



**Call to Order**

**Public Comment**

**Introduction of New Trustee(s)**

**Oath of Office**

**Approval of April 26, 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**

- Dolly Parton's Imagination Library update
- Momentum 2022 initiatives update
- Facilities Master Plan update – Thad Hartman, Community and Strategic Services Manager

**New Business**

- Bid for Apple Computer Purchase – [Action Item](#)
- Bid Authorization for the Library's Access Control System – [Action Item](#)
- Recognition of David Leamon – [Action Item](#)
- Summer Learning – Stephanie Hall

**Trustee Comments**

**Recognition of Service of Retiring Trustees – Kerry Onstott Storey**

- Recognition of Service of Melissa Masoner – [Action Item](#)

**Adjournment**

**Next Meeting**

June 14, 2018 4:00 pm  
Menninger Room 206

**Board Budget Work Sessions:**

Monday, June 11, 2018, 12:00PM – 3:00PM, Hughes Room 205  
Monday, July 9, 2018, 12:00PM – 3:00PM, Hughes Room 205

*Subject to change without notice*



**Minutes**  
**Board of Trustees Meeting**  
**and Annual Meeting**  
**April 26, 2018**  
**Menninger Room 206**

**Board Members Present**

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

**Board Members Absent**

Julie Swift

**Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, April 26, 2018 in the Menninger Room 206 of the Main Building, 1515 SW 10<sup>th</sup> Avenue, was called to order at 4:03PM by the Chair, Kerry Onstott Storey.

**Public Comment**

There were no individuals present for public comment. The public comment period was closed.

**Approval of Minutes**

On a motion by Jim Edwards, seconded by Duane Johnson, the March 15, 2018 Board of Trustees meeting minutes were approved as presented. Motion carried.

**Audit Report**

Stacey Hammond, Managing Director with Berberich Trahan & Company, PA reviewed the 2017 Audit Report. She reported that the Library received an unmodified audit opinion without any findings or deficiencies. Betty Greiner, Chair of the Audit Committee, reported on the committee meetings. There were no questions from Board members. On a motion by Liz Post, seconded by Duane Johnson, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accept the 2017 Audit Report by Berberich Trahan & Co., P.A. There was no discussion. Motion passed unanimously.

**Chief Financial Officer**

There were no additions to Kim Torrey's Chief Financial Officer's report. Kim thanked the Audit Committee for their assistance with the 2017 Audit Report. There were no questions for Kim.

**Approval of the Treasurer's Report**

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

**Friends of the Library Report**

President Sherryl Longhofer acknowledged new Friends Board members. She reported that profits made during the March quarterly book and media sale totaled \$4,600. The next sale will be July 20 to 22. Friday evening will be open to members only. The Friends Board is brainstorming how best to sell surplus items. Some items will be photographed and placed on the website.

### **The Library Foundation Report**

Foundation Board Chair Judi Stork reported on the Wilder Society Tea held April 8, 2018. Judi reported 9 new members joined the Wilder Society. At the April 18 Foundation Board Meeting, the Board approved the following motion:

The Finance Committee recommends The Library Foundation make available to the library the \$1,337,521 estimated project cost for Claire's Courtyard Café pending the approval of the bid received by the Topeka & Shawnee County Public Library. This amount includes the previously approved \$1 million donated by Dr. Glenn Swogger and the remaining from other sources including monies given for the Courtyard Brick Campaign, other naming opportunities and interest in the Building Fund, \$168,000 with interest from the McHenry Family (If Only) Fund, and the remaining if needed from the Robert/Hazel Lingo Estate Fund.

Judi also reported that Nicole Hansen is the 2018 recipient of the Crawford Scholarship. Westar Energy Foundation has made a gift to the Dolly Parton's Imagination Library initiative. There were no questions for Judi.

### **Board Chair Report**

Kerry Onstott Storey reported on the April 9 agenda review meeting with the Executive Committee. There were no questions for Kerry.

### **Chief Executive Officer**

Gina Millsap reported that the enrollment number for the Dolly Parton's Imagination Library has reached 4,054. The position description for the vacant Chief of Staff position will be posted online soon. There were no additions to Chief Executive Officer Gina Millsap's written report.

Communications and Marketing Director Diana Friend shared a 15 second video that will be shown on WIBW to advertise Summer Learning.

Thad Hartman, Community Services Manager, reported on the Facility Master Plan projects. Discussion followed with David Heit, Associate Principal with Tevis Architects, responding to questions and concerns. Thad also reported that a request for proposals (RFP) for roof replacement will be released.

### **New Business**

Duane Johnson, Chair of the Nominating Committee delivered the Nominating Committee Report.

On a motion by Duane Johnson it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the Nominating Committee Report as presented:

Kerry Onstott Storey, Chair  
Elizabeth Post, Vice Chair  
Beth Dobler, Secretary  
Jim Edwards, Treasurer

There was no discussion. The motion passed unanimously.

On a motion by Liz Post, seconded by Melissa Masoner, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the bid of \$73,498 by Inland Business Systems, Inc. of Topeka, Kansas, for the purchase of 80 desktop computers, 71 monitors, related equipment and 3-year parts warranty. This expenditure is included in the approved 2018 budget and shall be paid from the General Fund, Digital Services Support line item. There was no discussion. The motion passed unanimously.

On a motion by Jim Edwards, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the bid from Senne & Company, Inc., Topeka, Kansas, in the amount of \$1,019,972 to construct Claire's Courtyard included in the Facilities Master Plan approved in July 2016. The project includes the construction of an exterior patio space, a three season pavilion space for small group meetings and an amphitheater for outdoor education. 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. There was no discussion. The motion passed unanimously.

Melissa Masoner presented information about Youth and Civic Engagement and provided a handout entitled "the Ladder of Youth Voice" from the Freechild Institute which was developed to encourage youth and adults to examine how young people can participate in the community. A copy is attached to these minutes. Melissa reported that it is important to encourage young people to join into the discussion of their involvement. Discussion followed.

At 5:30 PM, David Monical left the meeting.

Betty Greiner and Jim Edwards shared their experiences attending the Public Library Association bi-annual meeting in Philadelphia, March 20 – 24.

#### **Recognition of Service of Retiring Trustees**

On a motion by Liz Post, seconded by Jim Edwards, it was 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 Duane Johnson who served as a Trustee from 2010 – 2018. During his service Duane was a member of the Government Relations Committee, the Finance and Audit Committee, the Nominating Committee and served as vice chair (2011) and as chair (2013 and 2014). The motion passed unanimously.

On a motion by Jim Edwards, seconded by Melissa Masoner, it was 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 Betty Greiner who served as a Trustee from 2014 – 2018. During her service, Betty was a member of the Nominating Committee, the Audit Committee and served as Treasurer (2017 and 2018). The motion passed unanimously.

**Adjournment**

On a motion by Jim Edwards, seconded by Liz Post, the meeting was adjourned at 5:45PM. The motion passed unanimously.

Elizabeth Post, Secretary

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**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 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 33% of the budget year completed, 52% 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 35% of the approved budget had been expended/encumbered.

**Employee Benefit Fund – Page 6**

With 33% of the budget year completed, 55% of the budgeted revenue has been received and 29% of the approved budget has been expended/encumbered. This compares to 2017 in which 49% of the budgeted revenue had been received and 35% 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 \$1,823,210.

**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	Annual renewal of fund raising/tracking software support for use by Friends & Foundation	\$11,741.66	Blackbaud
Non-budgeted Friends Fund (professional services are exempt from the Purchasing Policy although a request for proposal letter was distributed and two local firms were interviewed prior to the creation of the Facilities Master Plan)	Architectural services for (2) exterior monument signs	\$7,500.00	Tevis Architectural Group
Approved operating budget	Annual software renewal for support for VMware	\$6,894.25	Black Diamond Solutions, Inc.
Approved use of capital improvement fund (RFP issued; low bid selected; Board approved 3/15/18)	Humidifier Replacement	\$136,394.00	McElroy's Inc.
Approved operating budget (RFP issued; low bid selected; Board approved 4/26/18)	Replacement staff computers - (80) computers and (71) monitors	\$73,498.00	Inland Computer Systems
Library Materials	Ancestry Library Online	\$7,176.00	Proquest LLC
Library Materials	Hoopla online	\$20,550.99	Midwest Tape LLC
Library Materials	"Automatically Yours" materials subscription – June	\$6,500.00	Baker & Taylor Books
Library Materials	Lynda Library online	\$20,000.00	Linkedin Corporation

**Other Items:**

- Copies (mainly electronic) of the 2017 audit have been filed with: (1) State of Kansas (as required by state statute); (2) Moody's (the company that does TSCPL's bond rating); (3) Ambac Assurance Corporation (the company that carries the insurance on TSCPL's bond issue; have asked the past six years if this audit filing is necessary due to cancellation of the insurance when the refunding occurred); (4) Dun and Bradstreet for bond ratings; (5) Security Bank of Kansas City for the EMMA reporting; (6) Arbitrage Compliance Specialists (the company that tracks arbitrage compliance on TSCPL's bond issue); and (7) CoreFirst Bank. Also, the audit is posted on the TSCPL public website and hard copies are stored in the vault and available in the Topeka Room.

- There is a resolution on the agenda that will result in an expenditure:
  - Approval of the bid to replace (10) iMac computers, (1) Mac Mini computer, and related equipment. This expenditure is included in the approved 2018 budget and will be paid from the General Fund.
  
- Please remember to schedule the forthcoming Board budget work sessions:
  - Monday, June 11<sup>th</sup>, noon to 3 pm in the Hughes Room 205; lunch served
  - Monday, July 9<sup>th</sup>, noon to 3 pm in the Hughes Room 205; lunch served



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

4/30/18

	<u>Balance 01/01/18</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 4/30/2018</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,661,865.06	\$ 6,360,418.81	\$ 4,092,082.55	\$ 6,930,201.32
Employee Benefits	751,843.68	2,111,206.81	1,121,383.27	\$ 1,741,667.22
Capital Improvement	1,959,190.83	7,612.81	5,940.00	\$ 1,960,863.64
Bond & Interest	808,663.92	869,016.86	51,125.00	\$ 1,626,555.78
<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	1,200.00	1,200.00	\$ 19.03
Other Special Revenue	622,425.67	1,807.34	189,415.28	\$ 434,817.73
Permanent Funds	206,531.96	-	-	\$ 206,531.96
<b>Totals</b>	<b><u>\$ 9,010,540.15</u></b>	<b><u>\$ 9,401,264.82</u></b>	<b><u>\$ 5,461,146.87</u></b>	<b><u>\$ 12,950,658.10</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 1,010,166.30
Restricted Funds-CoreFirst Bank-Checking	436,328.87
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,967,103.64
Cash on Hand	2,652.00
Petty Cash	220.00
Endowment Securities	206,531.96
Municipal Investment Pool - Overnight	863,935.38
Municipal Investment Pool - 30-day Fixed	2,000,000.00
Municipal Investment Pool - 90-day Fixed	650,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	900,000.00
	<u>\$ 13,036,938.15</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Payroll Deduction and Employer Benefit Liabilities	15,813.55
Less Outstanding Checks	70,466.50
	<b><u>\$ 12,950,658.10</u></b>

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

	01/01/18 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	4/30/2018 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 4,661,865.06	\$ 6,360,418.81	\$ 173,956.58	\$ 3,918,125.97	\$ 6,930,201.32	\$ 1,343,607.57	\$ 5,586,593.75
Employee Benefit Fund	751,843.68	2,111,206.81	1,076.78	1,120,306.49	1,741,667.22	37,409.62	1,704,257.60
Capital Improvement Fund	1,959,190.83	7,612.81	5,940.00	-	1,960,863.64	137,654.00	1,823,209.64
Bond & Interest Fund	808,663.92	869,016.86	-	51,125.00	1,626,555.78	-	1,626,555.78
<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	-	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	1.84		-	10,534.51	-	10,534.51
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	-	-		-	-	619.77	(619.77)
Cooking Neighborhood	-				-		-
French Gift - Library Materials	3,136.31	0.47	30.21	833.90	2,272.67	344.37	1,928.30
Friends	177,808.90	24.15	2,148.60	45,466.62	130,217.83	28,852.33	101,365.50
Fun Committee	1,568.90	383.52	-	-	1,952.42	-	1,952.42
Gallery Competitions/Exhibits	36,921.44	6.39	-	300.00	36,627.83	101.37	36,526.46
Gifts/Memorials (Undesignated)	258,320.84	26.95	114,007.55	13,613.84	130,726.40	210,340.51	(79,614.11)
Hathaway Trust - Library Materials	12,009.44	1,305.90	352.43	2,760.81	10,202.10	993.39	9,208.71
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	92,236.64	51.95	-	6,854.47	85,434.12	890.43	84,543.69
Lingo	-				-		-
NEH Expendable	1,408.42	0.24	-	-	1,408.66	-	1,408.66
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-			457.20	-	457.20
Red Carpet	6,488.48	1.12	75.27	96.74	6,317.59	253.26	6,064.33
Special Collections	5,666.81	0.99	-	-	5,667.80	-	5,667.80
Talking Books	-				-		-
Torluecke Landscaping	35.94	-			35.94	-	35.94
Wedding Neighborhood	-				-		-
Workshops	2,164.06	0.38			2,164.44		2,164.44
Youth Services	13,034.49	1.95	133.30	2,741.54	10,161.60	339.10	9,822.50
<i>Permanent Funds</i>							
Mertz Trust	206,531.96	-	-	-	206,531.96	-	206,531.96
<b>TOTALS</b>	<b>\$ 9,010,540.15</b>	<b>\$ 9,401,264.82</b>	<b>\$ 297,720.72</b>	<b>\$ 5,163,426.15</b>	<b>\$ 12,950,658.10</b>	<b>\$ 1,761,405.72</b>	<b>\$ 11,189,252.38</b>

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

4/30/18

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 4/30/2018</u> 33% 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	7,283.74	\$ 4,283.74	243%
Miscellaneous Revenue - Recyclg	-	50.40	\$ 50.40	N/A
Salary Refunds-Foundation	94,125.00	26,339.02	\$ (67,785.98)	28%
Salary Refunds-Friends	43,630.00	16,047.01	\$ (27,582.99)	37%
Salary Refunds-Shawnee Cty	-	7,403.79	\$ 7,403.79	N/A
Vending Machines	4,000.00	1,402.20	\$ (2,597.80)	35%
Pay to Sam	-	473.11	\$ 473.11	N/A
Overdue Fees*	157,000.00	51,114.74	\$ (105,885.26)	33%
Debt Collect	-	1,626.28	\$ 1,626.28	N/A
ILL Fees	600.00	51.75	\$ (548.25)	9%
Mailing Fees	60.00	20.90	\$ (39.10)	35%
Non Resident Card Fee	510.00	425.00	\$ (85.00)	83%
Obituary Fees	500.00	325.00	\$ (175.00)	65%
Meeting Room Charges	5,500.00	1,660.00	\$ (3,840.00)	30%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	13,200.00	14,888.52	\$ 1,688.52	113%
Library Treasurer's Balance	3,349,699.00	-	-	N/A
<b>TOTALS</b>	<b><u>\$ 15,684,092.00</u></b>	<b><u>\$ 6,360,418.81</u></b>	<b><u>\$ (5,973,974.19)</u></b>	<b>52%</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**

4/30/18

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u> 33% of year
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 2,215.35		\$ 4,184.65	35%
Salaries-Facilities	644,257.00	193,613.68		450,643.32	30%
Salaries-Overtime	10,000.00	3,367.13		6,632.87	34%
Salaries-Security	308,808.00	99,396.86		209,411.14	32%
Salaries-Shelvers	196,203.00	39,535.47		156,667.53	20%
Salaries-Staff	7,255,554.00	2,364,385.89		4,891,168.11	33%
Conferences	132,800.00	30,758.41	23,776.23	78,265.36	41%
Staff Development & Training	34,000.00	9,032.05	190.00	24,777.95	27%
Mileage	9,990.00	2,285.42	6,325.47	1,379.11	86%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,000.00	416.15	218.01	1,365.84	32%
Materials-Periodicals	38,000.00	1,068.02	712.21	36,219.77	5%
Materials-Print/Non-Print <1 YR	479,400.00	142,155.45	10,517.55	326,727.00	32%
Materials-Print/Non-Print	1,267,530.00	384,045.83	112,176.29	771,307.88	39%
<b>OPERATIONS:</b>					
Art Purchases	5,000.00	-		5,000.00	0%
Cataloging and ILL Services	75,500.00	18,761.10	66,238.90	(9,500.00)	113%
Contracted-Digital Services	351,560.00	86,898.82	55,223.84	209,437.34	40%
Contracted-Facilities	255,000.00	142,587.28	47,442.63	64,970.09	75%
Contracted-Equipment	51,500.00	12,197.92	30,606.79	8,695.29	83%
Contracted-Professional	279,800.00	63,851.87	124,430.59	91,517.54	67%
Contracted-E-Rate Services	6,325.00	-	-	6,325.00	0%
Digital Services Support	244,900.00	27,290.93	87,145.92	130,463.15	47%
Furniture/Equipment	117,000.00	5,097.75	-	111,902.25	4%
Insurance	53,300.00	22,980.00	22,656.00	7,664.00	86%
Marketing & Communication	40,000.00	11,049.26	1,121.00	27,829.74	30%
Memberships/Dues	23,625.00	1,947.20	150.00	21,527.80	9%
Miscellaneous	5,000.00	691.36	185.00	4,123.64	18%
Payments to Other Libraries	100,123.00	-	-	100,123.00	0%
Postage/Shipping	108,000.00	27,696.46	1,676.02	78,627.52	27%
Printing	106,600.00	15,345.18	63,665.29	27,589.53	74%
Programming	30,000.00	5,595.74	2,468.27	21,935.99	27%
Special Events	-	159.60	-	(159.60)	0%
Special Projects	1,100,000.00	-	50,000.00	1,050,000.00	5%
Supplies-Facilities	76,200.00	21,034.77	34,130.76	21,034.47	72%
Supplies-Office/Library	75,600.00	17,209.58	5,411.86	52,978.56	30%
Supplies-Processing	40,000.00	31,579.87	2,932.43	5,487.70	86%
Telecommunications	85,617.00	22,064.37	57,591.63	5,961.00	93%
Utilities-Electric	350,000.00	74,788.18	277,353.54	(2,141.72)	101%
Utilities-Gas	65,000.00	18,425.50	22,472.14	24,102.36	63%
Utilities-Water/Sewage	35,000.00	4,857.15	22,322.85	7,820.00	78%
Vehicle-Gas	36,000.00	7,790.19	-	28,209.81	22%
Vehicle-Repair	32,500.00	5,946.45	28,900.61	(2,347.06)	107%
Contingency/Fund Balance	1,550,000.00	-	-	-	0%
Cash Long/Short	-	3.73	-	(3.73)	N/A
<b>TOTALS</b>	<b>\$ 15,684,092.00</b>	<b>\$ 3,918,125.97</b>	<b>\$ 1,158,041.83</b>	<b>\$ 9,057,924.20</b>	<b>36%</b>

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

4/30/18

	<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	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	64,382.72	38%
Reimbursements	137,755.00	49,840.22	36%
Interest on Idle Funds	13,200.00	14,888.52	113%
	<u>\$ 12,334,393.00</u>	<u>\$ 6,360,418.81</u>	52%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,421,222.00	2,702,514.38	32%
Other Staff Support Costs	176,790.00	72,367.58	41%
Library Collections	1,786,930.00	651,309.51	36%
Contracted Services	1,019,685.00	648,239.74	64%
Digital Services Support	244,900.00	114,436.85	47%
Furniture/Equipment/Art	122,000.00	5,097.75	4%
Payments to Other Libraries	100,123.00	-	0%
Special Projects	1,100,000.00	50,159.60	5%
Utilities & Telecommunications	535,617.00	499,875.36	93%
Vehicles	68,500.00	42,637.25	62%
Other Operating Expenditures	558,325.00	289,529.78	52%
Cash Basis Reserve	1,550,000.00	-	0%
	<u>\$ 15,684,092.00</u>	<u>\$ 5,076,167.80</u>	36%
Prior Year Canceled Purchase Orders		<u>\$ 12,359.21</u>	
<b>Unencumbered Balance 4/30/18</b>	<b>\$ -</b>	<b><u><u>\$ 5,586,593.75</u></u></b>	

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

4/30/18

**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	\$ 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	6,960.83	19%
Refund-Fringe Benefits-Friends	27,701.00	8,692.28	31%
Refund-Fringe Benefits-Shawnee Cty	-	5,361.22	0%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	538.66	0%
Retiree Payments BC/BS	43,347.00	11,490.53	27%
Interest on Idle Funds	2,000.00	4,351.30	218%
	<b>\$ 3,840,675.00</b>	<b>\$ 2,111,206.81</b>	<b>55%</b>
<b><u>Expenditures/Encumbrances:</u></b>			
Employee Assistance Program	\$ 6,886.00	\$ 6,460.68	94%
Cafeteria Plan Administration Fees	3,865.00	3,377.00	87%
Social Security/Medicare	644,212.00	192,974.51	30%
Ks Public Employees Retirement Sys	758,224.00	244,197.26	32%
Worker's Compensation	73,200.00	60,199.00	82%
Unemployment Tax	8,421.00	3,643.81	43%
Health/Dental Insurance	2,451,520.00	646,863.85	26%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 4,346,328.00</b>	<b>\$ 1,157,716.11</b>	<b>29%</b>
Prior Year Canceled Purchase Orders		\$ 34.56	
<b>Unencumbered Balance 4/30/18</b>	<b>\$ -</b>	<b>\$ 1,704,257.60</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	7,612.81
	<b>\$ 7,612.81</b>
<b><u>Expenditures/Encumbrances:</u></b>	
Contracted - Professional	-
Capital Outlay	136,394.00
	<b>136,394.00</b>
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 4/30/18</b>	<b>\$ 1,823,209.64</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 4/30/18</b>		<b>\$ 50,001.42</b>

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

4/30/18

	<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	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	3,379.47	154%
	<u>\$ 1,638,559.00</u>	<u>\$ 869,016.86</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%
 <b>Unencumbered Balance 4/30/18</b>	 <b><u>\$ -</u></b>	 <b><u>\$ 1,626,555.78</u></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 April 30, 2018

### Capital Improvement Funds-VisionBank

\$ 1,967,103.64 at 1.19% (money market account)

### Municipal Investment Pool

\$ 863,935.38 operating funds in "overnight pool"\*; available for transfer whenever needed

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

2,000,000.00 General funds in 30-day, fixed rate pool; opened 4/3/18 @ 1.53%; maturity 5/3/18

\$ 3,513,935.38

\* rates vary by day - average April 1-30, 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 April 30, 2018**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	21509	0	4/13/18	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 5,306.73	-98825
						\$ 5,306.73	<b>-98825 Total</b>
10	21505	0	4/13/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,765.93	-98823
15	21516	0	4/13/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 24,842.61	-98823
15	21517	0	4/13/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,960.99	-98823
10	21524	0	4/13/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98823
10	21513	0	4/13/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 869.73	-98823
					<i>Remittance of pension benefit contributions</i>	\$ 46,619.69	<b>-98823 Total</b>
10	21501	0	4/13/18	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,414.17	-98821
10	21502	0	4/13/18	PAYCOM PAYROLL LLC	State W/H	\$ 10,571.19	-98821
15	21521	0	4/13/18	PAYCOM PAYROLL LLC	State Unemployment	\$ 163.17	-98821
10	21503	0	4/13/18	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,166.53	-98821
15	21504	0	4/13/18	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,166.53	-98821
10	21503	0	4/13/18	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,248.55	-98821
15	21504	0	4/13/18	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,248.55	-98821
10	21514	0	4/13/18	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98821
10	21518	0	4/13/18	PAYCOM PAYROLL LLC	Garnishments	\$ 783.62	-98821
10	41000	313	4/13/18	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,851.11	-98821
10	41000	313	4/13/18	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 368.88	-98821
					<i>Remittance of payroll taxes</i>	\$ 83,107.30	<b>-98821 Total</b>
10	21515	0	4/27/18	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 29,171.20	-98820
15	21515	0	4/27/18	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 130,944.02	-98820
15	21515	0	4/27/18	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 4,097.89	-98820
						\$ 164,213.11	<b>-98820 Total</b>
10	21509	0	4/26/18	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 5,306.73	-98818
						\$ 5,306.73	<b>-98818 Total</b>
10	21505	0	4/27/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 16,843.47	-98817
15	21516	0	4/27/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,552.73	-98817
15	21517	0	4/27/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,807.25	-98817
10	21524	0	4/27/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98817
					<i>Remittance of pension benefit contributions</i>	\$ 43,383.88	<b>-98817 Total</b>
10	21501	0	4/26/18	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,040.41	-98815
10	21502	0	4/26/18	PAYCOM PAYROLL LLC	State W/H	\$ 9,701.18	-98815
15	21521	0	4/26/18	PAYCOM PAYROLL LLC	State Unemployment	\$ 128.89	-98815
10	21503	0	4/26/18	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,169.52	-98815
15	21504	0	4/26/18	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,169.52	-98815
10	21503	0	4/26/18	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,015.38	-98815

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

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
15	21504	0	4/26/18	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,015.38	-98815
10	21514	0	4/26/18	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98815
10	21518	0	4/26/18	PAYCOM PAYROLL LLC	Garnishments	\$ 783.62	-98815
10	41000	313	4/26/18	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,863.71	-98815
10	41000	313	4/26/18	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 367.14	-98815
				<i>Remittance of payroll taxes</i>		\$ 76,379.75	<b>-98815 Total</b>
10	21512	0	4/5/18	DELTA DENTAL OF KANSAS, INC	EE April Prem	\$ 2,280.44	91924
10	21512	0	4/5/18	DELTA DENTAL OF KANSAS, INC	Cobra April Prem	\$ 77.86	91924
10	21512	0	4/5/18	DELTA DENTAL OF KANSAS, INC	Retiree April Prem	\$ 309.84	91924
10	21512	0	4/5/18	DELTA DENTAL OF KANSAS, INC	ER April Prem	\$ 9,010.55	91924
						\$ 11,678.69	<b>91924 Total</b>
10	41000	313	4/5/18	LEWIS & ELLIS, INC.	GASB 75 valuation serv	\$ 6,497.50	91936
				<i>Post-employment health benefit valuation/footnote info for the audit - professional services exempt from purchasing policy- 2018 approved operating budget</i>		\$ 6,497.50	<b>91936 Total</b>
10	41000	311	4/5/18	SNOW TERMINATORS LLC	Snow Removal Main & 1020	\$ 737.50	91944
10	41000	311	4/5/18	SNOW TERMINATORS LLC	Snow Removal, Salt & Sand	\$ 2,037.50	91944
10	41000	311	4/5/18	SNOW TERMINATORS LLC	Snow Removal, Salt & Sand	\$ 650.00	91944
10	41000	311	4/5/18	SNOW TERMINATORS LLC	Snow Removal, Salt & Sand	\$ 1,950.00	91944
10	41000	311	4/5/18	SNOW TERMINATORS LLC	Snow Removal, Salt & Sand	\$ 1,300.00	91944
				<i>Snow removal service - 2018 approved operating budget</i>		\$ 6,675.00	<b>91944 Total</b>
10	41000	310	4/12/18	BLACKBAUD	Blackbaud annual renewal	\$ 11,841.66	91953
10	41000	310	4/12/18	BLACKBAUD	Blackbaud annual renewal	\$ (100.00)	91953
				<i>Software support annual agreement in 2018 approved operating budget</i>		\$ 11,741.66	<b>91953 Total</b>
10	41000	320	4/12/18	COREFIRST BANK & TRUST	DVD Drive and tool	\$ 29.21	91959
10	41000	320	4/12/18	COREFIRST BANK & TRUST		3 \$ 26.16	91959
10	41000	330	4/12/18	COREFIRST BANK & TRUST	Stickers	\$ 53.60	91959
10	41000	330	4/12/18	COREFIRST BANK & TRUST	Calligraphy Pens	\$ 238.50	91959
10	41000	330	4/12/18	COREFIRST BANK & TRUST	Cartridges	\$ 41.50	91959
10	41000	310	4/12/18	COREFIRST BANK & TRUST	Messaging service	\$ 10.00	91959
10	41000	410	4/12/18	COREFIRST BANK & TRUST	Yellow Safety Cone	\$ 338.52	91959
10	41000	310	4/12/18	COREFIRST BANK & TRUST	Server Management	\$ 29.00	91959
10	41000	320	4/12/18	COREFIRST BANK & TRUST	APC Back-UPS 425VA UPS Ba	\$ 214.75	91959
10	41000	340	4/12/18	COREFIRST BANK & TRUST	TGS 2018 Conference	\$ 45.00	91959
10	41000	420	4/12/18	COREFIRST BANK & TRUST	Ivory & 2 Gallon Bags	\$ 34.02	91959
10	41000	322	4/12/18	COREFIRST BANK & TRUST	Photo	\$ 4.99	91959
10	41000	420	4/12/18	COREFIRST BANK & TRUST	Dish Soap, etc.	\$ 41.93	91959
10	41000	420	4/12/18	COREFIRST BANK & TRUST	Batteries - AAA	\$ 180.00	91959

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	4/12/18	COREFIRST BANK & TRUST	Batteries - AA	\$ 72.00	91959
10	41000	420	4/12/18	COREFIRST BANK & TRUST	Batteries - 9V	\$ 25.92	91959
10	41000	430	4/12/18	COREFIRST BANK & TRUST	Batteries - D	\$ 16.56	91959
10	41000	330	4/12/18	COREFIRST BANK & TRUST	Gift Card	\$ 20.00	91959
10	41000	420	4/12/18	COREFIRST BANK & TRUST	Kohl's credit	\$ (9.51)	91959
10	41000	341	4/12/18	COREFIRST BANK & TRUST	IABC seminar	\$ 200.00	91959
10	41000	410	4/12/18	COREFIRST BANK & TRUST	Safety Covers	\$ 94.80	91959
10	41000	320	4/12/18	COREFIRST BANK & TRUST	Apple Pencil Cap Holder	\$ 5.99	91959
10	41000	320	4/12/18	COREFIRST BANK & TRUST	Precision Workstation T36	\$ 1,899.79	91959
10	41000	320	4/12/18	COREFIRST BANK & TRUST	Precision Workstation T36	\$ 3,799.56	91959
10	41000	310	4/12/18	COREFIRST BANK & TRUST	CorelDraw subscription	\$ 99.00	91959
10	41000	420	4/12/18	COREFIRST BANK & TRUST	Plotter Paper	\$ 554.94	91959
10	41000	420	4/12/18	COREFIRST BANK & TRUST	Cartridge/Paper	\$ 12.83	91959
10	41000	330	4/12/18	COREFIRST BANK & TRUST	12 - 16 oz ball jars	\$ 17.61	91959
10	41000	330	4/12/18	COREFIRST BANK & TRUST	magnets	\$ 12.99	91959
10	41000	420	4/12/18	COREFIRST BANK & TRUST	Canon Selphy	\$ 119.94	91959
10	41000	341	4/12/18	COREFIRST BANK & TRUST	Virtual Ticket	\$ 190.00	91959
10	41000	341	4/12/18	COREFIRST BANK & TRUST	class	\$ 237.24	91959
10	41000	310	4/12/18	COREFIRST BANK & TRUST	DroboCare 3yr Drobo 5N	\$ 199.00	91959
10	41000	310	4/12/18	COREFIRST BANK & TRUST	Messaging service	\$ 10.00	91959
10	41000	320	4/12/18	COREFIRST BANK & TRUST	Latitude 5590	\$ 2,830.10	91959
				<i>Miscellaneous online orders paid by credit card including (2) replacement laptop computers for the bookmobile and a replacement workstation for the system administrator</i>		\$ 11,695.94	<b>91959 Total</b>
10	41000	351	4/12/18	WESTAR ENERGY	43160	\$ 23,081.67	91994
				<i>2018 Electric Service</i>		\$ 23,081.67	<b>91994 Total</b>
10	41000	311	4/19/18	DORMAKABA USA INC.	Hdr track and carrriage	\$ 702.24	92003
10	41000	311	4/19/18	DORMAKABA USA INC.	Dorma ED100 Surface Appli	\$ 9,500.00	92003
				<i>(3) quotes were obtained for the purchase of six wireless door operators; the Board didn't need to approve since the total was less than \$20,000; the low bid was chosen</i>		\$ 10,202.24	<b>92003 Total</b>
10	41000	301	4/19/18	OCLC, INC.	oclc cataloging & ill	\$ 6,258.71	92018
10	41000	301	4/19/18	OCLC, INC.	oclc cataloging & ill	\$ (5.01)	92018
				<i>2018 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,253.70	<b>92018 Total</b>
						\$ 512,143.59	<b>Grand Total</b>

# CHIEF EXECUTIVE OFFICER'S REPORT

## May 2018

### Library News and Project Updates

#### **Welcome to Our New Trustee**

We are pleased to welcome Shawn Leisinger as a new member of the Board of Trustees. He is Commissioner Bob Archer's appointee from District 3. Shawn is the Executive Director of the Centers for Excellence at Washburn University. The Centers are focused in the areas of Advocacy, Business and Transactional Law, Children and Family Law, International and Comparative Law, Law and Government, and Oil and Gas Law. Shawn oversees development of the Center's programming and the actual events and activities of the Centers throughout the year. Shawn holds a B.A. from Wichita State University and a J.D. from Washburn University.

#### **Board of Trustee Appointments**

As of this writing, we have been informed that the other two County appointments are scheduled for approval at the Tuesday, May 15 Shawnee County Commission meeting. Commissioner Shelly Buhler of District 1 is appointing Kristen Brunkow O'Shea. Commissioner Cook of District 2 is appointing Kacy Simonsen.

We anticipate welcoming all three new trustees at the May 17 board meeting.

#### **Honoring Melissa Masoner**

Melissa Masoner has served as a Trustee with distinction since 2007 and she will be greatly missed. Please see your packet for the resolution honoring and thanking Melissa for her leadership, advocacy, stewardship, and service.

#### **National Library Legislative Day – Washington, DC**

Marie Pyko, Rob Banks, Kate McNair from the Johnson County Library and I were the members of the Kansas Library Association who met with staff members of our Kansas Congressional delegation in Washington, DC on May 8, 2018. The American Library Association sponsors the National Library Legislative Day event each year. In preparation for our meetings, we attended a briefing. We focused on three key issues this year: Reauthorization of the Institute of Museum and Library Services Act of 2017. This includes approving the Library Services and Technology Act appropriation, which is the only federal funding for public libraries. The other priority is broadband, urging legislators to support FCC broadband service standards and ongoing funding for Erate discounts, which provide essential subsidies to schools and libraries to buy and upgrade broadband services as needed.

#### **Public Library Association Board Meeting**

I continue serving on the Board for the Public Library Association and this group met while we were in Washington, DC.

### **Dolly Parton's Imagination Library (DPIL)**

The number of participants served at the end of April is 3,991. The attached report from United Way of Greater Topeka provides additional information regarding ratio of participation by gender, age, and zip code. The number of registrants continues to hover at about 4000. Each month a group of five-year-olds "graduate" from the program, decreasing our net enrollment.

### **Momentum 2022**

The Momentum 2022 Implementation Committee met on May 8 where Work Group reports were received from Economic Development, Marketing, Community Engagement, Talent Development, Quality of Place, Downtown and NOTO, and Entrepreneurship. A copy of the Momentum 2022 Scorecard is included with this packet.

### **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 an update on Facilities Master Plans projects for 2018.

A ground-breaking ceremony for Claire's Courtyard is planned for Thursday, May 24, 2018 at 10:00 AM. We'll send you invitations as soon as the date, time and details are confirmed.

### **Community Broadband Plan**

Broadband consultants from Tilson Technology Management submitted their report to the Joint Economic Development Organization's (JEDO) Board at its meeting on May 9. I will have a report for you at the board meeting.

### **New Supervisors to begin duties on May 21**

I am pleased to report that we have hired three new supervisors. See more details in the Human Resources report submitted by Jesse Maddox in the area updates following this report.

### **Operations and Departmental Reports**

- Jesse Maddox introduces three new supervisors
- Stephanie Hall discusses a new exhibition in the Sabatini gallery and encourages everyone to sign up for summer learning
- LeAnn Brungardt provides updates for Youth Service Programs

## **Agenda Items**

### **Bid for Apple Computer Purchase**

The resolution for the Bid for Apple Computer Purchase with background information and a fiscal note are included in the board packet.

### **Bid Authorization for the Library's Access Control System**

Background and funding information relating to soliciting bids to upgrade the Library's Access control System are included with the resolution in the board packet.

### **Recognition of David Leamon**

Some of you had the opportunity to work with David Leamon who served as Executive Director of the Topeka and Shawnee County Public Library from 1992 to 2005. He oversaw the renovation and remodeling of the Library which included the expansion designed by renowned architect, Michael Graves. Copies of an April 24 [online article](#) and of his obituary are included with the board packet.

### **Summer Learning**

Public Services Manager Stephanie Hall will join us at the board meeting to provide an overview of our Summer Learning programs and plans. The summer initiative is significantly different from our previous summer reading programs and I think you will be impressed with the focus, variety and number of program offerings for 2018. I hope you are able to join us often at Curiosity Central this summer! <https://tscpl.org/curiosity-central>

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

April 16, 2018	attended library Volunteer's Breakfast
April 18, 2018	delivered Keynote Address at the Free Library of Philadelphia All Staff Day Event
April 19, 2018	attended Greater Topeka Partnership State of the Community meeting the library was a gold sponsor for this event.
April 20, 2018	attended 712i Management Committee Monthly meeting
April 22-23, 2018	attended LYRASIS Board meeting
April 25, 2018	met with Sherryl Longhofer, Friends President
May 3, 2018	attended Library Foundation Donor Relations Committee meeting
May 6, 2018	attended Public Library Association Board meeting in Washington, DC
May 7-8, 2018	attended ALA's National Library Legislative Day meetings in Washington, DC and met with members of the Kansas Congressional delegation staff
May 9, 2018	attended Leadership Greater Topeka program graduation supporting TSCPL staff member Jesse Maddox
May 9, 2018	conference call – LYARSIS Audit Committee meeting
May 9, 2018	attended former TSCPL Director David Leamon's Celebration of Life event
May 9, 2018	attended & presented at Joint Economic Development Organization (JEDO) Board meeting to deliver report on community broadband project

**Gina Millsap, Chief Executive Officer  
Topeka and Shawnee County Public Library  
5/11/2018**

**Human Resources – New Supervisors Hired**  
**Submitted by: Jesse Maddox, Human Resources Director**

We are excited to announce that we have selected two new supervisors for Public Services and promoted an internal candidate to Circulation supervisor. The new supervisors will begin May 21, 2018.

Circulation Supervisor:

Kelli Smith – Kelli began her career at TSCPL in 2003 working as a Circulation Assistant. She promoted to a Public Service Specialist in Inter-library Loans (ILL) in 2004 and transferred to Red Carpet in 2006. In February 2014 Kelli was promoted to the Community Services Librarian in Bookmobile. She is now taking another step in her career in promoting to Circulation Supervisors.

Public Services Supervisors:

Autumn Friedli – Autumn is returning to TSCPL after leaving in February of 2017 to work for the Kansas Supreme Court Law Library as a Librarian. Prior to leaving TSCPL, Autumn began as a Shelving Assistant at TSCPL in September of 2008. She was promoted to Public Services Specialist in Adult Services in January of 2011 and served in that role until leaving in 2017.

Deborah (Debbie) Stanton – Debbie is relocating to Topeka from Washington, Iowa where she currently serves as the Library Director of the Washington Public Library. She has been in that role since October of 2011. In addition to serving as the Library Director, since 2016 she has served as a contract instructor with the State Library of Iowa teaching Public Library Management which focuses on library services, planning and lifelong learning.

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

I encourage you to visit the Sabatini gallery where you will see Ears & Eyes – Curate This! in the front gallery. Imagine if you could see and feel music. What would it look like? Sometimes music makes us feel emotions we can't describe. Just like music, art can make us feel things there is no name for. This exhibit demonstrates the connection between music and art, and the indescribable feelings they share. This exhibit is open May 7 – July 22 and has been curated by area high school students.

In addition to pieces from the library's permanent collection, the following area high school students will have work on display in the exhibit:

- Maya Beyer, Topeka High School
- Josias Espinoza, Highland Park High School
- Carsyn George, Washburn Rural High School

- Shyanne Hall, Washburn Rural High School
- Kathy Martinez-Reynaga, Highland Park High School
- Brianna Reynolds, Jefferson West High School
- Cody Simonsen, Seaman High School
- Jasmine Simpson, Washburn Rural High School
- Adriana Stewart, Topeka High School

The main gallery is gearing up for their summer exhibit – Sounds like Art! where you will meet our musical families (brass, percussion, woodwinds, and strings) and make some noise. Image a world where you can experience how sound becomes art. Play, build and create music with us all summer long.

Summer is just around the corner. If you haven't done so already I encourage you to sign up for summer learning where we are asking everyone to complete 12 hours of reading and complete 12 experiences this summer. Experiences are anything that gets you active and thinking. We have over 300 events planned this summer and have extended summer to be 12 weeks (May 29- August 20). Who doesn't want more summer?

**Youth Services**

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

**Programs in April included:**

**Birth-5**

Baby Bookworms, Toddler Time 2, Pre-K Storytime, Musical Storytime, Blockfest and Week of the Young Child “Wild about Us”, DIA Storytime

**Elementary school aged**

Factual Fun, Minecraft™ and Legos®

**Middle and high school aged**

Teen Writing Group

**All ages**

Zoo Animals Live

Anyone Can Cook

**Highlights:**

***Week of the Young Child:*** We celebrated the Week of the Young Child with a few extra opportunities to play including Parents as Teacher’s Blockfest, and special storytimes that included “ok to touch” opportunities with the Topeka Zoo.

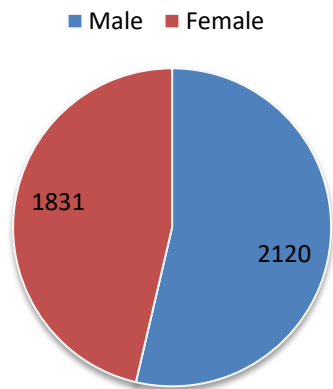


**DIA:** We also celebrated DIA this month with festivities that included crafts, music and dancing. Each year we feature local talent. Doing so has made it so that attendees truly see the diversity of this community. It frequently attracts both immediate and extended family as often times performers are local kids. This year's crowd was smaller largely because it fell on a week day, but it was still a solid robust group. Performers included State Street Singers, Ballet Folklorica and Classical Indy Dancers.

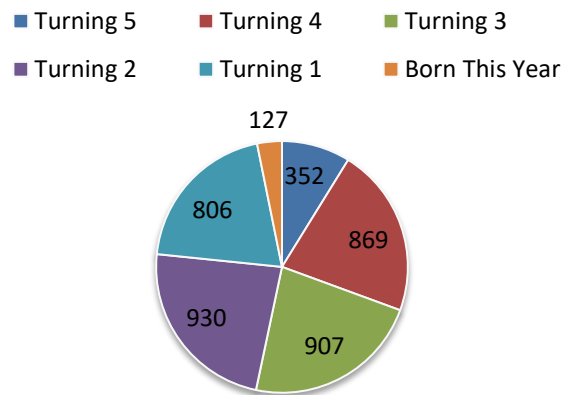
**General:** We have interviewed for our last open position and hope to have it filled by the end of this month. Just in time for summer.

Number of Participants Served: **3,991**

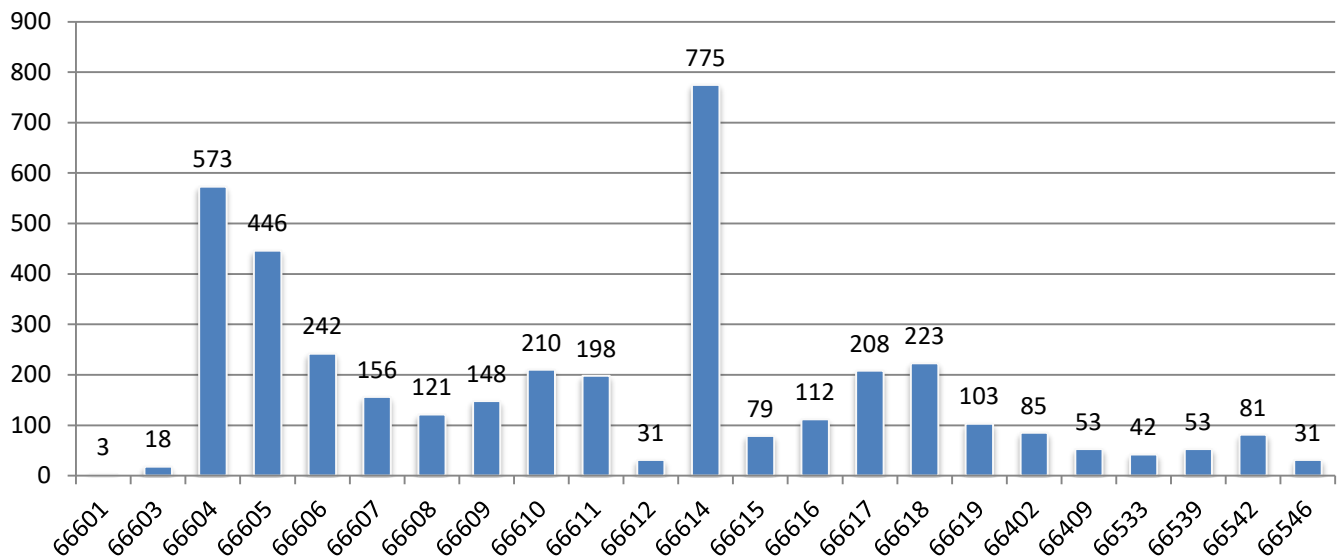
## Sex of Participants



## Age of Children

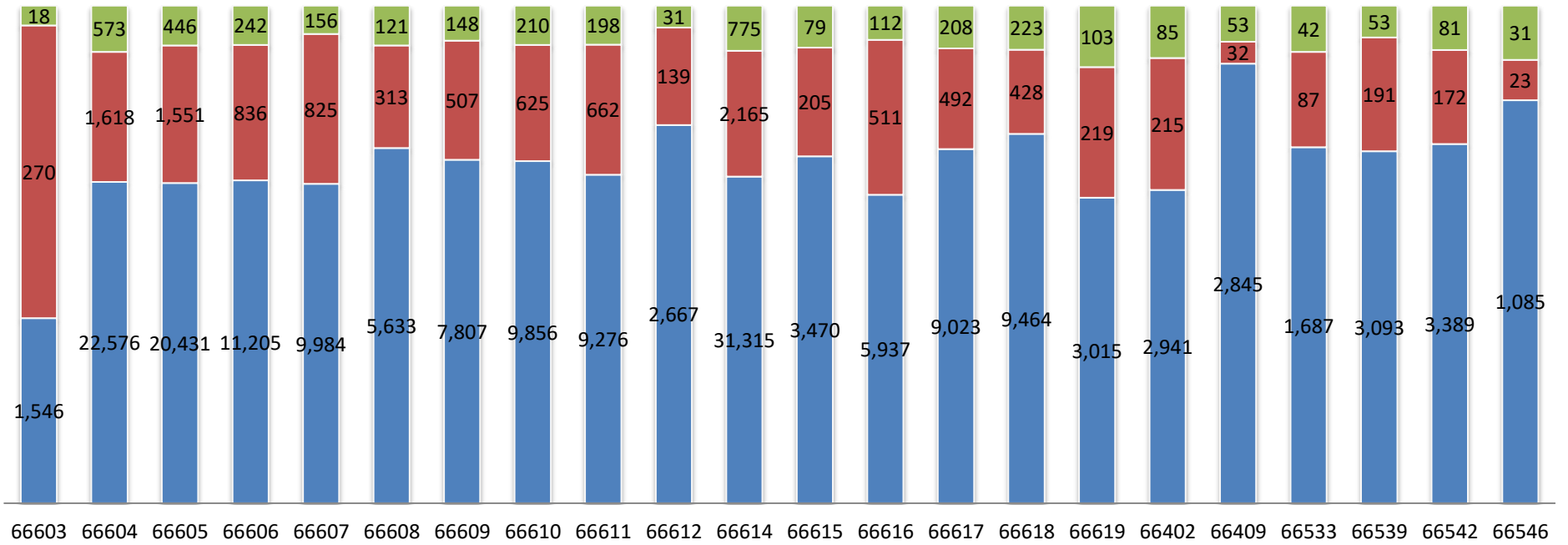


## Zip Codes of Children

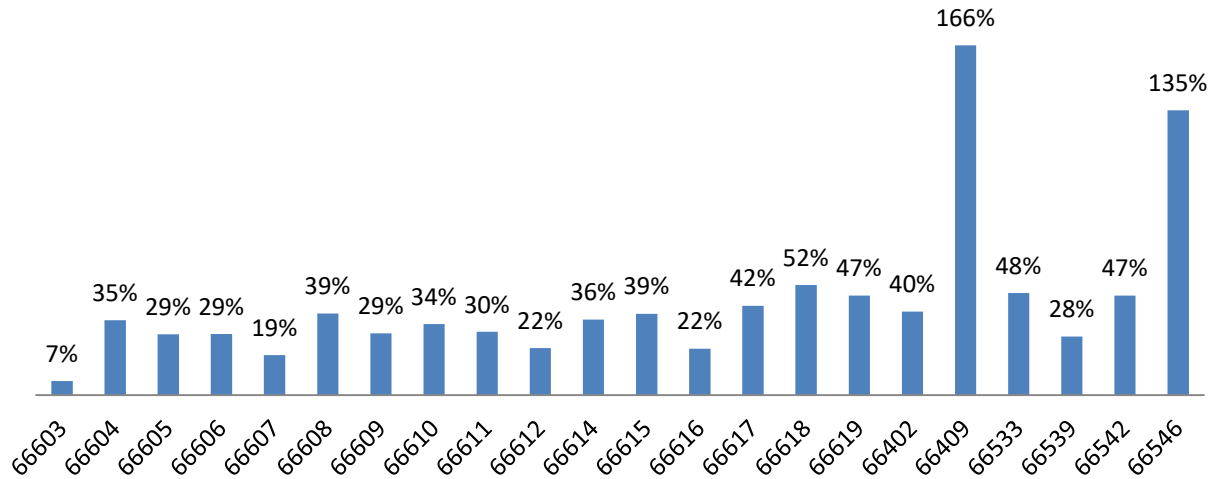


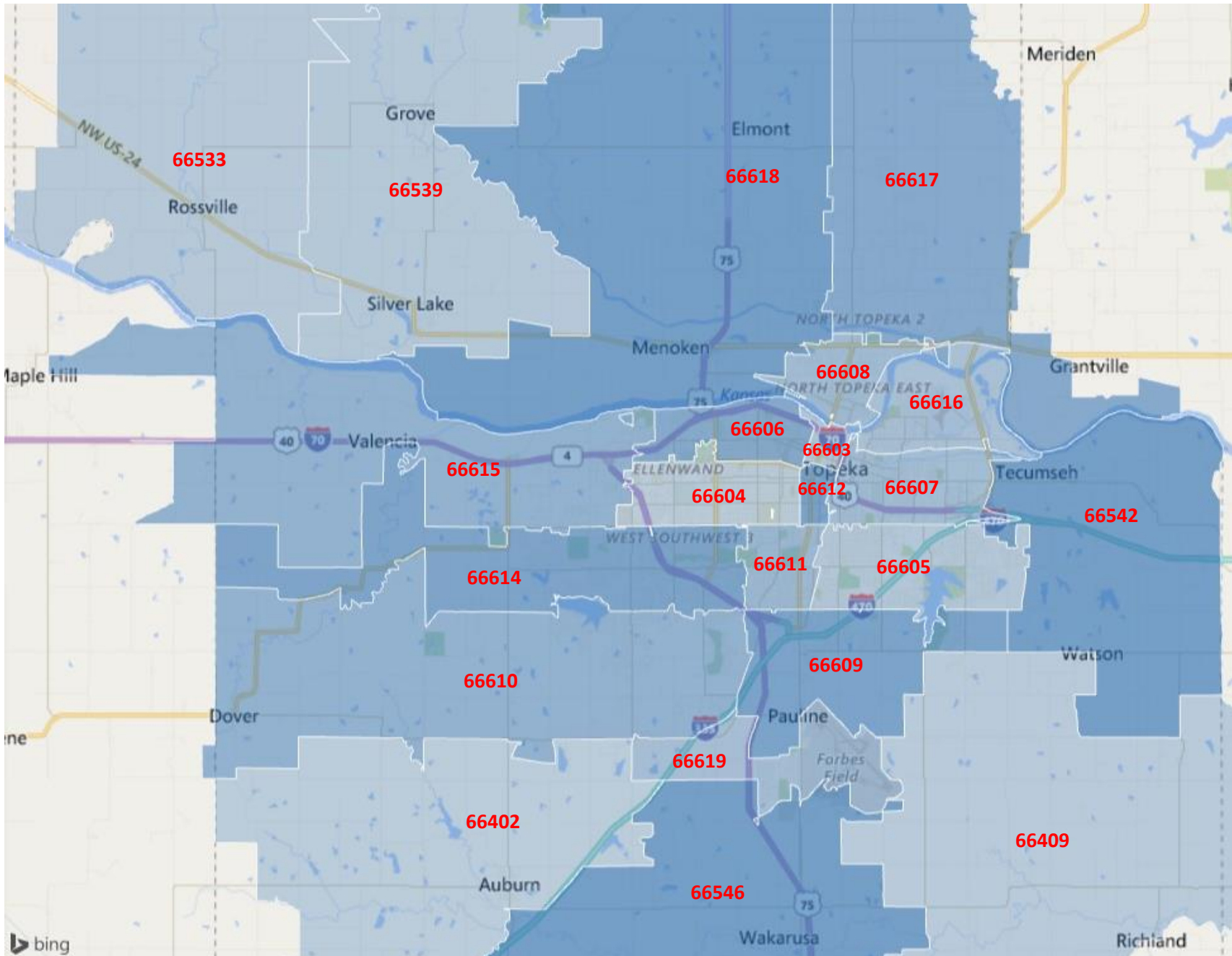
# April 2018 Dolly Parton Imagination Library

Population Under 5 DPIL



## Percent of children signed up by Zipcode





# TOPEKA & SHAWNEE COUNTY VITAL STATS

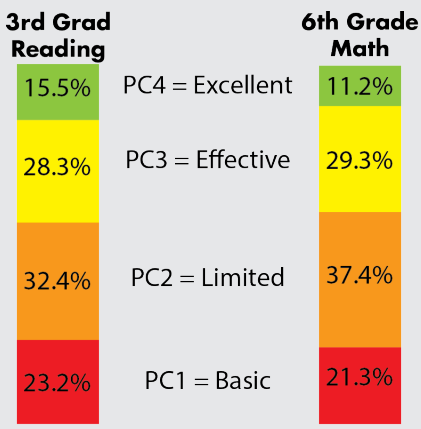
## DEVELOP HOMEGROWN TALENT

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

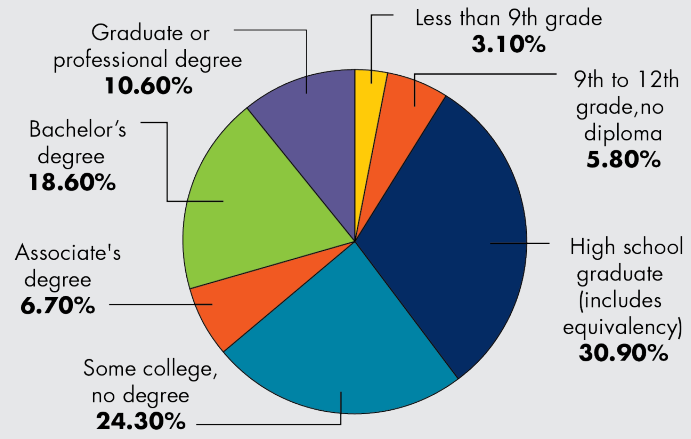
STATE OF KANSAS  
**86.9%**

SHAWNEE COUNTY  
**84.7%**

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



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



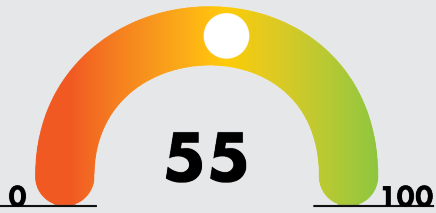
**TECHNICAL DEGREES (2017)**

**1,167**  
WASHBURN INSTITUTE OF TECHNOLOGY

## CREATE VIBRANT & ATTRACTIVE PLACES

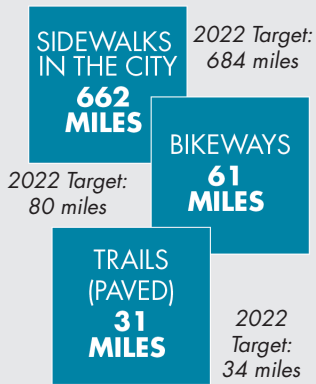
**AARP LIVABILITY INDEX (3)**

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.

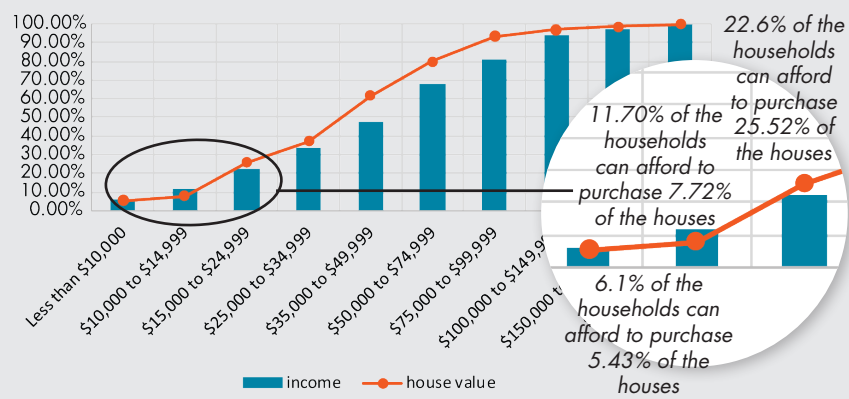


2022 Target: 58 AARP livability index

**PEDESTRIAN FRIENDLY SHAWNEE COUNTY (2017) (4)**



**HOUSING AFFORDABILITY DISTRIBUTION IN SHAWNEE COUNTY (5)**



**ATTENDANCE AT FESTIVALS AND EVENTS (2017)**

**572,625**  
PEOPLE

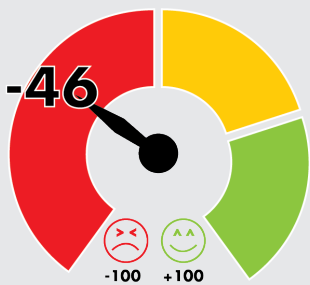
Ticketed event information provided by Kansas Expocentre, Topeka Civic Theatre as well as all Greater Topeka Partnership organizations. Crowd estimated of GTP overrated festivals are calculated using the Jacobs Method.

2022 Target: 664,000 people

## PROMOTE A POSITIVE IMAGE

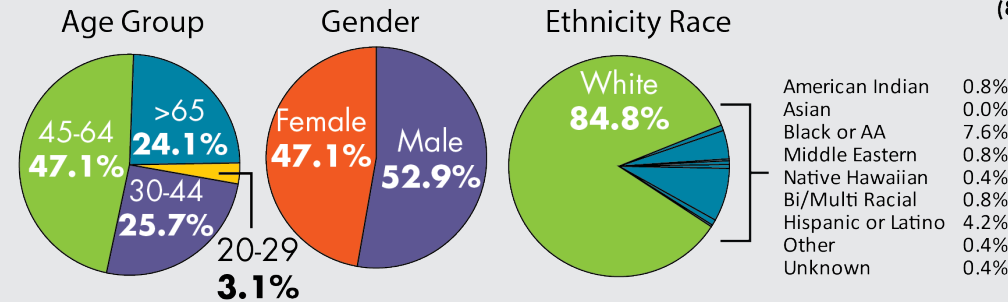
**NET PROMOTER SCORE (NPS) (2018) (8)**

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



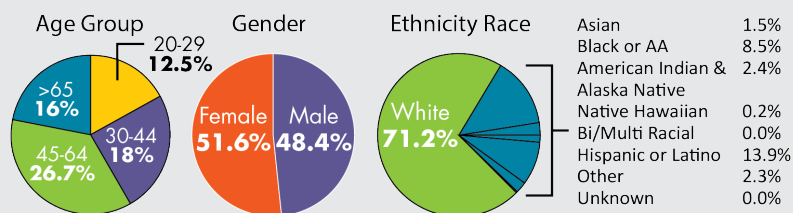
## COLLABORATE FOR STRONG COMMUNITY

**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

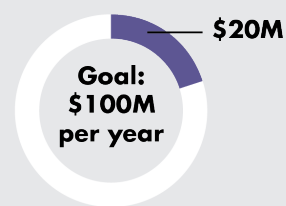
**ANNUAL MEDIAN WAGE IN TOPEKA (2016) (7)**

**\$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 MILLIONS OF CURRENT DOLLARS (11)**

**\$10,048**  
MILLION  
IN 2015

**\$10,471**  
MILLION  
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 millions of current dollars

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

**37,123 OR 63.8%**

**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

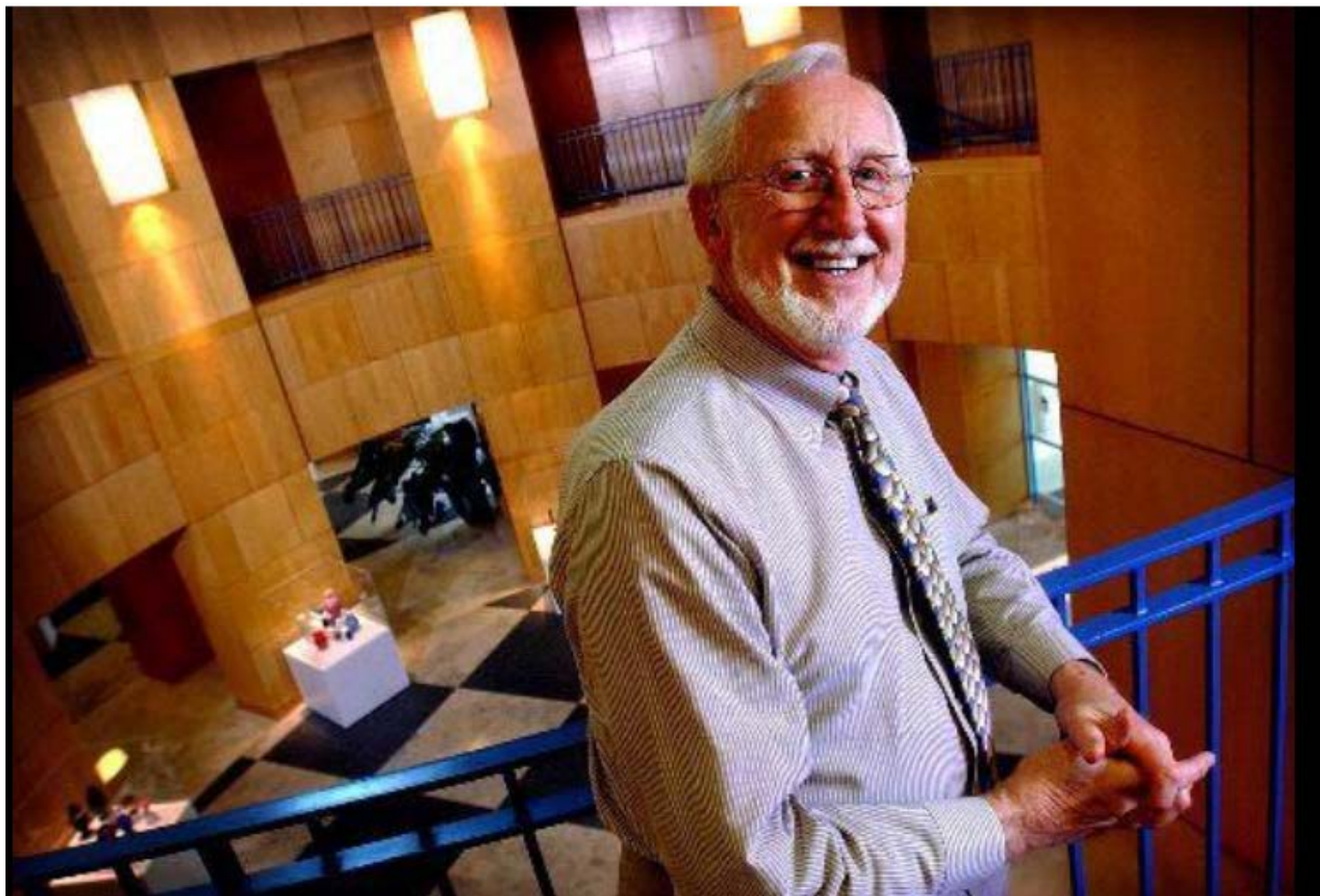
PROVIDED BY





<http://www.cjonline.com/news/20180424/david-leamon-former-topeka-library-director-dies-at-78>

## David Leamon, former Topeka library director, dies at 78



David Leamon served as the library's executive director from 1992 to 2005. He died Monday at the age of 78. [2005 file photo/The Capital-Journal]

By [Katie Moore](#)

Posted Apr 24, 2018 at 6:26 PM

Updated Apr 24, 2018 at 9:10 PM

David Leamon, who led the Topeka and Shawnee County Public Library for 13 years and oversaw an ambitious remodel of the library that tripled its size, died Monday. He was 78.

Laurel Leamon, David Leamon's daughter, said he had been battling dementia and Alzheimer's.

David Leamon served as the library's executive director from 1992 to 2005, library spokeswoman Diana Friend said.

"David was truly an inspiration," Friend said. "He built a world-class library and made Topeka proud."

Leamon was born in 1939 in Independence Mo., Laurel Leamon said.

He earned a dual degree in English and theater from Central Missouri State University and a master's in library science from Case Western Reserve University.

David and Audrey Leamon had been married for 50 years, Laurel Leamon said. They have two daughters, Laurel and Anna Leamon.

Laurel Leamon said her father bought a bouquet of flowers that matched his wife's wedding bouquet every year on the couple's anniversary.

"He was just a fantastic dad, he was a wonderful husband," Laurel Leamon said.

She said she remembers her father would take time out of his day to play when she was a child and recalled the family's camping trips and sledding excursions.

Their family moved around as her father's library career progressed, Laurel Leamon said. His career included work at libraries in Cleveland, Tulsa, Okla., Seattle and San Antonio, among other locations. Laurel Leamon said he was a lot of fun to be around, but his "library persona" was one of focus and leadership.

They came to Topeka in 1992. In 1996, voters passed a \$23 million bond issue to renovate the library. The expansion was designed by Michael Graves. In 2002, the library unveiled the new space which included an art gallery, cafe, used book shop and 10 meeting rooms. The 178,000 square foot facility also had expanded areas for children and teens, according to a document provided by Friend.

David Leamon had a vision for Topeka, what the library could do for the community and made it come true, Friend said.

In addition to the library, Leamon was a driving force for the Aaron Douglas Mural Project, the Great Mural Wall of Topeka and was on several area boards.

"He's made so many contributions to the Topeka community," Laurel Leamon said, adding that he found it particularly important to elevate the community through the arts.

After David Leamon retired from the Topeka library, he became the director of the Lawrence Arts Center.

"He was just the kind of person who projected positivity, who wanted to make a difference and wanted the world to be kind and gentle and filled with beauty," Laurel Leamon said.

<http://www.legacy.com/obituaries/cjonline/obituary.aspx?pid=188854031>

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## **David Lee Leamon (1939 - 2018)**

### **Obituary**

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David Lee Leamon A Celebration of Life for David Leamon will be held at the Topeka and Shawnee County Public Library on May 9, 2018 from 3:00 p.m. - 5:00 p.m.

David Leamon, 78, died Monday April 23, 2018 at The Windsor of Lawrence in Lawrence, KS.

He was born July 31, 1939 in Independence, MO, son of Arthur and Lillie Leamon. He earned degrees from Central Missouri State University in English, Theater and Art Education. He went on to get a Masters of Library Science from Case Western Reserve University.

He worked in a variety of libraries around the country until he became the director of the Jackson District Library in Jackson, MI. where he helped to modernize and expand the libraries in the area. He then moved to San Antonio and worked with renowned architect Ricardo Legorreta and built the main library there before settling finally in Topeka in 1992. Working with Michael Graves he oversaw the development and expansion of the Topeka and Shawnee County Public library which was recently voted Library of the Year in 2017.

He married his wife Audrey (Kaul) Leamon on July 7, 1967, and she survives him. Other survivors include their daughters, Laurel Leamon, Topeka; Anna Leamon; Lawrence; two grandchildren Lily Opgaard and Isaac Barrett; two sons-in-law, Tony Farrell and Todd Ellison; two sisters; Mary Pimblott and Jeanne Lauderdale, both of Independence; and a brother Roy Leamon, also of Independence.

Anyone who would like to share a memory will have an opportunity to do so beginning at 4:00 pm. There will be time for visiting and sharing stories from 3:00-4:00 pm.

Online condolences may be sent at [www.rumsey-yost.com](http://www.rumsey-yost.com)





**Resolution – Bid for Apple Computer Purchase  
BOARD OF TRUSTEES  
May 17, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves 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.**

**Policy and Background Information:**

The Board of Trustees' Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds \$20,000.

On April 2, 2018, the Request for Proposal (RFP) for the purchase of 10 iMac computers, 1 Mac Mini computer, and 3-year warranty was posted on TSCPL's Digital Branch as notice to any interested vendor. It also was electronically sent to eight companies. Proposals were due by 1:00 pm on April 30, 2018 and were opened in a public meeting that day at 2:00 pm. Bids were received from two (2) companies. The Digital Services Supervisor reviewed the bids and determined that both met the basic specifications.

**Staff recommendation:**

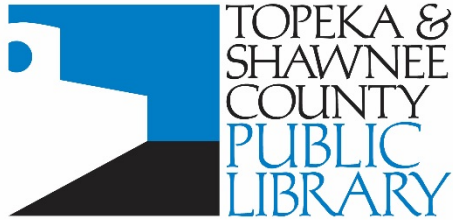
TSCPL staff recommends approving the bid of \$20,448.04 by Adorama Inc. of New York, New York for the purchase of 10 iMac computers, 1 Mac Mini computer, and 3-year warranty; this is the lowest bid. The Purchasing Policy does not require the lowest bid be awarded. This purchase is part of the regular staff computer replacement cycle and is in the approved 2018 General Fund budget.

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

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

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

Date \_\_\_\_\_



**Resolution – Bid Authorization for the Library’s Access Control System Upgrade**

**BOARD OF TRUSTEES  
May 17, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes 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.**

**Background and Funding:**

The Library currently utilizes IDenticard’s IDentiPASS access control system to control access to the building, movement within the building through the use of employee badges, and door and window alarms. This is an older system that is no longer supported by IDenticard and is at end of life. To maintain an adequate level of security at the Library and the Foundation building, the Library needs to move to IDenticard’s Premisys system.

This project includes upgrading software, six network control boards, installing new internal chips for existing boards, converting a database to the Premisys system, installing four network cable runs, and installing AC power at the control panel locations. The Library’s existing readers and door locking devices will remain intact.

The Digital Services and Support line item was budgeted with \$137,000 for replacement staff computers and monitors. The bids for the computers are lower than expected resulting in savings of \$43,054. This, along with \$17,202 of remaining budget available in the Furniture and Equipment line item for security equipment are proposed to fund the access control system upgrade costs.

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

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

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

Date \_\_\_\_\_



## **Resolution – Recognition of David Leamon**

### **BOARD OF TRUSTEES**

**May 17, 2018**

**Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees remembers and honors 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 10<sup>th</sup> 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 “artsclapes” 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 12<sup>th</sup> 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.**

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

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

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

Date \_\_\_\_\_



**Resolution – Recognition of Service for Melissa Masoner**

**BOARD OF TRUSTEES**

**May 17, 2018**

**Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses 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).**

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 ZTD	Change 17 TO 18%			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total		
<b>CIRCULATION</b>																	
<b>Main Library</b>															195,854	250,248	-21.7%
Circulation Desk & Renewals	49,349	45,214	50,873	50,418										195,854	250,248	-21.7%	
Interlibrary Loan	1,879	1,554	1,654	1,665										6,752	7,236	-6.7%	
Self-Check	84,077	72,863	83,854	78,973										319,767	321,197	-0.4%	
<b>Bookmobile</b>	21,560	19,647	21,558	22,236										85,001	92,905	-8.5%	
<b>Red Carpet</b>	8,254	6,233	7,467	6,732										28,686	31,234	-8.2%	
<b>Digital Downloads</b>	35,736	33,150	36,170	34,213										139,269	116,368	19.7%	
<b>Library @ Work / Smartlocker</b>	2,099	2,023	2,298	2,180										8,600	7,392	16.3%	
<b>TOTAL CIRCULATION</b>	<b>202,954</b>	<b>180,684</b>	<b>203,874</b>	<b>196,417</b>										<b>783,929</b>	<b>826,580</b>	<b>-5.2%</b>	
<b>CIRCULATION DETAILS</b>																	
<b>Print Material</b>	96,177	85,115	96,839	95,254										373,385	397,871	-6.2%	
<b>Audio/Visual Material</b>	67,358	59,096	66,385	63,266										256,105	295,780	-13.4%	
<b>Adult Materials</b>	99,143	86,882	97,501	92,571										376,097	417,080	-9.8%	
<b>Children's Materials</b>	49,977	44,966	52,027	52,609										199,579	219,527	-9.1%	
<b>Young Adult Materials</b>	4,592	3,777	4,135	4,161										16,665	18,038	-7.6%	
<b>Red Carpet Materials</b>	9,823	8,586	9,561	9,179										37,149	39,006	-4.8%	
<b>NEW Patrons</b>																	
<b>Topeka / Shawnee County</b>																	
Adults	654	539	589	612										2,394	2,524	-5.2%	
Children (ages 17 and under)	163	195	166	231										755	877	-13.9%	
<b>Red Carpet Outreach</b>	8	6	15	11										40	52	-23.1%	
<b>NEKL</b>	57	58	62	81										258	272	-5.1%	
<b>Non-Resident</b>	2	0	2	0										4	2	100.0%	
<b>Total New Registrations</b>	<b>884</b>	<b>798</b>	<b>834</b>	<b>935</b>										<b>3,451</b>	<b>3,727</b>	<b>-7.4%</b>	
<b>PATRONS DELETED</b>																	
	<b>1,015</b>	<b>832</b>	<b>1,780</b>	<b>1,215</b>										<b>4,842</b>	<b>7,091</b>	<b>-31.7%</b>	
<b>BORROWERS</b>																	
<b>Topeka / Shawnee County</b>																	
Adults	53,010	53,259	53,034	52,950										52,950	53,323	-0.7%	
Children (age 0 - 17)	19,412	19,438	19,318	19,272										19,272	19,650	-1.9%	
<b>Red Carpet Outreach</b>	1,248	1,243	1,239	1,239										1,239	1,294	-4.3%	
<b>NEKL</b>	7,267	7,236	7,234	7,255										7,255	7,276	-0.3%	
<b>Non-Resident</b>	48	48	48	48										48	45	6.7%	
<b>Delinquent</b>	117	120	127	124										124	200	-38.0%	
<b>TOTAL BORROWERS</b>	<b>81,102</b>	<b>81,344</b>	<b>81,000</b>	<b>80,888</b>										<b>80,888</b>	<b>81,788</b>	<b>-1.1%</b>	
<b>Holds Satisfied</b>																	
	<b>20,286</b>	<b>17,008</b>	<b>19,668</b>	<b>19,393</b>										<b>76,355</b>	<b>76,673</b>	<b>-0.4%</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>432,560</b>	<b>477,057</b>	<b>-9.3%</b>	

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2018

	2018												2017 ZTD	Change 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
<b>COLLECTION</b>															
Materials Added	6,735	4,893	7,641	4,654									23,923	22,007	8.7%
Materials Discarded	3,568	6,994	6,589	6,123									23,274	20,609	12.9%
<b>TOTAL COLLECTION</b>	<b>445,769</b>	<b>443,668</b>	<b>444,720</b>	<b>443,251</b>									<b>443,251</b>	<b>444,000</b>	<b>-0.2%</b>
<b>WEBSITE</b>															
tscpl.org Unique Visitors	30,707	27,539	30,473	29,244									117,963	117,261	0.6%
tscpl.org Total Visits	55,470	48,675	53,364	51,448									208,957	215,104	-2.9%
catalog.tscpl Unique Visitors	19,263	17,218	18,570	17,886									72,937	74,318	-1.9%
catalog.tscpl Total Visits	43,859	37,965	41,664	39,996									163,484	161,721	1.1%
<b>REFERENCE QUESTIONS</b>															
Public Services	14,488	12,577	14,936	13,240									55,241	57,089	-3.2%
Topeka Room	617	667	426	756									2,466	2,858	-13.7%
Youth Services	2,584	2,323	3,082	2,580									10,569	11,815	-10.5%
Gallery	37	41	55	67									200	210	-4.8%
<b>TOTAL REFERENCE QUESTIONS</b>	<b>17,726</b>	<b>15,608</b>	<b>18,499</b>	<b>16,643</b>									<b>68,476</b>	<b>71,762</b>	<b>-4.6%</b>
<b>GATE COUNT</b>	<b>59,126</b>	<b>55,329</b>	<b>67,547</b>										<b>182,002</b>	<b>236,891</b>	<b>-23.2%</b>
<b>MEETING ROOMS</b>															
Bookings	518	720	759	706									2,703	3,132	-13.7%
Hours Booked	2,453	3,859	4,204	3,958									14,474	17,826	-18.8%
<b>ATTENDANCE</b>	<b>7,895</b>	<b>11,425</b>	<b>11,310</b>	<b>12,175</b>									<b>42,805</b>	<b>50,471</b>	<b>-15.2%</b>
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>131</b>	<b>78</b>	<b>421</b>	*									<b>630</b>	<b>550</b>	<b>14.5%</b>
<b>PROGRAM ATTENDANCE</b>															
Adult - General	1,412	780	530	806									3,528	4,501	-21.6%
Computer Training	150	112	150	165									577	677	-14.8%
Outreach	4,348	3,551	3,189	3,963									15,051	18,730	-19.6%
Kids	1,046	1,359	1,522	1,912									5,839	6,555	-10.9%
Movies	3	17	27	5									52	128	-59.4%
Books	58	189	35	145									427	603	-29.2%
Art	29	72	127	106									334	143	133.6%
Teens	49	46	93	10									198	370	-46.5%
Music	0	0	0	0									0	0	#DIV/0!
<b>TOTAL ATTENDANCE</b>	<b>7,095</b>	<b>6,126</b>	<b>5,673</b>	<b>7,112</b>									<b>26,006</b>	<b>31,707</b>	<b>-18.0%</b>
<b>GALLERY ATTENDANCE</b>	<b>1,771</b>	<b>1,426</b>	<b>1,880</b>	<b>2,437</b>									<b>7,514</b>	<b>5,153</b>	<b>45.8%</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	ZTD	17 TO 18%
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>															
Adult Fiction	19,466	16,671	18,920	17,775									72,832	79,421	-8.3%
Adult Nonfiction	23,160	20,315	22,704	21,450									87,629	92,704	-5.5%
Juvenile Fiction	27,463	25,710	29,734	30,396									113,303	121,225	-6.5%
Juvenile Nonfiction	9,757	8,514	9,673	10,362									38,306	37,700	1.6%
Magazines	2,079	1,728	2,354	2,168									8,329	11,076	-24.8%
RC Print Materials	9,447	8,237	9,089	8,882									35,655	37,454	-4.8%
RC Realia	365	340	458	291									1,454	1,471	-1.2%
YA Print Materials	4,490	3,671	3,999	4,061									16,221	17,438	-7.0%
<b>PRINT CIRCULATION</b>	<b>96,227</b>	<b>85,186</b>	<b>96,931</b>	<b>95,385</b>									<b>373,729</b>	<b>398,489</b>	<b>-6.2%</b>
<b>Audio / Visual Material</b>															
Adult Audiobooks	4,815	4,276	5,030	4,628									18,749	21,405	-12.4%
Adult Music	4,135	3,770	4,615	4,361									16,881	19,316	-12.6%
Adult Videos / DVDs	45,729	40,362	44,211	42,470									172,772	194,514	-11.2%
Juvenile Audiobooks	579	518	605	608									2,310	2,572	-10.2%
Juvenile Music	604	553	589	634									2,380	3,076	-22.6%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191									41,516	52,904	-21.5%
YA AV	102	106	136	100									444	600	-26.0%
<b>A/V CIRCULATION</b>	<b>67,110</b>	<b>58,842</b>	<b>66,108</b>	<b>62,992</b>									<b>255,052</b>	<b>294,387</b>	<b>-13.4%</b>
<b>Adult Material</b>															
Adult Fiction	19,466	16,671	18,920	17,775									72,832	79,421	-8.3%
Adult Nonfiction	23,160	20,315	22,704	21,450									87,629	92,704	-5.5%
Magazines	2,079	1,728	2,354	2,168									8,329	11,076	-24.8%
Adult Audiobooks	4,815	4,276	5,030	4,628									18,749	21,405	-12.4%
Adult Music	4,135	3,770	4,615	4,361									16,881	19,316	-12.6%
Adult Videos / DVDs	45,729	40,362	44,211	42,470									172,772	194,514	-11.2%
<b>ADULT CIRCULATION</b>	<b>99,384</b>	<b>87,122</b>	<b>97,834</b>	<b>92,852</b>									<b>377,192</b>	<b>418,436</b>	<b>-9.9%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	27,463	25,710	29,734	30,396									113,303	121,225	-6.5%
Juvenile Nonfiction	9,757	8,514	9,673	10,362									38,306	37,700	1.6%
Juvenile Audiobooks	579	518	605	608									2,310	2,572	-10.2%
Juvenile Music	604	553	589	634									2,380	3,076	-22.6%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191									41,516	52,904	-21.5%
<b>JUVENILE CIRCULATION</b>	<b>49,549</b>	<b>44,552</b>	<b>51,523</b>	<b>52,191</b>									<b>197,815</b>	<b>217,477</b>	<b>-9.0%</b>
<b>Red Carpet Material</b>															
RC Print Materials	9,447	8,237	9,089	8,882									35,655	37,454	-4.8%
RC Realia	365	340	458	291									1,454	1,471	-1.2%
<b>RED CARPET CIRCULATION</b>	<b>9,812</b>	<b>8,577</b>	<b>9,547</b>	<b>9,173</b>									<b>37,109</b>	<b>38,925</b>	<b>-4.7%</b>
<b>Young Adult Material</b>															
YA Print Materials	4,490	3,671	3,999	4,061									16,221	17,438	-7.0%
YA AV	102	106	136	100									444	600	-26.0%
<b>YOUNG ADULT CIRCULATION</b>	<b>4,592</b>	<b>3,777</b>	<b>4,135</b>	<b>4,161</b>									<b>16,665</b>	<b>18,038</b>	<b>-7.6%</b>
Overdrive	24,441	22,608	24,606	24,218									95,873	81,074	18.3%
Hoopla	9,760	9,088	10,021	9,995									38,864	29,111	33.5%
Flipster	1,535	1,454	1,543	*									4,532	6,183	-26.7%
<b>DIGITAL DOWNLOADS</b>	<b>35,736</b>	<b>33,150</b>	<b>36,170</b>	<b>34,213</b>									<b>139,269</b>	<b>116,368</b>	<b>19.7%</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									\$6,211,800
Magazines (\$5)	\$10,395	\$8,640	\$11,770	\$10,840									\$41,645
Audiobooks (\$10)	\$53,940	\$47,940	\$56,350	\$52,360									\$210,590
DVD, Games, Music (\$4)	\$246,864	\$216,192	\$241,892	\$231,024									\$935,972
Reference Questions (\$7)	\$124,082	\$109,256	\$129,493	\$116,501									\$479,332
Programming (\$10)	\$70,950	\$61,260	\$56,730	\$71,120									\$260,060
Meeting Room Use	\$42,795	\$50,545	\$58,395	\$53,009									\$204,744
Gallery Attendance (\$10)	\$17,710	\$14,260	\$18,800	\$24,370									\$75,140
Computer Use (\$12 /hr)	\$162,872	\$158,844	\$194,885	\$176,605									\$693,206
ILL Borrowed (\$25)	\$9,850	\$7,700	\$8,775	\$8,850									\$35,175
<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>\$9,147,664</b>



## Recovery through April 2018

### Cumulative Recovery:

### *Topeka & Shawnee County Public Library*

	Regular Balance	Small Balance	Total
<b>Accounts Submitted:</b>	35,172	24,651	59,823
<b>Dollars Submitted:</b>	\$1,746,612.77	\$459,406.30	\$2,206,019.07
Cash Recovery:	\$585,733.12	\$254,508.84	\$840,241.96
Material Recovery:	\$486,821.73	\$59,650.23	\$546,471.96
Waives:	<u>\$173,813.47</u>	<u>\$25,859.70</u>	<u>\$199,673.17</u>
<b>Recovery Total:</b>	<b>\$1,246,368.32</b>	<b>\$340,018.77</b>	<b>\$1,586,387.09</b>
<b>Total Invoice Amount:</b>	<b>\$301,501.78</b>	<b>\$80,136.50</b>	<b>\$381,638.28</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.



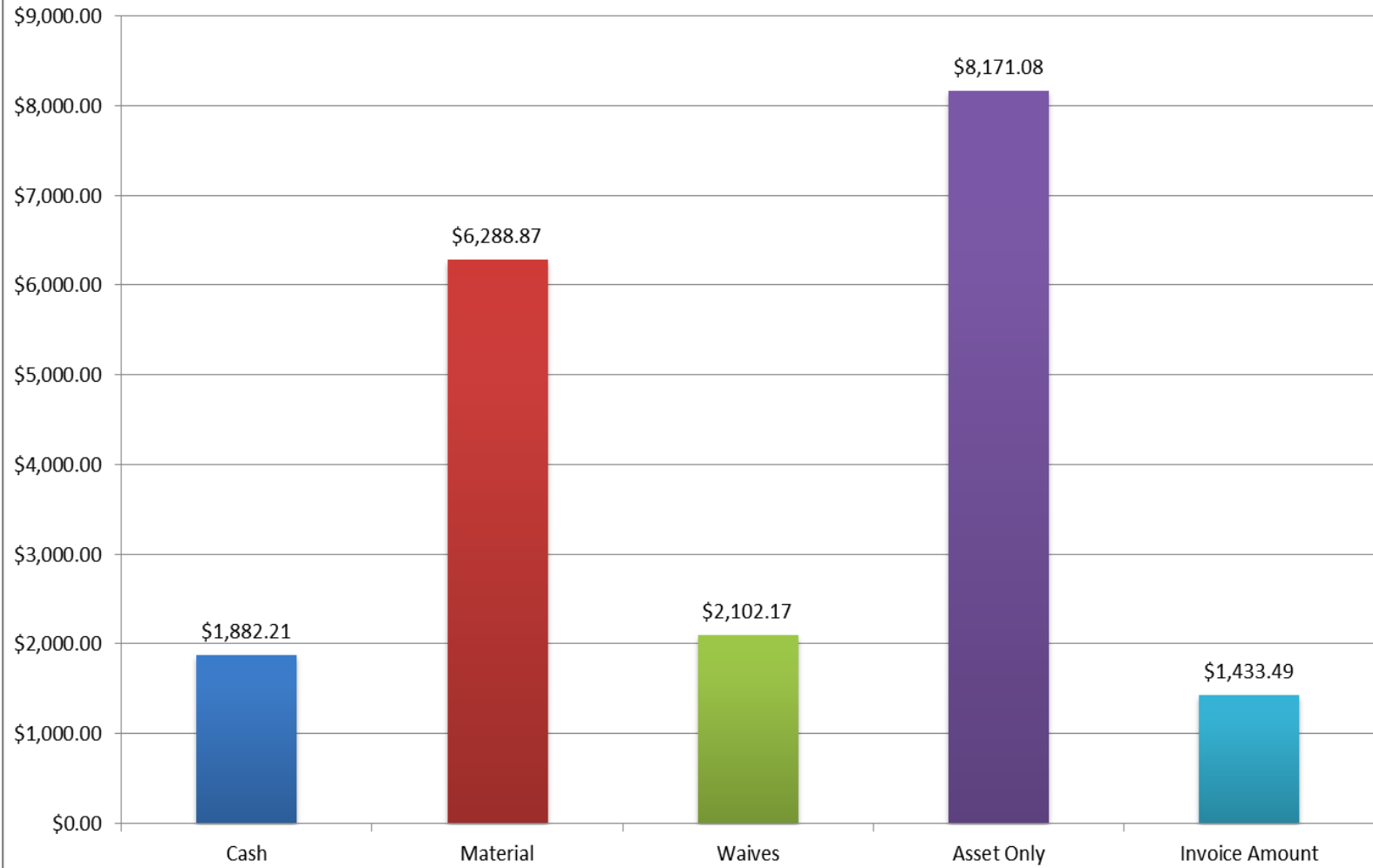
## Monthly Recovery Statistics:

5/2017 through 4/2018

*Regular Balance Accounts*

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
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
September-17	\$1,790.82	\$2,293.36	\$1,341.39	\$5,425.57	<b>\$4,084.18</b>	\$1,217.20
August-17	\$1,477.84	\$3,510.15	\$1,347.97	\$6,335.96	<b>\$4,987.99</b>	\$1,593.10
July-17	\$1,662.68	\$2,628.24	\$809.96	\$5,100.88	<b>\$4,290.92</b>	\$1,387.25
June-17	\$2,179.77	\$3,862.91	\$1,473.52	\$7,516.20	<b>\$6,042.68</b>	\$1,145.60
May-17	\$1,772.41	\$6,973.21	\$1,971.55	\$10,717.17	<b>\$8,745.62</b>	\$1,655.75
<b>Total</b>	<b>\$22,586.49</b>	<b>\$75,466.47</b>	<b>\$25,226.04</b>	<b>\$123,279.00</b>	<b>\$98,052.96</b>	<b>\$17,201.90</b>
<b>Average</b>	<b>\$1,882.21</b>	<b>\$6,288.87</b>	<b>\$2,102.17</b>	<b>\$10,273.25</b>	<b>\$8,171.08</b>	<b>\$1,433.49</b>
					<b>Asset ROI: \$6 to \$1</b>	

## Average Monthly Recovery and Cost





## Monthly Recovery Statistics:

5/2017 through 4/2018

*Small Balance Accounts*

Month	Cash	Material	Waives	Total	Assets Only Invoice Amount	
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
September-17	\$1,205.70	\$518.03	\$288.53	\$2,012.26	<b>\$1,723.73</b>	\$448.40
August-17	\$1,033.02	\$1,951.49	\$244.69	\$3,229.20	<b>\$2,984.51</b>	\$477.90
July-17	\$1,477.42	\$561.31	\$303.35	\$2,342.08	<b>\$2,038.73</b>	\$377.60
June-17	\$1,529.93	\$737.73	\$309.76	\$2,577.42	<b>\$2,267.66</b>	\$327.45
May-17	\$1,792.00	\$897.39	\$435.72	\$3,125.11	<b>\$2,689.39</b>	\$442.50
<b>Total</b>	<b>\$18,044.70</b>	<b>\$13,907.21</b>	<b>\$5,756.95</b>	<b>\$37,708.86</b>	<b>\$31,951.91</b>	<b>\$5,513.55</b>
<b>Average</b>	<b>\$1,503.73</b>	<b>\$1,158.93</b>	<b>\$479.75</b>	<b>\$3,142.41</b>	<b>\$2,662.66</b>	<b>\$459.46</b>
<b>Asset ROI: \$6 to \$1</b>						

## Average Monthly Recovery and Cost

