

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

Monday, March 19, 2018 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

- Form Officer Nominating Committee
- Report from Budget Committee
- Report on Women of Color Mural
- EBSCO Solar Grant Idea – REVIEW, POSSIBLE ACTION ITEM
- Library Behavior Policy – REVIEW, POSSIBLE ACTION ITEM

Adjournment



February 22, 2018

Due to lack of quorum, the February Library Board of Trustees meeting was cancelled.

Per Board Bylaws, the Board unanimously approved the consent agenda by electronic vote.

Signed,

A handwritten signature in black ink that reads "Brad Allen". The signature is written in a cursive, flowing style.

Brad Allen
Library Director

Lawrence Public Library

Board of Trustees

Special Budget Committee Meeting

March 6, 2018

Board Members present: Brady Flannery, Joan Golden, Judy Keller, Kevan Vick

Staff Members present: Brad Allen, Sherri Turner

Brad presented several draft versions of a 2019 budget proposal for the board's consideration. He explained that the areas where he sees the most need for increased funding are in books and materials, technology, capital improvements, and personnel. Personnel increases would be used to continue to move staff salaries closer to market and to implement the merit system that the board has recommended.

After discussion, the committee agreed to recommend the 6% budget scenario with the caveat that their intent would be to maintain a flat mill. Should the proposal result in a mill increase, they would wish to make adjustments to the budget to bring it into line with a flat mill.

The committee will make a report at their regular March meeting, but will not make the final recommendation until April when Brad will have returned from parental leave.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
2018									
REVENUES		This Month	Year to Date	Annual Budget	16% of Year		February 2017		YTD 2017
Tax Fund		\$ 1,954,045.19	\$ 2,339,423.36	\$ 4,233,000.00	55.27%		\$ -		\$ 2,202,197.63
Overdues		\$ 11,946.75	\$ 24,260.36	\$ 148,400.00	16.35%		\$ 12,164.83		\$ 27,627.48
NEKLS		\$ -	\$ 2,000.00	\$ 90,000.00	2.22%		\$ -		\$ -
State Aid		\$ 27,367.85	\$ 27,367.85	\$ 25,000.00	109.47%		\$ 28,320.44		\$ 28,320.44
Photo Copies		\$ 1,473.46	\$ 2,920.59	\$ 20,000.00	14.60%		\$ 1,717.98		\$ 2,580.78
Coffee Shop Rent		\$ 750.00	\$ 1,500.00	\$ 9,000.00	16.67%		\$ 750.00		\$ 750.00
Meeting Room Fees		\$ 350.00	\$ 1,200.00	\$ 3,000.00	40.00%		\$ 650.00		\$ 1,125.00
Interest		\$ 656.52	\$ 968.42	\$ 1,600.00	60.53%		\$ 138.95		\$ 266.41
Miscellaneous		\$ 28.47	\$ 16.48	\$ -			\$ 78.23		\$ 44.32
Total Revenues		\$1,996,618.24	\$2,399,657.06	\$4,530,000.00	52.97%		\$43,820.43		\$2,262,912.06
EXPENSES									
Salaries & Wages		\$ 206,632.38	\$ 416,125.60	\$ 2,500,000.00	16.65%		\$ 203,912.48		\$ 394,666.05
Employee Benefits		\$ 24,461.52	\$ 47,973.39	\$ 275,000.00	17.44%		\$ 19,974.36		\$ 39,108.44
Payroll Taxes		\$ 34,163.86	\$ 68,998.05	\$ 420,000.00	16.43%		\$ 31,767.34		\$ 61,631.87
Utilities		\$ 9,362.50	\$ 19,912.22	\$ 96,000.00	20.74%		\$ 8,631.48		\$ 18,202.68
Building Supplies		\$ 1,433.32	\$ 2,756.03	\$ 20,000.00	13.78%		\$ 2,895.25		\$ 3,216.96
Building Repairs & Maintenance		\$ 12,814.01	\$ 19,191.48	\$ 55,000.00	34.89%		\$ 1,201.20		\$ 6,392.88
Library Supplies		\$ 2,657.28	\$ 3,733.55	\$ 25,000.00	14.93%		\$ 1,096.47		\$ 4,005.28
Books & Materials		\$ 55,562.91	\$ 71,649.47	\$ 650,000.00	11.02%		\$ 61,697.55		\$ 62,302.50
Processing Supplies		\$ 2,641.05	\$ 6,742.63	\$ 65,000.00	10.37%		\$ 3,997.21		\$ 12,176.59
Equipment		\$ 3,268.50	\$ 4,567.50	\$ 10,000.00	45.68%		\$ -		\$ -
Technology		\$ 7,459.98	\$ 14,893.54	\$ 210,000.00	7.09%		\$ 7,363.45		\$ 19,255.57
Insurance		\$ 1,126.00	\$ 1,126.00	\$ 15,000.00	7.51%		\$ -		\$ -
Shipping		\$ 465.05	\$ 1,050.20	\$ 19,000.00	5.53%		\$ 752.83		\$ 3,504.75
Professional Development		\$ 5,741.34	\$ 6,021.34	\$ 30,000.00	20.07%		\$ 786.76		\$ 1,186.76
Book Van & Mileage		\$ 156.55	\$ 199.79	\$ 2,000.00	9.99%		\$ 123.14		\$ 163.20
Programs		\$ 1,241.57	\$ 1,974.43	\$ 20,000.00	9.87%		\$ 2,174.58		\$ 3,277.17
Professional Fees		\$ 3,428.48	\$ 14,198.50	\$ 40,000.00	35.50%		\$ 2,159.09		\$ 4,463.46
Advertising & Marketing		\$ 1,610.84	\$ 2,952.49	\$ 30,000.00	9.84%		\$ 2,667.54		\$ 2,733.48
Capital Improvements		\$ 9,000.00	\$ 9,000.00	\$ 48,000.00	18.75%		\$ -		\$ -
Miscellaneous		\$ 255.32	\$ 2,461.19	\$ -			\$ 110.95		\$ 3,580.35
Total Expenses		\$ 383,482.46	\$ 715,527.40	\$ 4,530,000.00	15.80%		\$ 351,311.68		\$ 639,867.99
CASH BALANCES									
Checking		\$ 2,214,467.42							
Capital Improvement		\$ 604,006.45							

Lawrence Public Library												
2018 Outside Funding Report												
			1/1/2018		January	January	February	February	March	March		
			AMOUNT		Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS												
	KPR-Advertising		\$ 425.87		\$ 6,000.00	\$ 287.11		\$ 287.11			\$ 5,851.65	
	Summer Reading - ALL		\$ -								\$ -	
	Aquarium		\$ 256.77		\$ 4,000.00	\$ 300.00		\$ 827.28			\$ 3,129.49	
	Volunteers		\$ 743.55								\$ 743.55	
	Read Across Lawrence 2015/2016		\$ 1,548.82					\$ 1,497.22			\$ 51.60	
	Salaries/Taxes		\$ 16.79			\$ 3,919.99		\$ 3,919.98			\$ (7,823.18)	
	Block Grant		\$ 39,734.07		\$ (10,000.00)						\$ 29,734.07	
			\$ 43,584.71		\$ -	\$ 4,507.10	\$ -	\$ 6,531.59	\$ -	\$ -	\$ 32,546.02	
FOUNDATION												
	Kansas Health Foundation		\$ 2,484.89			\$ 349.93					\$ 2,134.96	
	Salaries/Taxes - Bukaty		\$ -			\$ 422.02		\$ 541.65			\$ (963.67)	
	Foundation Expenses to be reimbursed		\$ -		\$ 746.87	\$ 236.53		\$ 1,040.59			\$ (530.25)	
	Salkind for E-books		\$ 382.88			\$ 380.77					\$ 2.11	
	Harry Potter		\$ 1,000.00			\$ 333.40		\$ 175.69			\$ 490.91	
	Weinberg YS/YA		\$ 1,734.36					\$ 550.00			\$ 1,184.36	
	Milliken Fund		\$ 827.33								\$ 827.33	
	Sound & Vision		\$ 935.62			\$ 1,849.98					\$ (914.36)	
	Juanita Marsh		\$ 502.66								\$ 502.66	
	Seed Library		\$ 2,929.29			\$ 435.86		\$ 159.13			\$ 2,334.30	
	Crowe Fund		\$ 1,385.06					\$ 52.36			\$ 1,332.70	
	Tech Desk - Gage		\$ 73.09								\$ 73.09	
	Local History		\$ 1,475.06					\$ 82.99			\$ 1,392.07	
	MIDCO		\$ 2,366.78								\$ 2,366.78	
	General Endowment		\$ 2,222.72								\$ 2,222.72	
	Simpson Grant		\$ 13,962.07			\$ 10,440.35					\$ 3,521.72	
	Youth Services		\$ 1,419.83								\$ 1,419.83	
			\$ 50,701.64		\$ 746.87	\$ 14,448.84	\$ -	\$ 2,602.41		\$ -	\$ 34,397.26	
OTHER												
	Memorials/Honor with Books/Bauleke		\$ 131.07			\$ 137.12		\$ 21.37			\$ 3,025.83	
	Landsberg Bequest		\$ 6,996.11			\$ 305.87		\$ 419.29			\$ 6,270.95	
	Lawrence Give Back		\$ 2,626.32			\$ -					\$ 2,626.32	
	Wurfy		\$ 39.69		\$ 100.00						\$ 139.69	
	Merchandise Sales		\$ 993.82		\$ 418.25		\$ 396.00				\$ 1,808.07	
			\$ 10,787.01		\$ 518.25	\$ 442.99	\$ 396.00	\$ 440.66	\$ -	\$ -	\$ 13,870.86	
			\$ 105,073.36									
			Month Total		\$ 1,265.12	\$ 19,398.93	\$ 396.00	\$ 9,574.66	\$ -	\$ -		

Lawrence Public Library
Balance Sheet
As of February 28, 2018

	<u>Feb 28, 18</u>	<u>Feb 28, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Gift Certificates	240.67	0.00	240.67	100.0%
MIP Operating Funds	1,348,413.99	0.00	1,348,413.99	100.0%
Checking	866,053.43	2,106,940.84	-1,240,887.41	-58.9%
Capital Improvement-2	0.00	571,480.61	-571,480.61	-100.0%
Capital Improvement at MIP	604,006.45	0.00	604,006.45	100.0%
Total Checking/Savings	<u>2,818,714.54</u>	<u>2,678,421.45</u>	<u>140,293.09</u>	<u>5.2%</u>
Total Current Assets	<u>2,818,714.54</u>	<u>2,678,421.45</u>	<u>140,293.09</u>	<u>5.2%</u>
Other Assets				
Bitcoin Investment	0.00	193.65	-193.65	-100.0%
Petty Cash	1,130.70	1,230.70	-100.00	-8.1%
Total Other Assets	<u>1,130.70</u>	<u>1,424.35</u>	<u>-293.65</u>	<u>-20.6%</u>
TOTAL ASSETS	<u>2,819,845.24</u>	<u>2,679,845.80</u>	<u>139,999.44</u>	<u>5.2%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	30,845.16	30,519.18	325.98	1.1%
Total Accounts Payable	<u>30,845.16</u>	<u>30,519.18</u>	<u>325.98</u>	<u>1.1%</u>
Other Current Liabilities				
Payroll Liabilities	85,895.47	3,733.98	82,161.49	2,200.4%
Total Other Current Liabilities	<u>85,895.47</u>	<u>3,733.98</u>	<u>82,161.49</u>	<u>2,200.4%</u>
Total Current Liabilities	<u>116,740.63</u>	<u>34,253.16</u>	<u>82,487.47</u>	<u>240.8%</u>
Total Liabilities	<u>116,740.63</u>	<u>34,253.16</u>	<u>82,487.47</u>	<u>240.8%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	745,652.20	729,835.85	15,816.35	2.2%
Net Income	1,656,817.19	1,615,121.57	41,695.62	2.6%
Total Equity	<u>2,703,104.61</u>	<u>2,645,592.64</u>	<u>57,511.97</u>	<u>2.2%</u>
TOTAL LIABILITIES & EQUITY	<u>2,819,845.24</u>	<u>2,679,845.80</u>	<u>139,999.44</u>	<u>5.2%</u>

**Lawrence Public Library
Revenues & Expenses
February 2018**

	Feb 18
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Grants	27,367.85
Interest	656.52
Meeting Room Fees	350.00
Merchandise Sales	396.00
Overdues	11,946.75
Personal Books	11.99
Photo Copies	1,473.46
Tax Fund	1,954,045.19
Utilities Income	16.48
Total Income	1,997,014.24
Expense	
Payroll Expenses	231,093.90
Payroll Taxes	34,763.31
Utilities - Electric	9,362.50
Building Supplies	1,433.32
Building Repairs & Maintenance	12,814.01
Library & Office Supplies	2,657.28
Books & Materials	55,562.91
Processing Supplies	2,641.05
Equipment	3,268.50
Technology	7,459.98
Insurance	1,126.00
Shipping	465.05
Professional Development	5,741.34
Bookvan & Mileage	156.55
Program Expense	1,241.57
Professional Fees	3,428.48
Advertising	1,610.84
Capital Improvement Expenditure	9,000.00
Miscellaneous	255.28
Reconciliation Discrepancies	0.04
FOUNDATION FUNDING	2,563.45
FRIENDS FUNDING	6,411.76
Total Expense	393,057.12

Lawrence Public Library
Revenues & Expenses
February 2018

	Feb 18
Net Ordinary Income	1,603,957.12
Net Income	<u><u>1,603,957.12</u></u>

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Lawrence Public Library Vendor Balance Summary

All Transactions

	Mar 16, 18
Advance Insurance Company	578.94
Amazon	2,454.01
Amy Gruber	18.74
ASI	50.00
Baker & Taylor, Inc.	56.45
Bob's Janitorial Service	2,450.00
Brodart Co.	319.02
Cathryn Falwell	100.00
Center Point Large Print	156.99
Century Business Technologies	500.54
City of Hillsboro	132.00
City of Lawrence	7,104.40
City Wide Maintenance	2,042.96
Copy Co Inc.	775.00
Cuee	100.00
Databank Holdings, LTD	310.85
Demco, Inc.	454.22
Dusty Bookshelf	118.00
EBSCO	11,195.34
Erica Segraves	106.43
Gale/Cengage Learning	569.99
Government Research Service	107.50
Ingram Library Services	20,481.17
Interstate Elevator, Inc.	182.70
Intuit	29.85
Jayhawk Tropical Fish	485.78
Kanopy LLC	460.00
Kansas Public Radio	574.61
Laser Logic, Inc.	198.76
Lawrence-DCHD	35.00
Lawrence Sign Up LLC	233.36
Library Journals, LLC	585.00
Mary Clow	50.00
Midwest Tape	13,726.99
Morgan Schroeder	31.86
NEKLS	1,800.00
OCLC, Inc.	5,187.88
Olivia Hernandez	60.00
OverDrive	5,090.06
Pur-O-Zone, Inc.	4,654.98
Quill Corporation	783.36
Random House, Inc.	176.25
Recorded Books	1,134.42
Robert Suderman	11.15
Soper, Kristin	29.82
State Library of Kansas	581.00
Unique Management Services	620.56
United Parcel Service	598.97
University Press of Kansas	215.64
Vantiv	219.81
VISA 5372	9,299.16
Westar	8,429.54
TOTAL	105,669.06

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Lawrence Public Library
Check Detail
March 2 - 31, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	03/02/2018	Amazon	Gift Certificates	
Bill	1861049	02/28/2018		Library & Office Suppli...	-10.16
TOTAL					-10.16
Check	Electronic	03/13/2018	Best Buy	Gift Certificates	
				Advertising	-200.00
TOTAL					-200.00
Bill Pmt -Check	Electronic	03/19/2018	Advance Insurance Company	Checking	
Bill	April 2018	03/13/2018		Group Life Insurance	-578.94
TOTAL					-578.94
Bill Pmt -Check	Electronic	03/19/2018	ASI	Checking	
Bill	February	03/02/2018		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	03/19/2018	Intuit	Checking	
Bill	Bill Pay	03/13/2018		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	03/19/2018	United Parcel Service	Checking	
Bill	1098	03/13/2018		Shipping	-598.97
TOTAL					-598.97
Bill Pmt -Check	Electronic	03/19/2018	Vantiv	Checking	
Bill	February	03/14/2018		Credit Card Processing	-219.81
TOTAL					-219.81
Bill Pmt -Check	Electronic	03/19/2018	VISA 5372	Checking	
Bill		03/15/2018		Adult Programming	-1,056.13
				Bookvan & Mileage	-94.29
				Children's Programming	-121.35
				Children's Programming	-50.73
				Children's Programming	-128.54
				Children's Programming	-3.68
				Children's Programming	-17.86
				Young Adult Program...	-158.12
				Read Across Lawrence	-69.83
				Shipping	-115.99
				Library & Office Suppli...	-102.99
				Miscellaneous	-20.00

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Lawrence Public Library
Check Detail
March 2 - 31, 2018

Type	Num	Date	Name	Account	Paid Amount
				Advertising	-493.10
				Building Supplies	-419.23
				Supplies	-42.28
				Supplies	-900.00
				Supplies	-29.00
				Supplies	-199.99
				Supplies	-199.99
				Supplies	-43.53
				Supplies	-14.99
				Supplies	-10.00
				Telephone	-275.59
				FOUNDATION FUNDI...	-49.04
				FOUNDATION FUNDI...	-9.54
				FOUNDATION FUNDI...	-122.34
				FOUNDATION FUNDI...	-90.00
				FOUNDATION FUNDI...	-7.30
				Books & Materials	-61.94
				Books & Materials	-60.00
				Books & Materials	-99.00
				PLA	-567.24
				Adult Services	-213.00
				Technology	-1,919.88
				ALA	-532.68
				Equipment	-999.99
TOTAL					-9,299.16
Bill Pmt -Check	Electronic	03/19/2018	Westar	Checking	
Bill		03/14/2018		Utilities - Electric	-8,429.54
TOTAL					-8,429.54
Bill Pmt -Check	8097	03/21/2018	Baker & Taylor, Inc.	Checking	
Bill	2033514691	02/28/2018		Processing Supplies	-0.05
Bill	2033514690	02/28/2018		Books & Materials	-16.15
Bill	2033538348	03/14/2018		Books & Materials	-13.12
Bill	2033538349	03/14/2018		Processing Supplies	-0.05
Bill	5014902210	03/15/2018		Books & Materials	-27.08
TOTAL					-56.45
Bill Pmt -Check	8098	03/21/2018	Bob's Janitorial Service	Checking	
Bill	303374	03/13/2018		Building Repairs & Mai...	-2,450.00
TOTAL					-2,450.00
Bill Pmt -Check	8099	03/21/2018	Brodart Co.	Checking	
Bill	494822	03/13/2018		Processing Supplies	-257.42
Bill	494906	03/14/2018		Processing Supplies	-61.60
TOTAL					-319.02

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Lawrence Public Library
Check Detail
March 2 - 31, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8100	03/21/2018	Century Business Technologies	Checking	
Bill	479792	02/28/2018		Copying	-368.44
Bill	479793	02/28/2018		Copying	-15.00
Bill	481649	03/13/2018		Copying	-55.68
Bill	480650	03/13/2018		Copying	-61.42
TOTAL					-500.54
Bill Pmt -Check	8101	03/21/2018	City Wide Maintenance	Checking	
Bill	CON068350	02/28/2018		Professional Fees	-2,042.96
TOTAL					-2,042.96
Bill Pmt -Check	8102	03/21/2018	Copy Co Inc.	Checking	
Bill	84815	02/28/2018		Printing	-775.00
TOTAL					-775.00
Bill Pmt -Check	8103	03/21/2018	Databank Holdings, LTD	Checking	
Bill	35165	03/13/2018		Public Access	-310.85
TOTAL					-310.85
Bill Pmt -Check	8104	03/21/2018	Demco, Inc.	Checking	
Bill	6327880	03/14/2018		Processing Supplies	-454.22
TOTAL					-454.22
Bill Pmt -Check	8105	03/21/2018	EBSCO	Checking	
Bill	1558158	03/14/2018		Periodicals	-11,131.34
				Library & Office Suppli...	-64.00
TOTAL					-11,195.34
Bill Pmt -Check	8106	03/21/2018	Gale/Cengage Learning	Checking	
Bill	63267722	02/28/2018		Books & Materials	-103.55
Bill	63268142	02/28/2018		Books & Materials	-25.89
Bill	63188785	02/28/2018		Books & Materials	-65.77
Bill	63188599	02/28/2018		Books & Materials	-46.88
Bill	63136324	02/28/2018		Books & Materials	-38.92
Bill	63151216	02/28/2018		Books & Materials	-21.69
Bill	63150941	02/28/2018		Books & Materials	-203.62
Bill	63335354	03/14/2018		Books & Materials	-23.09
Bill	63276183	03/14/2018		Books & Materials	-21.69
Bill	63340959	03/14/2018		Books & Materials	-18.89
TOTAL					-569.99

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Lawrence Public Library
Check Detail
March 2 - 31, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8107	03/21/2018	Government Research Service	Checking	
Bill	13377	02/28/2018		Books & Materials	-107.50
TOTAL					-107.50
Bill Pmt -Check	8108	03/21/2018	Ingram Library Services	Checking	
Bill	33131258	02/28/2018	Ingram Library Services	Accounts Payable	0.00
Bill	33131256	02/28/2018		Landsberg Gift	-25.71
Bill	33131257	02/28/2018		Landsberg Gift	-1.64
				GGIFT	-0.82
Bill	33241192	02/28/2018		Landsberg Gift	-104.62
Bill	33241193	02/28/2018		Landsberg Gift	-4.10
Bill	33221250	02/28/2018		Landsberg Gift	-1.64
Bill	33221249	02/28/2018		Landsberg Gift	-49.92
Bill	33254939	02/28/2018		Landsberg Gift	-15.93
Bill	33254940	02/28/2018		Landsberg Gift	-0.82
Bill	33354374	02/28/2018		Processing Supplies	-273.77
Bill	33336132	02/28/2018		Processing Supplies	-19.29
Bill	33305421	02/28/2018		Processing Supplies	-177.44
Bill	33331558	02/28/2018		Processing Supplies	-51.48
Bill	33331556	02/28/2018		Processing Supplies	-41.00
Bill	33283519	02/28/2018		Processing Supplies	-27.88
Bill	33254938	02/28/2018		Processing Supplies	-0.30
Bill	33254934	02/28/2018		Processing Supplies	-29.19
Bill	33221246	02/28/2018		Processing Supplies	-30.85
Bill	33233589	02/28/2018		Processing Supplies	-25.08
Bill	33241189	02/28/2018		Processing Supplies	-81.20
Bill	33233587	02/28/2018		Processing Supplies	-2.12
Bill	33241191	02/28/2018		Processing Supplies	-1.05
Bill	33221248	02/28/2018		Processing Supplies	-1.50
Bill	33194805	02/28/2018		Processing Supplies	-166.33
Bill	33204448	02/28/2018		Processing Supplies	-41.91
Bill	33176022	02/28/2018		Processing Supplies	-32.32
Bill	33146915	02/28/2018		Processing Supplies	-15.75
Bill	33146917	02/28/2018		Processing Supplies	-0.15
Bill	33131255	02/28/2018		Processing Supplies	-79.45
Bill	33354373	02/28/2018		Books & Materials	-1,854.43
Bill	33336131	02/28/2018		Books & Materials	-248.90
Bill	33347465	02/28/2018		Books & Materials	-4.55
Bill	33305420	02/28/2018		Books & Materials	-1,409.41
Bill	33331557	02/28/2018		Books & Materials	-646.81
Bill	33331555	02/28/2018		Books & Materials	-477.84
Bill	33283518	02/28/2018		Books & Materials	-319.89
Bill	33254937	02/28/2018		Books & Materials	-21.54
Bill	33254933	02/28/2018		Books & Materials	-416.14
Bill	33221245	02/28/2018		Books & Materials	-334.36
Bill	33233588	02/28/2018		Books & Materials	-281.26
Bill	33241188	02/28/2018		Books & Materials	-625.25
Bill	33233586	02/28/2018		Books & Materials	-27.24
Bill	33221244	02/28/2018		Books & Materials	-14.80
Bill	33241190	02/28/2018		Books & Materials	-97.19
Bill	33221247	02/28/2018		Books & Materials	-121.72
Bill	33194804	02/28/2018		Books & Materials	-1,838.67
Bill	33204447	02/28/2018		Books & Materials	-355.16
Bill	33176021	02/28/2018		Books & Materials	-426.75
Bill	33146914	02/28/2018		Books & Materials	-233.58
Bill	33146916	02/28/2018		Books & Materials	-10.79
Bill	33131254	02/28/2018		Books & Materials	-799.82

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Type	Num	Date	Name	Account	Paid Amount
Bill	33113961	02/28/2018		Books & Materials	-6.82
Bill	33270904	03/13/2018		Books & Materials	-45.71
Bill	33270905	03/13/2018		Processing Supplies	-4.76
Bill	33551214	03/13/2018		Personal Books	-12.71
Bill	33569650	03/14/2018		Landsberg Gift	-19.95
Bill	33569651	03/14/2018		Landsberg Gift	-0.82
Bill	33538785	03/14/2018		Landsberg Gift	-16.50
Bill	33538786	03/14/2018		Landsberg Gift	-1.64
Bill	33538787	03/14/2018		Landsberg Gift	-18.53
Bill	33492609	03/14/2018		Landsberg Gift	-14.81
Bill	33492611	03/14/2018		Landsberg Gift	-10.17
Bill	33492610	03/14/2018		Landsberg Gift	-2.79
Bill	33453631	03/14/2018		Landsberg Gift	-0.82
Bill	33453630	03/14/2018		Landsberg Gift	-18.24
Bill	33402627	03/14/2018		Landsberg Gift	-15.96
Bill	33402628	03/14/2018		Landsberg Gift	-0.82
Bill	33370666	03/14/2018		Landsberg Gift	-0.82
Bill	33370665	03/14/2018		Landsberg Gift	-25.46
Bill	33569648	03/14/2018		Books & Materials	-422.56
Bill	33538783	03/14/2018		Books & Materials	-1,313.83
Bill	33517730	03/14/2018		Books & Materials	-506.56
Bill	33551215	03/14/2018		Books & Materials	-360.55
Bill	33492607	03/14/2018		Books & Materials	-465.75
Bill	33506119	03/14/2018		Books & Materials	-197.27
Bill	33470879	03/14/2018		Books & Materials	-443.06
Bill	33453626	03/14/2018		Books & Materials	-512.40
Bill	33463252	03/14/2018		Books & Materials	-29.76
Bill	33453628	03/14/2018		Books & Materials	-23.96
Bill	33422054	03/14/2018		Books & Materials	-1,648.00
Bill	33431712	03/14/2018		Books & Materials	-439.85
Bill	33402625	03/14/2018		Books & Materials	-784.70
Bill	33370663	03/14/2018		Books & Materials	-493.20
Bill	33569649	03/14/2018		Processing Supplies	-32.28
Bill	33538784	03/14/2018		Processing Supplies	-150.24
Bill	33517731	03/14/2018		Processing Supplies	-36.17
Bill	33551216	03/14/2018		Processing Supplies	-34.33
Bill	33492608	03/14/2018		Processing Supplies	-41.43
Bill	33506120	03/14/2018		Processing Supplies	-22.57
Bill	33470880	03/14/2018		Processing Supplies	-53.54
Bill	33453627	03/14/2018		Processing Supplies	-35.16
Bill	33463253	03/14/2018		Processing Supplies	-6.06
Bill	33453629	03/14/2018		Processing Supplies	-0.30
Bill	33422055	03/14/2018		Processing Supplies	-168.73
Bill	33431713	03/14/2018		Processing Supplies	-49.24
Bill	33402626	03/14/2018		Processing Supplies	-60.16
Bill	33370664	03/14/2018		Processing Supplies	-43.62
Bill	33402624	03/15/2018		Miscellaneous	-19.20
TOTAL					-20,481.17

Bill Pmt -Check	8109	03/21/2018	Interstate Elevator, Inc.	Checking	
Bill	17588	03/13/2018		Building Repairs & Mai...	-182.70
TOTAL					-182.70

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8110	03/21/2018	Jayhawk Tropical Fish	Checking	
Bill	503001	02/28/2018		Aquarium Maintenance	-146.78
Bill	503868	02/28/2018		Aquarium Maintenance	-39.00
Bill	503013	02/28/2018		Aquarium Maintenance	-300.00
TOTAL					-485.78
Bill Pmt -Check	8111	03/21/2018	Kanopy LLC	Checking	
Bill	124308-PPU	03/14/2018		Books & Materials	-460.00
TOTAL					-460.00
Bill Pmt -Check	8112	03/21/2018	Kansas Public Radio	Checking	
Bill	142087	02/28/2018		Advertising Gift Fund	-287.11
Bill	142206	03/13/2018		Advertising Gift Fund	-287.50
TOTAL					-574.61
Bill Pmt -Check	8113	03/21/2018	Laser Logic, Inc.	Checking	
Bill	280788	03/13/2018		Library & Office Suppli...	-198.76
TOTAL					-198.76
Bill Pmt -Check	8114	03/21/2018	Lawrence Sign Up LLC	Checking	
Bill	10666	02/28/2018		Advertising	-233.36
TOTAL					-233.36
Bill Pmt -Check	8115	03/21/2018	Library Journals, LLC	Checking	
Bill	2018-35016	03/13/2018		Adult Services	-585.00
TOTAL					-585.00
Bill Pmt -Check	8116	03/21/2018	Midwest Tape	Checking	
Bill	95854485	02/28/2018		Books & Materials	-126.96
Bill	95852753	02/28/2018		Books & Materials	-104.97
Bill	95852751	02/28/2018		Books & Materials	-1,055.45
Bill	95849957	02/28/2018		Books & Materials	-29.99
Bill	95849955	02/28/2018		Books & Materials	-68.20
Bill	95843302	02/28/2018		Books & Materials	-79.74
Bill	95843304	02/28/2018		Books & Materials	-37.49
Bill	95833830	02/28/2018		Books & Materials	-1,220.37
Bill	95833379	02/28/2018		Books & Materials	-47.21
Bill	95834129	02/28/2018		Books & Materials	-252.92
Bill	95833498	02/28/2018		Books & Materials	-121.85
Bill	95833481	02/28/2018		Books & Materials	-22.49
Bill	95834010	02/28/2018		Books & Materials	-201.18
Bill	95819452	02/28/2018		Books & Materials	-72.71
Bill	95819450	02/28/2018		Books & Materials	-92.18

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Type	Num	Date	Name	Account	Paid Amount
Bill	95810315	02/28/2018		Books & Materials	-74.98
				Books & Materials	-22.49
				Books & Materials	-731.57
Bill	95810317	02/28/2018		Books & Materials	-334.92
Bill	95879298	03/13/2018		Processing Supplies	-308.50
Bill	95892359	03/14/2018		Books & Materials	-71.04
Bill	95892931	03/14/2018		Books & Materials	-182.17
Bill	95889213	03/14/2018		Books & Materials	-37.48
Bill	95889211	03/14/2018		Books & Materials	-66.40
Bill	95885146	03/14/2018		Books & Materials	-224.90
Bill	95871356	03/14/2018		Books & Materials	-6,104.14
Bill	95877104	03/14/2018		Books & Materials	-1,397.95
				Books & Materials	-52.48
Bill	95871561	03/14/2018		Books & Materials	-14.99
Bill	95877106	03/14/2018		Books & Materials	-200.94
Bill	95856914	03/14/2018		Books & Materials	-65.49
Bill	95862080	03/14/2018		Books & Materials	-119.96
Bill	95856916	03/14/2018		Books & Materials	-104.20
Bill	95862048	03/14/2018		Books & Materials	-78.68
TOTAL					-13,726.99
Bill Pmt -Check	8117	03/21/2018	NEKLS	Checking	
Bill	Courier	03/13/2018		Shipping	-1,800.00
TOTAL					-1,800.00
Bill Pmt -Check	8118	03/21/2018	OCLC, Inc.	Checking	
Bill	583883	03/13/2018		Collections	-5,187.88
TOTAL					-5,187.88
Bill Pmt -Check	8119	03/21/2018	OverDrive	Checking	
Bill	06809DA1...	02/28/2018		Books & Materials	-53.46
Bill	06809CO1...	02/28/2018		Books & Materials	-678.47
Bill	06809CO1...	02/28/2018		Books & Materials	-458.48
Bill	06809DA1...	02/28/2018		Books & Materials	-344.99
Bill	06809CO1...	02/28/2018		Books & Materials	-385.98
Bill	06809CO1...	02/28/2018		Books & Materials	-384.82
Bill	06809DA1...	03/14/2018		Books & Materials	-121.98
Bill	06809DA1...	03/14/2018		Books & Materials	-78.00
Bill	06809CO1...	03/14/2018		Books & Materials	-554.42
Bill	06809DA1...	03/14/2018		Books & Materials	-84.00
Bill	06809CO1...	03/14/2018		Books & Materials	-460.95
Bill	06809CO1...	03/14/2018		Books & Materials	-364.86
Bill	06809CO1...	03/14/2018		Books & Materials	-337.22
Bill	06809DA1...	03/14/2018		Books & Materials	-59.99
Bill	06809CO1...	03/14/2018		Books & Materials	-202.49
Bill	06809CO1...	03/14/2018		Books & Materials	-519.95
TOTAL					-5,090.06

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8120	03/21/2018	Pur-O-Zone, Inc.	Checking	
Bill	747327	02/28/2018		Equipment	-3,268.50
Bill	746976	02/28/2018		Building Supplies	-358.88
Bill	748175	03/13/2018		Building Supplies	-279.82
Bill	748117	03/13/2018		Building Supplies	-305.41
Bill	749028	03/14/2018		Building Supplies	-207.08
Bill	749156	03/15/2018		Building Supplies	-235.29
TOTAL					-4,654.98
Bill Pmt -Check	8121	03/21/2018	Quill Corporation	Checking	
Bill	4731966	02/28/2018		Library & Office Suppli...	-272.80
Bill	4841944	02/28/2018		Library & Office Suppli...	-180.03
Bill	5082025	03/13/2018		Library & Office Suppli...	-165.63
Bill	5337751	03/13/2018		Library & Office Suppli...	-106.74
Bill	5404565	03/15/2018		Processing Supplies	-38.09
Bill	5415819	03/15/2018		Processing Supplies	-20.07
TOTAL					-783.36
Bill Pmt -Check	8122	03/21/2018	Random House, Inc.	Checking	
Bill	1086605114	02/28/2018		Books & Materials	-33.75
Bill	1086549600	02/28/2018		Books & Materials	-33.75
Bill	1086731286	02/28/2018		Books & Materials	-33.75
Bill	1086574690	02/28/2018		Books & Materials	-33.75
Bill	1086818523	03/14/2018		Books & Materials	-41.25
TOTAL					-176.25
Bill Pmt -Check	8123	03/21/2018	Recorded Books	Checking	
Bill	75724377	02/28/2018		Books & Materials	-74.25
Bill	75725506	02/28/2018		Books & Materials	-55.65
Bill	75723225	02/28/2018		Books & Materials	-73.64
Bill	75723604	02/28/2018		Books & Materials	-192.15
Bill	75724061	02/28/2018		Books & Materials	-120.90
Bill	75726023	02/28/2018		Books & Materials	-40.49
Bill	75725730	02/28/2018		Books & Materials	-40.50
Bill	75726698	02/28/2018		Books & Materials	-38.85
Bill	75726782	02/28/2018		Books & Materials	-61.65
Bill	75728218	03/14/2018		Books & Materials	-294.60
Bill	75728257	03/14/2018		Books & Materials	-74.25
Bill	75728634	03/14/2018		Books & Materials	-35.99
Bill	75747750	03/14/2018		Books & Materials	-31.50
TOTAL					-1,134.42
Bill Pmt -Check	8124	03/21/2018	Unique Management Services	Checking	
Bill	459348	03/13/2018		Professional Fees	-492.25
Bill	459349	03/13/2018		Professional Fees	-128.31
TOTAL					-620.56

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8125	03/21/2018	University Press of Kansas	Checking	
Bill	335946	03/14/2018		Books & Materials	-215.64
TOTAL					-215.64
Bill Pmt -Check	28355	03/19/2018	Amazon	Checking	
Bill	1861049	02/28/2018		Library & Office Suppli...	-460.40
Bill	5005063	02/28/2018		Building Supplies	-17.99
				Bookvan & Mileage	-67.99
Bill	5050626	02/28/2018		Building Supplies	-12.99
Bill	9157822	02/28/2018		Young Adult Program...	-24.89
Bill	9157822	02/28/2018		Young Adult Program...	-47.97
Bill	8751400	02/28/2018		Young Adult Program...	-17.44
Bill	2170632D	02/28/2018		Books & Materials	-12.18
Bill	2170632C	02/28/2018		Books & Materials	-76.56
Bill	2170632B	02/28/2018		Books & Materials	-91.25
Bill	2170632A	02/28/2018		Books & Materials	-36.98
Bill	1594669	02/28/2018		Books & Materials	-49.88
Bill	4846619	02/28/2018		Books & Materials	-9.99
				Books & Materials	-21.23
				Books & Materials	-57.73
Bill	1594669	02/28/2018		Books & Materials	-31.99
Bill	2620202	02/28/2018		Books & Materials	-16.99
Bill	1594669	02/28/2018		Books & Materials	-144.02
Bill	7379401	02/28/2018		Books & Materials	-12.86
Bill	3308260	02/28/2018		Books & Materials	-21.98
				Books & Materials	-71.85
				Books & Materials	-63.66
Bill	1594669	02/28/2018		Books & Materials	-111.91
Bill	1594669D	02/28/2018		Books & Materials	-47.93
				Books & Materials	-13.98
Bill	8191401	02/28/2018		Books & Materials	-47.99
Bill	3625002	02/28/2018		Books & Materials	-16.10
Bill	1594669	02/28/2018		Books & Materials	-224.69
Bill	7243433	03/14/2018		Children's Programming	-42.84
				Library & Office Suppli...	-28.56
Bill	9041067	03/14/2018		Books & Materials	-38.97
				Books & Materials	-13.46
Bill	6759411	03/14/2018		Books & Materials	-49.91
Bill	6759411	03/14/2018		Books & Materials	-242.74
				Books & Materials	-16.95
Bill	0834608	03/14/2018		Books & Materials	-16.17
Bill	3737833	03/14/2018		Books & Materials	-13.99
Bill	6387456	03/14/2018		Books & Materials	-44.94
				Books & Materials	-49.64
				Books & Materials	-11.44
Bill	7593015	03/14/2018		Books & Materials	-19.98
Bill	3821028	03/14/2018		Books & Materials	-33.00
TOTAL					-2,454.01
Bill Pmt -Check	28356	03/19/2018	Amy Gruber	Checking	
Bill	REFUND	02/28/2018		Overdues	-18.74
TOTAL					-18.74

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28357	03/19/2018	Center Point Large Print	Checking	
Bill	1555420	02/28/2018		Books & Materials	-156.99
TOTAL					-156.99
Bill Pmt -Check	28358	03/19/2018	City of Hillsboro	Checking	
Bill	4630	02/28/2018		ALA	-132.00
TOTAL					-132.00
Bill Pmt -Check	28359	03/19/2018	City of Lawrence	Checking	
Bill	Parking	03/13/2018		Miscellaneous Miscellaneous	-460.80 -50.00
TOTAL					-510.80
Bill Pmt -Check	28360	03/19/2018	Cuee	Checking	
Bill	4-1-18	03/13/2018		Young Adult Program...	-100.00
TOTAL					-100.00
Bill Pmt -Check	28361	03/19/2018	Dusty Bookshelf	Checking	
Bill		03/13/2018		YS Summer Reading	-118.00
TOTAL					-118.00
Bill Pmt -Check	28362	03/19/2018	Erica Segraves	Checking	
Bill	Parade Ex...	03/13/2018		Read Across Lawrence	-106.43
TOTAL					-106.43
Bill Pmt -Check	28363	03/19/2018	Lawrence-DCHD	Checking	
Bill	1.18	03/13/2018		Miscellaneous	-35.00
TOTAL					-35.00
Bill Pmt -Check	28364	03/19/2018	Mary Clow	Checking	
Bill	3-9-18	03/13/2018		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28365	03/19/2018	Morgan Schroeder	Checking	
Bill	REFUND	02/28/2018		Overdues	-31.86
TOTAL					-31.86

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28366	03/19/2018	Olivia Hernandez	Checking	
Bill	4-1-18	03/13/2018		Young Adult Program...	-60.00
TOTAL					-60.00
Bill Pmt -Check	28367	03/19/2018	Robert Suderman	Checking	
Bill	REFUND	03/15/2018		Overdues	-11.15
TOTAL					-11.15
Bill Pmt -Check	28368	03/19/2018	Soper, Kristin	Checking	
Bill	Mileage	03/13/2018		Read Across Lawrence	-29.82
TOTAL					-29.82
Bill Pmt -Check	28369	03/19/2018	State Library of Kansas	Checking	
Bill	3-5-18	03/14/2018		Books & Materials	-581.00
TOTAL					-581.00
Bill Pmt -Check	28370	03/19/2018	City of Lawrence	Checking	
Bill	1078178087	03/14/2018		Capital Improvement ...	-6,593.60
TOTAL					-6,593.60
Bill Pmt -Check	28371	03/19/2018	Cathryn Falwell	Checking	
Bill	4-13-18	03/13/2018		Children's Programming	-100.00
TOTAL					-100.00

Lawrence Public Library

Monthly Statistical Summary--February 2018

INDICATOR	February		Percent	YTD	YTD	Percent
	2018	2017	Change	2018	2017	Change
			2017-2018			2017-2018

SUMMARY RATIOS

Service Area Population	99,496	97,948	2%			
User Visits per Capita	5.70	6.56	-13%			
Reference Transactions per Capita	1.27	1.41	-10%			
Program Attendance per Capita	0.44	0.57	-23%			
Circulation per Capita	11.12	11.68	-5%			
Circulation per Visit	1.95	1.78	10%			
Total Holdings per Capita	2.02	2.11	-4%			
% of Lawrence Residents Registered	55%	65%	-15%			

Circulation--Adult Total	64,275	66,549	-3%	136,922	142,690	-4%
Circulation--Young Adult Total	3,010	2,918	3%	6,514	6,214	5%
Circulation--Youth Total	24,896	25,878	-4%	52,790	54,590	-3%
Circulation--Bookmobile	661	870	-24%	1,521	1,732	-12%
Circulation--Book Lockers	887			1,880		
Circulation--Audiovisual Total	37,021	35,720	4%	78,737	77,123	2%
Circulation--Total	92,181	95,345	-3%	196,226	203,494	-4%

Reference Transactions	10,546	11,532	-9%	22,926	25,620	-11%
User Visits	47,250	53,508	-12%	100,847	105,472	-4%
LPL Web Site Visits	19,715	17,013	16%	41,217	37,435	10%

Holdings--Added	3,104	3,225	-4%	6,360	6,385	0%
Holdings--Withdrawn	2,167	4,305	-50%	4,470	7,459	-40%
Holdings--Total	201,325	206,369	-2%			

Active Cardholders--Added	504	604	-17%			
Active Cardholders--Total	66,671	79,135	-16%			

Adult Programs	31	37	-16%	65	74	-12%
Young Adult Programs	12	17	-29%	23	31	-26%
Youth Programs	68	69	-1%	119	122	-2%
Senior Programs Now with Adult						
Total Programs	111	123	-10%	207	227	-9%
Total Program Attendance	3,634	4,650	-22%	6,916	8,186	-16%
Public Uses of Meeting Rooms	1,136	947	20%	2,131	1,752	22%

Total Paid Staff (FTE)	63.26	62.57	1%			
Total Number of Employees	82	87	-6%			

Lawrence Public Library

Monthly Statistical Report--February 2018

	February		Percent		YTD	YTD	Percent
	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
OUTPUT MEASURES							
Service Area Population	99,496	97,948	2%				
User Visits per Capita	5.70	6.56	-13%				
Reference Transactions per Capita	1.27	1.41	-10%				
Program Attendance per Capita	0.44	0.57	-23%				
Circulation per Capita	11.12	11.68	-5%				
Total Holdings per Capita	2.02	2.11	-4%				
Collection Turnover--Total	5.57	5.62	-1%				
Collection Turnover--Adult	6.09	6.15	-1%				
Collection Turnover--Young Adult	3.26	3.21	2%				
Collection Turnover--Youth	4.89	4.94	-1%				
Collection Turnover--Audiovisual	10.27	9.54	8%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	30699	30864	-1%		65291	65526	0%
Circulation--Adult Periodicals	817	908	-10%		1759	2315	-24%
Circulation--Adult Feature Films & TV Shows	21953	23489	-7%		46785	51063	-8%
Circulation--Electronic Games	1619	1621	0%		3359	3497	-4%
Circulation--Adult Music CDs	4207	5207	-19%		9400	10996	-15%
Circulation--Adult Audio Books and Books on CD	4944	4454	11%		10310	9281	11%
Circulation--eReaders	7	6	17%		18	12	50%
Circulation--Other New	29				59		
Circulation--Adult Total	64275	66549	-3%		136922	142690	-4%
Circulation--YA Books and NF Videos	2696	2683	0%		5865	5729	2%
Circulation--YA Periodicals	4	10	-60%		12	16	-25%
Circulation--YA Audio Books and Books on CD	310	225	38%		637	469	36%
Circulation--YA Total	3010	2918	3%		6514	6214	5%
Circulation--Youth Books and NF Videos	23114	24184	-4%		49045	51118	-4%
Circulation--Youth Periodicals	66	87	-24%		152	214	-29%
Circulation--Youth Music CDs	367	346	6%		784	716	9%
Circulation--Youth Audio Books and Books on CD	1349	1261	7%		2809	2542	11%
Circulation--Youth Total	24896	25878	-4%		52790	54590	-3%

Lawrence Public Library	February		Percent		YTD	YTD
Monthly Statistical Report	2018	2017	Change		2018	2017
			2017-2018			2017-2018
Circulation--Bookmobile	661	870	-24%		1521	1732
Circulation--Book Lockers	887				1880	
Circulation--Total Books	56509	58620	-4%		120201	122373
Circulation--Total Periodicals	887	1005	-12%		1923	2545
Circulation--Total Audiovisual	37021	35720	4%		78737	77123
Circulation Total	92181	95345	-3%		196226	203494
Accounts & Welcome Desk Circulation	3586	3839	-7%		7176	8387
Self Check Circulation	66239	69806	-5%		142951	150547
Percent Self Check	95%	95%	0%		95%	95%
Web Site & Telephone Renewals	13997	15324	-9%		28568	31144
Other Staff Checkouts	118	78	51%		222	193
Requests Placed	17935	17490	3%		39647	38104
Requests Filled	16488	15989	3%		35643	33523
Requests Unclaimed	2452	2253	9%		5105	4493
Interlibrary Loan Items Borrowed for LPL Patrons	417	412	1%		857	820
Interlibrary Loan Items Loaned from LPL Collection	457	640	-29%		890	1249
OTHER LIBRARY SERVICES						
User Visits	47250	53508	-12%		100847	105472
Public Computer Usage	6730	8052	-16%		14363	16071

Lawrence Public Library	February		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
PATRON INQUIRIES							
Ask Desk	1353	1440	-6%		2799	3067	-9%
Teen Zone	598	774	-23%		1269	1434	-12%
Children's Desk	878	1328	-34%		2017	2617	-23%
IT Desk	1520	1825	-17%		3090	3731	-17%
Welcome Desk	1850	2504	-26%		3966	4761	-17%
Phone Calls	1406	1653	-15%		3138	5982	-48%
Account Desk	2941	2008	46%		6647	4028	65%
Total Reference Transactions	10546	11532	-9%		22926	25620	-11%
Public-Sponsored Uses of Meeting Rooms	1136	947	20%		2131	1752	22%
LPL Web Site Visits	19715	17013	16%		41217	37435	10%
RESOURCES							
Holdings--Total	201325	206369	-2%				
Holdings--Adult	128317	131694	-3%				
Holdings--Young Adult	11131	10962	2%				
Holdings--Youth	61877	63713	-3%				
Holdings--Audiovisual	43257	44915	-4%				
Holdings--eReaders	10	11	-9%				
Holdings Added	3104	3225	-4%		6360	6385	0%
Holdings Withdrawn (Weeded)	2167	4305	-50%		4470	7459	-40%
Holdings Net Change	1399	-1080			3066	-1074	
LIBRARY PATRONS							
Total Active Cardholders	66671	79135	-16%				
Cardholders Added	504	604	-17%		1215	1403	-13%
Cardholders Transacting	13313	13185	1%		27072	26548	2%
Percent of Cardholders Transacting	20%	17%	20%				
Total Number of Lawrence Residents Registered	54585	64040	-15%				
Percent of Lawrence Residents Registered	55%	65%	-16%				

Lawrence Public Library							
Monthly Statistical Report	February		Percent		YTD	YTD	Percent
	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
PROGRAMMING							
Number of Adult Programs	31	37	-16%		65	74	-12%
Number of Young Adult Programs	12	17	-29%		23	31	-26%
Number of Youth Programs	68	69	-1%		119	122	-2%
Senior Programs now included with Adult							
Total Programs	111	123	-10%		207	227	-9%
Adult Program Attendance	700	872	-20%		2098	1613	30%
Young Adult Program Attendance	582	640	-9%		1015	1062	-4%
Youth Program Attendance	2352	3138	-25%		3803	5511	-31%
Senior Program now included with Adult							
Total Program Attendance	3634	4650	-22%		6916	8186	-16%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	63.26	62.57	1%				
ALA-MLS Librarians, in Full-Time Equivalents	18.5	18.94	-2%				
Number of Employees--Total	82	87	-6%				
Number of Employees--Full-Time	42	38	11%				
Number of Employees--Part-Time	40	49	-18%				
Terminations	3	0	#DIV/0!		5	0	#DIV/0!
Hirings	0	1	-100%		2	1	100%
Volunteer Hours	688.5	598	15%		1474.9	1218.5	21%
	.						

**Select Online Statistics
February 2018**

Kanopy:

Visits - 1299

Pages - 2000

Plays - 283

Minutes - 11354

Pages/Visit - 1.54

Plays/Visit - .22

lynda.com:

Active users - 1879

New users - 35

Users who logged in - 159

Total log-ins - 621

Hours viewed - 269.27

Hours viewed per user who logged in - 1.69

Hours viewed per log-in - .43

Library Director's Report for March 2018

Paternity Leave

My paternity leave begins March 12 and I will be out until April 16. Upon my return, I plan to work part-time for a number of weeks to continue to spend time at home with Erin and our new baby.

Read Across Lawrence a Success

We wrapped up another successful Read Across Lawrence on Sunday, March 11, with our keynote address by anti-bullying activist Lizzie Velasquez. We estimated about 1000 people were in attendance at the Lied Center for a fantastic and inspiring talk. Once again, we handed out all the books we purchased (2500 in all!). This continues to be a cherished and anticipated local event.

Hello, Goodbye

Two staff members retired at the end of February. Mary Lynn Stuart worked at LPL for over 18 years and most recently was working on Accounts team, primarily answering the main telephone line. She had many fans who called in to the library. Barbara Michener worked at the library for over 20 years in our Youth Services department. We will miss both Mary Lynn and Barbara very much--although Barb has already started volunteering with the Library!

With Mary Lynn's departure, our Accounts team is bringing Sarah Mathews from part-time to full-time. She has been a fantastic member of this team, and we are very excited for her to come on staff full-time. Youth Services has hired Matt Seidel to fill Barb's vacancy. Matt has a lot of experience working with kids and also plays the guitar! We are excited to have him join LPL.

Respectfully submitted by Brad Allen, March 12, 2018

Foundation Director's Report – March 15, 2018

2017 Investment Report. At its February 26 meeting, Chip Blaser, Executive Director of the Douglas County Community Foundation, presented highlights of the Library Foundation's investment performance during 2017. The total portfolio as of December 31 was \$2,294,026.32. Library Foundation funds grew 13.7% in 2017, a return that is comparable with designated benchmarks. DCCF's investment strategy is conservative, with 58.9% in equities and 39.8% in income funds. Returns reported are net of fees paid. The Foundation pays .08% in fees to DCCF.

DCCF Fund Distributions. Given the strong performance of its funds in 2017, the Foundation Board approved a distribution of \$95,350 to the library. Here are the details:

- Milliken Fund (for music): \$3,200
- Dr. Bob Reader (books for first library cards): \$2,500
- Steiner Fund (Weave A Tale workshop): \$1,500
- Max Perez Creativity Fund (SOUND+VISION): \$1,350
- Greatest Expectations – Beach (NEH): \$16,000
- Greatest Expectations – General (NEH): \$24,650
- Coan Local History (NEH): \$1,350
- Unrestricted Endowment: \$44,800

Before You Check Out: Trademark. We are pleased to report that we have made a major step forward in our efforts to trademark "Before You Check Out." The US Patent and Trademark Office (USPTO) has approved our mark for publication in its Official Gazette, a weekly publication of the USPTO. It will be published on March 27. If no one objects within 30 days, then it will be officially registered. We then will file periodic reports to keep the registration live. The Foundation has chosen to seek a trademark because another public library foundation has inquired about using "Before You Check Out" in their planned giving efforts. While we are pleased to share it with others, this will require them to give appropriate credit to the Lawrence Public Library Foundation.

Before You Check Out: Upcoming Classes. Our Before You Check Out classes continue with, "Get Your Act Together!" on Thursday, April 12 at 7 pm. Jane Warren, assistant professor at Bellevue University, will discuss the nuts and bolts of creating your own personal checklist, including items such as your will, advance directive, digital passwords, bank accounts, and more. Thanks to Kate Campbell for helping us make the connection with Jane. Our classes will go on hiatus for the summer and will return in the fall with a session on estate planning led by Stevens & Brand attorney Web Golden.

Visits with Retirement Communities. On the community partnership side of my job, Gregor Brune, our "Book Van Guy," and I have been meeting with activities directors at local retirement communities. With Pattie Johnston's recent retirement, we thought it was an appropriate time to touch base with them about library services. The meetings have been very positive. A few great results are that we are adding Pioneer Ridge's Independent Living facility to the library's book van route and have connected our Book Squad with book clubs in these communities. Our goal is to expand book van service over time.

Library Behavior Policy -- PROPOSED REVISION 02-19-2018

The Library is committed to providing a safe and respectful environment for its users. Behavior that disturbs others' use of the library, creates an unsafe environment, impedes the work of library staff, or creates a risk of damage to library property is not allowed. Library users are expected to comply with staff requests to address unacceptable behavior. Behavior that violates local, state, and/or federal laws is prohibited.

Unacceptable behavior in the Library includes, but is not limited to:

1. Being under the influence of or in possession of alcohol or illegal drugs
2. Smoking in the Library or within 25 feet of the Library entrances (includes the use of any tobacco products, e-cigarettes, and electronic smoking devices)
3. Using threatening, harassing or abusive language or gestures
4. Fighting, physical assault, or threat of violence
5. Carrying a weapon into the Library unless authorized by law; unconcealed firearms are prohibited in the Library
6. Bringing an animal into the Library with the exception of a service animal or one that is part of a Library-approved program; a service animal is a dog (or qualifying miniature horse) that is individually trained to do work or perform tasks for a person with a disability
7. Tethering an animal on Library grounds
8. Using electronic devices without earphones or at a volume that disturbs others
9. Prolonged or chronic sleeping or lying on the floor or furniture
10. Skateboarding, rollerblading and bicycling in the Library or on the Library grounds
11. Soliciting, panhandling, or canvassing in the Library (except as expressly approved by the Library)
12. Not wearing shirt and/or shoes
13. Causing odor that constitutes a nuisance to others
14. Failure to follow rules regarding food and drink in the Library:

Drinks in covered containers and snacks are allowed in most areas of the Library. The following are not allowed in the Library except as part of a meeting or Library program:

- Smelly or messy food
- Hot food items, such as pizza, fried chicken, French fries, and other fast food

No food or snacks are allowed in the Computer Lab or at public computers; Local History Room; or SOUND+VISION Studio.

Those who violate this policy may simply be asked to correct the behavior, but may also be asked to leave the Library for the day, have Library privileges and/or access suspended, or be subject to legal action depending on the severity of the behavior. Appeals may be made to the Executive Director or designee.

Code of Behavior

Adopted by the Lawrence Public Library Board of Trustees, October 21, 1996. Revised May 17, 2000; May 19, 2003; August 21, 2006; October 16, 2006; and February 24, 2011.

The purpose of this document is to:

- Protect the rights and safety of Library users and visitors;
- Protect the rights and safety of Library staff members;
- Preserve and protect the Library's materials, facilities and property;
- Preserve an atmosphere conducive to the Library's mission.

Entry into the Library or on the Library grounds constitutes your consent to this document.

1. Alcoholic beverages or illegal drugs are not allowed in the Library or on the Library grounds.
2. Firearms or other weapons are not allowed in the Library or on the Library grounds.
3. Smoking is not allowed in the Library or within 50 feet of the Library entrances.
4. Food and drink are not allowed at or near computer terminals and workstations, or while using the Helen Osma local history collection.
5. Animals are not allowed in the Library, except for those needed to assist a patron with a disability or for use in a Library-sponsored program that has been authorized by the Library Director. Animals may not be tethered at or near the Library entrances or on the Library grounds.
6. Photography, videography and any other recording in the Library or on the Library grounds must immediately cease upon request of a Library staff member or Library security officer.
7. Behavior disruptive to Library users or staff is not allowed.
8. Offensive odor is not allowed in the Library.
9. Intoxication is not allowed in the Library or on the Library grounds.
10. Offensive, threatening, harassing or abusive language or gestures are not allowed in the Library or on the Library grounds.
11. Soliciting or panhandling is not allowed in the Library or on the Library grounds.
12. Shoes and shirts must be worn in the Library.
13. Relocating furniture is not allowed in the Library.
14. Prolonged or chronic sleeping is not allowed in the Library or on the Library grounds.

15. Skateboarding, rollerblading and bicycling are not allowed in the Library or on the Library grounds, with the exception of transportation to and from the Library. Bicycles may not be brought into the Library.
16. Privileges may be limited or a permanent ban may be issued for repeated disregard for library behavioral guidelines, damaging Library property, stealing Library materials, or disobeying the direction of a Library staff member or Library security officer.
17. Physical assault or the threat of violence directed toward Library users or staff will result in a permanent ban.
18. Violation of certain provisions of this Code of Behavior may result in criminal prosecution.

Library Conduct Policy

Adopted by the Lawrence Public Library Board of Trustees, January 20, 2014; replaces Disorderly Patron Policy.

The library is committed to providing a safe and comfortable environment where library users can obtain resources and services in a respectful and courteous atmosphere. Behavior that disturbs others' use of the library, creates an unsafe environment, impedes the work of library staff, or creates a risk of damage to library property is not allowed. Examples of unacceptable behavior are listed in the library's Code of Behavior.

Staff Responsibility and Response

The library will observe public behavior using both staff and security equipment. Security staff will be available for consultation and support during most hours of operation, but all staff members will be alert to patron behavior and address minor problems as they occur.

Responses to problem behaviors will be made in a courteous manner proportionate to the severity of the behavior. In most cases a verbal request will be sufficient.

Suspension

When a verbal request does not resolve a problem, any staff member may ask a patron to leave the library for the day. If available, security staff should be consulted before making the request.

Security or administrative staff may issue a 30-day or 90-day suspension based upon:

- Severity of offense, or
- Repeated offenses, or
- Safety of staff and patrons.

Security or administrative staff may issue a ban in severe situations or when shorter suspensions fail to resolve an issue. A suspended or banned patron who returns to the library before the end of the suspension may be charged with trespassing.

Patrons may appeal suspensions of 30 days or more within 7 days of the action by filing a written complaint with the Executive Director of the library or designee. If not satisfied with the response, the patron may request to be heard by the Library Board at their next regularly-scheduled board meeting. If denied, patrons may subsequently appeal bans after a year. Subsequent appeals will be in writing and will require an in-person interview with the Executive Director or designee and a Security Officer or other staff member.

Police Support

Police will be called to deal with serious criminal behavior or any time that the behavior is believed to be an immediate danger to others. Criminal activity may be prosecuted.

Recordkeeping

Security incidents will be reported and records maintained according to library procedure.