

Agenda
Topeka and Shawnee County Public Library
Board of Trustees
March 8, 2012 – 4:00 p.m.
Menninger Room

Call to Order

Public Comment

Approval of February Board Meeting Minutes

Chief Financial Officer's Report – Sheryl Weller

Financial Reports

- Treasurer's Report – Bob Harder
- Finance and Audit Committee Report – **Action Item**
- Financial Reports - **Action Item**

Friends of TSCPL –Linda Hayse, Board Chair

The Library Foundation – Steve Page, Board Chair

Chief Executive Officer's Report – Gina Millsap

Chief Operating Officer's Report– Rob Banks

Old Business

- Strategic Plan Update – Gina Millsap, Management Council

New Business

- Approval of bid for Wifi- **Action Item**
- Change June board meeting to June 19 – **Action Item**
- Nominating Committee Appointments - **Action Item**
- Refinancing of Bonds - **Action Item**
- Polaris Presentation-David King, Digital Services Manager
- Advocacy Committee Report-Melissa Masoner, Committee Chair

Advocacy Stories

Adjournment

Next Regular Meeting:

April 11, 2012 @ 4:00 pm (**Wednesday: date change**)

Subject to change w/o notice

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING
February 16, 2012
Menninger Room**

BOARD MEMBERS PRESENT:

Dan Guenther (chair), Duane Johnson (vice-chair), Melissa Masoner (secretary), Bob Harder (treasurer), Kerry Storey, David Monical, Elizabeth Ross & Jennifer Turner

BOARD MEMBERS ABSENT:

Quentin Martin & Stacey Woolington

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, February 16, 2012 in the Menninger Room of the Main Building, 1515 SW 10th Avenue, at 4:00 p.m., the Chair and the Secretary were present.

PUBLIC COMMENT

Dan Guenther (chair), asked for public comment, there being none, the public comment was closed, and the meeting commenced.

APPROVAL OF MINUTES

On motion by Bob Harder, seconded by Duane Johnson, the January board minutes were accepted as presented. Motion carried.

CHIEF FINANCIAL OFFICER'S REPORT—Sheryl Weller

Treasurer's Report-Bob Harder

On motion by Bob Harder, seconded by David Monical, the January financial reports were accepted. Motion carried.

FRIENDS REPORT— Linda Hayse, Board Chair

FOUNDATION REPORT— Steve Page, Board Chair

EXECUTIVE DIRECTOR'S REPORT- Gina Millsap

CHIEF OPERATING OFFICER'S REPORT – Rob Banks

OLD BUSINESS

Strategic Plan Update – Gina Millsap

- 1) External & Internal Work Plans-updated

NEW BUSINESS

2011 Annual Report Presentation: Michael Perkins, Digital Services Supervisor

Customer Service Policy

On motion by Duane Johnson, seconded by Bob Harder, the board approves the Customer Service Policy as presented. Motion carried.

Finance & Audit Committee Appointments

On motion by Bob Harder, seconded by Kerry Storey, the Board approves the Finance & Audit Committee appointments as presented. Motion carried:

Stacey Woolington
David Monical

Dan Guenther, board chair, assigned two charges to the Finance & Audit Committee:

1. Meet with auditor prior to the April board meeting
2. Work with staff (CEO Gina Millsap, CFO Sheryl Weller and COO Rob Banks) to study the feasibility of refinancing of the bonds, with the intent of reducing the library's total debt service.

Disaster Plan Presentation: Greg Gaul, Security Manager

Advocacy Stories

Adjournment

On motion by Bob Harder, seconded by Duane Johnson, the board adjourned at 5:17 p.m. Motion carried.

Melissa Masoner
Secretary of the Board

The meeting adjourned at 5:17 p.m.
File: Bd. minutes February 2012

**Chief Financial Officer's Report
March 2012
Sheryl Weller**

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund, the Cooking Neighborhood Fund, the Health Neighborhood Fund and the Programming Fund are temporarily negative due to either current expenditures not yet reimbursed, or for purchase orders enacted for the whole year and for upcoming performances. Expenditures will be reimbursed by various sources.

General Fund – Pages 3 & 4

With 16.4% of the budget year completed, 46% of the budgeted revenue has been received and 22% of the approved budget has been expended/encumbered. At the end of February 2011, the percentages were 45% of the budgeted revenues received and 16% of the approved budget expended/encumbered.

The increase in the percentage expended/encumbered in 2012 is due to the effort, as mentioned in my report last month, to expand the encumbering process at the start of the year for known obligations to which we are already committed. Encumbering in the first part of the year allows a more realistic review of any available budget. Many more encumbrances (processed as purchase orders not yet let in our financial system) were created in February. This increases the percentage expended/encumbered when compared with the prior year.

Employee Benefit Fund – Page 5

With 16.4% of the year completed, 47% of the budgeted revenue has been received, with 13% of the approved budget expended. In 2011, 51% of the revenue had been received to-date and 16% of the budget expended. The increased revenue was because of the significant Blue Cross Blue Shield refund received in January 2011.

The workers compensation self-audit resulted in a refund of \$14,669 (to be deposited on March 2nd). Last year, the refund was \$12,507.

Debt Service Fund-Bond & Interest – Page 6

Funding for the first interest payment for 2012 on the outstanding bonds was transferred, as required, to the Municipal Investment Pool 20 days in advance of the March 1 payment. The amount due of \$238,536.25 is shown on the financial reports in the Municipal Investment Pool.

Other Items:

- The fieldwork for the 2011 audit has concluded. A draft of the Management's Discussion and Analysis document is expected around April 1. The review with the Board's Audit and Finance Committee is scheduled for Monday, April 9th at noon in the Menninger Room. Presentation of the audit to the full Board will be at the April meeting on the 11th.
- The budget cycle will soon begin once again. The proposed timeline for the 2013 budget is included as the final page of my report. The June and July budget work sessions will be scheduled very soon. This year I have altered the schedule somewhat to shorten the length of time between the first and second budget work sessions to keep this fresh in our minds. It also allows me more time between the final work session and the July Board meeting. Previously, these have only been 3 days apart, which is even less working days. I want to allow sufficient time for me to complete any additional work or information.
- The sealed bids for the library-wide wireless service project were opened on February 27th. A resolution summarizing the bids and the basis for the staff recommendation is included in this month's packet for the Board's approval consideration. It is critical that this be acted upon in March in order to comply with the rules for e-rate eligibility. At this time, the Library's e-rate consultant believes there will be a reimbursement rate of 90% to be received sometime after July 1.
- Bids were opened on February 22nd for the electronic security systems one-year service and maintenance agreement. This is a professional services contract that is part of the approved budget. By policy, it is not required to be brought before the Board for approval. One legal question is pending before the winning bidder can be awarded. I will report the results in my April report.

**Topeka & Shawnee County Public Library
Proposed 2013 Budget Time Line**

April 11, 2012 (Wed)	Budget directive from Board (scheduled Board meeting date)
May 25, 2012 (Fri)	Budget requests due from departments/units
June 01, 2012 (Fri)	First review of department/unit budget requests by Gina, Rob and Sheryl
June 7, 2012 (Thu)	First review of budget requests by management council (at regular meeting date/time)
June 14, 2012 (Thu)	Second review of budget requests by management council (at regular meeting date/time)
June 18, 2012 (Mon)	Board budget work session
June 28, 2012 (Thu)	Management council final review of budget documents (at regular meeting date/time)
July 9, 2012 (Mon)	Board budget work session – final review of budget (Fri) documents
July 19, 2012 (Thu)	Board meeting – 2013 budget approved for publication (scheduled Board meeting date)
July 25, 2012 (Wed)	Budget notice published in Topeka Capital Journal
August 9, 2012 (Thu)	Public hearing and adoption of 2013 budget (scheduled Board meeting date)
August 10, 2012 (Fri)	Budget submitted to the governing body of the city and county as required by K.S.A. 12-1267(a)
August 24, 2012 (Fri)	Adopted budget filed with county clerk

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of February 29, 2012

Capital Improvement Fund-CoreFirst Bank:

\$ 134,540.97 at 0.10%, dated 02/17/12, due 03/02/12
\$2,458,780.40 at 0.10%, dated 02/03/12, due 06/01/12
\$2,593,321.37 Total

Municipal Investment Pool:

\$ 238,536.25 for interest-only debt payment due 03/01/12

Principal Balance of Outstanding Bonds: \$12,060,000

Topeka and Shawnee County Public Library
Financial Summary

02/29/12

	<u>Balance 01/01/12</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 02/29/12</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$2,845,455.05	\$ 5,463,854.57	\$ 1,784,392.50	\$ 6,524,917.12
Employee Benefits	894,499.39	1,449,862.00	462,599.84	\$ 1,881,761.55
Capital Improvement	2,685,683.79	457.58	92,820.00	\$ 2,593,321.37
Bond & Interest	981,383.59	863,957.52	15.00	\$ 1,845,326.11
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	-	-	\$ -
Federal, State & Local Grants	31,149.13	-	28.53	\$ 31,120.60
Other Special Revenue	619,693.79	6,648.46	12,298.53	\$ 614,043.72
Permanent Funds	427,997.00	11,757.48	108.91	\$ 439,645.57
Totals	<u>\$ 8,485,861.74</u>	<u>\$ 7,796,537.61</u>	<u>\$ 2,352,263.31</u>	<u>\$ 13,930,136.04</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 8,440,251.84
General Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-CoreFirst Bank-Investments	2,593,321.37
Restricted Funds-CoreFirst Bank-Checking	610,149.71
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	259,265.24
Bond & Interest Fund-CoreFirst Bank-Checking	1,606,162.78
Bond & Interest Fund-CoreFirst Bank-Investments	-
Cash on Hand	2,674.00
Petty Cash	100.00
Endowment Securities	182,376.61
Municipal Investment Pool	238,536.25
	<u>\$ 13,932,837.80</u>
Payroll Liabilities	2,701.76
	<u>\$ 13,930,136.04</u>

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

02/29/12

	01/01/12 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	02/29/12 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 2,845,455.05	\$ 5,463,854.57	\$ 110,233.84	\$ 1,674,158.66	\$ 6,524,917.12	\$ 1,039,605.40	\$ 5,485,311.72
Employee Benefit Fund	894,499.39	1,449,862.00	208.90	462,390.94	1,881,761.55	3,000.00	1,878,761.55
Capital Improvement Fund	2,685,683.79	457.58	92,820.00	-	2,593,321.37	134,521.00	2,458,800.37
Bond & Interest Fund	981,383.59	863,957.52	-	15.00	1,845,326.11	-	1,845,326.11
Non Major Governmental Funds							
State Aid Fund	-	-	-	-	-	-	-
<i>Federal & State Grants</i>							
Gallery Grant	10.32	-	-	-	10.32	-	10.32
11-LSTA-3(Talking Books)	8,239.87	-	-	-	8,239.87	-	8,239.87
12-LSTA(Talking Books)	22,311.44	-	-	28.53	22,282.91	-	22,282.91
Big Read Grant	587.50	-	-	-	587.50	-	587.50
<i>Other Special Revenue Funds</i>							
Adult Programs	236.00	-	-	-	236.00	-	236.00
Art Collection	8,748.96	1,875.62	1,875.00	-	8,749.58	-	8,749.58
Book Cook Program	192.94	-	-	-	192.94	-	192.94
Bookmobile Fund	1,868.96	132.00	-	-	2,000.96	-	2,000.96
Career Neighborhood	-	-	-	-	-	-	-
Computer training	397.00	-	-	-	397.00	-	397.00
Children's Art Show	4.01	-	-	-	4.01	70.67	(66.66)
Cooking Neighborhood	-	-	-	340.45	(340.45)	9.55	(350.00)
Friends	196,494.24	17.34	-	1,443.28	195,068.30	1,923.29	193,145.01
Fun Committee	2,806.80	342.68	28.37	156.93	2,964.18	-	2,964.18
Gallery Competitions/Exhibits	14,347.64	1.29	-	-	14,348.93	113.17	14,235.76
Gifts/Memorials (Undesignated)	207,090.54	17.96	44.66	2,312.02	204,751.82	5,160.00	199,591.82
Great Stories Club	47.00	-	-	-	47.00	-	47.00
Health Neighborhood	965.17	265.90	46.59	209.16	975.32	2,873.31	(1,897.99)
Hirschberg Lecture	6,580.22	0.59	-	-	6,580.81	-	6,580.81
Hughes Business Collection	6,604.11	0.59	-	-	6,604.70	-	6,604.70
Library Materials	77,985.14	2,523.52	-	62.24	80,446.42	70.00	80,376.42
Lingo	3,269.45	-	-	-	3,269.45	-	3,269.45
NEH Expendable	12,705.01	1.13	73.98	6.98	12,625.18	53.96	12,571.22
Pets Neighborhood	502.75	-	33.31	177.43	292.01	222.01	70.00
PodCamp Topeka	1,224.06	-	-	-	1,224.06	-	1,224.06
Programming Fund	668.91	-	198.68	(136.79)	607.02	4,374.19	(3,767.17)
Red Carpet	27,565.52	2.02	4,407.67	41.96	23,117.91	558.04	22,559.87
Rotary Grant	4.29	-	-	-	4.29	-	4.29
Special Collections	1,841.16	-	-	-	1,841.16	-	1,841.16
Talking Books	8,367.00	0.75	-	-	8,367.75	-	8,367.75
Torluemke Landscaping	1,232.63	-	-	-	1,232.63	-	1,232.63
Workshops	1,005.16	-	-	-	1,005.16	-	1,005.16
Youth Services	36,939.12	1,467.07	-	976.61	37,429.58	848.40	36,581.18
<i>Permanent Funds</i>							
Mertz Trust	182,376.80	-	-	-	182,376.80	-	182,376.80
NEH Endowment	245,620.20	11,757.48	-	108.91	257,268.77	-	257,268.77
TOTALS	\$ 8,485,861.74	\$ 7,796,537.61	\$ 209,971.00	\$ 2,142,292.31	\$ 13,930,136.04	\$ 1,193,402.99	\$ 12,736,733.05

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u>
				16.4% of year
Ad Valorem Property Tax	\$ 10,040,747.00	\$ 5,308,324.58	\$ (4,732,422.42)	53%
Back Tax	-	-	\$ -	0%
Motor Vehicle Tax	1,044,923.00	27,432.36	\$ (1,017,490.64)	3%
Recreational Vehicle Tax	10,789.00	160.93	\$ (10,628.07)	1%
16/20 M Vehicle Tax	10,200.00	8,169.22	\$ (2,030.78)	80%
In Lieu of Tax	42,592.00	23,514.37	\$ (19,077.63)	55%
E-Rate Reimbursement	81,550.00	-	\$ (81,550.00)	0%
Sundry Revenue	5,000.00	1,746.04	\$ (3,253.96)	35%
Sundry Revenue - Recycling	-	663.42	\$ 663.42	0%
Salary Refunds-Foundation	68,000.00	5,150.40	\$ (62,849.60)	8%
Salary Refunds-Friends	87,000.00	17,568.69	\$ (69,431.31)	20%
Vend Machines	5,000.00	809.55	\$ (4,190.45)	16%
Pay to Sam	48,000.00	6,939.89	\$ (41,060.11)	14%
Overdue fees	333,000.00	55,114.49	\$ (277,885.51)	17%
Debt Collect	36,000.00	3,565.86	\$ (32,434.14)	10%
ILL Fees	5,000.00	937.15	\$ (4,062.85)	19%
Mailing Fees	5,000.00	-	\$ (5,000.00)	0%
Non Resident Card Fee	1,000.00	85.00	\$ (915.00)	9%
Telephone/Fax	2,000.00	532.90	\$ (1,467.10)	27%
Obituary Fees	-	220.00	\$ 220.00	0%
Meeting Room Charges	15,000.00	2,375.00	\$ (12,625.00)	16%
Monday Market Fees	-	-	\$ -	0%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	5,000.00	544.72	\$ (4,455.28)	11%
Library Treasurer's Balance	1,790,641.00	-	\$ -	
TOTALS	<u>\$ 13,636,442.00</u>	<u>\$ 5,463,854.57</u>	<u>\$ (6,381,946.43)</u>	46%

Topeka and Shawnee County Public Library

02/29/12

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> 16.4% of year
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 984.60		\$ 5,415.40	15%
Salaries-Facilities	640,293.00	85,590.82	-	554,702.18	13%
Salaries-Overtime	10,200.00	308.41	-	9,891.59	3%
Salaries-Shelvers	193,800.00	21,468.46	-	172,331.54	11%
Salaries-Staff	7,130,591.00	1,059,703.08	-	6,070,887.92	15%
Salaries-Security	263,299.00	34,676.67	-	228,622.33	13%
Conferences	40,000.00	9,769.65	4,145.50	26,084.85	35%
Staff Training	12,000.00	2,968.80	204.81	8,826.39	26%
Employee Assistance Program	6,800.00	1,111.34	5,556.70	131.96	98%
Mileage	6,500.00	667.92	4,064.40	1,767.68	73%
COLLECTION:					
Materials-Binding/Replacements	4,000.00	-	745.14	3,254.86	19%
Materials-Print/Non-Print <1 YR	348,133.00	144,861.69	701.86	202,569.45	42%
Materials-Print/Non-Print	1,193,867.00	82,338.33	83,956.50	1,027,572.17	14%
Materials-Periodicals	50,000.00	116.82	442.14	49,441.04	1%
OPERATIONS:					
Contracted-Digital Services	209,035.00	42,844.64	45,017.21	121,173.15	42%
Contracted-Facilities	250,000.00	32,497.72	109,226.41	108,275.87	57%
Contracted-Office Equipment	130,000.00	12,246.67	64,615.19	53,138.14	59%
Contracted-Professional	210,000.00	26,280.12	114,185.46	69,534.42	67%
Databases	74,000.00	5,090.62	64,904.53	4,004.85	95%
Digital Services Support	173,850.00	5,101.01	39,371.44	129,377.55	26%
Furniture/Equipment	5,000.00	-	2,709.00	2,291.00	54%
Insurance	41,000.00	16,338.00	-	24,662.00	40%
Marketing	20,000.00	2,553.97	5,160.00	12,286.03	39%
Memberships/Dues	20,000.00	1,900.00	17,974.00	126.00	99%
Miscellaneous	5,000.00	(62.76)	457.99	4,604.77	8%
Payments to Other Libraries	73,300.00	-	-	73,300.00	0%
Postage/Shipping	70,800.00	530.65	1,289.90	68,979.45	3%
Printing	61,200.00	3,786.52	595.35	56,818.13	7%
Programming	30,000.00	573.83	108.72	29,317.45	2%
Special Projects	250,000.00	-	-	250,000.00	0%
Supplies-Facilities	70,000.00	3,905.41	21,561.81	44,532.78	36%
Supplies-Office/Library	65,000.00	4,582.59	9,729.81	50,687.60	22%
Supplies-Processing	55,000.00	1,595.34	2,162.97	51,241.69	7%
Telecommunications	97,000.00	9,532.08	76,214.63	11,253.29	88%
Utilities-Electric	335,000.00	46,838.53	253,561.47	34,600.00	90%
Utilities-Gas	75,000.00	6,231.81	37,768.19	31,000.00	59%
Utilities-Water/Sewage	35,000.00	1,970.79	22,029.21	11,000.00	69%
Vehicle-Gas	29,000.00	4,114.00	3,003.80	21,882.20	25%
Vehicle-Repair	50,000.00	1,277.96	11,533.70	37,188.34	26%
Contingency/Fund Balance	1,200,000.00	-	-	-	
Revitalization Rebates	96,374.00	-	-	-	
Cash Long/Short	-	(137.43)	-	137.43	0%
TOTALS	<u>\$ 13,636,442.00</u>	<u>\$ 1,674,158.66</u>	<u>\$ 1,002,997.84</u>	<u>\$ 9,662,911.50</u>	22%

Topeka and Shawnee County Public Library
Special Revenue Funds

02/29/12

EMPLOYEE BENEFITS

	<u>2012 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/12	\$ 772,695.00	\$ 891,375.01	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,634,392.00	\$ 1,393,386.85	53%
Back Tax	-	-	
Motor Vehicle Tax	300,420.00	8,198.73	3%
Recreational Vehicle Tax	3,102.00	48.09	2%
16/20M Vehicle Tax	2,933.00	2,441.53	83%
In Lieu of Tax	12,248.00	6,172.31	50%
Refund-Fringe Benefits-Foundation	29,000.00	2,098.33	7%
Refund-Fringe Benefits-Friends	13,100.00	3,757.58	29%
Refund-Fringe Benefits-Talking Books	4,300.00	-	0%
Refund BC/BS	-	19,975.58	0%
Refund-Workers Compensation	-	-	0%
Employee Payments BC/BS	-	264.88	0%
Retiree Payments BC/BS	95,000.00	13,518.12	14%
	<u>\$ 3,094,495.00</u>	<u>\$ 1,449,862.00</u>	47%
<u>Expenditures/Encumbrances:</u>			
FICA	630,739.00	\$ 87,224.36	14%
KPERS	655,440.00	95,681.21	15%
Worker's Compensation	110,000.00	3,000.00	3%
Unemployment Tax	10,725.00	1,959.25	18%
Health/Dental Insurance	2,060,000.00	277,526.12	13%
Revitalization Rebates	25,286.00	-	0%
Contingency/Fund Balance	375,000.00	-	0%
	<u>\$ 3,867,190.00</u>	<u>\$ 465,390.94</u>	13%
Prior Year Canceled Purchase Orders		\$ 2,915.48	
Unencumbered Balance 02/29/12	\$ -	\$ 1,878,761.55	

CAPITAL IMPROVEMENT

Balance 01/01/12		\$ 2,464,712.79
<u>Revenue:</u>		
Interest received		457.58
		<u>\$ 457.58</u>
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		6,370.00
		<u>6,370.00</u>
Unencumbered Balance 02/29/12		\$ 2,458,800.37

STATE AID

Balance 01/01/12		\$ -
<u>Revenue:</u>		
State	95,000.00	-
	<u>\$ 95,000.00</u>	<u>\$ -</u>
<u>Expenditures/Encumbrances:</u>		
Library Materials	95,000.00	-
	<u>\$ 95,000.00</u>	<u>\$ -</u>
Unencumbered Balance 02/29/12	\$ -	\$ -

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

02/29/12

	<u>2012 Budget</u>	<u>Year to Date</u>	<u>% Rec'd</u>
Balance 01/01/12	\$ 981,305.00	\$ 981,383.59	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,617,713.00	855,208.61	53%
Back Tax	-	-	
In Lieu of Tax	8,152.00	3,788.33	46%
Motor Vehicle Tax	199,914.00	3,717.57	2%
Recreational Vehicle Tax	2,064.00	21.82	1%
16/20M Vehicle Tax	1,952.00	1,107.12	57%
Interest on Idle Funds	1,500.00	114.07	8%
	<u>\$ 1,831,295.00</u>	<u>\$ 863,957.52</u>	47%
<u>Expenditures/Encumbrances:</u>			
Principal	1,320,000.00	-	0%
Interest	477,073.00	-	0%
Wire Transfer Fees	-	15.00	0%
Revitalization Rebates	15,527.00	-	0%
Cash Basis Reserve	1,000,000.00	-	0%
	<u>\$ 2,812,600.00</u>	<u>\$ 15.00</u>	0%
Unencumbered Balance 02/29/12	\$ -	<u><u>\$ 1,845,326.11</u></u>	

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts; Includes Void and Cancelled Checks
For the Month Ended February 29, 2012

FUND	SACCT	Date	Name	Description	Paid	Sts	Check#
010	04010	2/2/2012	GRESSCO LTD	KWIK CASES	5,511.71	O	79445
					5,511.71		79445 Total
010	15700	2/2/2012	AT&T	#831-000-1412695 INTERNET 2012	5,779.56	O	79461
					5,779.56		79461 Total
010	15060	2/9/2012	BERBERICH TRAHAN & CO., P.A.	AUDIT-YR ENDED 12/31/2011	14,000.00	O	79489
					14,000.00		79489 Total
010	15800	2/9/2012	WESTAR ENERGY	UTILITIES - ELECTRIC 2012	23,673.65	O	79519
					23,673.65		79519 Total
010	04010	2/16/2012	COMPRISE TECHNOLOGIES, INC.	WEB FILTER RENEWAL 3-YR	13,201.00	O	79527
					13,201.00		79527 Total
010	15100	2/16/2012	OCLC, INC.	CATALOGING/ILL CHRGS -- 2012	5,095.47	O	79541
010	15100	2/16/2012	OCLC, INC.	EARLY PYMT DISCOUNT	(4.85)	O	79541
					5,090.62		79541 Total
010	15030	2/16/2012	SIRSIDYNIX	ANNUAL HORIZON SOFTWARE MAINTENANCE	16,128.28	O	79546
010	15030	2/16/2012	SIRSIDYNIX	OTHER SIR	729.12	O	79546
010	15030	2/16/2012	SIRSIDYNIX	THIRD PARTY MAINTENANCE	6,803.48	O	79546
010	15030	2/16/2012	SIRSIDYNIX	THIRD-PARTY SUBSCRIPTION MAINT	6,626.70	O	79546
010	15030	2/16/2012	SIRSIDYNIX	RECURRING DATA SUBSCRIPTION	252.56	O	79546
					30,540.14		79546 Total
010	15060	2/16/2012	UNIQUE MANAGEMENT SERVICES INC	FEE-SMALL DOLLAR ACCOUNTS	3,662.34	O	79548
010	15060	2/16/2012	UNIQUE MANAGEMENT SERVICES INC	FEE-REGULAR ACCOUNTS	2,112.20	O	79548
					5,774.54		79548 Total
010	15030	2/16/2012	VITAL SUPPORT SYSTEMS	CO-TERMED SOFTWARE SUPPORT	3,451.00	O	79550
010	15030	2/16/2012	VITAL SUPPORT SYSTEMS	CO-TERMED NEXT BUSINESS DAY HW	1,165.32	O	79550
010	15030	2/16/2012	VITAL SUPPORT SYSTEMS	CO-TERMED NEXT BUSINESS DAY HW	162.00	O	79550
010	15030	2/16/2012	VITAL SUPPORT SYSTEMS	CO-TERMED NEXT BUSINESS DAY HW	2,229.00	O	79550
					7,007.32		79550 Total
010	15050	2/23/2012	3M TAQ9008	3M DETECTION SYSTEM AGREEMENT	8,054.00	O	79590
					8,054.00		79590 Total
010	04010	2/23/2012	PITNEY BOWES INC.	LEASE COPIER T2R0 - 2011 ACCT #900001	8,496.00	O	79613
					8,496.00		79613 Total
020	04020	2/23/2012	POLARIS INTEGRATED LIBRARY	INTEGRATED LIBRARY SYSTEM	92,820.00	O	79614
					92,820.00		79614 Total
					219,948.54		Grand Total

**Finance and Audit Committee
TSCPL Board of Trustees
Tuesday, February 21, 2012
9 – 10 a.m.
Perkins Room**

Meeting Purpose

1. To discuss issues, questions and strategies regarding the possible refinancing of library bonds.
2. To determine what will be covered and discussed at the BOT retreat on March 1.

Expected Products

List of questions that must be answered to proceed. Determine what information will be shared and what discussion will occur at the BOT retreat.

Proposed Agenda

Start: 9 a.m.

- Welcome, Purpose, Agenda
- Review of current bonds status
- Determine questions that must be answered
- Determine preliminary process and timeline
- Decide what will be presented and discussed at BOT retreat on March 1

End: 10: 00 a.m.

Invited Participants

Bob Harder, Chair/Treasurer, Trustee
David Monical, Trustee
Kerry Storey, Trustee
Stacey Woolington, Trustee
Sheryl Weller, Chief Financial Officer
Rob Banks, Chief Operating Officer
Gina Millsap, Chief Executive Officer

Committee Report

Submitted by Gina Millsap, CEO

The Finance and Audit Committee of the TSCPL Board of Trustees met on Tuesday, February 21, 2012 from 9 to 10 a.m. in the Perkins Room. The group discussed the possible refinancing of the library bonds.

Present: Bob Harder, Chair, David Monical, Kerry Storey, Stacey Woolington, Sheryl Weller, Rob Banks, Gina Millsap. Absent: Dan Guenther

Discussion began with two key questions:

1. Can the bonds be refinanced?

The answer is yes, per library attorney Chuck Engel.

2. What are our goals in refinancing?

At the February 16, 2012 board meeting, chair Dan Guenther charged the finance and audit committee "to work with staff (CEO Gina Millsap, CFO Sheryl Weller and COO Rob Banks) to study the feasibility of refinancing our bonds, with the intent of reducing the library's total debt service by a significant amount."

Below is the recommended goal that the committee is bringing to the Board of Trustees retreat on March 1.

Goal: To realize an estimated savings of \$1,000,000 over the remaining term of the debt to be re-allocated for strategic plan initiatives and other Board-determined needs.

Board Education

The committee also discussed the need for Board education on the bond refinancing process. With that in mind, staff was directed to contact Bob Perry, bond attorney, to determine if he is available to speak to the board at its retreat, including process and possible timeline. CFO Sheryl Weller will contact Mr. Perry and ask him to explain to the Board at its retreat the bond refunding process and how that would affect the library's debt and potential savings.

Background – Role of Bond Counsel

http://www.publicbonds.org/major_players/counsel.htm

Bond counsel is one of the key participants involved with issuing debt and is usually selected in the very early stages of the process. Issuers will usually choose a law firm that is expert on relevant state and local finance laws.

The role of counsel varies depending on the complexity of the issue. Bond counsel assembles all relevant materials into a Transcript of Proceedings, which is used as a permanent record or reference. The Transcript of Proceedings details all the steps in the issuance and the terms and conditions of the payment and security arrangements.

In addition, bond counsel carries out the following tasks:

- Prepares and oversees bond proceedings;
- Gets required government approval;
- Ensures that the issuer meets all the legal requirements and authorization of the bond offering;
- Discloses and analyzes all relevant legal proceedings that may have a bearing on the validity of the offering;
- Interprets relevant regulations and laws and assists in structuring the issue;
- Writes key financing documents.

The committee also discussed how the evaluation and selection of a bond attorney should proceed and at what point the Board of Trustees would need to take action. CEO Gina Millsap said she would consult library attorney Chuck Engel on this matter.

We will contact Mr. Perry and invite him to present at the retreat. Regardless of its final decision regarding refinancing, the education of the board is an important next step in this process.

Resolution – Finance and Audit Committee Report

**BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
March 8, 2012**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the report of the Finance and Audit Committee.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

CHIEF EXECUTIVE OFFICER'S REPORT

March, 2012

LIBRARY NEWS

Each year Library Journal and the Bill and Melinda Gates Foundation present an award for the best small public library in America. The 2012 the winner is the Independence Public Library right here in Kansas!

You can read more about it here. <http://lj.libraryjournal.com/2012/01/managing-libraries/best-small-library-in-america-2012-the-independence-public-library-ks/>

DISCUSSION & ACTION ITEMS

Strategic Planning

Project Updates – Please see Rob Banks' operations report for updates on our big projects.

Internal and External Work Plans – The current work plans are available online for review at: <http://www.tscpl.org/nextdecade/staffindex>

Agenda Items

Finance and Audit Committee Report – The agenda and minutes from the committee's meeting on February 21 are in your docket. There is a motion to adopt the committee's report, including the following goal: *To realize an estimated savings of \$1,000,000 over the remaining term of the debt to be re-allocated for strategic plan initiatives and other Board-determined needs.*

Approval of Bid for Wifi – The bid recommendation, project description, and budget information (including the projected erate discount) are on the resolution sheet in your docket.

Change June Board Meeting Date – The American Library Association annual conference falls the same week in June as our regular board meeting. Several staff members will be attending. We're asking that the meeting be moved to Tuesday, June 19 at 4 p.m.

Nominating Committee Appointments - Each year the board chair appoints a committee to nominate board officers.

The Board of Trustees Bylaws, Section 3, state:

The Chairperson shall appoint three board members, with the consent of the Board, at the March Board meeting. The nominating committee shall present a slate of officers at the annual meeting in April. Additional nominations may be made from the floor.

Polaris Presentation – Digital Branch manager David King will demo the new online catalog. This will be what we all use to search for books and films, request items and browse library collections online. You'll see that it's a much more Amazon-like experience, which will be familiar to and comfortable for many of our customers.

PROFESSIONAL ACTIVITIES & COMMUNITY CONTACTS

Meetings/Activities: Rotary; met with Heartland Visioning ED William Beteta, co-chair Harry Craig; attended Intergovernmental Cooperation Council; agenda review with TSCPL board executive committee; met with First Lady Mary Brownback and volunteer Karen Taylor to discuss Kansas Book Festival; Staff Development Day; annual thank you lunch with TSCPL staff United Way Committee; Advocacy Committee meeting; met with state librarian Jo Budler; attended the Greater Topeka Chamber of Commerce Foundation meeting to help present Heartland Visioning's FY13 budget to its board (note that Heartland Visioning operates as a project under the Chamber Foundation; met with group of citizens interested in setting up a hackerspace in Topeka; attended the Heartland Visioning Education Foundation meeting; met with Erin Mohwinkle of Fast Forward (a chamber initiative to engage and retain young professionals in the Topeka and Shawnee County community) to discuss how we will engage the library's young professionals (note that we are a sponsor for Fast Forward and receive 15 memberships, as part of that sponsorship); attended vehicle-based delivery process improvement meeting; Board retreat; Topeka Business Hall of Fame Tribute Dinner.

Facilitated: Process improvement sessions for the Gallery, Special Collections.

Presented/Published: Library PI (Process Improvement) webinar for Infopeople, a statewide Library Services and Technology Act project that functions as a training arm of the California State Library. It can be viewed and listened to at <http://infopeople.org/training/library-pi-process>. *(Note there was a \$1000 honorarium for this presentation, which I directed to the Library Foundation. I also received \$150 for a webinar I presented earlier in the month and that was also directed to the Library Foundation.)*

TRUSTEE RETREAT

The trustee retreat was held on Thursday, March 1 and included a presentation from and discussion with Mr. Bob Perry, bond counsel.

Below are the questions and comments from trustees regarding the refinancing of the 2002 bonds, based on that session.

1. Does the Board of Trustees need financial advisor to proceed with the refinancing investigation?
2. Are there alternatives to bond refinancing and what other issues must be considered?
 - Public vs. private debt-any process must be transparent to citizens
 - Cash basis law limits options
 - Board of Trustees has bonding authority
3. What is the calendar schedule for optimal results?
4. What process will we use to obtain a bond counsel & underwriter, if we proceed?
5. Be mindful that bond counsel & underwriter will work with library administrative staff.
6. What role does Board of Trustees attorney play in this process?
7. We must be sure that we see all options for savings and that it is documented.
8. There are local resources with an excellent track record to manage the refinancing.
9. Is there a legal requirement to bid this service? Confirm with library attorney.
10. The library's CFO will need to respond to unsolicited inquires.
11. Put an action item on Board of Trustees March board agenda to determine the Board's decision regarding bond refinancing .

ALA PRESIDENTIAL CAMPAIGN UPDATE

There are about 2 weeks left until the online polls open. I will be using email and social media to communicate with ALA members. I'm also presenting three times at the Public Library Association conference in Philadelphia, presenting at the Texas Library Association in April and doing a number of phone and online interviews for various publications and organizations.

STAFF DEVELOPMENT DAY

The Staff Development Day Committee did an excellent job of planning and coordinating this once-a-year education event for all library staff, held on Presidents Day (February 20.) Learning together makes us better librarians and library staff and it also ensures that we practice lifelong learning. We offer that opportunity to our community every day and it's essential that we practice what we preach.

My special thanks to Donna Tryon, who has worked with a staff committee each year to create a productive and enjoyable learning experience. Donna is retiring at the end of March. She has been a great leader and colleague at TSCPL. I've learned so much from her and have relied on her to help me facilitate strategic planning, process improvement and staff development. She was also instrumental in the success of the library's building project. She will be greatly missed. We wish her and her family well as she moves to this next phase of her life.

**Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 3/2/2012**

Major Projects Update

March 8, 2012

Neighborhoods:

Timeline: December 2012

- Completed: Travel, Health, Jobs & Careers, College & Testing, Lawn & Garden, Cooking, Crime, Home, Pets, Collectibles, & Weddings
- In Development: Crafts & Personal Finance (we changed the name from Business & Investment)
Collections have been shifted making room for the next several neighborhoods

Disaster Plan:

Timeline: December 2012

- Phase I presented to Board February 2012
- Phase II underway – July 2012
- Phase III and IV in process

Integrated Library System (ILS):

Timeline: First or second quarter 2012

- Contract approved.
- Staff teams are meeting online and over the phone with Polaris Team. Training is scheduled.
- Data extraction occurred. On schedule.
- Regular phone calls keeping to schedule.
- Training has begun.

This is on time for our timeline.

RFID: on hold pending funding.

Self-Checks: In budget for last half of 2012

- Implementation plan in progress.

WIFI: In budget for last half of 2012

- Bids presented at March board meeting

VOIP (new phone system): on hold pending funding.

Book Dispenser:

Timeline: Decision by March 2012

Community Services Manager is conducting process improvement sessions.
Access to Community Connect will allow this decision to be finalized.

A/V Upgrade: On hold pending funding.

Chief Operating Officer Report
Robert Banks
March 8, 2012

On the retirement of Susie Marchant, I took over direct management of the Gallery. I always enjoy these opportunities to directly serve as an interim manager. It provides a chance to work closer with the staff and provides me that hands-on experience which plays a beneficial role in my regular duties.

I've been a member of the process improvement team for the Gallery. This gives me the chance to see the ideas we talk about in our meetings come to life in practice in the Gallery. The staff is enthusiastic, adopting new ideas and expanding on them with each new meeting.

We've had fun and I believe that we will begin to see an improvement in the library art collection and in the exhibits in the Gallery over the next few years. Because the Gallery typically plans out 2-3 years, it will take us some time to include all aspects of our new processes into future exhibits.

I enjoy my job but this type of creativity and excitement are especially fun.

My community contacts:

Teens Taking Action Board Meeting
Safe Streets
iPad class for the public
Cast of 1776 at Helen Hocker Theater
Jared Starkey – Topeka Hackerspace
Beth Whittaker – Spencer Special Collections – KU
Ryan Farlow – agent for Henry Rollins

Departmental Highlights:

Adult Services: Marie Pyko Manager

February was a busy month filled with training, cross training with Special collection staff and process improvement meetings. Early in the month the Genealogy and Local history staff began the process to examine all aspects of the unit and with Gina as the facilitator began to develop a overarching goal for the area. The work has just begun but everyone is committed to the process.

While our monthly statistics were not available at this time, Christina Callison our stats collector did share with all Adult Services staff that on the day after President's Day, we collectively answered over 750 reference questions. It was one of our busiest reference days we have recorded. On that day we also launched our Flex Time pilot with our computer management software. Beginning Feb 21, any customer using the computers in Media may get a prompt indicating that they may extend their time by 60 minutes. If below 80% of the computers are in use a customer will be offered more time. Just today I asked the staff if they had heard any feedback from customers about the change. We have only received positive feedback or nothing.

Reference questions range from helping with phone number look-up to significant research to computer and e-book help. Several Adult Service staff continues to be the go to experts on helping customers with their ebook needs. You never know what the questions will be with e-readers and often those questions can take up to 30 minutes with an individual person. In conjunction with Event Resources, our ebook experts Shari Schawo, Deb Bryan and Jeff Tate are coordinating drop in times at the Training Center. We have had standing room only in these classes. In addition, staff is troubleshooting on the phone. Last week, I observed Deb Bryan spend over 45 minutes helping a customer at her desk with a phone. At the end both staff and customer had resolved the issue and the customer was on their way to independently select books to read. Reference questions also take different shapes. Our librarians are becoming focused on their specialization and the community is learning who they can call for specialized research. Lissa Staley, Health Information Librarian continues to work closely with doctors in the community preparing resource lists for patients. A similar arrangement has emerged with Marta Miles with the Home neighborhood where she

will be preparing a bookmark of useful resources that Westar can have available.

We had several programs that stand out for February. Kathy Jennings and Michelle Eklund continue the strong partnership with Master Gardeners and had over 40 attendees for the Tree Pruning program. These programs continue to grow in popularity and we have consistently had twice as many people attend the programs compared to last year. Both staff also hosted a library booth at the annual Lawn and Garden Show where they visited with over 700 people during that weekend. It was a great success. Shari Schawo, Genealogy Librarian also had two very successful programs in February. She presented her Beginning Genealogy class to 14 would be genealogists and she co-hosted the Topeka Genealogical Society's monthly program with 65 guests in attendance. Valerie Reif, History neighborhood librarian hosted her first in a series of programs with our partnership with the Aquila Theater. Finally, Marta Miles, Susan Schafer and Christina Callison presented their very popular Kansas History 150 Years in Magazines to the staff during Staff Development Day. It was very popular, well researched and all three did a phenomenal job.

Bookmobile: Thad Hartman, Manager

Once again the weather was extremely kind to Bookmobile, which helped out tremendously. Reports are due a couple of days before the 29th, so I don't have exact figures, but it appears that we will experience an approximate 1% increase in circulation over last February. We do have an additional day this year, which certainly helps, and I believe the weather has helped as well. We had an issue during the middle of the month with the turn signal on the Lingo. We were able to get the vehicle into the shop early Monday morning and it was fixed before we went to our stops, so we did not miss any time. Thanks to our maintenance staff for getting this scheduled and taken in so quickly.

February was also fairly busy with Kansas Connections programs. We presented 29 times to over 800 kids at various schools throughout Shawnee County. Some of the programs included our Art and a Book program, which features a presentation and craft about a famous picture book author & illustrator, and Kansas Living Symbols, which teaches students about the Kansas State animals.

We were also pleased to get our first hands on experience with the new CommunityConnect database. This information from Civic Technologies gives us an even better understanding of our customers and our community. We are using this information for the creation of a new Community Services Plan which will guide us in our placement of Bookmobile stops as well as the introduction of dispensers and lockboxes.

Business and Investment Neighborhood: Marie Pyko, Manager; Terry Miller, Business Librarian

We have been promoting our business databases, and in February we met with several business people to show them what TSCPL has to offer in terms of demographic and market research. We presented our BusinessDecision database to a couple of board members of the Topeka Civic Theater and worked with them to identify current season ticket holders in terms of demographics. We then identified geographic areas in Topeka to target market the Theater for new members. Terry Miller, our Business Librarian, also met with a marketing director of a local realtor group in trying to identify neighborhoods to target for sales (in terms of home values, income, and other demographic characteristics). She plans to teach a class to the realtors so they can use the Business Decision and Reference USA databases for marketing purposes. Also, Terry met with the regional representative from Reference USA to find out what type of business tools we can use with his database. We are planning some instructional seminars in the near future.

Individuals are still taking advantage of our resume consulting. Terry meets with individuals and offers feedback and tips on their resumes. We are finding that the service is pretty steady, after the initial rush we had along with promoting it in the ConnectNow and on the TSCPL digital branch a couple of months ago.

Terry met with the local DAR (Daughters of the American Revolution) chapter on February 21st to talk with them about books and services the Library has to offer. This arose from her talking with one of the ladies at the Reference Desk and then remembering her and visiting with her every time she came in. She asked Terry to come talk to her group, and it went from "books on American Revolution history or history of the DAR" to "just bring some good books – not tomes, because we just want a good read." It was a lot of fun, and the ladies checked out several books. They also donated \$25 to the Friends of the Library in appreciation.

Facilities and Maintenance: John Kugler, Manager; Ivan Johnson, Supervisor

Replaced bearings on circulation machine.

Repaired roof on the mower shed.

Repaired door on handicap stall in men's restroom

Replaced power cord on cones of silence in youth services

Removed graffiti that was on villa west drop box

Repaired north door on loading dock

Snaked urinals in men's auditorium rest rooms

Cleaned fire place burner in Topeka room

Repaired sink drain in administration rest room

Installed pressure regulator on air compressor in the shop

Adjusted relief dampers in east stacks

Lowered Maria's desk top

Installed outlet for E-Reader display power strip

Installed lighting in E-Reader display case

Installed new heating element in humidifier #4

Repaired carpet by café entrance

Installed back flow preventer on café hot water line.

Painted ceiling in the Space Room

Installed lighting sensors in the Space Room

Replaced bearing on second transfer on circulation machine.

Installed supports on cooling/heating actuators throughout the building.

Replaced five café table tops

Installed a love-joy coupler on pumps at 1020

Red Carpet/Talking Books: Stephanie Hall, Manager

Although a short time has passed since the last board meeting we have started service to a new site which is different than anything we have done before. Megan Johnson is delivering books to the young men at the Kelly School for Boys which is located just north of Highland Park High School. This is a facility for young men who are not in enough trouble to be in jail but are not able to go to public school. Many of them are not from Topeka but throughout the state and live at the school. Megan is working with Jeannette Simonson, their librarian, to offer them more access to reading material. Jeannette has turned many of the boys onto reading and wanted to offer them more of a choice than what she has at the school.

We have worked with circulation to get the boys visitor cards and will take materials out to them twice a week (they are only allowed two items at a time). This is different than the outreach deliveries we have now where we only visit those once every two weeks. We're hoping they will continue to get excited about reading and find some new authors and genres. As I said, this service just started so we are still in the trial and error stage but so far it has gone well. I think we have a great partnership forming with the Kelly School and Jeannette.

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

Technical Services staff has completed the first round of training on Polaris. We are excited by the possibilities of the new system and can see much greater functionality in it than we have with our current ILS. Of course, as with any large project, there are workflow concerns we need to address and a number of issues to resolve as we progress through the migration process. We'll be working closely with the Polaris trainer to analyze how we currently handle work processes and how we can do them better and more efficiently in Polaris. We've also created a spreadsheet

to keep track of issues and timeline our process for resolving them. Some issues we can address prior to our official transition to the new system. Other issues we'll need to hold onto and resolve after going live with Polaris. We're still in the early stages of this and it's going to be the largest project we'll work on this year in Tech Services.

In other news, we've been steadily cataloging all of our new ebook and digital audiobook purchases with Overdrive. We wanted access within our current library catalog for Overdrive content and we wanted the records to be excellent. After doing some investigation with Overdrive, we were dissatisfied with the quality of the records they could provide to us and also with the hefty price tag associated with receiving records directly from them. If we decided to pay Overdrive for cataloging records, we were conservatively looking at a cost of over \$10,000 per year. Our cataloging professional Renee investigated our options through OCLC and discovered we could get the same records or use our own existing records at no additional cost to us. She's been hard at work creating records for our Overdrive purchases in Horizon and linking the records she creates to the Overdrive system. Our customers have access through our catalog to our Overdrive collection and we have well-designed, accessible records with minimal cost.

Youth Services: Marie Pyko, Manager; LeAnn Petrie, Supervisor

Programs this month included:

Ages birth-5

Baby Bookworms, Preschool Storytime, Sing Move and Learn, Musical Storytime, Storytime with Kyler, PJ Storytime, Playing to Read- Transportation, Stories and Art, Discovery Center Storytime, Conscience Discipline, Preschool Fair

Elementary school aged

Zoo Animals Live, Amazing Animals: Puppy Love, Crazy Extreme Science, Gross Stuff: Bloody Valentine, 4-H in the Library, tWiin Gaming, In it to Win It, Fear Foods Easy Star Gazing, READ Dogs, William's Magnet Story Sharing.

Middle and high school aged

Double Dueling, Teen Writing Group, Anime Cosplay, Valentine Candy, No Couch Potatoes, Board Game Night, CSI: Topeka, Open Mic Night

3 tours

Homework Center had 213 interactions during the first 19 days of this month

2109 kids participated in outreach storytime during the first 19 days of this month

1050 reference questions were answered during the first 19 days of this month at the Youth Service desk.

Highlight:

The Gross Stuff: Bloody Valentine program put together by Marlana Hodgkinson and Lisa Brien for this past month is an excellent example of where we are headed with many of the programs we offer for youth. 2 stations were set up for kids to visit. The first station had two cow hearts donated to TSCPL by Fairview Farms. One heart was left whole. The other had been sliced nearly in half and, like any good dissection, had labeled parts. Participating kids and adults were offered gloves so that they could examine the hearts as Marlana provided quick facts and asked leading questions. Her instruction provided information on how and why blood moves through the body with the hearts assistance. In addition to ventricles, atriums, heart valves, arteries, and chordae tendinease, and muscle and fat tissue, kids learned about average pulse rate, who has the bigger heart (men or women), who has the faster heart rate (men or women), and how many times a heart beats over the course of 30 years, and how the size of a human heart compares with a cow's. The second station provided kids an opportunity to paint a plaster of Paris, replica of the human heart. Most were painted red, but there was at least one golden heart and one black one among the crowd—got to love their sense of humor. Books and materials related to the program were available for browsing. People of all ages were in attendance, some more hesitant than others. Programs like this take place on the service floor so that even passerbys can participate—over 70 people in all. It is great fun to see intrigue and education come together.

**Digital Services: David King, Manager;
Michael Perkins, Supervisor**

Jobs

Software Related Changes:	185
Computer Issues:	159
Horizon/Database Issues:	246
Printer Issues:	60
Backup:	103
Server:	41
Network:	42
Account:	32
E-mail:	30
AV:	24
Group Policy:	21
Customer Service:	15
Deployment:	13
MediaBank:	13
SAN (Storage Area Network):	12
SAM:	11
Pitney Bowes:	10
Active Directory:	8
Others:	100

Stats

Website

Visits:	68,655
Unique:	33,945
New:	21,412
Returning:	47,243

SAM (Printing and Computer Management)

Number of PC Sessions:	21,000
Average Session Length:	46:07
Number of Unique Users:	5,913
Number of Print Documents:	10,950

IM (Chat reference)

Total number of users entering chat queues:	272
Number of chat users served by agents:	225
Number of users cancelling request:	30
Number of users never picked up by an agent:	17
Average user wait time prior to being served:	9 seconds
Total length of all customer chat sessions:	14,132 min, 48 sec.

Trackit (Job Tracking)

Total Work Orders	1,155
Pending	11
Overdue	19
Closed Work Orders	1125

Resolution – Approval to Contract for Library-wide Wireless Service

**Board of Trustees
Topeka & Shawnee County Public Library
March 8, 2012**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the bid and scope of work submitted by AT&T, St. Louis, Missouri, for installation of hardware and software for the library-wide wireless service (for the buildings at 1515 SW 10th Avenue and 1020 Washburn) in the amount of \$191,962.52. Further, the contract shall provide for funding from the Federal Universal Service Fund program known as E-Rate for eligible expenditures. Application for this funding requires that the project begin on or after July 1, 2012.

Purpose of Invitation to Bid:

To provide library-wide wireless service to all areas of both the 1515 SW 10th Avenue building and the 1020 Washburn building.

Cost:

Item	1515 SW 10th	1020 Washburn
Aruba Wireless Hardware/Software	\$103,221.31	\$13,334.30
AT&T Cable	32,339.74	6,261.50
AT&T Installation Testing	19,789.00	3,150.00
Aruba Wireless Annual Maintenance	<u>13,160.78</u>	<u>705.89</u>
Total by Building	\$168,510.83	\$23,451.69

Total Project \$191,962.52

Budget Line Item:

This will be paid from the General Fund, Special Projects line item, in the 2012 approved budget. This budget provides sufficient funding to legally contract for the project. E-rate funding is expected to pay 90% of the total cost, provided the total bid is eligible. Thus, the total project cost to the Library could be reduced to as low as \$19,196.25. E-rate funding could be received in one of two ways depending upon availability of funds; by reduction of the invoiced amount by AT&T or by reimbursement check from AT&T upon payment of the entire cost by the Library. The award letter will not be received until after July 1, 2012 and funding may not be available to TSCPL until 2013.

Background Information:

The Request for Proposal was posted on TSCPL's website and at the site for vendors eligible to participate in the E-Rate program. A mandatory site visit was required and four vendors attended. Sealed bids were received from three vendors. These sealed bids were opened at a public meeting at 3:00 PM on February 27, 2012. One vendor did not meet the requirements of the Request for Proposal so the bid was disqualified. The two non-recommended bidders differ from the AT&T bid in several key aspects: (1) the number of access points bid are 60 and 68 compared with 112 by AT&T (TSCPL currently has 12 access points for the public and 3 access points for staff); (2) a detailed scope of work was not provided; (3) cabling is inadequate or does not meet industry standards; (4) wiring specifications do not meet standards for wiring distance; and/or (5) no management software for the access points was provided as requested in the Request for Proposal.

Staff Recommendation:

TSCPL staff recommends acceptance of the bid submitted by AT&T for both buildings at a cost of \$191,962.52. AT&T has almost twice the amount of access points as the other two bidders. Their scope of work is in-depth and meets every aspect of the Request for Proposal. They also bid the highest quality wireless LAN infrastructure hardware/software.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – Change June 2012 Board Meeting

BOARD OF TRUSTEES

Topeka and Shawnee County Public Library

March 8, 2012

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves changing the June 21st, 2012 board meeting to June 19th at 4:00.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – Nominating Committee Appointments

Board of Trustees

Topeka and Shawnee County Public Library

March 8, 2012

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee Appointments.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – Board of Trustees – refinancing of bonds

Board of Trustees

Topeka and Shawnee County Public Library

March 8, 2012

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library intends to seek refinancing of the 2002 series bonds and directs and authorizes the chief executive officer to negotiate and retain a bond counsel and an underwriter for refinancing of the bonds.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____