



**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

November 19, 2019





Call to Order

Public Comment

Trustee Advocacy Stories

Approval of October 17, 2019 Meeting Minutes of the Trustees - Action Item

Chief Financial Officer's Report – Kim Torrey

Financial Reports

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

The Library Foundation – Marilyn Ward, Board Chair

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

Board Chair Report – Liz Post

Chief Executive Officer – Gina Millsap

Chief of Staff – Thad Hartman

- Facilities Master Plan update

Board Strategic Involvement

- 2020 Community Impact Goal Priorities– Presented by Gina Millsap, CEO and Thad Hartman, Chief of Staff

New Business

- Bid for Desktop Staff Computers - **Action Item**
- Loaned Employee Agreement, The Library Foundation FY 2020 - **Action Item**
- Loaned Employee Agreement, Friends of the Library for FY 2020 - **Action Item**
- Audit Committee Appointments - **Action Item**
- Memorandum of Understanding (MOU) with Shawnee County Park and Recreation - **Action Item**

Adjournment

Reminders

Deadline for PLA registration: Monday, December 16 – Contact Margo at mrangel@tscpl.org

Next Meeting

December 19, 2019
4:00 pm
Menninger Room 206



Board Members Present

Liz Post (chair), Jim Edwards (vice-chair), Beth Dobler (secretary), Kacy Simonsen (treasurer) Kerry Onstott Storey, Joan Hicks, Jennifer Miller, Kirsten O'Shea, and David Monical

Absent

Shawn Leisinger

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, October 17, 2019 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00 pm by Chair Liz Post.

Public Comment

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

Trustee Advocacy Stories

Joan Hicks shared her experience in learning that several Lowman Hill students attend the library after school programs weekly.

Approval of Minutes

On a motion by Jim Edwards, seconded by Kerry Onstott Storey, the October 17, 2019 Board of Trustees minutes were approved. Motion carried.

Chief Financial Officer's Report – Kim Torrey

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

Approval of the Treasurer's Report

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

Motion passed unanimously.

The Library Foundation Presentation

Foundation Chair Marilyn Ward reported The Library Foundation has participated in the interview committee process for prospective café operators. Ward is looking forward to the tasting finale of the interview process. The interview committee will meet, and review applicants scores the week of October 28, 2019.

As reminder National Philanthropy Day (NPD) in Topeka will be celebrated on November 7. Topeka and Shawnee County Public Library volunteer and contributor Mr. Jerry Reed will be recognized as Outstanding Volunteer Fundraiser. Mr. Reed was nominated by Executive Director Nancy Lindberg. Special thanks go out to Jerry for his continued commitment and support. For ticket information please visit: <https://www.eventbrite.com/e/2019-national-philanthropy-day-luncheon-awards-tickets-74484839159>

Executive Director Nancy Lindberg presented a brief history and update of Dolly Parton's Imagination Library fundraising, enrollment, and expenses to date.

Discussion followed with no further questions.

Board Chair Report

Chair Liz Post reported the Executive Committee met on October 7, 2019 at 4:00 pm and reviewed the September 19, 2019 minutes and discussed new business items on the October agenda, all of which are detailed in Gina Millsap's CEO report and set out in each resolution.

The Public Library Association (PLA) conference will be held in Nashville from February 25 thru 29, 2020. The "early bird" registration is through December 20, 2019. Gina would like to know by December 16 if trustees plan to attend. Information on the Public Library Association (PLA) is include in your packet.

There were no questions for the Chair.

Chief Executive Officer

Chief Executive Officer Gina Millsap noted the Public Library Association (PLA) is the conference for public librarians and trustees to attend and encouraged trustees to attend if their schedules permit. If you have questions and/or concerns, please contact Margo Rangel.

Millsap provided a copy of the King County Library Systems (KCLS), Issaquah, WA press release concerning their decision to no longer purchase newly released eBooks from Macmillan Publishers due to their new licensing model. Under Macmillan Publishers new licensing model, a library is limited to purchasing one copy upon release of a new title in eBook format. After an eight-week embargo, only then will Macmillan allow additional copies of that title for sale to libraries. Millsap encouraged trustees to visit to King County Library Systems website: <https://kcls.org/news/kcls>

Discussion followed with no further questions.

Chief of Staff

Chief of Staff Thad Hartman stated that the library is currently meeting with prospective café operators and is looking forward to the taste testing interview.

Request for Qualification (RFQ) Architectural Services deadline is Friday, October 18, 2019. Review and interviewing of RFQ applicants will take place over the next couple of weeks. We hope to present a recommendation at the November 21, 2019 trustees meeting.

Hartman introduced Community Services Supervisor Sandy Hestand. Hestand presented information about the new Bookbike and trailer (BBT). The BBT provides a creative way of engaging the community by participating in more personalized events, such as parades. In addition, the BBT will have access to Wi-Fi, will have reading materials for checkout, register children for Dolly Parton’s Imagination Library, and offer story time. For further information about requesting the library at an event please visit: <https://tscpl.org/services/request-the-library-at-your-event>

Discussion followed with no further questions.

New Business

Bid for Community Center Computer Purchase

On a motion by Joan Hicks, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$56,717 by Inland Business Systems, Inc. of Topeka, Kansas for the purchase of 43 all-in-one computers and 3-year warranty. This expenditure is included in the approved 2019 budget and shall be paid from the General Fund, Digital Services Support line item.

Motion passed unanimously.

Bid Approval for Annual Professional Auditing Services for Three-Year Term

On a motion by Kacy Simonsen, seconded by Kerry Onstott Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by Berberich Trahan & Co., P.A., Topeka, Kansas, to provide annual professional financial statement auditing services for a three-year term as follows:

Year Ended 12/31/2019 (2020 audit expenditure)	\$32,500
Year Ended 12/31/2020 (2021 audit expenditure)	\$33,250
Year Ended 12/31/2021 (2022 audit expenditure)	\$34,000

Motion passed unanimously.

Request for FY 2020 Friends of the Library Funding

On a motion by Jennifer Miller, seconded by Kristen O’Shea, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the request to the Friends of the Library for FY2020.

Motion passed unanimously.

Memorandum of Understanding (MOU) Shawnee Heights 450 Unified School District

On a motion by Beth Dobler, seconded by Kacy Simonsen, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves Memorandum of Understanding (MOU) Shawnee Heights 450 Unified School District presented.

Motion passed unanimously.

Beth Dobler left at 5:15 pm

Stormont Vail Health Campus Re-Design - Discussion

Chair Liz Post lead the open discussion concerning Dr. Rob Kenagy’s presentation at the September 19th Board of Trustees regarding Stormont’s Vail Health’s strategic and long-term design for the hospital’s campus.

Discussion followed with no further questions.

Jennifer Miller left at 5:35 pm.

Adjournment

On a motion by David Monical, seconded by Kristen O’Shea, the meeting was adjourned at 5:40 pm.

Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____

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

Investments and Debt as of October 31, 2019; Bank Account Summary – Page 1

The 30-day General Fund, Municipal Investment pool investment matured on 10/21/19. The funds were transferred to the overnight Municipal Investment Pool. The overnight rate was 1.49% compared to 1.42% for a 30-day or 90-day investment.

Revenue/Expense/Balance by Fund Report – Page 2

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to pending billings and reimbursements by the Library Foundation.

General Fund – Pages 3 through 5

With 83% of the budget year completed, 97% of the budgeted revenue has been received and 77% of the approved budget has been expended/encumbered. This compares to 2018 in which 98% of the budgeted revenue had been received and 75% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2019 was received October 31st as scheduled. The total received for the General Fund was \$200,463.27. The percentage of the ad valorem budget collected year-to-date is 97% which compares to 98% at this time in 2018.

The percentage of year-to-date motor vehicle tax is 86% in 2019 and was 85% at this same time in 2018.

Employee Benefit Fund – Page 6

With 83% of the budget year completed, 98% of the budgeted revenue has been received and 75% of the approved budget has been expended/encumbered. This compares to 2018 in which 98% of the budgeted revenue had been received and 70% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2019 was received as scheduled. The total received for the Employee Benefit Fund was \$64,063.44. The percentage of the ad valorem budget collected year-to-date is 97% which compares to 98% at this time in 2018.

The percentage of year-to-date motor vehicle tax is 84% in 2019 and was 88% at this same time in 2018.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,195,810.49.

Debt Service Fund-Bond & Interest – Page 7

Revenues collected to-date are 99% which is the same compared to this time in 2018.

The October 31st tax distribution totaled \$27,463.90. The percentage of ad valorem tax budgeted is 97% which compares to 98% at this time in 2018.

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved January 19, 2017, notification to the Board is required of all purchases more than \$5,000 and up to \$20,000, including sole source purchases and purchases exempted from the purchasing policy (exempted purchases may exceed \$20,000). Proposed purchases (other than those specifically exempted by the purchasing policy) more than \$20,000 will be brought to the Board for notification and consideration of approval via a resolution.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Digitize Shawnee County Historic Bulletins	\$6,540.00	Backstage Library Works
Approved operating budget	(43) all-in-one replacement computers at area community centers	\$56,717.00	Inland Computer Systems
Approved operating budget	MiTel VOIP phone system annual maintenance	\$10,309.65	Blueally Technology Solutions, LLC
Approved operating budget	Access control door and (2) surveillance cameras for Learning Center	\$7,917.81	Cam-Dex Security Corp.
Approved operating budget	One card reader and access control door for staircase and Claire's Courtyard gate	\$5,633.86	Cam-Dex Security Corp.
Approved FMP budget (professional services are exempt from the Purchasing Policy)	Architectural fees to relocate Technical Services	\$91,777.50	Civium Architecture & Planning PA
Paid from non-tax, non-budgeted funds	Seasonal winter decorations for library	\$19,620.00	Porterfield's Flowers & Gift Shop
Approved operating budget	Electric service for Oct, Nov, Dec – create new PO's due to name change	\$83,500.00	Evergy
Approved operating budget	150 th Anniversary TSCPL tote bags	\$5,124.00	Janway Company USA, Inc.
Change order for existing approved project	Change Order #1 Gallery Remodel – relocate fire line and deduct cost for duct modification	\$17,279.33	Kelley Construction Co., Inc.

Library Materials	Creativebug annual renewal	\$5,191.00	Jo-Ann Stores Holding Inc.
Library Materials	Hoopla online	\$19,727.79	Midwest Tape LLC
Library Materials	Adult DVD's	\$6,300.00	Midwest Tape LLC
Library Materials	World History online annual subscription	\$7,402.06	Gale/Cengage Learning
Library Materials	Large print purchasing plan	\$15,047.00	Gale/Cengage Learning
Library Materials	2020 NewsBank/Topeka-America's obituaries online annual subscription	\$54,204.00	Newsbank
Library Materials	Research database annual renewal	\$11,048.00	Morningstar

Other Items:

- The actual mill levy rates set by the Shawnee County Clerk based on the final assessed valuations were received in October. The following chart lists the actual levy rates for the 2020 budget. The 2020 total mill levy does not exceed the self-imposed limit of 9.786, which is equivalent to the 2019 total mill levy.

Mill Levies:

Description	Approved Budget	Final Set by County Clerk	Difference
General	8.086	8.070	(.016)
Employee Benefit	1.700	1.716	.016
Total	9.786	9.786	0

- There is one resolution on the agenda this month that will create an expenditure.

Bids were received on November 5, 2019 for (75) replacement desktop computers, (40) replacement desktop monitors with a 3-year Advanced Exchange Service warranty. TSCPL recommends awarding the bid to Dell Marketing LP of Round Rock, Texas, in the amount of \$63,578.45.

Additional background information is provided within the resolution.

- Evergy (formally Westar) representatives, Russ Cobb and Jeff Martin, met with Gina Millsap, Thad Hartman, Jim Edwards, Liz Post and Kim Torrey on 11/13/2019. Evergy explained that the closure of the Tecumseh Energy Center will decrease the tax base in Shawnee County which will impact future tax payments to TSCPL. Evergy estimates TSCPL may experience a tax decrease of \$180,000 in 2020 and an additional decrease of \$21,000 in 2021 as a result of the closure.

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

10/31/19

	<u>Balance 1/1/2019</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 10/31/2019</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,754,482.68	\$ 13,421,843.89	\$ 11,653,778.93	\$ 6,522,547.64
Employee Benefits	1,308,606.73	3,033,558.28	2,825,358.84	\$ 1,516,806.17
Capital Improvement	1,833,380.82	16,279.67	503,964.98	\$ 1,345,695.51
Bond & Interest	806,781.00	1,614,951.50	1,648,000.00	\$ 773,732.50
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	35,331.31	49,628.67	35,667.31	\$ 49,292.67
Federal, State & Local Grants	19.03	2,100.00	1,800.00	\$ 319.03
Other Special Revenue	577,947.99	930,357.39	1,109,753.80	\$ 398,551.58
Permanent Funds	230,782.94	(16,708.29)	-	\$ 214,074.65
Totals	<u>\$ 9,547,332.50</u>	<u>\$ 19,052,011.11</u>	<u>\$ 17,778,323.86</u>	<u>\$ 10,821,019.75</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 781,869.60
Restricted Funds-CoreFirst Bank-Checking	464,768.13
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,505,297.00
Cash on Hand	2,394.79
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	8,028,481.91
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 10,997,106.08</u>
Less Pending Claims (invoices posted, but not paid until next month)	71,887.46
Less Deferred Revenue (SAM account payments)	352.15
Less Payroll Deduction and Employer Benefit Liabilities	14,760.35
Less Outstanding Checks	89,086.37
	<u>\$ 10,821,019.75</u>

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

10/31/19

	1/1/2019 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	10/31/2019 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,754,482.68	\$ 13,421,843.89	\$ 1,200,797.62	\$ 10,452,981.31	\$ 6,522,547.64	\$ 808,710.93	\$ 5,713,836.71
Employee Benefit Fund	1,308,606.73	3,033,558.28	-	2,825,358.84	1,516,806.17	1,748.95	1,515,057.22
Capital Improvement Fund	1,833,380.82	16,279.67	502,964.98	1,000.00	1,345,695.51	149,885.02	1,195,810.49
Bond & Interest Fund	806,781.00	1,614,951.50	-	1,648,000.00	773,732.50	-	773,732.50
Non Major Governmental Funds							
<i>State Aid Fund</i>	35,331.31	49,628.67	35,331.31	336.00	49,292.67	-	49,292.67
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	2,100.00	-	1,800.00	300.00	300.00	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,542.72	31.44	-	-	10,574.16	-	10,574.16
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	2,112.20	-	2,112.20	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	63.25	0.10	15.29	17.03	31.03	-	31.03
Friends	134,352.56	242.92	1,127.39	110,537.40	22,930.69	11,084.12	11,846.57
Fun Committee	2,125.97	1,009.57	66.70	461.08	2,607.76	40.00	2,567.76
Gallery Competitions/Exhibits	36,024.48	107.43	-	-	36,131.91	-	36,131.91
Gifts/Memorials (Undesignated)	308,498.77	911,388.73	40,718.20	919,423.78	259,745.52	832,991.18	(573,245.66)
Hathaway Trust - Library Materials	5,131.59	2,318.15	159.11	4,534.37	2,756.26	168.11	2,588.15
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	57,282.26	1,065.30	7,432.61	12,021.30	38,893.65	68.18	38,825.47
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,409.76	3.90	-	150.00	1,263.66	-	1,263.66
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,455.06	13.07	25.07	97.53	4,345.53	259.17	4,086.36
Special Collections	5,674.24	16.92	-	-	5,691.16	-	5,691.16
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.96	0.11	-	-	36.07	-	36.07
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,166.12	6.45	-	-	2,172.57	-	2,172.57
Youth Services	9,091.43	12,041.10	203.25	10,651.49	10,277.79	871.51	9,406.28
<i>Permanent Funds</i>							
Mertz Trust	230,782.94	(16,708.29)	-	-	214,074.65	-	214,074.65
TOTALS	\$ 9,547,332.50	\$ 19,052,011.11	\$ 1,788,841.53	\$ 15,989,482.33	\$ 10,821,019.75	\$ 1,806,127.17	\$ 9,014,892.58

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

10/31/19

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 10/31/2019</u>
				83.0%
Ad Valorem Property Tax	\$ 12,162,389.00	\$ 11,814,442.58	\$ (347,946.42)	97%
Revitalization Rebates	(154,912.00)	(158,683.63)	\$ (3,771.63)	102%
Back Tax	-	192,058.58	\$ 192,058.58	N/A
Motor Vehicle Tax	1,272,889.00	1,088,613.97	\$ (184,275.03)	86%
Recreational Vehicle Tax	11,669.00	10,524.83	\$ (1,144.17)	90%
16/20 M Vehicle Tax	4,924.00	6,288.25	\$ 1,364.25	128%
In Lieu of Tax	5,384.00	2,669.48	\$ (2,714.52)	50%
Watercraft Special Tax**	6,633.00	-	\$ (6,633.00)	0%
Commercial Vehicle Fees	43,162.00	40,746.73	\$ (2,415.27)	94%
E-Rate Reimbursement	73,250.00	28,624.38	\$ (44,625.62)	39%
Miscellaneous Revenue	3,000.00	38,706.22	\$ 35,706.22	1290%
Miscellaneous Revenue - Recyclg	-	2,271.95	\$ 2,271.95	N/A
Salary Refunds-Foundation	95,451.00	73,315.96	\$ (22,135.04)	77%
Salary Refunds-Friends	45,993.00	38,524.80	\$ (7,468.20)	84%
Salary Refunds-Shawnee Cty	21,802.00	18,602.81	\$ (3,199.19)	85%
Vending Machines	4,000.00	2,828.74	\$ (1,171.26)	71%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	77,015.16	\$ (79,984.84)	49%
Debt Collect	-	3,790.40	\$ 3,790.40	N/A
ILL Fees	350.00	1,969.14	\$ 1,619.14	563%
Mailing Fees	120.00	113.49	\$ (6.51)	95%
Non Resident Card Fee	935.00	170.00	\$ (765.00)	18%
Obituary Fees	750.00	455.00	\$ (295.00)	61%
Meeting Room Charges	5,500.00	3,825.00	\$ (1,675.00)	70%
Monday Market Fees	500.00	768.00	\$ 268.00	154%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	58,200.00	134,202.05	\$ 76,002.05	231%
Library Treasurer's Balance	2,317,867.00	-	\$ -	N/A
TOTALS	<u>\$ 16,136,856.00</u>	<u>\$ 13,421,843.89</u>	<u>\$ (397,145.11)</u>	97%

* 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**

10/31/19

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					83.0%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 5,415.30	\$ -	\$ 984.70	85%
Salaries-Facilities	629,003.00	544,544.04	-	84,458.96	87%
Salaries-Overtime	10,000.00	9,629.49	-	370.51	96%
Salaries-Security	375,321.00	241,001.73	-	134,319.27	64%
Salaries-Shelvers	181,115.00	105,041.73	-	76,073.27	58%
Salaries-Staff	7,571,200.00	6,165,048.43	-	1,406,151.57	81%
Conferences	136,570.00	72,810.28	11,833.90	51,925.82	62%
Staff Development & Training	30,000.00	25,243.47	2,258.00	2,498.53	92%
Mileage	9,400.00	6,107.59	2,572.13	720.28	92%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	1,963.20	284.92	(248.12)	112%
Materials-Periodicals	39,500.00	35,824.36	30.00	3,645.64	91%
Materials-Print/Non-Print <1 YR	526,600.00	334,579.28	75,440.62	116,580.10	78%
Materials-Print/Non-Print	1,268,500.00	902,808.01	132,984.72	232,707.27	82%
OPERATIONS:					
Art Purchases	8,000.00	2,098.74	-	5,901.26	26%
Cataloging and ILL Services	89,921.00	64,155.11	27,828.74	(2,062.85)	102%
Contracted-Digital Services	373,600.00	334,264.31	24,250.21	15,085.48	96%
Contracted-Facilities	294,100.00	276,328.44	27,948.02	(10,176.46)	103%
Contracted-Equipment	45,350.00	40,015.89	10,624.38	(5,290.27)	112%
Contracted-Professional	248,230.00	170,935.33	44,362.07	32,932.60	87%
Contracted-E-Rate Services	6,600.00	-	-	6,600.00	0%
Digital Services Support	344,500.00	117,000.91	88,905.48	138,593.61	60%
Furniture/Equipment	95,000.00	4,784.66	815.50	89,399.84	6%
Insurance	53,054.00	52,881.00	-	173.00	100%
Marketing & Communication	48,000.00	28,919.23	9,578.06	9,502.71	80%
Memberships/Dues	24,806.00	17,208.80	9,000.00	(1,402.80)	106%
Miscellaneous	5,000.00	11,126.21	114.83	(6,241.04)	225%
Payments to Other Libraries	113,189.00	-	-	113,189.00	0%
Postage/Shipping	110,160.00	78,627.44	528.99	31,003.57	72%
Printing	113,800.00	71,018.69	5,615.06	37,166.25	67%
Programming	30,000.00	20,840.59	1,700.71	7,458.70	75%
Special Events	-	-	-	-	0%
Special Projects	935,000.00	152,133.26	124,677.39	658,189.35	30%
Supplies-Facilities	77,417.00	43,313.93	33,350.46	752.61	99%
Supplies-Office/Library	76,320.00	62,111.84	5,744.09	8,464.07	89%
Supplies-Processing	48,000.00	30,376.34	3,132.00	14,491.66	70%
Telecommunications	92,700.00	46,639.48	11,980.52	34,080.00	63%
Utilities-Electric	350,000.00	260,374.72	83,736.21	5,889.07	98%
Utilities-Gas	65,000.00	38,959.05	10,980.53	15,060.42	77%
Utilities-Water/Sewage	35,000.00	22,644.15	5,895.85	6,460.00	82%
Vehicle-Gas	36,000.00	20,100.75	-	15,899.25	56%
Vehicle-Repair	32,500.00	36,076.24	22,952.67	(26,528.91)	182%
Contingency/Fund Balance	1,600,000.00	-	-	-	0%
Cash Long/Short	-	29.29	-	(29.29)	N/A
TOTALS	\$ 16,136,856.00	\$ 10,452,981.31	\$ 779,126.06	\$ 3,304,748.63	77%

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

10/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 2,317,867.00	\$ 3,504,014.27	
<u>Revenue:</u>			
Ad Valorem Property Tax	12,162,389.00	11,814,442.58	97%
Revitalization Rebates	(154,912.00)	(158,683.63)	102%
Back Tax	-	192,058.58	N/A
Motor Vehicle Tax	1,272,889.00	1,088,613.97	86%
Recreational Vehicle Tax	11,669.00	10,524.83	90%
16/20M Vehicle Tax	4,924.00	6,288.25	128%
In Lieu of Tax	5,384.00	2,669.48	50%
Watercraft Special Tax	6,633.00	-	0%
Commercial Vehicle Fees	43,162.00	40,746.73	94%
E-Rate Reimbursement	73,250.00	28,624.38	39%
Fees and Charges	172,155.00	129,641.15	75%
Reimbursements	163,246.00	132,715.52	81%
Interest on Idle Funds	58,200.00	134,202.05	231%
	<u>\$ 13,818,989.00</u>	<u>\$ 13,421,843.89</u>	97%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,773,039.00	7,070,680.72	81%
Other Staff Support Costs	175,970.00	120,825.37	69%
Library Collections	1,836,600.00	1,483,915.11	81%
Contracted Services	1,057,801.00	1,020,712.50	96%
Digital Services Support	344,500.00	205,906.39	60%
Furniture/Equipment/Art	103,000.00	7,698.90	7%
Payments to Other Libraries	113,189.00	-	0%
Special Projects	935,000.00	276,810.65	30%
Utilities & Telecommunications	542,700.00	481,210.51	89%
Vehicles	68,500.00	79,129.66	116%
Other Operating Expenditures	586,557.00	485,217.56	83%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,136,856.00</u>	<u>\$ 11,232,107.37</u>	77%
Prior Year Canceled Purchase Orders		<u>\$ 20,085.92</u>	
Unencumbered Balance 10/31/19	\$ -	\$ 5,713,836.71	

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

10/31/19

EMPLOYEE BENEFITS

	<u>2019 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/19	\$ 1,022,227.00	\$ 1,308,606.73	
Revenue:			
Ad Valorem Property Tax	\$ 2,596,006.00	\$ 2,522,032.76	97%
Revitalization Rebates	(33,065.00)	(34,080.85)	103%
Back Tax	-	49,194.14	N/A
Motor Vehicle Tax	433,545.00	362,073.50	84%
Recreational Vehicle Tax	3,975.00	3,539.82	89%
16/20M Vehicle Tax	1,677.00	801.65	48%
In Lieu of Tax	1,440.00	569.77	40%
Watercraft Special Tax*	2,259.00	-	0%
Commercial Vehicle Fees	14,701.00	12,509.09	85%
Refund-Fringe Benefits-Foundation	35,092.00	36,085.01	103%
Refund-Fringe Benefits-Friends	19,246.00	20,538.72	107%
Refund-Fringe Benefits-Shawnee Cty	15,723.00	13,002.95	83%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	83.32	0%
Retiree Payments BC/BS	12,223.00	16,833.90	138%
Interest on Idle Funds	6,000.00	30,374.50	506%
	<u>\$ 3,108,822.00</u>	<u>\$ 3,033,558.28</u>	98%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 6,777.00	\$ 6,478.20	96%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	646,275.00	506,922.84	78%
Ks Public Employees Retirement Sys	803,259.00	687,647.97	86%
Worker's Compensation	76,100.00	57,319.85	75%
Unemployment Tax	8,448.00	9,168.47	109%
Health/Dental Insurance	2,236,385.00	1,556,157.46	70%
Contingency/Fund Balance	350,000.00	-	0%
	<u>\$ 4,131,049.00</u>	<u>\$ 2,827,107.79</u>	75%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 10/31/19	\$ -	\$ 1,515,057.22	

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

CAPITAL IMPROVEMENT

Balance 01/01/19	\$ 1,833,380.82
Revenue:	
Interest received	16,279.67
	<u>\$ 16,279.67</u>
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	653,850.00
	<u>653,850.00</u>
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 10/31/19	\$ 1,195,810.49

STATE AID

Balance 01/01/19	\$ -	\$ 35,331.31
Revenue:		
State Aid	49,628.67	-
	<u>\$ 49,628.67</u>	<u>\$ 49,628.67</u>
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	53,000.00	35,667.31
	<u>\$ 53,000.00</u>	<u>\$ 35,667.31</u>
Unencumbered Balance 10/31/19		\$ 49,292.67

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

10/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 763,318.00	\$ 806,781.00	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,463,467.00	1,421,923.12	97%
Revitalization Rebates	(18,640.00)	(19,129.39)	103%
Back Tax	-	25,783.60	N/A
Motor Vehicle Tax	177,674.00	151,175.72	85%
Recreational Vehicle Tax	1,629.00	1,465.08	90%
16/20M Vehicle Tax	687.00	756.56	110%
In Lieu of Tax	714.00	321.27	45%
Watercraft Special Tax*	926.00	-	0%
Commercial Vehicle Fees	6,025.00	5,563.91	92%
Interest on Idle Funds	2,200.00	27,091.63	1231%
	<u>\$ 1,634,682.00</u>	<u>\$ 1,614,951.50</u>	99%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,600,000.00	\$ 1,600,000.00	100%
Interest	48,000.00	48,000.00	100%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,398,000.00</u>	<u>\$ 1,648,000.00</u>	100%
Unencumbered Balance 10/31/19	\$ -	\$ 773,732.50	

* 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 October 31, 2019

Capital Improvement Funds-VisionBank

\$ 1,505,297.00 at 1.19% (money market account)

Municipal Investment Pool

\$ 8,028,481.91 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average October 1-31, 2019 was 1.4887%.
The 30 and 90 day fixed rates were 1.42%.

Principal Balance of Outstanding Bonds

\$0.00 – Paid in full 9/1/19

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended October 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	10/11/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,967.03	-98526
15	21516	0	10/11/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,102.84	-98526
15	21517	0	10/11/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,161.17	-98526
10	21513	0	10/11/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 896.39	-98526
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 51,127.43	-98526 Total
10	21501	0	10/10/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,409.88	-98522
10	21502	0	10/10/2019	PAYCOM PAYROLL LLC	State W/H	\$ 11,040.09	-98522
15	21521	0	10/10/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 1,891.44	-98522
10	21503	0	10/10/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,808.09	-98522
15	21504	0	10/10/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,808.09	-98522
10	21503	0	10/10/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,480.13	-98522
15	21504	0	10/10/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,480.13	-98522
10	21514	0	10/10/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98522
10	21518	0	10/10/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 1,273.60	-98522
10	41000	313	10/10/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,968.76	-98522
10	41000	313	10/10/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 377.58	-98522
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 87,768.97	-98522 Total
10	21501	0	10/25/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,443.83	-98521
10	21502	0	10/25/2019	PAYCOM PAYROLL LLC	State W/H	\$ 11,297.25	-98521
15	21521	0	10/25/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 25.48	-98521
10	21503	0	10/25/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,028.35	-98521
15	21504	0	10/25/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,028.35	-98521
10	21503	0	10/25/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,547.95	-98521
15	21504	0	10/25/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,547.95	-98521
10	21514	0	10/25/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98521
10	21518	0	10/25/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 1,317.05	-98521
10	41000	313	10/25/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,984.96	-98521
10	41000	313	10/25/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 381.06	-98521
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 87,833.41	-98521 Total
10	21505	0	10/25/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,886.86	-98520
15	21516	0	10/25/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,984.03	-98520
15	21517	0	10/25/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,147.80	-98520
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,018.69	-98520 Total
10	21515	0	10/31/2019	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 27,932.93	-98514
15	21515	0	10/31/2019	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 127,633.21	-98514
15	21515	0	10/31/2019	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 2,215.32	-98514
						\$ 157,781.46	-98514 Total
49	41000	738	10/25/2019	STAR SIGNS LLC	(2) Monument Signs	\$ 30,600.00	11682

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended October 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>RFP was posted and bid was approved by the Board on February 21, 2019</i>		\$ 30,600.00	11682 Total
35	41000	736	10/29/2019	LAIRD NOLLER FORD INC.	2019 Ford Cargo Van	\$ 28,139.00	11683
35	41000	736	10/29/2019	LAIRD NOLLER FORD INC.	Liftgate	\$ 5,602.00	11683
35	41000	736	10/29/2019	LAIRD NOLLER FORD INC.	D Pillar Assist Handles	\$ 55.00	11683
35	41000	736	10/29/2019	LAIRD NOLLER FORD INC.	(2) Additional Keys	\$ 68.00	11683
35	41000	736	10/29/2019	LAIRD NOLLER FORD INC.	Reverse Sensing System	\$ 269.00	11683
35	41000	736	10/29/2019	LAIRD NOLLER FORD INC.	Extended Running Boards	\$ 596.00	11683
				<i>RFP was posted and bid was approved by the Board on June 20, 2019</i>		\$ 34,729.00	11683 Total
10	21512	0	10/3/2019	DELTA DENTAL OF KANSAS, INC	EE October Premiums	\$ 2,794.68	94346
15	21512	0	10/3/2019	DELTA DENTAL OF KANSAS, INC	ER October Premiums	\$ 10,461.80	94346
15	21512	0	10/3/2019	DELTA DENTAL OF KANSAS, INC	Retiree October Premiums	\$ 207.43	94346
						\$ 13,463.91	94346 Total
10	41000	301	10/3/2019	OCLC, INC.	oclc cataloging & ill	\$ 11,636.45	94359
				<i>2019 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 11,636.45	94359 Total
10	41000	310	10/3/2019	SPRINGSHARE LLC	Springshare renewal	\$ 5,087.00	94363
				<i>2019 approved operating budget - annual software maintenance renewal</i>		\$ 5,087.00	94363 Total
10	41000	326	10/11/2019	CYPRESS MEDIA LLC	2019 Library News (5)	\$ 9,319.99	94373
						\$ 9,319.99	94373 Total
10	41000	351	10/11/2019	WESTAR ENERGY	Electric Service	\$ 35,834.53	94389
						\$ 35,834.53	94389 Total
10	41000	420	10/18/2019	COREFIRST BANK & TRUST	File Cart on Wheels	\$ 38.99	94395
10	41000	420	10/18/2019	COREFIRST BANK & TRUST	48X60 Carpet Flr Matt Cle	\$ 69.99	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	DVD Drive	\$ 27.21	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Oculus Quest	\$ 399.00	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Amazon echo dot	\$ 47.49	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Phone holders	\$ 89.90	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Velcro 1/2 x 25 yd	\$ 15.75	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Networx Cat 6 RJ45 w/load	\$ 30.23	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Cable comb	\$ 44.88	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Cable matters keystone	\$ 6.99	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Girl, Stop Apologizing	\$ 64.75	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Girl, Wash Your Face (h)	\$ 62.45	94395
10	41000	420	10/18/2019	COREFIRST BANK & TRUST	Toshiba EM131A5C-BS Micro	\$ 104.71	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	10 Pcs Steel Hook Needle	\$ 5.99	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Gold tissue paper set	\$ 11.99	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	red and white tissue pape	\$ 7.99	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Glitter tissue paper	\$ 14.99	94395
10	41000	410	10/18/2019	COREFIRST BANK & TRUST	ice maker	\$ 95.96	94395

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended October 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	green chenille stems	\$ 7.98	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	fall color tissue paper	\$ 29.98	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Amazon Echo	\$ 94.99	94395
10	41000	420	10/18/2019	COREFIRST BANK & TRUST	Fellowes Jupiter Laminato	\$ 206.97	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Rode 3.5mm patch cable	\$ 30.00	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Hosa Y cable	\$ 4.95	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Rode Lav mic	\$ 278.00	94395
10	41000	323	10/18/2019	COREFIRST BANK & TRUST	membership fee	\$ 259.00	94395
10	41000	310	10/18/2019	COREFIRST BANK & TRUST	PromptSmart Pro - Telepro	\$ 43.64	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Headset	\$ 150.00	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	rode wifeless mic system	\$ 278.00	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Vive Focus	\$ 599.00	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Facebook Portal	\$ 248.00	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	Google nest hub	\$ 281.61	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	google home	\$ 99.00	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	google home mini	\$ 62.54	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	hp 404n	\$ 756.00	94395
10	41000	326	10/18/2019	COREFIRST BANK & TRUST	business cards	\$ 20.63	94395
10	41000	326	10/18/2019	COREFIRST BANK & TRUST	shipping & handling estim	\$ 2.40	94395
10	41000	320	10/18/2019	COREFIRST BANK & TRUST	HP Color LaserJet Pro M25	\$ 421.98	94395
10	41000	410	10/18/2019	COREFIRST BANK & TRUST	Bullet Receptacle	\$ 587.08	94395
10	41000	911	10/18/2019	COREFIRST BANK & TRUST	import tax	\$ 98.74	94395
10	41000	310	10/18/2019	COREFIRST BANK & TRUST	beaverbuilderpro	\$ 119.40	94395
10	41000	310	10/18/2019	COREFIRST BANK & TRUST	Google Play Developer	\$ 25.00	94395
10	41000	700	10/18/2019	COREFIRST BANK & TRUST	SHOPSMARTER	\$ (11.94)	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	lion hand puppet	\$ 17.99	94395
10	41000	420	10/18/2019	COREFIRST BANK & TRUST	enclosed tackboard	\$ 320.88	94395
10	41000	420	10/18/2019	COREFIRST BANK & TRUST	Yllo Buff Pads 10 pk	\$ 150.00	94395
10	41000	420	10/18/2019	COREFIRST BANK & TRUST	Grn Buff Pads 10 pk	\$ 150.00	94395
10	41000	420	10/18/2019	COREFIRST BANK & TRUST	Red Buff Pads 10 pk	\$ 150.00	94395
10	41000	420	10/18/2019	COREFIRST BANK & TRUST	Yllo Pad holder velcro	\$ 11.37	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Sashiko sampler coasters	\$ 37.12	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Sashiko thread var. green	\$ 2.29	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Sashiko thread var. orang	\$ 2.29	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Sashiko thread red	\$ 1.89	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	1 yd. Essex Iron #408 fab	\$ 10.00	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Chenille needles sz 22	\$ 8.07	94395
10	41000	322	10/18/2019	COREFIRST BANK & TRUST	Gold event sponsor	\$ 750.00	94395

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended October 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	10/18/2019	COREFIRST BANK & TRUST	Soundtrack your brand	\$ 26.99	94395
10	41000	323	10/18/2019	COREFIRST BANK & TRUST	Jesse Maddox	\$ 189.00	94395
10	41000	323	10/18/2019	COREFIRST BANK & TRUST	Felicia Hillebert	\$ 189.00	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Venus Fly Trap	\$ 5.81	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Shipping	\$ 6.55	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Sesame Street Chalk stick	\$ 34.10	94395
10	41000	330	10/18/2019	COREFIRST BANK & TRUST	Fundamentals Box Set with	\$ 28.56	94395
				<i>Miscellaneous online orders paid by credit card</i>		\$ 7,924.12	94395 Total
10	41000	322	10/18/2019	JANWAY COMPANY USA, INC.	wristlet	\$ 12,000.00	94415
				<i>2019 approved operating budget - marketing/communication items to distribute to local schools</i>		\$ 12,000.00	94415 Total
						\$ 595,124.96	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

November, 2019

Library News and Project Updates

Dolly Parton's Imagination Library

As of October 30, 2019, there are 5,428 children registered; recall that earlier in the month, that total was 5,379 children registered in Topeka and Shawnee County. We are now at 49% of the children between birth and five. A total of 1,952 children have graduated, i.e. aged out of the program since its inception in 2017.

Agenda Items

2020 Community Impact Goal Priorities

Chief of staff Thad Hartman and I will share the priority initiatives for work plans for the community impact goals in the coming year.

Bid for Desktop Staff Computers

All computers for staff and the public are on a 4-year replacement cycle. These are computers for staff use. Note that we are purchasing 75 computers (CPUs) and 40 monitors and are re-using 35 monitors that are in good condition. Please see the resolution sheet for background and fiscal note.

Loaned Employee Agreement, The Library Foundation FY 2020

Loaned Employee Agreement, Friends of the TSCPL Library for FY 2020

Each year the loaned employee agreements with the TSCPL Friends of the Library and The Library Foundation are reviewed and approved by the Board of Trustees and the Friends and Foundation boards.

Note there is one change in the Friends' agreement. In the FY2020 budget we changed the amount the Library contributes to the Friends Executive position compensation from 20% to 50%. That is in line with how the Library split the expenses with The Library Foundation for the Executive Director position. The 2020 agreements are contained in the board packet.

Audit Committee Appointments

Per the trustee bylaws Article IV: Committees, Section 3. Audit Committee:

"The Chair shall appoint three trustees, one of whom shall be the Treasurer who will chair the Committee, with the approval of the Board to the Audit Committee. The Committee reviews the audit draft for recommendation to the full Board." Chair Liz Post will ask for volunteers to serve on this committee at the board meeting.

Memorandum of Understanding (MOU) Shawnee County Park and Recreation

In 2012 the Topeka and Shawnee County Public Library and the Shawnee County Parks and Recreation Department signed a Memorandum of Understanding (MOU) establishing a partnership and agreement for an exchange of services and staff support with Shawnee County. This successful collaboration between the Library and the County allowed the County to continue providing public computers in the community centers that they were not staffed or equipped to maintain. The MOU provided the Library with the opportunity to extend its reach

to some of the most underserved community members without investing in facilities. Shawnee County pays for one half of a computer technician to maintain the hardware and software.

The updated MOU is in the board packet for your review. Library counsel Chuck Engel has reviewed it. Once the Library Board of Trustees has approved the continuation of the agreement, it is anticipated that the Shawnee County Commission will review and approve it as well.

Professional Activities/Community Contacts

October 11	Participated in café vendor interviews.
October 14	Attended The Library Foundation’s Finance Committee meeting
October 15	Attended Intergovernmental Cooperation Council meeting.
October 16	Attended The Library Foundation’s Board of Trustees meeting
October 17	Attended Board of Trustees meeting
October 18	Attended 712 Innovations Executive Committee meeting
October 23 - 30	Participated in the tasting phase of café vendor interviews
October 29	Conference call with Ashley Teagle, Executive Director, Wicomico Public Libraries for mentoring and coaching
October 30	Attended Kaw Valley Bank check presentation for Dolly Parton’s Imagination Library
October 31	Attended Hallelujah Night at Antioch Family Life Center and gave away books and shared information about Dolly Parton’s Imagination Library
November 5	Attended Momentum 2022 Quarterly Implementation Committee Meeting
November 6	Toured Johnson County Library’s new Lenexa City Center Library
November 7	Attended Association of Fundraising Professionals Topeka Chapter Philanthropy Day luncheon, honoring TSCPL volunteer and donor Jerry Reed. Participated in Community Broadband Task Force Conference Call
November 12	Attended Trustee Executive Committee Meeting and Friends of Library Board Meeting
November 13	Attended Evergy Tecumseh Plant discussion meeting. (Please see CFO Kim Torrey’s report for information Evergy representatives shared on the closing of one of their oldest coal-burning plants and the impact it will have on library tax revenues.)

In Process

Momentum 2020

On November 5, I attended the last meeting of the Implementation Task Force. M2022 has a new organizational structure. The Greater Topeka Partnership has decided not to pursue the development of a collective impact model for early childhood literacy and education or a cradle to career pipeline.

I have begun discussion with our partners on how we want to proceed with our kindergarten readiness community impact goal. We have always felt that a collective impact model should be a long-term strategy to allow all early childhood stakeholders and service providers to leverage resources and achieve more impact together than we could unilaterally.

Kansas Health Foundation (KHF) Communities Supporting Early Literacy Initiative Grant (CSEL)

Building on its focus on early childhood literacy, the KHF has announced a grant initiative intended to support eight school districts and their community partners across Kansas to engage diverse voices in implementing their ideas to improve literacy outcomes. This three-year initiative will offer up to \$300,000 to the school districts in Arkansas City, Dodge City, Garden City, Kansas City and Turner-KC, Liberal, Topeka and Wichita starting in spring 2020.

KHF will consider a single, collaboratively-developed proposal from each targeted school district listed above, for a total of eight grant awards through this initiative. Grantees are strongly encouraged to include a diverse group of partners in the collaborative to implement their plan. Lead organizations responsible for submitting the proposal and serving as the grantee may include any eligible organization, such as:

- Organizations serving school systems and/or childcare providers;
- Community-based nonprofits or coalitions;
- Educational institutions, including school districts;
- Local community foundations;
- Faith-based organizations; or
- Local governments.

We are currently in discussions with the Topeka School District and the United Way of Greater Topeka on what our collaborative approach for this grant will be.

Invitation from Dr. David Lankes, Director of the University of South Carolina's School of Library and Information Science

David Lankes is a thought leader in the library industry. He has invited TSCPL to be one of a handful of libraries that will work with him on re-designing graduate library education. Given our (as well as many colleagues across the country) current level of dissatisfaction with library education, I feel this is an excellent opportunity to take a positive and productive approach to helping develop a new education model for future librarians. The only commitment we are making is staff time to help with brainstorming and the development of a model that Dr. Lankes is proposing. I want you to be aware of this because we may be asked to participate in the new model in the future.

Community Broadband Project

The Task Force has had its last conference call with our consultant Tilson Technologies. We are agreed that the project has been completed, at least as much as is possible. Tilson will develop a memo written to the JEDO Board that will be submitted for inclusion in the December JEDO board meeting packet that summarizes the final phases of the project and officially declares the completion of the work to be done by Tilson.

The final deliverable is the development of a business assistance guide for broadband companies, but unless and until the City and County complete the reviews of their policies/requirements, it is not productive to prepare that guide. When and if that does occur, Tilson has provided a template for the City and County to use when communicating that information.

This project did not turn out as the task force wished. We had intended to develop a comprehensive plan for broadband services, based on community needs and aspirations. With the loss of the former mayor and a county commissioner who were both committed to the project, we lost momentum, political interest, and support. It is my hope that we've laid the groundwork with good data and information for future broadband planning for Topeka and Shawnee County.

Café Operator Selection Process

As I wrote to you in an email, the selection committee recommended Engroff Catering as the new Millennium Café operator. We had a rigorous selection process with a committee comprised of The Library Foundation chair Marilyn Ward, Foundation executive director Nancy Lindberg, chief of staff Thad Hartman, and the CEO.

We are working with library attorney Chuck Engel on two new agreements. One will be a food service agreement between The Library Foundation and Engroff Catering. The other will be an updated agreement between TSCPL and The Library Foundation for the provision of a Café operator. Engroff has already agreed to hire all current Café employees and will be providing benefits, which Café employees have not previously had. The Millennium Café will continue to be branded as the Library's Café.

Once we have a contract, we will be developing the transition plan with Engroff taking over operation of the Café on January 2, 2019.

Website Development RFQ Process

We have received 26 responses to the RFQ issued for website development and hosting services. This will be a significant expenditure in FY2020. We elected to not hire the web developer/programmer position that we've had for a number of years because it's become increasingly difficult to find a qualified, reliable programmer who is interested in permanent employment at the library.

The money for that position is in the FY2020 budget and will be re-allocated to professional services for outsourcing web development and hosting services. This is also a more fiscally conservative approach because while the first-year investment will be approximately what we would pay annually for the position, succeeding years' expenses for maintenance and updates should be significantly less.

A selection committee comprised of digital services director David King, web administrator and multimedia coordinator Michael Perkins, communications and marketing director Diana Friend, and the CEO is evaluating the proposals, selecting candidates for interview, and determining with whom we'll contract for these services.

Architectural Services RFQ Process

We are in the interview phase of this selection process. TSCPL trustee Shawn Leisinger, chief of staff Thad Hartman, facilities and security manager John Kugler, public services director Marie Pyko, and the CEO make up the selection committee.

Note: While this is considered professional services and typically would not require Board action, I am seeking direction from the Board on whether it wishes to approve the selection committee's recommendation. Please give this some thought and we may add an action item to this effect or not as you choose. I anticipate bringing a recommendation to the Board at its December meeting.

Please take a look at this...

In 2018 the International Federation of Library Associations (IFLA,) an organization with members in over 140 countries, published the [Global Vision Report](#). I encourage you to read the [Summary](#), which lists highlights and opportunities, and consider how our community impact goals and our approach to community engagement aligns with libraries throughout the world.

I'm struck by the potential power libraries have to effect positive change through our shared values, the consensus we have on our role in our communities, and the opportunities we have to make a real difference in our communities.

This is an ongoing project – IFLA has an "[Ideas Store](#)" on its website where librarians and library advocates can submit and share ideas. From Vietnam to North Africa, you can see that while our circumstances are different, our concerns and commitment are the same. As we talk about our community impact goal priorities for 2020, this is a way to get some context for what TSCPL is doing in our community.

Gina Millsap

Chief Executive Officer

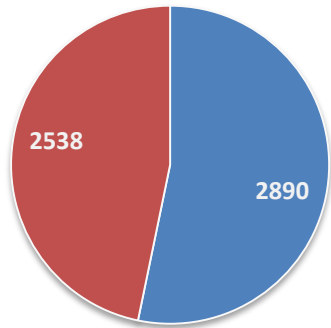
Topeka and Shawnee County Public Library 11/13/2019

Number of children currently enrolled: **5,428**

Number of graduated children: **1,952**

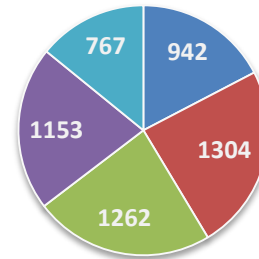
Sex of Participants

■ Male ■ Female

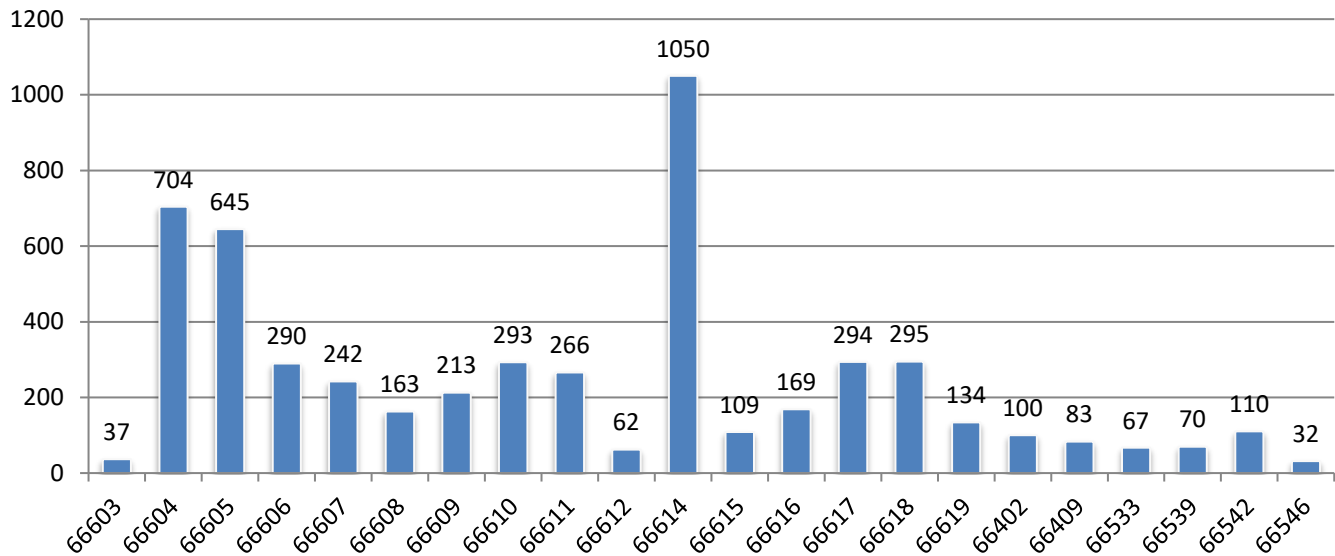


Age of Children

■ 4-5 yrs old ■ 3-4 yrs old ■ 2-3 yrs old
■ 1-2 yrs old ■ 0-1 yrs old

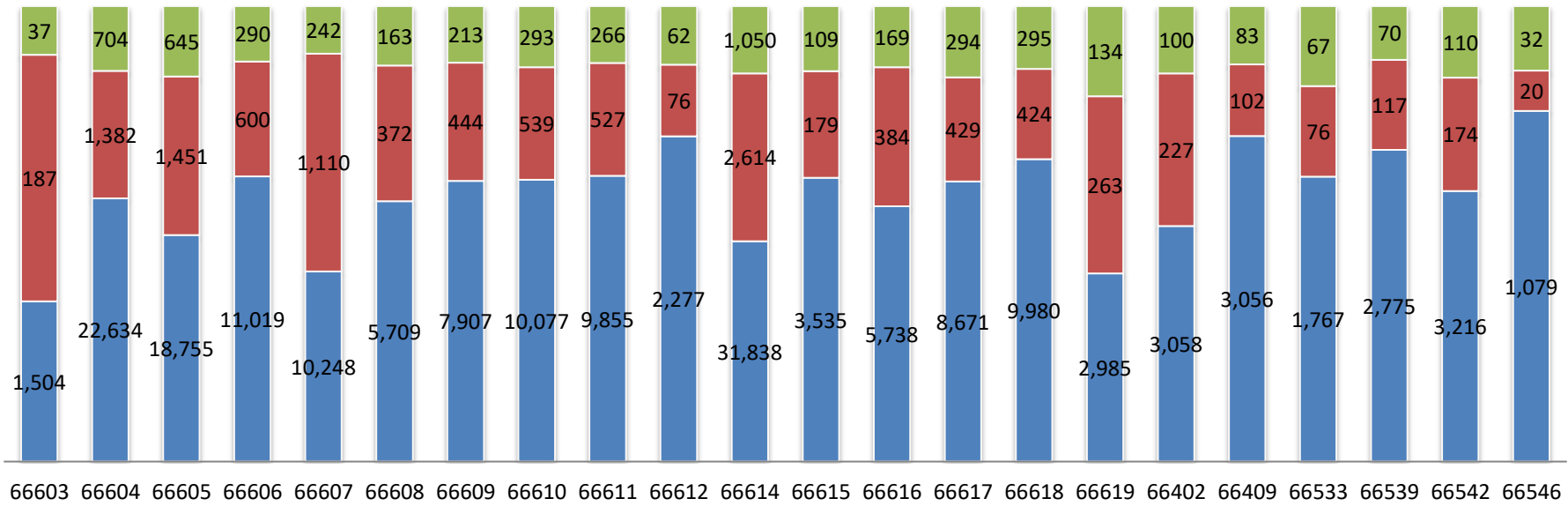


Zip Codes of Children

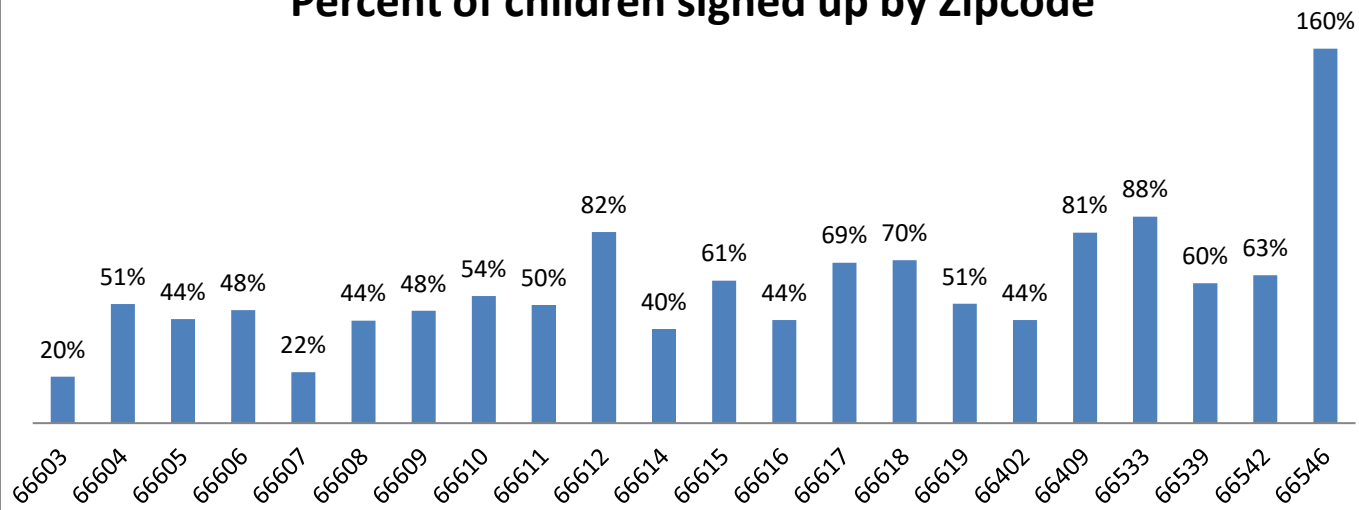


October 2019 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



Data Source: 2017 ACS 5-Year Population Estimate

Chief of Staff Report

Thad Hartman

November 21, 2019

Gallery

This past week we received the structural steel for the Gallery renovation, which was one of the major milestones of the project. These steel beams were brought in early one morning and it was quite a feat of maneuvering to bring them into the Gallery. The largest beam was approximately 35 feet long. It took several maneuvers with the beam in the rotunda before they were able to finally get it into the Gallery. I know the contractors are happy to have this portion of the project completed.



One of the next major milestones will be to reroute the water line into the new staff work area. They will do this on Thursday, November 14, and during that time the water will be shut off in part of the second floor, including the public restrooms outside of Administration. All the other restrooms will be available. This should only take a day and the water will back on Friday, November 15.

Duncan Smith and Community of Readers

The Community Impact Goal “Topeka & Shawnee County will be an engaged community of readers” will be one of our major priorities in 2020. One aspect that we feel is imperative to accomplish this goal is to have the proper training and expectations for our staff. In order to create an internal culture of reading we have been working with a consultant on a training plan for library staff. We plan to initially focus on a group of 15 staff members that can then be replicated for the rest of the library.

The consultant we have been working with is Duncan Smith, who founded the readers advisory service [Novelist](#) in 1994. Novelist is an online resource that is designed to help librarians and the public find their next great book and celebrate reading. For over 20 years Duncan Smith and Novelist have continued to innovate and develop solutions for readers' advisory, catalog enrichment, email newsletters, library marketing, and more. Even with all the technological updates, the focus has remained on how to help libraries help readers.

Duncan Smith has done similar training with another library, and he is very excited to work with us on this initiative. We are in the process of finalizing how we will work with him and his team. In next month's financial statements, you will see a payment for these contracted services for \$32,000. This funding will come from our State Aid distribution.

Currently we have some librarians who have very strong readers advisory skills, but it's something that is not consistent across the library. We also don't have our spaces set up to showcase readers and reading. Our goal is become much more proactive in our approach to readers advisory so that customers don't have to know what to ask and where to ask it in order to get the help they need.

We want our staff to be reading champions who are actively helping customers throughout the library and selling them on books and reading. In addition to this, we want to find out how we can organize our space so that the focus is on readers and reading. Finally, we want customers to be able to expect the same high-quality level of service, regardless of the staff member they encounter in the library. We think working with Duncan Smith will help us achieve these goals which will be a major first step in our approach to this community impact goal.

Architect RFQ

We had seven responses to our Request for Qualifications for architectural services from firms in Topeka, Lawrence, and Kansas City. We will be interviewing five of the firms, with the first interview on November 14 and the final interview on November 20. We hope to make a decision shortly after the final interview, although we may decide to make some site visits or follow up with a smaller group of finalists. So far, we have been very impressed by the quality of candidates.

Technical Services RFP

The last major Facilities Master Plan project in 2019 is the renovation of the old Talking Books storage area on the lower level. This project will allow us to move the Technical Services department into this space in 2020. A few months ago, Scarlett presented at the board meeting about her and her team's work with John Huber to design their space and their process to be as efficient possible. This new space incorporates the design they helped create, along with making all the necessary changes to convert a storage area into an office space for 16 people.

Moving Technical Services is necessary for us to create additional public space on the second floor, which will be one of the major projects in 2020. The Request for Proposal for the relocation of the Technical Services department was posted on November 12 and will close on December 2. We plan to have a resolution on the recommended bid at the December board meeting, along with a resolution on a bid for furniture for the staff in the new work space.

Department Highlights

Readers Services

Autumn Friedli, Public Services Supervisor

We have a new Red Carpet Outreach Vehicle! Earlier this year, the beloved Red Carpet Outreach Vehicle was put out to pasture and a rental vehicle was used in the interim. Earlier this month the new vehicle, a commercial cargo van, was received. The new vehicle is equipped with a lift to help staff load and unload the vehicle at their sites. The cargo van is a smaller vehicle than the previous delivery vehicle and is more maneuverable and user friendly. This new van will allow more flexibility in deliveries. The vehicle will soon be getting its new wrap design thanks to Communications & Marketing. The purchase of this vehicle was made possible by the Library Foundation.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Several stories from the Learn & Play bus have come across my desk this month. One that I'll mention came from Sherry Hess. While at the Hillcrest location, a family who is a regular at Western Hills came on the vehicle. The mom and her two kids talked back and forth about the toys they were using. About 20 minutes later a grandmother and her grandson came onto the LAP bus and joined in the merriment. Conversation began between the mom and grandmother about the library. The mom gave a wonderful testimony of the value of the library. Then the mom praised the grandmother for being involved in her grandson's life and noted how she wished her in-laws, who are local, were like that. The grandmother offered her reciprocal encouragement. Sometimes the importance of what we have to offer the community is community.

This past month, the Family Zone included a zoo. Imaginative play experiences included a vet center, a commissary, and opportunity to build animal habitats. Enclosures and towers were built and knocked over. Kids counted hay bales to feed elephants and looked at x-rays for tigers.

We are expanding our relationship with the Kansas Children's Discovery Center. They will take part in the afterschool activities that we have for Curious Kids following snack on Wednesdays from 4:30-5:30 now through mid-May. They have presented twice so far. The first program included experimenting with physics using wooden balls, plastic bridges and a rubber track.

Fans of Mo Willem's participated in Adventurer's Wanted this past weekend. This author's contemporary characters can be found in picture books and early readers. Activities reflected especially books of Pigeon, Elephant and Piggie. Ice cream was made, and buses were driven.

We are currently reviewing applications for the open Teen Librarian position.

Digital Services

David King, Digital Services Director

Digital Services has been very busy this month. We've been working out details on a few large projects, working on RFPs, and moving computers to different parts of the library. Here are some highlights:

- We moved some computers from the New Media area of the library to David J's Place, the teen space located in the Kids Library. We did this for two reasons: it gives customers a bit more elbow room in the Living Room area and it has also helped move some of younger customers, who are gaming enthusiasts, to David J's Place. For them, gaming is very social, so it gives them a better space to play and talk.
- DS, the CEO, and Marketing are working on scoring the responses we received for the website RFQ. We received 26 responses, and some of these potential vendors have really good ideas on how to improve our website.
- We are leading a group of staff in working out the details of the new Communico product. We are on track to go live with the product in February.
- DS has also started work on Stackmap. Stackmap is an add-on to the Bibliocommons library catalog that shows you where an item is located in the building, by way of a digital map.

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

I'd like to provide an update on a cross-departmental project that is actively in development. Earlier this year, we worked with John Huber, president of the management consulting firm, J. Huber and Associates. As I shared in the June 2019 board report, Mr. Huber has authored two books on the concept of "lean library management" and has worked for over 25 years with libraries interested in applying Lean principles to their work.

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

Using the principles of Lean, a team of Technical Services and Bookmobile staff have been working together to analyze and apply Lean principles to the management of Bookmobile collections. In the project charter for this team, we have a stated goal of developing an evidence-based collection management system for Bookmobile collections. This system is supported by 3 major components:

- **The development of a LEAN workflow for Bookmobile collections.**
 - A defined workflow for collections
 - Elimination of redundancies and inefficient activities
 - A process for Bookmobile staff to easily identify new items

- **The development of collection performance metrics for Bookmobile collections.**
 - Increased checkouts/turnover rates for Bookmobile collections
 - Holds processing management to increase circulation
 - Evidence-based budget management from Bookmobile collections

- **The development of stronger connections between Technical Services and Bookmobile staff regarding the selection, management, and performance of Bookmobile collections.**
 - Improved communication between Technical Services and Bookmobile staff
 - Defined collection responsibilities for Technical Services and Bookmobile staff
 - Creation of collections that are relevant to Bookmobile customers
 - Creation of collections that have a measurable “balance” with selection and organization on the vehicles and BKM dock

We are currently working on understanding the workflow of materials from the moment they are selected for a Bookmobile collection to the moment they are on the bus ready to go out to a customer. Bookmobile collections have a “need for speed” in serving readers in our community. We are working successfully together to determine the best size, scope, content selection, and management practices for Bookmobile collections. As with all collections, it is our goal that Bookmobile collections meet the needs and wants of our customers. This is an exciting project and a way to further apply the principles of Lean in our work.



Resolution – Bid for Computer Purchase

BOARD OF TRUSTEES

November 21, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$63,578.45 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 computer replacement cycle and is included in the approved 2019 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 October 9, 2019, 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 4 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 October 17, 2019. Proposals were due by 2:00 pm on November 5, 2019 and were opened in a public meeting that day. Bids were received from six (6) companies, including two from Topeka. The Digital Services Supervisor reviewed all the bids and determined that all met the basic specifications. One vendor bid only on the monitors.

Staff Recommendation:

TSCPL staff recommends approving the bid of \$63,578.45 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 2019 General Fund budget.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2019 Public Desktop Computer Bid Tally

Vendor	Inland Business Systems	Dell Marketing L.P.	Ur1Stop	ISG Technology	CDI Technologies	mVation Worldwide, Inc.
Location	Topeka, KS	Round Rock, TX	Rolling Meadows, IL	Topeka, KS	Markham, Ontario	Glen Cove, NY
Computer Model	Dell OptiPlex 5070	Dell OptiPlex 3070 SFF	Not Specified	HP ProDesk 600 G5	Did not bid on computers	Dell OptiPlex 3070 SFF
Price Each	\$ 1,199.26	\$ 786.47	\$ 902.95	\$ 1,077.00	\$ -	\$ 1,012.23
Monitor Model	Dell P2219 22" LED	Dell P2219 22" LED	Not Specified	Philips 21.5" LCD	ASUS 21.5" Full HD	Dell P2219H 22"
Price Each	\$ 166.61	\$ 114.83	\$ 186.09	\$ 145.00	\$ 106.00	\$ 148.91
Total Bid Price	\$ 96,608.90	\$ 63,578.45	\$ 75,164.85	\$ 86,575.00	\$ 4,240.00	\$ 81,873.65
Local Vendor	Yes	No	No	Yes	No	No
3-Year Warranty	Yes	Yes	Yes	Yes	Yes	Yes
Bid Form Completed - Req'd.	Yes	Yes	Yes	Yes	Yes	No

*Award to lowest bidder.



**Resolution – Loaned Employee Agreement, The Library Foundation
for FY 2020**

**BOARD OF TRUSTEES
November 21, 2019**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County
Public Library, approves the Foundation Loaned Employee Agreement for
FY 2020 as presented.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2020 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, (hereinafter the “Library”) and The Library Foundation, a Kansas nonprofit corporation with its principal place of business located at 1020 SW Washburn Avenue, Topeka, Kansas, (hereinafter the “Foundation”) and made this 21st day of November 2019.

WHEREAS, the Foundation requires additional support services from the Library, and the Library is willing and able to provide such additional support services to the Foundation,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Foundation beginning January 1, 2020 and ending on December 31, 2020 the services of the following support staff:
 - Development professional,
 - executive director,
 - b. Retain the support staff as employees of the Library, and for no purpose shall the support staff be considered employees of the Foundation, and
 - c. Pay the support staff salaries and fringe benefits as agreed between the Library and the individual support staff, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the support staff individually.
2. The Foundation shall:
 - a. As consideration for the services of the support staff, pay to the Library the total amount of salary and fringe benefits of the development professional, and one-half of the amount of the salary and fringe benefits of the executive director, as billed by the Library, and
 - b. Consent to the support staff being subject to all the Library’s rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days’ written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Gina Millsap, Chief Executive Officer
1515 SW Tenth Avenue
Topeka, Kansas 66604,

Foundation: Nancy Lindberg, Executive Director
1020 SW Washburn Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

**Topeka & Shawnee County Public
Library**

Liz Post, Chair

The Library Foundation

Marilyn Ward, Chair



**Resolution – Loaned Employee Agreement, Friends of the Library
for FY 2020**

**BOARD OF TRUSTEES
November 21, 2019**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County
Public Library, approves the Friends of the Library Loaned Employee
Agreement for FY 2020 as presented.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2020 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library hereinafter the "Library;" and The Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas nonprofit corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, hereinafter the "Friends" and made this 21st day of November 2019.

WHEREAS, the Friends requires additional support services from Library, and the Library is willing and able to provide such additional support services to the Friends,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Friends beginning January 1, 2020, through December 31, 2020, the services of an executive,
 - b. Retain the executive as an employee of the Library, and for no purpose shall the executive be considered an employee of the Friends, and
 - c. Pay the executive's salary and fringe benefits as agreed between the Library and the executive, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the executive.
2. The Friends shall:
 - a. As consideration for the services of the executive, pay to the Library fifty percent (50%) of the total amount of the executive's salary and fringe benefits as billed by the Library beginning on January 1, 2020, and each month thereafter until December 31, 2020, and
 - b. Consent to the executive being subject to all the Library's rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days' written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.
5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Gina Millsap, Chief Executive Officer
1515 SW Tenth Avenue
Topeka, Kansas 66604, or

Friends: Sherryl Longhofer, President
The Friends of the Topeka and
Shawnee County Public Library
1515 SW Tenth Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

Topeka & Shawnee County Public Library

Liz Post, Chair

**The Friends of the Topeka and Shawnee
County Public Library, Inc.**

Sherryl Longhofer, President



Resolution - Audit Committee Appointments

**BOARD OF TRUSTEES
November 21, 2019**

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

Kacy Simonsen, Chair

Members to be named at board meeting.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Memorandum of Understanding with Shawnee County Parks and Recreation Department, renewal

**BOARD OF TRUSTEES
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
November 21, 2019**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the updated Memorandum of Understanding with Shawnee County Parks and Recreation Department as presented.

Background information:

In 2012 the Topeka and Shawnee County Public Library and the Shawnee County Parks and Recreation Department signed a Memorandum of Understanding (MOU) establishing a partnership and agreement for an exchange of services and staff support with Shawnee County. This successful collaboration between the Library and the County allowed the County to continue providing public computers in the community centers that they were not staffed or equipped to maintain. The MOU provided the Library with the opportunity to extend its reach to some of the most underserved community members without investing in facilities. Shawnee County pays for one half of a computer technician to maintain the hardware and software.

This MOU renews the agreement for an additional two years and updates the salary schedule for 2020-2021. The updated agreement lasts through December 31, 2021. This extends the agreement a month beyond the standard two-year time period. This will allow the salary figures and time frame for future agreements to be consistent with our budget year.

The agreement also adds Shawnee North Community Center to our list of public computer labs. In recent months the internet access at Shawnee North Community Center was upgraded and is now capable of supporting a computer lab. Adding a computer lab to Shawnee North has always been a goal, and with this upgrade it is now a possibility.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

SHAWNEE COUNTY CONTRACT NO. C _____-2019

MEMORANDUM OF UNDERSTANDING

THIS Memorandum of Understanding hereinafter referred to as the “Agreement,” is made on this ____ day of _____, 2019, by and between the **TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY**, a Kansas municipal corporation hereinafter referred to as the “Library;” and **THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF SHAWNEE, KANSAS**, a Kansas municipal corporation, hereinafter referred to as the “County”.

WHEREAS, the Library and the County entered into a Memorandum of Understanding on November 29, 2012 as Shawnee County Contract No. C771-2012 hereinafter referred to as the MOU1 and C381-2013 on August 12, 2013, hereinafter referred to as MOU 2; and

WHEREAS, the Library and the County seek to amend and extend both MOU1 and MOU2 as amended herein and adjust rates for the Library employee in Exhibit A; and

WHEREAS, the Library and the County seek to adjust “Article II – Computers and Equipment” as amended herein;

NOW THEREFORE, in consideration of the premises and the mutual promises and agreements herein set forth, the Library and the County agree as follows:

1. ARTICLE I of the MOU shall be amended to read as follows:

“ARTICLE I – Term

“The Term of this Agreement shall be for the period beginning on December 1, 2019, and ending on December 31, 2021, provided however, the County shall have the right to renew this Agreement for an additional two (2) years following the expiration of the Term, provided that the County has substantially complied with all of the terms and conditions of this Agreement.”

2. ARTICLE II of the MOU shall be amended to read as follows:

“ARTICLE II – Computers and Equipment

“The Library, in furtherance of its governmental purposes, has purchased, distributed and installed forty three (43) computers and seven (7) printers in the Rice, Central Park, Garfield, Crestview, Hillcrest, Oakland and Shawnee North Community Centers. The computer hardware and software shall at all times remain the property of the Library. During the term of this Agreement, the County shall not be entitled to mortgage, encumber, hypothecate or otherwise grant a security interest in the computer hardware and software. All of the computer hardware and software installed in the community centers including software upgrades and replacement equipment under this Agreement shall remain property of the Library.

The Library reserves the right to purchase and install additional replacement computer hardware and software necessary to achieve the spirit of this Agreement and make them available to the County. All of the initial and subsequent purchases of computer hardware and software by the Library shall be made upon purchase orders of the Library and shall be paid by the Library. The County shall take custody and possession and shall be responsible for all loss or damage to the computer hardware and software to the same extent as if the County were the owner thereof, except to the extent that such loss or damage is caused by the intentional acts or omission of the Library or its agents or by the gross negligence of the Library or its representatives. In the event the vendor of any computer hardware and software subject to this Agreement shall have breached any warranty or made any misrepresentation in connection with the purchase thereof, the Library will prosecute all claims against said vendor.”

3. “Exhibit A” attached herein, referencing the salary and benefits to be paid to the Library Technician is hereby updated reflecting the salary and benefit amounts through December 31, 2021. Specified payments shall be made on a monthly basis within thirty (30) days following delivery of an invoice from the Library. The County further acknowledges that the Library employee(s) providing technical support shall at all times be Library employees and report only to their respective Library supervisors regarding the means and methods of providing support under this Agreement.

4. All of the other provisions in each MOU shall remain as initially written and in full force and effect.

WHEREFORE, the parties hereto have executed this Agreement as of the day and year first above mentioned.

**TOPEKA AND SHAWNEE COUNTY
PUBLIC LIBRARY**

**BOARD OF COUNTY COMMISSIONERS
SHAWNEE COUNTY, KANSAS**

Elizabeth Post, Chair

William D. Riphahn, Chair

ATTEST:

Cynthia A. Beck, Shawnee County Clerk

**Topeka and Shawnee County Public Library
Community Center Technical Services Agreement with Shawnee County Parks + Recreation
Estimated Monthly Salary and Fringe Benefit Expenditures at 50% Share
Renewal - November 2019 - December 2021**

	Nov-Dec 2019	All 2020	All 2021
Hourly Rate	\$ 21.20	\$ 21.84	\$ 22.50
Potential Performance Pay Raise	3.00%	3.00%	3.00%
Revised Hourly Rate Eff. 10/28	\$ 21.84	\$ 22.50	\$ 23.18
Annual Gross Salary	\$ 44,250	\$ 45,586	\$ 46,963
Social Security/Medicare	\$ 3,385	\$ 3,487	\$ 3,593
Retirement - KPERS	\$ 4,376	\$ 4,381	\$ 4,696
Medical Insurance*	\$ 21,209	\$ 20,805	\$ 21,890
Employee Assistance Program	\$ 35	\$ 35	\$ 36
Unemployment Insurance	\$ 44	\$ 46	\$ 47
Workers Comp Insurance	\$ 75	\$ 77	\$ 80
Subtotal Benefits	\$ 29,049	\$ 28,754	\$ 30,262
Total Estimated Salary & Benefits	\$ 73,299	\$ 74,340	\$ 77,225
Total Billing Amount @ 50%	\$ 36,650	\$ 37,170	\$ 38,613
Maximum Amount per Pay Period	\$ 1,410	\$ 1,430	\$ 1,485
Maximum Monthly Billing - 2 Pay Date Months	\$ 2,820	\$ 2,860	\$ 2,970
Maximum Monthly Billing - 3 Pay Date Months	\$ 4,230	\$ 4,290	\$ 4,455
Percentage Increase		1.42%	3.85%

* Currently assigned employee is enrolled in the high-deductible health plan with health savings accounts for which the Library contributes.

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk & Renewals	47,242	42,607	50,967	50,215	46,042	51,152	58,122	51,577	60,362	58,550			516,836	519,566	-0.5%
Interlibrary Loan	1,988	1,568	1,353	1,755	1,631	1,409	1,261	1,817	1,704	1,840			16,326	16,896	-3.4%
Self-Check	74,055	67,188	75,589	60,958	76,115	78,996	81,635	78,160	55,919	56,676			705,291	829,925	-15.0%
Bookmobile	19,004	14,162	17,589	20,938	16,279	19,628	20,911	14,872	23,028	21,354			187,765	207,791	-9.6%
Red Carpet	8,267	6,215	7,141	7,021	7,101	7,041	7,426	6,830	6,744	7,155			70,941	73,369	-3.3%
Digital Downloads	41,009	36,566	40,191	37,477	39,621	40,108	41,064	41,175	39,718	40,200			397,129	365,495	8.7%
Library @ Work / Smartlocker	2,522	2,258	2,526	2,409	2,522	2,256	2,407	2,539	2,640	2,661			24,740	22,011	12.4%
TOTAL CIRCULATION	194,087	170,564	195,356	180,773	189,311	200,590	212,826	196,970	190,115	188,436			1,919,028	2,035,053	-5.7%
CIRCULATION DETAILS															
Print Material	87,307	77,386	92,027	85,159	89,776	99,507	105,623	93,379	90,770	88,064			908,998	982,879	-7.5%
Audio/Visual Material	60,847	53,081	59,178	51,969	55,337	56,402	61,975	58,454	53,339	54,305			564,887	646,623	-12.6%
Adult Materials	91,557	80,069	89,301	79,750	84,084	84,660	91,678	87,198	81,677	83,745			853,719	949,082	-10.0%
Children's Materials	43,792	39,393	48,713	45,137	47,740	56,953	60,503	50,352	49,116	45,917			487,616	538,484	-9.4%
Young Adult Materials	3,862	3,334	4,373	4,013	4,671	5,579	5,923	5,206	4,697	4,276			45,934	48,243	-4.8%
Red Carpet Materials	8,943	7,671	8,818	8,228	8,618	8,717	9,494	9,077	8,619	8,431			86,616	93,693	-7.6%
NEW Patrons															
Topeka / Shawnee County															
Adults	643	536	677	464	625	702	829	727	666	643			6,512	6,630	-1.8%
Children (ages 17 and under)	120	145	174	109	233	314	313	195	175	157			1,935	2,634	-26.5%
Red Carpet Outreach	13	7	11	14	17	8	9	13	8	12			112	128	-12.5%
NEKL	64	76	69	49	54	80	76	51	76	63			658	612	7.5%
Non-Resident	0	1	1	0	0	1	1	0	0	0			4	6	-33.3%
Total New Registrations	840	765	932	636	929	1,105	1,228	986	925	875			9,221	10,010	-7.9%
PATRONS DELETED															
	916	2,108	1,752	1,567	1,028	1,340	7,161	231	2,639	1,110			19,852	16,660	19.2%
BORROWERS															
Topeka / Shawnee County															
Adults	54,323	53,646	53,560	53,344	53,578	53,583	53,942	54,727	54,022	53,898			53,898	54,159	-0.5%
Children (age 0 - 17)	19,025	18,974	18,893	18,819	18,785	18,793	18,807	18,908	18,359	18,134			18,134	19,426	-6.7%
Red Carpet Outreach	1,093	1,178	1,180	1,166	1,173	1,178	1,178	1,189	1,168	1,162			1,162	1,216	-4.4%
NEKL	7,344	7,385	7,370	7,347	7,335	7,306	7,292	7,332	7,204	7,276			7,276	7,214	0.9%
Non-Resident	45	42	42	42	42	42	43	43	43	42			42	47	-10.6%
Delinquent	118	110	110	112	110	114	107	116	107	104			104	115	-9.6%
TOTAL BORROWERS	81,948	81,335	81,155	80,830	81,023	81,016	81,369	82,315	80,903	80,616			80,616	82,177	-1.9%
Holds Satisfied															
	20,311	17,713	19,383	19,108	18,975	18,389	20,848	19,745	18,503	18,445			191,420	193,116	-0.9%
CHECK-IN															
TOTAL CHECK-IN	101,712	87,079	100,382	95,974	100,959	100,951	119,028	105,753	95,437	97,598			1,004,873	1,118,500	-10.2%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total		
COLLECTION																	
Materials Added	6,663	4,219	4,170	4,289	4,389	4,550	4,866	5,620	4,382	5,032				48,180	52,536	-8.3%	
Materials Discarded	8,012	5,503	5,113	6,032	6,529	6,608	7,023	4,705	5,670	7,976				63,171	62,837	0.5%	
TOTAL COLLECTION	422,652	421,368	420,425	418,682	416,542	414,484	412,327	413,242	411,954	409,010				409,010	432,301	-5.4%	
WEBSITE																	
tscpl.org Unique Visitors	31,108	29,860	32,154	30,192	31,848	29,378	28,843	28,266	28,218	32,578				302,445	296,025	2.2%	
tscpl.org Total Visits	57,442	52,300	56,131	52,841	56,515	53,897	53,880	52,344	50,252	55,638				541,240	529,089	2.3%	
catalog.tscpl Unique Visitors	20,841	18,726	20,190	18,403	20,345	21,429	20,169	22,241	19,927	20,310				202,581	185,305	9.3%	
catalog.tscpl Total Visits	48,363	41,882	45,972	42,336	46,053	48,030	47,404	50,632	46,746	47,407				464,825	418,018	11.2%	
NOTARY SERVICE	154	116	153	199	162	137	214	195	213	212				1755			
REFERENCE QUESTIONS																	
Public Services	12,921	13,417	14,281	12,948	11,420	11,064	12,163	12,160	10,089	10,791				121,254	136,095	-10.9%	
Topeka Room	682	576	807	684	669	708	846	741	623	*				6,336	6,729	-5.8%	
Plaza**	0	0	0	0	683	1,407	1,606	1,629	1,134	1,064				7,523	0		
Youth Services	2,616	2,682	3,484	2,840	3,885	5,119	5,552	3,928	2,832	2,925				35,863	33,121	8.3%	
Gallery	51	44	34	38	44	11	14	4	0	0				240	391	-38.6%	
TOTAL REFERENCE QUESTIONS	16,270	16,719	18,606	16,510	16,701	18,309	20,181	18,462	14,678	14,780				171,216	175,945	-2.7%	
GATE COUNT	57,863	54,706	65,138	57,968	60,257	67,220	72,940	64,319	58,224	57,621				616,256	655,337	-6.0%	
MEETING ROOMS																	
Meeting Room Bookings	688	706	732	830	712	657	736	684	594	529				6,868	6,786	1.2%	
Team Room Bookings	1,522	1,427	1,737	1,661	1,609	1,624	1,840	1,794	1,705	1,679				16,598	14,810	12.1%	
Total Meeting Room Hours Booked	5,725	5,829	6,327	7,003	6,008	4,840	6,139	5,275	4,224	3,334				54,704	37,595	45.5%	
TOTAL ATTENDANCE	13,033	14,106	13,257	15,454	13,806	14,663	16,871	13,695	13,439	13,746				142,070	116,455	22.0%	
LEARN & PLAY BUS VISITS	219	182	243	247	253	168	332	205	292	292				2,433	3,496	-30.4%	
PROGRAM ATTENDANCE																	
Adult - General	321	161	624	257	330	208	1,931	547	236	809				5,424	13,631	-60.2%	
Computer Training	139	95	8	2	44	92	66	69	60	0				575	1,299	-55.7%	
Outreach	3,531	2,861	2,630	3,872	2,440	999	854	258	1,973	3,049				22,467	31,735	-29.2%	
Kids	870	634	481	628	496	1,345	2,730	908	1,804	154				10,050	17,818	-43.6%	
Movies	0	8	8	0	14	67	314	35	19	11				476	1,302	-63.4%	
Books	15	202	0	10	364	4	22	0	98	12				727	1,035	-29.8%	
Art	127	124	11	34	31	148	303	78	15	7				878	2,301	-61.8%	
Teens	0	12	0	0	0	264	0	12	7	45				340	448	-24.1%	
Music	0	0	0	100	0	0	0	0	315	71				486	1,346	-63.9%	
TOTAL ATTENDANCE	5,003	4,097	3,762	4,903	3,719	3,127	6,220	1,907	4,527	4,158				41,423	70,915	-41.6%	
GALLERY ATTENDANCE	1,438	1,715	1,871	1,446	1,786	3,877	4,110	1,947	0	0				18,190	21,523	-15.5%	
COMPUTER USE																	
Public Computer Sessions	14,860	13,839	16,368	14,771	15,118	17,393	17,889	17,071	15,211	15,121				157,641	172,891	-8.8%	
Avg Public Computer Session Length	0:56:37	0:58:09	0:57:30	0:53:55	0:55:52	0:55:37	0:57:14	0:55:31	0:54:40	0:55:59				0:56:06	0:56:03	0.1%	
Total Computer Hours	14,022	13,412	15,686	13,273	14,077	16,122	17,064	15,795	13,859	14,109				147,420	161,644	-8.8%	
Wireless Sessions	15,712	16,001	15,714	16,077	16,877	20,763	22,259	15,522	21,282	20,359				180,566	202,763	-10.9%	
Avg Wireless Session Length	0:29:00	0:29:00	0:29:00	0:28:00	0:29:00	0:28:00	0:27:00	0:40:00	0:28:00	0:28:00				0:29:30	0:31:47	-7.2%	
Total Wireless Hours	7,594	7,734	7,595	7,503	8,157	9,689	10,017	10,348	9,932	9,501				88,069	107,615	-18.2%	
TOTAL HOURS	21,616	21,146	23,281	20,776	22,234	25,812	27,081	26,143	23,791	23,610				235,489	269,259	-12.5%	

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473	19,282	17,946	16,942	17,035			173,227	189,661	-8.7%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601	21,719	20,846	19,931	20,576			206,331	222,882	-7.4%
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455	37,628	31,250	29,318	27,686			294,748	312,659	-5.7%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351	9,315	7,226	9,298	8,233			82,490	96,126	-14.2%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431	2,344	1,929	2,054	1,908			20,536	21,888	-6.2%
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502	9,265	8,814	8,350	8,205			84,298	90,210	-6.6%
RC Realia	247	208	217	212	232	215	229	263	269	226			2,318	3,440	-32.6%
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479	5,841	5,105	4,608	4,195			45,050	47,209	-4.6%
PRINT CIRCULATION	87,307	77,386	92,027	85,159	89,776	99,507	105,623	93,379	90,770	88,064			908,998	984,075	-7.6%
Audio / Visual Material															
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871	4,056	3,918	3,671	3,804			38,933	46,866	-16.9%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715	4,099	3,456	3,378	3,453			37,063	42,429	-12.6%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569	40,178	39,103	35,701	36,969			377,629	428,145	-11.8%
Juvenile Audiobooks	441	375	495	458	447	518	634	563	449	406			4,786	5,430	-11.9%
Juvenile Music	441	364	417	346	337	408	486	480	457	372			4,108	6,106	-32.7%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221	12,440	10,833	9,594	9,220			101,484	113,464	-10.6%
YA A/V	81	71	76	91	112	100	82	101	89	81			884	1,034	-14.5%
A/V CIRCULATION	60,847	53,081	59,178	51,969	55,337	56,402	61,975	58,454	53,339	54,305			564,887	643,474	-12.2%
Adult Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473	19,282	17,946	16,942	17,035			173,227	189,661	-8.7%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601	21,719	20,846	19,931	20,576			206,331	222,882	-7.4%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431	2,344	1,929	2,054	1,908			20,536	21,888	-6.2%
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871	4,056	3,918	3,671	3,804			38,933	46,866	-16.9%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715	4,099	3,456	3,378	3,453			37,063	42,429	-12.6%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569	40,178	39,103	35,701	36,969			377,629	428,145	-11.8%
ADULT CIRCULATION	91,557	80,069	89,301	79,750	84,084	84,660	91,678	87,198	81,677	83,745			853,719	951,871	-10.3%
Juvenile Material															
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455	37,628	31,250	29,318	27,686			294,748	312,659	-5.7%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351	9,315	7,226	9,298	8,233			82,490	96,126	-14.2%
Juvenile Audiobooks	441	375	495	458	447	518	634	563	449	406			4,786	5,430	-11.9%
Juvenile Music	441	364	417	346	337	408	486	480	457	372			4,108	6,106	-32.7%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221	12,440	10,833	9,594	9,220			101,484	113,464	-10.6%
JUVENILE CIRCULATION	43,792	39,393	48,713	45,137	47,740	56,953	60,503	50,352	49,116	45,917			487,616	533,785	-8.6%
Red Carpet Material															
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502	9,265	8,814	8,350	8,205			84,298	90,210	-6.6%
RC Realia	247	208	217	212	232	215	229	263	269	226			2,318	3,440	-32.6%
RED CARPET CIRCULATION	8,943	7,671	8,818	8,228	8,618	8,717	9,494	9,077	8,619	8,431			86,616	93,650	-7.5%
Young Adult Material															
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479	5,841	5,105	4,608	4,195			45,050	47,209	-4.6%
YA A/V	81	71	76	91	112	100	82	101	89	81			884	1,034	-14.5%
YOUNG ADULT CIRCULATION	3,862	3,334	4,373	4,013	4,671	5,579	5,923	5,206	4,697	4,276			45,934	48,243	-4.8%
Overdrive	30,012	26,607	28,995	27,241	28,737	29,556	30,559	30,536	29,360	29,398			291,001	253,925	14.6%
Hoopla	9,468	8,452	9,565	8,998	9,548	9,301	9,601	9,766	9,616	10,025			94,340	96,150	-1.9%
Flipster	1,529	1,507	1,631	1,238	1,336	1,251	904	873	742	777			11,788	15,420	-23.6%
DIGITAL DOWNLOADS	41,009	36,566	40,191	37,477	39,621	40,108	41,064	41,175	39,718	40,200			397,129	365,495	8.7%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

Value Calculator	2018											2019	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,451,885	\$1,289,212	\$1,529,218	\$1,410,660	\$1,489,370	\$1,650,292	\$1,755,743	\$1,554,650	\$1,508,172	\$1,464,652			\$15,103,854
Magazines (\$5)	\$9,510	\$7,750	\$10,365	\$10,895	\$10,830	\$12,155	\$11,720	\$9,645	\$10,270	\$9,540			\$102,680
Audiobooks (\$10)	\$45,670	\$40,170	\$46,420	\$42,150	\$43,880	\$43,890	\$46,900	\$44,810	\$41,200	\$42,100			\$437,190
DVD, Games, Music (\$4)	\$225,120	\$196,256	\$218,144	\$191,016	\$203,796	\$208,052	\$229,140	\$215,892	\$196,876	\$200,380			\$2,084,672
Notary Service (\$10)	\$1,540	\$1,160	\$1,530	\$1,990	\$1,620	\$1,370	\$2,140	\$1,950	\$2,130	\$2,120			\$17,550
Reference Questions (\$7)	\$113,890	\$117,033	\$130,242	\$115,570	\$116,907	\$128,163	\$141,267	\$129,234	\$102,746	\$103,460			\$1,198,512
Programming (\$10)	\$50,030	\$40,970	\$37,620	\$49,030	\$37,190	\$31,270	\$62,200	\$19,070	\$45,270	\$41,580			\$414,230
Meeting Room Use	\$36,979	\$37,235	\$44,910	\$34,809	\$34,370	\$26,010	\$21,205	\$37,435	\$47,965	\$45,889			\$366,807
Gallery Attendance (\$10)	\$14,380	\$17,150	\$18,710	\$14,460	\$17,860	\$38,770	\$41,100	\$19,470	\$0	\$0			\$181,900
Computer Use (\$12 /hr)	\$168,265	\$160,948	\$188,232	\$159,281	\$168,918	\$193,468	\$204,769	\$189,545	\$166,307	\$169,305			\$1,769,038
ILL Borrowed (\$25)	\$10,775	\$9,000	\$9,050	\$10,100	\$8,550	\$8,450	\$10,350	\$10,925	\$10,600	\$10,600			\$98,400
TOTAL VALUE	\$2,128,044	\$1,916,884	\$2,234,441	\$2,039,961	\$2,133,291	\$2,341,890	\$2,526,534	\$2,232,626	\$2,131,536	\$2,089,626			\$21,774,833

* - Data not available