	-130.84
Bill	8442668	10/10/2019		Children's Programming	-15.98
Bill	1340250	10/10/2019		ALSC Grant	-223.41
				Children's Programming	-386.58
Bill	6936204	10/10/2019		Children's Programming	-33.25
Bill	2848210	10/10/2019		Children's Programming	-13.99
Bill	5481814	10/10/2019		Children's Programming	-19.98
Bill	8442668	10/10/2019		Children's Programming	-25.50
Bill	7089840	10/16/2019		Books & Materials	-58.58
				Books & Materials	-58.47
Bill	0472243	10/16/2019		Children's Programming	-54.99
Bill	3229024	10/16/2019		Library & Office Suppli...	-16.29
Bill	5059412	10/16/2019		Books & Materials	-18.31
				Books & Materials	-27.98
Bill	7417027	10/16/2019		Books & Materials	-45.00
Bill	9449863	10/16/2019		Books & Materials	-133.75
Bill	5829814	10/16/2019		Books & Materials	-13.99
Bill	1852251	10/16/2019		Books & Materials	-14.94
Bill	0663427	10/16/2019		Books & Materials	-19.79
Bill	9449863	10/16/2019		Books & Materials	-49.99
Bill	9449863	10/16/2019		Books & Materials	-14.99
Bill	7417027	10/16/2019		Books & Materials	-120.15
Bill	8038605	10/16/2019		Books & Materials	-245.60
				Books & Materials	-33.00
Bill	8038605	10/16/2019		Books & Materials	-10.99
Bill	8038605	10/16/2019		Books & Materials	-26.45
Bill	8289844	10/16/2019		Books & Materials	-259.67
				Books & Materials	-72.95
				Books & Materials	-19.99
Bill	0405051	10/16/2019		Books & Materials	-17.82
Bill	9449863	10/16/2019		Books & Materials	-99.98
Bill	8213861	10/16/2019		Books & Materials	-15.98
Bill	8293807	10/16/2019		Books & Materials	-11.99
Bill	3598668	10/16/2019		Books & Materials	-31.23
Bill	2035410	10/16/2019		Books & Materials	-14.14
Bill	5085028	10/16/2019		Books & Materials	-24.65

11:26 AM
10/17/19

Lawrence Public Library
Check Detail
October 2019

Type	Num	Date	Name	Account	Paid Amount
Bill	3137004	10/16/2019		Books & Materials	-7.97
Bill	7122662	10/16/2019		Books & Materials	-10.99
TOTAL					-4,216.47
Bill Pmt -Check	28590	10/21/2019	Beth Meyers	Checking	
Bill	REFUND	09/27/2019		Overdues	-19.96
TOTAL					-19.96
Bill Pmt -Check	28591	10/21/2019	Brook White	Checking	
Bill	10-9-2019	10/16/2019		KHF Grant Expenses	-25.00
TOTAL					-25.00
Bill Pmt -Check	28592	10/21/2019	Employers Preferred	Checking	
Bill	EIG223514...	10/10/2019		Liability Insurance	-538.00
TOTAL					-538.00
Bill Pmt -Check	28593	10/21/2019	Erin Bennett	Checking	
Bill	9-11-19	09/27/2019		KHF Grant Expenses	-25.00
TOTAL					-25.00
Bill Pmt -Check	28594	10/21/2019	Jarred Morris	Checking	
Bill	S&V	09/27/2019		Adult Programming	-150.00
TOTAL					-150.00
Bill Pmt -Check	28595	10/21/2019	Kaye Arnold	Checking	
Bill	REFUND	10/10/2019		Overdues	-65.84
TOTAL					-65.84
Bill Pmt -Check	28596	10/21/2019	Michael Weinsaft	Checking	
Bill	REFUND	10/10/2019		Overdues	-9.74
TOTAL					-9.74
Bill Pmt -Check	28597	10/21/2019	Sarah's Sweet Tarts and Treat...	Checking	
Bill	4290-16	09/29/2019		YA/YS Programs-Wei...	-83.25
TOTAL					-83.25

11:26 AM
10/17/19

Lawrence Public Library
Check Detail
October 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28598	10/21/2019	Spencer Raymond	Checking	
Bill	S&V	09/27/2019		Adult Programming	-150.00
TOTAL					-150.00

Lawrence Public Library

Monthly Statistical Summary--September 2019

INDICATOR	September		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	5.98	6.01	0%			
Reference Transactions per Capita	1.35	1.34	1%			
Program Attendance per Capita	0.46	0.52	-12%			
Circulation per Capita	11.65	12.17	-4%			
Circulation per Visit	1.95	2.03	-4%			
Total Holdings per Capita	2.02	2.04	-1%			
% of Lawrence Residents Registered	45%	56%	-20%			

Circulation--Adult Total	66,316	67,947	-2%	641,409	639,507	0%
Circulation--Young Adult Total	3,574	3,586	0%	36,626	34,531	6%
Circulation--Youth Total	27,919	29,385	-5%	270,226	268,873	1%
Circulation--Bookmobile	1,332	1,016	31%	11,236	9,029	24%
Circulation--Book Lockers	1,163	914	27%	9,346	8,725	7%
Circulation--Audiovisual Total	37,309	39,719	-6%	364,581	362,216	1%
Circulation--Total	97,809	100,918	-3%	948,261	942,911	1%

Reference Transactions	11,324	11,095	2%	102,613	111,763	-8%
User Visits	50,241	49,818	1%	496,100	504,376	-2%
LPL Web Site Visits	18,926	17,251	10%	177,013	172,953	2%

Holdings--Added	3,219	3,353	-4%	27,354	28,201	-3%
Holdings--Withdrawn	4,589	3,058	50%	31,985	28,961	10%
Holdings--Total	203,981	203,008	0%			

Cardholders--Added	653	675	-3%			
Active Cardholders--Total	55,205	68,655	-20%			

Adult Programs	27	27	0%	199	279	-29%
Young Adult Programs	21	20	5%	147	130	13%
Youth Programs	77	69	12%	633	575	10%
Total Programs	125	116	8%	979	984	-1%
Total Program Attendance	3,829	4,292	-11%	42,674	46,567	-8%
Public Uses of Meeting Rooms	1,021	653	56%	8,316	8,351	0%

Total Paid Staff (FTE)	66.79	67.58	-1%			
Total Number of Employees	89	86	3%			

Lawrence Public Library

Monthly Statistical Report--September 2019

	September		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	5.98	6.01	0%				
Reference Transactions per Capita	1.35	1.34	1%				
Program Attendance per Capita	0.46	0.52	-12%				
Circulation per Capita	11.65	12.17	-4%				
Total Holdings per Capita	2.02	2.04	-1%				
Collection Turnover--Total	5.83	6.04	-4%				
Collection Turnover--Adult	6.28	6.42	-2%				
Collection Turnover--Young Adult	3.49	3.67	-5%				
Collection Turnover--Youth	5.38	5.72	-6%				
Collection Turnover--Audiovisual	10.84	11.14	-3%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	32290	31932	1%		307964	305470	1%
Circulation--Adult Periodicals	950	1022	-7%		9135	8827	3%
Circulation--Adult Feature Films & TV Shows	20593	22976	-10%		206339	212447	-3%
Circulation--Electronic Games	1405	1520	-8%		14743	15749	-6%
Circulation--Adult Music CDs	3409	4050	-16%		36323	42103	-14%
Circulation--Adult Audio Books	7566	6366	19%		65876	54297	21%
Circulation--eReaders	0	4	-100%		7	73	-90%
Circulation--Other New	103	77	34%		1022	541	89%
Circulation--Adult Total	66316	67947	-2%		641409	639507	0%
Circulation--YA Books and NF Videos	3043	3153	-3%		31517	30991	2%
Circulation--YA Periodicals	2	5	-60%		51	78	-35%
Circulation--YA Audio Books	529	428	24%		5058	3462	46%
Circulation--YA Total	3574	3586	0%		36626	34531	6%
Circulation--Youth Books and NF Videos	25791	27012	-5%		249567	248808	0%
Circulation--Youth Periodicals	69	110	-37%		817	1109	-26%
Circulation--Youth Music CDs	1044	538	94%		4208	3934	7%
Circulation--Youth Audio Books	1015	1725	-41%		15634	15022	4%
Circulation--Youth Total	27919	29385	-5%		270226	268873	1%

Lawrence Public Library						
Monthly Statistical Report	September	September	Percent	YTD	YTD	Percent
	2019	2018	Change	2019	2018	Change
			2018-2019			2018-2019
Circulation--Bookmobile	1332	1016	31%	11236	9029	24%
Circulation--Book Lockers	1163	914	27%	9346	8725	7%
Circulation--Total Books	61124	62097	-2%	589048	585269	1%
Circulation--Total Periodicals	1021	1137	-10%	10003	10014	0%
Circulation--Total Audiovisual	37309	39719	-6%	364581	362216	1%
Circulation Total	97809	100918	-3%	948261	942911	1%
Staff Assisted Circulation	4029	3684	9%	38950	35829	9%
Self Check Circulation	63796	70830	-10%	648123	679385	-5%
Percent Self Check	94%	95%	-1%	94%	95%	-1%
Online Renewals	15441	15565	-1%	138248	138256	0%
Other Staff Checkouts	160	127	26%	1167	1077	8%
Requests Placed	19271	19682	-2%	184876	180829	2%
Requests Filled	17998	17503	3%	168071	163548	3%
Requests Unclaimed	2639	2557	3%	24330	23867	2%
Interlibrary Loan Items Borrowed for LPL Patrons	420	468	-10%	3815	4186	-9%
Interlibrary Loan Items Loaned from LPL Collection	575	591	-3%	5235	4985	5%
OTHER LIBRARY SERVICES						
User Visits	50241	49818	1%	496100	504376	-2%
Public Computer Usage	6774	7653	-11%	67468	75433	-11%

Lawrence Public Library	September		Percent		YTD	YTD
Monthly Statistical Report	2019	2018	Change		2019	2018
			2018-2019			Change
						2018-2019
Adult Reference Transactions	1623	1459	11%		12429	13474
Young Adult Reference Transactions	1487	1083	37%		9542	9150
Youth Reference Transactions	1095	1176	-7%		12593	13277
IT Desk	1382	1387	0%		11665	13251
Welcome Desk	1037	1706	-39%		11012	18571
Phone Calls	1516	1331	14%		17112	14804
Accounts Desk	3184	2953	8%		28260	29236
Total Reference Transactions	11324	11095	2%		102613	111763
Public-Sponsored Uses of Meeting Rooms	1021	653	56%		8316	8351
LPL Web Site Visits	18926	17251	10%		177013	172953
Website Sessions	45253				436634	
RESOURCES						
Holdings--Total	203981	203008	0%			
Holdings--Adult	128479	128798	0%			
Holdings--Young Adult	12328	11755	5%			
Holdings--Youth	63174	62455	1%			
Holdings--Audiovisual	41283	42796	-4%			
Holdings--eReaders	1	9	-89%			
Holdings Added	3219	3353	-4%		27354	28201
Holdings Withdrawn	4589	3058	50%		31985	28961
Holdings Net Change	-13	829	-102%		-165	4749
LIBRARY PATRONS						
Total Active Cardholders	55205	68655	-20%			
Cardholders Added	653	675	-3%		5895	6151
Cardholders Transacting	14901	14345	4%		133203	127225
Percent of Cardholders Transacting	27%	21%	29%			
Total Number of Lawrence Residents Registered	45245	53415	-15%			
Percent of Lawrence Residents Registered	45%	54%	-16%			

Lawrence Public Library	September		Percent		YTD	YTD
Monthly Statistical Report	2019	2018	Change		2019	2018
			2018-2019			Change
						2018-2019
PROGRAMMING						
Number of Adult Programs	27	27	0%		199	279
Number of Young Adult Programs	21	20	5%		147	130
Number of Youth Programs	77	69	12%		633	575
Total Programs	125	116	8%		979	984
Adult Program Attendance	716	1050	-32%		7899	10607
Young Adult Program Attendance	570	671	-15%		4290	5435
Youth Program Attendance	2543	2571	-1%		30485	30525
Total Program Attendance	3829	4292	-11%		42674	46567
STAFFING						
Total Paid Staff, in Full-Time Equivalents	66.79	67.58	-1%			
ALA-MLS Librarians, in Full-Time Equivalents	17.55	17.37	1%			
Number of Employees--Total	89	86	3%			
Number of Employees--Full-Time	46	46	0%			
Number of Employees--Part-Time	43	40	8%			
Terminations	0	1	-100%		19	12
Hirings	0	4	-100%		22	17
Volunteer Hours	594.9	983.6	-40%		7003	7136

Select Online Statistics September 2019

Lynda.com

Active users - 2526

New users - 36

Users who logged In - 151

Total logins - 686

Hours viewed - 222.51

Hours viewed per user who logged in - 1.47

Hours viewed per login - .32

Kanopy

Users - 875

Visits - 4612

Pages - 5600

Plays - 1003

Library Director's Report for October 2019

780s Series, Take Two

2019 is unique in that we doubled up on our 780s music storytellers series by hosting legendary rapper and hip hop artist Rakim on September 30. Holding it on a Monday night affected our attendance a bit, but we had close to 150 in attendance who all had a great time hearing Rakim speak about his career in music. I believe this was the first time he has ever been in Lawrence. He also performed at The Granada right after his talk. I am happy that his event with the library sparked an additional musical event for Lawrence. I attended the show. There was a great turnout of huge Rakim fans. He was fantastic.

Meetings, Conferences, etc.

I was out and about a bit more than normal this month. On September 17, I walked down the street to attend the grand reopening of the Senior Resource Center. They had a great turnout. I look forward to a much closer partnership with SRC now that they are back on the block.

I traveled to Toronto from September 23 to 25 for the first ever BiblioCon conference put on by our website and catalog vendor BiblioCommons. Their CEO's keynote address describing her vision of the next ten years of technology and the rapid rise of artificial intelligence was sobering. I saw other great presentations as well. Of particular note was an in depth demonstration of what BiblioCommons is doing when it comes to digital accessibility. Much of their current work on their products deals with making it work correctly for people using screen readers and the like. It reaffirmed my belief that BiblioCommons is the right partner for us with it comes to our website and catalog.

I attended my first Humanities Kansas board meeting at the Eisenhower Library and Museum in Abilene on October 3-4. The library and renovated museum were lovely and we had a great meeting. Me being a board member is a great opportunity for our library. I am learning a lot already. I also traveled to Topeka on October 11 for the governor's proclamation of National Arts and Humanities Month as part of my HK duties.

Kathleen Morgan and I went to the Chamber lunch on October 15 featuring the new County Administrator Sarah Plinsky as the speaker. It was useful to learn more about how the county operates. I admit I know much more about our city government than I do our county government.

Library Director's Report for October 2019

Lastly, on October 10 and 17 respectively Kathleen and I met with city commissioner candidates Courtney Shipley and Brad Finkeldei to discuss the library. Right after our meeting with Brad Finkeldei, I had lunch with City Manager Craig Owens. If I haven't reported already, I am a big fan of Craig. He has great energy and enthusiasm for making our city government shine and taking what they do to the next level. I look forward to continued conversations with Craig about how the City and Library can work together in service of Lawrence residents.

LPL will be featured in a book on Innovative Public Libraries

I am pleased to tell you that our library was contacted by Brian Kenney, director of White Plains (NY) Public Library that LPL will be included in a book he and Elisabeth Martin, Principal, MDA design group architect & planners (NYC), are writing for ALA Editions on innovative public libraries. They toured the library on September 25 with Kathleen and Sherri (sadly I was in Toronto). I spoke with Brian and Elisabeth by phone on October 11 to answer more of their questions about the building and our staff reorganization. They were truly taken with our library. While I pride myself on providing top notch service for our community, it is humbling to know others outside of Lawrence are taking notice of the work we are doing at our public library.

Respectfully submitted by Brad Allen, October 17, 2019

Monthly Departmental Reports

October 2019

New Staff

- Molly Watshatka is our new Marketing Assistant II and her start date is November 12th. She currently works part-time in Information Services. We had 64 applications from some very qualified candidates.

New Volunteers

- Sean Robertson is now volunteering on Monday mornings in the Readers' Services Dept.

New Services

- The SmartLockers moved to their new home at the Clinton Parkway Hy-Vee on Oct. 17. Holds and deliveries resume on Oct. 21. The remote book drop will stay at the 6th Street Hy-Vee until the building is sold.

New Collections

- **Youth Services:** Cataloging and Technical Services changed the label and color for our former Princess picture book category to Royalty to be more inclusive.

New Software/Hardware

- **Youth Services:** We have new headphones in the Teen Zone and the Children's room.
- **Technology:** 8 new public service desktops replaced the bank on the lower level outside the lab. These units had been in use since 2014. 30 new staff desktops have started to roll out to replace staff desktops originally purchased in 2014.

New Programs/Series

- The Retirement Boot Camp series is in full swing. We have now held three sessions of Wii bowling in the Teen Zone with a small but energetic group of retirees. On October 10th the 12 Minute Travelogue program attracted 53 people. Afterwards, about 30 of them walked together to Merchants for a happy hour get together. Next up is "Let's Do

Lunch" with Just Food on October 22nd.

Reports on Signature Events

- **Youth Services:** We had great success at three big events for youth services this past month: Hobbit Party, 1000 Books Before Kindergarten Graduation, and Star Wars Reads Day.
- We had 140 folks attend our 780 Series with Rakim and Sean Hunt at Liberty Hall on September 30th. The folks there were so happy to see him in person and hear him talk about his long career as an MC.
- We had 200 people come out for Ben Lerner on Saturday, October 5th. This event was in partnership with the Raven Book Store. Lerner talked about his much lauded book *The Topeka School* and old friends, teachers, and school mates were in attendance.

Continuing Education/Professional Organization Participation

- **Brad and William attended Bibliocommon's BiblioCon** in Toronto. Sessions focused on content strategies, collaboration, accessibility, and product road maps for Bibliocore (online catalog), Biblioweb (website), and BiblioEvents.
- **Karen** attended the Kansas Leadership Center's Your Leadership Edge 3-day workshop in Kansas City at the end of September. It was fantastic!
- **Polli** will be attending the LibraryReads Board Meeting in LA in October, and presenting at the LibraryReads RA Unconference on October 23rd.
- **Brad, Jeff, Erica, Polli, Aaron and Kathleen** attended ALA's "Build A Great Team" webinar at NEKLS. It focused on the top 10 values that staff members want in their library service.

Foundation Director's Report – October 17, 2019

- **Year End Fundraising.** Members of the Library Foundation's Fundraising Committee met on October 16th to confirm year end fundraising plans. New Chapter Society letters will be mailed the week of October 21st. The annual letter will be sent to the printer in early November. We also will kick-off an email campaign at the beginning of December to encourage donors to make a recurring monthly donation to the Friends & Foundation. Growing this group of sustaining members will be a high priority for the newly merged organization.
- **Merger Update.** We continue to make progress on the Friends and Foundation merger. We're working with Billy Pilgrim on marketing materials and a new website. In addition, recruitment efforts for two new board members are underway, and we're 50% of the way there! Please mark your calendar for either November 14th at 7 pm or November 17th at 1 pm. These two public meetings will allow interested people to ask questions about the newly merged organization. We will present our plans for the new board and kick-off activities. In addition, copies of the by-laws, policies and procedures will be made available. Our goal is to be as transparent as possible, so that if there are things that need to be fixed, we'll have time to address them before the January 1, 2020 merger date.
- **Retirement Boot Camp.** The Retirement Boot Camp is officially under way. To date, we have held three sessions of Wii bowling in the Teen Zone with a small but enthusiastic group of retirees. On October 10th the 12 Minute Travelogue program attracted 53 people. Afterwards, approximately 30 of them walked together to Merchants for happy hour. Next up is "Let's Do Lunch" with Just Food on October 22nd. We are forging a great partnership with the Senior Resource Center for Douglas County to cross promote these and other future programs.
- **BFF Event: Drag Bingo.** On September 24, the Friends and Foundation hosted another BFF event, featuring another round of Drag Bingo with Deja Brooks. It was held at Maceli's to accommodate a larger crowd. The Friends raised \$1,800 and added 22 new members, bringing their total to 688 members for the year. It was a huge hit, with 137 people attending. Deja has suggested holding the event twice each year for National Library Week and Banned Books Week.
- **Senior Events.** Logan Isaman and Cathy Hamilton represented the library at two recent senior-related events. On September 19, Logan attended the **Senior Expo** at the newly renovated Senior Resource Center for Douglas County. She provided information on the Retirement Boot Camp program and gave away free large print books from the Friends. The library's tech staff also provided their "Tech Drop-In," helping seniors with questions about their computers, phones, and other electronic devices. On Saturday, September 21, Cathy Hamilton represented the library at **LMH Health's annual Health Fair**.

To: Lawrence Public Library Board of Trustees

From: Brad Allen, Executive Director

Date: October 18, 2019

Re: Community Visioning Event for Lawrence Public Library

My seven and a half year career here at Lawrence Public Library has consisted of building and moving into our new library, creating its brand new organizational structure, and learning to operate day to day in our new space with our new way of doing business. Five years after opening our new building, we are settled in and looking ahead to what our future holds.

It is time to determine our path forward. The library's leadership team recommends that we hold a day and a half community visioning event bringing together our staff, our board, our Friends and Foundation, and community stakeholders to dream about and design a bold plan for our future. Below you will find described our path to this decision. Attached to this memo, you will find Shannon Polly & Associates proposal for organizing and facilitating this event.

Background

Alongside the work of moving into the new library and creating a new way of working, we also have been seeking to discover philosophical tenets to serve as a foundation for our organizational culture that help us to answer questions like: who are we and what do we value?

We have explored the late Shane Lopez's research on the power of hope and that a public library can be a 'hope hub' that inspires our community. We also have had staff training by the Harwood Institute to learn how to encourage people to describe their aspirations as we work towards building a community we want to live in.

We firmly believe in a strengths based approach to organizational development. I attended a training session on Appreciative Inquiry (AI) years ago at a Kansas Health Foundation conference. AI revolutionized the field of organization development and was a precursor to the rise of positive organization studies and the strengths based movement in American management.

This summer, I introduced AI to our leadership team and we spent several weeks reading and learning about it. Our leadership team agreed that we wanted to adopt a strengths based approach to our work, from small decisions to considerable institutional change.

I am excited to gather so many of us together to dream about and design our path forward. I hope you are, too!

Respectfully submitted by Brad Allen, October 18, 2019



Date October 16, 2019

To: Board of Directors, Lawrence Public Library

From: Shannon Polly, MAPP, Shannon Polly + Associates, LLC

Re: Proposal for community visioning and facilitation services

To the Board of Directors,

Shannon Polly + Associates, LLC is extremely pleased by the possibility of working with the Lawrence Public Library (LPL) to support the facilitation of a strengths-based community visioning process. My company and I will do whatever is needed to create and sustain a strong working relationship with you and your colleagues for the purpose of creating an inclusive and positive process for gathering input that will ultimately inform the creation of the next phase of the Lawrence Public Library.

The enclosed proposal is designed specifically for the Lawrence Public Library based on the needs that you have expressed in our recent phone calls. After you have had a chance to review it, we can schedule a call to discuss if you would like to move forward.

Thank you for thinking of Shannon Polly & Associates. I look forward to working together to move your goals forward in thoughtful and significant ways.

Sincerely,



Background

We understand that you want to engage everyone (staff, board and stakeholders) in creating a plan for the future that you can share with all of your stakeholders. Also, you want to create a vision and mission that has a strong action component. The LPL boasts its origins have over 165 years of excellence in Lawrence, KS. In 2015, the tireless work of renovation yielded another reward, when the Lawrence Public Library was named a landmark library by the Library Journal, one of 11 libraries throughout the country who set the standard for library service in 2015. You are at a place where you are well positioned to get to the next stage in your development by generating a community vision with tangible results.

Ideally, all stakeholders will be invited to take part in creating a positive and compelling vision for the future – one that unleashes energy for growth and change, based on the strengths that are present at LPL right now. We will tap into individual and collective stories of achievement. These stories will reveal the talent, competency and teamwork that already exist. By focusing on and amplifying these strengths, you will make agreements, bring everyone's expertise to bear, set priorities, and establish a unified direction and strategy to move forward.

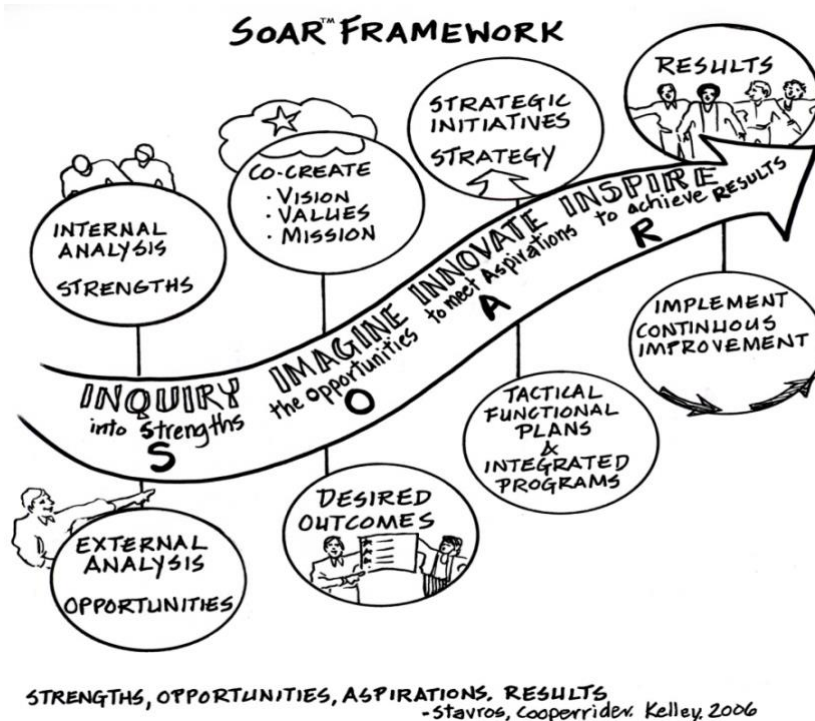
We propose using a framework called SOAR (Strengths, Opportunities, Aspirations and Results). It is strengths-based community visioning using Appreciative Inquiry to accomplish these goals:

1. To discover the positive core of LPL – mission, vision, strengths and opportunities.
2. To understand the history of LPL and build on past successes
3. To shape the future direction of the organization
4. To identify bold steps, strategic initiatives and actions for moving LPL forward

Appreciative Inquiry uses positive assumptions about people and organizations. It is a novel philosophy and practical process pioneered by David Cooperrider at Case Western Reserve University. AI focuses on what is working and what people and groups do well as a way to expand possibilities for the future. AI is an extraordinarily successful process by which to create positive change within organizations.

The first step is planning the process together and then doing community visioning. You want the right team, stakeholders, questions and focus. We would need to form a specific team of the major stakeholders (or representatives from each stakeholder group) to work on preparing for the one-day session and follow up.

The graphic below illustrates the SOAR Framework.



Stavros, J., Cooperrider, D., and Kelley, L. (2007). "SOAR: A New Approach to Community visioning", in the Second Edition of The Change Handbook, San Francisco, CA: Berrett-Koehler Publishers, Inc.



**Lawrence Public Library
Proposal for Appreciative Inquiry (AI) Community Visioning Session**

Our proposal has three components. Implementation and sustainability are built into the process, in point #3 as options.

Phase 1: AI Summit Design & Review → Projected timing: November/December

- Goals:
 - Create Steering Committee¹/Team and alignment around goals for community visioning
 - Refine process & Summit questions
 - Craft Summit topic and questions based on previous input
 - Review with Steering Committee
- Process: Interviews, Group Meeting & Summit Design
 - Introduce Appreciative Inquiry/ SOAR and educate the planning team → 2 hours, 1 facilitator
 - Plan and organize a Summit (timeframe TBD)
 - Determine stakeholders, success measures and what it will take to accomplish
 - Craft Summit topic
 - Design Summit questions and submit to Steering Committee
 - Work with staff to determine invites to Summit
 - Work with staff to determine seating chart for Summit
- Deliverables:
 - Process design
 - Summit participant guide

Phase 2: AI Summit Implementation (1 day – 8 hours with breaks) → Projected timing: TBD

- Goals:
 - Clarify vision, mission and goals of LPL
 - Create Action plan with specific steps moving forward
- Process:
 - Strategic exploration of organizational strengths

¹ Steering Committee is generally comprised of at least one member from each stakeholder group: Board, Staff, Patron, and Donor. Their commitment can be minimal.



- Visioning for the future
- A dialogue about bold steps
- Designing a plan for the future
- Deliverables:
 - Preparation and Facilitation of Summit

OPTIONAL - Phase 3: Leadership Coaching

- Goals:
 - Solidify leadership capabilities to follow through on Community Visioning session
- Process:
 - Continue leadership coaching with the Executive Director and any other staff or Board members who would benefit from coaching to aid this process.
- Deliverables:
 - End of coaching meeting with Board Chair to discuss progress

Proposed Fee Structures

Consulting & Facilitation Services

Fees for consulting and facilitation services are being donated to LPL. Facilitator will require a statement of donation for tax purposes in the amount of \$5000.

Phase 1 – <u>Summit Planning and Design</u> :	pro bono
Phase 2 – <u>Summit Delivery and Facilitation</u> :	pro bono
Phase 3 – <u>Leadership Coaching</u>	TBD

TOTAL FEES	pro bono
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Expenses **billed as incurred**

- Expenses may cover (but not be limited to) such items as express mailing fees and copying fees in excess of 20 pages. Expense billing will be accompanied by documentation receipts and any expense expected to exceed \$25 will be pre-approved by LPL. When possible, materials will be sent to The Lawrence Public Library electronically for printing internally.
- Travel expenses beyond 50 miles by Shannon Polly + Associates, LLC consultants incurred as a part of facilitation and consultation services will be paid by LPL in advance.



- Expenses not charged to client will include use of office equipment, copying of less than 10 pages and long- distance calling covered by Shannon Polly + Associates' normal phone service.
- All other logistical costs incurred for the Summit such as room rentals, A/V equipment rental, supplies, flip chart paper and stands, table tents, markers, name tags, food and beverages will be the responsibility of LPL. All meeting room bookings will be done by LPL. Shannon Polly + Associates' laptop will be provided.



Consultant Bio:

Shannon M. Polly, MAPP – President, Shannon Polly & Associates, LLC

Shannon Polly was one of the first 100 people in the world to receive her Master of Applied Positive Psychology (MAPP) degree from the University of Pennsylvania. She is the founder of Shannon Polly & Associates and is a leadership development consultant, speaker, author, and coach who found her calling in facilitation and coaching and after earning her MAPP degree. She has spent the last nine years translating her decade-long professional acting career into designing training and coaching that engages employees and helps them leverage their strengths for higher performance.

She uses tools such as the VIA Character Strengths survey and StrengthsFinder 2.0 and techniques from improvisation and the theatrical arts to help individuals and teams understand and value their strengths. Shannon loves working with individuals at any stage in their career – supporting them to bring their whole selves to work. She is also passionate about bringing the science of resilience to help mitigate the stress of our busy lives. Shannon was chosen to be a part of the groundbreaking facilitation team for the U.S. Army's Master Resiliency Training. She has trained over 1,000 Army sergeants in psychological resilience at Army bases all over the country. Shannon has lectured at West Point, Columbia Business School and Wharton Business School. She has also been an assistant instructor in the MAPP program at Penn. She has been published in International Appreciative Inquiry journals, is a contributor to Positive Psychology at Work, a chapter the French language book: The European Handbook of Positive Psychology and the co-editor of the new book Character Strengths Matter: How to Live a Full Life. All profits from Character Strengths Matter go to support a scholarship at the University of Pennsylvania.

Shannon has been a leadership coach for 8 years, is an ICF Associate Certified Coach and received her coaching certification from the Georgetown Leadership Coaching Program. Her specialty areas are strengths-based coaching for managers, presentation skills/executive presence, leadership development and resiliency/stress management. She is a sought-after keynote speaker around the country for such companies as Google, GE and Deloitte.

She is a co-founder of the non-profit, Positive Business DC (PBDC), whose mission is to increase well-being in workplaces around the nation's capital and the nation. Positive Business DC has over 700 members who come to free online and in person events.

Shannon is also a graduate of the London Academy of Music and Dramatic Art, Yale College, and received her Certificate in Leadership Coaching from Georgetown University. She lives in Washington, DC with her husband and two children. She is a native of Topeka, KS.