



Topeka and Shawnee County Public Library Agenda
Board of Trustees
June 19, 2014 – 4:00 p.m.
Menninger Room

Call to Order

Public Comment

Welcome of New Trustee

Welcome New Executive Assistant, Ted Yungclas

Approval of May Board Minutes – [Action Item](#)

Chief Financial Officer’s Report – Sheryl Weller

Financial Reports

- Treasurer’s Report – David Monical
- 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

- View TV spots – Diana Friend

New Business

- Establish CEO Evaluation Timeline

Advocacy Stories

Adjournment

Next Meeting:

July 17, 2014 - 4:00 PM
Menninger Room

Board Budget Work Sessions:

[June 16, 2014, 9AM-12PM, Menninger Room](#)

[July 7, 2014, 12PM-3PM, Hughes Room](#)

Subject to change without notice



TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING

May 15, 2014
Menninger Room

BOARD MEMBERS PRESENT:

Duane Johnson, (chair), David Monical, (vice-chair), Jennifer Fells (treasurer), Elizabeth Ross (secretary), Melissa Masoner, Kerry Onstott Storey and Betty Greiner

BOARD MEMBERS ABSENT: Dan Guenther and Quentin Martin

CALL TO ORDER:

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, May 15, 2014 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00PM by the Chair, Duane Johnson.

PUBLIC COMMENT

Duane Johnson asked for public comment. There were no individuals present for public comment and the public comment period was closed.

APPROVAL OF MINUTES

On motion by David Monical seconded by Jennifer Fells, the April 17th board minutes were accepted. Motion carried.

APPROVAL OF TREASURER'S REPORT

Sheryl Weller presented her Chief Financial Officer's report. David Monical reported that he met with Sheryl to review and discuss. Based on that meeting David Monical made a motion to approve the financials. The motion was seconded by Jennifer Fells. Motion carried.

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

In the absence of Board Chair, Jeanne Slusher, Nancy Lindberg presented the Foundation Report.

Gina Millsap provided a summary of her Chief Executive Officer's Report.

The Chief Operating Officer's Report was presented by Rob Banks. Paul Brennan provided a summary on the RFID project

NEW BUSINESS

- **Set August Board Meeting Date and Time**
On motion by Elizabeth Ross, seconded by Jennifer Fells, the Board of Trustees, Topeka and Shawnee County Public Library approves the new meeting date of August 14, 2014
- **Set Budget Hearing Date and Time**
On motion by Kerry Storey, seconded by Jennifer Fells, the Board of Trustees, Topeka and Shawnee County Public Library approves the Budget Hearing date and time of August 14, 2015 at 5:30PM.

ADJOURNMENT

Prior to adjourning, roundtable introductions were made to welcome the new Trustee, Betty Greiner.

On motion by David Monical, seconded by Jennifer Fells, the board adjourned at 4:37 PM to begin the Health Insurance Work Session. Motion carried.

Elizabeth Ross, Secretary

**Chief Financial Officer's Report
June 2014
Sheryl Weller**

Financial Summary - Page 1

Annually after the audit is completed, the Mertz Trust fund is adjusted to match the December 31 ending balance. The Library is one recipient of this endowment and the Library's share must be calculated by the auditors each year. This year the adjustment is a positive \$11,520.83. This is bank account Endowment Securities.

Revenue/Expense/Balance by Fund Report – Page 2

The Kansas Humanities Council Grant, the Bookmobile Fund, the Children's Art Show Fund and the Wedding Neighborhood Fund are temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement or grant funds not yet received.

General Fund – Pages 3 through 5

With 41.4% of the budget year completed, 51% of the budgeted revenue has been received and 45% of the approved budget has been expended/encumbered. This compares to 2013 in which 49% 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, 59% of the budgeted revenue has been received (including the non-budgeted claims experience refund from Blue Cross Blue Shield), with 38% of the approved budget expended. This compares to 2013 with 49% of the budgeted revenue received and 40% of the budget expended.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,333,584.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the budgeted revenue collected year-to-date is 51% compared to 50% at this same time in 2013.

Other Items:

- Cash on hand increased on the May financial reports to account for the base change retained in each kiosk. In the near future, the change used for the point-of-sale sites will be returned to the General Fund. To maximize customer convenience and service, five point-of-sale sites are retained, as well as those for the vehicle-based services, in addition to the new checkouts.
- Please remember to schedule the 2015 Board budget work sessions on Monday, June 16th 9:00 am to noon (Menninger Room) and Monday, July 7th noon to 3:00 pm (Hughes Room). Lunch will be served on July 7th. I attended the annual municipality budget training and legislative update on June 4th.
- The next property tax distribution of \$6,217,436.20 was received as scheduled on June 5th and will be shown and discussed in the June financial reports.
- Most of May was spent on procedures and work related to the new checkouts and service model, including payment handling, and working with the health insurance and benefits consultants and reviewing and studying their materials.

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

05/31/14

	<u>Balance 01/01/14</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 5/31/2014</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 3,178,541.00	\$ 6,035,521.42	\$ 5,213,150.33	\$ 4,000,912.09
Employee Benefits	853,595.39	2,021,457.51	1,326,444.56	\$ 1,548,608.34
Capital Improvement	2,470,118.17	3,395.35	139,929.23	\$ 2,333,584.29
Bond & Interest	1,017,984.44	725,134.29	135,917.50	\$ 1,607,201.23
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	62,819.74	-	\$ 62,819.74
Federal, State & Local Grants	10.39	1,200.00	1,200.00	\$ 10.39
Other Special Revenue	816,110.93	13,963.71	294,961.04	\$ 535,113.60
Permanent Funds	500,662.07	21,253.85	626.92	\$ 521,289.00
Totals	<u><u>\$ 8,837,022.39</u></u>	<u><u>\$ 8,884,745.87</u></u>	<u><u>\$ 7,112,229.58</u></u>	<u><u>\$ 10,609,538.68</u></u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,013,053.25
Capital Improvement Fund-CoreFirst Bank-Investments	-
Capital Improvement Fund-VisionBank-Money Market Account	2,421,688.52
Restricted Funds-CoreFirst Bank-Checking	540,439.31
Restricted Funds-CoreFirst Bank-Investments	-
Restricted Funds-CoreFirst Bank-Investments-Foundation	319,403.27
Bond & Interest Fund-CoreFirst Bank-Checking	216,075.16
Bond & Interest Fund-CoreFirst Bank-Investments	-
Cash on Hand	4,166.50
Petty Cash	220.00
Endowment Securities	201,885.73
Municipal Investment Pool	<u>5,992,112.33</u>
	\$ 10,709,044.07
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Payroll Deduction and Employer Benefit Liabilities	4,977.47
Less Outstanding Checks	<u>94,527.92</u>
	<u><u>\$ 10,609,538.68</u></u>

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

05/31/14

	01/01/14 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	5/31/2014 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 3,178,541.00	\$ 6,035,521.42	\$ 448,713.19	\$ 4,764,437.14	\$ 4,000,912.09	\$ 969,501.86	\$ 3,031,410.23
Employee Benefit Fund	853,595.39	2,021,457.51	1,240.10	1,325,204.46	1,548,608.34	63,445.69	1,485,162.65
Capital Improvement Fund	2,470,118.17	3,395.35	105,734.00	34,195.23	2,333,584.29	-	2,333,584.29
Bond & Interest Fund	1,017,984.44	725,134.29		135,917.50	1,607,201.23	-	1,607,201.23
Non Major Governmental Funds							
<i>State Aid Fund</i>	-	62,819.74			62,819.74	-	62,819.74
<i>Federal & State Grants</i>							
Gallery Grant	10.32				10.32	-	10.32
11-LSTA-3(Talking Books)	0.07				0.07	-	0.07
12-LSTA(Talking Books)	-				-	-	-
Big Read Grant	-				-	-	-
Kansas Humanities Council Grant	-	1,200.00		1,200.00	-	1,200.00	(1,200.00)
<i>Other Special Revenue Funds</i>							
Adult Programs	596.50	1.98			598.48	-	598.48
Art Collection	21,847.47	4.54	55.15	4,796.22	17,000.64	2,251.38	14,749.26
Book Cook Program	192.94				192.94	-	192.94
Bookmobile Fund	39,752.82			62,387.80	(22,634.98)	317,376.75	(340,011.73)
Career Neighborhood	-				-	-	-
Computer training	-				-	-	-
Children's Art Show	4.01				4.01	6,816.00	(6,811.99)
Cooking Neighborhood	-				-	-	-
Friends	212,981.56	28.81	98,812.02	24,943.78	89,254.57	24,078.76	65,175.81
Fun Committee	1,623.01	494.39	29.99	749.70	1,337.71	321.11	1,016.60
Gallery Competitions/Exhibits	24,025.88	3,787.56		4,007.05	23,806.39	504.00	23,302.39
Gifts/Memorials (Undesignated)	241,271.70	8,239.54	7,800.00	25,664.95	216,046.29	4,103.86	211,942.43
Great Stories Club	47.00				47.00	-	47.00
Health Neighborhood	601.55				601.55	-	601.55
Hirschberg Lecture	6,590.52	1.52			6,592.04	-	6,592.04
Hughes Business Collection	6,614.44	1.52			6,615.96	-	6,615.96
Library Materials	214,750.63	1,394.80		57,277.60	158,867.83	43,262.43	115,605.40
Lingo	-				-	-	-
NEH Expendable	6,298.24	1.18		1,844.12	4,455.30	-	4,455.30
Pets Neighborhood	33.58				33.58	-	33.58
PodCamp Topeka	326.79				326.79	-	326.79
Programming Fund	250.00			46.95	203.05	150.00	53.05
Red Carpet	4,508.02	0.73		2,126.34	2,382.41	218.06	2,164.35
Rotary Grant	4.29				4.29	-	4.29
Special Collections	91.16				91.16	-	91.16
Talking Books	8,380.06	1.92			8,381.98	-	8,381.98
Torluemke Landscaping	2,286.51	0.52		134.90	2,152.13	712.72	1,439.41
Wedding Neighborhood	-		125.98	532.78	(658.76)	227.22	(885.98)
Workshops	2,224.42	0.51			2,224.93	-	2,224.93
Youth Services	20,807.83	4.19	1,870.20	1,755.51	17,186.31	294.70	16,891.61
<i>Permanent Funds</i>							
Mertz Trust	190,364.90	11,520.83			201,885.73	-	201,885.73
NEH Endowment	310,297.17	9,733.02		626.92	319,403.27	-	319,403.27
TOTALS	\$ 8,837,022.39	\$ 8,884,745.87	\$ 664,380.63	\$ 6,447,848.95	\$ 10,609,538.68	\$ 1,434,464.54	\$ 9,175,074.14

Topeka and Shawnee County Public Library

05/31/14

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	\$ 10,375,781.00	\$ 5,673,778.55	\$ (4,702,002.45)	55%
Revitalization Rebates	(126,583.00)	-	\$ 126,583.00	0%
Back Tax	-	-	\$ -	0%
Motor Vehicle Tax	980,846.00	124,321.40	\$ (856,524.60)	13%
Recreational Vehicle Tax	8,656.00	876.81	\$ (7,779.19)	10%
16/20 M Vehicle Tax	11,954.00	8,917.78	\$ (3,036.22)	75%
In Lieu of Tax	21,307.00	9,980.50	\$ (11,326.50)	47%
E-Rate Reimbursement	75,000.00	382.18	\$ (74,617.82)	1%
Sundry Revenue	5,000.00	2,192.08	\$ (2,807.92)	44%
Sundry Revenue - Recycling	900.00	194.72	\$ (705.28)	22%
Salary Refunds-Foundation	82,117.00	24,697.01	\$ (57,419.99)	30%
Salary Refunds-Friends	109,296.00	37,317.31	\$ (71,978.69)	34%
Salary Refunds-Shawnee Cty	17,665.00	6,967.36	\$ (10,697.64)	39%
Vend Machines	4,500.00	1,961.50	\$ (2,538.50)	44%
Pay to Sam	42,000.00	16,779.53	\$ (25,220.47)	40%
Overdue fees	308,000.00	117,956.53	\$ (190,043.47)	38%
Debt Collect*	-	55.02	\$ 55.02	0%
ILL Fees*	-	177.11	\$ 177.11	0%
Mailing Fees*	-	-	\$ -	0%
Non Resident Card Fee*	85.00	170.00	\$ 85.00	200%
Telephone/Fax	4,000.00	1,762.72	\$ (2,237.28)	44%
Obituary Fees	1,400.00	600.00	\$ (800.00)	43%
Meeting Room Charges	15,000.00	6,075.65	\$ (8,924.35)	41%
Monday Market Fees	500.00	18.00	\$ (482.00)	4%
Sale of Inventoried Equipment	-	-	\$ -	0%
Interest Received-Investments	3,500.00	339.66	\$ (3,160.34)	10%
Library Treasurer's Balance	1,857,231.00	-	\$ -	0%
TOTALS	<u>\$ 13,798,155.00</u>	<u>\$ 6,035,521.42</u>	<u>\$ (5,905,402.58)</u>	51%

* a system update in early 2013 changed these revenues to all post as Overdue Fees; a solution is being investigated

Topeka and Shawnee County Public Library

05/31/14

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	604,357.00	240,884.08	-	363,472.92	40%
Salaries-Overtime	10,000.00	2,170.39	-	7,829.61	22%
Salaries-Security	274,855.00	117,309.09	-	157,545.91	43%
Salaries-Shelvers	191,962.00	54,789.28	-	137,172.72	29%
Salaries-Staff	6,988,865.00	2,944,334.90	-	4,044,530.10	42%
Conferences	60,000.00	28,937.72	3,328.56	27,733.72	54%
Staff Training	17,000.00	7,827.63	234.18	8,938.19	47%
Mileage	8,765.00	3,528.50	3,670.88	1,565.62	82%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	601.93	265.70	1,632.37	35%
Materials-Periodicals	40,500.00	1,461.64	223.58	38,814.78	4%
Materials-Print/Non-Print <1 YR	335,900.00	61,354.91	12,453.28	262,091.81	22%
Materials-Print/Non-Print	1,249,640.00	417,709.56	158,651.33	673,279.11	46%
OPERATIONS:					
Cataloging and ILL Services	72,000.00	20,788.16	49,211.84	2,000.00	97%
Contracted-Digital Services	263,853.00	101,120.22	22,202.55	140,530.23	47%
Contracted-Facilities	214,000.00	125,621.24	53,013.14	35,365.62	83%
Contracted-Office Equipment	123,690.00	19,904.25	33,922.79	69,862.96	44%
Contracted-Professional	265,000.00	109,009.03	90,713.64	65,277.33	75%
Contracted-E-Rate Services	-	9,664.21	-	(9,664.21)	0%
Digital Services Support	253,100.00	36,480.25	8,665.44	207,954.31	18%
Furniture/Equipment	62,000.00	4,096.80	7,949.00	49,954.20	19%
Insurance	44,400.00	21,651.00	17,296.00	5,453.00	88%
Marketing	20,000.00	5,063.89	10,280.00	4,656.11	77%
Memberships/Dues	21,000.00	3,253.93	-	17,746.07	15%
Miscellaneous	5,000.00	3,338.56	288.75	1,372.69	73%
Payments to Other Libraries	81,668.00	-	-	81,668.00	0%
Postage/Shipping	82,370.00	55,278.32	1,459.75	25,631.93	69%
Printing	60,500.00	24,879.76	12,451.62	23,168.62	62%
Programming	30,000.00	5,181.81	5,401.65	19,416.54	35%
Special Projects	394,730.00	52,670.13	9,150.50	332,909.37	16%
Supplies-Facilities	71,000.00	28,453.98	22,109.74	20,436.28	71%
Supplies-Office/Library	65,000.00	22,344.23	6,292.95	36,362.82	44%
Supplies-Processing	35,000.00	13,720.29	196.61	21,083.10	40%
Telecommunications	134,100.00	44,225.15	86,256.17	3,618.68	97%
Utilities-Electric	335,000.00	119,931.98	205,384.52	9,683.50	97%
Utilities-Gas	75,000.00	34,061.33	15,943.24	24,995.43	67%
Utilities-Water/Sewage	35,000.00	5,649.83	18,419.62	10,930.55	69%
Vehicle-Gas	29,000.00	10,619.13	2,758.68	15,622.19	46%
Vehicle-Repair	35,000.00	3,735.52	20,793.24	10,471.24	70%
Contingency/Fund Balance	1,200,000.00	-	-	-	0%
Cash Long/Short	-	76.86	-	(76.86)	0%
TOTALS	\$ 13,798,155.00	\$ 4,764,437.14	\$ 878,988.95	\$ 6,954,728.91	45%

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

05/31/14

	<u>2014 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/14	\$ 1,857,231.00	\$ 2,619,879.50	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,375,781.00	5,673,778.55	55%
Revitalization Rebates	(126,583.00)	-	0%
Back Tax	-	-	
Motor Vehicle Tax	980,846.00	124,321.40	13%
Recreational Vehicle Tax	8,656.00	876.81	10%
16/20M Vehicle Tax	11,954.00	8,917.78	75%
In Lieu of Tax	21,307.00	9,980.50	47%
E-Rate Reimbursement	75,000.00	382.18	1%
Fees and Charges	380,485.00	147,748.14	39%
Reimbursements	209,978.00	69,176.40	33%
Interest on Idle Funds	3,500.00	339.66	10%
	<u>\$ 11,940,924.00</u>	<u>\$ 6,035,521.42</u>	51%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,076,439.00	3,362,195.39	42%
Other Staff Support Costs	85,765.00	47,527.47	55%
Library Collections	1,628,540.00	652,721.93	40%
Contracted Services	938,543.00	565,171.07	60%
Digital Services Support	253,100.00	45,145.69	18%
Furniture/Equipment	62,000.00	12,045.80	19%
Payments to Other Libraries	81,668.00	-	0%
Special Projects	394,730.00	61,820.63	16%
Utilities & Telecommunications	579,100.00	529,871.84	91%
Vehicles	64,000.00	37,906.57	59%
Other Operating Expenditures	434,270.00	329,019.70	76%
Cash Basis Reserve	1,200,000.00	-	0%
	<u>\$ 13,798,155.00</u>	<u>\$ 5,643,426.09</u>	45%
Prior Year Canceled Purchase Orders		<u>\$ 19,435.40</u>	
Unencumbered Balance 05/31/14	\$ -	<u>\$ 3,031,410.23</u>	

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

05/31/14

EMPLOYEE BENEFITS

	2014 Budget	Year To Date	%
Balance 01/01/14	\$ 614,653.00	\$ 852,355.29	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,016,383.00	\$ 1,650,031.65	55%
Revitalization Rebates	(31,307.00)	-	0%
Back Tax	-	-	
Motor Vehicle Tax	242,552.00	31,238.79	13%
Recreational Vehicle Tax	2,140.00	220.12	10%
16/20M Vehicle Tax	2,956.00	2,340.83	79%
In Lieu of Tax	5,270.00	2,902.50	55%
Refund-Fringe Benefits-Foundation	33,705.00	7,040.26	21%
Refund-Fringe Benefits-Friends	16,222.00	4,038.23	25%
Refund-Fringe Benefits-Shawnee Cty	3,116.00	1,560.00	50%
Refund BC/BS	-	270,503.43	0%
Refund-Workers Compensation	-	-	0%
Employee Payments BC/BS	-	-	0%
Retiree Payments BC/BS	162,913.00	51,568.13	32%
Interest on Idle Funds	-	13.57	0%
	\$ 3,453,950.00	\$ 2,021,457.51	59%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,800.00	\$ 6,668.04	
FICA	617,848.00	245,672.87	40%
KPERS	743,879.00	307,625.44	41%
Worker's Compensation	83,000.00	79,296.12	96%
Unemployment Tax	8,076.00	3,046.08	38%
Health/Dental Insurance	2,234,000.00	746,341.60	33%
Contingency/Fund Balance	375,000.00	-	0%
	\$ 4,068,603.00	\$ 1,388,650.15	38%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 05/31/14	\$ -	\$ 1,485,162.65	

CAPITAL IMPROVEMENT

Balance 01/01/14	\$ 2,364,384.17
<u>Revenue:</u>	
Interest received	3,395.35
	\$ 3,395.35
<u>Expenditures/Encumbrances:</u>	
Capital Outlay	34,195.23
	34,195.23
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 05/31/14	\$ 2,333,584.29

STATE AID

Balance 01/01/14	\$ -	\$ -
<u>Revenue:</u>		
State	75,000.00	62,819.74
	\$ 75,000.00	\$ 62,819.74
<u>Expenditures/Encumbrances:</u>		
Library Materials	75,000.00	-
	\$ 75,000.00	\$ -
Unencumbered Balance 05/31/14		\$ 62,819.74

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

05/31/14

	<u>2014 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/14	\$ 981,169.00	\$ 1,017,984.44	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,285,760.00	703,171.14	55%
Revitalization Rebates	(18,842.00)	-	0%
Back Tax	-	-	
Motor Vehicle Tax	145,979.00	18,902.03	13%
Recreational Vehicle Tax	1,288.00	133.21	10%
16/20M Vehicle Tax	1,779.00	1,436.72	81%
In Lieu of Tax	3,172.00	1,236.92	39%
Interest on Idle Funds	1,500.00	254.27	17%
	<u>\$ 1,420,636.00</u>	<u>\$ 725,134.29</u>	51%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,380,000.00	\$ -	0%
Interest	271,775.00	135,887.50	50%
Wire Transfer Fees	30.00	30.00	0%
Cash Basis Reserve	750,000.00	-	0%
	<u>\$ 2,401,805.00</u>	<u>\$ 135,917.50</u>	8%
Unencumbered Balance 05/31/14	<u><u>\$ -</u></u>	<u><u>\$ 1,607,201.23</u></u>	

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of May 31, 2014

Capital Improvement Funds-VisionBank

\$2,421,688.52 at 0.33% (money market account)

Municipal Investment Pool

\$ 4,492,112.33 operating funds in "overnite pool"*; available
for transfer whenever needed

\$ 1,500,000.00 operating funds in 90-day, fixed rate pool; at
.030% dated 3/5/14, maturing 6/3/14

\$ 5,992,112.33

* rates vary by day; average May 1-31, 2014 was .005%

Principal Balance of Outstanding Bonds

\$8,890,000 (as of 9/1/13)

Topoka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended May 31, 2014

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	5/29/2014	ADP	Federal W/H	30,355.64	-99776
10	21502	0	5/29/2014	ADP	State W/H	9,958.92	-99776
15	21521	0	5/29/2014	ADP	State Unemployment	292.97	-99776
10	21503	0	5/29/2014	ADP	Social Security EE	19,110.12	-99776
15	21504	0	5/29/2014	ADP	Social Security ER	19,110.03	-99776
10	21503	0	5/29/2014	ADP	Medicare EE	4,469.27	-99776
15	21504	0	5/29/2014	ADP	Medicare ER	4,469.28	-99776
				<i>Remittance of payroll taxes</i>		87,766.23	-99776 Total
10	21505	0	5/30/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	14,490.60	-99773
15	21516	0	5/30/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	24,841.20	-99773
15	21517	0	5/30/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	2,388.59	-99773
10	21524	0	5/30/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	209.36	-99773
				<i>Remittance of pension benefit contributions</i>		41,929.75	-99773 Total
10	21505	0	5/16/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	14,714.07	-99769
15	21516	0	5/16/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	25,207.98	-99769
15	21517	0	5/16/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	2,423.85	-99769
10	21524	0	5/16/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	209.36	-99769
				<i>Remittance of pension benefit contributions</i>		42,555.26	-99769 Total
10	21505	0	5/2/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	14,681.07	-99767
15	21516	0	5/2/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	25,162.74	-99767
15	21517	0	5/2/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	2,419.51	-99767
10	21524	0	5/2/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	209.36	-99767
10	21513	0	5/2/2014	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGL/OGS	820.50	-99767
				<i>Remittance of pension benefit contributions</i>		43,293.18	-99767 Total
10	21501	0	5/1/2014	ADP	Federal W/H	27,666.91	-99765
10	21502	0	5/1/2014	ADP	State W/H	9,240.71	-99765
15	21521	0	5/1/2014	ADP	State Unemployment	275.84	-99765
10	21503	0	5/1/2014	ADP	Social Security EE	18,059.76	-99765
15	21504	0	5/1/2014	ADP	Social Security ER	18,059.76	-99765
10	21503	0	5/1/2014	ADP	Medicare EE	4,223.62	-99765
15	21504	0	5/1/2014	ADP	Medicare ER	4,223.65	-99765
				<i>Remittance of payroll taxes</i>		81,750.25	-99765 Total
10	21501	0	5/15/2014	ADP	Federal W/H	28,363.56	-99759

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended May 31, 2014

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21502	0	5/15/2014	ADP	State W/H	9,379.59	-99759
15	21521	0	5/15/2014	ADP	State Unemployment	279.29	-99759
10	21503	0	5/15/2014	ADP	Social Security EE	18,275.32	-99759
15	21504	0	5/15/2014	ADP	Social Security ER	18,275.36	-99759
10	21503	0	5/15/2014	ADP	Medicare EE	4,274.11	-99759
15	21504	0	5/15/2014	ADP	Medicare ER	4,274.08	-99759
				<i>Remittance of payroll taxes</i>		83,121.31	-99759 Total
15	21515	0	5/23/2014	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	20,982.50	-99758
						20,982.50	-99758 Total
10	21515	0	5/23/2014	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	20,203.66	-99757
15	21515	0	5/23/2014	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	128,137.79	-99757
						148,341.45	-99757 Total
48	41000	912	5/9/2014	MATTHEWS SPECLTY VEHICLES, INC	<i>Bookmobile#2 order/purch</i>	39,000.00	10152
49	41000	912	5/9/2014	MATTHEWS SPECLTY VEHICLES, INC	<i>Bookmobile#2 order/purch</i>	11,000.00	10152
48	41000	912	5/9/2014	MATTHEWS SPECLTY VEHICLES, INC	<i>Bookmobile#2 order/purch</i>	13,392.00	10152
				<i>Bd approved 4/17/14</i>		63,392.00	10152 Total
20	23800	0	5/9/2014	BRINTONS	Quality AX918A	51,825.00	84880
20	23800	0	5/9/2014	BRINTONS	Estimated Shipping	2,084.00	84880
20	41000	900	5/9/2014	BRINTONS	additional cost	5,510.03	84880
20	41000	900	5/9/2014	BRINTONS	additional fregiht	2,231.20	84880
				<i>Carpeting final payment - Bd approved 12/19/13</i>		61,650.23	84880 Total
20	41000	900	5/9/2014	HALL FLOOR COVERING	<i>Custom carpet install</i>	26,454.00	84894
				<i>Bd approved 1/16/14</i>		26,454.00	84894 Total
10	41000	736	5/9/2014	TECH LOGIC CORPORATION	<i>Retrofit AMH for RFID</i>	21,623.17	84922
				<i>Bd approved 1/16/14</i>		21,623.17	84922 Total
10	41000	351	5/9/2014	WESTAR ENERGY	<i>2014 Utility Services</i>	24,141.01	84925
						24,141.01	84925 Total
10	41000	312	5/15/2014	PITNEY BOWES INC.	Lease #408 final	3,582.00	84951
10	41000	312	5/15/2014	PITNEY BOWES INC.	Lease #410	4,914.00	84951
				<i>Leased postage and mailing equipment</i>		8,496.00	84951 Total
10	23800	0	5/22/2014	BIBLIOTHECA	Various equip/software	1,040.00	84969
10	23800	0	5/22/2014	BIBLIOTHECA	Various equip/software	108,845.00	84969
				<i>RFID/Self-check project - Bd approved 12/19/13</i>		109,885.00	84969 Total
10	41000	310	5/22/2014	COREFIRST BANK & TRUST	2014 podcasting Srvcs	20.00	84972
10	41000	310	5/22/2014	COREFIRST BANK & TRUST		149.00	84972

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended May 31, 2014

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	5/22/2014	COREFIRST BANK & TRUST	Standard SSL Renewal	69.99	84972
10	41000	310	5/22/2014	COREFIRST BANK & TRUST	PicMonkey Online	4.99	84972
10	41000	310	5/22/2014	COREFIRST BANK & TRUST	3 licensed users	117.00	84972
10	41000	310	5/22/2014	COREFIRST BANK & TRUST	3 licensed users	(385.96)	84972
10	41000	320	5/22/2014	COREFIRST BANK & TRUST	HP LaserJet Pro P1606dn	596.00	84972
10	41000	320	5/22/2014	COREFIRST BANK & TRUST	Samsung Ultrabook	1,751.98	84972
10	41000	320	5/22/2014	COREFIRST BANK & TRUST	Lenovo Ultrabook	1,299.99	84972
10	41000	320	5/22/2014	COREFIRST BANK & TRUST	Video Cards	549.95	84972
10	41000	320	5/22/2014	COREFIRST BANK & TRUST	Shipping	4.81	84972
10	41000	320	5/22/2014	COREFIRST BANK & TRUST	Dell Latitude 14 3000 Lap	2,072.76	84972
10	41000	320	5/22/2014	COREFIRST BANK & TRUST	24 Widescreen LED"	213.00	84972
10	41000	322	5/22/2014	COREFIRST BANK & TRUST	facebook for April	6.19	84972
10	41000	330	5/22/2014	COREFIRST BANK & TRUST	Great Value Oatmeal	9.92	84972
10	41000	330	5/22/2014	COREFIRST BANK & TRUST	Instant Coffee	4.48	84972
10	41000	330	5/22/2014	COREFIRST BANK & TRUST	Gold Coins	5.49	84972
10	41000	330	5/22/2014	COREFIRST BANK & TRUST	Kids Pirate Hat	7.98	84972
10	41000	420	5/22/2014	COREFIRST BANK & TRUST	Black Pens, etc.	22.83	84972
10	41000	420	5/22/2014	COREFIRST BANK & TRUST	18x24 Magnetic Dry Erase	124.90	84972
10	41000	420	5/22/2014	COREFIRST BANK & TRUST	Purell Instant Hand	96.72	84972
				<i>Miscellaneous charges on credit card (online)</i>		6,742.02	84972 Total
10	41000	310	5/22/2014	GIS INFORMATION SYSTEMS, INC.	Polaris maint 6/1-5/31/15	41,735.75	84978
10	41000	310	5/22/2014	GIS INFORMATION SYSTEMS, INC.	Syndetics Solution Subscr	13,294.71	84978
				<i>Integrated library system annaul maintenance/support</i>		55,030.46	84978 Total
10	41000	301	5/22/2014	OCLC, INC.	oclc cataloging & ill	5,135.18	84985
10	41000	301	5/22/2014	OCLC, INC.	oclc cataloging & ill	(5.12)	84985
				<i>Monthly fees for cataloging and interlibrary loan database</i>		5,130.06	84985 Total
10	41000	322	5/29/2014	MORRIS PUBLISHING GROUP	RFID ads	150.00	85009
10	41000	326	5/29/2014	MORRIS PUBLISHING GROUP	Library News production	5,485.46	85009
						5,635.46	85009 Total
						937,919.34	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

June 2014

Library Trends and News

I'm pleased to announce that Ted Yungclas is my new executive assistant. Ted comes to the library with a wealth of experience and I know you will enjoy working with him. You may reach him at 785-580-4484 or tyungclas@tscpl.org.

Next Decade Strategic Plan

I have convened a staff team to review the data from the community survey to determine how we use and prioritize what we heard from our community. We'll use that to develop our community impact goals. Plan to see more detailed information from the survey at the three-board retreat in the fall.

Agenda Items

Establish CEO Evaluation Timeline – As he does each year, HR director Stephen Lusk prepares a process and timeline for my annual review.

Professional Activities/Community Contacts

Meetings/Activities:

Facilitated: Heartland Visioning Management Committee as chair; job creation session at Community Conversation on Poverty sponsored by Washburn University and Heartland Visioning; presented information from the community survey to staff at quarterly All Staff meetings;

Participated in: Intergovernmental Cooperation Council; Downtown Revitalization Ground-breaking, as Heartland Visioning chair, Friend of TSCPL board meeting; Heartland Visioning Volunteer appreciation event; NEKLS trustee workshop "Measuring What Matters" presented by Joan Frye Williams with three TSCPL trustees.

Heartland Visioning Activities: Chaired the Management Committee and discussed priority areas for visioning for 2014 – 16 and succession planning for the chair position. Priorities are:

Community Broadband Planning Initiative: I'm co-chairing this new effort with Commissioner Shelly Buhler. We met with stakeholders from the community and Bill Gillis, facilitator, from CostQuest, the consulting firm hired by the KS Dept. of Commerce to reach consensus on three areas of concentration for this technology planning process. They are: Promote a 21st century business economy; Close the digital divide; Expand digital literacy

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 05/15/14

Major Projects Update June 19, 2014

Neighborhoods:

Timeline: December 2014

- Divorce Neighborhood
- Business (650s)
- Entertainment (780s)

Completed: Travel, Health, Jobs & Careers, College & Testing, Lawn & Garden, Cooking, Crime, Home, Pets, Collectibles, Weddings, Money, Arts & Crafts, Sports

Disaster Plan:

Timeline: December 2013

- Phase I presented to Board February 2012
- Phase II underway – Presented to Board in January 2013
- Phase III completed

RFID:

- Punchlist underway and then project complete!

Self-Checks: Installed and completed!

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

- Network study underway for support of VOIP – this needs to be completed prior to the bid for the phone system.
- Working with e-rate consultant for timing. May occur in 2015.

Book Dispenser:

- 2nd Book Dispenser installation at HyVee
- Finalizing contractual agreements.

Chief Operations Officer Report
Robert Banks
June 19, 2014

Much of the RFID project is in place and settled. We are finishing up the punch list.

An aspect of summer that is of particular interest to us is whether we have lines checking out at the new Checkout machines. So far, there are not lines of people waiting to checkout. This is a welcome observation, as it was what we predicted.

Also our goal was to convert checkout to at least 90% checkout on the new machines. We have consistently checked out over 90% of items at the new checkouts.

Summerfest started with a bang. The Okee Dokee Brothers brought in a big crowd to kick off the summer. Our first Wednesday project featured the Topeka High Drum Line. This group is always a big draw: partly because you can hear them all over the building.

It looks like it should be a good summer.

My community contacts:

ALA Executive Board

Heartland Visioning/Unconference on Poverty

Departmental Highlights:

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

On Saturday, June 28, from 11 – 2, we will have an opening reception for *Ramp It Up!* This is a traveling exhibit organized by the Smithsonian's National Museum of the American Indian and circulated by the Smithsonian Institution Traveling Exhibition Service. The exhibit features skateboarding as a sport, recreation, and art form. On reservations, kids get involved with skateboarding as a sport and as a cultural outlet. Designs for the boards reflect American and Native history, culture, and identity. Our events will combine art and science. We're bringing in painter Bunky Echo-Hawk on August 9, who will create a painting with input from people in our community. He works with the audience

to identify themes and concerns, which he includes in the art. Other programs are about skateboard safety, a video provided by SITES on skateboarding, and nachos and a DJ for the opening reception.

In the front gallery, we present *Identities*, Bunky's paintings about what it means to be Native, and other people's perceptions of Native culture compared to his own.

Zan Popp recently returned from the American Alliance of Museums Conference in Seattle.

Bookmobile: Thad Hartman, Manager; Sandy Hestand, Supervisor

The start of summer always means a lot of new initiatives for the Bookmobile department. This year these include the beginning of the Summer Adventuremobile hours, the Critter Club, programs at Avondale East and Asbury Mount Olive, Stop Drop and Read, and everything that Summer Reading entails.

However, the most pressing and exciting news for the Bookmobile department is the arrival of the new vehicle. Mathews will deliver the vehicle on Friday June 20th. Once here they will provide staff with a thorough overview of the vehicle as well as training. This initial training will last about 6 hours. With the new vehicle staff will also be required to have a CDL. Over the past month staff have been busy studying and taking the exam to get their permits. Once we have the new vehicle staff will also begin formal training with White Line to pass the CDL driving and inspection test at the DMV. It will probably take several weeks for all of the staff to get their CDLs. The official grand opening for the new Bookmobile will be Wednesday July 16th. This will give us a few weeks to get the majority of staff trained and licensed, as well as getting the vehicle set up with all new materials, shelf labels, and ready for customers.

We're all really excited to get the new vehicle and we are looking forward to showing it off to the public in the next month!

Circulation: Paul Brennan, Director; Ruth Rodden, Supervisor

Circulation has been busy this past month tagging materials as they have been returned. We have had help from many staff throughout the library to complete this task.

Our service to customers has changed so that while we continue to help

customers with their accounts and get new accounts we also have the opportunity to show customers how to use the new check-out kiosks and by far the most frequent comment we hear is “that was easy!”

Communications and Marketing: Diana Friend, Director

In an effort to reach non-library users, we began a year-long partnership with WIBW television in mid-May. Marie Pyko and I met with Jim Ogle, WIBW General manager, and his staff to identify strategies that would target a young audience of 20-40 year-olds who may be starting their careers or parents who “don’t have time to read/use the library.”

The WIBW team spent several hours with us and the following campaign plan developed:

- Campaign: ***With Just This Card...*** (<https://vimeo.com/91469884>)
 - Television commercial – individual teaser spots (10-seconds) will focus on library assets
 - Overall Brand spot showcasing all combined to 30-second spot
- Showcase Partnerships
 - WIBW Book Club (Big Read/Kansas Reads) possibly more as determined by library staff
 - Artist spotlight listen
 - Joe Zima reviews DVD collection
 - Mothers Everyday interviews – showcases our collections, services and programs for parents/kids
 - Listicals – posting library submitted blogs (4 per month) on WIBW website

In the first month, the teasers were played 72 times, at times that include newscast, the Survivor finale and David Letterman’s late show. One of our blog posts, which featured our new cake pan library experienced a boost in requests from the public, with all cakes pans checked-out and several reserves requested within two hours of the

posting on WIBW's site.

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

SmartLocker at HyVee

Work continues to move the SmartLocker into HyVee. Contracts were finalized recently with Cox and HyVee so work should begin soon. We hope to have this installed as soon as we can but realistically we are looking at late July or early August.

Public Computers

It has been awhile since our public computers were replaced. A cross departmental team has been looking at what would work best for our public users when it comes to hardware and software on the computers. Currently we have an online and paper survey available for the public to take. Their input will be vital in helping form our decision on what to recommend later this year.

Website

We have begun working on a new website for the Foundation and continuing improvement of various areas of the public site. Section updates coming soon include Meeting Rooms, Kids, Outreach, Red Carpet and more. Look for the Foundation site to go live later this year.

Facilities: John Kugler, Manager; Ivan Johnson, Supervisor

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

Programs in May included:

Ages birth-5

Baby Bookworms, Sneak, Peek and Read Preschool Storytime, PJ Storytime, Musical Storytime for Everybody, Sing, Dance and Read, Sing, Move and Learn, Math & Science Exploration and Stories and Art,

Elementary school aged

Amazing Animals- Take a Hike, Guys Read, Young and Little Women Book Club, READ Dogs, tWiin X-gaming, and 4-H in the Library, SKITLS and Gathering STEAM- Motors

Middle and high school aged

Double Dueling, Fun after School, Free Comic Book Day, Making Braclets, Fun with Felt, Chess Club, Open Mic Night, and Teen Writing Group

All Ages

Zoo Animals Live
Happy Birthday Batman

Tours:

Logan Elementary
McCarter elementary K-3rd
Bishop Elementary

Outreach:

- Pre-K Storytime Storytellers
Jenn
- William’s Magnet for SummerFest
Grammer
- School Readiness- Rice Kathy Ellison
Going Buggy Jason Lamb &
Jenn Grammer
- Science Night @ Shaner Becca Paquette
- Silver Lake United Methodist Pre-K
Carpenter Kyler
- I Read @ Lowman Hill Betty
Jean Neal & LeAnn
Petrie
- McCarter Elementary 4th-5th for SummerFest Kyler
Carpenter
- Auburn Elementary for SummerFest Kyler
Carpenter

Training:

What’s new in Children’s Literature Kid and
Tween Staff
Read-Aloud Training Read-a-
palooza staff

Community Meetings:

Extension Council Executive Board Luanne
Webb

New:

- Our curriculum enrichment materials are being evaluated and updated. These service collections provide pre-school teachers and home day care providers with themed units for kids in their care. Each tub contains 8-10 picture books 1-3 teacher resources, bulletin board materials, storytime props, and a few manipulatives. Some also contain music and movie options. During the library closing the Infant-Pre-K Team knocked out all of the Reading Chests—the largest and most utilized of our enrichment materials. A project that would have taken them several months at start and stop intervals. They were grateful for the opportunity to see it from start to finish.

Highlight:

- In May we piloted an initiative called I Read at Lowman Hill Elementary. This initiative targets “graduating” kindergarteners and commemorates the milestone of learning to read independently. The associated event was attended by Kid Librarian, Betty Jean Neal, Specialist & Musician Kyle Moreland, LeAnn Meyer, LeAnn Petrie, Marie Pyko, Nancy Lindberg, and Gina Millsap. After the schools Pre-K and Kindergarten spring music concert, we spoke with the audience about the importance of reading and then gave each kindergartener their own special library card, carrying case, and early reader book. Refreshments were also served. This was paid for through the Harder Fund.

Our Goals are:

To increase the number of school-age library card carrying customers

To increase usage of the Early Reader collection

To increase participation in SummerFest from targeted schools

To maintain or improve reading scores from spring to fall by participants

To celebrate the milestone of learning to read independently

To assist kids in meeting state standards for literacy and reading as listed below:

Kansas State Anchor Standards for Literacy Learning include the following standards:

College and Career Readiness Anchor Standards for Literacy Learning

- 1 Engage in literacy learning through a collaborative and community effort and in an integrated fashion, rather than as discreet skills in isolation

College and Career Readiness Anchor Standards for Reading

- 11 Encounter a diverse range of engaging and culturally sensitive text and media that motivate the desire to be literate

Reading Standards: Foundation Skill

- RF.K.4 Read emergent reader texts with purpose and understanding

We will gather data at the start of school, and the end of 1-4th quarter of the school year.

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

Since we have made it through RFID and have jumped head first into summer reading one wouldn't think we had much time to do anything else. Yet, the staff has been busy with new services, partnerships and programming.

The Cooking Neighborhood worked with Technical Services and Marketing to create a Cake Pan Library. They decided a collection of 10 cake pans would be a good start and they were distributed on the shelves on April 24, 2014. Between April 24, 2014 and May 21, 2014, 90% of the cake pan collection had circulated along with holds being placed on multiple. For promotion there has been a blog post, Facebook posts, Library News Updates, as well as a flier for people to take home. Programs involving cake decorating are being planned for fall.

In partnership with Jamie Hancock and the Shawnee County Master Gardeners of the K-State Shawnee County Research & Extension Office the Lawn and Garden neighborhood has continued the Master Gardeners series of programs. In comparison to 2013, which had a total of 12 programs and 362 attendees, so far in 2014 they have had 6 programs and 288 attendees resulting in a **62% increase in attendance** over the first 6 programs. Overall they have 15 programs planned for 2014.

Erin Seeger and Kim Sain have worked closely with John Kugler and John Cooper to plan a Monarch Waystation (see www.monarchwatch.org for more information). They plotted the garden, selected plants from an approved list, created a budget, applied for and received a grant from Monarch Watch for a flat of milkweeds, purchased and will planted. The garden is located on the southwest side of the building across from the flagpole. They have applied for certification from Monarch Watch and plan to have programs featuring a tagging event, having someone from Monarch Watch give a presentation, educate the community on Monarch Waystations, and overall improve the appearance of the library and give a safe place for monarchs to stop during their migration.

The Collectibles team helped staff the table the library had at the "Gems in the Attic" event held at the Kansas State Historical society. For this they created many booklists which they can re-use. They also promoted

National Preservation Week <http://www.ala.org/alcts/confevents/preswk> . Since National Preservation Week occurs every year, they have bigger and better plans on how to promote it next year.

Deb is continuing to partner with Zan and Donna on the “Loving Your Stuff Series”. There is going to be one on Collectibles on August 7th.

We have asked the AHS club of Topeka, which mainly collects Hallmark Ornaments, to participate in the “getting ready for the holidays” program that will be in November. They are going to share about Making Holiday Memories with Collectibles.

Kim Sain organized another successful nature walk and also worked with Sheri DeNoon on a bison tour to get programming out of the building and into nature.

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

With the completion of the RFID project, the Technical Services team has been busy getting back to business in purchasing and preparing new materials. In advance of the arrival of the new bookmobile, we have purchased over 5500 new books and DVDs for adults and children. These items are ready to board the new bus and will provide our customers with a robust selection of new materials to choose from when we launch the new vehicle. A number of bookmobile staff have assisted in Technical Services with labeling and preparing these items and their help has been greatly appreciated.

Our summer projects include building the Sports & Leisure Neighborhood and planning other neighborhood projects. We have exciting plans for the new Sports neighborhood and I think it will be a dynamic re-design our customers will be discovering when they visit the west wing of the library.

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2014

	2014												2013 YTD	Change 13 TO 14%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk	82,309	70,008	78,369	71,520	13,255								315,461	418,539	-24.6%
Interlibrary Loan	2,052	1,762	1,963	1,607	1,518								8,902	9,278	-4.1%
Self-Check	21,865	18,440	21,148	20,116	82,070								163,639	113,432	44.3%
DVD/Video Game Dispenser	5,468	4,968	5,478	4,293	4,040								24,247	32,804	-26.1%
Renewals	32,592	31,268	34,770	31,823	33,065								163,518	152,344	7.3%
Bookmobile	25,812	19,675	24,301	23,275	23,060								116,123	122,181	-5.0%
Red Carpet	7,357	6,335	6,821	6,977	6,330								33,820	35,362	-4.4%
Digital Downloads	16,884	14,360	16,446	14,936	15,956								78,582	46,580	68.7%
TOTAL CIRCULATION	194,339	166,816	189,296	174,547	179,294								904,292	930,520	-2.8%
CIRCULATION DETAILS															
Print Material	98,953	83,953	96,332	92,327	92,408								463,973	492,485	-5.8%
Audio/Visual Material	75,386	65,964	73,892	64,554	68,622								348,418	383,019	-9.0%
Adult Materials	108,914	94,072	104,506	95,603	95,638								498,733	548,005	-9.0%
Children's Materials	50,276	43,156	51,510	46,696	50,794								242,432	248,859	-2.6%
Young Adult Materials	5,198	4,271	5,100	5,206	6,070								25,845	26,373	-2.0%
Red Carpet Materials	9,951	8,418	9,108	9,376	8,528								45,381	52,267	-13.2%
NEW Patron Registrations															
Topeka / Shawnee County															
Adults	706	576	704	601	699								3,286	3,670	-10.5%
Children (ages 17 and under)	220	205	266	172	378								1,241	1,275	-2.7%
Red Carpet Outreach	29	14	12	14	8								77	77	0.0%
NEKL	75	57	60	41	51								284	431	-34.1%
Non-Resident	0	0	1	1	1								3	2	50.0%
Total New Registrations	1,030	852	1,043	829	1,137								4,891	5,455	-10.3%
PATRONS DELETED	880	893	980	964	1,361								5,078	6,968	-27.1%
BORROWERS															
Topeka / Shawnee County															
Adults	48,884	48,922	49,202	49,319	67,349								67,349	47,809	40.9%
Children (age 4 - 17)	16,562	16,625	16,403	16,295	21,856								21,856	17,926	21.9%
Red Carpet Outreach	1,424	1,423	1,431	1,431	1,422								1,422	1,439	-1.2%
NEKL	7,206	7,188	7,140	7,097	8,122								8,122	7,846	3.5%
Non-Resident	47	47	48	49	49								49	53	-7.5%
Delinquent	11,499	11,385	11,259	11,023	1,293								1,293	11,133	-88.4%
TOTAL BORROWERS	85,622	85,590	85,483	85,214	100,091								100,091	86,206	16.1%
Holds Satisfied	20,204	17,280	18,736	17,841	17,157								91,218	92,590	-1.5%
TOTAL CHECK-IN	138,650	120,870	138,875	131,031	125,570								654,996	719,288	-8.9%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2014

	2014												2014 Total	2013 YTD	Change 13 TO 14%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
COLLECTION																
Materials Added	6,377	5,312	7,031	7,862	8,790									35,372	31,987	10.6%
Materials Discarded	7,841	4,747	6,722	7,001	3,602									29,913	20,968	42.7%
TOTAL COLLECTION	453,976	454,541	454,850	455,711	460,899									460,899	465,357	-1.0%
WEBSITE																
UNIQUE VISITORS	52,299	47,081	49,501	46,282	48,409									243,572	236,848	2.8%
Total Visits	96,729	87,231	93,692	88,320	94,735									460,707	430,907	6.9%
REFERENCE QUESTIONS																
Adult Services	18,585	16,048	19,220	17,624	17,521									88,998	89,846	-0.9%
Red Carpet	1,263	1,316	1,599	1,407	1,123									6,708	6,320	6.1%
Topeka Room	821	749	795	699										3,064	5,810	-47.3%
Youth Services	2,840	2,544	3,053	2,663	4,662									15,762	13,582	16.1%
TOTAL REFERENCE QUES	23,509	20,657	24,667	22,393	23,306									114,532	115,558	-0.9%
GATE COUNT	61,136	55,948	65,180	59,017	*									241,281	322,810	-25.3%
MEETING ROOMS																
Bookings	514	554	642	701	600									3,011	3,418	-11.9%
Hours Booked	2,391	2,544	3,063	3,550	3,428									14,976	17,794	-15.8%
ATTENDANCE	9,333	11,340	11,871	13,041	9,779									55,364	66,770	-17.1%
PROGRAM ATTENDANCE																
Onsite Program Attendance																
Kids [birth - 11 yrs]	1,410	1,233	1,635	1,826	1,678									7,782	9,078	-14.3%
Teens [12 - 18 yrs]	152	177	284	192	51									856	483	77.2%
Adult	506	309	734	1,170	290									3,009	3,165	-4.9%
Books	23	22	27	33	12									117	308	-62.0%
Business	0	0	23	62	28									113	88	28.4%
Movies	26	62	33	31	35									187	409	-54.3%
Music	0	192	0	29	58									279	1,006	-72.3%
Art	10	186	31	286	12									525	433	21.2%
Computer	295	267	243	242	177									1,224	1,508	-18.8%
ONSITE ATTENDANCE	2,422	2,448	3,010	3,871	2,341									14,092	16,478	-14.5%
Offsite Program Attendance																
Youth Outreach	4,409	3,018	3,032	5,494	2,531									18,484	20,034	-7.7%
Adult Outreach	55	169	32	39	37									332	340	-2.4%
Speakers Bureau	0	44	31	76	25									176	441	-60.1%
OFFSITE ATTENDANCE	4,464	3,231	3,095	5,609	2,593									18,992	20,815	-8.8%
TOTAL ATTENDANCE	6,886	5,679	6,105	9,480	4,934									33,084	37,293	-11.3%
TOURS & FAIRS																
Fairs & Events	608	1,424	332	84	950									3,398	2,081	*
Library Tours	40	0	66	0	180									286	741	*
TOURS & FAIRS	648	1,424	398	84	1,130									3,684	2,822	*
GALLERY ATTENDANCE	1,894	2,188	2,297	2,570	2,146									11,095	*	*

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2014

	2014												2013 YTD	Change 13 TO 14%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	23,629	19,785	21,618	20,689	20,560								106,281	124,608	-14.7%
Adult Nonfiction	23,502	19,984	22,891	21,851	20,594								108,822	113,748	-4.3%
Juvenile Fiction	24,885	21,865	26,778	24,257	27,461								125,246	120,388	4.0%
Juvenile Nonfiction	9,794	7,922	8,955	9,189	7,569								43,429	46,182	-6.0%
Magazines	2,495	2,094	2,332	2,234	2,105								11,260	11,519	-2.2%
RC Print Materials	9,444	8,027	8,671	9,015	8,160								43,317	49,961	-13.3%
RC Realia	480	376	423	352	360								1,991	2,159	-7.8%
YA Print Materials	4,951	4,075	4,844	4,972	5,858								24,700	25,137	-1.7%
PRINT CIRCULATION	99,180	84,128	96,512	92,559	92,667								465,046	493,702	-5.8%
Audio / Visual Material															
Adult Audiobooks	6,427	5,335	6,048	6,120	5,949								29,879	33,251	-10.1%
Adult Music	4,903	4,288	4,843	4,183	4,747								22,964	27,078	-15.2%
Adult Videos / DVDs	46,819	41,606	45,656	39,690	40,858								214,629	229,750	-6.6%
Adult Video Games	1,342	1,203	1,355	1,014	1,055								5,969	8,743	-31.7%
Juvenile Audiobooks	690	549	662	630	722								3,253	3,893	-16.4%
Juvenile Music	708	605	789	688	801								3,591	4,135	-13.2%
Juvenile Videos / DVDs	13,864	11,867	13,922	11,584	13,828								65,065	73,046	-10.9%
YA A/V	247	196	256	234	212								1,145	1,236	-7.4%
A/V CIRCULATION	75,000	65,649	73,531	64,143	68,172								346,495	381,132	-9.1%
Adult Material															
Adult Fiction	23,629	19,785	21,618	20,689	20,560								106,281	124,608	-14.7%
Adult Nonfiction	23,502	19,984	22,891	21,851	20,594								108,822	113,748	-4.3%
Magazines	2,495	2,094	2,332	2,234	2,105								11,260	11,519	-2.2%
Adult Audiobooks	6,427	5,335	6,048	6,120	5,949								29,879	33,251	-10.1%
Adult Music	4,903	4,288	4,843	4,183	4,747								22,964	27,078	-15.2%
Adult Videos / DVDs	46,819	41,606	45,656	39,690	40,858								214,629	229,750	-6.6%
Adult Video Games	1,342	1,203	1,355	1,014	1,055								5,969	8,743	-31.7%
ADULT CIRCULATION	107,775	93,092	103,388	94,767	94,813								493,835	548,697	-10.0%
Juvenile Material															
Juvenile Fiction	24,885	21,865	26,778	24,257	27,461								125,246	120,388	4.0%
Juvenile Nonfiction	9,794	7,922	8,955	9,189	7,569								43,429	46,182	-6.0%
Juvenile Audiobooks	690	549	662	630	722								3,253	3,893	-16.4%
Juvenile Music	708	605	789	688	801								3,591	4,135	-13.2%
Juvenile Videos / DVDs	13,864	11,867	13,922	11,584	13,828								65,065	73,046	-10.9%
JUVENILE CIRCULATION	49,941	42,808	51,106	46,348	50,381								240,584	247,644	-2.9%
Red Carpet Material															
RC Print Materials	9,444	8,027	8,671	9,015	8,160								43,317	49,961	-13.3%
RC Realia	480	376	423	352	360								1,991	2,159	-7.8%
RED CARPET CIRCULATION	9,924	8,403	9,094	9,367	8,520								45,308	52,120	-13.1%
Young Adult Material															
YA Print Materials	4,951	4,075	4,844	4,972	5,858								24,700	25,137	-1.7%
YA A/V	247	196	256	234	212								1,145	1,236	-7.4%
YOUNG ADULT CIRCULATION	5,198	4,271	5,100	5,206	6,070								25,845	26,373	-2.0%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics

2014

	2014												2014		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
Value Calculator															
Circulation															
Books (\$17)	\$1,643,645	\$1,394,578	\$1,601,060	\$1,535,525	\$1,539,554									\$7,714,362	
Magazines (\$5)	\$12,475	\$10,470	\$11,660	\$11,170	\$10,525									\$56,300	
Audiobooks (\$10)	\$71,170	\$58,840	\$67,100	\$67,500	\$66,710									\$331,320	
DVD, Games, Music (\$4)	\$271,532	\$239,060	\$267,284	\$229,572	\$246,004									\$1,253,452	
Reference Questions (\$7)	\$164,563	\$144,599	\$172,669	\$156,751	\$163,142									\$801,724	
Programming															
Children (\$7)	\$41,797	\$30,996	\$34,657	\$52,584	\$29,820									\$189,854	
Adults (\$15)	\$13,725	\$18,765	\$17,310	\$29,520	\$10,110									\$89,430	
Meeting Room Use	\$43,642	\$46,907	\$56,972	\$52,291	\$38,187									\$237,999	
Gallery Attendance (\$10)	\$18,940	\$21,880	\$22,970	\$25,700	\$21,460									\$110,950	
Computer Use (\$12 /hr)	\$209,514	\$178,202	\$207,281	\$203,362	\$186,688									\$985,046	
ILL Borrowed (\$25)	\$12,425	\$12,275	\$11,625	\$11,800	\$10,525									\$58,650	
TOTAL VALUE	\$2,503,428	\$2,156,572	\$2,470,588	\$2,375,775	\$2,322,725									\$11,829,087	

Adult Nonfiction

Neighborhoods																
General NF	7,339	6,601	7,528	6,902	6,328									34,698	46,921	-26.1%
Adult Learner	88	27	20	36	36									207	140	47.9%
Biographies	766	712	722	670	535									3,405	3,947	-13.7%
Jobs & Careers	288	235	201	181	146									1,051	1,080	-2.7%
Cooking	1,280	947	1,066	1,030	1,208									5,531	5,984	-7.6%
Collectibles	168	171	196	239	254									1,028	1,227	-16.2%
College & Testing	302	232	247	217	230									1,228	1,227	0.1%
Arts & Crafts	1,611	1,501	1,750	1,550	1,581									7,993	405	1873.6%
Crime	287	234	315	452	269									1,557	1,412	10.3%
Gardening	299	398	472	536	492									2,197	2,703	-18.7%
Health	2,387	1,902	2,114	1,866	1,968									10,237	10,756	-4.8%
Home	626	579	523	710	544									2,982	3,650	-18.3%
Pets	488	318	279	342	345									1,772	2,023	-12.4%
Travel	1,277	1,056	1,384	1,269	1,185									6,171	6,147	0.4%
Sports & Leisure	0	0	0	0	0									0		
Money	328	199	247	307	206									1,287		
Entertainment	0	0	0	0	0									0		
Divorce	0	0	0	0	0									0		
Weddings	131	111	147	135	114									638	830	-23.1%
NF CIRCULATION	17,665	15,223	17,211	16,442	15,441	0	0	0	0	0	0	0	0	81,982	88,452	-7.3%

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	26,511	14,291	40,802
Dollars Submitted:	\$2,752,763.94	\$314,413.19	\$3,067,177.13
Cash Recovery:	\$396,238.39	\$127,621.86	\$523,860.25
Material Recovery:	\$244,197.15	\$21,544.10	\$265,741.25
Waives:	\$88,144.43	\$6,939.66	\$95,084.09
Recovery Total:	\$728,579.97	\$156,105.62	\$884,685.59
Total Invoice Amount:	\$223,735.23	\$49,542.05	\$273,277.28
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
6/2013 Through 5/2014

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
May-14	\$5,671.67	\$4,325.21	\$797.11	\$10,793.99	\$9,996.88	\$1,628.90
April-14	\$6,991.76	\$3,399.56	\$597.88	\$10,989.20	\$10,391.32	\$1,969.00
March-14	\$8,584.04	\$6,893.22	\$1,014.06	\$16,491.32	\$15,477.26	\$1,745.25
February-14	\$6,946.81	\$3,258.09	\$399.70	\$10,604.60	\$10,204.90	\$2,022.70
January-14	\$5,830.54	\$5,608.06	\$864.00	\$12,302.60	\$11,438.60	\$2,649.20
December-13	\$5,223.89	\$4,748.72	\$907.58	\$10,880.19	\$9,972.61	\$2,335.95
November-13	\$4,346.23	\$3,914.13	\$792.61	\$9,052.97	\$8,260.36	\$2,720.80
October-13	\$4,204.79	\$2,248.23	\$753.74	\$7,206.76	\$6,453.02	\$2,774.50
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
Total	\$65,912.11	\$52,185.01	\$11,735.70	\$129,832.82	\$118,097.12	\$24,657.25
Average	\$5,492.68	\$4,348.75	\$977.98	\$10,819.40	\$9,841.43	\$2,054.77

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

6/2013 Through 5/2014

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
May-14	\$2,911.39	\$315.12	\$144.83	\$3,371.34	\$3,226.51	\$743.40
April-14	\$3,192.43	\$374.13	\$125.41	\$3,691.97	\$3,566.56	\$873.20
March-14	\$3,936.77	\$519.35	\$81.45	\$4,537.57	\$4,456.12	\$604.75
February-14	\$3,896.90	\$706.51	\$206.51	\$4,809.92	\$4,603.41	\$699.15
January-14	\$3,789.27	\$2,420.26	\$285.75	\$6,495.28	\$6,209.53	\$1,047.25
December-13	\$3,115.41	\$714.83	\$222.17	\$4,052.41	\$3,830.24	\$820.10
November-13	\$2,817.50	\$618.92	\$177.43	\$3,613.85	\$3,436.42	\$817.15
October-13	\$4,069.44	\$638.52	\$180.84	\$4,888.80	\$4,707.96	\$1,203.60
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
Total	\$41,342.56	\$8,919.72	\$2,585.90	\$52,848.18	\$50,262.28	\$10,481.35
Average	\$3,445.21	\$743.31	\$215.49	\$4,404.02	\$4,188.52	\$873.45