



Agenda
Board of Trustees meeting
Thursday, October 15, 2015 – 4:00 p.m.
Menninger Room 206

Call to Order

Public Comment

Approval of September 17, 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 President

The Library Foundation – Becky Holmquist, Board Chair

Tevis Architects – Master Facilities Master Planning Process

Chief Executive Officer – Gina Millsap

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

Chief Operating Officer's Report – Rob Banks

New Business

- Request to dispose of the MediaBank DVD dispenser – [Action Item](#)

Advocacy Stories

Adjournment

Next Meeting:

November 19, 2015 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Meeting
September 17, 2015
Menninger Room 206

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Elizabeth Ross

CALL TO ORDER:

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, September 17, 2015 in the Menninger room 206, of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00PM by the Chair, David Monical.

PUBLIC COMMENT

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

APPROVAL OF MINUTES

On motion by Duane Johnson seconded by Julie Swift, the August 13, 2015 Board of Trustee meeting minutes were accepted as submitted. Motion carried.

APPROVAL OF TREASURER'S REPORT

Chief Financial Officer Sheryl Weller provided an update on the VOIP (Voice over Internet Protocol) telecommunications system contract and answered questions regarding payment thresholds. There were no additional comments or questions regarding her Chief Financial Officer's 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 Beth Dobler, the Treasurer's Financial Report, inclusive of the August financial report was accepted. Motion carried.

FRIENDS OF THE LIBRARY REPORT

Friends of the Library President Linda Hayse presented the Friends Report highlighting the upcoming annual Friends of the Library Book Sale September 18-20, 2015.

FOUNDATION REPORT

Library Foundation Chair Becky Holmquist presented the Foundation Report. She thanked the Trustees and the staff for their support of the Late Night at the Library event held September 12, 2015 and reported that the event had been successful.

CHIEF EXECUTIVE OFFICER

Chief Executive Officer Gina Millsap highlighted an article that was distributed to the Trustees published by the Pew Research Center, *Libraries at the Crossroads: the public is interested in new services and thinks libraries are important to communities* and described how this article aligns well with our Library's community survey. Both will be valuable tools in the development of Library Community Impact Goals. Gina also provided an update on community Broadband initiatives highlighting a recent presentation she and County Commissioner Shelly Buhler made to the Intergovernmental Cooperation Council. Gina answered questions and provided additional information regarding purchase of a Lactation Pod outlined in the Friends request.

Thad Hartman presented data that had been compiled and disaggregated from the Community Survey, Three Board Retreats, Staff meetings and Community Planning Workshops. Discussion took place regarding the presentation.

CHIEF OPERATING OFFICER

There were no questions regarding the Chief Operating Officer's report. Gina provided an update and led discussion regarding food programs for children.

NEW BUSINESS

On a motion by Kerry Onstott Storey, seconded by Betty Greiner, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees approve the request to the Friends of the Topeka and Shawnee County Public Library for FY 2016 for the amount of \$103,000.00. In addition the Friends of Art request in the amount of \$6,000.00 was approved. There were no questions or discussion. The motion passed unanimously.

On a motion by Julie Swift, seconded by Liz Post, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees approve the request to the Library Foundation to raise funds for the Dolly Parton Imagination Library. Further, the Board of Trustees requested that the Library Foundation provide \$25,000.00 in seed money for startup in 2015 as well as a \$25,000.00 annual contribution for ongoing support beginning in 2016 for the purpose of supporting the Dolly Parton Imagination Library. Gina Millsap clarified the total investment, described the funding matrix, outlined the fundraising plan and identified potential partners for this project. The motion passed unanimously.

EXECUTIVE SESSION

On a motion by Kerry Onstott Storey, seconded by Liz Post, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees recess the regular monthly meeting to enter into Executive Session at 5:06 PM for a time not to exceed 55 minutes to discuss a personnel matter. Action on the item will be taken following adjournment of the Executive Session. The motion passed unanimously.

Executive Session concluded at 5:34 PM.

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 set the CEO's annual base compensation at \$145,804.88 effective on her employment anniversary date, August 15, 2015.

ADVOCACY STORIES

Betty Greiner related a conversation she had with new members of her church who were very complimentary and had experienced great service at the Library.

David Monical shared many great compliments he had received including the Millennium Café and that the Library is a wonderful and overlooked resource.

ADJOURNMENT

The meeting was adjourned at 5:42PM.

Melissa P. Masoner, Secretary

**Chief Financial Officer's Report
October 2015
Sheryl Weller**

Investments and Debt; Fund Summary – Page 1

A new 180-day investment with the Municipal Investment Pool was originated on September 2, 2015 for Bond and Interest Fund cash not needed until the next payment due March 1, 2016. A new account was created in the financial system to account for this maturity period (currently have overnight and 90-day Municipal Investment Pool accounts and a certificate of deposit at Capitol Federal Savings). This provides a more accurate presentation and assists with tracking investments by fund and allocating interest.

Revenue/Expense/Balance by Fund Report – Page 2

The Programming Fund, the Computer Training Fund and the Special Collections Fund are temporarily negative due to current expenditures (or encumbrances for purchases) pending reimbursement from the Library Foundation. Billings will be completed once all expenditures are paid (billings are not created based on purchase orders).

General Fund – Pages 3 through 5

With 74.8% of the budget year completed, 96% of the budgeted revenue has been received and 70% of the approved budget has been expended/encumbered. This compares to 2014 in which 97% of the budgeted revenue had been received and 73% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2015 was received September 18th as scheduled. The total received for the General Fund was \$628,629.23. The percentage of the ad valorem budget collected year-to-date is 98% compared to 96% in 2014. This difference is in part due to 2015 being the first year in which revitalization rebates (revenue reductions) have been reported as a separate component of the tax collections. Actual rebates exceed the budget by 10% thus far. Comparing the total components (ad valorem, revitalization rebates and back tax), 2015 collections are 99.8% of budgeted, compared with 99.0% of budgeted in 2014.

The percentage of year-to-date motor vehicle tax is 79% in 2015 and was 88% at this same time in 2014. The prior year is when the motor vehicle tax estimates provided by Shawnee County for budgeting unexpectedly decreased. However, actual revenue collections were not reduced and represented a higher percentage of the motor vehicle tax budget collected to-date.

Employee Benefit Fund – Page 6

With 74.8% of the budget year completed, 97% of the budgeted revenue has been received and

60% of the approved budget has been expended/encumbered. This compares to 2014 in which 103% (due to non-budgeted Blue Cross Blue Shield refund) of the budgeted revenue had been received and 64% of the approved budget had been expended/encumbered.

The September 18th tax distribution totaled \$177,735.59. The percentage of the ad valorem budget collected year-to-date is 98% compared with 96% in 2014. Performing the same calculation as for the General Fund of the budget-to-actual percentages for ad valorem tax, revitalization rebates and back tax combined, 2015 collections to-date are 100% of budgeted, compared with 98.6% of 2014 budgeted.

The percentage of year-to-date motor vehicle tax received is 79% compared to 88% in 2014 due to the same reason previously explained for the General Fund.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,060,533.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the total budgeted revenues collected to-date is 98% which is the same at this point in time in 2014.

With no debt service payments due until March 1, 2016, these funds (except for the September tax distribution) were invested on September 2nd in the Municipal Investment Pool for 6 months.

The September 18th tax distribution totaled \$81,580.42. The percentage of the ad valorem budget collected year-to-date is 98% compared with 96% in 2014 and follows the same pattern as previously described in regard to the separation of revitalization rebates.

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 service/support renewal for HP virtual servers	\$17,064.00	Vital Support Systems

Type of Purchase	Description	Amount	Vendor
Foundation-funded purchase – not part of operating budget - to be reimbursed upon payment (Marketplace review by library team began in 2014; three quotes sought from the main vendors of this equipment; two vendors provided 7-day host trials onsite; most expensive was selected based on the features including an HD camera, on-site trial, reference calls and customer needs)	Microfilm reader/printer, lens, installation, maintenance and shipping to be placed in Genealogy Center to utilize significant local newspaper film collection	\$12,875.00	Imaging Office Systems, Inc.
Library materials	“Automatically Yours” materials subscription – select quantities and genres – November	\$9,370.00	Baker & Taylor Books
Library materials	Financial/investor database	\$9,817.00	Morningstar
Library materials	Online interactive education program with courses in web, mobile and business development	\$12,075.00	Treehouse Island, Inc.

Other Items:

- A resolution is included to authorize the sale or other disposal of the DVD dispenser which is scheduled to be taken out of service on October 15th. Please see the background information included in the resolution regarding the history of this equipment and decisions related to service strategy and equipment end-of-life.
- The final purchase order amount for the voice over internet protocol telecommunications project is \$147,519.60. The Board of Trustees approved the bid from JMA Information Technology on August 13, 2015 in an amount not to exceed \$150,000. The original bid was \$117,553.60 but, after the demonstration and discussing options with the vendor, it was expected that there would be a need to alter quantities of equipment and finalize related services. The project was budgeted at \$200,000.

Changes in equipment, primarily changes between telephone types and the options chosen for unique functionality compatible with existing systems, resulted in additional cost. The move to the new service model will include a consolidation of the switchboard and telephone reference functions into a call center and required an additional 75 headsets. These devices will not be shared by staff for hygiene and health reasons. The full impact of the call center was not known at the time the Request for Proposal was issued. The options chosen by the team as the best solutions for special functionality, including panic alarms, the call center, push-to-talk (in lieu of radios), paging and messaging (incoming calls and intercom), resulted in both additional equipment and additional professional services.

A conference call with the vendor and the Library's project team, CEO and CFO was made to obtain a very clear understanding of services and a breakdown of hours and expenses was provided at the Library's request. All were very reasonable and in accordance with the bid. Additionally, the master services agreement and statement of work were thoroughly reviewed and amended by the Library's legal counsel. Due diligence has been done to ensure the integrity of the process and the vendor selection. The project kickoff call was held October 8th, with go-live scheduled for November 18th.

- With the introduction of bedbugs into the Library, it is very likely the General Fund, Contracted – Facilities budget line item will be over-spent. However, it is important to be proactive and take all necessary precautions for control of this pest. This will be an immediate component of the Library's present and future pest control strategy and services.
- Work continues to develop and design 2016 health plans that include continuation of a qualified high-deductible health plan and health savings accounts, as well as the more traditional plan that pays a pre-determined portion of "first-dollar" costs incurred by employees and their dependents. I will be working very soon on pricing models that fit within the budget for employer health plan expenditures. Initial renewal information from Blue Cross Blue Shield and from taking the plans to market appear very favorable. Because health insurance is paid one month in advance, all administrative work related to HR/payroll system setup for correct payroll deductions and employer contributions will have to be completed in early December. Open enrollment is the month of November.
- Finance and Digital Services team members continue to work with vendors to obtain efficient data/reports from the self-check kiosks for daily cash/sales reconciliations and management of the physical aspects, such as sufficient denominations in change levels. Although somewhat slow, work is still progressing in a favorable manner and the vendors are working well together to develop a final solution.

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

9/30/15

	<u>Balance 01/01/15</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 09/30/2015</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 3,071,217.28	\$ 11,787,739.58	\$ 8,906,773.33	\$ 5,952,183.53
Employee Benefits	1,361,346.94	3,154,381.57	2,467,684.12	\$ 2,048,044.39
Capital Improvement	2,229,195.33	5,382.27	174,044.10	\$ 2,060,533.50
Bond & Interest	828,862.49	1,610,169.49	1,654,195.00	\$ 784,836.98
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	62,819.74	59,152.32	62,819.74	\$ 59,152.32
Federal, State & Local Grants	10.32	14,400.00	13,500.00	\$ 910.32
Other Special Revenue	709,741.70	171,541.75	296,431.19	\$ 584,852.26
Permanent Funds	526,782.87	(10,504.02)	1,222.02	\$ 515,056.83
Totals	<u>\$ 8,789,976.67</u>	<u>\$ 16,792,262.96</u>	<u>\$ 13,576,669.50</u>	<u>\$ 12,005,570.13</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 2,068,038.03
Restricted Funds-CoreFirst Bank-Checking	587,862.58
Restricted Funds-CoreFirst Bank-Investments-Foundation	308,929.64
Bond & Interest Fund-CoreFirst Bank-Checking	81,633.98
Capital Improvement Fund-VisionBank-Money Market Account	2,060,533.50
Cash on Hand	3,344.00
Petty Cash	220.00
Endowment Securities	206,127.19
Municipal Investment Pool - Overnight	1,848,576.36
Municipal Investment Pool - 90-day Fixed	1,200,000.00
Municipal Investment Pool - 180-day Fixed	703,203.00
Capitol Federal Savings - Certificate of Deposit	<u>3,001,173.70</u>
	\$ 12,069,641.98
Less Pending Claims (invoices posted, but not paid until next month)	8,557.78
Less Payroll Deduction and Employer Benefit Liabilities	2,209.48
Less Outstanding Checks	<u>53,304.59</u>
	<u>\$ 12,005,570.13</u>

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

9/30/15

	01/01/15 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	9/30/2015 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 3,071,217.28	\$ 11,787,739.58	\$ 405,349.79	\$ 8,501,423.54	\$ 5,952,183.53	\$ 716,848.74	\$ 5,235,334.79
Employee Benefit Fund	1,361,346.94	3,154,381.57		2,467,684.12	2,048,044.39	4,413.32	2,043,631.07
Capital Improvement Fund	2,229,195.33	5,382.27	164,081.00	9,963.10	2,060,533.50		2,060,533.50
Bond & Interest Fund	828,862.49	1,610,169.49		1,654,195.00	784,836.98		784,836.98
Non Major Governmental Funds							
<i>State Aid Fund</i>	62,819.74	59,152.32	62,819.74		59,152.32	-	59,152.32
<i>Federal & 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	10,135.96	-		-
Kansas Humanities Council Grant	-	2,400.00		1,500.00	900.00	900.00	-
<i>Other Special Revenue Funds</i>							
Adult Programs	23.26	0.56		-	23.82	-	23.82
Art Collection	18,439.02	8,587.97	5,271.48	11,130.00	10,625.51	-	10,625.51
Book Cook Program	192.94				192.94		192.94
Bookmobile Fund	752.82	130,155.00		130,295.01	612.81	87.35	525.46
Career Neighborhood	-				-		-
Computer training	-				-	1,799.98	(1,799.98)
Children's Art Show	4.01			-	4.01		4.01
Cooking Neighborhood	-				-		-
Friends	166,122.21	56.73	101.44	27,752.63	138,324.87	2,770.96	135,553.91
Fun Committee	1,145.35	1,161.49	15.55	804.39	1,486.90	125.00	1,361.90
Gallery Competitions/Exhibits	29,133.29	1,316.57	4,550.00	6,568.74	19,331.12	4,600.00	14,731.12
Gifts/Memorials (Undesignated)	233,771.30	11,396.86	16,996.61	33,536.97	194,634.58	5,064.96	189,569.62
Great Stories Club	47.00				47.00		47.00
Health Neighborhood	601.55				601.55		601.55
Hirschberg Lecture	6,593.75	2.47			6,596.22		6,596.22
Hughes Business Collection	6,617.68	2.48			6,620.16		6,620.16
Library Materials	190,452.23	2,718.18	-	44,032.98	149,137.43	418.60	148,718.83
Lingo	-				-		-
NEH Expendable	2,810.22	0.78		1,107.90	1,703.10		1,703.10
Pets Neighborhood	33.58				33.58		33.58
PodCamp Topeka	326.79				326.79		326.79
Programming Fund	120.01	3,200.00		3,450.00	(129.99)	33.85	(163.84)
Red Carpet	8,671.65	3.24	14.56	89.07	8,571.26	83.43	8,487.83
Rotary Grant	4.29				4.29		4.29
Special Collections	91.16				91.16	12,875.00	(12,783.84)
Talking Books	8,384.17	2.34		2,897.20	5,489.31		5,489.31
Torluemke Landscaping	1,644.79	0.45		922.56	722.68	-	722.68
Wedding Neighborhood	-				-		-
Workshops	2,225.51	2,480.97		2,544.77	2,161.71		2,161.71
Youth Services	31,533.12	10,455.66		4,349.33	37,639.45	607.80	37,031.65
<i>Permanent Funds</i>							
Mertz Trust	201,885.73	4,241.46			206,127.19		206,127.19
NEH Endowment	324,897.14	(14,745.48)		1,222.02	308,929.64		308,929.64
TOTALS	\$ 8,789,976.67	\$ 16,792,262.96	\$ 661,064.21	\$ 12,915,605.29	\$ 12,005,570.13	\$ 750,628.99	\$ 11,254,941.14

Topeka and Shawnee County Public Library

9/30/15

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 74.8% of year
Ad Valorem Property Tax	\$ 10,444,222.00	\$ 10,247,783.68	\$ (196,438.32)	98%
Revitalization Rebates	(121,997.00)	(134,199.49)	\$ (12,202.49)	110%
Back Tax	-	186,656.76	\$ 186,656.76	0%
Motor Vehicle Tax	1,140,856.00	901,019.38	\$ (239,836.62)	79%
Recreational Vehicle Tax	9,585.00	7,550.63	\$ (2,034.37)	79%
16/20 M Vehicle Tax	11,024.00	5,867.32	\$ (5,156.68)	53%
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	38,867.20	\$ 6,344.20	120%
E-Rate Reimbursement	113,000.00	111,992.13	\$ (1,007.87)	99%
Miscellaneous Revenue	5,000.00	2,088.23	\$ (2,911.77)	42%
Miscellaneous Revenue - Recycle	400.00	365.66	\$ (34.34)	91%
Salary Refunds-Foundation	80,704.00	55,420.84	\$ (25,283.16)	69%
Salary Refunds-Friends	100,442.00	71,827.87	\$ (28,614.13)	72%
Salary Refunds-Shawnee Cty	18,131.00	11,080.00	\$ (7,051.00)	61%
Vending Machines	4,000.00	2,987.50	\$ (1,012.50)	75%
Pay to Sam	42,000.00	4,230.12	\$ (37,769.88)	10%
Overdue Fees*	308,000.00	238,586.92	\$ (69,413.08)	77%
Debt Collect	-	1,009.81	\$ 1,009.81	0%
ILL Fees	-	116.52	\$ 116.52	0%
Mailing Fees	-	-	\$ -	0%
Non Resident Card Fee	170.00	680.00	\$ 510.00	400%
Telephone/Fax	4,100.00	3,145.78	\$ (954.22)	77%
Obituary Fees	1,200.00	520.00	\$ (680.00)	43%
Meeting Room Charges	12,000.00	6,790.01	\$ (5,209.99)	57%
Monday Market Fees	500.00	776.00	\$ 276.00	155%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	2,800.00	2,068.07	\$ (731.93)	74%
Library Treasurer's Balance	2,023,538.00	-	\$ -	0%
TOTALS	<u>\$ 14,266,281.00</u>	<u>\$ 11,787,739.58</u>	<u>\$ (455,003.42)</u>	96%

* 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

9/30/15

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances	(Over)/Under Budget	% Expended
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,676.85		\$ 1,723.15	73%
Salaries-Facilities	612,067.00	434,184.70		177,882.30	71%
Salaries-Overtime	10,000.00	4,576.73		5,423.27	46%
Salaries-Security	299,850.00	209,246.89		90,603.11	70%
Salaries-Shelvers	191,685.00	94,941.14		96,743.86	50%
Salaries-Staff	7,093,298.00	5,169,754.83		1,923,543.17	73%
Conferences	79,100.00	43,205.91	15,039.36	20,854.73	74%
Staff Development & Training	34,000.00	11,629.06	910.45	21,460.49	37%
Mileage	9,274.00	7,055.77	2,408.95	(190.72)	102%
COLLECTION:					
Materials-Binding/Replacements	1,800.00	1,301.73	147.91	350.36	81%
Materials-Periodicals	40,500.00	6,374.50	459.98	33,665.52	17%
Materials-Print/Non-Print <1 YR	352,200.00	156,115.62	25,515.77	170,568.61	52%
Materials-Print/Non-Print	1,234,040.00	848,601.48	173,482.85	211,955.67	83%
OPERATIONS:					
Art Purchases	5,000.00			5,000.00	0%
Cataloging and ILL Services	69,000.00	49,685.13	20,297.84	(982.97)	101%
Contracted-Digital Services	288,603.00	144,846.94	32,460.69	111,295.37	61%
Contracted-Facilities	245,000.00	198,135.05	24,692.13	22,172.82	91%
Contracted-Office Equipment	74,000.00	40,789.03	13,509.18	19,701.79	73%
Contracted-Professional	292,800.00	155,913.75	56,877.68	80,008.57	73%
Contracted-E-Rate Services	10,170.00		4,364.06	5,805.94	0%
Digital Services Support	228,000.00	145,094.27	9,532.29	73,373.44	68%
Furniture/Equipment	77,200.00	19,015.98	3,858.65	54,325.37	30%
Insurance	46,000.00	42,201.00	-	3,799.00	92%
Marketing & Communication	20,000.00	14,321.60	2,550.00	3,128.40	84%
Memberships/Dues	22,500.00	5,981.20	1,087.00	15,431.80	31%
Miscellaneous	5,000.00	2,328.05	381.00	2,290.95	54%
Payments to Other Libraries	84,694.00		88,284.00	(3,590.00)	104%
Postage/Shipping	114,500.00	80,869.05	1,363.76	32,267.19	72%
Printing	92,500.00	67,698.83	12,066.11	12,735.06	86%
Programming	30,000.00	14,861.10	586.47	14,552.43	51%
Special Projects	575,000.00			575,000.00	0%
Supplies-Facilities	72,500.00	49,874.53	17,895.14	4,730.33	93%
Supplies-Office/Library	68,000.00	50,860.06	2,721.17	14,418.77	79%
Supplies-Processing	35,000.00	22,443.86	707.95	11,848.19	66%
Telecommunications	142,600.00	78,535.12	39,224.28	24,840.60	83%
Utilities-Electric	335,000.00	247,252.53	87,147.47	600.00	100%
Utilities-Gas	75,000.00	33,764.25	29,299.25	11,936.50	84%
Utilities-Water/Sewage	35,000.00	16,958.62	16,041.38	2,000.00	94%
Vehicle-Gas	29,000.00	17,400.60	1,469.86	10,129.54	65%
Vehicle-Repair	30,000.00	10,999.17	15,301.29	3,699.54	88%
Contingency/Fund Balance	1,200,000.00			-	0%
Cash Long/Short	-	(71.39)		71.39	0%
TOTALS	\$ 14,266,281.00	\$ 8,501,423.54	\$ 699,683.92	\$ 3,865,173.54	70%

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

9/30/15

	<u>2015 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/15	\$ 2,023,538.00	\$ 2,616,796.48	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,444,222.00	10,247,783.68	98%
Revitalization Rebates	(121,997.00)	(134,199.49)	110%
Back Tax	-	186,656.76	
Motor Vehicle Tax	1,140,856.00	901,019.38	79%
Recreational Vehicle Tax	9,585.00	7,550.63	79%
16/20M Vehicle Tax	11,024.00	5,867.32	53%
In Lieu of Tax	19,918.00	20,508.64	103%
Watercraft Special Tax	14,165.00	-	0%
Commercial Vehicle Fees	32,523.00	38,867.20	120%
E-Rate Reimbursement	113,000.00	111,992.13	99%
Fees and Charges	376,970.00	260,930.89	69%
Reimbursements	199,677.00	138,694.37	69%
Interest on Idle Funds	2,800.00	2,068.07	74%
	<u>\$ 12,242,743.00</u>	<u>\$ 11,787,739.58</u>	96%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,213,300.00	5,917,381.14	72%
Other Staff Support Costs	122,374.00	80,249.50	66%
Library Collections	1,628,540.00	1,211,999.84	74%
Contracted Services	979,573.00	741,571.48	76%
Digital Services Support	228,000.00	154,626.56	68%
Furniture/Equipment/Art	82,200.00	22,874.63	28%
Payments to Other Libraries	84,694.00	88,284.00	104%
Special Projects	575,000.00	-	0%
Utilities & Telecommunications	587,600.00	548,222.90	93%
Vehicles	59,000.00	45,170.92	77%
Other Operating Expenditures	506,000.00	390,726.49	77%
Cash Basis Reserve	1,200,000.00	-	0%
	<u>\$ 14,266,281.00</u>	<u>\$ 9,201,107.46</u>	70%
Prior Year Canceled Purchase Orders		<u>\$ 31,906.19</u>	
Unencumbered Balance 9/30/15	\$ -	\$ 5,235,334.79	

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

9/30/15

EMPLOYEE BENEFITS

	2015 Budget	Year To Date	%
Balance 01/01/15	\$ 1,223,744.00	\$ 1,361,346.94	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,735,758.00	\$ 2,685,283.41	98%
Revitalization Rebates	(35,479.00)	(35,221.40)	99%
Back Tax	-	50,414.48	
Motor Vehicle Tax	331,663.00	262,032.13	79%
Recreational Vehicle Tax	2,786.00	2,195.96	79%
16/20M Vehicle Tax	3,205.00	1,452.97	45%
In Lieu of Tax	5,793.00	5,373.29	93%
Watercraft Special Tax	4,119.00	-	0%
Commercial Vehicle Fees	9,458.00	11,302.95	120%
Refund-Fringe Benefits-Foundation	22,569.00	16,345.02	72%
Refund-Fringe Benefits-Friends	11,030.00	12,840.53	116%
Refund-Fringe Benefits-Shawnee Cty	11,099.00	4,192.02	38%
Refund BC/BS	-	53,414.35	0%
Refund-Workers Compensation	-	-	0%
Retiree Payments BC/BS	138,656.00	84,349.45	61%
Interest on Idle Funds	100.00	406.41	0%
	\$ 3,240,757.00	\$ 3,154,381.57	97%
<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	425,591.15	68%
KPERS	811,921.00	587,238.49	72%
Worker's Compensation	68,000.00	68,341.00	101%
Unemployment Tax	8,213.00	5,218.52	64%
Health/Dental Insurance*	2,560,000.00	1,374,986.78	54%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 4,464,501.00	\$ 2,472,097.44	60%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 9/30/15	\$ -	\$ 2,043,631.07	

* This includes Library contributions to Health Savings Accts budgeted @ \$200,000 with \$108,713 spent YTD.

CAPITAL IMPROVEMENT

Balance 01/01/15		\$ 2,065,114.33
<u>Revenue:</u>		
Interest received		5,382.27
		\$ 5,382.27
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		9,963.10
		9,963.10
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 9/30/15		\$ 2,060,533.50

STATE AID

Balance 01/01/15	\$ -	\$ -
<u>Revenue:</u>		
State Aid	70,000.00	59,152.32
	\$ 70,000.00	\$ 59,152.32
<u>Expenditures/Encumbrances:</u>		
Contracted - Professional	30,000.00	
Digital Services Support	40,000.00	
	\$ 70,000.00	\$ -
Unencumbered Balance 9/30/15		\$ 59,152.32

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

9/30/15

	<u>2015 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/15	\$ 757,532.00	\$ 828,862.49	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,509,009.00	1,481,664.72	98%
Revitalization Rebates	(15,119.00)	(19,373.58)	128%
Back Tax	-	25,968.97	
Motor Vehicle Tax	141,374.00	111,666.43	79%
Recreational Vehicle Tax	1,188.00	935.73	79%
16/20M Vehicle Tax	1,366.00	875.63	64%
In Lieu of Tax	2,469.00	2,965.19	120%
Watercraft Special Tax	1,755.00	-	0%
Commercial Vehicle Fees	4,031.00	4,816.85	119%
Interest on Idle Funds	600.00	649.55	108%
	<u>\$ 1,646,673.00</u>	<u>\$ 1,610,169.49</u>	98%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,410,000.00	\$ 1,410,000.00	100%
Interest	244,175.00	244,175.00	100%
Wire Transfer Fees	30.00	20.00	67%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,404,205.00</u>	<u>\$ 1,654,195.00</u>	100%
 Unencumbered Balance 9/30/15	 \$ -	 \$ 784,836.98	

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of September 30, 2015

Capital Improvement Funds-VisionBank

\$ 2,060,533.50 at 0.33% (money market account)

Municipal Investment Pool

\$ 1,848,576.36	operating funds in "overnight pool"*; available for transfer whenever needed
1,200,000.00	Employee Benefit funds in 90-day, fixed rate pool; at .07% dated 7/31/15, maturing 10/29/15
<u>703,203.00</u>	Bond and Interest funds in 180-day, fixed rate pool; at .23% dated 9/2/15, maturing 2/29/16
\$ 3,751,779.36	

* rates vary by day; average September 1-30, 2015 was .0092%

Capitol Federal Savings

\$ 3,001,173.70 Certificate of Deposit dated 7/20/15; maturing 10/17/15 @ .13%
(Renewed from original approval by Board resolution on 3/19/15)

Principal Balance of Outstanding Bonds

\$6,100,000 (as of 9/1/15)

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	9/3/2015	ADP	Federal W/H	\$ 27,168.44	-99446
10	21502	0	9/3/2015	ADP	State W/H	\$ 9,135.45	-99446
15	21521	0	9/3/2015	ADP	State Unemployment	\$ 275.58	-99446
10	21503	0	9/3/2015	ADP	Social Security EE	\$ 18,227.03	-99446
15	21504	0	9/3/2015	ADP	Social Security ER	\$ 18,227.03	-99446
10	21503	0	9/3/2015	ADP	Medicare EE	\$ 4,262.75	-99446
15	21504	0	9/3/2015	ADP	Medicare ER	\$ 4,262.77	-99446
					<i>Remittance of payroll taxes</i>	\$ 81,559.05	-99446 Total
10	21505	0	9/4/2015	KS PUBLIC EMPLOYEES RETIREMENT Kpers	EE Deduction	\$ 17,621.60	-99442
15	21516	0	9/4/2015	KS PUBLIC EMPLOYEES RETIREMENT Kpers	ER Contribution	\$ 27,842.10	-99442
15	21517	0	9/4/2015	KS PUBLIC EMPLOYEES RETIREMENT Kpers	ER Insurance	\$ 2,936.96	-99442
10	21524	0	9/4/2015	KS PUBLIC EMPLOYEES RETIREMENT Kpers	Buybacks	\$ 203.61	-99442
10	21513	0	9/4/2015	KS PUBLIC EMPLOYEES RETIREMENT Kpers	OGLI	\$ 906.55	-99442
					<i>Remittance of pension benefit contributions</i>	\$ 49,510.82	-99442 Total
10	21501	0	9/17/2015	ADP	Federal W/H	\$ 27,561.04	-99440
10	21502	0	9/17/2015	ADP	State W/H	\$ 9,204.65	-99440
15	21521	0	9/17/2015	ADP	State Unemployment	\$ 276.21	-99440
10	21503	0	9/17/2015	ADP	Social Security EE	\$ 18,264.48	-99440
15	21504	0	9/17/2015	ADP	Social Security ER	\$ 18,264.54	-99440
10	21503	0	9/17/2015	ADP	Medicare EE	\$ 4,271.56	-99440
15	21504	0	9/17/2015	ADP	Medicare ER	\$ 4,271.55	-99440
					<i>Remittance of payroll taxes</i>	\$ 82,114.03	-99440 Total
10	21515	0	9/16/2015	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 27,031.14	-99437
15	21515	0	9/16/2015	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 121,316.34	-99437
						\$ 148,347.48	-99437 Total
15	21515	0	9/16/2015	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 18,382.07	-99436
						\$ 18,382.07	-99436 Total
10	21505	0	9/18/2015	KS PUBLIC EMPLOYEES RETIREMENT Kpers	EE Deduction	\$ 17,591.82	-99435
15	21516	0	9/18/2015	KS PUBLIC EMPLOYEES RETIREMENT Kpers	ER Contribution	\$ 27,795.02	-99435
15	21517	0	9/18/2015	KS PUBLIC EMPLOYEES RETIREMENT Kpers	ER Insurance	\$ 2,931.99	-99435
10	21524	0	9/18/2015	KS PUBLIC EMPLOYEES RETIREMENT Kpers	Buybacks	\$ 203.21	-99435
					<i>Remittance of pension benefit contributions</i>	\$ 48,522.04	-99435 Total
10	41000	350	9/3/2015	AT&T	Internet Services	\$ 9,079.62	87315
						\$ 9,079.62	87315 Total
10	41000	311	9/3/2015	MIDWEST COATING, INC.	3X89 seam patch YS West	\$ 2,681.83	87340
10	41000	311	9/3/2015	MIDWEST COATING, INC.	3fX89f seam ptch YS east	\$ 2,681.83	87340

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	311	9/3/2015	MIDWEST COATING, INC.	3X45 patch middle section	\$ 1,617.22	87340
				<i>Roof repairs - operating expenditure part of approved budget</i>		\$ 6,980.88	87340 Total
10	41000	410	9/10/2015	COREFIRST BANK & TRUST	Trace Company	\$ (630.09)	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Tresamigos	\$ (24.90)	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	Epson TM T88IV ReStick Li	\$ 1,705.00	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	Honeywell MK9540-72A38 MS	\$ 639.95	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	logitech mk320 wireless k	\$ 104.74	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	PJD7820HD	\$ 1,119.60	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	Suitcase Fusion 6	\$ 59.95	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	Shoulder Strap	\$ 35.99	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	LifeProof Case	\$ 116.99	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	iPad Air 2	\$ 489.00	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	Acrobat Pro	\$ 758.00	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	applecare	\$ 99.00	87365
10	41000	420	9/10/2015	COREFIRST BANK & TRUST	Flash Drives w/logo	\$ 1,047.50	87365
10	41000	420	9/10/2015	COREFIRST BANK & TRUST	Shipping	\$ 25.00	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	logitech c920 webcam	\$ 79.99	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Chicken Anatomy Model 4D	\$ 32.97	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	connection cable	\$ 55.00	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	mounting clamp	\$ 38.95	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	battery pack	\$ 210.00	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Chicken Life Cycle Set	\$ 32.35	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	logitech c930e webcam	\$ 329.85	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Betsy Ross Stick Flag	\$ 5.67	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Goose Quill Pen With Powd	\$ 13.07	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Reproduction Powder Horn	\$ 14.00	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Wooden Flute	\$ 18.48	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Colonial Mob/Mop Hat	\$ 6.52	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Historical Costume Wig	\$ 11.62	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Deluxe Colonial Tricorn H	\$ 14.95	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Wax Seal Stamp	\$ 6.77	87365
10	41000	330	9/10/2015	COREFIRST BANK & TRUST	Declaration of Independen	\$ 6.93	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	4G Amplifier	\$ 739.98	87365
10	41000	420	9/10/2015	COREFIRST BANK & TRUST	Accent Chair	\$ 399.99	87365
10	41000	420	9/10/2015	COREFIRST BANK & TRUST	End Table	\$ 125.00	87365
10	41000	320	9/10/2015	COREFIRST BANK & TRUST	Original PO #151460	\$ (29.04)	87365

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	9/10/2015	COREFIRST BANK & TRUST	Inside, Outside....	\$ 49.40	87365
				<i>Miscellaneous purchases on credit card (online), including replacement of 5 receipt printers, 2 projectors, flash drives for sale to customers, an amplifier for the Bookmobiles and a replacement scanner - in approved operating budget</i>		\$ 7,708.18	87365 Total
15	41000	260	9/10/2015	PEOPLES/COMMERCIAL INSURANCE	4th qtr workers comp ins	\$ 18,735.00	87377
						\$ 18,735.00	87377 Total
10	41000	351	9/10/2015	WESTAR ENERGY	2015 Electric service	\$ 33,511.05	87382
						\$ 33,511.05	87382 Total
10	41000	326	9/17/2015	MORRIS PUBLISHING GROUP	Library news	\$ 10,970.00	87408
						\$ 10,970.00	87408 Total
10	41000	910	9/17/2015	TECH LOGIC CORPORATION	Bin w/control box	\$ 7,190.00	87413
10	41000	910	9/17/2015	TECH LOGIC CORPORATION		\$ 425.00	87413
				<i>Replacement sorting bins for automated materials handling system - in approved budget</i>		\$ 7,615.00	87413 Total
10	41000	301	9/24/2015	OCLC, INC.	oclc cataloging & ill	\$ 9,991.36	87441
10	41000	301	9/24/2015	OCLC, INC.	Discount	\$ (7.99)	87441
				<i>Monthly fees for cataloging and interlibrary loan database</i>		\$ 9,983.37	87441 Total
10	41000	312	9/24/2015	PITNEY BOWES INC.	Lease #410	\$ 4,914.00	87443
10	41000	312	9/24/2015	PITNEY BOWES INC.	Lease #412	\$ 2,668.41	87443
				<i>Postage and mailing equipment leases - in approved operating budget</i>		\$ 7,582.41	87443 Total
10	23800	0	9/24/2015	POWER GROUP COMPANIES	Professional Services	\$ 14,000.00	87445
				<i>Consulting services for benefit plans including taking medical plans to market for price comparison - final payment from prior year obligation</i>		\$ 14,000.00	87445 Total
						\$554,601.00	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

October 2015

Library Priorities and Projects

Dolly Parton Imagination Library

At its September meeting the Board approved a request to the Library Foundation to raise funds for the Dolly Parton Imagination Library. Roger Viola, President of the Topeka Community Foundation, invited us to present to a group of TCF donors this month. The event was at the Library on Monday, October 5. Our focus is to develop sustainable funding by multiple agencies, which we know is a key success factor. Miriam Krehbiel, President and CEO of United Way Greater Topeka, and I made a presentation. We are also presenting to the TCF Board at its November meeting.

What's Bugging Us

On Wednesday, September 30 we confirmed that bed bugs were found in two chairs in the east wings of library collections. We alerted library staff and the board. I worked with Marketing and Communications Director Diana Friend to be sure that were out ahead of any inquiries from the public or media since this issue has been covered in the local and national media.

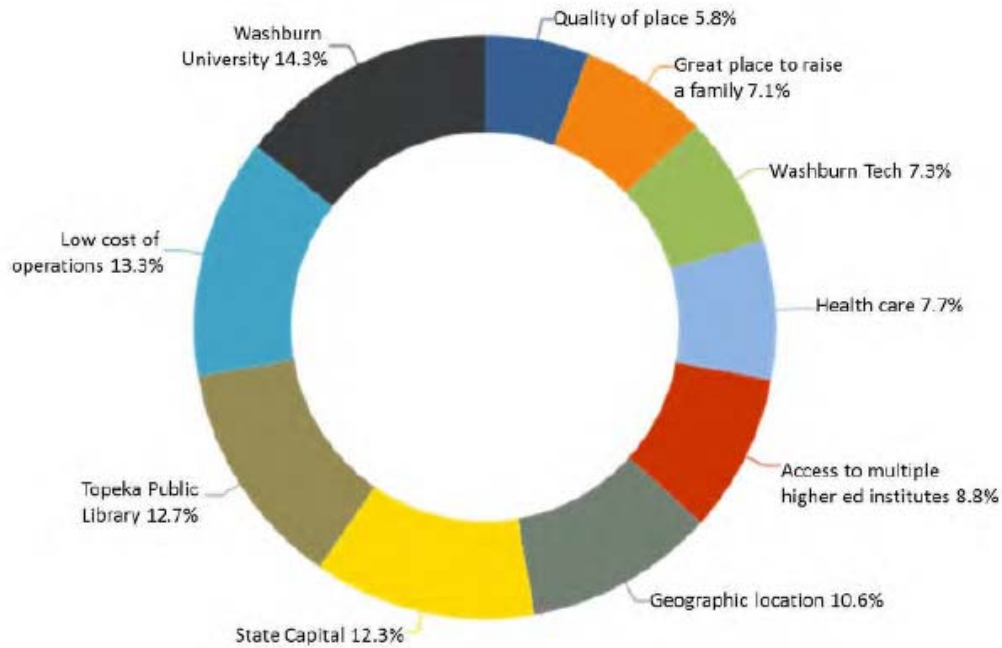
We are using this as an opportunity to educate ourselves and the public in what is becoming a widespread community nuisance. We are consulting with Schendel Pest Services and libraries around the county to develop procedures for detection and extermination. Our professional associations are supporting libraries, understanding this is an issue nation-wide. The Public Library Association is offering a webinar called "Don't Let the Bed Bugs Bite" this month, which many of us will view. Also a book on the topic authored by Collection Development Division Manager Sarah Kittrell of the Wichita Public Library is being published by the American Library Association this year.

I am confident we will deal effectively with this new normal and continue to provide a comfortable environment for our staff and customers.

Library Gets High Marks in JEDO Report

In June 2015 the Joint Economic Development Organization (JEDO) retained Garmer Economics, LLC to conduct an analysis of how economic development is conducted in Topeka and Shawnee County and then to make recommendations on how to enhance its economic development service delivery process.

Most Frequently Noted Strengths



An Economic Development Situation Analysis for Topeka and Shawnee County, KS

The Topeka and Shawnee County Public Library factors in the city/county economic picture in two key areas: The Library was third in the most frequently noted strengths (graph – page 9), and was highlighted as one of the assets upon which the city and county can leverage to build (page 11). Access to the survey can be made at:

<http://www.topeka.org/pdfs/JEDO/Phase1SituationAnalysis-JEDO-092815.pdf>

The Statistical Picture

Thad Hartman’s report this month focuses on the increase in circulation of library collections since 2012 and what that may mean for the immediate future.

Agenda Items

NEW BUSINESS/PROJECT UPDATES

Request to dispose of the MediaBank DVD dispenser

As described in the background information included with the resolution, the MediaBank DVD dispenser has reached its end of life and is in a frequent state of disrepair. Administrative staff has spent time reviewing the use, effectiveness and need for a DVD dispensing machine and determined that as gaming and movie watching styles have evolved and changed the machine is no longer needed. Please see the resolution sheet for a full background statement.

Professional Activities/Community Contacts

September 18, 2015	712 Innovations Board meeting and worked Friends of TSCPL Book Sale that evening
September 22, 2015	Met with Tevis architects team to discuss master facilities plan
September 23, 2015	Attended Kansas Children's Service League Commitment Breakfast program
September 23, 2015	Conference call with Marci Merola, Executive Director of ALA's Office for Library Advocacy regarding Advocacy Coordinating Group and the Committee on Library Advocacy
Sept 26-29, 2015	Public Library Association Board meeting, Seattle, Washington – held in conjunction with the International City County Managers Association (ICMA)
Oct. 1 - 2, 2015	Kansas Library Association/Missouri Library Association joint conference
October 5, 2015	Presentation to Topeka Community Foundation donors
October 7, 2015	712 Innovations Board meeting
October 7, 2015	Presented webinar on Director/Board Relations for the APPLE (Applied Public Library Education for new Directors) program sponsored by the Northeast Kansas Library System
October 9, 2015	Heartland Visioning Steering Committee
October 9, 2015	Dolly Parton Imagination Library meeting

Reminder – Please mark your calendars

Three Board Retreat – November 12, 2015, 4:00 – 7:00 PM, Marvin Auditorium

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 10/09/15

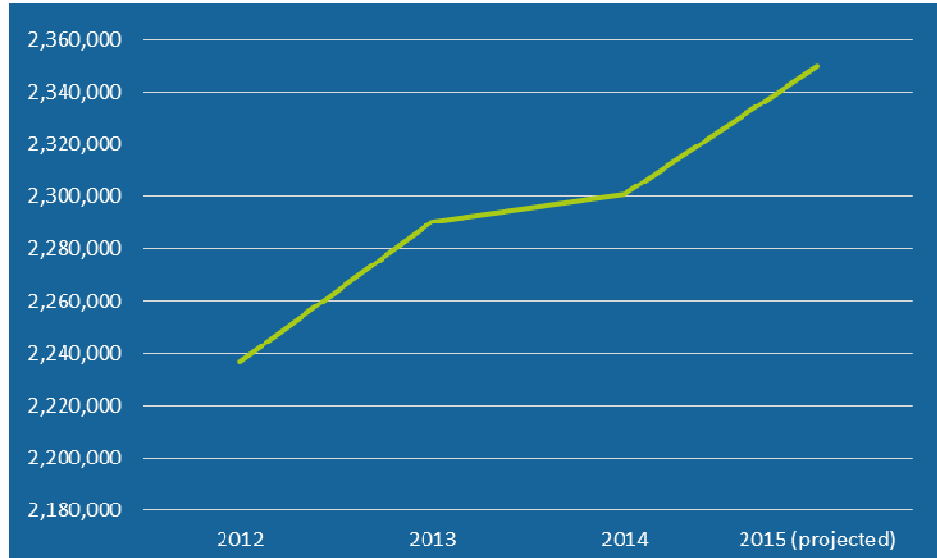
Monthly Stat Report

September 2015

Circulation

The library has experienced steady overall circulation growth since 2012. The increase has not been overwhelming, but it is very encouraging, especially after the decline in circulation from 2009 to 2012.

The 12 month period with highest growth was June 2014 – May 2015. This coincided with the installation of the new self-checks in May 2014. However, since June 2015 we have had fairly stagnant Circulation totals compared to the previous year. This is understandable since the months being compared both had the new self-checks.



September 2015 the circulation was down 5,673 (2.9%) compared to September 2014. This is the first month in which the total checkout was less than the total in the previous year since May 2014. One reason for this decrease was the Bookmobile maintenance week schedule. Each year the Bookmobiles don't run the week

before Labor Day for regularly scheduled maintenance. This year Labor Day was on September 7, which meant that maintenance week took place almost entirely in September compared to 2014 in which Labor Day was on the September 1, which meant that maintenance week took place in August.



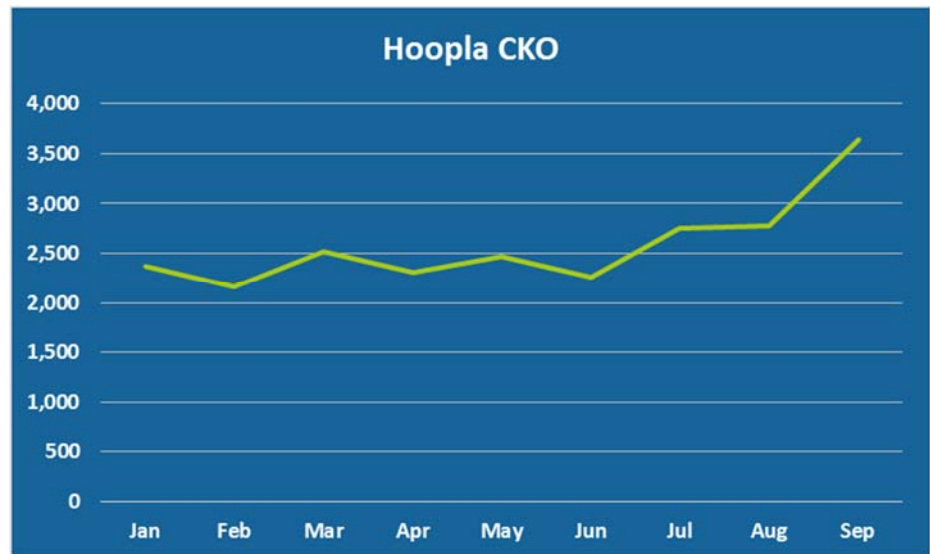
The later Labor Day also meant that we had about a week less of Adventuremobile

service, which begins the day after Labor Day. Of course if we maintenance week had occurred in August as it did in 2014, it's highly likely that we would have seen a decrease in August, but probably not as much as we saw in September. Regardless of the reason, this change in the Circulation pattern is certainly worth watching.

One encouraging sign from September was the popularity of the Hoopla service. This service allows customers to download movies, music, and graphic novels onto their personal devices. This has been a popular service, but we saw a large increase in use in September over previous months. This is most likely related to an

increase in the marketing of the service, most notably a front page story on Library News which is mailed to every household in Shawnee County. The Library also had booth at TopCon at the Ramada Inn. TopCon is billed as "Eastern Kansas' Original Geek Expo" and is basically Topeka's version of ComiCon. Library staff

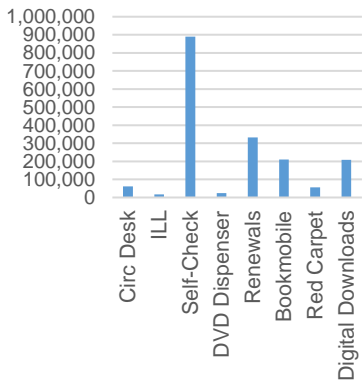
demonstrated Hoopla on one of the MondPads to hundreds of attendees. Because of Hoopla's large selection of Graphic Novels, this event was a great fit. We were happy to see an increase of 31% over the number of downloads in the previous month.



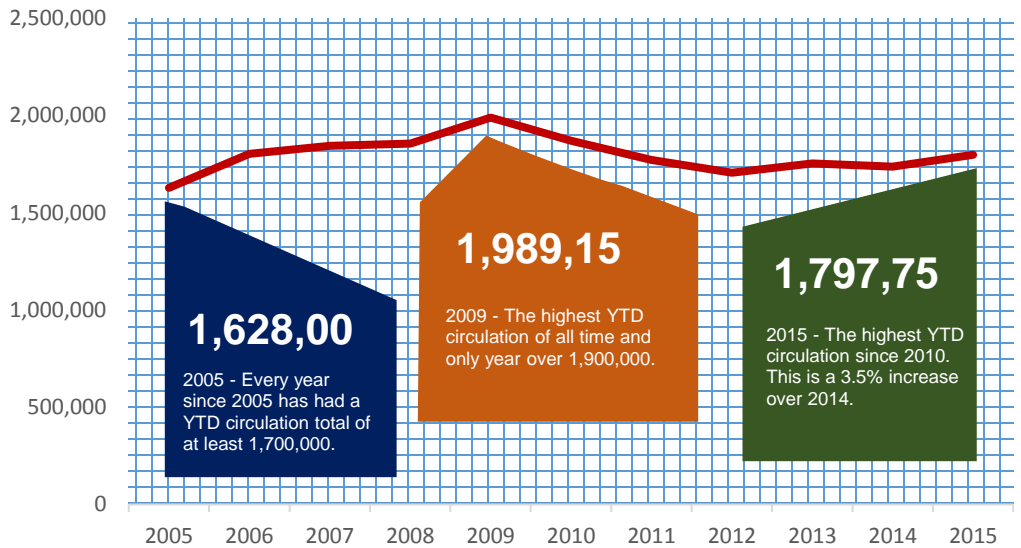
Total Checkout Sep 2015

187,836

YTD Checkout by Location



Year to Date Circulation 2005 - 2015



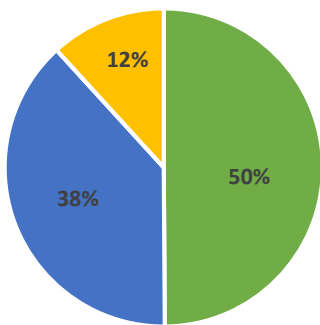
Busiest CKO Day of the Month

8,345

Tue 9/8/2015

3.5%
Increase in Circulation compared to 2014

Circulation by Material Type



- Books & Magazines
- Movies, Music, & Audiobooks
- Digital Downloads



Percent of YTD Checkout by Collection

Major Projects Update October 15, 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):

Here is the remaining timeline for VOIP

Contract awarded:	August 31, 2015
Project start date:	October 8, 2015
Project completion date:	November 18, 2015

Chief Operations Officer Report
Robert Banks
October 15, 2015

The Mountain Plains Library Association (MPLA) has a Leadership Institute (LI) every other year. I was selected to be one of five mentors for 2016. The LI is at the YMCA Camp of the Rockies for one week in May of 2016. About 60 librarians from the region are chosen to attend. Maureen Sullivan is the Facilitator for the week and the five mentors work with the attendees to provide support and education.

When I was president of MPLA, the LI was no longer fiscally stable. During my tenure, we developed a long-term funding model and modernized the program to make it viable into the future. Many leadership programs were fading about that time and have since been abandoned. I'm proud that we were able to salvage this one and continue it into the future for the benefit of Librarians in the MPLA region.

You will notice some minor adjustments to the VOIP telephone system timeline. The contract negotiations took a little longer than anticipated, but we are very happy with the results and are still within two weeks of the anticipated completion date. The vendor wanted to go live on November 11th, but as that is a library holiday, we agreed to extend it to the following week to provide a better experience for the staff and public. I'm looking forward to the new capabilities of our system and how they will help all staff work better with the public.

Departmental Highlights:

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

We continue to make numerous page updates to the Digital Branch with a focused attention right now on the Preschool Kids and Teen sites. We are expanding and enhancing those pages with videos, learning opportunities, and more. Other sites we are in the process of updating is Local History, Gallery, Business, and Red Carpet.

We now have a signed contract for the VOIP project and we are excited to get this project moving. We should start receiving equipment here soon with a deployment scheduled for later this year.

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

Programs in September included:

Ages birth-5

Baby Bookworms, Toddler Time 1, Toddler Time 2, Preschool Storytime, Crestview Storytime, Musical Storytime for Everybody, Family Place Learn & Play, Math & Science Exploration, Stories & Art

Elementary school aged

Amazing Animals, Guys Read, tWiin x gaming, 4-H in the Library, Minecraft, Factual Fun, Gathering Steam, READ Dogs

Middle and high school aged

Teen Writing Group, Books into Movies, Don't Read This, Connect Four Tournament, Fun after School, Anyone Can Cook, Double Dueling, Anime Kurabu

All Ages

Zoo Animals Live

Community Meetings:

Early Childhood Collaborative	Luanne Webb
Early Education Impact Counsel	LeAnn Petrie
Community Impact Committee	LeAnn Petrie
Topeka Afterschool Coalition	Jason Lamb

Specialty Training:

Family Place Libraries Conference	Luanne Webb
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Highlights:

Projects behind the scenes include previewing databases and software for a variety of purposes.

To better meet our goal of getting all kids kindergarten ready, we are building a preschool-age tab for the kids section of the digital branch. Its development has included

finding and creating experiences for that age demographic that include each of the five elements outlined in Every Child Ready to Read: Read, Write, Play, Talk and Sing as well as easy access for parent information. To provide those experiences, we have looked at a couple of products in relation to especially the "Play" element. We are anticipating a soft roll out of the initial tab in November. A digital experience for this age group enhances our customer reach.

Likewise, the teen tab will be getting an update. We are reviewing databases specific to teen health and finance. If we find something that we feel is well done, reasonably priced, and appealing to teens, then we look to include those items in our 2017 budget requests.

Lastly, we need to line up new summer reading software. The product that we have used for the past 3 years will not be supported next year. We have reviewed 2 options thus far.

In addition, collection modifications are in progress in our young adult fiction. We are in the process of combining paperbacks and hard backs with the idea that we are easing the customer's search for materials. This is a first step in many anticipated changes for teen spaces during 2016.

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

We have been at 712 Innovations for two months now. We have 6 staff who have agreed to be the pioneers in this new embedded librarian endeavor. Amber Bonnett, Autumn Friedli, Terry Miller, Lisa Brien, Meg Porteous and Jacob Ziegler have been working regular shifts at 712. They are available to those who are at 712 to help them with any questions and/or research they may need assistance with. The library is at 712 Tuesday, Wednesday and Thursday from 1-5. We have a desk and laptop and are ready to answer whatever question is thrown at us.

Some of the interactions so far have included questions such as, "Can you help me find the product manual for this equipment?" to needing help researching information and statistics regarding online contests as a means to encourage customer engagement to sharing of information (this from one of the 712 Innovations members to us) – <http://woodworking.formeremortals.net>.

The staff have enjoyed their time there thus far and are looking for ways to engage the 712 members more. They have already wandered around and inquired what members are working on but hope to be a little more creative. For instance, chocolate or candy at their desk would encourage conversation. People feel they need to say something to you if they are taking your candy. They are also going to try a white board where they can put write "your librarian today is: _____ with something interesting about him/herself like "books I'm reading..." or "here are four things about me. One is a lie and three are the truth. Can you guess which one?" They have also talked about making interview with the librarian a step in orientation for new members so they can get a better idea what they may need from us. I cannot say enough about the staff! They have been asked to participate in something that we have never done before so we don't know how it will go or what will be asked of us and there is no real direction. Each day is different and they are constantly adapting. They are truly living in gray. We have high hopes for this partnership and are excited to see where it takes us.

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

I'd like to share with you some positive indicators about hoopla digital. Hoopla is a diverse media platform offering digital audiobooks, music, movies, TV shows, ebooks, graphic novels, and comics. We have had hoopla since September 2013. In the current issue of Library News, hoopla is the featured cover story. As the Library News publication goes out to all households in Shawnee County, it provides an opportunity to introduce both current library users and those who are not current users to all the great services and products the library has to offer.

I'm pleased to report that in the past 6 weeks, usage of hoopla has increased over 31%. Checkout of digital materials on hoopla in September increased by nearly 1,000 checkouts compared with August. The number of active users has jumped by 50%. These are outstanding numbers! I have shared them with Midwest Tape, the company who owns and manages hoopla. We are one of their most successful libraries in promoting hoopla. Moving forward, we will continue to work with Midwest Tape on making hoopla an even better product for our customers.



Resolution – Request to dispose of the MediaBank DVD dispenser

BOARD OF TRUSTEES

October 15, 2015

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the disposal of the MediaBank DVD dispenser. The Library will utilize notification 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 the MediaBank DVD dispenser is sold as is, without any library materials contents, and the operating software is non-transferrable. Any remaining empty cases required to dispense items from the machine will be included as part of the sale. If the Library is unable to sell the MediaBank DVD dispenser, the Chief Executive Officer is authorized to dispose of it through salvage methods.

Background information:

The MediaBank DVD dispenser was put into service in August 2008 and represented new and innovative technology to distribute the latest movies and video games quickly and securely. Customers used a self-service catalog to select and reserve the materials for a limited time and went directly to the dispenser to check them out and in using their library cards. Check out time was limited to 3 days for movies and 14 days for video games and only 2 movies or games (or 1 of each) could be held or checked out at one time. Thus, new and popular materials circulated much more quickly allowing frequent access to more customers.

This distribution model proved successful and customers appreciated the convenience of browsing titles and being able to reserve them for check out at a later time. Circulation statistics demonstrate that customers embraced the new service method with total check out from the dispenser from August 2008 through August 2015 in excess of 211,000 items. It also eliminated theft of high demand, high theft items.

Over the past few years, the MediaBank DVD dispenser's many internal parts have deteriorated and it has become unreliable, even though a service contract has been retained during its service period. Further, a local service provider became increasingly difficult to obtain on a timely basis and the best support option eventually defaulted to the dispenser's inventor in Italy. The machine has experienced quite a bit of disruption in its availability and resulted in customer frustration.

A team of Library staff was assembled to explore alternatives for deployment of video games and newer movie DVDs. As part of their work, it was determined that both the dispenser and this type of service deployment strategy are at end-of-life.

The DVD dispenser was taken out of service effective October 15, 2015. Due to packaging and tagging of the discs in the dispenser, the existing contents of movies and video games and their cases will be removed and offered to the Friends of the Library as items for them to sell. There are no other uses for the DVD dispenser by the Library and its footprint in one of the main service areas is prime space for customers and materials. However, other libraries may have a use for it and selling it is worth exploring.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2015

	2015												2014 YTD	Change 14 TO 15%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk	9,591	1,399	2,457	5,317	9,854	12,403	4,396	3,572	5,012				54,001	323,625	-83.3%
Interlibrary Loan	1,993	1,804	1,960	1,991	1,660	1,966	2,143	1,924	1,834				17,275	16,251	6.3%
Self-Check	98,103	89,067	99,019	88,074	96,398	106,608	117,288	104,600	90,852				890,009	605,027	47.1%
DVD/Video Game Dispenser	3,792	3,841	3,608	2,460	2,544	1,773	2,482	1,879	1,354				23,733	43,686	-45.7%
Renewals	34,815	32,323	37,137	35,513	35,452	39,581	41,001	39,042	36,921				331,785	318,180	4.3%
Bookmobile	24,645	22,856	24,512	26,578	18,703	26,430	25,693	19,035	20,942				209,394	215,810	-3.0%
Red Carpet	6,511	6,461	6,989	7,097	6,199	7,853	7,809	7,546	7,538				64,003	61,036	4.9%
Digital Downloads	23,358	20,846	24,410	22,333	22,367	22,129	25,179	23,545	23,383				207,550	153,795	35.0%
TOTAL CIRCULATION	202,808	178,597	200,092	189,363	193,177	218,743	225,991	201,143	187,836				1,797,750	1,737,410	3.5%
CIRCULATION DETAILS															
Print Material	95,161	85,287	93,956	92,211	95,671	113,662	113,293	97,414	91,838				878,493	889,076	-1.2%
Audio/Visual Material	80,280	68,740	77,780	70,038	72,348	79,237	83,754	77,421	69,157				678,755	671,096	1.1%
Adult Materials	110,816	96,117	107,002	98,821	101,012	106,939	112,341	107,059	96,956				937,063	939,175	-0.2%
Children's Materials	50,971	45,668	50,830	50,017	52,252	70,273	68,383	53,105	50,714				492,213	484,405	1.6%
Young Adult Materials	4,880	4,176	5,105	5,027	6,042	7,113	7,377	5,606	4,517				49,843	52,998	-6.0%
Red Carpet Materials	8,774	8,066	8,799	8,384	8,713	8,574	8,946	9,065	8,808				78,129	83,594	-6.5%
NEW Patrons															
Topeka / Shawnee County															
Adults	749	575	628	522	624	723	769	711	654				5,955	6,314	-5.7%
Children (ages 17 and under)	234	155	235	232	377	441	370	250	205				2,499	2,713	-7.9%
Red Carpet Outreach	15	6	14	14	15	22	10	16	17				129	139	-7.2%
NEKL	71	67	67	67	68	89	87	83	72				671	566	18.6%
Non-Resident	1	0	0	1	0	1	0	0	4				7	4	75.0%
Total New Registrations	1,070	803	944	836	1,084	1,276	1,236	1,060	952				9,261	9,736	-4.9%
PATRONS DELETED	880	815	611	723	1,275	1,086	1,088	4,545	654				11,677	15,314	-23.7%
BORROWERS															
Topeka / Shawnee County															
Adults	67,055	66,885	66,906	66,742	66,987	67,069	66,899	66,622	66,658				66,658	67,284	-0.9%
Children (age 4 - 17)	21,878	21,880	21,968	22,002	22,307	22,516	22,514	22,346	22,371				22,371	21,872	2.3%
Red Carpet Outreach	1,382	1,369	1,375	1,380	1,368	1,388	1,367	1,366	1,376				1,376	1,415	-2.8%
NEKL	8,487	8,564	8,670	8,606	8,628	8,623	8,561	8,494	8,520				8,520	8,479	0.5%
Non-Resident	54	53	54	52	52	54	54	55	56				56	52	7.7%
Delinquent	997	983	985	989	976	951	924	896	868				868	1,087	-20.1%
TOTAL BORROWERS	99,853	99,734	99,958	99,771	100,318	100,601	100,319	99,779	99,849				99,849	100,189	-0.3%
Holds Satisfied	20,292	18,009	19,956	18,354	18,090	21,190	21,343	20,155	18,128				175,517	173,510	1.2%
CHECK-IN															
TOTAL CHECK-IN	149,384	132,153	149,870	141,004	140,132	158,627	170,067	157,699	134,833				1,333,769	1,337,946	-0.3%

Topeka and Shawnee County Public Library
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2015

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COLLECTION															
Materials Added	5,588	5,620	6,921	7,774	4,712	5,669	7,078	5,695	5,679				54,736	60,555	-9.6%
Materials Discarded	7,088	3,410	6,214	5,362	4,375	7,231	7,089	6,614	5,692				53,075	60,448	-12.2%
TOTAL COLLECTION	455,362	457,572	458,279	460,691	461,028	459,466	459,455	458,536	458,523				458,523	455,547	0.7%
WEBSITE															
tscpl.org Unique Visitors	30,842	33,520	36,033	43,929	50,728	54,484	55,474	50,246	32,434				387,690	232,633	66.7%
tscpl.org Total Visits	57,824	58,664	64,133	71,642	80,787	88,327	88,077	78,631	60,101				648,186	440,024	47.3%
catalog.tscpl Unique Visitors	22,501	19,376	19,930	21,106	21,972	23,980	26,479	25,176	20,835				201,355	198,852	1.3%
catalog.tscpl Total Visits	47,281	42,519	45,530	45,886	47,746	51,146	54,338	51,449	45,456				431,351	408,382	5.6%
REFERENCE QUESTIONS															
Adult Services	17,914	15,317	17,033	16,386	15,598	16,652	17,888	16,935	14,830				148,553	164,204	-9.5%
Red Carpet	1,323	1,122	1,302	1,165	1,336	1,343	1,342	1,338	1,320				11,591	11,805	-1.8%
Topeka Room	800	624	528	643	661	791	788	592	666				6,093	3,715	64.0%
Youth Services	3,257	2,865	3,419	2,944	4,450	6,600	5,912	4,580	3,812				37,839	33,782	12.0%
Gallery	108	105	100	77	137	143	172	156	*				998		
TOTAL REFERENCE QUESTIONS	23,402	19,928	22,282	21,138	22,045	25,386	25,930	23,445	20,628				204,184	213,506	-4.4%
GATE COUNT	68,132	63,623	68,616	64,221	65,917	74,020	80,022	73,289	66,099				623,939	608,145	2.6%
MEETING ROOMS															
Bookings	657	782	813	811	694	768	728	635	747				6,635	5,548	19.6%
Hours Booked	3,708	4,257	4,530	4,411	3,972	4,788	4,419	3,539	4,229				37,851	28,068	34.9%
ATTENDANCE	9,624	14,990	13,068	13,796	9,876	15,154	14,837	10,701	13,371				115,417	114,162	1.1%
PROGRAM ATTENDANCE															
Adult - General	1,124	2,176	1,270	1,893	665	1,954	1,332	2,018	1,392				13,824	5,109	170.6%
Computer Training	236	272	255	172	134	232	170	220	184				1,875	2,476	-24.3%
Outreach	4,986	3,807	2,902	4,265	3,159	1,015	896	876	3,155				25,061	25,677	-2.4%
Kids	1,365	1,063	1,086	2,398	1,356	5,774	5,732	1,231	1,818				21,823	22,795	-4.3%
Movies	286	208	22	20	24	377	362	39	663				2,001	1,706	17.3%
Books	42	201	10	81	40	39	28	66	38				545	228	139.0%
Art	14	96	0	158	35	124	170	133	14				744	1,039	-28.4%
Teens	84	247	244	90	98	249	96	38	149				1,295	1,576	-17.8%
Music	97	1,584	0	0	81	181	140	0	19				2,102	612	243.5%
TOTAL ATTENDANCE	8,234	9,654	5,789	9,077	5,592	9,945	8,926	4,621	7,432				69,270	61,218	13.2%
TOURS & FAIRS															
Fairs & Events	0	1,565	0	731	270	43	0	0	413				3,022	608	*
Library Tours	0	0	0	0	0	0	0	0	0				0	40	*
TOURS & FAIRS	0	1,565	0	731	270	43	0	0	413	0	0	0	3,022	648	*
GALLERY ATTENDANCE	1,115	1,776	1,424	2,232	1,849	2,158	2,186	1,902	*				14,642		*

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CIRCULATION DETAILS															
Print Material															
Adult Fiction	21,599	19,073	20,398	19,587	20,900	22,250	23,181	22,206	20,226				189,420	200,508	-5.5%
Adult Nonfiction	22,836	20,245	22,297	21,293	21,213	22,119	23,323	21,922	20,645				195,893	198,363	-1.2%
Juvenile Fiction	26,105	23,602	26,505	26,238	29,417	40,585	38,036	29,249	27,034				266,771	255,911	4.2%
Juvenile Nonfiction	9,270	8,564	8,883	9,825	7,547	11,091	10,683	7,792	9,274				82,929	81,718	1.5%
Magazines	2,139	1,925	2,330	2,189	2,240	2,308	2,211	1,833	1,643				18,818	20,695	-9.1%
RC Print Materials	8,404	7,725	8,459	8,000	8,310	8,207	8,595	8,652	8,458				74,810	79,696	-6.1%
RC Realia	339	323	312	366	387	360	331	394	322				3,134	3,759	-16.6%
YA Print Materials	4,608	3,985	4,896	4,783	5,763	6,824	7,056	5,384	4,301				47,600	50,691	-6.1%
PRINT CIRCULATION	95,300	85,442	94,080	92,281	95,777	113,744	113,416	97,432	91,903				879,375	891,341	-1.3%
Audio / Visual Material															
Adult Audiobooks	5,845	5,048	6,034	5,730	5,804	6,265	6,507	6,125	5,660				53,018	55,586	-4.6%
Adult Music	5,720	5,261	6,098	5,320	5,318	5,590	6,133	5,801	5,407				50,648	45,587	11.1%
Adult Videos / DVDs	51,903	43,842	48,970	44,151	44,848	47,911	50,386	48,559	42,931				423,501	409,474	3.4%
Adult Video Games	948	900	1,019	747	939	795	974	770	597				7,689	11,433	-32.7%
Juvenile Audiobooks	653	630	708	615	781	855	996	737	649				6,624	6,575	0.7%
Juvenile Music	701	655	736	668	835	948	975	828	804				7,150	7,717	-7.3%
Juvenile Videos / DVDs	13,855	11,884	13,633	12,269	13,179	16,180	17,026	14,013	12,545				124,584	128,511	-3.1%
YA AV	272	191	209	244	279	289	321	222	216				2,243	2,307	-2.8%
AV CIRCULATION	79,897	68,411	77,407	69,744	71,983	78,833	83,318	77,055	68,809				675,457	667,190	1.2%
Adult Material															
Adult Fiction	21,599	19,073	20,398	19,587	20,900	22,250	23,181	22,206	20,226				189,420	200,508	-5.5%
Adult Nonfiction	22,836	20,245	22,297	21,293	21,213	22,119	23,323	21,922	20,645				195,893	198,363	-1.2%
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Adult Videos / DVDs	51,903	43,842	48,970	44,151	44,848	47,911	50,386	48,559	42,931				423,501	409,474	3.4%
Adult Video Games	948	900	1,019	747	939	795	974	770	597				7,689	11,433	-32.7%
ADULT CIRCULATION	110,042	95,394	106,127	98,270	100,323	106,443	111,741	106,446	96,512				931,298	941,646	-1.1%
Juvenile Material															
Juvenile Fiction	26,105	23,602	26,505	26,238	29,417	40,585	38,036	29,249	27,034				266,771	255,911	4.2%
Juvenile Nonfiction	9,270	8,564	8,883	9,825	7,547	11,091	10,683	7,792	9,274				82,929	81,718	1.5%
Juvenile Audiobooks	653	630	708	615	781	855	996	737	649				6,624	6,575	0.7%
Juvenile Music	701	655	736	668	835	948	975	828	804				7,150	7,717	-7.3%
Juvenile Videos / DVDs	13,855	11,884	13,633	12,269	13,179	16,180	17,026	14,013	12,545				124,584	128,511	-3.1%
JUVENILE CIRCULATION	50,584	45,335	50,465	49,615	51,759	69,659	67,716	52,619	50,306				488,058	480,432	1.6%
Red Carpet Material															
RC Print Materials	8,404	7,725	8,459	8,000	8,310	8,207	8,595	8,652	8,458				74,810	79,696	-6.1%
RC Realia	339	323	312	366	387	360	331	394	322				3,134	3,759	-16.6%
RED CARPET CIRCULATION	8,743	8,048	8,771	8,366	8,697	8,567	8,926	9,046	8,780				77,944	83,455	-6.6%
Young Adult Material															
YA Print Materials	4,608	3,985	4,896	4,783	5,763	6,824	7,056	5,384	4,301				47,600	50,691	-6.1%
YA AV	272	191	209	244	279	289	321	222	216				2,243	2,307	-2.8%
YOUNG ADULT CIRCULATION	4,880	4,176	5,105	5,027	6,042	7,113	7,377	5,606	4,517				49,843	52,998	-6.0%
Digital Downloads															
Overdrive	14,982	13,418	15,934	14,679	14,833	14,873	17,509	15,807	15,242				137,277	103,373	32.8%
Hoopla	2,373	2,161	2,516	2,305	2,466	2,259	2,755	2,774	3,646				23,255	16,126	44.2%
Freegal	4,296	4,012	4,692	3,857	3,554	3,738	3,551	3,542	3,337				34,579	23,907	44.6%
Zinio	1,707	1,255	1,268	1,492	1,514	1,259	1,364	1,422	1,158				12,439	10,389	19.7%
DIGITAL DOWNLOADS	23,358	20,846	24,410	22,333	22,367	22,129	25,179	23,545	23,383	0			207,550	153,795	35.0%

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
Value Calculator													
Circulation													
Books (\$17)	\$1,583,737	\$1,419,789	\$1,559,750	\$1,531,564	\$1,590,129	\$1,894,412	\$1,890,485	\$1,625,183	\$1,534,420				\$14,629,469
Magazines (\$5)	\$10,695	\$9,625	\$11,650	\$10,945	\$11,200	\$11,540	\$11,055	\$9,165	\$8,215				\$94,090
Audiobooks (\$10)	\$64,980	\$56,780	\$67,420	\$63,450	\$65,850	\$71,200	\$75,030	\$68,620	\$63,090				\$596,420
DVD, Games, Music (\$4)	\$293,596	\$250,932	\$282,660	\$253,596	\$261,592	\$286,852	\$303,260	\$280,772	\$250,000				\$2,463,260
Reference Questions (\$7)	\$163,814	\$139,496	\$155,974	\$147,966	\$154,315	\$177,702	\$181,510	\$164,115	\$144,396				\$1,429,288
Programming (\$10)	\$82,340	\$96,540	\$57,890	\$90,770	\$55,920	\$99,450	\$89,260	\$46,210	\$74,320				\$692,700
Meeting Room Use	\$43,642	\$52,810	\$58,135	\$61,929	\$34,560	\$35,854	\$30,285	\$46,895	\$46,540				\$410,650
Gallery Attendance (\$10)	\$11,150	\$17,760	\$14,240	\$22,320	\$18,490	\$21,580	\$21,860	\$19,020	*				\$146,420
Computer Use (\$12 /hr)	\$369,067	\$343,006	\$321,742	\$256,552	\$316,625	\$359,552	\$412,723	\$374,982	\$252,304				\$3,006,553
ILL Borrowed (\$25)	\$13,175	\$11,175	\$13,800	\$13,825	\$10,725	\$14,000	\$15,550	\$13,850	\$12,625				\$118,725
TOTAL VALUE	\$2,636,196	\$2,397,913	\$2,543,261	\$2,452,917	\$2,519,406	\$2,972,142	\$3,031,018	\$2,648,812	\$2,385,910				\$23,587,575

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	30,089	18,852	48,941
Dollars Submitted:	\$3,127,035.61	\$428,971.75	\$3,556,007.36
Cash Recovery:	\$482,439.74	\$182,964.17	\$665,403.91
Material Recovery:	\$308,788.18	\$33,621.00	\$342,409.18
Waives:	\$106,489.91	\$10,379.96	\$116,869.87
Recovery Total:	\$897,717.83	\$226,965.13	\$1,124,682.96
Total Invoice Amount:	\$255,883.63	\$63,020.60	\$318,904.23
Total ROI:	4:1	4:1	4:1
Asset ROI:	3:1	3:1	3:1

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

Monthly Recovery Statistics: Topeka & Shawnee County Public Library
10/2014 Through 9/2015

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-15	\$5,044.15	\$3,064.73	\$868.15	\$8,977.03	\$8,108.88	\$2,219.60
August-15	\$3,966.16	\$2,110.61	\$794.05	\$6,870.82	\$6,076.77	\$1,798.95
July-15	\$5,022.86	\$5,081.97	\$1,724.34	\$11,829.17	\$10,104.83	\$2,130.10
June-15	\$5,240.90	\$4,269.79	\$1,749.27	\$11,259.96	\$9,510.69	\$1,646.80
May-15	\$5,805.45	\$5,685.57	\$1,568.85	\$13,059.87	\$11,491.02	\$1,870.55
April-15	\$6,206.58	\$3,219.89	\$620.75	\$10,047.22	\$9,426.47	\$1,906.35
March-15	\$6,552.27	\$4,483.70	\$1,601.86	\$12,637.83	\$11,035.97	\$1,816.85
February-15	\$8,575.77	\$5,133.75	\$1,194.69	\$14,904.21	\$13,709.52	\$1,790.00
January-15	\$6,180.78	\$5,078.76	\$1,228.22	\$12,487.76	\$11,259.54	\$2,165.90
December-14	\$4,148.13	\$2,998.37	\$1,224.45	\$8,370.95	\$7,146.50	\$2,371.75
November-14	\$4,505.82	\$3,299.06	\$1,052.05	\$8,856.93	\$7,804.88	\$2,667.10
October-14	\$4,666.67	\$4,842.51	\$919.96	\$10,429.14	\$9,509.18	\$2,595.50
Total	\$65,915.54	\$49,268.71	\$14,546.64	\$129,730.89	\$115,184.25	\$24,979.45
Average	\$5,492.96	\$4,105.73	\$1,212.22	\$10,810.91	\$9,598.69	\$2,081.62

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

10/2014 Through 9/2015

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-15	\$2,718.75	\$402.77	\$207.00	\$3,328.52	\$3,121.52	\$985.30
August-15	\$3,173.31	\$1,689.35	\$100.21	\$4,962.87	\$4,862.66	\$843.70
July-15	\$3,393.98	\$655.51	\$188.22	\$4,237.71	\$4,049.49	\$887.95
June-15	\$3,437.57	\$484.75	\$284.45	\$4,206.77	\$3,922.32	\$793.55
May-15	\$3,800.88	\$581.89	\$301.97	\$4,684.74	\$4,382.77	\$769.95
April-15	\$3,117.03	\$354.91	\$127.45	\$3,599.39	\$3,471.94	\$961.70
March-15	\$3,827.56	\$1,012.46	\$247.03	\$5,087.05	\$4,840.02	\$702.10
February-15	\$4,860.38	\$667.11	\$268.72	\$5,796.21	\$5,527.49	\$755.20
January-15	\$4,008.13	\$1,069.19	\$212.93	\$5,290.25	\$5,077.32	\$696.20
December-14	\$3,437.36	\$1,167.41	\$103.55	\$4,708.32	\$4,604.77	\$967.60
November-14	\$3,826.35	\$634.23	\$248.89	\$4,709.47	\$4,460.58	\$917.45
October-14	\$3,798.72	\$796.79	\$165.42	\$4,760.93	\$4,595.51	\$1,147.55
Total	\$43,400.02	\$9,516.37	\$2,455.84	\$55,372.23	\$52,916.39	\$10,428.25
Average	\$3,616.67	\$793.03	\$204.65	\$4,614.35	\$4,409.70	\$869.02