



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

Call to Order

Public Comment

Approval of December 21, 2017 Trustee Meeting Minutes – [Action Item](#)

Chief Financial Officer's Report – Kim Torrey

Financial Reports

- Treasurer's Report – Betty Greiner
- Financial Reports – [Action Item](#)

Blue Cross Blue Shield Presentation – Jeremy B. Ignoto, Group Consultant

Friends of TSCPL – Sherryl Longhofer, Board President

The Library Foundation – Marilyn Ward, Board Chair

Chief Executive Officer – Gina Millsap

- Dolly Parton's Imagination Library update
- The Statistical Picture – Thad Hartman, Community and Strategic Services Manager
- Facilities Master Plan update – Thad Hartman

Old Business

- Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library– Second Reading – [Action Item](#)

New Business

- Accreditation as a Major Resource Library, Library Development Program, Northeast Kansas Library System - [Action Item](#)

Executive Session

Trustee Comments

Adjournment

Next Meeting:

February 15, 2018 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Meeting
December 21, 2017
Menninger Room 206

Board Members Present

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

Board Members Absent

Betty Greiner (treasurer), Julie Swift

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, December 21, 2017 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:01PM by the Chair, Kerry Onstott Storey.

Public Comment

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

Approval of Minutes

On a motion by Duane Johnson, seconded by Jim Edwards, the November 16, 2017 Board of Trustees meeting minutes were approved as presented. Motion carried.

Chief Financial Officer

There were no additions to the Chief Financial Officer's report. Kim Torrey answered questions regarding the December tax distribution.

Approval of the Treasurer's Report

Board Treasurer Betty Greiner submitted her Treasurer's report through email to Board Chair Kerry Onstott Storey. Betty reported that she reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Duane Johnson, seconded by Jim Edwards, the Treasurer's Financial Report, inclusive of the November financial report was accepted. Motion carried.

Friends of the Library Report

Friends of the Library President Lisa Sandmeyer gave the Friend's report. She provided details about the upcoming Friends book sale January 19-21, 2018 and provided an update on the Dolly Parton's Imagination Library ornament project. Lisa presented a check from the Friends of the Library to the Chair of the Trustees. There was discussion regarding promotion of the January book sale.

The Library Foundation Report

Board Chair Judi Stork gave The Library Foundation report. She announced the names of the new incoming foundation board members and thanked those who were completing terms and leaving the board. She provided updates on the Direct Mail Campaign and encouraged everyone to make a gift to The Library Foundation. There were no questions for Judi.

Board Chair Report

Kerry Onstott Story provided an overview of the Executive Committee meeting held December 11, 2017 to set the board meeting agenda. There were no questions for Kerry.

Chief Executive Officer

Chief Executive Officer Gina Millsap highlighted Dolly Parton's Imagination Library enrollment numbers. Some children are beginning to age out of the program. There was discussion about the library beginning to receive returned books from the Post Office.

Gina also reported on the Community Broadband project and her recent attendance and report to JEDO. There was discussion relating to the FCC ruling on net neutrality.

Gina answered questions and provided an update on the Learning Organization workshops in which staff are participating.

Thad Hartman, Community Services Manager, provided an update on the demolition of the medical arts building at 1001 SW Garfield. The conditional use permit hearing for moving the project forward took place this week.

Thad shared plans for the proposed Claire's Courtyard project. There was discussion about the project.

Other discussion included positive comments on library activities highlighted in the CEO report and an overview of 2018 summer learning initiatives.

New Business

On a motion made by Jim Edwards, seconded by Melissa Masoner, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees express 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, September 15-17 of this year. In addition, the Board of Trustees expressed 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 expressed its thanks to the Friends for its support of Library staff as demonstrated in hosting the annual Friends Staff Appreciation Lunch.

It was further resolved that the Board of Trustees express 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.

It was further resolved that the Board of Trustees send appreciation to the members of the Board of the Friends, Lisa Sandmeyer, President, Sherryl Longhofer, 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.

Motion passed unanimously.

On a motion by Beth Dobler, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, express 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, Joel Oliver, and Marsha Sheahan; the Finance Committee Chair, Joel Oliver and members Mark Baker, Rich Hayse, Judi Stork, Linessa Frazier and Steve Tempero; the Donor Relations Committee Chair, Marilyn Ward, and members Mark Baker, and Linessa Frazier; the Nominating Committee Chair, Marilyn Ward and members Brenda Dietrich, Debbie Heintzelman and Judi Stork; the Wilder Society Tea Committee Chair, Julie Schloetzer and Trustee members Debbie Heintzelman and Judy Moler and members at large Mary Allen, Trena Ansell, Jenny Banks, Marianna Nothern, Carrie Riordan and Judy Soule; the Fund Development Committee Chair, Marsha Sheahan and members Becky Holmquist, Julie Schloetzer and Judy Moler; the Board Evaluation Task Force Committee Chair, Mark Baker and members Brenda Dietrich, Judy Moler and Marsha Sheahan; the Strategic Planning Task Force Committee Chair Becky Holmquist and members Rich Hayse, Judi Stork and Marilyn Ward.

The Board also expressed its thanks to Chair Judi Stork and the members of The Library Foundation Board of Trustees for their leadership and support that result in resources to help make the Topeka and Shawnee County Public Library a world class library.
Motion passed unanimously.

On a motion by Jennifer Miller, seconded by Elizabeth Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopt the following Core Values:

Excellence:

We create experiences that anticipate our community's diverse needs and exceed expectations.

Curiosity:

We are hungry to learn, create and innovate. We inspire our community to do the same.

Literacy:

We help people make their lives better by providing the tools to successfully navigate the world.

Freedom:

We welcome everyone in the community. We support and defend our customers' right to access information without judgement.

Teamwork:

We build stronger communities through mutual trust, collaboration and shared goals.

Accountability:

We serve the needs of the entire community by using resources responsibly, fairly and transparently.

Motion passed unanimously.

On a motion by Liz Post, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopt the Library Mission Statement, *sparkling curiosity and connecting our community through literacy and learning*.

Motion passed unanimously.

On a motion by Liz Post, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accept the recommendation of The Library Foundation Board of Trustees and the Chief Executive Officer Gina Millsap, that the outdoor expansion café and classroom portion of the Facilities Master Plan originally approved as “Claire’s Corner” in honor of Claire and Glenn Swogger, as long as this specific addition to the building and grounds exists now be named “Claire’s Courtyard.”

There was no discussion. Motion passed unanimously.

The Named Recognition Recommendation to the Board of Trustees first reading was acknowledged. Action will be taken at the January 18, 2018 meeting. There was discussion related to naming opportunities. Gina and Nancy Lindberg will work with The Library Foundation Donor Relations Committee.

Adjournment

On a motion by Duane Johnson, seconded by Jim Edwards, the meeting was adjourned at 4:56PM. The motion passed unanimously.

Elizabeth Post, Secretary

Chief Financial Officer's Report
January 2018
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, 2017; 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 2017 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.

One of the certificates of deposit with Capital City Bank (bid process/approval February 2017) matured during December. The entire amount of the CD was General Fund money, which 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 2018. The second certificate of deposit with Capital City Bank will mature on 1/26/18. This investment is for Bond and Interest funds and may be included with the investments to be bid in February 2018.

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) from Foundation funds was reversed at year end and will be re-encumbered for 2018. 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 15th.

General Fund – Pages 3 through 5

With 100% of the budget year completed, 100% of the budgeted revenue has been received and 88% of the approved budget has been expended/encumbered. This compares to 2016 in which 100% of the budgeted revenue had been received and 95% of the approved budget had been expended/encumbered.

Salaries in total were under-budget by \$225,046, about 2.7% of budgeted. For regular staff salaries, 2017 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 1.5% in 2017. I believe the implementation of a shrinkage factor in the budget is smart, when assessed at a realistic level, and that 2017's results are consistent with expectations.

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 2017's estimated final billing. This resulted in some additional savings with only a few line items being over-budget: (1) Insurance - the addition of general liability and property insurance to the donated property at 1001 SW Garfield Avenue was an unbudgeted expenditure of \$2,486; (2) 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; (3) Contracted – Facilities Services exceeded the budgeted amount primarily due to the leased garage space for the Learn and Play bus which was not included in the budget submissions for 2017; other unbudgeted expenditures included automatic/handicapped door openers on the east/west side entrances and repairs to the main irrigation system; (4) Utilities – Electric was expected due to a one time service period correction which has resulted in a 13th payment this fiscal year; (5) the Vehicle – Repairs category includes the emergency purchase of a new motor for the route truck which cost \$6,567; (7) Supplies – Processing line item varies depending upon the number of RFID tags requested by vendors throughout the year; overall Supplies was under budget \$26,950; and (8) Payments to Other Libraries for TSCPL's statutory obligation for the payment of 50% of the operating budgets for Rossville and Silver Lake libraries.

I thought it might be easier to view the 2017 financial results in a tabular format for each of the budgeted funds.

General Fund

Description	2017 Budget	2017 Actual	Difference
Revenues	\$13,900,546	\$13,901,877	\$1,331 over-budget
Expenditures	\$14,462,677	\$12,734,245	\$1,728,432 under-budget
Annual Revenues (-) Expenditures		\$1,167,632 annual revenues more than expenditures	
Description	2016 Actual	2017 Actual	Difference
Unencumbered Ending Cash Balance	\$3,105,758	\$4,289,984	\$1,184,226

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 2017 are favorable and show that: (1) none of beginning cash had to be used to fund the budget; (2) revenues were nearly on-target because of very good tax collection rates by Shawnee County; and (3) 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 \$1,050,000 in the Special Projects line item to fund projects on the multi-year master facilities plan to be carried forward to 2018; 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 2017 for the benefit of the community. Nearly all projects originally projected were funded and at least started. Accomplishments include: (1) completing Phase I renovations outlined in the Facilities Master Plan which includes the construction of eight collaborative work spaces for small groups, space reconfiguration in the north reading room to add study carrel desks, construction of a new entryway from the Café to the New Books/Media area and renovation of the Café's beverage area; (2) completing the front entry exterior remodel project; and (3) completing the demolition of the donated building at 1001 SW Garfield Avenue (parking lot paving will be complete in 2018).

Employee Benefit Fund – Page 6

With 100% of the budget year completed, 103% of the budgeted revenue has been received and 96% of the approved budget has been expended/encumbered. This compares to 2016 in which 113% of the budgeted revenue had been received and 80% of the approved budget had been expended/encumbered. The difference in revenues is due to the large refund from Blue Cross Blue Shield in 2016. The increased expenditures to-date are because of the higher-than-budgeted costs for health and dental insurance.

Employee Benefit Fund

Description	2017 Budget	2017 Actual	Difference
Revenues	\$1,930,408	\$1,985,199	\$54,791 over-budget
Expenditures	\$3,595,231	\$3,130,560	\$464,671 under-budget
Annual Revenues (-) Expenditures		\$1,145,361 annual revenues less than expenditures	
Description	2016 Actual	2017 Actual	Difference
Unencumbered Ending Cash Balance	\$1,895,762	\$750,732	\$1,145,030

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,951,991.

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	2017 Budget	2017 Actual	Difference
Revenues	\$1,638,148	\$1,651,548	\$13,400 over-budget
Expenditures	\$1,654,780	\$1,654,750	\$30 under-budget
Annual Revenues (-) Expenditures		\$3,202 annual revenues less than expenditures (as budgeted)	
Description	2016 Actual	2017 Actual	Difference
Unencumbered Ending Cash Balance	\$811,866	\$808,664	\$3,202

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	\$25,000.00	Westar Energy
Request for Proposal; Board resolution approved bid award on 11/16/17; approved operating budget for \$50,000; remainder from Library Foundation funds	Custom-made AdventureMobile vehicle	\$240,600.00	Farber Specialty Vehicles, Inc
Library materials	Hoopla online - Nov	\$17,873.88	Midwest Tape
Operating budget	Commercials airing January to August 2018; "Stay Curious" branding campaign	\$9,999.00	WIBW
Library materials	Annual online subscription to Consumer Reports	\$11,976.00	Ebsco Information Services
Library materials	Online service plan fee	\$15,000.00	Overdrive, Inc
Library materials	Hoopla online - Dec	\$18,000.00	Midwest Tape

Other Items:

- Below is a timeline for facilities projects in 2018:

Project	Request For Proposal Estimated Date	Board Consideration (Resolution) Estimated Date
Claire's Courtyard	2/1/2018	3/15/2018
Humidifier Replacement	2/1/2018	3/15/2018
Parking Lot at 1001 Garfield	3/1/2018	4/19/2018
Exterior Monument Signs	3/1/2018	4/19/2018
Roof Replacement	5/1/2018	6/14/2018
Circulation Plaza/Learning Center	8/1/2018	9/20/2018

- The audit of the 2017 financial year will begin Tuesday, January 16th. 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**

12/31/17

	<u>Balance 01/01/17</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 12/31/2017</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 3,474,253.57	\$ 13,901,877.44	\$ 12,714,265.95	\$ 4,661,865.06
Employee Benefits	1,897,110.00	1,985,199.01	3,130,465.33	\$ 751,843.68
Capital Improvement	2,024,187.93	13,613.37	78,610.47	\$ 1,959,190.83
Bond & Interest	811,865.64	1,651,548.28	1,654,750.00	\$ 808,663.92
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	0.00	52,707.80	52,707.80	\$ -
Federal, State & Local Grants	744.03	1,800.00	2,525.00	\$ 19.03
Other Special Revenue	696,404.29	395,797.82	469,776.44	\$ 622,425.67
Permanent Funds	200,630.77	5,901.19	-	\$ 206,531.96
Totals	<u>\$ 9,105,196.23</u>	<u>\$ 18,008,444.91</u>	<u>\$ 18,103,100.99</u>	<u>\$ 9,010,540.15</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,003,290.22
Restricted Funds-CoreFirst Bank-Checking	627,589.79
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,959,490.83
Cash on Hand	2,652.00
Petty Cash	220.00
Endowment Securities	206,531.96
Municipal Investment Pool - Overnight	4,719,627.21
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	87,736.90
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	664,478.73
Capitol Federal Savings - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 9,271,617.64</u>
Less Pending Claims (invoices posted, but not paid until next month)	4,292.77
Less Payroll Deduction and Employer Benefit Liabilities	181,596.11
Less Outstanding Checks	75,188.61
	<u>\$ 9,010,540.15</u>

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

12/31/17

	01/01/17 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	12/31/2017 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 3,474,253.57	\$ 13,901,877.44	\$ 351,902.86	\$ 12,362,363.09	\$ 4,661,865.06	\$ 371,881.53	\$ 4,289,983.53
Employee Benefit Fund	1,897,110.00	1,985,199.01	1,016.45	3,129,448.88	751,843.68	1,111.34	750,732.34
Capital Improvement Fund	2,024,187.93	13,613.37	62,688.96	15,921.51	1,959,190.83	7,200.00	1,951,990.83
Bond & Interest Fund	811,865.64	1,651,548.28		1,654,750.00	808,663.92		808,663.92
Non Major Governmental Funds							
<i>State Aid Fund</i>	0.00	52,707.80		52,707.80	0.00	-	0.00
<i>Federal & State Grants</i>							
Gallery Grants	444.03			425.00	19.03		19.03
Kansas Humanities Council Grant	300.00	1,800.00		2,100.00	-	-	-
<i>Other Special Revenue Funds</i>							
Art Collection	10,527.46	851.59		846.38	10,532.67	-	10,532.67
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	4.01	3,045.44		3,049.45	0.00		0.00
Cooking Neighborhood	-				-		-
French Gift - Library Materials	4,561.73	1.86	76.84	1,350.44	3,136.31	63.56	3,072.75
Friends	213,281.51	83,080.56	55,506.58	63,046.59	177,808.90	3,376.79	174,432.11
Fun Committee	2,220.03	1,933.06	100.00	2,484.19	1,568.90	-	1,568.90
Gallery Competitions/Exhibits	41,556.20	3,823.44		8,458.20	36,921.44	-	36,921.44
Gifts/Memorials (Undesignated)	221,956.92	264,151.31	17,081.31	210,706.08	258,320.84	178,300.21	80,020.63
Hathaway Trust - Library Materials	20,174.10	2,452.06	790.35	9,826.37	12,009.44	510.60	11,498.84
Health Neighborhood	601.55				601.55		601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	131,025.30	4,325.56	1,713.86	41,400.36	92,236.64	98.44	92,138.20
Lingo	-				-		-
NEH Expendable	1,032.40	3,000.22		2,624.20	1,408.42	-	1,408.42
Pets Neighborhood	33.58				33.58		33.58
Programming Fund	659.42	1.49		203.71	457.20	-	457.20
Red Carpet	8,253.12	3.35	1,415.36	352.63	6,488.48	75.27	6,413.21
Special Collections	7,501.81	3.17	1,838.17	-	5,666.81	-	5,666.81
Talking Books	-				-		-
Torluemke Landscaping	1,011.16	0.36		975.58	35.94	-	35.94
Wedding Neighborhood	-				-		-
Workshops	2,162.99	1.07			2,164.06		2,164.06
Youth Services	29,841.00	29,123.28	28,993.71	16,936.08	13,034.49	135.12	12,899.37
<i>Permanent Funds</i>							
Mertz Trust	200,630.77	5,901.19			206,531.96		206,531.96
TOTALS	\$ 9,105,196.23	\$ 18,008,444.91	\$ 523,124.45	\$ 17,579,976.54	\$ 9,010,540.15	\$ 562,752.86	\$ 8,447,787.29

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

12/31/17

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 12/31/2017</u>
				100.0%
Ad Valorem Property Tax	\$ 12,278,880.00	\$ 12,025,679.28	\$ (253,200.72)	98%
Revitalization Rebates	(158,036.00)	(158,443.83)	\$ (407.83)	100%
Back Tax	-	176,917.95	\$ 176,917.95	N/A
Motor Vehicle Tax	1,293,215.00	1,384,395.27	\$ 91,180.27	107%
Recreational Vehicle Tax	10,653.00	12,700.74	\$ 2,047.74	119%
16/20 M Vehicle Tax	5,841.00	5,493.43	\$ (347.57)	94%
In Lieu of Tax	20,200.00	646.37	\$ (19,553.63)	3%
Watercraft Special Tax**	10,379.00	-	\$ (10,379.00)	0%
Commercial Vehicle Fees	43,958.00	43,599.94	\$ (358.06)	99%
E-Rate Reimbursement	61,400.00	32,699.32	\$ (28,700.68)	53%
Miscellaneous Revenue	3,000.00	4,843.36	\$ 1,843.36	161%
Miscellaneous Revenue - Recyclg	-	1,444.65	\$ 1,444.65	N/A
Salary Refunds-Foundation	90,114.00	93,292.63	\$ 3,178.63	104%
Salary Refunds-Friends	30,215.00	41,213.96	\$ 10,998.96	136%
Salary Refunds-Shawnee Cty	20,852.00	22,220.50	\$ 1,368.50	107%
Vending Machines	4,000.00	3,790.51	\$ (209.49)	95%
Pay to Sam	-	74.07	\$ 74.07	N/A
Overdue Fees*	172,000.00	147,517.07	\$ (24,482.93)	86%
Debt Collect	-	3,344.94	\$ 3,344.94	N/A
ILL Fees	150.00	576.26	\$ 426.26	384%
Mailing Fees	-	106.66	\$ 106.66	N/A
Non Resident Card Fee	425.00	1,360.00	\$ 935.00	320%
Obituary Fees	600.00	532.00	\$ (68.00)	89%
Meeting Room Charges	9,000.00	5,080.00	\$ (3,920.00)	56%
Monday Market Fees	500.00	895.00	\$ 395.00	179%
Foundation Distribution	-	198.98	\$ 198.98	N/A
Interest Received-Investments	3,200.00	51,698.38	\$ 48,498.38	1616%
Library Treasurer's Balance	2,162,131.00	-	-	N/A
TOTALS	<u>\$ 16,062,677.00</u>	<u>\$ 13,901,877.44</u>	<u>\$ 1,331.44</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**

12/31/17

	<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	630,858.00	597,467.24		33,390.76	95%
Salaries-Overtime	10,000.00	10,552.16		(552.16)	106%
Salaries-Security	302,603.00	289,981.47		12,621.53	96%
Salaries-Shelvers	194,367.00	124,145.90		70,221.10	64%
Salaries-Staff	7,246,228.00	7,136,863.04		109,364.96	98%
Conferences	95,700.00	76,399.97	3,171.96	16,128.07	83%
Staff Development & Training	34,000.00	12,865.54	1,649.00	19,485.46	43%
Mileage	11,440.00	8,140.41	512.84	2,786.75	76%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	1,196.71	108.19	1,195.10	52%
Materials-Periodicals	40,000.00	38,536.71		1,463.29	96%
Materials-Print/Non-Print <1 YR	465,400.00	443,162.95	19,925.63	2,311.42	100%
Materials-Print/Non-Print	1,229,030.00	1,202,962.56	23,811.19	2,256.25	100%
OPERATIONS:					
Art Purchases	5,000.00	-		5,000.00	0%
Cataloging and ILL Services	73,000.00	78,168.57	6,258.71	(11,427.28)	116%
Contracted-Digital Services	350,510.00	292,406.87	10,775.19	47,327.94	86%
Contracted-Facilities	216,000.00	225,504.03	18,948.51	(28,452.54)	113%
Contracted-Equipment	58,000.00	53,587.29	1,214.94	3,197.77	94%
Contracted-Professional	389,000.00	189,031.22	32,299.44	167,669.34	57%
Contracted-E-Rate Services	5,530.00	4,168.29		1,361.71	75%
Digital Services Support	257,500.00	144,335.56	3,416.51	109,747.93	57%
Furniture/Equipment	61,500.00	26,499.67	-	35,000.33	43%
Insurance	45,000.00	47,868.00	-	(2,868.00)	106%
Marketing & Communication	30,000.00	13,572.41	16,077.70	349.89	99%
Memberships/Dues	22,500.00	19,331.23	-	3,168.77	86%
Miscellaneous	5,000.00	2,951.04	751.50	1,297.46	74%
Payments to Other Libraries	95,111.00	96,271.00	-	(1,160.00)	101%
Postage/Shipping	126,250.00	79,165.30	-	47,084.70	63%
Printing	99,800.00	92,570.06	4,578.00	2,651.94	97%
Programming	30,000.00	29,795.84	200.27	3.89	100%
Special Projects	1,540,000.00	305,120.44	184,879.56	1,050,000.00	32%
Supplies-Facilities	76,000.00	56,785.00	2,584.72	16,630.28	78%
Supplies-Office/Library	77,500.00	60,398.15	1,593.78	15,508.07	80%
Supplies-Processing	38,000.00	42,675.79	512.79	(5,188.58)	114%
Telecommunications	87,300.00	71,707.03	3,763.00	11,829.97	86%
Utilities-Electric	340,000.00	356,265.37	25,050.00	(41,315.37)	112%
Utilities-Gas	65,000.00	42,574.96	6,160.00	16,265.04	75%
Utilities-Water/Sewage	35,000.00	24,426.62	1,616.10	8,957.28	74%
Vehicle-Gas	35,650.00	25,854.64	2,022.00	7,773.36	78%
Vehicle-Repair	30,000.00	32,618.52	-	(2,618.52)	109%
Contingency/Fund Balance	1,600,000.00			-	0%
Cash Long/Short		35.63		(35.63)	N/A
TOTALS	\$ 16,062,677.00	\$ 12,362,363.09	\$ 371,881.53	\$ 1,728,432.38	88%

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

12/31/17

	<u>2017 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/17	\$ 2,162,131.00	\$ 3,105,757.78	
<u>Revenue:</u>			
Ad Valorem Property Tax	12,278,880.00	12,025,679.28	98%
Revitalization Rebates	(158,036.00)	(158,443.83)	100%
Back Tax	-	176,917.95	N/A
Motor Vehicle Tax	1,293,215.00	1,384,395.27	107%
Recreational Vehicle Tax	10,653.00	12,700.74	119%
16/20M Vehicle Tax	5,841.00	5,493.43	94%
In Lieu of Tax	20,200.00	646.37	3%
Watercraft Special Tax	10,379.00	-	0%
Commercial Vehicle Fees	43,958.00	43,599.94	99%
E-Rate Reimbursement	61,400.00	32,699.32	53%
Fees and Charges	189,675.00	168,119.87	89%
Reimbursements	141,181.00	158,370.72	112%
Interest on Idle Funds	3,200.00	51,698.38	1616%
	<u>\$ 13,900,546.00</u>	<u>\$ 13,901,877.44</u>	100%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,390,456.00	8,165,409.71	97%
Other Staff Support Costs	141,140.00	102,739.72	73%
Library Collections	1,736,930.00	1,729,703.94	100%
Contracted Services	1,092,040.00	912,363.06	84%
Digital Services Support	257,500.00	147,752.07	57%
Furniture/Equipment/Art	66,500.00	26,499.67	40%
Payments to Other Libraries	95,111.00	96,271.00	101%
Special Projects	1,540,000.00	490,000.00	32%
Utilities & Telecommunications	527,300.00	531,563.08	101%
Vehicles	65,650.00	60,495.16	92%
Other Operating Expenditures	550,050.00	471,447.21	86%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,062,677.00</u>	<u>\$ 12,734,244.62</u>	88%
Prior Year Canceled Purchase Orders		<u>\$ 16,592.93</u>	
Unencumbered Balance 12/31/17	\$ -	<u><u>\$ 4,289,983.53</u></u>	

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

12/31/17

EMPLOYEE BENEFITS

	2017 Budget	Year To Date	%
Balance 01/01/17	\$ 1,664,823.00	\$ 1,895,762.00	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 1,540,725.00	\$ 1,510,966.39	98%
Revitalization Rebates	(20,038.00)	(20,159.66)	101%
Back Tax	-	42,348.55	
Motor Vehicle Tax	307,619.00	330,204.60	107%
Recreational Vehicle Tax	2,534.00	3,027.06	119%
16/20M Vehicle Tax	1,390.00	1,435.59	103%
In Lieu of Tax	5,600.00	81.16	1%
Watercraft Special Tax*	2,469.00	-	0%
Commercial Vehicle Fees	10,456.00	10,431.93	100%
Refund-Fringe Benefits-Foundation	25,290.00	27,434.38	108%
Refund-Fringe Benefits-Friends	22,822.00	22,392.29	98%
Refund-Fringe Benefits-Shawnee Cty	10,556.00	14,870.30	141%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	817.03	0%
Retiree Payments BC/BS	20,285.00	30,923.46	152%
Interest on Idle Funds	700.00	10,425.93	0%
	\$ 1,930,408.00	\$ 1,985,199.01	103%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,900.00	\$ 6,564.36	95%
Cafeteria Plan Administration Fees	4,080.00	3,407.00	84%
Social Security/Medicare	641,867.00	581,670.76	91%
Ks Public Employees Retirement Sys	721,174.00	685,524.43	95%
Worker's Compensation	78,700.00	65,064.84	83%
Unemployment Tax	8,390.00	6,040.82	72%
Health/Dental Insurance**	1,784,120.00	1,782,288.01	100%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 3,595,231.00	\$ 3,130,560.22	96%
Prior Year Canceled Purchase Orders		\$ 331.55	
Unencumbered Balance 12/31/17	\$ -	\$ 750,732.34	

* 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.

** This includes Library contributions to Health Savings Accts budgeted @ \$142,120 with \$142,840 spent YTD.

CAPITAL IMPROVEMENT

Balance 01/01/17	\$ 1,955,532.31
<u>Revenue:</u>	
Interest received	13,613.37
	\$ 13,613.37
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	12,298.51
Capital Outlay	10,823.00
	23,121.51
Prior Year Canceled Purchase Orders	5,966.66
Unencumbered Balance 12/31/17	\$ 1,951,990.83

STATE AID

Balance 01/01/17	\$ -	\$ -
<u>Revenue:</u>		
State Aid	60,000.00	52,707.80
	\$ 60,000.00	\$ 52,707.80
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services	60,000.00	0
Digital Services Support		15,610.71
Materials-Print/Non-Print <1 YR		0.03
Special Projects		37,097.06
	\$ 60,000.00	\$ 52,707.80
Unencumbered Balance 12/31/17	\$ -	\$ -

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

12/31/17

	<u>2017 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/17	\$ 766,632.00	\$ 811,865.64	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,474,129.00	1,444,333.73	98%
Revitalization Rebates	(18,995.00)	(19,056.50)	100%
Back Tax	-	23,866.61	
Motor Vehicle Tax	170,003.00	182,552.75	107%
Recreational Vehicle Tax	1,400.00	1,673.49	120%
16/20M Vehicle Tax	768.00	796.39	104%
In Lieu of Tax	2,700.00	77.62	3%
Watercraft Special Tax*	1,364.00	-	0%
Commercial Vehicle Fees	5,779.00	5,766.82	100%
Interest on Idle Funds	1,000.00	11,537.37	1154%
	<u>\$ 1,638,148.00</u>	<u>\$ 1,651,548.28</u>	101%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,500,000.00	\$ 1,500,000.00	100%
Interest	154,750.00	154,750.00	100%
Wire Transfer Fees	30.00	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,404,780.00</u>	<u>\$ 1,654,750.00</u>	100%
 Unencumbered Balance 12/31/17	 \$ -	 \$ 808,663.92	

* 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, 2017

Capital Improvement Funds-VisionBank

\$ 1,959,490.83 at 1.19% (money market account)

Municipal Investment Pool

\$ 4,719,627.21 operating funds in "overnight pool"*; available for transfer whenever needed

Bond & Interest Fd; 100-day
87,736.90 10/23/17 at .96%; maturity 1/31/18

\$ 4,807,364.11

* rates vary by day - average December 1-31, 2017 was .8857%

Capital City Bank (per investment bid approved 2/16/17)

\$ 664,478.73 Certificate of Deposit for Bond & Interest Fd;
10/29/17 @ 1.22%; 1/26/18 maturity

Principal Balance of Outstanding Bonds

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

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2017

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	12/7/2017	PAYCOM PAYROLL LLC	Federal W/H	\$ 27,643.91	-98896
10	21502	0	12/7/2017	PAYCOM PAYROLL LLC	State W/H	\$ 10,203.90	-98896
15	21521	0	12/7/2017	PAYCOM PAYROLL LLC	State Unemployment	\$ 23.81	-98896
10	21503	0	12/7/2017	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,354.65	-98896
15	21504	0	12/7/2017	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,354.65	-98896
10	21503	0	12/7/2017	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,150.04	-98896
15	21504	0	12/7/2017	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,150.04	-98896
10	21514	0	12/7/2017	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 212.69	-98896
10	21518	0	12/7/2017	PAYCOM PAYROLL LLC	Garnishments	\$ 756.13	-98896
10	41000	313	12/7/2017	PAYCOM PAYROLL LLC	Paycom bundle	\$ 1,865.86	-98896
10	41000	313	12/7/2017	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 368.88	-98896
				<i>Remittance of payroll taxes</i>		\$ 84,084.56	-98896 Total
10	21505	0	12/13/2017	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,602.54	-98891
15	21516	0	12/13/2017	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 24,819.53	-98891
15	21517	0	12/13/2017	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,933.79	-98891
10	21524	0	12/13/2017	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 170.08	-98891
10	21513	0	12/13/2017	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 753.65	-98891
				<i>Remittance of pension benefit contributions</i>		\$ 46,279.59	-98891 Total
10	21501	0	12/21/2017	PAYCOM PAYROLL LLC	Federal W/H	\$ 30,880.75	-98889
10	21502	0	12/21/2017	PAYCOM PAYROLL LLC	State W/H	\$ 11,032.30	-98889
15	21521	0	12/21/2017	PAYCOM PAYROLL LLC	State Unemployment	\$ 18.75	-98889
10	21503	0	12/21/2017	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,746.00	-98889
15	21504	0	12/21/2017	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,746.00	-98889
10	21503	0	12/21/2017	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,475.45	-98889
15	21504	0	12/21/2017	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,475.45	-98889
10	21514	0	12/21/2017	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 212.69	-98889
10	21518	0	12/21/2017	PAYCOM PAYROLL LLC	Garnishments	\$ 943.84	-98889
10	41000	313	12/21/2017	PAYCOM PAYROLL LLC	Paycom bundle	\$ 1,864.16	-98889
10	41000	313	12/21/2017	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 372.36	-98889
				<i>Remittance of payroll taxes</i>		\$ 91,767.75	-98889 Total
10	21509	0	12/22/2017	MOW EMPLOYEE BENEFIT PLANS	Deferred Comp EE Portion	\$ 10,400.00	-98887
				<i>Remittance of pension benefit employee contributions to 457 plan</i>		\$ 10,400.00	-98887 Total
10	21505	0	12/27/2017	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,940.14	-98886
15	21516	0	12/27/2017	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,705.60	-98886
15	21517	0	12/27/2017	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,156.65	-98886
10	21524	0	12/27/2017	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 170.08	-98886
				<i>Remittance of pension benefit contributions</i>		\$ 48,972.47	-98886 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2017

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
35	41000	313	12/14/2017	TEVIS ARCHITECTURAL GROUP	<i>Marian Clinic demo/future</i>	\$ 217.50	11189
35	41000	313	12/14/2017	TEVIS ARCHITECTURAL GROUP	<i>West Courtyard</i>	\$ 12,063.81	11189
49	41000	738	12/14/2017	TEVIS ARCHITECTURAL GROUP	<i>FMP Phase I new base</i>	\$ 3,742.90	11189
49	41000	738	12/14/2017	TEVIS ARCHITECTURAL GROUP	<i>FMP Phase I FF&E</i>	\$ 187.50	11189
						\$ 16,211.71	11189 Total
35	41000	912	12/18/2017	FARBER SPECIALTY VEHICLES, INC.	AdventureMobile	\$ 60,150.00	11190
					<i>Bid approved by Board on 11/16/17; first 25% installment</i>	\$ 60,150.00	11190 Total
10	41000	736	12/4/2017	KELLEY CONSTRUCTION CO., INC.	FMP,Phase 1 interior proj	\$ 27,875.04	91404
					<i>Board approved project/bid award on 3/16/17</i>	\$ 27,875.04	91404 Total
10	41000	720	12/4/2017	ROSSVILLE COMMUNITY LIBRARY	50% Annual Bdgt for 2018	\$ 44,726.00	91405
					<i>As required by Kansas Statute</i>	\$ 44,726.00	91405 Total
10	41000	720	12/4/2017	SILVER LAKE LIBRARY	50% Annual Bdgt for 2018	\$ 51,545.00	91406
					<i>As required by Kansas Statute</i>	\$ 51,545.00	91406 Total
10	21512	0	12/14/2017	DELTA DENTAL OF KANSAS, INC	<i>Dec. 2017</i>	\$ 2,101.28	91437
15	21512	0	12/14/2017	DELTA DENTAL OF KANSAS, INC	<i>Dec. 2017</i>	\$ 8,585.30	91437
						\$ 10,686.58	91437 Total
10	41000	736	12/14/2017	KELLEY CONSTRUCTION CO., INC.	FMP,Phase 1 interior proj	\$ 18,236.55	91449
					<i>Board approved project/bid award on 3/16/17</i>	\$ 18,236.55	91449 Total
10	41000	301	12/14/2017	OCLC, INC.	oclc cataloging & ill	\$ 6,258.71	91452
10	41000	301	12/14/2017	OCLC, INC.	Discount	\$ (5.01)	91452
					<i>Monthly fee for cataloging and interlibrary loan database in 20167approved operating budget</i>	\$ 6,253.70	91452 Total
10	41000	351	12/14/2017	WESTAR ENERGY	<i>2017 Electric service</i>	\$ 27,424.99	91461
						\$ 27,424.99	91461 Total
10	41000	326	12/21/2017	MORRIS PUBLISHING GROUP	Library News 2017	\$ 12,365.85	91484
					<i>Publication in 2017 approved operating budget</i>	\$ 12,365.85	91484 Total
10	41000	312	12/21/2017	PITNEY BOWES INC.	New Lease	\$ 2,598.54	91487
10	41000	312	12/21/2017	PITNEY BOWES INC.	Lease #412	\$ 2,668.41	91487
					<i>2017 approved operating budget - Quarterly lease payments for mailing and postage equipment</i>	\$ 5,266.95	91487 Total
						\$ 562,246.74	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

January 2018

Library News and Project Updates

Blue Cross Blue Shield of Kansas Presentation

BCBSK Consultant Jeremy Ignoto will present information on the current health care environment and the process BCBSK uses to determine rates. This is in response to the feedback trustees shared with me in August. You asked for more information earlier in the fiscal year, specifically on projected health care increases and issues that might affect costs. This session is designed to begin providing more background on health insurance and better preparation for the budget work sessions in June and July.

Dolly Parton's Imagination Library (DPIL)

As of December 31, 2017, there are 3,542 children registered for the Dolly Parton's Imagination Library. The attached graphic provides additional information regarding ratio of participation by gender, age, and zip code. In addition, a graphic is included showing the progress of fundraising for the DPIL project.

The Statistical Picture and Facilities Master Plan update

Thad Hartman will present statistical information for 2017 and provide an update on Facilities Master Plans projects for 2018.

Operations and Departmental Reports

- LeAnn Brungardt reports on Youth Services programs and highlights for December.
- David King provides updates on Digital Services projects.
- Scarlett Fisher-Herremann of Technical Services shares the adventure of procuring copies of a new hot best seller for our customers.

Agenda Items

Named Recognition Recommendation

Last month the Board conducted its first reading of two Named Recognition recommendations for one of the new Team Rooms and a new table in the living room/new book area. The Library Foundation Executive Director Nancy Lindberg has secured donations for these two naming opportunities. A resolution is included in the board packet. The process for naming recognitions as outlined in the Named Recognition Policy is included for your review.

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.

Accreditation as a Major Resource Library, Library Development Program, Northeast Kansas Library System (NEKLS)

The Northeast Kansas Library System (NEKLS) has an accreditation program. We review our compliance with service, governance and operational standards every three years and submit our findings first to you as our governing board and then to the NEKLS management and board. This accreditation process raises the bar for quality library services throughout our region and sets high standards for library services, collections and programs. Please note that we are rated as a Major Resource Library, which is the highest tier service level.

Professional Activities/Community Contacts

January 3, 2018 attended executive committee meeting for LYRASIS Board of Trustees
January 4, 2018 conference call with consultant David McGarva regarding Lethbridge Public Library (Alberta, Canada) continuous improvement project
January 4, 2018 attended Joint Economic Development Organization Broadband project committee meeting
January 5, 2018 met with Mary Ghikas, Interim Executive Director of ALA
January 8, 2018 met with Glenda DuBois of Heartland Visioning
January 8, 2018 attended The Library Foundation Finance Committee meeting
January 8, 2018 presentation on library to Alpha Delta Kappa, an International Honorary Organization for Women Educators
January 9, 2018 attended Momentum 2022 Metrics Task Force meeting
January 9, 2018 attended the Friends of the Library Board meeting
January 10, 2018 conference call for the LYRASIS Board Executive Team
January 10, 2018 conference call to debrief on the Public Library Association Cox Digital Literacy Project

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library 1/12/2018

Youth Services Board Report for December
Submitted by: LeAnn Brungardt, Supervisor
Marie Pyko, Director

Highlights:

The most exciting news that I have to share is that we have filled one of the open positions in Youth Services. Natalie Moreland has been promoted from Specialist to our new Kids' Passion for Learning Librarian. Natalie brings with her a recently earned MLS and a BA in both education and music. She has experience working with kids through her Specialist work here at the library as well as through scouting and church. Her first day in that role is January 16.

That means we are still currently down our Teen and Young Adult Best Life Librarian and now a full time Specialist role. Interviews for the Best Life Librarian begin later this week.

As you can tell by the job titles, we are changing the focus of these positions. We are still keeping the age group focus so that we make sure that we are addressing the developmental needs of all the ages we serve, but additionally we are focusing on the impact goals to ensure that we keep attention there too. When fully staffed Youth Services has 5 full time librarians.

On a different note, I wanted to make mention of one of our more recent programs for school age kids. It is a Lego® club. It began at the start of the school year. At the last program there were 26 kids in attendance which is high attendance for an afterschool program opportunity. Really it is a time for kids to be creative and have fun with other FOL (fans of Lego®).

It is also more than that. Kids are given a different challenge each time. They have created dinosaurs (real and imagined), emoji's, and the tallest structure they could within the time limit. Materials are supplied for reference and to spur creativity. At the end, all creations are gathered to be used for display purposes until the next club meeting. It has been a great addition to our program lineup. This program is coordinated by our newest librarian Natalie Moreland.



Digital Services

Submitted by: David King, Director

The reservation system for our new Team Rooms is installed and working well. It's also very intuitive - our customers have been seen walking up to the iPads and just figuring it out! As a reminder, you can now reserve Team Rooms from our website for up to a week in advance. You can also walk up to the iPad at a room and reserve it if it's open.

Technical Services

Submitted by: Scarlett Fisher-Herreman, Supervisor

Paul Brennan, Director

Fire, fury, frenzy, Friday, January 5th: a day when these words converged upon our library. The new book, *Fire and Fury: Inside the Trump White House*, by Michael Wolff is consuming the attention of readers across the nation. Like most libraries and bookstores and online retailers (including Amazon), we weren't quite ready for the sudden, intense demand for this title. Twice in a single day, I watched our book supplier Baker & Taylor double their backorder for copies from the book's publisher, Henry Holt. The publisher also underestimated demand for the title, printing only 150,000 copies with 1 million orders placed by release date. The publisher also moved up the release date of the title, further complicating access to the small number of copies available to retailers.

As with the Harry Potter books, demand from our customers has been extremely robust. However, unlike Harry Potter, demand for this title went from nothing to overwhelming in the course of just a couple of days.

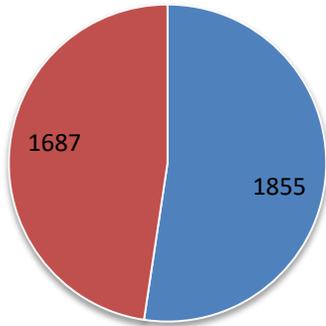
Unfortunately, our distributor Baker & Taylor, was not able to ship us copies in time for the release date of January 5th. As we had many customers inquiring about the book, we formed a quick action plan to make it available on the release day. Overdrive turned on access to the ebook and digital audiobook versions on Friday, 1/5. We quickly purchased multiple licenses so an electronic version would be available to customers. I then placed an early morning call to our local Barnes & Noble store. They graciously agreed to set aside a few copies of the book for us however they did not yet have copies of the book from their supplier. They contacted us back in the late morning with a confirmation the copies had arrived and we zipped over to purchase them. Given the extreme demand for the book and the limited supply at our local store, they would only allow us to purchase 5 copies. We speedily prepared them for the Nonfiction 14-Day Express collection and had them on the shelf by early afternoon. Moving forward, we will put into circulation the additional copies of this book we've purchased as soon as we get them from Baker & Taylor.

Demand for this book presents the library with an opportunity to connect with our customers and community. I'm heartened that our customers turn to the library as the go-to place to get a copy of the latest must-read. We will continue to develop strategies to anticipate demand for new titles. I'm not sure when we'll see another rush as intense as this for one book, but we will be surveying the horizon to better assess what might be coming our way. Our engaged community of readers is counting on us.

Number of Participants Served: **3,542**

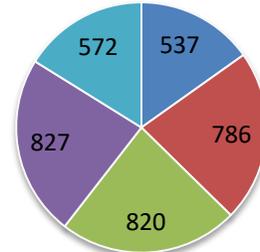
Sex of Participants

Male Female

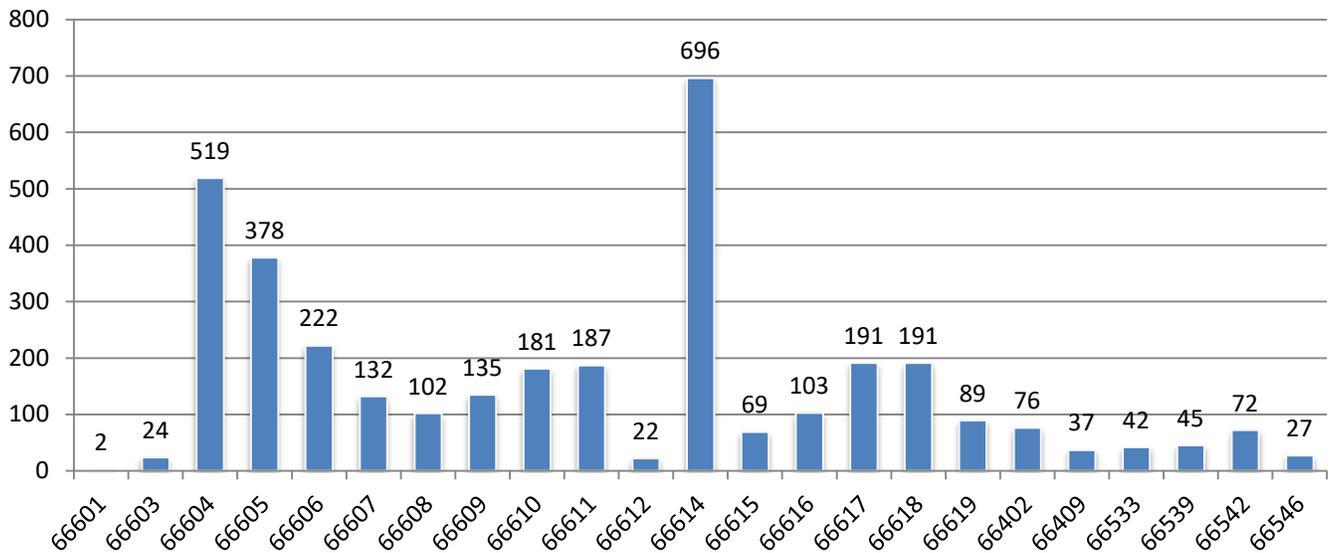


Age of Children

4 yr olds 3 yr olds 2 yr olds
1 yr olds Born This Year

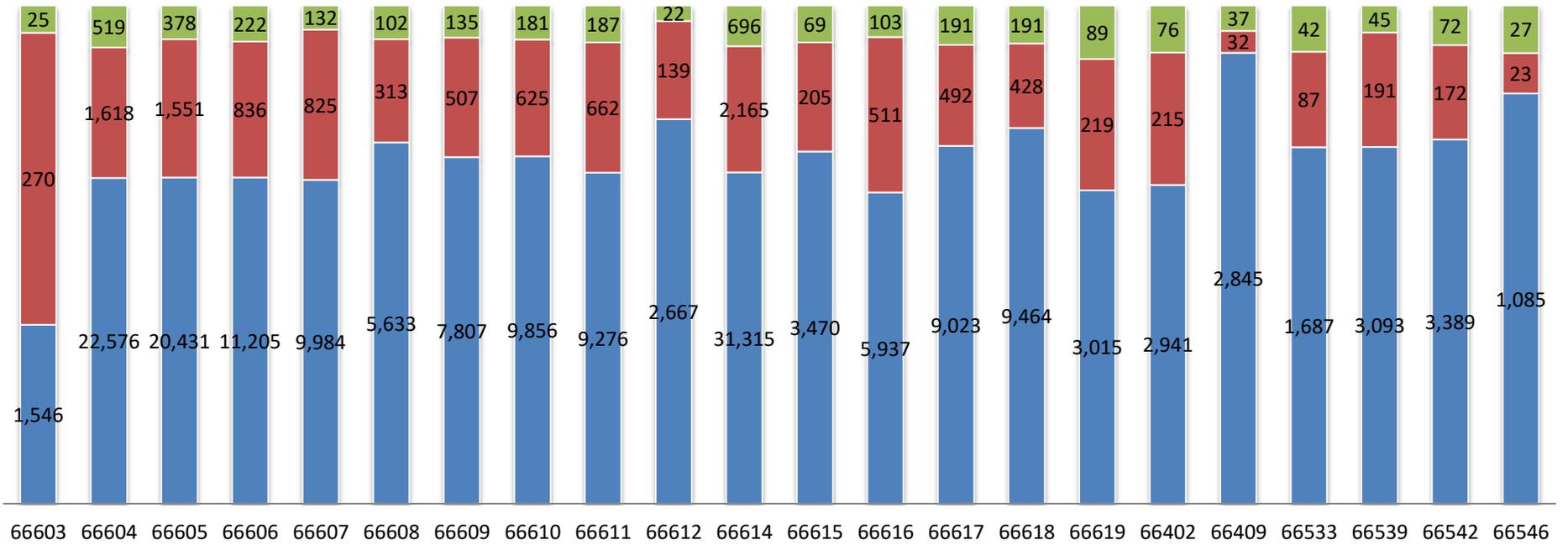


Zip Codes of Children

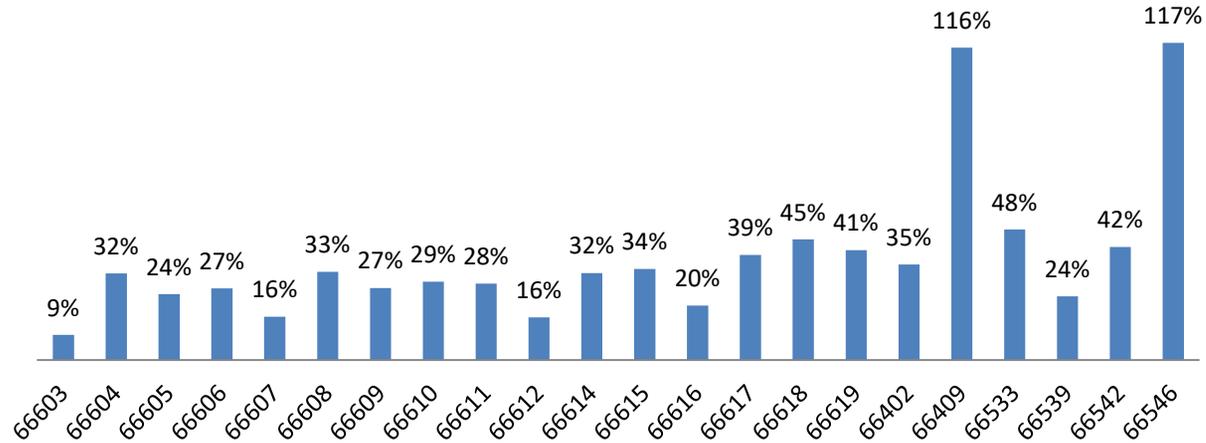


December 2017 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



2017 STATISTICAL HIGHLIGHTS

CIRCULATION

CIRCULATION INCREASED 5.3% IN 2017

2016 total circulation
2.40 MILLION

2017 total circulation
2.53 MILLION



Year end circulation total comparison for previous 5 years



The year end circulation total of 2.53 million is the second highest of all time.

MAJOR FACTORS IN OUR YEAR END CIRCULATION TOTAL INCLUDE:



Of all of our books collections, Juvenile Fiction had the highest increase in circulation at 9.7%. One of the possible reasons was the elimination of overdue fines on kids books.



Digital downloads increased 18.1% and accounted for 14.5% of total circulation.



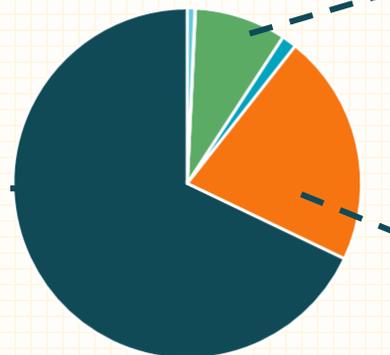
Collections that experienced the largest decreases in circulation include Adult Audiobooks (-6.1%) and Adult Music (-5.5%). This is most likely explained by the rising popularity of digital downloads.

CARDHOLDERS



At the end of 2017 80,977 people had active library cards. This is down 3.8% from the end of 2016. This reduction is most likely explained by database cleanup.

65%
Adults in
Shawnee
County



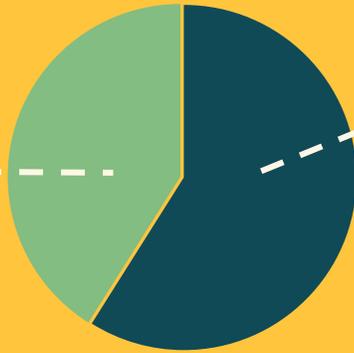
9%
Customers
in NEKLS

24%
Kids in
Shawnee
County

Breakdown of TSCPL cardholders

COLLECTION

At the end of 2017 we had **434,162 physical items** in our collection, including books, movies, and CDs.



At the end of 2017 we had **623,408 items in our digital download collection** via services like Hoopla and Overdrive. This includes eBooks, eAudiobooks, movies, and music.

Our combined physical and digital collections give customers **over 1 million** items to choose from!

REFERENCE QUESTIONS

The number of reference questions increased 3.4% from 2016. This increase is most likely a result of more accurate tracking of telephone reference questions compared to 2016.

77%
Public
Services



4%

Topeka
Room

19%

Kids Library

DIGITAL BRANCH

In 2017 there were **350,380** unique visits to the Digital Branch.

This is up **4.7%** from 2016.



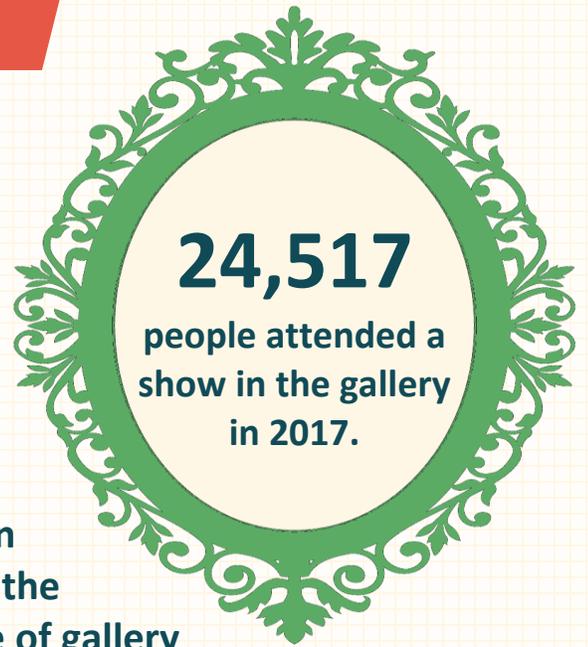
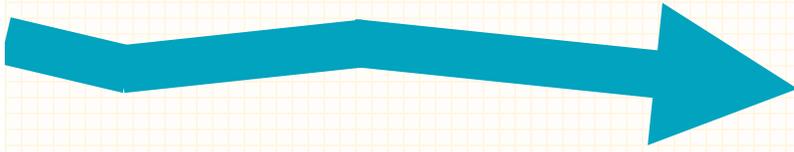
There are 15,945 people who have liked the Library's Facebook page.



There are 6,975 people who follow the Library on Twitter.

PROGRAMMING

-2.8%



Program attendance decreased 2.8% from 2016. In 2017 91,207 people attended a library program at the main building or at a remote location. Attendance of gallery shows increased 8.9% compared to 2016, thanks in large part to the overwhelming success of the kids exhibit.

MEETING ROOMS



ROOMS BOOKED

7.2% ↑

9,006 meeting rooms
booked in 2017
compared to 8,400 in
2016.



HOURS BOOKED

15.2% ↑

51,403 meeting room
hours booked in 2017
compared to 44,626 in
2016.



ATTENDANCE

6.0% ↓

An estimated
attendance of 148,332
at meeting room
events in 2017
compared to 157,739



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

**BOARD OF TRUSTEES
January 18, 2018**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees accepts the recommendation of The Library Foundation Board of Trustees and the Chief Executive Officer, Gina Millsap that Team Room #3 of the new collaboration spaces be named The Taylor Room in honor of retired library employee and dedicated Friends of the Library volunteer Warren E. Taylor and his mother Velva C. Taylor in appreciation for Warren Taylor’s gift, until such time as the Team Rooms are no longer used for this purpose.

Be it also resolved that the Topeka and Shawnee County Public Library Board of Trustees accepts the recommendation of The Library Foundation Board of Trustees and the Chief Executive Officer, Gina Millsap that a table in the “living room/new book” area of the library be named in memory of Tonya Marie Swearingen in appreciation for her daughter Ariel Smith’s gift until such time as the table is no longer used or is deleted from the library’s inventory.

Background Information:

In compliance with the Board of Trustees Named Recognition Policy, the first reading of these named recognition recommendations was acknowledged at the December 21, 2017 Board of Trustees meeting. The second reading and action takes place at the January 18, 2018 Board of Trustees meeting.

Retired library employee and dedicated Friends of the Library volunteer Warren Taylor has pledged \$20,000 to the library for the naming of Team Room #3 of the new collaboration. Ariel Smith provided a gift of \$500 in memory of her mother for purchase of a table in the “living room/new book area of the library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



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



Resolution – Accreditation Application (Northeast Kansas Library System)

**BOARD OF TRUSTEES
January 18, 2018**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Accreditation Application to the Northeast Kansas Library System.

Background information:

The Northeast Kansas Library System (NEKLS) has an accreditation program. The library reviews its compliance with service, governance and operation standards every three years and submits its finding to the Board of Trustees as the governing board and then to the NEKLS management and board.

This accreditation process raises the bar for quality library services throughout the northeast region and sets high standards for library services, collections and programs. Please note that the Topeka and Shawnee County Public Library is rated as a Major Resource Library, which is the highest tier service level.

The Accreditation Application is attached.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Accreditation Application
Northeast Kansas Library System
Library Development Accreditation Program

Library Name Topeka & Shawnee County Public Library

Accreditation Service Level Major Resource Library

The Library Development Accreditation Program is intended to encourage and recognize attainment of the standards for public library service in the Northeast Kansas Library System. All public libraries are encouraged to participate in the accreditation program, and accreditation certificates will be awarded to libraries upon approval of accreditation applications.

The Accreditation Program is a *requirement* for those eligible libraries applying for a Library Development grant.

Accreditation will remain valid through the end of the three-year accreditation period; however, quantifiable standards will be verified annually using the library's most recent annual statistical report to the State Library of Kansas. Continued achievement of those standards within the accreditation period is required for yearly grant eligibility.

The library may choose to apply for accreditation at the level of service that the library determines to be appropriate for its community. Standards are intended to apply to the main or central library location in libraries operating multiple branch libraries.

Libraries may request a waiver of any standard. The System Director will consider requests for waivers and decisions may be appealed to the Executive Board of the Northeast Kansas Library System. *NEKLS may grant a waiver in order to provide libraries sufficient time to achieve a standard that is "in process."* When requesting a waiver, libraries must provide a proposed timeline for achieving the standard.

LIBRARY SERVICE LEVELS

The library service levels in the Library Development Accreditation program of the Northeast Kansas Library System are adapted from those contained in *2016 Standards for Kansas Public Libraries*:

Gateway Library	Major Service Center I
Linking Library	Major Service Center II
Service Center I	Major Service Center III
Service Center II	Major Resource Library

Standards listed apply to all service levels unless specified otherwise. Some standards (numbers 22, 23, 32, 33, 34, 38 and 39) only apply to specific service levels. For those standards with multiple choices, select the applicable choice for the accreditation level for which you are applying. If your service level is not listed, it does not apply.

CERTIFICATION

We hereby apply for Library Development Accreditation from the Northeast Kansas Library System.

We certify that:

1. The library is a legally established, tax-supported public library, and is a member of the Northeast Kansas Library System.
2. This Library Development accreditation application was discussed and approved at a library board meeting with a quorum of board members present.
3. Copies of the library's current bylaws, policies and strategic or long-range plan have been provided to the Northeast Kansas Library System in printed or electronic form as part of this application.
4. The library meets all Library Development Standards for the service level specified, except where waivers have been approved by the Northeast Kansas Library System.
5. The library intends to remain in compliance with Library Development standards throughout the period of accreditation.
6. The library has a good-faith intent to meet any agreement with the Northeast Kansas Library System to implement during the agreed time any standard that has been waived.

CERTIFIED BY:

Library Board President

Library Director

Date

Date

Topeka & Shawnee County Public Library
Library Name

Structure and Governance

Yes No

- ___ 1. The library is governed by an appointed or elected library board exercising the authorities provided in state statutes, including but not limited to: (a) maintain the library board's legal status as a body corporate and politic with authority to adopt library policies and regulations; (b) employ and set compensation of a librarian; (c) accept and administer, and invest grants and gifts received; (d) pay out funds collected for operation of the library, and (f) other board authorities as provided in statutes.
- ___ 2. The library board operates under appropriate budget and financial procedures:
- The treasurer of the board is bonded as required by KSA 12-1226.
 - Financial reports are provided to the board at each board meeting.
 - Statutory requirements for auditing of library accounts are followed.
 - Appropriate procedures for internal financial controls are implemented. Such procedures require that at least two persons examine and approve payments from library funds.
- See Appendix D for details*
- ___ 3. The library board employs a paid library director, and delegates management of the library to the library director within the policies and budget approved by the library board. The director acts as the library's chief executive officer, and is responsible for hiring, firing and evaluating employees.
- ___ 4. The library board approves and implements a written personnel policy. The library director implements and manages personnel policies and procedures.
- ___ 5. Liability insurance for the library is maintained by the library board or the library's parent government body (city, township or county), and a copy of the current insurance policy is on file at the library. *See Appendix D for details.*
- ___ 6. Library financial records are maintained on file at the library, and are available in accord with Kansas Open Records Act requirements.

Yes No

X ___ 7. The library board has adopted written bylaws and policies that explicitly address the following topics: (Note: these need not be individual policies “like” topics may be addressed together.)

Library will provide copies of all policies to NEKLS in electronic format.

- | | |
|---|---|
| <u>X</u> Appropriate Use of online Services & Internet Safety | <u>X</u> Intellectual Freedom |
| <u>X</u> Budget and Finance | <u>X</u> Internet Privacy |
| <u>X</u> Building/Meeting Room Use | <u>X</u> Patron Behavior |
| <u>X</u> Capital Improvements | <u>X</u> Personnel |
| <u>X</u> Children’s Internet Protection Act (CIPA) | <u>X</u> Public Services |
| <u>X</u> Confidentiality of Patron & Library Records | <u>X</u> Selection/Collection Management |
| <u>X</u> Continuing Education | <u>X</u> Surplus Property |
| <u>X</u> Emergency Preparedness & Disaster Recovery | <u>X</u> Trustee Bylaws |
| <u>X</u> Equipment Use | <input type="checkbox"/> Use of Personal Devices in Library |
| <u>X</u> Gifts | <u>X</u> KORA – Freedom of Information Officer Appointment |

Note that in some cases, these are procedures rather than Board-approved policies or are part of a larger policy topic. (TSCPL)

X ___ 8. Copies of bylaws and policies are provided to every member of the library board, the library director, and library staff. The library board and director reviews the bylaws and each policy at least once in a three-year cycle.

X ___ 9. The library board participates in at least one continuing education activity annually. This activity may be:

- Part of a regularly scheduled board meeting with materials and/or a presentation provided by the library system or other resource.
- Attendance at continuing education activities provided by the library system and/or other continuing education providers.
- Other continuing education activities including viewing and discussion of online or recorded presentations.

X ___ 10. New library trustees participate in an orientation upon appointment to the library board. *See Appendix D for details.*

X ___ 11. Each library designates a System Representative. This individual – or an alternate – attends the Annual Assembly of the Northeast Kansas Library System.

Planning, Funding and Marketing

Yes No

12. The library board has a current written strategic plan, updated at least every three years and developed with input from members of the community in addition to the library staff and library board. Assistance with library planning is available from the Northeast Kansas Library System. *See Appendix D for details.*

The process to determine a strategic plan includes: (1) assessment of community demographics and needs; (2) vision and/or mission statements; (3) goals and objectives; action steps; and (4) a process to monitor implement of the plan.

Library will provide a copy of the strategic plan to NEKLS in electronic format.

13. The library board annually reviews the strategic plan.

14. The library evaluates the needs of their community and then offers services to meet those needs through community engagement, events, or programs that acquaint citizens with library services, staff and facilities. Examples include educational and cultural programs, small business resources, or homebound delivery.

Library Funding and Budget

15. The library board annually reviews the types of funds used by the library before beginning budget preparation. These include the general tax fund, grants, donations, endowments, and various types of miscellaneous income. Libraries could also utilize a separate employee benefit tax fund, and may create and use a legally established capital improvement fund. Contact NEKLS for sample resolution wording for creation of an employee benefit fund or a capital improvement fund.

16. The library director develops and presents a budget to the library board for discussion and approval. An adequately funded public library meets the following funding levels:

- Salaries and Benefits – a minimum of 65% of its annual budget for library personnel compensation. (*See #44 for additional details.*)
- Materials and Electronic Resources minimum – 12% of total operating expenditures from all income sources (excluding capital fund expenditures)
- Technology – Varies; see appendices B & C
- Library Operations - Varies

Yes No

___ 17. The library board presents tax budget information to the local governing body. This budget should be reflected on the municipal budgets as a separate library fund rather than as a line item in the municipal budget. Municipal governments are charged with funding operational budgets created and approved by local library boards (K.S.A. 12-1220).

___ 18. The library board and library director review all portions of the local official budget related to the library, which may be found at:
<http://admin.ks.gov/offices/chief-financial-officer/municipal-service/municipal-budgets>

___ 19. All checks issued by the library require two signatures – the president and the secretary of the library board. Any additional signatures are optional. The statutory basis for this is K.S.A. 10-803. See also “Facsimile Signatures” in Appendix D.

___ 20. The library board treasurer and the library director develop monthly financial documents for the library board. The monthly financial documents and all financial motions are included in the library board minutes. (K.S.A. 79-2927). Monthly financial documents include:

- a list of current monthly expenditures
- year-to-date, expenditure-to-budget comparison
- a list of current monthly income
- year-to-date income to budget comparison

___ 21. The library board and library director comply with the audit requirements for their size library budget. K.S.A. 75-1122 requires a library to have:

- an annual **examination and audit** performed by a licensed municipal accountant or certified public accountant when library “aggregate gross receipts” are in excess of \$500,000 or general obligation or revenue bonds are in excess of \$500,000.
- an annual **examination** performed by a licensed municipal accountant or certified public accountant when library “aggregate gross receipts” are in excess of \$275,000 but not more than \$500,000 or general obligation or revenue bonds are in excess of \$275,000, but not more than \$500,000. *(See Appendix D for additional details.)*
- an annual **financial review** when library “aggregate gross receipts” are less than \$275,000 or general obligation or revenue bonds are less than \$275,000. *(See Appendix D for additional details.)*

This statute applies to public libraries in cities of the first and second class and some third class cities, townships and library districts. Library boards of libraries not required to have an annual audit must approve a GAAP waiver annually.

Library Services and Resources

Yes No

- 22a. [Gateway] The library is open 14-20 hours each week including some hours after 5:00 p.m., or hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.
- 22b. [Linking] The library is open 18-30 hours each week including some hours after 5:00 p.m., and hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.
- 22c. [Service Center I] The library is open 32-50 hours each week including some hours after 5:00 p.m., and hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.
- 22d. [Service Center II] The library is open 45-60 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.
- 22e. [Major Service Center I, II] The library is open 55-65 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.
- 22f. [Major Service Center III] The library is open 65-70 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday.
- 22g. [Major Resource Library] The library is open 65-75 hours each week including at least five weekday hours after 5:00 p.m., and at least six weekend hours including both Saturday and Sunday hours.
- 23a. [Major Service Centers I, II, III] The library has a meeting room available for use by community groups. This may be a multipurpose room used for meetings and other activities or functions.
- 23b. [Major Resource Library] The library has a variety of meeting and/or multipurpose rooms available for community use.
24. The library participates directly in the statewide interlibrary loan system.
25. The library has a continuous weeding program. A minimum of 3% of the physical materials in the collection is withdrawn annually.
26. The library annually expends not less than 12% of its total operating expenditures from all income sources (excluding capital fund expenditures) on purchase of library materials or access to electronic content.

Yes No

___ 27. The library annually adds physical items to its collection equal to not less than 4% of the total collection.

___ 28. The library purchases access to electronic content as part of its collection. Content purchased should best address local community needs and might include eBooks, video, etc. Libraries are encouraged to participate in regional system and/or statewide electronic content cooperative arrangements in order to purchase such materials.

___ 29. The library provides materials and programming to children and teens. (*See Appendix D for additional details.*)

Automation and Technology

___ 30. The library has a telephone, telephone answering machine or service, and provides public FAX or scanning services.

___ 31. The library provides a wireless Internet Access point 24/7.

___ ___ 32a. [Gateway] The library provides free public access to at least 3 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 10 mbps.

___ ___ 32b. [Linking] The library provides free public access to at least 4 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 10 mbps.

___ ___ 32c. [Service Center I] The library provides free public access to at least 6 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 15 mbps.

___ ___ 32d. [Service Center II] The library provides free public access to at least 8 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 15 mbps.

___ ___ 32e. [Major Service Center I] The library provides free public access to at least 12 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 20 mbps.

___ ___ 32f. [Major Service Center II] The library provides free public access to at least 18 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 35 mbps.

Yes No

- 32g. [Major Service Center III] The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 36 public devices and meet community needs, but in no circumstances should bandwidth be less than 45 mbps.
- 32h. [Major Resource Library] The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 60 public devices and meet community needs, but in no circumstances should bandwidth be less than 75 mbps.
- 33a. [Major Service Center I] The library provides local technical support for its library network, hardware and software, and has a minimum of 0.5 FTE dedicated to technology development, services and support.
- 33b. [Major Service Center II] The library provides local technical support for its library network, hardware and software, and has a minimum of 1.0 FTE dedicated to technology development, services and support.
- 33c. [Major Service Center III] The library provides local technical support for its library network, hardware and software, and has a minimum of 1.5 FTE dedicated to technology development, services and support.
- 33d. [Major Resource Library] The library provides local technical support for its library network, hardware and software, and has a minimum of 2.0 FTE dedicated to technology development, services and support.
34. The library is either a NExpress member library or has an integrated library automation system that at a minimum provides circulation control on online public access catalog (OPAC) functions, with patron remote Internet access to the OPAC. The system must be able to import and export records in full US MARC format, and meets standards for interoperability with the statewide resource sharing network. Those standards include z39.50 server and client compatibility, and NCIP and/or SIP2 patron authentication compatibility.
35. The library has an up-to-date website (static or dynamic) and a social media site that is actively maintained and that contains current information about library services and programs.
36. The library has a current three-year technology plan including a 3-5 year computer replacement schedule and planning for new technologies. *Library will provide a copy of the technology plan to NEKLS in electronic format.*

Yes No

37. The library provides assistance and instruction for community members on use of library computer applications and the Internet.

Library Personnel

38a. [Gateway] The library employs sufficient staff to meet service needs, including a paid library director. The library has a minimum of 16 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

38b. [Linking] The library employs sufficient staff to meet service needs, including a paid library director. The library has a minimum of 20 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

38c. [Service Center I] The library employs sufficient staff to meet service needs, including a paid library director. The library has a minimum of 34 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

38d. [Service Center II] The library employs sufficient staff to meet service needs, including a full-time (40 hours per week) paid library director. The library has a minimum of 80 hours per week of paid library staff.

38e. [Major Service Center I] The library employs sufficient staff to meet service needs, including a minimum of 150 hours per week (3.75 FTE) of paid library staff.

38f. [Major Service Center II] The library employs sufficient staff to meet service needs, including a minimum of 400 hours per week (10.0 FTE) of paid library staff.

38g. [Major Service Center III] The library employs sufficient staff to meet service needs, including a minimum of 720 hours per week (18.0 FTE) of paid library staff.

38h. [Major Resource Library] The library employs sufficient staff to meet service needs, including a minimum of 2000 hours per week (50.0 FTE) of paid library staff.

Yes No

39a. [Service Center II] The library employs a full time (40 hours per week) paid library director who has a Bachelor's degree from an accredited college or university. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

39b. [Major Service Center I] The library director has an MLS degree from an ALA accredited library school. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

39c. [Major Service Center II] The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 1.0 FTE additional staff with MLS degrees. Other key positions as determined by the library director and library board will require a Bachelor's degree. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

39d. [Major Service Center III] The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 2.0 FTE additional staff with MLS degrees. Other key positions as determined by the library director and library board will require a Bachelor's degree. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

39e. [Major Resource Library] The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 8.0 FTE additional staff with MLS degrees.

40. All library personnel pursue an ongoing program of continuing education activities, including technology training as discussed in the WebJunction Core Competencies Resource Page. Visit webjunction.org to learn more.

The library board provides appropriate monetary or other incentives and recognition for completion of approved continuing education goals.

41. The library maintains and pays for a personal membership for the library director in the Kansas Library Association. The library pays for individual memberships in a national or regional library association – such as the American Library Association (ALA), the Public Library Association (PLA), the Mountain Plains Library Association (MPLA), or the Association for Rural & Small Libraries (ARSL) – upon request by the director. In addition, the library pays for a membership in the local Chamber of Commerce and/or other civic organizations.

Yes No

___ ___ 42. The library director has completed the system-approved Applied Public Library Education (APPLE) program after appointment.

X ___ 43. All employees are paid no less than the minimum wage as required in the Fair Labor Standards Act, and the library complies with other provisions of the FLSA. The library pays employees for all hours worked; failure to do so is a violation of federal law and may result in fines.

X ___ 44. The library expends a minimum of 65% of its annual budget for library personnel compensation. Compensation includes salaries and wages as well as employee benefits that may include Social Security and Medicare, and may include KPERS or other retirement programs, medical, dental, life, disability, workers compensation insurance Kansas unemployment compensation, and other employee benefits.

X ___ 45. The base (starting) salary for the library director is at or above the minimum salary level identified for the appropriate criteria level and educational background. Minimum salary rates are provided as Appendix A of these standards. Library boards should consider the following factors:

- These are entry level salaries; library boards are urged to consider prior experience, education, and skills in setting actual salaries.
- In applying these rates to current library directors, library boards should also consider the library director's length of service and performance.

Please check the salary level (see Appendix A) that applies to your library director:

- Minimum Entry Level
- APPLE Certification
- APPLE Certification *and* a Bachelor's degree
- MLS (Master's Degree, Library Science)

X ___ 46. The library board annually conducts a written evaluation of the library director's performance.

X ___ 47. An annual salary increase is provided to the library director, subject to the annual performance evaluation. Factors that library boards are encouraged to consider in setting salary increases include but are not limited to:

- The quality of the library director's performance.
- Success in meeting goals established by the library board.
- The library director's length of service in the position.
- Attainment of major continuing education goals and accomplishments.
- Increases in the cost of living.

Yes No

- ___ 48. The library director or appropriate administrative staff annually conduct a written evaluation of the performance of all other library employees. The library director annually recommends to the library board salary increases for other library employees.

Physical Facilities

- ___ 49. Safety is a primary consideration for every public building and physical grounds. Every two years, the librarian, a board member and a city representative conduct a maintenance review of the library building and physical grounds. Repairs should be completed within 6 months of the review. If the local government (city, township or county) provides building maintenance services, the library informs local government of maintenance needs. A helpful maintenance checklist is available at the NEKLS Reports and Forms page at: <http://nekls.org/nekls-reports-forms/>

- ___ 50. The librarian and board periodically, i.e., every 3 to 5 years, compare the community's current and future needs with the current building to determine needs for refreshing or renovation of the current building or construction of a new building. A significant expansion of the library building should include a meeting room, if the library does not already have one. When planning for renovation or construction, the library should utilize the advice of a professional architect and provide adequate space for future library services and staff. Contact NEKLS for more information.

- ___ 51. The library facility, if constructed or renovated after January 1, 2002, must meet the requirements of the Americans with Disabilities Act (ADA) and the accreditation standards of the Northeast Kansas Library System.

Appendix A

2018-2020 Library Director Base Salary Ranges

This schedule of minimum salaries for library directors provides for a 2% increase over the previous year in the accreditation cycle. Increases are to be applied annually, for a total of 6% at the end of the accreditation period. These are *minimum* compensation levels; library boards are urged to consider prior experience, education, and skills in setting actual starting salaries. In applying these rates to current library directors, library boards should also consider the library director's length of service and past performance.

The minimum salary scale will be reviewed by the Executive Board of the Northeast Kansas Library System at each accreditation period, and adjusted to reflect cost of living increases.

Service Level	Minimum Entry Level Pay Rate			APPLE Certification			APPLE Certification and Bachelor's Degree			MLS with or without APPLE Certification (Master's Degree, Library Science)		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
(2% ann. increase)												
Gateway Library	\$10.12	\$10.32	\$10.52	\$11.15	\$11.37	\$11.59	\$12.23	\$12.47	\$12.72			
Linking Library	\$11.58	\$11.81	\$12.04	\$12.72	\$12.97	\$13.23	\$13.96	\$14.24	\$14.52			
Service Center I	\$12.93	\$13.19	\$13.45	\$14.29	\$14.57	\$14.86	\$15.70	\$16.01	\$16.33	*	*	*
Service Center II	\$14.39	\$14.67	\$14.96	\$15.80	\$16.11	\$16.43	\$17.43	\$17.78	\$18.13	\$20.35	\$20.75	\$21.16
Major Service Center I										\$21.92	\$22.36	\$22.81
Major Service Center II										\$23.92	\$24.40	\$24.89

* Entry level salaries for Library Directors in categories not specified in this chart should be at levels appropriate to their responsibilities and qualifications. See Appendix D for additional information.

Appendix B

Recommended Internet Bandwidth

Internet Computers	Minimum Bandwidth	Preferred Bandwidth
1-5	10	20
6-10	15	25
11-15	20	30
16-25	35	60
26-40	45	80
41-55	60	100
56-100	75	150
101-150	150	300
151-200	200	350
>200	250	400

Note:
download speeds
in Megabytes per
Second (Mbps)

Upload speeds should be a minimum of 3 Mbps or 33% of download speed, whichever is faster.

There is a strong correlation between the number of Internet computers in a library and that library's size, population served and staff. Number of computers is used here as a simplified proxy for those factors.

While the speed that is advertised is often not the speed that is seen at the library, it should be reasonably close. You can check your actual speed by going to www.speedof.me to find out exactly what bandwidth you are seeing in real conditions in your library. If that speed is several Mbps less than what you are paying for, work with your ISP to get it closer to advertised speed!

Libraries, as community institutions which foster entrepreneurship, must include upstream bandwidth in their planning to promote the creation, as well as the consumption, of information. The National Broadband Initiative suggested a minimum speed for libraries.

For more information on technology in libraries, explore *Edge*, a management and leadership tool supporting libraries in making strategic decisions and identifying areas for improvement. The *Edge Toolkit* is based on a national set of benchmarks for public libraries to evaluate their technology services, and includes resources, recommendations, and tools for strategic planning and community engagement. These useful, scalable tools help libraries by creating a pathway to work directly with local leaders and align technology services with community priorities. Visit <http://www.libraryedge.org/about-edge> to learn more.

Appendix C

Chart of Library Standards by Service Level

Standards Category	Gateway Library	Linking Library	Service Center I	Service Center II	Major Service Center I	Major Service Center II	Major Service Center III	Major Resource Center
Total Hours Open [#22]	14-20	18-30	32-50	46-60	55-65	55-65	65-70	65-75
Hours after 5 pm	some combination			At least 5 hours per week				
Weekend Hours	At least 4 hours Saturday or Sunday							
Director paid 2 hrs/week for administrative duties [#38]	YES	YES	YES	YES	YES	YES	YES	YES
Public Computers, including laptops (minimum number) [#32]	3	4	6	8	12	18	XX*	XX**
Internet Bandwidth (minimum megabits per second) [#32]	10 mbps	10 mbps	15 mbps	15 mbps	20 mbps	35 mbps	45 mbps	75 mbps
Wireless Internet 24/7 [#31]	YES	YES	YES	YES	YES	YES	YES	YES
Automation -- ILS / OPAC [#34]	YES	YES	YES	YES	YES	YES	YES	YES
KLA Membership [#41]	YES	YES	YES	YES	YES	YES	YES	YES
ALA and Other Memberships [#41]	YES	YES	YES	YES	YES	YES	YES	YES
Paid Staff Hours [#38]	16	20	34	80	150	400	720	2000
Education of Director (minimum) [#39 and #43]	APPLE training	APPLE training	APPLE training	Bachelor's degree & APPLE training	MLS & APPLE training	MLS & APPLE training	MLS & APPLE training	MLS & APPLE training
Education of Other Staff [#39]						BA/BS ("key personnel")	MLS (2+ FTE)	MLS (8+ FTE)
Meeting Room(s) [#23]					YES	YES	YES	YES
Technology Staff (minimum) [#33]					0.5 FTE	1.0 FTE	1.5 FTE	2.0 FTE
Computer Instruction and/or classes [#37]	YES	YES	YES	YES	YES	YES	YES	YES

* -- The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 36 public devices and meet community needs, but in no circumstances should bandwidth be less than 45 mbps.

** -- The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 60 public devices and meet community needs, but in no circumstances should bandwidth be less than 75 mbps.

Appendix D

2018-2020 NEKLS Accreditation Standards: Best Practices

Some management and operational practices are not included in the required accreditation standards, or are not fully defined in those standards. NEKLS recommends that libraries implement the following items as best practices to support the best possible library service.

1. Directors and Officers (D&O) **liability insurance** for the library board is recommended. This insurance provides indemnification for board members and library director, or the library itself, against losses in the event a board member or director is sued for alleged wrongful acts in their official capacity. (see standard #5)

2. In addition to the statutory requirement that the board treasurer be **bonded, fidelity bonding** for other board officers, the director and key staff who are involved in money matters is recommended. (see standard #2)

The board determines the bond amount, subject to approval by the municipal governing board. Some municipalities and companies require a bond equivalent to at least 10 percent of the liquid assets the treasurer is responsible for handling.

Kansas Statute 12-1226 states "...the treasurer of the library board shall give bond, in an amount fixed by the board and approved by the governing body of the municipality, for the safekeeping and due disbursement of all funds that may come into the treasurer's hands...the treasurer of the library board shall pay out the funds on orders of the board signed by the secretary and chairperson thereof."

Kansas Statute 75-4103 states "[an] officer or employee shall be deemed to have furnished surety if he or she is covered by a blanket bond..."

Kansas Statute 10-803, which addresses **signatures on warrants and warrant checks**, states "Warrants and warrant checks shall be signed by the chairman, mayor, president, trustee, director or other chief official, or in the absence of such officer, by the officer authorized by law to act in such officer's stead, and by the clerk, secretary or auditor or like officer, and the seal, if any, of the municipality need not be attached or impressed or shown by facsimile: Provided, That in manager cities the manager and director of finance, or similar officer, if there be one, shall sign the warrants or warrant checks: Provided further, That a facsimile signature may be used when authorized by the official or officer as provided by article 40 of chapter 75 of the Kansas Statutes Annotated." (see standard #19)

3. **New trustee orientation** is essential to the effective functioning of a library board. At a minimum, orientation should consist of:

- Statutory Power and Duties of the Library Board
- Board Meetings
- Kansas Open Meeting and Open Record Requirements
- Board and Director Roles
- Conflict of Interest
- Key Planning and Goal Documents

(see standard #10)

4. Each member of the library board *should* join the **Kansas Library Association (KLA)** and the Kansas Library Trustee Association (KLTA). The Northeast Kansas Library System will reimburse a portion of the membership cost for trustees from accredited libraries. NEKLS will provide a partial reimbursement. Contact NEKLS for more information.

5. A **written planning document** of some sort is crucial to decision-making and resource allocation. This planning document is sometimes called a strategic or long-range plan. The plan should include some or all of the actions below:

- The library will gather and evaluate community-level data, including poverty and unemployment rates, household income, education levels, English proficiency and other population demographics.
- The library will develop Mission and/or Vision statements.
- The library will seek out partnerships with community businesses and/or civic organizations that connect people to the library as a resource.
- The library will create goals and objectives in such areas as digital literacy, economic and workforce development, civic engagement, educational support, health information and sustainable public access to the Internet.
- The library will put in place a process to monitor implementation of the plan.

(see standard #12)

Libraries are required to file a copy of the current plan (preferably in electronic format) with the Northeast Kansas Library System.

6. While the components described above are important, a library may choose to conduct a streamlined planning process that uses a reduced level of effort to determine the library's vision and priorities. NEKLS staff are available to assist and facilitate **library planning** efforts. Regardless of the process used, the plan should be revised no less than every three years. (see standard #12)

7. Boards are strongly urged to seek **professional architectural consulting** whenever they embark on a repair or renovation project for the library. NEKLS system staff are available to provide basic consulting service on space utilization, compliance with the Americans with Disabilities Act (ADA) and other issues. NEKLS also makes available the services of an experienced library architect to provide consulting on such issues as analysis of sites and existing buildings, utilization of existing library space, and criteria for selection of building program consultants and architects. **Networking assessment and design** is often specialized; libraries should consult a networking specialist. When appropriate, NEKLS will provide a referral to the architect for consulting services. Libraries should seek architectural consulting advice at the earliest possible stage in building projects in order to consider all building options and obtain the maximum benefit from this service. (see standard #50)

8. Although the **technology support** standard of 0.5 FTE to 2.0 FTE, depending on library Service Level, may be met by a combination of library staff and outsourcing, quality technology support is best seen as an integrated staff function rather than as a contractual or outsourced function. A piecemeal approach to technology support is less likely to provide the kind of seamless library technology integration and innovation that is the intent of the standard. The NEKLS technology staff will develop a set of best practices for library technology support and will work with libraries to implement them. (see standard #33)

9. As online services continue to develop, and library users increasingly connect their personal devices to the library's network, libraries need to continuously evaluate and improve their **connectivity speed**. When Internet Service Providers do not supply adequate business level connectivity, libraries should pursue projects to bring fiber and other high speed Internet service to their communities. NEKLS will work with libraries to pursue connectivity improvement projects. (see standard #32 and Appendix B)

10. The American Library Association has collected information on various aspects of **Intellectual Freedom** and assembled it at the website below. "ALA actively advocates and educates in defense of intellectual freedom—the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society. A publicly supported library provides free, equitable, and confidential access to information for all people of its community." <http://www.ala.org/advocacy/intfreedom>
(see standard #7)

11. The **Kansas Open Records Act (KORA)** is addressed in K.S.A. 45-215 through 45-223. Public records are records made, maintained, created or possessed by a public agency. They may be in any form, including electronic storage. The content of records varies widely; some track the routine activities of government while others contain personal information about citizens and businesses. For additional information, visit: <http://ag.ks.gov/open-government/kora-faq>

As part of KORA, each library must designate a **local Freedom of Information Officer**. Many library boards designate the library director to serve this role. Kansas Statute 45-226 states, “(a) The governing body of every public agency in Kansas which maintains public records shall designate a local freedom of information officer.

(b) The local freedom of information officer or the local freedom of information officer's designee shall:

(1) Prepare and provide educational materials and information concerning the open records act;

(2) be available to assist the public agency and members of the general public to resolve disputes relating to the open records act;

(3) respond to inquiries relating to the open records act;

(4) establish the requirements for the content, size, shape and other physical characteristics of a brochure required to be displayed or distributed or otherwise make available to the public under the open records act. In establishing such requirements for the content of the brochure, the local freedom of information officer shall include plainly written basic information about the rights of a requestor, the responsibilities of a public agency, and the procedures for inspecting and obtaining a copy of public records under the open records act.”

(see standard #7)

12. Library board officers with signature authority may choose to use **facsimile signatures** as a means to expedite the processing of checks. Kansas Statute 75-4001 through 75-4007 addresses the use of facsimile signatures. (see standard #19)

Kansas Statute 75-4002 states, “Any authorized officer, after filing with the secretary of state his or her manual signature certified by him or her under oath, may execute or cause to be executed with a facsimile signature in lieu of his or her manual signature: (a) Any public security, provided that at least one signature required or permitted to be placed thereon shall be manually subscribed, and (b) any instrument of payment. Upon compliance with this act by the authorized officer, his or her facsimile signature has the same legal effect as his or her manual signature.”

13. Kansas Statute 75-1122 requires certain [financial procedures](#) for libraries with budgets between \$275k and \$500k. NEKLS has developed [financial review best practices](#) for budgets under \$275k (see standard #21)

14. The *Kansas Public Library Youth Services Guidelines* are intended to help libraries measure their current level of library services to children and youth, and to help them improve program, collection and information access to children and youth in their local libraries. The latest version of the Kansas Public Library Youth Services Guidelines was developed by the Kansas Library Consultants for Youth (KLCY), coordinating with the State Library of Kansas. (see standard #29)

View the guidelines at: <http://systems.mykansaslibrary.org/youth-services-guidelines/>

15. Appendix A illustrates **minimum salary ranges for directors**. Increasingly, Service Center I libraries have an opportunity to hire a director possessing a Master's degree in Library Science (MLS). While the standards *do not require* a Service Center I director to possess an MLS, library boards may wish to consider such candidates. NEKLS encourages library boards to consider a salary range that is appropriate to the director's responsibilities and qualifications. To this end, NEKLS recommends starting new hires with an MLS at a rate above the 3rd year level for those with Bachelor's degrees and APPLE completion. The salary range for Service Center II directors with APPLE certification and a Bachelor's degree would be a good range to consider. (see standards #45 and #47, and Appendix A)

Appendix E

Summary of Documents to share with NEKLS in electronic format

Standard #	Document(s)	Timeline
7	Bylaws and library policies	At time of creation and whenever an updated version exists.
12	Strategic Plan	At time of creation and whenever an updated version exists.
36	Technology Plan	At time of creation and whenever an updated version exists.

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2017

	2017												2016 YTD	Change 16 TO 17%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk & Renewals	75,044	53,554	63,664	57,986	58,178	72,837	65,594	62,962	55,840	56,733	56,825	52,277	731,494	629,333	16.2%
Interlibrary Loan	1,838	1,719	1,991	1,688	1,833	1,639	1,710	1,903	1,679	1,794	1,716	1,450	20,960	22,538	-7.0%
Self-Check	72,983	77,492	86,243	84,479	87,748	91,286	105,092	98,537	85,133	85,669	79,744	75,650	1,030,056	1,063,739	-3.2%
Bookmobile	24,861	22,648	21,725	23,671	19,521	23,543	22,443	18,725	23,919	24,158	23,223	18,425	266,862	270,247	-1.3%
Red Carpet	8,676	6,893	8,141	7,524	7,888	7,984	7,815	8,709	7,438	7,796	7,201	7,285	93,350	88,633	5.3%
Digital Downloads	30,338	26,661	30,872	28,497	29,768	30,390	32,117	31,979	30,249	31,666	31,520	32,021	366,078	310,026	18.1%
Library @ Work / Smartlocker	1,965	1,692	1,972	1,763	1,497	1,659	1,941	2,014	1,958	2,146	1,837	1,956	22,400	19,546	14.6%
TOTAL CIRCULATION	215,705	190,659	214,608	205,608	206,433	229,338	236,712	224,829	206,216	209,962	202,066	189,064	2,531,200	2,404,062	5.3%
CIRCULATION DETAILS															
Print Material	101,346	91,896	104,209	100,420	100,022	116,087	118,361	109,379	100,969	102,324	96,688	84,785	1,226,486	1,162,881	5.5%
Audio/Visual Material	79,685	68,416	75,642	72,037	73,440	79,463	82,461	80,447	70,927	71,542	67,704	64,426	886,190	889,263	-0.3%
Adult Materials	110,524	96,315	108,007	102,234	103,295	108,238	112,338	111,112	99,161	101,525	96,862	90,928	1,240,539	1,221,687	1.5%
Children's Materials	55,437	51,169	56,938	55,983	55,057	70,370	70,742	62,304	58,335	58,151	54,529	46,000	695,015	658,554	5.5%
Young Adult Materials	4,598	4,075	4,665	4,700	5,131	6,713	7,106	5,975	4,696	4,540	4,272	4,094	60,565	56,996	6.3%
Red Carpet Materials	10,472	8,753	10,241	9,540	9,979	10,229	10,636	10,435	9,704	9,650	8,729	8,189	116,557	114,907	1.4%
NEW Patrons															
Topeka / Shawnee County															
Adults	709	576	669	570	621	715	802	773	638	612	553	498	7,736	6,965	11.1%
Children (ages 17 and under)	207	161	291	218	352	317	251	256	159	683	191	122	3,208	6,041	-46.9%
Red Carpet Outreach	20	11	11	10	11	9	9	11	15	10	8	8	133	146	-8.9%
NEKL	69	61	81	61	54	105	63	76	53	454	49	47	1,173	765	53.3%
Non-Resident	0	0	1	1	3	0	0	0	0	0	0	2	7	3	133.3%
Total New Registrations	1,005	809	1,053	860	1,041	1,146	1,125	1,116	865	1,759	801	677	12,257	13,920	-11.9%
PATRONS DELETED	1,456	2,014	1,788	1,833	929	712	5,861	2,847	1,274	1,386	1,184	1,078	22,362	49,746	-55.0%
BORROWERS															
Topeka / Shawnee County															
Adults	54,147	53,665	53,418	53,323	53,346	53,329	53,334	53,210	53,180	53,040	52,925	52,799	52,799	54,406	-3.0%
Children (age 0 - 17)	20,701	20,336	19,767	19,650	19,790	19,767	19,675	19,547	19,380	19,721	19,562	19,442	19,442	20,859	-6.8%
Red Carpet Outreach	1,305	1,307	1,291	1,294	1,293	1,280	1,284	1,288	1,290	1,271	1,254	1,245	1,245	1,305	-4.6%
NEKL	7,273	7,233	7,215	7,276	7,215	7,184	7,305	7,223	7,143	7,460	7,340	7,307	7,307	7,327	-0.3%
Non-Resident	43	44	45	45	48	47	44	43	43	42	45	47	47	44	6.8%
Delinquent	230	222	216	200	189	177	172	163	155	154	154	137	137	264	-48.1%
TOTAL BORROWERS	83,699	82,807	81,952	81,788	81,881	81,784	81,814	81,474	81,191	81,688	81,280	80,977	80,977	84,205	-3.8%
Holds Satisfied	20,647	18,088	19,572	18,366	19,705	20,592	20,545	21,739	19,350	20,797	19,140	16,871	235,412	228,217	3.2%
CHECK-IN															
TOTAL CHECK-IN	124,940	113,559	121,636	116,922	121,092	127,308	137,343	133,098	113,593	119,480	111,609	102,927	1,443,507	1,563,993	-7.7%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2017

2017													2016	Change	
	Jan												Total	YTD	16 TO 17%
COLLECTION															
Materials Added	5,440	5,398	6,029	5,140	5,863	6,285	5,523	4,738	4,703	4,561	5,249	1,997	60,926	63,080	-3.4%
Materials Discarded	4,898	5,969	5,870	3,872	5,637	11,155	5,838	7,139	4,682	4,061	6,659	3,586	69,366	74,058	-6.3%
TOTAL COLLECTION	443,144	442,573	442,732	444,000	444,226	439,356	439,041	436,640	436,661	437,161	435,751	434,162	434,162	442,602	-1.9%
WEBSITE															
tscpl.org Unique Visitors	31,549	27,758	29,398	28,556	29,372	28,010	30,064	33,259	29,659	29,375	28,127	25,253	350,380	334,701	4.7%
tscpl.org Total Visits	58,919	50,098	54,457	51,630	53,681	54,569	55,911	58,691	51,977	51,493	47,962	43,445	632,833	645,225	-1.9%
catalog.tscpl Unique Visitors	19,857	17,593	19,318	17,550	18,524	19,086	19,931	19,327	17,433	17,813	17,460	16,606	220,498	277,934	-20.7%
catalog.tscpl Total Visits	43,697	37,747	42,101	38,176	40,413	41,679	43,402	42,583	38,439	39,566	37,581	35,905	481,289	562,168	-14.4%
REFERENCE QUESTIONS															
Public Services	14,886	13,221	14,868	14,114	14,065	14,907	15,244	17,205	13,124	13,682	12,069	12,709	170,094	156,234	8.9%
Topeka Room	687	696	718	757	835	799	904	782	679	754	735	555	8,901	8,686	2.5%
Youth Services	2,875	2,803	3,430	2,707	3,064	5,164	5,073	4,228	2,819	2,828	2,635	2,540	40,166	41,027	-2.1%
Gallery	69	55	52	34	22	26	19	62	23	18	22	40	442	530	-16.6%
TOTAL REFERENCE QUESTIONS	18,517	16,775	19,068	17,612	17,986	20,896	21,240	22,277	16,645	17,282	15,461	15,844	219,603	212,419	3.4%
GATE COUNT															
	56,716	56,389	64,457	59,329	57,772	70,014	68,270	67,895	58,055	59,848	54,713	54,964	728,422	756,846	-3.8%
MEETING ROOMS															
Bookings	754	790	845	743	634	761	737	714	782	896	732	618	9,006	8,400	7.2%
Hours Booked	4,537	4,578	4,673	4,038	3,402	4,240	4,249	3,979	4,378	5,587	4,108	3,636	51,403	44,626	15.2%
ATTENDANCE	11,899	14,404	12,132	12,036	9,686	18,012	17,206	12,131	11,561	12,200	9,891	7,174	148,332	157,739	-6.0%
LEARN & PLAY BUS VISITS															
		89	219	242	373	355	325	323	244	315	208	206	2,899		*
PROGRAM ATTENDANCE															
Adult - General	1,258	656	1,264	1,323	703	1,728	2,260	2,353	3,701	1,306	756	167	17,475	17,946	-2.6%
Computer Training	229	143	165	140	132	107	112	156	100	130	91	78	1,583	1,866	-15.2%
Outreach	5,293	4,583	3,991	4,863	4,753	1,679	710	675	3,292	4,378	4,678	3,455	42,350	41,258	2.6%
Kids	1,005	1,891	1,506	2,153	1,300	5,979	4,780	1,808	991	1,024	1,254	716	24,407	27,486	-11.2%
Movies	35	57	13	23	22	341	124	26	325	507	20	15	1,508	1,477	2.1%
Books	79	363	89	72	159	168	52	66	69	34	21	0	1,172	1,057	10.9%
Art	7	56	6	74	16	46	87	111	19	293	0	156	871	1,200	-27.4%
Teens	33	71	145	121	37	179	178	60	25	268	32	70	1,219	1,111	9.7%
Music	0	0	0	0	0	0	0	0	0	130	0	492	622	408	52.5%
TOTAL ATTENDANCE	7,939	7,820	7,179	8,769	7,122	10,227	8,303	5,255	8,522	8,070	6,852	5,149	91,207	93,809	-2.8%
TOURS & FAIRS															
Fairs & Events	0	701	78	1,020	0	825	0	0	200	133	0	0	2,957	8,295	-64.4%
Library Tours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
TOURS & FAIRS	0	701	78	1,020	0	825	0	0	200	133	0	0	2,957	8,295	-64.4%
GALLERY ATTENDANCE															
	1,371	1,172	1,438	1,172	1,113	4,898	4,918	1,939	1,702	1,600	1,702	1,492	24,517	22,512	8.9%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2017

2017														2016	Change
	Jan												Total	YTD	16 TO 17%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	21,266	18,077	20,630	19,448	20,511	22,685	22,635	22,565	20,046	20,054	18,720	17,587	244,224	239,867	1.8%
Adult Nonfiction	23,452	21,271	24,926	23,055	22,206	22,664	23,824	23,642	21,239	22,711	22,044	20,203	271,237	258,736	4.8%
Juvenile Fiction	29,764	27,892	32,251	31,318	31,430	40,272	40,607	35,325	33,342	32,563	30,945	25,329	391,038	356,598	9.7%
Juvenile Nonfiction	9,487	9,415	8,936	9,862	8,360	10,950	10,705	8,961	9,733	10,403	9,844	7,800	114,456	111,758	2.4%
Magazines	2,694	2,692	2,848	2,842	2,773	2,935	3,152	2,861	2,578	2,733	2,383	1,830	32,321	28,419	13.7%
RC Print Materials	10,072	8,367	9,863	9,152	9,590	9,829	10,193	10,036	9,346	9,259	8,399	7,894	112,000	110,404	1.4%
RC Realia	372	375	354	370	372	389	436	384	347	380	313	288	4,380	4,305	1.7%
YA Print Materials	4,427	3,936	4,515	4,560	4,962	6,520	6,930	5,815	4,539	4,398	4,146	3,978	58,726	54,566	7.6%
PRINT CIRCULATION	101,534	92,025	104,323	100,607	100,204	116,244	118,482	109,589	101,170	102,501	96,794	84,909	1,228,382	1,164,653	5.5%
Audio / Visual Material															
Adult Audiobooks	5,575	4,904	5,528	5,398	5,341	5,391	5,549	5,517	5,301	5,302	4,806	4,589	63,201	67,323	-6.1%
Adult Music	5,124	4,411	4,937	4,844	4,875	4,627	5,072	5,373	4,815	4,423	4,689	4,757	57,947	61,518	-5.8%
Adult Videos / DVDs	52,780	45,185	49,481	47,068	47,992	50,423	52,625	51,625	45,473	46,645	44,458	42,203	575,958	568,975	1.2%
Juvenile Audiobooks	587	619	692	674	723	938	945	691	659	585	563	486	8,162	8,513	-4.1%
Juvenile Music	755	647	848	826	665	863	938	813	683	747	677	568	9,030	9,375	-3.7%
Juvenile Videos / DVDs	14,340	12,217	13,654	12,693	13,295	16,625	16,785	15,845	13,465	13,324	12,070	11,427	165,740	166,498	-0.5%
YA AV	171	139	150	140	169	193	176	160	157	142	126	116	1,839	2,430	-24.3%
AV CIRCULATION	79,332	68,122	75,290	71,643	73,060	79,060	82,090	80,024	70,553	71,168	67,389	64,146	881,877	884,632	-0.3%
Adult Material															
Adult Fiction	21,266	18,077	20,630	19,448	20,511	22,685	22,635	22,565	20,046	20,054	18,720	17,587	244,224	239,867	1.8%
Adult Nonfiction	23,452	21,271	24,926	23,055	22,206	22,664	23,824	23,642	21,239	22,711	22,044	20,203	271,237	258,736	4.8%
Magazines	2,694	2,692	2,848	2,842	2,773	2,935	3,152	2,861	2,578	2,733	2,383	1,830	32,321	28,419	13.7%
Adult Audiobooks	5,575	4,904	5,528	5,398	5,341	5,391	5,549	5,517	5,301	5,302	4,806	4,589	63,201	67,323	-6.1%
Adult Music	5,124	4,411	4,937	4,844	4,875	4,627	5,072	5,373	4,815	4,423	4,689	4,757	57,947	61,518	-5.8%
Adult Videos / DVDs	52,780	45,185	49,481	47,068	47,992	50,423	52,625	51,625	45,473	46,645	44,458	42,203	575,958	568,975	1.2%
ADULT CIRCULATION	110,891	96,540	108,350	102,655	103,698	108,725	112,857	111,583	99,452	101,868	97,100	91,169	1,244,888	1,224,838	1.6%
Juvenile Material															
Juvenile Fiction	29,764	27,892	32,251	31,318	31,430	40,272	40,607	35,325	33,342	32,563	30,945	25,329	391,038	356,598	9.7%
Juvenile Nonfiction	9,487	9,415	8,936	9,862	8,360	10,950	10,705	8,961	9,733	10,403	9,844	7,800	114,456	111,758	2.4%
Juvenile Audiobooks	587	619	692	674	723	938	945	691	659	585	563	486	8,162	8,513	-4.1%
Juvenile Music	755	647	848	826	665	863	938	813	683	747	677	568	9,030	9,375	-3.7%
Juvenile Videos / DVDs	14,340	12,217	13,654	12,693	13,295	16,625	16,785	15,845	13,465	13,324	12,070	11,427	165,740	166,498	-0.5%
JUVENILE CIRCULATION	54,933	50,790	56,381	55,373	54,473	69,648	69,980	61,635	57,882	57,622	54,099	45,610	688,426	652,742	5.5%
Red Carpet Material															
RC Print Materials	10,072	8,367	9,863	9,152	9,590	9,829	10,193	10,036	9,346	9,259	8,399	7,894	112,000	110,404	1.4%
RC Realia	372	375	354	370	372	389	436	384	347	380	313	288	4,380	4,305	1.7%
RED CARPET CIRCULATION	10,444	8,742	10,217	9,522	9,962	10,218	10,629	10,420	9,693	9,639	8,712	8,182	116,380	114,709	1.5%
Young Adult Material															
YA Print Materials	4,427	3,936	4,515	4,560	4,962	6,520	6,930	5,815	4,539	4,398	4,146	3,978	58,726	54,566	7.6%
YA AV	171	139	150	140	169	193	176	160	157	142	126	116	1,839	2,430	-24.3%
YOUNG ADULT CIRCULATION	4,598	4,075	4,665	4,700	5,131	6,713	7,106	5,975	4,696	4,540	4,272	4,094	60,565	56,996	6.3%
Digital Downloads															
Overdrive	20,979	18,792	21,405	19,898	21,191	21,449	22,549	22,344	20,974	21,754	21,069	21,388	253,792	218,151	16.3%
Hoopla	7,536	6,592	7,711	7,272	7,338	7,664	8,549	8,378	8,132	8,586	8,627	9,181	95,566	70,851	34.9%
Zinio / Flipster	1,823	1,277	1,756	1,327	1,239	1,277	1,019	1,257	1,143	1,326	1,824	1,452	16,720	21,024	-20.5%
DIGITAL DOWNLOADS	30,338	26,661	30,872	28,497	29,768	30,390	32,117	31,979	30,249	31,666	31,520	32,021	366,078	310,026	18.1%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2017

	2017												2017
	Jan												Total
Value Calculator													
Circulation													
Books (\$17)	\$1,680,280	\$1,518,661	\$1,725,075	\$1,662,005	\$1,656,327	\$1,926,253	\$1,960,610	\$1,814,376	\$1,676,064	\$1,696,056	\$1,604,987	\$1,412,343	\$20,333,037
Magazines (\$5)	\$13,470	\$13,460	\$14,240	\$14,210	\$13,865	\$14,675	\$15,760	\$14,305	\$12,890	\$13,665	\$11,915	\$9,150	\$161,605
Audiobooks (\$10)	\$61,620	\$55,230	\$62,200	\$60,720	\$60,640	\$63,290	\$64,940	\$62,080	\$59,600	\$58,870	\$53,690	\$50,750	\$713,630
DVD, Games, Music (\$4)	\$292,680	\$250,396	\$276,280	\$262,284	\$267,984	\$290,924	\$302,384	\$295,264	\$258,372	\$261,124	\$248,080	\$236,284	\$3,242,056
Reference Questions (\$7)	\$129,619	\$117,425	\$133,476	\$123,284	\$125,902	\$146,272	\$148,680	\$155,939	\$116,515	\$120,974	\$108,227	\$110,908	\$1,537,221
Programming (\$10)	\$79,390	\$78,200	\$71,790	\$87,690	\$71,220	\$102,270	\$83,030	\$52,550	\$85,220	\$80,700	\$68,520	\$51,490	\$912,070
Meeting Room Use	\$38,230	\$50,125	\$57,770	\$50,943	\$34,775	\$31,635	\$29,074	\$39,802	\$40,685	\$41,525	\$31,395	\$29,264	\$475,223
Gallery Attendance (\$10)	\$13,710	\$11,720	\$14,380	\$11,720	\$11,130	\$48,980	\$49,180	\$19,390	\$17,020	\$16,000	\$17,020	\$14,920	\$245,170
Computer Use (\$12 /hr)	\$184,609	\$186,450	\$207,703	\$189,366	\$187,041	\$220,007	\$230,199	\$197,967	\$177,110	\$180,143	\$161,192	\$159,484	\$2,281,270
ILL Borrowed (\$25)	\$10,650	\$10,975	\$11,850	\$10,925	\$12,575	\$9,675	\$9,100	\$10,825	\$10,825	\$10,175	\$8,675	\$8,150	\$124,400
TOTAL VALUE	\$2,504,258	\$2,292,642	\$2,574,764	\$2,473,147	\$2,441,459	\$2,853,981	\$2,892,957	\$2,662,498	\$2,454,301	\$2,479,232	\$2,313,701	\$2,082,743	\$30,025,682



Recovery through December 2017

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	34,540	23,999	58,539
Dollars Submitted:	\$1,730,517	\$446,304	\$2,176,820.93
Cash Recovery:	\$576,929	\$247,242	\$824,170.86
Material Recovery:	\$455,720	\$53,295	\$509,015.11
Waives:	<u>\$164,252</u>	<u>\$23,158</u>	<u>\$187,410.18</u>
Recovery Total:	\$1,196,901	\$323,695	\$1,520,596.15
Total Invoice Amount:	\$298,432	\$79,057	\$377,488.73
Total ROI:	4:1	4:1	4:1
Asset ROI:	3:1	4:1	4:1

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



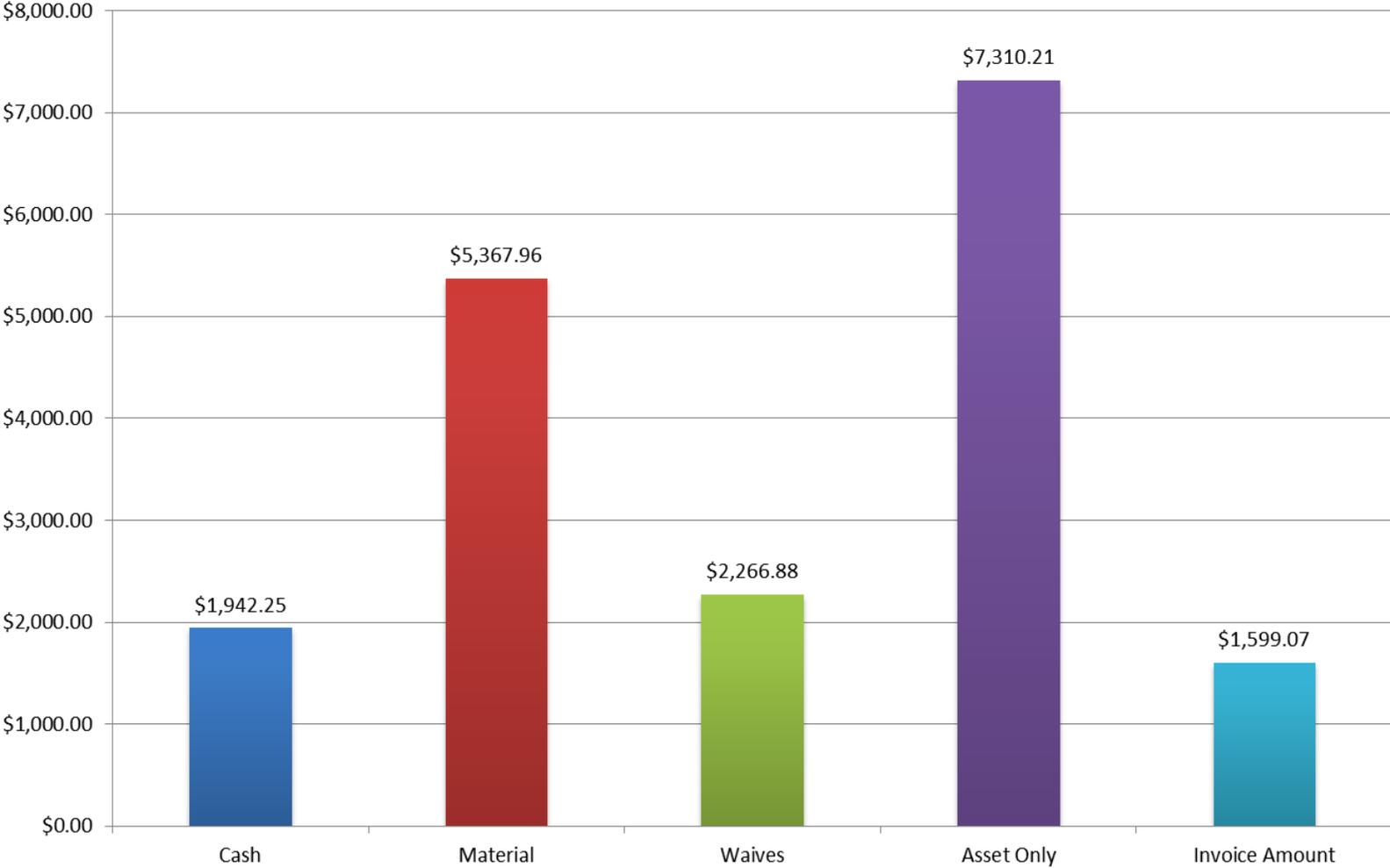
Monthly Recovery Statistics: Topeka & Shawnee County Public Library

1/2017 Through 12/2017

Regular Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-17	\$1,945.19	\$16,291.02	\$5,530.01	\$23,766.22	\$18,236.21	\$1,423.05
November-17	\$1,393.85	\$5,478.08	\$1,873.00	\$8,744.93	\$6,871.93	\$1,754.20
October-17	\$1,559.44	\$3,327.88	\$1,317.27	\$6,204.59	\$4,887.32	\$2,738.70
September-17	\$1,790.82	\$2,293.36	\$1,341.39	\$5,425.57	\$4,084.18	\$2,434.40
August-17	\$1,477.84	\$3,510.15	\$1,347.97	\$6,335.96	\$4,987.99	\$1,593.10
July-17	\$1,662.68	\$2,628.24	\$809.96	\$5,100.88	\$4,290.92	\$1,387.25
June-17	\$2,179.77	\$3,862.91	\$1,473.52	\$7,516.20	\$6,042.68	\$1,145.60
May-17	\$1,772.41	\$6,973.21	\$1,971.55	\$10,717.17	\$8,745.62	\$1,655.75
April-17	\$2,096.57	\$5,442.57	\$1,526.33	\$9,065.47	\$7,539.14	\$1,047.15
March-17	\$2,795.46	\$6,967.87	\$1,834.82	\$11,598.15	\$9,763.33	\$1,414.10
February-17	\$3,175.36	\$4,442.42	\$6,254.11	\$13,871.89	\$7,617.78	\$1,387.25
January-17	\$1,457.63	\$3,197.84	\$1,922.66	\$6,578.13	\$4,655.47	\$1,208.25
Total	\$23,307.02	\$64,415.55	\$27,202.59	\$114,925.16	\$87,722.57	\$19,188.80
Average	\$1,942.25	\$5,367.96	\$2,266.88	\$9,577.10	\$7,310.21	\$1,599.07
					Asset ROI \$5:\$1	

Average Monthly Recovery and Cost





Monthly Recovery Statistics: Topeka & Shawnee County Public Library

1/2017 Through 12/2017

Small Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-17	\$1,322.30	\$1,353.56	\$982.43	\$3,658.29	\$2,675.86	\$480.85
November-17	\$1,242.07	\$769.66	\$190.48	\$2,202.21	\$2,011.73	\$640.15
October-17	\$1,175.65	\$762.81	\$300.37	\$2,238.83	\$1,938.46	\$790.60
September-17	\$1,205.70	\$518.03	\$288.53	\$2,012.26	\$1,723.73	\$896.80
August-17	\$1,033.02	\$1,951.49	\$244.69	\$3,229.20	\$2,984.51	\$477.90
July-17	\$1,477.42	\$561.31	\$303.35	\$2,342.08	\$2,038.73	\$377.60
June-17	\$1,529.93	\$737.73	\$309.76	\$2,577.42	\$2,267.66	\$327.45
May-17	\$1,792.00	\$897.39	\$435.72	\$3,125.11	\$2,689.39	\$442.50
April-17	\$1,319.21	\$434.11	\$277.77	\$2,031.09	\$1,753.32	\$330.40
March-17	\$2,107.39	\$1,161.61	\$499.33	\$3,768.33	\$3,269.00	\$463.15
February-17	\$1,342.18	\$684.23	\$2,567.99	\$4,594.40	\$2,026.41	\$348.10
January-17	\$1,243.40	\$439.88	\$1,111.72	\$2,795.00	\$1,683.28	\$477.90
Total	\$16,790.27	\$10,271.81	\$7,512.14	\$34,574.22	\$27,062.08	\$6,053.40
Average	\$1,399.19	\$855.98	\$626.01	\$2,881.19	\$2,255.17	\$504.45
					Asset ROI: \$4.4:\$1	

Average Monthly Recovery and Cost

