

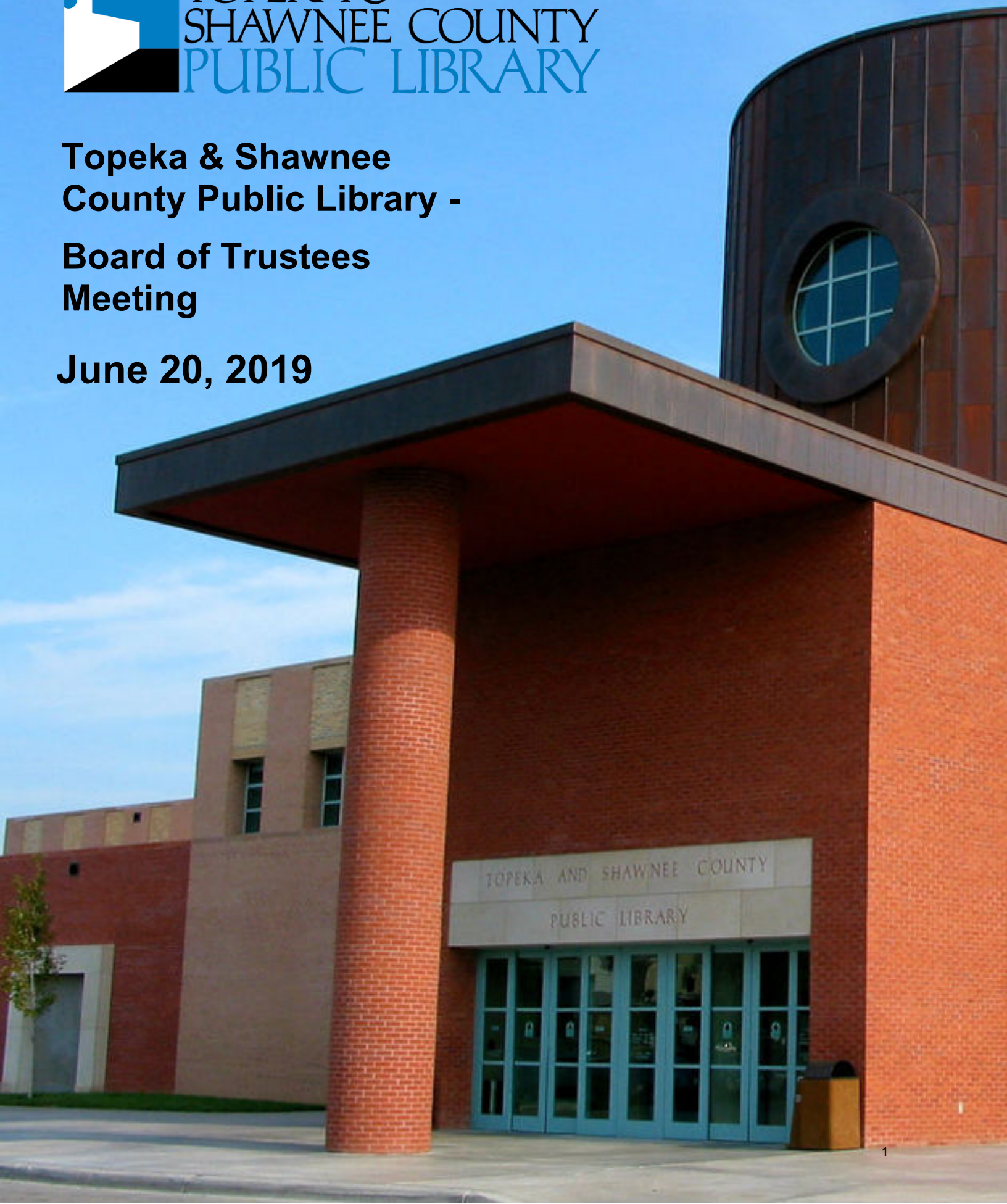


TOPEKA &
SHAWNEE COUNTY
PUBLIC LIBRARY

**Topeka & Shawnee
County Public Library -**

**Board of Trustees
Meeting**

June 20, 2019





Call to Order

Public Comment

Introductions

Approval of May 16, 2019 Trustee Meeting Minutes - **Action Item**

Chief Financial Officer's Report – Kim Torrey

Financial Reports

- Treasurer's Report – Kacy Simonsen
- Financial Reports – **Action Item**

The Library Foundation – Marilyn Ward, Board Chair

Friends of Topeka and Shawnee County Public Library – Sherryl Longhofer, Board President

Board Chair Report – Liz Post

Chief Executive Officer – Gina Millsap

Chief of Staff – Thad Hartman

- Facilities Master Plan update
- Beanstack Reading App – Presented by Stephanie Hall, Learning Experiences Manager

New Business

- Architectural Services, David Heit – Discussion
- Bid for Nutanix Upgrade - **Action Item**
- Bid for Red Carpet Van – **Action Item**
- Personnel Policies Final Approval – **Action Item**
- Request to Deaccession Items from Permanent Art Collection - **Action Item**
(with presentation by Debbie Stanton, Public Services Supervisor and Marie Pyko, Public Services Director)
- CEO Evaluation – Jesse Maddox, Human Resources Director - Discussion

Executive Session

Trustee Advocacy Stories

Adjournment

Next Meeting

July 18, 2019 4:00 pm
Menninger Room 206

Board Budget Work Sessions'

- Session #2 Wednesday, July 10, Noon – 3:00 pm
Anton Room 202



Minutes
Board of Trustees Meeting
May 16, 2019
Menninger Room 206

Board Members Present

Liz Post (chair), Beth Dobler (secretary), Jim Edwards (vice chair), Kacy Simonsen (treasurer), David Monical, Kristen O'Shea, Kerry Onstott Storey, and Shawn Leisinger via telephone

Board Members Absent

Jennifer Miller
Julie Swift

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, May 16, 2019 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00 PM by Chair Liz Post.

Public Comment

There was no one signed in for public comment. The public comment session was closed.

Approval of Minutes

On a motion by Jim Edwards, seconded by David Monical, the May 16, 2019 Board of Trustees minutes were approved. Motion carried.

Chief Financial Officer

There were no additions to Chief Financial Officer Kim Torrey's report. There were no questions for Torrey.

Approval of the Treasurer's Report

Board Treasurer Kacy Simonsen reported that she reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Kacy Simonsen, seconded by Kerry Onstott Storey, the Treasurer's Financial Report was accepted. Motion carried.

The Library Foundation Report

Foundation Chair Marilyn Ward reported the new espresso machine for the Millennium Café has been installed. Preview of the Claire's Courtyard brick campaign is tentatively scheduled for June 15. The preview will take place prior to the ribbon cutting. Ward provided a listing of the 4" x 8" and 8" x 8" assigned brick placement.

Work continues on the donor lists for the new Interactive Donor Recognition Wall that will be installed in the rotunda this summer. Executive Director Nancy Lindberg and Development Professional Janel DeLeye are currently working on a donor pledge schedule. There were no questions for Ward.

Friends of the Library Report

Vice President John Conlee reported the Friends of the Library are currently scheduled to meet with a representative from Purple Wave Auction. It is an online auction that exclusively serves government entities.

Communications & Marketing has been exploring ideas of how adverting banners could be repurposed. An idea of having the banners on the library's front exterior made into totes and sold in the Chandler Booktique. The Friends board member Cathy Minarik was interested in the challenge. She sews and determined that one banner would make six totes.

Communications & Marketing offered to make tags with a picture and description of the event or program of the banner to accompany the totes. Totes will be available in the Booktique soon.

The Friends board met for a retreat on Tuesday, May 14 to discuss, share ideas, and create a strategic plan that will increase members and contributions. There were no questions for Conlee.

Board Chair Report

Chair Liz Post reported the Executive Committee met on Monday, May 6, 2019 at 4:00 pm to review the agenda for the May board meeting. Minutes from the April board meeting were reviewed.

The Executive Committee discussed a bid for audit services, bid for Communico, events management software, and personnel policies 38 -46. The Executive Committee suggested Human Resources Director Jesse Maddox provide a complete executive summary of policy changes by the June board meeting.

Discussion followed with no further questions.

Chief Executive Officer

Chief Executive Officer Gina Millsap provided an update on the Community Broadband Project (CBP). Currently the Broadband Project is awaiting the City of Topeka's and Shawnee County's response to recommendations provided by the CBP. These recommendations suggested making changes to policies and procedures that would assist companies who have an interest in investing in broadband development in Topeka and Shawnee County. Further details are provided in the Chief Executive Officer's report.

Discussion followed with no further questions.

Chief of Staff

Chief of Staff Thad Hartman provided an update on the three major projects: Circulation Plaza, Claire's Courtyard, and roof replacement. The installation of flooring in the Circulation Plaza has been completed.

On Monday, May 20th, the general contractor will begin laying the tile for the medallion flooring in the rotunda. This will require that the main set of doors to the library be closed. Access will be provided via the east and west entrances to accommodate our customers.

The bricks from the Library Foundation's Brick Campaign have been installed in Claire's Courtyard amphitheater. In addition to the amphitheater a great deal of progress has been made to the patio and sunroom. Due to the amount of rain, completion date will be the end of July.

Work continues on the roof and completion date has been scheduled for the end of June. Further details are provided in the Chief of Staff report. There were no questions for Hartman.

Hartman introduced Staff Development Coordinator Kristin Kelly. Kelly presented the new staff training program and course catalogue. It includes training materials such as new hire/transfer form, new employee orientation & onboarding checklists, new employee orientation welcome packet/new hire survey, and new employee welcome video. The new employee welcome video can be viewed at the TSCPL website at <https://tscpl.org/welcome>.

4:39 PM Shawn Leisinger phoned in.

Discussion followed with no further questions.

New Business

Funding request to The Library Foundation for Red Carpet Cargo Van

On a motion by David Monical, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, recognizes the immediate need for a new service delivery vehicle for Red Carpet Services.

Therefore, the Board of Trustees requests that The Library Foundation provide funding not to exceed \$60,000. Pursuant to K.S.A. 10-1112, no obligations will be incurred for the project until sufficient funds have been raised or made available and designated for the purpose of purchasing the vehicle.

Discussion followed. Motion passed unanimously.

Communico Software License Purchase

On a motion by Kristen O’Shea, seconded by Kerry Onstott Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$26,990 by Communico for the purchase of the following modules: Communico Base, Attend, Reserve, Broadcast, and Engage. This price includes the \$5,000 implementation fee and training costs of \$1,990. This expenditure is a sole source purchase and shall be paid from the General Fund, Digital Services Support line item.

Discussion followed. Motion passed unanimously.

Personnel Policies

On a motion by Beth Dobler, seconded by Kacy Simonsen, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, tentatively approves personnel policies 38 – 46 subject to receipt of the full policy manual.

Discussion followed. Motion passed unanimously.

Executive Session

On a motion by Kacy Simonsen, seconded by Kerry Onstott Storey, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees will recess the regular meeting to enter into Executive Session at 5:01 PM for a time not-to-exceed 30 minutes to discuss legal matters with the Library’s attorney. No action will be taken.

On a motion by David Monical, seconded by Beth Dobler it was resolved that the Topeka and Shawnee County Public Library Board of Trustees to extend Executive Session at 5:31 PM for a time not to exceed 10 minutes to discuss legal matters with the Library’s attorney. No action will be taken.

Trustee Advocacy Stories

None

Adjournment

On a motion by Kristen O’Shea, seconded by Jim Edwards, the meeting was adjourned at 5:36 PM. Motion passed unanimously.

Beth Dobler, Secretary_____

Date _____

**Chief Financial Officer's Report
June 2019
Kim Torrey**

Revenue/Expense/Balance by Fund Report – Page 2

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending the completion of Claire's Courtyard and the Circulation Plaza. The Children's Art Show Fund and the Youth Services Fund is also temporarily negative due to pending billings and reimbursements by The Library Foundation. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 41% of the budget year completed, 52% of the budgeted revenue has been received and 42% of the approved budget has been expended/encumbered. This compares to 2018 in which 52% of the budgeted revenue had been received and 43% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 41% of the budget year completed, 50% of the budgeted revenue has been received and 38% of the approved budget has been expended/encumbered. This compares to 2018 in which 55% of the budgeted revenue had been received and 36% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,283,387.

State Aid Fund – Page 6

This annual distribution from the State Library must be spent or encumbered in the year in which it is received. The budget included its use for replacement hardware for the kiosks. This use of funds is consistent with the philosophy of past years to use the money for one-time projects. Since it's a depleting and somewhat unstable revenue source, it is not relied upon for any ongoing expenditure.

Debt Service Fund-Bond & Interest – Page 7

Revenues collected to-date are 52% compared with 53% at this point in time in 2018.

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved October 16, 2014, notification to the Board is required of all purchases more than \$5,000 and up to \$20,000, including sole source purchases and purchases exempted from the purchasing policy (exempted purchases may exceed \$20,000). Proposed purchases (other than those specifically exempted by the purchasing policy) more than \$20,000 will be brought to the Board for notification and consideration of approval via a resolution.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Vehicle repair open PO for remainder of year	\$7,200.00	Quick Lane
Change order for existing approved project – approved by Board 01/17/19	Change Order #2 Circulation Plaza/Learning Center – adjustment for cement underlayment repair in the rotunda and main hallway	\$26,580.00	Senne & Co. Inc.
Approved operating budget	One-time upgrade to the Metasys system – current system will not be supported after 9/30/19	\$29,636.00	Johnson Controls, Inc.
Approved operating budget	Book bike trailer	\$5,531.82	Fluid Elements Fabrication LLC
Library materials	Annual license renewal for Treehouse online	\$18,437.50	Treehouse Island, Inc.
Approved operating budget	Various Playstation equipment/games	\$7,391.80	B & H Photo-Video
Foundation Funds – sole source purchase due to matching existing benches in front of building	(4) benches for front of Library	\$13,245.00	Landscape Forms
Library Materials	Adult non-fiction books	\$7,000.00	Baker & Taylor Books
Library Materials	“Automatically Yours” materials subscription – August	\$6,500.00	Baker & Taylor Books
Library Materials	Hoopla online	\$18,951.68	Midwest Tape LLC

Other Items:

- The certificate of deposit investment of General and Employee Benefit funds with a local financial institution (as a result of a competitive bid in February) will mature on June 21st. The resolution approved by the Board allows me to renew all or part of this investment via written instruction and acceptable rates. One of the larger tax distributions of the year was received on June 5th and is currently in the Municipal Investment Pool. I will be reviewing all of these funds before making decisions, but some reinvestment is expected.
- There are two resolutions on the agenda that will result in expenditures:
 - Approval of the bid to purchase a Red Carpet van from Laird Noller Ford, Inc., Topeka, KS. Funding for this purchase will be from The Library Foundation.
 - Approval of the bid to purchase an upgrade to the storage and hardware nodes in the Nutanix hyper converged system in the Library's data center. Funding for this purchase will be from the General Fund and was included in the FY2019 approved operating budget.
- Please remember to schedule the forthcoming Board budget work session:
 - Wednesday, July 10th, noon to 3 pm in the Anton Room 202; lunch served

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

5/31/19

	<u>Balance 1/1/2019</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 5/31/2019</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,754,482.68	\$ 7,140,024.58	\$ 6,159,962.06	\$ 5,734,545.20
Employee Benefits	1,308,606.73	1,552,803.30	1,413,262.00	\$ 1,448,148.03
Capital Improvement	1,833,380.82	8,856.07	344,363.49	\$ 1,497,873.40
Bond & Interest	806,781.00	847,716.04	24,000.00	\$ 1,630,497.04
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	35,331.31	49,628.67	35,331.31	\$ 49,628.67
Federal, State & Local Grants	19.03	1,200.00	1,200.00	\$ 19.03
Other Special Revenue	577,947.99	355,840.39	696,344.73	\$ 237,443.65
Permanent Funds	230,782.94	(16,708.29)	-	\$ 214,074.65
Totals	<u>\$ 9,547,332.50</u>	<u>\$ 9,939,360.76</u>	<u>\$ 8,674,463.59</u>	<u>\$ 10,812,229.67</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 884,099.26
Restricted Funds-CoreFirst Bank-Checking	491,298.78
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,497,873.40
Cash on Hand	2,605.49
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	1,835,407.62
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	600,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	1,000,000.00
	<u>\$ 11,525,579.20</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	0.09
Less Payroll Deduction and Employer Benefit Liabilities	17,878.97
Less Outstanding Checks	695,470.47
	<u>\$ 10,812,229.67</u>

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

5/31/19

	1/1/2019 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	5/31/2019 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,754,482.68	\$ 7,140,024.58	\$ 1,067,528.78	\$ 5,092,433.28	\$ 5,734,545.20	\$ 1,189,378.77	\$ 4,545,166.43
Employee Benefit Fund	1,308,606.73	1,552,803.30	-	1,413,262.00	1,448,148.03	31,451.10	1,416,696.93
Capital Improvement Fund	1,833,380.82	8,856.07	344,363.49	-	1,497,873.40	214,486.51	1,283,386.89
Bond & Interest Fund	806,781.00	847,716.04	-	24,000.00	1,630,497.04	-	1,630,497.04
Non Major Governmental Funds							
<i>State Aid Fund</i>	35,331.31	49,628.67	35,331.31	-	49,628.67	-	49,628.67
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,200.00	-	1,200.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,542.72	17.66	-	-	10,560.38	-	10,560.38
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	1,214.75	(1,214.75)	659.79	(1,874.54)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	63.25	0.06	15.29	17.03	30.99	-	30.99
Friends	134,352.56	172.91	692.39	65,479.41	68,353.67	48,205.76	20,147.91
Fun Committee	2,125.97	473.07	66.70	208.00	2,324.34	100.00	2,224.34
Gallery Competitions/Exhibits	36,024.48	60.35	-	-	36,084.83	-	36,084.83
Gifts/Memorials (Undesignated)	308,498.77	352,973.82	8,465.85	602,606.93	50,399.81	605,761.04	(555,361.23)
Hathaway Trust - Library Materials	5,131.59	1,160.86	159.11	2,795.91	3,337.43	1,303.57	2,033.86
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	57,282.26	944.92	7,432.61	5,173.60	45,620.97	1,015.08	44,605.89
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,409.76	2.25	-	150.00	1,262.01	-	1,262.01
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,455.06	7.37	25.07	49.16	4,388.20	307.54	4,080.66
Special Collections	5,674.24	9.50	-	-	5,683.74	-	5,683.74
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.96	0.06	-	-	36.02	-	36.02
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,166.12	3.62	-	-	2,169.74	-	2,169.74
Youth Services	9,091.43	13.94	203.25	1,589.67	7,312.45	8,177.99	(865.54)
<i>Permanent Funds</i>							
Mertz Trust	230,782.94	(16,708.29)	-	-	214,074.65	-	214,074.65
TOTALS	\$ 9,547,332.50	\$ 9,939,360.76	\$ 1,464,283.85	\$ 7,210,179.74	\$ 10,812,229.67	\$ 2,100,847.15	\$ 8,711,382.52

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

5/31/19

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u>
				41.0%
Ad Valorem Property Tax	\$ 12,162,389.00	\$ 6,788,261.06	\$ (5,374,127.94)	56%
Revitalization Rebates	(154,912.00)	(98,787.78)	\$ 56,124.22	64%
Back Tax	-	99,100.20	\$ 99,100.20	N/A
Motor Vehicle Tax	1,272,889.00	138,795.92	\$ (1,134,093.08)	11%
Recreational Vehicle Tax	11,669.00	848.52	\$ (10,820.48)	7%
16/20 M Vehicle Tax	4,924.00	4,939.16	\$ 15.16	100%
In Lieu of Tax	5,384.00	2,669.48	\$ (2,714.52)	50%
Watercraft Special Tax**	6,633.00	-	\$ (6,633.00)	0%
Commercial Vehicle Fees	43,162.00	35,722.82	\$ (7,439.18)	83%
E-Rate Reimbursement	73,250.00	-	\$ (73,250.00)	0%
Miscellaneous Revenue	3,000.00	17,400.11	\$ 14,400.11	580%
Miscellaneous Revenue - Recyclg	-	80.20	\$ 80.20	N/A
Salary Refunds-Foundation	95,451.00	32,839.92	\$ (62,611.08)	34%
Salary Refunds-Friends	45,993.00	19,127.67	\$ (26,865.33)	42%
Salary Refunds-Shawnee Cty	21,802.00	9,164.25	\$ (12,637.75)	42%
Vending Machines	4,000.00	1,539.74	\$ (2,460.26)	38%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	40,450.97	\$ (116,549.03)	26%
Debt Collect	-	2,312.84	\$ 2,312.84	N/A
ILL Fees	350.00	878.29	\$ 528.29	251%
Mailing Fees	120.00	47.73	\$ (72.27)	40%
Non Resident Card Fee	935.00	85.00	\$ (850.00)	9%
Obituary Fees	750.00	310.00	\$ (440.00)	41%
Meeting Room Charges	5,500.00	1,845.00	\$ (3,655.00)	34%
Monday Market Fees	500.00	56.00	\$ (444.00)	11%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	58,200.00	42,337.48	\$ (15,862.52)	73%
Library Treasurer's Balance	2,317,867.00	-	-	N/A
TOTALS	<u>\$ 16,136,856.00</u>	<u>\$ 7,140,024.58</u>	<u>\$ (6,678,964.42)</u>	52%

* currently all revenues from the kiosks are recorded as Overdue Fees; a solution to report actual sales types is underway

** Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

**Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances**

5/31/19

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
STAFF:					41.0%
Salaries-Auto Allowance	\$ 6,400.00	\$ 2,707.65	\$ -	\$ 3,692.35	42%
Salaries-Facilities	629,003.00	272,301.43	-	356,701.57	43%
Salaries-Overtime	10,000.00	3,613.29	-	6,386.71	36%
Salaries-Security	375,321.00	114,080.53	-	261,240.47	30%
Salaries-Shelvers	181,115.00	51,654.20	-	129,460.80	29%
Salaries-Staff	7,571,200.00	3,064,997.96	-	4,506,202.04	40%
Conferences	136,570.00	34,960.84	26,197.48	75,411.68	45%
Staff Development & Training	30,000.00	4,826.96	121.86	25,051.18	16%
Mileage	9,400.00	2,875.79	5,448.05	1,076.16	89%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	770.25	251.16	978.59	51%
Materials-Periodicals	39,500.00	1,404.93	30.00	38,065.07	4%
Materials-Print/Non-Print <1 YR	526,600.00	181,087.77	9,728.87	335,783.36	36%
Materials-Print/Non-Print	1,268,500.00	433,532.11	121,162.76	713,805.13	44%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	89,921.00	25,947.11	66,036.74	(2,062.85)	102%
Contracted-Digital Services	373,600.00	177,660.78	7,585.85	188,353.37	50%
Contracted-Facilities	294,100.00	148,090.67	101,226.27	44,783.06	85%
Contracted-Equipment	45,350.00	14,500.82	32,118.50	(1,269.32)	103%
Contracted-Professional	248,230.00	87,408.34	81,504.36	79,317.30	68%
Contracted-E-Rate Services	6,600.00	-	-	6,600.00	0%
Digital Services Support	344,500.00	27,505.44	16,946.08	300,048.48	13%
Furniture/Equipment	95,000.00	3,074.67	-	91,925.33	3%
Insurance	53,054.00	28,577.00	23,450.00	1,027.00	98%
Marketing & Communication	48,000.00	3,195.27	970.00	43,834.73	9%
Memberships/Dues	24,806.00	9,958.00	9,289.00	5,559.00	78%
Miscellaneous	5,000.00	717.81	97.35	4,184.84	16%
Payments to Other Libraries	113,189.00	-	-	113,189.00	0%
Postage/Shipping	110,160.00	53,995.04	1,253.39	54,911.57	50%
Printing	113,800.00	29,359.49	32,356.94	52,083.57	54%
Programming	30,000.00	8,614.59	835.05	20,550.36	31%
Special Events	-	-	-	-	0%
Special Projects	935,000.00	55,530.55	85,445.95	794,023.50	15%
Supplies-Facilities	77,417.00	22,324.92	36,788.56	18,303.52	76%
Supplies-Office/Library	76,320.00	30,308.63	5,232.11	40,779.26	47%
Supplies-Processing	48,000.00	14,554.81	3,374.10	30,071.09	37%
Telecommunications	92,700.00	21,559.72	36,040.28	35,100.00	62%
Utilities-Electric	350,000.00	96,997.36	256,165.99	(3,163.35)	101%
Utilities-Gas	65,000.00	27,232.20	22,707.38	15,060.42	77%
Utilities-Water/Sewage	35,000.00	9,310.14	19,229.86	6,460.00	82%
Vehicle-Gas	36,000.00	8,457.75	-	27,542.25	23%
Vehicle-Repair	32,500.00	18,752.64	24,669.14	(10,921.78)	134%
Contingency/Fund Balance	1,600,000.00	-	-	-	0%
Cash Long/Short	-	(14.18)	-	14.18	N/A
TOTALS	\$ 16,136,856.00	\$ 5,092,433.28	\$ 1,026,263.08	\$ 8,418,159.64	42%

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

5/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 2,317,867.00	\$ 3,504,014.27	
<u>Revenue:</u>			
Ad Valorem Property Tax	12,162,389.00	6,788,261.06	56%
Revitalization Rebates	(154,912.00)	(98,787.78)	64%
Back Tax	-	99,100.20	N/A
Motor Vehicle Tax	1,272,889.00	138,795.92	11%
Recreational Vehicle Tax	11,669.00	848.52	7%
16/20M Vehicle Tax	4,924.00	4,939.16	100%
In Lieu of Tax	5,384.00	2,669.48	50%
Watercraft Special Tax	6,633.00	-	0%
Commercial Vehicle Fees	43,162.00	35,722.82	83%
E-Rate Reimbursement	73,250.00	-	0%
Fees and Charges	172,155.00	64,925.68	38%
Reimbursements	163,246.00	61,212.04	37%
Interest on Idle Funds	58,200.00	42,337.48	73%
	<u>\$ 13,818,989.00</u>	<u>\$ 7,140,024.58</u>	52%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,773,039.00	3,509,355.06	40%
Other Staff Support Costs	175,970.00	74,430.98	42%
Library Collections	1,836,600.00	747,967.85	41%
Contracted Services	1,057,801.00	742,079.44	70%
Digital Services Support	344,500.00	44,451.52	13%
Furniture/Equipment/Art	103,000.00	3,074.67	3%
Payments to Other Libraries	113,189.00	-	0%
Special Projects	935,000.00	140,976.50	15%
Utilities & Telecommunications	542,700.00	489,242.93	90%
Vehicles	68,500.00	51,879.53	76%
Other Operating Expenditures	586,557.00	315,237.88	54%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,136,856.00</u>	<u>\$ 6,118,696.36</u>	42%
Prior Year Canceled Purchase Orders		<u>\$ 19,823.94</u>	
Unencumbered Balance 5/31/19	\$ -	\$ 4,545,166.43	

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

5/31/19

EMPLOYEE BENEFITS

	2019 Budget	Year To Date	%
Balance 01/01/19	\$ 1,022,227.00	\$ 1,308,606.73	
Revenue:			
Ad Valorem Property Tax	\$ 2,596,006.00	\$ 1,449,218.05	56%
Revitalization Rebates	(33,065.00)	(21,086.25)	64%
Back Tax	-	25,006.49	0%
Motor Vehicle Tax	433,545.00	38,572.43	9%
Recreational Vehicle Tax	3,975.00	244.25	6%
16/20M Vehicle Tax	1,677.00	630.82	38%
In Lieu of Tax	1,440.00	569.77	40%
Watercraft Special Tax*	2,259.00	-	0%
Commercial Vehicle Fees	14,701.00	10,798.01	73%
Refund-Fringe Benefits-Foundation	35,092.00	13,065.51	37%
Refund-Fringe Benefits-Friends	19,246.00	10,585.81	55%
Refund-Fringe Benefits-Shawnee Cty	15,723.00	6,499.68	41%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	83.32	0%
Retiree Payments BC/BS	12,223.00	9,367.68	77%
Interest on Idle Funds	6,000.00	9,247.73	154%
	\$ 3,108,822.00	\$ 1,552,803.30	50%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 6,777.00	\$ 6,478.20	96%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	646,275.00	251,745.11	39%
Ks Public Employees Retirement Sys	803,259.00	338,288.82	42%
Worker's Compensation	76,100.00	55,207.67	73%
Unemployment Tax	8,448.00	5,508.96	65%
Health/Dental Insurance	2,236,385.00	784,071.34	35%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,131,049.00	\$ 1,444,713.10	38%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 5/31/19	\$ -	\$ 1,416,696.93	

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

CAPITAL IMPROVEMENT

Balance 01/01/19		\$ 1,833,380.82
Revenue:		
Interest received		8,856.07
		\$ 8,856.07
Expenditures/Encumbrances:		
Contracted - Professional		-
Capital Outlay		558,850.00
		558,850.00
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 5/31/19		\$ 1,283,386.89

STATE AID

Balance 01/01/19	\$ -	\$ 35,331.31
Revenue:		
State Aid	49,628.67	-
	\$ 49,628.67	\$ 49,628.67
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	53,000.00	35,331.31
	\$ 53,000.00	\$ 35,331.31
Unencumbered Balance 5/31/19		\$ 49,628.67

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

5/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 763,318.00	\$ 806,781.00	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,463,467.00	817,014.81	56%
Revitalization Rebates	(18,640.00)	(11,889.16)	64%
Back Tax	-	13,314.47	
Motor Vehicle Tax	177,674.00	18,586.09	10%
Recreational Vehicle Tax	1,629.00	114.32	7%
16/20M Vehicle Tax	687.00	594.33	87%
In Lieu of Tax	714.00	321.27	45%
Watercraft Special Tax*	926.00	-	0%
Commercial Vehicle Fees	6,025.00	4,862.56	81%
Interest on Idle Funds	2,200.00	4,797.35	218%
	<u>\$ 1,634,682.00</u>	<u>\$ 847,716.04</u>	52%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,600,000.00	\$ -	0%
Interest	48,000.00	24,000.00	50%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,398,000.00</u>	<u>\$ 24,000.00</u>	1%
Unencumbered Balance 5/31/19	\$ -	\$ 1,630,497.04	

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of May 31, 2019

Capital Improvement Funds-VisionBank

\$ 1,497,873.40 at 1.19% (money market account)

Municipal Investment Pool

\$ 1,835,407.62 Operating funds in "overnight pool"*; available for transfer whenever needed

600,000.00 Bond & Interest funds in 90-day, fixed rate pool; opened 3/25/19 @ 2.19%; maturity 6/24/19

\$ 2,435,407.62

* rates vary by day - average May 1-31, 2019 was 2.0%

Intrust Bank (per investment bid approved 2/21/19)

\$ 5,000,000.00 Certificate of Deposit for Employee Benefit Fund (\$1M) and General Fund (\$4M); 2/22/19 @ 2.44%; 6/21/19 maturity

Denison State Bank (per investment bid approved 2/21/19)

\$ 1,000,000.00 Certificate of Deposit for Bond & Interest Fd; 2/22/19 @ 2.49%; 8/1/19 maturity

Principal Balance of Outstanding Bonds

\$1,600,000 (as of 9/1/18)

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, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	5/9/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,964.87	-98608
10	21502	0	5/9/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,496.69	-98608
15	21521	0	5/9/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 104.06	-98608
10	21503	0	5/9/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,306.82	-98608
15	21504	0	5/9/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,306.82	-98608
10	21503	0	5/9/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,281.48	-98608
15	21504	0	5/9/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,281.48	-98608
10	21514	0	5/9/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98608
10	21518	0	5/9/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 824.81	-98608
10	41000	313	5/9/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,910.39	-98608
10	41000	313	5/9/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 365.40	-98608
				<i>Remittance of payroll taxes</i>		\$ 82,074.00	-98608 Total
10	21505	0	5/14/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,068.84	-98607
15	21516	0	5/14/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,772.04	-98607
15	21517	0	5/14/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,011.51	-98607
10	21524	0	5/14/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98607
10	21513	0	5/14/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 853.59	-98607
				<i>Remittance of pension benefit contributions</i>		\$ 48,895.54	-98607 Total
10	41000	325	5/15/2019	RESERVE ACCOUNT	<i>Deposit to postage reserve act</i>	\$ 30,000.00	-98605
						\$ 30,000.00	-98605 Total
10	21501	0	5/23/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,130.28	-98602
10	21502	0	5/23/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,566.13	-98602
15	21521	0	5/23/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 80.41	-98602
10	21503	0	5/23/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,455.72	-98602
15	21504	0	5/23/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,455.72	-98602
10	21503	0	5/23/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,316.32	-98602
15	21504	0	5/23/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,316.32	-98602
10	21514	0	5/23/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98602
10	21518	0	5/23/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 824.81	-98602
10	41000	313	5/23/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,966.33	-98602
10	41000	313	5/23/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 368.88	-98602
				<i>Remittance of payroll taxes</i>		\$ 82,712.10	-98602 Total
10	21505	0	5/28/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,089.48	-98600
15	21516	0	5/28/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,802.52	-98600
15	21517	0	5/28/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,014.94	-98600
10	21524	0	5/28/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98600
				<i>Remittance of pension benefit contributions</i>		\$ 48,096.50	-98600 Total

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, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21515	0	5/31/2019	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 26,873.26	-98597
15	21515	0	5/31/2019	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 124,619.05	-98597
15	21515	0	5/31/2019	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 3,281.23	-98597
						\$ 154,773.54	-98597 Total
35	41000	743	5/17/2019	SENNE & CO INC	Claire's Change Order #3	\$ 6,889.00	11552
35	41000	743	5/17/2019	SENNE & CO INC	Claire's Courtyard Constr	\$ 92,172.69	11552
35	41000	743	5/17/2019	SENNE & CO INC	Claire's Courtyard Constr	\$ 152,857.16	11552
						\$ 251,918.85	11552 Total
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	T-Shirts	\$ 1,254.55	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Shipping	\$ 75.00	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	star toy glasses	\$ 1,165.08	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	shipping	\$ 75.00	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Color Coding Labels Holog	\$ 14.69	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Great Value Economy Heavy	\$ 2.00	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Mini Canvas (set of 12)	\$ 67.84	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Acrylic Paint (set of 12)	\$ 42.15	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Beakers	\$ 16.99	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Files	\$ 10.18	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Magnets	\$ 19.94	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Film Canister	\$ 50.22	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Alka-Seltzer Tablets	\$ 37.90	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Index Cards	\$ -	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Tape (12 pack)	\$ 15.19	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Scissors	\$ 21.98	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	paper towels	\$ 5.99	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	white glue	\$ 10.99	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Oil and Acrylic Pad, 24 S	\$ 29.14	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Venetian Red, pint	\$ 5.17	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Turquoise, pint	\$ 5.17	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Raw Umber, pint	\$ 5.17	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Raw Sienna, pint	\$ 5.17	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Green Oxide, pint	\$ 5.17	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Deep Yellow, pint	\$ 5.17	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Chrome Orange, pint	\$ 5.17	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Violet, pint	\$ 5.17	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Titanium White, quart	\$ 8.24	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Metallic Silver, pint	\$ 7.20	11559

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, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Metallic Soft Gold, pint	\$ 7.20	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Bristle, Set of 4	\$ 18.39	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Rice Paste Powder	\$ 49.47	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Glas Paint 50 MI Amethyst	\$ 12.57	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Glas Paint 15 ml Gentian	\$ -	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Glas Paint 15 ml Petrol	\$ -	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Glas Paint 15 ml night bl	\$ 14.63	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	GlasPaint 15 ml rose pink	\$ 8.36	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	GlasPaint 50 ml white	\$ 8.38	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	GlasPaint 50 ml sun yello	\$ 8.38	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	oodles of brushes set 25	\$ 15.58	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Clear Inkjet Film	\$ 33.66	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Inflatable Solar System	\$ 68.64	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Stomp Rockets	\$ 74.85	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Plastic Pipettes	\$ 48.93	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	8 Inch Ball	\$ 14.21	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Kite String	\$ 6.78	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Solo Cups	\$ 15.99	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Straws	\$ 47.84	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Marbles	\$ 8.99	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Pie Tins	\$ 10.98	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Plastic Bucket	\$ 31.24	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Card Stock, white	\$ 9.53	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Pipe Cleaners	\$ 35.98	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Star Beads	\$ 44.75	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Paper Plates	\$ 46.16	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Googly Eyes	\$ 10.78	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Rhinestone Stickers	\$ 39.95	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	4 X-large lever punch	\$ 19.08	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	3 X-large lever punch	\$ 40.91	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	3 piece punch set	\$ 25.99	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	3 piece punch set	\$ 16.99	11559

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, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Tape	\$ 35.94	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Brass Fasteners	\$ 30.41	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Wooden Dowels	\$ 44.99	11559
49	41000	735	5/29/2019	COREFIRST BANK & TRUST	BBQ Foods	\$ 549.52	11559
36	41000	420	5/29/2019	COREFIRST BANK & TRUST	Triple Layer Party Cake	\$ 27.48	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	safety glasses 12 pack	\$ 41.97	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Colorations Paint-a-Dot B	\$ 46.60	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Plastic Bead Organizer	\$ 3.53	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Letter Beads	\$ 7.99	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Emoji Beads	\$ 4.49	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Sport Beads	\$ 10.22	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Sea Life Beads	\$ 4.90	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Animal Shaped Beads	\$ 5.09	11559
49	41000	330	5/29/2019	COREFIRST BANK & TRUST	Shipping	\$ 3.50	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Spaceman Wall Mural	\$ 100.00	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Peering into a Vibrantly	\$ 99.98	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Sega Toys Homestar Flux	\$ 189.00	11559
53	41000	330	5/29/2019	COREFIRST BANK & TRUST	Discs Double Pack #1	\$ 34.99	11559
49	41000	735	5/29/2019	COREFIRST BANK & TRUST	Snacks/drinks/etc.	\$ 319.02	11559
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,326.44	11559 Total
10	41000	351	5/10/2019	WESTAR ENERGY	<i>Electric Service</i>	\$ 24,478.77	93688
						\$ 24,478.77	93688 Total
10	21512	0	5/17/2019	DELTA DENTAL OF KANSAS, INC	<i>EE May Premiums</i>	\$ 2,743.92	93697
15	21512	0	5/17/2019	DELTA DENTAL OF KANSAS, INC	<i>ER May Premiums</i>	\$ 10,330.17	93697
15	21512	0	5/17/2019	DELTA DENTAL OF KANSAS, INC	<i>Retiree May Premiums</i>	\$ 332.41	93697
						\$ 13,406.50	93697 Total
10	41000	310	5/17/2019	INNOVATIVE INTERFACES, INC.	Polaris	\$ 67,692.75	93704
				<i>2019 approved operating budget - annual maintenance for integrated library system</i>		\$ 67,692.75	93704 Total
20	23800	0	5/17/2019	MIDWEST COATING, INC.	<i>Roof Replacement</i>	\$ 6,930.00	93708
20	23800	0	5/17/2019	MIDWEST COATING, INC.	<i>Roof Replacement</i>	\$ 308,588.49	93708
						\$ 315,518.49	93708 Total

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, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	5/17/2019	SENNE & CO INC	Circ Plz Change Order #1	\$ 38,156.00	93714
10	23800	0	5/17/2019	SENNE & CO INC	Circ Plz/Lrning Ctr Reno	\$ 92,337.78	93714
10	23800	0	5/17/2019	SENNE & CO INC	Circ Plz Change Order #1	\$ 3,650.00	93714
10	23800	0	5/17/2019	SENNE & CO INC	Circ Plz Change Order #1	\$ 33,475.00	93714
10	23800	0	5/17/2019	SENNE & CO INC	Circ Plz/Lrning Ctr Reno	\$ 67,618.39	93714
						\$ 235,237.17	93714 Total
10	23800	0	5/17/2019	TEVIS ARCHITECTURAL GROUP	Roof Replacement	\$ 1,225.00	93715
10	41000	736	5/17/2019	TEVIS ARCHITECTURAL GROUP	Gallery Remodel	\$ 7,912.50	93715
10	23800	0	5/17/2019	TEVIS ARCHITECTURAL GROUP	FMP Phase 2	\$ 2,439.68	93715
						\$ 11,577.18	93715 Total
10	41000	736	5/24/2019	FLUID ELEMENTS FABRICATION LLC	Book Bike Trailer	\$ 5,531.82	93728
					2019 approved operating budget - special projects	\$ 5,531.82	93728 Total
10	41000	301	5/24/2019	OCLC, INC.	oclc cataloging & ill	\$ 6,488.22	93771
					2019 approved operating budget - monthly fee for cataloging and interlibrary loan database	\$ 6,488.22	93771 Total
10	41000	310	5/29/2019	COREFIRST BANK & TRUST	8 users subscription	\$ 378.85	93786
10	41000	310	5/29/2019	COREFIRST BANK & TRUST	Zello additional charge	\$ 4,955.94	93786
10	41000	320	5/29/2019	COREFIRST BANK & TRUST	Sky Guide	\$ 3.26	93786
10	41000	320	5/29/2019	COREFIRST BANK & TRUST	Novatel Jetpack Verizon M	\$ 38.88	93786
10	41000	320	5/29/2019	COREFIRST BANK & TRUST	GE myTouchSmart WiFi Smar	\$ 239.92	93786
10	41000	330	5/29/2019	COREFIRST BANK & TRUST	9x12 pastel paper	\$ 71.40	93786
10	41000	330	5/29/2019	COREFIRST BANK & TRUST	Speedball dip pen nibs	\$ 15.24	93786
10	41000	330	5/29/2019	COREFIRST BANK & TRUST	Primsa WC pencil set	\$ 127.40	93786
10	41000	420	5/29/2019	COREFIRST BANK & TRUST	Tally Counter	\$ 6.99	93786
10	41000	420	5/29/2019	COREFIRST BANK & TRUST	Tally Counter	\$ 11.98	93786
10	41000	420	5/29/2019	COREFIRST BANK & TRUST	Ultra Fine Sharpies Blk	\$ 63.84	93786
10	41000	420	5/29/2019	COREFIRST BANK & TRUST	Avery Labels #5160	\$ 113.88	93786
10	41000	420	5/29/2019	COREFIRST BANK & TRUST	Tool Box Liner	\$ 36.99	93786
10	41000	420	5/29/2019	COREFIRST BANK & TRUST	Wall Files	\$ 29.24	93786
10	41000	420	5/29/2019	COREFIRST BANK & TRUST	Desk Organizer	\$ 17.98	93786
10	41000	420	5/29/2019	COREFIRST BANK & TRUST	Letter Tray	\$ 16.90	93786

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, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	5/29/2019	COREFIRST BANK & TRUST	Broom and Dustpan Set	\$ 24.97	93786
10	41000	320	5/29/2019	COREFIRST BANK & TRUST	universal case	\$ 89.90	93786
10	41000	320	5/29/2019	COREFIRST BANK & TRUST	Samsung NU6900BXZA	\$ 694.58	93786
10	41000	320	5/29/2019	COREFIRST BANK & TRUST	Kramer DisplayPort Cable	\$ 117.20	93786
10	41000	320	5/29/2019	COREFIRST BANK & TRUST	Kanto Living FMX2C	\$ 149.98	93786
10	41000	330	5/29/2019	COREFIRST BANK & TRUST	pk seedles	\$ 34.00	93786
10	41000	330	5/29/2019	COREFIRST BANK & TRUST	shipping	\$ 5.59	93786
10	41000	420	5/29/2019	COREFIRST BANK & TRUST	Storage Bags	\$ 63.78	93786
10	41000	323	5/29/2019	COREFIRST BANK & TRUST	Membership Renewal	\$ 140.00	93786
10	41000	320	5/29/2019	COREFIRST BANK & TRUST	Adjustable iPad Floor Sta	\$ 169.73	93786
10	41000	320	5/29/2019	COREFIRST BANK & TRUST	Batteries & Charger	\$ 531.91	93786
10	41000	420	5/29/2019	COREFIRST BANK & TRUST	Plotter Paper	\$ 583.80	93786
10	41000	320	5/29/2019	COREFIRST BANK & TRUST	Multifunction Printer	\$ 398.00	93786
<i>Miscellaneous online orders paid by credit card including a software subscription in approved operating budget</i>						\$ 9,132.13	93786 Total
10	41000	320	5/30/2019	COREFIRST BANK & TRUST	logitech h390	\$ 161.94	93788
10	41000	420	5/30/2019	COREFIRST BANK & TRUST	3 graduated photo backdro	\$ 125.97	93788
10	41000	330	5/30/2019	COREFIRST BANK & TRUST	1001 Chess Exercises	\$ 285.60	93788
10	41000	310	5/30/2019	COREFIRST BANK & TRUST	articulate renewal	\$ 2,598.00	93788
10	41000	420	5/30/2019	COREFIRST BANK & TRUST	defibtech 7-year battery	\$ 199.00	93788
10	41000	420	5/30/2019	COREFIRST BANK & TRUST	defibtech adult pads	\$ 38.00	93788
10	41000	420	5/30/2019	COREFIRST BANK & TRUST	3/16 32 x 40" black core"	\$ 306.46	93788
10	41000	330	5/30/2019	COREFIRST BANK & TRUST	500 foam space shapes	\$ 11.39	93788
10	41000	330	5/30/2019	COREFIRST BANK & TRUST	500 jewel assortment	\$ 12.29	93788
10	41000	330	5/30/2019	COREFIRST BANK & TRUST	500 foam fruit shapes	\$ 11.39	93788
10	41000	330	5/30/2019	COREFIRST BANK & TRUST	fancy fabric pens	\$ 18.78	93788
10	41000	341	5/30/2019	COREFIRST BANK & TRUST	Eye mask	\$ 29.97	93788
10	41000	341	5/30/2019	COREFIRST BANK & TRUST	Disposable cups	\$ 23.98	93788
10	41000	341	5/30/2019	COREFIRST BANK & TRUST	Rope (blue & red)	\$ 35.86	93788
10	41000	341	5/30/2019	COREFIRST BANK & TRUST	Balloons	\$ 10.99	93788
10	41000	341	5/30/2019	COREFIRST BANK & TRUST	Balloons	\$ 10.99	93788

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, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	5/30/2019	COREFIRST BANK & TRUST	DYMO label maker	\$ 173.55	93788
10	41000	320	5/30/2019	COREFIRST BANK & TRUST	4 year protection plan	\$ 32.73	93788
10	41000	320	5/30/2019	COREFIRST BANK & TRUST	Ergonmoic Mouse	\$ 21.82	93788
10	41000	420	5/30/2019	COREFIRST BANK & TRUST	Clorox Disinfecting Wipes	\$ 144.80	93788
10	41000	420	5/30/2019	COREFIRST BANK & TRUST	Falcon Dust-Off	\$ 55.92	93788
10	41000	420	5/30/2019	COREFIRST BANK & TRUST	Plastic Table Cover Roll	\$ 149.76	93788
10	41000	310	5/30/2019	COREFIRST BANK & TRUST	Subscription	\$ 119.40	93788
10	41000	320	5/30/2019	COREFIRST BANK & TRUST	hdmi displayport cables	\$ 105.69	93788
10	41000	320	5/30/2019	COREFIRST BANK & TRUST	tp link kasa cam	\$ 359.97	93788
10	41000	330	5/30/2019	COREFIRST BANK & TRUST	safety and justice video	\$ 6.00	93788
10	41000	330	5/30/2019	COREFIRST BANK & TRUST	mental illness	\$ 6.00	93788
10	41000	330	5/30/2019	COREFIRST BANK & TRUST	micro gear motor	\$ 33.90	93788
10	41000	330	5/30/2019	COREFIRST BANK & TRUST	zumo 32U4 robot kit	\$ 99.00	93788
10	41000	320	5/30/2019	COREFIRST BANK & TRUST	Silicone Cover	\$ 18.26	93788
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,207.41	93788 Total
10	41000	310	5/31/2019	BLACK DIAMOND SOLUTIONS, INC.	BD Clients	\$ 4,815.25	93795
10	41000	310	5/31/2019	BLACK DIAMOND SOLUTIONS, INC.	BD Servers	\$ 2,079.00	93795
				<i>2019 approved operating budget - software support/subscription</i>		\$ 6,894.25	93795 Total
						\$ 1,404,961.66	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

June, 2019

Library News and Project Updates

Dolly Parton's Imagination Library

As of the last week of May, registration is at 4,917. You'll recall last month that we were over 5000, but a number of children turned 5 years old and we've plateaued again.

We have had good news. Our application with the City of Topeka Neighborhood Relations agency for an AmeriCorps NCCC (National and Community Service) team has been approved. We will have 1 team deployed for our project from July 11 - September 13, 2019. We will be meeting and discussing this in more detail with the city and with AmeriCorps over the coming weeks. Our intent is for these volunteers to assist us in working in those low- and moderate-income neighborhoods where we have low enrollment and the most growth potential.

Agenda Items

Bid for Red Carpet Van

Recall that at the May meeting the Board approved a resolution requesting funding for a new service van for Red Carpet services. Please see the resolution sheet for background information and the fiscal note.

Personnel Policies Final Approval

Over the course of 2019, Human Resources has brought personnel policies to the TSCPL Board of Trustees for approval. The personnel policies approved by the TSCPL Board of Trustees are the beginning and basis of guidelines, procedures and practices to be developed and implemented by the library administration.

HR Director Jesse Maddox sent the full personnel policies with a summary of changes to all trustees the week of May 27 so you would have additional time to review. The full personnel policy is in your packet. The resolution sheet reprises the major policy changes.

Permission to Deaccession Items from Permanent Art Collection

Beginning in 2016, the Gallery Team using criteria identified through its 18-month process improvement project, began photographing and reviewing the complete Permanent Art Collection of the Topeka and Shawnee County Public Library. The Gallery Team used museum industry standards to determine criteria for maintaining or removing items from the collection. This request is to begin the de-accessioning (removal) process for items in the collection that the Library does not intend to exhibit and should not continue to maintain and store.

The current collection has over 10,000 items and the review of all items in the collection is ongoing. This first request includes 700+ items. That may seem a large number, but the library has never engaged in a comprehensive review of the collection and many of the items were unsolicited donations that we would not accept now. Ultimately the goal is to have a collection

that is consistent with TSCPL’s mission and goals, will be used for exhibits and learning experiences, and merits the resources to store and maintain them appropriately.

This recommendation is in accordance with the Library Materials Selection policy. Public services director Marie Pyko and public services supervisor Debbie Stanton will present an overview of this project at the meeting. Please see the resolution sheet for additional background information.

Chief Executive Officer Evaluation

Human Resources Director Jesse Maddox will review the process and timeline for my annual evaluation, which is included in your packet. After discussion with the Executive Committee, I am requesting that we return to the process we used for several years, which includes a written self-evaluation and a form that each trustee will complete. We agreed that would be more valuable for giving and receiving feedback and assessing my performance.

Professional Activities/Community Contacts

May 14	Attended and presented at the Friends of TSCPL Retreat
May 16	Attended Board of Trustees Meeting
May 21	Chaired Intergovernmental Cooperation Council Meeting
May 22	Participated in interviews for the Chandler Booktique Manager
May 23	Participated in interviews for the Statistical Research Analyst
	Facilitated Community Broadband Planning biweekly conference call
May 24	Participated in Lyrasis Strategy and Planning Committees conference calls
May 29	Attended Lyrasis Board of Trustees 4 th Quarter virtual meeting
May 30	Attended donor cultivation lunch with Library Foundation ED Nancy Lindberg
June 3	Attended Board Budget Work Session #1
	Attended Board Executive Committee agenda review meeting

What I’m Reading

Factfulness: Ten Reasons We’re Wrong about the World-and Why Things Are Better Than You Think

by Hans Rosling (Flatiron Books, 2018)

Review from Bibliocommons: When asked simple questions about global trends -- what percentage of the world's population live in poverty; why the world's population is increasing; how many girls finish school -- we systematically get the answers wrong. So wrong that a chimpanzee choosing answers at random will consistently outguess teachers, journalists, Nobel laureates, and investment bankers. Professor and TED presenter Hans Rosling, together with his two long-time collaborators, Anna and Ola, offers a radical explanation of why this happens.

They reveal the ten instincts that distort our perspective, from our tendency to divide the world into two camps (usually some version of us and them) to the way we consume media (where fear rules) to how we perceive progress (believing that most things are getting worse). Our problem is that we don't know what we don't know, and even our guesses are informed by unconscious and predictable biases. It turns out that the world, for all its imperfections, is in a much better state

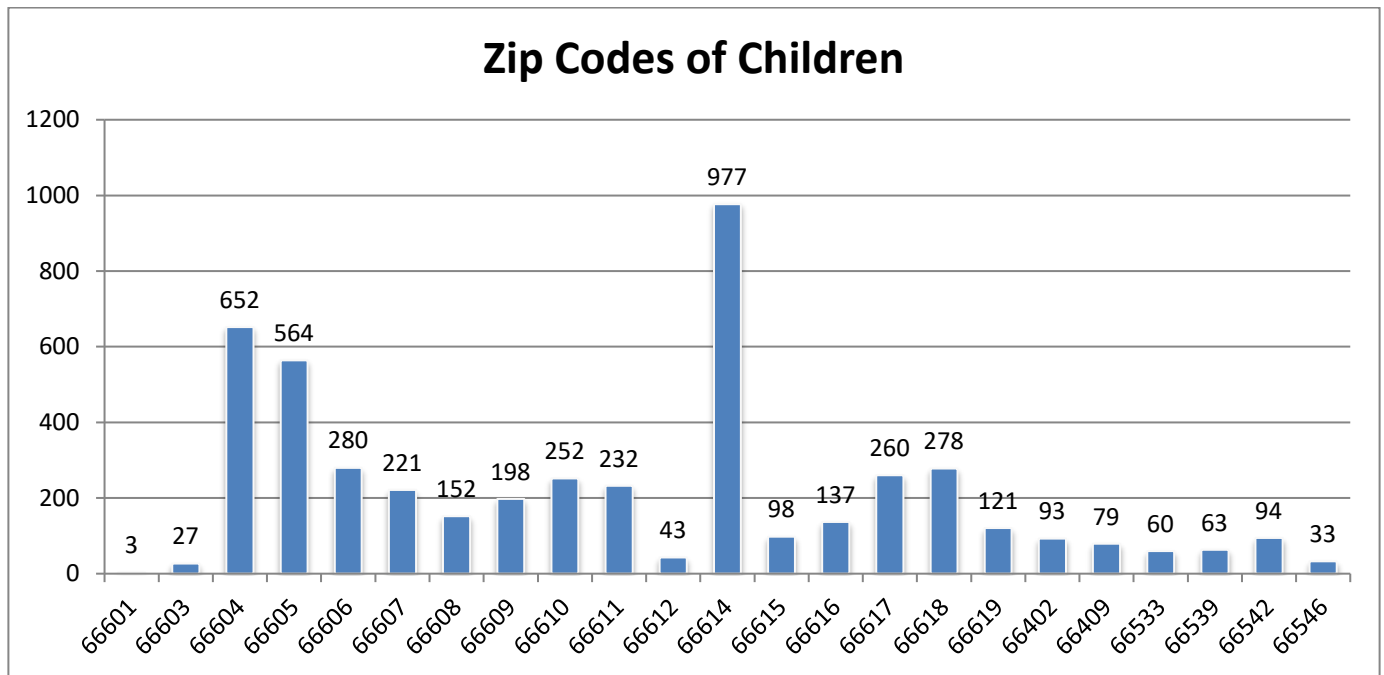
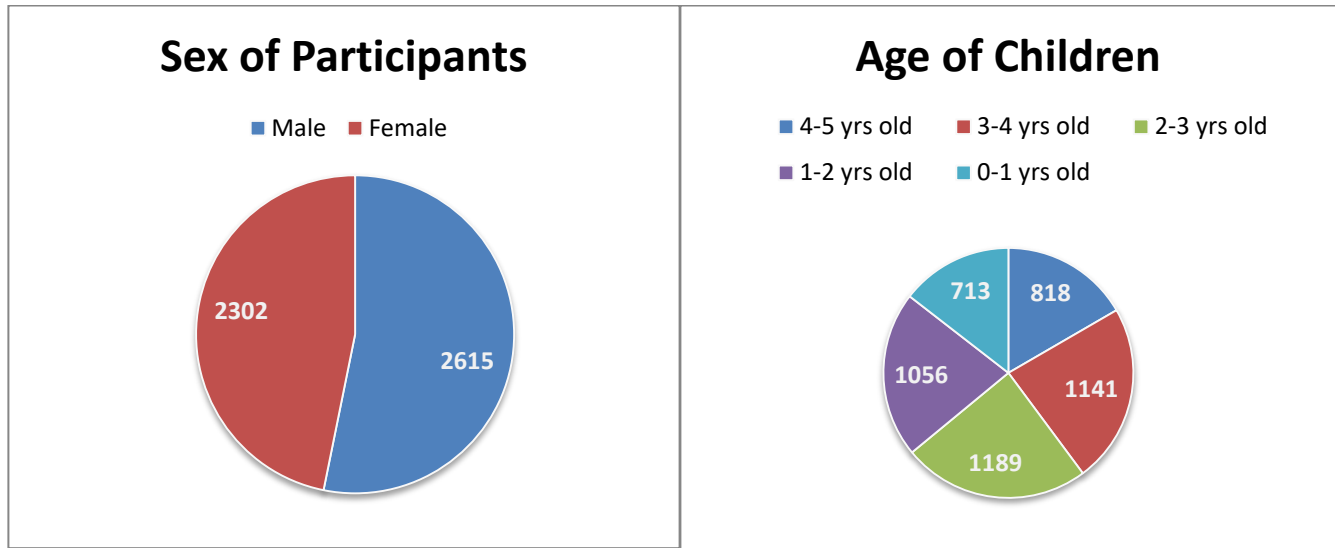
than we might think. That doesn't mean there aren't real concerns. But when we worry about everything all the time instead of embracing a worldview based on facts, we can lose our ability to focus on the things that threaten us most.

I decided to read this because Bill Gates calls it, “one of the most important books I’ve ever read — an indispensable guide to thinking clearly about the world.” He liked it so much that he made it available for download to any student graduating from college in 2018.

Note: I will be on vacation from June 7 – 17. I will be checking email, but not as often as I usually do. Please check with Chief of Staff Thad Hartman (thartman@tscpl.org) in my absence if you have questions or concerns. And Executive Assistant Margo Rangel (mrangel@tscpl.org) is always available to assist you.

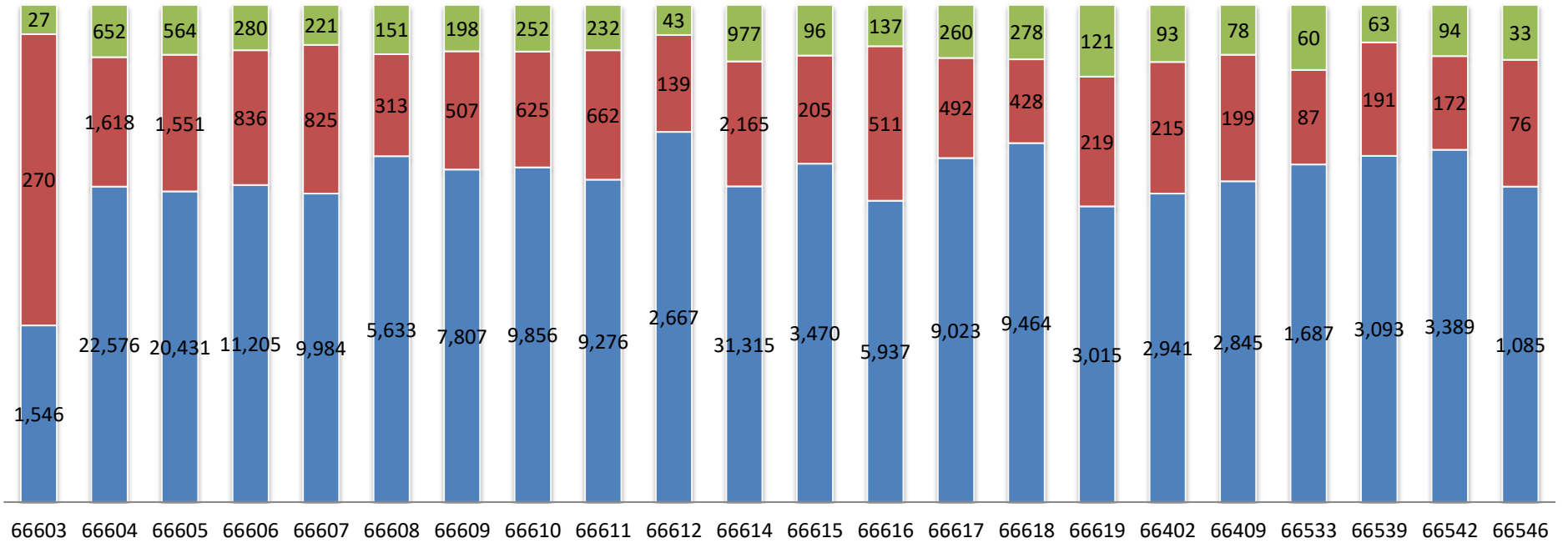
Gina Millsap
Chief Executive Officer
Topeka and Shawnee County Public Library 6/6/19

Number of Participants Served: **4,917**

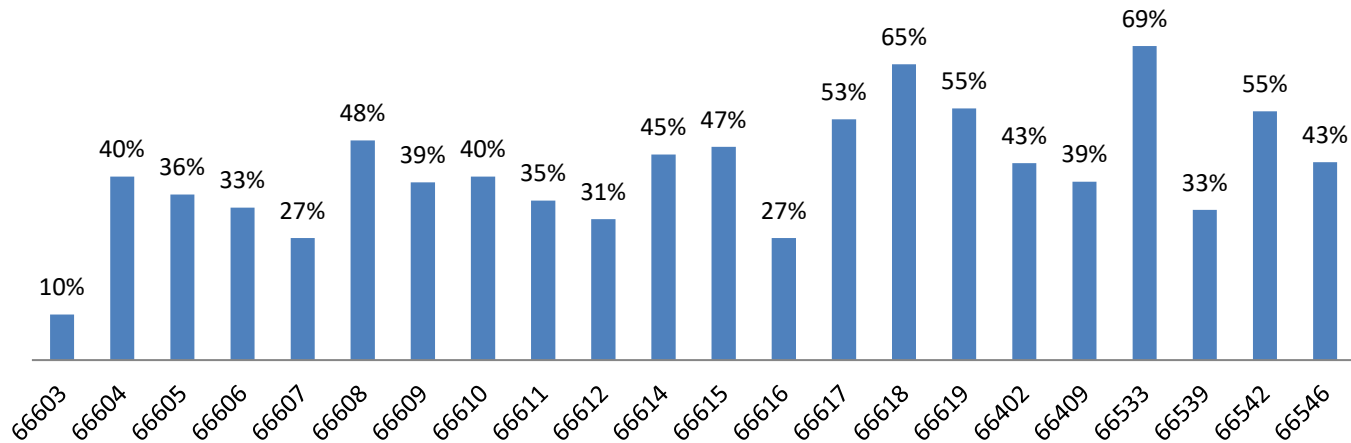


May 2019 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



Chief of Staff Report
Thad Hartman
June 20, 2019

Circulation Plaza

Tile setters from Tile is the Style laid the final piece of the medallion in the rotunda on May 31. We were fortunate to see this last piece of the puzzle installed and took a picture of the historic event (right). The rotunda was reopened to traffic the following week, and so far the new look of the rotunda is getting rave reviews.

It's common to see people stop on the way in and out of the library and stand back and admire the new floor design. Kids especially seem to like it. The colors and design really liven up the space!



The completion of the tile work in the rotunda means that the majority of the tiling is done. However, there is still a little tile work to be completed in the construction zone on the west side of the plaza. This is currently off limits to customers and staff, so the completion of the tile work in this area shouldn't alter the current use of the library.

Construction right now is focused on the Learning Center and having that space opened up around July 15. The remaining work in the rest of the plaza should be completed around the end of July.

While this work has caused a lot of workarounds and inconvenience, customers and staff have been very understanding and flexible, and the new tile is certainly well worth it!



Claire's Courtyard

Unfortunately construction news about Claire's Courtyard is not quite as positive. As everyone is aware, May was an extremely rainy month. In fact, May was the second wettest month on record in the United States since record keeping began 125 years ago, according to the National Oceanic and Atmospheric Administration. As you can imagine, this has slowed down construction in Claire's Courtyard and pushed the completion date back until the end of July.

However, there has been some progress made in the courtyard. Doors and windows on the sunroom have been installed. They have also installed the door that leads from the main library to the bridge. Work on the trellis, including electrical, painting, and installation of the louvers, is almost complete. You also might notice that they have poured concrete in front of the sunroom.

Unfortunately the scaffolding is still up and will be during our brick unveiling for donors on June 15. We will still have access to the sunroom and people will be able to see some of the bricks, plus pictures of the rest, but it won't be quite the full unveiling we had envisioned. However, we think people will still be excited and this will provide a real exclusive peek behind the scenes of the project.



Department Highlights

Public Services

Marie Pyko, Public Services Director

Shawnee County Summer Meal Coalition & Book Rich Environment

May and June is traditionally a time of transition between the school schedule and summer partner planning. My partner work moves from planning to implementation with the Shawnee County Summer Meal Coalition and the Book Rich Environment.

Our coalition, which is comprised of Harvesters, Kansas Appleseed, USD 501 Topeka Public Schools, United Way of Greater Topeka and TSCPL, host an annual Summer Meal Program kick-off and a Summer Learning Celebration event. Our kick-off this year was at the YMCA- Southwest where we visited with over 200 children and gave away Stay Curious book bags and summer reading materials.

It is always an intense and energetic day but this year was really special because I had so many students share that they had already signed up for summer reading at their schools and were reading already. They love the idea of 2 hour prizes and fun space activities.

Our Summer Learning Celebration Day, July 10th will be at the library and we plan on having tons of community partners with fun activities on the day. We also plan on having KC Wolf and KTWU will be loaning us Bob the Builder.

Our Book Rich Environment events begin June 19th 4:00 pm at Deer Creek. This is a community partnership with the library, Topeka Housing Authority and United Way of Greater Topeka. We will be registering students for summer reading, hosting fun activities, and of course giving away the books provided to our partnership with the Book Rich Environment. This will be our 3rd year of this partnership and each year we change it up a bit.

As you recall the Book Rich Environment is a national collaboration with the Urban Libraries Council, the National Book Foundation and Housing and Urban Development. Natalie Moreland, Youth Services, Deb Ellerbrook, Public Services and I are looking forward to a fun literacy and neighborhood focused series of events.

Shawnee County Health Department

May 29th I had the opportunity to meet with the Shawnee County Health Department staff to present more information on Dolly Parton's Imagination Library and how to extend our reach with the clients they work with. We are developing a community focused strategy of providing iPads to help register more children for the program. Teresa Fisher and her team were very excited about building a stronger partnership and indicated that their clients would definitely benefit from participating in this program. We hope to launch this strategy by August.

Kansas Book Festival

Similarly, we are continuing our partnership with the Kansas Book Festival. Sarah Shipman is the coordinator of the program and is eager to work with us on building not only a wonderful book event but also leveraging possibilities to grow the authors who come to the festival. Miranda Ericsson, Reader's Librarian will help host a Book Festival book club which is really exciting. The Festival will be at the Kansas Capitol on September 14, 2019.

SENT and Project Forward

Finally, I had the opportunity to represent the library at a Community Breakthrough Workshop, coordinated by SENT and Project Forward on June 8th and June 10th. Jim Wehner of Focused Community Strategies was the guest speaker. Focused Community Strategies was founded by Bob Lupton who wrote the books *Toxic Charity* and *Detox Charity*. The focus was building upon our neighborhoods strengths to create a flourishing community. It was a really engaging workshop and was a nice complement to the work we are doing with the City of Topeka's Neighborhood Relations department, our Book Rich Environment work in public housing neighborhoods and our strong commitment to community outreach.

Autumn Friedli, Public Services Supervisor – Readers Services

On May 15th, TSCPL hosted New York Times best-selling romance author Christina Lauren. Christina Lauren is a pen name for authors Christina Hobbs and Lauren Billings. This event was huge. Their recent novel *The Unhoneymooners* was released on Tuesday, May 14th. A crowd of about 78 enjoyed the evening moderated by the authors' publicist Kristen Dwyer.

Attendees were mainly from the Topeka & Shawnee County area, but some drove from as far away as St. Joseph, Missouri! The authors later shared that the week was their BEST BOOK LAUNCH to date, no doubt thanks to TSCPL. Christina, Lauren, and Kristen had never held an event at a library before and commented that we set the bar very, very high. Kristen commented that she had never had an author event run so smoothly and be so well organized.

Readers Librarian Miranda Ericsson and I recently attended BookExpo and BookCon in NYC. BookExpo is geared to anyone in the book industry with an emphasis on booksellers and librarians. BookCon is an event for all readers to unite with their tribe of readers and hear their favorite authors speak. Though weather delayed travel, we still had a great time interacting with publishers, authors, and readers. We came back with several big ideas to use in 2019 and beyond.

Debbie Stanton, Public Services Supervisor – Information and Learning

Gallery

We're excited to be hosting a traveling exhibit – *People, Pride and Promise: The Story of the Dockum Sit-in* – in our front Gallery starting in mid-July. The Dockum Drug Store Sit-In was one of the first organized lunch counter protests against segregation in the US and took place in Wichita starting in July of 1958. The exhibit will conclude in August with an evening with Dr. Galyn Vesey, one of the original participants in the protest.

Community Connections

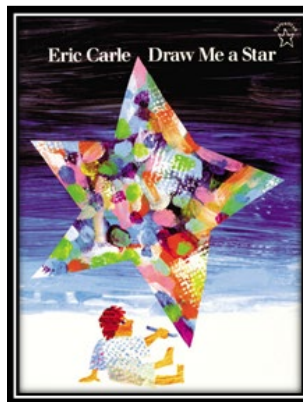
Librarian Lissa Staley has a new title to go with her expanded work in growing civic engagement and connections in our community. As the Community Connections Librarian, Lissa will continue running community conversations and offering facilitation services in the community. She will also work to expand the library's reach in neighborhoods both at the personal and organizational level. Join Lissa at one of our upcoming Deliberative Conversations (<https://tscpl.org/conversations>) to see this work in action.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Summer has begun, which means the Kids' Library is in its busiest season. Mornings have been especially hopping with activity, and you can see that the shelves are emptier than they were a few weeks back. Programming is in full swing as is the reading incentive program offered this year through the Beanstack summer reading software. Customers have been mostly positive about both types of experiences so far. The greatest amount of feedback I have heard expressed appreciation to have incremental prizes back.

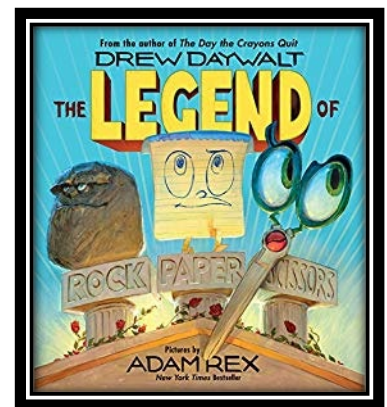
My crew is involved with an array of displays and learning experiences. The most regular, recurring of those include Stories and Crafts and Readapalooza. The first one is geared to the under 5 year old set. Essentially it is an extended storytime that includes an activity and/or a craft component. As an example, on June 11, storyteller Rhonda Cathey highlighted Eric Carle's *Draw Me a Star* as a part of the summer's overall space theme and then kids made "their own creative version" of the star.



Readapalooza by comparison is for school-aged kids. For example, Tonya Foster will be facilitating Readapalooza on June 13th. Her central book is *The Legend of Rock Paper Scissors* by Drew Daywalt. Activities include a rock, paper, scissors tournament of course and a game involving not only rock paper scissors, but also hula hoops.

The Family Zone is out-of-the-world fun through the summer. It is stocked with dress up clothes for astronauts as well as alien masks. We've already been through one cardboard rocket ship and will be approving a second for takeoff as soon as it gets colored by the kids. A mission control computer is in the space as well.

Beginning next week kids will even be able to communicate with a space center located at the Kansas Children's Discovery Center. Luanne Web and a small team have put together all of that in addition to the actual activities and manipulatives in the space. It has been a hit.



We started a new schedule for the Learn and Play Bus on June 3. Listed below is our new schedule:

Monday

9-11:30am | Velma Paris Community Center | 6715 SW Westview Road
5-7pm | Countryside United Methodist Church | 3221 SW Burlingame Rd

Tuesday

9-11:30am | Western Hills Church | 2900 SW Auburn Rd

Wednesday

9-11:30am | Mother Teresa Catholic Church | 2014 NW 46th St

1-3:30pm | Walmart | 2630 SE California Ave

Thursday

9-11:30am | Oakland Community Center | 801 NE Poplar St

1-3:30pm | Hillcrest Community Center | 1800 SE 21st St

Friday

9-11:30am | Lakeview Church of the Nazarene | 2835 SE Croco Rd

The overall number of stops remains the same as the previous schedule. To align with Women, Infant, and Children (WIC) services that are being provided at Hillcrest, we switched the timeslot of that community center visit. Customer feedback and visit numbers suggested that mornings were a better fit for most visitors, so we dropped Tuesday afternoons and added Friday mornings.

We also altered two locations. The outgoing spots were Auburn Community Center and Tecumseh South. The new are Western Hills and Lakeview. In both cases we wanted to stay in a relatively similar geographical part of the county so that the service remained far reaching into our service area. At the same time we wanted to give a different spot a try to see if we could increase usability. Visibility at both new stops is high. Sherry Hess leads this service for us.

We have had the usual uplifting stories, but the one I want to share this month actually features an adult. Even though it is a kids' area we work with plenty of grownups too. Specialist Marlana Hodgkinson worked alongside a 25-30 year old man who was creating a flyer for his barber business. As she stated the work was overall "easy as pie for me but clearly unknown for him." She spent over an hour with him inserting photos and working on formatting. When they got it just the way he envisioned, his eyes lit up and he expressed, "That's gonna change the world!" Then she blew his mind by showing him how to not only print it but attach it to an email to himself so that he would have a copy whenever he needed it.

We are currently down 2 full-time equivalent positions (FTE). Storyteller Ramona Smith will retire next month. She has blessed us with her enthusiasm for young children and of William Allen White titles for three years.

Learning Experiences**Stephanie Hall, Learning Experiences Manager**

Summer is officially here and we are going strong. It's been a busy first couple of weeks. As of June 11 we have 3,942 registered readers who have logged 364,985 minutes of reading. Right now, kids are in the lead with 236,264 minutes read, with adults at 86,308 minutes, and preschoolers at 42,413 minutes.

On Friday, June 7, the library hosted MegaCake Meltdown, one of the Project Forward events that took place in the community that weekend. MegaCake Meltdown is a fighting game event where gamers come to game in friendlies as well as competition. This was a whole new venture for the library and we

couldn't have pulled it off without the help of digital services, especially Jared Last who made it all come together.

The great thing about this event is we saw a group of people we have never seen in the library before. We tapped into a demographic (men between the ages of 18 and 40) who didn't think the library had anything for them. Many of those who came thanked the library for offering gaming and asked if we would do it again. This reminded me of staff development day where we talked about staying relevant and "opening doors" to groups of people who don't think the library has anything for them. I believe we have opened a door and now we need to figure out how to keep it open.

At the event I talked with a young man who would like to work with the library to continue offering gaming opportunities. This will be great because we have the space and equipment and he has the connections. I'm excited to see what comes of this new opportunity.



The city manager got a game in.



Set up and ready to go. This was before we even started.



Young and old played side by side.

People even brought they own TVs and systems.

Community Services

Sandy Hestand, Community Services Supervisor

May was a busy month for Community Events featuring our bookmobiles along with the start of our summer Adventuremobile schedule and summer reading.

On May 4th Aileen and Jayme took the AdventureMobile to the Kansas Expocentre to represent the library at the Kansas Kids' Fest. The 500+ attendees learned about the summer reading program, Curiosity Club on the Adventuremobile, Harvesters Backsnacks program and where they could visit the vehicle this summer. Later in the month Cale, Emily, Aileen, and Jayme took the Adventuremobile to Security Benefit for their spring kickoff event. At the event employees were encouraged to experience the vehicle, sign-up library cards, and learn about the many services we provide.

May is also the time when we setup our Stop, Drop, and Read sites for the summer. The Stop, Drop, and Read program, in corporation with the Friends of the Library, provides discarded library materials to keep kids reading over the summer. This summer we will be serving all of the Parks and Recreation Summer Camps as well as several Boys and Girls Club sites.

At the end of May we kicked-off our summer Adventuremobile service and Curiosity Club. The Curiosity Club has an extra incentive for kids this year. Each child that comes on board receives a membership card and is given a necklace for their first visit along with four regular beads and one special bead. Each additional visit children will stamp their card and earn more beads along with a different special bead each week to complete their Curiosity Club necklace.

This is proving to be very popular among our visitors and is encouraging customers not only to participate in summer reading, but to come out to the Adventuremobile each week.

We will be sure to take pictures as the children complete their necklaces! Also, on the Adventuremobile we feature a different space themed activity each week. For example, we have already created pipe cleaner constellations, take home comets and asteroid fields, and learned about our place in the solar system.



Technical Services

Scarlett Fisher-Herreman, Digital Services Director

I'd like to provide an update on the work Technical Services and the library's Lean team have been engaged with over the past month. We've been working with John Huber, president of the management consulting firm, J. Huber and Associates. As I shared in the February board report, Mr. Huber has authored two books on the concept of "lean library management" and has worked for over 25 years with libraries interested in applying Lean principles to their work.

Originating in Japan, Lean is a methodology used in the United States since the early 1980s in manufacturing, particularly the auto industry. The core principles of Lean include developing service delivery chains, eliminating wasteful or ineffective work processes, and seeking the quickest, smoothest path for materials throughout the entire procurement and preparation process. From the moment a book is requested to the moment it's in the customer's hands, Lean seeks to eliminate inefficiencies and add value to the service experience and product offered to customers.

Working with Mr. Huber, the team has been delving into the step-by-step workflow items take on their journey through acquisitions, cataloging, and processing, and circulation. John has challenged the team to create visual diagrams, called value stream maps, of their work. We've enjoyed creating these diagrams and they've been insightful in showing all the steps and introducing inquiry into why specific actions or steps are taken. These in-depth conversations are helping us to strategize on ways to further streamline our workflows.

Mr. Huber speaks frequently of "rabbits" and "turtles" in reference to particular types of library materials. "Rabbits" are items that arrive with the need for minimal cataloging and processing work and thus can be moved to the shelf or into customer hands quickly. Entertainment DVDs and 14 Day Express books are good examples of "rabbits".

"Turtles" are items that require more staff intervention before moving on to customers. Book Group in a Bag kits are a good example of a "turtle". These custom-created bags require more staff intervention with the creation of special labels, tags, and a reader's guide before the bag can be moved onto a book club.

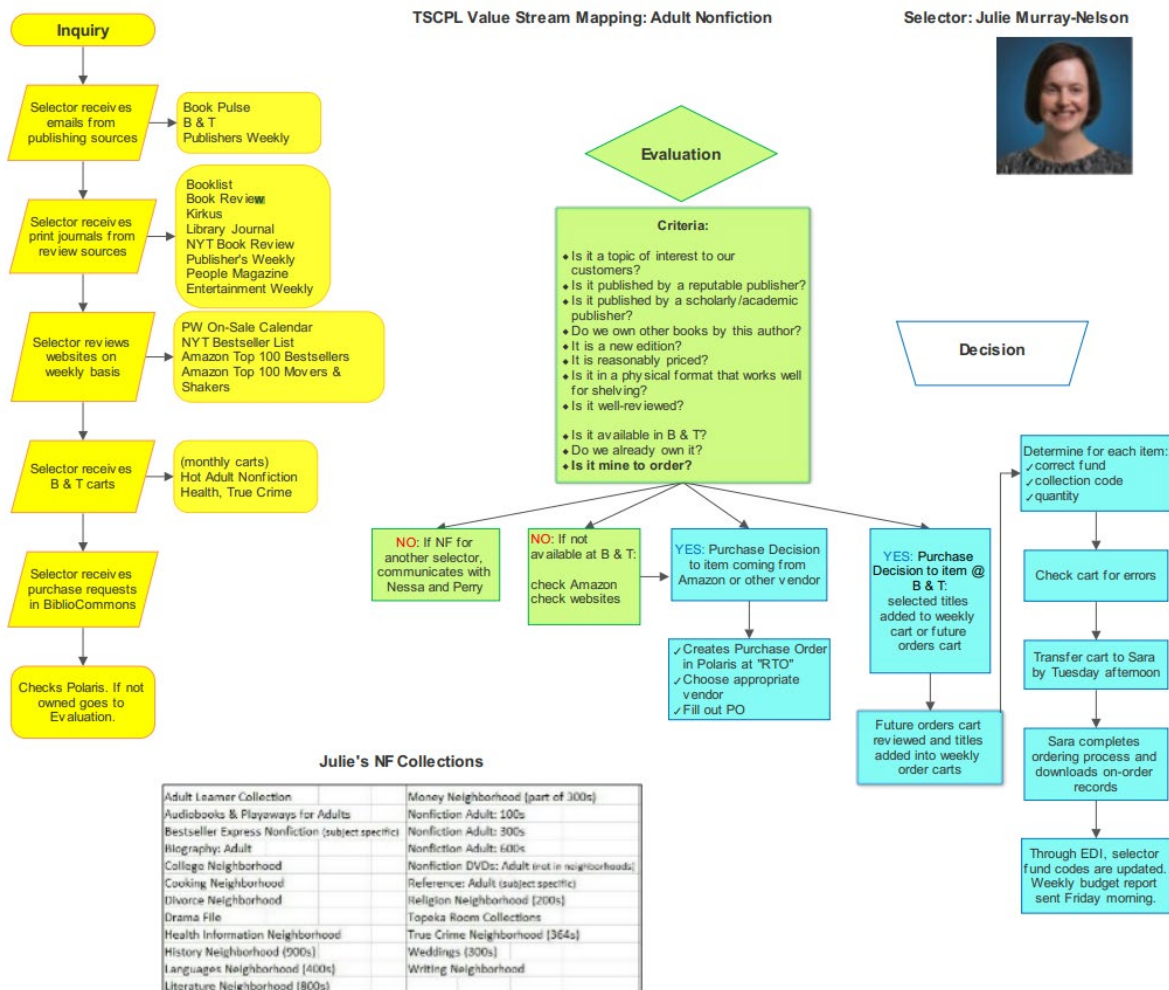
John has spoken of creating a third category of materials called "turbo turtles". These are items that require some staff intervention and will have to go a little slower than rabbits but can still be moved through the Tech Services process in a speedy manner. We will be working more on developing our rabbit and turtle product lines in this coming month with goal of optimizing speedy workflows for rabbits and turbo turtles as much as possible.

We are also working with Mr. Huber on designing the physical layout for the new Technical Services space. We are still in the beginning stages of discussion about individual and shared workspaces and are identifying what works well and what does not in our current space. Ergonomics is an area of focus for us with the physical layout. Technical Services staff do a lot of turning, bending, and lifting in their work moving materials from boxes, to carts, to the gray transport tubs that go to Circulation.

Our current office furniture is designed for stationary work located primarily in front of a single computer monitor and without many additional pieces of technology on the cubicle counter surface. However, Tech Services staff need additional equipment at their desks to do their work. This equipment includes dual monitors, RFID pads, barcode scanners, and label printers. We also use book carts for nearly everything and plan to place materials on carts rather than shelves as we develop our product lines.

In keeping with the principles of lean, we are seeking to eliminate inefficiencies and keeping items on carts that can quickly and easily be rolled from one workstation to another is a direction we want to pursue. We will continue to determine what our needs are and design the new space to create the optimal workflow of materials.

We plan to continue working with Mr. Huber on a weekly basis through the month of July and as needed after that through the completion of this project.





Resolution – Bid for Nutanix Upgrade

BOARD OF TRUSTEES

June 20, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$33,978.74 by CDW Government LLC, Vernon Hills, Illinois for the purchase of hardware, software, accessories, and licensing needed for the upgrade to the Library's Nutanix hyper converged system.

This expenditure is included in the approved FY2019 budget and shall be paid from the General Fund, Digital Services Support budget line item.

Background Information:

The Library is running out of data storage space and needs to upgrade its current system with Nutanix hyper converged storage and hardware nodes. Nutanix is a company that provides their hardware to secondary vendors for their proprietary hyper converged system, which is utilized as the primary infrastructure for the Library's virtual server equipment. This system was implemented in 2017 through a partnership with CDW Government.

The bid for this project includes all Nutanix hardware, software, accessories, and licensing required for the upgrade to the Library's Nutanix system. The bid price also includes a Nutanix 2 year maintenance extension.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued May 29, 2019.

Bids were received at a public meeting at 2:00 pm, June 13, 2019. There was only one bidder. Bid summary is attached.

There are other vendors that sell Nutanix hardware, however Nutanix has offered its product for sale through CDW Government at a discounted price which is not available to vendors. This discounted pricing makes it difficult for other companies to place competitive bids.

Staff recommendation:

TSCPL staff recommends approving the bid of \$33,978.74 by CDW Government LLC for the purchase of an upgrade to the storage and hardware nodes in the Nutanix

hyper converged system. The recommended bidder has agreed to complete the project within 10 to 14 calendar days from the date of the contract award.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Topeka Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604-1304**

Nutanix Upgrade

**Bid Tabulation Form
June 13, 2019, 2:00 p.m. CDT**

Company	Location	Notes	Calendar Days to Deliver upon Award	Hardware	Software/Licensing	Accessories (cables, etc.)	Maintenance - 2 years	Total Bid
CDW Government LLC	Vernon Hills, IL	Emailed bid received 6/12/19 @ 4:33 pm	10 to 14	\$ 17,515.67	\$ 8,407.07	\$ 338.00	\$ 7,718.00	\$ 33,978.74

Note: Only one bid received.



Resolution – Bid for Red Carpet Van

BOARD OF TRUSTEES

June 20, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$34,729 by Laird Noller Ford, Inc., Topeka, Kansas for the purchase of a Red Carpet Services cargo van with liftgate. The price includes a base bid of \$33,741 for the van/liftgate and added options which total \$988. This purchase shall be paid from The Library Foundation funds specifically identified and available for this purpose in accordance with K.S.A. 10-1112.

Policy and Background Information:

Red Carpet Services delivers library materials to 50 retirement centers, assisted living, long term care facilities, meal sites, and 80 individual homes on a two-week rotation. We provide access to the library for people who have difficulty visiting the building or bookmobiles due to physical limitations. The service began in the 1970's with the goal of helping older adults remain connected to reading and the library even when they could not visit the main building. Not only has it been a lifeline to older adults and their families, it has become a model service for other libraries throughout the U.S. In 2018, the Red Carpet Services circulated 109,320 items providing a personalized library experience to over 1200 customers.

In 2006, we purchased an Extra Low Floor bookmobile (ELF) equipped with book shelves and two book carts with the goal of encouraging older adults in our largest retirement centers to visit the vehicle so that they would have access to a wider selection of books. Staff also continued to take book carts into the centers, providing what we now call a pop-up library. They also continued to deliver materials to customers' rooms.

The ELF was somewhat successful as a delivery service, but most Red Carpet customers preferred to select from the book carts brought into the center or to make requests rather than leave their facilities to visit the ELF. Additionally, many of the centers are in neighborhoods or have limited parking, which has made it difficult to park the ELF in a convenient location for customers.

In February 2019, the ELF experienced a rear axle break making it undriveable. The vendor no longer supports ELF and the cost to repair the axle is approximately \$8,800-\$10,000. Due to the age of the vehicle, the wear and tear of driving, and the potential of having the front axle break in the near future, staff believes replacing the vehicle with a commercial cargo van equipped with a lift or ramp and book carts is the best strategy for maintaining service quality and levels.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued March 29, 2019.

Bids were received at a public meeting at 1:30 pm, April 15th. There was only one bidder, who also attended the public meeting. The Ford cargo van contract vendor for the State of Kansas was contacted by the TSCPL Chief Financial Officer after the public meeting to obtain a quote for the specified van. The base bid quote from the state contract vendor was \$1,914 higher than the bid received from Laird Noller Ford.

Staff recommendation:

TSCPL staff recommends approving the lowest bid of \$34,729 by Laird Noller Ford, Inc. for the purchase of a Red Carpet Services cargo van with liftgate and specified options. The recommended bidder has agreed to deliver the vehicle 90 to 120 calendar days from the date of the contract award.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Topeka Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604-1304**

Cargo Van

**Bid Tabulation Form
April 15, 2019, 1:30 p.m. CDT**

Company	Location	Notes	Calendar Days to Deliver upon Award	Van Bid	Lift Bid	Total Bid
Laird Noller Ford, Inc.	Topeka, KS	Hand-delivered bid & present at the bid opening	90 to 120	\$ 28,139.00	\$ 5,602.00	\$ 33,741.00

Note: Only one bid received.



Resolution – Personnel Policies

BOARD OF TRUSTEES

June 20, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves personnel policies as presented.

Policy and Background Information:

Over the course of 2019 Human Resources Director Jesse Maddox has brought personnel policies to the TSCPL Board of Trustees for review and approval. The personnel policies approved by the TSCPL Board of Trustees are the beginning and basis of guidelines, procedures and practices to be developed and implemented by the library administration.

Policy Changes of Note:

- The Probationary Period policy has been eliminated. The Library is an at-will employer and no formal probationary period is necessary.
- Reimbursement for Expenses policy has been removed. It will be moved to Finance policies.
- Vacation Policy:
 - ◆ Removed the tie to pay grades so leave is based on years of service.
 - ◆ Increased the number of days that can be earned for each category by three days. The amounts that can be accrued for each category are:
 - Staff who have been employed less than five years changes from 12 days to 15 days.
 - Staff who have been employed at least 5 years and less than 10 years changes from 17 days to 20 days.
 - Staff who have been employed at least 10 years or more changes from 22 days to 25 days.
- Funeral Leave: Changed the number of paid days from four to five.
- Military Leave: Policy rewritten and 15 days of paid military leave added for eligible employees.
- Time Off to Vote: Policy Added.
- Employee Reprimand and Rules and Regulations policies: Eliminated and replaced them with a Progressive Discipline Policy.
- Alcohol and Drug policies: Individual policies combined into one policy.

Attachments to this sheet are:

1. The complete list of personnel policies

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



**Topeka & Shawnee County Public Library
Personnel Policy Review and Approval**

2019 Personnel Policies for Board Review and Approval

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2019 Personnel Policies for Board Review and Approval

1. At-Will

Employment at TSCPL is at-will. This means that employees are free to quit at any time, for any reason, just as TSCPL is free to terminate your employment at any time, for any reason, with or without notice and with or without cause.

Nothing in this Handbook constitutes a contract or promise of continued employment.

2019 Personnel Policies for Board Review and Approval

2. Equal Opportunity

It is the policy of the Topeka & Shawnee County Public Library (TSCPL) to provide fair and equal employment opportunity to all qualified applicants and employees, and to not discriminate based on any class protected by applicable ordinances or laws. This policy applies to all terms and conditions of employment.

2019 Personnel Policies for Board Review and Approval

3. Employment Policy

Any offer of initial employment or for a job change within the Library is conditioned upon a successful examination that an applicant or employee is capable of performing the physical responsibilities of the position offered.

Specific guidelines regulating the Employment Policy will be established by the Library Administration.

2019 Personnel Policies for Board Review and Approval

4. Promotion and Transfer from Within

TSCPL provides internal promotion opportunities for qualified personnel from within based on demonstrated ability and desire to assume new responsibilities. TSCPL reserves the right to fill certain positions without posting.

2019 Personnel Policies for Board Review and Approval

5. Rehire of Former Employees

Employees who terminate employment and are later re-employed are rehired as new employees no matter how short or long the period of time between termination and rehire.

2019 Personnel Policies for Board Review and Approval

6. Supervision of Relatives

Employment of close relatives is prohibited where one relative will supervise the other.

If two employees become related while working for the library, and if one of them is in a position of supervision over the other, only one of the employees will be allowed to keep their current position. The other will either have to transfer to another position in a different department or leave TSCPL.

Under this policy, the term “close relative” encompasses spouses, live-in partners, domestic partners, parents, children, grandchildren, siblings, in-laws, cousins, aunts and uncles. This policy covers biological, marriage, step, adoptive and foster relationships.

2019 Personnel Policies for Board Review and Approval

7. Job Date

Your job date is your original date of hire or the date of your most recent change in position. Leave without pay in excess of thirty days will result in a new job date based on total leave time without pay.

2019 Personnel Policies for Board Review and Approval

8. Rest Break

One fifteen-minute rest break is allowed, but not guaranteed, for each four hours of work. Rest breaks are provided as work allows. Rest breaks cannot be used to shorten the workday or expand the meal break.

An employee may not leave the Library premises during a rest break unless permission to do so has been received from the employee's immediate supervisor.

2019 Personnel Policies for Board Review and Approval

9. Meal Break

Meal breaks are unpaid and cannot be used to shorten the workday.

2019 Personnel Policies for Board Review and Approval

10. Vacation Leave

Vacation eligibility is computed on the basis of twelve months of continuous employment. Regular full-time and regular part-time employees are entitled to paid vacation time based upon their length of service.

Years of Service	FT Hours Earned Per Year	Amount Earned Per Hour Paid
Less than 5 years	120 (15 days)	0.0577
5 years and less than 10 years	160 (20 days)	0.0770
10 years and over	200 (25 days)	0.0962

It is against Library policy for an employee to receive a cash payment in lieu of vacation time. Earned vacation time, in excess of a one year accrual, must be taken before December 31 of each calendar year or it will be forfeited, unless the vacation was postponed at the request of and for the benefit of the Library.

2019 Personnel Policies for Board Review and Approval

11. Holidays

The Library will observe the following holidays:

New Year's Day	Veterans Day
Martin Luther King, Jr. Birthday	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

Regular full-time and part-time employees are paid for these holidays. When a holiday falls on an employee's regular day off, the employee is entitled to:

full-time	8.0 hours holiday leave
four-fifths time	6.4 hours holiday leave
three-fifths time	4.8 hours holiday leave
half-time	4.0 hours holiday leave

2019 Personnel Policies for Board Review and Approval

12. Sick Leave

Recommended Changes:

Paid sick leave taken will be subtracted from the employee's total accumulated (unused) paid sick leave eligibility. Unused paid sick leave can be accumulated up to a maximum of 240 days.

Termination cancels the employee's sick-leave eligibility. This benefit terminates upon separation from employment with the Library, and no cash settlement is made, except to retirees, as a result of accumulated sick leave time. Retiring employees will be compensated for 1% of accrued sick leave per year of employment up to twenty-five years. The rate of compensation will be based on the hourly rate of the employee at the time of retirement.

Under no condition will an employee be granted permission to draw on future, unearned sick leave benefits.

Falsification of medical or insurance reports to obtain benefits (including paid or unpaid sick leave benefits) is theft from the Library, and will subject the employee to disciplinary action up to and including termination of employment.

2019 Personnel Policies for Board Review and Approval

13. Family Medical Leave Act

The Library administers Family and Medical Leave in accordance with all applicable ordinances and laws.

2019 Personnel Policies for Board Review and Approval

14. Leave Without Pay

Leave without pay is granted only under very compelling circumstances and only after all available paid leave has been used by the employee.

This additional leave is without pay and must be approved in advance by the immediate supervisor, Human Resources Director and the CEO. An employee requesting an unpaid leave should make a request in writing far enough in advance to allow sufficient time to process the request.

The employee is responsible for all insurance premium payments for coverage in which enrolled during the unpaid leave period. Failure to make timely premium payments could result in forfeiture of insurance coverage.

Leave without pay in excess of 30 days will result in a new job date based on total leave time without pay.

2019 Personnel Policies for Board Review and Approval

15. Funeral Leave

In the event of the death of an immediate family member, full-time regular and part-time regular employees are eligible to take up to five days of funeral leave with pay. Immediate family members include:

- Parents, spouse, children, siblings, including grand, step, and in-law (for example stepfather, brother-in-law, grandparent)
- Live-in partners or domestic partners

One day of funeral leave will be allowed in the event of the death of other members of the family.

With the approval of the employee's immediate supervisor, additional time off may be approved and paid by using available vacation or holiday leave.

2019 Personnel Policies for Board Review and Approval

16. Military Leave

A regular full-time or regular part-time employee who enlists or is drafted into the armed forces of the United States, including reservists and members of the national guard who are activated to military duty, shall be granted military leave without pay.

Any employee on military leave, as mentioned above, who notifies of a return to work within 90 days after receiving discharge from the military service under honorable conditions, or from hospitalization, will be restored to the position they would have held if continuously employed, as long as the employee meets the requirements of the position.

A regular full-time or regular part-time employee who is a member of a reserve or national guard component of the military service of the United States will be granted a maximum of 15 working days of military leave with pay for required military duty within each 12-month period beginning October 1 and ending September 30 of the following year.

Required military duty means any period of active duty or full-time national guard duty, or any other appropriate duty status as determined by the Library, that is required of the employee.

Required military duty in excess of 15 working days within the 12 month period will be charged to military leave without pay or, at the employee's request, to appropriate accrued leave.

Employees are required to provide a copy of official military orders for any call to required or active duty.

When returning from periods of required military duty employees must report to work as follows:

- For a leave of 30 or fewer days, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time.
- For a leave of 31 to 180 days, the employee must request reinstatement within 14 days after military service ends.
- For a leave of 181 days or more, the employee must request reinstatement within 90 days after military service ends.

When on military leave without pay, an employee will not earn sick, vacation or holiday leave.

2019 Personnel Policies for Board Review and Approval

17. Time Off to Vote

If an employee's work schedule and the location of their polling place will make it difficult for them to get to the polls before they close, they are entitled to take up to two hours off work, at the beginning or end of their shift, to vote.

2019 Personnel Policies for Board Review and Approval

18. Jury Duty Leave

All employees are allowed unpaid leave if summoned to appear in court as a witness.

To qualify for jury or witness duty, submit a copy of the summons to the employee's supervisor upon receipt. Proof of attendance must be submitted to the employee's supervisor when the employee's period of jury or witness duty is completed.

- Hours spent on jury duty that occur during an employee's normal work hours at the Library will be compensated.
- For regular full-time employees, a full workday on jury duty is considered for pay purposes as eight hours.

2019 Personnel Policies for Board Review and Approval

19. Educational Leave

Regular full-time and regular part-time employees may be granted time off with pay to attend approved classes, conferences, seminars, training programs, or workshops as determined by the Library administration. Educational leave time is considered as hours worked when computing overtime premium pay.

2019 Personnel Policies for Board Review and Approval

20. Health Insurance

A comprehensive benefits package will be provided by the Library.

TSCPL reserves the right to change, amend, or terminate Insurance and Retirement Benefits or to require increased employee premium contributions toward any benefits. This reserved right may be exercised in the Library's discretion and in absence of financial necessity. In the event that the description in this handbook is different than that contained in the master contract or plan document, the master contract/plan documents shall govern.

Group Health Care Benefits for Qualified Retirees

Qualified retirees may elect to continue to participate in the Topeka & Shawnee County Public Library (TSCPL) group health care benefit plan (Plan).

A qualified retiree is a person who on or after January 1, 2017:

- a. has been employed by TSCPL and eligible for Plan benefits in the aggregate of not less than ten years,
- b. is receiving benefits or disability payments under the Kansas Public Employees Retirement System (KPERs) for service with TSCPL,
- c. retires or has retired from TSCPL, and
- d. has given the Human Resources Department written notice of his or her application to continue receiving Plan coverage for the qualified retiree who is not yet age 65 and his or her dependent(s).

A qualified retiree is responsible for payment of all premiums and administrative costs of the Plan as established annually by the Library administration.

Participation under the TSCPL Plan shall cease upon:

- a. the qualified retiree attaining age 65,
- b. the qualified retiree failing to make required premium and administrative cost payments on a timely basis, or
- c. the qualified retiree becoming covered or eligible to be covered under a group health care benefit plan of another employer.

The Library administration shall adopt such rules and guidelines as it deems necessary to implement this Policy.

In its sole discretion and in the absence of financial necessity, the TSCPL Board of Trustees reserves the right to change, amend or terminate this Policy at any time.

2019 Personnel Policies for Board Review and Approval

21. Retirement

TSCPL participates in the Kansas Public Employees Retirement System (KPERS).

Membership

Membership in KPERS is mandatory for all employees in covered positions.

2019 Personnel Policies for Board Review and Approval

22. Use of Library Vehicles

Only authorized individuals may use Library vehicles, and they may do so only while conducting Library business. Library vehicles may not be driven home at night.

Proper safety and security measures are essential when using Library vehicles. Employees are solely liable for any moving violation and fines, which result from any infractions. Failure to abide by the following rules when operating Library vehicles can result in suspension or termination.

1. Obey Standard Operating Procedures for vehicle operation.
2. In case of an accident or damage to either personal property or the vehicle, notify your supervisor and the Finance Office immediately, no matter how minor the damage.
3. An employee must have and maintain a valid driver's license with an insurable driving record, which is acceptable to the Library's insurance carrier.
4. All local, state and federal ordinances, regulations and laws must be obeyed at all times.
5. Each employee must report any incident that changes the category of an employee's driver's license or insurability immediately to the employee's supervisor and Human Resources.
6. Library vehicles may not be operated under the influence of drugs or alcohol or other impairment.
7. Use of cell phones or other electronic devices is prohibited while operating a vehicle.
8. Some Library positions require a valid commercial driver's license (CDL) to operate the vehicles necessary for the job functions of the position. Employees in those positions are responsible to attain and maintain a valid CDL.
 - a. If an employee does not have a CDL upon hire or upon their position requiring one, the library will pay for the cost of the initial CDL. Employees are responsible for payment of renewals thereafter.

2019 Personnel Policies for Board Review and Approval

23. Use of Personal Vehicles

Personal vehicles are to be used for Library business only when Library vehicles are not available. The following conditions apply:

1. Allowable expenses are mileage allowance per IRS rate, parking fees, and toll charges.
2. There must be insurance on the personal vehicle (collision, liability, property, and bodily injury for vehicle occupants.)

All of the safety and security measures and rules detailed for the use of Library vehicles also apply here.

2019 Personnel Policies for Board Review and Approval

24. Use of Rented Vehicles

Employees are not to rent vehicles unless specially authorized to do so by their supervisor. When a vehicle is to be rented, the employee must make certain that the vehicle is fully insured. Reimbursement for vehicle rental will be made as for all other reimbursements for expenses incurred in the Library's behalf.

All of the safety and security measures and rules detailed for the use of Library vehicles also apply here.

2019 Personnel Policies for Board Review and Approval

25. Confidentiality

Employees of TSCPL on occasion may have access to confidential information about the Library's business, patrons, and other employees. This information must not be disseminated to anyone. Any requests for information must be referred to Library administration.

Any breach of confidentiality may result in disciplinary action up to and including termination.

2019 Personnel Policies for Board Review and Approval

26. Visitors in Library

Family, friends, and children of Library employees are not permitted in the non-public work areas of the Library, unless accompanied by an employee or authorized by Library administration.

2019 Personnel Policies for Board Review and Approval

27. Personal Property

Each employee has a responsibility to protect that employee's personal property. The Library is not responsible for damage, theft, or loss of personal property on the Library premises.

2019 Personnel Policies for Board Review and Approval

28. Punctuality and Attendance

Employees are expected to report to work on time as scheduled and to keep absences to a minimum.

2019 Personnel Policies for Board Review and Approval

29. Dress, Grooming and Personal Hygiene

Appearance and dress reflect the Library's culture and customer service philosophy.

Our employees shall dress appropriately with these three things in mind:

- Image: Professional and approachable
- Identity: Easily recognized by customers
- Safety: Dress appropriately for the specific job or task

The Library's administration determines dress guidelines, which are published in the Employee Handbook.

2019 Personnel Policies for Board Review and Approval

30. Solicitations

Employees may not sell merchandise, solicit financial contributions or solicit for any other cause during working time, unless endorsed by TSCPL. Employees on break or mealtime may not solicit employees who are working, for any cause. Non-employees are prohibited from soliciting employees on TSCPL premises at any time.

2019 Personnel Policies for Board Review and Approval

31. Progressive Discipline

The Library administration reserves the right to investigate and discipline unacceptable conduct.

Employees are expected to abide by all Library policies, rules and regulations. Any employee conduct that violates Library policies, rules or regulations or that, in the opinion of the Library Administration, interferes with or adversely affects the Library is sufficient grounds for disciplinary action.

Disciplinary action can range from coaching to immediate termination. The Library's general policy is to take disciplinary steps in the following order:

- Coaching
- Verbal warnings
- Written reprimands
- Termination

The Library reserves the right to alter the order described above, to skip disciplinary steps, to eliminate disciplinary steps, or to create new and/or additional steps.

As noted in the At-will policy, an employee's employment is at the mutual consent of the Library and the employee. An employee or the Library can terminate that employment relationship at will, at any time, with or without cause, and with or without advance notice.

2019 Personnel Policies for Board Review and Approval

32. Workplace Safety

Employees are required to report all accidents and resulting injuries to the employee's supervisor, no matter how minor they may appear. Employees are also required to report any unsafe conditions immediately to the employee's supervisor.

All employees are expected to comply with all applicable safety and health requirements of local, state and federal law, the Library's insurance carrier, local fire marshal, other stated library policies, and directives issued by other persons with legitimate authority, as communicated to them by the Library administration. Where applicable, special safety equipment issued to employees must be utilized. Failure to use safety equipment or removal of protective guards and shields from any type of equipment in the Library could result in disciplinary action up to and including termination.

2019 Personnel Policies for Board Review and Approval

33. Workplace Violence

The Topeka & Shawnee County Public Library prohibits and will not tolerate violence. Employees who engage in any violence in the workplace, or threaten violence in the workplace, will be subject to appropriate disciplinary action, including termination. No talk of violence or joking about violence will be tolerated.

“Violence” includes intentionally causing harm to another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that staff and patrons never feel threatened by any employee’s actions or conduct.

Unless permitted by Gun-Free School Zone Act, (18 U.S. Code § 922), guns and other weapons are not allowed in the Library buildings or on its parking lots, sidewalks, parks and grounds, and bookmobiles.

The Library management has the right to enter or inspect your work area without notice at any time. Telephone conversations may be monitored and voice mail messages may be retrieved in the process of monitoring potential threats of violence. Any conversations overheard or messages retrieved during such monitoring that constitute threats against other individuals can and will be used as the basis for termination.

2019 Personnel Policies for Board Review and Approval

34. Staff Computer Use

This policy reflects the ethical principles of the Topeka & Shawnee County Public Library and indicates, in general, what privileges and responsibilities are extended to the Library's staff.

The following policies will govern Library electronic resource use by staff:

- The Library acknowledges that Library staff will make some personal use of Library technology and related equipment designated for staff use. Staff must refrain from excessive personal use of Library technology and related equipment. Such personal use must be approved by the employee's manager or supervisor and must not interfere with an employee's work related activities.
- Staff will not use Library technology and related equipment to conduct personal profit bearing enterprises. There are no exceptions to this policy.
- Library staff will not install software or modify existing software without the permission of their manager and the Digital Services Director.
- The Library and its employees will follow all copyright and license requirements for software and other electronic resources.
- All data created or stored on Library computers, including but not limited to e-mail, word-processing documents, data stored in databases, spreadsheets and programs, is the sole property of the Topeka and Shawnee County Public Library. All data created or stored on Library computers may be monitored as an incidental part of regular system maintenance. Library administration retains the right to examine any and all data stored or created on Library computers. When an employee terminates employment at the Library, all email and files stored on Library computer equipment will be retained by the Library.
- Specific guidelines for use of technology and related equipment will be established by the Library administration to provide specific guidance to Library staff in the appropriate use of Library electronic resources.
- Consequences for misuse of electronic resources available to staff will be recommended by the departmental supervisor and Human Resources Director, and could include termination. All employees of the Library are responsible for complying with the policies, guidelines, and standards of conduct instituted by this and other Library documents.

2019 Personnel Policies for Board Review and Approval

35. Library-issued Cell Phones

The Library may issue a business cell phone to an employee for work-related communications. Personal use of Library-issued cell phones should be kept to a minimum. Employees in possession of Library-issued cell phones are expected to protect them from loss, damage or theft.

2019 Personnel Policies for Board Review and Approval

36. Personnel Records

TSCPL personnel files are confidential.

Information in an employee's file will not be provided to outside parties who are not acting on behalf of TSCPL without that employee's written consent. An employee's personnel file is available for the employee's review while employed by TSCPL on the employee's personal time by contacting the Human Resources Department.

Materials contained in employee personnel files may not be copied, scanned or removed unless authorized by the Human Resources Director.

2019 Personnel Policies for Board Review and Approval

37. Alcohol and Drug Policy

The Library is committed to providing a safe and productive work environment for its employees and maintaining a drug and alcohol free environment. The Library prohibits the manufacture, distribution, dispensation, possession or use of illegal drugs, alcohol or controlled substances by Library employees while on duty, provided however, when not working employees may responsibly consume alcohol at Library sponsored events where alcohol is served.

Drug testing will be conducted pursuant to applicable law as a condition of initial employment or following a suspicious workplace incident.

After an offer of employment, job applicants are required as a condition of employment to pass a drug test prior to reporting to work. If the drug test indicates the presence of controlled substances, the applicant will not be considered for employment.

An employee who violates this Policy or who refuses to submit to drug testing will be subject to disciplinary action up to and including termination from employment. An employee who is terminated in violation of this Policy will not be eligible for rehire.

Employees convicted of crimes for off-the-job drug activity will be considered to be in violation of this policy. Such activity may result in disciplinary action up to and including termination.

In accordance with this policy, property on any Library premises is subject to search pursuant to applicable law.

Specific guidelines regulating the Alcohol and Drug Policy will be established by the Library Administration and enforced as policy.

2019 Personnel Policies for Board Review and Approval

38. Harassment

TSCPL is committed to providing a safe and professional work environment free of any form of harassment. Accordingly, TSCPL will not tolerate discrimination and harassment of any kind based on any class protected by applicable ordinances and laws.

Any type of undesirable or unwelcome requests, advances, language, gestures or physical contact will not be tolerated. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an employee because of that employee's race, color, religion, sex, national origin, age, disability status, veteran status, or any other protected class defined by law, and that:

1. has the purpose or effect of creating an intimidating, hostile or offensive working environment;
2. has the purpose or effect of unreasonably interfering with an employee's work performance; or
3. otherwise adversely affects an employee's employment opportunities.

2019 Personnel Policies for Board Review and Approval

39. Open Door

Current Policy:

TSCPL has an open door policy concerning all employee matters.

2019 Personnel Policies for Board Review and Approval

40. Employment Problem Resolution Procedure

If a problem cannot be resolved through the informal open door process, all employees may use the formal procedure described below. When a complaint relates to a suspension, demotion, or termination, this employment problem resolution procedure shall be exclusive, final and binding as follows:

Step I

The employee must present a written complaint to the employee's supervisor within five calendar days of the occurrence of the disagreement or problem. The employee's supervisor will discuss the complaint with the employee privately and deliver a written answer within five calendar days of receiving the complaint.

Step II

If the employee is not satisfied with the answer at Step I, the employee has five calendar days to present the written complaint to the next level supervisor. This supervisor will investigate the complaint and give the employee a written answer within five calendar days of receiving the complaint.

Step III

If the employee is not satisfied with the answer in Step II, the employee has five calendar days following receipt of the written response to present the written complaint to the CEO. The CEO will review the information gathered by the supervisors, discuss the complaint with the employee's supervisors and the employee, and give a final written answer within seven calendar days of receiving the complaint. The CEO's answer is final and binding with respect to all complaints.

2019 Personnel Policies for Board Review and Approval

41. Termination of Employment

Note: Failure to return to work on the expiration of a personal leave of absence, jury-duty absence, vacation leave, military leave, sick leave, or any other approved leave, unless medical or other acceptable evidence has been submitted to the Library (and approved by the Chief Executive Officer) will be recorded as a termination effective as of the first day of the unapproved absence.

As detailed in the At-Will policy, employment with the Library is at-will. The Library reserves the right to terminate employment at any time.



Resolution – Request to Deaccession Items from Permanent Art Collection

**BOARD OF TRUSTEES
June 20, 2019**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the disposal of Gallery items listed in Exhibit A. Per the terms of the Memorandum of Understanding, the Friends of the Library serves as agent for the purposes of promoting and selling other materials. The Friends will be offered the opportunity to sell the items or offer to transfer to another museum for trade.

Policy and Background Information:

Beginning in 2016, the Gallery team using criteria identified through its extensive 18-month process improvement project, began photographing and reviewing the complete Permanent Art Collection of the Topeka and Shawnee County Public Library.

As part of the review process, the Gallery team used the following criteria to determine if an item fits with the Gallery's collection:

- Artwork and/or object must be consistent with the Library's and Gallery's mission, vision and collecting goals.
- The artwork should be intended for exhibition.
- Each object will be scrutinized for authenticity, aesthetic merit, historical or cultural significance, condition, education value and appropriateness to the collection. Care will be taken to avoid duplication of work already in the collection.

According to the library's *Library Materials Selection Policy*, the following conditions indicate an item may be deaccessioned:

- When objects are no longer relevant to the collection or do not meet the purpose or priorities of the collection.
- When objects or works are deteriorating, or are in danger of deterioration, and are beyond the Library's capability of restoration or repair.

Provided that the foregoing requirements have been met, a work may be deaccessioned in any of the following circumstances:

- the work is inconsistent with the mission for the Gallery;
- the work is redundant;
- the work's preservation and conservation needs are beyond the capacity of the Gallery to provide;
- it has been established that the work is inauthentic;
- the work has been unintentionally destroyed;
- the work presents a hazard to people or other Collection items;
- the work has been lost or stolen and has not been recovered.

These criteria and the Gallery's Collection Plan were developed using best practices from the [American Alliance of Museums](#) (AAM). The AAM is an accreditation organization for the museum industry.

The current collection is comprised of over 10,000 items and the review of all items in the collection is ongoing. Ultimately the goal is to have a collection that is consistent with TSCPL's mission and goals, will be used for exhibits and learning experiences, and merits the resources to store and maintain them appropriately.

The attached list of items has been reviewed by the library's Gallery Team and are recommended for deaccession. Through our historic research, we have also found items that were acquired by the Gallery but never intended to be added to the collection. Those items were marked for future sale and never accessioned, and are also included in Exhibit A.

Staff recommendation:

It is recommended that the Board of Trustees approve the disposal of the items listed in Exhibit A in this resolution.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Accession No.	Artists	Titles	
Ceramics			4 objects
1900.001.011	Laneux	Vase with six faces in relief	
1901.001.072	Artist Unknown	vase	
1901.001.168	J. Alan	vase	
1902.001.050	Artist Unknown	Royal Neissen in yellow with painted panels of flowers and love scene	
Decorative Arts			1 object
1901.001.195	Artist Unknown	Inkstand	
Drawings			9 objects
1982.003.006	Wiley Williams Watson	Young lady with three red roses	
2003.045.003	Robert Sudlow	untitled (female nude study)	
2005.028.020	Robert Sudlow	Sumi Nude	
2007.034.001	Bernard O. Stone	untitled (Boat Lagoon, Gage Park)	
2007.034.002	Bernard O. Stone	untitled ("pigeon house", Gage Park)	
2009.040.005	Walter Hatke	untitled (portrait of a man)	
2009.040.007	Walter Hatke	untitled (self portrait)	
2009.040.035	Walter Hatke	untitled (lighthouse on the ocean)	
2009.043.002	Walter Hatke	Imaginary Landscape	
Furniture			12 objects
1979.016.017	Artist Unknown	chest	
1998.024	Artist Unknown	side chair	
1998.025	Artist Unknown	boudoir chair	
1999.017.c-d	Knoll Int'l; Harry Bertioia	two of a set of four modern side chairs	
1999.019.a-e	C. Eames; H. Miller	a set of five chairs	
2002.013	Artist Unknown	desk and chair	
2002.038	Knoll Int'l; Eero Saarinen	table	
Glass			38 objects
1901.001.045	Artist Unknown	vase with two handles	
1901.001.049	Artist Unknown	vase	
1901.001.158	Artist Unknown	pitcher with handle	
1901.001.219	Artist Unknown	vase	
1901.001.220	Artist Unknown	pitcher with handle	
1902.001.058	Artist Unknown	untitled vase	
1976.012.013	Artist Unknown	bowl	
1977.017.002	Artist Unknown	vase	
1980.032	Artist Unknown	bowl	
1982.013	Artist Unknown	untitled	

Accession No.	Artists	Titles
1984.028.026	Artist Unknown	tumbler
1987.021	Paul Harrie	untitled (Christmas ornament)
2007.036.005	Corcoran	Untitled
2010.014.002	Steuben Glass Works	vase
2010.014.004	Steuben Glass Works	Rooster
2010.014.007	Steuben Glass Works	Great Koala Bear; #5006
2010.014.008	Steuben Glass Works	Eagle; #8130
2010.014.010	Steuben Glass Works	Beaver (standing); 8307
2010.014.011	Steuben Glass Works	Beaver; 8359
2010.014.017	Steuben Glass Works	Chick; 8146 P. Schu
2010.014.020	Steuben Glass Works	Squirrel; 8120 L.A.
2010.014.021	Steuben Glass Works	Mushroom (narrow, mottled); 8265 P.Y.
2010.014.022	Steuben Glass Works	mushroom (short, mottled); 8264. P.Y.
2010.014.025	Steuben Glass Works	horse head; 8132
2010.014.028	Steuben Glass Works	Teardrop Bud Vase; 8162
2010.014.031	Steuben Glass Works	Sea Horse; 8108 LA
2010.014.032	Steuben Glass Works	donkey; 8137 L.A.
2010.014.038	Steuben Glass Works	bowl (strawberry bowl); 7726 (probably)
2010.014.041	Artist Unknown	pitcher
2010.014.042	Artist Unknown	pitcher
2010.014.044	Artist Unknown	vase
2010.014.045	Artist Unknown	tree
2010.014.046	Artist Unknown	tree
2010.014.047	Artist Unknown	large wide vase
2010.014.048	Artist Unknown	tall vase
2010.014.049	Artist Unknown	plate with foot
2010.014.051	Artist Unknown	bell shaped bottle with stopper
2010.014.052	Artist Unknown	bell shaped bottle with stopper

Jewelry

1 object

2007.026	Sun Kyoung Kim	Finger 02
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Paintings

88 objects

1890.011	Dora Rowley	Still life with squashes
1894.005	W. W. Armstrong	Waterfall
1902.001.010	Gatai; Fra Angelico	The Last Judgment, detail of angel grouping, copy of Fra Angelica
1902.001.012	L. D. Eldred	The Open Sea
1902.001.047	Artist Unknown	A Russian sledging party
1935.001.003	Avis Chitwood	Anemone, Columbine, Marsh Buttercup...; Kansas Wild Flowers
1968.002	James Gates	Apple Half

Accession No.	Artists	Titles
1968.007	J. M. Parks	Ferry boat at Calico Rock
1969.001	Colette Bangert	Grass Land Garden
1971.001.004	Pauline Shirer	Gage Park
1971.001.005	Pauline Shirer	October Sunlight
1971.001.012	Pauline Shirer	Cottage - Third and Polk
1973.013	Helen Hodge	Taos Mountain
1974.016	Lester A. Gillette	untitled (pastoral scene)
1978.013	Bernard O. Stone	Kansas Snowscape
1978.015.002	Helen Hodge	untitled (sea coast)
1979.016.029	Lester A. Gillette	At the Close of Day
1979.016.110	Avis Chitwood	Gay Feather, Golden Rod...; Kansas Wildflowers; Pueblo Interior
1979.016.111	Avis Chitwood	Choke Cherry, Red Bud...; Kansas Wildflowers; Pueblo Interior
1979.016.112	Avis Chitwood	Prickly Poppy, Downy Gentian...; Kansas Wildflowers; Pueblo Interior
1979.016.113	Avis Chitwood	Wild rose, Primrose, Spiderwort; Kansas Wildflowers; Pueblo Interior
1980.028	Pauline Shirer	Fairbanks House
1980.053	Carolyn Lundgren	The Last Portrait of Mary Huntoon
1981.003.019	Irwin Elwood Smith	The coast near Monterey, Ca.
1981.035.031	Leona Haskill McDaniel	untitled (wharf scene)
1981.035.032	Wiley Williams Watson	Portrait of Alf Landon
1982.003.015	Wiley Williams Watson	untitled (scene through a window)
1982.019	Leona Haskill McDaniel	untitled (abstracted seascape)
1986.047	Leona Haskill McDaniel	untitled (landscape)
1990.002	Erma Tebben	untitled (landscape)
1993.021.004	Pauline Shirer	Fall Scene
1993.021.005	Pauline Shirer	untitled (mountain landscape)
1993.021.006	Pauline Shirer	Mountains at Dusk
1993.021.009	Helen Hodge	untitled (yellow roses)
1994.033	Edward Navone	untitled (abstract)
1996.002	Jack Lembeck	Candy Leo
1996.003	Jack Lembeck	Tropical Structures
1997.028.001	R. James Hunt	Seine Bridge
2001.019.022	Rebecca Wright	Pineapple and Still Life; The Strip Cloth and Artichokes
2001.019.025	Catherine Cole Smith	untitled (abstract)
2002.032	Otis Sanders	A Scene in Maine
2002.036.005	J. F. Bungler	untitled (farm scene)
2002.040	William T. Howe	June Morning At Samantha Prairie, Lyon Co, KANS.
2003.027.034	J. Liberty Todd	Thomas S. Kirkbride's Study
2003.027.037	Celia Smith	Portrait of Donald Rimsley, MD
2003.044	Helen Hodge	untitled (winter landscape)
2004.013.002	Robert Sudlow	Big Thaw

Accession No.	Artists	Titles
2004.021.001	Paul H. Worley	The Governor's Mansion 1887-1964
2005.001.630	Hagay	untitled (figures in a landcape)
2005.002.011	Bernard O. Stone	Homage to Albert Bloch - Kansas Winter
2005.020	Galen Senogles	Flowers
2005.028.005	Robert Sudlow	Wood Mystery (Davenport)
2005.034.002	Michael Mullins	untitled (landscape)
2005.034.003	Michael Mullins	untitled (rural couple at an apple press)
2005.034.007	S. David Mapes	The Crystal Reader
2005.034.008	Lou Harris	untitled (view of a doorway)
2005.034.014	Louise Brock	Storm Sky with Hay
2005.034.017	Dr. Karl A. Menninger	Untitled
2005.035.001	J. M. Parks	"Shadow"
2005.035.002	J. M. Parks	"Shorty"
2005.037.008	Bernard O. Stone	Winter Pines
2005.037.010	Bernard O. Stone	Winter Pines
2005.046.023	Jean Schieff	untitled (figure and bird)
2006.029.003	Roland "Kickapoo" Logan	Night is Here
2006.029.004	Velma H. Allred	Morning Light - Long's Peak
2006.029.005	Velma H. Allred	Gore Range - View from the Park
2006.029.006	Charlotte Lloyd	Untitled (mountain stream near Estes Park, Colorado)
2006.029.008	James Fallier	Untitled (landscape)
2006.029.012	Birger Sandzén	Untitled (landscape)
2009.014.011	Avis Chitwood	untitled (farm with hayfields)
2009.016	Johanna Hanks	What's Coming
2009.038.001	Erma Tebben	Spring Green
2009.040.001	Walter Hatke	untitled (farm with green field)
2009.040.006	Walter Hatke	untitled (three buffalo)
2009.040.008	Walter Hatke	untitled (side of a building)
2009.040.026	Walter Hatke	Seven Trees and Three Thistles
2009.040.028	Walter Hatke	George Washington Crossing the Delaware
2009.040.031	Walter Hatke	The Brigade
2009.040.040	Walter Hatke	untitled (farmhouse)
2009.040.050	Walter Hatke	untitled (blue and red abstract)
2009.043.011	Walter Hatke	untitled (green landscape with red barn)
2009.043.013	Walter Hatke	Johannes Brahms
2010.026.004	Jim Hagan	A Child Went By
2011.001.003	Avis Chitwood	vase of daffodils
2012.005.007	Karen Wagaman	Calla #1
2012.005.008	Karen Wagaman	Calla #2
2012.005.015	Louise Brock	Nunjack (Bahamas)

Accession No.	Artists	Titles
2012.005.020	Roy Hatke	Still Life with Pears and Apples

Photographs **34 objects**

2003.006.a-x	Jeff Barnett-Winsby	untitled (set of 24 portraits)
2004.030	Charles H. Sessions	Alcoman, Mexico
2005.031.007	Artist Unknown	untitled (windmill)
2006.016.001	Lew Wilson	Pining P #II, Florida Everglades
2006.016.002	Lew Wilson	Two Rivers: Current and Jack's Fork Rivers, Missouri
2006.041.001	Lisa Lichtenfels	The New Guinean Warrior
2006.041.002	Lisa Lichtenfels	The Goddess Astar
2006.041.003	Lisa Lichtenfels	Princess Arsinoe in the Ostrich Race
2007.016	Lew Wilson	untitled (river)
2009.020	Marydorsey Wanless	Bikini Beach
2012.005.014	Judith Lennox Sabatini	Calla Lily [poster reproduction]

Prints **12 objects**

1980.017	Laurie MacLagan	Rippled Reflections
2002.045	Colette Bangert	untitled (abstract)
2002.049	Mary Spurgeon	untitled [reproduction]
2004.021.002	Leroy Nieman	untitled (sailboats) [reproduction]
2005.031.001	Karen Amaro	Bison [reproduction]
2005.031.006.a-d	Various artists	Monument Valley [reproductions]
2009.040.011	Walter Hatke	Room on Broadway [giclee reproduction]
2009.040.038	Walter Hatke	untitled (landscape in 6 parts)
2010.043	Walter Hatke	The Mill [giclee reproduction]

Sculpture **5 objects**

1901.001.139	R. Swain Gifford; F. Goldschn	La Fierte; The Haughty One
1983.003	Eric Abraham	Pittsburg, Kansas Pittscape #3
2003.027.041	Pittsburgh Plate Glass	EGO Optical Illusion
2004.021.003	Patricia Mills	untitled (abstract)
2009.043.010	Walter Hatke	untitled (kneeling figure with head in hands)

Total objects recommended for deaccession = 204

Through our historic research, we have also found items that were acquired/acception by the Gallery but never intended to be added to the collection. These items were accepted for future sale. The estimated number of these items is 500 and they consist mostly of duplicate prints and reproductions stored in flat files.

Estimated unaccessioned objects ~ 500

Estimated # objects for deaccession/removal ~ 704



CEO Performance Evaluation: 2019 Process & Timeline

Purpose

An annual evaluation process ensures that personal reflection, mutual conversation, and a time for setting organizational and personal development goals occurs every year. This appraisal process is designed to encourage performance feedback between the trustees and the CEO. It is designed to be forward-looking, with a focus on developing mutually-agreed personal development and performance goals for the CEO for the coming year that are aligned with the library's strategic plan.

Process and Timeline

August 5	Trustees are provided copies of CEO's contract, position description, Trustee Feedback form and self-evaluation.
August 9-13	Trustees complete feedback forms and comments and turn in to Chair, who utilizes Trustee comments in preparing evaluation documents.
Week of Aug 26	Executive Committee meets to review results.
Week of Sept 2	Chair meets with CEO for initial review and discussion of performance, goals for coming year, and compensation.
September 19	Executive session and action item(s) at board meeting. Board reviews/approves the Executive Committee's recommendation on performance and compensation.



CEO evaluation 2018–2019

Trustee Feedback Form

Individual trustee feedback | completed by _____

Trustees should complete this form with their feedback and return it to Liz Post by August 13, 2019.

Strategic alignment

- What are the library's service priorities?
- Are there initiatives that we should be considering now and in the future?

Rating on this item:

- Consistently exceeds expectations or objectives
- Frequently exceeds expectations or objectives
- Meets all expectations or objectives
- Meets some expectations or objectives
- Does not meet expectations or objectives, needs improvement

Feedback:



CEO evaluation 2018–2019

Trustee Feedback Form

People

- Do we have and are we recruiting the right people for leadership and competent management?
- How could the culture be strengthened?

Rating on this item:

- Consistently exceeds expectations or objectives
- Frequently exceeds expectations or objectives
- Meets all expectations or objectives
- Meets some expectations or objectives
- Does not meet expectations or objectives, needs improvement

Feedback:



CEO evaluation 2018–2019

Trustee Feedback Form

Sustainability

- Is the library positioned to grow and thrive? Why or why not?
- How can the CEO and Board of Trustees work together to ensure a successful succession process and results?

Rating on this item:

- Consistently exceeds expectations or objectives
- Frequently exceeds expectations or objectives
- Meets all expectations or objectives
- Meets some expectations or objectives
- Does not meet expectations or objectives, needs improvement

Feedback:



CEO evaluation 2018–2019

Trustee Feedback Form

Finance

- What are the primary concerns about the library’s financial position in the next five years?
- What steps should we consider to strengthen the library’s financial position over the next five years?

Rating on this item:

- Consistently exceeds expectations or objectives
- Frequently exceeds expectations or objectives
- Meets all expectations or objectives
- Meets some expectations or objectives
- Does not meet expectations or objectives, needs improvement

Feedback:



CEO evaluation 2018–2019

Trustee Feedback Form

Governance

- How could our relationship be strengthened?
- How can the library derive more benefit from the talents, expertise and networks of trustees?

Rating on this item:

- Consistently exceeds expectations or objectives
- Frequently exceeds expectations or objectives
- Meets all expectations or objectives
- Meets some expectations or objectives
- Does not meet expectations or objectives, needs improvement

Feedback:



CEO evaluation 2018–2019

Trustee Feedback Form

OVERALL PERFORMANCE RATING:

- Consistently exceeds expectations or objectives
 - Frequently exceeds expectations or objectives
 - Meets all expectations or objectives
 - Meets some expectations or objectives
 - Does not meet expectations or objectives, needs improvement
-

Feedback:

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total	
CIRCULATION																
Main Library																
Circulation Desk & Renewals	47,242	42,607	50,967	50,215	46,042								237,073	245,062	-3.3%	
Interlibrary Loan	1,988	1,568	1,353	1,755	1,631								8,295	8,504	-2.5%	
Self-Check	74,055	67,188	75,589	60,958	76,115								353,905	402,164	-12.0%	
Bookmobile	19,004	14,162	17,589	20,938	16,279								87,972	101,782	-13.6%	
Red Carpet	8,267	6,215	7,141	7,021	7,101								35,745	35,894	-0.4%	
Digital Downloads	41,009	36,566	40,191	37,477	39,621								194,864	177,086	10.0%	
Library @ Work / Smartlocker	2,522	2,258	2,526	2,409	2,522								12,237	10,839	12.9%	
TOTAL CIRCULATION	194,087	170,564	195,356	180,773	189,311								930,091	981,331	-5.2%	
CIRCULATION DETAILS																
Print Material	87,307	77,386	92,027	85,159	89,776								431,655	467,302	-7.6%	
Audio/Visual Material	60,847	53,081	59,178	51,969	55,337								280,412	318,311	-11.9%	
Adult Materials	91,557	80,069	89,301	79,750	84,084								424,761	467,734	-9.2%	
Children's Materials	43,792	39,393	48,713	45,137	47,740								224,775	250,043	-10.1%	
Young Adult Materials	3,862	3,334	4,373	4,013	4,671								20,253	21,409	-5.4%	
Red Carpet Materials	8,943	7,671	8,818	8,228	8,618								42,278	46,427	-8.9%	
NEW Patrons																
Topeka / Shawnee County																
Adults	643	536	677	464	625								2,945	2,955	-0.3%	
Children (ages 17 and under)	120	145	174	109	233								781	993	-21.3%	
Red Carpet Outreach	13	7	11	14	17								62	59	5.1%	
NEKL	64	76	69	49	54								312	307	1.6%	
Non-Resident	0	1	1	0	0								2	4	-50.0%	
Total New Registrations	840	765	932	636	929								4,102	4,318	-5.0%	
PATRONS DELETED	916	2,108	1,752	1,567	1,028								7,371	5,953	23.8%	
BORROWERS																
Topeka / Shawnee County																
Adults	54,323	53,646	53,560	53,344	53,578								53,578	53,072	1.0%	
Children (age 0 - 17)	19,025	18,974	18,893	18,819	18,785								18,785	19,269	-2.5%	
Red Carpet Outreach	1,093	1,178	1,180	1,166	1,173								1,173	1,235	-5.0%	
NEKL	7,344	7,385	7,370	7,347	7,335								7,335	7,279	0.8%	
Non-Resident	45	42	42	42	42								42	48	-12.5%	
Delinquent	118	110	110	112	110								110	121	-9.1%	
TOTAL BORROWERS	81,948	81,335	81,155	80,830	81,023								81,023	81,024	0.0%	
Holds Satisfied	20,311	17,713	19,383	19,108	18,975								95,490	95,256	0.2%	
CHECK-IN																
TOTAL CHECK-IN	101,712	87,079	100,382	95,974	100,959								486,106	543,679	-10.6%	

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
COLLECTION															
Materials Added	6,663	4,219	4,170	4,289	4,389								23,730	29,683	-20.1%
Materials Discarded	8,012	5,503	5,113	6,032	6,529								31,189	29,597	5.4%
TOTAL COLLECTION	422,652	422,717	423,058	422,258	421,861								416,542	442,688	-5.9%
WEBSITE															
tscpl.org Unique Visitors	31,108	29,860	32,154	30,192	31,848								155,162	149,966	3.5%
tscpl.org Total Visits	57,442	52,300	56,131	52,841	56,515								275,229	263,811	4.3%
catalog.tscpl Unique Visitors	20,841	18,726	20,190	18,403	20,345								98,505	90,724	8.6%
catalog.tscpl Total Visits	48,363	41,882	45,972	42,336	46,053								224,606	203,646	10.3%
NOTARY SERVICE	154	116	153	199	162								784		
REFERENCE QUESTIONS															
Public Services	12,921	13,417	14,281	12,948	11,420								64,987	68,439	-5.0%
Topeka Room	682	576	807	684	669								3,418	2,996	14.1%
Plaza**	0	0	0	0	683								683	0	
Youth Services	2,616	2,682	3,484	2,840	3,885								15,507	13,784	12.5%
Gallery	51	44	34	38	44								211	252	-16.3%
TOTAL REFERENCE QUESTIONS	16,270	16,719	18,606	16,510	16,701								84,806	85,219	-0.5%
GATE COUNT	57,863	54,706	65,138	57,968	60,257								295,932	309,322	-4.3%
MEETING ROOMS															
Meeting Room Bookings	688	706	732	830	712								3,668	3,321	10.4%
Team Room Bookings	1,522	1,427	1,737	1,661	1,609								7,956	6,245	27.4%
Total Meeting Room Hours Booked	5,725	5,829	6,327	7,003	6,008								30,892	17,533	76.2%
TOTAL ATTENDANCE	13,033	14,106	13,257	15,454	13,806								69,656	52,201	33.4%
LEARN & PLAY BUS VISITS	219	182	243	247	253								1,144	1,503	-23.9%
PROGRAM ATTENDANCE															
Adult - General	321	161	624	257	330								1,693	4,664	-63.7%
Computer Training	139	95	8	2	44								288	677	-57.5%
Outreach	3,531	2,861	2,630	3,872	2,440								15,334	20,804	-26.3%
Kids	870	634	481	628	496								3,109	7,678	-59.5%
Movies	0	8	8	0	0								16	57	-71.9%
Books	15	202	0	10	364								591	744	-20.6%
Art	127	124	11	34	31								327	1,383	-76.4%
Teens	0	12	0	0	0								12	284	-95.8%
Music	0	0	0	100	0								100	0	#DIV/0!
TOTAL ATTENDANCE	5,003	4,097	3,762	4,903	3,705								21,470	36,291	-40.8%
GALLERY ATTENDANCE	1,438	1,715	1,871	1,446	1,786								8,256	9,194	-10.2%
COMPUTER USE															
Public Computer Sessions	14,860	13,839	16,368	14,771	15,118								74,956	79,489	-5.7%
Avg Public Computer Session Length	0:56:37	0:58:09	0:57:30	0:53:55	0:55:52								0:56:25	0:55:26	1.7%
Total Computer Hours	14,022	13,412	15,686	13,275	14,080								70,475	73,397	-4.0%
Wireless Sessions	15,712	16,001	15,714	16,077	16,877								80,381	95,194	-15.6%
Avg Wireless Session Length	0:29:00	0:29:00	0:29:00	0:28:00	0:29:00								0:28:48	0:33:00	-12.7%
Total Wireless Hours	7,594	7,734	7,595	7,503	8,157								38,583	52,276	-26.2%
TOTAL HOURS	21,616	21,146	23,281	20,778	22,237								109,058	125,673	-13.2%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841								84,549	91,233	-7.3%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505								102,658	109,076	-5.9%
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292								133,411	143,014	-6.7%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795								39,067	46,793	-16.5%
Magazines	1,902	1,550	2,073	2,179	2,166				9,870	2,166			9,870	10,408	-5.2%
RC Print Materials	8,696	7,463	8,601	8,016	8,386								41,162	44,552	-7.6%
RC Realia	247	208	217	212	232								1,116	1,832	-39.1%
YA Print Materials	3,781	3,263	4,297	3,922	4,559								19,822	20,870	-5.0%
PRINT CIRCULATION	87,307	77,386	92,027	85,159	89,776								431,655	467,778	-7.7%
Audio / Visual Material															
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941								19,613	23,500	-16.5%
Adult Music	3,854	3,485	4,208	3,630	3,785								18,962	21,041	-9.9%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846								189,109	213,787	-11.5%
Juvenile Audiobooks	441	375	495	458	447								2,216	2,828	-21.6%
Juvenile Music	441	364	417	346	337								1,905	3,032	-37.2%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869								48,176	52,151	-7.6%
YA A/V	81	71	76	91	112								431	539	-20.0%
A/V CIRCULATION	60,847	53,081	59,178	51,969	55,337								280,412	316,878	-11.5%
Adult Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841								84,549	91,233	-7.3%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505								102,658	109,076	-5.9%
Magazines	1,902	1,550	2,073	2,179	2,166				9,870	2,166			9,870	10,408	-5.2%
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941								19,613	23,500	-16.5%
Adult Music	3,854	3,485	4,208	3,630	3,785								18,962	21,041	-9.9%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846								189,109	213,787	-11.5%
ADULT CIRCULATION	91,557	80,069	89,301	79,750	84,084								424,761	469,045	-9.4%
Juvenile Material															
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292								133,411	143,014	-6.7%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795								39,067	46,793	-16.5%
Juvenile Audiobooks	441	375	495	458	447								2,216	2,828	-21.6%
Juvenile Music	441	364	417	346	337								1,905	3,032	-37.2%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869								48,176	52,151	-7.6%
JUVENILE CIRCULATION	43,792	39,393	48,713	45,137	47,740								224,775	247,818	-9.3%
Red Carpet Material															
RC Print Materials	8,696	7,463	8,601	8,016	8,386								41,162	44,552	-7.6%
RC Realia	247	208	217	212	232								1,116	1,832	-39.1%
RED CARPET CIRCULATION	8,943	7,671	8,818	8,228	8,618								42,278	46,384	-8.9%
Young Adult Material															
YA Print Materials	3,781	3,263	4,297	3,922	4,559								19,822	20,870	-5.0%
YA A/V	81	71	76	91	112								431	539	-20.0%
YOUNG ADULT CIRCULATION	3,862	3,334	4,373	4,013	4,671								20,253	21,409	-5.4%
Overdrive	30,012	26,607	28,995	27,241	28,737								141,592	120,392	17.6%
Hoopla	9,468	8,452	9,565	8,998	9,548								46,031	48,965	-6.0%
Flipster	1,529	1,507	1,631	1,238	1,336								7,241	7,729	-6.3%
DIGITAL DOWNLOADS	41,009	36,566	40,191	37,477	39,621								194,864	177,086	10.0%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
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Value Calculator	2018											2019	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,451,885	\$1,289,212	\$1,529,218	\$1,410,660	\$1,489,370								\$7,170,345
Magazines (\$5)	\$9,510	\$7,750	\$10,365	\$10,895	\$10,830								\$49,350
Audiobooks (\$10)	\$45,670	\$40,170	\$46,420	\$42,150	\$43,880								\$218,290
DVD, Games, Music (\$4)	\$225,120	\$196,256	\$218,144	\$191,016	\$203,796								\$1,034,332
Notary Service (\$10)	\$1,540	\$1,160	\$1,530	\$1,990	\$1,620								\$7,840
Reference Questions (\$7)	\$113,890	\$117,033	\$130,242	\$115,570	\$116,907								\$593,642
Programming (\$10)	\$50,030	\$40,970	\$37,620	\$49,030	\$37,050								\$214,700
Meeting Room Use	\$36,979	\$37,235	\$44,910	\$34,809	\$34,370								\$188,303
Gallery Attendance (\$10)	\$14,380	\$17,150	\$18,710	\$14,460	\$17,860								\$82,560
Computer Use (\$12 /hr)	\$168,265	\$160,948	\$188,232	\$159,300	\$168,960								\$845,704
ILL Borrowed (\$25)	\$10,775	\$9,000	\$9,050	\$10,100	\$8,550								\$47,475
TOTAL VALUE	\$2,128,044	\$1,916,884	\$2,234,441	\$2,039,980	\$2,133,193								\$10,452,541