



Agenda  
Board of Trustees meeting  
Thursday, October 18, 2018– 4:00 p.m.  
Menninger Room 206

**Call to Order**

**Public Comment**

**Introductions**

**Approval of September 20, 2018 Trustee Meeting Minutes - [Action Item](#)**

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

**Financial Reports**

- Treasurer's Report – Jim Edwards
- Financial Reports – [Action Item](#)

**Friends of TSCPL** – Sherryl Longhofer, Board President

**The Library Foundation** – Judi Stork, Board Chair

**Board Chair Report** – Kerry Onstott Storey

**Chief Executive Officer** – Gina Millsap

- 2019 Benefits Report – Jesse Maddox

**Chief of Staff** – Thad Hartman

- Facilities Master Plan update
- Circulation Plaza & Learning Center Report – Thad Hartman and Stephanie Hall

**New Business**

- Bid Approval for Roof Replacement - [Action Item](#)
- Bid Approval for Circulation Plaza, Learning Center, and Flooring- [Action Item](#)
- Request for Friends of the Topeka and Shawnee County Public Library Funding for FY2019 – [Action Item](#)

**Trustee Comments**

**Adjournment**

**Next Meeting**

November 15, 2018 4:00 pm  
Menninger Room 206

*Subject to change without notice*



**Minutes**  
**Board of Trustees Meeting**  
**September 20, 2018**  
**Menninger Room 206**

**Board Members Present**

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

**Board Members Absent**

All Board members present.

**Call to Order**

The meeting of the Board of Trustees of the Topeka Shawnee County Public Library held on Thursday, September 20, 2018 in the Menninger Room 206 of the Main Building, 1515 SW 10<sup>th</sup> Avenue, was called to order at 4:00 PM by the Chair, Kerry Onstott Storey.

**Public Comment**

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

**Introduction of New Library Members**

Margo Rangel, Executive Assistant, previously worked for the Mayor's Office. Kristin Kelly, Staff Development Coordinator, has been with the TSCPL for six weeks now and previously worked for the University of Kansas. Thad Hartman assumed his new position as Chief of Staff on August 27, 2018. Chair, Kerry Onstott Storey welcomed all employees in their new positions.

**Approval of Minutes**

On a motion by Liz Post, seconded by David Monical, the August 9, 2018 Board of Trustees Budget Hearing meeting minutes were approved as presented. Motion carried.

**Chief Financial Officer**

There were no additions to Kim Torrey's Chief Financial Officer's report. Please note the change order that was approved by the Board of Trustees last month for the Claire's Courtyard dirt fill was not listed in the PO section of report as we are awaiting sign off documentation by the contractor. Once we receive the sign off documentation the PO will be posted in the system. 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 Julie Swift, the Treasurer's Financial Report was accepted. Motion carried.

### **Friends of the Library Report**

President Sherryl Longhofer reported the Friends of the Library met on September 11, 2018 and have primarily been reviewing applications for The Booktique Manager and Associate. Mary Campbell has been working diligently on selling surplus items with sales totaling \$1990.00. Many items remain available for purchase. The Friends received an unexpected check in the amount of \$670.00 which was a commission from Better World Books.

As of August 31, 2018, total membership is 722; 41 members coming from our Friends of Arts. Approximately 150 plus memberships from a year ago. Christy Molzen, Friends of the Library Treasurer, reported 3 previous book sales raised \$21,000. Book sale will take place on October 19-21, 2018. Carol Ball reported total web sales brought in \$11,791.18.

Friends are encouraging current board members to recruit new membership. There were no questions for Sherryl.

### **The Foundation Report**

Board Chair Judi Stork reported the brick campaign for Claire's Courtyard has been extended due to the construction delay. Currently the brick campaign has raised \$48,000. This is a joint funding raising event with Board of Trustees and Friends of the Library. Encourage friends, churches and organizations to the purchase bricks. Roughly 20 to 25 bricks are needed to reach the fund raising goal. There were no questions for Judy.

### **Board Chair Report**

The Executive Committee met on Monday, September 10, 2018 were introduced to executive assistant Margo Rangel, looked over the minutes and reviewed the agenda. Chief of Staff Thad Hartman reported bids coming in October and November for planned projects. Also discussed were amended funding for Claire's Courtyard and the agreement with the United Way of Greater Topeka regarding the Dolly Parton's Imagination Library (DPIL).

Kerry asked if Trustees were interested in being issued a tscpl.org email address. A doodle poll will be conducted following the meeting and results will be provided at the next meeting. There were no questions for Kerry.

### **Chief Executive Officer**

Chief Executive Officer Gina Millsap made mention of an inspirational read *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life* by Eric Klinenberg, professor of sociology. When presenting and speaking around the county she speaks about the critical importance of libraries in their communities. Librarians and Boards of Trustees can exert influence within their communities to impact positive change in society. She pointed out this is reflected in our community and impact goals.

The JEDO Board approved issuing a Request for Information regarding broadband services for Topeka and Shawnee County to interested telecommunication providers. The request has been posted to the JEDO website. Responses should be received in late October.

Millsap and United Way CEO Jessica Lehnerr have discussed Dolly Parton's Imagination Library (DPIL) on going funding and sustainability of the project and will be submitting a revised Memorandum of Understanding for the boards of both organizations for review and approval.

### **Chief of Staff**

Thad Hartman mentioned construction on Claire's Courtyard is moving along. Dirt has been removed, footings have been set, concrete laid for the north wall and trellis foundation.

Working on our next project, the circulation plaza, flooring and the new roof. The RFP for the roof was sent out on September 19, 2018 and the circulation plaza new flooring RFP goes out next week. Hartman anticipates bringing forth bids at the October 18, 2018 Board of Trustee meeting.

Millsap made mention that policies and programming are being worked on in parallel of the project.

Hartman mentioned the logistics and what parameters such as food and drink will be permitted in the courtyard, possibly some special cafe menu options. There were no questions for Thad.

Millsap indicated that policy and procedure recommendations will be brought to the Board for discussion and decision-making.

### **New Business**

On a motion by Kacy Simonsen, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the recommendation by the Chief Executive Officer Gina Millsap, that the change order for the fill dirt at Claire's Courtyard be paid entirely from Foundation funds. There was no discussion. Motion passed unanimously.

On a motion by Kristen O'Shea, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the bid submitted by Cam-Dex Security Corporation, in the amount of \$61, 260 to upgrade the Library's access control system. Funding for this purchase shall be paid from the General Fund. There was no discussion. Motion passed unanimously.

### **Executive Session**

On a motion by Beth Dobler, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, will recess the regular meeting to enter Executive Session at 4:30 pm for a time not-to-exceed 55 minutes to discuss a personnel matter. Action will be taken following the Executive Session. There was no discussion. Motion passed unanimously.

At 5:15 pm, Jennifer Miller left.

On a motion by Beth Dobler, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, sets the CEO's annual base compensation at \$164,629.66 effective on her employment anniversary date, August 15, 2018. Motion passed unanimously.

Executive session ended at 5:32 pm

**Trustee Comments**

Shawn Leisinger apologized for not calling in at the last board meeting, no cell service at the South Dakota camp site.

**Adjournment**

On a motion by Shawn Leisinger, seconded by David Monical, the meeting was adjourned at 5:32 PM. Motion passed unanimously.

Beth Dobler, Secretary

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## **Chief Financial Officer's Report**

**October 2018**

**Kim Torrey**

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

The certificate of deposit with Intrust Bank (bid process/approval February 2018) matured during September. A distribution of \$750,000 was requested upon maturity for the Employee Benefit Fund and \$1,250,000 for the General Fund. The funds were deposited to the overnight Municipal Investment Pool for cash flow related to payroll and operating costs in the current year. The bank graciously allowed the remainder to be renewed in a certificate of deposit at 2.18% for another 90 days. This rate exceeded the rate banks are required to offer, as set by the State Pooled Money Investment Board. Investment income is significantly more than budgeted.

A transfer was made from the overnight Municipal Investment Pool to a new 90-day investment in the Bond and Interest Fund, Municipal Investment Pool. The overnight rate was 1.5% compared to 1.92% for a 90-day investment.

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

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

### **General Fund – Pages 3 through 5**

With 74.5% of the budget year completed, 96% of the budgeted revenue has been received and 69% of the approved budget has been expended/encumbered. This compares to 2017 in which 96% of the budgeted revenue had been received and 72% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2018 was received September 20<sup>th</sup> as scheduled. The total received for the General Fund was \$742,563.90. The percentage of the ad valorem budget collected year-to-date is 98% which is the same compared to this time in 2017.

The percentage of year-to-date motor vehicle tax is 73% in 2018 and was 77% at this same time in 2017.

### **Employee Benefit Fund – Page 6**

With 74.5% of the budget year completed, 97% of the budgeted revenue has been received and 64% of the approved budget has been expended/encumbered. This compares to 2017 in which 96% of the budgeted revenue had been received and 74% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2018 was received as scheduled. The total received for the Employee Benefit Fund was \$127,838.91. The percentage of the ad valorem budget collected year-to-date is 98% which is the same compared to this time in 2017.

The percentage of year-to-date motor vehicle tax is 75% in 2018 and was 77% at this same time in 2017.

## Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,827,916 after the payment for the building's replacement humidifier.

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

Revenues collected to-date are 97%, compared to 97% collected as of this point in time in 2017.

The September 20<sup>th</sup> tax distribution totaled \$92,419.61. The percentage of ad valorem tax budgeted is 98% which is the same as this 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
Non-budgeted fund to be reimbursed by Library Foundation (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)	Additional architectural services for Claire's Courtyard - this project is included in the Facilities Master Plan	\$28,750.00	Tevis Architectural Group
Approved operating budget	Additional storage node for Nutanix back end system	\$19,125.00	CDW Government, Inc.
Library materials	Hoopla online	\$20,141.31	Midwest Tape
Library materials	Research database renewal	\$10,726.00	Morningstar
Library materials	Adult fiction e-audiobooks/books	\$5,430.00	Overdrive, Inc

**Other Items:**

- There are two resolutions on the agenda this month that create expenditures.

First, the bids were received on October 9, 2018 to reroof and replacement the sealant at the Library. TSCPL staff recommends awarding the bid to Midwest Coating, Topeka, Kansas, in the amount of \$558,850. Midwest Coating's bid is the lowest bid received. This is inclusive of all alternate bids, which raises the base bid from \$511,000 to \$558,850.

The second resolution is a recommendation to accept the bid from Senne & Company, Inc., Topeka, Kansas, in the amount of \$777,906 to renovate the circulation plaza. This project is included in the Facilities Master Plan and is budgeted from the General Fund, Capital Improvement Fund and from Foundation monies.

Additional background information is provided within each resolution.



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

9/30/18

	<b>Balance 01/01/18</b>	<b>Revenue Y-T-D</b>	<b>Expenditures Y-T-D</b>	<b>Balance 9/30/2018</b>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,661,865.06	\$ 11,802,514.93	\$ 9,376,866.53	\$ 7,087,513.46
Employee Benefits	751,843.68	3,728,197.67	2,512,586.52	\$ 1,967,454.83
Capital Improvement	1,959,190.83	17,269.38	147,284.00	\$ 1,829,176.21
Bond & Interest	808,663.92	1,592,160.64	1,652,250.00	\$ 748,574.56
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	0.00	50,002.19	0.77	\$ 50,001.42
Federal, State & Local Grants	19.03	2,100.00	1,500.00	\$ 619.03
Other Special Revenue	622,425.67	168,807.27	308,122.97	\$ 483,109.97
Permanent Funds	206,531.96	24,250.98	-	\$ 230,782.94
<b>Totals</b>	<b>\$ 9,010,540.15</b>	<b>\$ 17,385,303.06</b>	<b>\$ 13,998,610.79</b>	<b>\$ 12,397,232.42</b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 653,261.42
Restricted Funds-CoreFirst Bank-Checking	492,512.96
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,870,694.91
Cash on Hand	2,652.00
Petty Cash	444.42
Endowment Securities	230,782.94
Municipal Investment Pool - Overnight	5,679,658.29
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	600,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	3,000,000.00
Denison State Bank - Certificate of Deposit	-
	<b>\$ 12,530,006.94</b>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	3,551.11
Less Payroll Deduction and Employer Benefit Liabilities	15,364.87
Less Outstanding Checks	113,858.54
	<b>\$ 12,397,232.42</b>

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

	01/01/18 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	9/30/2018 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 4,661,865.06	\$ 11,802,514.93	\$ 259,694.63	\$ 9,117,171.90	\$ 7,087,513.46	\$ 738,141.86	\$ 6,349,371.60
Employee Benefit Fund	751,843.68	3,728,197.67	1,076.78	2,511,509.74	1,967,454.83	2,437.17	1,965,017.66
Capital Improvement Fund	1,959,190.83	17,269.38	5,940.00	141,344.00	1,829,176.21	1,260.00	1,827,916.21
Bond & Interest Fund	808,663.92	1,592,160.64	-	1,652,250.00	748,574.56	-	748,574.56
<b>Non Major Governmental Funds</b>							
State Aid Fund	0.00	50,002.19		0.77	50,001.42	-	50,001.42
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03		19.03
Kansas Humanities Council Grant	-	2,100.00	-	1,500.00	600.00	600.00	-
<i>Other Special Revenue Funds</i>							
Adult Programs		1.49		-	1.49	-	1.49
Art Collection	10,532.67	4.08		-	10,536.75	-	10,536.75
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	-			1,901.55	(1,901.55)	-	(1,901.55)
Cooking Neighborhood	-				-		-
French Gift - Library Materials	3,136.31	0.83	30.21	1,980.88	1,126.05	868.80	257.25
Friends	177,808.90	46.22	2,148.60	86,518.75	89,187.77	16,728.37	72,459.40
Fun Committee	1,568.90	593.81	-	-	2,162.71	-	2,162.71
Gallery Competitions/Exhibits	36,921.44	3,232.53	-	3,900.00	36,253.97	250.00	36,003.97
Gifts/Memorials (Undesignated)	258,320.84	161,637.81	157,060.98	31,625.79	231,271.88	1,204,514.86	(973,242.98)
Hathaway Trust - Library Materials	12,009.44	2,611.68	352.43	6,608.94	7,659.75	2,090.36	5,569.39
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	92,236.64	103.94	-	12,310.33	80,030.25	190.76	79,839.49
Lingo	-				-		-
NEH Expendable	1,408.42	0.54	-	-	1,408.96	-	1,408.96
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-			457.20	-	457.20
Red Carpet	6,488.48	2.45	75.27	280.68	6,134.98	69.32	6,065.66
Special Collections	5,666.81	4.21	-	-	5,671.02	-	5,671.02
Talking Books	-				-		-
Torlumenke Landscaping	35.94	-			35.94	-	35.94
Wedding Neighborhood	-				-		-
Workshops	2,164.06	0.83			2,164.89		2,164.89
Youth Services	13,034.49	566.85	133.30	3,195.26	10,272.78	55.29	10,217.49
<i>Permanent Funds</i>							
Mertz Trust	206,531.96	24,250.98	-	-	230,782.94	-	230,782.94
<b>TOTALS</b>	<b>\$ 9,010,540.15</b>	<b>\$ 17,385,303.06</b>	<b>\$ 426,512.20</b>	<b>\$ 13,572,098.59</b>	<b>\$ 12,397,232.42</b>	<b>\$ 1,967,206.79</b>	<b>\$ 10,430,025.63</b>

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

9/30/18

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 9/30/2018</u>
				74.5%
Ad Valorem Property Tax	\$ 10,513,795.00	\$ 10,278,767.36	\$ (235,027.64)	98%
Revitalization Rebates	(139,664.00)	(138,512.94)	\$ 1,151.06	99%
Back Tax	-	151,447.37	\$ 151,447.37	N/A
Motor Vehicle Tax	1,484,403.00	1,077,691.88	\$ (406,711.12)	73%
Recreational Vehicle Tax	12,739.00	10,522.34	\$ (2,216.66)	83%
16/20 M Vehicle Tax	5,837.00	5,430.61	\$ (406.39)	93%
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	48,898.33	\$ 2,269.33	105%
E-Rate Reimbursement	70,235.00	38,519.29	\$ (31,715.71)	55%
Miscellaneous Revenue	3,000.00	21,757.27	\$ 18,757.27	725%
Miscellaneous Revenue - Recyclg	-	177.40	\$ 177.40	N/A
Salary Refunds-Foundation	94,125.00	68,241.44	\$ (25,883.56)	73%
Salary Refunds-Friends	43,630.00	34,509.95	\$ (9,120.05)	79%
Salary Refunds-Shawnee Cty	-	17,361.46	\$ 17,361.46	N/A
Vending Machines	4,000.00	3,239.10	\$ (760.90)	81%
Pay to Sam	-	473.11	\$ 473.11	N/A
Overdue Fees*	157,000.00	92,373.44	\$ (64,626.56)	59%
Debt Collect	-	3,625.58	\$ 3,625.58	N/A
ILL Fees	600.00	133.89	\$ (466.11)	22%
Mailing Fees	60.00	400.00	\$ 340.00	667%
Non Resident Card Fee	510.00	1,105.00	\$ 595.00	217%
Obituary Fees	500.00	685.00	\$ 185.00	137%
Meeting Room Charges	5,500.00	3,940.00	\$ (1,560.00)	72%
Monday Market Fees	500.00	714.00	\$ 214.00	143%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	13,200.00	80,469.81	\$ 67,269.81	610%
Library Treasurer's Balance	3,349,699.00	-	-	N/A
<b>TOTALS</b>	<b><u>\$ 15,684,092.00</u></b>	<b><u>\$ 11,802,514.93</u></b>	<b><u>\$ (531,878.07)</u></b>	<b>96%</b>

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

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

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

9/30/18

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					74.5%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,923.00		\$ 1,477.00	77%
Salaries-Facilities	644,257.00	441,562.92		202,694.08	69%
Salaries-Overtime	10,000.00	6,776.54		3,223.46	68%
Salaries-Security	308,808.00	220,492.44		88,315.56	71%
Salaries-Shelvers	196,203.00	94,654.18		101,548.82	48%
Salaries-Staff	7,255,554.00	5,293,533.71		1,962,020.29	73%
Conferences	132,800.00	72,835.45	17,695.48	42,269.07	68%
Staff Development & Training	34,000.00	10,084.05	-	23,915.95	30%
Mileage	9,990.00	5,785.98	3,579.84	624.18	94%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,000.00	1,008.07	300.05	691.88	65%
Materials-Periodicals	38,000.00	37,489.43	121.99	388.58	99%
Materials-Print/Non-Print <1 YR	479,400.00	326,107.77	13,724.29	139,567.94	71%
Materials-Print/Non-Print	1,267,530.00	902,656.79	109,559.22	255,313.99	80%
<b>OPERATIONS:</b>					
Art Purchases	5,000.00	2,586.37	-	2,413.63	52%
Cataloging and ILL Services	75,500.00	66,153.65	18,837.67	(9,491.32)	113%
Contracted-Digital Services	351,560.00	272,328.74	42,567.17	36,664.09	90%
Contracted-Facilities	255,000.00	213,389.57	29,187.14	12,423.29	95%
Contracted-Equipment	51,500.00	36,072.66	14,239.56	1,187.78	98%
Contracted-Professional	279,800.00	148,050.29	84,259.36	47,490.35	83%
Contracted-E-Rate Services	6,325.00	-	-	6,325.00	0%
Digital Services Support	244,900.00	191,304.11	22,118.39	31,477.50	87%
Furniture/Equipment	117,000.00	5,097.75	-	111,902.25	4%
Insurance	53,300.00	50,027.00	4,758.00	(1,485.00)	103%
Marketing & Communication	40,000.00	20,096.26	2,956.62	16,947.12	58%
Memberships/Dues	23,625.00	9,161.40	537.00	13,926.60	41%
Miscellaneous	5,000.00	1,524.22	142.00	3,333.78	33%
Payments to Other Libraries	100,123.00	-	-	100,123.00	0%
Postage/Shipping	108,000.00	83,522.32	923.61	23,554.07	78%
Printing	106,600.00	59,413.00	1,320.98	45,866.02	57%
Programming	30,000.00	13,711.50	1,861.76	14,426.74	52%
Special Events	-	-	-	-	0%
Special Projects	1,100,000.00	8,750.00	58,750.00	1,032,500.00	6%
Supplies-Facilities	76,200.00	51,598.38	16,529.19	8,072.43	89%
Supplies-Office/Library	75,600.00	49,961.61	6,304.43	19,333.96	74%
Supplies-Processing	40,000.00	44,247.38	534.77	(4,782.15)	112%
Telecommunications	85,617.00	45,832.07	32,768.07	7,016.86	92%
Utilities-Electric	350,000.00	232,428.51	120,371.09	(2,799.60)	101%
Utilities-Gas	65,000.00	30,392.83	10,504.81	24,102.36	63%
Utilities-Water/Sewage	35,000.00	18,296.36	8,883.64	7,820.00	78%
Vehicle-Gas	36,000.00	22,632.75	-	13,367.25	63%
Vehicle-Repair	32,500.00	22,811.73	18,701.98	(9,013.71)	128%
Contingency/Fund Balance	1,550,000.00	-	-	-	0%
Cash Long/Short	-	(128.89)	-	128.89	N/A
<b>TOTALS</b>	<b>\$ 15,684,092.00</b>	<b>\$ 9,117,171.90</b>	<b>\$ 642,038.11</b>	<b>\$ 4,374,881.99</b>	<b>69%</b>

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

9/30/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/18</b>	<b>\$ 3,349,699.00</b>	<b>\$ 4,289,983.53</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,513,795.00	10,278,767.36	98%
Revitalization Rebates	(139,664.00)	(138,512.94)	99%
Back Tax	-	151,447.37	N/A
Motor Vehicle Tax	1,484,403.00	1,077,691.88	73%
Recreational Vehicle Tax	12,739.00	10,522.34	83%
16/20M Vehicle Tax	5,837.00	5,430.61	93%
In Lieu of Tax	10,122.00	544.24	5%
Watercraft Special Tax	7,672.00	-	0%
Commercial Vehicle Fees	46,629.00	48,898.33	105%
E-Rate Reimbursement	70,235.00	38,519.29	55%
Fees and Charges	171,670.00	128,446.39	75%
Reimbursements	137,755.00	120,290.25	87%
Interest on Idle Funds	13,200.00	80,469.81	610%
	<u>\$ 12,334,393.00</u>	<u>\$ 11,802,514.93</u>	96%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,421,222.00	6,061,942.79	72%
Other Staff Support Costs	176,790.00	109,980.80	62%
Library Collections	1,786,930.00	1,390,967.61	78%
Contracted Services	1,019,685.00	925,085.81	91%
Digital Services Support	244,900.00	213,422.50	87%
Furniture/Equipment/Art	122,000.00	7,684.12	6%
Payments to Other Libraries	100,123.00	-	0%
Special Projects	1,100,000.00	67,500.00	6%
Utilities & Telecommunications	535,617.00	499,477.38	93%
Vehicles	68,500.00	64,146.46	94%
Other Operating Expenditures	558,325.00	419,002.54	75%
Cash Basis Reserve	1,550,000.00	-	0%
	<u>\$ 15,684,092.00</u>	<u>\$ 9,759,210.01</u>	69%
Prior Year Canceled Purchase Orders		<u>\$ 16,083.15</u>	
<b>Unencumbered Balance 9/30/18</b>	<b>\$ -</b>	<b><u><u>\$ 6,349,371.60</u></u></b>	

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

9/30/18

**EMPLOYEE BENEFITS**

	<b>2018 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/18</b>	<b>\$ 505,653.00</b>	<b>\$ 750,732.34</b>	
<b><u>Revenue:</u></b>			
Ad Valorem Property Tax	\$ 3,580,993.00	\$ 3,501,325.90	98%
Revitalization Rebates	(47,569.00)	(46,750.81)	98%
Back Tax	-	28,102.64	0%
Motor Vehicle Tax	186,260.00	139,556.68	75%
Recreational Vehicle Tax	1,598.00	1,341.52	84%
16/20M Vehicle Tax	732.00	1,289.34	176%
In Lieu of Tax	2,800.00	185.36	7%
Watercraft Special Tax*	963.00	-	0%
Commercial Vehicle Fees	5,851.00	6,773.99	116%
Refund-Fringe Benefits-Foundation	35,999.00	21,584.42	60%
Refund-Fringe Benefits-Friends	27,701.00	18,997.82	69%
Refund-Fringe Benefits-Shawnee Cty	-	12,599.57	0%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	772.24	0%
Retiree Payments BC/BS	43,347.00	21,264.53	49%
Interest on Idle Funds	2,000.00	21,154.47	1058%
	<b>\$ 3,840,675.00</b>	<b>\$ 3,728,197.67</b>	<b>97%</b>
<b><u>Expenditures/Encumbrances:</u></b>			
Employee Assistance Program	\$ 6,886.00	\$ 6,460.68	94%
Cafeteria Plan Administration Fees	3,865.00	3,203.00	83%
Social Security/Medicare	644,212.00	432,992.86	67%
Ks Public Employees Retirement Sys	758,224.00	557,560.86	74%
Worker's Compensation	73,200.00	67,772.50	93%
Unemployment Tax	8,421.00	5,495.97	65%
Health/Dental Insurance	2,451,520.00	1,440,461.04	59%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 4,346,328.00</b>	<b>\$ 2,513,946.91</b>	<b>64%</b>
Prior Year Canceled Purchase Orders		\$ 34.56	
<b>Unencumbered Balance 9/30/18</b>	<b>\$ -</b>	<b>\$ 1,965,017.66</b>	

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

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/18</b>	<b>\$ 1,951,990.83</b>
<b><u>Revenue:</u></b>	
Interest received	17,269.38
	<b>\$ 17,269.38</b>
<b><u>Expenditures/Encumbrances:</u></b>	
Contracted - Professional	4,950.00
Capital Outlay	136,394.00
	<b>141,344.00</b>
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 9/30/18</b>	<b>\$ 1,827,916.21</b>

**STATE AID**

<b>Balance 01/01/18</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Revenue:</u></b>		
State Aid	55,000.00	50,002.19
	<b>\$ 55,000.00</b>	<b>\$ 50,002.19</b>
<b><u>Expenditures/Encumbrances:</u></b>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	55,000.00	0.77
	<b>\$ 55,000.00</b>	<b>\$ 0.77</b>
<b>Unencumbered Balance 9/30/18</b>		<b>\$ 50,001.42</b>

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

9/30/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/18</b>	<b>\$ 763,691.00</b>	<b>\$ 808,663.92</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,467,546.00	1,434,904.49	98%
Revitalization Rebates	(19,495.00)	(19,297.13)	99%
Back Tax	-	19,307.59	
Motor Vehicle Tax	178,209.00	129,857.32	73%
Recreational Vehicle Tax	1,529.00	1,265.74	83%
16/20M Vehicle Tax	701.00	714.10	102%
In Lieu of Tax	1,350.00	75.97	6%
Watercraft Special Tax*	921.00	-	0%
Commercial Vehicle Fees	5,598.00	5,936.99	106%
Interest on Idle Funds	2,200.00	19,395.57	882%
	<u>\$ 1,638,559.00</u>	<u>\$ 1,592,160.64</u>	97%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,550,000.00	\$ 1,550,000.00	100%
Interest	102,250.00	102,250.00	100%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,402,250.00</u>	<u>\$ 1,652,250.00</u>	100%
<b>Unencumbered Balance 9/30/18</b>	<b>\$ -</b>	<b>\$ 748,574.56</b>	

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

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments and Debt as of September 30, 2018**

**Capital Improvement Funds-VisionBank**

\$ 1,870,694.91 at 1.19% (money market account)

**Municipal Investment Pool**

\$ 5,679,658.29 Operating funds in "overnight pool"\*; available  
for transfer whenever needed

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

\$ 6,279,658.29

\* rates vary by day - average September 1-30, 2018 was 1.5%

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

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

**Principal Balance of Outstanding Bonds**

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



# CHIEF EXECUTIVE OFFICER'S REPORT

## October 2018

### Library News and Project Updates

#### **American Philosophical Society (APS) Conference**

In commemoration of the American Philosophical Society's 275th Anniversary, the Society's Library hosted an interdisciplinary conference that explored the history of libraries, the present opportunities for libraries, and the potential future for libraries as they continue to evolve in the 21st century.

The APS is the oldest learned society in the United States and was founded in 1743 by Benjamin Franklin for the purpose of "promoting useful knowledge." The Society's current activities reflect the founder's spirit of inquiry, provide a forum for the free exchange of ideas, and convey the conviction that intellectual inquiry and critical thought are inherently in the best interest of the public.

I was invited to be a presenter on a panel focused on public libraries. Derek Dreher, Executive Director of The Rosenbach (museum) and Head of Special Collections for the Free Library of Philadelphia, was the moderator. Siobhan Reardon, president and Director of the Free Library, and Sue Considine, former Director of the Fayetteville (NY) Public Library, were my fellow panelists. We were the only public librarians present and our session was lively and inspired a lot of questions and comments.

Here are the questions we discussed. I helped draft them and would be interested in hearing if TSCPL trustees would be interested in discussing some of them as well.

1. Public libraries have changed more than any other kind of library over the past few decades, evolving from quiet temples where books were circulated and facts dispensed to community squares where diverse communities gather to take classes, start businesses, come in from the cold, get internet access, and check out neckties or musical instruments (and yes, also books). Where are public libraries likely to be in ten or twenty years? If you could make one big change that would help create a sustainable future for public libraries, what would it be?
2. Usage of public libraries is reaching record levels, but public funding is under greater pressure than ever in most cities. How long can we meet our unfunded mandate? What are the paths forward? How should libraries approach strategic thinking, planning and action in the next decade?
3. Recent research by Pew confirms that public libraries enjoy tremendous trust on both sides of the political aisle. In an era where fake news is eroding public trust, what role should public libraries play, and what are the risks?

4. Libraries will thrive only if librarians evolve and change. What knowledge, skills, and abilities do public librarians need to lead their libraries and help them become essential assets in their communities? Have MLS-conferring institutions kept pace with changes on the ground in libraries?
5. Libraries have long been service providers, but many public libraries are becoming change agents in their communities. Are both possible? What does it take for a public library to be a proactive partner with its community rather than a passive respondent?

### **Facilities Master Plan update**

Thad Hartman will provide an update on the Facilities Master Plan.

Learning Experiences Manager Stephanie Hall and Thad will share information about the plans for the circulation plaza remodel and development of the learning center. Note that while one of the action items under New Business is approval for the bid to remodel the circulation plaza and development of the learning center, both projects are programmatically “works in progress.” We welcome your ideas and questions.

## **Agenda Items**

### **Bid Approval for Roof Replacement**

This project is included in the Facilities Master Plan and will be paid for out of the Capital Improvement Fund. The recommended bid is approximately \$30,000 more than the 2016 estimated cost for this project. This is partly due to the addition of some maintenance and safety work that can be done more cost effectively during the roofing project. Also, we are recommending a contingency amount be added to the project budget. Please see the resolution sheet for background information, vendor recommendation, and the fiscal note.

### **Bid Approval for Circulation Plaza, Learning Center, and Flooring**

These projects are included in the Facilities Master Plan and in the FY2018 budget. The bid came in under the projected cost for these projects. As with the roofing project, we are recommending a contingency amount be added to the project budget. Please see the resolution sheet for background information, vendor recommendation, and the fiscal note.

### **Request for Friends of TSCPL Funding**

We typically submit the recommendation for the Friends funding request to the BOT in September. We were asked to defer that request to October so that Mary Campbell and the Friends of the Library treasurer could more accurately estimate the amount they will have available for disbursement. That was necessary this year as the Friends moved from a one-time book sale in September to quarterly sales at the library. The total amount we will request is \$85,000.

This is my recommendation for the request to the Friends of TSCPL for FY2019:

- Dolly Parton’s Imagination Library - \$25,000
- Summer Learning Initiatives - \$26,000
- Learning Center Initiatives - \$4000
- Volunteer/Employee Recognition - \$20,000
- Strategic Planning Implementation (Community Impact Goals or Facilities Master Plan) - \$10,000

Total = \$85,000

## Professional Activities/Community Contacts

September 24	Attended The Pigeon Comes to Topeka! A Mo Willems Exhibit VIP Sneak Peek at The Kansas Children's Discovery Center. KCDC has become a valued partner in promoting early childhood literacy and learning. I anticipate that will continue and that our partnership will grow as will our collective impact.
September 25	Participated in interviews for the Development Professional Position with The Library Foundation.
September 25	Met with the Momentum 2022 Talent Development Work Group
September 27-28	Panel presentation at “The Past, Present and Future of Libraries”, American Philosophical Society (APS) in Philadelphia, PA.
October 1	Strategic planning consultation with Brandon Hines, Director of the Hays Public Library.
October 5	Participated in Community Broadband Planning Conference call.
October 8	Met with Karen Christilles, Executive Director of 712 Innovations.
October 11-12	Keynote Speaker for the Minnesota Library Association Conference, St. Cloud, MN, presenting “Librarian Evolution” and “Building Buy-In for Marketing at Your Library”

## In Progress

At the suggestion of the Executive Committee and in response to feedback from trustees during my evaluation process, I’m including a new section in this report. As I understand it, there is a desire to know more about upcoming projects and initiatives and to understand the thinking behind them. These are projects or activities that I am working on or have requested that other staff do so. I’m not going into a lot of detail on the activities on this list, but welcome questions and comments. Note that this list may not change significantly from month to month, but I will update it as needed.

- Development of petition policy in consultation with attorney Chuck Engel – to be brought to the Board of Trustees (BOT) for a first reading before the end of the year.\*

- Amending computer use policy to include reference to 3-D printing of weapons.\*
- Updating the Memorandum of Understanding with the United Way of Greater Topeka to codify our respective financial commitments for the near future.
- Entering into an agreement with Koios Library Marketing, a company that helps libraries improve their online visibility by increasing their exposure on Google. Their product Libre Ads, makes libraries appear first in Google search results.
- Kettering Foundation project – TSCPL is one of a handful of public libraries invited by Kettering to participate in what it calls a Learning Exchange. Public Service Director Marie Pyko and Public Services Librarian Lissa Staley are our representatives in this learning exchange. They will present a report on the work they are doing and how it advances our community impact goals at a future board meeting.
- Digital Inclusion project – I have asked digital services director David King to lead a team that will build on the work we’ve done as part of the DigitalLearn project, convened by the Public Library Association in 2017. Follow this link to see our current offerings. The Community Broadband project that I am co-leading is also part of this effort to bridge the digital divide in our community.
- 2019 – Revision of employee manual. The employee manual, which includes all personnel policies, is due for an update. HR Director Jesse Maddox, Chief of Staff Thad Hartman and I intend to submit a revised edition for your review and approval before the end of the year.

\*Note on policy review.

The process for policy review and change is:

1. Staff does initial review to determine if the policy is directing and supporting daily library operations administratively and for staff responsible for policy enforcement.
2. Staff consults with the library’s attorney to ensure compliance with all laws and to incorporate any legal considerations.
3. Policy draft is submitted to the Board of Trustees at a monthly meeting for a first reading for review and discussion.
4. Policy is usually approved at the next month board meeting.

**Gina Millsap, Chief Executive Officer**

**Topeka and Shawnee County Public Library**

**10/10/18**

**Chief of Staff Report**  
**Thad Hartman**  
**October 18, 2018**

**Red Carpet Temporary Move**

In preparation for construction Red Carpet Services moved to its temporary location in the Learning Center. Customers will be able to find Large Print books and magazines in that location. We will house the magnifier location and the activity collection off the service floor during the remodel.

Customers needing those items are encouraged to ask for assistance and staff will be able to retrieve those items for them. Scooters and wheelchairs will be available for checkout from the Customer Service Desk during the move. All of our services are still available to the public.

A communication plan was developed to prepare customers and staff for the move. Signs were created with information about the new location and construction. Prior to the move, signs were posted in Red Carpet and the Learning Center.

After the move pedestal signs were placed in the atrium and at the entry of Red Carpet.

Information was also posted in staff areas and on the staff intranet. Staff members have been briefed and have talking points to explain the changes. In addition to this, we posted details on Facebook and the public webpage both before and after the move.

**Learn & Play Bus**

On Friday, September 28 the Library and the Learn and Play Bus were honored by United Way of Greater Topeka along with other partners and individuals for work on the Campaign for Grade-Level Reading.

The Learn & Play Bus was recognized with a "Bright Spot." Bright Spots highlight innovative approaches and promising strategies for achieving bigger outcomes, larger impact and more sustainable scale. The Learn & Play Bus was honored for its support of a healthy educational start by:

- engaging families of children under age five;
- facilitating purposeful play;
- connecting families to community resources and parenting information within play interactions



Youth services Supervisor LeAnn Brungardt accepted the honor on behalf of the library and gave a wonderful speech that highlighted some specific success stories of kids who regularly visit the Learn & Play Bus.

**Claire’s Courtyard**

Construction has progressed a great deal over the past few weeks. Footings have been set, rebar installed, and concrete poured. The north wall of the amphitheater is complete and as of 10/10/18, one of the trellis columns is complete, with the others soon to follow. The east wall is almost ready for concrete to be poured. The last few days we have had a great deal of rain which has slowed progress, but the weather is clearing up and should allow for more headway over the next week. Below is a series of pictures that show the process of creating the north wall of the amphitheater.



**David King**  
**Digital Services Director**

Digital Services has been working with Security to optimize security cameras around the building. This is helping us reclaim storage space for security video, and is also moving us towards modern best practices in regards to naming, updates, and space requirements for security technology.

We have been rolling out new Apple Mac computers for staff and public. We are also placing them on our new Apple management system, which will make those devices much easier to manage. We also have the library's iPads, iPad Touches, and iPhones on the same management system.

**Marie Pyko**  
**Public Services Director**

**Public Services report**

Lissa Staley, Health Information Librarian and I continue our work with the Kettering Foundation and attended a Learning Exchange in Dayton September 25-26<sup>th</sup>. We are beginning to plan community forums in partnership with local community health organizations.

We are using the National Issues Forum (NIF) format and will host at least two forums focused on the social determinants of health. Our first session is scheduled for mid-November. In coordination with our partners we will be inviting citizens to deliberate about the topic of prosperity. If you would like to learn more about NIF <https://www.nifi.org/>.

**Information & Learning Team**

We are excited to have community-made poppies rolling in for our WWI traveling exhibit. From our craft guilds, who have turned in hundreds of knitted and crocheted poppies, to our school partners and Red Carpet stops, all ages of Topekans are helping us transform the entryway to the Gallery in honor of Veteran's Day and the 100<sup>th</sup> anniversary of the end of World War I. Patterns can be found on our website (<https://tscpl.org/art/community-poppy-project>) and we encourage you to try your hand at making one or ten.

## **Readers Team**

Readers Services Team has an open position for a Readers Librarian. This librarian will fill the vacancy from the summer retirement of Valerie Reif our former Fiction Librarian. This position will slot in to the Engaged Community of Readers Community Impact Goal team.

Miranda Ericsson will be presenting at Kansas Library Association Conference on Wednesday October 24<sup>th</sup>. Miranda will be co-presenting with Meredith Snapp on The Future of Library Service.

## **Stephanie Hall**

### **Learning Experiences Manager**

## **Free 3D Print of the Month**

Beginning October 1 we began offering a free 3D print of the month. The goal of this initiative is to spark customer curiosity as it relates to 3D printing. Our free 3D print schedule is,

- October – bat pendant
- November – poppy (tie into WWI exhibit and 2Book)
- December – snowflake ornament
- January – Sunflower (tie in to Kansas Day)
- February – little pig (tie into the Chinese New Year)
- March – baseball bat or a cap (tie into 2Book)

Each print takes 15 minutes or less and is intended to introduce customers to 3D printing in an easy and simple way. As of October 9 we have printed 13 free prints. We have found many of those customers like to sit and watch their print take shape especially since it is only 15 minutes.

Our plan is to expand this promotion and offer programming around the 3D printer including why someone should care about 3D printing, to how to resize an item to be 3D printed, to using free software to create your own 3D print.

## **Expanding Computer Training**

Shari Schawo, Training Professional and I are in the process of evaluating our computer training classes for the public. Shari will be offering two new classes in January – Mac Users Meet Up and Cutting the Cable Cord. In Mac Users Meet Up customers will meet with other Mac users for informal monthly learning and sharing. New Mac users should bring their questions and power users should bring their expertise to share. Cutting the Cable Cord is for individuals who have been thinking about getting rid of cable or satellite TV? They will learn about some of the alternatives to traditional cable and the benefits and drawbacks of streaming TV and HDTV antennas.



In addition to auditing our in house classes Shari is also expanding our reach by working with the Topeka Workforce Center offering basic computer classes down at their location twice a month. This is a new partnership that has a lot of growth potential.

### **Block Building Grant**

The American Institute of Architects (AIA) Topeka Chapter asked the library to work with them on a grant to provide learning kits focused on building that could be used in the library. The grant request was successful and AIA Topeka was awarded \$5,000.

AIA Topeka chose to partner with the Topeka and Shawnee County Public Library because it is easily accessible to all members of the community. There are no fees to use the library, so community members that would not otherwise be able to afford these kits can still have access to them. The library is also a diverse place for all ages and is easily reached by public transportation. Community members who don't normally interact with each other either through sports, school, or neighborhoods could come together at the library to learn and create together.

As an initiative to promote youth learning and community outreach AIA Topeka plans to provide a variety of building and spatial learning kits to be housed at the Topeka and Shawnee County Public Library. These materials will allow a variety of age groups to learn spatially, structurally, mathematically, and creatively through play. All of these skills promote the development of critical thinking which will be an asset in any career. AIA Topeka and the library will work together to provide engaging learning experiences.

### **Building Kits by Age**

#### **Ages 4-6**

At this young age, children are high-energy and very inquisitive and respond well to activities that encourage them to explore the world around them. To help in this exploration, our partnership would engage youth through activities with tools, building and creating their own structures, and interacting with the world around to help strengthen their understanding of core subjects. For this group AIA Topeka decided to provide Magna Tiles. The tiles teach young children to "recognize patterns, create three dimensional, and even magnetic properties" (Arckit) without leaving them frustrated and disengaging by a tool that is too complex.

#### **Ages 7-11**

At this age group, children can begin to understand more intricate concepts and use critical thinking and problem solving. Therefore, the activities for this age group would incorporate building projects to help expand their logical thinking skills as well. Timber planks have been selected for this level. These build on the knowledge users developed in the previous age group but now require them to make structural decisions. There is limitless freedom of creativity because, unlike with the magnetic tiles, there is no suggestion of what these planks could create.

**Ages 12+**

The final group can understand complex issues and are beginning to plan for their future. This age is ideal for students to work with tools and take on more advanced building projects; incorporating building and construction into lessons at this age has an occupational connection and may help influence their career choice. We decided on a product called Arckit for the oldest group. This was developed by an architect to allow users to "physically explore designs" (Arckit) This tool continues to build on the users' knowledge base by asking them to work within a grid, think about materials and transparency, mass, planes, etc. An education series supplements the physical tools to allow the users to "explore the world of architecture" (Arckit).

No age group would be limited to certain kits. For instance, people in the 12 and up would still enjoy and learn using the timber planks. Those in mid-range group would be able to use the Arckit. Parents would be able to interact with their children using any of the products. Each of these kits promotes spatial learning in different ways by asking questions about how the pieces can go together and what can all the parts create. What works and doesn't work? How do you create a cantilever from the planks? What about from the Arckit?

The kits alone are not enough to achieve our goal. AIA will create or purchase supplementary lessons, videos, and activities to prompt the users while avoiding the simplicity and direction of step by step guides. The users may not have all the right vocabulary for what they are creating, so the augmenting material will develop their architectural, structural, and construction language. We will ask them to sketch out their ideas which will develop users' planning and organization skills. Once they have completed their work we would ask questions about it. For instance, what have you built, who is it for, why did you build it like this, would you do it differently next time? Such questions require them to develop communication skills to explain their ideas to others.

The importance of this project is not just to simply prepare youth for a possible career in architecture and construction, but to create community members that are engaged in and understand their built environment. People with this knowledge base and perception are able to make more informed decisions when it comes to involvement with projects that will change and improve their communities. The success of our project will come full circle when the youth of today are versed in architecture and thus able to help architects and communities develop their built environments.

**LeAnn Brungardt**

**Youth Services Supervisor**

**Teacher Treats**

We are hosting Teacher Treats, an annual program designed for area childcare providers, this weekend. This program provides up to 5 Kansas Department of Health and Environment approved credit hours to attendees. This is one way in which we support our community to have children be kindergarten ready. These hours are given to teachers at no cost to them or their centers.

This is a big deal in a field with low wages and extremely tight budgets. This year we have two separate sessions: Having Difficult Conversations- provided by Kansas Child Care Training Opportunities and Beyond the Tornado Tube: Teaching Science to Preschoolers- provided by Child Care Aware.

### **Out of School Learning**

Since the start of September we have been toying with out of school learning. For the fall we have planned activities for elementary school aged kids that run on weekdays from 4:30-6:30. This means that kids that come here straight from school can grab a snack and then partake of that day's self-directed fun. At this time we are conforming those activities to meet broader organizational planning themes. Come spring we hope to begin advertising those afterschool offerings regularly and also add family engagement activities that will fall several times each week in the 6:30-8:00 window. Kids have done literacy based breakout boxes, read short stories, participated in obstacle courses, created candy corn people and completed brain games. Soon to come are sewing sock Zombies, creating fake scabs, and gutting and carving pumpkins. This is new for us. We are very much in a trial and error phase of seeing what engages kids, sneaking in learning, and determining staffing for this approach. The candy corn people are on display in the Kids' Library if you are interested in seeing a recent example.

### **Neil Shusterman**

The library, of course, has the latest book titles available to teens on the shelves and available as downloads for devices. Additionally on occasion we also have the ability to feature an author. Doing so provides teens a larger than life opportunity with someone who has become well-known for their writing talents in book and sometimes in movie circles. It gives them a chance to see someone who perhaps emotionally moved them, got them thinking about a situation differently, or convinced them to act differently. Authors can be positive influence to us—just like athletes, musicians, movie stars, or family members.

Young Adult novels are relatable as often times they tackle issues that most teens encounter... peer pressure, grief, healthy or unhealthy relationships, and difficulties at home or school. They are also known to take a look at edgy society issues in a “what if” sort of way.

Neal Shusterman, our visiting author for this month is known for that.

- What would it be like to be a teen struggling with a mental illness like schizophrenia?
- What if there was no more war, illness poverty. How would people die?
- What if drought in this country escalated to cataclysmic ends? What would daily living look like for families?

Writers like Shusterman challenge us to:

- walk in other's shoes
- problem solve
- develop a sense of personal ethics

During visits, it is common for authors to inspire. When they speak often times,

- They talk about their writing journey. For those who are interested in pursuing a similar path, it is good to hear what others before them have gone through. It's good to know how others process, write and edit. It's comforting to know not everyone gets published easily.
- They talk about their back story. Frequently writers will share what triggered them to write a particular topic or develop a certain character. The behind the scenes look can add interest to an already remarkable story.
- They talk to you like you were sitting down with a friend. They share of themselves in a personal way that makes them sometimes a person, sometimes a hero, sometimes both. They can share lessons learned or a quote that stick with us and become a part of who we are.

Having authors visit the schools ensures that a greater number of teens across our community have opportunity for that sort of experience. Neil Shusterman visited Shawnee Heights, Seaman and Topeka High. He was also scheduled in the evening at the library for the general public.



## **Resolution – Bid for Reroofing and Sealant Replacement**

**BOARD OF TRUSTEES  
October 18, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Midwest Coating, Topeka, Kansas, in the amount of \$558,850 for reroofing and sealant replacement, including all alternate options. This project was included in the Facilities Master Plan which was approved in July 2016. The project budget, which includes a 20% contingency of \$111,770, is \$670,620.**

**This project includes the removal and installation of new roof covering, repair and replacement of existing sheet metal flashing, replacement of damaged roof insulation, and replacement of existing joint sealant at copings, masonry joints, and openings.**

**The Board of Trustees approves the authority to expend up to \$670,620 from the Capital Improvement Fund, which has a current unencumbered balance of \$1,827,916.**

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

The existing roofing has been in place for approximately 20 years and is beginning to deteriorate. During heavy rain, leaks in the building have become a fairly consistent issue. Up to this point this has been addressed by patching problem areas. While this has provided temporary fixes, the fixes have not lasted long and because of the age of the roof a full replacement is necessary.

In many locations on the roof the membrane flashing is beginning to deteriorate and in several locations the metal flashing is in need of repair.

In addition, the sealant on and around the parapet cap stones is cracking, which will lead to future deterioration. This project will address all of these issues and will also include replacing all exterior building sealant as to prevent cracking in other areas. Alternates to the bids also include the addition of guardrails at the parapets and roof hatch for improved safety.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued September 18, 2018. Drawing and specifications were developed by Tevis Architects.

The RFP and related documents were posted on the Library's website and Tevis Architects emailed specific notification to several local general contractors. A pre-bid conference and site visit was held on September 26, 2018. One bid was submitted by a bidder not attending this meeting.

Tevis Architects issued Addendum 1 on October 5, 2018 in response to questions and to amend portions of the drawings and specifications. These documents were posted on the Library's website.

Bids were received at a public meeting at 2:00 pm, October 9th. Three bidders were present and submitted bids. One other bid was received, but it was submitted after the 1:00 pm deadline for electronic submittals, and was therefore not considered.

The Bid Form required bidders to separately price alternates: (1) recover roof with a fleece backed tan TPO roof membrane fully adhered to 1 ½" glass faced polyisocyanurate roof insulation cover fastened to the existing roof ; (2) provide guardrails at parapets and roof hatch; (3) clean and repaint existing clerestory metal fascia and metal corner trim ; (4) remove and replace all joint sealant at precast concrete parapet copings ; (5) replace sealant at all exterior masonry control joints and masonry openings ; (6) coping sealant to include all head joints (3 sides) and bed joint on roof side only in Alternate #4 and to include coping bed joint on non-roof side of coping in Alternate #5 ; and (7) provide cost to replace all sealant using a "Pecora 890 FTS" field timetable silicone, or approved equal in alternate #6. All accepted bids included the alternate pricing.

We were very pleased with the bids we received for the roof replacement. The bid that we are recommending of \$558,850 was about \$35,000 more than what we originally had budgeted in the Facilities Master Plan for this project. However, the bid includes new sealant for the entire library and the addition of guardrails at the roof hatch and parapets. These were not in the original Facilities Master Plan, so the additional cost is not completely surprising. We have experience with Midwest Coating, and feel confident in their ability to complete this project.

**Staff Recommendation:**

TSCPL staff recommends the lowest bid of \$558,850, submitted by Midwest Coating, Topeka, Kansas, be approved for reroofing and replacement of sealant. This is inclusive of all alternate bids, which raises the base bid from \$511,000 to \$558,850. The recommended bidder has also agreed to complete the work of the contract within 90 calendar days from the date of the contract award, which is the shortest completion time in the three bids.

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

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

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

Date \_\_\_\_\_

**Topeka & Shawnee County Public Library**  
**Reroof & Sealant**  
**Bids Due: October 9, 2018 2:00PM**

**BID TABULATION**

Bidder's Name	Base Bid	Alt.1 / 115 mill	Alt.2 guards	Alt. 3 paint	Alt.4 coping sealant	Alt.5 wall sealant	Alt 6 coping 980	Alt. 06 wall 980	Total w/ alternates	Pre-Bid	Addm. 01	Days to Complete	unit cost insul. S.F.
J.B Turner	\$559,950.00	-\$50,110.00	\$7,766.00	\$1,390.00	\$27,553.00	\$82,770.00	\$770.00	\$2,050.00	\$632,139.00	x	x	120	\$5.00
Delta (LATE BID 1:30 PM)	\$664,000.00												
Midwest Coating	\$511,000.00	-\$36,500.00	\$3,800.00	\$1,750.00	\$16,600.00	\$51,600.00	\$2,600.00	\$8,000.00	\$558,850.00	x	x	90	\$3.50
Meridian Roofing	\$604,939.00	-\$28,760.00	\$3,890.00	\$2,680.00	\$18,044.00	\$56,153.00	\$2,849.00	\$8,705.00	\$668,500.00	no	x	120	\$3.50

**Apparent Low Bidder**

Facilities Master Plan 2016 roofing budget \$511,292 \*

Architect's 2018 updated estimate (2016 inflation 4.7% 2017 inflation 5.0%) = \$562,089 \*

\*Note: estimates includes coping sealant only





## **Resolution – Bid for Circulation Plaza & Learning Center Renovation & New Flooring**

**BOARD OF TRUSTEES  
October 18, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Senne and Company, Inc., Topeka, Kansas, in the amount of \$777,906 for the renovation of the Circulation Plaza and Learning Center and the installation of new flooring along the main library corridor.**

**The cost of the project will be divided between Library Foundation Funds and the Library's General Fund. \$200,667 of the purchase shall be paid from the Library Foundation funds specifically identified and available for this purpose in accordance with K.S.A. 10-1112. \$557,239 of the purchase shall be paid from the General Fund, Special Projects line item.**

**The total project budget, which includes a 20% contingency of \$155,581 and an allowance for the rotunda flooring design of \$25,000, is \$958,487.**

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

#### **Circulation Plaza**

The Library Rotunda is the front door to the Library, and the Circulation Lobby is the main portal into the Library's collections and programs. The new design will increase visual and physical connectivity between the Rotunda and the Circulation Lobby, address functions that promote self-directed discovery and utilization of the Library, and promote self-reliance with the library's check-out system. Additional collections and displays and improved sightlines will promote better orientation and awareness.

The new service model gives staff more time to interact with patrons, thus reinforcing a "welcome" feeling. Recapturing space at the defunct circulation desk, in addition to reorganizing the Red Carpet Services Area, will increase the available space to create a new "Circulation Plaza", a "one-stop" service area planned to feature a relocated information desk, business center, small conference room, motorized cart storage, digital information kiosks, popular collections and displays, card registration, check-out kiosks, and patron seating areas. New interior windows into the Booktique, Learning Center, & Kid's library will



be added to promote discovery of spaces and learning activities. The new Circulation Plaza is envisioned to become the bustling heart of the Library, much like a busy town square.

### **Learning Center and Make-It Lab**

In 2017 the periodicals collections was relocated from its previous location in the central part of the library to the North Reading Room. As formats changes, this collection has decreased in size and the room where it had been located was too large and more prominently featured than necessary. That high visibility and central location of that space was considered more valuable to highlight the library's focus on learning. This project will reconfigure this space into the new Learning Center.

This new space will replace the current computer classroom and will also be used for a wide-variety of other types of learning activities. The Learning Center will be programmed during all library hours for a variety of types of learning experiences for all ages. This will include self-directed learning activities, hands-on learning, and social learning.

Operable glass doors will provide views and access into the Learning Center from the Circulation Plaza and the Living Room and will make the Learning Center's presence extremely prominent.

An old staff office will be renovated to become a new and improved Make-It Lab. The design and layout of the new Make-It Lab will build upon what has been learned about the current Make-It Lab. The new space will focus on recording audio and video and will have more robust sound proofing and appropriate software and equipment to meet this growing need in the community. The location of the Make-It Lab will be right next to the Learning Center and will allow for opportunities to use these spaces together for hands-on learning activities.

The remodel of the Circulation Plaza, Learning Center were included in the Facilities Master Plan which was approved in July 2016.

The activities that currently take place in the Computer Training Center will be relocated to the Learning Center. The Computer Training Center will be remodeled and will become the home to the security office and the volunteer coordinator's office.

### **Flooring**

The tile flooring that runs throughout the main library corridor has been in place for almost 20 years and has started to show signs of wear and tear. There are numerous tiles with cracks throughout the corridor and sections near that front with large divots and pits. The tile used has proven to be too soft for the amount of traffic and replacing individual tiles is not cost-effective as the tiles were originally imported from Germany.

Replacing the tile with something that will be attractive, long-lasting, and cost-effective was paramount. Working with Tevis Architects it was determined that using a terrazzo tile was the ideal solution as it has the beauty and strength of a poured terrazzo floor, while giving us the flexibility, cost-savings, and the ease of replacement of tile.

The other feature that terrazzo gives us is the ability to create an iconic floor design for the rotunda. Our Communications and Marketing team has developed a rotunda design that compliments the color and pattern of the rest of the flooring that was designed by Tevis

Architects. The addition of an original Rotunda design was not included in the contractor's bid, but has been estimated at \$25,000. This additional cost has been budgeted in the Library's General Fund, Special Projects line item.

**Bid Process**

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued September 24, 2018. Drawing and specifications were developed by Tevis Architects.

The RFP and related documents were posted on the Library's website and Tevis Architects emailed specific notification to several local general contractors. A pre-bid conference and site visit was held on October 2, 2018.

Tevis Architects issued Addendum 1 on October 5, 2018 and Addendum 2 on October 8, 2018 in response to questions and to amend portions of the drawings and specifications. These documents were posted on the Library's website.

Bids were received at a public meeting at 2:00 pm, October 10th. One bidder was present and submitted a bid.

The Bid Form required bidders to separately price alternates: (1) removal of existing stone tile flooring in Vestibule 100A, Rotunda 100B, and Lobby 100C and installation of terrazzo tile flooring; (2) removal of existing stone tile flooring in Foyer 109, Atrium 160, and Foyer 163 and installation of terrazzo tile flooring; and (3) painting of Lobby 100, Corridors 122A-D and Corridors 134B-D. The bid included the alternate pricing.

Although we only had one bid for the Circulation Plaza project, it was a great deal under what we had budgeted. Prior to the project we eliminated a couple of design aspects and we made sure that we would not be surprised by a high bid, so we were very cautious in our budget. Because the bid was lower than we budgeted, we will not need to use Capital Improvement funds on the flooring which keeps that fund in a much better situation. We have had experience working with Senne Construction and are confident that they will be able to complete the project as outlined in the RFP.

**Staff Recommendation:**

TSCPL staff recommends the bid of \$777,906, submitted by Senne and Company, Inc., Topeka, Kansas, be approved for remodeling the Circulation Plaza and Learning Center and the installation of new terrazzo tile flooring. This is inclusive of all alternate bids. The recommended bidder has also agreed to complete the work of the contract within 230 calendar days from the date of the contract award.

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

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

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

Date \_\_\_\_\_



## **Resolution – Request for FY 2019 Friends of the Library Funding**

### **BOARD OF TRUSTEES**

**October 20, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to the Friends of the Library for FY2019.**

#### **Background:**

This is the request submitted to the Friends of TSCPL each year. During the development of the FY2018 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition, gallery exhibits, and other projects including Dolly Parton’s Imagination Library and Strategic Planning Implementation.

<b>Dolly Parton’s Imagination Library</b>	<b>\$25,000</b>
<b>Summer Learning Initiatives</b>	<b>\$26,000</b>
<b>Learning Center Initiatives</b>	<b>\$4,000</b>
<b>Volunteer/Employee Recognition</b>	<b>\$20,000</b>
<b>Strategic Planning Implementation</b>	<b><u>\$10,000</u></b>
<b>Total Contribution Request</b>	<b>\$85,000</b>

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
<b>CIRCULATION</b>															
<b>Main Library</b>															
Circulation Desk & Renewals	49,349	45,214	50,873	50,418	49,208	54,069	60,571	55,660	51,407				466,769	565,659	-17.5%
Interlibrary Loan	1,879	1,554	1,654	1,665	1,752	1,662	1,654	1,789	1,546				15,155	16,000	-5.3%
Self-Check	84,077	72,863	83,854	78,973	82,397	93,571	95,014	85,448	77,460				753,657	788,993	-4.5%
<b>Bookmobile</b>	21,560	19,647	21,558	22,236	16,781	20,228	20,145	16,916	23,285				182,356	201,056	-9.3%
<b>Red Carpet</b>	8,254	6,233	7,467	6,732	7,208	6,792	7,349	8,331	7,507				65,873	71,068	-7.3%
<b>Digital Downloads</b>	35,736	33,150	36,170	35,815	36,215	36,936	38,791	38,904	34,895				326,612	270,871	20.6%
<b>Library @ Work / Smartlocker</b>	2,099	2,023	2,298	2,180	2,239	2,279	2,244	2,221	2,171				19,754	16,461	20.0%
<b>TOTAL CIRCULATION</b>	<b>202,954</b>	<b>180,684</b>	<b>203,874</b>	<b>198,019</b>	<b>195,800</b>	<b>215,537</b>	<b>225,768</b>	<b>209,269</b>	<b>198,271</b>				<b>1,830,176</b>	<b>1,930,108</b>	<b>-5.2%</b>
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>	96,177	85,115	96,839	95,254	93,917	107,511	112,060	100,256	97,216				884,345	942,689	-6.2%
<b>Audio/Visual Material</b>	67,358	59,096	66,385	63,266	62,206	67,281	71,374	66,996	61,442				585,404	682,518	-14.2%
<b>Adult Materials</b>	99,143	86,882	97,501	92,571	91,637	96,968	103,119	98,284	91,142				857,247	951,224	-9.9%
<b>Children's Materials</b>	49,977	44,966	52,027	52,609	50,464	62,445	63,947	53,599	54,011				484,045	536,335	-9.7%
<b>Young Adult Materials</b>	4,592	3,777	4,135	4,161	4,744	5,937	6,619	5,274	4,677				43,916	47,659	-7.9%
<b>Red Carpet Materials</b>	9,823	8,586	9,561	9,179	9,278	9,442	9,749	10,095	8,828				84,541	89,989	-6.1%
<b>NEW Patrons</b>															
<b>Topeka / Shawnee County</b>															
Adults	654	539	589	612	561	795	837	754	642				5,983	6,073	-1.5%
Children (ages 17 and under)	163	195	166	231	238	348	283	212	166				2,002	2,212	-9.5%
<b>Red Carpet Outreach</b>	8	6	15	11	19	13	15	16	13				116	107	8.4%
<b>NEKL</b>	57	58	62	81	49	70	59	54	44				534	623	-14.3%
<b>Non-Resident</b>	2	0	2	0	0	1	0	0	1				6	5	20.0%
<b>Total New Registrations</b>	<b>884</b>	<b>798</b>	<b>834</b>	<b>935</b>	<b>867</b>	<b>1,227</b>	<b>1,194</b>	<b>1,036</b>	<b>866</b>				<b>8,641</b>	<b>9,020</b>	<b>-4.2%</b>
<b>PATRONS DELETED</b>	<b>1,015</b>	<b>832</b>	<b>1,780</b>	<b>1,215</b>	<b>1,111</b>	<b>963</b>	<b>1,406</b>	<b>5,517</b>	<b>1,462</b>				<b>15,301</b>	<b>18,714</b>	<b>-18.2%</b>
<b>BORROWERS</b>															
<b>Topeka / Shawnee County</b>															
Adults	53,010	53,259	53,034	52,950	53,072	53,381	53,584	53,868	53,929				53,929	53,180	1.4%
Children (age 0 - 17)	19,412	19,438	19,318	19,272	19,269	19,309	19,247	19,138	19,042				19,042	19,380	-1.7%
<b>Red Carpet Outreach</b>	1,248	1,243	1,239	1,239	1,235	1,232	1,227	1,222	1,210				1,210	1,290	-6.2%
<b>NEKL</b>	7,267	7,236	7,234	7,255	7,279	7,302	7,392	7,324	7,209				7,209	7,143	0.9%
<b>Non-Resident</b>	48	48	48	48	48	48	48	48	48				48	43	11.6%
<b>Delinquent</b>	117	120	127	124	121	120	118	113	111				111	155	-28.4%
<b>TOTAL BORROWERS</b>	<b>81,102</b>	<b>81,344</b>	<b>81,000</b>	<b>80,888</b>	<b>81,024</b>	<b>81,392</b>	<b>81,616</b>	<b>81,713</b>	<b>81,549</b>				<b>81,549</b>	<b>81,191</b>	<b>0.4%</b>
<b>Holds Satisfied</b>	<b>20,286</b>	<b>17,008</b>	<b>19,668</b>	<b>19,393</b>	<b>18,901</b>	<b>19,446</b>	<b>19,606</b>	<b>20,201</b>	<b>18,381</b>				<b>172,890</b>	<b>178,604</b>	<b>-3.2%</b>
<b>CHECK-IN</b>															
<b>TOTAL CHECK-IN</b>	<b>110,975</b>	<b>98,001</b>	<b>112,676</b>	<b>110,908</b>	<b>111,119</b>	<b>114,618</b>	<b>124,398</b>	<b>122,039</b>	<b>101,779</b>				<b>1,006,513</b>	<b>1,109,491</b>	<b>-9.3%</b>

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2018

	2018												2017	Change 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		YTD
<b>COLLECTION</b>															
Materials Added	6,735	4,893	7,641	4,654	5,760	4,263	4,256	5,885	3,887				47,974	49,119	-2.3%
Materials Discarded	3,568	6,994	6,589	6,123	6,323	6,068	4,759	5,695	8,641				54,760	55,060	-0.5%
<b>TOTAL COLLECTION</b>	<b>445,769</b>	<b>443,668</b>	<b>444,720</b>	<b>443,251</b>	<b>442,688</b>	<b>440,883</b>	<b>440,380</b>	<b>440,570</b>	<b>435,816</b>				<b>435,816</b>	<b>436,661</b>	<b>-0.2%</b>
<b>WEBSITE</b>															
tscpl.org Unique Visitors	30,707	27,539	30,473	29,244	32,003	30,404	29,033	29,401	27,904				266,708	267,625	-0.3%
tscpl.org Total Visits	55,470	48,675	53,364	51,448	54,854	55,329	53,827	54,012	50,414				477,393	489,933	-2.6%
catalog.tscpl Unique Visitors	19,263	17,218	18,570	17,886	17,787	18,998	20,169	19,585	17,732				167,208	168,619	-0.8%
catalog.tscpl Total Visits	43,859	37,965	41,664	39,996	40,162	42,243	45,247	44,710	40,795				376,641	368,237	2.3%
<b>REFERENCE QUESTIONS</b>															
Public Services	14,488	12,577	14,936	13,240	13,198	13,478	14,025	14,436	11,985				122,363	131,634	-7.0%
Topeka Room	617	667	426	756	530	689	870	792	708				6,055	6,857	-11.7%
Youth Services	2,584	2,323	3,082	2,580	3,215	4,728	4,311	3,862	3,114				29,799	32,163	-7.4%
Gallery	37	41	55	67	52	14	20	36	35				357	362	-1.4%
<b>TOTAL REFERENCE QUESTIONS</b>	<b>17,726</b>	<b>15,608</b>	<b>18,499</b>	<b>16,643</b>	<b>16,995</b>	<b>18,909</b>	<b>19,226</b>	<b>19,126</b>	<b>15,842</b>				<b>158,574</b>	<b>170,654</b>	<b>-7.1%</b>
<b>GATE COUNT</b>	<b>59,126</b>	<b>55,329</b>	<b>67,547</b>	<b>63,683</b>	<b>63,637</b>	<b>70,631</b>	<b>75,278</b>	<b>71,678</b>	<b>62,057</b>				<b>588,966</b>	<b>558,897</b>	<b>5.4%</b>
<b>MEETING ROOMS</b>															
Bookings	518	720	759	706	618	649	689	643	642				5,944	6,760	-12.1%
Hours Booked	2,453	3,859	4,204	3,958	3,059	3,514	3,803	3,432	3,640				31,922	38,072	-16.2%
<b>ATTENDANCE</b>	<b>7,895</b>	<b>11,425</b>	<b>11,310</b>	<b>12,175</b>	<b>9,396</b>	<b>12,606</b>	<b>14,845</b>	<b>13,484</b>	<b>11,851</b>				<b>104,987</b>	<b>119,067</b>	<b>-11.8%</b>
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>131</b>	<b>78</b>	<b>421</b>	<b>472</b>	<b>401</b>	<b>439</b>	<b>333</b>	<b>423</b>	<b>336</b>				<b>3,034</b>	<b>2,170</b>	<b>39.8%</b>
<b>PROGRAM ATTENDANCE</b>															
Adult - General	1,412	780	530	806	568	1,876	2,863	1,429	1,125				11,389	15,246	-25.3%
Computer Training	150	112	150	165	100	116	115	217	19				1,144	1,284	-10.9%
Outreach	4,348	3,551	3,189	3,963	3,676	2,400	1,450	747	2,079				25,403	29,839	-14.9%
Kids	1,046	1,359	1,522	1,912	1,684	3,333	2,901	1,416	1,230				16,403	21,413	-23.4%
Movies	3	17	27	5	5	366	69	64	272				828	966	-14.3%
Books	58	189	35	145	283	118	69	13	3				913	1,117	-18.3%
Art	29	72	127	106	31	49	75	88	62				639	422	51.4%
Teens	49	46	93	10	80	68	51	40	5				442	849	-47.9%
Music	0	0	0	0	0	595	150	601	0				1,346	0	#DIV/0!
<b>TOTAL ATTENDANCE</b>	<b>7,095</b>	<b>6,126</b>	<b>5,673</b>	<b>7,112</b>	<b>6,427</b>	<b>8,921</b>	<b>7,743</b>	<b>4,615</b>	<b>4,795</b>				<b>58,507</b>	<b>71,136</b>	<b>-17.8%</b>
<b>GALLERY ATTENDANCE</b>	<b>1,771</b>	<b>1,426</b>	<b>1,880</b>	<b>2,437</b>	<b>1,680</b>	<b>3,912</b>	<b>3,398</b>	<b>2,261</b>	<b>1,460</b>				<b>20,225</b>	<b>19,723</b>	<b>2.5%</b>

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2018

2018													2017	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	17 TO 18%
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>															
Adult Fiction	19,466	16,671	18,920	17,775	18,401	20,005	21,125	19,966	18,588				170,917	187,863	-9.0%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447	22,672	24,144	23,323	21,490				200,705	206,279	-2.7%
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711	36,762	37,801	31,343	31,778				280,698	302,201	-7.1%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487	10,372	10,419	8,302	9,938				85,824	86,409	-0.7%
Magazines	2,079	1,728	2,354	2,168	2,079	2,533	2,465	2,199	2,146				19,751	25,375	-22.2%
RC Print Materials	9,447	8,237	9,089	8,882	8,897	9,123	9,408	9,708	8,538				81,329	86,448	-5.9%
RC Realia	365	340	458	291	378	319	341	387	290				3,169	3,399	-6.8%
YA Print Materials	4,490	3,671	3,999	4,061	4,649	5,807	6,499	5,202	4,598				42,976	46,204	-7.0%
<b>PRINT CIRCULATION</b>	<b>96,227</b>	<b>85,186</b>	<b>96,931</b>	<b>95,385</b>	<b>94,049</b>	<b>107,593</b>	<b>112,202</b>	<b>100,430</b>	<b>97,366</b>				<b>885,369</b>	<b>944,178</b>	<b>-6.2%</b>
<b>Audio / Visual Material</b>															
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751	4,646	4,950	4,779	4,373				42,248	48,504	-12.9%
Adult Music	4,135	3,770	4,615	4,361	4,160	4,270	4,692	4,416	3,859				38,278	44,078	-13.2%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015	43,257	46,132	43,912	40,819				387,907	442,652	-12.4%
Juvenile Audiobooks	579	518	605	608	518	649	568	501	446				4,992	6,528	-23.5%
Juvenile Music	604	553	589	634	652	734	706	591	562				5,625	7,038	-20.1%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635	13,283	13,834	12,382	10,966				102,616	128,919	-20.4%
YA AV	102	106	136	100	95	130	120	72	79				940	1,455	-35.4%
<b>A/V CIRCULATION</b>	<b>67,110</b>	<b>58,842</b>	<b>66,108</b>	<b>62,992</b>	<b>61,826</b>	<b>66,969</b>	<b>71,002</b>	<b>66,653</b>	<b>61,104</b>				<b>582,606</b>	<b>679,174</b>	<b>-14.2%</b>
<b>Adult Material</b>															
Adult Fiction	19,466	16,671	18,920	17,775	18,401	20,005	21,125	19,966	18,588				170,917	187,863	-9.0%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447	22,672	24,144	23,323	21,490				200,705	206,279	-2.7%
Magazines	2,079	1,728	2,354	2,168	2,079	2,533	2,465	2,199	2,146				19,751	25,375	-22.2%
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751	4,646	4,950	4,779	4,373				42,248	48,504	-12.9%
Adult Music	4,135	3,770	4,615	4,361	4,160	4,270	4,692	4,416	3,859				38,278	44,078	-13.2%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015	43,257	46,132	43,912	40,819				387,907	442,652	-12.4%
<b>ADULT CIRCULATION</b>	<b>99,384</b>	<b>87,122</b>	<b>97,834</b>	<b>92,852</b>	<b>91,853</b>	<b>97,383</b>	<b>103,508</b>	<b>98,595</b>	<b>91,275</b>				<b>859,806</b>	<b>954,751</b>	<b>-9.9%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711	36,762	37,801	31,343	31,778				280,698	302,201	-7.1%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487	10,372	10,419	8,302	9,938				85,824	86,409	-0.7%
Juvenile Audiobooks	579	518	605	608	518	649	568	501	446				4,992	6,528	-23.5%
Juvenile Music	604	553	589	634	652	734	706	591	562				5,625	7,038	-20.1%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635	13,283	13,834	12,382	10,966				102,616	128,919	-20.4%
<b>JUVENILE CIRCULATION</b>	<b>49,549</b>	<b>44,552</b>	<b>51,523</b>	<b>52,191</b>	<b>50,003</b>	<b>61,800</b>	<b>63,328</b>	<b>53,119</b>	<b>53,690</b>				<b>479,755</b>	<b>531,095</b>	<b>-9.7%</b>
<b>Red Carpet Material</b>															
RC Print Materials	9,447	8,237	9,089	8,882	8,897	9,123	9,408	9,708	8,538				81,329	86,448	-5.9%
RC Realia	365	340	458	291	378	319	341	387	290				3,169	3,399	-6.8%
<b>RED CARPET CIRCULATION</b>	<b>9,812</b>	<b>8,577</b>	<b>9,547</b>	<b>9,173</b>	<b>9,275</b>	<b>9,442</b>	<b>9,749</b>	<b>10,095</b>	<b>8,828</b>				<b>84,498</b>	<b>89,847</b>	<b>-6.0%</b>
<b>Young Adult Material</b>															
YA Print Materials	4,490	3,671	3,999	4,061	4,649	5,807	6,499	5,202	4,598				42,976	46,204	-7.0%
YA AV	102	106	136	100	95	130	120	72	79				940	1,455	-35.4%
<b>YOUNG ADULT CIRCULATION</b>	<b>4,592</b>	<b>3,777</b>	<b>4,135</b>	<b>4,161</b>	<b>4,744</b>	<b>5,937</b>	<b>6,619</b>	<b>5,274</b>	<b>4,677</b>				<b>43,916</b>	<b>47,659</b>	<b>-7.9%</b>
Overdrive	24,441	22,608	24,606	24,218	24,519	25,432	27,648	27,994	26,122				227,588	189,581	20.0%
Hoopla	9,760	9,088	10,021	9,995	10,101	10,018	9,601	9,504	8,773				86,861	69,172	25.6%
Flipster	1,535	1,454	1,543	1,602	1,595	1,486	1,542	1,406	*				12,163	12,118	0.4%
<b>DIGITAL DOWNLOADS</b>	<b>35,736</b>	<b>33,150</b>	<b>36,170</b>	<b>35,815</b>	<b>36,215</b>	<b>36,936</b>	<b>38,791</b>	<b>38,904</b>	<b>34,895</b>				<b>326,612</b>	<b>270,871</b>	<b>20.6%</b>

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2018

	2018											2018	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Value Calculator</b>													
<b>Circulation</b>													
Books (\$17)	\$1,600,516	\$1,418,786	\$1,607,809	\$1,584,689	\$1,563,490	\$1,786,020	\$1,865,529	\$1,669,927	\$1,618,740				\$14,715,506
Magazines (\$5)	\$10,395	\$8,640	\$11,770	\$10,840	\$10,395	\$12,665	\$12,325	\$10,995	\$10,730				\$98,755
Audiobooks (\$10)	\$53,940	\$47,940	\$56,350	\$52,360	\$52,690	\$52,950	\$55,180	\$52,800	\$48,190				\$472,400
DVD, Games, Music (\$4)	\$246,864	\$216,192	\$241,892	\$231,024	\$226,228	\$246,696	\$261,936	\$245,492	\$225,140				\$2,141,464
Reference Questions (\$7)	\$124,082	\$109,256	\$129,493	\$116,501	\$118,965	\$132,363	\$134,582	\$133,882	\$110,894				\$1,110,018
Programming (\$10)	\$70,950	\$61,260	\$56,730	\$71,120	\$64,270	\$89,210	\$77,430	\$46,150	\$47,950				\$585,070
Meeting Room Use	\$42,795	\$50,545	\$58,395	\$53,009	\$36,135	\$28,640	\$30,130	\$38,424	\$41,480				\$379,553
Gallery Attendance (\$10)	\$17,710	\$14,260	\$18,800	\$24,370	\$16,800	\$39,120	\$33,980	\$22,610	\$14,600				\$202,250
Computer Use (\$12 /hr)	\$162,872	\$158,844	\$194,885	\$176,605	\$187,559	\$223,193	\$235,608	\$222,160	\$190,581				\$1,752,306
ILL Borrowed (\$25)	\$9,850	\$7,700	\$8,775	\$8,850	\$8,200	\$8,000	\$8,500	\$10,300	\$7,750				\$77,925
<b>TOTAL VALUE</b>	<b>\$2,339,974</b>	<b>\$2,093,423</b>	<b>\$2,384,899</b>	<b>\$2,329,368</b>	<b>\$2,284,732</b>	<b>\$2,618,857</b>	<b>\$2,715,200</b>	<b>\$2,452,740</b>	<b>\$2,316,055</b>				<b>\$21,535,247</b>



## Recovery through September 2018

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

	Regular Balance	Small Balance	Total
<b>Accounts Submitted:</b>	<b>35,902</b>	<b>25,441</b>	<b>61,343</b>
<b>Dollars Submitted:</b>	<b>\$1,783,166.86</b>	<b>\$474,320.35</b>	<b>\$2,257,487.21</b>
Cash Recovery:	\$594,090.44	\$261,678.30	\$855,768.74
Material Recovery:	\$513,356.80	\$64,966.75	\$578,323.55
Waives:	<u>\$180,171.79</u>	<u>\$27,785.36</u>	<u>\$207,957.15</u>
<b>Recovery Total:</b>	<b>\$1,287,619.03</b>	<b>\$354,430.41</b>	<b>\$1,642,049.44</b>
<b>Total Invoice Amount:</b>	<b>\$308,035.28</b>	<b>\$82,467.00</b>	<b>\$390,502.28</b>
<b>Total ROI:</b>	<b>4:1</b>	<b>4:1</b>	<b>4:1</b>
<b>Asset ROI:</b>	<b>4:1</b>	<b>4:1</b>	<b>4:1</b>

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





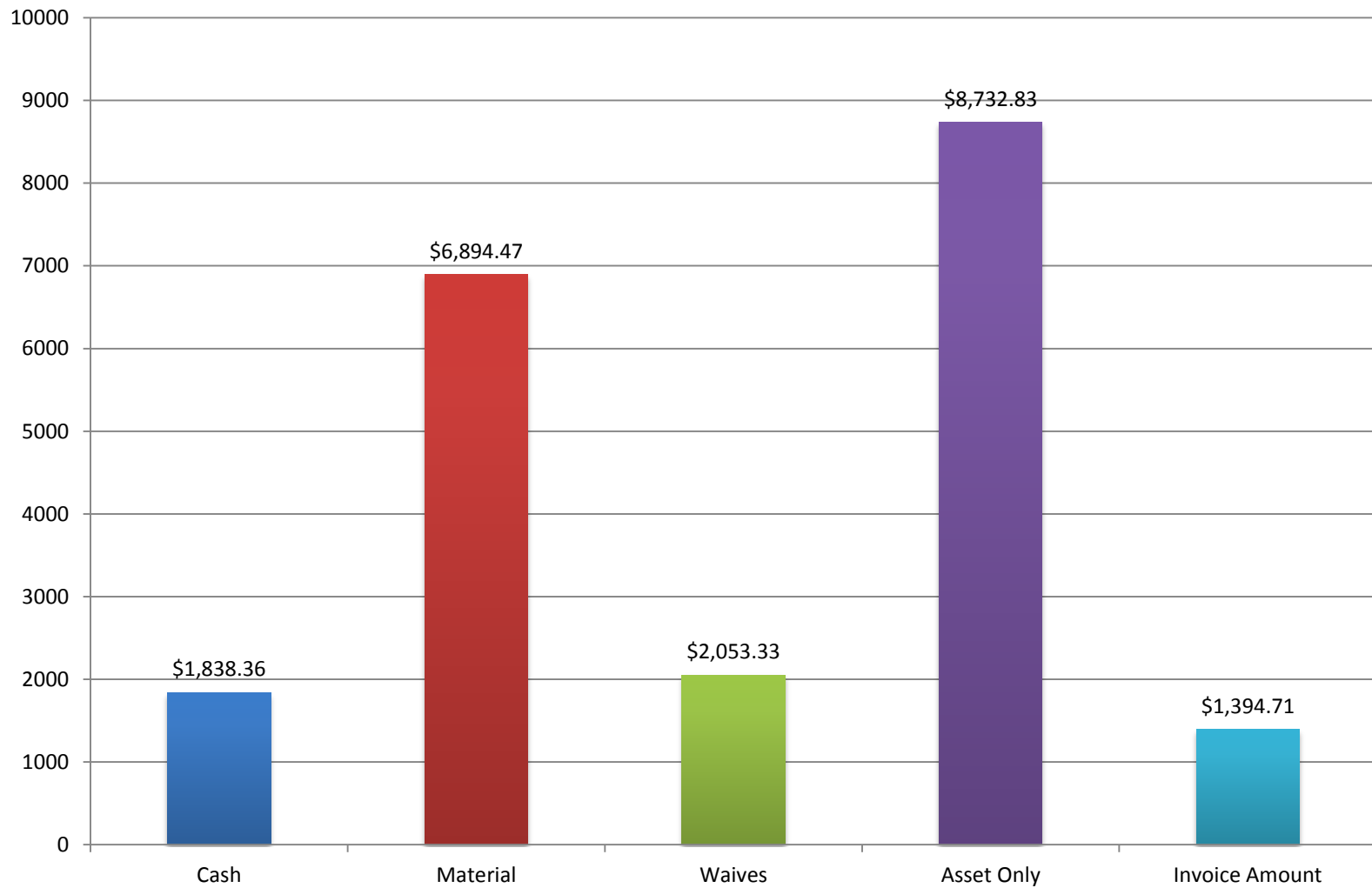
## Monthly Recovery Statistics:

10/2017 through 9/2018

*Regular Balance Accounts*

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-18	\$1,443.05	\$3,028.43	\$282.83	\$4,754.31	<b>\$4,471.48</b>	\$1,208.25
August-18	\$1,791.12	\$3,529.79	\$294.02	\$5,614.93	<b>\$5,320.91</b>	\$1,521.50
July-18	\$1,551.60	\$6,370.68	\$1,837.37	\$9,759.65	<b>\$7,922.28</b>	\$1,091.90
June-18	\$1,506.36	\$5,836.06	\$1,508.24	\$8,850.66	<b>\$7,342.42</b>	\$1,181.40
May-18	\$2,065.19	\$7,770.11	\$2,435.86	\$12,271.16	<b>\$9,835.30</b>	\$1,530.45
April-18	\$2,310.23	\$4,164.81	\$1,247.81	\$7,722.85	<b>\$6,475.04</b>	\$1,333.55
March-18	\$2,744.70	\$8,283.96	\$2,029.53	\$13,058.19	<b>\$11,028.66</b>	\$1,369.35
February-18	\$2,180.73	\$4,801.63	\$1,895.66	\$8,878.02	<b>\$6,982.36</b>	\$984.50
January-18	\$1,568.83	\$13,851.22	\$4,388.37	\$19,808.42	<b>\$15,420.05</b>	\$1,969.00
December-17	\$1,945.19	\$16,291.02	\$5,530.01	\$23,766.22	<b>\$18,236.21</b>	\$1,423.05
November-17	\$1,393.85	\$5,478.08	\$1,873.00	\$8,744.93	<b>\$6,871.93</b>	\$1,754.20
October-17	\$1,559.44	\$3,327.88	\$1,317.27	\$6,204.59	<b>\$4,887.32</b>	\$1,369.35
<b>Total</b>	<b>\$22,060.29</b>	<b>\$82,733.67</b>	<b>\$24,639.97</b>	<b>\$129,433.93</b>	<b>\$104,793.96</b>	<b>\$16,736.50</b>
<b>Average</b>	<b>\$1,838.36</b>	<b>\$6,894.47</b>	<b>\$2,053.33</b>	<b>\$10,786.16</b>	<b>\$8,732.83</b>	<b>\$1,394.71</b>
					<b>Asset ROI: \$6:\$1</b>	

## Average Monthly Regular Balance Recovery and Cost





## Monthly Recovery Statistics:

10/2017 through 9/2018

*Small Balance Accounts*

Month	Cash	Material	Waives	Total	Assets Only Invoice Amount	
September-18	\$1,258.48	\$656.52	\$106.37	\$2,021.37	<b>\$1,915.00</b>	\$489.70
August-18	\$1,402.38	\$651.05	\$43.78	\$2,097.21	<b>\$2,053.43</b>	\$545.75
July-18	\$1,841.85	\$1,803.36	\$407.86	\$4,053.07	<b>\$3,645.21</b>	\$374.65
June-18	\$1,645.88	\$805.20	\$488.39	\$2,939.47	<b>\$2,451.08</b>	\$395.30
May-18	\$1,020.87	\$1,400.39	\$879.26	\$3,300.52	<b>\$2,421.26</b>	\$525.10
April-18	\$1,433.67	\$1,152.57	\$398.98	\$2,985.22	<b>\$2,586.24</b>	\$424.80
March-18	\$2,368.18	\$1,707.83	\$478.58	\$4,554.59	<b>\$4,076.01</b>	\$433.65
February-18	\$1,730.03	\$1,377.75	\$702.47	\$3,810.25	<b>\$3,107.78</b>	\$359.90
January-18	\$1,734.73	\$2,117.08	\$1,121.59	\$4,973.40	<b>\$3,851.81</b>	\$705.05
December-17	\$1,322.30	\$1,353.56	\$982.43	\$3,658.29	<b>\$2,675.86</b>	\$480.85
November-17	\$1,242.07	\$769.66	\$190.48	\$2,202.21	<b>\$2,011.73</b>	\$640.15
October-17	\$1,175.65	\$762.81	\$300.37	\$2,238.83	<b>\$1,938.46</b>	\$395.30
<b>Total</b>	<b>\$18,176.09</b>	<b>\$14,557.78</b>	<b>\$6,100.56</b>	<b>\$38,834.43</b>	<b>\$32,733.87</b>	<b>\$5,770.20</b>
<b>Average</b>	<b>\$1,514.67</b>	<b>\$1,213.15</b>	<b>\$508.38</b>	<b>\$3,236.20</b>	<b>\$2,727.82</b>	<b>\$480.85</b>
<b>Asset ROI: \$6 to \$1</b>						

## Average Monthly Small Balance Recovery and Cost

