



Agenda
Board of Trustees meeting
Thursday, November 17, 2016 – 4:00 p.m.
Menninger Room 206

Call to Order

Public Comment

Approval of October 20, 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

- Facilities Master Plan update – Thad Hartman

Chief Operations Officer – Rob Banks

New Business

- Loaned Employee Agreement, Friends of the Library – **Action Item**
- Loaned Employee Agreement, Library Foundation – **Action Item**

Trustee Comments

Adjournment

Next Meeting

December 15, 2016 4:00 pm
Menninger Room 206

Three Board Retreat

Monday, February 6, 2017 4:00 – 7:30PM
Marvin Auditorium

Subject to change without notice



Minutes
Board of Trustees Meeting
October 20, 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, Jim Edwards, Beth Dobler (via telephone)

BOARD MEMBERS ABSENT

Julie Swift, Jennifer Miller

CALL TO ORDER

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, October 20, 2016 in the Menninger Room 206, of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00PM by the Chair, David Monical.

PUBLIC COMMENT

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

INTRODUCTIONS

David Monical welcomed new trustee Jim Edwards. Jim provided some background about himself and his interest in serving as a library trustee. Attendees at the table took turns introducing themselves.

OATH OF OFFICE

An oath of office was administered by Ted Yungclas, Executive Assistant to the CEO and Notary Public to Jim Edwards in accordance with Kansas Statute 75-4308. Jim also signed a written oath.

AMENDMENT TO ACTION ITEM FROM SEPTEMBER BOARD MEETING

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.

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 amend 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. There was no discussion. The motion passed unanimously.

APPROVAL OF MINUTES

On motion by Kerry Onstott Storey, seconded by Betty Greiner, the September 15, 2016 Board of Trustee meeting minutes were approved as amended. Motion carried.

CHIEF FINANCIAL OFFICER

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

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 Duane Johnson, the Treasurer's Financial Report, inclusive of the September 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 figures from the Friends Annual Book Sale.

FOUNDATION REPORT

Foundation Chair Becky Holmquist gave the Foundation Report. Becky updated the board on recent activity in the Foundation Finance Committee and Foundation Board meetings.

CHIEF EXECUTIVE OFFICER

Chief Executive Officer Gina Millsap directed board members to an updated trustee address and contact list and a schematic for café expansion that were at their places. She discussed two options for the café area that have emerged through the facility master planning process and the advantages and disadvantages of each. The first version would create a space that would have three-season use in an outdoor setting. Version two includes a structure that can be opened up in good weather and closed in winter and still allow for four-season use. Version two also includes an amphitheater space that would expand the versatility of the addition. Gina reported that café expansion could be funded through a donor who has expressed interest in version two.

Discussion included talking about the logistics related to the changes in the café and space at the west end of the library, advantages of each option, expansion of public and event space, and potential revenue generation for the future.

The relationship of the café to the Library through the Library Foundation was reviewed.

Gina reported that she will provide a full update on facilities master planning at the November board meeting and that an update to facilities master planning will be added as a regular agenda item.

CHIEF OPERATIONS OFFICER

Chief Operations Officer Rob Banks shared the Circle of Hope award that was presented to the Library by Harvesters recognizing the after school snack program initiative.

Rob directed board members to an article at their places that appeared in the July 2015 *The Atlantic* [What Every American Should Know](#) by Eric Liu. He also discussed the Aspen Institute sponsored program "What Every American Should Know" that takes place at the Library Sunday, October 23. The Topeka and Shawnee County Public Library was one of ten libraries in the nation selected to host these conversations. The conversations include speakers, a panel discussion and small group breakout sessions. Rob encouraged those at the meeting to register for the event.

NEW BUSINESS

On a motion by Duane Johnson, seconded by Kerry Onstott Storey the Board of Trustee, Topeka and Shawnee County Public Library, approved the resolution honoring the Bill and Melinda Gates Foundation and its contribution to building the capacity of public libraries as stated:

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 Topeka and Shawnee County Public Library and the residents of Topeka and Shawnee County have benefitted from the vision, commitment, and support of the Bill and Melinda Gates Foundation;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees thanks the Bill and Melinda Gates Foundation for its groundbreaking work in support of public libraries

BE IT FURTHER RESOLVED that the Board of Trustees recognizes and appreciates the importance of the Topeka and Shawnee County 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.

The motion passed unanimously.

On a motion by Melissa Masoner, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the request to the Friends of the Topeka and Shawnee County Public Library for FY 2017 for the amount of \$90,000.00. In addition the Friends of Art request in the amount of \$2,800.00 was approved. There were no questions or discussion. The motion passed unanimously.

On a motion by Liz Post, seconded by Melissa Masoner, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve 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 (3) \$57,800 Capital Improvement Fund. Enhancements from the initial plan to replace concrete in the front of the building were discussed. The enhancements are customer and employee safety focused. David Monical cautioned that future facilities master planning projects remain, as much as possible, within the project cost projections. 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 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

There was no discussion. The motion passed unanimously.

On a motion by Liz Post, seconded by Duane Johnson, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorize a deferred compensation plan for the employees of the Topeka and Shawnee County Public Library. There was no discussion. The motion passed unanimously.

EXECUTIVE SESSION

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 recess the regular meeting to enter into Executive Session at 4:48PM for a time not-to-exceed 15 minutes to discuss a legal matter. No action will be taken following adjournment of the executive session. The motion passed unanimously.

On a motion by Kerry Onstott, seconded by Betty Greiner at 5:03PM it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library continue in Executive Session for a time not to exceed five minutes to continue discussion of a legal matter. No action will be taken following adjournment of the executive session. The motion passed unanimously.

The Executive Session ended at 5:05PM

EXECUTIVE SESSION

On a motion by Kerry Onstott Storey, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library recess the regular meeting to enter into Executive Session at 5:05PM for a time not-to-exceed 25 minutes to discuss a personnel matter. Action will be taken following adjournment of the executive session. The motion passed unanimously.

The Executive Session ended at 5:17PM.

On a motion by Kerry Onstott Storey, seconded by Duane Johnson, it was resolved to set the CEO's annual base compensation at \$155,179.18 effective on her employment anniversary date of August 15, 2016. There was no discussion. The motion passed unanimously.

TRUSTEE COMMENTS

The trustees remarked on the library article in the current issue of *Topeka Magazine*. Copies of the magazine were at their seats.

ADJOURNMENT

The meeting was adjourned by David Monical at 5:23PM

Elizabeth Post, Secretary

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

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

The two outside Certificates of Deposit (Capital City Bank and Denison State Bank), that were originally bid for investment in February 2016 and subsequently renewed, both matured on October 14th. The proceeds were transferred to the overnight account at the Municipal Investment Pool. Money in this account was reviewed at that time and additional short-term investments were created for General and Employee Benefit funds.

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.

State Aid was encumbered in September for a portion of the approved hyperconvergence IT project. Thus, spending requirements for this year are met.

General Fund – Pages 3 through 5

With 83.3% of the budget year completed, 97% of the budgeted revenue has been received and 83% of the approved budget has been expended/encumbered. This compares to 2015 in which 99% of the budgeted revenue had been received and 80% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2016 was received October 31st as scheduled. The total received for the General Fund was \$198,787.00. 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 92% in 2016 and was 95% at this same time in 2015.

The erate program revenues for reimbursement of qualifying regular telephone, long distance and internet service were received this month in the amount of \$47,193.44. They have changed the process so all of these are now received at once and direct deposited to the Library's account rather than by individual checks from the service providers.

Payroll is 84.6% completed for the year (22 pay periods/26 pay periods) so the percentages expended are higher than the percentage of months completed for the year. A number of raises are still due and will impact these line items, but salary projections show slightly under-budget.

Employee Benefit Fund – Page 6

With 83.3% of the budget year completed, 111% of the budgeted revenue has been received and 68% of the approved budget has been expended/encumbered. This compares to 2015 in which 100% of the budgeted revenue had been received and 68% of the approved budget had been expended/encumbered

The October 31st tax distribution totaled \$51,818.90. 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 92% compared to 95% 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 \$1,982,091.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the budgeted revenues collected to-date is 99% compared with 100% at this point in time in 2015.

The October 31st tax distribution totaled \$28,519.18, although the funds were not transferred to the Bond and Interest checking account until November (they are all deposited by wire transfer to the Library's main operating checking account). 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	Annual maintenance/support renewal for fundraiser software shared between TSCPL, the Foundation and the Friends	\$7,768.07	Blackbaud

Type of Purchase	Description	Amount	Vendor
Operating budget	Annual membership renewal	\$9,000.00	Urban Libraries Council
Operating budget	Annual VOIOP telecommunications system maintenance/support renewal	\$10,048.00	JMA Information Technology
Operating budget	Annual event management software maintenance/support renewal	\$5,318.95	EMS Software LLC
Operating budget & Friends contribution – Board approved bid Oct. 20, 2016	Front entry exterior remodeling project – incorporates public safety measures such as ice melt system, zero-entry curbing, bollards/planters to prevent vehicular access and lighting improvements	\$312,800.00	Kelley Construction Co., Inc.
Library materials	Hoopla online plan	\$13,401.58	Midwest Tape
Library materials	Adult blu-rays & DVDs	\$5,840.00	Midwest Tape
Library materials	Adult fiction e-audiobooks/books	\$6,790.00	Overdrive, Inc.

Other Items:

- Usually in the November report, I provide the actual mill levy rates set by the Shawnee County Clerk based on the final assessed valuations. The information has been published for all taxing authorities in summary, but as of the date I’m preparing my report, I do not yet have the specific letter. The levies are slightly more than in the approved budget so certified property valuations didn’t materialize quite to the level as estimated valuations provided for budget preparation purposes.

Mill Levies:

Description	Approved Budget	Final Set by County Clerk	Difference
General	7.839	7.852	.013
Employee Benefit	.984	.986	.002
Debt Service	.941	.943	.002
Total	9.764	9.781	.017

The total levy for 2016’s budget was 9.798 so this is still a levy reduction of .017 for the 2017 budget.

- Last year, the health and dental insurance plans were taken to market to achieve competitive pricing. The results were favorable so there appeared to be no reason to spend the time and money to take the plans to market again for the 2017 plan year.

However, actual claims experience versus premiums paid for the utilization period 8/1/2015-7/31/2016 for medical insurance show a large shortfall that must be adjusted in 2017 rates. This is largely due to prescription drug costs and what is occurring in the market place. Other groups are experiencing similar results.

The premiums will increase in 2017 by 25.6% for the traditional health plan and by 28% for the qualified high-deductible health plan. Additionally, actual plan costs and comparison with other governmental groups show that spouse claims are proportionally a greater share of the cost increase. Thus, a \$40 monthly employee surcharge was also added for the Employee/Spouse and Employee/Family tiers. Actual claims for dental are also higher and premiums increase by 17%. The bidding from last year was 25% lower from the former dental plan, so the premiums are still lower overall for the past two plan years than would have been incurred.

The 2017 budget only includes a 5% increase in both the health and dental insurance plans since they were both bid only the year before. Before the renewal, the most recent reports from Blue Cross Blue Shield were in the 12% increase range, but these were only preliminary, with the increase mainly caused by the most recent couple of months, and the budget process was too far along to make a change. Thus, the actual increases came as quite a surprise.

Negotiations were attempted, but Blue Cross Blue Shield was only willing to provide a 3% management exception reduction which is already reduced to obtain the increases of 25.6% and 28%. Additionally, the plan was requested to no longer potentially receive refunds early in the next year, if plan results were favorable, and instead provide rate relief now. It was recommended by Blue Cross that this not be pursued pending the possibility that this is a one-year situation and the final results of removing the Medicare-eligible retirees (effective 1/1/2017). As I've stated before, the budget law governing TSCPL limits how much carry forward cash can be retained so receiving large refunds by check the following year is really not helpful in controlling costs in subsequent years.

Due to these factors, no permanent plan changes were enacted and the employer share of the premiums was held constant. Employees will bear the cost of the increases in their portion of the premiums, as well as the spouse surcharge as applicable.

Open enrollment is November 16th. Because health insurance is paid one month in advance, all administrative work related to HR/payroll system setup for correct payroll deductions and employer contributions will be completed in early December.

- When the Library Foundation was created, some endowment-type accounts were retained by the Library instead of transferring to the Foundation. Two of these are reflected in the monthly cash basis financial reports as “permanent” funds and cannot be spent. There are a few others for which the Library was gifted only a share, but the auditors determine that allocation each year and they are only reported on the GAAP-based financial statements.

It seems confusing on cash basis financial reports to include funds that are not expendable. It gives financial report users the idea that the Library has more money than it does for operations and could be construed as over-taxation. It was my intent that 2016 would be the year in which I dug into these old funds and, with assistance from legal counsel, determined whether it was still appropriate for the Library to retain these monies. However, there were many other legal issues that arose that were priority for time and funding.

The Library Foundation has been analyzing their investment accounts and related funds within them to achieve a more efficient accounting through consolidation. They noticed that the investment account for which the Library uses the statements and includes on its financial reports was actually held in their investments and reported on their financial reports as well. This has been the procedure since before I joined the Library so I continued with it. It is the *National Endowment for Humanities (NEH) Endowment Fund* and related bank account *Restricted Funds-CoreFirst Bank-Investments-Foundation*. We agreed that it seemed inappropriate for both organizations to be reporting the same cash and for the Library to report it as a banking account accessible to it when in reality it is not.

A meeting was held on November 2nd with the audit managers for both the Library and Foundation. They have other clients who have the NEH grants and have been in recent communication with the federal officials who direct the management of these grants. They said that the reason that both organizations included the same money on their financial reports is they become a “due to” and “due from” on the consolidated financial reports for the audit. However, that is no longer the way that the NEH officials require these funds be managed and they may even become at least partially expendable.

The decision is that the Library will remove the fund and bank account from its books at year end 2016. Each organization will then prepare adjusting journal entries to eliminate the “due to” and “due from” reporting on the consolidated financial statements. That should solve this and allow these funds to reside wholly with the Foundation to be appropriately held or distributed in accordance with the governing laws.

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

10/31/16

	<u>Balance 01/01/16</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 10/31/2016</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 2,980,008.03	\$ 12,428,424.67	\$ 10,071,153.22	\$ 5,337,279.48
Employee Benefits	1,410,074.82	3,467,734.94	2,578,459.49	\$ 2,299,350.27
Capital Improvement	2,062,247.88	5,693.78	20,743.45	\$ 2,047,198.21
Bond & Interest	836,899.56	1,597,295.21	1,651,915.00	\$ 782,279.77
<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	4,366.29	\$ 444.03
Other Special Revenue	738,221.51	28,922.81	327,224.29	\$ 439,920.03
Permanent Funds	522,876.20	11,180.35	5,295.22	\$ 528,761.33
Totals	<u>\$ 8,583,423.45</u>	<u>\$ 17,598,807.51</u>	<u>\$ 14,692,242.09</u>	<u>\$ 11,489,988.87</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,859,299.43
Restricted Funds-CoreFirst Bank-Checking	441,189.96
Restricted Funds-CoreFirst Bank-Investments-Foundation	328,130.56
Bond & Interest Fund-CoreFirst Bank-Checking	28,556.57
Capital Improvement Fund-VisionBank-Money Market Account	2,067,941.66
Cash on Hand	3,176.00
Petty Cash	220.00
Endowment Securities	200,630.77
Municipal Investment Pool - Overnight	1,498,409.86
Municipal Investment Pool - 30-day Fixed	4,400,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	753,723.20
Capital City Bank - Certificate of Deposit	-
Capitol Federal Savings - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 11,581,278.01</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Payroll Deduction and Employer Benefit Liabilities	13,152.90
Less Outstanding Checks	78,136.24
	<u>\$ 11,489,988.87</u>

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

10/31/16

	01/01/16 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	10/31/2016 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<u>Major Governmental Funds</u>							
General Fund	\$ 2,980,008.03	\$ 12,428,424.67	\$ 140,157.22	\$ 9,930,996.00	\$ 5,337,279.48	\$ 933,510.96	\$ 4,403,768.52
Employee Benefit Fund	1,410,074.82	3,467,734.94	590.98	2,577,868.51	2,299,350.27	4,003.67	2,295,346.60
Capital Improvement Fund	2,062,247.88	5,693.78		20,743.45	2,047,198.21	65,106.55	1,982,091.66
Bond & Interest Fund	836,899.56	1,597,295.21		1,651,915.00	782,279.77		782,279.77
<u>Non Major Governmental Funds</u>							
State Aid Fund	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		1,800.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	26.93	1.49			28.42		28.42
Art Collection	10,626.78	4.39		104.33	10,526.84		10,526.84
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	2.24		1,061.21	4,862.48	277.48	4,585.00
Friends	232,022.44	82.27	1,226.82	75,215.16	155,662.73	56,953.21	98,709.52
Fun Committee	1,419.84	1,396.18		455.81	2,360.21	38.96	2,321.25
Gallery Competitions/Exhibits	30,802.80	2,878.86	2,600.00	6,288.44	24,793.22	1,595.00	23,198.22
Gifts/Memorials (Undesignated)	218,602.78	7,298.66		60,295.00	165,606.44	7,259.44	158,347.00
Great Stories Club	47.00				47.00		47.00
Hathaway Trust - Library Materials	33,714.52	2,489.89		12,612.48	23,591.93	2,148.66	21,443.27
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		1,004.50	574.02	205.00	369.02
Library Materials	144,420.77	2,997.84		27,733.98	119,684.63	6,146.49	113,538.14
Lingo	-				-		-
NEH Expendable	21.34	4,001.01		2,818.47	1,203.88	521.23	682.65
Pets Neighborhood	33.58				33.58		33.58
PodCamp Topeka	326.79				326.79		326.79
Programming Fund	100.75			1.49	99.26	9.00	90.26
Red Carpet	8,522.61	3.52		172.85	8,353.28	1,425.00	6,928.28
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	0.76			1,780.61	769.51	1,011.10
Wedding Neighborhood	-				-		-
Workshops	2,161.97	0.89			2,162.86		2,162.86
Youth Services	45,849.90	6,186.29	31.50	29,740.25	22,264.44	13,263.99	9,000.45
<i>Permanent Funds</i>							
Mertz Trust	206,127.19	(5,496.42)			200,630.77		200,630.77
NEH Endowment	316,749.01	16,676.77		5,295.22	328,130.56		328,130.56
TOTALS	\$ 8,583,423.45	\$ 17,598,807.51	\$ 177,878.37	\$ 14,514,363.72	\$ 11,489,988.87	\$ 1,343,855.11	\$ 10,146,133.76

Topeka and Shawnee County Public Library

10/31/16

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 83.3% of year
Ad Valorem Property Tax	\$ 11,007,194.00	\$ 10,784,245.56	\$ (222,948.44)	98%
Revitalization Rebates	(141,400.00)	(142,638.94)	\$ (1,238.94)	101%
Back Tax	-	176,957.35	\$ 176,957.35	0%
Motor Vehicle Tax	1,209,439.00	1,115,235.37	\$ (94,203.63)	92%
Recreational Vehicle Tax	9,866.00	9,678.69	\$ (187.31)	98%
16/20 M Vehicle Tax	5,584.00	5,735.71	\$ 151.71	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	44,004.56	\$ 2,881.56	107%
E-Rate Reimbursement	48,000.00	47,193.44	\$ (806.56)	98%
Miscellaneous Revenue	5,000.00	2,650.78	\$ (2,349.22)	53%
Miscellaneous Revenue - Recyclg	400.00	189.53	\$ (210.47)	47%
Salary Refunds-Foundation	87,041.00	73,000.42	\$ (14,040.58)	84%
Salary Refunds-Friends	100,386.00	38,784.32	\$ (61,601.68)	39%
Salary Refunds-Shawnee Cty	20,337.00	17,988.25	\$ (2,348.75)	88%
Vending Machines	4,000.00	3,314.44	\$ (685.56)	83%
Pay to Sam	-	2,013.45	\$ 2,013.45	0%
Overdue Fees*	307,000.00	220,910.75	\$ (86,089.25)	72%
Debt Collect	-	6,142.88	\$ 6,142.88	0%
ILL Fees	250.00	896.50	\$ 646.50	359%
Mailing Fees	-	5.97	\$ 5.97	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	500.00	\$ (400.00)	56%
Meeting Room Charges	9,800.00	6,192.00	\$ (3,608.00)	63%
Monday Market Fees	500.00	816.00	\$ 316.00	163%
Foundation Distribution	-	137.81	\$ 137.81	0%
Interest Received-Investments	1,400.00	12,864.44	\$ 11,464.44	919%
Library Treasurer's Balance	1,553,668.00	-	-	0%
TOTALS	<u>\$ 14,301,423.00</u>	<u>\$ 12,428,424.67</u>	<u>\$ (319,330.33)</u>	97%

* 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

10/31/16

General Fund-Expenditures + Encumbrances

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
STAFF:					83.3% of year
Salaries-Auto Allowance	\$ 6,400.00	\$ 5,415.30		\$ 984.70	85%
Salaries-Facilities	625,629.00	517,282.33		108,346.67	83%
Salaries-Overtime	10,000.00	3,703.76		6,296.24	37%
Salaries-Security	296,915.00	250,904.03		46,010.97	85%
Salaries-Shelvers	192,684.00	104,063.87		88,620.13	54%
Salaries-Staff	7,231,950.00	6,010,643.10		1,221,306.90	83%
Conferences	90,200.00	72,505.15	11,059.55	6,635.30	93%
Staff Development & Training	34,000.00	10,751.97	6,283.88	16,964.15	50%
Mileage	9,340.00	6,083.62	3,410.03	(153.65)	102%
COLLECTION:					
Materials-Binding/Replacements	2,200.00	1,791.00	357.69	51.31	98%
Materials-Periodicals	39,000.00	7,042.01	31,295.50	662.49	98%
Materials-Print/Non-Print <1 YR	391,400.00	323,511.31	5,401.18	62,487.51	84%
Materials-Print/Non-Print	1,244,330.00	961,339.39	140,231.67	142,758.94	89%
OPERATIONS:					
Art Purchases	5,000.00			5,000.00	0%
Cataloging and ILL Services	73,800.00	57,375.48	12,592.80	3,831.72	95%
Contracted-Digital Services	333,130.00	267,220.89	68,356.60	(2,447.49)	101%
Contracted-Facilities	281,600.00	193,374.21	31,985.23	56,240.56	80%
Contracted-Office Equipment	58,000.00	45,657.97	9,388.06	2,953.97	95%
Contracted-Professional	310,000.00	223,268.96	85,402.80	1,328.24	100%
Contracted-E-Rate Services	4,400.00			4,400.00	0%
Digital Services Support	190,200.00	71,501.38	25,207.23	93,491.39	51%
Furniture/Equipment	133,700.00	12,683.64	1,289.00	119,727.36	10%
Insurance	47,600.00	43,420.00	1,048.00	3,132.00	93%
Marketing & Communication	25,000.00	15,633.84	683.85	8,682.31	65%
Memberships/Dues	22,500.00	8,302.49	10,440.78	3,756.73	83%
Miscellaneous	5,000.00	2,752.02	428.10	1,819.88	64%
Payments to Other Libraries	91,620.00		92,791.00	(1,171.00)	101%
Postage/Shipping	120,225.00	80,510.15	481.15	39,233.70	67%
Printing	97,600.00	80,745.50	15,060.22	1,794.28	98%
Programming	30,000.00	15,702.12	416.63	13,881.25	54%
Special Projects	272,000.00	3,895.00	247,000.00	21,105.00	92%
Supplies-Facilities	74,000.00	51,247.50	19,603.04	3,149.46	96%
Supplies-Office/Library	77,000.00	51,136.54	3,599.44	22,264.02	71%
Supplies-Processing	35,000.00	34,745.88	286.67	(32.55)	100%
Telecommunications	71,000.00	26,989.75	9,251.01	34,759.24	51%
Utilities-Electric	390,000.00	287,324.60	43,075.40	59,600.00	85%
Utilities-Gas	75,000.00	31,299.30	14,700.70	29,000.00	61%
Utilities-Water/Sewage	35,000.00	15,186.97	14,813.03	5,000.00	86%
Vehicle-Gas	39,000.00	16,869.60	-	22,130.40	43%
Vehicle-Repair	30,000.00	19,056.09	12,195.55	(1,251.64)	104%
Contingency/Fund Balance	1,200,000.00			-	0%
Cash Long/Short	-	59.28		(59.28)	0%
TOTALS	\$ 14,301,423.00	\$ 9,930,996.00	\$ 918,135.79	\$ 2,252,291.21	83%

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

10/31/16

	<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	10,784,245.56	98%
Revitalization Rebates	(141,400.00)	(142,638.94)	101%
Back Tax	-	176,957.35	
Motor Vehicle Tax	1,209,439.00	1,115,235.37	92%
Recreational Vehicle Tax	9,866.00	9,678.69	98%
16/20M Vehicle Tax	5,584.00	5,735.71	103%
In Lieu of Tax	19,918.00	43.79	0%
Watercraft Special Tax	6,747.00	-	0%
Commercial Vehicle Fees	41,123.00	44,004.56	107%
E-Rate Reimbursement	48,000.00	47,193.44	98%
Fees and Charges	331,720.00	245,004.37	74%
Reimbursements	208,164.00	130,100.33	62%
Interest on Idle Funds	1,400.00	12,864.44	919%
	<u>\$ 12,747,755.00</u>	<u>\$ 12,428,424.67</u>	97%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,363,578.00	6,892,012.39	82%
Other Staff Support Costs	133,540.00	110,094.20	82%
Library Collections	1,676,930.00	1,470,969.75	88%
Contracted Services	1,060,930.00	994,623.00	94%
Digital Services Support	190,200.00	96,708.61	51%
Furniture/Equipment/Art	138,700.00	13,972.64	10%
Payments to Other Libraries	91,620.00	92,791.00	101%
Special Projects	272,000.00	250,895.00	92%
Utilities & Telecommunications	571,000.00	442,640.76	78%
Vehicles	69,000.00	48,121.24	70%
Other Operating Expenditures	533,925.00	436,303.20	82%
Cash Basis Reserve	1,200,000.00	-	0%
	<u>\$ 14,301,423.00</u>	<u>\$ 10,849,131.79</u>	83%
Prior Year Canceled Purchase Orders		<u>\$ 35,015.68</u>	
Unencumbered Balance 10/31/16	\$ -	<u><u>\$ 4,403,768.52</u></u>	

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

10/31/16

EMPLOYEE BENEFITS

	2016 Budget	Year To Date	%
Balance 01/01/16	\$ 1,059,671.00	\$ 1,407,737.15	
Revenue:			
Ad Valorem Property Tax	\$ 2,618,296.00	\$ 2,565,523.17	98%
Revitalization Rebates	(37,047.00)	(33,955.43)	92%
Back Tax	-	47,178.62	
Motor Vehicle Tax	316,800.00	291,509.64	92%
Recreational Vehicle Tax	2,584.00	2,535.97	98%
16/20M Vehicle Tax	1,463.00	1,666.72	114%
In Lieu of Tax	5,793.00	10.42	0%
Watercraft Special Tax*	1,767.00	-	0%
Commercial Vehicle Fees	10,772.00	11,537.43	107%
Refund-Fringe Benefits-Foundation	25,290.00	20,157.80	80%
Refund-Fringe Benefits-Friends	22,822.00	15,259.60	67%
Refund-Fringe Benefits-Shawnee Cty	10,556.00	9,535.35	90%
Refund BC/BS	-	462,835.52	0%
Employee COBRA Payments	-	214.95	0%
Retiree Payments BC/BS	146,278.00	68,155.37	47%
Interest on Idle Funds	100.00	5,569.81	0%
	\$ 3,125,474.00	\$ 3,467,734.94	111%
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	496,884.38	78%
KPERS	789,958.00	630,698.97	80%
Worker's Compensation	84,700.00	66,026.00	78%
Unemployment Tax	8,363.00	6,092.91	73%
Health/Dental Insurance**	2,276,000.00	1,369,627.83	60%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 4,185,145.00	\$ 2,580,125.49	68%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 10/31/16	\$ -	\$ 2,295,346.60	

* 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 \$121,285 spent YTD.

CAPITAL IMPROVEMENT

Balance 01/01/16	\$ 2,062,247.88
Revenue:	
Interest received	5,693.78
	\$ 5,693.78
Expenditures/Encumbrances:	
Capital Outlay	85,850.00
	85,850.00
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 10/31/16	\$ 1,982,091.66

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 10/31/16		\$ -

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

10/31/16

	2016 Budget	Year to Date	%
Balance 01/01/16	\$ 788,409.00	\$ 836,899.56	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,446,979.00	1,418,417.78	98%
Revitalization Rebates	(20,444.00)	(18,769.48)	92%
Back Tax	-	24,964.57	
Motor Vehicle Tax	174,743.00	161,467.62	92%
Recreational Vehicle Tax	1,425.00	1,398.55	98%
16/20M Vehicle Tax	807.00	711.27	88%
In Lieu of Tax	2,469.00	5.76	0%
Watercraft Special Tax*	975.00	-	0%
Commercial Vehicle Fees	5,942.00	6,333.84	107%
Interest on Idle Funds	600.00	2,765.30	461%
	\$ 1,613,496.00	\$ 1,597,295.21	99%
<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 10/31/16	\$ -	\$ 782,279.77	

* 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 October 31, 2016

Capital Improvement Funds-VisionBank

\$ 2,067,941.66 at 0.33% (money market account)

Municipal Investment Pool

\$ 1,498,409.86 operating funds in "overnight pool"*; available for transfer whenever needed

2,800,000.00 General funds in 30-day, fixed rate pool; opened 10/28/16 @ .41%; maturity 11/28/16

1,600,000.00 Employee Benefit funds in 30-day, fixed rate pool; opened 10/28/16 @ .41%; maturity 11/28/16

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

\$ 6,652,133.06

* rates vary by day - average October 1-31, 2016 was .0477%

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 October 31, 2016

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21509	0	10/13/16	MOW EMPLOYEE BENEFIT PLANS	Deferred Comp EE Portion	\$ 15,138.00	-99176
				<i>Remittance of pension benefit contributions to 457 plan - higher due to retirement</i>		\$ 15,138.00	-99176 Total
10	21501	0	10/13/16	ADP	Federal W/H	\$ 27,511.09	-99175
10	21502	0	10/13/16	ADP	State W/H	\$ 9,145.46	-99175
15	21521	0	10/13/16	ADP	State Unemployment	\$ 285.41	-99175
10	21503	0	10/13/16	ADP	Social Security EE	\$ 18,671.00	-99175
15	21504	0	10/13/16	ADP	Social Security ER	\$ 18,671.02	-99175
10	21503	0	10/13/16	ADP	Medicare EE	\$ 4,420.00	-99175
15	21504	0	10/13/16	ADP	Medicare ER	\$ 4,419.96	-99175
				<i>Remittance of payroll taxes</i>		\$ 83,123.94	-99175 Total
10	21505	0	10/14/16	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,406.31	-99173
15	21516	0	10/14/16	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,161.89	-99173
15	21517	0	10/14/16	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ -	-99173
10	21524	0	10/14/16	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 257.72	-99173
10	21513	0	10/14/16	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 880.40	-99173
				<i>Remittance of pension benefit & optional group life ins contributions</i>		\$ 47,706.32	-99173 Total
10	21501	0	10/27/16	ADP	Federal W/H	\$ 28,220.20	-99171
10	21502	0	10/27/16	ADP	State W/H	\$ 9,185.19	-99171
15	21521	0	10/27/16	ADP	State Unemployment	\$ 276.54	-99171
10	21503	0	10/27/16	ADP	Social Security EE	\$ 17,837.57	-99171
15	21504	0	10/27/16	ADP	Social Security ER	\$ 17,837.52	-99171
10	21503	0	10/27/16	ADP	Medicare EE	\$ 4,282.12	-99171
15	21504	0	10/27/16	ADP	Medicare ER	\$ 4,282.11	-99171
				<i>Remittance of payroll taxes</i>		\$ 81,921.25	-99171 Total
10	21509	0	10/27/16	MOW EMPLOYEE BENEFIT PLANS	Deferred Comp EE Portion	\$ 5,063.00	-99169
				<i>Remittance of pension benefit contributions to 457 plan - higher due to enrollments</i>		\$ 5,063.00	-99169 Total
10	21505	0	10/28/16	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,898.93	-99167
15	21516	0	10/28/16	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,385.55	-99167
15	21517	0	10/28/16	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ -	-99167
10	21524	0	10/28/16	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 258.54	-99167
				<i>Remittance of pension benefit contributions</i>		\$ 45,543.02	-99167 Total
10	21515	0	10/27/16	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 22,282.78	-99166
15	21515	0	10/27/16	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 103,382.82	-99166
						\$ 125,665.60	-99166 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 October 31, 2016

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21515	0	10/27/16	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 12,301.96	-99165
						\$ 12,301.96	-99165 Total
10	21515	0	10/6/16	DELTA DENTAL OF KANSAS, INC	<i>Oct, 2016</i>	\$ 2,062.70	89363
15	21515	0	10/6/16	DELTA DENTAL OF KANSAS, INC	<i>Oct, 2016</i>	\$ 8,884.11	89363
						\$ 10,946.81	89363 Total
10	41000	313	10/13/16	TEVIS ARCHITECTURAL GROUP	FMP Phase I	\$ 6,231.47	89403
20	41000	313	10/13/16	TEVIS ARCHITECTURAL GROUP	Pedestrian Plaza	\$ 14,453.45	89403
					<i>Professional services related to the Facilities Master Plan implementation - Bd approved Plan July 21, 2016; Pedestrian Plaza project bid Bd approved October 20, 2016</i>	\$ 20,684.92	89403 Total
10	41000	351	10/13/16	WESTAR ENERGY	<i>2016 Electric service</i>	\$ 33,512.91	89404
						\$ 33,512.91	89404 Total
10	41000	313	10/20/16	ENGEL LAW, PA	<i>2016 Legal Services</i>	\$ 6,612.00	89430
						\$ 6,612.00	89430 Total
10	41000	326	10/20/16	MORRIS PUBLISHING GROUP	<i>Library News</i>	\$ 11,915.86	89443
						\$ 11,915.86	89443 Total
10	41000	301	10/20/16	OCLC, INC.	oclc cataloging & ill	\$ 6,042.23	89444
					<i>Monthly fee for cataloging and interlibrary loan database - in approved budget</i>	\$ 6,042.23	89444 Total
						\$ 506,177.82	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

November 2016

Library News

Facilities Master Planning

Last month the Board approved repairs and improvements to the front entry exterior of the library. The staff planning team is also developing detailed plans for the first phase of the facilities plan, which will occur in 2017. Community services manager and facilities plan coordinator Thad Hartman will provide an update at the board meeting.

Management Council / Librarian Cohort Retreat

Last week the Management Council and Librarian Cohort met for an all-day retreat focused on identifying outcomes and strategies for the community impact goals. The ideas and feedback from that meeting will be shared with staff and the Board over the next few months. We will develop work plans for 2017 and 2018 that focus on operationalizing the goals and developing strategies that allow the library organization to scale its efforts to a community level.

Presentations and Talks

This month, I have had the opportunity to speak and tell the Library's story to a number of enthusiastic audiences.

- On October 23 the library hosted a program in cooperation with the Aspen Institute based on E.D. Hirsch, Junior's book *Cultural Literacy: What Every American Should Know*. I served as a panel moderator for the program.
- As I do every November, I presented a *State of the Library* talk at the Friends of the Library Annual meeting on November 6.
- On November 7 I gave a presentation about what it means to be Library of the Year and our community impact goals to the ninety educators who attended the Topeka Retired Educators Group.
- A year ago, Dara Schmidt, the Director of the Cedar Rapids Public Library was here and gave a thought-provoking presentation on how one builds a library from scratch at the annual Three Board Retreat. I will return the favor on November 10/11 when I go to Cedar Rapids and work with Dara's Executive Team and her staff, presenting "advocacy with a small a" on frontline grassroots advocacy for library staff and on what it means to be Library of the Year. This is for CRPL's staff development day.

Three Board Retreat

As I mentioned last month the Board of Trustees, the Foundation Board and the Friends of the Library Board will meet for a Three Board Retreat on Monday, February 6, 2017, 4:00 – 7:30 PM. We will also invite members of the Teen Advisory Board to participate. More information to follow.

Agenda Items

Loaned Employee Agreements

As we do each year we revise and update the Loaned Employee Agreements we have with the Library Foundation and the Friends of the Library. Copies of both of these agreements are included with the Board packet. For The Library Foundation agreement, the only changes are effective dates and the names of people in leadership roles who will sign off on the agreements. The Friends agreement reflects the classification change from Friends Manager to Friends Executive.

Professional Activities/Community Contacts

October 14, 2016	Conference call with Larry Neal, PLA Nominating Committee Chair
October 14, 2016	Met with Nancy Lindberg for donor cultivation meeting
October 16-18, 2016	Attended LYRASIS member summit, Atlanta, Georgia
October 19, 2016	Attended Foundation Executive Board meeting
October 19, 2016	Attended Foundation Board of Trustees meeting
October 20, 2016	Attended Freedom's Frontier meeting with Jim Ogle and staff members and discussed potential partnership
October 21, 2016	Met with 712 innovations Executive Board
October 24, 2016	Attended LYRASIS fall Board of Trustees meeting
October 25, 2016	Met with Lars Leon, KU Libraries to discuss how we use facilitation internally and with our community
October 26, 2016	Conference call with Vicki Lynn, Ashoka Youth Venture Program
October 28, 2016	Met with Ann Newell
October 28, 2016	Attended Silents in the Cathedral, an annual library event
November 1, 2016	Attended Topeka-Shawnee County Holistic Economic Development Strategy Committee meeting
November 1, 2016	Conference call with ALA Committee on Library Advocacy
November 2, 2016	Attended 712 Innovations 1 million cups event
November 6, 2016	Attended and presented at the Friends of the Library annual meeting
November 7, 2016	Presented at the Topeka Retired Educators Group
November 8, 2016	Met with United Way Dolly Parton Imagination Library working group
November 8, 2016	Met with members of the Redbud Foundation
November 8, 2016	Attended Friends of the Library Board meeting
November 10-11, 2016	Presented at Cedar Rapids Public Library staff development day

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library **11/09/2016**

Major Projects Update November 17, 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.

Master Facilities Plan:

Timeline 2016-2017

Front Entry Plaza begins work on November 21, 2016. Contractual completion in 120 days.

The Edge Remodel:

Timeline: December 2016.

The room will be repainted, the stage removed, new carpet and some new furniture will be placed in the room. Some of the games and other equipment will be re-arranged to provide a better flow of use for the room based on how the teens are using it now. The majority of this work will be done by library staff.

Chief Operations Officer Report
Robert Banks
November 17, 2016

The construction of the new pedestrian plaza begins on November 14th. The contract calls for 120 days to complete the work. We have several holidays and the potential for weather delays but I hope it is done sooner than that.

The Aspen Institute program, "What Every American Should Know" went very well and was attended by several board members. We had a diverse panel who presented a range of ideas on the topic and then an active audience participation. The information has been sent to the Aspen institute to be included in the national conversation.

I'm still working on ways to extend that conversation with the staff and public.

The change in how we offer Notary service to the public, which I described last month in my report, is going well.

The United Way is taking bus tours to parts of town where United Way support is making a difference. They visit Hi-Crest and three of the Topeka Housing Authority properties. Several staff have gone on the tour and the consensus is that we all learned a lot. One very positive aspect of the tour is that the library is also working in those areas, making a difference in the community.

I believe that tours are almost done for 2016, but if they offer them in 2017, I highly recommend you sign up for one.

Departmental Highlights:

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

Programs in October included:

Ages birth-5

Baby Bookworms, Toddler Time 1, Toddler Time 2, Preschool Storytime, Read with a Ranger 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, Book into Movies: The 5th Wave, and Teen Writing Group, Electoral College Knowledge

All Ages

Anyone Can Cook
Zoo Animals Live
Day of the Girl

Community Meetings:

Early Childhood Collaborative	Luanne Webb
Early Education Impact Counsel	LeAnn Brungardt
Community Impact Committee	LeAnn Brungardt

Training:

United Way Bus Tours

Tour:

Hope Street
Girl Scouts

Events:

Lights on Afterschool	Jason Lamb
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Highlights:

Here are a couple of advocacy stories from staff:

Jeri Eckhardt: A Baby Bookworm grandma, who is on her third grandchild here, told me a story last week about the "Hello" song we sing in Baby Bookworms.

She said when she started bringing her first grandson to Baby Bookworms, they liked the "Hello" song so much that when the boy woke up from his nap she would go to the door and sing "Hello (knock knock), hello (knock knock), (then she'd open the door) hello and how are you...." And they'd sing the rest of the song.

Well, now she is on her third grandchild and she says the older boys now go with her to sing to the little girl who is waking up. She said it's become a tradition in their family!

Leah Anderson: A Shawnee Heights sophomore came into the homework center. She started coming to the homework center when she was in fourth grade and continued coming regularly through 7th grade. We were surprised and happy to see her, and asked how she was doing in school. She said that she was having trouble in one class, but not math because she "does well in math because of you guys."

A 6th grader from Landon began coming to the homework center for the first time this fall. Mom has shared with us that the student is autistic. We have seen the student progress from talking very little to us and sitting at a table far away to being very talkative, joining a table with a homework coach, and feeling confident in the homework assignments. The student thanks us after getting help and even gave a hug one night. The mom has commented to us about how much smoother the homework completion goes when the student comes to the homework center.

LeAnn Brungardt: You've got to see the Family Zone! There are lots of fall imaginative play and learning opportunities to be had in the pumpkin patch found there. There are pumpkins to pick and gather. For the budding botanist, there are charts in the area identifying parts of a pumpkin and demonstrating how seeds grow. This likewise grows

vocabulary and helps adults feed answers to their kid's questions whether they are at the "what that?" stage or the "why?" There is a not-so-frightening scarecrow for kids to dress. Having the scare crow has been a great way for kids to develop and practice things like buttons, snaps, zippers, and latches. They are also cluing in on orientation—top, bottom, left, right, inside out and upside down. Practicing these skills during play at the library is also much less pressure and frustration than attempting them during the morning routine at home when the family might be trying to hurry to get out the door. There are pies to be made, complete with dough to be rolled, apple filling to add, and finished product to be baked and pseudo eaten. With this kids demonstrate process—beginning middle and end. They talk about what they are doing and develop story to go along with their surroundings. They initiate conversation with others through sharing pretend slices and in doing so practice reciprocal language.

On the horizon, the Learn and Play Bus is scheduled for delivery in late November; the Edge will be remodeled in early December; and Dolly Parton Imagination Library is set to begin mid-January.

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

The 712 passport program has been up and running for a month now. We have four passes that have circulated five times. When Megan was at 712 two men came in with passes and this what she observed, "I think the main takeaway I got is that the people coming in had very specific questions. Ones that giving a tour would not answer. Luckily David and Karen [712 staff] were around to answer their questions. I think the majority of people who will check out the 712 passes will go there with a specific purpose in mind. I think us being there and giving a general tour will help (there's a lot to 712 that not many people know about), but I will always feel more comfortable if an "expert" is there for the specific questions. For example, the three people came in yesterday with passes, 2 guys came together and were wondering about computer security software for their small business and what 712 has.

The other guy was wondering specifically about the shop bot and was wanting a demonstration on how it worked. I had a busy day and learned a lot."

This is a service where we will learn each time a customer comes in and add to our arsenal of knowledge about 712 and the services they offer. Megan and the 712 staff were able to find the answers for the gentlemen who came in and one of the passport people even signed up for a membership already. Success!!

The Kansas Library Association Conference was in October and we had two staff members, Lissa Staley and Miranda Ericsson, present programs. Lissa presented, "Supporting Healthy Communities through Library Partnerships and Collaboration" with Gwen GeigerWolfe from Lawrence Public Library as well as "Engaging Writers at your Library" with Miranda.

Lissa is an avid writer and was all excited to click through an article in this newsletter to read something about libraries and NaNoWriMo ---- only to get there and realize that she was interviewed for the article and our library's programming was featured in the photos.

<http://lj.libraryjournal.com/2016/08/public-services/write-here-programming/#>

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

Technical Services is in the final weeks of library materials purchasing for 2016. It has been a robust year, particularly with circulation of our digital collections from Overdrive and hoopla. With hoopla, our digital platform for music, movies, TV shows, audiobooks, and ebooks, we've had our highest circulation ever for each month from March to October 2016. In March, checkouts from hoopla were 4,766. In May, we topped 5,000 per month. June, we crested 6,000 per month checkout. And in October, checkouts exceeded 7,000. I believe it is likely we'll hit the 8,000 checkout threshold in December. Overall, the year-to-date increase in hoopla circulation is 107% compared with 2015. With Overdrive, our largest ebooks and digital audiobook platform, we've also had several record breaking months this year. Overall, year-to-date usage is a 21% increase over 2015. These are great numbers and demonstrate that hoopla is a product that resonates with our customers.



Resolution – Friends of the Library Loaned Employee Agreement for FY 2017

**BOARD OF TRUSTEES
November 17, 2016**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Friends of the Library Loaned Employee Agreement for FY 2017 as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2017 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library hereinafter the "Library;" and The Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas nonprofit corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, hereinafter the "Friends" and made this 17th day of November, 2016.

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

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

1. The Library shall:
 - a. Provide to the Friends beginning January 1, 2017, through December 31, 2017, the services of an executive,
 - b. Retain the executive as an employee of the Library, and for no purpose shall the executive be considered an employee of the Friends, and
 - c. Pay the executive's salary and fringe benefits as agreed between the Library and the executive, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the executive.

2. The Friends shall:
 - a. As consideration for the services of the executive, pay to the Library eighty percent (80%) of the total amount of the executive's salary and fringe benefits as billed by the Library beginning on January 1, 2017, and each month thereafter until December 31, 2017, and
 - b. Consent to the executive being subject to all the Library's rules and regulations, including the terms of the Library Employee Handbook.

3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.

4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days' written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

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

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

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

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

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

**Topeka & Shawnee County Public
Library**

David Monical, Chair

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

Linda Hayse, President



Resolution – Foundation Loaned Employee Agreement for FY 2017

BOARD OF TRUSTEES

November 17, 2016

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Foundation Loaned Employee Agreement for FY 2017 as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2017 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, (hereinafter the "Library") and The Library Foundation, a Kansas nonprofit corporation with its principal place of business located at 1020 SW Washburn Avenue, Topeka, Kansas, (hereinafter the "Foundation") and made this 17th day of November 2016.

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

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

1. The Library shall:
 - a. Provide to the Foundation beginning January 1, 2017 and ending on December 31, 2017 the services of the following support staff:
 - development associate,
 - executive director,
 - b. Retain the support staff as employees of the Library, and for no purpose shall the support staff be considered employees of the Foundation, and
 - c. Pay the support staff salaries and fringe benefits as agreed between the Library and the individual support staff, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the support staff individually.
2. The Foundation shall:
 - a. As consideration for the services of the support staff, pay to the Library the total amount of salary and fringe benefits of the development associate, and one-half of the amount of the salary and fringe benefits of the development director, as billed by the Library, and
 - b. Consent to the support staff being subject to all the Library's rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days' written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

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

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

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

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

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

**Topeka & Shawnee County Public
Library**

David Monical, Chair

The Library Foundation

Becky Holmquist, Chair

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	57,280			506,270	433,828	16.7%
Interlibrary Loan	1,874	1,964	2,089	1,853	1,773	1,803	1,741	2,002	2,060	1,830			18,989	19,153	-0.9%
Self-Check	82,985	75,936	79,996	90,142	96,137	110,988	111,868	98,902	81,683	87,205			915,842	969,415	-5.5%
Bookmobile	23,478	22,266	23,612	23,966	16,756	22,109	24,188	19,932	23,972	25,352			225,631	235,616	-4.2%
Red Carpet	7,284	6,942	7,276	5,798	6,978	7,278	7,615	8,329	7,603	7,909			73,012	71,536	2.1%
Digital Downloads	24,399	22,508	25,128	25,806	26,134	25,851	27,587	27,915	26,498	26,503			258,329	231,420	11.6%
Library @ Work / Smartlocker	1,364	1,372	1,439	1,378	1,668	1,584	1,789	1,796	1,761	1,813			15,964		
TOTAL CIRCULATION	192,000	176,339	194,001	182,699	185,220	206,129	240,067	222,857	206,833	207,892			2,014,037	1,985,111	1.5%
CIRCULATION DETAILS															
Print Material	88,996	81,735	92,617	85,528	86,600	103,525	122,630	108,863	100,962	103,242			974,698	969,576	0.5%
Audio/Visual Material	73,588	67,122	72,711	67,541	69,955	74,766	87,609	83,985	74,539	74,490			746,306	746,637	0.0%
Adult Materials	101,695	93,324	99,741	93,427	95,539	100,703	117,664	114,921	104,282	103,983			1,025,279	1,032,673	-0.7%
Children's Materials	47,910	43,987	50,961	46,451	47,648	62,090	74,563	61,485	56,447	59,353			550,895	542,856	1.5%
Young Adult Materials	4,212	3,719	4,544	4,159	4,424	5,873	7,063	5,657	4,741	4,320			48,712	53,999	-9.8%
Red Carpet Materials	8,767	7,827	10,082	9,032	8,944	9,625	10,949	10,785	10,031	10,076			96,118	86,685	10.9%
NEW Patrons															
Topeka / Shawnee County															
Adults	633	553	555	475	540	669	676	676	648	529			5,954	6,439	-7.5%
Children (ages 17 and under)	176	163	292	186	310	408	319	242	3,412	200			5,708	2,687	112.4%
Red Carpet Outreach	11	10	16	7	13	10	19	7	15	10			118	145	-18.6%
NEKL	73	51	63	43	64	66	89	82	45	73			649	732	-11.3%
Non-Resident	1	1	0	0	0	0	0	1	0	0			3	8	-62.5%
Total New Registrations	894	778	926	711	927	1,153	1,103	1,008	4,120	812			12,432	10,011	24.2%
PATRONS DELETED															
	752	1,029	933	1,473	344	1,808	1,017	5,549	4,349	17,562			34,816	12,552	177.4%
BORROWERS															
Topeka / Shawnee County															
Adults	67,881	67,914	67,979	67,936	68,392	67,835	68,728	68,801	68,824	61,780			61,780	66,603	-7.2%
Children (age 4 - 17)	21,394	21,429	21,622	21,663	21,959	22,040	21,282	21,147	24,188	23,468			23,468	22,391	4.8%
Red Carpet Outreach	1,377	1,368	1,377	1,350	1,364	1,342	1,336	1,326	1,329	1,309			1,309	1,385	-5.5%
NEKL	8,647	8,572	8,436	8,302	8,380	8,197	8,144	8,101	8,013	7,831			7,831	8,511	-8.0%
Non-Resident	55	53	52	51	51	49	49	49	48	46			46	54	-14.8%
Delinquent	621	575	567	553	515	478	448	390	373	453			453	848	-46.6%
TOTAL BORROWERS	99,975	99,911	100,033	99,855	100,661	99,941	99,987	99,814	102,775	94,887			94,887	99,792	-4.9%
Holds Satisfied															
	20,015	18,398	18,603	17,495	17,514	20,188	20,536	21,427	19,172	18,688			192,036	194,285	-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	118,638			1,333,537	1,470,943	-9.3%

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	4,874				55,117	60,604	-9.1%	
Materials Discarded	5,229	7,124	8,166	8,316	3,381	7,003	4,920	4,275	3,934	9,009				61,357	59,347	3.4%	
TOTAL COLLECTION	456,256	452,312	450,754	446,314	447,945	446,758	447,069	448,917	451,475	447,340				450,622	458,119	-1.6%	
WEBSITE																	
tscpl.org Unique Visitors	27,707	25,289	27,062	30,240	28,056	31,483	27,996	28,598	28,172	26,377				280,980	415,892	-32.4%	
tscpl.org Total Visits	53,482	48,845	51,965	55,320	53,886	65,416	57,175	56,129	53,558	50,976				546,752	701,925	-22.1%	
catalog.tscpl Unique Visitors	23,304	20,870	22,208	21,059	22,330	33,817	28,162	26,519	23,483	21,294				243,046	221,870	9.5%	
catalog.tscpl Total Visits	48,328	43,083	45,224	43,227	45,341	66,051	54,165	52,145	45,893	43,269				486,726	475,281	2.4%	
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	13,475				131,492	163,325	-19.5%	
Red Carpet	976	1,106	1,078	1,234	1,150	928	*	*	*	*				6,472	12,650	-48.8%	
Topeka Room	711	748	872	691	640	729	838	827	663	667				7,386	6,647	11.1%	
Youth Services	3,223	3,170	3,662	3,070	3,748	4,894	4,928	3,769	2,573	2,859				35,896	41,049	-12.6%	
Gallery	66	37	68	50	48	33	38	43	46	*				429	1,209	-64.5%	
TOTAL REFERENCE QUESTIONS	19,566	18,796	18,301	13,714	13,082	21,247	21,963	21,071	16,934	17,001				181,675	223,671	-18.8%	
GATE COUNT	61,274	61,966	64,661	59,671	61,343	73,318	73,015	70,050	60,825	59,318				645,441	686,917	-6.0%	
MEETING ROOMS																	
Bookings	661	726	744	774	665	706	586	699	721	772				7,054	7,462	-5.5%	
Hours Booked	3,750	3,867	3,699	3,322	3,557	3,354	2,909	3,588	4,070	4,368				36,483	42,548	-14.3%	
ATTENDANCE	10,142	11,313	13,257	14,287	10,728	17,502	16,241	13,376	13,896	12,860				133,602	128,484	4.0%	
PROGRAM ATTENDANCE																	
Adult - General	607	500	1,021	1,559	543	1,684	1,276	1,794	4,680	1,118				14,782	16,306	-9.3%	
Computer Training	129	170	173	123	114	158	13	188	171	156				1,395	2,076	-32.8%	
Outreach	4,679	4,968	4,292	4,470	3,233	873	725	1,001	3,512	4,049				31,802	29,874	6.5%	
Kids	1,097	1,734	1,548	1,858	1,163	8,881	5,549	1,365	1,308	1,073				25,576	24,461	4.6%	
Movies	6	124	17	30	22	173	246	61	12	336				1,027	2,736	-62.5%	
Books	38	94	108	55	16	34	0	42	39	24				450	725	-37.9%	
Art	29	104	96	357	0	92	4	101	324	10				1,117	911	22.6%	
Teens	87	80	96	91	128	232	85	82	66	42				989	1,371	-27.9%	
Music	0	0	44	234	64	0	57	0	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	6,808				77,537	80,562	-3.8%	
TOURS & FAIRS																	
Fairs & Events	0	758	130	984	0	0	0	88	5548	100				7,608	0	*	
Library Tours	0	0	0	0	0	0	0	0	0	0				0	0	*	
TOURS & FAIRS	0	758	130	984	0	0	0	88	5,548	100				7,608	0	*	
GALLERY ATTENDANCE	1,538	1,869	1,999	1,960	1,825	2,619	2,391	2,082	2,164	1,170				19,617	17,688	10.9%	

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	20,420			201,190	208,816	-3.7%
Adult Nonfiction	21,369	20,012	21,222	19,776	19,931	20,666	24,912	24,102	22,211	22,865			217,066	216,312	0.3%
Juvenile Fiction	24,567	23,274	27,147	24,178	26,010	34,986	41,182	33,322	30,845	31,949			297,460	293,606	1.3%
Juvenile Nonfiction	8,985	7,887	9,276	9,156	7,182	9,993	11,636	9,339	9,681	10,973			94,108	93,015	1.2%
Magazines	1,871	1,709	1,843	1,897	1,871	2,356	3,101	3,119	2,965	2,964			23,696	20,725	14.3%
RC Print Materials	8,423	7,507	9,672	8,687	8,564	9,261	10,492	10,408	9,606	9,716			92,336	82,970	11.3%
RC Realia	336	305	391	322	371	350	443	350	406	344			3,618	3,517	2.9%
YA Print Materials	4,025	3,527	4,325	3,976	4,228	5,666	6,779	5,424	4,570	4,137			46,657	51,570	-9.5%
PRINT CIRCULATION	89,143	81,889	92,781	85,700	86,750	103,637	122,748	108,977	101,138	103,368			976,131	970,531	0.6%
Audio / Visual Material															
Adult Audiobooks	5,300	4,915	5,752	5,124	5,369	5,565	6,417	6,181	5,920	6,028			56,571	58,781	-3.8%
Adult Music	5,214	4,662	5,253	4,907	4,809	5,090	5,751	5,637	4,970	4,992			51,285	55,747	-8.0%
Adult Videos / DVDs	48,453	44,477	46,924	44,136	45,101	46,993	53,741	53,385	47,852	47,091			478,153	466,405	2.5%
Adult Video Games	0	0	0	0	0	0	0	0	0	0			0	7,900	-100.0%
Juvenile Audiobooks	583	624	758	588	778	825	1,014	834	666	640			7,310	7,256	0.7%
Juvenile Music	703	602	760	656	687	766	1,137	920	781	875			7,887	7,826	0.8%
Juvenile Videos / DVDs	12,769	11,275	12,626	11,560	12,609	14,913	18,859	16,400	13,780	14,314			139,105	136,666	1.8%
YA AV	187	192	219	183	196	207	284	233	171	183			2,055	2,429	-15.4%
AV CIRCULATION	73,209	66,747	72,292	67,154	69,549	74,359	87,203	83,590	74,140	74,123			742,366	743,010	-0.1%
Adult Material															
Adult Fiction	19,567	17,668	18,905	17,708	18,593	20,359	24,203	22,913	20,854	20,420			201,190	208,816	-3.7%
Adult Nonfiction	21,369	20,012	21,222	19,776	19,931	20,666	24,912	24,102	22,211	22,865			217,066	216,312	0.3%
Magazines	1,871	1,709	1,843	1,897	1,871	2,356	3,101	3,119	2,965	2,964			23,696	20,725	14.3%
Adult Audiobooks	5,300	4,915	5,752	5,124	5,369	5,565	6,417	6,181	5,920	6,028			56,571	58,781	-3.8%
Adult Music	5,214	4,662	5,253	4,907	4,809	5,090	5,751	5,637	4,970	4,992			51,285	55,747	-8.0%
Adult Videos / DVDs	48,453	44,477	46,924	44,136	45,101	46,993	53,741	53,385	47,852	47,091			478,153	466,405	2.5%
Adult Video Games	0	0	0	0	0	0	0	0	0	0			0	7,900	-100.0%
ADULT CIRCULATION	101,774	93,443	99,899	93,548	95,674	101,029	118,125	115,337	104,772	104,360			1,027,961	1,034,686	-0.6%
Juvenile Material															
Juvenile Fiction	24,567	23,274	27,147	24,178	26,010	34,986	41,182	33,322	30,845	31,949			297,460	293,606	1.3%
Juvenile Nonfiction	8,985	7,887	9,276	9,156	7,182	9,993	11,636	9,339	9,681	10,973			94,108	93,015	1.2%
Juvenile Audiobooks	583	624	758	588	778	825	1,014	834	666	640			7,310	7,256	0.7%
Juvenile Music	703	602	760	656	687	766	1,137	920	781	875			7,887	7,826	0.8%
Juvenile Videos / DVDs	12,769	11,275	12,626	11,560	12,609	14,913	18,859	16,400	13,780	14,314			139,105	136,666	1.8%
JUVENILE CIRCULATION	47,607	43,662	50,567	46,138	47,266	61,483	73,828	60,815	55,753	58,751			545,870	538,369	1.4%
Red Carpet Material															
RC Print Materials	8,423	7,507	9,672	8,687	8,564	9,261	10,492	10,408	9,606	9,716			92,336	82,970	11.3%
RC Realia	336	305	391	322	371	350	443	350	406	344			3,618	3,517	2.9%
RED CARPET CIRCULATION	8,759	7,812	10,063	9,009	8,935	9,611	10,935	10,758	10,012	10,060			95,954	86,487	10.9%
Young Adult Material															
YA Print Materials	4,025	3,527	4,325	3,976	4,228	5,666	6,779	5,424	4,570	4,137			46,657	51,570	-9.5%
YA AV	187	192	219	183	196	207	284	233	171	183			2,055	2,429	-15.4%
YOUNG ADULT CIRCULATION	4,212	3,719	4,544	4,159	4,424	5,873	7,063	5,657	4,741	4,320			48,712	53,999	-9.8%
Digital Downloads															
Overdrive	18,393	16,948	18,260	17,465	18,510	18,228	19,488	19,587	18,266	18,017			183,162	152,353	20.2%
Hoopla	4,740	4,460	4,766	4,993	5,559	5,805	6,073	6,656	6,662	7,054			56,768	27,120	109.3%
Zinio / Flipster	1,266	1,100	2,102	3,348	2,065	1,818	2,026	1,672	1,570	1,432			18,399	13,537	35.9%
DIGITAL DOWNLOADS	24,399	22,508	25,128	25,806	26,134	25,851	27,587	27,915	26,498	26,503			258,329	231,420	11.6%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2015

	2016											2016	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$1,483,624	\$1,363,060	\$1,545,946	\$1,424,651	\$1,442,943	\$1,721,777	\$2,033,999	\$1,799,586	\$1,668,941	\$1,706,868			\$16,191,395
Magazines (\$5)	\$9,355	\$8,545	\$9,215	\$9,485	\$9,355	\$11,780	\$15,505	\$15,595	\$14,825	\$14,820			\$118,480
Audiobooks (\$10)	\$58,830	\$55,390	\$65,100	\$57,120	\$61,470	\$63,900	\$74,310	\$70,150	\$65,860	\$66,680			\$638,810
DVD, Games, Music (\$4)	\$269,304	\$244,832	\$263,128	\$245,768	\$253,608	\$271,876	\$319,088	\$306,300	\$270,216	\$269,820			\$2,713,940
Reference Questions (\$7)	\$136,962	\$131,572	\$128,107	\$95,998	\$91,574	\$148,729	\$153,741	\$147,497	\$118,538	\$119,007			\$1,271,725
Programming (\$10)	\$66,720	\$77,740	\$73,950	\$87,770	\$52,830	\$121,270	\$79,550	\$46,340	\$101,120	\$68,080			\$775,370
Meeting Room Use	\$47,185	\$24,280	\$60,829	\$57,378	\$40,674	\$38,945	\$28,134	\$45,108	\$38,125	\$40,005			\$420,663
Gallery Attendance (\$10)	\$15,380	\$18,690	\$19,990	\$19,600	\$18,250	\$26,190	\$23,910	\$20,820	\$21,640	\$11,700			\$196,170
Computer Use (\$12 /hr)	\$204,368	\$192,989	\$216,377	\$189,930	\$204,393	\$234,790	\$253,476	\$248,537	\$184,588	\$202,611			\$2,132,057
ILL Borrowed (\$25)	\$12,075	\$13,125	\$13,350	\$12,600	\$10,475	\$12,375	\$11,275	\$12,425	\$13,150	\$11,200			\$122,050
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	\$2,510,791			\$24,580,660

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	32,441	21,912	54,353
Dollars Submitted:	\$3,370,502.48	\$507,218.02	\$3,877,720.50
Cash Recovery:	\$549,285.27	\$226,788.18	\$776,073.45
Material Recovery:	\$360,432.28	\$41,015.61	\$401,447.89
Waives:	\$123,233.40	\$13,755.28	\$136,988.68
Recovery Total:	\$1,032,950.95	\$281,559.07	\$1,314,510.02
Total Invoice Amount:	\$277,023.53	\$72,050.55	\$349,074.08
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

11/2015 Through 10/2016

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
October-16	\$1,852.92	\$9,892.75	\$4,769.68	\$16,515.35	\$11,745.67	\$671.25
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
Total	\$61,832.96	\$48,739.18	\$16,189.93	\$126,762.07	\$110,572.14	\$18,991.90
Average	\$5,152.75	\$4,061.60	\$1,349.16	\$10,563.51	\$9,214.35	\$1,582.66

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

11/2015 Through 10/2016

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
October-16	\$2,104.89	\$864.71	\$949.75	\$3,919.35	\$2,969.60	\$309.75
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
Total	\$39,997.03	\$7,185.44	\$3,223.61	\$50,406.08	\$47,182.47	\$8,133.15
Average	\$3,333.09	\$598.79	\$268.63	\$4,200.51	\$3,931.87	\$677.76