

## **BOARD TIMELINE 2013**

### **JANUARY Board Meeting: Thursday, January 17, at 4:00 p.m.**

- ❑ News Year's Day (Library Closed)
- ❑ January 21- Martin Luther King. Jr. Day (Library Closed)
- ❑ ALA Midwinter – January 25-29 Seattle, WA

### **FEBRUARY Board Meeting: Thursday, February 21, at 4:00 p.m.**

- ❑ TSCPL Staff Development Day – February 18 (Library Closed)

### **MARCH Board Meeting: Thursday, March 21, at 4:00 p.m.**

- ❑ Approval of Chair / Nominating Committee
- ❑ Easter – March 31 (Library Closed)

### **APRIL Board Meeting: Thursday, April 18, at 4:00 p.m.**

- ❑ National Library Week – April 14-20
- ❑ Election of Officers
- ❑ Audit

### **MAY Board Meeting: Thursday, May 16, at 4:00 p.m.**

- ❑ May 27, Memorial Day (Library Closed)

### **JUNE Board Meeting: Thursday, June 20, at 4:00 p.m.**

- ❑ **Budget Work Session**
- ❑ ALA Annual Conference – June 27-July 2 Chicago, Ill.

### **JULY Board Meeting: Thursday, July 18, at 4:00 p.m.**

- ❑ July 4, Independence Day, (Library Closed)
- ❑ **Budget Work Session**
- ❑ Budget information to Topeka Capital Journal

### **AUGUST Board Meeting: **Thursday, August 8, at 5:00 p.m. (meet second Thursday)****

- ❑ Budget Hearing must be advertised 10 days prior to hearing (Topeka Capital Journal)
- ❑ Budget Hearing must be held 10 days prior to submitting to County
- ❑ Approve Budget at Board Meeting
- ❑ Approved Library Budget must be to County Clerk by August 25
- ❑ Annual/Library Director's performance review.

**SEPTEMBER Board Meeting: Thursday, September 19, at 4:00 p.m.**

- ❑ Labor Day, September 2 (Library Closed)
- ❑ Friends Annual Book Sale September 20, 21 & 22
- ❑ Request to Friends Board

**OCTOBER Board Meeting: Thursday, October 17, at 4:00 p.m.**

**NOVEMBER Board Meeting: Thursday, November 21, at 4:00 p.m.**

- ❑ Friends Annual meeting – November 3 @ 2:30
- ❑ November 11, Veterans Day, (Library Closed)
- ❑ November 28 Thanksgiving, (Library Closed)

**DECEMBER Board Meeting: Thursday, December 19, at 4:00 p.m.**

- ❑ December 24-25, Christmas Eve & Christmas Day (Library Closed)
- ❑ December 31, New Year's Eve Day, (Library Closed)



**Agenda**  
**Topeka and Shawnee County Public Library**  
**Board of Trustees**  
**January 17, 2013 – 4:00 p.m.**  
**Menninger Room**

Call to Order

Public Comment

Approval of December Board Meeting Minutes

Chief Financial Officer's Report – Sheryl Weller

Financial Reports

- Treasurer's Report – Bob Harder
- Financial Reports - **Action Item**

Friends of TSCPL –Sherryl Longhofer, Board Chair

The Library Foundation – Jeanne Slusher, 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

- Disaster Plan, Phase I Discussion
- Funding Matrix Review
- Radio Frequency Identification (RFID) Discussion
- Board Retreat Agenda Discussion

Advocacy Stories

Adjournment

**Next Regular Meetings:**

February 21, 2013 @ 4:00 PM

March 21, 2013 @ 4:00 PM

**Board Retreat**

March 27, 2013 @ 4:00 PM

*Subject to change without notice*



**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING  
December 20, 2012  
Menninger Room**

**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS ABSENT:**

Stacey Woolington

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, December 20, 2012 in the Menninger Room of the Main Building, 1515 SW 10<sup>th</sup> Avenue, at 4:00 p.m., the Chair and Secretary were present.

**PUBLIC COMMENT**

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

**APPROVAL OF MINUTES**

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

**CHIEF FINANCIAL OFFICER'S REPORT–Sheryl Weller**

Treasurer's Report-Bob Harder

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

**FRIENDS REPORT– Linda Hayse, Board Chair**

The Board of Trustees agreed, by act of consensus, to direct the use of additional funds in the amount of \$15,000 from the Friends of the Library Board to the purchase of the bookmobile.

**FOUNDATION REPORT– Steve Page, Board Chair**

**EXECUTIVE DIRECTOR'S REPORT- Gina Millsap**

**CHIEF OPERATING OFFICER'S REPORT – Rob Banks**

## **OLD BUSINESS**

Strategic Plan Update – Gina Millsap  
2013 Work Plans Update

## **NEW BUSINESS**

### **Thanks and appreciation to the Library Foundation**

On motion by Duane Johnson, seconded by David Monical, the board expresses its deepest thanks and sincere appreciation for the hard work and dedication of The Library Foundation, the Finance Committee Chair, Jeanne Slusher and members Steve Page, Roger Underwood, Dr. Bob Parman and Joel Oliver; the Nominating Committee Chair, Hon J. Patrick Brazil and members Marianna Nothern and Michelle Cuevas-Stubblefield; the Wilder Society Tea Committee Chair, Mary S. Allen and members Julie Schloetzer, Carolyn A. Adams, Frankie Parman, Jerry Reed, Dr. Patty Pressman and Carol Jory; the Advocacy Committee members Rebecca D. Holmquist and Glenda DuBoise; the Donor Relations Committee Chair, Marianna Nothern, and members Julie Schloetzer and Rebecca D. Holmquist; the Fund Development Committee Chair, Roger Underwood and members Jeanne Slusher, Julie Schloetzer and Steve Page; the Evaluation Task Force Chair, Hon. J. Patrick Brazil and members Joel Oliver and Dr. Bob Parman. The Board also wishes to express its thanks to Chair, Steve Page and the members of The Library Foundation Board of Trustees for their leadership and support that result in resources to help make TSCPL a world class library. Motion carried.

### **Foundation Loaned Employee Agreement**

On motion by Bob Harder, seconded by Kerry Storey, the board approved the Foundation Loaned Employee Agreement as presented. Motion carried.

### **Bid for purchase of Firewall**

On motion by David Monical, seconded by Bob Harder, the board accepted the bid submitted by AT&T for firewall equipment and services, in the amount of \$9,319.87. Motion carried.

### **Financial Management System**

On motion by David Monical, seconded by Bob Harder, the board accepted the bid from Black Mountain Software, Polson, Montana in the amount of \$54,895 for the purchase of a financial management system using available 2012 funds. Motion carried.

### **Computer Replacement**

On motion by Duane Johnson, seconded by Bob Harder, the Board approved an exception to the "Purchasing Policy", dated August 21, 1996, requiring the submission of written, sealed bids by interested vendors for expenditures over \$5,000. For the procurement of three Apple iMac computers, a sole source award shall be made to Apple, Inc of Cupertino, CA. This purchase includes hardware, software, and warranties in the amount of \$8,718.98. Motion carried.

**Bookmobile #1**

On motion by Bob Harder, seconded by Elizabeth Ross, the board approved the funding for a bookmobile (to be designated at Bookmobile #1) to be purchased in 2013.

**Bookmobile #2**

On motion by Kerry Storey, seconded by David Monical, the board approved the funding for a bookmobile (to be designated as Bookmobile #2) to be purchased in 2014. Motion carried.

**Sole Source Purchase of Security Internet Filter**

On motion by David Monical, seconded by Bob Harder, the board approved an exception to the "Purchasing Policy", dated August 21, 1996, requiring the submission of written, sealed bids by interested vendors for expenditures over \$5,000. For the procurement of a security internet filter, a sole source award shall be made to Comprise Technologies of Navesink, NJ. This purchase includes hardware, software, and one year warranty, in the amount of \$7,530. Motion carried.

**Board Retreat**

On motion by Duane Johnson, seconded by Melissa Masoner, the board approved the date of Wednesday, March 27, 2013 for a Trustee Retreat. Motion carried.

**Neighborhood Revitalization Agreement**

On motion by Elizabeth Ross, seconded by Melissa Masoner, the board approved the Neighborhood Revitalization Agreement as presented. Motion carried.

**Audio/Visual Equipment**

On motion by David Monical, seconded by Bob Harder, the board approved the purchase of Audio/Visual equipment for meeting rooms using available 2012 funds.

Cytek Media Systems, Incorporated, Topeka, KS	\$127,929.38
McClelland Sound, Inc., Wichita, KS	\$109,858.99
Total	<u>\$237,788.37</u>

Motion carried.

**Advocacy Stories**

**Adjournment**

On motion by Bob Harder, seconded by Elizabeth Ross, the board adjourned at 5:15 p.m. Motion carried.

Melissa Masoner  
Secretary of the Board

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The meeting adjourned at 5:15 PM

**Chief Financial Officer's Report  
January 2013  
Sheryl Weller**

**Financial Summary – Page 1**

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

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

Working together closely with staff at the Library Foundation, the year was successfully closed without any negative fund balances due to pending reimbursements. The only remaining payment due from the Foundation for 2012 is the return of the American Express rewards of \$6,150 (an unrestricted donation). The check was dated 12/31/12, but was not received in time to post as 2012 business on either set of books.

Based on past practice and since the grant has been awarded and will be received in February 2013, the Big Read Grant Fund has a negative balance at year end. Because this is a major program, obligations for costs such as space, catering, etc. have to be secured prior to 2013, before the grant award is received.

The Friends of the Library's contribution of \$135,000 is reflected in these reports. The final motor vehicle tax distributions are included as well and were received as scheduled on December 14<sup>th</sup>.

**General Fund – Pages 3 & 4**

With 100% of the budget year completed, 98% of the budgeted revenue has been received and 95% of the approved budget has been expended/encumbered.

Revenues were under-budget by \$177,684, but expenditures were under-budget by \$573,486. This results in a net under-budget within the fund of \$395,802. Thus, the fund balance carried forward is greater than budgeted and will be available for the 2014 budget preparation.

Due to prudent management of staffing and other expenditures, and with the Board's support, TSCPL was able to accomplish much more than originally anticipated in the 2012 budget and for the benefit of the community. Nearly all projects originally projected were funded and at least started. Several projects on the funding matrix for future years, but that were in need of more immediate resolution (meeting room audio/visual equipment, internet filter and firewall for system protection), were moved to 2012. All of this was accomplished while still allowing for a reserve to be carried forward for future needs. I will be working with managers to update the funding matrix as one of the guideline documents for future projects, budgets and decisions.

## **Employee Benefit Fund – Page 6**

With 100% of the year completed, 100% (net total) of the budgeted revenue has been received, with 84% of the approved budget expended. Revenues were over-budget by \$14,597 and expenditures were under-budget by \$563,295.\* This results in a net positive budgetary impact within the fund of \$577,892.

\*calculated by applying the revitalization rebates as a budgeted revenue reduction and not as a budgeted expenditure

As expected and anticipated for the 2013 budget, the health insurance costs were under-budget by \$385,326 (of the \$563,295 expenditure under-budget). This will be used to offset the health insurance cost increase in 2013 without the need for additional revenue sources.

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

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,461,698.

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

This fund ended the year with 98% of budgeted revenues received and 99% of the approved budget expended.

### **Other Items:**

- The first paychecks and electronic deposits of pay using ADP software services will occur on January 11<sup>th</sup>. Thanks to the joint effort between HR and Finance staff, managers, supervisors and staff, the implementation is successful. The integration and implementation of the more complex scheduling software will be another significant effort expected to begin in late January. However, it will allow TSCPL to truly integrate and automate management of its valuable staffing resources, inclusive of scheduling, human resources, electronic timekeeping and timecards, leave management and payroll functionality.
- For Finance, December was spent primarily on the ADP implementation process, along with attending and reviewing the new financial system demonstrations, reviewing and implementing benefit open enrollment payroll changes, and closing the financial year.
- The 2012 audit work continues, with the auditors scheduled to be on site on January 22<sup>nd</sup>.
- I will be working with the management team to help develop a timeline of projects, bids, Board resolutions and work plans for the initiatives planned for 2013. This will be shared with the Board to collectively help anticipate and plan for future agendas, proposals and decisions/actions.
- I begin Leadership Greater Topeka with a two-day retreat in late January and am very excited to be part of this exceptional program.



TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of December 31, 2012

Capital Improvement Fund-CoreFirst Bank:

\$2,461,698.91 at 0.12%, dated 10/28/12, due 01/26/13

Municipal Investment Pool:

\$ 0.00

Principal Balance of Outstanding Bonds: \$10,265,000

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

12/31/12

	<u>Balance 01/01/12</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 12/31/12</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 2,845,455.05	\$ 11,571,743.06	\$ 11,115,676.24	\$ 3,301,521.87
Employee Benefits	894,499.39	3,083,805.52	2,903,785.27	\$ 1,074,519.64
Capital Improvement	2,685,683.79	2,781.12	226,766.00	\$ 2,461,698.91
Bond & Interest	981,383.59	1,794,738.94	1,781,226.88	\$ 994,895.65
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	-	74,105.00	74,105.00	\$ -
Federal, State & Local Grants	31,149.13	15,900.00	39,189.46	\$ 7,859.67
Other Special Revenue	619,693.79	295,146.22	175,518.67	\$ 739,321.34
Permanent Funds	427,997.00	19,965.30	2,371.83	\$ 445,590.47
<b>Totals</b>	<u>\$ 8,485,861.74</u>	<u>\$ 16,858,185.16</u>	<u>\$ 16,318,639.35</u>	<u>\$ 9,025,407.55</u>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 4,380,353.45
General Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-CoreFirst Bank-Investments	2,461,698.91
Restricted Funds-CoreFirst Bank-Checking	738,766.16
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	271,717.04
Bond & Interest Fund-CoreFirst Bank-Checking	994,268.57
Bond & Interest Fund-CoreFirst Bank-Investments	-
Cash on Hand	2,674.00
Petty Cash	200.00
Endowment Securities	175,869.71
Municipal Investment Pool	-
	<u>\$ 9,025,547.84</u>
Payroll Liabilities	140.29
	<u><u>\$ 9,025,407.55</u></u>

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

12/31/12

	01/01/12 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	12/31/12 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 2,845,455.05	\$ 11,571,743.06	\$ 117,678.87	\$ 10,997,997.37	\$ 3,301,521.87	\$ 768,584.71	\$ 2,532,937.16
Employee Benefit Fund	894,499.39	3,083,805.52	2,014.88	2,901,770.39	1,074,519.64	1,839.04	1,072,680.60
Capital Improvement Fund	2,685,683.79	2,781.12	220,396.00	6,370.00	2,461,698.91	-	2,461,698.91
Bond & Interest Fund	981,383.59	1,794,738.94	-	1,781,226.88	994,895.65	-	994,895.65
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	-	74,105.00	-	74,105.00	-	-	-
<i>Federal &amp; 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	13,500.00	-	35,811.44	-	-	-
Big Read Grant	587.50	-	-	2,178.02	(1,590.52)	1,250.00	(2,840.52)
Kansas Humanities Council Grant	-	2,400.00	-	1,200.00	1,200.00	-	1,200.00
<i>Other Special Revenue Funds</i>							
Adult Programs	236.00	315.00	-	315.00	236.00	-	236.00
Art Collection	8,748.96	39,139.62	1,875.00	5,578.90	40,434.68	-	40,434.68
Book Cook Program	192.94	-	-	-	192.94	-	192.94
Bookmobile Fund	1,868.96	132.00	-	950.77	1,050.19	-	1,050.19
Career Neighborhood	-	-	-	-	-	-	-
Computer training	397.00	2,067.15	-	2,464.15	-	-	-
Children's Art Show	4.01	2,701.78	-	2,701.78	4.01	-	4.01
Cooking Neighborhood	-	-	-	-	-	-	-
Friends	196,494.24	91,174.86	21.37	38,855.17	248,792.56	46,249.19	202,543.37
Fun Committee	2,806.80	4,125.93	28.37	4,500.04	2,404.32	-	2,404.32
Gallery Competitions/Exhibits	14,347.64	16,918.50	-	9,289.62	21,976.52	-	21,976.52
Gifts/Memorials (Undesignated)	207,090.54	32,607.42	44.66	22,079.78	217,573.52	3,084.65	214,488.87
Great Stories Club	47.00	-	-	-	47.00	-	47.00
Health Neighborhood	965.17	1,064.30	46.59	1,381.33	601.55	-	601.55
Hirschberg Lecture	6,580.22	6.60	-	-	6,586.82	-	6,586.82
Hughes Business Collection	6,604.11	6.61	-	-	6,610.72	-	6,610.72
Library Materials	77,985.14	58,537.36	-	805.12	135,717.38	-	135,717.38
Lingo	3,269.45	0.82	-	3,270.27	-	-	-
NEH Expendable	12,705.01	11.95	73.98	2,700.13	9,942.85	-	9,942.85
Pets Neighborhood	502.75	-	67.87	401.30	33.58	-	33.58
PodCamp Topeka	1,224.06	762.98	-	1,660.25	326.79	-	326.79
Programming Fund	668.91	20,890.28	198.68	21,360.51	-	27.00	(27.00)
Red Carpet	27,565.52	4,434.06	4,407.67	27,220.65	371.26	-	371.26
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	8.38	-	-	8,375.38	-	8,375.38
Torluemke Landscaping	1,232.63	1,179.51	-	1,232.63	1,179.51	-	1,179.51
Wedding Neighborhood	-	454.43	-	454.43	-	-	-
Workshops	1,005.16	6,240.46	-	4,729.47	2,516.15	-	2,516.15
Youth Services	36,939.12	12,158.79	700.00	15,895.75	32,502.16	6,304.00	26,198.16
<i>Permanent Funds</i>							
Mertz Trust	182,376.80	(6,506.90)	-	-	175,869.90	-	175,869.90
NEH Endowment	245,620.20	26,472.20	-	2,371.83	269,720.57	-	269,720.57
<b>TOTALS</b>	<b>\$ 8,485,861.74</b>	<b>\$ 16,858,185.16</b>	<b>\$ 347,553.94</b>	<b>\$ 15,971,085.41</b>	<b>\$ 9,025,407.55</b>	<b>\$ 835,578.46</b>	<b>\$ 8,189,829.09</b>

Topeka and Shawnee County Public Library

12/31/12

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 100% of year
Ad Valorem Property Tax	\$ 10,040,747.00	\$ 9,626,023.51	\$ (414,723.49)	96%
Back Tax	-	209,959.54	\$ 209,959.54	0%
Motor Vehicle Tax	1,044,923.00	1,042,875.83	\$ (2,047.17)	100%
Recreational Vehicle Tax	10,789.00	9,168.89	\$ (1,620.11)	85%
16/20 M Vehicle Tax	10,200.00	11,215.20	\$ 1,015.20	110%
In Lieu of Tax	42,592.00	46,145.16	\$ 3,553.16	108%
E-Rate Reimbursement	81,550.00	73,024.33	\$ (8,525.67)	90%
Sundry Revenue	5,000.00	5,410.23	\$ 410.23	108%
Sundry Revenue - Recycling	-	3,608.19	\$ 3,608.19	0%
Salary Refunds-Foundation	68,000.00	67,769.78	\$ (230.22)	100%
Salary Refunds-Friends	87,000.00	93,739.92	\$ 6,739.92	108%
Vend Machines	5,000.00	4,456.59	\$ (543.41)	89%
Pay to Sam	48,000.00	42,071.57	\$ (5,928.43)	88%
Overdue fees	333,000.00	294,018.95	\$ (38,981.05)	88%
Debt Collect	36,000.00	9,025.26	\$ (26,974.74)	25%
ILL Fees	5,000.00	2,170.07	\$ (2,829.93)	43%
Mailing Fees	5,000.00	1.99	\$ (4,998.01)	0%
Non Resident Card Fee	1,000.00	595.00	\$ (405.00)	60%
Telephone/Fax	2,000.00	4,481.59	\$ 2,481.59	224%
Obituary Fees	-	1,367.05	\$ 1,367.05	0%
Meeting Room Charges	15,000.00	16,361.09	\$ 1,361.09	109%
Monday Market Fees	-	541.00	\$ 541.00	0%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	5,000.00	7,712.32	\$ 2,712.32	154%
Library Treasurer's Balance	1,790,641.00	-	\$ -	
<b>TOTALS</b>	<b>\$ 13,636,442.00</b>	<b>\$ 11,571,743.06</b>	<b>\$ (274,057.94)</b>	<b>98%</b>
Revitalization Rebates*	\$ (96,374.00)	\$ -	\$ 96,374.00	
Revenues Over/(Under) Budget	<u>\$ 13,540,068.00</u>		<u>\$ (177,683.94)</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

12/31/12

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances	(Over)/Under Budget	% Expended 100% of year
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 6,399.90		\$ 0.10	100%
Salaries-Facilities	640,293.00	592,958.02	-	47,334.98	93%
Salaries-Overtime	10,200.00	2,077.54	-	8,122.46	20%
Salaries-Shelvers	193,800.00	158,760.05	-	35,039.95	82%
Salaries-Staff	7,130,591.00	6,750,787.08	-	379,803.92	95%
Salaries-Security	263,299.00	239,506.05	-	23,792.95	91%
Conferences	40,000.00	49,523.64	217.70	(9,741.34)	124%
Staff Training	12,000.00	16,396.69	176.00	(4,572.69)	138%
Employee Assistance Program	6,800.00	6,668.04	-	131.96	98%
Mileage	6,500.00	7,955.71	252.45	(1,708.16)	126%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	4,000.00	2,346.62	156.70	1,496.68	63%
Materials-Print/Non-Print <1 YR	348,133.00	344,512.93	1,325.00	2,295.07	99%
Materials-Print/Non-Print	1,193,867.00	1,050,526.45	93,644.06	49,696.49	96%
Materials-Periodicals	50,000.00	36,708.78	-	13,291.22	73%
<b>OPERATIONS:</b>					
Contracted-Digital Services	209,035.00	134,890.62	57,990.62	16,153.76	92%
Contracted-Facilities	250,000.00	186,657.14	15,512.30	47,830.56	81%
Contracted-Office Equipment	130,000.00	86,831.73	2,103.85	41,064.42	68%
Contracted-Professional	210,000.00	153,055.81	9,415.44	47,528.75	77%
Databases	74,000.00	61,219.10	8,743.56	4,037.34	95%
Digital Services Support	173,850.00	143,260.45	306,893.23	(276,303.68)	259%
Furniture/Equipment	5,000.00	4,755.25	-	244.75	95%
Insurance	41,000.00	39,809.50	500.00	690.50	98%
Marketing	20,000.00	15,271.12	1,508.92	3,219.96	84%
Memberships/Dues	20,000.00	22,108.00	775.00	(2,883.00)	114%
Miscellaneous	5,000.00	4,087.46	38.85	873.69	83%
Payments to Other Libraries	73,300.00	72,306.00	-	994.00	99%
Postage/Shipping	70,800.00	78,367.56	80.21	(7,647.77)	111%
Printing	61,200.00	39,038.67	3,402.78	18,758.55	69%
Programming	30,000.00	13,573.06	7,088.27	9,338.67	69%
Special Projects	250,000.00	3,614.06	242,663.46	3,722.48	0%
Supplies-Facilities	70,000.00	61,314.29	8,970.78	(285.07)	100%
Supplies-Office/Library	65,000.00	60,369.85	-	4,630.15	93%
Supplies-Processing	55,000.00	26,746.08	5,073.56	23,180.36	58%
Telecommunications	97,000.00	96,542.68	665.00	(207.68)	100%
Utilities-Electric	335,000.00	310,727.98	-	24,272.02	93%
Utilities-Gas	75,000.00	36,939.10	-	38,060.90	49%
Utilities-Water/Sewage	35,000.00	31,772.78	-	3,227.22	91%
Vehicle-Gas	29,000.00	26,895.72	517.23	1,587.05	95%
Vehicle-Repair	50,000.00	22,889.12	869.74	26,241.14	48%
Contingency/Fund Balance	1,200,000.00	-	-	-	
Revitalization Rebates	96,374.00	-	-	-	
Cash Long/Short	-	(173.26)	-	173.26	0%
<b>TOTALS</b>	<b>\$ 13,636,442.00</b>	<b>\$ 10,997,997.37</b>	<b>\$ 768,584.71</b>	<b>\$ 573,485.92</b>	<b>95%</b>

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

12/31/12

	2012 Budget	Year to Date	% Rec'd
<b>Balance 01/01/12</b>	<b>\$ 1,790,641.00</b>	<b>\$ 2,694,568.25</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,040,747.00	9,626,023.51	96%
Back Tax	-	209,959.54	
Motor Vehicle Tax	1,044,923.00	1,042,875.83	100%
Recreational Vehicle Tax	10,789.00	9,168.89	85%
16/20M Vehicle Tax	10,200.00	11,215.20	110%
In Lieu of Tax	42,592.00	46,145.16	108%
E-Rate Reimbursement	81,550.00	73,024.33	90%
Fees and Charges	455,000.00	380,500.39	84%
Reimbursements	155,000.00	165,117.89	107%
Interest on Idle Funds	5,000.00	7,712.32	154%
	<b>\$ 11,845,801.00</b>	<b>\$ 11,571,743.06</b>	<b>98%</b>
<u>Expenditures/Encumbrances:</u>			
Salaries	8,244,583.00	7,750,488.64	94%
Other Staff Support Costs	65,300.00	81,190.23	124%
Library Collections	1,670,000.00	1,529,220.54	92%
Contracted Services	799,035.00	646,457.51	81%
Digital Services Support	173,850.00	450,153.68	259%
Payments to Other Libraries	73,300.00	72,306.00	99%
Special Projects	250,000.00	246,277.52	99%
Utilities & Telecommunications	542,000.00	476,647.54	88%
Vehicles	79,000.00	51,171.81	65%
Other Operating Expenditures	443,000.00	462,668.61	104%
Revitalization Rebates	96,374.00	-	0%
Cash Basis Reserve	1,200,000.00	-	0%
	<b>\$ 13,636,442.00</b>	<b>\$ 11,766,582.08</b>	<b>95%</b>
Prior Year Canceled Purchase Orders		<b>\$ 33,207.93</b>	
<b>Unencumbered Balance 12/31/12</b>	<b>\$ -</b>	<b>\$ 2,532,937.16</b>	

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

12/31/12

**EMPLOYEE BENEFITS**

	<u>2012 Budget</u>	<u>Year To Date</u>	<u>%</u>
<b>Balance 01/01/12</b>	<b>\$ 772,695.00</b>	<b>\$ 891,375.01</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,634,392.00	\$ 2,526,743.49	96%
Back Tax	-	57,056.74	
Motor Vehicle Tax	300,420.00	299,995.33	100%
Recreational Vehicle Tax	3,102.00	2,638.61	85%
16/20M Vehicle Tax	2,933.00	3,351.86	114%
In Lieu of Tax	12,248.00	12,112.69	99%
Refund-Fringe Benefits-Foundation	29,000.00	26,125.90	90%
Refund-Fringe Benefits-Friends	13,100.00	15,046.52	115%
Refund-Fringe Benefits-Talking Books	4,300.00	8,853.75	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	96,971.17	102%
	<u>\$ 3,094,495.00</u>	<u>\$ 3,083,805.52</u>	100%
<u>Expenditures/Encumbrances:</u>			
FICA	630,739.00	\$ 565,387.26	90%
KPERS	655,440.00	591,659.00	90%
Worker's Compensation	110,000.00	63,209.03	57%
Unemployment Tax	10,725.00	8,680.12	81%
Health/Dental Insurance	2,060,000.00	1,674,674.02	81%
Revitalization Rebates	25,286.00	-	0%
Contingency/Fund Balance	375,000.00	-	0%
	<u>\$ 3,867,190.00</u>	<u>\$ 2,903,609.43</u>	84%
Prior Year Canceled Purchase Orders		<u>\$ 1,109.50</u>	
<b>Unencumbered Balance 12/31/12</b>	<b>\$ -</b>	<b>\$ 1,072,680.60</b>	

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/12</b>		<b>\$ 2,464,712.79</b>
<u>Revenue:</u>		
Interest received		2,781.12
		<u>\$ 2,781.12</u>
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		6,370.00
		<u>6,370.00</u>
Prior Year Canceled Purchase Orders		575.00
<b>Unencumbered Balance 12/31/12</b>		<b>\$ 2,461,698.91</b>

**STATE AID**

<b>Balance 01/01/12</b>		<b>\$ -</b>
<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	74,105.00
	<u>\$ 95,000.00</u>	<u>\$ 74,105.00</u>
<b>Unencumbered Balance 12/31/12</b>	<b>\$ -</b>	<b>\$ -</b>

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

12/31/12

	2012 Budget	Year to Date	% Rec'd
<b>Balance 01/01/12</b>	<b>\$ 981,305.00</b>	<b>\$ 981,383.59</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,617,713.00	1,550,820.47	96%
Back Tax	-	33,960.12	
In Lieu of Tax	8,152.00	7,434.30	91%
Motor Vehicle Tax	199,914.00	197,802.12	99%
Recreational Vehicle Tax	2,064.00	1,745.88	85%
16/20M Vehicle Tax	1,952.00	1,519.94	78%
Interest on Idle Funds	1,500.00	1,456.11	97%
	<b>\$ 1,831,295.00</b>	<b>\$ 1,794,738.94</b>	<b>98%</b>
<u>Expenditures/Encumbrances:</u>			
Principal	1,320,000.00	1,460,000.00	111%
Interest	477,073.00	321,196.88	67%
Wire Transfer Fees	- 0	30.00	0%
Revitalization Rebates	15,527.00 0	-	0%
Cash Basis Reserve	1,000,000.00	-	0%
	<b>\$ 2,812,600.00</b>	<b>\$ 1,781,226.88</b>	<b>99%</b>
 <b>Unencumbered Balance 12/31/12</b>	 <b>\$ -</b>	 <b><u><u>\$ 994,895.65</u></u></b>	



## CHIEF EXECUTIVE OFFICER'S REPORT

### January, 2013

#### LIBRARY NEWS

Jo Budler, Kansas State Librarian, has been selected as Library Journal's Librarian of the Year. This is a testament to Jo's leadership in Kansas and nationally and her efforts to make ebooks available to libraries and their customers. She is a strong advocate for Kansas libraries and is constantly looking for ways that we can work together to leverage resources and provide better services to our communities. This is national recognition for Jo and the Kansas library community. I am proud to call her a friend and respected colleague.

*It was a seismic move in the struggle to create a workable ebook access model for the users of America's libraries. It was engineered by Joanne (Jo) Budler, the Kansas State Librarian, when she realized that an initial proposal in 2010 to renew the Kansas State Library (KSL) contract with OverDrive would increase administrative costs by some 700 percent over the next few years, as the state ebook deal was being restructured. Despite the risk of disrupting and even losing access to ebooks for the users of Kansas libraries, [Budler rejected more than one proposal](#) from OverDrive for a new contract until a year ago when she won the right to transfer titles from OverDrive to a new platform. The dispute set off a long (and public) national examination of library service agreements. [Read more.](http://lj.libraryjournal.com/2013/01/people/joanne-jo-budler-2013-librarian-of-the-year/) <http://lj.libraryjournal.com/2013/01/people/joanne-jo-budler-2013-librarian-of-the-year/>*



Photos by Blaine Fisher/Getty Images

## 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>

*We have reviewed and revised the work plans for 2013. They are color-coded to assist you in reviewing them and understanding what initiatives are new, ongoing and completed. Please see the documents for the key.*

### Agenda Items

#### **Disaster Plan: Greg Gaul, Security Manager**

Greg will present phase one of the comprehensive disaster plan we intend to implement in 2013. Phase One covers medical emergencies and incidents that occur on library premises that require special procedures to ensure the safety and security of customers and staff. Phases Two and Three will cover strategies for dealing with records retention, catastrophic events that would affect library property, collections and operations.

#### **Funding Matrix Review**

We’ve updated the multi-year funding matrix to include the AV meeting room project in FY2012 and we’ve made some other adjustments. I would like to review our funding plan at least twice a year to ensure we’re on track and in agreement on what year projects will be funded or might be funded, if the opportunity presents itself.

#### **Radio Frequency Identification (RFID) Discussion**

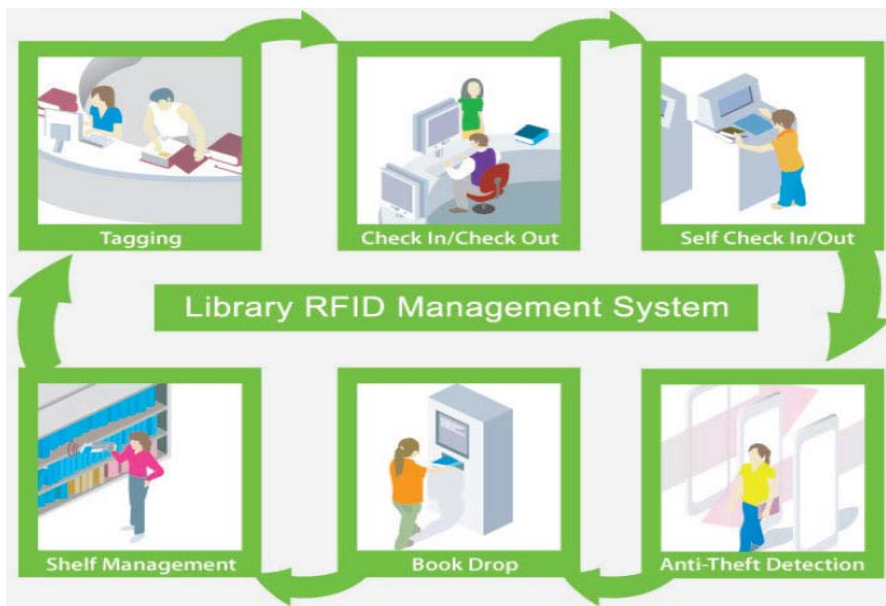
There may be an opportunity to fast track the RFID project that is currently listed for 2014. This is part our technology plan. What is RFID and why is it beneficial for libraries and for TSCPL? Collections director Paul Brennan will be presenting an overview covering the technology, how it improves library operations and customer service and the policy issues associated with RFID technology.

A little background from Wikipedia:

*Libraries have used RFID to replace the barcodes on library items. The tag can contain identifying information or may just be a key into a database. An RFID system may replace or supplement bar codes and may offer another method of inventory management and self-service checkout by patrons. It can also act as a security device, taking the place of the more traditional [electromagnetic security strip](#).*

*It is estimated that over 30 million library items worldwide now contain RFID tags, including some in the [Vatican Library in Rome](#).*

And here's a visual of the elements of RFID in a library setting.



### **Board Retreat Agenda Discussion**

The executive committee developed a draft agenda for the 3-board retreat at its board meeting agenda review meeting on January 7. It's listed below. Dan would like feedback from trustees before finalizing the agenda and sharing it with the Friends and Foundation boards.

Date: Wednesday, March 27, 2013

Time: 4 -7 p.m.

Place: TSCPL Auditorium

- Welcome and Introductions
- Role of each of the Boards – Chuck Engel
- Plans & Priorities of Each Board – presented by representatives of each Board
- Working Together
  - Tools for Managing Resources – Multi-year Funding Matrix
  - Activities – Advocacy Committee
- How will we work together in 2013 -14? - Discussion

## **PROFESSIONAL ACTIVITIES & COMMUNITY CONTACTS**

**Meetings/Activities:** Rotary; met with Heartland Visioning ED William Beteta and co-chair Harry Craig ; attended Heartland Visioning planning session for 2013; agenda review with TSCPL board executive committee; attended Library Renewal board meeting; attended United Way Nominating Committee meeting; attended Big Read Gatsby Gang event.

**Facilitated:** Process improvement session for the Digital Services team

**Gina Millsap, Chief Executive Officer**  
**Topeka and Shawnee County Public Library, 1/11/2013**



## **Major Projects Update January 17, 2013**

### **Neighborhoods:**

*Timeline: December 2013*

- 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), Arts & Crafts Collections have been shifted making room for the next several neighborhoods

### **Disaster Plan:**

*Timeline: December 2013*

- Phase I presented to Board February 2012
- Phase II underway – Present to Board in January 2013
- Phase III and IV in process

**RFID:** Discuss this project at the January Board meeting 2013.

**Self-Checks:** Discuss at January 2013 board meeting.

- Implementation plan in progress.
- One potential vendor has been purchased and the new company is revising the equipment. Information should be available early 2013.

**WIFI:** system will be fully operational by March 2013.

- Staff are working with vendor to setup the new system.
- System is installed and programmed. Once the larger access to the Internet is connected in March 2013, it will be turned on.

**VOIP (new phone system):** on funding matrix for 2013.

### **Book Dispenser:**

*Timeline: Decision by January 2013*

- 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:** Funding approved December 2012.

- Project started January 2013. Est. completion April 2013.

**Chief Operating Officer Report**  
**Robert Banks**  
**January 17, 2013**

The holidays are always a slow time for projects at the library. A number of projects were started as a result of the actions at the December Board meeting. This let us move quickly as we returned from New Years. The A/V projects are underway, the firewall, filter and computers are on order. This promises a busy January to complete these items and take on the other things scheduled for this year.

**My community contacts:**

Randy Luebbe, SN CO Parks and Rec.

**Departmental Highlights:**

**Business and Investment Center: Terry Miller, Business Librarian**

The Business & Investment Center activity slowed down somewhat during the holidays, but we were still busy proctoring a lot of students with their on-line finals. We also had a special program "Holiday Shopping Tips" on the 13<sup>th</sup>, presented by Housing & Credit Counseling, Inc. (HCCI) and co-sponsored by the Library. The HCCI presenters showed how to survive the holidays without over-spending by crafting one's own gifts, not running up credit cards, and sticking with a gift list. We had 14 people attend.

**Community Services and Bookmobile: Thad Hartman, Manager**

The month of December was noted by some major changes within the staffing structure of the department. The duties that had been associated with the Organizational Effectiveness Librarian were given to the Community Services Manager Thad Hartman. Thad will remain as the department manager but because of the additional duties a Community Services Supervisor position was created to handle the day-to-day operation of the department. This position was filled during the month of December after an in-depth screening and interview process. We were extremely fortunate to have large pool of qualified candidates, although it made the decision extremely difficult. Sandy Hestand, who had most recently been the Community Services Librarian, was the successful candidate and started in her new position on January 7th. This opens up the Community Services Librarian position which we hope to fill in January.

As far as the Bookmobile service goes, December is usually the slowest month of the year for the vehicles. This year was no exception with a checkout of 18,076.

We had a couple of mechanical issues with the Lingo that caused us to miss one day and to take the Adventuremobile out in its place on another day.

Because of the holidays, December is also one of our slower months for Kansas Connections programs. This December we presented 17 programs to 400 students.

However, January will bring the busiest month of the year as teachers coordinate our programs with their units on Kansas History as they celebrate Kansas Day.

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

- Installed new Health Neighborhoods signs
- Hung refurbished stained glass window
- Repaired door on the Bluebird
- Built end caps for youth services rolling shelf units
- Moved shelving for YS reconfiguration
- Replaced CO2 sensor in Lingo
- Set holiday schedule on Johnson Controls system, to shut off lights and HVAC during the holidays

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

Technical services completed ordering in December 2012 and will begin ordering again in January 2013. Items were cataloged and processed in the interim. A more extensive report will follow in February.

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

Programs in December included:

**Ages birth-5:**

Stories and Crafts, Sing Move and Learn, Musical Storytime for Everybody, Stories and Music with Kyler, PJ Storytime, Stories and Art, Preschool Storytime

**Elementary school aged:**

Amazing Animals- Long Winter's Nap, Snow Much Fun Crafts, Mario Kart Tournament, Guys Read Club, Crazy Extreme Science—Spa Science

**Middle and high school aged:**

Double Dueling, Festive Ornaments, Holiday Cookies, Teen Writing Group, Hobbit

**Outreach:**

William's Magnet- Betty Jean Neal provided storytime and crafts experience for 1st grade after school program as part of the FEATS program

Tours:

- Logan Elementary 4th graders
- Sheldon Headstart Preschool X 5

**Training:**

Jason Lamb presented information from PLA on serving customers with autism spectrum disorder to YS staff during our monthly training session

Community Meetings:

- Early Education Impact Council

**Cumulative Recovery:**

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

	<u>Small Balance</u>	<u>Regular</u>	<u>Total</u>
<b>Accounts Submitted:</b>	<b>9,268</b>	<b>22,428</b>	<b>31,696</b>
<b>Dollars Submitted:</b>	<b>\$189,577.60</b>	<b>\$2,310,551.12</b>	<b>\$2,500,128.72</b>
Cash Recovery:	\$66,395.66	\$295,589.89	\$361,985.55
Material Recovery:	\$9,268.20	\$170,629.66	\$179,897.86
Waives:	\$3,380.72	\$71,835.34	\$75,216.06
<b>Recovery Total:</b>	<b>\$79,044.58</b>	<b>\$538,054.89</b>	<b>\$617,099.47</b>
<b>Total Invoice Amount:</b>	<b>\$34,718.40</b>	<b>\$187,487.73</b>	<b>\$222,206.13</b>
<b>Total ROI:</b>	<b>2:1</b>	<b>3:1</b>	<b>3:1</b>
<b>Asset ROI:</b>	<b>2:1</b>	<b>2:1</b>	<b>2:1</b>

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



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

*1/2012 Through 12/2012*

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-12	\$3,136.44	\$593.22	\$148.77	\$3,878.43	<b>\$3,729.66</b>	\$950.00
November-12	\$2,923.31	\$775.82	\$157.65	\$3,856.78	<b>\$3,699.13</b>	\$985.30
October-12	\$3,497.79	\$744.43	\$227.97	\$4,470.19	<b>\$4,242.22</b>	\$1,106.00
September-12	\$2,900.33	\$536.81	\$258.25	\$3,695.39	<b>\$3,437.14</b>	\$1,023.65
August-12	\$2,651.61	\$469.18	\$186.54	\$3,307.33	<b>\$3,120.79</b>	\$961.70
July-12	\$3,072.06	\$1,007.06	\$230.84	\$4,309.96	<b>\$4,079.12</b>	\$663.75
June-12	\$4,499.74	\$687.94	\$373.69	\$5,561.37	<b>\$5,187.68</b>	\$1,215.40
May-12	\$1,984.00	\$224.29	\$51.95	\$2,260.24	<b>\$2,208.29</b>	\$660.80
April-12	\$2,958.01	\$168.73	\$119.94	\$3,246.68	<b>\$3,126.74</b>	\$890.90
March-12	\$4,221.91	\$627.91	\$213.17	\$5,062.99	<b>\$4,849.82</b>	\$1,097.40
February-12	\$5,909.99	\$985.82	\$129.19	\$7,025.00	<b>\$6,895.81</b>	\$793.55
January-12	\$8,371.70	\$829.96	\$233.66	\$9,435.32	<b>\$9,201.66</b>	\$3,662.34
<b>Total</b>	<b>\$46,126.89</b>	<b>\$7,651.17</b>	<b>\$2,331.62</b>	<b>\$56,109.68</b>	<b>\$53,778.06</b>	<b>\$14,010.79</b>
<b>Average</b>	<b>\$3,843.91</b>	<b>\$637.60</b>	<b>\$194.30</b>	<b>\$4,675.81</b>	<b>\$4,481.51</b>	<b>\$1,167.57</b>

**Monthly Recovery Statistics: Topeka & Shawnee County Public Library**  
*1/2012 Through 12/2012*

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-12	\$4,273.90	\$3,656.65	\$897.73	\$8,828.28	<b>\$7,930.55</b>	\$1,951.10
November-12	\$4,523.76	\$3,445.86	\$778.50	\$8,748.12	<b>\$7,969.62</b>	\$2,291.20
October-12	\$5,193.33	\$4,609.35	\$1,440.01	\$11,242.69	<b>\$9,802.68</b>	\$2,667.10
September-12	\$4,626.02	\$4,094.77	\$1,259.29	\$9,980.08	<b>\$8,720.79</b>	\$1,807.90
August-12	\$5,566.32	\$3,168.72	\$1,183.76	\$9,918.80	<b>\$8,735.04</b>	\$2,219.60
July-12	\$4,749.74	\$5,432.85	\$1,198.81	\$11,381.40	<b>\$10,182.59</b>	\$2,273.30
June-12	\$7,363.36	\$3,349.40	\$1,768.16	\$12,480.92	<b>\$10,712.76</b>	\$2,506.00
May-12	\$3,881.79	\$891.31	\$1,131.67	\$5,904.77	<b>\$4,773.10</b>	\$1,253.00
April-12	\$5,369.18	\$2,484.97	\$870.25	\$8,724.40	<b>\$7,854.15</b>	\$1,825.80
March-12	\$7,069.75	\$2,415.05	\$1,706.93	\$11,191.73	<b>\$9,484.80</b>	\$3,338.35
February-12	\$10,130.01	\$3,016.92	\$1,122.53	\$14,269.46	<b>\$13,146.93</b>	\$1,637.85
January-12	\$7,431.27	\$2,908.91	\$2,171.91	\$12,512.09	<b>\$10,340.18</b>	\$2,112.20
<b>Total</b>	<b>\$70,178.43</b>	<b>\$39,474.76</b>	<b>\$15,529.55</b>	<b>\$125,182.74</b>	<b>\$109,653.19</b>	<b>\$25,883.40</b>
<b>Average</b>	<b>\$5,848.20</b>	<b>\$3,289.56</b>	<b>\$1,294.13</b>	<b>\$10,431.90</b>	<b>\$9,137.77</b>	<b>\$2,156.95</b>

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
<b>CIRCULATION</b>															
<b>Main Library</b>															
Circulation Desk	89,995	82,011	86,430	76,570	88,774	96,158	112,134	92,311	82,370	84,970	79,604	73,202	1,044,529	1,055,468	-1.0%
Interlibrary Loan	2,023	1,894	2,069	1,860	1,096	1,707	1,825	1,923	1,650	1,783	1,513	1,219	20,562	23,363	-12.0%
Self-Check	23,848	21,669	22,066	21,015	17,955	29,769	24,884	26,342	22,751	23,549	21,712	18,528	274,088	295,572	-7.3%
DVD/Video Game Dispenser	8,223	7,055	7,063	6,492	5,039	7,870	8,451	7,111	6,281	6,453	6,223	5,512	81,773	89,378	-8.5%
<b>Renewals</b>	<b>29,373</b>	<b>28,803</b>	<b>31,435</b>	<b>30,536</b>	<b>25,850</b>	<b>29,986</b>	<b>32,748</b>	<b>31,263</b>	<b>28,520</b>	<b>31,714</b>	<b>29,880</b>	<b>31,914</b>	<b>362,022</b>	<b>377,271</b>	<b>-4.0%</b>
<b>Bookmobile</b>	<b>23,422</b>	<b>22,908</b>	<b>24,255</b>	<b>22,683</b>	<b>18,724</b>	<b>27,811</b>	<b>24,332</b>	<b>19,703</b>	<b>19,700</b>	<b>26,397</b>	<b>25,139</b>	<b>18,076</b>	<b>273,150</b>	<b>282,116</b>	<b>-3.2%</b>
<b>Red Carpet / Talking Books</b>	<b>9,863</b>	<b>9,402</b>	<b>10,054</b>	<b>10,093</b>	<b>7,912</b>	<b>9,499</b>	<b>6,904</b>	<b>8,104</b>	<b>6,807</b>	<b>7,741</b>	<b>6,738</b>	<b>6,469</b>	<b>99,586</b>	<b>119,611</b>	<b>-16.7%</b>
<b>Digital Downloads</b>	<b>5,444</b>	<b>5,851</b>	<b>6,314</b>	<b>6,227</b>	<b>6,297</b>	<b>6,693</b>	<b>7,218</b>	<b>6,806</b>	<b>6,856</b>	<b>7,271</b>	<b>6,937</b>	<b>8,555</b>	<b>80,469</b>	<b>57,871</b>	<b>39.0%</b>
<b>TOTAL CIRCULATION</b>	<b>192,237</b>	<b>179,657</b>	<b>189,761</b>	<b>175,597</b>	<b>171,737</b>	<b>209,531</b>	<b>218,551</b>	<b>193,620</b>	<b>174,971</b>	<b>189,925</b>	<b>177,793</b>	<b>163,475</b>	<b>2,236,855</b>	<b>2,300,650</b>	<b>-2.8%</b>
<b>CIRCULATION DETAILS</b>															
Print Material	103,092	96,797	104,310	97,051	96,099	119,854	122,088	105,316	95,593	105,109	103,474	84,072	1,232,855	1,281,889	-3.8%
Audio/Visual Material	83,194	76,559	79,042	71,857	69,062	82,514	88,801	81,063	72,096	76,326	74,010	69,860	924,384	952,082	-2.9%
Adult Materials	118,928	109,515	112,763	103,991	99,634	114,120	122,427	115,702	102,853	108,812	103,474	95,799	1,308,018	1,368,786	-4.4%
Children's Materials	51,002	48,390	53,274	48,703	49,069	69,104	68,846	52,399	49,330	55,348	50,752	43,695	639,912	650,404	-1.6%
Young Adult Materials	4,960	4,573	5,415	5,206	5,835	7,558	7,755	6,020	4,922	5,543	5,117	4,782	67,686	71,318	-5.1%
Red Carpet Materials	11,396	10,878	11,900	11,008	10,623	11,586	11,861	12,258	10,548	11,732	10,518	9,656	133,964	143,463	-6.6%
<b>NEW Patron Registrations</b>															
<b>Topeka / Shawnee County</b>															
Adults	703	603	614	614	904	1,012	941	909	779	873	679	523	9,154	8,169	12.1%
Children (ages 17 and under)	295	211	256	227	636	473	413	255	207	245	187	166	3,571	6,598	-45.9%
Red Carpet Outreach	27	18	13	19	20	36	18	15	17	19	13	12	227	216	5.1%
NEKL	125	94	84	113	111	88	90	54	56	49	72	36	972	1,141	-14.8%
Non-Resident	2	1	0	1	5	2	0	0	0	0	0	1	12	4	200.0%
<b>Total New Registrations</b>	<b>1,152</b>	<b>927</b>	<b>967</b>	<b>974</b>	<b>1,676</b>	<b>1,611</b>	<b>1,462</b>	<b>1,233</b>	<b>1,059</b>	<b>1,186</b>	<b>951</b>	<b>738</b>	<b>13,936</b>	<b>16,128</b>	<b>-13.6%</b>
<b>PATRONS DELETED</b>															
	<b>934</b>	<b>1,247</b>	<b>1,241</b>	<b>1,356</b>	<b>63</b>	<b>3,673</b>	<b>296</b>	<b>712</b>	<b>116</b>	<b>1,472</b>	<b>1,362</b>	<b>625</b>	<b>13,097</b>	<b>14,890</b>	<b>-12.0%</b>
<b>BORROWERS</b>															
<b>Topeka / Shawnee County</b>															
Adults	48,680	48,894	48,875	48,708	49,601	50,822	52,243	53,217	50,568	50,384	48,415	48,257	48,257	49,802	-3.1%
Children (age 4 - 17)	23,264	23,064	23,307	23,252	23,772	20,563	20,608	20,800	19,755	19,670	18,544	18,480	18,480	20,118	-8.1%
Red Carpet Outreach	1,457	1,466	1,453	1,438	1,631	1,367	1,508	1,511	1,454	1,449	1,451	1,454	1,454	1,418	2.5%
NEKL	8,807	8,817	8,739	8,719	8,749	8,833	8,948	8,999	8,096	7,977	7,882	8,049	8,049	9,154	-12.1%
Non-Resident	56	58	59	59	47	47	46	46	55	55	53	54	54	63	-14.3%
Delinquent	13,623	13,335	13,083	13,134	12,368	11,834	11,238	10,719	10,635	9,639	12,127	11,821	11,821	14,496	-18.5%
<b>TOTAL BORROWERS</b>	<b>95,887</b>	<b>95,634</b>	<b>95,516</b>	<b>95,310</b>	<b>96,168</b>	<b>93,466</b>	<b>94,591</b>	<b>95,292</b>	<b>90,563</b>	<b>89,174</b>	<b>88,472</b>	<b>88,115</b>	<b>88,115</b>	<b>95,051</b>	<b>-7.3%</b>
<b>RESERVES FILLED</b>															
	<b>16,153</b>	<b>15,494</b>	<b>15,819</b>	<b>14,753</b>	<b>14,177</b>	<b>18,057</b>	<b>19,775</b>	<b>19,283</b>	<b>16,429</b>	<b>18,280</b>	<b>17,169</b>	<b>14,726</b>	<b>200,115</b>	<b>177,406</b>	<b>12.8%</b>
<b>CHECK-IN</b>															
<b>AMH System</b>															
AMH System	127,729	118,678	127,103	116,126	94,481	138,397	148,945	140,650	120,406	125,741	120,031	110,486	1,488,773	1,545,401	-3.7%
Manual	23,132	23,682	23,907	24,074	30,150	25,133	33,265	25,068	17,568	25,195	23,327	19,167	293,668	305,278	-3.8%
Renewal Check-in	29,373	28,803	31,435	30,536	25,850	*	*	*	*	*	*	*	145,997	377,271	-61.3%
<b>TOTAL CHECK-IN</b>	<b>180,234</b>	<b>171,163</b>	<b>182,445</b>	<b>170,736</b>	<b>150,481</b>	<b>163,530</b>	<b>182,210</b>	<b>165,718</b>	<b>137,974</b>	<b>150,936</b>	<b>143,358</b>	<b>129,653</b>	<b>1,928,438</b>	<b>2,227,950</b>	<b>-13.4%</b>

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	2012													2011	Change 11 TO 12%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Jan		
<b>COLLECTION</b>																
Materials Added	6,206	5,662	6,348	5,763	3,241	4,503	5,072	6,151	5,586	5,924	5,852	5,823	66,131	62,417	6.0%	
Materials Discarded	8,059	7,376	8,060	7,695	416	8,373	4,896	641	18	203	452	3,715	49,904	89,199	-44.1%	
<b>TOTAL COLLECTION</b>	<b>436,258</b>	<b>434,544</b>	<b>432,832</b>	<b>430,900</b>	<b>433,725</b>	<b>429,855</b>	<b>430,031</b>	<b>435,541</b>	<b>441,109</b>	<b>446,830</b>	<b>452,230</b>	<b>454,338</b>	<b>454,338</b>	<b>438,111</b>	<b>3.7%</b>	
<b>WEBSITE</b>																
Visits - Returning	50,846	47,243	48,322	45,611	50,261	59,620	58,116	47,696	45,862	46,493	43,212	41,506	584,788	626,674	-6.7%	
Visits - New	24,352	21,412	22,566	21,964	24,203	26,091	27,959	30,696	31,665	33,495	31,529	31,066	326,998	277,262	17.9%	
Total Visits	75,198	68,655	70,888	67,575	74,464	85,711	86,075	78,392	77,527	79,988	75,445	72,572	912,490	906,939	0.6%	
<b>UNIQUE VISITORS</b>	<b>37,120</b>	<b>33,945</b>	<b>35,579</b>	<b>34,264</b>	<b>36,203</b>	<b>39,033</b>	<b>41,668</b>	<b>42,542</b>	<b>43,551</b>	<b>45,188</b>	<b>43,896</b>	<b>42,076</b>	<b>475,065</b>	<b>422,739</b>	<b>12.4%</b>	
<b>REFERENCE QUESTIONS</b>																
Adult Services	17,132	15,883	15,791	15,335	15,967	18,994	21,433	18,651	16,166	16,839	15,777	14,334	202,302	166,267	21.7%	
Red Carpet	1,130	1,116	968	1,103	1,048	1,230	1,327	1,289	1,290	1,227	1,033	931	13,692	12,916	6.0%	
Topeka Room	1,978	1,933	1,951	574	545	621	984	931	919	989	922	889	13,236	23,638	-44.0%	
Youth Services	2,592	2,089	2,555	2,383	3,076	4,625	4,423	2,989	2,506	2,816	2,362	2,043	34,459	36,058	-4.4%	
<b>TOTAL REFERENCE QUES</b>	<b>22,832</b>	<b>21,021</b>	<b>21,265</b>	<b>19,395</b>	<b>20,636</b>	<b>25,470</b>	<b>28,167</b>	<b>23,860</b>	<b>20,881</b>	<b>21,871</b>	<b>20,094</b>	<b>18,197</b>	<b>263,689</b>	<b>238,879</b>	<b>10.4%</b>	
<b>GATE COUNT</b>	<b>69,079</b>	<b>66,571</b>	<b>67,468</b>	<b>61,984</b>	<b>63,857</b>	<b>66,261</b>	<b>81,301</b>	<b>74,877</b>	<b>60,782</b>	<b>68,009</b>	<b>61,137</b>	<b>55,568</b>	<b>798,894</b>	<b>822,361</b>	<b>-2.9%</b>	
<b>MEETING ROOMS</b>																
Bookings	617	663	686	697	597	560	537	623	637	718	574	482	7,391	7,480	-1.2%	
Hours Booked	3,035	3,257	3,326	3,382	3,075	2,793	2,612	3,322	3,353	3,736	2,740	2,076	36,706	38,097	-3.7%	
<b>ATTENDANCE</b>	<b>10,537</b>	<b>13,465</b>	<b>11,745</b>	<b>14,128</b>	<b>11,097</b>	<b>14,599</b>	<b>12,356</b>	<b>9,727</b>	<b>11,065</b>	<b>14,392</b>	<b>10,343</b>	<b>8,505</b>	<b>141,959</b>	<b>135,555</b>	<b>4.7%</b>	
<b>PROGRAM ATTENDANCE</b>																
<b>Onsite Program Attendance</b>																
Kids [birth - 11 yrs]	1,566	2,047	1,772	2,114	1,985	6,933	4,991	1,296	1,607	1,513	1,510	914	28,248	30,209	-6.5%	
Teens [12 - 18 yrs]	161	220	206	137	148	344	318	83	77	134	152	51	2,031	2,565	-20.8%	
Adult	823	603	188	418	400	120	443	267	799	1,129	444	443	6,077	4,929	23.3%	
Books	56	100	170	71	30	33	85	20	230	91	86	22	994	1,811	-45.1%	
Business	12	7	9	40	36	17	0	0	0	16	23	14	174	829	-79.0%	
Movies	27	71	56	118	102	345	421	139	30	562	35	34	1,940	1,679	15.5%	
Music	0	0	0	58	56	12	38	0	0	168	0	975	1,307	1,803	-27.5%	
Art	291	41	96	229	76	248	9	124	92	81	269	15	1,571	1,936	-18.9%	
Computer	336	408	345	321	141	358	343	323	195	286	223	165	3,444	3,930	-12.4%	
<b>ONSITE ATTENDANCE</b>	<b>3,272</b>	<b>3,497</b>	<b>2,842</b>	<b>3,506</b>	<b>2,974</b>	<b>8,410</b>	<b>6,648</b>	<b>2,252</b>	<b>3,030</b>	<b>3,980</b>	<b>2,742</b>	<b>2,633</b>	<b>45,786</b>	<b>49,691</b>	<b>-7.9%</b>	
<b>Offsite Program Attendance</b>																
Youth Outreach	4,673	3,867	3,950	4,425	3489	964	961	884	2160	3,956	3473	487	33,289	32,329	3.0%	
Adult Outreach	34	221	73	137	93	13	68	0	150	139	72	5	1,005	2,893	-65.3%	
Speakers Bureau	94	38	350	39	30	94	98	198	20	72	28	10	1,071	1,232	-13.1%	
<b>OFFSITE ATTENDANCE</b>	<b>4,801</b>	<b>4,126</b>	<b>4,373</b>	<b>4,601</b>	<b>3,612</b>	<b>1,071</b>	<b>1,127</b>	<b>1,082</b>	<b>2,330</b>	<b>4,167</b>	<b>3,573</b>	<b>502</b>	<b>35,365</b>	<b>36,454</b>	<b>-3.0%</b>	
<b>TOTAL ATTENDANCE</b>	<b>8,073</b>	<b>7,623</b>	<b>7,215</b>	<b>8,107</b>	<b>6,586</b>	<b>9,481</b>	<b>7,775</b>	<b>3,334</b>	<b>5,360</b>	<b>8,147</b>	<b>6,315</b>	<b>3,135</b>	<b>81,151</b>	<b>86,145</b>	<b>-5.8%</b>	
<b>TOURS &amp; FAIRS</b>																
Fairs & Events	562	1,130	79	1,445	*	87	*	*	609	394	*	*	4,306	*	*	
Library Tours	64	248	0	26	*	648	*	35	0	78	*	180	1,279	*	*	
<b>TOURS &amp; FAIRS</b>	<b>626</b>	<b>1,378</b>	<b>79</b>	<b>1,471</b>	<b>*</b>	<b>735</b>	<b>*</b>	<b>35</b>	<b>609</b>	<b>472</b>	<b>*</b>	<b>180</b>	<b>5,585</b>	<b>*</b>	<b>*</b>	
	<b>GALLERY SHOWS</b>															
	The Waiting Room Jan 13 - Mar 16	Threading Body & Space April 6 - May 18	A Cut Above June 1 - July 13	Telling Stories August 3 - September 21	Fold This! Pop-up books and paper engineering Aug 3 - Oct 22	The Printed Image Nov 16 - Dec 29										Change 11 TO 12%
<b>ATTENDANCE</b>	<b>4,490</b>	<b>2,795</b>	<b>3,445</b>	<b>3,410</b>	<b>4,669</b>	<b>3,462</b>	<b>22,271</b>	<b>22,715</b>	<b>-2.0%</b>							

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	2012												2011 Jan	Change 11 TO 12%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>															
Adult Fiction	25,999	23,359	24,491	23,780	24,403	27,075	28,809	27,787	23,800	25,276	23,968	22,059	300,806	322,516	-6.7%
Adult Nonfiction	24,737	23,232	24,346	22,174	20,429	23,192	25,238	23,522	21,522	22,627	20,911	18,668	270,598	280,935	-3.7%
Juvenile Fiction	24,130	22,859	25,676	22,951	24,790	36,254	34,212	25,497	23,692	26,976	24,009	20,664	311,710	318,587	-2.2%
Juvenile Nonfiction	9,868	9,898	10,551	10,309	8,468	12,070	12,055	8,343	9,507	11,095	9,509	6,953	118,626	122,662	-3.3%
Magazines	2,497	2,481	2,518	2,136	2,080	2,653	2,763	2,464	2,042	2,289	2,279	1,743	27,945	29,692	-5.9%
RC Print Materials	10,841	10,335	11,346	10,547	10,267	11,057	11,315	11,703	10,193	11,184	10,052	9,347	128,187	136,346	-6.0%
RC Realia	516	521	518	435	342	507	522	522	366	517	447	299	5,512	5,848	-5.7%
YA Print Materials	4,687	4,350	5,131	4,941	5,575	7,284	7,458	5,795	4,705	5,340	4,893	4,572	64,731	68,241	-5.1%
<b>PRINT CIRCULATION</b>	<b>103,275</b>	<b>97,035</b>	<b>104,577</b>	<b>97,273</b>	<b>96,354</b>	<b>120,092</b>	<b>122,372</b>	<b>105,633</b>	<b>95,827</b>	<b>105,304</b>	<b>96,068</b>	<b>84,305</b>	<b>1,228,115</b>	<b>1,284,827</b>	<b>-4.4%</b>
<b>Audio / Visual Material</b>															
Adult Audiobooks	7,328	6,679	7,179	7,037	6,648	7,023	7,348	7,356	6,645	6,911	6,328	5,786	82,268	82,734	-0.6%
Adult Music	6,605	6,334	6,750	6,255	5,761	6,266	6,591	5,841	5,565	5,846	5,901	5,608	73,323	73,148	0.2%
Adult Videos / DVDs	49,466	45,372	45,142	40,496	38,632	45,624	49,414	46,827	41,712	44,272	42,484	40,324	529,765	552,449	-4.1%
Adult Video Games	2,285	2,044	2,327	2,099	1,677	2,276	2,260	1,897	1,557	1,586	1,598	1,605	23,211	27,188	-14.6%
Juvenile Audiobooks	763	725	856	805	829	993	970	771	650	874	732	701	9,669	9,977	-3.1%
Juvenile Music	1,060	852	980	892	879	1,147	1,175	1,091	967	832	850	724	11,449	11,850	-3.4%
Juvenile Videos / DVDs	15,107	13,995	15,153	13,663	14,022	18,531	20,332	16,576	14,404	15,459	15,567	14,577	187,386	186,501	0.5%
RC A/V	2	3	2	0	0	0	0	0	0	0	0	0	7	623	-98.9%
YA A/V	273	223	284	265	260	274	297	225	217	203	224	210	2,955	3,077	-4.0%
<b>A/V CIRCULATION</b>	<b>82,889</b>	<b>76,227</b>	<b>78,673</b>	<b>71,512</b>	<b>68,708</b>	<b>82,134</b>	<b>88,387</b>	<b>80,584</b>	<b>71,717</b>	<b>75,983</b>	<b>73,684</b>	<b>69,535</b>	<b>920,033</b>	<b>947,547</b>	<b>-2.9%</b>
<b>Adult Material</b>															
Adult Fiction	25,999	23,359	24,491	23,780	24,403	27,075	28,809	27,787	23,800	25,276	23,968	22,059	300,806	322,516	-6.7%
Adult Nonfiction	24,737	23,232	24,346	22,174	20,429	23,192	25,238	23,522	21,522	22,627	20,911	18,668	270,598	280,935	-3.7%
Magazines	2,497	2,481	2,518	2,136	2,080	2,653	2,763	2,464	2,042	2,289	2,279	1,743	27,945	29,692	-5.9%
Adult Audiobooks	7,328	6,679	7,179	7,037	6,648	7,023	7,348	7,356	6,645	6,911	6,328	5,786	82,268	82,734	-0.6%
Adult Music	6,605	6,334	6,750	6,255	5,761	6,266	6,591	5,841	5,565	5,846	5,901	5,608	73,323	73,148	0.2%
Adult Videos / DVDs	49,466	45,372	45,142	40,496	38,632	45,624	49,414	46,827	41,712	44,272	42,484	40,324	529,765	552,449	-4.1%
Adult Video Games	2,285	2,044	2,327	2,099	1,677	2,276	2,260	1,897	1,557	1,586	1,598	1,605	23,211	27,188	-14.6%
<b>ADULT CIRCULATION</b>	<b>116,632</b>	<b>107,457</b>	<b>110,426</b>	<b>101,878</b>	<b>97,953</b>	<b>111,833</b>	<b>120,163</b>	<b>113,797</b>	<b>101,286</b>	<b>107,221</b>	<b>101,871</b>	<b>94,188</b>	<b>1,284,705</b>	<b>1,368,662</b>	<b>-6.1%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	24,130	22,859	25,676	22,951	24,790	36,254	34,212	25,497	23,692	26,976	24,009	20,664	311,710	318,587	-2.2%
Juvenile Nonfiction	9,868	9,898	10,551	10,309	8,468	12,070	12,055	8,343	9,507	11,095	9,509	6,953	118,626	122,662	-3.3%
Juvenile Audiobooks	763	725	856	805	829	993	970	771	650	874	732	701	9,669	9,977	-3.1%
Juvenile Music	1,060	852	980	892	879	1,147	1,175	1,091	967	832	850	724	11,449	11,850	-3.4%
Juvenile Videos / DVDs	15,107	13,995	15,153	13,663	14,022	18,531	20,332	16,576	14,404	15,459	15,567	14,577	187,386	186,501	0.5%
<b>JUVENILE CIRCULATION</b>	<b>50,928</b>	<b>48,329</b>	<b>53,216</b>	<b>48,620</b>	<b>48,988</b>	<b>68,995</b>	<b>68,744</b>	<b>52,278</b>	<b>49,220</b>	<b>55,236</b>	<b>50,667</b>	<b>43,619</b>	<b>638,840</b>	<b>649,577</b>	<b>-1.7%</b>
<b>Red Carpet Material</b>															
RC Print Materials	10,841	10,335	11,346	10,547	10,267	11,057	11,315	11,703	10,193	11,184	10,052	9,347	128,187	136,346	-6.0%
RC Realia	516	521	518	435	342	507	522	522	366	517	447	299	5,512	5,848	-5.7%
RC A/V	2	3	2	0	0	0	0	0	0	0	0	0	7	623	-98.9%
<b>RED CARPET CIRCULATION</b>	<b>11,359</b>	<b>10,859</b>	<b>11,866</b>	<b>10,982</b>	<b>10,609</b>	<b>11,564</b>	<b>11,837</b>	<b>12,225</b>	<b>10,559</b>	<b>11,701</b>	<b>10,499</b>	<b>9,646</b>	<b>133,706</b>	<b>142,817</b>	<b>-6.4%</b>
<b>Young Adult Material</b>															
YA Print Materials	4,687	4,350	5,131	4,941	5,575	7,284	7,458	5,795	4,705	5,340	4,893	4,572	64,731	68,241	-5.1%
YA A/V	273	223	284	265	260	274	297	225	217	203	224	210	2,955	3,077	-4.0%
<b>YOUNG ADULT CIRCULATION</b>	<b>4,960</b>	<b>4,573</b>	<b>5,415</b>	<b>5,206</b>	<b>5,835</b>	<b>7,558</b>	<b>7,755</b>	<b>6,020</b>	<b>4,922</b>	<b>5,543</b>	<b>5,117</b>	<b>4,782</b>	<b>67,686</b>	<b>71,318</b>	<b>-5.1%</b>

	2012												2012 Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<b>Value Calculator</b>													
<b>Circulation</b>													
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	\$1,594,345	\$1,751,255	\$1,594,413	\$1,403,554	\$20,402,890

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2012

Magazines (\$5)	\$12,485	\$12,405	\$12,590	\$10,680	\$10,400	\$13,265	\$13,815	\$12,320	\$10,210	\$11,445	\$11,395	\$8,715	\$139,725
Audiobooks (\$10)	\$80,910	\$74,040	\$80,350	\$78,420	\$74,770	\$80,160	\$83,180	\$81,270	\$72,950	\$77,850	\$70,600	\$64,870	\$919,370
DVD, Games, Music (\$4)	\$299,192	\$275,292	\$282,552	\$254,680	\$244,924	\$296,472	\$320,276	\$289,828	\$257,688	\$272,792	\$266,496	\$252,192	\$3,312,384
<b>Reference Questions (\$7)</b>	\$159,824	\$147,147	\$148,855	\$135,765	\$144,452	\$178,290	\$197,169	\$167,020	\$146,167	\$153,097	\$140,658	\$127,379	\$1,845,823
<b>Programming</b>													
Children (\$7)	\$32,711	\$27,069	\$27,650	\$30,975	\$24,423	\$6,748	\$6,727	\$6,188	\$15,120	\$27,692	\$24,311	\$3,409	\$233,023
Adults (\$15)	\$1,920	\$3,885	\$6,345	\$2,640	\$1,845	\$1,605	\$2,490	\$2,970	\$2,550	\$3,165	\$1,500	\$225	\$31,140
<b>Meeting Room Use</b>	\$41,480	\$41,985	\$55,670	\$40,764	\$40,447	\$28,740	\$22,405	\$38,352	\$43,542	\$41,420	\$36,080	\$22,535	\$453,420
<b>Gallery Attendance (\$10)</b>	\$17,210	\$17,900	\$9,790	\$10,160	\$17,790	\$17,225	\$17,225	\$20,630	\$13,430	\$12,630	\$16,990	\$17,930	\$188,910
<b>Talking Books (\$10)</b>	\$460	\$640	\$750	\$1,210	\$900	\$380	\$550	\$570	\$360	\$470	\$470	\$470	\$7,230
<b>Computer Use (\$12 /hr)</b>	\$263,209	*	*	*	*	*	*	*	*	*	*	*	\$263,209
<b>Free Printing (\$.10)</b>	*	*	*	*	*	*	*	*	*	*	*	*	\$0
<b>ILL Borrowed (\$25)</b>	\$12,075	\$10,800	\$12,850	\$11,750	\$11,525	\$10,975	\$10,475	\$11,725	\$11,175	\$13,075	\$9,075	\$8,950	\$134,450
<b>TOTAL VALUE</b>	<b>\$2,634,702</b>	<b>\$2,218,581</b>	<b>\$2,372,405</b>	<b>\$2,194,373</b>	<b>\$2,174,134</b>	<b>\$2,630,323</b>	<b>\$2,707,665</b>	<b>\$2,384,746</b>	<b>\$2,167,537</b>	<b>\$2,364,891</b>	<b>\$2,171,988</b>	<b>\$1,910,229</b>	<b>\$27,931,574</b>

**Adult Nonfiction**

<b>Neighborhoods</b>																
General NF	10,531	10,387	10,309	9,509	8,663	10,028	11,120	10,219	9,554	10,238	9,384	8,382	118,324	131,200	-9.8%	
Adult Learner	25	23	24	17	38	27	54	27	28	40	16	13	332	304	9.2%	
Biographies	840	809	831	683	673	711	826	788	667	725	641	601	8,795	9,629	-8.7%	
Jobs & Careers	261	232	214	214	209	249	244	245	194	186	189	143	2,580	3,005	-14.1%	
Cooking	1,615	1,191	1,079	996	1,048	1,266	1,272	1,374	1,243	1,322	1,443	1,000	14,849	15,579	-4.7%	
Collectibles	344	413	374	264	301	277	290	378	310	272	253	149	3,625	1,895	91.3%	
College & Testing	275	230	288	213	187	170	265	251	236	257	213	208	2,793	3,279	-14.8%	
Crafts	0	0	0	0	0	0	1	0	0	0	0	0	1	0	*	
Crime	321	322	261	308	235	249	294	255	306	263	257	258	3,329	3,177	4.8%	
Gardening	291	390	836	606	476	519	394	355	298	198	167	147	4,677	4,947	-5.5%	
Health	2,629	2,289	2,473	2,136	1,952	2,033	2,293	2,207	2,015	2,288	2,009	1,601	25,925	25,589	1.3%	
Home	716	597	781	820	657	642	786	754	840	694	536	431	8,254	8,252	0.0%	
Pets	376	334	315	379	343	516	473	542	376	320	241	346	4,561	3,906	16.8%	
Travel	1,378	1,192	1,508	1,289	1,291	1,447	1,481	1,246	1,106	904	809	828	14,479	14,633	-1.1%	
Weddings	161	257	151	162	99	95	143	156	110	69	38	52	1,493	655	127.9%	
<b>NF CIRCULATION</b>	<b>19,763</b>	<b>18,666</b>	<b>19,444</b>	<b>17,596</b>	<b>16,172</b>	<b>18,229</b>	<b>19,936</b>	<b>18,797</b>	<b>17,283</b>	<b>17,776</b>	<b>16,196</b>	<b>14,159</b>	<b>214,017</b>	<b>226,050</b>	<b>-5.3%</b>	

Topeka and Shawnee County Public Library  
 Monthly Activity Report  
**December-12**

<u>Total Checkout</u>	December-12	<b>163,475</b>	YTD 2012	<b>2,236,855</b>
	December-11	167,857	YTD 2011	2,300,650
	December-07	153,224	YTD 2007	2,391,670

<u>Total Items handled (Check out + Check in)</u>	December-12	<b>293,128</b>	YTD 2012	<b>3,872,165</b>
	December-11	335,439	YTD 2011	4,528,600
	December-07	308,794	YTD 2007	4,673,733

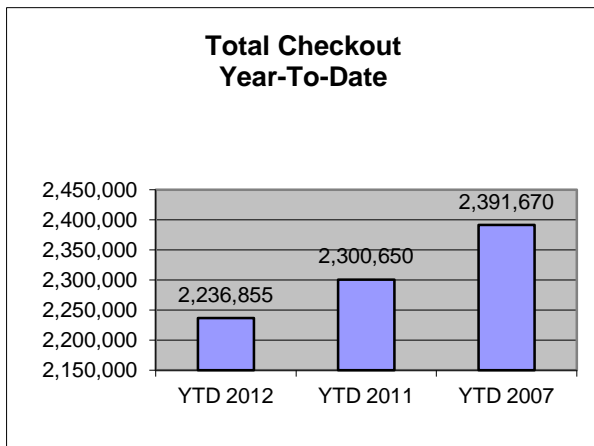
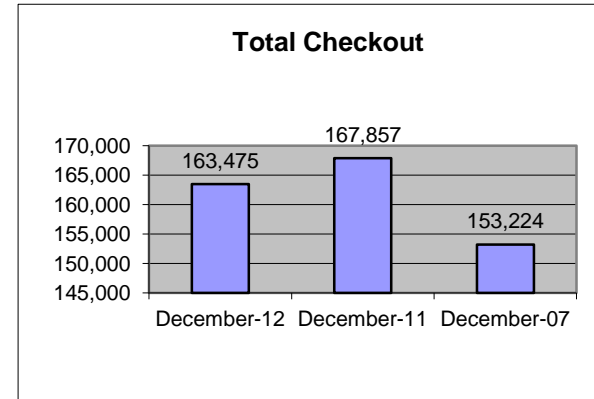
<u>Total Borrowers</u>	December-12	<b>88,115</b>
	December-11	96,395
	December-07	91,465

<u>Items in Collection</u>	December-12	<b>454,338</b>
	December-11	438,111

<u>Program Attendance</u>	December-12	<b>3,135</b>	YTD 2012	<b>81,151</b>
	December-11	4,129	YTD 2011	86,145

<u>Gate Count</u>	December-12	<b>55,568</b>	YTD 2012	<b>798,894</b>
	December-11	59,216	YTD 2011	822,361

<u>Meeting Rooms</u>		Bookings	Customers
	December-12	<b>482</b>	<b>8,505</b>
	December-11	529	9,528
	YTD 2012	<b>7,391</b>	<b>141,959</b>
	YTD 2011	7,480	135,555



**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 December 31, 2012**

FUND	SACCT	Date	Name	Description	Paid	Sts	Check#
010	15700	12/7/2012	AT&T	#831-000-1412695 INTERNET 2012	5,779.56	R	81394
					<b>5,779.56</b>		<b>81394 Total</b>
010	15000	12/7/2012	B & H PHOTO-VIDEO	APPLE IPAD MINI WI-FI 16GB	329.00	R	81396
010	15000	12/7/2012	B & H PHOTO-VIDEO	APPLE IPAD WI-FI 16GB BLACK	998.00	R	81396
010	15000	12/7/2012	B & H PHOTO-VIDEO	SAMSUNG CELERON 867/4GB/16SSD/	449.99	R	81396
010	15000	12/7/2012	B & H PHOTO-VIDEO	APPLE KEYBOARD/REG	96.88	R	81396
010	15000	12/7/2012	B & H PHOTO-VIDEO	CANON EOS REBEL T4I W/EF-S/18-	1,099.00	R	81396
010	15000	12/7/2012	B & H PHOTO-VIDEO	CANON BG-E8 BATTERY GRIP F/EOS	136.00	R	81396
010	15000	12/7/2012	B & H PHOTO-VIDEO	SANDISK 64GB EXTREME PRO SDXC-	134.99	R	81396
010	15000	12/7/2012	B & H PHOTO-VIDEO	SAMSUNG 15-3317U/1.7GHZ/8GB/	1,299.00	R	81396
010	15000	12/7/2012	B & H PHOTO-VIDEO	MANFROTTO 701HDV HEAD W/ALUM	781.06	R	81396
010	15000	12/7/2012	B & H PHOTO-VIDEO	PEARSTONE DWL-2 UNIVERSAL	41.11	R	81396
					<b>5,365.03</b>		<b>81396 Total</b>
010	15330	12/7/2012	SILVER LAKE LIBRARY	50% ANNUAL BUDGET FOR 2013	39,325.00	R	81430
					<b>39,325.00</b>		<b>81430 Total</b>
010	15300	12/7/2012	URBAN LIBRARIES COUNCIL	ANNUAL MEMBER DUES	9,000.00	R	81435
					<b>9,000.00</b>		<b>81435 Total</b>
010	15800	12/14/2012	WESTAR ENERGY	UTILITIES - ELECTRIC 2012	22,684.53	R	81494
					<b>22,684.53</b>		<b>81494 Total</b>
010	15060	12/14/2012	MORRIS COMMUNICATIONS	CLASSIFIED LINE ADS -	158.01	R	81499
010	15350	12/14/2012	MORRIS COMMUNICATIONS	CONNECTNOW -- 2012	6,188.64	R	81499
					<b>6,346.65</b>		<b>81499 Total</b>
010	15100	12/21/2012	OCLC, INC.	CATALOGING/ILL CHRGS -- 2012	5,148.06	R	81529
					<b>5,148.06</b>		<b>81529 Total</b>
010	15050	12/27/2012	PITNEY BOWES INC.	POSTAGE AND MAILING EQUIP LEASE 408	3,582.00	O	81595
010	15050	12/27/2012	PITNEY BOWES INC.	POSTAGE AND MAILING EQUIP LEASE 410	4,914.00	O	81595
					<b>8,496.00</b>		<b>81595 Total</b>
010	15330	12/27/2012	ROSSVILLE COMMUNITY LIBRARY	50% ANNUAL BUDGET FOR 2013	32,981.00	O	81598
					<b>32,981.00</b>		<b>81598 Total</b>
010	15030	12/27/2012	VITAL SUPPORT SYSTEMS	1 YR NEXT DAY HW SUPPORT SAID 103466108574	648.00	O	81604
010	15030	12/27/2012	VITAL SUPPORT SYSTEMS	1 YR NEXT DAY HW SUPPORT SAID 103483590603	8,484.00	O	81604
010	15030	12/27/2012	VITAL SUPPORT SYSTEMS	1 YR NEXT DAY HW SUPPORT SAID 103807006054	1,824.00	O	81604
010	15030	12/27/2012	VITAL SUPPORT SYSTEMS	1 YR SW SUPPORT SAID 103814049322	2,520.00	O	81604
010	15030	12/27/2012	VITAL SUPPORT SYSTEMS	PROLIAN BL495C G5 HARDWARE WAR	1,770.00	O	81604
010	15030	12/27/2012	VITAL SUPPORT SYSTEMS	C7000 ENCLOSURE HARDWARE SUPPO	895.00	O	81604
					<b>16,141.00</b>		<b>81604 Total</b>
010	15000	12/31/2012	DELL MARKETING L.P.	DELL OPTIPLEX 3010N	6,520.00	O	81624
					<b>6,520.00</b>		<b>81624 Total</b>
					<b>157,786.83</b>		<b>Grand Total</b>