

Agenda
Topeka and Shawnee County Public Library
Board of Trustees
September 20, 2012 – 4:00 p.m.
Menninger Room

Call to Order

Public Comment

Approval of August 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

New Business

- Bid for Purchase of Vehicle - **Action Item**
- Funding for Kids Library, Phase III - **Action Item**
- October Board Meeting Date/Time Change - **Action Item**

Advocacy Stories

Executive Session

Adjournment

Board Retreat

October 6, 2012 @ 8:30 am – 12:30 pm Auditorium 101C

October Board Meeting

October 6, 2012 @ 1:00 pm Auditorium 101C

Subject to change w/o notice

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING
August 9, 2012
Auditorium 101C**

BOARD MEMBERS PRESENT:

David Monical (vice, chair), Bob Harder (treasurer), Melissa Masoner (secretary), Stacey Woolington, Elizabeth Ross, Duane Johnson & Quentin Martin

BOARD MEMBERS ABSENT:

Dan Guenther (chair), Kerry Storey & Jennifer Turner

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, August 9, 2012 in the Auditorium room 101C of the Main Building, 1515 SW 10th Avenue, at 5:00 p.m., the Vice-Chair being in the Chair and the Secretary present.

PUBLIC COMMENT

David Monical (vice-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 July 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 Melissa Masoner, the July financial reports were accepted. Motion carried.

FRIENDS REPORT— No report

FOUNDATION REPORT— 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

NEW BUSINESS

Approval of the Bid for Data Storage Hardware

On motion by Duane Johnson, seconded by Melissa Masoner, the board accepts the bid submitted by Vital Support Systems, of Kansas City, Missouri, for data storage hardware in the amount of \$16,055.90. Motion carried.

Set date of Board of Trustees Retreat

On motion by Bob Harder, seconded by Elizabeth Ross, the board sets the TSCPL Board of Trustees Retreat for Saturday, October 6, 2012 from 8:30 am-12:30 pm. Motion carried.

Advocacy Stories

SPECIAL ORDER OF BUSINESS / PUBLIC HEARING FOR FY2013 BUDGETS (5:30 PM)

On motion by Bob Harder, seconded by Elizabeth Ross, the board recesses the regular monthly meeting and enters into open Public Budget Hearing, beginning at 5:30 pm. Motion carried.

At 5:30 pm David Monical, vice-chair, called the meeting to order for the Special Order of Business for the Open Public Hearing for the FY2013 Budgets.

David Monical, vice-chair, asked if there were any comments relating to the Public Budget Hearing. Jim McHenry, private citizen, addressed the board.

On motion by Bob Harder, seconded by Quentin Martin, the board closed the Public Budget Hearing and the regular meeting was back in session. Motion carried.

Adoption of FY2013 Operating Budgets

On motion by Bob Harder, seconded by Duane Johnson, the board adopts the FY2013 Operating Budgets as presented/published in the Topeka Capital-Journal on July 25, 2012. Motion carried.

Adjournment

On motion by Stacey Woolington, seconded by Duane Johnson, the board adjourned at 5:41 p.m. Motion carried.

Melissa Masoner
Secretary of the Board

The meeting adjourned at 5:41 p.m.
File: Bd. minutes August 2012

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

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show 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. The Children's Art Show is closed and can be reimbursed once final shipping costs are known (September). Programming was reimbursed by the Foundation on August 31st and will be shown in the September financials.

The Kansas Humanities Council changed procedures this year and issued a grant to pay for a facilitator for "Talk Series", a discussion program about Middle Eastern culture and society. Previously, the Library had to pay \$200 of this, but was given \$1,200 this year for the full costs. A new line item, fund 090 – Ks Humanities Council Grant" appears in the financial reports.

General Fund – Pages 3 & 4

With 66.8% of the budget year completed, 86% of the budgeted revenue has been received and 63% of the approved budget has been expended/encumbered. At the end of August 2011, the percentages were 86% of the budgeted revenues received and 61% of the approved budget expended/encumbered.

Employee Benefit Fund – Page 6

With 66.8% of the year completed, 87% of the budgeted revenue has been received, with 55% of the approved budget expended. In 2011, 92% of the revenue had been received to-date and 65% 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 \$2,459,649.

Debt Service Fund-Bond & Interest – Page 7

During 2012, 87% of the budgeted revenue has been received compared to 90% received at this same time in 2011. A principal payment of \$1,460,000 was made September 1st.

Other Items:

- I completed the final steps in the 2013 budget process: (1) on August 10th delivered (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a); and (2) electronically filed the adopted budget with the County Clerk on August 23rd.

The adopted budget also is on the TSCPL website. I have received no public inquiries regarding the budget or requests for the materials.

- Upon receiving the Board's approval at the July 19, 2012 meeting, a "Request for Proposal" was issued to solicit bids for the purchase of a replacement mini van for Red Carpet services. Bids were scheduled to be opened at a public meeting on August 2, 2012, but no bids for the mini van were received.

Subsequently, the specifications and needs were revised to allow small to mid-sized sport utility vehicles and an odometer reading of up to 20,000 miles for model years 2012 and newer to be bid. Some specific references to safety standards and mileage were also removed, as well as changing the cargo space and the engine size.

The "Request for Proposal" was reissued on August 17th to 17 businesses in Shawnee County listed as "Auto Dealers – New" in the yellow pages and posted on the TSCPL website ten days in advance, with bids publicly opened on August 27th. Including sport utility vehicles added to vendors to the list since some makers no longer create mini vans. This time, two bids were received, with one from a dealership in Wichita.

Samples of the two vehicles bid were physically driven to the Library and tested with the equipment that must be loaded into them each day. One's cargo size was found to be unacceptable. The other vehicle works well, but has poor ratings and is not recommended by "Consumer Report" in its annual vehicle comprehensive review (this is also the Wichita bidder). The Library kept its previous vehicle for 19 years so reliability is very important.

After two bid openings with unsatisfactory results, a resolution is included in this month's packet for the Board's consideration to approve the suspension of the purchasing rules and allow TSCPL staff to shop within Shawnee County for the best suitable vehicle at the best price.

- A change order was requested by AT&T for the library-wide wireless project for core drilling necessary for cable installation between the floors of the Library. Their initial response to the "Request for Proposal" indicated this might be necessary as the project progressed and more was known about the building. The change order totals \$4,836.94 which is within the purchasing authority delegated to the CEO in the Board's Purchasing Policy. This has been encumbered in the "Special Projects" line item in the General Fund on the expenditure/encumbrance report.
- The primary recycler in Shawnee County abruptly closed their business during August. The Library used them for recycling non-saleable books and magazines, as well as paper, and received a minimal payment in return. No suitable replacement recycler has yet been found. Revenues in 2012 to-date total nearly \$1,950.
- On August 28th, American Express notified me of possible fraudulent charges being made on the Library's account. Charges were to international websites that ranged from perfume and makeup to train tickets to toner cartridges.

These charges were immediately identified as fraudulent and the card suspended. The physical card was safely locked in the Finance safe. Thus, the account number was somehow electronically confiscated. The Library will not incur any charges related to this situation. Because the charge account is primarily used for the daily electronic purchase of library materials, staff worked together to quickly identify legitimate charges and notify the materials vendors. I was impressed both by Library staff and the American Express fraud department.

- Debt service payments for principal and interest were made on September 1, 2012. The August financial reports show this money in the Municipal Investment Pool. This is the standard, advance process required by the State Treasurer as assurance that the funds are available to pay the bond debt service payment due on September 1st. The advantage to this process, although currently minimal, is that these idle funds earn interest (.04%) while in the Municipal Investment Pool.
- The ADP agreements and related documents went through a legal review (by Chuck Engel) and were signed and returned to ADP on August 28th. Preliminary introductions and discussions have occurred with ADP project team staff assigned to TSCPL. The implementation kick off call is scheduled for September 11th, from which team assignments, timelines, data conversion needs and deadlines can be established. At this point, the first timesheets and paychecks are expected to begin in 2013 (pay period starting December 24th and first paycheck January 11th). Scheduling may not begin until the HR/payroll portion is implemented. There is much to be discussed and planned. However, the results of this project should significantly improve the efficiency of Library employees in regard to these areas, as well as provide much more meaningful management data related to the largest component of the budget. The approval by the Board to embark on this project is greatly appreciated.
- During August, I completed comprehensive salary projections. Salaries represent the major component of the budget. As of the August 24th paycheck and all known vacancies and replacements, gross salaries are projected to be \$475,000 under-budget by year end. This includes the significant savings (\$215,000) from the reorganization earlier in 2012 to streamline management and invest in librarians (three management positions left unfilled, with responsibilities divided between existing managers, one collections development position's duties divided among existing staff, and two librarian positions filled). A portion of these savings are proposed to be re-directed as follows:

\$ 58,000 Scheduling/HR/Payroll software services; Board approved July 2012

\$ 60,000 Replacement financial management system; proposed bid October 2012
(to be presented at October Board meeting)

\$ 45,600 Computer equipment for community centers (Shawnee County Parks and Recreation agreement pending)

Cost not yet known for potential auditorium and meeting room equipment upgrades, to include video conferencing and integration with forthcoming VOIP telephone system. A contract with an architectural specialist in meeting room design and

equipping will likely be proposed to be paid from 2012 salary savings.

Other budgetary savings from salaries may be requested to be redirected to collections (library materials). Materials are still noticeably scarce in the new books area and a decline in circulation is thought to be the result. The Library's collection budget has not fully recovered from the previous years' budget reductions.

Potential salary savings will be continually reviewed with possible redirection of savings further discussed with Trustees in the remaining months of 2012.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of August 31, 2012

Capital Improvement Fund-CoreFirst Bank:

\$ 3,735.15 at 0.13%, dated 08/31/12, due 09/14/12
\$2,459,588.77 at 0.16%, dated 06/01/12, due 09/28/12
\$2,463,323.92 Total

Municipal Investment Pool:

\$ 0.00

Principal Balance of Outstanding Bonds: \$11,725,000 (\$1,460,000
principal payment due September 1)

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

08/31/12

	Balance 01/01/12	Revenue Y-T-D	Expenditures Y-T-D	Balance 08/31/12
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 2,845,455.05	\$ 10,177,442.85	\$ 7,030,795.94	\$ 5,992,101.96
Employee Benefits	894,499.39	2,702,543.93	1,901,204.24	\$ 1,695,839.08
Capital Improvement	2,685,683.79	1,306.13	223,666.00	\$ 2,463,323.92
Bond & Interest	981,383.59	1,585,455.34	238,566.25	\$ 2,328,272.68
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	74,105.00	20,000.00	\$ 54,105.00
Federal, State & Local Grants	31,149.13	10,200.00	692.64	\$ 40,656.49
Other Special Revenue	619,693.79	27,066.51	96,910.32	\$ 549,849.98
Permanent Funds	427,997.00	10,747.89	1,040.69	\$ 437,704.20
Totals	\$ 8,485,861.74	\$ 14,588,867.65	\$ 9,512,876.08	\$ 13,561,853.31

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 7,784,078.48
General Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-CoreFirst Bank-Investments	2,463,323.92
Restricted Funds-CoreFirst Bank-Checking	545,629.38
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	263,830.77
Bond & Interest Fund-CoreFirst Bank-Checking	784,984.97
Bond & Interest Fund-CoreFirst Bank-Investments	-
Cash on Hand	2,674.00
Petty Cash	200.00
Endowment Securities	175,869.71
Municipal Investment Pool	1,542,660.63
	\$ 13,563,251.86
Payroll Liabilities	1,398.55
	\$ 13,561,853.31

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

08/31/12

	01/01/12 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	08/31/12 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 2,845,455.05	\$ 10,177,442.85	\$ 116,590.63	\$ 6,914,205.31	\$ 5,992,101.96	\$ 815,330.20	\$ 5,176,771.76
Employee Benefit Fund	894,499.39	2,702,543.93	2,014.88	1,899,189.36	1,695,839.08	22,338.00	1,673,501.08
Capital Improvement Fund	2,685,683.79	1,306.13	217,296.00	6,370.00	2,463,323.92	3,675.00	2,459,648.92
Bond & Interest Fund	981,383.59	1,585,455.34	-	238,566.25	2,328,272.68	-	2,328,272.68
Non Major Governmental Funds							
<i>State Aid Fund</i>	-	74,105.00	-	20,000.00	54,105.00	-	54,105.00
<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	9,000.00	-	105.14	31,206.30	-	31,206.30
Big Read Grant	587.50	-	-	587.50	-	-	-
Kansas Humanities Council Grant	-	1,200.00	-	-	1,200.00	-	1,200.00
<i>Other Special Revenue Funds</i>							
Adult Programs	236.00	90.00	-	-	326.00	-	326.00
Art Collection	8,748.96	3,755.22	1,875.00	2,378.90	8,250.28	-	8,250.28
Book Cook Program	192.94	-	-	-	192.94	-	192.94
Bookmobile Fund	1,868.96	132.00	-	156.26	1,844.70	-	1,844.70
Career Neighborhood	-	-	-	-	-	-	-
Computer training	397.00	-	-	-	397.00	-	397.00
Children's Art Show	4.01	-	-	2,575.00	(2,570.99)	-	(2,570.99)
Cooking Neighborhood	-	-	-	-	-	-	-
Friends	196,494.24	(6,894.38)	21.37	35,374.70	154,203.79	16,020.82	138,182.97
Fun Committee	2,806.80	939.31	28.37	1,630.78	2,086.96	205.01	1,881.95
Gallery Competitions/Exhibits	14,347.64	8,971.39	-	1,487.31	21,831.72	527.81	21,303.91
Gifts/Memorials (Undesignated)	207,090.54	7,469.10	44.66	9,922.26	204,592.72	6,490.95	198,101.77
Great Stories Club	47.00	-	-	-	47.00	-	47.00
Health Neighborhood	965.17	1,064.30	46.59	1,381.33	601.55	2,700.00	(2,098.45)
Hirschberg Lecture	6,580.22	3.93	-	-	6,584.15	-	6,584.15
Hughes Business Collection	6,604.11	3.94	-	-	6,608.05	-	6,608.05
Library Materials	77,985.14	3,954.46	-	124.48	81,815.12	-	81,815.12
Lingo	3,269.45	0.56	-	-	3,270.01	1,637.88	1,632.13
NEH Expendable	12,705.01	7.44	73.98	254.67	12,383.80	-	12,383.80
Pets Neighborhood	502.75	-	67.87	401.30	33.58	-	33.58
PodCamp Topeka	1,224.06	-	-	-	1,224.06	-	1,224.06
Programming Fund	668.91	3,719.35	198.68	16,551.96	(12,362.38)	2,644.34	(15,006.72)
Red Carpet	27,565.52	13.72	4,407.67	160.52	23,011.05	439.48	22,571.57
Rotary Grant	4.29	207.43	-	207.43	4.29	-	4.29
Special Collections	1,841.16	-	-	-	1,841.16	-	1,841.16
Talking Books	8,367.00	4.99	-	-	8,371.99	-	8,371.99
Torluecke Landscaping	1,232.63	-	-	1,232.63	-	-	-
Workshops	1,005.16	-	-	12.00	993.16	-	993.16
Youth Services	36,939.12	3,623.75	700.00	15,594.60	24,268.27	60.41	24,207.86
<i>Permanent Funds</i>							
Mertz Trust	182,376.80	(6,506.90)	-	-	175,869.90	-	175,869.90
NEH Endowment	245,620.20	17,254.79	-	1,040.69	261,834.30	-	261,834.30
TOTALS	\$ 8,485,861.74	\$ 14,588,867.65	\$ 343,365.70	\$ 9,169,510.38	\$ 13,561,853.31	\$ 872,069.90	\$ 12,689,783.41

Topeka and Shawnee County Public Library

08/31/12

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 66.8% of year
Ad Valorem Property Tax	\$ 10,040,747.00	\$ 9,442,569.05	\$ (598,177.95)	94%
Back Tax	-	-	\$ -	0%
Motor Vehicle Tax	1,044,923.00	288,424.63	\$ (756,498.37)	28%
Recreational Vehicle Tax	10,789.00	2,932.44	\$ (7,856.56)	27%
16/20 M Vehicle Tax	10,200.00	11,017.39	\$ 817.39	108%
In Lieu of Tax	42,592.00	46,126.34	\$ 3,534.34	108%
E-Rate Reimbursement	81,550.00	7,680.38	\$ (73,869.62)	9%
Sundry Revenue	5,000.00	4,058.28	\$ (941.72)	81%
Sundry Revenue - Recycling	-	2,926.20	\$ 2,926.20	0%
Salary Refunds-Foundation	68,000.00	43,985.25	\$ (24,014.75)	65%
Salary Refunds-Friends	87,000.00	59,644.93	\$ (27,355.07)	69%
Vend Machines	5,000.00	3,150.09	\$ (1,849.91)	63%
Pay to Sam	48,000.00	29,190.00	\$ (18,810.00)	61%
Overdue fees	333,000.00	203,837.29	\$ (129,162.71)	61%
Debt Collect	36,000.00	8,460.30	\$ (27,539.70)	24%
ILL Fees	5,000.00	2,137.85	\$ (2,862.15)	43%
Mailing Fees	5,000.00	-	\$ (5,000.00)	0%
Non Resident Card Fee	1,000.00	510.00	\$ (490.00)	51%
Telephone/Fax	2,000.00	3,034.61	\$ 1,034.61	152%
Obituary Fees	-	931.05	\$ 931.05	0%
Meeting Room Charges	15,000.00	11,731.08	\$ (3,268.92)	78%
Monday Market Fees	-	361.00	\$ 361.00	0%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	5,000.00	4,734.69	\$ (265.31)	95%
Library Treasurer's Balance	1,790,641.00	-	\$ -	
TOTALS	\$ 13,636,442.00	\$ 10,177,442.85	\$ (1,668,358.15)	86%
Revitalization Rebates*	\$ (96,374.00)	\$ -	\$ 96,374.00	
Revenues Over/(Under) Budget	<u>\$ 13,540,068.00</u>		<u>\$ (1,571,984.15)</u>	

*budgeted as an expenditure, but represents a revenue reduction; actuals are not recorded; the State has approved to budget this as a negative revenue and this method will be followed beginning with the 2013 budget

Topeka and Shawnee County Public Library

08/31/12

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances	(Over)/Under Budget	% Expended
					66.8% of year
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,184.55		\$ 2,215.45	65%
Salaries-Facilities	640,293.00	379,472.61	-	260,820.39	59%
Salaries-Overtime	10,200.00	1,386.04	-	8,813.96	14%
Salaries-Shelvers	193,800.00	94,148.61	-	99,651.39	49%
Salaries-Staff	7,130,591.00	4,440,965.80	-	2,689,625.20	62%
Salaries-Security	263,299.00	155,685.31	-	107,613.69	59%
Conferences	40,000.00	40,851.16	6,223.34	(7,074.50)	118%
Staff Training	12,000.00	11,463.93	452.31	83.76	99%
Employee Assistance Program	6,800.00	4,445.36	2,222.68	131.96	98%
Mileage	6,500.00	4,340.55	1,519.25	640.20	90%
COLLECTION:					
Materials-Binding/Replacements	4,000.00	3,062.40	337.14	600.46	85%
Materials-Print/Non-Print <1 YR	348,133.00	199,257.29	17,156.08	131,719.63	62%
Materials-Print/Non-Print	1,193,867.00	483,734.50	121,755.68	588,376.82	51%
Materials-Periodicals	50,000.00	596.17	509.87	48,893.96	2%
OPERATIONS:					
Contracted-Digital Services	209,035.00	96,804.93	46,488.39	65,741.68	69%
Contracted-Facilities	250,000.00	164,900.77	19,945.74	65,153.49	74%
Contracted-Office Equipment	130,000.00	62,624.91	22,828.89	44,546.20	66%
Contracted-Professional	210,000.00	92,255.56	58,752.96	58,991.48	72%
Databases	74,000.00	35,878.32	34,097.29	4,024.39	95%
Digital Services Support	173,850.00	64,504.28	8,061.14	101,284.58	42%
Furniture/Equipment	5,000.00	4,755.25	-	244.75	95%
Insurance	41,000.00	39,809.50	-	1,190.50	97%
Marketing	20,000.00	10,664.65	4,519.98	4,815.37	76%
Memberships/Dues	20,000.00	10,937.00	9,775.00	(712.00)	104%
Miscellaneous	5,000.00	2,651.76	261.95	2,086.29	58%
Payments to Other Libraries	73,300.00	-	72,306.00	994.00	99%
Postage/Shipping	70,800.00	59,484.50	3,186.07	8,129.43	89%
Printing	61,200.00	21,416.31	8,177.08	31,606.61	48%
Programming	30,000.00	8,802.26	803.57	20,394.17	32%
Special Projects	250,000.00	-	196,799.46	53,200.54	0%
Supplies-Facilities	70,000.00	36,029.56	7,843.79	26,126.65	63%
Supplies-Office/Library	65,000.00	27,575.57	7,555.80	29,868.63	54%
Supplies-Processing	55,000.00	8,398.41	6,422.90	40,178.69	27%
Telecommunications	97,000.00	65,372.97	27,588.38	4,038.65	96%
Utilities-Electric	335,000.00	200,815.64	99,584.36	34,600.00	90%
Utilities-Gas	75,000.00	26,540.73	17,459.27	31,000.00	59%
Utilities-Water/Sewage	35,000.00	19,327.45	4,672.55	11,000.00	69%
Vehicle-Gas	29,000.00	18,098.15	1,542.62	9,359.23	68%
Vehicle-Repair	50,000.00	13,118.87	5,014.28	31,866.85	36%
Contingency/Fund Balance	1,200,000.00	-	-	-	
Revitalization Rebates	96,374.00	-	-	-	
Cash Long/Short	-	(156.32)	-	156.32	0%
TOTALS	\$ 13,636,442.00	\$ 6,914,205.31	\$ 813,863.82	\$ 4,611,998.87	63%

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

08/31/12

	2012 Budget	Year to Date	% Rec'd
Balance 01/01/12	\$ 1,790,641.00	\$ 2,694,568.25	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,040,747.00	9,442,569.05	94%
Back Tax	-	-	
Motor Vehicle Tax	1,044,923.00	288,424.63	28%
Recreational Vehicle Tax	10,789.00	2,932.44	27%
16/20M Vehicle Tax	10,200.00	11,017.39	108%
In Lieu of Tax	42,592.00	46,126.34	108%
E-Rate Reimbursement	81,550.00	7,680.38	9%
Fees and Charges	455,000.00	267,401.55	59%
Reimbursements	155,000.00	106,556.38	69%
Interest on Idle Funds	5,000.00	4,734.69	95%
	\$ 11,845,801.00	\$ 10,177,442.85	86%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,244,583.00	5,075,842.92	62%
Other Staff Support Costs	65,300.00	71,518.58	110%
Library Collections	1,670,000.00	826,409.13	49%
Contracted Services	799,035.00	564,602.15	71%
Digital Services Support	173,850.00	72,565.42	42%
Payments to Other Libraries	73,300.00	72,306.00	99%
Special Projects	250,000.00	196,799.46	79%
Utilities & Telecommunications	542,000.00	461,361.35	85%
Vehicles	79,000.00	37,773.92	48%
Other Operating Expenditures	443,000.00	348,890.20	79%
Revitalization Rebates	96,374.00	-	0%
Cash Basis Reserve	1,200,000.00	-	0%
	\$ 13,636,442.00	\$ 7,728,069.13	63%
Prior Year Canceled Purchase Orders		\$ 32,829.79	
Unencumbered Balance 08/31/12	\$ -	\$ 5,176,771.76	

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

08/31/12

EMPLOYEE BENEFITS

	2012 Budget	Year To Date	%
Balance 01/01/12	\$ 772,695.00	\$ 891,375.01	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,634,392.00	\$ 2,478,588.41	94%
Back Tax	-	-	
Motor Vehicle Tax	300,420.00	83,252.57	28%
Recreational Vehicle Tax	3,102.00	845.14	27%
16/20M Vehicle Tax	2,933.00	3,292.75	112%
In Lieu of Tax	12,248.00	12,107.75	99%
Refund-Fringe Benefits-Foundation	29,000.00	17,054.07	59%
Refund-Fringe Benefits-Friends	13,100.00	10,282.36	78%
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	62,211.42	65%
	\$ 3,094,495.00	\$ 2,702,543.93	87%
<u>Expenditures/Encumbrances:</u>			
FICA	630,739.00	\$ 369,605.78	59%
KPERS	655,440.00	378,987.16	58%
Worker's Compensation	110,000.00	64,209.03	58%
Unemployment Tax	10,725.00	6,579.72	61%
Health/Dental Insurance	2,060,000.00	1,102,145.67	54%
Revitalization Rebates	25,286.00	-	0%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 3,867,190.00	\$ 1,921,527.36	55%
Prior Year Canceled Purchase Orders		\$ 1,109.50	
Unencumbered Balance 08/31/12	\$ -	\$ 1,673,501.08	

CAPITAL IMPROVEMENT

Balance 01/01/12	\$ 2,464,712.79
<u>Revenue:</u>	
Interest received	1,306.13
	\$ 1,306.13
<u>Expenditures/Encumbrances:</u>	
Capital Outlay	6,370.00
	6,370.00
Unencumbered Balance 08/31/12	\$ 2,459,648.92

STATE AID

Balance 01/01/12	\$ -
<u>Revenue:</u>	
State	95,000.00
	\$ 95,000.00
<u>Expenditures/Encumbrances:</u>	
Library Materials	95,000.00
	\$ 95,000.00
Unencumbered Balance 08/31/12	\$ 54,105.00

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

08/31/12

	2012 Budget	Year to Date	% Rec'd
Balance 01/01/12	\$ 981,305.00	\$ 981,383.59	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,617,713.00	1,521,264.63	94%
Back Tax	-	-	
In Lieu of Tax	8,152.00	7,431.27	91%
Motor Vehicle Tax	199,914.00	53,668.65	27%
Recreational Vehicle Tax	2,064.00	552.26	27%
16/20M Vehicle Tax	1,952.00	1,493.14	76%
Interest on Idle Funds	1,500.00	1,045.39	70%
	\$ 1,831,295.00	\$ 1,585,455.34	87%
<u>Expenditures/Encumbrances:</u>			
Principal	1,320,000.00	-	0%
Interest	477,073.00	238,536.25	50%
Wire Transfer Fees	- 0	30.00	0%
Revitalization Rebates	15,527.00 0	-	0%
Cash Basis Reserve	1,000,000.00	-	0%
	\$ 2,812,600.00	\$ 238,566.25	13%
 Unencumbered Balance 08/31/12	 \$ -	 <u><u>\$ 2,328,272.68</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 August 31, 2012

FUND	SACCT	Date	Name	Description	Paid	Sts	Check#
010	15050	8/2/2012	3M TAQ9008	SERVICE AGREEMENT: US36307	14,028.00	O	80640
					14,028.00		80640 Total
010	15700	8/8/2012	AT&T	#831-000-1412695 INTERNET 2012	5,779.56	O	80682
					5,779.56		80682 Total
010	15800	8/8/2012	WESTAR ENERGY	UTILITIES - ELECTRIC 2012	33,752.58	O	80694
					33,752.58		80694 Total
049	49300	8/8/2012	ADVANCED EDUCATIONAL PRODUCTS	THE GREAT GATSBY (PAPER)	4,879.00	O	80695
049	49300	8/8/2012	ADVANCED EDUCATIONAL PRODUCTS	THE GREAT GATSBY (LARGE PRINT)	334.20	O	80695
					5,213.20		80695 Total
010	15030	8/16/2012	COMPRISE TECHNOLOGIES, INC.	SAM ANNUAL SOFTWARE LICENSE	6,604.00	O	80710
010	15030	8/16/2012	COMPRISE TECHNOLOGIES, INC.	SMM SOFTWARE/HARDWARE SYSTEM	3,737.00	O	80710
					10,341.00		80710 Total
010	15100	8/16/2012	OCLC, INC.	CATALOGING/ILL CHRGS -- 2012	5,308.46	O	80723
010	15100	8/16/2012	OCLC, INC.	DISCOUNT EARLY PAY	(4.99)	O	80723
					5,303.47		80723 Total
010	15340	8/23/2012	RESERVE ACCOUNT	ACCT #29667334 POSTAGE	20,000.00	O	80740
					20,000.00		80740 Total
010	15700	8/30/2012	AT&T	#831-000-1412695 INTERNET 2012	5,779.56	O	80791
					5,779.56		80791 Total
010	15000	8/30/2012	VITAL SUPPORT SYSTEMS	NEW HP DRIVES AND SHELF	14,569.00	O	80801
					14,569.00		80801 Total
					114,766.37		Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

September, 2012

LIBRARY NEWS – EBOOKS UPDATE

[Here](#) are some articles and ideas from library thought leader Jamie LaRue, on his library's work on ebooks and digital content. He is also the author of *The New Inquisition: Understanding and Managing Intellectual Freedom Challenges*, which all TSCPL trustees receive as part of their orientation process.

Included in your packet is a price comparison list that Jamie and his staff at Douglas County (CO) Library have begun to distribute. As you'll see the pricing for ebooks from third party aggregators like Overdrive is significantly higher than for print. Jamie has noted that since this list was published, 3M, one of the new ebook providers, has lowered its prices. The intent is to pressure publishers and content aggregators to assign a fair market value to ebooks (instead of arbitrary pricing) and one that is sustainable over time for libraries as consumers.

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>

Bookmobile Services – Important Changes Coming!

Here is some important news on changes in bookmobile service that came out of the process improvement review we did in 2011 – 12. Note that we are increasing hours of service and improving access to bookmobile services overall, with no increase in staffing levels or operational expenditures. We also utilized market segmentation data to determine to confirm the location of stops and what changes should occur. This is a testament to Thad's excellent management and the bookmobile team's commitment to their customers.

From community services manager Thad Hartman:

We have made some changes to the Bookmobile schedule that go into effect October 1, 2012. The changes were made to add more hours to the schedule and to bring our stops more into alignment with where our customers live. The good news is that we were able to increase our service hours per week from 80.75 to

91.75. With the additional hours we were able to add service time to the areas of the community that are currently underserved as well as those stops that are the busiest.

We used CommunityConnect to analyze the population, borrowers, and checkout in the different sections of the community. We then distributed bookmobile service hours based on the CommunityConnect information. The bad news of course is that some of the stop times will change which can cause some inconvenience to people who are used to coming to the bookmobile at a certain time or day during the week. However, while the day of the week may have changed, generally the time of day is the same.

We have been promoting these changes on the vehicles as well as in the October/November ConnectNow, the library's newsletter. We will also be doing a direct mail campaign to get the word out. We hope with all of this that people will be prepared for the new schedule.

Agenda Items

Bid for Purchase of Vehicle: Please see CFO Sheryl Weller's report and the resolution sheet for background on this purchase recommendation. After two unsuccessful bidding processes, we are recommending the purchase of a Toyota Sienna minivan from a local Topeka dealer at a cost of \$27,740. It meets all of our requirements as a delivery van for Red Carpet services.

Funding for Kids Library, Phase 3

This is the formal request from the Board of Trustees to the Library Foundation Board to provide funding for phase 3 of the Kids Library project.

Note that the bid for phase 2, which is the fabricated three-dimensional structures was issued on September 5 and is due on October 22. We anticipate bringing the successful bid to you for approval at the November board meeting. Below is the process and timetable for the entire Kids Library project.

Kids Library Phase One			Status
Design Phase	Elements of the overall concepts were developed by planning group and drawn by Library Design artist	2009-2010	Completed

Cost estimates	Planning group established the preliminary budget and made recommendations for cost savings	2010	Completed
Mural Design and Painted	Using Library Design artist, an “environment-focused” mural was painted on all the walls	2011	Completed
Kids Library Phase Two			
Planning floor elements	Concurrently with painting of mural, planning group determined fabrication pieces	Fall 2010	Completed
Cost estimates	Planning group sought “opinion of costs” for fabricated pieces with two vendors to determine feasibility of project	Spring/Summer 2011	Completed
Budget determinations	A final overall estimate of cost is recommended to Library to determine final feasibility	Dec-11	Completed
Project Go Ahead	Present final concept to Board of Trustees	Dec-11	Completed
Fundraising for fabricated structures	Present concept to determine fundraising strategies to Foundation Board	Dec-11	Completed
Requests for Proposals	RFPs are developed and released for either entire project or elements of concept and select vendor	Oct-12	In process
Final design	With selected vendor work on final design and timeline	Jan-13	
Implementation and Installation	Fabricated pieces arrive and are installed. Review of product	Oct-13	
Kids Library Phase Three			
Initial presentation	Present concept of Phase three elements and learning components to Library Board of Directors and Foundation	Dec-11	Completed

	Board		
Design elements	Identify furniture/shelving/display pieces and learning games and activities for all Kids Library areas	Sep-12	In progress
Cost estimates	Get costs associated with pieces and determine final budget	Sep-12	
Present final concept and budget	Resolution from Board of Trustees	Sep-12	
Staging elements	Determine timeline and staging for various elements of project	Oct-12	
Fundraising for learning elements	Present concept to determine fundraising strategies to Foundation Board	Fall 2012 and Winter 2013	
Request for Proposals	Prepare RFPs for any elements that meet the budgetary thresholds for competitive bids or determine single source	Feb-13	
Implementation	Once funding is secured, purchase and install elements.	Oct-13	
Marketing and Promoting new redesign	Marketing and Public Service launch opening of redesign	Oct-13	

Kids Library Phase Four			
Conceptual design for outside structure	Begin plan focused on articulating the library is a place for children and families		Jun-13

October Board Meeting Date/Time Change: When the executive committee met for its agenda review, the members decided it would make sense to hold the Board’s monthly meeting immediately following the Board retreat on Saturday, October 6. (Almost all trustees will be present and it will allow for discussion of the funding matrix prior to submitting the annual request to the Friends and help set the timetable for funding requests to the Foundation.)

PROFESSIONAL ACTIVITIES & COMMUNITY CONTACTS

Meetings/Activities: Rotary; met with Heartland Visioning ED William Beteta, co-chair Harry Craig and HV administrative committee; agenda review with TSCPL board executive committee; met with new city manager Jim Colson, with Heartland Visioning representatives; Heartland Visioning review of community strategic plan committee; met with Kim Baker, director of Leavenworth Public Library to discuss organizational development; with management council, attended the library Advocacy Committee meeting with elected officials; attended the Broadband Everywhere Summit sponsored by the Kansas State Library; met with city councilman Larry Wolgast to discuss Heartland Visioning; attended Friends board meeting; follow up meeting with Dept. of Commerce staff about Kansas broadband initiative.

Skyped with the Free Library of Philadelphia’s organizational design team to discuss our approach to strategic planning and organizing staff resources to future-proof our library. Here’s a message from Siohban Reardon, executive director of FLP sharing why they wanted to pick our brains.

Dear Gina:

Hope all is well in Topeka.

So, the Free Library of Philadelphia is undergoing an organizational assessment to evaluate our staff structure and move toward becoming a more nimble organization with the capacity to successfully fulfill the goals of our new strategic plan. Our consultants from Mercer are working with a design team of 22 staff members to learn about best practices and shape a model for the new structure. The staff will be making physical and virtual visits to libraries and cultural institutions around the world to cull

ideas and inspiration. Because of your library's great statistics and many and interesting marketing successes and service offerings, I am hoping that you would be willing to act as a host for one of these visits. For Topeka & Shawnee County PL, we would hope to be able to have a video conversation via Skype to enable FLP staff to talk with you, and whomever you designate, about how you are organized, funded and prioritize services.

I will contact you on Friday to discuss the details in greater depth. My thanks in advance for your willingness to participate.

*All the best,
Siobhan*

Facilitated: Process improvement sessions for the Special Collections; meetings with Downtown Topeka Rotary Strategic Planning Committee

**Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 9/13/2012**



Douglas County Libraries Report Pricing Comparison as of September 5, 2012

	BOOKS				EBOOKS			
	Library Pricing		Consumer Pricing		Library Pricing		Consumer Pricing	
	Baker & Taylor (1)	Ingram (2)	Amazon	Barnes & Noble	Overdrive	3M	Bilbary	Amazon / Barnes & Noble
Fiction (NYTimes)								
1 Fifty Shades of Grey	\$8.97	\$9.41	\$9.57	\$10.04	\$47.85	\$47.85	\$9.99	\$9.99
2 Fifty Shades Darker	\$10.80	\$9.41	\$9.57	\$10.04	\$47.85	\$47.85	\$9.99	\$9.99
3 Fifty Shades Freed	\$10.80	\$9.41	\$9.57	\$10.04	\$47.85	\$47.85	\$9.99	\$9.99
4 Gone Girl	\$13.85	\$13.75	\$13.94	\$14.35	\$25.00	\$25.00	\$12.99	\$12.99
5 Bared to You	\$9.00	\$8.85	\$9.00	\$9.09	*	*		\$7.99
6 Sweet Talk	\$14.93	\$14.82	\$15.48	\$15.79	*	*		\$12.99
7 Where We Belong	\$15.51	\$15.39	\$16.00	\$17.61	*	*	\$12.99	\$12.99
8 Stygian's Honor	\$4.79	\$4.71	\$7.99	\$7.99	*	*		\$7.99
9 Time Untime	\$14.40	\$14.29	\$15.89	\$15.89	*	*	\$12.99	\$12.99
10 Slammed	\$9.00	\$8.28	\$9.59	\$9.59	*	*	\$7.99	\$7.99
11 Black List	\$15.51	\$15.39	\$18.47	\$19.20	*	*	\$12.99	\$12.99
12 Light Between Oceans	\$13.85	\$13.75	\$15.00	\$13.44	*	*	\$11.99	\$11.99
13 Dream Lake	\$8.99	\$8.84	\$10.19	\$10.98	*	*	\$9.99	\$9.99
14 You don't want to Know	\$13.85	\$13.75	\$15.29	\$15.29	\$21.99	*		\$9.46
15 I, Michael Bennett	\$15.51	\$15.39	\$18.47	\$19.20	*	*		\$12.99
Non-Fiction (NYTimes)								
1 Wild	\$14.38	\$14.27	\$14.94	\$14.94	\$25.95	\$25.95	\$12.99	\$12.99
2 Unbroken	\$14.96	\$14.85	\$16.20	\$16.36	\$81.00	\$81.00	\$12.99	\$12.99
3 The Amateur	\$15.48	\$15.37	\$16.77	\$16.93	\$27.95	*	\$18.44	\$12.99
4 Double Cross	\$14.40	\$14.30	\$15.75	\$15.75	\$78.00	\$78.00	\$12.99	\$12.99
5 Killing Lincoln	\$15.51	\$15.40	\$16.80	\$17.13	*	*	\$12.99	\$12.99
Top 25 e-book best sellers								
5 Mockingjay	\$8.39	\$9.89	\$9.92	\$10.98	*	*		\$9.99
7 Catching Fire	\$8.39	\$9.89	\$10.79	\$10.98	*	*		\$9.99
8 Hunger games	\$8.39	\$9.89	\$8.67	\$8.99	*	*		\$8.99
9 Fifty Shades Trilogy			\$27.74	\$27.99	\$89.97	\$89.97	\$29.99	\$29.99
11 Deep Down					\$5.97	\$5.99		\$1.99
12 Boy in the Suitcase	\$13.30	\$13.20	\$16.32	\$17.64	\$24.00	*	\$1.98	\$1.99
15 Friends Forever	\$15.51	\$15.40	\$18.48	\$19.21	\$84.00	\$84.00	\$12.99	\$12.99

8/26/12 issue NYTimes (print & ebook)

* Not available to libraries

1 Discounted pricing as advertised on website

2 Actual

Douglas County Libraries is the public library of Douglas County, Colorado, headquartered in Castle Rock, CO. Our annual collection budget (2012) is \$3.7 million. We serve a population of just under 300,000.

For more information, contact Karen Gargan, Associate Director of Finance, kgargan@dclibraries.org.

www.DouglasCountyLibraries.org

Major Projects Update September 20, 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

RFID: on hold pending funding.

Self-Checks: In budget for last half of 2012 but given erate issues may begin early 2013

- Implementation plan in progress.
- One potential vendor has been purchased and the new company is revising the equipment. Information should be available late 2012.

WIFI: In budget for last half of 2012

- Bids presented at March board meeting
- Project started.
- Installation of service points and wiring approximately half way completed. Expected to be done in about two weeks.

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
September 20, 2012

John Kugler, Facilities Manager, has been working to find a company to provide an energy audit for us. We just heard from a company and should be moving ahead in the near future.

John and I decided that the grass in the parking lot islands is expensive and problematic to maintain. We will replace the grass with rocks. Rocks are easy to keep weeded and don't require water during the hot summer. This summer, between the foot traffic and the heat, it has been nearly impossible to keep the grass alive. Watering is expensive. We experimented with rocks in a few locations on the property and are pleased with the results. The perimeter and larger lawns will be maintained as grass. We anticipate the change to rocks happening sometime this fall.

Several of the trees in the front of the building died this summer. We are investigating replacements. They are expensive to replace. We are also consulting with arborists to see if a different tree will be hardier in this setting but still provide a similar silhouette.

We saw a large increase in bike traffic this summer. The original bike rack was not large enough to handle the regular flow. People often chain their bikes to the trees because there was no room in the bike rack. This didn't help the health of the trees either. We will go from a rack that held about eight bikes to three racks that should hold about 28 bikes total. We are happy that people are biking to the library; it relieves parking stalls for more cars, it is good for the environment and is a healthy mode of transportation. We are happy that we have to adjust to meet this demand.

My community contacts:

Matt Gassen – Community business incubator

County Officials-Parks and Rec
Mark DeGroff – Topeka Rescue Mission
Teens Taking Action

Departmental Highlights:

Bookmobile/Community Services: Thad Hartman, Manager

This past month Bookmobile staff was busy getting the Adventuremobile ready to go for the 2012-2013 school year. A big part of this entails getting all of the student information for all of the classes that will be coming onto the Adventuremobile. We then have to enter that information into Polaris and get notebooks created for each class so that we are prepared when they come on board to check out. This year we created over 2,600 accounts for the Adventuremobile kids.

We have also been busy getting the word out about the Bookmobile schedule change coming in October. We have blogged about it and have an article in the Connect Now. However, the thing that has had the biggest impact has been telling our customers about it on the vehicles. So far we have had good feedback about the changes and hope that the public will be well prepared and not too inconvenienced by the changes.

The Bluebird and Lingo had a couple of issues; however we were able to get them fixed without any downtime. On one occasion we were able to send the Adventuremobile out in its place and on the other the repairs were completed before the scheduled stop.

You may have noticed that the Bookmobile checkout numbers have gone down a little bit over the past two months. This is because of the switch from Horizon to Polaris. In Horizon we weren't able to get specific checkout numbers for the various Bookmobile locations. We calculated the Bookmobile checkout totals based on the checkout of Bookmobile materials. This was the best option we had, but it didn't include the checkout of materials from main on the Bookmobiles and gave Bookmobile credit for Bookmobile items that were checked out at the library (mainly to fill reserves). With Polaris we are now able to keep track of all checkout done on the actual Bookmobiles, regardless of collection. This has decreased the circulation figures. However, using the old method we actually would have been a little ahead of last year's totals over the past two months, so I

am confident that the decrease is because of the system change and is not an actual decrease in usage.

Business Center: Terry Miller, Business Librarian

We did not have much going on in August other than maintaining ongoing services. We continued to work with a lot of patrons one-on-one with resumes, investment research, and small business resources. We took advantage of the “down” time to plan and prepare for several key programs coming up in September and October –Women & Money Series 2012, Resume Workshop, and the Chamber of Commerce Business-to-Business Expo. Stay tuned.

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

DS Work Order Trends

Software	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
AV	4
Databases	4
Deployment	4
DNS	3
Network	3
Customer Service	2
Group Policy	1
Monitor	2
Other	9

Work Orders

Total Work Orders	196
-------------------	-----

Pending Work Orders	0
Overdue Work Orders	7
Closed Work Orders	189

IM Stats

Total number of users entering chat queues:	346
Number of chat users served by agents:	253
Number of users cancelling request	40
Number of users never picked up by an agent:	53
Average user wait time prior to being served	10 seconds
Total length of all customer chat sessions:	24,174 min, 48 sec.

Web Stats

Visits	78,392
Unique	42,542
New	30,696
Returning	47,696

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

Repaired the voting booth train

Installed new leveling valves on the back of the ELF/Mary mobile

Checked airflow on air handler #2

Repaired soap dispenser in admin restroom

Operated the scissor lift for wireless company

Replaced ballast and light bulbs in the Adventure mobile

Set building controls for Labor Day

Replaced generator battery on the ELF/Mary mobile

Built art display for Betsy

Replaced golf cart batteries

Replaced bearings on the boiler hot water pumps

Installed new bearing on inside drop box belt

Replaced bands on circ machine

Replaced blown fuses on air handler #6

Took old server rack out of server room

Repaired Ice machine in refrigerator in staff break room

Refinished upholstery on booths in the Edge.

Installed TV in kiosk located in upper rotunda

Repaired leaking toilet

Flushed drains in circulation restrooms

Blow down boilers in main building

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

The staff continues to assist many customers while on the service desks even with the wind down of summer. This past month the staff had 18,651 customer interactions between the media desk, reference desk and telephone reference. They answered an average of 564 questions per day with the most questions answered on Monday, August 27 at 762 and the fewest questions answered on Sunday, August 12 at 312. Staff answered 87 emails, 253 IMs and assisted with 169 faxes.

We know the staff stays busy in the building but this past month the staff also took their talents outside the building. Kelli Smith presented her Goodreads program twice, once at the Shepherd Center in Topeka and once in Great Bend. Nathan Hohl and Dave

Coleman presented their Our Boys program in Salina at the Central Kansas Library System. Cindy Packard and Deb Bryan also presented at the Central Kansas Library System on Inspirational Fiction. We have a very talented staff and colleagues from across the state look to them for inspiration.

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

The Topeka Capital Journal's Best of Kansas 2012: the Alice C. Sabatini Gallery came in third for "Best Art Gallery". To my knowledge, this is the first time we have placed for this award.

Taco John's featured a photograph of the Edible Books Festival at the Library as part of their locations campaign.

Our current exhibit, [Telling Stories](#) was listed in the Guild of Bookworkers newsletter. More than 2,000 people have seen *Telling Stories*. The exhibit runs through September 21. Betsy Roe and Brea Black gave handmade papermaking demonstrations on the front sidewalk. Kids got to make their own sheet of paper and take it home to dry. This program was offered twice – August and September 15. Brea Black and Zan Popp gave the Altered Books workshops (two this year) and the display will be coming in November/December. This has been a great way to feature the library's book as art collection, and also our Pop-Up books collection. People love being able to flip through and handle the pop-up books.

Betsy Roe's "World, Art and You" art series is continuing, with classes full through the rest of the year. We are reviewing our programming approach as part of Process Improvement, and we will be assessing the success of these programs, and deciding how to meet our customers' needs and desires for art experiences for 2013.



Kansas Artist Craftsmen Association opens next, the First Friday in October. This exhibit features work by members of KACA, who work in three-dimensional craft media. Work is coming in for KACA, and it looks like an exciting exhibit. We'll have a "soft" opening October 5, which means we won't be serving refreshments. Instead, we'll host a closing reception Friday, November 2, with awards announcements, and many artists will be

there. We're trying a new "People's Choice" award, giving our customers the opportunity to tell us what their favorites are. Our intention is that we will use this information to help make our decisions on what to add to our art collection in the future.



Also on the First Friday in October: the [SEAMS: Like Van Gogh](#) project will debut. This project is organized by the Teens Taking Action and Library's Teen Advisory Board, working with Betsy Roe. The clothing drive begins soon. Clothing will be collected in boxes throughout Topeka, and it will be used to create a standing artwork at Yeldarb Gallery in NOTO, re-interpreting Vincent Van Gogh's *Starry Night*. After the exhibit, the clothing will be donated to the Mission.

The Gallery is continuing with Process Improvement, refining our educational goals, and working on exhibits for 2013 and 2014. The results of Process Improvement are that we have better planning for exhibits and education ahead of time, earlier discussions of ideas and brainstorming educational and program activities. We are seeing evidence of this in our discussions of 2013 children's show, especially.

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

This month I'd like to give you an update about our neighborhood and Kids' Library collection projects. A small team of Technical Services, Public Services, and Gallery staff have been meeting biweekly to create the organizational plan for the Arts & Crafts Neighborhood. This collection will include books and nonfiction DVDs in the 700 to 779 call number range in the Dewey Decimal system. The size and complexity of this collection have presented some interesting challenging in terms of creating a layout that provides an optimal browsing and discovery experience for our customers along with a cataloging scheme that is logical and sustainable. We continue to work on this project and plan to have the design work completed before the end of the year.

In our Kids' Library, a team of Technical Services and Youth Services staff have also been meeting biweekly to design our youth collections. Currently we're working on transforming the juvenile fiction collections. In the adult and YA fiction areas, we

have "genres" for our fiction. These include mystery, science fiction, inspirational, etc. Up to now, we hadn't formally created any genres for our juvenile fiction collections but the team decided it would be a good idea. Our selected genres for this collection are: Fantasy, Historical Fiction, Mystery, Sports, Scary Stories, Science Fiction, and Award Winners. Each book in this collection will have a unique spine label and a subject heading in the library catalog. In several weeks, we're going to roll up our sleeves and spend a couple of days arranging all of them by genre in the Kids Library. We think kids are really going to enjoy browsing the juvenile fiction collection and parents will like the new arrangement as well.

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

Programs in August included:

Ages birth-5

Baby Bookworms, Sneak Peak and Read, Stories and Crafts, Sing Move and Learn, Musical Storytime for Everybody, Stories and Music with Kyler, PJ Storytime, Playing to Read- Ocean Exploration, Fingerplay Fun (presented by Parents as Teachers) Stories and Art

Elementary school aged

Pinkalicious (presented in partnership with Topeka Civic Theater, Crazy Extreme Science, Tween Gaming, Brainiacs, Zoo Animals Live, Guys Read, READ Dogs, Road Show

Middle and high school aged

Double Dueling, Board Game Night, Teen Writing Group, Open Mic Night

Parents /Teachers

Conscious Discipline
Teacher Treats

Outreach:

- Clarence Kelly- Lisa Brien and Megan Johnson work with at-risk HS boys to keep them reading
- Washburn Tech- Kathy Ellison spoke with early education students about how the library can help them in their future classrooms

- Topeka Public Schools- LeAnn Petrie spoke with all of TPS Councilors and Social Workers about services the library has to offer for students and teachers
- Indian Hills- Kyler Carpenter presented the summer reading trophy for schools with 25% or more of the student body completing the summer reading program and performed for their school celebration

Training:

On September 18, Thelma Gálvez and Tanyea Arévalo Bingham from Migrant Service at Topeka Public Schools will share information about the program they offer for students and their families. This contact has brought us several area Latino families for cards and summer reading participation. We hope to grow our connection as often times it is difficult to reach this portion of our population.

NEKLS Tech Day
 Librarian Leadership

Highlights:

- Teacher Treats is our annual training program for our communities early childhood educators both home and center based. We provide free, KDHE approved CEU's to those in attendance. Joyce Hedlund and Kathy Barron arranged for a math presenter this year. They brought in Mary Duncan, adjunct professor of Pre-K-6th math and science at Washburn University. Evaluations of the program were plentiful and positive. Mary provided several practical, inexpensive ways to teach math to preschoolers and likewise gave teachers math language to utilize with this age group. Teachers have indicated an interest in science for next year. We are considering having Mary back for that one since this went so well. It was refreshing to connect our community teachers to community resources.
- Brainiacs- Due to the popularity of the heart program last spring, Marlana Hodgkinson and Lisa Brien procured sheep brains for the start of this fall's edutainment programming. While donning gloves to explore this piece of sheep anatomy, kids learned facts about human brains and the central nervous system. We got LOTS of questions about where the specimens came from.
- Book Bundles have continued in their popularity even with summer behind us. About 80 bundles circulate each week.

Kathy Ellison who has headed this pilot reports that bundles of 3 books circulate best and the most popular bundle is Staff Favorites. We are considering dropping another collection that we offer that contains thematically grouped picture books. Bag of Books do circulate, but the comparison between the two has helped us see what customers are currently interested in. In addition, Bundles take up less shelf space, and offer more flexibility for staying current. Removing Bag of Books would free up shelving for other collection changes.

- Planning is underway for changes in our current JI, J, and PBJ collections. The overall goal is to increase circulation of those materials. We hope that combining collections and establishing genres within in them will help kids find what they are looking for more easily. Over time we also hope to build in flexible seating, purposeful display, and programming space specifically suited to this age. For now all changes will be made with existing materials. Behind the scenes work is already underway. The physical move should happen before the end of November. Web changes are also being made for this age group as well and should be unveiled within the same time frame.

Notes:

- We will not host a middle school or teen author this fall.
- A new aquarium guide is in the works.

**Resolution – Approval of the Purchase of a Vehicle
BOARD OF TRUSTEES
TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY
September 20, 2012**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves an exception to the "Purchasing Policy" dated August 21, 1996 to allow Library staff to purchase a vehicle from a dealership in Shawnee County. This exception is necessary because the bids received have not proven satisfactory. This purchase shall be made by finding the best match for the specifications at the best price quotation, which is the proposal from Lewis Toyota/ Auto Plaza of Topeka for a 2012 Toyota Sienna in the amount of \$27,740.

Purpose of Invitation to Bid:

The primary use of the vehicle (currently a mini van) is for the Red Carpet service which transports library materials to those patrons who are unable to access the Library due to age, health or disability. The existing vehicle is a 1994 model, with 114,850 miles, has become costly to repair and is in need of replacement.

Cost:

1st Bid – August 2nd - No bids were received.

2nd Bid – August 27th – Two bids received.

Total

Budget Line Item:

Funds from private sources collected through the Library Foundation to support certain needs of the Red Carpet service have been accumulated in an amount sufficient to make the vehicle purchase. The purchase is not part of the approved budget because the fund is not required to be budgeted. No tax or fee dollars will be used to fund this purchase.

Policy and Background Information:

The Board of Trustees' Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds \$5,000.

Examples of the two vehicles bid on the second invitation were physically driven to the Library and tested with the equipment that must be loaded into them each day. One's cargo size was found to be unacceptable. The other vehicle works well, but has poor ratings and is not recommended by "Consumer Report" in its annual vehicle comprehensive review. The Library kept its previous vehicle for 19 years so reliability is very important.

Staff Recommendation:

TSCPL staff recommends a direct purchase of a suitable vehicle from a dealership in Shawnee County based on the best match to the specifications at the best price quotation. Staff further recommends accepting the proposal from Lewis Toyota/ Auto Plaza of Topeka for a 2012 Toyota Sienna in the amount of \$27,740.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – Approval of the Funding for Phase III of the Kids’ Library.

**BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the funding for the Phase III of the kids’ library in concept, to include the purchase of interactive educational toys and activities for kids birth to twelve years old, furniture and shelving for the early literacy, tween and school age zones. Each zone of the kids’ library will have unique activity centers focused on the developmental learning needs for each age group. They will focus on literacy, math, science and technology.

Further, the Board of Trustees recognizes that no Library funds are available for the project and requests that The Library Foundation pursue a fund-raising campaign. The projected cost of the project (at current rates) is \$70,000- \$75,000. Pursuant to K.S.A. 10-1102, no obligations will be incurred for the project until sufficient funds have been raised or made available and designated for the purpose of the Kids’ Library Phase III project.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – Change October 2012 Board Meeting

BOARD OF TRUSTEES

Topeka and Shawnee County Public Library

September 20, 2012

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves changing the October 18, 2012 board meeting to Saturday, October 6 @ 1:00 p.m.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Cumulative Recovery:

Topeka & Shawnee County Public Library

Accounts Submitted: 21,476

Dollars Submitted: \$2,211,274.44

Cash Recovery: \$276,972.88

Material Recovery: \$154,823.03

Waives: \$67,459.81

Recovery Total: \$499,255.72

Total Invoice Amount: \$178,770.43

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.

Monthly Recovery Statistics: Topeka & Shawnee County Public Library
9/2011 Through 8/2012

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
August-12	\$5,566.32	\$3,168.72	\$1,183.76	\$9,918.80	\$8,735.04	\$2,219.60
July-12	\$4,749.74	\$5,432.85	\$1,198.81	\$11,381.40	\$10,182.59	\$2,273.30
June-12	\$7,363.36	\$3,349.40	\$1,768.16	\$12,480.92	\$10,712.76	\$2,506.00
May-12	\$3,881.79	\$891.31	\$1,131.67	\$5,904.77	\$4,773.10	\$1,253.00
April-12	\$5,369.18	\$2,484.97	\$870.25	\$8,724.40	\$7,854.15	\$1,825.80
March-12	\$7,069.75	\$2,415.05	\$1,706.93	\$11,191.73	\$9,484.80	\$3,338.35
February-12	\$10,130.01	\$3,016.92	\$1,122.53	\$14,269.46	\$13,146.93	\$1,637.85
January-12	\$7,431.27	\$2,908.91	\$2,171.91	\$12,512.09	\$10,340.18	\$2,112.20
December-11	\$4,608.68	\$3,353.20	\$1,510.66	\$9,472.54	\$7,961.88	\$3,007.20
November-11	\$5,110.11	\$2,917.93	\$2,363.20	\$10,391.24	\$8,028.04	\$2,649.20
October-11	\$5,311.99	\$2,671.90	\$2,064.95	\$10,048.84	\$7,983.89	\$3,034.05
September-11	\$6,264.95	\$2,289.63	\$2,182.73	\$10,737.31	\$8,554.58	\$3,016.15
Total	\$72,857.15	\$34,900.79	\$19,275.56	\$127,033.50	\$107,757.94	\$28,872.70
Average	\$6,071.43	\$2,908.40	\$1,606.30	\$10,586.13	\$8,979.83	\$2,406.06

Cumulative Recovery:

Topeka & Shawnee County Public Library
Small Balance

Accounts Submitted:	7,996
Dollars Submitted:	\$156,700.52
Cash Recovery:	\$53,937.79
Material Recovery:	\$6,617.92
Waives:	\$2,588.08
Recovery Total:	\$63,143.79
Total Invoice Amount:	\$30,653.45
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 8/2012

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
August-12	\$2,651.61	\$469.18	\$186.54	\$3,307.33	\$3,120.79	\$961.70
July-12	\$3,072.06	\$1,007.06	\$230.84	\$4,309.96	\$4,079.12	\$663.75
June-12	\$4,499.74	\$687.94	\$373.69	\$5,561.37	\$5,187.68	\$1,215.40
May-12	\$1,984.00	\$224.29	\$51.95	\$2,260.24	\$2,208.29	\$660.80
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	\$53,937.79	\$6,617.92	\$2,588.08	\$63,143.79	\$60,555.71	\$30,653.45
Average	\$4,903.44	\$601.63	\$235.28	\$5,740.34	\$5,505.06	\$2,786.68

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	88,774	96,158	112,134	95,912					727,984	732,149	-0.6%
Interlibrary Loan	2,023	1,894	2,069	1,860	1,096	1,707	1,825	1,923					14,397	15,819	-9.0%
Self-Check	23,848	21,669	22,066	21,015	17,955	29,769	24,884	26,342					187,548	213,265	-12.1%
DVD/Video Game Dispenser	8,223	7,055	7,063	6,492	5,039	7,870	8,451	7,111					57,304	63,339	-9.5%
Renewals	29,373	28,803	31,435	30,536	25,850	29,986	32,748	27,662					236,393	251,474	-6.0%
Bookmobile	23,422	22,908	24,255	22,683	18,724	27,811	24,332	19,703					183,838	192,236	-4.4%
Red Carpet / Talking Books	9,863	9,402	10,054	10,093	7,912	9,499	6,904	8,104					71,831	81,944	-12.3%
Digital Downloads	5,444	5,851	6,314	6,227	6,297	6,693	7,218	6,806					50,850	38,961	30.5%
TOTAL CIRCULATION	192,237	179,657	189,761	175,597	171,737	209,531	218,551	193,620					1,530,691	1,589,187	-3.7%
CIRCULATION DETAILS															
Print Material	103,092	96,797	104,310	97,051	96,099	119,854	122,088	105,316					844,607	889,592	-5.1%
Audio/Visual Material	83,194	76,559	79,042	71,857	69,062	82,514	88,801	81,063					632,092	651,682	-3.0%
Adult Materials	118,928	109,515	112,763	103,991	99,634	114,120	122,427	115,702					897,080	939,524	-4.5%
Children's Materials	51,002	48,390	53,274	48,703	49,069	69,104	68,846	52,399					440,787	452,470	-2.6%
Young Adult Materials	4,960	4,573	5,415	5,206	5,835	7,558	7,755	6,020					47,322	50,865	-7.0%
Red Carpet Materials	11,396	10,878	11,900	11,008	10,623	11,586	11,861	12,258					91,510	98,415	-7.0%
NEW Patron Registrations															
Topeka / Shawnee County															
Adults	703	603	614	614	904	1,012	941	909					6,300	5,639	11.7%
Children (ages 17 and under)	295	211	256	227	636	473	413	255					2,766	4,657	-40.6%
Red Carpet Outreach	27	18	13	19	20	36	18	15					166	149	11.4%
NEKL	125	94	84	113	111	88	90	54					759	832	-8.8%
Non-Resident	2	1	0	1	5	2	0	0					11	2	450.0%
Total New Registrations	1,152	927	967	974	1,676	1,611	1,462	1,233					10,002	11,279	-11.3%
PATRONS DELETED	934	1,247	1,241	1,356	63	3,673	296	712					9,522	9,693	-1.8%
BORROWERS															
Topeka / Shawnee County															
Adults	48,680	48,894	48,875	48,708	49,601	50,822	52,243	53,217					53,217	49,802	6.9%
Children (age 4 - 17)	23,264	23,064	23,307	23,252	23,772	20,563	20,608	20,800					20,800	20,118	3.4%
Red Carpet Outreach	1,457	1,466	1,453	1,438	1,631	1,367	1,508	1,511					1,511	1,418	6.6%
NEKL	8,807	8,817	8,739	8,719	8,749	8,833	8,948	8,999					8,999	9,154	-1.7%
Non-Resident	56	58	59	59	47	47	46	46					46	63	-27.0%
Delinquent	13,623	13,335	13,083	13,134	12,368	11,834	11,238	10,719					10,719	14,496	-26.1%
TOTAL BORROWERS	95,887	95,634	95,516	95,310	96,168	93,466	94,591	95,292					95,292	95,051	0.3%
RESERVES FILLED	16,153	15,494	15,819	14,753	14,177	18,057	19,775	19,283					133,511	121,290	10.1%
CHECK-IN															
AMH System	127,729	118,678	127,103	116,126	94,481	138,397	148,945	140,650					1,012,109	1,073,149	-5.7%
Manual	23,132	23,682	23,907	24,074	30,150	25,133	33,265	25,068					208,411	208,781	-0.2%
Renewal Check-in	29,373	28,803	31,435	30,536	25,850	*	*	*					145,997	251,474	-41.9%
TOTAL CHECK-IN	180,234	171,163	182,445	170,736	150,481	163,530	182,210	165,718					1,366,517	1,533,404	-10.9%

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		Jan			
COLLECTION																		
Materials Added	6,206	5,662	6,348	5,763	3,241	4,503	5,072	6,151						42,946	42,984	-0.1%		
Materials Discarded	8,059	7,376	8,060	7,695	416	8,373	4,896	641						45,516	64,875	-29.8%		
TOTAL COLLECTION	436,258	434,544	432,832	430,900	433,725	429,855	430,031	435,541						435,541	443,002	-1.7%		
WEBSITE																		
Visits - Returning	50,846	47,243	48,322	45,611	50,261	59,620	58,116	47,696						407,715	466,833	-12.7%		
Visits - New	24,352	21,412	22,566	21,964	24,203	26,091	27,959	30,696						199,243	184,675	7.9%		
Total Visits	75,198	68,655	70,888	67,575	74,464	85,711	86,075	78,392						606,958	654,508	-7.3%		
UNIQUE VISITORS	37,120	33,945	35,579	34,264	36,203	39,033	41,668	42,542						300,354	294,263	2.1%		
REFERENCE QUESTIONS																		
Adult Services	17,132	15,883	15,791	15,335	15,967	18,994	21,433	18,651						139,186	109,316	27.3%		
Red Carpet	1,130	1,116	968	1,103	1,048	1,230	1,327	1,289						9,211	8,909	3.4%		
Topeka Room	1,978	1,933	1,951	574	545	621	984	931						9,517	16,146	-41.1%		
Youth Services	2,592	2,089	2,555	2,383	3,076	4,625	4,423	2,989						24,732	26,099	-5.2%		
TOTAL REFERENCE QUES	22,832	21,021	21,265	19,395	20,636	25,470	28,167	23,860						182,646	160,470	13.8%		
GATE COUNT	69,079	66,571	67,468	61,984	63,857	68,261	81,301	74,877						553,398	570,039	-2.9%		
MEETING ROOMS																		
Bookings	617	663	686	697	597	560	537	623						4,980	4,967	0.3%		
Hours Booked	3,035	3,257	3,326	3,382	3,075	2,793	2,612	3,322						24,802	25,590	-3.1%		
ATTENDANCE	10,537	13,465	11,745	14,128	11,097	14,599	12,356	9,727						97,654	86,526	12.9%		
PROGRAM ATTENDANCE																		
Onsite Program Attendance																		
Kids [birth - 11 yrs]	1,566	2,047	1,772	2,114	1,985	6,933	4,991	1,296						22,704	24,178	-6.1%		
Teens [12 - 18 yrs]	161	220	206	137	148	344	318	83						1,617	1,604	0.8%		
Adult	823	603	188	418	400	120	443	267						3,262	3,226	1.1%		
Books	56	100	170	71	30	33	85	20						565	502	12.5%		
Business	12	7	9	40	36	17	0	0						121	266	-54.5%		
Movies	27	71	56	118	102	345	421	139						1,279	1,057	21.0%		
Music	0	0	0	58	56	12	38	0						164	401	-59.1%		
Art	291	41	96	229	76	248	9	124						1,114	747	49.1%		
Computer	336	408	345	321	141	358	343	323						2,575	2,904	-11.3%		
ONSITE ATTENDANCE	3,272	3,497	2,842	3,506	2,974	8,410	6,648	2,252						33,401	34,885	-4.3%		
Offsite Program Attendance																		
Youth Outreach	4,673	3,867	3,950	4,425	3,489	964	961	884						23,213	21,663	7.2%		
Adult Outreach	34	221	73	137	93	13	68	0						639	2,029	-68.5%		
Speakers Bureau	94	38	350	39	30	94	98	198						941	1,028	-8.5%		
OFFSITE ATTENDANCE	4,801	4,126	4,373	4,601	3,612	1,071	1,127	1,082						24,793	24,720	0.3%		
TOTAL ATTENDANCE	8,073	7,623	7,215	8,107	6,586	9,481	7,775	3,334						58,194	59,605	-2.4%		
TOURS & FAIRS																		
Fairs & Events	562	1,130	79	1,445	*	87	*	*						3,303	*	*		
Library Tours	64	248	0	26	*	648	*	35						1,021	*	*		
TOURS & FAIRS	626	1,378	79	1,471	*	735	*	35						4,324	*	*		
GALLERY SHOWS																		
	The Waiting Room: Lost and Found Jan 13 - Mar 16				Threading Body & Space April 6 - May 18		A Cut Above 1 - July 13		June	Telling Stories August 3 - September 21								
ATTENDANCE	4,490				2,795		3,445			2,067						12,797	18,126	-29.4%

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
CIRCULATION DETAILS															
Print Material															
Adult Fiction	25,999	23,359	24,491	23,780	24,403	27,075	28,809	27,787					205,703	223,283	-7.9%
Adult Nonfiction	24,737	23,232	24,346	22,174	20,429	23,192	25,238	23,522					186,870	193,799	-3.6%
Juvenile Fiction	24,130	22,859	25,676	22,951	24,790	36,254	34,212	25,497					216,369	224,861	-3.8%
Juvenile Nonfiction	9,868	9,898	10,551	10,309	8,468	12,070	12,055	8,343					81,562	83,069	-1.8%
Magazines	2,497	2,481	2,518	2,136	2,080	2,653	2,763	2,464					19,592	20,636	-5.1%
RC Print Materials	10,841	10,335	11,346	10,547	10,267	11,057	11,315	11,703					87,411	92,923	-5.9%
RC Realia	516	521	518	435	342	507	522	522					3,883	4,275	-9.2%
YA Print Materials	4,687	4,350	5,131	4,941	5,575	7,284	7,458	5,795					45,221	48,849	-7.4%
PRINT CIRCULATION	103,275	97,035	104,577	97,273	96,354	120,092	122,372	105,633					846,611	891,695	-5.1%
Audio / Visual Material															
Adult Audiobooks	7,328	6,679	7,179	7,037	6,648	7,023	7,348	7,356					56,598	55,472	2.0%
Adult Music	6,605	6,334	6,750	6,255	5,761	6,266	6,591	5,841					50,403	48,351	4.2%
Adult Videos / DVDs	49,466	45,372	45,142	40,496	38,632	45,624	49,414	46,827					360,973	378,535	-4.6%
Adult Video Games	2,285	2,044	2,327	2,099	1,677	2,276	2,260	1,897					16,865	19,353	-12.9%
Juvenile Audiobooks	763	725	856	805	829	993	970	771					6,712	6,899	-2.7%
Juvenile Music	1,060	852	980	892	879	1,147	1,175	1,091					8,076	8,117	-0.5%
Juvenile Videos / DVDs	15,107	13,995	15,153	13,663	14,022	18,531	20,332	16,576					127,379	129,013	-1.3%
RC A/V	2	3	2	0	0	0	0	0					7	620	-98.9%
YA A/V	273	223	284	265	260	274	297	225					2,101	2,016	4.2%
AV CIRCULATION	82,889	76,227	78,673	71,512	68,708	82,134	88,387	80,584					629,114	648,376	-3.0%
Adult Material															
Adult Fiction	25,999	23,359	24,491	23,780	24,403	27,075	28,809	27,787					205,703	223,283	-7.9%
Adult Nonfiction	24,737	23,232	24,346	22,174	20,429	23,192	25,238	23,522					186,870	193,799	-3.6%
Magazines	2,497	2,481	2,518	2,136	2,080	2,653	2,763	2,464					19,592	20,636	-5.1%
Adult Audiobooks	7,328	6,679	7,179	7,037	6,648	7,023	7,348	7,356					56,598	55,472	2.0%
Adult Music	6,605	6,334	6,750	6,255	5,761	6,266	6,591	5,841					50,403	48,351	4.2%
Adult Videos / DVDs	49,466	45,372	45,142	40,496	38,632	45,624	49,414	46,827					360,973	378,535	-4.6%
Adult Video Games	2,285	2,044	2,327	2,099	1,677	2,276	2,260	1,897					16,865	19,353	-12.9%
ADULT CIRCULATION	116,632	107,457	110,426	101,878	97,953	111,833	120,163	113,797					880,139	939,429	-6.3%
Juvenile Material															
Juvenile Fiction	24,130	22,859	25,676	22,951	24,790	36,254	34,212	25,497					216,369	224,861	-3.8%
Juvenile Nonfiction	9,868	9,898	10,551	10,309	8,468	12,070	12,055	8,343					81,562	83,069	-1.8%
Juvenile Audiobooks	763	725	856	805	829	993	970	771					6,712	6,899	-2.7%
Juvenile Music	1,060	852	980	892	879	1,147	1,175	1,091					8,076	8,117	-0.5%
Juvenile Videos / DVDs	15,107	13,995	15,153	13,663	14,022	18,531	20,332	16,576					127,379	129,013	-1.3%
JUVENILE CIRCULATION	50,928	48,329	53,216	48,620	48,988	68,995	68,744	52,278					440,098	451,959	-2.6%
Red Carpet Material															
RC Print Materials	10,841	10,335	11,346	10,547	10,267	11,057	11,315	11,703					87,411	92,923	-5.9%
RC Realia	516	521	518	435	342	507	522	522					3,883	4,275	-9.2%
RC A/V	2	3	2	0	0	0	0	0					7	620	-98.9%
RED CARPET CIRCULATION	11,359	10,859	11,866	10,982	10,609	11,564	11,837	12,225					91,301	97,818	-6.7%
Young Adult Material															
YA Print Materials	4,687	4,350	5,131	4,941	5,575	7,284	7,458	5,795					45,221	48,849	-7.4%
YA A/V	273	223	284	265	260	274	297	225					2,101	2,016	4.2%
YOUNG ADULT CIRCULATION	4,960	4,573	5,415	5,206	5,835	7,558	7,755	6,020					47,322	50,865	-7.0%

	2012												2012 Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Value Calculator													
Circulation													
Books (\$17)	\$1,713,226	\$1,607,418	\$1,735,003	\$1,617,329	\$1,602,658	\$1,996,463	\$2,033,353	\$1,753,873					\$14,059,323
Magazines (\$5)	\$12,485	\$12,405	\$12,590	\$10,680	\$10,400	\$13,265	\$13,815	\$12,320					\$97,960
Audiobooks (\$10)	\$80,910	\$74,040	\$80,350	\$78,420	\$74,770	\$80,160	\$83,180	\$81,270					\$633,100

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2012

DVD, Games, Music (\$4)	\$299,192	\$275,292	\$282,552	\$254,680	\$244,924	\$296,472	\$320,276	\$289,828					\$2,263,216
Reference Questions (\$7)	\$159,824	\$147,147	\$148,855	\$135,765	\$144,452	\$178,290	\$197,169	\$167,020					\$1,278,522
Programming													
Children (\$7)	\$32,711	\$27,069	\$27,650	\$30,975	\$24,423	\$6,748	\$6,727	\$6,188					\$162,491
Adults (\$15)	\$1,920	\$3,885	\$6,345	\$2,640	\$1,845	\$1,605	\$2,490	\$2,970					\$23,700
Meeting Room Use	\$41,480	\$41,985	\$55,670	\$40,764	\$40,447	\$28,740	\$22,405	\$38,352					\$309,843
Gallery Attendance (\$10)	\$17,210	\$17,900	\$9,790	\$10,160	\$17,790	\$17,225	\$17,225	\$20,630					\$127,930
Talking Books (\$10)	\$460	\$640	\$750	\$1,210	\$900	\$380	\$550	\$570					\$5,460
Computer Use (\$12/hr)	\$263,209	*	*	*	*	*	*	*					\$263,209
Free Printing (\$10)	*	*	*	*	*	*	*	*					\$0
ILL Borrowed (\$25)	\$12,075	\$10,800	\$12,850	\$11,750	\$11,525	\$10,975	\$10,475	\$11,725					\$92,175
TOTAL VALUE	\$2,634,702	\$2,218,581	\$2,372,405	\$2,194,373	\$2,174,134	\$2,630,323	\$2,707,665	\$2,384,746					\$19,316,929

Adult Nonfiction

Neighborhoods															
General NF	10,531	10,387	10,309	9,509	8,663	10,028	11,120	10,219					80,766	89,965	-10.2%
Adult Learner	25	23	24	17	38	27	54	27					235	217	8.3%
Biographies	840	809	831	683	673	711	826	788					6,161	6,760	-8.9%
Jobs & Careers	261	232	214	214	209	249	244	245					1,868	2,093	-10.8%
Cooking	1,615	1,191	1,079	996	1,048	1,266	1,272	1,374					9,841	10,387	-5.3%
Collectibles	344	413	374	264	301	277	290	378					2,641	813	224.8%
College & Testing	275	230	288	213	187	170	265	251					1,879	2,298	-18.2%
Crafts	0	0	0	0	0	0	1	0					1	0	*
Crime	321	322	261	308	235	249	294	255					2,245	2,061	8.9%
Gardening	291	390	836	606	476	519	394	355					3,867	4,238	-8.8%
Health	2,629	2,289	2,473	2,136	1,952	2,033	2,293	2,207					18,012	17,760	1.4%
Home	716	597	781	820	657	642	786	754					5,753	5,822	-1.2%
Pets	376	334	315	379	343	516	473	542					3,278	2,466	32.9%
Travel	1,378	1,192	1,508	1,289	1,291	1,447	1,481	1,246					10,832	10,949	-1.1%
Weddings	161	257	151	162	99	95	143	156					1,224	317	286.1%
NF CIRCULATION	19,763	18,666	19,444	17,596	16,172	18,229	19,936	18,797					148,603	156,146	-4.8%

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

<u>Total Checkout</u>	August-12	193,620	YTD 2012	1,527,560
	August-11	204,716	YTD 2011	1,589,187
	August-07	206,320	YTD 2007	1,648,358

<u>Total Items handled (Check out + Check in)</u>	August-12	359,338	YTD 2012	2,894,013
	August-11	413,586	YTD 2011	3,122,591
	August-07	415,265	YTD 2007	3,210,925

<u>Total Borrowers</u>	August-12	95,292
	August-11	94,298
	August-07	89,317

<u>Items in Collection</u>	August-12	435,541
	August-11	443,002

<u>Program Attendance</u>	August-12	3,334	YTD 2012	57,694
	August-11	3,590	YTD 2011	59,605

<u>Gate Count</u>	August-12	74,877	YTD 2012	553,398
	August-11	78,326	YTD 2011	570,039

<u>Meeting Rooms</u>		Bookings	Customers
	August-12	623	9,727
	August-11	623	10,300
	YTD 2012	4,980	97,654
	YTD 2011	4,967	86,526

