



Call to Order

Public Comment

Approval of September Board Minutes – Action Item

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

Old Business

- Three Board Retreat Discussion
- RFID Installation Timeline Presentation and Discussion

New Business

Contracts/Policies

- Personal and Family Protection Act - **Action Item**

Bids/Purchases

- Topeka Performing Arts Center Partnership - **Action Item**
- Laurel Series chairs (6), upholstery covers (10) and tables (2) for Kids Library from August Inc. (Sole Source Purchase) - **Action Item**

Advocacy Stories

Adjournment

Next Meeting:

November 21, 2013 - 4:00 PM
Menninger Room

Subject to change without notice



TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING

September 19, 2013
Menninger Room

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Stacey Woolington (Treasurer)

CALL TO ORDER:

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, September 19, 2013 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, at 4:02 PM, the Chair & Secretary were present.

PUBLIC COMMENT

Duane Johnson (chair), asked for public comment. There was no public comment.

APPROVAL OF MINUTES

On motion by Bob Harder, seconded by Melissa Masoner, the August 8th board minutes were accepted as presented. Motion carried.

On motion by Bob Harder, seconded by Melissa Masoner, the minutes of the special meeting held on August 14th were accepted as presented. Motion carried.

The Chief Financial Officer's Report was presented by Sheryl Weller.

APPROVAL OF TREASURER'S REPORT

On motion by Bob Harder, seconded by David Monical, the August CFO report containing the Treasurer Financial Report were accepted. Motion carried.

The Friends Report was presented by Sherryl Longhofer, Board Chair.

In the absence of Board Chair, Jeanne Slusher, Kathy Groesbeck presented the Foundation Report.

Gina Millsap provided a summary of her Chief Executive Officer's Report and an update on the Strategic Plan.

The Chief Operating Officer's Report was presented by Rob Banks.

NEW BUSINESS

- **Approval of 2014 Friends Funding Request**
On motion by Bob Harder, seconded by David Monical, the board approved the Request to the Friends of TSCPL for FY2013. Motion carried.
- **Approval of Authorization of Spending Authority for Staff Development**
On motion by Bob Harder, seconded by Kerry Storey, the board approved the Authorization of Spending Authority – Staff Development. Motion carried.
- **Approval of Authorization of Spending Authority for Super Wi-Fi Project**
On motion by Bob Harder, seconded by Elizabeth Ross, the board approved the Authorization of Spending Authority – Super Wi-Fi Project. Motion carried.
- **Approval of Bid for Picture Book Shelving in the Kids Library**
On motion by Bob Harder, seconded by Melissa Masoner, the board approved the Bid for Picture Book Shelving in the Kids Library. Motion carried.
- **Approval of Purchase of Two Smartlockers**
On motion by Bob Harder, seconded by Dan Guenther, the board approved the Purchase of Two Smartlockers. Motion carried.

EXECUTIVE SESSION

On motion by David Monical, seconded by Bob Harder, the board recessed the regular monthly meeting to enter into Executive Session at 5:03 pm for a time not-to-exceed 55 minutes with no action expected, to discuss plans for the Personal and Family Protection Act. Motion passed.

On motion by Quentin Martin, seconded by Bob Harder, the executive session adjourned and regular session convened at 5:47PM. Motion passed

ADJOURNMENT

On motion by Bob Harder, seconded by Elizabeth Ross, the board adjourned at 5:48PM. Motion carried.

Jennifer Turner
Secretary

The meeting adjourned at 5:48PM.

**Chief Financial Officer's Report
October 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, the Youth Services Fund and the Bookmobile 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. Billings will be finalized in October.

General Fund – Pages 3 & 4

With 74.8% of the budget year completed, 94% of the budgeted revenue has been received and 70% of the approved budget has been expended/encumbered. This compares to 2012 in which 94% of the budgeted revenue had been received and 69% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2013 was received September 20th as scheduled. The total received for the General Fund was \$848,877.79. The percentage of the ad valorem budget collected year-to-date is the same as in 2012 at 96%. The percentage of year-to-date motor vehicle tax is 72% in 2013 and was 71% at this same time in 2012.

Employee Benefit Fund – Page 6

With 74.8% of the year completed, 95% of the budgeted revenue has been received, with 70% of the approved budget expended. This compares to 2012 with 95% of the budgeted revenue received and 62% of the budget expended. This difference between years is mostly due to the encumbering of the workers compensation premiums and deductible this year, as well as what appears to be a more accurate budget for group health insurance premiums.

The September 20th tax distribution totaled \$221,935.41. The percentage of the ad valorem budget collected year-to-date is the same as in 2012 at 96%. The percentage of year-to-date motor vehicle tax received is 73% compared to 71% 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 \$2,467,899.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the budgeted revenue collected year-to-date is 97%, compared with 95% at this same time in 2012.

The September 20th tax distribution totaled \$135,686.98. The percentage of the ad valorem budget collected year-to-date is the same as in 2012 at 96%. The percentage of year-to-date motor vehicle tax received is 73% in 2013 compared to 70% in 2012.

Checks Greater than \$5,000

Check #83158 is for the consultant hired to assist with the complex Request for Proposal process for the RFID and self-check project. This is a professional service and is exempt from the Purchasing Policy.

Check #83162 for \$8,320.00 to Logo Dogz is for 2,000 t-shirts for the infant program, Read to Me. This initiative was approved to be funded from the Undesignated Gifts/Memorials Fund and a match from specific Foundation funds. The funding approval was misinterpreted to be approval to place the order as well. However, because it exceeded \$5,000 and was to be ordered from the same vendor and at the same price as done three years ago, it should have been brought to the Board for approval of the dollar amount and sole source recommendation. I did not identify this situation before the order was placed and I accept sole responsibility for violation of the Purchasing Policy. The situation has been documented and instructions issued, accordingly.

Check #83211 is for shipping services by a specialty art shipper for the artwork at the Children's Art Show. This is a professional service, which is exempt from the Purchasing Policy. Bids are not required, but three quotes were attempted anyway. One vendor did not respond and the other reputable shipper did not have a truck coming to the Midwest when the shipments were needed.

Check #83216 is a payment to the Friends of TSCPL due to the credit card processing company posting the deposits from the Annual Book Sale to a library bank account, rather than the Friends bank account. This was discovered and confirmed by Finance and the total monies, less fees, were paid to the Friends via check. This was the first year that the Friends allowed payment by credit card.

Other Items:

- Tax distributions were received from Shawnee County as scheduled on September 20th.
- Three quotes were requested for replacement of the Café's ice machine, expected to cost over \$3,000 but less than \$5,000. The lowest quote included installation, which the other, higher quotes did not. Thus, the lowest quote of \$3,649 was accepted. Replacement Café equipment was included in the budget for Furniture and Equipment and the budget is sufficient for the purchase.
- Access issues related to the new financial management system were resolved in early October. Data conversion and system implementation is still planned for November 1st.
- I presented a Procurement Tutorial to managers and supervisors on September 26th regarding the Board's policy, the Request for Proposal document, communication with vendors, bid receiving and award and the importance of the procurement process for governmental organizations. The current Purchasing Policy is in need of updating and clarification, since it was last updated over 17 years ago. Presenting a revised policy for the Board's consideration by the end of this year is planned.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of September 30, 2013

Capital Improvement Funds-VisionBank

\$2,467,899.11 at 0.40% (money market account)
Sept. interest of \$811.10 not recorded until Oct.

Municipal Investment Pool

\$4,100,760.85 operating funds in "overnite pool"*; available
for transfer whenever needed

\$1,500,000.00 operating funds in 90-day, fixed rate pool; at
.010% dated 9/6/13, maturing 12/5/13

\$5,600,760.85 Sept. interest not recorded by TSCPL until Oct. \$17.60

* rates vary by day; average September 1-30, 2013 was .005%

Principal Balance of Outstanding Bonds

\$10,265,000

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

09/30/13

	<u>Balance 01/01/13</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 09/30/13</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 3,301,521.87	\$ 11,347,122.65	\$ 8,846,689.18	\$ 5,801,955.34
Employee Benefits	1,074,519.64	2,843,028.06	2,387,673.44	\$ 1,529,874.26
Capital Improvement	2,461,698.91	5,389.10	-	\$ 2,467,088.01
Bond & Interest	994,895.65	1,644,027.55	1,681,412.08	\$ 957,511.12
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	70,405.00	6,573.39	\$ 63,831.61
Federal, State & Local Grants	7,859.67	14,350.00	21,599.28	\$ 610.39
Other Special Revenue	739,321.34	95,944.97	243,625.75	\$ 591,640.56
Permanent Funds	445,590.47	30,342.99	(857.98)	\$ 476,791.44
Totals	<u>\$ 9,025,407.55</u>	<u>\$ 16,050,610.32</u>	<u>\$ 13,186,715.14</u>	<u>\$ 11,889,302.73</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,798,176.28
Capital Improvement Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-VisionBank-Money Market Account	2,467,088.01
Restricted Funds-CoreFirst Bank-Checking	591,650.88
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	286,426.54
Bond & Interest Fund-CoreFirst Bank-Checking	957,511.12
Bond & Interest Fund-CoreFirst Bank-Investments	-
Bond & Interest Fund-Denison State Bank-Investments	-
Cash on Hand	2,674.00
Petty Cash	200.00
Endowment Securities	190,364.90
Municipal Investment Pool	<u>5,600,743.25</u>
	\$ 11,894,834.98
Payroll Liabilities	<u>5,532.25</u>
	<u>\$ 11,889,302.73</u>

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

09/30/13

	01/01/13 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	09/30/13 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 3,301,521.87	\$ 11,347,122.65	\$ 682,674.71	\$ 8,164,014.47	\$ 5,801,955.34	\$ 795,817.44	\$ 5,006,137.90
Employee Benefit Fund	1,074,519.64	2,843,028.06	-	2,387,673.44	1,529,874.26	5,588.45	1,524,285.81
Capital Improvement Fund	2,461,698.91	5,389.10	-	-	2,467,088.01	-	2,467,088.01
Bond & Interest Fund	994,895.65	1,644,027.55	-	1,681,412.08	957,511.12	-	957,511.12
Non Major Governmental Funds							
<i>State Aid Fund</i>	-	70,405.00	-	6,573.39	63,831.61	-	63,831.61
<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	9,959.48	-	-	-
Kansas Humanities Council Grant	1,200.00	1,550.00	-	2,150.00	600.00	600.00	-
<i>Other Special Revenue Funds</i>							
Adult Programs	236.00	255.00	-	72.50	418.50	17.50	401.00
Art Collection	40,434.68	3,516.28	-	16,615.40	27,335.56	674.95	26,660.61
Book Cook Program	192.94	-	-	-	192.94	-	192.94
Bookmobile Fund	1,050.19	63,360.00	-	63,657.37	752.82	136,640.00	(135,887.18)
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	4.01	-	-	5,857.78	(5,853.77)	80.00	(5,933.77)
Cooking Neighborhood	-	-	-	-	-	-	-
Friends	248,792.56	92.71	30,938.76	32,131.97	185,814.54	138,584.25	47,230.29
Fun Committee	2,404.32	1,577.77	-	1,412.50	2,569.59	321.46	2,248.13
Gallery Competitions/Exhibits	21,976.52	2,085.04	-	4,606.62	19,454.94	-	19,454.94
Gifts/Memorials (Undesignated)	217,573.52	15,453.54	2,716.16	15,213.81	215,097.09	12,770.53	202,326.56
Great Stories Club	47.00	-	-	-	47.00	-	47.00
Health Neighborhood	601.55	-	-	2,700.00	(2,098.45)	-	(2,098.45)
Hirschberg Lecture	6,586.82	2.66	-	-	6,589.48	-	6,589.48
Hughes Business Collection	6,610.72	2.68	-	-	6,613.40	-	6,613.40
Library Materials	135,717.38	5,601.28	-	(735.09)	142,053.75	-	142,053.75
Lingo	-	-	-	-	-	-	-
NEH Expendable	9,942.85	3.81	-	2,609.47	7,337.19	2,160.87	5,176.32
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
PodCamp Topeka	326.79	-	-	-	326.79	-	326.79
Programming Fund	-	250.00	-	576.55	(326.55)	1,528.75	(1,855.30)
Red Carpet	371.26	-	-	88.15	283.11	215.81	67.30
Rotary Grant	4.29	-	-	-	4.29	-	4.29
Special Collections	1,841.16	-	-	-	1,841.16	-	1,841.16
Talking Books	8,375.38	3.37	-	-	8,378.75	-	8,378.75
Torluemke Landscaping	1,179.51	-	-	-	1,179.51	-	1,179.51
Wedding Neighborhood	-	-	-	200.00	(200.00)	-	(200.00)
Workshops	2,516.15	680.00	-	-	3,196.15	1,835.65	1,360.50
Youth Services	32,502.16	3,060.83	6,304.00	58,659.80	(29,400.81)	65,693.34	(95,094.15)
<i>Permanent Funds</i>							
Mertz Trust	175,869.90	14,495.19	-	0.19	190,364.90	-	190,364.90
NEH Endowment	269,720.57	15,847.80	-	(858.17)	286,426.54	-	286,426.54
TOTALS	\$ 9,025,407.55	\$ 16,050,610.32	\$ 732,123.43	\$ 12,454,591.71	\$ 11,889,302.73	\$ 1,162,529.00	\$ 10,726,773.73

General Fund - Revenue

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 74.8% of year
Ad Valorem Property Tax	\$ 10,228,960.00	\$ 9,801,641.21	\$ (427,318.79)	96%
Revitalization Rebates	(123,861.00)	-	\$ 123,861.00	0%
Back Tax	-	225,413.06	\$ 225,413.06	0%
Motor Vehicle Tax	1,157,984.00	836,721.16	\$ (321,262.84)	72%
Recreational Vehicle Tax	11,587.00	7,542.61	\$ (4,044.39)	65%
16/20 M Vehicle Tax	11,299.00	10,883.92	\$ (415.08)	96%
In Lieu of Tax	45,216.00	44,857.44	\$ (358.56)	99%
E-Rate Reimbursement	75,000.00	18,965.86	\$ (56,034.14)	25%
Sundry Revenue	5,000.00	3,771.63	\$ (1,228.37)	75%
Sundry Revenue - Recycling	2,500.00	655.98	\$ (1,844.02)	26%
Salary Refunds-Foundation	69,600.00	49,723.59	\$ (19,876.41)	71%
Salary Refunds-Friends	109,800.00	74,158.14	\$ (35,641.86)	68%
Salary Refunds-Shawnee Cty	16,032.00	3,919.51	\$ (12,112.49)	24%
Support Refunds-Shawnee Cty	2,500.00	-	\$ (2,500.00)	0%
Vend Machines	5,000.00	3,010.60	\$ (1,989.40)	60%
Pay to Sam	42,000.00	33,334.53	\$ (8,665.47)	79%
Overdue fees	317,000.00	214,922.48	\$ (102,077.52)	68%
Debt Collect	21,000.00	433.46	\$ (20,566.54)	2%
ILL Fees	5,000.00	351.69	\$ (4,648.31)	7%
Mailing Fees	-	-	\$ -	0%
Non Resident Card Fee	800.00	510.00	\$ (290.00)	64%
Telephone/Fax	3,700.00	3,351.13	\$ (348.87)	91%
Obituary Fees	1,500.00	735.00	\$ (765.00)	49%
Meeting Room Charges	13,000.00	9,238.01	\$ (3,761.99)	71%
Monday Market Fees	500.00	540.00	\$ 40.00	108%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	5,000.00	2,441.64	\$ (2,558.36)	49%
Library Treasurer's Balance	1,865,626.00	-	\$ -	0%
TOTALS	<u>\$ 13,891,743.00</u>	<u>\$ 11,347,122.65</u>	<u>\$ (678,994.35)</u>	94%

Topeka and Shawnee County Public Library

09/30/13

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances	(Over)/Under Budget	% Expended
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,676.85	\$ -	\$ 1,723.15	73%
Salaries-Facilities	607,089.00	432,524.05	-	174,564.95	71%
Salaries-Overtime	10,200.00	3,405.14	-	6,794.86	33%
Salaries-Shelvers	191,603.00	96,958.04	-	94,644.96	51%
Salaries-Staff	7,064,670.00	5,031,363.13	-	2,033,306.87	71%
Salaries-Security	267,894.00	180,231.23	-	87,662.77	67%
Conferences	50,000.00	45,602.80	9,573.10	(5,175.90)	110%
Staff Training	14,000.00	13,742.79	231.99	25.22	100%
Mileage	7,055.00	5,443.94	2,632.59	(1,021.53)	114%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	1,148.54	204.14	1,647.32	45%
Materials-Print/Non-Print <1 YR	390,300.00	158,801.11	18,989.64	212,509.25	46%
Materials-Print/Non-Print	1,233,000.00	731,856.72	160,666.31	340,476.97	72%
Materials-Periodicals	43,000.00	2,011.05	2,762.54	38,226.41	11%
OPERATIONS:					
Cataloging and ILL Services	74,000.00	45,777.49	24,212.99	4,009.52	95%
Contracted-Digital Services	225,920.00	121,891.34	48,643.24	55,385.42	75%
Contracted-Facilities	258,500.00	187,323.83	46,703.09	24,473.08	91%
Contracted-Office Equipment	121,100.00	52,073.54	20,874.51	48,151.95	60%
Contracted-Professional	287,000.00	178,145.46	70,113.97	38,740.57	87%
Digital Services Support	256,012.00	156,210.53	20,169.14	79,632.33	69%
Furniture/Equipment	99,000.00	60,202.96	18,407.00	20,390.04	79%
Insurance	37,000.00	39,715.00	-	(2,715.00)	107%
Marketing	20,000.00	9,255.44	5,305.00	5,439.56	73%
Memberships/Dues	21,000.00	10,150.10	10,645.00	204.90	99%
Miscellaneous	5,000.00	4,440.38	120.94	438.68	91%
Payments to Other Libraries	77,800.00	-	76,828.00	972.00	99%
Postage/Shipping	75,000.00	63,118.82	323.67	11,557.51	85%
Printing	65,000.00	29,509.65	4,830.13	30,660.22	53%
Programming	30,000.00	14,522.99	3,621.30	11,855.71	60%
Special Projects	302,200.00	-	-	302,200.00	0%
Supplies-Facilities	70,000.00	40,412.69	16,799.95	12,787.36	82%
Supplies-Office/Library	77,000.00	49,292.08	5,745.41	21,962.51	71%
Supplies-Processing	35,000.00	11,470.02	3,052.42	20,477.56	41%
Telecommunications	143,000.00	75,653.97	41,605.98	25,740.05	82%
Utilities-Electric	335,000.00	227,999.16	82,400.84	24,600.00	93%
Utilities-Gas	75,000.00	31,857.99	10,142.01	33,000.00	56%
Utilities-Water/Sewage	35,000.00	14,802.71	17,197.29	3,000.00	91%
Vehicle-Gas	29,000.00	20,158.67	528.01	8,313.32	71%
Vehicle-Repair	50,000.00	11,506.80	13,713.83	24,779.37	50%
Contingency/Fund Balance	1,200,000.00	803.70	-	-	0%
Cash Long/Short	-	(46.24)	-	46.24	0%
TOTALS	\$ 13,891,743.00	\$ 8,164,014.47	\$ 737,044.03	\$ 3,791,488.20	70%

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

09/30/13

	<u>2013 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/13	\$ 1,865,626.00	\$ 2,532,937.16	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,228,960.00	9,801,641.21	96%
Revitalization Rebates	(123,861.00)	-	0%
Back Tax	-	225,413.06	
Motor Vehicle Tax	1,157,984.00	836,721.16	72%
Recreational Vehicle Tax	11,587.00	7,542.61	65%
16/20M Vehicle Tax	11,299.00	10,883.92	96%
In Lieu of Tax	45,216.00	44,857.44	99%
E-Rate Reimbursement	75,000.00	18,965.86	25%
Fees and Charges	417,000.00	270,198.53	65%
Reimbursements	197,932.00	128,457.22	65%
Interest on Idle Funds	5,000.00	2,441.64	49%
	<u>\$ 12,026,117.00</u>	<u>\$ 11,347,122.65</u>	94%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,147,856.00	5,749,158.44	71%
Other Staff Support Costs	71,055.00	77,227.21	109%
Library Collections	1,669,300.00	1,076,440.05	64%
Contracted Services	892,520.00	725,768.98	81%
Digital Services Support	256,012.00	176,379.67	69%
Furniture/Equipment	99,000.00	78,609.96	
Payments to Other Libraries	77,800.00	76,828.00	99%
Special Projects	302,200.00	-	0%
Utilities & Telecommunications	588,000.00	501,659.95	85%
Vehicles	79,000.00	45,907.31	58%
Other Operating Expenditures	509,000.00	392,275.23	77%
Cash Basis Reserve	1,200,000.00	803.70	0%
	<u>\$ 13,891,743.00</u>	<u>\$ 8,901,058.50</u>	70%
Prior Year Canceled Purchase Orders		<u>\$ 27,136.59</u>	
Unencumbered Balance 09/30/13	\$ -	<u>\$ 5,006,137.90</u>	

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

09/30/13

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	\$ 2,424,182.13	96%
Revitalization Rebates	(32,498.00)	-	0%
Back Tax	-	61,106.72	
Motor Vehicle Tax	303,821.00	220,351.77	73%
Recreational Vehicle Tax	3,040.00	1,984.28	65%
16/20M Vehicle Tax	2,965.00	3,129.94	106%
In Lieu of Tax	11,869.00	11,094.33	93%
Refund-Fringe Benefits-Foundation	29,200.00	17,349.22	59%
Refund-Fringe Benefits-Friends	23,400.00	10,814.00	46%
Refund-Fringe Benefits-Shawnee Cty	11,297.00	793.66	0%
Refund BC/BS	-	-	0%
Refund-Workers Compensation	-	-	0%
Employee Payments BC/BS	-	-	0%
Retiree Payments BC/BS	110,000.00	92,222.01	84%
	\$ 2,992,599.00	\$ 2,843,028.06	95%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 7,000.00	\$ 6,668.04	
FICA	623,314.00	418,074.13	67%
KPERS	692,248.00	462,726.53	67%
Worker's Compensation	87,000.00	65,249.00	75%
Unemployment Tax	16,300.00	11,884.03	73%
Health/Dental Insurance	1,981,000.00	1,426,821.12	72%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 3,781,862.00	\$ 2,391,422.85	70%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 09/30/13	\$ -	\$ 1,524,285.81	

CAPITAL IMPROVEMENT

Balance 01/01/13		\$ 2,461,698.91
<u>Revenue:</u>		
Interest received		5,389.10
		\$ 5,389.10
<u>Expenditures/Encumbrances:</u>		
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 09/30/13		\$ 2,467,088.01

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	6,573.39
	\$ 75,000.00	\$ 6,573.39
Unencumbered Balance 09/30/13		\$ 63,831.61

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

09/30/13

	<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	1,458,985.61	96%
Revitalization Rebates	(19,956.00)	-	0%
Back Tax	-	37,523.85	
In Lieu of Tax	7,285.00	6,677.09	92%
Motor Vehicle Tax	186,569.00	135,671.23	73%
Recreational Vehicle Tax	1,867.00	1,220.54	65%
16/20M Vehicle Tax	1,821.00	2,083.03	114%
Interest on Idle Funds	1,500.00	1,866.20	124%
	<u>\$ 1,701,456.00</u>	<u>\$ 1,644,027.55</u>	97%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,375,000.00	\$ 1,375,000.00	100%
Interest	305,755.00	305,755.00	100%
Wire Transfer Fees	30.00	30.00	0%
Cash Basis Reserve	1,000,000.00	627.08	0%
	<u>\$ 2,680,785.00</u>	<u>\$ 1,681,412.08</u>	100%
Unencumbered Balance 09/30/13	\$ -	\$ 957,511.12	

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 September 30, 2013

FUND	SACCT	Date	Name	Description	Paid	Sts	Check#
010	15060	9/12/2013	THE GALECIA GROUP	PHASE ONE: RFP DEVELOPMENT	10,600.00	O	83158
					10,600.00		83158 Total
010	15800	9/12/2013	WESTAR ENERGY	UTILITIES 2013	30,440.72	O	83159
					30,440.72		83159 Total
035	35600	9/12/2013	LOGO DOGZ	PRECIOUS CARGO 100% ORGANIC	8,320.00	O	83162
					8,320.00		83162 Total
010	15130	9/18/2013	LAIRD NOLLER FORD	2010 FORD F-150 PICKUP TRUCK	15,248.95	O	83167
					15,248.95		83167 Total
010	15100	9/19/2013	OCLC, INC.	SUBSCRIPTIONS 2013	9,253.99	O	83189
					9,253.99		83189 Total
034	34700	9/19/2013	U.S. ART COMPANY	SHIP SCULPTURES FROM WASHINGTON	5,087.83	O	83211
034	34700	9/19/2013	U.S. ART COMPANY	SHIP SCULPTURES TO WASHINGTON	4,570.25	O	83211
					9,658.08		83211 Total
010	15060	9/26/2013	FRIENDS OF TSCPL	HEARTLAND PAYMENT CREDIT CARDS BOOK SALE	12,218.21	O	83216
					12,218.21		83216 Total
010	15150	9/26/2013	PEOPLES/COMMERCIAL INSURANCE	COMM PKG	696.00	O	83224
010	15150	9/26/2013	PEOPLES/COMMERCIAL INSURANCE	BOILER (12/10 - 12/31/13)	99.00	O	83224
010	15150	9/26/2013	PEOPLES/COMMERCIAL INSURANCE	MATERIALS CONVERSATION EXHIBIT	(35.00)	O	83224
015	19200	9/26/2013	PEOPLES/COMMERCIAL INSURANCE	WORKER'S COMPENSATION PKG	19,360.00	O	83224
					20,120.00		83224 Total
010	15050	9/26/2013	PITNEY BOWES INC.	MAIL RM EQ. LEASE 408	3,582.00	O	83225
010	15050	9/26/2013	PITNEY BOWES INC.	MAIL RM EQ. LEASE 410	4,914.00	O	83225
					8,496.00		83225 Total
036	36900	9/26/2013	STUDIO DISPLAYS, INC.	KIDS LIBRARY PHASE II PROJECT	41,271.80	O	83238
					41,271.80		83238 Total
					165,627.75		Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

October, 2013

Library Trends and News

American Library Association President Barbara Stripling has issued a Declaration for the Right to Libraries. People are signing on throughout the U.S. and you can too. Take a few minutes and sign it online at the I Love Libraries website. <http://www.ilovelibraries.org/declaration/sign>

Strategic Plan

Project Updates –

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

Community Survey Update – We have received a proposal from ETC Institute of Olathe, KS and are reviewing it with the goal of executing an agreement by early November.

Agenda Items

Three Board Retreat – It's been suggested that it would be helpful to have the three boards meet after the first of the year to get a briefing on the RFID project, timeline and process and learn about the Advocacy Committee plan for 2014. Duane would like to have a discussion, determine if there are other topics and set a date for the retreat.

RFID (Radio Frequency Identification) Installation Timeline – Paul Brennan and Thad Hartman will present a timeline and various scenarios on RFID implementation, especially the tagging of the collection. We will be recommending that the library close for a few days for tagging, security gate installation, self check installation and upgrading the materials handling system for RFID.

Contracts/Polices:

Personal and Family Protection Act - At the September meeting, there was Board consensus that it wishes to claim the four-year exemption to prohibit weapons in the library. In your packet is a resolution that directs me as CEO to do all things necessary in Section 2.(a) of the Act to exempt the Library buildings for four years beginning January 1, 2014.

Bids/Purchases:

Topeka Performing Arts Center Partnership - We are entering into an agreement with TPAC to sponsor a performance of the Sid the Science Kid, a PBS program, focused on science education.

Laurel Series Furniture for Kids Library (Sole Source Furniture Purchase) - We are adding some seating and table pieces and upholstery covers to the existing furniture set used in the Kids Library and The Edge teen space. Please see the background and fiscal note on the resolution.

Professional Activities/Community Contacts

Meetings/Activities:

Facilitated: Heartland Visioning Executive Meeting, Digital Services Process Improvement meetings, Library Cohort Meeting, Intergovernmental Cooperation Council Planning Meeting

Participated in: It Can Wait – Don't Text and Drive Press Conference, Friends Book Sale, ALA Committee on Library Advocacy Committee Meetings, Capital Federal Check Presentation, Heartland Visioning Community Meeting, Golden City Forum, Downtown Rotary, Heartland Visioning Management Committee Meeting, Mayor's Office Affordable Healthcare Collaboration Meeting, TSCPL Advocacy Planning Meeting, Community Resources Council Awards, Kansas Library Conference, Makerspace Collaboration Meeting

Presented: Chamber Senior Council; Kansas Library Association preconference with the Urban Libraries Council on community assessment and organizational effectiveness.

**Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 10/11/2013**

Major Projects Update October 17, 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.

- Meetings have begun with RFID consultant
- RFP is drafted and published
- Bids returned and demonstrations scheduled

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.

VOIP (new phone system): on funding matrix for 2013; will be delayed to 2014 due to shift in RFID and self-check project.

- A timeline is set to comply with e-rate requirements for 2014.
- Draft of RFP prepared to comply with e-rate timeline

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.
- Demo of Bibliotheca lock box underway
- Book Return ordered

Chief Operations Officer Report
Robert Banks
October 17, 2013

After the last board meeting, some of you wanted to recycle plastic water bottles. At that time, we did not have recycling available in the meeting rooms. The Shawnee County Recycling is not prepared to handle businesses. The staff Green Team did recycle in our break rooms. I approached them about taking on the meeting room and they were excited to do so. Starting Thursday, October 10, we recycle plastic in the meeting rooms. Thank you for asking. This provided us an opportunity to expand our efforts.

Jeff Kober was the keynote speaker at the Kansas Library Association conference. The Hospitality Team has read an is using his book, "The Wonderful World of Customer Service at Disney." He also presented a pre-conference. A number of our staff attended both sessions. I'm looking forward to working with those staff members to collect our thoughts from his presentations and develop ways to make those changes in how we work at the library.

Seaman High School and Topeka High School have contacted us about working with students as interns. We will work with 3 or 4 high school students in Marketing and Communications and with me in Administration. This should be a good experience for the students and for us.

I hope many of you were able to attend the ribbon cutting for the new Kid's Library. At the event, a new library song was premiered. Jean Marshall, Youth Services, is the composer. Kyler Carpenter, Youth Services, played guitar and sang, David King, Digit Branch and Services Director played drums, Jean Marshall played bass and I played keyboard. We've had a lot of fun putting this together. The song was written so that it could be used for a variety of occasions. I'm very proud of all of our talented staff.

My community contacts:

ALA Executive Board

Net Reach HiCrest

Susan Duffy-Topeka Metro

Michael Gleason, Washburn Leadership Institute

Heartland Visioning

Departmental Highlights:

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

First Friday of October, we opened "RED," an art exhibit that pulls from the library's art collection to look at all aspects of the color red. We look at where pigments come from, the symbolism of color, red in advertising, and how different cultures view the color red. In the front gallery, "Abstraction" continues into the first week of November.

The Altered Books Festival is displayed in the library rotunda, and it is our biggest festival yet! Zan Popp, Brea Black and Betsy Roe collaborated on two Altered Books workshops. Participants in the workshop, and more people in the community who have made altered books before, brought in more than two dozen artworks using old books. (No circulating books were harmed in this display!) Books that have become too damaged to repair are obsolete, or no longer part of the circulating collection are re-interpreted in any way the artist decides.

Betsy Roe attended the Mountain Plains Museum Association conference in Lincoln, Nebraska, and brought back many great ideas for volunteer and intern training.

Business and Investment Center: Marie Pyko, Director; Terry Miller, Librarian

On September 4th, the Business & Investment Center co-sponsored a program with HCCI Topeka, titled "The Affordable Care Act-What Happens Now?" The presenter was Linda J. Sheppard, Special Counsel and Director of Health Care Policy at the Kansas Insurance Department. We had an attendance of 146 people from the community, from a very diverse demographic with regard to age and income.

Linda reviewed the ACA provisions and explained "Essential Health Benefits," the Health Insurance Marketplace, and Navigators that are all part of the new law. TSCPL is holding classes in the library's Computer Center throughout the month of

October, where consumers can come in and be assisted by ACA Navigators as they sign up for the ACA. Librarians are assisting with logging people on to the ACA web site but are not actually assisting or consulting. Plans are available in all 105 counties in Kansas; each county will have at least two companies offering coverage. The Insurance Department estimates that approximately 236,000 Kansans are most likely to purchase coverage through the Marketplace because of tax credit availability.

We started our third year of hosting the "Women & Money Series," a 7-week program of financial literacy for women, on September 5, running through October 17th, co-sponsored by HCCI Topeka. The program received grants from:

- Kansas Securities Commission -\$10,000
- Topeka Women's Fund -\$1,500
- Bryden – Funds for scholarships for women who cannot afford the enrollment fee

This year we offered the classes both at TSCPL and via Webinar. Women who signed up for the online Webinar are able to access the live presentation from their computers, away from the Library, and can also access the archived Webinar if they are unable to attend during the live presentation.

2013 ATTENDANCE: TSCPL—60

WEBINAR –29

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

The bookmobile department is excited to announce the opening of two new community stops in September. This month we began to visit the Pine Ridge and Hi-Crest communities. These two stops were chosen, because of their locations, and to help aid revitalization work that is already taking place in both areas. These neighborhoods have historically been high crime, low socio-economic areas in Topeka. We hope that our presence will not only gain us new visibility and cardholders, but will provide the residents better, more convenient library services.

Along with these new stops the bookmobile department is in full programming mode in the area elementary schools. We sent out the brochures in late August and have

already scheduled over 125 programs! Along with the programming for children we have also begun to offer programs for adult and senior centers.

Of course, the department is still very excited about the new vehicle that is coming our way in late spring next year. We are busy making decisions about specifications and interiors. Our excitement continues to build. We can't wait to see the new vehicle drive in.

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

Super Wifi Project



Soon maintenance staff will install an antenna here at the library that will deliver remote Wi-Fi to two Bookmobile stops, Velma Paris Community Center, and the Topeka Rescue Mission. Once the antennas are up, testing will begin. The four-month pilot project, Kansas K20-Librarians Whitespace Pilot, is coordinated by the Kansas State Library, and also involves Kansas City, Kansas Public Library, Lawrence Public Library, and Manhattan Public Library.

The consortium of Kansas libraries will work together in this feasibility study to test the strength and speed of signals sent over distances. Kansas is among six consortium or public libraries chosen for this project. This pilot is an initiative of the national Gigabit Libraries Network's Libraries Super Wi-Fi Project that makes use of abandoned analog TV frequencies. More information about the national initiative can be found at <http://giglibraries.net>.

VOIP (Voice over IP) Phone System headed out to bid

After getting input from staff across the library we have finalized the VOIP RFP (request for proposal) and will be posting it soon. This will be a major upgrade to our phone system and network infrastructure. This project will begin after July 2014 and should be completed by the end of the year.

Timelapse Video



Recently we tested out the Hero3 GoPro Camera by shooting a time-lapse video of the outside of the library. If you haven't seen the video yet [check it out on YouTube](#). Keep an eye out for more fun and interesting videos on our channel.

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

Programs in September included:

Ages birth-5

Baby Bookworms, Preschool Storytime, Musical Storytime for Everybody, Tot Time, Sing, Dance & Read, Math & Science Exploration and Stories and Art

Elementary school aged

Crazy Extreme Science, Amazing Animals- Twisted Tongues, Sock Zombies, Guys Read, READ Dogs, tWiin Xgaming, and 4-H in the Library

Middle and high school aged

Double Dueling, Life 101: Your Ride, Tower Building Challenge, Fun after School, Mini Quiche, Teen Writing Group, and Open Mic Night

All Ages

Zoo Animals Live

Tours:

Tecumseh North 2nd grade

Outreach:

- William's- Summer Reading Achievement Celebration Kyler Carpenter
- Shawnee Hts. SPED Early Learning- Resources Luanne Webb
- Pre-K Storytime Storytellers

New:

- Permanent signage added to the Easy Reader space and Non Fiction
- School age AWE computer added to the "space" room
- Fabricated items including entrance, school bus, dinosaur, and lighthouse and octopus have been added according to plan

Highlights:

We have partnered with 4-H for many years. This year that partnership is taking us in a slight different venture as that organization pilots its own programmatic changes with us. Candis Meerpohl from 4-H and Luanne Webb, one of our own, will be starting SPIN clubs here. These are special interest clubs. That means that kids commit to 6 weeks of exploring the same topic and project detail. It also means that at the end they will be a true full fledge 4-H member and will even have a county fair worthy entry. So far this concept of 4-H has only been done in Illinois, as phase one of a pilot. Kansas is part of phase two; determining if 4-H's success with phase one is replicable in another state. We are happy to take part in that venture. Our fist program is Lego: Robotics, beginning October 19.

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

Our fiction team wants to get customers excited about our great collection of horror and graphic novels, so they are planning some Halloween fun that will be sure to get customer's attention. In the week before Halloween, the team will lay down a trail of bloody footprints. The tracks will start at the front entrance and will lead customers all the way back to the horror and graphic novels located in the stacks. In the Media Room, Atrium, and Circulation Lobby, themed displays will showcase graphic novels, horror, and Halloween folklore from our collection. On Halloween they will dress up as zombies. They have invited the entire staff to join in the undead fun! For costume advice, see Award-winning Zombie champion Kyle Moreland, who has won best adult zombie costume two years in a row at the Topeka Zombie Walk. Who knew we had such talented staff in the field of zombies.

Lissa Staley has been working fast and furious to stay on top of the Affordable Care Act information. She has done a fantastic job keeping the staff up to date through blog posts and face-to-face meetings. She has drilled into all of us to remember www.healthcare.gov. That is where all the reliable information resides regarding the new insurance system.

The after school Zoo Animals program started up again this month with 74 people attending the program. It was a rainforest theme so animals joining us at the library included a jungle nymph (looks like a green leaf), a giant spiny stick (looks scary and prehistoric), tarantula, southern 3-banded armadillo, and Pat the enormous Red-tail Boa. This is a great partnership with the zoo and the customers love it!

Staff are attending KLA as I write this and am eager to hear and share with you all what they learned and were inspired by next month.



Resolution–Personal and Family Protection Act

BOARD OF TRUSTEES

Topeka and Shawnee County Public Library

October 17, 2013

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, directs the Chief Executive Officer to do all things necessary in Section 2.(a) of the Act to exempt the Library buildings for four years beginning January 1, 2014.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution–Authorization of Spending Authority–Topeka Performing Arts Center Partnership

BOARD OF TRUSTEES Topeka and Shawnee County Public Library October 17, 2013

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes the Chief Executive Officer to enter into an agreement with Topeka Performing Arts Center to be the Title Partner for the PBS Sid the Science Kid Live Show. This agreement requires an investment of \$7,000.00, which exceeds the financial approval limit of \$5,000 delegated to the Chief Executive Officer in the "Purchasing Policy" dated August 21, 1996. Funding will be from the Undesignated Gifts and Memorials Fund.

Background:

Sid the Science Kid is a half-hour PBS Kids series produced by The Jim Henson Company that will be making its live tour debut in 2014. The main character in the show is Sid, an "inquisitive youngster" who uses comedy to tackle questions kids have about basic scientific principles and why things work the way they do. He tries to answer questions and solve problems with the help of his classmates, teacher and his family. The conceptual content is based in national science learning standards, cognitive learning theory, and on the preschool science curriculum, Preschool Pathways to Science. The curriculum connections include: Reading & Language Arts, Listening Comprehension, Science & Technology, Life Science, Health & Fitness, Physical Science and Earth Science.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Sole Source Purchase - Furnishings – Kids Library

BOARD OF TRUSTEES

Topeka and Shawnee County Public Library

October 17, 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 additional chairs, tables and replacement upholstery covers, a sole source award shall be made to August Incorporated, Centerville, Ohio. Further, the Board of Trustees approves the quotation of \$13,152.85 for all pieces. In accordance with the Major Initiatives Funding Matrix, and prior request to The Library Foundation, this equipment shall be paid from Library Foundation funds which are available and designated for this purpose.

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.

The Board of Trustees approved a resolution on September 20, 2012 for funding of Phase III of the Kids Library in concept, which included the purchase of: (1) interactive educational toys and activities for kids birth to twelve years old; and (2) furniture and shelving for the early literacy, tween and school age zones. The resolution also recognized that no Library funds were available for the project and requested that the Library Foundation provide funding for the project. The Library Foundation has funds available and designated for this purpose.

A part of the redesign of the Kids Library focused on improving the learning and literacy experience for children and families. It was determined that there was not an adequate amount of seating for both caregivers and children. As more spaces are opened up for children to explore books and learning centers, there is a need to add a few more pieces of furniture.

As part of the redesign project, the team reviewed the existing furnishings originally purchased as part of the 2002 building renovation to determine how they have withstood 12 years of use. They are structurally sound and have been very durable, even in the most high-usage areas. The furnishings also are very flexible to arrange and group. The team recommended that additional pieces of these same furnishings, as well as replacement upholstery covers, be purchased for consistency with the existing pieces and to maximize flexibility in usage. These additional pieces will be placed in the Family Zone for children and

families and in the new non-fiction space under the dinosaur. Both spaces are designed for children of all ages. Four of the new chairs will be purchased with arms to assist parents feeding infants and other adults needing arm support. Two tables will be added to the Family Zone arrangement so that children have spaces to play with puzzles and other small learning manipulatives.

Staff Recommendation

TSCPL staff recommends approving the quote of \$13,152.85 from August Incorporated of Centerville, Ohio as a sole source vendor for the purchase of four chairs, two tables and replacement upholstery covers for use in the redesigned areas of the Kids Library. The purchase is funded by the Library Foundation.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Collections</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	24,529	12,106	36,635
Dollars Submitted:	\$2,525,787.00	\$258,175.18	\$2,783,962.18
Cash Recovery:	\$348,438.66	\$99,892.75	\$448,331.41
Material Recovery:	\$209,801.93	\$15,236.46	\$225,038.39
Waives:	\$82,017.75	\$5,515.27	\$87,533.02
Recovery Total:	\$640,258.34	\$120,644.48	\$760,902.82
Total Invoice Amount:	\$205,888.93	\$42,733.45	\$248,622.38
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
10/2012 Through 9/2013

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-13	\$4,055.69	\$2,140.13	\$195.70	\$6,391.52	\$6,195.82	\$1,655.75
August-13	\$5,136.61	\$4,988.48	\$3,349.19	\$13,474.28	\$10,125.09	\$1,235.10
July-13	\$4,171.26	\$5,813.23	\$504.76	\$10,489.25	\$9,984.49	\$2,058.50
June-13	\$4,748.82	\$4,847.95	\$1,559.37	\$11,156.14	\$9,596.77	\$1,861.60
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
Total	\$66,839.76	\$50,884.13	\$13,298.65	\$131,022.54	\$117,723.89	\$25,310.60
Average	\$5,569.98	\$4,240.34	\$1,108.22	\$10,918.55	\$9,810.32	\$2,109.22

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

10/2012 Through 9/2013

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-13	\$3,424.62	\$800.61	\$168.24	\$4,393.47	\$4,225.23	\$861.40
August-13	\$3,589.57	\$546.98	\$356.28	\$4,492.83	\$4,136.55	\$852.55
July-13	\$3,533.99	\$465.38	\$244.35	\$4,243.72	\$3,999.37	\$1,056.10
June-13	\$3,065.27	\$799.11	\$392.64	\$4,257.02	\$3,864.38	\$902.70
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
Total	\$43,054.63	\$8,081.73	\$2,668.94	\$53,805.30	\$51,136.36	\$11,056.35
Average	\$3,587.89	\$673.48	\$222.41	\$4,483.78	\$4,261.36	\$921.36

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2013

2013												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CIRCULATION												
Main Library												
Circulation Desk	89,307	76,201	85,152	79,025	88,854	93,175	98,716	87,169	77,984			
Interlibrary Loan	1,977	1,694	1,917	1,948	1,742	1,593	1,971	1,987	1,968			
Self-Check	23,690	21,348	22,980	21,794	23,620	27,443	29,647	25,197	23,504			
DVD/Video Game Dispenser	7,301	6,287	6,874	6,287	6,055	6,639	7,180	6,791	5,697			
Renewals	25,589	30,717	33,788	33,283	28,967	34,101	37,789	34,925	33,140			
Bookmobile	26,488	22,588	26,647	26,370	20,088	28,096	28,629	19,982	27,423			
Red Carpet	7,186	6,438	6,831	7,657	7,250	6,814	6,592	7,645	6,918			
Digital Downloads	8,957	8,325	9,159	9,612	10,527	11,456	14,568	13,419	14,224			
TOTAL CIRCULATION	190,495	173,598	193,348	185,976	187,103	209,317	225,092	197,115	190,858			
CIRCULATION DETAILS												
Print Material	100,801	91,407	102,459	98,115	99,703	115,466	120,665	101,343	100,243			
Audio/Visual Material	79,826	72,464	80,549	75,729	74,451	79,552	87,169	80,165	72,821			
Adult Materials	113,803	103,439	113,971	109,417	107,375	111,174	120,836	114,170	104,493			
Children's Materials	50,426	45,853	52,833	48,774	50,973	67,065	68,713	51,259	53,549			
Young Adult Materials	5,064	4,341	5,404	5,553	6,011	7,370	7,656	5,932	5,451			
Red Carpet Materials	11,334	10,238	10,800	10,100	9,795	9,409	10,629	10,147	9,661			
NEW Patron Registrations												
Topeka / Shawnee County												
Adults	866	637	726	771	670	847	911	833	693			
Children (ages 17 and under)	209	190	244	238	394	479	388	328	233			
Red Carpet Outreach	19	8	27	11	12	13	20	18	16			
NEKL	94	60	142	72	63	85	64	47	46			
Non-Resident	1	0	0	0	1	1	0	0	0			
Total New Registrations	1,189	895	1,139	1,092	1,140	1,425	1,383	1,226	988			
PATRONS DELETED	1,021	912	1,461	1,504	2,070	1,314	1,113	1,161	1,404			
BORROWERS												
Topeka / Shawnee County												
Adults	48,340	48,421	48,039	47,942	47,809	47,794	48,002	47,881	47,928			
Children (age 4 - 17)	18,407	18,321	18,211	17,910	17,926	18,090	18,133	18,059	17,784			
Red Carpet Outreach	1,446	1,444	1,441	1,435	1,439	1,429	1,435	1,439	1,419			
NEKL	8,066	8,117	8,011	7,895	7,846	7,754	7,620	7,631	7,379			
Non-Resident	56	55	54	54	53	51	49	49	48			
Delinquent	11,730	11,569	11,172	11,137	11,133	11,100	11,100	11,029	11,179			
TOTAL BORROWERS	88,045	87,927	86,928	86,373	86,206	86,218	86,339	86,088	85,737			
Holds Satisfied	19,334	16,822	18,981	18,759	18,694	19,045	21,294	19,711	19,013			
TOTAL CHECK-IN	146,533	132,074	150,169	148,090	142,422	154,918	174,502	160,066	139,044			

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2013

2013												
	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	5,527	6,710	7,023	5,977			
Materials Discarded	147	5,303	4,071	8,042	3,405	5,852	6,709	6,768	13,443			
TOTAL COLLECTION	460,937	461,344	463,301	461,194	465,407	465,082	465,083	465,337	457,871			
WEBSITE												
Visits - Returning	50,795	47,056	50,070	51,021	57,028	63,666	68,126	60,394	*			
Visits - New	36,772	29,701	32,612	35,695	40,157	39,702	41,496	37,434	*			
Total Visits	87,567	76,757	82,682	86,716	97,185	103,368	109,622	97,828	*			
UNIQUE VISITORS	49,062	41,499	44,626	47,931	53,730	54,061	57,073	51,675	*			
REFERENCE QUESTIONS												
Adult Services	19,089	17,062	18,445	18,018	17,232	17,542	19,214	19,059	17,879			
Red Carpet	1,369	1,182	1,444	1,245	1,080	1,550	1,562	1,419	1,336			
Topeka Room	997	1,197	1,105	1,315	1,196	983	1,069	1,218	1,142			
Youth Services	2,577	2,314	2,775	2,565	3,351	4,948	4,713	3,031	2,468			
TOTAL REFERENCE QUESTIONS	24,032	21,755	23,769	23,143	22,859	25,023	26,558	24,727	22,825	0	0	0
GATE COUNT	65,606	60,422	66,683	66,066	64,033	73,073	81,027	72,065	61,365			
MEETING ROOMS												
Bookings	609	650	684	804	671	626	682	683	701			
Hours Booked	2,884	3,418	3,614	4,401	3,477	2,772	3,524	4,244	4,089			
ATTENDANCE	11,037	12,980	12,404	18,937	11,412	14,974	16,034	10,509	12,558			
PROGRAM ATTENDANCE												
Onsite Program Attendance												
Kids [birth - 11 yrs]	1,377	1,753	1,551	2,914	1,483	6,171	5,854	1,463	1,637			
Teens [12 - 18 yrs]	66	116	134	82	85	256	332	95	131			
Adult	660	382	487	1,160	476	333	720	310	985			
Books	35	126	64	45	38	35	21	18	99			
Business	14	29	17	14	14	23	14	18	23			
Movies	31	240	49	25	64	389	404	235	125			
Music	0	231	710	65	0	66	90	325	0			
Art	0	32	2	386	13	84	8	52	0			
Computer	336	356	299	300	217	263	295	265	222			
ONSITE ATTENDANCE	2,519	3,265	3,313	4,991	2,390	7,620	7,738	2,781	3,222	0	0	0
Offsite Program Attendance												
Youth Outreach	4,621	3,361	3,258	5,979	2815	970	1145	613	1829			
Adult Outreach	8	21	94	204	13	0	63	81	10			
Speakers Bureau	34	124	56	227	0	0	39	31	34			
OFFSITE ATTENDANCE	4,663	3,506	3,408	6,410	2,828	970	1,247	725	1,873	0	0	0
TOTAL ATTENDANCE	7,182	6,771	6,721	11,401	5,218	8,590	8,985	3,506	5,095	0	0	0
TOURS & FAIRS												
Fairs & Events	0	1,189	208	401	283	309	65	60	843			
Library Tours	0	11	159	97	474	0	26	29	9			
TOURS & FAIRS	0	1,200	367	498	757	309	91	89	852			
GALLERY ATTENDANCE	1,670	1,782	1,612	2,879	2,275	4,436	3,842	2,903	1,623			

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2013

2013												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CIRCULATION DETAILS												
Print Material												
Adult Fiction	26,318	23,702	25,006	24,463	25,119	25,842	28,663	26,423	24,530			
Adult Nonfiction	23,442	20,925	23,945	23,038	22,398	22,951	24,235	22,979	21,143			
Juvenile Fiction	23,402	22,018	25,444	23,343	26,181	35,571	35,316	26,115	27,184			
Juvenile Nonfiction	9,549	8,554	9,724	9,885	8,470	12,030	11,672	7,778	10,411			
Magazines	2,248	2,080	2,688	2,269	2,234	2,831	3,093	2,487	2,327			
RC Print Materials	10,860	9,771	10,312	9,615	9,403	9,061	10,251	9,768	9,279			
RC Realia	439	449	463	445	363	325	362	351	370			
YA Print Materials	4,808	4,151	5,142	5,293	5,743	7,090	7,329	5,653	5,215			
PRINT CIRCULATION	101,066	91,650	102,724	98,351	99,911	115,701	120,921	101,554	100,459			
Audio / Visual Material												
Adult Audiobooks	6,727	5,798	6,841	6,887	6,998	6,867	7,176	6,897	6,782			
Adult Music	5,717	5,119	6,036	5,224	4,982	5,121	5,708	5,378	4,897			
Adult Videos / DVDs	47,533	44,117	47,783	46,198	44,119	46,071	50,470	48,692	43,618			
Adult Video Games	1,813	1,761	1,857	1,593	1,719	1,875	1,941	1,672	1,470			
Juvenile Audiobooks	758	690	852	764	829	964	1,011	758	647			
Juvenile Music	791	752	934	748	910	938	1,012	874	860			
Juvenile Videos / DVDs	15,844	13,670	15,595	13,668	14,269	17,070	19,135	15,251	13,970			
YA A/V	256	190	262	260	268	280	327	279	236			
A/V CIRCULATION	79,439	72,097	80,160	75,342	74,094	79,186	86,780	79,801	72,480			
Adult Material												
Adult Fiction	26,318	23,702	25,006	24,463	25,119	25,842	28,663	26,423	24,530			
Adult Nonfiction	23,442	20,925	23,945	23,038	22,398	22,951	24,235	22,979	21,143			
Magazines	2,248	2,080	2,688	2,269	2,234	2,831	3,093	2,487	2,327			
Adult Audiobooks	6,727	5,798	6,841	6,887	6,998	6,867	7,176	6,897	6,782			
Adult Music	5,717	5,119	6,036	5,224	4,982	5,121	5,708	5,378	4,897			
Adult Videos / DVDs	47,533	44,117	47,783	46,198	44,119	46,071	50,470	48,692	43,618			
Adult Video Games	1,813	1,761	1,857	1,593	1,719	1,875	1,941	1,672	1,470			
ADULT CIRCULATION	111,985	101,741	112,299	108,079	105,850	109,683	119,345	112,856	103,297			
Juvenile Material												
Juvenile Fiction	23,402	22,018	25,444	23,343	26,181	35,571	35,316	26,115	27,184			
Juvenile Nonfiction	9,549	8,554	9,724	9,885	8,470	12,030	11,672	7,778	10,411			
Juvenile Audiobooks	758	690	852	764	829	964	1,011	758	647			
Juvenile Music	791	752	934	748	910	938	1,012	874	860			
Juvenile Videos / DVDs	15,844	13,670	15,595	13,668	14,269	17,070	19,135	15,251	13,970			
JUVENILE CIRCULATION	50,344	45,684	52,549	48,408	50,659	66,573	68,146	50,776	53,072			
Red Carpet Material												
RC Print Materials	10,860	9,771	10,312	9,615	9,403	9,061	10,251	9,768	9,279			
RC Realia	439	449	463	445	363	325	362	351	370			
RED CARPET CIRCULATION	11,299	10,220	10,775	10,060	9,766	9,386	10,613	10,119	9,649			
Young Adult Material												
YA Print Materials	4,808	4,151	5,142	5,293	5,743	7,090	7,329	5,653	5,215			
YA A/V	256	190	262	260	268	280	327	279	236			
YOUNG ADULT CIRCULATION	5,064	4,341	5,404	5,553	6,011	7,370	7,656	5,932	5,451			

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2013

2013												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Value Calculator												
Circulation												
Books (\$17)	\$1,679,906	\$1,522,690	\$1,700,612	\$1,633,394	\$1,660,509	\$1,918,790	\$2,003,076	\$1,684,139	\$1,668,244			
Magazines (\$5)	\$11,240	\$10,400	\$13,440	\$11,345	\$11,170	\$14,155	\$15,465	\$12,435	\$11,635			
Audiobooks (\$10)	\$74,850	\$64,880	\$76,930	\$76,510	\$78,270	\$78,310	\$81,870	\$76,550	\$74,290			
DVD, Games, Music (\$4)	\$287,816	\$262,436	\$289,868	\$270,764	\$265,068	\$285,420	\$314,372	\$288,584	\$260,204			
Reference Questions (\$7)	\$168,224	\$152,285	\$166,383	\$162,001	\$160,013	\$175,161	\$185,906	\$173,089	\$159,775			
Programming												
Children (\$7)	\$42,448	\$36,610	\$34,601	\$62,825	\$30,681	\$51,779	\$51,317	\$15,197	\$25,179			
Adults (\$15)	\$16,770	\$23,115	\$26,670	\$36,390	\$12,525	\$17,895	\$24,810	\$20,025	\$22,470			
Meeting Room Use	\$40,640	\$36,950	\$54,725	\$50,909	\$30,850	\$26,550	\$24,135	\$38,820	\$41,940			
Gallery Attendance (\$10)	\$16,700	\$17,820	\$16,120	\$28,790	\$22,750	\$44,360	\$38,420	\$29,030	\$16,230			
Computer Use (\$12 /hr)												
Free Printing (\$.10)												
ILL Borrowed (\$25)	\$13,050	\$9,300	\$10,325	\$13,075	\$10,950	\$9,825	\$13,700	\$13,075	\$13,525			
TOTAL VALUE	\$2,351,644	\$2,136,486	\$2,389,674	\$2,346,003	\$2,282,786	\$2,622,245	\$2,753,071	\$2,350,944	\$2,293,492	\$0	\$0	\$0

Adult Nonfiction

Neighborhoods												
General NF	10,036	9,119	9,921	9,232	8,613	8,869	9,617	8,635	8,078			
Adult Learner	28	29	32	24	27	46	34	52	58			
Biographies	736	783	861	848	719	753	744	641	577			
Jobs & Careers	243	179	243	205	210	242	162	197	309			
Cooking	1,030	951	1,080	1,485	1,438	1,466	1,395	1,207	1,056			
Collectibles	295	220	284	237	191	193	210	204	215			
College & Testing	258	216	223	282	248	282	280	243	210			
Arts & Crafts	0	2	67	140	196	294	586	899	1,062			
Crime	294	280	252	257	329	318	342	320	278			
Gardening	289	343	892	625	554	471	469	398	257			
Health	2,189	1,861	2,263	2,212	2,231	2,034	2,256	2,126	1,953			
Home	830	753	731	709	627	678	605	965	643			
Pets	420	364	436	420	383	502	454	635	320			
Travel	1,337	1,087	1,286	1,169	1,268	1,508	1,356	1,186	1,028			
Weddings	145	119	160	125	104	48	105	123	152			
NF CIRCULATION	18,130	16,306	18,731	17,970	17,138	17,704	18,615	17,831	16,196	0	0	0

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2013	2012	Change 12 TO 13%
Total		
775,583	806,753	-3.9%
16,797	16,047	4.7%
219,223	210,299	4.2%
59,111	63,585	-7.0%
292,299	268,514	8.9%
226,311	203,538	11.2%
63,331	78,638	-19.5%
100,247	57,706	73.7%
1,752,902	1,705,080	2.8%
930,202	940,200	-1.1%
702,726	704,188	-0.2%
998,678	999,933	-0.1%
489,445	490,117	-0.1%
52,782	52,244	1.0%
92,113	102,058	-9.7%
6,954	7,079	-1.8%
2,703	2,973	-9.1%
144	183	-21.3%
673	815	-17.4%
3	11	-72.7%
10,477	11,061	-5.3%
11,960	9,638	24.1%
47,928	50,568	-5.2%
17,784	19,755	-10.0%
1,419	1,454	-2.4%
7,379	8,096	-8.9%
48	55	-12.7%
11,179	10,635	5.1%
85,737	90,563	-5.3%
171,653	149,940	14.5%
1,347,818	1,504,491	-10.4%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2013	2012	Change
Total	Jan	12 TO 13%
57,224	48,532	17.9%
53,740	45,534	18.0%
441,595	441,109	0.1%
448,156	453,577	-1.2%
293,569	230,908	27.1%
741,725	684,485	8.4%
399,657	343,905	16.2%
163,540	155,352	5.3%
12,187	10,501	16.1%
10,222	10,436	-2.1%
28,742	27,238	5.5%
214,691	203,527	5.5%
610,340	614,180	-0.6%
6,110	5,617	8.8%
32,422	28,154	15.2%
120,845	108,719	11.2%
24,203	24,311	-0.4%
1,297	1,694	-23.4%
5,513	4,061	35.8%
481	795	-39.5%
166	121	37.2%
1,562	1,309	19.3%
1,487	164	806.7%
577	1,206	-52.2%
2,553	2,770	-7.8%
37,839	36,431	3.9%
24,591	25,373	-3.1%
494	789	-37.4%
545	961	-43.3%
25,630	27,123	-5.5%
63,469	63,554	-0.1%
3,358	3,912	*
805	1,021	*
4,163	4,933	*
23,022	*	*

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2013	2013	2012	Change
Total	Jan	Jan	11 TO 12%
230,066	229,503	229,503	0.2%
205,056	208,392	208,392	-1.6%
244,574	240,061	240,061	1.9%
88,073	91,069	91,069	-3.3%
22,257	21,634	21,634	2.9%
88,320	97,604	97,604	-9.5%
3,567	4,249	4,249	-16.1%
50,424	49,926	49,926	1.0%
932,337	942,438	942,438	-1.1%
60,973	63,243	63,243	-3.6%
48,182	55,968	55,968	-13.9%
418,601	402,685	402,685	4.0%
15,701	18,422	18,422	-14.8%
7,273	7,362	7,362	-1.2%
7,819	9,043	9,043	-13.5%
138,472	141,783	141,783	-2.3%
2,358	2,318	2,318	1.7%
699,379	700,831	700,831	-0.2%
230,066	229,503	229,503	0.2%
205,056	208,392	208,392	-1.6%
22,257	21,634	21,634	2.9%
60,973	63,243	63,243	-3.6%
48,182	55,968	55,968	-13.9%
418,601	402,685	402,685	4.0%
15,701	18,422	18,422	-14.8%
985,135	999,847	999,847	-1.5%
244,574	240,061	240,061	1.9%
88,073	91,069	91,069	-3.3%
7,273	7,362	7,362	-1.2%
7,819	9,043	9,043	-13.5%
138,472	141,783	141,783	-2.3%
486,211	489,318	489,318	-0.6%
88,320	97,604	97,604	-9.5%
3,567	4,249	4,249	-16.1%
91,887	101,860	101,860	-9.8%
50,424	49,926	49,926	1.0%
2,358	2,318	2,318	1.7%
52,782	52,244	52,244	1.0%

