

**MEMORANDUM**

**DATE:** June 18, 2014

**TO:** Dave Corliss, City Manager

**FROM:** Brad Allen, Executive Director, Lawrence Public Library

**RE:** Reimbursement for Library Move

Lawrence Public Library has chosen a moving company for the move from 700 New Hampshire Street to 707 Vermont Street. We submitted an RFP for sealed bids and chose the lowest bid, submitted by Professional Moving and Storage. I respectfully request reimbursement for \$18,445 from bond proceeds for the library building project to pay for the move.