

AGENDA - REVISED 3/20/2017

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

Monday, March 20, 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

New business

- Approve 2018 recommended budget -- **ACTION ITEM**
- Appoint Officer Nominating Committee -- **ACTION ITEM**

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
February 20, 2017
4:30 p.m.

Board Members Present: David Vance, Chair; Joan Golden, Judy Keller, Ursula Minor, Sarah Goodwin Thiel, and Kevan Vick. **Absent:** Brady Flannery.

Library Staff Present: Brad Allen, Aaron Brumley, Kelly Francis, Melissa Fisher Isaacs, Logan Isaman, Heather Kearns, Amanda McConnell, Kathleen Morgan, Sherri Turner

Friends of the Library: Sandra Wiechert

Call to Order

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

Public Comment

There were no public comments.

Consent Agenda

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

Director's Report

Read Across Lawrence/Big Read events have been going well and we are looking forward to seeing Julia Alvarez on March 5. Board members are invited to a reception before her talk. Our Book Squad partnered with NEKLS to provide a day-long Readers' Advisory program which drew a large crowd of librarians from the region. A discussion about moving the Greyhound Bus stop to 7th Street by the library will be on the March 7 City Commission agenda. This will cause the loss of 4 metered parking spaces near the library. Brad said he does not anticipate that it will have much effect on us since ridership is low. The city has said there will be a thirty-day escape clause if problems arise. Our winter reading program wrapped up with well over 300 adults, 400 kids, and 31 teens participating.

Library Foundation Executive Director's Report

The Foundation fundraiser was a great success with estimated net proceeds of \$34,000. Sponsorships were a big part in that. Baskets accounted for \$7900 of the total. The Foundation has hired Margie Coggins as a part-time Planned Giving Coordinator. She will begin on March 1. Both Margie and Laura Denneler will be leaving the Foundation at the end of their terms. The Foundation is considering new board members to fill their positions. The Harrison family has renewed the Music Storytellers grant, and the Blasens have given another \$10,000 in unrestricted funds.

Friends Report

The Friends presented the library with a \$100,000 check at the well-attended volunteer meeting last Saturday. Two new board members will be installed to replace George Gibbs and Sandra Wiechert at the

Friends annual meeting on March 6. The Mary Dalton Murphy Award will be given to Mary Getter who has been very active with children's materials. A group of Friends visited the Topeka Shawnee County Public Library Friends group recently. Amazon sales saw their best month yet in January with over \$7,000 in sales, and the Surprise Sale netted \$1300. On April 15 there will be a media only sale in the auditorium, followed by the annual Spring sale at the end of March.

Ongoing Business

New Business

Community Needs Assessment presentation

Logan presented information about findings of the Community Needs Assessment.

Confidentiality Policy

Amanda presented a proposed revision of the confidentiality policy. She said the revised wording provides more specific guidance for staff. Judy moved to accept the revised policy; Joan seconded. All in favor; motion carried.

NEKLS Library Development Grant application

The board discussed the library's NEKLS grant application. Judy moved that the NEKLS grant application be approved; Kevan seconded. All in favor; motion carried.

Budget Committee formation

Joan and Kevan were appointed to the Budget Committee. Brad will coordinate. David is available if a third board member is needed.

March Meeting Date

Most people will be in town during spring break so the board will meet on March 20 as usual.

The board thanked Sandra for her active involvement with the Friends.

Adjournment

Judy moved that the meeting be adjourned; Ursula seconded. Meeting adjourned at 5:28.

The next Board meeting will be Monday, March 20, 2017 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
2017									
REVENUES		This Month	Year to Date	Annual Budget	16% of Year	February 2016		YTD 2016	
Tax Fund		\$ -	\$ 2,202,197.63	\$ 4,033,737.00	54.59%	\$ 1,625,000.00		\$ 1,625,000.00	
Overdues		\$ 12,164.83	\$ 27,627.48	\$ 170,000.00	16.25%	\$ 14,234.57		\$ 28,503.47	
NEKLS		\$ -	\$ -	\$ 68,000.00	0.00%	\$ 1,530.00		\$ 1,530.00	
State Aid		\$ 28,320.44	\$ 28,320.44	\$ 25,000.00	113.28%	\$ 29,111.11		\$ 29,111.11	
Photo Copies		\$ 1,717.98	\$ 2,580.78	\$ 20,000.00	12.90%	\$ 2,030.05		\$ 3,395.80	
Coffee Shop Rent		\$ 750.00	\$ 750.00	\$ 9,000.00	8.33%	\$ 700.00		\$ 1,400.00	
Meeting Room Fees		\$ 650.00	\$ 1,125.00	\$ 3,000.00	37.50%	\$ 50.00		\$ 525.00	
Interest		\$ 138.95	\$ 266.41	\$ 1,600.00	16.65%	\$ 259.20		\$ 385.56	
Miscellaneous		\$ 78.23	\$ 44.32	\$ -		\$ 257.16		\$ 383.31	
Total Revenues		\$43,820.43	\$2,262,912.06	\$4,330,337.00	52.26%	\$1,673,172.09		\$1,690,234.25	
EXPENSES									
Salaries & Wages		\$ 203,912.48	\$ 394,666.05	\$ 2,450,000.00	16.11%	\$ 173,451.56		\$ 357,395.05	
Employee Benefits		\$ 19,974.36	\$ 39,108.44	\$ 275,000.00	14.22%	\$ 20,712.96		\$ 40,966.25	
Payroll Taxes		\$ 31,767.34	\$ 61,631.87	\$ 400,000.00	15.41%	\$ 33,031.66		\$ 64,400.33	
Utilities		\$ 8,631.48	\$ 18,202.68	\$ 96,000.00	18.96%	\$ 12,558.37		\$ 23,832.69	
Building Supplies		\$ 2,895.25	\$ 3,216.96	\$ 20,000.00	16.08%	\$ 2,084.61		\$ 3,959.79	
Building Repairs & Maintenance		\$ 1,201.20	\$ 6,392.88	\$ 35,000.00	18.27%	\$ 1,279.36		\$ 6,569.77	
Library Supplies		\$ 1,096.47	\$ 4,005.28	\$ 25,000.00	16.02%	\$ 2,950.84		\$ 6,448.76	
Books & Materials		\$ 61,697.55	\$ 62,302.50	\$ 600,000.00	10.38%	\$ 88,059.25		\$ 52,259.60	
Processing Supplies		\$ 3,997.21	\$ 12,176.59	\$ 65,000.00	18.73%	\$ 36,174.17		\$ 48,175.95	
Equipment		\$ -	\$ -	\$ 10,000.00	0.00%	\$ -		\$ -	
Technology		\$ 7,363.45	\$ 19,255.57	\$ 170,000.00	11.33%	\$ 17,655.22		\$ 24,309.32	
Insurance		\$ -	\$ -	\$ 12,000.00	0.00%	\$ -		\$ -	
Shipping		\$ 752.83	\$ 3,504.75	\$ 22,000.00	15.93%	\$ 2,876.97		\$ 3,374.95	
Professional Development		\$ 786.76	\$ 1,186.76	\$ 30,000.00	3.96%	\$ 5,179.64		\$ 5,582.84	
Book Van & Mileage		\$ 123.14	\$ 163.20	\$ 1,800.00	9.07%	\$ 51.14		\$ 81.84	
Programs		\$ 2,174.58	\$ 3,277.17	\$ 20,000.00	16.39%	\$ 1,943.03		\$ 3,953.75	
Professional Fees		\$ 2,159.09	\$ 4,463.46	\$ 30,000.00	14.88%	\$ 11,151.28		\$ 12,938.39	
Advertising & Marketing		\$ 2,667.54	\$ 2,733.48	\$ 30,000.00	9.11%	\$ 3,612.49		\$ 4,987.49	
Capital Improvements			\$ -	\$ 38,537.00	0.00%	\$ -		\$ -	
Miscellaneous		\$ 110.95	\$ 3,580.35	\$ -		\$ (39.67)		\$ 735.36	
Total Expenses		\$ 351,311.68	\$ 639,867.99	\$ 4,330,337.00	14.78%	\$ 412,732.88		\$ 659,972.13	
CASH BALANCES									
	Checking	\$ 2,677,842.40							
	Capital Improvement	\$ 571,480.61							

Lawrence Public Library												
2017 Outside Funding Report												
			1/1/2017	January	January	February	February	March	March			
			<u>AMOUNT</u>	<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>		
FRIENDS												
	KPR-Advertising		\$ 5,200.47		\$ 433.38		\$ 216.69			\$ 4,550.40		
	Summer Reading - ALL		\$ 993.74				\$ 305.00			\$ 688.74		
	Aquarium		\$ 187.03		\$ 600.00					\$ (412.97)		
	Scholarships		\$ 320.00							\$ 320.00		
	Volunteers		\$ 1,415.94							\$ 1,415.94		
	Read Across Lawrence 2015/2016		\$ 15,292.36		\$ 5,447.80		\$ 1,988.87			\$ 7,855.69		
	Salaries/Taxes - Custodian		\$ 1,364.28		\$ 1,731.19		\$ 1,869.48			\$ (2,236.39)		
	Staff Day		\$ 538.84							\$ 538.84		
	Block Grant		\$ 20,441.68	\$ 30,000.00			\$ 279.36			\$ 50,162.32		
			\$ 45,754.34	\$ 30,000.00	\$ 8,212.37	\$ -	\$ 4,659.40	\$ -	\$ -	\$ 62,882.57		
FOUNDATION												
	Kansas Health Foundation		\$ 3,680.35		\$ 30.74		\$ 45.34			\$ 3,604.27		
	Salaries/Taxes - Bukaty		\$ -		\$ 300.63		\$ 670.73			\$ (971.36)		
	Morgan Expenses		\$ (175.09)		\$ (25.00)		\$ 1,111.33			\$ (1,261.42)		
	Steiner Storytelling		\$ -							\$ -		
	Beach Author Series		\$ -							\$ -		
	Milliken Fund		\$ 1,325.09							\$ 1,325.09		
	Greatest Expectations-General		\$ -							\$ -		
	Hike Through History		\$ -							\$ -		
	Juanita Marsh		\$ 546.19							\$ 546.19		
	Seed Library		\$ 30.00				\$ 339.82			\$ (309.82)		
	Simpson Grant		\$ 25,174.27		\$ 2,080.00		\$ 4,132.20			\$ 18,962.07		
	Dr. Bob						\$ 62.85			\$ (62.85)		
	Book Lockers		\$ 17,000.00		\$ 17,000.00					\$ -		
	New Building YS		\$ 171.63							\$ 171.63		
			\$ 47,752.44	\$ -	\$ 19,386.37	\$ -	\$ 6,362.27		\$ -	\$ 22,003.80		
OTHER												
	Memorials/Honor with Books		\$ 1,660.35							\$ 1,660.35		
	Bauleke		\$ 3,053.25							\$ 3,053.25		
	Lawrence Give Back		\$ 2,626.32							\$ 2,626.32		
	Wurfy		\$ 142.77				\$ 63.34			\$ 79.43		
	Underwood Gift (Sr.Outreach)		\$ 327.00							\$ 327.00		
	Merchandise Sales		\$ (1,026.45)	\$ 448.25		\$ 313.00				\$ (265.20)		
			\$ 6,783.24	\$ 448.25	\$ -	\$ 313.00	\$ 63.34	\$ -	\$ -	\$ 7,481.15		
			\$ 100,290.02									
			Month Total	\$ 30,448.25	\$ 27,598.74	\$ 313.00	\$ 11,085.01	\$ -	\$ -			
			YTD:			\$ 30,761.25	\$ 38,683.75					

Lawrence Public Library
Balance Sheet
As of February 28, 2017

	Feb 28, 17	Feb 29, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement -2	571,480.61	560,978.72	10,501.89	1.9%
Checking	2,106,427.72	1,513,250.48	593,177.24	39.2%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	2,677,908.33	2,074,229.20	603,679.13	29.1%
Total Current Assets	2,677,908.33	2,074,229.20	603,679.13	29.1%
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	2,679,139.03	2,075,459.90	603,679.13	29.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	30,138.10	53,547.38	-23,409.28	-43.7%
Total Accounts Payable	30,138.10	53,547.38	-23,409.28	-43.7%
Other Current Liabilities				
Payroll Liabilities	6,375.54	1,322.86	5,052.68	382.0%
Total Other Current Liabilities	6,375.54	1,322.86	5,052.68	382.0%
Total Current Liabilities	36,513.64	54,870.24	-18,356.60	-33.5%
Total Liabilities	36,513.64	54,870.24	-18,356.60	-33.5%
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	726,868.60	704,444.98	22,423.62	3.2%
Net Income	1,615,121.57	1,015,509.46	599,612.11	59.1%
Total Equity	2,642,625.39	2,020,589.66	622,035.73	30.8%
TOTAL LIABILITIES & EQUITY	2,679,139.03	2,075,459.90	603,679.13	29.1%

**Lawrence Public Library
Revenues & Expenses**

February 2017

	Feb 17
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Grants	28,320.44
Interest	138.95
Meeting Room Fees	650.00
Merchandise Sales	313.00
Overdues	12,164.83
Personal Books	33.91
Photo Copies	1,717.98
Utilities Income	44.32
Total Income	44,133.43
Expense	
Advertising	2,667.54
Books & Materials	61,697.55
Bookvan & Mileage	123.14
Building Supplies	2,895.25
FOUNDATION FUNDING	5,691.54
FRIENDS FUNDING	2,853.26
Library & Office Supplies	1,096.47
Miscellaneous	110.95
Payroll Expenses	226,147.34
Payroll Taxes	32,047.05
Processing Supplies	3,997.21
Professional Development	786.76
Professional Fees	2,159.09
Program Expense	2,174.58
Repairs	1,201.20
Shipping	752.83
Technology	7,363.45
Utilities - Electric	8,631.48
Total Expense	362,396.69
Net Ordinary Income	-318,263.26
Net Income	<u>-318,263.26</u>

Lawrence Public Library Vendor Balance Summary

All Transactions

Mar 17, 17

Advance Insurance Company	553.96
Amazon	2,827.64
Arapahoe Library District	12.88
ASI	50.00
Baker & Taylor, Inc.	1,002.48
Body Boutique	828.00
Brilliance Publishing, Inc.	52.49
Brodart Co.	127.68
Center Point Large Print	656.70
Century Business Technologies	480.93
City Wide Maintenance	540.00
Copy Co Inc.	700.00
Databank Holdings, LTD	299.75
Demco, Inc.	533.04
EBSCO	11,040.73
Four State Maintenance Supply	500.13
Gale/Cengage Learning	486.90
HMC Performance Coatings	300.00
Ingram Library Services	17,980.42
Interstate Elevator, Inc.	174.00
Intuit	36.80
Jayhawk Trophy Co., Inc.	76.10
Jayhawk Tropical Fish	300.00
Jiminate	120.00
Journal-World	193.60
Journal-World Media	461.79
Kansas Public Radio	287.11
Laser Logic, Inc.	235.59
Lawrence Sign Up LLC	2,259.20
Mid-Continent Public Library	16.95
Midwest Tape	16,295.88
NEKLS	27.00
OCLC, Inc.	5,012.44
Olathe Public Library	18.95
OverDrive	3,273.71
Paul Jordan	9.60
Polyline Corporation	270.00
Pro Print Inc.	130.06
Quill Corporation	1,881.70
Random House, Inc.	316.50
Recorded Books	2,279.83
Snap Promotions	65.72
Topeka Zoo	190.00
TSYS Merchant Solutions - Omaha	251.24
Unique Management Services	654.04
United Parcel Service	668.96
VISA 5372	10,384.12
Westar	6,557.71
Wichita Public Library	46.98
WOW!Business	434.95
TOTAL	91,904.26

Lawrence Public Library
Check Detail
March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	03/20/2017	Advance Insurance Company	Checking	
Bill	April 2017	03/15/2017		Group Life Insurance	-553.96
TOTAL					-553.96
Bill Pmt -Check	Electronic	03/20/2017	ASI	Checking	
Bill		03/02/2017		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	03/20/2017	Intuit	Checking	
Bill		03/08/2017		Professional Fees	-36.80
TOTAL					-36.80
Bill Pmt -Check	Electronic	03/20/2017	TSYS Merchant Solutions - Oma...	Checking	
Bill	February 20...	03/08/2017		Credit Card Processing	-251.24
TOTAL					-251.24
Bill Pmt -Check	Electronic	03/20/2017	United Parcel Service	Checking	
Bill	1097	03/08/2017		Shipping	-650.05
				Children's Programming	-18.91
TOTAL					-668.96

Lawrence Public Library

Check Detail

March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	03/20/2017	VISA 5372	Checking	
Bill		03/08/2017		Adult Services	-954.87
				Technology	-605.87
				Technical Services	-1,113.00
				Youth Services Dept.	-70.00
				Adult Programming	-107.18
				Read Across Lawrence	-417.74
				Bookvan & Mileage	-68.65
				Children's Programming	-42.66
				Children's Programming	-98.94
				Children's Programming	-137.98
				Children's Programming	-15.04
				Children's Programming	-38.33
				Children's Programming	-88.04
				Young Adult Programmi...	-256.42
				Library & Office Supplies	-151.40
				Library & Office Supplies	-59.25
				Shipping	-115.99
				Miscellaneous	-67.04
				Advertising	-1,274.91
				Printing	-497.98
				Outreach Programming	-43.10
				Building Supplies	-576.68
				Supplies	-126.16
				Supplies	-10.00
				Supplies	-14.99
				Supplies	-1,400.00
				Public Access	-926.00
				FOUNDATION FUNDING	-208.36
				FOUNDATION FUNDING	-211.22
				FOUNDATION FUNDING	-167.77
				Seed Library	-395.56
				Juanita Marsh	-9.00
				Periodicals	-14.99
				Books & Materials	-99.00
TOTAL					-10,384.12

Lawrence Public Library

Check Detail

March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	03/20/2017	Westar	Checking	
Bill		03/15/2017		Utilities - Electric	-6,557.71
TOTAL					-6,557.71
Bill Pmt -Check	7689	03/22/2017	Arapahoe Library District	Checking	
Bill	1-0226	02/28/2017		Overdues	-12.88
TOTAL					-12.88
Bill Pmt -Check	7690	03/22/2017	Baker & Taylor, Inc.	Checking	
Bill	2032676324	02/28/2017		Books & Materials	-256.35
Bill	2032676325	02/28/2017		Processing Supplies	-1.44
Bill	2032661111	02/28/2017		Wurfy	-63.34
Bill	5014442069	02/28/2017		Books & Materials	-36.10
Bill	5014442070	02/28/2017		Processing Supplies	-0.10
Bill	2032645781	02/28/2017		Processing Supplies	-2.50
Bill	2032645780	02/28/2017		Books & Materials	-194.36
Bill	2032701952	03/15/2017		Wurfy	-20.90
Bill	2032701953	03/15/2017		Wurfy	-1.48
Bill	2032661112	03/15/2017		Wurfy	-3.70
Bill	2032701760	03/15/2017		Processing Supplies	-1.45
Bill	2032679673	03/15/2017		Processing Supplies	-1.90
Bill	2032679672	03/15/2017		Books & Materials	-9.70
Bill	2032701759	03/15/2017		Books & Materials	-409.16
TOTAL					-1,002.48
Bill Pmt -Check	7691	03/22/2017	Brilliance Publishing, Inc.	Checking	
Bill	IN1154461	03/15/2017		Books & Materials	-5.00
Bill	IN1155772	03/15/2017		Books & Materials	-12.50
Bill	IN1156189	03/15/2017		Books & Materials	-34.99
TOTAL					-52.49

Lawrence Public Library

Check Detail

March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7692	03/22/2017	Brodart Co.	Checking	
Bill	462105	02/28/2017		Processing Supplies	-127.68
TOTAL					-127.68
Bill Pmt -Check	7693	03/22/2017	Center Point Large Print	Checking	
Bill	1448928	02/28/2017		Books & Materials	-221.10
Bill	1448028	02/28/2017		Books & Materials	-195.93
Bill	1456101	03/15/2017		Books & Materials	-239.67
TOTAL					-656.70
Bill Pmt -Check	7694	03/22/2017	Century Business Technologies	Checking	
Bill	443482	03/08/2017		Copying	-63.87
Bill	443579	03/08/2017		Copying	-55.68
Bill	444878	03/15/2017		Copying	-15.00
Bill	444877	03/15/2017		Copying	-346.38
TOTAL					-480.93
Bill Pmt -Check	7695	03/22/2017	City Wide Maintenance	Checking	
Bill	CONO57086	02/28/2017		Professional Fees	-540.00
TOTAL					-540.00
Bill Pmt -Check	7696	03/22/2017	Copy Co Inc.	Checking	
Bill	84460	02/28/2017		Printing	-700.00
TOTAL					-700.00

Lawrence Public Library
Check Detail
March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7697	03/22/2017	Databank Holdings, LTD	Checking	
Bill	25336	03/15/2017		Public Access	-299.75
TOTAL					-299.75
Bill Pmt -Check	7698	03/22/2017	Demco, Inc.	Checking	
Bill	6078810	03/08/2017		Processing Supplies	-533.04
TOTAL					-533.04
Bill Pmt -Check	7699	03/22/2017	EBSCO	Checking	
Bill	1536085	03/16/2017		Periodicals	-11,040.73
TOTAL					-11,040.73
Bill Pmt -Check	7700	03/22/2017	Four State Maintenance Supply	Checking	
Bill	541323	02/28/2017		Building Supplies	-135.76
Bill	541847	03/08/2017		Building Supplies	-364.37
TOTAL					-500.13
Bill Pmt -Check	7701	03/22/2017	Gale/Cengage Learning	Checking	
Bill	60080414	02/28/2017		Books & Materials	-232.09
Bill	60090430	02/28/2017		Books & Materials	-44.98
Bill	60139032	02/28/2017		Books & Materials	-17.99
Bill	60269168	03/15/2017		Books & Materials	-38.92
Bill	60210490	03/15/2017		Books & Materials	-60.57
Bill	60220490	03/15/2017		Books & Materials	-37.18
Bill	60255234	03/15/2017		Books & Materials	-55.17
TOTAL					-486.90

Lawrence Public Library
Check Detail
March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7702	03/22/2017	HMC Performance Coatings	Checking	
Bill	4281	03/15/2017		Miscellaneous	-300.00
TOTAL					-300.00
Bill Pmt -Check	7703	03/22/2017	Interstate Elevator, Inc.	Checking	
Bill	16302	03/08/2017		Building Repairs & Main...	-174.00
TOTAL					-174.00
Bill Pmt -Check	7704	03/22/2017	Jayhawk Trophy Co., Inc.	Checking	
Bill	57459	03/08/2017		Miscellaneous	-76.10
TOTAL					-76.10
Bill Pmt -Check	7705	03/22/2017	Jayhawk Tropical Fish	Checking	
Bill	502341	03/08/2017		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	7706	03/22/2017	Jiminate	Checking	
Bill	2-021817	02/28/2017		Advertising	-120.00
TOTAL					-120.00
Bill Pmt -Check	7707	03/22/2017	Kansas Public Radio	Checking	
Bill	140344	03/15/2017		Advertising Gift Fund	-287.11
TOTAL					-287.11

Lawrence Public Library

Check Detail

March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7708	03/22/2017	Laser Logic, Inc.	Checking	
Bill	278349	03/15/2017		Library & Office Supplies	-235.59
TOTAL					-235.59
Bill Pmt -Check	7709	03/22/2017	Lawrence Sign Up LLC	Checking	
Bill	9144	02/28/2017		Read Across Lawrence	-209.00
Bill	9038	02/28/2017		Simpson Grant	-1,439.52
Bill	9039	02/28/2017		Simpson Grant	-189.00
Bill	9181	02/28/2017		Simpson Grant	-421.68
TOTAL					-2,259.20
Bill Pmt -Check	7710	03/22/2017	Mid-Continent Public Library	Checking	
Bill	172313051	03/08/2017		Overdues	-16.95
TOTAL					-16.95
Bill Pmt -Check	7711	03/22/2017	Midwest Tape	Checking	
Bill	94800333	02/28/2017		Books & Materials	-137.14
Bill	94800334	02/28/2017		Books & Materials	-18.74
Bill	94800336	02/28/2017		Books & Materials	-221.15
Bill	94797941	02/28/2017		Books & Materials	-1,105.65
Bill	94780980	02/28/2017		Books & Materials	-367.91
Bill	94782016	02/28/2017		Books & Materials	-89.96
Bill	94775219	02/28/2017		Books & Materials	-1,186.61
Bill	94776767	02/28/2017		Books & Materials	-58.90
Bill	94776768	02/28/2017		Books & Materials	-112.46
Bill	94775321	02/28/2017		Books & Materials	-22.49
Bill	94767012	02/28/2017		Books & Materials	-1,167.71
Bill	94759570	02/28/2017		Books & Materials	-20.98
Bill	94760599	02/28/2017		Books & Materials	-37.48
Bill	94760597	02/28/2017		Books & Materials	-23.23
Bill	94759571	02/28/2017		Books & Materials	-82.46
Bill	94746968	02/28/2017		Books & Materials	-115.70

Lawrence Public Library

Check Detail

March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	94757490	02/28/2017		Books & Materials	-48.73
Bill	94822240	03/08/2017		Processing Supplies	-424.75
Bill	94817172	03/15/2017		Books & Materials	-6,026.51
Bill	94842108	03/15/2017		Books & Materials	-1,619.92
Bill	94842109	03/15/2017		Books & Materials	-359.90
Bill	94823832	03/15/2017		Books & Materials	-884.76
Bill	94823831	03/15/2017		Books & Materials	-927.96
Bill	94819079	03/15/2017		Books & Materials	-94.12
Bill	94819161	03/15/2017		Books & Materials	-37.49
Bill	94815548	03/15/2017		Books & Materials	-440.91
Bill	94815650	03/15/2017		Books & Materials	-289.37
Bill	94802753	03/15/2017		Books & Materials	-372.89
TOTAL					-16,295.88
Bill Pmt -Check	7712	03/22/2017	NEKLS	Checking	
Bill	3-9-17	03/15/2017		Processing Supplies	-27.00
TOTAL					-27.00
Bill Pmt -Check	7713	03/22/2017	OCLC, Inc.	Checking	
Bill	515666	03/15/2017		Collections	-5,012.44
TOTAL					-5,012.44
Bill Pmt -Check	7714	03/22/2017	OverDrive	Checking	
Bill	145023997...	02/28/2017		Books & Materials	-122.99
Bill	011178700...	02/28/2017		Books & Materials	-18.99
Bill	111544557...	02/28/2017		Books & Materials	-814.43
Bill	111452417...	02/28/2017		Books & Materials	-1,310.82
Bill	150420077...	02/28/2017		Books & Materials	-294.74
Bill	150245017...	02/28/2017		Books & Materials	-220.96
Bill	000535923...	02/28/2017		Books & Materials	-106.97
Bill	150907483...	02/28/2017		Books & Materials	-238.82
Bill	151011413...	02/28/2017		Books & Materials	-144.99
TOTAL					-3,273.71

Lawrence Public Library
Check Detail
March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7715	03/22/2017	Polyline Corporation	Checking	
Bill	49992	02/28/2017		Processing Supplies	-270.00
TOTAL					-270.00
Bill Pmt -Check	7716	03/22/2017	Pro Print Inc.	Checking	
Bill	93840	03/15/2017		Library & Office Supplies	-130.06
TOTAL					-130.06
Bill Pmt -Check	7717	03/22/2017	Quill Corporation	Checking	
Bill	4357194	02/28/2017		Advertising	-1,235.00
				Library & Office Supplies	-165.55
Bill	4359382	02/28/2017		Advertising	-247.00
Bill	4647523	03/08/2017		Processing Supplies	-76.53
Bill	4915086	03/15/2017		Young Adult Programmi...	-10.99
				Library & Office Supplies	-35.99
Bill	5021623	03/16/2017		Processing Supplies	-35.39
Bill	5061548	03/16/2017		Children's Programming	-8.55
Bill	5036900	03/16/2017		Children's Programming	-44.74
				Library & Office Supplies	-21.96
TOTAL					-1,881.70
Bill Pmt -Check	7718	03/22/2017	Random House, Inc.	Checking	
Bill	1081079596	02/28/2017		Books & Materials	-33.75
Bill	1081328938	03/15/2017		Books & Materials	-33.75
Bill	1081178733	03/15/2017		Books & Materials	-33.75
Bill	1181297770	03/15/2017		Books & Materials	-33.75
Bill	1081297770	03/15/2017		Books & Materials	-181.50
TOTAL					-316.50

Lawrence Public Library

Check Detail

March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7719	03/22/2017	Snap Promotions	Checking	
Bill	17020702	03/08/2017		Library & Office Supplies	-65.72
TOTAL					-65.72
Bill Pmt -Check	7720	03/22/2017	Unique Management Services	Checking	
Bill	441709	03/15/2017		Professional Fees	-519.10
Bill	441710	03/15/2017		Professional Fees	-134.94
TOTAL					-654.04
Bill Pmt -Check	7721	03/22/2017	WOW!Business	Checking	
Bill		02/28/2017		Telephone	-434.95
TOTAL					-434.95
Bill Pmt -Check	28161	03/20/2017	Amazon	Checking	
Bill	7866215	02/28/2017		Books & Materials	-13.00
Bill	98679268969	02/28/2017		Library & Office Supplies	-52.00
Bill	108625081...	02/28/2017		Books & Materials	-18.95
Bill	7093867	02/28/2017		Supplies	-80.90
Bill	8826634	02/28/2017		Supplies	-56.34
Bill	8477029	02/28/2017		Building Supplies	-45.82
Bill	0886615	02/28/2017		Building Supplies	-26.99
Bill	9870631	02/28/2017		Library & Office Supplies	-55.00
Bill	2521002	02/28/2017		Young Adult Programmi...	-11.97
Bill	2521002	02/28/2017		Young Adult Programmi...	-14.95
Bill	4226626	02/28/2017		Books & Materials	-143.97
Bill	4226626	02/28/2017		Books & Materials	-9.12
Bill	1461023	02/28/2017		Books & Materials	-44.11
Bill	7929020	02/28/2017		Books & Materials	-48.01
Bill	1027435	02/28/2017		Books & Materials	-13.46
Bill	9987440	02/28/2017		Books & Materials	-66.63
Bill	1300240	02/28/2017		Books & Materials	-88.81
Bill	1951444	02/28/2017		Books & Materials	-10.98

Lawrence Public Library

Check Detail

March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	9987440	02/28/2017		Books & Materials	-29.98
Bill	5568224	02/28/2017		Books & Materials	-75.52
Bill	1951444	02/28/2017		Books & Materials	-29.95
Bill	1951444	02/28/2017		Books & Materials	-98.84
Bill	9979401	02/28/2017		Books & Materials	-23.99
Bill	1951444	02/28/2017		Books & Materials	-9.55
Bill	6985002	02/28/2017		Books & Materials	-21.03
Bill	1951444	02/28/2017		Books & Materials	-28.10
Bill	1951444	02/28/2017		Books & Materials	-167.33
Bill	3073025	02/28/2017		Books & Materials	-34.98
Bill	9987440	02/28/2017		Books & Materials	-27.99
Bill	1217005	02/28/2017		Books & Materials	-195.53
Bill	1951444	02/28/2017		Books & Materials	-125.15
Bill	2521002	02/28/2017		Young Adult Programmi...	-8.65
Bill	6147407	03/08/2017		Young Adult Programmi...	-20.20
Bill	6167407	03/08/2017		Young Adult Programmi...	-88.82
Bill	6167407	03/08/2017		Young Adult Programmi...	-6.99
Bill	6315433	03/08/2017		Young Adult Programmi...	-7.98
Bill	6315433	03/08/2017		Young Adult Programmi...	-17.95
Bill	1236239	03/15/2017		Young Adult Programmi...	-4.82
Bill	7929020	03/15/2017		Books & Materials	-79.98
Bill	1983460	03/15/2017		Books & Materials	-25.00
Bill	1983460	03/15/2017		Books & Materials	-47.99
Bill	1983460	03/15/2017		Books & Materials	-75.39
Bill	7462660	03/15/2017		Books & Materials	-14.98
Bill	7462660	03/15/2017		Books & Materials	-74.39
Bill	7462660	03/15/2017		Books & Materials	-23.49
Bill	1027435	03/15/2017		Books & Materials	-37.98
Bill	9769846	03/15/2017		Books & Materials	-34.16
Bill	9769846	03/15/2017		Books & Materials	-8.94
Bill	9769846	03/15/2017		Books & Materials	-72.05
Bill	5568224	03/15/2017		Books & Materials	-52.44
Bill	7929020	03/15/2017		Books & Materials	-95.94
Bill	7929020	03/15/2017		Books & Materials	-48.01
Bill	2031448	03/15/2017		Books & Materials	-47.99
Bill	9987440	03/15/2017		Books & Materials	-47.99
Bill	2006669	03/15/2017		Books & Materials	-38.16
Bill	2006669	03/15/2017		Books & Materials	-11.84
Bill	8486628	03/15/2017		Books & Materials	-13.82
Bill	9687440	03/15/2017		Books & Materials	-24.19
Bill	8861833	03/15/2017		Books & Materials	-58.97
Bill	4226626	03/15/2017		Books & Materials	-25.76

Lawrence Public Library

Check Detail

March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	4226626	03/15/2017		Books & Materials	-13.99
Bill	4226626	03/15/2017		Books & Materials	-23.89
Bill	6167407	03/15/2017		Young Adult Programmi...	-2.99
Bill	80356681273	03/16/2017		Young Adult Programmi...	-2.95
TOTAL					-2,827.64
Bill Pmt -Check	28162	03/20/2017	Body Boutique	Checking	
Bill	CJ May	03/15/2017		Membership & Dues	-828.00
TOTAL					-828.00
Bill Pmt -Check	28163	03/20/2017	Ingram Library Services	Checking	
Bill	97352644	02/28/2017	Ingram Library Services	Accounts Payable	0.00
Bill	97440426	02/28/2017		Outreach Programming	-136.98
				Books & Materials	-393.17
Bill	97430617	02/28/2017		Books & Materials	-800.64
Bill	97430618	02/28/2017		Processing Supplies	-76.25
Bill	97440427	02/28/2017		Processing Supplies	-73.02
Bill	97430619	02/28/2017		Books & Materials	-45.57
Bill	97429928	02/28/2017		Books & Materials	-31.32
Bill	97404817	02/28/2017		Books & Materials	-1,067.08
Bill	97429929	02/28/2017		Processing Supplies	-0.95
Bill	97430620	02/28/2017		Processing Supplies	-0.45
Bill	97404818	02/28/2017		Processing Supplies	-102.33
Bill	97386701	02/28/2017		Books & Materials	-152.54
Bill	97367564	02/28/2017		Books & Materials	-1,328.97
Bill	97396634	02/28/2017		Books & Materials	-415.95
Bill	97352645	02/28/2017		Books & Materials	-370.11
Bill	97396635	02/28/2017		Processing Supplies	-40.25
Bill	97367565	02/28/2017		Processing Supplies	-144.51
Bill	97386702	02/28/2017		Processing Supplies	-9.77
Bill	97352646	02/28/2017		Processing Supplies	-37.03
Bill	97313601	02/28/2017		Books & Materials	-831.77
Bill	97337955	02/28/2017		Books & Materials	-5.69
Bill	94313599	02/28/2017		Books & Materials	-61.71
Bill	97313600	02/28/2017		Processing Supplies	-11.64
Bill	97337956	02/28/2017		Processing Supplies	-0.15
Bill	97313602	02/28/2017		Processing Supplies	-67.00

Lawrence Public Library

Check Detail

March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	97338558	02/28/2017		Books & Materials	-513.93
Bill	97334945	02/28/2017		Books & Materials	-346.76
Bill	97295550	02/28/2017		Books & Materials	-1,192.66
Bill	97274532	02/28/2017		Books & Materials	-11.97
Bill	97295551	02/28/2017		Processing Supplies	-156.77
Bill	97334946	02/28/2017		Processing Supplies	-47.24
Bill	97338559	02/28/2017		Processing Supplies	-58.61
Bill	97274533	02/28/2017		Processing Supplies	-1.94
Bill	97275183	02/28/2017		Books & Materials	-3.98
Bill	97275184	02/28/2017		Books & Materials	-462.64
Bill	97256464	02/28/2017		Books & Materials	-176.96
Bill	97256462	02/28/2017		Books & Materials	-482.90
Bill	97246952	02/28/2017		Books & Materials	-443.96
Bill	97246953	02/28/2017		Processing Supplies	-32.59
Bill	97256463	02/28/2017		Processing Supplies	-42.58
Bill	97256465	02/28/2017		Processing Supplies	-20.62
Bill	97275185	02/28/2017		Processing Supplies	-31.94
Bill	97583915	03/15/2017		Personal Books	-33.45
Bill	97628336	03/15/2017		Processing Supplies	-31.45
Bill	97627565	03/15/2017		Processing Supplies	-1.94
Bill	97638628	03/15/2017		Processing Supplies	-73.05
Bill	97583917	03/15/2017		Processing Supplies	-11.42
Bill	97594073	03/15/2017		Processing Supplies	-6.98
Bill	97545320	03/15/2017		Processing Supplies	-36.15
Bill	97561634	03/15/2017		Processing Supplies	-129.60
Bill	97529509	03/15/2017		Processing Supplies	-33.05
Bill	97502192	03/15/2017		Processing Supplies	-65.97
Bill	97525595	03/15/2017		Processing Supplies	-71.25
Bill	97484705	03/15/2017		Processing Supplies	-26.87
Bill	97461973	03/15/2017		Processing Supplies	-0.80
Bill	97462598	03/15/2017		Processing Supplies	-134.27
Bill	97475009	03/15/2017		Processing Supplies	-32.79
Bill	97445956	03/15/2017		Processing Supplies	-31.14
Bill	97628335	03/15/2017		Books & Materials	-453.98
Bill	97627564	03/15/2017		Books & Materials	-10.19
Bill	97638627	03/15/2017		Books & Materials	-676.59
Bill	97602254	03/15/2017		Books & Materials	-81.89
Bill	97583916	03/15/2017		Books & Materials	-111.81
Bill	97594072	03/15/2017		Books & Materials	-170.16
Bill	97545319	03/15/2017		Books & Materials	-457.04
Bill	97561633	03/15/2017		Books & Materials	-1,271.90
Bill	97529508	03/15/2017		Books & Materials	-502.73

Lawrence Public Library

Check Detail

March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	97502191	03/15/2017		Books & Materials	-622.71
Bill	97525594	03/15/2017		Books & Materials	-410.41
Bill	97484704	03/15/2017		Books & Materials	-276.80
Bill	97461972	03/15/2017		Books & Materials	-15.39
Bill	97462597	03/15/2017		Books & Materials	-1,299.23
Bill	97475008	03/15/2017		Books & Materials	-280.03
Bill	97445955	03/15/2017		Books & Materials	-386.48
TOTAL					-17,980.42
Bill Pmt -Check	28164	03/20/2017	Journal-World	Checking	
Bill	Thru 2/23/18	02/28/2017		Periodicals	-193.60
TOTAL					-193.60
Bill Pmt -Check	28165	03/20/2017	Journal-World Media	Checking	
Bill	11510086	02/28/2017		Read Across Lawrence	-461.79
TOTAL					-461.79
Bill Pmt -Check	28166	03/20/2017	Olathe Public Library	Checking	
Bill	171711042	11/30/2016		Overdues	-18.95
TOTAL					-18.95
Bill Pmt -Check	28167	03/20/2017	Paul Jordan	Checking	
Bill	REFUND	03/08/2017		Overdues	-9.60
TOTAL					-9.60

Lawrence Public Library

Check Detail

March 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28168	03/20/2017	Recorded Books	Checking	
Bill	75441989	02/28/2017		Books & Materials	-24.36
Bill	75444076	02/28/2017		Books & Materials	-48.14
Bill	75432202	02/28/2017		Books & Materials	-26.68
Bill	75428241	02/28/2017		Books & Materials	-202.05
Bill	75484101	02/28/2017		Books & Materials	-701.83
Bill	75484105	02/28/2017		Books & Materials	-253.08
Bill	75483403	02/28/2017		Books & Materials	-91.64
Bill	75484648	02/28/2017		Books & Materials	-74.25
Bill	75485110	02/28/2017		Books & Materials	-108.30
Bill	75485736	02/28/2017		Books & Materials	-178.49
Bill	75487302	03/15/2017		Books & Materials	-71.77
Bill	75486773	03/15/2017		Books & Materials	-85.64
Bill	75487708	03/15/2017		Books & Materials	-115.67
Bill	75489345	03/15/2017		Books & Materials	-53.79
Bill	75487034	03/15/2017		Books & Materials	-169.89
Bill	75490463	03/15/2017		Books & Materials	-74.25
TOTAL					-2,279.83
Bill Pmt -Check	28169	03/20/2017	Topeka Zoo	Checking	
Bill	7-12-17	03/08/2017		Children's Programming	-190.00
TOTAL					-190.00
Bill Pmt -Check	28170	03/20/2017	Wichita Public Library	Checking	
Bill	The Saint	04/29/2016		Overdues	-46.98
TOTAL					-46.98

Lawrence Public Library

Monthly Statistical Summary--February 2017

INDICATOR	February		Percent	YTD	YTD	Percent
	2017	2016	Change	2017	2016	Change
			2016-2017			2016-2017

SUMMARY RATIOS

Service Area Population	97,948	94,586	4%			
User Visits per Capita	6.56	6.95	-6%			
Reference Transactions per Capita	1.41	1.85	-24%			
Program Attendance per Capita	0.57	0.65	-12%			
Circulation per Capita	11.68	13.08	-11%			
Circulation per Visit	1.78	1.88	-5%			
Total Holdings per Capita	2.11	2.12	0%			
% of Lawrence Residents Registered	65%	65%	0%			

Circulation--Adult Total	66,549	70,130	-5%	142,690	149,994	-5%
Circulation--Young Adult Total	2,918	3,901	-25%	6,214	8,140	-24%
Circulation--Youth Total	25,878	29,041	-11%	54,590	61,985	-12%
Circulation--Bookmobile	870	1,086	-20%	1,732	2,121	-18%
Circulation--Audiovisual Total	35,720	41,051	-13%	77,123	87,776	-12%
Circulation--Total	95,345	103,072	-7%	203,494	220,119	-8%

Reference Transactions	11,532	14,579	-21%	25,620	31,786	-19%
User Visits	53,508	54,786	-2%	105,472	111,657	-6%
LPL Web Site Visits	17,013	27,766	-39%	37,435	57,280	-35%

Holdings--Added	3,225	2,742	18%	6,385	5,289	21%
Holdings--Withdrawn	4,305	1,803	139%	7,459	4,292	74%
Holdings--Total	206,369	200,425	3%			

Registered Borrowers--Added	604	647	-7%			
Registered Borrowers--Total	79,135	76,424	4%			

Adult Programs	22	28	-21%	47	55	-15%
Young Adult Programs	17	20	-15%	31	34	-9%
Youth Programs	69	65	6%	122	109	12%
Senior Programs	15	11	36%	27	22	23%
Total Programs	123	124	-1%	227	220	3%
Total Program Attendance	4,650	5,086	-9%	8,186	8,307	-1%
Public Uses of Meeting Rooms	947	629	51%	1,752	1,202	46%

Total Paid Staff (FTE)	62.57	62.65	0%			
Total Number of Employees	87	86	1%			

Lawrence Public Library

Monthly Statistical Report--February 2017

	February		Percent		YTD	YTD	Percent
	2017	2016	Change		2017	2016	Change
			2016-2017				2016-2017
OUTPUT MEASURES							
Service Area Population	97,948	94,586	4%				
User Visits per Capita	6.56	6.95	-6%				
Reference Transactions per Capita	1.41	1.85	-24%				
Program Attendance per Capita	0.57	0.65	-12%				
Circulation per Capita	11.68	13.08	-11%				
Total Holdings per Capita	2.11	2.12	-1%				
Collection Turnover--Total	5.62	6.25	-10%				
Collection Turnover--Adult	6.15	6.55	-6%				
Collection Turnover--Young Adult	3.21	4.96	-35%				
Collection Turnover--Youth	4.94	5.94	-17%				
Collection Turnover--Audiovisual	9.54	10.25	-7%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	30864	31848	-3%		65526	67773	-3%
Circulation--Adult Periodicals	908	1254	-28%		2315	2886	-20%
Circulation--Adult Feature Films & TV Shows	23489	25324	-7%		51063	54019	-5%
Circulation--Electronic Games	1621	1836	-12%		3497	3997	-13%
Circulation--Adult Music CDs	5207	6231	-16%		10996	13628	-19%
Circulation--Adult Audio Books and Books on CD	4454	3630	23%		9281	7672	21%
Circulation--eReaders	6	7	-14%		12	19	-37%
Circulation--Adult Total	66549	70130	-5%		142690	149994	-5%
Circulation--YA Books and NF Videos	2683	3568	-25%		5729	7476	-23%
Circulation--YA Periodicals	10	12	-17%		16	27	-41%
Circulation--YA Audio Books and Books on CD	225	321	-30%		469	637	-26%
Circulation--YA Total	2918	3901	-25%		6214	8140	-24%
Circulation--Youth Books and NF Videos	24184	27650	-13%		51118	58956	-13%
Circulation--Youth Periodicals	87	89	-2%		214	174	23%
Circulation--Youth Music CDs	346	481	-28%		716	1043	-31%
Circulation--Youth Audio Books and Books on CD	1261	821	54%		2542	1812	40%
Circulation--Youth Total	25878	29041	-11%		54590	61985	-12%

Lawrence Public Library	February		Percent		YTD	YTD
Monthly Statistical Report	2017	2016	Change		2017	2016
			2016-2017			2016-2017
Circulation--Bookmobile	870	1086	-20%		1732	2121
Circulation--Total Books	57731	60666	-5%		122373	134205
Circulation--Total Periodicals	1005	1355	-26%		2545	3087
Circulation--Total Audiovisual	35720	41051	-13%		77123	87776
Circulation Total	95345	103072	-7%		203494	220119
Accounts & Welcome Desk Circulation	3839	1603	139%		8387	3332
Self Check Circulation	69806	77025	-9%		150547	165563
Percent Self Check	95%	98%	-3%		95%	98%
Web Site & Telephone Renewals	15324	17712	-13%		31144	36483
Other Staff Checkouts	78	3086	-97%		193	6138
Requests Placed	17490	20695	-15%		38104	45565
Requests Filled	15989	14829	8%		33523	31478
Requests Unclaimed	2253	3076	-27%		4493	6233
Interlibrary Loan Items Borrowed for LPL Patrons	412	481	-14%		820	942
Interlibrary Loan Items Loaned from LPL Collection	640	661	-3%		1249	1403
OTHER LIBRARY SERVICES						
User Visits	53508	54786	-2%		105472	111657
Public Computer Usage	8052	8075	0%		16071	16926

Lawrence Public Library	February		Percent		YTD	YTD
Monthly Statistical Report	2017	2016	Change		2017	2016
			2016-2017			2016-2017
PATRON INQUIRIES						
Ask Desk	1440	1623	-11%		3067	3555
Teen Zone	774	567	37%		1434	1259
Children's Desk	1328	1243	7%		2617	2731
IT Desk	1825	1283	42%		3731	3019
Welcome Desk	2504	3051	-18%		4761	6125
Phone Calls	1653	3857	-57%		5982	7941
Account Desk	2008	2955	-32%		4028	7156
Total Reference Transactions	11532	14579	-21%		25620	31786
Public-Sponsored Uses of Meeting Rooms	947	629	51%		1752	1202
LPL Web Site Visits	17013	27766	-39%		37435	57280
RESOURCES						
Holdings--Total	206369	200425	3%			
Holdings--Adult	131694	130214	1%			
Holdings--Young Adult	10962	9447	16%			
Holdings--Youth	63713	59457	7%			
Holdings--Audiovisual	44915	48074	-7%			
Holdings--eReaders	11	9	22%			
Holdings Added	3225	2742	18%		6385	5289
Holdings Withdrawn (Weeded)	4305	1803	139%		7459	4292
Holdings Net Change	-1080	939			-1074	997
LIBRARY PATRONS						
Total Borrowers	79135	76424	4%			
Borrowers Added	604	647	-7%		1403	1243
Borrowers Transacting	13185	12658	4%		26548	25591
Percent of Borrowers Transacting	17%	17%	1%			
Total Number of Lawrence Residents Registered	64040	61223	5%			
Percent of Lawrence Residents Registered	65%	65%	1%			

Lawrence Public Library	February		Percent		YTD	YTD
Monthly Statistical Report	2017	2016	Change		2017	2016
			2016-2017			2016-2017
PROGRAMMING						
Number of Adult Programs	22	28	-21%		47	55
Number of Young Adult Programs	17	20	-15%		31	34
Number of Youth Programs	69	65	6%		122	109
Number of Senior Programs	15	11	36%		27	22
Total Programs	123	124	-1%		227	220
Adult Program Attendance	737	1600	-54%		1365	2178
Young Adult Program Attendance	640	567	13%		1062	820
Youth Program Attendance	3138	2805	12%		5511	5075
Senior Program Attendance	135	114	18%		248	234
Total Program Attendance	4650	5086	-9%		8186	8307
STAFFING						
Total Paid Staff, in Full-Time Equivalents	62.57	62.65	0%			
ALA-MLS Librarians, in Full-Time Equivalents	18.94	18.6	2%			
Number of Employees--Total	87	86	1%			
Number of Employees--Full-Time	38	38	0%			
Number of Employees--Part-Time	49	48	2%			
Terminations	0	2	-100%		0	3
Hirings	1	0	#DIV/0!		1	0
Volunteer Hours	598	388.3	54%		1218.5	656.1
	.					
Notes:						
*February 1, 2017 projected service area population per City Planning Department						
**Monthly figures are represented on an annualized basis						
***Collection Turnover = Total Circulation/Total Holdings						
****Meeting room usage figures do not include Library-sponsored meetings and events						
*****Volunteer hours do not include Friends of the Library						
N/A=Not available at this time						

Lynda.com Usage
February 2017

Active users: 1345

New users: 21

Total users who logged in: 141

Total log-ins: 574

Hours viewed: 257.24

Hours viewed per user who logged in: 1.82

Hours viewed per log-in: .45

Library Director's Report for March 2017

Respectfully submitted by Brad Allen 3/16/2017

The Big Read/Read Across Lawrence 2017

Read Across Lawrence 2017 is in the books. The culminating event, Julia Alvarez on Sunday, March 5, at the Lied Center, drew 500 attendees. Overall, book discussions and other events were well attended across all age groups. Around 300 people attended the all ages wrap up carnival.

Greyhound Bus Stop Has Moved to 7th and Vermont

The Lawrence stop for the Greyhound bus has officially moved to the corner of 7th and Vermont from its current location in front of City Hall. I believe that the City sees this as a temporary solution while Greyhound secures a more permanent location. It has only been a few days, but things seem to be going fine. We had a nice article in the Journal World about it.

Mulvane Public Library visit

I had the pleasure of touring the staff of the Mulvane Public Library around our library on February 17. They have recently moved into a new building and wanted to see how things were going here in Lawrence. Overall, the group was very impressed with the building and its layout.

Developing the 2018 Budget

The recommended budget will be included in the board packet this month for approval. We learned on March 1 that the budget would need to be submitted March 31 which disrupted our typical process and we have had to develop our budget quickly. That said, I think the budget we have developed will work for 2018. More detail in my budget narrative.

Foundation Director's Report – March 16, 2017

Endowment Distributions. At its February meeting, the Foundation board approved 2017 endowment distributions, including its first ever from the unrestricted General Endowment fund. Specific fund distributions, totaling \$60,854.75, are as follows:

Milliken Fund (studio/music): \$1,344.43
Dr. Bob (books for kids): \$2,500
Steiner (storytelling workshop): \$1,500
Creativity Fund (studio): \$1,052.20
Greatest Expectations General Fund (NEH): \$20,590.61
Beach Author Series (NEH): \$13,473.17
Coan Local History Fund (NEH): \$1,078.63
Unrestricted General Endowment: \$19,315.72

Endowment Transfers. Also at the February meeting, the Foundation board approved transferring \$29,400 to the Greatest Expectations General Fund (NEH) at DCCF. These were gifts and pledges collected in 2016. In addition, the board authorized a transfer of \$30,021 in unrestricted funds to the Foundation's unrestricted General Endowment Fund.

Planned Giving. Margie Coggins started as the Foundation's Planned Giving Coordinator on March 1st. She has hit the ground running. Her first accomplishment was to recruit a group of attorneys, accountants, and real estate and trust professionals for the Foundation's Planned Giving Professional Advisory Council. These individual will advise the Foundation on any issues or questions that might arise concerning planned gifts. Margie also has set up several appointments with donors to learn more about their interest making a gift to the library through their estate plan.

Board appointments. The Foundation's nominating committee will meet this month to put together a list of new board member and officer candidates. Margie Coggins and Laura Denneler will be leaving the board after nine years of service each. The Foundation board will vote on the final slate at its annual meeting on April 24.

Music Storytellers Series. The 2017 Music Storytellers Selection Committee will meet on March 17 to come up with a recommendation for a musician to invite to this year's program. If scheduling allows, the Series will be held in conjunction with the Arts Center's Free State Film Festival in late June. Members of the selection committee are Marlo Angell and Ben Ahlvers from the Arts Center, Derek Kwan from the Lied Center, Mike Logan from the Granada, Jackie Becker from Up to Eleven Productions, and Brad, Kristin and I from LPL.

Midco Meeting on the Horizon. I received a call from the community relations director for Wow!, soon to be Midco, Lawrence's new cable system owner. They are interested in refreshing the computer lab as one of their first community projects. This will include providing all new computers. Needless to say, our IT staff is over the moon about this. We will meet with their IT representatives in the coming weeks to work out the details.

Upcoming Conferences:

Rotary President Elect Training Session (PETS): March 24 & 25, Wichita
Kansas Health Foundation Learning Conference: April 6 & 7, Wichita

2018 Library Budget Narrative

The recommended budget for Lawrence Public Library is \$4,430,000, an increase of \$99,663. Our budget request to the City of Lawrence will be for \$4,131,400, an increase of \$97,663.

Our goals for our 2018 budget are the following:

- No increase in mill levy
- Increased funding of library materials budget
- Increased funding of library maintenance budget
- Approximately 2-3% increase in staff pay

The determination of our budget request to the City anticipates a 4% increase in property tax valuations.

LAWRENCE PUBLIC LIBRARY
Regular Budget Report
2016-2018

Revised 3/6/17

REVENUES	2016	2017	Proposed 2018
Tax Fund	\$ 3,750,000.00	\$ 4,033,737.00	\$ 4,131,400.00
Overdues	\$ 180,000.00	\$ 170,000.00	\$ 150,000.00
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	\$ 4,430,000.00
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	\$ 625,000.00
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	\$ 170,000.00
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	\$ 1,800.00
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	\$ 23,200.00
Miscellaneous			
Total Expenses	\$ 4,044,000.00	\$ 4,330,337.00	\$ 4,430,000.00