

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, November 20, 2023 at 4:30 PM**  
**Meeting Room A**  
[Zoom Link](#)

Introductions

Consent Agenda

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

- Approve Library Board meeting minutes for September 2023
- Approve Treasurer's report for October 2023
- Approve bills for October 17 to November 20
- Receive statistical report for October 2023

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

Old Business

- Behavior Policy – **ACTION ITEM**  
Jon Ratzlaff, Facilities Manager and Frankie Haynes, Diversity, Equity, and Inclusion Coordinator

Public Comments

Executive Session:

- Pending litigation
- Library Executive Director's annual evaluation

Adjournment

## **DRAFT**

### **Lawrence Public Library**

### **Regular Board Meeting**

Date: October 16, 2023

Time: 4:30 pm.

**Venue:** The meeting was conducted in person and online.

### **Board Members Present:**

James Pavisian (Chair), Kelly Hart, Sarah Goodwin Thiel, Susan Kang, Jennifer Bonilla, Allison Friend Mazzei. Absent: Mayor Lisa Larsen, Mandy Liebold

### **Staff Members Present:**

Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Heather Kearns, Tricia Karlin.

### **Friends and Foundation Members Present:**

Kassie Nieters (Vice-Chair)

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### **Call to order**

James called the meeting to order at 4:31 pm.

### **Consent Agenda**

Jennifer moved approval of the consent agenda. Allison seconded the motion. Consent agenda passed.

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

- Kathleen presented the report, in her capacity as Acting Library Director.
- Security Update: the focus of our recent work has been on safety issues that Brad started addressing before his sabbatical began:
  - Communication among staff - leadership set out procedures for how best to alert coworkers about safety-related incidents such as police presence in the building;
  - USD 497's Director of HR & Safety, Ron May referred the library to the Kansas representative of Homeland Security's Cybersecurity and Infrastructure Agency, Chuck Clanahan, who met with the senior leadership team on October 3, and will return to do a safety walkthrough of the library building on November 20th.
  - Members of the senior leadership team continue to take about 15 to 20 minutes to stand outside the library's entrance and welcome kids and their parents/caregivers to storytime. Parents have expressed their appreciation. It's a lot of fun, too!

- Thanks to Jon, Heather, Phillip for spray painting 'no smoking' notices on the concrete areas next to the building. This helps us keep the entrance area free of secondhand smoke.
- New security software will be implemented in the next 6-8 weeks. This new software will enable staff to track folks who have been suspended from the building. This will help staff enforce library trespass orders more consistently.
- More cameras will be installed on the south side of the library to monitor activity on the lawn. Installation will happen in conjunction with construction of the new staff workroom; this is slated to start at the end of October.
- Strategic Plan Update: All action steps have been drafted, and now the senior leadership team will compile all the strategic work goals and action steps, determine priorities, construct a timeline, and present a report back to the board as soon as possible.
- Urban Libraries Council Update: The library received an orientation to the new professional organization they just joined, Urban Libraries Council. Tricia and Kathleen will attend the Urban Libraries Council Annual Forum at the end of October.
- Staff news: Sarah Matthews, who formerly worked in Accounts, is the new Outreach Coordinator.

#### **Department Reports**

- None noted.

#### **Friends and Foundation Director's Report**

- Kassie Nieters, Vice Chair of Friends & Foundation, presented the report for Friends & Foundation (F&F):
  - Received \$8,000 for new screen & projector in the auditorium. This is a wonderful supplement to the \$25,000 awarded by the Rice Foundation for this AV project. The upgrades will put the library in great shape for the upcoming 10- year anniversary of the renovated building.
  - The fall book sale starts this week with Members night on Thursday & the public sale on Friday.
  - End of Year Fundraising Campaign is imminent; the theme is "Libraries are for Everyone", emphasizing that LPL is committed to providing the best possible service to everyone in this community.
  - New Chapter Society Letters will be sent out in October.
  - The annual fundraising letter is scheduled to be sent in mid-November. The Harrison Family Fund of the Douglas County Community Foundation (DCCF) has pledged to match all donations up to \$20,000.
  - On Giving Tuesday, November 28, the F&F will participate in the DCCF Giving for Good fundraiser, with the target program being the Sharyn & David Katzman Fund for Retirement Boot Camp. DCCF provides a 50% match up to \$5,000.

- December 16 is the Seasons Readings Book sale. Gift wrap services will be offered!
- F&F are waiting to hear if they were awarded a grant from Capitol Federal Savings and Loan for Retirement Boot Camp. Kathleen said that Retirement Boot Camp now has almost 1,000 people on the mailing list.
- Retirement Boot Camp's Dessert & A Movie will screen "Inherent Good", a film about Universal Basic Income. The program features a special guest commentator: Sam Altman, CEO of OpenAI. Sam Altman has a long-standing interest in Universal Basic Income and also happens to be the nephew of LPL staffer & Retirement Boot Camp Director, Jack Altman!

## **New Business**

### ● **Lease Agreement with the City of Lawrence**

- Kathleen provided an overview of the lease and what the lease would enable the library to do to better manage the library campus.
- Among the terms of the lease is an agreement for the library to pay \$1.00 a year for 5 years; either party can terminate the lease. Kathleen ran it by Danielle Davey with Sloan Law Firm. Danielle cautioned that behavior policy for interior of building may not translate exactly to out of doors (e.g. non-service dogs allowed on lawn, not in building).
- Library's current insurance policy is sufficient to cover that space.
- No change on utility charges. The City will continue to pay and offer maintenance services as they did before the lease.
- If the board approves the lease, the next step is to send it to the City Commission for approval. Their next meeting is Nov 7th; If approved it could go into effect Nov 8.
- James asked why the library is recommending the board take this action. Kathleen responded that this will be another tool available to help us manage behavior at the library. Everyone is welcome at the library but bad behavior is not welcome. This lease will help us set parameters on behavior in the space directly outside the library, as long as the rules are reasonable and applied equally to all.
- James verified with Facilities Manager, Jon Ratzlaff, that library security staff at the library were supportive of the lease, and that the library was sufficiently staffed to manage this extended area.
- James also verified that library staff are aware that not all behavior rules that the library has the right to enforce inside the building are equally enforceable in all spaces out of doors.
- James put a motion on the floor to accept the lease agreement as written with a map of the coverage as we understand it as presented in the board packet. Jennifer accepted the motion. Sarah seconded the motion. There were no objections. The motion passed.

### ● **2024 Holidays:**

- Erica presented the proposed holidays for 2024. There were no new holidays or closed days recommended for 2024. Erica also informed the board that a correction was made to the 2023 holiday list to include December 31. This date is not a holiday in itself, but the library will close in accordance with library policy that the Sunday before a holiday the library will close.
- Erica also noted that a change was made to the employee handbook to allow up to 40 hours of compensation time to roll over to the following year. This will help staffing to not be stretched so thin in November and December by supervisors trying to squeeze in 'use it or lose it' time-off requests before the end of the year.
- James put a motion on the floor to accept the updated dates for next year's holidays. Allison accepted the motion. Sarah seconded the motion. The motion passed.
- **Director Evaluation Committee Formation**
  - James will start the work of the review by sending out questions to staff and board members for their feedback. (James will include the staff to support a 360-degree-style review).
  - Based on the feedback, he will work on a first draft of the review.
  - The draft will be reviewed in an executive session at the next board meeting.
  - Erica will set up a folder in the library's google drive to collect and store director review documents so they may be easily shared from one board chair to the next. She will share access with the board members.

#### **Old Business**

- Heather Kearns presented the External Communications policy.
- Sarah moved to accept the policy as revised. Allison seconded the motion. The motion passed.

#### **Public Comments**

- None noted.

#### **Announcements**

- None noted.

#### **Adjournment**

There being no other business, the meeting adjourned at 5:12 p.m.

The next regular Board meeting will be held Monday, November 20, 2023.

Respectfully submitted,  
Tricia Karlin

## 2023 Regular Budget Report

	<u>September</u>	<u>October</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>
<b>REVENUES</b>						
Tax Fund			5,523,209.53	\$5,725,000.00	96.48%	\$5,022,000.00
Lost and Repl Fees	2,786.16	1,706.82	21,021.74	\$30,000.00	70.07%	\$30,000.00
NEKLS	26,166.25		84,998.75	\$100,000.00	85.00%	\$96,000.00
State Aid & Federal Aid		204.36	27,060.66	\$25,000.00	108.24%	\$25,000.00
Photo Copies	1,526.36	784.90	14,018.07	\$10,000.00	140.18%	\$10,000.00
Meeting Room Fees	314.97	169.32	6,584.33	\$5,000.00	131.69%	\$5,000.00
Interest	9,183.62	17,914.18	89,995.66	\$0.00		\$2,000.00
Transfer from Cash Reserves			-	\$50,000.00	0.00%	\$47,000.00
Donations- MISC	681.40	1.00	4,588.35			
<b>Total Revenues</b>	<b>40,658.76</b>	<b>20,780.58</b>	<b>5,771,477.09</b>	<b>\$5,945,000.00</b>	<b>97%</b>	<b>\$5,237,000.00</b>
<b>EXPENSES</b>						
Salaries & Wages	403,796.98	267,357.80	2,807,105.04	\$3,460,000.00	81.13%	\$2,910,000.00
Employee Benefits	62,052.61	38,290.88	367,806.49	\$490,000.00	75.06%	\$490,000.00
Payroll Taxes	66,663.70	44,854.76	488,905.47	\$620,000.00	78.86%	\$516,000.00
Utilities	6,608.83	6,191.65	71,380.10	\$100,000.00	71.38%	\$100,000.00
Building Supplies	1,309.77	1,134.03	18,014.38	\$20,000.00	90.07%	\$20,000.00
Building Repairs & Maintenance	3,521.20	1,301.08	56,197.36	\$55,000.00	102.18%	\$55,000.00
Library Supplies	7,882.54	133.11	17,527.25	\$25,000.00	70.11%	\$20,000.00
Books & Materials	52,014.66	48,661.51	526,802.94	\$725,000.00	72.66%	\$710,000.00
Processing Supplies	2,344.43	4,793.79	44,782.14	\$50,000.00	89.56%	\$45,000.00
Equipment			-	\$10,000.00	0.00%	\$10,000.00
Technology	8,560.35	4,655.37	259,118.78	\$275,000.00	94.23%	\$250,000.00
---Public Tech Supplies	1,787.59	(126.79)	1,665.57	\$1,000.00	166.56%	\$1,000.00
---Operations	266.59		15,129.22	\$19,000.00	79.63%	\$19,000.00
---IT Software & Subscriptions	5,027.28	1,026.74	27,637.43	\$34,000.00	81.29%	\$22,000.00
---Internet & Telephone	596.89	3,755.42	17,484.05	\$20,550.00	85.08%	\$18,000.00
---Collections & Public Service	882.00		197,202.51	\$200,450.00	98.38%	\$190,000.00
Insurance			15,530.10	\$17,000.00	91.35%	\$16,000.00
Postage & Mailing	1,537.75	1,147.78	18,095.93	\$18,000.00	100.53%	\$18,000.00
Professional Development	2,181.16	6,539.15	41,732.94	\$30,000.00	139.11%	\$35,000.00
Book Van & Mileage	342.56	565.47	4,010.80	\$5,000.00	80.22%	\$2,000.00
Professional Fees	8,591.34	1,672.58	35,567.26	\$25,000.00	142.27%	\$20,000.00
Advertising & Marketing	510.49	1,029.64	22,149.65	\$20,000.00	110.75%	\$20,000.00
Capital Improvements			4,500.00	0		0
Miscellaneous	168.94	694.50	2,906.47	0		0
<b>Total Expenses</b>	<b>628,087.31</b>	<b>429,023.10</b>	<b>4,802,133.10</b>	<b>\$5,945,000.00</b>	<b>81%</b>	<b>\$5,237,000.00</b>
Cash Reserves			Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)			
Checking (US Bank & KMIP)						
Capitol Improvement (KMIP)						

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## Lawrence Public Library

## Balance Sheet

As of October 31, 2023

	Oct 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
MIP Operating Funds	1,612,359.36
Checking	159,682.80
Capital Improvement at MIP	846,079.66
<b>Total Checking/Savings</b>	<b>2,618,121.82</b>
<b>Total Current Assets</b>	<b>2,618,121.82</b>
<b>Other Assets</b>	
Petty Cash	300.00
<b>Total Other Assets</b>	<b>300.00</b>
<b>TOTAL ASSETS</b>	<b>2,618,421.82</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	56,272.47
<b>Total Accounts Payable</b>	<b>56,272.47</b>
<b>Other Current Liabilities</b>	
Payroll Liabilities	
Group Life Insurance	-767.31
Child Support	28.62
Hospital & Cancer Plans	-285.01
KPERs 457 Plan	4,011.00
KPERs	
Employee	7,983.16
<b>Total KPERs</b>	<b>7,983.16</b>
KPERs Co	
Retirees	-209.97
Company	4,841.89
KPERs Co - Other	-11,921.66
<b>Total KPERs Co</b>	<b>-7,289.74</b>
OGLI	59.69
Payroll Liabilities FSA	1,286.02
Health Insurance	-10,842.24
SUI	
Company	270.84
<b>Total SUI</b>	<b>270.84</b>
United W	
Employee	1,633.10
<b>Total United W</b>	<b>1,633.10</b>
<b>Total Payroll Liabilities</b>	<b>-3,911.87</b>



Lawrence Public Library  
**Balance Sheet**  
As of October 31, 2023

	Oct 31, 23
Total Other Current Liabilities	-3,911.87
Total Current Liabilities	52,360.60
Total Liabilities	52,360.60
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,279,584.85
Net Income	985,841.15
Total Equity	2,566,061.22
TOTAL LIABILITIES & EQUITY	2,618,421.82

**Lawrence Public Library**  
**Revenues & Expenses**  
October 2023

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	<u>Oct 23</u>	<u>Jan - Oct 23</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Misc Income	1.00	18,348.99
Tax Fund	0.00	5,523,209.53
Lost and Replacement Fees	1,706.82	21,021.74
NEKLS	0.00	84,998.75
State& Federal Aid	204.36	27,060.66
Photocopies & Printing	784.90	14,018.07
Meeting Room Rentals	169.32	6,584.33
Interest	17,914.18	89,995.66
Outside&Private Funding Income	5,569.35	458,324.42
<b>Total Income</b>	<u>26,349.93</u>	<u>6,243,562.15</u>
<b>Gross Profit</b>	26,349.93	6,243,562.15
<b>Expense</b>		
Payroll Expenses	305,648.68	3,174,911.53
Payroll Taxes	44,854.76	488,905.47
Utilities - Electric	6,191.65	71,380.10
Building Supplies	1,134.03	18,014.38
Building Repairs & Maintenance	1,301.08	56,197.36
Library & Office Supplies	133.11	17,589.85
Books & Materials	48,661.51	526,802.94
Processing Supplies	4,793.79	44,782.14
Technology	4,655.37	259,056.18
Insurance	0.00	15,530.10
Postage & Mailing	1,147.78	18,095.93
Professional Development	6,539.15	41,732.94
Vehicles, Mileage, Maintenance	565.47	4,010.80
Professional Fees	1,672.58	35,567.26
Marketing-General	1,029.64	22,149.65
Capital Improvement Expenditure	0.00	4,500.00
Miscellaneous	694.50	2,906.47
Outside & Private Funding	24,419.24	455,587.90
<b>Total Expense</b>	<u>453,442.34</u>	<u>5,257,721.00</u>
<b>Net Ordinary Income</b>	<u>-427,092.41</u>	<u>985,841.15</u>
<b>Net Income</b>	<u><b>-427,092.41</b></u>	<u><b>985,841.15</b></u>

Lawrence Public Library  
**Vendor Balance Summary**  
As of October 31, 2023

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	<u>Oct 31, 23</u>
Alliance Entertainment	50.62
Amazon Capital Services, Inc	3,900.98
Arsenal	2,120.00
Baker & Taylor, Inc.	-383.00
Bamboo HR	-687.01
Black Stone	25.39
Bug Hounds, LLC	312.50
Carnegie-Stout Public Library	13.00
Center Point Large Print	157.12
Cider Gallery LLC	500.00
Communications and Ag Education	50.84
Demco, Inc.	1,334.31
Denise Berkley	1,477.50
EBSCO	67.05
Gale/Cengage Learning	173.53
Garylord Archival	288.86
Ingram Library Services	12,326.20
Jayhawk Tropical Fish	330.00
Kansas State University	50.84
Kingsley	200.00
Lawrence Arts Center	250.00
Midcontinent Communications	-511.57
Midwest Tape	3,117.48
NEKLS	647.90
OverDrive	13,287.59
Polli Kenn	39.98
Pur-O-Zone, Inc.	1,714.00
Scholastic Inc.	966.15
Snap Promotions	996.93
U.S. Bank - Mastercard	13,490.83
United Parcel Service	-35.55
<b>TOTAL</b>	<b><u><u>56,272.47</u></u></b>

**Lawrence Public Library**  
**Check Detail**  
October 17 through November 20, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>		<b>11/16/2023</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2037840699	10/17/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037840700	10/17/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037870513	10/24/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037870514	10/24/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037896717	11/03/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037896718	11/03/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037908946	11/10/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037908947	11/10/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
TOTAL					0.00
<b>Check</b>	<b>electronic</b>	<b>10/17/2023</b>	<b>KPERS</b>	<b>Checking</b>	
				Retirees	-66.90
TOTAL					-66.90
<b>Check</b>	<b>electronic</b>	<b>10/17/2023</b>	<b>KPERS</b>	<b>Checking</b>	
				Company	-12,563.76
				Employee	-7,993.88
				KPERS Co	0.02
TOTAL					-20,557.62
<b>Check</b>	<b>electronic</b>	<b>10/17/2023</b>	<b>Kansas Payment Center</b>	<b>Checking</b>	
				Child Support	-28.62
TOTAL					-28.62
<b>Check</b>	<b>electronic</b>	<b>10/17/2023</b>	<b>Empower Annuity Insurance Co.</b>	<b>Checking</b>	
				KPERS 457 Plan	-3,714.00
TOTAL					-3,714.00
<b>Check</b>	<b>electronic</b>	<b>10/17/2023</b>	<b>Empower Annuity Insurance Co.</b>	<b>Checking</b>	
				KPERS 457 Plan	-297.00
TOTAL					-297.00
<b>Check</b>	<b>electronic</b>	<b>10/17/2023</b>	<b>KPERS</b>	<b>Checking</b>	
				OGLI	-375.03
TOTAL					-375.03
<b>Check</b>	<b>electronic</b>	<b>10/17/2023</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
				Group Life Insurance	-893.21
TOTAL					-893.21

9:16 AM  
11/17/23

Lawrence Public Library  
**Check Detail**  
October 17 through November 20, 2023

Type	Num	Date	Name	Account	Paid Amount
Check	electronic	10/17/2023	Blue Cross and Blue Shield of K...	Checking	
				Health Insurance	-53,213.27
				Hospital & Cancer Plans	-142.18
TOTAL					-53,355.45
Bill Pmt -Check	electronic	11/01/2023	U.S. Bank - Mastercard	Checking	
TOTAL					0.00
Bill Pmt -Check	electronic	11/01/2023	U.S. Bank - Mastercard	Checking	
Bill	Oct transact...	10/31/2023		Block Grant	-453.30
				Building Repairs & Main...	-143.88
				Building Supplies	-64.73
				Children Services Progr...	-730.61
				Crowe Fund	-60.24
				Library & Office Supplies	-79.57
				Marketing-General	-1,029.64
				Outreach/Coggins Fund	-96.89
				Plant & Foliage Mainten...	-120.00
				Professional Development	-5,457.15
				Professional Fees	-170.00
				Readers Across Lawrence	-149.87
				Internet & Telephone	-1,635.42
				IT Software & Subscripti...	-57.53
				Teen Services Program...	-328.25
				Vehicles, Mileage, Maint...	-141.02
				Books & Materials	-948.39
				Miscellaneous	-676.56
				Postage & Mailing	-1,147.78
TOTAL					-13,490.83
Check	electronic	10/31/2023	ASI	Checking	
				Payroll Liabilities FSA	-668.31
TOTAL					-668.31
Check	electronic	10/31/2023	KPERS	Checking	
				Company	-20,530.03
TOTAL					-20,530.03
Check	electronic	10/31/2023	KPERS	Checking	
				Retirees	-143.07
TOTAL					-143.07
Bill Pmt -Check	electronic	10/17/2023	Square	Checking	
Bill	Oct fee	10/17/2023		Miscellaneous	-1.75
TOTAL					-1.75

9:16 AM  
11/17/23

Lawrence Public Library  
**Check Detail**  
October 17 through November 20, 2023

Type	Num	Date	Name	Account	Paid Amount
Check	electronic	10/31/2023		Checking	
				Professional Fees	-44.14
TOTAL					-44.14
Bill Pmt -Check	electronic	10/31/2023	Evergy	Checking	
Bill	Oct bill	10/31/2023		Utilities - Electric	-6,191.65
TOTAL					-6,191.65
Bill Pmt -Check	electronic	10/31/2023	ASI	Checking	
Bill	A00004412...	10/31/2023		Professional Fees	-60.00
TOTAL					-60.00
Bill Pmt -Check	electronic	10/31/2023	Bamboo HR	Checking	
Bill	INV01730928	11/01/2023		Professional Fees	-687.01
TOTAL					-687.01
Bill Pmt -Check	electronic	10/31/2023	Midcontinent Communications	Checking	
Bill	157407601...	11/04/2023		Internet & Telephone	-511.57
TOTAL					-511.57
Bill Pmt -Check	electronic	10/31/2023	United Parcel Service	Checking	
Bill	Nov invoice	11/05/2023		Postage & Mailing	-35.55
TOTAL					-35.55
Bill Pmt -Check	29513	11/16/2023	Alliance Entertainment	Checking	
Bill	PLS754186...	10/18/2023		Books & Materials	-50.62
TOTAL					-50.62
Bill Pmt -Check	29514	11/16/2023	Amazon Capital Services, Inc	Checking	
Bill	11V1-3MM...	10/17/2023		Children Services Progr...	-58.51
Bill	19NM-3N6...	10/17/2023		Readers Across Lawrence	-246.66
Bill	1DM1-PMJ...	10/17/2023		Children Services Progr...	-70.90
Bill	1J47-JPVQ-...	10/17/2023		Teen Services Program...	-149.59
Bill	1JNR-NYX6...	10/17/2023		Library & Office Supplies	-68.99
Bill	1TVP-YYP...	10/17/2023		Teen Services Program...	-185.60
Bill	1H4R-YNFF...	10/17/2023		Books & Materials	-76.54
Bill	1M4N-VN3...	10/17/2023		Books & Materials	-49.99
Bill	1V73-Y3KV...	10/18/2023		Books & Materials	-103.50
Bill	1F3J-KDGL...	10/18/2023		Books & Materials	-344.37
Bill	1Y1M-HPX...	10/18/2023		Books & Materials	-181.25
Bill	1XCR-Q1P...	10/18/2023		Books & Materials	-8.59
Bill	1LMW-DM...	10/18/2023		Books & Materials	-147.43
Bill	1QHF-TFF7...	10/18/2023		Books & Materials	-116.47
Bill	17R4-DFQT...	10/18/2023		Books & Materials	-36.98

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Type	Num	Date	Name	Account	Paid Amount
Bill	1KY6-FPP9...	10/18/2023		Books & Materials	-104.95
Bill	1JKK-JC9K...	10/20/2023		Books & Materials	-267.98
Bill	1H1C-4G1X...	10/22/2023		Storytime at Home	-122.71
Bill	1TMK-JQJ...	10/23/2023		Books & Materials	-27.27
Bill	1X9L-MRW...	10/23/2023		Books & Materials	-37.62
Bill	1CTH-L4DT...	10/23/2023		Books & Materials	-133.38
Bill	1XPG-11X...	10/23/2023		Books & Materials	-80.54
Bill	1PDW-VHV...	10/23/2023		Books & Materials	-94.76
Bill	1QMQ-3CG...	10/23/2023		Books & Materials	-104.35
Bill	1K1D-H4M9...	10/23/2023		Books & Materials	-24.99
Bill	1T6V-MWL...	10/23/2023		Books & Materials	-15.98
Bill	1YKW-9PH...	10/23/2023		Books & Materials	-49.99
Bill	1C1T-D6LK...	10/23/2023		Library & Office Supplies	-10.99
Bill	1DHX-QD6...	10/24/2023		Books & Materials	-236.41
Bill	1M4P-49DF...	10/24/2023		Books & Materials	-59.99
Bill	16TH-P334-...	10/29/2023		Youth Services & Cigler	-76.98
Bill	14F9-XGQF...	10/30/2023		Outreach/Coggins Fund	-316.62
Bill	1Y4P-LR3M...	10/31/2023		Books & Materials	-170.07
Bill	1D1P-RH7...	10/31/2023		Books & Materials	-59.99
Bill	11PJ-MJCM...	11/02/2023		Books & Materials	-435.24
Bill	11VK-LJNT...	11/02/2023		Books & Materials	-59.97
Bill	1DTF-JR6H...	11/03/2023		Books & Materials	-200.51
Bill	1CP6-6Q33...	11/05/2023		Books & Materials	-26.82
Bill	19G1-9PVY...	11/06/2023		Teen Services Program...	-207.46
Bill	1411-QMH7...	11/06/2023		Library & Office Supplies	-91.88
Bill	1J6X-PKJR...	11/06/2023		Books & Materials	-73.06
Bill	1H43-H1HV...	11/06/2023		Books & Materials	-63.61
Bill	1MQ6-4DX...	11/06/2023		Books & Materials	-10.88
Bill	1QTY-3HQ...	11/08/2023		Books & Materials	-72.89
Bill	1GCJ-C6JY...	11/08/2023		Books & Materials	-177.56
Bill	1GM9-7YJJ...	11/09/2023		Books & Materials	-66.69
Bill	1NWN-G4P...	11/10/2023		Building Supplies	-34.79
Bill	1QPX-KLC4...	11/13/2023		Books & Materials	-16.79
Bill	1G9C-369X...	11/13/2023		Books & Materials	-73.34
Bill		11/13/2023		Books & Materials	-73.34
Bill	1DPM-XC4...	11/13/2023		Books & Materials	-23.53
Bill	1P6V-MDY...	11/13/2023		Books & Materials	-95.00
Bill	169Y-CPV3...	11/13/2023		Books & Materials	-15.55
Bill	1LTP-YMC...	11/13/2023		Books & Materials	-255.31
Bill	13CY-7WX...	11/14/2023		Books & Materials	-209.97
Bill	1GQL-VMK...	11/14/2023		Books & Materials	-69.99
Bill	1CFJ-FQH...	11/14/2023		Books & Materials	-74.02
Bill	1LDL-7YYF...	11/15/2023		Operations	-348.00
Bill	1NKW-XY...	11/15/2023		Books & Materials	-99.98
Bill	1PCJ-NRD...	11/15/2023		Books & Materials	-331.04

TOTAL					-7,048.16
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<b>Bill Pmt -Check</b>	<b>29515</b>	<b>11/16/2023</b>	<b>Ann Dean</b>	<b>Checking</b>	
Bill	Oct 23 invoi...	11/02/2023		Readers Across Lawrence	-250.00
TOTAL					-250.00

<b>Bill Pmt -Check</b>	<b>29516</b>	<b>11/16/2023</b>	<b>Arsenal</b>	<b>Checking</b>	
Bill	INV-0046	10/26/2023		Internet & Telephone	-2,120.00
TOTAL					-2,120.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29517</b>	<b>11/16/2023</b>	<b>Barry Barnes</b>	<b>Checking</b>	
Bill		11/13/2023		Youth Services & Cigler	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>29518</b>	<b>11/16/2023</b>	<b>Bayscan Technologies</b>	<b>Checking</b>	
Bill	12775	11/14/2023		Operations	-207.72
TOTAL					-207.72
<b>Bill Pmt -Check</b>	<b>29519</b>	<b>11/16/2023</b>	<b>Black Stone</b>	<b>Checking</b>	
Bill	2124173	10/27/2023		Books & Materials	-25.39
TOTAL					-25.39
<b>Bill Pmt -Check</b>	<b>29520</b>	<b>11/16/2023</b>	<b>Bug Hounds, LLC</b>	<b>Checking</b>	
Bill	1408	10/17/2023		Building Repairs & Main...	-312.50
Bill	1402	11/09/2023		Building Repairs & Main...	-762.50
TOTAL					-1,075.00
<b>Bill Pmt -Check</b>	<b>29521</b>	<b>11/16/2023</b>	<b>Carnegie-Stout Public Library</b>	<b>Checking</b>	
Bill	4243051	10/17/2023		Miscellaneous	-13.00
TOTAL					-13.00
<b>Bill Pmt -Check</b>	<b>29522</b>	<b>11/16/2023</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	2048613	10/23/2023		Books & Materials	-157.12
Bill	2056402	11/14/2023		Books & Materials	-182.44
TOTAL					-339.56
<b>Bill Pmt -Check</b>	<b>29523</b>	<b>11/16/2023</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	692784	11/02/2023		IT Software & Subscripti...	-608.86
TOTAL					-608.86
<b>Bill Pmt -Check</b>	<b>29524</b>	<b>11/16/2023</b>	<b>Cider Gallery LLC</b>	<b>Checking</b>	
Bill	001004	10/17/2023		Readers Across Lawrence	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>29525</b>	<b>11/16/2023</b>	<b>Communications and Ag Educat...</b>	<b>Checking</b>	
Bill	52014	10/31/2023		Miscellaneous	-50.84
TOTAL					-50.84



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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29526</b>	<b>11/16/2023</b>	<b>Deanna Denise Whitlow</b>	<b>Checking</b>	
Bill		11/13/2023		Youth Services & Cigler	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>29527</b>	<b>11/16/2023</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	7378977	10/17/2023		Children Services Progr...	-47.91
Bill	7390632	10/27/2023		Teen Services Program...	-379.99
				Processing Supplies	-906.41
Bill	3314017200	11/10/2023		Library & Office Supplies	-519.50
TOTAL					-1,853.81
<b>Bill Pmt -Check</b>	<b>29528</b>	<b>11/16/2023</b>	<b>Denise Berkley</b>	<b>Checking</b>	
Bill	400	10/31/2023		Professional Fees	-1,477.50
TOTAL					-1,477.50
<b>Bill Pmt -Check</b>	<b>29529</b>	<b>11/16/2023</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	2401285	10/17/2023		Books & Materials	-17.76
TOTAL					-17.76
<b>Bill Pmt -Check</b>	<b>29530</b>	<b>11/16/2023</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	82802454	10/18/2023		Books & Materials	-27.29
Bill	82802023	10/18/2023		Books & Materials	-23.79
Bill	82864516	10/31/2023		Books & Materials	-122.45
Bill	81227207	11/02/2023		Books & Materials	-23.79
Bill	82939968	11/08/2023		Books & Materials	-55.98
Bill	82950873	11/13/2023		Books & Materials	-23.79
Bill	82957045	11/14/2023		Books & Materials	-78.37
TOTAL					-355.46
<b>Bill Pmt -Check</b>	<b>29531</b>	<b>11/16/2023</b>	<b>Garylford Archival</b>	<b>Checking</b>	
Bill	27357783	10/27/2023		Processing Supplies	-288.86
TOTAL					-288.86
<b>Bill Pmt -Check</b>	<b>29532</b>	<b>11/16/2023</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	78176036	10/06/2023		Books & Materials	-349.35
				Readers Across Lawrence	-7.52
Bill	78049452	10/17/2023		Processing Supplies	-53.35
Bill	78265650	10/17/2023		Books & Materials	-20.10
Bill	78265648	10/17/2023		Books & Materials	-744.28
Bill	78279758	10/17/2023		Books & Materials	-754.43
Bill	78279757	10/17/2023		Youth Services & Cigler	-91.00
				Books & Materials	-19.43
Bill	78265651	10/17/2023		Processing Supplies	-1.24
Bill	78265649	10/17/2023		Processing Supplies	-65.79
Bill	78279759	10/17/2023		Processing Supplies	-63.87
Bill	78355080	10/18/2023		Readers Across Lawrence	-10.25
				Books & Materials	-674.61

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Type	Num	Date	Name	Account	Paid Amount
Bill	78347022	10/18/2023		Books & Materials	-398.69
Bill	78327156	10/18/2023		Books & Materials	-1,811.14
Bill	78347024	10/18/2023		Books & Materials	-19.79
Bill	78355081	10/18/2023		Processing Supplies	-105.73
				Readers Across Lawrence	-2.31
Bill	78347023	10/18/2023		Processing Supplies	-47.47
Bill	78327157	10/18/2023		Processing Supplies	-217.94
Bill	78347025	10/18/2023		Processing Supplies	-0.25
Bill	78372266	10/19/2023		Books & Materials	-563.75
Bill	78372267	10/19/2023		Processing Supplies	-50.22
Bill	78435594	10/24/2023		Books & Materials	-22.92
				Youth Services & Cigler	-102.40
Bill	78444738	10/24/2023		Books & Materials	-16.81
				Youth Services & Cigler	-79.60
Bill	78416488	10/24/2023		Books & Materials	-280.88
Bill	78435595	10/24/2023		Books & Materials	-1,965.71
Bill	78416489	10/24/2023		Processing Supplies	-24.70
Bill	78435596	10/24/2023		Processing Supplies	-220.91
Bill	78454722	10/24/2023		Books & Materials	-279.43
Bill	78508540	10/25/2023		Library & Office Supplies	-17.54
				Books & Materials	-1,012.61
Bill	78479864	10/25/2023		Books & Materials	-261.56
Bill	78497251	10/25/2023		Books & Materials	-78.20
Bill	78454723	10/25/2023		Processing Supplies	-22.31
Bill	78479865	10/25/2023		Processing Supplies	-32.37
Bill	78508541	10/25/2023		Processing Supplies	-128.95
				Readers Across Lawrence	-1.24
Bill	78497252	10/25/2023		Processing Supplies	-4.96
Bill	78563770	10/31/2023		Books & Materials	-88.40
Bill	78521759	10/31/2023		Books & Materials	-994.02
Bill	78497249	10/31/2023		Books & Materials	-426.18
Bill	191K-3Y7V-...	10/31/2023		Memorials/Honor w/ Bo...	-35.00
Bill	78521760	10/31/2023		Processing Supplies	-83.70
Bill	78497250	10/31/2023		Processing Supplies	-38.67
Bill	78563771	10/31/2023		Processing Supplies	-2.50
Bill	78589529	11/01/2023		Books & Materials	-289.42
Bill	78563768	11/01/2023		Books & Materials	-1,968.59
Bill	78589528	11/01/2023		Youth Services & Cigler	-185.00
Bill	78580788	11/01/2023		Books & Materials	-549.66
Bill	78563772	11/01/2023		Books & Materials	-467.59
Bill	78545781	11/01/2023		Books & Materials	-365.18
Bill	78580789	11/01/2023		Processing Supplies	-89.86
Bill	78563769	11/01/2023		Processing Supplies	-235.73
Bill	78563773	11/01/2023		Processing Supplies	-9.75
Bill	78589530	11/01/2023		Processing Supplies	-31.63
Bill	78545782	11/01/2023		Processing Supplies	-26.61
Bill	78612237	11/02/2023		Books & Materials	-124.52
Bill	78639666	11/03/2023		Youth Services & Cigler	-56.80
				Books & Materials	-12.10
Bill	78612238	11/03/2023		Processing Supplies	-12.48
Bill	78651523	11/06/2023		Books & Materials	-422.44
Bill	78630801	11/06/2023		Books & Materials	-588.06
Bill	78651524	11/06/2023		Processing Supplies	-36.76
Bill	78630802	11/06/2023		Processing Supplies	-58.07
Bill	78671196	11/07/2023		Books & Materials	-2,706.85
Bill	78671197	11/07/2023		Processing Supplies	-275.38
Bill	78671195	11/08/2023		Books & Materials	-99.52
Bill	78671198	11/08/2023		Books & Materials	-49.14
Bill	78671189	11/08/2023		Processing Supplies	-2.73
Bill	78689571	11/08/2023		Books & Materials	-663.45
Bill	78697570	11/08/2023		Books & Materials	-423.00
Bill	78689572	11/08/2023		Processing Supplies	-97.47
Bill	78697571	11/08/2023		Processing Supplies	-36.03
Bill	78714493	11/09/2023		Books & Materials	-705.95
Bill	78714494	11/09/2023		Processing Supplies	-63.69

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Type	Num	Date	Name	Account	Paid Amount
Bill	78757616	11/13/2023		Books & Materials	-1,829.98
Bill	78757617	11/13/2023		Processing Supplies	-231.78
Bill	78757614	11/14/2023		Books & Materials	-626.03
Bill	78777590	11/14/2023		Books & Materials	-61.69
Bill	78777592	11/14/2023		Books & Materials	-413.93
Bill	78797385	11/14/2023		Books & Materials	-561.06
Bill	78757615	11/14/2023		Processing Supplies	-53.71
Bill	78777591	11/14/2023		Processing Supplies	-6.03
Bill	78777593	11/14/2023		Processing Supplies	-39.08
Bill	78797386	11/14/2023		Processing Supplies	-90.97
TOTAL					-26,861.80
<b>Bill Pmt -Check</b>	<b>29533</b>	<b>11/16/2023</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	3631-47	10/31/2023		Aquarium Maintenance	-330.00
TOTAL					-330.00
<b>Bill Pmt -Check</b>	<b>29534</b>	<b>11/16/2023</b>	<b>Jeremy Bell</b>	<b>Checking</b>	
Bill		11/14/2023		Miscellaneous	-175.00
TOTAL					-175.00
<b>Bill Pmt -Check</b>	<b>29535</b>	<b>11/16/2023</b>	<b>Kansas Department of Labor</b>	<b>Checking</b>	
Bill	Nov 2023	11/07/2023		Miscellaneous	-899.44
TOTAL					-899.44
<b>Bill Pmt -Check</b>	<b>29536</b>	<b>11/16/2023</b>	<b>Kindred CPA</b>	<b>Checking</b>	
Bill	INV201782	11/07/2023		Professional Fees	-2,561.24
TOTAL					-2,561.24
<b>Bill Pmt -Check</b>	<b>29537</b>	<b>11/16/2023</b>	<b>Kingsley</b>	<b>Checking</b>	
Bill	m21434	10/17/2023		Building Repairs & Main...	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>29538</b>	<b>11/16/2023</b>	<b>Lawrence Arts Center</b>	<b>Checking</b>	
Bill	FM001	10/31/2023		Readers Across Lawrence	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>29539</b>	<b>11/16/2023</b>	<b>Maceli's</b>	<b>Checking</b>	
Bill	E22563	11/01/2023		Readers Across Lawrence	-500.00
TOTAL					-500.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29540</b>	<b>11/16/2023</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	504498662	10/19/2023		Books & Materials	-715.95
Bill	504498668	10/19/2023		Books & Materials	-194.93
Bill	504498664	10/19/2023		Books & Materials	-24.74
Bill	504498665	10/19/2023		Books & Materials	-143.60
Bill	504498667	10/19/2023		Books & Materials	-37.49
Bill	504498663	10/19/2023		Books & Materials	-134.97
Bill	504522694	10/25/2023		Books & Materials	-1,132.44
Bill	504522698	10/25/2023		Books & Materials	-206.43
Bill	504522696	10/25/2023		Books & Materials	-187.80
Bill	504522695	10/25/2023		Books & Materials	-79.98
Bill	504574719	10/31/2023		Processing Supplies	-259.15
Bill	504556318	11/01/2023		Books & Materials	-212.94
Bill	504556315	11/01/2023		Books & Materials	-105.74
Bill	504556316	11/01/2023		Books & Materials	-144.49
Bill	504556314	11/01/2023		Books & Materials	-140.96
Bill	504556313	11/01/2023		Books & Materials	-726.60
Bill	504556313A	11/01/2023		Books & Materials	-14.99
Bill	504590333	11/08/2023		Books & Materials	-506.11
Bill	504590331	11/08/2023		Books & Materials	-134.14
Bill	504590330	11/08/2023		Books & Materials	-134.96
Bill	504585699	11/09/2023		Books & Materials	-992.92
Bill	504585699A	11/09/2023		Books & Materials	-65.24
<b>TOTAL</b>					<b>-6,296.57</b>
<b>Bill Pmt -Check</b>	<b>29541</b>	<b>11/16/2023</b>	<b>MSM Systems Inc.</b>	<b>Checking</b>	
Bill	50% deposit	11/06/2023		Block Grant	-775.52
Bill	AV Rack	11/06/2023		MIDCO/Peterson	-3,166.04
Bill	Proj & screen	11/06/2023		MIDCO/Peterson	-3,974.43
<b>TOTAL</b>					<b>-7,915.99</b>
<b>Bill Pmt -Check</b>	<b>29542</b>	<b>11/16/2023</b>	<b>NEKLS</b>	<b>Checking</b>	
Bill	Oct 2023	10/27/2023		IMLS Interns	-647.90
<b>TOTAL</b>					<b>-647.90</b>
<b>Bill Pmt -Check</b>	<b>29543</b>	<b>11/16/2023</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809CO23...	10/17/2023		Books & Materials	-311.79
Bill	06809CO23...	10/17/2023		Books & Materials	-858.54
Bill	06809CO23...	10/17/2023		Books & Materials	-246.37
Bill	06809CO23...	10/17/2023		Books & Materials	-330.33
Bill	06809DA23...	10/17/2023		Books & Materials	-56.99
Bill	06809CO23...	10/24/2023		Books & Materials	-3,158.47
Bill	06809CO23...	10/24/2023		Books & Materials	-1,591.38
Bill	06809DA23...	10/24/2023		Books & Materials	-919.82
Bill	06809CO23...	10/24/2023		Books & Materials	-251.16
Bill	06809CO23...	10/24/2023		Books & Materials	-340.17
Bill	06809CO23...	10/24/2023		Books & Materials	-79.95
Bill	06809CO23...	10/24/2023		Books & Materials	-212.96
Bill	06809CO23...	10/24/2023		Books & Materials	-2,616.11
Bill	06809CO23...	10/24/2023		Books & Materials	-1,177.14
Bill	06809DA23...	10/24/2023		Books & Materials	-600.08
Bill	06809CO23...	10/25/2023		Books & Materials	-152.49
Bill	06809CO23...	10/25/2023		Books & Materials	-220.84
Bill	06809CO23...	10/25/2023		Books & Materials	-163.00
Bill	06809CO23...	11/01/2023		Books & Materials	-705.39

**Lawrence Public Library**  
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Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO23...	11/01/2023		Books & Materials	-1,242.09
Bill	06809CO23...	11/01/2023		Books & Materials	-10.99
Bill	06809CO23...	11/01/2023		Books & Materials	-415.30
Bill	06809CO23...	11/01/2023		Books & Materials	-774.86
Bill	06809CO23...	11/01/2023		Books & Materials	-2,971.05
Bill	06809CO23...	11/01/2023		Books & Materials	-562.92
Bill	06809CO23...	11/01/2023		Books & Materials	-327.30
Bill	06809CP23...	11/02/2023		Books & Materials	-665.22
Bill	06809CO23...	11/06/2023		Books & Materials	-2,468.59
Bill	06809CO23...	11/07/2023		Books & Materials	-1,130.44
Bill	06809DA23...	11/07/2023		Books & Materials	-607.51
Bill	06809CO23...	11/07/2023		Books & Materials	-221.39
Bill	06809CO23...	11/07/2023		Books & Materials	-156.90
Bill	06809CO23...	11/07/2023		Books & Materials	-73.94
Bill	06809CO23...	11/07/2023		Books & Materials	-2,003.58
Bill	06809CO23...	11/07/2023		Books & Materials	-1,193.10
Bill	06809DA23...	11/07/2023		Books & Materials	-14.63
Bill	06809DA23...	11/07/2023		Books & Materials	-501.02
Bill	06809CO23...	11/07/2023		Books & Materials	-315.31
Bill	06809CO23...	11/08/2023		Books & Materials	-514.45
Bill	06809CO23...	11/08/2023		Books & Materials	-410.34
Bill	06809CO23...	11/08/2023		Books & Materials	-166.98
Bill	06809CO23...	11/08/2023		Books & Materials	-2,839.58
Bill	06809CO23...	11/08/2023		Books & Materials	-1,356.15
Bill	06809DA23...	11/08/2023		Books & Materials	-87.96
Bill	06809DA23...	11/08/2023		Books & Materials	-401.99
Bill	06809CO23...	11/13/2023		Books & Materials	-1,492.80
Bill	06809DA23...	11/13/2023		Books & Materials	-1,438.66
Bill	06809CO23...	11/13/2023		Salkind Gift	-1,306.34
Bill	06809CO23...	11/13/2023		Books & Materials	-176.90
Bill	06809CO23...	11/13/2023		Books & Materials	-246.12
Bill	06809CO23...	11/13/2023		Books & Materials	-248.93
Bill	06809CO23...	11/13/2023		Books & Materials	-81.49
Bill	06809CO23...	11/13/2023		Books & Materials	-145.91
Bill	06809CO23...	11/13/2023		Books & Materials	-2,995.20
Bill	06809CO23...	11/14/2023		Books & Materials	-617.49
Bill	06809CO23...	11/14/2023		Books & Materials	-688.67
Bill	06809CO23...	11/14/2023		Books & Materials	-343.48
Bill	06809CO23...	11/14/2023		Books & Materials	-259.88
Bill	06809CO23...	11/14/2023		Books & Materials	-119.95
Bill	06809CO23...	11/14/2023		Books & Materials	-2,202.91
Bill	06809CO23...	11/14/2023		Books & Materials	-1,621.89
Bill	06809DA23...	11/14/2023		Books & Materials	-35.00
Bill	06809CO23...	11/15/2023		Salkind Gift	-6,724.46

TOTAL					-56,172.65
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<b>Bill Pmt -Check</b>	<b>29544</b>	<b>11/16/2023</b>	<b>Polli Kenn</b>	<b>Checking</b>	
Bill	costco	10/17/2023		Readers Across Lawrence	-39.98
TOTAL					-39.98

<b>Bill Pmt -Check</b>	<b>29545</b>	<b>11/16/2023</b>	<b>Pricilla Howe</b>	<b>Checking</b>	
Bill		11/13/2023		Youth Services & Cigler	-200.00
TOTAL					-200.00

**Lawrence Public Library**  
**Check Detail**  
October 17 through November 20, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29546</b>	<b>11/16/2023</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	882620	10/17/2023		Building Repairs & Main...	-566.90
Bill	882808	10/17/2023		Building Supplies	-555.17
Bill	882619	10/17/2023		Building Repairs & Main...	-77.80
Bill	883871	10/27/2023		Building Supplies	-514.13
Bill	884469	11/07/2023		Building Repairs & Main...	-112.45
TOTAL					-1,826.45
<b>Bill Pmt -Check</b>	<b>29547</b>	<b>11/16/2023</b>	<b>Rabbi Zalman Tiechtel</b>	<b>Checking</b>	
Bill	Dec 12	11/09/2023		Children Services Progr...	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>29548</b>	<b>11/16/2023</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30434660	11/07/2023		Building Repairs & Main...	-112.04
TOTAL					-112.04
<b>Bill Pmt -Check</b>	<b>29549</b>	<b>11/16/2023</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	53004575	10/17/2023		Dr. Bob Program	-966.15
TOTAL					-966.15
<b>Bill Pmt -Check</b>	<b>29550</b>	<b>11/16/2023</b>	<b>Sigler Pharmacy</b>	<b>Checking</b>	
Bill	Lauren Taylor	11/01/2023		Miscellaneous	-70.70
TOTAL					-70.70
<b>Bill Pmt -Check</b>	<b>29551</b>	<b>11/16/2023</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	23091206	10/17/2023		Block Grant	-996.93
TOTAL					-996.93
<b>Bill Pmt -Check</b>	<b>29552</b>	<b>11/16/2023</b>	<b>U.S. Bank - Mastercard</b>	<b>Checking</b>	
Bill	Nov transac...	11/01/2023		Books & Materials	-111.15
TOTAL					-111.15
<b>Bill Pmt -Check</b>	<b>29553</b>	<b>11/16/2023</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	6119012	11/01/2023		Professional Fees	-163.50
Bill	6119011	11/02/2023		Professional Fees	-403.85
TOTAL					-567.35

Lawrence Public Library  
**Check Detail**  
October 17 through November 20, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29554	11/16/2023	United Way of Douglas County	Checking	
General Journal	4741BP	11/03/2023	United Way of Douglas County	Accounts Payable	-1,633.10
TOTAL					-1,633.10

# Monthly Statistical Summary--October 2023

	October	October	% Change	YTD	YTD	% Change	Charts
	2023	2022	2023-2022	2023	2022	2023-2022	
<b>SUMMARY RATIOS</b>							
Service Area Population <i>based on data from Census bureau see explanation below</i>	95,794	95,372	0%				
% of Lawrence Residents Registered (current month)	45%	44%	2%				
Net Promoter Score (NPS) <i>see definition below</i>	77.77	N/A	#VALUE!				<a href="#">NPS Score Chart</a>
<b>OUTPUT MEASURES</b>							
Physical Checkouts, Renewals & Autorenewals Adult Audience	40,401	40,908	-1%	422,804	422,664	0%	
Physical Checkouts & Renewals Teen Audience	2,658	2,690	-1%	28,643	29,019	-1%	
Physical Checkouts & Renewals Children's Audience <i>see explanation below</i>	23,793	26,982	-12%	276,953	280,883	-1%	
<b>Total Physical Checkouts</b>	<b>66,852</b>	<b>70,580</b>	<b>-5%</b>	<b>728,400</b>	<b>732,566</b>	<b>-1%</b>	
Digital Checkouts & Renewals Adult & General Audience	16,997	13,991	21%	159,523	152,902	4%	
Digital Checkouts & Renewals Teen Audience	2,034	1,563	30%	19,477	17,204	13%	
Digital Checkouts & Renewals Children's Audience	3,174	2,292	38%	29,078	26,299	11%	
<b>Total Digital Checkouts &amp; Renewals</b>	<b>22,205</b>	<b>17,846</b>	<b>24%</b>	<b>208,078</b>	<b>196,405</b>	<b>6%</b>	
<b>Total Physical &amp; Digital Checkouts &amp; Renewals</b>	<b>89,057</b>	<b>88,426</b>	<b>1%</b>	<b>936,478</b>	<b>928,971</b>	<b>1%</b>	<a href="#">Circulation Charts</a>
Checkouts & Renewals Dottie	209	362	-42%	2,547	738	245%	
Checkouts & Renewals Lockers	953	864	10%	9,575	9,661	-1%	
Checkouts & Renewals Home Delivery & Retirement Communities	816	774	5%	8,413	8,467	-1%	
Checkouts & Renewals Main Library	41,771	45,617	-8%	480,237	491,298	-2%	
Digital Checkouts, Online Renewals, Auto Renewals	45,308	40,951	11%	435,706	418,949	4%	
<b>Total Physical &amp; Digital Checkouts &amp; Renewals</b>	<b>89,057</b>	<b>88,568</b>	<b>1%</b>	<b>936,478</b>	<b>929,113</b>	<b>1%</b>	
Service Interactions	5,582	6,136	-9%	66,769	70,194	-5%	<a href="#">Service Interaction Charts</a>
Visits to 707 Vermont St.	33,516	34,091	-2%	370,549	301,724	23%	<a href="#">User Visits Charts</a>
LPL Web Site Visits (Google Analytics has implemented new metrics; we are using their new metric of "Engaged Sessions")	85,618	N/A	#VALUE!	689,920	#VALUE!	#VALUE!	
Physical Holdings Added	2,276	2,527	-10%	20,580	22,818	-10%	
Physical Holdings Withdrawn	1,401	1,431	-2%	20,940	29,226	-28%	
Physical Holdings Total	192,595	194,203	-1%				
Digital Holdings Added	1,020	521	96%	6,970	8,782	-21%	
Digital Holdings Leases Expired	140	102	37%	1,387	1,405	-1%	
Digital Holdings Total (includes leased titles)	35,934	28,177	28%				
New Cards created (includes online applications)	712	686	4%	7,743	6,448	20%	
Active Cardholders Current Month <i>see definition below</i>	15,026	14,474	4%				
Active Cardholders Last 3 Years <i>see definition below</i>	43,029	41,932	3%				



Adult Programs (Includes programs for retirees)	43	32	34%	338	368	-8%	
Teen Programs	9	0	#DIV/0!	85	72	18%	
Children's Programs (includes programs for all ages)	60	63	-5%	447	369	21%	
Total Programs	<b>112</b>	<b>95</b>	<b>18%</b>	<b>870</b>	<b>809</b>	<b>8%</b>	
Total Program Attendance	3,411	3,146	8%	31,400	24,624	28%	<a href="#">Program Statistics Charts</a>
Patron Bookings of Library Spaces	926	902	3%	9,816	6,713	46%	<a href="#">Reservable Room Booking S</a>
Public Computer Sessions	2,912	2,750	6%	32,324	24,651	31%	<a href="#">Computer Session Charts</a>
Total Paid Staff (FTE)	69.38	68.08	2%				
Total Number of Employees	87	90	-3%				
Total Library Volunteer Hours***	560.58	578.41	-3%	5,744	4,972	16%	

**Service area population:** previous year population estimates were provided by city staff. The latest numbers from the City were: Aug 2021 estimate: 103,351 and Aug 2022 est: 105,295

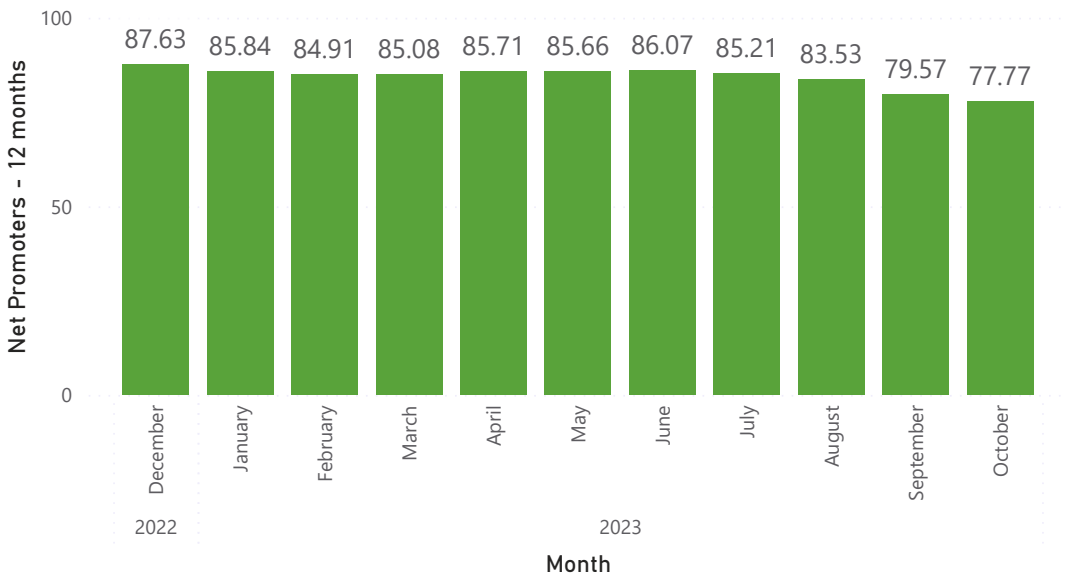
**Checkouts & renewals for children's audience:** this total includes checkouts of movies, TV shows, and video games for children

**Active cardholder:** activities counted include (but are not limited to) checking out physical & digital items; placing holds; returning items; paying bills; placing holds; verifying library card status to register for a library event, gain access to a public computer or to use digital resources such as the digital NY Times or Consumer Reports online.

**Net Promoter Score (NPS)** is based on responses to a survey in the last 6 months 1)emailed to a percentage of randomly selected cardholders who have been active in the past 2 weeks 2) Beginning July 2023, library users who fill out a survey available in the Fiction Loop of the library and 3)Beginning August 2023, attendees at select events. Cardholders are asked "On a scale from 0 (not at all likely) to 10 (very likely, how likely are you to recommend the library to others?" and a reason for their score.

[NPS score calculation explained here](#)

Rolling 12-Month: NPS Average (NPS survey initiated Dec 2022)



NPS Survey

77.77

NPS

1363

Total Responses to date

1140

Total Promoters to date

80

Total Detractors to date

What NPS survey respondents said in October:

LPL rebuilt my relationship to libraries

"I always had anxiety surrounding visits to the library bc when I was a kid, I always left school assignments to the last minute and then would be stressed out doing research. LPL has so many community resources and it's such an exciting place to explore and rebuild my relationship with libraries. Our daughter loves to visit too! Oh, and you save me so much money bc I can borrow books and movies instead of having to buy them- such a help for a single income family."

Programs for everyone

"The LPL offers lots of great programs for everyone in the community and the collection of books and other resources is fantastic! I find it to be a very welcoming place--as all libraries should be. Keep up the great work!"

Safety concerns

"I love our library. I have always taken my kids multiple times a week and it's the highlight of our day. But it doesn't feel safe for me to take them alone anymore. Trying to enter and exit and then walk back to the garage alone with them doesn't feel safe at all with all of the yelling and fighting outside anymore. If there could be an increased security presence we might be able to spend more time there again."

Total User Visits: Pre- vs Post-Pandemic



YTD % change Pre- vs Post-Pandemic

-31.99%

YTD User Visits 2019-2023

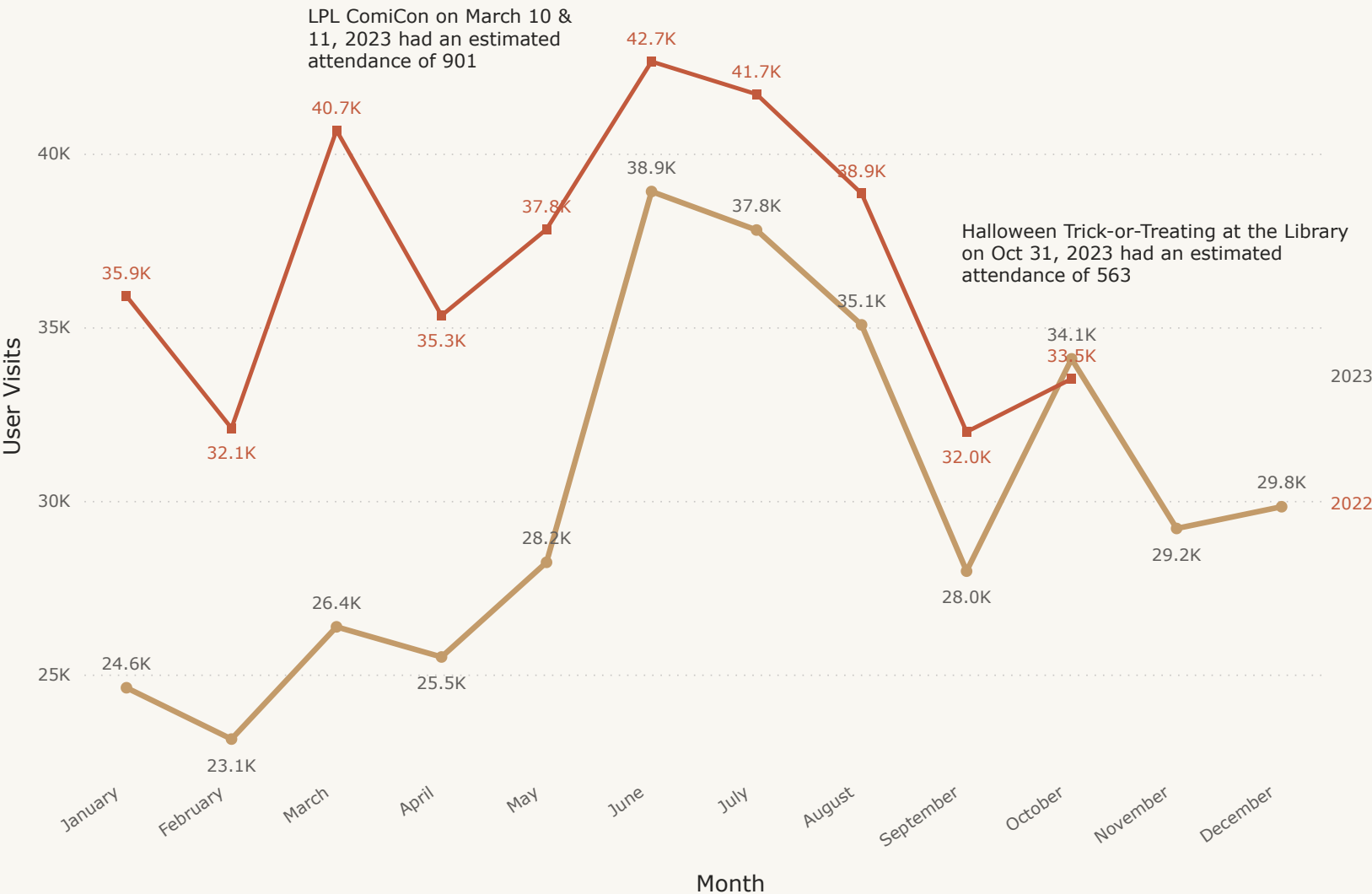
Year	User Visits	% Growth Year Over Year
2019	544816	0.13%
2020	198636	-63.54%
2021	203451	2.42%
2022	301724	48.30%
2023	370549	22.81%

Month on Month: Oct Visits 2019-2023

Year	User Visits	% Growth Month Over Month
2019	51878	-1.14%
2020	15506	-70.11%
2021	25439	64.06%
2022	34091	34.01%
2023	33516	-1.69%

# Total User Visits 2022 vs 2023

Year ● 2022 ■ 2023



Percent Growth Between Current Month and Last Month

4.77%

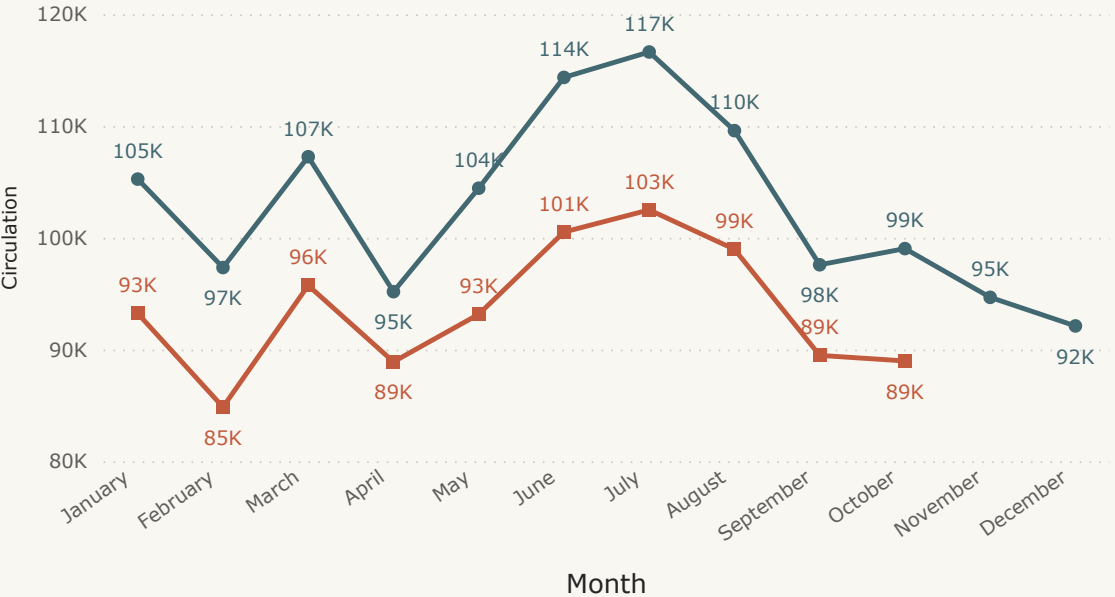
Percent Growth Between Current Year and Last Year YTD

22.81%

- Year
- 2016
  - 2017
  - 2019
  - 2020
  - 2021
  - 2022
  - 2023

Total Circulation (Digital+Physical) Trend: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



DigitalPhysical

- Digital
- Physical

Circ Type

- ☐ Auto Renewal
- ☐ Checkout
- ☐ Renewal

Audience

- ☐ Adult
- ☐ All Ages
- ☐ Children
- ☐ Teen

MetaFormat

- ☐ Audio
- ☐ Book
- ☐ ILL Items
- ☐ Kits
- ☐ LibOfThings
- ☐ Magazines

YTD % change Pre- vs Post-Pandemic

-10.54%

YTD Circulation 2019-2023

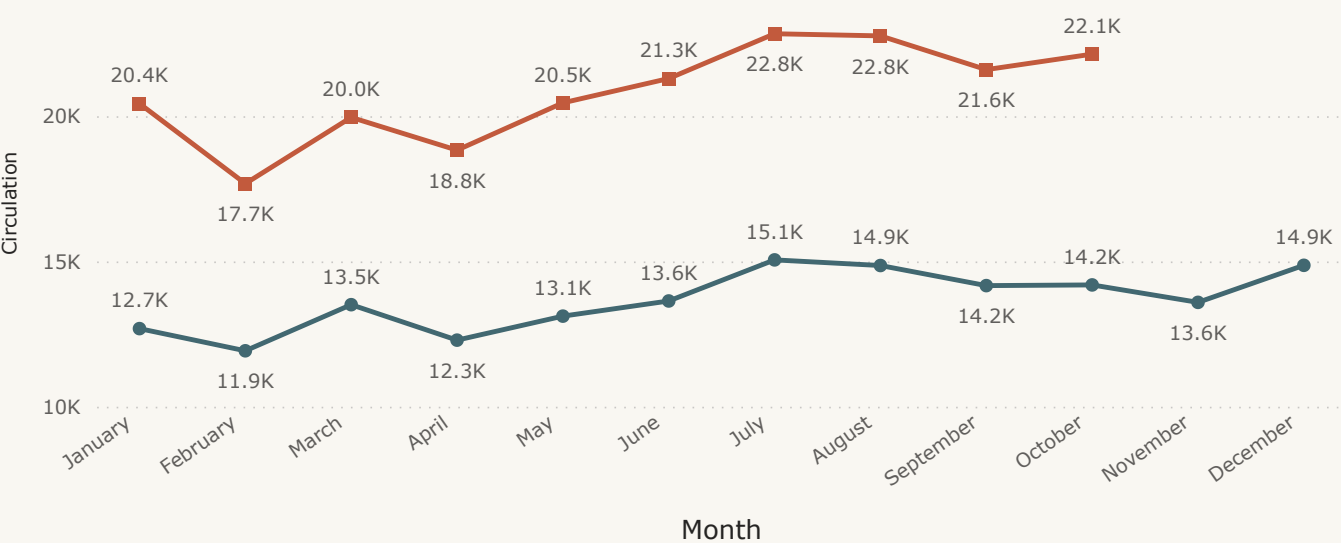
Year	Circulation	% Growth Year on Year
2019	1,046,744.33	2.70%
2020	790,905.34	-24.44%
2021	929,039.98	17.47%
2022	929,160.10	0.01%
2023	936,415.60	0.78%

Month on Month: Oct Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	99,042.38	-0.29%
2020	93,933.24	-5.16%
2021	90,500.80	-3.65%
2022	88,426.09	-2.29%
2023	88,989.26	0.64%

Digital Circulation Trend: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

53.56%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	135,460.33	99.83%
2020	211,504.34	56.14%
2021	199,445.98	-5.70%
2022	196,595.10	-1.43%
2023	208,011.60	5.81%

DigitalPhysical

■ Digital

□ Physical

Circ Type

□ Checkout

□ Renewal

Audience

□ Adult

□ All Ages

□ Children

□ Teen

MetaFormat

□ Audio

□ Book

□ Magazines

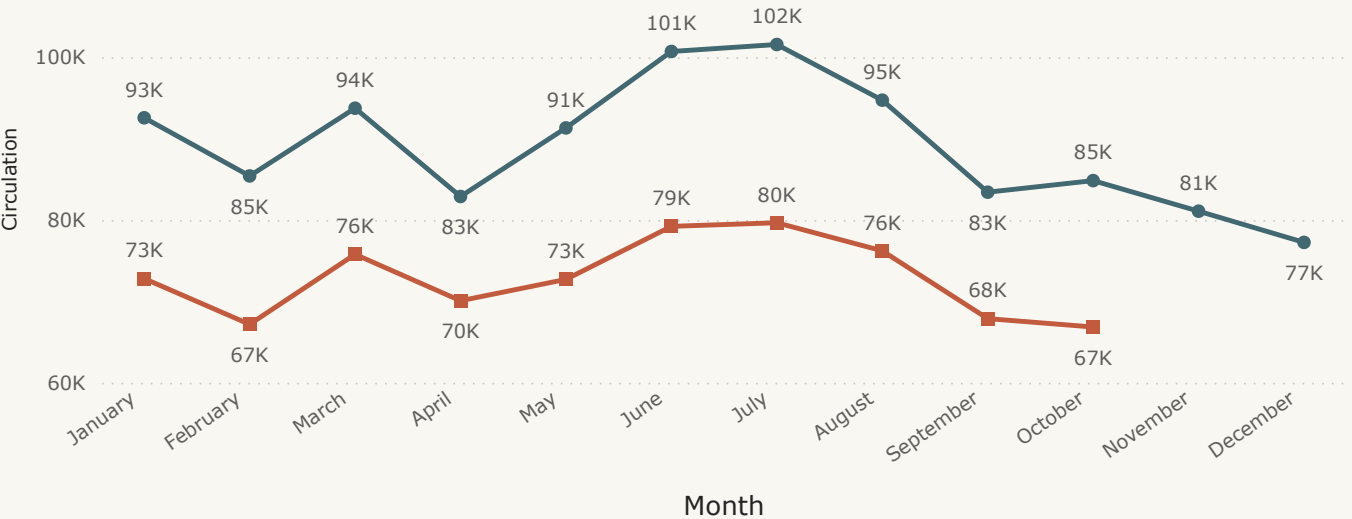
□ Video

Month on Month: Oct Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	14,193.38	90.22%
2020	20,948.24	47.59%
2021	19,707.80	-5.92%
2022	17,846.09	-9.45%
2023	22,137.26	24.05%

Physical Circulation Trend Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-20.07%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	911,284.00	-4.22%
2020	579,401.00	-36.42%
2021	729,594.00	25.92%
2022	732,565.00	0.41%
2023	728,404.00	-0.57%

- DigitalPhysical

☐ Digital

☒ Physical
- Circ Type, Circulation

☒ Auto Renewal

☒ Checkout

☒ Renewal
- Audience

☐ Adult

☐ Children

☐ Teen
- MetaFormat

☐ Audio

☐ Book

☐ ILL Items

☐ Kits

☐ LibOfThings

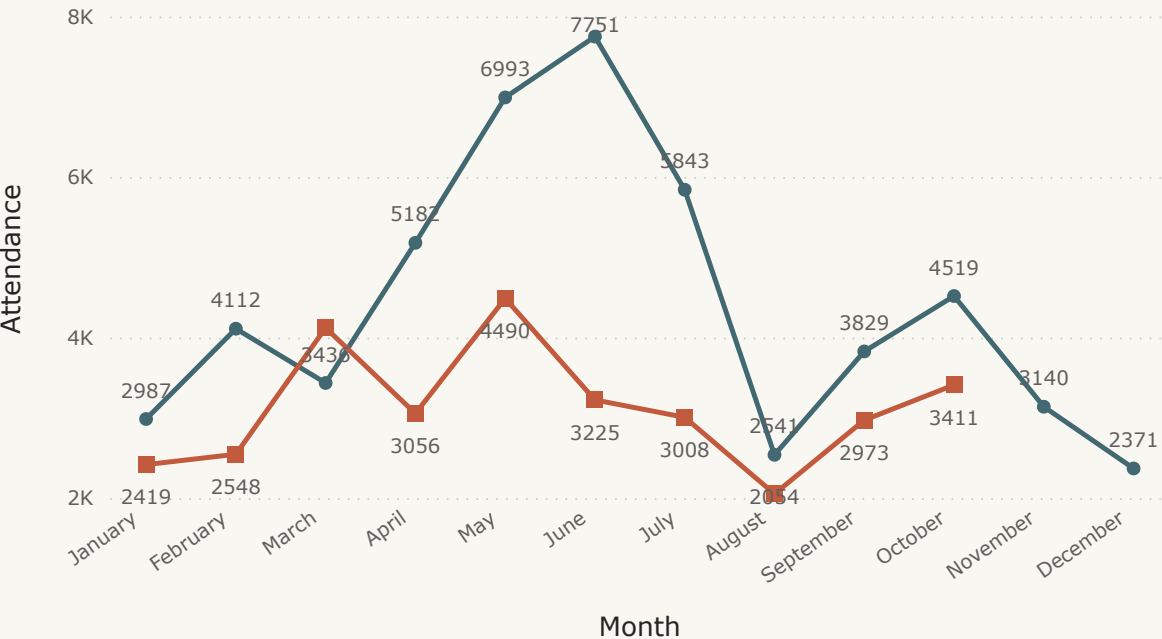
☐ Magazines

Month on Month: Oct Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	84,849.00	-7.64%
2020	72,985.00	-13.98%
2021	70,793.00	-3.00%
2022	70,580.00	-0.30%
2023	66,852.00	-5.28%

Total Program Attendance: Pre- vs Post-Pandemic

Year 2019 2023



LPL ComiCon on March 10 & 11, 2023:  
Estimated attendance of 901

Summer Reading Kickoff Party on May 26, 2023:  
Estimated attendance of 750

Halloween Trick-or-Treating at the Library on  
October 31, 2023: Estimated attendance of 563

Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs  
Post-Pandemic

-33.66%

YTD Program Attendance  
2019-2023

Year	Attendance	% Growth Year on Year
2019	47193	-7.32%
2020	39292	-16.74%
2021	18886	-51.93%
2022	24624	30.38%
2023	31307	27.14%

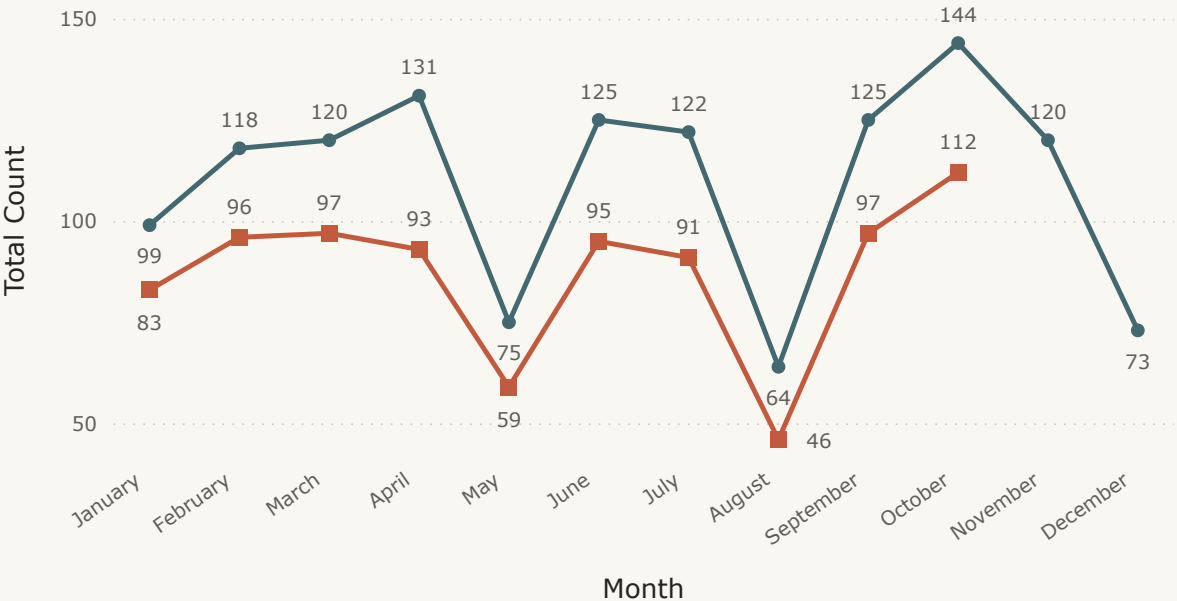
Month on Month: Oct Program  
Attendance 2019-2023

Year	Attendance	% Growth Month on Month
2019	4519	3.74%
2020	4966	9.89%
2021	3071	-38.16%
2022	3146	2.44%
2023	3411	8.42%



Total Programs Presented: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-22.62%

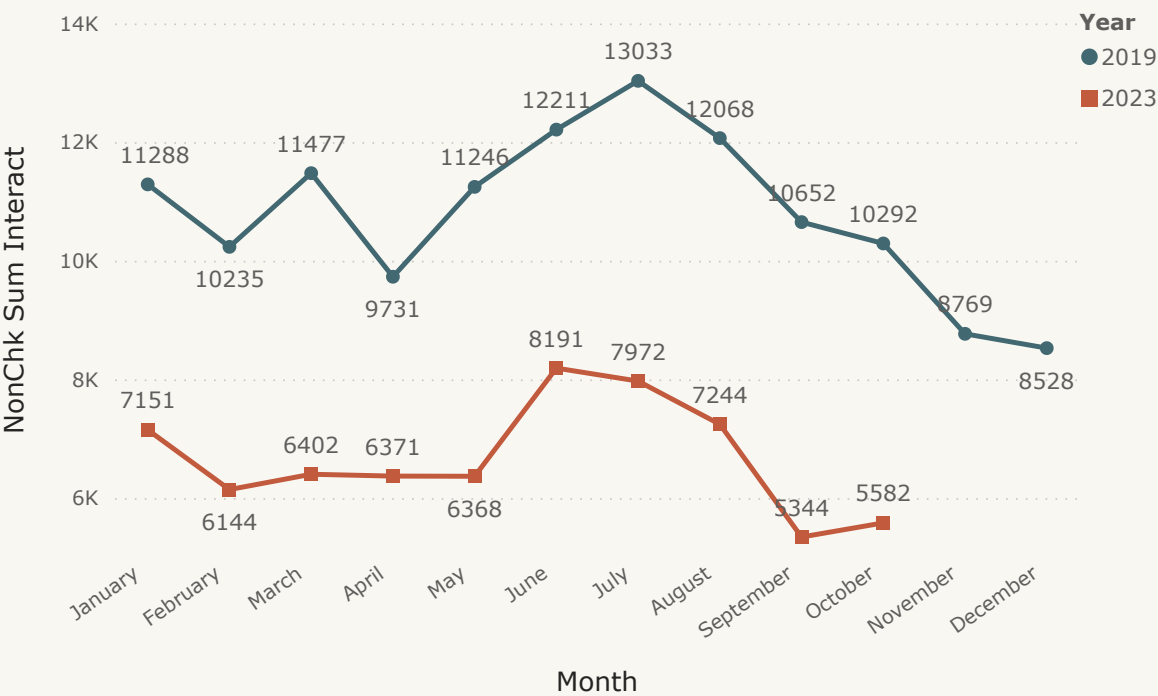
YTD No. of Programs Presented 2019- 2023

Year	Total Programs Presented	% Growth in No. of Programs Presented Year On Year
2019	1123	1.91%
2020	938	-16.47%
2021	649	-30.81%
2022	810	24.81%
2023	869	7.28%

Month on Month: Oct No. Of Programs Presented

Year	Total No. of Programs Presented	% Growth No Programs Month on Month
2019	144	22.03%
2020	113	-21.53%
2021	83	-26.55%
2022	96	15.66%
2023	112	16.67%

Service Interactions: Pre- vs Post-Pandemic



YTD % change Pre- vs Post-Pandemic

-40.51%

YTD Service Interactions 2019-2023

Year	YTD Service Interactions	% Growth Year on Year
2019	112233	-8.81%
2020	48919	-56.41%
2021	64772	32.41%
2022	70194	8.37%
2023	66769	-4.88%

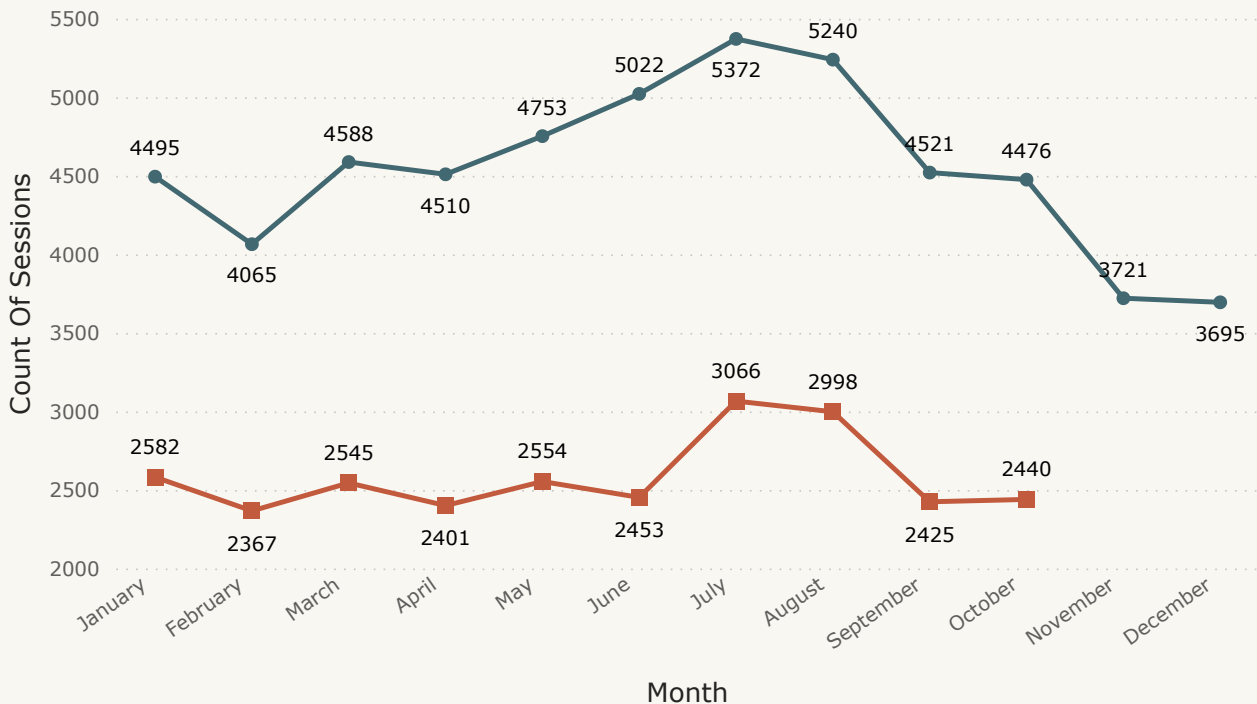
- Department Or Service A...
- Type Of Interaction
- In Person or Online + Ph...
- ☐ Accounts
  - ☐ Chat Reference
  - ☐ In Person
  - ☐ Children's
  - ☐ In Person Directional
  - ☐ Online + Phone
  - ☐ Facebook Reference
  - ☐ In Person One-on-One
  - ☐ Info Services
  - ☐ In Person Readers Advisory
  - ☐ Phone Room
  - ☐ In Person Reference
  - ☐ Public Technology
  - ☐ Online + Phone Directional
  - ☐ Readers Services
  - ☐ Online + Phone Reference
  - ☐ Teen
  - ☐ Online One-on-One
  - ☐ Website Form Questions

Monthly: Oct Service Interactions 2019-2023

Year	Current Month Service Interactions	NonChk MO % Growth Month on Month
2019	10292	-9.06%
2020	5682	-44.79%
2021	6634	16.75%
2022	6136	-7.51%
2023	5582	-9.03%

# Adult Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs  
Post-Pandemic

-45.09%

Year

■ 2019

□ 2020

□ 2021

□ 2022

■ 2023

Audience (Primary)

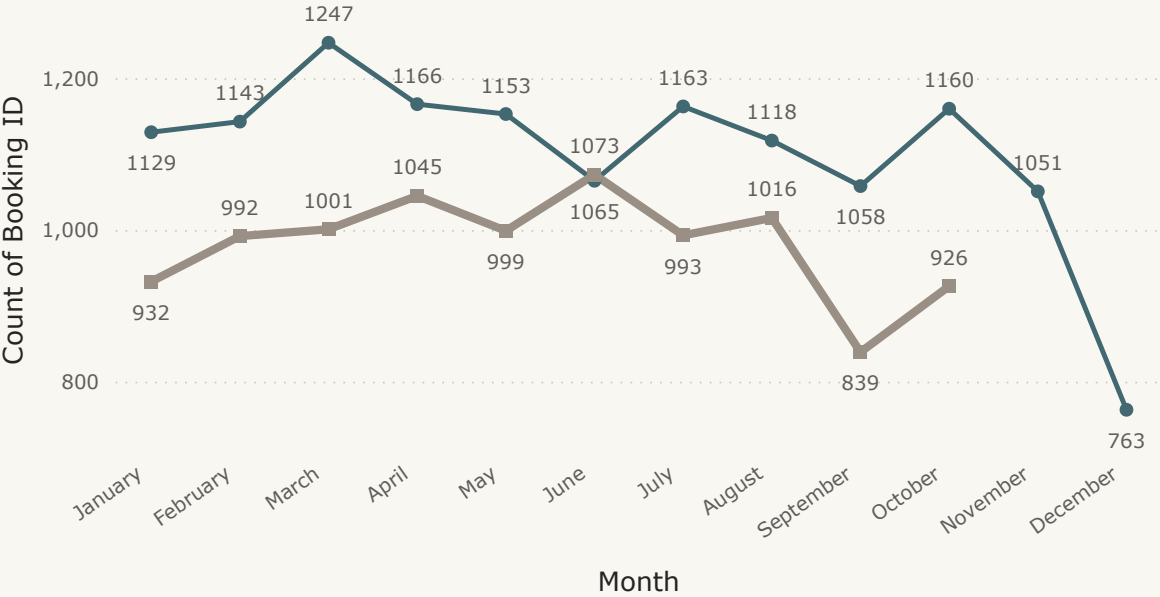
■ Adult

□ Children

□ Teen

Public Usage of Reserveable Rooms Trend: Pre- vs. Post-Pandemic

Year ● 2019 ■ 2023



Meeting Rooms reopened in June 2021

- Room Type
- Auditorium
  - Meeting Rooms
  - Sound + Vision
  - Study Rooms

YTD % change Pre- vs Post-Pandemic

-13.91%

YTD Bookings 2019-2023

Year	Bookings	% Growth Year On Year
2019	11402	Infinity
2020	3303	-71.03%
2021	2434	-26.31%
2022	6750	177.32%
2023	9816	45.42%

Month on Month: Oct Bookings 2019-2023

Year	Bookings	% Growth Year On Year
2019	1160	Infinity
2020	29	-71.03%
2021	487	-26.31%
2022	902	177.32%
2023	926	45.42%

## Acting Library Director's Report for November 2023

### Strategic Plan Update

The library's senior leadership team has continued to meet to prioritize projects related to the strategic plan for 2024 and 2025. We established a short list of early projects and action steps:

- Heather Kearns, LPL's Marketing and Patron Experience Supervisor, will create a proposal to engage an interior design consultant who can advise us on rethinking our spaces (specifically the lobby, atrium, and quiet area). Since the building reopened 10 years ago, a lot has changed. The Merc is gone, more people are working remotely, and we need to reimagine spaces that are welcoming and address these trends. Draft proposal deadline: 12/18/23 (Brad's return).
- Jon Ratzlaff, the library's Facilities Manager, is overseeing projects to renovate, repair and refresh spaces. Specific projects include evaluating, repairing or replacing countertops, carpeting, and other flooring throughout the library. Deadline: 6/30/2024
- Aaron Brumley, LPL's Information Technology Supervisor, will create and lead a "Virtual Spaces" team to improve the library's web presence. The team will provide a structure for oversight of the footprint of LPL wherever we are found on the web. Our website (both as a communications tool and as a site of service provision), vendor platforms like Libby, social media platforms, etc. Core work will start in January and will continue through 2024.

### New Personnel and Upcoming Retirements

- **Matthew Pelsma** will be joining LPL as the new Studio Specialist. As head of pro audio sales at Mass St. Music, Matt has expert knowledge of audio and musical equipment. In addition, he is an experienced guitar player/teacher and a board member of Americana Music Academy. Matt's skills and strong ties to the Lawrence music community make him an excellent asset to the SOUND+VISION Studio. He starts December 4th!
- **Linda Clay** will retire from the LPL Children's Department on December 15<sup>th</sup>. A beloved LPL story time librarian, Linda has given 30+ years to the library and to the community. Linda is planning an open house on December 15<sup>th</sup> that will feature music, stories, and roller skating (yes!) We hope you'll join us.
- **Yilan Zhao** will retire at the end of 2023. Yilan has served as a key team member in the library's Information Service Department for 25 years. She is still planning her retirement festivities, so look for more information in the weeks ahead.

### Fruit Tree Project

The library has been working with the Lawrence Fruit Tree Project and Sunrise Project on a plan to plant fruit trees on the library grounds. They propose planting 10 trees in March 2024. Parks and Rec will maintain them. The trees that were chosen are varieties that are not messy. Here is a list of the proposed trees:

- Four Juneberry trees in front of the Teen Zone windows along Vermont Street;
- Two hybrid Persimmon trees a little further north, also along Vermont Street;
- Two Jujube trees on the west side of the library, one at the corner of 7<sup>th</sup> and KY and the second in the "island" of the circle drive along KY Street; and
- Two Asian Pear trees in the "island" of the circle drive along KY Street

### **Library Plaza Lease**

The City Commission approved our lease for the Library Plaza on November 7<sup>th</sup> and it became effective on November 8<sup>th</sup>. This gives the library the ability to extend its behavior policy to the entire Library Campus. Our leadership, security, and marketing teams have been working on communicating new guidelines, expectations, and hours for the space. A huge thank you goes to Heather Kearns and Kayla Cook who created a [landing page on the library's website](#) to inform our patrons about the changes. In addition, we are grateful to our security team, led by Josh Lyles, for working to enforce the extended code of conduct. Generally, it has been working well and most patrons have been understanding as we navigate and roll out the new guidelines.

### **Urban Libraries Council Conference**

Tricia Karlin and I attended the Urban Libraries Council Annual Forum in Seattle on October 25 – 27. This was a new conference for Lawrence Public Library. We met leaders from a huge variety of public libraries. As one of the smaller libraries attending, it was interesting to learn about the issues that large library systems are navigating. The biggest concern by far was threats to intellectual freedom and the politicization of public libraries. One of the more interesting sessions was on epidemic of loneliness and the opportunity for libraries to help address it. Both Tricia and I agreed that it was a worthwhile conference.

**Thanks to James, Mandy, and Lisa for attending this morning's educational session with NEKLS and our state legislators!**



# Monthly Departmental Reports

## November 2023

### Accounts:

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Standard desk, phone, book van, and outreach operations continue.

Three staff saw an increase in hours this month with accompanying benefits. Jake Cockerill moved up to full time, Ruth Hite moved up to 32 hours, and Martha Gronniger moved up to 20 hours. The change was made to recover most of the hours lost with Sarah Mathews' departure for her new position as Outreach Coordinator.

### Cataloging & Collection Development:

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The catalogers finished their self guided Library of Congress subject heading training. It's been a positive experience working through the hours of recorded modules together.

The selectors reviewed and approved a bulk of our periodicals for the next year after bringing our recommendations to the Collection Management committee. Next up will be the finalized budget review for 2024.

Lastly, Booktoberfest is coming to an end and Collection Development is excited to collect the circulation data on the physical and digital copies of Dracula that were promoted.

### Collections & Technology:

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Tricia joined Kathleen in attending the Urban Libraries Council Annual Forum in Seattle on October 25-27. They listened to a presentation by the author of the book [Project Unlonely](#), learned more about the loneliness epidemic in the country, and how libraries can continue this vital mission of promoting social connection in their communities. There were also excellent sessions on using scenario building to effectively plan in the midst of uncertainty, the importance of libraries as place, and outgoing IMLS Director Crosby Kemper's call to public libraries to prioritize literacy efforts.

# Monthly Departmental Reports

## November 2023

On behalf of the Data Team, Tricia launched a test of the new data collection tool that will be used to calculate the Library Use Index (LUI) starting with January 2024 transactions. The new test process will work in parallel with the current statistical collection & reporting process.

### Diversity, Equity, and Inclusion:

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Frankie organized a training with DCCA on using the ONEBox devices we now have available in the library. Frankie was able to attend a hybrid equity conference for free (hosted by LMH). She also attended KLA for the first time this year, and was able to gain helpful information and resources that she will be sharing with staff. She continues to work with the rest of leadership to revise and update our policies as needed.

### Facilities:

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Things are busy. Construction has started in the upper level meaning all the remaining items that the adult services teams had to be moved or covered to accommodate. As with the beginnings of most constructions, there's a lot of last moment discussions that have to take place to make sure we're all on the same page. I consider us very lucky to be working with B.A.Green, and particularly Mark Green, again as we work through some of the vague or missing parts of the plans. All in all, everything is progressing rapidly and construction is still on track to be completed by the end of the year. I'm also super appreciative of the Accounts and Materials Handling staff who have to continue working their positions right next to the cacophony of construction, including the very jolting nail guns used to anchor framing into the concrete. They've been so flexible and understanding during all of this: they deserve medals. We added more No Smoking stencils to the Library Plaza and have been working with MSO to boost the lighting for the Plaza on their end, and next will be improving the lighting on our end, to help with the atmosphere out there. We are still supporting our coworkers when needed: helping with setup, teardown, and cleanup from Haunted Stacks, working on Dottie shelves, adding decorative lights to the Readers Theater, etc. And of course still performing all of our regular morning and daily cleaning tasks.

### Human Resources:

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Erica attended the virtual BambooHR Summit, a KPERS Greatest Hits training in Leavenworth, a CISA Active Shooter Preparedness Webinar, and a training on how to administer Naloxone. Erica



## Monthly Departmental Reports

### November 2023

has also been helping hire two positions - our Studio Specialist since Joel Bonner has left to pursue other interests and a Youth Services Assistant due to Linda Clay's upcoming retirement. Lastly, she has been finishing up open enrollment season for our benefits, including enrolling employees in our new vision plan through VSP.

#### Information Services:

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Another busy month is in the books! In addition to wrapping up the Civic Engagement 101 series, programs this month included a healthy relationships simulation in partnership with The Willow and Be More Like Claire, a drum circle and film screening for Indigenous People's Day in partnership with Haskell, the Indigenous Community Center, and the Kansas Department of Wildlife and Parks; and a deep dive into perennial agriculture with The Land Institute. Our 3rd Annual Community Resource Fair, coordinated by Marc, Theresa, and Ruby, was a huge success, with over 100 attendees connecting with multiple service providers, free haircuts, and warm winter gear. Theresa is again spearheading our collaboration with Hawks 4 Health to provide healthcare marketplace navigation during the open enrollment period. Terese, Ruby, Yilan, and Melissa put together a successful application for a grant from the Elizabeth Schultz Environmental Fund to further develop the representation of native seeds in the Seed Library. And, Marc received the STA Care Center's Ad Aspera Award for Best Non-Profit Community Partner on the library's behalf!

#### Information Technology:

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Quipu PITS (Patron Incident Tracking System) implementation is in progress. We anticipate the system will be configured and ready for staff training and testing in early December. R&R Communications has carried out part of the network wiring work needed for the upstairs office renovation. They will return to complete installation when BA Green has installed the necessary conduit. Aaron is pursuing additional security cameras for exterior spaces. R&R Communications has confirmed availability to complete installation when we are ready. Aaron has convened a core Virtual Spaces team (other members currently include Kim, Heather, and Kayla). The group will meet bi-weekly to pursue the Virtual Spaces strategic plan initiative. Sean and Aaron started work to revise and resume our equipment replacement plan for public and staff computers. Three new iPads, accessories, and mounting hardware have been ordered to replace the damaged/defective units in the non-fiction stacks. The new mounting solution has been

# Monthly Departmental Reports

## November 2023

successfully tested for several weeks with one of the old iPads before ordering. Kim attended a meeting of Symphony system administrators at the Mid-Continent Raytown branch.

### Marketing & Communications:

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Marketing and Communications (M&C) attended the [2023 LMCC](#) in Indianapolis, IN! The Library Marketing & Communications Conference is the only national conference offered specifically for our team's work and this year saw over 450 attendees from around the country, including Canada. M&C Team will share knowledge garnered via a Zeno post soon.

Part of the Improve Virtual Spaces Team, Marketing and Communications will soon implement a new channel of communications to the library website ([lplks.org](http://lplks.org)): a Newsfeed channel that will mirror [Pima County Public Library's Newsfeed](#). Spearheading the launch of the Newsfeed, Kayla C. drafted over 5 articles. However, this channel will eventually become interdepartmental—and Marketing and Communications encourages and welcomes departments reaching out to capture stories for the Newsfeed if the M&C Team misses a particular story!

Heather and Kayla C., joined by Frankie, met with Leah Evans regarding the Women of Color mural on the outside of the library building. Kayla took meeting minutes and shared folders with Leah to capture the history. Jon and the Facilities Team may hire out a team to seal the mural: a goal since the mural's creation.

The New Cardholder Drip Campaign is in its final stages and plans to launch before December and all pertinent information will post to Zeno once launched. M&C welcomes feedback on this campaign addition.

Heather attended two Downtown Lawrence, Inc. (DLI) meetings. The first was a town hall where panelists [Julia Orlando](#), [Misty Bosch-Hastings](#) and [Barry Feaker](#) gave their insights into solutions for managing homelessness and discussed future strategies for the Lawrence community. The second was a presentation by Adam Weigel (City of Lawrence Lawrence Transit & Parking Manager) about the future downtown hub and the City's approach to picking the best location.

Heather has been working with members of SLT+ to see the library's lawn lease come to fruition with messaging, a [webpage](#) full of info, and signage throughout the library. She and Kathleen are working with the City of Lawrence to ensure our messaging is consistent with theirs. The [Winter issue of the Reader](#) has gone to press with Mainline Printing, our new publisher, as Allen

# Monthly Departmental Reports

## November 2023

Press (Sheridan) has closed their Lawrence facility. Magazines should be available on desks starting November 27.

On a final note, feedback from our email to cardholders about the new Library Plaza lease has been overwhelmingly positive. Heather has been collecting responses [here](#).

### Materials Handling:

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We've had to adjust our workflow to accommodate being an active construction site, which means getting used to a much louder workspace. It also required reprogramming the sorter to only use one side. Been neat to see how fast things have progressed though.

Other than that, the sorter cycle continues!

### Outreach:

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Sarah Mathews started as Outreach Coordinator on October 10th and has been busily learning the ropes of the job. First order of business has been training to drive Dottie which has been going well. She also gave a presentation at the Lied Center about Dottie and library services, has been meeting with KU engineering students (along with Jon) to move forward with an interior mechanism to hopefully keep Dottie cooler for staff in the summer, and has been reaching out to community partners to add/tweak some stops. Sarah has also been going to as many outreach stops as possible to get a feel for each one. Dottie was part of a successful Trunk or Treat event at the Dole Institute on 10/30/23. According to our contact, there were over 300 people who attended (twice as many as last year). Dan Coleman and Ian Stepp were our Dottie ambassadors and said it was fun and busy the entire time.

### Public Technology:

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October Public Tech highlights included leading our second installment of technology literacy classes, facilitating many Auditorium events including Info Services' Civic Engagement Series, and selection of a new projector and screen for the Auditorium. The computer lab continues to hum along. Patron behavior has improved from the summer months, and we will begin using

# Monthly Departmental Reports

## November 2023

the new Patron Incident Tracking Software soon to further refine our processes. The SOUND+VISION Studio is well utilized, and the AUMI (Adaptive Use Musical Instrument) group from KU recently renewed their monthly studio events. Sadly, October saw the departure of our Studio Specialist, Joel Bonner. Joel was a veteran Public Technology staff member, and a highly skilled AV specialist. We're sad to see him go, but excited for his new opportunities! Filling Joel's shoes hasn't been easy, but we've selected Matthew Pelsma as our new Studio Specialist and are very excited about the future. Matt's background is in audio engineering, guitar instruction, pro audio sales at Mass St. Music, TV/film composition, and involvement in the Americana Music Academy. With Matt's strong connections to the Lawrence music community, we think he will be an excellent addition to LPL!

### Readers' Services:

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November 8th brought the final Booktoberfest program and with it a feeling of a job well done and relief for a very tired department! We hosted 10 Booktoberfest programs in the span of eight weeks, a variety of events, all centered around celebrating bringing the community together of a shared love of books and stories. We're still getting results back from our surveys, but we had overwhelmingly positive responses, both to our individual event scores, and to the new NPS scores we are including. It was heartening to read such wonderful words about the library in addition to the programs. We should have the final results by next months report.

We had the pleasure of partnering with KU Libraries, Lawrence Beer Co, Maceli's, The Raven Book Store, The Cider Gallery, the Lawrence Art Center, and of course... so much thanks and gratitude to the Friends & Foundation whose generosity allowed us to dream big for this signature event.

As we wrap this years event, we start to look forward to getting some more strategic planning done for 2024 and prepare for the Book Squad Reading Challenge, Books & Bagels, Book Bundles, Summer Reading and, of course, to start to lay the groundwork for next years Booktoberfest!

# Monthly Departmental Reports

## November 2023

### Security

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We adapted our *inside* Behavior Enforcement Matrix to create an *outside* Behavior Enforcement Matrix to help with consistency of enforcement of the Behavior Policy. We also created a [“Library Campus Code of Conduct”](#) to share an easily digestible copy with the public.

We are adapting to the new lease of the Library Plaza, as are many patrons. The most common issue we have to address outside is smoking, but ~98% of folks are very gracious and understanding as we explain the new situation.

Looking forward to the implementation of PITS in the coming months to centralize and streamline our reporting. Huge thanks to Information Technology for getting this together!

### Youth Services:

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- New staff: We are currently in the process of hiring a 32-hour position to replace the legendary Linda Clay. Linda is retiring on December 15 after almost 32 years of service. Linda will be holding an open house on her last day. Please join us in celebrating her time at LPL and saying goodbye to a longtime friend and colleague.
- Programming news
  - In the last month, we have had Bus Storytimes, Deja’s Reading Rainbow, a Murder Mystery, Five Nights at Freddy’s party, celebrated Hispanic American Heritage Month, a Kid President election, a visit from Pet World, a screening of *Monster’s Inc.*, NaNoWriMo programs for teens, a Diwali celebration at Multicultural Storytime, and trick-or-treating along with our regularly scheduled programs. It was a fun and busy month for events!
- CE
  - Jenny, Hannah, and Linda attended KLA as well as hosted our annual Weave a Tale pre-conference workshop held in honor of Joyce Steiner. This year we welcomed Ann Torralba, otherwise known as Little Miss Ann. Ann gave a presentation to librarians on the importance of music in early childhood education and put on a public performance at the Advanced Learning Library in downtown Wichita.
  - Margo Moore attended the Young Adult Services Symposium in St. Louis November 10-12.

## **LPL Friends & Foundation Director's Report – November 20, 2023**

**Capitol Federal Grant.** The Friends & Foundation is delighted to report that the Capitol Federal Foundation has agreed to fund our programs for retirees for another two years! This is a \$13,000 per year commitment for 2024 and 2025. In other good news, our list of participants reached a new milestone this week: 1,000 people!

**Fall Book Sale Results.** The Friends & Foundation's Fall Book Sale was a huge success! A total of \$19,242 was raised thanks to the hard work of our volunteers. The Donors Night on Thursday, October 19<sup>th</sup> was one of the best ever, raising nearly \$4,000 in just 2.5 hours. Our on-site book sales have exceeded expectations in 2023. To date, we have raised more than \$108,000, with the Seasons Readings sale still to go.

**Seasons Readings Book Sale – with music!** On December 16<sup>th</sup> from 10 am to 4 pm, the Friends & Foundation will host its final book sale of the year. The Seasons Readings Books Sale features high quality books that make perfect holiday gifts – and volunteers will even gift wrap purchases. We are delighted that the City Band will perform its holiday concert in the auditorium from noon to 1 pm. Then, from 2:30 pm to 3:30 pm, Steve Mason and Friends will host a holiday sing-a-long and fiddle jam. Join us! We promise you'll find a bookish treasure for everyone on your holiday gift list.

**Library Landscapes Update.** To date, the Library Landscapes project featuring Joelle Ford's "Unfurled" artwork has earned \$4,300 (gross). As promised, we're also now offering 500 piece puzzles, a perfect gift for the intellectual freedom fighter in your life!

**End of Year Fundraising Campaign Updates.** The final fundraising quarter of the year is now underway. Here's that latest:

- **New Chapter Society Letters.** To date, we have received \$17,000 in New Chapter Society gifts as a result of the letter that was mailed on October 24<sup>th</sup>. Our donors continue to be incredibly generous and supportive of the library.
- **Annual Letter.** Our year-end mailer will go out to all donors and volunteers next week. Once again, the Harrison Family Fund of the Douglas County Community Foundation will match all donations up to \$20,000.
- **DCCF Giving for Good.** On Giving Tuesday (Nov 28), our campaign with DCCF to support programs for retirees at the library will begin. Our goal is to raise \$5000 (the maximum allowed under the program) and DCCF will provide a 50% match for our Sharyn and David Katzman Fund.

### **Grants Received:**

- Henry J Kaiser Family Foundation Grant (unrestricted): \$5,000
- MIDCO Foundation grant for public technology: \$5,000
- Elizabeth Schultz Environmental Fund (DCCF) for Seed Library: \$2,000



## MEMO

**To:** Lawrence Public Library Board of Trustees  
**From:** Jon Ratzlaff, Facilities Manager  
Frankie Haynes, Diversity and Equity Coordinator  
**Date:** November 20, 2023  
**Subject:** Revision of the Behavior Policy

The Lawrence Public Library's Behavior Policy needed some minor edits once the City of Lawrence made the lease of the Library Plaza to the Library official. These edits consisted of:

- Changing "in the Library" to "on the Library Campus".
  - To make sure the policy includes the Library Plaza, the Library building, and the grounds all around the Library.
- Removing "or on the Library grounds" from the end of the number 10 "Skateboarding, rollerblading, and bicycling in the Library"
  - This is addressed in our Outside Behavior Matrix when patrons do so "in such a fashion that it endangers or frightens others."
- Adding "in the library." to the end of the number 12 "Not wearing shirt/top and/or shoes".
  - If there is an issue of indecent exposure outside, that is against City Code.

We also took the opportunity to remove the word "panhandling" from number 11, as it is unnecessary and can have negative connotations.



## Behavior Policy

*Approved by the Lawrence Public Library Board of Trustees on April 17, 2023; Revision submitted for approval to the Lawrence Public Library Board of Trustees on 11/20/2023 . Next review date: 11/2026*

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### Policy Statement:

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

Library users are expected to respect staff requests to stop unacceptable behavior. Those who violate this policy may simply be asked to correct the behavior, but may also be asked to leave the Library for the day, have their phone or online communication terminated or deleted, have Library privileges and/or access suspended, or be subject to legal action depending on the severity of the behavior. Appeals may be made to the Safety and Security Supervisor or designee. For some examples of unacceptable behaviors in the library, please refer to the list below.

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

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



- b. a service animal (a dog) that is individually trained to do work or perform tasks for a person with a disability or
  - c. a qualifying miniature horse
- 7. Tethering an animal on Library grounds
- 8. Using electronic devices without earphones or at a volume that disturbs others
- 9. Prolonged or chronic sleeping that causes significant disturbance to others or that limits access to pedestrian entrances, exits, resources, or staff; lying on the floor, tables, or desks
- 10. Skateboarding, rollerblading, and bicycling in the Library
- 11. Soliciting or canvassing in the Library (except as expressly approved by the Library)
- 12. Not wearing shirt/top and/or shoes in the Library
- 13. Causing odor that unreasonably interferes with other patrons' ability to use the Library and its facilities.
- 14. Failure to follow rules set in [Youth Safety Policy](#)
- 15. Failure to follow rules regarding food and drink in the Library, listed below:
  - a. Drinks in covered containers and snacks in packages or sealed containers are allowed in most areas of the Library
  - b. No food or snacks are allowed in the Computer Lab or at public computers, Local History Room, or SOUND+VISION Studio
  - c. The following are representative of the types of food not allowed in the Library except as part of a scheduled meeting or Library program: messy or greasy food, food that is noisy when consumed, hot food items such as pizza, fried chicken, fries, etc.

Revised Financial Reports  
for  
November 20, 2023

**REVISED**  
**Lawrence Public Library**  
**Vendor Balance Summary**  
As of November 15, 2023

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	<u>Nov 15, 23</u>
Alliance Entertainment	50.62
Amazon Capital Services, Inc	7,009.82
Ann Dean	250.00
Arsenal	2,120.00
Baker & Taylor, Inc.	-328.80
Bamboo HR	687.01
Barry Barnes	250.00
Bayscan Technologies	207.72
Black Stone	25.39
Bug Hounds, LLC	1,075.00
Carnegie-Stout Public Library	13.00
Center Point Large Print	339.56
Century Business Technologies	608.86
Cider Gallery LLC	500.00
Communications and Ag Education	50.84
Deanna Denise Whitlow	200.00
Demco, Inc.	1,853.81
Denise Berkley	1,477.50
EBSCO	17.76
Gale/Cengage Learning	355.46
Garylord Archival	288.86
Ingram Library Services	26,826.80
Jayhawk Tropical Fish	330.00
Jeremy Bell	175.00
Kansas Department of Labor	899.44
Kindred CPA	2,561.24
Kingsley	200.00
Lawrence Arts Center	250.00
Maceli's	500.00
Midcontinent Communications	511.57
Midwest Tape	6,296.57
MSM Systems Inc.	7,915.99
NEKLS	647.90
OverDrive	56,172.65
Polli Kenn	39.98
Pricilla Howe	200.00
Pur-O-Zone, Inc.	1,826.45
Rabbi Zalman Tiechtel	250.00
Schendel Services	112.04
Scholastic Inc.	966.15
Sigler Pharmacy	70.70
Snap Promotions	996.93
U.S. Bank - Mastercard	13,601.98
Unique Management Services	567.35
United Parcel Service	35.55
United Way of Douglas County	1,633.10
<b>TOTAL</b>	<b><u>140,639.80</u></b>

**REVISED**  
**Lawrence Public Library**  
**Check Detail**  
**November 2023**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>		<b>11/16/2023</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2037840699	10/17/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037840700	10/17/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037870513	10/24/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037870514	10/24/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037896717	11/03/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037896718	11/03/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037908946	11/10/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2037908947	11/10/2023	Baker & Taylor, Inc.	Accounts Payable	0.00
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>electronic</b>	<b>11/20/2023</b>	<b>Bamboo HR</b>	<b>Checking</b>	
Bill	INV01730928	10/31/2023		Professional Fees	-687.01
TOTAL					-687.01
<b>Bill Pmt -Check</b>	<b>electronic</b>	<b>11/20/2023</b>	<b>Midcontinent Communications</b>	<b>Checking</b>	
Bill	157407601...	10/31/2023		Internet & Telephone	-511.57
TOTAL					-511.57
<b>Bill Pmt -Check</b>	<b>electronic</b>	<b>11/20/2023</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	Nov invoice	10/31/2023		Postage & Mailing	-35.55
TOTAL					-35.55
<b>Bill Pmt -Check</b>	<b>electronic</b>	<b>11/20/2023</b>	<b>U.S. Bank - Mastercard</b>	<b>Checking</b>	
Bill	Oct transact...	10/31/2023		Block Grant	-453.30
				Building Repairs & Main...	-143.88
				Building Supplies	-64.73
				YS Programs (Children)	-730.61
				Crowe Fund	-60.24
				Library & Office Supplies	-541.55
				Marketing-General	-1,029.64
				Outreach/Coggins Fund	-96.89
				Plant & Foliage Mainten...	-120.00
				Professional Development	-5,457.15
				Professional Fees	-170.00
				Readers Across Lawrence	-149.87
				Internet & Telephone	-1,635.42
				IT Software & Subscripti...	-57.53
				Teen Services Program...	-328.25
				Vehicles, Mileage, Maint...	-141.02
				Miscellaneous	-676.56
				Postage & Mailing	-1,147.78
				Books & Materials	-17.05
				Books & Materials	-100.00
				Books & Materials	-16.26
				Books & Materials	-10.59
				Books & Materials	-16.46
				Books & Materials	-34.33
				Books & Materials	-21.03
				Books & Materials	-25.12
				Books & Materials	-22.63
				Books & Materials	-34.94

Lawrence Public Library  
**Check Detail**  
November 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	Nov transac...	11/01/2023		Books & Materials	-61.40
				Books & Materials	-49.75
				Books & Materials	-175.00
				Books & Materials	-13.00
TOTAL					-13,601.98
<b>Bill Pmt -Check</b>	<b>29513</b>	<b>11/16/2023</b>	<b>Alliance Entertainment</b>	<b>Checking</b>	
Bill	PLS754186...	10/18/2023		Books & Materials	-50.62
TOTAL					-50.62
<b>Bill Pmt -Check</b>	<b>29514</b>	<b>11/16/2023</b>	<b>Amazon Capital Services, Inc</b>	<b>Checking</b>	
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>29515</b>	<b>11/16/2023</b>	<b>Ann Dean</b>	<b>Checking</b>	
Bill	Oct 23 invoi...	11/02/2023		Readers Across Lawrence	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>29516</b>	<b>11/16/2023</b>	<b>Arsenal</b>	<b>Checking</b>	
Bill	INV-0046	10/26/2023		Internet & Telephone	-2,120.00
TOTAL					-2,120.00
<b>Bill Pmt -Check</b>	<b>29517</b>	<b>11/16/2023</b>	<b>Barry Barnes</b>	<b>Checking</b>	
Bill		11/13/2023		Youth Services & Cigler	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>29518</b>	<b>11/16/2023</b>	<b>Bayscan Technologies</b>	<b>Checking</b>	
Bill	12775	11/14/2023		Operations	-207.72
TOTAL					-207.72
<b>Bill Pmt -Check</b>	<b>29519</b>	<b>11/16/2023</b>	<b>Black Stone</b>	<b>Checking</b>	
Bill	2124173	10/27/2023		Books & Materials	-25.39
TOTAL					-25.39
<b>Bill Pmt -Check</b>	<b>29520</b>	<b>11/16/2023</b>	<b>Bug Hounds, LLC</b>	<b>Checking</b>	
Bill	1408	10/17/2023		Building Repairs & Main...	-312.50
Bill	1402	11/09/2023		Building Repairs & Main...	-762.50
TOTAL					-1,075.00

Lawrence Public Library  
**Check Detail**  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29521</b>	<b>11/16/2023</b>	<b>Carnegie-Stout Public Library</b>	<b>Checking</b>	
Bill	4243051	10/17/2023		Miscellaneous	-13.00
TOTAL					-13.00
<b>Bill Pmt -Check</b>	<b>29522</b>	<b>11/16/2023</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	2048613	10/23/2023		Books & Materials	-157.12
Bill	2056402	11/14/2023		Books & Materials	-182.44
TOTAL					-339.56
<b>Bill Pmt -Check</b>	<b>29523</b>	<b>11/16/2023</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	692784	11/02/2023		IT Software & Subscripti...	-608.86
TOTAL					-608.86
<b>Bill Pmt -Check</b>	<b>29524</b>	<b>11/16/2023</b>	<b>Cider Gallery LLC</b>	<b>Checking</b>	
Bill	001004	10/17/2023		Readers Across Lawrence	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>29525</b>	<b>11/16/2023</b>	<b>Communications and Ag Educat...</b>	<b>Checking</b>	
Bill	52014	10/31/2023		Lost and Replacement ...	-50.84
TOTAL					-50.84
<b>Bill Pmt -Check</b>	<b>29526</b>	<b>11/16/2023</b>	<b>Deanna Denise Whitlow</b>	<b>Checking</b>	
Bill		11/13/2023		Youth Services & Cigler	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>29527</b>	<b>11/16/2023</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	7378977	10/17/2023		YS Programs (Children)	-47.91
Bill	7390632	10/27/2023		Teen Services Program...	-379.99
Bill	3314017200	11/10/2023		Processing Supplies	-906.41
				Library & Office Supplies	-519.50
TOTAL					-1,853.81
<b>Bill Pmt -Check</b>	<b>29528</b>	<b>11/16/2023</b>	<b>Denise Berkley</b>	<b>Checking</b>	
Bill	400	10/31/2023		Professional Fees	-1,477.50
TOTAL					-1,477.50
<b>Bill Pmt -Check</b>	<b>29529</b>	<b>11/16/2023</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	2401285	10/17/2023		Books & Materials	-17.76
TOTAL					-17.76

Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29530</b>	<b>11/16/2023</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	82802454	10/18/2023		Books & Materials	-27.29
Bill	82802023	10/18/2023		Books & Materials	-23.79
Bill	82864516	10/31/2023		Books & Materials	-122.45
Bill	81227207	11/02/2023		Books & Materials	-23.79
Bill	82939968	11/08/2023		Books & Materials	-55.98
Bill	82950873	11/13/2023		Books & Materials	-23.79
Bill	82957045	11/14/2023		Books & Materials	-78.37
TOTAL					-355.46
<b>Bill Pmt -Check</b>	<b>29531</b>	<b>11/16/2023</b>	<b>Garylford Archival</b>	<b>Checking</b>	
Bill	27357783	10/27/2023		Processing Supplies	-288.86
TOTAL					-288.86
<b>Bill Pmt -Check</b>	<b>29532</b>	<b>11/16/2023</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>29533</b>	<b>11/16/2023</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	3631-47	10/31/2023		Aquarium Maintenance	-330.00
TOTAL					-330.00
<b>Bill Pmt -Check</b>	<b>29534</b>	<b>11/16/2023</b>	<b>Jeremy Bell</b>	<b>Checking</b>	
Bill		11/14/2023		Miscellaneous	-175.00
TOTAL					-175.00
<b>Bill Pmt -Check</b>	<b>29535</b>	<b>11/16/2023</b>	<b>Kansas Department of Labor</b>	<b>Checking</b>	
Bill	Nov 2023	11/07/2023		Miscellaneous	-899.44
TOTAL					-899.44
<b>Bill Pmt -Check</b>	<b>29536</b>	<b>11/16/2023</b>	<b>Kindred CPA</b>	<b>Checking</b>	
Bill	INV201782	11/07/2023		Professional Fees	-2,561.24
TOTAL					-2,561.24
<b>Bill Pmt -Check</b>	<b>29537</b>	<b>11/16/2023</b>	<b>Kingsley</b>	<b>Checking</b>	
Bill	m21434	10/17/2023		Building Repairs & Main...	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>29538</b>	<b>11/16/2023</b>	<b>Lawrence Arts Center</b>	<b>Checking</b>	
Bill	FM001	10/31/2023		Readers Across Lawrence	-250.00
TOTAL					-250.00

**Lawrence Public Library**  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29539</b>	<b>11/16/2023</b>	<b>Maceli's</b>	<b>Checking</b>	
Bill	E22563	11/01/2023		Readers Across Lawrence	-500.00
<b>TOTAL</b>					<b>-500.00</b>
<b>Bill Pmt -Check</b>	<b>29540</b>	<b>11/16/2023</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	504498662	10/19/2023		Books & Materials	-715.95
Bill	504498668	10/19/2023		Books & Materials	-194.93
Bill	504498664	10/19/2023		Books & Materials	-24.74
Bill	504498665	10/19/2023		Books & Materials	-143.60
Bill	504498667	10/19/2023		Books & Materials	-37.49
Bill	504498663	10/19/2023		Books & Materials	-134.97
Bill	504522694	10/25/2023		Books & Materials	-1,132.44
Bill	504522698	10/25/2023		Books & Materials	-206.43
Bill	504522696	10/25/2023		Books & Materials	-187.80
Bill	504522695	10/25/2023		Books & Materials	-79.98
Bill	504574719	10/31/2023		Processing Supplies	-259.15
Bill	504556318	11/01/2023		Books & Materials	-212.94
Bill	504556315	11/01/2023		Books & Materials	-105.74
Bill	504556316	11/01/2023		Books & Materials	-144.49
Bill	504556314	11/01/2023		Books & Materials	-140.96
Bill	504556313	11/01/2023		Books & Materials	-726.60
Bill	504556313A	11/01/2023		Books & Materials	-14.99
Bill	504590333	11/08/2023		Books & Materials	-506.11
Bill	504590331	11/08/2023		Books & Materials	-134.14
Bill	504590330	11/08/2023		Books & Materials	-134.96
Bill	504585699	11/09/2023		Books & Materials	-992.92
Bill	504585699A	11/09/2023		Books & Materials	-65.24
<b>TOTAL</b>					<b>-6,296.57</b>
<b>Bill Pmt -Check</b>	<b>29541</b>	<b>11/16/2023</b>	<b>MSM Systems Inc.</b>	<b>Checking</b>	
Bill	50% deposit	11/06/2023		Block Grant	-775.52
Bill	AV Rack	11/06/2023		MIDCO/Peterson	-3,166.04
Bill	Proj & screen	11/06/2023		MIDCO/Peterson	-3,974.43
<b>TOTAL</b>					<b>-7,915.99</b>
<b>Bill Pmt -Check</b>	<b>29542</b>	<b>11/16/2023</b>	<b>NEKLS</b>	<b>Checking</b>	
Bill	Oct 2023	10/27/2023		IT Software & Subscripti...	-647.90
<b>TOTAL</b>					<b>-647.90</b>
<b>Bill Pmt -Check</b>	<b>29543</b>	<b>11/16/2023</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809CO23...	10/17/2023		Books & Materials	-311.79
Bill	06809CO23...	10/17/2023		Books & Materials	-858.54
Bill	06809CO23...	10/17/2023		Books & Materials	-246.37
Bill	06809CO23...	10/17/2023		Books & Materials	-330.33
Bill	06809DA23...	10/17/2023		Books & Materials	-56.99
Bill	06809CO23...	10/24/2023		Books & Materials	-3,158.47
Bill	06809CO23...	10/24/2023		Books & Materials	-1,591.38
Bill	06809DA23...	10/24/2023		Books & Materials	-919.82
Bill	06809CO23...	10/24/2023		Books & Materials	-251.16
Bill	06809CO23...	10/24/2023		Books & Materials	-340.17
Bill	06809CO23...	10/24/2023		Books & Materials	-79.95
Bill	06809CO23...	10/24/2023		Books & Materials	-212.96



**Lawrence Public Library**  
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Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO23...	10/24/2023		Books & Materials	-2,616.11
Bill	06809CO23...	10/24/2023		Books & Materials	-1,177.14
Bill	06809DA23...	10/24/2023		Books & Materials	-600.08
Bill	06809CO23...	10/25/2023		Books & Materials	-152.49
Bill	06809CO23...	10/25/2023		Books & Materials	-220.84
Bill	06809CO23...	10/25/2023		Books & Materials	-163.00
Bill	06809CO23...	11/01/2023		Books & Materials	-705.39
Bill	06809CO23...	11/01/2023		Books & Materials	-1,242.09
Bill	06809CO23...	11/01/2023		Books & Materials	-10.99
Bill	06809CO23...	11/01/2023		Books & Materials	-415.30
Bill	06809CO23...	11/01/2023		Books & Materials	-774.86
Bill	06809CO23...	11/01/2023		Books & Materials	-2,971.05
Bill	06809CO23...	11/01/2023		Books & Materials	-562.92
Bill	06809CO23...	11/01/2023		Books & Materials	-327.30
Bill	06809CP23...	11/02/2023		Books & Materials	-665.22
Bill	06809CO23...	11/06/2023		Books & Materials	-2,468.59
Bill	06809CO23...	11/07/2023		Books & Materials	-1,130.44
Bill	06809DA23...	11/07/2023		Books & Materials	-607.51
Bill	06809CO23...	11/07/2023		Books & Materials	-221.39
Bill	06809CO23...	11/07/2023		Books & Materials	-156.90
Bill	06809CO23...	11/07/2023		Books & Materials	-73.94
Bill	06809CO23...	11/07/2023		Books & Materials	-2,003.58
Bill	06809CO23...	11/07/2023		Books & Materials	-1,193.10
Bill	06809DA23...	11/07/2023		Books & Materials	-14.63
Bill	06809DA23...	11/07/2023		Books & Materials	-501.02
Bill	06809CO23...	11/07/2023		Books & Materials	-315.31
Bill	06809CO23...	11/08/2023		Books & Materials	-514.45
Bill	06809CO23...	11/08/2023		Books & Materials	-410.34
Bill	06809CO23...	11/08/2023		Books & Materials	-166.98
Bill	06809CO23...	11/08/2023		Books & Materials	-2,839.58
Bill	06809CO23...	11/08/2023		Books & Materials	-1,356.15
Bill	06809DA23...	11/08/2023		Books & Materials	-87.96
Bill	06809DA23...	11/08/2023		Books & Materials	-401.99
Bill	06809CO23...	11/13/2023		Books & Materials	-1,492.80
Bill	06809DA23...	11/13/2023		Books & Materials	-1,438.66
Bill	06809CO23...	11/13/2023		Salkind Gift	-1,306.34
Bill	06809CO23...	11/13/2023		Books & Materials	-176.90
Bill	06809CO23...	11/13/2023		Books & Materials	-246.12
Bill	06809CO23...	11/13/2023		Books & Materials	-248.93
Bill	06809CO23...	11/13/2023		Books & Materials	-81.49
Bill	06809CO23...	11/13/2023		Books & Materials	-145.91
Bill	06809CO23...	11/13/2023		Books & Materials	-2,995.20
Bill	06809CO23...	11/14/2023		Books & Materials	-617.49
Bill	06809CO23...	11/14/2023		Books & Materials	-688.67
Bill	06809CO23...	11/14/2023		Books & Materials	-343.48
Bill	06809CO23...	11/14/2023		Books & Materials	-259.88
Bill	06809CO23...	11/14/2023		Books & Materials	-119.95
Bill	06809CO23...	11/14/2023		Books & Materials	-2,202.91
Bill	06809CO23...	11/14/2023		Books & Materials	-1,621.89
Bill	06809DA23...	11/14/2023		Books & Materials	-35.00
Bill	06809CO23...	11/15/2023		Salkind Gift	-6,724.46
TOTAL					-56,172.65
Bill Pmt -Check	29544	11/16/2023	Polli Kenn	Checking	
Bill	costco	10/17/2023		Readers Across Lawrence	-39.98
TOTAL					-39.98

Lawrence Public Library  
**Check Detail**  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29545</b>	<b>11/16/2023</b>	<b>Pricilla Howe</b>	<b>Checking</b>	
Bill		11/13/2023		Youth Services & Cigler	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>29546</b>	<b>11/16/2023</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	882620	10/17/2023		Building Repairs & Main...	-566.90
Bill	882808	10/17/2023		Building Supplies	-555.17
Bill	882619	10/17/2023		Building Repairs & Main...	-77.80
Bill	883871	10/27/2023		Building Supplies	-514.13
Bill	884469	11/07/2023		Building Repairs & Main...	-112.45
TOTAL					-1,826.45
<b>Bill Pmt -Check</b>	<b>29547</b>	<b>11/16/2023</b>	<b>Rabbi Zalman Tiechtel</b>	<b>Checking</b>	
Bill	Dec 12	11/09/2023		YS Programs (Children)	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>29548</b>	<b>11/16/2023</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30434660	11/07/2023		Building Repairs & Main...	-112.04
TOTAL					-112.04
<b>Bill Pmt -Check</b>	<b>29549</b>	<b>11/16/2023</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	53004575	10/17/2023		Dr. Bob Program	-966.15
TOTAL					-966.15
<b>Bill Pmt -Check</b>	<b>29550</b>	<b>11/16/2023</b>	<b>Sigler Pharmacy</b>	<b>Checking</b>	
Bill	Lauren Taylor	11/01/2023		Miscellaneous	-70.70
TOTAL					-70.70
<b>Bill Pmt -Check</b>	<b>29551</b>	<b>11/16/2023</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	23091206	10/17/2023		Block Grant	-996.93
TOTAL					-996.93
<b>Bill Pmt -Check</b>	<b>29552</b>	<b>11/16/2023</b>	<b>U.S. Bank - Mastercard</b>	<b>Checking</b>	
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>29553</b>	<b>11/16/2023</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	6119012	11/01/2023		Professional Fees	-163.50
Bill	6119011	11/02/2023		Professional Fees	-403.85
TOTAL					-567.35

**Lawrence Public Library**  
**Check Detail**  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29554</b>	<b>11/16/2023</b>	<b>United Way of Douglas County</b>	<b>Checking</b>	
General Journal	4741BP	11/03/2023	United Way of Douglas County	Accounts Payable	-1,633.10
<b>TOTAL</b>					<b>-1,633.10</b>
<b>Bill Pmt -Check</b>	<b>29556</b>	<b>11/20/2023</b>	<b>Amazon Capital Services, Inc</b>	<b>Checking</b>	
Bill	11V1-3MM...	10/17/2023		YS Programs (Children)	-58.51
Bill	19NM-3N6...	10/17/2023		Readers Across Lawrence	-246.66
Bill	1DM1-PMJ...	10/17/2023		YS Programs (Children)	-70.90
Bill	1J47-JPVQ...	10/17/2023		Teen Services Program...	-149.59
Bill	1JNR-NYX6...	10/17/2023		Library & Office Supplies	-68.99
Bill	1TVP-YYP...	10/17/2023		Teen Services Program...	-185.60
Bill	1H4R-YNFF...	10/17/2023		Books & Materials	-76.54
Bill	1M4N-VN3...	10/17/2023		Books & Materials	-49.99
Bill	1V73-Y3KV...	10/18/2023		Books & Materials	-103.50
Bill	1F3J-KDGL...	10/18/2023		Books & Materials	-344.37
Bill	1Y1M-HPX...	10/18/2023		Books & Materials	-181.25
Bill	1XCR-Q1P...	10/18/2023		Books & Materials	-8.59
Bill	1LMW-DM...	10/18/2023		Books & Materials	-147.43
Bill	1QHF-TFF7...	10/18/2023		Books & Materials	-116.47
Bill	17R4-DFQT...	10/18/2023		Books & Materials	-36.98
Bill	1KY6-FPP9...	10/18/2023		Books & Materials	-104.95
Bill	1JKK-JC9K...	10/20/2023		Books & Materials	-267.98
Bill	1H1C-4G1X...	10/22/2023		Storytime at Home	-122.71
Bill	1TMK-JQJ...	10/23/2023		Books & Materials	-27.27
Bill	1X9L-MRW...	10/23/2023		Books & Materials	-37.62
Bill	1CTH-L4DT...	10/23/2023		Books & Materials	-133.38
Bill	1XPG-11X...	10/23/2023		Books & Materials	-80.54
Bill	1PDW-VHV...	10/23/2023		Books & Materials	-94.76
Bill	1QMQ-3CG...	10/23/2023		Books & Materials	-104.35
Bill	1K1D-H4M9...	10/23/2023		Books & Materials	-24.99
Bill	1T6V-MWL...	10/23/2023		Books & Materials	-15.98
Bill	1YKW-9PH...	10/23/2023		Books & Materials	-49.99
Bill	1C1T-D6LK...	10/23/2023		Library & Office Supplies	-10.99
Bill	1DHX-QD6...	10/24/2023		Books & Materials	-236.41
Bill	1M4P-49DF...	10/24/2023		Books & Materials	-59.99
Bill	16TH-P334...	10/29/2023		Youth Services & Cigler	-76.98
Bill	14F9-XGQF...	10/30/2023		Outreach/Coggins Fund	-316.62
Bill	1Y4P-LR3M...	10/31/2023		Books & Materials	-170.07
Bill	191K-3Y7V...	10/31/2023		Memorials/Honor w/ Bo...	-35.00
Bill	1D1P-RH7...	10/31/2023		Books & Materials	-59.99
Bill	11PJ-MJCM...	11/02/2023		Books & Materials	-435.24
Bill	11VK-LJNT...	11/02/2023		Books & Materials	-59.97
Bill	1DTF-JR6H...	11/03/2023		Books & Materials	-200.51
Bill	1CP6-6Q33...	11/05/2023		Books & Materials	-26.82
Bill	19G1-9PVY...	11/06/2023		Teen Services Program...	-207.46
Bill	1411-QMH7...	11/06/2023		Library & Office Supplies	-91.88
Bill	1J6X-PKJR...	11/06/2023		Books & Materials	-73.06
Bill	1H43-H1HV...	11/06/2023		Books & Materials	-63.61
Bill	1MQ6-4DX...	11/06/2023		Books & Materials	-10.88
Bill	1QTY-3HQ...	11/08/2023		Books & Materials	-72.89
Bill	1GCJ-C6JY...	11/08/2023		Books & Materials	-177.56
Bill	1GM9-7YJJ...	11/09/2023		Books & Materials	-66.69
Bill	1NWN-G4P...	11/10/2023		Building Supplies	-34.79
Bill	1QPX-KLC4...	11/13/2023		Books & Materials	-16.79
Bill	1G9C-369X...	11/13/2023		Books & Materials	-73.34
Bill	1DPM-XC4...	11/13/2023		Books & Materials	-23.53
Bill	1P6V-MDY...	11/13/2023		Books & Materials	-95.00
Bill	169Y-CPV3...	11/13/2023		Books & Materials	-15.55
Bill	1LTP-YMC...	11/13/2023		Books & Materials	-255.31
Bill	13CY-7WX...	11/14/2023		Books & Materials	-209.97

**Lawrence Public Library**  
**Check Detail**  
November 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	1GQL-VMK...	11/14/2023		Books & Materials	-69.99
Bill	1CFJ-FQH...	11/14/2023		Books & Materials	-74.02
Bill	1LDL-7YYF...	11/15/2023		Operations	-348.00
Bill	1NKW-XY...	11/15/2023		Books & Materials	-99.98
Bill	1PCJ-NRD...	11/15/2023		Books & Materials	-331.04
TOTAL					-7,009.82
<b>Bill Pmt -Check</b>	<b>29557</b>	<b>11/20/2023</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	78176036	10/06/2023		Books & Materials	-349.35
				Readers Across Lawrence	-7.52
Bill	78049452	10/17/2023		Processing Supplies	-53.35
Bill	78265650	10/17/2023		Books & Materials	-20.10
Bill	78265648	10/17/2023		Books & Materials	-744.28
Bill	78279758	10/17/2023		Books & Materials	-754.43
Bill	78279757	10/17/2023		Youth Services & Cigler	-91.00
				Books & Materials	-19.43
Bill	78265651	10/17/2023		Processing Supplies	-1.24
Bill	78265649	10/17/2023		Processing Supplies	-65.79
Bill	78279759	10/17/2023		Processing Supplies	-63.87
Bill	78355080	10/18/2023		Readers Across Lawrence	-10.25
				Books & Materials	-674.61
Bill	78347022	10/18/2023		Books & Materials	-398.69
Bill	78327156	10/18/2023		Books & Materials	-1,811.14
Bill	78347024	10/18/2023		Books & Materials	-19.79
Bill	78355081	10/18/2023		Processing Supplies	-105.73
				Readers Across Lawrence	-2.31
Bill	78347023	10/18/2023		Processing Supplies	-47.47
Bill	78327157	10/18/2023		Processing Supplies	-217.94
Bill	78347025	10/18/2023		Processing Supplies	-0.25
Bill	78372266	10/19/2023		Books & Materials	-563.75
Bill	78372267	10/19/2023		Processing Supplies	-50.22
Bill	78435594	10/24/2023		Books & Materials	-22.92
				Youth Services & Cigler	-102.40
Bill	78444738	10/24/2023		Books & Materials	-16.81
				Youth Services & Cigler	-79.60
Bill	78416488	10/24/2023		Books & Materials	-280.88
Bill	78435595	10/24/2023		Books & Materials	-1,965.71
Bill	78416489	10/24/2023		Processing Supplies	-24.70
Bill	78435596	10/24/2023		Processing Supplies	-220.91
Bill	78454722	10/24/2023		Books & Materials	-279.43
Bill	78508540	10/25/2023		Library & Office Supplies	-17.54
				Books & Materials	-1,012.61
Bill	78479864	10/25/2023		Books & Materials	-261.56
Bill	78497251	10/25/2023		Books & Materials	-78.20
Bill	78454723	10/25/2023		Processing Supplies	-22.31
Bill	78479865	10/25/2023		Processing Supplies	-32.37
Bill	78508541	10/25/2023		Processing Supplies	-128.95
				Readers Across Lawrence	-1.24
Bill	78497252	10/25/2023		Processing Supplies	-4.96
Bill	78563770	10/31/2023		Books & Materials	-88.40
Bill	78521759	10/31/2023		Books & Materials	-994.02
Bill	78497249	10/31/2023		Books & Materials	-426.18
Bill	78521760	10/31/2023		Processing Supplies	-83.70
Bill	78497250	10/31/2023		Processing Supplies	-38.67
Bill	78563771	10/31/2023		Processing Supplies	-2.50
Bill	78589529	11/01/2023		Books & Materials	-289.42
Bill	78563768	11/01/2023		Books & Materials	-1,968.59
Bill	78589528	11/01/2023		Youth Services & Cigler	-185.00
Bill	78580788	11/01/2023		Books & Materials	-549.66
Bill	78563772	11/01/2023		Books & Materials	-467.59
Bill	78545781	11/01/2023		Books & Materials	-365.18
Bill	78580789	11/01/2023		Processing Supplies	-89.86
Bill	78563769	11/01/2023		Processing Supplies	-235.73

**Lawrence Public Library**  
**Check Detail**  
November 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	78563773	11/01/2023		Processing Supplies	-9.75
Bill	78589530	11/01/2023		Processing Supplies	-31.63
Bill	78545782	11/01/2023		Processing Supplies	-26.61
Bill	78612237	11/02/2023		Books & Materials	-124.52
Bill	78639666	11/03/2023		Youth Services & Cigler	-56.80
				Books & Materials	-12.10
Bill	78612238	11/03/2023		Processing Supplies	-12.48
Bill	78651523	11/06/2023		Books & Materials	-422.44
Bill	78630801	11/06/2023		Books & Materials	-588.06
Bill	78651524	11/06/2023		Processing Supplies	-36.76
Bill	78630802	11/06/2023		Processing Supplies	-58.07
Bill	78671196	11/07/2023		Books & Materials	-2,706.85
Bill	78671197	11/07/2023		Processing Supplies	-275.38
Bill	78671195	11/08/2023		Books & Materials	-99.52
Bill	78671198	11/08/2023		Books & Materials	-49.14
Bill	78671189	11/08/2023		Processing Supplies	-2.73
Bill	78689571	11/08/2023		Books & Materials	-663.45
Bill	78697570	11/08/2023		Books & Materials	-423.00
Bill	78689572	11/08/2023		Processing Supplies	-97.47
Bill	78697571	11/08/2023		Processing Supplies	-36.03
Bill	78714493	11/09/2023		Books & Materials	-705.95
Bill	78714494	11/09/2023		Processing Supplies	-63.69
Bill	78757616	11/13/2023		Books & Materials	-1,829.98
Bill	78757617	11/13/2023		Processing Supplies	-231.78
Bill	78757614	11/14/2023		Books & Materials	-626.03
Bill	78777590	11/14/2023		Books & Materials	-61.69
Bill	78777592	11/14/2023		Books & Materials	-413.93
Bill	78797385	11/14/2023		Books & Materials	-561.06
Bill	78757615	11/14/2023		Processing Supplies	-53.71
Bill	78777591	11/14/2023		Processing Supplies	-6.03
Bill	78777593	11/14/2023		Processing Supplies	-39.08
Bill	78797386	11/14/2023		Processing Supplies	-90.97
TOTAL					-26,826.80