



Agenda
Board of Trustees meeting
Thursday, March 15, 2018– 4:00 p.m.
Menninger Room 206

Call to Order

Public Comment

Approval of February, 2018 Trustee Meeting Minutes – [Action Item](#)

Chief Financial Officer's Report – Kim Torrey

Financial Reports

- Treasurer's Report – Betty Greiner
- Financial Reports – [Action Item](#)

Friends of TSCPL – Sherryl Longhofer, Board President

The Library Foundation – Judi Stork, Board Chair

Board Chair Report – Kerry Onstott Storey

Chief Executive Officer – Gina Millsap

- Dolly Parton's Imagination Library update
- Momentum 2022 initiatives update
- Facilities Master Plan update – Thad Hartman, Community and Strategic Services Manager
- Kettering Foundation Initiative – Lissa Staley, Librarian, Public Services

New Business

- Nominating Committee Appointments - [Action Item](#)
- Bid Approval Humidifier Replacement Project – [Action Item](#)
- Change of Trustee Meeting Date for April – [Action Item](#)

Trustee Comments

Adjournment

Next Meeting

April 19, 2018 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Meeting
February 15, 2018
Menninger Room 206

Board Members Present

Kerry Onstott Storey (chair), Duane Johnson (vice-chair), Liz Post (secretary), Betty Greiner (treasurer), Melissa Masoner, David Monical via telephone, Jim Edwards, Beth Dobler

Board Members Absent

Julie Swift, Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, February 15, 2018 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:01PM by the Chair, Kerry Onstott Storey.

Public Comment

Jeff Imparato, retired library staff member, addressed the board about changes being made at the library.

Approval of Minutes

On a motion by Melissa Masoner, seconded by Jim Edwards, board meeting minutes will reflect those attending meetings using electronic devices. There was no discussion. Motion passed unanimously.

On a motion by Betty Greiner, seconded by Liz Post the January 18, 2018 minutes were amended to reflect that David Monical, Liz Post, Jim Edwards and Jennifer Miller attended the January 18, 2018 Board of Trustees meeting via telephone. Motion carried.

Chief Financial Officer

There were no additions to Kim Torrey's Chief Financial Officer's report. There were no questions for Kim.

Approval of the Treasurer's Report

Board Treasurer Betty Greiner reported that she reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Betty Greiner, seconded by Duane Johnson the Treasurer's Financial Report, inclusive of the January 2018 financial report was accepted. Motion carried.

Friends of the Library Report

Friends of the Library President Sherryl Longhofer gave the Friend's report. She provided updates on the book and media sale January 19-21 and plans for additional book and media sales throughout the year. She reported that a special projects committee has been formed. Sherryl also reported on Booktique sales for January. There were no questions for Sherryl.

The Library Foundation Report

Foundation Board Chair Judi Stork gave The Library Foundation report. She provided an update on the Direct Mail Campaign and Topeka Gives plans. She also reported on new Foundation board member orientation. There were no questions for Judi.

Board Chair Report

Kerry Onstott Story gave the Board Chair Report. There were no questions for Kerry.

Chief Executive Officer

Chief Executive Officer Gina Millsap outlined details and plans for the upcoming Staff Development Day on February 19. She will send the day's agenda to the trustees. Gina provided a brief overview of the value of hiring library staff with a Masters in Library Science (MLS) degree as a requirement vs listing the MLS as a preferred expectation for certain positions. Gina reported on a recent meeting with Security Benefit. She and Nancy Lindberg were joined by Thad Hartman and Sandy Hestand and the Bookmobile at Security Benefit.

Gina provided an update on the Community Broadband planning process and plans to set up a meeting of stakeholders on March 9.

Gina reported on her meeting with Cheryl Hishmeh regarding upcoming changes for Net Reach in the Hi Crest area and the Dream Center where the library has provided a small computer lab for career development activities.

Gina reported on the Momentum 2022 initiatives and will share benchmark data once it is compiled.

Gina reported on the Dolly Parton's Imagination Library initiative.

Thad Hartman, Community Services Manager, provided updates for the 2018 Facility Master Plan projects. The request for proposals for Claire's Courtyard has been completed and are out for bid. There will be a recommendation for the board to consider at the March meeting.

New Business

On a motion by Liz Post, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve two investments as follows:

- (1) a transfer of \$5 million from the Library's overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Intrust Bank, Topeka, Kansas. This certificate of deposit will originate on February 16, 2018 with a maturity date of June 15, 2018 at a rate of 1.57%; and
- (2) a transfer of \$900,000 from the Library's overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Denison State Bank, Topeka, Kansas. This certificate of deposit will originate on February 16, 2018 with a maturity date of July 31, 2018 at a rate of 1.70%.

The Chief Financial Officer is authorized to issue written instructions upon maturity and may reinvest all or part of these certificates of deposit, subject to renegotiation of the rate with the financial institution. All withdrawn amounts from the certificates of deposit shall be transferred to the Library's overnight investment account with the State of Kansas, Municipal Investment Pool.

The certificate of deposit may be withdrawn by one signature from the Board of Trustees Chairman, Treasurer or Secretary or the Library's Chief Financial Officer if the funds are needed at a time other than maturity.

There was no discussion. The motion passed unanimously.

Trustee Comments

Jim Edwards asked about the roll out of the Stay Curious brand. Kerry Storey expressed positive comments about interaction with the staff.

Adjournment

On a motion by Liz Post seconded by Jim Edwards, the meeting was adjourned at 5:05PM. The motion passed unanimously.

Elizabeth Post, Secretary

Chief Financial Officer's Report
March 2018
Kim Torrey

Investments and Debt as of February 28, 2018; Bank Account Summary – Page 1

The new Certificates of Deposit with Intrust Bank and Denison State Bank approved by the Board in February have been enacted.

A new 30-day account was created in the State of Kansas, Municipal Investment Pool (MIP) for the General Fund at a rate of 1.37%. A new 90-day account was also created in the MIP for Bond & Interest funds at the same rate. The overnight rate was 1.0% compared to 1.37% for both the 30 and 90-day fixed investments.

Revenue/Expense/Balance by Fund Report – Page 2

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending completion and acceptance of the custom built AdventureMobile expected no later than late August. Typically, the Library Foundation is billed quarterly for reimbursement of expenditures.

All the expected State Aid revenues were received in February. The amount for 2018 is \$50,002.19 compared with last year's amount of \$52,707.80. As expected, this represents a continual reduction of \$2,705.61 or 6.04%. The funding continues to be budgeted for one-time projects only so there is not a reliance on it for ongoing operating expenditures. The 2018 budget was approved to use these funds for initiatives budgeted in Contracted – Digital Services.

A one-time adjustment was made to the 01/01/18 General Fund Cash Balance to correct an outstanding claim from December that did not decrease beginning cash in January; the accounting system vendor has acknowledged this custom report is not designed to account for outstanding claims at year end and that a manual correction needed to be made in the system to correct the balance. The correction involved unposting the check for this claim, which cleared in January in the amount of \$4,292.77, then reposting the check to December 2017 to correct the beginning cash balance on the report. It should be noted that actual bank cash balances being reported are correct; this adjustment is simply moving the payment of check #91536 from January 2018 to December 2017, which reduces the beginning cash balance in the General Fund on this report.

General Fund – Pages 3 through 5

With 16% of the budget year completed, 48% of the budgeted revenue has been received and 21% of the approved budget has been expended/encumbered. This compares to 2017 in which 48% of the budgeted revenue had been received and 20% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

Employee Benefit Fund – Page 6

With 16% of the budget year completed, 52% of the budgeted revenue has been received and 16% of the approved budget has been expended/encumbered. This compares to 2017 in which 45% of the budgeted revenue had been received and 19% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,955,730.

Debt Service Fund-Bond & Interest – Page 7

An interest-only payment of \$51,125 was made on 2/28/18 to the State of Kansas for the due date of 3/1/18.

Revenues collected to-date are 50% compared with 49% at this point in time in 2017.

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved October 16, 2014, notification to the Board is required of all purchases more than \$5,000 and up to \$20,000, including sole source purchases and purchases exempted from the purchasing policy (exempted purchases may exceed \$20,000). Proposed purchases (other than those specifically exempted by the purchasing policy) more than \$20,000 will be brought to the Board for notification and consideration of approval via a resolution.

February continues with the creation of annual purchase orders for certain types of purchases and for known, ongoing commitments. When items say “open PO”, it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual water and sewer service	\$27,000.00	City of Topeka
Approved operating budget	Annual snow removal, salt and sanding of lots	\$6,300.00	Snow Terminators LLC
Approved operating budget	Annual maintenance agreement for automated materials handling system	\$65,677.00	Tech Logic Corporation
Approved operating budget	Annual mobile broadband service	\$15,600.00	Verizon Wireless
Approved operating budget	Annual internet service	\$45,156.00	AT&T
Approved operating budget	Annual audit & financial statements for year ended 12/31/17; bid award approved by the Board 10/20/16	\$31,000.00	Berberich Trahan & Co., P.A.
Approved operating budget	Annual collection services for delinquent customer account	\$21,000.00	Unique Management Services Inc.
Approved operating budget	Annual natural gas service	\$15,000.00	Kansas Gas Service
Approved operating budget	Annual electric service	\$351,508.64	Westar Energy
Approved operating budget	Annual cataloging and ILL database service	\$85,000.00	OCLC, Inc.
Approved operating budget	Annual legal services	\$45,000.00	Engel Law
Approved operating budget	Annual natural gas service	\$25,000.00	Constellation Newenergy - Gas
Library Materials	Adult fiction e-audiobooks/books	\$5,270.00	Overdrive, Inc.
Library Materials	“Automatically Yours” materials subscription – select quantities and genres – April	\$7,500.00	Baker & Taylor Books
Library Materials	Hoopla online	\$20,314.27	Midwest Tape LLC

Type of Purchase	Description	Amount	Vendor
Library Materials	Novelist Select online	\$7,813.00	Ebsco Information Services
Library Materials	Adult fiction e-audiobooks/books	\$6,400.00	Overdrive, Inc.
Library Materials	Adult fiction e-audiobooks/books	\$6,980.00	Overdrive, Inc.
Library Materials	Annual Flipster online periodicals	\$21,230.45	Ebsco Information Services
Library Materials	Adult fiction e-audiobooks/books	\$16,080.00	Midwest Tape LLC

Other Items:

- The test work for the audit appears to be nearly complete and the statements and report should be finalized soon. The Board’s Audit Committee is scheduled to meet to review the audit draft and hear the audit presentation at 4 pm on Wednesday, April 11th. Any Trustee is welcome to attend this meeting. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit.
- The workers compensation annual audit on February 26th had no findings and will result in a rate reduction for the current year.
- If different Trustees (from those currently in officer positions) are voted into the positions of Chair, Secretary or Treasurer, please plan on signing the bank signature cards and the document for the electronic check writer in the financial system at the April Board meeting. The effective date of the new positions is May 1, per the bylaws.
- There is one resolution on the agenda that will result in an expenditures:
 - Approval of the bid to replace the humidifiers for the Library’s HVAC system. Funding for this purchase will be made from the Capital Improvement Fund.
- The budget cycle will soon begin once again and the timeline for 2019 is included at the end of my report. In the last two prior years, since the valuation information is not available until at least July 1st, budget work session #1 was designed to be more educational, discuss issues, provide presentations, etc. on issues that will impact the budget year. It seemed to work well to discuss issues in advance of actual numbers and the technical budget documents. Anticipated topics include the project phases on the multi-year master facilities plan and the community impact goals.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Monday, June 11th, noon to 3 pm in the Hughes Room 205; lunch served
 - Monday, July 9th, noon to 3 pm in the Hughes Room 205; lunch served

**Topeka & Shawnee County Public Library
Proposed 2019 Budget Time Line**

May 18, 2018 (Fri)	Budget requests due from departments/units
May 25, 2018 (Fri)	First review of department/unit budget requests by Gina and Kim
May 31, 2018 (Thu)	First review of budget requests by management council (at regular meeting date/time)
June 7, 2018 (Thu)	Second review of budget requests by management council (at regular meeting date/time)
June 11, 2018 (Mon)	Board budget work session #1 (Hughes Room 205 - noon to 3)
June 28, 2018 (Thu)	Management council final review of budget documents (at regular meeting date/time)
July 9, 2018 (Mon)	Board budget work session #2 – final review of budget documents (Hughes Room 205 - noon to 3pm)
July 19, 2018 (Thu)	Board meeting – 2019 budget approved for publication (scheduled Board meeting date)
July 25, 2018 (Wed)	Budget notice published in <i>Topeka Capital Journal</i> (must be published at least 10 calendar days before public hearing)
August 9, 2018 (Thu)	Public hearing and adoption of 2019 budget at scheduled Board meeting date @ 5:30 pm (must be held on or before August 15)
August 10, 2018 (Fri)	Budget copies submitted to the governing body of the city and county as required by K.S.A. 12-1267(a)
August 24, 2018 (Fri)	Adopted budget certified with County Clerk

**Topeka and Shawnee County Public Library
Financial Summary**

2/28/18

	<u>Balance 01/01/18</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 2/28/2018</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,661,865.06	\$ 5,876,490.41	\$ 1,918,377.06	\$ 8,619,978.41
Employee Benefits	751,843.68	1,989,018.56	563,552.20	\$ 2,177,310.04
Capital Improvement	1,959,190.83	3,739.30	5,940.00	\$ 1,956,990.13
Bond & Interest	808,663.92	813,797.40	51,125.00	\$ 1,571,336.32
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	0.00	50,002.19	0.77	\$ 50,001.42
Federal, State & Local Grants	19.03	1,200.00	300.00	\$ 919.03
Other Special Revenue	622,425.67	227.60	135,353.54	\$ 487,299.73
Permanent Funds	206,531.96	-	-	\$ 206,531.96
Totals	<u>\$ 9,010,540.15</u>	<u>\$ 8,734,475.46</u>	<u>\$ 2,674,648.57</u>	<u>\$ 15,070,367.04</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 858,781.41
Restricted Funds-CoreFirst Bank-Checking	499,566.83
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,963,230.13
Cash on Hand	2,652.00
Petty Cash	220.00
Endowment Securities	206,531.96
Municipal Investment Pool - Overnight	2,079,823.64
Municipal Investment Pool - 30-day Fixed	3,000,000.00
Municipal Investment Pool - 90-day Fixed	650,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	900,000.00
	<u>\$ 15,160,805.97</u>
Less Pending Claims (invoices posted, but not paid until next month)	26,008.99
Less Payroll Deduction and Employer Benefit Liabilities	13,062.17
Less Outstanding Checks	51,367.77
	<u>\$ 15,070,367.04</u>

**Topeka and Shawnee County Public Library
Revenue/Expenditures/Balance By Fund Report**

	01/01/18 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	2/28/2018 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,661,865.06	\$ 5,876,490.41	\$ 155,697.15	\$ 1,762,679.91	\$ 8,619,978.41	\$ 1,399,501.87	\$ 7,220,476.54
Employee Benefit Fund	751,843.68	1,989,018.56	1,076.78	562,475.42	2,177,310.04	54,092.47	2,123,217.57
Capital Improvement Fund	1,959,190.83	3,739.30	5,940.00	-	1,956,990.13	1,260.00	1,955,730.13
Bond & Interest Fund	808,663.92	813,797.40	-	51,125.00	1,571,336.32	-	1,571,336.32
Non Major Governmental Funds							
State Aid Fund	0.00	50,002.19		0.77	50,001.42	-	50,001.42
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03		19.03
Kansas Humanities Council Grant	-	1,200.00	-	300.00	900.00	600.00	300.00
<i>Other Special Revenue Funds</i>							
Art Collection	10,532.67	0.92		-	10,533.59	-	10,533.59
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	-				-		-
Cooking Neighborhood	-				-		-
French Gift - Library Materials	3,136.31	0.26	30.21	377.35	2,729.01	223.31	2,505.70
Friends	177,808.90	12.57	2,148.60	38,843.96	136,828.91	4,430.22	132,398.69
Fun Committee	1,568.90	183.95	-	-	1,752.85	-	1,752.85
Gallery Competitions/Exhibits	36,921.44	3.20	-	-	36,924.64	101.37	36,823.27
Gifts/Memorials (Undesignated)	258,320.84	15.34	82,638.93	7,447.51	168,249.74	232,833.29	(64,583.55)
Hathaway Trust - Library Materials	12,009.44	0.96	352.43	1,246.62	10,411.35	1,007.30	9,404.05
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	92,236.64	7.99	-	447.36	91,797.27	322.63	91,474.64
Lingo	-				-		-
NEH Expendable	1,408.42	0.12	-	-	1,408.54	-	1,408.54
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-			457.20	-	457.20
Red Carpet	6,488.48	0.56	75.27	-	6,413.77	-	6,413.77
Special Collections	5,666.81	0.49	-	-	5,667.30	-	5,667.30
Talking Books	-				-		-
Torluemke Landscaping	35.94	-			35.94	-	35.94
Wedding Neighborhood	-				-		-
Workshops	2,164.06	0.19			2,164.25		2,164.25
Youth Services	13,034.49	1.05	133.30	1,612.00	11,290.24	932.50	10,357.74
<i>Permanent Funds</i>							
Mertz Trust	206,531.96	-	-	-	206,531.96	-	206,531.96
TOTALS	\$ 9,010,540.15	\$ 8,734,475.46	\$ 248,092.67	\$ 2,426,555.90	\$ 15,070,367.04	\$ 1,695,304.96	\$ 13,375,062.08

Ck. #91536 for \$4,292.77 was unposted in Jan 2018 then reposted to Dec 2017 to correct an error with this customized vendor report. 1/1/18 General Fund cash balance has been decreased \$4,292.77 to correct the error and to balance the Unencumbered Cash Balance by Fund report to the Bank Account Summary report.

**Topeka and Shawnee County Public Library
General Fund - Revenue**

2/28/18

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 2/28/2018</u> 16% of year
Ad Valorem Property Tax	\$ 10,513,795.00	\$ 5,794,114.01	\$ (4,719,680.99)	55%
Revitalization Rebates	(139,664.00)	(66,010.53)	\$ 73,653.47	47%
Back Tax	-	38,289.44	\$ 38,289.44	N/A
Motor Vehicle Tax	1,484,403.00	37,647.14	\$ (1,446,755.86)	3%
Recreational Vehicle Tax	12,739.00	180.07	\$ (12,558.93)	1%
16/20 M Vehicle Tax	5,837.00	3,850.76	\$ (1,986.24)	66%
In Lieu of Tax	10,122.00	544.24	\$ (9,577.76)	5%
Watercraft Special Tax**	7,672.00	-	\$ (7,672.00)	0%
Commercial Vehicle Fees	46,629.00	5,642.64	\$ (40,986.36)	12%
E-Rate Reimbursement	70,235.00	-	\$ (70,235.00)	0%
Miscellaneous Revenue	3,000.00	1,922.68	\$ (1,077.32)	64%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	94,125.00	14,250.72	\$ (79,874.28)	15%
Salary Refunds-Friends	43,630.00	6,341.60	\$ (37,288.40)	15%
Salary Refunds-Shawnee Cty	-	3,254.76	\$ 3,254.76	N/A
Vending Machines	4,000.00	607.00	\$ (3,393.00)	15%
Pay to Sam	-	(39.07)	\$ (39.07)	N/A
Overdue Fees*	157,000.00	24,189.57	\$ (132,810.43)	15%
Debt Collect	-	865.49	\$ 865.49	N/A
ILL Fees	600.00	34.75	\$ (565.25)	6%
Mailing Fees	60.00	10.95	\$ (49.05)	18%
Non Resident Card Fee	510.00	340.00	\$ (170.00)	67%
Obituary Fees	500.00	70.00	\$ (430.00)	14%
Meeting Room Charges	5,500.00	835.00	\$ (4,665.00)	15%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	13,200.00	9,549.19	\$ (3,650.81)	72%
Library Treasurer's Balance	3,349,699.00	-	-	N/A
TOTALS	<u>\$ 15,684,092.00</u>	<u>\$ 5,876,490.41</u>	<u>\$ (6,457,902.59)</u>	48%

* currently all revenues from the kiosks are recorded as Overdue Fees; a solution to report actual sales types is underway

** Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

**Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances**

2/28/18

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u> <small>16% of year</small>
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 984.60		\$ 5,415.40	15%
Salaries-Facilities	644,257.00	86,926.54		557,330.46	13%
Salaries-Overtime	10,000.00	1,487.49		8,512.51	15%
Salaries-Security	308,808.00	43,577.80		265,230.20	14%
Salaries-Shelvers	196,203.00	16,344.52		179,858.48	8%
Salaries-Staff	7,255,554.00	1,045,388.31		6,210,165.69	14%
Conferences	132,800.00	14,020.99	22,791.53	95,987.48	28%
Staff Development & Training	34,000.00	6,884.70	506.07	26,609.23	22%
Mileage	9,990.00	680.61	7,345.41	1,963.98	80%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	91.88	254.07	1,654.05	17%
Materials-Periodicals	38,000.00	739.19	41.98	37,218.83	2%
Materials-Print/Non-Print <1 YR	479,400.00	32,621.08	33,391.84	413,387.08	14%
Materials-Print/Non-Print	1,267,530.00	161,985.30	114,266.19	991,278.51	22%
OPERATIONS:					
Art Purchases	5,000.00	-		5,000.00	0%
Cataloging and ILL Services	75,500.00	6,253.70	78,746.30	(9,500.00)	113%
Contracted-Digital Services	351,560.00	54,111.00	22,447.30	275,001.70	22%
Contracted-Facilities	255,000.00	103,194.73	42,224.83	109,580.44	57%
Contracted-Equipment	51,500.00	1,991.64	1,968.45	47,539.91	8%
Contracted-Professional	279,800.00	35,185.46	143,880.93	100,733.61	64%
Contracted-E-Rate Services	6,325.00	-	-	6,325.00	0%
Digital Services Support	244,900.00	1,334.42	17,195.28	226,370.30	8%
Furniture/Equipment	117,000.00	-	10,533.57	106,466.43	9%
Insurance	53,300.00	22,980.00	22,656.00	7,664.00	86%
Marketing & Communication	40,000.00	2,825.00	9,729.00	27,446.00	31%
Memberships/Dues	23,625.00	446.00	135.00	23,044.00	2%
Miscellaneous	5,000.00	55.00	50.00	4,895.00	2%
Payments to Other Libraries	100,123.00	-	-	100,123.00	0%
Postage/Shipping	108,000.00	28,978.48	1,948.02	77,073.50	29%
Printing	106,600.00	35.00	76,653.62	29,911.38	72%
Programming	30,000.00	2,967.65	1,910.01	25,122.34	16%
Special Projects	1,100,000.00	-	50,000.00	1,050,000.00	5%
Supplies-Facilities	76,200.00	10,896.89	39,755.85	25,547.26	66%
Supplies-Office/Library	75,600.00	5,031.68	3,761.98	66,806.34	12%
Supplies-Processing	40,000.00	25,112.29	4,456.32	10,431.39	74%
Telecommunications	85,617.00	8,671.42	70,984.58	5,961.00	93%
Utilities-Electric	350,000.00	25,604.12	326,951.15	(2,555.27)	101%
Utilities-Gas	65,000.00	7,652.62	33,245.02	24,102.36	63%
Utilities-Water/Sewage	35,000.00	1,566.78	25,613.22	7,820.00	78%
Vehicle-Gas	36,000.00	2,299.62	-	33,700.38	6%
Vehicle-Repair	32,500.00	3,747.09	30,423.49	(1,670.58)	105%
Contingency/Fund Balance	1,550,000.00	-	-	-	0%
Cash Long/Short	-	6.31	-	(6.31)	N/A
TOTALS	\$ 15,684,092.00	\$ 1,762,679.91	\$ 1,193,867.01	\$ 11,177,545.08	21%

**Topeka and Shawnee County Public Library
General Fund**

2/28/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 3,349,699.00	\$ 4,289,983.53	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,513,795.00	5,794,114.01	55%
Revitalization Rebates	(139,664.00)	(66,010.53)	47%
Back Tax	-	38,289.44	N/A
Motor Vehicle Tax	1,484,403.00	37,647.14	3%
Recreational Vehicle Tax	12,739.00	180.07	1%
16/20M Vehicle Tax	5,837.00	3,850.76	66%
In Lieu of Tax	10,122.00	544.24	5%
Watercraft Special Tax	7,672.00	-	0%
Commercial Vehicle Fees	46,629.00	5,642.64	12%
E-Rate Reimbursement	70,235.00	-	0%
Fees and Charges	171,670.00	28,836.37	17%
Reimbursements	137,755.00	23,847.08	17%
Interest on Idle Funds	13,200.00	9,549.19	72%
	<u>\$ 12,334,393.00</u>	<u>\$ 5,876,490.41</u>	48%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,421,222.00	1,194,709.26	14%
Other Staff Support Costs	176,790.00	52,229.31	30%
Library Collections	1,786,930.00	343,391.53	19%
Contracted Services	1,019,685.00	490,004.34	48%
Digital Services Support	244,900.00	18,529.70	8%
Furniture/Equipment/Art	122,000.00	10,533.57	9%
Payments to Other Libraries	100,123.00	-	0%
Special Projects	1,100,000.00	50,000.00	5%
Utilities & Telecommunications	535,617.00	500,288.91	93%
Vehicles	68,500.00	36,470.20	53%
Other Operating Expenditures	558,325.00	260,390.10	47%
Cash Basis Reserve	1,550,000.00	-	0%
	<u>\$ 15,684,092.00</u>	<u>\$ 2,956,546.92</u>	21%
Prior Year Canceled Purchase Orders		<u>\$ 10,549.52</u>	
Unencumbered Balance 2/28/18	\$ -	\$ 7,220,476.54	

Ck. #91536 for \$4,292.77 was unposted in Jan 2018 then reposted to Dec 2017 to correct an error with a customized vendor report. 1/1/18 General Fund cash balance has been decreased \$4,292.77 to correct the error and to balance the Unencumbered Cash Balance by Fund report to the Bank Account Summary report.

**Topeka and Shawnee County Public Library
Special Revenue Funds**

2/28/18

EMPLOYEE BENEFITS

	<u>2018 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/18	\$ 505,653.00	\$ 750,732.34	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,580,993.00	\$ 1,972,596.08	55%
Revitalization Rebates	(47,569.00)	(22,480.54)	47%
Back Tax	-	6,886.24	0%
Motor Vehicle Tax	186,260.00	8,955.33	5%
Recreational Vehicle Tax	1,598.00	42.83	3%
16/20M Vehicle Tax	732.00	916.91	125%
In Lieu of Tax	2,800.00	185.36	7%
Watercraft Special Tax*	963.00	-	0%
Commercial Vehicle Fees	5,851.00	1,342.24	23%
Refund-Fringe Benefits-Foundation	35,999.00	4,360.06	12%
Refund-Fringe Benefits-Friends	27,701.00	4,616.26	17%
Refund-Fringe Benefits-Shawnee Cty	-	2,345.24	0%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	71.50	0%
Retiree Payments BC/BS	43,347.00	6,044.52	14%
Interest on Idle Funds	2,000.00	3,136.53	157%
	<u>\$ 3,840,675.00</u>	<u>\$ 1,989,018.56</u>	52%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,886.00	\$ 6,460.68	94%
Cafeteria Plan Administration Fees	3,865.00	3,377.00	87%
Social Security/Medicare	644,212.00	84,405.70	13%
Ks Public Employees Retirement Sys	758,224.00	107,082.43	14%
Worker's Compensation	73,200.00	61,136.00	84%
Unemployment Tax	8,421.00	2,663.01	32%
Health/Dental Insurance	2,451,520.00	351,443.07	14%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,346,328.00</u>	<u>\$ 616,567.89</u>	16%
Prior Year Canceled Purchase Orders		\$ 34.56	
Unencumbered Balance 2/28/18	\$ -	\$ 2,123,217.57	

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

CAPITAL IMPROVEMENT

Balance 01/01/18	\$ 1,951,990.83
<u>Revenue:</u>	
Interest received	3,739.30
	<u>\$ 3,739.30</u>
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 2/28/18	\$ 1,955,730.13

STATE AID

Balance 01/01/18	\$ -	\$ -
<u>Revenue:</u>		
State Aid	55,000.00	50,002.19
	<u>\$ 55,000.00</u>	<u>\$ 50,002.19</u>
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	55,000.00	0.77
	<u>\$ 55,000.00</u>	<u>\$ 0.77</u>
Unencumbered Balance 2/28/18		\$ 50,001.42

**Topeka and Shawnee County Public Library
Debt Service Fund - Bond and Interest**

2/28/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 763,691.00	\$ 808,663.92	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,467,546.00	808,751.48	55%
Revitalization Rebates	(19,495.00)	(9,214.51)	47%
Back Tax	-	4,839.37	
Motor Vehicle Tax	178,209.00	4,951.20	3%
Recreational Vehicle Tax	1,529.00	23.69	2%
16/20M Vehicle Tax	701.00	506.90	72%
In Lieu of Tax	1,350.00	75.97	6%
Watercraft Special Tax*	921.00	-	0%
Commercial Vehicle Fees	5,598.00	742.10	13%
Interest on Idle Funds	2,200.00	3,121.20	142%
	<u>\$ 1,638,559.00</u>	<u>\$ 813,797.40</u>	50%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,550,000.00	\$ -	0%
Interest	102,250.00	51,125.00	50%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,402,250.00</u>	<u>\$ 51,125.00</u>	3%
 Unencumbered Balance 2/28/18	 <u>\$ -</u>	 <u>\$ 1,571,336.32</u>	

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of February 28, 2018

Capital Improvement Funds-VisionBank

\$ 1,963,230.13 at 1.19% (money market account)

Municipal Investment Pool

\$ 2,079,823.64 operating funds in "overnight pool"*; available for transfer whenever needed

650,000.00 Bond & Interest funds in 90-day, fixed rate pool; opened 2/28/18 @ 1.37%; maturity 5/29/18

3,000,000.00 General funds in 30-day, fixed rate pool; opened 2/28/18 @ 1.37%; maturity 4/2/18

\$ 5,729,823.64

* rates vary by day - average February 1-28, 2018 was 1.0%

Intrust Bank (per investment bid approved 2/15/18)

\$ 5,000,000.00 Certificate of Deposit for Employee Benefit Fund (\$1M) and General Fund (\$4M); 2/16/18 @ 1.57%; 6/15/18 maturity

Denison State Bank (per investment bid approved 2/15/18)

\$ 900,000.00 Certificate of Deposit for Bond & Interest Fd; 2/16/18 @ 1.70%; 7/31/18 maturity

Principal Balance of Outstanding Bonds

\$3,150,000 (as of 9/1/17)

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	2/2/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,635.08	-98863
10	21502	0	2/2/2018	PAYCOM PAYROLL LLC	State W/H	\$ 9,839.25	-98863
15	21521	0	2/2/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 273.28	-98863
10	21503	0	2/2/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,275.11	-98863
15	21504	0	2/2/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,275.11	-98863
10	21503	0	2/2/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,040.10	-98863
15	21504	0	2/2/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,040.10	-98863
10	21514	0	2/2/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 212.69	-98863
10	21518	0	2/2/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 1,079.92	-98863
10	23800	0	2/2/2018	PAYCOM PAYROLL LLC	ACA 1095s	\$ 224.05	-98863
10	41000	313	2/2/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,843.46	-98863
10	41000	313	2/2/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 367.14	-98863
				<i>Remittance of payroll taxes</i>		\$ 78,105.29	-98863 Total
10	21509	0	2/2/2018	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,255.83	-98861
						\$ 5,255.83	-98861 Total
10	21505	0	2/6/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 16,757.79	-98859
15	21516	0	2/6/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,432.94	-98859
15	21517	0	2/6/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,792.92	-98859
10	21524	0	2/6/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 312.21	-98859
10	21513	0	2/6/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 869.73	-98859
				<i>Remittance of pension benefit contributions</i>		\$ 44,165.59	-98859 Total
10	21509	0	2/16/2018	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,306.73	-98855
						\$ 5,306.73	-98855 Total
10	21505	0	2/21/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 16,654.67	-98853
15	21516	0	2/21/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,288.75	-98853
15	21517	0	2/21/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,775.73	-98853
10	21524	0	2/21/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 175.18	-98853
				<i>Remittance of pension benefit contributions</i>		\$ 42,894.33	-98853 Total
10	21501	0	2/15/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,959.77	-98851
10	21502	0	2/15/2018	PAYCOM PAYROLL LLC	State W/H	\$ 9,592.86	-98851
15	21521	0	2/15/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 266.79	-98851
10	21503	0	2/15/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 16,965.58	-98851
15	21504	0	2/15/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 16,965.58	-98851
10	21503	0	2/15/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 3,967.72	-98851
15	21504	0	2/15/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 3,967.72	-98851
10	21514	0	2/15/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98851
10	21518	0	2/15/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 1,079.92	-98851

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	313	2/15/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,820.51	-98851
10	41000	313	2/15/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 361.92	-98851
				<i>Remittance of payroll taxes</i>		\$ 76,073.37	-98851 Total
10	21515	0	2/23/2018	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 29,225.78	-98850
15	21515	0	2/23/2018	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 130,158.33	-98850
15	21515	0	2/23/2018	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 4,788.63	-98850
						\$ 164,172.74	-98850 Total
35	23800	0	2/8/2018	TEVIS ARCHITECTURAL GROUP	West Courtyard	\$ 8,340.50	11227
35	23800	0	2/8/2018	TEVIS ARCHITECTURAL GROUP	Marian Clinic demo/future	\$ 290.00	11227
						\$ 8,630.50	11227 Total
35	41000	735	2/15/2018	EMBROIDERY PLUS	Apparel Order	\$ 6,737.76	11229
35	41000	735	2/15/2018	EMBROIDERY PLUS	Setup Fee, etc. est.	\$ 500.00	11229
				<i>Apparel for Staff Development Day (paid from non-tax funds)</i>		\$ 7,237.76	11229 Total
49	41000	738	2/23/2018	BA DESIGNS	CHAIRS FOR NRR	\$ 11,025.00	11232
				<i>Chairs purchased for the North Reading Room to match furnishings purchased for the Café new entryway; Board approval not required since the total was less than \$20,000.</i>		\$ 11,025.00	11232 Total
10	23800	0	2/2/2018	BOB FLORENCE CONTRACTOR INC.	Periodical shelving rewrk	\$ 18,763.00	91612
				<i>Sole source purchase of custom shelving for the North Reading Room; Board approval not required since the total was less than \$20,000.</i>		\$ 18,763.00	91612 Total
10	23800	0	2/2/2018	KELLEY CONSTRUCTION CO., INC.	FMP,Phase 1 interior proj	\$ 3,973.56	91629
10	23800	0	2/2/2018	KELLEY CONSTRUCTION CO., INC.	Cafe coffe cabinet	\$ 3,500.00	91629
10	23800	0	2/2/2018	KELLEY CONSTRUCTION CO., INC.	Signage Cafe entries	\$ 5,400.00	91629
10	23800	0	2/2/2018	KELLEY CONSTRUCTION CO., INC.	Study carrel desk North	\$ 3,600.00	91629
25	41000	736	2/2/2018	KELLEY CONSTRUCTION CO., INC.	PO #172303 - closed in error	\$ 0.77	91629
						\$ 16,474.33	91629 Total
10	41000	340	2/8/18	COREFIRST BANK & TRUST	Registration	\$ 1,300.00	91651
10	41000	340	2/8/18	COREFIRST BANK & TRUST	Registration	\$ 280.00	91651
10	41000	340	2/8/18	COREFIRST BANK & TRUST	Flight	\$ 1,443.00	91651
10	41000	340	2/8/18	COREFIRST BANK & TRUST	Registration	\$ 75.00	91651
10	41000	340	2/8/18	COREFIRST BANK & TRUST	Flight	\$ 523.97	91651
10	41000	340	2/8/18	COREFIRST BANK & TRUST	Flight	\$ 460.80	91651
10	41000	340	2/8/18	COREFIRST BANK & TRUST	Registration	\$ 1,826.75	91651
				<i>Various conference registration and flight costs for staff paid by credit card</i>		\$ 5,909.52	91651 Total
10	41000	310	2/8/18	ONENECK IT SOLUTIONS	SmartNet Premium	\$ 724.07	91668
10	41000	310	2/8/18	ONENECK IT SOLUTIONS	ESA SW Bundle	\$ 3,408.00	91668
10	41000	310	2/8/18	ONENECK IT SOLUTIONS	ESA Hardware SNTC	\$ 179.13	91668

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	2/8/18	ONENECK IT SOLUTIONS	Cisco PoE	\$ 4,807.00	91668
10	41000	310	2/8/18	ONENECK IT SOLUTIONS	Cisco standard	\$ 19,549.89	91668
				<i>2018 approved operating budget - annual maintenanc</i>		\$ 28,668.09	91668 Total
20	23800	0	2/8/18	TEVIS ARCHITECTURAL GROUP	<i>Humidifier/Water Softener</i>	\$ 5,940.00	91674
						\$ 5,940.00	91674 Total
10	41000	313	2/15/18	BERBERICH TRAHAN & CO., P.A.	<i>Annual Audit 12/31/17</i>	\$ 20,000.00	91679
				<i>Progress payment</i>		\$ 20,000.00	91679 Total
10	41000	311	2/15/18	MCELROY'S INC.	<i>Maintenance Agreement</i>	\$ 11,640.00	91699
				<i>2018 approved operating budget - annual maintenanc</i>		\$ 11,640.00	91699 Total
10	41000	311	2/15/18	TECH LOGIC CORPORATION	AMH Service Contract	\$ 65,677.00	91710
				<i>2018 approved operating budget - annual maintenanc</i>		\$ 65,677.00	91710 Total
10	21512	0	2/20/18	DELTA DENTAL OF KANSAS, INC	<i>EE Feb Prem</i>	\$ 2,331.06	91716
15	21512	0	2/20/18	DELTA DENTAL OF KANSAS, INC	<i>Retiree Feb Prem</i>	\$ 309.84	91716
15	21512	0	2/20/18	DELTA DENTAL OF KANSAS, INC	<i>ER Feb Prem</i>	\$ 9,061.20	91716
15	21512	0	2/20/18	DELTA DENTAL OF KANSAS, INC	<i>Cobra Feb Prem</i>	\$ 77.86	91716
						\$ 11,779.96	91716 Total
10	41000	351	2/20/18	WESTAR ENERGY	43101	\$ 25,108.64	91720
				<i>2018 Electric Service</i>		\$ 25,108.64	91720 Total
10	41000	301	2/23/18	OCLC, INC.	oclc cataloging & ill	\$ 6,258.71	91741
10	41000	301	2/23/18	OCLC, INC.	oclc cataloging & ill	\$ (5.01)	91741
				<i>2018 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,253.70	91741 Total
						\$ 659,081.38	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

March 2018

Library News and Project Updates

Dolly Parton's Imagination Library (DPIL)

As of February 28, 2018, there are 3,676 children registered for the Dolly Parton's Imagination Library. The attached graphic provides additional information regarding ratio of participation by gender, age, and zip code. Nany Lindberg, Diana Friend, Marie Pyko, Stephanie Hall, LeAnn Brungardt and I met with United Way of Greater Topeka leadership earlier this week to lay out strategies for next steps for recruiting children and families.

Facilities Master Plan update

The Facilities Master Plan committee is finalizing plans for the Learning Center and is reviewing plans and ideas for the circulation lobby area. Thad Hartman will provide a complete update on Facilities Master Plans projects for 2018.

Momentum 2022

I continue serving on the Talent Development Work Group and on the Management Committee of 712 Innovations.

TSCPL in the news!

Capital Journal Sports Writer Kevin Haskin wrote an opinion article in the Saturday, February 24, 2018 edition of the paper featuring the Alice C. Sabatini Gallery exhibit African-American Builders of Topeka. A hard copy of the article is included with this report and the article can be accessed on line at the link below. Kevin Haskin recently led one of the Staff Development Day break out groups here at the library.

<http://www.cjonline.com/opinion/20180224/kevin-haskin-exhibit-chance-to-hail-chief>

Operations and Departmental Reports

- Stephanie Hall highlights projects and activities taking place in Public Services
- Scarlett Fisher-Herremann of Technical Services shares updates from her department
- LeAnn Brungardt provides a report on new staff members and initiatives in Youth Services

We are in the process of installing automatic door openers on restroom doors. The doors will now be able to open with a door access switch push button.

Kettering Foundation initiative

We continue our work with the Kettering Foundation. You may remember that during 2016 TSCPL participated in a Libraries and The Public Research Exchange. At that time our Library and Public Project was working with the community to develop programming for the new Learn and Play bus to help Topeka's children to be ready for kindergarten. Marie Pyko and Lissa Staley currently are working with the Kettering Foundation on a research project relating to the role libraries play in supporting democratic practices in their communities. The project seeks to

understand how the Topeka and Shawnee County Public Library works with citizens on issues surrounding early childhood education in Topeka and Shawnee County using the democratic practices outlined in *The Ecology of Democracy* (Kettering Foundation Press) to create relationships which put citizens at the center. Lissa Staley will join us at our meeting and provide additional details about this project.

Agenda Items

Nominating Committee Appointments

According to the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library, Article II: Officers, section 2. Nomination Procedures and Time of Election (approved May 21, 2015); “at the regular meeting in March the Board shall elect a Nominating Committee of three trustees. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting.” The names for members of the Nominating Committee are part of the resolution included in the board meeting packet.

Humidifier Replacement Project

A copy of the humidifier system replacement project bid along with background information and fiscal note is included in the board packet

Change of trustee meeting date for April

I have been invited to deliver the keynote address for the Free Library of Philadelphia 2018 All Staff Day Event on April 18. I am requesting that the April board meeting be rescheduled for April 26.

Professional Activities/Community Contacts

- February 12, 2018 conference call with Dan and Jobeth Bradbury from Bradbury Miller Associates to discuss recruitment of Chief of Staff position
- February 14, 2018 met with the Philanthropy Committee of Security Benefit to discuss our grant proposal for the new Adventuremobile.
- February 14, 2018 met with Matt Pivarnik at Topeka Chamber
- February 15, 2018 met with Cheryl Hishmeh regarding changes at the Dream Center in Hi Crest Neighborhood
- February 15, 2018 participated in new Foundation Board members orientation
- February 15, 2018 conference call with Community Broadband project team
- February 16, 2018 met with 712i Management Committee
- February 19, 2018 hosted TSCPL Staff Development Day
- February 20, 2018 conference call with Lisa Wells from Pioneer Library System
- February 21, 2018 hosted BAAFTech (Bioscience, Animal Health, Agriculture Tech, Finance Tech) and 712i chairs meeting
- February 21, 2018 conference call with Nate Coulter from Central Arkansas Library System

February 21, 2018 attended The Library Foundation Board meeting
March 1, 2018 conference call with Community Broadband project team
March 5, 2018 met with United Way of Greater Topeka leadership regarding Dolly Parton's Imagination Library planning
March 7, 2018 conference call with Barb Macikas regarding Public Library Association's Strategic Plan
March 8, 2018 met with 712i Executive Committee
March 9, 2018 met with Friends Volunteer Warren Taylor
March 9, 2018 attended Sunflower Foundation "Lessons Learned from Successful Coalition Work"

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library 3/9/2018

Public Services
Submitted by: Stephanie Hall, Manager
Marie Pyko, Director

We have been invited again to participate in a learning exchange with the Kettering Foundation. Marie Pyko and Lissa Staley attended the first meetings on February 20-22 in Dayton Ohio. Our work will focus on incorporating civic engagement in the work with the community. We will be focusing on hosting a series of deliberative forums on a topic of community concern. Our first meeting was to discuss how a forum can function with the National Issues Forum and also to begin to learn from other libraries on how to successfully host discussions. There will be several meetings throughout the next year for Marie and Lissa to attend. The Kettering Foundation specifically requested our library to be involved in this work and this is the second learning exchange in which we have been involved. Our first learning exchange which Marie and Gina participated in focused on a research project with early literacy and the Learn and Play bus. The Kettering Foundation provides the funding for the staff to attend the learning exchanges. Lissa will be sharing more in depth at the Board meeting about our preliminary work.

This past month we began offering a Resume, Networking and Interview Skills Learning Circle. A learning circle is a study group of people who want to take online courses together, in person. This particular class runs for 4 weeks with Deb Bryan facilitating and Sheri DeNoon helping. Our first class had seven people attend which was a surprise because the weather was not good that evening. We anticipate offering more learning circle classes in the future. This was our first run at it and so far it has been successful reaching a group of people who want to learn in a somewhat traditional way with a twist. If you would like to learn more about Learning Circles you can go [here](http://info.p2pu.org/2018/02/05/learning/). (<http://info.p2pu.org/2018/02/05/learning/>).

I'm excited to announce we will have a new Red Carpet librarian starting Monday, March 19. Her name is LaVoyce Ewing. She is a former Director/Adult Services Librarian from Boone County Library in Arkansas. She has experience working with older adults and is very excited to join TSCPL and Red Carpet Services.

Technical Services
Submitted by: Scarlett Fisher-Herreman, Supervisor
Paul Brennan, Director

This month we welcomed Nessa Johnson to our department. Nessa has been a Library Specialist in Interlibrary Loan for a number of years and is joining the Technical Services team as a Collection Development Professional. She will be ordering for and managing specific collections in adult nonfiction. She will also continue to work on the Learn & Play Bus. We are excited to have her in our department and she is readily learning the ropes in regards to ordering and managing physical and digital collections. This month we also say goodbye to Renee Patzer.

Renee has been a cataloger at this library for over 27 years. When Renee began her career as a cataloger, the work was managed almost entirely on paper with catalogers carefully organizing cards within the many drawers of the library card catalog cabinets. She's seen it all in regards to cataloging and has personally moved many thousands of items through Technical Services on onto the shelves awaiting customer discovery. We wish her the best in her next adventure.

On a personal note, I recently received a letter with an accompanying book from a Japanese gentleman named Hidesaburo Kurohori who lives in a rural prefecture in southern Japan. I'm not sure how he discovered our library but he wanted to send us the English language version of his self-published book on the ancient Japanese game of Go. In his letter, he states, "the purpose of this donation is simply to show my gratitude towards the library which have gave me knowledge and the pleasure of reading." I receive quite a few solicitations from self-published authors but I've never received one from this far away. I was quite touched by the sincerity and kind words in his letter. As it turns out, there are not many books published in English on the game of Go. His little book is wonderful both in the written instructions and diagrams of the game board. Should you be curious about this game, your library has a resource for you.

Youth Services

**Submitted by: LeAnn Brungardt, Supervisor
Marie Pyko, Director**

Programs in February included:

Birth-5

Baby Bookworms, Toddler Time 1, Pre-K Storytime, and Musical Storytime

Elementary school aged

Amazing Animals, Factual Fun, Minecraft™, Lego®, Reading with Prairieland Dogs

Middle and high school aged

Teen Writing Group, #Adulting: Money, Teen STEAM

All Ages

Zoo Animals Live

Anyone Can Cook

Highlights:

Staffing

The most exciting news that I have to share is related to the continued filling of positions in Youth Services. Shelby Schellenger has been promoted from Public Services Specialist to Best Life Librarian for teens and young adults. Shelby brings knowledge of our existing tools; interests in comic con culture, gaming, technology and anime; librarianship; and experience

with leading a team. His first day in that role was February 12. We are currently giving him background information to the leadership team including training in theory of change and 5th discipline. Programmatically we have already begun filling his plate with Teen Tech Week and Summer Learning responsibilities. He is transitioning into other work including the Teen Advisory Board (TAB) and his actual team. We have also added two full time Specialists, Arion Beals and Judy Espinoza-González. Arion is coming to us from Circulation. Her first day in the Youth Service Department was February 26. She is no stranger to the programmatic work in the department as she has taken part in several opportunities over the past few years. While she will work with all ages, her primary focus will be on school-age kids. As a relatively new component of the work, we are expecting that she will learn to drive vehicles in the fleet including the Learn and Play Bus and the new Adventuremobile. Having more readily available drivers will help us to better meet demands for all vehicle based services. Judy will be moving from part time to full time within the department. Of the many gifts she brings to the department one is her bilingual English-Spanish skill set. She too will work with all ages, but her primary focus will be early childhood. We hope to have her taking the service vehicles for a spin as well. Her first day in this new position is March 26. We already have her scheduled to facilitate at an event being held at the Kansas Children's Discovery Center for immigrant families that first evening. That leaves us with just a part time Specialist position to fill. We hope have that individual here and trained long before summer is upon us.

Now we will have a stretch of training and team building. Being fully staffed will allow us to get moving on a few projects again.

Learn and Play Bus

On February 26th we added two additional stops. Countryside United Methodist Church, Monday nights 5:00-7:00 and Tecumseh South elementary Wednesday afternoons, 1:00-3:00. So far we are building the awareness of the stops, but we are super excited to offer an evening stop. Our community partners have begun regularly visiting the bus. Debbie (Shawnee County Health Department) and Holly (Grace Med) have been visiting at least once a month. As part of their visits each meets families and offer information on health including vaccinations and oral care. Sarah Meadows, a former USD 501 educator, continues to work on the bus on Thursdays at our Oakland Community Center stops; and Eleanor Strecker, former librarian and Child Care Aware staff, shares stories and toys with families weekly at our Tuesday Auburn Community Center stop. In addition, we continue to have TARC and PAT teachers bringing families onto the bus to have an informal learning activity at least every other week. It is really great to see that our partners have committed to being alongside us as we help our families with kindergarten readiness.

Book Rich Environment (BRE)

Friday March 2nd was Read Across America, and once again the BRE team was out in force giving books away for the students at Ross, Highland Park Central and Scott elementary. Tyler Carpenter and Rob Banks provided fun music and stories to celebrate Dr. Seuss' birthday. We gave over 800 books away on that day. These events are a part of the second cycle of the BRE grant focused on ensuring children who live in low income housing (public housing) have access to wonderful books of their very own. The partnership continues with the Topeka Housing

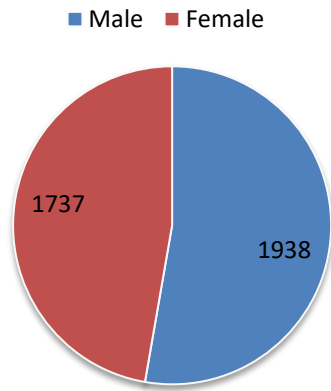
Authority, United Way and the Topeka and Shawnee County Public Library. Our year two cycle will expand to include quarterly events focused on gift of books and the importance of reading.

Teen Tech Week

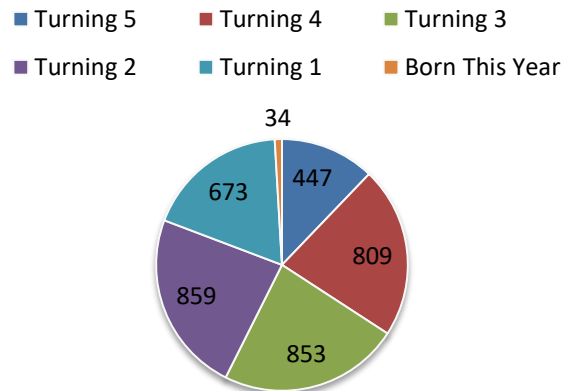
We are in the midst of Teen Tech Week. Our goal is to expose this age group to technology based library and community resources. Opportunities included experiencing virtual reality systems and augmented reality systems, discovering how to find, alter and print using 3-D printing at the library, learning a bit about safety within being tech savvy through the Extension Office, connecting to 712 Innovations Teen STEAM group, toying with Ozo bots and Little Bits, and using resources like Lynda and Treehouse.

Number of Participants Served: **3,676**

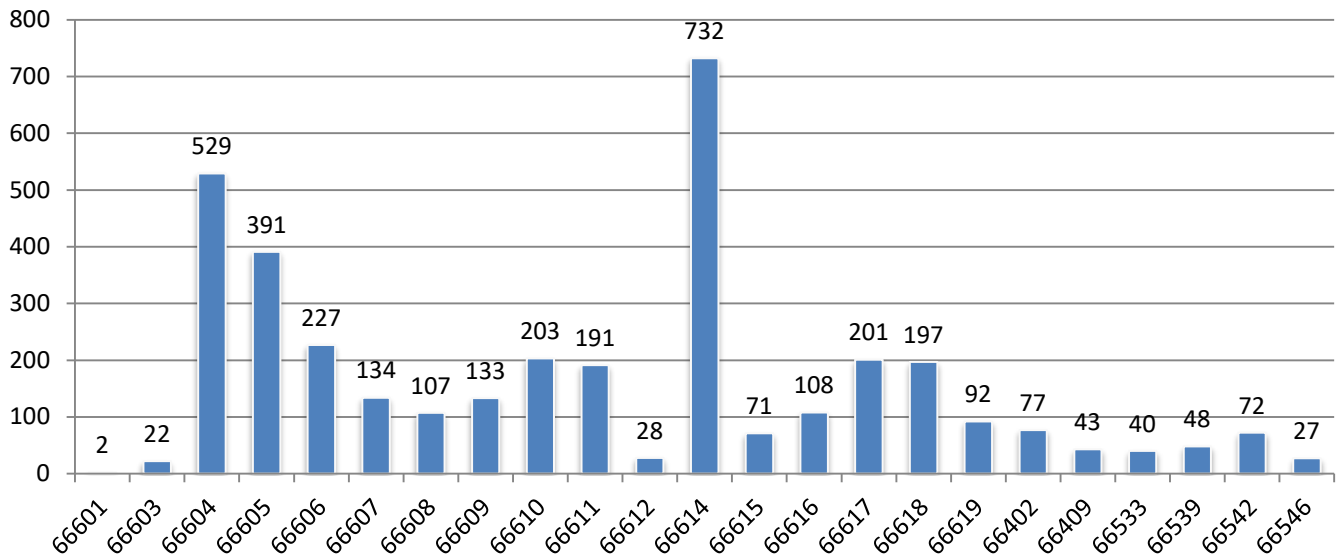
Sex of Participants



Age of Children

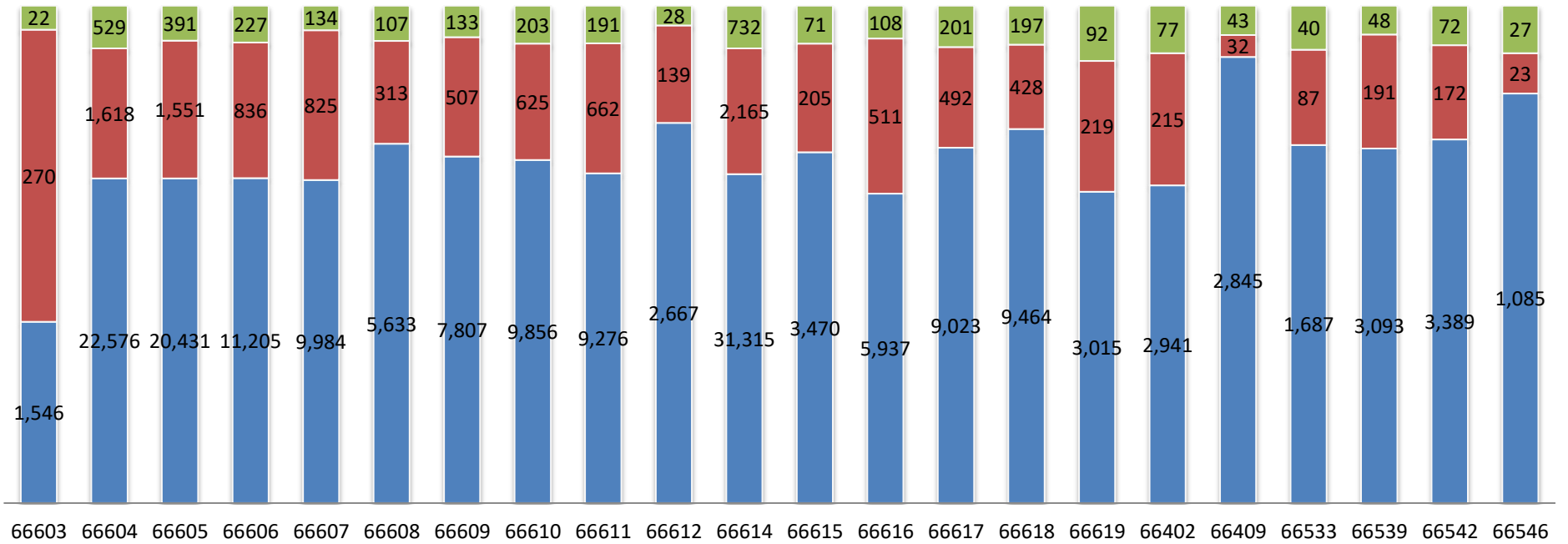


Zip Codes of Children

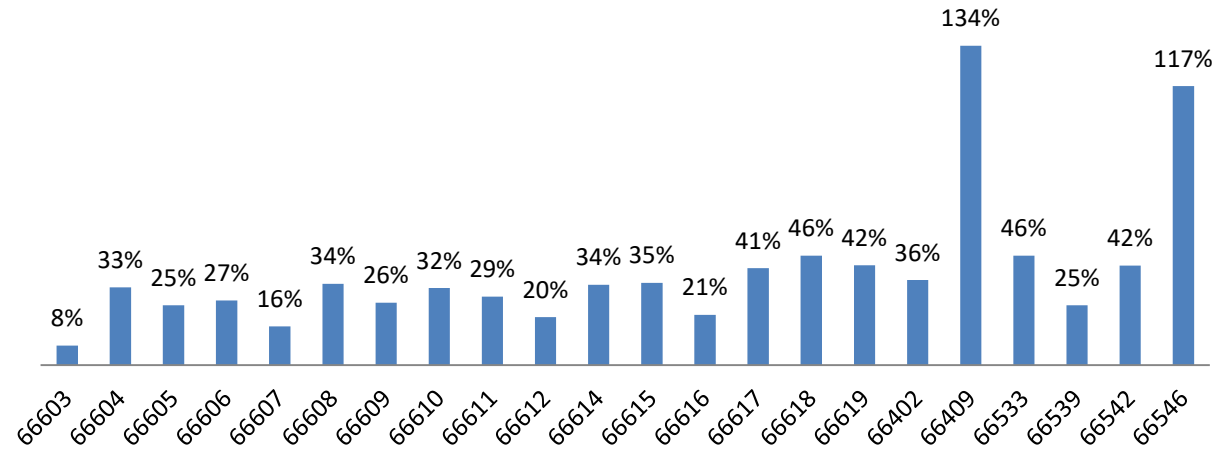


February 2018 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



Kevin Haskin: Exhibit a chance to hail the Chief

<http://www.cjonline.com/opinion/20180224/kevin-haskin-exhibit-chance-to-hail-chief>

Opinion

By [Kevin Haskin](#)

Saturday

Posted Feb 24, 2018 at 6:30 PM Updated Feb 24, 2018 at 6:30 PM

The exhibit this month in the Sabatini Gallery brought back a faded memory and a big smile as soon as I began examining its tribute to Black History Month.

A green letter jacket immediately draws your attention — at least, that of someone who has written sports stories for the past 35 years or so.

Then I discovered who wore the keepsake — William “Chief” Price.

I never saw Chief teach, coach or counsel kids at Topeka Boys Industrial School, also known as YCAT. He retired in 1983, a couple of years before I moved to Topeka, but he would call or swing by the office, jolly with the sports writers and call everyone “Chief.”

Price, who was inducted into the KSHSAA Hall of Fame, would lobby at the state Capitol and distribute business cards detailing the educational goals of Free Thinkers Anonymous — a club he founded and restricted to one member, himself. I vaguely remember conversations about our days as graduates from Wichita public schools, or about sports, or Topeka, or life.

As I made my way through the exhibit, I wished I had similar conversations with everyone celebrated as African American Builders of Topeka. Many of those honored are depicted with large banners that give the presentation a vibrant pop.

Another whose background also included work at the Topeka Boys Industrial School was Lester Wilson, one of the first black men to cross the color line and play baseball on what had previously been an all-white team.

Another “builder,” Jack Alexander, played for the all-black Ramblers when Topeka High had segregated basketball teams. A yell-leader for that squad, Frank E. Petersen, went on to become the first black man to become a Marine Corps aviator and general. Petersen’s younger brother, Bill, became the first black man to play for the varsity Trojans once Topeka High desegregated its basketball teams. Dean Smith, legendary North Carolina coach and former Kansas player, helped prompt that move by imploring principal Buck Weaver to end the racial divide.

OK, all this I knew already from stories I had written. What was cool walking through the Sabatini Gallery was getting to see diverse accounts and backgrounds from what was presented.

However, I learned I knew little about the African-American heritage of Topeka, the rich achievements and ongoing success stories. Citizens actually have another opportunity to hear the experiences among those honored as Builders during a meeting at the library from 6 to 7:30 p.m. March 1.

If you can make it, go. If not, visit the gallery and learn about ...

A fitness instructor, Chris Omni, known as the “Health Hippie” whose vision founded a nonprofit, Makin’ Moves. Her fitness initiative, Black Butterflyz, was something she was inspired to create by the courageous, and long, battle her mother waged with cancer.

An educator, Mamie Luella Williams, who graduated from Topeka High School when she was 16 and went on to graduate with honors in math and German as the only African-American in Washburn’s class of 1915.

A community, Tennessee Town, where many freed slaves who settled in Topeka cultivated a thriving neighborhood bordered on the north by 10th Avenue, on the west by Washburn Avenue, on the south by Huntoon Street and on the east by Clay Street.

A photographer, Yolanda Taylor, who started a nonprofit in 2010 called Heavenly Visions Foundation designed to help youth interested in photography become involved in their community from behind a lens.

That’s just a small sample of the Builders recognized. A timeline depicting the achievements of black men and women in Topeka, paralleled with milestones in American history, is also interesting to trace.

The most important message to gain, though, may have been from those who walked through the exhibit before me. Small notes are available to visitors for them to write — yes, by hand — their impressions. Each is stamped, “I REMEMBER ...”

Public officials, school teachers/administrators, business pioneers and war heroes are among those saluted. Visitors also remembered old schools, restaurants, shops, radio programs and nightclubs.

One message was most poignant. The word “will” was written between I REMEMBER ...

The author then wrote: “This Day! Thank you to you all for your amazing contributions. This exhibit of African American history has an amazing presence here and I am just so proud to have been able to experience it, even if only through these marvelous stories.”

I left wanting to know more, yet grateful for those times I spoke with Chief.

Contact Kevin Haskin at khaskin@cjonline.com or [@KevinHaskin](https://twitter.com/KevinHaskin) on Twitter.



A letter jacket belonging to William "Chief" Price, a longtime coach at Topeka Boys Industrial School (YCAT) is displayed at an exhibit called "African American Builders of Topeka" at the Topeka and Shawnee County Public Library's Sabatini Gallery. [Kevin Haskin/The Capital-Journal]

I will
I REMEMBER ...

This Day! Thank you
to you all for your amazing
contributions.

This Exhibit of African
American History has an
amazing presence here and
I am just so proud to have been
able to experience it even if I

Share your memories about a
significant person, place or event
from Topeka's history past or present.
only through these marvelous
stories.

A note left by a visitor to the "African American Builders of Topeka" exhibit at the Topeka and Shawnee County Public Library. [Kevin Haskin/The Capital-Journal]



Resolution – Nominating Committee Appointments

BOARD OF TRUSTEES

March 15, 2018

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee appointments as presented:

**Duane Johnson as Chair
Jennifer Miller
Beth Dobler**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid Approval for Humidifier Replacement Project

BOARD OF TRUSTEES

March 15, 2018

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by McElroy's, Inc., Topeka, Kansas, in the amount of \$136,394 to replace the existing humidifiers for the Library's HVAC system. Funding for this purchase shall be paid from the Capital Improvement Fund, which has a current unencumbered balance of \$1,963,230.

Policy and Background Information:

The humidifier units currently being used at the TSCPL were installed approximately 18 years ago. It is unclear how much longer the manufacturer will continue to manufacture replacement elements for two of the three models currently in use at TSCPL; the manufacturer had stopped making replacement parts in 2016, but has since begun producing parts again. Additionally, the east stacks of the library did not have a humidifier installed when the building was remodeled in 2000 which creates a noticeable difference in the humidity level between the east and west wings.

Air humidification is essential to protect furniture, interior wood work, flooring and archives housed in the Gallery and Topeka room. Humidifiers also reduce the occurrence of static electricity and create a healthy environment.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued February 1, 2018. Drawings and specifications were developed by Tevis Architects. The required scope of work is as follows:

- Removal of existing humidifiers
- Installation of replacement humidifiers in the West Mechanical mezzanine
- Installation of a new humidifier in the East Mechanical mezzanine
- Removal and replacement of basement humidifiers
- Connection of humidifiers to existing control system

The RFP and related documents were posted on the Library's website. A voluntary pre-bid conference/site visit was held on February 13th.

Bids were received at a public meeting at 2:00 pm, February 28th. One bidder was present and submitted a bid. Two other bids were received by email.

Board of Trustees

Resolution – Humidifier Replacement Bid

Page 2 of 2

Staff Recommendation:

TSCPL staff recommends the lowest bid of \$136,394, submitted by McElroy's, Inc., Topeka, Kansas, be approved for the replacement of the existing humidifiers for the Library's HVAC system. The recommended bidder has agreed to substantially complete the work of the contract within 90 calendar days from the date of the contract award. Further, this purchase is recommended to be funded from the Capital Improvement Fund as originally included in the Facilities Master Plan.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Change of Trustee Meeting Date for April

BOARD OF TRUSTEES

March 15, 2018

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, changes the date of the regular April meeting to Thursday, April 26, 2017 at 4:00 pm.

Background Information:

The published meeting date for the April meeting is Thursday, April 19, 2018. Because of scheduling conflicts, it is necessary to change the date of the meeting to the following week, April 26, 2018. The meeting will follow all other aspects of the regular Board of Trustees meetings.

Staff Recommendation:

TSCPL staff recommends the change of date.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk & Renewals	49,349	45,214											94,563	128,598	-26.5%
Interlibrary Loan	1,879	1,528											3,407	3,557	-4.2%
Self-Check	84,077	72,863											156,940	150,475	4.3%
Bookmobile	21,560	19,647											41,207	47,509	-13.3%
Red Carpet	8,254	6,233											14,487	15,569	-6.9%
Digital Downloads	35,736	33,150											68,886	56,999	20.9%
Library @ Work / Smartlocker	2,099	2,023											4,122	3,657	12.7%
TOTAL CIRCULATION	202,954	180,658											383,612	406,364	-5.6%
CIRCULATION DETAILS															
Print Material	96,177	85,115											181,292	193,242	-6.2%
Audio/Visual Material	67,358	59,096											126,454	148,101	-14.6%
Adult Materials	99,143	86,882											186,025	206,839	-10.1%
Children's Materials	49,977	44,966											94,943	106,606	-10.9%
Young Adult Materials	4,592	3,777											8,369	8,673	-3.5%
Red Carpet Materials	9,823	8,586											18,409	19,225	-4.2%
NEW Patrons															
Topeka / Shawnee County															
Adults	654	539											1,193	1,285	-7.2%
Children (ages 17 and under)	163	195											358	368	-2.7%
Red Carpet Outreach	8	6											14	31	-54.8%
NEKL	57	58											115	130	-11.5%
Non-Resident	2	0											2	0	#DIV/0!
Total New Registrations	884	798											1,682	1,814	-7.3%
PATRONS DELETED															
	1,015	832											1,847	3,470	-46.8%
BORROWERS															
Topeka / Shawnee County															
Adults	53,010	53,259											53,259	53,665	-0.8%
Children (age 0 - 17)	19,412	19,438											19,438	20,336	-4.4%
Red Carpet Outreach	1,248	1,243											1,243	1,307	-4.9%
NEKL	7,267	7,236											7,236	7,233	0.0%
Non-Resident	48	48											48	44	9.1%
Delinquent	117	120											120	222	-45.9%
TOTAL BORROWERS	81,102	81,344											81,344	82,807	-1.8%
Holds Satisfied	20,286	17,008											37,294	38,735	-3.7%
CHECK-IN															
TOTAL CHECK-IN	110,975	98,001											208,976	238,499	-12.4%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

2018											2018	2017	Change
Jan											Total	YTD	17 TO 18%
COLLECTION													
Materials Added	6,735	4,893									11,628	10,838	7.3%
Materials Discarded	3,568	6,994									10,562	10,867	-2.8%
TOTAL COLLECTION	445,769	443,668									443,668	442,573	0.2%
WEBSITE													
tscpl.org Unique Visitors	30,707	27,539									58,246	59,307	-1.8%
tscpl.org Total Visits	55,470	48,675									104,145	109,017	-4.5%
catalog.tscpl Unique Visitors	19,263	17,218									36,481	37,450	-2.6%
catalog.tscpl Total Visits	43,859	37,965									81,824	81,444	0.5%
REFERENCE QUESTIONS													
Public Services	14,488	12,577									27,065	28,107	-3.7%
Topeka Room	617	667									1,284	1,383	-7.2%
Youth Services	2,584	2,323									4,907	5,678	-13.6%
Gallery	37	41									78	124	-37.1%
TOTAL REFERENCE QUESTIONS	17,726	15,608									33,334	35,168	-5.2%
GATE COUNT	59,126	55,329									114,455	113,105	1.2%
MEETING ROOMS													
Bookings	518	720									1,238	1,544	-19.8%
Hours Booked	2,453	3,859									6,312	9,115	-30.7%
ATTENDANCE	7,895	11,425									19,320	26,303	-26.5%
LEARN & PLAY BUS VISITS	131	78									209	89	134.8%
PROGRAM ATTENDANCE													
Adult - General	1,412	754									2,166	1,914	13.2%
Computer Training	150	112									262	372	-29.6%
Outreach	3,875	3,493									7,368	9,876	-25.4%
Kids	1,040	1,161									2,201	2,896	-24.0%
Movies	3	17									20	92	-78.3%
Books	58	104									162	442	-63.3%
Art	29	72									101	63	60.3%
Teens	49	34									83	104	-20.2%
Music	0	0									0	0	#DIV/0!
TOTAL ATTENDANCE	6,616	5,747									12,363	15,759	-21.5%
TOURS & FAIRS													
Fairs & Events	0	0									0	701	-100.0%
Library Tours	0	0									0	0	*
TOURS & FAIRS	0	0									0	701	-100.0%
GALLERY ATTENDANCE	1,771	1,426									3,197	2,543	25.7%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

		2018										2017	Change	
		Jan										Total	YTD	17 TO 18%
CIRCULATION DETAILS														
Print Material														
Adult Fiction	19,466	16,671										36,137	39,343	-8.1%
Adult Nonfiction	23,160	20,315										43,475	44,723	-2.8%
Juvenile Fiction	27,463	25,710										53,173	57,656	-7.8%
Juvenile Nonfiction	9,757	8,514										18,271	18,902	-3.3%
Magazines	2,079	1,728										3,807	5,386	-29.3%
RC Print Materials	9,447	8,237										17,684	18,439	-4.1%
RC Realia	365	340										705	747	-5.6%
YA Print Materials	4,490	3,671										8,161	8,363	-2.4%
PRINT CIRCULATION	96,227	85,186										181,413	193,559	-6.3%
Audio / Visual Material														
Adult Audiobooks	4,815	4,276										9,091	10,479	-13.2%
Adult Music	4,135	3,770										7,905	9,535	-17.1%
Adult Videos / DVDs	45,729	40,362										86,091	97,965	-12.1%
Juvenile Audiobooks	579	518										1,097	1,206	-9.0%
Juvenile Music	604	553										1,157	1,402	-17.5%
Juvenile Videos / DVDs	11,146	9,257										20,403	26,557	-23.2%
YA AV	102	106										208	310	-32.9%
AV CIRCULATION	67,110	58,842										125,952	147,454	-14.6%
Adult Material														
Adult Fiction	19,466	16,671										36,137	39,343	-8.1%
Adult Nonfiction	23,160	20,315										43,475	44,723	-2.8%
Magazines	2,079	1,728										3,807	5,386	-29.3%
Adult Audiobooks	4,815	4,276										9,091	10,479	-13.2%
Adult Music	4,135	3,770										7,905	9,535	-17.1%
Adult Videos / DVDs	45,729	40,362										86,091	97,965	-12.1%
ADULT CIRCULATION	99,384	87,122										186,506	207,431	-10.1%
Juvenile Material														
Juvenile Fiction	27,463	25,710										53,173	57,656	-7.8%
Juvenile Nonfiction	9,757	8,514										18,271	18,902	-3.3%
Juvenile Audiobooks	579	518										1,097	1,206	-9.0%
Juvenile Music	604	553										1,157	1,402	-17.5%
Juvenile Videos / DVDs	11,146	9,257										20,403	26,557	-23.2%
JUVENILE CIRCULATION	49,549	44,552										94,101	105,723	-11.0%
Red Carpet Material														
RC Print Materials	9,447	8,237										17,684	18,439	-4.1%
RC Realia	365	340										705	747	-5.6%
RED CARPET CIRCULATION	9,812	8,577										18,389	19,186	-4.2%
Young Adult Material														
YA Print Materials	4,490	3,671										8,161	8,363	-2.4%
YA AV	102	106										208	310	-32.9%
YOUNG ADULT CIRCULATION	4,592	3,777										8,369	8,673	-3.5%
Overdrive	24,441	22,608										47,049	39,771	18.3%
Hoopla	9,760	9,088										18,848	14,128	33.4%
Flipster	1,535	1,454										2,989	3,100	-3.6%
DIGITAL DOWNLOADS	35,736	33,150										68,886	56,999	20.9%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

2018												2018	
											Jan	Total	
Value Calculator													
Circulation													
Books (\$17)	\$1,600,516	\$1,418,786											\$3,019,302
Magazines (\$5)	\$10,395	\$8,640											\$19,035
Audiobooks (\$10)	\$53,940	\$47,940											\$101,880
DVD, Games, Music (\$4)	\$246,864	\$216,192											\$463,056
Reference Questions (\$7)	\$124,082	\$109,256											\$233,338
Programming (\$10)	\$66,160	\$57,470											\$123,630
Meeting Room Use	\$42,795	\$50,545											\$93,340
Gallery Attendance (\$10)	\$17,710	\$14,260											\$31,970
Computer Use (\$12 /hr)	\$162,872	\$158,844											\$321,716
ILL Borrowed (\$25)	\$9,850	\$7,700											\$17,550
TOTAL VALUE	\$2,335,184	\$2,089,633											\$4,424,817



Recovery through February 2018

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	34,981	24,360	59,341
Dollars Submitted:	\$173,025.26	\$250,706.99	\$423,732.25
Cash Recovery:	\$580,688.19	\$56,789.83	\$637,478.02
Material Recovery:	\$474,372.96	\$24,997.14	\$499,370.10
Waives:	<u>\$170,536.13</u>	<u>\$24,279.67</u>	<u>\$194,815.80</u>
Recovery Total:	\$1,398,622.54	\$356,773.63	\$1,755,396.17
Total Invoice Amount:	\$297,814.38	\$78,918.15	\$376,732.53
Total ROI:	5:1	5:1	5:1
Asset ROI:	4:1	1:1	3:1

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



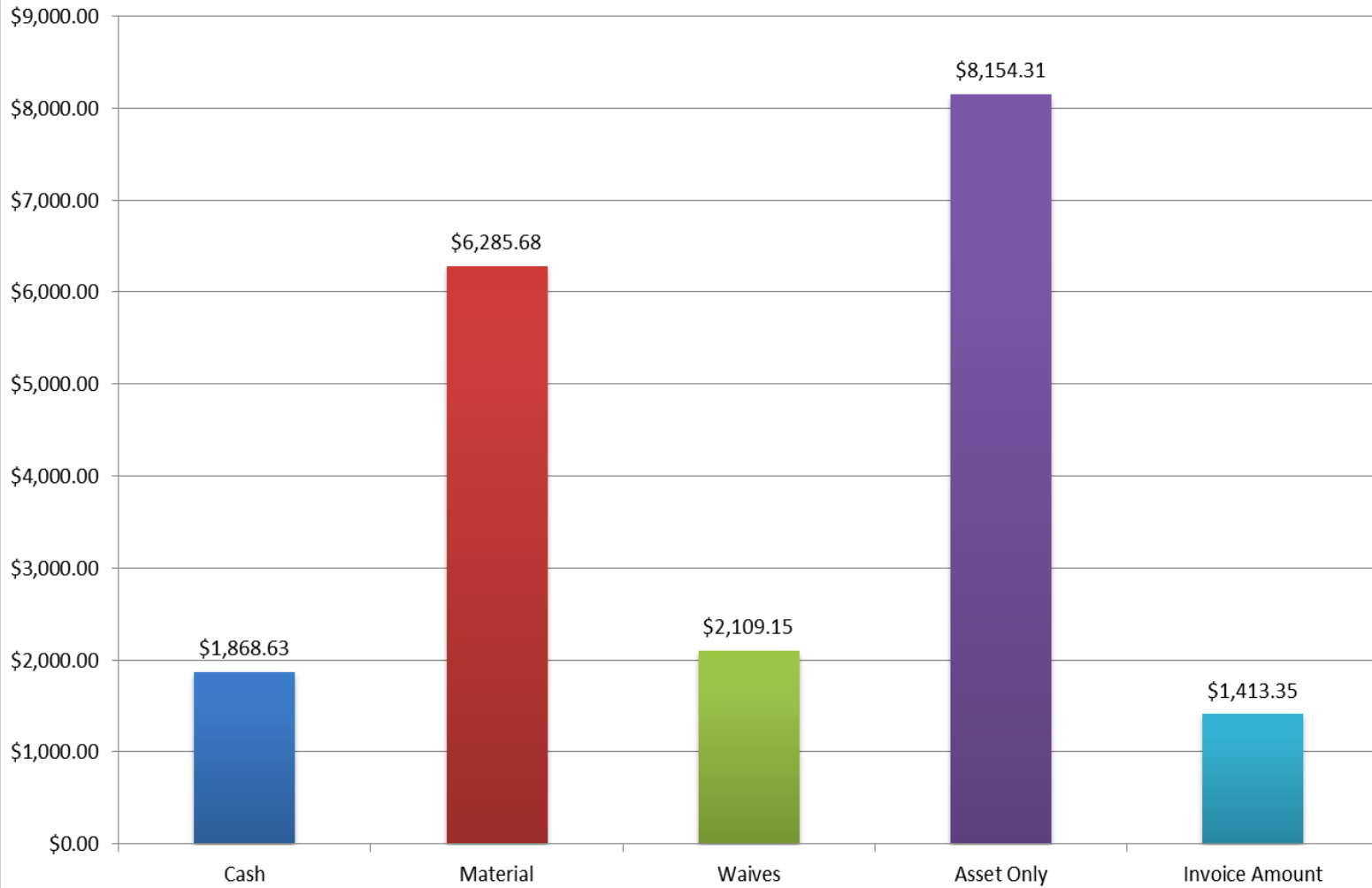
Monthly Recovery Statistics:

March 2017 through February 2018

Regular Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
February-18	\$2,180.73	\$4,801.63	\$1,895.66	\$8,878.02	\$6,982.36	\$984.50
January-18	\$1,568.83	\$13,851.22	\$4,388.37	\$19,808.42	\$15,420.05	\$1,969.00
December-17	\$1,945.19	\$16,291.02	\$5,530.01	\$23,766.22	\$18,236.21	\$1,423.05
November-17	\$1,393.85	\$5,478.08	\$1,873.00	\$8,744.93	\$6,871.93	\$1,754.20
October-17	\$1,559.44	\$3,327.88	\$1,317.27	\$6,204.59	\$4,887.32	\$1,369.35
September-17	\$1,790.82	\$2,293.36	\$1,341.39	\$5,425.57	\$4,084.18	\$1,217.20
August-17	\$1,477.84	\$3,510.15	\$1,347.97	\$6,335.96	\$4,987.99	\$1,593.10
July-17	\$1,662.68	\$2,628.24	\$809.96	\$5,100.88	\$4,290.92	\$1,387.25
June-17	\$2,179.77	\$3,862.91	\$1,473.52	\$7,516.20	\$6,042.68	\$1,145.60
May-17	\$1,772.41	\$6,973.21	\$1,971.55	\$10,717.17	\$8,745.62	\$1,655.75
April-17	\$2,096.57	\$5,442.57	\$1,526.33	\$9,065.47	\$7,539.14	\$1,047.15
March-17	\$2,795.46	\$6,967.87	\$1,834.82	\$11,598.15	\$9,763.33	\$1,414.10
Total	\$22,423.59	\$75,428.14	\$25,309.85	\$123,161.58	\$97,851.73	\$16,960.25
Average	\$1,868.63	\$6,285.68	\$2,109.15	\$10,263.47	\$8,154.31	\$1,413.35
					Asset ROI: \$6 to \$1	

Average Monthly Recovery and Cost





Monthly Recovery Statistics:

March 2017 through February 2018

Small Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
February-18	\$1,730.03	\$1,377.75	\$702.47	\$4,973.40	\$3,107.78	\$359.90
January-18	\$1,734.73	\$2,117.08	\$1,121.59	\$3,658.29	\$3,851.81	\$705.05
December-17	\$1,322.30	\$1,353.56	\$982.43	\$2,202.21	\$2,675.86	\$480.85
November-17	\$1,242.07	\$769.66	\$190.48	\$2,238.83	\$2,011.73	\$640.15
October-17	\$1,175.65	\$762.81	\$300.37	\$2,012.26	\$1,938.46	\$395.30
September-17	\$1,205.70	\$518.03	\$288.53	\$3,229.20	\$1,723.73	\$448.40
August-17	\$1,033.02	\$1,951.49	\$244.69	\$2,342.08	\$2,984.51	\$477.90
July-17	\$1,477.42	\$561.31	\$303.35	\$2,577.42	\$2,038.73	\$377.60
June-17	\$1,529.93	\$737.73	\$309.76	\$3,125.11	\$2,267.66	\$327.45
May-17	\$1,792.00	\$897.39	\$435.72	\$2,031.09	\$2,689.39	\$442.50
April-17	\$1,319.21	\$434.11	\$277.77	\$3,768.33	\$1,753.32	\$330.40
March-17	\$2,107.39	\$1,161.61	\$499.33	\$4,594.40	\$3,269.00	\$463.15

Total	\$17,669.45	\$12,642.53	\$5,656.49	\$36,752.62	\$30,311.98	\$5,448.65
Average	\$1,472.45	\$1,053.54	\$471.37	\$3,062.72	\$2,526.00	\$454.05
Asset ROI: \$5 to \$1						

Average Monthly Recovery and Cost

