

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

Monday, June 19, 2017 at 4:30 PM
Meeting Room A, Lawrence Public Library, 707 Vermont Street

Call to Order

Introductions

Public Comments

Consent Agenda

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

- Approve Library Board meeting minutes
- Approve Treasurer's report
- Approve bills
- Receive statistical report

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- 2018 Budget Approval -- **ACTION ITEM**

New business

- BiblioWeb Presentation -- Erica Reynolds & Web Design Team
- Circulation Policy Update -- **ACTION ITEM**
- Midco Partnership -- **ACTION ITEM**

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
May 15, 2017
4:30 p.m.

Board Members Present: Brady Flannery, Chair; Judy Keller, Sarah Goodwin Thiel, David Vance (arrived at 5:00), Kevan Vick. **Absent:** Joan Golden, Ursula Minor.

Library Staff Present: Brad Allen, Karen Allen, Tricia Karlin, Kristin Soper, Sherri Turner

Friends of the Library: Craig Grant

Guests: Alice Ann Johnston, Library Foundation; Alicia Kelly.

Call to Order

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

Public Comment

Artist Alicia Kelly described the art installation that she will be placing on the east side of the parking garage. Part of the Downtown Sculpture exhibit, the installation is a series of cutwork circles. Installation starts tomorrow and will up for 9 months.

Consent Agenda

Kevan moved to accept the consent agenda; Judy seconded. All in favor; motion carried.

Director's Report

Brad said the Smart Lockers are going so strong that we are currently experiencing a 5-day backup. To add another tower would cost \$5,000. The board encouraged Brad to look into the feasibility of adding an additional tower. Negotiations are underway with songwriter Jimmy Webb to be this year's 780s Series music storyteller. Webb, who wrote *Galveston*, *MacArthur Park*, and other well-known hits, has a new memoir out. Brad said he hopes to make an official announcement this week about the July 19 appearance. He also noted that we are very close to being able to announce the Beach author.

Library Foundation Executive Director's Report

In Kathleen's absence, Alice Ann Johnston, outgoing president of the Foundation, reported that the discussion with MidCo for support of the computer lab is going well. The Foundation recently installed new officers and board members. She directed the Board's attention to information in Kathleen's written report about pending grant applications and new VISTA volunteers. The Board

thanked Alice Ann for her support of the library through her work with the Foundation.

Friends Report

Craig Grant reported that the new slab near the Friends area is done and already being used for the Farmers' Market Sale. They are looking into the possibility of expanding to the south. The Spring Sale was very successful, and the DownHall bookstore has made about \$500 so far.

Ongoing Business

2018 Budget Update

At their meeting on May 9, the City Commission accepted the 2018 budget that the board submitted, with little discussion. The original draft of the city's recommended budget erred in stating that the library's budget requested a small mill increase. That error has since been corrected to reflect a flat mill. The biggest budgetary needs moving forward will be for digital services, keeping salaries competitive, and for incrementally expanding part-time positions to full-time.

New Business

Trustee Workshop Dates

Brad encouraged Board members to attend one of the upcoming NEKLS Trustee Training sessions. Attending these sessions meets the NEKLS requirement for board training.

Proposal for New Website Design

Brad said that the Website Design Team has been exploring options for a new website design with a goal to launch next April. After exploring several options, their recommendation is to use BiblioWeb, a product from Bibliocommons, the same company that provides our catalog discovery layer. Because it's provided by the same company, it can integrate seamlessly with our catalog in a way that other companies or web developers cannot. There is a one-time \$40,000 implementation fee plus an ongoing \$40,000 annual fee. Although a new website was in our goals, it was not anticipated to require funding at this level. Brad said there are unallocated funds from Friends and other grant sources that could cover the first year implementation, but we would need funding for subsequent years in the general operating budget. After some discussion, the board requested more information in order to better understand the project, weighing not only cost, but how it fits into overall planning in terms of need, timing, and priority level. Brad said he would try to schedule a presentation from Bibliocommons for the next board meeting.

Summer Reading Presentation

Kristin and Karen presented information about this year's summer reading program, *Build a Better World*. The kickoff event is on June 3. Adult activities include Fitness Fridays, Dinner and a Movie, Tiny House Festival, Stars of Centron, and a Design Your Life Workshop. Game of Gnomes is an all-ages way to explore Lawrence parks by finding the hidden gnomes. Youth Services staff have been visiting schools to promote summer reading. Youth activities include StoryWalk in

DeVictor Park, free lunch on the lawn, Espanol is Fun club, animals from Topeka Zoo and Prairie Park, cardboard and Lego building activities, and much more.

Brady presented Brad with an LPL keychain to mark his 5-year anniversary at the library.

Sarah asked Brad to look into the City's stance on concealed carry.

Adjournment

David moved to adjourn the meeting; Kevan seconded. All in favor; motion carried. Meeting adjourned at 6:00 p.m.

The next Board meeting will be Monday, June 19, 2017 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

Lawrence Public Library
Balance Sheet
As of May 31, 2017

	May 31, 17	May 31, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,000,706.53	0.00	1,000,706.53	100.0%
Checking	237,032.50	595,038.14	-358,005.64	-60.2%
Capital Improvement-2	0.00	561,332.27	-561,332.27	-100.0%
Capital Improvement at MIP	571,652.15	0.00	571,652.15	100.0%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	1,809,391.18	1,156,370.41	653,020.77	56.5%
Total Current Assets	1,809,391.18	1,156,370.41	653,020.77	56.5%
Other Assets				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
Total Other Assets	1,230.70	1,230.70	0.00	0.0%
TOTAL ASSETS	<u>1,810,621.88</u>	<u>1,157,601.11</u>	<u>653,020.77</u>	<u>56.4%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	53,492.15	51,329.57	2,162.58	4.2%
Total Accounts Payable	53,492.15	51,329.57	2,162.58	4.2%
Other Current Liabilities				
Payroll Liabilities	4,390.98	46,454.26	-42,063.28	-90.6%
Total Other Current Liabilities	4,390.98	46,454.26	-42,063.28	-90.6%
Total Current Liabilities	57,883.13	97,783.83	-39,900.70	-40.8%
Total Liabilities	57,883.13	97,783.83	-39,900.70	-40.8%
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	726,979.41	704,555.79	22,423.62	3.2%
Net Income	725,124.12	54,626.27	670,497.85	1,227.4%
Total Equity	1,752,738.75	1,059,817.28	692,921.47	65.4%
TOTAL LIABILITIES & EQUITY	<u>1,810,621.88</u>	<u>1,157,601.11</u>	<u>653,020.77</u>	<u>56.4%</u>

**Lawrence Public Library
Revenues & Expenses
May 2017**

May 17

Ordinary Income/Expense	
Income	
Coffee Shop Rent	1,500.00
Gifts-Friends	20,000.00
Interest	608.44
Library Supplies	100.00
Meeting Room Fees	500.00
Merchandise Sales	-1,185.00
Overdues	13,919.21
Personal Books	-24.37
Photo Copies	1,937.71
Repairs & Equipment	250.00
Utilities Income	45.92
Total Income	37,651.91
Expense	
Advertising	1,070.89
Books & Materials	51,724.54
Bookvan & Mileage	99.63
Building Repairs & Maintenance	625.00
Building Supplies	1,321.96
Capital Improvement Expenditure	2,481.60
FOUNDATION FUNDING	2,111.15
FRIENDS FUNDING	36,263.30
Insurance	10,458.00
Library & Office Supplies	568.35
Miscellaneous	-399.08
Payroll Expenses	227,250.55
Payroll Taxes	32,203.10
Processing Supplies	4,354.47
Professional Development	4,643.43
Professional Fees	1,384.77
Program Expense	2,049.26
Shipping	7,283.50
Technology	8,219.56
Utilities - Electric	6,066.19
Total Expense	399,780.17
Net Ordinary Income	-362,128.26
Net Income	<u>-362,128.26</u>

Lawrence Public Library Vendor Balance Summary

All Transactions

Jun 16, 17

Adam Gnade	50.00
Advance Insurance Company	537.59
Amazon	3,186.82
ASI	50.00
Baker & Taylor, Inc.	1,233.46
Bayscan Technologies	372.00
Ben Rumbach	100.00
Center Point Large Print	174.36
Century Business Technologies	484.45
City Wide Maintenance	1,026.64
Databank Holdings, LTD	311.15
Demco, Inc.	427.58
EBSCO	-502.89
Four State Maintenance Supply	811.96
Gale/Cengage Learning	1,016.97
Hamco Kansas City, Inc.	589.50
Ingram Library Services	25,017.48
Interstate Elevator, Inc.	3,532.65
Intuit	29.85
Jayhawk Trophy Co., Inc.	98.90
Jayhawk Tropical Fish	300.00
John Svoboda	80.00
Kanopy LLC	166.00
Kansas Public Radio	287.11
King County Library System	24.95
Laser Logic, Inc.	560.93
Lawrence High School	200.00
Lawrence Sign Up LLC	112.00
Lawton Public Library	18.00
Leslie Kay	50.00
Mark Pagano	599.00
Mid-America Library Alliance	6,308.00
Midwest Tape	21,682.66
Missouri State University	20.00
Murphy Furniture Service	2,800.00
Nicole Butts	112.29
OCLC, Inc.	5,012.44
OverDrive	10,961.55
Pan Asian Publications Inc.	222.05
Polyline Corporation	1,182.84
Pro Print Inc.	332.38
Quill Corporation	1,274.69
Random House, Inc.	535.50
Recorded Books	814.83
Reliance Label Solutions, Inc.	562.91
Sara Niileksela	50.00
Schendel Services	95.00
The Summit	420.00
TSYS Merchant Solutions - Omaha	169.60
Unique Management Services	717.09
United Parcel Service	675.21
Vantiv	52.44
VISA 5372	7,244.28
Westar	6,710.54
 TOTAL	 <u>108,902.76</u>

Lawrence Public Library
Check Detail
June 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	06/19/2017	Advance Insurance Company	Checking	
Bill	July 2017	06/14/2017		Group Life Insurance	-537.59
TOTAL					-537.59
Bill Pmt -Check	Electronic	06/19/2017	ASI	Checking	
Bill	May 2017	06/02/2017		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	06/19/2017	Intuit	Checking	
Bill	May	06/14/2017		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	06/19/2017	TSYS Merchant Solutions - Oma...	Checking	
Bill	May 2017	06/14/2017		Credit Card Processing	-169.60
TOTAL					-169.60
Bill Pmt -Check	Electronic	06/19/2017	United Parcel Service	Checking	
Bill	1227	06/14/2017		Shipping Processing Supplies	-627.77 -47.44
TOTAL					-675.21
Bill Pmt -Check	Electronic	06/19/2017	Vantiv	Checking	
Bill	May 2017	06/14/2017		Credit Card Processing	-52.44
TOTAL					-52.44
Bill Pmt -Check	Electronic	06/19/2017	VISA 5372	Checking	
Bill		06/14/2017		Adult Services	-537.17
				Youth Services Dept.	-157.50
				Adult Programming	-193.49
				Bookvan & Mileage	-77.67
				Children's Programming	-28.98
				Children's Programming	-99.48
				Children's Programming	-181.35
				Young Adult Programming	-189.26
				YS Summer Reading	-913.48
				Shipping	-115.99
				Advertising	-686.72
				Merchandise Sales	-4.98
				Outreach Programming	-16.03
				Building Supplies	-474.15
				Supplies	-173.39
				Supplies	-202.14
				Supplies	-58.67
				Supplies	-14.99
				Supplies	-39.99
				Supplies	-360.00
				FOUNDATION FUNDING	-79.55

Lawrence Public Library
Check Detail
June 2017

Type	Num	Date	Name	Account	Paid Amount
				FOUNDATION FUNDING	-185.15
				FOUNDATION FUNDING	-50.00
				FOUNDATION FUNDING	-109.50
				FOUNDATION FUNDING	-58.52
				FOUNDATION FUNDING	-1,353.19
				FOUNDATION FUNDING	-231.35
				FOUNDATION FUNDING	-60.83
				Processing Supplies	-58.98
				Library & Office Supplies	-439.08
				Miscellaneous	-30.98
				Miscellaneous	-40.00
				Miscellaneous	-21.72
TOTAL					-7,244.28
Bill Pmt -Check	Electronic	06/19/2017	Westar	Checking	
Bill		06/14/2017		Utilities - Electric	-6,710.54
TOTAL					-6,710.54
Bill Pmt -Check	7800	06/21/2017	Baker & Taylor, Inc.	Checking	
Bill	5014517196	05/23/2017		Books & Materials	-29.50
Bill	2032866235	05/31/2017		Landsberg Gift	-94.35
Bill	5014558730	05/31/2017		Landsberg Gift	-47.39
Bill	2032889953	05/31/2017		Landsberg Gift	-36.28
Bill	2032849853	05/31/2017		Landsberg Gift	-8.24
Bill	5014536809	05/31/2017		Landsberg Gift	-0.74
Bill	5014571721	05/31/2017		Books & Materials	-191.04
Bill	5014567724	05/31/2017		Books & Materials	-41.06
Bill	5014567725	05/31/2017		Processing Supplies	-0.10
Bill	2032883071	05/31/2017		Books & Materials	-159.48
Bill	2032883072	05/31/2017		Processing Supplies	-0.50
Bill	5014562640	05/31/2017		Books & Materials	-26.61
Bill	5014544432	05/31/2017		Books & Materials	-30.18
Bill	5014553871	05/31/2017		Books & Materials	-23.62
Bill	2032856622	05/31/2017		Books & Materials	-50.47
Bill	2032856623	05/31/2017		Processing Supplies	-0.15
Bill	2032919408	06/14/2017		Landsberg Gift	-100.10
Bill	2032866236	06/14/2017		Landsberg Gift	-2.96
Bill	5014558731	06/14/2017		Landsberg Gift	-0.74
Bill	2032889954	06/14/2017		Landsberg Gift	-2.64
Bill	2032900089	06/14/2017		Books & Materials	-336.61
Bill	2032900090	06/14/2017		Processing Supplies	-33.76
Bill	5014577058	06/14/2017		Books & Materials	-15.04
Bill	5014577059	06/14/2017		Processing Supplies	-1.90
TOTAL					-1,233.46
Bill Pmt -Check	7801	06/21/2017	Bayscan Technologies	Checking	
Bill	52387	05/23/2017		Processing Supplies	-372.00
TOTAL					-372.00
Bill Pmt -Check	7802	06/21/2017	Center Point Large Print	Checking	
Bill	14729992	05/31/2017		Books & Materials	-174.36
TOTAL					-174.36

Lawrence Public Library
Check Detail
June 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7803	06/21/2017	Century Business Technologies	Checking	
Bill	451538	05/23/2017		Copying	-15.00
Bill	451537	05/23/2017		Copying	-346.38
Bill	453566	06/14/2017		Copying	-55.68
Bill	453571	06/14/2017		Copying	-67.39
TOTAL					-484.45
Bill Pmt -Check	7804	06/21/2017	City Wide Maintenance	Checking	
Bill	CONO59848	05/30/2017		Professional Fees	-540.00
Bill	CONO60367	06/14/2017		Professional Fees	-486.64
TOTAL					-1,026.64
Bill Pmt -Check	7805	06/21/2017	Databank Holdings, LTD	Checking	
Bill	27102	06/15/2017		Public Access	-311.15
TOTAL					-311.15
Bill Pmt -Check	7806	06/21/2017	Demco, Inc.	Checking	
Bill	6147353	06/14/2017		Processing Supplies	-427.58
TOTAL					-427.58
Bill Pmt -Check	7807	06/21/2017	Four State Maintenance Supply	Checking	
Bill	545815	05/23/2017		Building Supplies	-234.37
Bill	545924	05/23/2017		Building Supplies	-20.00
Bill	546007	05/23/2017		Building Supplies	-60.09
Bill	546601	05/30/2017		Building Supplies	-230.29
Bill	547312	06/14/2017		Building Supplies	-267.21
TOTAL					-811.96
Bill Pmt -Check	7808	06/21/2017	Gale/Cengage Learning	Checking	
Bill	60598799	05/31/2017		Books & Materials	-37.18
Bill	60605575	05/31/2017		Books & Materials	-34.78
Bill	60598404	05/31/2017		Books & Materials	-20.99
Bill	60576914	05/31/2017		Books & Materials	-38.98
Bill	60584635	05/31/2017		Books & Materials	-19.19
Bill	60565289	05/31/2017		Books & Materials	-17.99
Bill	60529323	05/31/2017		Books & Materials	-38.92
Bill	60555239	05/31/2017		Books & Materials	-94.15
Bill	60555031	05/31/2017		Books & Materials	-60.57
Bill	60533946	05/31/2017		Books & Materials	-245.87
Bill	60540252	05/31/2017		Books & Materials	-104.95
Bill	60539878	05/31/2017		Books & Materials	-245.89
Bill	60669755	06/14/2017		Books & Materials	-38.92
Bill	60657577	06/14/2017		Books & Materials	-18.59
TOTAL					-1,016.97

Lawrence Public Library
Check Detail
June 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7809	06/21/2017	Hamco Kansas City, Inc.	Checking	
Bill	117521	06/15/2017		Library & Office Supplies	-589.50
TOTAL					-589.50
Bill Pmt -Check	7810	06/21/2017	Interstate Elevator, Inc.	Checking	
Bill	16651	06/14/2017		Building Repairs & Main...	-3,532.65
TOTAL					-3,532.65
Bill Pmt -Check	7811	06/21/2017	Jayhawk Trophy Co., Inc.	Checking	
Bill	58474	06/14/2017		Library & Office Supplies	-78.85
Bill	58255	06/14/2017		Miscellaneous	-20.05
TOTAL					-98.90
Bill Pmt -Check	7812	06/21/2017	Jayhawk Tropical Fish	Checking	
Bill	503467	06/14/2017		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	7813	06/21/2017	Kanopy LLC	Checking	
Bill	116790-PPU	06/14/2017		Books & Materials	-166.00
TOTAL					-166.00
Bill Pmt -Check	7814	06/21/2017	Kansas Public Radio	Checking	
Bill	140693	05/23/2017		Advertising Gift Fund	-287.11
TOTAL					-287.11
Bill Pmt -Check	7815	06/21/2017	King County Library System	Checking	
Bill	167359805	06/14/2017		Overdues	-24.95
TOTAL					-24.95
Bill Pmt -Check	7816	06/21/2017	Laser Logic, Inc.	Checking	
Bill	279017	06/14/2017		Library & Office Supplies	-356.00
Bill	279044	06/15/2017		Library & Office Supplies	-204.93
TOTAL					-560.93
Bill Pmt -Check	7817	06/21/2017	Lawrence Sign Up LLC	Checking	
Bill	9576	05/23/2017		YS Summer Reading	-112.00
TOTAL					-112.00

Lawrence Public Library
Check Detail
June 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7818	06/21/2017	Lawton Public Library	Checking	
Bill	ILL Ordinar...	06/14/2017		Overdues	-18.00
TOTAL					-18.00
Bill Pmt -Check	7819	06/21/2017	Mid-America Library Alliance	Checking	
Bill	D201718-141	05/23/2017		Shipping	-6,308.00
TOTAL					-6,308.00
Bill Pmt -Check	7820	06/21/2017	Midwest Tape	Checking	
Bill	95026788	05/23/2017		Processing Supplies	-280.05
Bill	95075093	05/30/2017		Personal Books	-10.48
Bill	95022876	05/31/2017		Books & Materials	-6,727.84
Bill	95092008	05/31/2017		Books & Materials	-180.69
Bill	95092007	05/31/2017		Books & Materials	-37.02
Bill	95080897	05/31/2017		Books & Materials	-59.97
Bill	95080895	05/31/2017		Books & Materials	-41.07
Bill	95075545	05/31/2017		Books & Materials	-30.57
Bill	95075092	05/31/2017		Books & Materials	-415.87
Bill	95075090	05/31/2017		Books & Materials	-906.98
Bill	95075546	05/31/2017		Books & Materials	-132.67
Bill	95068907	05/31/2017		Books & Materials	-209.17
Bill	95071148	05/31/2017		Books & Materials	-74.79
Bill	95063313	05/31/2017		Books & Materials	-34.91
Bill	95061689	05/31/2017		Books & Materials	-22.49
Bill	95061687	05/31/2017		Books & Materials	-36.72
Bill	95056133	05/31/2017		Books & Materials	-1,007.72
Bill	95056132	05/31/2017		Books & Materials	-608.67
Bill	95049492	05/31/2017		Books & Materials	-37.32
Bill	95049493	05/31/2017		Books & Materials	-59.23
Bill	95114346	06/14/2017		Processing Supplies	-385.45
Bill	95130891	06/14/2017		Books & Materials	-89.97
Bill	95130849	06/14/2017		Books & Materials	-81.53
Bill	95115299	06/14/2017		Books & Materials	-573.39
Bill	95115551	06/14/2017		Books & Materials	-41.23
Bill	95115553	06/14/2017		Books & Materials	-74.98
Bill	95115552	06/14/2017		Books & Materials	-437.88
Bill	95116537	06/14/2017		Books & Materials	-22.49
Bill	95111373	06/14/2017		Books & Materials	-54.55
Bill	95096180	06/14/2017		Books & Materials	-822.02
Bill	95096181	06/14/2017		Books & Materials	-436.88
Bill	95095840	06/14/2017		Books & Materials	-141.62
Bill	95083228	06/14/2017		Books & Materials	-47.21
Bill	95096120	06/14/2017		Books & Materials	-179.94
Bill	95095842	06/14/2017		Books & Materials	-128.19
Bill	95109466	06/14/2017		Books & Materials	-7,251.10
TOTAL					-21,682.66
Bill Pmt -Check	7821	06/21/2017	Missouri State University	Checking	
Bill	ILL1704880...	06/15/2017		Overdues	-20.00
TOTAL					-20.00

Lawrence Public Library
Check Detail
June 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7822	06/21/2017	OCLC, Inc.	Checking	
Bill	532158	06/14/2017		Collections	-5,012.44
TOTAL					-5,012.44
Bill Pmt -Check	7823	06/21/2017	OverDrive	Checking	
Bill	142613610...	05/31/2017		Books & Materials	-1,802.38
Bill	115541387...	05/31/2017		Books & Materials	-558.46
Bill	115713003...	05/31/2017		Books & Materials	-686.93
Bill	122342637...	05/31/2017		Books & Materials	-583.02
Bill	122309137...	05/31/2017		Books & Materials	-585.35
Bill	121953020...	05/31/2017		Books & Materials	-1,041.88
Bill	121907563...	05/31/2017		Books & Materials	-1,028.37
Bill	131448883...	05/31/2017		Books & Materials	-562.95
Bill	131338997...	05/31/2017		Books & Materials	-566.45
Bill	130748020...	05/31/2017		Books & Materials	-522.42
Bill	130831633...	05/31/2017		Books & Materials	-507.38
Bill	131538753...	05/31/2017		Books & Materials	-165.97
Bill	141828120...	05/31/2017		Books & Materials	-760.86
Bill	141932510...	05/31/2017		Books & Materials	-727.98
Bill	000215950...	05/31/2017		Books & Materials	-95.00
Bill	115124783...	05/31/2017		Books & Materials	-367.23
Bill	115206477...	05/31/2017		Books & Materials	-254.93
Bill	001009983...	06/14/2017		Books & Materials	-143.99
TOTAL					-10,961.55
Bill Pmt -Check	7824	06/21/2017	Pan Asian Publications Inc.	Checking	
Bill	U-15126	05/31/2017		Books & Materials	-42.30
Bill	U-15189	06/14/2017		Books & Materials	-179.75
TOTAL					-222.05
Bill Pmt -Check	7825	06/21/2017	Polyline Corporation	Checking	
Bill	PSYOINV0...	05/23/2017		Processing Supplies	-107.37
Bill	PYSOINV0...	06/14/2017		Processing Supplies	-1,075.47
TOTAL					-1,182.84
Bill Pmt -Check	7826	06/21/2017	Pro Print Inc.	Checking	
Bill	94420	05/30/2017		Processing Supplies	-180.00
Bill	94352	05/30/2017		Library & Office Supplies	-127.38
Bill	94443	06/14/2017		Processing Supplies	-25.00
TOTAL					-332.38

Lawrence Public Library
Check Detail
June 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7827	06/21/2017	Quill Corporation	Checking	
Bill	6522711	05/23/2017		YS Summer Reading	-75.98
Bill	6754436	05/23/2017		Library & Office Supplies	-45.93
Bill	7087719	06/14/2017		Children's Programming	-47.04
Bill	7068671	06/14/2017		Children's Programming	-158.48
				Library & Office Supplies	-16.38
Bill	7309275	06/14/2017		Library & Office Supplies	-308.11
Bill	7089646	06/14/2017		Children's Programming	-30.98
Bill	7161677	06/14/2017		Summer Reading	-70.86
Bill	7309282	06/15/2017		Library & Office Supplies	-473.98
Bill	7496670	06/15/2017		Library & Office Supplies	-20.97
				Children's Programming	-25.98
TOTAL					-1,274.69
Bill Pmt -Check	7828	06/21/2017	Random House, Inc.	Checking	
Bill	1085202567	05/31/2017		Books & Materials	-33.75
Bill	1082420476	05/31/2017		Books & Materials	-30.00
Bill	1082343884	05/31/2017		Books & Materials	-26.25
Bill	1082164293	05/31/2017		Books & Materials	-24.00
Bill	1082250460	05/31/2017		Books & Materials	-26.25
Bill	1182164293	05/31/2017		Books & Materials	-237.75
Bill	1082252367	05/31/2017		Books & Materials	-22.50
Bill	1082689933	06/14/2017		Books & Materials	-37.50
Bill	1082612962	06/14/2017		Books & Materials	-60.00
Bill	1182612962	06/14/2017		Books & Materials	-37.50
TOTAL					-535.50
Bill Pmt -Check	7829	06/21/2017	Recorded Books	Checking	
Bill	75528583	05/31/2017		Books & Materials	-46.65
Bill	75539717	05/31/2017		Books & Materials	-229.50
Bill	75528945	05/31/2017		Books & Materials	-61.65
Bill	75529614	05/31/2017		Books & Materials	-222.14
Bill	75532091	05/31/2017		Books & Materials	-186.94
Bill	75545120	06/14/2017		Books & Materials	-49.50
Bill	75545117	06/14/2017		Books & Materials	-18.45
TOTAL					-814.83
Bill Pmt -Check	7830	06/21/2017	Reliance Label Solutions, Inc.	Checking	
Bill	2742	05/30/2017		Processing Supplies	-562.91
TOTAL					-562.91
Bill Pmt -Check	7831	06/21/2017	Schendel Services	Checking	
Bill	30245022	05/30/2017		Building Repairs & Main...	-95.00
TOTAL					-95.00

Lawrence Public Library
Check Detail
June 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7832	06/21/2017	Unique Management Services	Checking	
Bill	446003	06/14/2017		Professional Fees	-90.59
Bill	446002	06/14/2017		Professional Fees	-626.50
TOTAL					-717.09
Bill Pmt -Check	28215	06/19/2017	Adam Gnade	Checking	
Bill	7-7-17	05/23/2017		Young Adult Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28216	06/19/2017	Amazon	Checking	
Bill	5798629	05/23/2017		Children's Programming	-30.11
Bill	6788221	05/23/2017		Library & Office Supplies	-9.75
Bill	4504268	05/30/2017		Library & Office Supplies	-184.00
Bill	5721034	05/30/2017		Children's Programming	-120.30
Bill	5721034	05/30/2017		Children's Programming	-14.99
Bill	5721034	05/30/2017		Children's Programming	-8.50
Bill	5721034	05/30/2017		Children's Programming	-19.99
Bill	1415422	05/30/2017		Young Adult Programming	-19.99
Bill	0229018	05/31/2017		Children's Programming	-43.24
Bill	7724260	05/31/2017		Books & Materials	-15.99
Bill	6244207	05/31/2017		Books & Materials	-24.99
Bill	6244207	05/31/2017		Books & Materials	-80.63
Bill	6244207	05/31/2017		Books & Materials	-39.99
Bill	5260245	05/31/2017		Books & Materials	-8.39
Bill	5837807	05/31/2017		Books & Materials	-17.22
Bill	1945878	05/31/2017		Books & Materials	-10.49
Bill	4671459	05/31/2017		Books & Materials	-16.41
Bill	5260245	05/31/2017		Books & Materials	-8.65
Bill	1072255	05/31/2017		Books & Materials	-12.61
Bill	5260245	05/31/2017		Books & Materials	-34.68
Bill	1945878	05/31/2017		Books & Materials	-9.99
Bill	5574643	05/31/2017		Books & Materials	-18.98
Bill	8183405	05/31/2017		Books & Materials	-36.35
Bill	8183405	05/31/2017		Books & Materials	-18.99
Bill	7007408	05/31/2017		Books & Materials	-26.19
Bill	1945878	05/31/2017		Books & Materials	-13.46
Bill	1945878	05/31/2017		Books & Materials	-156.32
Bill	1557824	05/31/2017		Books & Materials	-47.99
Bill	4226626	05/31/2017		Books & Materials	-93.33
Bill	7007408	05/31/2017		Books & Materials	-96.03
Bill	1205020	05/31/2017		Books & Materials	-14.95
Bill	0229018	05/31/2017		Books & Materials	-16.50
Bill	0229018	05/31/2017		Books & Materials	-9.99
Bill	0229018	05/31/2017		Books & Materials	-70.19
Bill	0229018	05/31/2017		Books & Materials	-27.97
Bill	1557824	05/31/2017		Books & Materials	-8.77
Bill	6244207	05/31/2017		Books & Materials	-22.47
Bill	7007408	05/31/2017		Books & Materials	-106.32
Bill	5901814	05/31/2017		Books & Materials	-64.28
Bill	5901814	05/31/2017		Books & Materials	-14.59
Bill	5901814	05/31/2017		Books & Materials	-30.99
Bill	8451449	05/31/2017		YS Summer Reading	-18.41
Bill	9401028	06/14/2017		Library & Office Supplies	-119.80
Bill	3372220	06/14/2017		Advertising	-249.95
Bill	7704235	06/14/2017		Library & Office Supplies	-180.31
Bill	0369043	06/14/2017		Library & Office Supplies	-23.97
Bill	8657032	06/14/2017		Summer Reading	-11.50
Bill	1139403	06/14/2017		Books & Materials	-7.95

Lawrence Public Library
Check Detail
June 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	1139403	06/14/2017		Books & Materials	-64.10
Bill	1557824	06/14/2017		Books & Materials	-227.76
Bill	0549059	06/14/2017		Books & Materials	-7.74
Bill	3031434	06/14/2017		Books & Materials	-139.36
Bill	7724260	06/14/2017		Books & Materials	-210.27
Bill	7744260	06/14/2017		Books & Materials	-10.18
Bill	7724260	06/14/2017		Books & Materials	-48.56
Bill	7724260	06/14/2017		Books & Materials	-7.48
Bill	0229018	06/14/2017		Books & Materials	-96.94
Bill	1557824	06/14/2017		Books & Materials	-78.47
Bill	112909661...	06/14/2017		Young Adult Programming	-4.62
Bill	7653840	06/15/2017		Overdues	-33.95
Bill	9302655	06/15/2017		Summer Reading	-19.93
TOTAL					-3,186.82
Bill Pmt -Check	28217	06/19/2017	Ben Rumback	Checking	
Bill	5-31-17	05/30/2017		KHF Grant Expenses	-50.00
				Children's Programming	-50.00
TOTAL					-100.00
Bill Pmt -Check	28218	06/19/2017	Ingram Library Services	Checking	
Bill	98674577	05/30/2017		Personal Books	-8.99
Bill	98683550	05/31/2017		Processing Supplies	-0.15
Bill	98648471	05/31/2017		Processing Supplies	-0.45
Bill	98648467	05/31/2017		Processing Supplies	-24.28
Bill	98648469	05/31/2017		Processing Supplies	-62.18
Bill	98670952	05/31/2017		Processing Supplies	-79.58
Bill	98629169	05/31/2017		Processing Supplies	-197.26
Bill	98609695	05/31/2017		Processing Supplies	-0.30
Bill	98609693	05/31/2017		Processing Supplies	-43.31
Bill	98579847	05/31/2017		Processing Supplies	-0.45
Bill	98579843	05/31/2017		Processing Supplies	-28.16
Bill	98554823	05/31/2017		Processing Supplies	-118.17
Bill	98576112	05/31/2017		Processing Supplies	-67.35
Bill	98576114	05/31/2017		Processing Supplies	-23.09
Bill	98554821	05/31/2017		Processing Supplies	-26.27
Bill	98538042	05/31/2017		Processing Supplies	-234.95
Bill	98515892	05/31/2017		Processing Supplies	-4.14
Bill	98515894	05/31/2017		Processing Supplies	-0.15
Bill	98546949	05/31/2017		Processing Supplies	-0.30
Bill	98501677	05/31/2017		Processing Supplies	-36.56
Bill	98501681	05/31/2017		Processing Supplies	-0.30
Bill	98501679	05/31/2017		Processing Supplies	-8.37
Bill	98480645	05/31/2017		Processing Supplies	-22.99
Bill	98461263	05/31/2017		Processing Supplies	-0.30
Bill	98472112	05/31/2017		Processing Supplies	-67.79
Bill	98461261	05/31/2017		Processing Supplies	-209.26
Bill	98442484	05/31/2017		Processing Supplies	-0.30
Bill	98442482	05/31/2017		Processing Supplies	-34.68
Bill	98421476	05/31/2017		Processing Supplies	-0.15
Bill	98421474	05/31/2017		Processing Supplies	-80.29
Bill	98404833	05/31/2017		Processing Supplies	-116.92
Bill	98389832	05/31/2017		Books & Materials	-3.96
				Personal Books	-9.00
Bill	98683549	05/31/2017		Books & Materials	-15.00
Bill	98648470	05/31/2017		Books & Materials	-37.17
Bill	98648466	05/31/2017		Books & Materials	-315.91
Bill	98648468	05/31/2017		Books & Materials	-687.31
Bill	98670951	05/31/2017		Books & Materials	-677.95
Bill	98629168	05/31/2017		Books & Materials	-2,014.46

Lawrence Public Library
Check Detail
June 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	98609694	05/31/2017		Books & Materials	-28.78
Bill	98609692	05/31/2017		Books & Materials	-387.00
Bill	98590214	05/31/2017		Books & Materials	-9.10
Bill	98579846	05/31/2017		Books & Materials	-51.57
Bill	98579842	05/31/2017		Books & Materials	-301.53
Bill	98554822	05/31/2017		Books & Materials	-1,163.94
				YS Summer Reading	-142.20
Bill	98576111	05/31/2017		Books & Materials	-740.26
Bill	98576113	05/31/2017		Books & Materials	-190.89
Bill	98554819	05/31/2017		Books & Materials	-9.10
Bill	98554820	05/31/2017		Books & Materials	-424.11
Bill	98538041	05/31/2017		Books & Materials	-2,076.69
Bill	98515891	05/31/2017		Books & Materials	-80.49
Bill	98515893	05/31/2017		Books & Materials	-10.79
Bill	98546948	05/31/2017		Books & Materials	-24.00
Bill	98501676	05/31/2017		Books & Materials	-532.36
Bill	98501680	05/31/2017		Books & Materials	-26.38
Bill	98501678	05/31/2017		Books & Materials	-81.60
Bill	98480644	05/31/2017		Books & Materials	-279.49
Bill	98461262	05/31/2017		Books & Materials	-28.80
Bill	98472111	05/31/2017		Books & Materials	-597.93
Bill	98461260	05/31/2017		Books & Materials	-1,828.99
Bill	98442483	05/31/2017		Books & Materials	-30.00
Bill	98442481	05/31/2017		Books & Materials	-447.93
Bill	98421475	05/31/2017		Books & Materials	-14.99
Bill	98421473	05/31/2017		Books & Materials	-612.83
Bill	98404832	05/31/2017		Books & Materials	-964.24
				KHF Grant Expenses	-15.39
Bill	98688868	05/31/2017		Personal Books	-15.38
Bill	98736458	06/14/2017		Personal Books	-28.77
Bill	98850247	06/14/2017		Processing Supplies	-36.87
Bill	98859210	06/14/2017		Processing Supplies	-0.15
Bill	98859208	06/14/2017		Processing Supplies	-10.80
Bill	98850249	06/14/2017		Processing Supplies	-0.30
Bill	98859206	06/14/2017		Processing Supplies	-31.21
Bill	98823361	06/14/2017		Processing Supplies	-32.22
Bill	98806363	06/14/2017		Processing Supplies	-42.65
Bill	98806365	06/14/2017		Processing Supplies	-236.16
Bill	98784695	06/14/2017		Processing Supplies	-23.45
Bill	98753984	06/14/2017		Processing Supplies	-20.71
Bill	98750070	06/14/2017		Processing Supplies	-99.52
Bill	98707733	06/14/2017		Processing Supplies	-30.87
Bill	98729917	06/14/2017		Processing Supplies	-244.29
Bill	98688870	06/14/2017		Processing Supplies	-49.06
Bill	98850246	06/14/2017		Books & Materials	-348.39
Bill	98859209	06/14/2017		Books & Materials	-10.77
Bill	98859207	06/14/2017		Books & Materials	-119.14
Bill	98850248	06/14/2017		Books & Materials	-26.38
Bill	98859205	06/14/2017		Books & Materials	-381.64
Bill	98823360	06/14/2017		Books & Materials	-305.47
Bill	98806362	06/14/2017		Books & Materials	-612.60
Bill	98806364	06/14/2017		Books & Materials	-1,481.73
Bill	98784694	06/14/2017		Books & Materials	-285.41
Bill	98753983	06/14/2017		Books & Materials	-302.32
Bill	98750069	06/14/2017		Books & Materials	-869.17
Bill	98707732	06/14/2017		Books & Materials	-380.35
Bill	98729916	06/14/2017		Books & Materials	-1,901.02
Bill	98688869	06/14/2017		Books & Materials	-731.10
TOTAL					-25,017.48

Lawrence Public Library
Check Detail
June 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28219	06/19/2017	John Svoboda	Checking	
Bill	6-20-17	05/30/2017		Youth Services Dept.	-80.00
TOTAL					-80.00
Bill Pmt -Check	28220	06/19/2017	Lawrence High School	Checking	
Bill	6-1-17	06/14/2017		Advertising	-200.00
TOTAL					-200.00
Bill Pmt -Check	28221	06/19/2017	Leslie Kay	Checking	
Bill	7-21-17	05/23/2017		Young Adult Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28222	06/19/2017	Mark Pagano	Checking	
Bill	7-20-17	05/09/2017		YS Summer Reading	-599.00
TOTAL					-599.00
Bill Pmt -Check	28223	06/19/2017	Murphy Furniture Service	Checking	
Bill	6-8-17	06/14/2017		Building Repairs & Main...	-2,800.00
TOTAL					-2,800.00
Bill Pmt -Check	28224	06/19/2017	Nicole Butts	Checking	
Bill	REFUND	05/30/2017		Overdues	-112.29
TOTAL					-112.29
Bill Pmt -Check	28225	06/19/2017	Sara Niileksela	Checking	
Bill	Staff Day	05/23/2017		In-Service Day	-50.00
TOTAL					-50.00
Bill Pmt -Check	28226	06/19/2017	The Summit	Checking	
Bill	2017	05/23/2017		KHF Grant Expenses	-420.00
TOTAL					-420.00

Lawrence Public Library

Monthly Statistical Summary--May 2017

INDICATOR	May		Percent Change 2016-2017	YTD 2017	YTD 2016	Percent Change 2016-2017
	2017	2016				

SUMMARY RATIOS

Service Area Population	97,948	97,669	0%			
User Visits per Capita	6.79	6.77	0%			
Reference Transactions per Capita	1.67	1.79	-7%			
Program Attendance per Capita	0.97	0.80	21%			
Circulation per Capita	13.12	13.69	-4%			
Circulation per Visit	1.93	2.02	-4%			
Total Holdings per Capita	2.02	2.07	-2%			
% of Lawrence Residents Registered	67%	64%	5%			

Circulation--Adult Total	72,420	74,995	-3%	356,968	371,718	-4%
Circulation--Young Adult Total	3,920	4,594	-15%	16,757	21,568	-22%
Circulation--Youth Total	30,713	31,851	-4%	141,329	155,738	-9%
Circulation--Total	107,053	111,440	-4%	515,054	549,024	-6%

Reference Transactions	13,617	14,582	-7%	64,556	72,185	-11%
User Visits	55,463	55,068	1%	269,315	276,620	-3%
LPL Web Site Visits	18,149	29,997	-39%	92,633	116,869	-21%

Holdings--Added	3,518	2,061	71%	16,101	42,473	-62%
Holdings--Withdrawn	4,612	3,089	49%	21,166	12,034	76%
Holdings--Total	198,167	202,438	-2%			

Registered Borrowers--Added	830	755	10%	3,456	3,276	5%
Registered Borrowers--Total	80,831	78,698	3%			

Adult Programs	19	25	-24%	120	137	-12%
Young Adult Programs	13	9	44%	77	67	15%
Youth Programs	52	40	30%	306	290	6%
Senior Programs	10	15	-33%	71	71	0%
Total Programs	94	89	6%	574	565	2%
Total Program Attendance	7,919	6,532	21%	24,465	23,392	5%
Public Uses of Meeting Rooms	1,001	691	45%	4,322	3,512	23%

Total Paid Staff (FTE)	62.10	63.23	-2%			
Total Number of Employees	88	86	2%			

Lawrence Public Library							
Monthly Statistical Report--May 2017							
	May		Percent		YTD	YTD	Percent
	2017	2016	Change		2017	2016	Change
			2016-2017				2016-2017
OUTPUT MEASURES							
Service Area Population	97,948	97,669	0%				
User Visits per Capita	6.79	6.77	0%				
Reference Transactions per Capita	1.67	1.79	-7%				
Program Attendance per Capita	0.97	0.80	20.9%				
Circulation per Capita	13.12	13.69	-4%				
Total Holdings per Capita	2.02	2.07	-2%				
Collection Turnover--Total	6.57	6.69	-2%				
Collection Turnover--Adult	7.04	6.91	2%				
Collection Turnover--Young Adult	4.27	5.28	-19%				
Collection Turnover--Youth	6.05	6.45	-6%				
Collection Turnover--Audiovisual	11.77	11.16	5%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	33477	33396	0%		163081	167262	-2%
Circulation--Adult Periodicals	984	1212	-19%		5236	6477	-19%
Circulation--Adult Feature Films & TV Shows	24763	26577	-7%		126011	132391	-5%
Circulation--Electronic Games	1720	1967	-13%		9038	9805	-8%
Circulation--Adult Music CDs	5985	7399	-19%		28548	35443	-19%
Circulation--Adult Audio Books and Books on CD	5480	4429	24%		25009	20281	23%
Circulation--eReaders	11	15	-27%		45	59	-24%
Circulation--Adult Total	72420	74995	-3%		356968	371718	-4%
Circulation--YA Books and Videos	3608	4247	-15%		15471	19927	-22%
Circulation--YA Periodicals	26	18	44%		67	57	18%
Circulation--YA Audio Books and Books on CD	286	329	-13%		1219	1584	-23%
Circulation--YA Total	3920	4594	-15%		16757	21568	-22%
Circulation--Youth Books and Videos	28544	30210	-6%		131890	148024	-11%
Circulation--Youth Periodicals	122	135	-10%		441	537	-18%
Circulation--Youth Music CDs	404	474	-15%		1827	2501	-27%
Circulation--Youth Audio Books and Books on CD	1643	1032	59%		7171	4676	53%
Circulation--Youth Total	30713	31851	-4%		141329	155738	-9%

Lawrence Public Library Monthly Statistical Report	May		Percent	YTD	YTD	Percent
	2017	2016	Change	2017	2016	Change
			2016-2017			2016-2017
Circulation--Bookmobile	997	971	3%	4594	5403	-15%
Circulation--Book Lockers	762			1249		
Circulation--Total Books	65629	67853	-3%	310442	335213	-7%
Circulation--Total Periodicals	1132	1365	-17%	5744	7071	-19%
Circulation--Total Audiovisual + Digital	42544	43334	-2%	200603	216850	-7%
Circulation Total	107053	111440	-4%	515054	549024	-6%
Staff Assisted Circulation	4286	1431	200%	21481	7867	173%
Self Check Circulation	79087	82663	-4%	377806	413798	-9%
Percent Self Check	95%	98%	-3%	95%	98%	-4%
Online Renewals	16076	18845	-15%	80574	93869	-14%
Other Staff Checkouts	111	2936	-96%	451	15872	-97%
Requests Placed	19209	21614	-11%	93376	109484	-15%
Requests Filled	17140	14335	20%	83678	76696	9%
Requests Unclaimed	2234	2816	-21%	11841	15480	-24%
Interlibrary Loan Items Borrowed for LPL Patrons	353	524	-33%	1869	2576	-27%
Interlibrary Loan Items Loaned from LPL Collection	548	625	-12%	2960	3450	-14%
OTHER LIBRARY SERVICES						
User Visits	55463	55068	1%	269315	276620	-3%
Public Computer Usage	9183	8507	8%	42371	42454	0%

Lawrence Public Library Monthly Statistical Report	May		Percent	YTD	YTD	Percent
	2017	2016	Change	2017	2016	Change
			2016-2017			2016-2017
Adult Reference Transactions	1474	1987	-26%	7279	8194	-11%
Young Adult Reference Transactions	999	829	21%	4219	3162	33%
Youth Reference Transactions	1481	1284	15%	6505	6360	2%
IT Desk	1826	1370	33%	9154	7254	26%
Welcome Desk	2010	2404	-16%	11256	14013	-20%
Phone Calls	1733	2589	-33%	11188	15249	-27%
Accounts Desk	4094	4119	-1%	14955	17953	-17%
Total Reference Transactions	13617	14582	-7%	64556	72185	-11%
Public-Sponsored Uses of Meeting Rooms (Includes Study Rooms)	1001	691	45%	4322	3512	23%
LPL Web Site Visits	18149	29997	-39%	92633	116869	-21%
RESOURCES						
Holdings--Total	198167	202438	-2%			
Holdings--Adult	125379	132004	-5%			
Holdings--Young Adult	11071	10447	6%			
Holdings--Youth	61717	59987	3%			
Holdings--Audiovisual + Digital	43390	46585	-7%			
Holdings--eReaders	11	10	10%			
Holdings Added	3518	2061	71%	16101	42473	-62%
Holdings Withdrawn (Weeded)	4612	3089	49%	21166	12034	76%
Holdings Net Change (Corrected over-reporting)	-11487	-1028		-5065	30439	
LIBRARY PATRONS						
Total Borrowers	80831	78698	3%			
Borrowers Added	830	755	10%	3456	3276	5%
Borrowers Transacting	13832	13898	0%	64526	52872	22%
Percent of Borrowers Transacting	17%	18%	-3%			
Total Number of Lawrence Residents Registered	65377	62953	4%			
Percent of Lawrence Residents Registered	67%	64%	4%			

Lawrence Public Library Monthly Statistical Report	May		Percent	YTD	YTD	Percent
	2017	2016	Change	2017	2016	Change
			2017-2016			2017-2016
PROGRAMMING						
Number of Adult Programs	19	25	-24%	120	137	-12%
Number of Young Adult Programs	13	9	44%	77	67	15%
Number of Youth Programs	52	40	30%	306	290	6%
Number of Senior Programs	10	15	-33%	71	71	0%
Total Programs	94	89	6%	574	565	2%
Adult Program Attendance	674	761	-11%	3754	4204	-11%
Young Adult Program Attendance	481	242	99%	2211	1641	35%
Youth Program Attendance	6643	5349	24%	17834	16808	6%
Senior Program Attendance	121	180	-33%	666	739	-10%
Total Program Attendance	7919	6532	21%	24465	23392	5%
STAFFING						
Total Paid Staff, in Full-Time Equivalentents	62.1	63.23	-2%			
ALA-MLS Librarians, in Full-Time Equivalentents	18.94	17.95	6%			
Number of Employees--Total	88	86	2%			
Number of Employees--Full-Time	39	39	0%			
Number of Employees--Part-Time	49	47	4%			
Terminations	2	2	0%	2	7	-71%
Hirings	0	1	-100%	1	5	-80%
Volunteer Hours	342.4	599.5	-43%	2841.9	2592.5	10%

Select Digital Statistics
May 2017

New York Times: 483; Year-to-date: 852

Kanopy:

Visits 520
Pages 681
Plays 128
Minutes 4557

lynda.com:

New users 48
Total users 1484
Users who logged in 179
Total log ins 579
Hours viewed 206.1
Hours viewed per log in .36

Library Director's Report for June 2017

Respectfully submitted by Brad Allen

2018 Budget Update

We will discuss this in more depth under old business, but based on updated information from Douglas County, property tax valuations are up 6%. This means that our flat mill rate of 4.039 will generate about \$100,000 more revenue than previously anticipating. This will increase our 2018 budget from \$4,430,000 to \$4,530,000.

Concealed Carry Update

Following up from Sarah's question last month about the library's concealed carry exemption, I contacted the City Attorney's office and they continue to believe that all city buildings are exempt from the concealed carry law until the end of the year.

Summer Staff Turnover

It seems that our staff turns over as the school year comes to an end. Staff that have left or that will depart soon are Jeremy Bell (maintenance), Nathan Burns-Sprung, Ben Love, Grace Morgan (youth services), Taylor Keister (information services), Lauren Lagaly and Kelli Tatum (technology). We are sad to lose such great staff but most are going on to fun and new adventures, many of them out of state.

New staff that have begun or will begin soon are Margo Moore (youth services), Liz Stueve (information services), Ross Williams and Margaret Burke (technology). With Jeremy's absence, our maintenance team is experimenting with adding additional cleaning services from City Wide Maintenance.

Best of Lawrence 2017

Our library has received three nominations for Best of Lawrence--Family Fun, Place to Work (under 100 employees), and Social Media (organization or non-profit). Out of those nominations, we won first place for Family Fun (third time in a row!) and third place for Place to Work!

Health Insurance Renewal

Denise and I met with representatives from Blue Cross Blue Shield of Kansas about our group health insurance renewal. There will be a 3.8% increase for 2017-2018. We budgeted for a 5% increase, so we should be in good shape on this budgetary line item.

Library Director's Report for June 2017

SOUND+VISION Featured in Pitch Magazine

The library's recording studio was featured in an article in [Pitch Magazine's 2017 Summer Guide](#) about a punk rock music compilation. It's a very good representation of how local musicians continue to use the library as a starting point for their musical projects.

780s Series Featured in Lawrence Magazine

The library was also featured in the [summer issue of Lawrence Magazine](#) in an article about our 780s music storyteller series. It's so neat to see our local media celebrate and embrace the programming we bring to our community.

Foundation Director's Report – June 9, 2017

Friends & Foundation Newsletter. The Friends and Foundation newsletter was mailed May 19. To date, we have received 27 gifts totaling \$2,315. Here are the specifics (see below). I will give you another update at the June 19th meeting.

Total amount received: \$2,315

Friends gifts received: \$1,065

Foundation gifts received: \$1,250

Total number of gifts: 27

Total Friends gifts: 27

Total Foundation gifts: 12

Foundation Financial Update. The Library Foundation's 2016 audit is complete and our auditors from Mize Houser did not find any irregularities or issues with the Foundation's financials. In addition, the Finance Committee met on June 7 to review a draft of the 2016 Form 990. The plan is to have the 990 ready for the full board to review at its June 26 meeting.

Constant Givers. The Foundation's Fundraising Committee met to sketch out a framework for a new donor group, the "Constant Givers". Named after LPL librarian Lillian Constant who served from 1919 to 1947, its purpose is to recognize donors who give consistently to the Foundation. Here are the recommendations:

- Individuals/families who give at least \$25 a year for 10 or more calendar years
- Recognized in Foundation's annual report
- Not part of New Chapter Society
- We will be strict on timing. If a donor misses a year, they start all over

With the help of KU Endowment, we learned that there are no Constant family members living in Lawrence. Lillian Constant had no children. Her nephew was Tommy Constant, who is the namesake of Constant Park and Constant Avenue at KU. He died in 1973.

Midco Update. We are awaiting a draft agreement from Midco's legal counsel outlining the official parameters of our new partnership. Midco officially takes over WOW! at the end of June.

VISTA. We are pleased to report that we have found a VISTA to fulfill the third and final year of our AmeriCorps grant. Vanessa Reynaga will take on Kelly Francis's duties as the Volunteer and Grants Coordinator. Vanessa recently moved back to Topeka after graduating from Cal Poly Pomona in California. She brings strong experience in education as a middle and high school education paraprofessional, great writing skills, and a volunteer work with Girls on the Run. She will begin her service on August 14 at a VISTA training session and will start at LPL on August 17.

Planned Giving. The Foundation hosted a luncheon on May 24 for its Legacy Giving Council, a group of professionals who are advising us on our planned giving program. These individuals are: Chip Blaser, Mark Buhler, John Catlin, Chris English, Web Golden, Thomas Howe, Doni Mooberry, and Debra Stark. We are grateful to have their expertise.

DCCF Grant Award. The Foundation has received a \$1,260 grant to support the Game of Gnomes project as part of the library's Summer Reading Program. The goal is to encourage people of all ages to get out and walk and to discover the wonderful system of parks and trails that Lawrence has to offer. It is so popular that we have had to order a reprint of another 1,000 park maps!

Pending Grant Applications:

Kansas Creative Arts Commission: \$5,000 for the Lawrence Songbook Project

Ebsco Solar Grant: \$100,000 for solar panels on the LPL roof (announcement is June 23)

LAWRENCE PUBLIC LIBRARY

Regular Budget Report

2016-2018

Revised 6/14/17

REVENUES	2016	2017	Proposed 2018
Tax Fund	\$3,750,000.00	\$4,033,737.00	\$4,233,000.00
Overdues	\$180,000.00	\$170,000.00	\$148,400.00
NEKLS	\$65,000.00	\$68,000.00	\$90,000.00
State Aid	\$25,000.00	\$25,000.00	\$25,000.00
Photo Copies	\$13,000.00	\$20,000.00	\$20,000.00
Coffee Shop Rent	\$8,400.00	\$9,000.00	\$9,000.00
Meeting Room Fees	\$1,000.00	\$3,000.00	\$3,000.00
Interest	\$1,600.00	\$1,600.00	\$1,600.00
Total Revenues	\$4,044,000.00	\$4,330,337.00	\$4,530,000.00
EXPENSES			
Salaries & Wages	\$2,277,171.00	\$2,450,000.00	\$2,525,000.00
Employee Benefits	\$260,000.00	\$275,000.00	\$275,000.00
Payroll Taxes	\$420,329.00	\$400,000.00	\$410,000.00
Utilities	\$108,000.00	\$96,000.00	\$96,000.00
Building Supplies	\$20,000.00	\$20,000.00	\$20,000.00
Building Repairs & Maintenance	\$25,000.00	\$35,000.00	\$40,000.00
Library Supplies	\$25,000.00	\$25,000.00	\$25,000.00
Books & Materials	\$550,000.00	\$600,000.00	\$650,000.00
Books & Materials Supplies	\$65,000.00	\$65,000.00	\$65,000.00
Equipment	\$10,000.00	\$10,000.00	\$10,000.00
Technology	\$150,000.00	\$170,000.00	\$210,000.00
Insurance	\$10,000.00	\$12,000.00	\$12,000.00
Shipping	\$17,000.00	\$22,000.00	\$22,000.00
Professional Development	\$25,000.00	\$30,000.00	\$30,000.00
Book Van & Mileage	\$1,500.00	\$1,800.00	\$2,000.00
Programs	\$20,000.00	\$20,000.00	\$20,000.00
Professional Fees	\$30,000.00	\$30,000.00	\$30,000.00
Advertising & Marketing	\$30,000.00	\$30,000.00	\$30,000.00
Capital Improvements		\$38,537.00	\$58,000.00
Miscellaneous			
Total Expenses	\$4,044,000.00	\$4,330,337.00	\$4,530,000.00

Proposal to Change DVD Limits and Periods

The Library's Collection Management team has recommended the following changes to our circulation policy concerning DVD checkout limits and period.

Current

Checkout limits:

All movies: 10

All TV shows: 10

Checkout periods:

All movies: 7 days

All TV shows: 14 days

All NF DVDs: 28 days

Proposed

Checkout limits:

New movies: 10

Old movies: Unlimited within 50

New TV shows: 10

Old TV shows: Unlimited within 50

Checkout periods:

New movies: 7 days

Old movies: 14 days

New TV shows: 14 days

Old TV shows: 14 days

New Nonfiction DVDs: 7 days

Old Nonfiction DVDs: 14 days