

Agenda
Topeka and Shawnee County Public Library
Board of Trustees
May 17, 2012 – 4:00 p.m.
Menninger Room

Call to Order

Public Comment

Approval of April Board Meeting Minutes

Chief Financial Officer's Report – Sheryl Weller

Financial Reports

- Treasurer's Report – Bob Harder
- 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
- Advocacy Committee Report-Melissa Masoner

New Business

- A Resolution to Approve the Issuance of General Obligation of Refunding Bonds- **Action Item**
- Set August 9 Board Meeting @ 5:00 pm - **Action Item**
- Set August 9 Budget Hearing @ 5:30 pm - **Action Item**
- 21st Century Librarian, Gina Millsap, CEO - **Presentation**

Advocacy Stories

Adjournment

Next Regular Meeting:

June 19, 2012 @ 4:00 pm **(Tuesday: date change)**

Board Budget Work Sessions:

June 18 @ 12:00-3:00-Menninger Room

July 9 @ 9:00-12:00-Menninger Room

Subject to change w/o notice

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING**

**April 11, 2012
Menninger Room**

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT: Quentin Martin

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, April 11, 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 Duane Johnson, seconded by Bob Harder, the March board minutes were accepted as presented. Motion carried.

AUDIT REPORT

Finance & Audit Committee Report-Bob Harder, Committee Chair

- The Finance & Audit Committee met on April 9 with the auditors
- The Committee recommends acceptance of the audit report

Karen Linn, shareholder with Berberich Trahan & Co., P.A. audit firm reviewed the audit report. The Library received an unqualified opinion for the year of 2011. This is the highest form of opinion received. There were no disagreements with management & no audit adjustments.

On motion by Bob Harder, seconded by David Monical, the board accepted the audit report from Berberich Trahan & Co. P.A. audit firm as presented. Motion carried.

CHIEF FINANCIAL OFFICER'S REPORT—Sheryl Weller

Treasurer's Report-Bob Harder

On motion by Bob Harder, seconded by Kerry Storey, the March financial reports were accepted. Motion carried.

FY2013 Budget Part 1-Discussion

FRIENDS REPORT– Linda Hayse, Board Chair

FOUNDATION REPORT– Kathy Groesbeck, Executive Director

EXECUTIVE DIRECTOR'S REPORT- Gina Millsap
TSCPL Ebook Video-David King, Digital Services Manager

CHIEF OPERATING OFFICER'S REPORT

Rob Banks was attending the Kansas Library Association Conference in Wichita

David King, Digital Services Manager & Scarlett Fisher-Herreman, Technical Services Supervisor reported on the new Polaris system

OLD BUSINESS

Strategic Plan Update – Gina Millsap

Community Services Pilot Project-Thad Hartman, Community Services Manager

NEW BUSINESS

Replacement of Literacy Computers in Kids Library

On motion by Bob Harder, seconded by Elizabeth Ross, the board approves an exception to the purchasing policy approved August 21, 1996 for the sole source purchase of seven (7) Literacy Computers from AWE, Chester, PA. for the Youth Services area in the amount of \$14, 580.00. Motion carried.

On motion by Duane Johnson, seconded by Bob Harder, the board approves the request to transfer funds from the Oveson-Campbell Homework Center Fund in the amount of \$2,140.00 to purchase one (1) AWE-Literacy Computer for use in the Oveson-Campbell Homework Center. Motion carried.

Nominating Committee Report

Duane Johnson, Committee Chair, reported that he and committee members, Kerry Storey & Elizabeth Ross met on March 12. The committee presented the slate of officers as approved by the committee members.

Nominees for board officers:

- Dan Guenther – Chair
- David Monical – Vice-chair
- Bob Harder – Treasurer
- Melissa Masoner – Secretary

Election of Officers

On motion by Duane Johnson, seconded by Kerry Storey, the board approves the slate of officers as presented. Motion carried.

Election of Treasurer

On motion by Duane Johnson, seconded by David Monical, the board approves eligibility of Bob Harder as Treasurer, per the trustee Bylaws section 4. Board members voted by showing of hands. Motion carried.

Number of Terms of Office: A trustee shall not be eligible to serve more than two consecutive terms in the same office, except by affirmative vote of a two-thirds majority of Board members.

Resolution Thanking the Facilities Department

On motion by Bob Harder, seconded by David Monical, the board wishes to express sincere thanks to the Facilities Department for all the hard work and expertise that went in to the addition of the stars for the solar system in the Youth Services area.

Resolution Thanking Doug Sheafor of AIBo Glass

On motion by Bob Harder, seconded by David Monical, the board wishes to express sincere thanks to Doug Sheafor of AIBo Glass for the gift of his time and expertise in creating the amazing blown glass solar system for the Youth Services area.

Advocacy Stories

Adjournment

On motion by Bob Harder, seconded by Duane Johnson, the board adjourned at 5:43 p.m. Motion carried.

Melissa Masoner
Secretary of the Board

The meeting adjourned at 5:43 p.m.
File: Bd. minutes April 2012

**Chief Financial Officer's Report
May 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, the Programming Fund and the Rotary Grant 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.

The 2011 Friends' distribution received in December included \$7,000 for the art competition sponsorship (\$5,000) and the First Friday Art Walk receptions (\$2,000). This should have been deposited into the Gallery Competition/Exhibits Fund, but was deposited into the Friends Fund. This was corrected in April. The Library's financial system requires this type of adjustment be processed as current year "revenues" so the Friends Fund shows negative revenue. The net impact on these non-budgeted, special revenue funds is zero.

Annually after the audit is completed, the Mertz Trust fund is adjusted to match the December 31 ending balance. The Library is one recipient of this endowment and the Library's share must be calculated by the auditors each year. This year the adjustment is a negative \$6,506.90.

General Fund – Pages 3 & 4

With 33.2% of the budget year completed, 49% of the budgeted revenue has been received and 35% of the approved budget has been expended/encumbered. At the end of March 2012, the percentages were 48% of the budgeted revenues received and 31% of the approved budget expended/encumbered.

The General Fund Revenue report has an addition starting this month to include the "revitalization rebates" in the revenue analysis. These are required to be budgeted as expenditures, but really represent a reduction in tax revenues. These are not separately reported or known so the impact is netted in actual revenues received. It seems to make more sense to report these on the over/(under) budget comparison for revenues.

Also new this month is a cash summary for the General Fund, similar to that for the other budgeted funds. This report should help with the goal to be more strategic with the impact of current year activity on the cash balance available for carry forward or to meet revenue reductions in either the current or future year.

The Conferences budget line item is over-budget by \$40. This is expected to increase to provide professional development opportunities to staff for the benefit of the Library and its patrons. In recent years, this line item was drastically reduced. Salary savings from turnover will provide the funding for any budget overage in the Conferences line item.

Employee Benefit Fund – Page 5

With 33.2% of the year completed, 50% of the budgeted revenue has been received, with 28% of the approved budget expended. In 2011, 54% of the revenue had been received to-date and 32% of the budget expended. The increased revenue was because of the significant Blue Cross Blue Shield refund received in January 2011.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,458,822. A summary of insurance coverage, limits and deductibles is undergoing review by the insurance company to assist the Board in assessing fund balance needs and the amount that could be expended through 2019. At the time of the submission of the Board packet, this information was not yet finalized.

Debt Service Fund-Bond & Interest – Page 6

During 2012, 50% of the budgeted revenue has been received compared to 51% received at this same time in 2011.

Other Items:

- Copies of the 2011 audit have been filed with: (1) State of Kansas (as required by state statute); (2) Moody's (the company that does TSCPL's bond rating); (3) Ambac Assurance Corporation (the company that carries the insurance on TSCPL's bond issue); (4) Dun and Bradstreet for bond ratings; (5) Kutak Rock for the EMMA reporting; (6) Arbitrage Compliance Specialists (the company that tracks arbitrage compliance on TSCPL's bond issue); and (7) CoreFirst Bank. This year these groups were called and submission of an electronic copy was able to replace most hard copies. Also, the audit is posted on the TSCPL public website and hard copies are stored in the vault and available in the Topeka Room.
- FY 2013 budget work continues with the start of salary projections. I'm also working on a 10-year historical document for the budgets, levy rates and cash carry forward balances. In the past, the actual results have been reported from the audited financials, which differ from a review of actual transactions in comparison to the budget. The information I'm preparing is all on a budget basis. *Please remember to schedule the Board budget work sessions on Monday, June 18th from noon to 3:00 pm and Monday, July 9th from 9:00 am to noon.*
- State budget training is scheduled for May 14th and I will attend. State officials report that there will be significant budget form changes. I hope these changes will make the public budget document more understandable.

I will be exploring how to report cash carry forward without it giving the appearance of a large budgeted expenditure increase.

- Stephen Lusk, HR Director, various staff and I continue to explore a solution for scheduling/HR/payroll. This must be decided before an analysis of a financial management system can be completed. HR/payroll in a financial system represents significant cost and functionality, as well as importance. If these components will not be segregated for completion by a vendor or another system, then the financial management system needs dramatically change.
- An engagement letter was signed on April 30th to hire Bob Perry as bond counsel for the refunding of the current bond issue. An engagement agreement was signed on May 9th with Oppenheimer and Company for underwriting services.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of April 30, 2012

Capital Improvement Fund-CoreFirst Bank:

\$ 74,692.62 at 0.14%, dated 04/27/12, due 05/11/12
\$2,458,780.40 at 0.10%, dated 02/03/12, due 06/01/12
\$2,533,473.02 Total

Municipal Investment Pool:

\$ 0.00

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

Topeka and Shawnee County Public Library
Financial Summary

04/30/12

	<u>Balance 01/01/12</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 04/30/12</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 2,845,455.05	\$ 5,821,529.36	\$ 3,538,103.51	\$ 5,128,880.90
Employee Benefits	894,499.39	1,557,431.93	940,983.98	\$ 1,510,947.34
Capital Improvement	2,685,683.79	479.23	152,690.00	\$ 2,533,473.02
Bond & Interest	981,383.59	907,702.51	238,551.25	\$ 1,650,534.85
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	74,105.00	-	\$ 74,105.00
Federal, State & Local Grants	31,149.13	4,500.00	55.96	\$ 35,593.17
Other Special Revenue	619,693.79	9,786.21	34,832.68	\$ 594,647.32
Permanent Funds	427,997.00	12,917.54	496.97	\$ 440,417.57
Totals	<u>\$ 8,485,861.74</u>	<u>\$ 8,388,451.78</u>	<u>\$ 4,905,714.35</u>	<u>\$ 11,968,599.17</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 6,752,459.63
General Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-CoreFirst Bank-Investments	2,533,473.02
Restricted Funds-CoreFirst Bank-Checking	589,974.70
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	266,544.14
Bond & Interest Fund-CoreFirst Bank-Checking	1,649,907.77
Bond & Interest Fund-CoreFirst Bank-Investments	-
Cash on Hand	2,674.00
Petty Cash	100.00
Endowment Securities	175,869.71
Municipal Investment Pool	-
	<u>\$ 11,971,002.97</u>
Payroll Liabilities	2,403.80
	<u>\$ 11,968,599.17</u>

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

04/30/12

	01/01/12 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	04/30/12 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 2,845,455.05	\$ 5,821,529.36	\$ 115,502.41	\$ 3,422,601.10	\$ 5,128,880.90	\$ 841,106.14	\$ 4,287,774.76
Employee Benefit Fund	894,499.39	1,557,431.93	208.90	940,775.08	1,510,947.34	43,676.00	1,467,271.34
Capital Improvement Fund	2,685,683.79	479.23	146,320.00	6,370.00	2,533,473.02	74,651.00	2,458,822.02
Bond & Interest Fund	981,383.59	907,702.51	-	238,551.25	1,650,534.85	-	1,650,534.85
Non Major Governmental Funds							
State Aid Fund	-	74,105.00	-	-	74,105.00	-	74,105.00
<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	4,500.00	-	55.96	26,755.48	-	26,755.48
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	1,877.09	1,875.00	-	8,751.05	-	8,751.05
Book Cook Program	192.94	-	-	-	192.94	-	192.94
Bookmobile Fund	1,868.96	132.00	-	16.08	1,984.88	74.69	1,910.19
Career Neighborhood	-	-	-	-	-	-	-
Computer training	397.00	-	-	-	397.00	-	397.00
Children's Art Show	4.01	-	-	70.67	(66.66)	1,308.88	(1,375.54)
Cooking Neighborhood	-	340.45	-	355.00	(14.55)	-	(14.55)
Friends	196,494.24	(6,950.55)	21.37	16,148.18	173,374.14	4,942.69	168,431.45
Fun Committee	2,806.80	633.26	28.37	717.47	2,694.22	342.05	2,352.17
Gallery Competitions/Exhibits	14,347.64	7,004.30	-	1,382.75	19,969.19	91.45	19,877.74
Gifts/Memorials (Undesignated)	207,090.54	52.43	44.66	2,499.74	204,598.57	5,148.02	199,450.55
Great Stories Club	47.00	-	-	-	47.00	-	47.00
Health Neighborhood	965.17	265.90	46.59	709.30	475.18	2,915.01	(2,439.83)
Hirschberg Lecture	6,580.22	1.70	-	-	6,581.92	-	6,581.92
Hughes Business Collection	6,604.11	1.70	-	-	6,605.81	-	6,605.81
Library Materials	77,985.14	3,926.70	-	124.48	81,787.36	-	81,787.36
Lingo	3,269.45	-	-	-	3,269.45	-	3,269.45
NEH Expendable	12,705.01	3.24	73.98	254.67	12,379.60	-	12,379.60
Pets Neighborhood	502.75	-	67.87	314.47	120.41	68.80	51.61
PodCamp Topeka	1,224.06	-	-	-	1,224.06	-	1,224.06
Programming Fund	668.91	1,016.55	198.68	2,905.85	(1,419.07)	5,881.92	(7,300.99)
Red Carpet	27,565.52	5.91	4,407.67	115.17	23,048.59	484.83	22,563.76
Rotary Grant	4.29	-	-	207.43	(203.14)	-	(203.14)
Special Collections	1,841.16	-	-	-	1,841.16	-	1,841.16
Talking Books	8,367.00	2.16	-	-	8,369.16	-	8,369.16
Torluecke Landscaping	1,232.63	-	-	1,232.63	-	-	-
Workshops	1,005.16	-	-	-	1,005.16	-	1,005.16
Youth Services	36,939.12	1,473.37	-	1,014.60	37,397.89	15,390.41	22,007.48
<i>Permanent Funds</i>							
Mertz Trust	182,376.80	(6,506.90)	-	-	175,869.90	-	175,869.90
NEH Endowment	245,620.20	19,424.44	-	496.97	264,547.67	-	264,547.67
TOTALS	\$ 8,485,861.74	\$ 8,388,451.78	\$ 268,795.50	\$ 4,636,918.85	\$ 11,968,599.17	\$ 996,081.89	\$ 10,972,517.28

Topeka and Shawnee County Public Library

04/30/12

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u>
				33.2% of year
Ad Valorem Property Tax	\$ 10,040,747.00	\$ 5,492,507.66	\$ (4,548,239.34)	55%
Back Tax	-	-	\$ -	0%
Motor Vehicle Tax	1,044,923.00	98,418.73	\$ (946,504.27)	9%
Recreational Vehicle Tax	10,789.00	758.35	\$ (10,030.65)	7%
16/20 M Vehicle Tax	10,200.00	8,869.66	\$ (1,330.34)	87%
In Lieu of Tax	42,592.00	23,537.29	\$ (19,054.71)	55%
E-Rate Reimbursement	81,550.00	-	\$ (81,550.00)	0%
Sundry Revenue	5,000.00	3,205.76	\$ (1,794.24)	64%
Sundry Revenue - Recycling	-	1,424.96	\$ 1,424.96	0%
Salary Refunds-Foundation	68,000.00	20,601.62	\$ (47,398.38)	30%
Salary Refunds-Friends	87,000.00	30,945.64	\$ (56,054.36)	36%
Vend Machines	5,000.00	1,641.59	\$ (3,358.41)	33%
Pay to Sam	48,000.00	14,511.45	\$ (33,488.55)	30%
Overdue fees	333,000.00	107,535.40	\$ (225,464.60)	32%
Debt Collect	36,000.00	6,903.48	\$ (29,096.52)	19%
ILL Fees	5,000.00	1,729.75	\$ (3,270.25)	35%
Mailing Fees	5,000.00	-	\$ (5,000.00)	0%
Non Resident Card Fee	1,000.00	340.00	\$ (660.00)	34%
Telephone/Fax	2,000.00	1,252.74	\$ (747.26)	63%
Obituary Fees	-	555.00	\$ 555.00	0%
Meeting Room Charges	15,000.00	4,815.00	\$ (10,185.00)	32%
Monday Market Fees	-	-	\$ -	0%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	5,000.00	1,975.28	\$ (3,024.72)	40%
Library Treasurer's Balance	1,790,641.00	-	\$ -	
TOTALS	<u>\$ 13,636,442.00</u>	<u>\$ 5,821,529.36</u>	<u>\$ (6,024,271.64)</u>	49%
Revitalization Rebates*	\$ (96,374.00)	\$ -	<u>\$ 96,374.00</u>	
Revenues Over/(Under) Budget			<u><u>\$ (5,927,897.64)</u></u>	

*required to be budgeted as an expenditure, but represents a revenue reduction; actuals are not recorded

Topeka and Shawnee County Public Library

04/30/12

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>
					33.2% of year
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 1,969.20		\$ 4,430.80	31%
Salaries-Facilities	640,293.00	175,663.57	-	464,629.43	27%
Salaries-Overtime	10,200.00	629.00	-	9,571.00	6%
Salaries-Shelvers	193,800.00	42,569.64	-	151,230.36	22%
Salaries-Staff	7,130,591.00	2,129,993.41	-	5,000,597.59	30%
Salaries-Security	263,299.00	71,015.20	-	192,283.80	27%
Conferences	40,000.00	30,855.56	9,184.47	(40.03)	100%
Staff Training	12,000.00	4,825.18	722.26	6,452.56	46%
Employee Assistance Program	6,800.00	2,222.68	4,445.36	131.96	98%
Mileage	6,500.00	2,081.72	3,013.09	1,405.19	78%
COLLECTION:					
Materials-Binding/Replacements	4,000.00	800.91	1,948.90	1,250.19	69%
Materials-Print/Non-Print <1 YR	348,133.00	167,334.08	47.32	180,751.60	48%
Materials-Print/Non-Print	1,193,867.00	251,902.83	93,243.01	848,721.16	29%
Materials-Periodicals	50,000.00	301.63	355.35	49,343.02	1%
OPERATIONS:					
Contracted-Digital Services	209,035.00	46,371.37	49,941.95	112,721.68	46%
Contracted-Facilities	250,000.00	111,892.44	43,713.21	94,394.35	62%
Contracted-Office Equipment	130,000.00	27,214.30	51,365.09	51,420.61	60%
Contracted-Professional	210,000.00	62,004.63	82,017.36	65,978.01	69%
Databases	74,000.00	15,001.04	54,989.26	4,009.70	95%
Digital Services Support	173,850.00	13,385.85	35,092.23	125,371.92	28%
Furniture/Equipment	5,000.00	4,755.25	-	244.75	95%
Insurance	41,000.00	16,511.50	-	24,488.50	40%
Marketing	20,000.00	5,904.27	2,805.00	11,290.73	44%
Memberships/Dues	20,000.00	2,035.00	17,944.00	21.00	100%
Miscellaneous	5,000.00	1,273.91	511.39	3,214.70	36%
Payments to Other Libraries	73,300.00	-	-	73,300.00	0%
Postage/Shipping	70,800.00	40,489.89	6,278.83	24,031.28	66%
Printing	61,200.00	7,864.75	17,442.50	35,892.75	41%
Programming	30,000.00	1,773.78	2,503.66	25,722.56	14%
Special Projects	250,000.00	-	-	250,000.00	0%
Supplies-Facilities	70,000.00	18,780.87	14,216.67	37,002.46	47%
Supplies-Office/Library	65,000.00	9,615.90	12,577.99	42,806.11	34%
Supplies-Processing	55,000.00	5,341.44	402.19	49,256.37	10%
Telecommunications	97,000.00	26,894.94	61,312.86	8,792.20	91%
Utilities-Electric	335,000.00	90,737.40	209,662.60	34,600.00	90%
Utilities-Gas	75,000.00	16,464.81	27,535.19	31,000.00	59%
Utilities-Water/Sewage	35,000.00	3,786.90	20,213.10	11,000.00	69%
Vehicle-Gas	29,000.00	8,261.82	2,425.94	18,312.24	37%
Vehicle-Repair	50,000.00	4,217.74	10,000.76	35,781.50	28%
Contingency/Fund Balance	1,200,000.00	-	-	-	
Revitalization Rebates	96,374.00	-	-	-	
Cash Long/Short	-	(143.31)	-	143.31	0%
TOTALS	\$ 13,636,442.00	\$ 3,422,601.10	\$ 835,911.54	\$ 8,081,555.36	35%

Topeka and Shawnee County Public Library
General Fund

04/30/12

	<u>2012 Budget</u>	<u>Year to Date</u>	<u>% Rec'd</u>
Balance 01/01/12	\$ 1,790,641.00	\$ 2,694,568.25	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,040,747.00	5,492,507.66	55%
Back Tax	-	-	
Motor Vehicle Tax	1,044,923.00	98,418.73	9%
Recreational Vehicle Tax	10,789.00	758.35	7%
16/20M Vehicle Tax	10,200.00	8,869.66	87%
In Lieu of Tax	42,592.00	23,537.29	55%
E-Rate Reimbursement	81,550.00	-	0%
Fees and Charges	455,000.00	143,915.13	32%
Reimbursements	155,000.00	51,547.26	33%
Interest on Idle Funds	5,000.00	1,975.28	40%
	<u>\$ 11,845,801.00</u>	<u>\$ 5,821,529.36</u>	49%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,244,583.00	2,421,840.02	29%
Other Staff Support Costs	65,300.00	57,350.32	88%
Library Collections	1,670,000.00	585,924.33	35%
Contracted Services	799,035.00	474,520.35	59%
Digital Services Support	173,850.00	48,478.08	28%
Payments to Other Libraries	73,300.00	-	0%
Special Projects	250,000.00	-	0%
Utilities & Telecommunications	542,000.00	456,607.80	84%
Vehicles	79,000.00	24,906.26	32%
Other Operating Expenditures	443,000.00	188,885.48	43%
Revitalization Rebates	96,374.00	-	0%
Cash Basis Reserve	1,200,000.00	-	0%
	<u>\$ 13,636,442.00</u>	<u>\$ 4,258,512.64</u>	35%
Prior Year Canceled Purchase Orders		<u>\$ 30,189.79</u>	
Unencumbered Balance 04/30/12	\$ -	<u>\$ 4,287,774.76</u>	

Topeka and Shawnee County Public Library
Special Revenue Funds

04/30/12

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	\$ 1,441,733.24	55%
Back Tax	-	-	
Motor Vehicle Tax	300,420.00	28,612.35	10%
Recreational Vehicle Tax	3,102.00	219.92	7%
16/20M Vehicle Tax	2,933.00	2,650.88	90%
In Lieu of Tax	12,248.00	6,178.33	50%
Refund-Fringe Benefits-Foundation	29,000.00	8,341.82	29%
Refund-Fringe Benefits-Friends	13,100.00	6,100.34	47%
Refund-Fringe Benefits-Talking Books	4,300.00	-	0%
Refund BC/BS	-	19,975.58	0%
Refund-Workers Compensation	-	14,669.00	0%
Employee Payments BC/BS	-	264.88	0%
Retiree Payments BC/BS	95,000.00	28,685.59	30%
	<u>\$ 3,094,495.00</u>	<u>\$ 1,557,431.93</u>	50%
<u>Expenditures/Encumbrances:</u>			
FICA	630,739.00	\$ 175,877.88	28%
KPERS	655,440.00	184,033.47	28%
Worker's Compensation	110,000.00	65,376.51	59%
Unemployment Tax	10,725.00	4,086.21	38%
Health/Dental Insurance	2,060,000.00	555,077.01	27%
Revitalization Rebates	25,286.00	-	0%
Contingency/Fund Balance	375,000.00	-	0%
	<u>\$ 3,867,190.00</u>	<u>\$ 984,451.08</u>	28%
Prior Year Canceled Purchase Orders		<u>\$ 2,915.48</u>	
Unencumbered Balance 04/30/12	<u>\$ -</u>	<u>\$ 1,467,271.34</u>	

CAPITAL IMPROVEMENT

Balance 01/01/12		\$ 2,464,712.79
<u>Revenue:</u>		
Interest received		479.23
		<u>\$ 479.23</u>
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		6,370.00
		<u>6,370.00</u>
Unencumbered Balance 04/30/12		<u>\$ 2,458,822.02</u>

STATE AID

Balance 01/01/12		\$ -
<u>Revenue:</u>		
State	95,000.00	74,105.00
	<u>\$ 95,000.00</u>	<u>\$ 74,105.00</u>
<u>Expenditures/Encumbrances:</u>		
Library Materials	95,000.00	-
	<u>\$ 95,000.00</u>	<u>\$ -</u>
Unencumbered Balance 04/30/12	<u>\$ -</u>	<u>\$ 74,105.00</u>

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

04/30/12

	<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	884,881.78	55%
Back Tax	-	-	
In Lieu of Tax	8,152.00	3,792.02	47%
Motor Vehicle Tax	199,914.00	17,303.60	9%
Recreational Vehicle Tax	2,064.00	136.17	7%
16/20M Vehicle Tax	1,952.00	1,202.05	62%
Interest on Idle Funds	1,500.00	386.89	26%
	<u>\$ 1,831,295.00</u>	<u>\$ 907,702.51</u>	50%
<u>Expenditures/Encumbrances:</u>			
Principal	1,320,000.00	-	0%
Interest	477,073.00	238,536.25	50%
Wire Transfer Fees	- 0	15.00	0%
Revitalization Rebates	15,527.00 0	-	0%
Cash Basis Reserve	<u>1,000,000.00</u>	<u>-</u>	0%
	<u>\$ 2,812,600.00</u>	<u>\$ 238,551.25</u>	13%
Unencumbered Balance 04/30/12	\$ -	<u><u>\$ 1,650,534.85</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 April 30, 2012

FUND	SACCT	Date	Name	Description	Paid	Sts	Check#
010	15700	4/5/2012	AT&T	#831-000-1412695 INTERNET 2012	5,779.56	O	79887
					5,779.56		79887 Total
020	04020	4/12/2012	POLARIS INTEGRATED LIBRARY	INTEGRATED LIBRARY SYSTEM	18,900.00	O	79968
					18,900.00		79968 Total
010	15800	4/12/2012	WESTAR ENERGY	UTILITIES - ELECTRIC 2012	22,680.06	O	79970
					22,680.06		79970 Total
010	15060	4/19/2012	BERBERICH TRAHAN & CO., P.A.	AUDIT-YR ENDED 12/31/2011	17,500.00	O	79987
					17,500.00		79987 Total
010	15050	4/19/2012	PITNEY BOWES INC.	MAILING EQUIPMENT LEASE 408	3,582.00	O	80044
010	15050	4/19/2012	PITNEY BOWES INC.	MAILING EQUIPMENT LEASE 410	4,914.00	O	80044
					8,496.00		80044 Total
049	49300	4/19/2012	SCHOLASTIC LITERACY PARTNERS	SUMMERFEST 2012	7,995.90	O	80048
					7,995.90		80048 Total
					81,351.52		Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

May, 2012

LIBRARY NEWS - EBOOKS

Ebooks for Libraries Update. www.ebooksforlibraries.com

As of this writing, we're almost to the 5,000 signature mark and are determined to push on to 10,000. We're also hearing from librarians, library customers and publishers who are anxious to have a conversation about ebooks and libraries. We'll continue to add to the site to increase its value as an educational and communication tool.

Please sign it if you haven't already. We'd like our trustees to model the way for other library boards around the country!

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

August Board and Budget Hearing: As it does every year, the Board sets the special date and time for the next year's budget hearing and approval.

21st Century Librarian Presentation: Since this is a light meeting in terms of business to conduct, this seemed a good opportunity to share what I present around the country to what we and other librarians are doing to serve the people in our communities, to make our libraries relevant and to ensure they remain essential community assets.

PROFESSIONAL ACTIVITIES & COMMUNITY CONTACTS

Meetings/Activities: Rotary; met with Heartland Visioning ED William Beteta, co-chair Harry Craig; agenda review with TSCPL board executive committee; leadership training with management council with David Bendekovic; Kansas Library Association conference; Intergovernmental Cooperation Council; Texas Library Association conference; Boards Advocacy Committee Meeting; interview with TCJ reporter Aly Van

Dyke on community services – was a front page story: [Library uses data to better serve community](#); Heartland Visioning meeting to discuss community-based facilitation training; Library Renewal board meeting; Friends of TSCPL board meeting; met with directors of Silver Lake and Rossville Public Libraries to discuss partnership opportunities; YWCA Leadership Luncheon.

Facilitated: Process improvement sessions for the Gallery, Special Collections; quarterly library All Staff meetings;

Presented/Published: 21st Century Librarian and Designing the Digital Branch: It's Everyone's Job (with David King) at the Texas Library Association: delivered the keynote for the Omaha Public Library's staff development day, including 21st Century Librarian and Library PI (Process Improvement); advocacy training for Advocacy Committee

ALA PRESIDENTIAL CAMPAIGN UPDATE

I lost the ALA election. I'm disappointed, but by no means crushed or discouraged. We are doing great things & will continue to do so. My fellow candidate Barbara Stripling will do a great job and I look forward to serving the library profession through ALA going forward.

Thank you so for your support & encouragement. It has meant so much to me!

**Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 5/9/2012**

Major Projects Update

May 17, 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.
- Data cleanup underway
- Software installed to run during the gap between Horizon and Polaris
- Go-Live May 23

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
- Waiting for e-rate announcement
- Project cannot begin before July 1, 2012

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

Book Dispenser:

Timeline: Decision by May 2012

Community Services Manager is conducting process improvement sessions.

Access to Community Connect will allow this decision to be finalized.

Data and vendors are being studied. Research into placement is underway.

A/V Upgrade: On hold pending funding.

Chief Operating Officer Report

Robert Banks

April 11, 2012

By the Board meeting we will be very close to going live on Polaris. All-staff training started on May 7th and will continue through May 23rd, our "go-live" date. The Polaris Implementation Manager and the Trainer will be on site to make sure things go well on the 23rd.

Numerous daily phone calls and emails resolve issues and help make decisions about structuring the data.

Starting May 18th we will no longer be live on Horizon. We can search the catalog, but nothing will change. We start checking in and out on the Polaris Off-line service at this time. This will track all of those transactions and feed them into Polaris before we go live.

Diana Friend has organized a media campaign to inform the public of these changes. Information began appearing in late April helping the public awareness of this big event.

I expect we will successfully go live on May 23rd with minimal problems, thanks to many members of the TSCPL staff making sure we are ready.

I spent a week in Chicago going through my ALA Executive Board Training. It is very similar to what we do to orient new Board of Trustee members. At the end of the week, I observed the three

day Board meeting. It was a great experience and I'm quite eager to begin my term. I wanted to participate, so I think I am ready!

I went directly from Chicago to Washington, DC for the ALA National Library Legislative Day event. I was only able to encourage one other person to attend with me; Juanita Jameson, President of the Kansas Association of School Librarians. As many of our issues revolved around schools and school libraries, she was particularly well suited to address those issues from a personal perspective. I think we made a good case for our issues and we had good attention and good questions from each office. As we kept being told, basically Washington is in a stale-mate so not to expect much action on anything. That was a pretty consistent message from each office as well. As much as I would like to see some action on library related issues, at least they are not working against libraries in most cases.

We were especially proud that Rep Kevin Yoder from Kansas was a sponsor of the HR 4004, Federal Research Public Access Act (FRPAA) of 2012. This bill requires that federally funded research be made available at no additional cost, after a one year moratorium, to any citizen of the U.S. The one year allows the database companies to generate revenue from researchers that require this information quickly. Studies show that the bulk of that use occurs within the first eight months after publishing. Then citizens can access that material at no additional cost because they paid for it in the first place. This only would affect federally funded research and not that which is funded from other private sources. We encouraged the rest of the Kansas Delegation to join Rep Yoder in supporting this act and its companion bill S 2096.

I'm sorry to miss this Board meeting, but my daughter is graduating from the University of Texas with her PhD in Cell and Molecular Biology. We will temporarily move her home and then off to Woods Hole, MA for a job as a Post-doc.

My community contacts:

iPad class for the public

Ryan Farlow – agent for Henry Rollins

Landmarks Commission – Award Ceremony

National Legislative Day – Washington, DC

Jim Schmidt – Assoc. Director Springfield Greene County Public Library

ALA Executive Board Training – Chicago, IL

Departmental Highlights:

Alice C Sabatini Gallery: Rob Banks, COO; Sherry Best, Supervisor

29 people attended Carol Ann Carter's artist's talk. It was very intimate and conversational; one customer said it was "one of the best artists' talks I've heard."

"Curate This!" The teens have selected theme, in the spirit of the Summer Reading theme of Night: "The Good, the Bad, and the Ugly." They have selected the artworks to include, and are learning about publicity working with our PR team. They're working on their exhibit statement and signage for their show, which will be in the entry gallery of the Sabatini Gallery, opening with children's show. I'm really impressed with the work they've done with new gallery staff member Betsy Roe. It will open June 1 with a First Friday reception.

We are planning for the 11th Annual Art Exhibit for Children. "A Cut Above" – papercuts by Béatrice Coron, Angie Pickman, Clay Rice, Nikki McClure and Cindy Ferguson. These 5 artists use traditionally techniques of papercutting and silhouettes to create stories and worlds to be explored. Their work is whimsical and delightful. Images include birds having tea parties, and a cut-away view of a city apartment building and the people inside, with a dinosaur in someone's dining room. Learning and doing activities in the gallery will be a shadow puppet theater and a table where you can make your own paper monster. Two of the artists are coming to Topeka: Béatrice Coron on June 16 10-11 am, and Angie Pickman on June 30 3 – 4:30 pm.

A gift from John and Fern Rosenberg has led to "World, Art and You" classes by Betsy Roe. The classes have met several times. Betsy uses images from the library's art collection to introduce an art idea, followed by drawing exercises and techniques.

Betsy has also initiated a summer after-school group at Lowman Hill, across the street. Betsy did workshops for kids with clay, drawing and storytelling. She said it was really gratifying to see two boys, who had a very hard time sitting still for class, really get into their stories and concentrate for more than an hour on their projects. Other students who had been nervous about doing art relaxed, and began to enjoy themselves with the projects.

Coming up: Amulet-making for Adults and Teens, May 10 and May 14. The public can call 580-4515 to register.

Special Collections Librarian Brea Black attended the annual meeting of the Midwest Chapter of the Guild of Book Workers in Minneapolis, MN. At the meeting she networked with book conservators and with artists whose work the library owns. She also took a papermaking workshop. The skills learned at the workshop will be used this summer when Brea and Betsy Roe teach a papermaking class in conjunction with the Telling Stories art exhibit.

Zan Popp just returned from the American Association of Museums Annual Conference, which was in Minnesota this year. The focus was on how museums create community. Many of the sessions were on the need for museums to become more user/visitor focused in their programming and exhibits. Much of what was discussed at the conference is currently the directional focus of the Sabatini Gallery and TSCPL. It was rewarding to attend these sessions, gain insight and network with other museum professionals who are redefining their role in the museum world just like we are here at TSCPL.

Heather Kearns' Schoenhut Circus video brought visitors in from out of town to view the collection. Another web reference connected us to a collector of Jim Sharp's work, and Heather confirmed that his work and the work in our collection are by the same artist. He wrote:

"Heather,

Wow, that is just amazing! Never did I expect you to uncover something like the article. I feel as if I have a fingertip touching history. I am in Montana currently. My sister lives here and I cannot wait to share this with her. I have already forwarded your mail to my son who is inheriting one of the Sharp prints I have (a larger lion's head that I received in approx 1969.) Besides the Bird Boy and the Lion's Head, I have a third print of a turtle. It is slightly smaller than the Bird Boy, but probably done in that same time frame....

I can never "Thank You" enough for what you have done. I have wondered about these for years. Thank you again for your time and energy."

-Patron thanks

Process Improvement and our disaster response planning is progressing. We are thinking ahead to “what if...” and making plans for different scenarios: fire, tornado, flood, etc. The safety of our employees and customers comes first, then recovery of materials. We are updating our sequence of assessments: first ensure the building is safe, and then determine possible ways to get into building to recover items in collection. Sherry Best and Greg Gaul will be meeting with staff from the Mulvane Art Museum and the Kansas State Historical Society to discuss mutual plans.

Bookmobile/Community Services: Thad Hartman, Manager

April was another great month for the Bookmobile department. The vehicles all ran without issue during the month and we had a healthy circulation of 22,683. There were a few problems with the steps on both the Lingo and Bluebird Bookmobiles, but our maintenance department was able to get those into the shop and fixed without missing any public service time. We also had an issue with one of the door handles, but maintenance was able to get a replacement installed, once again without missing any of our regularly scheduled stops.

Our Kansas Connections programs are beginning to wind down, although we still had a full April. We presented 36 programs to over 1,000 students this past month. This was second busiest month we’ve had this school year; second only to January.

We sent requests to schools for Adventuremobile service for the 2012-2013 school year. We received a few completed forms back within days of the original mailing, so we hope that it is a good sign that we will have a lot of interest in Adventuremobile service for the coming school year.

As is the case with all departments, we’ve also been busy with Polaris training and spending a lot of time practicing on the test database. We are lucky in that the vehicles will be in for routine maintenance during the week that we go live with Polaris. This will give us a chance to use the system at main and test it out on the vehicles before we go out with Polaris for the first time the following week. The bad news is that we will only have a couple of days to get all of the summer Adventuremobile accounts entered and materials properly statused. However, we are very excited about the things we will be able to do once the new system is in place.

Business Center: Terry Miller, Business Librarian

We are currently working on improving access to our Jobs & Careers page on the Public Digital Branch. Our page offers several links to career sites, job searching sites, and applications to local employers, as well as suggestions for print materials in the Library for help with all aspects of job and career exploration. We hope to make the page more accessible to our Library patrons by improving access through the home page of the Digital Branch. 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. The monthly entrepreneurial programs we offer along with the Washburn Small Business Development Center here at TSCPL are still pulling in a lot of prospective small business owners. We promote the Library's print and digital collection of small business resources at these programs. In March we had 22 attendees, and 40 in April.

Terry attended another civic group meeting to present a variety of reading materials to the ladies in the group. This is not "business"-related, but provides an excellent opportunity to pique interest in the Library and to establish some rapport with our patrons – and create new library members.

Student proctoring continues to be steady, as we have many established students and get new ones all the time as distance-learning online programs continue to gain in popularity and accessibility.

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

April has been mostly consumed with Polaris. We have been busy behind the scenes working with all the vendors that are impacted by the move to a new ILS. We are busy configuring how the catalog looks including having a children's catalog for the first time. We have also been rolling out computers to service desks and staff bringing individuals up on Windows 7. So far that transition has gone smoothly. We rolled out a new staff website and made some minor changes to some areas on the public website. We assisted Finance in deploying new copiers to the public floors, and although there were/are issues, DS staff has

worked to solve these as best we can. As we move into May, Polaris will continue to be the priority for our department.

Stats

Web

Visits	67,575
Unique	34,264
New	21,964
Returning	45,611

SAM (Computer Management)

PC Sessions	20,395
Avg Session Length	43:07
Unique Users	5,852
Prints	10,404

Trackit (Job Tracking)

Total Work Orders	196
Pending	0
Overdue	7
Closed	189
Software related	38
Computer related	23
Horizon	23
Backup	19
E-mail	13
Server	8
Polaris	7
Telephone	7
Website	7
Account	6
Blades	6
Printer	6
Audio/Visual	4
Databases	4
Deployment	4
DNS/Network	6
Other	15

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

Rescued a bird that was stuck in ASD window well

Moved incubator to youth services

Put eggs in incubator (should hatch May 17th or 18th)

Dent repair and touch up paint on car and boat in youth services

Repaired book drop fire door

Repaired damaged ground light on east side of rotunda

Repaired condensate pump leak in gallery storage

Replaced heater control valve on heater in boiler room

Repaired circulation bins

Replaced fire damper actuator in Topeka Room duct work

Installed cork board in Stephanie's office

Installed tree bark on column in Youth Services

Bought baby chickens and ducklings from OrshceIn's for youth services programs

Installed new air compressor in maintenance shop

Painted Marie Pyko's office

Replaced float in generator pit

Repaired youth services laminator

Repaired staff hallway door

Replaced burnt out lights

Snaked drain in atrium men's urinal

Moved shelving for youth services

Repaired vacuums

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

The focus for Public Services staff the past couple of weeks has been Polaris, Polaris, Polaris! They have begun training to learn the PowerPac (public side) and staff side of the new system in preparation for Go Live! on May 23. Anxieties are high but I'm sure through training and a lot of practice they will do fine and be able to serve customers in an efficient manner.

The public service desks were busy as usual this past month answering a total of 14,898 questions in the library, 191 IM inquiries and 126 emails. The staff also assisted customers with 120 faxes.

Program highlights for the month include the Topeka Room's Sunday author talk with Max Yoho where he discussed his new book "Me and Aunt Izzy." For those not interested in books Mark Rustman's Music for a Sunday afternoon was a great alternative. Customers enjoyed hearing the violin played by Topeka Symphony's Concertmaster Zsolt Eder. National Health Awareness week was highlighted in the atrium with a display of materials.

With the merging of the Adult Services, Red Carpet and Special Collections I have been meeting with the staff individually to get their feedback on three questions:

1. What makes you anxious about this change from three units to one?
2. What is your favorite thing about your job?
3. Where do you see the department in 2 years?

I am also taking this opportunity to give them insight into my management style and expectations. The meetings are not complete yet but coming along well.

We have also hired Nathan Hohl to be the Red Carpet Services librarian. He will be in charge of the service plans for Red Carpet and help to move that service forward. We have also starting meeting with all the librarians on a monthly basis to discuss how

their role may change throughout the organization and work with them to set them up for success.

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

The work of my department can be summed up in one word this month: Polaris! With the transition to our new catalog system, Technical Services and Collection Development staff has been preparing our records for migration and training for the new system. One of the biggest endeavors in the Polaris project has been working with Backstage, a company that does authority control clean-up for libraries. Authority control records are essentially the master records that certain parts of a bibliographic record for a library item connects to when you're looking something up. Examples of authority records include records for authors, subjects, and books in series. Over time in any library, these records get messy. With Polaris, we had our opportunity to do a big clean-up and improvement on all our records and, once clean, to have new authority records made from these cleaned-up records. For weeks, Renee Patzer, one of our professional catalogers; Shannon Eddings, our system administrator; and I have been working with Backstage to get our profiling data correct before it's used by Polaris. We've been very impressed with Backstage and their ability to apply the improvements we wanted to our data. Moving forward, we'll be using a product called ZMARC that will help keep our records clean and up-to-date with the latest authority records.

In other news, Carol Mongold, one of our collection development professionals, retired from the library in April. Carol selected adult DVDs, adult music, and managed the adult periodicals collection for nearly a decade. Carol's work responsibilities have been transferred to the other collection development professionals who've been working successfully to purchase for the collection at the same time as learning Polaris. It's been a month of learning for everyone and we're excited to be moving forward with a new ILS.

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

Programs in April included:

Ages birth-5

Baby Bookworms, Preschool Storytime, Sing Move and Learn, Musical Storytime, Storytime with Kyler, PJ Storytime, Playing to Read- How Does Your Garden Grow, Stories and Art, PAT: Blockfest, Week of the Young Child, Storytime, Conscience Discipline

Elementary school aged

Zoo Animals Live, Amazing Animals: Puppy Love, Crazy Extreme Science, Read the Book See the Show, Gross Stuff: Ear Wax, 4-H in the Library, tWiin Gaming, In it to Win It, Author Visit: Diane DeGroat, Tasty Poetry, Eggshell Flower Gardens, READ Dogs, William's Magnet Story Sharing.

Middle and high school aged

Double Dueling, Teen Writing Group, Natural Hand Sanitizer, Customized Key Chains, No Couch Potatoes, Board Game Night, Poetry Open Mic Night, Sports Broadcasting 101

All Ages

Drop Everything and Read Day, Green Fair, El Dia de los Ninos El Dia de los Libros

Tours: 4

Speaking Engagements: Topeka Public Schools Middle School Media Specialists, Topeka Public Schools Elementary School Media Specialists, Boy Scouts of America, KS Author's Guild, Speaker's Bureau @ Tecumseh,

Community Events: History & Environmental Fair, Pauline South Family Fun Night, William's Magnet Educational Expo

Homework Center had 306 interactions during April
3,438 kids participated in outreach storytime in April
2383 reference questions were answered during April at the Youth Service desk.

Highlights:

We're expecting! Lena Vogt is due with her first child in August; Jason Lamb is anticipating the arrival of his first child in September; and the incubating chicken eggs near the Kids Reference Desk should hatch around May 16. Come down to congratulate our soon to be parents and see our life science learning center! Not only are the eggs just fun to have around, but also they are getting kids thinking. One 3rd grader yesterday talked with me about eggs as food. He never really thought about the fact that what he ate scrambled was also where chicks came from.

After a year of reading, cataloging and categorizing, the picture books have been completely sorted into their hoods. In response to that, we have adjusted our shelving arrangement to better feature those collections and have put in English/Spanish, temporary signage. In future phases of the Kids Library project we will be looking at shelving modifications and more permanent shelving. Kathy Ellison also put one of Gina Millsap's ideas into motion by establishing a process for us to offer book bundles in the hood area. They have been popular. Kathy has enlisted both Robert Hubbard and Marla Lambert to assist keeping up with the demand that has grown to as many as 83 bundles per week. To meet anticipated demand this summer 5 other staff will be asked assist as well.

Well known early reader and picture book author, Diane deGroat, presented to lower elementary school aged kids and their families. We had the opportunity to bring her here since Auburn-Washburn school district had her in Topeka already to visit their schools. She was an enthusiastic presenter that will be memorable for those in attendance. Ms. De Groat was enamored by our Kids Library and also very much impressed with Jason Lamb, our host, who talked with her at length about graphic novels and hybrids. Her next book may very well be in that format.

Summer Reading promotion has begun, and we are taking registration for all programs. At this time we have 39 Infants, 391 Kids 78 Teens 176 Adults, and 42 Kids in Groups signed up. Encourage everyone you know to take part in our reading community.

PRIOR BOND DEBT SERVICE

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY DISTRICT

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
09/01/2012	1,320,000	3.625%	238,536.25	1,558,536.25	1,558,536.25
03/01/2013			214,611.25	214,611.25	
09/01/2013	1,365,000	3.600%	214,611.25	1,579,611.25	1,794,222.50
03/01/2014			190,041.25	190,041.25	
09/01/2014	1,415,000	3.750%	190,041.25	1,605,041.25	1,795,082.50
03/01/2015			163,510.00	163,510.00	
09/01/2015	1,470,000	3.875%	163,510.00	1,633,510.00	1,797,020.00
03/01/2016			135,028.75	135,028.75	
09/01/2016	1,525,000	4.000%	135,028.75	1,660,028.75	1,795,057.50
03/01/2017			104,528.75	104,528.75	
09/01/2017	1,590,000	4.125%	104,528.75	1,694,528.75	1,799,057.50
03/01/2018			71,735.00	71,735.00	
09/01/2018	1,655,000	4.200%	71,735.00	1,726,735.00	1,798,470.00
03/01/2019			36,980.00	36,980.00	
09/01/2019	1,720,000	4.300%	36,980.00	1,756,980.00	1,793,960.00
	12,060,000		2,071,406.25	14,131,406.25	14,131,406.25

BOND DEBT SERVICE

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY DISTRICT

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
09/01/2012	1,390,000	2.000%	64,305.69	1,454,305.69	1,454,305.69
03/01/2013			136,425.00	136,425.00	
09/01/2013	1,400,000	2.000%	136,425.00	1,536,425.00	1,672,850.00
03/01/2014			122,425.00	122,425.00	
09/01/2014	1,430,000	2.000%	122,425.00	1,552,425.00	1,674,850.00
03/01/2015			108,125.00	108,125.00	
09/01/2015	1,460,000	2.000%	108,125.00	1,568,125.00	1,676,250.00
03/01/2016			93,525.00	93,525.00	
09/01/2016	1,490,000	3.000%	93,525.00	1,583,525.00	1,677,050.00
03/01/2017			71,175.00	71,175.00	
09/01/2017	1,535,000	3.000%	71,175.00	1,606,175.00	1,677,350.00
03/01/2018			48,150.00	48,150.00	
09/01/2018	1,585,000	3.000%	48,150.00	1,633,150.00	1,681,300.00
03/01/2019			24,375.00	24,375.00	
09/01/2019	1,625,000	3.000%	24,375.00	1,649,375.00	1,673,750.00
	11,915,000		1,272,705.69	13,187,705.69	13,187,705.69

SUMMARY OF REFUNDING RESULTS

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY DISTRICT

Dated Date	06/14/2012
Delivery Date	06/14/2012
Arbitrage yield	1.244311%
Escrow yield	
Bond Par Amount	11,915,000.00
True Interest Cost	1.768249%
Net Interest Cost	1.822170%
Average Coupon	2.784397%
Average Life	3.836
Par amount of refunded bonds	12,060,000.00
Average coupon of refunded bonds	4.098996%
Average life of refunded bonds	3.914
PV of prior debt to 06/14/2012 @ 1.244311%	13,496,005.44
Net PV Savings	904,244.19
Percentage savings of refunded bonds	7.497879%
Percentage savings of refunding bonds	7.589125%

SAVINGS

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY DISTRICT

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 06/14/2012 @ 1.2443105%
09/01/2012	1,558,536.25	1,454,305.69	104,230.56	104,230.56	103,954.38
03/01/2013	214,611.25	136,425.00	78,186.25		77,496.93
09/01/2013	1,579,611.25	1,536,425.00	43,186.25	121,372.50	42,540.83
03/01/2014	190,041.25	122,425.00	67,616.25		66,193.90
09/01/2014	1,605,041.25	1,552,425.00	52,616.25	120,232.50	51,190.95
03/01/2015	163,510.00	108,125.00	55,385.00		53,551.52
09/01/2015	1,633,510.00	1,568,125.00	65,385.00	120,770.00	62,829.58
03/01/2016	135,028.75	93,525.00	41,503.75		39,635.08
09/01/2016	1,660,028.75	1,583,525.00	76,503.75	118,007.50	72,607.51
03/01/2017	104,528.75	71,175.00	33,353.75		31,459.36
09/01/2017	1,694,528.75	1,606,175.00	88,353.75	121,707.50	82,820.26
03/01/2018	71,735.00	48,150.00	23,585.00		21,971.20
09/01/2018	1,726,735.00	1,633,150.00	93,585.00	117,170.00	86,642.42
03/01/2019	36,980.00	24,375.00	12,605.00		11,597.75
09/01/2019	1,756,980.00	1,649,375.00	107,605.00	120,210.00	98,394.22
	14,131,406.25	13,187,705.69	943,700.56	943,700.56	902,885.89

Savings Summary

Dated Date	06/14/2012
Delivery Date	06/14/2012
PV of savings from cash flow	902,885.89
Plus: Refunding funds on hand	1,358.30
	<hr/>
Net PV Savings	904,244.19

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY DISTRICT, SHAWNEE COUNTY, KANSAS, AUTHORIZING OPPENHEIMER & CO., AS “UNDERWRITER” AND ROBERT J. PERRY, AS “BOND COUNSEL”, TO EFFECTUATE THE ISSUANCE OF THE DISTRICT’S GENERAL OBLIGATION REFUNDING BONDS, SERIES 2012 THE PROCEEDS FROM WHICH WILL PREPAY AND REDEEM THE DISTRICT’S GENERAL OBLIGATION REFUNDING BONDS, SERIES 2002, ALL PURSUANT TO THE DISTRICT'S POWERS UNDER KSA §10-427 et seq., AND KSA §10-620 et seq., ALL AS AMENDED AND SUPPLEMENTED.

Whereas, the Topeka and Shawnee County Public Library District, Shawnee County, Kansas, (the “District”), pursuant to the provisions of applicable law, has sold, issued and delivered its General Obligation Refunding Bonds, Series 2002, in aggregate principal amount \$20,545,000 dated as of October 1, 2002 (the “2002 Bonds”); and

Whereas, as of June 1, 2012, there remains \$12,060,000 principal amount outstanding of said 2002 Bonds, all of which is callable for prepayment and redemption on September 1, 2012, (the “Refunded Bonds”); and

Whereas, pursuant to *K.S.A. §10-427 et seq.*, the District is authorized and empowered to refund any bonds, any interest on such bonds, or, both bonds and the interest thereon and may issue general obligation refunding bonds of the District therefore; and

Whereas, it is hereby found and determined that it is prudent and advisable and in the best interest of the District at this time to effect an interest costs savings of no less than \$_____ (exclusive of all costs of issuance) by authorizing Oppenheimer & Co., to act as “Underwriter” in connection with the sizing, structuring and selling of the District’s General Obligation Refunding Bonds, Series 2012 (the “Refunding Bonds”), the proceeds from which will be used to prepay and redeem the Refunded Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY DISTRICT, SHAWNEE COUNTY, KANSAS, AS FOLLOWS:

Section 1. The Chairman of the Board, the District staff, Robert J. Perry, Esq., Bond Counsel and Oppenheimer & Co. are authorized to cause to be prepared, executed, and distributed a Preliminary Official Statement and Official Statement for use in connection with the sale of the District’s Refunding Bonds the proceeds from which will be used to prepay and redeem the Refunded Bonds and pay the costs of issuance of the Refunding Bonds. For the purpose of enabling respective purchasers of the Bonds to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission, the appropriate officers of the District are authorized, if requested, to provide the Underwriter a letter or certification to the effect that the District deems the information contained in the Preliminary Official Statement to be “final” as of its date, except for the omission of such information as is permitted by Rule 15c2-12(b)(1), and to take such other actions or execute such other documents as such officers in their reasonable judgment, based on advice of Bond Counsel, deem necessary to enable the Underwriter to comply with the requirements of such Rule.

Section 2. The District agrees to provide, within seven business days of the date of the sale of the Bonds or within sufficient time to accompany any confirmation that requests payment from any customer of the Underwriter, whichever is earlier, 30 printed copies or less, of the final Official Statement to enable such Underwriter to comply with the requirements of Rule 15c2-12(b)(4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 3. The District agrees to covenant in the Board resolution which sets forth the terms and provisions of the Refunding Bonds to provide ongoing disclosure about the District for the benefit of the holders of the Bonds as required by Rule 15c2-12(b)(5)(1) of the Securities and Exchange Commission.

Section 4. The District staff and the other officers and representatives of the District, including Bond Counsel and Oppenheimer, are authorized and directed to take such other action as may be necessary to carry out the sale of the Refunding Bonds, including but not limited to the (i) President of the Board executing and delivering a bond purchase agreement; provided the savings on the Refunded Bonds is no less than \$_____, (exclusive of costs of issuance), (ii) obtainment of an underlying investment rating for the Bonds, (iii) application for municipal bond insurance to financial guarantors which provide such insurance and (iv) such other steps as may be deemed prudent to assist the marketing of the Refunding Bonds to maximize interest cost savings on the Refunded Bonds.

Section 5. This Resolution shall be in full force and effect from and after its adoption.

Adopted this 17th day of May 2012.

Daniel Guenther, Chairman

ATTEST:

Melissa Masoner, Secretary

UNIFIED SCHOOL DISTRICT NO. 450,
SHAWNEE COUNTY, KANSAS
HELD ON MAY 17, 2012

The Board of Trustees of the Topeka and Shawnee County Public Library District, Shawnee County, Kansas, met in session at the usual meeting place in the District, at _____, o'clock with the following members present and participating:

_____.

Absent: _____

A Resolution was presented entitled:

RESOLUTION NO. 2012-____

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY DISTRICT, SHAWNEE COUNTY, KANSAS, AUTHORIZING OPPENHEIMER & CO., AS "UNDERWRITER" AND ROBERT J. PERRY, AS "BOND COUNSEL", TO EFFECTUATE THE ISSUANCE OF THE DISTRICT'S GENERAL OBLIGATION REFUNDING BONDS, SERIES 2012 THE PROCEEDS FROM WHICH WILL PREPAY AND REDEEM THE DISTRICT'S GENERAL OBLIGATION REFUNDING BONDS, SERIES 202, ALL PURSUANT TO THE DISTRICT'S POWERS UNDER *KSA §10-427 et seq.*, AND *KSA §10-620 et seq.*, ALL AS AMENDED AND SUPPLEMENTED.

Board Member _____ moved that the Resolution be adopted. The motion was seconded by _____. The Resolution was read and considered, and upon being put, the motion for the adoption of the Resolution was carried by the vote of the governing body, the vote being as follows:

Aye: _____

Nay: _____

(Other Proceedings)

On motion made and seconded, the meeting was adjourned.

Melissa Masoner, Secretary

Resolution – Set Board Meeting Time

**BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
May 17, 2012**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the 5:00 p.m. start time for the August 9, 2012 meeting.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – Set Budget Hearing

**BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
May 17, 2012**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Budget Hearing date of August 9, 2012 at 5:30 p.m.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Cumulative Recovery:

***Topeka & Shawnee County Public Library
Small Balance***

Accounts Submitted:	6,809
Dollars Submitted:	\$127,139.89
Cash Recovery:	\$41,730.38
Material Recovery:	\$4,229.45
Waives:	\$1,745.06
Recovery Total:	\$47,704.89
Total Outstanding:	\$79,435.00
Percentage of Recovery:	37.52%
Total Invoice Amount:	\$27,151.80
Total ROI:	2:1
Asset ROI:	2:1

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
Small Balance**

10/2011 through 4/2012

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
April-12	\$2,958.01	\$168.73	\$119.94	\$3,246.68	\$3,126.74	\$890.90
March-12	\$4,221.91	\$627.91	\$213.17	\$5,062.99	\$4,849.82	\$1,097.40
February-12	\$5,909.99	\$985.82	\$129.19	\$7,025.00	\$6,895.81	\$793.55
January-12	\$8,371.70	\$829.96	\$233.66	\$9,435.32	\$9,201.66	\$3,662.34
December-11	\$10,644.31	\$902.55	\$438.84	\$11,985.70	\$11,546.86	\$10,472.89
November-11	\$8,546.91	\$680.53	\$572.76	\$9,800.20	\$9,227.44	\$9,119.67
October-11	\$1,077.55	\$33.95	\$37.50	\$1,149.00	\$1,111.50	\$1,115.05
Total	\$41,730.38	\$4,229.45	\$1,745.06	\$47,704.89	\$45,959.83	\$27,151.80
Average	\$5,961.48	\$604.21	\$249.29	\$6,814.98	\$6,565.69	\$3,878.83

Monthly Recovery Statistics: Topeka & Shawnee County Public Li
5/2011 through 4/2012

Month	Cash	Material	Waives	Total	Assets Only
April-12	\$5,369.18	\$2,484.97	\$870.25	\$8,724.40	\$7,854.15
March-12	\$7,069.75	\$2,415.05	\$1,706.93	\$11,191.73	\$9,484.80
February-12	\$10,130.01	\$3,016.92	\$1,122.53	\$14,269.46	\$13,146.93
January-12	\$7,431.27	\$2,908.91	\$2,171.91	\$12,512.09	\$10,340.18
December-11	\$4,608.68	\$3,353.20	\$1,510.66	\$9,472.54	\$7,961.88
November-11	\$5,110.11	\$2,917.93	\$2,363.20	\$10,391.24	\$8,028.04
October-11	\$5,311.99	\$2,671.90	\$2,064.95	\$10,048.84	\$7,983.89
September-11	\$6,264.95	\$2,289.63	\$2,182.73	\$10,737.31	\$8,554.58
August-11	\$4,648.63	\$2,279.60	\$1,810.95	\$8,739.18	\$6,928.23
July-11	\$5,969.24	\$2,770.75	\$1,240.57	\$9,980.56	\$8,739.99
June-11	\$5,797.26	\$1,957.18	\$2,166.65	\$9,921.09	\$7,754.44
May-11	\$5,612.12	\$2,903.99	\$1,199.63	\$9,715.74	\$8,516.11
Total	\$73,323.19	\$31,970.03	\$20,410.96	\$125,704.18	\$105,293.22
Average	\$6,110.27	\$2,664.17	\$1,700.91	\$10,475.35	\$8,774.44

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Invoice Amount

- \$1,825.80
- \$3,338.35
- \$1,637.85
- \$2,112.20
- \$3,007.20
- \$2,649.20
- \$3,034.05
- \$3,016.15
- \$2,452.30
- \$2,371.75
- \$2,711.85
- \$1,951.10

\$30,107.80
\$2,508.98

Cumulative Recovery:
Topeka & Shawnee County Public Library

Accounts Submitted:	20,554
Dollars Submitted:	\$2,113,728.95
Cash Recovery:	\$255,411.67
Material Recovery:	\$141,980.75
Waives:	\$62,177.41
Recovery Total:	\$459,569.83

Total Invoice Amount:	\$170,518.53
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Total ROI:	3:1
Asset ROI:	2:1

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

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2012

	2012												2011	Change 11 TO 12%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk	89,995	82,011	86,430	76,570									335,006	344,357	-2.7%
Interlibrary Loan	2,023	1,894	2,069	1,860									7,846	8,069	-2.8%
Self-Check	23,848	21,669	22,066	21,015									88,598	97,294	-8.9%
DVD/Video Game Dispenser	8,223	7,055	7,063	6,492									28,833	30,931	-6.8%
Renewals	29,373	28,803	31,435	30,536									120,147	123,344	-2.6%
Bookmobile	23,422	22,908	24,255	22,683									93,268	93,697	-0.5%
Red Carpet / Talking Books	9,863	9,402	10,054	10,093									39,412	43,377	-9.1%
Digital Downloads	5,444	5,851	6,314	6,227									23,836	18,111	31.6%
TOTAL CIRCULATION	192,237	179,657	189,761	175,597									737,252	759,180	-2.9%
CIRCULATION DETAILS															
Print Material	103,092	96,797	104,310	97,051									401,250	419,147	-4.3%
Audio/Visual Material	83,194	76,559	79,042	71,857									310,652	314,843	-1.3%
Adult Materials	118,928	109,515	112,763	103,991									445,197	457,778	-2.7%
Children's Materials	51,002	48,390	53,274	48,703									201,369	205,905	-2.2%
Young Adult Materials	4,960	4,573	5,415	5,206									20,154	22,631	-10.9%
Red Carpet Materials	11,396	10,878	11,900	11,008									45,182	47,676	-5.2%
NEW Patron Registrations															
Topeka / Shawnee County															
Adults	703	603	614	614									2,534	2,656	-4.6%
Children (ages 17 and under)	295	211	256	227									989	906	9.2%
Red Carpet Outreach	27	18	13	19									77	75	2.7%
NEKL	125	94	84	113									416	357	16.5%
Non-Resident	2	1	0	1									4	0	#DIV/0!
Total New Registrations	1,152	927	967	974									4,020	3,994	0.7%
PATRONS DELETED															
	934	1,247	1,241	1,356									4,778	4,536	5.3%
BORROWERS															
Topeka / Shawnee County															
Adults	48,680	48,894	48,875	48,708									48,708	49,802	-2.2%
Children (age 4 - 17)	23,264	23,064	23,307	23,252									23,252	20,118	15.6%
Red Carpet Outreach	1,457	1,466	1,453	1,438									1,438	1,418	1.4%
NEKL	8,807	8,817	8,739	8,719									8,719	9,154	-4.8%
Non-Resident	56	58	59	59									59	63	-6.3%
Delinquent	13,623	13,335	13,083	13,134									13,134	14,496	-9.4%
TOTAL BORROWERS	95,887	95,634	95,516	95,310									95,310	95,051	0.3%
RESERVES FILLED															
	16,153	15,494	15,819	14,753									62,219	59,203	5.1%
CHECK-IN															
AMH System															
	127,729	118,678	127,103	116,126									489,636	507,292	-3.5%
Manual	23,132	23,682	23,907	24,074									94,795	99,261	-4.5%
Renewal Check-in	29,373	28,803	31,435	30,536									120,147	123,344	-2.6%
TOTAL CHECK-IN	180,234	171,163	182,445	170,736									704,578	729,897	-3.5%

Topeka and Shawnee County Public Library
 Circulation and Borrower Statistics
 2012

	2012												2011 Jan	Change 11 TO 12%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total	
COLLECTION																
Materials Added	6,206	5,662	6,348	5,763										23,979	23,385	2.5%
Materials Discarded	8,059	7,376	8,060	7,695										31,190	29,984	4.0%
TOTAL COLLECTION	436,258	434,544	432,832	430,900										430,900	458,294	-6.0%
WEBSITE																
Visits - Returning	50,846	47,243	48,322	45,611										192,022	231,793	-17.2%
Visits - New	24,352	21,412	22,566	21,964										90,294	90,777	-0.5%
Total Visits	75,198	68,655	70,888	67,575										282,316	322,570	-12.5%
UNIQUE VISITORS	37,120	33,945	35,579	34,264										140,908	144,071	-2.2%
REFERENCE QUESTIONS																
Adult Services	17,132	15,883	15,791	15,335										64,141	51,526	24.5%
Red Carpet	1,130	1,116	968	1,103										4,317	4,511	-4.3%
Topeka Room	1,978	1,933	1,951											5,862	7,707	-23.9%
Youth Services	2,592	2,089	2,555	2,383										9,619	10,435	-7.8%
TOTAL REFERENCE QUES	22,832	21,021	21,265	18,821										83,939	74,179	13.2%
GATE COUNT	69,079	66,571	67,468	61,984										265,102	273,778	-3.2%
MEETING ROOMS																
Bookings	617	663	686	697										2,663	2,578	3.3%
Hours Booked	3,035	3,257	3,326	3,382										12,999	12,990	0.1%
ATTENDANCE	10,537	13,465	11,745	14,128										49,875	44,406	12.3%
PROGRAM ATTENDANCE																
Onsite Program Attendance																
Kids [birth - 11 yrs]	1,566	2,047	1,772	1,614										6,999	6,705	4.4%
Teens [12 - 18 yrs]	161	220	206	137										724	712	1.7%
Adult	823	603	188	418										2,032	1,891	7.5%
Books	56	100	170	71										397	312	27.2%
Business	12	7	9	40										68	125	-45.6%
Movies	27	71	56	118										272	226	20.4%
Music	0	0	0	58										58	172	-66.3%
Art	291	41	96	229										657	430	52.8%
Computer	336	408	345	321										1,410	1,433	-1.6%
ONSITE ATTENDANCE	3,272	3,497	2,842	3,006										12,617	12,006	5.1%
Offsite Program Attendance																
Youth Outreach	4,673	3,867	3,950	4,425										16,915	15,504	9.1%
Adult Outreach	34	221	73	137										465	349	33.2%
Speakers Bureau	94	38	350	39										521	463	12.5%
OFFSITE ATTENDANCE	4,801	4,126	4,373	4,601										17,901	16,316	9.7%
TOTAL ATTENDANCE	8,073	7,623	7,215	7,607										30,518	28,322	7.8%
GALLERY SHOWS													2012		Change	
	The Waiting Room: Lost and Found Jan 13 - Mar 16														11 TO 12%	
ATTENDANCE	4,490												4,490	7,390	-39.2%	

Topeka and Shawnee County Public Library
 Monthly Activity Report
April-12

Total Checkout	April-12	175,597	YTD 2012	734,121
	April-11	179,965	YTD 2011	759,180
	April-07	193,788	YTD 2007	793,763

Total Items handled (Check out + Check in)	April-12	346,333	YTD 2012	1,438,635
	April-11	361,087	YTD 2011	1,489,077
	April-07	383,043	YTD 2007	1,537,946

Total Borrowers	April-12	95,310
	April-11	95,080
	April-07	89,359

Items in Collection	April-12	430,900
	April-11	458,294

Program Attendance	April-12	7,607	YTD 2012	30,518
	April-11	9,695	YTD 2011	28,322

Gate Count	April-12	61,984	YTD 2012	265,102
	April-11	66,318	YTD 2011	273,778

Meeting Rooms		Bookings	Customers
	April-12	697	14,128
	April-11	683	13,444
	YTD 2012	1,966	49,875
	YTD 2011	2,578	44,406

