



Agenda
Topeka and Shawnee County Public Library
Board of Trustees
June 20, 2013 – 4:00 p.m.
Menninger Room

Call to Order

Public Comment

Approval of May Board Meeting Minutes

Chief Financial Officer's Report – Sheryl Weller

Financial Reports

- Treasurer's Report – Stacey Woolington
- 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

Policy

- Personal & Family Protection Act – **Action Item**
- Customer Conduct Policy/Tobacco Free Campus – **Discussion Item**

Old Business

- Strategic Plan Update – Gina Millsap, Management Council

New Business

- Permission to bid on RFID system and Self Check Machines - **Action Item**
- Bid Approval for Bookmobile #1 – **Action Item**

Advocacy Stories

Adjournment

Next Meeting:

July 18, 2013 @ 4:00 pm

Board Budget Work Session:
July 8, 2013, 12PM-3PM, Menninger Room

Subject to change without notice



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

**May 16, 2013
Menninger Room**

BOARD MEMBERS PRESENT:

Duane Johnson, (chair), Stacey Woolington, (treasurer), Quentin Martin, Kerry Storey, Elizabeth Ross, Dan Guenther & Melissa Masoner

BOARD MEMBERS ABSENT: Bob Harder, David Monical, (vice-chair), Jennifer Turner (secretary)

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, May 16, 2013 in the Menninger Room of the Main Building, 1515 SW 10th Avenue, at 4:00 p.m., the Chair was present. Duane Johnson asked Debbie Rion to be Secretary pro tem for the meeting.

PUBLIC COMMENT

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

APPROVAL OF MINUTES

On motion by Melissa Masoner, seconded by Dan Guenther, the April board minutes were accepted as presented. Motion carried.

CHIEF FINANCIAL OFFICER'S REPORT—Sheryl Weller

Treasurer's Report-Stacey Woolington

On motion by Stacey Woolington, seconded by Kerry Storey, the April financial reports were accepted. Motion carried.

FRIENDS REPORT— Sherryl Longhofer, Board Chair

FOUNDATION REPORT— Kathy Groesbeck, Director

EXECUTIVE DIRECTOR'S REPORT- Gina Millsap

CHIEF OPERATING OFFICER'S REPORT – Rob Banks

OLD BUSINESS

Strategic Plan Update – Gina Millsap

NEW BUSINESS

Gallery Storage Shelves (Sole Source Purchase) - Action Item

On motion by Elizabeth Ross, seconded by Melissa Masoner, the Board of Trustees, Topeka and Shawnee County Public Library, approved an exception to the "Purchasing Policy" dated August 21, 1996 requiring the submission of written, sealed bids by interested vendors for expenditures over \$5,000. For the procurement of customized storage shelves for the Gallery, a sole source award shall be made to Southwest Solutions Group, Lenexa, Kansas. Further, the Board of Trustees approves the quotation of \$14,758.00 for the purchase of three double-faced moveable painting storage shelving units. Funding for this equipment shall be from the "Furniture and Equipment" budget line item. Motion carried.

Authorization to Purchase Library Operational Vehicle - Action Item

On motion by Kerry Storey, seconded by Dan Guenther, the Board of Trustees, Topeka and Shawnee County Public Library, approved an exception to the "Purchasing Policy" dated August 21, 1996 to allow Library staff to directly purchase a used pickup truck from a dealership in Shawnee County. This purchase shall be made by finding the best match for the specifications at the best price quotation, not to exceed \$20,250, and shall include the trade-in of the existing 1997 Ford F-150 pickup truck. Motion carried.

Set August Board Meeting for August 8 at 5 p.m. - Action Item

On motion by Elizabeth Ross, seconded by Melissa Masoner, the Board of Trustees, Topeka and Shawnee County Public Library, approved the 5:00 pm start time for the August 8, 2013 meeting. Motion carried.

Set Budget Hearing for August 8 at 5:30 p.m. - Action Item

On motion by Quentin Martin, seconded by Kerry Storey, the Board of Trustees, Topeka and Shawnee County Public Library, approved the Budget Hearing date of August 8, 2013 at 5:30 p.m. Motion carried.

Tobacco-Free Library Campus: Education and Discussion - Rob Banks, Gina Millsap

Gina Millsap and Rob Banks facilitated a discussion of issues associated with a change in the library's tobacco use policy. Gina Millsap recommended proceeding by conducting a first reading of a proposed, revised policy, discussion and public comment at the June 20, 2013 Board of Trustees

meeting and that a proposed policy revision be included on the July 18, 2013 board docket as an action item.

Three-Board Retreat - Review and Discussion

Duane Johnson, Chair reported that the evaluation feedback from the Three-Board Retreat was primarily positive in nature. Gina Millsap reported that survey results suggested a strong interest in convening another retreat to follow up on the discussion about the library's future and its ongoing strategic plan, as well as, how to continue the development of board relationships. Dan Guenther agreed to develop a proposal for the next retreat, bring it back to the Board of Trustees and set a date for the next retreat.

Executive Session

Motion made by Kerry Storey, seconded by Melissa Masoner, the Board of Trustees recessed into executive session, for 30 minutes, for consultation with library attorney, Charles Engel, on a matter protected by attorney-client privilege with no action being expected. Motion carried.

Motion made by Kerry Storey, seconded by Melissa Masoner, the Board of Trustees recessed into executive session for an additional 15 minutes for consultation with library attorney, Charles Engel, on a matter protected by attorney-client privilege with no action being expected. Motion carried.

Adjournment

On motion by Dan Guenther, seconded by Kerry Storey, the board adjourned at 5:53 PM. Motion carried.

Debbie Rion
Secretary of the Meeting

The meeting adjourned at 5:53 PM.

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

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund, the Health Neighborhood Fund, the Wedding Neighborhood Fund, the Programming Fund and the Kansas Humanities Council Grant 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 41.4% of the budget year completed, 49% of the budgeted revenue has been received and 43% of the approved budget has been expended/encumbered. This compares to 2012 in which 51% of the budgeted revenue had been received and 43% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 41.4% of the year completed, 49% of the budgeted revenue has been received, with 40% of the approved budget expended. This compares to 2012 with 52% of the budgeted revenue received and 38% 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 \$2,464,602.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the budgeted revenue collected year-to-date is 50%, compared with 52% at this same time in 2012.

Other Items:

- Please remember to schedule the 2014 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 accordance with the 2013 project plan, two resolutions are included in this month's packet: (1) permission to bid for Radio Frequency Identification (RFID) and self-check machines, as discussed at the April 2013 Board meeting; and (2) award of the bid for bookmobile #1. The self-check machines would be bid in late 2013, for award and funding in 2014. Please see the background summaries.

- State Aid in the amount of \$70,405 was received from the State Library in May. This is a reduction of \$3,700, about 5%, from 2012 and is what was projected. The budget is always prepared in an amount more than the expected distribution to ensure sufficient budget authority exists to expend it, should revenues exceed expectations.
- The next property tax distribution of \$6,120,122.33 was received on June 5th and will be shown and discussed in the June financial reports.
- Work has begun to convert financial management systems and implement the Black Mountain software in September. We are still discussing the legal points of the licensing agreement, but are close to consensus. This is somewhat different because the financial management system was bid with the preference that it be a non-premised-based product, i.e. hosted or "cloud" based. We are working out the technicalities regarding ownership of data and risk management.
- Lewis Toyota of Topeka has made contact regarding helping us find a suitable used pickup, as approved by the Board last month. Because we want a single cab, two-wheel drive and within a certain limited price range, this may take some time. The full-sized, pre-owned truck rated the highest by *Consumer Reports* magazine, within the Library's price range, is a Toyota Tundra.
- A Request for Proposal is currently open for two new copiers to replace two whose leases expire on July 31st. These are non-public-use copiers. The bid closes on June 19th.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of May 31, 2013

Capital Improvement Funds-VisionBank

\$2,464,602.31 at 0.40% (money market account)
May 31st interest not recorded by TSCPL until June

Bond and Interest Funds-Denison State Bank

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

Municipal Investment Pool

\$1,100,000.00 operating funds in "overnite pool"*; available
for transfer whenever needed (June)**

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

\$4,200,000.00

* rates vary by day; average May 1-31, 2013 was .010%

**\$900,000 transferred to operating account on May 30th

Principal Balance of Outstanding Bonds

\$10,265,000

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

05/31/13

	Balance 01/01/13	Revenue Y-T-D	Expenditures Y-T-D	Balance 05/31/13
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 3,301,521.87	\$ 5,922,736.76	\$ 4,966,365.70	\$ 4,257,892.93
Employee Benefits	1,074,519.64	1,477,409.37	1,343,060.52	\$ 1,208,868.49
Capital Improvement	2,461,698.91	2,066.40	-	\$ 2,463,765.31
Bond & Interest	994,895.65	851,212.41	152,892.50	\$ 1,693,215.56
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	70,405.00	-	\$ 70,405.00
Federal, State & Local Grants	7,859.67	13,150.00	18,071.37	\$ 2,938.30
Other Special Revenue	739,321.34	9,528.60	32,027.40	\$ 716,822.54
Permanent Funds	445,590.47	30,649.74	670.27	\$ 475,569.94
Totals	\$ 9,025,407.55	\$ 8,377,158.28	\$ 6,513,087.76	\$ 10,889,478.07

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,376,596.99
Capital Improvement Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-VisionBank-Money Market Account	2,463,765.31
Restricted Funds-CoreFirst Bank-Checking	716,267.36
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	287,201.32
Bond & Interest Fund-CoreFirst Bank-Checking	192,588.48
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	190,364.90
Municipal Investment Pool	4,200,000.00
	\$ 10,929,658.36
Payroll Liabilities	40,180.29
	\$ 10,889,478.07

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

05/31/13

	01/01/13 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	05/31/13 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 3,301,521.87	\$ 5,922,736.76	\$ 360,208.57	\$ 4,606,157.13	\$ 4,257,892.93	\$ 1,193,325.56	\$ 3,064,567.37
Employee Benefit Fund	1,074,519.64	1,477,409.37	-	1,343,060.52	1,208,868.49	46,531.13	1,162,337.36
Capital Improvement Fund	2,461,698.91	2,066.40	-	-	2,463,765.31	-	2,463,765.31
Bond & Interest Fund	994,895.65	851,212.41	-	152,892.50	1,693,215.56	-	1,693,215.56
Non Major Governmental Funds							
<i>State Aid Fund</i>	-	70,405.00	-	-	70,405.00	-	70,405.00
<i>Federal & State Grants</i>							
Gallery Grant	10.32	-	-	-	10.32	-	10.32
11-LSTA-3(Talking Books)	8,239.87	-	8,239.80	-	0.07	-	0.07
12-LSTA(Talking Books)	-	-	-	-	-	-	-
Big Read Grant	(1,590.52)	12,800.00	1,250.00	7,031.57	2,927.91	87.50	2,840.41
Kansas Humanities Council Grant	1,200.00	350.00	-	1,550.00	-	1,200.00	(1,200.00)
<i>Other Special Revenue Funds</i>							
Adult Programs	236.00	-	-	12.50	223.50	77.50	146.00
Art Collection	40,434.68	9.31	-	45.79	40,398.20	12,948.13	27,450.07
Book Cook Program	192.94	-	-	-	192.94	-	192.94
Bookmobile Fund	1,050.19	-	-	11.86	1,038.33	79.48	958.85
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	4.01	-	-	1,830.82	(1,826.81)	2,278.00	(4,104.81)
Cooking Neighborhood	-	-	-	-	-	-	-
Friends	248,792.56	56.44	938.76	13,027.01	234,883.23	59,239.57	175,643.66
Fun Committee	2,404.32	526.00	-	1,028.38	1,901.94	-	1,901.94
Gallery Competitions/Exhibits	21,976.52	4.78	-	2,633.57	19,347.73	638.11	18,709.62
Gifts/Memorials (Undesignated)	217,573.52	6,200.14	2,716.16	6,600.19	214,457.31	22.00	214,435.31
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	1.52	-	-	6,588.34	-	6,588.34
Hughes Business Collection	6,610.72	1.53	-	-	6,612.25	-	6,612.25
Library Materials	135,717.38	2,467.17	-	695.88	137,488.67	-	137,488.67
Lingo	-	-	-	-	-	-	-
NEH Expendable	9,942.85	2.29	-	58.00	9,887.14	-	9,887.14
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
PodCamp Topeka	326.79	-	-	-	326.79	-	326.79
Programming Fund	-	250.00	-	576.55	(326.55)	-	(326.55)
Red Carpet	371.26	-	-	45.37	325.89	254.63	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	1.93	-	-	8,377.31	-	8,377.31
Torluemke Landscaping	1,179.51	-	-	-	1,179.51	-	1,179.51
Wedding Neighborhood	-	-	-	200.00	(200.00)	-	(200.00)
Workshops	2,516.15	-	-	-	2,516.15	-	2,516.15
Youth Services	32,502.16	7.49	-	1,606.56	30,903.09	8,335.79	22,567.30
<i>Permanent Funds</i>							
Mertz Trust	175,869.90	14,495.19	-	-	190,365.09	-	190,365.09
NEH Endowment	269,720.57	16,154.55	-	670.27	285,204.85	-	285,204.85
TOTALS	\$ 9,025,407.55	\$ 8,377,158.28	\$ 373,353.29	\$ 6,139,734.47	\$ 10,889,478.07	\$ 1,327,717.40	\$ 9,561,760.67

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u>
				41.4% 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	2,808.68	\$ (2,191.32)	56%
Sundry Revenue - Recycling	2,500.00	376.35	\$ (2,123.65)	15%
Salary Refunds-Foundation	69,600.00	21,269.67	\$ (48,330.33)	31%
Salary Refunds-Friends	109,800.00	38,669.21	\$ (71,130.79)	35%
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	1,808.80	\$ (3,191.20)	36%
Pay to Sam	42,000.00	19,303.74	\$ (22,696.26)	46%
Overdue fees	317,000.00	127,785.13	\$ (189,214.87)	40%
Debt Collect	21,000.00	358.45	\$ (20,641.55)	2%
ILL Fees	5,000.00	289.71	\$ (4,710.29)	6%
Mailing Fees	-	-	\$ -	0%
Non Resident Card Fee	800.00	85.00	\$ (715.00)	11%
Telephone/Fax	3,700.00	1,927.27	\$ (1,772.73)	52%
Obituary Fees	1,500.00	355.00	\$ (1,145.00)	24%
Meeting Room Charges	13,000.00	5,193.01	\$ (7,806.99)	40%
Monday Market Fees	500.00	78.00	\$ (422.00)	16%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	5,000.00	1,454.37	\$ (3,545.63)	29%
Revitalization Rebates	(123,861.00)	-	\$ -	0%
Library Treasurer's Balance	1,865,626.00	-	\$ -	0%
TOTALS	<u>\$ 13,891,743.00</u>	<u>\$ 5,922,736.76</u>	<u>\$ (6,227,241.24)</u>	49%

Topeka and Shawnee County Public Library

05/31/13

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances	(Over)/Under Budget	% Expended
					41.4% of year
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 2,707.65	\$ -	\$ 3,692.35	42%
Salaries-Facilities	607,089.00	250,000.67	-	357,088.33	41%
Salaries-Overtime	10,200.00	2,466.04	-	7,733.96	24%
Salaries-Shelvers	191,603.00	51,739.27	-	139,863.73	27%
Salaries-Staff	7,064,670.00	2,903,759.42	-	4,160,910.58	41%
Salaries-Security	267,894.00	102,863.33	-	165,030.67	38%
Conferences	50,000.00	23,635.16	7,553.29	18,811.55	62%
Staff Training	14,000.00	10,152.32	90.00	3,757.68	73%
Mileage	7,055.00	3,297.58	3,327.27	430.15	94%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	703.12	175.50	2,121.38	29%
Materials-Print/Non-Print <1 YR	390,300.00	50,986.01	6,453.93	332,860.06	15%
Materials-Print/Non-Print	1,233,000.00	367,574.62	112,168.06	753,257.32	39%
Materials-Periodicals	43,000.00	1,201.24	248.00	41,550.76	3%
OPERATIONS:					
Contracted-Digital Services	225,920.00	69,185.49	6,625.20	150,109.31	34%
Contracted-Facilities	258,500.00	132,274.10	24,926.46	101,299.44	61%
Contracted-Office Equipment	121,100.00	26,334.38	42,311.79	52,453.83	57%
Contracted-Professional	287,000.00	108,203.13	126,147.79	52,649.08	82%
Databases	74,000.00	20,219.36	49,776.11	4,004.53	95%
Digital Services Support	256,012.00	111,875.75	27,351.73	116,784.52	54%
Furniture/Equipment	99,000.00	44,954.01	14,758.00	39,287.99	60%
Insurance	37,000.00	18,193.00	16,369.00	2,438.00	93%
Marketing	20,000.00	4,159.50	4,085.00	11,755.50	41%
Memberships/Dues	21,000.00	460.00	19,277.00	1,263.00	94%
Miscellaneous	5,000.00	943.76	118.84	3,937.40	21%
Payments to Other Libraries	77,800.00	-	-	77,800.00	0%
Postage/Shipping	75,000.00	46,007.51	457.30	28,535.19	62%
Printing	65,000.00	18,273.77	15,234.70	31,491.53	52%
Programming	30,000.00	6,682.99	3,136.39	20,180.62	33%
Special Projects	302,200.00	-	-	302,200.00	0%
Supplies-Facilities	70,000.00	19,354.18	28,090.14	22,555.68	68%
Supplies-Office/Library	77,000.00	16,223.83	657.21	60,118.96	22%
Supplies-Processing	35,000.00	8,046.53	95.72	26,857.75	23%
Telecommunications	143,000.00	20,649.48	37,530.52	84,820.00	41%
Utilities-Electric	335,000.00	115,962.74	194,437.26	24,600.00	93%
Utilities-Gas	75,000.00	21,359.08	20,640.92	33,000.00	56%
Utilities-Water/Sewage	35,000.00	7,062.79	24,937.21	3,000.00	91%
Vehicle-Gas	29,000.00	10,437.93	1,814.76	16,747.31	42%
Vehicle-Repair	50,000.00	8,251.97	15,127.66	26,620.37	47%
Contingency/Fund Balance	1,200,000.00	-	-	-	0%
Cash Long/Short	-	(44.58)	-	44.58	0%
TOTALS	\$ 13,891,743.00	\$ 4,606,157.13	\$ 803,922.76	\$ 7,281,663.11	43%

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

05/31/13

	<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	159,992.79	38%
Reimbursements	197,932.00	60,315.23	30%
Revitalization Rebates	(123,861.00)	-	0%
Interest on Idle Funds	5,000.00	1,454.37	29%
	<u>\$ 12,026,117.00</u>	<u>\$ 5,922,736.76</u>	49%
Expenditures/Encumbrances:			
Salaries	8,147,856.00	3,313,536.38	41%
Other Staff Support Costs	71,055.00	48,055.62	68%
Library Collections	1,669,300.00	539,510.48	32%
Contracted Services	892,520.00	536,008.34	60%
Digital Services Support	256,012.00	139,227.48	54%
Furniture/Equipment	99,000.00	59,712.01	
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	35,632.32	45%
Other Operating Expenditures	509,000.00	295,817.26	58%
Cash Basis Reserve	1,200,000.00	-	0%
	<u>\$ 13,891,743.00</u>	<u>\$ 5,410,079.89</u>	42%
Prior Year Canceled Purchase Orders		<u>\$ 18,973.34</u>	
Unencumbered Balance 05/31/13	\$ -	<u><u>\$ 3,064,567.37</u></u>	

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

05/31/13

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	9,268.60	32%
Refund-Fringe Benefits-Friends	23,400.00	5,763.53	25%
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	49,891.05	45%
Revitalization Rebates	(32,498.00)	-	0%
	\$ 2,992,599.00	\$ 1,477,409.37	49%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 7,000.00	\$ 6,668.04	
FICA	623,314.00	241,387.67	39%
KPERS	692,248.00	265,787.54	38%
Worker's Compensation	87,000.00	80,440.00	92%
Unemployment Tax	16,300.00	5,696.52	35%
Health/Dental Insurance	1,981,000.00	787,772.84	40%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 3,781,862.00	\$ 1,387,752.61	40%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 05/31/13	\$ -	\$ 1,162,337.36	

CAPITAL IMPROVEMENT

Balance 01/01/13		\$ 2,461,698.91
<u>Revenue:</u>		
Interest received		2,066.40
		\$ 2,066.40
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 05/31/13		\$ 2,463,765.31

STATE AID

Balance 01/01/13		\$ -
<u>Revenue:</u>		
State	75,000.00	70,405.00
	\$ 75,000.00	\$ 70,405.00
<u>Expenditures/Encumbrances:</u>		
Library Materials	75,000.00	-
	\$ 75,000.00	\$ -
Unencumbered Balance 05/31/13		\$ 70,405.00

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

05/31/13

	<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	225.56	15%
	<u>\$ 1,701,456.00</u>	<u>\$ 851,212.41</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 05/31/13	 <u><u>\$ -</u></u>	 <u><u>\$ 1,693,215.56</u></u>	

CHIEF EXECUTIVE OFFICER'S REPORT

June, 2013

Library News

Summer reading. I challenge every trustee to visit the Library's Digital Branch, watch the wonderful video our staff produced, starring library kids and sign up for *Ground Breaking Reads*, our adult summer reading program. Here's the link: <http://tscpl.org/summerfest/>

It's so easy and all online. And here's an advocacy opportunity --- tell a friend, neighbor, family member that we have four, count 'em, four, summer reading programs. One each for babies, kids, teens and grownups.

Strategic Plan

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

Policy

Personal Family and Protection Act

Attorney Chuck Engel has prepared a memo to the Board with an overview of the new law and recommendation for Board action. Note that I have invited state librarian Jo Budler and executive director of the Northeast Kansas Library System, Jim Minges, to attend the meeting and hear the discussion.

Customer Conduct Policy/Tobacco Free Campus

Last month we presented a position paper about this issue. This is the first reading of the policy. In your packet is a draft of the Customer Conduct Policy with addition of language to make the library a tobacco-free campus. The section marked with a ~~strike-through~~ is recommended for deletion. A new bulleted section has been added and is highlighted in yellow with the recommended wording.

New Business

Permission to Bid on RFID system and Self Check Machines

At previous meetings, we've discussed the importance of implementing an RFID (Radio Frequency Identification System) for the library's collections for long-term inventory control, security and to ensure that we are able to reach a 90%+ rate of self service with new self check machines. It is also key that our customers have an experience that encourages them to use self-check out services because it is more convenient and easier for them than standing in lines and waiting to be served. This will also allow us to re-allocate circulation staff to activities in the library and out in the community.

Bid Approval for Bookmobile #1

Staff is recommending a bid from Matthews Specialty Vehicles for replacement bookmobile #1. Please see the resolution sheet for background and fiscal note.

Professional Activities/Community Contacts

Meetings/Activities:

Met with Heartland Visioning ED William Beteta; agenda review with TSCPL board executive committee; Rotary; Friends board meeting; opening of Parks and Recreation computer labs project; Heartland Visioning Management Committee meeting; Board Advocacy Committee meeting; Intergovernmental Cooperation Council meeting;

Met with my former mentee, Brandon Hines, who is the new director for the Coffee County Library and my new mentee, Allison Grubbs, who is moving from the Gwinnet County (GA) Library to become a branch manager for a library system in the Seattle area. (I have worked with the Library Leadership and Management Association's mentoring program for several years.)

Met with state librarian Jo Budler; met with ALA/Committee on Library Advocacy committee as incoming chair;

Met with ALA president-elect Barbara Stripling to discuss advocacy campaign for school libraries. She has asked me to co-chair her Think Tank on this.

Met with NetReach and Community Resources Council staff along with community activist Cathy Ramshaw at Avondale East to discuss the new initiative in the Hi-Crest neighborhood.

Attended a "How to the Ride the Bus" training session in preparation for the "Kids Ride Free" to the library program sponsored by Topeka Transit.

Facilitated: Process improvement sessions for the Digital Services team; staff quarterly meetings

Participated in: Young Adult Library Services Association virtual event, “Teens and the future of libraries.” Interviews for Foundation development administrative specialist;

Presented: webinar for Library Journal in its Data-Driven libraries series, entitled, “Green Acres is the Place to Be: Using Market Segmentation to Know What Your Customers Really Want.”

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 6/14/2013

Major Projects Update June 20, 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.
- The new system is on and functioning and the larger bandwidth should be functioning in June 2013.

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 June 2013.

Chief Operating Officer Report
Robert Banks
June 20, 2013

National Library Legislative Day went very well. After some difficulty setting up appointments, we had good conversations in each office. One important legislative gain was the addition of school libraries and school librarians to the SKILLS Act. This will allow federal money to be spent by local districts on libraries and librarians. We have lobbied for this for the past three years and finally accomplished it! I can be somewhat jaded about the advocacy process on a national level, but it does work; albeit slowly.

Marie Pyko and I have been working with the new scheduling software. There is data to download, skills and schedule templates to enter. By the time of the Board meeting, we should have completed a test run to make sure that data transfers accurately between the payroll and scheduling software programs. We plan to spend July entering schedule details and then start using the software on August 5, 2013, which is the beginning of a pay-period.

My community contacts:

SN CO Parks and Rec. staff
Safe Streets
ALA Executive Board
Teens Taking Action
Net Reach HiCrest
Susan Duffy-Topeka Metro

Departmental Highlights:

Community Services: Thad Hartman, Manager; Sandy Hestand, Supervisor

The Community Services Department has been busy switching gears from school time to summertime this May. The AdventureMobile began its route for this summer, and can be seen around town visiting 13 different sites. We have added a new site this year, and are now visiting Pine Ridge Manor, a Topeka Housing Authority and Parents as Teachers partner location.

When visiting the AdventureMobile, customers can check out materials, and check out our animal of the week! Our featured critters will include crawdads, a baby goat, and puppies to name a few. The kids can pick up a critter club card on their first visit, and if they come back a total of seven times, they receive a special critter club prize!

The Stop Drop and Read program has also started visiting area daycamps. Each daycamp receives a cart of books for the campers to read, and summer reading prizes to hand out each week. The program visits 12 sites and keeps over 600 area campers reading over the summer.

On May 10th, many community dignitaries including County Commissioner Shelly Buhler, the Chamber Ambassadors, Shawnee County Parks and Recreation Director John Knight and our own Gina Millsap cut the ribbon for a new computer lab at Central Park Community Center. The ceremony marked the beginning of an exciting partnership with the Topeka and Shawnee County Parks and Recreation Department, and the grand opening of the Community Computer Centers.

Also in May the bids for the new bookmobile arrived. We are currently in the process of reviewing the bids and speaking with former vendor customers to choose the winning company to create our bookmobile.

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

Programs in May included:

Ages birth-5

Baby Bookworms, Sneak Peak and Read, Tot Time, Preschool Storytime, Playing to Read: How does your Garden Grow, Sing, Move and Learn, Musical Storytime for Everybody, PJ Storytime, Sing, Dance and Read

Elementary school aged

Amazing Animals: Out to Lunch, Gross Stuff: Blobs in a Bottle, 4-H, Guys Read, Math and Science Exploration, READ Dogs, tWiin Xgaming

Middle and high school aged

Double Dueling, Board Game Night, Life 101: Stay Safe, Fun After School Teen Writing Group, Movie: The Avengers, Free Comic Book Day, Supper Surprise, and Open Mic Night

All Ages

Storytime with Kyler, Stories and Art, Zoo Animals Live, Star Trek- Geeky Fun

Outreach:

- March of Dimes- March for Babies- Luanne Webb and Kyler Carpenter
- William's Magnet- Betty Jean Neal
- Washburn Rural High School – Lena Vogt
- William's Magnet Field Day- Lena Vogt
- Randolph Field Day- Marlana Hodgkinson
- Lowman Hill Field Day – LeAnn Petrie
- Scott Magnet- Kyler Carpenter & Marie Pyko
- Silver Lake Preschool- Kyler Carpenter
- Hillcrest- Kathy Ellison & Jeri Eckhardt
- Oakland- Kathy Ellison & Jean Marshall

Tours:

- McCarter- The ENTIRE school
- Shawnee Height's High School Book Club

Training:

- Family Service Provider Retreat- Kathy Ellison

Highlights:

At the end of each school year, we send out a survey to all of our centers who utilize our Outreach Storytelling Service. In this year's survey we included a few questions related to one of our recent changes in how we provide service in order for us to see if that change was positive in our customers' eyes. This year storytellers were asked to consistently visit the same sites all school year long in order for us to focus on relationship building—with the adult providers and especially the kids. Those surveys continue to trickle back in so my data is incomplete at this time. To date though, response to the change has been mostly favorable. Teacher and kids know the storyteller's name and not

just Boomer bear's. By and large storytellers know the names of staff and often times kids. Collaboration is beginning to happen as teachers report that storytimes are tailored to the specific need of their classrooms. Antidotally, Outreach staff (even those who were dubious of this system) reported that the end of this year was more difficult emotionally because they knew many of the kids they knew and had grown fond of would be moving on to Kindergarten. Overall, we have moved in the right direction with this and will continue the practice.

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

Lissa Staley, Jeff Tate and I will be attending the Effective Facilitator training the week of June 17. At the end of this training we will be able to

- facilitate groups to develop and agree on workable, realistic plans or solutions to issues,
- Use the tools and techniques to:
 - create a vision that motivates people to take action
 - engage groups in developing solutions
 - generate ownership that will lead to results.

This training is hosted by Heartland Visioning.

We have had a lot of movement in Public Services and have more coming. We have a couple of upcoming retirements with Kathy Jennings, Lawn/Garden and Cooking librarian, and Jeanne Mithen, Local History librarian leaving the end of June and beginning of July. We also had one of our part time staff move and another get promoted to full time. New staff will be starting in the next couple of weeks. This is an exciting time for us since new people bring new energy and ideas.

The public services staff is currently going through Overdrive/e-book training so all staff will be able to better serve customers. Overdrive has improved their website and made it much more browseable. The staff is getting a refresher course not only on Overdrive itself but also on how to work with customers who come in with an e-reader. This training is very timely because we have not seen a slowdown in e-reader questions yet this year. Last month alone we answered a total of 219 e-reader/ebook questions.

In addition to e-reader questions the staff answered a total of 17, 232 questions last month with 4958 of those being over the phone, 228 instant messages and 131 emails.

Policy

The Customer Conduct Policy encourages behavior that supports the library's mission. Those unable to comply with acceptable behavior may be required to leave and may lose library privileges. This policy is in force on all library premises including bookmobile locations. The Library staff may enforce this policy by checking bags; requesting identification; or, searching or removing unattended items.

Be respectful of others.

- Do not harass or threaten another person. This includes but is not limited to physical, sexual or verbal abuse; using "fighting words"; throwing things; soliciting, selling or campaigning; interfering with the free passage of others.
- Do not engage in disorderly or disruptive behavior. This includes but is not limited to yelling, loud cell phone usage or playing audio equipment loudly; sleeping or loitering; being under the influence of drugs or alcohol; ~~using any kind of tobacco product including chewing tobacco, snuff, or e-cigarettes; smoking outside the building within 20 feet of the entrance;~~ roughhousing; poor personal hygiene; bringing animals into the library with the exception of service animals or animals used in library sponsored programming.
- All Topeka and Shawnee County Public Library buildings, grounds, and vehicles are smoke and tobacco free. Tobacco use and smoking in all forms including the use of electronic cigarettes and smoke-free oral tobacco products is not permitted on any property owned by the Topeka and Shawnee County Public Library. This includes any facility and vehicle, with the exception of personal vehicles.
- Dress appropriately. Shirt and shoes are required. Clothing should cover torso of the body.
- Maintain silence in the designated quiet area of the library, the North Reading Room.

Be respectful of library property.

- Snacks and drinks with lids or caps are allowed except in the Topeka Room and the Gallery. Snacks are small packaged items like chips, cookies and other vending machine type items. Also allowed are small food items not requiring utensils. Snacks are NOT fast food, restaurant meals or ice cream. These rules also apply to those attending functions in the library meeting rooms unless the food is purchased from the Millennium Café. All food & beverages consumed in the Millennium Café must be purchased from the Millennium Café.
- Keep your belongings safe with you or in a locker.

Questions about this policy? We encourage your feedback in person, by telephone at 785.580.4400, or through our Web site at <http://www.tscpl.org/Information/tscplmailform.htm>

- Bicycles, scooters or small motorized vehicles must be parked in the bike racks outside the library. They may not be chained to trees or benches or other inappropriate places. Small items such as skateboards, roller blades or skate shoes may be brought in but cannot be used inside the library or on the library front sidewalk.

Be safe.

- Stay in the public areas of the library during normal open hours.
- Only people age 12 through 18 are allowed in The Edge (teen area) during posted times.
- Do not go into unauthorized areas unless accompanied by staff.
- Do not stay in the library during hours the external doors are locked.
- Do not leave a child or vulnerable adult unattended. A vulnerable adult is one who cannot take care of him/herself, requires assistance to move about, and/or communicate with others. A child is one who is under the age of 8 and who does not have a caretaker 12 years of age or older present.
- Do not photograph children without the express permission of each child's parent or guardian.
- Follow emergency procedures. Leave the building when requested by staff in case of fire, fire drills, or other emergencies. Go to the basement when requested for tornado warnings or drills or other emergencies. Customers who do not follow emergency instructions must leave library property without delay.
- Follow all the policies, rules and guidelines of the library. Do not engage in activities that are not related to the proper use of the library.
- Guns and other weapons are not allowed in the library unless carried by a law enforcement officer.
- Follow all local, state, and federal laws, codes, rules and regulations.

Grievance Policy for Customer Suspension

When a member of the public is asked to leave the library and that person wishes to contest the action or request the length of time be shortened; the following, progressive steps may be taken:

1. Contact the Safety and Security Manager to address the grievance. The Safety and Security Manager has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Questions about this policy? We encourage your feedback in person, by telephone at 785.580.4400, or through our Web site at <http://www.tscpl.org/Information/tscplmailform.htm>



Should an agreement not be reached with the Safety and Security Manager;

2. Contact the Chief Operating Officer. The Chief Operating Officer has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Chief Operating Officer;

3. The Chief Executive Officer has ultimate authority to determine the final decision, based on the facts of the incident.

Approved: January 19, 2012

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person, by telephone at 785.580.4400, or through our Web site at <http://www.tscpl.org/Information/tscplmailform.htm>



Resolution – Permission to Bid on Radio Frequency Identification (RFID) System and Self-Check Machines
BOARD OF TRUSTEES
June 20, 2013

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes the solicitation for bids for Radio Frequency Identification (RFID) and self-check machines.

Budget Line Item:

The approved 2013 Special Projects budget line includes funding for: (1) the self-check and lobby reconfiguration project (\$155,200); (2) the voice over internet protocol telephone implementation (\$122,000); and (3) one-half of the cost of lock boxes and dispensers (\$25,000) to be placed within the community. The total of the budgeted projects is \$302,200.

As discussed at the April 2013 Board meeting, additional research has found that the RFID project should precede the self-check and lobby reconfiguration project. Further, the work effort to tag all of the collection would be best managed by doing the tagging project first and delaying the self-check purchase and placement and lobby reconfiguration until 2014. This would use existing budgeted funds for a different prioritization of projects. The tagging project also will require a conversion of security gates and the automated materials handling (AMH) system to RFID. Estimated total cost for tagging, gates and the AMH is \$240,000 to \$250,000. The Special Projects line item is proposed to fund this by moving the planned 2013 projects to 2014, using the \$250,000 originally projected on the funding matrix for RFID instead for self-checks and the lobby reconfiguration project.

Policy and Background Information:

The RFID project and self-check machines will cost more than the purchasing authority (\$5,000) delegated to the Chief Executive Officer under the Board of Trustees' "Purchasing Policy." Additionally, a minimum of three written bids must be sought and opened at a public meeting. Because the RFID project was budgeted for 2014, the Board is asked to consider approval of the issuance of a Request for Proposal for RFID in 2013, per the funding plan explained above. Permission to bid the self-check machines at the end of 2013, for an award in early 2014 using new budget year funds, is also requested. This will ensure consistency and continuity of the two portions of the project and assist with the project timeline.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid Approval for Bookmobile #1

BOARD OF TRUSTEES

June 20, 2013

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Matthews Specialty Vehicles Inc., Greensboro, North Carolina in the amount of \$253,440 for the build and purchase of bookmobile #1. The purchase shall be paid from \$200,000 in Library Foundation funds specifically identified and available for this purchase and \$53,440 from the December 2012 contribution by the Friends of the Library.

Please refer to the attached sheet for the background information and staff recommendation for this purchase.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Background Information and Staff Recommendation – Bid Approval for Bookmobile #1

Background Information

The Topeka and Shawnee County Public Library (TSCPL) currently owns and operates two bookmobiles that are open a combined 92 hours a week at 18 different locations throughout Shawnee County. One bookmobile was purchased in 1993 and the other was purchased in 1996. The vehicles' age and the high amount of usage have led to an increased number of repairs for each vehicle. The age of the vehicles and their specialized nature have also made it difficult to locate the necessary parts to make repairs. This has led to frequent interruptions in service in which the vehicles haven't been out at regularly scheduled stops.

A process review team comprised of TSCPL staff evaluated the current method of vehicle-based outreach services and assessed if it was the most effective to meet the objectives in the Library's Community Services Plan. The analysis included a customer survey, community analysis, and an assessment of the cost-effectiveness of the service. Other options for serving the public outside of the main library were also considered. It was determined that replacing the bookmobiles is the best and most cost effective option.

In December 2012, the Board of Trustees authorized the request to the Library Foundation to fundraise for two bookmobiles. Sufficient funding has been gifted to the Library Foundation and is specifically identified and available for bookmobile #1.

Process for Determination of the Recommend Bidder

A Request for Proposal (RFP) was issued on March 25, 2013 and closed on May 20, 2013. It was specifically provided to three companies identified by the Library with the capabilities to build and provide a new bookmobile. The RFP was also posted on the Library's Digital Branch as notice to any interested vendor. Two addendums were issued and posted in response to bidder questions about the specifications.

Two acceptable bids were received, with one bidder providing notification of their inability to bid. A team of Thad Hartman, Sandy Hestand, John Kugler and Nancy Wurm reviewed the bid responses and determined that both bids met all specifications. However, there was a significant difference in pricing. The original estimated cost was \$265,000.

References and other libraries throughout the United States were called to verify the satisfaction of clients with both bidders and to determine the ability of each to satisfactorily build and deliver a bookmobile. Further, questions were asked regarding longer term satisfaction with the bookmobiles purchased.

Staff Recommendation

TSCPL staff does not find a compelling reason for the bid not to be awarded to the lowest bidder, Matthews Specialty Vehicles Inc. In fact, references highly recommended this vendor and were extremely satisfied with the bookmobiles built and delivered by Matthews. Therefore, staff recommends the approval of the bid from Matthews Specialty Vehicles Inc. in the amount of \$253,440 to build and deliver bookmobile #1 in 365 days from the date of the award of contract. The Library Foundation has already raised and specifically identified \$200,000 in funding for bookmobile #1 and the funds will be available for the various payment dates based on the satisfactory completion of project deadlines. The remaining \$53,440 will be paid from the December 2012 contribution to the Library by the Friends of the Library. A contract will be agreed upon and signed once the bid is approved, with an order date expected in July 2013. The new bookmobile #1 is anticipated to be here by July 2014. The Lingo bookmobile will be retired and options to sell or otherwise dispose of it will be analyzed, with the best option chosen.

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Collections</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	10,858	23,761	34,619
Dollars Submitted:	\$226,965.24	\$2,448,674.42	\$2,675,639.66
Cash Recovery:	\$86,279.30	\$330,326.28	\$416,605.58
Material Recovery:	\$12,624.38	\$192,012.14	\$204,636.52
Waives:	\$4,353.76	\$76,408.73	\$80,762.49
Recovery Total:	\$103,257.44	\$598,747.15	\$702,004.59
Total Invoice Amount:	\$39,060.70	\$199,077.98	\$238,138.68
Total ROI:	3:1	3:1	3:1
Asset ROI:	3:1	3:1	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
Small Balance
6/2012 Through 5/2013

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
May-13	\$3,329.35	\$746.54	\$111.43	\$4,187.32	\$4,075.89	\$911.55
April-13	\$3,615.39	\$336.57	\$115.70	\$4,067.66	\$3,951.96	\$705.05
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
Total	\$42,564.92	\$8,170.64	\$2,556.75	\$53,292.31	\$50,735.56	\$11,248.10
Average	\$3,547.08	\$680.89	\$213.06	\$4,441.03	\$4,227.96	\$937.34

Monthly Recovery Statistics: Topeka & Shawnee County Public Library
6/2012 Through 5/2013

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
May-13	\$6,136.31	\$4,665.49	\$1,064.75	\$11,866.55	\$10,801.80	\$2,183.80
April-13	\$7,015.86	\$2,771.35	\$1,095.59	\$10,882.80	\$9,787.21	\$2,031.65
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
Total	\$71,032.82	\$49,140.08	\$13,099.65	\$133,272.55	\$120,172.90	\$27,306.45
Average	\$5,919.40	\$4,095.01	\$1,091.64	\$11,106.05	\$10,014.41	\$2,275.54

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2013

	2013												2012	Change 12 TO 13%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk	89,307	76,201	85,152	79,025	88,854								418,539	423,780	-1.2%
Interlibrary Loan	1,977	1,694	1,917	1,948	1,742								9,278	8,942	3.8%
Self-Check	23,690	21,348	22,980	21,794	23,620								113,432	106,553	6.5%
DVD/Video Game Dispenser	7,301	6,287	6,874	6,287	6,055								32,804	33,872	-3.2%
Renewals	25,589	30,717	33,788	33,283	28,967								152,344	145,997	4.3%
Bookmobile	26,488	22,588	26,647	26,370	20,088								122,181	111,992	9.1%
Red Carpet	7,186	6,438	6,831	7,657	7,250								35,362	47,324	-25.3%
Digital Downloads	8,957	8,325	9,159	9,612	10,540								46,593	30,133	54.6%
TOTAL CIRCULATION	190,495	173,598	193,348	185,976	187,116								930,533	908,593	2.4%
CIRCULATION DETAILS															
Print Material	100,801	91,407	102,459	98,115	99,703								492,485	497,349	-1.0%
Audio/Visual Material	79,826	72,464	80,549	75,729	74,451								383,019	379,714	0.9%
Adult Materials	113,803	103,439	113,971	109,417	107,375								548,005	544,831	0.6%
Children's Materials	50,426	45,853	52,833	48,774	50,973								248,859	250,438	-0.6%
Young Adult Materials	5,064	4,341	5,404	5,553	6,011								26,373	25,989	1.5%
Red Carpet Materials	11,334	10,238	10,800	10,100	9,795								52,267	55,805	-6.3%
NEW Patron Registrations															
Topeka / Shawnee County															
Adults	866	637	726	771	670								3,670	3,438	6.7%
Children (ages 17 and under)	209	190	244	238	394								1,275	1,625	-21.5%
Red Carpet Outreach	19	8	27	11	12								77	97	-20.6%
NEKL	94	60	142	72	63								431	527	-18.2%
Non-Resident	1	0	0	0	1								2	9	-77.8%
Total New Registrations	1,189	895	1,139	1,092	1,140								5,455	5,696	-4.2%
PATRONS DELETED	1,021	912	1,461	1,504	2,070								6,968	4,841	43.9%
BORROWERS															
Topeka / Shawnee County															
Adults	48,340	48,421	48,039	47,942	47,809								47,809	48,708	-1.8%
Children (age 4 - 17)	18,407	18,321	18,211	17,910	17,926								17,926	23,252	-22.9%
Red Carpet Outreach	1,446	1,444	1,441	1,435	1,439								1,439	1,438	0.1%
NEKL	8,066	8,117	8,011	7,895	7,846								7,846	8,719	-10.0%
Non-Resident	56	55	54	54	53								53	59	-10.2%
Delinquent	11,730	11,569	11,172	11,137	11,133								11,133	13,134	-15.2%
TOTAL BORROWERS	88,045	87,927	86,928	86,373	86,206								86,206	95,310	-9.6%
Holds Satisfied	19,334	16,822	18,981	18,759	18,694								92,590	76,396	21.2%
TOTAL CHECK-IN	146,533	132,074	150,169	148,090	142,422								719,288	855,059	-15.9%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2013

	2013												2013 Total	2012 Jan	Change 12 TO 13%			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
COLLECTION																		
Materials Added	6,696	5,710	6,028	5,935	7,618											31,987	27,220	17.5%
Materials Discarded	147	5,303	4,071	8,042	3,405											20,968	31,606	-33.7%
TOTAL COLLECTION	460,937	461,344	463,301	461,194	467,514										449,130	430,900	4.2%	
WEBSITE																		
Visits - Returning	50,795	47,056	50,070	51,021	57,028											255,970	242,283	5.6%
Visits - New	36,772	29,701	32,612	35,695	40,157											174,937	114,497	52.8%
Total Visits	87,567	76,757	82,682	86,716	97,185										430,907	356,780	20.8%	
UNIQUE VISITORS	49,062	41,499	44,626	47,931	53,730										236,848	177,111	33.7%	
REFERENCE QUESTIONS																		
Adult Services	19,089	17,062	18,445	18,018	17,232											89,846	80,108	12.2%
Red Carpet	1,369	1,182	1,444	1,245	1,080											6,320	5,365	17.8%
Topeka Room	997	1,197	1,105	1,315	1,196											5,810	6,981	-16.8%
Youth Services	2,577	2,314	2,775	2,565	3,351											13,582	12,695	7.0%
TOTAL REFERENCE QUES	24,032	21,755	23,769	23,143	22,859	0	0	0	0	0	0	0	0	0	115,558	105,149	9.9%	
GATE COUNT	65,606	60,422	66,683	66,066	64,033										322,810	328,959	-1.9%	
MEETING ROOMS																		
Bookings	609	650	684	804	671											3,418	3,260	4.8%
Hours Booked	2,884	3,418	3,614	4,401	3,477											17,794	16,075	10.7%
ATTENDANCE	11,037	12,980	12,404	18,937	11,412										66,770	60,972	9.5%	
PROGRAM ATTENDANCE																		
Onsite Program Attendance																		
Kids [birth - 11 yrs]	1,377	1,753	1,551	2,914	1,483											9,078	9,484	-4.3%
Teens [12 - 18 yrs]	66	116	134	82	85											483	872	-44.6%
Adult	660	382	487	1,160	476											3,165	2,432	30.1%
Books	35	126	64	45	38											308	427	-27.9%
Business	14	29	17	14	14											88	104	-15.4%
Movies	31	240	49	25	64											409	374	9.4%
Music	0	231	710	65	0											1,006	114	782.5%
Art	0	32	2	386	13											433	733	-40.9%
Computer	336	356	299	300	217											1,508	1,551	-2.8%
ONSITE ATTENDANCE	2,519	3,265	3,313	4,991	2,390	0	0	0	0	0	0	0	0	0	16,478	16,091	2.4%	
Offsite Program Attendance																		
Youth Outreach	4,621	3,361	3,258	5,979	2815											20,034	20,404	-1.8%
Adult Outreach	8	21	94	204	13											340	558	-39.1%
Speakers Bureau	34	124	56	227	0											441	551	-20.0%
OFFSITE ATTENDANCE	4,663	3,506	3,408	6,410	2,828	0	0	0	0	0	0	0	0	0	20,815	21,513	-3.2%	
TOTAL ATTENDANCE	7,182	6,771	6,721	11,401	5,218	0	0	0	0	0	0	0	0	0	37,293	37,604	-0.8%	
TOURS & FAIRS																		
Fairs & Events	0	1,189	208	401	283											2,081	3,216	*
Library Tours	0	11	159	97	474											741	338	*
TOURS & FAIRS	0	1,200	367	498	757										2,822	3,554	*	
GALLERY ATTENDANCE	1,670	1,782	1,612	2,879	2,275										10,218	*	*	

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2013

	2013												2012 Jan	Change 11 TO 12%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	26,318	23,702	25,006	24,463	25,119								124,608	122,032	2.1%
Adult Nonfiction	23,442	20,925	23,945	23,038	22,398								113,748	114,918	-1.0%
Juvenile Fiction	23,402	22,018	25,444	23,343	26,181								120,388	120,406	0.0%
Juvenile Nonfiction	9,549	8,554	9,724	9,885	8,470								46,182	49,094	-5.9%
Magazines	2,248	2,080	2,688	2,269	2,234								11,519	11,712	-1.6%
RC Print Materials	10,860	9,771	10,312	9,615	9,403								49,961	53,336	-6.3%
RC Realia	439	449	463	445	363								2,159	2,332	-7.4%
YA Print Materials	4,808	4,151	5,142	5,293	5,743								25,137	24,684	1.8%
PRINT CIRCULATION	101,066	91,650	102,724	98,351	99,911								493,702	498,514	-1.0%
Audio / Visual Material															
Adult Audiobooks	6,727	5,798	6,841	6,887	6,998								33,251	34,871	-4.6%
Adult Music	5,717	5,119	6,036	5,224	4,982								27,078	31,705	-14.6%
Adult Videos / DVDs	47,533	44,117	47,783	46,198	44,119								229,750	219,108	4.9%
Adult Video Games	1,813	1,761	1,857	1,593	1,719								8,743	10,432	-16.2%
Juvenile Audiobooks	758	690	852	764	829								3,893	3,978	-2.1%
Juvenile Music	791	752	934	748	910								4,135	4,663	-11.3%
Juvenile Videos / DVDs	15,844	13,670	15,595	13,668	14,269								73,046	71,940	1.5%
YA A/V	256	190	262	260	268								1,236	1,305	-5.3%
A/V CIRCULATION	79,439	72,097	80,160	75,342	74,094								381,132	378,009	0.8%
Adult Material															
Adult Fiction	26,318	23,702	25,006	24,463	25,119								124,608	122,032	2.1%
Adult Nonfiction	23,442	20,925	23,945	23,038	22,398								113,748	114,918	-1.0%
Magazines	2,248	2,080	2,688	2,269	2,234								11,519	11,712	-1.6%
Adult Audiobooks	6,727	5,798	6,841	6,887	6,998								33,251	34,871	-4.6%
Adult Music	5,717	5,119	6,036	5,224	4,982								27,078	31,705	-14.6%
Adult Videos / DVDs	47,533	44,117	47,783	46,198	44,119								229,750	219,108	4.9%
Adult Video Games	1,813	1,761	1,857	1,593	1,719								8,743	10,432	-16.2%
ADULT CIRCULATION	111,985	101,741	112,299	108,079	105,850								539,954	544,778	-0.9%
Juvenile Material															
Juvenile Fiction	23,402	22,018	25,444	23,343	26,181								120,388	120,406	0.0%
Juvenile Nonfiction	9,549	8,554	9,724	9,885	8,470								46,182	49,094	-5.9%
Juvenile Audiobooks	758	690	852	764	829								3,893	3,978	-2.1%
Juvenile Music	791	752	934	748	910								4,135	4,663	-11.3%
Juvenile Videos / DVDs	15,844	13,670	15,595	13,668	14,269								73,046	71,940	1.5%
JUVENILE CIRCULATION	50,344	45,684	52,549	48,408	50,659								247,644	250,081	-1.0%
Red Carpet Material															
RC Print Materials	10,860	9,771	10,312	9,615	9,403								49,961	53,336	-6.3%
RC Realia	439	449	463	445	363								2,159	2,332	-7.4%
RED CARPET CIRCULATIO	11,299	10,220	10,775	10,060	9,766								52,120	55,675	-6.4%
Young Adult Material															
YA Print Materials	4,808	4,151	5,142	5,293	5,743								25,137	24,684	1.8%
YA A/V	256	190	262	260	268								1,236	1,305	-5.3%
YOUNG ADULT CIRCULATI	5,064	4,341	5,404	5,553	6,011								26,373	25,989	1.5%

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		
Value Calculator															
Circulation															
Books (\$17)	\$1,679,906	\$1,522,690	\$1,700,612	\$1,633,394	\$1,660,509										
Magazines (\$5)	\$11,240	\$10,400	\$13,440	\$11,345	\$11,170										
Audiobooks (\$10)	\$74,850	\$64,880	\$76,930	\$76,510	\$78,270										
DVD, Games, Music (\$4)	\$287,816	\$262,436	\$289,868	\$270,764	\$265,068										
Reference Questions (\$7)	\$168,224	\$152,285	\$166,383	\$162,001	\$160,013										
Programming															
Children (\$7)	\$42,448	\$36,610	\$34,601	\$62,825	\$30,681										
Adults (\$15)	\$16,770	\$23,115	\$26,670	\$36,390	\$12,525										
Meeting Room Use	\$40,640	\$36,950	\$54,725	\$50,909	\$30,850										
Gallery Attendance (\$10)	\$16,700	\$17,820	\$16,120	\$28,790	\$22,750										
Computer Use (\$12 /hr)															
Free Printing (\$.10)															
ILL Borrowed (\$25)	\$13,050	\$9,300	\$10,325	\$13,075	\$10,950										
TOTAL VALUE	\$2,351,644	\$2,136,486	\$2,389,674	\$2,346,003	\$2,282,786	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,506,593		
Adult Nonfiction															
Neighborhoods															
General NF	10,036	9,119	9,921	9,232	8,613								46,921	49,399	-5.0%
Adult Learner	28	29	32	24	27								140	127	10.2%
Biographies	736	783	861	848	719								3,947	3,836	2.9%
Jobs & Careers	243	179	243	205	210								1,080	1,130	-4.4%
Cooking	1,030	951	1,080	1,485	1,438								5,984	5,929	0.9%
Collectibles	295	220	284	237	191								1,227	1,696	-27.7%
College & Testing	258	216	223	282	248								1,227	1,193	2.8%
Crafts	0	2	0	0	0								2	0	*
Crime	294	280	252	257	329								1,412	1,447	-2.4%
Gardening	289	343	892	625	554								2,703	2,599	4.0%
Health	2,189	1,861	2,263	2,212	2,231								10,756	11,479	-6.3%
Home	830	753	731	709	627								3,650	3,571	2.2%
Pets	420	364	436	420	383								2,023	1,747	15.8%
Travel	1,337	1,087	1,286	1,169	1,268								6,147	6,658	-7.7%
Weddings	145	119	160	125	104								653	830	-21.3%
NF CIRCULATION	18,130	16,306	18,664	17,830	16,942	0	0	0	0	0	0	0	87,872	91,641	-4.1%

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 May 31, 2013

FUND	SACCT	Date	Name	Description	Paid	Sts	Check#
010	15800	5/16/2013	WESTAR ENERGY	UTILITIES 2013	21,628.03	O	82430
					21,628.03		82430 Total
010	15130	5/23/2013	CAM-DEX SECURITY CORP.	20 RACKMOUNT SLIDING RAIL KIT (REPLACE DVRS)	14,264.00	O	82449
					14,264.00		82449 Total
010	15000	5/23/2013	DELL MARKETING L.P.	LIQUID CRYSTAL DISPLAY, 23W,	212.99	O	82455
010	15000	5/23/2013	DELL MARKETING L.P.	DELL PRECISION T3600N MT	5,743.97	O	82455
010	15000	5/23/2013	DELL MARKETING L.P.	DELL PRECISION T3600N MIDTOWER	4,215.00	O	82455
010	15030	5/23/2013	DELL MARKETING L.P.	OUT OF WARRANTY ON-SITE SERV	179.00	O	82455
					10,350.96		82455 Total
010	04010	5/23/2013	MCCLELLAND SOUND INC.	AUDIO/VISUAL EQUIPMENT	109,858.99	O	82467
010	15000	5/23/2013	MCCLELLAND SOUND INC.	ADD'L AUDIO/VISUAL EQUIPMENT	2,932.25	O	82467
					112,791.24		82467 Total
010	15030	5/23/2013	POLARIS INTEGRATED LIBRARY	SOFTWARE MAINT 5/23/13-5/22/14	37,490.00	O	82474
					37,490.00		82474 Total
010	15060	5/31/2013	FUTTERMAN AND ASSOCIATES	COMMUNITYCNCT HORIZON/POLARIS	7,750.00	O	82512
010	15060	5/31/2013	FUTTERMAN AND ASSOCIATES	REIMB EXPS FOR STAFF DAY	929.27	O	82512
					8,679.27		82512 Total
					205,203.50		Grand Total