



Call to Order

Public Comment

Approval of March 15, 2018 Trustee Meeting Minutes – [Action Item](#)

Audit Report – Berberich Trahan & Company, PA – Stacey Hammond, Managing Director

- Audit Committee Report – Betty Greiner, Chair
- Accept the 2017 Audit Report - [Action Item](#)

Chief Financial Officer's Report – Kim Torrey

Financial Reports

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

Friends of TSCPL – Sherryl Longhofer, Board President

The Library Foundation – Judi Stork, Board Chair

Board Chair Report – Kerry Onstott Storey

Chief Executive Officer – Gina Millsap

- Dolly Parton's Imagination Library update
- Momentum 2022 initiatives update
- Facilities Master Plan update – Thad Hartman, Community and Strategic Services Manager and David Heit, Associate Principal, Tevis Architects.

New Business

- Nominating Committee Report – Duane Johnson, Chair
- Election of Officers – [Action Item](#)
- Bid for Computer Purchase – [Action Item](#)
- Bid for Claire's Courtyard – [Action Item](#)
- Youth and Civic Engagement – Melissa Masoner
- Public Library Association bi-annual meeting report – Betty Greiner and Jim Edwards

Trustee Comments

Recognition of Service of Retiring Trustees – Kerry Onstott Storey

- Recognition of Service of Duane Johnson – [Action Item](#)
- Recognition of Service of Betty Greiner – [Action Item](#)

Adjournment

Next Meeting

May 17, 2018 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Meeting
March 15, 2018
Menninger Room 206

Board Members Present

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

Board Members Absent

David Monical

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, March 15, 2018 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:01PM by the Chair, Kerry Onstott Storey.

Public Comment

Jeff Imparato, retired library staff member, addressed the board about changes being made at the library.

Approval of Minutes

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

Chief Financial Officer

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

Approval of the Treasurer's Report

In the absence of Chief Financial Officer Kim Torrey, Board Treasurer Betty Greiner provided additional details about a one-time adjustment made to the January 1, 2018 General Fund Cash Balance described in the Chief Financial Officer's report. Betty also reported that she reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Betty Greiner, seconded by Beth Dobler, the Treasurer's Financial Report, inclusive of the February 2018 financial report was accepted. Motion carried.

Friends of the Library Report

Friends of the Library President Sherryl Longhofer gave the Friend's report. She provided an overview of the March 13 Friends of the Library Board meeting as well as giving an update on Friends initiatives and projects. There were no questions for Sherryl.

The Library Foundation Report

Foundation Board Chair Judi Stork gave The Library Foundation report. She highlighted the annual Wilder Society Tea and takes place Sunday, April 8. She also announced that the 2017 Annual Report has been completed and distributed. Judi announced that she will be attending the Public Library Association Bi-Annual Meeting in Philadelphia March 20-24, 2018. There were no questions for Judi.

Board Chair Report

Kerry Onstott Storey reported on the March 5 agenda review meeting with the Executive Committee. There were no questions for Kerry.

Chief Executive Officer

Chief Executive Officer Gina Millsap provided an updated enrollment number for the Dolly Parton's Imagination Library initiative. Details about areas of increase by zip code will be identified and shared at the April meeting. Gina also provided some background about Clementine Paddleford, an American food writer, whose recipes will be featured at the Wilder Society Tea. Gina reported on the Broadband Task Force and the upcoming stakeholders meeting on March 27. The meeting is open to the public and Tilson Technologies Management team members will present their findings. Gina also reported on the BAAFTech Initiative (Bioscience, Animal Health, Agricultural Tech and Finance Tech) and entrepreneurial opportunities through 712i.

Thad Hartman, Community Services Manager, provided updates for the 2018 Facility Master Plan projects. Bid proposals for Claire's Courtyard all came in over budget and architects and the Master Planning Group are exploring options. Work continues on circulation lobby plans and Learning Center plans.

Public Services Librarian Lissa Staley reported on her experience with the latest Kettering Institutes Research Exchange project of which the library is a part. She provided examples of how the Kettering research process works.

New Business

On a motion by Liz Post, seconded by Betty Greiner, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the Nominating Committee appointments as presented:

Duane Johnson as Chair
Jennifer Miller
Beth Dobler

There was no discussion. The 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, approve the bid submitted by McElroy's, Inc., Topeka, Kansas, in the amount of \$136,394 to replace the existing humidifiers for the Library's HVAC system. Funding for this purchase shall be paid from the Capital Improvement Fund, which has a current unencumbered balance of \$1,963,230.

There was no discussion. The motion passed unanimously.

On a motion by Liz Post, seconded by Duane Johnson, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, change the date of the regular April meeting to Thursday, April 26, 2018 at 4:00 pm.

There was no discussion. The motion passed unanimously.

Trustee Comments

Kerry Storey related an experience she had with a parent regarding the Dolly Parton's Imagination Library. Melissa Masoner was pleased to see Rob on TV as Dr. Seuss and was pleased to see that a bilingual person has been employed.

Adjournment

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

Elizabeth Post, Secretary



Resolution – 2017 Audit Report

BOARD OF TRUSTEES

April 26, 2018

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the 2017 Audit Report by Berberich Trahan & Company, P.A.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Minutes
Audit Committee Meeting
April 11, 2018
Menninger Room 206

BOARD/COMMITTEE MEMBERS PRESENT:

Betty Greiner, Beth Dobler and Jim Edwards (Committee) and Kerry Storey, Board Chair

STAFF:

Gina Millsap, Kim Torrey and Ted Yungclas

OTHERS:

Stacey Hammond with the auditing firm of Berberich, Trahan & Co., P.A.

The meeting of the Board of Trustees Audit Committee of the Topeka and Shawnee County Public Library held on Wednesday, April 11, 2018 in the Menninger Room, #206, of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00 PM., by Chief Financial Officer Kim Torrey. Betty Greiner served as Audit Committee chair. An agenda, suggested questions for the auditors, a draft of the Basic Financial Statements with Supplementary Information for the year ended December 31, 2017 and a draft of the Report to the Board of Trustees, inclusive of the Management Discussion and Analysis, were provided in advance of the meeting. Kim introduced Stacey Hammond, Audit Manager. She facilitated introductions of those attending including the Audit Committee, Betty Greiner, Jim Edwards and Beth Dobler.

Stacy Hammond presented the 12-31-2017 audit documents to the committee. She reviewed the sections of the Report to the Board of Trustees in detail.

The Topeka and Shawnee County Public Library was issued an unmodified opinion, which is the highest form of opinion received. Also, there were no material weaknesses or significant deficiencies to report related to internal controls.

Stacey reported that the audit adjustments included in the report were submitted by the client (Kim Torrey) and were not at the request of the auditors and were not identified during the audit process.

Stacey reported that the Library adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 75: titled *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions* a year earlier than would have been required as it was a more cost effective measure for the library to do so now. The adoption of GASB Statement 75 eliminates reporting of the net OPEB (other postemployment benefits) obligation and requires the full liability to be recognized immediately.

Stacey also provided details and explanation relating to GASB Statement 81 titled *Irrevocable Split-Interest Agreements*.

Stacey reviewed significant estimates, financial highlights, value of books and collections as well as investments. She also reviewed audit adjustments and the summary of adjusting journal entries. Four entries were made. In addition, she reported that there were no passed adjustments to the audit.

Stacey reported that there were no significant issues that arose during the audit, nothing unexpected occurred and that Kim and her staff were well prepared for the audit process.

The group engaged in discussion and questions and answers to the above presentation. Edits to the draft report were discussed and corrections will be made before the final report is submitted.

Stacey reported the audit process will be complete upon corrections to the draft reports and when the management representation letter is signed.

COMMITTEE DISCUSSION

Topics included component units such as The Library Foundation; impact of the new tax bill and its effect on donors; vulnerability of revenues; accounting practices within the organization; and internal controls.

Stacey provided a brief update on future pronouncements GASB Statements 85 and 87. GASB Statement 85 titled *Omnibus 2017* addresses practice issues that have been identified during implementation and application of certain GASB Statements. GASB Statement 87 titled *Leases*, requires recognition of certain lease agreement and liabilities for leases that were previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. GASB Statement 87 changes the way the government reviews lease agreements.

On a motion by Betty Greiner, seconded by Jim Edwards, the Committee recommended the final audit report be considered for acceptance by the full Board of Trustees as presented at the April 26, 2018 meeting. Motion carried.

NEXT STEPS

Chief Executive Officer, Gina Millsap, will follow-up with The Library Foundation Director, Nancy Lindberg, regarding effects and/or impact the new tax law, Tax Cuts and Jobs Act, would have on donors to The Library Foundation.

There being no further business for the Committee the meeting was adjourned at 4:37 PM.

Questions for the Audit Committee to Ask the Auditor

Note: These questions are in addition to specific questions related to issues unique to the particular organization.

Here are 15 questions that should be raised with the auditor in the post-audit meeting:

1. How would you compare the quality of our accounting to other organizations with whom you work?
2. What was your materiality threshold?
3. Do we have any unconsolidated entities such as a foundation, taxable subsidiary, real estate holding company, or joint venture, and why were they not consolidated?
4. Are we up-to-date on all of our filings and remittances?
5. Do our investments conform to our investment policy?
6. Are our receivables recorded in compliance with our receivables recognition policy?
7. Are there any significant receivable amounts of which collection is uncertain?
8. Are our reserves adequate?
9. Are we vulnerable on revenues because we are overly dependent on one revenue source?
10. Are we in compliance with lines of credit and other banking requirements?
11. Are all movements of resources in or out of designated funds properly authorized and accounted for?
12. Does the association have adequate internal controls, and is there any concern that improprieties are taking place?
13. Are there any aspects of the audit report that you have been asked to change from what you initially recommended, and do you support the change?
14. Are our Board and annual minutes in a format and stored as required by statute, and by our policies?
15. How long have you been the partner in charge of our audit, and if three years or longer, can we be assured that another partner be taking oversight next year?

Revenue/Expense/Balance by Fund Report – Page 2

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending completion and acceptance of the custom built AdventureMobile expected no later than late August. Typically, the Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 24.4% of the budget year completed, 51% of the budgeted revenue has been received and 29% of the approved budget has been expended/encumbered. This compares to 2017 in which 51% of the budgeted revenue had been received and 32% of the approved budget had been expended/encumbered.

The second tax distribution of 2018 was received March 20th as scheduled. The total received for the General Fund was \$417,050. The percentage of the ad valorem budget collected year-to-date is 57% compared to 56% in March 2017. The percentage of year-to-date motor vehicle taxes collected is 10% compared to 11% at this point in time in 2017.

Vehicle Repair and Cataloging/ILL Service line items are over budget, but may not end up that way as actual costs are known.

Employee Benefit Fund – Page 6

With 24.4% of the budget year completed, 55% of the budgeted revenue has been received and 23% of the approved budget has been expended/encumbered. This compares to 2017 in which 49% of the budgeted revenue had been received and 28% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,957,698.

Debt Service Fund-Bond & Interest – Page 7

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

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual financial management software maintenance/support renewal	\$11,000.00	Black Mountain Software, Inc.
Approved operating budget	Annual support for kiosks, Smartlockers, RFID tagging machines and security gates	\$19,049.55	Bibliotheca LLC
Approved operating budget	Annual pest control inspection services and K9 bed bug inspection	\$18,015.90	Schendel Pest Services
Approved operating budget	Annual offsite data sync/cloud disaster recovery	\$6,000.00	Global Data Vault, LLC
Approved operating budget	Annual lease and maintenance for (2) copiers	\$14,604.00	Century Business Technologies
Approved operating budget	Annual lighting supplies open PO	\$6,999.98	Border States Industries Inc.
Non-budgeted Undesignated Gifts/Memorial Fund	Heartland Visioning Project – 2 nd installment of a 3-year commitment for the period 2017-2019	\$6,000.00	Topeka Community Foundation
Approved operating budget	Annual lease payments for postage and mailing equipment	\$21,067.80	Pitney Bowes, Inc.
Approved operating budget	Snow removal, salt and sand services	\$5,937.50	Snow Terminators LLC

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual publication of <i>Library News</i> ; 6 times per year, 80,000 copies each	\$75,849.21	The Topeka Capital Journal
Approved operating budget	Consulting/valuation services for GASB75, Other Postemployment Benefits for footnote and entry needed in audited financial statements	\$6,497.50	Lewis & Ellis, Inc.
Library Materials	Annual online access to TS360	\$5,600.00	Baker & Taylor Books
Library Materials	Hoopla online	\$18,521.17	Midwest Tape LLC
Library Materials	Adult fiction e-audiobooks/books	\$5,440.00	Midwest Tape LLC
Library Materials	Online databases	\$5,813.00	State Library of Kansas

Other Items:

- The Board’s Audit Committee is scheduled to meet to review the audit draft and hear the audit presentation on Wednesday, April 11th at 4 pm in the Menninger Room. Any Trustee is welcome to attend this meeting. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit. Electronic copies of the draft documents were posted online and a link sent to all Trustees on April 10th. The 2017 audit draft contains no findings or internal control deficiencies.
- Since officers will be selected for the positions of Chair, Treasurer and Secretary, Trustees in these positions need to stay after the Board meeting, if possible, to sign the various signature cards for TSCPL’s bank accounts. Also, the paperwork for the signature file used to electronically affix signatures on checks created by the financial system must be signed. Anyone who has not previously (and recently) served as one of the signing officers must sign an electronic signature form for the Secretary of State’s Office and provide a copy of their driver’s license as well. I can make a copy for you the night of the Board meeting or you may bring a copy with you. The effective date of the new positions is May 1, per the bylaws.
- There are two resolutions on the agenda that will result in an expenditures:
 - Approval of the bid to replace (80) staff desktop computers, (71) monitors, and related equipment. This expenditure is included in the approved 2018 budget and will be paid from the General Fund.

- Approval of the construction bid for Claire’s Courtyard, which includes an exterior patio space, a three season pavilion space and an amphitheater. Funding for this project is from the Library Foundation.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Monday, June 11th, noon to 3 pm in the Hughes Room 205; lunch served
 - Monday, July 9th, noon to 3 pm in the Hughes Room 205; lunch served
- As a refresher, the 2018 budget includes the following projects, with the expected procurement type and Board involvement listed. Most projects are related to the Facilities Master Plan and information technology initiatives. The Facilities Master Plan budgeted projects may or may not occur in the current year due to changes in priority and availability of donor funding.

Project/Purchase	Status	Funding	Procurement Type
MuseumPlus upgrade/migration	In process; specifications are nearly complete	General Fund	Sole source - an upgrade to an existing Library system; report to Board
Polaris phone server upgrade	Postponed until 2019	General Fund	Sole source – an upgrade to an existing Library system; report to Board
(70) staff desktop computers, (81) monitors	Awaiting bid approval by the Board	General Fund	RFP; Board approval of the bid
(10) Mac computers	Soliciting bids	General Fund	RFP; Board approval of the bid
Facilities Master Plan – Claire’s Courtyard	Awaiting construction bid approval by Board	Not budgeted; Foundation to fund	RFP; Board approval of the bid
Facilities Master Plan – Demolition of donated building at 1001 SW Garfield Avenue	Nearing completion	Not budgeted; Foundation to fund	RFP; Board approval of the bid
Facilities Master Plan – Humidifier replacement	In process; awaiting contract from vendor	Capital Improvement Fund	RFP; Board approval of the bid
Facilities Master Plan – Phase 2, Circulation Plaza and Learning Center remodel	In process; Tevis is working on preliminary drawings	General Fund/Foundation Funds/Friends Fund	Professional services, exempt from the purchasing policy; report to Board only This project will be approved by the Board before additional RFP’s are issued; the Board will approve all bids before work begins

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

3/31/18

	<u>Balance 01/01/18</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 3/31/2018</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,661,865.06	\$ 6,316,402.02	\$ 3,139,911.78	\$ 7,838,355.30
Employee Benefits	751,843.68	2,100,760.79	871,911.09	\$ 1,980,693.38
Capital Improvement	1,959,190.83	5,706.84	5,940.00	\$ 1,958,957.67
Bond & Interest	808,663.92	868,861.63	51,125.00	\$ 1,626,400.55
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	0.00	50,002.19	0.77	\$ 50,001.42
Federal, State & Local Grants	19.03	1,200.00	900.00	\$ 319.03
Other Special Revenue	622,425.67	1,555.82	173,217.18	\$ 450,764.31
Permanent Funds	206,531.96	-	-	\$ 206,531.96
Totals	<u>\$ 9,010,540.15</u>	<u>\$ 9,344,489.29</u>	<u>\$ 4,243,005.82</u>	<u>\$ 14,112,023.62</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,109,732.85
Restricted Funds-CoreFirst Bank-Checking	451,539.03
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,965,197.67
Cash on Hand	2,652.00
Petty Cash	220.00
Endowment Securities	206,531.96
Municipal Investment Pool - Overnight	958,494.72
Municipal Investment Pool - 30-day Fixed	3,000,000.00
Municipal Investment Pool - 90-day Fixed	650,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	900,000.00
	<u>\$ 14,244,368.23</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Payroll Deduction and Employer Benefit Liabilities	12,790.00
Less Outstanding Checks	119,554.61
	<u>\$ 14,112,023.62</u>

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

	01/01/18 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	3/31/2018 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,661,865.06	\$ 6,316,402.02	\$ 166,552.32	\$ 2,973,359.46	\$ 7,838,355.30	\$ 1,372,778.10	\$ 6,465,577.20
Employee Benefit Fund	751,843.68	2,100,760.79	1,076.78	870,834.31	1,980,693.38	38,560.08	1,942,133.30
Capital Improvement Fund	1,959,190.83	5,706.84	5,940.00	-	1,958,957.67	1,260.00	1,957,697.67
Bond & Interest Fund	808,663.92	868,861.63	-	51,125.00	1,626,400.55	-	1,626,400.55
Non Major Governmental Funds							
State Aid Fund	0.00	50,002.19		0.77	50,001.42	-	50,001.42
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03		19.03
Kansas Humanities Council Grant	-	1,200.00	-	900.00	300.00	300.00	-
<i>Other Special Revenue Funds</i>							
Art Collection	10,532.67	1.40		-	10,534.07	-	10,534.07
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	-				-		-
Cooking Neighborhood	-				-		-
French Gift - Library Materials	3,136.31	0.37	30.21	595.03	2,511.44	351.39	2,160.05
Friends	177,808.90	18.66	2,148.60	40,740.11	134,938.85	16,231.07	118,707.78
Fun Committee	1,568.90	187.95	-	-	1,756.85	-	1,756.85
Gallery Competitions/Exhibits	36,921.44	4.85	-	300.00	36,626.29	101.37	36,524.92
Gifts/Memorials (Undesignated)	258,320.84	21.43	114,007.55	9,538.32	134,796.40	210,120.57	(75,324.17)
Hathaway Trust - Library Materials	12,009.44	1,305.47	352.43	1,628.76	11,333.72	1,359.23	9,974.49
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	92,236.64	12.10	-	1,030.67	91,218.07	6,355.37	84,862.70
Lingo	-				-		-
NEH Expendable	1,408.42	0.18	-	-	1,408.60	-	1,408.60
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-			457.20	-	457.20
Red Carpet	6,488.48	0.85	75.27	96.74	6,317.32	253.26	6,064.06
Special Collections	5,666.81	0.75	-	-	5,667.56	-	5,667.56
Talking Books	-				-		-
Torluemke Landscaping	35.94	-			35.94	-	35.94
Wedding Neighborhood	-				-		-
Workshops	2,164.06	0.29			2,164.35		2,164.35
Youth Services	13,034.49	1.52	133.30	2,540.19	10,362.52	159.02	10,203.50
<i>Permanent Funds</i>							
Mertz Trust	206,531.96	-	-	-	206,531.96	-	206,531.96
TOTALS	\$ 9,010,540.15	\$ 9,344,489.29	\$ 290,316.46	\$ 3,952,689.36	\$ 14,112,023.62	\$ 1,647,829.46	\$ 12,464,194.16

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

3/31/18

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 3/31/2018</u> 24.4% of year
Ad Valorem Property Tax	\$ 10,513,795.00	\$ 6,030,380.10	\$ (4,483,414.90)	57%
Revitalization Rebates	(139,664.00)	(70,545.91)	\$ 69,118.09	51%
Back Tax	-	71,649.46	\$ 71,649.46	N/A
Motor Vehicle Tax	1,484,403.00	155,292.35	\$ (1,329,110.65)	10%
Recreational Vehicle Tax	12,739.00	1,069.16	\$ (11,669.84)	8%
16/20 M Vehicle Tax	5,837.00	4,355.41	\$ (1,481.59)	75%
In Lieu of Tax	10,122.00	544.24	\$ (9,577.76)	5%
Watercraft Special Tax**	7,672.00	-	\$ (7,672.00)	0%
Commercial Vehicle Fees	46,629.00	38,562.54	\$ (8,066.46)	83%
E-Rate Reimbursement	70,235.00	-	\$ (70,235.00)	0%
Miscellaneous Revenue	3,000.00	2,146.23	\$ (853.77)	72%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	94,125.00	14,250.72	\$ (79,874.28)	15%
Salary Refunds-Friends	43,630.00	10,875.47	\$ (32,754.53)	25%
Salary Refunds-Shawnee Cty	-	4,914.37	\$ 4,914.37	N/A
Vending Machines	4,000.00	1,031.35	\$ (2,968.65)	26%
Pay to Sam	-	(21.10)	\$ (21.10)	N/A
Overdue Fees*	157,000.00	38,485.48	\$ (118,514.52)	25%
Debt Collect	-	1,251.11	\$ 1,251.11	N/A
ILL Fees	600.00	46.75	\$ (553.25)	8%
Mailing Fees	60.00	16.92	\$ (43.08)	28%
Non Resident Card Fee	510.00	425.00	\$ (85.00)	83%
Obituary Fees	500.00	125.00	\$ (375.00)	25%
Meeting Room Charges	5,500.00	1,460.00	\$ (4,040.00)	27%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	13,200.00	10,087.37	\$ (3,112.63)	76%
Library Treasurer's Balance	3,349,699.00	-	-	N/A
TOTALS	<u>\$ 15,684,092.00</u>	<u>\$ 6,316,402.02</u>	<u>\$ (6,017,990.98)</u>	51%

* 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**

3/31/18

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u> 24.4% of year
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 1,723.05		\$ 4,676.95	27%
Salaries-Facilities	644,257.00	150,373.39		493,883.61	23%
Salaries-Overtime	10,000.00	2,628.15		7,371.85	26%
Salaries-Security	308,808.00	76,679.43		232,128.57	25%
Salaries-Shelvers	196,203.00	29,174.07		167,028.93	15%
Salaries-Staff	7,255,554.00	1,827,506.91		5,428,047.09	25%
Conferences	132,800.00	22,157.40	21,382.92	89,259.68	33%
Staff Development & Training	34,000.00	7,368.81	1,723.24	24,907.95	27%
Mileage	9,990.00	1,482.13	6,895.56	1,612.31	84%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	283.64	208.68	1,507.68	25%
Materials-Periodicals	38,000.00	983.95	128.99	36,887.06	3%
Materials-Print/Non-Print <1 YR	479,400.00	92,053.82	5,264.95	382,081.23	20%
Materials-Print/Non-Print	1,267,530.00	260,903.55	123,983.57	882,642.88	30%
OPERATIONS:					
Art Purchases	5,000.00	-		5,000.00	0%
Cataloging and ILL Services	75,500.00	12,507.40	72,492.60	(9,500.00)	113%
Contracted-Digital Services	351,560.00	70,224.83	53,161.92	228,173.25	35%
Contracted-Facilities	255,000.00	115,438.17	55,964.86	83,596.97	67%
Contracted-Equipment	51,500.00	11,072.71	30,324.18	10,103.11	80%
Contracted-Professional	279,800.00	46,795.96	140,476.93	92,527.11	67%
Contracted-E-Rate Services	6,325.00	-	-	6,325.00	0%
Digital Services Support	244,900.00	10,728.70	22,980.90	211,190.40	14%
Furniture/Equipment	117,000.00	2,400.00	8,133.57	106,466.43	9%
Insurance	53,300.00	22,980.00	22,656.00	7,664.00	86%
Marketing & Communication	40,000.00	10,100.27	1,948.99	27,950.74	30%
Memberships/Dues	23,625.00	581.00	150.00	22,894.00	3%
Miscellaneous	5,000.00	496.32	185.00	4,318.68	14%
Payments to Other Libraries	100,123.00	-	-	100,123.00	0%
Postage/Shipping	108,000.00	28,436.22	1,899.65	77,664.13	28%
Printing	106,600.00	15,167.18	63,686.36	27,746.46	74%
Programming	30,000.00	3,808.78	2,283.31	23,907.91	20%
Special Events	-	-	189.50	(189.50)	0%
Special Projects	1,100,000.00	-	50,000.00	1,050,000.00	5%
Supplies-Facilities	76,200.00	15,115.09	37,153.36	23,931.55	69%
Supplies-Office/Library	75,600.00	10,136.37	4,913.86	60,549.77	20%
Supplies-Processing	40,000.00	27,340.72	6,388.66	6,270.62	84%
Telecommunications	85,617.00	17,166.29	62,489.71	5,961.00	93%
Utilities-Electric	350,000.00	51,563.12	302,904.06	(4,467.18)	101%
Utilities-Gas	65,000.00	14,242.09	26,655.55	24,102.36	63%
Utilities-Water/Sewage	35,000.00	3,166.99	24,013.01	7,820.00	78%
Vehicle-Gas	36,000.00	5,298.24	-	30,701.76	15%
Vehicle-Repair	32,500.00	5,272.37	29,168.21	(1,940.58)	106%
Contingency/Fund Balance	1,550,000.00	-	-	-	0%
Cash Long/Short	-	2.34	-	(2.34)	N/A
TOTALS	\$ 15,684,092.00	\$ 2,973,359.46	\$ 1,179,808.10	\$ 9,980,924.44	29%

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

3/31/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 3,349,699.00	\$ 4,289,983.53	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,513,795.00	6,030,380.10	57%
Revitalization Rebates	(139,664.00)	(70,545.91)	51%
Back Tax	-	71,649.46	N/A
Motor Vehicle Tax	1,484,403.00	155,292.35	10%
Recreational Vehicle Tax	12,739.00	1,069.16	8%
16/20M Vehicle Tax	5,837.00	4,355.41	75%
In Lieu of Tax	10,122.00	544.24	5%
Watercraft Special Tax	7,672.00	-	0%
Commercial Vehicle Fees	46,629.00	38,562.54	83%
E-Rate Reimbursement	70,235.00	-	0%
Fees and Charges	171,670.00	44,966.74	26%
Reimbursements	137,755.00	30,040.56	22%
Interest on Idle Funds	13,200.00	10,087.37	76%
	<u>\$ 12,334,393.00</u>	<u>\$ 6,316,402.02</u>	51%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,421,222.00	2,088,085.00	25%
Other Staff Support Costs	176,790.00	61,010.06	35%
Library Collections	1,786,930.00	483,811.15	27%
Contracted Services	1,019,685.00	608,459.56	60%
Digital Services Support	244,900.00	33,709.60	14%
Furniture/Equipment/Art	122,000.00	10,533.57	9%
Payments to Other Libraries	100,123.00	-	0%
Special Projects	1,100,000.00	50,189.50	5%
Utilities & Telecommunications	535,617.00	502,200.82	94%
Vehicles	68,500.00	39,738.82	58%
Other Operating Expenditures	558,325.00	275,429.48	49%
Cash Basis Reserve	1,550,000.00	-	0%
	<u>\$ 15,684,092.00</u>	<u>\$ 4,153,167.56</u>	29%
Prior Year Canceled Purchase Orders		<u>\$ 12,359.21</u>	
Unencumbered Balance 3/31/18	\$ -	<u><u>\$ 6,465,577.20</u></u>	

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

3/31/18

EMPLOYEE BENEFITS

	2018 Budget	Year To Date	%
Balance 01/01/18	\$ 505,653.00	\$ 750,732.34	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,580,993.00	\$ 2,053,813.67	57%
Revitalization Rebates	(47,569.00)	(23,602.60)	50%
Back Tax	-	13,021.75	0%
Motor Vehicle Tax	186,260.00	23,728.33	13%
Recreational Vehicle Tax	1,598.00	154.48	10%
16/20M Vehicle Tax	732.00	1,034.95	141%
In Lieu of Tax	2,800.00	185.36	7%
Watercraft Special Tax*	963.00	-	0%
Commercial Vehicle Fees	5,851.00	5,476.05	94%
Refund-Fringe Benefits-Foundation	35,999.00	4,360.06	12%
Refund-Fringe Benefits-Friends	27,701.00	6,532.78	24%
Refund-Fringe Benefits-Shawnee Cty	-	3,551.63	0%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	538.66	0%
Retiree Payments BC/BS	43,347.00	8,135.62	19%
Interest on Idle Funds	2,000.00	3,830.05	192%
	\$ 3,840,675.00	\$ 2,100,760.79	55%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,886.00	\$ 6,460.68	94%
Cafeteria Plan Administration Fees	3,865.00	3,377.00	87%
Social Security/Medicare	644,212.00	149,374.53	23%
Ks Public Employees Retirement Sys	758,224.00	187,390.20	25%
Worker's Compensation	73,200.00	60,199.00	82%
Unemployment Tax	8,421.00	3,351.75	40%
Health/Dental Insurance	2,451,520.00	499,241.23	20%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 4,346,328.00	\$ 909,394.39	23%
Prior Year Canceled Purchase Orders		\$ 34.56	
Unencumbered Balance 3/31/18	\$ -	\$ 1,942,133.30	

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

CAPITAL IMPROVEMENT

Balance 01/01/18	\$ 1,951,990.83
<u>Revenue:</u>	
Interest received	5,706.84
	\$ 5,706.84
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 3/31/18	\$ 1,957,697.67

STATE AID

Balance 01/01/18	\$ -	\$ -
<u>Revenue:</u>		
State Aid	55,000.00	50,002.19
	\$ 55,000.00	\$ 50,002.19
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	55,000.00	0.77
	\$ 55,000.00	\$ 0.77
Unencumbered Balance 3/31/18		\$ 50,001.42

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

3/31/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 763,691.00	\$ 808,663.92	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,467,546.00	841,801.43	57%
Revitalization Rebates	(19,495.00)	(9,809.31)	50%
Back Tax	-	9,089.69	
Motor Vehicle Tax	178,209.00	19,079.98	11%
Recreational Vehicle Tax	1,529.00	130.46	9%
16/20M Vehicle Tax	701.00	573.46	82%
In Lieu of Tax	1,350.00	75.97	6%
Watercraft Special Tax*	921.00	-	0%
Commercial Vehicle Fees	5,598.00	4,695.71	84%
Interest on Idle Funds	2,200.00	3,224.24	147%
	<u>\$ 1,638,559.00</u>	<u>\$ 868,861.63</u>	53%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,550,000.00	\$ -	0%
Interest	102,250.00	51,125.00	50%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,402,250.00</u>	<u>\$ 51,125.00</u>	3%
Unencumbered Balance 3/31/18	\$ -	\$ 1,626,400.55	

* 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 March 31, 2018

Capital Improvement Funds-VisionBank

\$ 1,965,197.67 at 1.19% (money market account)

Municipal Investment Pool

\$ 958,494.72 operating funds in "overnight pool"*; available for transfer whenever needed

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

3,000,000.00 General funds in 30-day, fixed rate pool; opened 2/28/18 @ 1.37%; maturity 4/2/18

\$ 4,608,494.72

* rates vary by day - average March 1-31, 2018 was 1.0416%

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

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

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

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

Principal Balance of Outstanding Bonds

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

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	3/1/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,504.03	-98848
10	21502	0	3/1/2018	PAYCOM PAYROLL LLC	State W/H	\$ 9,453.27	-98848
15	21521	0	3/1/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 246.41	-98848
10	21503	0	3/1/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 16,767.24	-98848
15	21504	0	3/1/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 16,767.24	-98848
10	21503	0	3/1/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 3,921.29	-98848
15	21504	0	3/1/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 3,921.29	-98848
10	21514	0	3/1/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98848
10	21518	0	3/1/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 1,008.02	-98848
10	41000	313	3/1/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,835.56	-98848
10	41000	313	3/1/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 365.40	-98848
				<i>Remittance of payroll taxes</i>		\$ 74,914.75	-98848 Total
10	21509	0	3/2/2018	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 5,306.73	-98847
						\$ 5,306.73	-98847 Total
10	21505	0	3/6/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 16,563.05	-98845
15	21516	0	3/6/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,160.63	-98845
15	21517	0	3/6/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,760.47	-98845
10	21524	0	3/6/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 175.18	-98845
10	21513	0	3/6/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 869.73	-98845
				<i>Remittance of pension benefit contributions</i>		\$ 43,529.06	-98845 Total
10	21509	0	3/19/2018	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 5,306.73	-98840
						\$ 5,306.73	-98840 Total
10	21505	0	3/19/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 16,761.02	-98839
15	21516	0	3/19/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,437.47	-98839
15	21517	0	3/19/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,793.47	-98839
10	21524	0	3/19/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 175.18	-98839
10	32100	0	3/19/2018	KS PUBLIC EMPLOYEES RETIREMENT	Credit for '17 Ded/Contr Brien	\$ (82.37)	-98839
				<i>Remittance of pension benefit contributions</i>		\$ 43,084.77	-98839 Total
10	21501	0	3/15/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,987.11	-98837
10	21502	0	3/15/2018	PAYCOM PAYROLL LLC	State W/H	\$ 9,914.15	-98837
15	21521	0	3/15/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 232.71	-98837
10	21503	0	3/15/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,351.33	-98837

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21504	0	3/15/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,351.33	-98837
10	21503	0	3/15/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,057.89	-98837
15	21504	0	3/15/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,057.89	-98837
10	21514	0	3/15/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98837
10	21518	0	3/15/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 1,008.02	-98837
10	41000	313	3/15/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,852.56	-98837
10	41000	313	3/15/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 365.40	-98837
				<i>Remittance of payroll taxes</i>		\$ 78,303.39	-98837 Total
10	21515	0	3/29/2018	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 28,992.06	-98836
15	21515	0	3/29/2018	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 129,453.11	-98836
15	21515	0	3/29/2018	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 4,788.63	-98836
						\$ 163,233.80	-98836 Total
10	21509	0	3/30/2018	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 5,306.73	-98834
						\$ 5,306.73	-98834 Total
10	21501	0	3/30/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,484.30	-98833
10	21502	0	3/30/2018	PAYCOM PAYROLL LLC	State W/H	\$ 10,798.10	-98833
15	21521	0	3/30/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 209.62	-98833
10	21503	0	3/30/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,536.04	-98833
15	21504	0	3/30/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,536.04	-98833
10	21503	0	3/30/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,335.04	-98833
15	21504	0	3/30/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,335.04	-98833
10	21514	0	3/30/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ -	-98833
10	21518	0	3/30/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 1,003.57	-98833
10	41000	313	3/30/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,787.26	-98833
10	41000	313	3/30/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 361.92	-98833
				<i>Remittance of payroll taxes</i>		\$ 83,386.93	-98833 Total
10	21505	0	3/30/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 16,793.77	-98832
15	21516	0	3/30/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,483.26	-98832
15	21517	0	3/30/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,798.97	-98832
10	21524	0	3/30/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 205.58	-98832
15	21520	0	3/30/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers WAR	\$ 546.17	-98832

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Remittance of pension benefit contributions</i>		\$ 43,827.75	-98832 Total
35	23800	0	3/15/2018	TEVIS ARCHITECTURAL GROUP	<i>Marian Clinic demo/future</i>	\$ 145.00	11252
35	23800	0	3/15/2018	TEVIS ARCHITECTURAL GROUP	<i>West Courtyard</i>	\$ 31,223.62	11252
						\$ 31,368.62	11252 Total
15	41000	260	3/8/2018	PEOPLES/COMMERCIAL INSURANCE	<i>2nd qtr workers comp ins</i>	\$ 13,847.00	91800
						\$ 13,847.00	91800 Total
10	21512	0	3/15/2018	DELTA DENTAL OF KANSAS, INC	<i>Mar, 2018-EE March Prem</i>	\$ 2,232.58	91816
15	21512	0	3/15/2018	DELTA DENTAL OF KANSAS, INC	<i>Mar, 2018-ER March Prem</i>	\$ 8,887.91	91816
15	21512	0	3/15/2018	DELTA DENTAL OF KANSAS, INC	<i>Mar, 2018-Retiree Prem</i>	\$ 309.84	91816
15	21512	0	3/15/2018	DELTA DENTAL OF KANSAS, INC	<i>Mar, 2018-Cobra Prem</i>	\$ 77.86	91816
						\$ 11,508.19	91816 Total
10	41000	310	3/15/2018	GLOBAL DATA VAULT, LLC	VEEM offsite data sync	\$ 6,000.00	91824
					<i>2018 approved operating budget - annual subscription and maintenance</i>	\$ 6,000.00	91824 Total
10	23800	0	3/15/2018	TEVIS ARCHITECTURAL GROUP	<i>FMP Phase 2</i>	\$ 6,317.81	91849
						\$ 6,317.81	91849 Total
10	41000	351	3/15/2018	WESTAR ENERGY	Feb-18	\$ 25,817.36	91853
					<i>2018 Electric Service</i>	\$ 25,817.36	91853 Total
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	Wireless Presenter Remote	\$ 14.99	91858
10	41000	341	3/22/2018	COREFIRST BANK & TRUST	Chocolate Starlight Mints	\$ 15.98	91858
10	41000	341	3/22/2018	COREFIRST BANK & TRUST	Peppermint Puffs	\$ 14.48	91858
10	41000	341	3/22/2018	COREFIRST BANK & TRUST	Goetze's Caramel Creams	\$ 29.96	91858
10	41000	341	3/22/2018	COREFIRST BANK & TRUST	Shipping	\$ 6.85	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	Walmart.com Credit PO#180272	\$ (26.96)	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	iPad Tablet Floor Stand,	\$ 126.45	91858
10	41000	310	3/22/2018	COREFIRST BANK & TRUST	GravityForms renewal	\$ 99.00	91858
10	41000	310	3/22/2018	COREFIRST BANK & TRUST	Dynamik Web Build upgrade	\$ 100.00	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	APC RBC44 Replacement Bat	\$ 368.79	91858
10	41000	410	3/22/2018	COREFIRST BANK & TRUST	Alarm Switch	\$ 32.22	91858
10	41000	410	3/22/2018	COREFIRST BANK & TRUST	Shipping	\$ 5.00	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	Recycle Wastebasket	\$ 18.09	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	Shipping	\$ 8.99	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	ChinesePrayingMantis	\$ 16.99	91858

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	Shipping	\$ 9.39	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	Heat Pack - add to PO 180418	\$ 4.50	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	B-72 clear laquer	\$ 9.40	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	B-72 white laquer	\$ 9.40	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	India ink black	\$ 4.80	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	shipping	\$ 9.95	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	Asian Beetle Jellies	\$ 6.00	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	RoughDeathFeigningBeetles	\$ 14.00	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	OakChunkBeetleSubstrate	\$ 38.00	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	Shipping	\$ 27.00	91858
10	41000	310	3/22/2018	COREFIRST BANK & TRUST	NDIA Subscription	\$ 500.00	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	Hissing Roaches-3	\$ 27.50	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	Shipping	\$ 17.95	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	logitech headset h390	\$ 88.68	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	Epson Scanner	\$ 349.99	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	\$20 Gift Cards Steam	\$ 45.00	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	#8, 36 strands 35lb max	\$ 35.40	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	Estimate Shipping	\$ 15.94	91858
10	41000	341	3/22/2018	COREFIRST BANK & TRUST	Online Conference	\$ 149.00	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	Easter Eggs	\$ 89.95	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	Set of Sample Pulps & Fib	\$ 59.70	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	Amazon tax refund	\$ (66.00)	91858
10	41000	310	3/22/2018	COREFIRST BANK & TRUST	Server Management	\$ 29.00	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	smk link clicker	\$ 224.97	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	primsmacolor premier	\$ 25.56	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	mindware's colored pencil	\$ 19.95	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	color by numbers	\$ 11.90	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	color by numbers	\$ 9.54	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	color by numbers	\$ 10.00	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	extreme wonders	\$ 3.99	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	adult coloring book	\$ 3.99	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	coloring book for adults	\$ 5.83	91858

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	online bracket challenge	\$ 19.95	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	USB Console USB to RJ45	\$ 93.59	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	Fiber Sampler	\$ 32.10	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	12 Pack PLA Colors	\$ 480.00	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	8.5x11 Magnetic Sign Hol	\$ 126.15	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	WD Red 4TB Nas Hard Disk	\$ 624.95	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	Extended Warranty	\$ 99.95	91858
10	41000	330	3/22/2018	COREFIRST BANK & TRUST	beading wire	\$ 8.99	91858
10	41000	320	3/22/2018	COREFIRST BANK & TRUST	Keyboard Case	\$ 259.90	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	Mail Cart w/ A type Caste	\$ 489.00	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	Med Cart Cover	\$ 94.00	91858
10	41000	420	3/22/2018	COREFIRST BANK & TRUST	shipping add to PO 180628	\$ 54.04	91858
					<i>Miscellaneous online orders paid by credit card</i>	\$ 5,003.73	91858 Total
10	41000	301	3/22/2018	OCLC, INC.	oclc cataloging & ill	\$ 6,253.70	91865
					<i>2018 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,253.70	91865 Total
10	41000	312	3/22/2018	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	91868
10	41000	312	3/22/2018	PITNEY BOWES INC.	Lease #412	\$ 2,668.41	91868
					<i>2018 approved operating budget - quarterly lease payments for mailing and postage equipment</i>	\$ 5,266.95	91868 Total
10	23800	0	3/29/2018	ALLSIGNS LLC	1Garfield ID signs	\$ 960.00	91877
10	41000	326	3/29/2018	ALLSIGNS LLC	Vinyl Pull Up Banner	\$ 85.00	91877
10	41000	326	3/29/2018	ALLSIGNS LLC	vinyl letters	\$ 190.00	91877
10	41000	322	3/29/2018	ALLSIGNS LLC	Letters and Installation	\$ 6,149.00	91877
					<i>2018 approved operating budget - signage for Café, Booktique and Gallery</i>	\$ 7,384.00	91877 Total
10	41000	326	3/29/2018	THE TOPEKA CAPITAL JOURNAL	Library News	\$ 12,365.85	91906
10	41000	322	3/29/2018	THE TOPEKA CAPITAL JOURNAL	mailing List Refr	\$ 1,585.00	91906
					<i>Publication in 2018 approved operating budget</i>	\$ 13,950.85	91906 Total
						\$ 678,918.85	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

April 2018

Library News and Project Updates

Honoring Duane Johnson and Betty Greiner

With respect and gratitude, we bid farewell to retired State Librarian of Kansas Duane Johnson and Shawnee County Director of Administrative Services Betty Greiner. Both trustees have served with distinction and will be greatly missed. Please see your packets for resolutions honoring and thanking them for their leadership, advocacy, stewardship, and service.

Board of Trustee Appointments

All three county trustee positions expire this month. As of this writing, I have not been informed who will be appointed or reappointed by the Shawnee County Commissioners. I will share that information as soon as it is available.

National Library Week – April 8-14, 2018

The National Library Week 2018 celebration will mark the 60th anniversary of the first event, sponsored in 1958.

The theme for the 2018 National Library Week is *Libraries Lead*. Additional information about National Library Week can be found on the ALA website <http://www.ala.org/conferencesevents/celebrationweeks/natlibraryweek>.

As part of National Library Week, we celebrated National Bookmobile Day on April 11. If you haven't yet, please read the article called "75 Years on the road with bookmobiles" in the latest issue of *Library News*.

Public Library Association conference

The biannual meeting of the Public Library Association was held in Philadelphia March 20-24. While weather prevented several of our group from making their flights, trustees Betty Greiner and Jim Edwards and Library Foundation chair Judi Stork joined several library staff members who attended the conference. We will dedicate a few minutes at the Board Meeting for conference attendees to share their thoughts and one or two great ideas/takeaways they experienced at the conference.

Free Library of Philadelphia

I am honored to have been asked to deliver the keynote address for the Free Library of Philadelphia All Staff Day Event. The event takes place on April 18. Their theme is "The Essence of a Changing World – Life in a 21st Century Library." My presentation is entitled "Raising the Heat."

Dolly Parton's Imagination Library (DPIL)

We hit the 4000 mark! As of April 13, 2018 there were 4001 children registered for the Dolly Parton's Imagination Library. The attached report from United Way of Greater Topeka provides additional information regarding ratio of participation by gender, age, and zip code.

Momentum 2022

The Talent Development Work Group met on March 27 to provide updates to current objectives and maintain or adjust framework for the coming year. Objectives discussed at the meeting included:

- Workforce Inventory
- Cradle through Career (CTC) collective impact partnership
- Kindergarten Readiness
- Career Pathways
- Internship Initiatives
- East Topeka Learning Center Project

Facilities Master Plan update

The Facilities Master Plan committee continues working on plans for the Learning Center and the circulation lobby area. Thad Hartman, Community and Strategic Services Manager and David Heit, Associate Principal, Tevis Architects will provide a complete update on Facilities Master Plans projects for 2018.

Community Broadband Plan

Broadband consultants Christopher Campbell and Elissa Tracey of Tilson Technology Management were in Topeka on March 26 – 27 to meet with the project team and stakeholders. Attendees heard and gave feedback on a draft of the report that will be submitted to the Joint Economic Development Organization's (JEDO) Board at its meeting on May 9.

The project team is now finalizing the report and presentation with a request to proceed with issuing a request for information to determine which of the broadband models presented might be implemented in Topeka and Shawnee County. The members of the project team are: Mark Biswell, Director of Information Technology, City of Topeka, Pat Oblander, Director of Information Technology, Shawnee County, Patrick Clear, Coordinator of Technology Auburn-Washburn Schools, Barbara Stapleton, Vice-President of Workforce and Education, GoTopeka and me.

Operations and Departmental Reports

- LeAnn Brungardt provides an update on March Programs and highlights the *Escape From the Library* event in Youth Services

Agenda Items

Audit Report

The Audit Committee, chaired by Betty Greiner, met earlier this week with the auditors from Berberich Trahan and Co., P.A. to review the results of the 2017 audit. The Audit Committee meeting minutes are included in the board packet.

Nominating Report and Election of Officers

The Nominating Committee consulted by phone and email to determine recommendations for board officers. Per the TSCPL Trustee Bylaws, the election occurs at the April board meeting. Also, additional nominations may be made from the floor (see the following).

Article II: Officers, section 2. Nomination Procedures and Time of Election (approved May 21, 2015); “at the regular meeting in March the Board shall elect a Nominating Committee of three trustees. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting.”

Chair Duane Johnson, Jennifer Miller and Beth Dobler served as the members of the Nominating Committee. The names for 2018 officers are included in the resolution included in the board meeting packet.

The new officers begin their term May 1.

Bid for Computer Purchase

Staff is recommending approval of a bid for new desktop computers, monitors and related equipment including a 3-year parts warranty. This is part of our regular replacement cycle for computers and funding is included in the FY2018 budget. Background information and the fiscal note is included in the resolution in the board meeting packet.

Bid for Claire’s Courtyard

The bid recommendation for the Claire’s Courtyard project will be mailed to you next week. *See CFO Kim Torrey’s April 12 email memo for additional information.*

Youth and Civic Engagement

Trustee Melissa Masoner will share information on the community youth engagement work she is doing and how that might inform the library’s community impact goals and the development of the Teen Advisory Board.

Professional Activities/Community Contacts

March 20-24, 2018	attended Public Library Association conference in Philadelphia
March 26, 2018	met with JEDO Broadband Stakeholders Project Team meeting
March 27, 2018	hosted JEDO Broadband Stakeholders Large Group meeting
March 27, 2018	attended 2022 Talent Development group

March 27, 2018 conference call with Kansas Action for Children – revenue and economy survey in Kansas

March 28, 2018 conference call with representative from Mobius – a library resource sharing nonprofit in Missouri

March 29, 2018 guest speaker for Leadership Greater Topeka; the Library hosted the meeting for the morning. *Note also that HR director Jesse Maddox is in this year's class.*

April 3, 2018 meeting with Dene Mosier, Executive Director Kansas Children's Discovery Center

April 4, 2018 guest speaker at Most Pure Heart of Mary Women's Fellowship meeting

April 5, 2018 conference call with JEDO Broadband Planning Stakeholders meeting

April 7, 2018 meeting with Bradbury Miller regarding recruitment of Chief of Staff position

April 8, 2018 attended and spoke at Wilder Society Tea

April 9, 2018 met with Board of Trustees Executive Committee

April 9, 2018 attended The Library Foundation Finance Committee meeting

April 10, 2018 attended SME - Sales and Marketing Executives of Topeka event featuring best selling author Ryan Holiday. His book *The Daily Stoic* is based on the writings of Roman Emperor Marcus Aurelius, especially *The Meditations*. It was an inspiring experience to hear a 21st century man quote an ancient Roman emperor and share his love of books and learning.

April 11, 2018 met with TSCPL staff and SENT (Strengthening Equipping Neighborhoods, Together) staff - New Non Profit operating in the Hi-crest neighborhood.

April 11, 2018 attended Board of Trustees Audit Review

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library
4/13/2018

Youth Services
Submitted by: LeAnn Brungardt, Supervisor
Marie Pyko, Director

Programs in March included:

Birth-5

Baby Bookworms, Toddler Time 1, Toddler Time 2, Pre-K Storytime, Read with a Ranger, Family Place Learn and Play, and Musical Storytime

Elementary school aged

Amazing Animals, Factual Fun, Minecraft™, Lego®, Reading with Prairieland Dogs

Middle and high school aged

Teen Writing Group, #Adulting: Being Tech Savvy, Teen STEAM, and Teen Tech Week

All Ages

Zoo Animals Live
Anyone Can Cook

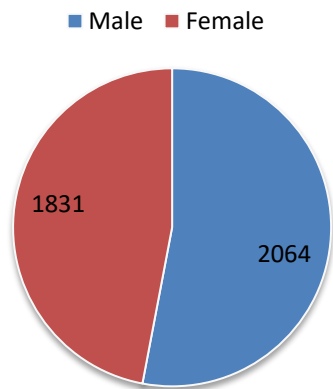
Highlights:

Escape from the Library

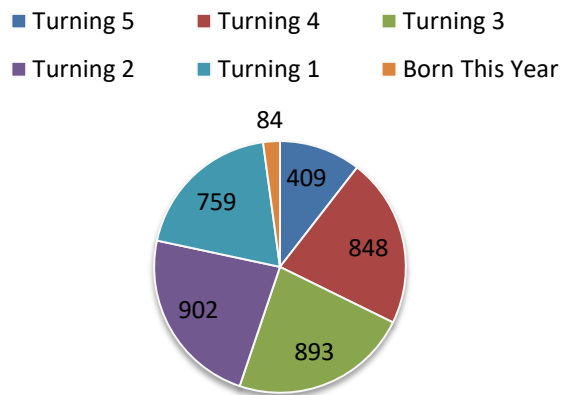
Escape from the Library was a featured program held as a part of the 2 Book Topeka series, in March. It was an outtake of the book **Escape for Mr. Lemoncello's Library**. The book centers on puzzle solving escape room style and so did the program. Participants discovered three dioramas near the dinosaur in the Kids' Library. There they solved clues that took them to their next set of clues. One set for example required kids to interpret hieroglyphics in order to move onto the next task. Their clues led them to physical challenges like putting a small Frisbee through a spider web and alphabetizing large items to release yet another clue. Other clues included matching book jackets to book titles that were mentioned in the storyline and a virtual reality experience. Kids earned a certificate for completing the challenge. The best part of this experience was that most participants came with families. It was good to see them working together and having such a good time. Specifically there was one mom who in her professional life is a special education teacher. She asked to have the ideas staff developed so that she could create a similar experience for children she sees at school. She was excited to not only get the plans, but also to discover that many of the activities were items available for checkout through Red Carpet collections.

Number of Participants Served: **3,895**

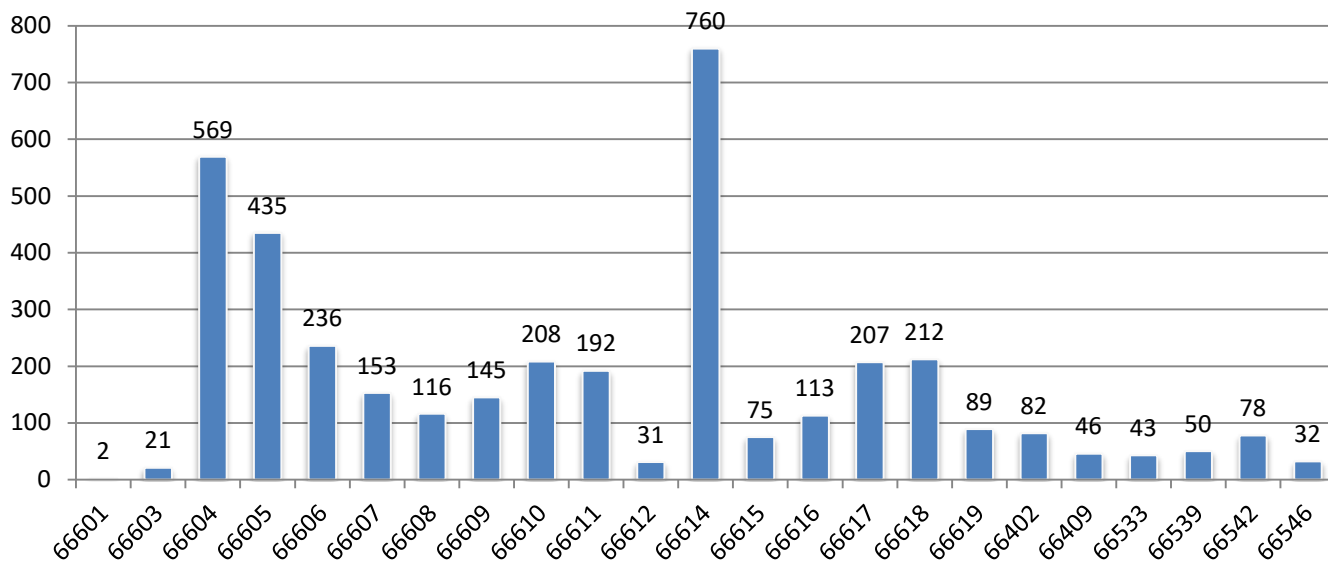
Sex of Participants



Age of Children

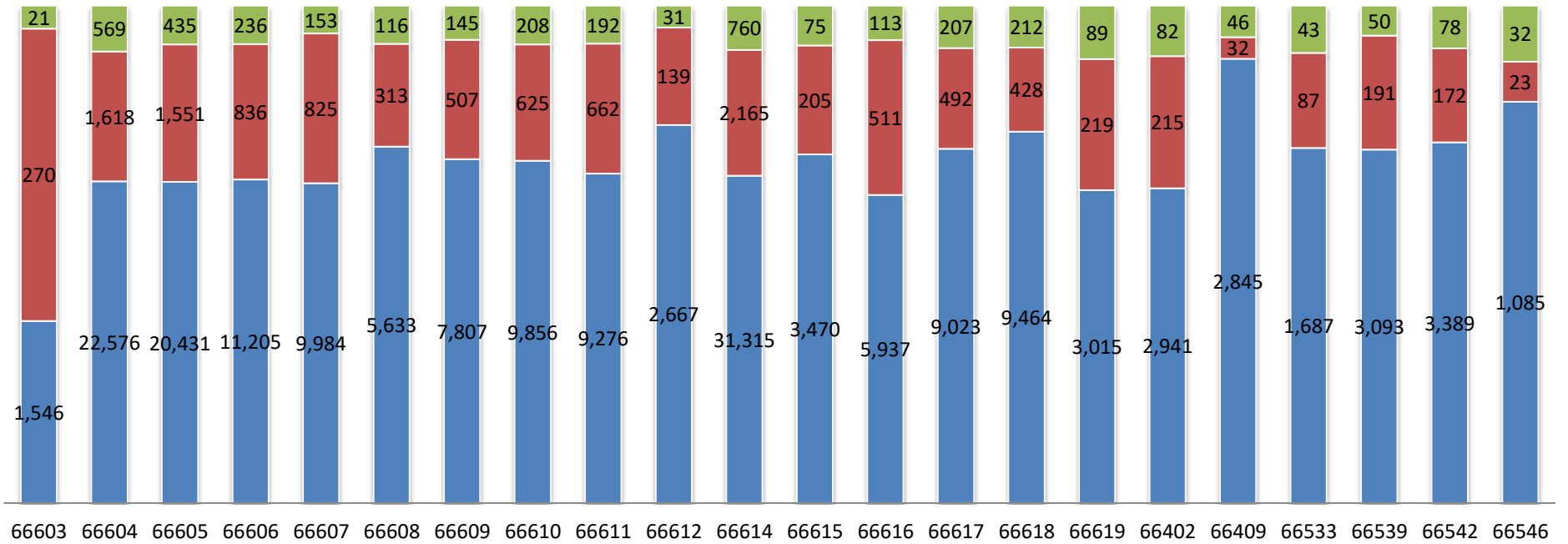


Zip Codes of Children

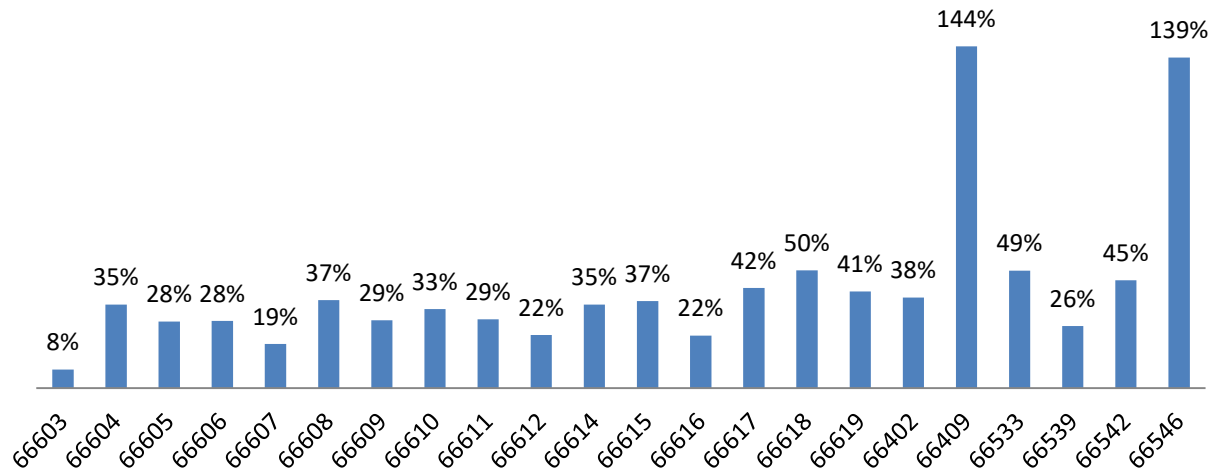


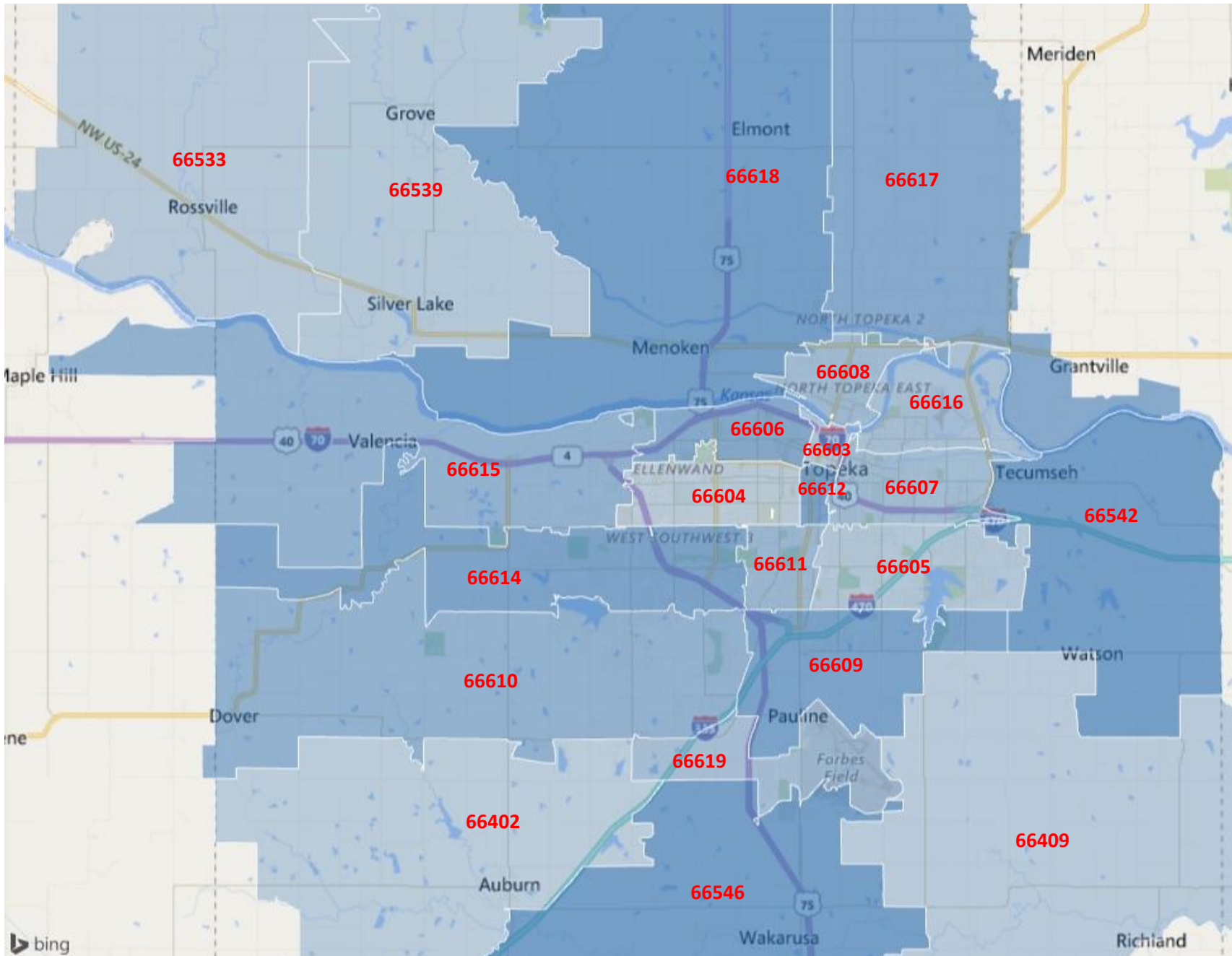
March 2018 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode







Resolution – Election of Officers

BOARD OF TRUSTEES

April 26, 2018

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee Report as presented:

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

Resolution by _____

Resolution passed/failed by a vote of _____

Date _____



**Resolution – Bid for Computer Purchase
BOARD OF TRUSTEES
April 26, 2018**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$73,498 by Inland Business Systems, Inc. of Topeka, Kansas for the purchase of 80 desktop computers, 71 monitors, related equipment and 3-year parts warranty. This expenditure is included in the approved 2018 budget and shall be paid from the General Fund, Digital Services Support line item.

Policy and Background Information:

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

On March 13, 2018, the Request for Proposal (RFP) for the purchase of 80 desktop computers, 71 monitors, related equipment and 3-year warranty (all for staff use) was posted on TSCPL's Digital Branch as notice to any interested vendor. It also was electronically sent to 5 companies, including 1 company in Topeka who had specifically requested to receive notification about information-technology-related purchases. Additional information in the form of answers to bidder's questions was added to the Digital Branch. Proposals were due by 1:00 pm on March 30, 2018 and were opened in a public meeting that day at 2:00 pm. Bids were received from two (2) companies, including one from a Topeka company. One was received after the required time and was not included in the decision matrix. The Digital Services Supervisor reviewed all the bids and determined that all met the basic specifications.

Staff recommendation:

TSCPL staff recommends approving the bid of \$73,498 by Inland Business Systems, Inc. of Topeka, Kansas for the purchase of 80 desktop computers, 71 monitors, related equipment and 3-year parts warranty. This is the lowest bid and is a Topeka business. The Purchasing Policy does not require the lowest bid be awarded. This purchase is part of the regular staff computer replacement cycle and is in the approved 2018 General Fund budget.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid for Claire’s Courtyard

BOARD OF TRUSTEES

April 26, 2018

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Senne & Company, Inc., Topeka, Kansas, in the amount of \$1,019,972 to construct Claire’s Courtyard included in the Facilities Master Plan approved in July 2016. The project includes the construction of an exterior patio space, a three season pavilion space for small group meetings and an amphitheater for outdoor education. The purchase shall be paid from the Library Foundation funds specifically identified and available for this purpose in accordance with K.S.A. 10-1112.

Policy and Background Information:

In July 2016, the Board of Trustees approved a Facilities Master Plan which includes both infrastructure and renovation/remodel projects. The Plan is based on five guidelines:

1. Maintain optimal conditions and operation of the building, its site, systems, furnishings, technology and other physical infrastructure.
2. Increase public space used to support learning, literacy and civic engagement.
3. Preserve the Library’s architectural integrity and character.
4. Improve people’s ability to use the services, programs collections and learning experiences provided by a 21st century library.
5. Exercise good stewardship of public and private resources in maintaining and improving the building, its site, its systems, furnishings, technology and other physical infrastructure.

The Plan is expected to be completed in phases over a projected 10-year timeframe, subject to funding availability, and with individual projects approved by the Board of Trustees.

One of the renovation/remodel projects proposes the construction of an outdoor Café expansion, meeting and programming space on the west end of the building. It is referred to as Claire’s Courtyard. No outdoor space for these purposes currently exists.

Originally, the project was expected to likely require fund-raising by The Library Foundation, which could encompass several years. Thus, the project was thought to be later in the completion timeline. However, the Foundation’s Executive Director thought the project might be of interest to a donor. That donor has agreed to fund the project over a two year period.

Funding from this gift to The Library Foundation, and other sources as needed, must encompass all costs of the project, including related architectural and professional fees, furnishings, wiring and other costs not considered part of the construction. The total estimated cost for this project is \$1,337,521.

Board of Trustees
Resolution – Bid for Claire’s Courtyard
Page 2 of 2

Further, even if gifts will be received in pledges or along some other timeline, expected funding for the entire project must be available and specifically identified for this purpose by The Library Foundation. This could mean other funds available to The Library Foundation would need to be allocated until such time as the remaining gift(s) were received. Legal counsel has ruled that funding identified and available by either the Foundation or the Library satisfies the requirements of the *Kansas Cash Basis Law*.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued February 13, 2018. Drawing and specifications were developed by Tevis Architects.

The RFP and related documents were posted on the Library’s website and Tevis Architects emailed specific notification to several local general contractors. A mandatory pre-bid conference and site visit was held on February 20, 2018. No bids were submitted by any bidder not attending this mandatory meeting.

Tevis Architects issued Addendum 1 on February 23, 2018 and Addendum 2 on March 2, 2018 in response to questions and to amend portions of the drawings and specifications. These documents were posted on the Library’s website.

Bids were received at a public meeting at 2:00 pm, March 7th. Two bidders were present and submitted bids. No other bids were received. The Bid Form required bidders to separately price alternates: (1) provide insulated glass instead of single pane glass in the pavilion; (2) provide trellis steel framing and sun control devices; and (3) provide HVAC mini-split system for pavilion. Both bids included the alternate pricing.

Tevis reviewed both bids and asked the apparent low bidder to value engineer the scope and cost of the project since the bid was over budget. The low bidder was able to find savings of \$252,445 through its value engineering efforts and without sacrificing any of the essential functions or design elements of the project’s original program; Alternative No. 2 has also been included in the total recommended bid price. Although the library is not required to accept the lowest bid, no compelling reason was found not to do so. The low bidder also submitted the fewest calendar days for the project completion.

Staff Recommendation:

TSCPL staff recommends the lowest bid of \$1,020,972, submitted by Senne & Company, Inc., Topeka, Kansas, be approved for the completion of the Claire’s Courtyard project. This is inclusive of \$66,500 of Alternate No. 2 to provide trellis steel framing and sun control devices. The recommended bidder has also agreed to complete the work of the contract within 180 calendar days from the date of the contract award, which is the lowest completion time in the two bids.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Recognition of Service for Duane Johnson

BOARD OF TRUSTEES

April 26, 2018

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its deepest thanks and appreciation for the leadership, advocacy, stewardship and hard work of Duane Johnson who served as a Trustee from 2010 – 2018.

During his service Duane was a member of the Government Relations Committee, the Finance and Audit Committee, the Nominating Committee and served as vice chair (2011) and as chair (2013 and 2014).

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Recognition of Service for Betty Greiner

BOARD OF TRUSTEES

April 26, 2018

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its deepest thanks and appreciation for the leadership, advocacy, stewardship and hard work of Betty Greiner who served as a Trustee from 2014 – 2018.

During her service, Betty was a member of the Nominating Committee, the Audit Committee and served as Treasurer (2017 and 2018).

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total	
CIRCULATION																
Main Library														145,436	192,262	-24.4%
Circulation Desk & Renewals	49,349	45,214	50,873										5,087	5,548	-8.3%	
Interlibrary Loan	1,879	1,554	1,654										240,794	236,718	1.7%	
Self-Check	84,077	72,863	83,854										62,765	69,234	-9.3%	
Bookmobile	21,560	19,647	21,558										21,954	23,710	-7.4%	
Red Carpet	8,254	6,233	7,467										105,056	87,871	19.6%	
Digital Downloads	35,736	33,150	36,170										6,420	5,629	14.1%	
Library @ Work / Smartlocker	2,099	2,023	2,298													
TOTAL CIRCULATION	202,954	180,684	203,874										587,512	620,972	-5.4%	
CIRCULATION DETAILS																
Print Material	96,177	85,115	96,839										278,131	297,451	-6.5%	
Audio/Visual Material	67,358	59,096	66,385										192,839	223,743	-13.8%	
Adult Materials	99,143	86,882	97,501										283,526	314,846	-9.9%	
Children's Materials	49,977	44,966	52,027										146,970	163,544	-10.1%	
Young Adult Materials	4,592	3,777	4,135										12,504	13,338	-6.3%	
Red Carpet Materials	9,823	8,586	9,561										27,970	29,466	-5.1%	
NEW Patrons																
Topeka / Shawnee County													1,782	1,954	-8.8%	
Adults	654	539	589										524	659	-20.5%	
Children (ages 17 and under)	163	195	166										29	42	-31.0%	
Red Carpet Outreach	8	6	15										177	211	-16.1%	
NEKL	57	58	62										4	1	300.0%	
Non-Resident	2	0	2													
Total New Registrations	884	798	834										2,516	2,867	-12.2%	
PATRONS DELETED																
	1,015	832	1,780										3,627	5,258	-31.0%	
BORROWERS																
Topeka / Shawnee County													53,034	53,418	-0.7%	
Adults	53,010	53,259	53,034										19,318	19,767	-2.3%	
Children (age 0 - 17)	19,412	19,438	19,318										1,239	1,291	-4.0%	
Red Carpet Outreach	1,248	1,243	1,239										7,234	7,215	0.3%	
NEKL	7,267	7,236	7,234										48	45	6.7%	
Non-Resident	48	48	48										127	216	-41.2%	
Delinquent	117	120	127													
TOTAL BORROWERS	81,102	81,344	81,000										81,000	81,952	-1.2%	
Holds Satisfied																
	20,286	17,008	19,668										56,962	58,307	-2.3%	
CHECK-IN																
TOTAL CHECK-IN	110,975	98,001	112,676										321,652	360,135	-10.7%	

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

2018											2017	Change	
Jan											Total	YTD	17 TO 18%
COLLECTION													
Materials Added	6,735	4,893	7,641								19,269	16,867	14.2%
Materials Discarded	3,568	6,994	6,589								17,151	16,737	2.5%
TOTAL COLLECTION	445,769	443,668	444,720								444,720	442,732	0.4%
WEBSITE													
tscpl.org Unique Visitors	30,707	27,539	30,473								88,719	88,705	0.0%
tscpl.org Total Visits	55,470	48,675	53,364								157,509	163,474	-3.6%
catalog.tscpl Unique Visitors	19,263	17,218	18,570								55,051	56,768	-3.0%
catalog.tscpl Total Visits	43,859	37,965	41,664								123,488	123,545	0.0%
REFERENCE QUESTIONS													
Public Services	14,488	12,577	14,936								42,001	42,975	-2.3%
Topeka Room	617	667	426								1,710	2,101	-18.6%
Youth Services	2,584	2,323	3,082								7,989	9,108	-12.3%
Gallery	37	41	55								133	176	-24.4%
TOTAL REFERENCE QUESTIONS	17,726	15,608	18,499								51,833	54,184	-4.3%
GATE COUNT	59,126	55,329	67,547								182,002	177,562	2.5%
MEETING ROOMS													
Bookings	518	720	759								1,997	2,389	-16.4%
Hours Booked	2,453	3,859	4,204								10,516	13,788	-23.7%
ATTENDANCE	7,895	11,425	11,310								30,630	38,435	-20.3%
LEARN & PLAY BUS VISITS	131	78									209	308	-32.1%
PROGRAM ATTENDANCE													
Adult - General	1,412	780	530								2,722	3,178	-14.3%
Computer Training	150	112	150								412	537	-23.3%
Outreach	4,348	3,551	3,189								11,088	13,867	-20.0%
Kids	1,046	1,359	1,522								3,927	4,402	-10.8%
Movies	3	17	27								47	105	-55.2%
Books	58	189	35								282	531	-46.9%
Art	29	72	127								228	69	230.4%
Teens	49	46	93								188	249	-24.5%
Music	0	0	0								0	0	#DIV/0!
TOTAL ATTENDANCE	7,095	6,126	5,673								18,894	22,938	-17.6%
GALLERY ATTENDANCE	1,771	1,426	1,880								5,077	3,981	27.5%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

2018											2017	Change	
										Total	YTD	17 TO 18%	
CIRCULATION DETAILS													
Print Material													
Adult Fiction	19,466	16,671	18,920								55,057	59,973	-8.2%
Adult Nonfiction	23,160	20,315	22,704								66,179	69,649	-5.0%
Juvenile Fiction	27,463	25,710	29,734								82,907	89,907	-7.8%
Juvenile Nonfiction	9,757	8,514	9,673								27,944	27,838	0.4%
Magazines	2,079	1,728	2,354								6,161	8,234	-25.2%
RC Print Materials	9,447	8,237	9,089								26,773	28,302	-5.4%
RC Realia	365	340	458								1,163	1,101	5.6%
YA Print Materials	4,490	3,671	3,999								12,160	12,878	-5.6%
PRINT CIRCULATION	96,227	85,186	96,931								278,344	297,882	-6.6%
Audio / Visual Material													
Adult Audiobooks	4,815	4,276	5,030								14,121	16,007	-11.8%
Adult Music	4,135	3,770	4,615								12,520	14,472	-13.5%
Adult Videos / DVDs	45,729	40,362	44,211								130,302	147,446	-11.6%
Juvenile Audiobooks	579	518	605								1,702	1,898	-10.3%
Juvenile Music	604	553	589								1,746	2,250	-22.4%
Juvenile Videos / DVDs	11,146	9,257	10,922								31,325	40,211	-22.1%
YA AV	102	106	136								344	460	-25.2%
AV CIRCULATION	67,110	58,842	66,108								192,060	222,744	-13.8%
Adult Material													
Adult Fiction	19,466	16,671	18,920								55,057	59,973	-8.2%
Adult Nonfiction	23,160	20,315	22,704								66,179	69,649	-5.0%
Magazines	2,079	1,728	2,354								6,161	8,234	-25.2%
Adult Audiobooks	4,815	4,276	5,030								14,121	16,007	-11.8%
Adult Music	4,135	3,770	4,615								12,520	14,472	-13.5%
Adult Videos / DVDs	45,729	40,362	44,211								130,302	147,446	-11.6%
ADULT CIRCULATION	99,384	87,122	97,834								284,340	315,781	-10.0%
Juvenile Material													
Juvenile Fiction	27,463	25,710	29,734								82,907	89,907	-7.8%
Juvenile Nonfiction	9,757	8,514	9,673								27,944	27,838	0.4%
Juvenile Audiobooks	579	518	605								1,702	1,898	-10.3%
Juvenile Music	604	553	589								1,746	2,250	-22.4%
Juvenile Videos / DVDs	11,146	9,257	10,922								31,325	40,211	-22.1%
JUVENILE CIRCULATION	49,549	44,552	51,523								145,624	162,104	-10.2%
Red Carpet Material													
RC Print Materials	9,447	8,237	9,089								26,773	28,302	-5.4%
RC Realia	365	340	458								1,163	1,101	5.6%
RED CARPET CIRCULATION	9,812	8,577	9,547								27,936	29,403	-5.0%
Young Adult Material													
YA Print Materials	4,490	3,671	3,999								12,160	12,878	-5.6%
YA AV	102	106	136								344	460	-25.2%
YOUNG ADULT CIRCULATION	4,592	3,777	4,135								12,504	13,338	-6.3%
Overdrive	24,441	22,608	24,606								71,655	61,176	17.1%
Hoopla	9,760	9,088	10,021								28,869	21,839	32.2%
Flipster	1,535	1,454	1,543								4,532	4,856	-6.7%
DIGITAL DOWNLOADS	35,736	33,150	36,170								105,056	87,871	19.6%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

2018												2018
Value Calculator	Jan											Total
Circulation												
Books (\$17)	\$1,600,516	\$1,418,786	\$1,607,809									\$4,627,111
Magazines (\$5)	\$10,395	\$8,640	\$11,770									\$30,805
Audiobooks (\$10)	\$53,940	\$47,940	\$56,350									\$158,230
DVD, Games, Music (\$4)	\$246,864	\$216,192	\$241,892									\$704,948
Reference Questions (\$7)	\$124,082	\$109,256	\$129,493									\$362,831
Programming (\$10)	\$70,950	\$61,260	\$56,730									\$188,940
Meeting Room Use	\$42,795	\$50,545	\$58,395									\$151,735
Gallery Attendance (\$10)	\$17,710	\$14,260	\$18,800									\$50,770
Computer Use (\$12 /hr)	\$162,872	\$158,844	\$194,885									\$516,601
ILL Borrowed (\$25)	\$9,850	\$7,700	\$8,775									\$26,325
TOTAL VALUE	\$2,339,974	\$2,093,423	\$2,384,899									\$6,818,296



Recovery through March 2018

Cumulative Recovery: *Topeka & Shawnee County Public Library*

	Regular Balance	Small Balance	Total
Accounts Submitted:	35,023	24,507	59,530
Dollars Submitted:	\$1,737,157.24	\$455,963.30	\$2,193,120.54
Cash Recovery:	\$583,422.89	\$253,075.17	\$836,498.06
Material Recovery:	\$482,656.92	\$58,497.66	\$541,154.58
Waives:	<u>\$172,565.66</u>	<u>\$25,460.72</u>	<u>\$198,026.38</u>
Recovery Total:	\$1,238,645.47	\$337,033.55	\$1,575,679.02
Total Invoice Amount:	\$300,168.23	\$79,711.70	\$379,879.93
Total ROI:	4:1	4:1	4:1
Asset ROI:	4:1	4:1	4:1

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



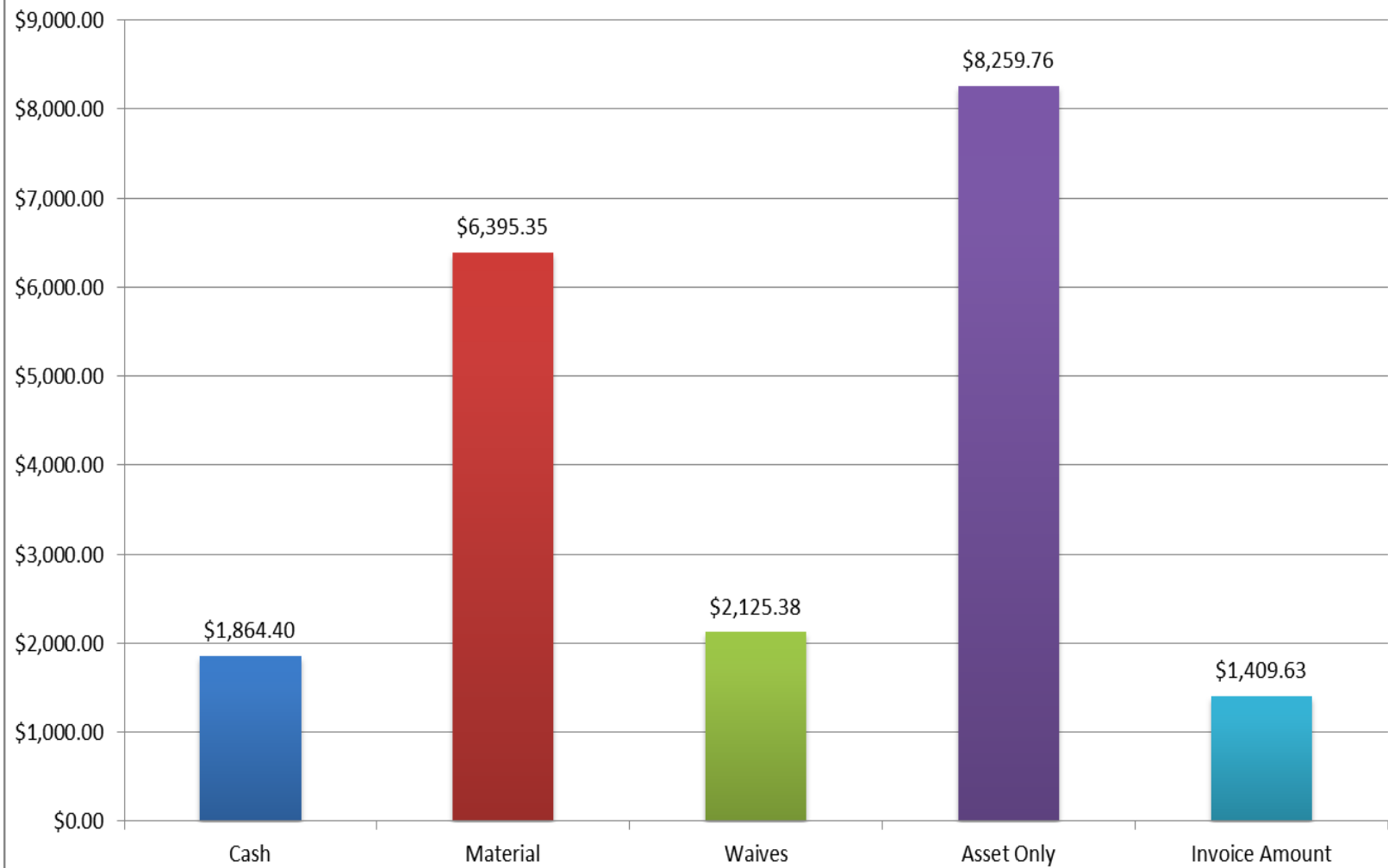
Monthly Recovery Statistics:

4/2017 Through 3/2018

Regular Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
March-18	\$2,744.70	\$8,283.96	\$2,029.53	\$13,058.19	\$11,028.66	\$1,369.35
February-18	\$2,180.73	\$4,801.63	\$1,895.66	\$8,878.02	\$6,982.36	\$984.50
January-18	\$1,568.83	\$13,851.22	\$4,388.37	\$19,808.42	\$15,420.05	\$1,969.00
December-17	\$1,945.19	\$16,291.02	\$5,530.01	\$23,766.22	\$18,236.21	\$1,423.05
November-17	\$1,393.85	\$5,478.08	\$1,873.00	\$8,744.93	\$6,871.93	\$1,754.20
October-17	\$1,559.44	\$3,327.88	\$1,317.27	\$6,204.59	\$4,887.32	\$1,369.35
September-17	\$1,790.82	\$2,293.36	\$1,341.39	\$5,425.57	\$4,084.18	\$1,217.20
August-17	\$1,477.84	\$3,510.15	\$1,347.97	\$6,335.96	\$4,987.99	\$1,593.10
July-17	\$1,662.68	\$2,628.24	\$809.96	\$5,100.88	\$4,290.92	\$1,387.25
June-17	\$2,179.77	\$3,862.91	\$1,473.52	\$7,516.20	\$6,042.68	\$1,145.60
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
Total	\$22,372.83	\$76,744.23	\$25,504.56	\$124,621.62	\$99,117.06	\$16,915.50
Average	\$1,864.40	\$6,395.35	\$2,125.38	\$10,385.14	\$8,259.76	\$1,409.63
					Asset ROI: \$6 to \$1	

Average Monthly Recovery and Cost





Monthly Recovery Statistics:

4/2017 Through 3/2018

Small Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only Invoice Amount	
March-18	\$2,368.18	\$1,707.83	\$478.58	\$4,554.59	\$4,076.01	\$433.65
February-18	\$1,730.03	\$1,377.75	\$702.47	\$3,810.25	\$3,107.78	\$359.90
January-18	\$1,734.73	\$2,117.08	\$1,121.59	\$4,973.40	\$3,851.81	\$705.05
December-17	\$1,322.30	\$1,353.56	\$982.43	\$3,658.29	\$2,675.86	\$480.85
November-17	\$1,242.07	\$769.66	\$190.48	\$2,202.21	\$2,011.73	\$640.15
October-17	\$1,175.65	\$762.81	\$300.37	\$2,238.83	\$1,938.46	\$395.30
September-17	\$1,205.70	\$518.03	\$288.53	\$2,012.26	\$1,723.73	\$448.40
August-17	\$1,033.02	\$1,951.49	\$244.69	\$3,229.20	\$2,984.51	\$477.90
July-17	\$1,477.42	\$561.31	\$303.35	\$2,342.08	\$2,038.73	\$377.60
June-17	\$1,529.93	\$737.73	\$309.76	\$2,577.42	\$2,267.66	\$327.45
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
Total	\$17,930.24	\$13,188.75	\$5,635.74	\$36,754.73	\$31,118.99	\$5,419.15
Average	\$1,494.19	\$1,099.06	\$469.65	\$3,062.89	\$2,593.25	\$451.60
					Asset ROI: \$6 to \$1	

Average Monthly Recovery and Cost

