



Agenda
Board of Trustees meeting
Thursday, December 17, 2015 – 4:00 p.m.
Menninger Room 206

Call to Order

Public Comment

Approval of November 19, 2015 Trustee Meeting Minutes – [Action Item](#)

Karen Linn CPA CGMA, Managing Director Berberich Trahan & Co.

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

Chief Executive Officer – Gina Millsap

- Partnerships with Children's Palace and Shawnee County Juvenile Corrections Facility – Scarlett Fisher-Herreman, Technical Services Supervisor
- The Statistical Picture – Thad Hartman, Community and Strategic Services Manager

Chief Operating Officer's Report – Rob Banks

New Business

- Three Board Retreat follow up discussion and Plus/Delta – Discussion
- Loaned Employee Agreement, Library Foundation – [Action Item](#)
- Loaned Employee Agreement, Friends of the Library – [Action Item](#)
- Thank you to the Library Foundation – [Action Item](#)
- Thank you to the Friends of the Library – [Action Item](#)
- Adoption Agreement section 125 – [Action Item](#)
- Bid Approval for Mobile Early Childhood Learning Center – [Action Item](#)

Advocacy Stories

Adjournment

Next Meeting:

January 21, 2016 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Meeting
November 19, 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 via telephone, Betty Greiner, Elizabeth Ross, Julie Swift, Liz Post

CALL TO ORDER:

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, November 19, 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 Julie Swift seconded by Liz Post, the October 15, 2015 Board of Trustee meeting minutes were accepted as submitted. Motion carried.

AGENDA ORDER AMENDED

The Trustees agreed unanimously to hear the Friends of the Library report.

FRIENDS OF THE LIBRARY REPORT

Friends of the Library President Linda Hayse presented the Friends Report. The Friend's gift to the Library for 2016 will be \$103,000. In a separate request, the Friends will give \$6,000 to the Library from the Friends of Art.

AGENDA ORDER AMENDED

The Trustees agreed unanimously to hear the Foundation report.

FOUNDATION REPORT

Library Foundation Chair Becky Holmquist presented the Foundation Report and highlighted several initiatives. At its October Foundation Board meeting the Board of Trustee's resolution requesting the Foundation to fund raise for the Dolly Parton Imagination Library and to provide \$25,000 for start-up costs and \$25,000 annually to support the project was approved. The Foundation Board also approved the annual distribution amount for the Library and Becky presented a check to the Trustees for this. The Foundation Board reviewed and approved the sources for funding its portion of the Mobile Early Childhood Learning Center (bookmobile 3). In addition, the Foundation created a new fund for early childhood programs of the Library to support the Library's goal of "every child in our community will be ready for kindergarten."

CHIEF FINANCIAL OFFICER

In addition to the Chief Financial Officer's written report Sheryl Weller reported that fund balances from the Hughes Business account, Hirschberg Lecture account and the Talking Books account were returned to the Foundation. Sheryl also provided information regarding the final levy set by the County Clerk.

APPROVAL OF TREASURER'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 Elizabeth Ross, the Treasurer's Financial Report, inclusive of the October financial report was accepted. Motion carried.

KANSAS CHILDREN'S DISCOVERY CENTER

Dené Mosier, Executive Director of the Kansas Children's Discovery Center (KCDC), was introduced and reported on current activity taking place at the KCDC. She provided updates on KCDC and Library partnership events and activities and highlighted the China Exhibition.

CHIEF EXECUTIVE OFFICER

Chief Executive Officer Gina Millsap provided an update on the development of Library Community Impact Goals. The Management Council is working on these and plan to have an initial draft prepared for review by the Trustees during the first quarter of 2016. Gina also provided an update on the presentation she made with Miriam Krehbiel, President and CEO of United Way Greater Topeka, to the Topeka Community Foundation regarding the Dolly Parton Imagination Library. Gina reported that Martha Piland, President and CEO of MB Piland Advertising + Marketing, met with the Executive Committee to review and discuss Library branding plans and initiatives. The Library will continue working with Martha as we review areas of communication and marketing while developing our brand. Gina and the Trustees discussed attending the Public Library Association conference in Denver in April 2016.

Marie Pyko made a presentation on the development and progress of the new early childhood vehicle. She identified partner organization who assisted with the planning of the vehicle use and space design. The vehicle will have pop-out sides allowing for additional space to encourage play-based activities. Marie also identified five school ready standards the early childhood vehicle will support through programming and activities:

- Early identification and intervention - speech, vision, hearing, mental or other health challenges
- Behavioral skills - focus and attention, listening, ability to function in a group, and effective transitions from activities
- Social skills - taking turns, raise hands, how to talk to adults and other children, walk in a line, and follow directions
- Fine motor - effectively using crayons, holding scissors, holding pencils, and eye-hand coordination
- Vocabulary - have expansive, receptive, and expressive language

A position description is being developed for an early childhood vehicle project manager. Bid opening for the new vehicle is scheduled for November 20 with plans to have a resolution prepared for Trustee action in December. The project is on schedule for completion and opening in October 2016.

Thad Hartman updated statistical information on collections highlighting trends in usage of print material and digital downloads. The Library continues to monitor the marketing of ebooks including independent publishing and self-publishing. There was discussion relating to adult non-fiction. Thad will provide a breakdown of adult non-fiction by category for the December Trustee meeting.

CHIEF OPERATING OFFICER

There were no additions to the COO report. Rob Banks elaborated on the student snacks initiative and answered some questions relating to it.

NEW BUSINESS

On a motion by Kerry Onstott Storey, seconded by Melissa Masoner, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approve the appointment of the Audit Committee as presented: Jennifer Miller, Chair, Betty Greiner and Liz Post. Discussion clarified that Audit Committee meetings are open meetings and that anyone may attend. The motion passed unanimously.

EXECUTIVE SESSION

On a motion by Kerry Onstott Storey, seconded by Melissa Masoner, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, recess the regular monthly meeting to enter into Executive Session at 5:08PM for a time not-to-exceed 5 minutes to discuss a legal matter. The CEO and Library attorney participated. The Executive Session concluded at 5:13PM. There was no action taken.

ADJOURNMENT

On a motion by Melissa Masoner, seconded by Julie Swift, the meeting was adjourned at 5:15PM. The motion passed unanimously.

Melissa P. Masoner, Secretary

Revenue/Expense/Balance by Fund Report – Page 2

The Programming Fund, Computer Training Fund and Special Collections Fund are temporarily negative due to current expenditures pending reimbursement from the Library Foundation. Billings were sent to the Foundation at the first of December so all of these balances will be positive after the reimbursements are processed.

Two new funds were added to better manage gifts for library materials purchases that have specific restrictions. The transactions for each gift from 1997 forward were reviewed and cash balances calculated. These balances were transferred from the Library Materials Fund to create the French Gift – Library Materials Fund (\$5,921) to be used for materials regarding women's history and issues and the Hathaway Trust – Library Materials Fund (\$33,711.97) to be used for materials about history, art, travel, science or any kind of educational work, but not works of fiction or magazines.

General Fund – Pages 3 through 5

With 91.5% of the budget year completed, 99% of the budgeted revenue has been received and 87% of the approved budget has been expended/encumbered. This compares to 2014 in which 99% of the budgeted revenue had been received and 86% of the approved budget had been expended/encumbered.

One additional tax distribution will be received in mid-December.

Employee Benefit Fund – Page 6

With 91.5% of the budget year completed, 100% of the budgeted revenue has been received and 74% of the approved budget has been expended/encumbered. This compares to 2014 in which 105% (due to non-budgeted Blue Cross Blue Shield refund) of the budgeted revenue had been received and 80% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,061,670.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the total budgeted revenues collected to-date is 100% which is the same at this point in time 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 support/maintenance for Black Mountain financial system	\$11,514.00	Black Mountain Software Inc.
Approved operating budget 3 quotes were sought with only 2 vendors responding; lowest of the two quotations was selected, with positive reference calls to other libraries using this product	Equipment, software, installation and support for thermal people counters	\$7,793.24	Sensource, Inc.
Approved operating budget and Board resolution authorizing CEO to proceed with contracting with an architect for the development of a multi-year master facilities plan, approved July 22, 2015 (professional services are exempted from purchasing policy)	Architectural services for development of a multi-year facilities master plan	\$64,870.00	Tevis Architectural Group
Library materials	Hoopla online plan	\$8,470.72	Midwest Tape
Library materials	Sanborn Kansas Online	\$10,478.24	Proquest LLC
Library materials	Fold 3 Online	\$5,995.00	Proquest LLC
Library materials	Online databases	\$32,165.00	Newsbank

Type of Purchase	Description	Amount	Vendor
Library materials	Periodicals renewal list	\$31,146.46	Ebsco Information Services
Library materials	Adult blu-rays & DVDs	\$5,082.69	Midwest Tape

Other Items:

- Much work continued to modify the HR/payroll system for the employee deductions/employer contributions on the December payrolls that pay the January health insurance coverage for the two health plans, the new dental carrier and the new vision plan. I'm pleased to report that the December 11th payroll deductions and contributions for the 25 codes related to the medical plans balanced perfectly with the payroll due to the great work of HR and Finance team members.
- Karen Linn, CPA, CGMA, and Managing Director with Berberich Trahan & Co., the Library's audit firm, will present to the Board the audit timeline, including how the report is developed and general information regarding testing for fraud and other abnormalities. This was requested by the Finance and Audit Committee at their audit review meeting in April. The 2015 audit work will begin in late December with the audit set to start on Tuesday, January 19th.
- As included in the approved budget, a resolution is this month's packet for the bid award for the custom build and purchase of the mobile early childhood learning center. Funding will be \$100,000 from the General Fund, Special Projects line item, with remaining funding specifically identified and available through action by the Library Foundation last month. This satisfies the Kansas Cash Basis Law for incurring the obligation. Please see the background information section on the resolution for additional explanation.

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

11/30/15

	<u>Balance 01/01/15</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 11/30/2015</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 3,071,217.28	\$ 12,116,166.69	\$ 11,249,437.25	\$ 3,937,946.72
Employee Benefits	1,361,346.94	3,252,044.59	3,028,848.04	\$ 1,584,543.49
Capital Improvement	2,229,195.33	6,518.82	174,044.10	\$ 2,061,670.05
Bond & Interest	828,862.49	1,639,833.09	1,654,195.00	\$ 814,500.58
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	62,819.74	59,152.32	74,293.74	\$ 47,678.32
Federal, State & Local Grants	10.32	14,700.00	14,700.00	\$ 10.32
Other Special Revenue	709,741.70	237,036.98	331,597.76	\$ 615,180.92
Permanent Funds	526,782.87	3,017.32	1,480.52	\$ 528,319.67
Totals	<u>\$ 8,789,976.67</u>	<u>\$ 17,328,469.81</u>	<u>\$ 16,528,596.41</u>	<u>\$ 9,589,850.07</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,537,406.36
Restricted Funds-CoreFirst Bank-Checking	632,060.15
Restricted Funds-CoreFirst Bank-Investments-Foundation	322,192.48
Bond & Interest Fund-CoreFirst Bank-Checking	111,297.58
Capital Improvement Fund-VisionBank-Money Market Account	2,061,670.05
Cash on Hand	3,344.00
Petty Cash	220.00
Endowment Securities	206,127.19
Municipal Investment Pool - Overnight	2,348,826.36
Municipal Investment Pool - 90-day Fixed	600,000.00
Municipal Investment Pool - 180-day Fixed	703,203.00
Capitol Federal Savings - Certificate of Deposit	<u>1,202,113.97</u>
	\$ 9,728,461.14
Less Pending Claims (invoices posted, but not paid until next month)	8,903.39
Less Payroll Deduction and Employer Benefit Liabilities	6,970.17
Less Outstanding Checks	<u>122,737.51</u>
	<u>\$ 9,589,850.07</u>

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

11/30/15

	01/01/15 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	11/30/2015 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<u>Major Governmental Funds</u>							
General Fund	\$ 3,071,217.28	\$ 12,116,166.69	\$ 405,599.69	\$ 10,843,837.56	\$ 3,937,946.72	\$ 523,315.34	\$ 3,414,631.38
Employee Benefit Fund	1,361,346.94	3,252,044.59		3,028,848.04	1,584,543.49	1,595.98	1,582,947.51
Capital Improvement Fund	2,229,195.33	6,518.82	164,081.00	9,963.10	2,061,670.05		2,061,670.05
Bond & Interest Fund	828,862.49	1,639,833.09		1,654,195.00	814,500.58		814,500.58
<u>Non Major Governmental Funds</u>							
State Aid Fund	62,819.74	59,152.32	62,819.74	11,474.00	47,678.32	47,678.32	-
<i>Federal & State Grants</i>							
Gallery Grant	10.32				10.32		10.32
Big Read Grant	-	12,000.00	1,864.04	10,135.96	-		-
Kansas Humanities Council Grant	-	2,700.00		2,700.00	-		-
<i>Other Special Revenue Funds</i>							
Adult Programs	23.26	3.67		-	26.93		26.93
Art Collection	18,439.02	8,588.83	5,271.48	11,130.00	10,626.37		10,626.37
Book Cook Program	192.94				192.94		192.94
Bookmobile Fund	752.82	130,155.00		130,402.36	505.46		505.46
Career Neighborhood	-				-		-
Computer training	-			1,969.99	(1,969.99)		(1,969.99)
Children's Art Show	4.01				4.01		4.01
Cooking Neighborhood	-				-		-
French Gift - Library Materials	-	5,921.22			5,921.22		5,921.22
Friends	166,122.21	67.90	101.44	29,425.61	136,663.06	2,212.19	134,450.87
Fun Committee	1,145.35	2,293.46	15.55	1,871.94	1,551.32	185.00	1,366.32
Gallery Competitions/Exhibits	29,133.29	1,318.11	4,550.00	7,008.54	18,892.86	5,665.00	13,227.86
Gifts/Memorials (Undesignated)	233,771.30	45,769.42	16,996.61	42,319.85	220,224.26	1,623.92	218,600.34
Great Stories Club	47.00				47.00		47.00
Hathaway Trust - Library Materials	-	33,713.22			33,713.22		33,713.22
Health Neighborhood	601.55	2,700.00		2,700.00	601.55		601.55
Hirschberg Lecture	6,593.75	(6,593.75)			-		-
Hughes Business Collection	6,617.68	(6,617.68)			(0.00)		(0.00)
Library Materials	190,452.23	(1,697.80)		44,329.48	144,424.95	392.08	144,032.87
Lingo	-				-		-
NEH Expendable	2,810.22	0.79		2,532.90	278.11	256.77	21.34
Pets Neighborhood	33.58				33.58		33.58
PodCamp Topeka	326.79				326.79		326.79
Programming Fund	120.01	3,200.00		3,469.26	(149.25)	80.74	(229.99)
Red Carpet	8,671.65	3.94	14.56	119.43	8,541.60	53.07	8,488.53
Rotary Grant	4.29				4.29		4.29
Special Collections	91.16	420.00		12,875.00	(12,363.84)		(12,363.84)
Talking Books	8,384.17	(5,486.97)		2,897.20	-		-
Torluecke Landscaping	1,644.79	1,057.55		922.56	1,779.78		1,779.78
Wedding Neighborhood	-				-		-
Workshops	2,225.51	2,481.15		2,544.77	2,161.89		2,161.89
Youth Services	31,533.12	19,738.92		8,129.23	43,142.81	548.80	42,594.01
<i>Permanent Funds</i>							
Mertz Trust	201,885.73	4,241.46			206,127.19		206,127.19
NEH Endowment	324,897.14	(1,224.14)		1,480.52	322,192.48		322,192.48
TOTALS	\$ 8,789,976.67	\$ 17,328,469.81	\$ 661,314.11	\$ 15,867,282.30	\$ 9,589,850.07	\$ 583,607.21	\$ 9,006,242.86

Topeka and Shawnee County Public Library

11/30/15

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 91.5% of year
Ad Valorem Property Tax	\$ 10,444,222.00	\$ 10,272,307.42	\$ (171,914.58)	98%
Revitalization Rebates	(121,997.00)	(134,199.49)	\$ (12,202.49)	110%
Back Tax	-	209,011.07	\$ 209,011.07	0%
Motor Vehicle Tax	1,140,856.00	1,083,304.98	\$ (57,551.02)	95%
Recreational Vehicle Tax	9,585.00	9,064.24	\$ (520.76)	95%
16/20 M Vehicle Tax	11,024.00	5,882.57	\$ (5,141.43)	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	39,703.44	\$ 7,180.44	122%
E-Rate Reimbursement	113,000.00	111,992.13	\$ (1,007.87)	99%
Miscellaneous Revenue	5,000.00	2,684.96	\$ (2,315.04)	54%
Miscellaneous Revenue - Recyclg	400.00	409.21	\$ 9.21	102%
Salary Refunds-Foundation	80,704.00	71,883.90	\$ (8,820.10)	89%
Salary Refunds-Friends	100,442.00	90,741.00	\$ (9,701.00)	90%
Salary Refunds-Shawnee Cty	18,131.00	15,870.00	\$ (2,261.00)	88%
Vending Machines	4,000.00	3,540.25	\$ (459.75)	89%
Pay to Sam	42,000.00	4,583.45	\$ (37,416.55)	11%
Overdue Fees*	308,000.00	284,362.12	\$ (23,637.88)	92%
Debt Collect	-	2,071.81	\$ 2,071.81	0%
ILL Fees	-	149.52	\$ 149.52	0%
Mailing Fees	-	-	\$ -	0%
Non Resident Card Fee	170.00	765.00	\$ 595.00	450%
Telephone/Fax	4,100.00	3,969.98	\$ (130.02)	97%
Obituary Fees	1,200.00	685.00	\$ (515.00)	57%
Meeting Room Charges	12,000.00	8,330.01	\$ (3,669.99)	69%
Monday Market Fees	500.00	924.00	\$ 424.00	185%
Sale of Inventoried Equipment	-	4,500.00	\$ 4,500.00	0%
Interest Received-Investments	2,800.00	3,121.48	\$ 321.48	111%
Library Treasurer's Balance	2,023,538.00	-	\$ -	0%
TOTALS	<u>\$ 14,266,281.00</u>	<u>\$ 12,116,166.69</u>	<u>\$ (126,576.31)</u>	99%

* 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

11/30/15

General Fund-Expenditures + Encumbrances

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u> 91.5% of year
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 5,907.60		\$ 492.40	92%
Salaries-Facilities	612,067.00	550,266.10		61,800.90	90%
Salaries-Overtime	10,000.00	5,787.65		4,212.35	58%
Salaries-Security	299,850.00	265,613.95		34,236.05	89%
Salaries-Shelvers	191,685.00	120,355.89		71,329.11	63%
Salaries-Staff	7,093,298.00	6,550,114.33		543,183.67	92%
Conferences	79,100.00	60,607.16	5,351.23	13,141.61	83%
Staff Development & Training	34,000.00	12,843.20	6,246.00	14,910.80	56%
Mileage	9,274.00	8,755.40	1,401.12	(882.52)	110%
COLLECTION:					
Materials-Binding/Replacements	1,800.00	1,602.68	441.28	(243.96)	114%
Materials-Periodicals	40,500.00	35,804.31	1,608.48	3,087.21	92%
Materials-Print/Non-Print <1 YR	352,200.00	207,741.90	54,421.89	90,036.21	74%
Materials-Print/Non-Print	1,234,040.00	1,072,438.49	116,006.55	45,594.96	96%
OPERATIONS:					
Art Purchases	5,000.00			5,000.00	0%
Cataloging and ILL Services	69,000.00	61,362.29	8,611.34	(973.63)	101%
Contracted-Digital Services	288,603.00	189,568.75	20,774.62	78,259.63	73%
Contracted-Facilities	245,000.00	216,617.40	16,208.37	12,174.23	95%
Contracted-Office Equipment	74,000.00	46,735.13	8,464.08	18,800.79	75%
Contracted-Professional	292,800.00	182,778.24	39,378.88	70,642.88	76%
Contracted-E-Rate Services	10,170.00	4,324.24	-	5,845.76	0%
Digital Services Support	228,000.00	157,167.65	14,843.30	55,989.05	75%
Furniture/Equipment	77,200.00	28,431.04	4,436.00	44,332.96	43%
Insurance	46,000.00	42,201.00	-	3,799.00	92%
Marketing & Communication	20,000.00	16,406.60	350.00	3,243.40	84%
Memberships/Dues	22,500.00	17,092.20	25.00	5,382.80	76%
Miscellaneous	5,000.00	3,072.32	487.85	1,439.83	71%
Payments to Other Libraries	84,694.00		88,284.00	(3,590.00)	104%
Postage/Shipping	114,500.00	86,089.62	1,078.52	27,331.86	76%
Printing	92,500.00	80,667.28	5,111.45	6,721.27	93%
Programming	30,000.00	16,431.44	325.43	13,243.13	56%
Special Projects	575,000.00	147,519.60	-	427,480.40	26%
Supplies-Facilities	72,500.00	55,752.94	10,892.26	5,854.80	92%
Supplies-Office/Library	68,000.00	58,753.65	3,881.55	5,364.80	92%
Supplies-Processing	35,000.00	33,248.50	1,361.80	389.70	99%
Telecommunications	142,600.00	96,483.06	21,321.20	24,795.74	83%
Utilities-Electric	335,000.00	305,821.07	28,578.93	600.00	100%
Utilities-Gas	75,000.00	39,801.39	23,262.11	11,936.50	84%
Utilities-Water/Sewage	35,000.00	22,930.23	10,069.77	2,000.00	94%
Vehicle-Gas	29,000.00	21,184.22	1,050.60	6,765.18	77%
Vehicle-Repair	30,000.00	15,652.09	12,141.81	2,206.10	93%
Contingency/Fund Balance	1,200,000.00			-	0%
Cash Long/Short	-	(93.05)		93.05	0%
TOTALS	<u>\$ 14,266,281.00</u>	<u>\$ 10,843,837.56</u>	<u>\$ 506,415.42</u>	<u>\$ 1,716,028.02</u>	87%

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

11/30/15

	<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	10,272,307.42	98%
Revitalization Rebates	(121,997.00)	(134,199.49)	110%
Back Tax	-	209,011.07	
Motor Vehicle Tax	1,140,856.00	1,083,304.98	95%
Recreational Vehicle Tax	9,585.00	9,064.24	95%
16/20M Vehicle Tax	11,024.00	5,882.57	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	39,703.44	122%
E-Rate Reimbursement	113,000.00	111,992.13	99%
Fees and Charges	376,970.00	312,066.10	83%
Reimbursements	199,677.00	183,404.11	92%
Interest on Idle Funds	2,800.00	3,121.48	111%
	<u>\$ 12,242,743.00</u>	<u>\$ 12,116,166.69</u>	99%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,213,300.00	7,498,045.52	91%
Other Staff Support Costs	122,374.00	95,204.11	78%
Library Collections	1,628,540.00	1,490,065.58	91%
Contracted Services	979,573.00	794,823.34	81%
Digital Services Support	228,000.00	172,010.95	75%
Furniture/Equipment/Art	82,200.00	32,867.04	40%
Payments to Other Libraries	84,694.00	88,284.00	104%
Special Projects	575,000.00	147,519.60	26%
Utilities & Telecommunications	587,600.00	548,267.76	93%
Vehicles	59,000.00	50,028.72	85%
Other Operating Expenditures	506,000.00	433,136.36	86%
Cash Basis Reserve	1,200,000.00	-	0%
	<u>\$ 14,266,281.00</u>	<u>\$ 11,350,252.98</u>	87%
Prior Year Canceled Purchase Orders		\$ 31,921.19	
Unencumbered Balance 11/30/15	\$ -	\$ 3,414,631.38	

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

11/30/15

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	\$ 2,691,669.72	98%
Revitalization Rebates	(35,479.00)	(35,221.40)	99%
Back Tax	-	56,456.57	
Motor Vehicle Tax	331,663.00	315,043.94	95%
Recreational Vehicle Tax	2,786.00	2,636.14	95%
16/20M Vehicle Tax	3,205.00	1,456.76	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	11,546.15	122%
Refund-Fringe Benefits-Foundation	22,569.00	20,991.33	93%
Refund-Fringe Benefits-Friends	11,030.00	16,871.90	153%
Refund-Fringe Benefits-Shawnee Cty	11,099.00	6,978.62	63%
Refund BC/BS	-	53,414.35	0%
Refund-Workers Compensation	-	-	0%
Retiree Payments BC/BS	138,656.00	104,166.45	75%
Interest on Idle Funds	100.00	660.77	0%
	\$ 3,240,757.00	\$ 3,252,044.59	100%
<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	539,275.15	86%
KPERS	811,921.00	746,104.98	92%
Worker's Compensation	68,000.00	68,341.00	101%
Unemployment Tax	8,213.00	6,626.22	81%
Health/Dental Insurance*	2,560,000.00	1,659,375.17	65%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 4,464,501.00	\$ 3,030,444.02	74%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 11/30/15	\$ -	\$ 1,582,947.51	

* This includes Library contributions to Health Savings Accts budgeted @ \$200,000 with \$113,873 spent YTD.

CAPITAL IMPROVEMENT

Balance 01/01/15		\$ 2,065,114.33
<u>Revenue:</u>		
Interest received		6,518.82
		\$ 6,518.82
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		9,963.10
		9,963.10
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 11/30/15		\$ 2,061,670.05

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	59,152.32
Digital Services Support	40,000.00	-
	\$ 70,000.00	\$ 59,152.32
Unencumbered Balance 11/30/15		\$ -

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

11/30/15

	<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	1,485,238.25	98%
Revitalization Rebates	(15,119.00)	(19,373.58)	128%
Back Tax	-	29,166.32	
Motor Vehicle Tax	141,374.00	134,257.56	95%
Recreational Vehicle Tax	1,188.00	1,123.33	95%
16/20M Vehicle Tax	1,366.00	877.93	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	4,920.51	122%
Interest on Idle Funds	600.00	657.58	110%
	<u>\$ 1,646,673.00</u>	<u>\$ 1,639,833.09</u>	100%
<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 11/30/15	 \$ -	 \$ 814,500.58	

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of November 30, 2015

Capital Improvement Funds-VisionBank

\$ 2,061,670.05 at 0.33% (money market account)

Municipal Investment Pool

\$ 2,348,826.36 operating funds in "overnight pool"*; available
for transfer whenever needed
600,000.00 Employee Benefit funds in 90-day, fixed rate pool;
at .09% dated 10/30/15, maturing 1/28/16
703,203.00 Bond and Interest funds in 180-day, fixed rate
pool; at .23% dated 9/2/15, maturing 2/29/16
\$ 3,652,029.36

* rates vary by day; average November 1-30, 2015 was .0087%

Capitol Federal Savings

\$ 1,202,113.97 Certificate of Deposit dated 10/16/15; maturing
1/12/16 @ .14%
(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 November 30, 2015

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	11/2/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,613.06	-99407
15	21516	0	11/2/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,828.56	-99407
15	21517	0	11/2/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,935.51	-99407
10	21524	0	11/2/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 203.21	-99407
				<i>Remittance of pension benefit contributions</i>		\$ 48,580.34	-99407 Total
10	41000	325	11/6/2015	RESERVE ACCOUNT	<i>Deposit to postage reserve act</i>	\$ 7,000.00	-99406
				<i>Approved operating budget</i>		\$ 7,000.00	-99406 Total
10	21501	0	11/12/2015	ADP	Federal W/H	\$ 29,152.70	-99402
10	21502	0	11/12/2015	ADP	State W/H	\$ 9,439.06	-99402
15	21521	0	11/12/2015	ADP	State Unemployment	\$ 281.71	-99402
10	21503	0	11/12/2015	ADP	Social Security EE	\$ 18,278.36	-99402
15	21504	0	11/12/2015	ADP	Social Security ER	\$ 18,278.34	-99402
10	21503	0	11/12/2015	ADP	Medicare EE	\$ 4,358.92	-99402
15	21504	0	11/12/2015	ADP	Medicare ER	\$ 4,358.90	-99402
				<i>Remittance of payroll taxes</i>		\$ 84,147.99	-99402 Total
10	21505	0	11/13/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,118.91	-99400
15	21516	0	11/13/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,627.83	-99400
15	21517	0	11/13/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,019.81	-99400
10	21524	0	11/13/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 203.48	-99400
10	21513	0	11/13/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 905.05	-99400
				<i>Remittance of pension benefit contributions</i>		\$ 50,875.08	-99400 Total
10	21505	0	11/25/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,126.96	-99397
15	21516	0	11/25/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,640.61	-99397
15	21517	0	11/25/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,021.18	-99397
10	21524	0	11/25/2015	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 216.52	-99397
				<i>Remittance of pension benefit contributions</i>		\$ 50,005.27	-99397 Total
10	21501	0	11/25/2015	ADP	Federal W/H	\$ 28,684.62	-99395
10	21502	0	11/25/2015	ADP	State W/H	\$ 9,468.31	-99395
15	21521	0	11/25/2015	ADP	State Unemployment	\$ 282.49	-99395
10	21503	0	11/25/2015	ADP	Social Security EE	\$ 18,328.47	-99395
15	21504	0	11/25/2015	ADP	Social Security ER	\$ 18,328.49	-99395
10	21503	0	11/25/2015	ADP	Medicare EE	\$ 4,370.57	-99395
15	21504	0	11/25/2015	ADP	Medicare ER	\$ 4,370.63	-99395
				<i>Remittance of payroll taxes</i>		\$ 83,833.58	-99395 Total
10	21515	0	11/24/2015	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 26,731.16	-99390
15	21515	0	11/24/2015	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 120,052.20	-99390

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$146,783.36	-99390 Total
15	21515	0	11/24/2015	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 18,892.86	-99389
						\$ 18,892.86	-99389 Total
75	41000	736	11/5/2015	IMAGING OFFICE SYSTEMS, INC.	ScanPro 3000 Microfilm Sc	\$ 7,821.00	10543
75	41000	736	11/5/2015	IMAGING OFFICE SYSTEMS, INC.	16/35 roll carrier	\$ 2,545.00	10543
75	41000	736	11/5/2015	IMAGING OFFICE SYSTEMS, INC.	zoom lens	\$ 1,015.00	10543
75	41000	736	11/5/2015	IMAGING OFFICE SYSTEMS, INC.	install and set up	\$ 500.00	10543
75	41000	736	11/5/2015	IMAGING OFFICE SYSTEMS, INC.	shipping	\$ 299.00	10543
75	41000	736	11/5/2015	IMAGING OFFICE SYSTEMS, INC.	maintenance	\$ 695.00	10543
				<i>Replacement microfilm scanner for Genealogy-reimbursed from Foundation gift</i>		\$ 12,875.00	10543 Total
10	41000	736	11/5/2015	JMA INFORMATION TECHNOLOGY	<i>VOIP telecomm project</i>	\$ 10,048.00	87645
10	41000	736	11/5/2015	JMA INFORMATION TECHNOLOGY	<i>VOIP telecomm project</i>	\$ 92,245.10	87645
10	41000	736	11/5/2015	JMA INFORMATION TECHNOLOGY	<i>VOIP telecomm project</i>	\$ 45,226.50	87645
				<i>Request for proposal bid approved by Board August 13, 2015</i>		\$147,519.60	87645 Total
10	41000	340	11/12/2015	COREFIRST BANK & TRUST	Hotel	\$ 604.50	87671
10	41000	340	11/12/2015	COREFIRST BANK & TRUST	Flight	\$ 363.01	87671
10	41000	340	11/12/2015	COREFIRST BANK & TRUST	Registration	\$ 1,395.00	87671
10	41000	341	11/12/2015	COREFIRST BANK & TRUST	WEBINAR	\$ 129.00	87671
10	41000	340	11/12/2015	COREFIRST BANK & TRUST	Hotel	\$ 175.96	87671
10	41000	341	11/12/2015	COREFIRST BANK & TRUST	webinar	\$ 150.00	87671
10	41000	340	11/12/2015	COREFIRST BANK & TRUST	Flight,Hotel, etc	\$ 2,149.41	87671
10	41000	340	11/12/2015	COREFIRST BANK & TRUST	Registration	\$ 100.00	87671
10	41000	340	11/12/2015	COREFIRST BANK & TRUST	Baggage	\$ 25.00	87671
10	41000	340	11/12/2015	COREFIRST BANK & TRUST	Baggage	\$ 25.00	87671
10	41000	340	11/12/2015	COREFIRST BANK & TRUST	Hotel	\$ 705.36	87671
				<i>Various approved conferences & webinars-approved operating budget - some are for 2016 but registration/lodging/flight must be reserved now</i>		\$ 5,822.24	87671 Total
25	41000	313	11/12/2015	TEVIS ARCHITECTURAL GROUP	<i>Master Facilities Plan</i>	\$ 5,737.00	87689
25	41000	313	11/12/2015	TEVIS ARCHITECTURAL GROUP	<i>Master Facilities Plan</i>	\$ 5,737.00	87689
				<i>Authorized by Board on July 22, 2015; professional services</i>		\$ 11,474.00	87689 Total
10	41000	351	11/12/2015	WESTAR ENERGY	<i>2015 Electric service</i>	\$ 27,967.20	87692
						\$ 27,967.20	87692 Total
10	41000	310	11/19/2015	BLACK MOUNTAIN SOFTWARE INC	Black Mountain 11/1/15	\$ 11,514.00	87698
				<i>Annual software support/maintenance - approved operating budget</i>		\$ 11,514.00	87698 Total

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	326	11/19/2015	MORRIS PUBLISHING GROUP	<i>Library news</i>	\$ 10,970.00	87721
				<i>Final 2015 edition</i>		\$ 10,970.00	87721 Total
10	41000	301	11/19/2015	OCLC, INC.	oclc cataloging & ill	\$ 5,843.25	87724
10	41000	301	11/19/2015	OCLC, INC.	discount	\$ (4.67)	87724
				<i>Monthly fees for cataloging and interlibrary loan database</i>		\$ 5,838.58	87724 Total
10	41000	323	11/19/2015	URBAN LIBRARIES COUNCIL	<i>Annual Member Dues</i>	\$ 9,000.00	87735
				<i>Approved operating budget</i>		\$ 9,000.00	87735 Total
10	41000	310	11/19/2015	VITAL SUPPORT SYSTEMS	HP Renewal	\$ 17,064.00	87736
				<i>Annual software support/maintenance - approved operating budget</i>		\$ 17,064.00	87736 Total
10	41000	430	11/25/2015	COREFIRST BANK & TRUST	24,000 TAGS	\$ 8,032.00	87741
10	41000	430	11/25/2015	COREFIRST BANK & TRUST	2 ITEMS	\$ 385.99	87741
				<i>RFID tags, labels, tape for materials (actual check total \$41,351.39, but remainder was for library materials which are not reported on this check report)</i>		\$ 8,417.99	87741 Total
						\$758,581.09	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

December 2015

Library News/Project Updates

Community Impact Goals

The Management Council is currently engaged in weekly discussions about the remaining goals we will pursue. I intend to have a first draft of the goals for your discussion and review the first quarter of 2016.

The Statistical Picture

Thad Hartman's report this month focuses on collections, specifically the impact of digital content on our circulation.

Agenda Items

Three Board Retreat

The November 11 Three Board Retreat was a great success and we will take a few moments at the Board meeting to review some of the feedback from attendees. Please see the summary of the survey attached to this report. Also, please be thinking about Ideas and interests for future retreats.

Loaned Employee Agreements

Every year we revise and update the Loaned Employee Agreements we have with the Library Foundation and the Friends of the Library. Copies of both of these agreements are included with the Board packet. The only changes in the agreements are effective dates and the names of people in leadership roles who will sign off on the agreements.

Thank You Resolutions

The Friends of the Library and the Library Foundation do so many wonderful things for the Library from fundraising to providing person power for the exceptional library services we provide to our community. Every year, we look forward to expressing our thanks and appreciation to the Foundation and Friends for all their efforts and hard work.

Adoption Agreement 125

As explained in the support materials for the cafeteria plan flexible benefits program, an amendment to the plan will be implemented in 2016. Please see your resolution sheet for background information.

Mobile Early Childhood Learning Center

Last month Marie Pyko provided a thorough overview of the Mobile Early Childhood Learning Center project and the collaborative efforts we have made with the development of it. Please see the resolution sheet for background, fiscal note and vendor recommendation.

Professional Activities/Community Contacts

November 20, 2015	Attended Northeast Kansas Library System (NEKLS) Fall Directors Institute
November 30, 2015	Met with Commissioner Shelly Buhler regarding Broadband Task Force
December 1, 2015	Met with Todd Averett, management consultant
December 1, 2015	Conference call with Marci Merola, planning ALA Midwinter Advocacy meetings
December 2, 2015	Conference call interview with broadband industry Craig Settles regarding how public libraries are engaged in community broadband planning
December 3, 2015	Telephone meeting with Amy Garmer of the Aspen Institute Report regarding how Rising to the Challenge: Re-Envisioning Public Libraries is being discussed and used by the library community
December 8, 2015	Telephone meeting with Marci Merola regarding meeting plans for ALA Midwinter Advocacy meetings
December 9, 2015	met with Zach Ahrens, new publisher for the Topeka Capital Journal
December 9, 2015	Attended Friends Staff Appreciation Day
December 10, 2015	Facilitated All Staff meetings and presented on the Dolly Parton Imagination Library Project
December 11, 2015	Attended 712 Innovations Board Meeting
December 11, 2015	installation of Robert Harder memorial tree plaque
December 11, 2015	Attended United Way of Greater Topeka Community Impact Celebration

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 12/11/2015

Three Board Retreat
November 11, 2015
Survey Summary

On November 11, 2015, members of the Topeka and Shawnee County Public Library Board of Trustees, Library Foundation Board, Friends of the Library Board, and the Teen Advisory Board met at 4:00PM in the Marvin Auditorium for a three hour retreat that focused on new service models in public libraries.

Attendance breakdown

- Board of Trustees	9
- Foundation Board	11
- Friends Board	9
- Teen Advisory Board	4
- TSCPL Staff & Admin	22
- <u>Guests</u>	<u>5</u>
Total attendees	60

A brief, ten question survey, was developed and sent to the participants (not guests) following the Three Board Retreat. There were 26 respondents to the survey producing at 47.2% response rate.

The survey questions were:

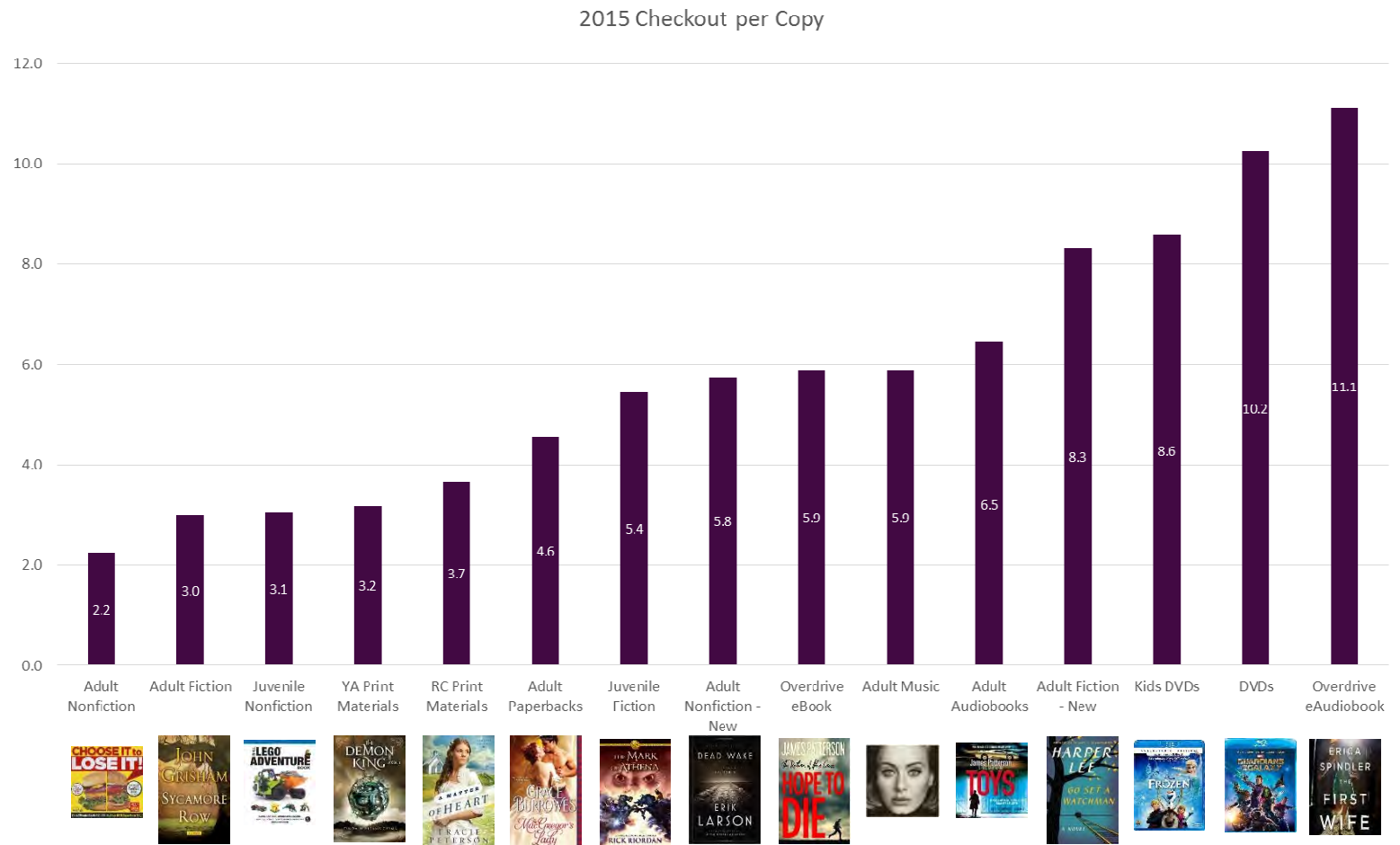
1. Presentation: Open to All – Embracing Experience Libraries, Dara Schmidt and Karen Johnson, Cedar Rapids Public Library.
Participants asked to select from: Excellent, Good, Okay, Needs Improvement
2. Small Group Exercise: What are your dreams and what will you give up to achieve them? Dara Schmidt and Karen Johnson, Cedar Rapids Public Library.
Participants asked to select from: Excellent, Good, Okay, Needs Improvement
3. Presentation: Learning from the Participatory Library, Dara Schmidt and Karen Johnson, and Joe Lock (Board President), Cedar Rapids Public Library.
Participants asked to select from: Excellent, Good, Okay, Needs Improvement
4. Location: Marvin Auditorium
Participants asked to select from: Excellent, Good, Okay, Needs Improvement
5. Food: Millennium Café
Participants asked to select from: Excellent, Good, Okay, Needs Improvement
6. Was there adequate time for the small group activity?
Participants were asked to comment.
7. What did you find most valuable about the Three Board Retreat?
Participants were asked to comment.
8. What did you find least valuable about the Three Board Retreat?
Participants were asked to comment.
9. What suggestions do you have that can improve future Three Board Retreats?
Participants were asked to comment.
10. How would you rate the Three Board Retreat?
Participants asked to select from: Excellent, Good, Okay, Needs Improvement

Survey Summary

1. 24 of 26 participants rated the *Presentation: Open to All – Embracing Experience Libraries* by Dara Schmidt and Karen Johnson, Cedar Rapids Public Library, as either **Excellent** or **Good**.
2. 20 of 25 participants rated the *Small Group Exercise: What are your dreams and what will you give up to achieve them?* led by Dara Schmidt and Karen Johnson, Cedar Rapids Public Library, as either **Excellent** or **Good**.
3. 24 of 26 participants rated the *Presentation: Learning from the Participatory Library* led by Dara Schmidt and Karen Johnson, and Joe Lock (Board President), Cedar Rapids Public Library as either **Excellent** or **Good**.
4. 24 of 26 participants rated the Location: Marvin Auditorium as either **Excellent** or **Good**.
5. 20 of 26 participants rated the Food: Millennium Café as either **Excellent** or **Good**.
6. 15 of 26 participants responded that there was adequate time for the small group activity, 2 responded that there was not enough time, other comments expressed that more time would have been useful.
7. 25 participants responded with a variety of comments regarding what did you find most valuable about the Three Board Retreat?
Comments included:
 - interest in how Cedar Rapids Library operates
 - opportunity to share and meet new people
 - hear new ideas and approaches.
8. 16 participants responded with a variety of comments regarding what did you find least valuable about the Three Board Retreat?
Comments included:
 - having more than one small group experience
 - needing more time/opportunity for networking
 - timing of the meal
9. 17 participants responded with a variety of comments regarding what suggestions do you have that can improve future Three Board Retreats?
Comments included:
 - providing opportunity to hear highlights/accomplishments of the year from the Board
 - having preparatory materials prior to the retreat
 - having background information/short bios on all attendees
 - timing for eating and of food selection
10. 23 of 26 participants rated the Three Board Retreat as either **Excellent** or **Good**.

Nonfiction Collection Use – 2015

There are many ways to look at collections to judge how effective they have been. The quickest and easiest way is to look at the average number of times each item in the collection has checked out in the past year. This will help us determine which collections have been the most popular in 2015. One important thing to remember is that while this is an extremely important part of evaluating a collection, it is not the only aspect. For example, it doesn't tell us how much we spent on the various collections, how many times the materials have checked out over their lifetime, and what the expected lifetime circulation will be.



The first graph shows the checkout per copy in 2015 of the library's major collections. Adult Nonfiction is broken up into New Nonfiction and Adult Nonfiction. The Adult Nonfiction includes all of the nonfiction that is located in the East and West Wings, including the neighborhoods. Items in these sections have checked at an average of 2.2 times per copy. New Nonfiction has checked out 5.8 times per copy. The most popular collections in 2015 have been the Overdrive eAudiobook collection and DVDs. New Fiction is fourth at 8.3 checkouts per copy. One thing about New Fiction (and New Nonfiction) to remember though is that the majority of these items were purchased in 2015. Therefore, we have only owned many of these items for a few months, so those 8.3 checkouts per item in 2015 is that much more impressive.

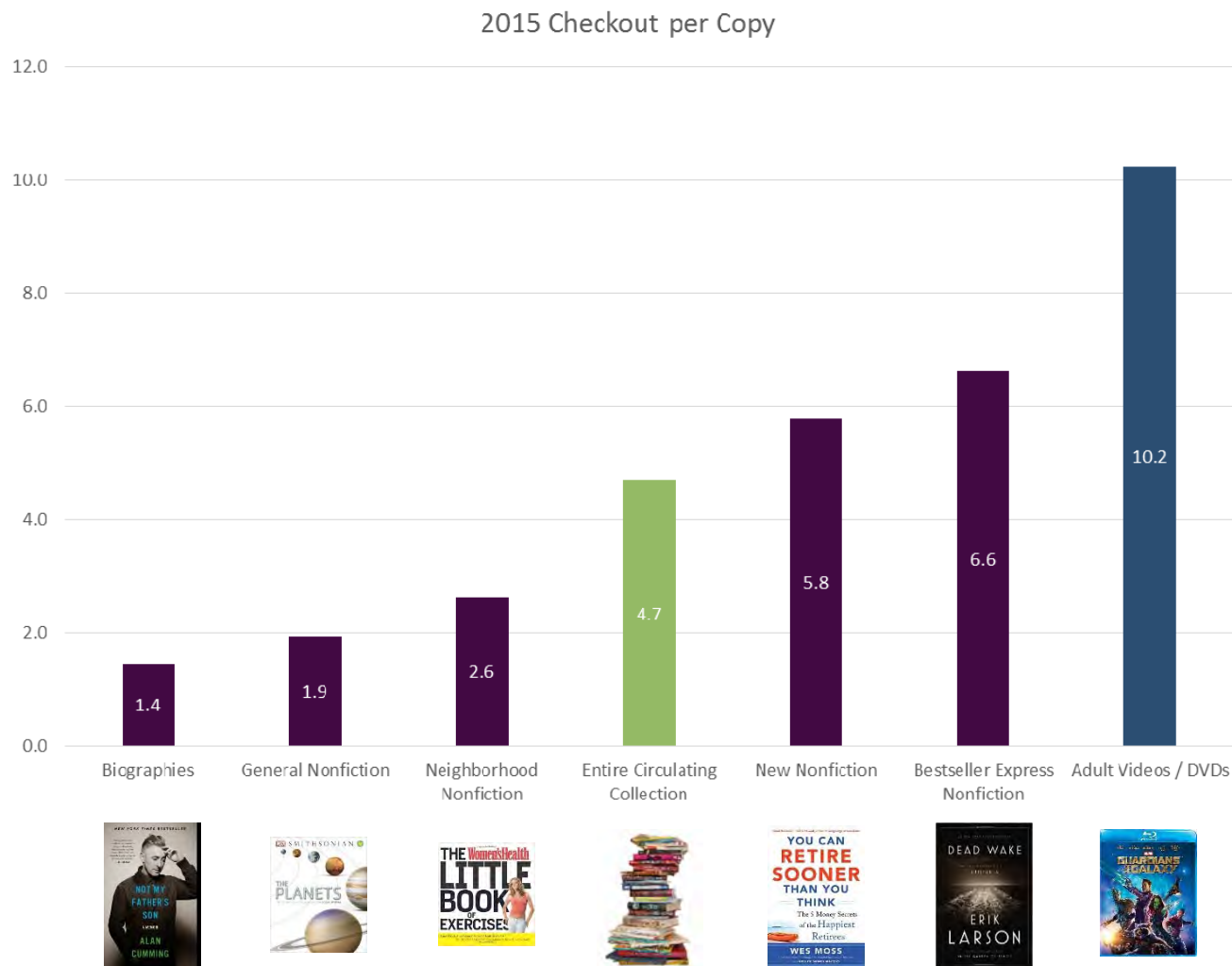
We can now look a little more closely at the nonfiction collections and how they compare to the each other and the collection as a whole. In the graph on this page the nonfiction collections in the wings have been broken down into three sections: Biographies (4,943 items), General Nonfiction (34,806 items), and Neighborhood Nonfiction (42,663 items).

The nonfiction books in the New Books section have been broken down into two sections: New Nonfiction (4,498 items) and Bestseller Express Nonfiction (376 items). Bestseller Express is our collection that is made up of the most popular titles, only checks out for 14 days, and doesn't allow reserves.

As a point of comparison the average for all items in the circulating collections and the Adult DVDs were also included.

You can quickly see that per copy circulation of the older nonfiction collections in the East and West Wing is less than half of that of items in the circulating collection as a whole. The new collections is 1-2 checkouts per copy more than the average of the entire collection, although 4-5 less than our most popular physical collection. However, don't forget that these new items on average are only a few months old, so over the course of a full year that circulation per copy would be much higher.

One thing that jumps out about the older nonfiction is that the items in the neighborhoods check out better than those in the general nonfiction. In fact, the per copy checkout of items in the neighborhoods is almost twice that of the items in the Biography section. It's hard to know for sure if that figure is higher because of the merchandising work done in the neighborhoods or if those collections were selected to become neighborhoods because they are more popular. More than likely it's a combination of the two. Previous studies have shown that the creation of a neighborhood resulted in a circulation increase, so it's likely that at least part of that difference is due to the neighborhood concept. While a difference of .7 checkouts per copy may not seem like a lot, because of the size of the neighborhoods that amounts to an additional 29,864 checkouts in 2015 than if those items checked out at the same rate as items in General Nonfiction.

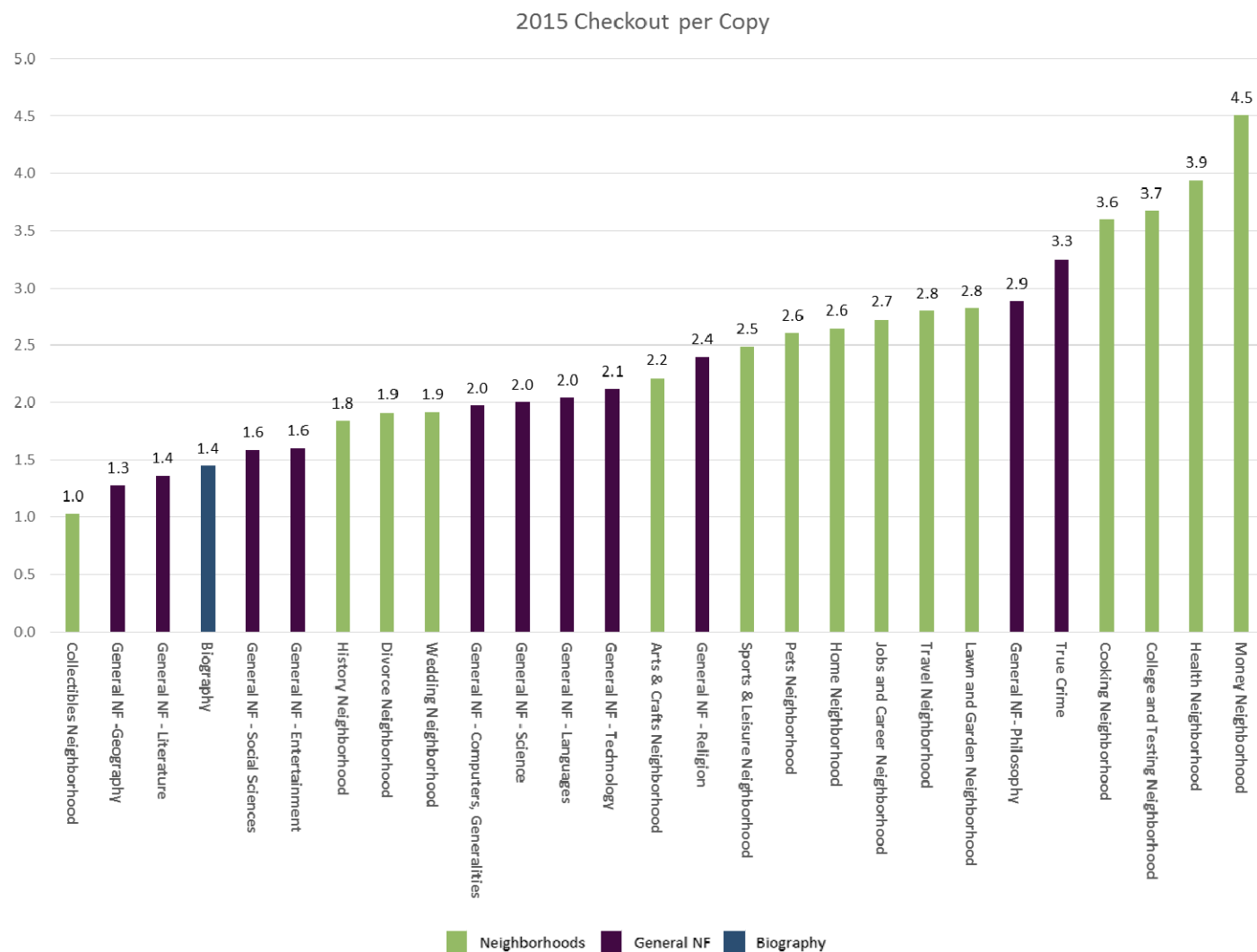


A closer look at the nonfiction collections housed in the wings shows which sections are the most popular. A quick glance once again shows that books in the neighborhoods are more popular than those in general nonfiction. That being said, the section with the lowest checkout per copy is the Collectibles Neighborhood, with only 1 checkout per copy in 2015. Somewhat surprisingly the Money Neighborhood has the highest checkout per copy. However, while Money may have the highest per copy average, because the size of the Money Neighborhood (659 copies) is so much smaller than the Health Neighborhood (5,447 copies) the overall circulation of materials in 2015 from Health (21,452) is much higher than that of Money (2,969).

The general nonfiction is broken down by the Dewey categories. Some of them don't have much left because a lot has been moved to the Neighborhoods. For example, the General Nonfiction category Geography (Dewey Number: 900s)

only has 956 copies because most of the materials from this section were moved to Travel or History. Some of the categories listed are a little deceiving. The Philosophy category (Dewey Number: 100s) is the second most popular General Nonfiction category. While this category does feature philosophy, the most popular books in this section are probably those on astrology, meditation, and witchcraft.

The most popular category in the General Nonfiction is the True Crime section. This has always been a popular area, but it is also the one section in General Nonfiction that has gotten an overhaul and merchandising similar to the neighborhoods. It is not pulled out like the other neighborhoods, but it is kind of a hybrid, which is interesting (and encouraging) that it's the most popular of the general nonfiction sections.



Major Projects Update December 17, 2015

Neighborhoods:

Timeline: 2016

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

Chief Operations Officer Report
Robert Banks
December 17, 2015

Great news to start this report. The Elementary and Secondary Education Act (ESEA) was passed by both the House and the Senate and just needs the President's signature. This is the latest upgrade to the various education bills over the years. The special thing about this one is that for the first time in over 50 years, school libraries and school librarians are mentioned in the bill. This allows federal funding to support library work in the schools. Numerous studies have demonstrated that the presence of a school librarian and a school library increase the rate of success of the students in that building. Librarians have advocated for this change every year in our visits to Washington to lobby the legislature. We finally accomplished our goal! This is definitely something to celebrate!

Back at home, most projects for 2015 are nearing completion.

2016 should be an exciting year. The formulation of our Community Impact Goals and our operational goals will set us on a course to accomplish many things.

Lead by Marie Pyko we are ready to order our bookmobile for pre-school learning. Finalizing the plans for what will happen on the vehicle will be fun after the last year of prep work.

Our Customer Experience Manager, Cindy Hohl, has been developing plans for programming at the library. The process will better support our future direction with the new goals. She is also developing training for public and staff. She has lots of exciting ideas that will be interesting to implement.

Departmental Highlights:

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

The community services staff presented Kansas Connections programs to over 850 school children during the month of November. Our programs featuring animals continue to be favorites among area teachers and students. However, the "Written and Illustrated by..." program featuring Kansas author/illustrator Bill Martin Jr., a new offering is starting to get notice in the schools and is gaining popularity. Bookmobile Public Services Specialist Michelle Litton presents the program. Following are her own words describing the presentation she gave to a group of kindergartners, who may have been as excited as she was:



"The 'Written and Illustrated by...' program focuses on Kansas children's book author Bill Martin Jr. I begin the program reading a few of Martin's books to the class and the children work on creating a bookmark--they are always so cute! I also highlight the fact that Bill Martin, Jr. struggled with learning to read. He didn't read his first complete book until he was in college in Emporia. I love watching the children's expressions when they learn that an author (especially one that they love, with books they recognize) had trouble learning to read. As a class, we talk about challenges and I ask the children if anyone would like to share something that challenges them. One little girl shared that she wasn't very good at drawing. I asked the class what she might become if she keeps working hard, and they said an artist. Another child shared that he wasn't very good at baseball. The kids talked about how practicing would help him get better. The next little guy raised his hand and said that he was having a hard time learning to tie

his shoes and before I could ask what he might be when he grows up he said, "I might be a famous knot tie-er!" It is a joy to bring these programs to the children and know that I have a hand in helping them grow and learn."

The included photo is a picture of Michelle giving her Bill Martin Jr. program. The quote, by Bill Martin Jr, on the board states, "A blessed thing happened to me. I had a teacher who read to me." We are very lucky to have the opportunity every day to touch the lives of these children.

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

Digital Services completed the VOIP telephone project. All staff now have phones, everything is working as it should, and we are excited to gather actual statistics and trends from our phone system for the first time.

Work continued on the redesign of the Kids Library website.

Nessa Johnson, on our Facebook Team, recently posted one of our more popular Facebook posts. Her post focused on popular movies ("name a movie you've watched over 5 times that you're still entertained by"). So far, over 219,000 people has seen that post, and over 10,000 people reacted to it (by leaving a comment, clicking Like, and sharing the post with their friends).

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

Programs in November included:

Ages birth-5

Baby Bookworms, Toddler Time 1, Toddler Time 2, Preschool Storytime, Crestview Storytime, Sing, Move and Learn, Musical Storytime for Everybody, Family Place Learn & Play, Stories & Art, "L" is for Llama: Kansas Reads to Preschoolers, and Blockfest

Elementary school aged

Amazing Animals, Guys Read, tWiin Xgaming, 4-H in the Library, Minecraft, Factual Fun, Gathering Steam, READ Dogs, Science Explorers with author Rebecca Johnson

Middle and high school aged

Teen Writing Group, Teen Performer’s Place, 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

Tours:

Meadows Elementary Kindergarten Classes

Special Training:

National Association for the Education of Young Children
Luanne Webb & Kathy Ellison

Highlights:

November has been a month full of special things. It is the month that celebrates Kansas Reads to Preschoolers Week. This is a State Library initiative for which the same picture book is shared with young children all across the state. This year’s book was *Is your Mama a Llama?* by Deborah Guarino. At our library, we held two expanded storytimes that included stations of activities during the week that were done in collaboration with Child Care Aware. Additionally, we partnered with Parents as Teachers to bring in Blockfest. This block building extravaganza has stations with various types of blocks for grownups and children to share. Each station talks about types of play that can be done with the various types of blocks offered and explains the benefits of each. Attending grownups received a spiral bound block play guide for home. Throughout the entire month Outreach storytellers utilize the prescribed book in their plans. Each center was given a copy of the book. We hosted science

author, Rebecca Johnson. Her attention getting titles include When Lunch Fights Back and Zombie Makers to name a few. This was a unique, weekend opportunity for school age kids as we don't frequently bring in authors for this age. Anyone Can Cook is an ongoing teen program. It experienced modifications this month and moving forward as we are utilizing it to satisfy the need for us to provide nutrition education at least monthly in connection with our Snack Time at the Library service. It was a fairly easy blend of goals and did not add to our program demands in terms of staffing. The I Read initiative saw its first group of kindergarteners for this school year. Meadows Elementary brought all kindergarteners here for a tour as well as the I Read celebration. This was their first year to take part. Our hope is to serve minimally 8 schools from Topeka Public Schools. Last year we served 3. Lastly, two staff went to Orlando, FL to a conference for which we've not attended previously, National Association for the Education of Young Children (NAEYC). This organization is the backbone of research for children zero to three. We've had a fall filled with early childhood training. At this juncture, seasoned staff who predominantly work with young children are well versed in research, and growth and development theory and they are full of ideas for partnership building and strategies.

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

The gallery has just opened the Topeka Competition 32 where 3-D art and craft works are displayed. The theme this year was History. History plays a role in defining our times, our communities, our perspectives and ourselves. The works submitted for this year's Topeka Competition express "history" in three distinct ways; historical perspective (world views), social history (community views), and personal histories (the individual). I encourage you to stop in and check out this wonderful show.

The staff have had the opportunity to use and experiment with a Surface Tablet and iPad as we gear up for our move to the New Service Model. Although we are not requiring staff to use these tools when assisting customers, we do

want to offer them the option if this is the way they feel they can help customers best. This is the beginning to a full couple of months of staff training and practice. Staff will be going through communication and body language training, training on how to show and teach customers to use the tools we have that have the ability to make their library experience a more enjoyable one. Training on services such as how to sign up for your own study room, how to find out about a program or meeting at the library, how to sign up for a program and even how to use your library catalog to its full potential.

We not only want to set our staff up for success with this new model but also our customers.

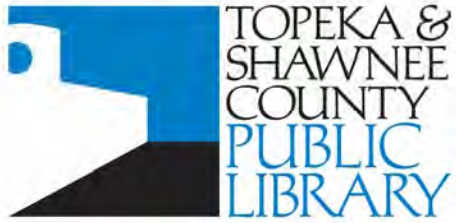
Technical Services: Paul Brennan, Director; Scarlett Fisher-Herremann, Supervisor

As we come to a close on 2015, I'm pleased to report the completion of two major projects: The History Neighborhood and the Genealogy Neighborhood. These collections have experienced a complete renovation this year. Both collections have been extensively weeded for item condition and customer use. When appropriate, new copies of popular books have been reordered. In each collection, an updated cataloging layout has been created and implemented.

With History, this involved cleaning up a number of outdated, long, or incongruous call numbers with the goal of placing items of the same or similar subjects together and in a way that enhances browsing and discovery.

With Genealogy, we went in our own direction away from standard Dewey decimal for several sections so that we could achieve a shelving arrangement that more closely matched the types of books we have in our collection. We also integrated genealogy books available for checkout in with the genealogy reference materials. Especially for subjects related to beginning genealogy research, this helps customers seeking resources to help them learn how to do genealogy and provides a one-stop location for staff to go to in assisting customers.

In total, Technical Services catalogers, selectors, and processors handled over 12,600 books in completing these two projects. While the collection work is complete, Tech Services staff will still proactively work with Public Services staff on further enhancing these collections and making the experience in connecting with library collections the best it can be for our customers.



Resolution – Foundation Loaned Employee Agreement for FY 2016

BOARD OF TRUSTEES

December 17, 2015

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Foundation Loaned Employee Agreement for FY 2016 as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2016 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, (hereinafter the "Library") and The Library Foundation, a Kansas nonprofit corporation with its principal place of business located at 1020 SW Washburn Avenue, Topeka, Kansas, (hereinafter the "Foundation") and made this 19th day of November 2015.

WHEREAS, the Foundation requires additional support services from the Library, and the Library is willing and able to provide such additional support services to the Foundation,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Foundation beginning January 1, 2016 and ending on December 31, 2016 the services of the following support staff:
 - development associate,
 - executive director,
 - b. Retain the support staff as employees of the Library, and for no purpose shall the support staff be considered employees of the Foundation, and
 - c. Pay the support staff salaries and fringe benefits as agreed between the Library and the individual support staff, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the support staff individually.
2. The Foundation shall:
 - a. As consideration for the services of the support staff, pay to the Library the total amount of salary and fringe benefits of the development associate, and one-half of the amount of the salary and fringe benefits of the development director, as billed by the Library, and
 - b. Consent to the support staff being subject to all the Library's rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the State of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days' written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Gina Millsap, Chief Executive Officer
1515 SW Tenth Avenue
Topeka, Kansas 66604,

Foundation: Nancy Lindberg, Executive Director
1020 SW Washburn Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

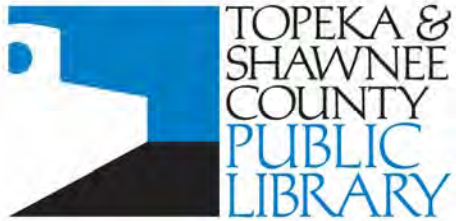
WHEREFORE, we place our hands the date first above written.

**Topeka & Shawnee County Public
Library**

David Monical, Chair

The Library Foundation

Becky Holmquist, Chair



Resolution – Friends of the Library Loaned Employee Agreement for FY 2016

**BOARD OF TRUSTEES
December 17, 2015**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Friends of the Library Loaned Employee Agreement for FY 2016 as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2016 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library hereinafter the "Library;" and The Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas nonprofit corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, hereinafter the "Friends" and made this 17th day of December, 2015.

WHEREAS, the Friends requires additional support services from Library, and the Library is willing and able to provide such additional support services to the Friends,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Friends beginning January 1, 2016, through December 31, 2016, the services of an office manager,
 - b. Retain the office manager as an employee of the Library, and for no purpose shall the office manager be considered an employee of the Friends, and
 - c. Pay the office manager's salary and fringe benefits as agreed between the Library and the office manager, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the office manager.
2. The Friends shall:
 - a. As consideration for the services of the office manager, pay to the Library eighty percent (80%) of the total amount of the office manager's salary and fringe benefits as billed by the Library beginning on January 1, 2016, and each month thereafter until December 31, 2016, and
 - b. Consent to the office manager's being subject to all the Library's rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the State of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days' written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.
5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Gina Millsap, Chief Executive Officer
 1515 SW Tenth Avenue
 Topeka, Kansas 66604, or

Friends: Linda Hayse, President
The Friends of the Topeka and
Shawnee County Public Library
1515 SW Tenth Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

**Topeka & Shawnee County Public
Library**

David Monical, Chair

**The Friends of the Topeka and
Shawnee County Public Library, Inc.**

Linda Hayse, President



Resolution – Thank you to the Library Foundation

BOARD OF TRUSTEES

December 17, 2015

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its deepest thanks and sincere appreciation for the hard work and dedication of The Library Foundation, the Executive Committee Chair, Becky Holmquist and members Dr. Steve Tempero, Joel Oliver, and Roger Underwood; the Finance Committee Chair, Joel Oliver and members Mark Baker, Rich Hayse, Becky Holmquist, Dr. Bob Parman, Jeanne Slusher, Judi Stork, and Dr. Steve Tempero; the Donor Relations Committee Chair, Marianna Nothern, and members Dr. Bob Parman, Roger Underwood and Marilyn Ward; the Nominating Committee Chair, Dr. Steve Tempero and members Becky Holmquist, Marianna Nothern and Julie Schloetzer; the Wilder Society Tea Committee Chair, Julie Schloetzer and Trustee members Marianna Nothern and Marilyn Ward and at large members Mary S. Allen, Trena Ansell, Frankie Parman, and Dr. Patty Pressman; the Fund Development Committee Chair, Roger Underwood and members Mark Baker, Becky Holmquist, Julie Schloetzer, Jeanne Slusher and Marsha Sheahan.

The Board also wishes to express its thanks to Chair, Becky Holmquist, and the members of The Library Foundation Board of Trustees for their leadership and support that result in resources to help make the Topeka and Shawnee County Public Library a world class library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Thank you to the Friends of TSCPL

BOARD OF TRUSTEES

December 17, 2015

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its deepest thanks and sincere thanks and heartfelt appreciation to all the Friends of this library who gave personal time and worked long and hard to conduct another successful Friends of the Library Book Sale, September 18 – 20 of this year. In addition, the Board of Trustees expresses its thanks to the Friends for conducting two book bag sales, two media sales and a book swap during this year.

Be it further resolved that the Board of Trustees expresses special appreciation to the many library employees and library trustees who gave personal time to work and help make the annual book sale and other Friends projects and initiatives resounding successes once again.

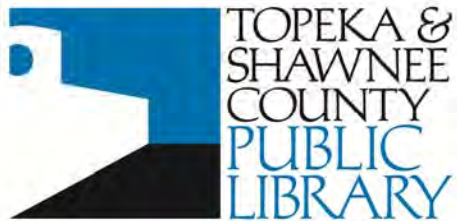
**Be it further resolved that the Board of Trustees sends appreciation to the members of the Board of the Friends,
Linda Hayse, President,
Rome Mitchell, Vice President,
for the leadership all of the members of the Board apply to help maintain and improve this outstanding Topeka and Shawnee County Public Library.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Adoption Agreement section 125

BOARD OF TRUSTEES December 17, 2015

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library adopts the section 125 flexible benefits plan amendment as of January 1, 2016, as presented.

Background information:

Flexible Benefits Plan Amendment

In 1996 the library implemented a cafeteria plan benefits program. This program is also referred to as a Section 125 Cafeteria Plan, after the section of the Internal Revenue Code which authorizes these types of plans. These plans are reimbursement plans that allow employees to contribute a certain amount of their gross income to a designated account or accounts before taxes are calculated. These accounts can be for insurance premiums and medical or dependent care expenses not covered by insurance. They also allow an employer to reduce employees' gross income, thereby reducing the amount the employer pays in Social Security or Medicare taxes, Federal Unemployment Tax Act (FUTA), and some state taxes.

The amendment presented for your consideration inserts an "evergreen" clause with regard to pre-tax group health insurance premiums. Employees will only be required to sign a form pre-taxing those premiums at initial enrollment in the plan. In subsequent tax years pre-tax premium enrollment will automatically carry forward until the employee terminates employment.

The purpose of this amendment is to reduce the amount of paper forms required to administer the plan. With this clause in place we can consolidate two forms into one and simplify our annual open enrollment process.

The amendment appears on page 3 of the Adoption Agreement in the middle of Section 8, and in the Summary Plan Description (SPD) on page 4 in Section 11.

In order to save paper we have not printed the entire SPD or Plan Document, but only the affected pages. The full documents are available if you want to review them on line under board packets, or just let Ted Yungclas or Stephen Lusk know if you need a printed copy.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Adoption Agreement

For: Topeka & Shawnee County Public Library Flexible Benefits Plan Ending December 31st

The undersigned Employer, by executing this Adoption Agreement, elects to [**amend**] [adopt] the accompanying Flexible Benefits Plan by adopting said plan document in full. The Employer makes the following elections granted under the provisions of the plan.

This Plan is intended to qualify as a Simple Cafeteria Plan pursuant to Section 125(j) of the Internal Revenue Code. *(This option only may be elected if, during either of the preceding two years, an employer employed 100 or fewer employees on average, and completes Section 6(b) and 9(b) below.)*

1. The Name of the Employer: Topeka & Shawnee County Public Library

The Employer shall be the **Plan Sponsor** and **Plan Administrator**.

2. Effective Date:

This Flexible Benefits Plan shall be effective as of _____

This amended Flexible Benefits Plan shall be effective as of **January 1, 2016**

If amended and restated, the Plan was originally effective on **January 1, 1996**

3. Plan and Plan Year:

The Name of the Plan shall be the **Topeka & Shawnee County Public Library Cafeteria Plan** (the "Plan").

The initial Plan Year shall begin on January 1, 2016, and end on December 31, 2016.

Future Plan Years will be based on a full 12-month period beginning each January 1 and ending each December 31.

The initial, short, Plan Year shall begin on _____, and end on _____. Future Plan Years will be based on a full 12-month period beginning each _____ and ending each _____.

4. Plan Number: 501

5. Employer's Principal Office:

This Flexible Benefits Plan shall be governed under the laws of the:

State of Kansas

Commonwealth of _____

6. Eligible Employees:

*(If you are **not** adopting a Simple Cafeteria Plan, complete section (a) only. If you are adopting a Simple Cafeteria Plan, complete section (b) only.)*

(a) **All Employees shall be eligible to participate in the Plan, except:**

- Under the Health Savings Account, individuals who fail to qualify as an Eligible Individual for a Health Savings Account under Code Section 223(c);
- With the exception of the Health Savings Account program, any self-employed person(s), within the meaning of Code Section 401(c), including independent contractors, a greater than 2% shareholder in a Subchapter S corporation, a partner in a partnership, or any owner or member of a limited liability company that is treated like a partnership for tax purposes;
- A relative, within the meaning of IRC Section 318, of one of the above self-employed person(s);
- **Under the Healthcare Flexible Spending Account, employees not eligible under Employer group health insurance plan; AND:**
 - ❖ **Part-time Employees expected to work less than 20 hours per week.**
 - ❖ Commission salespersons.
 - ❖ Any Employee of the Employer who is included in a unit of employees covered by an agreement which the Secretary of Labor finds to be a collective bargaining agreement between employee representatives and one or more employers unless the collective bargaining agreement requires the employee to be included within the Plan.
 - ❖ Any Employee who is temporary or seasonal (working for the Employer less than 6 months of the year).
 - ❖ Any Leased Employee, as well as any independent contractor, or other "statutory employee" who is not treated as a common law employee of the Employer for payroll purposes, regardless of any other court or administrative agency determination.
 - ❖ Nonresident Aliens.
 - ❖ Other: _____.

(b) All Employees shall be eligible to participate in the Plan, except: N/A

- Individuals who did not have at least 1,000 hours of service for the preceding Plan Year;
- Highly compensated employees, within the meaning of Code Section 414(q);
- Key employees, within the meaning of Code Section 416(i);
- Any self-employed person(s), within the meaning of Code Section 401(c), including independent contractors, a greater than 2% shareholder in a Subchapter S corporation, a partner in a partnership, or any owner or member of a limited liability company that is treated like a partnership for tax purposes;
- Under the Healthcare Flexible Spending Account, employees not eligible under Employer group health insurance plan; AND
 - Employees who have not attained age 21 before the close of the Plan Year.
 - Employees who have less than 1 year of service with the Employer as of any day during the Plan Year.
 - Any Employee of the Employer who is included in a unit of employees covered by an agreement which the Secretary of Labor finds to be a collective bargaining agreement between employee representatives and one or more employers unless the collective bargaining agreement requires the employee to be included within the Plan.
 - Nonresident Aliens.

7. Plan Entry Date/Waiting Period:

Employees eligible to participate may become Participants:

- Same as Employer's group health insurance plan.
- First of month after hire date** (but subject to any shorter limitation period if mandated under applicable law).

8. Benefits:

The following Benefit Options shall be included in the Plan:

- Healthcare Flexible Spending Account subject to an annual limit of \$ 2,550.** (Not to exceed \$2,550, as indexed, for a 12-month Plan Year or prorated for a short Plan Year)
- Limited-Purpose Healthcare Flexible Spending Account subject to an annual limit of \$ _____.
- Dependent Care Assistance Program subject to the maximums contained in Section 7.9 of the Plan Document.**
- Adoption Assistance Program subject to the maximums contained in Section 8.9 of the Plan Document.
- The Employer's Group Health Insurance (including health insurance, dental and vision insurance, AD&D, etc.).** * **Evergreen Clause:** *Employees will only be required to sign a form pre-taxing those premiums at their initial enrollment upon becoming eligible for the cafeteria plan. Pre-tax treatment of group premiums will automatically carry forward until the employee terminates employment.*
- Group Term Life Insurance.
- Disability Insurance.**
- Health and Accident Insurance Premium Reimbursement (Personally Owned Ins.)**
- Tax-Free Transportation Program, subject to the terms and conditions of Article IX of the Plan Document.
- Employee Health Savings Account Contributions, subject to the terms and conditions of Article X of the Plan Document.**

9. Contributions:

(If you are not adopting a Simple Cafeteria Plan, complete section (a) only. If you are adopting a Simple Cafeteria Plan, complete section (b) only.)

(a) The contributions for this Plan shall be:

- Employee (Salary Redirection) contributions only;**
- Employer Contributions only, which shall be: \$_____ annually per Participant of which \$_____ that is convertible to cash compensation. A Participant will be credited on a _____ (pay period, annual) basis; or
- Both Employee (Salary Redirection) and Employer Contributions. Employer Contributions which shall be: \$_____ annually per Participant of which \$_____ that is convertible to cash compensation. A Participant will be credited on a _____ (pay period, annual) basis.

(b) The contributions for this Plan shall be: N/A

- Employee (Salary Redirection) Contributions; AND
- Employer Contributions (SIMPLE Plan Safe Harbor for Employers with less than 100 Eligible Employees), which shall be:

Determined annually by the Employer (but not less than the minimum amounts specified below, and with annual notice provided before the beginning of the next Plan Year);

An employer contribution of _____% of the Employee's compensation for the Plan Year (not less than 2 percent, and regardless of employee contribution amount, if any); or

A matching employer contribution of either _____% (that is greater than the maximum amount specified below), or

A matching employer contribution that is not less than the lesser of 100% of employee contributions, if any, 6 percent of the Employee's compensation for the Plan Year, or Twice the Employee's salary reduction contribution amount.

10. Claims Extension Period

The Plan shall shall not be subject to the terms and conditions of Section 15.16 Claims Extension Period.

The Dependent Care and Adoption Assistance Programs shall shall not be subject to the terms and conditions of Section 15.16 Claims Extension Period.

11. Carryover Provision

The Healthcare Flexible Spending Account shall shall not be subject to the terms and conditions of Section 15.17 Carryover Provision.

12. Expense Allocation and Order of Benefit Payments: N/A

If the Employer sponsors a Limited-Purpose Healthcare Flexible Spending Account in addition to a Health Savings Account for Eligible Employees:

Eligible Medical Expenses (for vision or dental coverage only as defined under Code Section 223(c)) for each Eligible Employee are paid under the Limited-Purpose Healthcare Flexible Spending Account *before* or commensurate with the Health Savings Account;

Eligible Medical Expenses for each Eligible Employee will be paid under the Limited-Purposed Healthcare Flexible Spending Account, but only *after* the Health Savings Account;

If the Employer sponsors a Health Reimbursement Arrangement ("HRA"), in addition to a Health Savings Account, Eligible Medical Expenses under the HRA shall: only include expense payments for vision and/or dental coverage, which can be paid before or commensurate with the Health Savings Account (but based on the ordering rules of the HRA Plan if a Healthcare Flexible Spending Account is also provided); or be paid *after* the Health Savings Account.

13. Rollovers of IRAs to HSA Accounts: N/A

Beginning with the Plan Year dated on or after _____, 20____, the Plan shall shall not allow a one-time rollover of available funds from Individual Retirement Account (as defined under Code Section 408(a)) owned by the Eligible Individual to an Eligible Individual's Health Savings Account in accordance with applicable provisions of Article X of the Plan and other applicable law.

14. Payment of HSA Medical Expenses During Claim Extension Period:

The Plan shall shall not allow an Employee to be considered as an Eligible Individual, for HSA participation purposes, to enable payment of HSA Medical Expenses during any applicable Healthcare Flexible Spending Account Claim Extension Period (provided such Employee had a "zero balance" in his or her Healthcare Flexible Spending Account as of the end of the prior calendar year, or other applicable conditions set forth under applicable law).

15. Affiliated Employers:

The following Employers have adopted this Plan:

16. Authorized Signatures:

Date **Company Name**

By _____
Authorized Signature

Date Affiliated Employer

By _____
Authorized Signature

Date Affiliated Employer

By _____
Authorized Signature

Date Affiliated Employer

By _____
Authorized Signature

Date Affiliated Employer

By _____
Authorized Signature

1/1/16: Revision to add Evergreen clause to Group Premium account

Summary Plan Description

For: Topeka & Shawnee County Public Library

Flexible Benefits Plan

Ending December 31st

FLEXIBLE BENEFITS PLAN

Summary Plan Description

INTRODUCTION

We are pleased to announce that we have established a Flexible Benefits Plan (the “Plan”) for you and other eligible employees. Under this program, you will be able to choose among certain Benefits that we make available. The Benefits that you may choose are outlined in this Summary Plan Description. We will also tell you about other important information concerning the Plan, such as the rules you must satisfy before you can join and the laws that protect your rights.

One of the most important features of our Plan is that the Benefits being offered are generally ones that you are already paying for, but normally with money that has first been subject to income and Social Security taxes. Under our Plan, these same expenses will be paid for with a portion of your pay before Federal income or Social Security taxes are withheld. This means that you will pay less tax and have more money to spend and save.

Read this summary plan description carefully so that you understand the provisions of our Plan and the Benefits you will receive. We want you to be fully informed before you enroll in the Plan and while you are a Participant. You should direct any questions you have to the Administrator. There is a Plan Document on file, which you may review if you desire. In the event there is a conflict between this Summary Plan Description and the Plan Document, the Plan Document will control. Also, if there is a conflict between an Insurance Contract and either the Plan Document or this Summary Plan Description, the Insurance Contract will control.

GENERAL INFORMATION ABOUT OUR PLAN

This Section contains certain general information, which you may need to know about the Plan.

1. GENERAL PLAN INFORMATION

The **Topeka & Shawnee County Public Library** Flexible Benefits Plan is the name of the Plan.

2(a). The provisions of your Plan became effective on _____, which is called the Effective Date of the Plan.

2(b). The provisions of the amended Plan became effective on **January 1, 2015**. The Plan was originally effective on **January 1, 1996**.

3(a). Your Plan's records are maintained on a 12-month period of time. This is known as the Plan Year. The initial plan begins on **January 1, 2015** and ends on **December 31, 2015**. Future Plan Years will be based on a full 12-month period beginning on each **January 1** and ending each **December 31**.

3(b). Your short Plan Year's records are maintained on a 12-month period of time. This is known as the Plan Year. The initial, short Plan Year begins on _____ and ends on _____. Future Plan Years will be based on a full 12-month period beginning on each _____ and ending each _____.

4. Your Employer has assigned Plan Number **501** to your Plan.

5. Employer Information

Your Employer's name, address, and identification number are:

Topeka & Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604-1374
48-6028929

6. Plan Administrator Information

The name, address, and business telephone number of your Plan's Administrator (also referred to as the "Administrator") is:

Topeka & Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604-1374
785-580-4482

The Administrator keeps the records for the Plan and is responsible for the Plan. The Administrator will also answer any questions you may have about our Plan. You may contact the Administrator for any further information about the Plan.

7. Service of Legal Process

The Administrator is the Plan's agent for service of legal process.

8. Type of Administration

The type of Administration is Employer Administration.

9. Eligibility Requirements

(If this Plan is not a Simple Cafeteria Plan, section (a) will apply. If this Plan is a Simple Cafeteria Plan, section (b) will apply.)

(a) All Employees shall be eligible to participate in the Plan, except:

- Under the Health Savings Account, individuals who fail to qualify as an Eligible Individual for a Health Savings Account under Code Section 223(c);
- With the exception of the Health Savings Account program, any self-employed person(s), within the meaning of Code Section 401(c), including independent contractors, a greater than 2% shareholder in a Subchapter S corporation, a partner in a partnership, or any owner or member of a limited liability company that is treated like a partnership for tax purposes;
- A relative, within the meaning of IRC Section 318, of one of the above self-employed person(s);
- **Under the Healthcare Flexible Spending Account, employees not eligible under Employer group health insurance plan AND:**
 - Part-time Employees expected to work less than 20 hours per week.**
 - Commission salespersons.
 - Any Employee of the Employer who is included in a unit of employees covered by an agreement which the Secretary of Labor finds to be a collective bargaining agreement between employee representatives and one or more employers unless the collective bargaining agreement requires the employee to be included within the Plan.
 - Any Employee who is temporary or seasonal (working for the Employer less than 6 months of the year).
 - Any Leased Employee, as well as any independent contractor, or other "statutory employee" who is not treated as a common law employee of the Employer for payroll purposes, regardless of any other court or administrative agency determination.
 - Nonresident Aliens.

10. Entry Date.

The Entry Date for eligible Employees will be:

Same as Employer's group medical plan.

First of month after hire date (but subject to any shorter limitation period if mandated under applicable law).

11. Under our Plan, you can choose to receive your entire Compensation or use a portion to pay for the following Benefits or expenses during the year:

- Healthcare Flexible Spending Account, subject to an annual limit of \$ 2,550;**
 - Dependent Care Assistance Program subject to the maximums contained in Section 7.9 of the Plan Document;**
 - Employer Group Health Insurance (including health insurance, dental and vision insurance, AD&D, etc.);**
- * Evergreen Clause: Employees will only be required to sign a form pre-taxing those premiums at their initial enrollment upon becoming eligible for the cafeteria plan. Pre-tax treatment of group premiums will automatically carry forward until the employee terminates employment.*
- Disability Insurance;**
 - Health and Accident Insurance Premium Reimbursement (Personally Owned Ins.)**
 - Employee Health Savings Account Contributions**

The applicable cost for any of these selected Benefits, enumerated above, will be paid for within each Participant's applicable Flexible Benefits Plan Dollars Account.

12. Contributions:
(If this Plan is not a Simple Cafeteria Plan, section (a) will apply. If this Plan is a Simple Cafeteria Plan, section (b) will apply.)

(a) **The contributions for this Plan shall be:**

- Employee (Salary Redirection) contributions only;**
- Employer Contributions only, which shall be: \$_____ annually per Participant of which \$_____ that is convertible to cash compensation. A Participant will be credited on a _____ (pay period, annual) basis; or
- Both Employee (Salary Redirection) and Employer Contributions. Employer Contributions which shall be: \$_____ annually per Participant of which \$_____ that is convertible to cash compensation. A Participant will be credited on a _____ (pay period, annual) basis.

13. **Maximum Contributions:**

- a) **The maximum amount you can contribute to the Healthcare Flexible Spending Account each Plan Year shall be \$ 2,550.**
- b) **The maximum amount you can contribute to the Dependent Care Assistance Plan each Plan Year (or calendar year) shall be the lesser of: 1) \$5,000 (if you are married, filing a joint return or you are head of a household) or \$2,500 (if you are married, filing separate returns); 2) one-half of your taxable compensation; 3) your spouse's actual or deemed earned income (a spouse which is a full-time student or**

incapable of self-care has monthly earned income of \$250 for one dependent or \$500 for two or more dependents).

14. Claims Incurred During the Claims Extension Period

The Plan Shall Shall not include the provision for “Claims Extension Period”.
The Dependent Care and Adoption Assistance Programs Shall Shall not include the provision for “Claims Extension Period”.

15. Carryover Provision – N/A

The Healthcare Flexible Spending Account Shall Shall not include the provision for “Carryover”.

16. Payment of HSA Medical Expenses During Claim Extension Period

The Plan shall shall not allow an Employee to be considered as an Eligible Individual, for HSA participation purposes, to enable payment of HSA Medical Expenses during any applicable Healthcare Flexible Spending Account Claim Extension Period (provided such Employee had a "zero balance" in his or her Healthcare Flexible Spending Account as of the end of the prior calendar year, or other applicable conditions set forth under applicable law).

17. Expense Allocation and Order of Benefit Payment – N/A

If the Employer sponsors a Healthcare Flexible Spending Account and/or a Health Reimbursement Account (HRA) in addition to a Health Savings Account for Eligible Employees, eligible Medical Expenses under the Healthcare Flexible Spending Account and/or an HRA shall:

- Only include expense payments for vision and/or dental (limited benefit) coverage, which can be paid before or commensurate with the Health Savings Account (but based on the ordering rules of the HRA Plan if a Limited-Purpose Healthcare Flexible Spending Account is also provided); or
- Be paid *after* the Health Savings Account.

18. Rollovers of IRAs to HSA Accounts – N/A

Beginning with the Plan Year dated on or after _____, 20___, the Plan shall shall not allow a one-time rollover of available funds from Individual Retirement Account (as defined under Code Section 408(a)) owned by the Eligible Individual to an Eligible Individual's Health Savings Account.

Your Claims Administrator is:

First Concord Benefits Group
PO Box 67220
Lincoln, NE 68506
TEL: 402-423-4454 / Toll Free: 1-800-206-9942
FAX: 402-423-4549



Resolution – Bid Approval for Mobile Early Childhood Learning Center

BOARD OF TRUSTEES

December 17, 2015

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Matthews Specialty Vehicles Inc., Greensboro, North Carolina in the amount of \$384,420 for the custom build and purchase of a mobile early childhood learning center. Funding for this purchase shall be \$100,000 from the General Fund, Special Projects line item, in accordance with the approved 2015 budget, with the remaining amount to be paid from Library Foundation funds specifically identified and available for this purchase in accordance with K.S.A. 10-1102.

Background Information

Please refer to the attached sheet for the background information and staff recommendation for this purchase.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Background Information and Staff Recommendation – Bid Approval for Mobile Early Childhood Learning Center

Background Information

In 2013, The Topeka and Shawnee County Public Library's Board of Trustees and staff, as part of the development of Community Impact Goals for the Next Decade Strategic Plan, identified its first goal to, "Ensure that all children in Shawnee County are ready for kindergarten". One of the strategies identified as part of this goal was to design a vehicle-based service program focused on children birth to 5 years of age. The programmatic plan for the mobile early childhood learning center is to create a fun, interactive, play-based environment providing the most essential skills necessary for school readiness.

In July 2013, the Board of Trustees authorized the request to the Library Foundation to provide funding in the amount of \$400,000 to purchase the mobile learning center in 2015. The Library's 2015 budget was later approved to include \$100,000 of this funding request from the General Fund operating budget.

In late 2014-2015, a collaborative planning team was created; comprised of TSCPL staff and key community partners, including Parents as Teachers, Washburn Institute of Technology, Childcare Aware of Northeast Kansas, Topeka Rescue Mission, Shawnee County Health Agency, TARC, USD 501 Headstart and elementary school principals. This team identified the key school readiness indicators, the target audience and the proposed locations of the mobile stops, as well as the year one service goals.

Additionally, the team identified the essential early learning activities for the mobile learning center. Each of these decisions provided the foundation for the vehicle's structural and layout design needs.

Process for Determination of the Recommend Bidder

A Request for Proposal (RFP) was issued on October 16, 2015 and closed on November 20, 2015. It was provided to three companies identified by the Library with the capabilities to build and provide this type of vehicle. The RFP was also posted on the Library's Digital Branch (website) as notice to any interested vendor.

The Project Coordinator received no questions from prospective bidders.

Two acceptable bids were received, with one bidder providing notification of their inability to bid. The Public Services Director, the Chief Financial Officer, the Community Services Manager, and the Facilities Manager (the review team) reviewed the bid responses and determined that both bids were within the initial requested budget limits.

The review team identified several elements of one bid that were unclear and which failed to include all the required components. The Public Services Director contacted that bidder for clarification regarding whether all the required structural elements were included in the bid and repeatedly queried the bidder to receive the details necessary to make a determination about their ability to deliver what was needed. Over several days, the bidder provided more details and the Public Services Director received additional information with a revised bid proposal.

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

Staff Recommendation

TSCPL staff recommends the acceptance of the bid from Matthews Specialty Vehicles Inc. of \$384,420. This bid is higher than the bid from Farber Specialty Vehicles of \$346,580. Several compelling reasons provide justification for the bid to be awarded to the higher bidder.

- The recommended bidder responded with the preferred steel exterior sheeting construction, while the other bidder proposed an aluminum plate construction.
- The level of detail provided by the recommended bidder was much more specific, particularly in regard to the design of the required slide-out compartments and interior program space crucial to the vehicle's functionality.
- The other bidder required subsequent inquiries over a 10-day period to clarify elements that were specifically identified in the RFP and that were not all included in the original response.
- The past two Bookmobiles purchased were made by the recommended bidder, have proven performance and would allow all vehicles to have similar maintenance platforms and requirements.
- References of the recommended bidder were called and were positive.

Therefore, staff recommends the approval of the bid from Matthews Specialty Vehicles Inc. to build and deliver the mobile early childhood learning center in approximately 240 days from the date of the award of the contract. The Library's approved 2015 budget includes \$100,000 from the General Fund, Special Projects line item. The Library Foundation has identified the remaining funding for this vehicle. The funds will be available on the various payment dates upon satisfactory completion of project milestones. A contract will be agreed upon and signed once the bid is approved, with an order date expected by December 31, 2015 and an expected delivery date of October 2016.

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	11,228	12,392		77,621	327,830	-76.3%
Interlibrary Loan	1,993	1,804	1,960	1,991	1,660	1,966	2,143	1,924	1,834	1,878	1,807		20,960	19,743	6.2%
Self-Check	98,103	89,067	99,019	88,074	96,398	106,608	117,288	104,600	90,852	79,406	76,821		1,046,236	798,497	31.0%
DVD/Video Game Dispenser	3,792	3,841	3,608	2,460	2,544	1,773	2,482	1,879	1,354	410	0		24,143	50,677	-52.4%
Renewals	34,815	32,323	37,137	35,513	35,452	39,581	41,001	39,042	36,921	36,814	34,619		403,218	391,043	3.1%
Bookmobile	24,645	22,856	24,512	26,578	18,703	26,430	25,693	19,035	20,942	26,222	20,162		255,778	266,738	-4.1%
Red Carpet	6,511	6,461	6,989	7,097	6,199	7,853	7,809	7,546	7,538	7,533	6,379		77,915	73,690	5.7%
Digital Downloads	23,358	20,846	24,410	22,333	22,367	22,129	25,179	23,545	23,383	23,870	21,129		252,549	192,055	31.5%
TOTAL CIRCULATION	202,808	178,597	200,092	189,363	193,177	218,743	225,991	201,143	187,836	187,361	173,309		2,158,420	2,120,273	1.8%
CIRCULATION DETAILS															
Print Material	95,161	85,287	93,956	92,211	95,671	113,662	113,293	97,414	91,838	91,083	82,722		1,052,298	1,075,605	-2.2%
Audio/Visual Material	80,280	68,740	77,780	70,038	72,348	79,237	83,754	77,421	69,157	67,882	65,131		811,768	821,817	-1.2%
Adult Materials	110,816	96,117	107,002	98,821	101,012	106,939	112,341	107,059	96,956	95,610	89,442		1,122,115	1,142,828	-1.8%
Children's Materials	50,971	45,668	50,830	50,017	52,252	70,273	68,383	53,105	50,714	50,643	46,766		589,622	591,864	-0.4%
Young Adult Materials	4,880	4,176	5,105	5,027	6,042	7,113	7,377	5,606	4,517	4,156	3,918		57,917	62,401	-7.2%
Red Carpet Materials	8,774	8,066	8,799	8,384	8,713	8,574	8,946	9,065	8,808	8,556	7,727		94,412	100,329	-5.9%
NEW Patrons															
Topeka / Shawnee County															
Adults	749	575	628	522	624	723	769	711	654	484	459		6,898	7,442	-7.3%
Children (ages 17 and under)	234	155	235	232	377	441	370	250	205	188	197		2,884	3,136	-8.0%
Red Carpet Outreach	15	6	14	14	15	22	10	16	17	16	11		156	159	-1.9%
NEKL	71	67	67	67	68	89	87	83	72	61	46		778	679	14.6%
Non-Resident	1	0	0	1	0	1	0	0	4	1	0		8	4	100.0%
Total New Registrations	1,070	803	944	836	1,084	1,276	1,236	1,060	952	750	713		10,724	11,420	-6.1%
PATRONS DELETED	880	815	611	723	1,275	1,086	1,088	4,545	654	875	973		13,525	16,956	-20.2%
BORROWERS															
Topeka / Shawnee County															
Adults	67,055	66,885	66,906	66,742	66,987	67,069	66,899	66,622	66,658	66,603	66,617		66,617	67,179	-0.8%
Children (age 4 - 17)	21,878	21,880	21,968	22,002	22,307	22,516	22,514	22,346	22,371	22,391	22,422		22,422	21,939	2.2%
Red Carpet Outreach	1,382	1,369	1,375	1,380	1,368	1,388	1,367	1,366	1,376	1,385	1,389		1,389	1,390	-0.1%
NEKL	8,487	8,564	8,670	8,606	8,628	8,623	8,561	8,494	8,520	8,511	8,524		8,524	8,645	-1.4%
Non-Resident	54	53	54	52	52	54	54	55	56	54	53		53	51	3.9%
Delinquent	997	983	985	989	976	951	924	896	868	848	746		746	1,017	-26.6%
TOTAL BORROWERS	99,853	99,734	99,958	99,771	100,318	100,601	100,319	99,779	99,849	99,792	99,751		99,751	100,221	-0.5%
Holds Satisfied	20,292	18,009	19,956	18,354	18,090	21,190	21,343	20,155	18,128	18,758	17,214		211,489	210,784	0.3%
CHECK-IN															
TOTAL CHECK-IN	149,384	132,153	149,870	141,004	140,132	158,627	170,067	157,699	134,833	137,174	125,853		1,596,796	1,626,222	-1.8%

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
COLLECTION															
Materials Added	5,588	5,620	6,921	7,774	4,712	5,669	7,078	5,695	5,679	5,868	4,699		65,303	70,455	-7.3%
Materials Discarded	7,088	3,410	6,214	5,362	4,375	7,231	7,089	6,614	5,692	6,272	4,782		64,129	69,510	-7.7%
TOTAL COLLECTION	455,362	457,572	458,279	460,691	461,028	459,466	459,455	458,536	458,523	458,119	458,036		458,036	456,385	0.4%
WEBSITE															
tscpl.org Unique Visitors	30,842	33,520	36,033	43,929	50,728	54,484	55,474	50,246	32,434	28,202	25,889		441,781	279,996	57.8%
tscpl.org Total Visits	57,824	58,664	64,133	71,642	80,787	88,327	88,077	78,631	60,101	53,739	48,001		749,926	529,688	41.6%
catalog.tscpl Unique Visitors	22,501	19,376	19,930	21,106	21,972	23,980	26,479	25,176	20,835	20,515	20,982		242,852	240,552	1.0%
catalog.tscpl Total Visits	47,281	42,519	45,530	45,886	47,746	51,146	54,338	51,449	45,456	43,930	42,781		518,062	494,688	4.7%
REFERENCE QUESTIONS															
Adult Services	17,914	15,317	17,033	16,386	15,598	16,652	17,888	16,935	14,830	14,772	12,712		176,037	195,936	-10.2%
Red Carpet	1,323	1,122	1,302	1,165	1,336	1,343	1,342	1,338	1,320	1,059	929		13,579	14,135	-3.9%
Topeka Room	800	624	528	643	661	791	788	592	666	554	656		7,303	3,715	96.6%
Youth Services	3,257	2,865	3,419	2,944	4,450	6,600	5,912	4,580	3,812	3,210	3,105		44,154	40,272	9.6%
Gallery	108	105	100	77	137	143	172	156	120	91	116		1,325		
TOTAL REFERENCE QUESTIONS	23,402	20,033	22,382	21,215	22,182	25,529	26,102	23,601	20,748	19,686	17,518		242,398	254,058	-4.6%
GATE COUNT	68,132	63,623	68,616	64,221	65,917	74,020	80,022	73,289	66,099	62,978	56,932		743,849	738,471	0.7%
MEETING ROOMS															
Bookings	657	782	813	811	694	768	728	635	747	827	637		8,099	7,046	14.9%
Hours Booked	3,708	4,257	4,530	4,411	3,972	4,788	4,419	3,539	4,229	4,697	3,458		46,007	37,055	24.2%
ATTENDANCE	9,624	14,990	13,068	13,796	9,876	15,154	14,837	10,701	13,371	13,067	10,610		139,094	137,882	0.9%
PROGRAM ATTENDANCE															
Adult - General	1,124	2,176	1,270	1,893	665	1954	1332	2018	1392	973	484		15,281	6,583	132.1%
Computer Training	236	272	255	172	134	232	170	220	184	170	127		2,172	2,476	-12.3%
Outreach	4,986	3,807	2,902	4,265	3159	1,015	896	876	3,155	4,246	4051		33,358	34,063	-2.1%
Kids	1,365	1,063	1,086	2,398	1356	5,774	5,732	1231	1,818	1,667	1222		24,712	26,218	-5.7%
Movies	286	208	22	20	24	377	362	39	663	655	22		2,678	1,931	38.7%
Books	42	201	10	81	40	39	28	66	38	37	11		593	262	126.3%
Art	14	96	0	158	35	124	170	133	14	171	16		931	1,084	-14.1%
Teens	84	247	244	90	98	249	96	38	149	401	54		1,750	2,033	-13.9%
Music	97	1,584	0	0	81	181	140	0	19	0	30		2,132	824	158.7%
TOTAL ATTENDANCE	8,234	9,654	5,789	9,077	5,592	9,945	8,926	4,621	7,432	8,320	6,017		83,607	75,474	10.8%
TOURS & FAIRS															
Fairs & Events	0	1,565	0	731	270	43	0	0	413	95	0		3,117	608	*
Library Tours	0	0	0	0	0	0	0	0	0	0	0		0	40	*
TOURS & FAIRS	0	1,565	0	731	270	43	0	0	413	95	0	0	3,117	648	*
GALLERY ATTENDANCE	1,115	1,776	1,424	2,232	1,849	2,158	2,186	1,902	1,278	1,768	1,214		18,902		*

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2015

	2015												2014	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	14 TO 15%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	21,599	19,073	20,398	19,587	20,900	22,250	23,181	22,206	20,226	19,396	17,565		226,381	241,920	-6.4%
Adult Nonfiction	22,836	20,245	22,297	21,293	21,213	22,119	23,323	21,922	20,645	20,419	19,015		235,327	239,477	-1.7%
Juvenile Fiction	26,105	23,602	26,505	26,238	29,417	40,585	38,036	29,249	27,034	26,835	24,669		318,275	311,668	2.1%
Juvenile Nonfiction	9,270	8,564	8,883	9,825	7,547	11,091	10,683	7,792	9,274	10,086	8,123		101,138	100,963	0.2%
Magazines	2,139	1,925	2,330	2,189	2,240	2,308	2,211	1,833	1,643	1,907	1,925		22,650	24,428	-7.3%
RC Print Materials	8,404	7,725	8,459	8,000	8,310	8,207	8,595	8,652	8,458	8,160	7,402		90,372	95,462	-5.3%
RC Realia	339	323	312	366	387	360	331	394	322	383	306		3,823	4,664	-18.0%
YA Print Materials	4,608	3,985	4,896	4,783	5,763	6,824	7,056	5,384	4,301	3,970	3,750		55,320	59,610	-7.2%
PRINT CIRCULATION	95,300	85,442	94,080	92,281	95,777	113,744	113,416	97,432	91,903	91,156	82,755		1,053,286	1,078,192	-2.3%
Audio / Visual Material															
Adult Audiobooks	5,845	5,048	6,034	5,730	5,804	6,265	6,507	6,125	5,660	5,763	4,892		63,673	67,464	-5.6%
Adult Music	5,720	5,261	6,098	5,320	5,318	5,590	6,133	5,801	5,407	5,099	4,934		60,681	57,370	5.8%
Adult Videos / DVDs	51,903	43,842	48,970	44,151	44,848	47,911	50,386	48,559	42,931	42,904	41,240		507,645	501,763	1.2%
Adult Video Games	948	900	1,019	747	939	795	974	770	597	211	0		7,900	13,239	-40.3%
Juvenile Audiobooks	653	630	708	615	781	855	996	737	649	632	605		7,861	7,928	-0.8%
Juvenile Music	701	655	736	668	835	948	975	828	804	676	713		8,539	9,634	-11.4%
Juvenile Videos / DVDs	13,855	11,884	13,633	12,269	13,179	16,180	17,026	14,013	12,545	12,082	12,315		148,981	157,003	-5.1%
YA A/V	272	191	209	244	279	289	321	222	216	186	168		2,597	2,791	-7.0%
A/V CIRCULATION	79,897	68,411	77,407	69,744	71,983	78,833	83,318	77,055	68,809	67,553	64,867		807,877	817,192	-1.1%
Adult Material															
Adult Fiction	21,599	19,073	20,398	19,587	20,900	22,250	23,181	22,206	20,226	19,396	17,565		226,381	241,920	-6.4%
Adult Nonfiction	22,836	20,245	22,297	21,293	21,213	22,119	23,323	21,922	20,645	20,419	19,015		235,327	239,477	-1.7%
Magazines	2,139	1,925	2,330	2,189	2,240	2,308	2,211	1,833	1,643	1,907	1,925		22,650	24,428	-7.3%
Adult Audiobooks	5,845	5,048	6,034	5,730	5,804	6,265	6,507	6,125	5,660	5,763	4,892		63,673	67,464	-5.6%
Adult Music	5,720	5,261	6,098	5,320	5,318	5,590	6,133	5,801	5,407	5,099	4,934		60,681	57,370	5.8%
Adult Videos / DVDs	51,903	43,842	48,970	44,151	44,848	47,911	50,386	48,559	42,931	42,904	41,240		507,645	501,763	1.2%
Adult Video Games	948	900	1,019	747	939	795	974	770	597	211	0		7,900	13,239	-40.3%
ADULT CIRCULATION	110,042	95,394	106,127	98,270	100,323	106,443	111,741	106,446	96,512	95,488	89,571		1,116,357	1,145,661	-2.6%
Juvenile Material															
Juvenile Fiction	26,105	23,602	26,505	26,238	29,417	40,585	38,036	29,249	27,034	26,835	24,669		318,275	311,668	2.1%
Juvenile Nonfiction	9,270	8,564	8,883	9,825	7,547	11,091	10,683	7,792	9,274	10,086	8,123		101,138	100,963	0.2%
Juvenile Audiobooks	653	630	708	615	781	855	996	737	649	632	605		7,861	7,928	-0.8%
Juvenile Music	701	655	736	668	835	948	975	828	804	676	713		8,539	9,634	-11.4%
Juvenile Videos / DVDs	13,855	11,884	13,633	12,269	13,179	16,180	17,026	14,013	12,545	12,082	12,315		148,981	157,003	-5.1%
JUVENILE CIRCULATION	50,584	45,335	50,465	49,615	51,759	69,659	67,716	52,619	50,306	50,311	46,425		584,794	587,196	-0.4%
Red Carpet Material															
RC Print Materials	8,404	7,725	8,459	8,000	8,310	8,207	8,595	8,652	8,458	8,160	7,402		90,372	95,462	-5.3%
RC Realia	339	323	312	366	387	360	331	394	322	383	306		3,823	4,664	-18.0%
RED CARPET CIRCULATION	8,743	8,048	8,771	8,366	8,697	8,567	8,926	9,046	8,780	8,543	7,708		94,195	100,126	-5.9%
Young Adult Material															
YA Print Materials	4,608	3,985	4,896	4,783	5,763	6,824	7,056	5,384	4,301	3,970	3,750		55,320	59,610	-7.2%
YA A/V	272	191	209	244	279	289	321	222	216	186	168		2,597	2,791	-7.0%
YOUNG ADULT CIRCULATION	4,880	4,176	5,105	5,027	6,042	7,113	7,377	5,606	4,517	4,156	3,918		57,917	62,401	-7.2%
Overdrive	14,982	13,418	15,934	14,679	14,833	14,873	17,509	15,807	15,242	15,076	15,681		168,034	128,356	30.9%
Hoopla	2,373	2,161	2,516	2,305	2,466	2,259	2,755	2,774	3,646	3,865	4,272		31,392	19,809	58.5%
Freegal	4,296	4,012	4,692	3,857	3,554	3,738	3,551	3,542	3,337	3,831	0		38,410	30,583	25.6%
Zinio	1,707	1,255	1,268	1,492	1,514	1,259	1,364	1,422	1,158	1,098	1,176		14,713	13,307	10.6%
DIGITAL DOWNLOADS	23,358	20,846	24,410	22,333	22,367	22,129	25,179	23,545	23,383	23,870	21,129		252,549	192,055	31.5%

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	\$1,517,233	\$1,374,110		\$17,520,812
Magazines (\$5)	\$10,695	\$9,625	\$11,650	\$10,945	\$11,200	\$11,540	\$11,055	\$9,165	\$8,215	\$9,535	\$9,625		\$113,250
Audiobooks (\$10)	\$64,980	\$56,780	\$67,420	\$63,450	\$65,850	\$71,200	\$75,030	\$68,620	\$63,090	\$63,950	\$54,970		\$715,340
DVD, Games, Music (\$4)	\$293,596	\$250,932	\$282,660	\$253,596	\$261,592	\$286,852	\$303,260	\$280,772	\$250,000	\$244,632	\$237,480		\$2,945,372
Reference Questions (\$7)	\$163,814	\$140,231	\$156,674	\$148,505	\$155,274	\$178,703	\$182,714	\$165,207	\$145,236	\$137,802	\$122,626		\$1,696,786
Programming (\$10)	\$82,340	\$96,540	\$57,890	\$90,770	\$55,920	\$99,450	\$89,260	\$46,210	\$74,320	\$83,200	\$60,170		\$836,070
Meeting Room Use	\$43,642	\$52,810	\$58,135	\$61,929	\$34,560	\$35,854	\$30,285	\$46,895	\$46,540	\$47,290	\$37,665		\$495,605
Gallery Attendance (\$10)	\$11,150	\$17,760	\$14,240	\$22,320	\$18,490	\$21,580	\$21,860	\$19,020	\$12,780	\$17,680	\$12,140		\$189,020
Computer Use (\$12 /hr)	\$369,067	\$343,006	\$321,742	\$256,552	\$316,625	\$359,552	\$412,723	\$374,982	\$252,304	\$205,603	\$195,168		\$3,407,324
ILL Borrowed (\$25)	\$13,175	\$11,175	\$13,800	\$13,825	\$10,725	\$14,000	\$15,550	\$13,850	\$12,625	\$12,100	\$12,500		\$143,325
TOTAL VALUE	\$2,636,196	\$2,398,648	\$2,543,961	\$2,453,456	\$2,520,365	\$2,973,143	\$3,032,222	\$2,649,904	\$2,399,530	\$2,339,025	\$2,116,454		\$28,062,904

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	30,594	19,466	50,060
Dollars Submitted:	\$3,180,981.34	\$443,833.07	\$3,624,814.41
Cash Recovery:	\$492,649.29	\$190,190.40	\$682,839.69
Material Recovery:	\$317,108.07	\$34,136.77	\$351,244.84
Waives:	\$108,057.55	\$10,692.07	\$118,749.62
Recovery Total:	\$917,814.91	\$235,019.24	\$1,152,834.15
Total Invoice Amount:	\$260,403.38	\$64,831.90	\$325,235.28
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
12/2014 Through 11/2015

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
November-15	\$5,196.98	\$5,414.97	\$1,014.08	\$11,626.03	\$10,611.95	\$2,371.75
October-15	\$5,012.57	\$2,904.92	\$553.56	\$8,471.05	\$7,917.49	\$2,148.00
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
Total	\$66,952.60	\$49,447.03	\$14,142.27	\$130,541.90	\$116,399.63	\$24,236.60
Average	\$5,579.38	\$4,120.59	\$1,178.52	\$10,878.49	\$9,699.97	\$2,019.72

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

12/2014 Through 11/2015

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
November-15	\$3,399.25	\$306.60	\$160.40	\$3,866.25	\$3,705.85	\$914.50
October-15	\$3,826.98	\$209.17	\$151.71	\$4,187.86	\$4,036.15	\$896.80
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
Total	\$43,001.18	\$8,601.12	\$2,353.64	\$53,955.94	\$51,602.30	\$10,174.55
Average	\$3,583.43	\$716.76	\$196.14	\$4,496.33	\$4,300.19	\$847.88