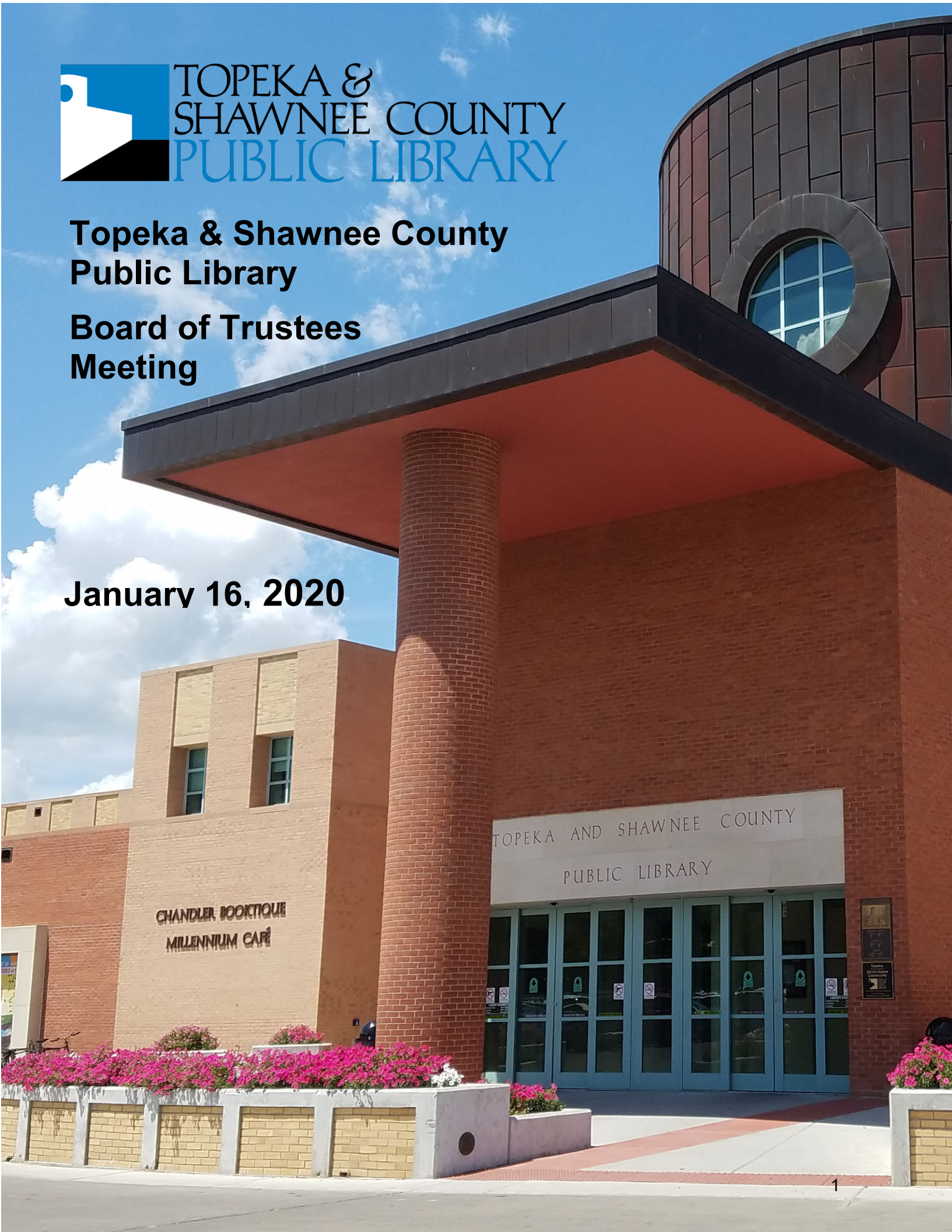




**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

January 16, 2020





Call to Order

Public Comment

Trustee Advocacy Stories

Approval of December 19, 2019 Meeting Minutes of the Trustees - [Action Item](#)

Chief Financial Officer's Report – Kim Torrey

Financial Reports

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

The Library Foundation – Marilyn Ward, Board Chair

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

Board Chair Report – Liz Post

Chief Executive Officer – Gina Millsap

Chief of Staff – Thad Hartman

- Facilities Master Plan update
- 2019 Statistical Review - Robert Soria, Statistical Research Analyst
- 2020 Outlook and Issues – Thad Hartman and Gina Millsap

New Business

- Public Meeting Room and Event Spaces Use Policy - [Action Item](#)
- Public Address System Use Policy - [First Reading](#)
- Public Comment Policy - [First Reading](#)
- iPad Orientation – David King, Digital Services Director
- Kansas Open Records Act (KORA) Review – Chuck Engel, Library's Attorney

Adjournment

Next Meeting

February 20, 2020
4:00 pm
Menninger Room 206

*Subject to change without notice



Minutes
Board of Trustees Meeting
December 19, 2019
4:00 pm
Menninger Room 206

Board Members Present

Liz Post (chair), Jim Edwards (vice-chair), Kerry Onstott Storey, Shawn Leisinger, Joan Hicks, and by phone Beth Dobler (secretary), David Monical, and Kacy Simonsen (treasurer)

Absent

Jennifer Miller
Kristen O'Shea

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, December 19, 2019 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:04 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

Jim Edwards recently attended a cycling event and was pleased to hear many positive comments about the library.

Discussion followed with no further questions.

Approval of Minutes

On a motion by Shawn Leisinger, seconded by Joan Hicks, the November 21, 2019 Board of Trustees minutes were approved as amended. Motion carried.

Chief Financial Officer's Report – Kim Torrey

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

Approval of the Treasurer's Report

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

Motion passed unanimously.

The Library Foundation Report

Foundation Chair Marilyn Ward reported two new Library Foundation board members were elected: Haley DaVee and Alan Conroy.

In addition, the new Food Service Agreement with Engroff Catering, the Restated and Amended Development & Management Millennium Café, the 2020 Loaned Employee Agreement, and the Joint Resolution thanking Doug Petrie for his twenty years as operator of the Millennium Café were approved.

Ward provided an update on the annual direct letter mailing campaign. To date The Foundation received \$31,441 from donors and \$5,055 from staff appeal. For further information please visit The Foundation website: <https://foundation.tscpl.org/>

There were no questions for Ward.

Friends of the Topeka and Shawnee County Library Report

President Sherryl Longhofer reported that Memberships to the Friends of the Library can be renewed and/or purchased online, as well as in the Chandler Booktique. Sales for the Booktique in October were \$14,454 and for November, \$14,674. The Holiday Open House and Craft Show were successes.

The Friends are preparing for the next 2020 Book/Media Sale on January 17 through the 19th. For further information regarding Book/Media Sales visit <https://tscpl.org/friends/book-sales>

Longhofer announced the following five new members to the Friends Board: Nancy Carpenter, Marty Hillard, Janice Jennings, Nicola Babcock, and Frank Yeoman. The board approved the 2020 Budget and Loaned Employee Agreement with the library as well as distribution for the 2019 year.

Lastly the Executive Board of the Friends will be meeting after the first of the year to discuss the Art Auction for the 150th Anniversary.

There were no further questions for Longhofer.

Board Chair Report

Chair Liz Post reported the Executive Committee met on December 9, 2019 at 4:00 pm and reviewed the November 21, 2019 minutes and discussed new business items on the December agenda, all of which are detailed in Gina Millsap's CEO report and set out in each resolution.

Post began the "going electronic" in 2020 discussion by asking two questions: How would the board like to work beginning in 2020? How would receiving all documents electronically improve board effectiveness?

Discussion followed with trustees agreeing to have all documents and board packets sent electronically beginning in 2020. In addition, iPads, Apple pencils, and cases/keyboard will be made available to the trustees in January 2020 to ensure trustees have consistent hardware and software for accessing official library documents.

There were no questions for the Chair.

Chief Executive Officer

There were no additions to Chief Executive Officer Gina Millsap's report. There were no questions for Millsap.

Chief of Human Resources Jesse Maddox provided a brief overview of the newly updated organization chart. https://tscpl.org/wp-content/uploads/2019/12/2019_12-As-Amended.pdf

Discussion followed with no further questions.

Chief of Staff

Chief of Staff Thad Hartman provided an overview of the request for proposals for Technical Services and auditorium furniture as well as Technical Services department relocation.

Hartman provided a brief overview of the gallery construction.

Discussion followed with no further questions.

New Business

Bid for Security Camera Upgrade

On a motion by Kerry Onstott Storey, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by American Digital Security, Liberty, Missouri in the amount of \$89,871.38 to upgrade the Library's IP security cameras and peripheral equipment, and to virtualize the Library's storage system for security camera videos. Funding for this purchase shall be paid from the General Fund, Digital Services Support budget line item.

Motion passed unanimously.

Bid for Technical Services Department Relocation

On a motion by Kerry Onstott Storey, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction, Topeka, Kansas, in the amount of \$244,700 for the renovation of a lower level storage area for the relocation of the Technical Services Department. This expenditure is

included in the approved 2019 Facilities Master Plan budget and shall be paid from the General Fund, Special Projects line item.

Motion passed unanimously.

Bid for Technical Services Furniture

On a motion by Shawn Leisinger, seconded by Kerry Onstott Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the bid from Modern Business Interiors, Lenexa, Kansas, in the amount of \$52,192.25 for furniture for the newly renovated Technical Services Department. This expenditure is included in the approved 2019 Facilities Master Plan budget and shall be paid from the General Fund, Special Projects line item.

Motion passed unanimously.

Bid for Auditorium Furniture

On a motion by Shawn Leisinger, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Pure Workplace Solutions / BA Designs, Topeka, Kansas, in the amount of \$85,041.40 for auditorium tables and chairs. This expenditure is included in the approved 2019 Facilities Master Plan budget and shall be paid from the General Fund, Special Projects line item.

Motion passed unanimously.

Bid for Bibliotheca Self-Check Kiosk Upgrade Kits

On a motion by Joan Hicks, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$23,067 by Bibliotheca for the purchase of Upgrade Kits for the library's eleven self-check kiosks. This expenditure is a sole source purchase. \$20,664 will be paid from State Aid funds and \$2,403 will be paid from the General Fund, Digital Services Support line items.

Motion passed unanimously.

Thank you to The Library Foundation

On a motion by Jim Edwards, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library expresses its appreciation and sincere thanks to The Library Foundation President Marilyn Ward, the officers and members of the Board, Executive Director Nancy Lindberg, and all the volunteers who provide essential resources, are library champions and advocates, and help make TSCPL a world class library.

Motion passed unanimously.

Thank you to the Friends of the Topeka and Shawnee County Public Library

On a motion by Jim Edwards, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library expresses its appreciation and sincere thanks to the Friends of the Library President Sherryl Longhofer, the members of the Board, Executive Mary Campbell, and all the volunteers who provide essential resources, are champions and advocates, and help make TSCPL a world class library.

Motion passed unanimously.

Thank you to Doug Petrie, Operator of the Millennium Café from 2001 – 2019

On a motion by Liz Post, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library recognize and honor Doug Petrie who served as the operator for the Millennium Café from 2001-2019, by expressing their thanks and appreciation for his tasty food, welcoming atmosphere, and quality of service to the Topeka community and especially to the customers of The Topeka and Shawnee County Public Library.

Motion passed unanimously.

Restated and Amended Development & Management Millennium Café Agreement

On a motion by Liz Post, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Restated and Amended Development & Management Millennium Café Agreement as presented.

Motion passed unanimously.

Adjournment

On a motion by Kerry Onstott Storey, seconded by David Monical, the meeting was adjourned at 5:02 pm.

Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____

Chief Financial Officer's Report
January 2020
Kim Torrey

Financial Summary – Page 1

When reviewing cash from a budgetary perspective, it is always best to use page two of the financial documents and refer to the “Unencumbered Cash Balance” column. This report helps prove compliance with the Kansas Cash Basis Law. Page one reflects cash balances before outstanding purchase orders (encumbrances) in order to balance to cash held in the bank, investments and on-hand.

There is a larger-than-usual balance in payroll liabilities because, although Blue Cross Blue Shield requires advance payment prior to the first day of the coverage month, the invoices are often delayed for January (new plan year) coverage. This year was that situation and the payment will be made in January but won't be considered late.

Checks were written on the last business day of the year so that batch of checks is outstanding with the bank accounts.

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

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received around January 20th, will be reviewed for investment bids by banks and financial institutions. That process worked well in 2019 and allowed for 90-day investments and 90-day renewals at competitive rates. A Board resolution to approve investments with local financial institutions will be on the February Board agenda.

Revenue/Expense/Balance by Fund Report – Page 2

Working together closely with staff at the Library Foundation, the year was successfully closed with no negative fund balances awaiting reimbursement.

The portion of the encumbrance for the Alice C. Sabatini Gallery remodel project from Foundation funds was reversed and a new purchase order will be established in 2020. Otherwise, it would give the appearance of a cash basis law violation since the funding for it will continue to be invested by the Foundation until the completion and payment deadlines are met. Legal counsel has stated that compliance with the cash basis law is met when funds are identified and available for the obligation either in the Library's or Foundation's accounts.

The Friends of the Library's generous contribution of \$90,000 is reflected in these reports.

The final motor vehicle tax distributions are included as well and were received as scheduled on December 16th.

General Fund – Pages 3 through 5

With 100% of the budget year completed, 99% of the budgeted revenue has been received and 94% of the approved budget has been expended/encumbered. This compares to 2018 in which 100% of the budgeted revenue had been received and 93% of the approved budget had been expended/encumbered.

Salaries in total were under-budget by \$377,135, about 4.3% of budgeted. For regular staff salaries, 2019 continued the budgeting of a “shrinkage” factor to anticipate turnover savings and allow the Board to redirect that savings to other expenditures within the approved budget. This allows the funding to be better managed during the year and avoids last-minute spending decisions or the delay of projects until the next budget cycle when the savings can be budgeted. The shrinkage rate was set at 1.85% in 2019.

It has been discussed in previous monthly reports the non-salary line items which would be, or would likely be, over-budget. All outstanding purchase orders that were reserving budgetary balances were reviewed and those no longer needed were closed or reduced to 2019’s estimated final billing. This resulted in some additional savings with only a few line items being over-budget: (1) Cataloging and ILL Services (database usage for materials) – because this budget line item is fee-based and discounts change mid-year, the budget missed the actual cost structure; (2) Contracted – Digital Services - exceeded the budgeted amount primarily due to higher than estimated cost for various annual software renewals, including a \$10,000 unexpected increase for Bibliotheca annual support; (3) Contracted – Facilities – an upgrade was required to the Johnson Controls’ hardware and software system; this was an unexpected one-time expense of \$29,636; (4) Contracted - Equipment – the Pitney Bowes lease for the mail sorter/folder was renewed after the 2019 budget had been approved; the annual equipment lease increased \$2,800; (5) Digital Services Support – the purchase of replacement staff computers and computers at area community centers exceeded the budget by \$30,295; the upgrade to the IP security cameras and equipment exceeded the project budget by \$23,371; (6) Miscellaneous - lodging expenses of \$9,936 for the AmeriCorps volunteers were paid from this line item; this was an unbudgeted expense; and (7) Vehicle – Repair varies depending on the number of maintenance and repair issues.

The 2019 financial results are in a tabular format for each of the budgeted funds for review.

General Fund

Description	2019 Budget	2019 Actual	Difference
Revenues	\$13,818,989	\$13,693,111	\$125,878 under-budget
Expenditures	\$14,536,856	\$13,626,874	\$909,982 under-budget
Annual Revenues (-) Expenditures		\$66,237 annual expenditures less than revenues	
Description	2018 Actual	2019 Actual	Difference
Unencumbered Ending Cash Balance	\$3,507,496	\$3,596,190	\$88,694

The budget preparation formula is beginning cash balance, plus new year revenues, less new expenditures, less desired (limited) ending cash balance, equals zero. Thus, it anticipates that the new year budget be funded in part by beginning cash. The results for 2019 are favorable and show that: (1) revenues were nearly on-target because of very good tax collection rates by Shawnee County and (2) expenditures were under-budget due to: (a) retirements and careful management of vacancies; (b) the availability of funding from the Library Foundation and the Friends of the Library for certain projects; (c) planned savings of \$710,000 in the Special Projects line item to fund projects on the multi-year master facilities plan to be carried forward to 2020; and (d) no major unexpected building repairs, legal issues or other need for professional services.

For postage, the Library transfers money to the Pitney-Bowes reserve account. This was carefully managed this year so that very little money was in the reserve account at year end and provided a better reporting of actual usage.

TSCPL was able to accomplish many initiatives in 2019 for the benefit of the community. Nearly all projects originally projected were funded and at least started. Accomplishments include:

- (1) purchase of a book bike with trailer;
- (2) purchase of two custom monument signs for the north side of the building;
- (3) purchase of a replacement vehicle for the Red Carpet program;
- (4) completion of Claire’s Courtyard;
- (5) completion of the Circulation Plaza and Learning Center renovation project;
- (6) design and installation of a digital Donor Recognition board;
- (7) Alice C. Sabatini Gallery remodel in process (completion date in 2020).

Employee Benefit Fund – Page 6

With 100% of the budget year completed, 101% of the budgeted revenue has been received and 88% of the approved budget has been expended/encumbered. This compares to 2018 in which 100% of the budgeted revenue had been received and 83% of the approved budget had been expended/encumbered.

Employee Benefit Fund

Description	2019 Budget	2019 Actual	Difference
Revenues	\$3,108,822	\$3,128,181	\$19,359 over-budget
Expenditures	\$3,781,049	\$3,335,625	\$445,424 under-budget
Annual Revenues (-) Expenditures		\$207,444 annual revenues less than expenditures	
Description	2018 Actual	2019 Actual	Difference
Unencumbered Ending Cash Balance	\$1,308,607	\$1,101,163	(\$207,444)

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,292,746.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the total budgeted revenues collected to-date is 101% and 100% of budgeted expenditures have been made.

Bond & Interest Fund

Description	2019 Budget	2019 Actual	Difference
Revenues	\$1,634,682	\$1,645,801	\$11,119 over-budget
Expenditures	\$1,648,000	\$1,648,000	\$0
Annual Revenues (-) Expenditures		\$2,199 annual revenues less than expenditures	
Description	2018 Actual	2019 Actual	Difference
Unencumbered Ending Cash Balance	\$806,781	\$804,482	(\$2,299)

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual subscription for Libre Ads (library marketing service)	\$6,800.00	Koios LLC
Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$55,182.00	Rossville Community Library
Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$57,500.00	Silver Lake Library

Approved operating budget- sole source purchase	Staff Development Program sessions purchased with State Aid funds	\$32,000.00	EBSCO Publishing Inc.
Approved operating budget (professional services are exempt from the Purchasing Policy)	Architectural fees to relocate Technical Services (fees were adjusted - original PO has been cancelled)	\$7,061.00	Civium Architecture & Planning PA
Approved operating budget (Facilities Master Plan)	Tables and chairs for the Gallery	\$12,890.89	DEMCO Inc.
Request for Proposal; Board resolution approved bid award on 12/19/19; approved operating budget	Upgrade to Library's IP security cameras and peripheral equipment, and to virtualize storage system	\$89,871.38	American Digital Security LLC
Request for Proposal; Board resolution approved bid award on 12/19/19; Facilities Master Plan	Furniture for technical services workroom	\$52,192.25	Modern Business Interiors LLC
Request for Proposal; Board resolution approved bid award on 12/19/19; Facilities Master Plan	Relocation of Technical Services Department	\$244,700.00	Kelley Construction Co., Inc.
Request for Proposal; Board resolution approved bid award on 12/19/19; approved operating budget	Replacement auditorium tables and chairs	\$85,041.40	BA Designs
Approved operating budget	Annual OrangeBoy services and software subscription	\$15,675.00	OrangeBoy Inc.
Approved operating budget – sole source purchase	Kiosk upgrade kits	\$23,067.00	Bibliotheca LLC
Change order for existing approved project	Change Order #2 Gallery Remodel – modify concealed conditions and prep for speaker install	\$6,920.73	Kelley Construction Co., Inc.
Approved operating budget	(15) Apple iPads for Board meetings	\$5,970.00	B&H Photo-Video
Approved operating budget	Legal Services – December	\$5,896.00	Engel Law, PA

Approved operating budget	December 2019 estimated fees for monthly cataloging and interlibrary loan database; original PO established for all of 2019 was depleted	\$6,800.00	OCLC, Inc.
Library materials	Automatically Yours (regular print)	\$6,500.00	Baker & Taylor
Library materials	Legal/Ref/Health/Bio online annual subscription	\$15,213.53	Gale/Cengage Learning Inc.
Library materials	Online service plan fee	\$15,000.00	Overdrive, Inc
Library materials	Adult fiction e-books	\$5,020.00	Overdrive, Inc.
Library materials	Adult fiction and non-fiction e-audiobooks/books	\$10,320.00	Overdrive, Inc.
Library materials	Hoopla online	\$22,000.00	Midwest Tape
Library materials	Hoopla online	\$19,092.96	Midwest Tape

Other Items:

- The audit of the 2019 financial year will begin Monday, February 3rd. Staff from Berberich Trahan will be onsite starting that day.
 - Historically, the audit is reviewed and considered for adoption in April. This is because Trustees' terms (usually) and officer positions end as of April 30th and any new Trustees and officers begin May 1st. It would be unfair to expect new Trustees or those new to officer positions to approve an audit for the prior year in which they were either not on the Board, not an officer or not in the same officer position.

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

12/31/19

	<u>Balance 1/1/2019</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 12/31/2019</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,754,482.68	\$ 13,693,111.46	\$ 13,924,482.43	\$ 4,523,111.71
Employee Benefits	1,308,606.73	3,128,180.97	3,335,625.16	\$ 1,101,162.54
Capital Improvement	1,833,380.82	19,214.83	559,849.98	\$ 1,292,745.67
Bond & Interest	806,781.00	1,645,800.51	1,648,000.00	\$ 804,581.51
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	35,331.31	49,628.67	51,667.31	\$ 33,292.67
Federal, State & Local Grants	19.03	2,100.00	2,100.00	\$ 19.03
Other Special Revenue	577,947.99	1,415,788.06	1,440,149.66	\$ 553,586.39
Permanent Funds	230,782.94	(16,708.29)	-	\$ 214,074.65
Totals	<u>\$ 9,547,332.50</u>	<u>\$ 19,937,116.21</u>	<u>\$ 20,961,874.54</u>	<u>\$ 8,522,574.17</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,088,412.50
Restricted Funds-CoreFirst Bank-Checking	555,014.42
Capital Improvement Fund-VisionBank-Money Market Account	1,292,745.67
Cash on Hand	2,315.69
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	2,645,176.47
Municipal Investment Pool - 30-day Fixed	3,000,000.00
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>\$ 8,797,959.40</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	113.09
Less Payroll Deduction and Employer Benefit Liabilities	171,433.25
Less Outstanding Checks	103,838.89
	<u>\$ 8,522,574.17</u>

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

12/31/19

	1/1/2019 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	12/31/2019 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,754,482.68	\$ 13,693,111.46	\$ 1,205,249.83	\$ 12,719,232.60	\$ 4,523,111.71	\$ 926,921.63	\$ 3,596,190.08
Employee Benefit Fund	1,308,606.73	3,128,180.97	-	3,335,625.16	1,101,162.54	-	1,101,162.54
Capital Improvement Fund	1,833,380.82	19,214.83	558,849.98	1,000.00	1,292,745.67	-	1,292,745.67
Bond & Interest Fund	806,781.00	1,645,800.51	-	1,648,000.00	804,581.51	-	804,581.51
Non Major Governmental Funds							
<i>State Aid Fund</i>	35,331.31	49,628.67	35,331.31	16,336.00	33,292.67	33,292.67	-
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	2,100.00	-	2,100.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,542.72	35.90	-	-	10,578.62	-	10,578.62
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	2,112.20	-	2,112.20	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	63.25	0.12	15.29	17.03	31.05	-	31.05
Friends	134,352.56	90,266.59	1,127.39	117,462.74	106,029.02	6,015.98	100,013.04
Fun Committee	2,125.97	2,499.98	66.70	1,899.66	2,659.59	180.00	2,479.59
Gallery Competitions/Exhibits	36,024.48	122.70	-	-	36,147.18	-	36,147.18
Gifts/Memorials (Undesignated)	308,498.77	1,304,746.55	43,338.20	1,228,562.53	341,344.59	279,254.52	62,090.07
Hathaway Trust - Library Materials	5,131.59	2,319.28	159.11	4,613.86	2,677.90	112.98	2,564.92
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	57,282.26	1,078.03	7,432.61	21,630.28	29,297.40	84.48	29,212.92
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,409.76	4.43	-	150.00	1,264.19	-	1,264.19
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,455.06	14.90	25.07	131.69	4,313.20	-	4,313.20
Special Collections	5,674.24	19.32	-	-	5,693.56	-	5,693.56
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.96	0.13	-	-	36.09	-	36.09
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,166.12	7.36	-	-	2,173.48	-	2,173.48
Youth Services	9,091.43	12,560.57	203.25	11,202.05	10,246.70	-	10,246.70
<i>Permanent Funds</i>							
Mertz Trust	230,782.94	(16,708.29)	-	-	214,074.65	-	214,074.65
TOTALS	\$ 9,547,332.50	\$ 19,937,116.21	\$ 1,851,798.74	\$ 19,110,075.80	\$ 8,522,574.17	\$ 1,245,862.26	\$ 7,276,711.91

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

12/31/19

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 12/31/2019</u>
				91.2%
Ad Valorem Property Tax	\$ 12,162,389.00	\$ 11,814,442.58	\$ (347,946.42)	97%
Revitalization Rebates	(154,912.00)	(158,683.63)	\$ (3,771.63)	102%
Back Tax	-	192,058.58	\$ 192,058.58	N/A
Motor Vehicle Tax	1,272,889.00	1,292,181.52	\$ 19,292.52	102%
Recreational Vehicle Tax	11,669.00	12,375.70	\$ 706.70	106%
16/20 M Vehicle Tax	4,924.00	6,288.25	\$ 1,364.25	128%
In Lieu of Tax	5,384.00	2,669.48	\$ (2,714.52)	50%
Watercraft Special Tax**	6,633.00	-	\$ (6,633.00)	0%
Commercial Vehicle Fees	43,162.00	41,274.18	\$ (1,887.82)	96%
E-Rate Reimbursement	73,250.00	28,624.38	\$ (44,625.62)	39%
Miscellaneous Revenue	3,000.00	44,528.44	\$ 41,528.44	1484%
Miscellaneous Revenue - Recyclg	-	2,442.83	\$ 2,442.83	N/A
Salary Refunds-Foundation	95,451.00	95,592.38	\$ 141.38	100%
Salary Refunds-Friends	45,993.00	49,105.05	\$ 3,112.05	107%
Salary Refunds-Shawnee Cty	21,802.00	22,026.61	\$ 224.61	101%
Vending Machines	4,000.00	3,199.49	\$ (800.51)	80%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	90,565.72	\$ (66,434.28)	58%
Debt Collect	-	4,247.12	\$ 4,247.12	N/A
ILL Fees	350.00	2,311.20	\$ 1,961.20	660%
Mailing Fees	120.00	128.40	\$ 8.40	107%
Non Resident Card Fee	935.00	170.00	\$ (765.00)	18%
Obituary Fees	750.00	590.00	\$ (160.00)	79%
Meeting Room Charges	5,500.00	4,545.00	\$ (955.00)	83%
Monday Market Fees	500.00	768.00	\$ 268.00	154%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	58,200.00	141,660.18	\$ 83,460.18	243%
Library Treasurer's Balance	2,317,867.00	-	\$ -	N/A
TOTALS	<u>\$ 16,136,856.00</u>	<u>\$ 13,693,111.46</u>	<u>\$ (125,877.54)</u>	99%

* 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**

12/31/19

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					91.2%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 6,399.90	\$ -	\$ 0.10	100%
Salaries-Facilities	629,003.00	644,290.25	-	(15,287.25)	102%
Salaries-Overtime	10,000.00	10,713.04	-	(713.04)	107%
Salaries-Security	375,321.00	288,634.27	-	86,686.73	77%
Salaries-Shelvers	181,115.00	128,753.23	-	52,361.77	71%
Salaries-Staff	7,571,200.00	7,317,113.58	-	254,086.42	97%
Conferences	136,570.00	88,366.84	4,496.36	43,706.80	68%
Staff Development & Training	30,000.00	27,571.47	584.32	1,844.21	94%
Mileage	9,400.00	8,535.84	332.45	531.71	94%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	2,376.21	151.34	(527.55)	126%
Materials-Periodicals	39,500.00	36,203.28	-	3,296.72	92%
Materials-Print/Non-Print <1 YR	526,600.00	478,991.74	38,747.79	8,860.47	98%
Materials-Print/Non-Print	1,268,500.00	1,150,474.03	70,569.89	47,456.08	96%
OPERATIONS:					
Art Purchases	8,000.00	3,679.74	-	4,320.26	46%
Cataloging and ILL Services	89,921.00	84,365.87	6,800.00	(1,244.87)	101%
Contracted-Digital Services	373,600.00	374,140.06	29,160.02	(29,700.08)	108%
Contracted-Facilities	294,100.00	297,067.72	23,506.66	(26,474.38)	109%
Contracted-Equipment	45,350.00	50,465.09	59.00	(5,174.09)	111%
Contracted-Professional	248,230.00	214,166.33	20,610.20	13,453.47	95%
Contracted-E-Rate Services	6,600.00	-	2,159.40	4,440.60	33%
Digital Services Support	344,500.00	204,624.84	185,397.15	(45,521.99)	113%
Furniture/Equipment	95,000.00	5,600.16	12,079.63	77,320.21	19%
Insurance	53,054.00	53,088.00	-	(34.00)	100%
Marketing & Communication	48,000.00	42,006.25	4,283.16	1,710.59	96%
Memberships/Dues	24,806.00	18,445.80	995.00	5,365.20	78%
Miscellaneous	5,000.00	11,877.00	39.98	(6,916.98)	238%
Payments to Other Libraries	113,189.00	112,682.00	-	507.00	100%
Postage/Shipping	110,160.00	76,111.19	135.00	33,913.81	69%
Printing	113,800.00	91,360.69	2,132.87	20,306.44	82%
Programming	30,000.00	24,651.21	4,446.95	901.84	97%
Special Events	-	-	-	-	0%
Special Projects	935,000.00	190,355.40	439,150.92	305,493.68	67%
Supplies-Facilities	77,417.00	52,062.50	9,727.94	15,626.56	80%
Supplies-Office/Library	76,320.00	71,941.50	3,790.11	588.39	99%
Supplies-Processing	48,000.00	36,221.93	3,872.37	7,905.70	84%
Telecommunications	92,700.00	57,033.06	2,365.96	33,300.98	64%
Utilities-Electric	350,000.00	320,896.21	25,000.00	4,103.79	99%
Utilities-Gas	65,000.00	46,309.10	5,976.10	12,714.80	80%
Utilities-Water/Sewage	35,000.00	26,338.90	254.48	8,406.62	76%
Vehicle-Gas	36,000.00	25,027.36	1,657.20	9,315.44	74%
Vehicle-Repair	32,500.00	40,293.13	9,159.22	(16,952.35)	152%
Contingency/Fund Balance	1,600,000.00	-	-	-	0%
Cash Long/Short	-	(2.12)	-	2.12	N/A
TOTALS	\$ 16,136,856.00	\$ 12,719,232.60	\$ 907,641.47	\$ 909,981.93	94%

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

12/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 2,317,867.00	\$ 3,504,014.27	
<u>Revenue:</u>			
Ad Valorem Property Tax	12,162,389.00	11,814,442.58	97%
Revitalization Rebates	(154,912.00)	(158,683.63)	102%
Back Tax	-	192,058.58	N/A
Motor Vehicle Tax	1,272,889.00	1,292,181.52	102%
Recreational Vehicle Tax	11,669.00	12,375.70	106%
16/20M Vehicle Tax	4,924.00	6,288.25	128%
In Lieu of Tax	5,384.00	2,669.48	50%
Watercraft Special Tax	6,633.00	-	0%
Commercial Vehicle Fees	43,162.00	41,274.18	96%
E-Rate Reimbursement	73,250.00	28,624.38	39%
Fees and Charges	172,155.00	151,053.37	88%
Reimbursements	163,246.00	169,166.87	104%
Interest on Idle Funds	58,200.00	141,660.18	243%
	<u>\$ 13,818,989.00</u>	<u>\$ 13,693,111.46</u>	99%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,773,039.00	8,395,904.27	96%
Other Staff Support Costs	175,970.00	129,887.28	74%
Library Collections	1,836,600.00	1,777,514.28	97%
Contracted Services	1,057,801.00	1,102,500.35	104%
Digital Services Support	344,500.00	390,021.99	113%
Furniture/Equipment/Art	103,000.00	21,359.53	21%
Payments to Other Libraries	113,189.00	112,682.00	100%
Special Projects	935,000.00	629,506.32	67%
Utilities & Telecommunications	542,700.00	484,173.81	89%
Vehicles	68,500.00	76,136.91	111%
Other Operating Expenditures	586,557.00	507,187.33	86%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,136,856.00</u>	<u>\$ 13,626,874.07</u>	94%
Prior Year Canceled Purchase Orders		<u>\$ 25,938.42</u>	
Unencumbered Balance 12/31/19	\$ -	\$ 3,596,190.08	

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

12/31/19

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	\$ 2,522,032.76	97%
Revitalization Rebates	(33,065.00)	(34,080.85)	103%
Back Tax	-	49,194.14	N/A
Motor Vehicle Tax	433,545.00	431,406.99	100%
Recreational Vehicle Tax	3,975.00	4,170.22	105%
16/20M Vehicle Tax	1,677.00	801.65	48%
In Lieu of Tax	1,440.00	569.77	40%
Watercraft Special Tax*	2,259.00	-	0%
Commercial Vehicle Fees	14,701.00	12,688.76	86%
Refund-Fringe Benefits-Foundation	35,092.00	47,712.56	136%
Refund-Fringe Benefits-Friends	19,246.00	25,935.13	135%
Refund-Fringe Benefits-Shawnee Cty	15,723.00	15,252.24	97%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	83.32	0%
Retiree Payments BC/BS	12,223.00	19,318.66	158%
Interest on Idle Funds	6,000.00	33,095.62	552%
	\$ 3,108,822.00	\$ 3,128,180.97	101%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,777.00	\$ 6,522.45	96%
Cafeteria Plan Administration Fees	3,805.00	3,161.00	83%
Social Security/Medicare	646,275.00	599,997.10	93%
Ks Public Employees Retirement Sys	803,259.00	817,333.09	102%
Worker's Compensation	76,100.00	57,415.23	75%
Unemployment Tax	8,448.00	9,256.35	110%
Health/Dental Insurance	2,236,385.00	1,841,939.94	82%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,131,049.00	\$ 3,335,625.16	88%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 12/31/19	\$ -	\$ 1,101,162.54	

* 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	19,214.83
	\$ 19,214.83
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	559,850.00
	559,850.00
Prior Year Canceled Purchase Orders	0.02
Unencumbered Balance 12/31/19	\$ 1,292,745.67

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		17,292.67
Staff Internal Development/Trng		32,000.00
Special Projects		35,667.31
	\$ -	\$ 84,959.98
Unencumbered Balance 12/31/19	\$ -	\$ -

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

12/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 763,318.00	\$ 806,781.00	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,463,467.00	1,421,923.12	97%
Revitalization Rebates	(18,640.00)	(19,129.39)	103%
Back Tax	-	25,783.60	N/A
Motor Vehicle Tax	177,674.00	179,592.73	101%
Recreational Vehicle Tax	1,629.00	1,723.46	106%
16/20M Vehicle Tax	687.00	756.56	110%
In Lieu of Tax	714.00	321.27	45%
Watercraft Special Tax*	926.00	-	0%
Commercial Vehicle Fees	6,025.00	5,637.53	94%
Interest on Idle Funds	2,200.00	29,191.63	1327%
	<u>\$ 1,634,682.00</u>	<u>\$ 1,645,800.51</u>	101%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,600,000.00	\$ 1,600,000.00	100%
Interest	48,000.00	48,000.00	100%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,398,000.00</u>	<u>\$ 1,648,000.00</u>	100%
Unencumbered Balance 12/31/19	\$ -	\$ 804,581.51	

* 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 December 31, 2019

Capital Improvement Funds-VisionBank

\$ 1,292,745.67 at 1.19% (money market account)

Municipal Investment Pool

\$ 2,645,176.47 Operating funds in "overnight pool"*;
available for transfer whenever needed

3,000,000.00 General fund; 30-day 12/6/19 at 1.37%;
_____ maturity 1/6/2020

\$ 5,645,176.47

* rates vary by day - average December 1-31, 2019 was 1.25%.

Principal Balance of Outstanding Bonds

\$0.00 – Paid in full 9/1/19

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	12/6/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,818.75	-98482
15	21516	0	12/6/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,883.05	-98482
15	21517	0	12/6/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,136.46	-98482
10	21513	0	12/6/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 845.74	-98482
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,684.00	-98482 Total
10	21505	0	12/23/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,929.83	-98478
15	21516	0	12/23/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,047.67	-98478
15	21517	0	12/23/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,154.96	-98478
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,132.46	-98478 Total
10	21501	0	12/5/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,267.23	-98476
10	21502	0	12/5/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,963.79	-98476
15	21521	0	12/5/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 21.29	-98476
10	21503	0	12/5/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,674.16	-98476
15	21504	0	12/5/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,674.16	-98476
10	21503	0	12/5/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,465.07	-98476
15	21504	0	12/5/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,465.07	-98476
10	21514	0	12/5/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98476
10	21518	0	12/5/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 1,491.37	-98476
10	41000	313	12/5/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,000.41	-98476
10	41000	313	12/5/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 381.06	-98476
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,634.79	-98476 Total
10	21501	0	12/19/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,574.57	-98475
10	21502	0	12/19/2019	PAYCOM PAYROLL LLC	State W/H	\$ 11,153.60	-98475
15	21521	0	12/19/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 23.36	-98475
10	21503	0	12/19/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,832.05	-98475
15	21504	0	12/19/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,832.05	-98475
10	21503	0	12/19/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,502.01	-98475
15	21504	0	12/19/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,502.01	-98475
10	21514	0	12/19/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98475
10	21518	0	12/19/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 1,288.19	-98475
10	41000	313	12/19/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,959.50	-98475
10	41000	313	12/19/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 395.84	-98475
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 86,294.36	-98475 Total
35	41000	736	12/13/2019	CYTEK MEDIA SYSTEMS, INC.	Audio/Visual Equipment	\$ 48,463.00	11725
				<i>RFP was posted and Board approved on March 21, 2019</i>		\$ 48,463.00	11725 Total
35	41000	736	12/13/2019	KELLEY CONSTRUCTION CO., INC.	Gallery remodel	\$ 56,200.00	11730
35	41000	736	12/13/2019	KELLEY CONSTRUCTION CO., INC.	Gallery remodel	\$ 5,000.00	11730
						\$ 61,200.00	11730 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 December 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
35	41000	736	12/26/2019	KELLEY CONSTRUCTION CO., INC.	Gallery remodel	\$ 101,440.00	11738
35	41000	736	12/26/2019	KELLEY CONSTRUCTION CO., INC.	Gallery remodel	\$ 7,100.00	11738
						\$ 108,540.00	11738 Total
10	41000	330	12/6/2019	COREFIRST BANK & TRUST	10 gallon glass tank	\$ 23.14	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	1/2x300 magnetic tape	\$ 78.30	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Flashlight	\$ 7.37	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Chain Lube	\$ 9.95	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Tire Patch Kit	\$ 5.91	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Reflective Tape	\$ 9.99	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Multi-Tool	\$ 22.40	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Topeak Bike Pump	\$ 17.77	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Executive Swivel Chair Bl	\$ 527.96	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Standing Desk Converter	\$ 509.94	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	Chip & Swipe Reader	\$ 24.99	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Nitto Permacel 1 double"	\$ 162.60	94626
10	41000	410	12/6/2019	COREFIRST BANK & TRUST	Self closing outlet cover	\$ 179.85	94626
10	41000	410	12/6/2019	COREFIRST BANK & TRUST	Shipping	\$ 25.00	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	omoton bluetooth keybrd	\$ 15.99	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	OMEENET 3.1A USB Outlet	\$ 120.00	94626
10	41000	330	12/6/2019	COREFIRST BANK & TRUST	Wooden bees	\$ 11.98	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	AmazonBasics Sm Tool Bag	\$ 12.32	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	TGJOR Bike Wheel Lights	\$ 21.98	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Ollivage Rope Lights	\$ 13.59	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Command Clear Variety Kit	\$ 16.86	94626
10	41000	330	12/6/2019	COREFIRST BANK & TRUST	Olaf Cutout	\$ 39.99	94626
10	41000	330	12/6/2019	COREFIRST BANK & TRUST	Frozen Backdrop	\$ 39.99	94626
10	41000	330	12/6/2019	COREFIRST BANK & TRUST	Fake Snowballs	\$ 47.60	94626
10	41000	330	12/6/2019	COREFIRST BANK & TRUST	Frozen Toss Game	\$ 11.99	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	Trianium iPhone 8 Case	\$ 151.92	94626
10	41000	330	12/6/2019	COREFIRST BANK & TRUST	Skittles Christmas Candy	\$ 8.38	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	Hp M118dw printer	\$ 593.40	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	iPhone 6s Battery Kit	\$ 15.95	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Ursus Jumbo DB Kickstand	\$ 79.99	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Be Smart First Aid Kit	\$ 7.38	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Red LED Safety Lights	\$ 14.99	94626
10	41000	330	12/6/2019	COREFIRST BANK & TRUST	Gamecube Adapter	\$ 125.93	94626
10	41000	410	12/6/2019	COREFIRST BANK & TRUST	self closing outlet cover	\$ 239.80	94626

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	410	12/6/2019	COREFIRST BANK & TRUST	shipping	\$ 35.00	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	Fuser Kit CE484	\$ 172.99	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Glycerin	\$ 3.89	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Glitter Snow	\$ 12.10	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Mini trees	\$ 11.49	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Mini Animals	\$ 13.25	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Christmas Miniatures	\$ 14.99	94626
10	41000	322	12/6/2019	COREFIRST BANK & TRUST	Curvy Pen - Trans Fresh	\$ 334.85	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	Intel Compute Stick	\$ 1,398.90	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	samsung 8.0 galaxy tab	\$ 399.98	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	Apple iPad 10.2	\$ 3,290.00	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	2-Year AppleCare+	\$ 690.00	94626
10	41000	322	12/6/2019	COREFIRST BANK & TRUST	entries	\$ 160.00	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	PMA 24 x 50"	\$ 166.84	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	PMA 11 x 50"	\$ 284.34	94626
10	41000	322	12/6/2019	COREFIRST BANK & TRUST	24x36 snap poster frame	\$ 187.96	94626
10	41000	322	12/6/2019	COREFIRST BANK & TRUST	shipping	\$ 20.87	94626
10	41000	341	12/6/2019	COREFIRST BANK & TRUST	summit tickets	\$ 70.00	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Deco Canvas	\$ 9.58	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Plastic Water Globe	\$ 35.00	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Permanent Craft Adhesive	\$ 11.97	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Natural River Pebbles	\$ 3.99	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Satin Ribbon Pack	\$ 12.94	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	HP.COM	\$ (19.31)	94626
10	41000	323	12/6/2019	COREFIRST BANK & TRUST	NNA Membership	\$ 69.00	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Table cover roll	\$ 149.76	94626
10	41000	320	12/6/2019	COREFIRST BANK & TRUST	VidaMount Fixed Wall iPad	\$ 1,355.88	94626
10	41000	310	12/6/2019	COREFIRST BANK & TRUST	Soundtrack your brand	\$ 26.99	94626
10	41000	330	12/6/2019	COREFIRST BANK & TRUST	OT Quad Folding Wagon	\$ 49.99	94626
10	41000	420	12/6/2019	COREFIRST BANK & TRUST	Clorox Wipes 300ctVP	\$ 129.80	94626
					<i>Miscellaneous online orders paid by credit card</i>	\$ 12,298.24	94626 Total
10	41000	736	12/13/2019	CIVIUM ARCHITECTURE & PLANNING PA	<i>Tech Services Relocation</i>	\$ 15,769.00	94652
						\$ 15,769.00	94652 Total
10	41000	326	12/13/2019	CYPRESS MEDIA LLC	<i>16-page Library News</i>	\$ 10,168.93	94655
						\$ 10,168.93	94655 Total
10	21512	0	12/13/2019	DELTA DENTAL OF KANSAS, INC	<i>EE December Premiums</i>	\$ 2,665.08	94656
15	21512	0	12/13/2019	DELTA DENTAL OF KANSAS, INC	<i>ER December Premiums</i>	\$ 10,259.81	94656

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21512	0	12/13/2019	DELTA DENTAL OF KANSAS, INC	Retiree December Premiums	\$ 165.77	94656
						\$ 13,090.66	94656 Total
25	41000	341	12/13/2019	EBSCO PUBLISHING INC	Staff Development Program	\$ 16,000.00	94658
				<i>State Aid Funds - sole source purchase; 6 in-person sessions for NoveList to deliver a staff development program to TSCPL employees</i>		\$ 16,000.00	94658 Total
10	41000	351	12/13/2019	EVERGY	Electric Service	\$ 23,769.72	94660
						\$ 23,769.72	94660 Total
10	41000	322	12/13/2019	JANWAY COMPANY USA, INC.	150th tote bags	\$ 3,120.00	94669
10	41000	322	12/13/2019	JANWAY COMPANY USA, INC.	setup fee	\$ 100.00	94669
10	41000	322	12/13/2019	JANWAY COMPANY USA, INC.	shipping	\$ 560.00	94669
10	41000	322	12/13/2019	JANWAY COMPANY USA, INC.	tote bags metallic	\$ 1,344.00	94669
				<i>2019 approved operating budget - marketing/communication items for 150th anniversary</i>		\$ 5,124.00	94669 Total
10	41000	301	12/13/2019	OCLC, INC.	oclc cataloging & ill	\$ 6,736.92	94680
				<i>2019 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,736.92	94680 Total
10	41000	720	12/13/2019	SILVER LAKE LIBRARY	50% Annual Bdgt for 2020	\$ 57,500.00	94689
				<i>As required by Kansas Statute</i>		\$ 57,500.00	94689 Total
10	41000	320	12/19/2019	CAM-DEX SECURITY CORP.	labor& parts 2 cameras 1d	\$ 7,917.81	94706
10	41000	320	12/19/2019	CAM-DEX SECURITY CORP.	labor& parts 2 cameras 1d	\$ 5,633.86	94706
				<i>2019 approved operating budget - Learning Center video surveillance cameras and full access control door to Claire's Courtyard gates</i>		\$ 13,551.67	94706 Total
20	23800	0	12/19/2019	MIDWEST COATING, INC.	Roof Replacement	\$ 55,885.00	94732
						\$ 55,885.00	94732 Total
10	41000	301	12/19/2019	OCLC, INC.	oclc cataloging & ill	\$ 6,736.92	94735
				<i>2019 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,736.92	94735 Total
10	41000	313	12/19/2019	ORANGEBOY INC	Srvcs & Software Subscrip	\$ 15,675.00	94738
				<i>2019 approved operating budget - annual subscription to analyze library operations data</i>		\$ 15,675.00	94738 Total
10	41000	312	12/19/2019	PITNEY BOWES INC.	Lease #0040766462	\$ 3,366.96	94739
10	41000	312	12/19/2019	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	94739
				<i>2019 approved operating budget - contracted equipment</i>		\$ 5,965.50	94739 Total
10	41000	720	12/19/2019	ROSSVILLE COMMUNITY LIBRARY	50% Annual Bdgt for 2020	\$ 55,182.00	94740
				<i>As required by Kansas Statute</i>		\$ 55,182.00	94740 Total
10	41000	313	12/26/2019	ENGEL LAW, PA	2019 Legal Services	\$ 6,989.40	94761
						\$ 6,989.40	94761 Total
						\$ 811,391.57	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

January 2020

Library News and Project Updates

This is a relatively low-key first meeting of the year after a busy 2019 and a December board meeting with a very full agenda. We are taking this opportunity to share some discussions we've been having internally about 2020 and beyond.

2020 Outlook and Issues

I have been in discussions with the management team and the leadership cohort about how we frame 2020 operationally in terms of service models, staffing plans, communications, and other aspects of how we function organizationally. Thad and I will share our thoughts with you after statistical research analyst Robert Soria presents some interesting data from OrangeBoy.

Dolly Parton's Imagination Library

As of December 31, 2019, there are 5,481 children registered. Good news! We are now officially at 50% of the 11,000 children between birth and five in the community! A total of 2120 have graduated, i.e. aged out of the program since its inception in 2017.

Agenda Items

Public Meeting Room and Event Spaces Use Policy

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

Background: With the addition of Claire's Courtyard and the Sunroom as public meeting spaces, this policy must be updated and revised. The main changes are in Section 4: Prohibited Activities, which clarifies what activities are prohibited in meeting rooms; and a statement that the Sun Room in Claire's Courtyard is the one exception and may be used to host parties.

Public Address System Use Policy – First Reading

Public Comment Policy – First Reading

We are continuing with our monthly schedule of operational policies review. Staff is recommending no changes to these two policies.

iPad Orientation

The Board agreed at its December, 2019 meeting that it would move from paper to a digital format for board packets and other official board documents. In consultation with the Board Executive Committee, staff has ordered and configured an iPad for each trustee, along with an Apple pencil for note-taking, a keyboard and cover. This is library-owned and library-maintained equipment, which should be used for board and library related activities, not personal, use.

Some trustees have been using a tscpl.org mail account. We have set up all trustees to have a library account and are asking that you now use library email and the other standard software the library uses. Microsoft Office 365 apps will be on your iPad. All hardware and software will be updated and maintained by the Digital Services Department.

Digital services director David King and systems administrator Joey Embers will give an overview of the iPad and accessories, including a how-to handout that includes links to videos that you can use to become familiar with the iPad if you have not used a tablet. Topics covered are below.

iPad basics:

- Basics on the iPad (apps, adjustments, Dock)
- Differences between personal and Library-owned iPads
- How to use Safari (web browser)
- Find Microsoft apps
- How to check Library email
- How to take notes using the Notes app – typing and using the Apple Pencil
- Recharging the Apple Pencil
- How to download and save the Board packet
- How to take notes on the Board packet

iPad Video Guides (for more info):

- Apple Pencil basics - <https://youtu.be/lRe38domkUM>
- Apple Files App - <https://youtu.be/l5EA8il5ojQ>
- Using Apple Pencil and the Notes app - <https://youtu.be/dnln8A0R5go>
- How to use the Dock on your iPad - <https://youtu.be/NJ-5sXsCeFl>
- Multitask/split view - <https://youtu.be/nSBZKr5kXY>

Note: Per Margo's email message, iPads are available for pick up from Margo on the Administrative Office beginning Friday morning, or you may wait until the board meeting Jan. 16 to receive yours.

Kansas Open Records Act (KORA) and Kansas Open Meetings Act (KOMA) Review

Last year when attorney Chuck Engel did this review, several trustees indicated they would appreciate an annual refresher. With the introduction of iPads, it is timely to ask that Chuck do a review of these two Kansas statutes and include information related to digital access, personal devices, and other relevant topics.

Professional Activities/Community Contacts

December 16 Interviewed by Danielle Norwood of 580 WIBW Radio Broadcast from Claire's Courtyard to promote the library. You can listen here: <https://www.wibwnewsnow.com/danielle-norwood-ondemand/>

December 17 Filmed the first video in the Topeka Community Foundation's 2020 Live, Work, Give campaign. Click this link to view: <https://topekacommunityfoundation.org/giving-tuesday-2019>

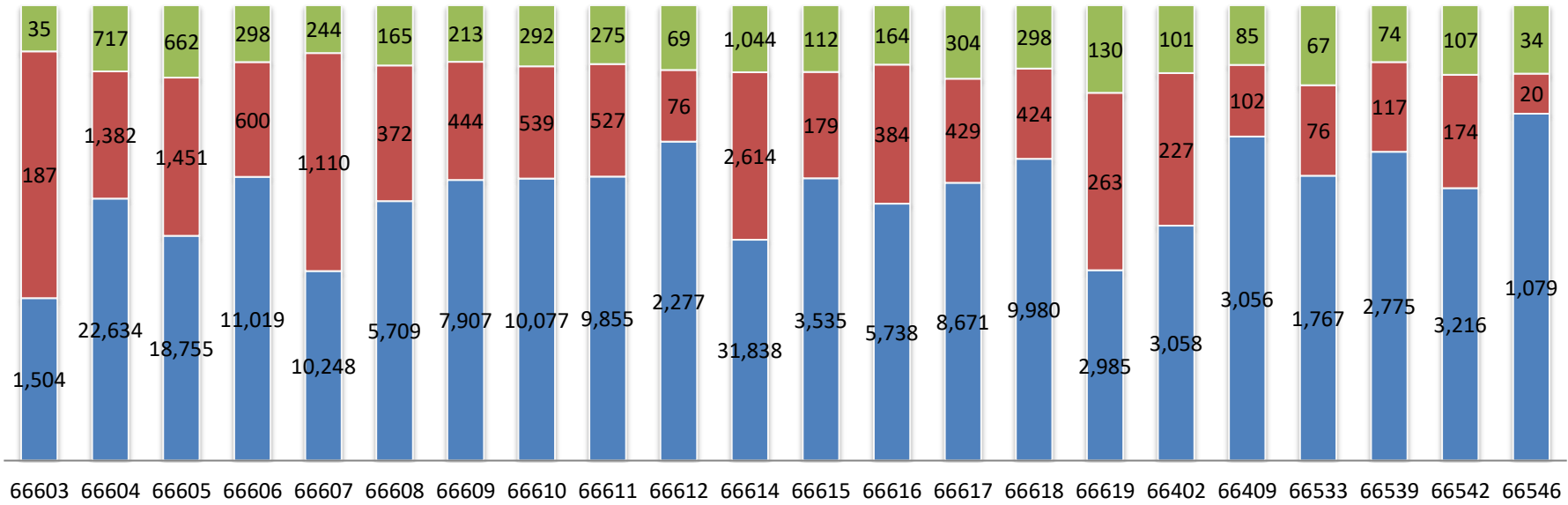
My thanks to executive director Marsha Pope for asking TSCPL to be the first organization featured in this campaign.

December 19 Attended Board of Trustees meeting
December 20 Facilitated planning for the Housing and Credit Counseling Inc (HCCI) retreat planning
January 2 Discussion with Doug Crane, Director of Palm Beach County Library System
January 6 Attended Trustee Executive Committee Meeting
January 9 Met with The Moran Company to discuss The Library Foundation executive director recruitment
January 10 Had organizational meeting with HTK Architects
Met with new Library Foundation board members as part of orientation

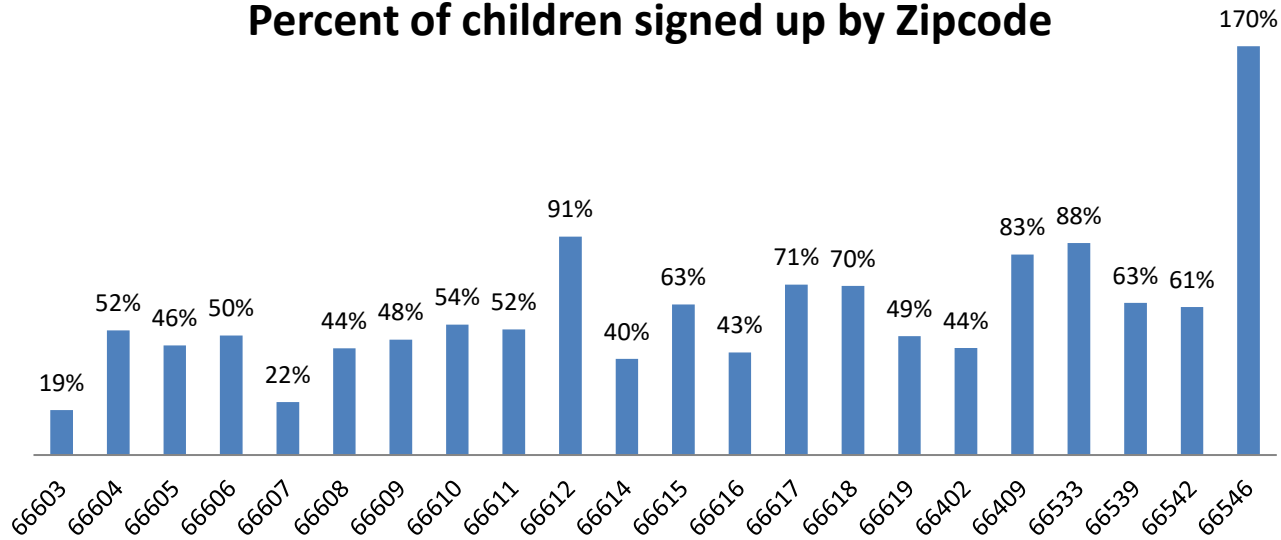
Gina Millsap
Chief Executive Officer
Topeka and Shawnee County Public Library **1/10/20**

December 2019 Dolly Parton Imagination Library

Population Under 5 DPIL



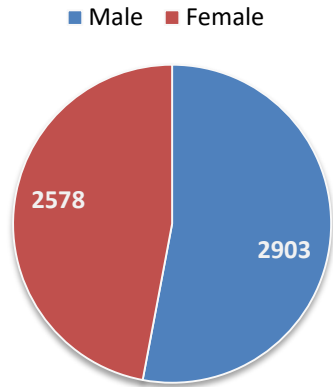
Percent of children signed up by Zipcode



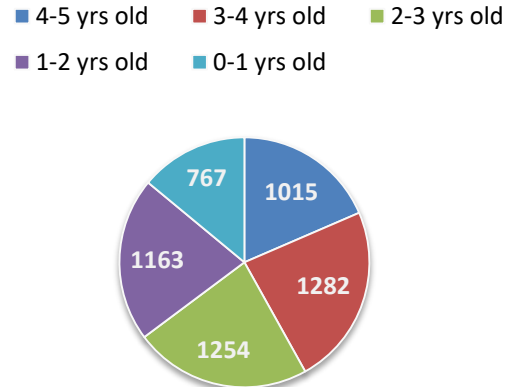
Number of children currently enrolled: **5,481**

Number of graduated children: **2,120**

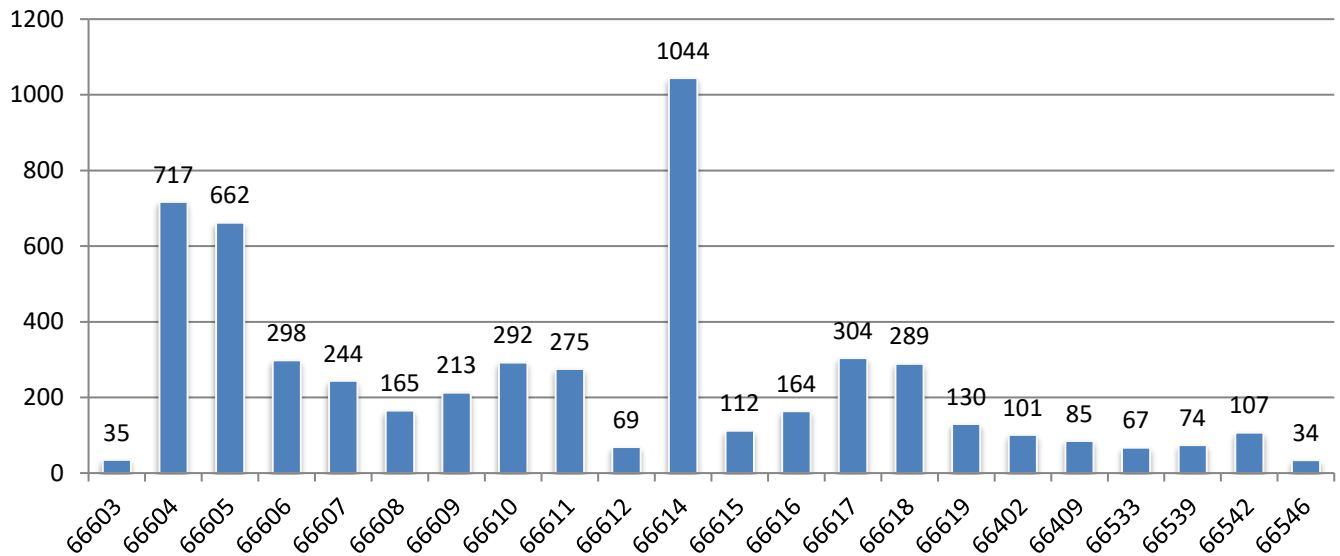
Sex of Participants



Age of Children



Zip Codes of Children



Chief of Staff Report

Thad Hartman
January 16, 2020

Technical Services

On January 6, 2020, work began on the new Technical Services workroom. Kelley Construction feels that this should be a straightforward project and plan to be done sometime in April. They are currently in the demo phase and already the room looks quite a bit different. The wall dividing the room and carpet have been removed which has really opened the space and gives a clearer picture of the size of the new workroom.



Gallery

Construction in the Gallery continues to progress on schedule. This past month they have completed installation of the ceiling grid and are almost finished with insulating and hanging the drywall. They have also begun work framing the new windows that will provide views into the Gallery from the east hall and rotunda. Over the next few weeks they will focus on finishing the drywall, window frames, and begin painting. One of the last major components of construction is the installation of the glass moveable wall, which is scheduled to occur in late February.



HTK Architects

On Friday, January 10, we will have our first official meeting with HTK, our new architects. We have several projects scheduled this year and we are anxious to get started. The most pressing concern is the demolition of the recently acquired hearing aid building and the creation of a new public parking lot in that area. There are several other projects that will be priorities in 2020, but the largest project will be the creation of a new public space on the second floor.

We will be working on this plan throughout the year with HTK and plan to have bids for this project to the Board in the Fall.

Organizational Development Priorities

Late last year we set our Community Impact Goal priorities for 2020 and we have now begun focusing on prioritizing our internal goals. This relates to the final Community Impact Goal which is focused on organizational excellence. Up until this point we have been primarily focused on the other goals, which are all outward facing. We know that to effectively accomplish these goals we will need to become a learning organization and improve how we operate and work as a team.

Our Senior Directors Team began the month discussing how we can frame up 2020 so that we focus on the most important aspects of improving our organizational operation. We then brought this discussion to our Leadership Cohort, which is made up of management staff and librarians. We haven't developed a full organizational development plan yet, but we are starting to see areas of emphasis that we think will help us take the next step in truly becoming a learning organization.

Department Highlights

Readers Services

Autumn Friedli, Public Services Supervisor

The Readers Team has been working to create a team to attend intensive Readers Advisory training with the creator of NovelList, Duncan Smith. NovelList is a readers' advisory tool librarians (and customers) can utilize to find great books to read next. Duncan Smith and his team will come to Topeka once a month starting in March to lead the team of 15 staff members through intensive training to sharpen their readers advisory skills and help us move away from merely having transactional interactions to more meaningful conversations and relationships.

After the training is complete, the team will take what they have learned and develop training for the rest of the library so that we can create standards and expectations of service that will help us in our goal of becoming an engaged community of readers. The team is anxious to get started on this awesome opportunity.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

The Youth Services Department has been busy with housekeeping. The work in our department requires lots of supplies and areas we have previously used for storage are slated to be under construction. We are purging and merging items in order to fit alternate spaces. We are also

doing the same decluttering work for craft and program supplies that are used by the entire organization.

Newest Youth Services employee Debbie Reiff passed her Commercial Drivers License test right before the holidays. We are now extending her training to include driving the Learn & Play Bus, the largest vehicle in the fleet. Having her as a driver adds to our staffing flexibility. She is already an active facilitator of the Learn & Play service itself.

Interviews for the Teen Librarian have taken place and we have an offer pending. Outreach Storyteller interviews should take place within the next week as well.

Community Services

Sandy Hestand, Community Services Supervisor

Book Bike Debut

The library's Book Bike made its parade debut accompanied by the Adventuremobile at the 24th annual Miracle on Kansas Avenue parade. The parade was a little smaller this year due to cold weather and high winds. Despite the temperature loyal crowds cheered us on as we pedaled our way down the route along with the Adventuremobile and other decorated vehicles in this lighted parade.



Kansas Connections

By the end of the school year the community services department will have presented over 250 classroom programs to over 6,000 area elementary school children through our Kansas Connections programming.

Kansas Connections features entertaining, curriculum-based programs that we bring to classrooms all over Shawnee County. These programs are for grades K-8 and feature a wide variety of topics, including everything from science and math to art and animals.

Feedback from teachers has been overwhelmingly positive. For example, this was received regarding a recent program, "Loved having you! The kids get more and more excited about science the more programs I schedule with you guys!"



Thank You Note to Jackie Hurst from Mater Dei First Graders 12/2019

Digital Services

David Lee King, Digital Services Director

Website Redesign Update

We have narrowed down RFQ responses to four finalists and will be meeting with each finalist in January.

iPads for the Board

Digital Services quickly purchased and set up 15 iPads for the board and library administration staff to use during board meetings and for library board work.

Olathe Public Library Visit

A small group of library staff (including some from Digital Services) visited Olathe Public Library's new branch and checked out the technology they offer in their new building. We visited specifically to see their new Automated Materials Handling (AMH) system. They also have a nice maker space, a small recording studio, and a fun gaming room for teens.

Learning Experiences

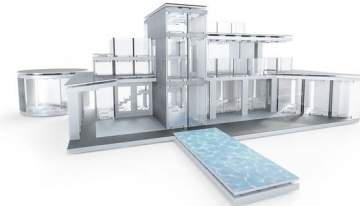
Stephanie Hall, Learning Experiences Manager

American Institute of Architects

Last year we were approached by the American Institute of Architects (AIA) group here in Topeka about working together on a grant. We were successful in obtaining the grant and as result the AIA purchased the library some kits that will:

- Help children explore cause and effect and learn about gravity, stability, weight and balance.
- Help children develop fine and gross motor skills to use the technology that is so prevalent in their lives today.
- Help children learn engineering concepts and develop problem solving skills.
- Help children learn about architecture and the names and functions of different buildings and bridges as well as building their own structures.
- Help children learn to express quantities and measurements, sort and match objects based on similarities and differences, and understand basic math concepts. You can also use block play to help older children learn about fractions, symmetry, graphing, classification, and other mathematical concepts.

The library received multiple kits of Picasso Tiles, Timber Planks and ArcKits.



Picasso Tiles encourage children to learn through play, help them acquire a strong sense of colors, geometrical shapes including 3D forms, number counts, magnetic polarity as well as the creativity which is the key factor to success in today's changing environment.

Timber Planks encourage fine motor skills, visual-spatial skills, creativity, planning, imaginative play and offer an open-ended experience for aspiring engineers and architects.

ARCKIT is a freeform architectural modeling system that allows you to physically explore designs and bring your ideas to life with speed and precision. Based on modern building techniques and a 1.2m/4ft grid to scale, the 'click and connect' modular components make it possible to create a vast range of structures that can be quickly assembled, endlessly modified and finished to perfection. Perfect for STEAM learning, architects, hobbyists, students, and children.

The local AIA group will be working with the library to come in occasionally to work with the kids on different building challenges, share their knowledge of engineering as it pertains to building and designing, and have fun in the process.



Resolution – Public Meeting Room and Event Spaces Use Policy

BOARD OF TRUSTEES

January 16, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Public Meeting Room and Event Spaces Use Policy as presented.

1) Purpose: The Topeka and Shawnee County Public Library encourages public use of meeting rooms as gathering places to exchange ideas, access and share information and participate in programs created for public enjoyment. Pursuant to the authority granted them by Kansas laws¹ this library's Board of Trustees adopts the following rules, regulations and fees for public use of meeting rooms and event spaces.

2) Reserving Space: Any individual or organization desiring to reserve meeting or event space at the library must follow the library's meeting room reservation procedures.

3) Space Priority: Programs and functions hosted or presented by the library are entitled to priority, including the necessity for the library to cancel a reservation made by a non-library organization or individual, if the space is needed for library purposes.

4) Prohibited Activities: Library meeting rooms and event spaces may not be used for any activity that is incompatible with the library environment or interferes with its operations. Examples of prohibited activities include but are not limited to: weddings, anniversary celebrations, funerals, birthday parties, reunions, dances, private parties, trade shows, conventions or pageants. However, the Sunroom in Claire's Courtyard may be used for parties that follow all other Library policies and procedures.

Sales of products or services, soliciting later sales, orders, or donations, charging admission or registration fees, and/or soliciting donations other than in conjunction with a program or event sponsored or hosted by the library, The Library Foundation, or the Friends of the Topeka and Shawnee County Public Library are prohibited in meeting rooms and

¹ See K.S.A. 12-1265 and 1266(a).

event spaces, provided however, those hosting meetings or events may recover the actual cost of the printed materials, food and beverages distributed or served at the meeting or event.

5) Customer Conduct Policy: Those hosting meetings and events at the library and their guests agree to abide by all policies and regulations relating to the use of library facilities and accept responsibility for any and all damages to the library building, contents and equipment normal wear and tear accepted.

6) Insurance Requirement: At the sole determination of the Chief Executive Officer, a comprehensive general liability insurance policy in an amount not less than \$1 million naming the Topeka and Shawnee County Public Library as an additional insured may be required for certain types of events, and the certificate of insurance must be filed with the library’s events coordinator at least one month in advance of the event.

7) Catering: All food and beverages served in meeting rooms and events spaces must be supplied by and purchased from the Millennium Café. Alcoholic beverages may not be served during hours that the library is open to the public.

8) Fees and Charges: The library may charge any and all applicable fees to any organization or individual using meeting rooms and event spaces. Subject to the other terms of this Policy, no room rental fee shall be charged to any non-profit organization or community group, individual or governmental organization holding a meeting or event that is both free and open to the public.

9) Restrictions: The library may impose time, place or manner restrictions on the use of meeting rooms and event spaces to 1) ensure that **all** patrons may use the library to the maximum extent possible, and 2) maintain the library environment.

10) Meeting Content: The Library neither approves nor disapproves of content, ideas or subject matter presented in meeting rooms and event spaces, and it does not accept responsibility for ensuring accuracy or presentation of all points of view.

11) Delegation: The Chief Executive Officer or designee is granted full authority to decide any exception to this Policy and to establish the procedures and fees necessary to implement it.

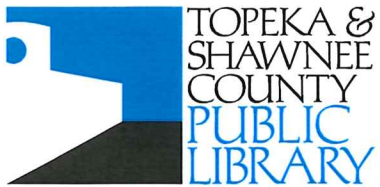
	TSCPL	TLF	Friends	Government	Community Group	Non-profit	Individual	For-profit
Open Meeting								Fee
Closed Meeting				Fee	Fee	Fee	Fee	Fee
After Hours		Fee	Fee	Fee	Fee	Fee	Fee	Fee

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Public Address System Use Policy

The Library's public address system is intended to be used to facilitate the welfare and safety of staff and customers. In order to ensure that disruptive or arbitrary use of the system is kept to a minimum, the Library will implement reasonable guidelines on the use of that system.

Guidelines

These guidelines are intended to assist staff in determining when to use the PA system.

The PA system may be used for:

1. Building emergencies – e.g. fire alarms, tornado warnings, building evacuations, system tests, etc.
2. Library closing announcements
3. Locating staff and patrons in some type of emergency situation. Examples would include the following:
 - A. Medical emergency
 - B. Attempting to locate a separated parent/child that we've been unable to find by searching
 - C. To locate a vehicle owner involved in an incident/accident in the parking lot
4. Any situation deemed appropriate by Management/Security

The PA system may not generally be used for:

1. Requests by a customer, either in person or by phone, to page in order to locate someone in the library unless that situation rises to the level of an emergency.
2. Announcements of a program or event
3. Announcements that someone has left their vehicle lights on
4. To contact a staff member or a customer in a non-emergency situation

Approved: May 18, 2006

Board of Trustees
Topeka and Shawnee County Public Library

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



Public Comment Policy

A Sign-In Sheet will be available to all persons wishing to address the Library Board of Trustees at the monthly meeting. Speakers should sign-in prior to the start of the meeting. Persons needing special accommodation or unable to arrive prior to the start of the meeting may contact the Library's Administrative Secretary at least 30 minutes before the meeting at 580-4484 and request that their name be entered on the Sign-In Sheet. At the discretion of the Board Chair, persons wishing to speak but unable to arrive prior to the start of the meeting, may be allowed to sign in for the purpose of public comment.

Policy

- All questions will be directed to the Chairperson of the Board.
- Individuals, unless otherwise provided by the Chair, will be allowed 5 minutes to address the Board.
- Members of a group will identify a spokesperson who, unless otherwise provided by the Chair, will be allowed 5 minutes to address the Board as the primary representative. Unless otherwise provided by the Chair, other group members wishing to speak will be given a 3-minute time limit.
- During the course of the Board meeting, comments will not be accepted from the audience.
- The Chair of the Library Board is the designated spokesperson. The Chair will call names from the Sign-In Sheet in the order they are listed. The Chair may direct questions to or elicit responses from other Board members.
- Speakers will be notified at one-minute remaining in their allotted time.
- When all listed speakers have been heard, the Chair of the Library Board will declare public comment closed and resume the meeting agenda.

Approved: March 19, 1998

Board of Trustees
Topeka and Shawnee County Public Library

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

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk & Renewals	47,242	42,607	50,967	50,215	46,042	51,152	58,122	51,577	60,362	58,550	45,283	54,020	616,139	615,024	0.2%
Interlibrary Loan	1,988	1,568	1,353	1,755	1,631	1,409	1,261	1,817	1,704	1,840	1,500	1,397	19,223	19,795	-2.9%
Self-Check	74,055	67,188	75,589	60,958	76,115	78,996	81,635	78,160	55,919	56,676	63,001	50,985	819,277	967,114	-15.3%
Bookmobile	19,004	14,162	17,589	20,938	16,279	19,628	20,911	14,872	23,028	21,354	19,944	15,173	222,882	247,506	-9.9%
Red Carpet	8,267	6,215	7,141	7,021	7,101	7,041	7,426	6,830	6,744	7,155	6,667	7,074	84,682	86,300	-1.9%
Digital Downloads	41,009	36,566	40,191	37,477	39,621	40,108	41,064	41,175	39,718	40,200	39,026	39,161	475,316	436,880	8.8%
Library @ Work / Smartlocker	2,522	2,258	2,526	2,409	2,522	2,256	2,407	2,539	2,640	2,661	2,337	2,488	29,565	26,345	12.2%
TOTAL CIRCULATION	194,087	170,564	195,356	180,773	189,311	200,590	212,826	196,970	190,115	188,436	177,758	170,298	2,267,084	2,398,964	-5.5%
CIRCULATION DETAILS															
Print Material	87,307	77,386	92,027	85,159	89,776	99,507	105,623	93,379	90,770	88,064	81,283	76,254	1,066,535	1,150,632	-7.3%
Audio/Visual Material	60,847	53,081	59,178	51,969	55,337	56,402	61,975	58,454	53,339	54,305	51,477	49,760	666,124	761,399	-12.5%
Adult Materials	91,557	80,069	89,301	79,750	84,084	84,660	91,678	87,198	81,677	83,745	77,530	76,276	1,007,525	1,116,982	-9.8%
Children's Materials	43,792	39,393	48,713	45,137	47,740	56,953	60,503	50,352	49,116	45,917	43,349	38,443	569,408	630,064	-9.6%
Young Adult Materials	3,862	3,334	4,373	4,013	4,671	5,579	5,923	5,206	4,697	4,276	3,918	3,478	53,330	55,665	-4.2%
Red Carpet Materials	8,943	7,671	8,818	8,228	8,618	8,717	9,494	9,077	8,619	8,431	7,963	7,817	102,396	109,320	-6.3%
NEW Patrons															
Topeka / Shawnee County															
Adults	643	536	677	464	625	702	829	727	666	643	520	441	7,473	7,506	-0.4%
Children (ages 17 and under)	120	145	174	109	233	314	313	195	175	157	118	72	2,125	2,855	-25.6%
Red Carpet Outreach	13	7	11	14	17	8	9	13	8	12	11	6	129	145	-11.0%
NEKL	64	76	69	49	54	80	76	51	76	63	89	34	781	753	3.7%
Non-Resident	0	1	1	0	0	1	1	0	0	0	1	1	6	6	0.0%
Total New Registrations	840	765	932	636	929	1,105	1,228	986	925	875	739	554	10,514	11,265	-6.7%
PATRONS DELETED															
	916	2,108	1,752	1,567	1,028	1,340	7,161	231	2,639	1,110	1,298	611	21,761	18,418	18.2%
BORROWERS															
Topeka / Shawnee County															
Adults	54,323	53,646	53,560	53,344	53,578	53,583	53,942	54,727	54,022	53,898	53,754	52,276	52,276	54,136	-3.4%
Children (age 0 - 17)	19,025	18,974	18,893	18,819	18,785	18,793	18,807	18,908	18,359	18,134	17,976	17,576	17,576	19,153	-8.2%
Red Carpet Outreach	1,093	1,178	1,180	1,166	1,173	1,178	1,178	1,189	1,168	1,162	1,169	1,164	1,164	1,191	-2.3%
NEKL	7,344	7,385	7,370	7,347	7,335	7,306	7,292	7,332	7,204	7,276	7,291	7,091	7,091	7,275	-2.5%
Non-Resident	45	42	42	42	42	42	43	43	43	42	43	43	43	46	-6.5%
Delinquent	118	110	110	112	110	114	107	116	107	104	103	99	99	122	-18.9%
TOTAL BORROWERS	81,948	81,335	81,155	80,830	81,023	81,016	81,369	82,315	80,903	80,616	80,336	78,249	78,249	81,923	-4.5%
Holds Satisfied															
	20,311	17,713	19,383	19,108	18,975	18,389	20,848	19,745	18,503	18,445	16,509	15,871	223,800	228,673	-2.1%
CHECK-IN															
TOTAL CHECK-IN	101,712	87,079	100,382	95,974	100,959	100,951	119,028	105,753	95,437	97,598	91,306	87,106	1,183,285	1,313,964	-9.9%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019													2018 YTD	Change 18 TO 19%
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
COLLECTION															
Materials Added	6,663	4,219	4,170	4,289	4,389	4,550	4,866	5,620	4,382	5,032	4,128	2,557	54,865	59,040	-7.1%
Materials Discarded	8,012	5,503	5,113	6,032	6,529	6,608	7,023	4,705	5,670	7,976	7,156	5,346	75,673	77,641	-2.5%
TOTAL COLLECTION	422,652	421,368	420,425	418,682	416,542	414,484	412,327	413,242	411,954	409,010	405,982	403,193	403,193	426,992	-5.6%
WEBSITE															
tscpl.org Unique Visitors	31,108	29,860	32,154	30,192	31,848	29,378	28,843	28,266	28,218	32,578	33,953	30,437	366,835	349,250	5.0%
tscpl.org Total Visits	57,442	52,300	56,131	52,841	56,515	53,897	53,880	52,344	50,252	55,638	54,992	50,993	647,225	622,301	4.0%
catalog.tscpl Unique Visitors	20,841	18,726	20,190	18,403	20,345	21,429	20,169	22,241	19,927	20,310	18,814	17,702	239,097	219,770	8.8%
catalog.tscpl Total Visits	48,363	41,882	45,972	42,336	46,053	48,030	47,404	50,632	46,746	47,407	42,426	41,698	548,949	496,166	10.6%
NOTARY SERVICE	154	116	153	199	162	137	214	195	213	212	178	178	2111	0	
REFERENCE QUESTIONS															
Public Services	12,921	13,417	14,281	12,948	11,420	11,064	12,163	12,160	10,089	10,791	9,507	9,370	140,131	158,714	-11.7%
Topeka Room	682	576	807	684	669	708	846	741	623	636	509	578	8,059	7,951	1.4%
Plaza**	0	0	0	0	683	1,407	1,606	1,629	1,134	1,064	998	774	9,295	0	
Youth Services	2,616	2,682	3,484	2,840	3,885	5,119	5,552	3,928	2,832	2,925	2,793	2,399	41,055	38,119	7.7%
Gallery	51	44	34	38	44	11	14	4	0	0	0	0	240	452	-46.9%
TOTAL REFERENCE QUESTIONS	16,270	16,719	18,606	16,510	16,701	18,309	20,181	18,462	14,678	15,416	13,807	13,121	198,780	204,784	-2.9%
GATE COUNT	57,863	54,706	65,138	57,968	60,257	67,220	72,940	64,319	58,224	57,621	51,253	47,998	715,507	761,701	-6.1%
MEETING ROOMS															
Meeting Room Bookings	688	706	732	830	712	657	736	684	594	529	453	374	7,695	8,162	-5.7%
Team Room Bookings	1,522	1,427	1,737	1,661	1,609	1,624	1,840	1,794	1,705	1,679	1,540	1,528	19,666	17,898	9.9%
Total Meeting Room Hours Booked	5,725	5,829	6,327	7,003	6,008	4,840	6,139	5,275	4,224	3,334	2,990	2,634	60,328	45,641	32.2%
TOTAL ATTENDANCE	13,033	14,106	13,257	15,454	13,806	14,663	16,871	13,695	13,439	13,746	11,762	8,397	162,229	133,432	21.6%
LEARN & PLAY BUS VISITS	219	182	243	247	253	168	332	205	292	292	141	138	2,712	3,812	-28.9%
PROGRAM ATTENDANCE															
Adult - General	321	161	624	257	330	208	1,931	547	236	809	720	25	6,169	14,181	-56.5%
Computer Training	139	95	8	2	44	92	66	69	60	0	44	0	619	1,342	-53.9%
Outreach	3,531	2,861	2,630	3,872	2,440	999	854	258	1,973	3,049	2,002	2,579	27,048	35,936	-24.7%
Kids	870	634	481	628	496	1,345	2,730	908	1,804	154	1,212	46	11,308	19,368	-41.6%
Movies	0	21	21	17	14	67	314	35	19	82	13	6	609	1,324	-54.0%
Books	15	202	0	10	364	4	22	0	98	12	52	2	781	1,057	-26.1%
Art	127	124	11	34	31	148	303	78	15	7	30	51	959	2,590	-63.0%
Teens	0	12	0	0	0	264	0	12	7	45	41	0	381	448	-15.0%
Music	0	0	0	100	0	0	0	0	315	71	0	660	1,146	1,919	-40.3%
TOTAL ATTENDANCE	5,003	4,110	3,775	4,920	3,719	3,127	6,220	1,907	4,527	4,229	4,114	3,369	49,020	78,165	-37.3%
GALLERY ATTENDANCE	1,438	1,715	1,871	1,446	1,786	3,877	4,110	1,947	0	0	0	0	18,190	25,279	-28.0%
COMPUTER USE															
Public Computer Sessions	14,860	13,839	16,368	14,771	15,118	17,393	17,889	17,071	15,211	15,121	12,700	12,169	182,510	201,706	-9.5%
Avg Public Computer Session Length	0:56:37	0:58:09	0:57:30	0:53:55	0:55:52	0:55:37	0:57:14	0:55:31	0:54:40	0:55:59	0:58:33	0:57:02	0:56:23	0:56:00	0.7%
Total Computer Hours	14,022	13,412	15,686	13,273	14,077	16,122	17,064	15,795	13,859	14,109	12,393	11,567	171,380	188,395	-9.0%
Wireless Sessions	15,712	16,001	15,714	16,077	16,877	20,763	22,259	15,522	21,282	20,359	16,967	13,710	211,243	230,995	-8.6%
Avg Wireless Session Length	0:29:00	0:29:00	0:29:00	0:28:00	0:29:00	0:28:00	0:27:00	0:40:00	0:28:00	0:28:00	0:28:00	0:29:00	0:29:20	0:31:16	-6.2%
Total Wireless Hours	7,594	7,734	7,595	7,503	8,157	9,689	10,017	10,348	9,932	9,501	7,918	6,627	102,614	121,300	-15.4%
TOTAL HOURS	21,616	21,146	23,281	20,776	22,234	25,812	27,081	26,143	23,791	23,610	20,311	18,194	273,994	309,695	-11.5%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019													2018 YTD	Change 18 TO 19%
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
CIRCULATION DETAILS															
Print Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473	19,282	17,946	16,942	17,035	16,018	15,617	204,862	223,204	-8.2%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601	21,719	20,846	19,931	20,576	18,514	18,396	243,241	261,815	-7.1%
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455	37,628	31,250	29,318	27,686	25,662	23,017	343,427	365,479	-6.0%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351	9,315	7,226	9,298	8,233	7,541	6,403	96,434	112,391	-14.2%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431	2,344	1,929	2,054	1,908	1,755	1,600	23,891	25,587	-6.6%
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502	9,265	8,814	8,350	8,205	7,763	7,633	99,694	105,433	-5.4%
RC Realia	247	208	217	212	232	215	229	263	269	226	200	184	2,702	3,843	-29.7%
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479	5,841	5,105	4,608	4,195	3,830	3,404	52,284	54,442	-4.0%
PRINT CIRCULATION	87,307	77,386	92,027	85,159	89,776	99,507	105,623	93,379	90,770	88,064	81,283	76,254	1,066,535	1,152,194	-7.4%
Audio / Visual Material															
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871	4,056	3,918	3,671	3,804	3,436	3,151	45,520	54,885	-17.1%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715	4,099	3,456	3,378	3,453	3,489	3,365	43,917	50,587	-13.2%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569	40,178	39,103	35,701	36,969	34,318	34,147	446,094	504,078	-11.5%
Juvenile Audiobooks	441	375	495	458	447	518	634	563	449	406	388	386	5,560	6,261	-11.2%
Juvenile Music	441	364	417	346	337	408	486	480	457	372	377	245	4,730	7,053	-32.9%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221	12,440	10,833	9,594	9,220	9,381	8,392	119,257	133,480	-10.7%
YA A/V	81	71	76	91	112	100	82	101	89	81	88	74	1,046	1,223	-14.5%
A/V CIRCULATION	60,847	53,081	59,178	51,969	55,337	56,402	61,975	58,454	53,339	54,305	51,477	49,760	666,124	757,567	-12.1%
Adult Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473	19,282	17,946	16,942	17,035	16,018	15,617	204,862	223,204	-8.2%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601	21,719	20,846	19,931	20,576	18,514	18,396	243,241	261,815	-7.1%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431	2,344	1,929	2,054	1,908	1,755	1,600	23,891	25,587	-6.6%
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871	4,056	3,918	3,671	3,804	3,436	3,151	45,520	54,885	-17.1%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715	4,099	3,456	3,378	3,453	3,489	3,365	43,917	50,587	-13.2%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569	40,178	39,103	35,701	36,969	34,318	34,147	446,094	504,078	-11.5%
ADULT CIRCULATION	91,557	80,069	89,301	79,750	84,084	84,660	91,678	87,198	81,677	83,745	77,530	76,276	1,007,525	1,120,156	-10.1%
Juvenile Material															
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455	37,628	31,250	29,318	27,686	25,662	23,017	343,427	365,479	-6.0%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351	9,315	7,226	9,298	8,233	7,541	6,403	96,434	112,391	-14.2%
Juvenile Audiobooks	441	375	495	458	447	518	634	563	449	406	388	386	5,560	6,261	-11.2%
Juvenile Music	441	364	417	346	337	408	486	480	457	372	377	245	4,730	7,053	-32.9%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221	12,440	10,833	9,594	9,220	9,381	8,392	119,257	133,480	-10.7%
JUVENILE CIRCULATION	43,792	39,393	48,713	45,137	47,740	56,953	60,503	50,352	49,116	45,917	43,349	38,443	569,408	624,664	-8.8%
Red Carpet Material															
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502	9,265	8,814	8,350	8,205	7,763	7,633	99,694	105,433	-5.4%
RC Realia	247	208	217	212	232	215	229	263	269	226	200	184	2,702	3,843	-29.7%
RED CARPET CIRCULATION	8,943	7,671	8,818	8,228	8,618	8,717	9,494	9,077	8,619	8,431	7,963	7,817	102,396	109,276	-6.3%
Young Adult Material															
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479	5,841	5,105	4,608	4,195	3,830	3,404	52,284	54,442	-4.0%
YA A/V	81	71	76	91	112	100	82	101	89	81	88	74	1,046	1,223	-14.5%
YOUNG ADULT CIRCULATION	3,862	3,334	4,373	4,013	4,671	5,579	5,923	5,206	4,697	4,276	3,918	3,478	53,330	55,665	-4.2%
Overdrive	30,012	26,607	28,995	27,241	28,737	29,556	30,559	30,536	29,360	29,398	28,637	29,258	348,896	304,832	14.5%
Hoopla	9,468	8,452	9,565	8,998	9,548	9,301	9,601	9,766	9,616	10,025	9,651	9,903	113,894	113,730	0.1%
Flipster	1,529	1,507	1,631	1,238	1,336	1,251	904	873	742	777	738	*	12,526	18,318	-31.6%
DIGITAL DOWNLOADS	41,009	36,566	40,191	37,477	39,621	40,108	41,064	41,175	39,718	40,200	39,026	39,161	475,316	436,880	8.8%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

Value Calculator	2018												2019
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,451,885	\$1,289,212	\$1,529,218	\$1,410,660	\$1,489,370	\$1,650,292	\$1,755,743	\$1,554,650	\$1,508,172	\$1,464,652	\$1,351,976	\$1,269,118	\$17,724,948
Magazines (\$5)	\$9,510	\$7,750	\$10,365	\$10,895	\$10,830	\$12,155	\$11,720	\$9,645	\$10,270	\$9,540	\$8,775	\$8,000	\$119,455
Audiobooks (\$10)	\$45,670	\$40,170	\$46,420	\$42,150	\$43,880	\$43,890	\$46,900	\$44,810	\$41,200	\$42,100	\$38,240	\$35,370	\$510,800
DVD, Games, Music (\$4)	\$225,120	\$196,256	\$218,144	\$191,016	\$203,796	\$208,052	\$229,140	\$215,892	\$196,876	\$200,380	\$190,612	\$184,892	\$2,460,176
Notary Service (\$10)	\$1,540	\$1,160	\$1,530	\$1,990	\$1,620	\$1,370	\$2,140	\$1,950	\$2,130	\$2,120	\$1,780	\$1,780	\$21,110
Reference Questions (\$7)	\$113,890	\$117,033	\$130,242	\$115,570	\$116,907	\$128,163	\$141,267	\$129,234	\$102,746	\$107,912	\$96,649	\$91,847	\$1,391,460
Programming (\$10)	\$50,030	\$41,100	\$37,750	\$49,200	\$37,190	\$31,270	\$62,200	\$19,070	\$45,270	\$42,290	\$41,140	\$33,690	\$490,200
Meeting Room Use	\$36,979	\$37,235	\$44,910	\$34,809	\$34,370	\$26,010	\$21,205	\$37,435	\$47,965	\$45,889	\$33,420	\$21,980	\$422,207
Gallery Attendance (\$10)	\$14,380	\$17,150	\$18,710	\$14,460	\$17,860	\$38,770	\$41,100	\$19,470	\$0	\$0	\$0	\$0	\$181,900
Computer Use (\$12 /hr)	\$168,265	\$160,948	\$188,232	\$159,281	\$168,918	\$193,468	\$204,769	\$189,545	\$166,307	\$169,305	\$148,717	\$138,808	\$2,056,562
ILL Borrowed (\$25)	\$10,775	\$9,000	\$9,050	\$10,100	\$8,550	\$8,450	\$10,350	\$10,925	\$10,600	\$10,600	\$10,600	\$10,600	\$119,600
TOTAL VALUE	\$2,128,044	\$1,917,014	\$2,234,571	\$2,040,131	\$2,133,291	\$2,341,890	\$2,526,534	\$2,232,626	\$2,131,536	\$2,094,788	\$1,921,909	\$1,796,085	\$25,498,418

* - Data not available