



Agenda  
Board of Trustees meeting  
WEDNESDAY, July 22, 2015 – 4:00 p.m.  
Menninger Room 206

**Call to Order**

**Public Comment**

**Introductions**

**Approval of June 18, 2015 Trustee Meeting Minutes – [Action Item](#)**

**Chief Financial Officer's Report – Sheryl Weller**

**Financial Reports**

- Treasurer's Report – Jennifer Miller
- Financial Reports – [Action Item](#)

**Friends of TSCPL – Linda Hayse, Board Chair**

**The Library Foundation – Becky Holmquist, Board Chair**

**Board Chair Report – David Monical**

**NEKLS Trustee Workshop Report – Elizabeth Post**

**Chief Executive Officer's Report – Gina Millsap**

- The Statistical Picture – Thad Hartman, Community and Strategy Services Manager

**Chief Operating Officer's Report – Rob Banks**

**New Business**

- FY2016 Budget – Approval for publication – [Action Item](#)
  - 1) General Fund
  - 2) Employee Benefits Fund
  - 3) Bond & Interest Fund
  - 4) State Aid Fund
- Kansas Library Association Contract Renewal - [Action Item](#)
- Three Board Retreat
- Facilities Plan – [Action Item](#)

**Advocacy Stories**

**Adjournment**

**Next Meeting:**

August 13, 2015 5:00 pm  
Marvin Auditorium 101C

**Annual Budget Hearing**

August 13, 2015 5:30 pm  
Marvin Auditorium 101C

*Subject to change without notice*



**Minutes**  
**Board of Trustees Meeting**  
**June 18, 2015**  
**Menninger Room 206**

**BOARD MEMBERS PRESENT:**

David Monical (chair), Kerry Onstott Storey (vice-chair), Jennifer Fells (treasurer), Melissa Masoner (Secretary), Beth Dobler, Betty Greiner, Duane Johnson , Elizabeth Ross, Liz Post

**BOARD MEMBERS ABSENT:**

Julie Swift

**CALL TO ORDER:**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, June 18, 2015 in the Menninger Room, #206, of the Main Building, 1515 SW 10<sup>th</sup> Avenue, was called to order at 4:00PM by the Chair, David Monical. He welcomed everyone and asked new trustees, Beth Dobler and Liz Post, to introduce themselves and provide some background information. He then asked all at the table to do the same.

**PUBLIC COMMENT**

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

**APPROVAL OF MINUTES**

On motion by Duane Johnson seconded by Melissa Masoner, the May 21, 2015 Board of Trustee meeting minutes were accepted as submitted. Motion carried.

**APPROVAL OF TREASURER'S REPORT**

Sheryl Weller presented her Chief Financial Officer's report. There were no questions regarding the report.

Board Treasurer, Jennifer Miller, reported that she reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Jennifer Miller, seconded by Kerry Onstott Storey, the Treasurer's Financial Report, inclusive of the May financial report was accepted. Motion carried.

**FRIENDS OF THE LIBRARY REPORT**

On behalf of Friends of the Library Board President Linda Hayse, Mary Campbell presented the Friends of the Library report highlighting upcoming Friend's events and activities. A Media Sale and a Bag Sale will take place July 18. The Annual Book Sale will take place September 18-20. Mary also reported that over \$5,000 has been received in sponsorships for the Book Sale. The Friends are providing books at the Lowman Hill Elementary summer food program site.

### **LIBRARY FOUNDATION REPORT**

On behalf of Becky Holmquist, Chair of the Library Foundation Board, Nancy Lindberg presented the Foundation report. Nancy reported that the Library received \$9,878.63 from the Topeka Gives event on June 2<sup>nd</sup>. Nancy reported on other statistics relating to giving and percentages from the Topeka Gives event. Nancy also reported on two additional estate gifts that will be coming to the Library. Nancy asked the Trustees to save the date of September 12 from 7:00 – 9:00PM for an upcoming foundation event with more details coming later. Nancy answered additional questions about the Topeka Gives event.

### **CHIEF EXECUTIVE OFFICER'S REPORT**

Gina Millsap provided a summary of her Chief Executive Officer's Report. She highlighted the Community Planning Workshops, reporting that the first two were completed and the Library is identifying additional ways to increase attendees. Gina recapped the purpose of the meetings and how they will assist Library leadership in developing additional community impact goals and support strategic planning for the next decade.

Community and Strategic Services Manager, Thad Hartman, introduced himself and reviewed components of the circulation statistics which highlighted digital downloads and the Digital Branch. Circulation in both areas are up. May was a strong month regarding circulation, being at the highest level since 2009. Thad also reported that he looks forward the one-year completion of the self-check-out system and comparing check-out data since the radio-frequency identification (RIFD) project completion last May. Thad highlighted a graphic from the board packet that illustrated a new application on Excel which allow us to map borrowers in Shawnee County. Thad and Gina answered questions about the new Excel program and IMLS Power Patron, another program offered through Civic Technologies.

### **CHIEF OPERATING OFFICER'S REPORT**

Rob Banks highlighted and provided additional details regarding the Summer Food Program activities and events. He reported that attendance has been good and steadily increasing as families continue to learn of the program. There were no questions or discussion on the Chief Operating Officer's report.

### **NEW BUSINESS**

Human Resources Director, Stephen Lusk, reviewed the preliminary timeline for the 2015 CEO Evaluation. He inquired of the Trustees if anyone had conflicts that would impede the process outlined. There were none. Stephen informed the Trustees that they could supply input electronically or by paper. David Monical recommended moving forward with the proposed schedule as presented.

On a motion by Elizabeth Ross, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the disposal of the Lingo and Bluebird Bookmobiles. The library will utilize outlets generally available to the public including online resources. Purchasers will be responsible for payment, removal and any shipping charges related to the purchase. It is understood that vehicles are sold as is. If the library is unable to sell the Bookmobiles the administration is also authorized to dispose of the property through salvage methods. Gina Millsap provided background information regarding the request. There were no questions. Motion passed unanimously.

On a motion by Jennifer Miller, seconded by Elizabeth Ross it was resolved that the Topeka and Shawnee County Public Library Board of Trustees express its deepest thanks and appreciation for service to those Trustees leaving the Board. In particular, the Board of Trustees wished to thank Ryan Freed who served from 2014 -2015 completing the unexpired term of Dr. Robert Harder who resigned for health reasons. In addition, the Board of Trustees wished to thank Quentin Martin who served as a Trustee from 2011-2014. There was no discussion. Motion passed unanimously.

On a motion by Duane Johnson seconded by Melissa Masoner it was resolved that the Topeka and Shawnee County Public Library Board of Trustees express its thanks and deepest appreciation for the hard work and dedication of Dan Guenther who served as a Trustee from 2007-2015. During his two terms as a Trustee he served as Board Chair in 2011 and 2012. He exhibited outstanding leadership by:

- Appointing an Advocacy Committee comprised of members from the Board of Trustees, Foundation, Friends, Teen Advisors and library staff.
- Initiating a series of three board retreats to develop a strategic plan.
- Facilitating connections to new partners and introductions to new library donors.

Dan Guenther was recognized by the Northeast Kansas Library System in 2013 as a NEKLS Volunteer of the Year. An exemplary officer and leader, Dan Guenther is truly a library advocate.

Gina Millsap commented that Dan still advocates for the Library. Motion passed unanimously.

On a motion by Kerry Onstott Storey seconded by Jennifer Miller, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approve the authority to expend an additional \$10,193.10 from the Capital Improvement Fund for change orders related to the parking lot resurfacing project. There was no discussion. Motion passed unanimously.

At 4:46PM on a motion by Duane Johnson, seconded by Bette Greiner, the Board of Trustees of the Topeka and Shawnee County Public Library recessed for an executive session to discuss legal matters with library counsel for a time not to exceed 30 minutes. It was anticipated that action would be taken following adjournment of the Executive Session. David Monical requested that Gina Millsap, Rob Banks and Sheryl Weller remain for the executive session. Motion passed unanimously.

At 5:16PM Duane Johnson made a motion that the time for the executive session extend for 10 minutes. The motion was seconded by Melissa Masoner. There was no discussion. Motion passed unanimously.

Executive Session ended at 5:25PM

On a motion by Kerry Onstott Storey, seconded by Jennifer Miller, that the Board of Trustees of the Topeka and Shawnee County Public Library take from the table the motion relating to 712 Innovations, LLC, Memorandum of Understanding. There was no discussion. The motion passed 8 -1. Masoner in dissent.

On a motion by Kerry Onstott Storey, seconded by Duane Johnson, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees adopt the 712 Innovations, LLC, Memorandum of Understanding as presented. There was no discussion. Motion passed 5 yes, 0 no, 3 abstentions (Masoner, Dobler, Post).

**ADVOCACY STORIES**

Betty Greiner expressed her appreciation to Library staff for their efforts and assistance in supporting the Shawnee County Courthouse as a Library at Work location. On July 8 Library staff will have a table set up at the courthouse for a library card sign-in day and assist county employees with signing up for a library card.

Melissa Masoner reported that she will continue to advocate for 712 Innovations.

**ADJOURNMENT**

On motion by Duane Johnson, seconded by Melissa Masoner, the meeting was adjourned at 5:30 PM. Motion carried.

Melissa Masoner, Secretary

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## **Chief Financial Officer's Report**

**July 2015**

**Sheryl Weller**

### **Financial Summary - Page 1**

Annually after the audit is completed, the Mertz Trust fund is adjusted to match the December 31 ending balance. The Library is one recipient of this endowment and the Library's share must be calculated by the auditors each year. This year the adjustment is a positive \$4,241.46. This is bank account Endowment Securities.

### **Revenue/Expense/Balance by Fund Report – Page 2**

The Adult Programs Fund and the Programming Fund are temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement.

### **General Fund – Pages 3 through 5**

With 49.6% of the budget year completed, 89% of the budgeted revenue has been received and 50% of the approved budget has been expended/encumbered. This compares to 2014 in which 88% of the budgeted revenue had been received and 52% of the approved budget had been expended/encumbered.

The third tax distribution for 2015 was received June 8<sup>th</sup> as scheduled. The total received for the General Fund was \$4,602,899.61. The percentage of the ad valorem tax budget collected year-to-date is 97% compared with 94% at this same time in 2014. The percentage of year-to-date motor vehicle tax collected is 41% compared with 44% collected thus far in 2014. For all tax funds, this difference is in part due to watercraft special tax becoming a separate category and commercial vehicles now assessed as fees and separately categorized. Actual commercial vehicle fees collected are currently at 113% of the budget estimate.

### **Employee Benefit Fund – Page 6**

With 49.6% of the budget year completed, 91% of the budgeted revenue has been received and 41% of the approved budget has been expended/encumbered. This compares to 2014 in which 88% of the budgeted revenue had been received and 52% of the approved budget had been expended/encumbered. The 2016 budget sessions discuss the expected under-budget Employee Benefit Fund expenditures and the plan going forward. This health care plans are undergoing major review and adjustment and new options, such as the qualified high-deductible health plan with health savings accounts, impact the premiums.

The June 8<sup>th</sup> tax distribution totaled \$1,216,214.57. The percentage of the ad valorem tax budgeted collected year-to-date is 97% compared with 94% at this same time in 2014. The percentage of year-to-date motor vehicle tax collected is 41% compared with 44% collected thus far in 2014.

## Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,068,764.

## Debt Service Fund-Bond & Interest – Page 7

The percentage of the budgeted revenues collected to-date is 93% compared with 90% at this point in time in 2014.

The June 8<sup>th</sup> tax distribution totaled \$658,269.86. The percentage of the ad valorem tax budgeted collected year-to-date is 97% compared with 94% at this same time in 2014. The percentage of year-to-date motor vehicle tax collected is 41% compared with 44% collected thus far in 2014.

## 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 Snap Schedule employee remote access subscription	\$6,120.00	Business Management Systems Inc.
Library materials	“Automatically Yours” materials subscription – select quantities and genres – August	\$9,070.00	Baker & Taylor Books
Library materials	Large print books	\$7,780.00	Baker & Taylor Books
Library Materials	Online WorldCat database Aug 2015 to July 2016	\$5,891.00	State Library of Kansas

## Other Items:

- A resolution is included in this month’s packet to approve the 2016 “Budget Summary” of proposed expenditure authority, ad valorem tax and mill levy tax rates. The publication also will include the “Notice of Budget Hearing” proposed for 5:30 pm on August 13, 2015 in the Library’s Marvin Auditorium. This resolution is based on the materials reviewed and discussed at the Board’s two budget work sessions held on June 15<sup>th</sup> and July 8<sup>th</sup>. The documents explaining the proposed budget can be found at:  
[http://files.tscpl.org/tscpl.org/board/packets/2015/Board\\_Budget\\_Work\\_Session\\_2\\_packet\\_070815.pdf](http://files.tscpl.org/tscpl.org/board/packets/2015/Board_Budget_Work_Session_2_packet_070815.pdf)

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

6/30/15

	<u>Balance 01/01/15</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 06/30/2015</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 3,071,217.28	\$ 10,915,945.84	\$ 6,173,776.03	\$ 7,813,387.09
Employee Benefits	1,361,346.94	2,935,455.46	1,647,435.64	\$ 2,649,366.76
Capital Improvement	2,229,195.33	3,650.43	164,081.00	\$ 2,068,764.76
Bond & Interest	828,862.49	1,528,103.88	122,087.50	\$ 2,234,878.87
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	62,819.74	59,152.32	35,214.74	\$ 86,757.32
Federal, State & Local Grants	10.32	13,200.00	11,414.32	\$ 1,796.00
Other Special Revenue	709,741.70	142,751.49	260,017.82	\$ 592,475.37
Permanent Funds	526,782.87	10,494.25	818.10	\$ 536,459.02
<b>Totals</b>	<b><u>\$ 8,789,976.67</u></b>	<b><u>\$ 15,608,753.67</u></b>	<b><u>\$ 8,414,845.15</u></b>	<b><u>\$ 15,983,885.19</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 1,291,115.75
Capital Improvement Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-VisionBank-Money Market Account	2,232,845.76
Restricted Funds-CoreFirst Bank-Checking	606,880.13
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	330,331.83
Bond & Interest Fund-CoreFirst Bank-Checking	330,944.11
Bond & Interest Fund-CoreFirst Bank-Investments	-
Cash on Hand	3,344.00
Petty Cash	220.00
Endowment Securities	206,127.19
Municipal Investment Pool - Overnight	6,806,711.28
Municipal Investment Pool - 90-day Fixed	1,245,635.36
Capitol Federal Savings - Certificate of Deposit	3,000,000.00
	<u>\$ 16,054,155.41</u>
Less Pending Claims (invoices posted, but not paid until next month)	12,560.68
Less Payroll Deduction and Employer Benefit Liabilities	(47.69)
Less Outstanding Checks	57,757.23
	<b><u>\$ 15,983,885.19</u></b>



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

6/30/15

	01/01/15 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	6/30/2015 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 3,071,217.28	\$ 10,915,945.84	\$ 391,349.79	\$ 5,782,426.24	\$ 7,813,387.09	\$ 798,770.37	\$ 7,014,616.72
Employee Benefit Fund	1,361,346.94	2,935,455.46		1,647,435.64	2,649,366.76	30,045.46	2,619,321.30
Capital Improvement Fund	2,229,195.33	3,650.43	164,081.00		2,068,764.76		2,068,764.76
Bond & Interest Fund	828,862.49	1,528,103.88		122,087.50	2,234,878.87		2,234,878.87
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	62,819.74	59,152.32	35,214.74		86,757.32	27,605.00	59,152.32
<i>Federal &amp; State Grants</i>							
Gallery Grant	10.32				10.32		10.32
11-LSTA-3(Talking Books)	-				-		-
12-LSTA(Talking Books)	-				-		-
Big Read Grant	-	12,000.00	1,864.04	8,350.28	1,785.68		1,785.68
Kansas Humanities Council Grant	-	1,200.00		1,200.00	-		-
<i>Other Special Revenue Funds</i>							
Adult Programs	23.26	0.34		424.00	(400.40)		(400.40)
Art Collection	18,439.02	2.28	5,271.48	9,485.00	3,684.82		3,684.82
Book Cook Program	192.94				192.94		192.94
Bookmobile Fund	752.82	130,155.00		130,230.11	677.71	64.90	612.81
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	4.01			-	4.01		4.01
Cooking Neighborhood	-				-		-
Friends	166,122.21	38.93	101.44	21,311.09	144,748.61	5,822.74	138,925.87
Fun Committee	1,145.35	455.28	15.55	54.95	1,530.13	92.00	1,438.13
Gallery Competitions/Exhibits	29,133.29	210.86	4,550.00	5,511.99	19,282.16	4,600.00	14,682.16
Gifts/Memorials (Undesignated)	233,771.30	7,871.54	15,674.50	12,350.37	213,617.97	16,795.82	196,822.15
Great Stories Club	47.00				47.00		47.00
Health Neighborhood	601.55				601.55		601.55
Hirschberg Lecture	6,593.75	1.63			6,595.38		6,595.38
Hughes Business Collection	6,617.68	1.64			6,619.32		6,619.32
Library Materials	190,452.23	1,370.76		43,829.12	147,993.87	2,286.75	145,707.12
Lingo	-				-		-
NEH Expendable	2,810.22	0.57		1,107.90	1,702.89		1,702.89
Pets Neighborhood	33.58				33.58		33.58
PodCamp Topeka	326.79				326.79		326.79
Programming Fund	120.01	150.00		3,379.97	(3,109.96)	354.32	(3,464.28)
Red Carpet	8,671.65	2.15	14.56	50.43	8,608.81	122.07	8,486.74
Rotary Grant	4.29				4.29		4.29
Special Collections	91.16				91.16		91.16
Talking Books	8,384.17	1.63		2,897.20	5,488.60		5,488.60
Torluemke Landscaping	1,644.79	0.36		841.71	803.44	100.00	703.44
Wedding Neighborhood	-				-		-
Workshops	2,225.51	2,480.68		2,225.79	2,480.40		2,480.40
Youth Services	31,533.12	7.84		690.66	30,850.30	3,396.72	27,453.58
<i>Permanent Funds</i>							
Mertz Trust	201,885.73	4,241.46			206,127.19		206,127.19
NEH Endowment	324,897.14	6,252.79		818.10	330,331.83		330,331.83
<b>TOTALS</b>	<b>\$ 8,789,976.67</b>	<b>\$ 15,608,753.67</b>	<b>\$ 618,137.10</b>	<b>\$ 7,796,708.05</b>	<b>\$ 15,983,885.19</b>	<b>\$ 890,056.15</b>	<b>\$ 15,093,829.04</b>

Topeka and Shawnee County Public Library

6/30/15

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u>
				49.6% of year
Ad Valorem Property Tax	\$ 10,444,222.00	\$ 10,102,651.76	\$ (341,570.24)	97%
Revitalization Rebates	(121,997.00)	(122,875.03)	\$ (878.03)	101%
Back Tax	-	134,882.93	\$ 134,882.93	0%
Motor Vehicle Tax	1,140,856.00	464,009.03	\$ (676,846.97)	41%
Recreational Vehicle Tax	9,585.00	3,927.47	\$ (5,657.53)	41%
16/20 M Vehicle Tax	11,024.00	5,577.77	\$ (5,446.23)	51%
In Lieu of Tax	19,918.00	20,508.64	\$ 590.64	103%
Watercraft Special Tax	14,165.00	-	\$ (14,165.00)	0%
Commercial Vehicle Fees	32,523.00	36,742.32	\$ 4,219.32	113%
E-Rate Reimbursement	113,000.00	-	\$ (113,000.00)	0%
Miscellaneous Revenue	5,000.00	1,331.71	\$ (3,668.29)	27%
Miscellaneous Revenue - Recycle	400.00	365.66	\$ (34.34)	91%
Salary Refunds-Foundation	80,704.00	35,330.24	\$ (45,373.76)	44%
Salary Refunds-Friends	100,442.00	48,668.66	\$ (51,773.34)	48%
Salary Refunds-Shawnee Cty	18,131.00	8,040.00	\$ (10,091.00)	44%
Vending Machines	4,000.00	1,962.00	\$ (2,038.00)	49%
Pay to Sam	42,000.00	3,395.35	\$ (38,604.65)	8%
Overdue Fees*	308,000.00	163,391.71	\$ (144,608.29)	53%
Debt Collect	-	90.00	\$ 90.00	0%
ILL Fees	-	76.54	\$ 76.54	0%
Mailing Fees	-	-	\$ -	0%
Non Resident Card Fee	170.00	255.00	\$ 85.00	150%
Telephone/Fax	4,100.00	2,109.27	\$ (1,990.73)	51%
Obituary Fees	1,200.00	365.00	\$ (835.00)	30%
Meeting Room Charges	12,000.00	4,220.01	\$ (7,779.99)	35%
Monday Market Fees	500.00	278.00	\$ (222.00)	56%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	2,800.00	641.80	\$ (2,158.20)	23%
Library Treasurer's Balance	2,023,538.00	-	\$ -	0%
<b>TOTALS</b>	<b><u>\$ 14,266,281.00</u></b>	<b><u>\$ 10,915,945.84</u></b>	<b><u>\$ (1,326,797.16)</u></b>	<b>89%</b>

\* currently all revenues from the kiosks are recorded as Overdue Fees; a solution to report actual sales types is underway

Topeka and Shawnee County Public Library

6/30/15

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances	(Over)/Under Budget	% Expended
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 3,199.95		\$ 3,200.05	50%
Salaries-Facilities	612,067.00	292,375.62		319,691.38	48%
Salaries-Overtime	10,000.00	2,756.48		7,243.52	28%
Salaries-Security	299,850.00	142,992.77		156,857.23	48%
Salaries-Shelvers	191,685.00	65,068.65		126,616.35	34%
Salaries-Staff	7,093,298.00	3,530,416.74		3,562,881.26	50%
Conferences	79,100.00	30,153.97	11,416.87	37,529.16	53%
Staff Training	34,000.00	5,291.91	415.95	28,292.14	17%
Mileage	9,274.00	4,505.07	3,206.68	1,562.25	83%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	1,800.00	762.07	172.15	865.78	52%
Materials-Periodicals	40,500.00	2,942.06	459.98	37,097.96	8%
Materials-Print/Non-Print <1 YR	352,200.00	84,080.79	6,560.26	261,558.95	26%
Materials-Print/Non-Print	1,234,040.00	561,544.52	119,992.34	552,503.14	55%
<b>OPERATIONS:</b>					
Art Purchases	5,000.00			5,000.00	0%
Cataloging and ILL Services	69,000.00	28,217.81	41,773.15	(990.96)	101%
Contracted-Digital Services	288,603.00	121,933.62	20,163.13	146,506.25	49%
Contracted-Facilities	245,000.00	158,361.42	36,122.10	50,516.48	79%
Contracted-Office Equipment	74,000.00	27,195.47	25,567.29	21,237.24	71%
Contracted-Professional	292,800.00	124,199.39	81,862.48	86,738.13	70%
Contracted-E-Rate Services	10,170.00		4,364.06	5,805.94	0%
Digital Services Support	228,000.00	94,690.07	10,126.80	123,183.13	46%
Furniture/Equipment	77,200.00	3,039.96	2,500.00	71,660.04	7%
Insurance	46,000.00	36,579.00	4,130.00	5,291.00	88%
Marketing	20,000.00	9,776.52	2,569.56	7,653.92	62%
Memberships/Dues	22,500.00	4,941.20	500.00	17,058.80	24%
Miscellaneous	5,000.00	1,430.17	444.60	3,125.23	37%
Payments to Other Libraries	84,694.00			84,694.00	0%
Postage/Shipping	114,500.00	54,087.92	1,760.75	58,651.33	49%
Printing	92,500.00	44,581.84	34,137.35	13,780.81	85%
Programming	30,000.00	7,921.57	1,514.88	20,563.55	31%
Special Projects	575,000.00			575,000.00	0%
Supplies-Facilities	72,500.00	35,217.61	22,149.75	15,132.64	79%
Supplies-Office/Library	68,000.00	34,930.12	3,204.27	29,865.61	56%
Supplies-Processing	35,000.00	15,695.23	453.33	18,851.44	46%
Telecommunications	142,600.00	49,281.25	68,042.75	25,276.00	82%
Utilities-Electric	335,000.00	153,834.45	180,565.55	600.00	100%
Utilities-Gas	75,000.00	24,960.96	38,102.54	11,936.50	84%
Utilities-Water/Sewage	35,000.00	7,720.86	25,279.14	2,000.00	94%
Vehicle-Gas	29,000.00	10,376.97	2,078.20	16,544.83	43%
Vehicle-Repair	30,000.00	7,406.31	17,969.64	4,624.05	85%
Contingency/Fund Balance	1,200,000.00			-	0%
Cash Long/Short	-	(44.08)		44.08	0%
<b>TOTALS</b>	<b>\$ 14,266,281.00</b>	<b>\$ 5,782,426.24</b>	<b>\$ 767,605.55</b>	<b>\$ 6,516,249.21</b>	<b>50%</b>

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

6/30/15

	<u>2015 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/15</b>	<b>\$ 2,023,538.00</b>	<b>\$ 2,616,796.48</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,444,222.00	10,102,651.76	97%
Revitalization Rebates	(121,997.00)	(122,875.03)	101%
Back Tax	-	134,882.93	
Motor Vehicle Tax	1,140,856.00	464,009.03	41%
Recreational Vehicle Tax	9,585.00	3,927.47	41%
16/20M Vehicle Tax	11,024.00	5,577.77	51%
In Lieu of Tax	19,918.00	20,508.64	103%
Watercraft Special Tax	14,165.00	-	0%
Commercial Vehicle Fees	32,523.00	36,742.32	113%
E-Rate Reimbursement	113,000.00	-	0%
Fees and Charges	376,970.00	177,474.59	47%
Reimbursements	199,677.00	92,404.56	46%
Interest on Idle Funds	2,800.00	641.80	23%
	<u>\$ 12,242,743.00</u>	<u>\$ 10,915,945.84</u>	89%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,213,300.00	4,036,810.21	49%
Other Staff Support Costs	122,374.00	54,990.45	45%
Library Collections	1,628,540.00	776,514.17	48%
Contracted Services	979,573.00	669,759.92	68%
Digital Services Support	228,000.00	104,816.87	46%
Furniture/Equipment/Art	82,200.00	5,539.96	7%
Payments to Other Libraries	84,694.00	-	0%
Special Projects	575,000.00	-	0%
Utilities & Telecommunications	587,600.00	547,787.50	93%
Vehicles	59,000.00	37,831.12	64%
Other Operating Expenditures	506,000.00	315,981.59	62%
Cash Basis Reserve	1,200,000.00	-	0%
	<u>\$ 14,266,281.00</u>	<u>\$ 6,550,031.79</u>	50%
Prior Year Canceled Purchase Orders		<u>\$ 31,906.19</u>	
<b>Unencumbered Balance 6/30/15</b>	<b>\$ -</b>	<b><u><u>\$ 7,014,616.72</u></u></b>	

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

6/30/15

**EMPLOYEE BENEFITS**

	<u>2015 Budget</u>	<u>Year To Date</u>	<u>%</u>
<b>Balance 01/01/15</b>	<b>\$ 1,223,744.00</b>	<b>\$ 1,361,346.94</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,735,758.00	\$ 2,647,257.74	97%
Revitalization Rebates	(35,479.00)	(32,193.34)	91%
Back Tax	-	36,510.20	
Motor Vehicle Tax	331,663.00	134,941.98	41%
Recreational Vehicle Tax	2,786.00	1,142.23	41%
16/20M Vehicle Tax	3,205.00	1,381.08	43%
In Lieu of Tax	5,793.00	5,373.29	93%
Watercraft Special Tax	4,119.00	-	0%
Commercial Vehicle Fees	9,458.00	10,685.02	113%
Refund-Fringe Benefits-Foundation	22,569.00	10,328.05	46%
Refund-Fringe Benefits-Friends	11,030.00	7,373.10	67%
Refund-Fringe Benefits-Shawnee Cty	11,099.00	2,340.00	21%
Refund BC/BS	-	56,586.91	0%
Refund-Workers Compensation	-	-	0%
Retiree Payments BC/BS	138,656.00	53,414.35	39%
Interest on Idle Funds	100.00	314.85	0%
	<u>\$ 3,240,757.00</u>	<u>\$ 2,935,455.46</u>	91%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 7,000.00	\$ 6,564.50	94%
Cafeteria Plan Administration Fees	6,050.00	4,157.00	69%
FICA	628,317.00	290,797.11	46%
KPERS	811,921.00	398,728.14	49%
Worker's Compensation	68,000.00	69,576.00	102%
Unemployment Tax	8,213.00	3,566.85	43%
Health/Dental Insurance*	2,560,000.00	904,091.50	35%
Contingency/Fund Balance	375,000.00	-	0%
	<u>\$ 4,464,501.00</u>	<u>\$ 1,677,481.10</u>	41%
Prior Year Canceled Purchase Orders		\$ -	
<b>Unencumbered Balance 6/30/15</b>	<b>\$ -</b>	<b>\$ 2,619,321.30</b>	

\* This includes Library contributions to Health Savings Accts budgeted @ \$200,000 with \$57,118 spent YTD.

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/15</b>		<b>\$ 2,065,114.33</b>
<u>Revenue:</u>		
Interest received		3,650.43
		<u>\$ 3,650.43</u>
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
<b>Unencumbered Balance 6/30/15</b>		<b>\$ 2,068,764.76</b>

**STATE AID**

<b>Balance 01/01/15</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Revenue:</u>		
State Aid	70,000.00	59,152.32
	<u>\$ 70,000.00</u>	<u>\$ 59,152.32</u>
<u>Expenditures/Encumbrances:</u>		
Contracted - Professional	30,000.00	
Digital Services Support	40,000.00	
	<u>\$ 70,000.00</u>	<u>\$ -</u>
<b>Unencumbered Balance 6/30/15</b>		<b>\$ 59,152.32</b>

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

6/30/15

	<u>2015 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/15</b>	<b>\$ 757,532.00</b>	<b>\$ 828,862.49</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,509,009.00	1,460,685.19	97%
Revitalization Rebates	(15,119.00)	(17,765.51)	118%
Back Tax	-	18,676.36	
Motor Vehicle Tax	141,374.00	57,506.26	41%
Recreational Vehicle Tax	1,188.00	486.74	41%
16/20M Vehicle Tax	1,366.00	831.80	61%
In Lieu of Tax	2,469.00	2,965.19	120%
Watercraft Special Tax	1,755.00	-	0%
Commercial Vehicle Fees	4,031.00	4,553.49	113%
Interest on Idle Funds	600.00	164.36	27%
	<u>\$ 1,646,673.00</u>	<u>\$ 1,528,103.88</u>	93%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,410,000.00		0%
Interest	244,175.00	122,087.50	50%
Wire Transfer Fees	30.00		0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,404,205.00</u>	<u>\$ 122,087.50</u>	7%
<b>Unencumbered Balance 6/30/15</b>	<b>\$ -</b>	<b>\$ 2,234,878.87</b>	

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments and Debt as of June 30, 2015**

**Capital Improvement Funds-VisionBank**

\$2,232,845.76 at 0.33% (money market account)

**Municipal Investment Pool**

\$ 6,806,711.28 operating funds in "overnight pool"\*; available  
for transfer whenever needed

\$ 1,245,635.36 operating funds in 90-day, fixed rate pool; at  
.080% dated 3/17/15, maturing 8/24/15

\$ 8,052,346.64

\* rates vary by day; average June 1-30, 2015 was .0137%

**Capitol Federal Savings**

\$3,000,000.00 Certificate of Deposit maturing 7/20/15 @ .12%  
approved by Board resolution on 3/19/15

**Principal Balance of Outstanding Bonds**

\$7,510,000 (as of 9/1/14)

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended June 30, 2015**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	21501	0	6/11/2015	ADP	Federal W/H	\$ 26,896.36	-99505
10	21502	0	6/11/2015	ADP	State W/H	\$ 9,056.87	-99505
15	21521	0	6/11/2015	ADP	State Unemployment	\$ 274.52	-99505
10	21503	0	6/11/2015	ADP	Social Security EE	\$ 18,159.11	-99505
15	21504	0	6/11/2015	ADP	Social Security ER	\$ 18,159.14	-99505
10	21503	0	6/11/2015	ADP	Medicare EE	\$ 4,246.88	-99505
15	21504	0	6/11/2015	ADP	Medicare ER	\$ 4,246.89	-99505
					<i>Remittance of payroll taxes</i>	<b>\$ 81,039.77</b>	<b>-99505 Total</b>
10	21505	0	6/12/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,588.43	-99503
15	21516	0	6/12/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,789.82	-99503
15	21517	0	6/12/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,491.70	-99503
10	21524	0	6/12/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 203.21	-99503
10	21513	0	6/12/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 885.45	-99503
					<i>Remittance of pension benefit contributions</i>	<b>\$ 48,958.61</b>	<b>-99503 Total</b>
10	21505	0	6/26/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,616.80	-99500
15	21516	0	6/26/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,834.56	-99500
15	21517	0	6/26/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,495.76	-99500
10	21524	0	6/26/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 203.21	-99500
					<i>Remittance of pension benefit contributions</i>	<b>\$ 48,150.33</b>	<b>-99500 Total</b>
10	21515	0	6/24/2015	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 27,014.66	-99498
15	21515	0	6/24/2015	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 121,203.65	-99498
						<b>\$ 148,218.31</b>	<b>-99498 Total</b>
15	21515	0	6/24/2015	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 19,989.86	-99497
						<b>\$ 19,989.86</b>	<b>-99497 Total</b>
10	21501	0	6/25/2015	ADP	Federal W/H	\$ 27,235.99	-99496
10	21502	0	6/25/2015	ADP	State W/H	\$ 9,133.40	-99496
15	21521	0	6/25/2015	ADP	State Unemployment	\$ 275.78	-99496
10	21503	0	6/25/2015	ADP	Social Security EE	\$ 18,239.22	-99496
15	21504	0	6/25/2015	ADP	Social Security ER	\$ 18,239.27	-99496
10	21503	0	6/25/2015	ADP	Medicare EE	\$ 4,265.55	-99496
15	21504	0	6/25/2015	ADP	Medicare ER	\$ 4,265.64	-99496
					<i>Remittance of payroll taxes</i>	<b>\$ 81,654.85</b>	<b>-99496 Total</b>
35	23800	0	6/18/2015	LEADERSHIP STRATEGIES INC.	Masterful Mtgs 5/5-6/15	\$ 11,815.00	10455
35	23800	0	6/18/2015	LEADERSHIP STRATEGIES INC.	Masterful Mtgs 5/5-6/15	\$ 1,020.00	10455
					<i>Masterful Meetings facilitation training on-site; professional services exempt from purchasing policy</i>	<b>\$ 12,835.00</b>	<b>10455 Total</b>



**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended June 30, 2015**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
20	23800	0	6/4/2015	ALL AMERICAN ASPHALT AND CONSTRUCTION IN	Asphalt repaving project	\$164,081.00	86853
10	41000	311	6/4/2015	ALL AMERICAN ASPHALT AND CONSTRUCTION IN	Concrete work west lot	\$ 5,125.15	86853
10	41000	311	6/4/2015	ALL AMERICAN ASPHALT AND CONSTRUCTION IN	Subsurface replacement	\$ 4,837.95	86853
				<i>Parking lot asphalt repaving project, approved by Board 12/18/2014; two chg orders</i>		<b>\$174,044.10</b>	<b>86853 Total</b>
10	41000	310	6/11/2015	ICE SYSTEMS, LLC	Bitdefender Endpoint	\$ 5,615.00	86908
10	41000	310	6/11/2015	ICE SYSTEMS, LLC	Bitdefender for Virtuals	\$ 3,679.65	86908
				<i>Anti-virus/threat protection software; in approved budget</i>		<b>\$ 9,294.65</b>	<b>86908 Total</b>
10	41000	351	6/11/2015	WESTAR ENERGY	2015 Electric service	\$ 27,957.72	86928
						<b>\$ 27,957.72</b>	<b>86928 Total</b>
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	6 ppr plts 48 ct	5.94	86938
10	41000	310	6/18/2015	COREFIRST BANK & TRUST	newsletter	\$ 19.00	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Lightweight Headphones	\$ 134.25	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Shipping estimate	\$ 9.99	86938
10	41000	310	6/18/2015	COREFIRST BANK & TRUST	2015 podcasting Srvcs	\$ 20.00	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	paperback book	\$ 27.96	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Avery labels	\$ 12.00	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	lunch bags	\$ 14.47	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	gold foil stars stickers	\$ 6.35	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Aidata Tablet/Laptop Cart	\$ 164.55	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Shipping	\$ 33.80	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	crepe paper roll	\$ 5.82	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Gazillion Bubbles	\$ 10.00	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Supplies, estimated	\$ 20.78	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	Magsafe 2 power ad	\$ 79.99	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	SMART Key Identocard	\$ 406.00	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	two robot pack	\$ 159.98	86938
10	41000	310	6/18/2015	COREFIRST BANK & TRUST	Picmonkey online subscrpt	\$ 4.99	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	Dell Latitude E6540	\$ 2,389.20	86938
10	41000	310	6/18/2015	COREFIRST BANK & TRUST	project tracking	\$ 149.00	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Batman lanyard	\$ 9.88	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Batman keychain	\$ 6.08	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	DC comics journal	\$ 14.88	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Batman travel cup	\$ -	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Avengers travel cup	\$ 10.77	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Marvel travel cup	\$ 10.01	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Super hero mad libs	\$ 3.78	86938

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended June 30, 2015**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	310	6/18/2015	COREFIRST BANK & TRUST	3 licensed users	\$ 117.00	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	APC Back-UPS 550 8 Outlet	\$ 289.75	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	G-Technology 3TB G-DRIVE	\$ 279.95	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Credit	\$ (12.43)	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	56-Qt Storage Box	\$ 13.94	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Modge Podge shapes	\$ 19.84	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Batman Poster	\$ 15.48	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Avengers Poster	\$ 9.50	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Chinette dnnr plts, 80ct	\$ 8.30	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Wht glue, 4oz, 48ct	\$ 18.40	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	Chinette dnnr plts	\$ 19.92	86938
10	41000	330	6/18/2015	COREFIRST BANK & TRUST	ON/OFF switch case	\$ 37.45	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	Mac mini: 2.6GHz	\$ 679.00	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	AppleCare Protection Plan	\$ 79.00	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Safety Step A-09C-G Gray	\$ 187.72	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	Epson Mobilink P20 Mobile	\$ 298.41	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	PNY Technologies Quadro N	\$ 359.01	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	Acrobat Mac Download	\$ 449.00	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	Corel Draw upgrade dwnloa	\$ 159.00	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	Gigabit Ethernet Adapter	\$ 58.00	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Thermafreeze Reusable Ice	\$ 13.50	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Coleman 5856A718G 56 Quar	\$ 50.65	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	E-Z UP SR9104BL Sierra II	\$ 104.99	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Trash Bag Holder - Multi-	\$ 18.99	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Quik Shade Canopy Weight	\$ 29.99	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Q6627B	\$ 429.95	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Padlette D3 Black	\$ 19.99	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	Dell P2214H 21.5 Widescr"	\$ 2,519.86	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	Case Logic 15-16 Laptop"	\$ 29.69	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	LoveHandle Tablet Grip	\$ 9.95	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Board Dudes 18 x 22 Inche	\$ 17.00	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Spectrum Diversified 537	\$ 23.38	86938
10	41000	320	6/18/2015	COREFIRST BANK & TRUST	TP-Link 5-Port GE Switch	\$ 29.98	86938
10	41000	420	6/18/2015	COREFIRST BANK & TRUST	Replacement Plastic Money	\$ 14.27	86938
				<i>Miscellaneous purchases on credit card (online),including 2-laptops, 14-monitors</i>		<b>\$ 10,127.90</b>	<b>86938 Total</b>
10	41000	313	6/18/2015	MID-AMERICA LIBRARY ALLIANCE	MALA Courier	\$ 6,008.00	86961

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended June 30, 2015**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
				<i>Annual inter-library courier service; in approved budget</i>		<b>\$ 6,008.00</b>	<b>86961 Total</b>
10	41000	301	6/18/2015	OCLC, INC.	oclc cataloging & ill	\$ 5,645.37	86966
				<i>Monthly fees for cataloging and interlibrary loan database</i>		<b>\$ 5,645.37</b>	<b>86966 Total</b>
10	41000	321	6/18/2015	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Prop</i>	\$ 10,843.00	86969
10	41000	321	6/18/2015	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Vehicle Ins</i>	\$ 2,141.00	86969
10	41000	321	6/18/2015	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Genl Liab</i>	\$ 1,454.50	86969
10	41000	321	6/18/2015	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Inland Marine</i>	\$ 2,224.00	86969
10	41000	321	6/18/2015	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Crime</i>	\$ 362.50	86969
10	41000	321	6/18/2015	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Terrorism</i>	\$ 116.00	86969
15	41000	260	6/18/2015	PEOPLES/COMMERCIAL INSURANCE	<i>3rd qtr workers comp ins</i>	\$ 17,499.00	86969
10	41000	321	6/18/2015	PEOPLES/COMMERCIAL INSURANCE	<i>2016 Alice BKM add policy</i>	\$ 410.00	86969
10	41000	321	6/18/2015	PEOPLES/COMMERCIAL INSURANCE	<i>Boiler Machine</i>	\$ 831.00	86969
				<i>Various insurance as described</i>		<b>\$ 35,881.00</b>	<b>86969 Total</b>
10	41000	310	6/18/2015	VITAL SUPPORT SYSTEMS	VI Enterprise for 8 CPU	\$ 6,288.04	86978
10	41000	310	6/18/2015	VITAL SUPPORT SYSTEMS	VMWare vShpere 5 Enterpri	\$ 3,489.92	86978
				<i>Vmware annual renewal; in approved budget</i>		<b>\$ 9,777.96</b>	<b>86978 Total</b>
10	41000	311	6/25/2015	DAVIN ELECTRIC, INC.	LED Fixture parking lot 1	\$ 3,600.00	86989
10	41000	311	6/25/2015	DAVIN ELECTRIC, INC.	Two LED fixtures parking	\$ 3,600.00	86989
				<i>LED conversion for parking lots lights as per the funding matrix and approved budget</i>		<b>\$ 7,200.00</b>	<b>86989 Total</b>
10	41000	312	6/25/2015	PITNEY BOWES INC.	Lease #410	\$ 4,914.00	87004
10	41000	312	6/25/2015	PITNEY BOWES INC.	Lease #412	\$ 2,668.41	87004
				<i>Mailing and postage equipment quarterly lease payment; in approved budget</i>		<b>\$ 7,582.41</b>	<b>87004 Total</b>
						<b>\$734,365.84</b>	<b>Grand Total</b>

# CHIEF EXECUTIVE OFFICER'S REPORT

## July 2015

### Library News

#### **Community Planning Workshops**

There was a disappointing turn out at the Auburn community planning workshop on July 7. We were able to connect with some local residents who are enthusiastic library users. They have promised to help bring other local Auburn residents together. This meeting will be rescheduled since I think it's very important that we hear from this part of the community.

#### **American Library Association Annual Conference**

Staff members Rob Banks, Marie Pyko, Thad Hartman, Betty Jean Neil, David King, Kelli Smith, Nancy Lindberg, Board Chair David Monical and I attended the American Library Association ALA Annual conference from June 25-30 in San Francisco. This conference offers a variety of opportunities for learning, promoting this library, and developing relationships in the profession and industry. There were many opportunities to learn by attending programs, evaluate new products and technologies and communicating with vendors by visiting exhibits, participate in leadership through boards and committees, and network with colleagues from not just the U.S. but around the world.

TSCPL is well represented in ALA leadership. Rob Banks serves on ALA's Executive Board and Council, Marie Pyko is the Kansas Library Association's representative to ALA Council (ALA's Congress), David King is the Interest Group Coordinator for the Library Information Technology Association (LITA), the representative from LITA to ALA's Office of Information Technology Policy and a member of ALA's Nominating Committee for 2015. I am serving as Chair of the Committee on Library Advocacy and the Advocacy Coordinating Group and have begun my service on the Public Library Association Board of Directors.

#### **New Trustee Orientation**

Education about the library – its operations, finances, strategic plan, governance, and legal requirements - for new trustees is a crucial part of their orientation to the Library Board. We are in the process of scheduling four sessions. All trustees are welcome to attend. If you are interested in attending any of the sessions, please let executive assistant Ted Yungclas know.

## **The Statistical Picture from Thad Hartman**

This month's statistics focuses on the increase in the use of digital content including ebooks, film, and music and how it compares to the use of our "container" collections, i.e. "real" books, etc.

## **Agenda Items**

### **NEW BUSINESS/PROJECT UPDATES**

#### **Approval for Publication of FY2016 Budget**

As it does each year, the Board of Trustees develops next year's budget as a committee of the whole. Please see CFO Sheryl Weller's report and notes from the two budget work sessions for more information. Once that work is complete and per state statute, the Board of Trustees must approve publication of the budget at the July board meeting. The public hearing and actual budget approval for FY2016 will occur at the August 13<sup>h</sup> board meeting.

#### **Kansas Library Association Contract Renewal**

We review and renew this contract for office space annually. The Kansas Library Association president has indicated the KLA board wishes to proceed with the renewal.

#### **Three Board Retreat**

Dates are being held for the Three Board Retreat, Saturday, October 31, 2015, 9:00 AM – 12:00PM and Thursday, November 12, 2015, 4:00 – 7:00PM. You will receive a message from Ted asking you indicate which date(s) you are available.

#### **Facilities Plan**

The Library's development of services, programs and collections and allocation of resources has been guided by its strategic plan, The Next Decade, since 2007. The goals of that plan have been to increase usage and satisfaction of library users as well as to reach out to people living in Topeka and Shawnee County who aren't yet using their library.

A number of important initiatives were developed as a part of this planning process. Over the past 7 years, a number of initiatives have improved access and increased service equity including the creation of more space for the public and browsing collections on the first floor, the development of collection neighborhoods, the development of outreach programs like Library@Work and placement of SmartLockers in a grocery store and community center, expanding the Library's reach through the community center computer labs, putting two new bookmobiles into

service and the development of passport programs in collaboration with the Kansas Children's Discovery Center and 712 Innovations.

As the Library begins the next phase of The Next Decade, a key factor for future success is how we manage library facilities to support its goals and provide exemplary customer service. Staff is recommending that a comprehensive facilities plan be developed in consultation with building design professionals.

***Please see the resolution sheet for a more detailed background statement.***

## Professional Activities/Community Contacts

- June 17 – Met with State Librarian, Jo Budler
- June 17 – Telephone meeting with Marci Merola, Committee on Library Advocacy (COLA) planning for ALA
- June 18 – Met with Power Group consultants re health insurance for 2016
- June 24-30 – Attended American Library Association annual conference  
Highlights:
  - Digital Inclusion Workshop
  - Power Patron Users Group Meeting with Civic Technologies
  - Chaired COLA/ACG (Committee on Library Advocacy/Advocacy Coordinating Group) Joint meeting
  - ALA Advocacy Working Group meeting
  - Public Library Advocacy Discussion Group with representatives from the Aspen Institute, Gates Foundation, OCLC, ALA and other
- July 6 – meeting with Becky Holmquist, Miriam Krehbiel, Melissa Hudelson regarding the Kansas Pediatric Foundation Turn a Page, Touch a Mind (TAP TAM) program.
- July 6 – Met with 712 Innovations Executive Director Jared Starkey
- July 6 – Met with Stan Evans, Broadband Coordinator for Dept. of Commerce, State of Kansas, to discuss next steps for community broadband plan
- July 7 – conference call with Al Coalla, President North America, Bibliotheca
- July 7 – Met with Shannon Cotsoradis, President and CEO of KAC and Ximena Garcia of Raise Kansas
- July 8 – Attended 712 Innovations Board of Directors meeting

**Gina Millsap, Chief Executive Officer  
Topeka and Shawnee County Public Library, 7/10/15**

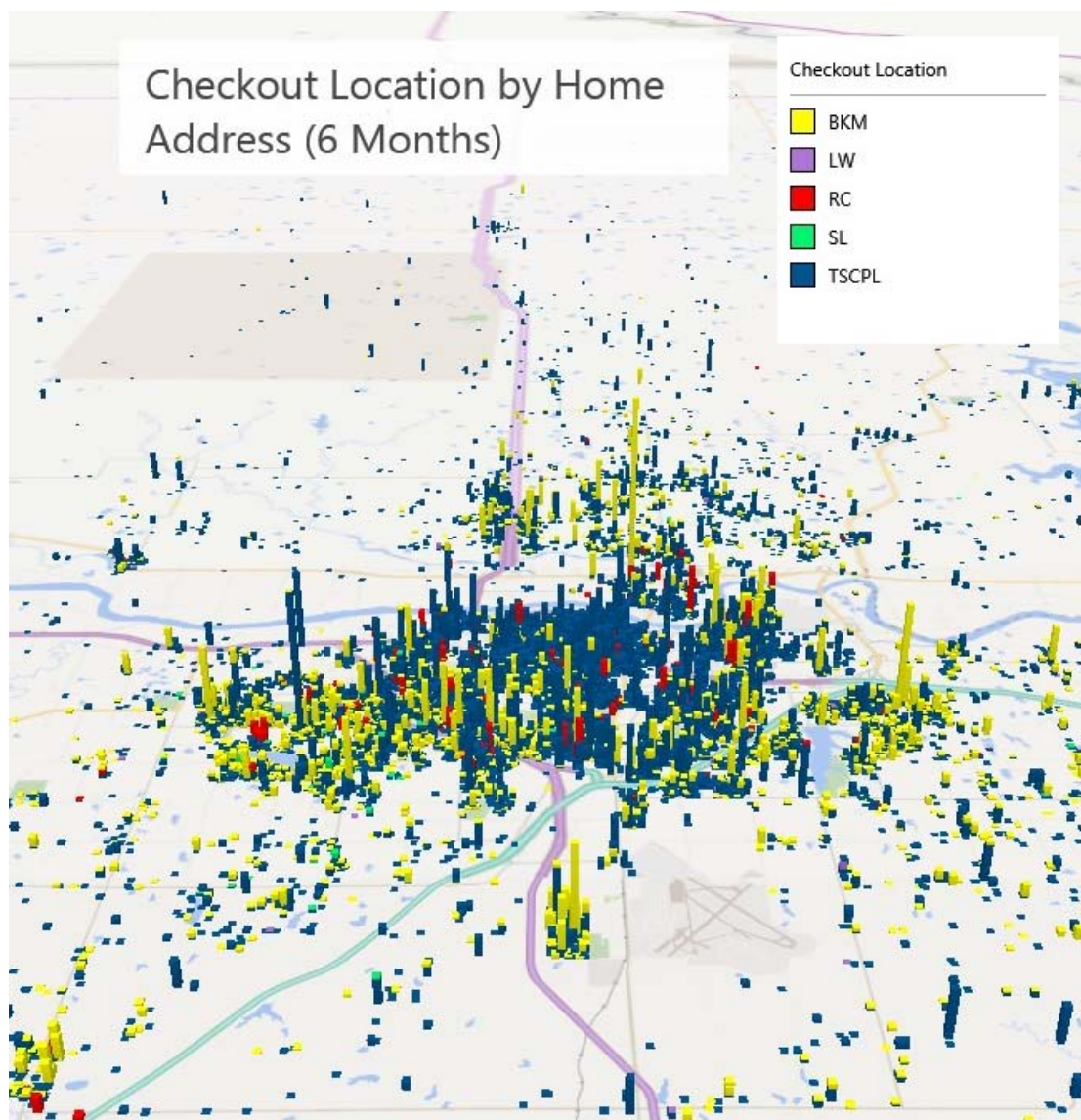
# Monthly Stat Report

June 2015

## Digital Downloads

Because of the ALA Annual Conference and the early deadline for reports this month, the statistical report is fairly short. However, I believe there is some interesting information to share about digital downloads.

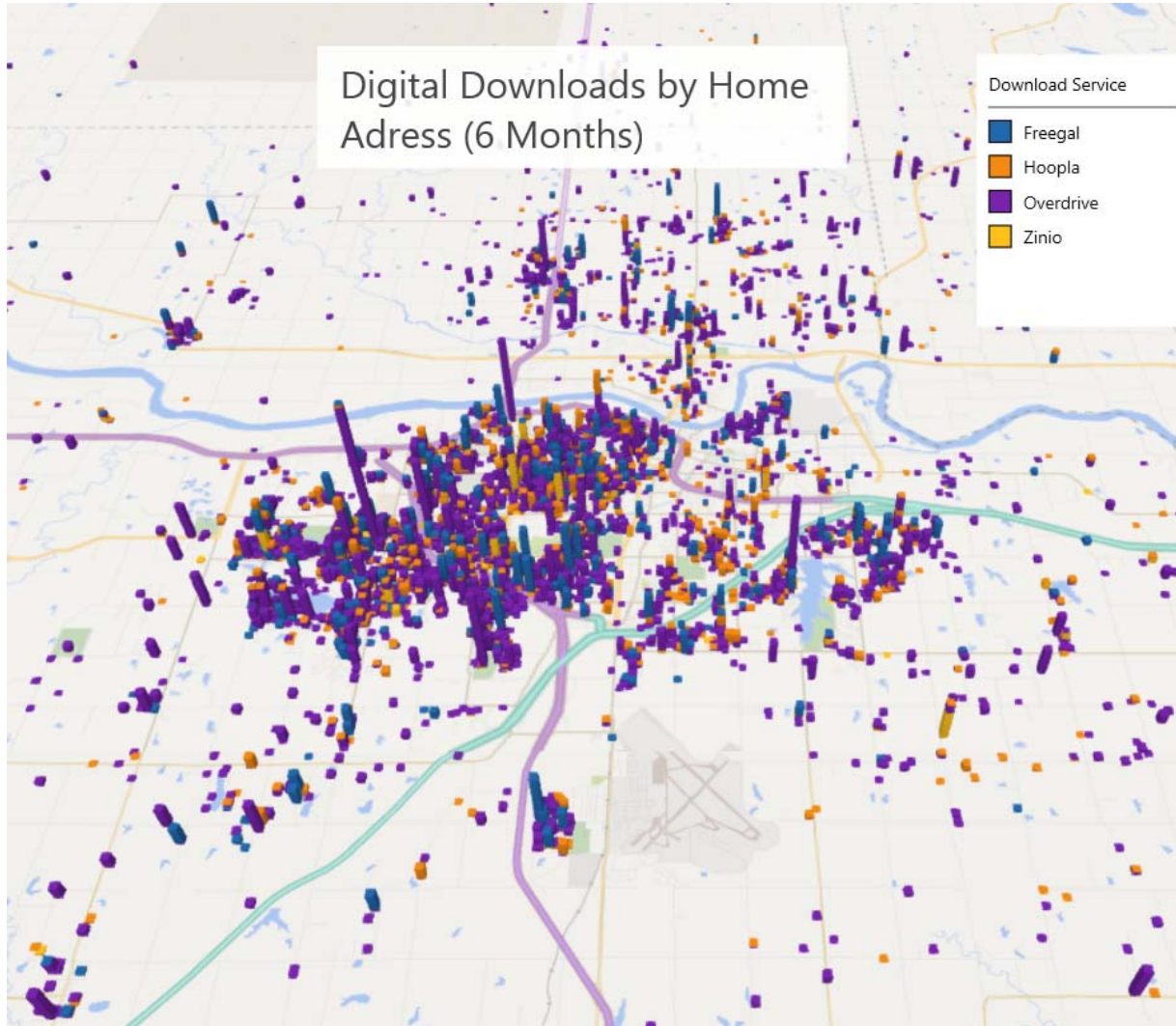
Last month we looked at a map of checkouts over the past six months in Shawnee County based on the home address of borrowers and the location that the checkouts occurred.





One major thing this map doesn't include is the use of our digital branch, specifically our digital download services. This is the fastest growing area of circulation, so it is of special interest to us.

We now have access to this information and have mapped it in a similar style, which allows us to compare the use of the digital downloads to the physical collections.



The thing that jumps out is how much more this digital downloads map is weighted towards the southwest portion of the city, as opposed to the map of physical materials which seems much more evenly distributed. You can see how the Overdrive service (the purple bars) is easily the most popular of our digital download services. However, you can see some areas of the county (e.g. Southeast Topeka) that use Hoopla at a higher percentage.

We are currently working on a way to tie this data to specific sections of the city, so we can see tables with exact percentages of checkout within certain sections. When we are able to tie this to the visual data, we should have a really clear picture as to who is using the library and how.



## Major Projects Update July 22, 2015

### Neighborhoods:

- Timeline: December 2015
- History: September 2015
- Genealogy: September 2015
- Assess neighborhoods since we have lived with them for a few years to determine if changes in the process need to be made in the future.  
December 2015

**VOIP (new phone system):** RFP responses received 5-11-15.

Here is the remaining timeline for VOIP

On-site demos scheduled:	July1-July 21, 2015
RFP Proposal goes to Board for approval:	August 13, 2015
Contract awarded:	August 31, 2015
Project start date:	September 1, 2015
Project completion date:	November 1, 2015

### Network upgrade:

- Completed

**Chief Operations Officer Report**  
**Robert Banks**  
**July 22, 2015**

The bulk of my time since the last board meeting has been focused on our summer meal program and the ALA Annual Conference in San Francisco.

Summer meals are going very well. We are generally meeting our goal of 50 kids per day, with some days in the 80-100 kids and others in the high 40's. Monday, July 13<sup>th</sup> we will start feeding the kids with Harvesters shelf-ready meals as the hot lunch meal stops on Friday, July 10. We are anticipating a drop-off in numbers between now and the start of school. Other meal sites and our own summer library experience indicates that we will see fewer kids in late July.

The program has been quite successful to this point. We will do a program evaluation with staff in August. We are already discussing how we can provide an after-school snack for kids during the school year and we are in discussion about what summer meal programs look like for the summer of 2016.

ALA Annual was a good conference. Our attendance numbers were high.

The ALA strategic directions were approved in San Francisco and is focused around three major initiatives:

1. Advocacy
2. Information Policy
3. Professional and Leadership Development

As a member of the Executive Board and Council, I played an active role in the development of these directions.

Here is the entire document as approved:

# **American Library Association Strategic Directions**

## **Mission**

The mission of the American Library Association is to “provide leadership for the development, promotion and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.”

## **Core Organizational Values**

The Association is committed to:

- Extending and expanding library services in America and around the world
- All types of libraries - academic, public, school and special
- All librarians, library staff, trustees and other individuals and groups working to improve library services
- Member service
- An open, inclusive, and collaborative environment
- Ethics, professionalism and integrity
- Excellence and innovation
- Intellectual freedom
- Social responsibility and the public good

## **Key Action Areas**

### **Advocacy for Libraries and the Profession**

ALA actively works to increase public awareness of the crucial value of libraries and librarians, to promote state and national legislation beneficial to libraries and library users, and to supply the resources, training and support networks needed by local advocates seeking to increase support for libraries of all types.

## **Diversity**

Libraries play a crucial role in empowering diverse populations for full participation in a democratic society. In the library workforce, programs of recruitment, training, development, advancement and promotion are needed in order to increase and retain diverse library personnel who are reflective of the society we serve. Within the Association and in the services and operations of libraries, efforts to include diversity in programs, activities, services, professional literature, products and continuing education must be ongoing and encouraged.

## **Education and Lifelong Learning**

ALA provides opportunities for the professional development and education of all library staff members and trustees; it promotes continuous, lifelong learning for all people through library and information services of every type.

## **Equitable Access to Information and Library Services**

ALA recognizes the critical need for access to library and information resources, services, and technologies by all people, especially those who may experience language or literacy-related barriers; economic distress; cultural or social isolation; physical or attitudinal barriers; racism; discrimination on the basis of appearance, ethnicity, immigrant status, housing status, religious background, sexual orientation, gender identity, gender expression; or barriers to equal education, employment, and housing.

## **Intellectual Freedom**

Intellectual freedom is a basic right in a democratic society and a core value of the library profession. ALA actively defends the privacy and right of library users to read, seek information, and speak freely as guaranteed by the First Amendment.

## **Literacy**

ALA assists and promotes libraries in helping children and adults develop the skills they need, including the ability to read and use technology, understanding that the ability to seek and effectively utilize information resources is essential in a global information society.

## **Organizational Excellence**

The association is inclusive, effective and responsive to the needs of ALA members.

## **Transforming Libraries**

ALA provides leadership in the transformation of libraries and library services in a dynamic and increasingly global digital information environment. Every library is a hub of community engagement, innovation and continual learning.

# **Strategic Directions**

## **Advocacy**

ALA and its members work with libraries, the broader library community and members of the public to advocate for the value of libraries and for public support for libraries of all types at the local, state, federal and international level.

This work includes a broad continuum of activities, including raising public awareness of the value of libraries, training and supporting library advocates, advancing legislation and policies that support information and library services in all types of libraries, and effectively responding to specific opportunities and threats.

Advocacy efforts support ALA's core values, provide a vision of innovation, focus on the impact of libraries and librarians, enable the future of libraries and promote libraries as centers of community engagement, lifelong discovery, and learning.

## **Goals**

- There is deep public understanding of the value and impact of libraries of all types on the communities they serve, the broad range of services offered by libraries, and the indispensable role of the librarian and library staff in providing these services.
- Decision-makers and stakeholders see a nationwide network of library advocates, advocating for libraries of all types.
- The library is a hub of community engagement and continual learning: a place to form the critical thinking skills fundamental to learning in a technologically evolving world, to access information, and to create and share new knowledge.
- Libraries are funded with staff and resources to meet the needs of their communities.
- Across a diverse library community, there is a shared focus and common understanding of advocacy and a sustained commitment to work collaboratively to reach common advocacy goals.

- Advocacy is integrated into the daily work of librarians and library staff.
- Advocacy is part of educational preparation for librarians and library staff.
- All libraries and all states have an advocacy plan.
- ALA plays a key role in formulating legislation, policies, and standards that affect libraries and is recognized in the U.S. as the voice for libraries and librarianship.
- ALA works with a wide range of partners and stakeholders to achieve library advocacy goals.
- ALA equips the library community with resources and training, available in a wide variety of formats and venues.

## Strategies

1. Develop a sustained national advocacy campaign to increase public awareness of the value, impact and services provided by librarians and libraries of all types.
2. Provide coordinated resources and training to keep library advocates informed and engaged.
3. Recruit, mobilize and inspire a growing network of library advocates at the local, state, national and international levels.
4. Gather, develop, and disseminate research documenting the value, outcomes and impacts of libraries of all types.
5. Explore funding, organizational and governance structures and their impact on libraries of all types in order to ensure the sustainability and future of libraries.
6. Identify advocacy best practices, using research and evidence to increase support and funding for libraries of all types.
7. Identify and work with partners and stakeholders to achieve advocacy goals for all types of libraries.

## Information Policy

ALA's information policy efforts empower people to use libraries and information-based resources to improve their lives and communities. Information policy comprises laws, regulations, court decisions, doctrines, and other decision-making and practices related to information creation, storage, access, preservation, communication, accessibility, and dissemination.

ALA advocates in diverse policy areas including intellectual freedom, privacy, civil liberties, telecommunications, funding for

education and research programs, funding for libraries, copyright and licensing, open access, government information, and literacy. Progress in these policy areas enables libraries to advance important societal goals such as employment, education, entrepreneurship, equity, personal empowerment, community engagement, creation of new knowledge, literacy, and civic participation. ALA's interests reside at the local, regional, state, national, and international levels. ALA serves as a knowledgeable resource and advocate on policy issues within these areas for ALA members, library professionals, decision makers and influencers, the media, and the public.

## Goals

- ALA is among the first tier of groups that governments and other organizations turn to and trust on information policy issues.
- Treaties (and other international statements), legislation, regulation, court cases, corporate policies, and other important information policy outcomes incorporate ALA positions.
- ALA policy positions are easily available, accessible and comprehensible to all audiences.
- ALA leaders have sufficient understanding of information policy so that they may be effective policy advocates. Some of these leaders are cultivated as national policy champions. The ALA and library communities at large understand the basics of information policy and why it is important for libraries.
- The requisite structures (including social media and other technology) are in place for ALA to engage in effective advocacy on information policy in the long run.

## Strategies

1. Develop and revise positions and strategies for each information policy issue based on ALA values and priorities and substantive (facts and data) and analysis of threats and politics.
2. Develop and maintain information policy messaging and mechanisms to communicate with all relevant audiences.
3. Lead and participate in effective coalitions, with member participation, to take action in addressing information policy issues.
4. Initiate policy advocacy (including research) towards the attainment of ALA information policy goals.
5. Develop and maintain a process for coordinating information policy activities across policy topics and ALA units.

## Professional and Leadership Development

Recognizing that the professional and leadership development of all who work in libraries is essential to high-quality professional practice and the future of libraries and information services, ALA will:

- Provide professional development opportunities appropriate to all levels of experience and expertise, in multiple formats/venues, with diverse presenters and educators;
- Provide leadership development opportunities both within the Association and for the field;
- Maintain strong but flexible accreditation standards and processes;
- Coordinate the multiple opportunities available throughout ALA to provide coherent and accessible continuing education frameworks for all members;
- Attach meaningful recognition to learning opportunities;
- Increase diversity and inclusion within the field;
- Provide clear pathways that help members set and meet professional and leadership development goals;
- Develop a pervasive culture that encourages continuous learning based on content and forms of recognition provided by ALA;
- Align leadership development and continuing education with the best thinking about the changing information environment and ALA's Center for the Future of Libraries.

### Goals

- ALA is a premier provider of quality professional development, including continuing education, for a global membership.
- All library staff and trustees have the education and training they need to be successful in a disruptive environment, with pathways and a suite of options that meet them where they are.
- There is a commitment to ongoing professional development and continuing education with formal, meaningful recognition (e.g., certification, digital badging, micro-credentialing).
- It is easy for members to get involved in ALA.
- Association-wide mentoring engages emerging leaders and supports diversity. Paths to leadership within the Association are clear, and people at all levels want and are helped to be library leaders. Leadership is recognized as both formal and informal, managerial and non-managerial.



- Peer-to-peer learning/interaction facilitated by ALA helps members reach their goals.
- Librarianship and library leadership reflect the communities they serve as well as the world around them.
- The outcome of learning is individual and organizational change.
- The MLIS curriculum addresses changing 21<sup>st</sup>-century library and information services and community needs.
- Library administrators and trustees value and support all library staff having professional and leadership development opportunities.
- Libraries are viewed as exciting places that offer various career paths for people who want to work in them.

## Strategies

1. Develop the ALA professional development space as one centralized online space to search and discover all ALA learning options (all formats, all topic areas, all levels, all ALA sources) and related tools including self-assessment, recognition, and tracking. Integrate face-to-face, online and blended learning.
2. Develop pathways to support and guide networking, professional development, continuing education, and mentoring.
3. Develop clear education tracks and streams of content for continuing education, with formal, meaningful mechanisms to recognize achievement.
4. Articulate the role of engagement within the Association in professional and leadership development.
5. Facilitate and increase opportunities for informal, collaborative, and peer-to-peer, member-to-member learning/activity at face-to-face events and in online spaces.
6. Develop an association-wide mentoring/ peer-to-peer network, building on components throughout the Association, its division and round tables, affiliates and chapters, to engage emerging leaders and support diversity and inclusion.
7. Enhance recruitment/retention for diversity across the profession.
8. Focus on changing practice in a rapidly evolving environment; adjust competency statements, standards, and content to the skills and knowledge needed in libraries as they continuously evolve.
9. Work with graduate programs in LIS to rethink and reenergize LIS curricula and accreditation and improve the connections with changing workforce skill requirements.

*The key actions areas are approved by the ALA Council as programmatic priorities on an annual basis. The strategic directions, goals and strategies represent areas of intense focus for the next 3-5 years. The goals articulate the outcomes we would like to achieve and answer the question: “what would success look like?” The strategies articulate how we would move toward the achievement of these goals. For each of the strategic directions, an implementation plan outlines objectives that support each strategy and tactics to achieve these objectives. These are updated on an ongoing basis as part of a continuous process of assessment and evaluation, and are reflected in the Association’s annual action plan and budget.*

## **Departmental Highlights:**

### ***Community Services: Thad Hartman, Manager; Sandy Hestand, Supervisor***

The month of June was very exciting in bookmobile. A grand opening celebration was held at the beginning of the month for the unveiling of the new *Alice in Wonderland* bookmobile. The event featured an appearance by Abby Oldham, who is featured as Alice on the beautiful wrap that covers the vehicle. What better way to introduce the Alice bookmobile than to throw a wonderland themed tea party complete with tea, scones, and a life-size balloon sculpture of the Mad Hatter! The event was well attended by staff and customers alike. The Alice Bookmobile even stayed on display at the main library, so anyone who would like could take a look and check-out some materials. Since the grand opening, Alice has been on the road and enjoyed by library customers near and far.



***Digital Services: David King, Director; Michael Perkins, Supervisor***

## **VOIP**

We have narrowed down the VOIP (Voice Over Internet Protocol-our new phone system) vendors and demos have started. The VOIP demos will be complete within the next week or so and a recommendation from the VOIP team will be made. Staff are getting excited to have a better communication tool that will assist them in helping internal and external customers.

## **Digital Branch**

Recently we met with business reference staff and started the process of redesigning the Business web pages. In addition, we finalized changes to the Genealogy and Local History pages refreshing those sites using a newly created layout that allows us to highlight a service area better.

## **New Service Model**

We have been working with the New Service Model team to assist them in finding a solution to support roving in the stacks. We set up a portable scanner, printer, and tablet on a rolling cart for staff to try out. Initial testing looks promising.

***Kids Library: Marie Pyko, Director; LeAnn Petrie, Supervisor***

## **Programs in June included:**

### **Ages birth-5**

Baby Bookworms, Toddler Time 1, Toddler Time 2, Stories and Crafts, Musical Storytime for Everybody, Jim Gill Live and in Concert, Math & Science Exploration, Stories & Art, Family Place Learn & Play, Read with a Ranger

### **Elementary school aged**

Readapalooza, Guys Read, READ Dogs, Roadshow

**Middle and high school aged**

DC Movie: Dark Knight, Superhero Smash, Teen Writing Group, The Pen is Mightier than the Cape, Anime Kurabu, Superheroes of Trivia, Decorate Marvel-ous Art

**All Ages**

The Cruzline (local drum line)  
Joseph Stringer (magician)  
Dino O’ Dell (musician)  
Flyin’ Debris (juggler)  
XXXX(yo-yo champion)  
Zoo Animals Live  
Friday Flicks

**Tours:**

Students from Hong Kong  
Homeschool group

**Outreach:**

Pre-K Storytime  
Welcome Baby Jubilee

Outreach Storytellers  
Luanne Webb

**Community Meetings:**

Early Childhood Collaborative  
Early Education Impact Counsel  
Community Impact Committee  
Topeka Afterschool Coalition

Luanne Webb  
LeAnn Petrie  
LeAnn Petrie  
Jason Lamb

**Highlights:**

It is the time of year when the majority of Youth Service staff roll up their sleeves—not to get hard at the work before them, but to be TB screened. In order to be in compliance with KDHE’s regulations for regular volunteers in licensed daycares/preschools, all staff entering those facilities must have negative TB results and KBI background check information on file at each location. We send out our updated paperwork each August to daycare/preschool directors along with Outreach schedules for the new school year. It is one of the few things about summer that makes us all grimace just a little bit.

Storyteller Judy Rohr’s last day will be July 16. She is retiring. New employee Theresa Girdler will start July 20.

**Mid-Point Data for Summerfest:  
Customers registered:**

Program	2015 Registration	2014 Registration
Infant	318	300
Pre-K	1040	X
Kid	4676 (5716)*	5549
Teen	1013	1063
Adult	1116	1321

\*Combined both Pre-K and Kid numbers for comparison

***Public Services: Marie Pyko, Director; Stephanie Hall, Manager***

The Topeka Capital-Journal has announced the winners for this year's Best of Topeka. The Sabatini Gallery placed #2 for Best Art Gallery. And, the Sabatini Gallery is one of three finalists for the 2015 Community Arts Award from the Arty Awards, hosted by Arts Connect Topeka. Winners of the Arty Award will be announced Saturday, July 25 at the Arty Party held at TPAC.



Speaking of the gallery, we had over 20 youth visiting from Hong Kong this past month who took advantage of the interactive art experience outside the gallery and made rubbings of Alice Sabatini's gorilla drawing? The graphics she

designed years ago for the Topeka Zoo were converted into brass for exactly this purpose: to keep her memory alive continue to share her artwork. Make one outside the art gallery!

On July 13 the library will host a watch party for the White House Conference on Aging. This year, we mark the 50th anniversary of Medicare, Medicaid, and the Older Americans Act, as well as the 80th anniversary of Social Security. The 2015 White House Conference on Aging is an opportunity to recognize the importance of these key programs as well as to look ahead to the next decade. The library and the Jayhawk Area Agency on Aging are working together to make this event happen. We expect individuals who work in the aging field to attend this event knowing that this conference takes place every 10 years.

The library's community novel is moving along and it is not going unnoticed by librarians throughout the country who are very interested in how we make this happen. Lissa Staley presented a webinar for Library Journal in June regarding the community novel and had over 300 participants and 900 registered for the archive. Library Journal is going to do a feature article in an upcoming issue on our library's community novel project. After the webinar Lissa answered many questions she wasn't able to get to in the allotted time and also has received some direct email questions from participants.

***Technical Services: Paul Brennan, Director; Scarlett Fisher-Herremann, Supervisor***

Barry Beagle, the Shawnee County Planning Director, contacted me recently with a request that the library add a number of FEMA publications to the library's collection. This collection contained materials primarily about residential flood protection. As Mr. Beagle explained to me, through Shawnee County's participation in the Community Rating System (CRS) with FEMA, the County can obtain credit points for FEMA materials that are cataloged and made available through the local library. CRS is a voluntary program. Communities that do more than simply administer their floodplain management regulations can earn credit points that translate into ISO class ratings. Shawnee County currently has a Class 9 rating which means that flood insurance policy holders in the County obtain a 5% premium reduction in the flood insurance premiums. Having FEMA materials available for public examination through the local

library is one way the County acquires points to maintain its class rating. FEMA rewards communities that provide multiple avenues to obtain floodplain management information.

Working with Mr. Beagle, we created a plan for our library to catalog the list of materials he needed for the credit points. We decided not to put physical books into the collection but rather create ebook records that would link to the PDF publications, all of which are available at the FEMA website and would be available 24/7 to any customer looking for flood materials in the library catalog. Additionally, Mr. Beagle included several locally produced publications about floodplain areas in Shawnee County. Beth Nettels, one of our professional catalogers, created these records which can be accessed in Polaris by title or by a variety of subject headings related to floods.

Mr. Beagle is very pleased with this outcome and wished to thank the library for being a partner in providing access to the community about floodplain protection. He will check in annually with me and will send us updated ebook titles to be cataloged as they become available from FEMA.





**Resolution – FY2016 Budget-Approval for Publication**

**BOARD OF TRUSTEES**

**July 22, 2015**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2016 budget for publication.**

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

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

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

Date \_\_\_\_\_

NOTICE OF BUDGET HEARING

State of Kansas  
Special District

2016

The governing body of  
Topeka & Shawnee County Public Library (TSCPL)  
Shawnee County

will meet on August 13, 2015 at 5:30 PM at 1515 SW 10th Avenue, Topeka, Kansas for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied.

Detailed budget information is available at <http://www.tscpl.org>, or hard copies from TSCPL and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2016 Expenditures and Amount of 2015 Ad Valorem Tax establish the maximum limits of the 2016 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual 2014		Current Year Estimate for 2015		Proposed Budget Year for 2016		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2015 Ad Valorem Tax	Estimate Tax Rate*
General	12,167,162	6.915	13,059,871	6.958	14,301,423	11,007,194	7.144
Debt Service	1,651,820	0.857	1,654,205	1.006	2,401,905	1,446,979	0.939
Employee Benefit	3,202,551	2.011	3,534,701	1.823	4,185,145	2,618,296	1.699
State Aid	62,820		59,152		65,000		
Non-Budgeted Funds	850,394						
Totals	17,934,747	9.783	18,307,929	9.787	20,953,473	15,072,469	9.782
Less: Transfers	0		0		0		
Net Expenditures	17,934,747		18,307,929		20,953,473		
Total Tax Levied	14,677,924		14,688,989		xxxxxxxxxxxxxxxx		
Assessed Valuation	1,500,587,291		1,501,160,170		1,540,770,921		

Outstanding Indebtedness,

Jan 1,	2013	2014	2015
G.O. Bonds	10,265,000	8,890,000	7,510,000
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	10,265,000	8,890,000	7,510,000

\*Tax rates are expressed in mills.

Melissa Masoner

Secretary

Page No.



**Resolution – Kansas Library Association Contract Renewal**

**BOARD OF TRUSTEES**

**July 22, 2015**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Kansas Library Association contract renewal as presented.**

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

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

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

Date \_\_\_\_\_

## AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation, (hereinafter the "Library"), and the Kansas Library Association, Inc., a Kansas nonprofit corporation, (hereinafter referred to as the "Association").

WHEREAS, the Association is in need of office space and services in Topeka, Kansas; and

WHEREAS, the Library is desirous of providing office space and services in support of the Association;

NOW, THEREFORE, in consideration of mutual promises between the Association and Library, the parties agree as follows:

1. Library Support. For a term beginning on August 1, 2015, and ending on July 31, 2016, the Library shall provide Association:
  - a) office space in 1020 South West Washburn Avenue, Topeka, Kansas (Bookmobile Building) consisting of a suitably furnished office suite at the monthly rental rate of One Hundred Dollars (\$100.00);
  - b) maintenance and janitorial services for the office space allocated to the Association at no cost to the Association;
  - c) access to and use of the Library's computing systems;
  - d) other support services on a cost reimbursement basis including, but not limited to access to the Association's telephone, fax, mail, and e-mail systems; printing and copying services and supplies;
  - e) employees with appropriate identification cards, parking, access to Library's staff room, and other library facilities; and
  - f) electricity, air conditioning, heating, water, security and appropriate exterior signage for the Association at no cost to the Association.
2. Association Support. During the term specified in paragraph 1 herein the Association shall:
  - a) employ staff who would office in the space provided by the Library; and
  - b) provide advocacy and representation before the legislature, governor, and other state officials regarding issues of importance and concern to Kansas libraries.
3. Relationship of the Parties. The Library and Association understand and agree that their relationship is a cooperative one between two independent entities, one a not-for-profit corporation organized and existing under the laws of the state of Kansas, and the other as a municipal corporation and body politic organized and existing under the laws of the state of Kansas as a public library. Therefore, the parties agree that their relationship as one of independent contractors and nothing herein contained shall be construed or held to make the Library a partner, joint venturer or associate of the Association in the conduct of its business, nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

4. Cooperation. To ensure a good working relationship between the Library and the Association regarding the terms of this Agreement, the Library's executive director and the Association's president shall meet at least annually to discuss any issues of interest regarding the subject of this Agreement.
5. Access. The Library, reserves the right to enter the space being provided to the Association at all reasonable times during the term of this Agreement. The Library shall permit the Association access to the provided premises at all reasonable times prior to and following the Library's usual operating hours.
6. Termination. Either of the parties may terminate this Agreement by giving the other party thirty (30) days' written notice via first class mail or hand-delivery to the other's chief executive officer at its principal place of business as filed with the Kansas Secretary of State. Upon termination, the Association shall surrender possession of the premises together with any all machinery, equipment, furniture, and fixtures owned by the Library therein, together with all keys, employee identification cards, passcards, etc.
7. Payment. The Association shall pay rent on the first day of each month during the term of this Agreement; and any and all charges incurred pursuant to the terms of this Agreement to the Library within thirty (30) days following receipt of any invoice.
8. Assignment. Neither the Library nor the Association may assign their rights under this Agreement.
9. Amendment. This Agreement contains the complete Agreement between the parties, and it shall not be amended, changed or modified without the express written consent of both the Library and the Association.
10. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Kansas.

WHEREFORE, the parties hereto have executed this Agreement of this 22<sup>nd</sup> day of July, 2015.

**TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY**

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By: Gina Millsap  
Its Chief Executive Officer

**KANSAS LIBRARY ASSOCIATION, INC.**

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By: Terri Summey  
Its President



## **Resolution – Facilities Plan**

### **BOARD OF TRUSTEES**

**July 22, 2015**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes the Chief Executive Officer to contract with an architect for the development of a multi-year master facilities plan.**

#### **Background:**

The Library's development of services, programs and collections and allocation of resources has been guided by its strategic plan, The Next Decade, since 2007. The goals of that plan have been to increase usage and satisfaction of library users as well as to reach out to people living in Topeka and Shawnee County who aren't yet using their library.

A number of important initiatives were developed as a part of this planning process.

Over the past seven years, these initiatives have improved access and increased service equity including:

- the creation of more space for the public and browsing collections on the first floor
- the development of collection neighborhoods
- the development of outreach programs like Library@Work and placement of SmartLockers in a grocery store and community center
- bridging the digital divide with the community center computer labs
- putting two new bookmobiles into service
- the development of passport programs in collaboration with the Kansas Children's Discovery Center and 712 Innovations

As the Library begins the next phase of The Next Decade, a key factor for future success is how we manage library facilities to support its goals and provide exemplary customer service.

As discussed in the first Board Budget Work Session on June 15, while the community still regards the Library as a new building because it has been well maintained and adapted for new technologies and services, it is fifteen years old. In that time much has changed in society, the community and in how people use the library.

Staff is developing a new service model to respond to changing customer demands and expectations and to take advantage of new technologies. That new service model emphasizes building relationships over transactional interactions. It includes moving staff out from behind desks and into the public areas where customers are and where questions occur. It also facilitates customers' ability to use the library independently if they choose.

As staff implements this new service model, it is clear that the way spaces are currently organized will not optimally support this new way of working and providing service. It is also an opportunity to address long-standing challenges with way finding and helping visitors know and discover what the library has to offer, from a Café and Gallery to an extensive collection of books, film and music.

It is also important to preserve the architectural integrity of a building designed by internationally recognized architect Michael Graves. The Library is a community asset and contributes to the cultural heritage of Topeka and Shawnee County as an institution and as a building of historic and artistic importance.

Staff Recommendation: Staff is recommending that a comprehensive master facilities plan be developed in consultation with building design professionals. It is anticipated that this would be a multi-year plan that would:

- allow the Library to support service changes
- keep the library current and relevant to 21st century library users
- minimize inconvenience to customers
- allow the Board of Trustees to fund any structural changes in a reasonable and cost-effective manner
- address long standing challenges with way-finding and awareness of collections and service
- Children's Library redesign

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

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

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

Date \_\_\_\_\_

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics

2015

	2015												2015 Total	2014 abTD	Change 14 TO 15%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
<b>CIRCULATION</b>																	
<b>Main Library</b>																	
Circulation Desk	9,591	1,399	2,457	5,317	9,854	12,403									41,021	317,469	-87.1%
Interlibrary Loan	1,993	1,804	1,960	1,991	1,660	1,966									11,374	10,736	5.9%
Self-Check	98,103	89,067	99,019	88,074	96,398	106,608									577,269	280,666	105.7%
DVD/Video Game Dispenser	3,792	3,841	3,608	2,460	2,544	1,773									18,018	29,743	-39.4%
<b>Renewals</b>	<b>34,815</b>	<b>32,323</b>	<b>37,137</b>	<b>35,513</b>	<b>35,452</b>	<b>39,581</b>									<b>214,821</b>	<b>201,460</b>	<b>6.6%</b>
<b>Bookmobile</b>	<b>24,645</b>	<b>22,856</b>	<b>24,512</b>	<b>26,578</b>	<b>18,703</b>	<b>26,430</b>									<b>143,724</b>	<b>141,486</b>	<b>1.6%</b>
<b>Red Carpet</b>	<b>6,511</b>	<b>6,461</b>	<b>6,989</b>	<b>7,097</b>	<b>6,199</b>	<b>7,853</b>									<b>41,110</b>	<b>40,722</b>	<b>1.0%</b>
<b>Digital Downloads</b>	<b>23,358</b>	<b>20,846</b>	<b>24,410</b>	<b>22,333</b>	<b>22,367</b>	<b>22,129</b>									<b>135,443</b>	<b>95,870</b>	<b>41.3%</b>
<b>TOTAL CIRCULATION</b>	<b>202,808</b>	<b>178,597</b>	<b>200,092</b>	<b>189,363</b>	<b>193,177</b>	<b>218,743</b>									<b>1,182,780</b>	<b>1,118,152</b>	<b>5.8%</b>
<b>CIRCULATION DETAILS</b>																	
Print Material	95,161	85,287	93,956	92,211	95,671	113,662									575,948	576,935	-0.2%
Audio/Visual Material	80,280	68,740	77,780	70,038	72,348	79,237									448,423	429,975	4.3%
Adult Materials	110,816	96,117	107,002	98,821	101,012	106,939									620,707	608,674	2.0%
Children's Materials	50,971	45,668	50,830	50,017	52,252	70,273									320,011	309,636	3.4%
Young Adult Materials	4,880	4,176	5,105	5,027	6,042	7,113									32,343	33,831	-4.4%
Red Carpet Materials	8,774	8,066	8,799	8,384	8,713	8,574									51,310	54,769	-6.3%
<b>NEW Patron Registrations</b>																	
<b>Topeka / Shawnee County</b>																	
Adults	749	575	628	522	624	723									3,821	4,104	-6.9%
Children (ages 17 and under)	234	155	235	232	377	441									1,674	1,747	-4.2%
Red Carpet Outreach	15	6	14	14	15	22									86	96	-10.4%
NEKL	71	67	67	67	68	89									429	339	26.5%
Non-Resident	1	0	0	1	0	1									3	3	0.0%
<b>Total New Registrations</b>	<b>1,070</b>	<b>803</b>	<b>944</b>	<b>836</b>	<b>1,084</b>	<b>1,276</b>									<b>6,013</b>	<b>6,289</b>	<b>-4.4%</b>
<b>PATRONS DELETED</b>																	
	<b>880</b>	<b>815</b>	<b>611</b>	<b>723</b>	<b>1,275</b>	<b>1,086</b>									<b>5,390</b>	<b>6,266</b>	<b>-14.0%</b>
<b>BORROWERS</b>																	
<b>Topeka / Shawnee County</b>																	
Adults	67,055	66,885	66,906	66,742	66,987	67,069									67,069	67,655	-0.9%
Children (age 4 - 17)	21,878	21,880	21,968	22,002	22,307	22,516									22,516	22,071	2.0%
Red Carpet Outreach	1,382	1,369	1,375	1,380	1,368	1,388									1,388	1,427	-2.7%
NEKL	8,487	8,564	8,670	8,606	8,628	8,623									8,623	8,009	7.7%
Non-Resident	54	53	54	52	52	54									54	48	12.5%
Delinquent	997	983	985	989	976	951									951	1,208	-21.3%
<b>TOTAL BORROWERS</b>	<b>99,853</b>	<b>99,734</b>	<b>99,958</b>	<b>99,771</b>	<b>100,318</b>	<b>100,601</b>									<b>100,601</b>	<b>100,418</b>	<b>0.2%</b>
<b>Holds Satisfied</b>	<b>20,292</b>	<b>18,009</b>	<b>19,956</b>	<b>18,354</b>	<b>18,090</b>	<b>21,190</b>									<b>115,891</b>	<b>111,055</b>	<b>4.4%</b>
<b>TOTAL CHECK-IN</b>	<b>149,384</b>	<b>132,153</b>	<b>149,870</b>	<b>141,004</b>	<b>140,132</b>	<b>158,627</b>									<b>871,170</b>	<b>854,169</b>	<b>2.0%</b>



Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics

2015

	2015												2014 abTD	Change 14 TO 15%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
<b>COLLECTION</b>															
Materials Added	5,588	5,620	6,921	7,774	4,712	5,669							36,284	41,391	-12.3%
Materials Discarded	7,088	3,410	6,214	5,362	4,375	7,231							33,680	38,497	-12.5%
<b>TOTAL COLLECTION</b>	<b>455,362</b>	<b>457,572</b>	<b>458,279</b>	<b>460,691</b>	<b>461,028</b>	<b>459,466</b>							<b>459,466</b>	<b>458,334</b>	<b>0.2%</b>
<b>WEBSITE</b>															
tscpl.org Unique Visitors	30,842	33,520	36,033	43,929	50,728	54,484							249,536	158,200	57.7%
tscpl.org Total Visits	57,824	58,664	64,133	71,642	80,787	88,327							421,377	293,412	43.6%
catalog.tscpl Unique Visitors	22,501	19,376	19,930	21,106	21,972	23,980							128,865	133,637	-3.6%
catalog.tscpl Total Visits	47,281	42,519	45,530	45,886	47,746	51,146							280,108	266,918	4.9%
<b>REFERENCE QUESTIONS</b>															
Adult Services	17,914	15,317	17,033	16,386	15,598	16,652							98,900	108,692	-9.0%
Red Carpet	1,323	1,122	1,302	1,165	1,336	1,343							7,591	7,952	-4.5%
Topeka Room	800	624	528	643	661	791							4,047	3,064	32.1%
Youth Services	3,257	2,865	3,419	2,944	4,450	6,600							23,535	21,397	10.0%
Gallery	108	105	100	77	137	143							670		
<b>TOTAL REFERENCE QUES*</b>	<b>23,402</b>	<b>19,928</b>	<b>22,282</b>	<b>21,138</b>	<b>22,045</b>	<b>25,386</b>							<b>134,181</b>	<b>141,105</b>	<b>-4.9%</b>
<b>GATE COUNT</b>	<b>68,132</b>	<b>63,623</b>	<b>68,616</b>	<b>64,221</b>	<b>65,917</b>	*							<b>330,509</b>	<b>378,325</b>	<b>-12.6%</b>
<b>MEETING ROOMS</b>															
Bookings	657	782	813	811	694	768							4,525	3,655	23.8%
Hours Booked	3,708	4,257	4,530	4,411	3,972	4,788							25,665	18,105	41.8%
<b>ATTENDANCE</b>	<b>9,624</b>	<b>14,990</b>	<b>13,068</b>	<b>13,796</b>	<b>9,876</b>	<b>15,154</b>							<b>76,508</b>	<b>71,408</b>	<b>7.1%</b>
<b>PROGRAM ATTENDANCE</b>															
Adult - General	1,124	2,176	1,270	1,893	665	1954							9,082	3,622	150.7%
Computer Training	236	272	255	172	134	232							1,301	1,412	-7.9%
Outreach	4,986	3,807	2,902	4,265	3159	1,015							20,134	20,654	-2.5%
Kids	1,365	1,063	1,086	2,398	1356	5,774							13,042	13,146	-0.8%
Movies	286	208	22	20	24	377							937	668	40.3%
Books	42	201	10	81	40	39							413	133	210.5%
Art	14	96	0	158	35	124							427	760	-43.8%
Teens	84	247	244	90	98	249							1,012	1,039	-2.6%
Music	97	1,584	0	0	81	181							1,943	372	422.3%
<b>TOTAL ATTENDANCE</b>	<b>8,234</b>	<b>9,654</b>	<b>5,789</b>	<b>9,077</b>	<b>5,592</b>	<b>9,945</b>							<b>48,291</b>	<b>41,806</b>	<b>15.5%</b>
<b>TOURS &amp; FAIRS</b>															
Fairs & Events	0	1,565	0	731	270	43							2,609	608	*
Library Tours	0	0	0	0	0	0							0	40	*
<b>TOURS &amp; FAIRS</b>	<b>0</b>	<b>1,565</b>	<b>0</b>	<b>731</b>	<b>270</b>	<b>43</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,609</b>	<b>648</b>	<b>*</b>
<b>GALLERY ATTENDANCE</b>	<b>1,115</b>	<b>1,776</b>	<b>1,424</b>	<b>2,232</b>	<b>1,849</b>	<b>2,158</b>							<b>10,554</b>		<b>*</b>

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics

2015

	2015												2015	2014	Change 14 TO 15%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	abTD		
<b>CIRCULATION DETAILS</b>																
Adult Fiction	21,599	19,073	20,398	19,587	20,900	22,250							123,807	130,066	-4.8%	
Adult Nonfiction	22,836	20,245	22,297	21,293	21,213	22,119							130,003	131,118	-0.9%	
Juvenile Fiction	26,105	23,602	26,505	26,238	29,417	40,585							172,452	162,448	6.2%	
Juvenile Nonfiction	9,270	8,564	8,883	9,825	7,547	11,091							55,180	53,839	2.5%	
Magazines	2,139	1,925	2,330	2,189	2,240	2,308							13,131	13,836	-5.1%	
RC Print Materials	8,404	7,725	8,459	8,000	8,310	8,207							49,105	52,184	-5.9%	
RC Realia	339	323	312	366	387	360							2,087	2,483	-15.9%	
YA Print Materials	4,608	3,985	4,896	4,783	5,763	6,824							30,859	32,357	-4.6%	
<b>PRINT CIRCULATION</b>	<b>95,300</b>	<b>85,442</b>	<b>94,080</b>	<b>92,281</b>	<b>95,777</b>	<b>113,744</b>							<b>576,624</b>	<b>578,331</b>	<b>-0.3%</b>	
Adult Audiobooks	5,845	5,048	6,034	5,730	5,804	6,265							34,726	36,421	-4.7%	
Adult Music	5,720	5,261	6,098	5,320	5,318	5,590							33,307	28,334	17.6%	
Adult Videos / DVDs	51,903	43,842	48,970	44,151	44,848	47,911							281,625	262,881	7.1%	
Adult Video Games	948	900	1,019	747	939	795							5,348	7,528	-29.0%	
Juvenile Audiobooks	653	630	708	615	781	855							4,242	4,167	1.8%	
Juvenile Music	701	655	736	668	835	948							4,543	4,570	-0.6%	
Juvenile Videos / DVDs	13,855	11,884	13,633	12,269	13,179	16,180							81,000	82,114	-1.4%	
YA A/V	272	191	209	244	279	289							1,484	1,474	0.7%	
<b>A/V CIRCULATION</b>	<b>79,897</b>	<b>68,411</b>	<b>77,407</b>	<b>69,744</b>	<b>71,983</b>	<b>78,833</b>							<b>446,275</b>	<b>427,489</b>	<b>4.4%</b>	
Adult Fiction	21,599	19,073	20,398	19,587	20,900	22,250							123,807	130,066	-4.8%	
Adult Nonfiction	22,836	20,245	22,297	21,293	21,213	22,119							130,003	131,118	-0.9%	
Magazines	2,139	1,925	2,330	2,189	2,240	2,308							13,131	13,836	-5.1%	
Adult Audiobooks	5,845	5,048	6,034	5,730	5,804	6,265							34,726	36,421	-4.7%	
Adult Music	5,720	5,261	6,098	5,320	5,318	5,590							33,307	28,334	17.6%	
Adult Videos / DVDs	51,903	43,842	48,970	44,151	44,848	47,911							281,625	262,881	7.1%	
Adult Video Games	948	900	1,019	747	939	795							5,348	7,528	-29.0%	
<b>ADULT CIRCULATION</b>	<b>110,042</b>	<b>95,394</b>	<b>106,127</b>	<b>98,270</b>	<b>100,323</b>	<b>106,443</b>							<b>616,599</b>	<b>610,184</b>	<b>1.1%</b>	
Juvenile Fiction	26,105	23,602	26,505	26,238	29,417	40,585							172,452	162,448	6.2%	
Juvenile Nonfiction	9,270	8,564	8,883	9,825	7,547	11,091							55,180	53,839	2.5%	
Juvenile Audiobooks	653	630	708	615	781	855							4,242	4,167	1.8%	
Juvenile Music	701	655	736	668	835	948							4,543	4,570	-0.6%	
Juvenile Videos / DVDs	13,855	11,884	13,633	12,269	13,179	16,180							81,000	82,114	-1.4%	
<b>JUVENILE CIRCULATION</b>	<b>50,584</b>	<b>45,335</b>	<b>50,465</b>	<b>49,615</b>	<b>51,759</b>	<b>69,659</b>							<b>317,417</b>	<b>307,138</b>	<b>3.3%</b>	
RC Print Materials	8,404	7,725	8,459	8,000	8,310	8,207							49,105	52,184	-5.9%	
RC Realia	339	323	312	366	387	360							2,087	2,483	-15.9%	
<b>RED CARPET CIRCULATION</b>	<b>8,743</b>	<b>8,048</b>	<b>8,771</b>	<b>8,366</b>	<b>8,697</b>	<b>8,567</b>							<b>51,192</b>	<b>54,667</b>	<b>-6.4%</b>	
YA Print Materials	4,608	3,985	4,896	4,783	5,763	6,824							30,859	32,357	-4.6%	
YA A/V	272	191	209	244	279	289							1,484	1,474	0.7%	
<b>YOUNG ADULT CIRCULATION</b>	<b>4,880</b>	<b>4,176</b>	<b>5,105</b>	<b>5,027</b>	<b>6,042</b>	<b>7,113</b>							<b>32,343</b>	<b>33,831</b>	<b>-4.4%</b>	
Overdrive	14,982	13,418	15,934	14,679	14,833	14,873							88,719			
Hoopla	2,373	2,161	2,516	2,305	2,466	2,259							14,080			
Freegal	4,296	4,012	4,692	3,857	3,554	3,738							24,149			
Zinio	1,707	1,255	1,268	1,492	1,514	1,259							8,495			
<b>DIGITAL DOWNLOADS</b>	<b>23,358</b>	<b>20,846</b>	<b>24,410</b>	<b>22,333</b>	<b>22,367</b>	<b>22,129</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>135,443</b>	<b>95,870</b>	<b>41.3%</b>	

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics

2015

	2015											2015	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Value Calculator</b>													
<b>Circulation</b>													
Books (\$17)	\$1,583,737	\$1,419,789	\$1,559,750	\$1,531,564	\$1,590,129	\$1,894,412							\$9,579,381
Magazines (\$5)	\$10,695	\$9,625	\$11,650	\$10,945	\$11,200	\$11,540							\$65,655
Audiobooks (\$10)	\$64,980	\$56,780	\$67,420	\$63,450	\$65,850	\$71,200							\$389,680
DVD, Games, Music (\$4)	\$293,596	\$250,932	\$282,660	\$253,596	\$261,592	\$286,852							\$1,629,228
<b>Reference Questions (\$7)</b>	\$163,814	\$139,496	\$155,974	\$147,966	\$154,315	\$177,702							\$939,267
<b>Programming (\$10)</b>	\$82,340	\$96,540	\$57,890	\$90,770	\$55,920	\$99,450							\$482,910
<b>Meeting Room Use</b>	\$43,642	\$52,810	\$58,135	\$61,929	\$34,560	\$35,854							\$286,930
<b>Gallery Attendance (\$10)</b>	\$11,150	\$17,760	\$14,240	\$22,320	\$18,490	\$21,580							\$105,540
<b>Computer Use (\$12 /hr)</b>	\$369,067	\$343,006	\$321,742	\$256,552	\$316,625	\$359,552							\$1,966,544
<b>ILL Borrowed (\$25)</b>	\$13,175	\$11,175	\$13,800	\$13,825	\$10,725	\$14,000							\$76,700
<b>TOTAL VALUE</b>	<b>\$2,636,196</b>	<b>\$2,397,913</b>	<b>\$2,543,261</b>	<b>\$2,452,917</b>	<b>\$2,519,406</b>	<b>\$2,972,142</b>							<b>\$15,521,835</b>

**Cumulative Recovery:**

***Topeka & Shawnee County Public Library***

	Regular Process	Small Balance	Total
<b>Accounts Submitted:</b>	<b>29,404</b>	<b>17,931</b>	<b>47,335</b>
<b>Dollars Submitted:</b>	<b>\$3,058,674.68</b>	<b>\$406,147.98</b>	<b>\$3,464,822.66</b>
Cash Recovery:	\$468,406.57	\$173,678.13	\$642,084.70
Material Recovery:	\$298,530.87	\$30,873.37	\$329,404.24
Waives:	\$103,103.37	\$9,884.53	\$112,987.90
<b>Recovery Total:</b>	<b>\$870,040.81</b>	<b>\$214,436.03</b>	<b>\$1,084,476.84</b>
<b>Total Invoice Amount:</b>	<b>\$249,734.98</b>	<b>\$60,303.65</b>	<b>\$310,038.63</b>
<b>Total ROI:</b>	<b>3:1</b>	<b>4:1</b>	<b>3:1</b>
<b>Asset ROI:</b>	<b>3:1</b>	<b>3:1</b>	<b>3:1</b>

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

**Monthly Recovery Statistics: Topeka & Shawnee County Public Library**  
*7/2014 Through 6/2015*

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
June-15	\$5,240.90	\$4,269.79	\$1,749.27	\$11,259.96	<b>\$9,510.69</b>	\$1,646.80
May-15	\$5,805.45	\$5,685.57	\$1,568.85	\$13,059.87	<b>\$11,491.02</b>	\$1,870.55
April-15	\$6,206.58	\$3,219.89	\$620.75	\$10,047.22	<b>\$9,426.47</b>	\$1,906.35
March-15	\$6,552.27	\$4,483.70	\$1,601.86	\$12,637.83	<b>\$11,035.97</b>	\$1,816.85
February-15	\$8,575.77	\$5,133.75	\$1,194.69	\$14,904.21	<b>\$13,709.52</b>	\$1,790.00
January-15	\$6,180.78	\$5,078.76	\$1,228.22	\$12,487.76	<b>\$11,259.54</b>	\$2,165.90
December-14	\$4,148.13	\$2,998.37	\$1,224.45	\$8,370.95	<b>\$7,146.50</b>	\$2,371.75
November-14	\$4,505.82	\$3,299.06	\$1,052.05	\$8,856.93	<b>\$7,804.88</b>	\$2,667.10
October-14	\$4,666.67	\$4,842.51	\$919.96	\$10,429.14	<b>\$9,509.18</b>	\$2,595.50
September-14	\$5,502.44	\$2,947.78	\$716.45	\$9,166.67	<b>\$8,450.22</b>	\$1,798.95
August-14	\$4,845.58	\$4,014.20	\$1,093.58	\$9,953.36	<b>\$8,859.78</b>	\$1,798.95
July-14	\$4,267.85	\$4,149.53	\$1,086.15	\$9,503.53	<b>\$8,417.38</b>	\$2,094.30
<b>Total</b>	<b>\$66,498.24</b>	<b>\$50,122.91</b>	<b>\$14,056.28</b>	<b>\$130,677.43</b>	<b>\$116,621.15</b>	<b>\$24,523.00</b>
<b>Average</b>	<b>\$5,541.52</b>	<b>\$4,176.91</b>	<b>\$1,171.36</b>	<b>\$10,889.79</b>	<b>\$9,718.43</b>	<b>\$2,043.58</b>

**Monthly Recovery Statistics: Topeka & Shawnee County Public Library**

**Small Balance**

7/2014 Through 6/2015

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
June-15	\$3,437.57	\$484.75	\$284.45	\$4,206.77	<b>\$3,922.32</b>	\$793.55
May-15	\$3,800.88	\$581.89	\$301.97	\$4,684.74	<b>\$4,382.77</b>	\$769.95
April-15	\$3,117.03	\$354.91	\$127.45	\$3,599.39	<b>\$3,471.94</b>	\$961.70
March-15	\$3,827.56	\$1,012.46	\$247.03	\$5,087.05	<b>\$4,840.02</b>	\$702.10
February-15	\$4,860.38	\$667.11	\$268.72	\$5,796.21	<b>\$5,527.49</b>	\$755.20
January-15	\$4,008.13	\$1,069.19	\$212.93	\$5,290.25	<b>\$5,077.32</b>	\$696.20
December-14	\$3,437.36	\$1,167.41	\$103.55	\$4,708.32	<b>\$4,604.77</b>	\$967.60
November-14	\$3,826.35	\$634.23	\$248.89	\$4,709.47	<b>\$4,460.58</b>	\$917.45
October-14	\$3,798.72	\$796.79	\$165.42	\$4,760.93	<b>\$4,595.51</b>	\$1,147.55
September-14	\$3,103.74	\$672.60	\$107.72	\$3,884.06	<b>\$3,776.34</b>	\$1,020.70
August-14	\$2,874.08	\$604.37	\$555.41	\$4,033.86	<b>\$3,478.45</b>	\$826.00
July-14	\$2,899.06	\$810.33	\$229.59	\$3,938.98	<b>\$3,709.39</b>	\$716.85
<b>Total</b>	<b>\$42,990.86</b>	<b>\$8,856.04</b>	<b>\$2,853.13</b>	<b>\$54,700.03</b>	<b>\$51,846.90</b>	<b>\$10,274.85</b>
<b>Average</b>	<b>\$3,582.57</b>	<b>\$738.00</b>	<b>\$237.76</b>	<b>\$4,558.34</b>	<b>\$4,320.58</b>	<b>\$856.24</b>