



**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

October 17, 2019





Call to Order

Public Comment

Trustee Advocacy Stories

Approval of September 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 and Nancy Lindberg, The Foundation Director

Friends of Topeka and Shawnee County Public Library – John Conlee- Vice President

Board Chair Report – Liz Post

Chief Executive Officer – Gina Millsap

- PLA Conference - Update

Chief of Staff – Thad Hartman

- Facilities Master Plan update
- Book Bike Presentation– Presented by Sandy Hestand, Community Services Supervisor

New Business

- Bid for Computers for Parks and Recreation Center – **Action Item**
- Bid for Annual Professional Auditing Services - **Action Item**
- Request for FY 2020 Friends of the Library Funding -**Action Item**
- Memorandum Of Understanding (MOU) Shawnee Heights USD 450 School District - **Action Item**
- Stormont Vail Health Campus Re-Design – Discussion

Adjournment

Trustees Photo

Meet in the rotunda of the library at 3:30 pm, Thursday, November 21st for photo shoot.

Reminders

Deadline for PLA registration Monday, December 16 – Contact Margo

Next Meeting

November 21, 2019
4:00 pm
Menninger Room 206

*Subject to change without notice

Board Members Present

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

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, September 19, 2019, in the Menninger Room, 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00 pm by Chair Liz Post.

Public Comment

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

Introduction of Stormont Vail Health Chief Executive Officer Dr. Rob Kenagy, CEO Gina Millsap, introduced Dr. Rob Kenagy.

Presentation by Dr. Rob Kenagy

Dr. Rob Kenagy provided a project summary of Stormont Vail's strategic and long-term design for the hospital's campus.

Discussion followed.

Trustee Advocacy Stories

Liz Post shared her experience in reserving a Team Room. She was unaware when reserving a Team Room, that you must check in at the iPad outside the room but was pleased with her experience in using it for a meeting. Post encourages the use of Team Rooms. Reservation requirements can be located at <https://tsopl.org/services/team-rooms>

David Monical and his wife Peg were driving by the library on 10th street and noticed the new monument signs. Peg inquired about the design firm and Monical told her the designer of the new monument signs was done by the library's very own Communication & Marketing Designer Michael Perkins. Great job!

Beth Dobler attended the Kansas Book Festival reception on Friday, September 13 in the Claire's Courtyard Sunroom and stated the reception was lovely.

Kacy Simonsen reported that Morgan Bracken working with Boys and Girls Club of Topeka cosponsored a chess tournament at the library. Public Services Director Marie Pyko provided gift cards and books as prizes. Simonsen stated that she looks forward to the opportunities

the new Learning Center provides for community members. For more information about the Learning Center please visit <https://tscpl.org/services/learning-center>

Approval of Minutes

On a motion by Shawn Leisinger, seconded by David Monical, the September 19, 2019 Board of Trustees minutes were amended and approved. Motion carried.

Chief Financial Officer's Report – Kim Torrey

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

Approval of the Treasurer's Report

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

The Library Foundation Presentation

The Foundation Executive Director Nancy Lindberg provided an overview of the interactive Donor Recognition Display. For an online tour please go to <https://donor.tscpl.org/>

Friends of the Library Report

President Sherryl Longhofer stated that the Annual Friends of the Library meeting will be on November 3 in the Marvin Auditorium Room 101 AB from 2:30-4:30pm. Featured Speaker is Don Chubb, Kansas Historical Foundation Board of Directors. Chubb will be speaking about how "women saved the day" when the library was built. At this time an introduction of new Friends board members will be announced. The Holiday Open House at the Chandler Booktique is scheduled for November 8 from 7:00 – 9:00 pm. Membership and sales are on the increase!

There were no questions for Longhofer.

Board Chair Report

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

There were no questions for the Chair.

Chief Executive Officer

Chief Executive Officer Gina Millsap noted the Grand Opening of Claire's Courtyard is scheduled for Tuesday, October 8 at 10:30 am. For more information about Claire's Courtyard Open House <https://tscpl.org/event/20191008/claires-courtyard-open-house>

Millsap introduced Communications and Marketing Director Diana Friend. Friend presented new "Show Me How" video series that will be available on the TSCPL website the week of September 23rd. The Show Me How video topics will range from how to obtain a library card and to reserving a Team Room. Videos will be updated every 60 days. For more information about "Show Me How" video's <https://tscpl.org/show-me-how/show-me-how-get-a-library-card>

Discussion followed with no further questions.

Chief of Staff

Chief of Staff Thad Hartman briefly discussed progress on current facilities projects and reported construction has begun on the Gallery. Construction is projected for the next 5 months.

Hartman stated that the library is currently working with Kerrice Mapes, owner of *sevenightfive* design, to create unique events for Claire's Courtyard. The next event will be the 150th celebration kickoff which is scheduled for November 9th.

Hartman introduced Statistical Research Analyst Robert Soria. Using the Savannah/OrangeBoy platform Soria presented and reviewed detailed statistical information related to how customers use the library and feedback about their experiences. Soria is excited with the data gathered thus far.

Discussion followed with no further questions.

New Business

Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library

On a motion by Kacy Simonsen, seconded by Kerry Onstott Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the recommendation of The Library Foundation Board of Trustees and the Chief Executive Officer Gina Millsap that a bench from the Montgomery family in memory of Dennis Alan Montgomery be located at the Library's entrance until the bench is no longer used for that purpose. An engraved plate will be attached to the bench with the following statement: In loving memory of Dennis Alan Montgomery, 1984 – 2018. You belong somewhere you feel free.

Executive Session

On a motion by Beth Dobler, seconded by Jim Edwards, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees will recess the regular meeting to enter Executive Session at 5:45 pm for a time not-to-exceed 60 minutes to discuss a personnel matter. Action will be taken following the Executive Session.

At 5:45 pm Shawn Leisigner, left the meeting.

Executive session ended at 5:59 pm

On a motion by Liz Post, seconded by Kerry Onstott Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, sets the CEO’s annual base compensation at \$169,568.36 effective on her employment anniversary date, August 15, 2019. Motion passed unanimously.

Adjournment

On a motion by Kristen O’Shea, seconded by David Monical, the meeting was adjourned at 6:10 pm. Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____

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

Investments and Debt as of September 30, 2019; Bank Account Summary – Page 1

The certificate of deposit with Intrust Bank (bid process/approval February 2019) matured during September. A distribution of \$1,000,000 was requested upon maturity for the Employee Benefit Fund and \$4,000,000 for the General Fund. The funds were deposited to the overnight Municipal Investment Pool for cash flow related to payroll and operating costs in the current year. The bank offered to renew the certificate of deposit at 1.9%, which was less than the required rate of 2.13% as set by the State Pooled Money Investment Board. Investment income is significantly more than budgeted.

A transfer was made from the overnight Municipal Investment Pool to a new 30-day investment in the General Fund, Municipal Investment Pool. The overnight rate was 1.5% compared to 1.67% for a 30-day investment.

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 74.5% of the budget year completed, 95% of the budgeted revenue has been received and 70% of the approved budget has been expended/encumbered. This compares to 2018 in which 96% of the budgeted revenue had been received and 69% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2019 was received September 20th as scheduled. The total received for the General Fund was \$718,580.45. The percentage of the ad valorem budget collected year-to-date is 97% which compares to 98% at this time in 2018.

The percentage of year-to-date motor vehicle tax is 73% in 2019 which is the same as compared to this time in 2018.

Employee Benefit Fund – Page 6

With 74.5% of the budget year completed, 95% of the budgeted revenue has been received and 68% of the approved budget has been expended/encumbered. This compares to 2018 in which 97% of the budgeted revenue had been received and 64% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2019 was received as scheduled. The total received for the Employee Benefit Fund was \$214,675.16. The percentage of the ad valorem budget collected year-to-date is 97% which compares to 98% at this time in 2018.

The percentage of year-to-date motor vehicle tax is 71% in 2019 and was 75% at this same time in 2018.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,194,303.41.

Debt Service Fund-Bond & Interest – Page 7

Revenues collected to-date are 97%, compared to 97% collected as of this point in time in 2018.

The September 20th tax distribution totaled \$96,072.37. The percentage of ad valorem tax budgeted is 97% which compares to 98% at this time in 2018.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Estimated legal service fees for remainder of 2019	\$15,000.00	Engel Law, PA
Approved operating budget	Annual subscription to Stackmap	\$8,995.00	Stackmap, Inc.
Approved use of capital improvement fund, per Board resolution 9/5/19	Real estate purchase at 1719 SW 10 th Avenue, Topeka, KS	\$95,000.00	Saundra P. Brewster
Library Materials	Hoopla online	\$20,355.33	Midwest Tape LLC
Library Materials	Annual periodical renewal	\$32,956.33	Ebsco Information Services

Other Items:

- There are two resolutions on the agenda this month that create expenditures.

First, the bids were received on October 3, 2019 for (43) replacement “all-in-one” computers for area community centers. TSCPL recommends awarding the bid to Inland Business Systems, Inc. of Topeka, Kansas, in the amount of \$56,717.

The second resolution is a recommendation to accept the bid from Berberich Trahan & Co., Topeka, Kansas, to provide auditing services for a three-year term as follows:

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

Additional background information is provided within each resolution.

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

9/30/19

	<u>Balance 1/1/2019</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 9/30/2019</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,754,482.68	\$ 13,153,582.62	\$ 10,649,790.86	\$ 7,258,274.44
Employee Benefits	1,308,606.73	2,956,358.71	2,567,203.01	\$ 1,697,762.43
Capital Improvement	1,833,380.82	14,772.59	503,964.98	\$ 1,344,188.43
Bond & Interest	806,781.00	1,586,766.17	1,648,000.00	\$ 745,547.17
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	35,331.31	49,628.67	35,667.31	\$ 49,292.67
Federal, State & Local Grants	19.03	2,100.00	1,500.00	\$ 619.03
Other Special Revenue	577,947.99	623,943.14	1,039,407.75	\$ 162,483.38
Permanent Funds	230,782.94	(16,708.29)	-	\$ 214,074.65
Totals	<u>\$ 9,547,332.50</u>	<u>\$ 18,370,443.61</u>	<u>\$ 16,445,533.91</u>	<u>\$ 11,472,242.20</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 800,870.29
Restricted Funds-CoreFirst Bank-Checking	167,672.04
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,503,789.92
Cash on Hand	2,361.21
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	4,923,603.57
Municipal Investment Pool - 30-day Fixed	4,000,000.00
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>\$ 11,612,591.68</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	101.43
Less Payroll Deduction and Employer Benefit Liabilities	17,009.28
Less Outstanding Checks	123,238.77
	<u>\$ 11,472,242.20</u>

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

9/30/19

	1/1/2019 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	9/30/2019 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,754,482.68	\$ 13,153,582.62	\$ 1,198,886.47	\$ 9,450,904.39	\$ 7,258,274.44	\$ 711,868.46	\$ 6,546,405.98
Employee Benefit Fund	1,308,606.73	2,956,358.71	-	2,567,203.01	1,697,762.43	2,519.55	1,695,242.88
Capital Improvement Fund	1,833,380.82	14,772.59	502,964.98	1,000.00	1,344,188.43	149,885.02	1,194,303.41
Bond & Interest Fund	806,781.00	1,586,766.17	-	1,648,000.00	745,547.17	-	745,547.17
Non Major Governmental Funds							
<i>State Aid Fund</i>	35,331.31	49,628.67	35,331.31	336.00	49,292.67	-	49,292.67
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	2,100.00	-	1,500.00	600.00	600.00	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,542.72	29.87	-	-	10,572.59	-	10,572.59
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	2,112.20	(2,112.20)	-	(2,112.20)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	63.25	0.10	15.29	17.03	31.03	-	31.03
Friends	134,352.56	239.51	1,127.39	76,720.30	56,744.38	43,801.87	12,942.51
Fun Committee	2,125.97	763.55	66.70	267.00	2,555.82	41.00	2,514.82
Gallery Competitions/Exhibits	36,024.48	102.06	-	-	36,126.54	-	36,126.54
Gifts/Memorials (Undesignated)	308,498.77	610,403.86	40,256.04	884,006.62	(5,360.03)	830,948.34	(836,308.37)
Hathaway Trust - Library Materials	5,131.59	2,317.74	159.11	4,495.12	2,795.10	1,007.36	1,787.74
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	57,282.26	993.19	7,432.61	11,646.90	39,195.94	208.63	38,987.31
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,409.76	3.71	-	150.00	1,263.47	-	1,263.47
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,455.06	12.42	25.07	97.53	4,344.88	259.17	4,085.71
Special Collections	5,674.24	16.07	-	-	5,690.31	-	5,690.31
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.96	0.10	-	-	36.06	-	36.06
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,166.12	6.13	-	-	2,172.25	-	2,172.25
Youth Services	9,091.43	9,054.83	203.25	10,609.59	7,333.42	424.61	6,908.81
<i>Permanent Funds</i>							
Mertz Trust	230,782.94	(16,708.29)	-	-	214,074.65	-	214,074.65
TOTALS	\$ 9,547,332.50	\$ 18,370,443.61	\$ 1,786,468.22	\$ 14,659,065.69	\$ 11,472,242.20	\$ 1,741,564.01	\$ 9,730,678.19

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

9/30/19

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 9/30/2019</u>
				74.5%
Ad Valorem Property Tax	\$ 12,162,389.00	\$ 11,793,324.48	\$ (369,064.52)	97%
Revitalization Rebates	(154,912.00)	(157,028.32)	\$ (2,116.32)	101%
Back Tax	-	174,032.02	\$ 174,032.02	N/A
Motor Vehicle Tax	1,272,889.00	927,665.12	\$ (345,223.88)	73%
Recreational Vehicle Tax	11,669.00	9,074.18	\$ (2,594.82)	78%
16/20 M Vehicle Tax	4,924.00	6,277.85	\$ 1,353.85	127%
In Lieu of Tax	5,384.00	2,669.48	\$ (2,714.52)	50%
Watercraft Special Tax**	6,633.00	-	\$ (6,633.00)	0%
Commercial Vehicle Fees	43,162.00	40,182.71	\$ (2,979.29)	93%
E-Rate Reimbursement	73,250.00	-	\$ (73,250.00)	0%
Miscellaneous Revenue	3,000.00	35,233.41	\$ 32,233.41	1174%
Miscellaneous Revenue - Recyclg	-	2,197.13	\$ 2,197.13	N/A
Salary Refunds-Foundation	95,451.00	65,956.68	\$ (29,494.32)	69%
Salary Refunds-Friends	45,993.00	34,998.05	\$ (10,994.95)	76%
Salary Refunds-Shawnee Cty	21,802.00	14,252.25	\$ (7,549.75)	65%
Vending Machines	4,000.00	2,588.24	\$ (1,411.76)	65%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	69,692.06	\$ (87,307.94)	44%
Debt Collect	-	3,491.33	\$ 3,491.33	N/A
ILL Fees	350.00	1,676.77	\$ 1,326.77	479%
Mailing Fees	120.00	103.45	\$ (16.55)	86%
Non Resident Card Fee	935.00	170.00	\$ (765.00)	18%
Obituary Fees	750.00	420.00	\$ (330.00)	56%
Meeting Room Charges	5,500.00	2,945.00	\$ (2,555.00)	54%
Monday Market Fees	500.00	686.00	\$ 186.00	137%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	58,200.00	122,974.73	\$ 64,774.73	211%
Library Treasurer's Balance	2,317,867.00	-	\$ -	N/A
TOTALS	<u>\$ 16,136,856.00</u>	<u>\$ 13,153,582.62</u>	<u>\$ (665,406.38)</u>	95%

* 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**

9/30/19

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					74.5%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,923.00	\$ -	\$ 1,477.00	77%
Salaries-Facilities	629,003.00	494,571.70	-	134,431.30	79%
Salaries-Overtime	10,000.00	8,556.93	-	1,443.07	86%
Salaries-Security	375,321.00	216,148.34	-	159,172.66	58%
Salaries-Shelvers	181,115.00	94,045.93	-	87,069.07	52%
Salaries-Staff	7,571,200.00	5,586,061.58	-	1,985,138.42	74%
Conferences	136,570.00	70,151.81	13,101.23	53,316.96	61%
Staff Development & Training	30,000.00	20,378.47	165.00	9,456.53	68%
Mileage	9,400.00	5,036.34	3,556.73	806.93	91%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	1,691.97	406.62	(98.59)	105%
Materials-Periodicals	39,500.00	34,270.58	160.00	5,069.42	87%
Materials-Print/Non-Print <1 YR	526,600.00	297,345.37	8,144.43	221,110.20	58%
Materials-Print/Non-Print	1,268,500.00	778,230.43	167,414.71	322,854.86	75%
OPERATIONS:					
Art Purchases	8,000.00	2,000.00	98.74	5,901.26	26%
Cataloging and ILL Services	89,921.00	52,518.66	39,465.19	(2,062.85)	102%
Contracted-Digital Services	373,600.00	318,478.26	27,362.06	27,759.68	93%
Contracted-Facilities	294,100.00	267,879.70	33,082.62	(6,862.32)	102%
Contracted-Equipment	45,350.00	38,663.45	11,976.82	(5,290.27)	112%
Contracted-Professional	248,230.00	157,494.48	48,804.28	41,931.24	83%
Contracted-E-Rate Services	6,600.00	-	-	6,600.00	0%
Digital Services Support	344,500.00	106,221.04	22,509.51	215,769.45	37%
Furniture/Equipment	95,000.00	4,784.66	815.50	89,399.84	6%
Insurance	53,054.00	52,881.00	-	173.00	100%
Marketing & Communication	48,000.00	15,364.92	14,378.36	18,256.72	62%
Memberships/Dues	24,806.00	16,372.80	9,836.00	(1,402.80)	106%
Miscellaneous	5,000.00	11,118.15	140.83	(6,258.98)	225%
Payments to Other Libraries	113,189.00	-	-	113,189.00	0%
Postage/Shipping	110,160.00	79,483.83	648.62	30,027.55	73%
Printing	113,800.00	59,064.58	11,553.76	43,181.66	62%
Programming	30,000.00	19,141.57	1,237.31	9,621.12	68%
Special Events	-	-	-	-	0%
Special Projects	935,000.00	143,946.32	37,384.45	753,669.23	19%
Supplies-Facilities	77,417.00	38,714.10	34,210.43	4,492.47	94%
Supplies-Office/Library	76,320.00	53,741.69	7,346.93	15,231.38	80%
Supplies-Processing	48,000.00	30,087.38	33.38	17,879.24	63%
Telecommunications	92,700.00	41,519.17	17,100.83	34,080.00	63%
Utilities-Electric	350,000.00	224,391.27	120,800.00	4,808.73	99%
Utilities-Gas	65,000.00	36,925.50	13,014.08	15,060.42	77%
Utilities-Water/Sewage	35,000.00	16,793.31	11,746.69	6,460.00	82%
Vehicle-Gas	36,000.00	17,642.04	-	18,357.96	49%
Vehicle-Repair	32,500.00	34,270.68	23,769.33	(25,540.01)	179%
Contingency/Fund Balance	1,600,000.00	-	-	-	0%
Cash Long/Short	-	(6.62)	-	6.62	N/A
TOTALS	\$ 16,136,856.00	\$ 9,450,904.39	\$ 680,264.44	\$ 4,405,687.17	70%

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

9/30/19

	<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	11,793,324.48	97%
Revitalization Rebates	(154,912.00)	(157,028.32)	101%
Back Tax	-	174,032.02	N/A
Motor Vehicle Tax	1,272,889.00	927,665.12	73%
Recreational Vehicle Tax	11,669.00	9,074.18	78%
16/20M Vehicle Tax	4,924.00	6,277.85	127%
In Lieu of Tax	5,384.00	2,669.48	50%
Watercraft Special Tax	6,633.00	-	0%
Commercial Vehicle Fees	43,162.00	40,182.71	93%
E-Rate Reimbursement	73,250.00	-	0%
Fees and Charges	172,155.00	117,006.26	68%
Reimbursements	163,246.00	117,404.11	72%
Interest on Idle Funds	58,200.00	122,974.73	211%
	<u>\$ 13,818,989.00</u>	<u>\$ 13,153,582.62</u>	95%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,773,039.00	6,404,307.48	73%
Other Staff Support Costs	175,970.00	112,389.58	64%
Library Collections	1,836,600.00	1,287,664.11	70%
Contracted Services	1,057,801.00	995,725.52	94%
Digital Services Support	344,500.00	128,730.55	37%
Furniture/Equipment/Art	103,000.00	7,698.90	7%
Payments to Other Libraries	113,189.00	-	0%
Special Projects	935,000.00	181,330.77	19%
Utilities & Telecommunications	542,700.00	482,290.85	89%
Vehicles	68,500.00	75,682.05	110%
Other Operating Expenditures	586,557.00	455,349.02	78%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,136,856.00</u>	<u>\$ 10,131,168.83</u>	70%
Prior Year Canceled Purchase Orders		<u>\$ 19,977.92</u>	
Unencumbered Balance 9/30/19	\$ -	\$ 6,546,405.98	

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

9/30/19

EMPLOYEE BENEFITS

	<u>2019 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/19	\$ 1,022,227.00	\$ 1,308,606.73	
Revenue:			
Ad Valorem Property Tax	\$ 2,596,006.00	\$ 2,517,509.09	97%
Revitalization Rebates	(33,065.00)	(33,517.06)	101%
Back Tax	-	44,596.10	N/A
Motor Vehicle Tax	433,545.00	307,255.53	71%
Recreational Vehicle Tax	3,975.00	3,045.66	77%
16/20M Vehicle Tax	1,677.00	800.33	48%
In Lieu of Tax	1,440.00	569.77	40%
Watercraft Special Tax*	2,259.00	-	0%
Commercial Vehicle Fees	14,701.00	12,317.02	84%
Refund-Fringe Benefits-Foundation	35,092.00	29,960.65	85%
Refund-Fringe Benefits-Friends	19,246.00	19,202.95	100%
Refund-Fringe Benefits-Shawnee Cty	15,723.00	9,712.44	62%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	83.32	0%
Retiree Payments BC/BS	12,223.00	15,611.10	128%
Interest on Idle Funds	6,000.00	29,211.81	487%
	<u>\$ 3,108,822.00</u>	<u>\$ 2,956,358.71</u>	95%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 6,777.00	\$ 6,478.20	96%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	646,275.00	460,058.32	71%
Ks Public Employees Retirement Sys	803,259.00	622,862.29	78%
Worker's Compensation	76,100.00	57,319.85	75%
Unemployment Tax	8,448.00	7,251.55	86%
Health/Dental Insurance	2,236,385.00	1,412,339.35	63%
Contingency/Fund Balance	350,000.00	-	0%
	<u>\$ 4,131,049.00</u>	<u>\$ 2,569,722.56</u>	68%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 9/30/19	\$ -	\$ 1,695,242.88	

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

CAPITAL IMPROVEMENT

Balance 01/01/19	\$ 1,833,380.82
Revenue:	
Interest received	14,772.59
	<u>\$ 14,772.59</u>
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	653,850.00
	<u>653,850.00</u>
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 9/30/19	\$ 1,194,303.41

STATE AID

Balance 01/01/19	\$ -	\$ 35,331.31
Revenue:		
State Aid	49,628.67	-
	<u>\$ 49,628.67</u>	<u>\$ 49,628.67</u>
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	53,000.00	35,667.31
	<u>\$ 53,000.00</u>	<u>\$ 35,667.31</u>
Unencumbered Balance 9/30/19		\$ 49,292.67

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

9/30/19

	<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	1,419,378.10	97%
Revitalization Rebates	(18,640.00)	(18,898.32)	101%
Back Tax	-	23,383.84	N/A
Motor Vehicle Tax	177,674.00	128,708.02	72%
Recreational Vehicle Tax	1,629.00	1,262.59	78%
16/20M Vehicle Tax	687.00	755.31	110%
In Lieu of Tax	714.00	321.27	45%
Watercraft Special Tax*	926.00	-	0%
Commercial Vehicle Fees	6,025.00	5,485.16	91%
Interest on Idle Funds	2,200.00	26,370.20	1199%
	<u>\$ 1,634,682.00</u>	<u>\$ 1,586,766.17</u>	97%
<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 9/30/19	\$ -	\$ 745,547.17	

* 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 September 30, 2019

Capital Improvement Funds-VisionBank

\$ 1,503,789.92 at 1.19% (money market account)

Municipal Investment Pool

\$ 4,923,603.57 Operating funds in "overnight pool"*;
available for transfer whenever needed

4,000,000.00 General fund; 30-day 9/20/19 at 1.67%;
_____ maturity 10/21/19

\$ 8,923,603.57

* rates vary by day - average September 1-30, 2019 was 1.6282%.

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 September 30, 2019

Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
21501	0	9/13/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,957.57	-98547
21502	0	9/13/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,871.73	-98547
21521	0	9/13/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 33.74	-98547
21503	0	9/13/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,880.73	-98547
21504	0	9/13/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,880.73	-98547
21503	0	9/13/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,415.53	-98547
21504	0	9/13/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,415.53	-98547
21514	0	9/13/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98547
21518	0	9/13/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 834.31	-98547
41000	313	9/13/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,977.79	-98547
41000	313	9/13/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 375.84	-98547
			<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 84,874.68	-98547 Total
21505	0	9/13/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,839.32	-98545
21516	0	9/13/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,913.56	-98545
21517	0	9/13/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,139.89	-98545
21524	0	9/13/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98545
21513	0	9/13/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 907.89	-98545
			<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,990.22	-98545 Total
21501	0	9/27/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,402.43	-98539
21502	0	9/27/2019	PAYCOM PAYROLL LLC	State W/H	\$ 11,035.58	-98539
21521	0	9/27/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 30.40	-98539
21503	0	9/27/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,106.13	-98539
21504	0	9/27/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,106.13	-98539
21503	0	9/27/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,468.45	-98539
21504	0	9/27/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,468.45	-98539
21514	0	9/27/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98539
21518	0	9/27/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 826.57	-98539
41000	313	9/27/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,952.82	-98539
41000	313	9/27/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 374.10	-98539
			<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 86,002.24	-98539 Total
21515	0	9/27/2019	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 28,255.57	-98538
21515	0	9/27/2019	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 129,476.27	-98538
21515	0	9/27/2019	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 2,215.32	-98538
					\$ 159,947.16	-98538 Total
21505	0	9/27/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,990.83	-98537
21516	0	9/27/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,138.09	-98537
21517	0	9/27/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,165.15	-98537
21524	0	9/27/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98537

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2019

Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
			<i>Remittance of pension benefit contributions& optional group life premiums</i>		\$ 50,483.63	-98537 Total
41000	325	9/13/2019	RESERVE ACCOUNT	Deposit to postage reserve act	\$ 30,000.00	-98532
					\$ 30,000.00	-98532 Total
41000	736	9/12/2019	SENNE & CO INC	<i>Circ Plz/Lrning Ctr Reno</i>	\$ 55,384.94	11656
41000	743	9/12/2019	SENNE & CO INC	<i>Claire's Courtyard Constr</i>	\$ 76,645.55	11656
41000	743	9/12/2019	SENNE & CO INC	<i>Change Order #2</i>	\$ 41,776.00	11656
					\$ 173,806.49	11656 Total
41000	735	9/19/2019	KANSAS BOOK FESTIVAL	Festival sponsorship	\$ 5,000.00	11658
			<i>Event sponsorship - paid from non-bugeted funds</i>		\$ 5,000.00	11658 Total
21512	0	9/6/2019	DELTA DENTAL OF KANSAS, INC	<i>EE September Premiums</i>	\$ 2,812.52	94218
21512	0	9/6/2019	DELTA DENTAL OF KANSAS, INC	<i>ER September Premiums</i>	\$ 10,360.23	94218
21512	0	9/6/2019	DELTA DENTAL OF KANSAS, INC	<i>Retiree September Premiums</i>	\$ 249.09	94218
					\$ 13,421.84	94218 Total
41000	260	9/12/2019	PEOPLES/COMMERCIAL INSURANCE	<i>4th qtr workers comp ins</i>	\$ 13,217.00	94257
					\$ 13,217.00	94257 Total
41000	351	9/12/2019	WESTAR ENERGY	<i>Electric Service</i>	\$ 35,462.25	94266
					\$ 35,462.25	94266 Total
41000	310	9/19/2019	COREFIRST BANK & TRUST	ALL- ACCESS	\$ (149.00)	94272
41000	320	9/19/2019	COREFIRST BANK & TRUST	Performance Tool W5193 47	\$ 127.50	94272
41000	320	9/19/2019	COREFIRST BANK & TRUST	Custom Leathercraft 15 Po	\$ 32.95	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Joseph's Big Ride -softco	\$ 39.80	94272
41000	420	9/19/2019	COREFIRST BANK & TRUST	glass whiteboard	\$ 379.77	94272
41000	420	9/19/2019	COREFIRST BANK & TRUST	flip chart	\$ 586.46	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	bob ross bingo	\$ 21.99	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	bob ross art of chill	\$ 18.95	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	happy little accidents ga	\$ 16.69	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	afro wig	\$ 44.35	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	bob ross cutout	\$ 44.99	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	bob ross bobblehead	\$ 7.56	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	bob ross coloring book	\$ 10.17	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	bob ross by number	\$ 8.96	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	bob ross lanyard	\$ 8.95	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	happy little accidents bo	\$ 10.73	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Guitar	\$ 899.00	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	guitar strap	\$ 11.99	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	AmazonBasics Sketch kit	\$ 20.49	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Adult Coloring Book Set	\$ 22.95	94272

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2019

Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
41000	330	9/19/2019	COREFIRST BANK & TRUST	STK 20-pk Magic Sponge	\$ 8.95	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	320-pk Gel Pen Set	\$ 25.99	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	40-pk Dry Erase Markers	\$ 16.99	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	ProController for Wii U G	\$ 39.98	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Library Lion	\$ 13.59	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Kitchen Timer	\$ 11.99	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Breeder Box	\$ 10.99	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Venus Flytrap	\$ 11.98	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	shipping for Venus Flytra	\$ 10.99	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	friendship bookmarks	\$ 25.58	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	teamwork bookmarks	\$ 25.58	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	fun express bookmarks	\$ 18.16	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	rubber bands	\$ 5.49	94272
41000	326	9/19/2019	COREFIRST BANK & TRUST	business cards	\$ 13.28	94272
41000	325	9/19/2019	COREFIRST BANK & TRUST	shipping & handling estim	\$ 9.32	94272
41000	326	9/19/2019	COREFIRST BANK & TRUST	book labels	\$ 262.70	94272
41000	325	9/19/2019	COREFIRST BANK & TRUST	shipping & handling estim	\$ 11.00	94272
41000	320	9/19/2019	COREFIRST BANK & TRUST	Intel Compute Stick	\$ 133.43	94272
41000	326	9/19/2019	COREFIRST BANK & TRUST	business cards	\$ 20.63	94272
41000	325	9/19/2019	COREFIRST BANK & TRUST	shipping & handling estim	\$ 10.56	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	small terrarium	\$ 11.69	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	mini terrarium	\$ 4.19	94272
41000	320	9/19/2019	COREFIRST BANK & TRUST	APC UPS 650	\$ 296.00	94272
41000	420	9/19/2019	COREFIRST BANK & TRUST	1 in Nitto Tape	\$ 54.06	94272
41000	420	9/19/2019	COREFIRST BANK & TRUST	rolling library book cart	\$ 759.96	94272
41000	320	9/19/2019	COREFIRST BANK & TRUST	TRENDnet USB to Serial	\$ 34.80	94272
41000	320	9/19/2019	COREFIRST BANK & TRUST	iPhone Case	\$ 119.92	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Invasion of the Overworld	\$ 6.76	94272
41000	420	9/19/2019	COREFIRST BANK & TRUST	Fith-Discipline-Fieldbook	\$ 379.00	94272
41000	420	9/19/2019	COREFIRST BANK & TRUST	Headphones	\$ 247.50	94272
41000	420	9/19/2019	COREFIRST BANK & TRUST	Earbuds	\$ 245.00	94272
41000	310	9/19/2019	COREFIRST BANK & TRUST	Soundtrack your brand	\$ 26.99	94272
41000	320	9/19/2019	COREFIRST BANK & TRUST	Infinite Peripherals CS-T	\$ 83.99	94272
41000	320	9/19/2019	COREFIRST BANK & TRUST	Infinite Peripherals Infi	\$ 396.84	94272
41000	320	9/19/2019	COREFIRST BANK & TRUST	429-AAJV - Tray load DVD	\$ 44.18	94272
41000	320	9/19/2019	COREFIRST BANK & TRUST	PRINT CORE 0.25	\$ 229.90	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Breakout EDU Kit	\$ 150.00	94272

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2019

Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
41000	330	9/19/2019	COREFIRST BANK & TRUST	platform access	\$ 300.00	94272
41000	420	9/19/2019	COREFIRST BANK & TRUST	Clorox Wipes Value Pack	\$ 129.80	94272
41000	320	9/19/2019	COREFIRST BANK & TRUST	Admin Menu Editor Pro	\$ 60.18	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	pipSquiz Loops	\$ 9.95	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Lalaboom 30 piece set	\$ 19.95	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Dimpl Duo	\$ 24.95	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	Dimpl	\$ 12.95	94272
41000	330	9/19/2019	COREFIRST BANK & TRUST	shipping	\$ 0.25	94272
41000	310	9/19/2019	COREFIRST BANK & TRUST	Happiness audio file	\$ 22.00	94272
41000	420	9/19/2019	COREFIRST BANK & TRUST	Shipping (PO 191743)	\$ 68.30	94272
41000	700	9/19/2019	COREFIRST BANK & TRUST	Shopsmarter.com	\$ 11.94	94272
			<i>Miscellaneous online orders paid by credit card</i>		\$ 6,603.48	94272 Total
41000	313	9/19/2019	ENGEL LAW, PA	2019 Legal Services	\$ 5,623.20	94280
					\$ 5,623.20	94280 Total
41000	312	9/19/2019	PITNEY BOWES INC.	Lease #0040766462	\$ 3,366.96	94291
41000	312	9/19/2019	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	94291
				<i>2019 approved operating budget - contracted equipment</i>	\$ 5,965.50	94291 Total
41000	311	9/27/2019	JOHNSON CONTROLS, INC.	Metasys System Upgrade	\$ 29,636.00	94311
				<i>2019 approved operating budget - required upgrade to existing system (sole source)</i>	\$ 29,636.00	94311 Total
23800	0	9/27/2019	LIBRARY FURNITURE INTERNATIONAL INC	10 shelving units	\$ 6,869.00	94316
				<i>2018 approved operating budget - shelving for new circulation plaza</i>	\$ 6,869.00	94316 Total
41000	310	9/27/2019	STACKMAP INC	Stackmap subscription	\$ 8,995.00	94322
				<i>2019 approved operating budget - annual software maintenance/support</i>	\$ 8,995.00	94322 Total
23800	0	9/27/2019	CAM-DEX SECURITY CORP.	Upgrade Access Control	\$ 6,126.00	94328
				<i>RFP was posted and Board approved on September 20, 2018</i>	\$ 6,126.00	94328 Total
					\$ 773,023.69	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

October, 2019

Library News and Project Updates

Dolly Parton's Imagination Library –

As of September 30, there are 5,379 children registered; recall that earlier in the month, that total was 5,288 children registered in Topeka and Shawnee County. We are now at 49% of the children between birth and five. A total of 1,873 children have graduated, i.e. aged out of the program since its inception in 2017. Our liaison with the DPIL program continues to tell us that we should be very pleased with this rate of registration in less than three years.

Last month Nancy Lindberg and I reviewed our financials for DPIL to confirm that we have a plan for financial sustainability. This month we met with the United Way and a Kansas Health Foundation representative to review our model for fundraising and registration. We showed the KHF that its three-year grant totaling \$228,000 will make a significant difference in getting to the \$1 million goal we have set for ourselves. I'm excited to tell you that thanks to the fundraising efforts of both organizations, we are very close to that goal. We will be reviewing the DPIL finances with you at this meeting.

Health Insurance Update

Please see Chief of Human Resources Jesse Maddox's attached report. Good news on our utilization and costs for FY2020.

Agenda Items

Bid Approval for Community Center Computer Purchase

We have been waiting to replace the existing computers in the community centers until Shawnee County Parks and Recreation Department agreed to upgrade the public Internet connections. I indicated to them we were not willing to buy new computers unless this occurred since response time was slow and usage of them had declined because of user frustration and dissatisfaction. That upgrade has occurred.

The current computers are the original ones we installed at the beginning of our agreement with the County and are now six years old. Our goal as always is to have a standard hardware/software/security platform so that we can provide efficient technical support. A reminder that per our MOU with Shawnee County, it pays for one-half of the compensation for one of the library's computer technician positions to provide weekly support for all six community center locations.

One additional note: As you review the bid sheet you will see that we are not accepting the lower, eligible bid for a specific reason. That is a lack of compatibility with the Noble Locking Plate anti-theft system that is used to attach the all-in-one computers to the furniture in the community centers. We made this decision in consultation with Shawnee County Parks and Recreation at the beginning of this project. Sometimes, certain decisions can have a long-term impact on costs and we will be aware of this as we continue this project and initiate other technology bids.

Bid Approval for Audit Services

The Board has directed that the CFO solicit bids for annual auditing services every three years. Kim Torrey has done so and the results and recommendation are in your board packet. Please see the resolution sheet for details and fiscal notes.

Request for FY2020 Friends of Library Funding

This is the request submitted to the Friends of TSCPL each year. During the development of the FY2019 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition, gallery exhibits, and other projects including Dolly Parton's Imagination Library and Strategic Planning Implementation.

Please see the resolution sheet for details and the fiscal note. Note that the Friends have increased their distribution by \$5000 from FY2019.

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

This MOU is essentially the same agreement we have with the Topeka School District.

When we began the TSCPL@School library card campaign with Shawnee Heights School District, it was our first experience with working with a school district at this scale. It was a pilot project and we embarked on it with a handshake.

This agreement is meant to address the improvements we've made to the registration process. It also includes lessons learned that we need the school board's support & permission for how we work together to determine the effectiveness of the program. That includes data analysis and engagement with the faculty and students.

Library attorney Chuck Engel reviewed the agreement and the Shawnee Heights School Board has already voted to approve it. Please see the resolution sheet for additional background information.

Stormont Vail Health Campus Re-Design – Discussion

Per the request of the Board after Dr. Kenagy's presentation at the September board meeting, There will be an opportunity for trustees to discuss Stormont-Vail Health's pending expansion plans. In your packet is the handout Dr. Kenagy shared with us at last month's meeting. Please also see Chair Liz Post's goals for the discussion. She says, *"I would like to see us have a robust discussion of pros and cons of the Stormont Vail plan and how it will impact the Library. At the conclusion of the discussion, I would like to have a consensus that we can pass on to the Stormont Vail CEO."*

Board Development – Discussion (Scheduled for the November Board Meeting)

Chair Liz Post's memo and board comments made during the CEO Evaluation process were emailed out under separate cover and are in your packet. Please review it in preparation for the **November** meeting.

Professional Activities/Community Contacts

September 16	Facilitated strategic planning session retreat for YWCA of NE Kansas
September 17	Attended Intergovernmental Cooperation Council
September 18	Met with Kerrice Mapes, owner of sevenightfive magazine and freelance marketing director to discuss how to present and promote special events like Cocktails in the Courtyard
September 19	Attended BOT meeting
September 24-27	Vacation
October 1	Met with Andy Fry of the Topeka Cycle Project regarding the <u>Strong Towns</u> meeting the library is co-sponsoring on Oct. 28
October 3	Met with the Kansas Health Foundation (KHF) and the United Way of Greater Topeka to discuss the Dolly Parton's Imagination Library program model and a grant opportunity that KHF is offering to the Topeka community to improve early childhood literacy efforts
October 7	Met with Trustee Executive Committee
October 8	Grand Opening of Claire's Court – MC'd and presented dedication remarks, which is attached to this report for trustees who were unable to attend.
October 9	Attended Kansas Children's Service League Business Leadership Partners Breakfast
October 10	Webinar Presentation for LibraryWorks entitled <i>Librarian Evolution</i> (The library receives about 10% of proceeds from this fee-based webinar series, which will go The Library Foundation for Dolly Parton's Imagination Library.)

In Process

Holiday Décor

We are working with Porterfield's Flowers and Gifts on a proposal to provide professional décor for the library for the winter season. Given the significant investment we have in the building remodel and enhancements and the upcoming 150th anniversary celebrations, I felt it was appropriate to discontinue our DIY approach to this.

My intent is to pay for this out of the Undesignated Funds received annually from The Library Foundation and that tax monies will not be used for this purpose. These decorations are expected to last for several years and will have a winter theme, rather than a Christmas or other specific holiday reference. You may expect to see the payment for decorations and services in the November board packet.

What I'm Reading

Strong Towns: A Bottom-Up Revolution to Rebuild American Prosperity

by Charles L. Marohn, Jr. (Wiley, 2020)

"Strong Towns: A Bottom-Up Revolution to Build American Prosperity is a book of forward-thinking ideas that breaks with modern wisdom to present a new vision of urban development in the United States. Presenting the foundational ideas of the Strong Towns movement he co-

founded, Charles Marohn explains why cities of all sizes continue to struggle to meet their basic needs, and reveals the new paradigm that can solve this longstanding problem."--Amazon.

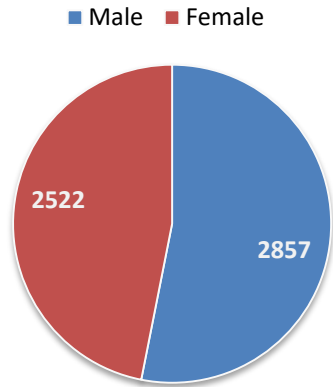
I am reading this book in preparation for the program that the author will present on October 28. I think this is an interesting alternative approach to community betterment and perhaps offers ways to improve the Momentum 2022 planning process. I encourage you to consider attending.

Gina Millsap
Chief Executive Officer
Topeka and Shawnee County Public Library 10/10/19

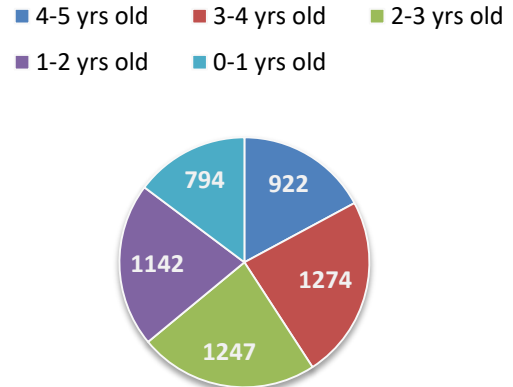
Number of children currently enrolled: **5,379**

Number of graduated children: **1,873**

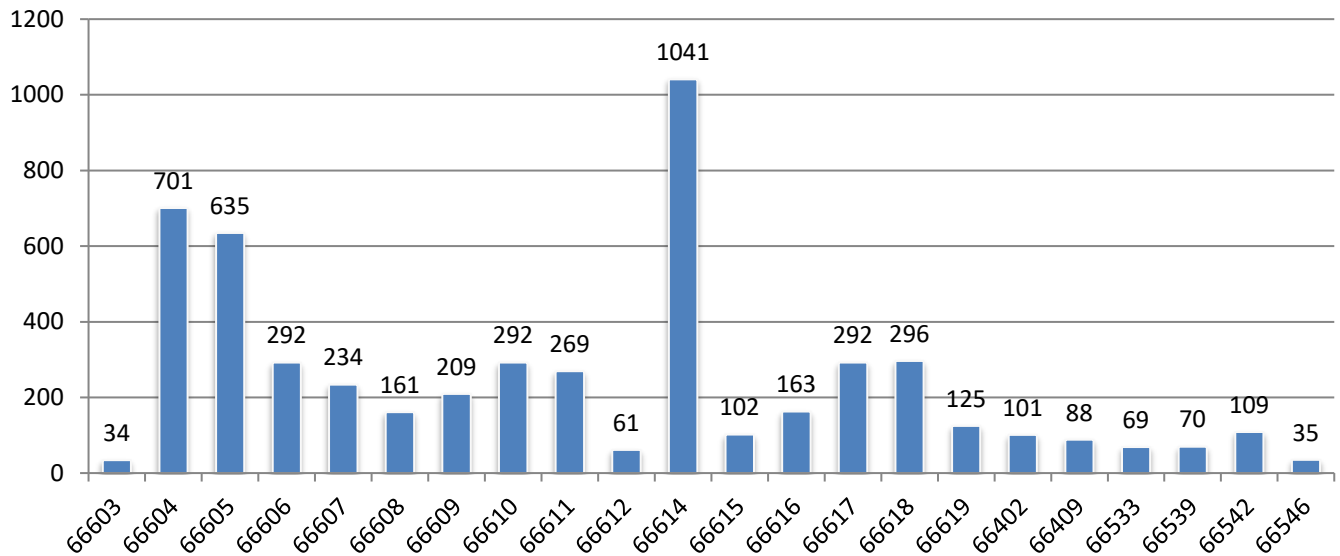
Sex of Participants



Age of Children

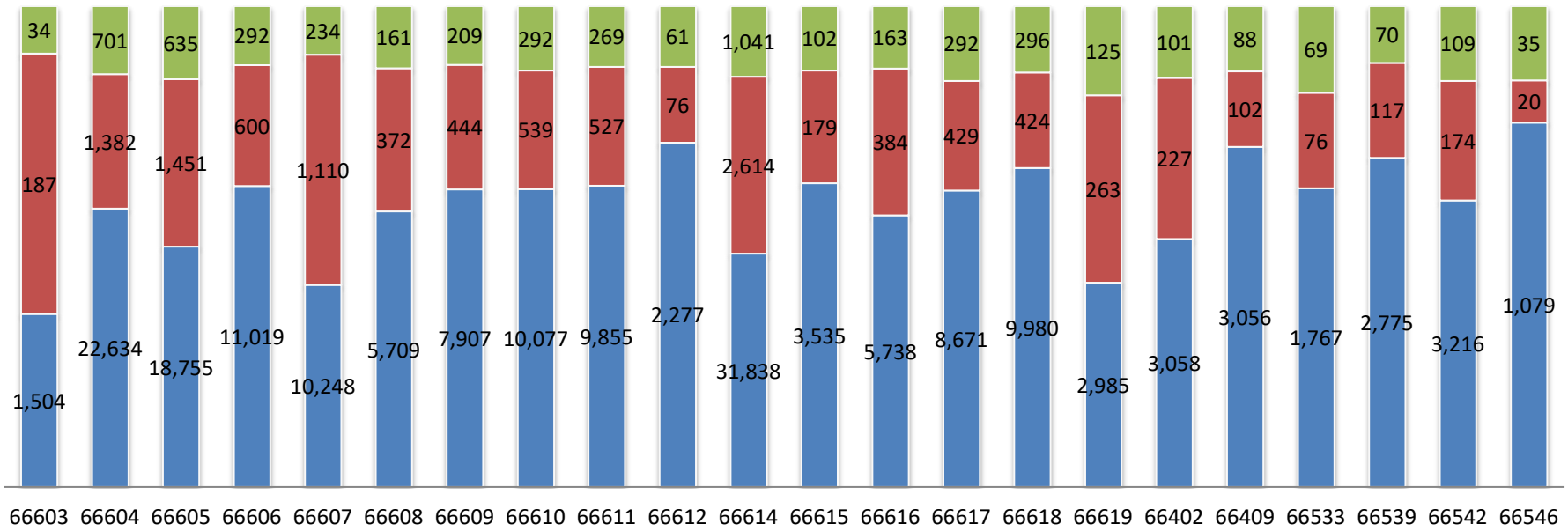


Zip Codes of Children

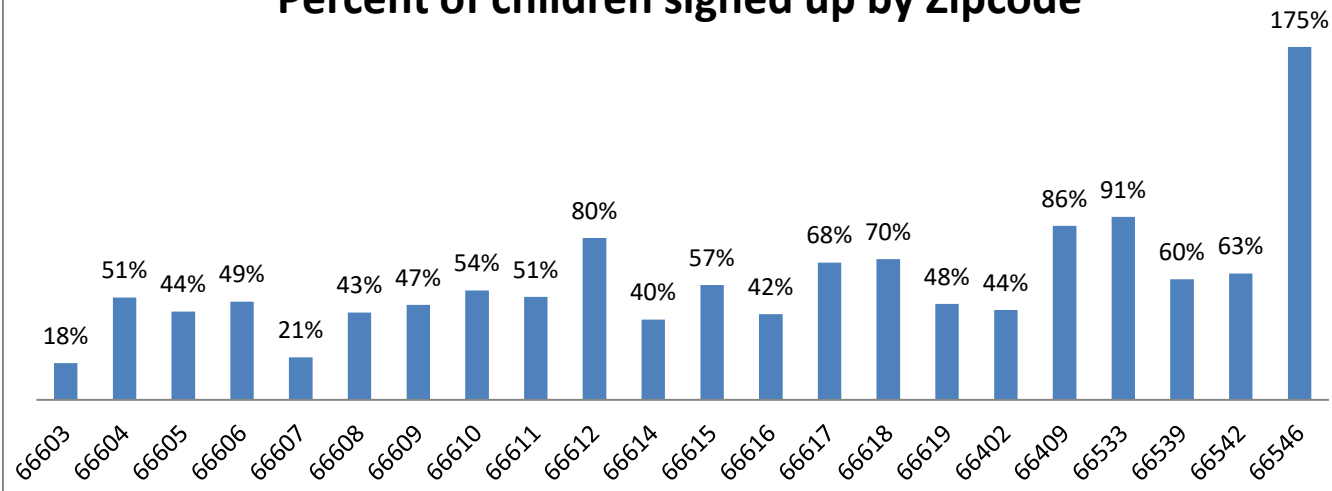


September 2019 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



Data Source: 2017 ACS 5-Year Population Estimate

Health Insurance:

Great news to share! As we expected, our loss ratio numbers came back in great shape which resulted in a decrease in most premiums and a slight increase in a few for our Health Insurance Plans.

In 2018 our loss ratio for the 12 month review period (August 2017 to July 2018) was 57% resulting in an average decrease of 8.7% for the PPO plan and 5.5% for the QHDHP for plan year 2018.

In 2019 our loss ratio for the 12 month review period (August 2018 to July 2019) was 63%. This resulted in an average increase of 0.35% for the PPO plan and an average decrease of 2.35% for the QHDHP for plan year 2020. While the loss ratio for 2019 was 6% higher than 2018, a 63% loss ratio is still very good. The 63% loss ratio is still 60% less than the 123% loss ration from 2017.

No significant plan changes were made for plan year 2020.

Qualified High Deductible Health Plan (QHDHP):

The largest decrease last year occurred with the PPO plan. However, this year the largest decrease occurred with the QHDHP.

For the QHDHP the rates went down between 1.5% and 3.6% depending on the level of coverage with the largest decrease being for employee/child coverage.

	Employee Only	Employee/Child	Employee/Spouse	Family
Option A - QHDHP	-1.5%	-3.6%	-1.5%	-2.8%

Traditional Preferred Provider Organization (PPO) Buy-up Plan:

There was a slight increase in a few of the plan options for the PPO. The employee only and employee/spouse plans went up 1.2% while the employee/child decreased 0.9% and the family plan decreased 0.1%.

	Employee Only	Employee/Child	Employee/Spouse	Family
Option B - PPO	+1.2%	-0.9%	+1.2%	-0.1%

We are off to a good start for the current rating period. For the first two months of our rating period for plan year 2020 our loss ratio is at 50%. At this point last year our loss ratio was at 54%.

Dental Insurance:

As expected, there was a 6% increase in dental rates for plan year 2020.

There were a few plan enhancements of note. Employees and covered dependents now have unlimited cleanings. Our plan already provided four cleanings per year, but now has improved to unlimited cleanings.

Additionally, Delta Dental has started the Right Start 4 Kids program which removes the cost barriers for dental care by providing children 12 and under 100% coverage, with no deductible, for all services covered under the plan, excluding orthodontics, when an in-network dentist is seen.

Grow Health Care, Grow Topeka

Stormont Vail Health is proposing a \$60 million investment in Topeka to improve the health of our community.

Project Summary:

As part of Stormont Vail Health's strategic and long-term design for its hospital campus, we intend to create an improved campus configuration that will serve the growing health care needs of our city and region. The first and pivotal step of this plan is a new hospital entrance at S.W. 10th Street and Washburn Avenue. This change allows Stormont to shift the entrance of the campus, develop a safer and improved access for patients and visitors to the campus and provide the long-term flexibility to develop additional medical and health care facilities to serve 283,000 (and growing) individuals every year.



New Front Entrance

The design and aesthetic of the new entrance creates an impressive addition to the 10th Street corridor, aligning to the already architecturally and visually appealing landmarks of the Kansas Capital, Topeka High School, the Topeka and Shawnee County Public Library. It also distinguishes the city's medical and health care corridor, appropriately elevating the image of the facility to match Stormont's clinical quality and expertise as the region's premier health system.

As part of this initial project and a critical component of the campus vision, Stormont has requested from the city the ability to close Washburn from S.W. 8th Street to 10th Street, the portion of the road that travels through our campus, and reroute this traffic to S.W. Lane. Initial traffic studies indicate minimal disruption to the current traffic flow, with the majority of current vehicle and pedestrian traffic being that of Stormont Vail employees. The closure allows for a more efficient and safer design of the front entrance, and will remove barriers for the future development of the campus' hospital expansion and new medical facilities.

It is also essential for the future growth and viability of Stormont Vail Health. In many ways, our campus is inefficient and challenging to navigate. By reconfiguring the campus, we are able to gain needed efficiencies that can generate savings that are reinvested in the community. The ability to evolve our facilities to create a destination health care campus will ensure we are positioned successfully as the landscape for health care services continues to change.

The total planned campus investment, including the front entrance project, will be approximately \$60 million in the next 10 years. This will allow for expanded services, additional jobs within the community and aligns with the Momentum 2022 efforts to revitalize our city. To affirm the value of this investment, the Kansas Hospital Association's 2019 study, "The Importance of the Health Care Sector to the Kansas Economy," estimates gross impact of the health care sector as it relates to local economic development, specifically how health care attracts and retains business, attracts and retains retirees, and creates local jobs. Based on this study, here are the estimates of Stormont Vail's impact on Topeka and Shawnee County in 2018:

1. We employ approximately 5,000 individuals with an annual payroll of \$440 million, which increases approximately 4 percent annually. For every \$1 of direct labor income, \$0.59 is generated in other sectors. In short, Stormont influences approximately \$260 million of additional income throughout the region.
2. For every health sector job, there is a ripple effect for other jobs in other industries. Our 5,000 positions impact another 9,550 jobs around our region. The strength and growth of the second largest local employer will continue to multiply the jobs throughout the region.

About Stormont Vail Health

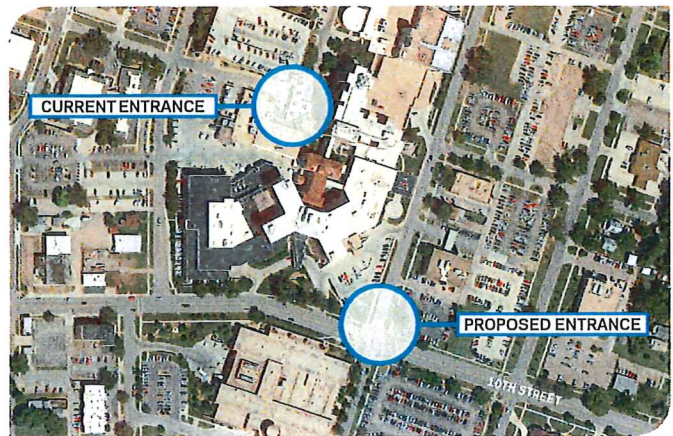
Stormont Vail Health is the premier independent, not-for-profit regional health system serving Eastern and Central Kansas communities **caring for 283,000 unique patients annually**. Our mission is to work collaboratively to improve the health of the communities we serve. We are governed by a local board of directors who represent Topeka and our region. In 2018, we **generated \$750 million in net revenue**, a \$100 million increase from 2017. As a local, not-for-profit health system, the revenue and profit we generate are reinvested in our local community and the region we serve.

Stormont Vail Hospital is a licensed 586-bed tertiary care facility, with the region's only Level III NICU and Level II Trauma Center. We have approximately **25,000 hospital discharges** and approximately **65,000 emergency department** visits annually. We are a member of the Mayo Clinic Care Network, allowing our medical staff access to colleagues within Mayo Clinic for eConsults and clinical collaboration. In addition, we pride ourselves in being recognized three times as a Magnet organization by the American Nurses Credentialing Center.

The foundation of our health system is our physician leadership and the Cotton O'Neil medical group. Today, Cotton O'Neil Clinic is one of the largest and most reputable, multi-specialty medical groups in Kansas, with **almost 500 employed providers** delivering exceptional care at Stormont Vail Hospital and **28 ambulatory locations**. We have a broad footprint of practice locations in Topeka as well as Manhattan, Emporia and several rural communities. In addition, we serve many communities through our **94 outreach clinics in 18 different specialties**. We have an excellent recruitment and retention rate and on average welcome 20 physicians to Cotton O'Neil every year. In 2015, we established the Cotton O'Neil ACO, LLC, and currently have 69,000 attributed patients under our population health management.



Campus Development - Phase I



Birds Eye View of New Entrance



Future Campus Development



MAYO CLINIC
CARE NETWORK



Member



Dedication Remarks for Claire's Courtyard Tuesday, October 8, 2019

We're here today to thank and recognize Dr. Glenn and Claire Swogger for their generous gift that created this beautiful space called Claire's Courtyard. I am honored that Glenn asked me to say a few words that convey the remarkable, unique, and beloved woman that Claire was.

Claire Schubert Swogger was a phenomenal woman. Why use that word? Phenomenal. I could use others – lovely, smart, brave, funny, talented, empathetic; but I think this word encapsulates all those traits and more because it means remarkable, extraordinary, amazing, exceptional. And she was all those things.

Just ask her husband.

She was that to Glenn and to many people who had the opportunity to know her. I met Claire near the end of her life and was struck by her wry sense of humor, her way of making an instant connection, and her delight in meeting people.

Claire and Glenn had a 60-year love affair. He adored her and adores her still. We all hope that our spouses speak of us with the love, respect, and admiration he has for his Claire.

Claire was born in Ragnit, East Prussia in 1926. Her father served in the army in both world wars. She inherited much of her strength and daring from her mother, who was also a phenomenal woman. With her husband in a Polish labor camp, she took her children and fled the Russian army. They settled in a small town near Basel, Switzerland, which is in the heart of Europe and the center of the border triangle of three countries -- France, Germany, and Switzerland.

Glenn shared this passage from author and playwright Wolfgang Borchert that describes the feelings experienced by the young people of Europe at that time. *"We are the generation disconnected, without roots. We are the generation without blessings, without a homeland, without closure. our youth is without*

youth. And we are the generation without limits, without restraint, without guidance..."

Understanding that Claire needed opportunities she would not have at home, her mother encouraged her to emigrate by herself to the United States in the 1950's. Imagine the courage it took for a mother to send her daughter to a foreign country and for that daughter to set out on her own.

And that's how she came to live in the United States and marry a guy from Kansas.

Claire and Glenn met during his last year of medical school. They decided to get married and live in New York. They wanted to be independent, so they lived on Glenn's \$26 a week salary and on Claire's more substantial salary as a secretary and dispatcher for a trucking company.

As the saying goes, "An intern lives by the sweat of his frau." I stole that line from Glenn.

It was in New York that Claire found her calling as an artist. She made collages for their apartment, created original works of pottery, and began to experiment with photography. Her ability to make connections with people enhanced her eye for great pictures and led to her to become a prize-winning portrait photographer.

From the homeless men of the Bowery to children and families in Afghanistan, Egypt, Australia, and other countries and continents, she gained her subjects trust and captured their souls in her portraits. Glenn says that, "her photos became records of involvement and interaction with people, not just of them."

And as she had married into a banking family, she discovered she had a talent for marketing, selecting TV ads for the Kaw Valley Bank and participating in strategy meetings where she held her own with seasoned bank executives.

She made their home beautiful and welcoming with art and celebrated the Christmas season by sharing German Christmas traditions and music with guests.

As Glenn says, “In short, Claire blessed everything she touched – especially her husband.”

Glenn decided to honor Claire by investing in this library as a place that celebrates how she lived her life through learning, literacy, the arts, and creating that community place that welcomes everyone.

I think it’s only right to conclude with a literary reference that celebrates the wonderful woman she was.

This is an excerpt from a Maya Angelou poem called *Phenomenal Woman*.

Phenomenal Woman
BY MAYA ANGELOU

I walk into a room
Just as cool as you please,
And to a man,
The fellows stand or
Fall down on their knees.
Then they swarm around me,
A hive of honey bees.
I say,
It’s the fire in my eyes,
And the flash of my teeth,
The swing in my waist,
And the joy in my feet.
I’m a woman
Phenomenally.
Phenomenal woman,
That’s me.

Now you understand
Just why my head’s not bowed.
I don’t shout or jump about
Or have to talk real loud.
When you see me passing,

**It ought to make you proud.
I say,
It's in the click of my heels,
The bend of my hair,
the palm of my hand,
The need for my care.
'Cause I'm a woman
Phenomenally.
Phenomenal woman,
That's me.**



PLA 2020 CONFERENCE NASHVILLE

PUBLIC LIBRARY ASSOCIATION | FEBRUARY 25-29

With a record-breaking number of program submissions, the PLA 2020 Conference is sure to leave you with the knowledge, confidence, resources, support, and inspiration to bring change back to your library. That's in addition to the new people you'll meet and variety of entertainment you'll enjoy—it's in Music City after all! Most conference events will take place in the heart of downtown, just steps from famous honky-tonks, award-winning music venues, museums, and Nashville's much-lauded culinary scene. Join us in Nashville to do more than develop new skills and talk about how far our libraries have come—be a part of inventing what comes next.

Registration is Now Open!

Public Library Association (PLA) and Tennessee Library Association (TLA) personal members get exclusive access to the Early Bird discount through December 20, 2019. Not a [PLA](#) or [TLA](#) member? Join today and **save \$280** on your PLA 2020 Conference registration!

Non-PLA/TLA members can take advantage of the advanced registration rate through January 31, 2020.

Conference registration is required to book housing, so reserve your room at the same time if registering online. [Review our list of hotels.](#)

Three Easy Ways to Register for PLA 2020!

Click to...

[REGISTER ONLINE](#)

Reserve your hotel at the same time!

Credit cards only.

[REGISTER BY MAIL](#)

Mail your completed form with payment to:

PLA 2020/Experient

5202 Presidents Court, Ste. G100

Frederick, MD 21703

Credit cards, checks, and purchase orders only.

[REGISTER BY FAX](#)

Fax your completed form to:

301-694-5124

Credit cards and purchase orders only.

Please note: PLA Conference is a professional event. It is not open to the public.

If you're an exhibitor, please visit [Exhibitor Registration and Housing](#).

Want to add a preconference or special author event?

A preconference or author event can be added during or after registration. If you have already registered for the conference and want to add an event, log into your existing registration, or contact Experient at pla@experient-inc.com or 800-424-5249 (U.S. and Canada)/847-996-5829 (all other countries). Experient representatives are available Monday–Friday, 8:00 AM–5:00 PM Central.

Do you need to register multiple staff with a single payment?

If your organization needs to register multiple staff with a single purchase order, check, or credit card transaction, please contact Lian Drago at ldrago@ala.org.

Questions or problems regarding registration or housing?

Contact Experient at pla@experient-inc.com or 800-424-5249 (U.S. and Canada)/847-996-5829 (all

other countries). When prompted, callers should press “02” for February, and then “6” for the Public Library Association Conference. Experienced representatives are available Monday–Friday, 8:00 AM–5:00 PM Central.

Full Conference Registration

Your full conference registration includes:

- Entry to the Opening and Closing General Sessions
- Entry to the Big Ideas sessions offered each morning
- Access to more than 100 educational programs curated for, and by, public library professionals just like you
- Access to the Exhibits Hall Wednesday, February 26 through Friday, February 28
- Food and drinks at the Exhibits Opening Reception on Wednesday, February 26, Exhibits Closing Reception on Friday, February 28, and All-Conference Reception on Friday, February 28.

Type	Early Bird Rec'd by Dec. 20, 2019	Advanced Rec'd by Jan. 31, 2020	Onsite Rec'd after Jan. 31, 2020
PLA Personal Members TLA Personal Members	\$305	\$350	\$395
ALA Personal Members		\$440	\$485
Retired or Non-salaried PLA Personal Members		\$210	\$230
Nonmembers		\$585	\$625
Full-time Library School Students		\$175	\$200

Single-Day Registration

Type	Advanced Rec'd by Jan. 31, 2020	Onsite Rec'd after Jan. 31, 2020
PLA Personal Members TLA Personal Members	\$270	\$285
ALA Personal Members	\$345	\$360
Retired or Non-salaried PLA Personal Members	\$165	\$185
Nonmembers	\$420	\$435
Full-time Library School Students	\$110	\$120

Preconference Registration

Type	Full Day with Lunch	Full Day, No Lunch	Half Day
PLA Personal Members TLA Personal Members	\$325	\$285	\$195
ALA Personal Members	\$380	\$340	\$250
Nonmembers	\$445	\$405	\$305

Author Event Registration

Type	Cost
Children's Author Breakfast	Free*
Author Lunch	\$60
Audio Publishers Association Dinner	\$80

*The Children's Author Breakfast event is free, but registration is required, and space is limited.

Exhibits-Plus and Exhibits-Only Badges

If you just want a taste of PLA 2020, purchase a special exhibits badge.

Exhibits-Only Badge (\$50): Entitles you to visit the exhibits any time they are open.

Exhibits-Plus Badge (\$95): Entitles you to visit the exhibits any time they are open as well as to attend the Opening Session, the Big Idea Series, the All Conference Reception, and the Closing Session.

Exhibits-Only and Exhibits-Plus badges are available through advanced registration or onsite.

Please note: PLA Conference is a professional event. It is not open to the public.

Please note...

Cancellation Policy

The PLA 2020 Conference is offered on a cost-recovery basis. PLA reserves the right to cancel all or any part of this event if there is insufficient registration or for other reasons. Neither ALA nor PLA is responsible for cancellation charges assessed by the airlines or travel agencies, or other losses incurred due to the cancellation of the workshops. The event's operating hours, schedules, guests, and speakers are subject to change or cancellation without notice.

Attendee Cancellation Policy

All registration cancellations and refund requests for the event, including preconferences and meal events, must be made in writing by Friday, January 31, 2020, and are subject to a \$30 handling fee. No telephone cancellations/refund requests can be accepted. After Friday, January 31, 2020, no requests for refunds will be accepted and no exceptions will be made to the policy. Registrations made after Friday, January 31, 2020 are nonrefundable. Exhibits-Only and Exhibits-Plus badges are nonrefundable. Refunds meeting the above criteria will be processed by Monday, March 30, 2020.

Substitutions of registrations, including preconferences and meal events, are permitted prior to the conference and must be made in writing. No telephone substitution requests can be accepted. Only one substitution is permitted per original registrant. The individual submitting the substitution request is responsible for all financial obligations (any balance due) associated with that substitution. Badge sharing, splitting, and reprints are strictly prohibited. No meal tickets will be sold onsite.

Appropriate Conduct

All participants are expected to observe the rules and behaviors described in the [Statement of Appropriate Conduct](#) in all conference venues, including online venues, and conference social events.

Photographic Images

Registration and attendance at, or participation in, the PLA 2020 Conference constitutes an agreement by the registrant to PLA's use and distribution of the registrant or attendee's image or voice in photographs, electronic reproductions, and video or audio recordings of such events and activities.

Review all [conference policies](#).

Conference Schedule

This multi-day event will offer top-quality education programs, inspirational and entertaining speakers, social events that include author luncheons and networking receptions, and a bustling exhibits hall featuring the latest in products and services.

[More than 120 programs](#)—including full- and half-day preconferences—will highlight innovative work and ideas that address the core challenges facing public libraries and their communities today. Titles and descriptions will be available soon.

Conference At-a-Glance

Schedule is subject to change. (\$) indicates events requiring a separately priced admission.

Day, Date	Time	Event
Tuesday, February 25, 2020	7:30 AM–5:00 PM	Registration Open
	9:00 AM–5:00 PM	Full-Day Preconferences (\$)
	2:00 PM–5:00 PM	Half-Day Preconferences (\$)
Wednesday, February 26, 2020	7:30 AM–6:30 PM	Registration Open
	8:30 AM–1:00 PM	Day in the Community (\$)
	9:00 AM–12:00 PM	Half-Day Preconferences (\$)
	9:30 AM–10:30 AM	Book Buzz: Presented by Booklist
	10:45 AM–11:45 AM	Opening Program
	2:00 PM–3:30 PM	Opening Session
	3:30 PM–6:30 PM	Exhibits Opening Reception
Thursday, February 27, 2020	7:00 AM–8:00 AM	Children's Author Breakfast (\$)
	7:30 AM–5:30 PM	Registration Open

	8:00 AM–9:00 AM	Big Ideas
	9:00 AM–5:00 PM	Exhibits Open
	9:00 AM–10:15 AM	Exhibits Coffee Break
	10:15 AM–11:15 AM	Programs
	11:30 AM–12:30 PM	Programs
	12:30 PM–1:45 PM	Author Lunch (\$)
	2:00 PM–3:00 PM	Programs
	3:00 PM–4:00 PM	Exhibits Coffee Break
	4:00 PM–5:00 PM	Programs
	5:15 PM–6:15 PM	Spark Talks
	6:30 PM–8:30 PM	Audio Publishers Association Dinner (\$)
Friday, February 28, 2020	7:30 AM–4:00 PM	Onsite Registration
	8:00 AM–9:00 AM	Big Ideas with Haben Girma
	9:00 AM–2:00 PM	Exhibits Open
	9:00 AM–10:15 AM	Exhibits Coffee Break
	10:15 AM–11:15 AM	Programs
	11:30 AM–12:30 PM	Programs
	12:30 PM–1:45 PM	Author Lunch (\$)
	1:30 PM–2:00 PM	Exhibits Closing Reception

	2:15 PM–3:15 PM	Programs
	3:30 PM–4:30 PM	Programs
	4:45 PM–5:45 PM	Spark Talks
	6:00 PM–8:00 PM	All-Conference Reception
Saturday, February 29, 2020	8:00 AM–10:00 AM	Onsite Registration
	8:15 AM–9:15 AM	Big Ideas
	9:30 AM–10:30 AM	Programs
	10:45 AM–11:45 AM	Programs
	12:00 PM–1:00 PM	Closing Session

Programs & Handouts

The number one reason public library professionals attend PLA’s biennial conference is for high-quality educational programming that is both practical and relevant to their work. The PLA 2020 Conference offers more than 120 programs—including full- and half-day pre-conferences—specifically curated to challenge, engage, and inspire our attendees. A list of the educational programs is provided below: search by title, keyword, or the speaker's last name, and browse by session date or learning format.

Search option: <https://www.placonference.org/programs.cfm>

Tuesday, February 25	
Session Title	Speaker(s)
9:00 AM - 5:00 PM	
Fostering Dynamic School-Public Library Relationships	Jennifer Lane Stephanie Ham Stephanie Rodriguez James Staub
Library Hackathon: Inspiration, Imagination, Innovation	
Reinventing Strategic Planning for a Deeply Weird World	Peter Bromberg Margaret Sullivan Saundra Thomas Patrick Quattlebaum Marilee Moon
The Person-Centered Approach to Providing Library Services	Jean Badalamenti, MSW Leah Esguerra, LMFT Elissa Hardy, LCSW Debra Keane Sarah Johnson Tiffany Russell
2:00 PM - 5:00 PM	
Developing Your Advocacy Assets	Patricia Rua-Bashir Jillian Rael Sharon Kay Edwards
Building Equity into the DNA of Your Organization	Marcellus Turner Valerie Garrett-Turner

Andrew Harbison
Tom Fay

Digital Literacy: Tools for Teaching, Learning, and Increasing Staff Confidence

Suzanne Wulf
Kevin King
Monica Dombrowski
Chelsea Jordan-Makely

Wednesday, February 26

Session Title

Speaker(s)

9:00 AM - 12:00 PM

Family Engagement Starts at the Top: Leading Your Library

Scott Allen
Mary Jo Giudice

Building CQ: Shaping Culturally Intelligent Libraries

Marla Ehlers

Digital Libraries Meeting the Needs of Their Communities

Laura Cole
Rita Shacklett
Kathleen Tyree
Elizabeth McArthur
Kevin Robertson
Trey Gwinn

Thursday, February 27

Session Title

Speaker(s)

10:15 AM - 11:15 AM

African-American Genealogy Programming

Joshua Beasley

Build Community with an Inclusive Early Literacy Program

Wendy Silver
Raina Tuakoi

Challenging Dementia with Creativity, Collaboration, and Compassion

Heather Ogilvie

Co-Locating Library Branches and New Service Combinations

Karen Danczak Lyons
Kevin Hall
Andy Tinucci
Andrea Telli

Creating a Diverse, Patron-Driven Collection

Sarah Voels
Molly Garrett

Decreasing Barriers to Library Use

Katrina Vernon

Levy Campaigns in a High-Turnout Election

Jim Staley
Mary Altman
Emily Brown
Tommy Hardin

Library's Role in Bridging the Middle School STEM Equity Gap

Jennifer Blenkle

Perspectives on Outreach to Tribal Libraries

Carolyn Petersen
Mary Villegas
Mary Villegas
Janessa Esquivel

Pitching and Producing a Library Podcast

Britta Barrett
Virginia Marshall
Krissa Corbett Cavouras

Serving the Mentally Ill and Promoting Wellness

Susan Lazzari
Jessica Campbell

Social Work Interns at Small and Medium Sized Public Libraries

Chris Ashmore
Sarah Snyder

11:30 AM - 12:30 PM

Database Promotion from the Inside Out

Joanna Milner
Amy Coughenour

Intentional Inclusion: Disrupting Middle Class Bias in Library Programming

E Lane

Library Outreach Re-imagined

Allison Price
Heather Connolly

Promoting Civic Engagement for Teens

Yvette Garcia
Tricia George
Abby Kiesa
Brandon Hill

Serving Immigrants Beyond the Citizenship Corner

Jennifer Songster
Christine Hertzell

Skills for the Accidental Volunteer Coordinator

Becky Blumer
Liza Dyer

Tiny Spaces Bring Big Opportunity

Manya Shorr

Top 5 of 5: Fresh Voices in Classic Genres

Louisa Whitfield-Smith
Lucy M. Lockley
Andie Paloutzian
Beth Atwater
Angela Strathman

Transforming Service through Spaces

Sarah Meilleur
Tina Thomas
Craig Ginther

Whole-Family Learning with NASA Science Programming

Stacey Hendren
Becky Walpole
Sara Mitchell
Sarah Eyermann

Working Through Transitions and Institutional Change

Amy Hartman
Meg Delaney

2:00 PM - 3:00 PM

Connecting Youth and Opportunity is More Than Transportation

Andrea Ellis
Kiley Larson

Data Visualization on a Dime

Linda Hofschire

Environmental Literacy for Children and Families

Jeanne Andrews

Fostering Mutuality with Peer Navigators in Public Libraries

Kevin King
Jason Knight
Sean Harris
Marsha Pounds

How a Library of Things Can Impact Services and Initiatives	Susan Bannwart Jenny Minich Sarah Harrison
Navigating Hot Topics with Media Literacy Skills	Jennifer Dickinson Monica Huerta
Prioritizing Equitable Outreach	Gesse Stark-Smith Violeta Garza
Self-Care and Increasing Productivity while Avoiding Burnout	Nicole Bryan
Showcase Your Community with a Late-Night Talk Show	Jason Johnson
Storming the Forts, Levelling Silos: Radical Reorganization and Rapid Change	Nick Dimassis
StoryCorps: Tools to Amplify Diverse Voices in Your Community	Emily Janssen
We're All Tech Librarians Now	Callan Bignoli
What Your Onboarding Says About Your Organization	Wyatt Fertig

4:00 PM - 5:00 PM

A Third Grade Reading Project in Rural Missouri	Katina Jones Naphtali Faris
Bringing Curbside Delivery to Your Library	Emily Archibald
Instagram Teams: Using Varied Voices to Create Inclusive Content	Monica Jones Maggie Bond Danielle Sanchez
Library Space Designed By Library Staff	Matthew Bollerman Donna Mauceri Catherine Berntsen Christa Zaros Fran Palumbo
Marketing your Library with Video	Annie Guzman

Programming for All Abilities	Amy K. Smith
Public Libraries Changing the eBook Publishing World	Denise Raleigh Ran Walker Emily Gooding Sarah Hawkins
Public Library Partnering in Juvenile Detention Centers	Jill Lansky
Self-Management to Focus on Patron-Centered Services	Stephanie Chase Hillary Ostlund
So You DON'T Want to Be a Library Director	Lynn Hoffman Tom Fay Zeth Lietzau Kathy Middleton Amber Creger
Taking Literacy to the Community with Barbershop Books	Deborah Anderson Alvin Irby
The Bookstore Model of Customer Service	Nicole Scherer

Friday, February 28

Session Title

Speaker(s)

10:15 AM - 11:15 AM

A Moonshot Initiative to Boost Circulation	Evette Berry Donna Bedry
A Trauma-Informed Approach to Public Library Social Service	Valerie Bell Trudi Green
Bystander Intervention in the Library	Jamie Sills Donna Seaton Lisa Chapman Donald Crankshaw
Closing Opportunity Gaps through School-Library Partnerships	Amy Sonnie

Improving Employment Outcomes and Community Life Skills with Business Support	Bisha Rumicho
Leading from the Middle	Jessica Trujillo Selwa Shamy
Part Playground, Part Laboratory: Building New Ideas at Your Library	Nicole Wilhelms Linda Speas Galina Derevyanko
Preferred but not Required: The Changing Role of the MLS	Laura O'Grady
Public Libraries as Champions of Health Insurance Enrollment	Elizabeth Roth Mary Moore Aida Whitfield
Serving Adults on the Autism Spectrum	Virginia Johnson
The Piano Project: Community Engagement through Music and Street Art	Mary Hastings April Harder Patricia FitzGerald Aichele
Why Middle School and College Career Success Go Hand-in-Hand	Linda Braun

11:30 AM - 12:30 PM

Addressing Bias in Your Catalog	Violet Fox Tiffany Wilson Tammy Moorse Shana L. McDanold
Data-Driven Digital Equity in Seattle	Chance Hunt Andrew Harbison
Developing Scalable, Inclusive, and Engaging Adult Programs	Louisa Whitfield-Smith Kaite Mediatore Stover Morgan Perry Beth Atwater Dana Wilkosz
Esports and Evidence-Based Connected Learning	Dianne Connery Tyler Hahn

Leading Teen Volunteers to Professional Development and Teen Agency	Amber Loveless
Outreach Toolkit for Working with Shelters	Nicole Bryan Brenda Bentt-Peters
Podcasting as Professional Development	Steve Thomas Melissa Grammont
Seeking Stellar Staff at All Levels	Maxine Bleiweis
Uniting Library Patrons, Staff, Donors, and Advocates for Library Giving Day	Jonna Ward Christina McPhillips Elizabeth "Beth" Castleberry
Using Mirrors and Windows to Teach Cultural Literacy	Peggy Tseng
Welcoming Transgender Customers	Rebecca Czarnecki Adrian Johnson Carrie Wolfson
Who Needs Consultants? A Practical Guide to Strategic Planning	Michelle Jeske Zeth Lietzau Anne Kemmerling Erika Martinez

2:15 PM - 3:15 PM

Adding Mindfulness to Your Storytime Checklist	Betsy Diamant-Cohen Katie Scherrer
Breaking Down Barriers to Workforce Development	Alex Carruthers
Celebrating Libraries in Communities Through Stories	Emily Janssen
How to Run a Librarian-in-Training Program for Children	Jennifer Johnson
Inclusionary Tactics that Flip the Script for Library Facility Planning	Danielle Milam Melanie Huggins Margaret Sullivan James Rojas Jeffery Davis

LGBTQ+ Reader's Advisory

Chris Brackett
Tricia Smith

Recruiting and Engaging Friends and Trustees Under Age 40

Veronda Pitchford
David Paige

Setting Healthy Boundaries

Megan Hartline
James Everett

Staff Inclusion in Decision-Making, From Big Ideas to Cat Chats

Kelly Sitzman
Lisa Wells
Jennifer Lehner

Suicide and Overdose Prevention at the Library

Liz Sollis
Leslie Schow

Tackling Racism in Classic Children's Literature

Lindsey Patrick

The Internet is Dark and Full of Terrors

James Hutter
Michael Buono
James Hartmann
Nicki Loder

When You Give a Library a Kitchen: Culinary Workforce Development

Rebecca Cruz
Teona Shainidze Krebs

3:30 PM - 4:30 PM

A Deep Dive into Diverse Books

Kristine Shrauger
Amy Dovydaitis
Emma Gisclair

Bringing Technology and Arts Programming to Senior Adults

Rebekah Lynam
Ashley Nixon-Amador
Jessica Givens

Building Bridges for Reconciliation

Terra Plato
Madeline Gormley

Early Literacy in Unexpected Places

Carrie Kitchen

Formulating An Inclusive Marketing/Communications Strategy

Kimberly Crowder

How Librarians Can Facilitate Community Emergency Preparedness	Michele Stricker Deborah Costa
Libraries Moving Beyond Summer Food Service	Elaine Betting
Proactive Models for Managing Difficult Patron Interactions	Mary Williams Liz Knapp Angela Culp Angela Deckard Lana Magnavite
Student Loan Forgiveness 101	Kyra Hahn
The Library at the Mall	Christine Feldmann
The True Story of Being a Library Director	Peter Coyl Lynette Roberson Sukrit Goswami
Updated Strategies for Refugees, Immigrants, and Displaced Persons	Julie Robinson Madeleine Ildefonso Erica Freudenberger Martha Kyrillidou

Saturday, February 29

Session Title

Speaker(s)

9:30 AM - 10:30 AM

Developing Interactive Activities to Boost Team Building

Lucas McKeever
Tiffany Verzani

Disability in Children's Literature and in Library Programming

Ryan Mita

Enhancing the Patron Experience through Visual Merchandising

Morgan Wilke
Anne Jubera

Gather at the Table: Community Conversations in the Library

Ashley Fick

Going Fearlessly Fine-Free

Phoebe Larson

	Oscar Gittemeier Myguail Chappel
How Pop-Up Libraries Build Community and Interrogate Private Space	Marquita Gooch Stephanie Irvin Don Giacomini
How to Fuel your Summer Reading Program and Avoid Burnout	Cindy Jaye Cindy Matthews Marcy James
Leveraging Partnerships to Serve Immigrants and Refugees	Curtis Rogers
Mentoring to Diversify Librarianship	Amy Young Ashley J. Brown Jene Brown Isaiah West
Strategic Approaches and Sustainability for Library Creative Spaces	Rebecca Cruz Suzanne Linder
Supporting Baby Boomers and Older Adults in Libraries	Wendy Pender Cynthia Hughes
What Would You Do? Ethical Issues in Public Libraries	Andrew Harant Sara Dallas Maria McCauley

10:45 AM - 11:45 AM

An Empathetic Approach to Customer Service Training	Molly LaBadie
	Elisabeth Gattullo Marrocolla
Bringing Personalized Service to Digital Readers' Advisory	Stephanie Anderson Virginia Grubbs Pat Tone

Creating a Platform to Experience Music Live and Virtually	Marcos Martinez Danielle Sanchez Dale Kittendorf
Developing Your Library's Fiscal Plan	Debbie Smart Donna Ekl
GROWing New Library Patrons	Elizabeth Atack Klem-Mari Cajigas
How Libraries Can Support Cognitive, Emotional, and Physical Health in Adults	Melissa Cast-Brede Erica Rose
Leverage Assessment and Advocacy to Demonstrate Community Outreach Impact	J. Elizabeth Mills Kathleen Campana Michelle H Martin
Restoring History: Designing an African American Research Database	Jennifer Gregory Bridget Striker
Service to Bilingual Public Library Patrons	Sarah Brubaker Victoria Montes de Oca Perez
Serving Youth in Systems of Care	Tiffany Chow Amy Trulock
Training Staff to Serve Patrons Experiencing Homelessness in the Suburbs	Rebecca Richardson Dustin Koopman
What Comes After Drag Queen Storytime?	Angie Manfredi

Venues



Most conference events—including all preconferences and concurrent program sessions—will take place in the [Music City Center](#), 201 Fifth Avenue South, Nashville, TN 37203.

Additional events will be held at the [Omni Nashville Hotel](#), 250 Fifth Avenue South, Nashville, TN 37203, and other venues as indicated.

Gender-Neutral Restrooms

Gender-neutral restrooms will be designated in the Music City Center.

Map of the Convention Center

Floor plans of the Music City Center and Omni Nashville Hotel will be available in the mobile app under “Maps.”

See website for full conference information: <https://www.placonference.org/>

***If you are interested in attending the PLA 2020 Conference contact Margo no later than December 16, 2019.**

Chief of Staff Report

Thad Hartman
October 17, 2019

Claire's Courtyard & Plaza

Tuesday, October 8th, was the official grand opening of Claire's Courtyard and the Plaza. Communications & Marketing Director Diana Friend and The Library Foundation Executive Director Nancy Lindberg planned a wonderful event. A string quartet played near the umbrella tables, flowers from Porterfield's adorned the courtyard, and refreshments were provided by the Millennium Café. Diana and Nancy even ordered perfect weather for the day. The event and the courtyard drew rave reviews from the attendees.



Gina, Nancy, and The Library Foundation Board Chair Marilyn Ward spoke at the event. Each highlighted the importance of the space and honored Dr. Glenn Swogger, whose gift made the space possible, and his wife Claire, who was the inspiration and namesake of the space. Glenn also spoke about how important learning was to him and his wife, and he was obviously touched by the outpouring of support and gratitude.

Gallery

Construction crews began work in the Gallery on September 9th. They are in the very early stages of construction and are doing all of the foundational work necessary to create the newly configured Gallery. Recently they have been busy shifting data conduit and moving water piping and the fire line. Even though it's early in the process a great deal of work has been accomplished.



Monument Signs

As mentioned last month, the two new monument signs were installed on the north side of the building in August. Since then, electricity has been run to the signs and they are now illuminated at night. If you haven't seen them when they are lit up, be sure and drive by sometime after dark. They look great.



Department Highlights

Public Services

Marie Pyko, Public Services Director

TSCPL @ School

Paul Brennan and I met with Dr. Stessman and the Shawnee Heights media specialists about an increased involvement with our partnership to be able to help librarians, teachers, and students connect with our library and its resources. The librarians came for a visit and we discussed the possibility of using student IDs to access library resources. We are beginning our training opportunities with the schools and are looking for ways to connect with parents and students. The TSCPL @ School partnership is a joint venture focused on increasing literacy and learning as well as extending our reach into the community and building a lifelong relationship with their public library.

Book Nook at the Mall

We have received positive kudos about our place in the Mall, especially the books and early literacy toys. We are finalizing the relationship to be able to also host periodic story times on site.

Professional Development Opportunities

On September 24-27 I was invited to participate in a US-Russia Dialogue at the University of Illinois campus. I was selected because of our library's commitment to civic and community engagement including our focus on our community impact goals. There were 8 US librarians from public and academic libraries and the American Library Association. There were 8 Russian librarians representing public, academic and state libraries from Moscow, St. Petersburg, Bogolubovo, Tyumen, and Siberia. We spent three days discussing the ways we are similar and the ways our libraries are different. At the culmination of the event, we established projects we would continue to work on together including adding our activities to the IFLA Library Map of the World. <https://librarymap.ifla.org/>

Expedition Montgomery

October 2-4, 2019, I had the opportunity to participate in the Greater Topeka Partnership Inter-City visit to Montgomery, Alabama. Montgomery has been on a similar journey as Topeka and has faced similar challenges. I participated in several key meetings with community groups including one called That's My Child, That's My Dog. It is a teen center focused on helping teens acquire the necessary skills to be successful in life. They have tutors, trainers, mentors, and on-site classes on developing job skills with their Teen to Work program. Coordinator Charles Lee shared some amazing stories about the challenges that young people living in poverty in Montgomery experience every day. Additionally, we

visited a restaurant exclusively run by teens 16-19 years of age. They wrote the business plan, developed the menu, created marketing materials, and even hire, train and at times have to fire staff. The experience and agency these teens have at That's My Dog was amazing and I had the opportunity to meet two teens who were running the restaurant that day.

These are experiences that help inform our plans for the library and help to shape my role as I continue to develop our community engagement and partnership focus.

Readers Services

Autumn Friedli, Public Services Supervisor

On September 16th, the Public Services Readers Team launched a new podcast called The Bookmark. This podcast replaces the long running HUSH podcast that was hosted for years by Thad Hartman and Lissa Staley. It was decided earlier this year to rebrand and relaunch this podcast. Moving away from the host and the guest vibe, The Bookmark looks to highlight library staff and help listeners and readers find “their librarian” – that person in the library that reads just like them.

Regular readers Chris Blocker, Miranda Ericsson, and Autumn Friedli man the microphones on each episode with a rotating cast of library staff coming in to talk about books. On the first episode, Megan Johnson wowed listeners with her top non-fiction picks. The second episode featured Michelle Morris talking about her favorite fantasy and science fiction reads. The third episode tackled a topic that plagues many readers-- the ability to abandon a book that they don't enjoy. Meg Porteous gave readers permission to abandon books for ANY reason.

The podcast team received feedback from one listener that really captured the desired vibe of the podcast. “Great job. Enjoyed listening to your podcast. I felt like I was sitting in the living room with friends sharing a cup of coffee and some laughs. I now have a bunch of new books to try. Looking forward to the future podcasts.”

New episodes are available every Monday and come in at that just right length-- 25-35 minutes. This is perfect for lunch breaks or commutes. Find all the episodes and information at tsopl.org/podcast. Interested in being on the show? Email podcast@tsopl.org.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Past, Present and Immediate Future

1969 was 50 years ago. As a library we are rallying around several golden anniversaries. In summer the Universe of Stories theme included celebrating the moon landing. This month through blog posts and displays we are making note of the Caldecott Award, which is an award given annually to outstanding African American authors and illustrators of children's books. In November we will work with KTWU to celebrate the 50th anniversary of the premiere of Sesame Street, whose educational and entertaining programming continues provide learning opportunity to young children.

There are things occurring that are next to new. As the Learning Center was being built, computer counters were removed from the media/new book space and the computer configuration throughout that space was altered. With the completion of the Learning Center our snack/lunch service through the Millennium Café and Harvesters was moved from David J's to that new space. In turn that switch has given us room to test a couple of observations of tween and teen behavior.

In recent months we have experienced several people of this age preferring computers in spaces that were typically frequented by adults. We felt that was occurring for two reasons: we needed more computers in the Kids' Library spaces to meet demand, and we needed furniture that allowed them to work more collaboratively than they could from the carrel style furniture in the kids' space. To address this, we have repurposed the counters from the media/new book area and have placed them in David J's along with six computers. October 11 was the first day we had them available. All the seats were occupied when school let out that day. So far it appears we are on to something. We will see how it goes.

We also have a bit of news to announce. Teen Librarian Shelby Schellenger has taken a position at KU that will keep his work a little closer to his home in Lawrence. We wish him the best in his new endeavors. That position is currently posted. We now have that position as well as a part time Outreach Storyteller position open. We hope to welcome new staff into the department prior to the end of the year.

Learning Experiences

Stephanie Hall, Learning Experiences Manager

This year the library offered customers the opportunity to participate in the Manhattan Short Film Festival. Manhattan Short is not a touring festival; rather, it is an instantaneous celebration that occurs simultaneously across the globe, bringing great films to great venues and allowing the audiences to select their favorites. The Manhattan Short Film Festival is based out of New York City.

Upon entry at all participating venues, festival attendees are handed a voting card and an official program and asked to vote for the one film and actor they feel should win. Votes are tallied by each host venue and then emailed to the New York City headquarters.



We had 71 people participate in our screening. Two people traveled from Junction City. They lived in New York previously and attended this film festival in Manhattan in prior years. They were quite excited to participate at our location. Another gentleman lived in Lawrence and came to see a specific short film because it was made in his country - Iran.

The voting results at our screening were: Best Film (tie) – "Sylvia" and "The End of the World"; Best Actor – Fiona Vroom from "Tipped". John Standing from "A Family Affair" was second.

The Manhattan Short Film Festival announced the winners from all the venues. "Sylvia" took first place for Best Film and John Standing from a "Family Affair" won for Best Actor. Our Topeka folks know good film when they see it.

This is definitely a unique experience we were able to offer our customers and we look forward to doing it again in the future.

Community Services

Sandy Hestand, Community Services Supervisor

This month we introduced public wireless internet on the bookmobiles. This allows bookmobile users to login to the library's wireless internet while they are on the vehicle. Customers are delighted when they find out about the new service and it has proven to be an indispensable tool for allowing staff to easily help our customers navigate the digital branch and stock up on everything we offer online.

September is also when we begin offering in-classroom programming. This year we have added several new programs to the lineup that are proving to be popular for both teachers and students alike. For example, the photo below is from the first presentation of the new Library Lion program described below.

"Take a fun trip to the library with our friend, Lion. We will talk about authors, illustrators and their jobs. We will also talk about rules and why it's important to have them, and why sometimes they might need to be broken! We will read the wonderful book Library Lion and wrap up with a cute, but quick, kid-friendly lion craft."



In addition to the Library Lion program, staff are also offering new programs on biting plants, constellations, educational break-out boxes, and the geology and geography of Kansas, to name a few. Kansas Connections programs strive to be educational and fun, covering topics teachers need while creating a memorable and positive library interaction to help create the next generation of lifelong library users.

Digital Services

David King, Digital Services Director

Recently Parks & Recreation upgraded the internet connection used in the computer labs at their community centers. This has greatly improved the service in these facilities. Because of these improvements the library is doing our part to improve this service by upgrading the PCs. The bid in this month's board packet is to replace these computers, which are overdue for replacement.

We have started implementation of our move to Office 365 by moving staff to 365's cloud-based email. The next step is to transfer staff storage from our local data center storage to 365's cloud-based storage. One of the big advantages of Office 365 is the ability to autosave documents, collaborate in real time, and access documents from anywhere, from multiple devices. This will give staff much more flexibility and improve collaboration.

We are preparing to go live with Communico, which will replace several of our current software services. Communico will allow us to manage meeting rooms, programs, and digital signage all in one place. We have sent our set-up information to Communico and are waiting for them to finalize that step. We have also started work on the mobile app, which is also part of Communico.



Resolution – Bid for Community Center Computer Purchase

BOARD OF TRUSTEES

October 17, 2019

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

Policy and Background Information:

In accordance with the Board of Trustees' Purchasing Policy, this project was expected to exceed \$20,000 and bids were sought through a Request for Proposal (RFP) issued on September 19, 2019.

The Request for Proposal (RFP) for the purchase of 43 all-in-one computers and a 3 year on-site warranty (all for use in area community centers) was posted on TSCPL's website as notice to any interested vendor. It was also electronically sent to 2 companies, including one company in Topeka. Additional information in the form of answers to bidder's questions was added to the Digital Branch. Proposals were due by 2:00 pm on October 3, 2019 and were opened in a public meeting that day at 2:00 pm. Bids were received from five companies, including two from Topeka. The Digital Services Supervisor reviewed all the bids and determined four did not meet the basic specifications.

For this bid, the Library required the continued use of a specific all-in-one computer locking system made by Noble Locks. This was done for a number of reasons. When the Library first began our community center computer lab partnership with Shawnee County Parks & Recreation, the Dell all-in-one computers that were purchased only used this specific locking system made by Noble Locks. Parks & Recreation and the library required locks on the computers in order to prevent theft. The library also helped assist in the original installation of the locking system by drilling holes in tables and desks at the community centers to install the locks in place.

It's in the best interest of the library and Parks & Recreation to retain the same PC platform. The computers selected by the recommended bidder work with the same Noble Locking system, so will be easy to install. They are Dell all-in-one computers, which the computer labs currently use, so customers will already be familiar with them. The Library also uses Dell computers for

most staff and public computers. Keeping this consistent platform helps Digital Services fix issues faster, and will help keep our computer labs operational.

Staff recommendation:

TSCPL staff recommends approving the bid of \$56,717 by Inland Business Systems, Inc. of Topeka, Kansas for the purchase of 43 all-in-one computers with a 3-year on-site warranty. This is the only bid that met the required specifications and is a Topeka business. The Purchasing Policy does not require the lowest bid be awarded. This purchase is part of the regular computer replacement cycle and is in the approved 2019 General Fund budget.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Topeka Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604-1304**

Community Center Desktop Computers

**Bid Tabulation Form
October 3, 2019, 2:00 p.m. CDT**

recommended to Board of Trustees for bid approval at the October 17, 2019 meeting

Company	Location	Notes	Calendar Days to Deliver upon Award	Bid - 43 All-In-One PCs	Bid - 3 Year On-Site Warranty	Total
HPI International, Inc.	Brooklyn, NY	Rec'd via email 10/2/19, 3:27 PM CDT	7	\$ 36,976.03	Included in Bid	\$ 36,976.03
Inland Business Systems, Inc.	Topeka, KS	Rec'd via email 10/2/19, 3:30 PM CDT	30	\$ 56,717.00	Included in Bid	\$ 56,717.00
Y&S Technologies	Brooklyn, NY	Rec'd via email 10/2/19, 12:51 PM CDT	18	\$ 38,055.00	Included in Bid	\$ 38,055.00
Clary Business Machines	San Diego, CA	Rec'd via email 10/3/19, 12:18 PM CDT	20	\$ 51,385.00	Included in Bid	\$ 51,385.00
ISG Technology	Topeka, KS	Rec'd via email 10/3/19, 1:11 PM CDT	5	\$ 54,997.00	\$ 7,525.00	\$ 62,522.00

Selected Bidder

Inland

Justification

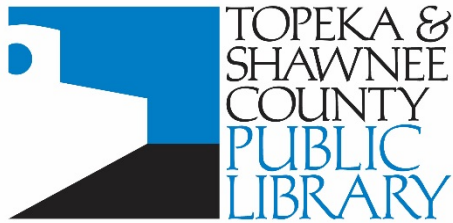
HPI Did not include what type of PC they would provide
Library specified the requirement of using a specific computer locking system. We don't know if the suggested computer works with this lock.

Inland These computers work with the required Noble locking system.

Y&S We asked for all-in-one computers. Their suggested computers are not all-in-one computers.

Clary These computers do not work with the required Noble locking system.

ISG These computers do not work with the required Noble locking system.



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

**BOARD OF TRUSTEES
October 17, 2019**

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

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

Policy and Background Information:

On May 16, 2019, the Library’s Board of Trustees directed the Library’s executive team to issue a Request for Proposal (RFP) during 2019 for future years’ audit services.

The staff recommendation for a multi-year bid was for the three years ending 12/31/2019, 12/31/2020 and 12/31/2021 with audits beginning each January in 2020, 2021 and 2022.

A fixed-bid, Request for Proposal was issued August 29th. Since it is likely that several local certified public accounting firms could satisfactorily provide the requested audit services and would be large enough to accommodate a change in audit manager at least one time during the term of the contract, notifications were sent locally. The CFO used two sources to find local certified public accounting firms capable of meeting the requirements of the Request for Proposal. The first was through the Kansas Society of Certified Public Accountants website using their “find-a-CPA” feature. The criteria used were Topeka as the location and Governmental and Accounting and Auditing as the specialties. The Yellow Pages were used by choosing firms that were not individuals/sole proprietors and that didn’t have ads or webpages that excluded auditing in the list of services. This resulted in six local firms that were directly notified of the Request for Proposal by the CFO.

Bidder questions were accepted through September 10th; no questions were received.

Bids were received at a public meeting at 2:00 pm, September 23rd. One bid was received from a local firm. Of the six local firms specifically notified, two communicated they would not be submitting a bid and no response was received from three firms.

Staff Recommendation:

TSCPL staff recommends the bids of:

\$32,500 for the year ended 12/31/2019

\$33,250 for the year ended 12/31/2020

\$34,000 for the year ended 12/31/2021

submitted by Berberich Trahan & Co., P.A., Topeka, Kansas, be approved to provide annual professional financial statement auditing services for a three-year term. They are the Library's current auditors. There are no disagreements or dissatisfaction with their performance. They have sufficient staffing and have agreed to the requirement that the audit manager change at least once during the three-year term. Efficiencies have been developed between the auditors and the Library in the last five years that reduce the amount of time for the audit and this is obviously reflected in the audit pricing. These efficiencies were mentioned in the Request for Proposal and continuation of this type of electronic platform for data exchange was also a requirement for bidders.

Annual professional auditing services are included for approval each budget year from the General Fund, Contracted-Professional line item and there is no reason to presume this would not or could not be continued. The obligations are subject to a yearly engagement letter which sets a contractual agreement for the specific audit year and will be funded in 2020, 2021 and 2022.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Topeka Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604-1304**

Annual Professional Auditing Services for Three Year Term

**Bid Tabulation Form
September 23, 2019, 2:00 p.m. CDT - Request for Proposal (RFP) Issued August 29, 2019**

recommended to Board of Trustees for bid approval at meeting October 17, 2019

Company	Location	Notes	Can change audit manager at least once during term?	Provided @ least 3 references?	Bid-YE 12/31/19	Bid-YE 12/31/20	Bid-YE 12/31/21	Total Bid
Berberich Trahan & Co. PA	Topeka	TSCPL's current auditor; last pricing for audit of YE 12/31/18 was \$32,000	Yes	Yes	\$ 32,500	\$ 33,250	\$ 34,000	\$ 99,750
Cummins & Coffman CPAs PA	Topeka	NO BID RECEIVED						
Mayer Hoffman McCann PC	Topeka	NO BID RECEIVED						
Mize Houser & Company PA	Topeka	NO BID RECEIVED						
Ramburg & Associates PA	Topeka	NO BID RECEIVED - email response received notifying they do not provide audit services for governmental entities						
Wending Noe Nelson & Johnson LLC	Topeka	NO BID RECEIVED - email response received declining to bid due to already full schedule for the audit time period						

Chief Financial Officer Kim Torrey used two sources to find local CPA firms capable of providing the professional audit services specified in the Request for Proposal issued August 29, 2019:

- The Kansas Society of CPAs website has a "find-a-CPA" feature. Topeka, Governmental and Accounting and Auditing were the criteria used and resulted in Berberich Trahan & Co., PA, Wending Noe Nelson & Johnson, LLC, Summers Spencer & Company PA and John Welch CPA. The last appears to be an individual, possibly working in a governmental entity, and would not be able to fulfill the audit requirements. Summers Spencer & Co not listed in the Yellow Pages and audit services are not listed on their website.
- The Yellow Pages were used to find local CPA firms that were not individuals/sole proprietors and that didn't have ads/webpages that excluded auditing in the list of services. The above list of 6 local firms were sent notifications by email or through a generic electronic contact through the firm's website. The following were listed as firms of more than one accountant, but were not contacted due to the reason noted:
 - Knudtson & Co CPAs PA Yellow Pages ad or webpage did not list auditing as a service provided by the firm.
 - Myers & Stauffer LC Webpage said they provide services exclusively to government health programs.



Resolution – Request for FY 2020 Friends of the Library Funding

**BOARD OF TRUSTEES
October 17, 2019**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to the Friends of the Library for FY2020.

Background:

This is the request submitted to the Friends of TSCPL each year. During the development of the FY2019 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition, gallery exhibits, and other projects including Dolly Parton’s Imagination Library and Strategic Planning Implementation.

Dolly Parton’s Imagination Library	\$25,000
Summer Learning Initiatives	\$26,000
Learning Center Initiatives	\$4,000
Volunteer/Employee Recognition	\$20,000
Strategic Planning Implementation	<u>\$15,000</u>
Total Contribution Request	\$90,000

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



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

**BOARD OF TRUSTEES
October 17, 2019**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees approves Memorandum of Understanding (MOU) Shawnee Heights 450 Unified School District presented.

Background Information:

TSCPL's Library Card Campaign was initiated with a request from Shawnee Heights School District Superintendent Martin Stessman in 2017 with a request for all students in his district to receive library cards. The Board has received updates on this program, but this is the first-time staff is recommending a formal arrangement with this school district.

When we began the TSCPL @ School library card campaign with Shawnee Heights, it was a pilot project and we embarked on it with a verbal agreement. This MOU is meant to address the improvements we've made to the registration process. It also includes lessons learned that we need the school board's support & permission for how we work together to determine the effectiveness of the program. That includes data analysis and engagement with the faculty and students.

TSCPL and the Shawnee Heights 450 Unified School District intend to share data and other information to help quantify the impact on reading scores (and possibly other performance measures) of students having access to their public library.

This agreement is also intended to increase the use of digital resources, encourage children to read, and help the library assess the effectiveness of the summer reading program and Dolly Parton's Imagination Library.

This is essentially the same MOU we have with the Topeka School District that was approved by the board at the February 2019 meeting.

This MOU has been approved by the Shawnee Heights USD 450 school board.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

MEMORANDUM OF UNDERSTANDING

SK
10/17 This Memorandum of Understanding hereinafter referred to as the "Agreement" is made on this day of *October*, 2019, by and between the Topeka and Shawnee County Public Library, a Kansas municipal corporation hereinafter referred to as the "Library;" and the Unified School District 450, Shawnee Heights, hereinafter referred to as "School District."

Whereas, the Library has developed a student library account initiative for elementary and secondary school students; and

Whereas, the School District desires to enroll its students in and provide its staff training and access to the Library's student library account initiative; and

Whereas, the Library agrees to engage with the School District to enroll its students in and provide its staff training and access to the Library's student library account initiative,

Now therefore, in consideration of the promises each makes to the other the Library and the School District agree as follows:

Term

The initial term of this Agreement shall be for the period beginning October 2019 and ending on June 30, 2020. Following the initial term this Agreement will be reviewed for additional one-year terms, unless either the Library or the School District provides the other written notice of non-renewal on or before April 1, of the then-existing term.

Responsibilities of the library

1. The Library will integrate each School District student identification number with the Library's student library account initiative database, allowing every student access to Library digital and print collections, databases and materials, including direct links on the Library website, tsopl.org.
2. Ten days after the completion of Summer Reading, , the Library will purge all School District student library accounts.
3. The Library will provide training opportunities to School District staff and students on the Library's digital and print resources on a mutually-agreed schedule.
4. The Library will provide the School District with reports of student participation in the Library's summer reading program by school, including total minutes read School District-wide and by school building.
5. The Library shall create marketing materials in consultation with the School District for the Library's student library account initiative to be mailed to parents, guardians and students' homes at the beginning of the school year.
6. The Library will waive overdue fines or fees for unreturned or damaged Library materials from School District students participating in the Library's student library account initiative.

Responsibilities of the School District

1. The School District will incorporate within its online enrollment process an option for students to decline a Library's student library account.

2. The School District will support implementation of the Library's student library account initiative by providing the Library the identification number, first and last name, birthdate, school name, grade, home address, home phone number and email address of each student enrolled in the School District at the beginning of each school year. This information is to be provided to the Library _____ days following the close of enrollment.
3. The School District will facilitate the introduction of the Library's student library account initiative and other Library projects to its teachers and staff.
4. The School District, in collaboration with the Library, shall examine and implement strategies for School District staff to incorporate usage of Library's student library account into their classroom curriculum where appropriate.
5. The School District will assist the Library with evaluating the efficacy of the Dolly Parton's Imagination Library early literacy program by providing feedback and data if possible from kindergarten teachers.

Confidentiality

All student data or information provided by the School District is confidential under this Agreement, under the Family Educational Rights and Privacy Act (FERPA), and under any other federal or state laws and regulations pertaining to students' education records. To the extent that the Library staff has access to any personally identifiable information from students' education records, the Library agrees to not use such information except for the legitimate educational purpose of providing services pursuant to this Agreement, and agrees further not to disclose this information to any other party for any reason without written agreement from the School District.

Cooperation.

Representatives of the Library and the School District agree to meet as necessary and at least annually prior to April 1, to discuss the implementation, progress and evaluation of the Library program and to determine if the program is meeting the goals of each party.

Expenses.

Any expenses related to the provision of services incurred by the Library shall be the sole responsibility of the Library.

No Partnership or Agency.

The provisions of this Agreement are not intended to create, and shall not be interpreted to create, a joint venture, a partnership or any similar relationship between the parties nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

Governing law.

This Agreement shall be construed and enforced in accordance with the law of the state of Kansas.

Notices

Any notice required by this Agreement shall be effective upon hand-delivery of writing to the Chief Executive Officer of the Library or to the Superintendent of the School District at their respective offices.

Amendment and Assignment.

This Agreement shall not be amended nor assigned without the written consent of both School District and the Library.

Survivorship.

The provisions of this Agreement shall be binding upon each party and their successors.

Entire Agreement.

This document contains the entire agreement of the parties and supersedes any and all written and oral promises made and communicated between them.

Wherefore, the authorized representatives of the School District and the Library execute this Agreement on the date first above-written.

Topeka & Shawnee Public Library

Gina J. Millsap, Chief Executive Officer

Shawnee Heights USD 450



Dr. Martin Stessman, Superintendent

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				458,286	466,769	-1.8%
Interlibrary Loan	1,988	1,568	1,353	1,755	1,631	1,409	1,261	1,817	1,704				14,486	15,155	-4.4%
Self-Check	74,055	67,188	75,589	60,958	76,115	78,996	81,635	78,160	55,919				648,615	753,657	-13.9%
Bookmobile	19,004	14,162	17,589	20,938	16,279	19,628	20,911	14,872	23,028				166,411	182,356	-8.7%
Red Carpet	8,267	6,215	7,141	7,021	7,101	7,041	7,426	6,830	6,744				63,786	65,873	-3.2%
Digital Downloads	41,009	36,566	40,191	37,477	39,621	40,108	41,064	41,175	39,718				356,929	328,018	8.8%
Library @ Work / Smartlocker	2,522	2,258	2,526	2,409	2,522	2,256	2,407	2,539	2,640				22,079	19,754	11.8%
TOTAL CIRCULATION	194,087	170,564	195,356	180,773	189,311	200,590	212,826	196,970	190,115				1,730,592	1,831,582	-5.5%
CIRCULATION DETAILS															
Print Material	87,307	77,386	92,027	85,159	89,776	99,507	105,623	93,379	90,770				820,934	884,345	-7.2%
Audio/Visual Material	60,847	53,081	59,178	51,969	55,337	56,402	61,975	58,454	53,339				510,582	585,404	-12.8%
Adult Materials	91,557	80,069	89,301	79,750	84,084	84,660	91,678	87,198	81,677				769,974	857,247	-10.2%
Children's Materials	43,792	39,393	48,713	45,137	47,740	56,953	60,503	50,352	49,116				441,699	484,045	-8.7%
Young Adult Materials	3,862	3,334	4,373	4,013	4,671	5,579	5,923	5,206	4,697				41,658	43,916	-5.1%
Red Carpet Materials	8,943	7,671	8,818	8,228	8,618	8,717	9,494	9,077	8,619				78,185	84,541	-7.5%
NEW Patrons															
Topeka / Shawnee County															
Adults	643	536	677	464	625	702	829	727	666				5,869	5,983	-1.9%
Children (ages 17 and under)	120	145	174	109	233	314	313	195	175				1,778	2,002	-11.2%
Red Carpet Outreach	13	7	11	14	17	8	9	13	8				100	116	-13.8%
NEKL	64	76	69	49	54	80	76	51	76				595	534	11.4%
Non-Resident	0	1	1	0	0	1	1	0	0				4	6	-33.3%
Total New Registrations	840	765	932	636	929	1,105	1,228	986	925				8,346	8,641	-3.4%
PATRONS DELETED	916	2,108	1,752	1,567	1,028	1,340	7,161	231	2,639				18,742	15,301	22.5%
BORROWERS															
Topeka / Shawnee County															
Adults	54,323	53,646	53,560	53,344	53,578	53,583	53,942	54,727	54,022				54,022	53,929	0.2%
Children (age 0 - 17)	19,025	18,974	18,893	18,819	18,785	18,793	18,807	18,908	18,359				18,359	19,042	-3.6%
Red Carpet Outreach	1,093	1,178	1,180	1,166	1,173	1,178	1,178	1,189	1,168				1,168	1,210	-3.5%
NEKL	7,344	7,385	7,370	7,347	7,335	7,306	7,292	7,332	7,204				7,204	7,209	-0.1%
Non-Resident	45	42	42	42	42	42	43	43	43				43	48	-10.4%
Delinquent	118	110	110	112	110	114	107	116	107				107	111	-3.6%
TOTAL BORROWERS	81,948	81,335	81,155	80,830	81,023	81,016	81,369	82,315	80,903				80,903	81,549	-0.8%
Holds Satisfied	20,311	17,713	19,383	19,108	18,975	18,389	20,848	19,745	18,503				172,975	172,890	0.0%
CHECK-IN															
TOTAL CHECK-IN	101,712	87,079	100,382	95,974	100,959	100,951	119,028	105,753	95,437				907,275	1,006,513	-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					43,148	47,974	-10.1%	
Materials Discarded	8,012	5,503	5,113	6,032	6,529	6,608	7,023	4,705	5,670					55,195	54,760	0.8%	
TOTAL COLLECTION	422,652	421,368	420,425	418,682	416,542	414,484	412,327	413,242	411,954					411,954	435,816	-5.5%	
WEBSITE																	
tscpl.org Unique Visitors	31,108	29,860	32,154	30,192	31,848	29,378	28,843	28,266	28,218					269,867	266,708	1.2%	
tscpl.org Total Visits	57,442	52,300	56,131	52,841	56,515	53,897	53,880	52,344	50,252					485,602	477,393	1.7%	
catalog.tscpl Unique Visitors	20,841	18,726	20,190	18,403	20,345	21,429	20,169	22,241	19,927					182,271	167,208	9.0%	
catalog.tscpl Total Visits	48,363	41,882	45,972	42,336	46,053	48,030	47,404	50,632	46,746					417,418	376,641	10.8%	
NOTARY SERVICE	154	116	153	199	162	137	214	195	213					1543			
REFERENCE QUESTIONS																	
Public Services	12,921	13,417	14,281	12,948	11,420	11,064	12,163	12,160	10,089					110,463	122,363	-9.7%	
Topeka Room	682	576	807	684	669	708	846	741	623					6,336	6,055	4.6%	
Plaza**	0	0	0	0	683	1,407	1,606	1,629	1,134					6,459	0		
Youth Services	2,616	2,682	3,484	2,840	3,885	5,119	5,552	3,928	2,832					32,938	29,799	10.5%	
Gallery	51	44	34	38	44	11	14	4	0					240	357	-32.8%	
TOTAL REFERENCE QUESTIONS	16,270	16,719	18,606	16,510	16,701	18,309	20,181	18,462	14,678					156,436	158,217	-1.1%	
GATE COUNT	57,863	54,706	65,138	57,968	60,257	67,220	72,940	64,319	58,224					558,635	588,966	-5.1%	
MEETING ROOMS																	
Meeting Room Bookings	688	706	732	830	712	657	736	684	594					6,339	5,944	6.6%	
Team Room Bookings	1,522	1,427	1,737	1,661	1,609	1,624	1,840	1,794	1,705					14,919	12,939	15.3%	
Total Meeting Room Hours Booked	5,725	5,829	6,327	7,003	6,008	4,840	6,139	5,275	4,224					51,370	31,922	60.9%	
TOTAL ATTENDANCE	13,033	14,106	13,257	15,454	13,806	14,663	16,871	13,695	13,439					128,324	104,987	22.2%	
LEARN & PLAY BUS VISITS	219	182	243	247	253	168	332	205	292					2,141	3,034	-29.4%	
PROGRAM ATTENDANCE																	
Adult - General	321	161	624	257	330	208	1,931	547	236					4,615	12,022	-61.6%	
Computer Training	139	95	8	2	44	92	66	69	60					575	1,218	-52.8%	
Outreach	3,531	2,861	2,630	3,872	2,440	999	854	258	1,973					19,418	28,561	-32.0%	
Kids	870	634	481	628	496	1,345	2,730	908	1,804					9,896	16,720	-40.8%	
Movies	0	8	8	0	14	67	314	35	19					465	828	-43.8%	
Books	15	202	0	10	364	4	22	0	98					715	967	-26.1%	
Art	127	124	11	34	31	148	303	78	15					871	2,082	-58.2%	
Teens	0	12	0	0	0	264	0	12	7					295	448	-34.2%	
Music	0	0	0	100	0	0	0	0	315					415	1,346	-69.2%	
TOTAL ATTENDANCE	5,003	4,097	3,762	4,903	3,719	3,127	6,220	1,907	4,527					37,265	64,192	-41.9%	
GALLERY ATTENDANCE	1,438	1,715	1,871	1,446	1,786	3,877	4,110	1,947	0					18,190	20,225	-10.1%	
COMPUTER USE																	
Public Computer Sessions	14,860	13,839	16,368	14,771	15,118	17,393	17,889	17,071	15,211					142,520	156,192	-8.8%	
Avg Public Computer Session Length	0:56:37	0:58:09	0:57:30	0:53:55	0:55:52	0:55:37	0:57:14	0:55:31	0:54:40					0:56:07	0:56:03	0.1%	
Total Computer Hours	14,022	13,412	15,686	13,273	14,077	16,122	17,064	15,795	13,859					133,311	146,026	-8.7%	
Wireless Sessions	15,712	16,001	15,714	16,077	16,877	20,763	22,259	15,522	21,282					160,207	183,139	-12.5%	
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					0:29:40	0:32:08	-7.7%	
Total Wireless Hours	7,594	7,734	7,595	7,503	8,157	9,689	10,017	10,348	9,932					78,568	98,130	-19.9%	
TOTAL HOURS	21,616	21,146	23,281	20,776	22,234	25,812	27,081	26,143	23,791					211,879	244,155	-13.2%	

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473	19,282	17,946	16,942				156,192	170,917	-8.6%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601	21,719	20,846	19,931				185,755	200,705	-7.4%
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455	37,628	31,250	29,318				267,062	280,698	-4.9%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351	9,315	7,226	9,298				74,257	85,824	-13.5%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431	2,344	1,929	2,054				18,628	19,751	-5.7%
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502	9,265	8,814	8,350				76,093	81,329	-6.4%
RC Realia	247	208	217	212	232	215	229	263	269				2,092	3,169	-34.0%
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479	5,841	5,105	4,608				40,855	42,976	-4.9%
PRINT CIRCULATION	87,307	77,386	92,027	85,159	89,776	99,507	105,623	93,379	90,770				820,934	885,369	-7.3%
Audio / Visual Material															
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871	4,056	3,918	3,671				35,129	42,248	-16.9%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715	4,099	3,456	3,378				33,610	38,278	-12.2%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569	40,178	39,103	35,701				340,660	387,907	-12.2%
Juvenile Audiobooks	441	375	495	458	447	518	634	563	449				4,380	4,992	-12.3%
Juvenile Music	441	364	417	346	337	408	486	480	457				3,736	5,625	-33.6%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221	12,440	10,833	9,594				92,264	102,616	-10.1%
YA A/V	81	71	76	91	112	100	82	101	89				803	940	-14.6%
A/V CIRCULATION	60,847	53,081	59,178	51,969	55,337	56,402	61,975	58,454	53,339				510,582	582,606	-12.4%
Adult Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473	19,282	17,946	16,942				156,192	170,917	-8.6%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601	21,719	20,846	19,931				185,755	200,705	-7.4%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431	2,344	1,929	2,054				18,628	19,751	-5.7%
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871	4,056	3,918	3,671				35,129	42,248	-16.9%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715	4,099	3,456	3,378				33,610	38,278	-12.2%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569	40,178	39,103	35,701				340,660	387,907	-12.2%
ADULT CIRCULATION	91,557	80,069	89,301	79,750	84,084	84,660	91,678	87,198	81,677				769,974	859,806	-10.4%
Juvenile Material															
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455	37,628	31,250	29,318				267,062	280,698	-4.9%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351	9,315	7,226	9,298				74,257	85,824	-13.5%
Juvenile Audiobooks	441	375	495	458	447	518	634	563	449				4,380	4,992	-12.3%
Juvenile Music	441	364	417	346	337	408	486	480	457				3,736	5,625	-33.6%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221	12,440	10,833	9,594				92,264	102,616	-10.1%
JUVENILE CIRCULATION	43,792	39,393	48,713	45,137	47,740	56,953	60,503	50,352	49,116				441,699	479,755	-7.9%
Red Carpet Material															
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502	9,265	8,814	8,350				76,093	81,329	-6.4%
RC Realia	247	208	217	212	232	215	229	263	269				2,092	3,169	-34.0%
RED CARPET CIRCULATION	8,943	7,671	8,818	8,228	8,618	8,717	9,494	9,077	8,619				78,185	84,498	-7.5%
Young Adult Material															
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479	5,841	5,105	4,608				40,855	42,976	-4.9%
YA A/V	81	71	76	91	112	100	82	101	89				803	940	-14.6%
YOUNG ADULT CIRCULATION	3,862	3,334	4,373	4,013	4,671	5,579	5,923	5,206	4,697				41,658	43,916	-5.1%
Overdrive	30,012	26,607	28,995	27,241	28,737	29,556	30,559	30,536	29,360				261,603	227,588	14.9%
Hoopla	9,468	8,452	9,565	8,998	9,548	9,301	9,601	9,766	9,616				84,315	86,861	-2.9%
Flipster	1,529	1,507	1,631	1,238	1,336	1,251	904	873	742				11,011	13,569	-18.9%
DIGITAL DOWNLOADS	41,009	36,566	40,191	37,477	39,621	40,108	41,064	41,175	39,718				356,929	328,018	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				\$13,639,202
Magazines (\$5)	\$9,510	\$7,750	\$10,365	\$10,895	\$10,830	\$12,155	\$11,720	\$9,645	\$10,270				\$93,140
Audiobooks (\$10)	\$45,670	\$40,170	\$46,420	\$42,150	\$43,880	\$43,890	\$46,900	\$44,810	\$41,200				\$395,090
DVD, Games, Music (\$4)	\$225,120	\$196,256	\$218,144	\$191,016	\$203,796	\$208,052	\$229,140	\$215,892	\$196,876				\$1,884,292
Notary Service (\$10)	\$1,540	\$1,160	\$1,530	\$1,990	\$1,620	\$1,370	\$2,140	\$1,950	\$2,130				\$15,430
Reference Questions (\$7)	\$113,890	\$117,033	\$130,242	\$115,570	\$116,907	\$128,163	\$141,267	\$129,234	\$102,746				\$1,095,052
Programming (\$10)	\$50,030	\$40,970	\$37,620	\$49,030	\$37,190	\$31,270	\$62,200	\$19,070	\$45,270				\$372,650
Meeting Room Use	\$36,979	\$37,235	\$44,910	\$34,809	\$34,370	\$26,010	\$21,205	\$37,435	\$47,965				\$320,918
Gallery Attendance (\$10)	\$14,380	\$17,150	\$18,710	\$14,460	\$17,860	\$38,770	\$41,100	\$19,470	\$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				\$1,599,733
ILL Borrowed (\$25)	\$10,775	\$9,000	\$9,050	\$10,100	\$8,550	\$8,450	\$10,350	\$10,925	\$10,600				\$87,800
TOTAL VALUE	\$2,128,044	\$1,916,884	\$2,234,441	\$2,039,961	\$2,133,291	\$2,341,890	\$2,526,534	\$2,232,626	\$2,131,536				\$19,685,207

* - Data not available