



**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

February 20, 2020





Call to Order

Public Comment

Trustee Advocacy Stories

Approval of January 16, 2020 Meeting Minutes of the Trustees - [Action Item](#)

Chief Financial Officer's Report – Kim Torrey [Pg. 3](#)

Financial Reports

- Treasurer's Report – Kacy Simonsen
- Financial Reports – [Action Item](#)

The Library Foundation – Marilyn Ward, Board Chair

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

Board Chair Report – Liz Post

Chief Executive Officer – Gina Millsap [Pg. 26](#)

Chief of Staff – Thad Hartman

- Facilities Master Plan update
- HTK Architects – Zach Snethen, AIA, LEED AP, Associate and Maria Kutina, AIA, Associate

New Business

- Public Address System Use Policy – [Action Item Pg. 42](#)
- Public Comment Policy – [Action Item Pg. 43](#)
- Annual Report Presentation

Adjournment

Next Meeting

March 19, 2020
4:00 pm
Menninger Room 206

*Subject to change without notice



**Minutes
Board of Trustees Meeting
January 16, 2020
4:03 pm
Menninger Room 206**

Board Members Present

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

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, January 16, 2020 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:03 pm by Chair Liz Post.

Public Comment

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

Trustee Advocacy Stories

None

Discussion followed with no further questions.

Approval of Minutes

The December 19, 2019, Board of Trustees minutes were approved.

Chief Financial Officer's Report – Kim Torrey

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

Post inquired as to the purpose of reversing The Foundation funds for the Alice C. Sabatini Gallery remodel project. Torrey stated that intent was to avoid a negative fund balance at the end of the fiscal year.

No further questions for Torrey.

Approval of the Treasurer's Report

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

Motion passed unanimously.

The Library Foundation Report

Foundation Chair Marilyn Ward deferred to Executive Director of The Library Foundation Nancy Lindberg.

Lindberg provided an overview and summary expenditures for the library in 2019. Lindberg stated that The Foundation dispersed \$1,344,909.95 to the library in 2019. She also noted the library depends on private donors to supplement and strengthen the public's investment in this vital community resource. Please visit The Library Foundation for further information: <https://foundation.tscpl.org/>

There were no questions for Lindberg.

Friends of the Topeka and Shawnee County Library Report

President Sherryl Longhofer reported as of December 31st the Friends of the Library have 594 members, with 28 of those belonging to the Friends of Art. In 2020, the goal of the Friends is to increase membership, visibility, and awareness of the perks of being a member of the Friends.

The Booktique reported net sales for November of \$14,981.03 and December of \$18,932.46. Web sales for year-end totaled \$62,528.61 with highest sales months being January, August, and December. Sales from Thrift book in 2019 were \$8,962.21.

Currently the Friends have two job openings: Book Prep Coordinator and Booktique Sales Associate. Please visit <https://tscpl.org/about/employment>

There were no further questions for Longhofer.

Board Chair Report

Chair Liz Post reported the Executive Committee met on January 6, 2020 at 4:00 pm and reviewed the December 19, 2019 minutes and discussed new business items on the January agenda, all of which are detailed in Gina Millsap's CEO report and set out in each resolution.

Discussion followed with trustees agreeing that all board business should be conducted through tscpl.org email accounts, with library-provider devices. Digital Services Director David King provided an overview of iPad basics and video guides to the Board officers. King and Network and Systems Administrator Joey Embers will provide the trustees with iPad orientation as indicated on the January agenda under new business.

There were no questions for the Chair.

Chief Executive Officer

Chief Executive Officer Gina Millsap and Shawn Leisinger and other TSCPL staff met with Washburn Tech East Dean Dr. Gerald Bayens and Director Chaz Havens to discuss future programs through ongoing collaborations. The library would like to take this opportunity to build a stronger community connection and having a physical presence on the campus.

Discussion followed with no further questions.

Chief of Staff

Chief of Staff Thad Hartman provided a brief update of the Facilities Master Plan. Gallery construction continues with two ongoing projects: beginning finishes will start next week and in the next month the final components of construction will take shape. See Hartman's report for further information.

Hartman introduced Statistical Research Analyst Robert Soria. Soria presented and reviewed trends and key figures for 2019.

In reviewing the information presented by Soria, Millsap and Hartman shared their 2020 outlook and issues. First and most importantly our customers continue to think highly of the library. Hartman noted that a survey of our customers will assist in determining their specific needs. The library will review and assess the current service plan to determine what updates are needed to better assist our customers. The library will also consider initiating a rewards program for readers, update the kid's library by rethinking space, and look at additional opportunities Claire's Courtyard may offer the community.

Discussion followed with no further questions.

New Business

Public Meeting Room and Event Spaces Use Policy

On a motion by Jim Edwards, seconded by Kristen O'Shea, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Public Meeting Room and Event Spaces Use Policy as presented.

Motion passed unanimously.

Public Address System Use Policy – First Reading

Chair Liz Post asked if their questions or comments regarding the Public Comment Policy. The Policy will be placed on the February 20, 2020 agenda for action.

There were no questions or comments for Post.

Public Comment Policy

Chair Liz Post read the Public Comment Policy. Policy will be placed on the February 20, 2020 agenda for action.

There were no additions or questions for Post.

iPad Orientation

Digital Services Director David King and Systems Administrator Joey Embers provided a review of iPad tablet, apple devices, and settings. King and Network and Systems Administrator Joey Embers will provide the trustees with technical assistance and classes as needed.

Kansas Open Reports Act (KORA) Review

Library Attorney Chuck Engel provided a review of Kansas Open Meetings Act (KOMA) and Kansas Open Records Act (KORA).

Discussion followed with no further questions.

Adjournment

On a motion by Jim Edwards, seconded by Kristin O’Shea, the meeting was adjourned at 6:07 pm.

Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____

**Chief Financial Officer's Report
February 2020
Kim Torrey**

Investments and Debt as of January 31, 2020; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received on January 17th, were included in the investment opportunity offered to local financial institutions per my letter dated January 27th, with bids received no later than 10 AM on February 12th. A resolution is included in this month's packet with the recommended financial institution(s) and background information pertinent to the decision about outside investments. This process worked well in 2019 and allowed for 90-day investments and 90-day renewals at competitive rates.

Revenue/Expense/Balance by Fund Report – Page 2

The "Prev. Year PO Expenditures" column reports payments for items that were ordered or committed during the 2019 budget year and received and/or invoiced January 1, 2020 or after.

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending completion of the Alice C. Sabatini Gallery remodel project.

General Fund – Pages 3 through 5

With 8.5% of the budget year completed, 46% of the budgeted revenue has been received and 11% of the approved budget has been expended/encumbered. This compares to 2019 in which 48% of the budgeted revenue had been received and 8% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

The first tax distribution of 2020 was received January 17th as scheduled. The total received for the General Fund was \$7,529,102. The percentage of the ad valorem budget collected year-to-date is 54%. The percentage of the ad valorem budgeted collected in January 2019 was also 54%. The percentage of year-to-date motor vehicle taxes collected is 3%, the same as collected as of this point in time in 2019.

Employee Benefit Fund – Page 6

With 8.5% of the budget year completed, 50% of the budgeted revenue has been received and 12% of the approved budget has been expended/encumbered. This compares to 2019 in which 45% of the budgeted revenue had been received and 10% of the approved budget had been expended/encumbered.

The January 17th tax distribution totaled \$1,609,094. The percentage of the ad valorem budget collected year-to-date is 55%. This compares to 2019 in which 54% of the ad valorem budget had been collected. The percentage of year-to-date motor vehicle taxes collected year-to-date is 5%, the same as collected at this time 2019.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,199,883.

Debt Service Fund-Bond and Interest – Page 7

The January 17th tax distribution totaled \$14,600. The 2019 bond and interest levy are 0.000, however motor vehicle taxes, recreational vehicle taxes and delinquent taxes will continue to trickle in during the year.

Purchase Order Notification

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

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

Type of Purchase	Description	Amount	Vendor
Board resolution approved purchase on 9/5/19 - Capital Improvement Fund	Real estate purchase – 1719 SW 10 th Ave.	\$94,193.38	Kansas Secured Title, Inc.
Board approved 10/17/19 funding request to the Friends of the Library that included \$25,000 for the Dolly Parton project	Pass-through to the Library Foundation for investment for the Dolly Parton Imagination Library Initiative	\$25,000.00	The Library Foundation
Approved operating budget	Facilities supplies open PO	\$9,000.00	Lowe’s Companies, Inc.
Approved operating budget	Large vehicle repair open PO	\$13,000.00	MHC Kenworth
Approved operating budget	Annual telephone service	\$15,600.00	AT&T
Approved operating budget	Annual preventive maintenance agreement for bookmobile building	\$8,691.00	McElroy’s Inc.
Approved operating budget	Annual workers’ compensation insurance	\$45,008.00	Peoples/Commercial Insurance
Approved operating budget	Annual insurance for property, general liability, automobiles, inland marine, crime, terrorism and cyber security	\$46,690.00	Peoples/Commercial Insurance
Approved operating budget	Payroll and human resources software access and services, including year-end reporting forms	\$65,503.75	Paycom Payroll LLC
Approved operating budget	Annual network hardware support agreement	\$31,415.43	Oneneck IT Solutions
Approved operating budget	Learn and Play Bud leased garage space – annual costs for lease, water/sewer/trash services and property tax increase (from what was in base lease)	\$12,775.20	Anco, Inc.

Request for Proposal; Board resolution approved bid award on 7/18/19; reestablish purchase order for the remainder due; Library Foundation funds specifically identified and available for this purpose	Alice C. Sabatini Gallery remodel project	\$230,090.00	Kelley Construction Co., Inc.
Approved operating budget	Membership Renewal – 2020	\$9,000.00	Urban Libraries Council
Approved operating budget	Annual offsite data sync/cloud disaster recovery	\$6,000.00	Global Data Vault, LLC
Approved operating budget	Annual cataloging and ILL database service	\$87,000.00	OCLC, Inc.
Approved operating budget	Annual elevator service contract	\$17,329.95	Thyssenkrupp Elevator Corp.
Approved operating budget	Annual maintenance agreement	\$18,532.00	Johnson Controls, Inc.
Approved operating budget	Annual K-9 inspection services	\$31,200.00	Bug Hounds LLC
Approved operating budget	Library News printing and mailing – 4 editions	\$44,367.10	Cypress Media LLC
Approved operating budget	Mobile broadband charges for bookmobiles & smartphones	\$24,000.00	Verizon Wireless
From non-tax funds	Estimated recruit fee for The Library Foundation Executive Director position	\$35,000.00	The Moran Company LLC
Approved operating budget	Annual trash service	\$7,011.36	Inland Waste Solutions
Approved facilities master plan budget	Consultant fees for audiovisual project – Gallery remodel project	\$6,500.00	The Sextant Group Inc.
Approved operating budget	Annual water and sewer service	\$27,500.00	City of Topeka
Approved operating budget	Annual internet service	\$26,400.00	AT&T
Approved operating service	Employee assistance program – annual	\$6,655.20	New Directions Behavioral Health
Approved operating service	Annual subscription and support agreement for Bibliocommons Core catalog and Suggest for Purchase modules	\$21,898.85	Bibliocommons, Inc.
Library Materials	“Automatically Yours” materials subscription – select quantities and genres – April	\$6,000.00	Baker & Taylor Books

Library Materials	Adult fiction e-audiobooks/books	\$5,071.00	Overdrive, Inc.
Library Materials	Adult non-fiction	\$7,000.00	Baker & Taylor Books
Library Materials	Adult blue-rays & DVDs	\$12,170.00	Midwest Tape LLC

Other Items:

- The fieldwork for the 2019 audit is nearly complete. The audit will go through several reviews at Berberich, Trahan and the final will be provided to use in the management discussion and analysis portion of the audit report. The Board’s Finance and Audit Committee is scheduled to meet on April 9th and their recommendation will be provided for the April Board meeting.
- When reviewing the budgeted and actual beginning unencumbered cash balances for the tax-supported funds on pages 5-7 of the financial report, please keep in mind that the budgeted cash balances presume that: (1) the prior year expenditure budget will be fully spent (unless carryforward exceptions are made, such as for health insurance and health savings accounts); and (2) an uncollectible tax revenue factor is also included since taxes are never 100% collectible. This is a conservative approach to ensure funds are sufficient.
- The annual workers’ compensation audit is scheduled for March 9th.
- One offer was received from a local bank for the short-term investment bid in February. The rate offered is 1.45% which does not match or exceed the statutory investment rates as calculated by the Pooled Money Investment Board (PMIB). The minimum investment rates banks must offer to secure public funds is listed below for the week 2/10/2020 to 2/16/2020.

2/10/20 thru 2/16/20		
TERM	CURRENT	PREVIOUS
1 to 89 Days	1.59%	1.57%
3 Months	1.59%	1.58%
6 Months	1.57%	1.57%
1 Year	1.51%	1.51%
18 Months	1.46%	1.45%
2 Years	1.41%	1.40%

Excess funds will be invested in a 3-month fixed account with the Municipal Investment Pool on Friday, February 21, 2020.

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

1/31/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 1/31/2020</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,523,224.80	\$ 7,553,921.51	\$ 1,458,476.47	\$ 10,618,669.84
Employee Benefits	1,101,162.54	1,613,206.63	384,660.88	\$ 2,329,708.29
Capital Improvement	1,292,745.67	1,295.58	94,158.62	\$ 1,199,882.63
Bond & Interest	804,581.51	15,107.27	-	\$ 819,688.78
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	33,292.67	-	17,292.67	\$ 16,000.00
Federal, State & Local Grants	19.03	-	-	\$ 19.03
Other Special Revenue	553,586.39	2,079.15	133,701.41	\$ 421,964.13
Permanent Funds	214,074.65	-	-	\$ 214,074.65
Totals	<u>\$ 8,522,687.26</u>	<u>\$ 9,185,610.14</u>	<u>\$ 2,088,290.05</u>	<u>\$ 15,620,007.35</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 581,255.24
Restricted Funds-CoreFirst Bank-Checking	518,423.16
Capital Improvement Fund-VisionBank-Money Market Account	1,294,041.25
Cash on Hand	2,203.95
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	13,409,914.58
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 16,020,132.83</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(798.66)
Less Payroll Deduction and Employer Benefit Liabilities	174,802.32
Less Outstanding Checks	226,121.82
	<u>\$ 15,620,007.35</u>

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

1/31/2020

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	1/31/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,523,224.80	\$ 7,553,921.51	\$ 316,478.49	\$ 1,141,997.98	\$ 10,618,669.84	\$ 1,311,157.32	\$ 9,307,512.52
Employee Benefit Fund	1,101,162.54	1,613,206.63	-	384,660.88	2,329,708.29	42,526.60	2,287,181.69
Capital Improvement Fund	1,292,745.67	1,295.58	-	94,158.62	1,199,882.63	-	1,199,882.63
Bond & Interest Fund	804,581.51	15,107.27	-	-	819,688.78	-	819,688.78
Non Major Governmental Funds							
<i>State Aid Fund</i>	33,292.67	-	17,292.67	-	16,000.00	16,000.00	-
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,578.62	3.52	-	-	10,582.14	-	10,582.14
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.01	-	-	31.06	-	31.06
Friends	106,029.02	26.28	1,950.98	25,159.33	78,944.99	5,860.69	73,084.30
Fun Committee	2,659.59	227.14	117.49	-	2,769.24	-	2,769.24
Gallery Competitions/Exhibits	36,147.18	12.04	-	-	36,159.22	-	36,159.22
Gifts/Memorials (Undesignated)	341,344.59	79.04	45,356.33	58,655.24	237,412.06	445,247.32	(207,835.26)
Hathaway Trust - Library Materials	2,677.90	0.88	-	34.43	2,644.35	878.55	1,765.80
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,722.45	84.48	2,003.80	28,931.57	856.81	28,074.76
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	0.42	-	-	1,264.61	-	1,264.61
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	1.44	-	-	4,314.64	350.00	3,964.64
Special Collections	5,693.56	1.90	-	-	5,695.46	-	5,695.46
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.01	-	-	36.10	-	36.10
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	0.72	-	-	2,174.20	-	2,174.20
Youth Services	10,246.70	3.30	-	339.33	9,910.67	779.62	9,131.05
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	-	-	-	214,074.65	-	214,074.65
TOTALS	\$ 8,522,687.26	\$ 9,185,610.14	\$ 381,280.44	\$ 1,707,009.61	\$ 15,620,007.35	\$ 1,823,656.91	\$ 13,796,350.44

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

1/31/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 1/31/2020</u>
				8.5%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 7,518,082.92	\$ (6,281,531.08)	54%
Revitalization Rebates	(197,477.00)	(131,207.29)	\$ 66,269.71	66%
Back Tax	-	53,796.15	\$ 53,796.15	N/A
Motor Vehicle Tax	1,399,719.00	43,369.69	\$ (1,356,349.31)	3%
Recreational Vehicle Tax	13,465.00	203.24	\$ (13,261.76)	2%
16/20 M Vehicle Tax	5,331.00	3,959.98	\$ (1,371.02)	74%
In Lieu of Tax	2,964.00	35,638.18	\$ 32,674.18	1202%
Watercraft Special Tax**	7,320.00	-	\$ (7,320.00)	0%
Commercial Vehicle Fees	47,501.00	5,259.14	\$ (42,241.86)	11%
E-Rate Reimbursement	25,193.00	-	\$ (25,193.00)	0%
Miscellaneous Revenue	3,000.00	3,612.00	\$ 612.00	120%
Miscellaneous Revenue - Recyclg	-	285.22	\$ 285.22	N/A
Salary Refunds-Foundation	98,289.00	-	\$ (98,289.00)	0%
Salary Refunds-Friends	29,370.00	-	\$ (29,370.00)	0%
Salary Refunds-Shawnee Cty	22,755.00	1,738.41	\$ (21,016.59)	8%
Vending Machines	4,000.00	285.00	\$ (3,715.00)	7%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	127,000.00	7,973.43	\$ (119,026.57)	6%
Debt Collect	-	426.64	\$ 426.64	N/A
ILL Fees	350.00	208.76	\$ (141.24)	60%
Mailing Fees	120.00	9.01	\$ (110.99)	8%
Non Resident Card Fee	595.00	-	\$ (595.00)	0%
Obituary Fees	750.00	45.00	\$ (705.00)	6%
Meeting Room Charges	5,500.00	130.00	\$ (5,370.00)	2%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	65,000.00	10,106.03	\$ (54,893.97)	16%
Transfer In	994,167.00	-	\$ (994,167.00)	0%
Library Treasurer's Balance	2,476,295.00	-	\$ -	N/A
TOTALS	<u>\$ 18,931,321.00</u>	<u>\$ 7,553,921.51</u>	<u>\$ (8,901,104.49)</u>	46%

* 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**

1/31/2020

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
STAFF:					8.5%
Salaries-Auto Allowance	\$ 6,400.00	\$ 738.45	\$ -	\$ 5,661.55	12%
Salaries-Facilities	687,188.00	74,931.21	-	612,256.79	11%
Salaries-Overtime	10,000.00	613.66	-	9,386.34	6%
Salaries-Security	332,061.00	32,094.57	-	299,966.43	10%
Salaries-Shelvers	175,216.00	13,729.17	-	161,486.83	8%
Salaries-Staff	7,643,102.00	860,923.27	-	6,782,178.73	11%
Conferences	166,580.00	289.75	30,458.60	135,831.65	18%
Staff Internal Dev/Trng - Web Based	15,000.00	-	175.50	14,824.50	1%
Staff Development & Training	15,000.00	-	-	15,000.00	0%
Mileage	9,500.00	44.08	5,763.00	3,692.92	61%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	4.90	157.59	2,837.51	5%
Materials-Periodicals	38,000.00	(9.96)	-	38,009.96	0%
Materials-Print/Non-Print <1 YR	567,300.00	551.10	1,444.00	565,304.90	0%
Materials-Print/Non-Print	1,294,200.00	53,214.49	80,981.52	1,160,003.99	10%
OPERATIONS:					
Art Purchases	8,000.00	153.14	4,500.00	3,346.86	58%
Cataloging and ILL Services	105,795.00	-	87,000.00	18,795.00	82%
Contracted-Digital Services	555,401.00	6,609.02	74,789.85	474,002.13	15%
Contracted-Facilities	353,400.00	33,348.96	83,993.47	236,057.57	33%
Contracted-Equipment	50,940.00	1,539.38	5,365.90	44,034.72	14%
Contracted-Professional	213,550.00	7,064.68	73,305.87	133,179.45	38%
Contracted-E-Rate Services	2,267.00	-	-	2,267.00	0%
Digital Services Support	181,100.00	12.43	11,691.16	169,396.41	6%
Furniture/Equipment	96,200.00	-	-	96,200.00	0%
Insurance	54,806.00	29,381.00	24,283.00	1,142.00	98%
Marketing & Communication	47,500.00	2,000.00	337.40	45,162.60	5%
Memberships/Dues	30,900.00	10,350.00	110.00	20,440.00	34%
Miscellaneous	5,000.00	183.12	-	4,816.88	4%
Payments to Other Libraries	115,060.00	-	-	115,060.00	0%
Postage/Shipping	104,363.00	114.00	1,886.00	102,363.00	2%
Printing	96,800.00	250.50	46,003.46	50,546.04	48%
Programming	32,000.00	435.21	291.58	31,273.21	2%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	44.13	3,753.60	1,700,952.27	0%
Supplies-Facilities	77,417.00	291.79	42,769.19	34,356.02	56%
Supplies-Office/Library	98,720.00	858.79	6,520.20	91,341.01	7%
Supplies-Processing	48,000.00	482.93	550.00	46,967.07	2%
Telecommunications	90,500.00	6,726.43	59,273.57	24,500.00	73%
Transfer Out	1,709,805.00	-	-	1,709,805.00	0%
Utilities-Electric	360,000.00	1,180.88	1,118.78	357,700.34	1%
Utilities-Gas	65,000.00	-	-	65,000.00	0%
Utilities-Water/Sewage	35,000.00	1,578.07	26,421.93	7,000.00	80%
Vehicle-Gas	36,000.00	-	-	36,000.00	0%
Vehicle-Repair	40,500.00	2,264.37	37,765.18	470.45	99%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	4.46	-	(4.46)	N/A
TOTALS	\$ 18,931,321.00	\$ 1,141,997.98	\$ 710,710.35	\$ 15,428,612.67	11%

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

1/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 2,476,295.00	\$ 3,596,303.17	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,799,614.00	7,518,082.92	54%
Revitalization Rebates	(197,477.00)	(131,207.29)	66%
Back Tax	-	53,796.15	N/A
Motor Vehicle Tax	1,399,719.00	43,369.69	3%
Recreational Vehicle Tax	13,465.00	203.24	2%
16/20M Vehicle Tax	5,331.00	3,959.98	74%
In Lieu of Tax	2,964.00	35,638.18	1202%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	5,259.14	11%
E-Rate Reimbursement	25,193.00	-	0%
Fees and Charges	141,815.00	12,689.84	9%
Reimbursements	150,414.00	2,023.63	1%
Transfer In	994,167.00		
Interest on Idle Funds	65,000.00	10,106.03	16%
	<u>\$ 16,455,026.00</u>	<u>\$ 7,553,921.51</u>	46%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	983,030.33	11%
Other Staff Support Costs	206,080.00	36,730.93	18%
Library Collections	1,902,500.00	136,343.64	7%
Contracted Services	1,281,353.00	373,017.13	29%
Digital Services Support	181,100.00	11,703.59	6%
Furniture/Equipment/Art	104,200.00	4,653.14	4%
Payments to Other Libraries	115,060.00	-	0%
Special Projects	1,704,750.00	3,797.73	0%
Utilities & Telecommunications	550,500.00	96,299.66	17%
Vehicles	76,500.00	40,029.55	52%
Other Operating Expenditures	595,506.00	167,102.63	28%
Transfer Out	1,709,805.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 1,852,708.33</u>	11%
Prior Year Canceled Purchase Orders		<u>\$ 9,996.17</u>	
Unencumbered Balance 1/31/2020	\$ -	\$ 9,307,512.52	

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

1/31/2020

EMPLOYEE BENEFITS

	<u>2020 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/2020	\$ 792,034.00	\$ 1,101,162.54	
Revenue:			
Ad Valorem Property Tax	\$ 2,900,904.00	\$ 1,598,654.48	55%
Revitalization Rebates	(41,513.00)	(27,899.83)	67%
Back Tax	-	12,784.36	N/A
Motor Vehicle Tax	298,763.00	14,771.42	5%
Recreational Vehicle Tax	2,874.00	69.21	2%
16/20M Vehicle Tax	1,138.00	1,345.15	118%
In Lieu of Tax	812.00	7,578.08	933%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Taxes	10,139.00	1,791.24	18%
Refund-Fringe Benefits-Foundation	49,776.00	-	0%
Refund-Fringe Benefits-Friends	11,667.00	-	0%
Refund-Fringe Benefits-Shawnee Cty	-	1,067.55	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	1,557.46	40%
Interest on Idle Funds	10,000.00	1,487.51	15%
	<u>\$ 3,250,030.00</u>	<u>\$ 1,613,206.63</u>	50%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 6,478.00	\$ 6,655.20	103%
Cafeteria Plan Administration Fees	3,805.00	3,216.00	85%
Social Security/Medicare	677,328.00	71,916.28	11%
Ks Public Employees Retirement Sys	820,944.00	91,542.05	11%
Worker's Compensation	63,279.00	45,008.00	71%
Unemployment Tax	8,854.00	2,647.28	30%
Health/Dental Insurance	2,111,376.00	206,202.67	10%
Contingency/Fund Balance	350,000.00	-	0%
	<u>\$ 4,042,064.00</u>	<u>\$ 427,187.48</u>	12%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 1/31/2020	\$ -	\$ 2,287,181.69	

* 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 01/01/2020	\$ 1,292,745.67
Revenue:	
Interest received	1,295.58
	<u>\$ 1,295.58</u>
Expenditures/Encumbrances:	
Contracted - Professional	158.62
Capital Outlay	94,000.00
	<u>94,158.62</u>
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 1/31/2020	\$ 1,199,882.63

STATE AID

Balance 01/01/2020	\$ -	\$ 33,292.67
Revenue:		
State Aid	53,000.00	-
	<u>\$ 53,000.00</u>	<u>\$ -</u>
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		17,292.67
Staff Internal Development/Trng		16,000.00
Special Projects	53,000.00	-
	<u>\$ 53,000.00</u>	<u>\$ 33,292.67</u>
Unencumbered Balance 1/31/2020		\$ -

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

1/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 786,885.00	\$ 804,581.51	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	375.71	N/A
Revitalization Rebates	-	-	N/A
Back Tax	25,000.00	6,855.38	27%
Motor Vehicle Tax	168,424.00	6,054.17	4%
Recreational Vehicle Tax	1,620.00	28.35	2%
16/20M Vehicle Tax	641.00	552.43	86%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	734.16	13%
Interest on Idle Funds	5,000.00	507.07	10%
	<u>\$ 207,282.00</u>	<u>\$ 15,107.27</u>	7%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	994,167.00		0%
Cash Basis Reserve	-		0%
	<u>\$ 994,167.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 1/31/2020	\$ -	\$ 819,688.78	

* 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 January 31, 2020

Capital Improvement Funds-VisionBank

\$ 1,294,041.25 at 1.19% (money market account)

Municipal Investment Pool

\$13,409,914.58 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average January 1-31, 2020 was 1.25%.

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	1/7/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,824.11	-98468
15	21516	0	1/7/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,012.70	-98468
15	21517	0	1/7/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,137.35	-98468
10	21513	0	1/7/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,016.79	-98468
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,990.95	-98468 Total
10	21501	0	1/2/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,821.64	-98465
10	21502	0	1/2/2020	PAYCOM PAYROLL LLC	State W/H	\$ 10,909.31	-98465
15	21521	0	1/2/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 305.02	-98465
10	21503	0	1/2/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,955.07	-98465
15	21504	0	1/2/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,955.07	-98465
10	21503	0	1/2/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,433.04	-98465
15	21504	0	1/2/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,433.04	-98465
10	21514	0	1/2/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98465
10	21518	0	1/2/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 1,592.01	-98465
10	41000	313	1/2/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,964.15	-98465
10	41000	313	1/2/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 375.84	-98465
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,975.37	-98465 Total
10	21505	0	1/17/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,805.17	-98464
15	21516	0	1/17/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,985.56	-98464
15	21517	0	1/17/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,134.19	-98464
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,924.92	-98464 Total
10	21501	0	1/16/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,749.45	-98459
10	21502	0	1/16/2020	PAYCOM PAYROLL LLC	State W/H	\$ 10,913.44	-98459
15	21521	0	1/16/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 2,020.62	-98459
10	21503	0	1/16/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,970.72	-98459
15	21504	0	1/16/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,970.72	-98459
10	21503	0	1/16/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,436.68	-98459
15	21504	0	1/16/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,436.68	-98459
10	21514	0	1/16/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98459
10	21518	0	1/16/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 845.22	-98459
10	23800	0	1/16/2020	PAYCOM PAYROLL LLC	W-2s	\$ 1,679.55	-98459
10	23800	0	1/16/2020	PAYCOM PAYROLL LLC	W-3	\$ 75.00	-98459
10	41000	313	1/16/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,964.15	-98459
10	41000	313	1/16/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 375.84	-98459
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 88,669.25	-98459 Total
10	21505	0	1/31/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,798.16	-98457
15	21516	0	1/31/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,975.53	-98457
15	21517	0	1/31/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,132.99	-98457

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,906.68	-98457 Total
10	21515	0	1/30/2020	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 27,435.50	-98455
15	21515	0	1/30/2020	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 126,962.22	-98455
15	21515	0	1/30/2020	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,681.74	-98455
						\$ 156,079.46	-98455 Total
10	21501	0	1/31/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 26,543.70	-98448
10	21502	0	1/31/2020	PAYCOM PAYROLL LLC	State W/H	\$ 12,068.39	-98448
15	21521	0	1/31/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 321.64	-98448
10	21503	0	1/31/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,359.26	-98448
15	21504	0	1/31/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,359.26	-98448
10	21503	0	1/31/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,761.51	-98448
15	21504	0	1/31/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,761.51	-98448
10	21514	0	1/31/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 106.18	-98448
10	21518	0	1/31/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 838.40	-98448
10	23800	0	1/31/2020	PAYCOM PAYROLL LLC	ACA 1094	\$ 75.00	-98448
10	23800	0	1/31/2020	PAYCOM PAYROLL LLC	ACA 1095s	\$ 1,161.30	-98448
10	41000	313	1/31/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,894.02	-98448
10	41000	313	1/31/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 368.88	-98448
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 93,619.05	-98448 Total
49	41000	919	1/10/2020	THE LIBRARY FOUNDATION	DPIL from Friends to Fdtn	\$ 25,000.00	11744
				<i>Friends funding request approved by Board on 10/17/2019 included \$25,000 to Dolly Parton Imagination Library initiative- Library Foundation is investing the contributions</i>		\$ 25,000.00	11744 Total
35	41000	736	1/24/2020	THE MORAN COMPANY LLC	Recruitment fees	\$ 9,333.00	11751
				<i>Recruitment fees for The Library Foundation Executive Director position - This is a contracted professional fee and is exempt from the Library's purchasing policy</i>		\$ 9,333.00	11751 Total
35	23800	0	1/31/2020	KELLEY CONSTRUCTION CO., INC.	Gallery remodel	\$ 5,179.33	11754
35	23800	0	1/31/2020	KELLEY CONSTRUCTION CO., INC.	GALLERY REMODEL	\$ 6,920.73	11754
35	41000	736	1/31/2020	KELLEY CONSTRUCTION CO., INC.	Gallery remodel	\$ 48,739.99	11754
						\$ 60,840.05	11754 Total
35	23800	0	1/31/2020	SENNE & CO INC	Circ Plz/Lrning Ctr Reno	\$ 33,146.87	11757
						\$ 33,146.87	11757 Total
20	41000	900	1/2/2020	KANSAS SECURED TITLE, INC.	Real Estate Purchase	\$ 94,000.00	94778
20	41000	313	1/2/2020	KANSAS SECURED TITLE, INC.	Closing Costs	\$ 193.38	94778
				<i>Board approved on September 5, 2019, to purchase property located at 1719 SW 10th, Topeka, KS</i>		\$ 94,193.38	94778 Total
10	23800	0	1/10/2020	CAM-DEX SECURITY CORP.	Access Control Card Reade	\$ 5,162.56	94790
				<i>2019 approved operating budget - contracted facilities</i>		\$ 5,162.56	94790 Total
10	23800	0	1/10/2020	DELL MARKETING LP	PC's, warranty, equip	\$ 58,985.25	94800
10	23800	0	1/10/2020	DELL MARKETING LP	Monitors	\$ 4,593.20	94800

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>RFP was posted and Board approved on October 21, 2019</i>		\$ 63,578.45	94800 Total
10	21512	0	1/10/2020	DELTA DENTAL OF KANSAS, INC	EE January Premiums	\$ 2,923.88	94801
15	21512	0	1/10/2020	DELTA DENTAL OF KANSAS, INC	ER January Premiums	\$ 11,019.09	94801
15	21512	0	1/10/2020	DELTA DENTAL OF KANSAS, INC	Retiree January Premiums	\$ 175.72	94801
						\$ 14,118.69	94801 Total
10	23800	0	1/16/2020	BUG HOUNDS LLC	2019 K9 BB Insp	\$ 2,600.00	94831
10	23800	0	1/16/2020	BUG HOUNDS LLC	2019 K9 BB Insp	\$ 2,600.00	94831
				<i>2019 approved operating budget - contracted facilities</i>		\$ 5,200.00	94831 Total
10	23800	0	1/16/2020	ENGEL LAW, PA	2019 Legal Services	\$ 5,896.00	94836
						\$ 5,896.00	94836 Total
10	23800	0	1/16/2020	EVERGY	12/1/2019 Electric Services	\$ 25,000.00	94837
10	41000	351	1/16/2020	EVERGY	December 2019 Balance	\$ 1,099.66	94837
						\$ 26,099.66	94837 Total
15	41000	260	1/16/2020	PEOPLES/COMMERCIAL INSURANCE	1st qtr workers comp ins	\$ 11,252.00	94845
10	41000	321	1/16/2020	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Prop	\$ 11,687.00	94845
10	41000	321	1/16/2020	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Vehicle Ins	\$ 5,382.00	94845
10	41000	321	1/16/2020	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Genl Liab	\$ 2,206.00	94845
10	41000	321	1/16/2020	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Inland Marine	\$ 3,326.50	94845
10	41000	321	1/16/2020	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Crime	\$ 436.50	94845
10	41000	321	1/16/2020	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Terrorism	\$ 142.50	94845
10	41000	321	1/16/2020	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Cyber	\$ 164.50	94845
10	41000	321	1/16/2020	PEOPLES/COMMERCIAL INSURANCE	Directors & Officers	\$ 4,758.00	94845
10	41000	321	1/16/2020	PEOPLES/COMMERCIAL INSURANCE	Boiler & Machinery	\$ 938.00	94845
10	41000	321	1/16/2020	PEOPLES/COMMERCIAL INSURANCE	Volunteer liability plcy	\$ 340.00	94845
						\$ 40,633.00	94845 Total
10	41000	700	1/24/2020	COREFIRST BANK & TRUST	Epson FastFoto	\$ (4.70)	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	SMUGCHAIR Drafting Chair	\$ 99.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	16.5ft lwall mount art	\$ 344.85	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	water absorb floor mat	\$ 48.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	White Glitter	\$ 10.36	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	polaroid film	\$ 37.98	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	2000 piece green pom poms	\$ 10.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	6 pack 2.6inch disc orna	\$ 38.16	94857
10	41000	330	1/24/2020	COREFIRST BANK & TRUST	Balance PO# 193280	\$ 1.26	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Snowman	\$ 100.82	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Paris	\$ 111.24	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	ASL for Librarians eCours	\$ 250.00	94857

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Q Barrier Freestnd StnlsS	\$ 1,088.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Q Barrier Cuffs	\$ 176.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	16 Freestd Stch Stainles"	\$ 676.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	165' Black Elastic Cord	\$ 66.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	shipping	\$ 200.60	94857
10	41000	736	1/24/2020	COREFIRST BANK & TRUST	Int. Fee	\$ 44.13	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	New supervisor book	\$ 59.95	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Supervisor license	\$ 149.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Leadership training book	\$ 59.95	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Leadership license	\$ 149.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Techsgiving Savings	\$ (83.58)	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Plotter Paper	\$ 778.40	94857
10	41000	420	1/24/2020	COREFIRST BANK & TRUST	Balance PO# 193383	\$ 55.84	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Canon 6' HDMI mail to min	\$ 54.95	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Elgato Cam Link 4K	\$ 129.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	logitech slim folio	\$ 1,499.85	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Apple 10.2 iPad 32gb	\$ 5,820.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	apple pencil	\$ 1,424.85	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Portable drying rack 50sh	\$ 926.84	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	handling	\$ 125.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	red shelf label holders	\$ 108.15	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	150th bookmarks	\$ 676.95	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Shipping	\$ 54.86	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	business cards	\$ 15.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	shipping & handling estim	\$ 10.56	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	business cards	\$ 10.99	94857
10	41000	326	1/24/2020	COREFIRST BANK & TRUST	Balance PO# 193291	\$ 9.47	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	metallic labels	\$ 113.85	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	shipping & handeling	\$ 10.56	94857
10	41000	326	1/24/2020	COREFIRST BANK & TRUST	Balance PO# 193344	\$ 24.07	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Basix tables	\$ 2,845.80	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Shipping crate	\$ 79.50	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Shipping	\$ 228.23	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	aprons- red	\$ 32.22	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	postage	\$ 13.63	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Stone Water Filter	\$ 8.04	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Pad It grn ds stage 3	\$ 5.45	94857

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	10pk Pad red stage 4	\$ 30.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Outer Reactor Tube	\$ 44.70	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	10pk Pad grn stage 3	\$ 30.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	10pk Pad yw stage 2	\$ 30.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	6pk Pad blk stage 1	\$ 39.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	2pk 750ml polish cmpd	\$ 110.00	94857
10	41000	420	1/24/2020	COREFIRST BANK & TRUST	Balance PO# 193361	\$ 9.95	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	USB 3.0 TYPE A F / USB A	\$ 98.00	94857
10	41000	320	1/24/2020	COREFIRST BANK & TRUST	Balance PO# 193293	\$ 12.43	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	shortcodes add-on	\$ 99.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	PEM2 Datalogger	\$ 1,047.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Shipping	\$ 20.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Soundtrack your brand	\$ 26.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	DYMO Labels 1-1/8	\$ 37.93	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Uplift V2 Commercial Desk	\$ 638.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	60x30" Maple desktop"	\$ 100.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	1 wire/1 power grommets	\$ 39.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Wire mgmt: Advanced kit	\$ 39.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Magn cbl chnnl: metallic	\$ 19.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Casters: heavy duty	\$ 49.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	CPU holder	\$ 89.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Keybrd tray: stand quick	\$ 178.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Desk drwr: locking black	\$ 99.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Back modesty pnl 60 blk"	\$ 85.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Side modesty pnl 1side bl	\$ 59.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	3-drwr file cab metallic	\$ 199.00	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Stuff Happens	\$ 19.97	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Exploding Kittens	\$ 13.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Dungenons & Dragons	\$ 11.57	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	chess set	\$ 6.52	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Risk	\$ 16.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	True Colors?	\$ 9.44	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Unstable Unicorns	\$ 19.97	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Skip Bo Jr.	\$ 4.97	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	checkers	\$ 5.23	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Classic Guess Who	\$ 4.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Pictionary	\$ 14.99	94857

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Connect 4	\$ 4.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Uno	\$ 4.97	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Trouble	\$ 4.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Chutes & Ladders	\$ 5.92	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Candy Land	\$ 4.99	94857
10	23800	0	1/24/2020	COREFIRST BANK & TRUST	Sorry	\$ 4.99	94857
				<i>Miscellaneous online orders paid by credit card</i>		\$ 22,086.51	94857 Total
10	23800	0	1/24/2020	HALL FLOOR COVERING	Install LVT in Alice	\$ 2,875.00	94865
10	23800	0	1/24/2020	HALL FLOOR COVERING	Install LVT in sherlock	\$ 2,875.00	94865
				<i>2019 approved operating budget - new flooring in book mobiles</i>		\$ 5,750.00	94865 Total
10	41000	311	1/24/2020	MCELROY'S INC.	Maintenance Agreement	\$ 8,691.00	94872
10	23800	0	1/24/2020	MCELROY'S INC.	Service on chillers	\$ 231.80	94872
				<i>2020 approved operating budget - annual maintenance agreement at 1020 Washburn</i>		\$ 8,922.80	94872 Total
10	23800	0	1/31/2020	BIBLIOTHECA LLC	self check upgrade kits	\$ 4,685.33	94883
25	23800	0	1/31/2020	BIBLIOTHECA LLC	self check upgrade kits	\$ 17,292.67	94883
10	23800	0	1/31/2020	BIBLIOTHECA LLC	shipping and administrati	\$ 1,089.00	94883
				<i>Sole source purchase, Board approved December 19, 2019 - upgrade 11 self check kiosks</i>		\$ 23,067.00	94883 Total
10	41000	310	1/31/2020	GLOBAL DATA VAULT, LLC	VEEM offsite data sync	\$ 6,000.00	94890
				<i>2020 approved operating budget - annual subscription for data back up and recovery</i>		\$ 6,000.00	94890 Total
10	41000	311	1/31/2020	JOHNSON CONTROLS, INC.	2020 Service Agreement	\$ 18,532.00	94894
				<i>2020 approved operating budget - annual maintenance agreement at 1515 SW 10th Ave.</i>		\$ 18,532.00	94894 Total
10	23800	0	1/31/2020	KELLEY CONSTRUCTION CO., INC.	repair north dock leveler	\$ 4,180.00	94896
10	23800	0	1/31/2020	KELLEY CONSTRUCTION CO., INC.	TS Workroom	\$ 18,090.00	94896
				<i>RFP was posted and Board approved on December 19, 2019 - relocate Technical Services Department</i>		\$ 22,270.00	94896 Total
10	23800	0	1/31/2020	OCLC, INC.	oclc cataloging & ill	\$ 6,736.92	94902
				<i>2019 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,736.92	94902 Total
10	41000	323	1/31/2020	URBAN LIBRARIES COUNCIL	Membership Renewal	\$ 9,000.00	94910
				<i>2020 approved operating budget - memberships/dues</i>		\$ 9,000.00	94910 Total
10	23800	0	1/31/2020	KOIOS LLC	Koios renewal	\$ 6,800.00	94911
				<i>2020 approved operating budget - annual renewal of marketing subscription</i>		\$ 6,800.00	94911 Total
						\$ 1,084,532.57	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

February 2020

Library News and Project Updates

Dolly Parton's Imagination Library – Per reports provided 02/11/2020

As of January 31, 2020, there are 5,597 children registered. 51% of the 11,000 children between birth and five in the community. A total of 2,212 have graduated, i.e. aged out of the program since its inception in 2017.

Agenda Items

Public Address System Use Policy and Public Comment Policy

Last month the Board had its first reading of these policies. This month staff is recommending approval of the policies as presented.

We will continue our monthly schedule of operational policies review in March. The Confidentiality Policy is currently under review. This policy will require some revisions that require more time for research to look at the current state of confidentiality policies in other libraries.

HTK Architects

Zach Snethen, AIA, LEED AP, Associate and Maria Kutina, AIA, Associate will attend the meeting to meet the Board and give a first report on the work they will engage in for 2020.

Annual Report

Each year the library produces an annual report that is published on the library's Digital Branch. The report will be presented at the meeting.

Professional Activities/Community Contacts

January 13	Met with Clark Swanson, CEO of OrangeBoy, Inc. Attended Foundation Finance Committee Meeting
January 14	Partnering Discussion with Dr. Gary Bayens, Dean and Chaz Havens, Director of Washburn Tech East, Trustee Leisinger, and TSCPL Staff. Attended the Friends Board Meeting
January 15	Met with Rosie Newman, GM of Operations for Engroff Catering to discuss vending machines
January 16	Attended GTP Annual Meeting
January 18	Facilitated the Housing and Credit Counseling Inc (HCCI) Board Retreat at Heritage Bank

January 21	Attended the Intergovernmental Cooperation Council (ICC) meeting at Washburn University Attended the welcome reception for new Kansas Health Foundation CEO Reggie Robinson at the Kansas Health Foundation (Wichita) with Library Foundation ED Nancy Lindberg
January 22	Participated in Web Interview Committee
January 28	Met with Wilder Society Tea Committee – planning session
January 29	Participated in conference call with Clark Swanson, OrangeBoy, Inc.
January 31	Participated in Zoom Meeting - Agenda Review for LYRASIS Strategy for Q3 Board Retreat
February 3	Attended Audit Committee Meeting with Berberich Trahan Conference Call with Derik Dreher, Director of The Rosenbach Co.
February 6	Participated in interview for web design agency
February 7	Participated in interview for web design agency
February 10	Had organizational meeting with <u>HTK Architects</u>

In Process

Website design process

We have concluded interviews with firms that responded to the RFQ we issued to execute a new build of the library’s website, including integration of the multiple platforms (e.g. Overdrive, Communico, and Bibliocommons) that the library uses to provide essential services.

We had 26 responses and narrowed the interview prospects to four firms, all located in the region. We have selected Imagemakers of Wamego, KS. They have significant experience working with nonprofit organizations like Humanities Kansas, an impressive combination of design and technical programming skills, and a deep bench of website design and marketing professionals that give us confidence they will do an excellent job in a timely manner.

We are using the funds previously earmarked for the web programmer position to pay for these contracted services. The library’s website is in effect a branch and service point for many library customers. It’s clear that we cannot afford to maintain the type of team of employees to do the highly technical work that is required of modern websites, especially ones that integrate so many platforms, as our does. Outsourcing this function will result in a higher quality, customer-focused website and will be more cost effective in the long term.

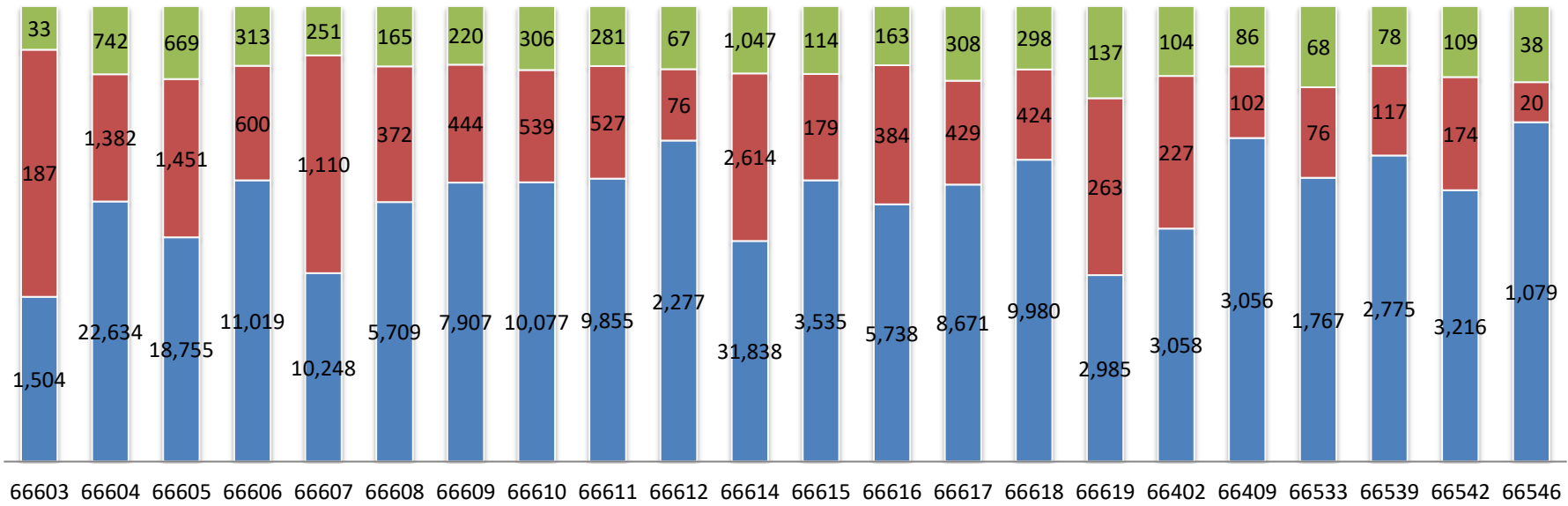
Gina Millsap

Chief Executive Officer

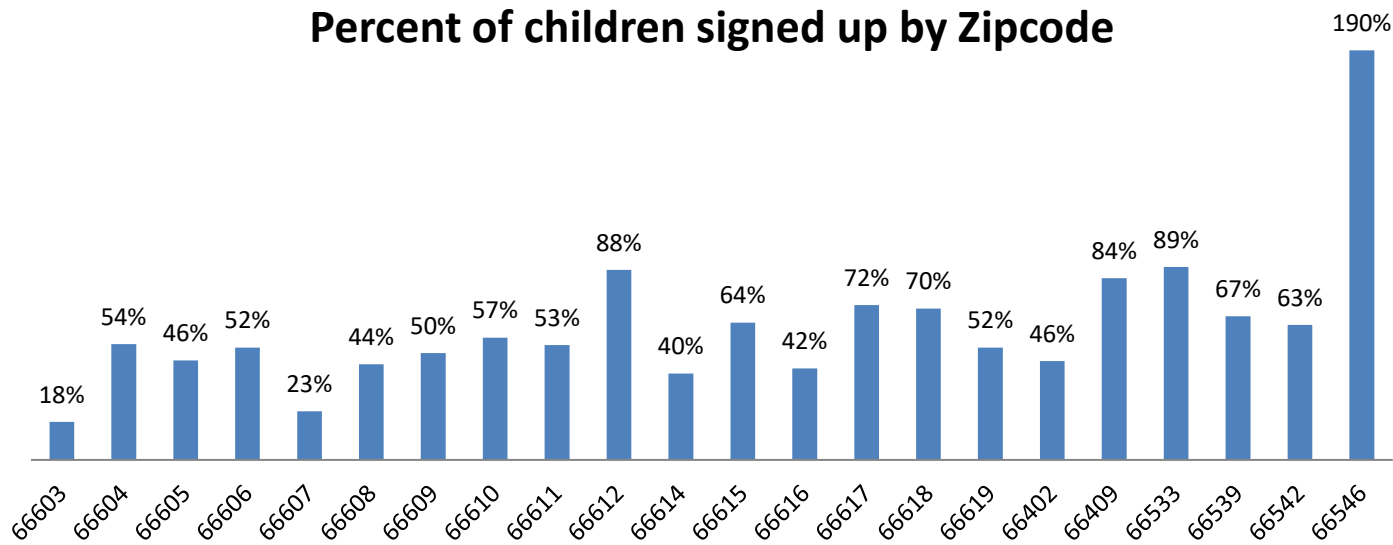
Topeka and Shawnee County Public Library 2/13/20

January 2020 Dolly Parton Imagination Library

Population Under 5 DPIL

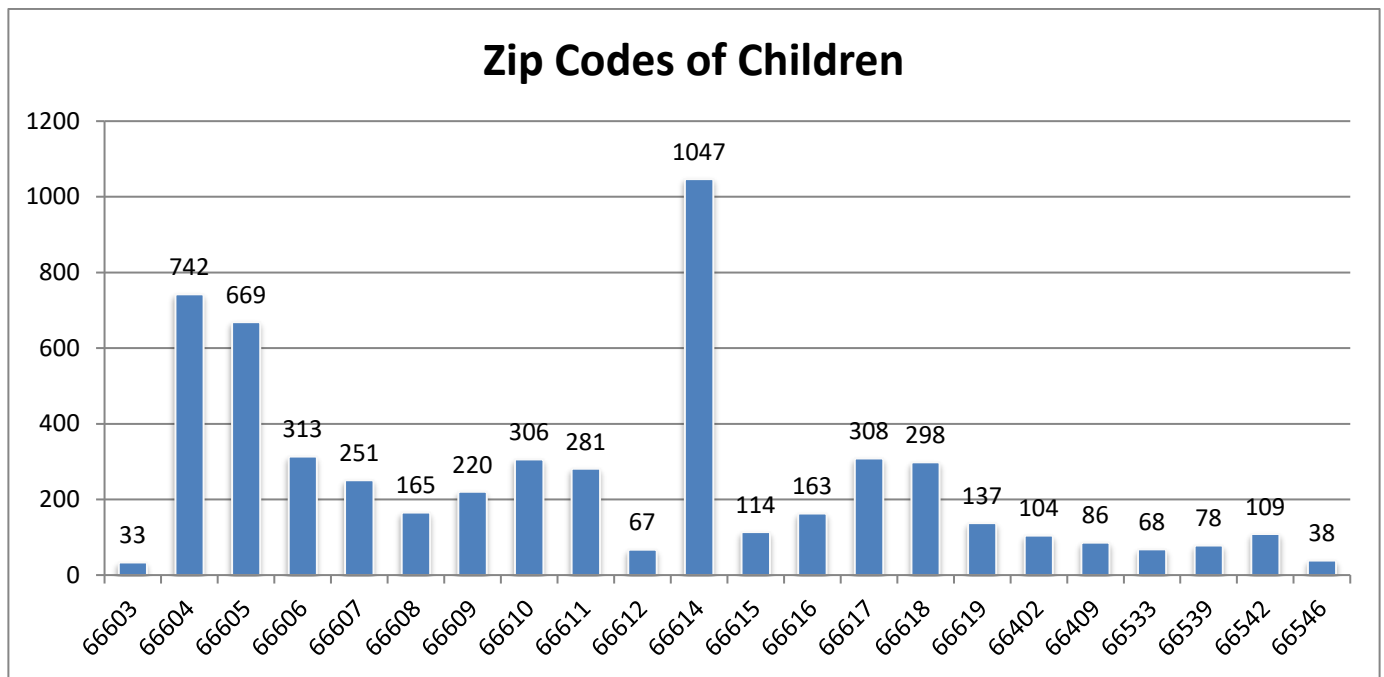
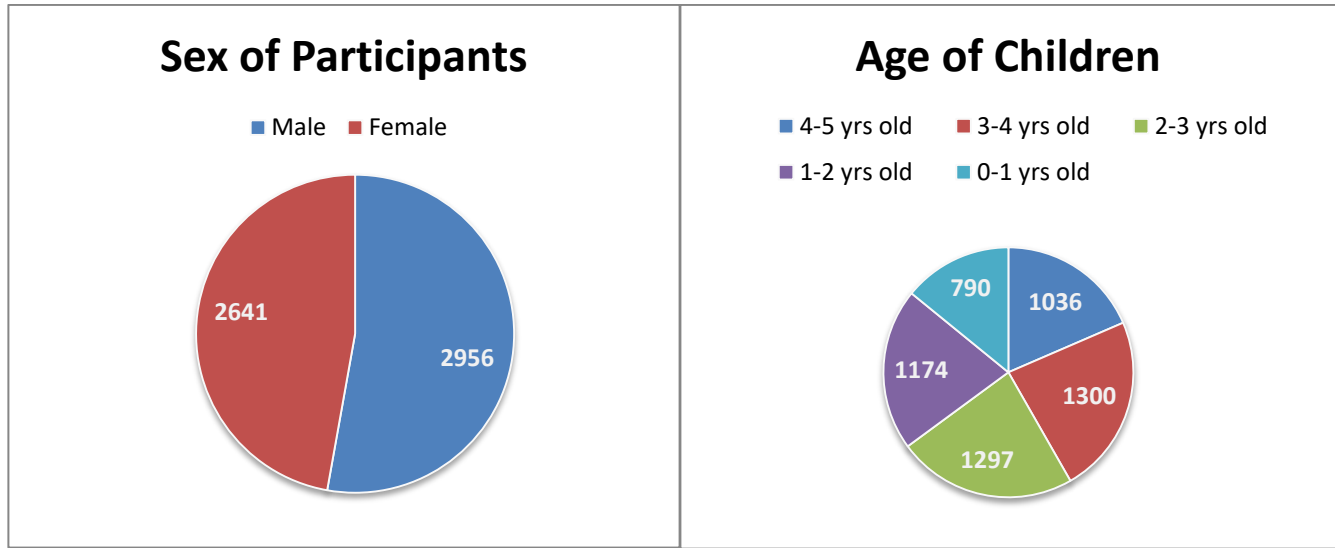


Percent of children signed up by Zipcode



Number of children currently enrolled: **5,597**

Number of graduated children: **2,212**



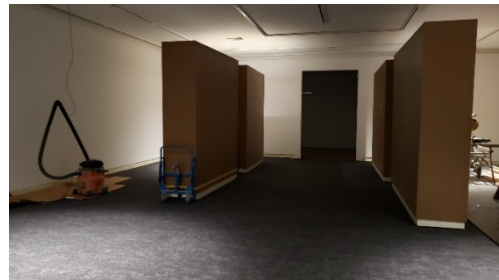
Chief of Staff Report

Thad Hartman
February 20, 2020

Gallery

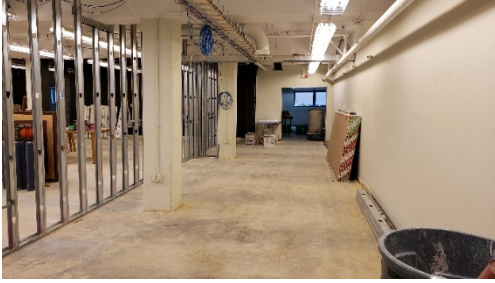
We are in the finishing stages of the construction in the Gallery. Over the past two weeks they have installed the majority of the cabinetry, mechanical and electrical devices, and finished painting. Flooring has been installed in the east gallery as well as the staff workroom. They are currently installing flooring in the west gallery, and should be done by Friday, February 14. We are on schedule to have the moveable wall installed the last week of February, with completion of the project still on schedule for March.

We plan on having a sneak peek of the renovated gallery at the Wilder Society Tea on Sunday, April 5, and then a soft opening on Monday, April 6. We have tentatively scheduled the grand opening celebration for Sunday, April 19, although that could change based on the schedules of some of our key donors. The space is really looking great and we're excited to have the new and improved Gallery open for the public to see!



Technical Services

Work in the new Technical Services workroom continues to progress nicely and on schedule. The electrical rough-in work and the fire sprinkler piping is now complete. Most of the wall framing and ductwork is also complete, and they will begin hanging drywall on Friday, February 14. Kelley Construction has been very pleased with how smoothly this project has gone and feel confident that they will be finished in April.



HTK Architects

We have begun meeting with HTK Architects and have already started on a couple of projects. The most pressing project is the removal of the old hearing aid building at the corner of 10th and Mulvane. We are in the process of getting asbestos testing scheduled and writing the RFP for the demolition of the building. We plan to have bids for the demolition at the April board meeting.

The other project that we are currently working on is the creation of a mother's room in the Kids Library. This would primarily be for nursing moms. We are considering converting one of the two family restrooms in the area into the mother's room. HTK feels that including the remodel of the other restrooms with this project will lead to overall savings, so we are also looking at how to improve the rest of our public restrooms. We will update you on the details of this project once they have been decided.

While work is going on with these projects, we are also working with HTK on the process of creating an updated Facilities Master Plan. We will be looking at our goals and outcomes, how we can engage stakeholders, the desired customer experience, and of course, cost. This will be a time-consuming and thorough process, but one that we're excited to get underway.

Department Highlights

Public Services

Marie Pyko, Public Services Director

Partnerships and Community Engagement

January was a busy month finalizing several agreements as well as developing some new relationships. We continue to look at ways we can extend our reach or impact in the community through these partnerships.

Book Nook at the Mall

We finalized a license agreement with our free early literacy space at the Westridge Mall. After the change in ownership of the Mall, an annual agreement was prepared between the owners

and the library. We have updated our early learning toys and books and have received numerous comments about how many families have spent time playing in the Book Nook. We will be adding an early learning play carpet to add to the vibrancy of the space and will begin looking for times to host some story times based on when families visit most.

Trio-EOC (Educational Opportunity Centers)

This is a federally funded program. The Trio refers to three programs: Upward Bound, Talent Search, and Student Support Service. Students and families continue to visit with Melody Lawrence, the college and career assistance navigator on Tuesday afternoons in Team room 4. Melody has shared that as of February 1st, she has helped 35 students fill out their Free Application for Federal Student Aid forms (FAFSA) since October 1st.

Washburn Tech East

Thad and I will be meeting with Director Chaz Havens and Career Navigator Angela Rice on February 18th to discuss in what ways we can partner to support their students and even the neighborhoods around their new site. Our preliminary meeting was positive, and we hope to build off the success of the GED and English as a Second Language classes they have begun. Ensuring all their students have library cards, are aware of our resources, and can access library materials to support their learning are our first steps in this new relationship.

University of Kansas Center for Research

Dr. Hyunjin Seo approached us to collaborate on a National Science Foundation grant project entitled “Collaborative Research: Technology Education for Women in Transition: Broadening Participation Through Innovations”. We will be hosting weekly technology education sessions for women recently released from jail or prison who live in Shawnee County. Up to 20 women will participate in the TechEdu program. We hope to share library resources and of course a library card so they can continue to build a lifelong relationship with their library.

Buried Past, LLC.

As part of the 150th celebration, we have contracted with Wendi Bevitt, Owner/Historian, Buried Past LLC, to research, interview, and prepare a monograph of the library’s history from 1970-2020. This book will be a companion to the Shawnee County Historical Bulletin which was prepared in 1970 to commemorate the 100th anniversary of the Topeka Public Library. Wendi, a former Red Carpet Services staff member and professional researcher and writer has begun reviewing all the library annual reports, library history vertical files and other ephemera. Additionally, Donna Rae Pearson, our local history librarian, and I will be identifying key individuals to video interview to be able to help fill in the history and add to the richness of the story. The Topeka and Shawnee County Public Library history book will be published to coordinate with our 150th anniversary celebration on November 8, 2020.

Kansas Health Foundation- Communities Supporting Early Literacy Initiative Grant

In partnership with USD 501-Topeka Public Schools, United Way of Greater Topeka, ChildCare Aware of Northeast Kansas, TARC, and Parents as Teachers, we have submitted a grant focused on a collective impact model for helping children in USD 501 area to be ready for kindergarten. The Kansas Health Foundation identified USD 501 and sought a community wide approach for a three-year grant. LeAnn Brungardt and I have been working with V.P. of Community Impact Brett Martin (United Way) and the other partners to develop the three-year implementation plan. As a first true community wide initiative focused on early childhood, this is a wonderful opportunity to develop common goals and outcomes across organizations. We see this as the beginning of leveraging resources across the community rather than each organization working in a silo. I like to call this the difference between parallel play and associative play.

2020 All-America City Award

Trey George, President/CEO of the Topeka Housing Authority (THA) has invited the library and several other key community organizations to prepare an application for the 2020 All-American City Award. The focus of the award is enhancing health and well-being through civic engagement. We are looking for community-driven projects that demonstrate inclusive decision-making processes to enhance health and well-being for all, and particularly for populations currently experiencing poorer health outcomes. We are in the final documentation phase of the application and should hear if Topeka is a finalist in March 2020. We were asked to contribute as one of three community-driven projects that has resulted in significant local impact. I focused on our Community Impact Goals, our collaborative early literacy initiatives and our focus on book rich environments. This is a very prestigious award

Public Services

Autumn Friedli, Public Services Supervisor – Readers Services

Readers Team

Our Book Group in a Bag collection is getting a new reservation system! After years of using a homegrown system, it's time to move to a new reservation system. On February 24, book clubs will use the new Kit Keeper reservation system to reserve all their kits. Kit Keeper is super simple to use, and the team thinks users will have no problem catching on to the new system. The Book Group in a Bag team has been hard at work to make the transition as smooth as possible. In the next week, staff will be transferring all the existing reservations into the new system to make it easier on the customers on the go live date. When existing users use the system for the first time, all their reservations will "magically" already be there for them. Front-line staff will also be trained to walk customers through the process to help make it as easy as possible. The Book Group in a Bag team is excited about the new functionality of the system and the significant improvement in customer service.

Author visits

Are you ready for some authors!?! The author team has been busy working behind the scenes to bring some great authors to the library! Inspirational Suspense Author Tosca Lee will be here February 23rd. Mrs. Lee will present a writing workshop for aspiring authors in the first part of the day, then she will talk to readers and fans in the latter portion of the day.

Young Adult author Adib Khorram will be in the library to talk about his book *Darius the Great Is Not Okay* on February 26th. Mr. Khorram will talk to local middle and high school students at Washburn University during the day and then do an evening presentation at 7:30 pm in our library.

These are just a few of the exciting author visits that the team the team is excited to bring in to help celebrate 150 years of the Topeka & Shawnee County Public Library.

Public Services

Debbie Stanton, Public Services Supervisor – Information and Learning

As part of the 150th anniversary the local history team has been hard at work scanning older library photos and making them available for our various needs throughout the year. We will be working on recording histories from some former staff members to tell the story of the history of the library.

The gallery team recently moved the photo lab from the basement to the second floor in preparation for the construction of the new Technical Services space. The new photo lab is up and running in the former Tech Services Receiving Room and we're already back to photographing items. The team has also been preparing for the reopening of the gallery space. The attendees of the Wilder Tea on Sunday, April 5 will have an opportunity for a sneak peek and tours of the space. We're then planning to open to the public on Monday, April 6. The grand opening is being planned in coordination with National Library Week in April and The Library Foundation is working to ensure our donors will be able to attend and recognized for their generous gifts. The grand opening will include a ribbon cutting and art activities for all ages.

Our civic engagement work on the Hidden Common Ground initiative

(<https://www.nifi.org/en/hidden-common-ground>) is already gaining some national attention. A member of the National Issues Forum is planning to travel to Topeka from Philadelphia to observe one of our March deliberative forums and learn more about the important work we're doing in convening conversations in our community.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Fully staffed

The biggest news is that we welcomed two new staff members on February 10. Angie Reed joined us as our Teen Librarian. She came to us from the Colville (WA) Public Library where she was a program coordinator. She is a self-described cat/dog lady and Slytherin (Harry Potter reference, for those who haven't read the novels.) Katie Simmons came to us from a little closer to home, Americus, KS. She has experience both in preschool and library work and will be an Outreach Storyteller. Both ladies are rounding out their first week and keep coming back for more. We are excited to have them.

Read, Play Grow

For years we have offered evening, age-specific programs that reflected our daytime offerings: Baby Bookworms, Toddler Time 1 and Toddler Time 2 and a little of this and that for preschoolers. Over the past couple of years, we saw attendance for them consistently decline. In response we are trying something slightly different. We felt it was important to maintain an evening program option especially for parents working outside the home, so we kept the most popular evening, Tuesdays. Then instead of the specific ages, we are hosting programming for families with children birth to five instead.

This more inclusive approach means that families with multiple young children can bring them all. The program runs longer than the previous one as well expanding upon the idea that it is important for grownups to network with others who are going through similar parenting/grandparenting stages. We have had three sessions so far with nearly double attendance each time. There were 27 people at the most recent one. We are tailoring to the needs of the crowd, so the plan is still solidifying. Books, crafts, music, toys and other learning experiences are at hand. While several staff have been in on the planning, Kyler Carpenter is the face of the program so far.

Community Services

Sandy Hestand, Community Services Supervisor

Kansas Connections

January is a full programming month for the Community Services department. With January 29th being the 159th birthday for the state of Kansas, members of the Community Services Staff have been busy providing Kansas Connections programs for classrooms across the area. Programming staff shared topics such as Kansas Symbols, Kansas Animals and Habitats, Famous Kansans, and Kansas Trivia to name a few. The Kansas Trivia program is a unique, fun, and informative program for our young Kansans, which features a fast-paced question and answer game for each classroom. There is even a trophy for the top scoring class. The program has

been given 8 times during the month. This year the top spot went to Ms. Kimball's fourth grade class at Scott Magnet School. They have the bragging rights for the rest of the year. Congratulations to them!

Collections

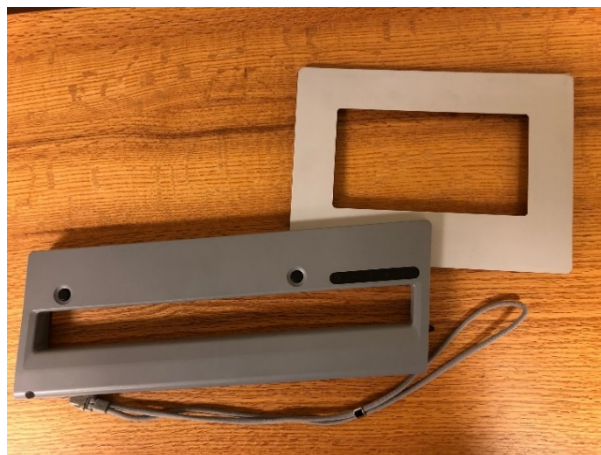
Paul Brennan, Collections Director

When we adopted RFID (radio frequency identification) technology in 2015 we knew the patron check-out experience would be much improved. Likewise, we knew the library would see increased speed and efficiency with our automated check-in system. Beginning this month, we are experimenting with a hand-held RFID scanner that we hope will bring similar gains in various routine functions relating to inventory control of library collections

The wand is an RFID antenna that can be taken out into the collection and scan items on the shelves while connected in real-time to the library's ILS (integrated library system), Polaris. This will allow us to find items that might have been missed at check-in, items that need to be removed from the collection due to low use, or items that might be on hold for a customer, among other things.

Five years ago, the technology in hand-held wands was slow and cumbersome and didn't seem to meet our needs. What we've seen so far in this early testing is much faster, more reliable, and perhaps ready to be included in our inventory maintenance tool kit. We're excited about the possibilities.

On the right is a picture of the wand we're testing.



Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Technical Services has successfully begun the new year of ordering for library collections. We will place weekly orders for physical and digital materials for 49 weeks this year. The only weeks we do not order are the final 3 weeks of December. We look forward to another year of creating an engaged community of readers through the selection of dynamic, diverse materials.

On the topic of readers, we have completed our first-ever Winter Reading Challenge. Participants were encouraged to read 3 books and log those books in Beanstack, a reading tracking product we purchased in 2019. Participants who logged 3 or more books in January

received a commemorative ceramic mug celebrating the library's 150th anniversary. We set a goal to have 500 participants sign up for the Winter Challenge and 250 people complete the challenge. We had 1300 participants sign up and 820 complete the program! On Saturday, February 8 we hosted a Celebration Party for participants who completed the challenge. They collected their mugs, enjoyed snacks, and chatted with other readers and librarians. Two hundred and fifty people attended the event and we received many positive comments about the Winter Challenge. We are excited to create an engaging Summer reading challenge for readers set to launch in late May 2020.

Circulation

Ruth Rodden, Circulation Supervisor

Learning Center Testimonial

We built the Learning Center mainly to hold programs and classes for the community. Recently, though, we had classes for staff in the Learning Center. The classes were to learn about Communico, our new meeting room booking software. I attended one of the classes and discovered what a great place it is to learn. The room offered a hands-on experience using laptops so we could practice as we were led through the process by instructors using the large wall-mounted clear touch monitor. We were sitting at tables with our colleagues where we were able to help each other and share what we were seeing as we were practicing booking rooms.

Several Sundays ago, I was Manager in Charge and experienced how the Learning Center is used more often. We had the Super Bowl on the clear touch monitor while an adult tutored a teenager in math, a couple of young girls were playing with the wooden blocks seeing how high they could stack them, and several teenagers were sitting at tables chatting while watching the game. Even though four different activities were going on in the room, everyone was involved with their groups all the while following the game.

Circulation

Kelli Smith, Circulation Supervisor

Oscar Buzz!

Oscar weekend was exciting for the Public Service Specialists working in Circulation. One of the live action short film nominees, Nefta Football Club, was featured in the Manhattan Short Film Festival they hosted earlier in the fall. Even though it didn't win its Oscar category, it was exciting to hear the library provided an opportunity for the community to see this film ahead of the Academy Awards.

The Manhattan Short Film Festival, one of the largest film festivals in the world, will return to TSCPL in October 2020. Program attendees get to be the judge and vote on their favorite short

film out of the 10 finalists screened. Their vote, along with thousands of others around the world, ultimately decide the winner which is announced at the end of the week the festival runs.

Nefta Football Club can be seen on YouTube. Please beware the subtitles do contain some language. <https://www.youtube.com/watch?v=kwrKXiRH2xQ>

Digital Services

David Lee King, Digital Services Director

Communico

We launched Communico on February 3, and it has been going well. There have been a couple of issues to work through and some configuration changes to make. But overall, it is going well, especially for library customers. As a reminder, Communico includes our Event pages, allows customers to reserve a meeting room or Team Room, and our soon-to-launch mobile app.

Security Camera Upgrade

The security camera upgrade project has started. Security company ADT has been running cables for the new cameras. Once cables have been placed, they will start replacing cameras and adding some new cameras.

Website Redesign

We have chosen a vendor for our website redesign project! We plan to use Imagemakers, Inc., based in Wamego, KS. You can see some of their recent website work at <https://www.humanitieskansas.org/>

Learning Experiences

Stephanie Hall, Learning Experiences Manager

About a month ago I was contacted by a homeschool group that needed to complete some state testing but needed a computer lab and wondered if the library could help. While we don't have a full-time computer lab anymore, I offered the coordinator the use of the Learning Center and our laptops. The group came in to do their testing this past week and were so excited with the space and the laptops. The students were able to complete their testing and so appreciated the help of the library. This was a great contact to make and I look forward to talking with them more on how we can support our homeschool community.

Friday night gaming in the Learning Center is still going well. The kids who come are owning the space, helping each other, and enjoy helping set up. This past week we had a young man bring in his own Xbox and borrow one of our monitors. The kids have also started building more with

the Picasso tiles in the space to see how high they can build something and then the best part is destroying it.

We have observed that kids in the library like to play a popular online game called Roblox on the desktop computers but will sometimes get a little loud with one another, especially if they are in a low traffic area. (Roblox is what is called an MMOG (massively multiplayer online game) that has over 100 million users throughout the world.) This past Friday I asked three of our young teens to help me with an experiment. I offered them unlimited computer time (Learning Center laptops don't have time limits) if they would play Roblox in the Learning Center on the laptops and put up with me asking them many questions about the game. They obliged.

I learned that there are an infinite number of games within Roblox, you have friends, followers, and people you follow, you can create your own games and games run from simple puzzle games to shooter games. Kids like Roblox because it can be played on any platform (desktop computer, console, laptop, or device). The three boys I had help me let me know that the laptops worked great and they would enjoy being able to use them again. So, I will be looking at different times to set the laptops up in the learning center to offer Roblox playing and then see if it changes their behavior at all to have them in a space that is more open and seen easily.

One thing I have really enjoyed about offering gaming at the library is getting to know the kids and learning about what they enjoy playing and why. They are always open to answer the "old lady's" questions and trying to teach me some new things. They think they are teaching me something, which they are, but I see them learning to communicate and explain things in a logical manner and their confidence growing. I might be a little sneaky.

Communications & Marketing

Diana Friend, Communications & Marketing director

150th Anniversary

After our soft launch of the 150th anniversary celebration in November-December 2019, January 2020 served as the official kick-off of 150th celebration with the following campaigns complete or in progress in February.

- All library channels (website, social media and Library News and Library e-news) are branded with the 150th logo. Our social media history campaign led by Shannon Eddings is proving to be very popular with our Facebook and Instagram followers. Using historical photos and documents, we are sharing our history with a new post every Monday this year. Be sure and read the story about the Four Library Buildings in the March-May edition of Library News to learn more about our library building history. Sarah Shupe, Technical Services, researched and wrote the article that begins with the first library building to our current 21st century building.

- 150th merchandise that includes tote bags, lapel pins, bookmarks, etc., also includes the coffee mugs and prize bags given as the reward for completing the Winter Reading Challenge. If you missed the Winter Reading Challenge, you can buy the coffee mug in the Chandler Booktique.
- Staff engagement items, including 150th logo wear, tote bags and buttons. It's great to have 200+ people promoting the 150th celebration every day and work and when they are out in the community.
- A staff reading challenge in March will reward readers with 150th t-shirt and also provide training on the reading platform Beanstack that we use for Summer Reading with the public.
- Advertising has been placed with WIBW TV (TV and web promotion--not commercials) and Kansas Public Radio for top of mind awareness of our anniversary and event promotion needs. They are our official media partners for 2020.
- Nine streetlights along Washburn Ave from 10th to 11th Street will have colorful 150th logo banners installed by the City of Topeka as soon as they are available, and the weather cooperates. Soffit banners on the north and south sides of the building will promote 150th events throughout 2020.
- Kaw Valley State Bank is also 150 years old this year and we are determining how we can collaborate on community events.

Communico

Communication and Marketing (C&M) staff and the Digital Services staff have launched our new meeting room, event scheduling and mobile app platform. This follows months of inputting information to accommodate the needs of our customers, internal and external. Our communication strategy is using internet posts, videos, online and classroom trainings. Staff were prepared to transfer to the new system and provide assistance if the public needs it. Web pages have been updated, all registered meeting room customers were contacted and provided easy step-by-step instructions prior to our February 3 go-live date. Bonnie Cuevas, event coordinator, and Shannon Eddings, system administrator, have been the leads on the project and have done an outstanding job! They continue to work on the "back-end" configurations and continue to work with the vendor to address the needs unique to our library.

2019 Annual Report

C&M and Administrative staff are pleased to present the annual report as a print publication for our key stakeholders. The annual report will be posted on the website for the public, for easy access and sharing with other interested readers.

Millennium Cafe

The C&M staff is working with Engroff's Rosie Newman and her staff on how to increase awareness for the cafe. They have many new and innovative ideas that will be a benefit to library customers. On Sunday, February 9, they brought their food truck to the library to test the interest in a Sunday food service from 11am-2:30pm. Reports indicate that a number of library customers bought food and were excited about this new service, especially since the Café is closed on Sundays. We have identified a joint-communication strategy with Engroffs' and C&M staff working together to increase the awareness of the cafe and its new services and menu items. Be sure and stop by for some homemade pie!

Digital Monitors in the Rotunda Hall

Did you notice the new monitors? They were installed this month to provide information and advertisements for library events as people enter the library. One is located next to the customer service desk and the other is located close to the west hall. Updates can be made easily from the C&M office or remotely when we are away from the library.



Resolution – Public Address System Use Policy

BOARD OF TRUSTEES

February 20, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Public Address System Use Policy as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Public Comment Policy

BOARD OF TRUSTEES

February 20, 2019

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	2020												2020 Total	2019 YTD	Change 19 TO 20%
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
CIRCULATION															
Main Library															
Circulation Desk & Renewals	49,054												49,054	47,242	3.8%
Interlibrary Loan	1,810												1,810	1,988	-9.0%
Self-Check	62,366												62,366	74,055	-15.8%
Bookmobile	20,178												20,178	19,004	6.2%
Red Carpet	7,696												7,696	8,267	-6.9%
Digital Downloads	43,098												43,098	41,009	5.1%
Library @ Work / Smartlocker	2,600												2,600	2,522	3.1%
TOTAL CIRCULATION	186,802												186,802	194,087	-3.8%
CIRCULATION DETAILS															
Print Material	85,593												85,593	87,307	-2.0%
Audio/Visual Material	52,127												52,127	60,847	-14.3%
Adult Materials	82,458												82,458	91,557	-9.9%
Children's Materials	42,688												42,688	43,792	-2.5%
Young Adult Materials	3,844												3,844	3,862	-0.5%
Red Carpet Materials	8,730												8,730	8,943	-2.4%
NEW Patrons															
Topeka / Shawnee County															
Adults	648												648	643	0.8%
Children (ages 17 and under)	112												112	120	-6.7%
Red Carpet Outreach	11												11	13	-15.4%
NEKL	64												64	64	0.0%
Non-Resident	0												0	0	#DIV/0!
Total New Registrations	835												835	840	-0.6%
PATRONS DELETED	2,511												2,511	916	174.1%
BORROWERS															
Topeka / Shawnee County															
Adults	51,951												51,951	54,323	-4.4%
Children (age 0 - 17)	16,566												16,566	19,025	-12.9%
TSCPL @ School	16,102												16,102	*	*
Red Carpet Outreach	1,161												1,161	1,093	6.2%
NEKL	7,031												7,031	7,344	-4.3%
Non-Resident	43												43	45	-4.4%
Delinquent	107												107	118	-9.3%
TOTAL BORROWERS	92,961												92,961	81,948	13.4%
Holds Satisfied	19,196												19,196	20,311	-5.5%
CHECK-IN															
TOTAL CHECK-IN	93,912												93,912	101,712	-7.7%
	2020														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	2018 YTD	Change 18 TO 19%
COLLECTION															
Materials Added	5,362												5,362	6,663	-19.5%
Materials Discarded	8,237												8,237	8,012	2.8%
TOTAL COLLECTION	400,318												400,318	422,652	-5.3%
WEBSITE															
tscpl.org Unique Visitors	39,663												39,663	31,108	27.5%
tscpl.org Total Visits	66,201												66,201	57,442	15.2%
catalog.tscpl Unique Visitors	21,190												21,190	20,841	1.7%
catalog.tscpl Total Visits	49,784												49,784	48,363	2.9%

Juvenile Videos / DVDs	8,335																		8,335	10,044	-17.0%
YA A/V	84																		84	81	3.7%
A/V CIRCULATION	52,127																		52,127	60,847	-14.3%
Adult Material																					
Adult Fiction	17,086																		17,086	18,316	-6.7%
Adult Nonfiction	20,593																		20,593	21,499	-4.2%
Magazines	1,793																		1,793	1,902	-5.7%
Adult Audiobooks	3,154																		3,154	4,126	-23.6%
Adult Music	3,507																		3,507	3,854	-9.0%
Adult Videos / DVDs	36,325																		36,325	41,860	-13.2%
ADULT CIRCULATION	82,458																		82,458	91,557	-9.9%
Juvenile Material																					
Juvenile Fiction	25,224																		25,224	25,068	0.6%
Juvenile Nonfiction	8,407																		8,407	7,798	7.8%
Juvenile Audiobooks	370																		370	441	-16.1%
Juvenile Music	352																		352	441	-20.2%
Juvenile Videos / DVDs	8,335																		8,335	10,044	-17.0%
JUVENILE CIRCULATION	42,688																		42,688	43,792	-2.5%
Red Carpet Material																					
RC Print Materials	8,495																		8,495	8,696	-2.3%
RC Realia	235																		235	247	-4.9%
RED CARPET CIRCULATION	8,730																		8,730	8,943	-2.4%
Young Adult Material																					
YA Print Materials	3,760																		3,760	3,781	-0.6%
YA A/V	84																		84	81	3.7%
YOUNG ADULT CIRCULATION	3,844																		3,844	3,862	-0.5%
Overdrive	31,990																		31,990	30,012	6.6%
Hoopla	11,108																		11,108	9,468	17.3%
Flipster																			0	1,529	-100.0%
DIGITAL DOWNLOADS	43,098																		43,098	41,009	5.1%

Value Calculator	2020												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Circulation													
Books (\$17)	\$1,424,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,424,600
Magazines (\$5)	\$8,965	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,965
Audiobooks (\$10)	\$35,240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,240
DVD, Games, Music (\$4)	\$194,412	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$194,412
Notary Service (\$10)	\$1,540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,540
Reference Questions (\$7)	\$99,890	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99,890
Programming (\$10)	\$40,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,800
Meeting Room Use	\$37,035												
Gallery Attendance (\$10)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer Use (\$12 /hr)	\$140,203	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140,203
ILL Borrowed (\$25)	\$10,225												
TOTAL VALUE	\$1,992,910	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,992,910

* - Data not available