



Agenda
Topeka and Shawnee County Public Library
Board of Trustees
April 18, 2013 – 4:00 p.m.
Menninger Room

Call to Order

Public Comment

Approval of March Board Meeting Minutes

Audit Report-Berberich Trahan & Co., P.A.-Karen Linn, Shareholder with Berberich Trahan & Co., P.A. audit firm

- Finance & Audit Committee Report-Bob Harder, Chair
- Audit Report Acceptance - **Action Item**

Chief Financial Officer's Report – Sheryl Weller

Financial Reports

- Treasurer's Report – Bob Harder
- Financial Reports - **Action Item**
- FY2014 Budget part 1- **Discussion**

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

- Sole Source Purchase – Replacement DVR for Security System – **Action Item**
- Sole Source Purchase – Library Operational Vehicle – **Action Item**
- Nominating Committee Report – Kerry Storey, Chair
- Election of Officers - **Action Item**

Advocacy Stories

Adjournment

Next Meeting:

May 16, 2013 @ 4:00 pm

Board Budget Work Sessions:

June 17, 2013, 9AM-12PM, Menninger Room

July 8, 2013, 12PM-3PM, Menninger Room

Subject to change without notice



**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 21, 2013
Menninger Room**

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Stacey Woolington, Quentin Martin

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, March 21, 2013 in the Menninger Room of the Main Building, 1515 SW 10th 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 January board meeting minutes were accepted as presented. Motion carried.

CHIEF FINANCIAL OFFICER'S REPORT—Sheryl Weller

Dan Guenther asked trustees to take special note of the timeline for the 2014 budget meetings located on page three of the CFO report.

Treasurer's Report-Bob Harder

On motion by Bob Harder, seconded by Duane Johnson, the January and February financial reports were accepted. Motion carried.

FRIENDS REPORT— Sherryl Longhofer, Board Chair, was unable to attend this meeting.

FOUNDATION REPORT— Jeanne Slusher, Board Chair

EXECUTIVE DIRECTOR'S REPORT- Gina Millsap

CHIEF OPERATING OFFICER'S REPORT – Rob Banks

OLD BUSINESS

Strategic Plan Update – Gina Millsap

Thad Hartman reported that the Shawnee County Parks and Recreation and TSCPL partnership will result in installation of computers in Central Park, Rice, Garfield, Oakland, Crestview and Hillcrest Community Centers. Installation should begin on April 15, 2013. A grand opening is planned for May 15 at Central Park Community Center.

NEW BUSINESS

Resolution – Authorization New Bank Accounts

On motion by Bob Harder, seconded by David Monical, the Board of Trustees approved 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. Motion carried.

Resolution – Nominating Committee Appointments

On motion by Elizabeth Ross, seconded by Melissa Masoner, the Board of Trustees approved the Nominating Committee Appointments of Kerry Storey, Stacey Woolington and Robert Harder. Motion carried.

2012 Annual Report

The 2012 Annual Report was presented.

ADVOCACY STORIES

ADJOURNMENT

On motion by Bob Harder, seconded by David Monical, the board adjourned at 5:00 PM. Motion carried.

Melissa Masoner
Secretary of the Board

The meeting adjourned at 5:00 PM



Resolution – Finance and Audit Committee Report

BOARD OF TRUSTEES

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY

April 18, 2013

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

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

Financial Summary - Page 1

The new accounts at VisionBank, Denison State Bank and the Municipal Investment Pool are shown on this month's report. They are also summarized on the Investments and Debt summary.

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 & 4

With 24.7% of the budget year completed, 49% of the budgeted revenue has been received and 27% of the approved budget has been expended/encumbered. This compares to 2012 in which 49% of the budgeted revenue had been received and 28% of the approved budget had been expended/encumbered. Most of the remaining known and/or continuing obligations in 2013 were encumbered in March.

The second tax distribution for 2013 was received March 20th as scheduled. The total received for the General Fund was \$415,140.73. The percentage of the ad valorem budget collected year-to-date is the same as in 2012 at 55%. The percentage of year-to-date motor vehicle tax is 8% in 2013 and was 9% at this same time in 2012.

Employee Benefit Fund – Page 6

With 24.7% of the year completed, 49% of the budgeted revenue has been received, with 25% of the approved budget expended. This compares to 2012 with 50% of the budgeted revenue received and 22% of the budget expended. Workers compensation is paid/encumbered, but was not at this time in 2012.

The March 20th tax distribution totaled \$103,731.72. The percentage of the ad valorem budget collected year-to-date is the same as in 2012 at 55%. The percentage of year-to-date motor vehicle tax received is 8% compared to 10% 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 \$2,462,776.

Debt Service Fund-Bond & Interest – Page 7

The interest payment of \$152,877.50 on the outstanding bonds was due and paid on March 1. The funds were transferred out of the Municipal Investment Pool by the State of Kansas on the due date.

The March 20th tax distribution totaled \$62,662.03. The percentage of the ad valorem budget collected year-to-date is the same as in 2012 at 55%. The percentage of year-to-date motor vehicle tax received is 9% in both this year and 2012.

Other Items:

- A draft copy of the audited financial statements was sent to me on April 2nd. I will prepare the Management Discussion and Analysis document by April 11th. The audit draft will be reviewed by the Finance and Audit Committee on Monday, April 15th (9:00-10:30 am, Perkins Room). The Committee's recommendation will be provided at the April Board meeting. I will send a draft electronically before the Board meeting so Trustees who are not on the Committee may review it if desired.
- FY 2014 budget work is beginning with a preliminary planning document included in this month's board packet. I will discuss these with the Trustees at the Board meeting. Please remember to schedule the Board budget work sessions on Monday, June 17th 9:00 am to noon and Monday, July 8th noon to 3:00 pm. Both are in the Menninger Room and lunch will be served on July 8th.
- In April, the final approvals will be signed for the completion of the integration and implementation of the scheduling software with ADP's timekeeping system. Rob confirmed that the portion of the timeline scheduled for completion in six months will not hinder progress and TSCPL can use the system effectively until that modification (regarding skill sets of available staff) is available.
- The Management Council met April 4th to develop and prioritize a timeline of projects, bids, Board resolutions and work plans for the initiatives planned for 2013. This will be shared with the Board in May to collectively help anticipate and plan for future agendas, proposals and decisions/actions. Specific Board meeting dates will be listed, with the plan that each Board meeting for the rest of the year will have an action item for a budgeted project. Two resolutions for budgeted items are included in this month's packet: (1) DVR for the security system; and (2) a replacement vehicle. Please see the background summaries.
- TSCPL is on the September 2013 implementation calendar for Black Mountain Software's installation of the new financial management system. A more specific timeline with action items is in progress.
- Since new officers have been selected, all officers need to stay after Board meeting, if possible, to sign the various signature cards for TSCPL's bank accounts. Also, the paperwork for the signature disk, used to electronically affix signatures on checks, must be signed. New officers must provide a copy of their driver's license as well. I can make a copy for you the night of the Board meeting or you may bring a copy with you.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of March 31, 2013

Capital Improvement Funds-VisionBank

\$2,462,776.77 at 0.40% (money market account)

Bond and Interest Funds-Denison State Bank

\$1,500,000.00 at .25%, dated 3/11/13, maturing 8/1/13

Municipal Investment Pool

\$2,000,000.00 operating funds in "overnite pool"*; available
for transfer whenever needed (April/May)

\$3,100,000.00 operating funds in 90-day, fixed rate pool; at
.05% dated 3/7/13, maturing 6/4/13

\$5,100,000.00

*rates vary by day; average March 7-31, 2013 was .0228%

Principal Balance of Outstanding Bonds

\$10,265,000

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

03/31/13

	Balance 01/01/13	Revenue Y-T-D	Expenditures Y-T-D	Balance 03/31/13
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 3,301,521.87	\$ 5,834,854.53	\$ 2,692,262.93	\$ 6,444,113.47
Employee Benefits	1,074,519.64	1,451,613.49	801,253.45	\$ 1,724,879.68
Capital Improvement	2,461,698.91	1,077.86	-	\$ 2,462,776.77
Bond & Interest	994,895.65	851,178.18	152,892.50	\$ 1,693,181.33
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	-	-	\$ -
Federal, State & Local Grants	7,859.67	10,590.00	11,412.62	\$ 7,037.05
Other Special Revenue	739,321.34	9,131.03	15,152.58	\$ 733,299.79
Permanent Funds	445,590.47	8,439.73	441.12	\$ 453,589.08
Totals	\$ 9,025,407.55	\$ 8,166,884.82	\$ 3,673,415.20	\$ 13,518,877.17

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 3,076,839.56
Capital Improvement Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-VisionBank-Money Market Account	2,462,776.77
Restricted Funds-CoreFirst Bank-Checking	732,744.61
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	279,715.65
Bond & Interest Fund-CoreFirst Bank-Checking	192,554.25
Bond & Interest Fund-CoreFirst Bank-Investments	-
Bond & Interest Fund-Denison State Bank-Investments	1,500,000.00
Cash on Hand	2,674.00
Petty Cash	200.00
Endowment Securities	175,869.71
Municipal Investment Pool	5,100,000.00
	\$ 13,523,374.55
Payroll Liabilities	4,497.38
	\$ 13,518,877.17

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

03/31/13

	01/01/13 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	03/31/13 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 3,301,521.87	\$ 5,834,854.53	\$ 244,303.09	\$ 2,447,959.84	\$ 6,444,113.47	\$ 1,483,771.64	\$ 4,960,341.83
Employee Benefit Fund	1,074,519.64	1,451,613.49	-	801,253.45	1,724,879.68	45,560.07	1,679,319.61
Capital Improvement Fund	2,461,698.91	1,077.86	-	-	2,462,776.77	-	2,462,776.77
Bond & Interest Fund	994,895.65	851,178.18	-	152,892.50	1,693,181.33	-	1,693,181.33
Non Major Governmental Funds							
<i>State Aid Fund</i>							
	-	-	-	-	-	-	-
<i>Federal & 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	7,023.97	375.51	87.50	288.01
Kansas Humanities Council Grant	1,200.00	350.00	-	1,250.00	300.00	300.00	-
<i>Other Special Revenue Funds</i>							
Adult Programs	236.00	-	-	-	236.00	-	236.00
Art Collection	40,434.68	5.87	-	39.00	40,401.55	9,812.70	30,588.85
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	-	-	186.61	(182.60)	1,720.62	(1,903.22)
Cooking Neighborhood	-	-	-	-	-	-	-
Friends	248,792.56	35.94	938.76	4,364.03	243,525.71	49,621.35	193,904.36
Fun Committee	2,404.32	315.54	-	792.44	1,927.42	420.00	1,507.42
Gallery Competitions/Exhibits	21,976.52	3.04	-	1,092.89	20,886.67	896.78	19,989.89
Gifts/Memorials (Undesignated)	217,573.52	6,181.71	2,716.16	4,609.77	216,429.30	-	216,429.30
Great Stories Club	47.00	-	-	-	47.00	-	47.00
Health Neighborhood	601.55	-	-	-	601.55	2,700.00	(2,098.45)
Hirschberg Lecture	6,586.82	0.96	-	-	6,587.78	-	6,587.78
Hughes Business Collection	6,610.72	0.96	-	-	6,611.68	-	6,611.68
Library Materials	135,717.38	2,329.63	-	695.88	137,351.13	-	137,351.13
Lingo	-	-	-	-	-	-	-
NEH Expendable	9,942.85	1.44	-	-	9,944.29	4.95	9,939.34
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
PodCamp Topeka	326.79	-	-	-	326.79	-	326.79
Programming Fund	-	250.00	-	(302.68)	552.68	879.23	(326.55)
Red Carpet	371.26	-	-	19.72	351.54	280.28	71.26
Rotary Grant	4.29	-	-	-	4.29	-	4.29
Special Collections	1,841.16	-	-	-	1,841.16	-	1,841.16
Talking Books	8,375.38	1.22	-	-	8,376.60	-	8,376.60
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	4.72	-	-	32,506.88	6,304.00	26,202.88
<i>Permanent Funds</i>							
Mertz Trust	175,869.90	-	-	-	175,869.90	-	175,869.90
NEH Endowment	269,720.57	8,439.73	-	441.12	277,719.18	-	277,719.18
TOTALS	\$ 9,025,407.55	\$ 8,166,884.82	\$ 251,096.66	\$ 3,422,318.54	\$ 13,518,877.17	\$ 1,608,710.34	\$ 11,910,166.83

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u>
				24.7% of year
Ad Valorem Property Tax	\$ 10,228,960.00	\$ 5,575,208.39	\$ (4,653,751.61)	55%
Back Tax	-	-	\$ -	0%
Motor Vehicle Tax	1,157,984.00	94,429.17	\$ (1,063,554.83)	8%
Recreational Vehicle Tax	11,587.00	659.17	\$ (10,927.83)	6%
16/20 M Vehicle Tax	11,299.00	8,226.18	\$ (3,072.82)	73%
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	2,428.31	\$ (2,571.69)	49%
Sundry Revenue - Recycling	2,500.00	376.35	\$ (2,123.65)	15%
Salary Refunds-Foundation	69,600.00	10,613.65	\$ (58,986.35)	15%
Salary Refunds-Friends	109,800.00	23,224.10	\$ (86,575.90)	21%
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	1,140.55	\$ (3,859.45)	23%
Pay to Sam	42,000.00	11,609.83	\$ (30,390.17)	28%
Overdue fees	317,000.00	78,477.28	\$ (238,522.72)	25%
Debt Collect	21,000.00	313.45	\$ (20,686.55)	1%
ILL Fees	5,000.00	44.72	\$ (4,955.28)	1%
Mailing Fees	-	-	\$ -	0%
Non Resident Card Fee	800.00	85.00	\$ (715.00)	11%
Telephone/Fax	3,700.00	1,096.10	\$ (2,603.90)	30%
Obituary Fees	1,500.00	195.00	\$ (1,305.00)	13%
Meeting Room Charges	13,000.00	3,105.01	\$ (9,894.99)	24%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	5,000.00	1,170.81	\$ (3,829.19)	23%
Revitalization Rebates	(123,861.00)	-	\$ -	0%
Library Treasurer's Balance	1,865,626.00	-	\$ -	0%
TOTALS	<u>\$ 13,891,743.00</u>	<u>\$ 5,834,854.53</u>	<u>\$ (6,315,123.47)</u>	49%

Topeka and Shawnee County Public Library

03/31/13

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances	(Over)/Under Budget	% Expended 24.7% of year
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 1,476.90	\$ -	\$ 4,923.10	23%
Salaries-Facilities	607,089.00	136,183.72	-	470,905.28	22%
Salaries-Overtime	10,200.00	1,594.64	-	8,605.36	16%
Salaries-Shelvers	191,603.00	26,939.26	-	164,663.74	14%
Salaries-Staff	7,064,670.00	1,580,667.10	-	5,484,002.90	22%
Salaries-Security	267,894.00	55,462.87	-	212,431.13	21%
Conferences	50,000.00	8,184.59	2,543.80	39,271.61	21%
Staff Training	14,000.00	5,198.89	416.19	8,384.92	40%
Mileage	7,055.00	1,492.94	4,693.86	868.20	88%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	162.12	338.45	2,499.43	17%
Materials-Print/Non-Print <1 YR	390,300.00	24,151.84	24,804.83	341,343.33	13%
Materials-Print/Non-Print	1,233,000.00	173,068.39	104,472.33	955,459.28	23%
Materials-Periodicals	43,000.00	891.71	100.00	42,008.29	2%
OPERATIONS:					
Contracted-Digital Services	225,920.00	9,944.56	24,889.73	191,085.71	15%
Contracted-Facilities	258,500.00	116,503.95	33,302.54	108,693.51	58%
Contracted-Office Equipment	121,100.00	15,556.58	63,417.59	42,125.83	65%
Contracted-Professional	287,000.00	63,511.38	107,556.70	115,931.92	60%
Databases	74,000.00	10,343.97	59,661.48	3,994.55	95%
Digital Services Support	256,012.00	31,005.65	75,924.77	149,081.58	42%
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	2,849.27	4,725.00	12,425.73	38%
Memberships/Dues	21,000.00	320.00	19,277.00	1,403.00	93%
Miscellaneous	5,000.00	(103.24)	333.33	4,769.91	5%
Payments to Other Libraries	77,800.00	-	-	77,800.00	0%
Postage/Shipping	75,000.00	27,579.94	935.99	46,484.07	38%
Printing	65,000.00	5,639.43	22,685.85	36,674.72	44%
Programming	30,000.00	1,617.41	6,016.31	22,366.28	25%
Special Projects	302,200.00	-	-	302,200.00	0%
Supplies-Facilities	70,000.00	7,951.17	34,764.57	27,284.26	61%
Supplies-Office/Library	77,000.00	6,887.49	2,463.23	67,649.28	12%
Supplies-Processing	35,000.00	4,184.46	980.00	29,835.54	15%
Telecommunications	143,000.00	11,830.54	46,349.46	84,820.00	41%
Utilities-Electric	335,000.00	72,379.12	238,020.88	24,600.00	93%
Utilities-Gas	75,000.00	13,348.95	28,651.05	33,000.00	56%
Utilities-Water/Sewage	35,000.00	2,885.93	29,114.07	3,000.00	91%
Vehicle-Gas	29,000.00	6,010.89	2,398.15	20,590.96	29%
Vehicle-Repair	50,000.00	4,869.15	15,861.20	29,269.65	41%
Contingency/Fund Balance	1,200,000.00	-	-	-	0%
Cash Long/Short	-	(29.73)	-	29.73	0%
TOTALS	\$ 13,891,743.00	\$ 2,447,959.84	\$ 971,862.36	\$ 9,271,920.80	27%

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

03/31/13

	<u>2013 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/13	\$ 1,865,626.00	\$ 2,532,937.16	
Revenue:			
Ad Valorem Property Tax	10,228,960.00	5,575,208.39	55%
Back Tax	-	-	
Motor Vehicle Tax	1,157,984.00	94,429.17	8%
Recreational Vehicle Tax	11,587.00	659.17	6%
16/20M Vehicle Tax	11,299.00	8,226.18	73%
In Lieu of Tax	45,216.00	22,451.46	50%
E-Rate Reimbursement	75,000.00	-	0%
Fees and Charges	417,000.00	98,495.25	24%
Reimbursements	197,932.00	34,214.10	17%
Revitalization Rebates	(123,861.00)	-	0%
Interest on Idle Funds	5,000.00	1,170.81	23%
	<u>\$ 12,026,117.00</u>	<u>\$ 5,834,854.53</u>	49%
Expenditures/Encumbrances:			
Salaries	8,147,856.00	1,802,324.49	22%
Other Staff Support Costs	71,055.00	22,530.27	32%
Library Collections	1,669,300.00	327,989.67	20%
Contracted Services	892,520.00	434,683.03	49%
Digital Services Support	256,012.00	106,930.42	42%
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	29,139.39	37%
Other Operating Expenditures	509,000.00	253,644.93	50%
Cash Basis Reserve	1,200,000.00	-	0%
	<u>\$ 13,891,743.00</u>	<u>\$ 3,419,822.20</u>	27%
Prior Year Canceled Purchase Orders		<u>\$ 12,372.34</u>	
Unencumbered Balance 03/31/13	\$ -	<u><u>\$ 4,960,341.83</u></u>	

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

03/31/13

EMPLOYEE BENEFITS

	2013 Budget	Year To Date	%
Balance 01/01/13	\$ 789,263.00	\$ 1,072,680.60	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,529,505.00	\$ 1,378,883.41	55%
Back Tax	-	-	
Motor Vehicle Tax	303,821.00	25,506.91	8%
Recreational Vehicle Tax	3,040.00	177.47	6%
16/20M Vehicle Tax	2,965.00	2,365.61	80%
In Lieu of Tax	11,869.00	5,552.79	47%
Refund-Fringe Benefits-Foundation	29,200.00	4,658.49	16%
Refund-Fringe Benefits-Friends	23,400.00	3,459.61	15%
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	31,009.20	28%
Revitalization Rebates	(32,498.00)	-	0%
	\$ 2,992,599.00	\$ 1,451,613.49	49%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 7,000.00	\$ 6,668.04	
FICA	623,314.00	130,702.56	21%
KPERS	692,248.00	152,245.92	22%
Worker's Compensation	87,000.00	77,440.00	89%
Unemployment Tax	16,300.00	5,189.19	32%
Health/Dental Insurance	1,981,000.00	472,728.77	24%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 3,781,862.00	\$ 844,974.48	25%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 03/31/13	\$ -	\$ 1,679,319.61	

CAPITAL IMPROVEMENT

Balance 01/01/13		\$ 2,461,698.91
<u>Revenue:</u>		
Interest received		1,077.86
		\$ 1,077.86
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 03/31/13		\$ 2,462,776.77

STATE AID

Balance 01/01/13		\$ -
<u>Revenue:</u>		
State	75,000.00	-
	\$ 75,000.00	\$ -
<u>Expenditures/Encumbrances:</u>		
Library Materials	75,000.00	-
	\$ 75,000.00	\$ -
Unencumbered Balance 03/31/13	\$ -	\$ -

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

03/31/13

	<u>2013 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/13	\$ 979,329.00	\$ 994,895.65	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,522,370.00	829,876.21	55%
Back Tax	-	-	
In Lieu of Tax	7,285.00	3,341.93	46%
Motor Vehicle Tax	186,569.00	16,082.73	9%
Recreational Vehicle Tax	1,867.00	111.59	6%
16/20M Vehicle Tax	1,821.00	1,574.39	86%
Revitalization Rebates	(19,956.00)	-	0%
Interest on Idle Funds	1,500.00	191.33	13%
	<u>\$ 1,701,456.00</u>	<u>\$ 851,178.18</u>	50%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,375,000.00	\$ -	0%
Interest	305,755.00	152,877.50	50%
Wire Transfer Fees	30.00	15.00	0%
Cash Basis Reserve	1,000,000.00	-	0%
	<u>\$ 2,680,785.00</u>	<u>\$ 152,892.50</u>	9%
 Unencumbered Balance 03/31/13	 <u>\$ -</u>	 <u>\$ 1,693,181.33</u>	



**FY 2014 Budget - Preliminary Planning
April 18, 2013**

Observation: property values have stabilized.

- * Valuations increased by 1.88% from last year, but mostly from new construction.
- * Removing new construction, and relying solely on market influences, reduces the increase to .64%.
- * This remains good news because property values declined 2.16% last year, per the County Appraiser.
- * The County won't know how the valuations affect property tax income until values are certified in June. Appeals were due April 1.

From *Capital Journal*, February 28, 2013

Observation: state tax law may have substantial impact.

- * Amendments to the taxation definition for commercial machinery and equipment could be enacted (House Bill 2285).
- * Fiscal note data submitted by the Kansas Association of Counties and the League of Municipalities states it would reduce local property tax collections, but they do not have data for a precise effect on local governments.
- * Original fiscal note said the impact to local governments would be "significant" and it would force local governments to either raise fees, mill levies or cut spending, but these statements were later removed from the fiscal note by the State's Division of the Budget. ^
- * Statewide property tax revenue is estimated by the Kansas Association of Counties to decrease by \$64 million as a result of the legislation.^

^From *Capital Journal*, March 14, 2013

Observation: potential impact of state tax law change (worst-case scenario).

- * Shawnee County officials estimate the impact of the state tax law change to be \$7 to \$8 million. ^
- * Below is an extrapolation of County to TSCPL ad valorem taxes and applying the County's estimated reduction to TSCPL:

Shawnee County

Total ad valorem tax revenues budgeted to be received in FY 2013:	\$ 65,843,521
Estimated Reductions:	
\$7 M	10.63%
\$8 M	12.15%

TSCPL

Total ad valorem tax revenues budgeted to be received in FY 2013:	\$ 14,280,835
Estimated Reductions:	
10.63%	\$ 1,518,053
12.15%	\$ 1,735,121

This is a worst-case estimate, based upon estimates developed by another local government for which TSCPL cannot confirm.

Recommendation: a flat-dollar budget (based on the prior year) is optimal and achievable, provided state tax law remains unchanged.



FY 2014 Budget - Preliminary Planning
April 18, 2013

Timeline of Proposed Projects/Funding

CURRENT YEAR 2013

	<u>Amount</u>
Self-check machines	\$ 105,200
Lobby re-configuration	\$ 50,000
Telephone system conversion to VOIP	\$ 122,000
Lockbox/dispensers location #2 (1/2 from operating budget)	\$ 25,000
Special Projects Approved Budget	<u>\$ 302,200</u>

- * It has become apparent that the RFID tagging and self-check initiatives would be more efficient and effective if implemented together and made the top priority.
- * The RFID tagging project is on the funding matrix for 2014 at an estimated cost of \$250,000.
- * The current cost estimate is \$450,00 to \$500,000, without any lobby re-configuration.
- * Unless failure occurs, the telephone system could be moved to 2014 and would be eligible for e-rate reimbursement, which could be received in either 2014 or 2015.
- * If all Special Projects funding is applied to this priority project, an additional \$148,000 to \$198,000 is required.
- * The e-rate funding from the library-wide wireless project (\$172,000) is still expected this year and would fund most of the funding needed for the RFID/self-check project.
- * An amended budget, including a public hearing, would be required to expend the e-rate reimbursement in 2013. Otherwise, it would roll forward to use in 2014.

BUDGET YEAR 2014

Projects on the Funding Matrix Anticipated from the Operating Budget

* Parks and Recreation partnership - ongoing support	\$ 5,000
* Mini van replacement #2 - this is actually occurring in 2013, along with a used pickup. Funding could be applied to another project or the purchase of mini van #3.	\$ 35,000
* Lockboxes and dispensers #3 - location #1 not yet completed so this may be delayed	\$ 25,000
* Bookmobile #2 - potential contribution if fund-raising falls short	\$ 5,000
* RFID materials tagging project - move to 2013, if possible; 2014 funds could be redirected	\$ 250,000
	<u>\$ 320,000</u>
* Voice over Internet Protocol Telephone Service; move to 2014 if possible	
* Lobby reconfiguration - move to 2014 after self-check location use/assessment Capital improvement funds are an option for funding the reconfiguration, as well as some existing funds held by the Foundation.	

Other Issues to Consider

- * KPERS and health insurance costs

CHIEF EXECUTIVE OFFICER'S REPORT

April, 2013

LIBRARY NEWS

This month I'd like to direct your attention to an article that appeared in the New York Times, April 2, 2013. It's titled, "Investments in Education May Be Misdirected." You can read the article in its entirety here. http://www.nytimes.com/2013/04/03/business/studies-highlight-benefits-of-early-education.html?_r=0

This excerpt summarizes the article and the research behind it.

James Heckman is one of the nation's top economists studying human development. Thirteen years ago, he shared the Nobel for economics. In February, he stood before the annual meeting of the Nebraska Chamber of Commerce and Industry, showed the assembled business executives a chart, and demolished the United States' entire approach to education.

The chart showed the results of cognitive tests that were first performed in the 1980s on several hundred low-birth weight 3-year-olds, who were then retested at ages 5, 8 and 18.

Children of mothers who had graduated from college scored much higher at age 3 than those whose mothers had dropped out of high school, proof of the advantage for young children of living in rich, stimulating environments.

More surprising is that the difference in cognitive performance was just as big at age 18 as it had been at age 3.

"The gap is there before kids walk into kindergarten," Mr. Heckman told me. "School neither increases nor reduces it."

If education is supposed to help redress inequities at birth and improve the lot of disadvantaged children as they grow up, it is not doing its job.

I share this to help continue our conversation about what community impacts the library will focus on in the next 10 years and why making sure children are ready for kindergarten is so critical to our community and our country.

LIBRARY NEWS – BOARD OF TRUSTEES

This is the time of year for appointments to the Library Board of Trustees. Kerry Storey made a request to the Mayors' office to continue her service on the Board. The Mayor's office notified us that her re-appointment will be on the Topeka City Council agenda this month.

DISCUSSION & ACTION ITEMS

Strategic Planning

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

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

Agenda Items

Audit Report Acceptance: The Audit and Finance Committee meets on Monday, April 15 at 9 a.m. in the Menninger Room to review the audit with representatives from Berberich Trahan and Co. Each year at it April meeting, the Board accepts the audit report from the committee.

Sole Source Purchase – Replacement DVR for Security System: This is to replace outworn equipment that cannot be repaired. Please see resolution sheet for background and fiscal note.

Sole Source Purchase – Library Operational Vehicle: This is to replace our other old minivan. Please see resolution sheet for background and fiscal note.

Nominating Committee Report – Chair Kerry Storey will submit her committee's report for nominees for chair, vice-chair, secretary and treasurer, per Article 4, section 3 of the Board of Trustee Bylaws.

Election of Officers: The chair, vice-chair, treasurer and secretary will be elected per [Article 2, section 2](#) of the bylaws. (*Election of Officers. Officers shall be elected annually at the meeting in April and begin serving on May 1.*)

PROFESSIONAL ACTIVITIES & COMMUNITY CONTACTS (February & March)

Meetings/Activities: Met with Heartland Visioning ED William Beteta & co-chair Harry Craig; Heartland Visioning Management Committee meeting; agenda review with TSCPL board executive committee; Library Foundation Finance Committee meeting; Intergovernmental Cooperation Council; planning sessions with Parks and Recreation project team. RFID vendor demos; Foundation board meeting; Rotary and Rotary strategic planning meeting; met with my mentee from Hayes Public Library Brandon Hines and gave him tour of TSCPL; TSCPL 3 board retreat; met with TCJ reporter to discuss library usage statistics for 2012 – see story here. <http://cjonline.com/news/2013-04-02/digital-age-library-finds-difficulty-attaching-numbers-its-value>

Facilitated: Process improvement session for the Digital Services team;

Presented: for Kiwanis Club – overview of library’s community outreach efforts

**Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 4/11/2013**

Major Projects Update April 18, 2013

Neighborhoods:

Timeline: December 2013

- Completed: Travel, Health, Jobs & Careers, College & Testing, Lawn & Garden, Cooking, Crime, Home, Pets, Collectibles, & Weddings
- In Development: 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 was purchased and the new company is revising the equipment. Information should be available in 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 April 2013, it will be turned on.

VOIP (new phone system): on funding matrix for 2013; may be delayed due to shift in RFID and self-check project.

Book Dispenser:

Timeline: Decision by May 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
April 18, 2013

I will be in Chicago for the ALA Executive Board meeting, so will not be in attendance here in Topeka. My whole day on Thursday will be in budget meetings. I'm guessing your meeting will be more fun than mine.

Now that ADP is installed and functioning, it is time for me to work on the next step in the process: Snap Schedule. Snap Schedule is the scheduling software that talks to ADP and provides us our first real library-wide scheduling system.

At one point we had twelve different schedules operating at the same time. While that system worked amazingly well for many years; it was very labor intensive and didn't provide us the necessary information to fit our current needs.

Snap Schedule will do that job for us. Each department has been working for the last several months on making preparatory changes. Over the next several months, we will input the necessary information and develop our new schedule. I'm looking forward to this process.

My community contacts:

SN CO Parks and Rec. staff
Susan Duffy, Topeka Transit Authority
Leadership Greater Topeka Class of 2013

Departmental Highlights:

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

We had 378 people attend and 34 books were entered in our 7th annual [Edible Book Festival](#) on Friday, April 5. Brea Black and Zan Popp, along with staff from Adult Services, coordinated our highest number of entries yet. Combining this event with the First Friday Artwalk and the opening of [Consumed](#) made one of our best opening crowds ever, at 401 attendees. Topeka artist Justin Marable, and Kansas City artist Juniper Tangpuz, brought an enthusiastic crowd to the Sabatini Gallery. Kids loved playing with the interactive diorama. Many people have commented on the exhibit quality and told us they like seeing "edgy" art from a Topekan, here in Topeka. Marable and Tangpuz combine ecological issues, food production, history, pre-history, and changes in environmental conditions in their work. Both artists combine elements from all of these topics in their work, including a solar-powered pterodactyl, a mosasaur water irrigation system, and

scenes from historic Kansas. These two men worked collaboratively on a large diorama about power consumption and current conditions.

Heather Kearns, coordinator of the gallery's social media, publicized the exhibit on Facebook and Twitter extensively. She is using a new application called "VINE" to put 6-second [videos](#) directly onto the web through the gallery's Twitter account. She used several of these during the exhibit installation. Both the artists also put multiple postings on Facebook, which created more 'buzz' than usual for the exhibit. Heather "tried something new on the Gallery FB page this year to generate new interest in Edible Books. I paired past entries with book covers and to create 12 posts at 9AM each day leading up to the festival. Each post was shared multiple times, we had almost a third more entries than in the past, and multiple people said that seeing it on Facebook inspired them to sign up. New blood!

"Our Flickr set for the EBF has been viewed by the Chicago Public Library and King's College Library in Auckland, NZ. Both places blogged about us on their pages and asked their own communities if they would be interested in doing it, too. Lawrence Public Library worked with Brea to establish their very first EBF this year, and it was all due to Brea's help and know-how.

"Our Facebook page has 1230 fans from all over the world who share our content on a regular basis. We are starting to hear from people how much they enjoy following us (WIBW, for example) and learning something new about art each day. I am currently posting 3 times a day (9AM, 3PM, 9PM), and am looking to expand posting to other Gallery staff in the near future."

Through April 29, the entry gallery features works from the library's permanent collection. [Inspirations](#) (curated by Heather Kearns) responds to our customers' questions asking "where do artists get their ideas?" It is one of our responses to learning, resulting from the Gallery Process Improvement.

Communication and Marketing: Diana Friend, Director

Preparing for SummerFest and the summer reading challenge is almost a year-round activity for most departments. For the last two years, kids and adults have been required to sign up online to track their reading minutes/hours, but it presented a barrier to some, because they lack access to internet service. The good news is the printed reading trackers have returned to work with the online tracker, so people will have the option to use one or both systems. Refrigerators all over Shawnee County are "smiling" at the prospect of holding this precious tracking tool that documents our readers' accomplishments.

The big challenge was to have everything ready to go by April 1, for the necessity of the schools to distribute materials before the end of

the school year as well as the convenience of working parents who need to know what activities they can plan for during the summer. Nearly 40,000 trackers – bundled in stacks of twenty-five by the printer – were distributed to all elementary, middle and high schools, a job that took nearly a week by staff from all departments working together. A “reading kit” was also prepared for each school’s librarian and principal that included a personal message from Librarian LeAnn Petrie, all four trackers, bookmarks, posters and a message to their secretary and IT people with instructions on how to connect to the online SummerFest page. The SummerFest supplies were boxed for each school and wrapped with a rainbow banner with a message of “Keep Kids Reading All Summer.” Just in case the school-distributed reading trackers don’t make it home, we are also printing the elementary-aged tracker in the June-July edition of Library News.

Below is a screen shot of one of our school partners who have graciously put our logo up on their website. Proof of a good marketing campaign underway--Yeah Seaman!

SEAMAN USD 345
 901 NW Lyman Rd Topeka, KS 66608
 Phone: (785) 575-8600 Fax: (785) 575-8620

NURTURING TOMORROW'S CITIZENS

Friday, April 5, 2013

This site contains information about upcoming Events and Activities. Please check back often, as dates and activities will change.

2013 Seaman Summer Camps

Click on the name of the camp below for registration information. Additional camp information will continue to be updated, so check back often.

Girls Tennis-High School	Wrestling-1st-6th Grades
Jr. Viking Track	Boys Basketball
Viking Football-High School	Summer Weights
Jr. Viking Football - 7th & 8th Grades	HS Volleyball
Jr. Viking Football- 3rd-6th Grades	Jr. Viking Volleyball
Strength & Conditioning-High School	Softball
Girls Basketball	Jr. Viking Basketball

Topeka and Shawnee County Public Library Summerfest 2013
 Registration begins April 1

SUMMERFEST 2013
 your place to be this summer
 Keep Reading All Summer Long
 Sign up for Summer Reading
 Get started here>>>

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

Wi-Fi Upgrade

After 3-4 months of subcontractor issues the wi-fi upgrade is moving forward and is in the testing phase. If you look at your mobile device you will notice that AT&T ("attwifi"), Public and Private are all now available to connect to. AT&T (old wi-fi) will eventually be turned off when the Public and Private (New wi-fi - Aruba) are tested and stable. If you try to connect to the new system, please select Public. Please note that we are still testing all of this out so there may be periods when it is not available or there are intermittent connection issues. We are still configuring the Private (staff) side and, for now, this is not available for use. This wi-fi upgrade is essential to both the public and staff increasing the usability of our meeting rooms, staff spaces, and more. We are hopeful that the new wi-fi will be ready to go about the time the bandwidth upgrade finalizes.

Bandwidth Upgrade

Speaking of the bandwidth upgrade. For those that don't know, we are upgrading from a 50 mbps (megabit per second) to a 300 mbps connection later this month. What does this mean for the end user? A better overall experience for everyone whether you are just surfing the web, doing research, watching videos, playing games, etc. The nice thing with this upgrade is we will finally be able to control the amount of bandwidth an application can take. So, for example, someone downloading a movie will get only a certain amount of bytes compared to someone downloading a PDF, uploading a resume, using Skype, etc. This should prevent a few users taking all the available bandwidth and now will spread it fairly with all. This project should be completed this month.

Community Center Project Computers

A little bit of info on this but not much... We are still gearing up for installation of 36 computers in six local community centers starting beginning April 16. We still have a few things to accomplish on the backend, but for the most part we are ready. Users at the community center will log in to SAM and have a very similar experience to users here at the library. This is a project in partnership with the Shawnee County Parks & Recreation Department.

SAM Upgrade

To fix a few issues with our public and catalog-only computers,

we have started to push out the SAM upgrade to certain areas. The Reference area was the latest to receive the update recently. The update does change the look of the interface the public uses, but in general, the functionality is the same. We will continue to update sections of the library over the next several weeks.

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

Programs in March included:

Ages birth-5

Baby Bookworms, Sneak Peak and Read, Tot Time, Preschool Storytime, Playing to Read-- pets, Musical Storytime for Everybody, PJ Storytime, Sing, Dance and Read

Elementary school aged

Amazing Animals- animal superpowers, Gross Stuff: Scab and Scars, 4-H, Crazy Extreme Science—senses, Guys Read Math and Science Exploration, READ Dogs, Read Across America, Leprechauns and Fairy Folk

Middle and high school aged

Double Dueling, Board Game Night, Teen Writing Group, Technology through the Ages, Electronic Inventions, Tie Dye T-shirts, and Open Mic Night

All Ages

Storytime with Kyler, Stories and Art, People in Your Neighborhood— Pets, Zoo Animals Live

Outreach:

- Clarence Kelly- Lisa Brien
- William's Magnet- Betty Jean Neal
- Washburn Rural High School – Lena Vogt
- Baby Fair- Luanne Webb
- Kansas Connections Programming- Jason Lamb, Jean Marshall,
- Kansas Children's Service League- Kathy Ellison
- Topeka Public Schools middle school librarians- Lena Vogt
- Topeka Public Schools elementary school librarians- Kyler Carpenter

Tours:

- Auburn Elementary
- Salvation Army
- Cub Scouts

Training:

- Kansas Department of Education (Jackie Lakin)- Common Core Standards

Highlights:

February's board report included information on the summer reading program goals for 2013. This time of year, we are heavily focused in preparation for summer and staging ourselves to meet our goals. This year one of our efforts has been the development of press packets. We put together reading logs for kids partnered with a folder for the school media specialist of every elementary school and middle school in Shawnee County. The folder contained information for educators, information for parents, information for the school's IT person to link us to them and information for the school secretary to include in school newsletters. Nearly all have been delivered to schools. We sent email to superintendents asking for their approval and endorsement of the program and we sent email to the principals letting them know that information for SummerFest was being delivered to their school librarians. Follow up will be made in early May. Registration has begun. We have also made similar packets for Kansas Children's Service League, Topeka Public Schools Parents as Teachers, and the home day care providers associated with Child Care Aware. Packets for camps and centers are being made. The Kids Time Tracker will be the center fold of the June/July Library News. We hope that our targeted marketing increases the kids' numbers which have dropped in recent years.



Resolution – Replacement Security System Equipment

BOARD OF TRUSTEES

Topeka and Shawnee County Public Library

April 18, 2013

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the purchase of a replacement DVR unit for the security system that exceeds the purchasing authority granted to the Chief Executive Officer in its "Purchasing Policy" dated August 21, 1996. For the procurement of two replacement DVR units, racks and installation at a cost of \$14,264.00, a purchase shall be made from the existing security system service contract with Cam-Dex Security Corp., Kansas City, Kansas. Funding for this equipment shall be from the "Furniture and Equipment" budget line item.

Budget Line Item:

The "Furniture and Equipment" line item budget includes \$22,000 for replacement of aging security system equipment.

Policy and Background Information:

The Board of Trustees' Purchasing Policy authorizes the Chief Executive Officer purchasing authority of up to \$5,000. This purchase exceeds the authorized amount.

In February 2012, the security system services contract was re-bid, resulting in substantial savings to be re-directed in the 2013 budget. This allows for the regular servicing of the system and repair calls, as well as the ability to segregate funds for equipment replacement.

Within the terms of the contract with Cam-Dex Security Corp., when equipment (on a scheduled list) fails, repair and replacement is to be performed by or purchased from Cam-Dex. Their pricing is to be based on the federal GSA (General Services Administration) pricing available to governmental organizations. In independently verifying against the GSA website, the quoted price for two DVR units and racks of \$14,264 is actually \$454 less than the GSA price and includes installation.

Staff Recommendation:

TSCPL staff recommends the purchase of the two DVRs, racks and installation from Cam-Dex Security Corp. at the quoted price of \$14,264.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Purchase of a Replacement Vehicle

BOARD OF TRUSTEES

Topeka and Shawnee County Public Library

April 18, 2013

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves an exception to the “Purchasing Policy” dated August 21, 1996 requiring the submission of written, sealed bids by interested vendors for expenditures over \$5,000. For the procurement of a replacement van, a sole source award shall be made to Lewis Toyota, Topeka, Kansas. Further, the Board of Trustees approves the quotation of \$28,297.95, plus \$450.00 for the extended certified warranty program, for the purchase of a 2013 Toyota Sienna LE minivan. This is inclusive of a \$500.00 trade-in allowance for the existing 1994 Ford Aerostar minivan. Funding for this equipment shall be from the “Furniture and Equipment” budget line item.

Budget Line Item:

The “Furniture and Equipment” line item budget includes \$45,000 for a replacement vehicle; originally planned to be a pickup truck. Because the Library’s vehicles are all about the same age, they are all in need of replacement. The 1994 Ford Aerostar van has 118,330 miles on it and recently became disabled due to transmission failure. The estimated cost to install a new transmission is \$2,056.50, which is approximately four times the value of the vehicle. The more responsible approach for use of these budgeted funds is to purchase a new minivan and consider a future purchase of a used pickup truck from the remaining budgeted funds (\$16,250).

Policy and Background Information:

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

In August 2012, a Request for Proposal (RFP) was issued for the purchase of a new minivan. The first posting resulted in no bids. The RFP was modified and reissued with only two bids received. Vehicles were evaluated for cargo capacity, as well as recommendations by *Consumer Reports* magazine in its annual vehicle comprehensive review. The two bidders’ vehicles were deemed unacceptable. At its September 2012 meeting, the Board of Trustees authorized Library staff to review and purchase a suitable vehicle from a Shawnee County dealership. This resulted in the purchase of a 2012 Toyota Sienna minivan.

Resolution – Purchase of a Replacement Vehicle – Page 2 of 2

Since the previous bids were unsuccessful and the vans need to be used interchangeably, i.e. to avoid the need to have different load setups depending on vehicle availability, the wisest use of staff and financial resources is to purchase an identical van from the same local dealership. The purchase of a new van with a warranty is recommended due to the length of time TSCPL retains its vehicles. The existing van is 19 years old.

The vehicle recommended for purchase is a 2013 Toyota Sienna LE minivan, equipped exactly like the 2012 model purchased in September. The vehicle is from the Toyota Rent-a-Car (TRAC) program used for loaner vehicles for service customers and had 9,411 miles on the price quote date of 4/1/2013. The remaining factory warranty is 2.5 years/26,000 miles (basic for all components other than normal wear and maintenance) and 4.5 years/50,000 miles (powertrain). It is recommended that the Library invest an additional \$450 to extend the warranty within the certified program to 6.5 years/100,000 miles (powertrain). The TRAC vehicles saves a little over \$1,000 from the purchase of a new van.

Staff Recommendation:

TSCPL staff recommends the direct purchase from Lewis Toyota of the 2013 Toyota Sienna LE minivan from the TRAC program, as well as the trade-in of the 1994 Ford Aerostar minivan.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Election of Officers

BOARD OF TRUSTEES

Topeka and Shawnee County Public Library

April 18, 2013

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the slate of officers as presented:

Chair-Duane Johnson

Vice-chair-David Monical

Treasurer-Stacey Woolington

Secretary-Melissa Masoner

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

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 March 31, 2013

FUND	SACCT	Date	Name	Description	Paid	Sts	Check#
010	15060	3/7/2013	ERATE SOLUTIONS, L.L.C.	2012 E-RATE CONSULTING FEE	7,221.26	O	81966
					7,221.26		81966 Total
010	15060	3/7/2013	LEWIS & ELLIS, INC.	GASB 45 VALUATION 2012 AUDIT	6,128.75	O	81976
					6,128.75		81976 Total
015	19200	3/7/2013	PEOPLES/COMMERCIAL INSURANCE	WORKER'S COMPENSATION PKG	19,360.00	O	81981
					19,360.00		81981 Total
010	15060	3/14/2013	ENGEL LAW, PA	LEGAL SERVICES 2013	5,445.00	O	82007
					5,445.00		82007 Total
010	15800	3/14/2013	WESTAR ENERGY	UTILITIES 2013	24,075.80	O	82031
					24,075.80		82031 Total
010	15100	3/21/2013	OCLC, INC.	SUBSCRIPTIONS 2013	5,162.24	O	82061
					5,162.24		82061 Total
010	15000	3/28/2013	GOVCONNECTION, INC.	EDU OPEN LICENSING OFFICE PROF	2,665.44	O	82092
010	15000	3/28/2013	GOVCONNECTION, INC.	ACAD. MOB WINDOWS 8 PROFESSION	2,372.76	O	82092
010	15000	3/28/2013	GOVCONNECTION, INC.	OFFICE 2010 PROFESSIONAL	11,106.00	O	82092
010	15000	3/28/2013	GOVCONNECTION, INC.	MICROSOFT OFFICE 2011 FOR MAC	453.12	O	82092
010	15000	3/28/2013	GOVCONNECTION, INC.	ADESSO DUAL PS2 TO USB ADAPTER	90.80	O	82092
010	15000	3/28/2013	GOVCONNECTION, INC.	C2G USB TO DB25 IEEE-1284 PARA	99.50	O	82092
010	15000	3/28/2013	GOVCONNECTION, INC.	PC CONNECTION CAT5E 350MHZ ETH	63.60	O	82092
010	15000	3/28/2013	GOVCONNECTION, INC.	HIGH-SPEED USB 2.0 CABLE, A TO	23.80	O	82092
010	15000	3/28/2013	GOVCONNECTION, INC.	USB EXTENSION CABLE, TYPE A	12.65	O	82092
010	15000	3/28/2013	GOVCONNECTION, INC.	USB EXTENSION CABLE, TYPE A	29.70	O	82092
010	15000	3/28/2013	GOVCONNECTION, INC.	CAT5E 350MHZ ETHERNET PATCH	197.50	O	82092
010	15000	3/28/2013	GOVCONNECTION, INC.	HDMI CABLE, M-M, BLACK, 15 FT	167.60	O	82092
					17,282.47		82092 Total
010	15050	3/28/2013	PITNEY BOWES INC.	MAIL RM EQ. LEASE 408	3,582.00	O	82105
010	15050	3/28/2013	PITNEY BOWES INC.	MAIL RM EQ. LEASE 410	4,914.00	O	82105
					8,496.00		82105 Total
					93,171.52		Grand Total

Cumulative Recovery:

Topeka & Shawnee County Public Library

Regular Balance Recovery October 26, 2009 through March 31, 2013

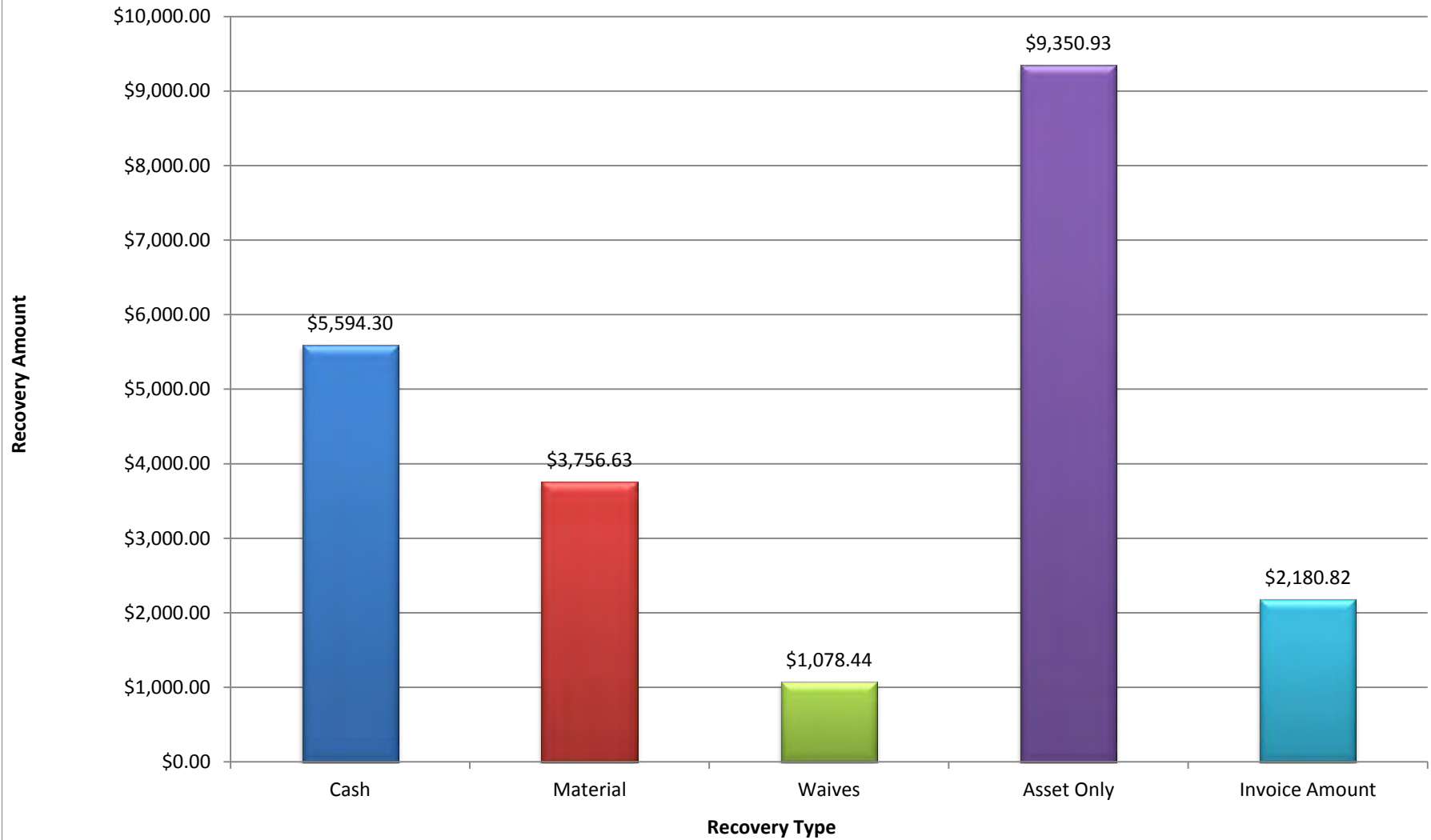
Accounts Submitted:	23,261
Dollars Submitted:	\$2,398,839.43
Cash Recovery:	\$317,174.11
Material Recovery:	\$184,575.30
Waives:	\$74,248.39
Recovery Total:	\$575,997.80
Total Invoice Amount:	\$194,862.53
Total ROI:	3:1
Asset ROI:	3:1

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

Monthly Recovery Statistics: Topeka & Shawnee County Public Library
4/2012 Through 3/2013

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
March-13	\$8,229.42	\$6,248.09	\$1,050.77	\$15,528.28	\$14,477.51	\$2,013.75
February-13	\$7,396.12	\$3,499.13	\$634.93	\$11,530.18	\$10,895.25	\$2,130.10
January-13	\$5,958.68	\$4,198.42	\$727.35	\$10,884.45	\$10,157.10	\$3,230.95
December-12	\$4,273.90	\$3,656.65	\$897.73	\$8,828.28	\$7,930.55	\$1,951.10
November-12	\$4,523.76	\$3,445.86	\$778.50	\$8,748.12	\$7,969.62	\$2,291.20
October-12	\$5,193.33	\$4,609.35	\$1,440.01	\$11,242.69	\$9,802.68	\$2,667.10
September-12	\$4,626.02	\$4,094.77	\$1,259.29	\$9,980.08	\$8,720.79	\$1,807.90
August-12	\$5,566.32	\$3,168.72	\$1,183.76	\$9,918.80	\$8,735.04	\$2,219.60
July-12	\$4,749.74	\$5,432.85	\$1,198.81	\$11,381.40	\$10,182.59	\$2,273.30
June-12	\$7,363.36	\$3,349.40	\$1,768.16	\$12,480.92	\$10,712.76	\$2,506.00
May-12	\$3,881.79	\$891.31	\$1,131.67	\$5,904.77	\$4,773.10	\$1,253.00
April-12	\$5,369.18	\$2,484.97	\$870.25	\$8,724.40	\$7,854.15	\$1,825.80
Total	\$67,131.62	\$45,079.52	\$12,941.23	\$125,152.37	\$112,211.14	\$26,169.80
Average	\$5,594.30	\$3,756.63	\$1,078.44	\$10,429.36	\$9,350.93	\$2,180.82

Average Monthly Recovery and Cost



Cumulative Recovery:

Topeka & Shawnee County Public Library

Small Balance Recovery October 21, 2011 through March 31, 2013

Accounts Submitted:	10,203
Dollars Submitted:	\$213,354.53
Cash Recovery:	\$79,334.56
Material Recovery:	\$11,541.27
Waives:	\$4,126.63
Recovery Total:	\$95,002.46

Total Invoice Amount:	\$37,444.10
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Total ROI:	3:1
Asset ROI:	2:1

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

Monthly Recovery Statistics: Topeka & Shawnee County Public Library
4/2012 Through 3/2013
Small Balance Program

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
March-13	\$4,446.50	\$808.75	\$302.00	\$5,557.25	\$5,255.25	\$731.60
February-13	\$4,283.12	\$705.92	\$223.67	\$5,212.71	\$4,989.04	\$808.30
January-13	\$4,209.28	\$758.40	\$220.24	\$5,187.92	\$4,967.68	\$1,191.80
December-12	\$3,136.44	\$593.22	\$148.77	\$3,878.43	\$3,729.66	\$944.00
November-12	\$2,923.31	\$775.82	\$157.65	\$3,856.78	\$3,699.13	\$985.30
October-12	\$3,497.79	\$744.43	\$227.97	\$4,470.19	\$4,242.22	\$1,106.00
September-12	\$2,900.33	\$536.81	\$258.25	\$3,695.39	\$3,437.14	\$1,023.65
August-12	\$2,651.61	\$469.18	\$186.54	\$3,307.33	\$3,120.79	\$961.70
July-12	\$3,072.06	\$1,007.06	\$230.84	\$4,309.96	\$4,079.12	\$663.75
June-12	\$4,499.74	\$687.94	\$373.69	\$5,561.37	\$5,187.68	\$1,215.40
May-12	\$1,984.00	\$224.29	\$51.95	\$2,260.24	\$2,208.29	\$660.80
April-12	\$2,958.01	\$168.73	\$119.94	\$3,246.68	\$3,126.74	\$890.90
Total	\$40,562.19	\$7,480.55	\$2,501.51	\$50,544.25	\$48,042.74	\$11,183.20
Average	\$3,380.18	\$623.38	\$208.46	\$4,212.02	\$4,003.56	\$931.93

Small Balance Asset ROI for Past 12 Months is 4:1

Average Monthly Recovery and Cost

