



Agenda
Board of Trustees meeting
Thursday, June 14, 2018– 4:00 p.m.
Menninger Room 206

Call to Order

Public Comment

Introduction of New Trustee

Oath of Office

Approval of May 17, 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 – Marilyn Ward, Board Vice-Chair

Board Chair Report – Kerry Onstott Storey

Chief Executive Officer – Gina Millsap

- Reorganization and Staffing Changes
- Community Impact Goals - Update
- Facilities Master Plan update – Thad Hartman, Community and Strategic Services Manager

New Business

- Flooring - Discussion
- Permission to Amend Policies to Incorporate New Mission and Strategic Plan and Job Title Changes – **Action Item**
- Chief Executive Officer Evaluation and Timeline – Jesse Maddox, Human Resources Director - Discussion

Trustee Comments

- New Trustees remarks and feedback

Adjournment

Next Meeting

July 19, 2018 4:00 pm
Menninger Room 206

Board Budget Work Sessions:

Monday, July 9, 2018, 12:00PM – 3:00PM, Hughes Room 205

Subject to change without notice



Minutes
Board of Trustees Meeting
Ma7 17, 2018
Menninger Room 206

Board Members Present

Kerry Onstott Storey (chair), Jim Edwards (treasurer), David Monical, Shawn Leisinger, Kacy Simonsen, Jennifer Miller via telephone

Board Members Absent

Liz Post (vice-chair), Beth Dobler (secretary), Julie Swift, Kristen Brunkow O'Shea

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, May 17, 2018 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:01PM by the Chair, Kerry Onstott Storey.

Appointment of Secretary Pro Tem

David Monical was appointed Secretary Pro Tem.

Public Comment

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

Oath of Office

Executive Assistant to the CEO Ted Yungclas, a Notary Public, administered the oath to support the Constitution of the United States and the Constitution of the State of Kansas and faithfully discharge the duties of Trustee, Topeka and Shawnee County Public Library, to newly appointed Trustees Shawn Leisinger and Kacy Simonsen.

Recognition of Service of Retiring Trustee

On a motion by David Monical, seconded by Jim Edwards, it resolved that the Topeka and Shawnee County Public Library Board of Trustees express its deepest thanks and appreciation for the leadership, advocacy, stewardship and hard work of Melissa Masoner who served as a Trustee from 2007 – 2018.

During her service Melissa was a member of the Government Relations Committee which she chaired (2008), the Finance and Audit Committee, the bylaws committee, the Ad Hoc Committee/Advocacy Committee which she chaired (2012), the Building and Grounds Committee, and the Nominating Committee. She served as board secretary (2011 and 2012 and again 2015 and 2016).

Motion passed unanimously.

Melissa Masoner was present as the resolution was read and made remarks following passage of the resolutions. She thanked the group for the opportunity to serve and expressed appreciation for her successor, Kristen Brunkow O'Shea.

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, approve the bid of \$20,448.04 by Adorama Inc. of New York, NY for the purchase of 10 iMac computers, 1 Mac Mini computer, and 3-year warranty. This expenditure is included in the approved 2018 budget and shall be paid from the General Fund, Digital Services Support line item. Discussion included clarification of the use of these computers. Motion passed unanimously.

On a motion by Kacy Simonsen, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorize the solicitation for bids to upgrade the Library's access control system. Upgrade cost is estimated to be less than \$50,000 and will be paid from the General Fund. Discussion included conversation about the system being at the end of its life. Motion passed unanimously.

On a motion by Jim Edwards, seconded by David Monical, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees remember and honor David Leamon, who served as Library Executive Director from 1992-2005, by expressing its deepest thanks and appreciation for his leadership and vision.

During his tenure in Topeka, David Leamon was instrumental in assisting the Board with the 1992 referendum passed by Shawnee County and Topeka voters to combine city/county support for the library. David worked closely with the Board and the community in seeking a \$23 million bond issue for the purpose of expanding and remodeling the library at the corner of 10th Avenue and Washburn. The new building, designed by renowned architect, Michael Graves, tripled the size of the library to 178,000 square feet and included a full-service café and gallery.

David was an advocate for creating “artscapes” including the Jerald Jacquard modern sculpture on the west side of the library, the Chandler Library Pavilion south of the library, and the Aaron Douglas Celebration Mural at 12th and Lane streets. His leadership of the Topeka and Shawnee County Public Library made the library a destination for the community as well as a point of interest for tourists.

David had a long and distinguished career in public libraries starting at the Mid-Continent Public Library in Independence, Missouri. His career path included leadership roles at the Cuyahoga County Public Library in Cleveland, Ohio, the Tulsa City-County Public Library in Oklahoma, the Seattle Public Library in Washington, the Jackson District Library in Michigan, the San Antonio Public Library in Texas and the Topeka and Shawnee County Public Library.

He was a graduate of Central Missouri State University and Case Western Reserve University, where he earned a Master of Library Science degree specializing in Library Administration, a Bachelor of Science in Education with a major in English, and a Bachelor of Arts degree in Art. David Leamon was a champion for public libraries and the arts and his contributions to the profession, this library, and this community will not be forgotten. There was no discussion. The motion passed unanimously.

Approval of Minutes

On a motion by Jim Edwards, seconded by David Monical, the April 26, 2018 Board of Trustees meeting minutes were approved as presented. Motion carried.

Chief Financial Officer

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

Approval of the Treasurer's Report

Board Treasurer 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 April 2018 financial report was accepted. Motion carried.

Employee Insurance Planning Updates

Human Resources Director Jesse Maddox reported on recent conversations with Blue Cross Blue Shield Group Consultant Jeremy Ignoto regarding adjustments to employee insurance rates for next year.

Friends of the Library Report

Friends of the Library President Sherryl Longhofer gave the Friend's report. There were no questions for Sherryl.

The Library Foundation Report

Foundation Board Chair Judi Stork gave The Library Foundation report. She distributed materials pertaining to upcoming events, the Paving the Way Campaign, and The Difference You Make booklet. There were no questions for Judi.

Board Chair Report

Kerry Onstott Storey reported that because the last board meeting was only three weeks ago no formal Executive Committee meeting was held in May. The meeting minutes from April were reviewed and the agenda for May was developed by e-mail. There were no questions for Kerry.

Chief Executive Officer

Chief Executive Officer Gina Millsap provided additional information regarding the Dolly Parton's Imagination Library initiative. We continue looking for more opportunities to sign up more children.

Gina reviewed recent activity with the Momentum 2022 initiative and provided background for the benefit of the new Trustees.

She also provided an update and background on the Community Broadband Task Force recent meeting with JEDO and the task force's next steps.

There were questions and discussion about the Net Neutrality issue.

Thad Hartman, Community Services Manager, provided updates for the 2018 Facility Master Plan projects and showed slides relating to the Claire's Courtyard project. The formal groundbreaking ceremony will be next week, May 24, 2018 at 10:00 AM. There were no questions for Thad.

New Business continued

Public Service Manager Stephanie Hall made a presentation about Summer Learning at the Library. The programming has been extended to twelve weeks this year beginning May 28 and finishing August 19. There are over 300 events planned with learning "sneaked in" to combat the summer slide using STREAM (Science, Technology, Reading, Engineering, Arts and Mathematics) strategies.

Diana Friend, Director of Communications and Marketing, discussed marketing strategies being utilized to promote the Summer Learning program. Information will be sent to the Trustees about the Summer Learning program in a format that can be forwarded to others.

Adjournment

On a motion by David Monical, seconded by Jim Edwards, the meeting was adjourned at 4:55PM. The motion passed unanimously.

David Monical, Secretary Pro Tem

Revenue/Expense/Balance by Fund Report – Page 2

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending completion and acceptance of the custom built AdventureMobile expected no later than late August. The issuance of a purchase order to Senne Company for the construction of Claire's Courtyard is also attributable to the negative fund balance.

The Children's Art Show Fund is also temporarily negative due to pending billings and reimbursements by the Library Foundation

General Fund – Pages 3 through 5

With 41% of the budget year completed, 52% of the budgeted revenue has been received and 43% of the approved budget has been expended/encumbered. This compares to 2017 in which 52% of the budgeted revenue had been received and 45% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 41% of the budget year completed, 55% of the budgeted revenue has been received and 36% of the approved budget has been expended/encumbered. This compares to 2017 in which 49% of the budgeted revenue had been received and 42% 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 \$1,825,181.

State Aid Fund – Page 6

This annual distribution from the State Library must be spent or encumbered in the year in which it is received. The budget included its use for furniture and equipment for the Living Room area of the library. This use of funds is consistent with the philosophy of past years to use the money for one-time projects. Since it's a depleting and somewhat unstable revenue source, it is not relied upon for any ongoing expenditure.

Debt Service Fund-Bond & Interest – Page 7

Revenues collected to-date are 53% compared with 52% at this point in time in 2017.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	(8) replacement office chairs for staff	\$5,680.42	Designed Business Interiors
Approved operating budget	Recruiter services for Chief of Staff position	\$16,800.00	Bradbury Miller Associates
Request for Proposal; Board resolution approved bid award on 4/26/18; from Library Foundation funds	Claire's Courtyard – construction of exterior patio space, a pavilion space and an amphitheater	\$1,019,972.00	Senne & Co. Inc.
Approved operating budget (General Fund – Contracted Professional) (professional services are exempt from the Purchasing Policy although a request for proposal letter was distributed and two local architectural firms were interviewed prior to creation of the Facilities Master Plan)	Architectural services for replacement flooring in the circulation plaza and rotunda	\$7,500.00	Tevis Architectural Group
Approved operating budget	Workers' compensation insurance – additional premium due	\$7,010.00	Peoples/Commercial Insurance
Approved operating budget (RFP issued; low bid selected; Board approved 5/17/18)	(10) iMac computers, (1) Mac mini computer	\$20,448.04	Adorama
Approved operating budget	Annual aquarium maintenance/monitoring service	\$5,919.96	Johannes, Loren
Approved operating budget	Annual intra-library courier services	\$6,687.00	Mid-America Library Alliance

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual software renewal and support for VMware	\$5,148.00	Black Diamond Solutions, Inc.
Approved operating budget	Annual subscription and support agreement for integrated library system Polaris	\$64,469.28	Innovative Interfaces, Inc.
Library Materials	Summer learning giveaway books	\$5,999.82	Scholastic Inc.
Library Materials	Hoopla online	\$20,447.05	Midwest Tape LLC
Library Materials	Adult blu-rays & DVDs	\$5,890.00	Midwest Tape LLC

Other Items:

- The certificate of deposit investment of General and Employee Benefit funds with a local financial institution (as a result of a competitive bid in February) will mature on June 15th. The resolution approved by the Board allows me to renew all or part of this investment via written instruction and acceptable rates. One of the larger tax distributions of the year was received on June 5th and is currently in the Municipal Investment Pool. I will be reviewing all of these funds before making decisions, but some reinvestment is expected.
- A Board resolution was approved on 5/17/18 to solicit bids for the Library's access control system upgrade. The project specifications are in the final review and the request for proposal is expected to be posted to the Library's website within a week.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Monday, June 11th, noon to 3 pm in the Hughes Room 205; lunch served
 - Monday, July 9th, noon to 3 pm in the Hughes Room 205; lunch served

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

5/31/18

	<u>Balance 01/01/18</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 5/31/2018</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,661,865.06	\$ 6,392,558.39	\$ 5,195,199.12	\$ 5,859,224.33
Employee Benefits	751,843.68	2,121,917.23	1,376,354.99	\$ 1,497,405.92
Capital Improvement	1,959,190.83	9,584.22	5,940.00	\$ 1,962,835.05
Bond & Interest	808,663.92	871,372.93	51,125.00	\$ 1,628,911.85
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	0.00	50,002.19	0.77	\$ 50,001.42
Federal, State & Local Grants	19.03	1,200.00	1,200.00	\$ 19.03
Other Special Revenue	622,425.67	9,346.36	238,670.79	\$ 393,101.24
Permanent Funds	206,531.96	24,250.98	-	\$ 230,782.94
Totals	<u>\$ 9,010,540.15</u>	<u>\$ 9,480,232.30</u>	<u>\$ 6,868,490.67</u>	<u>\$ 11,622,281.78</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 834,781.99
Restricted Funds-CoreFirst Bank-Checking	396,656.30
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,969,075.05
Cash on Hand	2,652.00
Petty Cash	439.90
Endowment Securities	230,782.94
Municipal Investment Pool - Overnight	567,683.62
Municipal Investment Pool - 30-day Fixed	1,852,195.75
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	900,000.00
	<u>\$ 11,754,267.55</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	3,760.71
Less Payroll Deduction and Employer Benefit Liabilities	14,175.41
Less Outstanding Checks	114,049.65
	<u>\$ 11,622,281.78</u>

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

	01/01/18 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	5/31/2018 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,661,865.06	\$ 6,392,558.39	\$ 198,325.80	\$ 4,996,873.32	\$ 5,859,224.33	\$ 1,185,358.61	\$ 4,673,865.72
Employee Benefit Fund	751,843.68	2,121,917.23	1,076.78	1,375,278.21	1,497,405.92	35,661.23	1,461,744.69
Capital Improvement Fund	1,959,190.83	9,584.22	5,940.00	-	1,962,835.05	137,654.00	1,825,181.05
Bond & Interest Fund	808,663.92	871,372.93	-	51,125.00	1,628,911.85	-	1,628,911.85
Non Major Governmental Funds							
State Aid Fund	0.00	50,002.19		0.77	50,001.42	-	50,001.42
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,200.00	-	1,200.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs		1.49		-	1.49	-	1.49
Art Collection	10,532.67	2.33		-	10,535.00	-	10,535.00
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	-	-		468.76	(468.76)	522.91	(991.67)
Cooking Neighborhood	-				-		-
French Gift - Library Materials	3,136.31	0.56	30.21	1,123.02	1,983.64	132.64	1,851.00
Friends	177,808.90	29.77	2,148.60	53,887.98	121,802.09	31,311.60	90,490.49
Fun Committee	1,568.90	383.52	-	-	1,952.42	-	1,952.42
Gallery Competitions/Exhibits	36,921.44	8.05	-	900.00	36,029.49	101.37	35,928.12
Gifts/Memorials (Undesignated)	258,320.84	7,552.61	148,162.96	16,921.47	100,789.02	1,196,387.89	(1,095,598.87)
Hathaway Trust - Library Materials	12,009.44	1,306.33	352.43	3,622.08	9,341.26	739.20	8,602.06
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	92,236.64	55.83	-	7,911.05	84,381.42	489.34	83,892.08
Lingo	-				-		-
NEH Expendable	1,408.42	0.31	-	-	1,408.73	-	1,408.73
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-			457.20	-	457.20
Red Carpet	6,488.48	1.41	75.27	192.12	6,222.50	157.88	6,064.62
Special Collections	5,666.81	1.25	-	-	5,668.06	-	5,668.06
Talking Books	-				-		-
Torluecke Landscaping	35.94	-			35.94	-	35.94
Wedding Neighborhood	-				-		-
Workshops	2,164.06	0.48			2,164.54		2,164.54
Youth Services	13,034.49	2.42	133.30	2,741.54	10,162.07	339.10	9,822.97
<i>Permanent Funds</i>							
Mertz Trust	206,531.96	24,250.98	-	-	230,782.94	-	230,782.94
TOTALS	\$ 9,010,540.15	\$ 9,480,232.30	\$ 356,245.35	\$ 6,512,245.32	\$ 11,622,281.78	\$ 2,588,855.77	\$ 9,033,426.01

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

5/31/18

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 5/31/2018</u> 41% of year
Ad Valorem Property Tax	\$ 10,513,795.00	\$ 6,030,380.10	\$ (4,483,414.90)	57%
Revitalization Rebates	(139,664.00)	(70,545.91)	\$ 69,118.09	51%
Back Tax	-	71,649.46	\$ 71,649.46	N/A
Motor Vehicle Tax	1,484,403.00	155,292.35	\$ (1,329,110.65)	10%
Recreational Vehicle Tax	12,739.00	1,069.16	\$ (11,669.84)	8%
16/20 M Vehicle Tax	5,837.00	4,355.41	\$ (1,481.59)	75%
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	38,562.54	\$ (8,066.46)	83%
E-Rate Reimbursement	70,235.00	-	\$ (70,235.00)	0%
Miscellaneous Revenue	3,000.00	7,327.70	\$ 4,327.70	244%
Miscellaneous Revenue - Recyclg	-	50.40	\$ 50.40	N/A
Salary Refunds-Foundation	94,125.00	40,589.74	\$ (53,535.26)	43%
Salary Refunds-Friends	43,630.00	19,403.91	\$ (24,226.09)	44%
Salary Refunds-Shawnee Cty	-	9,063.40	\$ 9,063.40	N/A
Vending Machines	4,000.00	1,739.70	\$ (2,260.30)	43%
Pay to Sam	-	473.11	\$ 473.11	N/A
Overdue Fees*	157,000.00	59,286.45	\$ (97,713.55)	38%
Debt Collect	-	2,067.28	\$ 2,067.28	N/A
ILL Fees	600.00	82.75	\$ (517.25)	14%
Mailing Fees	60.00	92.54	\$ 32.54	154%
Non Resident Card Fee	510.00	510.00	\$ -	100%
Obituary Fees	500.00	445.00	\$ (55.00)	89%
Meeting Room Charges	5,500.00	2,095.00	\$ (3,405.00)	38%
Monday Market Fees	500.00	66.00	\$ (434.00)	13%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	13,200.00	17,958.06	\$ 4,758.06	136%
Library Treasurer's Balance	3,349,699.00	-	-	N/A
TOTALS	<u>\$ 15,684,092.00</u>	<u>\$ 6,392,558.39</u>	<u>\$ (5,941,834.61)</u>	52%

* 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**

5/31/18

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u> 41% of year
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 2,707.65		\$ 3,692.35	42%
Salaries-Facilities	644,257.00	238,163.69		406,093.31	37%
Salaries-Overtime	10,000.00	4,195.07		5,804.93	42%
Salaries-Security	308,808.00	121,549.01		187,258.99	39%
Salaries-Shelvers	196,203.00	50,172.40		146,030.60	26%
Salaries-Staff	7,255,554.00	2,888,979.39		4,366,574.61	40%
Conferences	132,800.00	44,884.48	17,065.93	70,849.59	47%
Staff Development & Training	34,000.00	9,162.05	592.00	24,245.95	29%
Mileage	9,990.00	3,371.21	5,385.64	1,233.15	88%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	620.18	118.67	1,261.15	37%
Materials-Periodicals	38,000.00	1,772.96	1,756.49	34,470.55	9%
Materials-Print/Non-Print <1 YR	479,400.00	171,472.34	3,642.39	304,285.27	37%
Materials-Print/Non-Print	1,267,530.00	509,865.88	87,146.00	670,518.12	47%
OPERATIONS:					
Art Purchases	5,000.00	-		5,000.00	0%
Cataloging and ILL Services	75,500.00	25,019.81	59,980.19	(9,500.00)	113%
Contracted-Digital Services	351,560.00	156,350.23	56,242.62	138,967.15	60%
Contracted-Facilities	255,000.00	152,472.67	48,364.68	54,162.65	79%
Contracted-Equipment	51,500.00	14,219.44	31,224.66	6,055.90	88%
Contracted-Professional	279,800.00	85,478.89	137,478.01	56,843.10	80%
Contracted-E-Rate Services	6,325.00	-	-	6,325.00	0%
Digital Services Support	244,900.00	111,738.77	26,941.70	106,219.53	57%
Furniture/Equipment	117,000.00	5,097.75	-	111,902.25	4%
Insurance	53,300.00	24,713.00	27,414.00	1,173.00	98%
Marketing & Communication	40,000.00	12,342.07	5,314.25	22,343.68	44%
Memberships/Dues	23,625.00	4,597.20	204.00	18,823.80	20%
Miscellaneous	5,000.00	948.84	750.73	3,300.43	34%
Payments to Other Libraries	100,123.00	-	-	100,123.00	0%
Postage/Shipping	108,000.00	56,923.87	1,501.71	49,574.42	54%
Printing	106,600.00	29,394.72	50,280.87	26,924.41	75%
Programming	30,000.00	7,108.84	2,452.70	20,438.46	32%
Special Events	-	-	132.23	(132.23)	0%
Special Projects	1,100,000.00	-	50,000.00	1,050,000.00	5%
Supplies-Facilities	76,200.00	32,185.73	26,207.19	17,807.08	77%
Supplies-Office/Library	75,600.00	21,464.04	15,132.89	39,003.07	48%
Supplies-Processing	40,000.00	34,588.32	1,943.19	3,468.49	91%
Telecommunications	85,617.00	26,456.86	53,199.14	5,961.00	93%
Utilities-Electric	350,000.00	96,813.80	251,247.42	1,938.78	99%
Utilities-Gas	65,000.00	22,160.36	18,737.28	24,102.36	63%
Utilities-Water/Sewage	35,000.00	8,078.92	19,101.08	7,820.00	78%
Vehicle-Gas	36,000.00	10,434.69	-	25,565.31	29%
Vehicle-Repair	32,500.00	11,445.18	24,663.42	(3,608.60)	111%
Contingency/Fund Balance	1,550,000.00	-	-	-	0%
Cash Long/Short	-	(76.99)	-	76.99	N/A
TOTALS	\$ 15,684,092.00	\$ 4,996,873.32	\$ 1,024,221.08	\$ 8,112,997.60	43%

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

5/31/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 3,349,699.00	\$ 4,289,983.53	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,513,795.00	6,030,380.10	57%
Revitalization Rebates	(139,664.00)	(70,545.91)	51%
Back Tax	-	71,649.46	N/A
Motor Vehicle Tax	1,484,403.00	155,292.35	10%
Recreational Vehicle Tax	12,739.00	1,069.16	8%
16/20M Vehicle Tax	5,837.00	4,355.41	75%
In Lieu of Tax	10,122.00	544.24	5%
Watercraft Special Tax	7,672.00	-	0%
Commercial Vehicle Fees	46,629.00	38,562.54	83%
E-Rate Reimbursement	70,235.00	-	0%
Fees and Charges	171,670.00	74,185.53	43%
Reimbursements	137,755.00	69,107.45	50%
Interest on Idle Funds	13,200.00	17,958.06	136%
	<u>\$ 12,334,393.00</u>	<u>\$ 6,392,558.39</u>	52%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,421,222.00	3,305,767.21	39%
Other Staff Support Costs	176,790.00	80,461.31	46%
Library Collections	1,786,930.00	776,394.91	43%
Contracted Services	1,019,685.00	766,831.20	75%
Digital Services Support	244,900.00	138,680.47	57%
Furniture/Equipment/Art	122,000.00	5,097.75	4%
Payments to Other Libraries	100,123.00	-	0%
Special Projects	1,100,000.00	50,132.23	5%
Utilities & Telecommunications	535,617.00	495,794.86	93%
Vehicles	68,500.00	46,543.29	68%
Other Operating Expenditures	558,325.00	355,391.17	64%
Cash Basis Reserve	1,550,000.00	-	0%
	<u>\$ 15,684,092.00</u>	<u>\$ 6,021,094.40</u>	43%
Prior Year Canceled Purchase Orders		<u>\$ 12,418.20</u>	
Unencumbered Balance 5/31/18	\$ -	<u><u>\$ 4,673,865.72</u></u>	

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

5/31/18

EMPLOYEE BENEFITS

	2018 Budget	Year To Date	%
Balance 01/01/18	\$ 505,653.00	\$ 750,732.34	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,580,993.00	\$ 2,053,813.67	57%
Revitalization Rebates	(47,569.00)	(23,602.60)	50%
Back Tax	-	13,021.75	0%
Motor Vehicle Tax	186,260.00	23,728.33	13%
Recreational Vehicle Tax	1,598.00	154.48	10%
16/20M Vehicle Tax	732.00	1,034.95	141%
In Lieu of Tax	2,800.00	185.36	7%
Watercraft Special Tax*	963.00	-	0%
Commercial Vehicle Fees	5,851.00	5,476.05	94%
Refund-Fringe Benefits-Foundation	35,999.00	12,372.67	34%
Refund-Fringe Benefits-Friends	27,701.00	10,473.37	38%
Refund-Fringe Benefits-Shawnee Cty	-	6,567.61	0%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	577.59	0%
Retiree Payments BC/BS	43,347.00	13,205.27	30%
Interest on Idle Funds	2,000.00	4,908.73	245%
	\$ 3,840,675.00	\$ 2,121,917.23	55%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,886.00	\$ 6,460.68	94%
Cafeteria Plan Administration Fees	3,865.00	3,377.00	87%
Social Security/Medicare	644,212.00	235,734.37	37%
Ks Public Employees Retirement Sys	758,224.00	300,120.83	40%
Worker's Compensation	73,200.00	68,209.00	93%
Unemployment Tax	8,421.00	3,830.26	45%
Health/Dental Insurance	2,451,520.00	793,207.30	32%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 4,346,328.00	\$ 1,410,939.44	36%
Prior Year Canceled Purchase Orders		\$ 34.56	
Unencumbered Balance 5/31/18	\$ -	\$ 1,461,744.69	

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

CAPITAL IMPROVEMENT

Balance 01/01/18	\$ 1,951,990.83
<u>Revenue:</u>	
Interest received	9,584.22
	\$ 9,584.22
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	136,394.00
	136,394.00
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 5/31/18	\$ 1,825,181.05

STATE AID

Balance 01/01/18	\$ -	\$ -
<u>Revenue:</u>		
State Aid	55,000.00	50,002.19
	\$ 55,000.00	\$ 50,002.19
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	55,000.00	0.77
	\$ 55,000.00	\$ 0.77
Unencumbered Balance 5/31/18		\$ 50,001.42

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

5/31/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 763,691.00	\$ 808,663.92	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,467,546.00	841,801.43	57%
Revitalization Rebates	(19,495.00)	(9,809.31)	50%
Back Tax	-	9,089.69	
Motor Vehicle Tax	178,209.00	19,079.98	11%
Recreational Vehicle Tax	1,529.00	130.46	9%
16/20M Vehicle Tax	701.00	573.46	82%
In Lieu of Tax	1,350.00	75.97	6%
Watercraft Special Tax*	921.00	-	0%
Commercial Vehicle Fees	5,598.00	4,695.71	84%
Interest on Idle Funds	2,200.00	5,735.54	261%
	<u>\$ 1,638,559.00</u>	<u>\$ 871,372.93</u>	53%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,550,000.00	\$ -	0%
Interest	102,250.00	51,125.00	50%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,402,250.00</u>	<u>\$ 51,125.00</u>	3%
 Unencumbered Balance 5/31/18	 <u>\$ -</u>	 <u>\$ 1,628,911.85</u>	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of May 31, 2018

Capital Improvement Funds-VisionBank

\$ 1,969,075.05 at 1.19% (money market account)

Municipal Investment Pool

\$ 567,683.62 Operating funds in "overnight pool"*; available for transfer whenever needed

652,195.75 Bond & Interest funds in 30-day, fixed rate pool; opened 5/30/18 @ 1.64%; maturity 6/29/18

1,200,000.00 General funds in 30-day, fixed rate pool; opened 5/4/18 @ 1.56%; maturity 6/4/18

\$ 2,419,879.37

* rates vary by day - average May 1-31, 2018 was 1.25%

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

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

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

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

Principal Balance of Outstanding Bonds

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

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended May 31, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	325	5/2/18	RESERVE ACCOUNT	Deposit to postage reserve act	\$ 30,000.00	-98812
						\$ 30,000.00	-98812 Total
10	21509	0	5/11/18	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,309.73	-98807
						\$ 5,309.73	-98807 Total
10	21501	0	5/10/18	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,886.01	-98806
10	21502	0	5/10/18	PAYCOM PAYROLL LLC	State W/H	\$ 9,668.82	-98806
15	21521	0	5/10/18	PAYCOM PAYROLL LLC	State Unemployment	\$ 100.25	-98806
10	21503	0	5/10/18	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,176.10	-98806
15	21504	0	5/10/18	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,176.10	-98806
10	21503	0	5/10/18	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,016.90	-98806
15	21504	0	5/10/18	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,016.90	-98806
10	21514	0	5/10/18	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98806
10	21518	0	5/10/18	PAYCOM PAYROLL LLC	Garnishments	\$ 821.15	-98806
10	41000	313	5/10/18	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,843.46	-98806
10	41000	313	5/10/18	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 367.14	-98806
					Remittance of payroll taxes	\$ 76,197.83	-98806 Total
10	21509	0	5/25/18	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,309.73	-98804
						\$ 5,309.73	-98804 Total
10	21501	0	5/24/18	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,433.79	-98803
10	21502	0	5/24/18	PAYCOM PAYROLL LLC	State W/H	\$ 9,864.28	-98803
15	21521	0	5/24/18	PAYCOM PAYROLL LLC	State Unemployment	\$ 86.20	-98803
10	21503	0	5/24/18	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,479.09	-98803
15	21504	0	5/24/18	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,479.09	-98803
10	21503	0	5/24/18	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,087.77	-98803
15	21504	0	5/24/18	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,087.77	-98803
10	21514	0	5/24/18	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98803
10	21518	0	5/24/18	PAYCOM PAYROLL LLC	Garnishments	\$ 793.00	-98803
10	41000	313	5/24/18	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,859.01	-98803
10	41000	313	5/24/18	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 370.62	-98803
					Remittance of payroll taxes	\$ 77,665.62	-98803 Total
10	21505	0	5/16/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 16,843.28	-98802
15	21516	0	5/16/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,552.43	-98802
15	21517	0	5/16/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,807.20	-98802
10	21524	0	5/16/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98802
10	21513	0	5/16/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 869.73	-98802
					Remittance of pension benefit contributions	\$ 44,253.07	-98802 Total
10	21505	0	5/30/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,201.59	-98800

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended May 31, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21516	0	5/30/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 24,053.53	-98800
15	21517	0	5/30/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,866.93	-98800
10	21524	0	5/30/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98800
				<i>Remittance of pension benefit contributions</i>		\$ 44,302.48	-98800 Total
10	21515	0	5/31/18	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 19,550.00	-98796
15	21515	0	5/31/18	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 71,515.43	-98796
15	21515	0	5/31/18	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 2,342.18	-98796
						\$ 93,407.61	-98796 Total
10	21515	0	5/31/18	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 9,106.22	-98795
15	21515	0	5/31/18	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 59,943.57	-98795
						\$ 69,049.79	-98795 Total
49	41000	738	5/10/18	TEVIS ARCHITECTURAL GROUP	Replacement Flooring	\$ 910.00	11286
35	23800	0	5/10/18	TEVIS ARCHITECTURAL GROUP	West Courtyard	\$ 11,652.20	11286
						\$ 12,562.20	11286 Total
35	23800	0	5/17/18	SCHMIDT, BECK & BOYD ENGINEERING, LLC	CUP at Garfield	\$ 2,625.00	11292
35	23800	0	5/17/18	SCHMIDT, BECK & BOYD ENGINEERING, LLC	Parking Lot at Garfield	\$ 1,850.00	11292
35	23800	0	5/17/18	SCHMIDT, BECK & BOYD ENGINEERING, LLC	Survey Claire's Court	\$ 2,500.00	11292
35	23800	0	5/17/18	SCHMIDT, BECK & BOYD ENGINEERING, LLC	CUP at Garfield	\$ 875.00	11292
35	23800	0	5/17/18	SCHMIDT, BECK & BOYD ENGINEERING, LLC	Parking Lot at Garfield	\$ 1,850.00	11292
35	23800	0	5/17/18	SCHMIDT, BECK & BOYD ENGINEERING, LLC	Platting at Garfield	\$ 2,553.50	11292
35	23800	0	5/17/18	SCHMIDT, BECK & BOYD ENGINEERING, LLC	Platting at Garfield	\$ 646.50	11292
35	41000	736	5/17/18	SCHMIDT, BECK & BOYD ENGINEERING, LLC	Balance of PO 2963	\$ 230.50	11292
				<i>Board approved project/bid award on 3/16/17; from 2017 approved budget</i>		\$ 13,130.50	11292 Total
49	41000	738	5/24/18	TEVIS ARCHITECTURAL GROUP	Replacement Flooring	\$ 1,013.75	11299
35	23800	0	5/24/18	TEVIS ARCHITECTURAL GROUP	West Courtyard	\$ 9,603.21	11299
						\$ 10,616.96	11299 Total
10	41000	313	5/3/18	BERBERICH TRAHAN & CO., P.A.	Annual Audit 12/31/17	\$ 11,000.00	92054
						\$ 11,000.00	92054 Total
10	41000	326	5/3/18	THE TOPEKA CAPITAL JOURNAL	Library News	\$ 13,279.85	92089
						\$ 13,279.85	92089 Total
10	41000	320	5/10/18	INLAND COMPUTER SYSTEMS	PC's, warranty, equip	\$ 65,120.00	92101
10	41000	320	5/10/18	INLAND COMPUTER SYSTEMS	Monitors	\$ 8,378.00	92101
				<i>Board approved bid award on 4/26/18; in approved operating budget</i>		\$ 73,498.00	92101 Total
10	23800	0	5/10/18	TEVIS ARCHITECTURAL GROUP	FMP Phase 2	\$ 10,987.50	92114
10	23800	0	5/10/18	TEVIS ARCHITECTURAL GROUP	FMP Phase 2	\$ 12,106.62	92114
						\$ 23,094.12	92114 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended May 31, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	5/10/18	WESTAR ENERGY	43191	\$ 21,826.03	92116
					<i>2018 Electric Service</i>	\$ 21,826.03	92116 Total
10	41000	340	5/17/18	COREFIRST BANK & TRUST	Hotel	\$ 1,130.55	92128
10	41000	340	5/17/18	COREFIRST BANK & TRUST	Registration	\$ 1,186.20	92128
10	41000	340	5/17/18	COREFIRST BANK & TRUST	Hotel	\$ 1,636.45	92128
10	41000	340	5/17/18	COREFIRST BANK & TRUST	Airport Parking	\$ 45.00	92128
10	41000	340	5/17/18	COREFIRST BANK & TRUST	Hotel	\$ 819.35	92128
10	41000	340	5/17/18	COREFIRST BANK & TRUST	Flight	\$ 440.96	92128
10	41000	340	5/17/18	COREFIRST BANK & TRUST	Registration	\$ 280.00	92128
10	41000	340	5/17/18	COREFIRST BANK & TRUST	Registration	\$ 320.00	92128
					<i>2018 Travel for Approved Conferences</i>	\$ 5,858.51	92128 Total
10	21512	0	5/17/18	DELTA DENTAL OF KANSAS, INC	<i>EE May Prem</i>	\$ 2,271.92	92131
15	21512	0	5/17/18	DELTA DENTAL OF KANSAS, INC	<i>Cobra May Prem</i>	\$ 77.86	92131
15	21512	0	5/17/18	DELTA DENTAL OF KANSAS, INC	<i>Retiree May Prem</i>	\$ 309.84	92131
15	21512	0	5/17/18	DELTA DENTAL OF KANSAS, INC	<i>ER May Prem</i>	\$ 9,058.00	92131
						\$ 11,717.62	92131 Total
10	41000	322	5/24/18	COREFIRST BANK & TRUST	facebook ads	\$ 154.95	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	asst. craft supplies	\$ 78.59	92159
10	41000	310	5/24/18	COREFIRST BANK & TRUST	Messaging service	\$ 10.00	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	button supplies	\$ 40.35	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Circle Cutter	\$ 111.05	92159
10	41000	320	5/24/18	COREFIRST BANK & TRUST	USB Card	\$ 116.97	92159
10	41000	320	5/24/18	COREFIRST BANK & TRUST	Midi Keyboard	\$ 119.00	92159
10	41000	326	5/24/18	COREFIRST BANK & TRUST	business cards 250	\$ 119.40	92159
10	41000	326	5/24/18	COREFIRST BANK & TRUST	business cards 100	\$ 26.56	92159
10	41000	325	5/24/18	COREFIRST BANK & TRUST	shipping & handling estim	\$ 16.42	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Shipping	\$ 12.00	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	rectangle net mesh cage	\$ 14.99	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Quest folding wagon green	\$ 65.48	92159
10	41000	320	5/24/18	COREFIRST BANK & TRUST	master keys	\$ 30.00	92159
10	41000	322	5/24/18	COREFIRST BANK & TRUST	SC stickers	\$ 84.00	92159
10	41000	322	5/24/18	COREFIRST BANK & TRUST	shipping estim	\$ 24.00	92159
10	41000	341	5/24/18	COREFIRST BANK & TRUST	Class fee	\$ 130.00	92159
10	41000	310	5/24/18	COREFIRST BANK & TRUST	Zello for Work	\$ 3,060.00	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	5/8 Solid Grosgrain Ribb"	\$ 14.99	92159
10	41000	320	5/24/18	COREFIRST BANK & TRUST	iPad Tablet Floor Stand,	\$ 454.65	92159
10	41000	320	5/24/18	COREFIRST BANK & TRUST	HP LaserJet Pro M203dw Pr	\$ 389.97	92159

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended May 31, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	5/24/18	COREFIRST BANK & TRUST	HP LaserJet Pro M402dw	\$ 499.98	92159
10	41000	320	5/24/18	COREFIRST BANK & TRUST	Sales Tax for PO 181013	\$ 139.28	92159
10	41000	310	5/24/18	COREFIRST BANK & TRUST	Server Management	\$ 29.00	92159
10	41000	322	5/24/18	COREFIRST BANK & TRUST	MKA exhibit ad	\$ 25.00	92159
10	41000	420	5/24/18	COREFIRST BANK & TRUST	Batteries - D	\$ 33.12	92159
10	41000	420	5/24/18	COREFIRST BANK & TRUST	Batteries - 6 volt	\$ 23.07	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	House Sparrow	\$ 8.49	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Western Meadowlark	\$ 8.49	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Baltimore Oriole	\$ 8.49	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Shipping on PO 181086	\$ 7.95	92159
10	41000	420	5/24/18	COREFIRST BANK & TRUST	Fellowes Shredder	\$ 179.98	92159
10	41000	420	5/24/18	COREFIRST BANK & TRUST	6-Tray Shelf	\$ 20.99	92159
10	41000	410	5/24/18	COREFIRST BANK & TRUST	Casters for TOT-3046A	\$ 33.90	92159
10	41000	410	5/24/18	COREFIRST BANK & TRUST	Shipping	\$ 12.36	92159
10	41000	420	5/24/18	COREFIRST BANK & TRUST	Large Format Paper	\$ 924.90	92159
10	41000	420	5/24/18	COREFIRST BANK & TRUST	Folding Hand Truck	\$ 51.99	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Chinese Mantis	\$ 9.00	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Med. Fruit Fly Culture	\$ 7.00	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Express Shipping	\$ 27.00	92159
10	41000	320	5/24/18	COREFIRST BANK & TRUST	Power Adaptor	\$ 99.99	92159
10	41000	320	5/24/18	COREFIRST BANK & TRUST	\$50 Gift Card	\$ 50.00	92159
10	41000	326	5/24/18	COREFIRST BANK & TRUST	business cards	\$ 27.15	92159
10	41000	326	5/24/18	COREFIRST BANK & TRUST	shipping & handling estim	\$ 8.82	92159
10	41000	420	5/24/18	COREFIRST BANK & TRUST	2 Book Tape"	\$ 68.28	92159
10	41000	420	5/24/18	COREFIRST BANK & TRUST	3 Book Tape"	\$ 60.00	92159
10	41000	420	5/24/18	COREFIRST BANK & TRUST	Magnetic Tape	\$ 43.92	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Beeswax	\$ 1.75	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	londonderry linen thread	\$ 6.00	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Brillianta Bookcloth	\$ 7.50	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Brillianta Bookcloth	\$ 15.00	92159
10	41000	330	5/24/18	COREFIRST BANK & TRUST	Shipping for PO 180976	\$ 10.50	92159
10	41000	410	5/24/18	COREFIRST BANK & TRUST	Continuous Hinge	\$ 29.46	92159
				<i>Miscellaneous online orders paid by credit card including a software purchase/subscription in approved operating budget</i>		\$ 7,551.73	92159 Total
10	41000	310	5/24/18	INNOVATIVE INTERFACES, INC.	Polaris annual renewal	\$ 64,469.28	92166
				<i>2018 approved operating budget - annual maintenance for integrated library system</i>		\$ 64,469.28	92166 Total
10	41000	301	5/24/18	OCLC, INC.	oclc cataloging & ill	\$ 6,258.71	92171

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended May 31, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>2018 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,258.71	92171 Total
10	41000	330	5/24/18	PEOPLES/COMMERCIAL INSURANCE	<i>Sounds Like Art Exhibit</i>	\$ 250.00	92173
15	41000	260	5/24/18	PEOPLES/COMMERCIAL INSURANCE	<i>W/C ins premium</i>	\$ 7,010.00	92173
						\$ 7,260.00	92173 Total
						\$ 727,619.37	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

June 2018

Library News and Project Updates

Reorganization and Staffing Changes

When chief operations officer Rob Banks retired in September 2017, I decided that we would not hire a new COO immediately. I chose instead to work with the senior executive team (chief financial officer Kim Torrey, human resources director Jesse Maddox, collections director Paul Brennan, public services director Marie Pyko, communications and marketing director Diana Friend, digital services director David King, (then) public services manager Stephanie Hall, community and strategic services manager Thad Hartman, facilities manager John Kugler and safety and security manager Greg Gaul) to evaluate what leadership the library needed moving forward.

We've experienced a significant amount of change in the past two years.

We've committed to:

- a new mission focused on literacy and learning
- ambitious community impact goals that align with the community's needs and goals
- a facilities master plan that makes people and learning experiences the priority as we allocate space and other resources
- a vision for growing the library and its role as a change agent through community engagement.

We've also recognized that our community is changing and we must change with it. Momentum 2022 is the new strategic plan for Topeka and Shawnee County and we are participating in that effort as well. In fact, one of our CI goals (Every child will be ready for kindergarten.) is included in this community plan.

I've worked with the senior executive team to evaluate how other organizations and businesses address administrative leadership. For instance, we all read and discussed articles from business literature like Second in Command: The Misunderstood Role of the Chief Operating Officer and Why Every (Enlightened) Chief Executive Needs a Chief of Staff. We also looked to other libraries for examples of current administrative staff structures.

I had the opportunity to work directly with all the managers who had previously reported to Rob and determined that we did not need another level of operational oversight. The more I considered the discussions we've had as an executive team, what the organization needs, my experience subbing as the COO for the past several months, and what I need as a partner for the CEO position, I decided that what TSCPL would most benefit from is a Chief of Staff.

We have very competent managers who can lead projects and manage daily operations. I asked them to step up in Rob's absence to improve communication, coordination and cooperation and to hold each other accountable. I'm especially appreciative and proud of their efforts because it's not easy to develop the level of trust and courage to speak truth to peers. Even

more importantly - to ask department boundary-spanning questions of each other like “why are you doing x?” Or “why aren’t you doing x?” Or “have you thought of x?”

As you know, we are working with a company called [Bradbury Miller Associates](#) to recruit the Chief of Staff position.

Here is a link to the job announcement: <http://www.bradburymiller.com/tscplad.htm> It’s also on our website: <https://tscpl.org/employment/chief-of-staff>. The consultants have reached out to all staff asking for recommendations or nominations for the position. As trustees, you would also be welcome to submit the names of people you think would be a good fit for this job.

We are also making other changes to staff positions to better support our CI goals and service plans moving forward. Note that all of these changes are re-assignments or re-allocation of existing positions through attrition as employees left for other opportunities or retired. No new positions have been added.

They are:

Learning Experiences Manager

Stephanie Hall, former public services manager, has accepted a re-assignment to the new learning experiences manager position. In this position she is facilitating and leading programs, coordinating the development of the new Learning Center and helping develop a culture of literacy and learning in the library and community. This position reports to the CEO.

Supervisors

Three new supervisor positions were created to provide better coaching, training and leadership for staff in circulation and public services. Last week, we welcomed Debbie Stanton and Autumn Friedli to public services and Kelli Smith to circulation. Note that the two public services supervisors replace the public services manager position, previously held by Stephanie Hall.

Homework Center

We are eliminating our Homework Center service and re-assigning Homework Center coaches Leah Anderson and Tracie McCluskey to work with youth services and Stephanie Hall to develop STEM-based learning programs and experiences for children and families and help library staff develop STREAM competencies. All programs have a life-cycle and the need for a public-library sponsored homework center has diminished significantly, as has the number of students we served, in the past several years. Schools are taking more responsibility for student tutoring and coaching and educational models have changed.

Staff Development Coordinator

In June we will post an announcement for a new staff development coordinator position. Just as we’re investing in staff with additional supervisors, we’re going to be investing in training and learning for ourselves. If we hope to facilitate literacy and lifelong learning in our community, we must be continuous learners and remember that our fifth CI goal is to be a learning organization. That won’t happen by itself. This new position will report to HR director Jesse Maddox and will help develop a curriculum for staff that will help us grow as individuals and as an organization.

Facilities and Security

We are merging the Facilities and Security departments into one entity. Beginning June 4, John Kugler became facilities and security manager, Greg Gaul continues as safety and security supervisor and Ivan Johnson continues as custodial supervisor. We take the safety and security of our staff, customer and facilities seriously. It's become apparent in the past nine months that we need to place a higher priority for training and security coverage during all hours we are open. It's critical for those two operations to work seamlessly together since both are responsible for the safety and security of the public, our staff, buildings, service vehicles and grounds.

For several years, we have relied heavily on Topeka Police officers to fill gaps in our security coverage and they do a great job. Recently, they have become less available and it's also become evident that trying to provide security coverage for this campus as well as offsite locations like bookmobile stops is difficult and sometimes impossible with only 3 full time permanent security staff. We plan to add one security staff member in FY19. Note that this is the one position that will be added, not created through attrition.

A revised organizational chart with these changes is included with this report.

Community Impact Goals

Members of the Leadership Team, which includes the Management Council and non-supervisory librarians have been assigned to and are working in teams associated with our four outward-facing Community Impact Goals.

We are using a process called theory of change to conduct a backwards mapping process to connect the large-scale community impact goals with outcomes. The outcomes framework includes: identifying assumptions, developing indicators (metrics) and identifying what are called interventions, or pre-conditions that must exist for outcomes to be reached.

This is our first time with this process and we are learning as we go. Since our goals are focused on changing individual behaviors and ultimately community culture, we knew we needed a process that provided a framework for justifying strategies and tactics, e.g. how would X work to help create an "engaged community of readers?"

My intent it to introduce this new methodology at this meeting and to give you some idea of how this process is different from traditional strategic planning. We will have a more detailed report for you at the next several meetings about the process and the development of work plans that include strategies and tactics. In addition to getting an action plan in place, this is about learning to use research, to think differently and to develop action plans that result in large-scale improvements in literacy and learning for the community.

Facilities Master Plan update

The Facilities Master Plan committee continues working on plans for the Learning Center and the circulation lobby area. Thad Hartman, Community and Strategic Services Manager will provide his usual update on Facilities Master Plans projects for 2018. During the New Business

portion of the meeting we will have a discussion about flooring in the lobby and circulation areas.

Summer Learning Experiences and Programming

Included with my report is a *Library News* feature *The Science of Pancakes* (<https://tscpl.org/teens/the-science-of-pancakes>). This is one example of our hundreds of Summer Learning Experiences.

Dolly Parton's Imagination Library (DPIL)

The April 2017 – April 2018 Dolly Parton's Imagination Library Shawnee County annual Report has been released and is included with this report. The May DPIL end of report shows 4,092 participants.

Momentum 2022

The most recent Momentum 2022 score card is included with this report. It is 95% complete and we are continuing work on the following metrics:

- Housing
- Technical Certificates (adding those from all institutions in the community)
- Number of students on free and reduce priced lunch

I will send the final score card when it is completed.

Learn and Play Bus Recognized

Each year the National Campaign for Grade Level Reading (GRL) recognizes deserving communities as "Bright Spots" to capture the most inspiring and promising work in communities, schools, and programs across the country.

This year, **29 communities** across the nation have been recognized as Pacesetters for serving as proof points and representing the "leading edge" of innovation, impact and improvement within the GLR Network. Shawnee County is among those 29 communities. The Shawnee County Campaign for Grade-Level Reading nominated the Topeka and Shawnee County Public Library's Learn and Play Bus initiative as a "Bright Spot." Attached is a copy of the salutation, the press release of June 7, 2018 with the recognition of the 29 communities for this year, and the Shawnee County, Kansas Pacesetter Criterion.

Operations and Departmental Reports

- David King provides highlights from Digital Services
- Stephanie Hall and Marie Pyko introduce new Public Services supervisors and provide an update on summer events and activities
- LeAnn Brungardt provides highlights from Youth Services

Agenda Items

Flooring

The tile flooring in the Lobby and Circulation areas are a part of the original building constructed in 2001. They were imported from Germany and quite expensive. They have also proven to be somewhat fragile and difficult to maintain. In short, they are beautiful, but they are not practical. Thad Hartman and Tevis Architects will be presenting information flooring for the rotunda and circulation lobby and main hallway of the library. Note that I do have recommendation for how to proceed with flooring and we have identified funding sources, but I want to be sure you are comfortable with the direction we are going.

Permission to Amend Policies to Incorporate New Mission and Strategic Plan and Job Title Changes

See the resolution and background information included in the board packet

Chief Executive Officer Evaluation and Timeline discussion

Human Resources Director Jesse Maddox will present the process and timeline for my annual evaluation. I will also include a document that lists questions in five areas to facilitate discussion for this years' evaluation process.

Professional Activities/Community Contacts

May 10, 2018	meeting with Broadband planning task force, Tilson Technologies representatives and city council member Brendan Jensen
May 15, 2018	attended LYRASIS Leaders Forum in Kansas City
May 17, 2018	conference call with Broadband planning task force
May 17, 2018	met with newly appointed Board of Trustee members
May 18, 2018	attended 712i Management Committee meeting
May 18, 2018	met with Library staff and United Way of Greater Topeka staff for Dolly Parton's Imagination Library planning
May 23, 2018	hosted All Staff Meetings and introduced new supervisors cohort
May 23, 2018	attended Ribbon Cutting for the Taylor Team Room 3
May 24, 2018	attended Ground Breaking for Claire's Courtyard
May 24, 2018	attended Momentum 2022 Talent Development meeting
May 25, 2018	met with County Commissioner Shelly Buhler
May 29, 2018	met with Randy Peterson, President & CEO of Stormont Vail
May 30, 2018	met with Library Senior Staff and Scott McCausland from OCLC
May 31, 2018	hosted new Trustee Orientation Library "mini-tour"
May 31, 2018	conference call with Broadband planning task force

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library
6/8/2018

Digital Services
Submitted by: David King, Director

Digital Services was busy in May! Here are some highlights:

- Rolling out new computers to staff, starting with our Bookmobile and Foundation staff
- Updated our Multimedia Room, where we create our HUSH podcast
- Installed the technology components of the Art Gallery's "Sounds Like Art" summer exhibit.
- Working Security and Facilities staff to update our security system hardware and software needs

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

I am so happy to introduce our two new Public Services supervisors Debbie Stanton and Autumn Friedli who joined us on May 21st. Debbie comes to us from Washington, Iowa where she was the Library Director at the Washington Free Public Library. She will lead the Information and Learning Team and work with the Gallery, Local History and Genealogy and the Reference staff. Autumn Friedli is returning to our library after 18 months. During her time away she worked at the Supreme Court Law Library as a Cataloging/Reference librarian. She will lead the Readers team and work with the Red Carpet services, Book club and neighborhood staff. They bring a wealth of knowledge, skills and enthusiasm for public service and have already begun to help us shape our Community Impact Goal work.

Summer has officially started – at least by library standards. June 1 was our official kick off of summer with the first ever Borrow It Book Fair. The Learning Center was staged to look like a book fair with tables full of books organized by theme. As you can see in the pictures there are little trinkets on the books. The staff did a great job finding some simple “toys” to put on the books that went with the theme of the book. For instance, compasses and survival bracelets on disaster books and fake bugs for the outdoor books. From my personal observations the “Gross” and “Disaster” themed books as well as the various book bundles were the most popular. The grownups were not left out. The team room area had tables of books as well that were themed. Again, by my observations the romance, true crime and history themed tables were the most popular.

This was a great experiment for us to see how our customers responded to having collections presented to them in a new and different way. There are activities going on all summer long. Check out your Library News to see what’s happening!

Youth Services
Submitted by: LeAnn Brungardt
Marie Pyko, Director

Programs in May included:

Birth-5

Baby Bookworms, Toddler Time 1, Toddler Time 2, Pre-K Storytime, and Musical Storytime

Elementary school aged

Factual Fun, Minecraft™ and Legos®

Middle and high school aged

Teen Writing Group, SCRATCH Day

All Ages

Zoo Animals Live

Anyone Can Cook

Highlights:

Learn and Play Bus

Our attendance was down in May. The reason for that was that we lost a week of service for regular maintenance of the vehicle. Despite the overall lower numbers we are experiencing an increased number of families at the Auburn stop. While it is difficult to pin point specific reasons for the uptick, it is worth mentioning that Early Learning Coordinator, Sherry Hess, has worked hard to distribute schedules for the vehicle in that area in hopes of stirring interest. Attendance at Mother Teresa continues to be steady to increasing. Attendance at Walmart has been incredible. Across the board we are seeing new families.

Our contact from the Health Department, Debbie Dabney, retired; so we will be reaching out to them to see if there is someone new on the horizon whose skills we can tap. Kelly from USD #437 Parents as Teachers has agreed to be on the LAP bus every Monday at the Velma Paris stop; she will be an incredible asset. TARC will have a representative, Dee Jones, on the bus the 1st Thursday of the month at Walmart. Holly Blick from GraceMed has selected a day of the week each month to be on the bus too. We have reached out to Family Service & Guidance Center to timeline the start of one of their staff members.

We are in the process of training new drivers for the vehicle. The redundancy will help ensure that we can provide consistent service more readily if we experience unexpected or long term staffing challenges... like illness, jury duty, or staff turnover. The process is lengthy. If all goes well we should have two new drivers by the end of summer and a third by the end of the year.

Thanks from Little Customers

Our customers are good to us. We get cards from tour groups, elaborate classroom paintings from classrooms thanking storytellers, and all sorts of goodies from families that frequent the

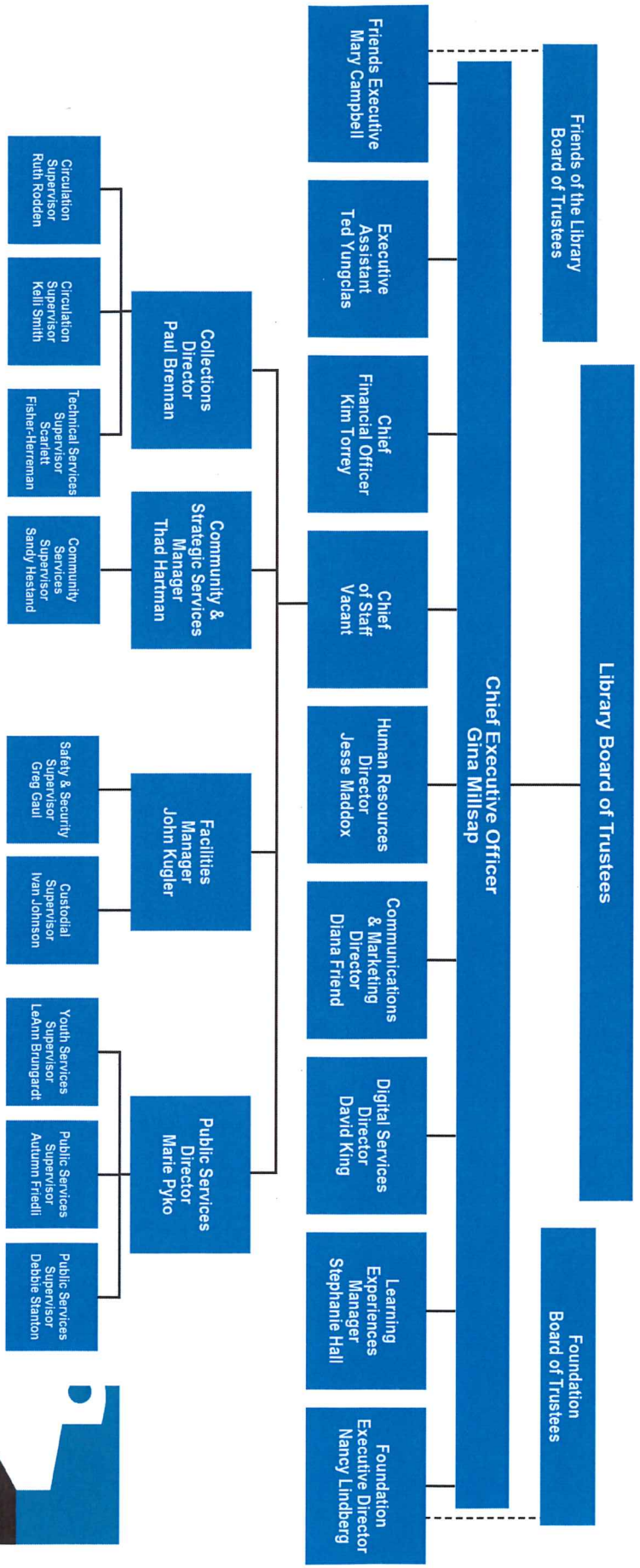
Kids' Library. This month we received thanks for some often seen, but very quiet members of the Kids' crew... the fish. Since its installation, the aquarium remains the top attraction within the space. Young children make a beeline to it upon crossing the threshold of the area. Customer Harper loves all of the fish especially unofficially named, Nemo. She presented us with a gift for all of them last week. The package included two stuffed, dogs, a wonderful drawing of the aquarium and \$2.80 from her piggy bank. The money was given with the intention that we buy fish food. We always appreciate the praise and the philanthropy.

Summer Related

Summer has begun. Staff are busy. Behind the scenes books for prizes have been received and are being sorted and stickered. Preparations are continuing for program details for the next 12 weeks and plans are being finalized for fall. We are doing most of the regularly scheduled programs that we have in previous summers and have added additional components as part of the Curiosity Central framework.

One trial concept was to create a Borrow it Book Fair. This was an idea gleaned by staff who attended the National Summer Learning Association Conference last fall. They watched a presentation from a group called Book Harvest, <http://bookharvestnc.org/>, which spurred the idea of book fair style marketing at the start of summer. The Public Service report will present more information about how things went.

With only one week under way, we have seen fairly typical crowds both at programs and on the service floor. Due to camp demand, we are hosting extra sessions of Readapalooza, our read aloud program for school aged kids. That way we can have space enough to serve them as well as our walk in traffic.



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

The Science of Pancakes

Library News

<https://tscpl.org/teens/the-science-of-pancakes>

What's happening at your library in the next 2 weeks

[View this email in your browser](#)



June 5, 2018

The Science of Pancakes



Stay curious when school is out with a hands-on and highly tasty science lesson.

[Read more](#)

The Science of Pancakes

Posted on [May 31, 2018](#) by [Lissa Staley](#)



Stay curious when school is out with a hands-on and highly tasty science lesson. A chemical change is a usually irreversible chemical reaction resulting in the formation of at least one new substance, in this case: pancakes. Learn about the science and nutrition concepts behind making pancakes and take time to digest what you have learned.

Try this tasty scientific experiment at home this summer using [Martha Stewart's Easy Basic Pancake](#) recipe.

What scientific concepts can we learn from breakfast food?

Pancake batter is composed of two crucial parts: dry ingredients (usually flour, sugar, baking powder and salt) and wet ingredients (usually milk, eggs and oil).

Gluten formation is the step that gives pancakes their texture. You may have already learned the hard way that too much mixing makes for tough pancakes. Leaving the batter barely mixed and still lumpy creates the ideal gluten formation for fluffy pancakes.

The leavening agent fills the gluten with air. Double acting baking powders contain baking soda with two powdered acids in the mix. When dry, the mixture is inert (not reactive). When you add a liquid, the baking soda and the first acid react to make carbon dioxide bubbles. When the mixture is heated, the second acid is activated and creates additional carbon dioxide bubbles. Carbon dioxide bubbles trapped by the gluten mixture when your pancake solidifies creates fluffiness!

The **Maillard Reaction** is the step that gives pancakes their aroma, and that gorgeous golden brown color. When you raise the heat on your pancake mix, it causes a chemical reaction between amino acids in the proteins and the carbon and oxygen atoms from sugars. The end result is a complex mixture of molecules responsible for a range of aromas and flavors. Each type of food has a very distinctive set of flavor compounds that are formed during the Maillard Reaction.

Recommended pancake science resources

The scientific concepts behind your typical breakfast pancake is a popular topic for education websites.

- [The Scientific Secret of Fluffy Pancakes: A delicious activity from CityScience and Scientific American](#) offers instructions for three batches of pancakes to help you design and implement a simple pancake experiment at home. What happens when you vary the amount of time spent mixing the wet and dry ingredients? Cook up the results of your experiment to find out!
- [Pancakes, served with a side of science from Aatish Bhatia in Wired](#) provides an excellent overview to the scientific concepts behind cooking pancakes.
- [Celebrate Your Pancakes with a Side of Science! from Science Made Fun](#) breaks down the function of each ingredient.
- [The Science Behind Making Fluffy Pancakes by Danilo Alfaro](#) focuses on fluffiness, particularly in creating the bubbles, how heat plays a role, and why to take care when stirring and flipping.

The Science of Cooking



Dolly Parton's Imagination Library Shawnee County Annual Report April 2017 - April 2018



With a shared community goal of “every child in our community will be ready for kindergarten,” the Topeka and Shawnee County Public Library and the United Way of Greater Topeka are partners on Dolly Parton’s Imagination Library. The program mails a free age-appropriate book every month to enrolled children birth to age 5. All children under 5 years old in Shawnee County are eligible regardless of household income. Imagination Library is an effective strategy to reach children on a scale that isn’t possible with other stand-alone literacy programs. Our goal is to create a more literate community for whom reading is an essential part of life.



Shawnee County children enjoy the Dolly Parton’s Imagination Library kick-off event April 26, 2017.

Access to books is especially problematic for children living in poverty. It is estimated that one child living in a middle-upper income household has on average 13 books of their own, where in low income communities, there is one book for 300 children. With the Imagination Library all children enrolled at birth will have at least 60 books of their own when they turn 5.

Imagination Library books are selected by a blue ribbon panel with representatives from education, child development, academia and early childhood literacy expertise. The books incorporate specific themes targeting age-appropriate developmental milestones. New titles are introduced each year to avoid duplication of books older siblings may have received.

A recently released research report that summarizes several different studies of the program concluded that children who participate in the Imagination Library score 28 percent higher on kindergarten readiness measures than non-participants. **Morgan County Schools in Georgia saw their kindergarten readiness scores increase from 46 to 90 percent after three years of the Imagination Library.**

Year 1 Results

The Imagination Library has been a success in Shawnee County enrolling 60 percent more children than the Dollywood Foundation, who runs Dolly Parton’s Imagination Library, estimated would enroll by the end of the first year. Grants and contributions from individuals and businesses to support this program have enabled more children to participate and receive books mailed directly to their homes.

Shawnee County Imagination Library Year 1	
Program enrollment began	April 2017
Predicted number of children enrolled by April 2018	2,504
Actual number of children enrolled by April 2018	4,038
Total books delivered	33,058
Year 1 Costs	\$87,480

No family pays to enroll in Dolly Parton's Imagination Library. The cost of books and postage are borne by The Library Foundation and United Way of Greater Topeka, and are offset with corporate and individual donations. The Library Foundation manages donations for the Topeka and Shawnee County Public Library. The foundation and the United Way of Greater Topeka are continuing fundraising to achieve sustainable funding for the program. All donations and grants received are used only for direct program expenses of purchasing and mailing books to children.



"We began receiving these books soon after the program was brought to our area. My 2-year-old son, who I've read to since before he was born, never really had any interest in books or reading. Since getting several of these books, *Otis and the Kittens* in particular, HE LOVES BOOKS! On average we read this book 10-15 times a day! They have sent some really cute books and my 4 and 2 year olds love them!"

-Shawnee County resident Renessa Ullery Lolly posted on Facebook

Imagination Library's Goals

1. Increase the number of books in children's homes
2. Increase literacy activities in the homes of participating children
3. Increase parent-child interaction
4. Increase children's interest in reading
5. Increase parent awareness of child's reading level



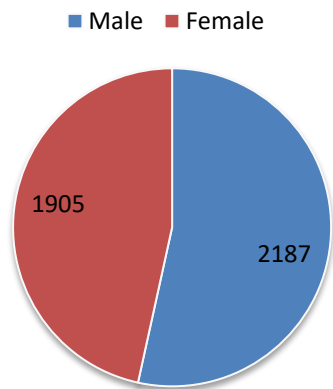
Shawnee County Postmaster Sheryl Stark supports Dolly Parton's Imagination Library at kick-off event April 2017.

Contacts: Nancy Lindberg, The Library Foundation Executive Director, (785) 580-4493, nlindberg@tscpl.org
Juliet McDiffett, United Way of Greater Topeka Director of Community Impact, (785) 228-5122, Juliet.McDiffett@UnitedWayTopeka.org

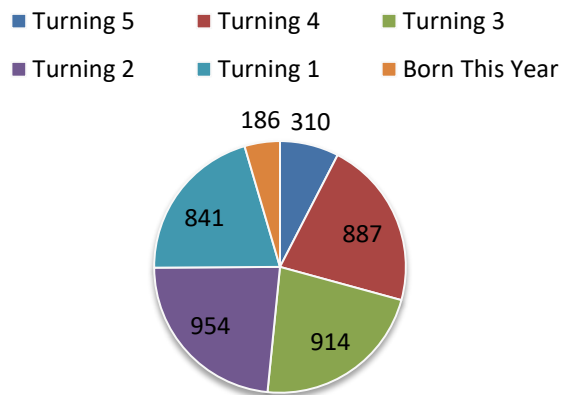


Number of Participants Served: **4,092**

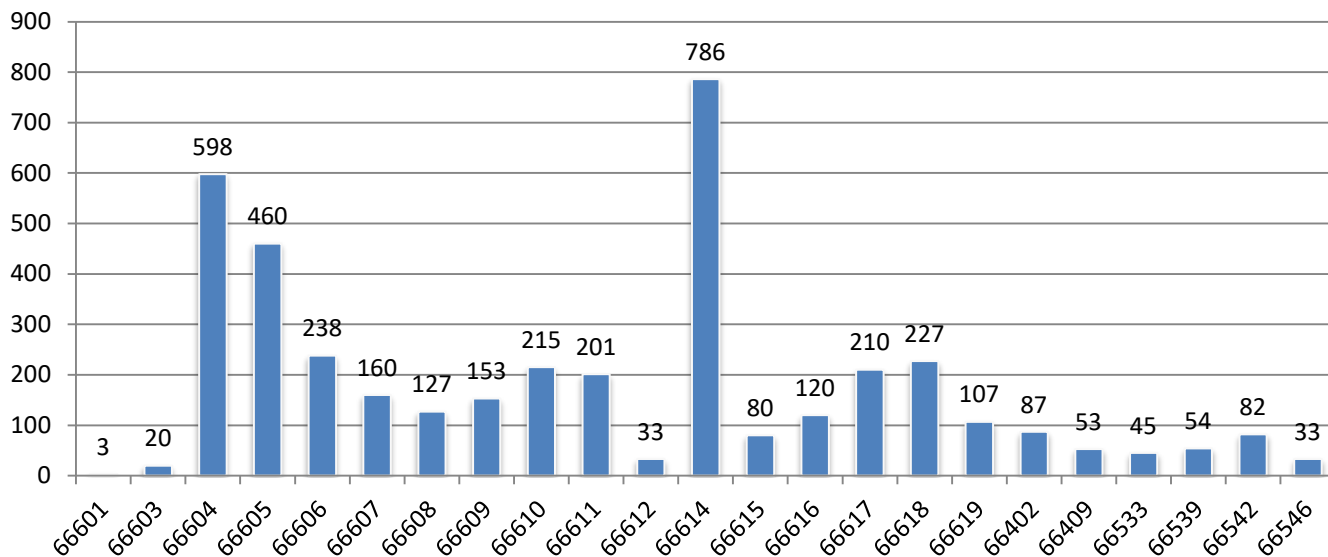
Sex of Participants



Age of Children

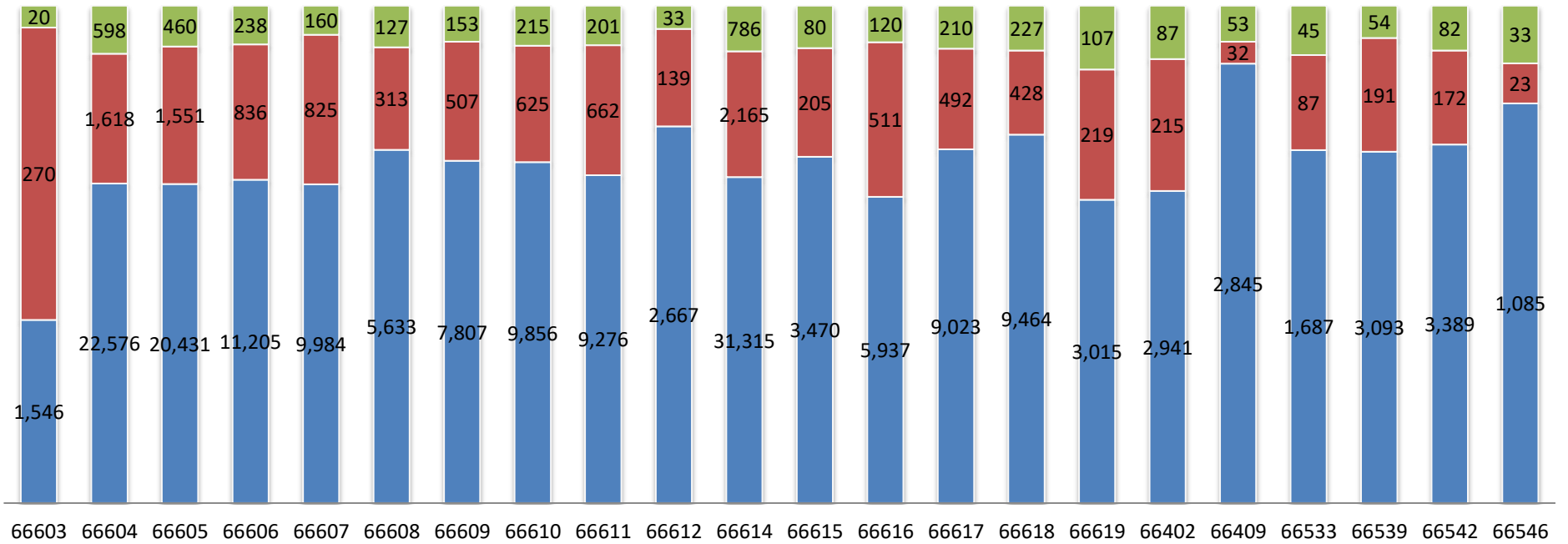


Zip Codes of Children

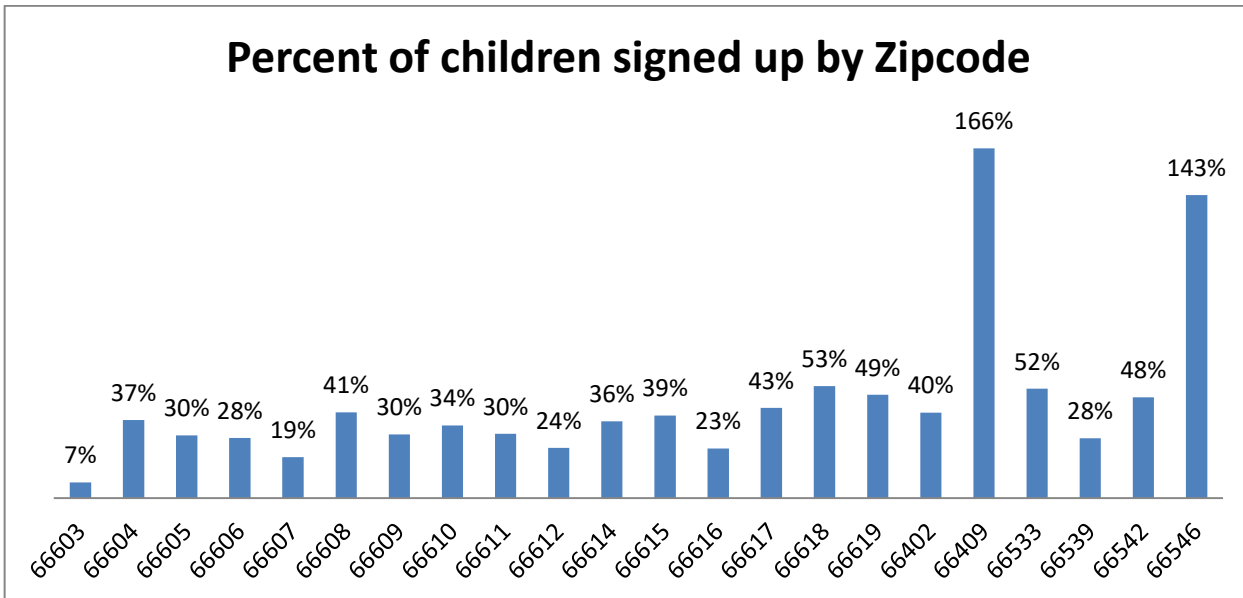


May 2018 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



TOPEKA & SHAWNEE COUNTY VITAL STATS

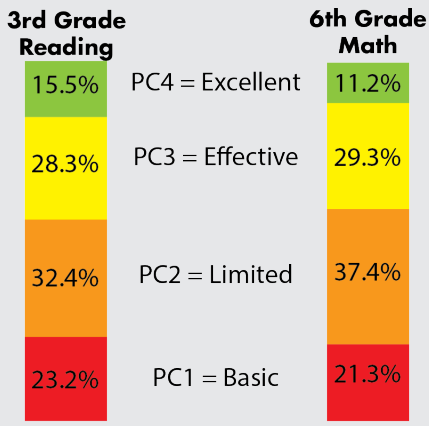
DEVELOP HOMEGROWN TALENT

GRADUATION RATE - FOUR-YEAR ADJUSTED COHORT FORMULA (ALL SCHOOLS 2016-2017) (1)

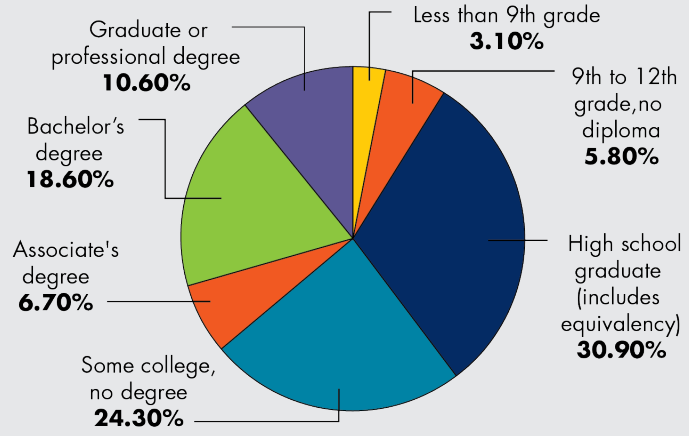
STATE OF KANSAS
86.9%

SHAWNEE COUNTY
84.7%

STUDENT-LEVEL METRICS IN SHAWNEE COUNTY (2017) (1)



EDUCATIONAL ATTAINMENT IN SHAWNEE COUNTY (2016) (2)
(Population 25 years and older)



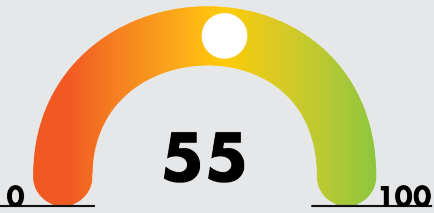
TECHNICAL DEGREES (2017)

1,167
WASHBURN INSTITUTE OF TECHNOLOGY

CREATE VIBRANT & ATTRACTIVE PLACES

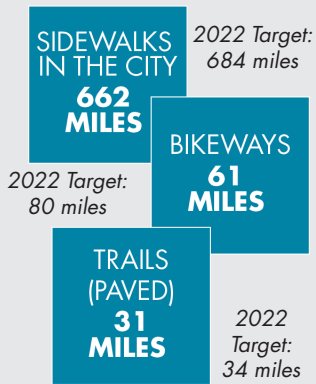
AARP LIVABILITY INDEX (3)

This score rates the overall livability of Shawnee County on a scale from 0 to 100. It is based on the average score of seven livability categories—housing, neighborhood, transportation, environment, health, engagement, and opportunity—which also range from 0 to 100.

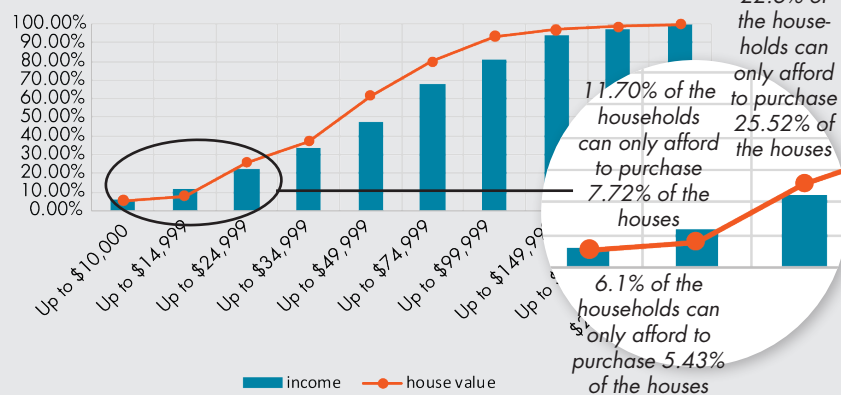


2022 Target: 58 AARP livability index

PEDESTRIAN FRIENDLY SHAWNEE COUNTY (2017) (4)



HOUSING AFFORDABILITY DISTRIBUTION IN SHAWNEE COUNTY (5)



ATTENDANCE AT FESTIVALS AND EVENTS (2017)

572,625
PEOPLE

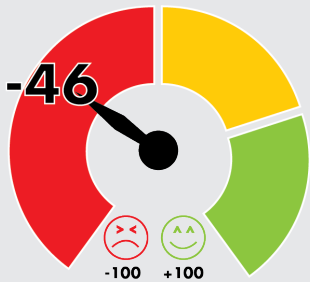
Ticketed event information provided by Kansas Expocentre, Topeka Civic Theatre as well as all Greater Topeka Partnership organizations. Crowd estimation of GTP operated festivals is calculated using the Jacobs Method.

2022 Target: 664,000 people

PROMOTE A POSITIVE IMAGE

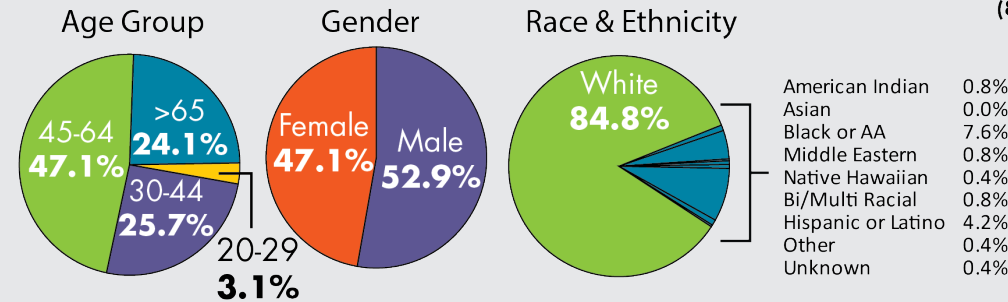
NET PROMOTER SCORE (NPS) (2018) (8)

An index ranging from -100 to 100 that measures the willingness of customers to recommend a product or experience to others.



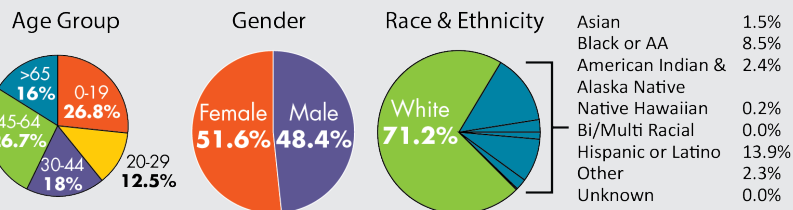
COLLABORATE FOR STRONG COMMUNITY

SURVEY RESULTS ON LOCAL NON-PROFIT BOARD DIVERSITY (2018) (8)



It is intended that non-profit boards are reflective of the community as a whole. To that end, the graphs above should mirror the graphs at right.

CURRENT COMMUNITY DEMOGRAPHICS (13)



PHYSICAL AND MENTAL HEALTH IN SHAWNEE COUNTY (2016) (10)

3.1 POOR PHYSICAL HEALTH DAYS
3.5 POOR MENTAL HEALTH DAYS

Average number of physically/mentally unhealthy days reported in past 30 days (age-adjusted)

INFANT MORTALITY RATE IN SHAWNEE COUNTY (2016) (10)

6.6
WITHIN 1 YEAR, PER 1,000 LIVE BIRTHS

GROW A DIVERSE ECONOMY

SHARE OF EMPLOYMENT AT BUSINESSES LESS THAN 5-YEARS OLD (2017) (9)

6,422
PEOPLE WORK AT A NEW BUSINESS

2022 Target: 7,093 people

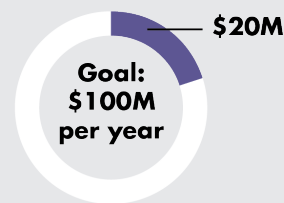
ANNUAL MEDIAN WAGE IN TOPEKA (2016) (7)

\$35,420

2022 Target: \$39,000

PRIVATE CAPITAL INVESTMENT IN SHAWNEE COUNTY (2018) (8)

Capital investment is the amount of money new or current businesses spend to create, expand or improve facilities. For this report, capital investment is captured by GO Topeka during regular communications with companies or when companies work with GO Topeka to receive an incentive for an investment. The numbers are self-reported and exclude the cost of maintenance. GO Topeka makes every attempt to gather this info for all companies in Shawnee County, however some will not be captured due to lack of awareness of the investment.



2022 Target: \$500M

TOTAL PRIVATE JOBS IN SHAWNEE COUNTY (2017) (6)

Private = Non-Government Jobs

75,061

2022 Target: 79,000 jobs

GLOBAL METRICS

GDP IN BILLIONS OF CURRENT DOLLARS (11)

\$10.048
BILLION
IN 2015

\$10.471
BILLION
IN 2016

Gross domestic product (GDP) is equal to the sum of personal consumption expenditures, gross private domestic investment, net exports of goods and services, and government consumption expenditures and gross investment.

2022 Target: \$11.500 GDP in billions of current dollars

NUMBER OF PEOPLE WORKING, BUT NOT LIVING IN SHAWNEE COUNTY (2015) (9)

37,123 OR 36.8%

PER CAPITA INCOME IN SHAWNEE COUNTY (2016) (11)

\$44,504

2022 Target: \$50,000

POVERTY RATE IN SHAWNEE COUNTY (2016) (12)

10.89%
TOTAL POVERTY RATE

14.11%
CHILD POVERTY RATE

Sources: 1 Kansas State Department of Education, 2 U.S. Census Bureau, ACS 5-Year Estimates, 3 AARP Livability Index, 4 City of Topeka Planning Department, 5 National Association of Realtors, 6 Quarterly Census of Employment and Wages, 7 Occupational Employment Statistics, 8 GO Topeka, 9 U.S. Census Bureau, Longitudinal Employer-Household Dynamics, 10 County Health Ranking, 11 Bureau of Economic Analysis, 12 U.S. Census Bureau, Small Area Income and Poverty Estimates, 13 ACS, American community survey, from the US Census

PROVIDED BY

Momentum
2022

Hear ye, hear ye!

Let it be known throughout the land:

Each year the National Campaign for Grade-Level Reading recognizes deserving communities as "Bright Spots" to capture the most inspiring and promising work in communities, schools, and programs across the country.

These Bright Spots are designed to enable communities to steal shamelessly and share seamlessly with colleagues across the country who are generating solutions to similar challenges.

This year's Bright Spots highlight innovative approaches and promising strategies for achieving bigger outcomes, larger impact, and more sustainable scale.

We are most proud to announce that the Topeka & Shawnee County's Learn and Play Bus initiative has been named a 2018 Bright Spot by the National Campaign for Grade-Level Reading!

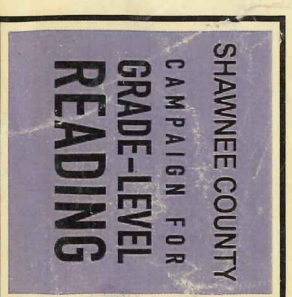
The Learn and Play Bus supports a healthy educational start by

- Engaging families of children under age five
- Facilitating purposeful play; and
- Connecting families to community resources and parenting information within play interactions

This collaborative mobile program extends the reach of the library and partnering agencies, assisting families in getting their children ready for kindergarten.

On behalf of the Shawnee County Campaign for Grade-Level Reading, we commend all the Learn and Play bus partners, donors, volunteers, and patrons for this national honor!

Thank you and thank you!



FOR IMMEDIATE RELEASE

The Campaign for
**GRADE-LEVEL
READING**

Adam Schwartz

202-459-4320

aschwartz@gradelevelreading.net

Campaign for Grade-Level Reading Pacesetter Honors Announced

29 COMMUNITIES RECOGNIZED FOR WORK IN SUPPORTING EARLY SCHOOL SUCCESS

Washington, D.C., June 7, 2018 – The Campaign for Grade-Level Reading announced today that it will recognize 29 communities with Pacesetter Honors for their work in 2017.

“Recognizing Pacesetters is our way of applauding and thanking the civic leaders, organizations and agencies that have joined forces to build brighter futures for children in their communities,” said Ralph Smith, managing director of the Campaign for Grade-Level Reading. “We are learning with them and from them what it takes to move the needle and close the gap. Mobilized communities — like these Pacesetters — are essential to ensuring school success.”

Each year, the GLR Campaign uses its Pacesetter Honors to highlight communities that report making measurable progress on key indicators of early school success. These communities serve as proof points and represent the “leading edge” of innovation, impact and improvement within the GLR Network, currently comprised of more than 360 GLR Campaign communities, representing 43 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Canada. The 2017 Pacesetters met one or more of the following criteria:

1. Demonstrate promise and/or progress in **alignment and/or collaboration** for impact on early school success in one or more of the following areas:

- across the early grades and early years
- between STEM and literacy (reading and math)
- between and among exemplary programs
- between and among public agencies and systems
- between and among the private, public and social sectors
- between and among federal, state and local governments and agencies
- with a focus on more vulnerable populations (dual language learners; system-involved children; children with learning differences, disabilities and attention issues)

2. Demonstrate **measurable progress and/or promising trend lines** toward one or more of the following:

- achieving population-level improvements in school readiness, school attendance and summer learning
- increasing the number and percentage of low-income children reading on grade level district-wide
- assuring community-wide sustainability of the civic action and advocacy agenda
- integrating the two key determinants of early school success — parents' success and healthy child development

The following 2017 Pacesetter communities will be formally honored with certificates and banners during GLR Week in Philadelphia, July 23-27, 2018:

Ames, Iowa

Birmingham, Alabama

Broward County, Florida

Cook County, Georgia

Des Moines, Iowa

Flint & Genesee County, Michigan

Indian River County, Florida

Grinnell, Iowa

Kansas City, Missouri

Lane County, Oregon

Lehigh Valley, Pennsylvania

Marshalltown, Iowa

Mecklenburg Co./Charlotte, NC

New Britain, Connecticut

Newport, Rhode Island

Palm Beach County, Florida

Philadelphia, Pennsylvania

Phoenix, Arizona

Quad Cities, Iowa & Illinois

Roanoke, Virginia

San Mateo County, California

Shawnee County, Kansas

Springfield, Massachusetts

Stanislaus County, California

Stockton-San Joaquin County, California

Suncoast (Sarasota and Manatee Counties), Florida

Tacoma, Washington

Tahoe Truckee, California

Tempe, Arizona

To learn more about the Pacesetter criteria and to view profiles for each Pacesetter Honoree, visit gradelevelreading.net/pacesetter.

About the Campaign for Grade-Level Reading

Launched in 2010, the Campaign for Grade-Level Reading is a collaborative effort of funders, nonprofit partners, business leaders, government agencies, states and communities across the country to ensure that many more children from low-income families succeed in school and graduate prepared for college, a career and active citizenship. Since its launch, the GLR Campaign has grown to include more than 360 communities, representing 43 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Canada — with 4,100 local organizations and 510 state and local funders (including 191 United Ways). To learn more, visit gradelevelreading.net and follow the movement on Twitter [@readingby3rd](https://twitter.com/readingby3rd).

SHAWNEE COUNTY, KANSAS – 2017 PACESETTER

Shawnee County, Kansas

Pacesetter Criterion 1

The Shawnee County Campaign for Grade-Level Reading (SNCO-CGLR) is comprised of more than 30 cross-sector organizations committed to student success. Led by United Way of Greater Topeka (UWGT), our local campaign continues to strengthen collaboration across institutional sectors and align promising programs to achieve greater outcomes.

One of the largest collaborations is during the summer when we focus on reducing summer learning loss. This year we expanded these efforts by coordinating summer kickoff and “spike” events to promote meal programs targeting low-income children. Our kickoff event was held at a community center in a high-risk neighborhood and featured activities and games, parent resources and a firefighting simulation! Because attendance at the meal sites tends to decrease in July, “spike” events are designed to reengage children and their families. This year, we partnered with a local business, BOOM! Comics, to host the event at the Topeka and Shawnee County Public Library (TSCPL). Children participated in enrichment activities, received free books, comics and backpacks, and enjoyed a healthy meal. Through strategic promotion and communication efforts, the 2017 “spike” event served three times more children than average summer meal programs.

Dedicated to reducing summer slide and promoting parent engagement and healthy living, key partners within our collaborative planned and carried out these events. Nonprofits involved included local food assistance programs, advocacy groups, faith communities and UWGT. Public-sector partners included TSCPL and Topeka Public Schools (TPS). Governmental agency partners included Kansas Department of Education, National Parks Service and the City of Topeka. These partners were led by initiative coordinator and SNCO-CGLR member, Kansas Appleseed, a statewide anti-hunger organization. Kansas Appleseed provided technical assistance for the City of Topeka, which received a grant through the National League of Cities and the Food Research and Action Center’s Cities Combating Hunger Through Afterschool and Summer Meal Programs (CHAMPS) initiative. The initiative expands access and increases participation in summer and afterschool meal programs. The City of Topeka dubbed this effort “Refuel Topeka” and helped recruit site volunteers and promoted free public transportation for children during the summer. This effort yielded additional afterschool meal sites for 2017, including three community centers and three churches. With 46 meal locations across the county, and more than 80,000 meals served, these collaborative efforts increased the number of meal sites by 28.5 percent.

We expand more on our summer learning work and how these efforts are making measurable progress in the second criterion.

Beyond this work, the Book Rich Environment (BRE) Initiative targeted both summer learning and school readiness through parent engagement and education. SNCO-CGLR was honored to participate in this initiative that was led by UWGT, TSCPL and Topeka Housing Authority (THA). This initiative not only promotes literacy within vulnerable populations across the early grades and early years but also facilitates alignment between public agencies and systems, public and nonprofit sectors, and among exemplary programs. Our distribution events also provided alignment between STEM and literacy programs and collaboration with government agencies.

Children in low-income families have limited access to books in the home, and we were pleased to distribute books to more than 400 children (0-18 years old) living in the three largest family THA neighborhoods, Pine Ridge Manor, Deer Creek Village and Echo Ridge. Participation in BRE expands ongoing literacy and engagement efforts taking place in these three neighborhoods as part of UWGT's Neighborhood Opportunity for Wellness (NOW) initiative where residents are empowered to improve their individual and collective safety, education, and health.

Three book distribution and enrichment events throughout the summer engaged children in these communities. Our kickoff coincided with the first day of summer camp in Deer Creek Village. Readers for the event included a Topeka police officer and the superintendent of TPS. Kansas Children's Discovery Center led STEM activities and experiments while TSCPL helped children and parents sign up for their summer reading program and the Dolly Parton's Imagination Library (DPIL) program. DPIL recruitment efforts are discussed in more detail in the second criterion. We also handed out "Super Reader" t-shirts to participants. Later that afternoon, TSCPL staff reported seeing several children wearing that same t-shirt using their library cards for the very first time! The second event was in celebration of Summer Learning Day on July 13. TSCPL put on their literacy roadshow, and TPS provided a healthy snack for children in all three neighborhoods. Children, especially those who were younger, came throughout the day to listen to a story and participate in activities based on the books read at the event. Our final event was in partnership with Safe Street's National Night Out where all three NOW neighborhoods participated in events that promoted safer communities with presence from law enforcement, fire departments, local government and other county agencies.

Through the NOW initiative, we partnered with a host of organizations to offer the Exploration MARS! Space Camp, designed to immerse youth from THA neighborhoods in hands-on activities that introduced them to STEM concepts and career opportunities. This collaborative event included partners from NASA, local universities, early childhood centers, churches, Girl Scouts of America, a local restaurant, a private business specializing in cryotherapy, a former NFL linebacker and appearances from Stormtroopers and R2D2 by a volunteer organization on closing night. About 100 campers, 5-12 years old, were divided into groups by age. Each evening they embarked on a journey of creativity, discovery and learning. They explored cryo-technology, Newton's Third Law, DNA and even aquaponics — the food production technique practiced by THA's youth micro-business, E3 Aquaponics. Instructors adapted instruction to different learning styles in order to engage children at all levels to introduce them to new concepts and vocabulary. This helped close the knowledge gap for this vulnerable population and empowered them with greater skills and understanding.

To: Kerry Storey, Chair, and TSCPL Board of Trustees
From: Gina Millsap, Chief Executive Officer
Date: June 5, 2018

Re: Chief Executive Officer Evaluation

In consultation with the Executive Committee we agreed to follow the format of the CEO evaluation that we implemented last year. Again there will be an executive session at the August board meeting, beginning at 4:00 p.m. with the focus being a dialogue between trustees and the CEO on library priorities, goals and strategic vision.

We will again organize our discussion around five areas. I've listed possible discussion questions under each topic. This should be a collaborative effort so I'm initiating the process, but would encourage you to bring your ideas for our discussion.

I appreciate the opportunity to continue this new way of assessing not only my performance, but how we can work together more effectively.

GJM

CHIEF EXECUTIVE OFFICER EVALUATION

Purpose: Evaluate the CEO's performance in the past year

Outcomes: Provide feedback to the CEO;
Build alignment between board members and the CEO;
Improve Board/CEO communication

Questions for Discussion

1. Strategic alignment

- What are the library's service priorities?
- Are there initiatives that we should be considering now and in the future?

2. People

- Do we have and are we recruiting the right people for leadership and competent management?
- How could the culture be strengthened?

3. Sustainability

- Is the library positioned to grow and thrive? Why or why not?
- How can the CEO and Board of Trustees work together to ensure a successful succession process and results?

4. Finance

- What are the primary concerns about the library's financial position in the next five years?
- What steps should we consider to strengthen the library's financial position over the next five years?

5. Governance

- How could our relationship be strengthened?
- How can the library derive more benefit from the talents, expertise and networks of trustees?



Resolution – Permission to Amend Policies to Incorporate New Mission and Strategic Plan and Job Title Changes

BOARD OF TRUSTEES

June 14, 2018

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees approves amending policies where applicable to reflect the new Library Mission Statement “Sparking curiosity and connecting our community through literacy and learning.”

May it also be resolved that position title changes be reflected on applicable policies and documents when those changes are made.

Background information:

The Board of Trustees adopted a new Mission Statement “Sparking curiosity and connecting our community through literacy and learning” December 21, 2017 replacing “The Topeka and Shawnee County Public Library: Your place. The stories you want. The information you need. The connections you seek.” There are some policies and documents that need updating to reflect this change.

From time to time position titles change to more accurately reflect the work and responsibilities of those positions. For example the Board of Trustees approved a title change for the Library leader from Executive Director to Chief Executive Officer when it approved bylaw revisions May 21, 2015. Some policies and documents refer to the Chief Executive Officer (CEO) as Executive Director. These should be updated. We are currently searching for a Chief of Staff which will be a different position than Chief Operations Officers. Some policies and documents will need to reflect this change when the new Chief of Staff is hired.

Staff recommendation:

The staff recommends approval of these requests to update policies and documents with the new Mission Statement and position title changes as needed.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total		
CIRCULATION																	
Main Library																	
Circulation Desk & Renewals	49,349	45,214	50,873	50,418	49,208									245,062	308,426	-20.5%	
Interlibrary Loan	1,879	1,554	1,654	1,665	1,752									8,504	9,069	-6.2%	
Self-Check	84,077	72,863	83,854	78,973	82,397									402,164	408,945	-1.7%	
Bookmobile	21,560	19,647	21,558	22,236	16,781									101,782	112,426	-9.5%	
Red Carpet	8,254	6,233	7,467	6,732	7,208									35,894	39,122	-8.3%	
Digital Downloads	35,736	33,150	36,170	35,815	36,215									177,086	146,136	21.2%	
Library @ Work / Smartlocker	2,099	2,023	2,298	2,180	2,239									10,839	8,889	21.9%	
TOTAL CIRCULATION	202,954	180,684	203,874	198,019	195,800									981,331	1,033,013	-5.0%	
CIRCULATION DETAILS																	
Print Material	96,177	85,115	96,839	95,254	93,917									467,302	497,893	-6.1%	
Audio/Visual Material	67,358	59,096	66,385	63,266	62,206									318,311	369,220	-13.8%	
Adult Materials	99,143	86,882	97,501	92,571	91,637									467,734	520,375	-10.1%	
Children's Materials	49,977	44,966	52,027	52,609	50,464									250,043	274,584	-8.9%	
Young Adult Materials	4,592	3,777	4,135	4,161	4,744									21,409	23,169	-7.6%	
Red Carpet Materials	9,823	8,586	9,561	9,179	9,278									46,427	48,985	-5.2%	
NEW Patrons																	
Topeka / Shawnee County																	
Adults	654	539	589	612	561									2,955	3,145	-6.0%	
Children (ages 17 and under)	163	195	166	231	238									993	1,229	-19.2%	
Red Carpet Outreach	8	6	15	11	19									59	63	-6.3%	
NEKL	57	58	62	81	49									307	326	-5.8%	
Non-Resident	2	0	2	0	0									4	5	-20.0%	
Total New Registrations	884	798	834	935	867									4,318	4,768	-9.4%	
PATRONS DELETED																	
	1,015	832	1,780	1,215	1,111									5,953	8,020	-25.8%	
BORROWERS																	
Topeka / Shawnee County																	
Adults	53,010	53,259	53,034	52,950	53,072									53,072	53,346	-0.5%	
Children (age 0 - 17)	19,412	19,438	19,318	19,272	19,269									19,269	19,790	-2.6%	
Red Carpet Outreach	1,248	1,243	1,239	1,239	1,235									1,235	1,293	-4.5%	
NEKL	7,267	7,236	7,234	7,255	7,279									7,279	7,215	0.9%	
Non-Resident	48	48	48	48	48									48	48	0.0%	
Delinquent	117	120	127	124	121									121	189	-36.0%	
TOTAL BORROWERS	81,102	81,344	81,000	80,888	81,024									81,024	81,881	-1.0%	
Holds Satisfied																	
	20,286	17,008	19,668	19,393	18,901									95,256	96,378	-1.2%	
CHECK-IN																	
TOTAL CHECK-IN	110,975	98,001	112,676	110,908	111,119									543,679	598,149	-9.1%	

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
COLLECTION															
Materials Added	6,735	4,893	7,641	4,654	5,760								29,683	27,870	6.5%
Materials Discarded	3,568	6,994	6,589	6,123	6,323								29,597	26,246	12.8%
TOTAL COLLECTION	445,769	443,668	444,720	443,251	442,688								442,688	444,226	-0.3%
WEBSITE															
tscpl.org Unique Visitors	30,707	27,539	30,473	29,244	32,003								149,966	146,633	2.3%
tscpl.org Total Visits	55,470	48,675	53,364	51,448	54,854								263,811	268,785	-1.9%
catalog.tscpl Unique Visitors	19,263	17,218	18,570	17,886	17,787								90,724	92,842	-2.3%
catalog.tscpl Total Visits	43,859	37,965	41,664	39,996	40,162								203,646	202,134	0.7%
REFERENCE QUESTIONS															
Public Services	14,488	12,577	14,936	13,240	13,198								68,439	71,154	-3.8%
Topeka Room	617	667	426	756	530								2,996	3,693	-18.9%
Youth Services	2,584	2,323	3,082	2,580	3,215								13,784	14,879	-7.4%
Gallery	37	41	55	67	52								252	232	8.6%
TOTAL REFERENCE QUESTIONS	17,726	15,608	18,499	16,643	16,995								85,471	89,726	-4.7%
GATE COUNT	59,126	55,329	67,547	63,683	63,637								309,322	294,663	5.0%
MEETING ROOMS															
Bookings	518	720	759	706	618								3,321	3,766	-11.8%
Hours Booked	2,453	3,859	4,204	3,958	3,059								17,533	21,227	-17.4%
ATTENDANCE	7,895	11,425	11,310	12,175	9,396								52,201	60,157	-13.2%
LEARN & PLAY BUS VISITS	131	78	421	472	401								1,503	923	62.8%
PROGRAM ATTENDANCE															
Adult - General	1,412	780	530	806	568								4,096	5,204	-21.3%
Computer Training	150	112	150	165	100								677	809	-16.3%
Outreach	4,348	3,551	3,189	3,963	3,676								18,727	23,483	-20.3%
Kids	1,046	1,359	1,522	1,912	1,684								7,523	7,855	-4.2%
Movies	3	17	27	5	5								57	150	-62.0%
Books	58	189	35	145	283								710	762	-6.8%
Art	29	72	127	106	31								365	159	129.6%
Teens	49	46	93	10	80								278	407	-31.7%
Music	0	0	0	0	0								0	0	#DIV/0!
TOTAL ATTENDANCE	7,095	6,126	5,673	7,112	6,427								32,433	38,829	-16.5%
GALLERY ATTENDANCE	1,771	1,426	1,880	2,437	1,680								9,194	6,266	46.7%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	19,466	16,671	18,920	17,775	18,401								91,233	99,932	-8.7%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447								109,076	114,910	-5.1%
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711								143,014	152,655	-6.3%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487								46,793	46,060	1.6%
Magazines	2,079	1,728	2,354	2,168	2,079								10,408	13,849	-24.8%
RC Print Materials	9,447	8,237	9,089	8,882	8,897								44,552	47,044	-5.3%
RC Realia	365	340	458	291	378								1,832	1,843	-0.6%
YA Print Materials	4,490	3,671	3,999	4,061	4,649								20,870	22,400	-6.8%
PRINT CIRCULATION	96,227	85,186	96,931	95,385	94,049								467,778	498,693	-6.2%
Audio / Visual Material															
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751								23,500	26,746	-12.1%
Adult Music	4,135	3,770	4,615	4,361	4,160								21,041	24,191	-13.0%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015								213,787	242,506	-11.8%
Juvenile Audiobooks	579	518	605	608	518								2,828	3,295	-14.2%
Juvenile Music	604	553	589	634	652								3,032	3,741	-19.0%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635								52,151	66,199	-21.2%
YA AV	102	106	136	100	95								539	769	-29.9%
A/V CIRCULATION	67,110	58,842	66,108	62,992	61,826								316,878	367,447	-13.8%
Adult Material															
Adult Fiction	19,466	16,671	18,920	17,775	18,401								91,233	99,932	-8.7%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447								109,076	114,910	-5.1%
Magazines	2,079	1,728	2,354	2,168	2,079								10,408	13,849	-24.8%
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751								23,500	26,746	-12.1%
Adult Music	4,135	3,770	4,615	4,361	4,160								21,041	24,191	-13.0%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015								213,787	242,506	-11.8%
ADULT CIRCULATION	99,384	87,122	97,834	92,852	91,853								469,045	522,134	-10.2%
Juvenile Material															
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711								143,014	152,655	-6.3%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487								46,793	46,060	1.6%
Juvenile Audiobooks	579	518	605	608	518								2,828	3,295	-14.2%
Juvenile Music	604	553	589	634	652								3,032	3,741	-19.0%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635								52,151	66,199	-21.2%
JUVENILE CIRCULATION	49,549	44,552	51,523	52,191	50,003								247,818	271,950	-8.9%
Red Carpet Material															
RC Print Materials	9,447	8,237	9,089	8,882	8,897								44,552	47,044	-5.3%
RC Realia	365	340	458	291	378								1,832	1,843	-0.6%
RED CARPET CIRCULATION	9,812	8,577	9,547	9,173	9,275								46,384	48,887	-5.1%
Young Adult Material															
YA Print Materials	4,490	3,671	3,999	4,061	4,649								20,870	22,400	-6.8%
YA AV	102	106	136	100	95								539	769	-29.9%
YOUNG ADULT CIRCULATION	4,592	3,777	4,135	4,161	4,744								21,409	23,169	-7.6%
Overdrive	24,441	22,608	24,606	24,218	24,519								120,392	102,265	17.7%
Hoopla	9,760	9,088	10,021	9,995	10,101								48,965	36,449	34.3%
Flipster	1,535	1,454	1,543	1,602	1,595								7,729	7,422	4.1%
DIGITAL DOWNLOADS	35,736	33,150	36,170	35,815	36,215								177,086	146,136	21.2%

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
Value Calculator													
Circulation													
Books (\$17)	\$1,600,516	\$1,418,786	\$1,607,809	\$1,584,689	\$1,563,490								\$7,775,290
Magazines (\$5)	\$10,395	\$8,640	\$11,770	\$10,840	\$10,395								\$52,040
Audiobooks (\$10)	\$53,940	\$47,940	\$56,350	\$52,360	\$52,690								\$263,280
DVD, Games, Music (\$4)	\$246,864	\$216,192	\$241,892	\$231,024	\$226,228								\$1,162,200
Reference Questions (\$7)	\$124,082	\$109,256	\$129,493	\$116,501	\$118,965								\$598,297
Programming (\$10)	\$70,950	\$61,260	\$56,730	\$71,120	\$64,270								\$324,330
Meeting Room Use	\$42,795	\$50,545	\$58,395	\$53,009	\$36,135								\$240,879
Gallery Attendance (\$10)	\$17,710	\$14,260	\$18,800	\$24,370	\$16,800								\$91,940
Computer Use (\$12 /hr)	\$162,872	\$158,844	\$194,885	\$176,605	\$187,559								\$880,765
ILL Borrowed (\$25)	\$9,850	\$7,700	\$8,775	\$8,850	\$8,200								\$43,375
TOTAL VALUE	\$2,339,974	\$2,093,423	\$2,384,899	\$2,329,368	\$2,284,732								\$11,432,396



Recovery through May 2018

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Balance</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	35,343	24,829	60,172
Dollars Submitted:	\$1,762,235.58	\$462,789.94	\$2,225,025.52
Cash Recovery:	\$587,798.31	\$255,529.71	\$843,328.02
Material Recovery:	\$494,591.84	\$61,050.62	\$555,642.46
Waives:	<u>\$176,249.33</u>	<u>\$26,738.96</u>	<u>\$202,988.29</u>
Recovery Total:	\$1,258,639.48	\$343,319.29	\$1,601,958.77
Total Invoice Amount:	\$303,032.23	\$80,661.60	\$383,693.83
Total ROI:	4:1	4:1	4:1
Asset ROI:	4:1	4:1	4:1

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



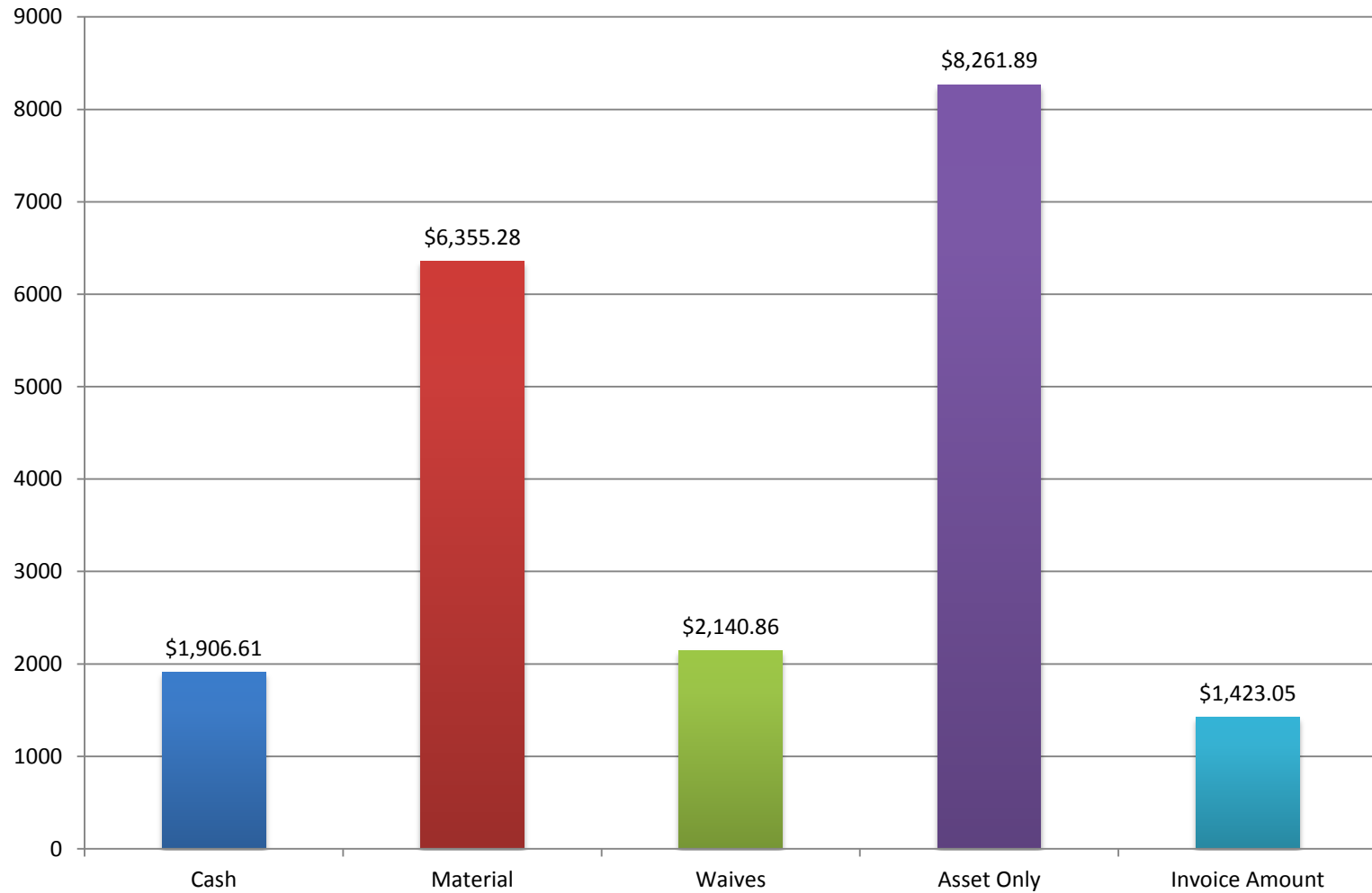
Monthly Recovery Statistics:

6/2017 Through 5/2018

Regular Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
May-18	\$2,065.19	\$7,770.11	\$2,435.86	\$12,271.16	\$9,835.30	\$1,530.45
April-18	\$2,310.23	\$4,164.81	\$1,247.81	\$7,722.85	\$6,475.04	\$1,333.55
March-18	\$2,744.70	\$8,283.96	\$2,029.53	\$13,058.19	\$11,028.66	\$1,369.35
February-18	\$2,180.73	\$4,801.63	\$1,895.66	\$8,878.02	\$6,982.36	\$984.50
January-18	\$1,568.83	\$13,851.22	\$4,388.37	\$19,808.42	\$15,420.05	\$1,969.00
December-17	\$1,945.19	\$16,291.02	\$5,530.01	\$23,766.22	\$18,236.21	\$1,423.05
November-17	\$1,393.85	\$5,478.08	\$1,873.00	\$8,744.93	\$6,871.93	\$1,754.20
October-17	\$1,559.44	\$3,327.88	\$1,317.27	\$6,204.59	\$4,887.32	\$1,369.35
September-17	\$1,790.82	\$2,293.36	\$1,341.39	\$5,425.57	\$4,084.18	\$1,217.20
August-17	\$1,477.84	\$3,510.15	\$1,347.97	\$6,335.96	\$4,987.99	\$1,593.10
July-17	\$1,662.68	\$2,628.24	\$809.96	\$5,100.88	\$4,290.92	\$1,387.25
June-17	\$2,179.77	\$3,862.91	\$1,473.52	\$7,516.20	\$6,042.68	\$1,145.60
Total	\$22,879.27	\$76,263.37	\$25,690.35	\$124,832.99	\$99,142.64	\$17,076.60
Average	\$1,906.61	\$6,355.28	\$2,140.86	\$10,402.75	\$8,261.89	\$1,423.05
					Asset ROI: \$6 to \$1	

Average Monthly Regular Balance Recovery and Cost





Monthly Recovery Statistics:

6/2017 Through 5/2018

Small Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only Invoice Amount	
May-18	\$1,020.87	\$1,400.39	\$879.26	\$3,300.52	\$2,421.26	\$525.10
April-18	\$1,433.67	\$1,152.57	\$398.98	\$2,985.22	\$2,586.24	\$424.80
March-18	\$2,368.18	\$1,707.83	\$478.58	\$4,554.59	\$4,076.01	\$433.65
February-18	\$1,730.03	\$1,377.75	\$702.47	\$3,810.25	\$3,107.78	\$359.90
January-18	\$1,734.73	\$2,117.08	\$1,121.59	\$4,973.40	\$3,851.81	\$705.05
December-17	\$1,322.30	\$1,353.56	\$982.43	\$3,658.29	\$2,675.86	\$480.85
November-17	\$1,242.07	\$769.66	\$190.48	\$2,202.21	\$2,011.73	\$640.15
October-17	\$1,175.65	\$762.81	\$300.37	\$2,238.83	\$1,938.46	\$395.30
September-17	\$1,205.70	\$518.03	\$288.53	\$2,012.26	\$1,723.73	\$448.40
August-17	\$1,033.02	\$1,951.49	\$244.69	\$3,229.20	\$2,984.51	\$477.90
July-17	\$1,477.42	\$561.31	\$303.35	\$2,342.08	\$2,038.73	\$377.60
June-17	\$1,529.93	\$737.73	\$309.76	\$2,577.42	\$2,267.66	\$327.45

Total	\$17,273.57	\$14,410.21	\$6,200.49	\$37,884.27	\$31,683.78	\$5,596.15
Average	\$1,439.46	\$1,200.85	\$516.71	\$3,157.02	\$2,640.32	\$466.35
					Asset ROI: \$6 to \$1	

Average Monthly Small Balance Recovery and Cost

