



Agenda
Board of Trustees meeting
Thursday, September 15, 2016 – 4:00 p.m.
Menninger Room 206

Call to Order

Public Comment

Election of new Board Secretary – Action Item

Approval of August 11, 2016 Trustee Meeting Minutes – Action Item

Chief Financial Officer's Report – Sheryl Weller

Financial Reports

- Treasurer's Report – Betty Greiner
- Financial Reports – **Action Item**

Friends of TSCPL – Linda Hayse, Board President

The Library Foundation – Becky Holmquist, Board Chair

Chief Executive Officer – Gina Millsap

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

Chief Operations Officer – Rob Banks

New Business

- Circulation Policy – **Action Item**
- Bid Approval Hyper Convergence System – **Action Item**
- Lease Agreement Learn and Play Bus Garage Space – **Action Item**

Executive Session

Trustee Comments

Adjournment

Next Meeting

October 20, 2016 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Meeting
and Public Hearing - FY2017 Budget
August 11, 2016
Marvin Auditorium 101C

BOARD MEMBERS PRESENT

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

CALL TO ORDER

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, August 11, 2015 in the Marvin Auditorium room 101C, of the Main Building, 1515 SW 10th Avenue, was called to order at 5:00PM 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 Elizabeth Ross, seconded by Kerry Onstott Story, the July 21, 2016 Board of Trustees meeting minutes were approved as corrected. Motion carried.

CHIEF FINANCIAL OFFICER

CFO Sheryl Weller had no additions to the Chief Financial Officer's written report. There were no questions for Sheryl.

APPROVAL OF TREASURER'S REPORT

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

CHIEF EXECUTIVE OFFICER

Chief Executive Officer Gina Millsap had no additions to her CEO report. There were no questions related to the CEO Report. She showed a framed proclamation that had been presented to the Library from the Northeast Kansas Library System (NEKLS) for winning the 2016 *Gale/Library Journal* Library of the Year Award. Gina attended the NEKLS Annual Assembly and spoke about the Library, shared the Library of the Year presentation, and showed the new video the Library produced regarding the Library of the Year Award. Gina directed the Trustees' attention to the commemorative car magnets at their places that highlighted the Library of the Year.

There was brief discussion relating to the Library's sponsorship of Go Topeka's new initiative and survey.

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 following Community Impact Goals:

1. Every child will be ready for Kindergarten
2. Everyone will discover their passion for learning.
3. Everyone will continue learning new ways to live their best life.
4. Topeka and Shawnee County will be an engaged community of readers.

5. The library will be a learning organization committed to excellence in:
 - Leadership
 - Planning
 - Customer focus
 - Process Management
 - Partner focus

There was discussion regarding goal 5 clarifying that it is an internal, organizational goal for staff. It was noted that identifying resources for learning is also an important part of the goal. The motion passed unanimously.

MEETING RECESS

David Monical called for a brief recess at 5:14PM.

David Monical called the meeting back to order at 5:30PM. He recognized Chief Operations Officer Rob Banks who directed the Trustees to copies of an obituary for Dr. Frank Ybarra, a former Trustee. Rob discussed the contributions Dr. Ybarra made during his time on the Board and indicated that the Library would send flowers on behalf of the Board of Trustees and begin a memorial fund through the Library Foundation.

SPECIAL ORDER OF BUSINESS

David Monical opened the Public Hearing for the FY 2017 Budget. There was no one present for comment on the FY 2017 Budget at the Public Hearing. Sheryl Weller presented a review of the FY 2017 Budget which was published July 27, 2016. David thanked Sheryl for her work. The Public Hearing was closed at 5:43PM.

ADOPTION OF FY 2016 OPERATING BUDGETS

On a motion by Kerry Onstott Storey, seconded by Duane Johnson, the Board of Trustees, Topeka and Shawnee County Public Library, adopted the FY 2017 operating budgets as presented/published in the Topeka Capital Journal on July 27, 2016. The motion passed unanimously.

TRUSTEE COMMENTS

There were no Trustee comments.

ADJOURNMENT

The meeting was adjourned at 5:50 PM.

Elizabeth Ross, Secretary

**Chief Financial Officer's Report
September 2016
Sheryl Weller**

Investments and Debt as of August 31, 2016 – Page 1

The two 30-day investments in the State of Kansas, Municipal Investment Pool (MIP), matured in August and new 30-day accounts were created to invest projected funds not immediately needed for operations. This is part of the plan to be more strategic and it has resulted in all interest revenues being significantly over-budget.

The Certificate of Deposit with Capital City Bank for Bond and Interest funds matured in August, as well as a 180-day MIP investment, and both were moved to the overnight MIP account so the debt service payment could be made on August 31. There are still idle Bond and Interest funds in the overnight MIP account which will be invested longer term in September. The next payment is not due until March 1.

The principal balance for outstanding bonds reflects the transfer made in August for the September 1 principal payment.

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund and Special Collections Fund are temporarily negative pending billing to the Library Foundation. The Bookmobile Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending completion and acceptance of the custom built vehicle.

General Fund – Pages 3 through 5

With 66.6% of the budget year completed, 90% of the budgeted revenue has been received and 64% of the approved budget has been expended/encumbered. This compares to 2015 with the same statistics in which 90% of the budgeted revenue had been received and 64% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 66.6% of the budget year completed, 103% of the budgeted revenue has been received and 54% of the approved budget has been expended/encumbered. This compares to 2015 in which 91% of the budgeted revenue had been received and 54% 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 \$2,066,801.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the budgeted revenues collected to-date is 91% compared with 93% at this point in time in 2015. The final debt service payment for 2016 was made August 31st for the due date of September 1st. Thus, these transactions are included in the August financial reports. The current balance in the fund is \$658,325 with the reserve carryforward cash budgeted at \$750,000. The difference is tax revenues yet to be distributed in 2016.

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
Operating budget	Annual events management software service agreement – this purchase order was actually a duplicate and was deleted in August	\$5,318.95	EMS Software LLC
Operating budget	Annual software and hardware renewal (credit card processing, cash drawers, reporting, customer computer and print management, SAM customer balances on account)	\$19,164.60	Comprise Technologies, Inc.
Library materials	Online plan	\$12,439.57	Midwest Tape
Library materials	“Automatically Yours” materials subscription – select quantities and genres – Oct	\$10,800.00	Baker & Taylor Books
Library materials	Annual Reference USA online subscription	\$14,120.00	Infogroup Inc.
Library materials	Adult blu-rays & DVDs	\$5,680.00	Midwest Tape
Library materials	Adult blu-rays & DVDs	\$5,570.00	Midwest Tape
Library materials	Adult blu-rays & DVDs	\$5,100.00	Midwest Tape

Type of Purchase	Description	Amount	Vendor
Library materials	Adult fiction e-audiobooks/books	\$10,220.00	Overdrive, Inc.
Library materials	Adult fiction e-audiobooks/books	\$7,620.00	Overdrive, Inc.
Library materials	Adult fiction e-audiobooks/books	\$7,930.00	Overdrive, Inc.
Library materials	Adult fiction e-audiobooks/books	\$6,680.00	Overdrive, Inc.

Other Items:

- I completed the final steps in the budget process: (1) on August 12th delivered (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) at least 10 days prior to filing the adopted budget with the County Clerk; and (2) electronically filed the adopted budget with the County Clerk on August 24th (due date no later than August 25th). The adopted budget and narrative documents are permanently on the TSCPL website. I have received no public inquiries regarding the budget nor requests for the materials.
- This year’s update has been completed for the Electronic Municipal Market Access (EMMA) website, the official repository for information on virtually all municipal bonds.
- There are two resolutions on this month’s agenda for the Board’s approval that will create expenditures.

The hyperconverged infrastructure project was originally budgeted as a blade enclosure upgrade/refresh project and was funded from State Aid and General funds at an estimated cost of \$102,000. In subsequent review and discussion, it was determined a more efficient purchase would be a hyperconverged system that combines server and storage systems. The additional cost will be funded from savings in the Digital Services Support, General Fund line budget item from the delay to a following year of three purchases in the approved budget, as well as other information technology budgetary savings. This was originally mentioned to the Board in my April report. Please see Gina’s report and the background information in the resolution to learn more about this proposed purchase.

The lease for the Learn and Play Bus is a non-budgeted item, but savings within the approved budget is expected to be adequate to fund this cost. The bus is an additional vehicle to the Library’s fleet and sufficient, existing garage space is unavailable for another large-sized vehicle.

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

8/31/16

	Balance 01/01/16	Revenue Y-T-D	Expenditures Y-T-D	Balance 8/31/2016
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 2,980,008.03	\$ 11,428,511.62	\$ 7,870,248.71	\$ 6,538,270.94
Employee Benefits	1,410,074.82	3,216,102.92	2,046,568.95	\$ 2,579,608.79
Capital Improvement	2,062,247.88	4,553.77	-	\$ 2,066,801.65
Bond & Interest	836,899.56	1,473,320.81	1,651,895.00	\$ 658,325.37
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	33,085.13	54,755.75	33,085.13	\$ 54,755.75
Federal, State & Local Grants	10.32	4,800.00	3,466.29	\$ 1,344.03
Other Special Revenue	738,221.51	26,874.04	182,318.33	\$ 582,777.22
Permanent Funds	522,876.20	13,415.30	5,025.06	\$ 531,266.44
Totals	\$ 8,583,423.45	\$ 16,222,334.21	\$ 11,792,607.47	\$ 13,013,150.19

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,240,736.27
Restricted Funds-CoreFirst Bank-Checking	584,716.41
Restricted Funds-CoreFirst Bank-Investments-Foundation	330,635.67
Bond & Interest Fund-CoreFirst Bank-Checking	52.17
Capital Improvement Fund-VisionBank-Money Market Account	2,066,801.65
Cash on Hand	3,176.00
Petty Cash	220.00
Endowment Securities	200,630.77
Municipal Investment Pool - Overnight	2,341,477.09
Municipal Investment Pool - 30-day Fixed	2,000,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	1,302,738.63
Capitol Federal Savings - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	3,004,891.88
	\$ 13,076,076.54
Less Pending Claims (invoices posted, but not paid until next month)	35,814.51
Less Payroll Deduction and Employer Benefit Liabilities	14,197.22
Less Outstanding Checks	12,914.62
	\$ 13,013,150.19

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

8/31/16

	01/01/16 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	8/31/2016 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<u>Major Governmental Funds</u>							
General Fund	\$ 2,980,008.03	\$ 11,428,511.62	\$ 140,157.22	\$ 7,730,091.49	\$ 6,538,270.94	\$ 712,857.61	\$ 5,825,413.33
Employee Benefit Fund	1,410,074.82	3,216,102.92	590.98	2,045,977.97	2,579,608.79	24,175.73	2,555,433.06
Capital Improvement Fund	2,062,247.88	4,553.77			2,066,801.65		2,066,801.65
Bond & Interest Fund	836,899.56	1,473,320.81		1,651,895.00	658,325.37		658,325.37
<u>Non Major Governmental Funds</u>							
State Aid Fund	33,085.13	54,755.75	33,085.13		54,755.75	-	54,755.75
<i>Federal & State Grants</i>							
Gallery Grants	10.32	3,000.00		2,566.29	444.03	-	444.03
Big Read Grant	-				-		-
Kansas Humanities Council Grant	-	1,800.00		900.00	900.00	300.00	600.00
<i>Other Special Revenue Funds</i>							
Adult Programs	26.93				26.93		26.93
Art Collection	10,626.78	3.60		104.33	10,526.05		10,526.05
Book Cook Program	192.94				192.94		192.94
Bookmobile Fund	505.46		186.72	305.06	13.68	284,420.00	(284,406.32)
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	4.01			39.12	(35.11)		(35.11)
Cooking Neighborhood	-				-		-
French Gift - Library Materials	5,921.45	1.87		805.83	5,117.49	139.40	4,978.09
Friends	232,022.44	70.58	1,226.82	72,899.95	157,966.25	2,275.96	155,690.29
Fun Committee	1,419.84	629.52		407.81	1,641.55	56.00	1,585.55
Gallery Competitions/Exhibits	30,802.80	2,877.00	2,600.00	5,360.94	25,718.86	200.00	25,518.86
Gifts/Memorials (Undesignated)	218,602.78	7,285.61		32,316.94	193,571.45	2,500.00	191,071.45
Great Stories Club	47.00				47.00		47.00
Hathaway Trust - Library Materials	33,714.52	1,249.06		9,597.42	25,366.16	2,725.71	22,640.45
Health Neighborhood	601.55				601.55		601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	(0.00)				(0.00)		(0.00)
Intergovernmental Cooperation Cncl	(0.00)	1,578.52		697.00	881.52	615.00	266.52
Library Materials	144,420.77	2,988.80		20,295.52	127,114.05	8,165.19	118,948.86
Lingo	-				-		-
NEH Expendable	21.34	4,000.86		1,068.47	2,953.73	-	2,953.73
Pets Neighborhood	33.58				33.58		33.58
PodCamp Topeka	326.79				326.79		326.79
Programming Fund	100.75				100.75		100.75
Red Carpet	8,522.61	2.89		109.08	8,416.42	52.92	8,363.50
Rotary Grant	4.29				4.29		4.29
Special Collections	511.16			13,121.10	(12,609.94)	3,655.21	(16,265.15)
Talking Books	-				-		-
Torluemke Landscaping	1,779.85	0.62			1,780.47		1,780.47
Wedding Neighborhood	-				-		-
Workshops	2,161.97	0.73			2,162.70		2,162.70
Youth Services	45,849.90	6,184.38	31.50	21,144.72	30,858.06	2,633.06	28,225.00
<i>Permanent Funds</i>							
Mertz Trust	206,127.19	(5,496.42)			200,630.77		200,630.77
NEH Endowment	316,749.01	18,911.72		5,025.06	330,635.67		330,635.67
TOTALS	\$ 8,583,423.45	\$ 16,222,334.21	\$ 177,878.37	\$ 11,614,729.10	\$ 13,013,150.19	\$ 1,044,771.79	\$ 11,968,378.40

Topeka and Shawnee County Public Library

8/31/16

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u>
				66.6% of year
Ad Valorem Property Tax	\$ 11,007,194.00	\$ 10,594,938.18	\$ (412,255.82)	96%
Revitalization Rebates	(141,400.00)	(137,082.56)	\$ 4,317.44	97%
Back Tax	-	124,765.08	\$ 124,765.08	0%
Motor Vehicle Tax	1,209,439.00	484,610.20	\$ (724,828.80)	40%
Recreational Vehicle Tax	9,866.00	4,264.92	\$ (5,601.08)	43%
16/20 M Vehicle Tax	5,584.00	5,658.25	\$ 74.25	101%
In Lieu of Tax	19,918.00	43.79	\$ (19,874.21)	0%
Watercraft Special Tax**	6,747.00	-	\$ (6,747.00)	0%
Commercial Vehicle Fees	41,123.00	40,156.14	\$ (966.86)	98%
E-Rate Reimbursement	48,000.00	-	\$ (48,000.00)	0%
Miscellaneous Revenue	5,000.00	1,612.23	\$ (3,387.77)	32%
Miscellaneous Revenue - Recyclg	400.00	135.07	\$ (264.93)	34%
Salary Refunds-Foundation	87,041.00	56,395.32	\$ (30,645.68)	65%
Salary Refunds-Friends	100,386.00	24,488.82	\$ (75,897.18)	24%
Salary Refunds-Shawnee Cty	20,337.00	14,379.75	\$ (5,957.25)	71%
Vending Machines	4,000.00	2,738.95	\$ (1,261.05)	68%
Pay to Sam	-	2,140.17	\$ 2,140.17	0%
Overdue Fees*	307,000.00	189,140.38	\$ (117,859.62)	62%
Debt Collect	-	5,322.48	\$ 5,322.48	0%
ILL Fees	250.00	172.20	\$ (77.80)	0%
Mailing Fees	-	-	\$ -	0%
Non Resident Card Fee	170.00	340.00	\$ 170.00	200%
Telephone/Fax	4,100.00	1,130.60	\$ (2,969.40)	28%
Obituary Fees	900.00	360.00	\$ (540.00)	40%
Meeting Room Charges	9,800.00	4,980.00	\$ (4,820.00)	51%
Monday Market Fees	500.00	544.00	\$ 44.00	109%
Foundation Distribution	-	137.81	\$ 137.81	0%
Interest Received-Investments	1,400.00	7,139.84	\$ 5,739.84	510%
Library Treasurer's Balance	1,553,668.00	-	-	0%
TOTALS	<u>\$ 14,301,423.00</u>	<u>\$ 11,428,511.62</u>	<u>\$ (1,319,243.38)</u>	90%

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

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

Topeka and Shawnee County Public Library

8/31/16

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>
STAFF:					66.6% of year
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,184.55		\$ 2,215.45	65%
Salaries-Facilities	625,629.00	399,976.72		225,652.28	64%
Salaries-Overtime	10,000.00	2,968.00		7,032.00	30%
Salaries-Security	296,915.00	195,134.28		101,780.72	66%
Salaries-Shelvers	192,684.00	79,025.78		113,658.22	41%
Salaries-Staff	7,231,950.00	4,621,052.40		2,610,897.60	64%
Conferences	90,200.00	81,387.44	7,822.19	990.37	99%
Staff Development & Training	34,000.00	8,750.97	334.00	24,915.03	27%
Mileage	9,340.00	4,728.79	4,126.73	484.48	95%
COLLECTION:					
Materials-Binding/Replacements	2,200.00	1,271.14	539.92	388.94	82%
Materials-Periodicals	39,000.00	3,511.01	-	35,488.99	9%
Materials-Print/Non-Print <1 YR	391,400.00	248,785.10	11,265.33	131,349.57	66%
Materials-Print/Non-Print	1,244,330.00	731,578.89	164,770.01	347,981.10	72%
OPERATIONS:					
Art Purchases	5,000.00			5,000.00	0%
Cataloging and ILL Services	73,800.00	35,040.82	34,940.50	3,818.68	95%
Contracted-Digital Services	333,130.00	229,168.00	11,431.89	92,530.11	72%
Contracted-Facilities	281,600.00	172,391.86	29,571.88	79,636.26	72%
Contracted-Office Equipment	58,000.00	32,098.59	17,594.26	8,307.15	86%
Contracted-Professional	310,000.00	162,557.94	75,836.47	71,605.59	77%
Contracted-E-Rate Services	4,400.00			4,400.00	0%
Digital Services Support	190,200.00	63,961.29	9,026.19	117,212.52	38%
Furniture/Equipment	133,700.00	8,081.79	3,765.47	121,852.74	9%
Insurance	47,600.00	43,309.00	35.00	4,256.00	91%
Marketing & Communication	25,000.00	11,362.48	5,630.00	8,007.52	68%
Memberships/Dues	22,500.00	7,450.50	65.00	14,984.50	33%
Miscellaneous	5,000.00	2,480.56	290.45	2,228.99	55%
Payments to Other Libraries	91,620.00		92,791.00	(1,171.00)	101%
Postage/Shipping	120,225.00	82,316.07	787.86	37,121.07	69%
Printing	97,600.00	67,981.57	27,618.32	2,000.11	98%
Programming	30,000.00	12,419.66	1,276.41	16,303.93	46%
Special Projects	272,000.00		3,895.00	268,105.00	1%
Supplies-Facilities	74,000.00	39,524.21	23,920.52	10,555.27	86%
Supplies-Office/Library	77,000.00	43,325.96	2,799.44	30,874.60	60%
Supplies-Processing	35,000.00	33,528.08	268.87	1,203.05	97%
Telecommunications	71,000.00	19,333.07	5,624.71	46,042.22	35%
Utilities-Electric	390,000.00	219,127.26	111,272.74	59,600.00	85%
Utilities-Gas	75,000.00	25,808.65	20,191.35	29,000.00	61%
Utilities-Water/Sewage	35,000.00	10,571.48	19,428.52	5,000.00	86%
Vehicle-Gas	39,000.00	13,089.20	-	25,910.80	34%
Vehicle-Repair	30,000.00	12,743.75	10,562.41	6,693.84	78%
Contingency/Fund Balance	1,200,000.00			-	0%
Cash Long/Short	-	64.63		(64.63)	0%
TOTALS	\$ 14,301,423.00	\$ 7,730,091.49	\$ 697,482.44	\$ 4,673,849.07	64%

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

8/31/16

	2016 Budget	Year to Date	%
Balance 01/01/16	\$ 1,553,668.00	\$ 2,789,459.96	
<u>Revenue:</u>			
Ad Valorem Property Tax	11,007,194.00	10,594,938.18	96%
Revitalization Rebates	(141,400.00)	(137,082.56)	97%
Back Tax	-	124,765.08	
Motor Vehicle Tax	1,209,439.00	484,610.20	40%
Recreational Vehicle Tax	9,866.00	4,264.92	43%
16/20M Vehicle Tax	5,584.00	5,658.25	101%
In Lieu of Tax	19,918.00	43.79	0%
Watercraft Special Tax	6,747.00	-	0%
Commercial Vehicle Fees	41,123.00	40,156.14	98%
E-Rate Reimbursement	48,000.00	-	0%
Fees and Charges	331,720.00	208,481.01	63%
Reimbursements	208,164.00	95,536.77	46%
Interest on Idle Funds	1,400.00	7,139.84	510%
	\$ 12,747,755.00	\$ 11,428,511.62	90%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,363,578.00	5,302,341.73	63%
Other Staff Support Costs	133,540.00	107,150.12	80%
Library Collections	1,676,930.00	1,161,721.40	69%
Contracted Services	1,060,930.00	800,632.21	75%
Digital Services Support	190,200.00	72,987.48	38%
Furniture/Equipment/Art	138,700.00	11,847.26	9%
Payments to Other Libraries	91,620.00	92,791.00	101%
Special Projects	272,000.00	3,895.00	1%
Utilities & Telecommunications	571,000.00	431,357.78	76%
Vehicles	69,000.00	36,395.36	53%
Other Operating Expenditures	533,925.00	406,454.59	76%
Cash Basis Reserve	1,200,000.00	-	0%
	\$ 14,301,423.00	\$ 8,427,573.93	64%
Prior Year Canceled Purchase Orders		\$ 35,015.68	
Unencumbered Balance 8/31/16	\$ -	\$ 5,825,413.33	

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

8/31/16

EMPLOYEE BENEFITS

	2016 Budget	Year To Date	%
Balance 01/01/16	\$ 1,059,671.00	\$ 1,407,737.15	
Revenue:			
Ad Valorem Property Tax	\$ 2,618,296.00	\$ 2,520,488.00	96%
Revitalization Rebates	(37,047.00)	(32,631.14)	88%
Back Tax	-	33,252.08	
Motor Vehicle Tax	316,800.00	126,285.33	40%
Recreational Vehicle Tax	2,584.00	1,117.37	43%
16/20M Vehicle Tax	1,463.00	1,644.23	112%
In Lieu of Tax	5,793.00	10.42	0%
Watercraft Special Tax*	1,767.00	-	0%
Commercial Vehicle Fees	10,772.00	10,529.16	98%
Refund-Fringe Benefits-Foundation	25,290.00	15,753.61	62%
Refund-Fringe Benefits-Friends	22,822.00	11,015.00	48%
Refund-Fringe Benefits-Shawnee Cty	10,556.00	7,623.05	72%
Refund BC/BS	-	462,835.52	0%
Employee COBRA Payments	-	153.89	0%
Retiree Payments BC/BS	146,278.00	54,428.16	37%
Interest on Idle Funds	100.00	3,598.24	0%
	\$ 3,125,474.00	\$ 3,216,102.92	103%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,000.00	\$ 6,566.40	94%
Cafeteria Plan Administration Fees	4,320.00	4,229.00	98%
FICA	639,804.00	381,746.49	60%
KPERS	789,958.00	489,048.21	62%
Worker's Compensation	84,700.00	66,026.00	78%
Unemployment Tax	8,363.00	4,674.47	56%
Health/Dental Insurance**	2,276,000.00	1,116,116.44	49%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 4,185,145.00	\$ 2,068,407.01	54%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 8/31/16	\$ -	\$ 2,555,433.06	

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

** This includes Library contributions to Health Savings Accts budgeted @ \$151,000 with \$115,735 spent YTD.

CAPITAL IMPROVEMENT

Balance 01/01/16	\$ 2,062,247.88
Revenue:	
Interest received	4,553.77
	\$ 4,553.77
Expenditures/Encumbrances:	
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 8/31/16	\$ 2,066,801.65

STATE AID

Balance 01/01/16	\$ -	\$ -
Revenue:		
State Aid	65,000.00	54,755.75
	\$ 65,000.00	\$ 54,755.75
Expenditures/Encumbrances:		
Digital Services Support	65,000.00	-
	\$ 65,000.00	\$ -
Unencumbered Balance 8/31/16		\$ 54,755.75

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

8/31/16

	2016 Budget	Year to Date	%
Balance 01/01/16	\$ 788,409.00	\$ 836,899.56	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,446,979.00	1,393,518.97	96%
Revitalization Rebates	(20,444.00)	(18,037.25)	88%
Back Tax	-	17,682.44	
Motor Vehicle Tax	174,743.00	70,290.75	40%
Recreational Vehicle Tax	1,425.00	615.79	43%
16/20M Vehicle Tax	807.00	701.63	87%
In Lieu of Tax	2,469.00	5.76	0%
Watercraft Special Tax*	975.00	-	0%
Commercial Vehicle Fees	5,942.00	5,777.42	97%
Interest on Idle Funds	600.00	2,765.30	461%
	\$ 1,613,496.00	\$ 1,473,320.81	91%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,450,000.00	\$ 1,450,000.00	100%
Interest	201,875.00	201,875.00	100%
Wire Transfer Fees	30.00	20.00	67%
Cash Basis Reserve	750,000.00		0%
	\$ 2,401,905.00	\$ 1,651,895.00	100%
 Unencumbered Balance 8/31/16	 \$ -	 \$ 658,325.37	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of August 31, 2016

Capital Improvement Funds-VisionBank

\$ 2,066,801.65 at 0.33% (money market account)

Municipal Investment Pool

\$ 1,683,203.89 operating funds in "overnight pool"*; available for transfer whenever needed

658,273.20 Bond and Interest funds in "overnight pool" to be invested longer term in September

1,500,000.00 General funds in 30-day, fixed rate pool; opened 8/23/16 @ .44%; maturity 9/22/16

500,000.00 Employee Bene. funds in 30-day, fixed rate pool; opened 8/23/16 @ .44%; maturity 9/22/16

\$ 4,341,477.09

* rates vary by day - average August 1-31, 2016 was .0497%

Denison State Bank

\$ 3,004,891.88 Certificate of Deposit for General Fund per investment bid and authorized renewal; 6/17/16 @ .50%; 10/14/16 maturity

Capital City Bank

\$ 1,302,738.63 Certificate of Deposit for Employee Benefit Fund per investment bid and authorized renewal; 6/17/16 @ .40%; 10/14/16 maturity

Principal Balance of Outstanding Bonds

\$4,650,000 (as of 9/1/16)

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended August 31, 2016

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	8/4/2016	ADP	Federal W/H	\$ 27,367.01	-99220
10	21502	0	8/4/2016	ADP	State W/H	\$ 9,055.54	-99220
15	21521	0	8/4/2016	ADP	State Unemployment	\$ 272.68	-99220
10	21503	0	8/4/2016	ADP	Social Security EE	\$ 18,052.94	-99220
15	21504	0	8/4/2016	ADP	Social Security ER	\$ 18,052.99	-99220
10	21503	0	8/4/2016	ADP	Medicare EE	\$ 4,222.16	-99220
15	21504	0	8/4/2016	ADP	Medicare ER	\$ 4,222.07	-99220
					<i>Remittance of payroll taxes</i>	\$ 81,245.39	-99220 Total
10	21505	0	8/9/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,647.19	-99218
15	21516	0	8/9/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,000.37	-99218
15	21517	0	8/9/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ -	-99218
10	21524	0	8/9/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 208.73	-99218
10	21513	0	8/9/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 875.40	-99218
					<i>Remittance of pension benefit & optional group life ins contributions</i>	\$ 45,731.69	-99218 Total
10	21501	0	8/18/2016	ADP	Federal W/H	\$ 27,223.85	-99214
10	21502	0	8/18/2016	ADP	State W/H	\$ 9,014.33	-99214
15	21521	0	8/18/2016	ADP	State Unemployment	\$ 271.77	-99214
10	21503	0	8/18/2016	ADP	Social Security EE	\$ 17,994.26	-99214
15	21504	0	8/18/2016	ADP	Social Security ER	\$ 17,994.27	-99214
10	21503	0	8/18/2016	ADP	Medicare EE	\$ 4,208.37	-99214
15	21504	0	8/18/2016	ADP	Medicare ER	\$ 4,208.34	-99214
					<i>Remittance of payroll taxes</i>	\$ 80,915.19	-99214 Total
10	21505	0	8/23/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,609.14	-99211
15	21516	0	8/23/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,942.21	-99211
15	21517	0	8/23/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ -	-99211
10	21524	0	8/23/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 209.30	-99211
					<i>Remittance of pension benefit contributions</i>	\$ 44,760.65	-99211 Total
10	21515	0	8/23/2016	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 21,917.82	-99210
15	21515	0	8/23/2016	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 102,730.49	-99210
						\$ 124,648.31	-99210 Total
15	21515	0	8/23/2016	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 12,301.96	-99209
						\$ 12,301.96	-99209 Total
49	41000	330	8/4/2016	SCHOLASTIC INC	Books	\$ 7,864.00	10764
49	41000	330	8/4/2016	SCHOLASTIC INC	Books	\$ 284.00	10764

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended August 31, 2016

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Summerfest kids book giveaway prizes (Friends funding) - sole source purchase due to Scholastic's pricing, selection and availability of kid's books in large quantities</i>		\$ 8,148.00	10764 Total
10	21515	0	8/4/2016	DELTA DENTAL OF KANSAS, INC	<i>August, 2016</i>	\$ 2,123.34	89046
15	21515	0	8/4/2016	DELTA DENTAL OF KANSAS, INC	<i>August, 2016</i>	\$ 8,999.53	89046
						\$ 11,122.87	89046 Total
10	41000	351	8/11/2016	WESTAR ENERGY	<i>2016 Electric service</i>	\$ 36,507.88	89081
						\$ 36,507.88	89081 Total
10	41000	313	8/18/2016	MORRIS PUBLISHING GROUP	<i>Budget publication 2017</i>	\$ 458.85	89111
10	41000	326	8/18/2016	MORRIS PUBLISHING GROUP	<i>Library News</i>	\$ 11,915.86	89111
						\$ 12,374.71	89111 Total
10	41000	310	8/25/2016	COMPRISE TECHNOLOGIES, INC.	Comprise Support	\$ 19,164.60	89136
				<i>Hardware/software support agreement in 2016 approved operating budget</i>		\$ 19,164.60	89136 Total
						\$ 476,921.25	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

September 2016

Library News

New Board Secretary

We were all deeply saddened to learn of library trustee Elizabeth Ross' sudden passing. Several board members and staff members attended an inspiring and uplifting "going home" service at Elizabeth's church on August 27. I am so grateful to have known and worked with Elizabeth and for the library to have had her soft-spoken leadership on the board and her constant advocacy for the difference we make in the community.

I spoke at her service and my remarks are attached.

Our library by-laws, in article II, section 6, under vacancies states, "if a vacancy occurs in the office of the Chair, the Vice-Chair shall assume the office of Chair. The Board shall elect a new Vice-Chair at its next regular meeting following the occurrence of the vacancy. A vacancy occurring in any other office shall be filled for the unexpired term by a trustee elected at a regular or special Board meeting."

Our first action item at the September Board meeting will be to elect a secretary to complete Elizabeth's term. In addition, I have been in contact with the Mayor's office regarding appointing a new trustee to fill Elizabeth's term.

Agenda Items

Statistical Picture

On July 5, 2016, the Library instituted an **automatic renewal program** for checked out materials. Customers are notified that their checked out materials have been automatically renewed. Automatic renewals will be made three times to a person's account for unreturned items before fine begin accruing. Customers will continue to be notified on a regular basis about the status of their account. Auto renewals will not be made to items that have been requested by another customer or items on the holds list.

When the auto renewal program was instituted, it was anticipated that the number of late returns would drop significantly and that fewer customers would incur fines or be blocked from checking out. Thad Hartman, Community and Strategic Services Manager, will discuss the changes we are seeing relating to automatic renewals in his statistical picture.

Circulation Policy

The Circulation policy was last revised July 20, 2006. Some changes have occurred in the management of customer accounts since then necessitating the updating of the policy. The resolution in the board packet outlines the proposed changes which are marked in red for clarity. The changes are also detailed and included here as well.

The changes are:

- Codifying the charging of fees which was implemented with Board approval in 2007 but not included in this policy.
- Codification of the use of a collection agency. This has been a practice for decades but not stated in this policy.
- Writing off old, uncollected fees – a new practice and new to this policy. Kansas Statute states that debts like library fines may not be collected after three years. We have added language that ensures our collection practices are in compliance with state statute. Note that we left the three year deadline out of the policy in case the time interval in the law changes.
- Deleting accounts with no action after three years – this has been a practice for many years. It is required by the Postal Service when updating an address database that it be purged every three years.
- Customers are eligible to establish new accounts without impact from previous debts – new to this policy.

Lease Agreement Learn and Play Bus Garage Space

The parking spaces available for bookmobile in the 1020 Washburn building are full when the "Alice," "Sherlock," "Marymobile," and "AdventureMobile" are parked. The new Learn and Play bus needs covered, secure storage when not in service. Also, the Learn and Play bus is larger than any of the other library vehicles.

After many months of searching and with the help of a realtor specializing in commercial space, the proposed parking space was located. Given the dimensions of the bus; covered, secure parking is difficult to find right now. The bus will be delivered in November, based on the most recent information. This allows us to move items into the space and make sure it is ready as soon as the bus arrives.

Bid Approval for Hyper Convergence System

Hyper converged infrastructure is a term that describes the ongoing evolution of virtualizing the modern data center. Attached to this report is a description of hyper converged infrastructure written by David King. Background information is also included on your resolution sheet.

Professional Activities/Community Contacts

- August 11, 2016 Attended Northeast Kansas Library System (NEKLS) Annual Assembly in Lawrence – accepted NEKLS recognition to TSCPL for being named Library of the Year
- August 16, 2016 Attended LYRASIS Board Audit Committee
- August 16, 2016 Interviewed by Steve R. Jenkins, Fond du Lac County Economic Development Corp.
- August 17, 2016 Attended Deer Creek Community Center Open House
- August 17, 2016 Met with Miriam Krehbiel, President and CEO, United Way of Greater Topeka
- August 19, 2016 Met with Postmaster’s representative, United Way staff and TSCPL staff members regarding Dolly Parton Imagination Library logistics
- August 22, 2016 Met with Library Attorney Chuck Engel
- August 23, 2016 Attended National Park Service Stakeholder Charrette Workshop for Pappan’s Ferry Landing site and future Topeka Riverfront Park in relation to the Oregon and California National Historic Trail routes.
- August 25, 2016 Attended Friends Finance Committee meeting
- August 25, 2016 Donor cultivation meeting
- August 26, 2016 Attended 712 Innovations Growth Committee meeting
- August 27, 2016 Attended funeral and going home services for trustee Elizabeth Ross
- August 29, 2016 Met with Jim Ogle, Executive Director, Freedom Frontier National Heritage Area
- August 30, 2016 Panelist for the United Way of Greater Topeka 2016 Campaign Ambassador training
- August 31, 2016 Provided tour for Advisors Excel communications team.

**Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library**

09/09/2016

Hyper Converged Infrastructure

David King

Currently the library has what is called a “converged” data center. It’s made up of three tiers:

1. Virtualized servers and processing (called “Compute” in the network world): This is where virtual servers function. We have a blade-based system. If one blade dies, we can easily replace it.
2. Storage (SAN): This is where our data is stored. The SAN is made up of a lot of hard drives (similar to blades). If one hard drive dies, we can switch it out.
3. Fiber Network Switch: This switch connects 1 & 2 together, and connects the whole thing to our internal network.

A Hyper converged system uses those same networking techniques, but compresses the three tiers of hardware into a single box, or appliance. So our data center would have one appliance that combines storage, compute, and networking into a single enclosure.

This appliance is made up of multiple “nodes” (think blades or hard drives). If one node dies, we can switch it out. If we need more capacity, we can easily add more nodes.

Why move to a Hyper converged Solution?

There are many good reasons for us to move to a hyper converged solution. They include:

1. Our fiber network switch is causing a bottleneck between storage and servers. A hyper converged solution removes the hardware component - it virtualizes the fiber network switch, and integrates it with storage and server functionality. This configuration eliminates a major bottleneck for us.
2. Easier to manage. Instead of managing three hardware components, a hyper converged solution is managed as a single unity, since our three tiers (SAN, Compute, and Networking) are managed at the software level.
3. Virtualized Desktop Infrastructure (VDI): Our current system can’t handle VDI, and we want to explore that for the public and at least some staff computers. A hyper converged solution is built to run VDI systems.

4. Two of our three tiers (the SAN and the fiber network switch) are at end of life and need to be replaced. So it's a great time to move to a more modern system. Hyper converged solutions are the current, modern best practice for a data center looking at replacing multiple tiers.

Benefits of a Hyper converged Solution

1. 100% software defined - doesn't rely on special purpose hardware for performance and availability.
2. Simplifies troubleshooting by providing a one-stop shop for the entire environment with a single phone number for support.
3. Highly scalable - just add a new cluster. Much more plug and play.
4. Simple to manage - we are managing one appliance instead of multiple appliances that do different things.
5. Small footprint - up to 90% reduction in power, cooling, and space.
6. Designed to tolerate component failures without bringing down the entire system.
7. Helps to eliminate network bottlenecks. All data, metadata, and operations are virtualized and are distributed across the entire cluster of nodes.
8. It's VDI-ready. VDI is notoriously resource-intensive, and wouldn't run well on our current three-tiered system. Hyper converged solutions are ready for VDI projects.
9. Internal automation and system-wide monitoring is built in - more than we have now. For example, a hyper converged solution includes predictive analytics. It will tell us, based on current growth, what we'll need in terms of storage and processing space in the next 12-18 months, for example.
10. Better backups and data recovery. Hyper converged solutions usually include better backup, snapshot and other disaster recovery tools to simplify data protection and disaster preparedness.
11. Shift in management paradigm from a hardware approach to an application-focused one, with centralized management, policies and mobility conducted at the virtual machine level. This saves the time of our Network and Server admins!
12. More efficient resource management. A hyper converged solution can smartly allocate resources based on time of day and different needs.

Monthly Stat Report

September 2016

Automatic Renewals

Ever since we implemented overdue fines we have tried to make it as easy as possible for our customers to avoid late fees. A few years ago we introduced email reminders when items were close to being due and we have tried to make renewing items a simple and easy process online or over the phone. On July 1, 2016 the library went live with Automatic Renewals, which is an extremely effective way of helping our customers avoid overdue fines. Three days before items are due, this service will automatically renew items for customers.

The feedback from our customers about the program has been extremely positive. We have heard that it has saved many people from incurring overdue fines and alleviated stress. The data helps demonstrate the impact this has had on our customers and their accounts.

The following table shows the number of overdue transactions, or the number of times overdue charges were applied to customer accounts. You can see that in July, the number of transactions decreased almost 60% and in July 75%.

Total Overdue Transactions			
	2015	2016	% Change
January	12,636	10,790	-14.6%
February	11,823	9,501	-19.6%
March	13,075	11,133	-14.9%
April	12,232	11,254	-8.0%
May	11,925	10,504	-11.9%
June	12,034	11,560	-3.9%
July	13,780	5,584	-59.5%
August	13,606	3,341	-75.4%

The next table shows the amount of money charged to accounts each month for overdue items. Previous months this year have seen this number decrease in the 10%-20% range, but in July and August it went down 43% and 62% respectively. This reduction means that customers have avoided charges because of this service. In many cases it has kept accounts in good standing where otherwise they may have had borrowing privileges suspended until the fees were paid.

Total Overdue Item Charges			
	2015	2016	% Change
January	\$21,890	\$18,891	-13.7%
February	\$20,014	\$16,369	-18.2%
March	\$23,896	\$19,788	-17.2%
April	\$21,253	\$18,589	-12.5%
May	\$20,543	\$18,444	-10.2%
June	\$20,591	\$19,485	-5.4%
July	\$23,982	\$13,586	-43.3%
August	\$23,031	\$8,769	-61.9%

However, Automatic Renewals don't completely prevent customers from accumulating overdue charges. Not everything can be renewed automatically. Items that aren't renewed automatically are:

- Items that are on reserve for another customer
- Items that aren't eligible for renewal (like Express items)
- Items that have already been renewed the maximum (3) amount of times

If items are not renewed automatically the customer will receive a notification that they have items that will be due in a few days. If these items are turned in after the due date, late fees will apply. However, as demonstrated by the above table, Automatic Renewals have helped a great number of people avoid overdue fees.

As we continue to strive to meet our community impact goals, we know that we need to make it as easy for everyone in Shawnee County to use the library without any restrictions or limitations. We are looking at ways to help reduce the number of customers who owe money, while still remaining good stewards of a shared resource. We think Automatic Renewals is a great step in this direction, but we are continuing to examine other ways to help make sure that everyone can use the library.

TSCPL Library Trustee Elizabeth Ross' Memorial Service

- Gina's Remarks

I'm Gina Millsap, the CEO of the Topeka and Shawnee County Public Library.

I'm a librarian and Elizabeth was a teacher, so I'd like to start with quote from children's author, A. A. Milne,

"How lucky I am to have something that makes saying goodbye so hard."

I am lucky to have had Elizabeth in my life. She was my boss. One of ten. I know I'm not supposed to have favorites, but I liked Elizabeth immediately and grew to love her. She served on the Library Board of Trustees from 2007 until she passed away on August 16. She served with distinction as a member and an officer. She was a member of the Executive Committee and served as its secretary for four years.

I remember almost everything Elizabeth said to me. That's because she was smart and wise and also because she only talked when she had something important to say.

I remember when I met her and we sat down to get acquainted. She told me she was a widow and that after her husband died, she wanted to just stay in bed and mourn. But she didn't. She had her family, her friends, her church and her commitment to making the community a better place through service and advocacy for young people. And so she got up and got on with life.

I remember how strong she was when the Board was facing a challenge on restricting books for young people. She reminded everyone she was a retired teacher and said, "Children and parents need to make those decisions. The library shouldn't be the place that tells children they can't read something."

She was a passionate advocate for libraries and the power of reading and learning. As a child, Elizabeth read every book in her school's library.

She wanted to serve on the library board because she was a reader and lifelong learner, but also because the library is and should be for everyone.

And that the board should represent everyone in the community.

She said, “In 2007, there wasn’t anyone of color on the board of trustees, so I wrote a letter to the mayor requesting my appointment to the board.”

I remember the last conversation I had with Elizabeth. I asked her to stay after the Executive Committee meeting a few weeks ago to advise me on an issue. She gave me good advice that I will follow, but she did something more important than that. She said, “You’re one of the smartest women I know. I know you’ll do the right thing.”

It was said with respect and love. And I believed her words. The last gift she gave me was confidence. It was but one of the many gifts she gave to the individuals in her life and the community she loved. I feel as though I’ve lost a beloved member of my family. That is who she was and why we are better people for knowing her.

In April, Elizabeth attended a library conference in Denver with library staff and trustees. She was excited about the opportunity to learn what other libraries are doing, to meet fellow trustees around the country and to bring new ideas back to our library. We ran into each other at a program and she was so excited that she had the opportunity to attend a program where poet Nikki Giovanni was the featured speaker.

For those of you who don’t know, Nikki Giovanni is a world-renowned poet, writer, commentator, activist and educator. She prides herself on being, “a Black American, a daughter, a mother, a professor of English.” Since she was a favorite of Elizabeth’s I think it’s fitting to close with a poem by her. It’s called My First Memory.

This is my first memory:

A big room with heavy wooden tables that sat on a creaky wood floor

A line of green shades—bankers' lights—down the center

Heavy oak chairs that were too low or maybe I was simply too short

For me to sit in and read

So my first book was always big

In the foyer up four steps a semi-circle desk presided

To the left side the card catalogue

On the right newspapers draped over what looked like a quilt rack

Magazines face out from the wall

The welcoming smile of my librarian

The anticipation in my heart

All those books—another world—just waiting

At my fingertips.

Nikki Giovanni

I am so proud to have been Elizabeth's librarian.

August 27, 2016

Major Projects Update September 15, 2016

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 2016 – meetings are underway. This will probably take most of the year.

Replace concrete and additional work on the front entry based on the concepts shown to the board in July– Bring bids to the board at the October 20, 2016 meeting.

Chief Operations Officer Report
Robert Banks
September 15, 2016

The Deer Creek Training Center had an open house on Wednesday, August 17th at 10:00 am. I'm glad so many of you were able to make it.

This has been a joint effort with the Topeka Housing Authority and provides us a computer training center in a targeted area. We hope that this center will provide a good place for the Deer Creek neighborhood to learn computer skills. We are planning some library card sign-up fairs and other fun events in the center.

There are two low-cost internet programs available in Shawnee County. AT&T has Access for \$10 a month. At least one member of the household must be a SNAP participant.

Cox has Connect2Compete which provides \$10 a month internet for families that have a child receiving free-lunch in the school district.

Both programs provided us with a lot of brochures to share with the community. When I went to collect a quantity to have at the Deer Creek Open House, I found that all of them had been give out! I gladly requested additional copies for us and for the center.

In researching library programs promoting computer learning and computers and broadband in the home, I found very few programs that are doing what we do. Kansas City Public Library in Kansas City, MO is the other library approaching this in a concerted effort. We are talking with them about what we might to do help each other.

School has begun again and with it our afterschool snack program started on September 6th. The first day we served 49 snacks. Last school year we averaged around 60 snacks a day. It will be interesting to see what we see this year.

Departmental Highlights:

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

Summer is wrapping up and with it the AdventureMobile service has begun switching gears for fall. Each week over the summer, the AdventureMobile visited 13 locations around Topeka and Shawnee County. The vehicle carried mostly children's materials, but also had a section just for grown-ups. Along with providing collections and encouraging participation in the summer reading program, the AdventureMobile offered visitors a membership into the Critter Club, a highlight for many of our youngest customers. Each week staff on the AdventureMobile featured a different live animal to share with visitors. Children got their club cards stamped for each animal they visited. After their card was stamped for 6 visits, children were able to choose a small toy or book out of the prize box. The Critter Club has proven to be a great incentive to keep kids and their families engaged and excited every week for the AdventureMobile. Many families added us to their calendars, so they wouldn't miss a week! This season library staff brought out puppies and kittens, of course, but also introduced visitors to bearded dragons, and water turtles. We're sad to see the long days of summer end, but excited to be back in the schools for another year!

The Stop, Drop, and Read program is in its fifth year partnering with the Friends of the Library to provide Topeka and Shawnee County's children with a selection of discarded, but still good condition books and magazines that they can grab and read without needing to check them out. The materials are selected and brought out by library staff to area locations where kids congregate, such as summer camps and community centers, as well as the Topeka Transit station downtown. The great thing about this program is it encourages children to read by making it fun and easy. The materials are refreshed every couple of weeks, so kids can have a new selection to choose from. Because of this program, many of the summer camps we visit include daily

reading time and encourage campers to work towards completion of summer reading program. The program is becoming more popular each year, and while it started as a summer-only program for camps and community centers has grown to a year-round program that visits sites such as Asbury Mount Olive Church, Oakland and Velma Paris Community Centers, Topeka Transit, and the Topeka Rescue Mission.



A pair enjoying the Stop, Drop & Read books at the Quincy St. Bus Station Downtown. Credit: Jackie Hurst 8/26/2016

The summer months also brought many opportunities for the bookmobiles and staff to represent the library in community events and parades. A few of the highlights from our summer included participation in the National Night Out kickoff events on August 5th. This no cost, family event kicked off the National Night Out, a night that spreads crime prevention awareness and promotes positive relationships between neighborhoods and law enforcement, plus increases awareness of one's own neighborhood. The bookmobile was also present at Central Park Community Center's Family Day by the Pond, which provided families with information on healthy lifestyles including proper nutrition, exercise and lifelong learning, while allowing them to enjoy the sunny weather around the pond. The bookmobiles also visited back to school fairs and is a favorite each July at the Fiesta Mexicana Parade. We are always proud to represent our library, and especially at such positive community enriching events.

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

Recently DS staff worked with the Topeka Housing Authority (THA) staff to install computers in the training lab at the Deer Creek Community Center. These computers are very similar to the computers at the other community centers around town. We are excited to add another site (and partnership) out in the community.

Along with the install at Deer Creek we recently installed six (6) computers in the Preschool computer room. These interactive machines are running Miss Humblebee's Academy – an online curriculum for kids preschool through kindergarten.

Additionally, we have been doing quite a bit of network clean up around the library (mostly closet reorganization), reconfiguring the security cameras, software updates on core applications (EMS, Polaris), numerous website updates, and preparing for the Hyperconverged project (data center storage/processing upgrade).

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

Programs in July included:

Ages birth-5

Baby Bookworms, Toddler Time 1, Toddler Time 2, Stories and Crafts, and Musical Storytime for Everybody

Elementary school aged

Readapalooza, READ Dogs, and Guys Read

Middle and high school aged

Friday Night Flix, Books + Chill, and Teen Writing Group

All Ages

Blockbuster Wednesdays

Friday Flicks

Zoo Animals Live

Community Meetings:

Early Childhood Collaborative	Luanne Webb
Early Education Impact Counsel	LeAnn Brungardt
Community Impact Committee	LeAnn Brungardt
Grade Level Reading Network	LeAnn Brungardt
Kansas Reading Roadmap	LeAnn Brungardt
United Way community Bus Tour	LeAnn Brungardt

Tour:

Topeka Bible Church
Kansas Reading Roadmap

Training

TB testing for all FT staff and Outreach Storytellers
CDL studies for eventual licensing Sherry Hess

Events:

Kansas Children’s Service League Sherry Hess
Welcome Baby Jubilee Krystal Fawl

Highlights:

Between 9:45 and 10:05 this morning (July 20), storytime was presented to me; and it was beautiful. Our community told four stories that I’d like to share:

- Early Childhood Learning Coordinator, Sherry Hess was timing a visit to the café this morning so that she could bear witness to the lines we see for Blockbuster Wednesday shows. As she walked down the crowded hallway with a soda, she came across an early childhood group from Christ the King that was singing and doing movement activities. Waiting in line for kiddos was no big deal. It was fun. Sherry stopped to watch them, and as they finished up she asked the kids, “Where did you learn that song?” To which a child replied, “The library lady.” Those of us in Youth Services know that “the library lady” is a term used for five people. We have five Outreach Storyteller that visit licensed, area daycare and preschool facilities each month. The teacher that was with this group then mentioned they had learned the song from Rhonda Cathey. What makes this a big deal is that Rhonda made a connection with the kids and the teacher through outreach preschool storytime. Moreover, she

gave the teacher a tool to use with her class. In this case it was keeping them busy, engaged, and learning while waiting in a long line in a public place. For the kids, it was movement—movement that would allow for better group sitting behavior later, movement that crossed the midline. What is midline? We're talking the center of the body if we folded you in half with your spine as the fold. Crossing the midline builds body awareness, grows core stability (like those pesky crunches), develops hand dominance, allows for bilateral integration (think rub your head and pat your tummy). Singing is also important for literacy development in young children. How so? Word play, rhythm, and rhyme are all building blocks to language acquisition. Kids key into the sounds and patterns of language. They learn to predict what comes next. They build the auditory skills before they hit the visuals of deciphering written words.

- I headed out to help with crowd control, admittedly too late to be of much help. Both the lobby rover, Christina Craver and officer, Charles Wilson were near the Rotunda keeping an eye on the just now moving serpentine line of eager faces headed to program. A mom sent over her two children to Officer Wilson. They each had yellow construction paper folded in half with red hearts drawn on the outside—homemade cards for the police. Christina and I both had to step away for a few minutes. In light of recent news headlines, what a beautiful gesture of support for our community's law enforcement. What makes this a big deal is that here's a family demonstrating civic engagement at our library. Not only that, but it demonstrates that this is a recognizable place where our community comes together.
- A little boy under the age of five, having seen the police officer in uniform getting cards, chimed in as only a language learner does, "When my dad was a grown up, he was a police man." I reflected his comment back to him, and we talked a little more. Turns out his dad was an officer at one time! I love language development. It makes me smile like I'm hearing an inside joke. What's makes this a big deal is, that this little guy is practicing putting words together. He's creating appropriate conversation—even if the

words don't all come out exactly right the first time. That's what learning is all about-- tenacity.

- Then as Marvin filled to capacity, the program began. MC, Kyler Carpenter told the crowd that we were at 2 million minutes with a little over a million to go by summer's end. He asked the crowd of kids, "So tell me why? Why do we want you to read in the summer?" He handed the microphone off to one of the school-age, camp kids in attendance. That young man responded, "So that we are on track for learning when we go back to school." What makes this a big deal is that the message is out there. Even the kids have heard it, and they know it. After a quick introduction, H3TV opened with what? A book... as part of the first magic trick. Reggie Regg said that he started learning magic from books, and he commented, "You do have to open them."

To end, I should close in the usual storytime way... "My hands say thank you with a clap, clap, clap. My feet say thank you with a tap, tap, tap. Tap, tap, tap, clap, clap, clap. Let's all say good-bye." Until next time.

The work we do collectively matters.

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

Well, if you haven't heard by now, Pokémon GO is quite the phenomenon with all ages. Basically, Pokémon are creatures (Pocket Monsters = POKEMON) that can be found and caught pretty much anywhere. The basic point of the game is to get out and explore and catch them all. The more places you look the more Pokémon you will discover. The library has three locations where Pokémon can be found, the Sabatini Gallery, the time capsule on the east side of the building and out where the piano is located on the west side of the building. With all of that said, the gallery has seen a large increase in visitors due to Pokémon GO. The staff have become very astute at identifying these Pokémon chasers. They can usually be found walking aimlessly while staring at their phones. The staff direct them to the back of the

library with the added hint of if you go way to the back of the gallery you can catch the Pokémon at the time capsule without having to go outside. This has become such habit that one day staff immediately started directing a couple of teenage boys to the back of the gallery to catch their Pokémon when the boys asked, "Are we allowed to look at the art, too?" Well, of course!!! An added bonus to Pokémon...we're discovering new art lovers and Pokémon chasers are discovering they enjoy art!

Nate presented a webinar on Engaging Sports Fans at Your Library for Florida Library Webinars

(<https://floridalibrarywebinars.org/events/engaging-sports-fans-at-your-library-2/>) on August 2. Nate was approached after PLA, where he presented this program, wondering if he would be willing to change his in person presentation into a webinar the Florida Library Association. Nate jumped at the opportunity to share his knowledge and experience with sports programming to others.

Staff are continuously helping customers with a wide variety of questions and assisting them with various tasks but we never know if what we helped them with was truly helpful. That why we love it when customers come back to share their story. A woman stopped by the media desk a couple weeks ago to ask if she could talk to the person who worked the desk Monday evening. She said she was blond and thin, not too tall. The staff person who was asked thought about who that could be and also looked at the schedule to see that it was Christina Callison who was working media Monday night. The woman came to the library to thank Christina. She was hot but happy--she said thanks to Christina she got the job! She really wanted to tell Christina that in person but was happy to relay the message as well. Christina and the library changed her life.

Stephanie Hall facilitated a meeting for the Women's Fund on August 2 at the Topeka Community Foundation. She was asked to help the Women's Fund decide if they had a role in funding mental health needs in the community. The meeting was an information gathering exercise which was quite eye opening not only to the Women's Fund board but me as well. Mental health funding cuts have been a huge strain especially in the area of serving children and families.

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

I'd like to provide you with an update on two collection projects currently underway in Technical Services. We are in the process of evaluating and re-cataloging two collections in adult nonfiction. The first collection are the items with call numbers in the 780s. These items include subjects related to entertainment and entertainers. After looking carefully at our collection, we decided to group the items into two categories. The first is "Music" which includes materials on music theory and appreciation, individual and group musicians, as well as a large number of books on music instruction and musical scores. We are currently re-cataloging and labeling these items with a label that says "Music" (white label with black lettering). Once that is completed, we'll be moving onto the second part of this entertainment collection. It will be labeled as "Stage & Screen" (black label with white lettering) and will include items about theater, opera, acting, individual actors and entertainers, film, and television. We will have this collection completed by the end of this year. The items will continue to reside at their present location in the west wing of the library.

Concurrent with the Music and Stage & Screen project, we are also evaluating and re-cataloging the items located in the 200s. This is the Religion section of the Dewey Decimal system. We have an outstanding religion section that it is, for the most part, already in a straightforward arrangement. We are doing a fair amount of call number consolidation and general cataloging clean-up work to create a better flow with the subject matter and to eliminate a number of pockets of similar materials that ended up in multiple places within the 200s. These books will have a label that says "Religion" (deep plum color with white) and they will continue to reside at their present location in the west wing of the library. This project will also be completed by the end of this year. With both projects, we're doing necessary and beneficial work in weeding, evaluation, cataloging, and labeling. It's behind-the-scenes work that benefits everyone seeking adult nonfiction materials.



Resolution – Circulation Policy

BOARD OF TRUSTEES
September 15, 2016

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the Circulation Policy as presented.

Policy and Background Information:

The Circulation policy was last approved July 20, 2006. A number of changes have occurred since then necessitating the updating of the policy. The proposed policy has the changes marked in red for clarity.

The changes are:

- Codifying the charging of fees which was implemented with Board approval in 2007 but not included in this policy.
- Codification of the use of a collection agency. This has been a practice for decades but not stated in this policy.
- Writing off old, uncollected fees – a new practice and new to this policy. Kansas Statute states that debts like library fines may not be collected after three years. We have added language that ensures our collection practices are in compliance with state statute. Note that we left the three year deadline out of the policy in case the time interval in the law changes.
- Deleting accounts with no action after three years – this has been a practice for many years. It is required by the Postal Service when updating an address database that it be purged every three years.
- Customers are eligible to establish new accounts without impact from previous debts – new to this policy.

These changes reflect the current practices and procedures along with new recommendations within one policy.

Staff Recommendation:

TSCPL staff recommends approval of this policy as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Circulation Policy



This policy governs borrowing and using library materials and participation in library activities. By applying for a library account the customer agrees to abide by all library policies and procedures.

Eligible Borrowers

Generally, persons eligible to borrow and use library materials and services include the following:

- a. Residents of the library district;
- b. Non-residents of the library district who pay ad valorem property taxes within the library district;
- c. Residents of the area included within the Northeast Kansas Library System (NEKLS);
- d. Students and staff of any accredited educational institution within the library district while they maintain student or staff status; and
- e. State legislators and their immediate families.

Non-residents of the library district not listed above may be permitted to borrow and use library materials and services as prescribed by the library board of trustees.

Eligible borrowers and users of library materials and services under age 18 are required to provide the name and address of a responsible adult at the time of making application for a library account.

Borrowing of Materials

To ensure the most equitable use of library resources, the library administration will establish guidelines to implement this policy including but not limited to borrowing periods, limiting the number of items that may be borrowed, time limits on the use of library computers, use of borrowers' library accounts, and charges for loss or damage to library materials, equipment and facilities.

Customers under 17 years of age are not allowed to request or borrow R-rated films without the presence of a parent or guardian to provide permission.

Misuse of library accounts by not returning or damaging library materials may result in the loss of access privileges.

Customer registration and circulation records are exempt from the Kansas Open Records Law (K.S.A. 45-221 (23)). All customer account information will be used only for legitimate library purposes. Disclosure will be limited to the individual account holder and in the case of minors, the responsible adult listed on the account. Any other release of information will be limited to those situations required by law.

Responsibility of Customers

Customers are expected to responsibly manage their library accounts. Customers are responsible for all items checked out on their account.

In the case of lost cards, customers will be held responsible for all items checked out on their account up until the time the card is reported lost.

Customers will be assessed fees for overdue or lost items.

Unpaid fees assessed to customers will be pursued for collection through library notices and/or a collection agency.

Library privileges may be denied to customers who fail to abide by the rules and regulations of the library.

Library fees assessed to customers which have aged beyond the legal date for collection will be written off per accounting best practices throughout the year.

Library accounts showing no library usage for a three-year period will be deleted.

Library customers whose accounts were deleted are eligible to establish a new account by following the Eligible Borrowers portion of this policy.

Approved: October 16, 2003
Revised: July 20, 2006
Revised: September 15, 2016

Board of Trustees
Topeka and Shawnee County Public Library



Resolution – Bid Approval Hyper

Convergence System

BOARD OF TRUSTEES

September 15, 2016

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from CDW Government LLC, Vernon Hills, Illinois, in the amount of \$155,710.92 for the purchase and installation of Hyper Convergence System hardware, software, training, and five years of maintenance. This will be paid as follows: \$54,755.75 State Aid Fund; \$47,000 General Fund, Special Projects line item, \$24,000 General Fund, Digital Services Support line item; and \$29,955.17 General Fund, Contracted - Digital Services line item.

Background Information:

The Library needs to upgrade the data center's virtual server and storage systems. To do that, Digital Services recommends moving to a Hyperconverged Infrastructure Solution. Right now, the Library's data center has three separate tiers: virtualized servers, storage, and a fiber network switch that communicates between the servers and storage. A Hyperconverged system compresses those three tiers of hardware into a single appliance.

Why move to a Hyperconverged Solution?

1. Easier management. Instead of managing three hardware components, a Hyperconverged Solution is managed as a single unit, which makes it much easier to manage.
2. Eliminates network bottlenecks. The Library's fiber network switch is causing a bottleneck between storage and servers. A Hyperconverged Solution removes the network switch, and eliminates that bottleneck.
3. Simplifies troubleshooting by providing a one-stop shop for the entire environment with a single phone number for support.
4. Highly scalable. The system is built for future growth. When the Library is ready to expand storage or server space needs, Digital Services can add components, instead of purchasing a whole new system.
5. Internal automation and system-wide monitoring is built in - more than the Library has now. For example, a Hyperconverged Solution includes predictive analytics. The new system will help the Library decide when to add storage and processing space in the next 12-18 months, based on current growth patterns.

Process for Determination of Recommended Bidder

A Request for Proposal (RFP) for the purchase and installation of a Hyperconverged Infrastructure Solution was issued on August 12, 2016. Notice of the RFP was sent to six vendors and posted on the Library's website. Four vendors submitted bids for the project. Vendors were contacted based on previous work with the library. Some of the responding vendors discovered the RFP through the Library website.

Analysis of the bids was based on:

1. Qualifications of Company: Stability of the company, the stability, expertise and technical competence of sub-contractors and consultants, and the logic and organization of the RFP response.
2. Qualifications of Personnel: Qualifications, education and experience of project staff, and key personnel's level of involvement in performing related work.
3. Related Experience: Proven experience in providing services similar to those requested in the RFP; experience working with similar or related organizations, and assessment by client references.
4. Completeness of Response: Completeness of response in the RFP instructions; exceptions to or deviation from the RFP requirements, or inclusion of required licenses and certifications.
5. Equipment and Services Offered: Based on what hardware, software, services, and related configurations are included in the RFP, and in how well the solution provided in the RFP integrates into the Library's existing network infrastructure.
6. Reasonableness of Price: Reasonableness of the individual firm-fixed prices and/or hourly rates, and competitiveness of quoted firm-fixed prices with other proposals received; adequacy of the data in support of prices quoted; basis on which prices are quoted.

Using these criteria, the Library narrowed the decision to two vendors. One of the two remaining vendor's total costs was lower, but the solution offered is extremely new, cutting edge technology that has been in existence since March 2016. The vendor has had difficulty in providing references that both: a) worked with the vendor on a project, and b) had the same or similar solution installed.

The other remaining vendor's total costs were higher, but the solution offered uses an established, industry-standard solution that is well-respected in the technology field. References were honest and very positive towards both the vendor and the solution offered.

Time line for Implementation:

Issuance of RFP	August 12, 2016
RFP Bids due back	September 2, 2016
Finalists Selected	September 8, 2016
RFP Proposal goes to Board for approval	September 15, 2016
Contract awarded	September 29, 2016
Project start date	October 3, 2016
Project completion date	November 30, 2016

Staff Recommendation:

Staff recommends the bid be awarded to CDW Government LLC.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Lease Agreement Learn and Play Bus Garage Space

**BOARD OF TRUSTEES
September 15, 2016**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, agrees to lease the property at 5604 SW Topeka Boulevard, Suite D, Topeka, Kansas plus four non-exclusive parking spaces for staff, for a period of two years from Anco, Inc., Topeka, Kansas. The lease will begin September 15, 2016 with a prorated amount paid for September and full months paid for the rest of 2016.

Annual rent is in the amount of \$15,600.00 plus any additional expenses as outlined in the lease agreement presented. The initial lease will be valid through September 30, 2018 with optional renewal considered after that time. The rent will be paid from the General Fund. The Chief Executive Officer, Gina Millsap, is authorized to sign the lease agreement.

Policy and Background Information:

(on second sheet)

Staff Recommendation:

TSCPL staff recommends approval of this lease.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Policy and Background Information:

K.S.A. 12-1266(b) requires trustee approval of the lease because only the Board has the authority to "purchase a site or sites and to lease or erect a building or buildings for the use of the library;" The Chief Executive Officer can sign the lease with the approval of the Board.

The parking spaces available in the 1020 Washburn building are full when the three bookmobiles, the Red Carpet vehicle and the vans are garaged. The new Learn and Play bus needs covered, secure parking. Also, the new Learn and Play bus will be larger than any of the other library vehicles.

After many months of searching and with the help of a realtor specializing in commercial space, the proposed garage space was located. Given the dimensions of the new bus, covered, secure parking is difficult to find. The bus will be delivered in November 2016, based on the most recent information.

Securing this space now allows adequate time for preparing the garage for the Learn and Play Bus's arrival.

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2015

	2016												2015 YTD	Change 15 TO 16%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk & Renewals	50,616	45,351	54,461	33,756	35,774	36,516	65,279	63,981					385,734	343,853	12.2%
Interlibrary Loan	1,874	1,964	2,089	1,853	1,773	1,803	1,741	2,002					15,099	15,441	-2.2%
Self-Check	82,985	75,936	79,996	90,142	96,137	110,988	111,868	98,902					746,954	799,157	-6.5%
Bookmobile	23,478	22,266	23,612	23,966	16,756	22,109	24,188	19,932					176,307	188,452	-6.4%
Red Carpet	7,284	6,942	7,276	5,798	6,978	7,278	7,615	8,329					57,500	56,465	1.8%
Digital Downloads	24,399	22,508	25,128	25,806	26,134	25,851	27,587	26,243					203,656	184,167	10.6%
Library @ Work / Smartlocker	1,364	1,372	1,439	1,378	1,668	1,584	1,789	1,796					12,390		
TOTAL CIRCULATION	192,000	176,339	194,001	182,699	185,220	206,129	240,067	221,185					1,597,640	1,609,914	-0.8%
CIRCULATION DETAILS															
Print Material	88,996	81,735	92,617	85,528	86,600	103,525	122,630	108,863					770,494	786,655	-2.1%
Audio/Visual Material	73,588	67,122	72,711	67,541	69,955	74,766	87,609	83,985					597,277	609,598	-2.0%
Adult Materials	101,695	93,324	99,741	93,427	95,539	100,703	117,664	114,921					817,014	840,107	-2.7%
Children's Materials	47,910	43,987	50,961	46,451	47,648	62,090	74,563	61,485					435,095	441,499	-1.5%
Young Adult Materials	4,212	3,719	4,544	4,159	4,424	5,873	7,063	5,657					39,651	45,326	-12.5%
Red Carpet Materials	8,767	7,827	10,082	9,032	8,944	9,625	10,949	10,785					76,011	69,321	9.7%
NEW Patrons															
Topeka / Shawnee County															
Adults	633	553	555	475	540	669	676	676					4,777	5,301	-9.9%
Children (ages 17 and under)	176	163	292	186	310	408	319	242					2,096	2,294	-8.6%
Red Carpet Outreach	11	10	16	7	13	10	19	7					93	112	-17.0%
NEKL	73	51	63	43	64	66	89	82					531	599	-11.4%
Non-Resident	1	1	0	0	0	0	0	1					3	3	0.0%
Total New Registrations	894	778	926	711	927	1,153	1,103	1,008					7,500	8,309	-9.7%
PATRONS DELETED															
	752	1,029	933	1,473	344	1,808	1,017	5,549					12,905	11,023	17.1%
BORROWERS															
Topeka / Shawnee County															
Adults	67,881	67,914	67,979	67,936	68,392	67,835	68,728	68,801					68,801	66,622	3.3%
Children (age 4 - 17)	21,394	21,429	21,622	21,663	21,959	22,040	21,282	21,147					21,147	22,346	-5.4%
Red Carpet Outreach	1,377	1,368	1,377	1,350	1,364	1,342	1,336	1,326					1,326	1,366	-2.9%
NEKL	8,647	8,572	8,436	8,302	8,380	8,197	8,144	8,101					8,101	8,494	-4.6%
Non-Resident	55	53	52	51	51	49	49	49					49	55	-10.9%
Delinquent	621	575	567	553	515	478	448	390					390	896	-56.5%
TOTAL BORROWERS	99,975	99,911	100,033	99,855	100,661	99,941	99,987	99,814					99,814	99,779	0.0%
Holds Satisfied															
	20,015	18,398	18,603	17,495	17,514	20,188	20,536	21,427					154,176	157,399	-2.0%
CHECK-IN															
TOTAL CHECK-IN	136,061	127,527	137,569	132,844	130,417	144,997	144,474	142,032					1,095,921	1,198,936	-8.6%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2015

	2016												2015 YTD	Change 15 TO 16%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
COLLECTION															
Materials Added	5,933	5,152	6,608	3,876	5,012	5,816	5,231	6,123					43,751	49,057	-10.8%
Materials Discarded	5,229	7,124	8,166	8,316	3,381	7,003	4,920	4,275					48,414	47,383	2.2%
TOTAL COLLECTION	456,256	452,312	450,754	446,314	447,945	446,758	447,069	448,917					452,199	458,536	-1.4%
WEBSITE															
tscpl.org Unique Visitors	27,707	25,289	27,062	30,240	28,056	31,483	27,996	28,598					226,431	355,256	-36.3%
tscpl.org Total Visits	53,482	48,845	51,965	55,320	53,886	65,416	57,175	56,129					442,218	588,085	-24.8%
catalog.tscpl Unique Visitors	23,304	20,870	22,208	21,059	22,330	33,817	28,162	26,519					198,269	180,520	9.8%
catalog.tscpl Total Visits	48,328	43,083	45,224	43,227	45,341	66,051	54,165	52,145					397,564	385,895	3.0%
REFERENCE QUESTIONS															
Public Services (includes RC Jul-Dec)	14,590	13,735	12,621	8,669	7,496	14,663	16,159	16,432					104,365	133,723	-22.0%
Red Carpet	976	1,106	1,078	1,234	1,150	928	*	*					6,472	10,271	-37.0%
Topeka Room	711	748	872	691	640	729	838	827					6,056	5,427	11.6%
Youth Services	3,223	3,170	3,662	3,070	3,748	4,894	4,928	3,769					30,464	34,027	-10.5%
Gallery	66	37	68	50	48	33	38	43					383	998	-61.6%
TOTAL REFERENCE QUESTIONS	19,566	18,796	18,301	13,714	13,082	21,247	21,963	21,071					147,740	183,448	-19.5%
GATE COUNT															
	61,274	61,966	64,661	59,671	61,343	73,318	73,015	70,050					525,298	557,840	-5.8%
MEETING ROOMS															
Bookings	661	726	744	774	665	706	586	699					5,561	5,888	-5.6%
Hours Booked	3,750	3,867	3,699	3,322	3,557	3,354	2,909	3,588					28,046	33,623	-16.6%
ATTENDANCE	10,142	11,313	13,257	14,287	10,728	17,502	16,241	13,376					106,846	102,046	4.7%
PROGRAM ATTENDANCE															
Adult - General	607	500	1,021	1,559	543	1,684	1,276	1,794					8,984	13,604	-34.0%
Computer Training	129	170	173	123	114	158	13	188					1,068	1,716	-37.8%
Outreach	4,679	4,968	4,292	4,470	3,233	873	725	1,001					24,241	22,334	8.5%
Kids	1,097	1,734	1,548	1,858	1,163	8,881	5,549	1,365					23,195	20,771	11.7%
Movies	6	124	17	30	22	173	246	61					679	1,338	-49.3%
Books	38	94	108	55	16	34	0	42					387	577	-32.9%
Art	29	104	96	357	0	92	4	101					783	713	9.8%
Teens	87	80	96	91	128	232	85	82					881	1,162	-24.2%
Music	0	0	44	234	64	0	57	0					399	2,083	-80.8%
TOTAL ATTENDANCE	6,672	7,774	7,395	8,777	5,283	12,127	7,955	4,634					60,617	64,298	-5.7%
TOURS & FAIRS															
Fairs & Events	0	758	130	984	0	0	0	88					1,960	0	*
Library Tours	0	0	0	0	0	0	0	0					0	0	*
TOURS & FAIRS	0	758	130	984	0	0	0	88					1,960	0	*
GALLERY ATTENDANCE															
	1,538	1,869	1,999	1,960	1,825	2,619	2,391	2,082					16,283	14,642	11.2%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2015

	2016												2015	Change YTD 15 TO 16%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
CIRCULATION DETAILS															
Print Material															
Adult Fiction	19,567	17,668	18,905	17,708	18,593	20,359	24,203	22,913					159,916	169,194	-5.5%
Adult Nonfiction	21,369	20,012	21,222	19,776	19,931	20,666	24,912	24,102					171,990	175,248	-1.9%
Juvenile Fiction	24,567	23,274	27,147	24,178	26,010	34,986	41,182	33,322					234,666	239,737	-2.1%
Juvenile Nonfiction	8,985	7,887	9,276	9,156	7,182	9,993	11,636	9,339					73,454	73,655	-0.3%
Magazines	1,871	1,709	1,843	1,897	1,871	2,356	3,101	3,119					17,767	17,175	3.4%
RC Print Materials	8,423	7,507	9,672	8,687	8,564	9,261	10,492	10,408					73,014	66,352	10.0%
RC Realia	336	305	391	322	371	350	443	350					2,868	2,812	2.0%
YA Print Materials	4,025	3,527	4,325	3,976	4,228	5,666	6,779	5,424					37,950	43,299	-12.4%
PRINT CIRCULATION	89,143	81,889	92,781	85,700	86,750	103,637	122,748	108,977					771,625	787,472	-2.0%
Audio / Visual Material															
Adult Audiobooks	5,300	4,915	5,752	5,124	5,369	5,565	6,417	6,181					44,623	47,358	-5.8%
Adult Music	5,214	4,662	5,253	4,907	4,809	5,090	5,751	5,637					41,323	45,241	-8.7%
Adult Videos / DVDs	48,453	44,477	46,924	44,136	45,101	46,993	53,741	53,385					383,210	380,570	0.7%
Adult Video Games	0	0	0	0	0	0	0	0					0	7,092	-100.0%
Juvenile Audiobooks	583	624	758	588	778	825	1,014	834					6,004	5,975	0.5%
Juvenile Music	703	602	760	656	687	766	1,137	920					6,231	6,346	-1.8%
Juvenile Videos / DVDs	12,769	11,275	12,626	11,560	12,609	14,913	18,859	16,400					111,011	112,039	-0.9%
YA AV	187	192	219	183	196	207	284	233					1,701	2,027	-16.1%
AV CIRCULATION	73,209	66,747	72,292	67,154	69,549	74,359	87,203	83,590					594,103	606,648	-2.1%
Adult Material															
Adult Fiction	19,567	17,668	18,905	17,708	18,593	20,359	24,203	22,913					159,916	169,194	-5.5%
Adult Nonfiction	21,369	20,012	21,222	19,776	19,931	20,666	24,912	24,102					171,990	175,248	-1.9%
Magazines	1,871	1,709	1,843	1,897	1,871	2,356	3,101	3,119					17,767	17,175	3.4%
Adult Audiobooks	5,300	4,915	5,752	5,124	5,369	5,565	6,417	6,181					44,623	47,358	-5.8%
Adult Music	5,214	4,662	5,253	4,907	4,809	5,090	5,751	5,637					41,323	45,241	-8.7%
Adult Videos / DVDs	48,453	44,477	46,924	44,136	45,101	46,993	53,741	53,385					383,210	380,570	0.7%
Adult Video Games	0	0	0	0	0	0	0	0					0	7,092	-100.0%
ADULT CIRCULATION	101,774	93,443	99,899	93,548	95,674	101,029	118,125	115,337					818,829	841,878	-2.7%
Juvenile Material															
Juvenile Fiction	24,567	23,274	27,147	24,178	26,010	34,986	41,182	33,322					234,666	239,737	-2.1%
Juvenile Nonfiction	8,985	7,887	9,276	9,156	7,182	9,993	11,636	9,339					73,454	73,655	-0.3%
Juvenile Audiobooks	583	624	758	588	778	825	1,014	834					6,004	5,975	0.5%
Juvenile Music	703	602	760	656	687	766	1,137	920					6,231	6,346	-1.8%
Juvenile Videos / DVDs	12,769	11,275	12,626	11,560	12,609	14,913	18,859	16,400					111,011	112,039	-0.9%
JUVENILE CIRCULATION	47,607	43,662	50,567	46,138	47,266	61,483	73,828	60,815					431,366	437,752	-1.5%
Red Carpet Material															
RC Print Materials	8,423	7,507	9,672	8,687	8,564	9,261	10,492	10,408					73,014	66,352	10.0%
RC Realia	336	305	391	322	371	350	443	350					2,868	2,812	2.0%
RED CARPET CIRCULATION	8,759	7,812	10,063	9,009	8,935	9,611	10,935	10,758					75,882	69,164	9.7%
Young Adult Material															
YA Print Materials	4,025	3,527	4,325	3,976	4,228	5,666	6,779	5,424					37,950	43,299	-12.4%
YA AV	187	192	219	183	196	207	284	233					1,701	2,027	-16.1%
YOUNG ADULT CIRCULATION	4,212	3,719	4,544	4,159	4,424	5,873	7,063	5,657					39,651	45,326	-12.5%
Digital Downloads															
Overdrive	18,393	16,948	18,260	17,465	18,510	18,228	19,488	19,587					146,879	122,035	20.4%
Hoopla	4,740	4,460	4,766	4,993	5,559	5,805	6,073	6,656					43,052	19,609	119.6%
Zinio / Flipster	1,266	1,100	2,102	3,348	2,065	1,818	2,026	*					13,725	11,281	21.7%
DIGITAL DOWNLOADS	24,399	22,508	25,128	25,806	26,134	25,851	27,587	26,243					203,656	184,167	10.6%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2015

	2016											2016	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$1,483,624	\$1,363,060	\$1,545,946	\$1,424,651	\$1,442,943	\$1,721,777	\$2,033,999	\$1,799,586					\$12,815,586
Magazines (\$5)	\$9,355	\$8,545	\$9,215	\$9,485	\$9,355	\$11,780	\$15,505	\$15,595					\$88,835
Audiobooks (\$10)	\$58,830	\$55,390	\$65,100	\$57,120	\$61,470	\$63,900	\$74,310	\$70,150					\$506,270
DVD, Games, Music (\$4)	\$269,304	\$244,832	\$263,128	\$245,768	\$253,608	\$271,876	\$319,088	\$306,300					\$2,173,904
Reference Questions (\$7)	\$136,962	\$131,572	\$128,107	\$95,998	\$91,574	\$148,729	\$153,741	\$147,497					\$1,034,180
Programming (\$10)	\$66,720	\$77,740	\$73,950	\$87,770	\$52,830	\$121,270	\$79,550	\$46,340					\$606,170
Meeting Room Use	\$47,185	\$24,280	\$60,829	\$57,378	\$40,674	\$38,945	\$28,134	\$45,108					\$342,533
Gallery Attendance (\$10)	\$15,380	\$18,690	\$19,990	\$19,600	\$18,250	\$26,190	\$23,910	\$20,820					\$162,830
Computer Use (\$12 /hr)	\$204,368	\$192,989	\$216,377	\$189,930	\$204,393	\$234,790	\$253,476	\$248,537					\$1,744,859
ILL Borrowed (\$25)	\$12,075	\$13,125	\$13,350	\$12,600	\$10,475	\$12,375	\$11,275	\$12,425					\$97,700
TOTAL VALUE	\$2,303,803	\$2,130,223	\$2,395,992	\$2,200,300	\$2,185,572	\$2,651,632	\$2,992,988	\$2,712,358					\$19,572,867

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	32,245	21,660	53,905
Dollars Submitted:	\$3,353,827.92	\$500,601.70	\$3,854,429.62
Cash Recovery:	\$543,166.01	\$221,959.56	\$765,125.57
Material Recovery:	\$347,315.06	\$39,907.42	\$387,222.48
Waives:	\$117,129.33	\$12,588.88	\$129,718.21
Recovery Total:	\$1,007,610.40	\$274,455.86	\$1,282,066.26
Total Invoice Amount:	\$275,260.38	\$71,307.15	\$346,567.53
Total ROI:	4:1	4:1	4:1
Asset ROI:	3:1	4:1	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
9/2015 Through 8/2016

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
August-16	\$4,597.77	\$1,810.74	\$767.92	\$7,176.43	\$6,408.51	\$1,664.70
July-16	\$3,977.06	\$3,115.54	\$379.37	\$7,471.97	\$7,092.60	\$1,476.75
June-16	\$5,019.35	\$3,048.64	\$682.87	\$8,750.86	\$8,067.99	\$1,628.90
May-16	\$5,472.69	\$4,467.49	\$2,069.11	\$12,009.29	\$9,940.18	\$1,387.25
April-16	\$5,832.27	\$2,773.42	\$685.59	\$9,291.28	\$8,605.69	\$1,566.25
March-16	\$7,390.96	\$5,341.31	\$1,506.35	\$14,238.62	\$12,732.27	\$1,637.85
February-16	\$7,927.05	\$3,668.55	\$1,107.39	\$12,702.99	\$11,595.60	\$1,637.85
January-16	\$5,576.21	\$4,125.51	\$1,220.70	\$10,922.42	\$9,701.72	\$1,619.95
December-15	\$4,723.36	\$1,855.79	\$652.48	\$7,231.63	\$6,579.15	\$2,237.50
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
Total	\$65,770.42	\$41,591.61	\$11,507.57	\$118,869.60	\$107,362.03	\$21,596.35
Average	\$5,480.87	\$3,465.97	\$958.96	\$9,905.80	\$8,946.84	\$1,799.70

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

9/2015 Through 8/2016

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
August-16	\$3,059.79	\$534.87	\$238.27	\$3,832.93	\$3,594.66	\$716.85
July-16	\$3,239.15	\$338.61	\$202.94	\$3,780.70	\$3,577.76	\$625.40
June-16	\$3,696.64	\$535.79	\$181.59	\$4,414.02	\$4,232.43	\$772.90
May-16	\$3,352.10	\$762.75	\$465.78	\$4,580.63	\$4,114.85	\$660.80
April-16	\$3,256.79	\$423.67	\$170.66	\$3,851.12	\$3,680.46	\$604.75
March-16	\$3,733.49	\$790.99	\$204.11	\$4,728.59	\$4,524.48	\$725.70
February-16	\$4,391.27	\$756.74	\$165.55	\$5,313.56	\$5,148.01	\$616.55
January-16	\$3,804.02	\$701.10	\$146.68	\$4,651.80	\$4,505.12	\$734.55
December-15	\$3,235.91	\$926.13	\$121.23	\$4,283.27	\$4,162.04	\$1,017.75
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
Total	\$41,714.14	\$6,689.19	\$2,415.92	\$50,819.25	\$48,403.33	\$9,271.85
Average	\$3,476.18	\$557.43	\$201.33	\$4,234.94	\$4,033.61	\$772.65