



Call to Order

Public Comment

Introductions

Oath of Office for New Trustee

Amendment to and Approval of September 15, 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

Chief Operations Officer – Rob Banks

New Business

- Resolution Honoring the Bill and Melinda Gates Foundation and its Contribution to Building the Capacity of Public Libraries – [Action Item](#)
- Request for FY 2017 Friends of the Library funding – [Action Item](#)
- Bid Approval for Front Entry Exterior Remodel Project – [Action Item](#)
- Bid Approval for Annual Professional Auditing Services for a Three-year Term – [Action Item](#)
- Authorization of Deferred Compensation Plan for Employees – [Action Item](#)

Executive Session

Trustee Comments

Adjournment

Next Meeting

November 17, 2016 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Meeting
September 15, 2016
Menninger Room 206

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Julie Swift

CALL TO ORDER

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, September 15, 2016 in the Menninger Room 206, of the Main Building, 1515 SW 10th Avenue, was called to order at 4:01PM by the Chair, David Monical.

David requested that those present participate in a moment of silence in honor of Elizabeth Ross, trustee, who passed away suddenly on August 16, 2016.

David also acknowledged a card of thanks from the family of former trustee Frank Ybarra and shared it with the Trustees.

PUBLIC COMMENT

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

ELECTION OF NEW BOARD SECRETARY

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, nominate Elizabeth Post to serve as Board Secretary through May, 2017, to complete the term left vacant due to the death of Elizabeth Ross. There was no discussion. The motion was approved unanimously.

APPROVAL OF MINUTES

On motion by Duane Johnson, seconded by Liz Post, the August 11, 2016 Board of Trustee meeting minutes were approved as presented. Motion carried.

CHIEF FINANCIAL OFFICER

In addition to the Chief Financial Officer's written report, Sheryl Weller reported on building project plans including the pedestrian plaza at the front entrance for which designs were presented at the July Board Meeting. A bid approval recommendation will be brought to the Board at the October meeting. She related details regarding funding for this project.

Sheryl restated that the Phase 1 projects are:

- Walkway/entrance from the Café into the New Collections area
- Small group collaboration spaces within the existing Reference Room and Adult Collections area
- Enclosing the North Reading Room with glazed doors and sidelights to improve acoustic isolation

It is expected that these projects will be presented to the Board in January or February. Other than clarifications of details regarding the front entrance project, 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 Kerry Onstott Storey, the Treasurer's Financial Report, inclusive of the August financial report was accepted. Motion carried.

FRIENDS OF THE LIBRARY REPORT

Linda Hayse, President of the Friends of the Library, gave the Friends of the Library Report which included an update on the Annual Library Book Sale that takes place this weekend. She also highlighted activity from the Kansas Book Festival where the Friends offered books for sale. Linda provided information on the changes of duties of Manager, Mary Campbell, who is now the Executive, Friends of the Library.

FOUNDATION REPORT

Foundation Chair Becky Holmquist gave the Foundation Report. Becky highlighted the successful Late Night at the Library event that took place on September 10.

CHIEF EXECUTIVE OFFICER

In addition to her report Chief Executive Officer Gina Millsap shared background information about the 14th Librarian of Congress, Carla Hayden, who was sworn in Wednesday, September 14.

She called upon Communications and Marketing Director Diana Friend who provided background information regarding library advocacy and the American Library Association initiative *Libraries Transform* campaign and the library's transition to our new brand statements. Diana shared a graphic design and a locations map of five billboards located around the county that support the Libraries first community impact goal, every child ready for kindergarten.

Gina asked Thad Hartman, Community and Strategic Services Manager, to provide an update on circulation. Thad discussed the early impact of the new automatic renewal program that was implemented July 1. This information was detailed in the board meeting packet.

Sheryl answered the question regarding budgetary ramifications from the decreased amount of fine revenue and assured the Board that this program implementation was planned for and the 2017 budget reflects the anticipated changes.

CHIEF OPERATIONS OFFICER

In addition to the Chief Operations Officer Report, Robert Banks shared that the Library would be hosting two authors this weekend. He also reported that he has been appointed to the Board of Commissioners for the Topeka Housing Authority. There were no questions for Rob.

NEW BUSINESS

On a motion by Kerry Onstott Storey, seconded by Betty Greiner, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the Circulation Policy as presented. There was no discussion. The motion passed unanimously.

On a motion by Liz Post, seconded by Kerry Onstott Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve 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. David Monical remarked that the supporting documents were well done. Discussion included detail regarding how the public would connect with the enhanced system and how hyper convergence impacts the public and the service the library provides. The motion passed unanimously.

On a motion by Kerry Onstott Storey, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, agree 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. Discussion included clarification of insurance responsibility. The motion passed unanimously.

EXECUTIVE SESSION

On a motion by Betty Greiner, seconded by Duane Johnson it was resolved that the Board of Trustee, Topeka and Shawnee County Public Library recess the regular meeting to enter into Executive Session at 4:45PM for a time not-to-exceed 30 minutes to discuss a personnel matter. No action will be taken following adjournment of the executive session. The motion passed unanimously.

On a motion by Betty Greiner, seconded by Duane Johnson it was resolved that the Board of Trustee, Topeka and Shawnee County Public Library continue in Executive Session at 5:15PM for a time not-to-exceed 15 minutes. No action will be taken following adjournment of the executive session. The motion passed unanimously.

Executive Session was concluded at 5:30PM.

TRUSTEE COMMENTS

Betty Greiner reported that at a recent County Commissioners meeting, Commissioner Cook remarked to her how much he enjoys attending the Friends Annual Book Sale.

ADJOURNMENT

On a motion by David Monical, seconded by Duane Johnson, the meeting was adjourned at 5:35 PM. The motion passed unanimously.

Elizabeth Post, Secretary



Resolution – Amendment to September 15, 2016 minutes

**BOARD OF TRUSTEES
October 20, 2016**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, amends the September 15, 2016 minutes regarding the lease agreement for property located at 5604 SW Topeka Avenue to reflect the unit leased is Suite C not Suite D.

Background Information:

In the final form of the lease agreement between the Topeka and Shawnee County Public Library and Anco, Inc., Topeka, Kansas for garage property to house the new Learn and Play bus, suite D was identified as the unit that would be leased. In fact, suite C was the unit viewed and accepted to meet the needs for the new Learn and Play bus. The error was corrected on the lease and initialed by the appropriate signators. The resolution that was approved by the board at the September 15, 2016 meeting also contained this error. This amendment reflects the correct unit, suite C.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

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

Investments and Debt as of September 30, 2016 – Page 1

The two 30-day investments in the State of Kansas, Municipal Investment Pool (MIP), matured in September and new 30-day accounts were not created at this time. The two outside Certificates of Deposit (Capital City Bank and Denison State Bank) both mature on October 14th. Money in the Municipal Investment Pool will be reviewed at that time and additional short-term investments will likely be created.

The idle Bond and Interest funds in the overnight MIP account were invested in 180 day MIP accounts. The next payment is interest-only and is not due until March 1. New year tax proceeds will be sufficient to make that payment, allowing for the current cash to be invested longer at a higher rate.

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 74.8% of the budget year completed, 95% of the budgeted revenue has been received and 75% of the approved budget has been expended/encumbered. This compares to 2015 in which 96% of the budgeted revenue had been received and 70% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2016 was received September 20th as scheduled. The total received for the General Fund was \$677,121.09. The percentage of the ad valorem budget collected year-to-date is 98% which is the same compared to this time in 2015.

The percentage of year-to-date motor vehicle tax is 78% in 2016 and was 79% at this same time in 2015.

Employee Benefit Fund – Page 6

With 74.8% of the budget year completed, 109% of the budgeted revenue has been received and 62% of the approved budget has been expended/encumbered. This compares to 2015 in which 97% of the budgeted revenue had been received and 60% of the approved budget had been expended/encumbered

The September 20th tax distribution totaled \$173,492.19. The percentage of the ad valorem budget collected year-to-date is 98%, the same as this time in 2015.

The percentage of year-to-date motor vehicle tax received is 78% compared to 79% in 2015.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,039,312.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the budgeted revenues collected to-date is 97% compared with 98% at this point in time in 2015.

The September 20th tax distribution totaled \$95,455.22. The percentage of ad valorem tax budgeted is 98% which is the same as this time in 2015.

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/capital improvement fund	Architectural fee estimate including a contingency for Facilities Master Plan Phase 1 projects and the pedestrian plaza project	\$84,150.00	Tevis Architectural Group
Operating budget	Consulting services related to employee medical benefit plans, renewals, plan structure, communication materials	\$7,500.00	Truss Advantage
Operating budget	One-time implementation fee	\$7,472.56	Paycom Payroll LLC
Operating budget	Annual service and maintenance (security gates, kiosks, tagging stations, smartlockers)	\$18,421.75	Bibliotheca, LLC

Type of Purchase	Description	Amount	Vendor
Operating budget	Annual HP hardware maintenance/support renewal	\$12,709.22	OneNeck IT Solutions
Operating budget	Long distance telephone service for remainder of year under newest contract (erate eligible)	\$6,000.00	AT&T Long Distance
Operating budget – Board approved bid Sept. 15, 2016	Hyperconverged infrastructure (IT) project, including 5-year maintenance/support	\$155,710.92	CDW Government, Inc.
Operating budget, but was not budgeted – Board approved lease Sept. 15, 2016	Bus parking garage space lease for remainder of 2016, plus one-time security deposit	\$6,993.34	Anco, Inc.
Library materials	Hoopla online plan	\$13,618.04	Midwest Tape
Library materials	“Automatically Yours” materials subscription – select quantities and genres – Nov	\$9,000.00	Baker & Taylor Books
Library materials – this is a duplicate of the PO below and will be deleted in October	Annual subscription for database concerning legal, general reference, health and biology	\$13,142.02	Gale/Cengage Learning
Library materials	Annual subscription for database concerning legal, general reference, health and biology	\$13,142.02	Gale/Cengage Learning
Library materials	Annual subscription to Morningstar online	\$10,111.00	Morningstar
Library materials	Annual large print materials plan renewal	\$13,071.60	Center Point Publishing
Library materials	Annual plan renewal for periodicals	\$31,260.53	Ebsco Information Services
Library materials	Adult blu-rays & DVDs	\$6,290.00	Midwest Tape
Library materials	Adult blu-rays & DVDs	\$5,110.00	Midwest Tape
Library materials	Annual 70-seat plan online	\$12,075.00	Treehouse Island, Inc.
Library materials	Adult fiction e-audiobooks/books	\$6,740.00	Overdrive, Inc.
Library materials	Adult fiction e-audiobooks/books	\$7,090.00	Overdrive, Inc.
Library materials	Adult fiction e-audiobooks/books	\$6,660.00	Overdrive, Inc.

Other Items:

- There are two resolutions on this month's agenda for the Board's approval that create expenditures.

The Board of Trustees passed a resolution on May 19, 2016 requiring that annual professional auditing services be bid for a three-year term and include at least one change in audit manager during the term. The existing audit firm's bid is the lowest for the three-year term and reduces their most recent fees by \$6,000 in year one. Their services have been exceptional and there are no concerns with their work or capabilities. Thus, they are recommended for the bid approval. Please see the background information in the resolution to learn more about the bid process and results. This will be a 2017 contract and expenditure within the approved General Fund, Contracted – Professional line item.

The need to replace and repair the concrete on the front entry sidewalks and plaza has been recognized and included on the Major Initiatives Funding Matrix for several years with funding suggested from the Capital Improvement Fund. This year, 2016, was anticipated as the project completion year. The concrete repair and impact of water drainage and pooling issues were also recognized in the infrastructure portion of the Facilities Master Plan.

As this was further discussed internally and with Tevis architects, the project was expanded to incorporate construction solutions to resolve many long-standing pedestrian safety concerns. Thus, the project scope and expected cost have increased, although doing all the concrete work at once is expected to be much more cost effective than multiple projects. These design concepts were presented to the Board of Trustees at its July 2016 meeting with overall consensus to proceed.

This will be a 2016 contract and expenditure. It was decided that the best funding solution would be to use the Special Projects budget in the General Fund (since most of the components of this project are public safety) and money contributed by Friends for remodeling projects, with any remainder from Capital Improvement funds. Architectural fees for this project have also been encumbered from the Capital Improvement Fund. Phase 1 projects within the Facilities Master Plan will be funded from 2017 operating funds in the approved budget.

I verbally provided an update and summary of this to the Board at its September meeting.

A Request for Proposal was issued on September 28 for the front entry exterior remodel, also referred to as the pedestrian plaza. Bid receiving will be October 12th and, at the time of my report preparation, no results were yet known. Please see the background information in the resolution to learn more about the bid process and results, as well as the expected completion timeline.

- On the Purchase Order summary portion of my report and the listing of all checks \$5,000 and over (excluding library materials purchases), are transactions with Paycom Payroll LLC. The Library will be moving from ADP to Paycom for HR/payroll/time keeping/leave management/scheduling software services. Here's a brief history:

The Library moved from very antiquated HR/payroll systems to ADP software services beginning with tax year 2013. From the very start of the project in Fall 2012, the desired outcome was for a fully integrated HR/payroll/timekeeping/leave management service that include an integrated, robust scheduler. ADP couldn't provide the scheduler, but offered a third-party option that would be made to integrate with its other products. Thus, ADP was the chosen vendor. However, there were many problems with the implementation and ongoing service fell short of expectations and the scheduler never really worked for TSCPL nor integrated with ADP. (It was still a good decision to move to this more sophisticated product and provide much better compliance with federal and state laws and regulations.)

After nearly four years with ADP and the need to upgrade to a supported software version, as well as add new and enhanced HR functionality (applicant processing, screening, hiring, communication, onboarding, performance management, etc) at a higher cost, it presented a crossroads for decision-making. It was a good time to analyze the pros and cons, as well as explore the current marketplace and proposals by other vendors. Further, it is the Library's regular practice to periodically review existing services, pricing and other vendors.

During the ADP selection process, Paychex had been ruled out because of the inability to provide a robust scheduler and to-date they have not presented a new product to us as suggested. Paycom requested an initial meeting to discuss their product. From this, they appeared to be a very viable option and they were invited to multiple presentations before the Management Council and small groups of users. The same was done with ADP's proposed enhanced service and product offering. This is professional services which are not required by the Board's Purchasing Policy to be bid. However, extensive time was spent by the Management Council and executive staff reviewing the options and the best fit for the Library. A pricing comparison was done as well and first-year savings by moving from ADP to Paycom are estimated at nearly \$36,000 with annual savings expected to be nearly \$23,000. Further, Paycom does not do upgrades or overall percentage-based pricing increases, but instead bases pricing on product enhancements that may or may not be chosen by the client. ADP's pricing increases by 4%-5% a year without a multi-year contractual commitment.

The decision is to terminate services with ADP upon completion of all payrolls, reporting and filing for the 2016 tax year and begin the 2017 tax year with Paycom. They are a firm headquartered in Oklahoma City with an office in Kansas City. Their annual report shows an award-winning, progressive and successful business with competitive longevity. Main factors in this decision were: (1) a fully integrated product with a scheduler suitable for the Library's needs, as well as all of the enhanced HR functionality; (2) a target market designed for clients more the size of the Library; (3) competitive pricing; and (4)

individualized, local (Kansas City) customer service for both implementation and ongoing support. ADP has much more complex clients, but fitting its products to the Library's needs has been a challenge and it seems they are just too big.

- Most General Fund line items are currently under-budget, but some are expected to be over-budget. I have previously reported on the two line items that are now over-budget.

When reviewing Salaries, the percentage of the year expended by month is 74.8%, but the percentage of payroll expended is 76.9% because there were three pay dates in September (20 pay periods/26 pay periods completed). So, salary spending seems on target.

I expect that Contracted – Professional will be over-budget due to the need for increased legal services due to many unexpected issues this year (legal fees are discounted and paid only as incurred), the architectural fees related to the approval of the Facilities Master Plan and the Paycom implementation fee. The services in this line item are critically important and beyond the scope of library staff expertise. Paycom will result in future savings.

The hyperconverged infrastructure project will cause Contracted – Digital Services to be over-budget, primarily because all maintenance related to this project was bid as a five-year option only. However, savings will occur in Digital Services Support to offset this and will be accomplished by a delay in replacement computer purchases which were planned around year end.

Contracted – Facilities is highly unpredictable and may be over-budget. The requirement to secure the leased garage space this year, as well as unexpected facilities projects like the disconnection of a waste water pump likely caused by the earthquake tremors, have had an impact. This line item is under careful review and only projects that have to be completed this year will be done.

Savings in Furniture/Equipment will occur because of the decisions to postpone the purchase of custom-built music CD shelving and tables in the east/west wings until the detail of some phases of the Facilities Master Plan are known. Also, a small, fuel-efficient car was donated to The Library Foundation, negating the need to spend the money budgeted to purchase this type of vehicle.

Marketing & Communications may be slightly over-budget due to Library of the Year and other marketing campaigns, but the Undesignated Fund was authorized for a significant portion of these expenditures.

The portion of the Special Projects line item budgeted for remodeling and building projects will be used for a portion of the front entry exterior remodel (pedestrian plaza) so the savings now reported will not occur.

Vehicle fuel savings will occur due to the prolonged decrease in gas prices.

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

9/30/16

	Balance 01/01/16	Revenue Y-T-D	Expenditures Y-T-D	Balance 9/30/2016
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 2,980,008.03	\$ 12,136,690.85	\$ 9,181,586.98	\$ 5,935,111.90
Employee Benefits	1,410,074.82	3,401,082.85	2,347,466.13	\$ 2,463,691.54
Capital Improvement	2,062,247.88	5,114.36	6,290.00	\$ 2,061,072.24
Bond & Interest	836,899.56	1,568,776.03	1,651,915.00	\$ 753,760.59
<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	4,066.29	\$ 744.03
Other Special Revenue	738,221.51	28,682.18	295,697.66	\$ 471,206.03
Permanent Funds	522,876.20	15,290.30	5,160.20	\$ 533,006.30
Totals	\$ 8,583,423.45	\$ 17,215,192.32	\$ 13,525,267.39	\$ 12,273,348.38

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,288,217.89
Restricted Funds-CoreFirst Bank-Checking	472,768.77
Restricted Funds-CoreFirst Bank-Investments-Foundation	332,375.53
Bond & Interest Fund-CoreFirst Bank-Checking	37.39
Capital Improvement Fund-VisionBank-Money Market Account	2,067,362.24
Cash on Hand	3,176.00
Petty Cash	220.00
Endowment Securities	200,630.77
Municipal Investment Pool - Overnight	2,984,002.37
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	753,723.20
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
	\$ 12,410,144.67
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Payroll Deduction and Employer Benefit Liabilities	12,204.36
Less Outstanding Checks	124,591.93
	\$ 12,273,348.38

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

9/30/16

	01/01/16 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	9/30/2016 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<u>Major Governmental Funds</u>							
General Fund	\$ 2,980,008.03	\$ 12,136,690.85	\$ 140,157.22	\$ 9,041,429.76	\$ 5,935,111.90	\$ 826,170.47	\$ 5,108,941.43
Employee Benefit Fund	1,410,074.82	3,401,082.85	590.98	2,346,875.15	2,463,691.54	4,839.70	2,458,851.84
Capital Improvement Fund	2,062,247.88	5,114.36		6,290.00	2,061,072.24	21,760.00	2,039,312.24
Bond & Interest Fund	836,899.56	1,568,776.03		1,651,915.00	753,760.59		753,760.59
<u>Non Major Governmental Funds</u>							
<i>State Aid Fund</i>	33,085.13	54,755.75	33,085.13		54,755.75	54,755.75	0.00
<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		1,500.00	300.00	300.00	-
<i>Other Special Revenue Funds</i>							
Adult Programs	26.93				26.93		26.93
Art Collection	10,626.78	4.00		104.33	10,526.45		10,526.45
Book Cook Program	192.94				192.94		192.94
Bookmobile Fund	505.46		186.72	92,515.06	(92,196.32)	192,210.00	(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	2.06		913.70	5,009.81	147.40	4,862.41
Friends	232,022.44	76.56	1,226.82	73,856.13	157,016.05	2,937.19	154,078.86
Fun Committee	1,419.84	1,176.88		407.81	2,188.91	94.96	2,093.95
Gallery Competitions/Exhibits	30,802.80	2,877.95	2,600.00	6,088.44	24,992.31	1,440.00	23,552.31
Gifts/Memorials (Undesignated)	218,602.78	7,292.59		42,617.85	183,277.52	9,649.19	173,628.33
Great Stories Club	47.00				47.00		47.00
Hathaway Trust - Library Materials	33,714.52	2,489.02		11,072.66	25,130.88	2,585.94	22,544.94
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		850.75	727.77	410.00	317.77
Library Materials	144,420.77	2,993.45		25,358.73	122,055.49	5,477.92	116,577.57
Lingo	-				-		-
NEH Expendable	21.34	4,000.97		1,068.47	2,953.84	-	2,953.84
Pets Neighborhood	33.58				33.58		33.58
PodCamp Topeka	326.79				326.79		326.79
Programming Fund	100.75				100.75	9.00	91.75
Red Carpet	8,522.61	3.21		172.85	8,352.97	-	8,352.97
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	0.69			1,780.54	769.51	1,011.03
Wedding Neighborhood	-				-		-
Workshops	2,161.97	0.81			2,162.78		2,162.78
Youth Services	45,849.90	6,185.47	31.50	23,465.62	28,538.25	4,835.50	23,702.75
<i>Permanent Funds</i>							
Mertz Trust	206,127.19	(5,496.42)			200,630.77		200,630.77
NEH Endowment	316,749.01	20,786.72		5,160.20	332,375.53		332,375.53
TOTALS	\$ 8,583,423.45	\$ 17,215,192.32	\$ 177,878.37	\$ 13,347,389.02	\$ 12,273,348.38	\$ 1,132,047.74	\$ 11,141,300.64

Topeka and Shawnee County Public Library

9/30/16

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 74.8% of year
Ad Valorem Property Tax	\$ 11,007,194.00	\$ 10,770,870.26	\$ (236,323.74)	98%
Revitalization Rebates	(141,400.00)	(142,531.79)	\$ (1,131.79)	101%
Back Tax	-	165,956.02	\$ 165,956.02	0%
Motor Vehicle Tax	1,209,439.00	943,075.96	\$ (266,363.04)	78%
Recreational Vehicle Tax	9,866.00	8,151.52	\$ (1,714.48)	83%
16/20 M Vehicle Tax	5,584.00	5,728.14	\$ 144.14	103%
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	43,181.19	\$ 2,058.19	105%
E-Rate Reimbursement	48,000.00	-	\$ (48,000.00)	0%
Miscellaneous Revenue	5,000.00	1,867.40	\$ (3,132.60)	37%
Miscellaneous Revenue - Recyclg	400.00	189.53	\$ (210.47)	47%
Salary Refunds-Foundation	87,041.00	63,017.53	\$ (24,023.47)	72%
Salary Refunds-Friends	100,386.00	26,746.90	\$ (73,639.10)	27%
Salary Refunds-Shawnee Cty	20,337.00	16,184.00	\$ (4,153.00)	80%
Vending Machines	4,000.00	3,036.95	\$ (963.05)	76%
Pay to Sam	-	2,038.54	\$ 2,038.54	0%
Overdue Fees*	307,000.00	206,734.60	\$ (100,265.40)	67%
Debt Collect	-	5,908.24	\$ 5,908.24	0%
ILL Fees	250.00	187.20	\$ (62.80)	0%
Mailing Fees	-	-	\$ -	0%
Non Resident Card Fee	170.00	425.00	\$ 255.00	250%
Telephone/Fax	4,100.00	1,136.60	\$ (2,963.40)	28%
Obituary Fees	900.00	415.00	\$ (485.00)	46%
Meeting Room Charges	9,800.00	5,690.00	\$ (4,110.00)	58%
Monday Market Fees	500.00	718.00	\$ 218.00	144%
Foundation Distribution	-	137.81	\$ 137.81	0%
Interest Received-Investments	1,400.00	7,782.46	\$ 6,382.46	556%
Library Treasurer's Balance	1,553,668.00	-	-	0%
TOTALS	<u>\$ 14,301,423.00</u>	<u>\$ 12,136,690.85</u>	<u>\$ (611,064.15)</u>	95%

* 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

9/30/16

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:					74.8% of year
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,923.00		\$ 1,477.00	77%
Salaries-Facilities	625,629.00	470,143.60		155,485.40	75%
Salaries-Overtime	10,000.00	3,502.98		6,497.02	35%
Salaries-Security	296,915.00	229,037.99		67,877.01	77%
Salaries-Shelvers	192,684.00	93,511.47		99,172.53	49%
Salaries-Staff	7,231,950.00	5,452,461.60		1,779,488.40	75%
Conferences	90,200.00	82,416.02	6,679.54	1,104.44	99%
Staff Development & Training	34,000.00	10,726.97	108.00	23,165.03	32%
Mileage	9,340.00	5,564.60	3,628.93	146.47	98%
COLLECTION:					
Materials-Binding/Replacements	2,200.00	1,446.37	614.68	138.95	94%
Materials-Periodicals	39,000.00	7,053.69	31,260.53	685.78	98%
Materials-Print/Non-Print <1 YR	391,400.00	305,953.27	21,050.39	64,396.34	84%
Materials-Print/Non-Print	1,244,330.00	846,672.27	169,007.00	228,650.73	82%
OPERATIONS:					
Art Purchases	5,000.00			5,000.00	0%
Cataloging and ILL Services	73,800.00	51,333.25	18,635.03	3,831.72	95%
Contracted-Digital Services	333,130.00	251,592.19	58,400.49	23,137.32	93%
Contracted-Facilities	281,600.00	183,123.57	28,147.02	70,329.41	75%
Contracted-Office Equipment	58,000.00	40,150.27	9,533.73	8,316.00	86%
Contracted-Professional	310,000.00	203,289.41	104,459.67	2,250.92	99%
Contracted-E-Rate Services	4,400.00			4,400.00	0%
Digital Services Support	190,200.00	72,959.59	25,111.79	92,128.62	52%
Furniture/Equipment	133,700.00	10,574.90	1,289.00	121,836.10	9%
Insurance	47,600.00	43,420.00	500.00	3,680.00	92%
Marketing & Communication	25,000.00	15,586.87	713.85	8,699.28	65%
Memberships/Dues	22,500.00	7,630.50	570.00	14,299.50	36%
Miscellaneous	5,000.00	2,609.07	323.22	2,067.71	59%
Payments to Other Libraries	91,620.00		92,791.00	(1,171.00)	101%
Postage/Shipping	120,225.00	81,316.84	610.63	38,297.53	68%
Printing	97,600.00	67,749.64	28,056.08	1,794.28	98%
Programming	30,000.00	14,121.43	1,724.82	14,153.75	53%
Special Projects	272,000.00	3,895.00	47,000.00	221,105.00	19%
Supplies-Facilities	74,000.00	46,119.29	22,433.54	5,447.17	93%
Supplies-Office/Library	77,000.00	47,180.55	5,335.99	24,483.46	68%
Supplies-Processing	35,000.00	34,745.88	286.67	(32.55)	100%
Telecommunications	71,000.00	22,592.36	13,648.40	34,759.24	51%
Utilities-Electric	390,000.00	253,781.69	76,618.31	59,600.00	85%
Utilities-Gas	75,000.00	28,579.98	17,420.02	29,000.00	61%
Utilities-Water/Sewage	35,000.00	12,696.34	17,303.66	5,000.00	86%
Vehicle-Gas	39,000.00	14,947.03	-	24,052.97	38%
Vehicle-Repair	30,000.00	17,960.35	7,533.31	4,506.34	85%
Contingency/Fund Balance	1,200,000.00			-	0%
Cash Long/Short	-	59.93		(59.93)	0%
TOTALS	\$ 14,301,423.00	\$ 9,041,429.76	\$ 810,795.30	\$ 3,249,197.94	75%

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

9/30/16

	<u>2016 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/16	\$ 1,553,668.00	\$ 2,789,459.96	
<u>Revenue:</u>			
Ad Valorem Property Tax	11,007,194.00	10,770,870.26	98%
Revitalization Rebates	(141,400.00)	(142,531.79)	101%
Back Tax	-	165,956.02	
Motor Vehicle Tax	1,209,439.00	943,075.96	78%
Recreational Vehicle Tax	9,866.00	8,151.52	83%
16/20M Vehicle Tax	5,584.00	5,728.14	103%
In Lieu of Tax	19,918.00	43.79	0%
Watercraft Special Tax	6,747.00	-	0%
Commercial Vehicle Fees	41,123.00	43,181.19	105%
E-Rate Reimbursement	48,000.00	-	0%
Fees and Charges	331,720.00	228,157.53	69%
Reimbursements	208,164.00	106,275.77	51%
Interest on Idle Funds	1,400.00	7,782.46	556%
	<u>\$ 12,747,755.00</u>	<u>\$ 12,136,690.85</u>	95%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,363,578.00	6,253,580.64	75%
Other Staff Support Costs	133,540.00	109,124.06	82%
Library Collections	1,676,930.00	1,383,058.20	82%
Contracted Services	1,060,930.00	948,664.63	89%
Digital Services Support	190,200.00	98,071.38	52%
Furniture/Equipment/Art	138,700.00	11,863.90	9%
Payments to Other Libraries	91,620.00	92,791.00	101%
Special Projects	272,000.00	50,895.00	19%
Utilities & Telecommunications	571,000.00	442,640.76	78%
Vehicles	69,000.00	40,440.69	59%
Other Operating Expenditures	533,925.00	421,094.80	79%
Cash Basis Reserve	1,200,000.00	-	0%
	<u>\$ 14,301,423.00</u>	<u>\$ 9,852,225.06</u>	75%
Prior Year Canceled Purchase Orders		<u>\$ 35,015.68</u>	
Unencumbered Balance 9/30/16	\$ -	<u>\$ 5,108,941.43</u>	

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

9/30/16

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	\$ 2,562,341.97	98%
Revitalization Rebates	(37,047.00)	(33,929.95)	92%
Back Tax	-	44,239.46	
Motor Vehicle Tax	316,800.00	246,403.71	78%
Recreational Vehicle Tax	2,584.00	2,135.81	83%
16/20M Vehicle Tax	1,463.00	1,664.52	114%
In Lieu of Tax	5,793.00	10.42	0%
Watercraft Special Tax*	1,767.00	-	0%
Commercial Vehicle Fees	10,772.00	11,321.70	105%
Refund-Fringe Benefits-Foundation	25,290.00	17,619.47	70%
Refund-Fringe Benefits-Friends	22,822.00	12,309.31	54%
Refund-Fringe Benefits-Shawnee Cty	10,556.00	8,579.20	81%
Refund BC/BS	-	462,835.52	0%
Employee COBRA Payments	-	184.42	0%
Retiree Payments BC/BS	146,278.00	61,550.43	42%
Interest on Idle Funds	100.00	3,816.86	0%
	\$ 3,125,474.00	\$ 3,401,082.85	109%
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	451,673.77	71%
KPERS	789,958.00	573,799.83	73%
Worker's Compensation	84,700.00	66,026.00	78%
Unemployment Tax	8,363.00	5,530.96	66%
Health/Dental Insurance**	2,276,000.00	1,242,142.20	55%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 4,185,145.00	\$ 2,349,968.16	62%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 9/30/16	\$ -	\$ 2,458,851.84	

* 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 \$118,510 spent YTD.

CAPITAL IMPROVEMENT

Balance 01/01/16	\$ 2,062,247.88
Revenue:	
Interest received	5,114.36
	\$ 5,114.36
Expenditures/Encumbrances:	
Capital Outlay	28,050.00
	28,050.00
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 9/30/16	\$ 2,039,312.24

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	54,755.75
	\$ 65,000.00	\$ 54,755.75
Unencumbered Balance 9/30/16		\$ -

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

9/30/16

	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	1,416,658.59	98%
Revitalization Rebates	(20,444.00)	(18,755.39)	92%
Back Tax	-	23,422.36	
Motor Vehicle Tax	174,743.00	136,576.57	78%
Recreational Vehicle Tax	1,425.00	1,177.70	83%
16/20M Vehicle Tax	807.00	710.34	88%
In Lieu of Tax	2,469.00	5.76	0%
Watercraft Special Tax*	975.00	-	0%
Commercial Vehicle Fees	5,942.00	6,214.80	105%
Interest on Idle Funds	600.00	2,765.30	461%
	\$ 1,613,496.00	\$ 1,568,776.03	97%
<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	40.00	133%
Cash Basis Reserve	750,000.00		0%
	\$ 2,401,905.00	\$ 1,651,915.00	100%
 Unencumbered Balance 9/30/16	\$ -	\$ 753,760.59	

* 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 September 30, 2016

Capital Improvement Funds-VisionBank

\$ 2,067,362.24 at 0.33% (money market account)

Municipal Investment Pool

\$ 2,984,002.37 operating funds in "overnight pool"*; available for transfer whenever needed

658,273.20 Bond & Interest funds in 180-day, fixed rate pool; opened 9/12/16 @ .50%; maturity 3/13/17

95,450.00 Bond & Interest funds in 180-day, fixed rate pool; opened 9/21/16 @ .50%; maturity 3/20/17

\$ 3,737,725.57

* rates vary by day - average September 1-30, 2016 was .05%

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 September 30, 2016

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	9/1/2016	ADP	Federal W/H	27,726.31	-99200
10	21502	0	9/1/2016	ADP	State W/H	9,183.69	-99200
15	21521	0	9/1/2016	ADP	State Unemployment	275.28	-99200
10	21503	0	9/1/2016	ADP	Social Security EE	18,222.84	-99200
15	21504	0	9/1/2016	ADP	Social Security ER	18,222.83	-99200
10	21503	0	9/1/2016	ADP	Medicare EE	4,261.76	-99200
15	21504	0	9/1/2016	ADP	Medicare ER	4,261.79	-99200
					<i>Remittance of payroll taxes</i>	82,154.50	-99200 Total
10	21505	0	9/1/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	17,779.17	-99198
15	21516	0	9/1/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	27,202.25	-99198
15	21517	0	9/1/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	-	-99198
10	21524	0	9/1/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	208.73	-99198
10	21513	0	9/1/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	880.40	-99198
					<i>Remittance of pension benefit & optional group life ins contributions</i>	46,070.55	-99198 Total
10	21501	0	9/15/2016	ADP	Federal W/H	27,441.29	-99193
10	21502	0	9/15/2016	ADP	State W/H	9,157.58	-99193
15	21521	0	9/15/2016	ADP	State Unemployment	274.88	-99193
10	21503	0	9/15/2016	ADP	Social Security EE	18,196.86	-99193
15	21504	0	9/15/2016	ADP	Social Security ER	18,196.84	-99193
10	21503	0	9/15/2016	ADP	Medicare EE	4,255.72	-99193
15	21504	0	9/15/2016	ADP	Medicare ER	4,255.71	-99193
					<i>Remittance of payroll taxes</i>	81,778.88	-99193 Total
10	21505	0	9/20/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	17,759.87	-99190
15	21516	0	9/20/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	27,172.79	-99190
15	21517	0	9/20/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	-	-99190
10	21524	0	9/20/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	208.73	-99190
					<i>Remittance of pension benefit contributions</i>	45,141.39	-99190 Total
10	21515	0	9/26/2016	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	21,659.20	-99189
15	21515	0	9/26/2016	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	101,634.82	-99189
						123,294.02	-99189 Total
15	21515	0	9/26/2016	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	12,732.26	-99188
						12,732.26	-99188 Total
10	21509	0	9/29/2016	MOW EMPLOYEE BENEFIT PLANS	Deferred Comp EE Portion	11,638.00	-99187
					<i>Remittance of pension benefit contributions to 457 plan - higher due to retirement</i>	11,638.00	-99187 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2016

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	9/29/2016	ADP	Federal W/H	30,931.30	-99186
10	21502	0	9/29/2016	ADP	State W/H	10,207.07	-99186
15	21521	0	9/29/2016	ADP	State Unemployment	306.33	-99186
10	21503	0	9/29/2016	ADP	Social Security EE	20,253.40	-99186
15	21504	0	9/29/2016	ADP	Social Security ER	20,253.42	-99186
10	21503	0	9/29/2016	ADP	Medicare EE	4,736.69	-99186
15	21504	0	9/29/2016	ADP	Medicare ER	4,736.69	-99186
				<i>Remittance of payroll taxes</i>		91,424.90	-99186 Total
10	21505	0	9/30/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	18,547.54	-99184
15	21516	0	9/30/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	28,377.92	-99184
15	21517	0	9/30/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	-	-99184
10	21524	0	9/30/2016	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	1,139.49	-99184
				<i>Remittance of pension benefit contributions</i>		48,064.95	-99184 Total
48	41000	912	9/9/2016	MATTHEWS SPECLTY VEHICLES, INC	Early Childhood Vehicle	92,210.00	10784
				<i>Learn and Play bus; bid approved by Board on December 17, 2015; installment payment in accordance with progress billings</i>		92,210.00	10784 Total
10	41000	313	9/1/2016	TEVIS ARCHITECTURAL GROUP	FMP Phase I	3,060.00	89198
20	41000	313	9/1/2016	TEVIS ARCHITECTURAL GROUP	Pedestrian Plaza	3,417.00	89198
				<i>Professional services related to the Facilities Master Plan implementation - Bd approved Plan July 21, 2016</i>		6,477.00	89198 Total
10	41000	313	9/8/2016	TEVIS ARCHITECTURAL GROUP	FMP Phase I	2,551.42	89221
20	41000	313	9/8/2016	TEVIS ARCHITECTURAL GROUP	Pedestrian Plaza	2,873.00	89221
				<i>Professional services related to the Facilities Master Plan implementation - Bd approved Plan July 21, 2016</i>		5,424.42	89221 Total
10	41000	351	9/8/2016	WESTAR ENERGY	2016 Electric service	34,624.43	89225
						34,624.43	89225 Total
15	41000	260	9/9/2016	PEOPLES/COMMERCIAL INSURANCE	4th qtr workers comp ins	18,494.00	89232
						18,494.00	89232 Total
10	41000	313	9/9/2016	TRUSS ADVANTAGE	Consulting Services	7,500.00	89234
				<i>For employee medical benefit plans; professional services exempt from Purchasing Policy</i>		7,500.00	89234 Total
10	41000	313	9/13/2016	PAYCOM PAYROLL LLC	Paycom one-time setup fee	7,472.56	89235

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2016

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Implementation fee to change HR/payroll/scheduling/time keeping/leave management services from ADP to Paycom Payroll LLC - professional services exempt from Purchasing Policy</i>		7,472.56	89235 Total
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	iphone 5 def. holster	4.99	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	iPad Pro 9.7 Case	42.99	89239
10	41000	310	9/15/2016	COREFIRST BANK & TRUST	Subscription	500.00	89239
10	41000	326	9/15/2016	COREFIRST BANK & TRUST	blk shirt / 3c / 2 locati	784.96	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	APC battery backup	171.80	89239
10	41000	700	9/15/2016	COREFIRST BANK & TRUST	Dr. Seuss Oh the Places	5.99	89239
10	41000	700	9/15/2016	COREFIRST BANK & TRUST	Feed Your Brain-Read A Bo	8.49	89239
10	41000	700	9/15/2016	COREFIRST BANK & TRUST	Carson Dellosa 10 Great	8.92	89239
10	41000	700	9/15/2016	COREFIRST BANK & TRUST	The More You Read the	7.89	89239
10	41000	420	9/15/2016	COREFIRST BANK & TRUST	12x15.5 Clasp Envelopes	20.89	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	Pencil Cozy	19.98	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	Transcend multi card	64.95	89239
10	41000	310	9/15/2016	COREFIRST BANK & TRUST	PluralEyes 4	169.98	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	APC BE550G Back-UPS 550	286.70	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	6 inch cat6	12.71	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	1ft cat6	36.00	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	3ft cat6	25.44	89239
10	41000	310	9/15/2016	COREFIRST BANK & TRUST	Sub to Basic Mo Service	25.50	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	Dell Laptop - 2	2,149.28	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	Little Mouse two button m	175.60	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	Califone Oversized Keys K	215.60	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	Shipping	39.00	89239
10	41000	361	9/15/2016	COREFIRST BANK & TRUST	CA-1053 keyls entry w/alr	239.95	89239
10	41000	420	9/15/2016	COREFIRST BANK & TRUST	Clorox Wipes 5/pk	65.57	89239
10	41000	910	9/15/2016	COREFIRST BANK & TRUST	30X8' Mobile Bench Cafet" - 2	2,099.76	89239
10	41000	910	9/15/2016	COREFIRST BANK & TRUST	Shipping	393.35	89239
10	41000	420	9/15/2016	COREFIRST BANK & TRUST	AAA Batteries	138.24	89239
10	41000	420	9/15/2016	COREFIRST BANK & TRUST	AA Batteries	33.12	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	Impact VC-500WL	489.95	89239
10	41000	320	9/15/2016	COREFIRST BANK & TRUST	Reflector Kit	383.98	89239

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2016

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
<i>Miscellaneous purchases on library credit card (online), including 2 replacement laptops for Adventuremobile & 2 cafeteria tables for Kids Lunch/Snack program</i>						8,621.58	89239 Total
10	21515	0	9/15/2016	DELTA DENTAL OF KANSAS, INC	September, 2016	2,056.04	89243
15	21515	0	9/15/2016	DELTA DENTAL OF KANSAS, INC	September, 2016	8,890.77	89243
						10,946.81	89243 Total
10	41000	301	9/15/2016	OCLC, INC.	oclc cataloging & ill	16,305.47	89260
10	41000	301	9/15/2016	OCLC, INC.	discount	(13.04)	89260
<i>Monthly (2 mos) fees for cataloging and interlibrary loan database - in approved budget</i>						16,292.43	89260 Total
10	41000	312	9/22/2016	PITNEY BOWES INC.	Lease #410	4,914.00	89300
10	41000	312	9/22/2016	PITNEY BOWES INC.	Lease #412	2,668.41	89300
<i>Postage and mailing equipment quarterly lease payment - in approved budget</i>						7,582.41	89300 Total
10	41000	311	9/29/2016	ANCO, INC.	Sept 15-30 prorated lse	693.34	89312
10	41000	311	9/29/2016	ANCO, INC.	Oct-Dec lease	3,900.00	89312
10	41000	311	9/29/2016	ANCO, INC.	One-time security deposit	2,400.00	89312
<i>2016 garage space lease/deposit for Learn and Play bus parking - Bd approved lease Sept. 15, 2016</i>						6,993.34	89312 Total
10	41000	430	9/29/2016	BIBLIOTHECA LLC	6000 TAGS	1,200.00	89317
10	41000	420	9/29/2016	BIBLIOTHECA LLC	6000 TAGS	49.60	89317
10	41000	310	9/29/2016	BIBLIOTHECA LLC	Service	18,421.75	89317
<i>Hardware/software support agreement in 2016 approved operating budget for kiosks, RFID tagging equipment, smartlockers, security gates; library materials processing supplies for RFID tags in approved operating budget</i>						19,671.35	89317 Total
						784,609.78	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

October 2016

Library News

Welcome to New Trustee Jim Edwards

Mayor Larry Wolgast has submitted Shelby "Jim" Edwards III to the Topeka City Council as the candidate to finish Elizabeth Ross's term on the Board of Trustees. His appointment will be voted on by the Council at its Tuesday, October 18 meeting. Pending Council approval, Jim's first official meeting will be on Thursday, October 20.

Jim and I met this week to get acquainted and to share information that will be useful to him as a new member of the Board. We will be scheduling his orientation sessions as soon as his appointment is official. All trustees are welcome to attend those sessions. We'll let you know the dates and times.

ICMA Annual Conference and PLA Board meeting

The Public Library Association (PLA) met in conjunction with the International City/County Management Association Annual Conference in Kansas City September 25-28. PLA has been doing this for the past two years. It provides opportunities for public library representatives to interact with and share common interests and goals with city and county management officials.

This year, Amy Garmer from the Aspen Institute moderated a special round table discussion on "The Future of Libraries in the Community." A number of city and county administrators attended this session. It was an opportunity to hear how they view the role of public libraries in their communities and within their organizations.

Urban Libraries Council Annual Forum

The Urban Libraries Council (ULC) Annual Forum took place October 4 – 6, also in Kansas City. We took a six staff member team to participate in this year's Annual Forum — the largest in ULC history. It brought together library teams, partners, and local and national leaders, to explore innovative strategies and initiatives that ULC libraries are using to measure and demonstrate community outcomes.

United Way of Greater Topeka Bus Tours

United Way of Greater Topeka is sponsoring local bus tours that travel around the city to see how United Way's focus on community impact is changing the odds for individuals, families and neighborhoods who are facing significant challenges. The tours provide good information and show where the funding efforts go. Participants are able to witness the impact United Way's and its partners' efforts have on people in need.

Several of our staff members have participated in the tours. They have reported two things. One, and almost everyone who goes on a tour says this, "I had no idea that this was going on in our community." Two, that they are encouraged by the progress being made and that the Library is so visible as a partner.

I would like to encourage you to consider taking one of these tours. It's takes a few hours and you will learn things about our community that are important for you to know as trustees and residents. You may contact Patti Hadl at the United Way to schedule a seat on one of their bus tours. Her email address is: Patti.Hadl@UnitedWayTopeka.org.

Three Board Retreat

As we have done for the past several years, the Board of Trustees, the Foundation Board and the Friends of the Library Board will meet for a Three Board Retreat. The date will be Monday, February 6, 2017, 4:00 – 7:30 PM. We will also invite members of the Teen Advisory Board to join us. More information to follow.

Agenda Items

Recognition of the Gates Foundation from Urban Libraries Council

After twenty years and an estimated \$1 billion investment, the Bill & Melinda Gates Foundation is ending its work with public libraries.

At a recent Urban Libraries Council Board meeting, the Board members decided to present the Foundation its ULC Executive Board Leadership Award on behalf of all ULC libraries.

In addition, the Board suggested that every ULC member library ask that their board of trustees to pass a resolution recognizing the Foundation's contributions.

This is a great idea and here are the reasons why:

- 1) What better way to nationally recognize the impact of the BMGF's contributions than to have the members of the Urban Libraries Council thank them with an award AND resolutions from the nation's leading mayors, county executives and their council or commissions.
- 2) Most city and county leaders do not know that Bill and Melinda Gates made our libraries their number one grantee – even before the Foundation was created. There is great cache in being singled out as an essential public asset by the Foundation and elected officials will be proud and impressed.
- 3) It's always appropriate to say thank you. TSCPL has been the beneficiary of a number of initiatives and research projects funded by the Gates Foundation and implemented through the Institute of Museums and Libraries (IMLS), ALA, the Kansas State Library and other organizations that work on behalf of public libraries.

The ULC has created a resolution for us to use and it is included with the board meeting packet.

Request for the FY 2017 Friends of the Library funding

This is the request submitted to the Friends of TSCPL each year. During the development of the FY2017 budget, staff identified programs or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition, programming, gallery events, and other initiatives including the Dolly Parton Imagination Library and Strategic Planning and Building Projects.

Reading Programs – Summer and Community Wide	\$25,000
Volunteer/Employee Recognition	\$16,000
Gallery – Topeka Competition and Second Friday support	\$7,000
Dolly Parton Imagination Library	\$25,000
Strategic Planning/Building Projects	<u>\$17,000</u>
Total Contribution Request	\$90,000

Friends of Art request – Gallery events/improvements \$2,800

Bid Approval for Front Entry Exterior Remodel Project

Initial plans for remodeling the front entry exterior including planters and a zero access curb were discussed at previous board meetings. The Facilities Master Plan committee and Tevis Architects have finalized plans for this project and we have previously identified funding for it. The detailed recommendation and resolution are included in the board packet.

Bid Approval for Professional Auditing Services for a Three-year Term

During our summer board budget planning work sessions, members of the trustees requested that we consider moving to a regular schedule of bidding the contract for professional auditing services. We have completed this process and you will find the recommendation and resolution for the professional auditing services contract in the board packet.

Authorization of Deferred Compensation Plan for Employees

Since the early 1980s TSCPL has offered a 457(b) deferred compensation plan through American United Life (AUL). These plans allow eligible employees to save and invest before-tax dollars through a voluntary savings contribution. Contributions and any earnings on contributions are tax-deferred until money is withdrawn. Employees pay administrative and investment option fees out of their accounts.

As a KPERs employer the library is eligible to participate in the 457(b) plan sponsored by KPERs. KPERs457 is a much larger group plan with lower per-participant administrative costs.

We plan to continue to offer the AUL plan along with the KPERs457 plan.

The library does not match employee contributions to either plan since we are already contributing to eligible employees' KPERs benefits. A resolution authorizing the library to join the plan is included in your packet.

Professional Activities/Community Contacts

September 7, 2016	Presented Applied Public Library Education (APPLE) webinar on board/director relations for North East Kansas Library System new directors class
September 10, 2016	Met with donors and guests at The Library Foundation's donor cultivation event, Late Night at the Library
September 12, 2016	Met with Kettering Foundation regarding Exchange project
September 12, 2016	Met with 712 Innovations Growth Committee
September 13, 2016	Attended Friends of the Library Board meeting
September 15, 2016	Met with LYRASIS Engagement Committee
September 16, 2016	Met with 712 innovations Board
September 16, 2016	Met with Robert Miller, CEO of LYRASIS
September 16, 2016	Attended Friends of the Library annual book sale
September 16, 2016	Attended NEH scholar lecture – What's in a Name with Dr. Bette Talvacchia from the University of Oklahoma
September 20, 2016	Attended Topeka-Shawnee County Holistic Economic Development Strategy Committee meeting
September 20, 2016	Met with State Librarian Jo Budler
September 21, 2016	Chaired and facilitated LYRASIS Strategy and Planning Committee meeting
September 22, 2016	Attended Best of Topeka awards ceremony
September 25-27, 2016	Attended ICMA Convention and PLA Board meeting in Kansas City, MO
September 28, 2016	Spoke at Topeka Senior Executives Council Chamber of Commerce meeting
September 29, 2016	Attended United Way of Greater Topeka annual meeting
October 4, 2016	Met with Marci Merola, executive director of the Office of Library Advocacy for the American Library Association. I serve as chair of the Committee on Library Advocacy and the Advocacy Coordinating Group for ALA.
October 5-7, 2016	Attended Urban Library's Council Annual Forum
October 10, 2016	Attended Library Foundation Finance Committee meeting
October 11, 2016	Met with Jim Edwards, new trustee
October 12, 2016	Met with Marsha Pope, executive director of the Topeka Community Foundation
October 13, 2016	Met with Gail McClenney, Chair of the LYRASIS Board regarding LYRASIS strategic planning process. I serve as chair of the Strategy and Planning Committee for this organization.

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

10/09/2016

Major Projects Update October 20, 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.

Chief Operations Officer Report
Robert Banks
October 20, 2016

For many years, we offered notary service out of the administrative offices. The demand was more than could be handled by the administrative staff. Monday, October 10th our staff began to offer notary service on the main floor of the library. We trained and bonded our five Interlibrary Loan staff to be notaries. The service is from 9:00 am to 5:30 pm Monday through Friday. We have at least one staff working during those hours and can handle the demand. This should be a better service for the public and will not interfere with administrative duties.

We are moving forward at getting computers available for residents of Deer Creek to purchase a computer of their own from the Topeka Housing Authority. Last month, I mentioned the various options for internet access. This month, we are focused on getting the licensing agreements worked out so that the refurbished computers will have all the appropriate licenses. It seems like each time we think things are moving smoothly something causes a glitch. However, we have been able to work past those and keep working on the project.

Sunday, October 23rd 2:00 pm we will host a program in cooperation with the Aspen Institute. The program is based on the book by E.D. Hirsch, Jr. "Cultural Literacy: What Every American needs to Know." Gina Millsap will serve as panel facilitator with a panel comprised of Marsha Sheahan, Stephen Koranda from KPR, Pastor TD Hicks from Antioch Missionary Baptist Church and Matthew Conklin, a law student at Washburn. The panel will discuss some aspects of the book and present their thoughts on a top 10 list of what they think people should know. Then the audience will be invited to participate and develop some lists of their own that will be shared with the whole group. We are planning to record the program to archive online in conjunction with The Aspen Institute. I strongly encourage you to attend as it should be an interesting afternoon. We are encouraging people to register for this program so we can send you advance material to help prepare you for the program.

Registration is not required for attendance. Here is the link to register: <https://tscpl.eventbrite.com>

The Aspen Institute is conducting programs across the country to encourage a national conversation on what people need to know to function in 2016. You will have heard us talk about the Aspen Institute before as they provide excellent research and thought papers on society, libraries, and life in general. We are very excited to be part of their series. We were selected to participate because of our excellent reputation in the public library world as a thought leader.

Departmental Highlights:

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

As we get ready for the Hyperconverge project Digital Services(DS) staff has spent time reorganizing the data center freeing up space for the new equipment. Along with this work there has been continued effort cleaning up and rewiring the network closets throughout the library.

In a partnership between Washburn Tech, the Topeka Housing Authority (THA), and the library, DS staff spent the last couple of weeks preparing 25 old and outdated computers. Those computers will be sent to Washburn Tech for refurbishing by Tech students. Once cleaned, serviced and a new OS installed the computers will then be given to THA staff to sell to families in the Deer Creek community for a minimal charge.



We take great pride in the work we do providing computer equipment and service to the community centers throughout Topeka. Here is a photo of kids using the equipment at the Deer Creek community center. Because of this partnership with the Topeka Housing Authority, kids in this community have access to tools, games and experiences they most likely would not have.

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

Programs in September included:

Ages birth-5

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

Elementary school aged

READ Dogs, tWiin Xgaming Station, Gathering STEAM, Minecraft, Amazing Animals, Factual Fun, and Guys Read

Middle and high school aged

Board Game Day, Super Smash Bros Tournament, NBA2K16, Book into Movies: Paper Towns, Anime Kurabu, and Teen Writing Group with Skype author visit from Kim Liggett

All Ages

Anyone Can Cook
Zoo Animals Live
Come to the Circus!

Community Meetings:

Early Childhood Collaborative	Luanne Webb
Early Education Impact Counsel	LeAnn Brungardt
Community Impact Committee	LeAnn Brungardt
Grade Level Reading Network	LeAnn Brungardt
Family Engagement	LeAnn Brungardt
Circle of Hope Award Banquet	LeAnn Brungardt
United Way Annual Meeting	LeAnn Brungardt

Training:

Child Development through Child Care Aware

Tour:

Homeschool Coop
Christ the King

Events:

Topeka Water Festival	Marlana Hodgkinson
Welcome Baby Jubilee	Sherry Hess

Highlights:

We have had several folks with respiratory issues thanks to fall allergies and a bug that made its way through the building. One of my staff, Jeri Eckhardt in having sought medical care to turn around her symptoms, ended up in the pharmacy waiting the typical 20-30 minutes for a prescription. While sitting there, a vibrant toddler came up to her, and without hesitation climbed into her lap. The little girl's mother quickly came over to retrieve her. In doing so she commented about how they had come to Baby Bookworms a few times over the summer when the mom had been off work. The girl saw Jeri as a safe, welcoming and fun to be with person. Relationship starts early.

Last school year we had a young lady who happens to have a seizure disorder utilize Homework Center regularly. She was attending public school and struggling to keep up as her seizures had become uncontrolled and frequent. In fact, upon her first visit, her mom had talked at length with one of the coaches about her situation. As a precautionary measure, she had given them her name and number. We did have emergency need to call her through the fall. The family disappeared mid spring as they continued to work on a solution for the seizures. This fall they came back. By coincidence they had discovered that using certain sunglasses seemed to stave off some of her seizures. Along with that, they had decided to try online schooling. The student used our study space by day for the first four weeks of school. This allowed the family to see if an online environment was going to work out before investing family dollars into a longer range plan. She is now studying online from home. We see the family less frequently, and in this case, we are happy about that.

Our latest staff member Margaret Jones is doing wonderfully. By day she is a drama teacher at a middle school in Lawrence. By night she quells drama throughout our spaces. She's a quick study and bring with her a wealth of experience working with school age kids.

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

We are very lucky to have Sherri Camp, our genealogy librarian, who truly practices what she preaches. Sherri is able to help customers at whatever level they are at regarding genealogy research. She is enthusiastic and has a way of getting people sucked into the genealogy world. This past summer Sherri was able to add another highlight to her genealogy career when she found she was a relative of the freed slave William Sugg. She the story below.

<http://www.uniondemocrat.com/lifestyle/4555393-151/relatives-of-freed-slave-sugg-moved-by-family>

Lissa Staley, our health information library, presented a webinar with April Roy, Branch Manager at The Bluford Library Branch Library, entitled, ***Breezing Along with the RML: Health & Wellness in Your Community***. The description of their presentation - Public libraries are uniquely situated to play a key role in improving community health, and there are many ways to leverage existing resources and services to address health and wellness. This presentation will highlight successful consumer health services and community partnerships in two public libraries in Kansas. In addition to sharing ideas for programs and activities, we will also discuss how public librarians and medical librarians can work together to help meet the community's health information needs. Put on your thinking caps, and come prepared to join in the conversation! This session is for anyone interested in consumer health outreach, and partnerships between libraries and community organizations.

After the webinar Lissa received a nice email from Susan Moyer, Director of the Dorothy Bramlage Public Library in Junction City. "I attended the recent webinar on Health @ Wellness @ your Library and wanted our Assistant Director to see it, too. Do you know where I should go to find the archived version of the webinar? BTW, I thought you did a great job and came away abuzz (yes, I actually said abuzz) with ideas and possibilities. We began talking about it right

away and are looking at what we can do to create something similar for our community. Thanks for the great ideas!"

On a side note, Lissa has been named one of Topeka's Top 20 Under 40 for 2016. Congratulations, Lissa!!

The Sabatini Gallery's front gallery will feature "100 Years: The Topeka Art Guild" from October 10 – December 18. The exhibit features work from the library's collection, especially art that was donated by the Topeka Art Guild in 1979. The library has work by most of the founding members of the Topeka Art Guild, which will tell the story of the early days of the organization that has influenced so much of Topeka's art community and development. It's a great way to honor the contribution of this community partner, and our exhibit is part of the yearlong celebration of the Topeka Art Guild, now at Fairlawn Plaza Mall.

"The Printed Image 6" opens November 4 in the main gallery, and features contemporary printmaking from artists all over the country. The Friends of the Library sponsor this competition, which we hold every other year. Printmaking lends itself to addressing contemporary issues, and the exhibit brings the best of new work in this medium. Stephen Goddard, curator of prints at the Spencer Museum of Art, was our juror this year.



Resolution Honoring the Bill and Melinda Gates Foundation and its Contribution to Building the Capacity of Public Libraries

BOARD OF TRUSTEES

October 20, 2016

WHEREAS, the Bill and Melinda Gates Foundation has established itself as the 21st Century Andrew Carnegie for public libraries and the people and communities they serve; and

WHEREAS, the Gates Foundation was a pioneer in understanding the risks of the digital divide and the importance of digital inclusion; and

WHEREAS, the Gates Foundation challenged public libraries to become technology leaders and provided millions of dollars to help libraries become go-to resources and trusted guides in an increasingly digital world; and

WHEREAS, the Gates Foundation provided a significant investment to develop *Edge*, a national technology benchmarking system created to ensure that public libraries have the right technology to meet today's needs and the promise of tomorrow; and

WHEREAS, with its commitment to ensuring that all people have access to the opportunities they need to succeed in school and life, the Gates Foundation has had a profound impact in communities across the country; and

WHEREAS, the work of the Gates Foundation has enhanced the capacity, value, and power of public libraries as vital community assets; and

WHEREAS, the (name of public library) and the residents of (name of city/county) have benefitted from the vision, commitment, and support of the Bill and Melinda Gates Foundation;

NOW THEREFORE BE IT RESOLVED that the (name of governing body) thanks the Bill and Melinda Gates Foundation for its groundbreaking work in support of public libraries

BE IT FURTHER RESOLVED, that the (name of governing body) recognizes and appreciates the importance of the (name of public library) as an essential community resource to support community goals, meet the diverse education needs of our residents from birth through senior years, and ensure equal access to the opportunities of the 21st century.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Request for FY 2017 Friends of the Library Funding

BOARD OF TRUSTEES

October 20, 2016

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to Friends of TSCPL for FY2017.

Background:

This is the request submitted to the Friends of TSCPL each year. During the development of the FY2017 budget, staff identified programs or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition, programming, gallery events, and other initiatives including the Dolly Parton Imagination Library and Strategic Planning and Building Projects.

Reading Programs – Summer and Community Wide	\$25,000
Volunteer/Employee Recognition	\$16,000
Gallery	\$7,000
Dolly Parton Imagination Library	\$25,000
Strategic Planning/Building Projects	<u>\$17,000</u>
Total Contribution Request	\$90,000

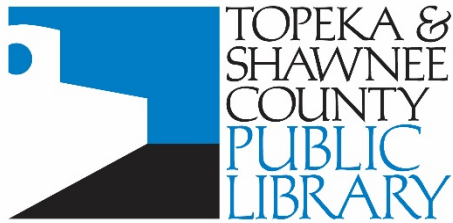
Friends of Art request – Gallery events/improvements **\$2,800**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid Approval for Front Entry Exterior Remodeling Project

BOARD OF TRUSTEES

October 20, 2016

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction Co., Inc., Topeka, Kansas, in the amount of \$312,800 to complete the front entry exterior remodel project, including Alternate No. 01 and Alternate No. 02 to provide underslab snow/ice-melt systems in the east and west sidewalks flanking the entry plaza. The purchase shall be paid from: (1) \$200,000 from the General Fund, Special Projects line item; (2) \$55,000 Friends Fund; and \$57,800 Capital Improvement Fund.

Policy and Background Information:

The need to replace concrete on the front entry sidewalks and plaza and correct water pooling issues has been discussed and included on the Major Initiatives Funding Matrix for a number of years. Actual funding and completion was projected to be in 2016 from the Capital Improvement Fund, but the project was held pending the completion and approval of the Facilities Master Plan. The need for this repair was recognized and estimated in the infrastructure portion of the Plan.

As this was further discussed internally and with Tevis Architects (the firm chosen for the creation and implementation of the Facilities Master Plan), the project was expanded to incorporate construction solutions to resolve many long-standing pedestrian safety concerns. These include: (1) an underslab snow/ice melt system; (2) the elimination of curbs for zero-entry access; (3) the construction of planters and bollards strategically placed to serve as barriers between bikes/skateboards and pedestrians and to prevent vehicles from driving onto the sidewalks or into the building; and (4) the addition of pathway lighting.

Thus, the project scope and expected cost have increased, although doing all the concrete work at once is expected to be much more cost effective than multiple projects. These design concepts were presented to the Board of Trustees at its July 2016 meeting with overall consensus to proceed. The CFO provided a verbal presentation of the plan for this project, as well as projects within the Facilities Master Plan, and related funding at the Board's September 2016 meeting.

In accordance with the Board of Trustees Purchasing Policy dated October 14, 2014, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal issued September 28, 2016. Drawings and specifications were developed by Tevis Architects. A mandatory pre-bid conference and site visit was held on October 4th. Four primary contractors attended, along with representation by some sub-contractors. No bids were submitted by any bidder not attending this mandatory meeting.

Because this project is complex and involves specific types of contractors, the architect sent notification of the Request for Proposal to several local concrete and general contractors. The Request for Proposal also was posted on the Library’s public website.

Bids were received at a public meeting at 2:00 pm, October 12th. Three bidders were present and submitted bids. The Bid Form required bidders to separately price the addition of an underslab snow/ice-melt system for each of the front sidewalks to the east and west of the front entry plaza.

The architect was satisfied with the reputation and abilities of all bidders and had no concerns with any of them. Although the Library is not required to accept the lowest bid, no compelling reason was found not to do so. The low bidder also submitted the fewest calendar days for project completion.

Staff Recommendation:

TSCPL staff recommends the lowest bid of \$312,800, submitted by Kelley Construction Co., Inc., Topeka, Kansas, be approved for the completion of the front entry exterior remodel project. This is inclusive of \$14,800 for Alternates No. 01 and No. 02 to provide the underslab snow/ice-melt system on the east and west sidewalks (\$7,400 each direction). The recommended bidder also has agreed to substantially complete the work of the contract within 120 calendar days from the date of the contract award.

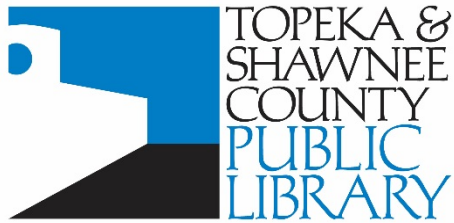
Further, this purchase is recommended to be funded from three sources: (1) General Fund, Special Projects line item \$200,000; (2) Friends Fund \$55,000; and (3) Capital Improvement Fund \$57,800. The original estimate of funding for this project from the Capital Improvement Fund (on the Major Initiatives Funding Matrix for 2016) was \$56,000. Architectural fees related to this project are professional services and are exempt from the Purchasing Policy. A prior contract for these fees was necessary to have the technical drawings, specifications and designs ready for the Request for Proposal and funds have already been encumbered from the Capital Improvement Fund. The Capital Improvement Fund has a current unencumbered balance of \$2,039,312.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid Approval for Annual Professional Auditing Services for Three-Year Term

BOARD OF TRUSTEES

October 20, 2016

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by Berberich Trahan & Co., P.A., Topeka, Kansas, to provide annual professional financial statement auditing services for a three-year term as follows:

Year Ended 12/31/2016 (2017 audit expenditure)	\$30,000
Year Ended 12/31/2017 (2018 audit expenditure)	\$31,000
Year Ended 12/31/2018 (2019 audit expenditure)	\$32,000

Policy and Background Information:

On May 19, 2016, the Library's Board of Trustees approved the following resolution:

"Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, directs the Library's executive team to issue a Request for Proposal (RFP) during 2016 for future years' audit services. Due to the initial costs and time commitment for a new audit firm to accept the Library as a client, it may be advantageous to request a multi-year bid. The contract with the selected audit firm must require that the audit manager change at least once during the term of the contract."

The staff recommendation for a multi-year bid was for the three years ending 12/31/16, 12/31/17 and 12/31/18 with audits beginning each January in 2017, 2018 and 2019.

A fixed-bid, Request for Proposal was issued August 30th. Since it is likely that several local certified public accounting firms could satisfactorily provide the requested audit services and would be large enough to accommodate a change in audit manager at least one time during the term of the contract, notifications were sent locally. The CFO used two sources to find local certified public accounting firms capable of meeting the requirements of the Request for Proposal. The first was through the Kansas Society of Certified Public Accountants website using their "find-a-CPA" feature. The criteria used were Topeka as the location and Governmental and Accounting and Auditing as the specialties. The Yellow Pages were used by choosing firms that were not individuals/sole proprietors and that didn't have ads or webpages that excluded auditing in the list of services. This resulted in seven local firms that were directly notified of the Request for Proposal by the CFO.

Bidder questions were accepted through September 8th and twelve questions were received with both questions and answers posted on the Library's website on September 9th.

Bids were received at a public meeting at 2:00 pm, September 19th. Three bids were received; two from local firms and one from a Kansas City, Missouri firm. Of the seven local firms specifically notified, only two responded with a bid and no others communicated with the CFO regarding reasons why they would not be submitting a bid.

A bid tally was created and submitted via email to the three members of the Board's Audit Committee and the Board Chairman. All communication regarding the bids and recommended bid award were done via email. Although the Library is not required to accept the lowest bid, consensus was to proceed with the firm submitting the lowest bid.

Staff Recommendation:

TSCPL staff recommends the lowest bids of:

- \$30,000 for the year ended 12/31/2016
- \$31,000 for the year ended 12/31/2017
- \$32,000 for the year ended 12/31/2018

submitted by Berberich Trahan & Co., P.A., Topeka, Kansas, be approved to provide annual professional financial statement auditing services for a three-year term. They are the Library's current auditors. There are no disagreements or dissatisfaction with their performance. They have sufficient staffing and have agreed to the requirement that the audit manager change at least once during the three-year term. Further, the first-year bid submitted is \$6,000 below the fee paid for the audit for the year ended 12/31/15. Efficiencies have been developed between the auditors and the Library in the last five years that reduce the amount of time for the audit and this is obviously reflected in the audit pricing. These efficiencies were mentioned in the Request for Proposal and continuation of this type of electronic platform for data exchange was also a requirement for bidders. The next lowest pricing is from the Missouri firm and is \$12,000 more for the three-year term.

Annual professional auditing services are included for approval each budget year from the General Fund, Contracted-Professional line item and there is no reason to presume this would not or could not be continued. The obligations are subject to a yearly engagement letter which sets a contractual agreement for the specific audit year and will be funded in 2017, 2018 and 2019.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Authorization of Deferred Compensation Plan for Employees

BOARD OF TRUSTEES

October 20, 2016

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes a deferred compensation plan for the employees of the Topeka and Shawnee County Public Library.

WHEREAS, to enable the Topeka & Shawnee County Public Library to attract and to retain in its employment, individuals of competence and to provide a means for supplementing the retirement benefits of Library employees; and

WHEREAS, the Kansas Public Employees Retirement System has entered into a group contract in conjunction with the Kansas Public Employees Deferred Compensation Plan for the provision of recordkeeping, communication, education, and investment management services; and

WHEREAS, it is the desire of the Library to become a joint contract owner with the State of Kansas of the group contract; and

WHEREAS, it is the desire of the Library to encourage and support efforts of its employees to voluntarily participate in a tax-deferred compensation plan;

NOW THEREFORE, be it resolved by the Library that:

1. The Library elects to adopt the Kansas Public Employees Deferred Compensation Plan as its own plan, as authorized by K.S.A. 74-49b14;
2. The Library authorizes and approves execution of a Plan Joinder Agreement to implement a deferred compensation plan; and
3. The Library Chief Executive Officer is authorized to execute all necessary documents to adopt and execute the Plan.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



A RESOLUTION AUTHORIZING A DEFERRED COMPENSATION PLAN FOR
THE EMPLOYEES OF THE TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

WHEREAS, to enable the Topeka & Shawnee County Public Library to attract and to retain in its employment, individuals of competence and to provide a means for supplementing the retirement benefits of Library employees; and

WHEREAS, the Kansas Public Employees Retirement System has entered into a group contract in conjunction with the Kansas Public Employees Deferred Compensation Plan for the provision of recordkeeping, communication, education, and investment management services; and

WHEREAS, it is the desire of the Library to become a joint contract owner with the State of Kansas of the group contract; and

WHEREAS, it is the desire of the Library to encourage and support efforts of its employees to voluntarily participate in a tax-deferred compensation plan;

NOW THEREFORE, be it resolved by the Library that:

1. The Library elects to adopt the Kansas Public Employees Deferred Compensation Plan as its own plan, as authorized by K.S.A. 74-49b14;
2. The Library authorizes and approves execution of a Plan Joinder Agreement to implement a deferred compensation plan; and
3. The Library Chief Executive Officer is authorized to execute all necessary documents to adopt and execute the Plan.

PASSED AND APPROVED by the Board of Trustees of the Library on this 20th day of October, 2016.

David Monical, chair

Elizabeth Post, secretary

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	63,256				448,990	385,786	16.4%
Interlibrary Loan	1,874	1,964	2,089	1,853	1,773	1,803	1,741	2,002	2,060				17,159	17,275	-0.7%
Self-Check	82,985	75,936	79,996	90,142	96,137	110,988	111,868	98,902	81,683				828,637	890,009	-6.9%
Bookmobile	23,478	22,266	23,612	23,966	16,756	22,109	24,188	19,932	23,972				200,279	209,394	-4.4%
Red Carpet	7,284	6,942	7,276	5,798	6,978	7,278	7,615	8,329	7,603				65,103	64,003	1.7%
Digital Downloads	24,399	22,508	25,128	25,806	26,134	25,851	27,587	27,915	26,498				231,826	207,550	11.7%
Library @ Work / Smartlocker	1,364	1,372	1,439	1,378	1,668	1,584	1,789	1,796	1,761				14,151		
TOTAL CIRCULATION	192,000	176,339	194,001	182,699	185,220	206,129	240,067	222,857	206,833				1,806,145	1,797,750	0.5%
CIRCULATION DETAILS															
Print Material	88,996	81,735	92,617	85,528	86,600	103,525	122,630	108,863	100,962				871,456	878,493	-0.8%
Audio/Visual Material	73,588	67,122	72,711	67,541	69,955	74,766	87,609	83,985	74,539				671,816	678,755	-1.0%
Adult Materials	101,695	93,324	99,741	93,427	95,539	100,703	117,664	114,921	104,282				921,296	937,063	-1.7%
Children's Materials	47,910	43,987	50,961	46,451	47,648	62,090	74,563	61,485	56,447				491,542	492,213	-0.1%
Young Adult Materials	4,212	3,719	4,544	4,159	4,424	5,873	7,063	5,657	4,741				44,392	49,843	-10.9%
Red Carpet Materials	8,767	7,827	10,082	9,032	8,944	9,625	10,949	10,785	10,031				86,042	78,129	10.1%
NEW Patrons															
Topeka / Shawnee County															
Adults	633	553	555	475	540	669	676	676	648				5,425	5,955	-8.9%
Children (ages 17 and under)	176	163	292	186	310	408	319	242	3,412				5,508	2,499	120.4%
Red Carpet Outreach	11	10	16	7	13	10	19	7	15				108	129	-16.3%
NEKL	73	51	63	43	64	66	89	82	45				576	671	-14.2%
Non-Resident	1	1	0	0	0	0	0	1	0				3	7	-57.1%
Total New Registrations	894	778	926	711	927	1,153	1,103	1,008	4,120				11,620	9,261	25.5%
PATRONS DELETED															
	752	1,029	933	1,473	344	1,808	1,017	5,549	4,349				17,254	11,677	47.8%
BORROWERS															
Topeka / Shawnee County															
Adults	67,881	67,914	67,979	67,936	68,392	67,835	68,728	68,801	68,824				68,824	66,658	3.2%
Children (age 4 - 17)	21,394	21,429	21,622	21,663	21,959	22,040	21,282	21,147	24,188				24,188	22,371	8.1%
Red Carpet Outreach	1,377	1,368	1,377	1,350	1,364	1,342	1,336	1,326	1,329				1,329	1,376	-3.4%
NEKL	8,647	8,572	8,436	8,302	8,380	8,197	8,144	8,101	8,013				8,013	8,520	-6.0%
Non-Resident	55	53	52	51	51	49	49	49	48				48	56	-14.3%
Delinquent	621	575	567	553	515	478	448	390	373				373	868	-57.0%
TOTAL BORROWERS	99,975	99,911	100,033	99,855	100,661	99,941	99,987	99,814	102,775				102,775	99,849	2.9%
Holds Satisfied															
	20,015	18,398	18,603	17,495	17,514	20,188	20,536	21,427	19,172				173,348	175,527	-1.2%
CHECK-IN															
TOTAL CHECK-IN	136,061	127,527	137,569	132,844	130,417	144,997	144,474	142,032	118,978				1,214,899	1,333,769	-8.9%

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	6,492					50,243	54,736	-8.2%	
Materials Discarded	5,229	7,124	8,166	8,316	3,381	7,003	4,920	4,275	3,934					52,348	53,075	-1.4%	
TOTAL COLLECTION	456,256	452,312	450,754	446,314	447,945	446,758	447,069	448,917	451,475					454,757	458,523	-0.8%	
WEBSITE																	
tscpl.org Unique Visitors	27,707	25,289	27,062	30,240	28,056	31,483	27,996	28,598	28,172					254,603	387,690	-34.3%	
tscpl.org Total Visits	53,482	48,845	51,965	55,320	53,886	65,416	57,175	56,129	53,558					495,776	648,186	-23.5%	
catalog.tscpl Unique Visitors	23,304	20,870	22,208	21,059	22,330	33,817	28,162	26,519	23,483					221,752	201,355	10.1%	
catalog.tscpl Total Visits	48,328	43,083	45,224	43,227	45,341	66,051	54,165	52,145	45,893					443,457	431,351	2.8%	
REFERENCE QUESTIONS																	
Public Services (includes RC Jul-Dec)	14,590	13,735	12,621	8,669	7,496	14,663	16,159	16,432	13,652					118,017	148,553	-20.6%	
Red Carpet	976	1,106	1,078	1,234	1,150	928	*	*	*					6,472	11,591	-44.2%	
Topeka Room	711	748	872	691	640	729	838	827	663					6,719	6,093	10.3%	
Youth Services	3,223	3,170	3,662	3,070	3,748	4,894	4,928	3,769	2,573					33,037	37,839	-12.7%	
Gallery	66	37	68	50	48	33	38	43	46					429	1,118	-61.6%	
TOTAL REFERENCE QUESTIONS	19,566	18,796	18,301	13,714	13,082	21,247	21,963	21,071	16,934					164,674	204,076	-19.3%	
GATE COUNT	61,274	61,966	64,661	59,671	61,343	73,318	73,015	70,050	60,825					586,123	623,939	-6.1%	
MEETING ROOMS																	
Bookings	661	726	744	774	665	706	586	699	721					6,282	6,635	-5.3%	
Hours Booked	3,750	3,867	3,699	3,322	3,557	3,354	2,909	3,588	4,070					32,115	37,851	-15.2%	
ATTENDANCE	10,142	11,313	13,257	14,287	10,728	17,502	16,241	13,376	13,896					120,742	115,417	4.6%	
PROGRAM ATTENDANCE																	
Adult - General	607	500	1,021	1,559	543	1,684	1,276	1,794	4,680					13,664	15,217	-10.2%	
Computer Training	129	170	173	123	114	158	13	188	171					1,239	1,906	-35.0%	
Outreach	4,679	4,968	4,292	4,470	3,233	873	725	1,001	3,512					27,753	25,628	8.3%	
Kids	1,097	1,734	1,548	1,858	1,163	8,881	5,549	1,365	1,308					24,503	22,794	7.5%	
Movies	6	124	17	30	22	173	246	61	12					691	2,001	-65.5%	
Books	38	94	108	55	16	34	0	42	39					426	670	-36.4%	
Art	29	104	96	357	0	92	4	101	324					1,107	740	49.6%	
Teens	87	80	96	91	128	232	85	82	66					947	1,311	-27.8%	
Music	0	0	44	234	64	0	57	0	0					399	2,102	-81.0%	
TOTAL ATTENDANCE	6,672	7,774	7,395	8,777	5,283	12,127	7,955	4,634	10,112					70,729	72,369	-2.3%	
TOURS & FAIRS																	
Fairs & Events	0	758	130	984	0	0	0	88	5548					7,508	0	*	
Library Tours	0	0	0	0	0	0	0	0	0					0	0	*	
TOURS & FAIRS	0	758	130	984	0	0	0	88	5,548					7,508	0	*	
GALLERY ATTENDANCE	1,538	1,869	1,999	1,960	1,825	2,619	2,391	2,082	2,164					18,447	15,920	15.9%	

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	20,854				180,770	189,420	-4.6%
Adult Nonfiction	21,369	20,012	21,222	19,776	19,931	20,666	24,912	24,102	22,211				194,201	195,893	-0.9%
Juvenile Fiction	24,567	23,274	27,147	24,178	26,010	34,986	41,182	33,322	30,845				265,511	266,771	-0.5%
Juvenile Nonfiction	8,985	7,887	9,276	9,156	7,182	9,993	11,636	9,339	9,681				83,135	82,929	0.2%
Magazines	1,871	1,709	1,843	1,897	1,871	2,356	3,101	3,119	2,965				20,732	18,818	10.2%
RC Print Materials	8,423	7,507	9,672	8,687	8,564	9,261	10,492	10,408	9,606				82,620	74,810	10.4%
RC Realia	336	305	391	322	371	350	443	350	406				3,274	3,134	4.5%
YA Print Materials	4,025	3,527	4,325	3,976	4,228	5,666	6,779	5,424	4,570				42,520	47,600	-10.7%
PRINT CIRCULATION	89,143	81,889	92,781	85,700	86,750	103,637	122,748	108,977	101,138				872,763	879,375	-0.8%
Audio / Visual Material															
Adult Audiobooks	5,300	4,915	5,752	5,124	5,369	5,565	6,417	6,181	5,920				50,543	53,018	-4.7%
Adult Music	5,214	4,662	5,253	4,907	4,809	5,090	5,751	5,637	4,970				46,293	50,648	-8.6%
Adult Videos / DVDs	48,453	44,477	46,924	44,136	45,101	46,993	53,741	53,385	47,852				431,062	423,501	1.8%
Adult Video Games	0	0	0	0	0	0	0	0	0				0	7,689	-100.0%
Juvenile Audiobooks	583	624	758	588	778	825	1,014	834	666				6,670	6,624	0.7%
Juvenile Music	703	602	760	656	687	766	1,137	920	781				7,012	7,150	-1.9%
Juvenile Videos / DVDs	12,769	11,275	12,626	11,560	12,609	14,913	18,859	16,400	13,780				124,791	124,584	0.2%
YA AV	187	192	219	183	196	207	284	233	171				1,872	2,243	-16.5%
AV CIRCULATION	73,209	66,747	72,292	67,154	69,549	74,359	87,203	83,590	74,140				668,243	675,457	-1.1%
Adult Material															
Adult Fiction	19,567	17,668	18,905	17,708	18,593	20,359	24,203	22,913	20,854				180,770	189,420	-4.6%
Adult Nonfiction	21,369	20,012	21,222	19,776	19,931	20,666	24,912	24,102	22,211				194,201	195,893	-0.9%
Magazines	1,871	1,709	1,843	1,897	1,871	2,356	3,101	3,119	2,965				20,732	18,818	10.2%
Adult Audiobooks	5,300	4,915	5,752	5,124	5,369	5,565	6,417	6,181	5,920				50,543	53,018	-4.7%
Adult Music	5,214	4,662	5,253	4,907	4,809	5,090	5,751	5,637	4,970				46,293	50,648	-8.6%
Adult Videos / DVDs	48,453	44,477	46,924	44,136	45,101	46,993	53,741	53,385	47,852				431,062	423,501	1.8%
Adult Video Games	0	0	0	0	0	0	0	0	0				0	7,689	-100.0%
ADULT CIRCULATION	101,774	93,443	99,899	93,548	95,674	101,029	118,125	115,337	104,772				923,601	938,987	-1.6%
Juvenile Material															
Juvenile Fiction	24,567	23,274	27,147	24,178	26,010	34,986	41,182	33,322	30,845				265,511	266,771	-0.5%
Juvenile Nonfiction	8,985	7,887	9,276	9,156	7,182	9,993	11,636	9,339	9,681				83,135	82,929	0.2%
Juvenile Audiobooks	583	624	758	588	778	825	1,014	834	666				6,670	6,624	0.7%
Juvenile Music	703	602	760	656	687	766	1,137	920	781				7,012	7,150	-1.9%
Juvenile Videos / DVDs	12,769	11,275	12,626	11,560	12,609	14,913	18,859	16,400	13,780				124,791	124,584	0.2%
JUVENILE CIRCULATION	47,607	43,662	50,567	46,138	47,266	61,483	73,828	60,815	55,753				487,119	488,058	-0.2%
Red Carpet Material															
RC Print Materials	8,423	7,507	9,672	8,687	8,564	9,261	10,492	10,408	9,606				82,620	74,810	10.4%
RC Realia	336	305	391	322	371	350	443	350	406				3,274	3,134	4.5%
RED CARPET CIRCULATION	8,759	7,812	10,063	9,009	8,935	9,611	10,935	10,758	10,012				85,894	77,944	10.2%
Young Adult Material															
YA Print Materials	4,025	3,527	4,325	3,976	4,228	5,666	6,779	5,424	4,570				42,520	47,600	-10.7%
YA AV	187	192	219	183	196	207	284	233	171				1,872	2,243	-16.5%
YOUNG ADULT CIRCULATION	4,212	3,719	4,544	4,159	4,424	5,873	7,063	5,657	4,741				44,392	49,843	-10.9%
Digital Downloads															
Overdrive	18,393	16,948	18,260	17,465	18,510	18,228	19,488	19,587	18,266				165,145	137,277	20.3%
Hoopla	4,740	4,460	4,766	4,993	5,559	5,805	6,073	6,656	6,662				49,714	23,255	113.8%
Zinio / Flipster	1,266	1,100	2,102	3,348	2,065	1,818	2,026	1,672	1,570				16,967	12,439	36.4%
DIGITAL DOWNLOADS	24,399	22,508	25,128	25,806	26,134	25,851	27,587	27,915	26,498				231,826	207,550	11.7%

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	\$1,668,941				\$14,484,527
Magazines (\$5)	\$9,355	\$8,545	\$9,215	\$9,485	\$9,355	\$11,780	\$15,505	\$15,595	\$14,825				\$103,660
Audiobooks (\$10)	\$58,830	\$55,390	\$65,100	\$57,120	\$61,470	\$63,900	\$74,310	\$70,150	\$65,860				\$572,130
DVD, Games, Music (\$4)	\$269,304	\$244,832	\$263,128	\$245,768	\$253,608	\$271,876	\$319,088	\$306,300	\$270,216				\$2,444,120
Reference Questions (\$7)	\$136,962	\$131,572	\$128,107	\$95,998	\$91,574	\$148,729	\$153,741	\$147,497	\$118,538				\$1,152,718
Programming (\$10)	\$66,720	\$77,740	\$73,950	\$87,770	\$52,830	\$121,270	\$79,550	\$46,340	\$101,120				\$707,290
Meeting Room Use	\$47,185	\$24,280	\$60,829	\$57,378	\$40,674	\$38,945	\$28,134	\$45,108	\$38,125				\$380,658
Gallery Attendance (\$10)	\$15,380	\$18,690	\$19,990	\$19,600	\$18,250	\$26,190	\$23,910	\$20,820	\$21,640				\$184,470
Computer Use (\$12 /hr)	\$204,368	\$192,989	\$216,377	\$189,930	\$204,393	\$234,790	\$253,476	\$248,537	\$184,588				\$1,929,447
ILL Borrowed (\$25)	\$12,075	\$13,125	\$13,350	\$12,600	\$10,475	\$12,375	\$11,275	\$12,425	\$13,150				\$110,850
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	\$2,497,003				\$22,069,870

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	32,367	21,807	54,174
Dollars Submitted:	\$3,366,893.52	\$504,006.13	\$3,870,899.65
Cash Recovery:	\$547,432.35	\$224,683.29	\$772,115.64
Material Recovery:	\$350,539.53	\$40,150.90	\$390,690.43
Waives:	\$118,463.72	\$12,805.53	\$131,269.25
Recovery Total:	\$1,016,435.60	\$277,639.72	\$1,294,075.32
Total Invoice Amount:	\$276,352.28	\$71,740.80	\$348,093.08
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
10/2015 Through 9/2016

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-16	\$4,266.34	\$3,224.47	\$1,334.39	\$8,825.20	\$7,490.81	\$1,091.90
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
Total	\$64,992.61	\$41,751.35	\$11,973.81	\$118,717.77	\$106,743.96	\$20,468.65
Average	\$5,416.05	\$3,479.28	\$997.82	\$9,893.15	\$8,895.33	\$1,705.72

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

10/2015 Through 9/2016

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-16	\$2,723.73	\$243.48	\$216.65	\$3,183.86	\$2,967.21	\$433.65
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
Total	\$41,719.12	\$6,529.90	\$2,425.57	\$50,674.59	\$48,249.02	\$8,720.20
Average	\$3,476.59	\$544.16	\$202.13	\$4,222.88	\$4,020.75	\$726.68