

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, May 22, 2024 at 4:30 PM**  
**Hybrid: Meeting Room A or [Google Meet Link](#)**

Introductions

Executive Session

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 April 2024
- Approve Treasurer's report for April 2024
- Approve bills for April 15, 2024 to May 21, 2024
- Receive statistical report for April 2024

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- Officer Nominations – ACTION ITEM  
Nominating Committee
- Approve 2025 Budget – ACTION ITEM  
Brad Allen, Library Director

Old Business

Public Comment

Adjournment

## **DRAFT**

### **Lawrence Public Library**

### **Regular Board Meeting**

Date: April 15, 2024

Time: 4:30 pm

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

#### **Board Members Present:**

James Pavisian (Chair), Kelly Hart, Jennifer Bonilla, Mandy Leibold, Sarah Goodwin Thiel.

**Absent:** Susan Kang, Allison Friend Mazzei, Mayor Bart Littlejohn.

#### **Staff Members Present:**

Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Heather Kearns, Frankie Haynes, Tricia Karlin.

**Friends and Foundation Members Present:** Kassie Nieters

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#### **Call to order**

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

#### **Consent Agenda**

- James moved to approve the consent agenda. Sarah seconded the motion. The consent agenda was approved.

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

- Brad presented the Director's report.
  - Brad attended the Public Library Association Conference (PLA) and a pre-conference forum, IndieLib. The latter provided an opportunity for small publishers and librarians to meet to explore ways to work together for mutual benefit. Brad shared information he learned at IndieLib about the recently introduced digital content platform available to public libraries, The Palace Project. The app for the Palace Project would offer an alternative to Overdrive's Libby app, which currently dominates public library e-content provision to patrons. Brad answered questions from James about how the digital book and audio publishing and distribution process works for public libraries. Brad explained that Amazon has denied libraries access to Amazon-exclusive digital content, but it appears that the Palace Project may offer a new opportunity to acquire these materials.
  - The KU Honors Program invited Brad to participate in its Spring Signature Alumni Event. Brad discussed how human rights intersects with library work. Brad attended the City Executive Team retreat.

- Brad noted that the library has an extra month to prepare the budget draft, so it will be presented at the May board meeting instead of today's meeting.

### **Monthly Departmental Reports**

- James noted the Security Department's report - specifically, that it is in the process of hiring a new security officer. Erica said the library has received over 40 applications to date; the application process closes tonight.

### **Friends and Foundation (F&F) Report**

- Kassie Nieters presented the F&F report
  - Kudos to Angela and all the folks who made the big spring sale a success: the total sales for the weekend amounted to \$17,672! Year-to-date total for book sales is over \$40,000.
  - The Get Inked Fundraiser is scheduled for May 3rd and 4th. Standard Electric Tattooing returns to offer their services and 100 % of the proceeds go to the library.
  - Memory Lab Grant update:
    - Hallmark Cards of Lawrence just contributed \$5,000, bringing the total raised for the project to \$65,000 - well over the originally stated goal.
    - Final renderings for the redesign of the lower level for this lab will be available soon
  - The 2023 Audit of the F&F financials went smoothly.
  - The F&F Annual meeting is scheduled for Monday, April 29 at 4:30 p.m. Highlights will include volunteer recognition and pizza.

### **New Business**

- **Officer Nominations – ACTION ITEM**
  - James moved that James, Kelly, and Mandy form the officer nominating committee. Kelly seconded the motion. The motion carried.
  - Brad noted that officer terms end on April 30.
- Discussion followed about new trustee appointments, since there will be two vacancies on the board. Brad will get in touch with Mayor Bart Littlejohn to see if there are any applications.
- **NEKLS Annual Meeting Representative**
  - James nominated Brad to be the library's representative for the NEKLS annual meeting. Mandy seconded the motion. The motion carried.

### **Old Business**

- None

### **Public Comments**

- None

### **Announcements**

- The departing board members, Sarah Goodwin Thiel and Jennifer Bonilla, were presented with gold library cards and thanked for their service on the board. James congratulated both of them on their outstanding work in support of the library, especially their advocacy for the mill increase and improving staff salaries.

**Adjournment**

There being no other business, the meeting adjourned at 5:03 pm.

The next regular Board meeting will be held Monday, May 20, 2024.

Respectfully submitted,  
Tricia Karlin

## REVENUES

## EXPENSES

Cash Reserves	174,080.46	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 from 2021, \$47,477.47 from 2023)
Checking (US Bank & KMIP)	2,460,215.11	
Capitol Improvement (KMIP)	863,448.27	Transfer from Capital Improvement will happen in January 2024

2024 Outside Funding

	April <u>Income</u>	April <u>Spending</u>	<u>Remaining</u>
<b>Outside &amp; Private Funding</b>			
<b>R &amp; E Totals</b>	<b>\$ 174,745.58</b>	<b>\$ 38,593.79</b>	<b>\$ 455,503.15</b>
YTD Income		\$	193,232.02
YTD Expense		\$	96,382.47

## Lawrence Public Library

## Balance Sheet

As of April 30, 2024

	Apr 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
MIP Operating Funds	1,894,713.51
Checking	565,501.60
Capital Improvement at MIP	863,448.27
<b>Total Checking/Savings</b>	3,323,663.38
<b>Total Current Assets</b>	3,323,663.38
<b>Other Assets</b>	
Petty Cash	256.75
<b>Total Other Assets</b>	256.75
<b>TOTAL ASSETS</b>	<b>3,323,920.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	101,305.21
<b>Total Accounts Payable</b>	101,305.21
<b>Credit Cards</b>	
US Bank Credit Card (7984)	24,025.77
<b>Total Credit Cards</b>	24,025.77
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	
Health Insurance	-35,822.60
Hospital & Cancer Plans	-78.60
OGLI	43.28
Payroll Liabilities FSA	-267.52
SUI	
Company	271.42
<b>Total SUI</b>	271.42
<b>Total Payroll Liabilities</b>	-35,854.02

Lawrence Public Library  
Balance Sheet  
As of April 30, 2024

	Apr 30, 24
Total Other Current Liabilities	-35,854.02
Total Current Liabilities	89,476.96
Total Liabilities	89,476.96
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,240,172.91
Net Income	1,693,635.04
Total Equity	3,234,443.17
TOTAL LIABILITIES & EQUITY	3,323,920.13

# Lawrence Public Library Revenues & Expenses

April 2024

	Apr 24	Jan - Apr 24
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Misc Income	-55.08	-10.64
Tax Fund	0.00	3,403,698.77
Lost and Replacement Fees	1,556.36	8,231.45
NEKLS	0.00	25,406.25
State& Federal Aid		
State& Federal Aid - Other	0.00	26,879.82
<b>Total State&amp; Federal Aid</b>	0.00	26,879.82
Photocopies & Printing	1,400.75	6,310.55
Meeting Room Rentals	604.46	3,033.95
Interest		
Capital Improvement	2,843.40	11,411.34
Checking	6,968.93	22,857.83
<b>Total Interest</b>	9,812.33	34,269.17
Outside&Private Funding Income		
Downhall Books	-386.03	-26.30
Library Landscape & Posters	-145.80	-48.60
Merchandise Sales	-648.19	358.79
Outside&Private Funding Income - Other	175,925.60	192,948.13
<b>Total Outside&amp;Private Funding Income</b>	174,745.58	193,232.02
<b>Total Income</b>	188,064.40	3,701,051.34
<b>Gross Profit</b>	188,064.40	3,701,051.34
<b>Expense</b>		
Payroll Expenses		
Gross Wages		
Gross Wages - Other	274,159.74	966,947.09
<b>Total Gross Wages</b>	274,159.74	966,947.09
Group Life Insurance	998.75	4,047.02
Health Insurance	60,350.08	176,782.72
Employee Parking	-356.36	-1,673.94
Payroll Expenses - Other	0.00	0.00
<b>Total Payroll Expenses</b>	335,152.21	1,146,102.89
Payroll Taxes		
Payroll Taxes Employer	21,858.25	84,794.09
KPERS Co Retiree	342.51	1,302.79
KPERS Co	27,460.63	109,910.25
<b>Total Payroll Taxes</b>	49,661.39	196,007.13
Utilities - Electric		
Utilities - Electric - Other	6,672.49	32,548.16
<b>Total Utilities - Electric</b>	6,672.49	32,548.16
Building Supplies		
Building Supplies - Other	1,828.18	5,444.77
<b>Total Building Supplies</b>	1,828.18	5,444.77
Building Repairs & Maintenance	9,605.19	38,456.76
Library & Office Supplies		
Library & Office Supplies - Other	2,075.51	14,408.22
<b>Total Library &amp; Office Supplies</b>	2,075.51	14,408.22
Books & Materials		
Books & Materials - Other	81,351.62	228,657.18
<b>Total Books &amp; Materials</b>	81,351.62	228,657.18
Processing Supplies		
Processing Supplies - Other	10,985.02	23,191.47

# Lawrence Public Library Revenues & Expenses

April 2024

	Apr 24	Jan - Apr 24
Total Processing Supplies	10,985.02	23,191.47
Technology		
Public Tech Supplies	-106.64	-294.80
Operations	3,565.54	4,473.16
IT Software & Subscriptions	3,642.06	17,219.80
Internet & Telephone	26,927.12	29,202.00
Collections & Public Service	2,808.82	100,992.53
Total Technology	36,836.90	151,592.69
Insurance		
Liability Insurance	100.00	100.00
Insurance - Other	0.00	-1,864.40
Total Insurance	100.00	-1,764.40
Postage & Mailing	6,040.10	9,834.26
Professional Development		
Travel By Department		
Adult Services	0.00	537.30
Total Travel By Department	0.00	537.30
Professional Development - Other	6,123.80	14,171.85
Total Professional Development	6,123.80	14,709.15
Vehicles, Mileage, Maintenance	-364.34	1,776.74
Professional Fees		
Accounting	3,105.00	3,105.00
Professional Fees - Other	9,983.62	23,335.51
Total Professional Fees	13,088.62	26,440.51
Marketing-General		
Marketing-General - Other	1,061.27	12,697.66
Total Marketing-General	1,061.27	12,697.66
Capital Improvement Expenditure		
Capital Improvement Expenditure - Other	4,412.00	11,231.00
Total Capital Improvement Expenditure	4,412.00	11,231.00
Miscellaneous		
Miscellaneous - Other	-719.09	-300.36
Total Miscellaneous	-719.09	-300.36
Outside & Private Funding		
Friends & Foundation Funding		
Picture Book Room	0.00	-2,000.00
Community Resource	0.00	-1,100.00
Seed Library (Native)	600.00	-705.94
Block Grant	3,842.00	18,653.81
F&F Payroll	12,456.01	49,258.26
Outreach/Coggins Fund	0.00	71.86
Plant & Foliage Maintenance	120.00	480.00
Aquarium Maintenance	330.00	518.09
Program Expense		
Information Services Programmin	8.99	161.71
Readers Service Programming	0.00	144.00
Public Tech Programming	248.45	248.45
YS Programs (Children)		
YS Programs (Children) - Other	1,170.99	6,040.62
Total YS Programs (Children)	1,170.99	6,040.62
Teen Services Programming		
Teen Services Programming - Other	3,857.39	6,220.07
Total Teen Services Programming	3,857.39	6,220.07
Summer Reading - ALL	10,935.17	9,199.97
Readers Across Lawrence	0.00	-1,896.80

**Lawrence Public Library  
Revenues & Expenses**

April 2024

	Apr 24	Jan - Apr 24
Youth Services & Cigler	193.19	-4,927.42
Program Expense - Other	0.00	45.99
<b>Total Program Expense</b>	<b>16,414.18</b>	<b>15,236.59</b>
Crowe Fund	177.01	537.08
Memorials/Honor w/ Books GGIFT	0.00	52.66
Sound & Vision	241.92	1,098.03
MIDCO/Peterson	3,974.43	11,837.82
Marketing		
Marketing - Other	0.00	707.93
<b>Total Marketing</b>	<b>0.00</b>	<b>707.93</b>
Storytime at Home	13.24	601.96
Seed Library	400.00	1,444.13
Kansas Health Foundation	25.00	50.00
Friends & Foundation Funding - Other	0.00	-359.81
<b>Total Friends &amp; Foundation Funding</b>	<b>38,593.79</b>	<b>96,382.47</b>
<b>Total Outside &amp; Private Funding</b>	<b>38,593.79</b>	<b>96,382.47</b>
<b>Total Expense</b>	<b>602,504.66</b>	<b>2,007,416.30</b>
<b>Net Ordinary Income</b>	<b>-414,440.26</b>	<b>1,693,635.04</b>
<b>Net Income</b>	<b>-414,440.26</b>	<b>1,693,635.04</b>

**Lawrence Public Library**  
**Vendor Balance Summary**  
As of May 19, 2024

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	<u>May 19, 24</u>
Alliance Entertainment	70.96
Amazon Capital Services, Inc	4,998.87
Ana Laura Marques	13.40
Ann Torralba	900.00
Arapahoe Community College Library	35.00
ASI	76.00
Baker & Taylor, Inc.	298.99
Bamboo HR	680.95
Bibliotheca	7,797.73
Blue Cross and Blue Shield of Kansas Inc.	100.00
Brett Crandall	500.00
Center Point Large Print	187.63
Century Business Technologies	3,185.23
City Play Corps	1,400.00
Climb Lawrence	200.00
Cottin's Hardware & Rental	81.93
Data Axle	5,485.00
David Whittaker	150.00
Demco, Inc.	854.61
Dino O'Dell	400.00
Don Engel	150.00
Downtown Lawrence Inc.	250.00
EBSCO	-49.95
Evergy	6,672.49
Fisher Patterson Sayler & Smith, LLP	8,596.50
Gale/Cengage Learning	354.07
Gordon CPA	3,105.00
Ingram Library Services	26,379.19
Jayhawk Trophy Co., Inc.	65.09
Jayhawk Tropical Fish	330.00
Jeremy Keeler	150.00
John Kotnour	150.00
Jungle House	120.00
Kansas City, Kansas Public Library	6.99
Kindred CPA	1,098.28
Lawrence Public Library Foundation	150.00
Mesner Puppet Theater	550.00
Mid-America Library Alliance	4,468.00
Midcontinent Communications	571.70
Midwest Tape	6,081.50
MSM Systems Inc.	3,974.43

Lawrence Public Library  
Vendor Balance Summary  
As of May 19, 2024

	<u>May 19, 24</u>
OverDrive	32,040.67
P1 Group, Inc.	1,009.34
Priscilla Howe, Storyteller	300.00
Pur-O-Zone, Inc.	858.39
Raven Naramore	250.00
Sandra Buchner	150.00
Schendel Services	119.88
Scholastic Inc.	10,166.22
Springshare LLC	2,199.00
STEMusic, LLC	500.00
Susan King	25.00
Tech Electronics	1,822.00
Thirdway, Inc	4,500.00
U.S. Bank - Mastercard	24,867.77
Unique Management Services	480.96
United Parcel Service	27.02
Yoshie Hisatomi	23.91
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<b>TOTAL</b>	<b><u><u>169,929.75</u></u></b>

Lawrence Public Library  
Check Detail  
May 2024

Type	Num	Date	Name	Account	Paid Amount
Check		05/01/2024	ASI	Checking	
				Payroll Liabilities FSA	-31.99
TOTAL					-31.99
Check		05/02/2024	ASI	Checking	
				Payroll Liabilities FSA	-46.41
TOTAL					-46.41
Bill Pmt -Check		05/02/2024	U.S. Bank - Mastercard	Checking	
Bill	MARCH 2024	04/01/2024	U.S. Bank - Mastercard	Accounts Payable	0.00
TOTAL					0.00
Check		05/02/2024	ASI	Checking	
				Payroll Liabilities FSA	-55.00
TOTAL					-55.00
Check		05/06/2024	ASI	Checking	
				Payroll Liabilities FSA	-125.00
TOTAL					-125.00
Check		05/06/2024	ASI	Checking	
				Payroll Liabilities FSA	-25.00
TOTAL					-25.00
Check		05/07/2024	ASI	Checking	
				Payroll Liabilities FSA	-398.26
TOTAL					-398.26
Check		05/09/2024	ASI	Checking	
				Payroll Liabilities FSA	-696.60
TOTAL					-696.60
Check		05/13/2024	ASI	Checking	
				Payroll Liabilities FSA	-40.00
TOTAL					-40.00
Check		05/14/2024	ASI	Checking	

Lawrence Public Library  
Check Detail  
May 2024

Type	Num	Date	Name	Account	Paid Amount
TOTAL				Payroll Liabilities FSA	-172.75
					-172.75
Check	EFT	05/03/2024	KPERS	Checking	
TOTAL				Retirees	-162.97
					-162.97
Check	EFT	05/03/2024	KPERS	Checking	
TOTAL				Company	-14,225.00
				Employee	-8,318.76
				KPERS Co	-0.09
					-22,543.85
Check	EFT	05/03/2024	Kansas Payment Center	Checking	
TOTAL				Child Support	-28.62
					-28.62
Check	EFT	05/03/2024	Empower Annuity Insurance Co.	Checking	
TOTAL				KPERS 457 Plan	-343.00
					-343.00
Check	EFT	05/03/2024	Empower Annuity Insurance Co.	Checking	
TOTAL				KPERS 457 Plan	-2,736.00
					-2,736.00
Check	EFT	05/17/2024	KPERS	Checking	
TOTAL				Company	-14,317.74
				Employee	-8,372.98
				KPERS Co	-0.02
					-22,690.74
Check	EFT	05/17/2024	KPERS	Checking	
TOTAL				Company	-162.82
					-162.82
Check	EFT	05/17/2024	Kansas Payment Center	Checking	
TOTAL				Child Support	-28.62
					-28.62
Check	EFT	05/17/2024	Empower Annuity Insurance Co.	Checking	

Lawrence Public Library  
Check Detail  
May 2024

Type	Num	Date	Name	Account	Paid Amount
TOTAL				KPERS 457 Plan	-2,977.00
					-2,977.00
Check	EFT	05/17/2024	Empower Annuity Insurance Co.	Checking	
TOTAL				KPERS 457 Plan	-343.00
					-343.00
Check	EFT	05/17/2024	KPERS	Checking	
TOTAL				OGLI	-462.34
					-462.34
Check	EFT	05/17/2024	Advance Insurance Company	Checking	
TOTAL				Group Life Insurance	-1,028.67
					-1,028.67
Check	EFT	05/17/2024	VSP Insurance Co.	Checking	
TOTAL				Vision Insurance - Empl...	-154.24
				Health Insurance	-168.96
					-323.20
Check	EFT	05/18/2024	Blue Cross and Blue Shield of K...	Checking	
TOTAL				Health Insurance	-57,866.81
				Hospital & Cancer Plans	-167.09
					-58,033.90
Bill Pmt -Check	EFT	05/20/2024	Bamboo HR	Checking	
Bill	INV01937043	04/30/2024		Professional Fees	-680.95
TOTAL					-680.95
Bill Pmt -Check	EFT	05/20/2024	Midcontinent Communications	Checking	
Bill	157407601...	04/16/2024		Internet & Telephone	-571.70
TOTAL					-571.70
Bill Pmt -Check	EFT	05/20/2024	United Parcel Service	Checking	
Bill	0000506AE...	05/04/2024		Postage & Mailing	-27.02
TOTAL					-27.02
Bill Pmt -Check	EFT	05/20/2024	ASI	Checking	
Bill	APRIL 2024	04/30/2024		Professional Fees	-76.00

Lawrence Public Library  
Check Detail  
May 2024

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-76.00
Bill Pmt -Check	EFT	05/20/2024	Evergy	Checking	
Bill	APRIL 2024	04/30/2024		Utilities - Electric	-6,672.49
TOTAL					-6,672.49
Bill Pmt -Check	EFT	05/20/2024	U.S. Bank - Mastercard	Checking	
Bill	APRIL 2024	05/02/2024		Allen, Brad - US Bank C...	-5,458.57
				Brumley, A - US Bank C...	-2,355.95
				Brune, G - US Bank CC ...	-72.09
				Kearns, H - US Bank C...	-1,432.30
				Taylor, L - US Bank CC ...	-280.00
				Winsky, D - US Bank C...	-712.48
				Ratzlaff, J - US Bank C...	-390.65
				Stepp, Ian - US Bank C...	-100.80
				Haynes, F - US Bank C...	-143.02
				Moore, M - US Bank CC...	-1,346.94
				McDonald, E - US Bank ...	-935.32
				Corcoran, K - US Bank ...	-2,247.20
				Cook, Jenny - US Bank ...	-134.45
				Allen, K - US Bank CC (...)	-3,778.90
				Segraves, E - US Bank ...	-2,015.70
				Winters, T - US Bank C...	-45.00
				Mathews, S - US Bank ...	-141.49
				LeDosquet,M - US Bank...	-1,481.00
				Medina, Y - US Bank C...	-243.94
				MacKinnon,L - US Bank...	-1,516.70
				Veloz, Marc - US Bank ...	-17.99
				Parks, H - US Bank CC ...	-17.28
TOTAL					-24,867.77
Bill Pmt -Check	29751	05/20/2024	Alliance Entertainment	Checking	
Bill	PLS797748...	04/26/2024		Books & Materials	-70.96
TOTAL					-70.96
Bill Pmt -Check	29752	05/20/2024	Amazon Capital Services, Inc	Checking	
Bill	1H71-XQTC...	04/04/2024		Books & Materials	-19.69
Bill	1NN1-GPF...	04/08/2024		Books & Materials	-92.38
Bill	1YGL-4LDF...	04/09/2024		Books & Materials	-263.15
Bill	1KJJ-3KFH...	04/10/2024		Books & Materials	-840.26
Bill	1Q7K-6D9F...	04/13/2024		Books & Materials	-147.33
Bill	1NWJ-V41...	04/13/2024		Books & Materials	-39.88
Bill	1999-LYVH...	04/14/2024		YS Programs (Children)	-29.28
Bill	1Q7K-6D9F...	04/14/2024		Building Repairs & Main...	-278.92
Bill	1YC1-RG6...	04/15/2024		Books & Materials	-92.18
Bill	1W6F-4NJT...	04/15/2024		Books & Materials	-13.23
Bill	1R73-6GW...	04/15/2024		Books & Materials	-57.12
Bill	1F11-W4T3...	04/16/2024		Books & Materials	-383.92
Bill	1CQ1-N379...	04/17/2024		Books & Materials	-14.99
Bill	1M7V-1CQ...	04/18/2024		Books & Materials	-138.71
Bill	1LYL-JJFQ...	04/19/2024		YS Programs (Children)	-26.33
Bill	1LDG-WDF...	04/21/2024		YS Programs (Children)	-6.82
Bill	14LC-3TW...	04/21/2024		Library & Office Supplies	-18.99
Bill	11CV-494Q...	04/21/2024		Books & Materials	-238.14
Bill	1NKG-79D...	04/21/2024		Books & Materials	-96.40

Lawrence Public Library  
Check Detail  
May 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	17VF-K7CF...	04/23/2024		Books & Materials	-29.99
Bill	1G4H-47Q1...	04/23/2024		Books & Materials	-99.99
Bill	1M3T-HHV...	04/25/2024		Books & Materials	-458.65
Bill	1WT1-9F1...	04/25/2024		Books & Materials	-129.98
Bill	1L3V-VHK...	04/27/2024		Books & Materials	-69.98
Bill	1MXP-1M9...	05/01/2024		Books & Materials	-58.57
Bill	1DKR-G7J...	05/01/2024		Books & Materials	-109.38
Bill	1313-4PKC...	05/01/2024		Information Services Pr...	-14.11
Bill	1WCP-DW...	05/01/2024		Books & Materials	-119.97
Bill	1Y3Q-FFF7...	05/01/2024		Books & Materials	-67.83
Bill	13LX-9DJP...	05/04/2024		Building Supplies	-68.45
Bill	17VP-RPT1...	05/06/2024		Library & Office Supplies	-27.99
Bill	1PMQ-KDN...	05/06/2024		Books & Materials	-74.21
Bill	1C6T-KRV4...	05/06/2024		Books & Materials	-61.17
Bill	1NXR-DWK...	05/07/2024		Books & Materials	-71.75
Bill	1Q3N-PVH...	05/07/2024		Books & Materials	-325.44
Bill	1W4L-K9H...	05/07/2024		Books & Materials	-43.37
Bill	1VKR-D199...	05/07/2024		Books & Materials	-93.07
Bill	1L9F-XR3D...	05/07/2024		Books & Materials	-10.98
Bill	1TRD-GDH...	05/10/2024		Books & Materials	-12.89
Bill	1MMF-747...	05/12/2024		Library & Office Supplies	-13.43
Bill	1MCC-KHP...	05/12/2024		Books & Materials	-211.97
Bill	1RW7-YRP...	05/13/2024		Books & Materials	-27.98
TOTAL					-4,998.87

<b>Bill Pmt -Check</b>	<b>29753</b>	<b>05/20/2024</b>	<b>Ana Laura Marques</b>	<b>Checking</b>	
Bill	Multi-Cultur...	04/15/2024		YS Programs (Children)	-13.40
TOTAL					-13.40

<b>Bill Pmt -Check</b>	<b>29754</b>	<b>05/20/2024</b>	<b>Ann Torralba</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-900.00
TOTAL					-900.00

<b>Bill Pmt -Check</b>	<b>29755</b>	<b>05/20/2024</b>	<b>Arapahoe Community College Li...</b>	<b>Checking</b>	
Bill	Lost ILL	05/08/2024		Lost and Replacement ...	-35.00
TOTAL					-35.00

<b>Bill Pmt -Check</b>	<b>29756</b>	<b>05/20/2024</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2038216743	04/10/2024		Books & Materials	-246.91
Bill	2038216744	04/10/2024		Processing Supplies	-5.76
Bill	2038245066	05/01/2024		Books & Materials	-31.60
Bill	2038245067	05/01/2024		Processing Supplies	-0.64
Bill	2038272154	05/07/2024		Books & Materials	-13.76
Bill	2038272155	05/07/2024		Processing Supplies	-0.32
TOTAL					-298.99

<b>Bill Pmt -Check</b>	<b>29757</b>	<b>05/20/2024</b>	<b>Bibliotheca</b>	<b>Checking</b>	
Bill	INV-US75304	04/18/2024		Processing Supplies	-7,797.73
TOTAL					-7,797.73

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29758</b>	<b>05/20/2024</b>	<b>Blue Cross and Blue Shield of K...</b>	<b>Checking</b>	
Bill	Section 125	04/24/2024		Professional Fees	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>29759</b>	<b>05/20/2024</b>	<b>Brett Crandall</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>29760</b>	<b>05/20/2024</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	2088763	04/03/2024		Books & Materials	-78.56
Bill	2092512	04/11/2024		Books & Materials	-57.13
Bill	2093788	05/03/2024		Books & Materials	-51.94
TOTAL					-187.63
<b>Bill Pmt -Check</b>	<b>29761</b>	<b>05/20/2024</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	711367	04/05/2024		IT Software & Subscripti...	-835.84
Bill	711368	04/05/2024		IT Software & Subscripti...	-242.70
Bill	711490	04/08/2024		IT Software & Subscripti...	-337.09
Bill	714673	05/06/2024		IT Software & Subscripti...	-835.84
Bill	714674	05/06/2024		IT Software & Subscripti...	-67.64
Bill	715021	05/08/2024		IT Software & Subscripti...	-866.12
TOTAL					-3,185.23
<b>Bill Pmt -Check</b>	<b>29762</b>	<b>05/20/2024</b>	<b>City Play Corps</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-1,400.00
TOTAL					-1,400.00
<b>Bill Pmt -Check</b>	<b>29763</b>	<b>05/20/2024</b>	<b>Climb Lawrence</b>	<b>Checking</b>	
Bill	Summer Re...	05/09/2024		Summer Reading - ALL	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>29764</b>	<b>05/20/2024</b>	<b>Cottin's Hardware &amp; Rental</b>	<b>Checking</b>	
Bill	APRIL 2024	04/30/2024		Building Repairs & Main...	-81.93
TOTAL					-81.93
<b>Bill Pmt -Check</b>	<b>29765</b>	<b>05/20/2024</b>	<b>Data Axle</b>	<b>Checking</b>	
Bill	10004203311	04/11/2024		Books & Materials	-285.00
Bill	10004204110	04/15/2024		Block Grant	-5,200.00
TOTAL					-5,485.00
<b>Bill Pmt -Check</b>	<b>29766</b>	<b>05/20/2024</b>	<b>David Whittaker</b>	<b>Checking</b>	

Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
Bill	Summer Re...	04/18/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>29767</b>	<b>05/20/2024</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	7469487	04/16/2024		Processing Supplies	-599.83
Bill	7478381	05/02/2024		Processing Supplies	-254.78
TOTAL					-854.61
<b>Bill Pmt -Check</b>	<b>29768</b>	<b>05/20/2024</b>	<b>Dino O'Dell</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>29769</b>	<b>05/20/2024</b>	<b>Don Engel</b>	<b>Checking</b>	
Bill	Summer Re...	04/23/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>29770</b>	<b>05/20/2024</b>	<b>Downtown Lawrence Inc.</b>	<b>Checking</b>	
Bill	000196	05/03/2024		Marketing-General	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>29771</b>	<b>05/20/2024</b>	<b>Fisher Patterson Sayler &amp; Smith,...</b>	<b>Checking</b>	
Bill	107282	05/06/2024		Professional Fees	-8,596.50
TOTAL					-8,596.50
<b>Bill Pmt -Check</b>	<b>29772</b>	<b>05/20/2024</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	84204046	04/17/2024		Books & Materials	-111.96
Bill	84226648	04/24/2024		Books & Materials	-25.19
Bill	84266070	05/07/2024		Books & Materials	-80.47
Bill	84272454	05/08/2024		Books & Materials	-136.45
TOTAL					-354.07
<b>Bill Pmt -Check</b>	<b>29773</b>	<b>05/20/2024</b>	<b>Gordon CPA</b>	<b>Checking</b>	
Bill	359-23-1	04/25/2024		Accounting	-3,105.00
TOTAL					-3,105.00
<b>Bill Pmt -Check</b>	<b>29774</b>	<b>05/20/2024</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	81364936	04/09/2024		Books & Materials	-855.77
Bill	81364938	04/09/2024		Books & Materials	-34.78
Bill	81364937	04/09/2024		Processing Supplies	-85.08
Bill	81364939	04/09/2024		Processing Supplies	-0.50
Bill	81386295	04/10/2024		Books & Materials	-2,086.30
Bill	81386293	04/10/2024		Books & Materials	-253.69
Bill	81386297	04/10/2024		Books & Materials	-303.26

**Lawrence Public Library**  
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Type	Num	Date	Name	Account	Paid Amount
Bill	81386296	04/10/2024		Processing Supplies	-252.07
Bill	81386294	04/10/2024		Processing Supplies	-26.60
Bill	81386298	04/10/2024		Processing Supplies	-29.41
Bill	81407139	04/11/2024		Books & Materials	-602.59
Bill	81407140	04/11/2024		Processing Supplies	-51.56
Bill	81425679	04/12/2024		Books & Materials	-839.47
Bill	81425680	04/12/2024		Processing Supplies	-72.29
Bill	81444958	04/14/2024		Books & Materials	-560.88
Bill	81444959	04/14/2024		Processing Supplies	-80.05
Bill	81470528	04/16/2024		Books & Materials	-692.14
Bill	81470529	04/16/2024		Processing Supplies	-74.83
Bill	81492406	04/17/2024		Books & Materials	-1,834.52
Bill	81492407	04/17/2024		Processing Supplies	-219.51
Bill	81512719	04/18/2024		Books & Materials	-405.33
Bill	81512720	04/18/2024		Processing Supplies	-37.75
Bill	81512722	04/18/2024		Storytime at Home	-6.51
Bill	81512721	04/18/2024		Storytime at Home	-6.73
Bill	81539047	04/19/2024		Books & Materials	-1,048.92
Bill	81531403	04/19/2024		Books & Materials	-86.34
Bill	81531401	04/19/2024		Books & Materials	-527.16
Bill	81539048	04/19/2024		Processing Supplies	-120.26
Bill	81531404	04/19/2024		Processing Supplies	-1.50
Bill	81531402	04/19/2024		Processing Supplies	-60.28
Bill	81557116	04/22/2024		Books & Materials	-64.76
Bill	81557117	04/22/2024		Processing Supplies	-1.00
Bill	81575140	04/23/2024		Books & Materials	-1,787.25
Bill	81575138	04/23/2024		Books & Materials	-559.11
Bill	81575137	04/23/2024		Books & Materials	-41.70
Bill	81586112	04/23/2024		Books & Materials	-50.19
Bill	81575141	04/23/2024		Processing Supplies	-230.98
Bill	81575139	04/23/2024		Processing Supplies	-50.15
Bill	81597694	04/24/2024		Books & Materials	-364.68
Bill	81597693	04/24/2024		Books & Materials	-8.69
Bill	81597695	04/24/2024		Processing Supplies	-31.48
Bill	81619426	04/25/2024		Books & Materials	-549.54
Bill	81619427	04/25/2024		Processing Supplies	-60.54
Bill	81705052	05/01/2024		Books & Materials	-382.06
Bill	81681768	05/01/2024		Books & Materials	-71.28
Bill	81681769	05/01/2024		Books & Materials	-1,867.73
Bill	81638157	05/01/2024		Books & Materials	-656.42
Bill	81663589	05/01/2024		Books & Materials	-339.67
Bill	81688509	05/01/2024		Books & Materials	-1,015.31
Bill	81688510	05/01/2024		Processing Supplies	-144.42
Bill	81663590	05/01/2024		Processing Supplies	-36.67
Bill	81638158	05/01/2024		Processing Supplies	-57.17
Bill	81705053	05/01/2024		Processing Supplies	-39.90
Bill	81681770	05/01/2024		Processing Supplies	-238.96
Bill	81724603	05/02/2024		Books & Materials	-67.75
Bill	81724601	05/02/2024		Books & Materials	-272.08
Bill	81730034	05/02/2024		Books & Materials	-684.35
Bill	81724604	05/02/2024		Processing Supplies	-1.25
Bill	81724602	05/02/2024		Processing Supplies	-22.72
Bill	81730035	05/02/2024		Processing Supplies	-102.34
Bill	81743680	05/03/2024		Books & Materials	-1,121.34
Bill	81743681	05/03/2024		Processing Supplies	-118.02
Bill	81767954	05/06/2024		Books & Materials	-309.91
Bill	81767955	05/06/2024		Processing Supplies	-31.56
Bill	81784264	05/07/2024		Books & Materials	-1,506.04
Bill	81791562	05/07/2024		Books & Materials	-48.36
Bill	81784266	05/07/2024		Books & Materials	-411.55
Bill	81784265	05/07/2024		Processing Supplies	-190.27
Bill	81791563	05/07/2024		Processing Supplies	-9.49
Bill	81784267	05/07/2024		Processing Supplies	-36.94
Bill	81811751	05/08/2024		Books & Materials	-260.66
Bill	81811753	05/08/2024		Books & Materials	-102.53

Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
Bill	81811752	05/08/2024		Processing Supplies	-26.26
Bill	81811754	05/08/2024		Processing Supplies	-1.75
Bill	81851531	05/10/2024		Books & Materials	-1,060.26
Bill	81851532	05/10/2024		Processing Supplies	-88.02
TOTAL					-26,379.19
<b>Bill Pmt -Check</b>	<b>29775</b>	<b>05/20/2024</b>	<b>Jayhawk Trophy Co., Inc.</b>	<b>Checking</b>	
Bill	76823	04/16/2024		Library & Office Supplies	-30.80
Bill	76813	04/30/2024		Library & Office Supplies	-34.29
TOTAL					-65.09
<b>Bill Pmt -Check</b>	<b>29776</b>	<b>05/20/2024</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	116413	05/01/2024		Aquarium Maintenance	-330.00
TOTAL					-330.00
<b>Bill Pmt -Check</b>	<b>29777</b>	<b>05/20/2024</b>	<b>Jeremy Keeler</b>	<b>Checking</b>	
Bill	Summer Re...	04/23/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>29778</b>	<b>05/20/2024</b>	<b>John Kotnour</b>	<b>Checking</b>	
Bill	Summer Re...	04/23/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>29779</b>	<b>05/20/2024</b>	<b>Jungle House</b>	<b>Checking</b>	
Bill	1264	04/30/2024		Plant & Foliage Mainten...	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>29780</b>	<b>05/20/2024</b>	<b>Kansas City, Kansas Public Libr...</b>	<b>Checking</b>	
Bill	2024020002	04/24/2024		Lost and Replacement ...	-6.99
TOTAL					-6.99
<b>Bill Pmt -Check</b>	<b>29781</b>	<b>05/20/2024</b>	<b>Kindred CPA</b>	<b>Checking</b>	
Bill	INV203693	05/06/2024		Professional Fees	-1,098.28
TOTAL					-1,098.28
<b>Bill Pmt -Check</b>	<b>29782</b>	<b>05/20/2024</b>	<b>Lawrence Public Library Founda...</b>	<b>Checking</b>	
Bill	Luggage Ta...	04/29/2024		Marketing-General	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>29783</b>	<b>05/20/2024</b>	<b>Mesner Puppet Theater</b>	<b>Checking</b>	

**Lawrence Public Library**  
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Type	Num	Date	Name	Account	Paid Amount
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-550.00
TOTAL					-550.00
<b>Bill Pmt -Check</b>	<b>29784</b>	<b>05/20/2024</b>	<b>Mid-America Library Alliance</b>	<b>Checking</b>	
Bill	GC-2025/10	04/16/2024		Postage & Mailing	-4,468.00
TOTAL					-4,468.00
<b>Bill Pmt -Check</b>	<b>29785</b>	<b>05/20/2024</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	505322675	04/12/2024		Books & Materials	-31.29
Bill	505326184	04/12/2024		Books & Materials	-89.98
Bill	505322673	04/12/2024		Books & Materials	-260.65
Bill	505326183	04/12/2024		Books & Materials	-673.43
Bill	505326185	04/12/2024		Books & Materials	-74.99
Bill	505322676	04/12/2024		Books & Materials	-72.71
Bill	505353987	04/19/2024		Books & Materials	-29.99
Bill	505353986	04/19/2024		Books & Materials	-106.45
Bill	505353983	04/19/2024		Books & Materials	-72.79
Bill	505353982	04/19/2024		Books & Materials	-34.99
Bill	505353985	04/19/2024		Books & Materials	-26.99
Bill	505353984	04/19/2024		Books & Materials	-206.68
Bill	505353981	04/19/2024		Books & Materials	-601.73
Bill	505388033	04/26/2024		Books & Materials	-29.99
Bill	505387562	04/26/2024		Books & Materials	-383.83
Bill	505388032	04/26/2024		Books & Materials	-413.63
Bill	505387563	04/26/2024		Books & Materials	-248.93
Bill	505388030	04/26/2024		Books & Materials	-153.33
Bill	505409640	04/30/2024		Processing Supplies	-262.37
Bill	505424078	05/03/2024		Books & Materials	-43.48
Bill	505424073	05/03/2024		Books & Materials	-604.50
Bill	505424077	05/03/2024		Books & Materials	-476.83
Bill	505424074	05/03/2024		Books & Materials	-204.95
Bill	505424075	05/03/2024		Books & Materials	-251.82
Bill	505456453	05/10/2024		Books & Materials	-311.39
				Books & Materials	-32.24
Bill	505456454	05/10/2024		Books & Materials	-44.99
Bill	505456457	05/10/2024		Books & Materials	-123.71
Bill	515456455	05/10/2024		Books & Materials	-212.84
TOTAL					-6,081.50
<b>Bill Pmt -Check</b>	<b>29786</b>	<b>05/20/2024</b>	<b>MSM Systems Inc.</b>	<b>Checking</b>	
Bill	206365	04/16/2024		MIDCO/Peterson	-794.89
Bill	206481	04/16/2024		MIDCO/Peterson	-3,179.54
TOTAL					-3,974.43
<b>Bill Pmt -Check</b>	<b>29787</b>	<b>05/20/2024</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809CO24...	04/01/2024		Books & Materials	-1,519.99
Bill	06809CO24...	04/01/2024		Books & Materials	-2,477.23
Bill	06809CO24...	04/01/2024		Books & Materials	-251.39
Bill	06809CO24...	04/01/2024		Books & Materials	-396.96
Bill	06809CO24...	04/01/2024		Books & Materials	-566.79
Bill	06809DA24...	04/02/2024		Books & Materials	-682.74
Bill	06809CO24...	04/04/2024		Books & Materials	-96.99
Bill	06809CO24...	04/04/2024		Books & Materials	-2,683.82
Bill	06809CO24...	04/04/2024		Books & Materials	-1,352.96

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Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO24...	04/04/2024		Books & Materials	-676.14
Bill	06809CO24...	04/04/2024		Books & Materials	-221.21
Bill	06809DA24...	04/09/2024		Books & Materials	-514.90
Bill	06809CO24...	04/11/2024		Books & Materials	-3,553.64
Bill	06809CO24...	04/11/2024		Books & Materials	-1,093.53
Bill	06809CO24...	04/11/2024		Books & Materials	-194.56
Bill	06809CO24...	04/11/2024		Books & Materials	-260.65
Bill	06809CO24...	04/11/2024		Books & Materials	-80.94
Bill	06809CO24...	04/11/2024		Books & Materials	-251.58
Bill	06809CO24...	04/11/2024		Books & Materials	-513.33
Bill	06809DA24...	04/16/2024		Books & Materials	-619.56
Bill	06809CO24...	04/18/2024		Books & Materials	-1,590.33
Bill	06809CO24...	04/18/2024		Books & Materials	-222.38
Bill	06809CO24...	04/18/2024		Books & Materials	-3,044.96
Bill	06809CO24...	04/18/2024		Books & Materials	-241.47
Bill	06809CO24...	04/18/2024		Books & Materials	-463.06
Bill	06809CO24...	04/18/2024		Books & Materials	-265.33
Bill	06809CO24...	04/18/2024		Books & Materials	-363.83
Bill	06809DA24...	04/23/2024		Books & Materials	-374.81
Bill	06809DA24...	04/25/2024		Books & Materials	-13.49
Bill	06809CO24...	04/25/2024		Books & Materials	-644.99
Bill	06809CO24...	05/01/2024		Books & Materials	-523.77
Bill	06809CO24...	05/01/2024		Books & Materials	-177.22
Bill	06809CO24...	05/01/2024		Books & Materials	-329.42
Bill	06809CP24...	05/01/2024		Books & Materials	-1,103.09
Bill	06809DA24...	05/01/2024		Books & Materials	-282.48
Bill	06809CO24...	05/01/2024		Books & Materials	-1,632.41
Bill	06809CO24...	05/01/2024		Books & Materials	-58.97
Bill	06809CO24...	05/01/2024		Books & Materials	-2,699.75
TOTAL					-32,040.67
<b>Bill Pmt -Check</b>	<b>29788</b>	<b>05/20/2024</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	161102116	04/25/2024		Building Repairs & Main...	-1,009.34
TOTAL					-1,009.34
<b>Bill Pmt -Check</b>	<b>29789</b>	<b>05/20/2024</b>	<b>Priscilla Howe, Storyteller</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>29790</b>	<b>05/20/2024</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	893765	04/23/2024		Building Supplies	-858.39
TOTAL					-858.39
<b>Bill Pmt -Check</b>	<b>29791</b>	<b>05/20/2024</b>	<b>Raven Naramore</b>	<b>Checking</b>	
Bill	Seed Library	04/28/2024		Seed Library	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>29792</b>	<b>05/20/2024</b>	<b>Sandra Buchner</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-150.00
TOTAL					-150.00

Lawrence Public Library  
Check Detail  
May 2024

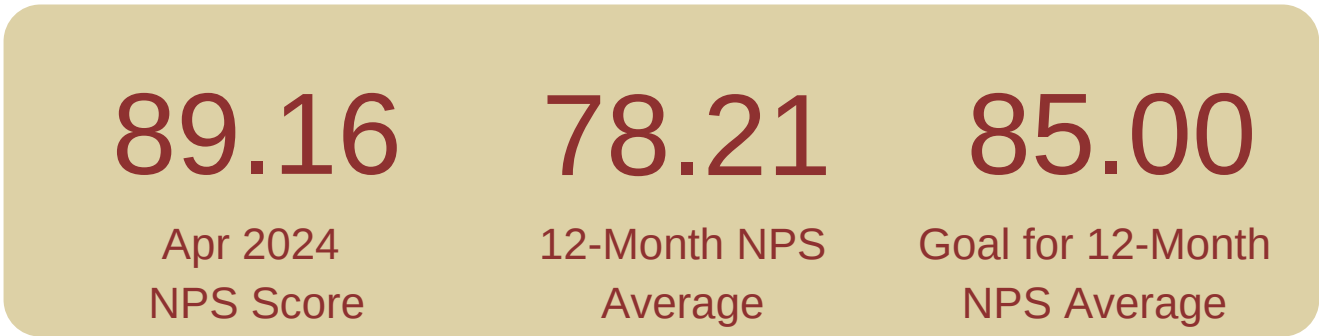
Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29793</b>	<b>05/20/2024</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30450993	05/09/2024		Building Repairs & Main...	-119.88
TOTAL					-119.88
<b>Bill Pmt -Check</b>	<b>29794</b>	<b>05/20/2024</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	58929467	04/02/2024		Teen Services Program...	-2,957.15
Bill	58933089	04/03/2024		Summer Reading - ALL	-11.39
Bill	59311255	04/15/2024		Summer Reading - ALL	-7,197.68
TOTAL					-10,166.22
<b>Bill Pmt -Check</b>	<b>29795</b>	<b>05/20/2024</b>	<b>Springshare LLC</b>	<b>Checking</b>	
Bill	24-A1340	04/26/2024		IT Software & Subscripti...	-2,199.00
TOTAL					-2,199.00
<b>Bill Pmt -Check</b>	<b>29796</b>	<b>05/20/2024</b>	<b>STEMusic, LLC</b>	<b>Checking</b>	
Bill	Summer Re...	05/05/2024		Summer Reading - ALL	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>29797</b>	<b>05/20/2024</b>	<b>Susan King</b>	<b>Checking</b>	
Bill	Yoga Instru...	04/22/2024		Kansas Health Foundati...	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>29798</b>	<b>05/20/2024</b>	<b>Tech Electronics</b>	<b>Checking</b>	
Bill	N000271770	04/16/2024		Building Repairs & Main...	-397.00
Bill	N000271946	04/17/2024		Building Repairs & Main...	-1,425.00
TOTAL					-1,822.00
<b>Bill Pmt -Check</b>	<b>29799</b>	<b>05/20/2024</b>	<b>Thirdway, Inc</b>	<b>Checking</b>	
Bill	Block Grant	05/13/2024		Block Grant	-4,500.00
TOTAL					-4,500.00
<b>Bill Pmt -Check</b>	<b>29800</b>	<b>05/20/2024</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	6125839	05/01/2024		Professional Fees	-325.05
Bill	6125840	05/01/2024		Professional Fees	-155.91
TOTAL					-480.96
<b>Bill Pmt -Check</b>	<b>29801</b>	<b>05/20/2024</b>	<b>Yoshie Hisatomi</b>	<b>Checking</b>	
Bill	Multi Cultur...	04/28/2024		YS Programs (Children)	-23.91
TOTAL					-23.91

Lawrence Public Library  
Check Detail  
May 2024

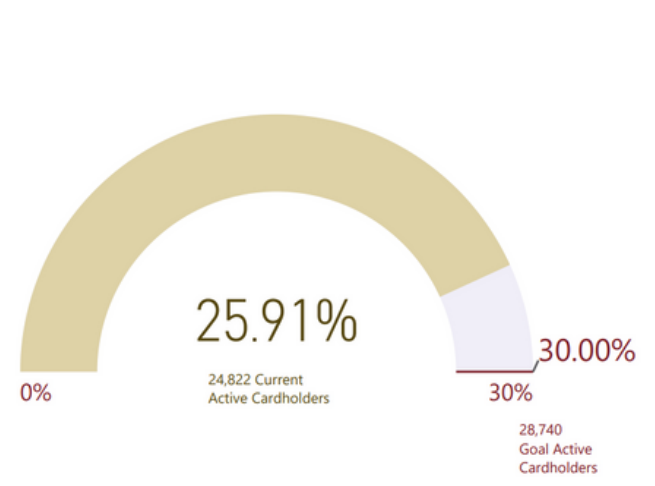
Type	Num	Date	Name	Account	Paid Amount
Check	29802	05/20/2024	Friends of the Topeka Zoo	Checking	
				Summer Reading - ALL	-220.00
TOTAL					-220.00
Check	29803	05/20/2024	Friends of the Topeka Zoo	Checking	
				Summer Reading - ALL	-220.00
TOTAL					-220.00
Check	29804	05/20/2024	Scott Rice Office Works	Checking	
				Picture Book Room	-11,528.51
TOTAL					-11,528.51

# Apr 2024 LPL Progress Indicators

## Net Promoter Score



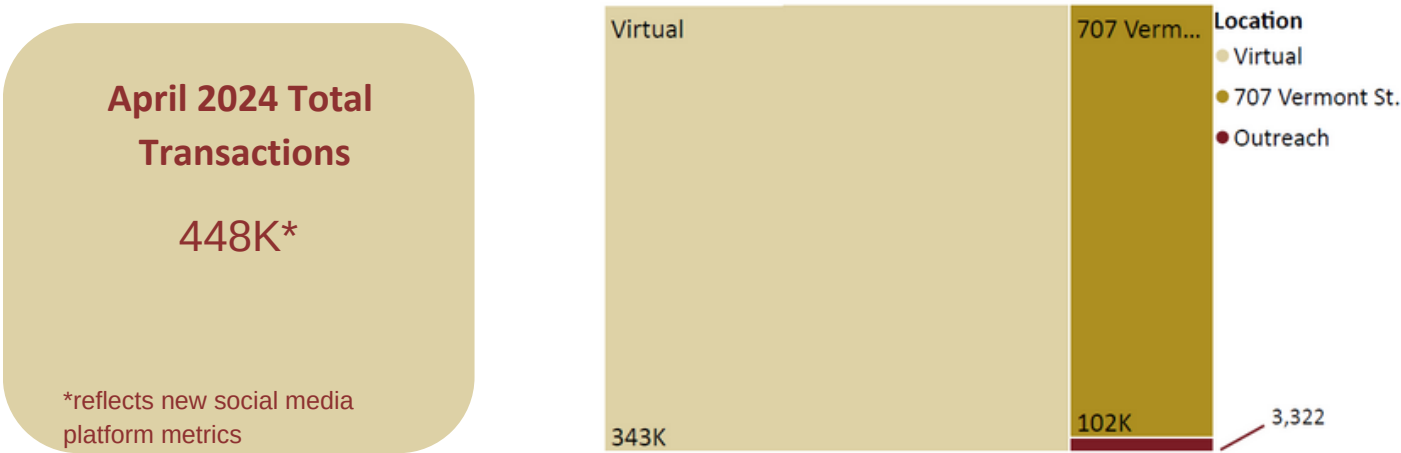
## % Active Cardholders



### Lawrence Community Cardholders

95,794
Total Lawrence Population
25.91%
Current % Active
24,822
Total Active Lawrence Cardholders
28,740
Goal Active Lawrence Cardholders
3,918
Cardholders needed to meet goal

## Library Use Index



# Apr 2024 LPL Statistical Highlights

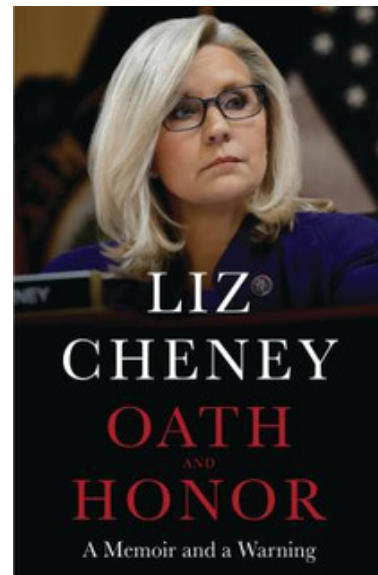


**3,056**

Total Instagram likes for Ilka's reading of Emily Dickinson in honor of National Poetry Month + the arrival of Taylor Swift's #Tortured Poets Department album!

**10**

Most checkouts for a non-fiction print adult book in April



**1,970**

Total attendees at LPLCon 2024, including some elegant Disney Princesses



## **Library Director's Report for May 2024**

The library will be conducting a space audit soon. Space planning expert David Vinjamuri will visit the library on June 10 & 11 to look at our public spaces, interview staff, and prepare a document with recommendations for improvements. I saw David speak at PLA and was impressed with his knowledge and expertise. He has audited over 70 libraries in the past few years. I look forward to having a fresh set of eyes on the layout of our building as we plan for our next decade of serving our community. More updates as this develops.

The library received an update about the renewal of our health insurance plan. Our rates will increase by 3.8%. Health insurance went up 3.45% and dental insurance went up 9.65%. We are examining the effect this will have on our estimate on our 2025 health insurance costs and will adjust the budgeted number if we determine it needs to change.

Lastly, I approved some changes to our Employee Handbook recently. Erica included a memo to the Board I have included in the board packet detailing the changes.

Respectfully submitted by Brad Allen, May 15, 2024

# Monthly Departmental Reports

## May 2024

### Accounts:

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Normal desk, phone room, book van and outreach operations continue.

The Data Team settled on LibAnswers as the vehicle for distributing the library's NPS survey. LibAnswers is a set of software offered by Springshare, the company that hosts our meeting room software LibCal. In addition to managing our NPS survey, LibAnswers also has several other features we'll be taking advantage of. These include an improved chat software, a queue/ticketing system to potentially replace shared department emails, and an FAQ database.

### Cataloging & Collection Development:

---

The Collection Development team attended a half day course on intellectual freedom that was hosted by Library Journal. Speakers from all over the U.S. presented about their experiences protecting intellectual freedom in varying communities and library types.

In more exciting news, Emily McDonald has accepted a position on the Dewey Decimal Classification (DDC) Editorial Policy Committee (EPC). The EPC acts as an advisory board to OCLC and makes recommendations with respect to editorial policy for the DDC. The first meeting that Emily will be a part of is in July.

### Collections & Technology:

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Tricia drafted an estimate for the Technology budget for 2025 and shared it with Brad for his use in preparing the library's 2025 budget. She also updated a list of software currently in use at the library. IT staff now manage over 70 different software products - from behind the scenes items like Mosyle's Apple Device management software to front-facing Biblioweb, the library's website software. She also met with Jon, Josh, and Aaron to finalize a draft of the Security Camera Policy, which will be sent to the Big Leadership Team next week for their review.

# Monthly Departmental Reports

## May 2024

### Diversity, Equity, and Inclusion:

---

At the end of April, Frankie was able to attend a free train the trainer session at KU. This was led by the Afrorithms Future group - you learn to play a game that helps to expand your imagination when it comes to futurism, specifically afrofuturism. Frankie is hoping to use this in future training as a fun and interactive way to imagine unique and bold future ideas for LPL. Frankie has also been working with Marketing and tech to build a web page summarizing the IMLS grant project, as well as providing the public easier access to ask Frankie DEIB related questions/seek resources.

### Facilities:

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We assisted with the setup and tear down of LPLCon again this year. It's a big event! but I was very impressed with how the YS team's changes to the overall layout helped with the flow of attendees. Always improving!

We finally got all the furniture to finish Info & Readers' Service workstations. Well, almost everything. They sent the wrong size of table top which prevents the hutches from being properly installed. IS&RS are using the stations in their imperfect forms while we wait for new parts, but we're that much closer.

We are celebrating Adam's 5 year anniversary! He joins Max and Richard in the Custodian's 5 year club and we are so lucky to have them all.

### Human Resources:

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Erica completed a 10-hour certification online program offered by the SHRM Foundation called Employing Abilities at Work. It is a multifaceted program with the actionable knowledge and tools HR professionals need to recruit, hire, and retain individuals with disabilities. We also welcomed a new Security Officer to our team. Darin McQueen has extensive experience in the field and also as established relationships with the community.

# Monthly Departmental Reports

## May 2024

### Information Services:

---

Another busy month for Info Services! On the programming front, highlights included a well-attended legal outreach clinic with Kansas Legal Services to assist seniors with preparing living wills and advanced directives, an exploration of the colorful history of East Lawrence with Dr. Dennis Domer, a two-part program coordinated by Terese and in partnership with the Native Lands Restoration Collaborative and the KU Field Station that began with foraging for invasive (but edible!) garlic mustard and learning various ways to prepare it for eating, and a standing room-only program, coordinated by Marc and Kathleen and moderated by Dr. Bruce Liese, that featured a conversation with author Sam Quinones about his book *The Least of Us* followed by a panel discussion with local experts on addiction. We also wrapped up the 10th year of the Seed Library at the end of April. The team joined up with our colleagues from the KU Reference department for a field trip to the Watkins Museum and the Douglas County Register of Deeds Office, and Marc, Ellen, and Melissa joined a small group of LPL staff for a tour of the DARE Center. We're currently mapping out the logistics for this summer's How-To Festival, and the team kicked off our regular update of the Lawrence-Douglas County Community Resource Guide this week.

### Information Technology:

---

LibAnswers from Springshare was selected and purchased to fulfill our Net Promoter Score (NPS) survey needs. The LibAnswers platform will also offer queues to manage patron communications and support requests, live chat functionality which will be used to replace our current LibraryH3lp chat platform, and FAQ management features which will be used to build out patron information resources for our website. Aaron and Kim worked with Jeff to plan implementation steps for LibAnswers. Sean has prepared and will lead a "Google Workspace Spritzer" program to provide a refresher for staff on features of the Google Workspace productivity suite. Aaron completed updates to Fortinet firewall, switches, access points, and network video recorder to the latest available firmware versions on 5/13. Aaron is preparing to migrate our network configuration from the existing Fortigate 200E firewall to the new Fortigate 120G firewall on Monday, 5/20. Kim and Aaron continue to support the efforts of the Virtual Spaces Team. Heather led efforts to revise taxonomical categories for classifying BiblioWeb content. The revisions will be implemented starting 5/20. This is a prerequisite for successful use of BiblioEmail for promotional messaging. Four paid BiblioWeb retraining sessions from

# Monthly Departmental Reports

## May 2024

Bibliocommons are in process of being planned and scheduled to give staff a better footing to take advantage of the features of the BiblioWeb platform. Recordings of these sessions will be used for training future staff involved with web content development. Jim and Aaron met with Envisionware sales contact George Fedor on 5/15 to pursue revisions to software and hardware used to support public computer session and print management as well as payment systems for releasing print jobs. Kim and Aaron attended Library Locker Team meetings to explore new locker options.

### Marketing & Communications (M&C):

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Marketing & Communications had a full past few weeks! From Summer Reading kicking off with a [countdown](#) and [prize info sharing](#), [National Library Week fun](#), [a record-breaking National Poetry Month reel \(3,000+ Instagram likes\)](#), and [a recap of LPL Con 2024](#) on socials, LPL is certainly in the hearts and minds of stakeholders. Library news articles about [Community Resources](#) and the 2024 [Summer Reading Challenge](#) went live.

On a sad note for us, Kayla Cook will be leaving the library on August 2 to explore new adventures in library work, but until then will be working remotely to spread LPL magic online from Highland, KS and nurture Summer Reading sign-up and participation through our 12-week social media campaign. Kayla will also coordinate a summer's worth of news articles for the website, compile and send eNews as usual, and work on our M&C Guidebook for recording and strengthening our department's internal processes (Priority 3 of our Strategic Plan).

Heather finalized Summer Reading marketing (t-shirt design, staff and teen tee prize orders, brand kit, digital ads, coupons, and [landing page](#)) and the [Summer Reader](#). BiblioEmail work continues with the Virtual Spaces Team; we're finalizing our website and email taxonomies, beginning the implementation process, and hope to be up and running the first week of July with a new email product — many thanks to Jeff Bergeron for formatting and sending our eNews through Symphony during this gap. Heather worked with Sarah Mathews to help with some Outreach needs including replenishing (and expanding) library promo item options for Outreach events and Dottie Stops (like this new Dottie [box truck air freshener](#) available exclusively at Dottie stops!) and creating a streamlined [application form](#) to request Dottie or Outreach tabling at community events. Heather also tabled with Sarah at Monarch Watch on May 12 to get people fired up about Summer Reading sign-up and prize incentives (160 people heard her spiel, including a toddler who eagerly listened to things she didn't understand, like bowling.) Also in the hopper are ordering and screenprinting new Security Team shirts, finalizing

# Monthly Departmental Reports

## May 2024

inclusion on the [new DLI tote bags](#) (this is just a proof — might look slightly different when they go live), and launching our “Pass Go” corner spot in this [local “PBS-opoly” game](#) with other local organizations and businesses.

### Materials Handling:

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A small task force headed up by Materials Handling met with a vendor (Techlogic) and will meet with others in upcoming months to discuss more options for different or additional book locker services.

Other than that, the sorter cycle continues.

### Outreach:

---

This has been quite a busy month for Outreach. We’ve been able to connect with the community at various events including the Early Childhood Resource Fair, Earth Day at South Park, Monarch Watch Fundraiser, and the Edgewood Community Festival. These are all in addition to our regular, daily stops. We unfortunately had to cancel one event due to an impending tornado, but overall a good month.

In an effort to streamline Dottie and Outreach requests, Sarah worked with Heather Kearns to create a request form for people and organizations to fill out when they’d like us to visit. We’ve already had a few people fill it out making it easier for Sarah to keep better track of these inquiries in a spreadsheet. Sarah and Heather have also been brainstorming new and fun merch/giveaways for Outreach and are particularly excited about the Dottie air fresheners that they came up with!

Coll Dev and Sarah are currently working on Dottie’s first weeding project. Now that we’re rotating much of Dottie’s collection out with our main collection, Sarah felt it was time to weed some of these books that have been on Dottie’s shelves for two + years. It’s exciting to make room for newer things!

Sarah joined the Locker task force and has been perusing different companies’ designs and ideas for lockers in the future. This could be something Outreach helps stock if it fits with ours and Materials Handling’s schedules.

# Monthly Departmental Reports

## May 2024

Next month is looking to be even more full of opportunities and fun and events. Here's hoping the weather cooperates!

### Public Technology:

---

April was a relatively smooth month in Public Technology. After completing AV system upgrades in the Auditorium, we added an additional piece of equipment to easily record event video without the need for a computer. This greatly simplifies the process of video recording events for both patrons and staff. In April we also had some notable programs leading the final AUMI Jam of the semester with KU InterArts, a beat-making workshop led by local hip-hop artist Sean Hunt, and a "Synth Building Blocks" at our LPL Con event. Our Studio Manager, Matt Pelsma, and Technology Assistant, Jake Little, are doing an excellent job and working to increase the quality and visibility of our SOUND+VISION related programming. As always, we stay busy helping patrons use computers, print, copy, scan, and fax.

### Readers' Services:

---

It has been a productive April for Readers' as we work steadily on our Booktoberfest/Read Across Lawrence planning for the fall, secured our prizes and promotions for Adult Summer Reading, and hosted book clubs, most of which are currently bursting at the seams as we are experiencing much larger than average attendance rates. Out Book Bundles were again very popular, with 45 winners taking part.

We have also been working diligently on updating our collections sizes to correlate with circulation states, downsizing our CD audiobooks significantly, replacing things with digital audio, and moving around a few of our Speculative Fiction collections, which are circulating a great deal due to increased popularity. This has been a huge undertaking, but has gone very smoothly thanks to the RS staff and with the support of Collection Development.

### Security:

---

Darin started as our newest Security Officer! In an effort to help our patrons feel more comfortable and safe, we are transitioning to a staffing model where patrons see Security when

# Monthly Departmental Reports

## May 2024

they enter the library for the majority of open hours, and Darin's addition to the team will help make that possible.

The Library Safety Team has been working on prioritizing a rather lengthy list of safety improvements we'd like to make, ranging from training and drills to adding simple Exit signs in the Staff Areas to making sure our Safety Data Sheets are up to date. There's a lot, but we've got a good team assembled to get started on it.

### Youth Services:

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Youth Services staff are busy with school visits and Summer Reading planning.

## LPL Friends & Foundation Director's Report

### May 17, 2024

**Spring Book Sale.** Our book sale volunteers crushed it again! From April 11<sup>th</sup> through April 14<sup>th</sup>, these dedicated folks raised \$17,672 through another successful Spring Book Sale. Huge thanks goes to Annamarie Hill and Angela Hyde for their leadership and organizational skills that made it all happen. Next up is the Second Saturday Book Sale on June 8. See you there!



*Volunteer of the Year Jane Imber and her husband Mickey*

**LPL Friends & Foundation Annual Meeting.** The Friends & Foundation held its 2023 Annual Meeting on Monday, April 29<sup>th</sup>. Our volunteers and donors came together to hear a presentation of the [2023 Annual Report](#) and celebrate another successful year of supporting the library. We thanked our stellar outgoing chair, Brandon Eisman, with a gold library card, and introduced our new officers: Kassie Nieters, Chair; Annamarie Hill, Vice Chair; Joan Golden, Treasurer; and Jane Medina, Secretary. We also welcomed back four renewing board members: Kassie Nieters, Joan Golden, Nancy Hambleton, and Annamarie Hill. New to the agenda was the [Advocacy Update](#), which outlines the library's priorities for 2024 and the Friends & Foundation's pledge to support them. The highlight of the evening was recognizing our library and book sale volunteers. Long-time supporter Jane Imber received the Mary Dalton Murphy

Award in honor of her service as a board member, children's book sale room leader, and Back Snack program organizer. In more than a decade of volunteer time for the library, Jane has done it all!

**Get Inked for the Library.** Our wildly popular library tattoo fundraiser took place May 3<sup>rd</sup> and 4<sup>th</sup>. Jarod and Holly Hackney, owners of Standard Electric Tattooing, gave literary-inspired tattoos to 40 library super fans and donated all of the proceeds to the Friends & Foundation. After supply costs, we earned \$3,500! This is the fourth year that Standard Electric Tattooing has hosted Get Inked for the Library, and they already have made plans to do it again next year. We are so grateful for their continued support. Thanks to Logan Isaman-Unruh who dreamed up and organized this wonderfully unique fundraiser.

**Summer Fundraising 10-10-10 Challenge.** In celebration of the 10<sup>th</sup> anniversary of the "new" library building, the Friends & Foundation will launch a special summer fundraising campaign to build its monthly "Page Turner" donations. We will encourage supporters to give \$10 a month in honor of the library's 10<sup>th</sup> anniversary. AND, as an added bonus, a generous local family has pledged to match each gift up to \$10,000! This 10-10-10 campaign will help to further build our foundation of sustaining givers.

**Jack Altman resigns.** I am sad to report that our wonderful RetroActive retiree program leader, Jack Altman, will step down August 1<sup>st</sup>. Jack burst onto the scene in early 2023 and grew the library's retiree program to more than 1,000 members by the end of the year. He has brought so many creative programs and field trips to the RetroActive lineup. While we will miss Jack's energy and over-the-top enthusiasm for the library, he has assured his LPL colleagues that he will continue regular deliveries of his world-famous banana bread to the staff lounge.

**Before You Check Out: Who Will Tell Your Story.** On Wednesday, May 22, the Friends & Foundation will present the fourth program in its Before You Check Out series focusing on end of life issues. "Who Will Tell Your Story?" is a class on writing your legacy story for your family. Retired reporter Cathy Hamilton will lead this popular session that helps attendees reflect on their life's achievements and memorable moments, and incorporate them into a memorable obituary and life story for their families. Cathy also will invite class members to record a short snippet of their life story in the library's SOUND+VISION Studio.



# LAWRENCE PUBLIC LIBRARY

## MEMO

**To:** Lawrence Public Library Board of Trustees  
**From:** Erica Segraves, Human Resources Manager  
**Date:** April 16, 2024  
**Subject:** Revision of Employee Handbook

We'd like to recommend the following updates to the Employee Handbook:

1. Page 25: added Children at Work Policy.
2. Page 31: updated the Smoking Policy since the library campus is now smoke-free.
3. Page 32: updated section on rolling over 40 hours of comp. This was approved by the Board already in October.
4. Page 33: Changed language in vacation portion to include statement of value and approval process clarification, especially for extended leave:
  - a. The Library provides paid vacation leave to full-time and regular part-time employees. Work-life balance is critical to all employees. This time off to unwind and refresh contributes to the overall wellness of our organization. Employees are encouraged to take this time away from work to relax, to pursue outside interests, or to take care of personal matters.
  - b. Employees are asked to give adequate notice of at least two weeks when requesting vacation. Vacation leave requests must be made through and approved by your immediate supervisor. Supervisors will approve or deny requests based on department needs and requests received. You are encouraged to work with your supervisor to schedule vacation leave. Supervisors have the authority to determine if the timing or length of requested vacation leave will have an adverse effect on departmental or library operations. Supervisors also have the right to ask the reason for the vacation leave in order to make that determination.
  - c. Extended vacation leave (e.g. month-long or longer) must be requested at least a month in advance and needs additional approval by the Director and HR since extended leave may result in additional costs and hardships (e.g. additional costs of substitutes or no other team member being able to take leave during that time).

5. Page 42-42: added new Workplace Violence Policy per Chuck's suggestion and based on SHRM template.



TO: Rachelle Mathews, Finance Director; City of Lawrence, Kansas  
Craig Owens, City Manager; City of Lawrence, Kansas

FROM: Brad Allen, Director; Lawrence Public Library

DATE: May 22, 2024

RE: Lawrence Public Library 2025 Budget Resolution

Please find attached to this memo the proposed 2025 line item budget for Lawrence Public Library. The total amount of funds requested to be levied by the City of Lawrence on behalf of the Library is \$6,625,000.00, an increase of \$445,000.

The primary drivers for this increase are employee pay increases, increased costs for digital collections content (e-books and e-audiobooks), and increased software and technology costs—most notably including the cost of a 5-year service contract on the library's automated materials handling machine.

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
2021-2025							
	2021	2022	2023	2024	2025	Difference	
<b>REVENUES</b>							
Tax Fund	\$ 4,978,000.00	\$ 5,022,000.00	\$ 5,725,000.00	\$ 6,180,000.00	\$ 6,625,000.00	\$ 445,000.00	7.20%
Lost and Repl Fees	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00	\$ (5,000.00)	
NEKLS	\$ 95,000.00	\$ 96,000.00	\$ 100,000.00	\$ 110,000.00	\$ 110,000.00	\$ -	
State Aid	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	
Photo Copies	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 5,000.00	
Meeting Room Fees	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	
Interest	\$ 2,000.00	\$ 2,000.00		\$ 23,000.00	\$ 23,000.00	\$ -	
Transfer from Cash Reserves	\$ 50,000.00	\$ 47,000.00	\$ 50,000.00			\$ -	
<b>Total Revenues</b>	<b>\$5,170,000.00</b>	<b>\$ 5,237,000.00</b>	<b>\$ 5,945,000.00</b>	<b>\$ 6,383,000.00</b>	<b>\$ 6,828,000.00</b>	\$ 445,000.00	
<b>EXPENSES</b>							
Salaries & Wages	\$ 2,865,000.00	\$ 2,910,000.00	\$ 3,460,000.00	\$ 3,675,000.00	\$ 3,875,000.00	\$ 200,000.00	5.44%
Employee Benefits	\$ 460,000.00	\$ 490,000.00	\$ 490,000.00	\$ 585,000.00	\$ 645,000.00	\$ 60,000.00	10.26%
Payroll Taxes	\$ 500,000.00	\$ 516,000.00	\$ 620,000.00	\$ 660,000.00	\$ 700,000.00	\$ 40,000.00	6.06%
Utilities	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	0.00%
Building Supplies	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%
Building Repairs & Maintenance	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 60,000.00	\$ 75,000.00	\$ 15,000.00	25.00%
Library Supplies	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%
Books & Materials	\$ 710,000.00	\$ 710,000.00	\$ 725,000.00	\$ 750,000.00	\$ 850,000.00	\$ 100,000.00	13.33%
Books & Materials Supplies	\$ 54,000.00	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00	\$ 55,000.00	\$ 5,000.00	10.00%
Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%
Technology	\$ 250,000.00	\$ 250,000.00	\$ 275,000.00	\$ 325,000.00	\$ 350,000.00	\$ 25,000.00	7.69%
Insurance	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00	\$ 18,000.00	\$ 18,000.00	\$ -	0.00%
Shipping	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%
Professional Development	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%
Book Van & Mileage	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%
Professional Fees	\$ 25,000.00	\$ 20,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%
Advertising & Marketing	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%
Capital Improvements	\$ -	\$ -	\$ -			\$ -	
Miscellaneous						\$ -	
<b>Total Expenses</b>	<b>\$5,170,000.00</b>	<b>\$ 5,237,000.00</b>	<b>\$ 5,945,000.00</b>	<b>\$ 6,383,000.00</b>	<b>\$ 6,828,000.00</b>	\$ 445,000.00	