

MEMORANDUM

DATE: May 19, 2015

TO: Mayor Jeremy Farmer; Commissioners Mike Amyx, Stuart Boley, Matthew Herbert, Leslie Soden

FROM: Brad Allen, Executive Director, Lawrence Public Library

RE: 2016 Budget Request

Lawrence Public Library respectfully requests a budget amount for 2016 from the City of Lawrence of \$3,749,330.70. This is an increase of \$199,330.70 (or 5.6%) compared to 2015.

The budget lines contributing most significantly to our overall increase in budget are the Salaries & Wages line and the Payroll Taxes line. These two lines represent \$149,413.70 of the increase (\$119,501.70 and \$29,912 respectively) which is roughly 77% of the total requested. Components of that increase include creating a permanent full-time Studio Manager position for our SOUND+VISION studio, making two current part-time positions into full-time positions, as well as accounting for a 2% overall pay increase for staff in 2016. Also, payroll taxes are increasing due to a 12.5% increase in our employer contribution to employees' KPERS benefits.

Additionally, we are making modest adjustments to the Utilities, Books & Materials, and Advertising & Marketing budget lines. These constitute the remainder of the budget increase.

I believe these increases are critical to our continued success providing the excellent customer service. These modest staffing increases will assure that we will be adequately staffed to provide the great service in our building that has become as much of a signature of what Lawrence Public Library is as our beautiful new building.

LAWRENCE PUBLIC LIBRARY
Regular Budget Report
2016

REVENUES	Annual Budget	% of Budget
Tax Fund	\$ 3,749,330.70	92.7%
Overdues	\$ 180,000.00	4.5%
NEKLS	\$ 65,000.00	1.6%
State Aid	\$ 25,000.00	0.6%
Photo Copies	\$ 13,000.00	0.3%
Coffee Shop Rent	\$ 8,400.00	0.2%
Meeting Room Fees	\$ 1,000.00	0.0%
Interest	\$ 1,600.00	0.0%
Total Revenues	\$ 4,043,330.70	

EXPENSES

Salaries & Wages	\$ 2,276,501.70	56.3%
Employee Benefits	\$ 260,000.00	6.4%
Payroll Taxes	\$ 420,329.00	10.4%
Utilities	\$ 108,000.00	2.7%
Building Supplies	\$ 20,000.00	0.5%
Building Repairs & Maintenance	\$ 25,000.00	0.6%
Library Supplies	\$ 25,000.00	0.6%
Books & Materials	\$ 550,000.00	13.6%
Books & Materials Supplies	\$ 65,000.00	1.6%
Equipment	\$ 10,000.00	0.2%
Technology	\$ 150,000.00	3.7%
Insurance	\$ 10,000.00	0.2%
Shipping	\$ 17,000.00	0.4%
Professional Development	\$ 25,000.00	0.6%
Book Van & Mileage	\$ 1,500.00	0.0%
Programs	\$ 20,000.00	0.5%
Professional Fees	\$ 30,000.00	0.7%
Advertising & Marketing	\$ 30,000.00	0.7%
Capital Improvements		0.0%
Total Expenses	\$ 4,043,330.70	100.0%

