



**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

**March 19, 2020**





# Core Values

## Excellence

We create experiences that anticipate our community's diverse needs and exceed expectations.

## Accountability

We serve the needs of the entire community by using resources responsibly, fairly and transparently.

## Literacy

We help people make their lives better by providing the tools to successfully navigate the world.

## Freedom

We welcome everyone in the community. We support and defend our customers' right to access information without judgment.

## Teamwork

We build stronger communities through mutual trust, collaboration and shared goals.

## Curiosity

We are hungry to learn, create and innovate. We inspire our community to

# Mission

Sparking curiosity and connecting our community through literacy and learning

# Community Impact Goals





**Call to Order**

**Public Comment**

**Trustee Advocacy Stories**

**Approval of February 20, 2020 Meeting Minutes of the Trustees - Action**

**Item Chief Financial Officer's Report – Kim Strube Pg. 9**

**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** – John Conlee, Vice-President

**Board Chair Report** – Liz Post

- PLA Conference Report – Discussion

**Chief Executive Officer** – Gina Millsap **Pg. 27**

**Chief of Staff** – Thad Hartman **Pg. 36**

- Facilities Master Plan update
- COVID-19 Report – Presented by Jesse Maddox, Chief of Human Resources and Thad Hartman, Chief of Staff
- Spring Reading Challenge – Presented by Scarlett Fisher – Herreman, Technical Services Manager
- Readers Services Training with Duncan Smith – Presented by Miranda Ericsson, Readers Librarian

**New Business**

- Nominating Committee Appointments – **Action Item** **Pg. 48**
- Bid for Computer Purchase – **Action Item** **Pg. 49**
- Bid for Gallery Audio Visual Equipment – **Action Item** **Pg. 48**
- Customer Service Policy - **First Reading/Review** **Pg. 53**

**Adjournment**

**Next Meeting**

April 16, 2020  
4:00 pm  
Menninger Room 206

\*Subject to change without notice



**Minutes  
Board of Trustees Meeting  
February 20, 2020  
4:03 pm  
Menninger Room 206**

**Board Members Present**

Liz Post (chair), Jim Edwards (vice-chair), Kerry Onstott Storey, David Monical, Kristen O'Shea, and by phone Jennifer Miller, Kacy Simonsen (treasurer), and Shawn Leisinger

**Absent**

Beth Dobler  
Joan Hicks

**Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, February 20, 2020 in the Menninger Room 206 of the Main Building, 1515 SW 10<sup>th</sup> Avenue, was called to order at 4:03 pm by Chair Liz Post.

**Public Comment**

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

**Trustee Advocacy Stories**

Liz Post recently attended Jeff Kready's special performance in honor of the library's 150<sup>th</sup> anniversary. Post stated that the Sunday afternoon performance at the library was exceptional, with great acoustics.

Kerry Onstott Storey expressed her appreciation to library staff for booking Jeff Kready. In addition, Onstott Storey would like to send out special thanks to Jeff Kready for taking time to visit with attendees and take photos.

For further information and viewing of Jeff Kready's performance visit:

- <https://www.youtube.com/watch?v=-fNtrONodBM>
- <https://www.msn.com/en-us/news/us/broadway-star-jeff-kready-performs-at-topeka-library/ar-BB104eZ5>
- <https://www.cjonline.com/news/20200215/food-fun-calendar-feb-16-22-2020>

Discussion followed with no further questions.

**Approval of Minutes**

On a motion by Kerry Onstott Storey, seconded by Kristen O'Shea, the January 16, 2020 Board of Trustees minutes were approved. Motion carried.

**Chief Financial Officer's Report – Gina Millsap (Kim Strube absent)**

There were no additions to Chief Financial Officer Kim Strube's report.

No further questions for Millsap.

**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 passed unanimously.

**The Library Foundation Report**

Foundation Chair Marilyn Ward reported approximately \$59,269 has been raised for the direct mail campaign thus far. The Foundation goal is to raise \$68,000.

The Library Foundation awarded the \$1000.00 Dick and Donna Crawford Scholarship on Staff Development Day on Monday February 17, 2020. The Crawford Scholarship was created in 2001 with a \$20,000 gift from Dick and Donna Crawford to award "an annual scholarship for the library employees who exemplify the library's high standard of public service."

The winner of the 2020 scholarship was Areli Bermudez-Villarreal. Bermudez-Villarreal is a Public Service Specialist who has been with the library since June of 2019. She is currently enrolled in the library science graduate program at Emporia State University.

The Library Foundation's annual report is currently being printed. The report is scheduled to be mailed out on Friday, February 28<sup>th</sup>. Extra copies of the report will be provided at The Library Foundation office.

Ward also reminded trustees of the annual Wilder Society Tea, which is planned for Sunday, April 5, 2020 at 2:00 pm. If you have questions, please contact Executive Director Nancy Lindberg at [NLindberg@tscpl.org](mailto:NLindberg@tscpl.org) and/or 785-580-4493.

There were no questions for Ward.

**Friends of the Topeka and Shawnee County Library Report**

Vice-President John Conlee reported the Friends have scheduled an art auction in celebration of the library's 150<sup>th</sup> Anniversary on Saturday evening, September 19<sup>th</sup> in the Marvin Auditorium and Claire's Courtyard. Additional information will be provided as the event nears.

As of the end of January there were 574 Friends memberships. Two hundred and five of these are family memberships. Visit the Friends website for further information on how to become a member: <https://tscpl.org/friends/join-the-friends> Conlee noted that being a member has its benefits!

The January Book and Media Sale which was rescheduled for February 1st and 2nd was successful, with sales grossing \$7,912. The next Book and Media sale will be March 27-29 in the Marvin Auditorium. Visit <https://events.tscpl.org/events> for additional information on Book and Media sales.

The Friends of the library has an online Amazon book store where they sell mostly limited edition, collectible, autographed or high value books: <https://tscpl.org/friends/book-sales>

Lastly, the first newsletter of the year will go out the week of February 17th. You can anticipate receiving the newsletter via electronically and/or by mail.

There were no further questions for Conlee.

### **Board Chair Report**

Chair Liz Post reported the Executive Committee met on February 10, 2020 at 4:00 pm and reviewed the January 16, 2020 minutes and discussed new business items on the February agenda, all of which are detailed in Gina Millsap's CEO report and set out in each resolution.

In addition, Millsap shared information she received from the Kansas Library Association concerning Senate Bill (SB) 294. SB 294 would require taxing authorities to issue public notice and hold a public hearing prior to the approval of a tax rate that exceeds its neutral revenue. For additional information visit:

[http://www.kslegislature.org/li/b2019\\_20/measures/sb294/](http://www.kslegislature.org/li/b2019_20/measures/sb294/)

Post reminded trustees if additional iPad training sessions are needed to let executive assistant Margo Rangel know. Rangel will work with Digital Services on scheduling.

Discussion followed with trustees. There were no questions for the Chair.

### **Chief Executive Officer**

Chief Executive Officer Gina Millsap reported that she just returned from attending the LYRASIS Board of Trustees Retreat in Atlanta, GA. LYRASIS is a non-profit membership organization whose mission is to support enduring access to the world's shared academic, scientific and cultural heritage through leadership in open technologies, content services, digital solutions and collaboration with archives, libraries, museums and knowledge communities worldwide.

There were no further questions for Millsap.

### **Chief of Staff**

Chief of Staff Thad Hartman provided a brief update of the Facilities Master Plan. The Gallery and Technical Services workroom continue progress on schedule and budget. Hartman anticipates that both projects will be completed in April. See Hartman's report for further information.

Hartman introduced Zach Snethen, AIA, LEED AP, Associate and Maria Kutina, AIA, Associate with HTK Architects. Zach Snethen presented an overview of HTK Architects in addition to reviewing anticipated updates to the TSCPL Facilities Masterplan and Capital Improvement Projects.

Snethen emphasized HTK's focus on customer experience, creating spaces that encourage learning, and ultimately enhancing the library experience and value to patrons, customers, and stake holders.

Discussion followed with no further questions.

### **New Business**

#### **Public Address System Use Policy**

On a motion by Kerry Onstott Storey, seconded by Kristen O'Shea, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Public Address System Use Policy as presented.

Motion passed unanimously.

#### **Public Comment Policy**

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 Public Comment Policy.

Motion passed unanimously.

#### **Annual Report Presentation**

Millsap introduced Diana Friend, Communications & Marketing Director. Friend provided a detailed review of the library's achievements in 2019. The annual report for 2019 is available at <https://tscpl.org/2019-annual-report>.

Friend encouraged trustees to follow the library on Facebook:

<https://www.facebook.com/TopekaLibrary>

### **Adjournment**

On a motion by Kerry Onstott Storey, seconded by Kristin O'Shea, the meeting was adjourned at 5:20 pm.

Motion passed unanimously.

**Jim Edwards (serving in Beth Dobler's absence) Secretary** \_\_\_\_\_

**Date** \_\_\_\_\_



**Chief Financial Officer's Report  
March 2020  
Kim Strube**

**Investments and Debt as of February 29, 2020; Bank Account Summary – Page 1**

Funds were deposited to a 90-day fixed rate account at the Kansas Pooled Money Investment Board.

**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 completion of the Alice C. Sabatini Gallery remodel project.

All the expected State Aid revenues were received in February. The amount for 2020 is \$49,945.81 compared with last year's amount of \$49,628.67. The funding continues to be budgeted for one-time projects only so there is not a reliance on it for ongoing operating expenditures. The 2020 budget was approved to use these funds for initiatives budgeted in the Special Projects line item.

**General Fund – Pages 3 through 5**

With 16.2% of the budget year completed, 46% of the budgeted revenue has been received and 19% of the approved budget has been expended/encumbered. This compares to 2019 in which 48% of the budgeted revenue had been received and 20% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

**Employee Benefit Fund – Page 6**

With 16.2% of the budget year completed, 50% of the budgeted revenue has been received and 18% of the approved budget has been expended/encumbered. This compares to 2019 in which 46% of the budgeted revenue had been received and 17% 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 \$1,201,096.

## 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.

January is the time of year when annual purchase orders are created for certain types of purchases and for known, ongoing commitments. Thus, the list is lengthy this month. When items say “open PO”, it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Estimated snow removal and treating parking lot/sidewalks (Winter 2019/2020)	\$15,000.00	Snow Terminators LLC
From non-tax funds	Staff apparel for Staff Development Day	\$7,963.87	Embroidery Plus
Approved operating budget	Television and web advertising for the 150 <sup>th</sup> Anniversary	\$5,500.00	WIBW
Approved operating budget	Annual electric service	\$347,287.41	Evergy
From non-tax funds	2020 staff awards	\$5,718.12	Eagle Recognition
Approved operating budget	Annual trash and recycling service	\$6,427.08	Inland Waste Solutions
Approved operating budget	Annual legal services	\$50,000.00	Engel Law, PA
Approved operating budget	Annual collection services for delinquent customer accounts	\$22,000.00	Unique Management Services, Inc.
Approved operating budget	Annual natural gas service	\$32,500.00	Constellation Newenergy-Gas
Approved operating budget	Annual aquarium maintenance	\$5,919.96	Loren Johannes

Approved operating budget	Annual natural gas service	\$17,000.00	Kansas Gas Service
Approved operating budget	Hardware for security camera project	\$5,789.05	Black Diamond Solutions, Inc.
Approved operating budget	Annual AMH service contract	\$45,500.00	Tech Logic Corporation
Change order for existing approved project	Change Order #1 – Technical Services Relocation – since faucet change, modify storage room finishes, modify ceiling and fire sprinkler	\$8,823.29	Kelley Construction Co., Inc.
Library Materials	“Automatically Yours” materials subscription – regular print – May	\$7,000.00	Baker & Taylor Books
Library Materials	Hoopla online	\$22,122.14	Midwest Tape LLC
Library Materials	Adult non-fiction	\$7,000.00	Baker & Taylor Books
Library Materials	Adult blue-rays & DVDs	\$5,310.00	Midwest Tape LLC
Library Materials	Adult blue-rays & DVDs	\$12,020.00	Midwest Tape LLC

**Other Items:**

- The test work for the audit appears to be nearly complete and the statements and report should be finalized soon. The Board’s Audit Committee is scheduled to meet to review the audit draft and hear the audit presentation at 10 am on Thursday, April 9<sup>th</sup>. Any Trustee is welcome to attend this meeting. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit.
- The workers compensation annual audit on March 9th had no findings.
- If different Trustees (from those currently in officer positions) are voted into the positions of Chair, Secretary or Treasurer, please plan on signing the bank signature cards and the document for the electronic check writer in the financial system at the April Board meeting. The effective date of the new positions is May 1, per the bylaws.
- There are two resolutions on the agenda that will result in expenditures:
  - Approval of the bid to purchase audio/visual equipment for the Alice C. Sabatini Art Gallery. Funding for this purchase will be made from The Library Foundation funds.

- Approval of the bid to purchase replacement public computers. Funding for this purchase will be made from the General Fund, Digital Services Support line item.
- The budget cycle will soon begin once again and the timeline for 2021 is included at the end of my report. In the last two prior years, since the valuation information is not available until at least July 1<sup>st</sup>, budget work session #1 was designed to be more educational, discuss issues, provide presentations, etc. on issues that will impact the budget year. It seemed to work well to discuss issues in advance of actual numbers and the technical budget documents.
- Please remember to schedule the forthcoming Board budget work sessions:
  - Monday, June 1st, 9 am to noon in the Menninger Room 206
  - Wednesday, July 8<sup>th</sup>, noon to 3 pm in the Menninger Room 206; lunch served

**Topeka & Shawnee County Public Library  
Proposed 2021 Budget Time Line**

April 17, 2020 (Fri)	Budget requests due from departments/units
April 24, 2020 (Fri)	First review of department/unit budget requests by Gina, Thad and Kim
May 12, 2020 (Tue)	Review of budget requests by management team (at regular meeting date/time)
June 1, 2020 (Mon)	Board budget work session #1 (Menninger Room 206 – 9 to noon)
June 23, 2020 (Tue)	Management team final review of budget documents (at regular meeting date/time)
July 8, 2020 (Wed)	Board budget work session #2 – final review of budget documents (Menninger Room 206 - noon to 3pm)
July 16, 2020 (Thu)	Board meeting – 2021 budget approved for publication (scheduled Board meeting date)
July 22, 2020 (Wed)	Budget notice published in <i>Topeka Capital Journal</i> (must be published at least 10 calendar days before public hearing)
August 13, 2020 (Thu)	Public hearing and adoption of 2021 budget at scheduled Board meeting date @ 5:30 pm (must be held on or before August 15)
August 14, 2020 (Fri)	Budget copies submitted to the governing body of the city and county as required by K.S.A. 12-1267(a)
August 21, 2020 (Fri)	Adopted budget certified with County Clerk

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

2/29/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 2/29/2020</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,523,224.80	\$ 7,593,582.73	\$ 2,605,406.96	\$ 9,511,400.57
Employee Benefits	1,101,162.54	1,624,746.25	638,628.55	\$ 2,087,280.24
Capital Improvement	1,292,745.67	2,508.79	94,158.62	\$ 1,201,095.84
Bond & Interest	804,581.51	16,479.20	-	\$ 821,060.71
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	33,292.67	49,945.81	17,292.67	\$ 65,945.81
Federal, State & Local Grants	19.03	900.00	-	\$ 919.03
Other Special Revenue	553,586.39	2,182.26	165,712.06	\$ 390,056.59
Permanent Funds	214,074.65	-	-	\$ 214,074.65
<b>Totals</b>	<b><u>\$ 8,522,687.26</u></b>	<b><u>\$ 9,290,345.04</u></b>	<b><u>\$ 3,521,198.86</u></b>	<b><u>\$ 14,291,833.44</u></b>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 557,389.29
Restricted Funds-CoreFirst Bank-Checking	406,085.23
Capital Improvement Fund-VisionBank-Money Market Account	1,295,254.46
Cash on Hand	2,193.72
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	7,022,386.71
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	5,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 14,497,604.06</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(1,473.28)
Less Payroll Deduction and Employer Benefit Liabilities	20,696.46
Less Outstanding Checks	186,547.44
	<b><u>\$ 14,291,833.44</u></b>

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

2/29/2020

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	2/29/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 4,523,224.80	\$ 7,593,582.73	\$ 441,257.09	\$ 2,164,149.87	\$ 9,511,400.57	\$ 1,603,413.38	\$ 7,907,987.19
Employee Benefit Fund	1,101,162.54	1,624,746.25	-	638,628.55	2,087,280.24	41,768.00	2,045,512.24
Capital Improvement Fund	1,292,745.67	2,508.79	-	94,158.62	1,201,095.84	-	1,201,095.84
Bond & Interest Fund	804,581.51	16,479.20	-	-	821,060.71	-	821,060.71
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	33,292.67	49,945.81	17,292.67	-	65,945.81	16,000.00	49,945.81
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	900.00	-	-	900.00	-	900.00
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,578.62	6.34	-	-	10,584.96	-	10,584.96
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.02	-	-	31.07	-	31.07
Friends	106,029.02	46.98	1,950.98	26,465.32	77,659.70	8,847.19	68,812.51
Fun Committee	2,659.59	227.14	117.49	-	2,769.24	-	2,769.24
Gallery Competitions/Exhibits	36,147.18	21.68	-	-	36,168.86	-	36,168.86
Gifts/Memorials (Undesignated)	341,344.59	134.44	45,356.33	88,287.65	207,835.05	439,007.48	(231,172.43)
Hathaway Trust - Library Materials	2,677.90	1.53	-	225.85	2,453.58	974.15	1,479.43
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,730.29	84.48	2,153.45	28,789.76	1,645.12	27,144.64
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	0.76	-	-	1,264.95	-	1,264.95
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	2.59	-	-	4,315.79	350.00	3,965.79
Special Collections	5,693.56	3.42	-	-	5,696.98	-	5,696.98
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.02	-	-	36.11	-	36.11
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	1.30	-	-	2,174.78	-	2,174.78
Youth Services	10,246.70	5.75	-	1,070.51	9,181.94	104.80	9,077.14
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	-	-	-	214,074.65	-	214,074.65
<b>TOTALS</b>	<b>\$ 8,522,687.26</b>	<b>\$ 9,290,345.04</b>	<b>\$ 506,059.04</b>	<b>\$ 3,015,139.82</b>	<b>\$ 14,291,833.44</b>	<b>\$ 2,112,110.12</b>	<b>\$ 12,179,723.32</b>

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

2/29/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 2/29/2020</u>
				16.2%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 7,518,082.92	\$ (6,281,531.08)	54%
Revitalization Rebates	(197,477.00)	(131,207.29)	\$ 66,269.71	66%
Back Tax	-	53,796.15	\$ 53,796.15	N/A
Motor Vehicle Tax	1,399,719.00	43,369.69	\$ (1,356,349.31)	3%
Recreational Vehicle Tax	13,465.00	203.24	\$ (13,261.76)	2%
16/20 M Vehicle Tax	5,331.00	3,959.98	\$ (1,371.02)	74%
In Lieu of Tax	2,964.00	35,638.18	\$ 32,674.18	1202%
Watercraft Special Tax**	7,320.00	-	\$ (7,320.00)	0%
Commercial Vehicle Fees	47,501.00	5,259.14	\$ (42,241.86)	11%
E-Rate Reimbursement	25,193.00	-	\$ (25,193.00)	0%
Miscellaneous Revenue	3,000.00	7,716.54	\$ 4,716.54	257%
Miscellaneous Revenue - Recyclg	-	285.22	\$ 285.22	N/A
Salary Refunds-Foundation	98,289.00	11,173.44	\$ (87,115.56)	11%
Salary Refunds-Friends	29,370.00	3,306.33	\$ (26,063.67)	11%
Salary Refunds-Shawnee Cty	22,755.00	4,346.01	\$ (18,408.99)	19%
Vending Machines	4,000.00	587.85	\$ (3,412.15)	15%
Overdue Fees*	127,000.00	15,988.06	\$ (111,011.94)	13%
Debt Collect	-	912.79	\$ 912.79	N/A
ILL Fees	350.00	426.07	\$ 76.07	122%
Mailing Fees	120.00	11.00	\$ (109.00)	9%
Non Resident Card Fee	595.00	-	\$ (595.00)	0%
Obituary Fees	750.00	45.00	\$ (705.00)	6%
Meeting Room Charges	5,500.00	130.00	\$ (5,370.00)	2%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	65,000.00	19,552.41	\$ (45,447.59)	30%
Transfer In	994,167.00	-	\$ (994,167.00)	0%
Library Treasurer's Balance	2,476,295.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 18,931,321.00</u></b>	<b><u>\$ 7,593,582.73</u></b>	<b><u>\$ (8,861,443.27)</u></b>	<b>46%</b>

\* 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**

2/29/2020

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
<b>STAFF:</b>					16.2%
Salaries-Auto Allowance	\$ 6,400.00	\$ 1,230.75	\$ -	\$ 5,169.25	19%
Salaries-Facilities	687,188.00	124,957.50	-	562,230.50	18%
Salaries-Overtime	10,000.00	1,629.81	-	8,370.19	16%
Salaries-Security	332,061.00	54,394.20	-	277,666.80	16%
Salaries-Shelvers	175,216.00	23,451.83	-	151,764.17	13%
Salaries-Staff	7,643,102.00	1,436,755.24	-	6,206,346.76	19%
Conferences	166,580.00	17,075.00	33,623.23	115,881.77	30%
Staff Internal Dev/Trng - Web Based	15,000.00	175.50	200.00	14,624.50	3%
Staff Development & Training	15,000.00	-	305.01	14,694.99	2%
Mileage	9,500.00	1,075.10	5,408.42	3,016.48	68%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	3,000.00	160.64	60.50	2,778.86	7%
Materials-Periodicals	38,000.00	(9.96)	156.97	37,852.99	0%
Materials-Print/Non-Print <1 YR	567,300.00	24,024.36	1,439.50	541,836.14	4%
Materials-Print/Non-Print	1,294,200.00	121,017.50	126,173.55	1,047,008.95	19%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	1,583.14	129.00	6,287.86	21%
Cataloging and ILL Services	105,795.00	6,736.92	80,263.08	18,795.00	82%
Contracted-Digital Services	555,401.00	74,406.76	14,595.40	466,398.84	16%
Contracted-Facilities	353,400.00	93,056.43	96,845.45	163,498.12	54%
Contracted-Equipment	50,940.00	2,161.92	5,178.96	43,599.12	14%
Contracted-Professional	213,550.00	21,694.72	131,286.21	60,569.07	72%
Contracted-E-Rate Services	2,267.00	-	-	2,267.00	0%
Digital Services Support	181,100.00	7,727.62	13,431.29	159,941.09	12%
Furniture/Equipment	96,200.00	-	-	96,200.00	0%
Insurance	54,806.00	29,381.00	24,283.00	1,142.00	98%
Marketing & Communication	47,500.00	4,426.11	5,500.00	37,573.89	21%
Memberships/Dues	30,900.00	10,460.00	-	20,440.00	34%
Miscellaneous	5,000.00	260.12	-	4,739.88	5%
Payments to Other Libraries	115,060.00	-	-	115,060.00	0%
Postage/Shipping	104,363.00	28,944.75	1,757.54	73,660.71	29%
Printing	96,800.00	953.51	45,594.40	50,252.09	48%
Programming	32,000.00	805.69	1,630.65	29,563.66	8%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	8,867.42	7,269.93	1,688,612.65	1%
Supplies-Facilities	77,417.00	4,179.41	44,890.51	28,347.08	63%
Supplies-Office/Library	98,720.00	4,789.93	6,746.64	87,183.43	12%
Supplies-Processing	48,000.00	2,458.74	253.00	45,288.26	6%
Telecommunications	90,500.00	8,795.11	59,244.89	22,460.00	75%
Transfer Out	1,709,805.00	-	-	1,709,805.00	0%
Utilities-Electric	360,000.00	24,957.60	326,549.47	8,492.93	98%
Utilities-Gas	65,000.00	6,265.56	44,234.44	14,500.00	78%
Utilities-Water/Sewage	35,000.00	3,468.99	24,531.01	7,000.00	80%
Vehicle-Gas	36,000.00	2,069.56	-	33,930.44	6%
Vehicle-Repair	40,500.00	9,772.65	34,399.00	(3,671.65)	109%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(11.26)	-	11.26	N/A
<b>TOTALS</b>	<b>\$ 18,931,321.00</b>	<b>\$ 2,164,149.87</b>	<b>\$ 1,135,981.05</b>	<b>\$ 13,981,190.08</b>	<b>19%</b>

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

2/29/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2020</b>	<b>\$ 2,476,295.00</b>	<b>\$ 3,596,303.17</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,799,614.00	7,518,082.92	54%
Revitalization Rebates	(197,477.00)	(131,207.29)	66%
Back Tax	-	53,796.15	N/A
Motor Vehicle Tax	1,399,719.00	43,369.69	3%
Recreational Vehicle Tax	13,465.00	203.24	2%
16/20M Vehicle Tax	5,331.00	3,959.98	74%
In Lieu of Tax	2,964.00	35,638.18	1202%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	5,259.14	11%
E-Rate Reimbursement	25,193.00	-	0%
Fees and Charges	141,815.00	25,817.31	18%
Reimbursements	150,414.00	19,111.00	13%
Transfer In	994,167.00		
Interest on Idle Funds	65,000.00	19,552.41	30%
	<u>\$ 16,455,026.00</u>	<u>\$ 7,593,582.73</u>	46%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	1,642,419.33	19%
Other Staff Support Costs	206,080.00	57,862.26	28%
Library Collections	1,902,500.00	273,023.06	14%
Contracted Services	1,281,353.00	526,225.85	41%
Digital Services Support	181,100.00	21,158.91	12%
Furniture/Equipment/Art	104,200.00	1,712.14	2%
Payments to Other Libraries	115,060.00	-	0%
Special Projects	1,704,750.00	16,137.35	1%
Utilities & Telecommunications	550,500.00	498,047.07	90%
Vehicles	76,500.00	46,241.21	60%
Other Operating Expenditures	595,506.00	217,303.74	36%
Transfer Out	1,709,805.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 3,300,130.92</u>	19%
Prior Year Canceled Purchase Orders		<u>\$ 18,232.21</u>	
<b>Unencumbered Balance 2/29/2020</b>	<b>\$ -</b>	<b>\$ 7,907,987.19</b>	

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

2/29/2020

**EMPLOYEE BENEFITS**

	<b>2020 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/2020</b>	<b>\$ 792,034.00</b>	<b>\$ 1,101,162.54</b>	
<b><u>Revenue:</u></b>			
Ad Valorem Property Tax	\$ 2,900,904.00	\$ 1,598,654.48	55%
Revitalization Rebates	(41,513.00)	(27,899.83)	67%
Back Tax	-	12,784.36	N/A
Motor Vehicle Tax	298,763.00	14,771.42	5%
Recreational Vehicle Tax	2,874.00	69.21	2%
16/20M Vehicle Tax	1,138.00	1,345.15	118%
In Lieu of Tax	812.00	7,578.08	933%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Taxes	10,139.00	1,791.24	18%
Refund-Fringe Benefits-Foundation	49,776.00	4,671.24	9%
Refund-Fringe Benefits-Friends	11,667.00	1,830.51	16%
Refund-Fringe Benefits-Shawnee Cty	-	2,749.95	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	3,114.92	80%
Interest on Idle Funds	10,000.00	3,285.52	33%
	<b>\$ 3,250,030.00</b>	<b>\$ 1,624,746.25</b>	<b>50%</b>
<b><u>Expenditures/Encumbrances:</u></b>			
Employee Assistance Program	\$ 6,478.00	\$ 6,655.20	103%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	677,328.00	119,013.02	18%
Ks Public Employees Retirement Sys	820,944.00	152,820.25	19%
Worker's Compensation	63,279.00	45,435.37	72%
Unemployment Tax	8,854.00	3,214.64	36%
Health/Dental Insurance	2,111,376.00	349,845.07	17%
Contingency/Fund Balance	350,000.00	-	0%
	<b>\$ 4,042,064.00</b>	<b>\$ 680,396.55</b>	<b>18%</b>
Prior Year Canceled Purchase Orders		\$ -	
<b>Unencumbered Balance 2/29/2020</b>	<b>\$ -</b>	<b>\$ 2,045,512.24</b>	

\* 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**

<b>Balance 01/01/2020</b>	<b>\$ 1,292,745.67</b>
<b><u>Revenue:</u></b>	
Interest received	2,508.79
	<b>\$ 2,508.79</b>
<b><u>Expenditures/Encumbrances:</u></b>	
Contracted - Professional	158.62
Capital Outlay	94,000.00
	<b>94,158.62</b>
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 2/29/2020</b>	<b>\$ 1,201,095.84</b>

**STATE AID**

<b>Balance 01/01/2020</b>	<b>\$ -</b>	<b>\$ 33,292.67</b>
<b><u>Revenue:</u></b>		
State Aid	49,945.81	-
	<b>\$ 49,945.81</b>	<b>\$ 49,945.81</b>
<b><u>Expenditures/Encumbrances:</u></b>		
Contracted - Digital Services		
Digital Services Support		17,292.67
Staff Internal Development/Trng		16,000.00
Special Projects	53,000.00	-
	<b>\$ 53,000.00</b>	<b>\$ 33,292.67</b>
<b>Unencumbered Balance 2/29/2020</b>		<b>\$ 49,945.81</b>

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

2/29/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2020</b>	<b>\$ 786,885.00</b>	<b>\$ 804,581.51</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	375.71	N/A
Revitalization Rebates	-	-	N/A
Back Tax	25,000.00	6,855.38	27%
Motor Vehicle Tax	168,424.00	6,054.17	4%
Recreational Vehicle Tax	1,620.00	28.35	2%
16/20M Vehicle Tax	641.00	552.43	86%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	734.16	13%
Interest on Idle Funds	5,000.00	1,879.00	38%
	<u>\$ 207,282.00</u>	<u>\$ 16,479.20</u>	8%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	994,167.00		0%
Cash Basis Reserve	-		0%
	<u>\$ 994,167.00</u>	<u>\$ -</u>	0%
<b>Unencumbered Balance 2/29/2020</b>	<b>\$ -</b>	<b>\$ 821,060.71</b>	

\* 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 February 29, 2020**

**Capital Improvement Funds-VisionBank**

\$ 1,295,254.46 at 1.19% (money market account)

**Municipal Investment Pool**

\$ 7,022,386.71 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

4,000,000.00 General fund; 90-day 2/28/2020 at 1.32%,  
maturity 5/28/2020

1,000,000.00 Employee Benefit fund; 90-day 2/28/2020  
at 1.32%, maturity 5/28/2020

\$12,022,386.71

\* rates vary by day - average February 1 - 29, 2020 was 1.25%.

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended February 29, 2020**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	21505	0	2/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,776.66	-98445
15	21516	0	2/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,944.64	-98445
15	21517	0	2/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,129.45	-98445
10	21513	0	2/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,014.76	-98445
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 49,865.51	<b>-98445 Total</b>
10	21501	0	2/13/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,742.32	-98441
10	21502	0	2/13/2020	PAYCOM PAYROLL LLC	State W/H	\$ 10,948.71	-98441
15	21521	0	2/13/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 295.59	-98441
10	21503	0	2/13/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,979.72	-98441
15	21504	0	2/13/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,979.72	-98441
10	21503	0	2/13/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,438.76	-98441
15	21504	0	2/13/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,438.76	-98441
10	21514	0	2/13/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98441
10	21518	0	2/13/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 844.48	-98441
10	41000	313	2/13/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,940.76	-98441
10	41000	313	2/13/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 370.62	-98441
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,210.62	<b>-98441 Total</b>
10	21501	0	2/27/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,934.28	-98440
10	21502	0	2/27/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,073.01	-98440
15	21521	0	2/27/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 271.77	-98440
10	21503	0	2/27/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,190.20	-98440
15	21504	0	2/27/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,190.20	-98440
10	21503	0	2/27/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,488.06	-98440
15	21504	0	2/27/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,488.06	-98440
10	21514	0	2/27/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98440
10	21518	0	2/27/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 844.48	-98440
10	41000	313	2/27/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,953.47	-98440
10	41000	313	2/27/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 372.36	-98440
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 86,037.07	<b>-98440 Total</b>
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Registration	\$ 1,995.00	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Flight	\$ 300.97	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Registration	\$ 1,625.00	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Registration	\$ 330.00	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Flight	\$ 1,103.34	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Flight	\$ 421.97	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Registration	\$ 363.00	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Amtrak	\$ 147.00	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Registration	\$ 350.00	-98438

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended February 29, 2020**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Flight	\$ 226.96	-98438
					<i>Miscellaneous travel expenses paid by credit card</i>	\$ 6,863.24	<b>-98438 Total</b>
10	21505	0	2/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,997.85	-98431
15	21516	0	2/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,262.02	-98431
15	21517	0	2/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,166.27	-98431
					<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>	\$ 49,426.14	<b>-98431 Total</b>
10	21515	0	2/27/2020	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 54,638.64	-98427
15	21515	0	2/27/2020	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 253,485.08	-98427
15	21515	0	2/27/2020	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,681.74	-98427
						\$ 309,805.46	<b>-98427 Total</b>
10	41000	325	2/7/2020	RESERVE ACCOUNT	Deposit to postage reserve act	\$ 30,000.00	-98426
					<i>2020 approved operating budget - postage</i>	\$ 30,000.00	<b>-98426 Total</b>
35	41000	735	2/7/2020	EMBROIDERY PLUS	2020 Staff Apparel	\$ 7,963.87	11759
					<i>Apparel for Staff Development Day - paid from non-tax funds</i>	\$ 7,963.87	<b>11759 Total</b>
35	41000	736	2/27/2020	THE MORAN COMPANY LLC	Recruitment fees	\$ 10,651.68	11774
					<i>Recruitment fees for The Library Foundation Executive Director position - paid from non-tax funds</i>	\$ 10,651.68	<b>11774 Total</b>
10	41000	310	2/7/2020	BIBLIOCOMMONS, INC.	BiblioCloudRecords-Overd	\$ 4,506.85	94912
10	41000	310	2/7/2020	BIBLIOCOMMONS, INC.	annual renewal	\$ 21,898.85	94912
					<i>2020 approved operating budget - annual subscription and support</i>	\$ 26,405.70	<b>94912 Total</b>
10	21512	0	2/7/2020	DELTA DENTAL OF KANSAS, INC	EE February Premiums	\$ 2,945.92	94921
15	21512	0	2/7/2020	DELTA DENTAL OF KANSAS, INC	ER February Premiums	\$ 11,113.82	94921
15	21512	0	2/7/2020	DELTA DENTAL OF KANSAS, INC	Retiree Februray Premiums	\$ 175.72	94921
						\$ 14,235.46	<b>94921 Total</b>
10	41000	310	2/7/2020	GOVCONNECTION, INC.	Server Licenses	\$ 1,987.00	94928
10	41000	310	2/7/2020	GOVCONNECTION, INC.	Active Directory Basic	\$ 18.00	94928
10	41000	310	2/7/2020	GOVCONNECTION, INC.	Windows Licenses	\$ 4,617.50	94928
10	41000	310	2/7/2020	GOVCONNECTION, INC.	Office 365	\$ 3.00	94928
					<i>2020 approved operating budget - annual subscription and support</i>	\$ 6,625.50	<b>94928 Total</b>
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	4pk Canned Air Falcon10oz	\$ 83.45	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Purple	\$ 8.99	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Orange	\$ 10.99	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Blue	\$ 10.54	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Green	\$ 11.96	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Brown	\$ 11.42	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Assor Red n Bla	\$ 9.39	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Yello	\$ 11.27	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	At A Glance Desk Cal Refi	\$ 6.09	94954

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended February 29, 2020**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Pendaflex (pack of 4)	\$ 60.90	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Adhesive labels	\$ 49.90	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	calendar refill	\$ 7.28	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	postage	\$ -	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	Dvd Drive	\$ 58.42	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	1000 pk of 6-in ties	\$ 37.59	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Eurmax 10'X10' canopy ten	\$ 168.95	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	OMEENET 3.1A USB Outlet	\$ 60.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	RCA HDMI adaptor	\$ 29.98	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	rubber floor mat - gray	\$ 49.98	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	6/Ctn Dist Water gal	\$ 69.78	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	12ct 3pk clorox wipes	\$ 44.00	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	dry erase whiteboard	\$ 19.28	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Credit for PO#192933	\$ (472.00)	94954
10	41000	341	2/13/2020	COREFIRST BANK & TRUST	Basic ASL for Liib. Staff	\$ 175.50	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	vinyl backdrop Thunder gr	\$ 155.98	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	sandisck 64 microsd	\$ 57.96	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	sandisk 16 gb card	\$ 53.94	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	apc 550 battery backup	\$ 364.95	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	dji mavic drone	\$ 499.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	rode microphone	\$ 249.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	joby ballhead	\$ 26.47	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon battery charger	\$ 47.60	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon battery	\$ 52.95	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon bag	\$ 24.95	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon lens adapter	\$ 9.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon efm 11-22	\$ 349.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon eos m50	\$ 599.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	smk link clicker	\$ 239.67	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Velcro#1PdHldr-black	\$ 4.58	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Velcro#2PdHldr-yw	\$ 1.42	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Velcro#3PdHldr-grn	\$ 2.84	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Velcro#4PdHldr-red	\$ 2.84	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	10pk Blk #1 Polishing Pad	\$ 139.95	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	Moto-Cart Jr Truck	\$ 4,440.00	94954
10	41000	323	2/13/2020	COREFIRST BANK & TRUST	user group membership	\$ 110.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	Porteus kiosk server pemi	\$ 340.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	Porteus automatic updates	\$ 510.00	94954



**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended February 29, 2020**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Laser 1099-Misc Blank	\$ 33.50	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	DWMR 1099 Envelopes	\$ 22.35	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Shipping	\$ 25.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	noble lock	\$ 866.88	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	steelcase thread	\$ 274.55	94954
10	41000	310	2/13/2020	COREFIRST BANK & TRUST	Cisco Meraki Systems Mang	\$ 2,097.60	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	VidaMount Fixed Wall iPad	\$ 1,222.98	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Wilton Royal Blue Candy M	\$ 2.47	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Wilton Blue Candy Melts,	\$ 7.01	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	2-pack Wilton White Candy	\$ 9.58	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Utz Pretzels, Rods 27 oz.	\$ 11.68	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Krylon ColorMaster Paint	\$ -	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Ultimate Baker Sprinkles	\$ 9.70	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Reynolds Cut-Rite Wax Pap	\$ -	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Oval Spring Tension Curta	\$ 19.50	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Hershey's, Valentine's Ex	\$ 8.98	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	M&M'S, SNICKERS, SKITTLES	\$ 8.98	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	Kite750 rctngl maple grph	\$ 8,276.91	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	Tall Kite rctngl mpl grph	\$ 1,971.59	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	Rico stack 17.5 Navy"	\$ 1,494.11	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	shipping	\$ 804.25	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Central Seal-EcoMaster	\$ 17.22	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	20pk Filter for Ecomaster	\$ 68.00	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	10pk Grn3 Snd Pad	\$ 90.00	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	10pk Red4 Snd Pad	\$ 60.00	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	10pk Yw2 Snd Pad	\$ 99.95	94954
10	41000	310	2/13/2020	COREFIRST BANK & TRUST	Soundtrack your brand	\$ 26.99	94954
					<i>Miscellaneous online orders paid by credit card including furniture for the Gallery</i>	\$ 26,334.54	<b>94954 Total</b>
10	41000	351	2/13/2020	EVERGY	Jan-20	\$ 23,587.41	94958
					<i>2020 electric service</i>	\$ 23,587.41	<b>94958 Total</b>
10	41000	313	2/20/2020	ENGEL LAW, PA	<i>2020 Legal Services</i>	\$ 5,827.80	94998
					<i>2020 approved operating budget</i>	\$ 5,827.80	<b>94998 Total</b>
10	41000	310	2/20/2020	ONENECK IT SOLUTIONS LLC	Cisco PoE	\$ 5,770.80	95007
10	41000	310	2/20/2020	ONENECK IT SOLUTIONS LLC	Cisco standard	\$ 24,717.56	95007
10	41000	310	2/20/2020	ONENECK IT SOLUTIONS LLC	Cisco Firewall	\$ 927.07	95007
					<i>2020 approved operating budget - annual subscription and support</i>	\$ 31,415.43	<b>95007 Total</b>
10	23800	0	2/20/2020	TECH LOGIC CORPORATION	Computer hardware upgrade	\$ 6,060.00	95012
						\$ 6,060.00	<b>95012 Total</b>

**Topeka and Shawnee County Public Library**  
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**All Checking Accounts**  
**For the Month Ended February 29, 2020**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	23800	0	2/27/2020	KELLEY CONSTRUCTION CO., INC.	Construction of TS Workroom	\$ 68,237.67	95036
10	41000	736	2/27/2020	KELLEY CONSTRUCTION CO., INC.	Construction of TS Workroom	\$ 8,823.29	95036
						\$ 77,060.96	<b>95036 Total</b>
10	41000	301	2/27/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	95040
					<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,736.92	<b>95040 Total</b>
10	41000	311	2/27/2020	TECH LOGIC CORPORATION	AMH Service Contract	\$ 45,500.00	95046
					<i>2020 approved operating budget - annual maintenance</i>	\$ 45,500.00	<b>95046 Total</b>
						\$ 905,613.31	<b>Grand Total</b>

# CHIEF EXECUTIVE OFFICER'S REPORT

## March 2020

### Library News and Project Updates

#### COVID-19 Update

I sent an email message to board members on Thursday, March 12. Included is some [updated](#) information as of 6 p.m., March 13.

We have a COOP (continuation of operations plan) in place to ensure that key personnel can work remotely so that payroll and other essential internal operations can proceed without interruption.

Like every other library in the country, we are debating on whether to cancel public programs, suspend certain services, or even close. Many libraries are announcing the cancellation of programs, outreach services, and public meetings held in library facilities. There was an avalanche of closing announcements today.

We plan to stay open unless/until the following things occur.

1. **Confirmed cases of COVID-19 in Shawnee County**
2. **Local and/or state health agencies recommend that we suspend services or [place restrictions on public gatherings](#)**
3. **Widespread public school closings** ([As of 4 p.m. Friday, the Shawnee County Health Department announced suspension of classroom activities for all Shawnee County schools. We have spoken with Shawnee County Health Officer Dr. Gianfranco Pezzino, M.D., M.P.H. and he has indicated that the library should remain open at this time and follow the best practices for the control and prevention of COVID-19. We are in the process of facilitating social distancing with public computers and meeting rooms.](#))
4. It is the Library's **responsibility to participate in flattening the curve**. This phrase is being used a lot. It means that you can take the peak of infections out of a pandemic by implementing social distancing early in the event. The problem right now is that the U.S. is behind in testing and assessing the timeline and progress of the virus. Decisions to close in aid of flattening the curve are being made at the local level so we will continue to be guided by our local and state public health professionals.

If kids aren't in school, many of them will come to the library, thereby defeating the purpose of social distancing.

We may stop running bookmobiles soon because the KS Dept of Health and Environment has indicated to us that they see the bookmobiles (with little ventilation, several people packed into a small space)

more problematic than any programs or services we offer in the building. We may also cancel public programs. ([We cancelled stops today and Saturday. As of this writing, we're still deciding about a more extended suspension.](#))

We're thinking that even if we close to the public, we'll continue to use the building as a "processing center," checking in and receiving books, providing telephone and online reference services, producing online programming like story times. We're working on creative ways we can continue services if we have to physically close to the public. We're also trying to figure out how we make sure kids get fed if we can't have our regularly scheduled snack in the afternoons.

To sum it up, we're making sure we can respond and communicate effectively as the situation changes, which is daily. As we told the management team today, our watchwords for the COVID-19 situation are reasonable and responsive. For instance, we will maintain as clean and hygienic a facility as we can, but we will not be cleaning all books as they are returned. That is not physically possible and a book may be handled multiple times before it is returned to a shelf and picked up by a customer.

There is [information](#) at tscpl.org and we are in the process of creating a COVID-19 page to keep the public updated on what we are doing and how services may be impacted.

Chief of Staff Thad Hartman, Chief of Human Resources Jesse Maddox, Communications and Marketing Director Diana Friend and I are leading this effort and will brief you on our operational plans at the board meeting next week.

Note also that if it becomes necessary, we can hold Board meetings online via GoToMeeting or zoom.

### **Dolly Parton's Imagination Library**

As of February 29, 2020, there are 5610, children registered, which is 51% of the 11,000 children between birth and five in the community. At this time last year, registration was at 4,820, or 44%. A total of 2,212 have graduated, i.e. aged out of the program, since its inception in 2017.

## **Agenda Items**

### **Nominating Committee Appointment**

According to the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library, Article II: Officers, section 2. Nomination Procedures and Time of Election (approved May 21, 2015); "at the regular meeting in March the Board shall elect a Nominating Committee of three trustees. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting." The names for members of the Nominating Committee are part of the resolution included in the board meeting packet.

### **Bid for Computer Purchase**

Staff is recommending approval of a bid for new desktop computers, monitors and related equipment including a 3-year parts warranty. This is part of our regular replacement cycle for

computers and funding is included in the FY2020 budget. Background information, fiscal note and the summary of bids received are included in the board meeting packet.

### **Bid for Gallery Audio Visual Equipment**

Staff is recommending approval of a bid for audio visual equipment for the Sabatini Gallery. This is part of the Gallery renovation project. Background information, fiscal note and the summary of bids received will be mailed under separate cover since bids were not due until March 13.

### **Customer Service Policy**

This month the Board will have its first reading/review of the Customer Service Policy. We are not recommending any changes to the policy at this time. A staff team has begun to review current service models and we anticipate there may be some changes to this policy next year.

### **Professional Activities/Community Contacts**

February 10	Met with Trustee Executive Committee Meeting
February 13	Attended Wilder Society Tea Committee Meeting
February 14	Speaking Engagement – Greater Leadership Topeka (GTP) 2020
February 17	Attended Staff Day and did presentation entitled “What’s Right with the Library”
February 17-19	Attended LYRASIS 3rd Qtr. Board Retreat, Atlanta, GA
February 20	Attended TSCPL Board of Trustees Meeting
February 21	Conference Call with Clark Swanson, CEO of OrangeBoy, Inc.
February 25-29	Attended Public Library Association Conference (PLA), Nashville, TN
March 2	Attended meeting with United Way (UW) re. Dolly Parton’s Imagination Library
March 3	Met with HTK and Engroffs to discuss improvement to the Café
March 5	Conference call with Robin Newell, Executive Director of the Emporia Public Library to discuss Kansas Library Association issues
March 10	Participated in interviews for The Library Foundation executive director position Attended the Friends Board Meeting
March 11	Participated in interviews for The Foundation executive director position
March 12	Participated in interview for The Foundation executive director position

### **In Process**

#### **Customer Value Mapping Project**

We are currently working with OrangeBoy CEO Clark Swanson and Account Manager Kate Jacobs on a customer value mapping project. This is focused on what is called intrinsic value.

Intrinsic value represents the underlying value of an asset. Financial analysts employ the term to denote the future value of a company's revenue stream; yet we may also employ intrinsic value to define and describe the impact of civic and cultural organizations, such as a public library.

Value mapping employs this concept to assess the future value of public libraries. Specifically, it defines value by the public good generated through the interaction of the library and its customers. One simple example illustrates this point: A high portion of public library cardholders vote frequently. The library's ability to reach and engage these voters in public dialogue possesses

great value to democratic institutions in the community. It follows that a library would seek to leverage these relationships to increase its intrinsic value.

A library may, then, through an assessment of customer-generated value, order its work and investments around generating the value of greatest importance to the community. For the Topeka-Shawnee County Public Library, this would have three critical benefits. These include:

- Creation of an organizational structure that drives measurable, customer-generated value
- Increased stature among community leaders for the library's role in community-building efforts
- Higher levels of public and private funding

**Why would we engage in this process and make this investment?**

We have been talking for some time about how we “grow the library” and increase our influence in helping create a community culture of literacy and learning. It’s becoming clear that by simply doing more of what we already do (programming, marketing, outreach) and continuing to use the same delivery methods for communication, services, collections, and programs, we will not achieve the level of growth or impact that is envisioned in our community impact goals.

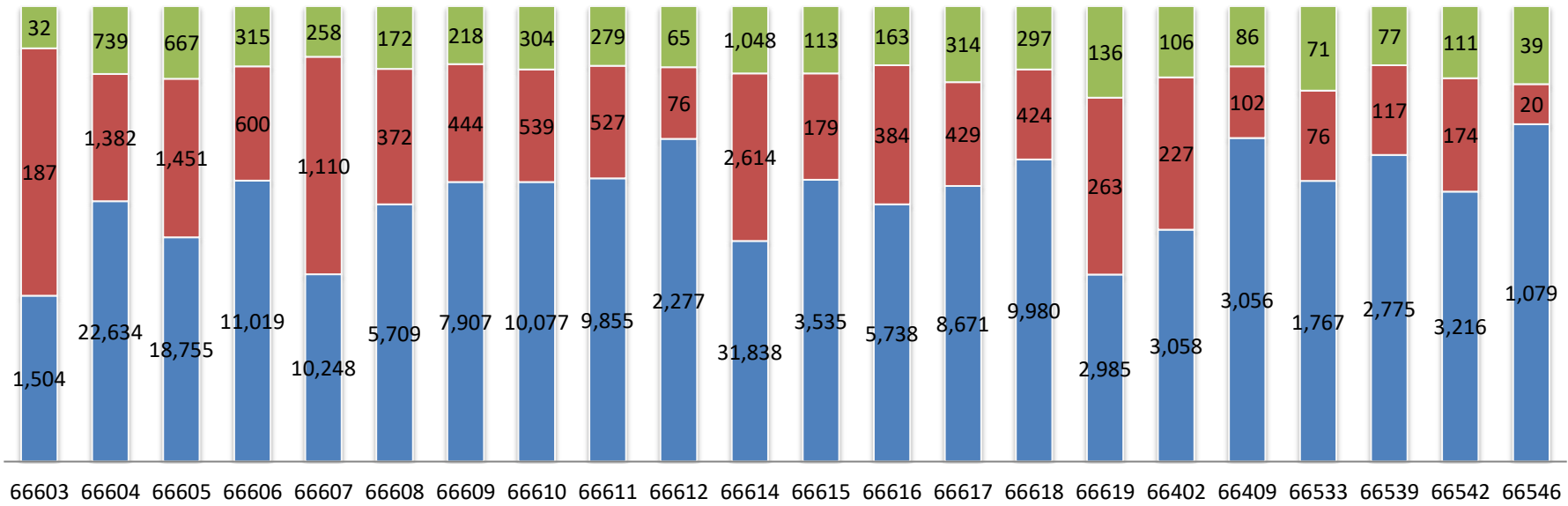
With OrangeBoy, we now have data and the ability to create connections to community members who are predisposed to support the library and its goals. This will also help us quantify the difference we make not only in the lives of individuals, but collectively the difference we make in the community of Topeka and Shawnee County. It will include development of a new organization model, new strategic and marketing plans, and new workflows focused on local customer cluster groups. This is in effect a comprehensive organizational change initiative.

This project will span multiple budget years, \$35,000 over the nine-month planning timeline and an additional \$30,000 over three years. This cost is comparable to what we paid to Marc Futterman of Civic Technologies for strategic planning market segmentation data and facilitation in 2007 – 2008 and ETC Institute for a community survey in 2014. Costs also include access to and utilization of external data sources, community surveys, and significant analysis of TSCPL’s data by OrangeBoy. I have included the project prospectus and timeline. Note that Board of Trustees involvement is included.

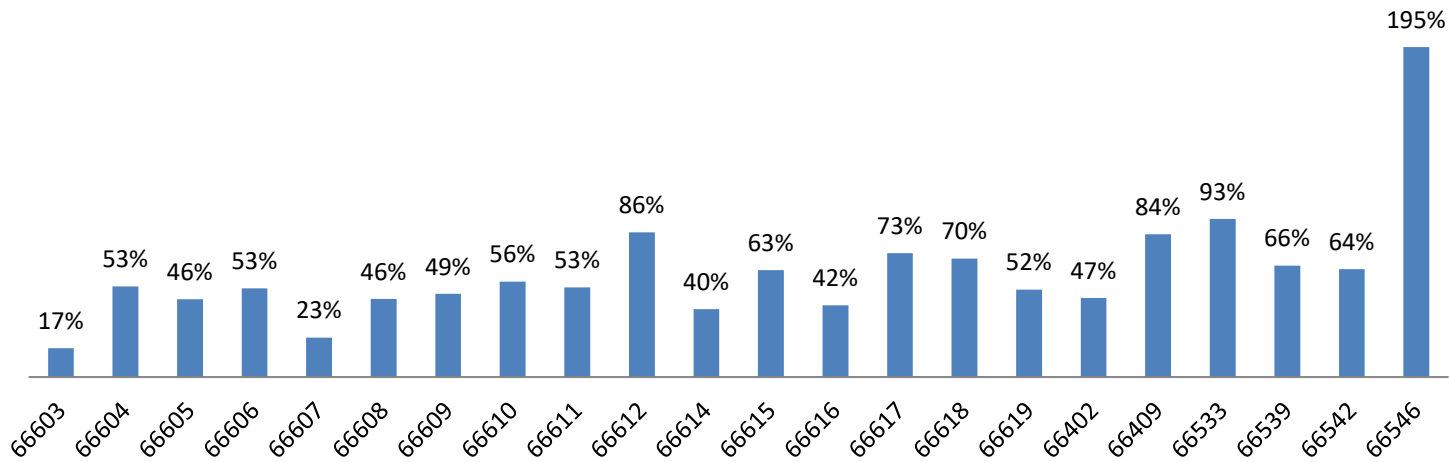
**Gina Millsap**  
**Chief Executive Officer**  
**Topeka and Shawnee County Public Library      03/10/20**

## February 2020 Dolly Parton Imagination Library

■ Population ■ Under 5 ■ DPIL



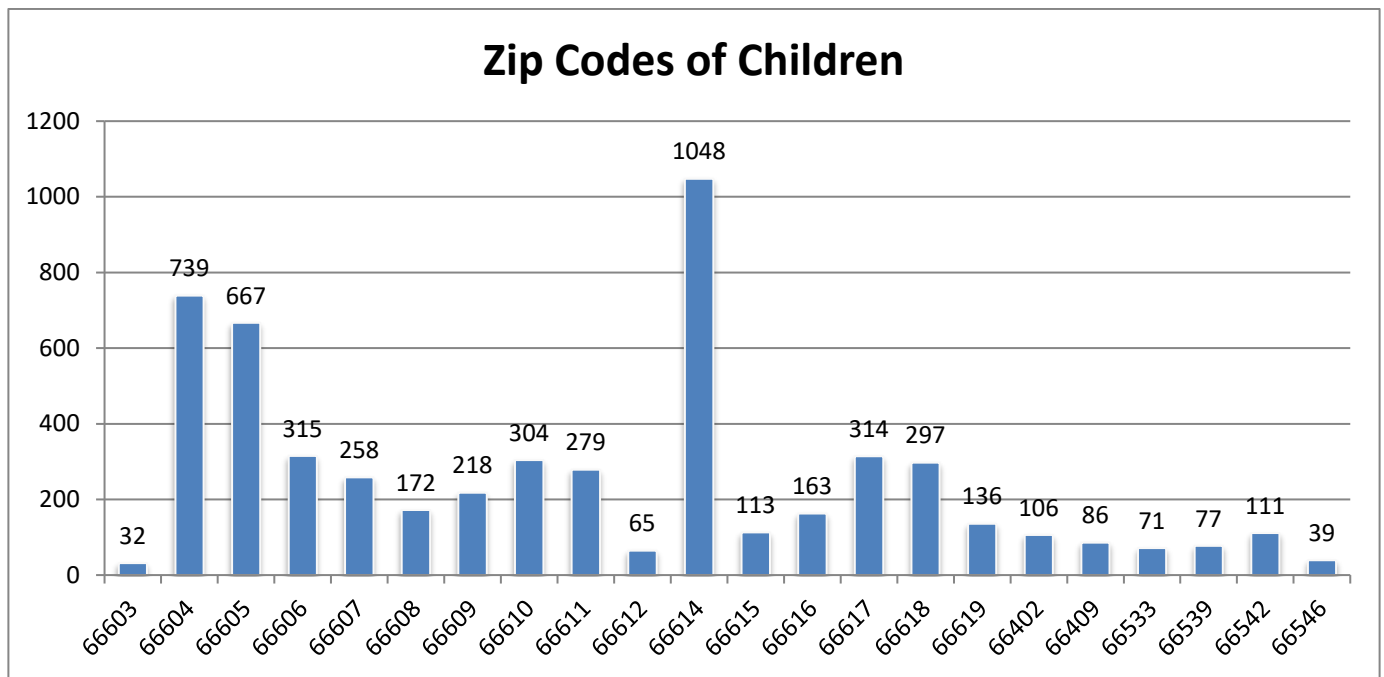
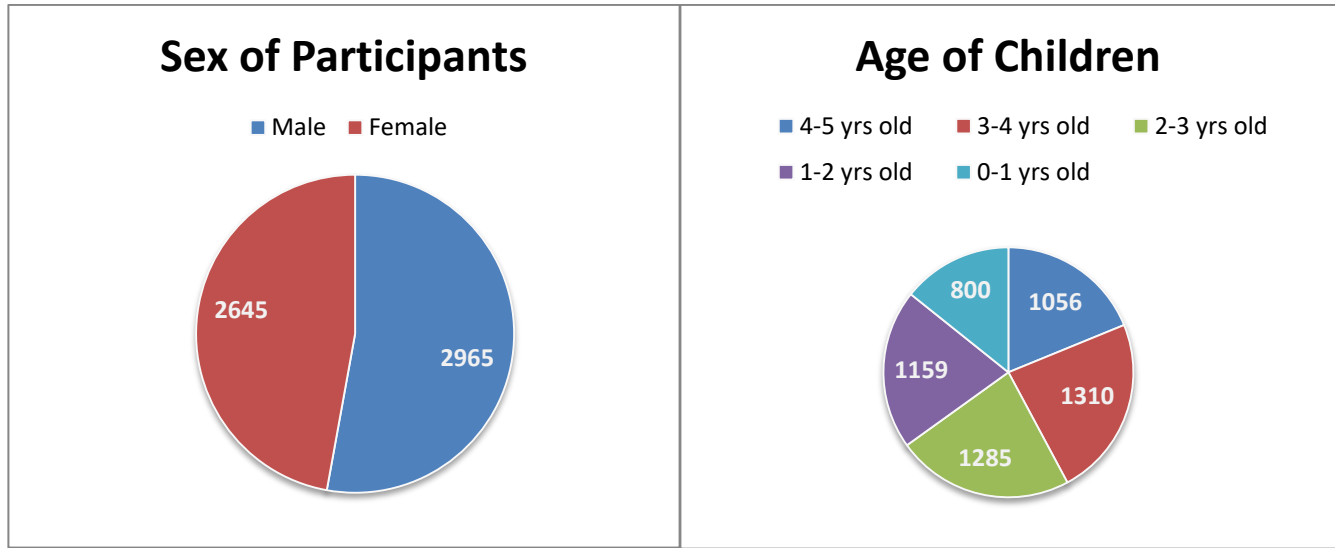
## Percent of children signed up by Zipcode



Data Source: 2017 ACS 5-Year Population Estimate

Number of children currently enrolled: **5,610**

Number of graduated children: **2,306**





# Customer Value Mapping

Topeka-Shawnee County Public Library

February 21, 2020

## Intrinsic Value

Intrinsic value represents the underlying value of an asset. Financial analysts employ the term to denote the future value of a company's revenue stream; yet we may also employ intrinsic value to define and describe the impact of civic and cultural organizations, such as a public library.

Value mapping employs this concept to assess the future value of public libraries. Specifically, it defines value by the public good generated through the interaction of the library and its customers. One simple example illustrates this point: A high portion of public library cardholders vote frequently. The library's ability to reach and engage these voters in public dialogue possesses great value to democratic institutions in the community. It follows that a library would seek to leverage these relationships to increase its intrinsic value.

A library may, then, through an assessment of customer-generated value, order its work and investments around generating the value of greatest importance to the community. For the Topeka-Shawnee County Public Library, this would have three critical benefits. These include:

- Creation of an organizational structure that drives measurable, customer-generated value
- Increased stature among community leaders for the library's role in community-building efforts
- Higher levels of public and private funding

The following matrix outlines the various phases of a study to generate these results through value mapping.

## Antecedents

This phase identifies descriptive elements that support value mapping. It generates this through three community survey techniques and localized data sources that yield distinctive cohorts

### Cluster Localization

Localized clusters define characteristics, competitive or complementary behaviors, and community interactions of library users. Additionally, we employ local data such as voter registration files.

### Non-User Cohorts

Define common characteristics and tendencies of households with no history of library usage, providing insights into their community connections relative to library cardholders.

### Community Leadership Segments

Groups community leaders based on their perception of community growth opportunities and the library's place within these.

### Timeline

May-August 2020

### Planning Fee

\$5,000

<p><b>Customer Value</b> Library customers possess intrinsic value for the community. This phase works to understand and measure the value they generate for their communities. It results in the creation of five to seven <i>Customer Stories</i>.</p>	<p><b>Defined</b> The study first works to define the community value generated by library users. It achieves this through an analysis of the data generated in the Antecedents phase and community characteristics. We also seek to relate this to use of current library services.</p>	<p><b>Customer Lifecycle</b> Aggregated value requires an estimation of the total potential number of library users and the services they use over time. This analysis employs four models:</p> <ul style="list-style-type: none"> <li>• Customer acquisition model</li> <li>• Customer retention model</li> <li>• Frequency of usage model</li> <li>• Basket model (Services employed)</li> </ul>	<p><b>Measured</b> The final step involves assigning a cumulative value to the public good generated by current and future library customers. Additionally, we identify the services that drive value.</p>	<p><b>Timeline</b> September-December 2020</p>	<p><b>Planning Fee</b> \$25,000</p>
<p><b>Leadership Discussion: Our Community Place</b> The first of three leadership discussions staged during this process, the library leadership team works to understand and process how the cohorts position the library. This leads to the prioritization of the customer stories.</p>	<p><b>Recognition</b> The leadership team must first understand where key constituencies place the library in the community hierarchy.</p>	<p><b>Determinants</b> Team members must also acknowledge the organizational traits and tendencies that influence its position.</p>	<p><b>Impact</b> The prescribed position assigned to the library influences its community interactions and opportunities. This discussion seeks to assess these.</p>	<p><b>Timeline</b> January 2021</p>	<p><b>Planning Fee</b> \$5,000</p>
<p><b>Investment Planning</b> Here, the library – through the customer teams – works to identify investments that increase the intrinsic value of their customers.</p>	<p><b>Cohort Costing</b> This portion seeks to identify the cost of providing service to the customer cohorts.</p>	<p><b>Customer Team Planning</b> Customer teams develop investment schedules based upon the value they seek to generate relative to the costs</p>	<p><b>Investment Yield</b> The final portion of this phase summarizes the public good generated by library customers, current and future</p>	<p><b>Timeline</b> February 2021</p>	<p><b>Planning Fee</b> \$10,000</p>

		on two planning horizons, short-term and long-term.	as a result of the planned investments.		
<b>Leadership Discussion: Policy &amp; Practice</b> Board members provide broad oversight for the library. Their expansive view seeks to ensure prudent use of community resources. This phase seeks to link the board perspective and interests to the Investment Yield.	<b>Customer-Generated Value</b> This portion of the discussion outlines the customer-generated value identified and its relevance to the broader community.	<b>Investment Yield</b> Next, the board considers the investment decisions made by the planning teams. This phase seeks their affirmation of the important community benefit the allocations should provide.	<b>Prioritization</b> The board must finally prioritize the proposed investments given their sense of the community they represent.	<b>Timeline</b> March 2021	<b>Planning Fee</b> \$5,000
<b>Community Input</b> The library tests its proposed investments through a series of community focus groups staged for specific cohorts	<b>Prioritization</b> The library, including its board, examines the investment yield from a broad organizational perspective	<b>Focus Groups</b> Community leaders weigh the investment schedule through focus groups, curated to generate input from key cohorts.	<b>Re-Shuffle</b> The library adjusts the investment yield based on input from the community focus groups	<b>Timeline</b> April-May 2021	<b>Planning Fee</b> \$5,000
<b>Leadership Discussion: Value Management</b> The final discussion focuses on the operationalization of the customer teams and investment schedule	<b>Measurement</b> This involves creating devices for measuring the results or proposed investments	<b>Fund Development Planning</b> Long-term investments will necessarily require outside capital investment. Working with the Foundation, the library seeks a pathway to secure this.	<b>Ongoing Management</b> The final planning element involves defining a management structure to implement the investment schedule.	<b>Timeline</b> June 2021	<b>Planning Fee</b> \$5,000
<b>Planning Fee</b> Cost related to implement this proposed scope of work.	OrangeBoy seeks a \$65,000 planning fee for this work, inclusive of travel. The proposal above details the payment schedule on a per-deliverable basis. OrangeBoy will bill for each deliverable (project phase) upon successful completion of the described work.				

## Chief of Staff Report

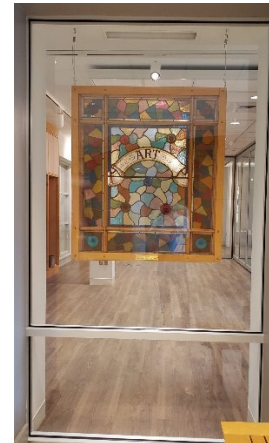
**Thad Hartman**

**March 19, 2020**

### ***Gallery***

The Gallery is very close to completion and will be ready for the sneak peek at the Wilder Society Tea on Sunday, April 5. We will have a soft opening beginning Monday, April 6. In the last week of February, the moveable glass wall was installed. This wall will define the space of the Reed Studio and will also allow us to open the space for larger shows or studio activities. This gives an incredible amount of flexibility in how we use the space and opens a lot of new opportunities related to the exhibits we may present and the hands-on art experiences we can provide.

Installation of the wall was the last major component of the Gallery construction. A walk-through was performed on March 10 and a final punch list developed. There are a few remaining items, but they are all relatively minor and should be completed shortly. Gallery staff can't wait to begin officially moving in within the next week and get the Gallery ready for our opening in April.



### ***Technical Services***

Construction of the new Technical Services workroom continues to move along ahead of schedule. The storage room has been painted and finished and is currently being used to store the new furniture for the individual staff workspaces. They are currently working on finishing the ceiling grid and installation of the cabinets. Next week they are scheduled to install flooring and then the first week of April we should install the furniture and begin to wrap up the project. This project has gone extremely well and looks to be completed ahead of schedule. We're excited to get Technical Services into their new space and to begin planning for the new public space on the second floor.

### ***Hearing Aid Building***

We are working with HTK Architects to finalize the details of the Request for Proposal for the demolition of the hearing aid building at 10<sup>th</sup> and Mulvane. Result of asbestos testing are due on March 16. Initial visual inspection didn't reveal any red flags, and if there is asbestos that requires abatement, it should be minimal. We plan to have the RFP posted quickly after receiving the testing results and have a bid recommendation in time for the April board meeting.

### ***Readers Advisory Training***

Fifteen staff members had their first training session with Duncan Smith and Victoria Caplinger Fredrick from the NoveList Readers' Advisory service. This is the first of six in-person training sessions that will provide the foundation for our library-wide readers' advisory staff training and development of staff competencies. The knowledge that we gain about readers and reading will inform our creation of the new Readers Lounge and will guide collection management. This initiative is an important strategy in helping Topeka and Shawnee County become a community of engaged readers.

The first training session was well-received, and a number of the staff said that the time flew by. There was a great deal of enthusiasm and excitement about the upcoming sessions and how they will be able to share this training with others. At this month's board meeting, Readers Librarian Miranda Ericsson will present more information about this training and its goals.

## **Department Highlights**

### **Public Services**

**Marie Pyko, Public Services Director**

#### ***Washburn Tech East (WTE)***

Following our preliminary meeting with Washburn Tech East we have offered to host a booth at Washburn Tech's Career Fair, April 8-9, 2020. Many people attend the fair with a minimal resume or no resume which makes it difficult for them to be successful at the fair. Several of our Business team staff members (Meredith Snapp, Patrick Berry, and Perry Hartmann) will be onsite during the two-day event to review resumes and/or help create resumes for attendees. As we discussed what we could do to support our growing relationship with Washburn Tech, it was gratifying to be able to share a service that we readily provide. Angie Rice, Washburn Tech's Career Navigator is excited to have our staff on site to help. This will be the first element of our relationship to help people to continue to learn new ways to live their best life.

### ***Topeka Symphony***

We are coming to the end of our first season with the Topeka Symphony's Behind the Baton program. Kyle Wiley Pickett and principal performers visit the library the Thursday before a concert and share the history of the upcoming concert as well as some excerpts of the music. We started slowly with 12 people in attendance and have grown to about 30 attendees. We look to run another series next year. We are also working on potential symphony individuals and small ensembles to come and play on a regular basis. Music continues to be a foundational element of our library.

### ***YWCA***

Our Racial Justice Book Club has been running since January and continues to grow in attendance. Kathleen Marker, YWCA Executive Director, Sarah Oglesby-Dunegan, Minister at Universal Unitarian Fellowship, and I have worked to select interesting and thought-provoking titles which have engaged our attendees. To date we have read *White Fragility*, *How to be Anti-racist* and *Chokehold*. The YWCA provides skilled facilitators. In January we began with 12 people and our last book club (March 10) we had 22 people in attendance. It continues to grow in popularity. It has been very gratifying to watch the growth in participation and the increased comfort in discussing potentially difficult topics.

### ***Census 2020***

Lissa Staley and I have been attending and coordinating the library's plan for supporting the census. I attended the City Council on March 3<sup>rd</sup> where the city-wide committee was recognized for the plan. The library has created promotional materials and two areas in the library to highlight the importance of the census. Our commitment is to ensure that anyone who wants to complete the census at the library has access to a computer and the accurate information about how to fill it out. Additionally, we worked with the League of Women Voters to host a panel discussion on the Census and redistricting on February 19<sup>th</sup>. The program gave an overview of how redistricting works and the implications of not having an accurate count on the Census for Kansas. The speakers shared that they don't think Kansas will lose a representative during this census; however, they are projecting that with the 2030 census, Kansas will lose representation.

### ***Presentations and PLA***

As part of my responsibilities with PLA's Family Engagement Taskforce, I presented at the *Zero to Three* webinar on March 4<sup>th</sup>. There were over 200 people in attendance. I shared the library's work on early literacy, the importance of strong collaborations, and how the Learn and Play bus serves young children and their families. It was very well received, and I have heard from several attendees throughout the country seeking to learn more about our initiatives. It is always gratifying to be invited to speak and share our innovative programs and projects.

## **Public Services**

### **Autumn Friedli, Public Services Supervisor – Readers Services**

#### ***Readers Team***

On February 23<sup>rd</sup> Inspirational Suspense Author Tosca Lee spoke to Topeka area writers about the writing suspense. Following the writer's workshop, Ms. Lee spoke to fans about her books and what she's working on in the future. Ms. Lee said she had a wonderful time visiting TSCPL and would love to come back again in the future.

On February 26<sup>th</sup>, YA/Middle Grade Author Adib Khorram presented at Washburn University during the day with an evening event here at TSCPL. While the crowds were smaller at these events, Mr. Khorram did a fantastic job creating powerful moments with the students. Miranda Ericsson, Readers Librarian, mentioned that Mr. Khorram catered each of the presentations to the audience in the room making each one a little different and meaningful to the attendees. After his evening event at the library, one young girl told Mr. Khorram that she loved his book *Darius the Great is Not Okay* because she finally saw a character like her – not quite American and not quite Persian. This young girl was extremely excited to bring her parents and her best friend to hear the author and was ecstatic to get to meet Mr. Khorram and tell him how much the book meant to her.

## **Public Services**

### **Debbie Stanton, Public Services Supervisor – Information and Learning**

#### ***Gallery Grand Re-Opening***

We are extremely excited to be opening our doors to the public on Monday, April 6. We began moving in furniture and equipment on March 11 and will be ready to install the artwork for the first exhibit, *Reflections*, by the end of the month. We invite you to the grand re-opening on Sunday, April 16, as part of a day of arts and culture at the library. The ribbon cutting will be at 4 p.m.

#### ***Hidden Common Ground***

Our civic engagement work continues with numerous deliberative conversations on important topics during this election year. We invite the board and community to learn what deliberation can look like in a public setting and how it can help us in decision-making in all aspects of our work and personal lives.

#### ***Local History***

Local History Librarian Donna Rae Pearson and her team have been hard at work digitizing pictures from the library's past and organizing them to make them easily accessible during promotions for the 150<sup>th</sup> anniversary.

## Youth Services

LeAnn Brungardt, Youth Services Supervisor

### ***Dolly Parton's Imagination Library***

Get your ticket now! Take part on the single day, nationwide, movie theater showing of **The Library that Dolly Built** on April 2 at 7:00 PM at the Hollywood Regal 14 Theater. Sponsored by the Topeka and Shawnee County Public Library and United Way of Greater Topeka, it will be utilized as fundraiser for the book gifting service in Shawnee County. 50% of ticket sales will be credited to support the local work. Opportunity for additional financial support will be made available at the event. While we anticipate hosting subsequent shows at the library, we have not finalized those dates yet. This Land Grant Film Production was put together with support from the University of Tennessee's School of Journalism and Electronic Media. Catch the trailer at <https://imaginationlibrary.com/film/> and grab a ticket while they last. Only 175 seats are available.

### ***Family Place Library***

We are a Family Place Library! Since 2013 we have held this designation, and we re-certify annually. Core components include but are not limited to providing spaces designed with play and exploration for families with young children and partnership and accessibility to area early childhood services and experts. We understand that parental involvement, good health, early learning, and supportive community are essential for a young child's growth and development. Learn more about Family Place Libraries here: <https://www.familyplacelibraries.org/>

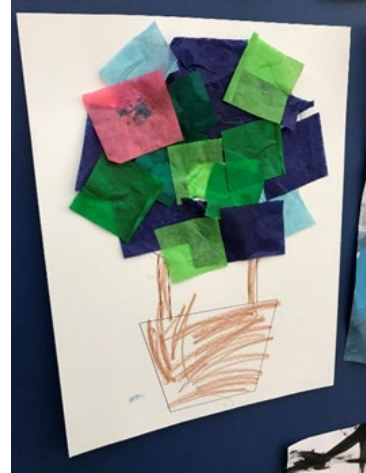
### ***Read Across America***

Communities across the nation celebrate National Education Association's (NEA's) Read Across America, March 2. The event coincides with Dr. Seuss's birthday, so frequently his book titles are featured. We took part in three separate ways. Luanne Web worked alongside Topeka Public School's Parents as Teachers to provide activities for preschoolers during a special morning program. The story time concluded with paint (see picture). Notice the table on the floor so that young children have easy access to a hard, flat surface and also notice kids on their knees and tummies working away. Forty-three people were in attendance.

Betty Jean Neal shared *Horton Hears a Who* with 10 people and made Whoville flowers. Those activities targeted young school age kids and their families that evening. All throughout the week Tracie McCluskey and Leah Anderson incorporated Seussical literature and crafts targeting some of the more complex titles like *Lorax* and *Oh, the Places You'll Go* in the Curious Kids Club, our programming that directly follows snack. They had 68 participants.

Several of the creations are on display in the Learning Center (see pictures). Notice the adaptations that are made so that kids of all ages and abilities get to participate. The current mission of the NEA focuses on literature that supports inclusion.





### ***Family Service and Guidance Center***

Family Service and Guidance Center will provide two programs at the library this year as a part of their Real-World Parenting Series. We are excited to have pediatric mental health experts provide practical, no cost support around topics like anxiety, suicide, bullying, transitioning back to school, and anger management to name a few. The first in the series is March 12. The first session here is July 30.

### ***Future Now***

Staff who focus on teens will take part in Communities in School's Future Now at Highland Park High School. This gamified experience gives high schoolers a chance to navigate personal finance based upon their ambitions, their GPA, and a little bit of chance. It provides our staff local professional networking and an opportunity to meet with teens that might not otherwise connect with the library. Plus, it is a great program to see firsthand. Jenn Grammer has participated in previous years, but this is the first-time for new staff members Kody Stadler and Angie Reed.

### **Community Services**

#### **Sandy Hestand, Community Services Supervisor**

With the temperatures rising it seems Spring might be here a little early this year, which is great news for outreach! This time of the year brings many opportunities for the library to get out into the community and participate in school and community events as well as end of the year Kansas Connections programs. During the month of February, the community services staff along with the bookmobiles were involved in a variety of programs and events including Family Reading Night at Topeka Lutheran as well as 25 elementary school classroom programs.

One program that is requested repeatedly during the warmer months is our Going Buggy program. For Going Buggy children get to explore the world of bugs, find out where they live, what they eat and how they grow. One of the reasons this program is so popular is that real live insects visit the classrooms. As you can see from the pictures below the children are able to get up close and personal with our bugs. In this case the children are learning about Madagascar Hissing Cockroaches. One fun fact they learn is that if the cockroaches feel threatened, they can make a hissing sound by blowing air through holes in their abdomen.



Through these programs, kids are encouraged to visit the library to find out more about the world around them. We enjoy these opportunities to not only promote the many services the library provides, but to demonstrate to our customers that the library is a proud member of the Topeka and Shawnee County community.

## **Collections**

### **Paul Brennan, Collections Director**

As part of the long-range planning process of the Facilities Master Plan we need to consider the book return check-in and sorting machine (we call it the AMH system, short for automated material handling system) located on the lower level in the Circulation workroom. This year marks the 20<sup>th</sup> year since the AMH system was installed and it has checked in more than **27 million** items.] It continues to serve us well but like all mechanical systems it will need replacement at some point. This could be due to reaching end-of-life status or because the technology has progressed to the point where an upgrade is more efficient and cost effective.

We were a very early adopter of AMH technologies in the library world and in the ensuing 20 years, more manufacturers have entered the market and the current systems offer more functionality and speed. The current system is still working well, but we know it's best to set our own timeline rather than wait for some major failure to make the decision for us. Further, we're looking for operational efficiencies that might help us manage our collections in a way that can directly benefit our customers and help them get what they want as accurately and quickly as is possible.

We will keep you posted on what we're learning and offer recommendations on next steps.

## Collections

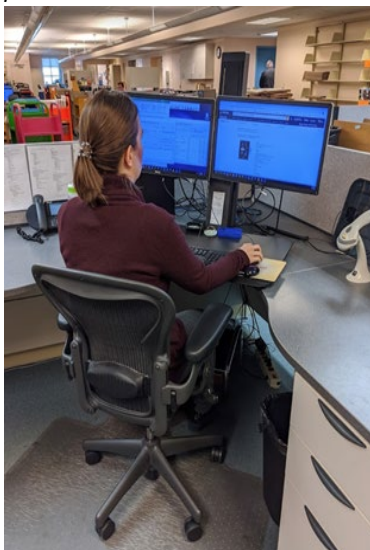
### Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

This month I would like to share preparations Technical Services is making in advance of our move from the second floor to the lower level. We are currently on track to move to our new space in late April/early May 2020. Construction of the new space is on schedule. We regularly peek into our new space as it's interesting to see how it's developing and have that "before and after" perspective.

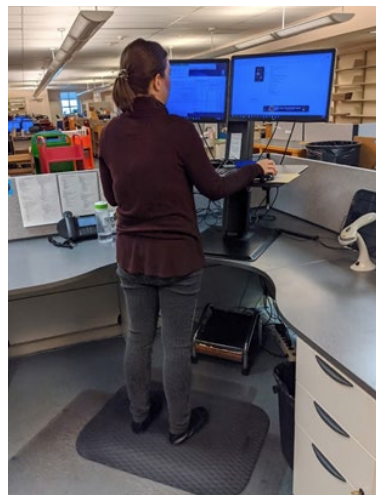
In our current space, we are busily preparing for the move. I have challenged my staff to go through individual workspaces and remove, rehome, or recycle anything that we don't need to take to our new space. That work has been going well and we're amassing a collection of items that we're going to offer to the rest of the staff in a "freecycle" event in our department in early April. This is an opportunity to take a good look at all that we have in the department and make decisions before the moment comes to pack it up. We are on track to be ready to go when it's time to make the move to our new space.

One of the outcomes of this move is that it's provided us with the opportunity to talk about how we work at our desks and the ergonomics of our physical workspaces. About 60% of Tech Services staff have opted for a standing workstation which are being installed ahead of the move. We need workstations that give us the option to sit or stand without the need to move a lot of items around on the work surface and also stations that support two monitors since nearly all of us have dual monitors. Working with Modern Business Interiors, we've opted for standing workstations from a company called [Humanscale](#). These standing workstations are beautifully designed with a clean work surface and ease in raising and lowering the entire work platform. A person gently pushes up on the platform the keyboard sits on and the entire station raises the standing height they need it at. When they are ready to sit, they push down on it and it lowers to a sitting height. Here's what it looks like:

*Sara Shupe working in a sitting position.*



*Sara Shupe working in a standing position while standing on anti-fatigue mat.*



All staff members who have standing workstations will use an anti-fatigue mat while standing. The mats are produced by [Imprint Comfort Mats](#) which manufactures high-quality mats produced in an environmentally friendly manufacturing facility in South Korea. As a consumer and manager, I'm committed to using products that are produced in an environmentally responsible manner. I think we've achieved that with these products.

One of the benefits of going first with the renovation of staff spaces is that we get to be pioneers in figuring out solutions for individual and shared workspaces. I'm extremely proud of my team with the flexibility and creativity they've shown with this project. I think we are in a strong position for our move and have a desire to help other departments when the time comes for renovation of their workspaces. I look forward to bringing this project to conclusion in the next couple of months and in working in our beautiful new space.

### **Circulation**

#### **Ruth Rodden, Circulation Supervisor**

Our new Circulation Plaza, with its expansive layout and bright lights, is both the perfect place to show off what is new and the perfect place for all ages to play and learn.

We had the BookBike in the Plaza for a couple weeks and customers loved looking at it, walking around it, and asking questions. We anticipated more climbers than we saw. I've only heard one story about the staff rover making a mad dash to rescue a very young climber.

While the BookBike had center stage, we removed the [Picasso Tiles](#) that customers, young and old, had been using for fun and active learning. As soon as the bike went away, I started getting requests for the "plastic triangles" to be returned. Staff count on the Picasso Tiles to amuse rambunctious kids while their parents receive help at the desk, utilize the business center, or check out at the kiosks. Staff also enjoy watching customers of all ages play with the Tiles as they rest or wait for their companions to finish their library business.

### **Circulation**

#### **Kelli Smith, Circulation Supervisor**

#### ***TSCPL Out in the Community***

Representatives from the Circulation Department worked the Washburn University Employee Wellness Fair on March 4, 2020. This event was a great opportunity to sign up more residents for library cards and promote the library's collections and services. The attendees were happy to see the library and many shouted praises our way. We answered a few questions about library accounts and how to access our digital collections. A lot of students and employees were excited to see the new library card designs and picked up a 150<sup>th</sup> anniversary card.

One of the services we promoted at the fair was the TSCPL @ Work delivery service since Washburn University participates as a delivery site. With the TSCPL @ Work service, WU employees and students can have physical library materials delivered to Mabee Library. All they must do is visit our TSCPL website, place holds on the titles they want, and choose TSCPL @ Work – Washburn as the hold pick up location. When a hold becomes available, the circulation staff process it and notify the patron that an item they ordered will be available on the next scheduled delivery day for their location. Items are delivered every Monday and Wednesday for Washburn University. The titles arrive already checked out to customers, so the service provides a convenient way for WU employees and students to access our library materials. When the patrons are finished with their library materials, they can also return them to TSCPL via this service.

Kathy Hagan is the TSCPL @ Work courier. She, along with the help of Christina Craver, Donna Casey, Michelle Griffith, Sandy Patterson, Julie Carpenter and Mark Kent, delivered 17,889 items in 2019 via this service. In addition to the TSCPL @ Work items, Kathy also delivers holds and loads the Smart lockers at HyVee and Oakland Community Center. Both Smart lockers accounted for 11,677 checkouts in 2019. If you combine the two services together, the 2019 circulation total is almost 30,000. Whether it's through TSCPL @ Work or one of our Smart lockers, the library continues to provide numerous ways patrons can conveniently access our titles out in our community.

## **Digital Services**

### **David Lee King, Digital Services Director**

This month in DS we have been working on final contract negotiations with Imagemakers for our website redesign project.

In addition to this, the security camera upgrade project is in process. We are waiting for some equipment, and then we will install new outside cameras. The new cameras installed inside the building give us a much sharper, clearer view of what's happening, which is great.

The implementation of our new meeting room reservation and programming software, Communico, has gone well. One of the byproducts of many technology projects is data clean-up resulting from migrating customer and booking data from the old system to the new. Events coordinator Bonnie Cuevas and DS staff are engaged in that digital housekeeping process. The last part of this project is to install iPads display monitors on meeting rooms in the library's lower level.

## Learning Experiences

**Stephanie Hall, Learning Experiences Manager**

We started a new program called *Fix It: Repair Café*. Anyone may come to get advice on how to fix something, repair something, or get some help or offer help in fixing something.

At the most recent program, Shari Schawo helped a lady fix a candlestick (above right) which was in 3 pieces when it came in and then she went on to fix



another similar item. Emery, a

former employee, showed a customer how to darn and then the lady darned her own sock. There was also some gadget help, computer updating, sewing machine cleaning & repair, and cleaning of stereo equipment.



This is a way to draw on the expertise of library customers.

They can help one another offering their own expertise and experiences. This is also an opportunity for staff to show customers library resources that may assist in their project.

We continue to have a lot of creative play in the Learning Center with the [Picasso Tiles](#) that were given to us through a grant from the local AIA group (Architect Institute of America). Kids of all ages, including grownups, like to see what they can create and especially how high they can build before the structure falls. We've even had kids try to build something they can fit in, which is entertaining. The one thing they haven't figured out completely is if you start to build on the ground then you can build an even taller tower. I draw the line at standing on tables. 😊

We have also put Picasso Tiles in the Circulation Plaza on the coffee table outside the Business Center which we have heard is a great activity for kids who are waiting for their parents to copy or fax. It makes the waiting more pleasurable for the kids and helps parents accomplish their business.



## **Communications & Marketing**

**Diana Friend, Communications & Marketing director**

### ***COVID-19***

Administrative staff have been working with the Shawnee County Health Agency and the Kansas Department of Health & Environment, plus using resources from the Center for Disease Control to protect employees and the public while using the library and its outreach services. C&M has posted information about COVID-19 on the Intranet for the staff, web article for the public, hand washing and coughing instructions posters on employee and public levels of the building, on the bookmobiles and the Learn & Play Bus. Signs are posted in English and Spanish.

### ***150th Anniversary***

You may have noticed that we have installed 150th banners along Washburn Avenue from 10th to 11th Streets. We were limited to the number we could install due to the trees and the lack of brackets on the light poles. No matter, the banners add a pop of color to our avenue.

### ***American Advertising Federation Silver Medal***

The Topeka Advertising Federation hosted its ADDY Awards on February 29, and the Topeka & Shawnee County Public Library was honored with a silver medal for the Adventuremobile Wrap Design in the “Out-of-Home & Ambient Media Mass Transit/Airlines, Public Transit Ad Exterior” category. Karen Watson accepted the award for the library and she and Michael Perkins are the designers of the wrap.

### ***Happy 150th Day at the Topeka Zoo***

The first 150 kids will receive FREE entrance to the Topeka Zoo and a FREE copy of the book *Juma the Giraffe* by Monica Bond on April 18. Brought to you by the Topeka & Shawnee County Public Library and the Kaw Valley Bank, who are both celebrating their 150th birthday this year. Zoo hours are 9 a.m. to 5 p.m.



**Resolution – Nominating Committee Appointments**

**BOARD OF TRUSTEES**

**March 19, 2020**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee appointments as presented:**

- **Kerry Onstott Storey, Chair**
- **Joan Hicks**
- **David Monical**

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_





## **Resolution – Bid for Computer Purchase**

### **BOARD OF TRUSTEES**

**March 19, 2020**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$64,038.05 by Dell Technologies of Round Rock, Texas for the purchase of 75 desktop computers, 40 monitors with a 3-year Advanced Exchange Service warranty. This expenditure is part of the regular 4-year public computer replacement cycle and is included in the approved 2020 budget, General Fund, Digital Services Support line.**

#### **Policy and Background Information:**

The Board of Trustees' Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds \$20,000.

On February 11, 2020, the Request for Proposal (RFP) for the purchase of 75 desktop computers, 40 monitors and a 3-year warranty was posted on TSCPL's website as notice to any interested vendor. It also was electronically sent to 3 companies, including 2 companies in Topeka. Additional information in the form of answers to bidder's questions was added to the website (Addenda #1) on February 14, 2020. Proposals were due by 2:00 pm on March 2, 2020 and were opened in a public meeting that day. Bids were received from six (6) companies, including one from Topeka. The Digital Services Supervisor reviewed all the bids and determined that all met the basic specifications.

#### **Staff Recommendation:**

TSCPL staff recommends approving the bid of \$64,038.05 by Dell Marketing LP of Round Rock, Texas for the purchase of 75 desktop computers, 40 monitors and a 3-year warranty. The Purchasing Policy does not require the lowest bid be awarded although the recommended bid is the lowest. This purchase is part of the regular public computer replacement cycle and is in the approved 2020 General Fund budget.

**Resoluton by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_

**2020 Public Desktop Computer Bid Tally**

<b>Vendor</b>	Inland Business Systems	Dell Marketing L.P.	Adorama Inc.	Adirondack Networks	Howard Tech Solutions	Clary Business Machines
<b>Location</b>	Topeka, KS	Round Rock, TX	New York, NY	Utica, NY	Ellisville, MS	San Diego, CA
<b>Computer Model</b>	Dell OptiPlex 3070 SFF	Dell OptiPlex 3070 SFF MLK	Dell OptiPlex 3070	Dell OptiPlex 3070	Dell OptiPlex 3070 SFF	Dell OptiPlex 3070 SFF
<b>Price Each</b>	\$ 1,049.00	\$ 786.47	\$ 1,002.98	\$ 873.00	\$ 1,264.00	\$ 975.00
<b>Monitor Model</b>	Dell P2219 22" LED	Dell P2219H 22" LED	Dell P2219 22" LED	Dell P2219H 22" LED	Dell P2219H 22" LED	Dell P2219H 22"
<b>Price Each</b>	\$ 145.00	\$ 126.32	\$ 124.80	\$ 153.00	\$ 154.00	\$ 169.00
<b>Total Bid Price</b>	\$ 84,475.00	\$ 64,038.05	\$ 80,215.50	\$ 71,595.00	\$ 100,960.00	\$ 79,885.00
<b>Local Vendor</b>	Yes	No	No	No	No	No
<b>3-Year Warranty</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Bid Form Completed - Req'd.</b>	Yes	Yes	Yes	Yes	Yes	No

\*Award to lowest bidder.



**Resolution – Bid for Gallery Audio Visual**

**BOARD OF TRUSTEES  
March 19, 2020**

**Please note the Bid for Gallery Audio Visual Equipment will be added to the March 19, Board Packet the week of March 16<sup>th</sup> due to the timeline of Request for Proposals (RFP).**

**For further RFP information please visit  
<https://tscpl.org/about/request-for-proposals>**

**Resolution by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

**Resolution passed/failed by a vote of \_\_\_\_\_**

**Date \_\_\_\_\_**



# Customer Service Policy

## Purpose

The Topeka and Shawnee County Public Library's mission is "Sparkling curiosity and connecting our community through literacy and learning." To fulfill this mission, library staff members will provide excellent customer service to all who visit the library or use its services. Hospitable, well-trained and knowledgeable staff members will assist library customers in a manner that allows them to: "Enhance our citizens' lives through convenient services when, where and how they need them."

## Policy

Library staff members will take responsibility for:

- Creating a welcoming atmosphere.
- Providing each customer with an exceptional user experience.
- Meeting the needs of customers and co-workers.
- Behaving ethically.
- Protecting customer confidentiality.
- Understanding and implementing library policies and guidelines.
- Practicing good work habits.

Approved: February 16, 2012

Board of Trustees  
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person,  
by telephone at (785) 580-4400, or at [tscpl.org/contact](http://tscpl.org/contact).

	2020												2020 Total	2019 YTD	Change 19 TO 20%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
<b>CIRCULATION</b>																
<b>Main Library</b>																
Circulation Desk & Renewals	49,054	39,071											88,125	89,849	-1.9%	
Interlibrary Loan	1,810	1,591											3,401	3,556	-4.4%	
Self-Check	62,366	64,910											127,276	141,243	-9.9%	
<b>Bookmobile</b>	20,178	18,089											38,267	33,166	15.4%	
<b>Red Carpet</b>	7,696	6,587											14,283	14,482	-1.4%	
<b>Digital Downloads</b>	43,780	40,039											83,819	77,575	8.0%	
<b>Library @ Work / Smartlocker</b>	2,600	2,274											4,874	4,780	2.0%	
<b>TOTAL CIRCULATION</b>	<b>187,484</b>	<b>172,561</b>											<b>360,045</b>	<b>364,651</b>	<b>-1.3%</b>	
<b>CIRCULATION DETAILS</b>																
<b>Print Material</b>	85,593	79,197											164,790	164,693	0.1%	
<b>Audio/Visual Material</b>	52,127	48,494											100,621	113,928	-11.7%	
<b>Adult Materials</b>	82,458	77,081											159,539	171,626	-7.0%	
<b>Children's Materials</b>	42,688	38,982											81,670	83,185	-1.8%	
<b>Young Adult Materials</b>	3,844	3,592											7,436	7,196	3.3%	
<b>Red Carpet Materials</b>	8,730	8,036											16,766	16,614	0.9%	
<b>NEW Patrons</b>																
<b>Topeka / Shawnee County</b>																
Adults	648	621											1,269	1,179	7.6%	
Children (ages 17 and under)	112	126											238	265	-10.2%	
<b>Red Carpet Outreach</b>	11	13											24	20	20.0%	
<b>NEKL</b>	64	70											134	140	-4.3%	
<b>Non-Resident</b>	0	1											1	1	0.0%	
<b>Total New Registrations</b>	<b>835</b>	<b>831</b>											<b>1,666</b>	<b>1,605</b>	<b>3.8%</b>	
<b>PATRONS DELETED</b>	<b>2,511</b>	<b>2,913</b>											<b>5,424</b>	<b>3,024</b>	<b>79.4%</b>	
<b>BORROWERS</b>																
<b>Topeka / Shawnee County</b>																
Adults	51,951	51,430											51,430	53,646	-4.1%	
Children (age 0 - 17)	16,566	15,650											15,650	18,974	-17.5%	
TSCPL @ School	16,102	16,124											16,124	*	*	
<b>Red Carpet Outreach</b>	1,161	1,157											1,157	1,178	-1.8%	
<b>NEKL</b>	7,031	6,964											6,964	7,385	-5.7%	
<b>Non-Resident</b>	43	42											42	42	0.0%	
<b>Delinquent</b>	107	116											116	110	5.5%	
<b>TOTAL BORROWERS</b>	<b>92,961</b>	<b>91,483</b>											<b>91,483</b>	<b>81,335</b>	<b>12.5%</b>	
<b>Holds Satisfied</b>	<b>19,196</b>	<b>16,770</b>											<b>35,966</b>	<b>38,024</b>	<b>-5.4%</b>	
<b>CHECK-IN</b>																
<b>TOTAL CHECK-IN</b>	<b>93,912</b>	<b>92,730</b>											<b>186,642</b>	<b>188,791</b>	<b>-1.1%</b>	
	2020												2020		2018	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	18 TO 19%	
<b>COLLECTION</b>																
Materials Added	5,362	4,329											9,691	10,882	-10.9%	
Materials Discarded	8,237	7,955											16,192	13,515	19.8%	
<b>TOTAL COLLECTION</b>	<b>400,318</b>	<b>396,692</b>											<b>396,692</b>	<b>421,368</b>	<b>-5.9%</b>	
<b>WEBSITE</b>																
tscpl.org Unique Visitors	39,663	33,321											72,984	60,968	19.7%	
tscpl.org Total Visits	66,201	56,255											122,456	109,742	11.6%	
catalog.tscpl Unique Visitors	21,190	19,294											40,484	39,567	2.3%	
catalog.tscpl Total Visits	49,784	44,997											94,781	90,245	5.0%	

<b>NOTARY SERVICE</b>	<b>154</b>	<b>243</b>														<b>397</b>	<b>270</b>	<b>47.0%</b>	
<b>REFERENCE QUESTIONS</b>																			
Public Services	9,900	10,787														20,687	26,338	-21.5%	
Topeka Room	701	275														976	1,258	-22.4%	
Plaza**	1,272	1,443														2,715	0		
Youth Services	2,397	2,432														4,829	5,298	-8.9%	
Gallery	0	0														0	95	-100.0%	
<b>TOTAL REFERENCE QUESTIONS</b>	<b>14,270</b>	<b>14,937</b>														<b>29,207</b>	<b>32,989</b>	<b>-11.5%</b>	
<b>GATE COUNT</b>																			
	<b>46,507</b>	<b>42,387</b>														<b>88,894</b>	<b>112,569</b>	<b>-21.0%</b>	
<b>MEETING ROOMS</b>																			
Meeting Room Bookings	471	738														1,209	1,394	-13.3%	
Team Room Bookings	1,639	870														2,509	2,949	-14.9%	
Total Meeting Room Hours Booked	3,005	3,049														6,054	11,554	-47.6%	
<b>TOTAL ATTENDANCE</b>	<b>11,037</b>	<b>2587*</b>														<b>11,037</b>	<b>27,139</b>	<b>-59.3%</b>	
<b>LEARN &amp; PLAY BUS VISITS</b>																			
	<b>228</b>	<b>247</b>														<b>475</b>	<b>401</b>	<b>18.5%</b>	
<b>PROGRAM ATTENDANCE</b>																			
Adult - General	520	124														644	482	33.6%	
Computer Training	0	95														95	234	-59.4%	
Outreach	2,696	2,257														4,953	6,392	-22.5%	
Kids	809	848														1,657	1,504	10.2%	
Movies	13	18														31	21	47.6%	
Books	12	80														92	217	-57.6%	
Art	0	19														19	251	-92.4%	
Teens	0	97														97	12	708.3%	
Music	30	382														412	0	#DIV/0!	
<b>TOTAL ATTENDANCE</b>	<b>4,080</b>	<b>3,920</b>														<b>8,000</b>	<b>9,113</b>	<b>-12.2%</b>	
<b>GALLERY ATTENDANCE</b>																			
	<b>0</b>	<b>0</b>														<b>0</b>	<b>3,153</b>	<b>-100.0%</b>	
<b>COMPUTER USE</b>																			
Public Computer Sessions	12,738	12,953														25,691	28,699	-10.5%	
Avg Public Computer Session Length	0:55:02	0:56:28														0:55:45	0:57:21	-2.8%	
Total Computer Hours	11,684	12,190														23,874	27,434	-13.0%	
Wireless Sessions	18,107	16,309														34,416	31,713	8.5%	
Avg Wireless Session Length	0:28:00	0:29:00														0:28:28	0:29:00	-1.8%	
Total Wireless Hours	8,450	7,883														16,333	15,328	6.6%	
<b>TOTAL HOURS</b>	<b>20,134</b>	<b>20,073</b>														<b>40,206</b>	<b>42,762</b>	<b>-6.0%</b>	
	<b>2020</b>																<b>2020</b>	<b>2018</b>	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total				<b>YTD</b>	18 TO 19%	
<b>CIRCULATION DETAILS</b>																			
<b>Print Material</b>																			
Adult Fiction	17,086	15,740														32,826	34,253	-4.2%	
Adult Nonfiction	20,593	19,254														39,847	40,691	-2.1%	
Juvenile Fiction	25,224	23,251														48,475	48,306	0.3%	
Juvenile Nonfiction	8,407	7,695														16,102	14,333	12.3%	
Magazines	1,793	1,690														3,483	3,452	0.9%	
RC Print Materials	8,495	7,787														16,282	16,159	0.8%	
RC Realia	235	249														484	455	6.4%	
YA Print Materials	3,760	3,531														7,291	7,044	3.5%	
<b>PRINT CIRCULATION</b>	<b>85,593</b>	<b>79,197</b>														<b>164,790</b>	<b>164,693</b>	<b>0.1%</b>	
<b>Audio / Visual Material</b>																			
Adult Audiobooks	3,154	3,131														6,285	7,768	-19.1%	
Adult Music	3,507	3,164														6,671	7,339	-9.1%	
Adult Videos / DVDs	36,325	34,102														70,427	78,123	-9.9%	
Juvenile Audiobooks	370	403														773	816	-5.3%	
Juvenile Music	352	300														652	805	-19.0%	
Juvenile Videos / DVDs	8,335	7,333														15,668	18,925	-17.2%	

YA A/V	84	61																	145	152	-4.6%
<b>A/V CIRCULATION</b>	<b>52,127</b>	<b>48,494</b>																	<b>100,621</b>	<b>113,928</b>	<b>-11.7%</b>
<b>Adult Material</b>																					
Adult Fiction	17,086	15,740																	32,826	34,253	-4.2%
Adult Nonfiction	20,593	19,254																	39,847	40,691	-2.1%
Magazines	1,793	1,690																	3,483	3,452	0.9%
Adult Audiobooks	3,154	3,131																	6,285	7,768	-19.1%
Adult Music	3,507	3,164																	6,671	7,339	-9.1%
Adult Videos / DVDs	36,325	34,102																	70,427	78,123	-9.9%
<b>ADULT CIRCULATION</b>	<b>82,458</b>	<b>77,081</b>																	<b>159,539</b>	<b>171,626</b>	<b>-7.0%</b>
<b>Juvenile Material</b>																					
Juvenile Fiction	25,224	23,251																	48,475	48,306	0.3%
Juvenile Nonfiction	8,407	7,695																	16,102	14,333	12.3%
Juvenile Audiobooks	370	403																	773	816	-5.3%
Juvenile Music	352	300																	652	805	-19.0%
Juvenile Videos / DVDs	8,335	7,333																	15,668	18,925	-17.2%
<b>JUVENILE CIRCULATION</b>	<b>42,688</b>	<b>38,982</b>																	<b>81,670</b>	<b>83,185</b>	<b>-1.8%</b>
<b>Red Carpet Material</b>																					
RC Print Materials	8,495	7,787																	16,282	16,159	0.8%
RC Realia	235	249																	484	455	6.4%
<b>RED CARPET CIRCULATION</b>	<b>8,730</b>	<b>8,036</b>																	<b>16,766</b>	<b>16,614</b>	<b>0.9%</b>
<b>Young Adult Material</b>																					
YA Print Materials	3,760	3,531																	7,291	7,044	3.5%
YA A/V	84	61																	145	152	-4.6%
<b>YOUNG ADULT CIRCULATION</b>	<b>3,844</b>	<b>3,592</b>																	<b>7,436</b>	<b>7,196</b>	<b>3.3%</b>
Overdrive	31,990	29,566																	61,556	56,619	8.7%
Hoopla	11,108	9,840																	20,948	17,920	16.9%
Flipster	682	633																	1,315	3,036	-56.7%
<b>DIGITAL DOWNLOADS</b>	<b>43,780</b>	<b>40,039</b>																	<b>83,819</b>	<b>77,575</b>	<b>8.0%</b>

Value Calculator	2020												2020
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Circulation</b>													
Books (\$17)	\$1,424,600	\$1,317,619	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,742,219
Magazines (\$5)	\$8,965	\$8,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,415
Audiobooks (\$10)	\$35,240	\$35,340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,580
DVD, Games, Music (\$4)	\$194,412	\$179,840	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$374,252
Notary Service (\$10)	\$1,540	\$2,430	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,970
Reference Questions (\$7)	\$99,890	\$104,559	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$204,449
Programming (\$10)	\$40,800	\$39,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
Meeting Room Use	\$37,035	*											
Gallery Attendance (\$10)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer Use (\$12 /hr)	\$140,203	\$146,283	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$286,485
ILL Borrowed (\$25)	\$10,225	\$9,650											
<b>TOTAL VALUE</b>	<b>\$1,992,910</b>	<b>\$1,843,371</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,836,280</b>

\* - Data not available