



**Call to Order**

**Public Comment**

**Introductions**

**Approval of November 15, 2018 Trustee Meeting Minutes - [Action Item](#)**

**Chief Financial Officer's Report** – Kim Torrey

**Financial Reports**

- Treasurer's Report – Jim Edwards
- 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

- OrangeBoy, Inc. Presentation – Clark Swanson, CEO & Founder and Chris Kelbley, Chief Technology Officer

**Chief of Staff** – Thad Hartman

- Facilities Master Plan update

**New Business**

- Bid for digital donor recognition display- [Action Item](#)
- Bid for replacement chairs - [Action Item](#)
- Change order for Circulation Plaza for additional flooring - [Action Item](#)
- Change order for customer service desk - [Action Item](#)
- Thank you to the Friends of the Library - [Action Item](#)
- Thank you to The Library Foundation – [Action Item](#)

**Trustee Comments**

**Adjournment**

**Next Meeting**

January 17, 2019 4:00 pm  
Menninger Room 206

*Subject to change without notice*



**Minutes**  
**Board of Trustees Meeting**  
**November 15, 2018**  
**Menninger Room 206**

**Board Members Present**

Kerry Onstott Storey (chair), Liz Post (vice-chair), Beth Dobler (secretary), Jim Edwards (treasurer), Kacy Simonsen, David Monical, Kristen O'Shea, Jennifer Miller, Shawn Leisinger

**Board Members Absent**

Julie Swift

**Call to Order**

The meeting of the Board of Trustees of the Topeka Shawnee County Public Library held on Thursday, November 15, 2018 in the Menninger Room 206 of the Main Building, 1515 SW 10<sup>th</sup> Avenue, was called to order at 4:00 PM by the Chair, Kerry Onstott Storey.

There was a moment of silence for Duane Johnson; Board of Trustee member, donor, friend, and fellow library enthusiast.

**Public Comment**

There was no one signed in for public comment. The public comment session was closed.

**Approval of Minutes**

On a motion by Beth Dobler, seconded by Shawn Leisinger, the October 18, 2018 Board of Trustees minutes were approved. Motion carried.

**Chief Financial Officer**

There were no additions to Kim Torrey's Chief Financial Officer's report and/or questions. Torrey was not present.

**Approval of the Treasurer's Report**

Board Treasurer Jim Edwards reported that he reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Jim Edwards, seconded by David Monical, the Treasurer's Financial Report, inclusive of the October 2018 financial report, was accepted. Motion carried.

**Friends of the Library Report**

President Sherryl Longhofer reported the Friends of the Library Board met yesterday, November 14. Ken Peterson, Chair of the Nominating Committee presented the board with a new board member, Jane Myers along with a slate of officers for 2019. New Officers are as follows: Sherryl Longhofer, President; John Conlee, Vice-President; Ken Peterson, secretary; and Christy Molzen treasurer. Officers were unanimously voted on.

The Friends Board invited Chief of Staff Thad Hartman to present the Circulation Plaza and Learning Center update. Judi Stork, Board Chair for The Foundation and Secretary of the Board of Trustees, Beth Dobler presented board reports.

Net sales for October book/media were \$8,731.00. Total sales received for the four book/media for the year was \$29,797, just shy of the \$30,000 goal set. The goal for 2019 has been set in the amount of \$35,000.

Booktique sales were \$8,795, a little down from the previous month. The Booktique will have two major sales events in November and December. Shoppers in the Booktique will have the opportunity to donate to the Dolly Parton's Imagination Library (DPIL). DPIL ornaments are available for different levels of giving.

September/October web sales totaled \$9,577. Membership for the Friends is at 675 with 17 new members.

The Friends Board took action on the library request for funds and the annual loaned employee agreement. The 2019 budget was approved. The annual meeting on November 4<sup>th</sup> was well attended. Gina Millsap, CEO of the Topeka and Shawnee County Public Library gave the State of the Library presentation. The speaker for the day was Red Carpet Librarian LaVoyce Ewing. Certificates for outgoing board members were presented to Jim Wilson and Marci Tarrant. Reminder – Staff Appreciation luncheon will be held on Tuesday, November 20<sup>th</sup> in the Marvin Auditorium.

### **The Foundation Report**

Executive Director Nancy Lindberg reported The Library Foundation Board approved the purchase of a new Grab n Go refrigerator for the Millennium Café. The refrigerator has been ordered and is scheduled to arrive in the next six weeks. The cost of the refrigerator will be \$ 3,320. The Foundation Board approved the library request for funds and loaned employee agreement as well.

Nancy reported the Topeka (KS) Chapter of the Links, Inc. was selected as 2018 Outstanding Volunteer Fundraiser by the Topeka Chapter of the Association of Fundraising Professionals at its annual National Philanthropy Day celebration November 8th. Links is a not-for profit volunteer organization committed to enriching, sustaining and ensuring the culture and economic survival of African Americans and other persons of African American ancestry. Over the past years, the Links Chapter has supported Topeka and Shawnee County Library programs including the homework center and bookmobiles. Last year they committed to support Dolly Parton's Imagination Library (DPIL) and paid for registration of 50 children to participate. The Links Chapter of Topeka has pledged ongoing support for DPIL.

The Foundation will begin the annual direct letter mailing campaign the week after Thanksgiving. Annual letters will be mailed to donors and prospects. Approximately 11, 300 letters will be sent to homes this year versus 8,000 that were sent last year at this time. The current campaign goal is \$60, 000. The Foundation decided to have the bulk of the funds

raised for the general fund but donors are given the option of designating Dolly Parton's Imagination Library or a program of their choice.

At the October Foundation Board meeting the annual distribution to the library was approved. Annual distribution to the library is based on a 5% distribution of the unrestricted and undesignated non-endowed funds. This year's check is for \$71,928.04 which includes \$8,950.00 from the Visa Extras Rewards Redemption program. This compares to \$62,169 last year.

Memorial donations to The Foundation in Duane Johnson's honor have been received, 13 gifts totaling \$1013.00.

Millsap shared that Johnson's wife, Deb Kirmer indicated that Duane had a love of birds. The family is suggesting a bird feeder be added to the library grounds. The bird feeder along with a nameplate may be placed around Claire's Courtyard.

### **Board Chair Report**

Chair Kerry Onstott Storey reported the Executive Committee met on Monday, October 18, 2018 at 4:00 pm. Discussed and approved the minutes for the October 18 meeting. Advised that the Loaned Employee Agreements for Friends of the Library and The Library Foundation and the agreement between the City of Topeka-Neighborhood Revitalization Plan Interlocal Agreement will be placed on November's agenda for action

Treasurer, Jim Edwards agreed to serve as Chair of the Audit Committee and Vice Chair, Liz Post will serve on the committee as well. Edwards will ask at the November board meeting for a board member to volunteer to serve.

Hartman will provide further updates at the November board meeting on Claire's Courtyard and ongoing projects. Additional information was provided about a company, OrangeBoy, Inc., which collects data to do marketing research and increase customer engagement.

Millsap shared information about the revised Memo of Understanding with United Way and their ongoing commitment to Dolly Parton's Imagination Library program.

### **Chief Executive Officer**

Chief Executive Officer Gina Millsap reported she had a conversation with David Monical. They discussed how to improve the current process of informing the Board of Trustees members of ongoing projects and bids. Millsap asked that Monical share his comments and suggestions with the board.

Monical observed that he had the opportunity to watch the Circulation Plaza & Learning Center Update presentation provided at the October meeting by Thad Hartman and Stephanie. He was struck by how good and thorough the presentation was. However, the

presentation was given same day as the bids were brought forth for action. He noted that having the presentation immediately before the bid approval did not allow the board to request changes. Projects are brought forth piece by piece to the board and suggested that inclusive project presentations be brought before the board prior to bids, like a package, especially when dealing with large complex projects. His thoughts for future process would include a presentation to the board two to three months prior to bids. This would permit the board time to review and request changes.

Millsap reported that the library is in the process of executing a contract with OrangeBoy, Inc. OrangeBoy is a software services company that utilizes the library's customer data and correlates it with a number of datasets that we have been unable to capture and utilize previously. Millsap noted that this will give staff essential data for a marketing plan and community analysis.

Board member David Monical expressed interest in learning more about how the library's data is protected and managed. Millsap will invite OrangeBoy, Inc. CEO Clark Swanson to present information at the December board meeting. There were no questions for Millsap.

### **Chief of Staff**

Hartman reported that work has begun on the Circulation Plaza and Learning Center. Visible changes are occurring and are temporary. As soon as tomorrow a partition will be in place. In January work will begin on the rotunda and atrium flooring.

Further details are provided in COS report.

Hartman presented a list of projects that will be submitted for approval at the December meeting:

- Digital interactive donor recognition display.
- Monument signs that will identify the library on the north side of the building.
- Replacement chairs for meeting rooms on the second floor.
- Change order request for Circulation Plaza project that includes a new circulation desk and flooring for the east and west hallways of the rotunda.

There were no questions for Hartman.

### **New Business**

On a motion by Shawn Leisinger, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves The Foundation Loaned

Employee Agreement for FY 2019 as presented. There was no discussion. Motion passed unanimously.

On a motion by Shawn Leisinger, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Friends of the Library Loaned Employee Agreement for FY 2019 as presented. There was no discussion. Motion passed unanimously.

On a motion by Kristin O'Shea, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Audit Committee appointments as presented.

Jim Edwards added that the first Audit Committee meeting will be on January 28, 2019. Second meeting will be on or around April 8<sup>th</sup>, 2019.

On a motion by Liz Post, seconded by Kacy Simonsen, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Neighborhood Revitalization Interlocal Agreement Amendment, 2019 - 2021 as presented. There was no discussion. Motion passed unanimously.

Trustee Leisinger asked if the library would consider attending meetings held for public comment regarding this issue.

On a motion by Kacy Simonsen, seconded by Kristin O'Shea, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Computer and Internet Use Policy as presented. There was no discussion. Motion passed unanimously.

Simonsen noted a formatting error on the document.

On a motion by Beth Dobler, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Memorandum of Understanding between the Topeka and Shawnee County Public Library and United Way of Greater Topeka as presented.

### **Trustee Comments**

Edwards encouraged Board members to read "Palaces for the People" by Eric Klinenberg.

O'Shea shared that she utilizes Team Rooms, kudos!

Onstott Storey reminded Board of Holiday Party on December 20<sup>th</sup>.

At 4:40 pm David Monical left the meeting.

**Adjournment**

On a motion by Liz Post, seconded by Kristin O'Shea, the meeting was adjourned at 4:54 PM.  
Motion passed unanimously.

**Beth Dobler, Secretary** \_\_\_\_\_

**Date** \_\_\_\_\_

**Chief Financial Officer's Report  
December 2018  
Kim Torrey**

**Investments and Debt as of November 30, 2018; Bank Account Summary – Page 1**

The 30-day Municipal Investment Pool investment matured on 11/2/18 and was transferred to the Overnight Pool to be used for payroll and other operating expenses.

**Revenue/Expense/Balance by Fund Report – Page 2**

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to pending billings and reimbursements by the Library Foundation.

**General Fund – Pages 3 through 5**

With 91.2% of the budget year completed, 98% of the budgeted revenue has been received and 85% of the approved budget has been expended/encumbered. This compares to 2017 in which 98% of the budgeted revenue had been received and 83% of the approved budget had been expended/encumbered.

One additional tax distribution will be received in mid-December.

All outstanding purchase orders currently reserving budgetary balances will be reviewed before year end and those no longer needed will be closed. This usually results in some additional savings. Some, such as Contracted-Professional and Supplies-Facilities, are open purchase orders to allow for expected purchases throughout the year and ensure sufficient budget. However, those amounts are not always needed every year.

**Employee Benefit Fund – Page 6**

With 91.2% of the budget year completed, 98% of the budgeted revenue has been received and 77% of the approved budget has been expended/encumbered. This compares to 2017 in which 99% of the budgeted revenue had been received and 89% 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 \$1,831,544.

**Debt Service Fund-Bond & Interest – Page 7**

Revenues collected to-date are 99%, compared to 99% collected as of 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.

Type of Purchase	Description	Amount	Vendor
Operating budget	Annual maintenance/support renewal for Arubacare	\$11,698.44	AT&T
Operating budget	Annual subscription for Libre Ads – Tier 6 (library marketing service)	\$6,800.00	Koios LLC
Approved FMP budget - Request for Proposal; Board resolution approved bid award on 10/18/18; from Library Foundation funds and the General Fund	Circulation Plaza/Learning Center renovation	\$777,906.00	Senne & Co. Inc.
Approved FMP budget – sole source purchase to match furnishings purchased for Café entryway in February 2018	Chairs and table for new circulation plaza	\$13,907.25	BA Designs
Purchase from Foundation funds – library materials exempted from purchasing policy	Kansas Children’s Discovery Center express passes for checkout by library cardholders	\$8,000.00	Kansas Children’s Discovery Center
Operating budget	(10) shelving units for circulation plaza	\$13,737.00	Library Furniture International, Inc.
Operating budget	Apple Imac Pro 64 GB	\$5,649.00	B&H Photo - Video
Approved use of capital improvement fund (RFP issued; low bid selected; Board approved 10/18/18)	Removal and installation of new roof covering	\$558,850.00	Midwest Coating, Inc.
Library Materials	2019 NewsBank/Topeka-America’s obituaries online annual subscription	\$46,987.00	Newsbank
Library Materials	Adult fiction e-audiobooks/books	\$5,158.80	Overdrive, Inc.
Library Materials	Annual online subscription to Consumer Reports	\$12,574.00	Ebsco Information Services

Library Materials	Hoopla online	\$19,943.16	Midwest Tape LLC
Library Materials	Adult fiction e-audiobooks/books	\$5,950.00	Overdrive, Inc.
Library Materials	Adult fiction e-audiobooks/books	\$5,265.00	Overdrive, Inc.
Library Materials	Annual e-magazine subscriptions	\$22,500.00	Overdrive, Inc.
Library Materials	Adult fiction e-audiobooks/books	\$13,500.00	Overdrive, Inc.

**Other Items:**

- The audit of the 2018 financial year will begin Monday, January 28<sup>th</sup>. The audit services will be provided by Berberich Trahan and Co., P.A. This is the third year of a three-year term for these audit services.
- The following is a list of capital project expenditures that are expected to be presented to the Board of Trustees for consideration at the January 17<sup>th</sup> meeting:

- ✓ Monument Signs – Sole source purchase

See following Facilities Master Plan for budgeted projects in 2019.

**Facilities Master Plan**

PROJECT TASKS	EST COST	FUNDING SOURCES					TOTAL FUNDING	
		GENERAL	CAP IMPROVMNT	FRIENDS	FOUNDATION	STATE AID		
Gallery	Design	\$475,000.00			\$475,000.00		\$475,000.00	
Architectural Fees for 2020	Design	\$175,000.00	\$175,000.00				\$175,000.00	
Exterior masonry (A9)	Maint	\$4,025.00	\$4,025.00				\$4,025.00	
Exterior masonry mortar and sealant (A10)	Maint	\$11,500.00	\$11,500.00				\$11,500.00	
Interior finishes (A13)	Maint	\$51,750.00	\$51,750.00				\$51,750.00	
Pedestrian paving (A11)	Maint	\$8,625.00	\$8,625.00				\$8,625.00	
Railings (A12)	Maint	\$17,250.00	\$17,250.00				\$17,250.00	
1001 Garfield							\$0.00	
Parking Lot	Garfield	\$25,000.00			\$25,000.00		\$25,000.00	
Landscaping	Garfield	\$25,000.00			\$25,000.00		\$25,000.00	
Pub Serv and Tech Serv staff space relocated	Design	\$611,850.00	\$611,850.00				\$611,850.00	
Repair / replace select window, doors and atrium framing (	Cl	\$22,500.00		\$22,500.00			\$22,500.00	
Outdoor Signage							\$0.00	
2 monument signs for north side of building	Msc	\$30,600.00		\$30,600.00			\$30,600.00	
Claire's Courtyard								
AV Equipment		\$25,000.00			\$25,000.00		\$25,000.00	
<b>Subtotal</b>		<b>\$1,483,100.00</b>	<b>\$880,000.00</b>	<b>\$22,500.00</b>	<b>\$30,600.00</b>	<b>\$550,000.00</b>	<b>\$0.00</b>	<b>\$1,483,100.00</b>
<b>Budget</b>			<b>\$880,000.00</b>	<b>\$1,135,433.00</b>	<b>\$30,600.00</b>	<b>\$550,000.00</b>		<b>\$2,596,033.00</b>
<b>Remaining</b>			<b>\$0.00</b>	<b>\$1,112,933.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,112,933.00</b>

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

11/30/18

	<b>Balance 01/01/18</b>	<b>Revenue Y-T-D</b>	<b>Expenditures Y-T-D</b>	<b>Balance 11/30/2018</b>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,661,865.06	\$ 12,076,092.38	\$ 11,282,855.88	\$ 5,455,101.56
Employee Benefits	751,843.68	3,780,129.46	3,020,504.93	1,511,468.21
Capital Improvement	1,959,190.83	20,897.21	148,544.00	1,831,544.04
Bond & Interest	808,663.92	1,618,461.94	1,652,250.00	774,875.86
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	0.00	50,002.19	0.77	\$ 50,001.42
Federal, State & Local Grants	19.03	2,100.00	2,100.00	\$ 19.03
Other Special Revenue	622,425.67	411,682.74	671,622.75	\$ 362,485.66
Permanent Funds	206,531.96	24,250.98	-	\$ 230,782.94
<b>Totals</b>	<b>\$ 9,010,540.15</b>	<b>\$ 17,983,616.90</b>	<b>\$ 16,777,878.33</b>	<b>\$ 10,216,278.72</b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 567,284.74
Restricted Funds-CoreFirst Bank-Checking	540,758.37
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,832,804.04
Cash on Hand	2,652.00
Petty Cash	305.22
Endowment Securities	230,782.94
Municipal Investment Pool - Overnight	3,660,760.29
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	600,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	3,000,000.00
Denison State Bank - Certificate of Deposit	-
	<b>\$ 10,435,347.60</b>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	264.37
Less Payroll Deduction and Employer Benefit Liabilities	14,687.71
Less Outstanding Checks	204,116.80
	<b>\$ 10,216,278.72</b>

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

11/30/18

	01/01/18 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	11/30/2018 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 4,661,865.06	\$ 12,076,092.38	\$ 297,175.94	\$ 10,985,679.94	\$ 5,455,101.56	\$ 1,125,376.59	\$ 4,329,724.97
Employee Benefit Fund	751,843.68	3,780,129.46	1,076.78	3,019,428.15	1,511,468.21	414.00	1,511,054.21
Capital Improvement Fund	1,959,190.83	20,897.21	7,200.00	141,344.00	1,831,544.04	558,850.00	1,272,694.04
Bond & Interest Fund	808,663.92	1,618,461.94	-	1,652,250.00	774,875.86	-	774,875.86
<b>Non Major Governmental Funds</b>							
State Aid Fund	0.00	50,002.19		0.77	50,001.42	-	50,001.42
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03		19.03
Kansas Humanities Council Grant	-	2,100.00	-	2,100.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs		1.49		-	1.49	-	1.49
Art Collection	10,532.67	7.96		-	10,540.63	-	10,540.63
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	-	1,901.55		1,901.55	-	-	-
Cooking Neighborhood	-				-		-
French Gift - Library Materials	3,136.31	0.88	30.21	3,028.46	78.52	70.47	8.05
Friends	177,808.90	74.64	2,148.60	98,934.62	76,800.32	10,798.66	66,001.66
Fun Committee	1,568.90	796.05	-	238.98	2,125.97	-	2,125.97
Gallery Competitions/Exhibits	36,921.44	3,245.79	-	4,149.90	36,017.33	-	36,017.33
Gifts/Memorials (Undesignated)	258,320.84	402,015.52	157,060.98	365,016.81	138,258.57	1,145,284.60	(1,007,026.03)
Hathaway Trust - Library Materials	12,009.44	2,613.70	352.43	8,976.40	5,294.31	679.76	4,614.55
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	92,236.64	440.88	-	25,929.27	66,748.25	3,002.86	63,745.39
Lingo	-				-		-
NEH Expendable	1,408.42	1.06	-	-	1,409.48	-	1,409.48
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-			457.20	-	457.20
Red Carpet	6,488.48	4.70	75.27	324.93	6,092.98	1,643.87	4,449.11
Special Collections	5,666.81	6.30	-	-	5,673.11	-	5,673.11
Talking Books	-				-		-
Torluemke Landscaping	35.94	0.01			35.95	-	35.95
Wedding Neighborhood	-				-		-
Workshops	2,164.06	1.63			2,165.69		2,165.69
Youth Services	13,034.49	570.58	133.30	3,321.04	10,150.73	941.10	9,209.63
<i>Permanent Funds</i>							
Mertz Trust	206,531.96	24,250.98	-	-	230,782.94	-	230,782.94
<b>TOTALS</b>	<b>\$ 9,010,540.15</b>	<b>\$ 17,983,616.90</b>	<b>\$ 465,253.51</b>	<b>\$ 16,312,624.82</b>	<b>\$ 10,216,278.72</b>	<b>\$ 2,847,061.91</b>	<b>\$ 7,369,216.81</b>

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

11/30/18

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 11/30/2018</u>
				91.2%
Ad Valorem Property Tax	\$ 10,513,795.00	\$ 10,290,147.56	\$ (223,647.44)	98%
Revitalization Rebates	(139,664.00)	(138,065.55)	\$ 1,598.45	99%
Back Tax	-	159,647.03	\$ 159,647.03	N/A
Motor Vehicle Tax	1,484,403.00	1,266,685.32	\$ (217,717.68)	85%
Recreational Vehicle Tax	12,739.00	12,229.53	\$ (509.47)	96%
16/20 M Vehicle Tax	5,837.00	5,541.63	\$ (295.37)	95%
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	49,400.83	\$ 2,771.83	106%
E-Rate Reimbursement	70,235.00	38,519.29	\$ (31,715.71)	55%
Miscellaneous Revenue	3,000.00	31,751.07	\$ 28,751.07	1058%
Miscellaneous Revenue - Recyclg	-	235.10	\$ 235.10	N/A
Salary Refunds-Foundation	94,125.00	83,098.64	\$ (11,026.36)	88%
Salary Refunds-Friends	43,630.00	41,223.75	\$ (2,406.25)	94%
Salary Refunds-Shawnee Cty	-	20,680.68	\$ 20,680.68	N/A
Vending Machines	4,000.00	3,750.45	\$ (249.55)	94%
Pay to Sam	-	473.11	\$ 473.11	N/A
Overdue Fees*	157,000.00	107,536.66	\$ (49,463.34)	68%
Debt Collect	-	4,240.69	\$ 4,240.69	N/A
ILL Fees	600.00	157.21	\$ (442.79)	26%
Mailing Fees	60.00	455.72	\$ 395.72	760%
Non Resident Card Fee	510.00	1,190.00	\$ 680.00	233%
Obituary Fees	500.00	750.00	\$ 250.00	150%
Meeting Room Charges	5,500.00	4,885.00	\$ (615.00)	89%
Monday Market Fees	500.00	828.00	\$ 328.00	166%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	13,200.00	90,186.42	\$ 76,986.42	683%
Library Treasurer's Balance	3,349,699.00	-	-	N/A
<b>TOTALS</b>	<b><u>\$ 15,684,092.00</u></b>	<b><u>\$ 12,076,092.38</u></b>	<b><u>\$ (258,300.62)</u></b>	<b>98%</b>

\* 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**

11/30/18

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					91.2%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 5,907.60		\$ 492.40	92%
Salaries-Facilities	644,257.00	532,174.40		112,082.60	83%
Salaries-Overtime	10,000.00	9,592.08		407.92	96%
Salaries-Security	308,808.00	263,590.78		45,217.22	85%
Salaries-Shelvers	196,203.00	114,833.54		81,369.46	59%
Salaries-Staff	7,255,554.00	6,369,561.45		885,992.55	88%
Conferences	132,800.00	94,420.66	10,425.73	27,953.61	79%
Staff Development & Training	34,000.00	11,834.05	99.00	22,066.95	35%
Mileage	9,990.00	8,296.67	1,867.44	(174.11)	102%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,000.00	1,621.57	94.65	283.78	86%
Materials-Periodicals	38,000.00	37,956.21	-	43.79	100%
Materials-Print/Non-Print <1 YR	479,400.00	431,708.60	16,418.16	31,273.24	93%
Materials-Print/Non-Print	1,267,530.00	1,114,910.46	120,823.46	31,796.08	97%
<b>OPERATIONS:</b>					
Art Purchases	5,000.00	3,111.37	1,570.00	318.63	94%
Cataloging and ILL Services	75,500.00	79,130.09	5,856.04	(9,486.13)	113%
Contracted-Digital Services	351,560.00	314,948.66	39,670.77	(3,059.43)	101%
Contracted-Facilities	255,000.00	215,114.66	23,050.38	16,834.96	93%
Contracted-Equipment	51,500.00	42,925.86	9,647.32	(1,073.18)	102%
Contracted-Professional	279,800.00	191,870.29	48,458.15	39,471.56	86%
Contracted-E-Rate Services	6,325.00	-	-	6,325.00	0%
Digital Services Support	244,900.00	215,866.51	9,959.82	19,073.67	92%
Furniture/Equipment	117,000.00	13,752.75	6,869.00	96,378.25	18%
Insurance	53,300.00	50,027.00	4,758.00	(1,485.00)	103%
Marketing & Communication	40,000.00	24,766.22	1,578.89	13,654.89	66%
Memberships/Dues	23,625.00	10,718.40	-	12,906.60	45%
Miscellaneous	5,000.00	1,784.05	75.00	3,140.95	37%
Payments to Other Libraries	100,123.00	-	-	100,123.00	0%
Postage/Shipping	108,000.00	81,703.15	574.27	25,722.58	76%
Printing	106,600.00	70,203.69	872.86	35,523.45	67%
Programming	30,000.00	15,883.26	1,352.04	12,764.70	57%
Special Events	-	-	-	-	0%
Special Projects	1,100,000.00	14,600.00	644,646.25	440,753.75	60%
Supplies-Facilities	76,200.00	58,679.97	13,911.68	3,608.35	95%
Supplies-Office/Library	75,600.00	63,354.13	3,824.05	8,421.82	89%
Supplies-Processing	40,000.00	48,857.73	69.99	(8,927.72)	122%
Telecommunications	85,617.00	56,475.06	22,125.08	7,016.86	92%
Utilities-Electric	350,000.00	300,836.21	53,969.35	(4,805.56)	101%
Utilities-Gas	65,000.00	37,100.87	3,724.64	24,174.49	63%
Utilities-Water/Sewage	35,000.00	23,962.44	3,217.56	7,820.00	78%
Vehicle-Gas	36,000.00	28,681.56	-	7,318.44	80%
Vehicle-Repair	32,500.00	25,035.79	17,564.57	(10,100.36)	131%
Contingency/Fund Balance	1,550,000.00	-	-	-	0%
Cash Long/Short	-	(117.85)	-	117.85	N/A
<b>TOTALS</b>	<b>\$ 15,684,092.00</b>	<b>\$ 10,985,679.94</b>	<b>\$ 1,067,074.15</b>	<b>\$ 2,081,337.91</b>	<b>85%</b>

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

11/30/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/18</b>	<b>\$ 3,349,699.00</b>	<b>\$ 4,289,983.53</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,513,795.00	10,290,147.56	98%
Revitalization Rebates	(139,664.00)	(138,065.55)	99%
Back Tax	-	159,647.03	N/A
Motor Vehicle Tax	1,484,403.00	1,266,685.32	85%
Recreational Vehicle Tax	12,739.00	12,229.53	96%
16/20M Vehicle Tax	5,837.00	5,541.63	95%
In Lieu of Tax	10,122.00	544.24	5%
Watercraft Special Tax	7,672.00	-	0%
Commercial Vehicle Fees	46,629.00	49,400.83	106%
E-Rate Reimbursement	70,235.00	38,519.29	55%
Fees and Charges	171,670.00	156,017.91	91%
Reimbursements	137,755.00	145,238.17	105%
Interest on Idle Funds	13,200.00	90,186.42	683%
	<u>\$ 12,334,393.00</u>	<u>\$ 12,076,092.38</u>	98%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,421,222.00	7,295,659.85	87%
Other Staff Support Costs	176,790.00	126,943.55	72%
Library Collections	1,786,930.00	1,723,533.11	96%
Contracted Services	1,019,685.00	970,672.22	95%
Digital Services Support	244,900.00	225,826.33	92%
Furniture/Equipment/Art	122,000.00	25,303.12	21%
Payments to Other Libraries	100,123.00	-	0%
Special Projects	1,100,000.00	659,246.25	60%
Utilities & Telecommunications	535,617.00	501,411.21	94%
Vehicles	68,500.00	71,281.92	104%
Other Operating Expenditures	558,325.00	452,876.53	81%
Cash Basis Reserve	1,550,000.00	-	0%
	<u>\$ 15,684,092.00</u>	<u>\$ 12,052,754.09</u>	85%
Prior Year Canceled Purchase Orders		<u>\$ 16,403.15</u>	
<b>Unencumbered Balance 11/30/18</b>	<b>\$ -</b>	<b><u><u>\$ 4,329,724.97</u></u></b>	

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

11/30/18

**EMPLOYEE BENEFITS**

	<b>2018 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/18</b>	<b>\$ 505,653.00</b>	<b>\$ 750,732.34</b>	
<b><u>Revenue:</u></b>			
Ad Valorem Property Tax	\$ 3,580,993.00	\$ 3,505,625.75	98%
Revitalization Rebates	(47,569.00)	(46,640.16)	98%
Back Tax	-	29,544.87	0%
Motor Vehicle Tax	186,260.00	163,289.32	88%
Recreational Vehicle Tax	1,598.00	1,555.88	97%
16/20M Vehicle Tax	732.00	1,316.45	180%
In Lieu of Tax	2,800.00	185.36	7%
Watercraft Special Tax*	963.00	-	0%
Commercial Vehicle Fees	5,851.00	6,837.08	117%
Refund-Fringe Benefits-Foundation	35,999.00	30,197.75	84%
Refund-Fringe Benefits-Friends	27,701.00	22,859.12	83%
Refund-Fringe Benefits-Shawnee Cty	-	15,012.35	0%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	772.24	0%
Retiree Payments BC/BS	43,347.00	24,341.49	56%
Interest on Idle Funds	2,000.00	25,231.96	1262%
	<b>\$ 3,840,675.00</b>	<b>\$ 3,780,129.46</b>	<b>98%</b>
<b><u>Expenditures/Encumbrances:</u></b>			
Employee Assistance Program	\$ 6,886.00	\$ 6,465.06	94%
Cafeteria Plan Administration Fees	3,865.00	3,203.00	83%
Social Security/Medicare	644,212.00	518,997.99	81%
Ks Public Employees Retirement Sys	758,224.00	673,866.32	89%
Worker's Compensation	73,200.00	68,154.86	93%
Unemployment Tax	8,421.00	7,332.24	87%
Health/Dental Insurance	2,451,520.00	1,741,822.68	71%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 4,346,328.00</b>	<b>\$ 3,019,842.15</b>	<b>77%</b>
Prior Year Canceled Purchase Orders		\$ 34.56	
<b>Unencumbered Balance 11/30/18</b>	<b>\$ -</b>	<b>\$ 1,511,054.21</b>	

\* 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**

<b>Balance 01/01/18</b>	<b>\$ 1,951,990.83</b>
<b><u>Revenue:</u></b>	
Interest received	20,897.21
	<b>\$ 20,897.21</b>
<b><u>Expenditures/Encumbrances:</u></b>	
Contracted - Professional	4,950.00
Capital Outlay	136,394.00
	<b>141,344.00</b>
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 11/30/18</b>	<b>\$ 1,831,544.04</b>

**STATE AID**

<b>Balance 01/01/18</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Revenue:</u></b>		
State Aid	55,000.00	50,002.19
	<b>\$ 55,000.00</b>	<b>\$ 50,002.19</b>
<b><u>Expenditures/Encumbrances:</u></b>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	55,000.00	0.77
	<b>\$ 55,000.00</b>	<b>\$ 0.77</b>
<b>Unencumbered Balance 11/30/18</b>		<b>\$ 50,001.42</b>



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

11/30/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/18</b>	<b>\$ 763,691.00</b>	<b>\$ 808,663.92</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,467,546.00	1,436,532.45	98%
Revitalization Rebates	(19,495.00)	(19,230.54)	99%
Back Tax	-	20,340.03	
Motor Vehicle Tax	178,209.00	152,554.81	86%
Recreational Vehicle Tax	1,529.00	1,470.77	96%
16/20M Vehicle Tax	701.00	728.61	104%
In Lieu of Tax	1,350.00	75.97	6%
Watercraft Special Tax*	921.00	-	0%
Commercial Vehicle Fees	5,598.00	5,997.35	107%
Interest on Idle Funds	2,200.00	19,992.49	909%
	<u>\$ 1,638,559.00</u>	<u>\$ 1,618,461.94</u>	99%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,550,000.00	\$ 1,550,000.00	100%
Interest	102,250.00	102,250.00	100%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,402,250.00</u>	<u>\$ 1,652,250.00</u>	100%
<b>Unencumbered Balance 11/30/18</b>	<b>\$ -</b>	<b>\$ 774,875.86</b>	

\* 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 November 30, 2018**

**Capital Improvement Funds-VisionBank**

\$ 1,832,804.04 at 1.19% (money market account)

**Municipal Investment Pool**

\$ 3,660,760.29 Operating funds in "overnight pool"\*; available for transfer whenever needed

600,000.00 Bond and interest fund; 90-day  
9/17/18 at 1.92%; maturity 12/17/18

\$ 4,260,760.29

\* rates vary by day - average November 1-30, 2018 was 1.75%

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

\$ 3,000,000.00 Certificate of Deposit for Employee Benefit Fund (\$250,000) and General Fund (\$2,750,000); 9/17/18 @ 2.18%; 12/17/18 maturity

**Principal Balance of Outstanding Bonds**

\$1,600,000 (as of 9/1/18)

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended November 30, 2018**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	21501	0	11/8/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,921.56	-98710
10	21502	0	11/8/2018	PAYCOM PAYROLL LLC	State W/H	\$ 10,050.32	-98710
15	21521	0	11/8/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 27.75	-98710
10	21503	0	11/8/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,312.32	-98710
15	21504	0	11/8/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,312.32	-98710
10	21503	0	11/8/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,142.82	-98710
15	21504	0	11/8/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,142.82	-98710
10	21514	0	11/8/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98710
10	21518	0	11/8/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 802.86	-98710
10	41000	313	11/8/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,872.81	-98710
10	41000	313	11/8/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 374.10	-98710
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 78,084.68	<b>-98710 Total</b>
10	21505	0	11/9/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,496.56	-98707
15	21516	0	11/9/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 24,466.06	-98707
15	21517	0	11/9/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,916.11	-98707
10	21524	0	11/9/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98707
10	21513	0	11/9/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 831.43	-98707
				<i>Remittance of pension benefit contributions</i>		\$ 45,890.59	<b>-98707 Total</b>
10	21501	0	11/21/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,452.61	-98704
10	21502	0	11/21/2018	PAYCOM PAYROLL LLC	State W/H	\$ 9,864.41	-98704
15	21521	0	11/21/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 23.73	-98704
10	21503	0	11/21/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,116.66	-98704
15	21504	0	11/21/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,116.66	-98704
10	21503	0	11/21/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,097.02	-98704
15	21504	0	11/21/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,097.02	-98704
10	21514	0	11/21/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98704
10	21518	0	11/21/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 802.86	-98704
10	41000	313	11/21/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,869.86	-98704
10	41000	313	11/21/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 368.88	-98704
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 76,934.71	<b>-98704 Total</b>
10	21505	0	10/21/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,340.78	-98703
15	21516	0	10/21/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 24,248.22	-98703
15	21517	0	10/21/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,890.14	-98703
10	21524	0	10/21/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98703
				<i>Remittance of pension benefit contributions</i>		\$ 44,659.57	<b>-98703 Total</b>
10	21515	0	11/28/2018	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 29,998.58	-98699
15	21515	0	11/28/2018	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 134,816.86	-98699

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended November 30, 2018**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
15	21515	0	11/28/2018	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 3,545.42	-98699
						\$ 168,360.86	<b>-98699 Total</b>
35	41000	743	11/29/2018	SENNE & CO INC	Claire's Courtyard Construction	\$ 137,151.66	11444
35	41000	743	11/29/2018	SENNE & CO INC	Change Order #1	\$ 32,877.02	11444
					<i>RFP was posted and Board approved low bid on April 26, 2018; paid from Foundation Funds</i>	\$ 170,028.68	<b>11444 Total</b>
10	41000	351	11/8/2018	WESTAR ENERGY	2018 Electric Service	\$ 31,210.58	92898
						\$ 31,210.58	<b>92898 Total</b>
10	21512	0	11/15/2018	DELTA DENTAL OF KANSAS, INC	EE November Premiums	\$ 2,390.16	92916
15	21512	0	11/15/2018	DELTA DENTAL OF KANSAS, INC	ER November Premiums	\$ 9,316.43	92916
15	21512	0	11/15/2018	DELTA DENTAL OF KANSAS, INC	Retiree November Premiums	\$ 310.64	92916
15	21512	0	11/15/2018	DELTA DENTAL OF KANSAS, INC	Cobra November Premiums	\$ 77.86	92916
						\$ 12,095.09	<b>92916 Total</b>
10	41000	310	11/15/2018	JMA INFORMATION TECHNOLOGY	Partner 1 year - no phone	\$ 10,048.00	92924
					<i>Shoretel VOIP system annual support renewal - 2018 approved operating budget item</i>	\$ 10,048.00	<b>92924 Total</b>
10	41000	310	11/15/2018	KOIOS LLC	Annl Library Mktg Subscr	\$ 6,800.00	92925
					<i>2018 approved operating budget item</i>	\$ 6,800.00	<b>92925 Total</b>
10	23800	0	11/15/2018	SPRINGSTED INCORPORATED	Organizational Mgmt Cons	\$ 20,250.00	92933
10	41000	313	11/15/2018	SPRINGSTED INCORPORATED	Springsted Travel	\$ 2,216.29	92933
					<i>2017 approved operating budget - professional services exempt from the Board's Purchasing Policy</i>	\$ 22,466.29	<b>92933 Total</b>
10	41000	310	11/16/2018	COREFIRST BANK & TRUST	Messaging service	\$ 15.00	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Refund from Office Supply.com	\$ (75.28)	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Deposit Slips 2-Part	\$ 188.99	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Shipping	\$ 20.09	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Clorox Wipes 5/pk	\$ 144.80	92936
10	41000	310	11/16/2018	COREFIRST BANK & TRUST	Server Management	\$ 29.00	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	crayons	\$ 18.57	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Headphones	\$ 230.00	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Shipping	\$ 39.98	92936
10	41000	320	11/16/2018	COREFIRST BANK & TRUST	TNP328C	\$ 3,485.14	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Sailor boy pilot bread	\$ 13.99	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Rolodex File	\$ 24.79	92936
10	41000	323	11/16/2018	COREFIRST BANK & TRUST	2018 Member Renewal	\$ 250.00	92936
10	41000	320	11/16/2018	COREFIRST BANK & TRUST	hp m203dw printer	\$ 516.00	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	1x4 labels/5000/box"	\$ 196.76	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Magnetic Tape	\$ 52.20	92936

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended November 30, 2018**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Assorted Magnets	\$ 11.13	92936
10	41000	310	11/16/2018	COREFIRST BANK & TRUST	PRTG 500 Maintenance	\$ 408.00	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Misc. supplies	\$ 37.91	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	DVD- Marke ends meet	\$ 13.45	92936
10	41000	320	11/16/2018	COREFIRST BANK & TRUST	k&m tablet holder	\$ 52.99	92936
10	41000	320	11/16/2018	COREFIRST BANK & TRUST	westcott backdrop	\$ 61.57	92936
10	41000	320	11/16/2018	COREFIRST BANK & TRUST	SimpleBooth LITE	\$ 792.00	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	reproduction canteen	\$ 19.99	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	shipping estimate	\$ 6.99	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	WWI costume helmet	\$ 32.00	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	shipping estimate	\$ -	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	pkg. 50 cardboard CD mail	\$ 25.00	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Aurora World Esmerelda	\$ 12.27	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Folkmanis Golden Retrieve	\$ 35.08	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Acrylic Drawer	\$ 11.99	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Granite Igneous Rock	\$ 4.25	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Obsidian Igneous Rock	\$ 4.25	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Pumice Igneous Rock	\$ 4.25	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Sandstone Sedimentary Roc	\$ 4.25	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Shale Sedimentary Rock	\$ 4.25	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Bituminous Coal Sedimenta	\$ 4.25	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Gneiss Metamorphic Rock	\$ 4.25	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Quartzite Metamorphic Roc	\$ 4.25	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Marble Metamorphic Rock	\$ 4.25	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Shipping for PO 182724	\$ 13.99	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Dry Erase Board	\$ 54.99	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Hopkins Mini-Consule	\$ 17.98	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Mr. Thrifty Skeleton	\$ 56.99	92936
10	41000	320	11/16/2018	COREFIRST BANK & TRUST	Hp Laserjet 203	\$ 239.98	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	ceiling grid clips 125 p	\$ 18.49	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	shipping	\$ 9.95	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Large Format Paper	\$ 779.92	92936
10	41000	322	11/16/2018	COREFIRST BANK & TRUST	Banner and Stand	\$ 525.96	92936
10	41000	322	11/16/2018	COREFIRST BANK & TRUST	shipping	\$ 87.66	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	replacement hot wires	\$ 20.00	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	shipping estimate	\$ 4.95	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	Dr. Grip	\$ 20.97	92936

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended November 30, 2018**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	#65 Canary	\$ 15.08	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	SortKwik 2/Pk	\$ 15.84	92936
10	41000	420	11/16/2018	COREFIRST BANK & TRUST	#110 White	\$ 14.86	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	Polaroid 4670 Color	\$ 18.99	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	burlap, 14 yards	\$ 28.51	92936
10	41000	330	11/16/2018	COREFIRST BANK & TRUST	shipping?	\$ -	92936
10	41000	320	11/16/2018	COREFIRST BANK & TRUST	ultimaker filament	\$ 49.95	92936
10	41000	322	11/16/2018	COREFIRST BANK & TRUST	facebook ads	\$ 5.32	92936
				<i>Miscellaneous online orders paid by credit card including a tabletop connection distribution box for team rooms</i>		\$ 8,709.03	<b>92936 Total</b>
10	41000	310	11/21/2018	BLACK MOUNTAIN SOFTWARE INC	Black Mountain annual ren	\$ 13,858.00	92939
				<i>Financial system software support annual agreement - 2018 approved operating budget item</i>		\$ 13,858.00	<b>92939 Total</b>
10	41000	910	11/21/2018	LIBRARY FURNITURE INTERNATIONAL INC	10 shelving units	\$ 6,868.00	92951
				<i>2018 approved operating budget</i>		\$ 6,868.00	<b>92951 Total</b>
10	41000	301	11/21/2018	OCLC, INC.	oclc cataloging & ill	\$ 6,493.41	92954
10	41000	301	11/21/2018	OCLC, INC.	Discount	\$ (5.19)	92954
				<i>2018 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,488.22	<b>92954 Total</b>
31	41000	323	11/29/2018	KANSAS CHILDREN'S DISCOVERY	Membership renewal	\$ 8,000.00	92981
				<i>Paid from Foundation Funds</i>		\$ 8,000.00	<b>92981 Total</b>
						\$ 710,502.30	<b>Grand Total</b>

# CHIEF EXECUTIVE OFFICER'S REPORT

## December 2018

### Library News and Project Updates

#### **Dolly Parton's Imagination Library**

Registration is still shy of 5000 children, but did increase by 2% with 74 additional registrations. The Every Child Ready for Kindergarten community impact goal team is developing strategies for 2019 that focus on children birth to 2 and preschoolers who are at risk. Both categories have the lowest registration levels.

#### **Facilities Master Plan Update**

Chief of Staff Thad Hartman will provide an update on current Facilities Plan projects. Chief Financial Officer Kim Torrey has included a facilities FY2019 budget table in her report and will review that at the meeting.

In January, we intend to bring a presentation on the Gallery redesign project, scheduled to begin in mid-2019.

### Agenda Items

#### **Bid for Digital Donor Recognition Display**

The Library Foundation has never had a comprehensive donor recognition display. The list of donors in the lighted boxes in the rotunda is "home-made" and only includes donors who gave gifts to what was known as the leaf campaign. (Previously, donors who gave \$1000+ received a plastic leaf designed by Michael Graves. They were originally located in the atrium area.)

Donor recognition is a priority for the Foundation and board members have indicated their preference for a digital display that may be easily maintained and updated. It will also be more cost effective than a physical installation. It's also important to note that the Board of Trustees or its designee' determines the time, place, and manner of such recognition. Library staff worked with Foundation executive director Nancy Lindberg and the Donor Recognition Committee to identify and contact vendors in this market, view demos, and develop the appropriate specifications for the bid. Please see the resolution sheet for the background information, bid summary, and fiscal note.

#### **Change order for Circulation Plaza for additional flooring and customer service desk**

Thad provided information on the need for this change order at the November board meeting. Background information and the fiscal note is also included on the resolution sheet.

### **Bid for Replacement Chairs**

After almost twenty years, it's time to replace chairs in several meeting rooms, including the board rooms on the second floor. We have selected a chair that will be our standard for a non-stackable meeting room chair; and the bid specifies this particular make and model. A copy of the replacement chairs project bid along with background information, summary, and fiscal note is included in the board packet

### **Thank You Resolutions to the Friends of the Library and The Library Foundation**

The Friends of the Library and The Library Foundation do so many wonderful things for the Library from fundraising to providing person power for the exceptional library services we provide to our community. Every year, we look forward to expressing our thanks and appreciation to the Foundation and Friends for all their efforts and hard work.

### **Professional Activities/Community Contacts**

November 13	Attended the Friends Board Meeting.
November 15	Webex Meeting with Brad White, VP Global Sales, provided overview of the Community Engagement Platform Attended the Board of Trustees Meeting.
November 16	Met with Vince Frye, Downtown Topeka, Inc. (DTI) /Greater Topeka Partnership to discuss and review DTI (Downtown Topeka, Inc.) Market Study.
November 19	Attended the Intergovernmental Cooperation Council (ICC) meeting – Washburn University
November 21	Met with Will Mitchelson, ASI signage, provided tour of monument sign locations and discussion of sign possibilities.
November 27	Participated in LYRASIS Board Meeting via web.
November 28	Participated in Community Broadband Planning conference call.
November 29	GO To Meeting with John Huber, J. Huber & Associates, management consulting firm Participated and presented OCLC Librarian Evolution webinar on change.
December 3	Lyasis public library leaders meeting via web.
December 6	Participated in Community Broadband Planning conference call
December 12	Attended Joint Economic Development Organization (JEDO) meeting; presented on the community broadband planning process and the library's role in facilitating digital inclusion. The project team received permission to proceed with our revised strategy to devise a business assistance program to simplify the process for engaging in broadband capital projects.



## In Progress

### **Orangeboy, Inc. Update**

Chief Executive Officer Clark Swanson and Chief Technology Officer Chris Kelbley will be at the December board meeting to present information and respond to questions and concerns about use of patron data. I have attached the company's Data Management and Security Practices policy. This document will be part of the contract.

### **User Confidentiality Policy**

In consultation with library attorney Chuck Engel, we will be reviewing this policy during the first quarter of 2019. As we contract with companies like Orangeboy, we want to ensure that TSCPL policies reflect changes in technology and data security concerns. We will be referencing the American Library Association's Privacy Toolkit. You may view it [here](#).

### **Claire's Courtyard**

We have been working on an operational plan and potential policies for this new space. Thad will present an overview of a draft plan in February. I would suggest that we have a discussion at that meeting. I would ask that trustees consider these questions: What should the library's goals for Claire's Courtyard be in its first year of operation? What long-term outcomes do you think the library should pursue?

### **Collections Workflow Analysis**

We are working with [library consultant John Huber](#) on a proposal to review processes and work flows for all library operations that support collections management and maintenance. Huber is an engineer and has worked exclusively with libraries over the past 20 years, including Mid-Continent Public Library in Missouri, Johnson County Library in Kansas, New York Public Library, Carnegie Library of Pittsburgh, Kansas City (MO) Public Library and many others. He has published two books: *Lean Library Management: Eleven Strategies for Reducing Costs and Improving Customer Services* and *The Purpose-Based Library: Finding Your Path to Survival, Success, and Growth*.

Since we will be re-locating the technical services department from the second floor to the lower level, this is a singular opportunity to: analyze work flows, assess how the use and management of digital content is affecting and will affect the physical management of container-based collections like books and DVDs, help us determine if/when we will update our materials handling system, and determine how to configure space that supports the work of circulation, technical services, and selection, the operational components of what we call the Collections Workgroup. It will also include an analysis of the Friends workflow in the lower level since that consumes significant space and other resources.

### **HR Personnel Policy Changes Update**

HR director Jesse Maddox, COS Thad Hartman, and I met with library attorney Chuck Engel to develop a process and identify needed changes and additions to the TSCPL personnel policy. During 2019, Human Resources will be working with the library attorney, Chuck Engel, and the

Management Council to revise personnel policies with recommendations for changes, deletions and additions being brought to the Board for approval.

### **What I'm Reading**

**Part of Our Lives: A People's History of the American Public Library** by Wayne A. Wiegand

<https://tscpl.bibliocommons.com/item/show/752793112>

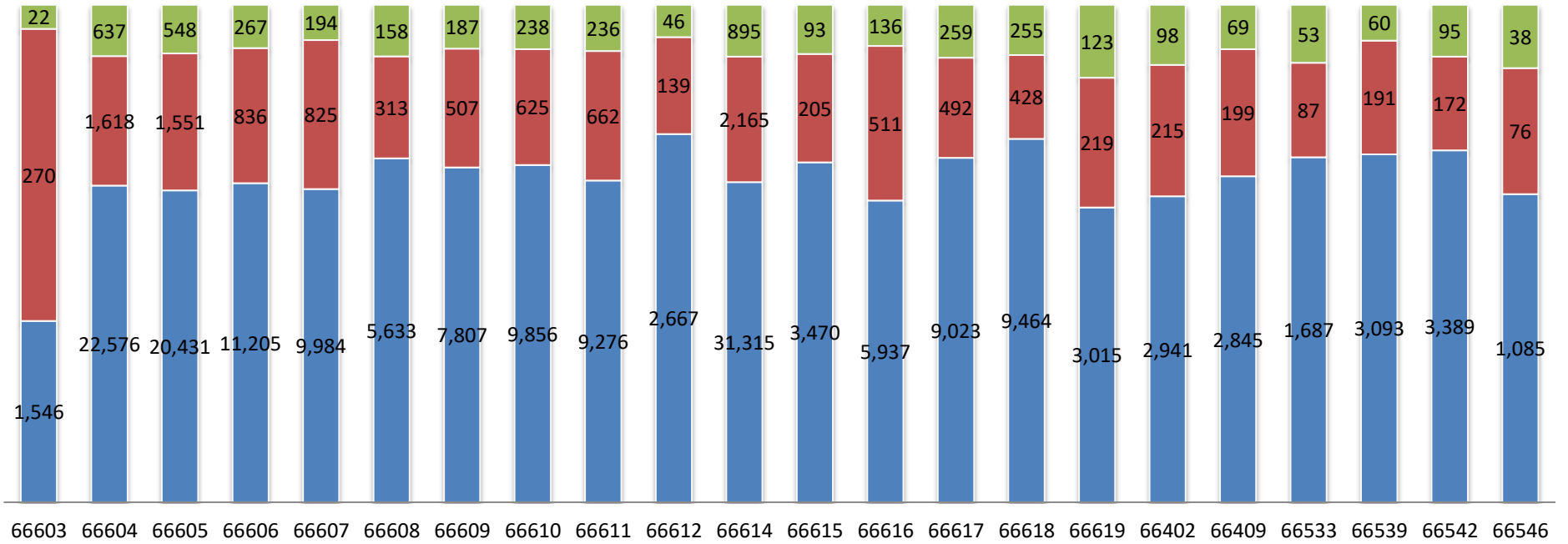
Click on this link in our catalog for a summary and reviews of this book.

**Gina Millsap, Chief Executive Officer**

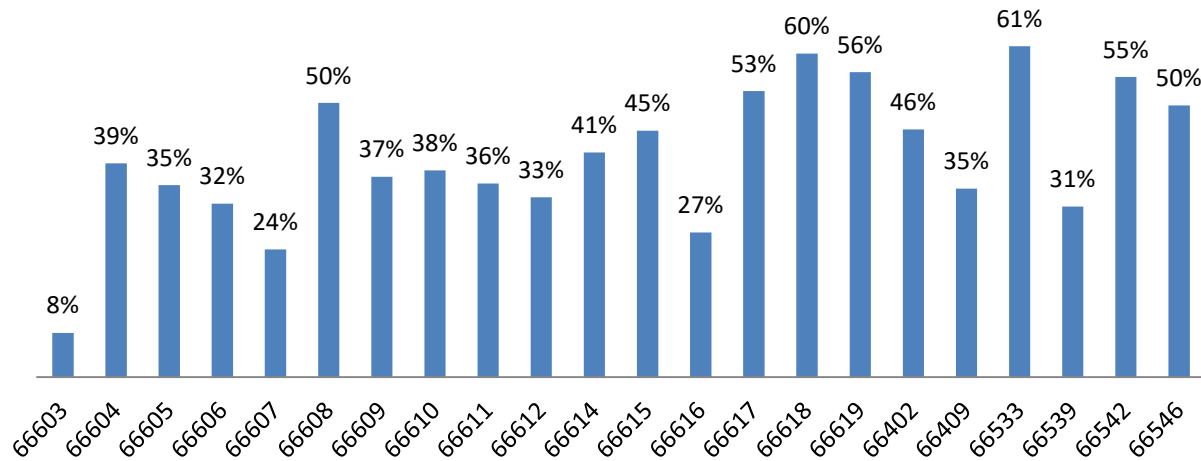
**Topeka and Shawnee County Public Library      12/12/2018**

## November 2018 Dolly Parton Imagination Library

Population Under 5 DPIL



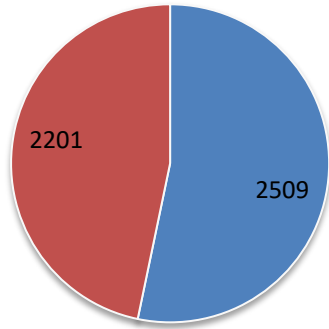
## Percent of children signed up by Zipcode



Number of Participants Served: **4,710**

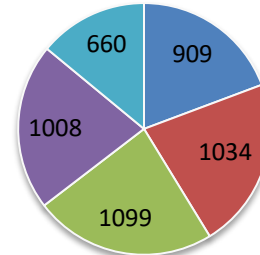
## Sex of Participants

■ Male ■ Female

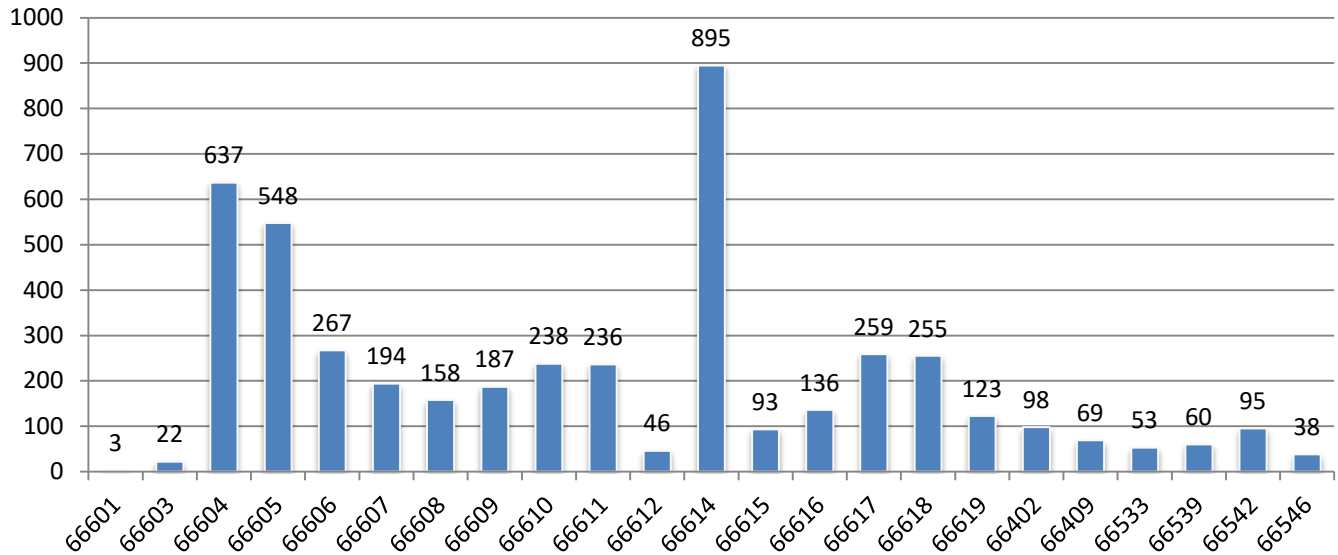


## Age of Children

■ 4 yrs old ■ 3 yrs old ■ 2 yrs old  
 ■ 1 yrs old ■ Born This Year



## Zip Codes of Children





## Data Management and Security Practices

OrangeBoy, through its Savannah platform, provides public libraries a means of aggregating critical usage trends and targeting specific customer groups. Using this capacity, libraries may improve the scope and nature of services and expand customer engagement. Savannah permits libraries to achieve these goals within the context of their community's privacy concerns. Each community judges this concern differently, and Savannah possesses the flexibility to address these. It requires no pre-set data configurations, allowing libraries to define a comfortable mix for themselves.

Our corporate philosophy places transparency as the paramount concern. It encourages libraries to carefully explain the data they collect, and how they use that information.

## Site Maintenance and Security

The library (Client) authorizes OrangeBoy to enter the library's site to conduct maintenance and aggregate information to compare platform members. This access does not imply or infer a transfer of rights to your data.

OrangeBoy adheres to this practice and the following security measures:

- Provide regular routine maintenance, including scheduled software updates (during off-peak business hours), monitoring, and data security.
- Host data using Microsoft Azure's cloud datacenter, and maintain separate Client databases to provide additional security against unauthorized attempts at accessing another client's data.
- Restrict access to database services by IP address, and manually grant access to every host.
- Use SSL certificates to enable user access via a web browser.
- Employ a 2 factor authentication system for OrangeBoy staff to access the Azure infrastructure.
- Conduct review of remote access logs are reviewed weekly by senior IT staff.
- Conduct routine data and information security compliance training of its personnel that is appropriate to their role.
- Develop and maintain detailed document of the IT infrastructure, including software versions and patch levels.
- Perform background checks of its employees that verify employees' personal identity and employment status.
- Provide and maintain secure communication paths that ensure the confidentiality, integrity and availability of information.
- Deploy and maintain IT system upgrades, patches and configurations.
- Provide for the timely detection of, response to, and reporting of security incidents, with notification to Client within one (1) hour of detecting a security incident that results in the unauthorized access to or the misuse of confidential data and information.



## **Confidentiality**

OrangeBoy shall not reveal to any third party or make use of for its own benefit any non-public or confidential information submitted by Client to OrangeBoy or Savannah, including non-public or confidential customer list(s) or customer usage data. For clarity, “non-public or confidential information” shall not include: (1) any information that has become generally available to the public or Client’s industry through no fault of OrangeBoy; (2) any information independently developed by OrangeBoy; (3) any information obtained by OrangeBoy through a source having no obligation to keep the information confidential; or (4) any information required to be disclosed by applicable law; or (5) “industry insights,” as described below.

## **Industry Insights**

OrangeBoy may derive insights about the library industry from its processing, aggregation, and analysis of data submitted by Client. The parties hereby agree that OrangeBoy shall have the right to use, apply, and disseminate any such insights as it sees fit, except: (1) where otherwise stated in this Agreement; (2) where such use, application, or dissemination would personally identify any of the Client’s customers; or (3) where such use, application, or dissemination would constitute a willful violation of any privacy rights of any of the Client’s customers.

## **Data Sources**

Client determines what data to import into Savannah, as well as the fields used in each data type. Some libraries, for example, omit first and last name of customer to de-identify individuals.

In terms of user activity, the standard data format identifies the type of activity and the location in which the activity was performed (for example, PC use, downloaded an e-book, checked out a children’s item), but not the specific use (website history, book titles, etc.) Under no circumstances does the system import or store titles or web browsing history for any individual.

## **Data Responsibility**

Client understands and agrees that it has the responsibility to input valid, accurate data into Savannah and that failing to do so may result in invalid or inaccurate analysis or results. OrangeBoy accepts no responsibility for invalid or inaccurate data provided by Client. Client is responsible for ensuring that any data submitted to OrangeBoy or Savannah is consistent with Client’s privacy policies and applicable laws. OrangeBoy assumes no responsibility for data submitted by Client that violates the Client’s privacy policies or applicable laws.

## **Site Administration and Access:**

Client is responsible for setting up and maintaining access to Savannah based on staff roles and user controls. If requested by the library, OrangeBoy Support has the ability to set up logins and reset passwords.



## **E-Mail Messaging**

Client is solely responsible for the messaging practices employed, including content, recipients, frequency, etc. By default, e-mails lists are configured to omit anyone signifying their age to be less than 14 years.

If the library employs an "Opt-In" Messaging strategy, only those library users who voluntarily sign up to receive library e-mails will receive them.

If a library user unsubscribes after receiving an e-mail sent through Savannah, they will be permanently removed from receiving future e-mails, unless someone at the library restores his or her unsubscribe status to subscribe.

**Chief of Staff Report**  
**Thad Hartman**  
**December 20, 2018**

***Circulation Plaza Construction***

Construction on the new Circulation Plaza began on Monday, November 12. For the first phase of construction a temporary wall has been located in the Circulation Lobby. The customer service desk has been temporarily relocated behind the old circulation desk on the west side of the lobby.

So far staff and customers have adapted very well to the temporary changes. The wall leads to a lot of questions from customers which provides us a good opportunity to talk about what we are doing and why. We've also added signs on the wall to explain the project and the timeline.

Construction crews are currently focused on the Red Carpet Room and the eastern portion of the Circulation Lobby. Over the past few weeks they have begun demolition work and created the opening for the door and windows on the east wall of the Large Print area.

They have removed the wall that used to separate the Red Carpet room from the Circulation Lobby. This has really opened up the space and starts to give us a good idea of how large the new Circulation Plaza will be.

This phase of construction should last into February. Once it is complete they will begin work on the other half of the Circulation Plaza and the Learning Center.

On January 2, 2019, work will begin to remove the old floor tile. Because of the noise and inconvenience to our customers the work would cause, crews will remove the tile at night when the library is closed. This process should take about three weeks. Once all of the tile has been removed they will begin laying the new Terrazzo flooring.

***Claire's Courtyard***

Over the past few weeks the weather has been extremely cooperative and this has allowed construction crews to make a great deal of progress on Claire's Courtyard. Concrete has been poured for the bridge from the library to Claire's Courtyard. If you look out the window in the auditorium (pictured right) you can get a really good idea how customers will enter the courtyard from the library. Of course there is still work to be done on the bridge including the installation of handrails and guardrails.





Crews were also able to pour concrete for the upper trellis columns and the pavilion floor. During this process they also ran electrical in the columns. Over the past few days they have also begun to erect the structural steel for the pavilion.

Over the next few days construction crews will pour concrete for the stairs of the amphitheater. After this is complete they can begin to create the walls and benches and install the brick pavers in the amphitheater.



## Department Highlights

### Digital Services

#### David King, Digital Services Director

Over the last couple of months, the library has begun creating a Digital Inclusion initiative. According to the National Digital Inclusion Association, “Digital Inclusion refers to the activities necessary to ensure that all individuals and communities, including the most disadvantaged, have access to and use of Information and Communication Technologies.” We are still in the early planning phase and are working the initiative into the library’s Community Impact Goals.

We worked with Communications and Marketing to implement Koios, a new online marketing product. Koios allows the library to participate in Google’s Ad Grants program to non-profits and libraries. This provides the library with \$10,000 in Google AdWords advertising credits each month. Koios works with the library to create ads that point to library services, events, and website pages. This will help the library improve our online visibility and will help us appear at the top of local Google search results.

### Public Services

#### Autumn Friedli, Public Services Supervisor – Readers Services

Miranda Ericsson was hired as the Readers Librarian. This is a position that was vacant due to the retirement of Valerie Reif in June, 2018. Miranda is excited and eager to get into this role and really set TSCPL apart from others libraries as the Engaged Community of Readers leaders. Miranda started her new position on December 3<sup>rd</sup>.

## **Debbie Stanton, Public Services Supervisor – Information and Learning**

### ***Gallery***

We have been busy building our vision for the Gallery remodel to take place in 2019. We will present the vision to you in the January meeting to get your feedback as we move forward into the official design phase of the project. The World War I exhibit has been extremely popular, and led to our second largest November since the Gallery's opening. If you haven't visited, you still have time to see the exhibit before the new year!

### ***Topeka Room & Baker Genealogy Center***

Donna Rae Pearson, our Local History Librarian, has been working with a number of other departments on making our collection of historic Topeka and Shawnee County blueprints available digitally. We should be ready to make the content public by the end of the year, and will "pretty" it up a bit before pushing out marketing in early 2019. Sherri Camp, our Genealogy Librarian, is getting ready to start a new series of classes, including training on doing your own oral histories. Thanks to our Baker Genealogy funds from the Foundation, we will be able to offer two Oral History kits for checkout to those who have attended one of the classes.

### ***Civic Engagement***

Marie Pyko and Lissa Staley are expanding the work we've started with the Kettering Foundation and will be facilitating deliberative discussions with members of the public in December and into the new year. I had the opportunity to attend one such session in November and can attest to the profound impact these types of discussions can have in our community – the discussion was thoughtful and focused. Just the practice of talking about difficult subjects in this way can positively impact other discussions the community is having.

### **Youth Services**

#### **LeAnn Brungardt, Youth Services Supervisor**

Imaginative play is important to young children. It not only gives kids an opportunity to reenact what they see adults do be it cooking, fishing, driving, or care taking. There is nearly always an imaginative play element to the opportunities provided in the family and story zones. This month is full of it.

We have the annual sweet shop. Little bakers have been busy making pies, decorating cookies, and eating cupcakes. Additionally we have had the dress up clothes out. Which has meant that many a community helper has been patrolling through the area.

The newest addition will be added this week. Staff are designing a winter scene by the pond. The older kids made a multitude of snowflakes as part of the décor. Younger kids will be able to build with imaginary ice blocks and with supervision pretend to ice skate. It should be fun.

Part of the importance of this sort of play is that it opens up the opportunity for relational play and what is called serve and return exchanges. In layperson's terms this means that it is especially effective for kids to have adults actively taking part in the play and facilitating dialog. This sort of relationship and communication is a powerful brain builder and promotes social wellbeing, emotional wellbeing, and language skills.

Read more about serve and return here:

<https://developingchild.harvard.edu/science/key-concepts/serve-and-return/>

## **Technical Services**

### **Scarlett Fisher-Herremann, Technical Services Supervisor**

I'd like to share with you about new collections that will be soon be checked out by students and educators stepping onto our new Adventuremobile. As we are welcoming a new vehicle in early 2019, Bookmobile staff and my team have been working together on adding new materials to the Adventuremobile collection. Included in this collection are nearly 100 read-along VOX books. VOX books have an integrated sound panel enabling the child to hear the story read to them, complete with sound effects and queues for page turns. VOX has recently added Spanish language/bi-lingual books and we've purchased all of them in addition to their fiction and nonfiction titles. We are keenly aware that many children served by the Adventuremobile are part of a bilingual home and that reading is a wonderful way for parents and kids to learn a language together.

In addition to the VOX books, we are adding "Curiosity Kits" to the Bookmobile collection. These kits include learning activities, books, and craft materials packaged together in one container. The kits are thematic and designed to support a STREAM-oriented curriculum (Science, Technology, Reading, Engineering, Arts, Math). We've circulated cake pans, art kits and fitness kits for years. I am looking forward to seeing how customers experience these curiosity kits.

We will also be adding a full collection of juvenile fiction and nonfiction books to the new Adventuremobile. In addition to physical books, we are adding Playaway audiobook products and a new collection of Playaway "Launchpads". These are tablet devices with curated activities and read-along books that support STREAM-themed learning. Our customers repeatedly tell us they love interactive content that's easy-to-use and portable. Playaway product fulfill those desired qualities beautifully and they will be popular with students, teachers, and parents.

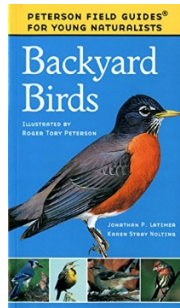
We strive always with collections to offer unique, high-quality materials to customers of all ages and I believe we are achieving that goal with the collection designed for our newest vehicle.

## Community Services

**Sandy Hestand, Community Services Supervisor**

### ***New Bookmobile Scheduled to Arrive January 15th***

Our newest bookmobile is scheduled to arrive January 15<sup>th</sup>, 2019. We are busy preparing for the new arrival by ordering new materials, and working with the Technical Services department to put the final touches on our new Curiosity Kit collections. The curiosity kits are STREAM based (Science, Technology, Reading, Engineering, Arts, Math). Each kit will feature at least one fiction and one non-fiction book with an accompanying hands-on activity. For example, our Nature Hike kit features books for bird and bug identification along with a bug catcher, container, and magnifying glass.

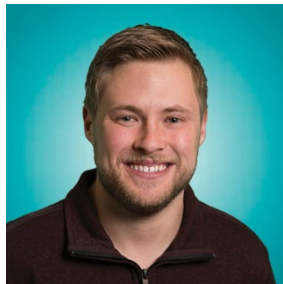


### ***Welcome New Staff***

Recently we have welcomed a new staff member and promoted another in the Community Services Department. Abigail Siemers was promoted from Public Services Specialist to Community Services Librarian and Scott Brackey came to us from the Circulation department. We are excited to welcome them in their new positions and look forward to their future contributions!



*Abigail Siemers, Community Services Librarian*



*Scott Brackey, Public Services Specialist*

## ***Kansas Connections***

Before the end of the school year the community services department will have presented over 250 classroom programs to over 6,000 area elementary school children through our Kansas Connections programming. Feedback from teachers has been overwhelmingly positive. For example, we received the following comment in regards to a recent program, “The class had a wonderful time! The presenter had very good classroom management and kept the students attention. It was VERY educational!”



*Jackie Hurst presenting a snake program to kindergartners at Randolph Elementary School. Sept. 2018*

## **Learning Experiences**

### **Stephanie Hall, Learning Experiences Manager**

We are now officially into month three of our free 3D print of the month. During the month of December customers can print a snowflake ornament for free. So far October has been the most popular month with 44 bat skulls printed. November only had 19 poppies printed. Now that we are showing customers that 3D printing doesn't have to be scary the next step will be to teach customers how to find and resize objects they would like printed.

Shari Schawo has been working hard to revamp some of our basic computer training classes. She is creating lesson plans for the classes and working with additional staff to help teach those classes. With more staff able to teach these basic classes we hope to be able to scale up and offer them more often as well as take them out of the building if requested.

Thanks to Arely Salamanca in Circulation we will be able to provide our Beginning Computer Navigation class in Spanish beginning February 2019. She has translated our handout and agreed to teach the class in Spanish. Our goal is to offer more of our classes in Spanish.

Shari Schawo is providing training to the staff on Libby, Overdrive's new app for enjoying ebooks and audiobooks, so they will be able to better help customers. Below are the instructions for how to get started. Happy learning!

## **Libby Ebooks & Audiobooks**

**Instantly borrow eBooks and audiobooks with your library card.**

For iOS 9+, Android 4.4+, Windows 10 Windows 10 versions 1607 and later

### The Basics

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- Download books and audiobooks for offline reading, or stream them to save space.
- Libby lets you borrow up to 10 items at a time.
- Items automatically disappear from your account after the checkout period—**no late fees!**

### Getting Started

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#### STEP 1

Install the Libby app from your device's app store.

#### STEP 2

In Libby, follow the prompts to find your library and sign in with a valid library card.

#### STEP 3

Browse your library's collection and borrow a title.

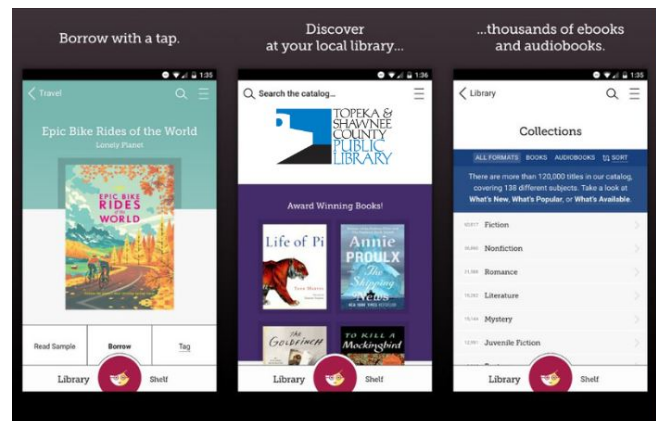
#### STEP 4

Borrowed titles appear on your **Shelf** and download to the app automatically when you're connected to Wi-Fi, so you can read them when you're offline.

From your **Shelf**, you can:

- Tap **Open Book**, **Open Audiobook**, or **Open Magazine** to start reading or listening to a title.
- Tap **Manage Loan** to see options like **Renew**, **Return**, or **Send to Device** to send a book to Kindle.

If you need more help with Libby, please visit <https://help.libbyapp.com/>. Happy reading!





## **Resolution – Bid for Donor Recognition Digital Display**

### **BOARD OF TRUSTEES**

**December 20, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Heurista, Co., Ashville, NC, in the amount of \$26,500 for the purchase and installation of a new donor recognition digital display. This expenditure is included in the approved 2018 Facilities Master Plan budget and shall be paid from the General Fund, Special Projects line item.**

#### **Policy and Background Information:**

The Library Foundation was founded in 1982 and helps fund innovative library services and initiatives that promote literacy and learning. Just a couple of examples of recent services that the Library Foundation made possible include the Learn & Play Bus and Dolly Parton's Imagination Library.

The Library Foundation currently honors donors in their annual report. There is also a list of donors in the lighted boxes in the rotunda. These displays are "home-made" and only include donors who gave gifts to what was known as the leaf campaign. (Previously, donors who gave \$1000+ received a plastic leaf designed by Michael Graves. They were originally located in the atrium area.) These displays were installed in their current locations in October 2014.

The Library Foundation would like to improve donor recognition by showcasing donors with an interactive digital display. A digital display can be easily maintained and updated. It will also be more cost effective than a physical installation. Another benefit of a digital display is that it provides the opportunity for substantial storytelling in ways that a static display cannot.

It is also necessary to remove the lighted donor boxes because of the circulation plaza remodel. A space in the library rotunda has been identified that will be an even more visible location for the new digital display.





The new digital display will be located in one of the niches in the rotunda, just west of the main set of sliding doors. It will be installed in the niche so that it fits in with the flow of the rotunda and doesn't protrude into the space. It will still be highly visible to customers as they enter and exit the rotunda.

The interactive display will be a dynamic way to promote the Library Foundation and its donors. People in the library will have the ability to use the touch screen monitor on the digital display to get information about donors, the Foundation, the Library, the Friends, and fundraising initiatives. Foundation staff will be able to easily add new donors, update information, and recognize donors at different levels of giving.

### **Bid Process**

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 November 13, 2018.

Library staff worked with Foundation executive director Nancy Lindberg and the Donor Recognition Committee to identify and contact vendors in this market, view demos, and develop the appropriate specifications for the bid. It is important to note that this is a relatively small market at this time, with most organizations utilizing both physical and digital donor recognition strategies.

The RFP and related documents were posted on the Library's website and Foundation staff emailed specific notification to several contractors who have worked on similar projects.

Prospective bidders had until November 27, 2018 to ask questions about the project. Answers to all of the questions that were received were posted on the library website with the RFP.

Bids were received at a public meeting at 2:00 pm, December 11th. Five bids were received before the bid deadline. One additional bid was received after the deadline and was not considered. No bidders were present for the bid opening. Bid summary is attached.



Library and Foundation staff reviewed and evaluated the bids on the criteria including:

- Ease of use for Foundation staff and customers
- Cost
- Digital content is hosted remotely
- Experience with similar projects
- Client feedback
- Company history/reputation

After the initial evaluation two finalists emerged from the list of bidders. Phone calls were made to customers to get additional feedback on the companies and products.

The recommended bid has the lowest cost, a single focus on donor relations, and has significant experience. References were checked and were extremely positive. It also appears to be a system that will be easy for Foundation staff to edit and update.

The Bid Form required bidders to separately price an alternate design that included a fabricated surround and installation. The recommendation is for the base bid and does not include the alternate bid. It was determined that the library would design the element that surrounds the digital display in house.

**Staff Recommendation:**

TSCPL staff recommends the base bid of \$26,500, submitted by Heurista, Co., Asheville, NC, be approved for the purchase and installation of the donor recognition digital display.

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_

Topeka Shawnee County Public Library  
 1515 SW 10th Avenue  
 Topeka, KS 66604-1304

Interactive Donor Recognition Board

Bid Tabulation Form

December 11, 2018, 2:00 p.m. CDT (bids not provided at the bid receiving were due at 1:00 p.m. CDT)

Company	Location	Notes	Attended a Site Visit?	Calendar Days to Deliver upon Award	Interactive Donor Recognition Board including installation base bid	Alternate 1: Fabricated surround including installation	Hosted Environment?	Follow up questions for Heurista Co. and Eleven Fifty Seven			Total Bid
								Number of Clients	Development Cycle	Is Data Portable?	
Heurista Co. - Award of Contract	Asheville, NC	Rec'd via email 12/11/18, 12:37 PM CDT	No	102	\$ 26,500.00	\$ 3,800.00	Yes	38	Weekly	Yes	\$ 30,300.00
Eco Digital Media	Vancouver, WA	Rec'd via email 12/11/18, 9:47 AM CDT	No	120	\$ 48,449.00	\$ 7,400.00	Yes				\$ 55,849.00
Ideum, Inc.	Corrales, NM	Rec'd via email 12/10/18, 6:38 PM CDT	No	120	\$ 54,880.00	\$ 6,488.00	No				\$ 61,368.00
Eleven Fifty Seven	Sidney, OH	Rec'd via email 12/11/18, 7:39 AM CDT	No	90	\$32,461 to \$35,461	\$11,000 to \$13,000	Yes	3,000	Annual release and monthly security updates	Yes	\$43,461 to \$48,461
Lusens	Toronto, Ontario	Rec'd via email 12/8/18, 11:00 AM CDT	No	60	\$ 52,400.00	\$ 7,600.00	No				\$ 60,000.00

Final consideration given to the (2) lowest bidders with a hosted environment.



**Resolution – Bid for Chair Replacement**

**BOARD OF TRUSTEES  
December 20, 2018**

**Be it resolved that the Board of Trustees, Topeka & Shawnee County Public Library approves the bid from BA Design, Topeka, KS in the amount of \$40,659.30 for ninety chairs for public and staff meeting rooms.**

**This expenditure is included in the approved FY2018 Budget and shall be paid from the General Fund, Furniture and Equipment budget line item.**

**Budget Line Item:**

The approved 2018 "Furniture and Equipment" budget line item includes \$50,000.

**Background:**

The Library has four meeting rooms on the second floor that are in continual use by the public. Each room seats 14-18 people around a boardroom table. In addition to these public meeting rooms, there are additional meeting rooms in staff spaces. These chairs have been in use for approximately 18 years. In some staff meeting areas, the chairs date back to pre-construction times.

The library has identified a specific model chair that will become the new standard chair for these meeting rooms. This bid is for the purchase and delivery of 90 new chairs.

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 December 11, 2018. The RFP and related documents were posted on the Library's website.

Bids were received at a public meeting at 2:00 pm, December 14, 2018. Three bids were received before the bid deadline. One of the bids did not meet the required specifications and was not considered. Bid summary is attached.

**Staff Recommendation:**

TSCPL staff recommends the low bid of \$40,659.30, submitted by BA Designs, Topeka, KS, be approved for the purchase of 90 meeting room chairs.

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_

**Topeka Shawnee County Public Library  
1515 SW 10th Avenue  
Topeka, KS 66604-1304**

**(90) Meeting Room Chairs**

**Bid Tabulation Form  
December 14, 2018, 2:00 p.m. CDT (bids not provided at the bid receiving were due at 1:00 p.m. CDT)**

<b>Company</b>	<b>Location</b>	<b>Notes</b>	<b>Attended a Site Visit?</b>	<b>Calendar Days to Deliver upon Award</b>	<b>Sona Meeting Room Chairs Unit Cost</b>	<b>Total Cost of Chairs</b>	<b>Will Vendor Unload and Install at TSCPL?</b>	<b>Cost to Install/Remove Trash</b>	<b>Total Bid</b>
Modern Business Interiors	Lenexa, KS	Rec'd via email 12/11/18, 6:48 PM CDT	No	30	\$ 496.44	\$ 44,679.60	Yes	\$ 990.00	\$ 41,202.00
BA Designs - Award of Contract	Topeka, KS	Rec'd via email 12/14/18, 10:01 AM CDT	No	25	\$ 451.77	\$ 40,659.30	Chairs direct shipped to TSCPL. TSCPL responsible for unloading truck and installing chairs.	\$ -	\$ 40,659.30
Commercial Concepts & Furnishings	Independence, MO	Rec'd via email 12/14/18, 11:16 AM CDT	No	30 - 45	N/A - Bid was submitted for a Rouillard chair, not the Sona specified chair.			\$ -	\$ 42,224.00

The total bid price calculated on Modern Business Interiors (\$41,202) does not appear to be correct based on the unit cost of each chair. The bid price of each chair (\$496.44) multiplied by 90 chairs is \$44,679.60.



## **Resolution – Change order for the addition of luxury vinyl tile flooring along the front hallways**

**BOARD OF TRUSTEES December 20, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes the limit for approval of a change order by the Chief Executive Officer to be exceeded for an order issued to Senne & Company, Inc. in the month of December 2018. The change order is for the purchase and installation of luxury vinyl tile flooring along the east and west corridors to the café and The Edge. This exception to the limits within the Board’s Purchasing Policy dated January 19, 2017 shall not exceed \$38,156.**

### **Policy and Background Information:**

On October 18, 2018, the Board of Trustees approved the award of the bid for the Facilities Master Plan, Circulation Plaza / Learning Center / Flooring project. The bid was awarded to Senne & Company, Inc. of Topeka, Kansas in the amount of \$777,906. The project includes the renovation of the Circulation Plaza, creation of a new Learning Center, and installation of new flooring along the main corridor from the front of the library to the Reference Room.

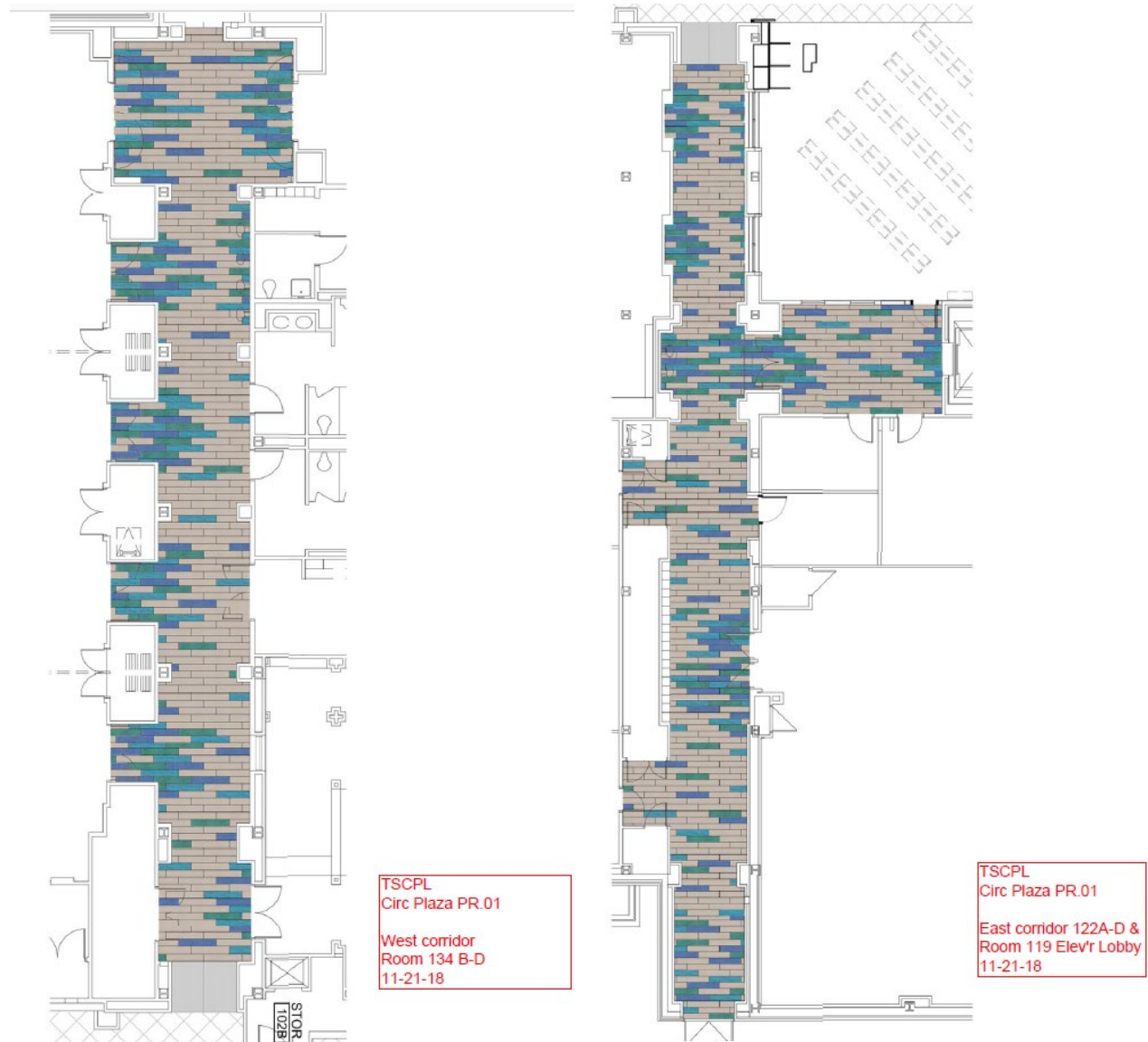
In the original planning for the project there were several discussions about extending new flooring down the front corridors that lead to the café on the west side and The Edge on the east side. Because of concerns over the cost of previous projects and a desire to stay within the budget on this project, it was decided to only redo the flooring down the main hallway. However, the bid for this project came in well under budget and has allowed us to add this back into the project.

These hallways have a very heavy amount of foot traffic. For the last 10 years the carpet down these hallways has been replaced every 1-2 years. Using carpet tiles that we have on hand has made this possible. However, this is not a sustainable way to keep these hallways looking attractive and well-cared-for. The other issue is that even with brand new carpet, once it is replaced it doesn’t take long for it to start to look worn and stained.

The major issue with the flooring in these hallways is that they just have too much foot traffic for carpet. The best option is to use a different type of flooring that will be able handle the large number of people who walk down these major traffic ways.

We discussed several options for flooring with our architects, including extending the terrazzo and using a ceramic tile that would coordinate with the terrazzo. After weighing our options we decided to investigate using luxury vinyl tile in these hallways. We contacted some libraries who have used luxury vinyl tile in high traffic areas and received great reviews

Luxury vinyl tile will wear much better than carpet in these corridors, but will still be fairly soft underfoot and not as expensive as some of the other options. It also gives us the opportunity to introduce different colors and design into the hallways that will coordinate with the expanded color palette.



The Board of Trustees' Purchasing Policy was amended January 19, 2017 to add new language to address change orders:

Any change order subject to an agreed contract in an amount up to \$20,000, or multiple change orders to the same vendor dated within the same calendar month in the aggregate amount of up to \$20,000 shall be approved by the Chief Executive Officer and reported to the Board of Trustees in the Chief Financial Officer's monthly report.

Any change order that exceeds the limitations set forth above in this section of the Purchasing Policy requires the prior approval of the Board of Trustees.

The change order is expected to exceed \$20,000 and require the Board's prior approval.

The work for this project would be under the direction of Senne & Company, Inc. and is not to exceed \$38,156. Funding for this change order will be from the General Fund.

**Staff Recommendation:**

Staff recommends that this change order be approved. The budget should not exceed \$38,156, paid from the General Fund.

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_



## **Resolution – Change order for the addition of customer service desk**

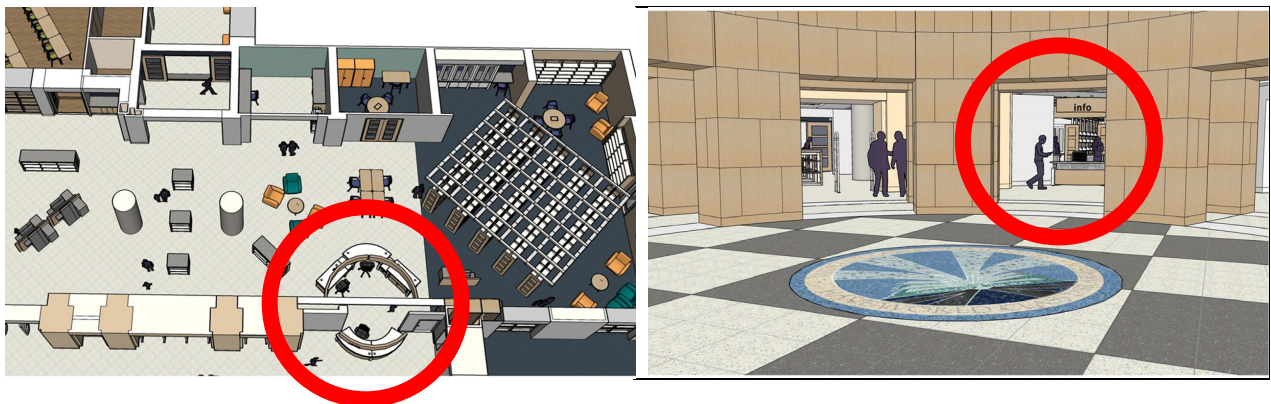
**BOARD OF TRUSTEES December 20, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, in accordance with the Purchasing Policy, approves the change order to Senne & Company, Inc. in the month of December 2018. The change order is for the purchase and installation of a customer service desk to be located in the remodeled circulation plaza. The cost shall not exceed \$33,475.00. Funding for this change order shall be from the General Fund.**

### **Policy and Background Information:**

On October 18, 2018, the Board of Trustees approved the award of the bid for the Facilities Master Plan Circulation Plaza / Learning Center / Flooring project. The bid was awarded to Senne & Company, Inc. of Topeka, Kansas in the amount of \$777,906. The project includes the renovation of the circulation plaza, creation of a new Learning Center, and installation of new flooring along the main corridor from the front of the library to the Reference Room.

The customer service desk always has been the go-to location as you enter the library. It is also where many people have their first encounter with library staff. In the new circulation plaza the customer service desk will be a key focal point as customers will enter the rotunda, walk through the circulation plaza, and exit the main hallway.





In the original planning for the project a custom-built customer service desk was part of the design. With an eye to staying in or under budget, it was decided to evaluate manufactured desks. Initial estimates from vendors were priced less than a custom-built option. Once the complete list of specifications was submitted, pricing was higher than the custom-built option.

In addition to price, there are significant benefits to a custom-built desk. It will fit more naturally into the space. It will also ensure that the desk matches the architectural look and feel of the rest of the circulation plaza and the library as a whole. This desk will also have features that will make it ergonomic and accessible for library staff and customers.

The Board of Trustees' Purchasing Policy states:

*Any change order subject to an agreed contract in an amount up to \$20,000, or multiple change orders to the same vendor dated within the same calendar month in the aggregate amount of up to \$20,000 shall be approved by the Chief Executive Officer and reported to the Board of Trustees in the Chief Financial Officer's monthly report. Any change order that exceeds the limitations set forth above in this section of the Purchasing Policy requires the prior approval of the Board of Trustees.*

The work for this project would be under the direction of Senne & Company, Inc. and is not to exceed \$33,475.00. Funding for this change order will be from the General Fund.

**Staff Recommendation:**

Staff recommends that this change order be approved. The budget should not exceed \$33,475 paid from the General Fund.

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_



**Resolution – Thank you to the Friends of the Topeka and Shawnee County Public Library**

**BOARD OF TRUSTEES  
December 20, 2018**

**Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its deepest and sincere thanks and heartfelt appreciation to all the Friends of this Library who gave personal time and worked long and hard to conduct another successful Friends of the Library Book Sale, October 19-21, 2018 of this year. In addition, the Board of Trustees expresses its thanks to the Friends for conducting two book bag sales, two media sales and a members only book sale during this year. The Board of Trustees also expresses its thanks to the Friends for its support of Library staff as demonstrated in hosting the annual Friends Staff Appreciation Lunch.**

**Be it further resolved that the Board of Trustees expresses special appreciation to the many library employees and library trustees who gave personal time to work and help make the annual book sale and other Friends projects and initiatives resounding successes once again.**

**Be it further resolved that the Board of Trustees sends appreciation to the members of the Board of the Friends, Sherryl Longhofer, President, John Conlee, Vice President, for the leadership all of the members of the Board apply to help maintain and improve this outstanding Topeka and Shawnee County Public Library.**

**Resolution by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

**Resolution passed/failed by a vote of \_\_\_\_\_**

**Date \_\_\_\_\_**



**Resolution – Thank you to The Library Foundation**

**BOARD OF TRUSTEES**

**December 20, 2018**

**Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its deepest thanks and sincere appreciation for the hard work and dedication of The Library Foundation, the Executive Committee Chair, Judi Stork, and members Marilyn Ward, Mark Baker and Marsha Sheahan; the Finance Committee Chair, Mark Baker, and members Ernie Beaudet, Clint DeVoe, Rich Hayse, Judi Stork, Linessa Frazier and Steve Tempero; the Donor Relations Committee Chair, Marilyn Ward, and members Desmond Henry and Kim Patton; the Nominating Committee Chair, Marilyn Ward, and members Brenda Dietrich, Carol Wheeler and Judi Stork; the Wilder Society Tea Committee Chair, Judy Moler, and members at large Julie Schloetzer, Trena Ansell, Jenny Banks, Marianna Nothern and Carrie Riordan; the Fund Development Committee Chair, Marsha Sheahan, and members Judy Moler, Kim Patton and Judi Stork; The Policy Review Task Force Chair, Rich Hayse, and members Clint DeVoe, Ralph Hoyos and Carol Wheeler.**

**The Board also wishes to express its thanks to Chair, Judi Stork, and the members of The Library Foundation Board of Trustees for their leadership and support that results in resources to help make the Topeka and Shawnee County Public Library a world class library.**

**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		
<b>CIRCULATION</b>														
<b>Main Library</b>														
Circulation Desk & Renewals	49,349	45,214	50,873	50,418	49,208	54,069	60,571	55,660	51,407	52,797	48,230		567,796	679,217 -16.4%
Interlibrary Loan	1,879	1,554	1,654	1,665	1,752	1,662	1,654	1,789	1,546	1,741	1,518		18,414	19,510 -5.6%
Self-Check	84,077	72,863	83,854	78,973	82,397	93,571	95,014	85,448	77,460	76,268	70,642		900,567	954,406 -5.6%
<b>Bookmobile</b>	21,560	19,647	21,558	22,236	16,781	20,228	20,145	16,916	23,285	25,435	21,821		229,612	248,437 -7.6%
<b>Red Carpet</b>	8,254	6,233	7,467	6,732	7,208	6,792	7,349	8,331	7,507	7,496	7,296		80,665	86,065 -6.3%
<b>Digital Downloads</b>	35,736	33,150	36,170	35,815	36,215	36,936	38,791	38,904	36,301	37,477	35,629		401,124	334,057 20.1%
<b>Library @ Work / Smartlocker</b>	2,099	2,023	2,298	2,180	2,239	2,279	2,244	2,221	2,171	2,257	2,195		24,206	20,444 18.4%
<b>TOTAL CIRCULATION</b>	<b>202,954</b>	<b>180,684</b>	<b>203,874</b>	<b>198,019</b>	<b>195,800</b>	<b>215,537</b>	<b>225,768</b>	<b>209,269</b>	<b>199,677</b>	<b>203,471</b>	<b>187,331</b>		<b>2,222,384</b>	<b>2,342,136 -5.1%</b>
<b>CIRCULATION DETAILS</b>														
<b>Print Material</b>	96,177	85,115	96,839	95,254	93,917	107,511	112,060	100,256	97,216	98,534	87,765		1,070,644	1,141,701 -6.2%
<b>Audio/Visual Material</b>	67,358	59,096	66,385	63,266	62,206	67,281	71,374	66,996	61,442	61,219	58,073		704,696	821,764 -14.2%
<b>Adult Materials</b>	99,143	86,882	97,501	92,571	91,637	96,968	103,119	98,284	91,142	91,835	85,809		1,034,891	1,149,611 -10.0%
<b>Children's Materials</b>	49,977	44,966	52,027	52,609	50,464	62,445	63,947	53,599	54,011	54,439	48,079		586,563	649,015 -9.6%
<b>Young Adult Materials</b>	4,592	3,777	4,135	4,161	4,744	5,937	6,619	5,274	4,677	4,327	3,820		52,063	56,471 -7.8%
<b>Red Carpet Materials</b>	9,823	8,586	9,561	9,179	9,278	9,442	9,749	10,095	8,828	9,152	8,130		101,823	108,368 -6.0%
<b>NEW Patrons</b>														
<b>Topeka / Shawnee County</b>														
Adults	654	539	589	612	561	795	837	754	642	647	439		7,069	7,238 -2.3%
Children (ages 17 and under)	163	195	166	231	238	348	283	212	166	632	135		2,769	3,086 -10.3%
<b>Red Carpet Outreach</b>	8	6	15	11	19	13	15	16	13	12	9		137	125 9.6%
<b>NEKL</b>	57	58	62	81	49	70	59	54	44	78	96		708	1,126 -37.1%
<b>Non-Resident</b>	2	0	2	0	0	1	0	0	1	0	0		6	5 20.0%
<b>Total New Registrations</b>	<b>884</b>	<b>798</b>	<b>834</b>	<b>935</b>	<b>867</b>	<b>1,227</b>	<b>1,194</b>	<b>1,036</b>	<b>866</b>	<b>1,369</b>	<b>679</b>		<b>10,689</b>	<b>11,580 -7.7%</b>
<b>PATRONS DELETED</b>	<b>1,015</b>	<b>832</b>	<b>1,780</b>	<b>1,215</b>	<b>1,111</b>	<b>963</b>	<b>1,406</b>	<b>5,517</b>	<b>1,462</b>	<b>1,359</b>	<b>828</b>		<b>17,488</b>	<b>21,284 -17.8%</b>
<b>BORROWERS</b>														
<b>Topeka / Shawnee County</b>														
Adults	53,010	53,259	53,034	52,950	53,072	53,381	53,584	53,868	53,929	54,159	53,957		53,957	52,925 1.9%
Children (age 0 - 17)	19,412	19,438	19,318	19,272	19,269	19,309	19,247	19,138	19,042	19,426	19,290		19,290	19,562 -1.4%
<b>Red Carpet Outreach</b>	1,248	1,243	1,239	1,239	1,235	1,232	1,227	1,222	1,210	1,216	1,202		1,202	1,254 -4.1%
<b>NEKL</b>	7,267	7,236	7,234	7,255	7,279	7,302	7,392	7,324	7,209	7,214	7,218		7,218	7,340 -1.7%
<b>Non-Resident</b>	48	48	48	48	48	48	48	48	48	47	46		46	45 2.2%
<b>Delinquent</b>	117	120	127	124	121	120	118	113	111	115	129		129	154 -16.2%
<b>TOTAL BORROWERS</b>	<b>81,102</b>	<b>81,344</b>	<b>81,000</b>	<b>80,888</b>	<b>81,024</b>	<b>81,392</b>	<b>81,616</b>	<b>81,713</b>	<b>81,549</b>	<b>82,177</b>	<b>81,842</b>		<b>81,842</b>	<b>81,280 0.7%</b>
<b>Holds Satisfied</b>	<b>20,286</b>	<b>17,008</b>	<b>19,668</b>	<b>19,393</b>	<b>18,901</b>	<b>19,446</b>	<b>19,606</b>	<b>20,201</b>	<b>18,381</b>	<b>20,226</b>	<b>18,616</b>		<b>211,732</b>	<b>218,541 -3.1%</b>
<b>CHECK-IN</b>														
<b>TOTAL CHECK-IN</b>	<b>110,975</b>	<b>98,001</b>	<b>112,676</b>	<b>110,908</b>	<b>111,119</b>	<b>114,618</b>	<b>124,398</b>	<b>122,039</b>	<b>101,779</b>	<b>111,987</b>	<b>101,156</b>		<b>1,219,656</b>	<b>1,340,580 -9.0%</b>

Topeka and Shawnee County Public Library  
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2018

	2018												2017 YTD	Change 17 TO 18%			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total		
<b>COLLECTION</b>																	
Materials Added	6,735	4,893	7,641	4,654	5,760	4,263	4,256	5,885	3,887	4,562	4,126		56,662	58,929	-3.8%		
Materials Discarded	3,568	6,994	6,589	6,123	6,323	6,068	4,759	5,695	8,641	8,077	7,117		69,954	65,780	6.3%		
<b>TOTAL COLLECTION</b>	<b>445,769</b>	<b>443,668</b>	<b>444,720</b>	<b>443,251</b>	<b>442,688</b>	<b>440,883</b>	<b>440,380</b>	<b>440,570</b>	<b>435,816</b>	<b>432,301</b>	<b>429,310</b>		<b>429,310</b>	<b>435,751</b>	<b>-1.5%</b>		
<b>WEBSITE</b>																	
tscpl.org Unique Visitors	30,707	27,539	30,473	29,244	32,003	30,404	29,033	29,401	27,904	29,317	28,742		324,767	325,127	-0.1%		
tscpl.org Total Visits	55,470	48,675	53,364	51,448	54,854	55,329	53,827	54,012	50,414	51,696	49,705		578,794	589,388	-1.8%		
catalog.tscpl Unique Visitors	19,263	17,218	18,570	17,886	17,787	18,998	20,169	19,585	17,732	18,097	16,648		201,953	203,892	-1.0%		
catalog.tscpl Total Visits	43,859	37,965	41,664	39,996	40,162	42,243	45,247	44,710	40,795	41,377	38,257		456,275	445,384	2.4%		
<b>REFERENCE QUESTIONS</b>																	
Public Services	14,488	12,577	14,936	13,240	13,198	13,478	14,025	14,436	11,985	13,732	11,898		147,993	157,385	-6.0%		
Topeka Room	617	667	426	756	530	689	870	792	708	274	597		6,926	8,346	-17.0%		
Youth Services	2,584	2,323	3,082	2,580	3,215	4,728	4,311	3,862	3,114	3,322	2,601		35,722	37,626	-5.1%		
Gallery	37	41	55	67	52	14	20	36	35	34	25		416	402	3.5%		
<b>TOTAL REFERENCE QUESTIONS</b>	<b>17,726</b>	<b>15,608</b>	<b>18,499</b>	<b>16,643</b>	<b>16,995</b>	<b>18,909</b>	<b>19,226</b>	<b>19,126</b>	<b>15,842</b>	<b>17,362</b>	<b>15,121</b>		<b>191,057</b>	<b>203,357</b>	<b>-6.0%</b>		
<b>GATE COUNT</b>	<b>59,126</b>	<b>55,329</b>	<b>67,547</b>	<b>63,683</b>	<b>63,637</b>	<b>70,631</b>	<b>75,278</b>	<b>71,678</b>	<b>62,057</b>	<b>66,371</b>	<b>53,695</b>		<b>709,032</b>	<b>673,458</b>	<b>5.3%</b>		
<b>MEETING ROOMS</b>																	
Bookings	518	720	759	706	618	649	689	643	642	842	745		7,531	8,388	-10.2%		
Hours Booked	2,453	3,859	4,204	3,958	3,059	3,514	3,803	3,432	3,640	5,673	4,676		42,271	47,767	-11.5%		
<b>ATTENDANCE</b>	<b>7,895</b>	<b>11,425</b>	<b>11,310</b>	<b>12,175</b>	<b>9,396</b>	<b>12,606</b>	<b>14,845</b>	<b>13,484</b>	<b>11,851</b>	<b>11,468</b>	<b>8,982</b>		<b>125,437</b>	<b>141,158</b>	<b>-11.1%</b>		
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>131</b>	<b>78</b>	<b>421</b>	<b>472</b>	<b>401</b>	<b>439</b>	<b>333</b>	<b>423</b>	<b>336</b>	<b>462</b>	<b>158</b>		<b>3,654</b>	<b>2,693</b>	<b>35.7%</b>		
<b>PROGRAM ATTENDANCE</b>																	
Adult - General	1,412	780	530	806	568	1,876	2,863	1,429	1,225	1,564	222		13,275	17,308	-23.3%		
Computer Training	150	112	150	165	100	116	115	217	93	81	43		1,342	1,505	-10.8%		
Outreach	4,348	3,551	3,189	3,963	3,676	2,400	1,450	747	5,357	5,869	5,516		40,066	38,895	3.0%		
Kids	1,046	1,359	1,522	1,912	1,684	3,333	2,901	1,416	2,474	1,926	2,238		21,811	23,691	-7.9%		
Movies	3	17	27	5	5	366	69	64	272	474	22		1,324	1,493	-11.3%		
Books	58	189	35	145	283	118	69	13	15	68	0		993	1,172	-15.3%		
Art	29	72	127	106	31	49	75	88	62	206	27		872	715	22.0%		
Teens	49	46	93	10	80	68	51	40	5	0	0		442	1,149	-61.5%		
Music	0	0	0	0	0	595	150	601	0	0	0		1,346	130	935.4%		
<b>TOTAL ATTENDANCE</b>	<b>7,095</b>	<b>6,126</b>	<b>5,673</b>	<b>7,112</b>	<b>6,427</b>	<b>8,921</b>	<b>7,743</b>	<b>4,615</b>	<b>9,503</b>	<b>10,188</b>	<b>8,068</b>		<b>81,471</b>	<b>86,058</b>	<b>-5.3%</b>		
<b>GALLERY ATTENDANCE</b>	<b>1,771</b>	<b>1,426</b>	<b>1,880</b>	<b>2,437</b>	<b>1,680</b>	<b>3,912</b>	<b>3,398</b>	<b>2,261</b>	<b>1,460</b>	<b>1,298</b>	<b>1,965</b>		<b>23,488</b>	<b>23,025</b>	<b>2.0%</b>		

Topeka and Shawnee County Public Library  
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	2018												2017 YTD	Change 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>															
Adult Fiction	19,466	16,671	18,920	17,775	18,401	20,005	21,125	19,966	18,588	18,744	17,431		207,092	226,637	-8.6%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447	22,672	24,144	23,323	21,490	22,177	19,949		242,831	251,034	-3.3%
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711	36,762	37,801	31,343	31,778	31,961	27,791		340,450	365,709	-6.9%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487	10,372	10,419	8,302	9,938	10,302	8,940		105,066	106,656	-1.5%
Magazines	2,079	1,728	2,354	2,168	2,079	2,533	2,465	2,199	2,146	2,137	1,986		23,874	30,491	-21.7%
RC Print Materials	9,447	8,237	9,089	8,882	8,897	9,123	9,408	9,708	8,538	8,881	7,902		98,112	104,106	-5.8%
RC Realia	365	340	458	291	378	319	341	387	290	271	228		3,668	4,092	-10.4%
YA Print Materials	4,490	3,671	3,999	4,061	4,649	5,807	6,499	5,202	4,598	4,233	3,727		50,936	54,748	-7.0%
<b>PRINT CIRCULATION</b>	<b>96,227</b>	<b>85,186</b>	<b>96,931</b>	<b>95,385</b>	<b>94,049</b>	<b>107,593</b>	<b>112,202</b>	<b>100,430</b>	<b>97,366</b>	<b>98,706</b>	<b>87,954</b>		<b>1,072,029</b>	<b>1,143,473</b>	<b>-6.2%</b>
<b>Audio / Visual Material</b>															
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751	4,646	4,950	4,779	4,373	4,618	4,156		51,022	58,612	-12.9%
Adult Music	4,135	3,770	4,615	4,361	4,160	4,270	4,692	4,416	3,859	4,151	3,998		46,427	53,190	-12.7%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015	43,257	46,132	43,912	40,819	40,238	38,445		466,590	533,755	-12.6%
Juvenile Audiobooks	579	518	605	608	518	649	568	501	446	438	409		5,839	7,676	-23.9%
Juvenile Music	604	553	589	634	652	734	706	591	562	481	470		6,576	8,462	-22.3%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635	13,283	13,834	12,382	10,966	10,848	10,140		123,604	154,313	-19.9%
YA A/V	102	106	136	100	95	130	120	72	79	94	93		1,127	1,723	-34.6%
<b>A/V CIRCULATION</b>	<b>67,110</b>	<b>58,842</b>	<b>66,108</b>	<b>62,992</b>	<b>61,826</b>	<b>66,969</b>	<b>71,002</b>	<b>66,653</b>	<b>61,104</b>	<b>60,868</b>	<b>57,711</b>		<b>701,185</b>	<b>817,731</b>	<b>-14.3%</b>
<b>Adult Material</b>															
Adult Fiction	19,466	16,671	18,920	17,775	18,401	20,005	21,125	19,966	18,588	18,744	17,431		207,092	226,637	-8.6%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447	22,672	24,144	23,323	21,490	22,177	19,949		242,831	251,034	-3.3%
Magazines	2,079	1,728	2,354	2,168	2,079	2,533	2,465	2,199	2,146	2,137	1,986		23,874	30,491	-21.7%
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751	4,646	4,950	4,779	4,373	4,618	4,156		51,022	58,612	-12.9%
Adult Music	4,135	3,770	4,615	4,361	4,160	4,270	4,692	4,416	3,859	4,151	3,998		46,427	53,190	-12.7%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015	43,257	46,132	43,912	40,819	40,238	38,445		466,590	533,755	-12.6%
<b>ADULT CIRCULATION</b>	<b>99,384</b>	<b>87,122</b>	<b>97,834</b>	<b>92,852</b>	<b>91,853</b>	<b>97,383</b>	<b>103,508</b>	<b>98,595</b>	<b>91,275</b>	<b>92,065</b>	<b>85,965</b>		<b>1,037,836</b>	<b>1,153,719</b>	<b>-10.0%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711	36,762	37,801	31,343	31,778	31,961	27,791		340,450	365,709	-6.9%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487	10,372	10,419	8,302	9,938	10,302	8,940		105,066	106,656	-1.5%
Juvenile Audiobooks	579	518	605	608	518	649	568	501	446	438	409		5,839	7,676	-23.9%
Juvenile Music	604	553	589	634	652	734	706	591	562	481	470		6,576	8,462	-22.3%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635	13,283	13,834	12,382	10,966	10,848	10,140		123,604	154,313	-19.9%
<b>JUVENILE CIRCULATION</b>	<b>49,549</b>	<b>44,552</b>	<b>51,523</b>	<b>52,191</b>	<b>50,003</b>	<b>61,800</b>	<b>63,328</b>	<b>53,119</b>	<b>53,690</b>	<b>54,030</b>	<b>47,750</b>		<b>581,535</b>	<b>642,816</b>	<b>-9.5%</b>
<b>Red Carpet Material</b>															
RC Print Materials	9,447	8,237	9,089	8,882	8,897	9,123	9,408	9,708	8,538	8,881	7,902		98,112	104,106	-5.8%
RC Realia	365	340	458	291	378	319	341	387	290	271	228		3,668	4,092	-10.4%
<b>RED CARPET CIRCULATION</b>	<b>9,812</b>	<b>8,577</b>	<b>9,547</b>	<b>9,173</b>	<b>9,275</b>	<b>9,442</b>	<b>9,749</b>	<b>10,095</b>	<b>8,828</b>	<b>9,152</b>	<b>8,130</b>		<b>101,780</b>	<b>108,198</b>	<b>-5.9%</b>
<b>Young Adult Material</b>															
YA Print Materials	4,490	3,671	3,999	4,061	4,649	5,807	6,499	5,202	4,598	4,233	3,727		50,936	54,748	-7.0%
YA A/V	102	106	136	100	95	130	120	72	79	94	93		1,127	1,723	-34.6%
<b>YOUNG ADULT CIRCULATION</b>	<b>4,592</b>	<b>3,777</b>	<b>4,135</b>	<b>4,161</b>	<b>4,744</b>	<b>5,937</b>	<b>6,619</b>	<b>5,274</b>	<b>4,677</b>	<b>4,327</b>	<b>3,820</b>		<b>52,063</b>	<b>56,471</b>	<b>-7.8%</b>
Overdrive	24,441	22,608	24,606	24,218	24,519	25,432	27,648	27,994	26,122	26,337	25,267		279,192	232,404	20.1%
Hoopla	9,760	9,088	10,021	9,995	10,101	10,018	9,601	9,504	8,773	9,289	8,850		105,000	86,385	21.5%
Flipster	1,535	1,454	1,543	1,602	1,595	1,486	1,542	1,406	1,406	1,851	1,512		16,932	15,268	10.9%
<b>DIGITAL DOWNLOADS</b>	<b>35,736</b>	<b>33,150</b>	<b>36,170</b>	<b>35,815</b>	<b>36,215</b>	<b>36,936</b>	<b>38,791</b>	<b>38,904</b>	<b>36,301</b>	<b>37,477</b>	<b>35,629</b>		<b>401,124</b>	<b>334,057</b>	<b>20.1%</b>

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2018

	2018											2018	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Value Calculator</b>													
<b>Circulation</b>													
Books (\$17)	\$1,600,516	\$1,418,786	\$1,607,809	\$1,584,689	\$1,563,490	\$1,786,020	\$1,865,529	\$1,669,927	\$1,618,740	\$1,641,673	\$1,461,456		\$17,818,635
Magazines (\$5)	\$10,395	\$8,640	\$11,770	\$10,840	\$10,395	\$12,665	\$12,325	\$10,995	\$10,730	\$10,685	\$9,930		\$119,370
Audiobooks (\$10)	\$53,940	\$47,940	\$56,350	\$52,360	\$52,690	\$52,950	\$55,180	\$52,800	\$48,190	\$50,560	\$45,650		\$568,610
DVD, Games, Music (\$4)	\$246,864	\$216,192	\$241,892	\$231,024	\$226,228	\$246,696	\$261,936	\$245,492	\$225,140	\$223,248	\$212,584		\$2,577,296
Reference Questions (\$7)	\$124,082	\$109,256	\$129,493	\$116,501	\$118,965	\$132,363	\$134,582	\$133,882	\$110,894	\$121,534	\$105,847		\$1,337,399
Programming (\$10)	\$70,950	\$61,260	\$56,730	\$71,120	\$64,270	\$89,210	\$77,430	\$46,150	\$95,030	\$101,880	\$80,680		\$814,710
Meeting Room Use	\$42,795	\$50,545	\$58,395	\$53,009	\$36,135	\$28,640	\$30,130	\$38,424	\$41,480	\$51,710	\$32,560		\$463,823
Gallery Attendance (\$10)	\$17,710	\$14,260	\$18,800	\$24,370	\$16,800	\$39,120	\$33,980	\$22,610	\$14,600	\$12,980	\$19,650		\$234,880
Computer Use (\$12 /hr)	\$162,872	\$158,844	\$194,885	\$176,605	\$187,559	\$223,193	\$235,608	\$222,160	\$190,581	\$187,418	\$157,927		\$2,097,652
ILL Borrowed (\$25)	\$9,850	\$7,700	\$8,775	\$8,850	\$8,200	\$8,000	\$8,500	\$10,300	\$7,750	\$9,300	\$8,975		\$96,200
<b>TOTAL VALUE</b>	<b>\$2,339,974</b>	<b>\$2,093,423</b>	<b>\$2,384,899</b>	<b>\$2,329,368</b>	<b>\$2,284,732</b>	<b>\$2,618,857</b>	<b>\$2,715,200</b>	<b>\$2,452,740</b>	<b>\$2,363,135</b>	<b>\$2,410,988</b>	<b>\$2,135,259</b>		<b>\$26,128,575</b>



## Recovery through November 2018

### Cumulative Recovery: *Topeka & Shawnee County Public Library*

	Regular Balance	Small Balance	Total
<b>Accounts Submitted:</b>	<b>36,204</b>	<b>25,771</b>	<b>61,975</b>
<b>Dollars Submitted:</b>	<b>\$1,798,017.41</b>	<b>\$478,211.61</b>	<b>\$2,276,229.02</b>
Cash Recovery:	\$597,312.55	\$264,200.43	\$861,512.98
Material Recovery:	\$524,549.10	\$66,343.74	\$590,892.84
Waives:	<u>\$181,075.11</u>	<u>\$28,037.93</u>	<u>\$209,113.04</u>
<b>Recovery Total:</b>	<b>\$1,302,936.76</b>	<b>\$358,582.10</b>	<b>\$1,661,518.86</b>
 <b>Total Invoice Amount:</b>	 <b>\$310,738.18</b>	 <b>\$83,440.50</b>	 <b>\$394,178.68</b>
 <b>Total ROI:</b>	 <b>4:1</b>	 <b>4:1</b>	 <b>4:1</b>
<b>Asset ROI:</b>	<b>4:1</b>	<b>4:1</b>	<b>4:1</b>

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





## Monthly Recovery Statistics:

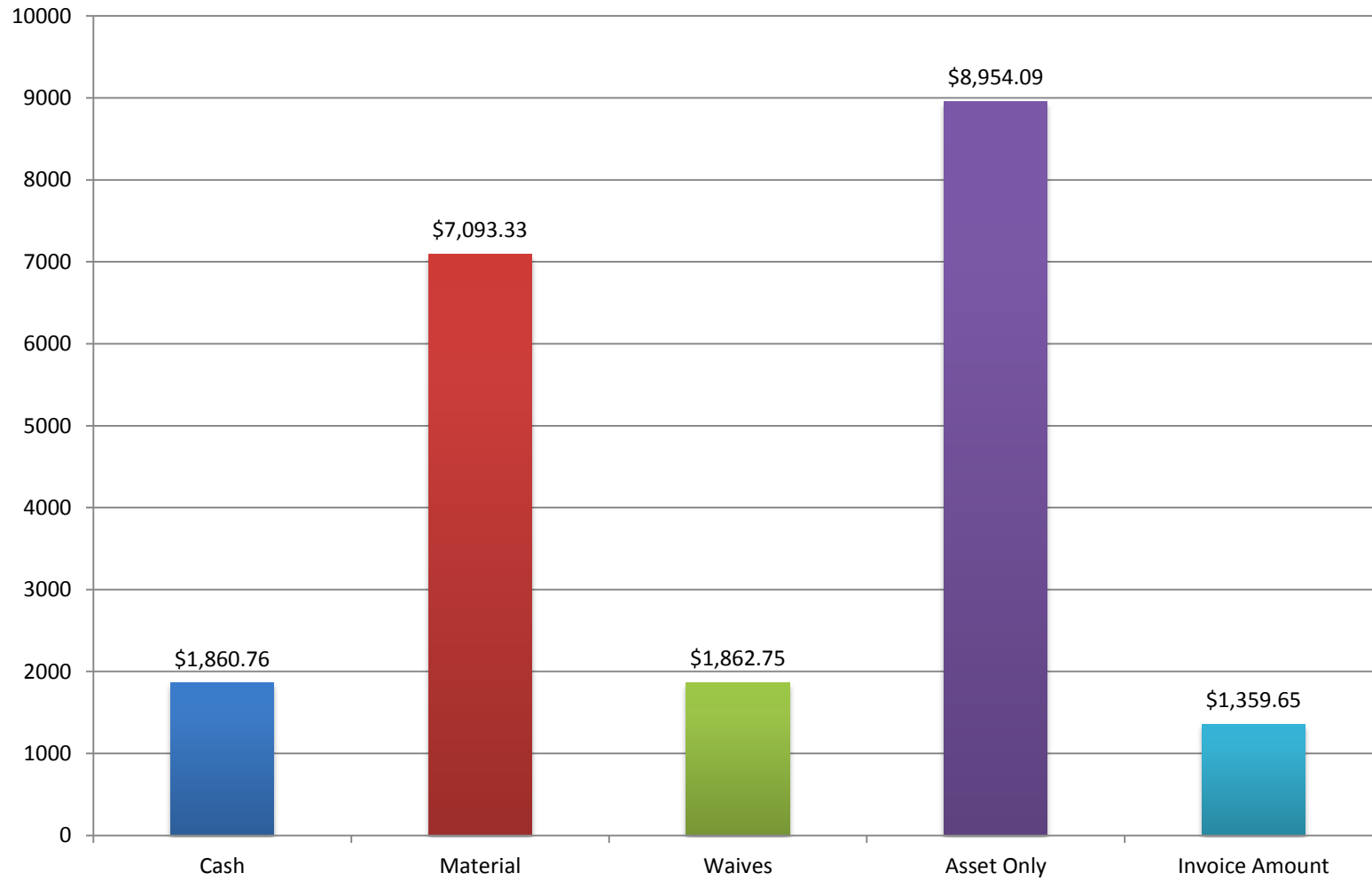
12/2017 Through 11/2018

*Regular Balance Accounts*

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
November-18	\$1,641.54	\$5,442.59	\$542.87	\$7,627.00	<b>\$7,084.13</b>	\$1,476.75
October-18	\$1,580.57	\$5,749.71	\$360.45	\$7,690.73	<b>\$7,330.28</b>	\$1,226.15
September-18	\$1,443.05	\$3,028.43	\$282.83	\$4,754.31	<b>\$4,471.48</b>	\$1,208.25
August-18	\$1,791.12	\$3,529.79	\$294.02	\$5,614.93	<b>\$5,320.91</b>	\$1,521.50
July-18	\$1,551.60	\$6,370.68	\$1,837.37	\$9,759.65	<b>\$7,922.28</b>	\$1,091.90
June-18	\$1,506.36	\$5,836.06	\$1,508.24	\$8,850.66	<b>\$7,342.42</b>	\$1,181.40
May-18	\$2,065.19	\$7,770.11	\$2,435.86	\$12,271.16	<b>\$9,835.30</b>	\$1,530.45
April-18	\$2,310.23	\$4,164.81	\$1,247.81	\$7,722.85	<b>\$6,475.04</b>	\$1,333.55
March-18	\$2,744.70	\$8,283.96	\$2,029.53	\$13,058.19	<b>\$11,028.66</b>	\$1,369.35
February-18	\$2,180.73	\$4,801.63	\$1,895.66	\$8,878.02	<b>\$6,982.36</b>	\$984.50
January-18	\$1,568.83	\$13,851.22	\$4,388.37	\$19,808.42	<b>\$15,420.05</b>	\$1,969.00
December-17	\$1,945.19	\$16,291.02	\$5,530.01	\$23,766.22	<b>\$18,236.21</b>	\$1,423.05

Total	\$22,329.11	\$85,120.01	\$22,353.02	\$129,802.14	<b>\$107,449.12</b>	\$16,315.85
Average	\$1,860.76	\$7,093.33	\$1,862.75	\$10,816.85	<b>\$8,954.09</b>	\$1,359.65
					<b>Asset ROI: \$7:\$1</b>	

## Average Monthly Regular Balance Recovery and Cost





## Monthly Recovery Statistics:

12/2017 Through 11/2018

*Small Balance Accounts*

Month	Cash	Material	Waives	Total	Assets Only Invoice Amount	
November-18	\$1,053.24	\$630.11	\$95.07	\$1,778.42	<b>\$1,683.35</b>	\$472.00
October-18	\$1,468.89	\$746.88	\$147.50	\$2,363.27	<b>\$2,215.77</b>	\$501.50
September-18	\$1,258.48	\$656.52	\$106.37	\$2,021.37	<b>\$1,915.00</b>	\$489.70
August-18	\$1,402.38	\$651.05	\$43.78	\$2,097.21	<b>\$2,053.43</b>	\$545.75
July-18	\$1,841.85	\$1,803.36	\$407.86	\$4,053.07	<b>\$3,645.21</b>	\$374.65
June-18	\$1,645.88	\$805.20	\$488.39	\$2,939.47	<b>\$2,451.08</b>	\$395.30
May-18	\$1,020.87	\$1,400.39	\$879.26	\$3,300.52	<b>\$2,421.26</b>	\$525.10
April-18	\$1,433.67	\$1,152.57	\$398.98	\$2,985.22	<b>\$2,586.24</b>	\$424.80
March-18	\$2,368.18	\$1,707.83	\$478.58	\$4,554.59	<b>\$4,076.01</b>	\$433.65
February-18	\$1,730.03	\$1,377.75	\$702.47	\$3,810.25	<b>\$3,107.78</b>	\$359.90
January-18	\$1,734.73	\$2,117.08	\$1,121.59	\$4,973.40	<b>\$3,851.81</b>	\$705.05
December-17	\$1,322.30	\$1,353.56	\$982.43	\$3,658.29	<b>\$2,675.86</b>	\$480.85

Total	\$18,280.50	\$14,402.30	\$5,852.28	\$38,535.08	<b>\$32,682.80</b>	\$5,708.25
Average	\$1,523.38	\$1,200.19	\$487.69	\$3,211.26	<b>\$2,723.57</b>	\$475.69
					<b>Asset ROI: \$6 to \$1</b>	

## Average Monthly Small Balance Recovery and Cost

