



Agenda
Board of Trustees meeting
January 15, 2015 – 4:00 p.m.
Menninger Room 206

Call to Order

Public Comment

Approval of January Board Minutes – Action Item

712 Innovations Presentation – Jared Starkey

Chief Financial Officer’s Report – Sheryl Weller

Financial Reports

- Treasurer’s Report – David Monical
- Financial Reports – **Action Item**

Friends of TSCPL – Linda Hayse, Board Chair

The Library Foundation – Becky Holmquist, Board Chair

Chief Executive Officer’s Report – Gina Millsap

Chief Operating Officer’s Report – Rob Banks

Old Business

- Strategic Plan Update – Gina Millsap
- New Service Model Report – Thad Hartman

New Business

- Foundation Recognition - **Action Item**

Advocacy Stories

Adjournment

Next Meeting:

February 19, 2015 4:00 pm
Menninger Room 206

Subject to change without notice



Minutes
Board of Trustees Meeting
December 18, 2014
Menninger Room 206

BOARD MEMBERS PRESENT:

Duane Johnson (chair), Jennifer Fells (vice-chair), David Monical (treasurer), Kerry Onstott Storey, Melissa Masoner, Dan Guenther, Ryan Freed, Betty Greiner

BOARD MEMBERS ABSENT: Quentin Martin, Elizabeth Ross (secretary)

CALL TO ORDER:

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, December 18, 2014 in the Menninger Room, #206, of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00PM by the Chair, Duane Johnson. In the absence of Elizabeth Ross, Melissa Masoner was assigned to serve as interim secretary.

PUBLIC COMMENT

Duane Johnson asked for public comment. There were no individuals present for public comment and the public comment period was closed.

APPROVAL OF MINUTES

On motion by Dan Guenther seconded by Melissa Masoner, the November 20th board minutes were accepted as submitted. Motion carried.

APPROVAL OF TREASURER'S REPORT

Sheryl Weller presented her Chief Financial Officer's report. David Monical reported that he reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by David Monical, seconded by Kerry Onstott Storey the Treasurer's Financial Report, inclusive of the November financial report was accepted. Motion carried.

FRIENDS OF THE LIBRARY REPORT

Friends of the Library board chair, Sherryl Longhofer, presented the Friends of the Library report. On behalf of the Friends of the Library Board, Sherryl presented a check in the amount of \$130,000.00 to the Topeka and Shawnee County Public Library. This report was her last serving as chair of the Friends of the Library Board and she expressed her thanks and gratitude to the trustees for their graciousness, help and support.

LIBRARY FOUNDATION REPORT

Nancy Lindberg presented the Foundation Report in the absence of Board Chair, Jeanne Slusher. The 2013 Annual Distribution summary was presented to the Trustees. Departing and new Foundation Board members were announced.

CHIEF EXECUTIVE OFFICER'S REPORT

Gina Millsap provided a summary of her Chief Executive Officer's Report and explained that portions of the report would be addressed at other times during the meeting. Marie Pyko provided an update and background for the 2015 Big Read. Thad Hartman presented a preview of Bookmobile 2 that will have an *Alice In Wonderland* theme. Diana Friend presented a copy of the Big Read's *True Grit* insert to be included in the newly designed *Library News* magazine.

CHIEF OPERATING OFFICER'S REPORT

The Chief Operating Officer's Report was presented by Rob Banks. Rob gave an overview of the expected lifespan documents prepared for the parking lot resurfacing project and the comparison of asphalt and concrete materials.

OLD BUSINESS

- Gina Millsap reported that the draft for the Next Decade Strategic Plan is in process. Final small group staff meetings have been concluded and the data obtained from these sessions is being synthesized. Community Planning Workshops are being developed.
- On a motion by David Monical, seconded by Kerry Onstott Storey, the Resolution for Parking Lot Resurfacing (asphalt) from the November 20, 2014 meeting was untabled. Motion was approved on a vote of 8-0.
- The board discussed options for resurfacing the library parking lot. On a motion by David Monical, seconded by Kerry Onstott Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the bid from All American Asphalt and Construction Co., Inc., Topeka, Kansas, in the amount of \$164,081.00 for the asphalt resurfacing and related work for the main parking lots. The purchase shall be paid from the Capital Improvement Fund, which has a current unencumbered balance of \$2,227,909.00. Motion passed with a vote of 8-0.

NEW BUSINESS

- **Foundation Loaned Employee Agreement for FY 2015**
On a motion by Betty Greiner, seconded by Jennifer Fells, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the Foundation Loaned Employee Agreement for FY 2015 as presented. Motion passed with a vote of 8-0.
- **Friends of the Library Loaned Employee Agreement for FY 2015**
On a motion by Ryan Freed, seconded by Jennifer Fells, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the Friends of the Library Loaned Employee Agreement for FY 2015 as presented. Motion passed with a vote of 8-0.
- **Restated and Amended Development and Management Agreement: "Café Management Agreement" – 2015 Addendum**
On a motion by Dan Guenther, seconded by Jennifer Fells, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the request from the Library Foundation to renew the agreement of operation of the Millennium Café for two years, beginning January 27, 2015 and ending January 26, 2017. Motion passed with a vote of 8-0.

- **Network Upgrade Project Bid**

On a motion by David Monical, seconded by Jennifer Fells, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the bid from OneNeck IT Solutions, Scottsdale, Arizona (local office Kansas City, Missouri) in the amount of \$235,005.89 for the network upgrade and related work for the library building. The purchase shall be paid from:

General Fund, Digital Services Support Line, \$46,334.86;

General Fund, Special Projects line, \$125,851.29; and

State Aid Fund, \$62,819.74

Gina Millsap, David King and Michael Perkins answered questions regarding affordability and systems that support organizational growth. Standard Cisco equipment will be used. The selected system best supports the upcoming voice over I.P. (Internet Protocol) project and still allows for incorporation of new technologies.

Motion passed with a vote of 8-0

- **Restated and Amended 2014 Topeka and Shawnee County Public Library Cafeteria Plan (Flexible Benefits Plan)**

On a motion by Kerry Onstott Storey, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopt the restated and amended 2014 Topeka and Shawnee County Public Library Cafeteria Plan (Flexible Benefits Plan) as recommended by the Plan administrator; and further authorized the secretary and Chief Executive Officer to execute all necessary documents associated with this action including the Adoption Agreement and Corporate Resolution. Motion passed with a vote of 8-0.

- **2015 Topeka and Shawnee County Public Library Cafeteria Plan (Flexible Benefits Plan)**

On a motion by Kerry Onstott Storey, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopt the 2015 Topeka and Shawnee County Public Library Cafeteria Plan (Flexible Benefits Plan) as recommended by the Plan administrator; and further authorized the secretary and Chief Executive Officer to execute all necessary documents associated with this action including the Adoption Agreement and Corporate Resolution. Motion passed with a vote of 8-0.

ADJOURNMENT

On motion by Kerry Onstott Storey, seconded by Melissa Masoner, the Board adjourned at 4:57 PM.
Motion carried.

Melissa Masoner, Interim Secretary



Chief Financial Officer Report - placeholder
Board of Trustees meeting
January 15, 2015 – 4:00 p.m.
Menninger Room 206

Chief Financial Officer's Report

The Finance Office is in the process of closing the 2014 records as well as completing the reports for the month of December, 2014. The December report will be sent you electronically by Tuesday, January 13, 2015 and hard copies provided at the Board Meeting on January 15.

Chief Financial Officer's Report
January 2015
Sheryl Weller

Financial Summary – Page 1

When reviewing cash from a budgetary perspective, it is always best to use page two of the financial documents and refer to the “Unencumbered Cash Balance” column. Page one reflects cash balances before outstanding purchase orders (encumbrances) in order to balance to cash held in the bank, investments and on-hand. Because several projects were approved by the Board at its November and December meetings, the obligations were encumbered and not yet paid.

There have been recent media reports about other local governmental units increasing their ending cash balances. I agree that this is a good practice for entities that have endowment funds, enterprise funds (i.e. funds that support a function based on mostly fee revenues and reserves) and other funds whose balances roll from year to year. My perspective for the Library's three funds that are supported primarily by tax revenue is that a reasonable cash balance be maintained to: (1) anticipate revenue delays or shortfalls (2) pay next-year expenditures before revenues are received in the new year; (3) allow for a realistic level of emergency spending without the need for budget amendment; and (4) minimize fluctuations in the mill levy rate from budget to budget. Otherwise, in the Library's funding model, excessive cash balances at year end can imply either inaccurate or inflated budgeting and/or over-taxation. Thus, I have been trying to avoid large under-budget situations at year end unless revenues have experienced a similar reduction. This portrays a realistic view of the Library's operating funding needs as well.

On the report on page 1, there is a large balance in payroll liabilities because Blue Cross Blue Shield was delayed in producing invoices for the new health benefit plans. These invoices are usually paid before the first of each month, but were unable to be paid until January.

Revenue/Expense/Balance by Fund Report – Page 2

Working together closely with staff at the Library Foundation, the year was successfully closed with no negative fund balances awaiting reimbursement. The Foundation distribution of \$109,253 that was summarized in my December report is now included in the financial statements.

Remaining payments due from the Foundation for 2014 are the return of the VISA rewards and the payment for Kids Library Phase III (Youth Services Fund) bin shelving purchase that were paid after the billing cutoff. The VISA rewards check has not been generated yet by CoreFirst Bank, but will represent an unrestricted donation.

As included in my reports during the year, the portion of the encumbrance for the balance due on Bookmobile #2 from Foundation funds was reversed at year end and will be re-encumbered for 2015. Otherwise, it would give the appearance of a cash basis law violation since the funding for it will continue to be invested by the Foundation until the completion and payment deadlines are met. Legal counsel has stated that compliance with the cash basis law is met when funds are identified and available for the obligation either in the Library's or Foundation's accounts.

The Friends of the Library's generous contribution of \$130,000 is reflected in these reports. The final motor vehicle tax distributions are included as well and were received as scheduled on December 15th.

As expected, the Big Read Grant Fund's unencumbered balance remains negative due to the pending receipt of the approved grant in February 2015. Historically, some obligations (purchase orders) like facilities or performers must be secured prior to January 1 so the fund is allowed to display a negative balance.

General Fund – Pages 3 through 5

With 100% of the budget year completed, in excess of 100% of the budgeted revenue has been received and 97% of the approved budget has been expended/encumbered.

As I verbally mentioned in a previous Board meeting, salaries in total were under-budget by \$66,245, but Security and Staff salaries were slightly over-budget. Because of the security decisions made after the 2014 budget was approved, the over-budget was expected. For regular staff salaries, 2014 was the first year a "shrinkage" factor was implemented to anticipate turnover savings and allow the Board to redirect that savings to other expenditures within the approved budget. This allows the funding to be better managed during the year and avoids last-minute spending decisions or the delay of projects until the next budget cycle when the savings can be budgeted. The shrinkage rate was set at 2% for 2014, but was reduced to 1.5% in 2015 due to the number of employees eligible to retire and the possibility of leave payouts. Six employees retired in 2014 which is a factor in the over-budget staff salaries, as well as the need for Finance to hire a temporary person. I believe, for the first year of this budgeting option to anticipate turnover, that the results were realistic.

I thought it might be easier to view the 2014 financial results in a tabular format for each of the budgeted funds.

General Fund

Description	2014 Budget	2014 Actual	Difference
Revenues	\$11,940,924	\$12,121,025	\$180,101 over-bdgt
Expenditures	\$12,598,155	\$12,167,162	\$430,993 under-bdgt
Annual Revenues (-) Expenditures		(\$46,137) exps more than revs for the year	
Expected Ending Balance	\$1,200,000	\$2,616,796	\$1,416,796

Description	2013 Actual	2014 Actual	Difference
Unencumbered Ending Cash Balance	\$2,619,879	\$2,616,796	(\$3,083)

The budget preparation formula is beginning cash balance, plus new year revenues, less new expenditures, less desired (limited) ending cash balance, equals zero. Thus, it anticipates that the new year budget be funded in part by beginning cash. The results for 2014 are favorable and show that: (1) only \$46,137 of beginning cash had to be used to fund the budget; (2) revenues were over-budget (due to motor vehicle revenues not experiencing the reduction that the Library was instructed to budget); (3) expenditures were under-budget (including the planned savings of \$200,000 in the Special Projects line item to fund the VOIP telephone system project in 2015 instead of 2014); and (4) the unencumbered cash position from 2013 to 2014 remained nearly even.

Due to prudent management of staffing and other expenditures, and with the support of the Library Board, Foundation, Friends, and donors, TSCPL was able to accomplish many initiatives in the 2014 budget for the benefit of the community. The funding matrix has proven beneficial again this year. Nearly all projects originally projected were funded and at least started. These include the Gallery lighting replacement, ordering of Bookmobile #2, funding of the network upgrade project, funding of the asphalt parking lot repaving project, replacement of the last van, purchase and placement of a lockbox at HyVee and the quick need to purchase an expansion unit, purchase of Café, security and library furnishings and equipment, design and implementation of new health benefit plans and funding to bring impressive national, traveling exhibits to the Gallery. Three significant initiatives were completed in 2014 with the successful implementation of RFID collections management and the self-check kiosks, the installation of the Michael Graves custom carpet and the presentation of the new Sherlock bookmobile to the community. All of this was accomplished while still allowing for a reserve to be carried forward for future needs. I will be working with managers to update the funding matrix as one of the guideline documents for future projects, budgets and decisions.

Employee Benefit Fund – Page 6

With 100% of the year completed, 107% of the budgeted revenue has been received (including the non-budgeted claims experience refund from Blue Cross Blue Shield), with 87% of the approved budget expended.

Employee Benefit Fund

Description	2014 Budget	2014 Actual	Difference
Revenues	\$3,453,950	\$3,711,543	\$257,593 over-bdgt*
Expenditures	\$3,693,603	\$3,202,551	\$491,052 under-bdgt**
Annual Revenues (-) Expenditures		\$508,992 revs more than exps for the year	
Expected Ending Balance	\$375,000	\$1,361,347	\$986,347***

Description	2013 Actual	2014 Actual	Difference
Unencumbered Ending Cash Balance	\$852,355	\$1,361,347	\$508,992

*Mostly due to the Blue Cross refund for 2013 plan year favorable claims experience and the motor vehicle taxes not reduced as budgeted.

**Mostly due to the cost of health insurance being a nearly 10% decrease instead of the estimated 10% increase projected by Blue Cross for budget purposes.

***This was anticipated and the 2015 budget includes funding for employer contributions to health savings accounts and possible start-up funds for self-funding of the health plan, as well as a reduction of the portion of the mill levy allocated to the Employee Benefit Fund.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,065,114. This balance has been reduced for the funding commitment for the parking lot asphalt repaving project.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the budgeted revenue collected year-to-date is 103% and 100% of budgeted expenditures have been made.

Bond & Interest Fund

Description	2014 Budget	2014 Actual	Difference
Revenues	\$1,420,636	\$1,462,698	\$42,062 over-bdgt
Expenditures	\$1,651,805	\$1,651,820	\$15 over-bdgt
Annual Revenues (-) Expenditures		(\$189,122) exps more than revs for the year*	
Expected Ending Balance	\$750,000	\$828,862	\$78,862
Description	2013 Actual	2014 Actual	Difference
Unencumbered Ending Cash Balance	\$1,017,984	\$828,862	(\$189,122)*

*this was planned as part of the approved reduction in fund balance from \$1 M to \$750,000

Purchase Order Notification

In accordance with the Board of Trustees new purchasing policy, approved October 16, 2014, a new section has been added to my Chief Financial Officer's report. The policy requires notification to the Board of all purchases more than \$5,000 and up to \$20,000, including sole source purchases, or for purchases exempted from the purchasing policy. Expenditures (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. Although checks

written for \$5,000 or more will continue to be provided as part of the financial reports to the Board, the additional section in this report will be for purchase orders enacted during the month that require Board notification, but not approval. That way the Board knows of obligations much sooner than when payment is made, which can be in the next fiscal year.

Type of Purchase	Description	Amount	Vendor
Library materials	Online databases for one year – history/genealogy/consumer	\$23,780.00	Ebsco Information Services
Library materials	Online for one year	\$15,000.00	Overdrive, Inc.
Library materials	Adult fiction E-audiobooks/books	\$5,579.05	Overdrive, Inc.
Approved operating budget	Web-based Polaris patron services/circulation application – LEAP	\$11,630.00	Polaris Library Systems
Approved operating budget	Maintenance/support annual agreement for AT&T equipment and 6 months on the Cisco equipment that will be replaced in the network upgrade	\$17,465.44	AT&T Datacomm, Inc.
Professional Services	Upgrade software for 24 radios and 2 base units to new system (this was at 50% discount)	\$12,195.00	Motorola Solutions
Professional Services	Masterful Meetings facilitation training contract (training to be held in May but had to get on trainers' calendars) – not paid from the operating budget	\$15,464.50	Leadership Strategies
Board approved bid award	Network Upgrade project equipment & services	\$235,005.89	OneNeck IT Solutions, d/b/a Vital Support Systems
Board approved bid award	Parking lot asphalt repaving project	\$164,081.00	All American Asphalt and Construction Company, Inc.

Other Items:

- The new health plans and health savings accounts have been successfully implemented.
- The new KPERS 3 plan has been implemented for hires after 1/1/2015.
- The 2014 audit work continues, with the auditors scheduled to be on site on January 20th.
- Notification from the State Library indicates that State Aid has been reduced again and represents a 6.57% decrease from 2014. That's \$4,127 for TSCPL. Because of the uncertainty of these funds, they are only used for one-time expenditures.

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

12/31/14

	<u>Balance 01/01/14</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 12/31/2014</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 3,178,541.00	\$ 12,121,025.08	\$ 12,228,348.80	\$ 3,071,217.28
Employee Benefits	853,595.39	3,711,542.81	3,203,791.26	\$ 1,361,346.94
Capital Improvement	2,470,118.17	7,880.05	248,802.89	\$ 2,229,195.33
Bond & Interest	1,017,984.44	1,462,698.05	1,651,820.00	\$ 828,862.49
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	62,819.74	-	\$ 62,819.74
Federal, State & Local Grants	10.39	2,400.00	2,400.07	\$ 10.32
Other Special Revenue	816,110.93	510,993.91	617,363.14	\$ 709,741.70
Permanent Funds	500,662.07	27,668.49	1,547.69	\$ 526,782.87
Totals	<u>\$ 8,837,022.39</u>	<u>\$ 17,907,028.13</u>	<u>\$ 17,954,073.85</u>	<u>\$ 8,789,976.67</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,477,954.83
Capital Improvement Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-VisionBank-Money Market Account	2,229,195.33
Restricted Funds-CoreFirst Bank-Checking	721,882.63
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	324,897.14
Bond & Interest Fund-CoreFirst Bank-Checking	280,593.28
Bond & Interest Fund-CoreFirst Bank-Investments	-
Cash on Hand	3,226.50
Petty Cash	220.00
Endowment Securities	201,885.73
Municipal Investment Pool - Overnight	1,368,346.00
Municipal Investment Pool - 90-day Fixed	<u>2,428,214.82</u>
	\$ 9,036,416.26
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Payroll Deduction and Employer Benefit Liabilities	172,663.73
Less Outstanding Checks	73,775.86
	<u>\$ 8,789,976.67</u>

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

12/31/14

	01/01/14 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	12/31/2014 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 3,178,541.00	\$ 12,121,025.08	\$ 498,753.21	\$ 11,729,595.59	\$ 3,071,217.28	\$ 454,420.80	\$ 2,616,796.48
Employee Benefit Fund	853,595.39	3,711,542.81	1,240.10	3,202,551.16	1,361,346.94	-	1,361,346.94
Capital Improvement Fund	2,470,118.17	7,880.05	105,734.00	143,068.89	2,229,195.33	164,081.00	2,065,114.33
Bond & Interest Fund	1,017,984.44	1,462,698.05		1,651,820.00	828,862.49	-	828,862.49
Non Major Governmental Funds							
<i>State Aid Fund</i>	-	62,819.74			62,819.74	62,819.74	-
<i>Federal & State Grants</i>							
Gallery Grant	10.32				10.32	-	10.32
11-LSTA-3(Talking Books)	0.07	-	0.07		0.00	-	0.00
12-LSTA(Talking Books)	-				-	-	-
Big Read Grant	-				-	2,014.44	(2,014.44)
Kansas Humanities Council Grant	-	2,400.00		2,400.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	596.50	618.01		1,191.25	23.26	-	23.26
Art Collection	21,847.47	3,709.32	55.15	7,062.62	18,439.02	5,390.98	13,048.04
Book Cook Program	192.94				192.94	-	192.94
Bookmobile Fund	39,752.82	216,807.00		255,807.00	752.82	-	752.82
Career Neighborhood	-				-	-	-
Computer training	-				-	-	-
Children's Art Show	4.01	7,314.66		7,314.66	4.01	-	4.01
Cooking Neighborhood	-				-	-	-
Friends	212,981.56	123,047.78	98,812.02	71,095.11	166,122.21	126.44	165,995.77
Fun Committee	1,623.01	2,380.59	29.99	2,828.26	1,145.35	15.55	1,129.80
Gallery Competitions/Exhibits	24,025.88	10,793.68	(150.00)	5,836.27	29,133.29	4,550.00	24,583.29
Gifts/Memorials (Undesignated)	241,271.70	35,504.10	7,800.00	35,204.50	233,771.30	18,304.00	215,467.30
Great Stories Club	47.00				47.00	-	47.00
Health Neighborhood	601.55	2,700.00		2,700.00	601.55	-	601.55
Hirschberg Lecture	6,590.52	3.23			6,593.75	-	6,593.75
Hughes Business Collection	6,614.44	3.24			6,617.68	-	6,617.68
Library Materials	214,750.63	70,636.05		94,934.45	190,452.23	60.00	190,392.23
Lingo	-				-	-	-
NEH Expendable	6,298.24	2.17		3,490.19	2,810.22	-	2,810.22
Pets Neighborhood	33.58				33.58	-	33.58
PodCamp Topeka	326.79				326.79	-	326.79
Programming Fund	250.00			129.99	120.01	-	120.01
Red Carpet	4,508.02	6,379.83		2,216.20	8,671.65	14.56	8,657.09
Rotary Grant	4.29				4.29	-	4.29
Special Collections	91.16				91.16	-	91.16
Talking Books	8,380.06	4.11			8,384.17	-	8,384.17
Torluemke Landscaping	2,286.51	1,053.89		1,695.61	1,644.79	-	1,644.79
Wedding Neighborhood	-	983.76	125.98	857.78	-	-	-
Workshops	2,224.42	1.09			2,225.51	-	2,225.51
Youth Services	20,807.83	29,051.40	1,870.20	16,455.91	31,533.12	-	31,533.12
<i>Permanent Funds</i>							
Mertz Trust	190,364.90	11,520.83			201,885.73	-	201,885.73
NEH Endowment	310,297.17	16,147.66		1,547.69	324,897.14	-	324,897.14
TOTALS	\$ 8,837,022.39	\$ 17,907,028.13	\$ 714,270.72	\$ 17,239,803.13	\$ 8,789,976.67	\$ 711,797.51	\$ 8,078,179.16

Topeka and Shawnee County Public Library

12/31/14

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 100.0% of year
Ad Valorem Property Tax	\$ 10,375,781.00	\$ 9,973,866.45	\$ (401,914.55)	96%
Revitalization Rebates	(126,583.00)	-	\$ 126,583.00	0%
Back Tax	-	214,403.39	\$ 214,403.39	0%
Motor Vehicle Tax	980,846.00	1,253,081.76	\$ 272,235.76	128%
Recreational Vehicle Tax	8,656.00	10,010.86	\$ 1,354.86	116%
16/20 M Vehicle Tax	11,954.00	11,318.38	\$ (635.62)	95%
In Lieu of Tax	21,307.00	19,918.49	\$ (1,388.51)	93%
E-Rate Reimbursement	75,000.00	107,215.55	\$ 32,215.55	143%
Sundry Revenue	5,000.00	7,025.54	\$ 2,025.54	141%
Sundry Revenue - Recycling	900.00	586.82	\$ (313.18)	65%
Salary Refunds-Foundation	82,117.00	78,092.02	\$ (4,024.98)	95%
Salary Refunds-Friends	109,296.00	98,322.24	\$ (10,973.76)	90%
Salary Refunds-Shawnee Cty	17,665.00	16,347.36	\$ (1,317.64)	93%
Vend Machines	4,500.00	4,178.55	\$ (321.45)	93%
Pay to Sam	42,000.00	21,923.97	\$ (20,076.03)	52%
Overdue fees	308,000.00	285,824.54	\$ (22,175.46)	93%
Debt Collect*	-	834.36	\$ 834.36	0%
ILL Fees*	-	285.00	\$ 285.00	0%
Mailing Fees*	-	-	\$ -	0%
Non Resident Card Fee*	85.00	510.00	\$ 425.00	600%
Telephone/Fax	4,000.00	4,134.68	\$ 134.68	103%
Obituary Fees	1,400.00	995.00	\$ (405.00)	71%
Meeting Room Charges	15,000.00	9,780.00	\$ (5,220.00)	65%
Monday Market Fees	500.00	936.00	\$ 436.00	187%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	3,500.00	1,434.12	\$ (2,065.88)	41%
Library Treasurer's Balance	1,857,231.00	-	\$ -	0%
TOTALS	<u>\$ 13,798,155.00</u>	<u>\$ 12,121,025.08</u>	<u>\$ 180,101.08</u>	102%

* a system update in early 2013 changed these revenues to all post as Overdue Fees; a solution is being investigated

Topeka and Shawnee County Public Library

12/31/14

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances	(Over)/Under Budget	% Expended
					100.0% of year
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 6,399.90	\$ -	\$ 0.10	100%
Salaries-Facilities	604,357.00	575,130.70	-	29,226.30	95%
Salaries-Overtime	10,000.00	4,552.32	-	5,447.68	46%
Salaries-Security	274,855.00	276,801.48	-	(1,946.48)	101%
Salaries-Shelvers	191,962.00	131,285.50	-	60,676.50	68%
Salaries-Staff	6,988,865.00	7,016,023.78	-	(27,158.78)	100%
Conferences	60,000.00	52,841.07	457.80	6,701.13	89%
Staff Training	17,000.00	13,743.04	254.00	3,002.96	82%
Mileage	8,765.00	8,942.24	50.00	(227.24)	103%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	1,498.83	32.49	968.68	61%
Materials-Periodicals	40,500.00	38,824.47	218.51	1,457.02	96%
Materials-Print/Non-Print <1 YR	335,900.00	322,846.76	2,546.50	10,506.74	97%
Materials-Print/Non-Print	1,249,640.00	1,177,288.44	69,121.04	3,230.52	100%
OPERATIONS:					
Cataloging and ILL Services	72,000.00	64,231.66	5,758.70	2,009.64	97%
Contracted-Digital Services	263,853.00	206,607.28	47,833.97	9,411.75	96%
Contracted-Facilities	214,000.00	206,137.56	13,933.00	(6,070.56)	103%
Contracted-Office Equipment	123,690.00	56,246.10	2,429.49	65,014.41	47%
Contracted-Professional	265,000.00	263,424.51	34,450.60	(32,875.11)	112%
Contracted-E-Rate Services	-	19,838.61	-	(19,838.61)	0%
Digital Services Support	253,100.00	98,551.74	105,141.02	49,407.24	80%
Furniture/Equipment	62,000.00	57,005.60	2,338.50	2,655.90	96%
Insurance	44,400.00	39,295.00	-	5,105.00	89%
Marketing	20,000.00	17,589.34	5,825.00	(3,414.34)	117%
Memberships/Dues	21,000.00	14,868.43	2,255.00	3,876.57	82%
Miscellaneous	5,000.00	5,087.49	119.95	(207.44)	104%
Payments to Other Libraries	81,668.00	85,113.00	-	(3,445.00)	104%
Postage/Shipping	82,370.00	78,868.05	-	3,501.95	96%
Printing	60,500.00	51,217.92	655.34	8,626.74	86%
Programming	30,000.00	24,179.54	161.79	5,658.67	81%
Special Projects	394,730.00	68,878.71	125,851.29	200,000.00	49%
Supplies-Facilities	71,000.00	65,513.54	3,707.37	1,779.09	97%
Supplies-Office/Library	65,000.00	63,186.31	1,553.47	260.22	100%
Supplies-Processing	35,000.00	30,815.38	2,023.78	2,160.84	94%
Telecommunications	134,100.00	129,900.46	238.63	3,960.91	97%
Utilities-Electric	335,000.00	334,020.88	-	979.12	100%
Utilities-Gas	75,000.00	55,280.99	2,691.13	17,027.88	77%
Utilities-Water/Sewage	35,000.00	25,520.46	6,511.11	2,968.43	92%
Vehicle-Gas	29,000.00	29,170.75	109.47	(280.22)	101%
Vehicle-Repair	35,000.00	12,861.08	1,297.85	20,841.07	40%
Contingency/Fund Balance	1,200,000.00	-	-	-	0%
Cash Long/Short	-	6.67	-	(6.67)	0%
TOTALS	\$ 13,798,155.00	\$ 11,729,595.59	\$ 437,566.80	\$ 430,992.61	97%

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

12/31/14

	2014 Budget	Year to Date	%
Balance 01/01/14	\$ 1,857,231.00	\$ 2,619,879.50	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,375,781.00	9,973,866.45	96%
Revitalization Rebates	(126,583.00)	-	0%
Back Tax	-	214,403.39	
Motor Vehicle Tax	980,846.00	1,253,081.76	128%
Recreational Vehicle Tax	8,656.00	10,010.86	116%
16/20M Vehicle Tax	11,954.00	11,318.38	95%
In Lieu of Tax	21,307.00	19,918.49	93%
E-Rate Reimbursement	75,000.00	107,215.55	143%
Fees and Charges	380,485.00	336,427.64	88%
Reimbursements	209,978.00	193,348.44	92%
Interest on Idle Funds	3,500.00	1,434.12	41%
	\$ 11,940,924.00	\$ 12,121,025.08	102%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,076,439.00	8,010,193.68	99%
Other Staff Support Costs	85,765.00	76,288.15	89%
Library Collections	1,628,540.00	1,612,377.04	99%
Contracted Services	938,543.00	850,901.12	91%
Digital Services Support	253,100.00	203,692.76	80%
Furniture/Equipment	62,000.00	59,344.10	96%
Payments to Other Libraries	81,668.00	85,113.00	104%
Special Projects	394,730.00	194,730.00	49%
Utilities & Telecommunications	579,100.00	554,163.66	96%
Vehicles	64,000.00	43,439.15	68%
Other Operating Expenditures	434,270.00	476,919.73	110%
Cash Basis Reserve	1,200,000.00	-	0%
	\$ 13,798,155.00	\$ 12,167,162.39	97%
Prior Year Canceled Purchase Orders		\$ 43,054.29	
Unencumbered Balance 12/31/14	\$ -	\$ 2,616,796.48	

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

12/31/14

EMPLOYEE BENEFITS

	2014 Budget	Year To Date	%
Balance 01/01/14	\$ 614,653.00	\$ 852,355.29	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,016,383.00	\$ 2,900,572.17	96%
Revitalization Rebates	(31,307.00)	-	0%
Back Tax	-	55,994.06	
Motor Vehicle Tax	242,552.00	310,408.43	128%
Recreational Vehicle Tax	2,140.00	2,479.20	116%
16/20M Vehicle Tax	2,956.00	2,970.98	101%
In Lieu of Tax	5,270.00	5,792.64	110%
Refund-Fringe Benefits-Foundation	33,705.00	21,834.37	65%
Refund-Fringe Benefits-Friends	16,222.00	10,616.21	65%
Refund-Fringe Benefits-Shawnee Cty	3,116.00	4,290.00	138%
Refund BC/BS	-	270,503.43	0%
Refund-Workers Compensation	-	-	0%
Employee Payments BC/BS	-	-	0%
Retiree Payments BC/BS	162,913.00	125,901.01	77%
Interest on Idle Funds	-	180.31	0%
	\$ 3,453,950.00	\$ 3,711,542.81	107%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,800.00	\$ 6,642.12	98%
FICA	617,848.00	582,452.98	94%
KPERS	743,879.00	740,146.30	99%
Worker's Compensation	83,000.00	76,918.26	93%
Unemployment Tax	8,076.00	7,236.38	90%
Health/Dental Insurance	2,234,000.00	1,789,155.12	80%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 4,068,603.00	\$ 3,202,551.16	87%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 12/31/14	\$ -	\$ 1,361,346.94	

CAPITAL IMPROVEMENT

Balance 01/01/14		\$ 2,364,384.17
<u>Revenue:</u>		
Interest received		7,880.05
		\$ 7,880.05
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		307,149.89
		307,149.89
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 12/31/14		\$ 2,065,114.33

STATE AID

Balance 01/01/14	\$ -	\$ -
<u>Revenue:</u>		
State Aid	75,000.00	62,819.74
	\$ 75,000.00	\$ 62,819.74
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		62,819.74
Library Materials	75,000.00	
	\$ 75,000.00	\$ 62,819.74
Unencumbered Balance 12/31/14		\$ -

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

12/31/14

	2014 Budget	Year to Date	%
Balance 01/01/14	\$ 981,169.00	\$ 1,017,984.44	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,285,760.00	1,236,095.10	96%
Revitalization Rebates	(18,842.00)	-	0%
Back Tax	-	33,646.67	
Motor Vehicle Tax	145,979.00	186,919.34	128%
Recreational Vehicle Tax	1,288.00	1,492.80	116%
16/20M Vehicle Tax	1,779.00	1,823.47	102%
In Lieu of Tax	3,172.00	2,468.57	78%
Interest on Idle Funds	1,500.00	252.10	17%
	\$ 1,420,636.00	\$ 1,462,698.05	103%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,380,000.00	\$ 1,380,000.00	100%
Interest	271,775.00	271,775.00	100%
Wire Transfer Fees	30.00	45.00	150%
Cash Basis Reserve	750,000.00	-	0%
	\$ 2,401,805.00	\$ 1,651,820.00	100%
 Unencumbered Balance 12/31/14	\$ -	\$ 828,862.49	

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of December 31, 2014

Capital Improvement Funds-VisionBank

\$2,229,195.33 at 0.33% (money market account)

Municipal Investment Pool

\$ 1,368,346.00 operating funds in "overnite pool"*; available
for transfer whenever needed

\$ 2,428,214.82 operating funds in 90-day, fixed rate pool; at
.050% dated 12/1/14, maturing 3/2/15

\$ 3,796,560.82

* rates vary by day; average December 1-31, 2014 was .0161%

Principal Balance of Outstanding Bonds

\$7,510,000 (as of 9/1/14)

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2014

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	12/11/2014	ADP	Federal W/H	\$ 30,675.07	-99628
10	21502	0	12/11/2014	ADP	State W/H	\$ 9,971.75	-99628
10	21503	0	12/11/2014	ADP	Social Security EE	\$ 18,756.76	-99628
10	21503	0	12/11/2014	ADP	Medicare EE	\$ 4,468.34	-99628
15	21504	0	12/11/2014	ADP	Social Security ER	\$ 18,756.68	-99628
15	21504	0	12/11/2014	ADP	Medicare ER	\$ 4,468.37	-99628
15	21521	0	12/11/2014	ADP	State Unemployment	\$ 291.44	-99628
				<i>Remittance of payroll taxes</i>		\$ 87,388.41	-99628 Total
10	21505	0	12/12/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 15,926.81	-99625
10	21513	0	12/12/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 769.00	-99625
15	21516	0	12/12/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,118.03	-99625
15	21517	0	12/12/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,607.55	-99625
10	21524	0	12/12/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 227.78	-99625
				<i>Remittance of pension benefit contributions</i>		\$ 46,649.17	-99625 Total
10	21505	0	12/23/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 14,884.57	-99623
15	21516	0	12/23/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,325.29	-99623
15	21516	0	12/23/2014	KS PUBLIC EMPLOYEES RETIREMENT	KPERs Adj for Millsap	\$ 5,509.41	-99623
15	21517	0	12/23/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,435.20	-99623
10	21524	0	12/23/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 214.94	-99623
				<i>Remittance of pension benefit contributions</i>		\$ 48,369.41	-99623 Total
10	21501	0	12/24/2014	ADP	Federal W/H	\$ 27,626.63	-99621
10	21502	0	12/24/2014	ADP	State W/H	\$ 9,202.51	-99621
10	21503	0	12/24/2014	ADP	Social Security EE	\$ 17,671.59	-99621
10	21503	0	12/24/2014	ADP	Medicare EE	\$ 4,214.62	-99621
15	21504	0	12/24/2014	ADP	Social Security ER	\$ 17,671.70	-99621
15	21504	0	12/24/2014	ADP	Medicare ER	\$ 4,214.63	-99621
15	21521	0	12/24/2014	ADP	State Unemployment	\$ 274.99	-99621
				<i>Remittance of payroll taxes</i>		\$ 80,876.67	-99621 Total
36	41000	915	12/30/2014	EMBURY LTD	Bin Shelving	\$ 7,754.79	10333
				<i>Sole source purchase of additional custom-made bin shelving - Kids Library Phase III</i>		\$ 7,754.79	10333 Total
10	41000	350	12/4/2014	AT&T	Internet Services	\$ 9,079.62	85974
				<i>As required by Kansas Statute</i>		\$ 9,079.62	85974 Total
10	41000	720	12/4/2014	ROSSVILLE COMMUNITY LIBRARY	50% Annual Bdgt for 2015	\$ 37,613.00	85995
				<i>As required by Kansas Statute</i>		\$ 37,613.00	85995 Total
10	41000	910	12/11/2014	CAM-DEX SECURITY CORP.	Security equip per quote	\$ 9,287.93	86001

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended Deember 31, 2014

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Sole source purchase of equipment under contract terms - Board approved 8/14/14</i>		\$ 9,287.93	86001 Total
10	41000	720	12/11/2014	SILVER LAKE LIBRARY	50% Annual Bdgt for 2015	\$ 47,500.00	86026
				<i>As required by Kansas Statute</i>		\$ 47,500.00	86026 Total
10	41000	351	12/11/2014	WESTAR ENERGY	2014 Utility Services	\$ 26,184.40	86028
						\$ 26,184.40	86028 Total
10	41000	310	12/11/2014	COREFIRST BANK & TRUST	2014 podcasting Srvc	\$ 20.00	86030
10	41000	310	12/11/2014	COREFIRST BANK & TRUST	PicMonkey Online	\$ 4.99	86030
10	41000	310	12/11/2014	COREFIRST BANK & TRUST	Basecamp	\$ 149.00	86030
10	41000	310	12/11/2014	COREFIRST BANK & TRUST	3 licensed users	\$ 117.00	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	ASUS 27 monitor"	\$ 459.99	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	SAMSUNG 21.5 monitor"	\$ 169.99	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	Kopul HDMI splitter	\$ 48.50	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	Android Tablet	\$ 179.99	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	Sleeve	\$ 14.99	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	Chromebox	\$ 169.00	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	3D printer	\$ 2,499.00	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	Filament	\$ 65.00	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	hardware	\$ 750.00	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	Shipping	\$ 8.00	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	8"	\$ 5.49	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	6"	\$ 6.99	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	Tascam	\$ 28.15	86030
10	41000	320	12/11/2014	COREFIRST BANK & TRUST	Zoom	\$ 24.99	86030
10	41000	330	12/11/2014	COREFIRST BANK & TRUST	Kitchen supplies	\$ 575.86	86030
10	41000	330	12/11/2014	COREFIRST BANK & TRUST	Popping corn 30 oz	\$ 3.76	86030
10	41000	330	12/11/2014	COREFIRST BANK & TRUST	butter fl. popcorn oil	\$ 13.12	86030
10	41000	330	12/11/2014	COREFIRST BANK & TRUST	Owl, Great Horned	\$ 64.85	86030
10	41000	420	12/11/2014	COREFIRST BANK & TRUST	Hopkins EMIC-BLAS Mini	\$ 11.98	86030
10	41000	420	12/11/2014	COREFIRST BANK & TRUST	Adams Manufacturing Quick	\$ 19.98	86030
10	41000	420	12/11/2014	COREFIRST BANK & TRUST	Foot Warmer Mat by	\$ 39.88	86030
10	41000	420	12/11/2014	COREFIRST BANK & TRUST	Shipping estimate`	\$ 4.99	86030
				<i>Miscellaneous online purchases paid by Library credit card</i>		\$ 5,455.49	86030 Total
10	41000	736	12/18/2014	BIBLIOTHECA	10-locker module in white	\$ 4,995.00	86034
10	41000	736	12/18/2014	BIBLIOTHECA	Remote configuration and/or trng	\$ 500.00	86034
10	41000	736	12/18/2014	BIBLIOTHECA	Shipping/handling	\$ 200.00	86034

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended Deember 31, 2014

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Sole source purchased of additional HyVee SmartLocker - Board approved 9/18/14</i>		\$ 5,695.00	86034 Total
10	41000	301	12/18/2014	OCLC, INC.	oclc cataloging & ill	\$ 5,645.37	86052
				<i>Monthly fees for cataloging and interlibrary loan database</i>		\$ 5,645.37	86052 Total
10	41000	312	12/18/2014	PITNEY BOWES INC.	Lease #410	\$ 4,914.00	86053
10	41000	312	12/18/2014	PITNEY BOWES INC.	Lease #412	\$ 2,668.41	86053
				<i>Quarterly lease for postage and mailing equipment - operating exp. in approved budget</i>		\$ 7,582.41	86053 Total
10	41000	350	12/30/2014	AT&T	Internet Services	\$ 9,079.62	86064
						\$ 9,079.62	86064 Total
						\$ 434,161.29	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

January 2015

Library Trends and News

This NPR segment discusses public libraries' role in ensuring children are ready to read and to attend school. I encourage you to listen to it or read the transcript. Use the link below to listen to the program.

Talk, Sing, Read, Write, Play: How Libraries Reach Kids Before They Can Read

<http://www.npr.org/2014/12/30/373783189/talk-sing-read-write-play-how-libraries-reach-kids-before-they-can-read> NPR's *Morning Edition* with Lynn Neary aired December 30, 2014.

Big Read Ambassador Roundup

Several of our Trustees joined us for the Big Read Ambassador Roundup on January 8 at the Topeka Performing Arts Center for orientation and preview of Library activities planned for this year's Big Read *True Grit*. It means a great deal to me and our staff when members of our Boards are able to attend events like this and show their support in the community for what we do.

Agenda Items

OLD BUSINESS

Strategic Planning update

Next Decade Community Input and Planning Workshops

As we continue the Next Decade Strategic Planning process, three Community Planning Workshops are being organized. The first meeting will be in February with two others following in March.

New Service Model Report

Thad Hartman will review our progress on the development of a new service model for the building, re-allocation of staff to work out in the community and to address some staffing needs in specific service areas and how we will reorganize space within the library to support the new service model. Note that we are at the beginning stages of this process, but want you informed from the beginning.

NEW BUSINESS

Thank You from the Board of Trustees to the Library Foundation

Every year the Trustees of the Topeka and Shawnee County Public Library expresses its thanks to the Library Foundation, its staff, its board members and those who support the Foundation through their gifts and other donations.

Professional Activities/Community Contacts

(Dec. 19, 2014) Met with Andy Martin, VP of Resource Development and Sean Frost, Senior Director of Resource Development for the United Way. Thad Hartman and I are sharing the work we've done with market segmentation and process review.

(Dec. 22, 2014) Met with Linda Marti, Elementary School Librarian for the International School of Prague. Linda, who holds degrees from Fort Hays State and Emporia State is planning for physical reorganization and some renovation to her school in Prague's facilities and was interested in seeing how we have been reorganizing our children's area and other areas within Youth Services. LeAnn Petrie spent a great deal of time with Linda and served as host.

(Dec. 23, 2014) Met with Brad Allen, Director of the Lawrence Public Library. Brad and I toured our facilities and discussed makerspaces.

(Jan. 6, 2015) Participated in Public Library Advocacy web conference. This meeting included Amy Garner of the Aspen Institute. She has reached out to me for a follow up discussion on how we might use the "Rising to the Challenge: Re-Envisioning Public Libraries" report.

(Jan. 6, 2015) Met with Commissioner Shelly Buhler and Stanley Adams, Program Director from the Kansas Department of Commerce regarding the Broadband initiative.

(Jan. 7, 2015) 712 Innovations January Board meeting

(Jan. 7, 2015) Telephone conference meeting with Marci Merola regarding Library Advocacy and planning Midwinter meeting

(Jan. 9, 2015) Attended Heartland Visioning Steering Committee meeting

(Jan. 9, 2015) conference call meeting with Amy Garner, Director, Aspen Institute Dialogue on Public Libraries at the Aspen Institute Communications and Society Program

(Jan. 9, 2015) meeting and tour of the Library with Topeka City Manager, Jim Colson

(Jan. 12, 2015) Attended Foundation Board Finance Committee meeting

(Jan. 13, 2015) Attended Friends of the Library Board meeting

(Jan. 15, 2015) Attended Rotary

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 1/15/15

Major Projects Update January 15, 2015

Neighborhoods:

- Timeline: December 2014
- Business (650s)
 - Entertainment (780s)
 - History

 - Completed: Travel, Health, Jobs & Careers, College & Testing, Lawn & Garden, Cooking, Crime, Home, Pets, Collectibles, Weddings, Money, Arts & Crafts, Sports and Leisure, Divorce Neighborhood

Disaster Plan:

- Timeline: December 2013
- Phase I presented to Board February 2012
 - Phase II underway – Presented to Board in January 2013
 - Phase III completed

VOIP (new phone system): on funding matrix for 2013; will be delayed to 2014 due to shift in RFID and self-check project.

- Network study underway for support of VOIP – this needs to be completed prior to the bid for the phone system.
- Working with e-rate consultant for timing. May occur in 2015.

Parking Lot Asphalt: Approved for work in Spring 2015

Network upgrade: Approved for work in 1st Quarter 2015

Chief Operations Officer Report
Robert Banks
January 15, 2015

Holiday time always brings an interesting dynamic at the library. Our regular users continue their normal patterns because they cannot imagine life without the library playing a consistent role in their routine. Some users don't visit because they are absorbed in the Victorian inspired whirl of parties, families and food.

Others visit the library more than usual because the weather is often conducive to curling up with a good book. One weather aspect we have in common with grocery stores is the hoarding mentality associated with a bad storm. When a storm is predicted, many of us stock up our larders with comfort food and provisions. Many library users cannot conceive of a storm without books and movies to while away the hours.

If you drop by the library just before a predicted storm or as the first few flakes drift down, you can be assured the parking lot is full and the stacks are crowded with your neighbors stocking up until the next thaw.

John Kugler and I met with Mark Gomez of Constellation NewEnergy – Gas Division to lock a percentage of our natural gas pricing. We did this late in the year 2014 and because gas prices have continued to drop, we are locking an additional 25% of our usage for 2015. This helps us keep our gas prices lower than the market rate and saves the library utility money over the year.

Departmental Highlights:

Business Center: Marie Pyko, Director; Stephanie Hall, Manager; Terry Miller, Business Librarian

Part of my job as Business Librarian is proctoring distance-learning students. I have referenced this in previous reports but thought since we weren't really busy in other areas due to holiday programming (or lack of), I thought I would write a little more in-depth about proctoring. Some of the schools we proctor for are Kansas State, Kansas University, Washburn, North Carolina, Nebraska (online high school), Highland Community College, Basehor (high school), Western Governors, Texas A&M, Pratt College, and a few more.

We have a designated proctoring group of three key people – myself (Terry Miller), Jeff Imparato, and Marta Miles- all Reference Librarians. We are also fortunate to have a great support group in our department for the occasional drop-in student or other times when one of our group can't proctor. Most tests are taken online, and some schools' instructors still send in a printed test to either fax or scan and e-mail back. This past December we proctored 53 exams, most of them Finals.

The strictest school is Texas A&M (TAMU), as far as testing times and turnaround. The day before the exam, an instructor sends me a Proctor Form to return with the test and a password for the student to access the exam. The next evening, my student arrives and we are off to the races. We have a total of 100 minutes to

- 1) Student downloads test from his TAMU account and prints a paper copy.
- 2) Student has 70 minutes to take the test.
- 3) When he is finished, I scan the test (this is done on our downstairs copy/scanner. We are required to have a scanned copy as one single file, and our scanner can do this.). The scanner automatically sends to my e-mail, and I then send it to the student. (the scanner won't directly e-mail to student)
- 4) He saves the test file to our computer and then uploads it to his TAMU page. Whew!

The first time we did this, 2 or 3 years ago, we didn't have the procedure down like we do now, and had about 10 minutes to get the file scanned and uploaded. Also, I had to use the Administration scanner upstairs (just took a little longer for access). As the student was handing me the papers to scan, a fire drill went off at the Library, and we had to go outside. I assured him we would be okay, and we ended up with 34 seconds left when he submitted the test. Anyway, proctoring is a very rewarding part of what we do. Students are so appreciative, especially because we are usually pretty flexible about scheduling around their work schedules or other family obligations. We have received many thank-you cards, Christmas treats, and even a few hugs.

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

We said farewell this month to Deb Southerland who retired after many years of dedicated service to the library. Throughout her career Deb and her pet snake, Lucille Ball Python, entertained and educated hundreds, if not thousands, of area school aged children. She is known for her eloquent storytelling, and her genuine care for our customers. Deb will be greatly missed.

The Smartlocker service at HyVee has proven to be a popular pick-up option for our customers. So popular that the demand for the service has outgrown our current number of lockers and we have expanded to meet the need. We have added a new tower to the Smartlocker machine growing the number of lockers by ten to thirty-nine. This allows more customers to use the service, and will help ensure faster turnaround on item reserves.

We have also continued with our Kansas Connections in-classroom programming. For the month of December alone, staff have presented programs to over 500 area school aged children on topics such as snakes, Kansas music, dinosaurs, and holiday stories.

We are proud of our accomplishments over 2014, and look forward to the possibilities the New Year brings!

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

Programs in December included:

Ages birth-5

Baby Bookworms, Preschool Storytime, Real-life Author Storytime, Sing, Dance & Read, Math & Science Exploration and Stories and Art

Elementary school aged

4-H in the Library, Amazing Animals, Guys Read, tWiin X-gaming, Minecraft and Winter Break Blast Off

Middle and high school aged

Double Dueling, Anime Kurabu, Chess Club, Teen Writing Group Fun After School, Naruto Video Game Tournament, Books into Movies: Elf

Tours:

Sheldon Headstart

Community Meetings:

Extension Council Executive Board

Luanne Webb

Early Childhood Collaborative

Luanne Webb

Early Education Impact Counsel

LeAnn Petrie

Highlight:

Our program line up, for some of our early childhood programming has changed slightly.

Changes were made for several reasons:

- Names were altered to be reflective of the age or activity represented in the program to be better understood by customers to indicate sequence
- One age range was altered to give parents a few more options to be more logical to customers in break to even out our crowds
- Schedules in some cases were altered to increase availability
- Registration was also removed in one case to increase availability
- Curriculum is being more closely examined and established

Current Name	Age Range	Schedule
Baby Bookworms	Birth to 18 mo	3 times on Thursdays 11mo of the yr
Toddler Time 1	12-24 mo/ 1 yr	3 times on Wednesdays 3mo on 1 mo off APR, AUG, DEC OFF
Toddler Time 2	24-36 mo/ 2yr	3 times on Tuesdays 5 six week sessions each year
Preschool Storytime	3-5 yr	1 time on Tuesdays, Wednesdays and Thursdays 12 mo of the yr
Musical Storytime for Everyone	Birth to 5 yr	1 Friday per month 1 Saturday per month
Family Place Learn and Share	Birth-3 yr	2 times on Mondays 2 five week sessions each year

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

This last month we opened the MakeIT Lab, a space where customers can use equipment and software they may not otherwise have access to such as Photoshop, Garage Band, a 3D printer, etc. In the short time this space has been open it has been used to try out something before it's purchased and has been an outlet for our customer's creativity. One customer in particular checked out the MakeIT Lab to use the 3D printer. Having never used it before there was a little bit of a learning curve but he was able to print successfully. While paying for his print job he volunteered that he was very excited and thankful because he was able to print a missing piece from a board game he had at home and it was now complete again.

Lisa Brien has done a fantastic job working with both staff and customers on the evolution of this space. It is ever evolving and we are keeping a close eye on what customers are using and what they are asking for because it is not currently in the space.

In December alone the MakeIT lab was used 124 times. We did not even open the space until December 8!



Resolution – Foundation Recognition

BOARD OF TRUSTEES

Topeka and Shawnee County Public Library

January 15, 2015

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its deepest thanks and sincere appreciation for the hard work and dedication of The Library Foundation, the Finance Committee Chair, Joel Oliver and members Mark Baker, Rich Hayse, Becky Holmquist, Dr. Bob Parman, Jeanne Slusher, Judi Stork, and Dr. Steve Tempero; the Nominating Committee Chair, Becky Holmquist and members Marianna Nothorn, Julie Schloetzer, and Jeanne Slusher; the Wilder Society Tea Committee Chair, Julie Schloetzer and members Trena Ansell, Mary S. Allen, Marianna Nothorn, Frankie Parman, and Dr. Patty Pressman; the Donor Relations Committee Chair, Marianna Nothorn, and members Dr. Bob Parman, and Roger Underwood; the Fund Development Committee Chair, Roger Underwood and members Mark Baker, Becky Holmquist, Julie Schloetzer, and Jeanne Slusher. The Board also wishes to express its thanks to Chair, Jeanne Slusher, and the members of The Library Foundation Board of Trustees for their leadership and support that result in resources to help make the Topeka and Shawnee County Public Library a world class library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2014

	2014												2014	2013	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	13 TO 14%
CIRCULATION															
Main Library															
Circulation Desk	82,309	70,008	78,369	71,520	13,255	2,008	1,393	2,161	2,602	2,640	1,565	7,239	335,069	1,004,323	-66.6%
Interlibrary Loan	2,052	1,762	1,963	1,607	1,518	1,834	1,799	1,785	1,931	1,891	1,601	1,700	21,443	22,338	-4.0%
Self-Check	21,865	18,440	21,148	20,116	82,070	117,027	120,801	107,472	96,088	97,856	95,614	90,279	888,776	278,063	219.6%
DVD/Video Game Dispenser	5,468	4,968	5,478	4,293	4,040	5,496	5,494	4,503	3,946	3,434	3,557	3,021	53,698	75,019	-28.4%
Renewals	32,592	31,268	34,770	31,823	33,065	37,942	41,574	38,364	36,782	37,486	35,377	36,400	427,443	394,185	8.4%
Bookmobile	25,812	19,675	24,301	23,275	23,060	25,363	28,646	19,014	26,664	28,177	22,751	21,449	288,187	294,690	-2.2%
Red Carpet	7,357	6,335	6,821	6,977	6,330	6,902	7,030	6,750	6,534	6,753	5,901		73,690	81,252	-9.3%
Digital Downloads	16,884	14,360	16,446	14,936	15,956	17,288	19,202	19,761	18,962	19,246	19,014	20,504	212,559	140,634	51.1%
TOTAL CIRCULATION	194,339	166,816	189,296	174,547	179,294	213,860	225,939	199,810	193,509	197,483	185,380	180,592	2,300,865	2,290,504	0.5%
CIRCULATION DETAILS															
Print Material	98,953	83,953	96,332	92,327	92,408	112,962	116,953	98,605	96,583	97,872	88,657	83,446	1,159,051	1,209,438	-4.2%
Audio/Visual Material	75,386	65,964	73,892	64,554	68,622	81,557	87,289	79,166	74,666	76,498	74,223	73,555	895,372	913,745	-2.0%
Adult Materials	108,914	94,072	104,506	95,603	95,638	109,941	117,742	109,712	103,047	104,321	99,332	98,484	1,241,312	1,297,916	-4.4%
Children's Materials	50,276	43,156	51,510	46,696	50,794	67,204	69,120	52,373	53,276	56,321	51,138	46,166	638,030	639,275	-0.2%
Young Adult Materials	5,198	4,271	5,100	5,206	6,070	7,986	7,729	5,971	5,467	4,902	4,501	4,400	66,801	67,972	-1.7%
Red Carpet Materials	9,951	8,418	9,108	9,376	8,528	9,388	9,651	9,715	9,459	8,826	7,909	7,951	108,280	118,110	-8.3%
NEW Patron Registrations															
Topeka / Shawnee County															
Adults	706	576	704	601	699	818	766	774	670	599	529	435	7,877	8,819	-10.7%
Children (ages 17 and under)	220	205	266	172	378	506	378	309	279	256	167	153	3,289	3,293	-0.1%
Red Carpet Outreach	29	14	12	14	8	19	17	12	14	12	8	16	175	182	-3.8%
NEKL	75	57	60	41	51	55	86	75	66	63	50	53	732	822	-10.9%
Non-Resident	0	0	1	1	1	0	1	0	0	0	0	0	4	4	0.0%
Total New Registrations	1,030	852	1,043	829	1,137	1,398	1,248	1,170	1,029	930	754	657	12,077	13,120	-7.9%
PATRONS DELETED															
	880	893	980	964	1,361	1,188	903	7,142	1,003	887	755	636	17,592	15,028	17.1%
BORROWERS															
Topeka / Shawnee County															
Adults	48,884	48,922	49,202	49,319	67,349	67,655	67,585	67,530	67,284	67,218	67,179	66,707	66,707	48,921	36.4%
Children (age 4 - 17)	16,562	16,625	16,403	16,295	21,856	22,071	22,086	21,919	21,872	21,916	21,939	21,770	21,770	16,568	31.4%
Red Carpet Outreach	1,424	1,423	1,431	1,431	1,422	1,427	1,435	1,433	1,415	1,415	1,390	1,396	1,396	1,416	-1.4%
NEKL	7,206	7,188	7,140	7,097	8,122	8,009	8,054	8,166	8,479	8,545	8,645	8,553	8,553	7,239	18.2%
Non-Resident	47	47	48	49	49	48	49	53	52	51	51	52	52	47	10.6%
Delinquent	11,499	11,385	11,259	11,023	1,293	1,208	1,158	1,119	1,087	1,046	1,017	1,004	1,004	11,506	-91.3%
TOTAL BORROWERS	85,622	85,590	85,483	85,214	100,091	100,418	100,367	100,220	100,189	100,191	100,221	99,482	99,482	85,697	16.1%
Hold Satisfied	20,204	17,280	18,736	17,841	17,157	19,837	21,685	20,676	20,094	19,331	17,943	18,400	229,184	225,252	1.7%
TOTAL CHECK-IN	147,495	128,324	147,315	140,556	131,229	159,250	176,792	161,600	145,385	149,829	138,447	138,399	1,764,621	1,755,711	0.5%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2014

	2014												2014 Total	2013 YTD	Change 13 TO 14%
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
COLLECTION															
Materials Added	6,377	5,312	7,031	7,862	8,790	6,019	7,356	5,602	6,206	5,761	4,139	4,639	75,094	73,740	1.8%
Materials Discarded	7,841	4,747	6,722	7,001	3,602	8,584	5,619	7,609	8,723	5,619	3,443	4,162	73,672	72,638	1.4%
TOTAL COLLECTION	453,976	454,541	454,850	455,711	460,899	458,334	460,071	458,064	455,547	455,689	456,385	456,862	456,862	455,440	0.3%
WEBSITE															
UNIQUE VISITORS	52,299	47,081	49,501	46,282	48,409	48,265	48,212	46,687	44,749	45,551	43,512	44,821	565,369	593,237	-4.7%
Total Visits	96,729	87,231	93,692	88,320	94,735	99,623	100,597	96,451	91,028	89,913	86,057	88,770	1,113,146	1,102,173	1.0%
REFERENCE QUESTIONS															
Adult Services	18,585	16,048	19,220	17,624	17,521	19,694	19,403	19,076	17,033	17,169	14,563	14,762	210,698	211,923	-0.6%
Red Carpet	1,263	1,316	1,599	1,407	1,123	1,244	1,390	1,308	1,155	1,127	1,203	*	14,135	15,617	-9.5%
Topeka Room	821	749	795	699	*	*	*	*	651	*	*	*	3,715	12,528	-70.3%
Youth Services	2,840	2,544	3,053	2,663	4,662	5,635	5,366	3,871	3,148	3,433	3,057	2,495	42,767	37,403	14.3%
TOTAL REFERENCE QUES'	23,509	20,657	24,667	22,393	23,306	26,573	26,159	24,255	21,987	21,729	18,823	17,257	271,315	277,471	-2.2%
GATE COUNT	61,136	55,948	65,180	59,017	57,837	79,207	85,620	75,939	68,261	69,210	61,116	59,007	797,478	793,335	0.5%
MEETING ROOMS															
Bookings	514	554	642	701	600	644	597	590	706	895	603	*	7,046	8,044	-12.4%
Hours Booked	2,391	2,544	3,063	3,550	3,428	3,129	3,021	3,094	3,849	5,742	3,244	*	37,055	43,065	-14.0%
ATTENDANCE	9,333	11,340	11,871	13,041	9,779	16,044	18,003	11,760	12,991	14,015	9,705	*	137,882	154,130	-10.5%
PROGRAM ATTENDANCE															
Onsite Program Attendance															
Kids [birth - 11 yrs]	1,410	1,233	1,635	1,826	1,678	5,364	6,247	1,758	1,644	1,706	1,717	41	26,259	29,558	-11.2%
Teens [12 - 18 yrs]	152	177	284	192	51	183	250	134	153	298	159	0	2,033	2,545	-20.1%
Adult	506	309	734	1,170	290	486	422	366	687	871	338	0	6,179	7,449	-17.0%
Books	23	22	27	33	12	16	9	0	86	12	22	0	262	632	-58.5%
Business	0	0	23	62	28	14	12	0	0	192	73	0	404	228	77.2%
Movies	26	62	33	31	35	481	340	121	577	205	20	24	1,955	2,208	-11.5%
Music	0	192	0	29	58	93	91	149	0	0	212	0	824	2,421	-66.0%
Art	10	186	31	286	12	235	11	232	36	15	30	47	1,131	698	62.0%
Computer	295	267	243	242	177	188	480	428	156	0	0	0	2,476	3,450	-28.2%
ONSITE ATTENDANCE	2,422	2,448	3,010	3,871	2,341	7,060	7,862	3,188	3,339	3,299	2,571	112	41,523	49,189	-15.6%
Offsite Program Attendance															
Youth Outreach	4,409	3,018	3,032	5,494	2,531	1,482	943	812	2,865	4,361	2,976	457	32,380	33,885	-4.4%
Adult Outreach	55	169	32	39	37	65	16	32	148	454	498	0	1,545	792	95.1%
Speakers Bureau	0	44	31	76	25	115	27	103	77	17	80	0	595	723	-17.7%
OFFSITE ATTENDANCE	4,464	3,231	3,095	5,609	2,593	1,662	986	947	3,090	4,832	3,554	457	34,520	35,400	-2.5%
TOTAL ATTENDANCE	6,886	5,679	6,105	9,480	4,934	8,722	8,848	4,135	6,429	8,131	6,125	569	76,043	84,589	-10.1%
TOURS & FAIRS															
Fairs & Events	608	1,424	332	84	950	456	153	44	1,248	284	154	0	5,737	3,742	*
Library Tours	40	0	66	0	180	0	98	6	180	70	61	5	706	1,064	*
TOURS & FAIRS	648	1,424	398	84	1,130	456	251	50	1,428	354	215	5	6,443	4,806	*
GALLERY ATTENDANCE	1,894	2,188	2,297	2,570	2,146	2,122	3,030	2,302	1,279	1,309	2,197	1,897	25,231	*	*

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2014

	2014												2014	2013	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	13 TO 14%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	23,629	19,785	21,618	20,689	20,560	23,785	25,527	23,281	21,634	21,454	19,958	19,425	261,345	297,337	-12.1%
Adult Nonfiction	23,502	19,984	22,891	21,851	20,594	22,296	23,879	22,464	20,902	21,053	20,061	19,265	258,742	267,231	-3.2%
Juvenile Fiction	24,885	21,865	26,778	24,257	27,461	37,202	37,846	27,798	27,819	29,236	26,521	23,815	335,483	320,633	4.6%
Juvenile Nonfiction	9,794	7,922	8,955	9,189	7,569	10,410	10,576	7,756	9,547	10,856	8,389	7,222	108,185	115,462	-6.3%
Magazines	2,495	2,094	2,332	2,234	2,105	2,576	2,396	2,149	2,314	2,025	1,708	1,844	26,272	28,631	-8.2%
RC Print Materials	9,444	8,027	8,671	9,015	8,160	8,867	9,192	9,277	9,043	8,302	7,464	7,574	103,036	113,239	-9.0%
RC Realia	480	376	423	352	360	492	448	423	405	491	414	351	5,015	4,594	9.2%
YA Print Materials	4,951	4,075	4,844	4,972	5,858	7,657	7,431	5,695	5,208	4,656	4,263	4,161	63,771	64,975	-1.9%
PRINT CIRCULATION	99,180	84,128	96,512	92,559	92,667	113,285	117,295	98,843	96,872	98,073	88,778	83,657	1,161,849	1,212,102	-4.1%
Audio / Visual Material															
Adult Audiobooks	6,427	5,335	6,048	6,120	5,949	6,542	6,821	6,370	5,974	6,318	5,560	5,384	72,848	79,806	-8.7%
Adult Music	4,903	4,288	4,843	4,183	4,747	5,370	5,868	5,948	5,437	6,042	5,741	5,890	63,260	63,591	-0.5%
Adult Videos / DVDs	46,819	41,606	45,656	39,690	40,858	48,252	52,007	48,575	46,011	46,777	45,512	46,060	547,823	544,389	0.6%
Adult Video Games	1,342	1,203	1,355	1,014	1,055	1,559	1,595	1,278	1,032	858	948	751	13,990	19,800	-29.3%
Juvenile Audiobooks	690	549	662	630	722	914	951	728	729	728	625	635	8,563	9,411	-9.0%
Juvenile Music	708	605	789	688	801	979	1,162	1,068	917	933	984	725	10,359	10,039	3.2%
Juvenile Videos / DVDs	13,864	11,867	13,922	11,584	13,828	17,049	18,053	14,496	13,848	14,201	14,291	13,448	170,451	179,441	-5.0%
YA A/V	247	196	256	234	212	329	298	276	259	246	238	239	3,030	2,997	1.1%
A/V CIRCULATION	75,000	65,649	73,531	64,143	68,172	80,994	86,755	78,739	74,207	76,103	73,899	73,132	890,324	909,474	-2.1%
Adult Material															
Adult Fiction	23,629	19,785	21,618	20,689	20,560	23,785	25,527	23,281	21,634	21,454	19,958	19,425	261,345	297,337	-12.1%
Adult Nonfiction	23,502	19,984	22,891	21,851	20,594	22,296	23,879	22,464	20,902	21,053	20,061	19,265	258,742	267,231	-3.2%
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Adult Music	4,903	4,288	4,843	4,183	4,747	5,370	5,868	5,948	5,437	6,042	5,741	5,890	63,260	63,591	-0.5%
Adult Videos / DVDs	46,819	41,606	45,656	39,690	40,858	48,252	52,007	48,575	46,011	46,777	45,512	46,060	547,823	544,389	0.6%
Adult Video Games	1,342	1,203	1,355	1,014	1,055	1,559	1,595	1,278	1,032	858	948	751	13,990	19,800	-29.3%
ADULT CIRCULATION	107,775	93,092	103,388	94,767	94,813	108,821	116,498	108,787	102,272	103,669	98,540	97,868	1,230,290	1,300,785	-5.4%
Juvenile Material															
Juvenile Fiction	24,885	21,865	26,778	24,257	27,461	37,202	37,846	27,798	27,819	29,236	26,521	23,815	335,483	320,633	4.6%
Juvenile Nonfiction	9,794	7,922	8,955	9,189	7,569	10,410	10,576	7,756	9,547	10,856	8,389	7,222	108,185	115,462	-6.3%
Juvenile Audiobooks	690	549	662	630	722	914	951	728	729	728	625	635	8,563	9,411	-9.0%
Juvenile Music	708	605	789	688	801	979	1,162	1,068	917	933	984	725	10,359	10,039	3.2%
Juvenile Videos / DVDs	13,864	11,867	13,922	11,584	13,828	17,049	18,053	14,496	13,848	14,201	14,291	13,448	170,451	179,441	-5.0%
JUVENILE CIRCULATION	49,941	42,808	51,106	46,348	50,381	66,554	68,588	51,846	52,860	55,954	50,810	45,845	633,041	634,986	-0.3%
Red Carpet Material															
RC Print Materials	9,444	8,027	8,671	9,015	8,160	8,867	9,192	9,277	9,043	8,302	7,464	7,574	103,036	113,239	-9.0%
RC Realia	480	376	423	352	360	492	448	423	405	491	414	351	5,015	4,594	9.2%
RED CARPET CIRCULATION	9,924	8,403	9,094	9,367	8,520	9,359	9,640	9,700	9,448	8,793	7,878	7,925	108,051	117,833	-8.3%
Young Adult Material															
YA Print Materials	4,951	4,075	4,844	4,972	5,858	7,657	7,431	5,695	5,208	4,656	4,263	4,161	63,771	64,975	-1.9%
YA A/V	247	196	256	234	212	329	298	276	259	246	238	239	3,030	2,997	1.1%
YOUNG ADULT CIRCULATION	5,198	4,271	5,100	5,206	6,070	7,986	7,729	5,971	5,467	4,902	4,501	4,400	66,801	67,972	-1.7%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2014

	2014												2014		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
Value Calculator															
Circulation															
Books (\$17)	\$1,643,645	\$1,394,578	\$1,601,060	\$1,535,525	\$1,539,554	\$1,882,053	\$1,953,283	\$1,643,798	\$1,607,486	\$1,632,816	\$1,480,190	\$1,390,821	\$19,304,809		
Magazines (\$5)	\$12,475	\$10,470	\$11,660	\$11,170	\$10,525	\$12,880	\$11,980	\$10,745	\$11,570	\$10,125	\$8,540	\$9,220	\$131,360		
Audiobooks (\$10)	\$71,170	\$58,840	\$67,100	\$67,500	\$66,710	\$74,560	\$77,720	\$70,980	\$67,030	\$70,460	\$61,850	\$60,190	\$814,110		
DVD, Games, Music (\$4)	\$271,532	\$239,060	\$267,284	\$229,572	\$246,004	\$294,152	\$315,932	\$286,564	\$270,016	\$276,228	\$270,856	\$268,452	\$3,235,652		
Reference Questions (\$7)	\$164,563	\$144,599	\$172,669	\$156,751	\$163,142	\$186,011	\$183,113	\$169,785	\$153,909	\$152,103	\$131,761	\$120,799	\$1,899,205		
Programming															
Children (\$7)	\$41,797	\$30,996	\$34,657	\$52,584	\$29,820	\$49,203	\$52,080	\$18,928	\$32,634	\$44,555	\$33,964	\$3,486	\$424,704		
Adults (\$15)	\$13,725	\$18,765	\$17,310	\$29,520	\$10,110	\$25,395	\$21,120	\$21,465	\$26,505	\$26,490	\$19,095	\$1,065	\$230,565		
Meeting Room Use	\$43,642	\$46,907	\$56,972	\$52,291	\$38,187	\$35,025	\$24,020	\$35,645	\$47,334	\$43,561	\$29,282	\$29,283	\$482,149		
Gallery Attendance (\$10)	\$18,940	\$21,880	\$22,970	\$25,700	\$21,460	\$21,220	\$30,300	\$23,020	\$12,790	\$13,090	\$21,970	\$18,970	\$252,310		
Computer Use (\$12 /hr)	\$209,514	\$178,202	\$207,281	\$203,362	\$186,688	*	*	*	*	*	*	*	\$985,046		
ILL Borrowed (\$25)	\$12,425	\$12,275	\$11,625	\$11,800	\$10,525	\$12,000	\$11,575	\$10,600	\$12,050	\$10,475	\$9,250	\$10,800	\$135,400		
TOTAL VALUE	\$2,503,428	\$2,156,572	\$2,470,588	\$2,375,775	\$2,322,725	\$2,592,499	\$2,681,123	\$2,291,530	\$2,241,324	\$2,279,903	\$2,066,758	\$1,913,086	\$27,895,310		
Adult Nonfiction															
Neighborhoods															
General NF	7,339	6,601	7,528	6,902	6,328	7,032	7,800	7,307	6,450	6,548	6,237	6,068	82,140	104,775	-21.6%
Adult Learner	88	27	20	36	36	51	48	56	66	55	68	55	606	507	19.5%
Biographies	766	712	722	670	535	676	658	701	640	731	707	546	8,064	8,541	-5.6%
Jobs & Careers	288	235	201	181	146	156	164	156	166	201	170	188	2,252	2,555	-11.9%
Cooking	1,280	947	1,066	1,030	1,208	1,181	1,275	1,286	1,206	1,168	1,083	924	13,654	14,570	-6.3%
Collectibles	168	171	196	239	254	220	243	214	182	194	147	181	2,409	2,518	-4.3%
College & Testing	302	232	247	217	230	172	242	273	256	191	186	136	2,684	2,882	-6.9%
Arts & Crafts	1,611	1,501	1,750	1,550	1,581	1,739	1,892	1,802	1,836	1,730	1,805	1,623	20,420	7,250	181.7%
Crime	287	234	315	452	269	271	329	302	288	275	301	294	3,617	3,565	1.5%
Gardening	299	398	472	536	492	574	347	313	229	198	155	132	4,145	5,204	-20.3%
Health	2,387	1,902	2,114	1,866	1,968	2,104	2,158	1,911	1,776	1,761	1,725	1,859	23,531	24,671	-4.6%
Home	626	579	523	710	544	625	632	641	456	592	473	417	6,818	8,286	-17.7%
Pets	488	318	279	342	345	430	379	386	370	274	278	253	4,142	4,891	-15.3%
Travel	1,277	1,056	1,384	1,269	1,185	1,202	1,304	1,125	946	853	693	604	12,898	13,574	-5.0%
Sports & Leisure	0	0	0	0	0	32	196	413	699	661	644	580	3,225		
Money	328	199	247	307	206	279	309	253	270	266	204	201	3,069		
Entertainment	0	0	0	0	0	0	0	0	0	0	0	0	0		
Divorce	0	0	0	0	0	0	0	0	25	57	27	18	127		
Weddings	131	111	147	135	114	106	134	95	108	54	68	48	1,251	1,493	-16.2%
NF CIRCULATION	17,665	15,223	17,211	16,442	15,441	16,850	18,110	17,234	15,969	15,809	14,971	14,127	195,052	205,282	-5.0%

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	28,164	16,351	44,515
Dollars Submitted:	\$2,921,217.17	\$364,369.33	\$3,285,586.50
Cash Recovery:	\$429,844.82	\$150,626.58	\$580,471.40
Material Recovery:	\$270,659.41	\$26,703.06	\$297,362.47
Waives:	\$95,139.73	\$8,441.98	\$103,581.71
Recovery Total:	\$795,643.96	\$185,771.62	\$981,415.58
Total Invoice Amount:	\$238,538.53	\$55,624.95	\$294,163.48
Total ROI:	3:1	3:1	3:1
Asset ROI:	3:1	3:1	3:1

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.

Monthly Recovery Statistics: Topeka & Shawnee County Public Library
1/2014 Through 12/2014

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-14	\$4,148.13	\$2,998.37	\$1,224.45	\$8,370.95	\$7,146.50	\$2,371.75
November-14	\$4,505.82	\$3,299.06	\$1,052.05	\$8,856.93	\$7,804.88	\$2,667.10
October-14	\$4,666.67	\$4,842.51	\$919.96	\$10,429.14	\$9,509.18	\$2,595.50
September-14	\$5,502.44	\$2,947.78	\$716.45	\$9,166.67	\$8,450.22	\$1,798.95
August-14	\$4,845.58	\$4,014.20	\$1,093.58	\$9,953.36	\$8,859.78	\$1,798.95
July-14	\$4,267.85	\$4,149.53	\$1,086.15	\$9,503.53	\$8,417.38	\$2,094.30
June-14	\$5,669.94	\$4,210.81	\$902.66	\$10,783.41	\$9,880.75	\$1,476.75
May-14	\$5,671.67	\$4,325.21	\$797.11	\$10,793.99	\$9,996.88	\$1,628.90
April-14	\$6,991.76	\$3,399.56	\$597.88	\$10,989.20	\$10,391.32	\$1,969.00
March-14	\$8,584.04	\$6,893.22	\$1,014.06	\$16,491.32	\$15,477.26	\$1,745.25
February-14	\$6,946.81	\$3,258.09	\$399.70	\$10,604.60	\$10,204.90	\$2,022.70
January-14	\$5,830.54	\$5,608.06	\$864.00	\$12,302.60	\$11,438.60	\$2,649.20
Total	\$67,631.25	\$49,946.40	\$10,668.05	\$128,245.70	\$117,577.65	\$24,818.35
Average	\$5,635.94	\$4,162.20	\$889.00	\$10,687.14	\$9,798.14	\$2,068.20

Monthly Recovery Statistics: Topeka & Shawnee County Public Library

Small Balance

1/2014 Through 12/2014

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-14	\$3,437.36	\$1,167.41	\$103.55	\$4,708.32	\$4,604.77	\$967.60
November-14	\$3,826.35	\$634.23	\$248.89	\$4,709.47	\$4,460.58	\$917.45
October-14	\$3,798.72	\$796.79	\$165.42	\$4,760.93	\$4,595.51	\$1,147.55
September-14	\$3,103.74	\$672.60	\$107.72	\$3,884.06	\$3,776.34	\$1,020.70
August-14	\$2,874.08	\$604.37	\$555.41	\$4,033.86	\$3,478.45	\$826.00
July-14	\$2,899.06	\$810.33	\$229.59	\$3,938.98	\$3,709.39	\$716.85
June-14	\$3,065.41	\$473.23	\$91.74	\$3,630.38	\$3,538.64	\$486.75
May-14	\$2,911.39	\$315.12	\$144.83	\$3,371.34	\$3,226.51	\$743.40
April-14	\$3,192.43	\$374.13	\$125.41	\$3,691.97	\$3,566.56	\$873.20
March-14	\$3,936.77	\$519.35	\$81.45	\$4,537.57	\$4,456.12	\$604.75
February-14	\$3,896.90	\$706.51	\$206.51	\$4,809.92	\$4,603.41	\$699.15
January-14	\$3,789.27	\$2,420.26	\$285.75	\$6,495.28	\$6,209.53	\$1,047.25
Total	\$40,731.48	\$9,494.33	\$2,346.27	\$52,572.08	\$50,225.81	\$10,050.65
Average	\$3,394.29	\$791.19	\$195.52	\$4,381.01	\$4,185.48	\$837.55