



Agenda
Board of Trustees meeting
Thursday, September 20, 2018– 4:00 p.m.
Menninger Room 206

Call to Order

Public Comment

Introductions

Approval of August 9, 2018 Trustee Meeting and Annual Budget Hearing Minutes – [Action Item](#)

Chief Financial Officer's Report – Kim Torrey

Financial Reports

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

Friends of TSCPL – Sherryl Longhofer, Board President

The Library Foundation – Judi Stork, Board Chair

Board Chair Report – Kerry Onstott Storey

Chief Executive Officer – Gina Millsap

Chief of Staff – Thad Hartman

- Facilities Master Plan update

New Business

- Amended Funding Plan for Claire's Courtyard Change Order for Fill Dirt – [Action Item](#)
- Bid for the Library's Access Control System Upgrade – [Action Item](#)

Executive Session

Trustee Comments

Adjournment

Next Meeting

October 18, 2018 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Meeting
and Annual Budget Hearing
August 9, 2018
Marvin Auditorium 101 C

Board Members Present

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

Board Members Absent

Shawn Leisinger

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, August 9, 2018 in the Marvin Auditorium Room 101C of the Main Building, 1515 SW 10th Avenue, was called to order at 5:01PM by the Chair, Kerry Onstott Storey.

Public Comment

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

Approval of Minutes

On a motion by Liz Post, seconded by Jim Edwards, the July 19, 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. There were no questions for Kim.

Approval of the Treasurer's Report

Board Treasurer Jim Edwards reported that he reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Jim Edwards, seconded by Julie Swift, the Treasurer's Financial Report, inclusive of the July 2018 financial report was accepted. Motion carried.

Board Chair Report

Kerry Onstott Storey reported that the Trustee Executive Committee met on July 30 to review last month's meeting minutes and review agenda items for the August 9 Board of Trustees meeting and the Annual Budget Hearing. There were no questions for Kerry.

Chief Executive Officer

Chief Executive Officer Gina Millsap highlighted two items from her CEO report. First, an article focusing on colleges and their trustees participating in education workshops dealing with finances was discussed. Discussion included planning for trustee education sessions to take place during trustee meetings including training related to finances.

Second, Gina drew attention to a recent article in the Capital Journal about the Learn and Play Bus.

New Business

On a motion by Julie Swift, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorize the limit for approval of a change order by the Chief Executive Officer to be exceeded for an order issued to Senne & Company, Inc. in the month of August 2018. The change order is for the addition of a heating and air-condition system to the pavilion building in Claire's Courtyard. This exception to the limits within the Board's Purchasing Policy dated January 19, 2017 shall not exceed \$25,000. Background for the request was reviewed and there was no further discussion. 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, authorize a change order in accordance with the Library's Purchasing Policy, dated January 19, 2017. The change order is for the removal of the inadequate dirt fill from the Claire's Courtyard construction site and replacing it with soil that supports the planned construction elements. This change order will not exceed \$62,198.

Discussion included comments and additional information provided by Thad Hartman, Community Services Manager and project architect David Heit. Thad reported that after consultation with general contractor Senne & Company, Inc. the cost of the dirt removal and replacement would not exceed \$44,607. The project time line will be pushed back four weeks with completion expected in January 2019.

On a motion to amend the original motion by David Monical, seconded by Liz Post, the amount to not exceed was decreased from \$62,198 to \$45,000. The amendment to the motion passed unanimously. There was no further discussion on the amended original motion. The amended original motion passed unanimously.

Recess

The board recessed from 5:20 to 5:30.

Special Order of Business – Public Budget Hearing

Board Chair opened the Public Budget Hearing and called the meeting to order at 5:30 PM. There was no one signed in for public comment and the public comment session was closed.

Kerry called on Kim Torrey, Chief Financial Officer, to present the proposed budget. Kim discussed highlights from the FY2018 year, the decrease in the mill rate and the manner in which the FY2019 budgets were constructed. There was discussion on anticipated health care costs.

At 5:42PM the Public Budget Hearing was adjourned and Kerry Onstott Storey reconvened the regular meeting of the Topeka and Shawnee County Public Library Board of Trustees.

On a motion by Kacy Simonsen, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library adopt the FY2019 operating budgets as presented/published in the *Topeka Capital Journal* on July 25, 2018. There was no discussion. Motion passed unanimously.

Executive Session

On a motion by Julie Swift, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library recess the regular meeting to enter into Executive Session at 5:45 PM for a time not-to-exceed 55 minutes to discuss a personnel matter. No action will be taken following the Executive Session.

On a motion by Liz Post, seconded by Julie Swift, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library at 5:45 PM to extend the Executive Session for 5 additional minutes, concluding no later than 6:45 PM.

At 6:45PM the regular meeting resumed. There was no additional business to bring before the board.

Adjournment

On a motion by Kacy Simonsen, seconded by Kristen O'Shea, the meeting was adjourned at 6:45PM. Motion passed unanimously.

Beth Dobler, Secretary

Chief Financial Officer's Report
September 2018
Kim Torrey

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

A debt service payment of \$1,601,125 due September 1 was deducted from the Library's Municipal Investment Pool account on August 31. The Bond and Interest Fund investments matured July 31st to provide funding for the payment. The outstanding principal balance on the bonds reflects the transfer made in August for the September 1 principal payment.

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 66.3% of the budget year completed, 89% of the budgeted revenue has been received and 63% of the approved budget has been expended/encumbered. This compares to 2017 in which 90% of the budgeted revenue had been received and 64% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 66.3% of the budget year completed, 93% of the budgeted revenue has been received and 57% of the approved budget has been expended/encumbered. This compares to 2017 in which 88% of the budgeted revenue had been received and 65% 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 \$1,826,093.

Debt Service Fund-Bond & Interest – Page 7

Revenues collected to-date are 92%. This compares to 2017 in which 91% of the budgeted revenue had been received. The final debt service payment for 2018 was made August 31st for the due date of September 1st. Thus, these transactions are included in the August financial reports. The current balance in the fund is \$655,975 with the reserve carryforward cash budgeted at \$750,000. The difference is tax revenues yet to be distributed in 2018.

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 (sole source because of existing integrated library system)	Linked Data product annual licensing (to allow Library catalog to be viewed via search engines like Google)	\$19,687.50	Innovative Interfaces, Inc.
Library Materials	Treehouse Online	\$18,437.50	Treehouse Island, Inc.
Library Materials	World History online annual subscription	\$7,049.58	Gale/Cengage Learning
Library Materials	Legal/Ref/Health/Bio online annual subscription	\$14,489.08	Gale/Cengage Learning
Library Materials	Materials purchasing plans	\$19,455.82	Gale/Cengage Learning
Library Materials	Large print purchasing plan	\$13,417.20	Center Point Publishing
Library Materials	Adult blu-rays and DVD's	\$6,770.00	Midwest Tape LLC
Library Materials	Reference USA online	\$15,120.00	Infogroup, Inc.
Library Materials	Periodicals annual renewal	\$32,569.70	Ebsco Information Services
Library Materials	Hoopla online	\$20,033.44	Midwest Tape LLC
Library Materials	"Automatically Yours" materials subscription – select quantities and genres (Oct 2018)	\$10,500.00	Baker & Taylor Books
Library Materials	"Automatically Yours" materials subscription – select quantities and genres (Nov 2018)	\$6,500.00	Baker & Taylor Books

Other Items:

- I completed the final steps in the budget process: (1) on August 10th delivered (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) at least 10 days prior to filing the adopted budget with the County Clerk; and (2) electronically filed the adopted budget with the County Clerk on the statutorily set due date of August 24th. The adopted budget and narrative documents are permanently on the TSCPL website. I have received no public inquiries regarding the budget nor requests for the materials.

- There is one resolution in this month's packet that will create an expenditure if approved by the Board. The bids for the upgrade to the Library's access control system have been reviewed. Staff recommends the acceptance of the bid from Cam-Dex Security Corporation of \$61,260 for the system upgrade. The project cost will be funded from savings in the Digital Services Support and Equipment, General Fund line item budgets. Please see the specific resolutions for the complete background information.

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

8/31/18

	<u>Balance 01/01/18</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 8/31/2018</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,661,865.06	\$ 10,956,314.06	\$ 8,439,934.79	\$ 7,178,244.33
Employee Benefits	751,843.68	3,582,041.42	2,243,836.19	\$ 2,090,048.91
Capital Improvement	1,959,190.83	15,446.55	105,765.30	\$ 1,868,872.08
Bond & Interest	808,663.92	1,499,561.57	1,652,250.00	\$ 655,975.49
<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	1,200.00	\$ 19.03
Other Special Revenue	622,425.67	167,482.85	290,778.81	\$ 499,129.71
Permanent Funds	206,531.96	24,250.98	-	\$ 230,782.94
Totals	<u>\$ 9,010,540.15</u>	<u>\$ 16,296,299.62</u>	<u>\$ 12,733,765.86</u>	<u>\$ 12,573,073.91</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,165,089.57
Restricted Funds-CoreFirst Bank-Checking	501,285.66
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,868,872.08
Cash on Hand	2,652.00
Petty Cash	358.28
Endowment Securities	230,782.94
Municipal Investment Pool - Overnight	3,960,714.92
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
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	-
	<u>\$ 12,729,755.45</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	4,476.20
Less Payroll Deduction and Employer Benefit Liabilities	14,934.16
Less Outstanding Checks	137,271.18
	<u>\$ 12,573,073.91</u>

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

	01/01/18 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	8/31/2018 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,661,865.06	\$ 10,956,314.06	\$ 242,372.59	\$ 8,197,562.20	\$ 7,178,244.33	\$ 863,943.10	\$ 6,314,301.23
Employee Benefit Fund	751,843.68	3,582,041.42	1,076.78	2,242,759.41	2,090,048.91	17,925.67	2,072,123.24
Capital Improvement Fund	1,959,190.83	15,446.55	5,940.00	99,825.30	1,868,872.08	42,778.70	1,826,093.38
Bond & Interest Fund	808,663.92	1,499,561.57	-	1,652,250.00	655,975.49	-	655,975.49
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	-	1,200.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs		1.49		-	1.49	-	1.49
Art Collection	10,532.67	3.63		-	10,536.30	-	10,536.30
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	-			1,726.54	(1,726.54)	-	(1,726.54)
Cooking Neighborhood	-				-		-
French Gift - Library Materials	3,136.31	0.78	30.21	1,543.62	1,563.26	425.39	1,137.87
Friends	177,808.90	42.44	2,148.60	79,281.31	96,421.43	13,990.89	82,430.54
Fun Committee	1,568.90	593.81	-	-	2,162.71	-	2,162.71
Gallery Competitions/Exhibits	36,921.44	3,230.99	-	900.00	39,252.43	250.00	39,002.43
Gifts/Memorials (Undesignated)	258,320.84	161,628.01	157,060.98	26,385.62	236,502.25	1,179,061.36	(942,559.11)
Hathaway Trust - Library Materials	12,009.44	1,307.36	352.43	5,808.75	7,155.62	1,892.72	5,262.90
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	92,236.64	100.55	-	11,956.32	80,380.87	255.13	80,125.74
Lingo	-				-		-
NEH Expendable	1,408.42	0.48	-	-	1,408.90	-	1,408.90
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-			457.20	-	457.20
Red Carpet	6,488.48	2.19	75.27	250.98	6,164.42	99.02	6,065.40
Special Collections	5,666.81	3.97	-	-	5,670.78	-	5,670.78
Talking Books	-				-		-
Torlumenke Landscaping	35.94	-			35.94	-	35.94
Wedding Neighborhood	-				-		-
Workshops	2,164.06	0.74			2,164.80		2,164.80
Youth Services	13,034.49	566.41	133.30	3,124.88	10,342.72	78.53	10,264.19
<i>Permanent Funds</i>							
Mertz Trust	206,531.96	24,250.98	-	-	230,782.94	-	230,782.94
TOTALS	\$ 9,010,540.15	\$ 16,296,299.62	\$ 409,190.16	\$ 12,324,575.70	\$ 12,573,073.91	\$ 2,120,700.51	\$ 10,452,373.40

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

8/31/18

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 8/31/2018</u>
				66.3%
Ad Valorem Property Tax	\$ 10,513,795.00	\$ 10,121,105.66	\$ (392,689.34)	96%
Revitalization Rebates	(139,664.00)	(126,808.83)	\$ 12,855.17	91%
Back Tax	-	107,402.28	\$ 107,402.28	N/A
Motor Vehicle Tax	1,484,403.00	535,533.81	\$ (948,869.19)	36%
Recreational Vehicle Tax	12,739.00	5,012.86	\$ (7,726.14)	39%
16/20 M Vehicle Tax	5,837.00	5,218.17	\$ (618.83)	89%
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	44,217.10	\$ (2,411.90)	95%
E-Rate Reimbursement	70,235.00	-	\$ (70,235.00)	0%
Miscellaneous Revenue	3,000.00	17,909.96	\$ 14,909.96	597%
Miscellaneous Revenue - Recyclg	-	177.40	\$ 177.40	N/A
Salary Refunds-Foundation	94,125.00	68,241.44	\$ (25,883.56)	73%
Salary Refunds-Friends	43,630.00	29,474.61	\$ (14,155.39)	68%
Salary Refunds-Shawnee Cty	-	14,872.04	\$ 14,872.04	N/A
Vending Machines	4,000.00	2,886.30	\$ (1,113.70)	72%
Pay to Sam	-	473.11	\$ 473.11	N/A
Overdue Fees*	157,000.00	85,002.52	\$ (71,997.48)	54%
Debt Collect	-	3,220.85	\$ 3,220.85	N/A
ILL Fees	600.00	123.11	\$ (476.89)	21%
Mailing Fees	60.00	323.38	\$ 263.38	539%
Non Resident Card Fee	510.00	935.00	\$ 425.00	183%
Obituary Fees	500.00	595.00	\$ 95.00	119%
Meeting Room Charges	5,500.00	3,210.00	\$ (2,290.00)	58%
Monday Market Fees	500.00	606.00	\$ 106.00	121%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	13,200.00	36,038.05	\$ 22,838.05	273%
Library Treasurer's Balance	3,349,699.00	-	-	N/A
TOTALS	<u>\$ 15,684,092.00</u>	<u>\$ 10,956,314.06</u>	<u>\$ (1,378,078.94)</u>	89%

* 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**

8/31/18

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					66.3%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,430.70		\$ 1,969.30	69%
Salaries-Facilities	644,257.00	395,989.68		248,267.32	61%
Salaries-Overtime	10,000.00	6,095.03		3,904.97	61%
Salaries-Security	308,808.00	198,371.92		110,436.08	64%
Salaries-Shelvers	196,203.00	84,135.72		112,067.28	43%
Salaries-Staff	7,255,554.00	4,742,518.62		2,513,035.38	65%
Conferences	132,800.00	69,620.76	10,760.87	52,418.37	61%
Staff Development & Training	34,000.00	10,054.05	-	23,945.95	30%
Mileage	9,990.00	5,058.23	4,253.47	678.30	93%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	955.15	101.20	943.65	53%
Materials-Periodicals	38,000.00	35,561.43	-	2,438.57	94%
Materials-Print/Non-Print <1 YR	479,400.00	286,219.72	23,230.82	169,949.46	65%
Materials-Print/Non-Print	1,267,530.00	807,306.39	121,055.69	339,167.92	73%
OPERATIONS:					
Art Purchases	5,000.00	800.00	-	4,200.00	16%
Cataloging and ILL Services	75,500.00	54,969.40	30,021.92	(9,491.32)	113%
Contracted-Digital Services	351,560.00	261,090.24	54,111.59	36,358.17	90%
Contracted-Facilities	255,000.00	200,094.14	33,344.82	21,561.04	92%
Contracted-Equipment	51,500.00	28,943.58	20,785.13	1,771.29	97%
Contracted-Professional	279,800.00	130,874.85	95,554.10	53,371.05	81%
Contracted-E-Rate Services	6,325.00	-	-	6,325.00	0%
Digital Services Support	244,900.00	179,155.82	12,239.29	53,504.89	78%
Furniture/Equipment	117,000.00	5,097.75	-	111,902.25	4%
Insurance	53,300.00	50,027.00	4,758.00	(1,485.00)	103%
Marketing & Communication	40,000.00	17,017.76	3,494.37	19,487.87	51%
Memberships/Dues	23,625.00	7,788.40	1,492.00	14,344.60	39%
Miscellaneous	5,000.00	1,414.72	149.00	3,436.28	31%
Payments to Other Libraries	100,123.00	-	-	100,123.00	0%
Postage/Shipping	108,000.00	84,705.91	1,066.13	22,227.96	79%
Printing	106,600.00	54,833.97	5,891.14	45,874.89	57%
Programming	30,000.00	12,614.98	2,083.98	15,301.04	49%
Special Events	-	-	-	-	0%
Special Projects	1,100,000.00	1,750.00	65,750.00	1,032,500.00	6%
Supplies-Facilities	76,200.00	48,201.62	17,555.84	10,442.54	86%
Supplies-Office/Library	75,600.00	45,249.89	7,567.12	22,782.99	70%
Supplies-Processing	40,000.00	41,145.84	1,246.93	(2,392.77)	106%
Telecommunications	85,617.00	45,832.07	32,768.07	7,016.86	92%
Utilities-Electric	350,000.00	196,037.86	156,761.74	(2,799.60)	101%
Utilities-Gas	65,000.00	29,523.51	11,374.13	24,102.36	63%
Utilities-Water/Sewage	35,000.00	13,335.88	13,844.12	7,820.00	78%
Vehicle-Gas	36,000.00	19,626.21	-	16,373.79	55%
Vehicle-Repair	32,500.00	21,247.42	19,255.84	(8,003.26)	125%
Contingency/Fund Balance	1,550,000.00	-	-	-	0%
Cash Long/Short	-	(134.02)	-	134.02	N/A
TOTALS	\$ 15,684,092.00	\$ 8,197,562.20	\$ 750,517.31	\$ 5,186,012.49	63%

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

8/31/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 3,349,699.00	\$ 4,289,983.53	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,513,795.00	10,121,105.66	96%
Revitalization Rebates	(139,664.00)	(126,808.83)	91%
Back Tax	-	107,402.28	N/A
Motor Vehicle Tax	1,484,403.00	535,533.81	36%
Recreational Vehicle Tax	12,739.00	5,012.86	39%
16/20M Vehicle Tax	5,837.00	5,218.17	89%
In Lieu of Tax	10,122.00	544.24	5%
Watercraft Special Tax	7,672.00	-	0%
Commercial Vehicle Fees	46,629.00	44,217.10	95%
E-Rate Reimbursement	70,235.00	-	0%
Fees and Charges	171,670.00	115,285.23	67%
Reimbursements	137,755.00	112,765.49	82%
Interest on Idle Funds	13,200.00	36,038.05	273%
	<u>\$ 12,334,393.00</u>	<u>\$ 10,956,314.06</u>	89%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,421,222.00	5,431,541.67	64%
Other Staff Support Costs	176,790.00	99,747.38	56%
Library Collections	1,786,930.00	1,274,430.40	71%
Contracted Services	1,019,685.00	909,789.77	89%
Digital Services Support	244,900.00	191,395.11	78%
Furniture/Equipment/Art	122,000.00	5,897.75	5%
Payments to Other Libraries	100,123.00	-	0%
Special Projects	1,100,000.00	67,500.00	6%
Utilities & Telecommunications	535,617.00	499,477.38	93%
Vehicles	68,500.00	60,129.47	88%
Other Operating Expenditures	558,325.00	408,170.58	73%
Cash Basis Reserve	1,550,000.00	-	0%
	<u>\$ 15,684,092.00</u>	<u>\$ 8,948,079.51</u>	63%
Prior Year Canceled Purchase Orders		<u>\$ 16,083.15</u>	
Unencumbered Balance 8/31/18	\$ -	<u><u>\$ 6,314,301.23</u></u>	

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

8/31/18

EMPLOYEE BENEFITS

	<u>2018 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/18	\$ 505,653.00	\$ 750,732.34	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,580,993.00	\$ 3,447,617.87	96%
Revitalization Rebates	(47,569.00)	(42,765.31)	90%
Back Tax	-	19,396.98	0%
Motor Vehicle Tax	186,260.00	71,476.27	38%
Recreational Vehicle Tax	1,598.00	649.62	41%
16/20M Vehicle Tax	732.00	1,238.81	169%
In Lieu of Tax	2,800.00	185.36	7%
Watercraft Special Tax*	963.00	-	0%
Commercial Vehicle Fees	5,851.00	6,186.11	106%
Refund-Fringe Benefits-Foundation	35,999.00	21,584.42	60%
Refund-Fringe Benefits-Friends	27,701.00	16,861.23	61%
Refund-Fringe Benefits-Shawnee Cty	-	10,789.98	0%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	772.24	0%
Retiree Payments BC/BS	43,347.00	18,433.93	43%
Interest on Idle Funds	2,000.00	9,613.91	481%
	<u>\$ 3,840,675.00</u>	<u>\$ 3,582,041.42</u>	93%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,886.00	\$ 6,460.68	94%
Cafeteria Plan Administration Fees	3,865.00	3,203.00	83%
Social Security/Medicare	644,212.00	388,153.63	60%
Ks Public Employees Retirement Sys	758,224.00	498,294.51	66%
Worker's Compensation	73,200.00	67,741.00	93%
Unemployment Tax	8,421.00	5,431.94	65%
Health/Dental Insurance	2,451,520.00	1,291,400.32	53%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,346,328.00</u>	<u>\$ 2,260,685.08</u>	57%
Prior Year Canceled Purchase Orders		\$ 34.56	
Unencumbered Balance 8/31/18	\$ -	\$ 2,072,123.24	

* 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	15,446.55
	<u>\$ 15,446.55</u>
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	4,950.00
Capital Outlay	136,394.00
	<u>141,344.00</u>
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 8/31/18	\$ 1,826,093.38

STATE AID

Balance 01/01/18	\$ -	\$ -
<u>Revenue:</u>		
State Aid	55,000.00	50,002.19
	<u>\$ 55,000.00</u>	<u>\$ 50,002.19</u>
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	55,000.00	0.77
	<u>\$ 55,000.00</u>	<u>\$ 0.77</u>
Unencumbered Balance 8/31/18		\$ 50,001.42

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

8/31/18

	<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	1,412,893.71	96%
Revitalization Rebates	(19,495.00)	(17,663.37)	91%
Back Tax	-	13,628.20	
Motor Vehicle Tax	178,209.00	64,745.87	36%
Recreational Vehicle Tax	1,529.00	604.11	40%
16/20M Vehicle Tax	701.00	686.16	98%
In Lieu of Tax	1,350.00	75.97	6%
Watercraft Special Tax*	921.00	-	0%
Commercial Vehicle Fees	5,598.00	5,374.81	96%
Interest on Idle Funds	2,200.00	19,216.11	873%
	<u>\$ 1,638,559.00</u>	<u>\$ 1,499,561.57</u>	92%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,550,000.00	\$ 1,550,000.00	100%
Interest	102,250.00	102,250.00	100%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,402,250.00</u>	<u>\$ 1,652,250.00</u>	100%
 Unencumbered Balance 8/31/18	 <u>\$ -</u>	 <u>\$ 655,975.49</u>	

* 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 August 31, 2018

Capital Improvement Funds-VisionBank

\$ 1,974,937.38 at 1.19% (money market account)

Municipal Investment Pool

\$ 3,960,714.92 Operating funds in "overnight pool"*; available for transfer whenever needed

* rates vary by day - average August 1-31, 2018 was 1.5%

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); 6/20/18 @ 2.03%; 9/14/18 maturity

Principal Balance of Outstanding Bonds

\$1,600,000 (as of 9/1/18 – debt payment actually transacted 8/31/18)

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	8/2/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,645.11	-98759
10	21502	0	8/2/2018	PAYCOM PAYROLL LLC	State W/H	\$ 9,562.49	-98759
15	21521	0	8/2/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 40.60	-98759
10	21503	0	8/2/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,065.63	-98759
15	21504	0	8/2/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,065.63	-98759
10	21503	0	8/2/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 3,991.11	-98759
15	21504	0	8/2/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 3,991.11	-98759
10	21514	0	8/2/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98759
10	21518	0	8/2/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 1,050.79	-98759
10	41000	313	8/2/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,858.01	-98759
10	41000	313	8/2/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 370.62	-98759
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 75,766.10	-98759 Total
10	21509	0	8/3/2018	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 5,309.73	-98757
						\$ 5,309.73	-98757 Total
10	21505	0	8/3/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 16,882.54	-98756
15	21516	0	8/3/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,607.42	-98756
15	21517	0	8/3/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,813.76	-98756
10	21524	0	8/3/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98756
10	21513	0	8/3/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 802.43	-98756
				<i>Remittance of pension benefit contributions& optional group life premiums</i>		\$ 44,286.58	-98756 Total
10	21515	0	8/29/2018	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 28,944.10	-98754
15	21515	0	8/29/2018	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 132,012.71	-98754
15	21515	0	8/29/2018	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 3,481.12	-98754
						\$ 164,437.93	-98754 Total
10	41000	325	8/16/2018	RESERVE ACCOUNT	<i>Deposit to postage reserve act</i>	\$ 30,000.00	-98750
						\$ 30,000.00	-98750 Total
10	21505	0	8/16/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,039.09	-98748
15	21516	0	8/16/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,826.23	-98748
15	21517	0	8/16/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,839.85	-98748
10	21524	0	8/16/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98748
				<i>Remittance of pension benefit contributions& optional group life premiums</i>		\$ 43,885.60	-98748 Total
10	21501	0	8/16/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,752.91	-98746
10	21502	0	8/16/2018	PAYCOM PAYROLL LLC	State W/H	\$ 9,663.28	-98746
15	21521	0	8/16/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 36.93	-98746
10	21503	0	8/16/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,184.02	-98746
15	21504	0	8/16/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,184.02	-98746
10	21503	0	8/16/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,018.79	-98746

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21504	0	8/16/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,018.79	-98746
10	21514	0	8/16/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98746
10	21518	0	8/16/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 1,156.10	-98746
10	41000	313	8/16/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,848.41	-98746
10	41000	313	8/16/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 372.36	-98746
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 76,360.61	-98746 Total
10	21505	0	8/31/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,546.04	-98743
15	21516	0	8/31/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 24,535.19	-98743
15	21517	0	8/31/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,924.38	-98743
10	21524	0	8/31/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98743
				<i>Remittance of pension benefit contributions& optional group life premiums</i>		\$ 45,186.04	-98743 Total
10	21501	0	8/30/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,678.14	-98741
10	21502	0	8/30/2018	PAYCOM PAYROLL LLC	State W/H	\$ 11,488.99	-98741
15	21521	0	8/30/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 39.51	-98741
10	21503	0	8/30/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,459.92	-98741
15	21504	0	8/30/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,459.92	-98741
10	21503	0	8/30/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,551.08	-98741
15	21504	0	8/30/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,551.08	-98741
10	21514	0	8/30/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ -	-98741
10	21518	0	8/30/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 1,157.00	-98741
10	41000	313	8/30/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,856.11	-98741
10	41000	313	8/30/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 377.58	-98741
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 88,619.33	-98741 Total
35	41000	735	8/16/2018	KANSAS BOOK FESTIVAL	Sponsorship	\$ 5,000.00	11368
						\$ 5,000.00	11368 Total
10	41000	320	8/2/2018	CDW GOVERNMENT, INC.	sp-lamp-081-er	\$ 487.74	92460
10	41000	320	8/2/2018	CDW GOVERNMENT, INC.	ADO GOV CC ALL Apps RNW 1	\$ 13,352.25	92460
				<i>2018 approved operating budget - annual Adobe software renewal</i>		\$ 13,839.99	92460 Total
15	21512	0	8/2/2018	DELTA DENTAL OF KANSAS, INC	Cobra August Premium	\$ 38.93	92468
15	21512	0	8/2/2018	DELTA DENTAL OF KANSAS, INC	Retiree August Premium	\$ 271.71	92468
15	21512	0	8/2/2018	DELTA DENTAL OF KANSAS, INC	ER August Premium	\$ 9,209.97	92468
10	21512	0	8/2/2018	DELTA DENTAL OF KANSAS, INC	EE August Premium	\$ 2,365.48	92468
						\$ 11,886.09	92468 Total
10	41000	310	8/2/2018	ZETCOM NORTH AMERICA, LLC	MuseumPlus upgrade	\$ 20,900.00	92491
				<i>2018 approved operating budget - upgrade to existing MuseumPlus software</i>		\$ 20,900.00	92491 Total
10	41000	351	8/9/2018	WESTAR ENERGY	2018 electric service	\$ 37,096.51	92507
						\$ 37,096.51	92507 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 August 31, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	8/16/2018	INNOVATIVE INTERFACES, INC.	III Linked Data	\$ 19,687.50	92520
					<i>2018 approved operating budget - annual software maintenance/support</i>	\$ 19,687.50	92520 Total
20	41000	900	8/16/2018	MCELROY'S INC.	Humidifier/Water Softener	\$ 47,178.90	92525
					<i>RFP was posted and Board approved low bid on March 15, 2018; paid from Capital Improvement Funds</i>	\$ 47,178.90	92525 Total
10	41000	736	8/16/2018	TEVIS ARCHITECTURAL GROUP	Roof Replacement	\$ 1,750.00	92532
10	41000	313	8/16/2018	TEVIS ARCHITECTURAL GROUP	Replacement Flooring	\$ 1,800.00	92532
10	23800	0	8/16/2018	TEVIS ARCHITECTURAL GROUP	FMP Phase 2	\$ 19,280.32	92532
						\$ 22,830.32	92532 Total
10	41000	313	8/23/2018	MID-AMERICA LIBRARY ALLIANCE	MALA Courier	\$ 6,687.00	92543
					<i>2018 approved operating budget - interlibrary courier service</i>	\$ 6,687.00	92543 Total
10	41000	301	8/23/2018	OCLC, INC.	oclc cataloging & ill	\$ 12,854.68	92545
10	41000	310	8/23/2018	OCLC, INC.	EZProxy Server license ke	\$ 550.00	92545
					<i>2018 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 13,404.68	92545 Total
10	23800	0	8/23/2018	TEVIS ARCHITECTURAL GROUP	FMP Phase 2	\$ 7,701.60	92554
10	41000	313	8/23/2018	TEVIS ARCHITECTURAL GROUP	Replacement Flooring	\$ 510.00	92554
						\$ 8,211.60	92554 Total
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	CJ Safety 18 Orange Prem"	\$ 120.00	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Isopropyl Alcohol	\$ 31.52	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Hand Sanitizer	\$ 27.40	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Baby Wipes	\$ 119.76	92560
10	41000	310	8/24/2018	COREFIRST BANK & TRUST	Messaging service	\$ 10.00	92560
10	41000	320	8/24/2018	COREFIRST BANK & TRUST	Microsoft Wireless Comfor	\$ 239.28	92560
10	41000	320	8/24/2018	COREFIRST BANK & TRUST	Wall Mount CPU Holder	\$ 44.00	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Thonsen MiFare Cards	\$ 32.99	92560
10	41000	340	8/24/2018	COREFIRST BANK & TRUST	2018 Annual Assembly	\$ 30.75	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Sterilite 3-drawer 2-pack	\$ 28.90	92560
10	41000	320	8/24/2018	COREFIRST BANK & TRUST	sandisk 8gb sdhc card	\$ 69.05	92560
10	41000	310	8/24/2018	COREFIRST BANK & TRUST	phone svc provider lookup	\$ 100.00	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	HR Posters	\$ 145.85	92560
10	41000	310	8/24/2018	COREFIRST BANK & TRUST	Server Management	\$ 29.00	92560
10	41000	320	8/24/2018	COREFIRST BANK & TRUST	Maintenance kit 3d print	\$ 225.00	92560
10	41000	320	8/24/2018	COREFIRST BANK & TRUST	Credit PO 181013	\$ (86.28)	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	lorell 6 clip-on fan"	\$ 126.72	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Ultra Fine Sharpies	\$ 32.92	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Packing Tape 6/rolls	\$ 32.97	92560

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Dove Caring Hand Wash	\$ 8.29	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Dial Basics Hypoallergeni	\$ 22.31	92560
10	41000	330	8/24/2018	COREFIRST BANK & TRUST	Credit PO 181167	\$ (20.49)	92560
10	41000	330	8/24/2018	COREFIRST BANK & TRUST	exo-terra plantation soil	\$ 13.48	92560
10	41000	410	8/24/2018	COREFIRST BANK & TRUST	Watchman Entry Alert	\$ 150.00	92560
10	41000	410	8/24/2018	COREFIRST BANK & TRUST	Shipping	\$ 45.00	92560
10	41000	310	8/24/2018	COREFIRST BANK & TRUST	Admin Menu Editor	\$ 44.25	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Hand Tape Dispenser	\$ 7.74	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Desk Dispenser w/Tape	\$ 52.36	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	3-1/2 Expanding Files	\$ 33.39	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Germ-X Aloe Sanitizer	\$ 27.90	92560
10	41000	420	8/24/2018	COREFIRST BANK & TRUST	Sharpies	\$ 21.57	92560
10	41000	320	8/24/2018	COREFIRST BANK & TRUST	beaverbuilderpro	\$ 119.40	92560
10	41000	320	8/24/2018	COREFIRST BANK & TRUST	MS ergonomic keyboard	\$ 100.74	92560
10	41000	410	8/24/2018	COREFIRST BANK & TRUST	Bodily Fluid CleanUp Kit	\$ 281.52	92560
10	41000	410	8/24/2018	COREFIRST BANK & TRUST	Shipping	\$ 14.33	92560
10	41000	320	8/24/2018	COREFIRST BANK & TRUST	articulate 360 renewal	\$ 2,598.00	92560
10	41000	320	8/24/2018	COREFIRST BANK & TRUST	admincolumnspro	\$ 119.40	92560
10	41000	330	8/24/2018	COREFIRST BANK & TRUST	Watercolor paper 15x22 wh	\$ 25.00	92560
10	41000	330	8/24/2018	COREFIRST BANK & TRUST	Hosho paper 18x23 white	\$ 25.38	92560
10	41000	330	8/24/2018	COREFIRST BANK & TRUST	Asst metal beads 16oz mix	\$ 17.19	92560
10	41000	330	8/24/2018	COREFIRST BANK & TRUST	Canson ppr 22x30 antq wht	\$ 23.90	92560
10	41000	330	8/24/2018	COREFIRST BANK & TRUST	Richeson armature wire 16	\$ 5.34	92560
10	41000	330	8/24/2018	COREFIRST BANK & TRUST	Matte glass bead mix 1lb	\$ 14.17	92560
10	41000	322	8/24/2018	COREFIRST BANK & TRUST	facebook ads	\$ 93.69	92560
10	41000	310	8/24/2018	COREFIRST BANK & TRUST	Dynamik website builder	\$ 199.00	92560
10	41000	320	8/24/2018	COREFIRST BANK & TRUST	cPanel software	\$ 219.45	92560
10	41000	320	8/24/2018	COREFIRST BANK & TRUST	logitech headset	\$ 74.97	92560
				<i>Miscellaneous online orders paid by credit card including the annual software maintenance renewal</i>		\$ 5,697.11	92560 Total
10	41000	350	8/30/2018	AT&T	<i>2018 Internet Services</i>	\$ 5,216.80	92563
						\$ 5,216.80	92563 Total
						\$ 791,488.42	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

September 2018

Library News and Project Updates

Welcome to new staff members!

Kristin Kelly, new Staff Development Coordinator, joined the TSCPL team on August 13. Kristin previously worked for the University of Kansas Transportation Center (KUTC), a multidisciplinary unit devoted to transportation research, training, and technical assistance. A warm welcome to you.

Thad Hartman, new Chief of Staff, began his duties September 5. He is no stranger to us at the library as he most recently served as Community and Strategic Services Manager. Thad was selected as Chief of Staff following a national search.

Margo Rangel, new Executive Assistant to the CEO, began her duties September 10. Margo comes to us from the Mayor's Office in the city of Topeka where most recently she served as Executive Assistant to the Mayor. Please join me in welcoming Margo.

Urban Libraries Council (ULC) Forum

Last week Thad Hartman, Marie Pyko, Diana Friend, Stephanie Hall, and I attended the 2018 Urban Libraries Council 2018 Forum in Baltimore, Maryland. The Urban Libraries Council, founded in 1971, is a member organization. Membership is institutional rather than personal.

ULC has been an invaluable resource for me as well as the library. It's enabled us to build a national network of colleagues from coast to coast and is a continuing source for innovative ideas and initiatives.

The theme for the 2018 forum was *Leading Forward*. I'm including a link to the list of [speakers](#), who were impressive in their professional diversity, areas of influence, and what they shared about their perspective on leadership and libraries.

Almost 300 attendees, representing 100+ libraries from the U.S. and Canada attended. Attendees had the opportunity to meet with their peers (deputy directors, marketing, fund raising, etc.) and to learn together. I attended a half-day session for CEO's on managing polarities (vs. problems) and gaining and exercising influence. The next day and a half was devoted to boundary spanning leadership (within the library organization and the community), innovation, and gaining and exercising influence. For your consideration, some trustees might want to consider attending a ULC Forum, especially in the years that the Public Library Association doesn't have its conference.

Facilities Master Plan update

Thad Hartman will provide an update on the Claire’s Courtyard project and the Facilities Master Plan.

Dolly Parton’s Imagination Library (DPIL)

At the end of July, I met with United Way of Greater Topeka CEO Jessica Lehnherr and United Way Board Chair Becky Holmquist to discuss future funding for DPIL and to review the Memorandum of Understanding between our two organizations. Jessica and Becky intend to present a funding recommendation to the UW Board in the amount of \$40,000 per year. We are working on revised wording on the MOU, which will be brought to both boards for review and approval before the end of the year.

Agenda Items

Amended Funding Plan for Claire’s Courtyard Change order for Fill Dirt

As you will read in the background information for this resolution, staff determined that state aid funds may not be used for construction. Foundation funds have been identified for payment. This amended resolution corrects the source of funds for this change order.

Access Control System Upgrade

Detailed Background information and staff recommendations for this project are included with the resolution in the board packet.

Executive Session

The Board will meet in Executive Session following the New Business portion of the meeting.

Professional Activities/Community Contacts

August 8-9, 2018	Met with Community Broadband Initiative consultants and area school district leadership
August 10, 2018	Presented a community broadband report with Councilman Brendan Jensen at the Heartland Visioning meeting
August 28, 2018	Facilitated TSCPL All Staff meetings – main topic was sharing the results of the Springsted classification and compensation study to staff
August 28, 2018	Conference call for Momentum 2022 Talent Development Work Group
August 29, 2018	Met with State Librarian Eric Norris
August 30, 2018	Conference call with Broadband Project Team and consultants Tilson Technology Management

September 4-7, 2018 Attended Urban Libraries Council Forum in Baltimore, Maryland.

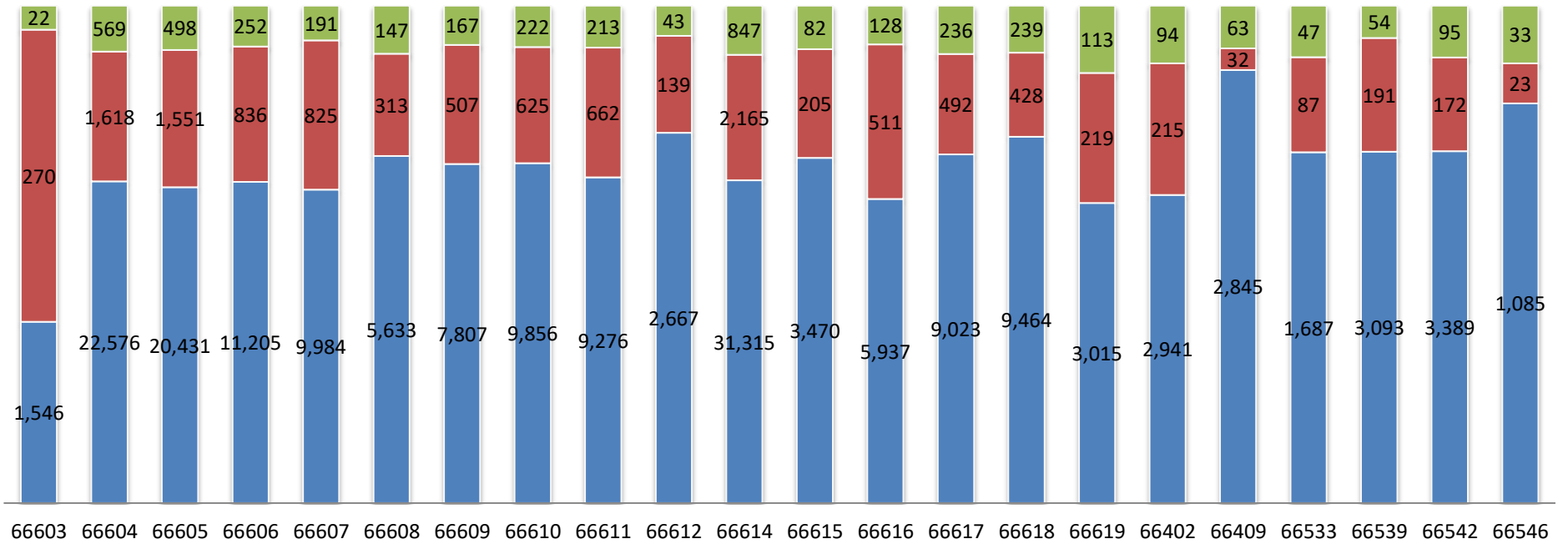
September 12, 2018 Met with Seaman School district officials to discuss broadband issues
Attended JEDO board meeting as community broadband project team coordinator to request permission to issue the Request for Information for comprehensive community-based broadband services

September 14, 2018 Delivered keynote and presented a breakout session for the Fairfax County (VA) Public Library Staff Development Day

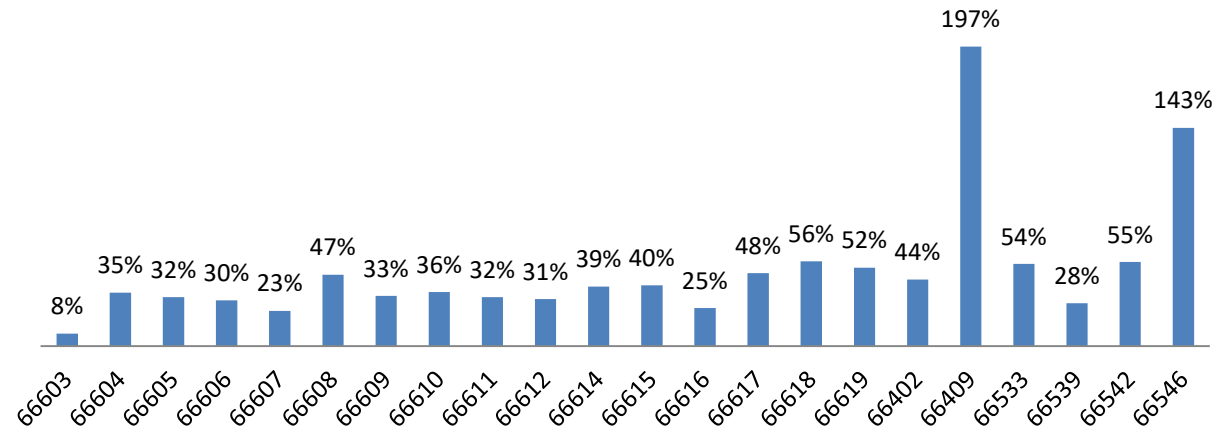
Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library **9/14/18**

August 2018 Dolly Parton Imagination Library

Population Under 5 DPIL

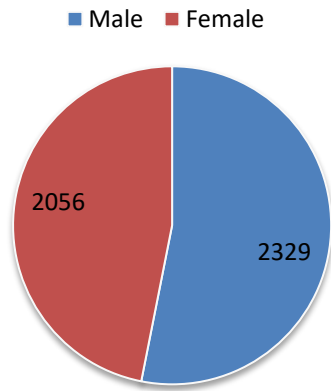


Percent of children signed up by Zipcode

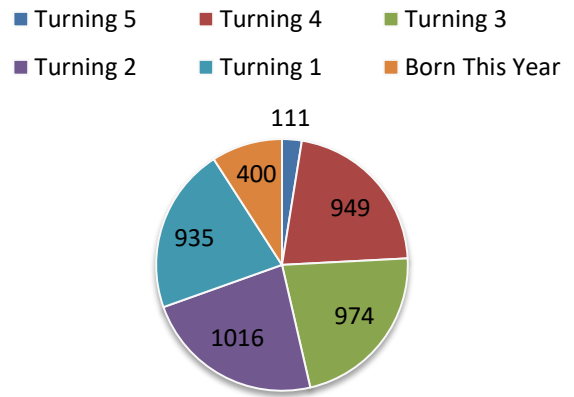


Number of Participants Served: **4,385**

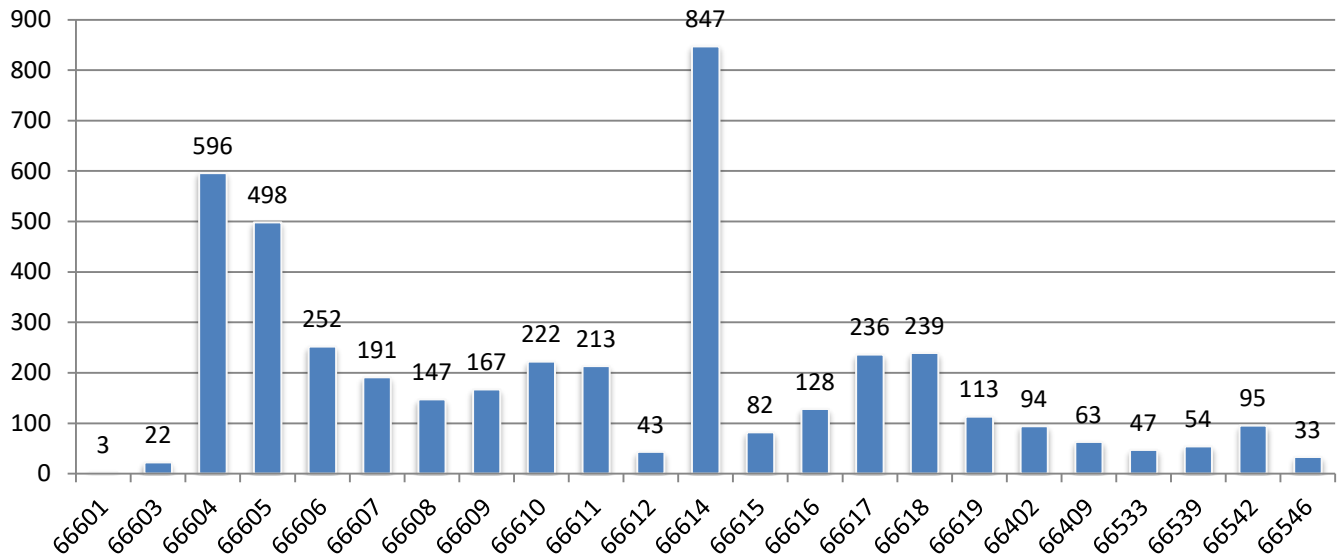
Sex of Participants



Age of Children



Zip Codes of Children



Chief of Staff Report
Thad Hartman
September 20, 2018

Claire's Courtyard

Construction is beginning to progress nicely on Claire's Courtyard. A good portion of the unsuitable soil has been removed and this week they have begun setting the footings for the north wall. Over the next few weeks the main focus will be on the work of creating the walls around the amphitheater. Right now the projected completion date of the entire project is near the end of January, and we hope that the weather will cooperate with our new timeline.

Payphones

At some point in the next few weeks the construction crews will create an opening in the main library that will become the entrance to Claire's Courtyard. This opening will be located at the west end of the front hallway, near the entrance to the cafe where the payphones were located. Because of this we moved the payphones to the east end of the front hallway, outside of The Edge. These payphones are used fairly heavily, so we decided to keep them in a place that customers can access any time the main doors are open.

RPF Process

We currently are in the process of finalizing the details for the RFPs for the Circulation Plaza / Learning Center remodel, new flooring, and new roof. The roof RFP is scheduled to go out on September 17 and the other two are scheduled to be posted on September 24. We plan on taking bids for each of these three projects to the Board meeting in October. We're extremely excited about each of these projects.

Community Impact Goals

The Community Impact Goal teams are busy finalizing their work plans. The teams have been using the Theory of Change to develop preconditions and outcomes that are needed to lead to the large-scale impact that we are attempting. Over the past few meetings we have been focusing on how to create and organize actionable steps. We have used the Theory of Action as a starting point to develop a consistent format and create our strategies and tasks. All of the groups are in the process of implementing strategies this year. An example of this is the Best Life team which has made voter registration a key aspect of their 2018 plan.

Urban Libraries Council Forum

On September 5-7 a few of us attended the Urban Libraries Council Forum in Baltimore. The main topics were innovation and leadership and we had some amazing speakers and facilitators. I think we all came back with a lot of great ideas and inspiration. It was of course also extremely beneficial to talk to other librarians and hear about all of the innovative things that are going on in libraries, but also to see that we are doing a lot of amazing things at our library and are headed in the right direction.

Area Updates and Reports

Circulation

Submitted by: Kelli Smith, Supervisor

Paul Brennan, Director

3D Printing & Facilities Team Up

The capabilities for 3D printing seem to be limitless right now. People can print a variety of items like toys, puzzles, jewelry, architectural models, medical supplies and replacement parts for vacuums, washers and radios. Since many 3D desktop printers cost less than most videogame systems, people more and more are exploring how to design files and print their work.

Here at the library, patrons can bring in 3D files to print or spend time designing a file at one of the library's design stations. The Make-It-Lab team oversees the public 3D printer and provides resources and guidelines to library staff who work with customers designing and printing objects.

Recently, one of the Make-It-Lab team members, Jacob Ziegler, worked closely on a project with John Kugler, Facilities & Security Manager. Facilities needed small replacement parts for the dampers inside air ducts around the library. The nut bushing (pictured) is a small component that attaches to a motor and drives the gears in the damper assembly that provides air conditioning and heating to many library offices. Jacob was tasked to see if he could design a replacement part using the 3D printer. His first few print attempts didn't quite work; however, Jacob didn't give up. He was more precise in his next design and brought in his own set of calipers for better measurement. Eventually, he was successful and able to print a replica of the component. With the nut bushing design finalized, Jacob printed off the amount needed by Facilities. According to John, this part is no longer available for purchase so Jacob's ingenuity provided a temporary fix that saved the library thousands of dollars.



Technical Services

**Submitted by: Scarlett Fisher-Herreman, Supervisor
Paul Brennan, Director**

I'd like to share about a collection project currently in development in Technical Services. Julie Nelson, a nonfiction collection development professional and Cadie Maas, a professional cataloger, are working together on creating the Biography Neighborhood in adult nonfiction. The library has had a biography collection for many years and we've had a plan to evaluate the collection for some time. In the work of evaluation, we've tackled questions focused on the differences between biography and memoir, the placement of books written by celebrities, sports stars, and politicians about their life and careers, and how to bring together books about a person who may go by more than one name (ex. Samuel Clemons, AKA Mark Twain). At the core of this work, we seek to define what truly makes a "biography", a biography. I think Julie Nelson put it well to the group with her question, "how do make this neighborhood something more than a collection of books about presidents and royalty?" I think that's a strong question and it speaks directly to the user experience we want to create with this collection. Through our work, we are seeking to create a collection that invites readers and curious minds to explore the unique genre of biography. We are aware of the need for a collection with voices as diverse as the community we serve. I'm proud of the work Julie and Cadie are endeavoring on in creating a strong, well-organized collection that speaks to our core values and community impact goals.

Public Services

Submitted by: Marie Pyko, Director

We have once again been busy transitioning from summer to fall planning and activities. In addition to the planning involved with our community impact goals and facility plan work, I have been meeting with several new potential community partners to look at ways to extend our collaborations in the community including Monique Glaude', City of Topeka, Allison Lee, Westar and Kacy Simonsen, Community Officer Collaboration. It is really exciting to build on our already robust community collaborations. On Friday, September 28th at 2:00 pm the Library and the Learn and Play bus will be locally recognized as a national recipient of the Bright Spot award as part of the Campaign for Grade Level Reading. In late July, I had the opportunity to represent the library at the national conference in Philadelphia along with the Topeka Housing Authority and the United Way of Greater Topeka. It will be wonderful to share this celebration at home as well.

Debbie Stanton and Autumn Friedli have started hosting more team meetings with their staff. This is to help address concerns staff have, but also build comradery with a group that has seen a lot of changes in the past year. They hope to offer these about every 8 weeks or as needed to address changes or issues. Debbie recently presented a preconference course on consumer health in public libraries at the national Association for Rural and Small Library

conference September 12th in Springfield Illinois. Another great opportunity to put our library on the map.

The Information and Learning Team has been working hard to provide for the information needs of our community. Genealogy Team is preparing for another lively Heritage Celebration, this time focused on Native American heritage. The Sabatini Gallery completed a very successful summer kid's show and is now open with Printed Image 7, a Friends-supported print competition. Our Local History librarian, Donna Rae, along with members of Tech Services and Digital Services are working to provide online access to our local blueprints collection. Our Reference Team is working on an analysis of our online resources so we can determine how best to train staff and the public on their use. Lissa Staley, our Health and Civic Engagement librarian, has been helping facilitate the Hi-Crest neighborhood's future planning efforts and has had great success in building bridges between community groups in the area. Finally, we're excited to have our Business and Career Librarian position posted and will be accepting applications throughout the month.

Readers Team is in the process of figuring out how best to move the Large Print collection as well as the Magnifier and Activities collections to make way for the remodeling of the Circulation Lobby. The plan is to begin that move into the temporary space on October 15th. Additionally, the 2Book Topeka planning team is excited about hosting author Charles Todd on October 7th at 2 pm as part of the October/November selections for our community wide read. There will be a book signing to follow. Additionally, Book Group in a Bag is in full swing of adding many new kits to the collection.

Youth Services

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

Events:

Read and Ride at Deer Creek

Kansas Children's Service League at United Methodist on SE Michigan

Trainings:

We have had two people on staff Arion Beals and Nessa Johnson recently earn their CDL's. This means they are qualified to drive large library vehicles including the eventual driving of the Learn and Play Bus. This addition of drivers adds some flexibility to staff scheduling of those services.

Highlights:

Baby Bookworms is for many customers the gateway into library programming. It is a 30 minute session planned for the developmental window of children from birth to 12-18 months. Often times the child transitions to the next age defined program, Toddler Time 1, when the

child is steadily walking. Roughly 15 minutes of the program time is staff led literacy based fun and the other 15 minutes is open play time. It provides family engagement, support and enrichment. All sorts of family combinations attend, meaning sometimes we see moms, dads, both parents, a single grandparent, both grandparents, aunts, or other caregivers. And that is just the adults. With the kids sometimes there are siblings, multiples or both. The program happens 50 of the 52 weeks of the year on Thursdays at 9:30- 10:30 and 5:30. There are bounces, songs and stories.

To give you an idea of what this looks like, imagine participating adults stretching their babies arms and participating in a chant like:

*Chug, chug, chug the train goes down the track.
Now it's moving forward.
Now it's moving back.
Now the bell is ringing (ding, ding).
Now the whistle blows (toot, toot).
Chugging, chugging, chugging down the track it goes.*

Watch the whole group bouncing the baby up and down on their lap to *Down at the Station*.

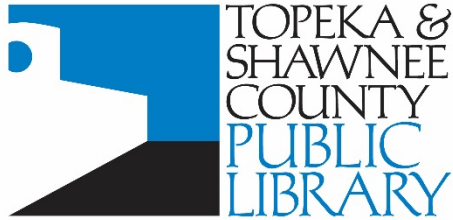
See everyone turning the page of Donald Crew's *Freight Train* together and talking about the colors and counting the cars they see as they go.

They connect to other library offerings like Read with Me, Dolly Parton's Imagination Library, the Learn and Play Bus, etc.

At the end of the session they're stacking cups, rattles, balls and more. There is conversation about sleep, diapers, etc. and there is talk about milestones like rolling over, sitting up, grabbing and teeth. People support one another, exchange ideas and build friendships. One of the staff told me of two grandparents who met through the program and recently graduated their babies out of the group. Now they get together on their own on Thursday mornings at a community center for some active play and a library storytime at that location.

Relationships with staff are built here too, sometimes for years at a time.

One of the staff members for the program shared a letter complete with child art that she received from a customer that expressed, "I feel so grateful and blessed that we have been able to share this time together—through all the truly special 'firsts' of each of the girls... I have learned so much from you in the weekly times of seeing you and you have helped me to feel so much more comfortable as a mama... I can't wait till you can meet the new baby in the spring!" Today's 10:30 crowd had 40+ people in attendance.



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

**BOARD OF TRUSTEES
September 20, 2018**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by Cam-Dex Security Corporation, in the amount of \$61,260 to upgrade the Library’s access control system. Funding for this purchase shall be paid from the General Fund.

Policy and Background Information:

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

This project includes a software upgrade and database conversion, upgrading the existing chips and boards, and installing and terminating five (5) network runs to five (5) panel locations. The Library’s existing readers and door locking devices will remain intact.

The RFP and related documents were posted on the Library’s website. There was a mandatory conference/site visit required for each bidder.

Two acceptable bids were received at a public meeting at 2:00 pm, July 27th. One bid was incomplete and has been rejected. Two bidders were present; one bid was received by email.

The Digital Services Director identified several elements of one bid that were unclear and requested a Statement of Work (SOW) from the vendor. The Director repeatedly queried this bidder to receive the details necessary to make a determination about their ability to deliver what was needed; the SOW was never received.

The other bid contained all details and specifications as required in the RFP.

Staff Recommendation:

TSCPL staff recommends the acceptance of the bid from Cam-Dex Security Corporation of \$61,260 for the upgrade of the Library’s physical access control system. This bid is higher than the bid from Heartland Electric of \$37,993. Several compelling reasons provide justification for the bid to be awarded to the higher bidder.

- A SOW was provided by the recommended bidder which provided a greater level of detail of the equipment and services to be provided; the other bidder failed to provide an adequate SOW as requested by the Digital Services Director.

- The recommended bidder currently maintains the Library's security system and has proven performance. Library staff has experienced customer service and communication issues with the other bidder on past projects.
- The other bidder has proposed installing a proprietary access control system which limits the Library's ability to work with other vendors/systems in the future. The recommended bidder is proposing to install an open architecture system which would allow the Library to utilize other vendors for service and maintenance if needed in the future.

Therefore, staff recommends the approval of the bid of \$61,260 from Cam-Dex Security Corporation, Kansas City, Kansas, to upgrade the Library's physical access control system. The recommended bidder has agreed to deliver the specified equipment within 60 calendar days from the date of the contract award. Further, this purchase is recommended to be funded from the General Fund.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Amended Funding Plan for Claire’s Courtyard Change Order for Fill Dirt

**BOARD OF TRUSTEES
September 20, 2018**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the recommendation by the Chief Executive Officer Gina Millsap, that the change order for the fill dirt at Claire’s Courtyard be paid entirely from Foundation funds.

Background

After further investigation, staff determined that state aid funds may not be used for construction. The funding source for this change order has been adjusted to be paid entirely from the Foundation funds; no State Aid funding will be utilized for this change order.

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														415,362	509,819	-18.5%	
Circulation Desk & Renewals	49,349	45,214	50,873	50,418	49,208	54,069	60,571	55,660									
Interlibrary Loan	1,879	1,554	1,654	1,665	1,752	1,662	1,654	1,789							13,609	14,321	-5.0%
Self-Check	84,077	72,863	83,854	78,973	82,397	93,571	95,014	85,448							676,197	703,860	-3.9%
Bookmobile	21,560	19,647	21,558	22,236	16,781	20,228	20,145	16,916							159,071	177,137	-10.2%
Red Carpet	8,254	6,233	7,467	6,732	7,208	6,792	7,349	8,331							58,366	63,630	-8.3%
Digital Downloads	35,736	33,150	36,170	35,815	36,215	36,936	38,791	38,904							291,717	240,622	21.2%
Library @ Work / Smartlocker	2,099	2,023	2,298	2,180	2,239	2,279	2,244	2,221							17,583	14,503	21.2%
TOTAL CIRCULATION	202,954	180,684	203,874	198,019	195,800	215,537	225,768	209,269						1,631,905	1,723,892	-5.3%	
CIRCULATION DETAILS																	
Print Material	96,177	85,115	96,839	95,254	93,917	107,511	112,060	100,256							787,129	841,720	-6.5%
Audio/Visual Material	67,358	59,096	66,385	63,266	62,206	67,281	71,374	66,996							523,962	611,591	-14.3%
Adult Materials	99,143	86,882	97,501	92,571	91,637	96,968	103,119	98,284							766,105	852,063	-10.1%
Children's Materials	49,977	44,966	52,027	52,609	50,464	62,445	63,947	53,599							430,034	478,000	-10.0%
Young Adult Materials	4,592	3,777	4,135	4,161	4,744	5,937	6,619	5,274							39,239	42,963	-8.7%
Red Carpet Materials	9,823	8,586	9,561	9,179	9,278	9,442	9,749	10,095							75,713	80,285	-5.7%
NEW Patrons																	
Topeka / Shawnee County														5,341	5,435	-1.7%	
Adults	654	539	589	612	561	795	837	754									
Children (ages 17 and under)	163	195	166	231	238	348	283	212							1,836	2,053	-10.6%
Red Carpet Outreach	8	6	15	11	19	13	15	16							103	92	12.0%
NEKL	57	58	62	81	49	70	59	54							490	570	-14.0%
Non-Resident	2	0	2	0	0	1	0	0							5	5	0.0%
Total New Registrations	884	798	834	935	867	1,227	1,194	1,036						7,775	8,155	-4.7%	
PATRONS DELETED																	
	1,015	832	1,780	1,215	1,111	963	1,406	5,517						13,839	17,440	-20.6%	
BORROWERS																	
Topeka / Shawnee County														53,868	53,210	1.2%	
Adults	53,010	53,259	53,034	52,950	53,072	53,381	53,584	53,868									
Children (age 0 - 17)	19,412	19,438	19,318	19,272	19,269	19,309	19,247	19,138							19,138	19,547	-2.1%
Red Carpet Outreach	1,248	1,243	1,239	1,239	1,235	1,232	1,227	1,222							1,222	1,288	-5.1%
NEKL	7,267	7,236	7,234	7,255	7,279	7,302	7,392	7,324							7,324	7,223	1.4%
Non-Resident	48	48	48	48	48	48	48	48							48	43	11.6%
Delinquent	117	120	127	124	121	120	118	113							113	163	-30.7%
TOTAL BORROWERS	81,102	81,344	81,000	80,888	81,024	81,392	81,616	81,713						81,713	81,474	0.3%	
Holds Satisfied																	
	20,286	17,008	19,668	19,393	18,901	19,446	19,606	20,201						154,509	159,254	-3.0%	
CHECK-IN																	
TOTAL CHECK-IN	110,975	98,001	112,676	110,908	111,119	114,618	124,398	122,039						904,734	995,898	-9.2%	

Topeka and Shawnee County Public Library
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2018

	2018												2017 YTD	Change 17 TO 18%				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total			
COLLECTION																		
Materials Added	6,735	4,893	7,641	4,654	5,760	4,263	4,256	5,885								44,087	44,416	-0.7%
Materials Discarded	3,568	6,994	6,589	6,123	6,323	6,068	4,759	5,695								46,119	50,378	-8.5%
TOTAL COLLECTION	445,769	443,668	444,720	443,251	442,688	440,883	440,380	440,570							440,570	436,640	0.9%	
WEBSITE																		
tscpl.org Unique Visitors	30,707	27,539	30,473	29,244	32,003	30,404	29,033	29,401								238,804	237,966	0.4%
tscpl.org Total Visits	55,470	48,675	53,364	51,448	54,854	55,329	53,827	54,012								426,979	437,956	-2.5%
catalog.tscpl Unique Visitors	19,263	17,218	18,570	17,886	17,787	18,998	20,169	19,585								149,476	151,186	-1.1%
catalog.tscpl Total Visits	43,859	37,965	41,664	39,996	40,162	42,243	45,247	44,710								335,846	329,798	1.8%
REFERENCE QUESTIONS																		
Public Services	14,488	12,577	14,936	13,240	13,198	13,478	14,025	14,436								110,378	118,510	-6.9%
Topeka Room	617	667	426	756	530	689	870	792								5,347	6,178	-13.5%
Youth Services	2,584	2,323	3,082	2,580	3,215	4,728	4,311	3,862								26,685	29,344	-9.1%
Gallery	37	41	55	67	52	14	20	36								322	339	-5.0%
TOTAL REFERENCE QUESTIONS	17,726	15,608	18,499	16,643	16,995	18,909	19,226	19,126							142,732	154,032	-7.3%	
GATE COUNT	59,126	55,329	67,547	63,683	63,637	70,631	75,278	71,678							526,909	500,842	5.2%	
MEETING ROOMS																		
Bookings	518	720	759	706	618	649	689	643								5,302	5,978	-11.3%
Hours Booked	2,453	3,859	4,204	3,958	3,059	3,514	3,803	3,432								28,282	33,694	-16.1%
ATTENDANCE	7,895	11,425	11,310	12,175	9,396	12,606	14,845	13,484							93,136	107,506	-13.4%	
LEARN & PLAY BUS VISITS	131	78	421	472	401	439	333	423							2,698	1,926	40.1%	
PROGRAM ATTENDANCE																		
Adult - General	1,412	780	530	806	568	1,876	2,863	1,426								10,261	11,545	-11.1%
Computer Training	150	112	150	165	100	116	115	217								1,125	1,184	-5.0%
Outreach	4,348	3,551	3,189	3,963	3,676	2,400	1,450	747								23,324	26,547	-12.1%
Kids	1,046	1,359	1,522	1,912	1,684	3,333	2,901	1,416								15,173	20,422	-25.7%
Movies	3	17	27	5	5	366	69	64								556	641	-13.3%
Books	58	189	35	145	283	118	69	13								910	1,048	-13.2%
Art	29	72	127	106	31	49	75	88								577	403	43.2%
Teens	49	46	93	10	80	68	51	40								437	824	-47.0%
Music	0	0	0	0	0	595	150	601								1,346	0	#DIV/0!
TOTAL ATTENDANCE	7,095	6,126	5,673	7,112	6,427	8,921	7,743	4,612							53,709	62,614	-14.2%	
GALLERY ATTENDANCE	1,771	1,426	1,880	2,437	1,680	3,912	3,398	2,261							18,765	18,021	4.1%	

Topeka and Shawnee County Public Library
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	2018												2017	Change YTD 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
CIRCULATION DETAILS															
Print Material															
Adult Fiction	19,466	16,671	18,920	17,775	18,401	20,005	21,125	19,966					152,329	167,817	-9.2%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447	22,672	24,144	23,323					179,215	185,040	-3.1%
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711	36,762	37,801	31,343					248,920	268,859	-7.4%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487	10,372	10,419	8,302					75,886	76,676	-1.0%
Magazines	2,079	1,728	2,354	2,168	2,079	2,533	2,465	2,199					17,605	22,797	-22.8%
RC Print Materials	9,447	8,237	9,089	8,882	8,897	9,123	9,408	9,708					72,791	77,102	-5.6%
RC Realia	365	340	458	291	378	319	341	387					2,879	3,052	-5.7%
YA Print Materials	4,490	3,671	3,999	4,061	4,649	5,807	6,499	5,202					38,378	41,665	-7.9%
PRINT CIRCULATION	96,227	85,186	96,931	95,385	94,049	107,593	112,202	100,430					788,003	843,008	-6.5%
Audio / Visual Material															
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751	4,646	4,950	4,779					37,875	43,203	-12.3%
Adult Music	4,135	3,770	4,615	4,361	4,160	4,270	4,692	4,416					34,419	39,263	-12.3%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015	43,257	46,132	43,912					347,088	397,179	-12.6%
Juvenile Audiobooks	579	518	605	608	518	649	568	501					4,546	5,869	-22.5%
Juvenile Music	604	553	589	634	652	734	706	591					5,063	6,355	-20.3%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635	13,283	13,834	12,382					91,650	115,454	-20.6%
YA AV	102	106	136	100	95	130	120	72					861	1,298	-33.7%
A/V CIRCULATION	67,110	58,842	66,108	62,992	61,826	66,969	71,002	66,653					521,502	608,621	-14.3%
Adult Material															
Adult Fiction	19,466	16,671	18,920	17,775	18,401	20,005	21,125	19,966					152,329	167,817	-9.2%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447	22,672	24,144	23,323					179,215	185,040	-3.1%
Magazines	2,079	1,728	2,354	2,168	2,079	2,533	2,465	2,199					17,605	22,797	-22.8%
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751	4,646	4,950	4,779					37,875	43,203	-12.3%
Adult Music	4,135	3,770	4,615	4,361	4,160	4,270	4,692	4,416					34,419	39,263	-12.3%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015	43,257	46,132	43,912					347,088	397,179	-12.6%
ADULT CIRCULATION	99,384	87,122	97,834	92,852	91,853	97,383	103,508	98,595					768,531	855,299	-10.1%
Juvenile Material															
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711	36,762	37,801	31,343					248,920	268,859	-7.4%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487	10,372	10,419	8,302					75,886	76,676	-1.0%
Juvenile Audiobooks	579	518	605	608	518	649	568	501					4,546	5,869	-22.5%
Juvenile Music	604	553	589	634	652	734	706	591					5,063	6,355	-20.3%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635	13,283	13,834	12,382					91,650	115,454	-20.6%
JUVENILE CIRCULATION	49,549	44,552	51,523	52,191	50,003	61,800	63,328	53,119					426,065	473,213	-10.0%
Red Carpet Material															
RC Print Materials	9,447	8,237	9,089	8,882	8,897	9,123	9,408	9,708					72,791	77,102	-5.6%
RC Realia	365	340	458	291	378	319	341	387					2,879	3,052	-5.7%
RED CARPET CIRCULATION	9,812	8,577	9,547	9,173	9,275	9,442	9,749	10,095					75,670	80,154	-5.6%
Young Adult Material															
YA Print Materials	4,490	3,671	3,999	4,061	4,649	5,807	6,499	5,202					38,378	41,665	-7.9%
YA AV	102	106	136	100	95	130	120	72					861	1,298	-33.7%
YOUNG ADULT CIRCULATION	4,592	3,777	4,135	4,161	4,744	5,937	6,619	5,274					39,239	42,963	-8.7%
Overdrive	24,441	22,608	24,606	24,218	24,519	25,432	27,648	27,994					201,466	168,607	19.5%
Hoopla	9,760	9,088	10,021	9,995	10,101	10,018	9,601	9,504					78,088	61,040	27.9%
Flipster	1,535	1,454	1,543	1,602	1,595	1,486	1,542	1,406					12,163	10,975	10.8%
DIGITAL DOWNLOADS	35,736	33,150	36,170	35,815	36,215	36,936	38,791	38,904					291,717	240,622	21.2%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018											2018	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$1,600,516	\$1,418,786	\$1,607,809	\$1,584,689	\$1,563,490	\$1,786,020	\$1,865,529	\$1,669,927					\$13,096,766
Magazines (\$5)	\$10,395	\$8,640	\$11,770	\$10,840	\$10,395	\$12,665	\$12,325	\$10,995					\$88,025
Audiobooks (\$10)	\$53,940	\$47,940	\$56,350	\$52,360	\$52,690	\$52,950	\$55,180	\$52,800					\$424,210
DVD, Games, Music (\$4)	\$246,864	\$216,192	\$241,892	\$231,024	\$226,228	\$246,696	\$261,936	\$245,492					\$1,916,324
Reference Questions (\$7)	\$124,082	\$109,256	\$129,493	\$116,501	\$118,965	\$132,363	\$134,582	\$133,882					\$999,124
Programming (\$10)	\$70,950	\$61,260	\$56,730	\$71,120	\$64,270	\$89,210	\$77,430	\$46,120					\$537,090
Meeting Room Use	\$42,795	\$50,545	\$58,395	\$53,009	\$36,135	\$28,640	\$30,130	\$38,424					\$338,073
Gallery Attendance (\$10)	\$17,710	\$14,260	\$18,800	\$24,370	\$16,800	\$39,120	\$33,980	\$22,610					\$187,650
Computer Use (\$12 /hr)	\$162,872	\$158,844	\$194,885	\$176,605	\$187,559	\$223,193	\$235,608	\$222,160					\$1,561,726
ILL Borrowed (\$25)	\$9,850	\$7,700	\$8,775	\$8,850	\$8,200	\$8,000	\$8,500	\$10,300					\$70,175
TOTAL VALUE	\$2,339,974	\$2,093,423	\$2,384,899	\$2,329,368	\$2,284,732	\$2,618,857	\$2,715,200	\$2,452,710					\$19,219,163



Recovery through August 2018

Cumulative Recovery: *Topeka & Shawnee County Public Library*

	Regular Balance	Small Balance	Total
Accounts Submitted:	35,767	25,275	61,042
Dollars Submitted:	\$1,779,565.31	\$471,248.21	\$2,250,813.52
Cash Recovery:	\$592,647.39	\$260,419.82	\$853,067.21
Material Recovery:	\$510,328.37	\$64,310.23	\$574,638.60
Waives:	<u>\$179,888.96</u>	<u>\$27,678.99</u>	<u>\$207,567.95</u>
Recovery Total:	\$1,282,864.72	\$352,409.04	\$1,635,273.76
Total Invoice Amount:	\$306,827.03	\$81,977.30	\$388,804.33
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.



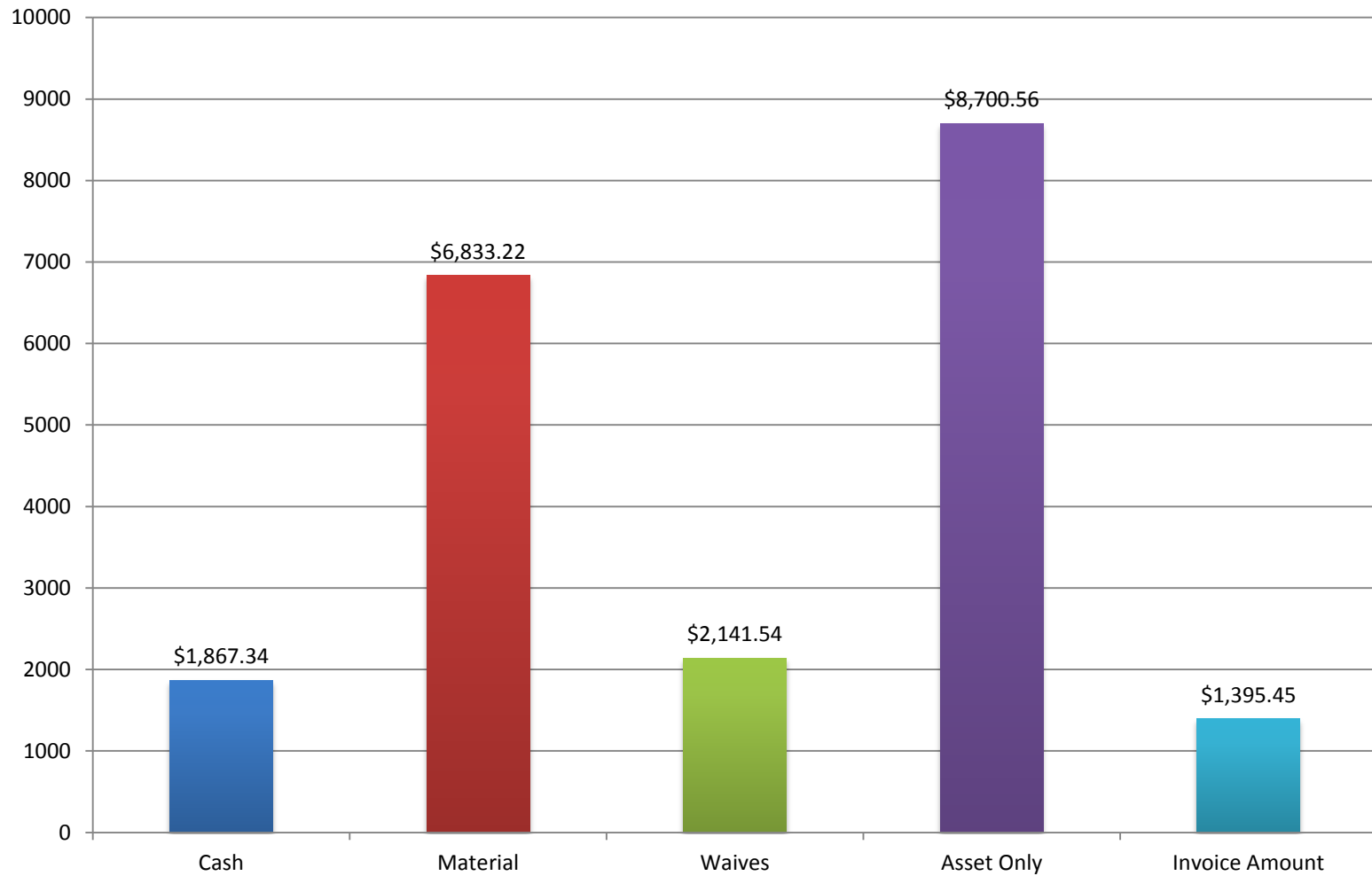
Monthly Recovery Statistics:

9/2017 through 8/2018

Regular Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
August-18	\$1,791.12	\$3,529.79	\$294.02	\$5,614.93	\$5,320.91	\$1,521.50
July-18	\$1,551.60	\$6,370.68	\$1,837.37	\$9,759.65	\$7,922.28	\$1,091.90
June-18	\$1,506.36	\$5,836.06	\$1,508.24	\$8,850.66	\$7,342.42	\$1,181.40
May-18	\$2,065.19	\$7,770.11	\$2,435.86	\$12,271.16	\$9,835.30	\$1,530.45
April-18	\$2,310.23	\$4,164.81	\$1,247.81	\$7,722.85	\$6,475.04	\$1,333.55
March-18	\$2,744.70	\$8,283.96	\$2,029.53	\$13,058.19	\$11,028.66	\$1,369.35
February-18	\$2,180.73	\$4,801.63	\$1,895.66	\$8,878.02	\$6,982.36	\$984.50
January-18	\$1,568.83	\$13,851.22	\$4,388.37	\$19,808.42	\$15,420.05	\$1,969.00
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
Total	\$22,408.06	\$81,998.60	\$25,698.53	\$130,105.19	\$104,406.66	\$16,745.45
Average	\$1,867.34	\$6,833.22	\$2,141.54	\$10,842.10	\$8,700.56	\$1,395.45
					Asset ROI: \$6:\$1	

Average Monthly Regular Balance Recovery and Cost





Monthly Recovery Statistics:

9/2017 through 8/2018

Small Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only Invoice Amount	
August-18	\$1,402.38	\$651.05	\$43.78	\$2,097.21	\$2,053.43	\$545.75
July-18	\$1,841.85	\$1,803.36	\$407.86	\$4,053.07	\$3,645.21	\$374.65
June-18	\$1,645.88	\$805.20	\$488.39	\$2,939.47	\$2,451.08	\$395.30
May-18	\$1,020.87	\$1,400.39	\$879.26	\$3,300.52	\$2,421.26	\$525.10
April-18	\$1,433.67	\$1,152.57	\$398.98	\$2,985.22	\$2,586.24	\$424.80
March-18	\$2,368.18	\$1,707.83	\$478.58	\$4,554.59	\$4,076.01	\$433.65
February-18	\$1,730.03	\$1,377.75	\$702.47	\$3,810.25	\$3,107.78	\$359.90
January-18	\$1,734.73	\$2,117.08	\$1,121.59	\$4,973.40	\$3,851.81	\$705.05
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

Total	\$18,123.31	\$14,419.29	\$6,282.72	\$38,825.32	\$32,542.60	\$5,728.90
Average	\$1,510.28	\$1,201.61	\$523.56	\$3,235.44	\$2,711.88	\$477.41
					Asset ROI: \$6 to \$1	

Average Monthly Small Balance Recovery and Cost

