



**Agenda**  
**Topeka and Shawnee County Public Library**  
**Board of Trustees**  
**March 21, 2013 – 4:00 p.m.**  
**Menninger Room**

Call to Order

Public Comment

Approval of January 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
- Shawnee County Parks & Recreation Project Update – Thad Hartman

New Business

- Authorization of New Bank Accounts – **Action Item**
- Nominating Committee Appointments – Dan Guenther - **Action Item**
- 2012 Annual Report - Presentation

Advocacy Stories

Adjournment

**Next Regular Meeting:**

April 18, 2013 @ 4:00 PM

**Board Retreat**

March 27, 2013 @ 4:00 PM

*Subject to change without notice*



**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 17, 2013  
Menninger Room**

**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS ABSENT:**

David Monical (vice, chair), Stacey Woolington, Jennifer Turner

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, January 17, 2013 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 Kerry Storey, the December 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 Melissa Masoner, the December financial reports were accepted. Motion carried.

**FRIENDS REPORT**— Sherryl Longhofer, Board Chair

**FOUNDATION REPORT**— Jeanne Slusher, Board Chair

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

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

Rob Banks reported that in addition to the information in his report, a new Community Services Supervisor, Sandy Hestand is in place.

## **OLD BUSINESS**

### **Strategic Plan Update – Gina Millsap**

2013 Work Plans Update

Gina Millsap reported the ADP payroll system implementation is complete. She commended staff for an outstanding job. The final phase of this project is the scheduling system that will communicate with the payroll and human resources functions.

## **NEW BUSINESS**

Greg Gaul, Security Manager, presented an update to the emergency preparedness plan. In response to the presentation, Quentin Martin asked the Board of Trustees to consider revisiting the library's policy on firearms.

### **Funding Matrix**

Gina Millsap reported that the multi-year funding matrix has been updated to include the audio visual meeting room project in fiscal year 2012. She recommended reviewing the funding plan at least twice per year to ensure staying on track.

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

Gina Millsap reported that there may be an opportunity to fast track the RFID project that is currently listed for 2014. Paul Brennan presented an overview covering the technological factors of RFID, how it improves library operations and customer service and the policy issues associated with RFID technology. Paul will provide a ball park figure of the costs associated with the project at the next Board of Trustees meeting.

### **Board Retreat Agenda**

The agenda for the 3-board retreat was discussed. Agendas and invitations will be sent to all three boards, TSCPL managers and supervisors, and the Teen Advisory Board.

## **ADVOCACY STORIES**

Melissa Masoner reported that the Advocacy Committee meeting scheduled for February 6 will include a program on library advocacy by Jo Budler, State Librarian of Kansas. In addition to the Advocacy Committee members, all three boards and the Teen Advisory Board with their staff liaisons will be invited.

## **ADJOURNMENT**

On motion by Bob Harder, seconded by Quentin Martin, the board adjourned at 5:45 p.m. Motion carried.

Melissa Masoner  
Secretary of the Board

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The meeting adjourned at 5:45 PM

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of January 31, 2013

Capital Improvement Fund-CoreFirst Bank:

\$2,462,427.30 at 0.14%, dated 01/27/13, due 02/23/13

Municipal Investment Pool:

\$ 0.00

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

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

01/31/13

	<b>Balance 01/01/13</b>	<b>Revenue Y-T-D</b>	<b>Expenditures Y-T-D</b>	<b>Balance 01/31/13</b>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 3,301,521.87	\$ 5,324,733.26	\$ 952,220.59	\$ 7,674,034.54
Employee Benefits	1,074,519.64	1,319,386.81	257,414.62	\$ 2,136,491.83
Capital Improvement	2,461,698.91	728.39	-	\$ 2,462,427.30
Bond & Interest	994,895.65	788,324.82	-	\$ 1,783,220.47
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	-	-	-	\$ -
Federal, State & Local Grants	7,859.67	10,590.00	2,755.00	\$ 15,694.67
Other Special Revenue	739,321.34	8,436.73	5,825.65	\$ 741,932.42
Permanent Funds	445,590.47	-	-	\$ 445,590.47
<b>Totals</b>	<b>\$ 9,025,407.55</b>	<b>\$ 7,452,200.01</b>	<b>\$ 1,218,215.86</b>	<b>\$ 15,259,391.70</b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 9,825,593.31
General Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-CoreFirst Bank-Investments	2,462,427.30
Restricted Funds-CoreFirst Bank-Checking	741,377.24
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	271,717.04
Bond & Interest Fund-CoreFirst Bank-Checking	1,782,593.39
Bond & Interest Fund-CoreFirst Bank-Investments	-
Cash on Hand	2,674.00
Petty Cash	200.00
Endowment Securities	175,869.71
Municipal Investment Pool	-
	\$ 15,262,451.99
Payroll Liabilities	3,060.29
	<b>\$ 15,259,391.70</b>

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

01/31/13

	01/01/13 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	01/31/13 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 3,301,521.87	\$ 5,324,733.26	\$ 205,520.66	\$ 746,699.93	\$ 7,674,034.54	\$ 1,183,455.37	\$ 6,490,579.17
Employee Benefit Fund	1,074,519.64	1,319,386.81	-	257,414.62	2,136,491.83	1,839.04	2,134,652.79
Capital Improvement Fund	2,461,698.91	728.39	-	-	2,462,427.30	-	2,462,427.30
Bond & Interest Fund	994,895.65	788,324.82	-	-	1,783,220.47	-	1,783,220.47
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	-	-	-	-	-	-	-
<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)	-	-	-	-	-	-	-
Big Read Grant	(1,590.52)	10,240.00	1,250.00	855.00	6,544.48	4,303.53	2,240.95
Kansas Humanities Council Grant	1,200.00	350.00	-	650.00	900.00	900.00	-
<i>Other Special Revenue Funds</i>							
Adult Programs	236.00	-	-	-	236.00	-	236.00
Art Collection	40,434.68	-	-	-	40,434.68	-	40,434.68
Book Cook Program	192.94	-	-	-	192.94	-	192.94
Bookmobile Fund	1,050.19	-	-	-	1,050.19	-	1,050.19
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	4.01	-	-	-	4.01	-	4.01
Cooking Neighborhood	-	-	-	-	-	-	-
Friends	248,792.56	-	938.76	163.67	247,690.13	45,908.93	201,781.20
Fun Committee	2,404.32	237.94	-	34.44	2,607.82	-	2,607.82
Gallery Competitions/Exhibits	21,976.52	-	-	74.95	21,901.57	404.25	21,497.32
Gifts/Memorials (Undesignated)	217,573.52	6,150.00	2,016.16	2,602.17	219,105.19	3,026.60	216,078.59
Great Stories Club	47.00	-	-	-	47.00	-	47.00
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	6,586.82	-	-	-	6,586.82	-	6,586.82
Hughes Business Collection	6,610.72	-	-	-	6,610.72	-	6,610.72
Library Materials	135,717.38	1,798.79	-	-	137,516.17	-	137,516.17
Lingo	-	-	-	-	-	-	-
NEH Expendable	9,942.85	-	-	-	9,942.85	-	9,942.85
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
PodCamp Topeka	326.79	-	-	-	326.79	-	326.79
Programming Fund	-	250.00	-	(4.50)	254.50	959.30	(704.80)
Red Carpet	371.26	-	-	-	371.26	-	371.26
Rotary Grant	4.29	-	-	-	4.29	-	4.29
Special Collections	1,841.16	-	-	-	1,841.16	-	1,841.16
Talking Books	8,375.38	-	-	-	8,375.38	-	8,375.38
Torluemke Landscaping	1,179.51	-	-	-	1,179.51	-	1,179.51
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,516.15	-	-	-	2,516.15	-	2,516.15
Youth Services	32,502.16	-	-	-	32,502.16	6,304.00	26,198.16
<i>Permanent Funds</i>							
Mertz Trust	175,869.90	-	-	-	175,869.90	-	175,869.90
NEH Endowment	269,720.57	-	-	-	269,720.57	-	269,720.57
<b>TOTALS</b>	<b>\$ 9,025,407.55</b>	<b>\$ 7,452,200.01</b>	<b>\$ 209,725.58</b>	<b>\$ 1,008,490.28</b>	<b>\$ 15,259,391.70</b>	<b>\$ 1,255,340.89</b>	<b>\$ 14,004,050.81</b>

Topeka and Shawnee County Public Library

01/31/13

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 8.5% of year
Ad Valorem Property Tax	\$ 10,228,960.00	\$ 5,227,592.44	\$ (5,001,367.56)	51%
Back Tax	-	-	\$ -	0%
Motor Vehicle Tax	1,157,984.00	28,714.19	\$ (1,129,269.81)	2%
Recreational Vehicle Tax	11,587.00	178.33	\$ (11,408.67)	2%
16/20 M Vehicle Tax	11,299.00	6,897.22	\$ (4,401.78)	61%
In Lieu of Tax	45,216.00	22,451.46	\$ (22,764.54)	50%
E-Rate Reimbursement	75,000.00	-	\$ (75,000.00)	0%
Sundry Revenue	5,000.00	1,943.96	\$ (3,056.04)	39%
Sundry Revenue - Recycling	2,500.00	-	\$ (2,500.00)	0%
Salary Refunds-Foundation	69,600.00	-	\$ (69,600.00)	0%
Salary Refunds-Friends	109,800.00	7,901.71	\$ (101,898.29)	7%
Salary Refunds-Shawnee Cty	16,032.00	-	\$ (16,032.00)	0%
Support Refunds-Shawnee Cty	2,500.00	-	\$ (2,500.00)	0%
Vend Machines	5,000.00	296.45	\$ (4,703.55)	6%
Pay to Sam	42,000.00	3,433.20	\$ (38,566.80)	8%
Overdue fees	317,000.00	23,702.84	\$ (293,297.16)	7%
Debt Collect	21,000.00	134.96	\$ (20,865.04)	1%
ILL Fees	5,000.00	6.00	\$ (4,994.00)	0%
Mailing Fees	-	-	\$ -	0%
Non Resident Card Fee	800.00	-	\$ (800.00)	0%
Telephone/Fax	3,700.00	365.50	\$ (3,334.50)	10%
Obituary Fees	1,500.00	55.00	\$ (1,445.00)	4%
Meeting Room Charges	13,000.00	1,060.00	\$ (11,940.00)	8%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	5,000.00	-	\$ (5,000.00)	0%
Revitalization Rebates	(123,861.00)	-	\$ -	0%
Library Treasurer's Balance	1,865,626.00	-	\$ -	0%
<b>TOTALS</b>	<b><u>\$ 13,891,743.00</u></b>	<b><u>\$ 5,324,733.26</u></b>	<b><u>\$ (6,825,244.74)</u></b>	<b>44%</b>

Topeka and Shawnee County Public Library

01/31/13

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances	(Over)/Under Budget	% Expended 8.5% of year
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 492.30	\$ -	\$ 5,907.70	8%
Salaries-Facilities	607,089.00	45,732.56	-	561,356.44	8%
Salaries-Overtime	10,200.00	335.97	-	9,864.03	3%
Salaries-Shelvers	191,603.00	7,894.40	-	183,708.60	4%
Salaries-Staff	7,064,670.00	533,138.23	-	6,531,531.77	8%
Salaries-Security	267,894.00	17,703.18	-	250,190.82	7%
Conferences	50,000.00	843.25	-	49,156.75	2%
Employee Assistance Program*	-	555.67	6,112.37	(6,668.04)	0%
Staff Training	14,000.00	-	-	14,000.00	0%
Mileage	7,055.00	116.71	5,300.00	1,638.29	77%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	3,000.00	-	99.15	2,900.85	3%
Materials-Print/Non-Print <1 YR	390,300.00	4,581.60	99.00	385,619.40	1%
Materials-Print/Non-Print	1,233,000.00	29,539.85	65,445.72	1,138,014.43	8%
Materials-Periodicals	43,000.00	745.87	-	42,254.13	2%
<b>OPERATIONS:</b>					
Contracted-Digital Services	225,920.00	756.64	5,287.04	219,876.32	3%
Contracted-Facilities	258,500.00	30,244.45	11,844.52	216,411.03	16%
Contracted-Office Equipment	121,100.00	2,622.82	9,352.17	109,125.01	10%
Contracted-Professional	287,000.00	3,773.53	9,914.00	273,312.47	5%
Databases	74,000.00	5.45	-	73,994.55	0%
Digital Services Support	256,012.00	161.80	12,808.10	243,042.10	5%
Furniture/Equipment	99,000.00	-	-	99,000.00	0%
Insurance	37,000.00	225.00	-	36,775.00	1%
Marketing	20,000.00	1,134.39	1,515.61	17,350.00	13%
Memberships/Dues	21,000.00	205.00	-	20,795.00	1%
Miscellaneous	5,000.00	(672.69)	226.80	5,445.89	-9%
Payments to Other Libraries	77,800.00	-	-	77,800.00	0%
Postage/Shipping	75,000.00	29,204.16	-	45,795.84	39%
Printing	65,000.00	1,162.91	23,649.15	40,187.94	38%
Programming	30,000.00	384.15	4,130.84	25,485.01	15%
Special Projects	302,200.00	-	-	302,200.00	0%
Supplies-Facilities	70,000.00	743.47	36,848.85	32,407.68	54%
Supplies-Office/Library	77,000.00	220.87	2,051.88	74,727.25	3%
Supplies-Processing	35,000.00	10.56	2,158.10	32,831.34	6%
Telecommunications	143,000.00	4,671.12	53,508.88	84,820.00	41%
Utilities-Electric	335,000.00	23,672.08	286,727.92	24,600.00	93%
Utilities-Gas	75,000.00	4,251.99	37,748.01	33,000.00	56%
Utilities-Water/Sewage	35,000.00	69.45	31,930.55	3,000.00	91%
Vehicle-Gas	29,000.00	1,811.97	-	27,188.03	6%
Vehicle-Repair	50,000.00	375.81	18,935.87	30,688.32	39%
Contingency/Fund Balance	1,200,000.00	-	-	-	0%
Cash Long/Short	-	(14.59)	-	14.59	0%
<b>TOTALS</b>	<b>\$ 13,891,743.00</b>	<b>\$ 746,699.93</b>	<b>\$ 625,694.53</b>	<b>\$ 11,319,348.54</b>	<b>11%</b>

\*budgeted in the Employee Benefits Fund beginning in 2013; move expenditures and encumbrances during February 2013



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

01/31/13

	<u>2013 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/13</b>	<b>\$ 1,865,626.00</b>	<b>\$ 2,532,937.16</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	10,228,960.00	5,227,592.44	51%
Back Tax	-	-	
Motor Vehicle Tax	1,157,984.00	28,714.19	2%
Recreational Vehicle Tax	11,587.00	178.33	2%
16/20M Vehicle Tax	11,299.00	6,897.22	61%
In Lieu of Tax	45,216.00	22,451.46	50%
E-Rate Reimbursement	75,000.00	-	0%
Fees and Charges	417,000.00	30,997.91	7%
Reimbursements	197,932.00	7,901.71	4%
Revitalization Rebates	(123,861.00)	-	0%
Interest on Idle Funds	5,000.00	-	0%
	<u>\$ 12,026,117.00</u>	<u>\$ 5,324,733.26</u>	44%
<b>Expenditures/Encumbrances:</b>			
Salaries	8,147,856.00	605,296.64	7%
Other Staff Support Costs	71,055.00	12,928.00	18%
Library Collections	1,669,300.00	100,511.19	6%
Contracted Services	892,520.00	73,795.17	8%
Digital Services Support	256,012.00	12,969.90	5%
Furniture/Equipment	99,000.00	-	
Payments to Other Libraries	77,800.00	-	0%
Special Projects	302,200.00	-	0%
Utilities & Telecommunications	588,000.00	442,580.00	75%
Vehicles	79,000.00	21,123.65	27%
Other Operating Expenditures	509,000.00	103,189.91	20%
Cash Basis Reserve	1,200,000.00	-	0%
	<u>\$ 13,891,743.00</u>	<u>\$ 1,372,394.46</u>	11%
Prior Year Canceled Purchase Orders		<u>\$ 5,303.21</u>	
<b>Unencumbered Balance 01/31/13</b>	<b>\$ -</b>	<b><u><u>\$ 6,490,579.17</u></u></b>	

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

01/31/13

**EMPLOYEE BENEFITS**

	<b>2013 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/13</b>	<b>\$ 789,263.00</b>	<b>\$ 1,072,680.60</b>	
<b><u>Revenue:</u></b>			
Ad Valorem Property Tax	\$ 2,529,505.00	\$ 1,292,909.60	51%
Back Tax	-	-	
Motor Vehicle Tax	303,821.00	8,257.34	3%
Recreational Vehicle Tax	3,040.00	51.29	2%
16/20M Vehicle Tax	2,965.00	1,983.45	67%
In Lieu of Tax	11,869.00	5,552.79	47%
Refund-Fringe Benefits-Foundation	29,200.00	-	0%
Refund-Fringe Benefits-Friends	23,400.00	1,144.57	5%
Refund-Fringe Benefits-Shawnee Cty	11,297.00	-	0%
Refund BC/BS	-	-	0%
Refund-Workers Compensation	-	-	0%
Employee Payments BC/BS	-	-	0%
Retiree Payments BC/BS	110,000.00	9,487.77	9%
Revitalization Rebates	(32,498.00)	-	0%
	<b>\$ 2,992,599.00</b>	<b>\$ 1,319,386.81</b>	<b>44%</b>
<b><u>Expenditures/Encumbrances:</u></b>			
Employee Assistance Program	\$ 7,000.00	\$ -	
FICA	623,314.00	43,844.16	7%
KPERS	692,248.00	51,171.78	7%
Worker's Compensation	87,000.00	-	0%
Unemployment Tax	16,300.00	3,656.28	22%
Health/Dental Insurance	1,981,000.00	158,742.40	8%
Contingency/Fund Balance	375,000.00	-	0%
	<b>\$ 3,781,862.00</b>	<b>\$ 257,414.62</b>	<b>7%</b>
Prior Year Canceled Purchase Orders		\$ -	
<b>Unencumbered Balance 01/31/13</b>	<b>\$ -</b>	<b>\$ 2,134,652.79</b>	

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/13</b>		<b>\$ 2,461,698.91</b>
<b><u>Revenue:</u></b>		
Interest received		728.39
		<b>\$ 728.39</b>
<b><u>Expenditures/Encumbrances:</u></b>		
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
<b>Unencumbered Balance 01/31/13</b>		<b>\$ 2,462,427.30</b>

**STATE AID**

<b>Balance 01/01/13</b>		<b>\$ -</b>
<b><u>Revenue:</u></b>		
State	75,000.00	-
	<b>\$ 75,000.00</b>	<b>\$ -</b>
<b><u>Expenditures/Encumbrances:</u></b>		
Library Materials	75,000.00	-
	<b>\$ 75,000.00</b>	<b>\$ -</b>
<b>Unencumbered Balance 01/31/13</b>	<b>\$ -</b>	<b>\$ -</b>

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

01/31/13

	<u>2013 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/13</b>	<b>\$ 979,329.00</b>	<b>\$ 994,895.65</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,522,370.00	778,133.12	51%
Back Tax	-	-	
In Lieu of Tax	7,285.00	3,341.93	46%
Motor Vehicle Tax	186,569.00	5,495.59	3%
Recreational Vehicle Tax	1,867.00	34.14	2%
16/20M Vehicle Tax	1,821.00	1,320.04	72%
Revitalization Rebates	(19,956.00)	-	0%
Interest on Idle Funds	1,500.00	-	0%
	<u>\$ 1,701,456.00</u>	<u>\$ 788,324.82</u>	46%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,375,000.00	\$ -	0%
Interest	305,755.00	-	0%
Wire Transfer Fees	30.00	-	0%
Cash Basis Reserve	1,000,000.00	-	0%
	<u>\$ 2,680,785.00</u>	<u>\$ -</u>	0%
 <b>Unencumbered Balance 01/31/13</b>	 <b><u><u>\$ -</u></u></b>	 <b><u><u>\$ 1,783,220.47</u></u></b>	

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

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

Now that the Big Read program has concluded, the remaining 20% from the grant will be paid upon completion of the necessary reporting. The current negative balance will be resolved by this payment.

**General Fund – Pages 3 & 4**

With 16.2% of the budget year completed, 45% of the budgeted revenue has been received and 19% of the approved budget has been expended/encumbered. This compares to 2012 in which 46% of the budgeted revenue had been received and 22% of the approved budget had been expended/encumbered. Work is still underway to encumber funds for all known and/or continuing obligations in 2013. Mainly contractual services remain to review and encumber for the current year.

**Employee Benefit Fund – Page 6**

With 16.2% of the year completed, 44% of the budgeted revenue has been received, with 17% of the approved budget expended. This compares to 2012 with 47% of the budgeted revenue received and 13% of the budget expended. Workers compensation is paid/encumbered, but was not at this time in 2012.

**Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,462,682.

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

Funding for the first interest payment for 2013 on the outstanding bonds was transferred, as required, to the Municipal Investment Pool 20 days in advance of the March 1 payment. The amount due of \$152,877.50 is shown on the financial reports in the Municipal Investment Pool.

**Other Items:**

- Review of the annual audit is still pending, but no findings or negative results are expected. The Management Discussion and Analysis document is the Library's response to the audit and is yet to be completed. The Board's Finance and Audit Committee is scheduled to meet on April 15<sup>th</sup> and their recommendation will be provided for the April Board meeting.

- The annual workers' compensation audit occurred on March 4<sup>th</sup>. It was slightly delayed due to weather, but is still on schedule to provide what is needed for the Library's overall audit. A refund may be received when the review process is complete.
- Conversations continue regarding the integration and implementation of the more complex scheduling software with ADP's timekeeping system. Great news has been received; the system will do what we expect with little effort by staff. We have received a reasonable cost proposal and timeline for the scheduling system modifications. However, a portion of the timeline is six months out so we will need to further discuss the possibility of an earlier date.
- Work continues 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. There are currently quite a few projects approved last year that staff are completing before we begin planning for the new projects.
- A vendor survey will be completed in mid-March to begin the project and implementation plans/timeline for the new financial management system. Implementation in late September or early October is expected to work best.
- All banks and savings and loan institutions (18 in all), with branch or main locations in the Library's district, were contacted to propose rates for short-term investment of the capital improvement funds and the significant tax proceeds received in January. Four responded with investment proposals and three declined to make proposals. The capital improvement funds were awarded to VisionBank. The longest-term investment of debt service funds (not needed until August) was awarded to Denison State Bank. The shorter-term investments of operating funds (for which no proposals were received) were transferred to the State's Municipal Investment Pool.

A resolution, along with the specific bank resolutions, is included in the Board packet to establish the banking relationships and accounts and obtain authorization signatures.

- The budget cycle will soon begin once again. The proposed timeline for the 2014 budget is included as the final page of my report. The June and July budget work sessions will be scheduled very soon. Again this year, the schedule between the first and second budget work sessions is shortened to keep this fresh in our minds. It also allows me more time between the final work session and the July Board meeting. I want to allow sufficient time for me to complete any additional work or information.

**Topeka & Shawnee County Public Library  
Proposed 2014 Budget Time Line**

April 18, 2013 (Thu)	Budget directive from Board (scheduled Board meeting date)
May 24, 2013 (Fri)	Budget requests due from departments/units
May 31, 2013 (Fri)	First review of department/unit budget requests by Gina, Rob and Sheryl
June 6, 2013 (Thu)	First review of budget requests by management council (at regular meeting date/time)
June 13, 2013 (Thu)	Second review of budget requests by management council (at regular meeting date/time)
June 17, 2013 (Mon)	Board budget work session #1 (Menninger Room)
June 20, 2013 (Thu)	Management council final review of budget documents (at regular meeting date/time)
July 8, 2013 (Mon)	Board budget work session – final review of budget (Fri) documents
July 18, 2013 (Thu)	Board meeting – 2014 budget approved for publication (scheduled Board meeting date)
July 24, 2013 (Wed)	Budget notice published in Topeka Capital Journal
August 8, 2013 (Thu)	Public hearing and adoption of 2014 budget (scheduled Board meeting date)
August 9, 2013 (Fri)	Budget submitted to the governing body of the city and county as required by K.S.A. 12-1267(a)
August 23, 2013 (Fri)	Adopted budget filed with county clerk

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of February 28, 2013

Capital Improvement Fund-CoreFirst Bank:

\$2,462,682.31 at 0.05%, dated 02/23/13, due 03/23/13

Municipal Investment Pool:

\$ 152,877.50 (for interest-only debt service  
payment on 3/1/13)

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

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

02/28/13

	<u>Balance 01/01/13</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 02/28/13</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 3,301,521.87	\$ 5,367,576.63	\$ 1,862,863.96	\$ 6,806,234.54
Employee Benefits	1,074,519.64	1,330,426.14	530,493.74	\$ 1,874,452.04
Capital Improvement	2,461,698.91	983.40	-	\$ 2,462,682.31
Bond & Interest	994,895.65	788,417.91	15.00	\$ 1,783,298.56
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	-	-	-	\$ -
Federal, State & Local Grants	7,859.67	10,590.00	12,905.55	\$ 5,544.12
Other Special Revenue	739,321.34	8,499.93	9,742.87	\$ 738,078.40
Permanent Funds	445,590.47	6,523.95	219.35	\$ 451,895.07
<b>Totals</b>	<b><u>\$ 9,025,407.55</u></b>	<b><u>\$ 7,513,017.96</u></b>	<b><u>\$ 2,416,240.47</u></b>	<b><u>\$ 14,122,185.04</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 8,686,905.03
General Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-CoreFirst Bank-Investments	2,462,682.31
Restricted Funds-CoreFirst Bank-Checking	737,523.22
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	278,021.64
Bond & Interest Fund-CoreFirst Bank-Checking	1,629,793.98
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>152,877.50</u>
	\$ 14,126,547.39
Payroll Liabilities	<u>4,362.35</u>
	<b><u>\$ 14,122,185.04</u></b>



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

02/28/13

	01/01/13 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	02/28/13 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 3,301,521.87	\$ 5,367,576.63	\$ 237,106.43	\$ 1,625,757.53	\$ 6,806,234.54	\$ 1,354,290.95	\$ 5,451,943.59
Employee Benefit Fund	1,074,519.64	1,330,426.14	-	530,493.74	1,874,452.04	65,475.74	1,808,976.30
Capital Improvement Fund	2,461,698.91	983.40	-	-	2,462,682.31	-	2,462,682.31
Bond & Interest Fund	994,895.65	788,417.91	-	15.00	1,783,298.56	-	1,783,298.56
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	-	-	-	-	-	-	-
<i>Federal &amp; State Grants</i>							
Gallery Grant	10.32	-	-	-	10.32	-	10.32
11-LSTA-3(Talking Books)	8,239.87	-	1,888.65	-	6,351.22	6,351.22	0.00
12-LSTA(Talking Books)	-	-	-	-	-	-	-
Big Read Grant	(1,590.52)	10,240.00	1,250.00	8,816.90	(1,417.42)	175.96	(1,593.38)
Kansas Humanities Council Grant	1,200.00	350.00	-	950.00	600.00	600.00	-
<i>Other Special Revenue Funds</i>							
Adult Programs	236.00	-	-	-	236.00	-	236.00
Art Collection	40,434.68	3.50	-	39.00	40,399.18	-	40,399.18
Book Cook Program	192.94	-	-	-	192.94	-	192.94
Bookmobile Fund	1,050.19	-	-	-	1,050.19	-	1,050.19
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	4.01	-	-	-	4.01	108.00	(103.99)
Cooking Neighborhood	-	-	-	-	-	-	-
Friends	248,792.56	21.48	938.76	1,582.13	246,293.15	46,770.04	199,523.11
Fun Committee	2,404.32	237.94	-	34.44	2,607.82	-	2,607.82
Gallery Competitions/Exhibits	21,976.52	1.81	-	1,092.89	20,885.44	-	20,885.44
Gifts/Memorials (Undesignated)	217,573.52	6,168.97	2,016.16	4,663.77	217,062.56	1,000.00	216,062.56
Great Stories Club	47.00	-	-	-	47.00	-	47.00
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	6,586.82	0.57	-	-	6,587.39	-	6,587.39
Hughes Business Collection	6,610.72	0.57	-	-	6,611.29	-	6,611.29
Library Materials	135,717.38	1,810.69	-	-	137,528.07	705.88	136,822.19
Lingo	-	-	-	-	-	-	-
NEH Expendable	9,942.85	0.86	-	-	9,943.71	-	9,943.71
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
PodCamp Topeka	326.79	-	-	-	326.79	-	326.79
Programming Fund	-	250.00	-	(624.28)	874.28	901.00	(26.72)
Red Carpet	371.26	-	-	-	371.26	-	371.26
Rotary Grant	4.29	-	-	-	4.29	-	4.29
Special Collections	1,841.16	-	-	-	1,841.16	-	1,841.16
Talking Books	8,375.38	0.73	-	-	8,376.11	-	8,376.11
Torluemke Landscaping	1,179.51	-	-	-	1,179.51	-	1,179.51
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,516.15	-	-	-	2,516.15	-	2,516.15
Youth Services	32,502.16	2.81	-	-	32,504.97	6,304.00	26,200.97
<i>Permanent Funds</i>							
Mertz Trust	175,869.90	-	-	-	175,869.90	-	175,869.90
NEH Endowment	269,720.57	6,523.95	-	219.35	276,025.17	-	276,025.17
<b>TOTALS</b>	<b>\$ 9,025,407.55</b>	<b>\$ 7,513,017.96</b>	<b>\$ 243,200.00</b>	<b>\$ 2,173,040.47</b>	<b>\$ 14,122,185.04</b>	<b>\$ 1,482,682.79</b>	<b>\$ 12,639,502.25</b>

Topeka and Shawnee County Public Library

02/28/13

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u>
				16.2% of year
Ad Valorem Property Tax	\$ 10,228,960.00	\$ 5,227,592.44	\$ (5,001,367.56)	51%
Back Tax	-	-	\$ -	0%
Motor Vehicle Tax	1,157,984.00	28,714.19	\$ (1,129,269.81)	2%
Recreational Vehicle Tax	11,587.00	178.33	\$ (11,408.67)	2%
16/20 M Vehicle Tax	11,299.00	6,897.22	\$ (4,401.78)	61%
In Lieu of Tax	45,216.00	22,451.46	\$ (22,764.54)	50%
E-Rate Reimbursement	75,000.00	-	\$ (75,000.00)	0%
Sundry Revenue	5,000.00	2,103.92	\$ (2,896.08)	42%
Sundry Revenue - Recycling	2,500.00	-	\$ (2,500.00)	0%
Salary Refunds-Foundation	69,600.00	5,308.84	\$ (64,291.16)	8%
Salary Refunds-Friends	109,800.00	15,755.70	\$ (94,044.30)	14%
Salary Refunds-Shawnee Cty	16,032.00	-	\$ (16,032.00)	0%
Support Refunds-Shawnee Cty	2,500.00	-	\$ (2,500.00)	0%
Vend Machines	5,000.00	674.70	\$ (4,325.30)	13%
Pay to Sam	42,000.00	6,991.14	\$ (35,008.86)	17%
Overdue fees	317,000.00	47,597.13	\$ (269,402.87)	15%
Debt Collect	21,000.00	292.19	\$ (20,707.81)	1%
ILL Fees	5,000.00	21.72	\$ (4,978.28)	0%
Mailing Fees	-	-	\$ -	0%
Non Resident Card Fee	800.00	85.00	\$ (715.00)	11%
Telephone/Fax	3,700.00	672.03	\$ (3,027.97)	18%
Obituary Fees	1,500.00	110.00	\$ (1,390.00)	7%
Meeting Room Charges	13,000.00	1,510.00	\$ (11,490.00)	12%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	5,000.00	620.62	\$ (4,379.38)	12%
Revitalization Rebates	(123,861.00)	-	\$ -	0%
Library Treasurer's Balance	1,865,626.00	-	\$ -	0%
<b>TOTALS</b>	<b><u>\$ 13,891,743.00</u></b>	<b><u>\$ 5,367,576.63</u></b>	<b><u>\$ (6,782,401.37)</u></b>	<b>45%</b>

Topeka and Shawnee County Public Library

02/28/13

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances	(Over)/Under Budget	% Expended
					16.2% of year
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 984.60	\$ -	\$ 5,415.40	15%
Salaries-Facilities	607,089.00	90,591.23	-	516,497.77	15%
Salaries-Overtime	10,200.00	1,036.49	-	9,163.51	10%
Salaries-Shelvers	191,603.00	17,237.97	-	174,365.03	9%
Salaries-Staff	7,064,670.00	1,056,481.72	-	6,008,188.28	15%
Salaries-Security	267,894.00	36,615.67	-	231,278.33	14%
Conferences	50,000.00	3,210.66	-	46,789.34	6%
Staff Training	14,000.00	3,148.89	-	10,851.11	22%
Mileage	7,055.00	815.95	5,174.79	1,064.26	85%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	3,000.00	107.15	132.15	2,760.70	8%
Materials-Print/Non-Print <1 YR	390,300.00	12,609.73	-	377,690.27	3%
Materials-Print/Non-Print	1,233,000.00	104,501.63	80,867.62	1,047,630.75	15%
Materials-Periodicals	43,000.00	891.71	-	42,108.29	2%
<b>OPERATIONS:</b>					
Contracted-Digital Services	225,920.00	8,981.17	6,030.76	210,908.07	7%
Contracted-Facilities	258,500.00	102,196.78	29,636.61	126,666.61	51%
Contracted-Office Equipment	121,100.00	5,414.09	11,330.08	104,355.83	14%
Contracted-Professional	287,000.00	34,521.98	122,455.45	130,022.57	55%
Databases	74,000.00	5,181.73	64,823.72	3,994.55	95%
Digital Services Support	256,012.00	6,949.40	28,188.27	220,874.33	14%
Furniture/Equipment	99,000.00	-	-	99,000.00	0%
Insurance	37,000.00	17,398.00	17,164.00	2,438.00	93%
Marketing	20,000.00	1,235.64	2,614.36	16,150.00	19%
Memberships/Dues	21,000.00	305.00	-	20,695.00	1%
Miscellaneous	5,000.00	54.58	381.10	4,564.32	9%
Payments to Other Libraries	77,800.00	-	-	77,800.00	0%
Postage/Shipping	75,000.00	28,364.10	1,088.62	45,547.28	39%
Printing	65,000.00	2,572.02	22,571.42	39,856.56	39%
Programming	30,000.00	1,004.04	4,494.83	24,501.13	18%
Special Projects	302,200.00	-	-	302,200.00	0%
Supplies-Facilities	70,000.00	5,272.09	32,982.39	31,745.52	55%
Supplies-Office/Library	77,000.00	3,578.55	1,633.56	71,787.89	7%
Supplies-Processing	35,000.00	323.19	4,816.83	29,859.98	15%
Telecommunications	143,000.00	7,106.95	51,073.05	84,820.00	41%
Utilities-Electric	335,000.00	48,271.22	262,128.78	24,600.00	93%
Utilities-Gas	75,000.00	8,976.16	33,023.84	33,000.00	56%
Utilities-Water/Sewage	35,000.00	1,415.47	30,584.53	3,000.00	91%
Vehicle-Gas	29,000.00	3,690.12	2,660.21	22,649.67	22%
Vehicle-Repair	50,000.00	4,731.30	15,999.05	29,269.65	41%
Contingency/Fund Balance	1,200,000.00	-	-	-	0%
Cash Long/Short	-	(19.45)	-	19.45	0%
<b>TOTALS</b>	<b>\$ 13,891,743.00</b>	<b>\$ 1,625,757.53</b>	<b>\$ 831,856.02</b>	<b>\$ 10,234,129.45</b>	<b>19%</b>

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

02/28/13

	2013 Budget	Year to Date	%
<b>Balance 01/01/13</b>	<b>\$ 1,865,626.00</b>	<b>\$ 2,532,937.16</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,228,960.00	5,227,592.44	51%
Back Tax	-	-	
Motor Vehicle Tax	1,157,984.00	28,714.19	2%
Recreational Vehicle Tax	11,587.00	178.33	2%
16/20M Vehicle Tax	11,299.00	6,897.22	61%
In Lieu of Tax	45,216.00	22,451.46	50%
E-Rate Reimbursement	75,000.00	-	0%
Fees and Charges	417,000.00	60,057.83	14%
Reimbursements	197,932.00	21,064.54	11%
Revitalization Rebates	(123,861.00)	-	0%
Interest on Idle Funds	5,000.00	620.62	12%
	<b>\$ 12,026,117.00</b>	<b>\$ 5,367,576.63</b>	<b>45%</b>
<u>Expenditures/Encumbrances:</u>			
Salaries	8,147,856.00	1,202,947.68	15%
Other Staff Support Costs	71,055.00	12,350.29	17%
Library Collections	1,669,300.00	199,109.99	12%
Contracted Services	892,520.00	320,566.92	36%
Digital Services Support	256,012.00	35,137.67	14%
Furniture/Equipment	99,000.00	-	
Payments to Other Libraries	77,800.00	-	0%
Special Projects	302,200.00	-	0%
Utilities & Telecommunications	588,000.00	442,580.00	75%
Vehicles	79,000.00	27,080.68	34%
Other Operating Expenditures	509,000.00	217,840.32	43%
Cash Basis Reserve	1,200,000.00	-	0%
	<b>\$ 13,891,743.00</b>	<b>\$ 2,457,613.55</b>	<b>19%</b>
Prior Year Canceled Purchase Orders		<b>\$ 9,043.35</b>	
<b>Unencumbered Balance 02/28/13</b>	<b>\$ -</b>	<b>\$ 5,451,943.59</b>	

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

02/28/13

**EMPLOYEE BENEFITS**

	<b>2013 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/13</b>	<b>\$ 789,263.00</b>	<b>\$ 1,072,680.60</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,529,505.00	\$ 1,292,909.60	51%
Back Tax	-	-	
Motor Vehicle Tax	303,821.00	8,257.34	3%
Recreational Vehicle Tax	3,040.00	51.29	2%
16/20M Vehicle Tax	2,965.00	1,983.45	67%
In Lieu of Tax	11,869.00	5,552.79	47%
Refund-Fringe Benefits-Foundation	29,200.00	1,925.58	7%
Refund-Fringe Benefits-Friends	23,400.00	2,317.24	10%
Refund-Fringe Benefits-Shawnee Cty	11,297.00	-	0%
Refund BC/BS	-	-	0%
Refund-Workers Compensation	-	-	0%
Employee Payments BC/BS	-	-	0%
Retiree Payments BC/BS	110,000.00	17,428.85	16%
Revitalization Rebates	(32,498.00)	-	0%
	<b>\$ 2,992,599.00</b>	<b>\$ 1,330,426.14</b>	<b>44%</b>
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 7,000.00	\$ 6,668.04	
FICA	623,314.00	87,108.16	14%
KPERS	692,248.00	101,638.45	15%
Worker's Compensation	87,000.00	77,440.00	89%
Unemployment Tax	16,300.00	4,640.85	28%
Health/Dental Insurance	1,981,000.00	316,634.94	16%
Contingency/Fund Balance	375,000.00	-	0%
	<b>\$ 3,781,862.00</b>	<b>\$ 594,130.44</b>	<b>17%</b>
Prior Year Canceled Purchase Orders		\$ -	
<b>Unencumbered Balance 02/28/13</b>	<b>\$ -</b>	<b>\$ 1,808,976.30</b>	

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/13</b>		<b>\$ 2,461,698.91</b>
<u>Revenue:</u>		
Interest received		983.40
		<b>\$ 983.40</b>
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
<b>Unencumbered Balance 02/28/13</b>		<b>\$ 2,462,682.31</b>

**STATE AID**

<b>Balance 01/01/13</b>		<b>\$ -</b>
<u>Revenue:</u>		
State	75,000.00	-
	<b>\$ 75,000.00</b>	<b>\$ -</b>
<u>Expenditures/Encumbrances:</u>		
Library Materials	75,000.00	-
	<b>\$ 75,000.00</b>	<b>\$ -</b>
<b>Unencumbered Balance 02/28/13</b>	<b>\$ -</b>	<b>\$ -</b>

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

02/28/13

	<u>2013 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/13</b>	<b>\$ 979,329.00</b>	<b>\$ 994,895.65</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,522,370.00	778,133.12	51%
Back Tax	-	-	
In Lieu of Tax	7,285.00	3,341.93	46%
Motor Vehicle Tax	186,569.00	5,495.59	3%
Recreational Vehicle Tax	1,867.00	34.14	2%
16/20M Vehicle Tax	1,821.00	1,320.04	72%
Revitalization Rebates	(19,956.00)	-	0%
Interest on Idle Funds	1,500.00	93.09	6%
	<u>\$ 1,701,456.00</u>	<u>\$ 788,417.91</u>	46%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,375,000.00	\$ -	0%
Interest	305,755.00	-	0%
Wire Transfer Fees	30.00	15.00	0%
Cash Basis Reserve	1,000,000.00	-	0%
	<u>\$ 2,680,785.00</u>	<u>\$ 15.00</u>	0%
 <b>Unencumbered Balance 02/28/13</b>	 <b><u>\$ -</u></b>	 <b><u>\$ 1,783,298.56</u></b>	

## CHIEF EXECUTIVE OFFICER'S REPORT

### March, 2013

#### LIBRARY NEWS

In my February report, I shared that the Pew Research Center released its latest report, "Library Services in the Digital Age." You can read the report here.

<http://libraries.pewinternet.org/2013/01/22/library-services/>

Webjunction, an online library education service, created this checklist based on that report. The Bill & Melinda Gates Foundation is collecting responses to this poll question in the #LibFuture Twitter stream. Anyone may contribute their ideas to their collection.

### March 2013 Poll on Library Futures

**What are you doing to continue to accelerate change at your library? Check all that apply.**

- Hosting technology petting zoos for community members to have hands-on interaction with a variety of tablets and readers
- Offering a digital media lab, which allows patrons to create and share video, music, photography, and design projects.
- Offering one-on-one technology help and tutoring.
- Providing a maker space where community members are making things together, either simple or technically sophisticated projects.
- Placing automated library vending machines ("Redbox"-style) around the community to expand the library's presence.
- Providing mobile tech labs (tech mobiles) to bring computer access, classes, and the internet to places otherwise under-served.
- Offering mobile apps that let community members access library information and check out services.
- Presenting programs that bring people together to talk about technology and how it can serve individuals and the community.
- Offering a "text a librarian" virtual reference service.
- Using social media to connect with community members in new ways.
- Nothing, at least not yet
- Other stuff we haven't thought of (please elaborate)

Note that we are already doing most of these activities at TSCPL.

## 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>

Thad Hartman, community and strategic services manager, will give an update on our public computer center project with the Shawnee County Parks and Recreation Department.

### Agenda Items

#### Nominating Committee Appointments

Each year the board chair appoints a committee to nominate board officers.

The Board of Trustees Bylaws, Section 3, state:

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

#### 2012 Annual Report

Communications and Marketing staff will give a presentation on the annual report creative process and what our goals for this annual report are. It includes a 3-minute video commercial and a pdf of the annual report, which will be printed in the April/May Library News, due out March 10.

## PROFESSIONAL ACTIVITIES & COMMUNITY CONTACTS (February & March)

**Meetings/Activities:** Met with Heartland Visioning ED William Beteta & co-chair Harry Craig; agenda review with TSCPL board executive committee; attended United Way Nominating Committee meeting; attended American Library Association Midwinter Conference in Seattle; attended OCLC directors planning session at Douglas County (CO) Library; Library Foundation Finance Committee meeting; Intergovernmental Cooperation Council; Friends Board meeting; planning sessions with Parks and Recreation project team. Staff Development Day; RFID vendor demos; toured all six Shawnee County Parks and Recreation community centers; Foundation board meeting; Board of Trustees retreat planning session; VOIP vendor demo; the Great Gatsby Gala at the Great Overland Station; ABWA Scholarship luncheon; Rotary and Rotary strategic planning meetings;



**Facilitated:** Process improvement session for the Digital Services team; Management Council Retreat; day-long strategic planning session for the [Kansas Research Nexus](#)

**Presented:** for Iowa Library Association – “The Rules of Engagement: Librarians as Community Leaders” leadership development workshop. Information about Heartland Visioning at the Candidate School program; “21<sup>st</sup> Century Librarians” at the Kansas City (Kansas) Public Library’s staff in-service day; “Managing Self” for Leadership Topeka.

**Gina Millsap, Chief Executive Officer**  
**Topeka and Shawnee County Public Library, 3/11/2013**

## **Major Projects Update March 21, 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 – Presented to Board in January 2013
- Phase III and IV in process

**RFID:** Pursuing additional information.

**Self-Checks:** Pursuing additional information.

- 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 2013.

- Staff is working with vendor to setup the new system.
- System is installed and in the process of programming
- 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.
- Many rooms are completed.
- Est. completion April 2013.

**Chief Operating Officer Report**  
**Robert Banks**  
**March 21, 2013**

March is severe weather awareness month. As usual, we participated in the statewide tornado drill. With approximately 400 people in the building including staff, the severe weather warning was sounded. Everyone was safely in the lower level or had left the building in 2 minutes and 34 seconds. I'm very pleased with this response. I am confident that staff can respond to severe weather emergencies in a confident and effective manner.

We also conduct a fire drill at least once a year to make sure staff is prepared for that emergency as well. Typically, we schedule that on a nice day to minimize the discomfort of the public.

As part of our Big Read efforts, we placed copies of "The Great Gatsby" on TTA buses. It was a big success with riders and with TTA. We are placing more books and magazines on the buses with stickers that explain they are part of this program. Bus riders need only pick them up on a bus and then return them to a bus; it doesn't matter which one. It is simple and easy. The books are supplied from the Friends of Library for this project. We plan to develop several more projects in conjunction with TTA in the future.

**My community contacts:**

SN CO Parks and Rec. staff  
Susan Duffy, Topeka Transit Authority  
Teens Taking Action  
Matt Gassen, Co-work space  
Kansas Resource Nexus

## **Departmental Highlights:**

### **Communication and Marketing: Diana Friend, Director**

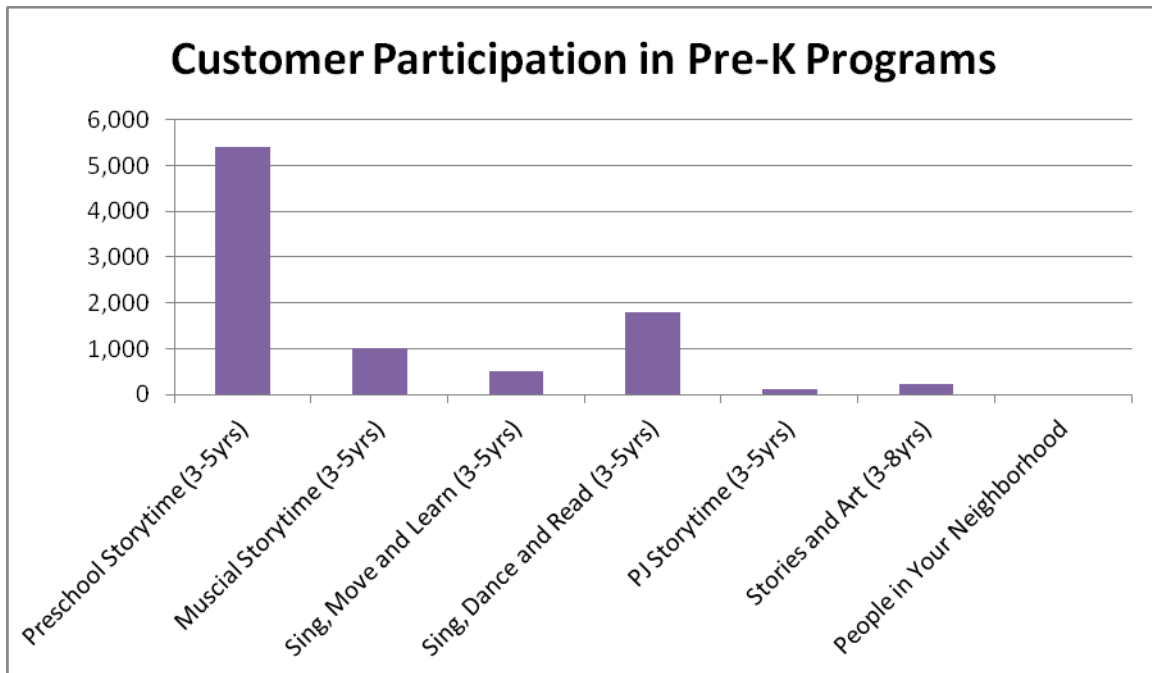
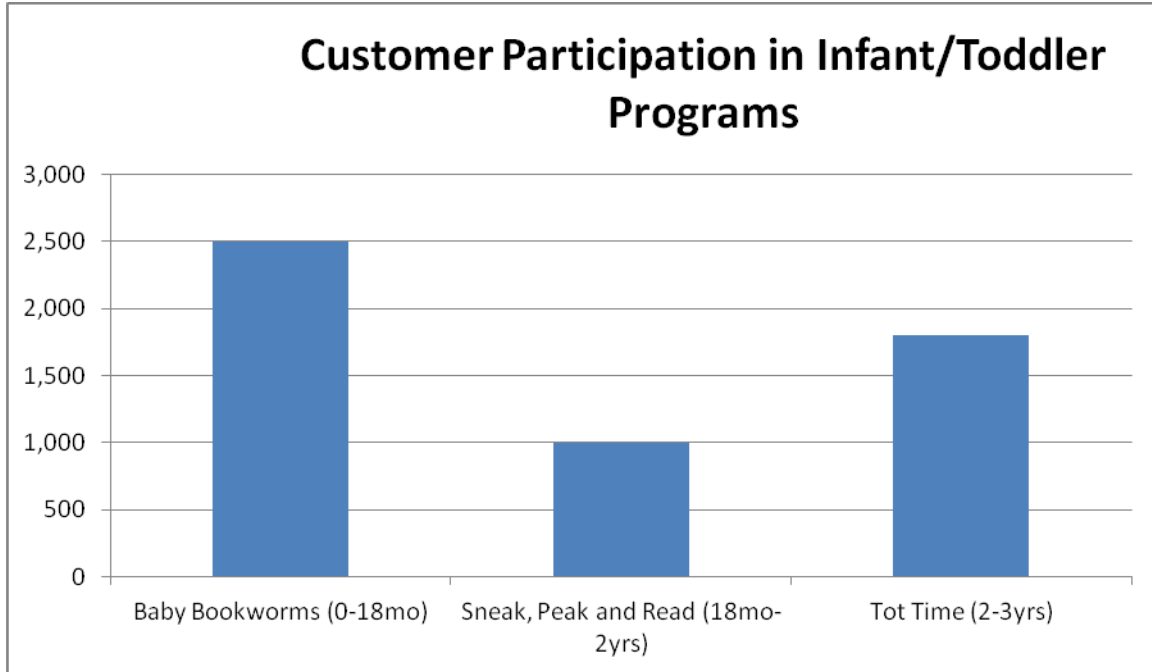
In late February, I was at an event at the Kansas Expocentre working my way around the room greeting people. Everyone I met mentioned The Big Read, asking about how it was going, telling me they had read the book (*The Great Gatsby*) and expressing how much they enjoyed the events. We have experienced some of the best coverage ever of this program, with continuous television, radio, magazine and newspaper stories during the month. Our Gatsby Gang and NOTO Art District partners really worked hard to fill the Overland Station on March 1 with nearly 500 people, many dressed in period costume and dancing the Charleston, at The Great Gala. I knew we had succeeded in our marketing efforts when H.R. Cook, general manager of the Kansas Expocentre remarked "Can you milk that *Great Gatsby* book for anything more!"

Telling stories the way people want to read them is something we try to do to reach library customers. This is especially true when we report to the community about the library and how it has made a difference in the community. The 2012 Annual Report was launched on the Digital Branch blog along with a YouTube video on February 22, and is the result of the work of the Creative Group staff. This team sets the "wow" factor just a little higher each year they work together. Take a look at <http://tscpl.org/press-room/hands-down-the-best-value-in-town-2012-annual-report/> . The report will also appear in the April-May Library News, which is delivered to 35,827 library card households in Shawnee County.

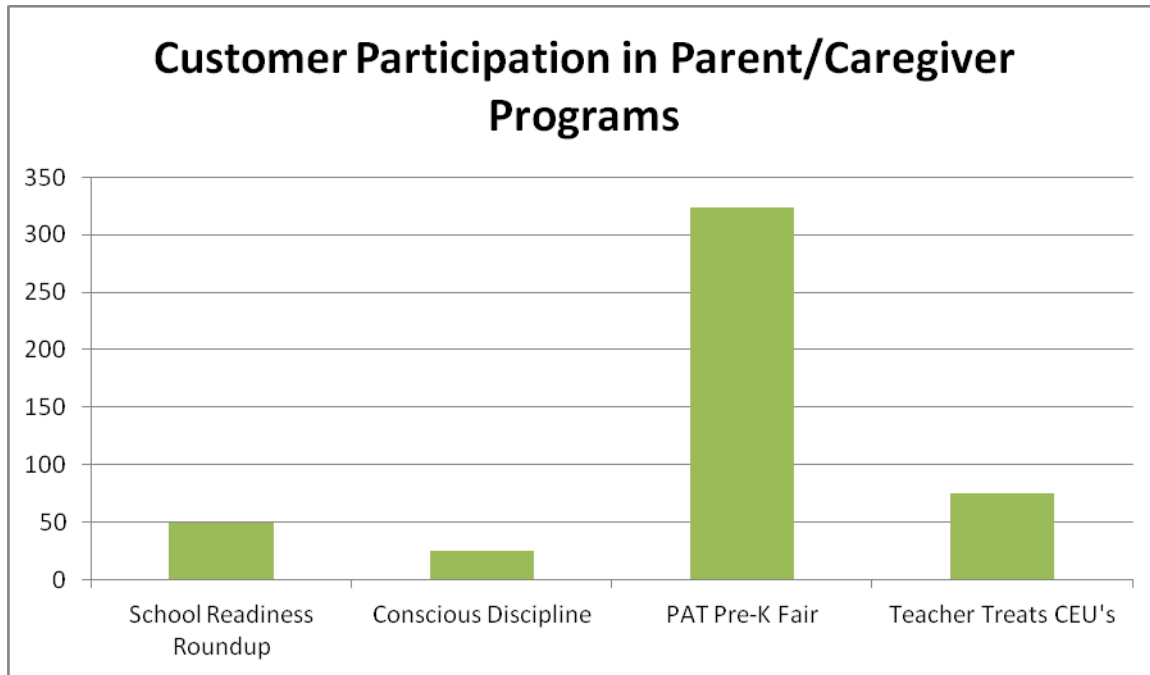
### **Kids Library: Marie Pyko, Director; LeAnn Petrie, Supervisor**

We are part of a three year IMLS grant to support us in becoming a Family Place Library with the starting year being 2013. See [www.familyplacelibraries.org](http://www.familyplacelibraries.org) for details. Our responsibility toward those efforts this year includes primarily staff training, shelving with stronger appeal to child customers, and the start of a toy collection.

FPL fits very well with our current re-organization plans. Since this endeavor is grant supported, there is of course documentation throughout the process. Listed below is some of our programming data:



Additionally we had 21,600 participants in our Outreach Preschool Storytimes.



Other things to know about TSCPL's investment in early childhood:

- We visit 75+ licensed day care centers in the greater Topeka Area. Many of those have multiple classrooms, special needs classrooms, and bilingual classrooms. Each classroom is visited on a monthly basis during the school year with the exception of December and through the summer if the center is open.
- We are at the table in several community meetings concerning early childhood including United Way's Early Education Impact Council, the Early Learning Action Team, and the Early Childhood collaboration of Shawnee County.
- We support ALA's Every Child Ready to Read initiative through brochure distribution and programming efforts.
- We support the Early Childhood Educational Standards and Core Competencies for Early Childhood Caregivers and Teacher when developing programs and infusing learning stations.
- We work with many partners as needed and through community meetings. We have most closely worked alongside Child Care Aware of NE and NC Kansas, Parents as Teachers for Topeka Public Schools; however we frequently are also in contact with TARC, Kansas Children's Service

League, CASA, Stormont-Vail, St. Francis, Shawnee County Health Agency, Headstart, Community Action, and Pine Ridge.

- About 400 babies a year participate in TSCPL's Read with Me initiative which provides baby with their first library card and a t-shirt to remind all of those around the infant to "Read with me."
- 230 babies registered in our 1<sup>st</sup> ever infant, summer reading program—Bee a Reader.

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

Book Group in a Bag continues to grow in its popularity. The Book Group in a Bag team just got done surveying our customers so that THEY could choose which book kits we are adding to the collection. We had 67 people respond to our survey that was sent to the people who have registered to use our Book Group in a Bag service. We also have had two book groups that have sponsored the cost of a kit (via the Library foundation) so that we could add additional kits this year.

The Home Neighborhood project team has book the Westar Home Energy Saving workshop to be held here at the library on October 16. They have promoted their neighborhood through blog posts and online book displays and have a new flier in the works.

The Pets Neighborhood is excited about their new display space which will be located where the Wedding Neighborhood was located (now located west of its former location). They are waiting for slat wall before they organized their display space. The Collectibles Neighborhood will have some display space in this area as well.

The library was well represented at the Lawn and Garden Show this past month. This was definitely a library-wide effort spearheaded by Kathy Jennings. We had staff from all over the library man the booth as well as a volunteer who was available to give staff breaks. Overall the staff shared what the library had to offer to 957 people.

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

Ever wish you could fit an entire newsstand into your pocket or

purse?

Ever been stuck in a waiting room with nothing to read?

Ever feel guilty about the environmental impact of all those paper magazines?

Once again, TSCPL is coming to the rescue! The library is purchasing a subscription to a digital magazine product called Zinio, available to libraries through Recorded Books. Zinio is self-described as “the world’s largest digital newsstand”. Through Zinio for libraries, we can build a digital newsstand from a list of nearly 1000 magazine titles. Many are titles you see on newsstands and at checkout counters everywhere. Others are more “niche” and focused on particular hobbies, lifestyles, travel locations, and other interests. Some are titles we subscribe to in print for the library while others (Newsweek, for example) are available only as digital magazines.

Unlike a database, where you can get articles but often without graphics or a magazine layout, Zinio replicates a true magazine-reading experience. Through the app, available for Apple, Android, and Kindle Fire devices, you can virtually flip through the pages just like a real print magazine. All the ads are there and everything is in full color. Additionally, some titles feature interactive content like videos that take you beyond just reading an article on a screen.

So, what are we getting and how do I get it? For selection, we’re going with a core list of titles that encompass news, lifestyle, and entertainment. Our neighborhood librarians have also selected titles that connect with their specific neighborhood and subject collections. We’re still in the selection process and plan to invest approx. \$5000.00 in content for Zinio. Unlike with ebooks, Zinio magazine titles are generally inexpensive. In fact, many are less expensive than our print subscriptions for the same magazine. At this point, nothing we purchase for Zinio will replace what we have in print but it will compliment it, and we’ll be able to greatly expand our magazine collection without the expense or complications of physically finding a home for it in the library. As for what our digital newsstand will look like? Like any good public library, we strive to have something for everyone.

In the coming weeks, we’ll be rolling out information on how to get started with Zinio. To use Zinio, you’ll need a device that supports apps like a smartphone or a tablet computer and a



library card. Once you're set-up on Zinio, you can download and view magazine titles and best of all, you don't have to return them to the library. Everything on Zinio for libraries is available 24/7 with simultaneous use for all our customers. Our hope is that we'll reach our current magazine readers with Zinio and also connect with people who may not regularly visit the library or bookmobile. This is another way to connect with those readers and to grow a new collection in this digital age.



**Resolution – New Bank Accounts**

**BOARD OF TRUSTEES  
TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY  
March 21, 2013**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the VisionBank and Denison State Bank Resolutions as presented. These Resolutions establish a money market account for capital improvement funds at VisionBank and a certificate of deposit account with Denison State Bank. Investment opportunities were presented to all banks and savings and loan institutions with branch or main locations in the Library's district and were awarded on March 6, 2013.**

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

# Resolution – Nominating Committee Appointments

**Board of Trustees**

**Topeka and Shawnee County Public Library**

**March 21, 2013**

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

Kerry Storey

Stacey Woolington

Robert Harder

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

**Cumulative Recovery:**

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

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
<b>Accounts Submitted:</b>	<b>23,026</b>	<b>9,945</b>	<b>32,971</b>
<b>Dollars Submitted:</b>	<b>\$2,371,177.57</b>	<b>\$203,553.35</b>	<b>\$2,574,730.92</b>
Cash Recovery:	\$308,909.69	\$74,076.54	\$382,986.23
Material Recovery:	\$178,327.21	\$10,113.46	\$188,440.67
Waives:	\$73,167.62	\$3,819.64	\$76,987.26
<b>Recovery Total:</b>	<b>\$560,404.52</b>	<b>\$88,009.64</b>	<b>\$648,414.16</b>
<b>Total Invoice Amount:</b>	<b>\$192,848.78</b>	<b>\$36,712.50</b>	<b>\$229,561.28</b>
<b>Total ROI:</b>	<b>3:1</b>	<b>2:1</b>	<b>3:1</b>
<b>Asset ROI:</b>	<b>3:1</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**  
*3/2012 Through 2/2013*

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
February-13	\$7,396.12	\$3,499.13	\$634.93	\$11,530.18	<b>\$10,895.25</b>	\$2,130.10
January-13	\$5,958.68	\$4,198.42	\$727.35	\$10,884.45	<b>\$10,157.10</b>	\$3,230.95
December-12	\$4,273.90	\$3,656.65	\$897.73	\$8,828.28	<b>\$7,930.55</b>	\$1,951.10
November-12	\$4,493.76	\$3,445.86	\$763.50	\$8,703.12	<b>\$7,939.62</b>	\$2,291.20
October-12	\$5,193.33	\$4,609.35	\$1,425.01	\$11,227.69	<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	\$4,744.74	\$5,432.85	\$1,198.81	\$11,376.40	<b>\$10,177.59</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
<b>Total</b>	<b>\$65,936.95</b>	<b>\$41,246.48</b>	<b>\$13,567.39</b>	<b>\$120,750.82</b>	<b>\$107,183.43</b>	<b>\$27,494.40</b>
<b>Average</b>	<b>\$5,494.75</b>	<b>\$3,437.21</b>	<b>\$1,130.62</b>	<b>\$10,062.57</b>	<b>\$8,931.95</b>	<b>\$2,291.20</b>

**Monthly Recovery Statistics: Topeka & Shawnee County Public Library**  
**Small Balance**  
*3/2012 Through 2/2013*

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
February-13	\$4,283.12	\$705.92	\$223.67	\$5,212.71	<b>\$4,989.04</b>	\$808.30
January-13	\$4,209.28	\$758.40	\$220.24	\$5,187.92	<b>\$4,967.68</b>	\$1,191.80
December-12	\$3,133.44	\$593.22	\$148.77	\$3,875.43	<b>\$3,726.66</b>	\$944.00
November-12	\$2,920.31	\$775.82	\$157.65	\$3,853.78	<b>\$3,696.13</b>	\$985.30
October-12	\$3,489.79	\$715.44	\$222.98	\$4,428.21	<b>\$4,205.23</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	\$3,063.06	\$1,007.06	\$230.84	\$4,300.96	<b>\$4,070.12</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	\$4,216.91	\$560.92	\$213.17	\$4,991.00	<b>\$4,777.83</b>	\$1,097.40
<b>Total</b>	<b>\$40,309.60</b>	<b>\$7,203.73</b>	<b>\$2,407.69</b>	<b>\$49,921.02</b>	<b>\$47,513.33</b>	<b>\$11,549.00</b>
<b>Average</b>	<b>\$3,359.13</b>	<b>\$600.31</b>	<b>\$200.64</b>	<b>\$4,160.09</b>	<b>\$3,959.44</b>	<b>\$962.42</b>

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2013

	2013												2013 Total	2012	Change 12 TO 13%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
<b>CIRCULATION</b>																	
<b>Main Library</b>																	
Circulation Desk	89,307	76,201													165,508	172,006	-3.8%
Interlibrary Loan	1,977	1,694													3,671	3,917	-6.3%
Self-Check	23,690	21,348													45,038	45,517	-1.1%
DVD/Video Game Dispenser	7,301	6,287													13,588	15,278	-11.1%
<b>Renewals</b>	<b>25,589</b>	<b>30,717</b>													<b>56,306</b>	<b>58,176</b>	<b>-3.2%</b>
<b>Bookmobile</b>	<b>26,488</b>	<b>22,588</b>													<b>49,076</b>	<b>46,330</b>	<b>5.9%</b>
<b>Red Carpet</b>	<b>7,186</b>	<b>6,438</b>													<b>13,624</b>	<b>19,265</b>	<b>-29.3%</b>
<b>Digital Downloads</b>	<b>8,957</b>	<b>8,325</b>													<b>17,282</b>	<b>11,295</b>	<b>53.0%</b>
<b>TOTAL CIRCULATION</b>	<b>190,495</b>	<b>173,598</b>													<b>364,093</b>	<b>371,784</b>	<b>-2.1%</b>
<b>CIRCULATION DETAILS</b>																	
Print Material	100,801	91,407													192,208	199,889	-3.8%
Audio/Visual Material	79,826	72,464													152,290	159,753	-4.7%
Adult Materials	113,803	103,439													217,242	228,443	-4.9%
Children's Materials	50,426	45,853													96,279	99,392	-3.1%
Young Adult Materials	5,064	4,341													9,405	9,533	-1.3%
Red Carpet Materials	11,334	10,238													21,572	22,274	-3.2%
<b>NEW Patron Registrations</b>																	
<b>Topeka / Shawnee County</b>																	
Adults	866	637													1,503	1,306	15.1%
Children (ages 17 and under)	209	190													399	506	-21.1%
Red Carpet Outreach	19	8													27	45	-40.0%
NEKL	94	60													154	219	-29.7%
Non-Resident	1	0													1	3	-66.7%
<b>Total New Registrations</b>	<b>1,189</b>	<b>895</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,084</b>	<b>2,079</b>	<b>0.2%</b>
<b>PATRONS DELETED</b>	<b>1,021</b>	<b>912</b>													<b>1,933</b>	<b>2,181</b>	<b>-11.4%</b>
<b>BORROWERS</b>																	
<b>Topeka / Shawnee County</b>																	
Adults	48,340	48,421													96,761	48,894	97.9%
Children (age 4 - 17)	18,407	18,321													36,728	23,064	59.2%
Red Carpet Outreach	1,446	1,444													2,890	1,466	97.1%
NEKL	8,066	8,117													16,183	8,817	83.5%
Non-Resident	56	55													111	58	91.4%
Delinquent	11,730	11,569													23,299	13,335	74.7%
<b>TOTAL BORROWERS</b>	<b>88,045</b>	<b>87,927</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>175,972</b>	<b>95,634</b>	<b>84.0%</b>
<b>Holds Satisfied</b>	<b>19,334</b>	<b>16,822</b>													<b>36,156</b>	<b>15,494</b>	<b>133.4%</b>
<b>TOTAL CHECK-IN</b>	<b>146,533</b>	<b>132,074</b>													<b>278,607</b>	<b>171,163</b>	<b>62.8%</b>

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2013

	2013												2012 Jan	Change 12 TO 13%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total	
<b>COLLECTION</b>																
Materials Added	6,696	5,710												12,406	11,868	4.5%
Materials Discarded	147	5,303												5,450	15,435	-64.7%
<b>TOTAL COLLECTION</b>	<b>460,937</b>	<b>461,344</b>												<b>445,067</b>	<b>870,802</b>	<b>-48.9%</b>
<b>WEBSITE</b>																
Visits - Returning	50,795	47,056												97,851	98,089	-0.2%
Visits - New	36,772	29,701												66,473	45,764	45.3%
Total Visits	87,567	76,757												164,324	143,853	14.2%
<b>UNIQUE VISITORS</b>	<b>49,062</b>	<b>41,499</b>												<b>90,561</b>	<b>71,065</b>	<b>27.4%</b>
<b>REFERENCE QUESTIONS</b>																
Adult Services	19,089	17,062												36,151	33,015	9.5%
Red Carpet	1,369	1,182												2,551	2,246	13.6%
Topeka Room	997	1,197												2,194	3,911	-43.9%
Youth Services	2,577	2,314												4,891	4,681	4.5%
<b>TOTAL REFERENCE QUES</b>	<b>24,032</b>	<b>21,755</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,787</b>	<b>43,853</b>	<b>4.4%</b>
<b>GATE COUNT</b>	<b>65,606</b>	<b>60,422</b>												<b>126,028</b>	<b>135,650</b>	<b>-7.1%</b>
<b>MEETING ROOMS</b>																
Bookings	609	650												1,259	1,280	-1.6%
Hours Booked	2,884	3,418												6,302	6,291	0.2%
<b>ATTENDANCE</b>	<b>11,037</b>	<b>12,980</b>												<b>24,017</b>	<b>24,002</b>	<b>0.1%</b>
<b>PROGRAM ATTENDANCE</b>																
<b>Onsite Program Attendance</b>																
Kids [birth - 11 yrs]	1,377	1,753												3,130	3,613	-13.4%
Teens [12 - 18 yrs]	66	116												182	381	-52.2%
Adult	660	382												1,042	1,426	-26.9%
Books	35	126												161	156	3.2%
Business	14	29												43	19	126.3%
Movies	31	240												271	98	176.5%
Music	0	231												231	0	#DIV/0!
Art	0	32												32	332	-90.4%
Computer	336	356												692	744	-7.0%
<b>ONSITE ATTENDANCE</b>	<b>2,519</b>	<b>3,265</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,784</b>	<b>6,769</b>	<b>-14.6%</b>
<b>Offsite Program Attendance</b>																
Youth Outreach	4,621	3,361												7,982	8,540	-6.5%
Adult Outreach	8	21												29	255	-88.6%
Speakers Bureau	34	124												158	132	19.7%
<b>OFFSITE ATTENDANCE</b>	<b>4,663</b>	<b>3,506</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,169</b>	<b>8,927</b>	<b>-8.5%</b>
<b>TOTAL ATTENDANCE</b>	<b>7,182</b>	<b>6,771</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,953</b>	<b>15,696</b>	<b>-11.1%</b>
<b>TOURS &amp; FAIRS</b>																
Fairs & Events	0	1,189												1,189	1,692	*
Library Tours	0	11												11	312	*
<b>TOURS &amp; FAIRS</b>	<b>0</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>*</b>	<b>0</b>	<b>*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>*</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>2,004</b>	<b>*</b>
<b>GALLERY ATTENDANCE</b>	<b>1,670</b>	<b>1,782</b>												<b>3,452</b>	<b>*</b>	<b>*</b>



Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2013

	2013												2013 Total	2012 Jan	Change 11 TO 12%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
<b>CIRCULATION DETAILS</b>																	
<b>Print Material</b>																	
Adult Fiction	26,318	23,702													50,020	49,358	1.3%
Adult Nonfiction	23,442	20,925													44,367	47,969	-7.5%
Juvenile Fiction	23,402	22,018													45,420	46,989	-3.3%
Juvenile Nonfiction	9,549	8,554													18,103	19,766	-8.4%
Magazines	2,248	2,080													4,328	4,978	-13.1%
RC Print Materials	10,860	9,771													20,631	21,176	-2.6%
RC Realia	439	449													888	1,037	-14.4%
YA Print Materials	4,808	4,151													8,959	9,037	-0.9%
<b>PRINT CIRCULATION</b>	<b>101,066</b>	<b>91,650</b>													<b>192,716</b>	<b>200,310</b>	<b>-3.8%</b>
<b>Audio / Visual Material</b>																	
Adult Audiobooks	6,727	5,798													12,525	14,007	-10.6%
Adult Music	5,717	5,119													10,836	12,939	-16.3%
Adult Videos / DVDs	47,533	44,117													91,650	94,838	-3.4%
Adult Video Games	1,813	1,761													3,574	4,329	-17.4%
Juvenile Audiobooks	758	690													1,448	1,488	-2.7%
Juvenile Music	791	752													1,543	1,912	-19.3%
Juvenile Videos / DVDs	15,844	13,670													29,514	29,102	1.4%
YA A/V	256	190													446	496	-10.1%
<b>A/V CIRCULATION</b>	<b>79,439</b>	<b>72,097</b>													<b>151,536</b>	<b>159,116</b>	<b>-4.8%</b>
<b>Adult Material</b>																	
Adult Fiction	26,318	23,702													50,020	49,358	1.3%
Adult Nonfiction	23,442	20,925													44,367	47,969	-7.5%
Magazines	2,248	2,080													4,328	4,978	-13.1%
Adult Audiobooks	6,727	5,798													12,525	14,007	-10.6%
Adult Music	5,717	5,119													10,836	12,939	-16.3%
Adult Videos / DVDs	47,533	44,117													91,650	94,838	-3.4%
Adult Video Games	1,813	1,761													3,574	4,329	-17.4%
<b>ADULT CIRCULATION</b>	<b>111,985</b>	<b>101,741</b>													<b>213,726</b>	<b>228,418</b>	<b>-6.4%</b>
<b>Juvenile Material</b>																	
Juvenile Fiction	23,402	22,018													45,420	46,989	-3.3%
Juvenile Nonfiction	9,549	8,554													18,103	19,766	-8.4%
Juvenile Audiobooks	758	690													1,448	1,488	-2.7%
Juvenile Music	791	752													1,543	1,912	-19.3%
Juvenile Videos / DVDs	15,844	13,670													29,514	29,102	1.4%
<b>JUVENILE CIRCULATION</b>	<b>50,344</b>	<b>45,684</b>													<b>96,028</b>	<b>99,257</b>	<b>-3.3%</b>
<b>Red Carpet Material</b>																	
RC Print Materials	10,860	9,771													20,631	21,176	-2.6%
RC Realia	439	449													888	1,037	-14.4%
<b>RED CARPET CIRCULATION</b>	<b>11,299</b>	<b>10,220</b>													<b>21,519</b>	<b>22,218</b>	<b>-3.1%</b>
<b>Young Adult Material</b>																	
YA Print Materials	4,808	4,151													8,959	9,037	-0.9%
YA A/V	256	190													446	496	-10.1%
<b>YOUNG ADULT CIRCULATION</b>	<b>5,064</b>	<b>4,341</b>													<b>9,405</b>	<b>9,533</b>	<b>-1.3%</b>

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2013

	2013												2013		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
<b>Value Calculator</b>															
<b>Circulation</b>															
Books (\$17)	\$1,679,906	\$1,522,690													
Magazines (\$5)	\$11,240	\$10,400													
Audiobooks (\$10)	\$74,850	\$64,880													
DVD, Games, Music (\$4)	\$287,816	\$262,436													
<b>Reference Questions (\$7)</b>	<b>\$168,224</b>	<b>\$152,285</b>													
<b>Programming</b>															
Children (\$7)	\$42,448	\$36,610													
Adults (\$15)	\$16,770	\$23,115													
<b>Meeting Room Use</b>	<b>\$40,640</b>	<b>\$36,950</b>													
<b>Gallery Attendance (\$10)</b>	<b>\$16,700</b>	<b>\$17,820</b>													
<b>Computer Use (\$12 /hr)</b>															
<b>Free Printing (\$.10)</b>															
<b>ILL Borrowed (\$25)</b>	<b>\$13,050</b>	<b>\$9,300</b>													
<b>TOTAL VALUE</b>	<b>\$2,351,644</b>	<b>\$2,136,486</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,488,130</b>		
<b>Adult Nonfiction</b>															
<b>Neighborhoods</b>															
General NF	10,036	9,119											19,155	20,918	-8.4%
Adult Learner	28	29											57	48	18.8%
Biographies	736	783											1,519	1,649	-7.9%
Jobs & Careers	243	179											422	493	-14.4%
Cooking	1,030	951											1,981	2,806	-29.4%
Collectibles	295	220											515	757	-32.0%
College & Testing	258	216											474	505	-6.1%
Crafts	0	2											2	0	*
Crime	294	280											574	643	-10.7%
Gardening	289	343											632	681	-7.2%
Health	2,189	1,861											4,050	4,918	-17.6%
Home	830	753											1,583	1,313	20.6%
Pets	420	364											784	710	10.4%
Travel	1,337	1,087											2,424	2,570	-5.7%
Weddings	145	119											264	418	-36.8%
<b>NF CIRCULATION</b>	<b>18,130</b>	<b>16,306</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34,436</b>	<b>38,429</b>	<b>-10.4%</b>

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts; Includes Void and Cancelled Checks**  
**For the Month Ended February 28, 2013**

<b>FUND</b>	<b>SACCT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Paid</b>	<b>Sts</b>	<b>Check#</b>
010	15060	2/8/2013	BERBERICH TRAHAN & CO., P.A.	ANNUAL AUDIT EOY 12/31/12	20,000.00	O	81797
					<b>20,000.00</b>		<b>81797 Total</b>
010	04010	2/14/2013	COREFIRST BANK & TRUST	IMAC 27-INCH	2,582.00	O	81828
010	04010	2/14/2013	COREFIRST BANK & TRUST	IMAC 27-INCH	2,582.00	O	81828
010	04010	2/14/2013	COREFIRST BANK & TRUST	IMAC 27-INCH	2,513.00	O	81828
010	15000	2/14/2013	COREFIRST BANK & TRUST	MAILCHIMP 2013-ROCKET SCIENCE	240.00	O	81828
					<b>7,917.00</b>		<b>81828 Total</b>
010	15800	2/14/2013	WESTAR ENERGY	UTILITIES 2013	24,566.61	O	81849
					<b>24,566.61</b>		<b>81849 Total</b>
010	04010	2/22/2013	AT&T DATACOMM, INC.	ASA 5525-X WITH SW, 8GE DATA	5,307.05	O	81866
010	15000	2/22/2013	AT&T DATACOMM, INC.	GIGABIT ETHERNET MEDIA CONVERT	383.00	O	81866
010	15000	2/22/2013	AT&T DATACOMM, INC.	1000SX (LC) SFP, 550M	240.00	O	81866
010	15000	2/22/2013	AT&T DATACOMM, INC.	10 METER DUPLEX MULTIMODE PATCH	30.00	O	81866
010	15000	2/22/2013	AT&T DATACOMM, INC.	SHIPPING & HANDLING CHARGES	8.90	O	81866
					<b>5,968.95</b>		<b>81866 Total</b>
010	15100	2/22/2013	OCLC, INC.	SUBSCRIPTIONS 2013	5,176.28	O	81885
					<b>5,176.28</b>		<b>81885 Total</b>
010	04010	2/22/2013	PEOPLES/COMMERCIAL INSURANCE	ADJUSTMENTS TO 2012 PREMIUM	36.00	O	81886
010	15150	2/22/2013	PEOPLES/COMMERCIAL INSURANCE	COMMERCIAL PACKAGE-SEMI ANNUAL	14,653.00	O	81886
010	15150	2/22/2013	PEOPLES/COMMERCIAL INSURANCE	BUSINESS AUTO-SEMI ANNUAL	1,725.00	O	81886
010	15150	2/22/2013	PEOPLES/COMMERCIAL INSURANCE	BOILER/MACHINERY-SEMI ANNUAL	795.00	O	81886
015	19200	2/22/2013	PEOPLES/COMMERCIAL INSURANCE	WORKER'S COMPENSATION PKG	19,360.00	O	81886
					<b>36,569.00</b>		<b>81886 Total</b>
010	15040	2/22/2013	TECH LOGIC CORPORATION	FULL SERVICE AGREEMENT 3/1-	65,677.00	O	81893
					<b>65,677.00</b>		<b>81893 Total</b>
					<b>165,874.84</b>		<b>Grand Total</b>