



Agenda
Board of Trustees meeting
Thursday, January 17, 2019– 4:00 p.m.
Menninger Room 206

Call to Order

Public Comment

Introductions

Approval of December 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

Chief of Staff – Thad Hartman

- Facilities Master Plan update
- Gallery Redesign Review – Debbie Stanton, Public Service Supervisor

New Business

- Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library– First Reading
- Change Order for Sub-Floor Repair and Leveling – [Action Item](#)
- Change Order Authorization for Flooring Project – [Action Item](#)

Executive Session

Trustee Comments

Adjournment

Next Meeting

February 21, 2019 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Meeting
December 20, 2018
Menninger Room 206

Board Members Present

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

Board Members Absent

None

Call to Order

The meeting of the Board of Trustees of the Topeka Shawnee County Public Library held on Thursday, December 20, 2018 in the Menninger Room 206 of the Main Building, 1515 SW 10th 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.

Approval of Minutes

On a motion by Liz Post, seconded by Shawn Leisinger, the November 15, 2018 Board of Trustees minutes were approved. Motion carried.

Chief Financial Officer

Chief Financial Officer Kim Torrey asked the trustees to refer to the Facilities Master Plan chart in the financial report. The Facilities Master Plan chart provides a listing of project tasks, estimated cost, and funding sources for tasks. In 2019 financial reports will include future bids and resolutions, when available.

Torrey reported that Trustee Simonsen provided her with four vendor websites that offer contractors electronic construction project bid notices. At the October Board Meeting Trustee Simonsen had suggested that the library considering utilizing vendors that provide notices to contractors of bid opportunities. Torrey is currently reviewing the vendor information provided by Trustee Simonsen for capital projects. There were no questions for Torrey.

Approval of the Treasurer's Report

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

Friends of the Library Report

President Sherryl Longhofer reported the Friends of the Library Board are busy with a number of upcoming projects and currently focused on the Moses Collection of art books. The next book and media sale is scheduled for January 18-20th, members only on Friday night, Saturday is open to the public from 9:00-3:00 p.m., Sunday the 20th is the bag sale day, \$10.00 per bag and starts at noon and goes until 3:00 p.m. The Friends are optimistic about this next year with having four individual sales in the Marvin Auditorium as compared to the fall sale at the Agricultural Hall. The Friends are anticipating an even better year in 2019.

Longhofer reported that the Dolly Parton Imagination Library ornament project in the Booktique has reached \$540.00 with 52 people making donations.

Booktique Manager Bob Kennedy has started a men's line of wallets, belts, men's necklaces and bracelets. Booktique sales overall are going well. The Booktique currently has a part-time associate position open and looking forward to hiring soon.

Longhofer stated the Friends Board is pleased to contribute and help the Topeka and Shawnee Country Library in any way it can. Longhofer thanked Gina Millsap and the Board of Trustees for the letter of appreciation for the annual distribution. Millsap and Board Chair Kerry Onstott Storey were asked to step forward and presented with the \$85,000 distribution check. There were no questions for Longhofer.

The Foundation Report

Foundation Chair Judy Stork reported at The Library Foundation Board December board meeting two new board members were elected to serve a 3-year term. Bruce Burns and George Vega will join the board in January. The Library Foundation Board said farewell to two board members: Rich Hayse and Dr. Steve Tempero.

Stork reported that the direct mail campaign to date has received 109 donations totaling \$36,804.58. The Library Foundation goal is \$60,000 and the campaign is ahead of where it was last year at this time. There were no questions for Stork.

Board Chair Report

Chair Kerry Onstott Storey reported the Executive Committee met on Monday, December 10, 2018 at 4:00 pm. Human Resource Director Jesse Maddox provided information on plans to update the Personnel Policies and bring them to the board of trustees for review in 2019.

An Executive Session with legal counsel was convened to discuss a legal matter that will be presented to the board at the January 2019 meeting during executive session. Brief changes were made to the November 15, 2018 draft minutes.

The December 20 agenda was reviewed and one item was deleted and will be presented at a later date. Millsap confirmed that Clark Swanson, CEO of OrangeBoy, Inc. would provide a

power point presentation at the December 20th board meeting. There were no questions for Storey.

Chief Executive Officer

Chief Executive Officer Gina Millsap reported that the Museum and Library Services Act of 2018 passed Congress and has now gone to the President for signing. A Senate committee voted last week to increase the Institute of Museum and Library Services (IMLS) budget by \$2 million.

Millsap noted the act is similar to the previous bill, but with a few changes:

- Total expenditures would be \$299 million, according to a Congressional Budget Office estimate.
- More funds will be made available for disaster preparedness for libraries and museums, a more urgent issue in the wake of recent historically large hurricanes and wildfires in Texas, Florida, and California.
- Adjustments to the existing formula of disbursing grants to states, with the goal of allowing the funds “to be shared more broadly by all states.”
- Increasing the percentage of funds directed towards Native American or tribal libraries and museums from 1.75% to 2.25%.

Millsap asked if the board had comments and/or questions regarding her report and/or the Museum and Library Services Act of 2018. There were no questions for Millsap.

Clark Swanson, CEO of OrangeBoy, Inc. provided a power point presentation of his company’s library data platform, Savannah. In Swanson’s words, “OrangeBoy aims to help the library understand their customers to drive decisions and strategies that improve operational efficiencies and impact, and help achieve greater levels of customer satisfaction, loyalty and value.”

Board of Trustees had questions regarding data privacy, types of text messages, and click rates.

- Some data is shared among client libraries but it is never sold.
- Text messages would be designed to be relevant and based on a utilization chart created by the library.
- Click –through rates can be used to gain useful insights. Most common click-through rate question is: Would you recommend us? This is called the Net Promoter Score.

Millsap reminded the board that the User Confidentiality Policy as well as Personnel Policies will be reviewed in 2019. There was no further discussion or questions for Millsap or Swanson.

Chief of Staff

Chief of Staff Thad Hartman reported that over the past few weeks the weather has been extremely cooperative and this has allowed construction crews to make a good progress on Claire's Courtyard. Concrete has been poured for the bridge from the library to Claire's Courtyard.

Construction on the new Circulation Plaza Construction is currently focused on the Red Carpet Room and the eastern portion of the Circulation Lobby. Over the past few weeks crews have begun demolition work.

Hartman provided samples of the carpet, terrazzo tile, and luxury vinyl tile that will be utilized in the Circulation Plaza and hallways at the front of the building. Further details are provided in the Chief of Staff's report. There were no questions for Hartman.

New Business

On a motion by Jim Edwards, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Heurista, Co., Ashville, NC, in the amount of \$26,500 for the purchase and installation of a new donor recognition digital display. This expenditure is included in the approved 2018 Facilities Master Plan budget and shall be paid from the General Fund, Special Projects line item. There was no discussion. Motion passed unanimously.

On a motion by David Monical, seconded by Jennifer Miller, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the bid from BA Design, Topeka, KS in the amount of \$40,659.30 for ninety chairs for public and staff meeting rooms. This expenditure is included in the approved FY2018 Budget and shall be paid from the General Fund, Furniture and Equipment budget line item. There was no discussion. Motion passed unanimously.

On a motion by Liz Post, seconded by Kacy Simonsen, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, in accordance with the Purchasing Policy, approves the change order to Senne & Company, Inc. in the month of December 2018. The change order is for the purchase and installation of luxury vinyl tile flooring along the east and west corridors to the café and The Edge. The cost shall not exceed \$38,156. Funding for this change order shall be from the General Fund. There was no discussion. Motion passed unanimously.

On a motion by Beth Dobler, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, in accordance with the Purchasing Policy, approves the change order to Senne & Company, Inc. in the month of December 2018. The change order is for the purchase and installation of a customer service desk to be located in the remodeled circulation plaza. The cost shall not exceed \$33,475.00. Funding

for this change order shall be from the General Fund. There was no discussion. Motion passed unanimously.

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

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

Be it further resolved that the Board of Trustees sends appreciation to the members of the Board of the Friends, Sherryl Longhofer, President, John Conlee, Vice President, for the leadership all of the members of the Board apply to help maintain and improve this outstanding Topeka and Shawnee County Public Library. There was no discussion. Motion passed unanimously.

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

The Board also wishes to express its thanks to Chair, Judi Stork, and the members of The Library Foundation Board of Trustees for their leadership and support that results in resources to help make the Topeka and Shawnee County Public Library a world class library. There was no discussion. Motion passed unanimously.

Trustee Comments

Onstott Storey shared that she is a member of the Topeka Country Club (TCC) book club. During her book club meeting she had an opportunity to provide information about the libraries ebook collection as well as the Dolly Parton’s Imagination Library (DPIL) program. She left the book club with a donation in hand. Onstott Storey presented The Library Foundation with check in the amount of \$130.00 to Dolly Parton’s Imagination Library (DPIL). <https://foundation.tscpl.org/give-the-gift-of-reading-3>

Simonsen shared that she also belongs to a book club and they utilize the library’s, Book Group in a Bag. Book Group in a Bag includes 10 copies of one title, plus discussion resources and tips for a successful book group. <https://tscpl.org/books-movies-music/book-group-in-a-bag>

Millsap expressed her appreciation to the Board of Trustees and the Topeka and Public Library staff for their hard work, advocacy, for and commitment to the library in 2018.

Adjournment

On a motion by Liz Post, seconded by David Monical, the meeting was adjourned at 5:28 PM. Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____

Chief Financial Officer's Report
January 2019
Kim Torrey

Financial Summary – Page 1

When reviewing cash from a budgetary perspective, it is always best to use page two of the financial documents and refer to the “Unencumbered Cash Balance” column. This report helps prove compliance with the Kansas Cash Basis Law. Page one reflects cash balances before outstanding purchase orders (encumbrances) in order to balance to cash held in the bank, investments and on-hand.

There is a larger-than-usual balance in payroll liabilities because, although Blue Cross Blue Shield requires advance payment prior to the first day of the coverage month, the invoices are often delayed for January (new plan year) coverage. This year was that situation and the payment was made in January, but won't be considered late.

Checks were written on the last business day of the year so that batch of checks is outstanding with the bank accounts.

Investments and Debt as of December 31, 2018; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received around January 20th, will be reviewed for investment bids by banks and financial institutions. That process worked well in 2018 and allowed for 90-day investments and 90-day renewals at competitive rates. A Board resolution to approve investments with local financial institutions will be on the February Board agenda.

The certificate of deposit with Intrust Bank (bid process/approval February 2018) matured during December. \$2,750,000 of the CD was General Fund money and \$250,000 was Employee Benefit Fund money; the entire amount was closed and deposited to the overnight Municipal Investment Pool (MIP). Funds in the overnight MIP will be included in the investment opportunity offered to local financial institutions in February 2019.

Revenue/Expense/Balance by Fund Report – Page 2

Working together closely with staff at the Library Foundation, the year was successfully closed with no negative fund balances awaiting reimbursement.

As done in previous years for the Bookmobile purchases, the portion of the encumbrance for the balance due for the AdventureMobile (custom-built vehicle approved in November 2017) from Foundation funds was reversed at year end and will be re-encumbered for 2019. The portion of the encumbrance for the circulation plaza/learning center renovation from Foundation funds was also reversed and a new purchase order will be established in 2019. Otherwise, it would give the appearance of a cash basis law violation since the funding for it will continue to

be invested by the Foundation until the completion and payment deadlines are met. Legal counsel has stated that compliance with the cash basis law is met when funds are identified and available for the obligation either in the Library's or Foundation's accounts.

The Friends of the Library's generous contribution of \$85,000 is reflected in these reports.

The final motor vehicle tax distributions are included as well and were received as scheduled on December 17th.

General Fund – Pages 3 through 5

With 100% of the budget year completed, 100% of the budgeted revenue has been received and 93% of the approved budget has been expended/encumbered. This compares to 2017 in which 100% of the budgeted revenue had been received and 88% of the approved budget had been expended/encumbered.

Salaries in total were under-budget by \$509,688, about 6.1% of budgeted. For regular staff salaries, 2018 continued the budgeting of a "shrinkage" factor to anticipate turnover savings and allow the Board to redirect that savings to other expenditures within the approved budget. This allows the funding to be better managed during the year and avoids last-minute spending decisions or the delay of projects until the next budget cycle when the savings can be budgeted. The shrinkage rate was set at 1.85% in 2018.

It has been discussed in previous monthly reports the non-salary line items which would be, or would likely be, over-budget. All outstanding purchase orders that were reserving budgetary balances were reviewed and those no longer needed were closed or reduced to 2018's estimated final billing. This resulted in some additional savings with only a few line items being over-budget: (1) Cataloging and ILL Services (database usage for materials) was somewhat unexpected, but since this is fee-based and discounts change mid-year, the budget missed the actual cost structure; (2) Contracted – Digital Services exceeded the budgeted amount primarily due to higher than estimated cost for various annual software renewals; (3) Contracted - Equipment – the Canon lease for public copiers expired and was not renewed in 2018 which resulted in an unbudgeted pick up charge from the vendor; (4) Payments to Other Libraries for TSCPL's statutory obligation for the payment of 50% of the operating budgets for Rossville and Silver Lake libraries; (5) Supplies – Processing line item varies depending upon the number of RFID tags requested by vendors throughout the year; overall Supplies was under budget \$7,959; and (6) Vehicle – Repair varies depending on the number of maintenance and repair issues.

I thought it might be easier to view the 2018 financial results in a tabular format for each of the budgeted funds.

General Fund

Description	2018 Budget	2018 Actual	Difference
Revenues	\$12,334,393	\$12,362,319	\$27,926 over-budget
Expenditures	\$14,134,092	\$13,163,910	\$970,182 under-budget
Annual Revenues (-) Expenditures		\$801,591 annual expenditures more than revenues	
Description	2017 Actual	2018 Actual	Difference
Unencumbered Ending Cash Balance	\$4,289,984	\$3,507,496	(\$782,488)

The budget preparation formula is beginning cash balance, plus new year revenues, less new expenditures, less desired (limited) ending cash balance, equals zero. Thus, it anticipates that the new year budget be funded in part by beginning cash. The results for 2018 are favorable and show that: (1) revenues were nearly on-target because of very good tax collection rates by Shawnee County and (2) expenditures were under-budget due to: (a) retirements and careful management of vacancies; (b) the availability of funding from the Library Foundation and the Friends of the Library for certain projects; (c) planned savings of \$880,000 in the Special Projects line item to fund projects on the multi-year master facilities plan to be carried forward to 2019; and (d) no major unexpected building repairs, legal issues or other need for professional services.

For postage, the Library transfers money to the Pitney-Bowes reserve account. This was carefully managed this year so that very little money was in the reserve account at year end and provided a better reporting of actual usage.

TSCPL was able to accomplish many initiatives in 2018 for the benefit of the community. Nearly all projects originally projected were funded and at least started. Accomplishments include: (1) replacement of the humidifiers for the Library's HVAC system; (2) funding the Library's access control system upgrade; (3) Claire's Courtyard construction in process (completion date in 2019); (4) Circulation Plaza and Learning Center renovation project in process (completion date in 2019).

Employee Benefit Fund – Page 6

With 100% of the budget year completed, 100% of the budgeted revenue has been received and 83% of the approved budget has been expended/encumbered. This compares to 2017 in which 103% of the budgeted revenue had been received and 96% of the approved budget had been expended/encumbered.

Employee Benefit Fund

Description	2018 Budget	2018 Actual	Difference
Revenues	\$3,840,675	\$3,822,571	\$18,104 under-budget
Expenditures	\$3,946,328	\$3,264,731	\$681,597 under-budget
Annual Revenues (-) Expenditures		\$557,840 annual revenues more than expenditures	
Description	2017 Actual	2018 Actual	Difference
Unencumbered Ending Cash Balance	\$750,732	\$1,308,607	\$557,875

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,274,531.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the total budgeted revenues collected to-date is 101% and 100% of budgeted expenditures have been made.

Bond & Interest Fund

Description	2018 Budget	2018 Actual	Difference
Revenues	\$1,638,559	\$1,650,367	\$11,808 over-budget
Expenditures	\$1,652,250	\$1,652,250	\$0
Annual Revenues (-) Expenditures		\$1,883 annual revenues less than expenditures	
Description	2017 Actual	2018 Actual	Difference
Unencumbered Ending Cash Balance	\$808,664	\$806,781	(\$1,883)

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Operating budget	Estimated electric service - Dec	\$25,300.00	Westar Energy
Operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$55,000.00	Silver Lake Library
Operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$53,836.00	Rossville Community Library
Operating budget	Furnishings for Claire's Courtyard purchased with State Aid funds	\$19,915.00	Landscape Forms
Board approved 10/18/18 funding request to the Friend of the Library that included \$25,000 for the Dolly Parton project	Pass-through to the Library Foundation for investment in the Dolly Parton Imagination Library initiative	\$25,000.00	The Library Foundation
Operating budget	Furnishing for Claire's Courtyard purchased with State Aid funds	\$14,670.11	By The Yard, Inc.
Operating budget (Facilities Master Plan)	(10) laptops for the Learning Center	\$17,627.00	Dell Marking L.P.
Request for Proposal; Board resolution approved bid award on 11/15/18; approved operating budget	(90) replacement meeting room chairs	\$40,659.30	BA Designs
Operating budget	Technology analysis consulting services for Claire's Courtyard, Marvin Auditorium and meeting room AV systems	\$7,500.00	The Sextant Group
Request for Proposal; Board resolution approved bid award on 9/20/18; approved operating budget	Access control system upgrade	\$61,260.00	Cam-Dex Security Corp.
Operating budget	Furnishings for the Learning Center purchased with State Aid funds	\$12,555.06	Demco Inc.
Operating budget	Annual OrangeBoy services and software subscription	\$15,675.00	OrangeBoy Inc.
Operating budget (Facilities Master Plan)	Furnishing for Claire's Courtyard	\$9,032.40	BA Designs

Change order for existing approved project – each of these changes was anticipated to exceed \$20,000 which requires Board approval per the Purchasing Policy – Board approved \$33,475.00 for customer service desk and \$38,156.00 for LVT flooring on 12/20/18	Change Order #1 Circulation Plaza/Learning Center Renovation project	\$71,631.00	Senne & Co. Inc.
Operating budget (Facilities Master Plan)	TeacherGeek Maker Cart for new Learning Center	\$6,304.99	Demco Inc.
Request for Proposal; Board resolution approved bid award on 12/20/18; approved operating budget (facilities master plan)	Digital donor recognition board	\$26,500.00	Heurista Co.
Operating budget	Legal Services – December	\$8,124.00	Engel Law, PA
Operating budget	December/January Library News printing and mailing	\$9,234.79	Cypress Media LLC
Operating budget	December 2018 estimated fees for monthly cataloging and interlibrary loan database; original PO established for all of 2018 was depleted	\$6,500.00	OCLC, Inc.
Library materials	Juvenile fiction/non-fiction	\$6,000.00	Baker & Taylor
Library materials	Fold 3 online	\$6,662.00	Proquest LLC
Library materials	Online service plan fee	\$15,000.00	Overdrive, Inc
Library materials	Hoopla online	\$18,896.95	Midwest Tape

Other Items:

- There is one resolution on the agenda this month that will create an expenditure.

While removing the tile from the circulation plaza, the contractor discovered the concrete floors are uneven and need to be repaired before the new Terrazzo tile can be installed. This will result in a change order to Senne & Co. in the amount of \$26,580.

Additional background information is provided within the resolution.

- The following is a capital project expenditure that is expected to be presented to the Board of Trustees for consideration at the February 21 meeting:

- ✓ (2) Monument Signs – Request for Proposal

- The audit of the 2018 financial year will begin Monday, January 28th. Staff from Berberich Trahan will be onsite starting that day.
 - Historically, the audit is reviewed and considered for adoption in April. This is because Trustees' terms (usually) and officer positions end as of April 30th and any new Trustees and officers begin May 1st. It would be unfair to expect new Trustees or those new to officer positions to approve an audit for the prior year in which they were either not on the Board, not an officer or not in the same officer position.

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

12/31/18

	<u>Balance 01/01/18</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 12/31/2018</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,661,865.06	\$ 12,362,319.12	\$ 12,266,220.17	\$ 4,757,964.01
Employee Benefits	751,843.68	3,822,570.90	3,265,807.85	\$ 1,308,606.73
Capital Improvement	1,959,190.83	22,733.99	148,544.00	\$ 1,833,380.82
Bond & Interest	808,663.92	1,650,367.08	1,652,250.00	\$ 806,781.00
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	0.00	50,002.19	14,670.88	\$ 35,331.31
Federal, State & Local Grants	19.03	2,100.00	2,100.00	\$ 19.03
Other Special Revenue	622,425.67	675,590.28	720,067.96	\$ 577,947.99
Permanent Funds	206,531.96	24,250.98	-	\$ 230,782.94
Totals	<u>\$ 9,010,540.15</u>	<u>\$ 18,609,934.54</u>	<u>\$ 18,069,660.86</u>	<u>\$ 9,550,813.83</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 795,984.37
Restricted Funds-CoreFirst Bank-Checking	578,936.37
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,833,380.82
Cash on Hand	2,652.00
Petty Cash	(98.88)
Endowment Securities	230,782.94
Municipal Investment Pool - Overnight	5,785,439.12
Municipal Investment Pool - 30-day Fixed	600,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 9,827,076.74</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(3,481.33)
Less Payroll Deduction and Employer Benefit Liabilities	173,593.83
Less Outstanding Checks	106,150.41
	<u>\$ 9,550,813.83</u>

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

12/31/18

	01/01/18 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	12/31/2018 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,661,865.06	\$ 12,362,319.12	\$ 300,464.94	\$ 11,965,755.23	\$ 4,757,964.01	\$ 1,250,468.41	\$ 3,507,495.60
Employee Benefit Fund	751,843.68	3,822,570.90	1,076.78	3,264,731.07	1,308,606.73	-	1,308,606.73
Capital Improvement Fund	1,959,190.83	22,733.99	7,200.00	141,344.00	1,833,380.82	558,850.00	1,274,530.82
Bond & Interest Fund	808,663.92	1,650,367.08	-	1,652,250.00	806,781.00	-	806,781.00
Non Major Governmental Funds							
<i>State Aid Fund</i>	0.00	50,002.19	-	14,670.88	35,331.31	35,331.31	0.00
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	2,100.00	-	2,100.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	-	1.49	-	-	1.49	-	1.49
Art Collection	10,532.67	10.05	-	-	10,542.72	-	10,542.72
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	1,901.55	-	1,901.55	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	3,136.31	0.89	30.21	3,043.74	63.25	43.03	20.22
Friends	177,808.90	85,101.30	2,148.60	126,409.04	134,352.56	5,623.18	128,729.38
Fun Committee	1,568.90	796.05	-	238.98	2,125.97	66.70	2,059.27
Gallery Competitions/Exhibits	36,921.44	3,252.94	-	4,149.90	36,024.48	-	36,024.48
Gifts/Memorials (Undesignated)	258,320.84	580,870.23	157,060.98	373,631.32	308,498.77	80,588.75	227,910.02
Hathaway Trust - Library Materials	12,009.44	2,614.72	352.43	9,140.14	5,131.59	309.40	4,822.19
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	92,236.64	452.25	-	35,406.63	57,282.26	8,245.27	49,036.99
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,408.42	1.34	-	-	1,409.76	-	1,409.76
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	6,488.48	5.58	75.27	1,963.73	4,455.06	25.07	4,429.99
Special Collections	5,666.81	7.43	-	-	5,674.24	-	5,674.24
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.94	0.02	-	-	35.96	-	35.96
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,164.06	2.06	-	-	2,166.12	-	2,166.12
Youth Services	13,034.49	572.38	133.30	4,382.14	9,091.43	203.25	8,888.18
<i>Permanent Funds</i>							
Mertz Trust	206,531.96	24,250.98	-	-	230,782.94	-	230,782.94
TOTALS	\$ 9,010,540.15	\$ 18,609,934.54	\$ 468,542.51	\$ 17,601,118.35	\$ 9,550,813.83	\$ 1,939,754.37	\$ 7,611,059.46

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

12/31/18

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 12/31/2018</u>
				100.0%
Ad Valorem Property Tax	\$ 10,513,795.00	\$ 10,290,147.56	\$ (223,647.44)	98%
Revitalization Rebates	(139,664.00)	(138,065.55)	\$ 1,598.45	99%
Back Tax	-	159,647.03	\$ 159,647.03	N/A
Motor Vehicle Tax	1,484,403.00	1,503,483.26	\$ 19,080.26	101%
Recreational Vehicle Tax	12,739.00	14,362.23	\$ 1,623.23	113%
16/20 M Vehicle Tax	5,837.00	5,541.63	\$ (295.37)	95%
In Lieu of Tax	10,122.00	544.24	\$ (9,577.76)	5%
Watercraft Special Tax**	7,672.00	-	\$ (7,672.00)	0%
Commercial Vehicle Fees	46,629.00	50,150.97	\$ 3,521.97	108%
E-Rate Reimbursement	70,235.00	38,519.29	\$ (31,715.71)	55%
Miscellaneous Revenue	3,000.00	51,510.50	\$ 48,510.50	1717%
Miscellaneous Revenue - Recyclg	-	235.10	\$ 235.10	N/A
Salary Refunds-Foundation	94,125.00	93,314.74	\$ (810.26)	99%
Salary Refunds-Friends	43,630.00	41,223.75	\$ (2,406.25)	94%
Salary Refunds-Shawnee Cty	-	22,340.29	\$ 22,340.29	N/A
Vending Machines	4,000.00	3,950.60	\$ (49.40)	99%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	100,500.75	\$ (56,499.25)	64%
Debt Collect	-	4,991.70	\$ 4,991.70	N/A
ILL Fees	600.00	537.82	\$ (62.18)	90%
Mailing Fees	60.00	776.11	\$ 716.11	1294%
Non Resident Card Fee	510.00	1,190.00	\$ 680.00	233%
Obituary Fees	500.00	760.00	\$ 260.00	152%
Meeting Room Charges	5,500.00	5,335.00	\$ (165.00)	97%
Monday Market Fees	500.00	828.00	\$ 328.00	166%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	13,200.00	110,494.10	\$ 97,294.10	837%
Library Treasurer's Balance	3,349,699.00	-	-	N/A
TOTALS	<u>\$ 15,684,092.00</u>	<u>\$ 12,362,319.12</u>	<u>\$ 27,926.12</u>	100%

* 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**

12/31/18

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u> 100.0%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 6,399.90		\$ 0.10	100%
Salaries-Facilities	644,257.00	577,773.55		66,483.45	90%
Salaries-Overtime	10,000.00	10,067.32		(67.32)	101%
Salaries-Security	308,808.00	284,176.91		24,631.09	92%
Salaries-Shelvers	196,203.00	123,917.67		72,285.33	63%
Salaries-Staff	7,255,554.00	6,909,198.83		346,355.17	95%
Conferences	132,800.00	96,015.75	4,158.70	32,625.55	75%
Staff Development & Training	34,000.00	11,933.05	106.22	21,960.73	35%
Mileage	9,990.00	9,230.31	309.94	449.75	95%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	1,750.05	238.97	10.98	99%
Materials-Periodicals	38,000.00	38,056.21	-	(56.21)	100%
Materials-Print/Non-Print <1 YR	479,400.00	459,686.04	15,805.83	3,908.13	99%
Materials-Print/Non-Print	1,267,530.00	1,200,455.69	48,805.18	18,269.13	99%
OPERATIONS:					
Art Purchases	5,000.00	3,111.37	1,570.00	318.63	94%
Cataloging and ILL Services	75,500.00	85,618.31	6,500.00	(16,618.31)	122%
Contracted-Digital Services	351,560.00	331,782.88	22,291.50	(2,514.38)	101%
Contracted-Facilities	255,000.00	228,293.40	12,271.00	14,435.60	94%
Contracted-Equipment	51,500.00	49,909.41	2,668.41	(1,077.82)	102%
Contracted-Professional	279,800.00	187,742.24	39,105.61	52,952.15	81%
Contracted-E-Rate Services	6,325.00	-	2,649.88	3,675.12	42%
Digital Services Support	244,900.00	223,463.26	5,897.27	15,539.47	94%
Furniture/Equipment	117,000.00	32,199.10	83,541.30	1,259.60	99%
Insurance	53,300.00	50,027.00	-	3,273.00	94%
Marketing & Communication	40,000.00	25,524.98	2,164.48	12,310.54	69%
Memberships/Dues	23,625.00	10,968.40	-	12,656.60	46%
Miscellaneous	5,000.00	2,015.95	75.00	2,909.05	42%
Payments to Other Libraries	100,123.00	108,836.00	-	(8,713.00)	109%
Postage/Shipping	108,000.00	80,765.93	60.12	27,173.95	75%
Printing	106,600.00	80,311.34	888.65	25,400.01	76%
Programming	30,000.00	21,461.84	1,607.06	6,931.10	77%
Special Events	-	-	-	-	0%
Special Projects	1,100,000.00	34,448.00	901,641.76	163,910.24	85%
Supplies-Facilities	76,200.00	62,098.44	2,727.70	11,373.86	85%
Supplies-Office/Library	75,600.00	67,974.28	1,835.88	5,789.84	92%
Supplies-Processing	40,000.00	49,007.12	197.98	(9,205.10)	123%
Telecommunications	85,617.00	61,167.85	2,132.80	22,316.35	74%
Utilities-Electric	350,000.00	311,210.23	25,360.00	13,429.77	96%
Utilities-Gas	65,000.00	42,753.58	6,103.02	16,143.40	75%
Utilities-Water/Sewage	35,000.00	25,521.45	1,982.03	7,496.52	79%
Vehicle-Gas	36,000.00	31,305.95	2,188.82	2,505.23	93%
Vehicle-Repair	32,500.00	29,690.45	3,269.86	(460.31)	101%
Contingency/Fund Balance	1,550,000.00	-	-	-	0%
Cash Long/Short	-	(114.81)	-	114.81	N/A
TOTALS	\$ 15,684,092.00	\$ 11,965,755.23	\$ 1,198,154.97	\$ 970,181.80	93%

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

12/31/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 3,349,699.00	\$ 4,289,983.53	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,513,795.00	10,290,147.56	98%
Revitalization Rebates	(139,664.00)	(138,065.55)	99%
Back Tax	-	159,647.03	N/A
Motor Vehicle Tax	1,484,403.00	1,503,483.26	101%
Recreational Vehicle Tax	12,739.00	14,362.23	113%
16/20M Vehicle Tax	5,837.00	5,541.63	95%
In Lieu of Tax	10,122.00	544.24	5%
Watercraft Special Tax	7,672.00	-	0%
Commercial Vehicle Fees	46,629.00	50,150.97	108%
E-Rate Reimbursement	70,235.00	38,519.29	55%
Fees and Charges	171,670.00	170,380.48	99%
Reimbursements	137,755.00	157,113.88	114%
Interest on Idle Funds	13,200.00	110,494.10	837%
	<u>\$ 12,334,393.00</u>	<u>\$ 12,362,319.12</u>	100%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,421,222.00	7,911,534.18	94%
Other Staff Support Costs	176,790.00	121,753.97	69%
Library Collections	1,786,930.00	1,764,797.97	99%
Contracted Services	1,019,685.00	968,832.64	95%
Digital Services Support	244,900.00	229,360.53	94%
Furniture/Equipment/Art	122,000.00	120,421.77	99%
Payments to Other Libraries	100,123.00	108,836.00	109%
Special Projects	1,100,000.00	936,089.76	85%
Utilities & Telecommunications	535,617.00	476,230.96	89%
Vehicles	68,500.00	66,455.08	97%
Other Operating Expenditures	558,325.00	459,597.34	82%
Cash Basis Reserve	1,550,000.00	-	0%
	<u>\$ 15,684,092.00</u>	<u>\$ 13,163,910.20</u>	93%
Prior Year Canceled Purchase Orders		<u>\$ 19,103.15</u>	
Unencumbered Balance 12/31/18	\$ -	\$ 3,507,495.60	

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

12/31/18

EMPLOYEE BENEFITS

	2018 Budget	Year To Date	%
Balance 01/01/18	\$ 505,653.00	\$ 750,732.34	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,580,993.00	\$ 3,505,625.75	98%
Revitalization Rebates	(47,569.00)	(46,640.16)	98%
Back Tax	-	29,544.87	0%
Motor Vehicle Tax	186,260.00	193,024.74	104%
Recreational Vehicle Tax	1,598.00	1,823.68	114%
16/20M Vehicle Tax	732.00	1,316.45	180%
In Lieu of Tax	2,800.00	185.36	7%
Watercraft Special Tax*	963.00	-	0%
Commercial Vehicle Fees	5,851.00	6,931.28	118%
Refund-Fringe Benefits-Foundation	35,999.00	35,921.44	100%
Refund-Fringe Benefits-Friends	27,701.00	22,859.12	83%
Refund-Fringe Benefits-Shawnee Cty	-	16,218.74	0%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	772.24	0%
Retiree Payments BC/BS	43,347.00	26,855.28	62%
Interest on Idle Funds	2,000.00	28,132.11	1407%
	\$ 3,840,675.00	\$ 3,822,570.90	100%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,886.00	\$ 6,465.06	94%
Cafeteria Plan Administration Fees	3,865.00	2,993.00	77%
Social Security/Medicare	644,212.00	562,052.91	87%
Ks Public Employees Retirement Sys	758,224.00	732,178.86	97%
Worker's Compensation	73,200.00	68,154.86	93%
Unemployment Tax	8,421.00	7,377.75	88%
Health/Dental Insurance	2,451,520.00	1,885,508.63	77%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 4,346,328.00	\$ 3,264,731.07	83%
Prior Year Canceled Purchase Orders		\$ 34.56	
Unencumbered Balance 12/31/18	\$ -	\$ 1,308,606.73	

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

CAPITAL IMPROVEMENT

Balance 01/01/18	\$ 1,951,990.83
<u>Revenue:</u>	
Interest received	22,733.99
	\$ 22,733.99
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	4,950.00
Capital Outlay	695,244.00
	700,194.00
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 12/31/18	\$ 1,274,530.82

STATE AID

Balance 01/01/18	\$ -	\$ -
<u>Revenue:</u>		
State Aid	55,000.00	50,002.19
	\$ 55,000.00	\$ 50,002.19
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	55,000.00	50,002.19
	\$ 55,000.00	\$ 50,002.19
Unencumbered Balance 12/31/18	\$ -	\$ -

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

12/31/18

	2018 Budget	Year to Date	%
Balance 01/01/18	\$ 763,691.00	\$ 808,663.92	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,467,546.00	1,436,532.45	98%
Revitalization Rebates	(19,495.00)	(19,230.54)	99%
Back Tax	-	20,340.03	
Motor Vehicle Tax	178,209.00	180,993.43	102%
Recreational Vehicle Tax	1,529.00	1,726.89	113%
16/20M Vehicle Tax	701.00	728.61	104%
In Lieu of Tax	1,350.00	75.97	6%
Watercraft Special Tax*	921.00	-	0%
Commercial Vehicle Fees	5,598.00	6,087.43	109%
Interest on Idle Funds	2,200.00	23,112.81	1051%
	\$ 1,638,559.00	\$ 1,650,367.08	101%
<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%
	\$ 2,402,250.00	\$ 1,652,250.00	100%
 Unencumbered Balance 12/31/18	\$ -	\$ 806,781.00	

* 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 December 31, 2018

Capital Improvement Funds-VisionBank

\$ 1,833,380.82 at 1.19% (money market account)

Municipal Investment Pool

\$ 5,785,439.12 Operating funds in "overnight pool"*; available
for transfer whenever needed

600,000.00 Bond and interest fund; 30-day
12/19/18 at 2.16%; maturity 1/18/19

\$ 6,385,439.12

* rates vary by day - average December 1-31, 2018 was 1.81%

Principal Balance of Outstanding Bonds

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

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	12/10/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,389.26	-98694
15	21516	0	12/10/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 24,316.09	-98694
15	21517	0	12/10/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,898.26	-98694
10	21524	0	12/10/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98694
10	21513	0	12/10/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 831.43	-98694
				<i>Remittance of pension benefit contributions</i>		\$ 45,615.47	-98694 Total
10	21501	0	12/6/18	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,369.81	-98691
10	21502	0	12/6/18	PAYCOM PAYROLL LLC	State W/H	\$ 9,859.10	-98691
15	21521	0	12/6/18	PAYCOM PAYROLL LLC	State Unemployment	\$ 22.36	-98691
10	21503	0	12/6/18	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,174.97	-98691
15	21504	0	12/6/18	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,174.97	-98691
10	21503	0	12/6/18	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,110.85	-98691
15	21504	0	12/6/18	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,110.85	-98691
10	21514	0	12/6/18	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98691
10	21518	0	12/6/18	PAYCOM PAYROLL LLC	Garnishments	\$ 803.73	-98691
10	41000	313	12/6/18	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,865.16	-98691
10	41000	313	12/6/18	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 372.36	-98691
				<i>Remittance of payroll taxes</i>		\$ 76,989.16	-98691 Total
10	21501	0	12/20/18	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,015.84	-98690
10	21502	0	12/20/18	PAYCOM PAYROLL LLC	State W/H	\$ 10,173.23	-98690
15	21521	0	12/20/18	PAYCOM PAYROLL LLC	State Unemployment	\$ 23.15	-98690
10	21503	0	12/20/18	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,566.68	-98690
15	21504	0	12/20/18	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,566.68	-98690
10	21503	0	12/20/18	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,202.42	-98690
15	21504	0	12/20/18	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,202.42	-98690
10	21514	0	12/20/18	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98690
10	21518	0	12/20/18	PAYCOM PAYROLL LLC	Garnishments	\$ 803.73	-98690
10	41000	313	12/20/18	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,889.81	-98690
10	41000	313	12/20/18	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 374.10	-98690
				<i>Remittance of payroll taxes</i>		\$ 78,943.06	-98690 Total
10	21505	0	12/21/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,702.60	-98687
15	21516	0	12/21/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 24,754.18	-98687
15	21517	0	12/21/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,950.44	-98687
10	21524	0	12/21/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98687
				<i>Remittance of pension benefit contributions</i>		\$ 45,587.65	-98687 Total
49	41000	919	12/13/18	THE LIBRARY FOUNDATION	DPIL from Friends to Fdtn	\$ 25,000.00	11453

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
<i>Friends funding request approved by Board on 10/18/2018 included \$25,000 to Dolly Parton</i>							
<i>Imagination Library initiative- Library Foundation is investing the contributions</i>							
10	41000	326	12/6/18	CYPRESS MEDIA LLC	Dec/January News	\$ 25,000.00	11453 Total
						\$ 9,234.79	93000
						\$ 9,234.79	93000 Total
10	21512	0	12/13/18	DELTA DENTAL OF KANSAS, INC	EE Dec Premiums	\$ 2,456.64	93031
15	21512	0	12/13/18	DELTA DENTAL OF KANSAS, INC	ER Dec Premiums	\$ 9,433.11	93031
15	21512	0	12/13/18	DELTA DENTAL OF KANSAS, INC	Retiree Dec Premiums	\$ 271.71	93031
15	21512	0	12/13/18	DELTA DENTAL OF KANSAS, INC	Cobra Dec Prem	\$ 38.93	93031
						\$ 12,200.39	93031 Total
10	41000	720	12/13/18	ROSSVILLE COMMUNITY LIBRARY	50% Annual Bdgt for 2019	\$ 53,836.00	93046
					<i>As required by Kansas Statute</i>	\$ 53,836.00	93046 Total
10	41000	720	12/13/18	SILVER LAKE LIBRARY	50% Annual Bdgt for 2019	\$ 55,000.00	93048
					<i>As required by Kansas Statute</i>	\$ 55,000.00	93048 Total
10	41000	351	12/13/18	WESTAR ENERGY	2018 Electric Service	\$ 10,304.50	93053
						\$ 10,304.50	93053 Total
10	41000	313	12/21/18	ART HISTORIANS' RESEARCH & APPRAISALS	art appraisal	\$ 5,000.00	93059
					<i>2018 approved operating budget - contracted professional service</i>	\$ 5,000.00	93059 Total
10	41000	910	12/21/18	CAM-DEX SECURITY CORP	Upgrade Access Control	\$ 18,378.00	93061
					<i>RFP was posted and Board approved on September 20, 2018</i>	\$ 18,378.00	93061 Total
10	41000	301	12/21/18	OCLC, INC.	oclc cataloging & ill	\$ 6,493.41	93078
10	41000	301	12/21/18	OCLC, INC.	Discount	\$ (5.19)	93078
					<i>Monthly fee for cataloging and interlibrary loan database in 2018 approved operating budget</i>	\$ 6,488.22	93078 Total
25	41000	736	12/27/18	COREFIRST BANK & TRUST	DINING TABLE / HORIZON CH	\$ 13,933.20	93090
25	41000	736	12/27/18	COREFIRST BANK & TRUST	SHIPPING	\$ 736.91	93090
					<i>Furnishings for Claire's Courtyard included in 2018 approved operating budget; paid with State Aid Funds</i>	\$ 14,670.11	93090 Total
10	41000	310	12/27/18	AT&T	Foundation Care	\$ 4,748.88	93092
10	41000	310	12/27/18	AT&T	NBD Exchange SVC	\$ 6,364.62	93092
					<i>Hardware support annual agreement in 2018 approved operating budget</i>	\$ 11,113.50	93092 Total
10	41000	320	12/27/18	B & H PHOTO-VIDEO	Apple Imac Pro 64GB	\$ 5,649.00	93094
					<i>2018 approved operating budget - digital services support</i>	\$ 5,649.00	93094 Total
						\$ 474,009.85	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

January 2019

Invitations

Greater Topeka Partnership's Annual Meeting: January 24 11:30 a.m. – 1 p.m.

The GTP's Annual Meeting "Geared Toward Momentum" will be held at the Kansas Expo Centre. In addition to local leaders offering updates about the Partnership's first official year, Chris Fair of Resonance Consultancy, a tourism, real estate, and economic development consulting firm, will offer the keynote address.

The library is a Gold Table Sponsor and we have 9 seats available. Please let Margo (mrangel@tscpl.org) know if you would like to attend. She will follow up with calendar invitations.

TSCPL Staff Development Day: February 18 8 a.m. - 4 p.m.

All trustees are invited to attend our annual staff development day. You are welcome to attend all or part of the day or you may join us just for lunch. Our new staff development coordinator Kristin Kelly is the SDD organizer and we're looking forward to a fresh, exciting staff learning event. A handout with more information is in your packet. *Margo will send out a calendar invitation.*

Library News and Project Updates

Dolly Parton's Imagination Library

Registration is still shy of 5,000 children, and is currently at 4,748 registrations. We don't have the full report from United Way this month because they are in the process of moving their office. We'll have a full update next month.

Facilities Master Plan Update

- Chief of Staff Thad Hartman will provide an update on current Facilities Plan projects.
- Public Services supervisor Debbie Stanton will present information on the Alice C. Sabatini Gallery redesign project, scheduled to begin in mid-2019.

Agenda Items

Named Recognition Recommendation to the Board of Trustees

In accordance with the Named Recognition Policy, I am submitting a naming recognition for your review and approval. Nancy Lindberg has secured a donation for the new studio area of the re-designed Alice C. Sabatini Gallery. Note this is the first reading. We will ask for your approval at the February meeting. Please see the resolution sheet for details.

Here is the process as outlined in the Named Recognition Policy. The complete policy is included in your packet and may be found online.

Procedure for Named Recognition

The Trustees, upon the recommendation of the chief executive officer and with the advice of The Library Foundation Board of Trustees, shall approve the naming of all facilities, assets and programs, including the time, place and manner of the recognition.

The duration of the named recognition shall be specified by the Trustees as in perpetuity, as a stated number of years, as the lifetime of the donor(s), or as the existence of the facility, asset or program. Any recommendation of perpetual named recognition pursuant to this policy must appear on the agenda of two consecutive monthly meetings of the Trustees prior to any action being taken on the recommendation.

The Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees.

Change Order for Sub-Floor Repair and Leveling

Removal of the existing floor in the main hallway began this week. It was discovered on the second night of removing the existing tile that the subflooring had not been prepared correctly during the original construction in 1998-2000. That is one reason why the tile has been cracking. Leveling the subfloor is essential for the new flooring to be installed correctly and for the floor to last for decades, as it should.

The cost will exceed \$20,000, which requires board approval. Please see the resolution sheet for background information and fiscal note.

Professional Activities/Community Contacts

December 12	Attended Foundation Board Meeting
December 13	Participated in Community Broadband Planning conference call
December 17	Lyrasis board meeting
January 8	Friends of TSCPL board meeting
January 10	Community Broadband Project Team meeting

In Progress

Annual Report Communications and Marketing staff is developing the content for this report. We will present it to you at the February board meeting.

Growth Discussion At my evaluation in August, we agreed that there would be a focus on growth of the library as a key part of strategic planning and that the Board would have an in-depth discussion on this topic.

Last month you heard Clark Swanson of Orangeboy, Inc. talk about how his company's Savannah platform can provide data that will tell us more about library users and help us communicate more effectively because as he says, "it's better than guessing." The investment in this resource is intended to facilitate the growth of the library and to improve our effectiveness in increasing literacy and learning in our community.

I'm following up to frame the issue of growth a bit and to ask how trustees want to engage with this topic.

From my perspective, we can look at growth in several ways.

It may mean:

- growth in the traditional sense, i.e. adding customers and more utilization of services, collections, and programs.
- increasing organizational capacity in order to scale services, collections, and programs to reach more people.
- expanding our footprint, accessibility, and appeal as a destination with improvements to physical facilities, e.g. Claire's Courtyard and the redesign of public service areas, a new vehicle like the Adventuremobile, or even at some point, other library locations.
- increasing equity of access to the library.
- expanding diversity and inclusion within the library organization and contributing to diversity and inclusion in the community.
- extending our community reach and influence by having a greater impact with literacy and learning.

Some questions to consider.

- Is growth good for the library and the community? What are the benefits to each?
- What are the growth opportunities?
- What are our growth priorities in the context of the community impact goals?
- What type of growth might have the best return on investment?
- What strategies would be most effective in pursuing growth objectives?
- What growth measurements will we use?
- What resources are needed to achieve these objectives?

What I'm Reading

The Library Book by Susan Orlean

Orlean chronicles the Los Angeles Public Library fire and its aftermath to showcase the larger, crucial role that libraries play in our lives; delves into the evolution of libraries across the country and around the world, from their humble beginnings as a metropolitan charitable initiative to their current status as a cornerstone of national identity; brings each department of the library to vivid life through on-the-ground reporting.

<https://tscpl.bibliocommons.com/item/show/982676112>

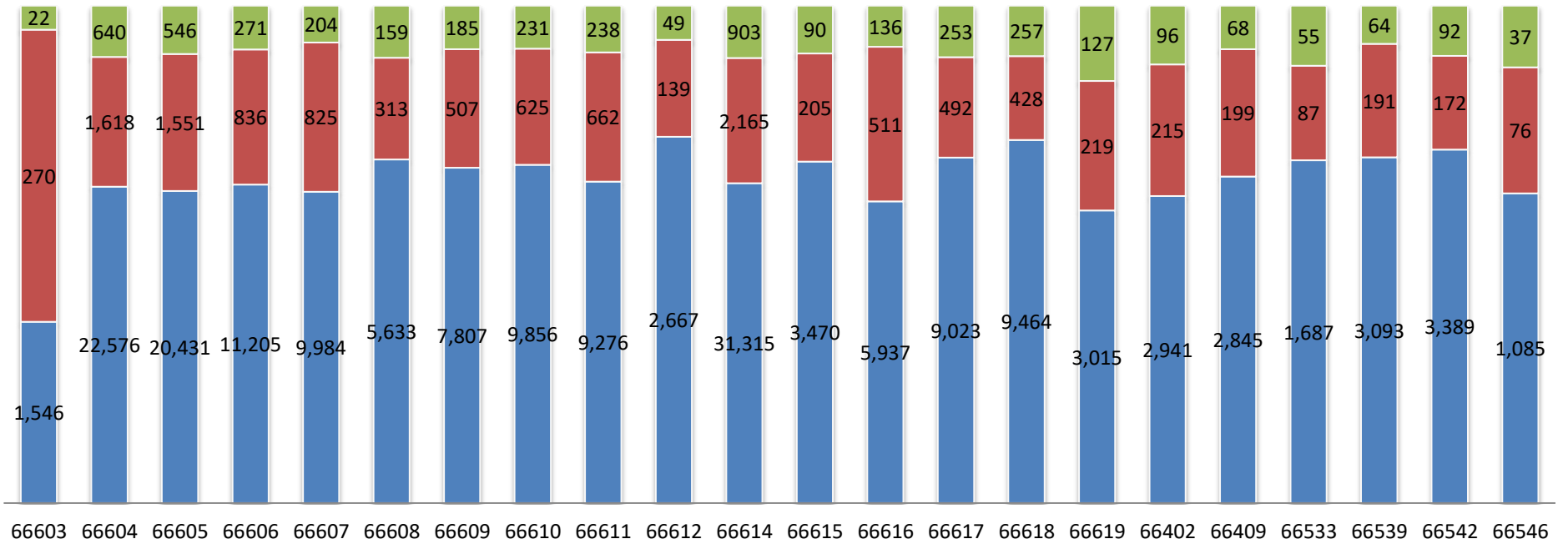
Click on this link in the library's catalog for a summary and reviews of this book.

Gina Millsap, Chief Executive Officer

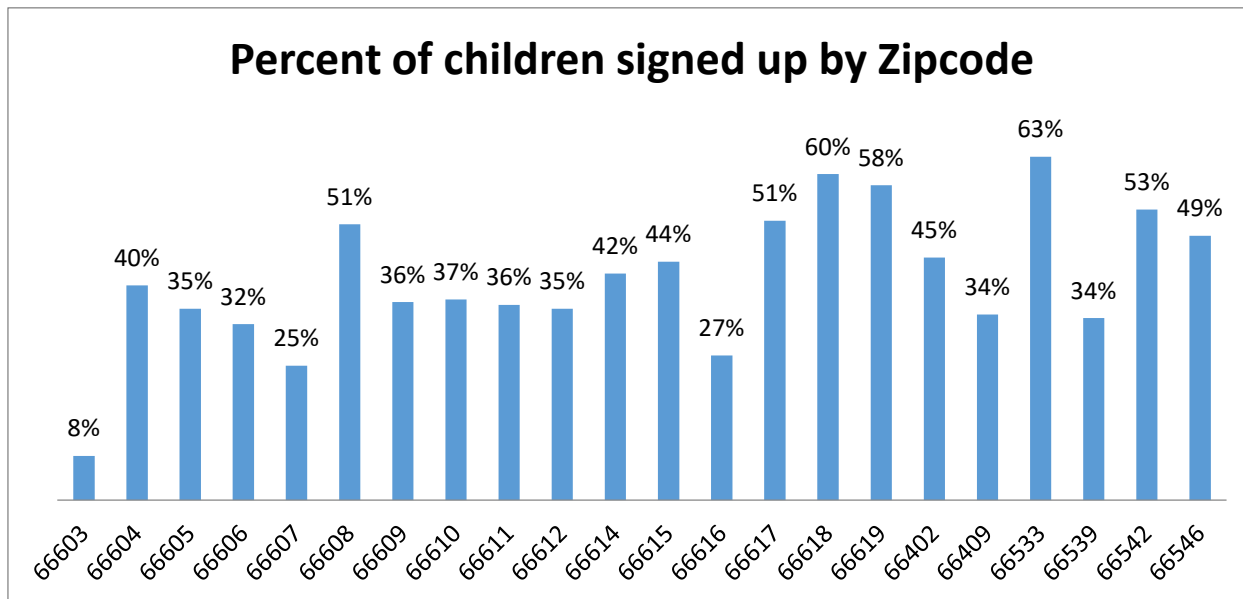
Topeka and Shawnee County Public Library 1/8/19

December 2018 Dolly Parton Imagination Library

Population Under 5 DPIL



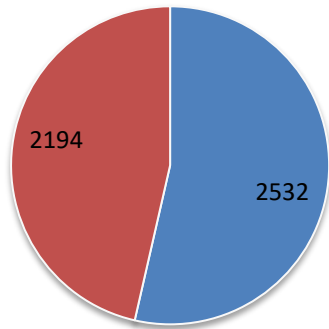
Percent of children signed up by Zipcode



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

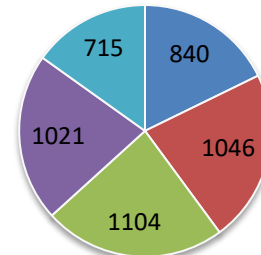
Sex of Participants

Male Female

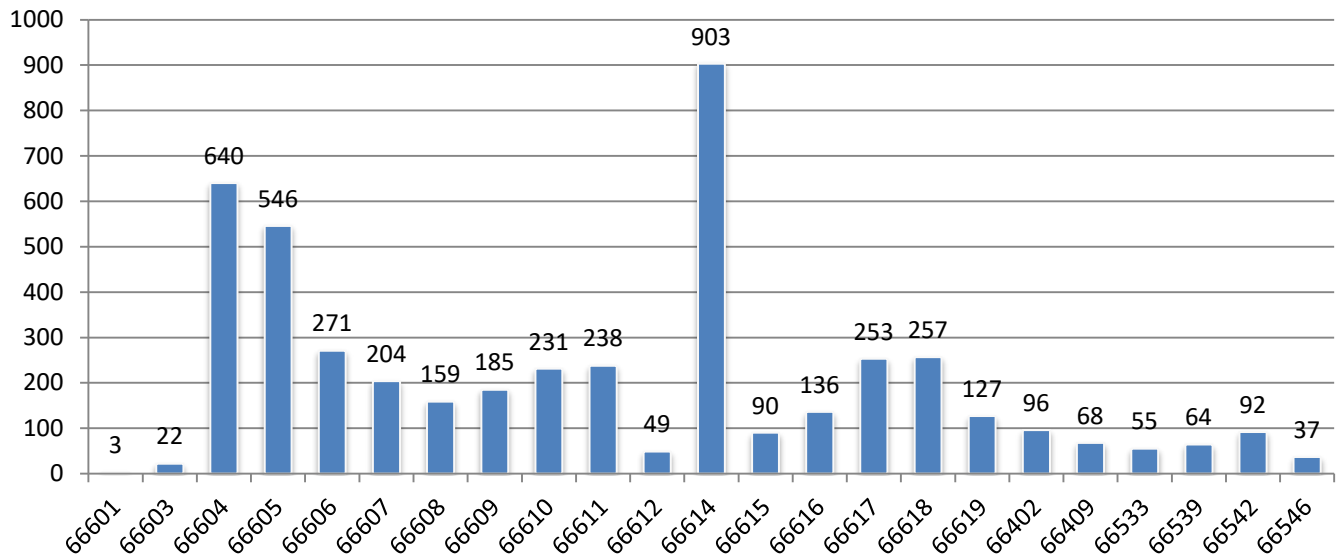


Age of Children

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



Zip Codes of Children



Chief of Staff Report
Thad Hartman
January 17, 2019

Circulation Plaza Construction

Tile removal has begun in the Circulation Plaza and along the main corridor. The first night the tile removal went extremely well. Construction crews were able to remove the tile more quickly than they had anticipated and the flooring underneath was in great shape. However, day two proved to be a different story.

The tile came up as expected, however the flooring underneath was not in as good of shape. It was extremely uneven in some places, especially in the areas in which the original building meets up with the building expansion. These areas don't appear to have been properly prepared and leveled, which more than likely has led to many of the problems we have experienced with the current tile.

The flooring was especially uneven in the hallway between the atrium and the circulation plaza. To avoid safety concerns we temporarily closed the main hallway and redirected customers to use the service elevator hallway and the café to enter the main portion of the library.

Once it became clear we had to close the main hallway staff quickly went to work moving self-check kiosks and posting signs to get the building ready to open at 9:00. Staff were stationed to help direct customers to the temporary entry way. Everyone did a great job adapting to the change and helping customers deal with the temporary entryway.

We also worked with Senne to create a safe way for customers to use the main hallway during the tile removal process. After some discussion with Senne and the tile installers, it was decided the best solution was to lay plywood down the main hallway. The plywood was secured to the floor to provide a smooth and stable surface to walk on. The plywood was installed and the main hallway was opened up the next day.



As of January 9th, the current plan is to remove the remaining tile in the circulation lobby and then move into the rotunda. They think they will have everything removed by the week of January 14. The one area that will wait until the following weekend is the small hallway between the atrium and the reference room. We are going to wait and do that when we can be sure we can immediately fix the flooring underneath so that we don't lose those bathrooms for any length of time.

The library will be closed on Martin Luther King Day, Monday, January 21. On that day construction crews will be here and will level the floors and fix the issues so that we are ready for the new flooring to start going down. We should start to see new tile going down sometime that week, although we'll know for sure once we get closer to that date and see how things are going.

As is the case with most construction projects, there have been some surprises. We've been very pleased with how quickly they have been able to remove the tile, but the condition of some of the flooring underneath has been a little disappointing. The good news is that we will be able to fix this problem which will be extremely beneficial in the long run.



We think that we now have a good idea how the work will progress and we are prepared for the issues we may encounter. However, the extra work in repairing and leveling the sub-floors will require a change order. One thing we know for sure is that the getting the sub floor fixed will be extremely beneficial and people will be blown away when they see the new tile once the work is complete.

Claire's Courtyard

Over the past few weeks construction crews have been able to pour the concrete stairs in the amphitheater and install structural steel for the pavilion.



Within the next couple of weeks they will start to install the Versa-Lok walls and benches in the amphitheater and begin masonry work on the walls for the pavilion. The steel for the trellis will also be arriving very soon.

The addition of the stairs really makes it easy to visualize the amphitheater. With the next steps of the construction process we will really be able to see what Claire's Courtyard will look like and get that much closer to completion.

Community Impact Goals

In 2016 the library formalized our Community Impact Goals. These goals are intended to facilitate big transformations in the community through literacy and learning. The goals are:

- Every child will be ready for Kindergarten
- Everyone will discover their passion for learning
- Everyone will continue learning new ways to live their best life

- Topeka & Shawnee County will be an engaged community of readers
- The library will be a learning organization committed to excellence in: leadership, planning, customer focus, process management, and partner focus.

We developed our Community Impact Goals using feedback from the community, staff, and board members. We then looked at the information we gathered to identify the trends and themes from these various groups.



Since these goals have been developed we have used them in planning new library services and evaluating how we operate. A good example of this is the creation of the Learn and Play Bus as a response to the “Every child will be ready for Kindergarten” goal. However, one thing we have not done is develop a formal work plan to address these goals. This will soon be changing.

Since the beginning of 2018 we have been working to create a method and process for how we can create a work plan to address these large scale goals. We looked at several planning methods, but the one that seemed to fit what we were doing the best is called the Theory of Change.

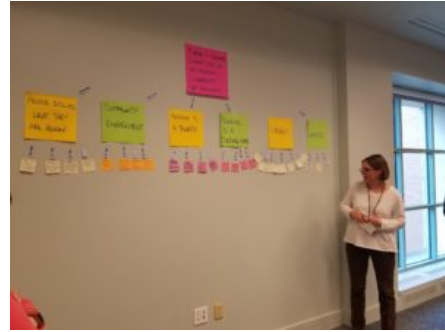


The Theory of Change is a way of illustrating how and why a desired change is expected to happen in a particular context. It is focused on mapping out what a program or initiative does (its activities or strategies) and how these lead to desired goals being achieved.

The first step is identifying the desired long-term goals. In our case that would be our Community Impact Goals. With the Theory of Change you then work backwards from these to identify all the conditions (outcomes) that must be in place for the goals to occur. These are all mapped out in an Outcomes Framework.

Teams were created for the four outward facing community impact goals (this doesn't include the Learning Organization goal). These teams have expanded to include a wide variety of staff from throughout the library. Teams are in the process of developing drafts for the work plans for 2019. This will include creating outcomes, strategies, and action items for the Community Impact Goals.

We are also in the process of investigating an Idea Management Software system. Idea Management software will allow us to capture ideas from across the entire organization. It will also allow us to include others from outside the library to contribute ideas in the future. Once we have implemented the software, staff will be able to contribute ideas and refine and comment on other ideas. This will allow everyone in the organization to participate in the planning process, regardless of department or schedule.



The initial draft of the 2019 Community Impact Goal work plans is due on January 31, 2019. However, these will be living documents that will change throughout the year as necessary. Everyone who has worked on this planning process has been extremely excited and enthusiastic, and we think the work plans we create will help provide the guidance, structure, and innovative ideas necessary to reach our goals.

Department Highlights

Digital Services

David King, Digital Services Director

Digital Services has been busy planning for our 2019 projects and working on the technology details for our many building projects.

Some project highlights include:

- Meeting with a consultant who is helping us create a request for proposal for our audio/visual needs for Claire's Courtyard.
- Working to improve our phone system's announcements, closed and Inclement Weather messaging.
- We also helped Sherri Camp, our Genealogy Librarian, create an oral history kit. This kit (combined with classes) will help customers create their own oral history (video or audio) recordings.

Public Services

Autumn Friedli, Public Services Supervisor – Readers Services

The 6th annual Great Writers Right Here author fair was held in Marvin Auditorium on December 8th. Two hundred participants visited with more than forty local authors. Area publishers, literary journals, and writing groups were also on hand. This year's event included several author readings and an art demo. Children were encouraged to engage hands-on with a make-and-take craft.

Debbie Stanton, Public Services Supervisor – Information and Learning

We have recently closed the traveling exhibit "Over There: Americans Abroad in World War I". During the run of the exhibit we had over 3,500 visitors to the gallery. The big hits for this exhibit were our trench reconstruction and our VR programs.

To help make local connections to WWI, we partnered with Combat Air, the Museum of the Kansas National Guard (local museums) and a local collector to display WWI artifacts along with the photographs from the National Archives. Did you all get a chance to enjoy the poppies outside the gallery? These were made by various community members. We put a call out for 1,977 poppies to represent the number of Kansas lost in World War I. In the end we received over 3,000 poppies!

The Exhibit team worked to make library-wide connections and displays relating to World War I and 2Book Topeka throughout the building. This team also help to create some wonderful programs with guest speakers from KU, Leavenworth Command College and the Kansas National Guard. Our evening with General Patton remembering his WWI days was a great program for our First Friday in December.

Since the National Archives Traveling Exhibit services is based in Kansas City, we were able to give them a great tour of the exhibit and library-related displays. They loved the poppy wall and were amazed by the trench we created. They were especially impressed by everything we could do in-house to bring the exhibit to life.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

During the holiday break the Story Zone turned into a winter wonderland! The forested scene was decorated with a variety of colorful snowflake and snowman paper crafts that older kids had created on site. Staff provided tufts of snow in the boughs, an ice overlay for the waterfall, stocking caps for all little sculpture heads from the girl to the bookworm, a snow drift for sitting, a sparkly archway entrance, and fun pop up activities. The highlight of those activities included the ability to go ice skating on the carpet pond and snowball fights. Kids strapped on carpet skates and had a blast sliding to "I Like to Move It" among other tunes. Just like at any rink we had those who were first time shufflers and some who could do camel spins. Kids also got to throw snowballs! For safety reasons, the Abominable

Snowman took the brunt of the pummeling. With warmer weather than normal outside, it is has been great to have more winter type play inside.

Book related programs do not always appeal to kids as such. This year we are creating events surrounding popular juvenile authors to see if that increases appeal. We are also hosting them on Sunday afternoons in hopes of being an option for quality family time. Harry Potter Adventurers Wanted was the first of these. During the hosted two hours families created slime, tasted potions, flew on virtual broomsticks, solved break out box puzzles—all interspersed with read aloud segments from the series. We had roughly 50 in attendance. It was reported that most people stayed the full time. The spring event will feature books by Roald Dahl.

With the new year also has come new console games for the Edge. As a general practice games in that room are rated teen or under. Current favorites include NBA 2K19, Madden 19, WWE 2K19, Crawl, Star for Zero, Sega Genesis Classic, and Plants vs. Zombies. Super Smash Brothers remains the most popular.

Technical Services

Scarlett Fisher-Herreman, Technical Services Supervisor

Technical Services is off to a strong start with ordering and collection management in 2019. We will order new physical and digital materials each week through the end of November. Physical orders are placed on Wednesdays and Overdrive orders are placed on Fridays. We are pleased to be responding to customer requests for new materials and in selecting materials that celebrate curiosity, learning, and the joy of reading.

Technical Services staff, together with staff in Circulation and Public Services, will be working with John Huber on a workflow analysis beginning the week of January 14th. John Huber has a background in industrial engineering and management and is the President of J. Huber & Associates. He works with libraries to apply the tools, principles, and concepts of lean management. We look forward to working with him as we prepare for the physical relocation of Technical Services later this year.



Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library – First Reading

**BOARD OF TRUSTEES
January 17, 2019**

In recognition of their financial gifts and support of the Topeka and Shawnee County Public Library, The Library Foundation, Board of Trustees and the Chief Executive Officer Gina Millsap, recommend that:

The Studio in the remodeled Alice C. Sabatini Gallery be named The Jerry and Judy Reed Studio in appreciation for their pledge of \$100,000 to be paid from 2018 to 2022; and until such time as the Studio is no longer used for this purpose.

Donor biographical is attached to this sheet.

Pursuant to the "Procedure for Named Recognition" in the "Named Recognition Policy" of the Topeka and Shawnee County Public Library Board of Trustees, this recommendation will appear on the agenda of the January 16, 2019 and February 21, 2019 Board of Trustees meetings with action on a resolution taking place at the February 21, 2019 meeting.

The **Named Recognition Policy** is attached to this document.

Named Recognition Policy

Overview

The Topeka & Shawnee County Public Library (TSCPL) Board of Trustees shall approve the time, place and manner of naming its facilities, assets and programs.

Definitions

“Facilities” include buildings and their public interior spaces, and gardens and major exterior ground spaces owned or leased by TSCPL.

“Assets” include motor vehicles, collections, fixtures, sculptures, and other personal property suitable and appropriate for named recognition.

“Programs” include activities carried out on a perpetual or regular schedule including but not limited to lecture series, summer reading programs, musical performances, book discussion groups, etc.

“Donor(s)” are those individuals or entities who have made financial contributions to The Library Foundation for the benefit of TSCPL.

Eligibility for Named Recognition

Facilities, assets and programs may only be named for individuals and entities of good moral character and reputation in recognition of their outstanding service to TSCPL or financial contributions to the TSCPL.

Procedure for Named Recognition

The Trustees, upon the recommendation of the executive director and with the advice of The Library Foundation Board of Trustees, shall approve the naming of all facilities, assets and programs, including the time, place and manner of the recognition.

The duration of the named recognition shall be specified by the Trustees as in perpetuity, as a stated number of years, as the lifetime of the donor(s), or as the existence of the facility, asset or program. Any recommendation of perpetual named recognition pursuant to this policy must appear on the agenda of two consecutive monthly meetings of the Trustees prior to any action being taken on the recommendation.

The Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees. No product logos or commercial signatures shall be included in the design of the named recognition display. Should the name of the recognized individual or entity change during the duration of the recognition, the Library shall not bear the expense of altering the recognition display to reflect the name change. In conjunction with the construction and renovation of

TSCPL facilities or the purchase of major assets, the Trustees may approve a private fundraising plan designating the portion(s) of the facilities or asset suitable for named recognition and the amount of financial contribution required for naming, provided however, that the Trustees may reserve some portion of the facilities for recognition without the necessity of a financial contribution.

Effect of Recognition

The grant of named recognition by the Trustees pursuant to this policy confers no property rights or interest upon the donor, individual or entity so recognized, either in law or equity, actual or implied, real or personal, whether past, present or future. Further, no contribution for the benefit of the TSCPL may be conditioned upon receipt of naming rights by the donor without the express written consent of the Trustees.

The Trustees reserve the right to revoke a prior grant of named recognition whenever compelling reasons or circumstances justify such action.

Nothing herein shall preclude or prevent the Trustees from modifying, changing, renovating or disposing of any TSCPL facility, asset, or program.

Applicable Law

This policy is subject to applicable Kansas and federal statutes and as they may be amended from time-to-time.

Approval

This policy as amended was approved by the Topeka and Shawnee County Public Library Board of Trustees meeting on November 20, 2008.

Approved by the Library Board of Trustees, November 20, 2008

Board of Trustees
Topeka and Shawnee County Public Library



Jerry Reed –July 15, 2015

Compliments of the Foundation

Jerry Reed served on the Friends of the Library board from 2010 – 2016. During his tenure he worked at many Book Sales as well as serving on committees and being treasurer. He was treasurer from 2012 – 2016 when his term expired. While treasurer he served on the Executive Committee and the Finance Committee.

He served on the Friends of Art Committee his entire time on the board, chairing it in 2014 & 2015. Jerry served on the Spring Activity Committee 2013- 2015. This committee organized the Book Swaps for Friends member's to bring books they would like to trade with other member's.

He enjoys his work with the Friends but he also relishes his Thursday mornings volunteering in the Sabatini Gallery. Jerry greets gallery visitors and explains what he knows about the exhibits and what the next show will be. Jerry started his volunteering at the library by giving tours as a docent when the library reopened in 2002. When that volunteer work was over the Treasurers of the Czar exhibit was in Topeka so he was a docent there. He enjoyed the art so much that once it was over and there was a need for a volunteer at the Sabatini Gallery, he jumped at the opportunity.

Growing up in Kansas and getting a Bachelor of Science degree in Chemistry from K-State, Jerry and his wife Judy went to New Haven, Connecticut where he studied for his Ph.D. His education took him to Las Cruces, New Mexico before it was completed. Then he was off to Oklahoma to work for Phillips Petroleum in 1968. He transferred to Greenville, South Carolina for six years but then transferred back to Oklahoma for another 22 years working in Research and Development and the Patents and Licensing division. He retired in 1998.

Jerry and Judy have two daughters and four grandchildren. His daughter Barbara living in Topeka is what brought them to move from Oklahoma. In April of 2016 Jerry's beloved wife Judy passed away.

As a retired employee of Phillips Petroleum, now ConocoPhillips, Jerry is eligible for the company's Matching Gift program which matches gifts to an eligible 501(c)(3) non-profit organization dollar-for-dollar, up to \$7,500 annually. Also, in recognition of the various volunteer activities that employees and retirees dedicate to charitable organizations, and to further encourage these efforts, ConocoPhillips donates \$500 for every 20 hours an employee or retiree volunteers with an eligible 501(c)(3) non-profit organization up to 40 hours annually. Jerry has taken advantage of both of these programs and the library has certainly benefited. Jerry said he encourages all donors of the library to check with the company they work for or have retired from to see if they might have a similar program.

We are grateful to Jerry and ConocoPhillips for their long-standing support of the Sabatini Gallery at the Topeka & Shawnee County Public Library!



Resolution – Change order for subfloor repair and leveling

BOARD OF TRUSTEES January 17, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, in accordance with the Purchasing Policy, approves the change order to Senne & Company, Inc. in the month of January 2019. The change order is for the repair and leveling of the subfloor in the rotunda and main hallway. The cost shall not exceed \$26,580. Funding for this change order shall be from the General Fund.

Policy and Background Information:

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

On January 7, 2019 construction crews began removing the tile along the main corridor. The initial results were extremely promising. The tile came up quickly and the subfloor was in good shape. However, the second night of work revealed areas in which the subfloor was in much worse condition.



It is now apparent that where the most cracking has occurred in the existing tile is where the subfloor was not prepared correctly during the construction in 1998 - 2000. The problems are concentrated in the areas where the concrete sub flooring from the original building joined with the late '90s expansion. The subfloor is not level in these locations and require significant repair. When taking up the tile, it was apparent that instead of properly leveling these areas, the previous tile was leveled using different amounts of what is called thin-set mortar to adhere the tile to the subfloor. The amount ranged from ¼" to over 2" of thin-set mortar in adjacent areas. This is not a best practice as the recommended depth of thin-set is ¼".

The repair includes pouring a new self-leveling cementitious "cap" over the existing concrete substrate which will increase the strength and provide a smooth and level substrate for the new tile. Fiberglass mesh tape will be added in areas of transition where one addition butts against another. With a newly repaired and level subfloor and the addition of a sturdier and longer-lasting tile, we are taking proper care of the building and creating a beautiful, durable floor that should last many decades.

Senne would like to do the work on the subfloor over the Martin Luther King holiday (January 21) when the library is closed. This will allow them to work in the library without interrupting service and ensure the leveling compound dries before the library opens the next day.

The Board of Trustees' Purchasing Policy states:

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

The work for this project would be under the direction of Senne & Company, Inc. and is not to exceed \$26,580. Funding for this change order will be from the General Fund.

Staff Recommendation:

Staff recommends that this change order be approved. The budget should not exceed \$26,580 paid from the General Fund.

Resolution by _____
Seconded by _____
Resolution passed/failed by a vote of _____
Date _____



Resolution – Change order authorization for flooring project

BOARD OF TRUSTEES January 17, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes the Chief Executive Officer to approve future change orders to Senne & Company, Inc. for the flooring project.

The flooring project includes:

- **the removal of existing tile**
- **leveling and repair of the subfloor**
- **installation of terrazzo tile in the rotunda and main hallway**
- **production and installation of the rotunda medallion**
- **installation of luxury vinyl tile in the east-west corridors.**

The cost of the change orders for the flooring project, including the medallion in the center of the rotunda, shall not exceed \$50,000 and shall be paid from project contingency funds. This is an exception to the Purchasing Policy.

Policy and Background Information:

On October 18, 2018, the Board of Trustees approved the award of the bid for the Facilities Master Plan Circulation Plaza / Learning Center / Flooring project. The bid was awarded to Senne & Company, Inc. of Topeka, Kansas in the amount of \$777,906. The project includes the renovation of the circulation plaza, creation of a new Learning Center, and installation of new flooring along the main corridor from the front of the rotunda to the reference room. The resolution included a stated total project budget of \$958,487, which included a 20% contingency of \$155,581 and an allowance for the rotunda flooring design of \$25,000.

On January 7, 2019 construction crews began removing the tile along the main corridor. During the process of removing the tile, structural problems with the concrete subfloor were discovered. Change orders have been necessary to address these issues and ensure proper maintenance of the building and installation of the new flooring.

It has become clear additional change orders will be necessary over the next month. In accordance with the Purchasing Policy, these change orders wouldn't be approved until the Board of Trustees meeting on February 21, 2019. This would require flooring work to stop

for two to three weeks. This delay would add to the cost and timeline of the project as well as inconveniencing library customers.

The Board of Trustees' Purchasing Policy states:

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

Staff Recommendation:

Staff recommends that the Board of Trustees approves an exception to the Purchasing Policy for change orders for the flooring project.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk & Renewals	49,349	45,214	50,873	50,418	49,208	54,069	60,571	55,660	51,407	52,797	48,230	47,228	615,024	731,494	-15.9%
Interlibrary Loan	1,879	1,554	1,654	1,665	1,752	1,662	1,654	1,789	1,546	1,741	1,518	1,381	19,795	20,960	-5.6%
Self-Check	84,077	72,863	83,854	78,973	82,397	93,571	95,014	85,448	77,460	76,268	70,642	66,547	967,114	1,030,056	-6.1%
Bookmobile	21,560	19,647	21,558	22,236	16,781	20,228	20,145	16,916	23,285	25,435	21,821	17,894	247,506	266,862	-7.3%
Red Carpet	8,254	6,233	7,467	6,732	7,208	6,792	7,349	8,331	7,507	7,496	7,296	5,635	86,300	93,350	-7.6%
Digital Downloads	35,736	33,150	36,170	35,815	36,215	36,936	38,791	38,904	36,301	37,477	35,629	35,756	436,880	366,078	19.3%
Library @ Work / Smartlocker	2,099	2,023	2,298	2,180	2,239	2,279	2,244	2,221	2,171	2,257	2,195	2,139	26,345	22,400	17.6%
TOTAL CIRCULATION	202,954	180,684	203,874	198,019	195,800	215,537	225,768	209,269	199,677	203,471	187,331	176,580	2,398,964	2,531,200	-5.2%
CIRCULATION DETAILS															
Print Material	96,177	85,115	96,839	95,254	93,917	107,511	112,060	100,256	97,216	98,534	87,765	79,988	1,150,632	1,226,486	-6.2%
Audio/Visual Material	67,358	59,096	66,385	63,266	62,206	67,281	71,374	66,996	61,442	61,219	58,073	56,703	761,399	886,190	-14.1%
Adult Materials	99,143	86,882	97,501	92,571	91,637	96,968	103,119	98,284	91,142	91,835	85,809	82,091	1,116,982	1,240,539	-10.0%
Children's Materials	49,977	44,966	52,027	52,609	50,464	62,445	63,947	53,599	54,011	54,439	48,079	43,501	630,064	695,015	-9.3%
Young Adult Materials	4,592	3,777	4,135	4,161	4,744	5,937	6,619	5,274	4,677	4,327	3,820	3,602	55,665	60,565	-8.1%
Red Carpet Materials	9,823	8,586	9,561	9,179	9,278	9,442	9,749	10,095	8,828	9,152	8,130	7,497	109,320	116,557	-6.2%
NEW Patrons															
Topeka / Shawnee County															
Adults	654	539	589	612	561	795	837	754	642	647	439	437	7,506	7,736	-3.0%
Children (ages 17 and under)	163	195	166	231	238	348	283	212	166	632	135	86	2,855	3,208	-11.0%
Red Carpet Outreach	8	6	15	11	19	13	15	16	13	12	9	8	145	133	9.0%
NEKL	57	58	62	81	49	70	59	54	44	78	96	45	753	1,173	-35.8%
Non-Resident	2	0	2	0	0	1	0	0	1	0	0	0	6	7	-14.3%
Total New Registrations	884	798	834	935	867	1,227	1,194	1,036	866	1,369	679	576	11,265	12,257	-8.1%
PATRONS DELETED	1,015	832	1,780	1,215	1,111	963	1,406	5,517	1,462	1,359	828	930	18,418	22,362	-17.6%
BORROWERS															
Topeka / Shawnee County															
Adults	53,010	53,259	53,034	52,950	53,072	53,381	53,584	53,868	53,929	54,159	53,957	54,136	54,136	52,799	2.5%
Children (age 0 - 17)	19,412	19,438	19,318	19,272	19,269	19,309	19,247	19,138	19,042	19,426	19,290	19,153	19,153	19,442	-1.5%
Red Carpet Outreach	1,248	1,243	1,239	1,239	1,235	1,232	1,227	1,222	1,210	1,216	1,202	1,191	1,191	1,245	-4.3%
NEKL	7,267	7,236	7,234	7,255	7,279	7,302	7,392	7,324	7,209	7,214	7,218	7,275	7,275	7,307	-0.4%
Non-Resident	48	48	48	48	48	48	48	48	48	47	46	46	46	47	-2.1%
Delinquent	117	120	127	124	121	120	118	113	111	115	129	122	122	137	-10.9%
TOTAL BORROWERS	81,102	81,344	81,000	80,888	81,024	81,392	81,616	81,713	81,549	82,177	81,842	81,923	81,923	80,977	1.2%
Holds Satisfied	20,286	17,008	19,668	19,393	18,901	19,446	19,606	20,201	18,381	20,226	18,616	16,941	228,673	235,412	-2.9%
CHECK-IN															
TOTAL CHECK-IN	110,975	98,001	112,676	110,908	111,119	114,618	124,398	122,039	101,779	111,987	101,156	94,308	1,313,964	1,443,507	-9.0%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total		
COLLECTION																	
Materials Added	6,735	4,893	7,641	4,654	5,760	4,263	4,256	5,885	3,887	4,562	4,126	2,378	59,040	60,926	-3.1%		
Materials Discarded	3,568	6,994	6,589	6,123	6,323	6,068	4,759	5,695	8,641	8,077	7,117	7,687	77,641	69,366	11.9%		
TOTAL COLLECTION	445,769	443,668	444,720	443,251	442,688	440,883	440,380	440,570	435,816	432,301	429,310	426,992	424,001	434,162	-2.3%		
WEBSITE																	
tscpl.org Unique Visitors	30,707	27,539	30,473	29,244	32,003	30,404	29,033	29,401	27,904	29,317	28,742	24,483	349,250	350,380	-0.3%		
tscpl.org Total Visits	55,470	48,675	53,364	51,448	54,854	55,329	53,827	54,012	50,414	51,696	49,705	43,507	622,301	632,833	-1.7%		
catalog.tscpl Unique Visitors	19,263	17,218	18,570	17,886	17,787	18,998	20,169	19,585	17,732	18,097	16,648	17,817	219,770	220,498	-0.3%		
catalog.tscpl Total Visits	43,859	37,965	41,664	39,996	40,162	42,243	45,247	44,710	40,795	41,377	38,257	39,891	496,166	481,289	3.1%		
REFERENCE QUESTIONS																	
Public Services	14,488	12,577	14,936	13,240	13,198	13,478	14,025	14,436	11,985	13,732	11,898	10,721	158,714	170,094	-6.7%		
Topeka Room	617	667	426	756	530	689	870	792	708	674	597	625	7,951	8,901	-10.7%		
Youth Services	2,584	2,323	3,082	2,580	3,215	4,728	4,311	3,862	3,114	3,322	2,601	2,397	38,119	40,166	-5.1%		
Gallery	37	41	55	67	52	14	20	36	35	34	25	36	452	442	2.3%		
TOTAL REFERENCE QUESTIONS	17,726	15,608	18,499	16,643	16,995	18,909	19,226	19,126	15,842	17,762	15,121	13,779	205,236	219,161	-6.4%		
GATE COUNT	59,126	55,329	67,547	63,683	63,637	70,631	75,278	71,678	62,057	66,371	53,695	52,669	761,701	728,422	4.6%		
MEETING ROOMS																	
Bookings	518	720	759	706	618	649	689	643	642	842	745	631	8,162	9,006	-9.4%		
Hours Booked	2,453	3,859	4,204	3,958	3,059	3,514	3,803	3,432	3,640	5,673	4,676	3,370	45,641	51,403	-11.2%		
ATTENDANCE	7,895	11,425	11,310	12,175	9,396	12,606	14,845	13,484	11,851	11,468	8,982	7,995	133,432	148,332	-10.0%		
LEARN & PLAY BUS VISITS	131	78	421	472	401	439	333	423	336	462	158	158	3,812	2,899	31.5%		
PROGRAM ATTENDANCE																	
Adult - General	1,422	842	881	920	599	1,883	2,863	1,487	1,125	1,609	294	256	14,181	17,475	-18.8%		
Computer Training	150	112	150	165	100	116	115	217	93	81	43	0	1,342	1,583	-15.2%		
Outreach	4,931	3,978	3,620	4,576	3,699	2,545	1,650	825	2,737	3,174	2,844	1,357	35,936	42,350	-15.1%		
Kids	1,129	1,359	1,540	1,912	1,738	3,401	2,901	1,454	1,286	1,098	1,242	308	19,368	24,407	-20.6%		
Movies	3	17	27	5	5	366	69	64	272	474	22	0	1,324	1,508	-12.2%		
Books	58	189	39	145	313	118	69	21	15	68	12	10	1,057	1,172	-9.8%		
Art	283	184	129	635	152	155	191	175	178	219	163	126	2,590	871	197.4%		
Teens	49	46	93	10	86	68	51	40	5	0	0	0	448	1,219	-63.2%		
Music	0	0	0	0	0	595	150	601	0	0	0	573	1,919	622	208.5%		
TOTAL ATTENDANCE	8,025	6,727	6,479	8,368	6,692	9,247	8,059	4,884	5,711	6,723	4,620	2,630	78,165	91,207	-14.3%		
GALLERY ATTENDANCE	1,771	1,426	1,880	2,437	1,680	3,912	3,398	2,261	1,460	1,298	1,965	1,791	25,279	24,517	3.1%		

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	19,466	16,671	18,920	17,775	18,401	20,005	21,125	19,966	18,588	18,744	17,431	16,112	223,204	244,224	-8.6%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447	22,672	24,144	23,323	21,490	22,177	19,949	18,984	261,815	271,237	-3.5%
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711	36,762	37,801	31,343	31,778	31,961	27,791	25,029	365,479	391,038	-6.5%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487	10,372	10,419	8,302	9,938	10,302	8,940	7,325	112,391	114,456	-1.8%
Magazines	2,079	1,728	2,354	2,168	2,079	2,533	2,465	2,199	2,146	2,137	1,986	1,713	25,587	32,321	-20.8%
RC Print Materials	9,447	8,237	9,089	8,882	8,897	9,123	9,408	9,708	8,538	8,881	7,902	7,321	105,433	112,000	-5.9%
RC Realia	365	340	458	291	378	319	341	387	290	271	228	175	3,843	4,380	-12.3%
YA Print Materials	4,490	3,671	3,999	4,061	4,649	5,807	6,499	5,202	4,598	4,233	3,727	3,506	54,442	58,726	-7.3%
PRINT CIRCULATION	96,227	85,186	96,931	95,385	94,049	107,593	112,202	100,430	97,366	98,706	87,954	80,165	1,152,194	1,228,382	-6.2%
Audio / Visual Material															
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751	4,646	4,950	4,779	4,373	4,618	4,156	3,863	54,885	63,201	-13.2%
Adult Music	4,135	3,770	4,615	4,361	4,160	4,270	4,692	4,416	3,859	4,151	3,998	4,160	50,587	57,947	-12.7%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015	43,257	46,132	43,912	40,819	40,238	38,445	37,488	504,078	575,958	-12.5%
Juvenile Audiobooks	579	518	605	608	518	649	568	501	446	438	409	422	6,261	8,162	-23.3%
Juvenile Music	604	553	589	634	652	734	706	591	562	481	470	477	7,053	9,030	-21.9%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635	13,283	13,834	12,382	10,966	10,848	10,140	9,876	133,480	165,740	-19.5%
YA A/V	102	106	136	100	95	130	120	72	79	94	93	96	1,223	1,839	-33.5%
A/V CIRCULATION	67,110	58,842	66,108	62,992	61,826	66,969	71,002	66,653	61,104	60,868	57,711	56,382	757,567	881,877	-14.1%
Adult Material															
Adult Fiction	19,466	16,671	18,920	17,775	18,401	20,005	21,125	19,966	18,588	18,744	17,431	16,112	223,204	244,224	-8.6%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447	22,672	24,144	23,323	21,490	22,177	19,949	18,984	261,815	271,237	-3.5%
Magazines	2,079	1,728	2,354	2,168	2,079	2,533	2,465	2,199	2,146	2,137	1,986	1,713	25,587	32,321	-20.8%
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751	4,646	4,950	4,779	4,373	4,618	4,156	3,863	54,885	63,201	-13.2%
Adult Music	4,135	3,770	4,615	4,361	4,160	4,270	4,692	4,416	3,859	4,151	3,998	4,160	50,587	57,947	-12.7%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015	43,257	46,132	43,912	40,819	40,238	38,445	37,488	504,078	575,958	-12.5%
ADULT CIRCULATION	99,384	87,122	97,834	92,852	91,853	97,383	103,508	98,595	91,275	92,065	85,965	82,320	1,120,156	1,244,888	-10.0%
Juvenile Material															
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711	36,762	37,801	31,343	31,778	31,961	27,791	25,029	365,479	391,038	-6.5%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487	10,372	10,419	8,302	9,938	10,302	8,940	7,325	112,391	114,456	-1.8%
Juvenile Audiobooks	579	518	605	608	518	649	568	501	446	438	409	422	6,261	8,162	-23.3%
Juvenile Music	604	553	589	634	652	734	706	591	562	481	470	477	7,053	9,030	-21.9%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635	13,283	13,834	12,382	10,966	10,848	10,140	9,876	133,480	165,740	-19.5%
JUVENILE CIRCULATION	49,549	44,552	51,523	52,191	50,003	61,800	63,328	53,119	53,690	54,030	47,750	43,129	624,664	688,426	-9.3%
Red Carpet Material															
RC Print Materials	9,447	8,237	9,089	8,882	8,897	9,123	9,408	9,708	8,538	8,881	7,902	7,321	105,433	112,000	-5.9%
RC Realia	365	340	458	291	378	319	341	387	290	271	228	175	3,843	4,380	-12.3%
RED CARPET CIRCULATION	9,812	8,577	9,547	9,173	9,275	9,442	9,749	10,095	8,828	9,152	8,130	7,496	109,276	116,380	-6.1%
Young Adult Material															
YA Print Materials	4,490	3,671	3,999	4,061	4,649	5,807	6,499	5,202	4,598	4,233	3,727	3,506	54,442	58,726	-7.3%
YA A/V	102	106	136	100	95	130	120	72	79	94	93	96	1,223	1,839	-33.5%
YOUNG ADULT CIRCULATION	4,592	3,777	4,135	4,161	4,744	5,937	6,619	5,274	4,677	4,327	3,820	3,602	55,665	60,565	-8.1%
Overdrive	24,441	22,608	24,606	24,218	24,519	25,432	27,648	27,994	26,122	26,337	25,267	25,640	304,832	253,792	20.1%
Hoopla	9,760	9,088	10,021	9,995	10,101	10,018	9,601	9,504	8,773	9,289	8,850	8,730	113,730	95,566	19.0%
Flipster	1,535	1,454	1,543	1,602	1,595	1,486	1,542	1,406	1,406	1,851	1,512	1,386	18,318	16,720	9.6%
DIGITAL DOWNLOADS	35,736	33,150	36,170	35,815	36,215	36,936	38,791	38,904	36,301	37,477	35,629	35,756	436,880	366,078	19.3%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

Value Calculator	2018												2018
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,600,516	\$1,418,786	\$1,607,809	\$1,584,689	\$1,563,490	\$1,786,020	\$1,865,529	\$1,669,927	\$1,618,740	\$1,641,673	\$1,461,456	\$1,333,684	\$19,152,319
Magazines (\$5)	\$10,395	\$8,640	\$11,770	\$10,840	\$10,395	\$12,665	\$12,325	\$10,995	\$10,730	\$10,685	\$9,930	\$8,565	\$127,935
Audiobooks (\$10)	\$53,940	\$47,940	\$56,350	\$52,360	\$52,690	\$52,950	\$55,180	\$52,800	\$48,190	\$50,560	\$45,650	\$42,850	\$611,460
DVD, Games, Music (\$4)	\$246,864	\$216,192	\$241,892	\$231,024	\$226,228	\$246,696	\$261,936	\$245,492	\$225,140	\$223,248	\$212,584	\$208,388	\$2,785,684
Reference Questions (\$7)	\$124,082	\$109,256	\$129,493	\$116,501	\$118,965	\$132,363	\$134,582	\$133,882	\$110,894	\$124,334	\$105,847	\$96,453	\$1,436,652
Programming (\$10)	\$80,250	\$67,270	\$64,790	\$83,680	\$66,920	\$92,470	\$80,590	\$48,840	\$57,110	\$67,230	\$46,200	\$26,300	\$781,650
Meeting Room Use	\$42,795	\$50,545	\$58,395	\$53,009	\$36,135	\$28,640	\$30,130	\$38,424	\$41,480	\$51,710	\$32,560	\$21,904	\$485,727
Gallery Attendance (\$10)	\$17,710	\$14,260	\$18,800	\$24,370	\$16,800	\$39,120	\$33,980	\$22,610	\$14,600	\$12,980	\$19,650	\$17,910	\$252,790
Computer Use (\$12 /hr)	\$162,872	\$158,844	\$194,885	\$176,605	\$187,559	\$223,193	\$235,608	\$222,160	\$190,581	\$187,418	\$157,927	\$163,085	\$2,260,737
ILL Borrowed (\$25)	\$9,850	\$7,700	\$8,775	\$8,850	\$8,200	\$8,000	\$8,500	\$10,300	\$7,750	\$9,300	\$8,975	\$8,975	\$105,175
TOTAL VALUE	\$2,349,274	\$2,099,433	\$2,392,959	\$2,341,928	\$2,287,382	\$2,622,117	\$2,718,360	\$2,455,430	\$2,325,215	\$2,379,138	\$2,100,779	\$1,928,114	\$28,000,129



Recovery through December 2018

Cumulative Recovery:

Topeka & Shawnee County Public Library

	Regular Balance	Small Balance	Total
Accounts Submitted:	37,379	25,910	63,289
Dollars Submitted:	\$1,806,798.75	\$479,577.32	\$2,286,376.07
Cash Recovery:	\$598,869.69	\$265,251.86	\$864,121.55
Material Recovery:	\$529,570.50	\$67,008.05	\$596,578.55
Waives:	<u>\$181,287.12</u>	<u>\$28,075.23</u>	<u>\$209,362.35</u>
Recovery Total:	\$1,309,727.31	\$360,335.14	\$1,670,062.45
Total Invoice Amount:	\$312,304.43	\$83,850.55	\$396,154.98
Total ROI:	4:1	4:1	4:1
Asset ROI:	4:1	4:1	4:1

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



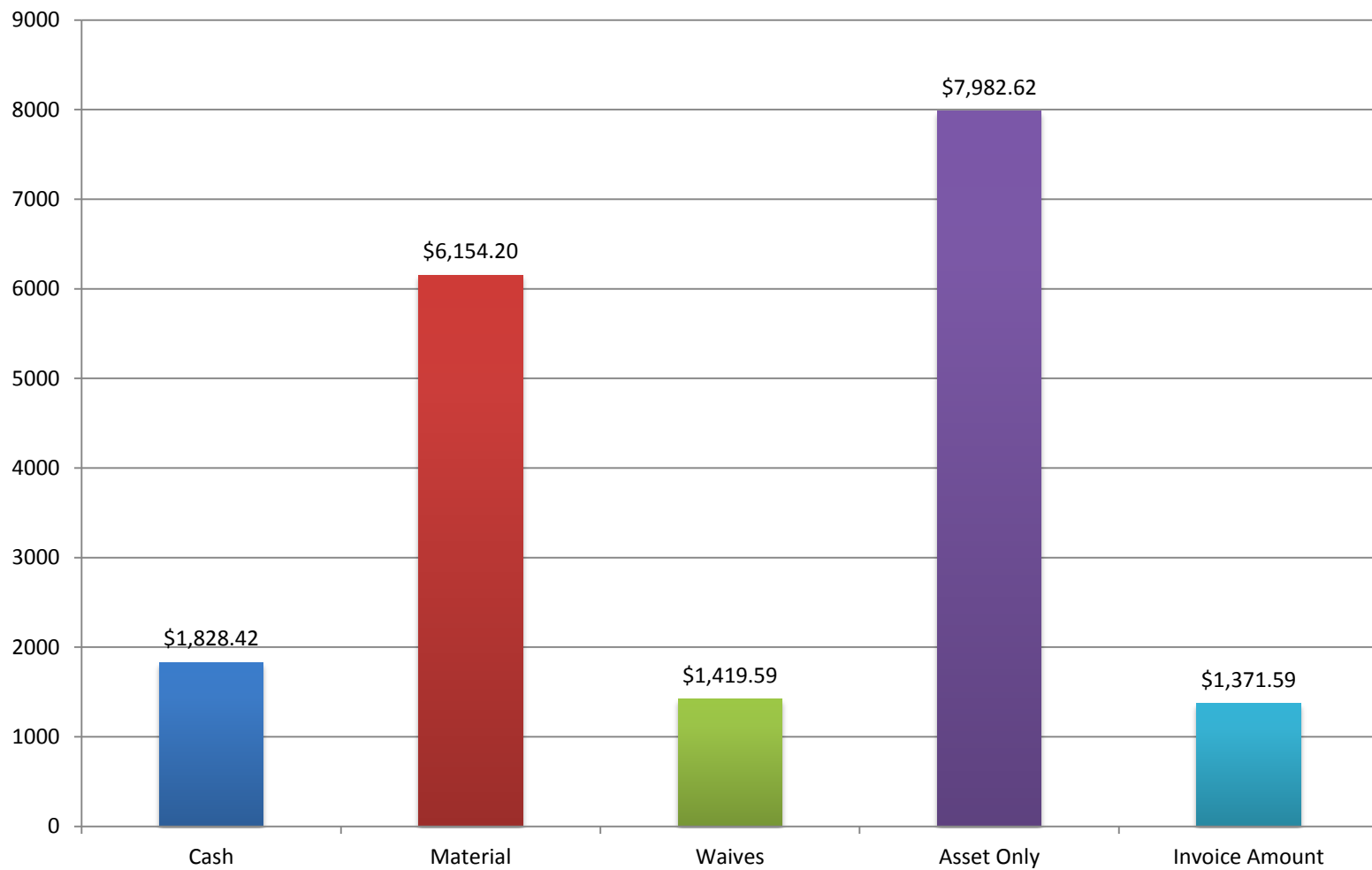
Monthly Recovery Statistics:

January through December 2018

Regular Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-18	\$1,557.14	\$5,021.40	\$212.01	\$6,790.55	\$6,578.54	\$1,566.25
November-18	\$1,641.54	\$5,442.59	\$542.87	\$7,627.00	\$7,084.13	\$1,476.75
October-18	\$1,580.57	\$5,749.71	\$360.45	\$7,690.73	\$7,330.28	\$1,226.15
September-18	\$1,443.05	\$3,028.43	\$282.83	\$4,754.31	\$4,471.48	\$1,208.25
August-18	\$1,791.12	\$3,529.79	\$294.02	\$5,614.93	\$5,320.91	\$1,521.50
July-18	\$1,551.60	\$6,370.68	\$1,837.37	\$9,759.65	\$7,922.28	\$1,091.90
June-18	\$1,506.36	\$5,836.06	\$1,508.24	\$8,850.66	\$7,342.42	\$1,181.40
May-18	\$2,065.19	\$7,770.11	\$2,435.86	\$12,271.16	\$9,835.30	\$1,530.45
April-18	\$2,310.23	\$4,164.81	\$1,247.81	\$7,722.85	\$6,475.04	\$1,333.55
March-18	\$2,744.70	\$8,283.96	\$2,029.53	\$13,058.19	\$11,028.66	\$1,369.35
February-18	\$2,180.73	\$4,801.63	\$1,895.66	\$8,878.02	\$6,982.36	\$984.50
January-18	\$1,568.83	\$13,851.22	\$4,388.37	\$19,808.42	\$15,420.05	\$1,969.00
Total	\$21,941.06	\$73,850.39	\$17,035.02	\$112,826.47	\$95,791.45	\$16,459.05
Average	\$1,828.42	\$6,154.20	\$1,419.59	\$9,402.21	\$7,982.62	\$1,371.59
					Asset ROI: \$6:\$1	

Average Monthly Regular Balance Recovery and Cost





Monthly Recovery Statistics:

January through December 2018

Small Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only Invoice Amount	
December-18	\$1,051.43	\$664.31	\$47.30	\$1,763.04	\$1,715.74	\$410.05
November-18	\$1,053.24	\$630.11	\$95.07	\$1,778.42	\$1,683.35	\$472.00
October-18	\$1,468.89	\$746.88	\$147.50	\$2,363.27	\$2,215.77	\$501.50
September-18	\$1,258.48	\$656.52	\$106.37	\$2,021.37	\$1,915.00	\$489.70
August-18	\$1,402.38	\$651.05	\$43.78	\$2,097.21	\$2,053.43	\$545.75
July-18	\$1,841.85	\$1,803.36	\$407.86	\$4,053.07	\$3,645.21	\$374.65
June-18	\$1,645.88	\$805.20	\$488.39	\$2,939.47	\$2,451.08	\$395.30
May-18	\$1,020.87	\$1,400.39	\$879.26	\$3,300.52	\$2,421.26	\$525.10
April-18	\$1,433.67	\$1,152.57	\$398.98	\$2,985.22	\$2,586.24	\$424.80
March-18	\$2,368.18	\$1,707.83	\$478.58	\$4,554.59	\$4,076.01	\$433.65
February-18	\$1,730.03	\$1,377.75	\$702.47	\$3,810.25	\$3,107.78	\$359.90
January-18	\$1,734.73	\$2,117.08	\$1,121.59	\$4,973.40	\$3,851.81	\$705.05

Total	\$18,009.63	\$13,713.05	\$4,917.15	\$36,639.83	\$31,722.68	\$5,637.45
Average	\$1,500.80	\$1,142.75	\$409.76	\$3,053.32	\$2,643.56	\$469.79
Asset ROI: \$6 to \$1						

Average Monthly Small Balance Recovery and Cost

