



**Call to Order**

**Public Comment**

**Approval of January 19, 2017 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 – Lisa Sandmeyer, Board President**

**The Library Foundation – Judi Stork, Board Chair**

**Chief Executive Officer – Gina Millsap**

- Facilities Master Plan update – Thad Hartman, Community and Strategic Services

**Chief Operating Officer's Report – Rob Banks**

**New Business**

- New Bank Investments – [Action Item](#)
- Disposal of the Adventuremobile – [Action Item](#)

**Executive Session**

**Trustee Comments**

**Adjournment**

**Next Meeting:**

March 16, 2017 4:00 pm  
Menninger Room 206

*Subject to change without notice*



**Minutes**  
**Board of Trustees Meeting**  
**January 19, 2017**  
**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, Jim Edwards, Julie Swift

**CALL TO ORDER**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, January 19, 2017 in the Menninger Room 206, of the Main Building, 1515 SW 10<sup>th</sup> Avenue, was called to order at 4:01PM by the Chair, David Monical.

**PUBLIC COMMENT**

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

**APPROVAL OF MINUTES**

On a motion by Jim Edwards, seconded by Betty Greiner, the December 15, 2016 Board of Trustee meeting minutes were approved as presented. Motion carried.

**CHIEF FINANCIAL OFFICER**

There were no additions to the Chief Financial Officer's written report. CFO Sheryl Weller reported that members of the Berberich Trahan & Co. PA are working with the Library on the annual audit. Per the Board's request and as part of the bid process that requires a new audit manager be selected at least once during the term of the contract, there is new audit manager this year. There was brief discussion relating to changes in the Kansas Public Employees Retirement System (KPERS) to lower the assumed earnings rate on long-term investments.

**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 December financial report was accepted. Motion carried.

**FRIENDS OF THE LIBRARY REPORT**

David Monical welcomed new Friends President Lisa Sandmeyer. She delivered the Friends of the Library report and encouraged everyone to support the media sale and book bag sale this weekend. Lisa also reported that Friends Board member Ruth Dickinson passed away earlier in the week. There were no questions regarding the Friends report.

**FOUNDATION REPORT**

David Monical welcomed new Foundation Board Chair Judi Stork. Judi delivered the Foundation report. There were no questions for Judi.

**CHIEF EXECUTIVE OFFICER**

In addition to her report Chief Executive Officer Gina Millsap provided an update on leadership changes at United Way of Greater Topeka and reported on plans to meet with the new Interim Executive Director regarding the Dolly Parton Imagination Library initiative.

Thad Hartman, Community Services Manager, highlighted details of the 2016 year-end data report included in the board packet. Circulation was the highest we have seen since 2010 and the fourth highest total circulation of all time. Print material circulation was also up most notably in the juvenile fiction area. This has been a marketing strategy and collection development focus which includes new shelving and category layout. This indicates the initiatives the staff are undertaking to increase overall circulation have been successful. Discussion included initiatives to clean up the card member data base which included purging a number of accounts and adding students' accounts from the Shawnee Heights district. Thad will provide additional information about student cards at the February meeting.

Thad Hartman also provided an update on the Facilities Master Plan and the projects currently being done. He provided an update regarding the Marian Clinic demolition which will include developing a new survey of the property and testing the building for asbestos.

#### **CHIEF OPERATIONS OFFICER**

Chief Operations Officer Robert Banks was attending pre-conference meetings at the American Library Association Midwinter Conference in Atlanta. There were no additions to Rob's report and there were no questions.

#### **NEW BUSINESS**

On a motion by Elizabeth Post, seconded by Kerry Onstott Storey it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the Purchasing Policy as amended and rescind the Change Order Policy dated May 20, 1999. Gina Millsap highlighted background information provided with the resolution. There were no questions. The motion passed unanimously.

#### **TRUSTEE COMMENTS**

Betty Greiner passed along several positive comments given to the Library at the Greater Topeka Chamber of Commerce Annual meeting.

David Monical shared a conversation he recently had with a nurse, the Library is her favorite place to take her son.

#### **STAFF DEVELOPMENT DAY**

Gina reported that Staff Development Day is scheduled for Monday, February 20, 2017. The Library will be closed. Trustees are invited to participate during the day and welcome to join the staff for lunch.

#### **ADJOURNMENT**

On a motion by David Monical, seconded by Julie Swift, the meeting was adjourned at 4:38PM. The motion passed unanimously.

Elizabeth Post, Secretary

**Chief Financial Officer's Report  
February 2017  
Sheryl Weller**

**Investments and Debt as of January 31, 2017; Bank Account Summary – Page 1**

The tax proceeds received January 20<sup>th</sup> caused the cumulative balance in the Library's accounts with CoreFirst Bank and Trust to exceed the \$3 million maximum balance allowed by the bank. Thus, \$8 million of these proceeds had to be immediately transferred to the overnight Municipal Investment Pool (MIP) account.

Funds in the overnight MIP account, along with the two 30-day investments, were included in investment opportunities offered to local financial institutions per my letter dated February 3<sup>rd</sup>, with bids received no later than 10 AM on February 9<sup>th</sup>. A resolution is included in this month's packet with the recommended financial institution(s) and background information pertinent to the decision about outside investments. This process worked well in 2016 and allowed for 90-day investments and 90-day renewals at competitive rates.

**Revenue/Expense/Balance by Fund Report – Page 2**

The "Prev. Year PO Expenditures" column reports payments for items that were ordered or committed during the 2016 budget year and received and/or invoiced January 1, 2017 or after.

The Youth Services Fund is temporarily negative due to the delivery and acceptance of the furnishings ordered for the Teen Room (The Edge) remodel. The purchases will be billed to the Library Foundation once the Library has received the items and made payment.

**General Fund – Pages 3 through 5**

With 8.5% of the budget year completed, 48% of the budgeted revenue has been received and 11% of the approved budget has been expended/encumbered. This compares to 2016 in which 47% of the budgeted revenue had been received and 11% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

The first tax distribution of 2017 was received January 20<sup>th</sup> as scheduled. The total received for the General Fund was \$6,660,295. The percentage of the ad valorem budget collected year-to-date is 54%, the same as January 2016. The percentage of year-to-date motor vehicle taxes collected is 3%, the same as collected as of this point in time in 2016.

## **Employee Benefit Fund – Page 6**

With 8.5% of the budget year completed, 44% of the budgeted revenue has been received and 9% of the approved budget has been expended/encumbered. This compares to 2016 in which 60% of the budgeted revenue had been received and 8% of the approved budget had been expended/encumbered. The difference in revenues is due to the large refund from Blue Cross Blue Shield in 2016. No refund is expected this year since premium rates rose between 25.6% and 28% for the 2017 plan year.

The January 20<sup>th</sup> tax distribution totaled \$848,240. The percentage of the ad valorem budget collected year-to-date is 54%, which is the same as in January 2016. The percentage of year-to-date motor vehicle taxes collected also is the same as in 2016 at 3%.

## **Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,956,102.

## **Debt Service Fund-Bond & Interest – Page 7**

The January 20<sup>th</sup> tax distribution totaled \$801,649. The percentage of the ad valorem budget collected year-to-date is 54%, the same as in January 2016. The percentage of year-to-date motor vehicle taxes collected also is the same as 2016 at 3%.

An interest-only payment of \$77,375 is due on March 1<sup>st</sup> to the State of Kansas.

## **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.

January is the time of year when annual purchase orders are created for certain types of purchases and for known, ongoing commitments. Thus, the list is lengthy this month. When items say “open PO”, it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

<b>Type of Purchase</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor</b>
Approved operating budget	Facilities supplies open PO	\$9,000.00	Lowe's Companies, Inc.
Approved operating budget	Large vehicle repair open PO	\$9,000.00	MHC Kenworth
Approved operating budget	Employee assistance program – annual	\$6,564.36	New Directions Behavioral Health
Approved operating budget	Annual maintenance agreement for event management software	\$5,318.95	EMS Software LLC
Approved operating budget	Annual preventive maintenance agreement for main library and bookmobile buildings	\$8,275.96	McElroy's Inc.
Approved operating budget	Annual network hardware support agreement	\$23,138.32	Vital Support Systems/OneNeck
Approved operating budget	Annual trash and recycling service	\$5,225.00	Inland Service Corporation
Approved operating budget	Annual telephone service	\$13,200.00	AT&T
Approved operating budget	Annual electric service	\$345,000.00	Westar Energy
Approved operating budget	Annual natural gas service	\$15,000.00	Kansas Gas Service
Approved operating budget	Annual water/sewer service	\$25,000.00	City of Topeka
Approved operating budget	Annual audit & financial statements for year ended 12/31/16; bid award approved by the Board 10/20/16	\$30,000.00	Berberich Trahan & Co., P.A.
Non-budgeted Undesignated Gifts/Memorials Fund	Heartland Visioning Project – first installment of a 3-year commitment for the period 2017-2019	\$6,000.00	Topeka Community Foundation
Board approval of resolution for new lease 9/15/16 – 2 year commitment; not known at budget time so unbudgeted	Learn and Play Bus leased garage space – annual costs for lease, water/sewer/trash services and property tax increase (from what was in base lease)	\$16,793.60	Anco, Inc.
Library materials	"Automatically Yours" materials subscription – select quantities and genres – March	\$6,000.00	Baker & Taylor Books
Library materials	Novelist Select online	\$7,087.00	Ebsco Information Services
Library materials	Miss Humblebee's Academy online	\$6,804.00	Gale/Cengage Learning
Library materials	Adult blu-rays & DVDs	\$8,610.00	Midwest Tape
Library materials	Adult blu-rays & DVDs	\$5,340.00	Midwest Tape
Library materials	Hoopla online	\$15,077.71	Midwest Tape
Library materials	Adult fiction e-audiobooks/books	\$9,570.00	Overdrive, Inc.

Type of Purchase	Description	Amount	Vendor
Library materials	Adult fiction e-audiobooks/books	\$10,200.00	Overdrive, Inc.
Library materials	Adult fiction e-audiobooks/books	\$16,790.00	Overdrive, Inc.

**Other Items:**

- When reviewing the budgeted and actual beginning unencumbered cash balances for the tax-supported funds on pages 5-7 of the financial report, please keep in mind that the budgeted cash balances presume that: (1) the prior year expenditure budget will be fully spent (unless carryforward exceptions are made, such as for health insurance and health savings accounts); and (2) an uncollectible tax revenue factor is also included since taxes are never 100% collectible. This is a conservative approach to ensure funds are sufficient. In 2016, tax revenue collections were higher than budgeted and the expenditure budgets in the General Fund and Employee Benefit Fund were not fully expended. Thus, actual beginning balances are higher than anticipated.
- January is a very busy month for Finance with the audit, the implementation of the new budget, and the creation, reconciliation and distribution of tax forms 1099-MISC and W-2. This year also had processing payroll and HR in a new system, Paycom, and having to create new files for remittances, reporting and the audit.
- The 2016 audit work assigned to me is nearly complete at this point, with a slight delay related to Paycom system implementation and learning. The auditors were onsite for 13 ½ days; not quite as good as the 10 ½ days last year, but part of their time was ½ days this year, as well as Foundation field work done at the Library. This better meets my expectations of the time commitment for an audit of the Library's size. The work of past years and the availability of better systems to provide electronic information and reports are finally providing a measurable benefit and will be better next year without the HR/payroll system implementation.

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

01/31/17

	<u>Balance 01/01/17</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 01/31/2017</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 3,474,253.57	\$ 6,683,045.50	\$ 943,666.98	\$ 9,213,632.09
Employee Benefits	1,897,110.00	853,399.20	292,991.97	\$ 2,457,517.23
Capital Improvement	2,024,187.93	570.57	1,169.28	\$ 2,023,589.22
Bond & Interest	811,865.64	801,767.50	-	\$ 1,613,633.14
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	0.00	-	-	\$ 0.00
Federal, State & Local Grants	744.03	-	-	\$ 744.03
Other Special Revenue	696,404.29	314.15	20,580.30	\$ 676,138.14
Permanent Funds	200,630.77	-	-	\$ 200,630.77
<b>Totals</b>	<b><u>\$ 9,105,196.23</u></b>	<b><u>\$ 8,339,096.92</u></b>	<b><u>\$ 1,258,408.53</u></b>	<b><u>\$ 16,185,884.62</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 953,039.60
Restricted Funds-CoreFirst Bank-Checking	676,822.62
Bond & Interest Fund-CoreFirst Bank-Checking	3.95
Capital Improvement Fund-VisionBank-Money Market Account	2,024,758.50
Cash on Hand	3,176.00
Petty Cash	220.00
Endowment Securities	200,630.77
Municipal Investment Pool - Overnight	9,501,907.36
Municipal Investment Pool - 30-day Fixed	2,100,000.00
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	-
	<b><u>\$ 16,214,282.00</u></b>
Less Pending Claims (invoices posted, but not paid until next month)	825.44
Less Payroll Deduction and Employer Benefit Liabilities	15,773.06
Less Outstanding Checks	11,798.88
	<b><u>\$ 16,185,884.62</u></b>



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

01/31/17

	01/01/17 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	01/31/2017 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b><u>Major Governmental Funds</u></b>							
General Fund	\$ 3,474,253.57	\$ 6,683,045.50	\$ 112,449.87	\$ 831,217.11	\$ 9,213,632.09	\$ 963,135.19	\$ 8,250,496.90
Employee Benefit Fund	1,897,110.00	853,399.20	19.00	292,972.97	2,457,517.23	13,160.33	2,444,356.90
Capital Improvement Fund	2,024,187.93	570.57	1,169.28		2,023,589.22	67,486.34	1,956,102.88
Bond & Interest Fund	811,865.64	801,767.50			1,613,633.14		1,613,633.14
<b><u>Non Major Governmental Funds</u></b>							
State Aid Fund	0.00	-			0.00		0.00
<i>Federal &amp; State Grants</i>							
Gallery Grants	444.03				444.03	420.40	23.63
Kansas Humanities Council Grant	300.00				300.00		300.00
<i>Other Special Revenue Funds</i>							
Art Collection	10,527.46	0.46			10,527.92		10,527.92
Bookmobile Fund	0.00				0.00		0.00
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	4.01				4.01		4.01
Cooking Neighborhood	-				-		-
French Gift - Library Materials	4,561.73	0.19	76.84	15.87	4,469.21	118.62	4,350.59
Friends	213,281.51	9.27	322.97	299.53	212,668.28	58,063.32	154,604.96
Fun Committee	2,220.03	201.98	100.00	24.21	2,297.80		2,297.80
Gallery Competitions/Exhibits	41,556.20	1.81			41,558.01	141.75	41,416.26
Gifts/Memorials (Undesignated)	221,956.92	9.36	1,262.65	6,000.00	214,703.63	21,856.49	192,847.14
Hathaway Trust - Library Materials	20,174.10	0.83	518.10	591.21	19,065.62	1,234.91	17,830.71
Health Neighborhood	601.55				601.55		601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	(0.00)				(0.00)		(0.00)
Library Materials	131,025.30	87.03	1,048.02	112.57	129,951.74	5,322.75	124,628.99
Lingo	-				-		-
NEH Expendable	1,032.40	0.05			1,032.45		1,032.45
Pets Neighborhood	33.58				33.58		33.58
Programming Fund	659.42	1.49			660.91	170.26	490.65
Red Carpet	8,253.12	0.30	1,415.36	60.20	6,777.86		6,777.86
Special Collections	7,501.81	0.33			7,502.14	2,041.76	5,460.38
Talking Books	-				-		-
Torluemke Landscaping	1,011.16	0.04			1,011.20		1,011.20
Wedding Neighborhood	-				-		-
Workshops	2,162.99	0.09			2,163.08		2,163.08
Youth Services	29,841.00	0.92	8,732.77		21,109.15	21,378.49	(269.34)
<i>Permanent Funds</i>							
Mertz Trust	200,630.77				200,630.77		200,630.77
<b>TOTALS</b>	<b>\$ 9,105,196.23</b>	<b>\$ 8,339,096.92</b>	<b>\$ 127,114.86</b>	<b>\$ 1,131,293.67</b>	<b>\$ 16,185,884.62</b>	<b>\$ 1,154,530.61</b>	<b>\$ 15,031,354.01</b>

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 8.5% of year
Ad Valorem Property Tax	\$ 12,278,880.00	\$ 6,674,755.96	\$ (5,604,124.04)	54%
Revitalization Rebates	(158,036.00)	(98,817.95)	\$ 59,218.05	63%
Back Tax	-	40,305.77	\$ 40,305.77	N/A
Motor Vehicle Tax	1,293,215.00	36,903.36	\$ (1,256,311.64)	3%
Recreational Vehicle Tax	10,653.00	241.89	\$ (10,411.11)	2%
16/20 M Vehicle Tax	5,841.00	3,753.17	\$ (2,087.83)	64%
In Lieu of Tax	20,200.00	646.37	\$ (19,553.63)	3%
Watercraft Special Tax**	10,379.00	-	\$ (10,379.00)	0%
Commercial Vehicle Fees	43,958.00	2,506.33	\$ (41,451.67)	6%
E-Rate Reimbursement	61,400.00	-	\$ (61,400.00)	0%
Miscellaneous Revenue	3,000.00	333.66	\$ (2,666.34)	11%
Miscellaneous Revenue - Recyclg	-	93.10	\$ 93.10	N/A
Salary Refunds-Foundation	90,114.00	-	\$ (90,114.00)	0%
Salary Refunds-Friends	30,215.00	3,164.19	\$ (27,050.81)	10%
Salary Refunds-Shawnee Cty	20,852.00	3,608.50	\$ (17,243.50)	17%
Vending Machines	4,000.00	283.00	\$ (3,717.00)	7%
Pay to Sam	-	36.03	\$ 36.03	N/A
Overdue Fees*	172,000.00	12,906.26	\$ (159,093.74)	8%
Debt Collect	-	437.13	\$ 437.13	N/A
ILL Fees	150.00	25.00	\$ (125.00)	17%
Mailing Fees	-	13.33	\$ 13.33	N/A
Non Resident Card Fee	425.00	170.00	\$ (255.00)	40%
Obituary Fees	600.00	10.00	\$ (590.00)	2%
Meeting Room Charges	9,000.00	590.00	\$ (8,410.00)	7%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	3,200.00	1,080.40	\$ (2,119.60)	34%
Library Treasurer's Balance	2,162,131.00	-	-	N/A
<b>TOTALS</b>	<b><u>\$ 16,062,677.00</u></b>	<b><u>\$ 6,683,045.50</u></b>	<b><u>\$ (7,217,500.50)</u></b>	<b>48%</b>

\* 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

01/31/17

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> 8.5% of year
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 492.30		\$ 5,907.70	8%
Salaries-Facilities	630,858.00	48,495.71		582,362.29	8%
Salaries-Overtime	10,000.00	484.67		9,515.33	5%
Salaries-Security	302,603.00	21,243.49		281,359.51	7%
Salaries-Shelvers	194,367.00	8,856.84		185,510.16	5%
Salaries-Staff	7,246,228.00	554,332.15		6,691,895.85	8%
Conferences	95,700.00	1,728.50	12,273.85	81,697.65	15%
Staff Development & Training	34,000.00	30.00	237.22	33,732.78	1%
Mileage	11,440.00	383.67	6,013.00	5,043.33	56%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,500.00	9.99	121.59	2,368.42	5%
Materials-Periodicals	40,000.00	1,210.92	1,595.19	37,193.89	7%
Materials-Print/Non-Print <1 YR	465,400.00	29,268.71	2,223.37	433,907.92	7%
Materials-Print/Non-Print	1,229,030.00	63,016.84	84,626.99	1,081,386.17	12%
<b>OPERATIONS:</b>					
Art Purchases	5,000.00			5,000.00	0%
Cataloging and ILL Services	73,000.00	-		73,000.00	0%
Contracted-Digital Services	350,510.00	6,568.59	60,966.24	282,975.17	19%
Contracted-Facilities	216,000.00	13,709.36	39,158.57	163,132.07	24%
Contracted-Office Equipment	58,000.00	2,758.12	3,436.32	51,805.56	11%
Contracted-Professional	389,000.00	6,126.14	34,000.00	348,873.86	10%
Contracted-E-Rate Services	5,530.00	-		5,530.00	0%
Digital Services Support	257,500.00	3.39	16,390.29	241,106.32	6%
Furniture/Equipment	61,500.00			61,500.00	0%
Insurance	45,000.00	873.00	873.00	43,254.00	4%
Marketing & Communication	30,000.00	609.33	538.00	28,852.67	4%
Memberships/Dues	22,500.00	26.03	250.00	22,223.97	1%
Miscellaneous	5,000.00	15.00	165.00	4,820.00	4%
Payments to Other Libraries	95,111.00			95,111.00	0%
Postage/Shipping	126,250.00	29,072.74		97,177.26	23%
Printing	99,800.00	990.00	39.80	98,770.20	1%
Programming	30,000.00	300.91	703.02	28,996.07	3%
Special Projects	1,540,000.00			1,540,000.00	0%
Supplies-Facilities	76,000.00	648.83	30,959.70	44,391.47	42%
Supplies-Office/Library	77,500.00	1,754.37	5,884.80	69,860.83	10%
Supplies-Processing	38,000.00	5,681.11	8,831.98	23,486.91	38%
Telecommunications	87,300.00	1,361.65	15,646.10	70,292.25	19%
Utilities-Electric	340,000.00	24,887.76	321,050.24	(5,938.00)	102%
Utilities-Gas	65,000.00	4,017.47	13,208.17	47,774.36	27%
Utilities-Water/Sewage	35,000.00	273.64	27,726.36	7,000.00	80%
Vehicle-Gas	35,650.00	1,301.20		34,348.80	4%
Vehicle-Repair	30,000.00	693.96	25,547.73	3,758.31	87%
Contingency/Fund Balance	1,600,000.00			-	0%
Cash Long/Short		(9.28)		9.28	N/A
<b>TOTALS</b>	<b>\$ 16,062,677.00</b>	<b>\$ 831,217.11</b>	<b>\$ 712,466.53</b>	<b>\$ 12,918,993.36</b>	<b>11%</b>

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

01/31/17

	2017 Budget	Year to Date	%
<b>Balance 01/01/17</b>	<b>\$ 2,162,131.00</b>	<b>\$ 3,105,757.78</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	12,278,880.00	6,674,755.96	54%
Revitalization Rebates	(158,036.00)	(98,817.95)	63%
Back Tax	-	40,305.77	N/A
Motor Vehicle Tax	1,293,215.00	36,903.36	3%
Recreational Vehicle Tax	10,653.00	241.89	2%
16/20M Vehicle Tax	5,841.00	3,753.17	64%
In Lieu of Tax	20,200.00	646.37	3%
Watercraft Special Tax	10,379.00	-	0%
Commercial Vehicle Fees	43,958.00	2,506.33	6%
E-Rate Reimbursement	61,400.00	-	0%
Fees and Charges	189,675.00	14,804.41	8%
Reimbursements	141,181.00	6,865.79	5%
Interest on Idle Funds	3,200.00	1,080.40	34%
	<b>\$ 13,900,546.00</b>	<b>\$ 6,683,045.50</b>	<b>48%</b>
<u>Expenditures/Encumbrances:</u>			
Salaries	8,390,456.00	633,905.16	8%
Other Staff Support Costs	141,140.00	20,666.24	15%
Library Collections	1,736,930.00	182,073.60	10%
Contracted Services	1,092,040.00	166,723.34	15%
Digital Services Support	257,500.00	16,393.68	6%
Furniture/Equipment/Art	66,500.00	-	0%
Payments to Other Libraries	95,111.00	-	0%
Special Projects	1,540,000.00	-	0%
Utilities & Telecommunications	527,300.00	408,171.39	77%
Vehicles	65,650.00	27,542.89	42%
Other Operating Expenditures	550,050.00	88,207.34	16%
Cash Basis Reserve	1,600,000.00	-	0%
	<b>\$ 16,062,677.00</b>	<b>\$ 1,543,683.64</b>	<b>11%</b>
Prior Year Canceled Purchase Orders		<b>\$ 5,377.26</b>	
<b>Unencumbered Balance 01/31/17</b>	<b>\$ -</b>	<b>\$ 8,250,496.90</b>	

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

01/31/17

**EMPLOYEE BENEFITS**

	<b>2017 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/17</b>	<b>\$ 1,664,823.00</b>	<b>\$ 1,895,762.00</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	\$ 1,540,725.00	\$ 839,125.80	54%
Revitalization Rebates	(20,038.00)	(12,622.02)	63%
Back Tax	-	10,283.88	
Motor Vehicle Tax	307,619.00	9,668.71	3%
Recreational Vehicle Tax	2,534.00	63.40	3%
16/20M Vehicle Tax	1,390.00	982.35	71%
In Lieu of Tax	5,600.00	81.16	1%
Watercraft Special Tax*	2,469.00	-	0%
Commercial Vehicle Fees	10,456.00	656.68	6%
Refund-Fringe Benefits-Foundation	25,290.00	-	0%
Refund-Fringe Benefits-Friends	22,822.00	1,669.13	7%
Refund-Fringe Benefits-Shawnee Cty	10,556.00	1,912.30	18%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	30.53	0%
Retiree Payments BC/BS	20,285.00	1,395.54	7%
Interest on Idle Funds	700.00	151.74	0%
	<b>\$ 1,930,408.00</b>	<b>\$ 853,399.20</b>	<b>44%</b>
<b>Expenditures/Encumbrances:</b>			
Employee Assistance Program	\$ 6,900.00	\$ 6,564.36	95%
Cafeteria Plan Administration Fees	4,080.00	6,396.00	157%
Social Security/Medicare	641,867.00	45,060.92	7%
Ks Public Employees Retirement Sys	721,174.00	51,742.97	7%
Worker's Compensation	78,700.00	-	0%
Unemployment Tax	8,390.00	558.61	7%
Health/Dental Insurance**	1,784,120.00	194,481.44	11%
Contingency/Fund Balance	350,000.00	-	0%
	<b>\$ 3,595,231.00</b>	<b>\$ 304,804.30</b>	<b>9%</b>
Prior Year Canceled Purchase Orders		\$ -	
<b>Unencumbered Balance 01/31/17</b>	<b>\$ -</b>	<b>\$ 2,444,356.90</b>	

\* 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 @ \$142,120 with \$55,650 spent YTD.

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/17</b>	<b>\$ 1,955,532.31</b>
<b>Revenue:</b>	
Interest received	570.57
	<b>\$ 570.57</b>
<b>Expenditures/Encumbrances:</b>	
Contracted - Professional	-
Capital Outlay	-
	<b>-</b>
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 01/31/17</b>	<b>\$ 1,956,102.88</b>

**STATE AID**

<b>Balance 01/01/17</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State Aid	60,000.00	-
	<b>\$ 60,000.00</b>	<b>\$ -</b>
<b>Expenditures/Encumbrances:</b>		
Contracted - Digital Services	60,000.00	-
	<b>\$ 60,000.00</b>	<b>\$ -</b>
<b>Unencumbered Balance 01/31/17</b>	<b>\$ -</b>	<b>\$ -</b>

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

01/31/17

	2017 Budget	Year to Date	%
<b>Balance 01/01/17</b>	<b>\$ 766,632.00</b>	<b>\$ 811,865.64</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,474,129.00	801,714.04	54%
Revitalization Rebates	(18,995.00)	(11,889.42)	63%
Back Tax	-	5,469.62	
Motor Vehicle Tax	170,003.00	5,335.53	3%
Recreational Vehicle Tax	1,400.00	34.95	2%
16/20M Vehicle Tax	768.00	543.89	71%
In Lieu of Tax	2,700.00	77.62	3%
Watercraft Special Tax*	1,364.00	-	0%
Commercial Vehicle Fees	5,779.00	362.37	6%
Interest on Idle Funds	1,000.00	118.90	12%
	<b>\$ 1,638,148.00</b>	<b>\$ 801,767.50</b>	<b>49%</b>
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,500,000.00	\$ -	0%
Interest	154,750.00	-	0%
Wire Transfer Fees	30.00	-	0%
Cash Basis Reserve	750,000.00	-	0%
	<b>\$ 2,404,780.00</b>	<b>\$ -</b>	<b>0%</b>
 <b>Unencumbered Balance 01/31/17</b>	<b>\$ -</b>	<b>\$ 1,613,633.14</b>	

\* 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 January 31, 2017

### Capital Improvement Funds-VisionBank

\$ 2,024,758.50 at 0.33% (money market account)

### Municipal Investment Pool

\$ 9,501,907.36 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

1,200,000.00 Employee Benefit funds in 30-day, fixed rate pool; opened 1/18/17 @ .66%; maturity 2/17/17

900,000.00 General funds in 30-day, fixed rate pool; opened 1/18/17 @ .66%; maturity 2/17/17

\$12,355,630.56

\* rates vary by day - average January 1-31, 2017 was .3016%

### 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 January 31, 2017**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	325	1/4/17	RESERVE ACCOUNT	<i>Deposit to postage reserve act</i>	\$ 30,000.00	-99120
						<b>\$ 30,000.00</b>	<b>-99120 Total</b>
10	21501	0	1/5/17	PAYCOM PAYROLL LLC	Federal W/H	\$ 26,996.56	-99118
10	21502	0	1/5/17	PAYCOM PAYROLL LLC	State W/H	\$ 8,920.85	-99118
15	21521	0	1/5/17	PAYCOM PAYROLL LLC	State Unemployment	\$ 264.85	-99118
10	21503	0	1/5/17	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,856.90	-99118
15	21504	0	1/5/17	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,856.90	-99118
10	21503	0	1/5/17	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,176.21	-99118
15	21504	0	1/5/17	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,176.21	-99118
<i>Remittance of payroll taxes</i>						<b>\$ 80,248.48</b>	<b>-99118 Total</b>
10	21505	0	1/24/17	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,009.03	-99115
15	21516	0	1/24/17	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,392.69	-99115
15	21517	0	1/24/17	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ -	-99115
10	21524	0	1/24/17	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 260.36	-99115
<i>Remittance of pension benefit contributions</i>						<b>\$ 43,662.08</b>	<b>-99115 Total</b>
10	21515	0	1/4/17	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 29,169.52	-99114
15	21515	0	1/4/17	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 126,872.01	-99114
						<b>\$ 156,041.53</b>	<b>-99114 Total</b>
10	21505	0	1/10/17	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,752.83	-99111
15	21516	0	1/10/17	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,031.50	-99111
15	21517	0	1/10/17	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ -	-99111
10	21524	0	1/10/17	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 260.36	-99111
10	21513	0	1/10/17	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,036.34	-99111
<i>Remittance of pension benefit contributions&amp; optional group life premiums</i>						<b>\$ 44,081.03</b>	<b>-99111 Total</b>
10	21501	0	1/19/17	PAYCOM PAYROLL LLC	Federal W/H	\$ 28,857.44	-99108
10	21502	0	1/19/17	PAYCOM PAYROLL LLC	State W/H	\$ 9,455.89	-99108
15	21521	0	1/19/17	PAYCOM PAYROLL LLC	State Unemployment	\$ 293.76	-99108
10	21503	0	1/19/17	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,663.04	-99108
15	21504	0	1/19/17	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,663.04	-99108
10	21503	0	1/19/17	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,364.77	-99108
15	21504	0	1/19/17	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,364.77	-99108
<i>Remittance of payroll taxes</i>						<b>\$ 84,662.71</b>	<b>-99108 Total</b>
10	21515	0	1/25/17	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 28,795.22	-99104
15	21515	0	1/25/17	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 125,486.86	-99104



**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended January 31, 2017**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
						<b>\$ 154,282.08</b>	<b>-99104 Total</b>
35	41000	736	1/6/17	TOPEKA COMMUNITY FOUNDATION	Visioning EIN 48-0972106	\$ 6,000.00	10901
					<i>Heartland Visioning Project - first installment of a 3-year commitment for the period 2017-2019 - from non-budgeted funds</i>	<b>\$ 6,000.00</b>	<b>10901 Total</b>
10	23800	0	1/2/17	JMA INFORMATION TECHNOLOGY	Partner 1 year - no phone	\$ 10,048.00	89809
					<i>2016 approved operating budget - VOIP telephone system support - annual</i>	<b>\$ 10,048.00</b>	<b>89809 Total</b>
10	23800	0	1/6/17	KELLEY CONSTRUCTION CO., INC.	Front entry exterior proj	\$ 29,250.00	89820
					<i>Board approved project/bid award on 10/20/16; from 2016 approved budget</i>	<b>\$ 29,250.00</b>	<b>89820 Total</b>
20	23800	0	1/6/17	TEVIS ARCHITECTURAL GROUP	Pedestrian Plaza addtl	\$ 1,169.28	89831
10	23800	0	1/6/17	TEVIS ARCHITECTURAL GROUP	FMP Phase I	\$ 5,882.78	89831
					<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; bids expected for Phase I in January 2017; from 2016 approved budget</i>	<b>\$ 7,052.06</b>	<b>89831 Total</b>
10	41000	351	1/18/17	WESTAR ENERGY	2017 Electric service	\$ 24,319.76	89868
						<b>\$ 24,319.76</b>	<b>89868 Total</b>
10	23800	0	1/19/17	MCELROY'S INC.	installed new ignition sw	\$ 456.20	89886
10	41000	311	1/19/17	MCELROY'S INC.	Maintenance Agreement	\$ 8,275.96	89886
					<i>2017 approved operating budget - annual maintenance; service call 2016 budget</i>	<b>\$ 8,732.16</b>	<b>89886 Total</b>
10	23800	0	1/19/17	OCLC, INC.	WebDewey cat	\$ 669.47	89888
10	23800	0	1/19/17	OCLC, INC.	oclc cataloging & ill	\$ 6,047.07	89888
10	23800	0	1/19/17	OCLC, INC.	oclc cataloging & ill	\$ (5.37)	89888
					<i>Monthly fee for cataloging and interlibrary loan database in 2016 approved operating budget</i>	<b>\$ 6,711.17</b>	<b>89888 Total</b>
10	23800	0	1/26/17	CAM-DEX SECURITY CORP.	200MPS, 6TB, 2U, 8Bay NVR	\$ 5,552.89	89898
10	23800	0	1/26/17	CAM-DEX SECURITY CORP.	Qtr 12/1/16-2/28/17	\$ 3,823.25	89898
					<i>2016 Approved operating budget - quarterly support; camera replacement project</i>	<b>\$ 9,376.14</b>	<b>89898 Total</b>
						<b>\$ 694,467.20</b>	<b>Grand Total</b>

# CHIEF EXECUTIVE OFFICER'S REPORT

## February 2017

### Library News

#### **ALA Midwinter meeting report**

The American Library Association's Midwinter meeting took place January 20-24 in Atlanta, Georgia. I attended the Public Library Association Board meeting and facilitated a discussion entitled, "Library Advocacy and the New Abnormal" as chair of ALA's Library Advocacy Committee. During the conference I had the privilege of meeting with Dr. Carla Hayden, the new Librarian of Congress and Robert Newlen, Deputy Librarian of Congress. Part of Dr. Hayden's mission is to connect with libraries throughout the country and she has expressed her wish to visit TSCPL. We are making plans for her visit sometime in September.

Other staff members attending the Midwinter meeting included David King, Rob Banks, Cindy Hohl, and Marie Pyko.

#### **Library cards at Shawnee Heights**

Last month during Thad Hartman's report to you we discussed the library card distribution plan for students at Shawnee Heights School District. He will provide additional information about the student cards this month.

#### **Topeka-Shawnee County Holistic Economic Development Strategy Committee**

In 2016 I was invited to serve on the steering committee for the Topeka-Shawnee County Holistic Economic Development Strategy Committee. This was initiated by the Chamber of Commerce of Greater Topeka and GOTOpeka. Topeka and Shawnee County is embarking on a process to increase the prosperity of its residents and businesses through the creation of a holistic, consensus-based Holistic Economic Development Strategy. This five year plan will guide a collaborative effort toward building a stronger community that is as competitive as possible for jobs, talent, and investment.

The Chamber of Commerce of Greater Topeka and GOTOpeka have enlisted the services of Market Street Services, Inc., a community and economic development consulting firm, as Topeka and Shawnee County's consultant to assist with the strategic planning process.

The four-phase research and strategic planning process will last roughly eight months, concluding in March 2017. The four phases are: Community Engagement, Regional Scorecards and Community Assessment, Holistic Economic Development Strategy, Implementation Plan.

For more information please visit: <http://topekashawneecountystrategy.com/>

## Agenda Items

### **New Bank Investments**

Please see CFO Sheryl Weller's report and the resolution sheet for background and fiscal note.

### **Adventuremobile Disposal**

In the board packet you will find a resolution regarding the disposal of the Adventuremobile. This vehicle has been in service for 25 years and is reaching the end of its lifespan and usefulness to the Library. Community Services manager Thad Hartman posted the article below on the TSCPL staff intranet. It provides a history of the service of the Adventuremobile and our plans moving forward without it.

*After 25 years of service throughout Shawnee County the Adventuremobile has been retired from service. However, the service itself will continue with the Lingo Bookmobile taking its place, visiting schools from September through May and kid-friendly public stops during the summer.*

*After several years of repairs the Adventuremobile has reached a point at which there are safety concerns which cannot be fixed. It has been pulled from service and has been emptied of all of its materials. The service itself will not change. The Lingo has already been filling in for the Adventuremobile a great deal of the time so this shouldn't be a major change to our customers.*

*We are in the process of developing a plan to purchase a new Adventuremobile, but that will take some time. Once the specs have been written and a vendor selected (which will take a few months), it will still take about a year for a new Bookmobile to be built and delivered. Until we get a new vehicle we will be using the Lingo for all of our Adventuremobile services.*

*For many years the Adventuremobile was our vehicle of choice for parades. We had already planned on using the Learn and Play Bus for the St. Patrick's Day Parade this year, and it will probably take over parade duties for the foreseeable future.*

*While the service will continue, the Adventuremobile vehicle will always hold a special place in our hearts as it has served a generation of children and was the first exposure many kids had to the library and everything we have to offer.*

## Professional Activities/Community Contacts

January 20-24, 2017	Attended ALA Midwinter Meeting in Atlanta, Georgia
January 23, 2017	Attended LYRASIS Board meeting in Atlanta, Georgia
January 25, 2017	Met with Carol Wheeler, Interim Executive Director for United Way of Greater Topeka
January 25, 2017	Met with Dolly Parton Imagination Library working group
January 30, 2017	Met with Mandy Wilbert from Cox Communications DigitalLearn initiative that we are working on with Cox and the Public Library Association
January 31, 2017	Met with Topeka-Shawnee County Holistic Economic Development Strategy Committee
January 31, 2017	Met with the Mayor's Community Broadband Task Force
January 31, 2017	Met with author Romalyn Tilghman regarding a program at the library on her upcoming book on Carnegie libraries of Kansas
February 3, 2017	Presented program at the Shepherd's Center
February 6, 2017	Attended <b>Included</b> meeting with HR Director Stephen Lusk – to learn more about and begin to implement best practices to develop a diverse and inclusive workplace
February 8, 2017	Presented Community Broadband proposal report to hire a consultant to develop a plan with a public/private partnership to Joint Economic Development Organization (JEDO) at its board meeting
February 10, 2017	Presented program for the 2017 class of Leadership Greater Topeka at the library

**Gina Millsap, Chief Executive Officer  
Topeka and Shawnee County Public Library      2/10/2017**

## Major Projects Update February 16, 2017

### **Neighborhoods:**

Timeline: 2017

The assessment has been done and adjustments are being made to neighborhoods to bring them up-to-date based on public usage of the areas.

### **Master Facilities Plan:**

Timeline 2016-2017

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

**Chief Operations Officer Report**  
**Robert Banks**  
**February 16, 2017**

I had a very good ALA Midwinter conference. I'm a member of the ALA Committee on Legislation. This group focuses on national and state legislation that relates to libraries, copyright, internet, censorship and many other topics. Because many people have good ideas that they want to legislate, they don't always consider the broader implications of that idea. It keeps us very busy.

I've been working with staff from the City of Topeka, USD #501 Topeka Public Schools, United Way of Greater Topeka, Harvesters and Shawnee County Parks and Rec on a grant for the city to provide money to raise awareness in Topeka of the Summer Meal program. We have increased the number of kids served in Topeka each summer but we are still only reaching a small number of kids who need this service.

We haven't heard whether we received the grant yet, but should anytime now. I'll have more details at that point.

Because of that work with the city, I've developed a relationship with the office of Community Engagement, Department of Neighborhood Relations. These are proving to be good people to know as they work closely with the neighborhoods of Topeka which will help us get the word out about library activities and services.

## Departmental Highlights:

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

Digital Services had a busy January configuring and evaluating core systems in preparation of the new library work plans and initiatives.

A new chat service is about to come online that will streamline and simplify how we interact with our patrons whether they email, text, or chat with us.

We have started rolling out new computers to service desks, Bookmobiles, and staff work areas.

Finally, the library won two awards at the local American Advertising Federation Award Competition on February 4. The Learn and Play Bus design won a gold and the National Library Week READ posters won a silver.



## Web Stats for January 2017

### tscpl.org

Sessions: 58,919

Users: 31,549

### tscpl.bibliocommons.com

Sessions: 43,697

Users: 19,857

- January visits were up 10.2% from same time last year
- In January, 36% of traffic came from mobile (smartphone + tablet) devices.
- The highest traffic days for **both** tscpl.org and BiblioCommons were 1/3 and 1/17. Not coincidentally, those were the two email newsletter days.
- The most popular new content (1,339 views) was the "Seniors eat well at the library" post which was included in the 1/17 email.
- The Dec 6 post, "How to spot 'fake news'" remained in the top 10 pages
- Services, Events, Ebooks and About continue to be the most popular pages. Continuing our efforts to improve those areas are certainly warranted.
- Looking at the past several months, around 6% of sessions utilize the site search function.

### January Visits for tscpl.org





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

**Programs in January included:**

**Ages birth-5**

Baby Bookworms, Toddler Time 1, Toddler Time 2, Preschool Storytime, Musical Storytime for Everybody, Happy Birthday Kansas

**Elementary school aged**

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

**Middle and high school aged**

Teen Writing Group, Anime Kurabu, and Get Lit

**All Ages**

Anyone Can Cook  
Zoo Animals Live

**Community Meetings:**

Early Childhood Collaborative  
Topeka Afterschool Coalition  
Early Education Impact Council  
Topeka Public Schools PIP

**Events:**

Family Fun Night Tecumseh North

**Highlights:**

The Learn and Play Bus took its maiden voyage on February 7, 2017. As this was a soft roll out of the service, we had a light number of kids, parents and grandparents who came to play with us. That said, the handful of families represented were hugely different. The variety included a family with:

Two children  
Seven children  
Grandma caring for the kids while parents worked  
A stay at home mom  
A mom who had the day off from her employer

A set of twins  
A child with Down's syndrome  
Parents that waited until their 40's to have children  
Adopted children  
Shy children  
Gregarious children

From this small sample, it is easy to see that families are complex. As complex as the individuals that comprise them. That said, in watching them come onboard the Learn and Play Bus there is also commonality among them. Adults are looking for a network—a little grownup conversation, a little talk about what is going well with child rearing, a little talk about frustrations with child rearing, a little time to go over options for solving the latest challenge. Kids are learning—a little problem solving, a little negotiating to get all the green pieces, a little sharing of kitchen utensils, a little frustration with taking turns. There are new words, sorting, counting, sequencing, and building. Grownups are seeking to bring out the best in the kids in their care. The kids are exploring and way finding.

One mom mentions an observation, "We think he knows his colors, but lately he's been getting them wrong when we ask."

The staff person playing with him asks him what the color is for the piece in his hand. It's yellow.

He says red with a slight grin on his face.

She says in response to the grin, "Are you joking with me? The little boy laughs and keeps sorting.

They have some banter that includes more talk of jokes with colors—red bananas, purple grass. There is back and forth about, "You make me laugh."

"No, you make me laugh."

Later she returns to conversation with him and says with a smile, "No matter what you do, do not put the yellow one in the box."

Without hesitation, the boy smiles, picks up the yellow piece, and puts it in the box.

"You are making me laugh again," says the staff person.

He laughs like he is being tickled.

Mom says, "I thought so."

In another interaction, a mom expresses how important the library has been to her family. They have attended numerous programs overtime including Baby Bookworms, Toddler Time 1, and Toddler Time 2. She knows that quality experiences for her children matter. She is excited that the library is adding yet another opportunity.

The joy rides have just begun.

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

Our very own Sherri Camp, genealogy librarian, will be presenting at the Roots Tech Conference February 8-11 in Salt Lake City, Utah. This is especially exciting because LeVar Burton, famous for Reading Rainbow, is the featured keynote speaker. Sherri shares in the promotional fame with Mr. Burton. Taken from the conference PR...

*In addition, RootsTech will be offering more than 12 classes focused on African American genealogy and will host a special African Heritage Day celebration on Friday featuring LeVar Burton, Kenyatta Berry, Sherri Camp and Melvin Collier.*

Earlier this month Miranda Ericsson organized An Evening with Dr. Harriet Lerner which was attended by over 300 people! Harriet Lerner, PhD, is one of our nation's most respected relationship experts. Lerner will share insights from her new book, "Why Won't You Apologize?": Healing Big Betrayals and Everyday Hurts, in an entertaining and relationship-building talk. People began arriving 40 minutes before the program started and we even had people standing in the back and along the sides of the room once the program started. Huge success!!



Just a reminder that Reading Bingo is in full swing. If you haven't already downloaded your Bingo card to participate you can do that [here](#). Make sure to tune into the library's HUSH podcast to get reading suggestions that will help you fill those squares.



**Resolution – New Bank Investments  
BOARD OF TRUSTEES  
February 16, 2017**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves two investments as follows:**

- (1) a transfer of \$4.4 million from the Library's overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Capital City Bank, Topeka, Kansas. This certificate of deposit will originate on February 17, 2017 with a maturity date of June 16, 2017 at a rate of .78%; and**
- (2) a transfer of \$700,000 from the Library's overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Capital City Bank, Topeka, Kansas. This certificate of deposit will originate on February 17, 2017 with a maturity date of July 31, 2017 at a rate of .78%.**

**The Chief Financial Officer is authorized to issue written instructions upon maturity and may reinvest all or part of these certificates of deposit, subject to renegotiation of the rate with the financial institution. All withdrawn amounts from the certificates of deposit shall be transferred to the Library's overnight investment account with the State of Kansas, Municipal Investment Pool.**

**The certificate of deposit may be withdrawn by one signature from the Board of Trustees Chairman, Treasurer or Secretary or the Library's Chief Financial Officer if the funds are needed at a time other than maturity.**

**Background Information:**

The Library's operating bank currently allows up to only \$3 million to be retained in all accounts and this is the maximum amount protected by pledged securities as required by Kansas law. Thus, when the large tax distribution is received in late January, it causes the cumulative balance to be exceeded and a same-day transfer must be processed. The State of Kansas, Municipal Investment Pool is the best option for this immediate transfer and ensures investments meet state law in regard to the limited, authorized options and the existence of adequate and qualifying pledged securities. Liquidity needs for the Library are about \$1.4 million per month for operations, as well as availability of funds in late August for the debt service payment, so short-term investments that can be quickly and easily transferred are necessary.

However, municipalities are required to offer funds available for investment to community financial institutions and these institutions are required to match or exceed published investment rates. The following is taken directly from the State of Kansas, Pooled Money Investment Board's website: <https://pooledmoneyinvestmentboard.com/investmentrates.html>

"Municipalities must first offer funds available for investment to all eligible banks, savings and loans and federally chartered savings banks which have home offices or branches in the investing community. If the financial institutions will not match or exceed the statutory investment rates as calculated by the PMIB [Pooled Money Investment Board] (given below), municipalities may invest in the Municipal Investment Pool."

**Required Rates for Week of 2/06/17-2/12/17**

<b>TERM</b>	<b>CURRENT</b>	<b>PREVIOUS</b>
1 to 89 Days	0.65%	0.66%
3 Months	0.54%	0.54%
6 Months	0.67%	0.62%

On February 3, 2017, the Library's Chief Financial Officer sent a written notice offering short-term investment opportunities for bid to 18 financial institutions within the Library's district. Due to the cost of the required collateral and to provide financial institutions a chance to bid regardless of their size, three investments were offered of \$3 million for 90-120 days; \$1.4 million for 90-120 days and \$700,000 for 165 days. Bids were due on February 9<sup>th</sup> at 10 AM. The current offering resulted in four bids, four declining to bid and ten sending no response. Some bids did not accommodate all investments.

This low number of responses is likely due to a couple of primary factors: (1) public funds must be collateralized which is expensive and sometimes difficult to obtain so not all financial institutions want municipal funds or may have previously met their limits with other municipal clients; and (2) holding an interest rate for about one week to allow the Board of Trustees to consider the investment opportunity and establish the new account is difficult for some financial institutions.

The highest bids were from Capital City Bank at .78% for the any or all the investments so they are the recommended financial institution in which to place all bids.

The offered rate exceeds the rates that financial institutions must meet or exceed in the table above and exceeds the current rate offered by the Municipal Investment Pool of .65% for fixed 90 to 179 day investments made on the week of February 6, 2017 with maturity dates ranging from May 8 to August 4, 2017.

Minimum investment rates that banks must offer to secure public funds are not set by the Pooled Money Investment Board for 165-day investments, but the rate offered by Capital City Bank is greater than the rates for all investments up to 6 months (.65%, .54% and .67% in table above).

Confirmation of the required pledged securities is expected to occur prior to the funds actually being transferred on February 17, subject to the approval of this resolution.

**Staff Recommendation:**

The highest bid of .78% for a 120-day certificate of deposit of \$4.4 million, and a 165-day certificate of deposit of \$700,000, with Capital City Bank is recommended with the funds to be transferred from the Library's Municipal Investment Pool overnight account with the State of Kansas, effective February 17, 2017. Confirmation of collateral will be required before the transfers are completed.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_



## **Resolution – Request to Dispose of the AdventureMobile**

### **BOARD OF TRUSTEES**

**February 16, 2017**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the disposal of the AdventureMobile Bookmobile. The library will salvage any parts from the vehicle that can be used in other ways. Because this vehicle is not drivable, the library staff are authorized to dispose of the property through salvage methods.**

### **Background information:**

The AdventureMobile has been in service at the Library for over 20 years. The AdventureMobile served schools and children for many years. It has developed a problem with steering and is no longer drivable. The library will use the old Lingo Bookmobile to continue the service until decisions are made regarding the method and continuation of programming services for school-aged children.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2015

	2017												2016 YTD	Change 16 TO 17%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
<b>CIRCULATION</b>															
<b>Main Library</b>															
Circulation Desk & Renewals	75,044													75,044	50,616 48.3%
Interlibrary Loan	1,838													1,838	1,874 -1.9%
Self-Check	72,983													72,983	82,985 -12.1%
<b>Bookmobile</b>	24,861													24,861	23,478 5.9%
<b>Red Carpet</b>	8,676													8,676	7,284 19.1%
<b>Digital Downloads</b>	30,338													30,338	24,399 24.3%
<b>Library @ Work / Smartlocker</b>	1,965													1,965	1,364 44.1%
<b>TOTAL CIRCULATION</b>	<b>215,705</b>													<b>215,705</b>	<b>190,636 13.2%</b>
<b>CIRCULATION DETAILS</b>															
Print Material	101,346													101,346	88,996 13.9%
Audio/Visual Material	79,685													79,685	73,588 8.3%
Adult Materials	110,524													110,524	101,695 8.7%
Children's Materials	55,437													55,437	47,910 15.7%
Young Adult Materials	4,598													4,598	4,212 9.2%
Red Carpet Materials	10,472													10,472	8,767 19.4%
<b>NEW Patrons</b>															
<b>Topeka / Shawnee County</b>															
Adults	709													709	633 12.0%
Children (ages 17 and under)	207													207	176 17.6%
<b>Red Carpet Outreach</b>	20													20	11 81.8%
<b>NEKL</b>	69													69	73 -5.5%
<b>Non-Resident</b>	0													0	1 -100.0%
<b>Total New Registrations</b>	<b>1,005</b>													<b>1,005</b>	<b>894 12.4%</b>
<b>PATRONS DELETED</b>	<b>1,456</b>													<b>1,456</b>	<b>49,746 -97.1%</b>
<b>BORROWERS</b>															
<b>Topeka / Shawnee County</b>															
Adults	54,147													54,147	67,881 -20.2%
Children (age 0 - 17)	20,701													20,701	21,394 -3.2%
<b>Red Carpet Outreach</b>	1,305													1,305	1,377 -5.2%
<b>NEKL</b>	7,273													7,273	8,647 -15.9%
<b>Non-Resident</b>	43													43	55 -21.8%
<b>Delinquent</b>	230													230	621 -63.0%
<b>TOTAL BORROWERS</b>	<b>83,699</b>													<b>83,699</b>	<b>99,975 -16.3%</b>
<b>Holds Satisfied</b>	<b>20,647</b>													<b>20,647</b>	<b>20,015 3.2%</b>
<b>CHECK-IN</b>															
<b>TOTAL CHECK-IN</b>	<b>124,940</b>													<b>124,940</b>	<b>136,061 -8.2%</b>



Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2015

2017											2017	2016	Change
Jan											Total	YTD	16 TO 17%
<b>COLLECTION</b>													
Materials Added	5,440										5,440	5,933	-8.3%
Materials Discarded	4,898										4,898	5,229	-6.3%
<b>TOTAL COLLECTION</b>	<b>443,144</b>										<b>443,144</b>	<b>456,256</b>	<b>-2.9%</b>
<b>WEBSITE</b>													
tscpl.org Unique Visitors	31,549										31,549	27,707	13.9%
tscpl.org Total Visits	58,919										58,919	53,482	10.2%
catalog.tscpl Unique Visitors	19,857										19,857	23,304	-14.8%
catalog.tscpl Total Visits	43,697										43,697	48,328	-9.6%
<b>REFERENCE QUESTIONS</b>													
Public Services	14,886										14,886	14,590	2.0%
Topeka Room	687										687	711	-3.4%
Youth Services	2,875										2,875	3,223	-10.8%
Gallery	69										69	66	4.5%
<b>TOTAL REFERENCE QUESTIONS</b>	<b>18,517</b>										<b>18,517</b>	<b>19,500</b>	<b>-5.0%</b>
<b>GATE COUNT</b>													
											<b>0</b>	<b>61,274</b>	<b>-100.0%</b>
<b>MEETING ROOMS</b>													
Bookings	754										754	661	14.1%
Hours Booked	4,537										4,537	3,750	21.0%
<b>ATTENDANCE</b>	<b>11,899</b>										<b>11,899</b>	<b>10,142</b>	<b>17.3%</b>
<b>PROGRAM ATTENDANCE</b>													
Adult - General	705										705	1,312	-46.3%
Computer Training	0										0	132	-100.0%
Outreach	5,191										5,191	4,898	6.0%
Kids	973										973	1,466	-33.6%
Movies	35										35	6	483.3%
Books	45										45	65	-30.8%
Art	7										7	32	-78.1%
Teens	32										32	77	-58.4%
Music	0										0	0	#DIV/0!
<b>TOTAL ATTENDANCE</b>	<b>6,988</b>										<b>6,988</b>	<b>7,988</b>	<b>-12.5%</b>
<b>TOURS &amp; FAIRS</b>													
Fairs & Events	0										0	0	#DIV/0!
Library Tours	0										0	0	*
<b>TOURS &amp; FAIRS</b>	<b>0</b>										<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>GALLERY ATTENDANCE</b>													
	1,371										1,371	1,538	-10.9%

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2015

2017											2016		Change 16 TO 17%
										Total	YTD		
<b>CIRCULATION DETAILS</b>													
<b>Print Material</b>													
Adult Fiction	21,266										21,266	19,567	8.7%
Adult Nonfiction	23,452										23,452	21,369	9.7%
Juvenile Fiction	29,764										29,764	24,567	21.2%
Juvenile Nonfiction	9,487										9,487	8,985	5.6%
Magazines	2,694										2,694	1,871	44.0%
RC Print Materials	10,072										10,072	8,423	19.6%
RC Realia	372										372	336	10.7%
YA Print Materials	4,427										4,427	4,025	10.0%
<b>PRINT CIRCULATION</b>	<b>101,534</b>										<b>101,534</b>	<b>89,143</b>	<b>13.9%</b>
<b>Audio / Visual Material</b>													
Adult Audiobooks	5,575										5,575	5,300	5.2%
Adult Music	5,124										5,124	5,214	-1.7%
Adult Videos / DVDs	52,780										52,780	48,453	8.9%
Adult Video Games	0										0	0	#DIV/0!
Juvenile Audiobooks	587										587	583	0.7%
Juvenile Music	755										755	703	7.4%
Juvenile Videos / DVDs	14,340										14,340	12,769	12.3%
YA A/V	171										171	187	-8.6%
<b>AV CIRCULATION</b>	<b>79,332</b>										<b>79,332</b>	<b>73,209</b>	<b>8.4%</b>
<b>Adult Material</b>													
Adult Fiction	21,266										21,266	19,567	8.7%
Adult Nonfiction	23,452										23,452	21,369	9.7%
Magazines	2,694										2,694	1,871	44.0%
Adult Audiobooks	5,575										5,575	5,300	5.2%
Adult Music	5,124										5,124	5,214	-1.7%
Adult Videos / DVDs	52,780										52,780	48,453	8.9%
<b>ADULT CIRCULATION</b>	<b>110,891</b>										<b>110,891</b>	<b>101,774</b>	<b>9.0%</b>
<b>Juvenile Material</b>													
Juvenile Fiction	29,764										29,764	24,567	21.2%
Juvenile Nonfiction	9,487										9,487	8,985	5.6%
Juvenile Audiobooks	587										587	583	0.7%
Juvenile Music	755										755	703	7.4%
Juvenile Videos / DVDs	14,340										14,340	12,769	12.3%
<b>JUVENILE CIRCULATION</b>	<b>54,933</b>										<b>54,933</b>	<b>47,607</b>	<b>15.4%</b>
<b>Red Carpet Material</b>													
RC Print Materials	10,072										10,072	8,423	19.6%
RC Realia	372										372	336	10.7%
<b>RED CARPET CIRCULATION</b>	<b>10,444</b>										<b>10,444</b>	<b>8,759</b>	<b>19.2%</b>
<b>Young Adult Material</b>													
YA Print Materials	4,427										4,427	4,025	10.0%
YA A/V	171										171	187	-8.6%
<b>YOUNG ADULT CIRCULATION</b>	<b>4,598</b>										<b>4,598</b>	<b>4,212</b>	<b>9.2%</b>
Overdrive	20,979										20,979	18,393	14.1%
Hoopla	7,536										7,536	4,740	59.0%
Zinio / Flipster	1,823										1,823	1,266	44.0%
<b>DIGITAL DOWNLOADS</b>	<b>30,338</b>										<b>30,338</b>	<b>24,399</b>	<b>24.3%</b>

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2015

2017												2017
											Jan	Total
<b>Value Calculator</b>												
<b>Circulation</b>												
Books (\$17)	\$1,680,280											\$1,680,280
Magazines (\$5)	\$13,470											\$13,470
Audiobooks (\$10)	\$61,620											\$61,620
DVD, Games, Music (\$4)	\$292,680											\$292,680
<b>Reference Questions (\$7)</b>	\$129,619											\$129,619
<b>Programming (\$10)</b>	\$69,880											\$69,880
<b>Meeting Room Use</b>	\$38,230											\$38,230
<b>Gallery Attendance (\$10)</b>	\$13,710											\$13,710
<b>Computer Use (\$12 /hr)</b>	\$184,609											\$184,609
<b>ILL Borrowed (\$25)</b>	\$10,650											\$10,650
<b>TOTAL VALUE</b>	<b>\$2,494,748</b>											<b>\$2,494,748</b>

**Cumulative Recovery:**

***Topeka & Shawnee County Public Library***

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
<b>Accounts Submitted:</b>	<b>32,823</b>	<b>22,397</b>	<b>55,220</b>
<b>Dollars Submitted:</b>	<b>\$1,709,513.24</b>	<b>\$415,551.98</b>	<b>\$2,125,065.22</b>
Cash Recovery:	\$555,079.24	\$231,695.36	\$786,774.60
Material Recovery:	\$394,502.40	\$43,463.07	\$437,965.47
Waives:	\$138,972.17	\$16,757.66	\$155,729.83
<b>Recovery Total:</b>	<b>\$1,088,553.81</b>	<b>\$291,916.09</b>	<b>\$1,380,469.90</b>
<b>Total Invoice Amount:</b>	<b>\$280,451.38</b>	<b>\$73,481.30</b>	<b>\$353,932.68</b>
<b>Total ROI:</b>	<b>4:1</b>	<b>4:1</b>	<b>4:1</b>
<b>Asset ROI:</b>	<b>3:1</b>	<b>4:1</b>	<b>3:1</b>

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**  
*2/2016 Through 1/2017*

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
January-17	\$1,457.63	\$3,197.84	\$1,922.66	\$6,578.13	<b>\$4,655.47</b>	\$1,208.25
December-16	\$1,841.46	\$6,263.57	\$2,686.74	\$10,791.77	<b>\$8,105.03</b>	\$1,288.80
November-16	\$2,494.88	\$24,608.71	\$11,129.37	\$38,232.96	<b>\$27,103.59</b>	\$930.80
October-16	\$1,852.92	\$9,892.75	\$4,769.68	\$16,515.35	<b>\$11,745.67</b>	\$671.25
September-16	\$4,266.34	\$3,224.47	\$1,334.39	\$8,825.20	<b>\$7,490.81</b>	\$1,091.90
August-16	\$4,597.77	\$1,810.74	\$767.92	\$7,176.43	<b>\$6,408.51</b>	\$1,664.70
July-16	\$3,977.06	\$3,115.54	\$379.37	\$7,471.97	<b>\$7,092.60</b>	\$1,476.75
June-16	\$5,019.35	\$3,048.64	\$682.87	\$8,750.86	<b>\$8,067.99</b>	\$1,628.90
May-16	\$5,472.69	\$4,467.49	\$2,069.11	\$12,009.29	<b>\$9,940.18</b>	\$1,387.25
April-16	\$5,832.27	\$2,773.42	\$685.59	\$9,291.28	<b>\$8,605.69</b>	\$1,566.25
March-16	\$7,390.96	\$5,341.31	\$1,506.35	\$14,238.62	<b>\$12,732.27</b>	\$1,637.85
February-16	\$7,927.05	\$3,668.55	\$1,107.39	\$12,702.99	<b>\$11,595.60</b>	\$1,637.85
<b>Total</b>	<b>\$52,130.38</b>	<b>\$71,413.03</b>	<b>\$29,041.44</b>	<b>\$152,584.85</b>	<b>\$123,543.41</b>	<b>\$16,190.55</b>
<b>Average</b>	<b>\$4,344.20</b>	<b>\$5,951.09</b>	<b>\$2,420.12</b>	<b>\$12,715.40</b>	<b>\$10,295.28</b>	<b>\$1,349.21</b>

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

2/2016 Through 1/2017

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
January-17	\$1,243.40	\$439.88	\$1,111.72	\$2,795.00	<b>\$1,683.28</b>	\$477.90
December-16	\$1,842.76	\$762.05	\$742.67	\$3,347.48	<b>\$2,604.81</b>	\$430.70
November-16	\$1,821.02	\$1,245.53	\$1,147.99	\$4,214.54	<b>\$3,066.55</b>	\$522.15
October-16	\$2,104.89	\$864.71	\$949.75	\$3,919.35	<b>\$2,969.60</b>	\$309.75
September-16	\$2,723.73	\$243.48	\$216.65	\$3,183.86	<b>\$2,967.21</b>	\$433.65
August-16	\$3,059.79	\$534.87	\$238.27	\$3,832.93	<b>\$3,594.66</b>	\$716.85
July-16	\$3,239.15	\$338.61	\$202.94	\$3,780.70	<b>\$3,577.76</b>	\$625.40
June-16	\$3,696.64	\$535.79	\$181.59	\$4,414.02	<b>\$4,232.43</b>	\$772.90
May-16	\$3,352.10	\$762.75	\$465.78	\$4,580.63	<b>\$4,114.85</b>	\$660.80
April-16	\$3,256.79	\$423.67	\$170.66	\$3,851.12	<b>\$3,680.46</b>	\$604.75
March-16	\$3,733.49	\$790.99	\$204.11	\$4,728.59	<b>\$4,524.48</b>	\$725.70
February-16	\$4,391.27	\$756.74	\$165.55	\$5,313.56	<b>\$5,148.01</b>	\$616.55
<b>Total</b>	<b>\$34,465.03</b>	<b>\$7,699.07</b>	<b>\$5,797.68</b>	<b>\$47,961.78</b>	<b>\$42,164.10</b>	<b>\$6,897.10</b>
<b>Average</b>	<b>\$2,872.09</b>	<b>\$641.59</b>	<b>\$483.14</b>	<b>\$3,996.82</b>	<b>\$3,513.68</b>	<b>\$574.76</b>