



Call to Order

Public Comment

Introductions

Approval of March 21, 2019 Trustee Meeting Minutes - [Action Item](#)

Audit Report – Berberich Trahan & Company, PA – Stacey Hammond, Managing Director

- Audit Committee Report – Jim Edwards, Chair
- Acceptance of the 2018 Audit Report - [Action Item](#)

Chief Financial Officer’s Report – Kim Torrey

Financial Reports

- Treasurer’s Report – Jim Edwards
- 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 – Kerry Onstott Storey

Chief Executive Officer – Gina Millsap

Chief of Staff – Thad Hartman

- Facilities Master Plan update
- Staff Presentation - Scarlett Fisher-Herreman, Technical Services Supervisor

New Business

- Nominating Committee Report – David Monical, Chair
- Election of Officers – [Action Item](#)
- Bid for Red Carpet Cargo Van - [Action Item](#)
- Personnel Policies 11 and 25-37 – [Action Item](#)

Trustee Advocacy Stories

Adjournment

Next Meeting

May 16, 2019 4:00 pm
Menninger Room 206

*Subject to change without notice



**Minutes
Board of Trustees Meeting
March 21, 2019
Menninger Room 206**

Board Members Present

Liz Post (vice-chair), Beth Dobler (secretary), Jim Edwards (treasurer), Kacy Simonsen, David Monical, Kerry Onstott Storey (chair) and Jennifer Miller via telephone

Board Members Absent

Julie Swift
Kristen O'Shea
Shawn Leisinger

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, March 21, 2019 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:01 PM by Vice- Chair Liz Post.

Public Comment

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

Introductions

David Heit, Associate Principal, AIA, NCARB, Tevis Architects was present to answer questions regarding current projects. Vice- Chair Liz Post welcomed Heit.

There were no questions for Heit.

Approval of Minutes

On a motion by Jim Edwards, seconded by David Monical, the February 21, 2019 Board of Trustees minutes were approved. Motion carried.

Chief Financial Officer

Chief Financial Officer Kim Torrey reported that the audit is going well. Torrey received notification from the Berberich Trahan & Co., P.A. manager that the audit is nearing completion.

Discussion followed regarding revenues that resulted in no further questions of Torrey.

Approval of the Treasurer's Report

Board Treasurer Jim Edwards reported that he reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Jim Edwards, seconded by David Monical, the Treasurer's Financial Report was accepted. Motion carried.

The Library Foundation Report

Foundation Chair Marilyn Ward reported The Library Foundation's 2018 annual report will be mailed out of Friday, March 22. The annual report is an eight page overview of The Foundation's successful year of fund raising. The report highlights fund raising stories, allocations, finances, and lists 2018 donors and Wilder Society members.

Ward also reminded trustees of the annual Wilder Society Tea, which is planned for Sunday, April 7, 2019 at 2:00 pm. If you plan to attend please follow up with Margo Rangel by phone and/or email.

There were no questions for Ward.

Friends of the Library Report

Vice Chair John Conlee reported the Friends of the Library held their first Book & Media Sale for the year in January. Despite the weather over \$7,300 was made.

As a reminder the second Book & Media Sale is scheduled for March 29-31. The Friends are offering a specialty table which will feature items not suitable for sales online or in the Booktique.

There were no additional questions for Conlee.

Board Chair Report

Vice Chair Liz Post reported the Executive Committee met on Monday, March 4, 2019 at 4:00 pm. The committee reviewed the minutes for the February 21, 2019 meeting and made minor corrections. Officers reviewed and discussed new business items on the agenda, all of which are detailed in Gina Millsap's CEO report and fully set out in each resolution.

The Executive Committee also confirmed budget meeting dates and scheduled the Executive Committee Meetings to immediately follow the budget meetings and discussed nominating committee appointments.

Chief Executive Officer

Chief Executive Officer Gina Millsap announced that the new Adventuremobile was unveiled Thursday, March 21 at Security Benefit with a joint announcement by Doug Wolff, President of Security Benefit Life and Millsap. The Adventuremobile was made possible by the receipt of a major gift from the Security Benefit Charitable Trust to fund a new bookmobile for children to replace a 25-year-old vehicle. At the unveiling, attendees were invited to take a tour of the bookmobile and Security Benefit Academy children enjoyed storytime and were given a bookmark with Adventuremobile summer schedule.

Millsap reminded trustees to review the attached budget agenda meeting dates and times, as some have changed. In addition to the budget agenda Executive Assistant Margo Rangel will send Outlook Calendar invites.

Millsap was invited to make remarks at this evening's Board of Education Meeting by Dr. Tiffany Anderson, Topeka Public Schools Superintendent. The Memorandum of Understanding for Partnership with Topeka and Shawnee County Public Library and Topeka Public Schools is on the consent agenda. Collections Director Paul Brennan will accompany Millsap to share information about the school library card campaign and answer questions.

Topeka Public Schools website: <https://www.topekapublicschools.net/domain/97>

There were no additional questions for Millsap.

Chief of Staff

Chief of Staff Thad Hartman shared exciting news. Large print books are in a newly remodeled area just inside the front Plaza. The remodeled Large Print area has reconfigured shelving to make it easier to browse and locate items.

The west side of the plaza is currently under construction. The customer service desk is temporarily located on the east side of the plaza beside the large print section. Flooring is currently being replaced in the library entrance and rotunda. Tiling is underway, so east and west front entrance doors will temporarily be closed. At least one set of the front doors will be open during construction. Further details are provided in the Chief of Staff's report.

Hartman provided trustees with the Community Impact Goal matrix. That is intended to facilitate a discussion on growth. He asked for feedback from the trustees.

Discussion followed regarding the laying of the bricks in Claire's Courtyard. Executive Director of The Library Foundation Nancy Lindberg shared that there will be a special event to unveil the donor bricks. Prior to the grand opening of Claire's Courtyard The Foundation will send out invitations to all four hundred and one guests that purchased a brick.

There were no questions for Hartman following the discussion.

New Business

Bid for Claire's Courtyard Audio/Visual Equipment

On a motion by Jim Edwards, seconded by Kacy Simonsen, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Cytek Media Systems, Inc., Topeka, Kansas, in the amount of \$48,463 for the purchase and installation of

audio/visual equipment for Claire's Courtyard. This expenditure is included in the approved 2019 Facilities Master Plan budget. Funding for this shall be from The Library Foundation.

Personnel Policies

On a motion by Beth Dobler, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, tentatively approves personnel policies 9, 10 and 12 – 24 subject to receipt of the full policy manual.

Discussion followed. Motion passed unanimously.

2020 Operating Budget Mill Levy Increase

On a motion by David Monical, seconded by Kerry Onstott Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library,

Resolution

Whereas, the Topeka and Shawnee County Public Library Board of Trustees levies a tax in the amount of 8.903 mills to fund the 2019 annual budget to maintain and support the Library (the "budget levy"); and levies a tax in the amount of .883 mills to repay the principal and interest on general obligation bonds issued to construct, remodel, furnish and equip the Library building (the "bond levy") resulting in a total levy of 9.786 mills; and

Whereas, the bond levy will expire upon final payment of outstanding bond obligations in September 2019;

Whereas, the Board has determined that the 2019 budget levy itself is insufficient to meet the increasing costs to adequately fund planned replacement and repairs to the Library building and its physical plant, to maintain the bookmobile fleet, to enhance the collections and circulation systems, and to meet the increasing appetite of residents of the Library district for state-of-the art services and programming; and

Now therefore, the Board in session on this 21st day of March, 2019, resolves to increase the budget levy for 2020 and following years to not exceed 9.786 mills, which equals the 2019 budget and bond levies.

Kerry Onstott Storey, Chair

Beth Dobler, Secretary

Discussion followed. Motion passed unanimously.

Request to Dispose of the Adventuremobile and Red Carpet Bookmobiles

On a motion by Kacy Simonsen, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the disposal of the Adventuremobile and Red Carpet Bookmobiles. The library will salvage any parts from the vehicles that can be used in other ways. Because the vehicles are not drivable, the library staff are authorized to dispose of the property through salvage methods. There was no discussion. Motion passed unanimously.

Nominating Committee Appointments

On a motion by Jim Edwards, seconded by Elizabeth Dobler, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees, approves the Nominating Committee appointments as presented:

David Monical as Chair
Jennifer Miller
Kerry Onstott Storey

No nominations were provided from the floor.

There was no discussion. Motion passed unanimously.

Trustee Advocacy Stories

Vice Chair Liz Post shared her experience registering her grandson to participate in the Dolly Parton's Imagination Library (DPIL).

Topeka and Shawnee County Public Library/Dolly Parton Imagination website:
<https://tscpl.org/imagination>

Millsap reminded trustees of the upcoming City Council meeting on April 2 at 6:00 pm, at which Trustees Dobler, Post, Edwards, and Monical Mayoral reappointments go before the City Council.

Adjournment

On a motion by David Monical, seconded by Liz Post, the meeting was adjourned at 4:48 PM. Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____



Resolution – 2018 Audit Report

BOARD OF TRUSTEES

April 18, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the 2018 Audit Report by Berberich Trahan & Company, P.A.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



BOARD/COMMITTEE MEMBERS PRESENT:

Jim Edwards, Shawn Leisinger and Liz Post (Committee) and Kerry Onstott Storey, Board Chair

STAFF:

Gina Millsap, Kim Torrey, Thad Hartman, and Margo Rangel

OTHERS:

Stacey Hammond with the auditing firm of Berberich, Trahan & Co., P.A.

The meeting of the Board of Trustees Audit Committee of the Topeka and Shawnee County Public Library held on Thursday, April 11, 2019 in the Menninger Room, #206, of the Main Building, 1515 SW 10th Avenue, was called to order at 4:02 PM., by Chief Financial Officer Kim Torrey. Jim Edwards served as Audit Committee chair. An agenda, suggested questions for the auditors, a draft of the Basic Financial Statements with Supplementary Information for the year ended December 31, 2018 and a draft of the Report to the Board of Trustees, inclusive of the Management Discussion and Analysis, were provided in advance of the meeting. Kim Torrey introduced Stacey Hammond, Audit Manager. She facilitated introductions of those attending including the Audit Committee, Jim Edwards, Shawn Leisinger, and Liz Post.

Stacy Hammond presented the 12-31-2018 audit documents to the committee. She reviewed the sections of the Report to the Board of Trustees in detail.

The Topeka and Shawnee County Public Library was issued an unmodified opinion, which is the highest form of opinion received. Also, there were no material weaknesses or significant deficiencies to report related to internal controls.

Hammond reported that the audit adjustments included in the report were submitted by the client (Kim Torrey) and were not at the request of the auditors and were not identified during the audit process.

Hammond reported that the Library adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 75: titled *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions* a year earlier than would have been required as it was a more cost effective measure for the library to do so now. The adoption of GASB Statement 75 eliminates reporting of the net

OPEB (other postemployment benefits) obligation and requires the full liability to be recognized immediately.

Hammond also provided details and explanation relating to GASB Statement 81 titled *Irrevocable Split-Interest Agreements*.

Hammond reviewed significant estimates, financial highlights, value of books and collections as well as investments. She also reviewed audit adjustments and the summary of adjusting journal entries. An additional entry is need to reflective The Library Foundation end of year pledge. In addition, she reported that there were no passed adjustments to the audit.

Stacey reported that there were no significant issues that arose during the audit, nothing unexpected occurred and that Torrey and her staff were well prepared for the audit process.

The group engaged in discussion and questions and answers to the above presentation. Edits to the draft report were discussed and corrections will be made before the final report is submitted.

Stacey reported the audit process will be complete upon corrections to the draft reports and when the management representation letter is signed.

COMMITTEE DISCUSSION

Topics included component units such as The Library Foundation pledges; impact of KPERS; vulnerability of revenues; accounting practices within the organization; and internal controls.

Hammond provided a brief update of Statements; Net Position on page 16 and Activities on page 18. The Foundation received an increase of pledge at the end of December 2018. Thus, the Financial Statement for The Library Foundation will need to reflect the pledge increase.

NEXT STEPS

Chief Financial Officer, Kim Torrey, will review and follow-up regarding the clarity of language on page 5, to the Group Health Care Benefits for Qualified Retirees.

There being no further business for the Committee the meeting was adjourned at 4:22 PM.

Questions for the Audit Committee to Ask the Auditor

Note: These questions are in addition to specific questions related to issues unique to the particular organization.

Here are 15 questions that should be raised with the auditor in the post-audit meeting:

1. How would you compare the quality of our accounting to other organizations with whom you work?
2. What was your materiality threshold?
3. Do we have any unconsolidated entities such as a foundation, taxable subsidiary, real estate holding company, or joint venture, and why were they not consolidated?
4. Are we up-to-date on all of our filings and remittances?
5. Do our investments conform to our investment policy?
6. Are our receivables recorded in compliance with our receivables recognition policy?
7. Are there any significant receivable amounts of which collection is uncertain?
8. Are our reserves adequate?
9. Are we vulnerable on revenues because we are overly dependent on one revenue source?
10. Are we in compliance with lines of credit and other banking requirements?
11. Are all movements of resources in or out of designated funds properly authorized and accounted for?
12. Does the association have adequate internal controls, and is there any concern that improprieties are taking place?
13. Are there any aspects of the audit report that you have been asked to change from what you initially recommended, and do you support the change?
14. Are our Board and annual minutes in a format and stored as required by statute, and by our policies?
15. How long have you been the partner in charge of our audit, and if three years or longer, can we be assured that another partner be taking oversight next year?

Source: *The Canadian Association e-zine* www.axi.ca/tca November, 2003 issue

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

A new 30-day account was created in the State of Kansas, Municipal Investment Pool (MIP) for the General Fund and Employee Benefit Fund at a rate of 2.19%. A new 90-day account was also created in the MIP for Bond & Interest funds at the same rate. The overnight rate was 2.0% compared to 2.19% for both the 30 and 90-day fixed investments.

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 24.4% of the budget year completed, 51% of the budgeted revenue has been received and 29% of the approved budget has been expended/encumbered, which is the same at this point in time in 2018.

The second tax distribution of 2019 was received March 20th as scheduled. The total received for the General Fund was \$404,427. The percentage of the ad valorem budget collected year-to-date is 56% which is the same as March 2018. The percentage of year-to-date motor vehicle taxes collected is 11% compared to 10% at this point in time in 2018.

Vehicle Repair, Utilities - Electric and Cataloging/ILL Service line items are over budget, but may not end up that way as actual costs are known.

Employee Benefit Fund – Page 6

With 24.4% of the budget year completed, 49% of the budgeted revenue has been received and 25% of the approved budget has been expended/encumbered. This compares to 2018 in which 55% of the budgeted revenue had been received and 23% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,279,870.

Debt Service Fund-Bond & Interest – Page 7

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

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual lease and maintenance for (2) copiers	\$14,604.00	Century Business Technologies
Approved operating budget	Estimated annual natural gas service	\$32,500.00	Constellation Newenergy - Gas
Facilities Master Plan – Request for proposal; Board resolution approved bid award on 2/21/19; from Friends and General funds	(2) Exterior monument signs	\$32,640.00	Star Signs, LLC
Approved operating budget (General Fund – Contracted Professional) (professional services are exempt from the Purchasing Policy although a request for proposal letter was distributed and two local architectural firms were interviewed prior to creation of the Facilities Master Plan)	Architectural services for the Gallery remodel	\$80,750.00	Tevis Architectural Group
Approved operating budget	Annual digital collection management software renewal	\$5,976.35	OCLC, Inc.
Approved operating budget	Annual renewal of fund raising/tracking software support for use by Friends & Foundation	\$11,841.66	Blackbaud Inc.

Type of Purchase	Description	Amount	Vendor
Approved Facilities Master Plan budget	Consulting services to relocate Technical Services – Phase II	\$27,900.00	J. Huber & Associates
Approved Facilities Master Plan budget	Network cabling in circulation plaza	\$6,542.30	Data-Tel Communications, Inc.
Approved operating budget	Access control card readers	\$5,162.56	Cam-Dex Security Corp.
Approved operating budget	Annual lease payments for postage and mailing equipment	\$10,394.16	Pitney Bowes, Inc.
Library Materials	Novelist Select online	\$11,538.41	Ebsco Information Services
Library Materials	“Automatically Yours” materials subscription – April	\$5,600.00	Baker & Taylor Books
Library Materials	Hoopla online	\$18,084.53	Midwest Tape LLC
Library Materials	Adult fiction e-audiobooks/books	\$15,000.00	Overdrive, Inc.

Other Items:

- The Board’s Audit Committee is scheduled to meet to review the audit draft and hear the audit presentation on Thursday, April 11th at 4 pm in the Menninger Room. Any Trustee is welcome to attend this meeting. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit. A link to the electronic copies of the draft documents was sent to all Trustees on April 10th. The 2018 audit draft contains no findings or internal control deficiencies.
- There is one resolution on the agenda that will result in an expenditure:
 - Approval of the bid to purchase a commercial cargo van (Red Carpet replacement vehicle) to be used for city/neighborhood deliveries of library materials. Funding for this purchase will be made from The Library Foundation funds.
- Since officers will be selected for the positions of Chair, Treasurer and Secretary, Trustees in these positions need to stay after the Board meeting, if possible, to sign the various signature cards for TSCPL’s bank accounts. Also, the paperwork for the signature file used to electronically affix signatures on checks created by the financial system must be signed. Anyone who has not previously (and recently) served as one of the signing officers must sign an electronic signature form for the Secretary of State’s Office and provide a copy of their driver’s license as well. I can make a copy for you the night of the Board meeting or you may bring a copy with you. The effective date of the new positions is May 1, per the bylaws.

- Please remember to schedule the forthcoming Board budget work sessions:
 - Monday, June 3rd, 9 to noon in the Menninger Room 206
 - Wednesday, July 10th, noon to 3 pm in the Anton Room 202; lunch served

- As a refresher, the 2019 budget includes the following projects, with the expected procurement type and Board involvement listed. Most projects are related to the Facilities Master Plan and information technology initiatives. The Facilities Master Plan budgeted projects may or may not occur in the current year due to changes in priority and availability of donor funding.

Project/Purchase	Status	Funding	Procurement Type
Communico events management system	In process; specifications are nearly complete	General Fund	Sole source - Report to Board
Nutanix storage node increase for data center	Project expected to begin in the summer	General Fund	RFP; Board approval of the bid
(80) staff desktop computers	In process	General Fund	RFP; Board approval of the bid
Security camera upgrade	Project expected to begin in the fall	General Fund	RFP; Board approval of the bid
Facilities Master Plan – Paving of west parking lot	Awaiting completion of Claire’s Courtyard	General Fund	RFP; Board approval of the bid
Facilities Master Plan – Paving and landscaping of parking lot at 1001 SW Garfield Avenue	Awaiting completion of Claire’s Courtyard	Foundation Funds	RFP; Board approval of the bid
Facilities Master Plan – Relocation of Technical Services staff space	In process; J. Huber & Associates is working on preliminary plan	General Fund	RFP; Board approval of the bid
Facilities Master Plan – Gallery Remodel	In process; Tevis is working on preliminary drawings	Foundation Funds	RFP; Board approval of the bid

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

3/31/19

	<u>Balance 01/01/19</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 3/31/2019</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,754,482.68	\$ 7,069,999.16	\$ 3,954,227.28	\$ 7,870,254.56
Employee Benefits	1,308,606.73	1,530,735.37	906,418.49	1,932,923.61
Capital Improvement	1,833,380.82	5,339.55	28,845.00	1,809,875.37
Bond & Interest	806,781.00	847,633.36	24,000.00	1,630,414.36
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	35,331.31	49,628.67	35,331.31	\$ 49,628.67
Federal, State & Local Grants	19.03	1,200.00	900.00	\$ 319.03
Other Special Revenue	577,947.99	2,277.46	378,560.56	\$ 201,664.89
Permanent Funds	230,782.94	-	-	\$ 230,782.94
Totals	<u>\$ 9,547,332.50</u>	<u>\$ 9,506,813.57</u>	<u>\$ 5,328,282.64</u>	<u>\$ 13,725,863.43</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 143,246.65
Restricted Funds-CoreFirst Bank-Checking	202,490.75
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,838,720.37
Cash on Hand	2,179.70
Petty Cash	220.00
Endowment Securities	230,782.94
Municipal Investment Pool - Overnight	1,822,788.19
Municipal Investment Pool - 30-day Fixed	3,000,000.00
Municipal Investment Pool - 90-day Fixed	600,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	1,000,000.00
	<u>\$ 13,840,428.60</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(426.63)
Less Payroll Deduction and Employer Benefit Liabilities	14,179.87
Less Outstanding Checks	100,811.93
	<u>\$ 13,725,863.43</u>

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

3/31/19

	01/01/19 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	3/31/2019 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,754,482.68	\$ 7,069,999.16	\$ 817,778.46	\$ 3,136,448.82	\$ 7,870,254.56	\$ 1,554,392.94	\$ 6,315,861.62
Employee Benefit Fund	1,308,606.73	1,530,735.37	-	906,418.49	1,932,923.61	33,514.65	1,899,408.96
Capital Improvement Fund	1,833,380.82	5,339.55	28,845.00	-	1,809,875.37	530,005.00	1,279,870.37
Bond & Interest Fund	806,781.00	847,633.36	-	24,000.00	1,630,414.36	-	1,630,414.36
Non Major Governmental Funds							
<i>State Aid Fund</i>	35,331.31	49,628.67	35,331.31	-	49,628.67	-	49,628.67
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,200.00	-	900.00	300.00	300.00	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,542.72	10.08	-	-	10,552.80	-	10,552.80
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	496.59	(496.59)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	63.25	0.03	15.29	17.03	30.96	-	30.96
Friends	134,352.56	122.58	692.39	11,210.78	122,571.97	59,811.82	62,760.15
Fun Committee	2,125.97	207.67	66.70	-	2,266.94	-	2,266.94
Gallery Competitions/Exhibits	36,024.48	34.45	-	-	36,058.93	-	36,058.93
Gifts/Memorials (Undesignated)	308,498.77	111.76	7,244.30	348,118.89	(46,752.66)	791,370.93	(838,123.59)
Hathaway Trust - Library Materials	5,131.59	1,158.36	159.11	1,406.86	4,723.98	791.00	3,932.98
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	57,282.26	610.94	7,432.61	1,937.16	48,523.43	725.40	47,798.03
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,409.76	1.35	-	-	1,411.11	150.00	1,261.11
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,455.06	4.22	25.07	31.12	4,403.09	325.58	4,077.51
Special Collections	5,674.24	5.42	-	-	5,679.66	-	5,679.66
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.96	0.03	-	-	35.99	-	35.99
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,166.12	2.07	-	-	2,168.19	-	2,168.19
Youth Services	9,091.43	8.50	203.25	-	8,896.68	427.35	8,469.33
<i>Permanent Funds</i>							
Mertz Trust	230,782.94	-	-	-	230,782.94	-	230,782.94
TOTALS	\$ 9,547,332.50	\$ 9,506,813.57	\$ 897,793.49	\$ 4,430,489.15	\$ 13,725,863.43	\$ 2,972,311.26	\$ 10,753,552.17

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

3/31/19

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 24.4%
Ad Valorem Property Tax	\$ 12,162,389.00	\$ 6,788,261.06	\$ (5,374,127.94)	56%
Revitalization Rebates	(154,912.00)	(98,787.78)	\$ 56,124.22	64%
Back Tax	-	99,100.20	\$ 99,100.20	N/A
Motor Vehicle Tax	1,272,889.00	138,795.92	\$ (1,134,093.08)	11%
Recreational Vehicle Tax	11,669.00	848.52	\$ (10,820.48)	7%
16/20 M Vehicle Tax	4,924.00	4,939.16	\$ 15.16	100%
In Lieu of Tax	5,384.00	2,669.48	\$ (2,714.52)	50%
Watercraft Special Tax**	6,633.00	-	\$ (6,633.00)	0%
Commercial Vehicle Fees	43,162.00	35,722.82	\$ (7,439.18)	83%
E-Rate Reimbursement	73,250.00	-	\$ (73,250.00)	0%
Miscellaneous Revenue	3,000.00	10,663.80	\$ 7,663.80	355%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	95,451.00	14,303.72	\$ (81,147.28)	15%
Salary Refunds-Friends	45,993.00	6,747.36	\$ (39,245.64)	15%
Salary Refunds-Shawnee Cty	21,802.00	4,978.83	\$ (16,823.17)	23%
Vending Machines	4,000.00	990.75	\$ (3,009.25)	25%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	26,546.85	\$ (130,453.15)	17%
Debt Collect	-	1,524.15	\$ 1,524.15	N/A
ILL Fees	350.00	509.67	\$ 159.67	146%
Mailing Fees	120.00	40.38	\$ (79.62)	34%
Non Resident Card Fee	935.00	85.00	\$ (850.00)	9%
Obituary Fees	750.00	215.00	\$ (535.00)	29%
Meeting Room Charges	5,500.00	760.00	\$ (4,740.00)	14%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	58,200.00	31,084.27	\$ (27,115.73)	53%
Library Treasurer's Balance	2,317,867.00	-	-	N/A
TOTALS	<u>\$ 16,136,856.00</u>	<u>\$ 7,069,999.16</u>	<u>\$ (6,748,989.84)</u>	51%

* 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**

3/31/19

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
STAFF:					24.4%
Salaries-Auto Allowance	\$ 6,400.00	\$ 1,723.05	\$ -	\$ 4,676.95	27%
Salaries-Facilities	629,003.00	172,547.37	-	456,455.63	27%
Salaries-Overtime	10,000.00	1,850.61	-	8,149.39	19%
Salaries-Security	375,321.00	69,693.61	-	305,627.39	19%
Salaries-Shelvers	181,115.00	31,545.07	-	149,569.93	17%
Salaries-Staff	7,571,200.00	1,945,879.07	-	5,625,320.93	26%
Conferences	136,570.00	18,286.59	40,234.61	78,048.80	43%
Staff Development & Training	30,000.00	4,615.17	200.00	25,184.83	16%
Mileage	9,400.00	1,347.49	6,483.04	1,569.47	83%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	203.08	320.16	1,476.76	26%
Materials-Periodicals	39,500.00	1,302.20	36.00	38,161.80	3%
Materials-Print/Non-Print <1 YR	526,600.00	93,181.14	3,591.65	429,827.21	18%
Materials-Print/Non-Print	1,268,500.00	261,936.55	96,210.46	910,352.99	28%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	89,921.00	12,970.67	79,013.18	(2,062.85)	102%
Contracted-Digital Services	373,600.00	89,262.80	6,608.63	277,728.57	26%
Contracted-Facilities	294,100.00	127,158.62	61,062.42	105,878.96	64%
Contracted-Equipment	45,350.00	2,887.74	42,150.50	311.76	99%
Contracted-Professional	248,230.00	55,213.87	110,928.35	82,087.78	67%
Contracted-E-Rate Services	6,600.00	-	-	6,600.00	0%
Digital Services Support	344,500.00	13,132.06	18,045.03	313,322.91	9%
Furniture/Equipment	95,000.00	3,074.67	-	91,925.33	3%
Insurance	53,054.00	28,076.00	23,000.00	1,978.00	96%
Marketing & Communication	48,000.00	1,475.27	1,000.00	45,524.73	5%
Memberships/Dues	24,806.00	9,511.00	9,000.00	6,295.00	75%
Miscellaneous	5,000.00	218.41	157.29	4,624.30	8%
Payments to Other Libraries	113,189.00	-	-	113,189.00	0%
Postage/Shipping	110,160.00	26,925.14	1,560.83	81,674.03	26%
Printing	113,800.00	13,027.99	38,743.93	62,028.08	45%
Programming	30,000.00	4,458.80	1,000.77	24,540.43	18%
Special Events	-	-	-	-	0%
Special Projects	935,000.00	22,594.53	108,132.30	804,273.17	14%
Supplies-Facilities	77,417.00	9,889.63	45,951.67	21,575.70	72%
Supplies-Office/Library	76,320.00	15,368.57	8,133.89	52,817.54	31%
Supplies-Processing	48,000.00	8,527.02	2,016.68	37,456.30	22%
Telecommunications	92,700.00	12,103.54	45,496.46	35,100.00	62%
Utilities-Electric	350,000.00	46,623.43	304,535.13	(1,158.56)	100%
Utilities-Gas	65,000.00	17,924.00	32,015.58	15,060.42	77%
Utilities-Water/Sewage	35,000.00	3,952.46	24,587.54	6,460.00	82%
Vehicle-Gas	36,000.00	3,902.27	-	32,097.73	11%
Vehicle-Repair	32,500.00	4,064.09	30,390.58	(1,954.67)	106%
Contingency/Fund Balance	1,600,000.00	-	-	-	0%
Cash Long/Short	-	(4.76)	-	4.76	N/A
TOTALS	\$ 16,136,856.00	\$ 3,136,448.82	\$ 1,140,606.68	\$ 10,259,800.50	29%

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

3/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 2,317,867.00	\$ 3,504,014.27	
<u>Revenue:</u>			
Ad Valorem Property Tax	12,162,389.00	6,788,261.06	56%
Revitalization Rebates	(154,912.00)	(98,787.78)	64%
Back Tax	-	99,100.20	N/A
Motor Vehicle Tax	1,272,889.00	138,795.92	11%
Recreational Vehicle Tax	11,669.00	848.52	7%
16/20M Vehicle Tax	4,924.00	4,939.16	100%
In Lieu of Tax	5,384.00	2,669.48	50%
Watercraft Special Tax	6,633.00	-	0%
Commercial Vehicle Fees	43,162.00	35,722.82	83%
E-Rate Reimbursement	73,250.00	-	0%
Fees and Charges	172,155.00	41,335.60	24%
Reimbursements	163,246.00	26,029.91	16%
Interest on Idle Funds	58,200.00	31,084.27	53%
	<u>\$ 13,818,989.00</u>	<u>\$ 7,069,999.16</u>	51%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,773,039.00	2,223,238.78	25%
Other Staff Support Costs	175,970.00	71,166.90	40%
Library Collections	1,836,600.00	456,781.24	25%
Contracted Services	1,057,801.00	587,256.78	56%
Digital Services Support	344,500.00	31,177.09	9%
Furniture/Equipment/Art	103,000.00	3,074.67	3%
Payments to Other Libraries	113,189.00	-	0%
Special Projects	935,000.00	130,726.83	14%
Utilities & Telecommunications	542,700.00	487,238.14	90%
Vehicles	68,500.00	38,356.94	56%
Other Operating Expenditures	586,557.00	248,038.13	42%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,136,856.00</u>	<u>\$ 4,277,055.50</u>	29%
Prior Year Canceled Purchase Orders		<u>\$ 18,903.69</u>	
Unencumbered Balance 3/31/19	\$ -	\$ 6,315,861.62	

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

3/31/19

EMPLOYEE BENEFITS

	2019 Budget	Year To Date	%
Balance 01/01/19	\$ 1,022,227.00	\$ 1,308,606.73	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,596,006.00	\$ 1,449,218.05	56%
Revitalization Rebates	(33,065.00)	(21,086.25)	64%
Back Tax	-	25,006.49	0%
Motor Vehicle Tax	433,545.00	38,572.43	9%
Recreational Vehicle Tax	3,975.00	244.25	6%
16/20M Vehicle Tax	1,677.00	630.82	38%
In Lieu of Tax	1,440.00	569.77	40%
Watercraft Special Tax*	2,259.00	-	0%
Commercial Vehicle Fees	14,701.00	10,798.01	73%
Refund-Fringe Benefits-Foundation	35,092.00	5,811.03	17%
Refund-Fringe Benefits-Friends	19,246.00	4,026.17	21%
Refund-Fringe Benefits-Shawnee Cty	15,723.00	3,619.17	23%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	83.32	0%
Retiree Payments BC/BS	12,223.00	5,569.86	46%
Interest on Idle Funds	6,000.00	7,672.25	128%
	\$ 3,108,822.00	\$ 1,530,735.37	49%
<u>Expenditures/Encumbrances:</u>			
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	159,999.18	25%
Ks Public Employees Retirement Sys	803,259.00	213,189.90	27%
Worker's Compensation	76,100.00	54,084.67	71%
Unemployment Tax	8,448.00	5,014.05	59%
Health/Dental Insurance	2,236,385.00	497,754.14	22%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,131,049.00	\$ 939,933.14	25%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 3/31/19	\$ -	\$ 1,899,408.96	

* 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
<u>Revenue:</u>		
Interest received		5,339.55
		\$ 5,339.55
<u>Expenditures/Encumbrances:</u>		
Contracted - Professional		-
Capital Outlay		558,850.00
		558,850.00
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 3/31/19		\$ 1,279,870.37

STATE AID

Balance 01/01/19	\$ -	\$ 35,331.31
<u>Revenue:</u>		
State Aid	49,628.67	-
	\$ 49,628.67	\$ 49,628.67
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	53,000.00	35,331.31
	\$ 53,000.00	\$ 35,331.31
Unencumbered Balance 3/31/19		\$ 49,628.67

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

3/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 763,318.00	\$ 806,781.00	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,463,467.00	817,014.81	56%
Revitalization Rebates	(18,640.00)	(11,889.16)	64%
Back Tax	-	13,314.47	
Motor Vehicle Tax	177,674.00	18,586.09	10%
Recreational Vehicle Tax	1,629.00	114.32	7%
16/20M Vehicle Tax	687.00	594.33	87%
In Lieu of Tax	714.00	321.27	45%
Watercraft Special Tax*	926.00	-	0%
Commercial Vehicle Fees	6,025.00	4,862.56	81%
Interest on Idle Funds	2,200.00	4,714.67	214%
	<u>\$ 1,634,682.00</u>	<u>\$ 847,633.36</u>	52%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,600,000.00	\$ -	0%
Interest	48,000.00	24,000.00	50%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,398,000.00</u>	<u>\$ 24,000.00</u>	1%
Unencumbered Balance 3/31/19	\$ -	\$ 1,630,414.36	

* 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 March 31, 2019

Capital Improvement Funds-VisionBank

\$ 1,838,720.37 at 1.19% (money market account)

Municipal Investment Pool

\$ 1,822,788.19 Operating funds in "overnight pool"*; available for transfer whenever needed

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

500,000.00 Employee Benefit funds in 30-day, fixed rate pool; opened 3/25/19 @ 2.19%; maturity 4/24/19

2,500,000.00 General funds in 30-day, fixed rate pool; opened 3/25/19 @ 2.19%; maturity 4/24/19

\$ 5,422,788.19

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

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

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

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

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

Principal Balance of Outstanding Bonds

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

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	3/21/2019	COREFIRST BANK & TRUST	Blanket-EZ Yarn Bright Pu	\$ 11.99	-98647
10	41000	330	3/21/2019	COREFIRST BANK & TRUST	Blanket-EZ Yarn Burgandy	\$ 23.98	-98647
10	41000	330	3/21/2019	COREFIRST BANK & TRUST	Blanket-EZ Yarn Cream	\$ 23.98	-98647
10	41000	420	3/21/2019	COREFIRST BANK & TRUST	King-Size Sharpie Black	\$ 14.99	-98647
10	41000	420	3/21/2019	COREFIRST BANK & TRUST	Laminating Sheets 5 mil	\$ 95.76	-98647
10	41000	420	3/21/2019	COREFIRST BANK & TRUST	File Jackets	\$ 26.98	-98647
10	41000	320	3/21/2019	COREFIRST BANK & TRUST	HP LaserJet Pro M402dw	\$ 539.98	-98647
10	41000	320	3/21/2019	COREFIRST BANK & TRUST	Software Suite	\$ 544.66	-98647
10	41000	320	3/21/2019	COREFIRST BANK & TRUST	Novatel MiFi Verizon Jetp	\$ 34.96	-98647
10	41000	330	3/21/2019	COREFIRST BANK & TRUST	Neodymium Disc Magnets	\$ 26.90	-98647
10	41000	320	3/21/2019	COREFIRST BANK & TRUST	bigtourney website subscr	\$ 14.95	-98647
10	41000	420	3/21/2019	COREFIRST BANK & TRUST	1/2x300" Magnetic Tape"	\$ 55.00	-98647
10	41000	310	3/21/2019	COREFIRST BANK & TRUST	GravityForms Developer	\$ 99.00	-98647
10	41000	320	3/21/2019	COREFIRST BANK & TRUST	beac6070	\$ 16.65	-98647
10	41000	320	3/21/2019	COREFIRST BANK & TRUST	iphone 7 case	\$ 129.90	-98647
10	41000	320	3/21/2019	COREFIRST BANK & TRUST	GE WiFi Smart Plug, Indoo	\$ 59.98	-98647
10	41000	320	3/21/2019	COREFIRST BANK & TRUST	Enover 7 Day / 24 Hour Pr	\$ 27.76	-98647
10	41000	326	3/21/2019	COREFIRST BANK & TRUST	business cards	\$ 19.90	-98647
10	41000	325	3/21/2019	COREFIRST BANK & TRUST	shipping & handling estim	\$ 9.29	-98647
10	41000	320	3/21/2019	COREFIRST BANK & TRUST	Latitude 5591	\$ 1,411.98	-98647
10	41000	330	3/21/2019	COREFIRST BANK & TRUST	Satin Headband - 0.5 cm"	\$ 16.99	-98647
10	41000	330	3/21/2019	COREFIRST BANK & TRUST	Caydo 500 Pieces Chenille	\$ 23.98	-98647
10	41000	330	3/21/2019	COREFIRST BANK & TRUST	Shrinky Dinks Creative Pa	\$ 21.75	-98647
10	41000	330	3/21/2019	COREFIRST BANK & TRUST	500 8 inch 100% Natural B	\$ 10.58	-98647
10	41000	330	3/21/2019	COREFIRST BANK & TRUST	BIC Color Collection Mark	\$ 33.98	-98647
10	41000	330	3/21/2019	COREFIRST BANK & TRUST	Nostalgia CFF986 4-Tier S	\$ 34.82	-98647
10	41000	330	3/21/2019	COREFIRST BANK & TRUST	Wilton Choc. Pro - Meltin	\$ 21.99	-98647
10	41000	320	3/21/2019	COREFIRST BANK & TRUST	lg 27 inch monitor	\$ 1,297.39	-98647
10	41000	320	3/21/2019	COREFIRST BANK & TRUST	Samsung - 43 Class - LED"	\$ 1,599.96	-98647
10	41000	310	3/21/2019	COREFIRST BANK & TRUST	Ultimate Access	\$ 4,980.00	-98647
					<i>Miscellaneous online orders paid by credit card</i>	\$ 11,230.03	-98647 Total
10	21505	0	3/5/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,293.37	-98643
15	21516	0	3/5/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,104.60	-98643
15	21517	0	3/5/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,048.92	-98643
10	21524	0	3/5/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98643
10	21513	0	3/5/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 907.70	-98643
					<i>Remittance of pension benefit contributions</i>	\$ 49,544.15	-98643 Total

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	3/1/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,225.29	-98638
10	21502	0	3/1/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,706.66	-98638
15	21521	0	3/1/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 268.95	-98638
10	21503	0	3/1/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,620.60	-98638
15	21504	0	3/1/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,620.60	-98638
10	21503	0	3/1/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,354.90	-98638
15	21504	0	3/1/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,354.90	-98638
10	21514	0	3/1/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98638
10	21518	0	3/1/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 814.95	-98638
10	41000	313	3/1/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,867.91	-98638
10	41000	313	3/1/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 372.36	-98638
				<i>Remittance of payroll taxes</i>		\$ 83,438.30	-98638 Total
10	21505	0	3/19/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,053.54	-98636
15	21516	0	3/19/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,749.26	-98636
15	21517	0	3/19/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,008.98	-98636
10	21524	0	3/19/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98636
				<i>Remittance of pension benefit contributions</i>		\$ 48,001.34	-98636 Total
10	21501	0	3/15/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,941.26	-98634
10	21502	0	3/15/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,468.21	-98634
15	21521	0	3/15/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 244.53	-98634
10	21503	0	3/15/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,289.57	-98634
15	21504	0	3/15/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,289.57	-98634
10	21503	0	3/15/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,277.45	-98634
15	21504	0	3/15/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,277.45	-98634
10	21514	0	3/15/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98634
10	21518	0	3/15/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 814.95	-98634
10	41000	313	3/15/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,869.61	-98634
10	41000	313	3/15/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 368.88	-98634
				<i>Remittance of payroll taxes</i>		\$ 82,072.66	-98634 Total
10	21505	0	3/29/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,166.78	-98631
15	21516	0	3/29/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,917.07	-98631
15	21517	0	3/29/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,027.80	-98631
10	21524	0	3/29/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98631
				<i>Remittance of pension benefit contributions</i>		\$ 48,301.21	-98631 Total
10	21501	0	3/28/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,847.22	-98629
10	21502	0	3/28/2019	PAYCOM PAYROLL LLC	State W/H	\$ 11,673.76	-98629

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21521	0	3/28/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 223.10	-98629
10	21503	0	3/28/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,769.42	-98629
15	21504	0	3/28/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,769.42	-98629
10	21503	0	3/28/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,623.48	-98629
15	21504	0	3/28/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,623.48	-98629
10	21514	0	3/28/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 106.18	-98629
10	21518	0	3/28/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 818.77	-98629
10	41000	313	3/28/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,876.01	-98629
10	41000	313	3/28/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 365.40	-98629
				<i>Remittance of payroll taxes</i>		\$ 89,696.24	-98629 Total
10	21515	0	3/29/2019	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 27,216.22	-98628
15	21515	0	3/29/2019	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 127,485.54	-98628
15	21515	0	3/29/2019	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 3,281.23	-98628
						\$ 157,982.99	-98628 Total
35	41000	912	3/19/2019	FARBER SPECIALTY VEHICLES, INC.	AdventureMobile	\$ 60,150.00	11508
35	41000	912	3/19/2019	FARBER SPECIALTY VEHICLES, INC.	AdventureMobile	\$ 70,300.00	11508
				<i>Bid approved by Board on 11/16/17; final installment.</i>		\$ 130,450.00	11508 Total
10	41000	310	3/11/2019	BIBLIOCOMMONS, INC.	BiblioCloudRecords-Overdrive	\$ 5,000.00	93363
				<i>2019 approved operating budget - annual subscription and support</i>		\$ 5,000.00	93363 Total
10	41000	351	3/11/2019	WESTAR ENERGY	<i>2019 Electric Service</i>	\$ 22,669.76	93388
						\$ 22,669.76	93388 Total
10	23800	0	3/15/2019	BA DESIGNS	Meeting Room Chairs	\$ 37,832.40	93395
				<i>2018 approved operating budget - RFP was posted and bid was approved by the Board on 12/20/18</i>		\$ 37,832.40	93395 Total
10	41000	352	3/15/2019	CONSTELLATION NEWENERGY - GAS	<i>2019 Gas Services</i>	\$ 5,734.75	93399
						\$ 5,734.75	93399 Total
10	21512	0	3/15/2019	DELTA DENTAL OF KANSAS, INC	<i>EE March Premiums</i>	\$ 2,796.64	93401
15	21512	0	3/15/2019	DELTA DENTAL OF KANSAS, INC	<i>Retiree March Premiums</i>	\$ 290.75	93401
15	21512	0	3/15/2019	DELTA DENTAL OF KANSAS, INC	<i>ER March Premiums</i>	\$ 10,557.22	93401
						\$ 13,644.61	93401 Total
10	41000	313	3/15/2019	ENGEL LAW, PA	<i>2019 Legal Services</i>	\$ 5,808.00	93402
						\$ 5,808.00	93402 Total
10	41000	311	3/15/2019	MCELROY'S INC.	Maintenance Agreement	\$ 8,441.48	93407
				<i>2019 approved operating budget- annual maintenance</i>		\$ 8,441.48	93407 Total
20	23800	0	3/15/2019	MIDWEST COATING, INC.	Roof Replacement	\$ 28,845.00	93408
				<i>2018 approved facilities master plan - RFP was posted and bid was approved by the Board on 10/18/18</i>		\$ 28,845.00	93408 Total

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	41000	260	3/15/2019	PEOPLES/COMMERCIAL INSURANCE	<i>2nd qtr workers comp ins</i>	\$ 13,217.00	93410
						\$ 13,217.00	93410 Total
10	23800	0	3/15/2019	SENNE & CO INC	<i>Circ Plz/Lrning Ctr Reno</i>	\$ 278,448.60	93414
10	23800	0	3/15/2019	SENNE & CO INC	<i>Circ Plz/Lrning Ctr Reno</i>	\$ 52,530.00	93414
						\$ 330,978.60	93414 Total
10	23800	0	3/15/2019	TEVIS ARCHITECTURAL GROUP	<i>Terrazzo Flooring</i>	\$ 300.00	93418
10	23800	0	3/15/2019	TEVIS ARCHITECTURAL GROUP	<i>FMP Phase 2</i>	\$ 3,124.78	93418
10	41000	736	3/15/2019	TEVIS ARCHITECTURAL GROUP	<i>Gallery Remodel</i>	\$ 3,165.00	93418
10	41000	736	3/15/2019	TEVIS ARCHITECTURAL GROUP	<i>Gallery Remodel</i>	\$ 7,385.00	93418
						\$ 13,974.78	93418 Total
10	23800	0	3/15/2019	ZETCOM NORTH AMERICA, LLC	<i>MuseumPlus upgrade</i>	\$ 6,913.00	93419
					<i>Software upgrade in 2018 approved operating budget</i>	\$ 6,913.00	93419 Total
10	23800	0	3/19/2019	FARBER SPECIALTY VEHICLES, INC.	<i>AdventureMobile</i>	\$ 50,000.00	93421
					<i>Bid approved by Board on 11/16/17; final installment.</i>	\$ 50,000.00	93421 Total
10	41000	310	3/21/2019	BLACKBAUD INC	<i>Blackbaud renewal</i>	\$ 11,841.66	93428
					<i>Software support annual agreement in 2019 approved operating budget</i>	\$ 11,841.66	93428 Total
10	41000	301	3/21/2019	OCLC, INC.	<i>oclc cataloging & ill</i>	\$ 6,493.41	93448
10	41000	301	3/21/2019	OCLC, INC.	<i>Discount</i>	\$ (5.19)	93448
					<i>Monthly fee for cataloging and interlibrary loan database in 2019 approved operating budget</i>	\$ 6,488.22	93448 Total
10	41000	352	3/28/2019	CONSTELLATION NEWENERGY - GAS	<i>2019 Gas Services</i>	\$ 5,079.48	93462
						\$ 5,079.48	93462 Total
						\$ 1,267,185.66	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

April, 2019

Library News and Project Updates

Dolly Parton's Imagination Library

Registration is still shy of 5,000 children, but has increased from 4,820 to 4,866 registrations. We are in the process of preparing the annual report for the second year of operation for DPIL. We'll be using distribution of that report to initiate a new registration and fundraising campaign.

National Library Week April 8 – 12

Every April we celebrate National Library Week. The 2019 National Library Week theme, Libraries = Strong Communities, illustrates how today's libraries are at the heart of our cities, towns, schools and campuses, providing critical resources, programs and expertise. They also provide a public space where all community members, regardless of age, culture or income level, can come together to connect and learn.

We've received excellent media coverage this week. I had the opportunity to be interviewed by KSNT for its *Someone You Should Know* series. You can view [Librarian CEO taking her role to new levels here.](#)

I also appeared on WIBW's Red Couch show with host Ralph Hipp on Tuesday, April 9.

From HR Director Jesse Maddox:

Blue Cross and Blue Shield Update

Overall, employees and their covered dependents continue to make good decisions when seeking care for health concerns. As of the end of March, the loss ratio for the first eight months of the twelve month rating period is 61%. At this time last year the loss ratio was 67%. We are in good position at this point in the rating period, but it's important to note that may change at any point with high cost claims.

Please pay particular attention to public services director Marie Pyko's report about our work with channel KTWU in the creation of a documentary in honor of the 65th anniversary of Brown v. Board of Education. In addition to the talent of our resident experts, we also contributed \$5000 to the production of this locally produced film. In return, we will catalog, archive, and provide access to the documentary and the raw footage.

I point this out because I see content creation as a growing role for public libraries and TSCPL. In the future, not all the content we purchase and deploy will be from trade publishers or traditional content providers. The concept of library collections is changing and we are changing with it.

Agenda Items

Nominating Committee Report and Election of Officers

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

Personnel Policies: 11 and 25-37

Over the course of 2019 Human Resources will be bringing personnel policies to the TSCPL Board of Trustees for review and approval. The personnel policies approved by the TSCPL Board of Trustees are the beginning and basis of guidelines, procedures and practices to be developed and implemented by the library administration. This group of policies includes vacation leave as well as use of vehicles, confidentiality, visitors, personal property, attendance, dress policy, solicitations, employee reprimands, safety, and workplace violence. Please see the resolution sheet and red-line versions of policies for details.

Red Carpet Cargo Van

Recall that last month, we requested permission to de-commission the Red Carpet bookmobile because repair is cost-prohibitive and ten years into its service window, we need a more efficient strategy for serving readers in congregate living communities. We solicited bids for a van that will allow staff to load and deliver multiple carts of books to all Red Carpet locations. This will allow for greater capacity, productivity, and make it easier for staff to move those heavy carts around.

Bids are due on Monday, April 15. The resolution sheet, fiscal note, and bid summary will be sent to you by email that afternoon.

Please see the resolution sheet and background sheet for additional information.

Professional Activities/Community Contacts

March 15	Attended 712 Innovations Executive Committee Meeting
March 21	Presented at the Adventuremobile Media Event at Security Benefit
March 26	Attended Momentum 2022 Talent Development Work Group Meeting
	Presented at the GTP Diversity on Boards Training
March 28	Participated in Community Broadband Planning biweekly conference call
March 29	Attended Together Topeka Collective Impact Design Institute
April 2	Attended City Council Meeting – Board of Trustees Reappointments
April 3	Participated in <i>My Generation – an Intergenerational Discussion</i> . City of Topeka intergenerational forum twenty Class of 2019 Highland Park High School seniors.

- April 5 Met with the library directors of Silver Lake Public Library and Rossville Community Library, toured their facilities, and discussed future plans and cooperative opportunities. (Recall that by KS statute TSCPL provides 50% of these libraries’ operational funding.)
- April 8 KSNT Interview – National Library Week
 Attended Shawnee County Health Rankings: A Community Conversation – Heartland Healthy Neighborhoods
 Attended The Library Foundation’s Board Meeting
- April 9 WIBW Red Couch with host Ralph Hipp – National Library Week
- April 10 Community Broadband Project - T-Mobile Meeting (Digital Inclusion) conference call
- April 11 Participated in Community Broadband Planning biweekly conference call
- April 12 LGT 2019 Class Visit: The Leadership Greater Topeka Class visits the library every year and I’m invited to speak about a leadership practice. This year it’s “Intervene Skillfully: Speak from the Heart and Inspire Collective Purpose.”

In Progress

MOU with Topeka School District

The school board met on March 21 and approved the MOU. The MOU with the Topeka and Shawnee County Library permits Topeka Public Schools to provide, through enrollment, a digital library card for every student. This will provide students and teachers access to all of our collections. Please see attached certificate presented to TSCPL. Collections director Paul Brennan and I attended that meeting. Dr. Anderson graciously presented us with a certificate of appreciation, which is attached to this report. I’ve also attached the remarks I made to the board at that meeting.

Community Broadband Project

In addition to our bi-weekly conference calls, I have spent the past few weeks conferring with Chris Campbell, who is our consultant from Tilson Technologies, and members of the project team. We are working on the development of a broadband business assistance initiative (BBIA), including GIS data collection relevant to potential broadband investment, a review of city and county policies and procedures affecting telecommunications providers, and the production of a deployment guide that will serve as a reference document for interested providers.

This initiative is intended to demonstrate that the City of Topeka and Shawnee County are open and welcoming to private investment in new or improved broadband infrastructure, facilitate private business cases by providing required information, and to clearly identify and communicate efficient processes that service providers need to navigate to plan, permit, and deploy broadband infrastructure.

What I'm Reading

Sharing Hidden Know-How; how managers solve thorny problems with the knowledge jam

by Katrina B. Pugh (Jossey-Bass, 2011)

I know author Kate Pugh and count her as a friend and colleague. We met as newly elected members of the Lyrasis board. When she presented me with a signed copy last year, I told her I knew there would be a time when I needed her book. Here's what I wrote to her a few weeks ago letting her know that time has arrived.

Hi, Kate!

I knew there would be a time that I would need **Sharing Hidden Know-How; how managers solve thorny problems with the knowledge jam**.

It's now and for two different purposes. You gave me a signed copy of the book last August and I've skimmed it. Now I'm reading it page by page and highlighting key ideas. It's brilliant and exactly what I need right now.

I'm doing some research on developing readers advisory services in libraries. We need a complete reboot in how public libraries serve and partner with readers. I found an article by Duncan Smith, whom I know and greatly respect.

Here's the article he wrote: [Readers' Advisory: The Who, the How, and the Why](#). He cites your book and specifically mentions how you address tacit knowledge.

*Doing better means taking all of the trial-and-error (self-directed) learning that is going on in our institutions and identifying what is working and what is not. The lessons-learned by individual practitioners (tacit knowledge) as they deliver RA services is the tacit knowledge that Crowley refers to in his article. He is correct that this knowledge is difficult to codify and distribute but there are methods in place for doing this. For example, Katrina Pugh from Columbia University's Information and Knowledge Management Program documents a process for achieving this in her book *Sharing Hidden Know-How*.¹² Other professions have developed models for surfacing tacit knowledge and best-practices including the practice audit model,¹³ which was used by this author in the development of *Talking with Readers: A Competency Based Approach to Readers' Advisory Service* (EBSCO/Novelist 2000), which was discussed in an article published in this publication.¹⁴*

The other reason I'm finding it very helpful is the community initiative I'm working on right now. We're in the process of learning to use a collective impact approach for talent development in Topeka and Shawnee County, specifically in the development of a cradle to career pipeline. Our collective impact model will be built with several diverse organizations focused on solving some big social problems, e.g. lack of kindergarten readiness for 60% of young children in our community. It's highly dependent on the expertise and tacit knowledge of lots of people in several organizations in the community who serve young children and their families.

The Knowledge Jam model is what I've been looking for. I've been very frustrated with what I call the program production response that typically comes up in our discussions. Many people see individual programs as solutions or fixes (rather than tactics) to solve systemic problems. As we know, they aren't. I've suggested some basic training in systems thinking and root cause analysis, but they require context and that is part of the Knowledge Jam model.

So, I'm writing to say thank you – for writing this book, for sharing your unique gift, and creating knowledge that I need. And thanks again for giving me a copy so I can write all over it. And as a librarian, I want to thank you for writing a book that is eminently readable while incorporating a high degree of complexity and lots of ideas.

Gina Millsap
Chief Executive Officer
Topeka and Shawnee County Public Library 4/12/19

TOPEKA PUBLIC SCHOOLS

RECOGNIZES

*Topeka and Shawnee County
Public Library*

for their

Expanded Partnership with
Topeka Public Schools

March 21, 2019

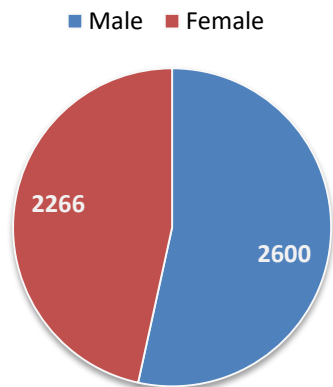
Dr. Tiffany Anderson

Dr. Tiffany Anderson
Superintendent

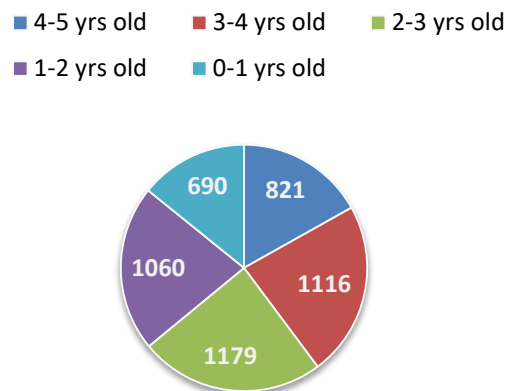


Number of Participants Served: **4,866**

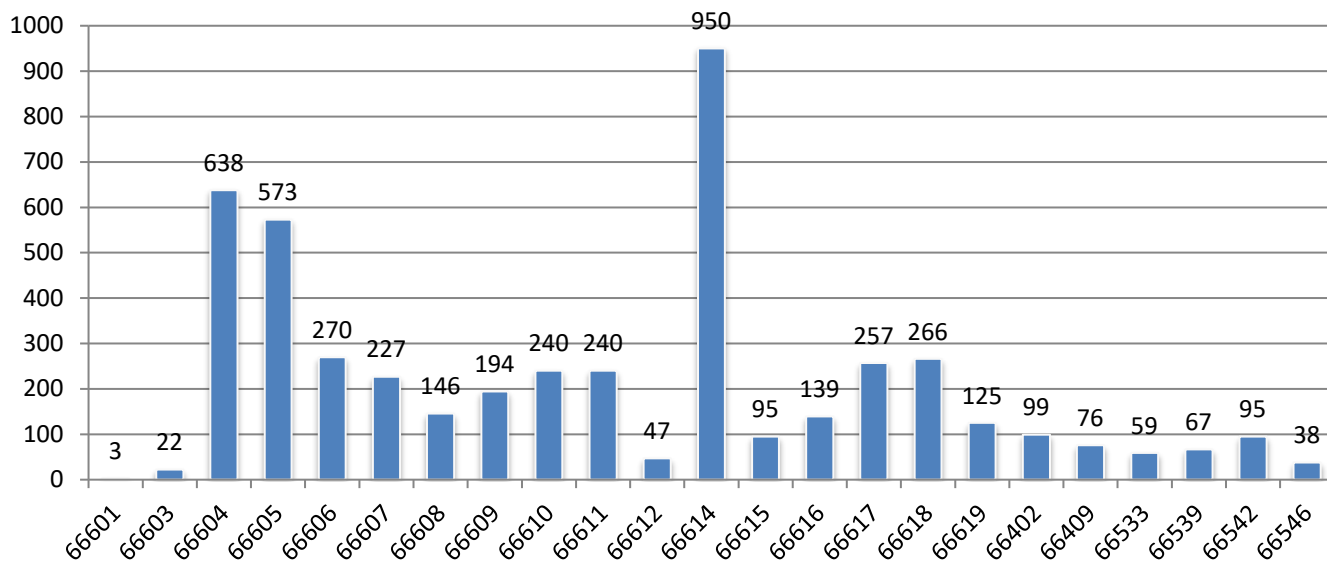
Sex of Participants



Age of Children

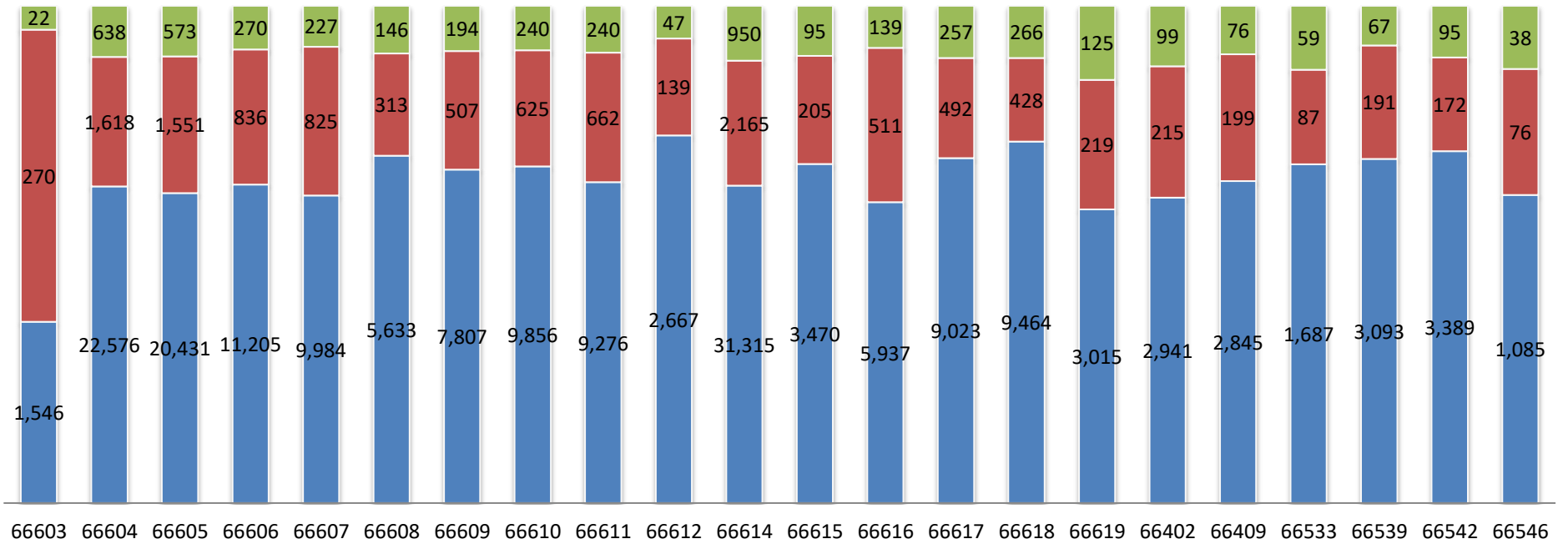


Zip Codes of Children

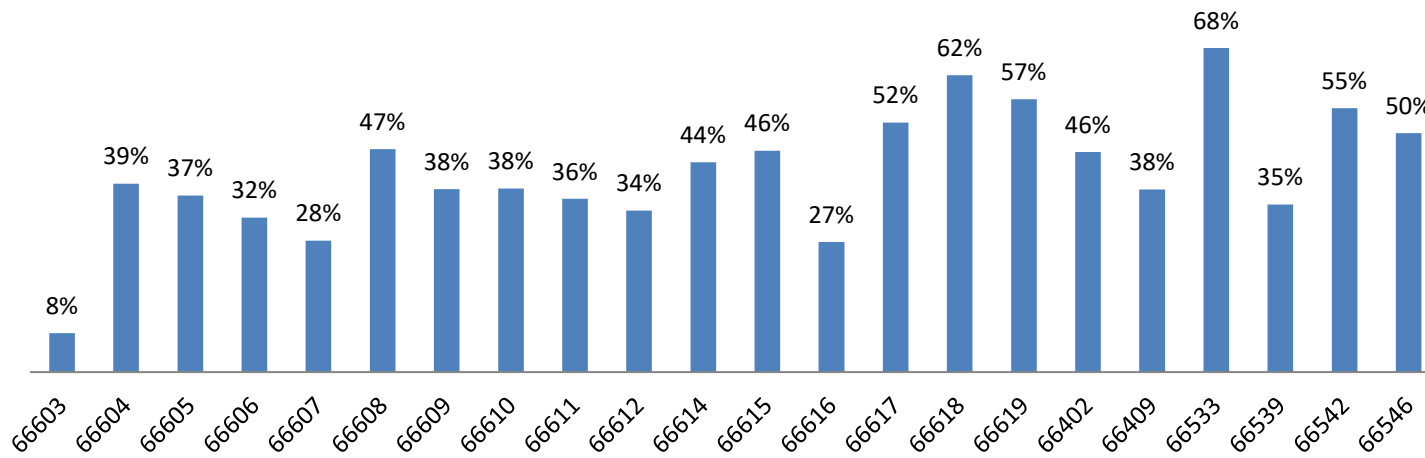


March 2019 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



Notes for Topeka School District Board Meeting MOU approval

March 21, 2019

Thank you for the opportunity to appear before you this evening.

I know some of you – Dr. Morrison, Mr. Woods and have met others. I hope this presents an opportunity to get to know each other better and to work more closely together.

I so appreciate Dr. Anderson's leadership and commitment to working with the Topeka and Shawnee County PL to work together to benefit students and families in our community.

Public schools and public libraries have a lot in common.

- We're both focused on education and its building blocks – literacy and learning.
- We share a constituency – school age children and their families.
- We're both committed to educational equity – leveling the playing field for children because not everyone starts out with the same resources and support.

We each have a unique role to play as well.

For public libraries, there is strong focus on early childhood literacy, starting from birth. We have early childhood specialists and age-specific collections and programs initiatives. As we say in the library business, we serve folks cradle to grave. And perhaps beyond. We provide preschools story time for babies, toddlers and pre-kindergartners.

Two years ago we brought Dolly Parton's Imagination Library to our community. It's a book give-away program that is free to all families in T/SC with children birth to five. And I know I don't have to explain what brain research tells us about the importance of playing, singing, talking and reading with young children.

Two years ago we also introduced the Learn and Play Bus – it's an early childhood classroom on wheels that is focused on play-based learning. We are currently focused on families in our most vulnerable neighborhoods.

We're also focused on out of school learning for all ages, which includes our summer reading program.

That program is designed to help fight summer slide. We all know learning and achievement are perishable and that the average student loses a month of academic-calendar learning each summer.

Like you we have to be able to demonstrate that the programs we provide actually work.

Schools are experts in testing; libraries aren't. We need your help in determining if our efforts help your students.

And then there's resources. The library invests almost \$1 million a year in digital content – ebooks, e-audio books, film, music, research databases. They're all available online through our website free – with a library card.

We buy them for the whole community and we want to be sure that all students have access to the public library resources they need. And I want to emphasize that our resources are intended not to replace but enhance the resources school libraries provide. We have great content, but we're not curriculum experts.

This library card campaign that we began two years ago is intended to make that happen.

I'd like to invite my colleague collections director Paul Brennan to explain this program and say a bit about the MOU that you're considering this evening.

TOPEKA PUBLIC SCHOOLS

RECOGNIZES

*Topeka and Shawnee County
Public Library*
for their

Expanded Partnership with
Topeka Public Schools

March 21, 2019

Dr. Tiffany Anderson

Dr. Tiffany Anderson
Superintendent



Chief of Staff Report
Thad Hartman
April 18, 2019

Circulation Plaza

The east half of the Plaza opened two weeks ago and so far it has been receiving rave reviews. Customers really like the location and visibility of the Large Print collection and the seating areas have been getting a great deal of use. The new tile continues to receive many compliments from customers.

Staff and customers are getting used to the new layout of the plaza, but construction still greatly impacts the use of the space. We have had to make several adjustments to the pathways customers use to navigate the library based on the tiling schedule. It seems like we have had to create a new alternate route on almost a daily basis.



Most recently we had to route customers through the auditorium to access the Café and Booktique as tile work was completed in front of the west hallway. This alternate route was only in use for three days, but just before the hallway was reopened, the interior book drop had to be closed. These sorts of workarounds usually last for only a few days, but they are quickly replaced by new ones. This has been the pattern for the last few weeks.

Staff have been great about being flexible and helping customers navigate their way through the library. That being said, I know the staff will be pleased when the tile work is complete and they can settle into their new space.

Claire's Courtyard

The weather has been very pleasant over the past month, and construction on Claire's Courtyard has really ramped up. A great deal of progress has been made on the tiered seating structure in the amphitheater. The base of the seating area has been created and they are currently in the process of erecting the side wall. Once that is complete they will lay the pavers in the seating area, which will include the bricks purchased in the Foundation's brick campaign. This portion of the project should be completed near the end of April.

There has also been a great deal of progress on the sunroom. The roof is complete and the stone façade has been installed on the front and back of the building. Within the next few days they will begin to install the metal siding on the east and west walls of the structure.

On Sunday, April 6, we were fortunate to be able to take the attendees of the Wilder Society Tea out to the sunroom. Everyone was extremely excited to see the space and get a better understanding of the size of the project. The most common comment I heard was that Claire's Courtyard was going to be much bigger than they realized.

Work in the sunroom should be done in mid-May and the amphitheater closer to the end of the May. There will be other site work that needs to be completed as well, including pouring the concrete for the patio, installing the water feature, and landscaping. Right now we have an estimated completion date around the first part of June. It's possible that it could be finished before then, but it also might take a little longer, depending on the weather. Let's hope for good weather!

OrangeBoy

If you'll recall a few months ago we contracted with a company called OrangeBoy that has a product called Savannah. Savannah is a service designed to help us better understand our customers and how they use the library based on a number of usage statistics as well as communication and survey tools.

It took about a month to get everything set up and another month to start enough getting enough data into the system to start to get relevant information. We are still in the process of discovering all the service has to offer and understanding what all of the data means.

Recently we implemented our first survey campaign through Savannah, which we used to determine our Net Promoter Score (NPS). NPS is a tool that can be used to gauge the loyalty of an organization's customer relationships. NPS has been widely adopted by Fortune 500 companies as well as non-profit organizations across the world.

NPS creates a score from -100 to 100 based on one question: "How likely is it that you would recommend the library to a friend or colleague?" The score is created based on how many people give your organization a high score compared to those who give your organization a low score.

An interesting aspect of using NPS is that we are able to use a standard method to measure customer loyalty so we can compare ourselves to other organizations, including other libraries who use Savannah. It also allows us to get feedback and then follow up with customers who give us a low score so that we can make necessary improvements.

What is considered a good NPS score can vary based on the industry, but just as an example a few NPS scores (courtesy Satmetrix) are:

- JetBlue: 74 (Airlines)
- USAA: 73 (Auto Insurance)
- American Express: 60 (Credit Cards)
- Netflix: 44 (Online Entertainment)
- Comcast/Xfinity: -9 (Cable/Satellite TV)

We have only had our NPS survey out for a week, so we are still in the very early stages. However, the results of our first survey give us an NPS score of 86. It will be interesting to see how this score may change over time and to get feedback and make improvements. However, we're very pleased with the initial results.

Department Highlights

Public Services

Marie Pyko, Public Services Director

As part of my work with our Community Impact goals and partnerships, I have begun discussions with several key community organizations. These include Trio-Educational Opportunity Center, Arts and Craftsman Workshop, Westridge Mall, City of Topeka, and KTWU.

On April 2nd, we launched a new community relationship with **Trio Educational Opportunity Centers**. Trio is a federally funded educational outreach program. High school seniors and adult learners who have a desire to begin, resume or continue their education beyond the secondary level are or GED referrals can visit with the Trio-EOC staff.

Trio- EOC staff will be on hand on Tuesdays, 1:00-6:00 pm in Team Room 4 to help students and families with career and academic guidance, fill out Free Application for Federal Student Aid (FAFSA) forms and help with advising students or families with career exploration. The service is free and is currently set up to be first come, first served. Business librarian Meredith Snapp, teen librarian Shelby Schellenger, and I are coordinating this new relationship. This service operates in much the same way the Volunteer Income Tax Assistance (VITA) program we host each year does. For more information about Trio-Educational Opportunity Center. <https://www2.ed.gov/about/offices/list/ope/trio/index.html>

Public services specialist Meg Porteous, public services supervisor Debbie Stanton and I met with Dave and Deb Corr, **Arts and Craftsman Workshop** (formerly of 712 Innovations makerspace) and visited their new location. We have hosted joint teen-focused maker programs for the past two years and are hoping to expand the opportunities as they open their new site.

Diana Friend and I met with Melissa Buescher, **Westridge Mall**, on the possibility of developing a Book Nook space to showcase our literacy and learning initiatives near the Play area of the mall. This will be designed to highlight the Dolly Parton Imagination Library and our Summer Reading program. Melissa reached out to us and will provide the space free of charge.

Genealogy librarian Sherri Camp, public historian Donna Rae Pearson and I had an opportunity to attend the taping of a documentary project on the students of the four African American elementary schools for the 65th anniversary of Brown v. Board of Education at KTWU. As part of our growing relationship with **KTWU**, we provided research, educational resources and underwriting for the documentary. The library provided \$5000 towards the creation of this original local historical content. After the airing of program, we will house the documentary including the raw footage so that researchers will have access to these invaluable stories.

Finally, our relationship continues to grow with the **City of Topeka**. I had an opportunity to take a bus tour of Impact KCK in Wyandotte County. Impact KCK is a community impact project to reduce student homelessness in Wyandotte County. The City of Topeka hosted the tour with community stakeholders to learn how the program works in Kansas City as they examine the feasibility of a similar model for Topeka. Topeka and Shawnee County currently have 554 students who are homeless.

Facilitation service

The Topeka Genealogical Society (TGS) and ArtsConnect requested our facilitation services this month to help with strategic planning. Zan Popp, Art Exhibits Curator will begin working with Barb LeClair (TGS) to help facilitate some board conversations for the future of TGS. Best Life/Connections Librarian Lissa Staley will lead a facilitated discussion with Executive Director Sarah Fizell, and the ArtsConnect board focused on the next series of community art projects. It is always gratifying to be able to showcase the talents of our librarians, allow them to use the training we are investing in, and help our partners develop a plan for their future.

Research project

Monique Sendze, doctoral candidate in the College of Doctoral Studies at Grand Canyon University, is conducting a first-person research study. Her study is entitled: *Influence of Public Library Directors' Entrepreneurial Leadership Behaviors on Innovation: A Single Case Study*.

She has interviewed several of our librarians and managers to learn how Gina's influence and innovation has shaped our vision of the library.

She will attend our management council meeting on April 11th to learn more about how we incorporate entrepreneurial leadership in our meetings. I have been working closely with Monique to help to identify her interview candidates, provide her public documents, and coordinate meetings.

Autumn Friedli, Public Services Supervisor – Readers Services

In the month of March, the Public Services Readers Team said goodbye to two staff members. Veteran Red Carpet specialist Janet Johnsen retired on March 25th and Lara Waits left the library to start her next big career – Motherhood. After all the goodbyes, we said “hello” to our newest employee Elizabeth Tschetter. Elizabeth is a lover of YA books and enjoys writing. She comes to us from the Pottawatomie Wabaunsee Regional Library and is going to be a great fit in our department.

Debbie Stanton, Public Services Supervisor – Information and Learning

Gallery Remodel

The Gallery team has been working with Tevis architect Theodore Demonchaux to create an initial remodel plan for the space. We feel confident that we can deliver a plan that is forward-looking and will enable us to remain a destination and education space for years to come. The next part of our planning will involve determining how we will keep the Gallery in the public eye during our closed construction time.

Topeka Genealogical Society Conference

I had the opportunity to attend the Topeka Genealogical Society conference at the Kansas State Historical Society along with Genealogy Librarian Sherri Camp. While working at a booth representing the library I heard story after story of the amazing resources and help we provide in our library. Sherri was called to the front of the room by the conference's national keynote speaker and mentioned as being one of the greatest genealogy assets in the state. We are so proud of Sherri's work and the help that we are able to provide our residents in learning about and telling their families' stories.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Public Services specialist Jeri Eckhardt is retiring on April 15. She has been a part of the Youth Services library staff for 17 years. Her specialty has always been connecting with our youngest customer base and their grownups. That is true of the past several years, especially as she has been the primary developer of our Baby Bookworms programming. She will be greatly missed.

We have met with a few potential partner sites for the Learn and Play Bus. New locations would replace stops that have not consistently held strong target visitor numbers. Stops that will be discontinued include Auburn Library and Tecumseh South Elementary. Stops that we are investigating include Western Hills Church on Auburn Road and Lakeview Church of the Nazarene on Croco Road. Both locations have been open to moving forward. We hope to have plans firmed up so that we can roll out a new schedule in June.

We just started the Family Place Learn and Play Workshop series for 2019. 14 families attended this morning which meant 37 people were in attendance ranging from babies to great grandparents. It is the largest group we have ever had. This is a 5 week series that includes bringing in partners who specialize in working with families on language development, physical development, child nutrition or health, and parent-child interaction or music. This time we are utilizing the expertise of TARC, Shawnee County Health, and K-State Extension. We also have volunteers in place to facilitate the weekly craft. We have provided this opportunity since 2014 when we became a Family Place Library.

<https://www.familyplacelibraries.org/>

Week of the Young Child is on the horizon, April 8-12. We will be celebrating in two ways. On Sunday, April 7, we will be at the Kansas Association for the Education of Young Children resource event being held at the Kansas Children's Discovery Center. We also will host a special story time event at the library on the morning of Wednesday, April 10 in collaboration with Child Care Aware. Parents as Teachers were unable to squeeze into line up for the actual Week of the Young Child, but they will be with us the following week. Their Blockfest event will be here on Friday, April 19.

Topeka Public Schools invited us to present to their elementary and secondary, first and second year teacher cohorts. In total we spoke with roughly 150 teachers. We promoted public library services that might benefit their students and classroom or them personally. Several filled out applications for cards and most indicated that they learned something about the library that they did not know before. This professional development was set to stage teachers to be familiar with library services as we move into next year's digital library card plan for all students within that district.

Learning Experiences

Stephanie Hall, Learning Experiences Manager

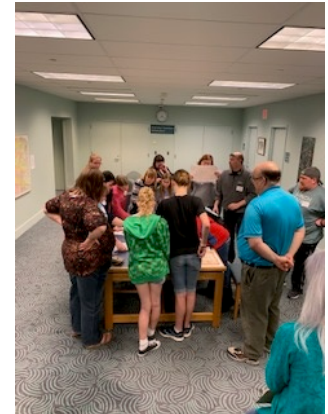
Escape Rooms



On April 5 Shari Schawo and I hosted the library's first Escape Room: Totally Radical 80's Time Travel Adventure. Teams of 10-15

were formed and they had just 45 minutes to solve puzzles and riddles to complete an objective. They didn't escape

from a room, though. Rather, they had to break into a box. Yes, you heard that right...a box. The ultimate goal was to solve clues that helped them unlock a series of locks to unlock a box where they found the ultimate prize – recognition that you were successful – a sign that says "We Broke Out!"



We had 114 people participate and were able to form 8 teams. Not everyone knew each other so I had them make name tags and encouraged them to get to know their teammates. For not knowing each other they learned to work together pretty quickly and communicate with one another. All the teams were successful, some faster than others. Regardless of how fast they were able to break out they all had a great time and are looking forward to the next one.

And, yes, I did dress up; that is not what I normally wear to work. 😊 Our next escape room is April 19 where we will be going *Back to the Future*.



Value of Play Conference

I attended the Value of Play Conference March 31-April 2 at Clemson University. This is the annual educational conference presented by the U.S. Play Coalition. The latest research and practices in the field of play are presented at the conference, which brings together play researchers, parks and recreation professionals, camp professionals, educators, health scientists, architects, landscape architects, designers, planners, business and community leaders, psychologists, physicians and parents from across the U.S. and beyond.

Some of the highlights/aha moments for me included,

- You need to define what play is for you
- Recess for kids is like a cup of coffee for grownups so why don't we have recess to start the school day?

- We need to give children the gift of boredom – when you are bored you activate your default mode where you can open up your creativity, set goals, reflect on the past and notice the things around you.
- Why would children want to grow up if they see you being a miserable, boring adult? We need to continue playing even as adults.
- Play is how you discover your passions
- Learning should be about playing all the time
- If you don't play you lose your sense of wonder and surprise and life becomes boring and routine.
- Play is like taking your brain to the gym

Community Services

Sandy Hestand, Community Services Supervisor

Spring is here and that means the end of the school year is near. This time of the year brings many opportunities for the library to get out into the community and participate in parades, festivals, and school and community events.

This month we were excited to unveil our new Adventuremobile at a special media event with our literacy partner, Security Benefit. The vehicle hit the road shortly thereafter and we have received nothing but positive comments from kids and adults alike.



During the months of March and April we have been and will be involved in a variety of outreach events including: the St. Patrick's Day Parade, the Tulip Festival at the Ted Ensley Gardens at Lake Shawnee, YMCA Healthy Kids Day, and the Kids Fest at the Expocentre. With the arrival of the new vehicle we will be able to be more involved in the community. We really enjoy these opportunities to not only promote the many services the library provides, but to demonstrate to our customers that the library is a proud member of the Topeka and Shawnee County community.

Digital Services

David Lee King, Digital Services Director

Digital Services has been busy in March! We are working with CamDex to upgrade our back-end security system, and all the badge readers on doors throughout the building. We set up the technology in the new Circ Plaza, including the Business Center. We also worked through the RFP bids received for our Audio/Visual equipment project for Claire's Courtyard, and are excited to begin that project.



Resolution – Election of Officers

BOARD OF TRUSTEES

April 18, 2019

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

Elizabeth “Liz” Post, Chair

Jim Edwards, Vice Chair

Beth Dobler, Secretary

Kacy Simonsen, Treasurer

Resolution by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Personnel Policies

BOARD OF TRUSTEES

April 18, 2019

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees tentatively approves personnel policies 11 and 25 – 37 subject to receipt of the full policy manual.

Background Information:

Over the course of 2019 Human Resources will be bringing personnel policies to the TSCPL Board of Trustees for review and approval. The personnel policies approved by the TSCPL Board of Trustees are the beginning and basis of guidelines, procedures and practices to be developed and implemented by the library administration. The list of policies that follows is subject to change.

Attached to this sheet are:

1. The complete list of personnel policies that we intend to review throughout 2019 and the personnel policies 11 and 25-37 with recommended changes.
2. The red-line version of policies with recommended changes.
3. A comparison of other local employers' vacation leave benefits

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Topeka & Shawnee County Public Library
2019 Personnel Policy Review

2019 Personnel Policies for Board Review

Over the course of 2019 Human Resources will be bringing personnel policies to the TSCPL Board of Trustees for review and approval. The personnel policies approved by the TSCPL Board of Trustees are the beginning and basis of guidelines, procedures and practices to be developed and implemented by the Library Administration.

Policies 1 – 8 were reviewed in February 2019. Policies 9 – 24 were reviewed in March 2019 with the exception of policy 11, Vacation Leave. That will be presented at a future meeting. Additionally, two policies have been added that were not on the original list of policies. Policy 18, Time Off to Vote and policy 24, Health Care Reimbursement Plan have been added.

Policies 11 and 25 through 37 are being reviewed in April 2019. Patron Relations was previously policy 29, but has been removed from the list. It refers to general customer service and is not currently Board approved.

The list of policies that follows is subject to change.

2019 Personnel Policies for Board Review

1. At-Will
2. Equal Opportunity
3. Employment Policy
4. Promotion and Transfer from Within
5. Rehire of Former Employees
6. Nepotism
7. Probationary Period
8. Job Date
9. Rest Period
10. Meal Period
11. Vacation Leave
12. Holidays
13. Sick Leave
14. Family and Medical Leave
15. Leave Without Pay
16. Funeral Leave
17. Military Leave
18. Time Off to Vote
19. Jury Duty Leave
20. Education Leave
21. Reimbursement for Expenses
22. Health Insurance
23. Kansas Public Employees Retirement (KPERs)
24. Health Care Reimbursement Plan
25. Use of Library Vehicles
26. Use of Personal Vehicles
27. Use of Rented Vehicles
28. The Confidential Nature of the Library
29. Visitors in the Library
30. Personal Property
31. Attendance
32. Dress Policy
33. Solicitations
34. Employee Reprimands
35. Rules and Regulations
36. Safety
37. Workplace Violence
38. Staff Computer Use
39. Radio Use
40. Personnel Records
41. Alcohol Policy
42. Drug Policy
43. Harassment
44. Open Door Policy
45. Employment Problem Resolution Procedure
46. Termination of Employment



**Topeka & Shawnee County Public Library
Personnel Policy Review
Policies 11 and 25 - 37
April 18, 2019**

11. Vacation

Current Policy:

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

Pay Grade	FT Hours Earned Per Year	Amount Earned Per Hour Paid
2-5	96	.0462
6-8 2-5 +5 years	136	.0654
9-18 2-5 +10 years 6-8 +5 years	176	.0846

Accrued vacation may be taken after six months of continuous employment only if such vacation is requested and approved by the employee's supervisor.

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

If a holiday observed by the Library occurs during the employee's vacation, the employee is granted another day of vacation at another time, consistent with their department's work schedule.

Recommended Changes:

Note:

- *Our recommendation is to remove the tie to pay grades and base vacation accruals solely on length of service. Many employers that accrue leave by the paid hour, as we do, base accrual rates on length of service with no tie to pay rate. Examples of other employer vacation accrual rates are attached (Shawnee County, City of Topeka FOP and State of Kansas).*
- *We have looked at how this will impact the Library and believe it will not cause any disruption of services and is within the budget.*

- This will also put vacation leave in line with the proposed changes to funeral leave and military leave being in increments of work weeks or five days. Vacation leave would be earned in increments of 15 days, 20 days or 25 days per year dependent on length of service.

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

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

~~Accrued vacation may be taken after six months of continuous employment only if such vacation is requested and approved by the employee's supervisor.~~

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

~~If a holiday observed by the Library occurs during the employee's vacation, the employee is granted another day of vacation at another time, consistent with their department's work schedule.~~

****Recommended implementation:*** All current staff will move to the closest accrual rate to their current accrual rate, as long as it is equal to or higher. Once they meet the length of service eligibility for the next years of service range, they will move to that range. This process will continue until the maximum accumulation is reached.

All newly hired employees would be subject to the above recommended vacation leave accrual rates.

25. Use of Library Vehicles

Current Policy:

Library vehicles cannot be used for personal use, nor may they be driven home at night.

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

1. Use good, common sense while driving vehicles and obey Standard Operating Procedures for vehicle operation
2. Be on the alert for children and other drivers.
3. In case of an accident or damage to either personal property or the vehicle, notify the Finance Office without delay, no matter how minor the damage.
4. An employee must have and maintain a valid driver's license with an insurable driving record, which is acceptable to the Library's insurance carrier.
5. All state and federal regulations must be obeyed.
6. Each employee must report any incident that changes the category of an employee's driver's license or insurability immediately to the employee's supervisor.
7. If an employee will be delayed on a trip, the employee must notify the employee's supervisor as soon as practicable.

Recommendation:

Only authorized individuals may use Library vehicles, and they may do so only while conducting Library business. Library vehicles ~~cannot be used for personal use, nor may they not~~ be driven home at night.

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

1. ~~Use good, common sense while driving vehicles and o~~Obey Standard Operating Procedures for vehicle operation.
2. ~~Be on the alert for children and other drivers.~~ In case of an accident or damage to either personal property or the vehicle, notify your supervisor and the Finance Office ~~without delay~~immediately, no matter how minor the damage.
3. An employee must have and maintain a valid driver's license with an insurable driving record, which is acceptable to the Library's insurance carrier.

4. All local, state and federal ordinances, regulations and laws must be obeyed at all times.
5. Each employee must report any incident that changes the category of an employee's driver's license or insurability immediately to the employee's supervisor and Human Resources.
6. ~~If an employee will be delayed on a trip, the employee must notify the employee's supervisor as soon as practicable.~~ Library vehicles may not be operated under the influence of drugs or alcohol or ~~while otherwise~~ other impaired impairment.
7. Use of cell phones or other electronic devices is prohibited.
8. Some Library positions require a valid commercial driver's license (CDL) to operate the vehicles necessary for the job functions of the position. Employees in those positions are responsible to attain and maintain a valid CDL.
 - 8-a. If an employee does not have a CDL upon hire or upon their position requiring one, the library will pay for the cost of the initial CDL. Employees are responsible for payment of renewals thereafter.

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26. Use of Personal Vehicles

Current Policy:

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

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

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

Recommended changes:

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

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

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

27. Use of Rented Vehicles

Current Policy:

Employees are not to rent vehicles unless specially authorized to do so. When a vehicle is to be rented, the employee must make certain that the vehicle is fully insured.

Reimbursement for vehicle rental will be made as for all other reimbursements for expenses incurred in the Library's behalf.

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

Recommended changes.

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

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

28. The Confidential Nature of the Library

Current Policy:

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

Recommended changes:

~~The Confidential Nature of the Library~~ Confidentiality

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

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

29. Visitors in Library

Current Policy:

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

Recommended changes:

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

30. Personal Property

Current policy:

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

No recommended changes.

31. Attendance – Notification Prior to Absence or Tardiness

Current Policy:

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

Recommended changes:

Punctuality and Attendance – ~~Notification Prior to Absence or Tardiness~~

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

32. Dress Policy

Current Policy:

Board Approved 1-19-2006

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

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

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

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

Recommended Changes:

Should this be a Board approved policy or a practice? May not be easy to remove since it is already a Board approved policy.

If it is kept my recommended changes are:

Dress, Grooming and Personal Hygiene Policy

~~Board Approved 1-19-2006~~

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

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

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

The Library's ~~Management Council~~Administration determines dress guidelines, which are published in the Employee Handbook.

33. Solicitations

Current policy:

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

Recommended changes:

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

34. Employee Reprimands

Current Policy:

The Library administration reserves the right to investigate and discipline unacceptable conduct even though the action is not listed specifically in the rules and regulations.

There are rule infractions that are by their very nature serious enough to warrant termination without any previous warning (including but not limited to theft, a breach of confidentiality, or lying on an employment application).

The number of allowable written reprimands prior to recommended termination is dependent on the seriousness of the rule or rules violated. Some rule infractions are not as serious as others.

The Library administration will inform an employee when the employee has violated a Library rule or regulation and what the employee may expect if this conduct continues. The Library's rules and regulations pertaining to employee conduct are included as part of this employee handbook. The disciplinary procedure is as follows:

1. All disciplinary actions will be documented. Written reprimands will be given to an employee, with a copy placed in the employee's personnel file.
2. All reprimands will be discussed with the employee prior to filing in the employee's personnel file. The employee is asked to write the employee's version of what happened and to sign it.
3. If the employee does not care to write a rebuttal statement, it will be assumed that the employee agrees with the description of unacceptable conduct by the employee as stated. Any refusal to sign the reprimand, thus acknowledging that the employee has read its contents, is considered insubordination.
4. If termination is not involved, the employee may utilize the Library's resolution procedure.

Recommended changes:

Delete this section as a policy that requires Board approval. This is procedural and will be written in the Employee Handbook as such.

Employee Reprimands

~~The Library administration reserves the right to investigate and discipline unacceptable conduct even though the action is not listed specifically in the rules and regulations.~~

~~There are rule infractions that are by their very nature serious enough to warrant termination without any previous warning (including but not limited to theft, a breach of confidentiality, or lying on an employment application).~~

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- ~~4. If termination is not involved, the employee may utilize the Library's resolution procedure.~~

35. Rules and Regulations

Current Policy:

Employees are expected to abide by all Library rules and regulations.

1. Discussing confidential matters with anyone outside the Library or with unauthorized Library employees.
2. Deliberately or willfully violating the Library's equal employment opportunity program.
3. Stealing or attempting to steal property of the Library, its patrons, or another employee of the Library. Damaging or destroying Library property.
4. Carrying concealed weapons on Library property or concealing a weapon on Library property.
5. Bringing intoxicants or drugs (other than drugs prescribed by a physician for a specific employee) on Library premises, reporting to work under the influence of intoxicants or drugs or a criminal conviction involving the intent to sell an intoxicant or drug.
6. Completing or signing the time sheet of another employee.
7. Harassment.
8. Donating time. No employee will do any work for the benefit of the Library prior to the employee's established starting time or after the employee's established quitting time.
9. Failing to carry out any reasonable request of a supervisor.
10. Being absent or tardy without notification or reason.
11. Disregarding patron relations.
12. Disregarding personal appearance.
13. Conducting personal business or excessive talking during working hours.
14. Releasing statements or stories to news or electronic media. No statements or stories (in which the Library's name is mentioned) may be written or released to any media by any employee except the CEO or the Director of Communications and Marketing.
15. Use of tobacco products is prohibited in Library buildings, Bookmobiles and all Library vehicles.
16. Using the Library's postage meter.
17. Disregarding the appearance of work areas.
18. Using Library stationery without prior authorization. Personal use of Library stationery is prohibited.
19. Acting in the capacity of a representative of the Library or the library profession without permission.

It is recognized that other infractions or misconduct may occur that have not been specifically covered in the preceding list. Any rule infraction, violation or misconduct is dealt with in accordance with the Library's disciplinary procedure.

Recommended changes:

Rules and Regulations Progressive Discipline

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

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

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

- Coaching
- Verbal warnings
- Written reprimands
- Termination

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

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

1. Discussing confidential matters with anyone outside the Library or with unauthorized Library employees.
2. Deliberately or willfully violating the Library's equal employment opportunity program.
3. Stealing or attempting to steal property of the Library, its patrons, or another employee of the Library. Damaging or destroying Library property.
4. Carrying concealed weapons on Library property or concealing a weapon on Library property.
5. Bringing intoxicants or drugs (other than drugs prescribed by a physician for a specific employee) on Library premises, reporting to work under the influence of intoxicants or drugs or a criminal conviction involving the intent to sell an intoxicant or drug.
6. Completing or signing the time sheet of another employee.
7. Harassment.

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- ~~8. Donating time. No employee will do any work for the benefit of the Library prior to the employee's established starting time or after the employee's established quitting time.~~
- ~~9. Failing to carry out any reasonable request of a supervisor.~~
- ~~10. Being absent or tardy without notification or reason.~~
- ~~11. Disregarding patron relations.~~
- ~~12. Disregarding personal appearance.~~
- ~~13. Conducting personal business or excessive talking during working hours.~~
- ~~14. Releasing statements or stories to news or electronic media. No statements or stories (in which the Library's name is mentioned) may be written or released to any media by any employee except the CEO or the Director of Communications and Marketing.~~
- ~~15. Use of tobacco products is prohibited in Library buildings, Bookmobiles and all Library vehicles.~~
- ~~16. Using the Library's postage meter.~~
- ~~17. Disregarding the appearance of work areas.~~
- ~~18. Using Library stationery without prior authorization. Personal use of Library stationery is prohibited.~~
- ~~19. Acting in the capacity of a representative of the Library or the library profession without permission.~~

It is recognized that other infractions or misconduct may occur that have not been specifically covered in the preceding list. Any rule infraction, violation or misconduct is dealt with in accordance with the Library's disciplinary procedure.

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36. Safety

Current Policy:

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

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

Recommended changes:

Workplace Safety

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

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

37. Workplace Violence

Current Policy:

The Topeka & Shawnee County Public Library has a policy of zero tolerance for violence. Employees who engage in any violence in the workplace, or threaten violence in the workplace, will be subject to appropriate disciplinary action, including termination. No talk of violence or joking about violence will be tolerated.

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

The Library prohibits the possession of weapons by any staff member while on Library property or on Library business. This ban includes keeping or transporting a weapon in a Library vehicle or in a Library parking area. Staff are prohibited from carrying a weapon while performing Library services off the Library’s premises. Appropriate disciplinary action, including termination, will be taken against any staff that violates this policy.

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

Recommended changes:

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

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

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

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Vacation Leave Comparison

Local Employers

Shawnee County

7.1 VACATION LEAVE.

A. All full-time permanent employees shall earn vacation leave in accordance with the following schedule. Part-time permanent employees shall earn vacation leave at the same percentage, as they are eligible for benefits, based on their number of years of service.

YEARS OF CONTINUOUS SERVICE	HOURS EARNED PER TWO-WEEK PAY PERIOD	MAXIMUM ACCRUED LEAVE PAYOUT
Less Than Five (5) Years	Four (4) Hours	144 Hours
Five (5) Or More Years But Less Than Ten (10) Years	Five (5) Hours	160 Hours
Ten (10) Or More Years But Less Than Fifteen (15) Years	Six (6) Hours	192 Hours
Fifteen (15) Or More Years But Less Than Twenty (20) Years	Seven (7) Hours	216 Hours
Twenty (20) Years Or More	Eight (8) Hours	240 Hours

City of Topeka FOP Contract 2016-2018

LENGTH OF SERVICE	HOURS EARNED PER TWO-WEEK PAY PERIOD	MAXIMUM ACCRUED LEAVE PAYOUT
1-4 years	3.69 hours	96 hours
5-9	4.62 hours	120 hours
10-14	5.54 hours	144 hours
15-19	7.39 hours	192 hours
20-24	8.31 hours	216 hours
25+	9.23 hours	240 hours

- Can roll over up to 40 days (320 hours) each calendar year

State of Kansas

LENGTH OF SERVICE	HOURS EARNED PER TWO-WEEK PAY PERIOD	MAXIMUM ACCUMULATION OF HOURS
Less than 5 years	3.7	144 hours
5 years & less than 10 years	4.7	176 hours
10 years & less than 15 years	5.6	208 hours
15+ years	6.5	240 hours

- Can roll over the maximum accrual each calendar year

Vacation Leave Comparison

Library Employers

Mid Continent

LENGTH OF SERVICE	MAXIMUM ACCRUED LEAVE
Less than 1 year	80 hours
More than 1 year and less than 5	120 hours
More than 5 years and less than 15	160 hours
15+	200 hours

- Can roll over one year's worth of vacation

Fairfax County Public Library

LENGTH OF SERVICE	MAXIMUM ACCRUED LEAVE
Less than 1 year	96 hours
More than 1 year and less than 15	144 hours
15+	192 hours

- Less than 10 years can roll over 240 hours, 10+ can roll over 320 hours

DC Pubic Library

LENGTH OF SERVICE	MAXIMUM ACCRUED LEAVE
Less than 5 years	104 hours
More than 5 years and less than 15	156 hours
15+	208 hours

St. Charles City-County Library

LENGTH OF SERVICE	MAXIMUM ACCRUED LEAVE PAYOUT
Less than 4 years	100 hours
More than 4 years and less than 8	125 hours
More than 8 years and less than 15	150 hours
15+	175 hours

- Can roll over 240 hours

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											140,816	145,436	-3.2%	
Interlibrary Loan	1,988	1,568	1,353											4,909	5,087	-3.5%	
Self-Check	74,055	67,188	75,589											216,832	240,794	-10.0%	
Bookmobile	19,004	14,162	17,589											50,755	62,765	-19.1%	
Red Carpet	8,267	6,215	7,141											21,623	21,954	-1.5%	
Digital Downloads	41,009	36,566	40,191											117,766	105,056	12.1%	
Library @ Work / Smartlocker	2,522	2,258	2,526											7,306	6,420	13.8%	
TOTAL CIRCULATION	194,087	170,564	195,356											560,007	587,512	-4.7%	
CIRCULATION DETAILS																	
Print Material	87,307	77,386	92,027											256,720	278,131	-7.7%	
Audio/Visual Material	60,847	53,081	59,178											173,106	192,839	-10.2%	
Adult Materials	91,557	80,069	89,301											260,927	283,526	-8.0%	
Children's Materials	43,792	39,393	48,713											131,898	146,970	-10.3%	
Young Adult Materials	3,862	3,334	4,373											11,569	12,504	-7.5%	
Red Carpet Materials	8,943	7,671	8,818											25,432	27,970	-9.1%	
NEW Patrons																	
Topeka / Shawnee County																	
Adults	643	536	677											1,856	1,782	4.2%	
Children (ages 17 and under)	120	145	174											439	524	-16.2%	
Red Carpet Outreach	13	7	11											31	29	6.9%	
NEKL	64	76	69											209	177	18.1%	
Non-Resident	0	1	1											2	4	-50.0%	
Total New Registrations	840	765	932											2,537	2,516	0.8%	
PATRONS DELETED	916	2,108	1,752											4,776	3,627	31.7%	
BORROWERS																	
Topeka / Shawnee County																	
Adults	54,323	53,646	53,560											53,560	53,034	1.0%	
Children (age 0 - 17)	19,025	18,974	18,893											18,893	19,318	-2.2%	
Red Carpet Outreach	1,093	1,178	1,180											1,180	1,239	-4.8%	
NEKL	7,344	7,385	7,370											7,370	7,234	1.9%	
Non-Resident	45	42	42											42	48	-12.5%	
Delinquent	118	110	110											110	127	-13.4%	
TOTAL BORROWERS	81,948	81,335	81,155											81,155	81,000	0.2%	
Holds Satisfied	20,311	17,713	19,383											57,407	56,962	0.8%	
CHECK-IN																	
TOTAL CHECK-IN	101,712	87,079	100,382											289,173	321,652	-10.1%	

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										15,052	19,269	-21.9%
Materials Discarded	8,012	5,503	5,113										18,628	17,151	8.6%
TOTAL COLLECTION	422,652	422,717	423,058										420,425	444,720	-5.5%
WEBSITE															
tscpl.org Unique Visitors	31,108	29,860	32,154										93,122	88,719	5.0%
tscpl.org Total Visits	57,442	52,300	56,131										165,873	157,509	5.3%
catalog.tscpl Unique Visitors	20,841	18,726	20,190										59,757	55,051	8.5%
catalog.tscpl Total Visits	48,363	41,882	45,972										136,217	123,488	10.3%
REFERENCE QUESTIONS															
Public Services	12,921	13,417	14,281										40,619	42,001	-3.3%
Topeka Room	682	576	807										2,065	1,710	20.8%
Youth Services	2,616	2,682	3,484										8,782	7,989	9.9%
Gallery	51	44	34										129	133	-3.0%
TOTAL REFERENCE QUESTIONS	16,270	16,719	18,606										51,595	51,700	-0.2%
GATE COUNT	57,863	54,706	65,138										177,707	182,002	-2.4%
MEETING ROOMS															
Meeting Room Bookings	688	706	732										2,126	1,997	6.5%
Team Room Bookings	1,522	1,427	1,737										4,686	3,403	37.7%
Total Meeting Room Hours Booked	5,725	5,829	6,327										17,881	10,516	70.0%
TOTAL ATTENDANCE	13,033	14,106	13,257										40,396	30,630	31.9%
LEARN & PLAY BUS VISITS	219	182	243										644	630	2.2%
PROGRAM ATTENDANCE															
Adult - General	321	161	*										482	3,145	-84.7%
Computer Training	139	95	*										234	412	-43.2%
Outreach	3,531	2,861	*										6,392	12,529	-49.0%
Kids	870	634	*										1,504	4,028	-62.7%
Movies	0	8	*										8	47	-83.0%
Books	15	202	*										217	286	-24.1%
Art	127	124	*										251	596	-57.9%
Teens	0	12	*										12	188	-93.6%
Music	0	0	*										0	0	#DIV/0!
TOTAL ATTENDANCE	5,003	4,097	*										9,100	21,231	-57.1%
GALLERY ATTENDANCE	1,438	1,715	1,871										5,024	5,077	-1.0%
COMPUTER USE															
Public Computer Sessions	14,860	13,839	16,368										45,067	46,412	-2.9%
Avg Public Computer Session Length	0:56:37	0:58:09	0:57:30										0:57:25	0:55:41	3.1%
Total Computer Hours	14,022	13,412	15,686										43,120	43,050	0.2%
Wireless Sessions	15,712	16,001	15,714										47,427	56,166	-15.6%
Avg Wireless Session Length	0:29:00	0:29:00	0:29:00										0:29:00	0:33:00	-12.1%
Total Wireless Hours	7,594	7,734	7,595										22,923	30,815	-25.6%
TOTAL HOURS	21,616	21,146	23,281										66,043	73,865	-10.6%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	18,316	15,937	17,734										51,987	55,057	-5.6%
Adult Nonfiction	21,499	19,192	21,812										62,503	66,179	-5.6%
Juvenile Fiction	25,068	23,238	28,960										77,266	82,907	-6.8%
Juvenile Nonfiction	7,798	6,535	8,333										22,666	27,944	-18.9%
Magazines	1,902	1,550	2,073										5,525	6,161	-10.3%
RC Print Materials	8,696	7,463	8,601										24,760	26,773	-7.5%
RC Realia	247	208	217										672	1,163	-42.2%
YA Print Materials	3,781	3,263	4,297										11,341	12,160	-6.7%
PRINT CIRCULATION	87,307	77,386	92,027										256,720	278,344	-7.8%
Audio / Visual Material															
Adult Audiobooks	4,126	3,642	4,147										11,915	14,121	-15.6%
Adult Music	3,854	3,485	4,208										11,547	12,520	-7.8%
Adult Videos / DVDs	41,860	36,263	39,327										117,450	130,302	-9.9%
Juvenile Audiobooks	441	375	495										1,311	1,702	-23.0%
Juvenile Music	441	364	417										1,222	1,746	-30.0%
Juvenile Videos / DVDs	10,044	8,881	10,508										29,433	31,325	-6.0%
YA A/V	81	71	76										228	344	-33.7%
A/V CIRCULATION	60,847	53,081	59,178										173,106	192,060	-9.9%
Adult Material															
Adult Fiction	18,316	15,937	17,734										51,987	55,057	-5.6%
Adult Nonfiction	21,499	19,192	21,812										62,503	66,179	-5.6%
Magazines	1,902	1,550	2,073										5,525	6,161	-10.3%
Adult Audiobooks	4,126	3,642	4,147										11,915	14,121	-15.6%
Adult Music	3,854	3,485	4,208										11,547	12,520	-7.8%
Adult Videos / DVDs	41,860	36,263	39,327										117,450	130,302	-9.9%
ADULT CIRCULATION	91,557	80,069	89,301										260,927	284,340	-8.2%
Juvenile Material															
Juvenile Fiction	25,068	23,238	28,960										77,266	82,907	-6.8%
Juvenile Nonfiction	7,798	6,535	8,333										22,666	27,944	-18.9%
Juvenile Audiobooks	441	375	495										1,311	1,702	-23.0%
Juvenile Music	441	364	417										1,222	1,746	-30.0%
Juvenile Videos / DVDs	10,044	8,881	10,508										29,433	31,325	-6.0%
JUVENILE CIRCULATION	43,792	39,393	48,713										131,898	145,624	-9.4%
Red Carpet Material															
RC Print Materials	8,696	7,463	8,601										24,760	26,773	-7.5%
RC Realia	247	208	217										672	1,163	-42.2%
RED CARPET CIRCULATION	8,943	7,671	8,818										25,432	27,936	-9.0%
Young Adult Material															
YA Print Materials	3,781	3,263	4,297										11,341	12,160	-6.7%
YA A/V	81	71	76										228	344	-33.7%
YOUNG ADULT CIRCULATION	3,862	3,334	4,373										11,569	12,504	-7.5%
Overdrive	30,012	26,607	28,995										85,614	71,655	19.5%
Hoopla	9,468	8,452	9,565										27,485	28,869	-4.8%
Flipster	1,529	1,507	1,631										4,667	4,532	3.0%
DIGITAL DOWNLOADS	41,009	36,566	40,191										117,766	105,056	12.1%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2018												2019
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$1,451,885	\$1,289,212	\$1,529,218										\$4,270,315
Magazines (\$5)	\$9,510	\$7,750	\$10,365										\$27,625
Audiobooks (\$10)	\$45,670	\$40,170	\$46,420										\$132,260
DVD, Games, Music (\$4)	\$225,120	\$196,256	\$218,144										\$639,520
Reference Questions (\$7)	\$113,890	\$117,033	\$130,242										\$361,165
Programming (\$10)	\$50,030	\$40,970	*										\$91,000
Meeting Room Use	\$36,979	\$37,235	\$44,910										\$119,124
Gallery Attendance (\$10)	\$14,380	\$17,150	\$18,710										\$50,240
Computer Use (\$12 /hr)	\$168,265	\$160,948	\$188,232										\$517,444
ILL Borrowed (\$25)	\$10,775	\$9,000	\$9,050										\$28,825
TOTAL VALUE	\$2,126,504	\$1,915,724	\$2,195,291										\$6,237,518