



Call to Order

Public Comment

Introductions

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

Chief Financial Officer's Report – Kim Torrey

Financial Reports

- Treasurer's Report – Jim Edwards
- Financial Reports – [Action Item](#)

The Library Foundation – Marilyn Ward, Board Chair

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

Board Chair Report – Kerry Onstott Storey

Chief Executive Officer – Gina Millsap

Chief of Staff – Thad Hartman

- Facilities Master Plan update

New Business

- Claire's Courtyard Audio Visual Equipment Bid- [Action Item](#)
- Personnel Policies 9-24 (Policy 11 will be reviewed at a future date) – [First Reading/Action Item](#)
- Mill Levy Resolution – [Action Item](#)
- Adventuremobile and Red Carpet Bookmobiles Disposal - [Action Item](#)
- Nominating Committee Appointments – [Action Item](#)

Trustee Advocacy Stories

Adjournment

Next Meeting

April 18, 2019 4:00 pm
Menninger Room 206

*Subject to change without notice

Board Members Present

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

Board Members Absent

Julie Swift

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, February 21, 2019 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00 PM by Chair Kerry Onstott Storey.

Public Comment

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

Introductions

David Heit, Associate Principal, AIA, NCARB, Tevis Architects was present to answer questions regarding current projects. Chair Kerry Onstott Storey welcomed Heit. There were no questions for Heit.

Approval of Minutes

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

Chief Financial Officer

Chief Financial Officer Kim Torrey reported that the Audit is going well. The field audit has been completed and auditors have returned to their offices. Auditors will return to conduct Capital Asset Testing, since we have several Capital Projects. There were no additional questions for Torrey.

Approval of the Treasurer's Report

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

Audit Committee Meeting is tentatively scheduled at 4:00 p.m. on April 11, 2019.

The Library Foundation Report

Foundation Chair Marilyn Ward reported The Library Foundation awarded the \$1000.00 Dick and Donna Crawford Scholarship during the Staff Development Day on Monday, February 18, 2019. The Crawford Scholarship was created in 2001 with a \$20,000 gift from Dick and Donna Crawford to award “an annual scholarship for the library employees who exemplify the library’s high standard of public service.”

The winner of the 2019 scholarship was Darci Scott. Scott has been an accountant with the library since 2011.

The Foundation received two thirds of the 595 bricks for Claire’s Courtyard. The bricks will be placed in the amphitheater area of the courtyard and will be visible from the Millennium Café window.

On February 6, 2019 The Library Foundation received notification of an estate gift in the amount of \$1,000 from former library staff member Gwendolyn Haegert. Ms. Haegert passed away on December 11, 2018 in Sun City Center, Florida. This gift is undesignated.

The Library Foundation Board met on Wednesday, February 21, 2019 and approved funding for two Facilities Master Plan projects. At the recommendation of the Foundation Finance Committee, it approved \$50,000 for Audio Visual equipment for Claire’s Courtyard from a Southwestern Bell grant and \$240,000 for the Circulation Plaza and Learning Center renovations from the estate gift of Lillian Landberg.

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

There were no questions for Ward.

Friends of the Library Report

President Sherryl Longhofer reported the Friends of the Library held their first Book & Media Sale for the year in January. Despite the weather, over \$7,000 was made.

The second Book & Media Sale is scheduled for March 29-31. The Friends are excited about offering a specialty table which will feature items not suitable for sales online or in the Booktique. They are unique items that have value and deserve a fair opportunity to be sold. They will be individually priced.

Longhofer requested a moment of silence in memory of Ken Peterson. Ken passed away on February 19, 2019. He served as Secretary and member of the Friends board. His passion and commitment will not be forgotten. There were no additional questions for Longhofer.

Board Chair Report

Chair Kerry Onstott Storey reported the Executive Committee met on Monday, February 11, 2019 at 4:00 pm. The committee reviewed the minutes for the January 17, 2019 meeting and made minor corrections. Officers reviewed and discussed new business items on the agenda, all of which are detailed in Gina Millsap's CEO report and fully set out in each resolution.

The topic of growth was also discussed and how the Board of Trustees can move forward on discussion of this topic. At the January Board of Trustees meeting Millsap provided numerous articles regarding growth and challenges facing libraries.

The Board felt that moving forward with short discussions following the regularly scheduled Board meeting is a way to get the ideas flowing and narrow the scope prior to a three-Board Retreat.

Chief Executive Officer

Chief Executive Officer Gina Millsap brought attention to the 2018 Topeka and Shawnee County Public Library (TSCPL) annual report. A more comprehensive report and introductory video will be available next week on the library's website, tscpl.org.

Millsap shared highlights from her presentation on maintaining the relevance of libraries. Millsap's presentation is a response to Nina Simon's [Tedx talk](#), which staff viewed together at Staff Development Day. Simon is Executive Director of the Santa Cruz Museum of Art and History, and author of [The Art of Relevance](#). Millsap suggested that Simon's experiences and challenges might spark conversation in the trustees' work session.

David Monical inquired if the trustees would have an opportunity to review the personnel policies in their entirety and vote on a final approval.

Millsap and Human Resource Director Jesse Maddox confirmed that the board will have the opportunity to review policies in their entirety and they will not go into effect until all policies have been completed. There were no additional questions for Millsap.

Chief of Staff

Chief of Staff Thad Hartman provided a brief construction update.

Hartman introduced Stephanie Hall, Learning Experiences Manager. Hartman and Hall provided a presentation overviewing Claire's Courtyard continued progress, policies, and future vision of programming.

Hall reported that on July 20, 2019 the library will be celebrating the 50th Anniversary of the moon landing. This historic event will be celebrated in an after hour's event in Claire's Courtyard.

Hartman and Hall indicated they welcome comments, ideas, and suggestions to utilize Claire's Courtyard.

New Business

Library Card Campaign

Collections Director Paul Brennan presented an overview of the library card campaign that the library has conducted with Shawnee County school districts over the past two years. This is modeled on the Urban Libraries Council Leaders Library Card Challenge launched by President Obama in 2015.

Memorandum of Understanding (MOU) with Topeka 501 School District

On a motion by Jim Edwards, seconded by Kristen O'Shea, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves Memorandum of Understanding (MOU) Topeka 501 School District as presented.

Discussion followed. Motion passed unanimously.

Monument Signs

On a motion by Beth Dobler, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Star Signs, LLC, Lawrence, KS, in the amount of \$32,640 for the purchase and installation of two monument signs. This expenditure is included in the approved 2019 Facilities Master Plan budget. \$30,500 shall be paid from Friends of the Library funding and the remainder will be paid from the General Fund, special projects line item.

There was no discussion. Motion passed unanimously.

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

On a motion by Elizabeth Post, seconded by Shawn Leisinger, 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 in recognition of their financial gifts and support of the Topeka and Shawnee County Public Library, the studio in the remodeled Alice C. Sabatini Gallery be named The Jerry and Judy Reed Studio in appreciation for their pledge of \$100,000 to be paid from 2018 to 2022; and until such time as the studio is no longer used for this purpose.

There was no discussion. Motion passed unanimously.

New Bank Investments

On a motion by Kacy Simonsen, seconded by Elizabeth, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees, approves two investments as follows:

- (1) a transfer of \$5 million from the Library's overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Intrust Bank, Topeka, Kansas. This certificate of deposit will originate on February 22, 2019 with a maturity date of June 21, 2019 at a rate of 2.44%; and
- (2) a transfer of \$1,000,000 from the Library's overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Denison State Bank, Topeka, Kansas. This certificate of deposit will originate on February 22, 2019 with a maturity date of August 1, 2019 at a rate of 2.49%.

The Chief Financial Officer is authorized to issue written instructions upon maturity and may reinvest all or part of these certificates of deposit, subject to renegotiation of the rate with the financial institution. All withdrawn amounts from the certificates of deposit shall be transferred to the Library's overnight investment account with the State of Kansas, Municipal Investment Pool.

The certificate of deposit may be withdrawn by one signature from the Board of Trustees Chairman, Treasurer, or Secretary, or the Library's Chief Financial Officer if the funds are needed at a time other than maturity.

There was no discussion. Motion passed unanimously.

Change order for Claire's Courtyard water feature and landscaping

On a motion by Kristen O'Shea, seconded by Jim Edwards, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees, in accordance with the Purchasing Policy, approves the change order to Senne & Company, Inc. in the month of February 2019. The change order is for the installation of a water feature, landscaping, and irrigation in Claire's Courtyard. The cost shall not exceed \$41,776. Funding for this change order shall be from The Library Foundation.

There was no discussion. Motion passed unanimously.

Personnel Policies 1-8

David Monical moved that the Topeka and Shawnee County Public Library Board of Trustees approves personnel policies 1 – 8 as presented. Jim Edwards seconded. Discussion followed.

Monical moved this amendment: The Topeka and Shawnee County Board of Trustees tentatively approves personnel policies 1 – 8 as presented. Kacy Simonsen seconded. Discussion followed.

Shawn Leisinger moved to amend the amendment to add: as presented subject to receipt of the full policy manual. Kristen Brunkow O'Shea seconded. Motion passed.

The motion as amended passed.

Trustee Advocacy Stories

Chairperson Kerry Onstott Storey shared that she works with a young paralegal that frequents the library. The young woman told Storey about her recent experience with the library. She had checked out and returned a book not realizing that she had left \$50.00 between the pages of the book. During the return book process a library staff member found the money and made contact. The young lady was appreciative and thankful for the manner in which the library had handled the return of her monies.

Adjournment

On a motion by Shawn Leisinger, seconded by Kristen O’Shea, the meeting was adjourned at 5: 40 PM. Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____

Work Session

February 21, 2019

The Board of Trustees adjourned its business meeting and Chair Kerry Storey convened a work session to discuss a possible retreat and how the Board might address the topic of growth.

Notes and Highlights.

- Initially Library Board of Trustees Retreat would have its own retreat to frame issues and reach some consensus on a definition of growth.
- The intent would be to then expand that conversation to the Friends and Foundation boards.
- Trustees discussed what type of information might be needed to discuss growth and the future the library.

Several questions were posed:

- What is the future of this library?
- How do we want to engage with the other boards?
- What objectives do we have a for a retreat?
- How is the board going to guide/lead the vision of the future?
- How does the library remain relevant? (See Nina Simon's Tedx talk on the Art of Relevance.

There was discussion about what would be most helpful to trustees in continuing this discussion. It was suggested that staff create a matrix comprised of current initiatives, assets, and services, the community impact goals and, relevant data. This would create a baseline showing resources the library is currently allocating to the community impact goals and also help identify gaps in services and outcomes.

It was agreed that trustees would utilize this work session format to continue discussions until they are ready to schedule a retreat, possibly the fall of 2019.

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

Investments and Debt as of February 28, 2019; Bank Account Summary – Page 1

The new Certificates of Deposit with Intrust Bank and Denison State Bank approved by the Board in February have been enacted.

Revenue/Expense/Balance by Fund Report – Page 2

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending completion and acceptance of the custom built AdventureMobile, the completion of Claire's Courtyard, and the Circulation Plaza. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

All the expected State Aid revenues were received in February. The amount for 2019 is \$49,628.67 compared with last year's amount of \$50,002.19. As expected, this represents a continual reduction of \$373.52 or less than 1%. The funding continues to be budgeted for one-time projects only so there is not a reliance on it for ongoing operating expenditures. The 2019 budget was approved to use these funds for initiatives budgeted in the Digital Services Support line item.

General Fund – Pages 3 through 5

With 16.2% of the budget year completed, 48% of the budgeted revenue has been received and 20% of the approved budget has been expended/encumbered. This compares to 2018 in which 52% of the budgeted revenue had been received and 16% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

Employee Benefit Fund – Page 6

With 16.2% of the budget year completed, 46% of the budgeted revenue has been received and 17% of the approved budget has been expended/encumbered. This compares to 2018 in which 52% of the budgeted revenue had been received and 16% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,278,029.

Debt Service Fund-Bond & Interest – Page 7

An interest-only payment of \$24,000 was made on 2/28/19 to the State of Kansas for the due date of 3/1/19.

Revenues collected to-date are 49% compared with 50% at this point in time in 2018.

Purchase Order Notification

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

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual mobile broadband service	\$16,200.00	Verizon Wireless
Approved operating budget	Annual internet service	\$26,400.00	AT&T
Approved operating budget	Annual offsite data sync/cloud disaster recovery	\$6,000.00	Global Data Vault, LLC
Approved operating budget	Annual HVAC service agreement	\$17,992.00	Johnson Controls, Inc.
Approved operating budget	Annual water and sewer service	\$28,350.00	City of Topeka
Approved Facilities Master Plan budget	Consulting services to relocate Technical Services	\$12,500.00	J. Huber & Associates
Approved operating budget	Annual publication and mailing of <i>Library News</i> , 5 times per year	\$48,189.89	Cypress Media LLC
Approved operating budget	Employee assistance program – annual	\$6,478.20	New Directions Behavioral Health
Approved operating budget	Snow removal and treat parking lot/sidewalks - January	\$7,475.00	Snow Terminators LLC

Type of Purchase	Description	Amount	Vendor
From non-tax funds	Employee gifts for Staff Development Day	\$5,500.00	Kaeser & Blair Incorporated
Approved operating budget	Annual lease payments for postage and mailing equipment	\$13,467.84	Pitney Bowes, Inc.
Approved operating budget	Annual maintenance agreement for automated materials handling system	\$65,677.00	Tech Logic Corporation
Approved operating budget	Annual electric service	\$350,293.77	Westar Energy
Approved operating budget	Annual K-9 inspection services	\$31,200.00	Bug Hounds LLC
Approved operating budget	Annual legal services	\$35,000.00	Engel Law, PA
Approved operating budget	Annual natural gas service	\$15,000.00	Kansas Gas Service
Approved operating budget	Annual cataloging and ILL database service	\$92,000.00	OCLC, Inc.
Approved operating budget	Annual collection services for delinquent customer accounts	\$22,000.00	Unique Management Services, Inc.
Approved operating budget	Annual subscription and support agreement for Bibliocommons Core catalog and Suggest for Purchase modules	\$21,399.86	Bibliocommons, Inc.
Approved operating budget	Annual audit and financial statements for year ended 12/31/18; bid award approved by the Board 10/20/16	\$32,000.00	Berberich Trahan & Co., P.A.
Approved operating budget	Annual trash and recycling service	\$6,480.00	Inland Waste Solutions
Library Materials	Novelist Select online	\$8,203.00	Ebsco Information Services
Library Materials	"Automatically Yours" materials subscription – April	\$6,000.00	Baker & Taylor Books
Library Materials	Hoopla online	\$20,364.02	Midwest Tape LLC

Other Items:

- The test work for the audit appears to be nearly complete and the statements and report should be finalized soon. The Board's Audit Committee is scheduled to meet to review the audit draft and hear the audit presentation at 4 pm on Thursday, April 11th. Any Trustee is welcome to attend this meeting. The Committee's recommendation will be provided for the April Board meeting along with a resolution for approval of the audit.
- The workers compensation annual audit on February 25th had no findings and will result in a rate reduction for the current year.
- If different Trustees (from those currently in officer positions) are voted into the positions of Chair, Secretary or Treasurer, please plan on signing the bank signature cards and the document for the electronic check writer in the financial system at the April Board meeting. The effective date of the new positions is May 1, per the bylaws.
- There is one resolution on the agenda that will result in an expenditures:
 - Approval of the bid to purchase audio/visual equipment for Claire's Courtyard. Funding for this purchase will be made from The Library Foundation funds.
- The budget cycle will soon begin once again and the timeline for 2020 is included at the end of my report. In the last two prior years, since the valuation information is not available until at least July 1st, budget work session #1 was designed to be more educational, discuss issues, provide presentations, etc. on issues that will impact the budget year. It seemed to work well to discuss issues in advance of actual numbers and the technical budget documents.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Monday, June 3rd, 9 am to noon in the Menninger Room 206
 - Wednesday, July 10th, noon to 3 pm in the Anton Room 202; lunch served

**Topeka & Shawnee County Public Library
Proposed 2020 Budget Time Line**

April 19, 2019 (Fri)	Budget requests due from departments/units
April 26, 2019 (Fri)	First review of department/unit budget requests by Gina, Thad and Kim
May 14, 2019 (Tue)	Review of budget requests by management council (at regular meeting date/time)
June 3, 2019 (Mon)	Board budget work session #1 (Menninger Room 206 – 9 to noon)
June 25, 2019 (Tue)	Management council final review of budget documents (at regular meeting date/time)
July 10, 2019 (Wed)	Board budget work session #2 – final review of budget documents (Anton Room 202 - noon to 3pm)
July 18, 2019 (Thu)	Board meeting – 2020 budget approved for publication (scheduled Board meeting date)
July 24, 2019 (Wed)	Budget notice published in <i>Topeka Capital Journal</i> (must be published at least 10 calendar days before public hearing)
August 15, 2019 (Thu)	Public hearing and adoption of 2020 budget at scheduled Board meeting date @ 5:30 pm (must be held on or before August 15)
August 16, 2019 (Fri)	Budget copies submitted to the governing body of the city and county as required by K.S.A. 12-1267(a)
August 23, 2019 (Fri)	Adopted budget certified with County Clerk

	<u>Balance</u> <u>01/01/19</u>	<u>Revenue</u> <u>Y-T-D</u>	<u>Expenditures</u> <u>Y-T-D</u>	<u>Balance</u> <u>2/28/2019</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,754,482.68	\$ 6,636,595.44	\$ 2,255,475.43	\$ 9,135,602.69
Employee Benefits	1,308,606.73	1,419,125.40	583,233.37	2,144,498.76
Capital Improvement	1,833,380.82	3,498.64	-	1,836,879.46
Bond & Interest	806,781.00	796,013.53	24,000.00	1,578,794.53
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	35,331.31	49,628.67	35,331.31	\$ 49,628.67
Federal, State & Local Grants	19.03	900.00	300.00	\$ 619.03
Other Special Revenue	577,947.99	1,042.33	235,794.62	\$ 343,195.70
Permanent Funds	230,782.94	-	-	\$ 230,782.94
Totals	<u>\$ 9,547,332.50</u>	<u>\$ 8,906,804.01</u>	<u>\$ 3,134,134.73</u>	<u>\$ 15,320,001.78</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 895,221.83
Restricted Funds-CoreFirst Bank-Checking	467,880.85
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,836,879.46
Cash on Hand	2,177.77
Petty Cash	220.00
Endowment Securities	230,782.94
Municipal Investment Pool - Overnight	6,254,710.20
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	1,000,000.00
	<u>\$ 15,687,873.05</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(474.38)
Less Payroll Deduction and Employer Benefit Liabilities	14,576.63
Less Outstanding Checks	353,769.02
	<u>\$ 15,320,001.78</u>

	01/01/19 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	2/28/2019 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,754,482.68	\$ 6,636,595.44	\$ 387,782.72	\$ 1,867,692.71	\$ 9,135,602.69	\$ 1,857,021.59	\$ 7,278,581.10
Employee Benefit Fund	1,308,606.73	1,419,125.40	-	583,233.37	2,144,498.76	47,494.50	2,097,004.26
Capital Improvement Fund	1,833,380.82	3,498.64	-	-	1,836,879.46	558,850.00	1,278,029.46
Bond & Interest Fund	806,781.00	796,013.53	-	24,000.00	1,578,794.53	-	1,578,794.53
Non Major Governmental Funds							
<i>State Aid Fund</i>	35,331.31	49,628.67	35,331.31	-	49,628.67	-	49,628.67
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	900.00	-	300.00	600.00	-	600.00
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,542.72	6.59	-	-	10,549.31	-	10,549.31
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	63.25	0.02	15.29	17.03	30.95	4.97	25.98
Friends	134,352.56	82.00	692.39	4,097.85	129,644.32	31,393.19	98,251.13
Fun Committee	2,125.97	207.67	66.70	-	2,266.94	-	2,266.94
Gallery Competitions/Exhibits	36,024.48	22.51	-	-	36,046.99	-	36,046.99
Gifts/Memorials (Undesignated)	308,498.77	111.76	6,319.98	214,114.96	88,175.59	923,450.65	(835,275.06)
Hathaway Trust - Library Materials	5,131.59	2.80	159.11	771.95	4,203.33	627.68	3,575.65
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	57,282.26	594.88	7,386.93	1,917.41	48,572.80	886.55	47,686.25
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,409.76	0.88	-	-	1,410.64	150.00	1,260.64
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,455.06	2.76	25.07	6.70	4,426.05	-	4,426.05
Special Collections	5,674.24	3.54	-	-	5,677.78	-	5,677.78
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.96	0.02	-	-	35.98	-	35.98
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,166.12	1.35	-	-	2,167.47	-	2,167.47
Youth Services	9,091.43	5.55	203.25	-	8,893.73	152.88	8,740.85
<i>Permanent Funds</i>							
Mertz Trust	230,782.94	-	-	-	230,782.94	-	230,782.94
TOTALS	\$ 9,547,332.50	\$ 8,906,804.01	\$ 437,982.75	\$ 2,696,151.98	\$ 15,320,001.78	\$ 3,420,032.01	\$ 11,899,969.77

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 2/28/2019</u>
				16.2%
Ad Valorem Property Tax	\$ 12,162,389.00	\$ 6,536,132.47	\$ (5,626,256.53)	54%
Revitalization Rebates	(154,912.00)	(94,171.45)	\$ 60,740.55	61%
Back Tax	-	71,240.62	\$ 71,240.62	N/A
Motor Vehicle Tax	1,272,889.00	40,463.82	\$ (1,232,425.18)	3%
Recreational Vehicle Tax	11,669.00	208.36	\$ (11,460.64)	2%
16/20 M Vehicle Tax	4,924.00	4,212.54	\$ (711.46)	86%
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	6,366.85	\$ (36,795.15)	15%
E-Rate Reimbursement	73,250.00	-	\$ (73,250.00)	0%
Miscellaneous Revenue	3,000.00	7,670.93	\$ 4,670.93	256%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	95,451.00	7,054.31	\$ (88,396.69)	7%
Salary Refunds-Friends	45,993.00	6,747.36	\$ (39,245.64)	15%
Salary Refunds-Shawnee Cty	21,802.00	3,319.22	\$ (18,482.78)	15%
Vending Machines	4,000.00	518.50	\$ (3,481.50)	13%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	17,505.57	\$ (139,494.43)	11%
Debt Collect	-	1,009.20	\$ 1,009.20	N/A
ILL Fees	350.00	343.72	\$ (6.28)	98%
Mailing Fees	120.00	32.42	\$ (87.58)	27%
Non Resident Card Fee	935.00	85.00	\$ (850.00)	9%
Obituary Fees	750.00	165.00	\$ (585.00)	22%
Meeting Room Charges	5,500.00	455.00	\$ (5,045.00)	8%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	58,200.00	24,566.52	\$ (33,633.48)	42%
Library Treasurer's Balance	2,317,867.00	-	-	N/A
TOTALS	<u>\$ 16,136,856.00</u>	<u>\$ 6,636,595.44</u>	<u>\$ (7,182,393.56)</u>	48%

* 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.

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					16.2%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 984.60	\$ -	\$ 5,415.40	15%
Salaries-Facilities	629,003.00	97,407.76	-	531,595.24	15%
Salaries-Overtime	10,000.00	977.36	-	9,022.64	10%
Salaries-Security	375,321.00	40,084.06	-	335,236.94	11%
Salaries-Shelvers	181,115.00	16,854.24	-	164,260.76	9%
Salaries-Staff	7,571,200.00	1,109,164.73	-	6,462,035.27	15%
Conferences	136,570.00	7,625.98	5,253.51	123,690.51	9%
Staff Development & Training	30,000.00	4,465.17	150.00	25,384.83	15%
Mileage	9,400.00	779.25	6,989.96	1,630.79	83%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	87.01	249.39	1,663.60	17%
Materials-Periodicals	39,500.00	1,169.14	107.98	38,222.88	3%
Materials-Print/Non-Print <1 YR	526,600.00	56,834.78	2,053.38	467,711.84	11%
Materials-Print/Non-Print	1,268,500.00	158,521.42	88,184.38	1,021,794.20	19%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	89,921.00	6,482.45	85,506.59	(2,068.04)	102%
Contracted-Digital Services	373,600.00	62,993.76	16,296.13	294,310.11	21%
Contracted-Facilities	294,100.00	103,441.19	67,787.52	122,871.29	58%
Contracted-Equipment	45,350.00	1,854.74	17,485.34	26,009.92	43%
Contracted-Professional	248,230.00	34,853.01	124,969.02	88,407.97	64%
Contracted-E-Rate Services	6,600.00	-	-	6,600.00	0%
Digital Services Support	344,500.00	3,886.49	13,211.25	327,402.26	5%
Furniture/Equipment	95,000.00	95.84	2,968.83	91,935.33	3%
Insurance	53,054.00	28,076.00	23,000.00	1,978.00	96%
Marketing & Communication	48,000.00	188.62	2,200.00	45,611.38	5%
Memberships/Dues	24,806.00	9,511.00	9,000.00	6,295.00	75%
Miscellaneous	5,000.00	142.19	31.97	4,825.84	3%
Payments to Other Libraries	113,189.00	-	-	113,189.00	0%
Postage/Shipping	110,160.00	27,845.18	1,668.83	80,645.99	27%
Printing	113,800.00	12,454.09	37,672.36	63,673.55	44%
Programming	30,000.00	3,737.90	1,139.48	25,122.62	16%
Special Events	-	-	-	-	0%
Special Projects	935,000.00	12,044.53	-	922,955.47	1%
Supplies-Facilities	77,417.00	5,416.74	44,462.12	27,538.14	64%
Supplies-Office/Library	76,320.00	12,805.68	2,350.25	61,164.07	20%
Supplies-Processing	48,000.00	3,861.56	4,458.98	39,679.46	17%
Telecommunications	92,700.00	7,322.69	50,277.31	35,100.00	62%
Utilities-Electric	350,000.00	23,866.92	327,204.89	(1,071.81)	100%
Utilities-Gas	65,000.00	4,395.50	13,044.08	47,560.42	27%
Utilities-Water/Sewage	35,000.00	1,790.45	26,749.55	6,460.00	82%
Vehicle-Gas	36,000.00	2,108.16	-	33,891.84	6%
Vehicle-Repair	32,500.00	3,567.04	30,338.63	(1,405.67)	104%
Contingency/Fund Balance	1,600,000.00	-	-	-	0%
Cash Long/Short	-	(4.52)	-	4.52	N/A
TOTALS	\$ 16,136,856.00	\$ 1,867,692.71	\$ 1,004,811.73	\$ 11,664,351.56	20%

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 2,317,867.00	\$ 3,504,014.27	
<u>Revenue:</u>			
Ad Valorem Property Tax	12,162,389.00	6,536,132.47	54%
Revitalization Rebates	(154,912.00)	(94,171.45)	61%
Back Tax	-	71,240.62	N/A
Motor Vehicle Tax	1,272,889.00	40,463.82	3%
Recreational Vehicle Tax	11,669.00	208.36	2%
16/20M Vehicle Tax	4,924.00	4,212.54	86%
In Lieu of Tax	5,384.00	2,669.48	50%
Watercraft Special Tax	6,633.00	-	0%
Commercial Vehicle Fees	43,162.00	6,366.85	15%
E-Rate Reimbursement	73,250.00	-	0%
Fees and Charges	172,155.00	27,785.34	16%
Reimbursements	163,246.00	17,120.89	10%
Interest on Idle Funds	58,200.00	24,566.52	42%
	<u>\$ 13,818,989.00</u>	<u>\$ 6,636,595.44</u>	48%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,773,039.00	1,265,472.75	14%
Other Staff Support Costs	175,970.00	25,263.87	14%
Library Collections	1,836,600.00	307,207.48	17%
Contracted Services	1,057,801.00	521,669.75	49%
Digital Services Support	344,500.00	17,097.74	5%
Furniture/Equipment/Art	103,000.00	3,064.67	3%
Payments to Other Libraries	113,189.00	-	0%
Special Projects	935,000.00	12,044.53	1%
Utilities & Telecommunications	542,700.00	454,651.39	84%
Vehicles	68,500.00	36,013.83	53%
Other Operating Expenditures	586,557.00	230,018.43	39%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,136,856.00</u>	<u>\$ 2,872,504.44</u>	20%
Prior Year Canceled Purchase Orders		<u>\$ 10,475.83</u>	
Unencumbered Balance 2/28/19	\$ -	\$ 7,278,581.10	

EMPLOYEE BENEFITS

	2019 Budget	Year To Date	%
Balance 01/01/19	\$ 1,022,227.00	\$ 1,308,606.73	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,596,006.00	\$ 1,395,405.37	54%
Revitalization Rebates	(33,065.00)	(20,100.95)	61%
Back Tax	-	18,115.85	0%
Motor Vehicle Tax	433,545.00	5,081.14	1%
Recreational Vehicle Tax	3,975.00	26.17	1%
16/20M Vehicle Tax	1,677.00	539.27	32%
In Lieu of Tax	1,440.00	569.77	40%
Watercraft Special Tax*	2,259.00	-	0%
Commercial Vehicle Fees	14,701.00	799.53	5%
Refund-Fringe Benefits-Foundation	35,092.00	2,891.65	8%
Refund-Fringe Benefits-Friends	19,246.00	4,026.17	21%
Refund-Fringe Benefits-Shawnee Cty	15,723.00	2,412.78	15%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,223.00	3,797.82	31%
Interest on Idle Funds	6,000.00	5,560.83	93%
	<u>\$ 3,108,822.00</u>	<u>\$ 1,419,125.40</u>	46%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,777.00	\$ 6,478.20	96%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	646,275.00	90,063.76	14%
Ks Public Employees Retirement Sys	803,259.00	121,467.01	15%
Worker's Compensation	76,100.00	53,480.83	70%
Unemployment Tax	8,448.00	4,277.47	51%
Health/Dental Insurance	2,236,385.00	351,547.60	16%
Contingency/Fund Balance	350,000.00	-	0%
	<u>\$ 4,131,049.00</u>	<u>\$ 630,727.87</u>	17%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 2/28/19	\$ -	\$ 2,097,004.26	

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

CAPITAL IMPROVEMENT

Balance 01/01/19		\$ 1,833,380.82
<u>Revenue:</u>		
Interest received		3,498.64
		<u>\$ 3,498.64</u>
<u>Expenditures/Encumbrances:</u>		
Contracted - Professional		-
Capital Outlay		558,850.00
		<u>558,850.00</u>
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 2/28/19		\$ 1,278,029.46

STATE AID

Balance 01/01/19	\$ -	\$ 35,331.31
<u>Revenue:</u>		
State Aid	49,628.67	-
	<u>\$ 49,628.67</u>	<u>\$ 49,628.67</u>
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	53,000.00	35,331.31
	<u>\$ 53,000.00</u>	<u>\$ 35,331.31</u>
Unencumbered Balance 2/28/19		\$ 49,628.67

	<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	786,670.18	54%
Revitalization Rebates	(18,640.00)	(11,333.58)	61%
Back Tax	-	9,623.24	
Motor Vehicle Tax	177,674.00	4,859.56	3%
Recreational Vehicle Tax	1,629.00	25.03	2%
16/20M Vehicle Tax	687.00	506.97	74%
In Lieu of Tax	714.00	321.27	45%
Watercraft Special Tax*	926.00	-	0%
Commercial Vehicle Fees	6,025.00	764.63	13%
Interest on Idle Funds	2,200.00	4,576.23	208%
	<u>\$ 1,634,682.00</u>	<u>\$ 796,013.53</u>	49%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,600,000.00	\$ -	0%
Interest	48,000.00	24,000.00	50%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,398,000.00</u>	<u>\$ 24,000.00</u>	1%
Unencumbered Balance 2/28/19	\$ -	\$ 1,578,794.53	

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TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of February 28, 2019

Capital Improvement Funds-VisionBank

\$ 1,836,879.46 at 1.19% (money market account)

Municipal Investment Pool

\$ 6,254,710.20 operating funds in "overnight pool"*; available for transfer whenever needed

* rates vary by day - average February 1-28, 2019 was 2.0%

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

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

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

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

Principal Balance of Outstanding Bonds

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

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	2/1/19	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,688.39	-98668
10	21502	0	2/1/19	PAYCOM PAYROLL LLC	State W/H	\$ 10,543.20	-98668
15	21521	0	2/1/19	PAYCOM PAYROLL LLC	State Unemployment	\$ 291.57	-98668
10	21503	0	2/1/19	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,450.91	-98668
15	21504	0	2/1/19	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,450.91	-98668
10	21503	0	2/1/19	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,315.21	-98668
15	21504	0	2/1/19	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,315.21	-98668
10	21514	0	2/1/19	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98668
10	21518	0	2/1/19	PAYCOM PAYROLL LLC	Garnishments	\$ 814.95	-98668
10	23800	0	2/1/19	PAYCOM PAYROLL LLC	ACA 1094	\$ 75.00	-98668
10	23800	0	2/1/19	PAYCOM PAYROLL LLC	ACA 1095s	\$ 1,100.70	-98668
10	41000	313	2/1/19	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,852.86	-98668
10	41000	313	2/1/19	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 368.88	-98668
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 83,392.79	-98668 Total
10	21505	0	2/4/19	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,273.57	-98667
15	21516	0	2/4/19	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,075.24	-98667
15	21517	0	2/4/19	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,045.62	-98667
10	21524	0	2/4/19	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 184.04	-98667
10	21513	0	2/4/19	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 911.10	-98667
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,489.57	-98667 Total
10	21515	0	2/6/19	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 17,391.74	-98662
15	21515	0	2/6/19	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 62,789.28	-98662
15	21515	0	2/6/19	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 3,281.23	-98662
						\$ 83,462.25	-98662 Total
10	21501	0	2/14/19	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,986.91	-98660
10	21502	0	2/14/19	PAYCOM PAYROLL LLC	State W/H	\$ 10,627.91	-98660
15	21521	0	2/14/19	PAYCOM PAYROLL LLC	State Unemployment	\$ 1,848.19	-98660
10	21503	0	2/14/19	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,498.41	-98660
15	21504	0	2/14/19	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,498.41	-98660
10	21503	0	2/14/19	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,326.30	-98660
15	21504	0	2/14/19	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,326.30	-98660
10	21514	0	2/14/19	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98660
10	21518	0	2/14/19	PAYCOM PAYROLL LLC	Garnishments	\$ 814.95	-98660
10	41000	313	2/14/19	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,860.51	-98660
10	41000	313	2/14/19	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 370.62	-98660
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 84,389.69	-98660 Total
10	21505	0	2/20/19	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,276.54	-98659

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21516	0	2/20/19	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,079.68	-98659
15	21517	0	2/20/19	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,046.14	-98659
10	21524	0	2/20/19	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 199.03	-98659
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,601.39	-98659 Total
10	21515	0	2/28/19	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 37,475.50	-98655
15	21515	0	2/28/19	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 195,386.67	-98655
15	21515	0	2/28/19	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 3,281.23	-98655
						\$ 236,143.40	-98655 Total
35	23800	0	2/14/19	SENNE & CO INC	Change Order #1	\$ 3,122.49	11484
35	41000	743	2/14/19	SENNE & CO INC	Claire's Courtyard Constr	\$ 93,416.94	11484
						\$ 96,539.43	11484 Total
35	41000	743	2/28/19	SENNE & CO INC	Claire's Courtyard Constr	\$ 118,419.11	11497
						\$ 118,419.11	11497 Total
10	23800	0	2/4/19	HEURISTA CO	Donor Recognition Display	\$ 13,250.00	93224
				<i>RFP was posted and bid was approved by the Board on 12/20/2018</i>		\$ 13,250.00	93224 Total
10	23800	0	2/4/19	SENNE & CO INC	Circ Plz/Lrning Ctr Reno	\$ 127,757.70	93235
						\$ 127,757.70	93235 Total
10	41000	310	2/8/19	GLOBAL DATA VAULT, LLC	VEEM offsite data sync	\$ 6,000.00	93245
				<i>2019 approved operating budget - contracted digital services</i>		\$ 6,000.00	93245 Total
25	23800	0	2/14/19	BA DESIGNS	RIO STANDARD CHAIR	\$ 2,307.36	93264
10	23800	0	2/14/19	BA DESIGNS	ARRANGE SEATED HT BASE	\$ 810.99	93264
25	23800	0	2/14/19	BA DESIGNS	ARRANGE SEATED HT BASE	\$ 553.89	93264
10	23800	0	2/14/19	BA DESIGNS	ARRANGE 36 TABLE TOP"	\$ 950.40	93264
10	23800	0	2/14/19	BA DESIGNS	RIO COUNTER STOOL	\$ 2,774.72	93264
10	23800	0	2/14/19	BA DESIGNS	ARRANGE COUNTER HT BASE	\$ 1,001.44	93264
10	23800	0	2/14/19	BA DESIGNS	ARRANGE TABLE TOP 36"	\$ 633.60	93264
				<i>Furnishings for new circulation plaza - 2018 Facilities Master Plan</i>		\$ 9,032.40	93264 Total
10	41000	326	2/14/19	CYPRESS MEDIA LLC	2019 Library News (5)	\$ 9,268.84	93271
10	41000	326	2/14/19	CYPRESS MEDIA LLC	Mailing list update	\$ 1,845.69	93271
				<i>2019 approved operating budget - printing</i>		\$ 11,114.53	93271 Total
10	41000	736	2/14/19	J HUBER & ASSOCIATES	Phase I-Tech Srvc Move	\$ 12,044.53	93277
				<i>Consulting services - Review circulation processes and configure new space for moving</i>			
				<i>Technical Service; professional services exempt from purchasing policy</i>		\$ 12,044.53	93277 Total
10	41000	310	2/14/19	ONENECK IT SOLUTIONS	ESA SW Bundle	\$ 3,801.00	93281
10	41000	310	2/14/19	ONENECK IT SOLUTIONS	ESA Hardware SNTC	\$ 206.34	93281
10	41000	310	2/14/19	ONENECK IT SOLUTIONS	Cisco PoE	\$ 5,014.00	93281
10	41000	310	2/14/19	ONENECK IT SOLUTIONS	Cisco standard	\$ 21,487.76	93281

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	2/14/19	ONENECK IT SOLUTIONS	Cisco Firewall	\$ 842.72	93281
				<i>2019 approved operating budget - contracted digital services</i>		\$ 31,351.82	93281 Total
10	41000	311	2/14/19	SNOW TERMINATORS LLC	Spread parking lot	\$ 1,300.00	93284
10	41000	311	2/14/19	SNOW TERMINATORS LLC	Plowed Snow	\$ 925.00	93284
10	41000	311	2/14/19	SNOW TERMINATORS LLC	Spread parking lot	\$ 650.00	93284
10	41000	311	2/14/19	SNOW TERMINATORS LLC	Spread parking lot	\$ 1,300.00	93284
10	41000	311	2/14/19	SNOW TERMINATORS LLC	Plowed Snow	\$ 925.00	93284
10	41000	311	2/14/19	SNOW TERMINATORS LLC	Partial Sidewalk Work	\$ 150.00	93284
10	41000	311	2/14/19	SNOW TERMINATORS LLC	Spread parking lot	\$ 1,300.00	93284
10	41000	311	2/14/19	SNOW TERMINATORS LLC	Plowed Snow	\$ 925.00	93284
				<i>2019 approved operating budget - contracted facilities</i>		\$ 7,475.00	93284 Total
10	23800	0	2/14/19	TEVIS ARCHITECTURAL GROUP	FMP Phase 2	\$ 11,547.23	93286
10	23800	0	2/14/19	TEVIS ARCHITECTURAL GROUP	Terrazzo Flooring	\$ 300.00	93286
						\$ 11,847.23	93286 Total
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Legal Size White	\$ 105.45	93288
10	41000	310	2/21/19	COREFIRST BANK & TRUST	Dropbox Business (3user)	\$ 450.00	93288
10	41000	326	2/21/19	COREFIRST BANK & TRUST	WindPro Heavy Duty Snap E	\$ 585.00	93288
10	41000	326	2/21/19	COREFIRST BANK & TRUST	Plastic A-Frame Sign Whit	\$ 168.00	93288
10	41000	325	2/21/19	COREFIRST BANK & TRUST	Shipping	\$ 95.05	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	assorted papers	\$ 7.38	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	watercolor paper 20 sheet	\$ 36.57	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	liq watercolor silver 8oz	\$ 3.87	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	liq watercolor gold 8oz	\$ 3.87	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	liq watercolor black 8oz	\$ 3.87	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	Shipping PO #190273	\$ 28.55	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	NZ Home Insl Bag	\$ 23.99	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	Candid Insl Food Bag	\$ 27.95	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	Exo Terra 3-pack Soil	\$ 5.99	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	Pencils box of 24	\$ 8.94	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	Binder clips medium 96 pk	\$ 10.95	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	Foil wash tape 21 rolls	\$ 13.99	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	Washi tape 24 rolls	\$ 8.99	93288
10	41000	326	2/21/19	COREFIRST BANK & TRUST	business cards	\$ 13.28	93288
10	41000	325	2/21/19	COREFIRST BANK & TRUST	shipping & handling estim	\$ 9.29	93288
10	41000	325	2/21/19	COREFIRST BANK & TRUST	PO #190141	\$ 22.55	93288
10	41000	310	2/21/19	COREFIRST BANK & TRUST	NDIA Annual Subscription	\$ 500.00	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	Zello licenses	\$ 22.64	93288

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Storage Bags 2.5 Gallon	\$ 73.68	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Storage Bags Gallon	\$ 29.34	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Blue Tape	\$ 35.98	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Masking Tape 1/2"	\$ 32.85	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	anker powercore	\$ 49.99	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	anker port	\$ 25.99	93288
10	23800	0	2/21/19	COREFIRST BANK & TRUST	LC items	\$ 23.32	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	bluray player	\$ 130.00	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Postage Meter Tape	\$ 1,427.88	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Thermal Labels	\$ 1,427.88	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	wallskint clip	\$ 59.64	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Batteries - AAA	\$ 252.00	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Batteries - C	\$ 33.60	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	RAVpower usb station	\$ 41.60	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	joby gorillapod	\$ 24.95	93288
10	41000	341	2/21/19	COREFIRST BANK & TRUST	Glow Sticks	\$ 38.13	93288
10	41000	341	2/21/19	COREFIRST BANK & TRUST	String Lights Multicolor	\$ 76.93	93288
10	41000	341	2/21/19	COREFIRST BANK & TRUST	Shower Rain Lights	\$ 288.83	93288
10	41000	341	2/21/19	COREFIRST BANK & TRUST	Balloons	\$ 10.39	93288
10	41000	341	2/21/19	COREFIRST BANK & TRUST	Command Clilps	\$ 26.96	93288
10	41000	341	2/21/19	COREFIRST BANK & TRUST	Hershey Kisses	\$ 35.97	93288
10	41000	341	2/21/19	COREFIRST BANK & TRUST	Snickers Mini	\$ 59.94	93288
10	41000	341	2/21/19	COREFIRST BANK & TRUST	Starburst	\$ 34.49	93288
10	41000	341	2/21/19	COREFIRST BANK & TRUST	Glass Vase Set/12 9"	\$ 61.38	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Staple Remover	\$ 5.28	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Staples	\$ 13.98	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Address Labels	\$ 25.85	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Color Clipboards	\$ 29.90	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Balance PO #190229	\$ 23.34	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	logitech h390 headset	\$ 96.88	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	HP Q6627B	\$ 778.40	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	asus 27 inch monitor	\$ 425.12	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	8.5x11 Magnetic Sign Hold	\$ 138.20	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	Roku Premiere	\$ 39.05	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	Samsung - 43 Class - LED"	\$ 1,599.96	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	BLACK CORD 218 YDS	\$ 9.99	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	600 PACK BUTTONS	\$ 7.22	93288

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10	23800	0	2/21/19	COREFIRST BANK & TRUST	business cards	\$ 27.88	93288
10	23800	0	2/21/19	COREFIRST BANK & TRUST	shipping & handling estim	\$ 10.12	93288
10	41000	325	2/21/19	COREFIRST BANK & TRUST	2018 PO	\$ 0.42	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	4.5 rnd tip jwly pliers"	\$ 8.97	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	4.5 lng nose jwly plier"	\$ 8.97	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	clr copper wire 26g x 15f	\$ 14.67	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	clr copper wire 24g x 15f	\$ 13.98	93288
10	41000	420	2/21/19	COREFIRST BANK & TRUST	Shipping	\$ 8.95	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	DiCUNO 450pcs 5mm LEDs	\$ 12.99	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	Adhesive copper foil tape	\$ 5.99	93288
10	41000	330	2/21/19	COREFIRST BANK & TRUST	15 CR2025 3v lithium batt	\$ 6.97	93288
10	41000	323	2/21/19	COREFIRST BANK & TRUST	user group membership	\$ 100.00	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	logitech h390	\$ 121.10	93288
10	41000	320	2/21/19	COREFIRST BANK & TRUST	Battery	\$ 90.57	93288
10	23800	0	2/21/19	COREFIRST BANK & TRUST	MM Baby Wipes	\$ 159.68	93288
10	23800	0	2/21/19	COREFIRST BANK & TRUST	Clorox Wipes 5/pk	\$ 103.34	93288
10	23800	0	2/21/19	COREFIRST BANK & TRUST	Shipping	\$ 15.52	93288
10	41000	322	2/21/19	COREFIRST BANK & TRUST	Dec 2018 Facebook	\$ 188.62	93288
				<i>Miscellaneous online orders paid by credit card</i>		\$ 10,549.80	93288 Total
10	21512	0	2/21/19	DELTA DENTAL OF KANSAS, INC	Feb 19 EE Feb Prens	\$ 2,733.58	93291
15	21512	0	2/21/19	DELTA DENTAL OF KANSAS, INC	Feb 19 Cobra Feb Prens	\$ 41.66	93291
15	21512	0	2/21/19	DELTA DENTAL OF KANSAS, INC	Feb 19 Retiree Feb Prens	\$ 290.75	93291
15	21512	0	2/21/19	DELTA DENTAL OF KANSAS, INC	Feb 19 ER Feb Prens	\$ 10,464.62	93291
						\$ 13,530.61	93291 Total
10	41000	301	2/22/19	OCLC, INC.	oclc cataloging & ill	\$ 6,493.41	93318
10	41000	301	2/22/19	OCLC, INC.	discount	\$ (5.19)	93318
				<i>2019 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,488.22	93318 Total
10	41000	311	2/22/19	TECH LOGIC CORPORATION	AMH Service Contract	\$ 65,677.00	93320
				<i>2019 approved operating budget - annual maintenance</i>		\$ 65,677.00	93320 Total
10	41000	351	2/22/19	WESTAR ENERGY	43466	\$ 23,593.77	93326
10	41000	351	2/22/19	WESTAR ENERGY	43466	\$ 89.02	93326
				<i>2019 Electric Service</i>		\$ 23,682.79	93326 Total
10	41000	313	2/28/19	BERBERICH TRAHAN & CO., P.A.	Annual Audit 12/31/18	\$ 20,000.00	93328
				<i>2019 approved operating budget - progress payment</i>		\$ 20,000.00	93328 Total
10	41000	310	2/28/19	BIBLIOCOMMONS, INC.	annual renewal	\$ 21,399.86	93329
				<i>2019 approved operating budget - annual subscription and support</i>		\$ 21,399.86	93329 Total

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10	23800	0	2/28/19	CAM-DEX SECURITY CORP.	Upgrade Access Control	\$ 14,083.00	93331
				<i>RFP was posted and bid was approved by the Board on 9/20/2018</i>		\$ 14,083.00	93331 Total
25	23800	0	2/28/19	DEMCO INC	Kite 750 series rectangle	\$ 8,310.00	93336
25	23800	0	2/28/19	DEMCO INC	Navy arm chair 17 1/2 hei	\$ 1,530.00	93336
25	23800	0	2/28/19	DEMCO INC	lime green no arm 17 1/2	\$ 1,270.08	93336
25	23800	0	2/28/19	DEMCO INC	plastic chair dolly	\$ 318.72	93336
25	23800	0	2/28/19	DEMCO INC	Shipping	\$ 1,126.26	93336
				<i>Furnishings for new circulation plaza - 2018 Facilities Master Plan</i>		\$ 12,555.06	93336 Total
10	41000	311	2/28/19	JOHNSON CONTROLS, INC.	2019 Service Agreement	\$ 17,992.00	93346
				<i>2019 approved operating budget - annual subscription and support</i>		\$ 17,992.00	93346 Total
25	23800	0	2/28/19	LANDSCAPE FORMS	CAROUSEL TABLE 5 SEAT	\$ 8,385.00	93348
25	23800	0	2/28/19	LANDSCAPE FORMS	SOLSTICE UMBRELLA	\$ 9,390.00	93348
25	23800	0	2/28/19	LANDSCAPE FORMS	SHIPPING	\$ 2,140.00	93348
				<i>Furnishings for Claire's Courtyard - 2018 Facilities Master Plan</i>		\$ 19,915.00	93348 Total
						\$ 1,256,184.18	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

March, 2019

Library News and Project Updates

Dolly Parton's Imagination Library

Registration is still shy of 5,000 children, but has increased from 4,766 to 4,820 registrations.

"Big Idea: We Need to Elevate Black Women's Stories" by Donna Rae Pearson, public historian for TSCPL

Please take a moment to read Donna Rae's essay, published by Humanities Kansas. We are proud that it was selected for the Big Idea program. You may also read it on the KH website.

<https://www.humanitieskansas.org/get-involved/kansas-stories/the-big-idea/big-idea-we-need-to-elevate-black-womens-stories>

Agenda Items

Claire's Courtyard Audio Visual Equipment Bid

Please see the resolution sheet for background information, bid summary and recommendation, and fiscal note.

Personnel Policies: 9 – 10 and 12-24

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

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

Mill Levy Resolution

With this resolution, the Library Board declares its intention to eliminate the debt service mill levy and increase the operating mill levy for 2020 and following years, resulting in an aggregate mill levy of 9.786 mills. The total mill rate does not change from previous years. Please see the resolution sheet and background sheet for more detailed information and explanation.

Lingo and Red Carpet Bookmobile's Disposal

Both these bookmobiles are past of end-of-life and currently inoperable. Staff is recommending disposal by salvage.

Nominating Committee Appointment

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

Work Session after Board Meeting

Notes from this session are included in your packet.

Professional Activities/Community Contacts

February 18	TSCPL Staff Development Day, did library relevance presentation
February 19	Attended Intergovernmental Cooperation Council (ICC) meeting with trustee Liz Post
February 20	Attended The Library Foundation's Board Meeting
February 21	Attended 712 Innovations Executive Committee Meeting Attended TSCPL Board of Trustees Meeting
February 27	Attended Virtual Lyrasis Spring Board Meeting
February 28	Attended Downtown Topeka Rotary Meeting – Facilitated a strategic planning session for the club
March 4	Met with City of Topeka, Neighborhood Relations staff to finalize AmeriCorps volunteers proposal
March 5	Attended Lyrasis Public Library Leaders Day held in Columbus, OH virtually
March 6	Attended iINCLUDED monthly Meeting
March 8	TogetherTopeka and Talent Development Luncheon
March 11	Trustee Executive Committee Meeting
March 14	Participated in Community Broadband Planning biweekly conference call

In Progress

MOU with Topeka School District

The school board meets on the library's board meeting day, March 21 and will review the MOU this Board approved at its February meeting. Collections Director Paul Brennan and I will attend that meeting at Superintendent Dr. Tiffany Anderson's invitation to speak to the importance and value of this new partnership.

Partnership with City of Topeka Neighborhood Relations Department

TSCPL staff met with division director of community engagement for the Neighborhood Relations Department Monique Glaude' and senior grants program administrator Sheena Smith to provide information for the grant proposal to Americorps. If we are successful in getting Americorps volunteers, I would like trustees to be involved in welcoming and thanking them and possibly participating along with library staff in some neighborhood events. I will continue to update you as this project progresses.

What I'm Reading

To the Stars through Difficulties by Romalyn Tilghman

This book is set in Kansas and features a librarian as one of the main characters. Full of Kansas history and required reading for any library lover.

Gina Millsap

Chief Executive Officer

Topeka and Shawnee County Public Library 3/14/19

Big Idea: We Need to Elevate Black

Women's Stories

March 1, 2019

Donna Rae Pearson is the Local History Librarian at the Topeka & Shawnee County Public Library

Can you remember the first time you learned about a famous African American woman? Many Kansans cannot come up with an answer readily or easily.

Making Room: Elevating Black Women's Stories to Defy Stereotypes

“Can you remember the first time you heard about a famous African American woman?” I have asked this question in conversation with women of all backgrounds or sometimes I would ask for a famous African American woman from Kansas. Most could not come up with an answer readily or easily.

Big Idea: It's Time to Change the Way We Talk About Immigrants
Changing How We Talk About the Civil Rights Movement
The Heart of the Matter: The Role of Humanities
Writing for the Event: Bring Back the Occasional Poem

As our conversation continued, almost every single Black woman would be able to recall a woman from their neighborhood, their school, their church, or their family who had a positive impact on them. I give voice to my great-grandmother, Gertrude Davis. We were born on the same day 70 years apart. I never met Gert, but always listened and absorbed the stories from others about her daily life.

She owned a business, fed the hungry, and when it became necessary, moved her family from Oklahoma to Kansas. Gert could be assertive, or gentle, even cussing at times to get her point across. Portrayed as human, she has been a source of inspiration and I proudly follow in her path.

Greater society doesn't know the stories of Black women like Gert. What it holds on high is a carefully curated collection of five or six notable women to offer as noteworthy. Their stories are really just headlines: "Harriet Tubman saved her people." "Rosa Parks refused to give up her seat." Or "Aretha Franklin, the Queen of Soul." As presented, these stories do little to expand the narrative of Black women.

The Single Story” and Stereotypes

Chimamanda Ngozi Adichie in her TEDx talk “The Danger of a Single Story” explained that when people are presented as one thing “over and over again...that is what they become.” This “single story” is dangerous because it “creates stereotypes.”

Even though we as Black women tell each other's stories they need to reach a wider audience. Why? Because many women do not see themselves in stereotypes, instead we regularly combat them.

We understand that when entering different spheres of everyday life, we encounter different folks, people influenced in their perceptions of people of color by varying media outlets. In that moment, we are being assessed according to a difference that has nothing to do with us.

One of the greatest harms of stereotypes is that someone is bound to believe them.

To Rediscover and Refine

How does one dispel stereotypes? Can there be a story strong enough to create a new image of Black women in Kansas or even America?

Storytelling has power. In the era of Michelle Obama, we see Black women portrayed in more nuanced ways. We ask for, question, and continually insist that new images of Black women be presented.

Like Ann Shattio, a former slave and early Shawnee County, Kansas, resident, Black women can be business owners.

Like Lucinda Todd, secretary for the Topeka NAACP in the 1950s, Black women can be instrumental in groundbreaking cases that change the world.

Like Oletha Faust-Goudeau, current state senator from the 29th District representing Wichita, Black women can represent Kansas in government positions. When we clear away the stereotypes, we make room for new stories.

Spark a Conversation

Read

- How to be Less Stupid about Race by Crystal M. Fleming

- Sister Citizen: Shame Stereotypes and Black Women in America by Melissa Harris-Perry
- The Sisters are Alright: Changing the Broken Narrative of Black Women in America by Tamara Winfrey Harris

Watch

- Sister Citizen: Shame Stereotypes and Black Women in America (58:41)
- The Danger of a Single Story by Chimamanda Ngozi Adichie (19:16)
- You Belong to Me: Sex, Race and Murder in the South (Preview - 2:28)

About Donna Rae Pearson

Donna Rae Pearson holds a Master's degree in History from Wichita State University. Her work life consists of teaching people how to research stuff as the Local History Librarian at the Topeka & Shawnee County Public Library. A love of old buildings and wanting to keep them around landed her a gig on the city of Topeka's Local Landmarks Commission. As a creative she recently started fulfilling the duties of a board member for ArtsConnect in Topeka. On any given day, you can find her doing volunteer work with community groups in and around Topeka. Her current community service project began with encouragement from friends and family when Donna set out to build one Blessing Box. With this small act a movement was born that has touched Topeka. She is a sister of Delta Sigma Theta Inc.

http://www.humanitieskansas.org/get-involved/kansas-stories/the-big-idea/big-idea-we-need-to-elevate-black-womens-stories?fbclid=IwAR13tblntJjUz4IXldLxogGz_Oj8ODrdY_ctTNY5jexBGH7kTEGfLEHQZkY



Ms. Donna Rae Pearson

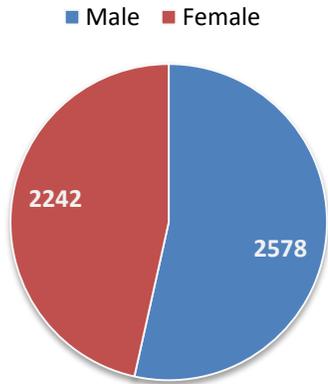


VIEW

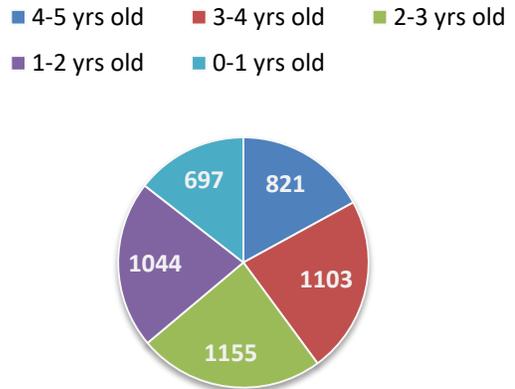
The Todd family: Alvin, Nancy, and Lucinda, 1946. Lucinda was the secretary for the Topeka NAACP.

Number of Participants Served: **4,820**

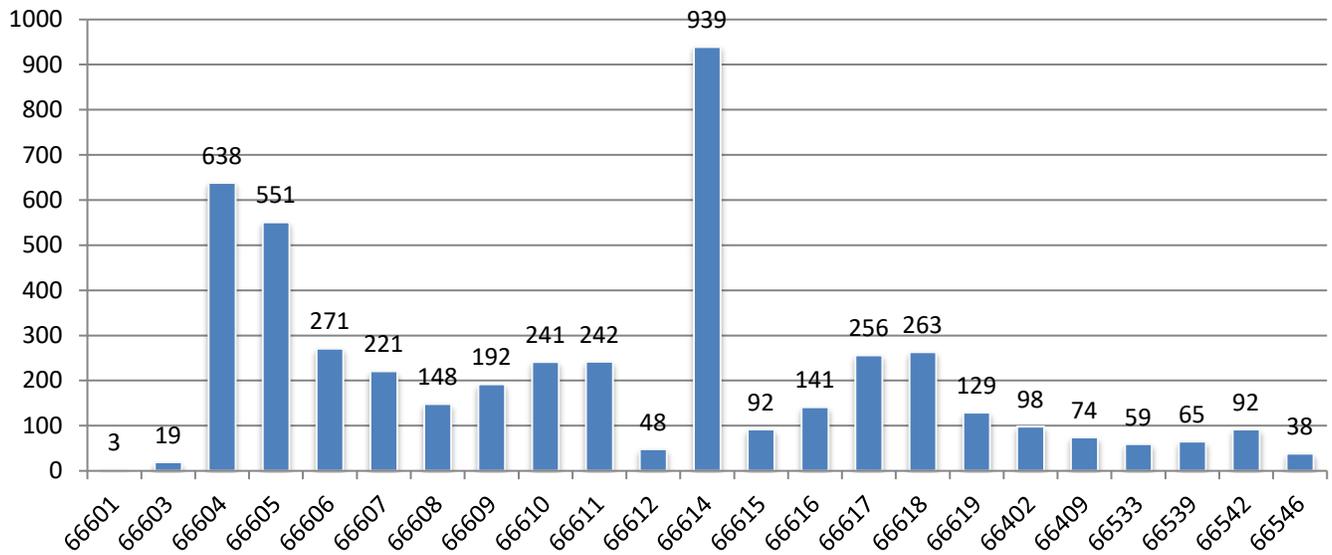
Sex of Participants



Age of Children

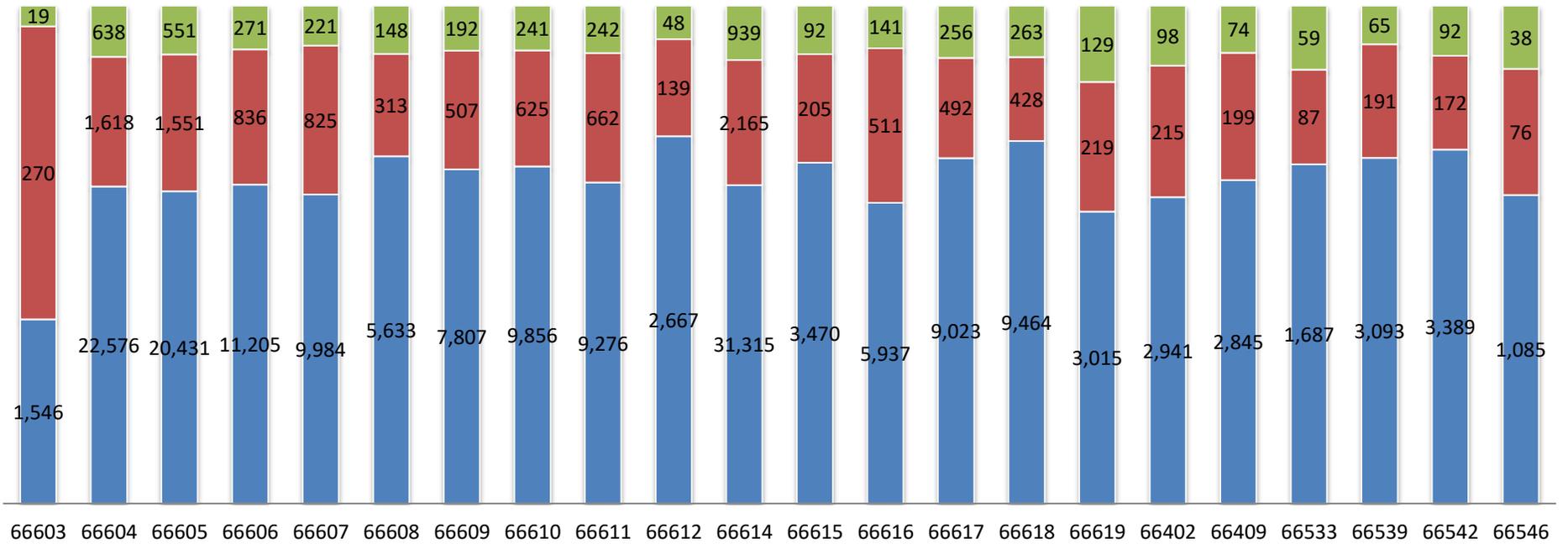


Zip Codes of Children

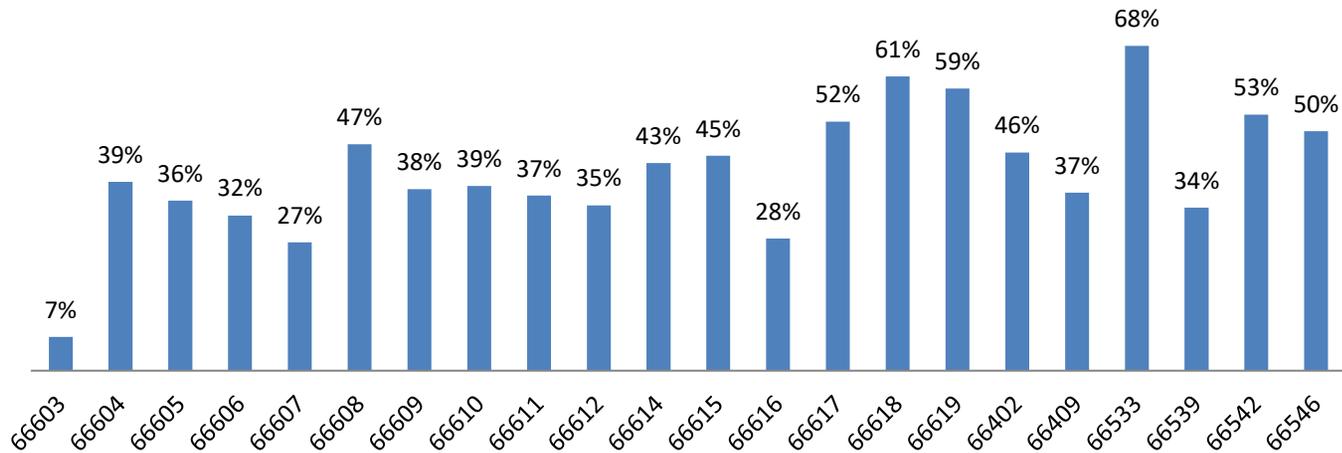


February 2019 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



Chief of Staff Report
Thad Hartman
March 21, 2019

Circulation Plaza Construction

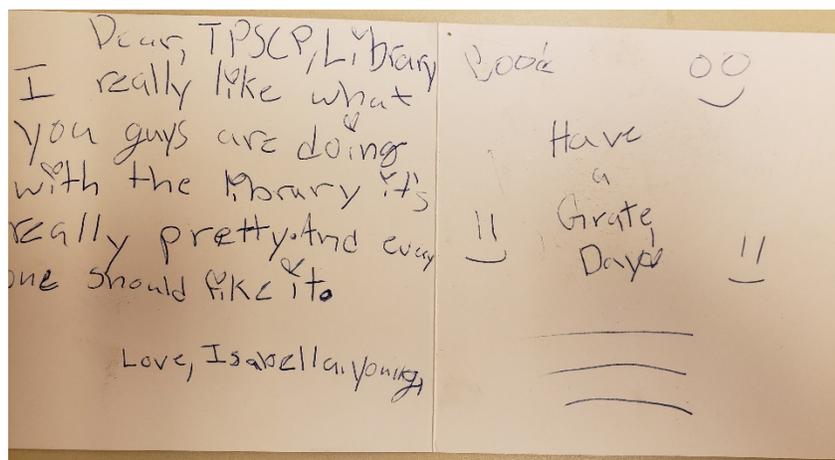
Construction in the Plaza continues to progress on schedule. Last week we were able to reopen the main hallway and tile work in the Plaza is nearing completion. There is some minor finishing work in the Senior Life Center that needs to wait until the new tile is laid in the area. Once that is done construction crews will take another couple of days to finish up the work in this area and then we will be able to take possession of this portion of the Plaza. We plan to move the Large Print collection back into the renovated section of the Plaza, and reopen that entire area, on Thursday, March 14. The renovated area will include our Large Print collection, Business Center, Customer Service desk, and comfortable seating.



Once construction is done in the east half of the Plaza work will begin on the west half. This includes the area behind the old Circulation Desk, what will become the new Learning Center, and the display window into the Booktique. Demolition work has already begun in some of the staff areas behind the old Circulation Desk. This portion of construction is scheduled to be complete in June.

Once the tile work is complete in the Plaza they will continue to move south into the rotunda. As they near the center of the rotunda they will install the medallion. Once the medallion is installed they will then finish up the rest of the rotunda. The tile work is scheduled to be complete in April.

So far we have received many compliments about the new tile and a lot of excitement about the newly expanded Plaza.



Claire's Courtyard

Unfortunately this month's update for Claire's Courtyard is very similar to what it has been the last couple of board meetings. The consistent snow and ice have kept the project from moving forward as much as we would like. Crews have tried to do as much work as possible during the cold weather and have made some progress. Unfortunately some of the work that needs to be done, such as creating the tiered seating and laying the bricks, needs better weather to proceed.



Even with the poor weather, crews have made progress on the pavilion and the trellis. Masons have started laying cinderblocks for the walls of the pavilion and the top support structure of the trellis has been installed.

Adventuremobile

We experienced a disappointing delay with the delivery of the new Adventuremobile. The delivery was scheduled on Wednesday, March 13th. However, there was a part on the vehicle that failed during one of the final road tests at the manufacturer and therefore needed to be replaced. The good news is that they have the new part and will have this issue fixed before the vehicle is delivered so that we know we're getting a vehicle that is safe. We expect delivery on Wednesday, March 20th.

Department Highlights

Public Services

Marie Pyko, Public Services Director

Books, music and fun!

Natalie Moreland, Deb Ellerbrook and I helped celebrate Dr. Seuss' birthday with Topeka Housing Authority, United Way and SJ Hazim at Highland Park Central, Ross and Scott elementary on March 4th and 5th.

SJ wrote a rap to Oh the Places you will go. The children really enjoyed singing and dancing to the rap. We gave away over 500 books as part of the Book Rich Environment project. We also were happy to hear our partnership was renewed for a third year so we are starting to plan our activities to give away more books in the summer. The Book Rich Environment is a national partnership with public libraries, literacy organizations and Housing and Urban Development public housing authorities.

Lissa Staley and I attended the Kettering Foundation on February 27-28, 2019 and shared our research on hosting deliberative forums with the community. We have hosted two forums with the Health Equity workgroup and library staff as a way to practice deliberation. Our trip to Kettering was to review what we have learned to date and hear how other libraries are engaging in the work. Lissa and I shared how our forums went and what we had learned to date. We are now in the final written report stage after receiving feedback on where our research should go.

In addition to the Kettering Foundation staff, our learning exchange includes the libraries from all over the country including Virginia Beach, Houston, Portland, Columbus and Cincinnati. Each library is conducting different research focused on how libraries engage citizens in deliberation and discussion. We are in our second phase of work with the Kettering Foundation and are looking forward to future opportunities. The Foundation specifically invited our library several years ago based on our commitment to working out in the community. All costs associated with the visits are funded by the Foundation.

If you are interested in learning more about the Kettering Foundation <https://www.kettering.org/>

Autumn Friedli, Public Services Supervisor – Readers Services

On February 17th the library hosted author and sports journalist Joe Posnanski in conversation with Bob Kendrick, President of the Negro Leagues Baseball Museum, as part of our spring 2Book Topeka reading initiative. Our 2Book titles this spring are *The Soul of Baseball*, by Joe Posnanski, and *Shoeless Joe*, by W.P. Kinsella, with themes of baseball, history, dreams, and nostalgia. *The Soul of Baseball* checked out in big numbers prior to the event, which was a tremendous success, with over 160 people coming out to the afternoon program despite snow and cold temperatures. Many people showed up wearing their favorite baseball caps or shirts, and there were a lot of men in the audience, including quite a few father-son pairs.

After introductions from Readers Team Staff member (and baseball enthusiast) Dave Coleman, Kendrick and Posnanski chatted with each other and the audience about their memories of Buck O'Neil, and then took questions from the audience. The vibe in the room was intimate and relaxed, with lots of laughter, and many people approached library staff after the event to say how much they enjoyed the program. Readers Librarian Miranda Ericsson reported that several people commented that they had not attended a library author program before, and expressed their hope that more sports authors might be invited to speak in the future.

Debbie Stanton, Public Services Supervisor – Information and Learning

The Sabatini Gallery has been busy setting up our newest exhibit – **Mix It Up!** – a mixed media adventure that will run from March 22-May 12. In mixed media, artists combine sometimes drastically different media to create art and meaning. Mixed media gives artists the freedom to work with any tools

and material – from traditional paints to fabrics, bronze and even recyclables. Programs to look forward to with the exhibit include presentations by artists Barbara Solberg, Larry Peters and Randy Regier.

The digitized portion of the **Sherwood Smith Collection** of Topeka and Shawnee County architectural blueprints is now available to the public at <https://localhistory.tscpl.org>. Smith worked as an architect in Topeka for over 50 years and collected blueprints from his own and other architectural firms. They represent the growth of Topeka from the late-19th to mid-20th centuries and include representative samples of businesses, residential homes and public buildings, such as churches and schools. Timothy Paris with the City of Topeka stated, “After reviewing the collection of blueprints [...] I must express my fullest approval with your efforts toward digitizing [...] I look forward to using and sharing the resources you have made publicly available through my work at the Topeka Planning Department.”

Youth Services

LeAnn Brungardt, Youth Services Supervisor

It’s springtime, and that means families are ready to get out of the house. We’ve had many exciting events this past month. Some of the highlights include:

- Betty Jean Neal celebrated Read across America, Dr. Seuss’s birthday, at the library on Saturday, March 2, with 41 people in attendance.
- On Saturday, March 9, 93 people were grooving to the uplifting, guitar strumming of Kyler Carpenter during Musical Storytime.
- On Sunday, March 10, at Adventures Wanted: Roald Dahl, staff members Natalie Moreland, Judy Espinosa-Gonzalez, Marlana Hodgkinson and Arion Beals took kids and their families through the fantastical tales of Roald Dahl including BFG, James and the Giant Peach, and Charlie and the Chocolate Factory literacy-based activities. There were 86 in attendance.
- Kathy Ellison reported this morning that the first storytime of spring break was also a full house with 92 people in the Story Zone. Boys and Girls Club brought over their kindergarteners and first graders.

Numbers are only part of the story. During afterschool hours Tracie McCluskey and Leah Anderson continued to host creative, project based learning. This month has been focused on low tech. The program planners sought out a project that would take some practice, but also reward kids with something for which to be proud. So kids learned to finger knit with loop yarn. This particular project has been ongoing. And it has been a good one for teaching perseverance. There have been 3 sessions so far.

The first was really about exposure and simply trying it out. The second was about figuring it out—lots of mistakes, but catching on. The third was about gaining some confidence. It was getting easier and faster. At the end of each session their work was unraveled. Now they are staged to complete a real project, a scarf. No unraveling this time and they get to keep/gift it. Projects like this build tenacity. Additionally, this month kids have built and modified a foosball table. It was made from an empty paper box, dowel rods, and wooden clothes pins. This one was all about collaboration, cooperation and tinkering.

On the more serious side of things, Shelby Schellenger participated in a Community in Schools event at Highland Park High School called Future Now. This was a role playing game where students are given a financial situation based upon their aspirations, GPA and a roll of dice. They then have to navigate their bills.

Learning Experiences

Stephanie Hall, Learning Experiences Manager



This past month Meg Porteous decided to use our new Mobile Makerspace with her Teen STEAM group. A little background first – late last year I discovered this mobile makerspace and thought this would be a great addition to the Learning Center. Even though I didn't know how we would use it exactly I did know it was something that had great potential.

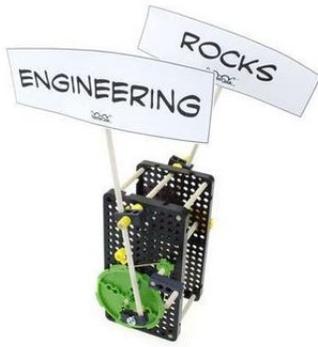
Meg Porteous came to my office one day and asked if she could check out this new makerspace and proceeded to sit down and make an electric race car (using instructions provided by the company). It was then that the light bulb went off for Meg and she had the perfect use for our new makerspace.

A couple of weeks ago Meg took it to her Teen STEAM group. This is a group that meets monthly to explore science, technology, engineering, art and math

with hands-on activities in an environment that encourages leadership, collaboration, creativity and innovation.

Meg brought instructions for four different projects that were semi-related to Sumobots (a project they are working toward) and then let them loose and they got busy making. At first some were saying, this is going to be too hard, but they persevered and had a great time. Meg had to make them stop and pick up to leave because they were 30 minutes past their scheduled end time.





This experience made Meg and I even more excited about the Learning Center and the opportunity to spark curiosity. If we have a program where people are encouraged to build and create it will foster collaboration, teamwork, innovation and hopefully the enthusiasm will be contagious.

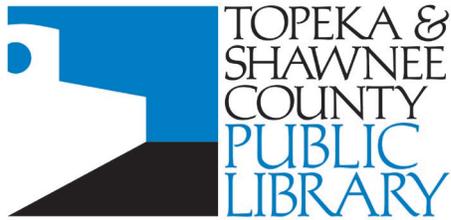
There is a Make It: Flag Waver program on April 20 from 2-5 where we will have customers build their own flag waver and introduce them to our new Mobile Makerspace.

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

With work in the Plaza progressing steadily, we've been busy preparing for the move of the large print collection to its permanent home. This collection temporarily moved into the Learning Center in October 2018 so work could proceed with the Plaza project. On March 21st, the collection will return to the Plaza. It will be housed on shelving on the east side of the Plaza. Improvements to this space will include a cozy new book area for large print materials, improved lighting for the bookcases, and ample seating for those who'd like to grab a book and enjoy a quiet moment near the collection. We are looking forward to having these books in their permanent location. Once moved, renovation work will commence on the Learning Center space.

In addition to the special work of moving collections, Technical Services is busy with weekly ordering and continuous preparation of new materials. We plan to begin our work with John Huber, the LEAN library consultant, in mid-April with an expected completion date of July 2019.



Resolution – Bid for Claire’s Courtyard Audio/Visual Equipment

BOARD OF TRUSTEES

March 21, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Cytek Media Systems, Inc., Topeka, Kansas, in the amount of \$48,463 for the purchase and installation of audio/visual equipment for Claire’s Courtyard. This expenditure is included in the approved 2019 Facilities Master Plan budget. Funding for this shall be from The Library Foundation.

Policy and Background Information:

In 2018 construction began on the Library’s new outdoor space, Claire’s Courtyard. This space will include a year-round all-weather pavilion, an outdoor courtyard, and an outdoor amphitheater for programs and classes. Construction is currently in progress and is expected to be completed this spring.

In order to provide a full suite of programming options in this new space, Claire’s Courtyard has several audio/visual needs.

Some examples include:

- Amplifying a small music group
- Hosting a presentation (like an author talk), which will include amplifying the presenter
- Projecting a PowerPoint presentation on a screen
- Playing a video, like a movie or documentary, in an outdoor setting
- Playing quiet background music in the café extension seating area

The audio/visual equipment will also need to connect to the Library’s fire panel for building and emergency announcements.

The purchase and installation of audio/visual equipment has been a part of the Facilities Master Plan and the budget for Claire’s Courtyard since the beginning of the project. This equipment is necessary to fulfill the full potential of Claire’s Courtyard and the programming opportunities it presents.

Bid Process

In preparation for the bid process Library staff worked with audio/visual consultant [The Sextant Group](#). The Sextant Group worked with digital services staff to develop bid specifications and the request for proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued February 20, 2019.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects.

Prospective bidders were required to schedule a site visit ahead of the bid due date with the project coordinator. Five companies made site visits.

Bids were received at a public meeting at 2:00 pm, March 11th. Five bids were received before the bid deadline. One of the bidders (Progressive Electronics Inc.) did not provide references, which was a requirement of the bid, and therefore were not considered. One bidder (Progressive Electronics Inc.) was present for the bid opening.

Staff Recommendation:

Library staff worked with The Sextant Group to evaluate the bids. The low bid was from Electronic Contracting Company. It was decided that some of the equipment that was listed in their bid was not of high enough quality for the needs of the space.

The second lowest bid from Ford Audio-Video Systems excluded some standard work, such as running cables to the Library's network trays, which would require extra time and expense to the Library. There was also some custom programming in the sound board that the company would still own, which is something the Library would like to avoid.

The bids from SKC and Cytek included the necessary equipment and installation. The bid from Cytek is almost \$4,000 less and they have performed quality work for the Library in the past.

TSCPL staff recommends the bid of \$48,463, submitted by Cytek Media Systems, Inc., Topeka, KS, be approved for the purchase and installation of audio/visual equipment for Claire's Courtyard.

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

Audio/Visual Equipment for Claire's Courtyard

Bid Tabulation Form
March 11, 2019, 2:00 p.m. CDT (bids not provided at the bid receiving were due by 2:00 p.m. CDT)

Company	Location	Notes	Days to Deliver upon Award	References Provided?	Site Visit?	Hardware Bid	Installation Bid	Shipping/ Handling Bid	Training Bid	Total Bid
Electronic Contracting Company	Kansas City, MO	Rec'd via email 3/6/19	60	Y	Y	\$ 32,495.00	\$ 6,773.00	\$ 1,200.00	Included	\$ 40,468.00
SKC Communication Products, LLC	Shawnee, KS	Rec'd via email 3/11/19	30	Y	Y	\$ 34,430.74	\$ 14,966.60	\$ 860.77	\$ 1,900.00	\$ 52,158.11
Cytek Media Systems, Inc.	Topeka, KS	Rec'd via email 3/11/19	60	Y	Y	\$ 48,463.00	\$ -	\$ -	\$ -	\$ 48,463.00
Ford Audio-Video Systems, LLC	Oklahoma City, OK	Rec'd via email 3/11/19	60	Y	Y	\$ 34,763.00	\$ 13,005.41	\$ 600.00	\$ 428.00	\$ 48,796.41
Progressive Electronics Inc.	Raytown, MO	Vendor present at bid receiving	30	N	Y	\$ 31,431.00	\$ 5,568.00	Included	Included	\$ 36,999.00

*References were required to be submitted with bid.



Resolution – Personnel Policies

BOARD OF TRUSTEES

March 21, 2019

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees tentatively approves personnel policies 9, 10 and 12 – 24 subject to receipt of full policy manual.

Background Information:

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

Attached to this sheet is:

The complete list of personnel policies that we intend to review throughout 2019 and the personnel policies 9-24 (policy 11 will be reviewed at a future date) with recommended changes.

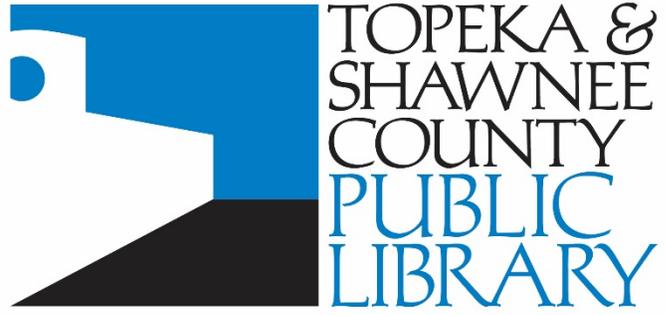
Please see the CEO report for additional information.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



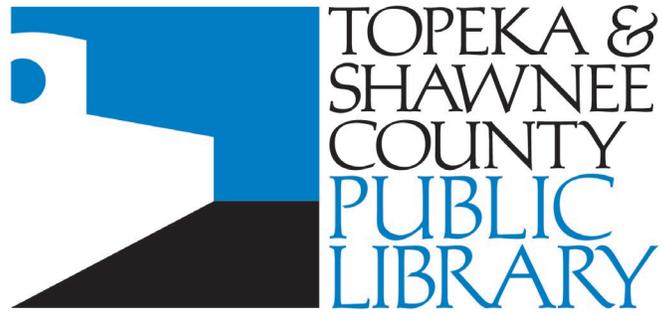
Topeka & Shawnee County Public Library
2019 Personnel Policy Review

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

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

The list of policies that follows is subject to change.

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



**Topeka & Shawnee County Public Library
Personnel Policy Review
Policies 9 – 24
March 21, 2019**

9. Rest Period

Current Policy

One fifteen-minute rest period is allowed for each four hours of work. Rest periods cannot be used to shorten the workday or expand the meal period.

An employee may not leave the Library premises during a rest period unless permission to do so has been received from the employee's immediate supervisor.

Recommend changes:

Rest ~~Period~~Break

One fifteen-minute rest ~~period-break~~ is allowed, but not guaranteed, for each four hours of work. Rest breaks are provided as work allows. Rest ~~periods-breaks~~ cannot be used to shorten the workday or expand the meal ~~period-break~~.

An employee may not leave the Library premises during a rest ~~period-break~~ unless permission to do so has been received from the employee's immediate supervisor.

10. Meal Period

Current Policy:

Meal periods cannot be used to shorten the workday.

Recommended Changes:

Meal ~~Period~~Break

Meal ~~periods~~breaks are unpaid and cannot be used to shorten the workday.

11. Vacation

This policy will be presented at a future meeting.

12. Holidays

Current Policy:

The Library will observe the following holidays:

New Year's Day	Veterans Day
Martin Luther King, Jr. Birthday	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

Regular full-time and part-time employees, except shelvers, are paid for these holidays. When a holiday falls on an employee's regular day off, the employee is entitled to:

full-time	8.0 hours vacation
four-fifths time	6.4 hours vacation
three-fifths time	4.8 hours vacation
half-time	4.0 hours vacation

Recommended changes:

The Library will observe the following holidays:

New Year's Day	Veterans Day
Martin Luther King, Jr. Birthday	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

Regular full-time and part-time employees, ~~except shelvers,~~ are paid for these holidays. When a holiday falls on an employee's regular day off, the employee is entitled to:

full-time	8.0 hours vacation <u>holiday leave</u>
four-fifths time	6.4 hours vacation <u>holiday leave</u>
three-fifths time	4.8 hours vacation <u>holiday leave</u>
half-time	4.0 hours vacation <u>holiday leave</u>

13. Sick Leave

Current Policy:

Paid sick leave taken will be subtracted from the employee's total accumulated (unused) paid sick leave eligibility. Unused paid sick leave can be accumulated up to a maximum of 240 days.

Paid sick leave may be granted for personal illness or temporary disability, in the event of serious illness in the employee's immediate family, or to keep an appointment with a doctor. The immediate family for these purposes shall be regarded as parents, spouse, children, and live-in companions.

A pregnant employee is requested to notify her immediate supervisor of her condition as soon as possible. A pregnant employee will be required to perform her usual and customary job duties, unless she presents the supervisor with a doctor's statement that continued work will have adverse consequences, or she chooses to utilize vacation time or sick leave. Pregnancy, childbirth, and recovery there from are for all job-related purposes, considered temporary disabilities and are treated as such under all health insurance and sick-leave plans in connection with employment at the Library.

For an absence taken as sick leave (with or without pay) the employee may be requested to submit a doctor's statement to verify the need for the absence. In the case of an extended sick leave (with or without pay) the Library administration may request progress reports from the employee's doctor as to when the employee will be able to return to work.

Employees on sick or temporary disability leave are to return to work as soon as medically feasible. Employees returning to work after such a leave are required to supply the supervisor with a doctor's statement certifying that they are able to return to their normal duties.

Employees who return to work after an approved sick leave not to exceed three months will be returned to their former positions or to a position substantially equivalent in responsibility, pay, and benefits, subject to the availability of a vacant position for which they are qualified.

Termination cancels the employee's sick-leave eligibility. This benefit terminates upon separation from employment with the Library, and no cash settlement is made, except to retirees, as a result of accumulated sick leave time. Retiring employees will be compensated for 1% of accrued sick leave per year of employment up to twenty-five years. The rate of compensation will be based on the hourly rate of the employee at the time of retirement.

Under no condition will an employee be granted permission to draw on future, unearned sick leave benefits.

All fringe benefits continue during an approved sick leave (up to three months) under the same terms and conditions as if the employee was at work. Leaves of more than three months are considered on an individual basis, and the Library administration may reduce or eliminate fringe benefits during such leaves.

Falsification of medical or insurance reports to obtain benefits (including paid or unpaid sick leave benefits) is theft from the Library, and will subject the employee to disciplinary action up to and including termination of employment.

An employee who is injured or becomes ill because of employment by a second employer must exhaust all sick leave and/or workers' compensation benefits the employee is entitled to utilize at the second employment before utilizing Library sick leave.

Recommended Changes:

Note: My recommendation is that the paragraphs in bold below be approved by the Board and the remainder of the language with current Board approval be guidelines or procedures or deleted altogether.

Paid sick leave taken will be subtracted from the employee's total accumulated (unused) paid sick leave eligibility. Unused paid sick leave can be accumulated up to a maximum of 240 days.

~~Paid sick leave may be granted for personal illness or temporary disability, in the event of serious illness in the employee's immediate family, or to keep an appointment with a doctor. The immediate family for these purposes shall be regarded as parents, spouse, children, and live-in companions.~~

~~A pregnant employee is requested to notify her immediate supervisor of her condition as soon as possible. A pregnant employee will be required to perform her usual and customary job duties, unless she presents the supervisor with a doctor's statement that continued work will have adverse consequences, or she chooses to utilize vacation time or sick leave. Pregnancy, childbirth, and recovery there from are for all job-related purposes, considered temporary disabilities and are treated as such under all health insurance and sick leave plans in connection with employment at the Library.~~

~~For an absence taken as sick leave (with or without pay) the employee may be requested to submit a doctor's statement to verify the need for the absence. In the case of an extended sick leave (with or without pay) the Library administration may request progress~~

~~reports from the employee's doctor as to when the employee will be able to return to work.~~

~~Employees on sick or temporary disability leave are to return to work as soon as medically feasible. Employees returning to work after such a leave are required to supply the supervisor with a doctor's statement certifying that they are able to return to their normal duties.~~

~~Employees who return to work after an approved sick leave not to exceed three months will be returned to their former positions or to a position substantially equivalent in responsibility, pay, and benefits, subject to the availability of a vacant position for which they are qualified.~~

Termination cancels the employee's sick-leave eligibility. This benefit terminates upon separation from employment with the Library, and no cash settlement is made, except to retirees, as a result of accumulated sick leave time. Retiring employees will be compensated for 1% of accrued sick leave per year of employment up to twenty-five years. The rate of compensation will be based on the hourly rate of the employee at the time of retirement.

Under no condition will an employee be granted permission to draw on future, unearned sick leave benefits.

~~All fringe benefits continue during an approved sick leave (up to three months) under the same terms and conditions as if the employee was at work. Leaves of more than three months are considered on an individual basis, and the Library administration may reduce or eliminate fringe benefits during such leaves.~~

Falsification of medical or insurance reports to obtain benefits (including paid or unpaid sick leave benefits) is theft from the Library, and will subject the employee to disciplinary action up to and including termination of employment.

~~An employee who is injured or becomes ill because of employment by a second employer must exhaust all sick leave and/or workers' compensation benefits the employee is entitled to utilize at the second employment before utilizing Library sick leave.~~

14. Family Medical Leave Act

Current Policy:

APPENDIX F: ACTION PLAN FOR TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY TO IMPLEMENT THE FEDERAL FAMILY MEDICAL LEAVE ACT OF 1993. ADOPTED BY THE BOARD OF TRUSTEES OCTOBER 20, 1993 AND AMENDED JANUARY 15, 2009

Recommend Policy:

~~APPENDIX F: ACTION PLAN FOR TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY TO IMPLEMENT THE FEDERAL FAMILY MEDICAL LEAVE ACT OF 1993. ADOPTED BY THE BOARD OF TRUSTEES OCTOBER 20, 1993 AND AMENDED JANUARY 15, 2009~~

The Library administers Family and Medical Leave in accordance with all applicable ordinances and laws.

15. Leave Without Pay

Current Policy:

Leave without pay is granted only under very compelling circumstances and only after all leave days with pay have been used by the employee.

This additional leave is without pay and must be approved in advance by the immediate supervisor and the CEO. An employee requesting an unpaid leave should make a request in writing far enough in advance to allow sufficient time to process the request.

The employee is responsible for all insurance premium payments for coverage in which enrolled during the unpaid leave period. Failure to make timely premium payments could result in forfeiture of insurance coverage.

Leave without pay in excess of 30 days will result in a new job date based on total leave time without pay.

Recommended Policy Changes:

Leave without pay is granted only under very compelling circumstances and only after all available paid leave ~~leave days with pay have~~ has been used by the employee.

This additional leave is without pay and must be approved in advance by the immediate supervisor, Human Resources Director and the CEO. An employee requesting an unpaid leave should make a request in writing far enough in advance to allow sufficient time to process the request.

The employee is responsible for all insurance premium payments for coverage in which enrolled during the unpaid leave period. Failure to make timely premium payments could result in forfeiture of insurance coverage.

Leave without pay in excess of 30 days will result in a new job date based on total leave time without pay.

16. Funeral Leave

Current Policy:

In the event of the death of a member of the immediate family, a regular full-time or regular part-time employee, except shelper, is eligible for four consecutive workdays leave with pay. Members of the immediate family include parents, spouse, children, brother, sister, grandchildren, mother-and father-in-law, brother-and sister-in-law, and long time companion living in the same household. One day of leave will be allowed for funeral leave for death of other members of the family. Consideration may be given for additional leave that can be charged to vacation or comp time available if conditions warrant and the employee's supervisor consents.

Recommend deleting current policy and replacing it with:

In the event of the death of an immediate family member, full-time regular and part-time regular employees are eligible to take up to five days of funeral leave with pay. Immediate family members include:

- Parents, spouse, children, siblings, including grand, step, and in-law (for example stepfather, brother-in-law, grandparent)
- Live-in partners or domestic partners

One day of funeral leave will be allowed in the event of the death of other members of the family.

With the approval of the employee's immediate supervisor, additional time off may be approved and paid by using available vacation or holiday leave.

17. Military Leave

Current Policy:

A regular full-time or regular part-time employee who is a member of any federally recognized reserve component of the armed forces shall be granted time off, not to exceed fifteen working days in any one fiscal year, when called for training. The Library will pay the difference between the employee's daily military pay and the employee's daily regular pay for the leave period, provided military pay does not exceed the regular pay and a military pay stub is presented for verification. Such leave will not affect benefits.

Recommend deleting current policy and replacing it with:

A regular full-time or regular part-time employee who enlists or is drafted into the armed forces of the United States, including reservists and members of the national guard who are activated to military duty, shall be granted military leave without pay.

Any employee on military leave, as mentioned above, who notifies of a return to work within 90 days after receiving discharge from the military service under honorable conditions, or from hospitalization, will be restored to the position they would have held if continuously employed, as long as the employee meets the requirements of the position.

A regular full-time or regular part-time employee who is a member of a reserve or national guard component of the military service of the United States will be granted a maximum of 15 working days of military leave with pay for required military duty within each 12-month period beginning October 1 and ending September 30 of the following year.

Required military duty means any period of active duty or full-time national guard duty, or any other appropriate duty status as determined by the Library, that is required of the employee.

Required military duty in excess of 15 working days within the 12 month period will be charged to military leave without pay or, at the employee's request, to appropriate accrued leave.

Employees are required to provide a copy of official military orders for any call to required or active duty.

When returning from periods of required military duty employees must report to work as follows:

- For a leave of 30 or fewer days, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time.

- For a leave of 31 to 180 days, the employee must request reinstatement within 14 days after military service ends.
- For a leave of 181 days or more, the employee must request reinstatement within 90 days after military service ends.

When on military leave without pay, an employee will not earn sick, vacation or holiday leave.

18. Time Off to Vote (Proposed New Policy)

If an employee's work schedule and the location of their polling place will make it difficult for them to get to the polls before they close, they are entitled to take up to two hours off work, at the beginning or end of their shift, to vote.

19. Jury and Witness Duty

Current Policy:

All employees are allowed unpaid leave if summoned to appear in court as a witness. To qualify for jury or witness duty, submit a copy of the summons to the employee's supervisor upon receipt. Proof of attendance must be submitted to the employee's supervisor when the employee's period of jury or witness duty is completed.

- Hours spent on jury duty that occur during an employee's normal work hours at the Library are considered for pay purposes as hours worked for the Library.
- For regular full-time employees, a full workday on jury duty is considered for pay purposes as eight hours of work for the Library.
- For regular full-time employees, for pay purposes a full week (Monday through Friday) spent on jury duty is considered 40 hours worked for the Library.

Recommended Changes:

Jury ~~and Witness~~ Duty

All employees are allowed unpaid leave if summoned to appear in court as a witness.

To qualify for jury or witness duty, submit a copy of the summons to the employee's supervisor upon receipt. Proof of attendance must be submitted to the employee's supervisor when the employee's period of jury or witness duty is completed.

- Hours spent on jury duty that occur during an employee's normal work hours at the Library ~~are considered for pay purposes as hours worked for the Library~~ will be compensated.
- For regular full-time employees, a full workday on jury duty is considered for pay purposes as eight hours ~~of work for the Library~~.
- ~~For regular full-time employees, for pay purposes a full week (Monday through Friday) spent on jury duty is considered 40 hours worked for the Library.~~

20. Educational Leave

Current Policy:

Regular full-time and regular part-time employees, except shelvers, may be granted time off with pay to attend approved classes, conferences, seminars, training programs, or workshops as determined by the Library administration. Educational leave time is considered as hours worked when computing overtime premium pay.

Recommended changes:

Regular full-time and regular part-time employees, ~~except shelvers,~~ may be granted time off with pay to attend approved classes, conferences, seminars, training programs, or workshops as determined by the Library administration. Educational leave time is considered as hours worked when computing overtime premium pay.

21. Reimbursement for Expenses

Current Policy:

Expenses incurred by an employee in the Library's behalf are reimbursed if the purchase was made with prior approval. Expenditures made in the Library's behalf for legitimate emergency purposes can be reimbursed if approved later by the employee's division manager/unit supervisor.

Recommended changes:

Remove from Personnel Policies and move to Finance policies, procedures and practices.

22. Health Insurance

Current Policy:

TSCPL reserves the right to change, amend, or terminate Insurance and Retirement Benefits or to require increased employee premium contributions toward any benefits. This reserved right may be exercised in the Library's discretion and in absence of financial necessity. In the event that the description in this handbook is different than that contained in the master contract or plan document, the master contract/plan documents shall govern.

Health Insurance Benefits for Qualified Retirees

#1: Group Health Care Benefits for Qualified Retirees Policy

April 16, 2015 through December 31, 2016.

Qualified retirees may elect to continue to participate in the Topeka and Shawnee County Public Library (TSCPL) group health care benefit plan (Plan).

A qualified retiree is a person who, on or before December 31, 2016:

- a. has been employed by TSCPL and eligible for Plan benefits in the aggregate of not less than ten years,
- b. is receiving retirement or disability benefits under the Kansas Public Employees Retirement System (KPERS) for service with TSCPL,
- c. retires or has retired from TSCPL, and
- d. has given the Human Resources Department written notice of his or her application to continue receiving Plan coverage for the qualified retiree and his or her dependent(s).

TSCPL will pay 50% of the premium of a qualified retiree and the retiree's dependent(s) through December 31, 2015. Thereafter TSCPL shall reduce premiums in an amount established annually by the Library administration until December 31, 2016.

A qualified retiree is responsible for payment of all premiums and administrative costs of the Plan as established annually by the Library administration through the effective date of this Policy.

Participation under the TSCPL Plan shall cease upon:

1. the qualified retiree failing to make required premium and administrative cost payments on a timely basis, or
2. the qualified retiree becoming covered or eligible to be covered under a group health care benefit plan of another employer.

The Library administration shall adopt such rules and guidelines as it deems necessary to implement this Policy.

In its sole discretion and in the absence of financial necessity, the TSCPL Board of Trustees reserves the right to change, amend or terminate this Policy at any time.

This Policy is effective beginning on April 16, 2015.

#2: Group Health Care Benefits for Qualified Retirees Policy

This Policy shall become effective on January 1, 2017.

Qualified retirees may elect to continue to participate in the Topeka & Shawnee County Public Library (TSCPL) group health care benefit plan (Plan).

A qualified retiree is a person who on or after January 1, 2017:

- a. has been employed by TSCPL and eligible for Plan benefits in the aggregate of not less than ten years,
- b. is receiving benefits or disability payments under the Kansas Public Employees Retirement System (KPERS) for service with TSCPL,
- c. retires or has retired from TSCPL, and
- d. has given the Human Resources Department written notice of his or her application to continue receiving Plan coverage for the qualified retiree who is not yet age 65 and his or her dependent(s).

A qualified retiree is responsible for payment of all premiums and administrative costs of the Plan as established annually by the Library administration.

Participation under the TSCPL Plan shall cease upon:

1. the qualified retiree attaining age 65,
2. the qualified retiree failing to make required premium and administrative cost payments on a timely basis, or
3. the qualified retiree becoming covered or eligible to be covered under a group health care benefit plan of another employer.

The Library administration shall adopt such rules and guidelines as it deems necessary to implement this Policy.

In its sole discretion and in the absence of financial necessity, the TSCPL Board of Trustees reserves the right to change, amend or terminate this Policy at any time.

Recommended changes/additions:

A comprehensive benefits package will be provided by the Library.

TSCPL reserves the right to change, amend, or terminate Insurance and Retirement Benefits or to require increased employee premium contributions toward any benefits. This reserved right may be exercised in the Library's discretion and in absence of financial necessity. In the event that the description in this handbook is different than that contained in the master contract or plan document, the master contract/plan documents shall govern.

~~Health Insurance Benefits for Qualified Retirees~~

~~#1: Group Health Care Benefits for Qualified Retirees Policy~~

~~April 16, 2015 through December 31, 2016.~~

~~Qualified retirees may elect to continue to participate in the Topeka and Shawnee County Public Library (TSCPL) group health care benefit plan (Plan).~~

~~A qualified retiree is a person who, on or before December 31, 2016:~~

- ~~a. has been employed by TSCPL and eligible for Plan benefits in the aggregate of not less than ten years,~~
- ~~b. is receiving retirement or disability benefits under the Kansas Public Employees Retirement System (KPERs) for service with TSCPL,~~
- ~~c. retires or has retired from TSCPL, and~~
- ~~d. has given the Human Resources Department written notice of his or her application to continue receiving Plan coverage for the qualified retiree and his or her dependent(s).~~

~~TSCPL will pay 50% of the premium of a qualified retiree and the retiree's dependent(s) through December 31, 2015. Thereafter TSCPL shall reduce premiums in an amount established annually by the Library administration until December 31, 2016.~~

~~A qualified retiree is responsible for payment of all premiums and administrative costs of the Plan as established annually by the Library administration through the effective date of this Policy.~~

~~Participation under the TSCPL Plan shall cease upon:~~

- ~~1. the qualified retiree failing to make required premium and administrative cost payments on a timely basis, or~~
- ~~2. the qualified retiree becoming covered or eligible to be covered under a group health care benefit plan of another employer.~~

~~The Library administration shall adopt such rules and guidelines as it deems necessary to implement this Policy.~~

~~In its sole discretion and in the absence of financial necessity, the TSCPL Board of Trustees reserves the right to change, amend or terminate this Policy at any time.~~

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~~#2: Group Health Care Benefits for Qualified Retirees Policy~~

~~This Policy shall become effective on January 1, 2017.~~

Qualified retirees may elect to continue to participate in the Topeka & Shawnee County Public Library (TSCPL) group health care benefit plan (Plan).

A qualified retiree is a person who on or after January 1, 2017:

- a. has been employed by TSCPL and eligible for Plan benefits in the aggregate of not less than ten years,
- b. is receiving benefits or disability payments under the Kansas Public Employees Retirement System (KPERs) for service with TSCPL,
- c. retires or has retired from TSCPL, and
- d. has given the Human Resources Department written notice of his or her application to continue receiving Plan coverage for the qualified retiree who is not yet age 65 and his or her dependent(s).

A qualified retiree is responsible for payment of all premiums and administrative costs of the Plan as established annually by the Library administration.

Participation under the TSCPL Plan shall cease upon:

- a. the qualified retiree attaining age 65,
- b. the qualified retiree failing to make required premium and administrative cost payments on a timely basis, or
- c. the qualified retiree becoming covered or eligible to be covered under a group health care benefit plan of another employer.

The Library administration shall adopt such rules and guidelines as it deems necessary to implement this Policy.

In its sole discretion and in the absence of financial necessity, the TSCPL Board of Trustees reserves the right to change, amend or terminate this Policy at any time.

23. Retirement

Current Policy:

TSCPL participates in the Kansas Public Employees Retirement System (KPERS).

Membership

Membership in KPERS is mandatory for all employees in covered positions.

Employees Ruled Ineligible for KPERS Membership by KPERS

If an employee ruled ineligible for KPERS membership by KPERS chooses to contribute at a rate equal to the KPERS employee contribution rate to the deferred compensation plan offered to TSCPL employees, TSCPL will contribute at the same rate as the KPERS employer rate.

Recommended Changes:

TSCPL participates in the Kansas Public Employees Retirement System (KPERS).

Membership

Membership in KPERS is mandatory for all employees in covered positions.

~~Employees Ruled Ineligible for KPERS Membership by KPERS~~

~~If an employee ruled ineligible for KPERS membership by KPERS chooses to contribute at a rate equal to the KPERS employee contribution rate to the deferred compensation plan offered to TSCPL employees, TSCPL will contribute at the same rate as the KPERS employer rate.~~

24. Health Care Reimbursement Plan

Current Policy:

The most that an employee can contribute to the health care reimbursement plan each plan year is \$2,500.

Recommendation:

Recommend deleting from policies.

This is a procedural application of a specific benefit that is administered in compliance with IRS laws. The IRS makes changes to the maximum for Health Care Reimbursement (Flexible Spending Account) frequently. The current annual maximum is \$2,700. Last year it was \$2,650.

Resolution

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

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

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

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

Kerry Onstott Storey, Chair

Beth Dobler, Secretary



2020 Operating Budget Mill Levy Increase

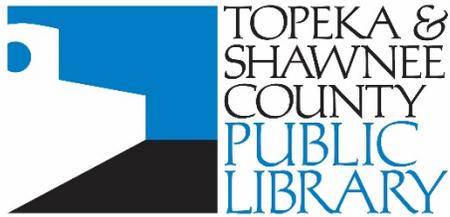
**BOARD OF TRUSTEES
March 21, 2019**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Background Information – 2020 Operating Budget Mill Levy Increase

BOARD OF TRUSTEES March 21, 2019

In August, 1996, Topeka and Shawnee County voters approved a \$23,000,000 bond issue to expand and renovate the library. In 1998, ground was broken for the 100,000 square foot addition. The Library remained open during the expansion project. On January 12, 2002 the Library opened its new doors to the public.

The Topeka and Shawnee County Public Library Board of Trustees and management have practiced sound financial management and responsible stewardship in the use of tax monies including refinancing of the debt in 2012 to realize almost \$995,165.62 in savings over the remainder of the debt and maintaining a nearly flat mill levy since 2012.

Since that time, the library has implemented and funded three years of a multi-year facilities master plan that focuses on maintaining all facilities and equipment as well as implementing enhancements that ensure the library continues to reflect the needs and goals of the community. The funding strategy for that plan has been to “pay as you go” with no additional debt. This has been achieved through the use of private funds raised by The Library Foundation as well as the prudent use of operational and limited capital funds.

In September, 2019 the debt incurred with the bond issue will be paid in full.

The elimination of the debt service in 2019 provides an opportunity to allow the Library to continue to fund Facilities Master Plan projects in 2020 and future years without incurring debt if the total amount of current funding is maintained. That would be accomplished by increasing the number of dollars in the operating fund, which would result in an increase in that fund’s mill levy.

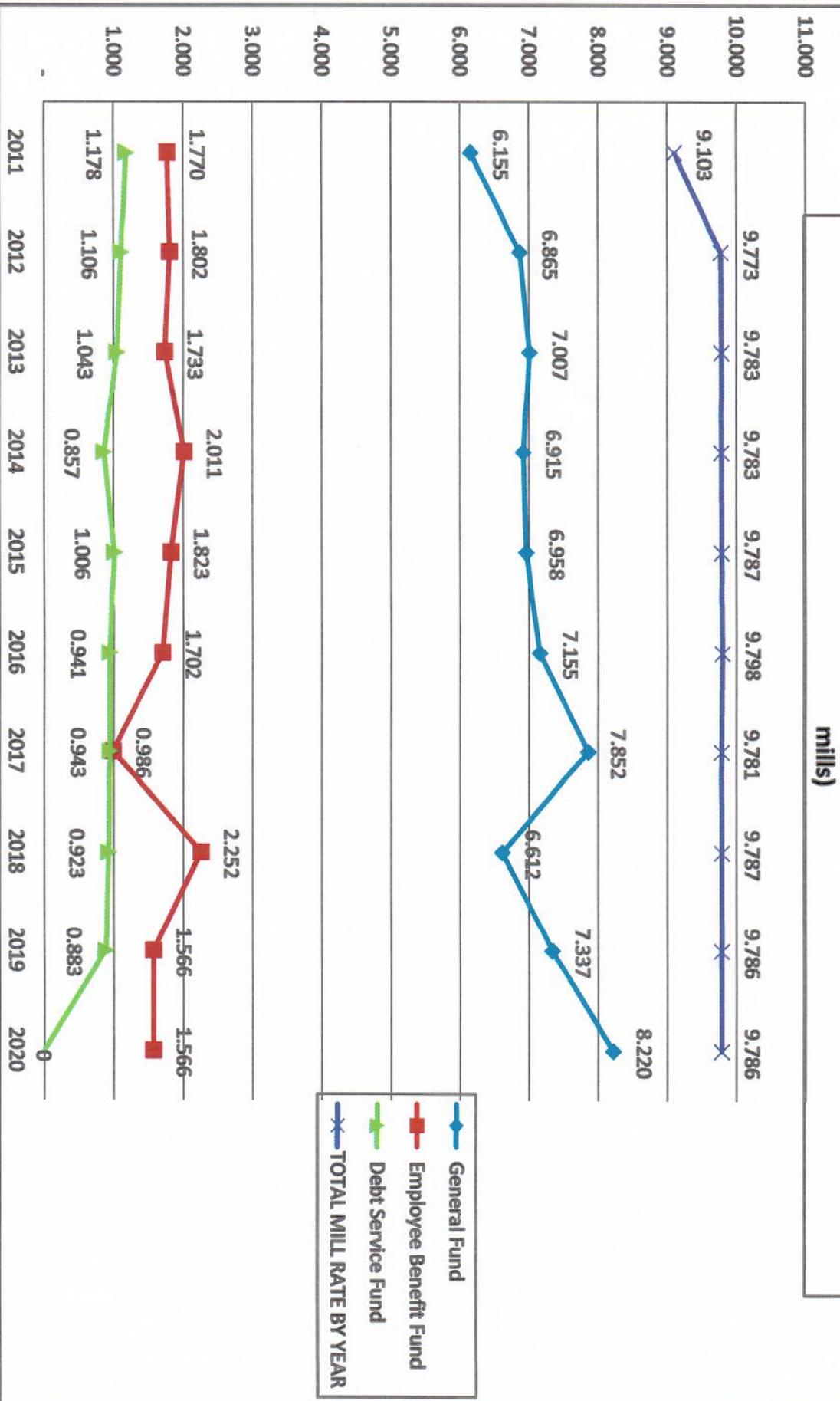
It is important to note that the aggregate level of funding and the levy limit will be the same as it has been for the past 10 years i.e. funds previously allocated for debt service will now be used for operational, maintenance, and capital expenditures.

In addition to the implementation of the Facilities Master Plan, this level of funding is also necessary to the continued successful implementation of the Library’s multi-year strategic plan based on its Community Impact Goals.

Staff Recommendation:

TSCPL staff recommends an increase in the 2020 budget mill levy and following years not to exceed 9.786 mills, which is equivalent to the 2019 total mill levy.

TSCPL 10-Yr Retrospective - Actual Mill Rate Values (2020 proposed rate @ 9.786 mills)





Resolution – Request to Dispose of the Adventuremobile and Red Carpet Bookmobiles

BOARD OF TRUSTEES

March 21, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the disposal of the Adventuremobile and Red Carpet Bookmobiles. The library will salvage any parts from the vehicles that can be used in other ways. Because the vehicles are not drivable, the library staff are authorized to dispose of the property through salvage methods.

Background information:

The Adventuremobile has been in service at the Library for over 20 years. During the school year, the Adventuremobile visits participating Shawnee County elementary schools every other week. Students have a variety of children's materials to choose from and are allowed to check out two items at a time. The Adventuremobile is extremely popular with kids and almost half of the books checked out by school-aged children are checked out on the Adventuremobile.

In late December, 2018 the Adventuremobile suffered a mechanical failure that took the vehicle out of service. It was decided to pull the vehicle out of service permanently because of its age and the high cost to repair it. A new Adventuremobile has been purchased and should arrive by the end of March.

Red Carpet Services delivers library materials to fifty retirement centers, assisted living, long term care facilities and meal sites, and eighty individual homes on a two-week rotation. Red Carpet Services connects people to the library who have difficulty visiting our library due to physical limitations. The service began in the 1970's with the goal of helping older adults remain connected to reading and the library even when they could not visit the building. It has been a lifeline to older adults and their families and a model service which other libraries have emulated. In 2018, Red Carpet Services circulated 109,320 items providing a personalized customized library experience to over 1200 customers.

In 2006, we purchased an Extra Low Floor bookmobile (ELF) equipped with book shelves and two book carts with the goal of encouraging older adults in our largest retirement centers to come out on to the vehicle to be able to increase the experience of selection of books. Book carts continued to go into the centers and set up a pop-up library. Staff continued to deliver materials room to room for customers who had difficulty with mobility. The ELF had limited usage as a service point and most Red

Carpet customers preferred to select from the book carts brought into the center or make special requests rather than leave the facility to visit the ELF. Additionally, many of the centers Red Carpet Services visits are within neighborhoods or have limited accessible parking which has created barriers for the ELF bookmobile.

In February 2019, the ELF experienced a rear axle break requiring a significant repair. The vendor of the bookmobile no longer supports ELF and the cost to repair the axle is between \$8,800 and \$10,000. Due to the age of the vehicle, the limited use by customers, and the concern of having the front axle break , we recommend replacing the vehicle with a commercial cargo van equipped with a lift or ramp and book carts. The van will be smaller and locally purchased and maintained.

Resolution by _____

Secoded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Nominating Committee Appointments

BOARD OF TRUSTEES

March 21, 2019

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

**David Monical as Chair
Jennifer Miller
Kerry Onstott Storey**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	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												89,849	94,563	-5.0%	
Interlibrary Loan	1,988	1,568												3,556	3,433	3.6%	
Self-Check	74,055	67,188												141,243	156,940	-10.0%	
Bookmobile	19,004	14,162												33,166	41,207	-19.5%	
Red Carpet	8,267	6,215												14,482	14,487	0.0%	
Digital Downloads	41,009	36,566												77,575	68,886	12.6%	
Library @ Work / Smartlocker	2,522	2,258												4,780	4,122	16.0%	
TOTAL CIRCULATION	194,087	170,564												364,651	383,638	-4.9%	
CIRCULATION DETAILS																	
Print Material	87,307	77,386												164,693	181,292	-9.2%	
Audio/Visual Material	60,847	53,081												113,928	126,454	-9.9%	
Adult Materials	91,557	80,069												171,626	186,025	-7.7%	
Children's Materials	43,792	39,393												83,185	94,943	-12.4%	
Young Adult Materials	3,862	3,334												7,196	8,369	-14.0%	
Red Carpet Materials	8,943	7,671												16,614	18,409	-9.8%	
NEW Patrons																	
Topeka / Shawnee County																	
Adults	643	536												1,179	1,193	-1.2%	
Children (ages 17 and under)	120	145												265	358	-26.0%	
Red Carpet Outreach	13	7												20	14	42.9%	
NEKL	64	76												140	115	21.7%	
Non-Resident	0	1												1	2	-50.0%	
Total New Registrations	840	765												1,605	1,682	-4.6%	
PATRONS DELETED	916	2,108												3,024	1,847	63.7%	
BORROWERS																	
Topeka / Shawnee County																	
Adults	54,323	53,646												53,646	53,259	0.7%	
Children (age 0 - 17)	19,025	18,974												18,974	19,438	-2.4%	
Red Carpet Outreach	1,093	1,178												1,178	1,243	-5.2%	
NEKL	7,344	7,385												7,385	7,236	2.1%	
Non-Resident	45	42												42	48	-12.5%	
Delinquent	118	110												110	120	-8.3%	
TOTAL BORROWERS	81,948	81,335												81,335	81,344	0.0%	
Holds Satisfied	20,311	17,713												38,024	37,294	2.0%	
CHECK-IN																	
TOTAL CHECK-IN	101,712	87,079												188,791	208,976	-9.7%	

	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											10,882	11,628	-6.4%
Materials Discarded	8,012	5,503											13,515	10,562	28.0%
TOTAL COLLECTION	422,652	422,717											421,368	443,668	-5.0%
WEBSITE															
tscpl.org Unique Visitors	31,108	29,860											60,968	58,246	4.7%
tscpl.org Total Visits	57,442	52,300											109,742	104,145	5.4%
catalog.tscpl Unique Visitors	20,841	18,726											39,567	36,481	8.5%
catalog.tscpl Total Visits	48,363	41,882											90,245	81,824	10.3%
REFERENCE QUESTIONS															
Public Services	12,921	13,417											26,338	27,065	-2.7%
Topeka Room	682	576											1,258	1,284	-2.0%
Youth Services	2,616	2,682											5,298	4,907	8.0%
Gallery	51	44											95	78	21.8%
TOTAL REFERENCE QUESTIONS	16,270	16,719											32,989	33,256	-0.8%
GATE COUNT	57,863	54,706											112,569	114,455	-1.6%
MEETING ROOMS															
Bookings	688	706											1,394	1,238	12.6%
Team Room Bookings	1,522	1,427											2,949	2,061	43.1%
Hours Booked	4,203	4,402											8,605	6,312	36.3%
ATTENDANCE	11,511	12,679											24,190	19,320	25.2%
LEARN & PLAY BUS VISITS	219	182											401	209	91.9%
PROGRAM ATTENDANCE															
Adult - General	321	161											482	2,264	-78.7%
Computer Training	139	95											234	262	-10.7%
Outreach	3,531	2,861											6,392	8,909	-28.3%
Kids	870	634											1,504	2,488	-39.5%
Movies	0	8											8	20	-60.0%
Books	15	202											217	247	-12.1%
Art	127	124											251	467	-46.3%
Teens	0	12											12	95	-87.4%
Music	0	0											0	0	#DIV/0!
TOTAL ATTENDANCE	5,003	4,097											9,100	14,752	-38.3%
GALLERY ATTENDANCE	1,438	1,715											3,153	3,197	-1.4%
COMPUTER USE															
Public Computer Sessions	14,860	13,839											28,699	28,770	-0.2%
Avg Public Computer Session Length	0:56:37	0:58:09											0:57:23	0:55:55	2.6%
Total Computer Hours	14,022	13,412											27,434	26,810	2.3%
Wireless Sessions	15,712	16,001											31,713	37,528	-15.5%
Avg Wireless Session Length	0:29:00	0:29:00											0:29:00	0:31:30	-7.9%
Total Wireless Hours	7,594	7,734											15,328	19,633	-21.9%
TOTAL HOURS	21,616	21,146											42,762	46,442	-7.9%

	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											34,253	36,137	-5.2%
Adult Nonfiction	21,499	19,192											40,691	43,475	-6.4%
Juvenile Fiction	25,068	23,238											48,306	53,173	-9.2%
Juvenile Nonfiction	7,798	6,535											14,333	18,271	-21.6%
Magazines	1,902	1,550											3,452	3,807	-9.3%
RC Print Materials	8,696	7,463											16,159	17,684	-8.6%
RC Realia	247	208											455	705	-35.5%
YA Print Materials	3,781	3,263											7,044	8,161	-13.7%
PRINT CIRCULATION	87,307	77,386											164,693	181,413	-9.2%
Audio / Visual Material															
Adult Audiobooks	4,126	3,642											7,768	9,091	-14.6%
Adult Music	3,854	3,485											7,339	7,905	-7.2%
Adult Videos / DVDs	41,860	36,263											78,123	86,091	-9.3%
Juvenile Audiobooks	441	375											816	1,097	-25.6%
Juvenile Music	441	364											805	1,157	-30.4%
Juvenile Videos / DVDs	10,044	8,881											18,925	20,403	-7.2%
YA A/V	81	71											152	208	-26.9%
A/V CIRCULATION	60,847	53,081											113,928	125,952	-9.5%
Adult Material															
Adult Fiction	18,316	15,937											34,253	36,137	-5.2%
Adult Nonfiction	21,499	19,192											40,691	43,475	-6.4%
Magazines	1,902	1,550											3,452	3,807	-9.3%
Adult Audiobooks	4,126	3,642											7,768	9,091	-14.6%
Adult Music	3,854	3,485											7,339	7,905	-7.2%
Adult Videos / DVDs	41,860	36,263											78,123	86,091	-9.3%
ADULT CIRCULATION	91,557	80,069											171,626	186,506	-8.0%
Juvenile Material															
Juvenile Fiction	25,068	23,238											48,306	53,173	-9.2%
Juvenile Nonfiction	7,798	6,535											14,333	18,271	-21.6%
Juvenile Audiobooks	441	375											816	1,097	-25.6%
Juvenile Music	441	364											805	1,157	-30.4%
Juvenile Videos / DVDs	10,044	8,881											18,925	20,403	-7.2%
JUVENILE CIRCULATION	43,792	39,393											83,185	94,101	-11.6%
Red Carpet Material															
RC Print Materials	8,696	7,463											16,159	17,684	-8.6%
RC Realia	247	208											455	705	-35.5%
RED CARPET CIRCULATION	8,943	7,671											16,614	18,389	-9.7%
Young Adult Material															
YA Print Materials	3,781	3,263											7,044	8,161	-13.7%
YA A/V	81	71											152	208	-26.9%
YOUNG ADULT CIRCULATION	3,862	3,334											7,196	8,369	-14.0%
Overdrive	30,012	26,607											56,619	47,049	20.3%
Hoopla	9,468	8,452											17,920	18,848	-4.9%
Flipster	1,529	1,507											3,036	2,989	1.6%
DIGITAL DOWNLOADS	41,009	36,566											77,575	68,886	12.6%

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											\$2,741,097
Magazines (\$5)	\$9,510	\$7,750											\$17,260
Audiobooks (\$10)	\$45,670	\$40,170											\$85,840
DVD, Games, Music (\$4)	\$225,120	\$196,256											\$421,376
Reference Questions (\$7)	\$113,890	\$117,033											\$230,923
Programming (\$10)	\$50,030	\$40,970											\$91,000
Meeting Room Use	\$36,979	\$37,235											\$74,214
Gallery Attendance (\$10)	\$14,380	\$17,150											\$31,530
Computer Use (\$12 /hr)	\$168,265	\$160,948											\$329,212
ILL Borrowed (\$25)	\$10,775	\$9,000											\$19,775
TOTAL VALUE	\$2,126,504	\$1,915,724	\$0	\$4,042,227									