



**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

April 16, 2020





Core Values

Excellence

We create experiences that anticipate our community's diverse needs and exceed expectations.

Accountability

We serve the needs of the entire community by using resources responsibly, fairly and transparently.

Literacy

We help people make their lives better by providing the tools to successfully navigate the world.

Freedom

We welcome everyone in the community. We support and defend our customers' right to access information without judgment.

Teamwork

We build stronger communities through mutual trust, collaboration and shared goals.

Curiosity

We are hungry to learn, create and innovate. We inspire our community to

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





Call to Order

Public Comment

Trustee Advocacy Stories

Approval of March 25, 2020 Special Meeting Minutes of the Trustees - [Action Item](#) pg. 4

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

- Audit Committee Report – Kacy Simonsen, Chair
- Acceptance of the 2019 Audit Report - [Action Item](#) **pg. 9**

Chief Financial Officer’s Report – Kim Strube **pg. 13**

Financial Reports

- Treasurer’s Report – Kacy Simonsen
- Financial Reports:
 - February 2020 - [Action Item](#) **pg. 13**
 - March 2020 - [Action Item](#) **pg. 31**

The Library Foundation – Marilyn Ward, Board Chair

Friends of Topeka and Shawnee County Public Library – Mary Campbell, Executive, Friends of the Library

Board Chair Report – Liz Post

Chief Executive Officer – Gina Millsap **pg. 45**

Chief of Staff – Thad Hartman

- Operational Update **pg. 51**

New Business

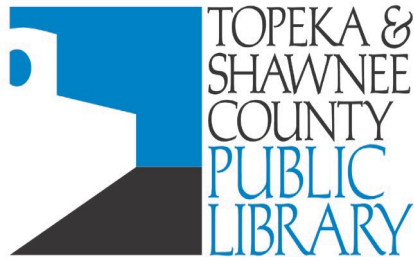
- Nominating Committee Report – Kerry Onstott Storey, Chair
- Affirmative Vote for Treasurer - [Action Item](#) **pg. 65**
- Election of Officers – [Action Item](#) **pg. 66**
- Bid for Computer Purchase – [Action Item](#) **pg. 67**
- Bid for Gallery Audio Visual Equipment – [Action Item](#) **pg. 70**
- Policy for Temporary Telecommuting During the COVID-19 Pandemic – [Action Item](#) **pg. 73**

Adjournment

Next Meeting

May 21, 2020
4:00 pm
Zoom Meeting

*Subject to change without notice



Minutes
Board of Trustees Meeting
March 25, 2020
Zoom Meeting
Meeting ID: 812 694 137

Board Members Present

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

Absent

David Monical

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, March 25, 2020 via Zoom Meeting, was called to order at 4:02 pm by Chair Liz Post.

Public Comment

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

COVID-19 Update

Chief Executive Officer Gina Millsap reported the library Management Team has been meeting daily to discuss operational logistics including the possibility of circulating physical materials and considering changes in current service models. Millsap noted that the library staff are committed to pitching in where needed, ensuring what needs to be done is getting done.

There was discussion about extending the library closure due to the announcement made by the Shawnee County Health Department Safer at Home Order. This order is in effect until April 26, 2020.

Shawn Leisinger recommended maintaining consistency with Shawnee County. In addition to extending the library closure Leisinger inquired as to what additional security measures are being taken during the closure. Chief of Staff Thad Hartman stated the library has several different security measures that are in place to secure essential staff and the library.

There were no further questions for Millsap.

For information concerning the Stay at Home order visit:
<https://www.snco.us/HD/coronavirus.asp>

Library Operations Update

Circulation

A summary of this report is attached the minutes.

There were no further questions for Millsap.

Finance

Chief Financial Officer Kim Strube reported the Finance department can perform most of its work remotely. Finance continues to pay bills and run payroll. Strube continues to work on the annual audit. The Board's Audit Committee is scheduled to meet on Thursday, April 9, 2020 via a Zoom Meeting.

Millsap added that the March and April Financial reports will be provided for review by the Board of Trustees in the April 16, 2020 packet.

There were no further questions for Strube and/or Millsap.

Human Resources

Chief of Human Resources Jesse Maddox stated the library is currently operating under its Inclement Conditions policy. Maddox stated he is reviewing current practices to ensure the library is in compliance with all federal employment laws.

There were no further questions for Maddox.

Building Access

Chief of Staff (COS) Thad Hartman reported the library is closed with limited access to employees and entry requires permission of the Chief of Staff. Facilities and security staff will continue upkeep as needed. A deep cleaning of the building will occur before the reopening of the library.

There were no further questions for Hartman.

Communications

Internal

Millsap shared that the library is using the staff intranet, email, and a private Facebook group to facilitate internal communication and keep staff engaged. Several employees reported enjoying these methods of communicating with other staff who are friends and "library family." Millsap is connecting with librarians from neighboring states and regions including the Kansas City area to share lessons learned and best practices during this period.

There were no further questions for Millsap.

Communications

External

Communications & Marketing Director Diana Friend reported some work continues on 150th Anniversary preparations, Facebook videos of “How-Tos”, and the Library E-Newsletter. Friend continues interviews on the WIBW Red Couch.

There were no further questions for Friend.

Facilities Master Plan

Hartman reported that the bid for the demolition of the Hearing Aid building at 10th and Mulvane has been delayed. The Building Demolition Request for Proposal (RFP) was posted, with extended dates. Construction work in the Gallery and Technical Services area has stopped and will resume when the library reopens.

For further Building Demolition Request (RFP) information visit:

<https://tscpl.org/about/request-for-proposals>

Discussion followed with trustees. There were no further questions for Hartman.

Board of Trustees

Retention of Board Officers

Kristen O’Shea moved, and Jim Edwards seconded the nomination of Kerry Onstott Storey as chair, and Joan Hicks and David Monical as members of the Nominating Committee. By a show of hands, the motion was approved unanimously.

Adjournment

On a motion by Jim Edwards, seconded by Kacy Simonsen, the meeting was adjourned at 5:13 pm.

Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____

Library Operations Update

Thad Hartman, Chief of Staff

Thursday, March 26, 2020

Library Closure

- Per the instructions of the Board of Trustees at its special meeting on March 25th, the Library will be closed until April 26th. That is in accordance with the Stay at Home order from the Shawnee County Health Department. We will continue to follow the mandates and recommendations of our local and state public health officials.
- Library staff, including shelving assistants, will continue to be paid for regularly scheduled hours during the library closure.

Circulation

- All return drop boxes have been closed and we are not accepting any material returns or donations.
- Everything that is currently checked out is being automatically renewed even items that do not normally allow renewals, such as Bestseller Express and items with reserves. There is no renewal limit.
- No overdue fines are accruing, and no overdue notices are being sent out.
- Our collections agency is not contacting anyone about existing fines.
- We are not allowing new reserves on physical materials. Existing reserves will remain and will be triggered once check in resumes.
- Digital downloads are being purchased while we're closed, including Macmillan titles. Macmillan has [ended their embargo for libraries](#) and we are now purchasing Macmillan titles that we had passed on purchasing during the embargo.

Finance

- The Finance department can perform most of their work remotely and have successfully processed paychecks for this Friday.
- Kim will need to pick up bills that arrive in the mail once a week.
- Beginning with the next pay period, direct deposit of paychecks is required for all staff. This is to ensure that the Library is working in accordance with the Shawnee County Health Department's Stay at Home order and to limit the work and personal contact that occurs in the building. All staff affected have been contacted.

Building Access

- The building is closed to staff without permission from Chief of Staff Thad Hartman. If staff need access to the building, contact your supervisor first, who will contact Thad.
- Facilities staff can monitor all the building's major systems remotely, including the HVAC and security cameras. There are also alarms that will alert them if there is an issue.

- We will still accept deliveries from USPS and UPS, but all other vendors will not be allowed into the building without permission.

Communications

- Library administration will give regular updates to staff via email, News 2 Use, and the private Facebook group, [Topeka Library Staff-Only Group](#).
- The new [Facebook group](#) is restricted to TSCPL employees and available to keep us connected to each other, to have some fun, lighten our spirits, and share how we're doing at home.
- Communications and Marketing has developed a plan for how we will communicate with the public via our regular channels.
- We will not print a summer issue of the Library News. Things are changing so quickly, and we don't know what exactly we will be doing this summer, we have decided to limit our print publications and rely on digital communications as much as possible.

Online Services

- We are heavily promoting our digital resources and have increased the Hoopla limit to 15 checkouts a month.
Several staff members have recorded story times and programs which we have been pushing out on Facebook. These videos (along with the others we have done) have received a great response from the public!
- AskTSCPL is being staffed by public services librarians from their home computers.
- We have videos on Facebook of staff members recommending books that are available on one of our digital download services.
- We have videos of staff (is this on FB or YouTube?) demonstrating digital resources.
- We are continuing to look for other ways to serve our customers online. If you have ideas, please let your supervisor know.

Facilities Master Plan

- The work in Technical Services and the Gallery has been put on hold. This will resume once the building has re-opened and should be completed shortly thereafter.
- Other projects will be pushed back. We are in the process of seeking bids for the demolition of the Hearing Aid building at 10th and Mulvane. We were hoping to have demolition started in May or June, but that will have to occur later in the year.



Resolution – 2019 Audit Report

BOARD OF TRUSTEES

April 16, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the 2019 Audit Report by BT&Co., P.A.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Minutes
Audit Committee Meeting
April 9, 2020
Zoom Meeting
Meeting ID: 845 547 488
Password: 011276

BOARD/COMMITTEE MEMBERS PRESENT:

Kacy Simonsen, Jim Edwards and Joan Hicks (Committee), Liz Post, Board Chair, and Kerry Onstott Storey

STAFF:

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

OTHERS:

Stacey Hammond, Director and Emily Sheldon, Manager with the auditing firm of BT&Co., P.A.

The meeting of the Board of Trustees Audit Committee of the Topeka and Shawnee County Public Library held on Thursday, April 9, 2020 via Zoom Meeting. The Audit Committee meeting was called to order at 10:04 AM., by Chief Financial Officer Kim Strube. Kacy Simonsen is serving as Audit Committee chair. An agenda, suggested questions for the auditors, a draft of the Basic Financial Statements for the year ended December 31, 2019 and a draft of the Report to the Board of Trustees, were provided to the Trustees in advance of the meeting. Kim Strube introduced Stacey Hammond.

Stacy Hammond presented the 12-31-2019 audit documents to the committee. She reviewed the sections of the Report to the Board of Trustees in detail.

The Topeka and Shawnee County Public Library was issued an unmodified opinion, which is the highest form of opinion received.

Hammond reviewed significant estimates, financial highlights, and investments. She reported that there were no significant issues that arose during the audit, nothing unexpected occurred and that Strube and her staff were well prepared and extremely responsive.

Stacey reported the audit process will be complete when the management representation letter is signed and after The Foundation Board has accepted their audit report.

COMMITTEE DISCUSSION

Topics included COVID 19 concerns: working remotely, security, internal processes, and tax revenues. Currently the Finance department is working remotely. In addition to Strube working remotely she schedules weekly visits to the library to ensure invoices that are sent by mail are accounted for and vendors are paid. Finance works with a third-party payroll vendor to process payroll online. Working remotely has not changed the internal controls and/or digital services security requirements at this time. All library staff are encouraged to be security diligent.

NEXT STEPS

Hammond and Sheldon will present at the Board of Trustees meeting on Thursday, April 16 at 4:00 pm via Zoom Meeting. Strube will ensure a Zoom Meeting invite is sent.

There being no further business for the Committee the meeting was adjourned at 10:22 AM.

Minutes:MR

Questions for the Audit Committee to Ask the Auditor

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

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

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

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

**Chief Financial Officer's Report
March 2020
Kim Strube**

Investments and Debt as of February 29, 2020; Bank Account Summary – Page 1

Funds were deposited to a 90-day fixed rate account at the Kansas Pooled Money Investment Board.

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 of the Alice C. Sabatini Gallery remodel project.

All the expected State Aid revenues were received in February. The amount for 2020 is \$49,945.81 compared with last year's amount of \$49,628.67. The funding continues to be budgeted for one-time projects only so there is not a reliance on it for ongoing operating expenditures. The 2020 budget was approved to use these funds for initiatives budgeted in the Special Projects line item.

General Fund – Pages 3 through 5

With 16.2% of the budget year completed, 46% of the budgeted revenue has been received and 19% of the approved budget has been expended/encumbered. This compares to 2019 in which 48% of the budgeted revenue had been received and 20% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

Employee Benefit Fund – Page 6

With 16.2% of the budget year completed, 50% of the budgeted revenue has been received and 18% of the approved budget has been expended/encumbered. This compares to 2019 in which 46% of the budgeted revenue had been received and 17% 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 \$1,201,096.

Purchase Order Notification

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

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Estimated snow removal and treating parking lot/sidewalks (Winter 2019/2020)	\$15,000.00	Snow Terminators LLC
From non-tax funds	Staff apparel for Staff Development Day	\$7,963.87	Embroidery Plus
Approved operating budget	Television and web advertising for the 150 th Anniversary	\$5,500.00	WIBW
Approved operating budget	Annual electric service	\$347,287.41	Evergy
From non-tax funds	2020 staff awards	\$5,718.12	Eagle Recognition
Approved operating budget	Annual trash and recycling service	\$6,427.08	Inland Waste Solutions
Approved operating budget	Annual legal services	\$50,000.00	Engel Law, PA
Approved operating budget	Annual collection services for delinquent customer accounts	\$22,000.00	Unique Management Services, Inc.
Approved operating budget	Annual natural gas service	\$32,500.00	Constellation Newenergy-Gas
Approved operating budget	Annual aquarium maintenance	\$5,919.96	Loren Johannes
Approved operating budget	Annual natural gas service	\$17,000.00	Kansas Gas Service
Approved operating budget	Hardware for security camera project	\$5,789.05	Black Diamond Solutions, Inc.
Approved operating budget	Annual AMH service contract	\$45,500.00	Tech Logic Corporation
Change order for existing	Change Order #1 –	\$8,823.29	Kelley Construction Co.,

approved project	Technical Services Relocation – since faucet change, modify storage room finishes, modify ceiling and fire sprinkler		Inc.
Library Materials	“Automatically Yours” materials subscription – regular print – May	\$7,000.00	Baker & Taylor Books
Library Materials	Hoopla online	\$22,122.14	Midwest Tape LLC
Library Materials	Adult non-fiction	\$7,000.00	Baker & Taylor Books
Library Materials	Adult blue-rays & DVDs	\$5,310.00	Midwest Tape LLC
Library Materials	Adult blue-rays & DVDs	\$12,020.00	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 10 am on Thursday, April 9th. 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 March 9th had no findings.
- 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 are two resolutions on the agenda that will result in expenditures:
 - Approval of the bid to purchase audio/visual equipment for the Alice C. Sabatini Art Gallery. Funding for this purchase will be made from The Library Foundation funds.
 - Approval of the bid to purchase replacement public computers. Funding for this purchase will be made from the General Fund, Digital Services Support line item.
- The budget cycle will soon begin once again and the timeline for 2021 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 1st, 9 am to noon in the Menninger Room 206
 - Wednesday, July 8th, noon to 3 pm in the Menninger Room 206; lunch served

**Topeka & Shawnee County Public Library
Proposed 2021 Budget Time Line**

April 17, 2020 (Fri)	Budget requests due from departments/units
April 24, 2020 (Fri)	First review of department/unit budget requests by Gina, Thad, and Kim
May 12, 2020 (Tue)	Review of budget requests by management team (at regular meeting date/time)
June 1, 2020 (Mon)	Board budget work session #1 (Menninger Room 206 – 9 to noon)
June 23, 2020 (Tue)	Management team final review of budget documents (at regular meeting date/time)
July 8, 2020 (Wed)	Board budget work session #2 – final review of budget documents (Menninger Room 206 - noon to 3pm)
July 16, 2020 (Thu)	Board meeting – 2021 budget approved for publication (scheduled Board meeting date)
July 22, 2020 (Wed)	Budget notice published in <i>Topeka Capital Journal</i> (must be published at least 10 calendar days before public hearing)
August 13, 2020 (Thu)	Public hearing and adoption of 2021 budget at scheduled Board meeting date @ 5:30 pm (must be held on or before August 15)
August 14, 2020 (Fri)	Budget copies submitted to the governing body of the city and county as required by K.S.A. 12-1267(a)
August 21, 2020 (Fri)	Adopted budget certified with County Clerk

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

2/29/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 2/29/2020</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,523,224.80	\$ 7,593,582.73	\$ 2,605,406.96	\$ 9,511,400.57
Employee Benefits	1,101,162.54	1,624,746.25	638,628.55	\$ 2,087,280.24
Capital Improvement	1,292,745.67	2,508.79	94,158.62	\$ 1,201,095.84
Bond & Interest	804,581.51	16,479.20	-	\$ 821,060.71
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	33,292.67	49,945.81	17,292.67	\$ 65,945.81
Federal, State & Local Grants	19.03	900.00	-	\$ 919.03
Other Special Revenue	553,586.39	2,182.26	165,712.06	\$ 390,056.59
Permanent Funds	214,074.65	-	-	\$ 214,074.65
Totals	<u>\$ 8,522,687.26</u>	<u>\$ 9,290,345.04</u>	<u>\$ 3,521,198.86</u>	<u>\$ 14,291,833.44</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 557,389.29
Restricted Funds-CoreFirst Bank-Checking	406,085.23
Capital Improvement Fund-VisionBank-Money Market Account	1,295,254.46
Cash on Hand	2,193.72
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	7,022,386.71
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	5,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 14,497,604.06</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(1,473.28)
Less Payroll Deduction and Employer Benefit Liabilities	20,696.46
Less Outstanding Checks	186,547.44
	<u>\$ 14,291,833.44</u>

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

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	2/29/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,523,224.80	\$ 7,593,582.73	\$ 441,257.09	\$ 2,164,149.87	\$ 9,511,400.57	\$ 1,603,413.38	\$ 7,907,987.19
Employee Benefit Fund	1,101,162.54	1,624,746.25	-	638,628.55	2,087,280.24	41,768.00	2,045,512.24
Capital Improvement Fund	1,292,745.67	2,508.79	-	94,158.62	1,201,095.84	-	1,201,095.84
Bond & Interest Fund	804,581.51	16,479.20	-	-	821,060.71	-	821,060.71
Non Major Governmental Funds							
<i>State Aid Fund</i>	33,292.67	49,945.81	17,292.67	-	65,945.81	16,000.00	49,945.81
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	900.00	-	-	900.00	-	900.00
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,578.62	6.34	-	-	10,584.96	-	10,584.96
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.02	-	-	31.07	-	31.07
Friends	106,029.02	46.98	1,950.98	26,465.32	77,659.70	8,847.19	68,812.51
Fun Committee	2,659.59	227.14	117.49	-	2,769.24	-	2,769.24
Gallery Competitions/Exhibits	36,147.18	21.68	-	-	36,168.86	-	36,168.86
Gifts/Memorials (Undesignated)	341,344.59	134.44	45,356.33	88,287.65	207,835.05	439,007.48	(231,172.43)
Hathaway Trust - Library Materials	2,677.90	1.53	-	225.85	2,453.58	974.15	1,479.43
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,730.29	84.48	2,153.45	28,789.76	1,645.12	27,144.64
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	0.76	-	-	1,264.95	-	1,264.95
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	2.59	-	-	4,315.79	350.00	3,965.79
Special Collections	5,693.56	3.42	-	-	5,696.98	-	5,696.98
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.02	-	-	36.11	-	36.11
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	1.30	-	-	2,174.78	-	2,174.78
Youth Services	10,246.70	5.75	-	1,070.51	9,181.94	104.80	9,077.14
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	-	-	-	214,074.65	-	214,074.65
TOTALS	\$ 8,522,687.26	\$ 9,290,345.04	\$ 506,059.04	\$ 3,015,139.82	\$ 14,291,833.44	\$ 2,112,110.12	\$ 12,179,723.32

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

2/29/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 2/29/2020</u>
				16.2%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 7,518,082.92	\$ (6,281,531.08)	54%
Revitalization Rebates	(197,477.00)	(131,207.29)	\$ 66,269.71	66%
Back Tax	-	53,796.15	\$ 53,796.15	N/A
Motor Vehicle Tax	1,399,719.00	43,369.69	\$ (1,356,349.31)	3%
Recreational Vehicle Tax	13,465.00	203.24	\$ (13,261.76)	2%
16/20 M Vehicle Tax	5,331.00	3,959.98	\$ (1,371.02)	74%
In Lieu of Tax	2,964.00	35,638.18	\$ 32,674.18	1202%
Watercraft Special Tax**	7,320.00	-	\$ (7,320.00)	0%
Commercial Vehicle Fees	47,501.00	5,259.14	\$ (42,241.86)	11%
E-Rate Reimbursement	25,193.00	-	\$ (25,193.00)	0%
Miscellaneous Revenue	3,000.00	7,716.54	\$ 4,716.54	257%
Miscellaneous Revenue - Recyclg	-	285.22	\$ 285.22	N/A
Salary Refunds-Foundation	98,289.00	11,173.44	\$ (87,115.56)	11%
Salary Refunds-Friends	29,370.00	3,306.33	\$ (26,063.67)	11%
Salary Refunds-Shawnee Cty	22,755.00	4,346.01	\$ (18,408.99)	19%
Vending Machines	4,000.00	587.85	\$ (3,412.15)	15%
Overdue Fees*	127,000.00	15,988.06	\$ (111,011.94)	13%
Debt Collect	-	912.79	\$ 912.79	N/A
ILL Fees	350.00	426.07	\$ 76.07	122%
Mailing Fees	120.00	11.00	\$ (109.00)	9%
Non Resident Card Fee	595.00	-	\$ (595.00)	0%
Obituary Fees	750.00	45.00	\$ (705.00)	6%
Meeting Room Charges	5,500.00	130.00	\$ (5,370.00)	2%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	65,000.00	19,552.41	\$ (45,447.59)	30%
Transfer In	994,167.00	-	\$ (994,167.00)	0%
Library Treasurer's Balance	2,476,295.00	-	\$ -	N/A
TOTALS	<u>\$ 18,931,321.00</u>	<u>\$ 7,593,582.73</u>	<u>\$ (8,861,443.27)</u>	46%

* currently all revenues from the kiosks are recorded as Overdue Fees; a solution to report actual sales types is underway

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

**Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances**

2/29/2020

	Approved Budget	Expended Year-To-Date	Encumbrances #	(Over)/Under Budget	% Expended
					16.2%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 1,230.75	\$ -	\$ 5,169.25	19%
Salaries-Facilities	687,188.00	124,957.50	-	562,230.50	18%
Salaries-Overtime	10,000.00	1,629.81	-	8,370.19	16%
Salaries-Security	332,061.00	54,394.20	-	277,666.80	16%
Salaries-Shelvers	175,216.00	23,451.83	-	151,764.17	13%
Salaries-Staff	7,643,102.00	1,436,755.24	-	6,206,346.76	19%
Conferences	166,580.00	17,075.00	33,623.23	115,881.77	30%
Staff Internal Dev/Trng - Web Based	15,000.00	175.50	200.00	14,624.50	3%
Staff Development & Training	15,000.00	-	305.01	14,694.99	2%
Mileage	9,500.00	1,075.10	5,408.42	3,016.48	68%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	160.64	60.50	2,778.86	7%
Materials-Periodicals	38,000.00	(9.96)	156.97	37,852.99	0%
Materials-Print/Non-Print <1 YR	567,300.00	24,024.36	1,439.50	541,836.14	4%
Materials-Print/Non-Print	1,294,200.00	121,017.50	126,173.55	1,047,008.95	19%
OPERATIONS:					
Art Purchases	8,000.00	1,583.14	129.00	6,287.86	21%
Cataloging and ILL Services	105,795.00	6,736.92	80,263.08	18,795.00	82%
Contracted-Digital Services	555,401.00	74,406.76	14,595.40	466,398.84	16%
Contracted-Facilities	353,400.00	93,056.43	96,845.45	163,498.12	54%
Contracted-Equipment	50,940.00	2,161.92	5,178.96	43,599.12	14%
Contracted-Professional	213,550.00	21,694.72	131,286.21	60,569.07	72%
Contracted-E-Rate Services	2,267.00	-	-	2,267.00	0%
Digital Services Support	181,100.00	7,727.62	13,431.29	159,941.09	12%
Furniture/Equipment	96,200.00	-	-	96,200.00	0%
Insurance	54,806.00	29,381.00	24,283.00	1,142.00	98%
Marketing & Communication	47,500.00	4,426.11	5,500.00	37,573.89	21%
Memberships/Dues	30,900.00	10,460.00	-	20,440.00	34%
Miscellaneous	5,000.00	260.12	-	4,739.88	5%
Payments to Other Libraries	115,060.00	-	-	115,060.00	0%
Postage/Shipping	104,363.00	28,944.75	1,757.54	73,660.71	29%
Printing	96,800.00	953.51	45,594.40	50,252.09	48%
Programming	32,000.00	805.69	1,630.65	29,563.66	8%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	8,867.42	7,269.93	1,688,612.65	1%
Supplies-Facilities	77,417.00	4,179.41	44,890.51	28,347.08	63%
Supplies-Office/Library	98,720.00	4,789.93	6,746.64	87,183.43	12%
Supplies-Processing	48,000.00	2,458.74	253.00	45,288.26	6%
Telecommunications	90,500.00	8,795.11	59,244.89	22,460.00	75%
Transfer Out	1,709,805.00	-	-	1,709,805.00	0%
Utilities-Electric	360,000.00	24,957.60	326,549.47	8,492.93	98%
Utilities-Gas	65,000.00	6,265.56	44,234.44	14,500.00	78%
Utilities-Water/Sewage	35,000.00	3,468.99	24,531.01	7,000.00	80%
Vehicle-Gas	36,000.00	2,069.56	-	33,930.44	6%
Vehicle-Repair	40,500.00	9,772.65	34,399.00	(3,671.65)	109%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(11.26)	-	11.26	N/A
TOTALS	\$ 18,931,321.00	\$ 2,164,149.87	\$ 1,135,981.05	\$ 13,981,190.08	19%

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

2/29/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 2,476,295.00	\$ 3,596,303.17	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,799,614.00	7,518,082.92	54%
Revitalization Rebates	(197,477.00)	(131,207.29)	66%
Back Tax	-	53,796.15	N/A
Motor Vehicle Tax	1,399,719.00	43,369.69	3%
Recreational Vehicle Tax	13,465.00	203.24	2%
16/20M Vehicle Tax	5,331.00	3,959.98	74%
In Lieu of Tax	2,964.00	35,638.18	1202%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	5,259.14	11%
E-Rate Reimbursement	25,193.00	-	0%
Fees and Charges	141,815.00	25,817.31	18%
Reimbursements	150,414.00	19,111.00	13%
Transfer In	994,167.00		
Interest on Idle Funds	65,000.00	19,552.41	30%
	<u>\$ 16,455,026.00</u>	<u>\$ 7,593,582.73</u>	46%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	1,642,419.33	19%
Other Staff Support Costs	206,080.00	57,862.26	28%
Library Collections	1,902,500.00	273,023.06	14%
Contracted Services	1,281,353.00	526,225.85	41%
Digital Services Support	181,100.00	21,158.91	12%
Furniture/Equipment/Art	104,200.00	1,712.14	2%
Payments to Other Libraries	115,060.00	-	0%
Special Projects	1,704,750.00	16,137.35	1%
Utilities & Telecommunications	550,500.00	498,047.07	90%
Vehicles	76,500.00	46,241.21	60%
Other Operating Expenditures	595,506.00	217,303.74	36%
Transfer Out	1,709,805.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 3,300,130.92</u>	19%
Prior Year Canceled Purchase Orders		<u>\$ 18,232.21</u>	
Unencumbered Balance 2/29/2020	\$ -	<u>\$ 7,907,987.19</u>	

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

2/29/2020

EMPLOYEE BENEFITS

	2020 Budget	Year To Date	%
Balance 01/01/2020	\$ 792,034.00	\$ 1,101,162.54	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,900,904.00	\$ 1,598,654.48	55%
Revitalization Rebates	(41,513.00)	(27,899.83)	67%
Back Tax	-	12,784.36	N/A
Motor Vehicle Tax	298,763.00	14,771.42	5%
Recreational Vehicle Tax	2,874.00	69.21	2%
16/20M Vehicle Tax	1,138.00	1,345.15	118%
In Lieu of Tax	812.00	7,578.08	933%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Fees	10,139.00	1,791.24	18%
Refund-Fringe Benefits-Foundation	49,776.00	4,671.24	9%
Refund-Fringe Benefits-Friends	11,667.00	1,830.51	16%
Refund-Fringe Benefits-Shawnee Cty	-	2,749.95	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	3,114.92	80%
Interest on Idle Funds	10,000.00	3,285.52	33%
	\$ 3,250,030.00	\$ 1,624,746.25	50%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,478.00	\$ 6,655.20	103%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	677,328.00	119,013.02	18%
Ks Public Employees Retirement Sys	820,944.00	152,820.25	19%
Worker's Compensation	63,279.00	45,435.37	72%
Unemployment Tax	8,854.00	3,214.64	36%
Health/Dental Insurance	2,111,376.00	349,845.07	17%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,042,064.00	\$ 680,396.55	18%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 2/29/2020	\$ -	\$ 2,045,512.24	

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

CAPITAL IMPROVEMENT

Balance 01/01/2020	\$ 1,292,745.67
<u>Revenue:</u>	
Interest received	2,508.79
	\$ 2,508.79
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	158.62
Capital Outlay	94,000.00
	94,158.62
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 2/29/2020	\$ 1,201,095.84

STATE AID

Balance 01/01/2020	\$ -	\$ 33,292.67
<u>Revenue:</u>		
State Aid	49,945.81	-
	\$ 49,945.81	\$ 49,945.81
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		17,292.67
Staff Internal Development/Trng		16,000.00
Special Projects	53,000.00	-
	\$ 53,000.00	\$ 33,292.67
Unencumbered Balance 2/29/2020		\$ 49,945.81

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

2/29/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 786,885.00	\$ 804,581.51	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	375.71	N/A
Revitalization Rebates	-	-	N/A
Back Tax	25,000.00	6,855.38	27%
Motor Vehicle Tax	168,424.00	6,054.17	4%
Recreational Vehicle Tax	1,620.00	28.35	2%
16/20M Vehicle Tax	641.00	552.43	86%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	734.16	13%
Interest on Idle Funds	5,000.00	1,879.00	38%
	<u>\$ 207,282.00</u>	<u>\$ 16,479.20</u>	8%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	994,167.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 994,167.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 2/29/2020	\$ -	\$ 821,060.71	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of February 29, 2020

Capital Improvement Funds-VisionBank

\$ 1,295,254.46 at 1.19% (money market account)

Municipal Investment Pool

\$ 7,022,386.71 Operating funds in "overnight pool"*;
available for transfer whenever needed

4,000,000.00 General fund; 90-day 2/28/2020 at 1.32%,
maturity 5/28/2020

1,000,000.00 Employee Benefit fund; 90-day 2/28/2020
at 1.32%, maturity 5/28/2020

\$12,022,386.71

* rates vary by day - average February 1 - 29, 2020 was 1.25%.

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 29, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	2/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,776.66	-98445
15	21516	0	2/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,944.64	-98445
15	21517	0	2/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,129.45	-98445
10	21513	0	2/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,014.76	-98445
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,865.51	-98445 Total
10	21501	0	2/13/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,742.32	-98441
10	21502	0	2/13/2020	PAYCOM PAYROLL LLC	State W/H	\$ 10,948.71	-98441
15	21521	0	2/13/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 295.59	-98441
10	21503	0	2/13/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,979.72	-98441
15	21504	0	2/13/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,979.72	-98441
10	21503	0	2/13/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,438.76	-98441
15	21504	0	2/13/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,438.76	-98441
10	21514	0	2/13/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98441
10	21518	0	2/13/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 844.48	-98441
10	41000	313	2/13/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,940.76	-98441
10	41000	313	2/13/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 370.62	-98441
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,210.62	-98441 Total
10	21501	0	2/27/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,934.28	-98440
10	21502	0	2/27/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,073.01	-98440
15	21521	0	2/27/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 271.77	-98440
10	21503	0	2/27/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,190.20	-98440
15	21504	0	2/27/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,190.20	-98440
10	21503	0	2/27/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,488.06	-98440
15	21504	0	2/27/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,488.06	-98440
10	21514	0	2/27/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98440
10	21518	0	2/27/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 844.48	-98440
10	41000	313	2/27/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,953.47	-98440
10	41000	313	2/27/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 372.36	-98440
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 86,037.07	-98440 Total
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Registration	\$ 1,995.00	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Flight	\$ 300.97	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Registration	\$ 1,625.00	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Registration	\$ 330.00	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Flight	\$ 1,103.34	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Flight	\$ 421.97	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Registration	\$ 363.00	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Amtrak	\$ 147.00	-98438
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Registration	\$ 350.00	-98438

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 29, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	340	2/24/2020	COREFIRST BANK & TRUST	Flight	\$ 226.96	-98438
					<i>Miscellaneous travel expenses paid by credit card</i>	\$ 6,863.24	-98438 Total
10	21505	0	2/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,997.85	-98431
15	21516	0	2/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,262.02	-98431
15	21517	0	2/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,166.27	-98431
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 49,426.14	-98431 Total
10	21515	0	2/27/2020	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 54,638.64	-98427
15	21515	0	2/27/2020	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 253,485.08	-98427
15	21515	0	2/27/2020	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,681.74	-98427
						\$ 309,805.46	-98427 Total
10	41000	325	2/7/2020	RESERVE ACCOUNT	Deposit to postage reserve act	\$ 30,000.00	-98426
					<i>2020 approved operating budget - postage</i>	\$ 30,000.00	-98426 Total
35	41000	735	2/7/2020	EMBROIDERY PLUS	2020 Staff Apparel	\$ 7,963.87	11759
					<i>Apparel for Staff Development Day - paid from non-tax funds</i>	\$ 7,963.87	11759 Total
35	41000	736	2/27/2020	THE MORAN COMPANY LLC	Recruitment fees	\$ 10,651.68	11774
					<i>Recruitment fees for The Library Foundation Executive Director position - paid from non-tax funds</i>	\$ 10,651.68	11774 Total
10	41000	310	2/7/2020	BIBLIOCOMMONS, INC.	BiblioCloudRecords-Overd	\$ 4,506.85	94912
10	41000	310	2/7/2020	BIBLIOCOMMONS, INC.	annual renewal	\$ 21,898.85	94912
					<i>2020 approved operating budget - annual subscription and support</i>	\$ 26,405.70	94912 Total
10	21512	0	2/7/2020	DELTA DENTAL OF KANSAS, INC	EE February Premiums	\$ 2,945.92	94921
15	21512	0	2/7/2020	DELTA DENTAL OF KANSAS, INC	ER February Premiums	\$ 11,113.82	94921
15	21512	0	2/7/2020	DELTA DENTAL OF KANSAS, INC	Retiree Februray Premiums	\$ 175.72	94921
						\$ 14,235.46	94921 Total
10	41000	310	2/7/2020	GOVCONNECTION, INC.	Server Licenses	\$ 1,987.00	94928
10	41000	310	2/7/2020	GOVCONNECTION, INC.	Active Directory Basic	\$ 18.00	94928
10	41000	310	2/7/2020	GOVCONNECTION, INC.	Windows Licenses	\$ 4,617.50	94928
10	41000	310	2/7/2020	GOVCONNECTION, INC.	Office 365	\$ 3.00	94928
					<i>2020 approved operating budget - annual subscription and support</i>	\$ 6,625.50	94928 Total
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	4pk Canned Air Falcon10oz	\$ 83.45	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Purple	\$ 8.99	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Orange	\$ 10.99	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Blue	\$ 10.54	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Green	\$ 11.96	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Brown	\$ 11.42	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Assor Red n Bla	\$ 9.39	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Marksalot Yello	\$ 11.27	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	At A Glance Desk Cal Refi	\$ 6.09	94954

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 29, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Pendaflex (pack of 4)	\$ 60.90	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Adhesive labels	\$ 49.90	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	calendar refill	\$ 7.28	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	postage	\$ -	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	Dvd Drive	\$ 58.42	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	1000 pk of 6-in ties	\$ 37.59	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Eurmax 10'X10' canopy ten	\$ 168.95	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	OMEENET 3.1A USB Outlet	\$ 60.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	RCA HDMI adaptor	\$ 29.98	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	rubber floor mat - gray	\$ 49.98	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	6/Ctn Dist Water gal	\$ 69.78	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	12ct 3pk clorox wipes	\$ 44.00	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	dry erase whiteboard	\$ 19.28	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Credit for PO#192933	\$ (472.00)	94954
10	41000	341	2/13/2020	COREFIRST BANK & TRUST	Basic ASL for Liib. Staff	\$ 175.50	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	vinyl backdrop Thunder gr	\$ 155.98	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	sandisck 64 microsd	\$ 57.96	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	sandisk 16 gb card	\$ 53.94	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	apc 550 battery backup	\$ 364.95	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	dji mavic drone	\$ 499.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	rode microphone	\$ 249.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	joby ballhead	\$ 26.47	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon battery charger	\$ 47.60	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon battery	\$ 52.95	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon bag	\$ 24.95	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon lens adapter	\$ 9.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon efm 11-22	\$ 349.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	canon eos m50	\$ 599.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	smk link clicker	\$ 239.67	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Velcro#1PdHldr-black	\$ 4.58	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Velcro#2PdHldr-yw	\$ 1.42	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Velcro#3PdHldr-grn	\$ 2.84	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Velcro#4PdHldr-red	\$ 2.84	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	10pk Blk #1 Polishing Pad	\$ 139.95	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	Moto-Cart Jr Truck	\$ 4,440.00	94954
10	41000	323	2/13/2020	COREFIRST BANK & TRUST	user group membership	\$ 110.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	Porteus kiosk server pemi	\$ 340.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	Porteus automatic updates	\$ 510.00	94954

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 29, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Laser 1099-Misc Blank	\$ 33.50	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	DWMR 1099 Envelopes	\$ 22.35	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Shipping	\$ 25.00	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	noble lock	\$ 866.88	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	steelcase thread	\$ 274.55	94954
10	41000	310	2/13/2020	COREFIRST BANK & TRUST	Cisco Meraki Systems Mang	\$ 2,097.60	94954
10	41000	320	2/13/2020	COREFIRST BANK & TRUST	VidaMount Fixed Wall iPad	\$ 1,222.98	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Wilton Royal Blue Candy M	\$ 2.47	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Wilton Blue Candy Melts,	\$ 7.01	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	2-pack Wilton White Candy	\$ 9.58	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Utz Pretzels, Rods 27 oz.	\$ 11.68	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Krylon ColorMaster Paint	\$ -	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Ultimate Baker Sprinkles	\$ 9.70	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Reynolds Cut-Rite Wax Pap	\$ -	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Oval Spring Tension Curta	\$ 19.50	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	Hershey's, Valentine's Ex	\$ 8.98	94954
10	41000	330	2/13/2020	COREFIRST BANK & TRUST	M&M'S, SNICKERS, SKITTLES	\$ 8.98	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	Kite750 rctngl maple grph	\$ 8,276.91	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	Tall Kite rctngl mpl grph	\$ 1,971.59	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	Rico stack 17.5 Navy"	\$ 1,494.11	94954
10	23800	0	2/13/2020	COREFIRST BANK & TRUST	shipping	\$ 804.25	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	Central Seal-EcoMaster	\$ 17.22	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	20pk Filter for Ecomaster	\$ 68.00	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	10pk Grn3 Snd Pad	\$ 90.00	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	10pk Red4 Snd Pad	\$ 60.00	94954
10	41000	420	2/13/2020	COREFIRST BANK & TRUST	10pk Yw2 Snd Pad	\$ 99.95	94954
10	41000	310	2/13/2020	COREFIRST BANK & TRUST	Soundtrack your brand	\$ 26.99	94954
				<i>Miscellaneous online orders paid by credit card including furniture for the Gallery</i>		\$ 26,334.54	94954 Total
10	41000	351	2/13/2020	EVERGY	Jan-20	\$ 23,587.41	94958
				<i>2020 electric service</i>		\$ 23,587.41	94958 Total
10	41000	313	2/20/2020	ENGEL LAW, PA	<i>2020 Legal Services</i>	\$ 5,827.80	94998
				<i>2020 approved operating budget</i>		\$ 5,827.80	94998 Total
10	41000	310	2/20/2020	ONENECK IT SOLUTIONS LLC	Cisco PoE	\$ 5,770.80	95007
10	41000	310	2/20/2020	ONENECK IT SOLUTIONS LLC	Cisco standard	\$ 24,717.56	95007
10	41000	310	2/20/2020	ONENECK IT SOLUTIONS LLC	Cisco Firewall	\$ 927.07	95007
				<i>2020 approved operating budget - annual subscription and support</i>		\$ 31,415.43	95007 Total
10	23800	0	2/20/2020	TECH LOGIC CORPORATION	Computer hardware upgrade	\$ 6,060.00	95012
						\$ 6,060.00	95012 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 29, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	2/27/2020	KELLEY CONSTRUCTION CO., INC.	Construction of TS Workroom	\$ 68,237.67	95036
10	41000	736	2/27/2020	KELLEY CONSTRUCTION CO., INC.	Construction of TS Workroom	\$ 8,823.29	95036
						\$ 77,060.96	95036 Total
10	41000	301	2/27/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	95040
					<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,736.92	95040 Total
10	41000	311	2/27/2020	TECH LOGIC CORPORATION	AMH Service Contract	\$ 45,500.00	95046
					<i>2020 approved operating budget - annual maintenance</i>	\$ 45,500.00	95046 Total
						\$ 905,613.31	Grand Total

**Chief Financial Officer's Report
April 2020
Kim Strube**

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 24.7% of the budget year completed, 49% of the budgeted revenue has been received and 25% of the approved budget has been expended/encumbered. This compares to 2019 in which 51% of the budgeted revenue and been received and 29% of the approved budget had been expended/encumbered.

The second tax distribution of 2020 was received March 20th as scheduled. The total received for the General Fund was \$455,588. The percentage of the ad valorem budget collected year-to-date is 56% which is the same as March 2019. The percentage of year-to-date motor vehicle taxes collected is 12% compared to 11% at this point in time in 2019.

Vehicle Repair line item is over budget, but may not end up that way as actual costs are known.

Employee Benefit Fund – Page 6

With 24.7% of the budget year completed, 53% of the budgeted revenue has been received and 25% of the approved budget has been expended/encumbered. This compares to 2019 in which 49% of the budgeted revenue had been received and 25% 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 \$1,202,394.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
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Approved operating budget	Annual lease and maintenance for (2) copiers	\$14,604.00	Century Business Technologies
Approved operating budget	Annual audit and financial statements for year ended 12/31/19; bid award approved by the Board 10/17/19	\$32,500.00	BT&Co., P.A.
Approved operating budget	Other post-employment benefits, consulting/valuation services for financial reports	\$5,500.00	Lewis & Ellis, Inc.
Approved operating budget	Annual renewal of fund raising/tracking software support for use by Friends & Foundation	\$11,841.66	Blackbaud Inc.
Approved operating budget	Annual maintenance renewal for MiTel VOIP phone system	\$10,309.65	Blueally Technology Solutions, Inc.
Approved operating budget	Annual maintenance MuseumPlus	\$7,500.00	Zetcom North America, LLC
Approved operating budget	Annual lease payments for postage and mailing equipment (Lease #0040766462)	\$13,467.84	Pitney Bowes, Inc.
Approved operating budget	Annual lease payments for postage and mailing equipment (Lease #895)	\$10,394.16	Pitney Bowes, Inc.
Library Materials	Miss Humblebees online	\$7,876.48	Gale/Cengage Learning Inc.
Library Materials	Novelist Select online	\$8,613.00	Ebsco Information Services
Library Materials	"Automatically Yours" materials subscription – June	\$6,000.00	Baker & Taylor Books
Library Materials	Hoopla online	\$19,895.34	Midwest Tape LLC
Library Materials	TS360 online	\$5,600.00	Baker & Taylor Books

Other Items:

- The Board’s Audit Committee met to review the audit draft and hear the audit presentation on Thursday, April 9th. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit. A link to the electronic copies of the draft documents was sent to all Trustees on April 7th. The 2019 audit draft contains no findings or internal control deficiencies.
- There are two resolutions on the agenda that will result in expenditures:

- Approval of the bid to purchase audio/visual equipment for the Alice C. Sabatini Art Gallery. Funding for this purchase will be made from the General Fund, Special Projects budget line item.
- Approval of the bid to purchase replacement public computers. Funding for this purchase will be made from the General Fund, Digital Services Support line item.
- Since officers will be selected for the positions of Chair, Treasurer and Secretary, Trustees in these positions need to stay after the Board meeting, if possible, to make arrangements to sign the various signature cards for TSCPL's bank accounts. Also, the paperwork for the signature file used to electronically affix signatures on checks created by the financial system must be signed. Anyone who has not previously (and recently) served as one of the signing officers must sign an electronic signature form for the Secretary of State's Office and provide a copy of their driver's license as well. The effective date of the new positions is May 1, per the bylaws.
- Darci and I are able to access the Library's financial management system, Black Mountain Software (BMS), from our homes. The Digital Services team has issued us laptops with BMS software installed on them. We are also using library-issued MiFi devices with a secure internet connection to connect to BMS.

This access allows us to continue to process checks to vendors and to create daily/monthly accounting entries. I am printing and mailing the checks to the vendors and Darci is reviewing the check registers and creating the positive pay file for the bank. Positive pay requires the Library to send (transmit) a file of issued checks to the bank each day checks are written. When those issued checks are presented for payment at the bank, they are compared electronically against the list of transmitted checks. This process ensures we maintain a separation of duties.

- Please remember to schedule the forthcoming Board budget work sessions:
 - Monday, June 1st, 9 am to noon in the Menninger Room 206
 - Wednesday, July 8th, noon to 3 pm in the Menninger Room 206; lunch served

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

3/31/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 3/31/2020</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,523,224.80	\$ 8,060,036.13	\$ 3,692,470.37	\$ 8,890,790.56
Employee Benefits	1,101,162.54	1,725,599.08	903,348.56	\$ 1,923,413.06
Capital Improvement	1,292,745.67	3,806.88	94,158.62	\$ 1,202,393.93
Bond & Interest	804,581.51	38,893.67	-	\$ 843,475.18
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	33,292.67	49,945.81	17,292.67	\$ 65,945.81
Federal, State & Local Grants	19.03	900.00	300.00	\$ 619.03
Other Special Revenue	553,586.39	3,546.97	299,776.73	\$ 257,356.63
Permanent Funds	214,074.65	-	-	\$ 214,074.65
Totals	<u>\$ 8,522,687.26</u>	<u>\$ 9,882,728.54</u>	<u>\$ 5,007,346.95</u>	<u>\$ 13,398,068.85</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 497,150.58
Restricted Funds-CoreFirst Bank-Checking	257,500.66
Capital Improvement Fund-VisionBank-Money Market Account	1,296,552.55
Cash on Hand	2,291.69
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	6,200,245.78
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	5,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 13,468,035.91</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(1,658.08)
Less Payroll Deduction and Employer Benefit Liabilities	20,296.72
Less Outstanding Checks	51,328.42
	<u>\$ 13,398,068.85</u>

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

3/31/2020

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	3/31/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,523,224.80	\$ 8,060,036.13	\$ 533,109.65	\$ 3,159,360.72	\$ 8,890,790.56	\$ 1,467,162.39	\$ 7,423,628.17
Employee Benefit Fund	1,101,162.54	1,725,599.08	-	903,348.56	1,923,413.06	29,757.40	1,893,655.66
Capital Improvement Fund	1,292,745.67	3,806.88	-	94,158.62	1,202,393.93	-	1,202,393.93
Bond & Interest Fund	804,581.51	38,893.67	-	-	843,475.18	-	843,475.18
Non Major Governmental Funds							
<i>State Aid Fund</i>	33,292.67	49,945.81	17,292.67	-	65,945.81	16,000.00	49,945.81
<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	10,578.62	9.60	-	-	10,588.22	-	10,588.22
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.03	-	-	31.08	-	31.08
Friends	106,029.02	70.68	1,950.98	27,137.38	77,011.34	8,379.31	68,632.03
Fun Committee	2,659.59	227.14	117.49	-	2,769.24	-	2,769.24
Gallery Competitions/Exhibits	36,147.18	32.81	-	-	36,179.99	-	36,179.99
Gifts/Memorials (Undesignated)	341,344.59	157.89	45,356.33	219,959.87	76,186.28	312,615.56	(236,429.28)
Hathaway Trust - Library Materials	2,677.90	1,289.17	-	263.65	3,703.42	400.00	3,303.42
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,738.89	84.48	3,646.59	27,305.22	166.94	27,138.28
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	1.15	-	-	1,265.34	-	1,265.34
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	3.90	-	59.74	4,257.36	290.26	3,967.10
Special Collections	5,693.56	5.17	-	-	5,698.73	-	5,698.73
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.03	-	-	36.12	-	36.12
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	1.97	-	-	2,175.45	-	2,175.45
Youth Services	10,246.70	8.54	-	1,200.22	9,055.02	111.14	8,943.88
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	-	-	-	214,074.65	-	214,074.65
TOTALS	\$ 8,522,687.26	\$ 9,882,728.54	\$ 597,911.60	\$ 4,409,435.35	\$ 13,398,068.85	\$ 1,835,483.00	\$ 11,562,585.85

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

3/31/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 3/31/2020</u>
				24.7%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 7,789,826.72	\$ (6,009,787.28)	56%
Revitalization Rebates	(197,477.00)	(132,676.53)	\$ 64,800.47	67%
Back Tax	-	84,820.16	\$ 84,820.16	N/A
Motor Vehicle Tax	1,399,719.00	161,339.29	\$ (1,238,379.71)	12%
Recreational Vehicle Tax	13,465.00	1,093.65	\$ (12,371.35)	8%
16/20 M Vehicle Tax	5,331.00	4,527.54	\$ (803.46)	85%
In Lieu of Tax	2,964.00	37,411.84	\$ 34,447.84	1262%
Watercraft Special Tax**	7,320.00	-	\$ (7,320.00)	0%
Commercial Vehicle Fees	47,501.00	38,347.31	\$ (9,153.69)	81%
E-Rate Reimbursement	25,193.00	-	\$ (25,193.00)	0%
Miscellaneous Revenue	3,000.00	9,696.57	\$ 6,696.57	323%
Miscellaneous Revenue - Recyclg	-	285.22	\$ 285.22	N/A
Salary Refunds-Foundation	98,289.00	11,173.44	\$ (87,115.56)	11%
Salary Refunds-Friends	29,370.00	5,510.55	\$ (23,859.45)	19%
Salary Refunds-Shawnee Cty	22,755.00	4,346.01	\$ (18,408.99)	19%
Vending Machines	4,000.00	725.25	\$ (3,274.75)	18%
Overdue Fees*	127,000.00	20,428.42	\$ (106,571.58)	16%
Debt Collect	-	1,056.06	\$ 1,056.06	N/A
ILL Fees	350.00	539.58	\$ 189.58	154%
Mailing Fees	120.00	14.93	\$ (105.07)	12%
Non Resident Card Fee	595.00	-	\$ (595.00)	0%
Obituary Fees	750.00	45.00	\$ (705.00)	6%
Meeting Room Charges	5,500.00	105.00	\$ (5,395.00)	2%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	65,000.00	21,420.12	\$ (43,579.88)	33%
Transfer In	994,167.00	-	\$ (994,167.00)	0%
Library Treasurer's Balance	2,476,295.00	-	\$ -	N/A
TOTALS	<u>\$ 18,931,321.00</u>	<u>\$ 8,060,036.13</u>	<u>\$ (8,394,989.87)</u>	49%

* currently all revenues from the kiosks are recorded as Overdue Fees; a solution to report actual sales types is underway

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

**Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances**

3/31/2020

	Approved Budget	Expended Year-To-Date	Encumbrances #	(Over)/Under Budget	% Expended
					24.7%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 1,723.05	\$ -	\$ 4,676.95	27%
Salaries-Facilities	687,188.00	177,239.80	-	509,948.20	26%
Salaries-Overtime	10,000.00	1,980.13	-	8,019.87	20%
Salaries-Security	332,061.00	78,482.79	-	253,578.21	24%
Salaries-Shelvers	175,216.00	33,184.41	-	142,031.59	19%
Salaries-Staff	7,643,102.00	2,015,485.18	-	5,627,616.82	26%
Conferences	166,580.00	42,178.99	28,844.84	95,556.17	43%
Staff Internal Dev/Trng - Web Based	15,000.00	375.50	-	14,624.50	3%
Staff Development & Training	15,000.00	-	305.01	14,694.99	2%
Mileage	9,500.00	1,782.14	4,927.14	2,790.72	71%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	160.64	180.50	2,658.86	11%
Materials-Periodicals	38,000.00	3,976.82	79.98	33,943.20	11%
Materials-Print/Non-Print <1 YR	567,300.00	66,571.16	2,922.51	497,806.33	12%
Materials-Print/Non-Print	1,294,200.00	201,948.96	112,302.97	979,948.07	24%
OPERATIONS:					
Art Purchases	8,000.00	1,583.14	129.00	6,287.86	21%
Cataloging and ILL Services	105,795.00	6,736.92	80,263.08	18,795.00	82%
Contracted-Digital Services	555,401.00	97,787.03	25,549.83	432,064.14	22%
Contracted-Facilities	353,400.00	109,385.40	87,755.10	156,259.50	56%
Contracted-Equipment	50,940.00	11,965.36	33,841.52	5,133.12	90%
Contracted-Professional	213,550.00	62,491.00	131,376.48	19,682.52	91%
Contracted-E-Rate Services	2,267.00	-	-	2,267.00	0%
Digital Services Support	181,100.00	18,853.36	9,976.62	152,270.02	16%
Furniture/Equipment	96,200.00	-	-	96,200.00	0%
Insurance	54,806.00	29,432.00	24,232.00	1,142.00	98%
Marketing & Communication	47,500.00	9,765.16	5,060.00	32,674.84	31%
Memberships/Dues	30,900.00	10,460.00	-	20,440.00	34%
Miscellaneous	5,000.00	298.12	-	4,701.88	6%
Payments to Other Libraries	115,060.00	-	-	115,060.00	0%
Postage/Shipping	104,363.00	28,030.70	1,885.56	74,446.74	29%
Printing	96,800.00	14,437.85	33,237.94	49,124.21	49%
Programming	32,000.00	3,084.51	701.90	28,213.59	12%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	9,741.62	7,567.85	1,687,440.53	1%
Supplies-Facilities	77,417.00	14,757.70	47,024.30	15,635.00	80%
Supplies-Office/Library	98,720.00	10,484.70	2,741.20	85,494.10	13%
Supplies-Processing	48,000.00	2,876.72	313.92	44,809.36	7%
Telecommunications	90,500.00	14,327.70	53,712.30	22,460.00	75%
Transfer Out	1,709,805.00	-	-	1,709,805.00	0%
Utilities-Electric	360,000.00	47,474.31	303,423.52	9,102.17	97%
Utilities-Gas	65,000.00	11,517.01	38,982.99	14,500.00	78%
Utilities-Water/Sewage	35,000.00	3,712.53	24,295.99	6,991.48	80%
Vehicle-Gas	36,000.00	4,059.94	-	31,940.06	11%
Vehicle-Repair	40,500.00	11,013.68	33,157.97	(3,671.65)	109%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(5.31)	-	5.31	N/A
TOTALS	\$ 18,931,321.00	\$ 3,159,360.72	\$ 1,094,792.02	\$ 13,027,168.26	25%

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

3/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 2,476,295.00	\$ 3,596,303.17	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,799,614.00	7,789,826.72	56%
Revitalization Rebates	(197,477.00)	(132,676.53)	67%
Back Tax	-	84,820.16	N/A
Motor Vehicle Tax	1,399,719.00	161,339.29	12%
Recreational Vehicle Tax	13,465.00	1,093.65	8%
16/20M Vehicle Tax	5,331.00	4,527.54	85%
In Lieu of Tax	2,964.00	37,411.84	1262%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	38,347.31	81%
E-Rate Reimbursement	25,193.00	-	0%
Fees and Charges	141,815.00	32,610.81	23%
Reimbursements	150,414.00	21,315.22	14%
Transfer In	994,167.00		
Interest on Idle Funds	65,000.00	21,420.12	33%
	<u>\$ 16,455,026.00</u>	<u>\$ 8,060,036.13</u>	49%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	2,308,095.36	26%
Other Staff Support Costs	206,080.00	78,413.62	38%
Library Collections	1,902,500.00	388,143.54	20%
Contracted Services	1,281,353.00	647,151.72	51%
Digital Services Support	181,100.00	28,829.98	16%
Furniture/Equipment/Art	104,200.00	1,712.14	2%
Payments to Other Libraries	115,060.00	-	0%
Special Projects	1,704,750.00	17,309.47	1%
Utilities & Telecommunications	550,500.00	497,446.35	90%
Vehicles	76,500.00	48,231.59	63%
Other Operating Expenditures	595,506.00	238,818.97	40%
Transfer Out	1,709,805.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 4,254,152.74</u>	25%
Prior Year Canceled Purchase Orders		<u>\$ 21,441.61</u>	
Unencumbered Balance 3/31/2020	\$ -	<u>\$ 7,423,628.17</u>	

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

3/31/2020

EMPLOYEE BENEFITS

	2020 Budget	Year To Date	%
Balance 01/01/2020	\$ 792,034.00	\$ 1,101,162.54	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,900,904.00	\$ 1,656,443.53	57%
Revitalization Rebates	(41,513.00)	(28,212.28)	68%
Back Tax	-	20,113.45	N/A
Motor Vehicle Tax	298,763.00	39,950.84	13%
Recreational Vehicle Tax	2,874.00	259.34	9%
16/20M Vehicle Tax	1,138.00	1,525.86	134%
In Lieu of Tax	812.00	7,955.23	980%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Fees	10,139.00	8,853.59	87%
Refund-Fringe Benefits-Foundation	49,776.00	4,671.24	9%
Refund-Fringe Benefits-Friends	11,667.00	2,981.35	26%
Refund-Fringe Benefits-Shawnee Cty	-	2,749.95	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	4,672.38	120%
Interest on Idle Funds	10,000.00	3,634.60	36%
	\$ 3,250,030.00	\$ 1,725,599.08	53%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,478.00	\$ 6,655.20	103%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	677,328.00	166,653.36	25%
Ks Public Employees Retirement Sys	820,944.00	214,531.90	26%
Worker's Compensation	63,279.00	45,435.37	72%
Unemployment Tax	8,854.00	3,670.94	41%
Health/Dental Insurance	2,111,376.00	492,746.19	23%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,042,064.00	\$ 933,105.96	25%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 3/31/2020	\$ -	\$ 1,893,655.66	

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

CAPITAL IMPROVEMENT

Balance 01/01/2020	\$ 1,292,745.67
<u>Revenue:</u>	
Interest received	3,806.88
	\$ 3,806.88
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	158.62
Capital Outlay	94,000.00
	94,158.62
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 3/31/2020	\$ 1,202,393.93

STATE AID

Balance 01/01/2020	\$ -	\$ 33,292.67
<u>Revenue:</u>		
State Aid	49,945.81	-
	\$ 49,945.81	\$ 49,945.81
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		17,292.67
Staff Internal Development/Trng		16,000.00
Special Projects	53,000.00	-
	\$ 53,000.00	\$ 33,292.67
Unencumbered Balance 3/31/2020		\$ 49,945.81

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

3/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 786,885.00	\$ 804,581.51	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	158.19	N/A
Revitalization Rebates	-	-	N/A
Back Tax	25,000.00	10,787.02	43%
Motor Vehicle Tax	168,424.00	20,251.69	12%
Recreational Vehicle Tax	1,620.00	135.45	8%
16/20M Vehicle Tax	641.00	630.51	98%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	4,716.28	83%
Interest on Idle Funds	5,000.00	2,214.53	44%
	<u>\$ 207,282.00</u>	<u>\$ 38,893.67</u>	19%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	994,167.00		0%
Cash Basis Reserve	-		0%
	<u>\$ 994,167.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 3/31/2020	\$ -	\$ 843,475.18	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of March 31, 2020

Capital Improvement Funds-VisionBank

\$ 1,296,552.55 at 1.19% (money market account)

Municipal Investment Pool

\$ 6,200,245.78 Operating funds in "overnight pool"*;
available for transfer whenever needed

4,000,000.00 General fund; 90-day 2/28/2020 at 1.32%,
maturity 5/28/2020

1,000,000.00 Employee Benefit fund; 90-day 2/28/2020
at 1.32%, maturity 5/28/2020

\$11,200,245.78

* rates vary by day - average March 1 - 31, 2020 was .4267%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	340	2/28/20	COREFIRST BANK & TRUST	Flight Change	\$ 270.00	-98412
10	41000	340	2/28/20	COREFIRST BANK & TRUST	Hotel	\$ 882.24	-98412
10	41000	340	2/28/20	COREFIRST BANK & TRUST	Hotel	\$ 1,388.40	-98412
10	41000	340	2/28/20	COREFIRST BANK & TRUST	Hotel	\$ 1,388.40	-98412
10	41000	340	2/28/20	COREFIRST BANK & TRUST	Hotel	\$ 1,041.30	-98412
10	41000	340	2/28/20	COREFIRST BANK & TRUST	Staff Dinner	\$ 889.81	-98412
				<i>Miscellaneous travel expenses paid by credit card</i>		\$ 5,860.15	-98412 Total
10	41000	340	3/25/20	COREFIRST BANK & TRUST	Lodging	\$ 1,759.70	-98408
10	41000	340	3/25/20	COREFIRST BANK & TRUST	Lodging	\$ 1,735.50	-98408
10	41000	340	3/25/20	COREFIRST BANK & TRUST	Lodging	\$ 1,388.40	-98408
10	41000	340	3/25/20	COREFIRST BANK & TRUST	Hotel	\$ 1,388.40	-98408
				<i>Miscellaneous travel expenses paid by credit card</i>		\$ 6,272.00	-98408 Total
10	21501	0	3/12/20	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,056.78	-98406
10	21502	0	3/12/20	PAYCOM PAYROLL LLC	State W/H	\$ 11,115.37	-98406
15	21521	0	3/12/20	PAYCOM PAYROLL LLC	State Unemployment	\$ 248.24	-98406
10	21503	0	3/12/20	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,228.79	-98406
15	21504	0	3/12/20	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,228.79	-98406
10	21503	0	3/12/20	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,496.98	-98406
15	21504	0	3/12/20	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,496.98	-98406
10	21514	0	3/12/20	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98406
10	21518	0	3/12/20	PAYCOM PAYROLL LLC	Garnishments	\$ 844.48	-98406
10	41000	313	3/12/20	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,062.00	-98406
10	41000	313	3/12/20	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 374.10	-98406
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 86,383.69	-98406 Total
10	21505	0	3/13/20	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,022.51	-98403
15	21516	0	3/13/20	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,297.44	-98403
15	21517	0	3/13/20	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,170.42	-98403
10	21524	0	3/13/20	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ -	-98403
10	21513	0	3/13/20	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,020.51	-98403
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,510.88	-98403 Total
10	21501	0	3/26/20	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,430.28	-98401
10	21502	0	3/26/20	PAYCOM PAYROLL LLC	State W/H	\$ 11,239.66	-98401
15	21521	0	3/26/20	PAYCOM PAYROLL LLC	State Unemployment	\$ 208.06	-98401
10	21503	0	3/26/20	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,381.78	-98401

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21504	0	3/26/20	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,381.78	-98401
10	21503	0	3/26/20	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,532.79	-98401
15	21504	0	3/26/20	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,532.79	-98401
10	21514	0	3/26/20	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98401
10	21518	0	3/26/20	PAYCOM PAYROLL LLC	Garnishments	\$ 844.48	-98401
10	41000	313	3/26/20	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,053.34	-98401
10	41000	313	3/26/20	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 375.84	-98401
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 87,211.98	-98401 Total
10	21505	0	3/30/20	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,989.56	-98398
15	21516	0	3/30/20	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,250.18	-98398
15	21517	0	3/30/20	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,164.91	-98398
10	21524	0	3/30/20	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ -	-98398
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,404.65	-98398 Total
10	21515	0	3/31/20	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 26,650.92	-98396
15	21515	0	3/31/20	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 126,474.30	-98396
15	21515	0	3/31/20	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,681.74	-98396
						\$ 154,806.96	-98396 Total
35	41000	736	3/5/20	KELLEY CONSTRUCTION CO., INC.	Gallery remodel	\$ 75,900.00	11778
35	41000	736	3/5/20	KELLEY CONSTRUCTION CO., INC.	Gallery remodel	\$ 51,900.00	11778
						\$ 127,800.00	11778 Total
10	41000	313	3/5/20	BT&CO., PA	Audit for YE 12/31/19	\$ 20,000.00	95053
				<i>2020 approved operating budget - 1st of 3 year agreement</i>		\$ 20,000.00	95053 Total
10	21512	0	3/5/20	DELTA DENTAL OF KANSAS, INC	EE March Premium	\$ 2,916.52	95061
15	21512	0	3/5/20	DELTA DENTAL OF KANSAS, INC	ER March Premium	\$ 11,082.36	95061
15	21512	0	3/5/20	DELTA DENTAL OF KANSAS, INC	Retiree Premium	\$ 175.72	95061
						\$ 14,174.60	95061 Total
10	41000	321	3/6/20	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Genl Liab	\$ 51.00	95082
15	41000	260	3/6/20	PEOPLES/COMMERCIAL INSURANCE	2nd qtr workers comp ins	\$ 11,252.00	95082
				<i>2020 approved operating budget - insurance</i>		\$ 11,303.00	95082 Total
10	41000	326	3/12/20	CYPRESS MEDIA LLC	2019 Library News (5)	\$ 10,016.46	95097
10	41000	326	3/12/20	CYPRESS MEDIA LLC	Mailing List Update	\$ 1,858.00	95097
				<i>2020 approved operating budget - printing</i>		\$ 11,874.46	95097 Total
10	41000	351	3/12/20	EVERGY	2020 Electric Service	\$ 22,390.76	95101
						\$ 22,390.76	95101 Total

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	3/20/20	BLACK DIAMOND SOLUTIONS, INC.	Cisco Catalyst 3650-24PD-	\$ 3,517.20	95164
10	41000	320	3/20/20	BLACK DIAMOND SOLUTIONS, INC.	Cisco Config 2 Secondary	\$ 663.00	95164
10	41000	320	3/20/20	BLACK DIAMOND SOLUTIONS, INC.	Cisco SMARTnet Onsite	\$ 769.85	95164
10	41000	320	3/20/20	BLACK DIAMOND SOLUTIONS, INC.	Shipping	\$ 14.59	95164
10	41000	320	3/20/20	BLACK DIAMOND SOLUTIONS, INC.	Cisco StackWise stacking	\$ 821.00	95164
10	41000	320	3/20/20	BLACK DIAMOND SOLUTIONS, INC.	Shipping	\$ 2.41	95164
10	41000	310	3/20/20	BLACK DIAMOND SOLUTIONS, INC.	Veeam Standard Support	\$ 1,359.06	95164
				<i>2020 approved operating budget - hardware for security camera upgrade project</i>		\$ 7,147.11	95164 Total
10	41000	310	3/20/20	BLACKBAUD INC	Support	\$ 11,841.66	95165
				<i>Software support annual agreement in 2020 approved operating budget</i>		\$ 11,841.66	95165 Total
10	41000	313	3/20/20	ENGEL LAW, PA	2020 Legal Services	\$ 5,371.30	95171
						\$ 5,371.30	95171 Total
10	41000	313	3/20/20	LEWIS & ELLIS, INC.	GASB 75 valuation serv	\$ 5,500.00	95177
				<i>Post-employment health benefit valuation/footnote info for the audit - professional services exempt from purchasing policy- 2020 approved operating budget</i>		\$ 5,500.00	95177 Total
10	41000	312	3/20/20	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	95180
10	41000	312	3/20/20	PITNEY BOWES INC.	Lease #0040766462	\$ 3,366.96	95180
				<i>2020 approved operating budget - mailing equipment lease</i>		\$ 5,965.50	95180 Total
10	41000	310	3/20/20	ZETCOM NORTH AMERICA, LLC	Support	\$ 7,500.00	95189
				<i>Software support annual agreement in 2020 approved operating budget</i>		\$ 7,500.00	95189 Total
10	23800	0	3/27/20	BA DESIGNS	30 X 96 TABLES	\$ 13,010.20	95195
10	23800	0	3/27/20	BA DESIGNS	18 X 96 TABLES	\$ 22,515.20	95195
10	23800	0	3/27/20	BA DESIGNS	RIO CHAIRS	\$ 46,116.00	95195
10	23800	0	3/27/20	BA DESIGNS	DELIVERY AND INSTALL	\$ 3,400.00	95195
				<i>2019 Facilities Master Plan - RFP was posted for auditorium tables/chairs and approved by the Board on 12/19/19</i>		\$ 85,041.40	95195 Total
						\$ 776,360.10	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

April 2020

News and Updates

The regular March board meeting was canceled after the library closed on March 16 due to the COVID-19 health crisis. A special meeting was held online via Zoom on March 25 and the minutes of that meeting are included in the packet. The only action taken at that meeting was the approval of the appointment of the Nominating Committee. Other items were deferred to the April board meeting and I've indicated that in my report under Agenda Items.

I am also deferring review of operational policies until normal operations resume. Our priority right now is to meet community needs as much as possible. Staff is currently engaged in managing services and logistics while our physical facilities are closed and developing plans for re-opening the library once local health officials determine that it is safe to do so.

COVID-19 UPDATE

Some of this information I have shared with you as events have unfolded. I'm including a summary here so that it's on the record. This is important as we think about our last 150 years and the importance of documenting seminal events in the library's history.

TSCPL's COVID-19 Response

On Sunday evening, March 15, 2020, we formed a COVID-19 Response Team made up of chief of staff Thad Hartman, chief of human resources Jesse Maddox, communications and marketing director Diana Friend and the Chief Executive Officer. We closed the library March 16 and a number of us have worked from home since that time. For the first week, the management team was meeting at the building in the morning. We were consulting with the Shawnee County Health Dept. on what we should and shouldn't do.

Closing the Library Building

On Friday, March 13, the advice was that the library should stay open because the kids would need us with school closed. As much as I respect Dr. Pezzino, our local public health director (and he is amazing), I decided not to do that. As it turned out it was a good decision. I wasn't willing to put library staff at risk and I didn't think health officials understood how many people might be present at the library at any given time. The second week, in consultation with the COVID-19 team, I decided we would close the building completely and only allow staff who performed essential functions to access the building as needed and with permission. That was one day before the local Safer at Home order was issued. Kansas also has a state-wide order.

For the last three weeks most of the management team and many of our librarians have been on their computers from morning until the evening, working from home, meeting online, making sure our COOP (continuation of operations) plan is working for payroll and financial management, finalizing what operations will continue, figuring out if we can safely circulate materials and process reserves (we can't for now), working through the logistics of providing information and programming services to the public and beginning to think about new service models. We are assuming that we'll be closed longer than the current projection of April 26, and that when we re-open this country and our community will be in a deep recession.

Communications and Meetings

A great deal of time and work has gone into internal and external communication. Our website and social media channels are overseen by the communications and marketing team, who are doing daily updates and have also been making signs that must be placed on site as we add services like WIFI in the parking lot.

Like many other organizations, we bought a Zoom license and are conducting staff and Board meetings online. Working through the Attorney General's guidelines for conducting online public meetings has been relatively easy with our attorney Chuck Engel's guidance. Overall, it has improved our communication and ability to engage staff and the community immeasurably.

Online Services

We have ramped up our online services significantly. We have librarians available seven days a week to answer questions and help people who haven't embraced the digital age to use Overdrive and other content platforms. We're doing story times and other programs, like beginning genealogy classes online too. Our business services team is getting ready to roll out services for job seekers. And we are allocating even more of our collections budget for ebooks and other digital content. This week the website development team had its first meeting with Imagemakers, the company that will be doing a complete overhaul of our website. The timing is good; priorities are changing.

Broadband and WIFI

We all continue to be very concerned about the individuals and families that don't have broadband. Here's an article I wrote yesterday that's posted on our website.

We All Need Broadband <https://tscpl.org/tscpl-community/broadband>

We have re-visited the issue of extending WIFI into our parking lot with the Shawnee County Health Department. Public health officials have encouraged us to make it available and think the benefits outweigh the risks. The signal is strongest on the west side of the building (where Claire's Courtyard is,) so we will be directing members of the public to park in that area. There will also be signs letting everyone know it is available and to encourage social distancing. Our plan also includes using some of our off-duty Topeka Police Dept. officers to patrol in the parking lot and ensure that people are observing Health Dept. restrictions. <https://tscpl.org/tscpl-community/park-and-access-free-wifi>

We are also deploying bookmobiles as hot spots, much like some of the schools are doing with school buses. We have selected two sites in the community and that service will begin on Monday, April 13. I have been in touch with the school districts about areas they are experiencing gaps in Internet access for students and with Shawnee County Parks & Recreation about expanding Wi-Fi access at the community centers. Responses have been positive. Shawnee County Parks and Recreation is already providing parking lot access at its community centers and we have agreed to cross-promote these access points.

STAFF ENGAGEMENT

We held an All Staff meeting this week via Zoom and telephone. We have been using email, the staff intranet, and a private FaceBook group to facilitate employee communication and engagement. We felt it was also important to connect simultaneously with as many employees as possible and hold a Q an A session. The response was overwhelmingly positive with staff expressing their appreciation for continuing to be paid, excitement about how the library as risen to the challenge to serve the community, and for the opportunity to connect with colleagues.

PLANNING AND STRATEGY

The senior administrative team met on Friday, April 3 to begin discussion of our current service model and what that will look like if we are closed for a longer period of time than originally projected. I don't think any of us will be surprised if the closing of public service organizations goes past April 26. We are looking at a triage tool recommended by one of our ULC colleagues to help us think through what services will look like as we transition through this year and given the fact that the country will most likely be in a severe recession. This is from the Center for Community Investment and I think it will be valuable as we consider our way forward.

<https://centerforcommunityinvestment.org/blog/reimagining-strategy-context-covid-19-crisis-triage-tool>

THE LIBRARY FOUNDATION

Good news! Library Foundation ED Nancy Lindberg has graciously agreed to stay in her position for an indeterminate amount of time to ensure an organized transition in leadership. Her retirement date was set for April 17. I am so grateful that she is willing to do this. While we have three excellent candidates for our final round of interviews, we don't yet know when we'll be able to conduct those interviews and hire Nancy's successor. I have been concerned about having a gap between Nancy's retirement and the hiring and orientation of a new ED. With Nancy at the helm, I know there will be a smooth transition, Foundation investments and assets under management will be overseen by an experienced ED and board, and the new ED will be set up for success.

Dolly Parton's Imagination Library

As of April 8, there are 5,551 children registered and 2,404 graduates. Below is the information from February. We're anticipating that Dolly Parton's recent visibility through 60 Minutes, her [Goodnight with Dolly](#) videos on the DPIL website, and the upcoming release of the documentary The Library that Dolly Built will create more awareness of the program and give our local registrations a bump.

Along with our United Way partners, we were planning a showing of the film at our local Hollywood Theatres in April. The film's release has now been rescheduled for September. We'll keep you in the loop and I encourage all trustees to consider attending the film debut this fall. As of February 29, 2020, there are 5610 children registered, which is 51% of the 11,000 children between birth and five in the community. At this time last year, registration was at 4,820, or 44%. A total of 2,212 have graduated, i.e. aged out of the program, since its inception in 2007.

Agenda Items

Nominating Committee Report and Election of Officers

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

Special Note: Trustee bylaws require that an affirmative vote of a majority of the Board of Trustees take place to allow a trustee to serve a third term as an officer. Beth Dobler has been nominated to serve as secretary for a third year, so the Board must vote to approve her candidacy.

Bid for Computer Purchase (deferred from the March board meeting agenda)

Staff is recommending approval of a bid for new desktop computers, monitors and related equipment including a 3-year parts warranty. This is part of our regular replacement cycle for computers and funding is included in the FY2020 budget. Background information, fiscal note and the summary of bids received are included in the board meeting packet.

Bid for Gallery Audio Visual Equipment (deferred from the March board meeting agenda)

Staff is recommending approval of a bid for audio visual equipment for the Sabatini Gallery. This is part of the Gallery renovation project. Background information, fiscal note and the summary of bids received will be mailed under separate cover since bids were not due until March 13.

What I'm Doing

While I normally include a listing of my professional contacts and activities, I decided not to take the time to produce that list. Like many of my colleagues, I'm spending my days at my dining room table on my computer, attending Zoom meetings, participating in conference calls, and leading the library organization in an environment where information and priorities change daily.

My priorities continues to be staying focused on our mission and being as productive as possible, ensuring the safety of and staying connected to our employees, supporting the Board as it helps us weather this situation, serving and staying connected to our customers and community, and working effectively with our partners to make a difference in Topeka and Shawnee County in this challenging time.

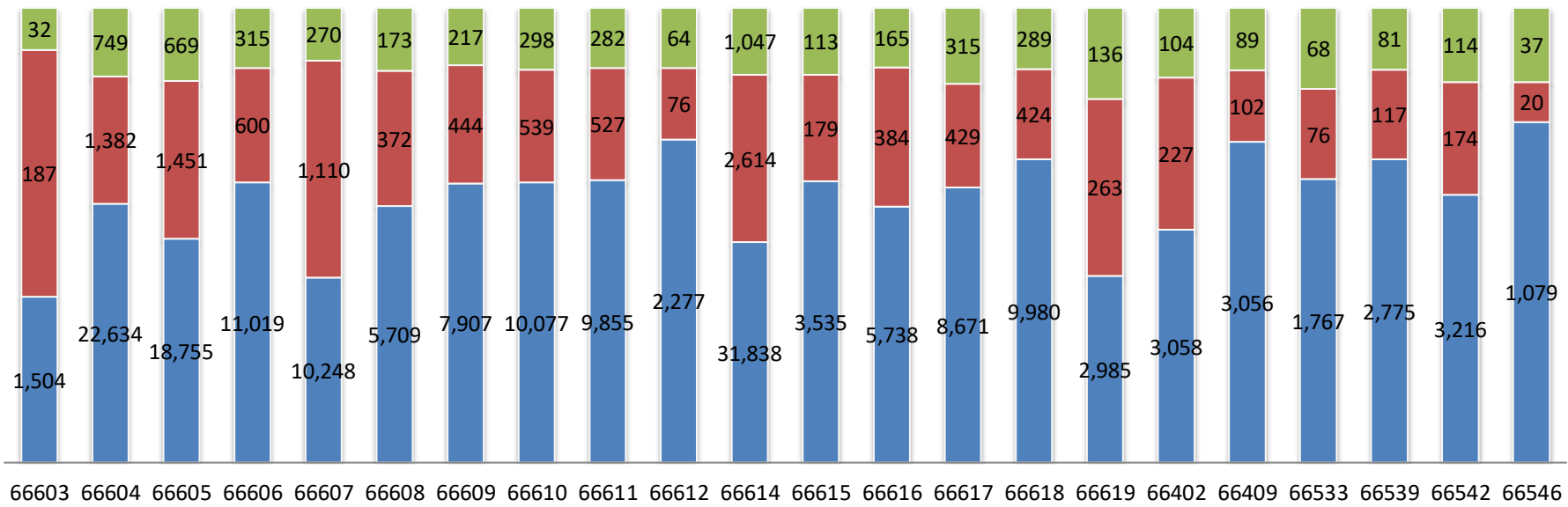
Gina Millsap

Chief Executive Officer

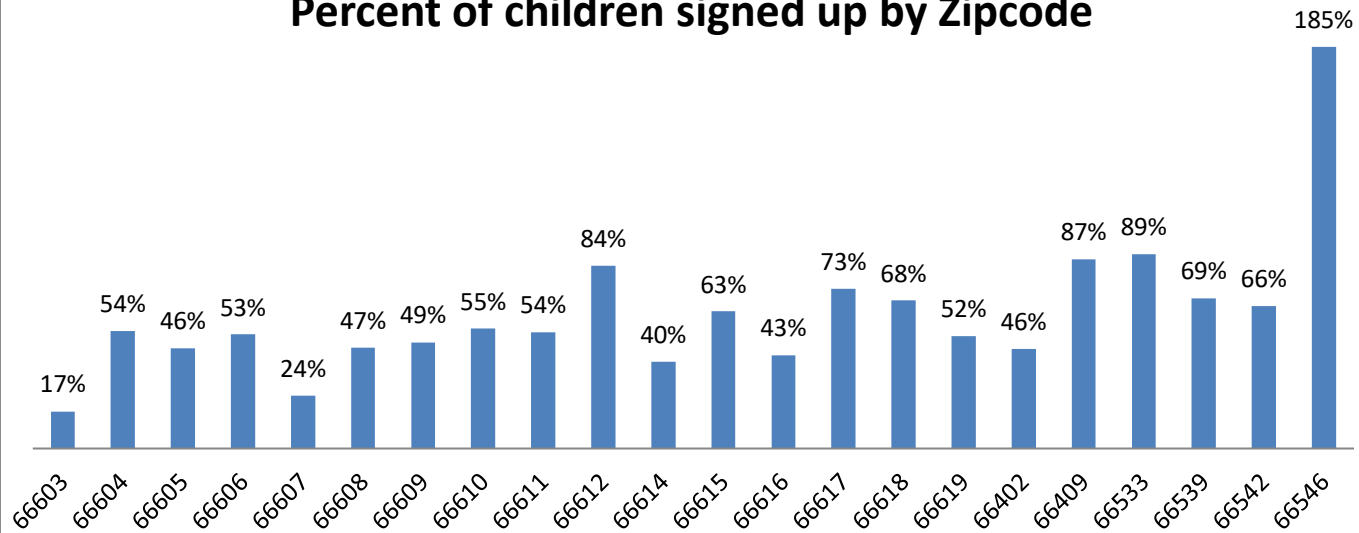
Topeka and Shawnee County Public Library 4/8/20

March 2020 Dolly Parton Imagination Library

Population Under 5 DPIL



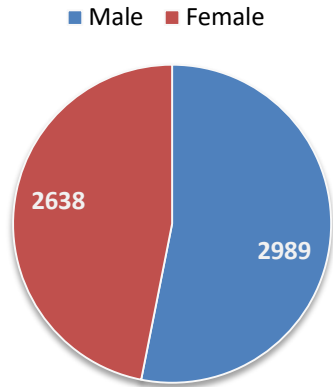
Percent of children signed up by Zipcode



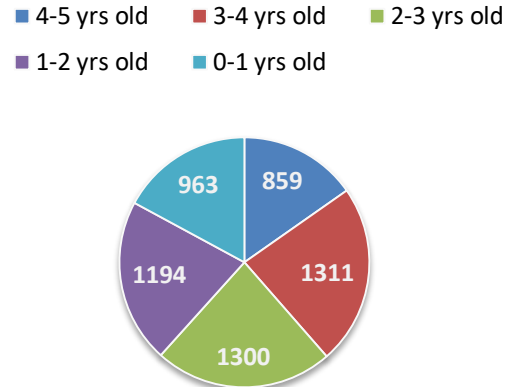
Number of children currently enrolled: **5,627**

Number of graduated children: **2,404**

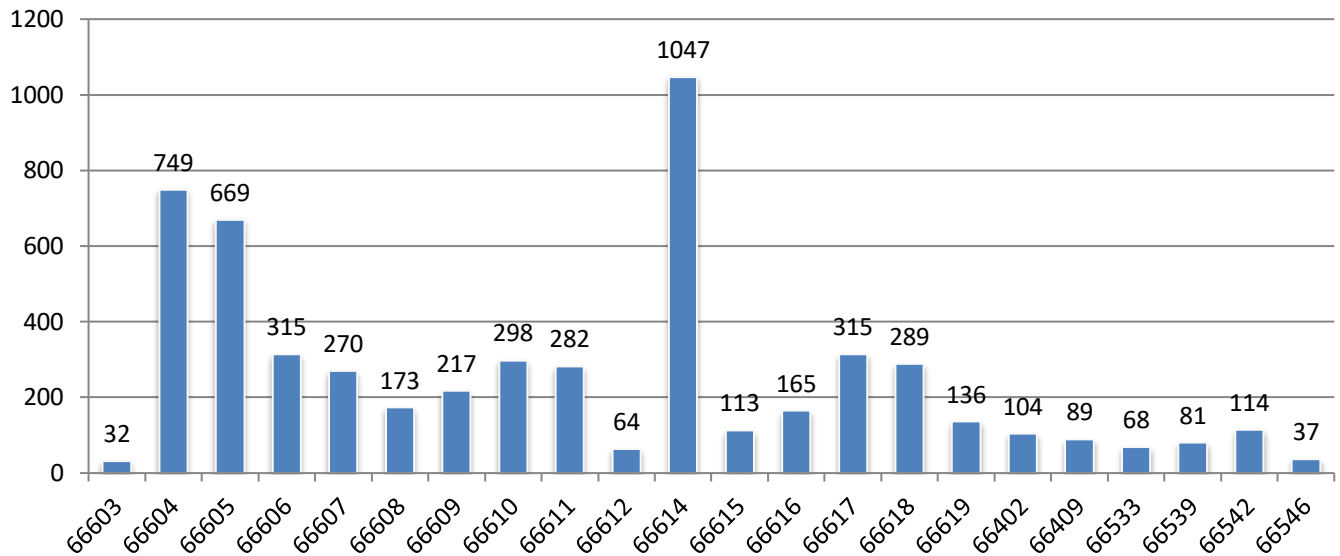
Sex of Participants



Age of Children



Zip Codes of Children



Chief of Staff Report

Thad Hartman

April 16, 2020

Library closure

This has been a challenging time for everyone in the community and we are no different. However, I have been extremely appreciative of and impressed with how well our staff members have handled it. People have jumped in and done everything they can to keep the library running under difficult circumstances. Many staff members are juggling working from home, helping kids with schoolwork, and dealing with the stress of the current health crisis. This is not unique to the library, but I am grateful for how engaged our staff members have been.

People are not just waiting for assignments. They are coming up with ideas and recommendations on their own for ways we can serve best the public during this health crisis. They are staying engaged with each other via Zoom meetings, email, the staff intranet, and a private Facebook group. On Wednesday we had an all staff meeting on Zoom which 160 people attended. Everyone was so positive and appreciative of working for the library. While it has been a difficult time for everyone, it has also been a reminder how fortunate we are to have such dedicated, caring, and enthusiastic staff members at the library. The department reports below give more details on all the great work that is being done at this time.

Planning for reopening

While we are busy working on our service response during the time in which we are closed, we're also developing plans for when we reopen. We do not know when exactly that will be, but we are working under the assumption that there will still be some amount of social distancing in effect and we will not have all our services up and running. The focus will be on getting the public access to our computers as well as job search and application help. We will also be looking at how we can get physical materials into the hands of our customers.

The most important issue related to the public computers is the seating and spacing. In the current setup many of the computers are only a couple of feet from each other, which would be closer than the recommended six feet required for social distancing. We will look at ways to rearrange the computers so that we can retain as many computers as possible and have them spaced out adequately with staff available in the vicinity to help customers. The other task related to the computers will be developing cleaning procedures that are reasonable and compliant with public health recommendations.

Checking out materials will be a more complicated matter. The first aspect will be developing a process for handling and shelving materials after they are returned. We are currently considering a three day “quarantine” of materials after they are returned. We have done a great deal of research into best practices of handling materials, and it appears that time is the best defense against transmitting the virus on books.

Another aspect of checking out materials will be making it as easy as possible for customers to pick up their items while still social distancing. We are investigating curbside pickup for reserves and creating a system to deliver reserves to customers at home. Even if social distancing restrictions are lifted, it is still likely that some members of the public, especially those with underlying conditions, may feel more comfortable picking up materials with minimal contact, so these services could be important to future success.

Other services and initiatives will need to be discussed. If social distancing is still in place, it is likely that our meeting rooms, Learn and Play Bus, and Bookmobiles will not immediately be back in service. It is also unlikely that we will have in-person public programs when we reopen. However, we will be working on how we can phase these (and other) services back in once we are open. We will continue to work with local health officials and take their lead in developing timelines and procedures for our services.

Stats and trends while closed

This month’s statistical report is missing some data and most of the data presented is for two weeks in which we were open and two in which we were closed. Therefore, it’s difficult to get a clear picture from this data. However, we have started to gather some more relevant information since we’ve been closed. In the future we will have a more in-depth look at what has been happening, but we already have some information that has been valuable. Diana’s report has data about social media which gives useful insights into how we are communicating with our community. We also have some preliminary data about the use of our digital content platforms like Overdrive and Hoopla.

Not surprisingly, digital checkouts have shown a big increase since our closure. Use of Overdrive is up 14% and Hoopla is up 42% compared to the three weeks before the library closed. The number of new users of Overdrive is up 210% and Hoopla is up 254%. Not only is our digital content getting more use, but we are getting a lot of people using these products who have never used them before.

Savannah (OrangeBoy) provides a lot of insight into these users. Unsurprisingly, a large part of the increase in digital circulation is courtesy of our Digitarians market cluster. This is the group of users who prefer digital content. Several people have applied for library cards online and they have contributed to the increase in the use of digital platforms. However, one group who has not changed their reading habits to include e digital content are the Page Turners. These

are customers who primarily checkout adult print books. Even during the closure, they have been hesitant to try digital titles. This information will help us have a better understanding of reader preferences and it also highlights that there is a significant part of the reading public that is sticking with print materials.

Department Highlights

Public Services

Marie Pyko, Public Services Director

Our Public Services team has been working to develop a coordinated plan to help customers meet their library information and reading needs while staying at home. We have embraced meeting regularly on Zoom and are becoming experts with the nuances of this platform. My primary role currently is coordinating meetings and developing plans with a wide range of staff.

Information Services

We are providing reference services using LibAnswers software for chat, text, and email questions. Currently we have approximately 12 librarians from the Readers team, the Information and Learning team and the Youth Services team on a rotation basis fielding questions from 9:00-5:00 Monday-Friday. Additionally, staff check for questions on the weekend. The librarians are having a great time helping customers primarily with digital collections. Additionally, they are sharing helpful tips with each other to answer questions. We are averaging 15-30 questions a day. On Wednesday we added the ability to respond to voicemail from the library's main number for people who do not have access to the Internet. So far, we have answered about 10 phone questions.

Members of our Business team Meredith Snepp, Patrick Berry and Perry Hartmann have been developing a plan to help job seekers. The plan will be especially focused on resume help, skills training, and job searching. The team has been working on web articles, training classes, and reference appointments so that job seekers are able to get one-on-one help through Zoom. This assistance will be available soon.

Genealogy Librarian Sherri Camp, Local History Librarian Donna Rae Pearson, Public Services Supervisor Debbie Stanton, and I met to develop a comprehensive plan for connecting with customers in an online environment. They have a significant program plan to roll out in the next week and are creating web articles and classes. Sherri is our first pioneer in offering Zoom classes for the public. Donna Rae is working on a content gathering project to respond to the Safer at Home order. She is calling it Future Memories. Look for more information on this project in web articles. She is interested in having people record their experiences, so we have them for the future. It is important to capture them now while they are fresh in people's minds.

Finally, music storyteller Kyler Carpenter is creating content for families online. He has been working on creating additional performances while he is “safer at home”. Families are really enjoying these story times. Kyler recently shared a video of a family watching him online. The joy in their faces is infectious.

Public Services

Autumn Friedli, Public Services Supervisor – Readers Services

Real Time Readers Advisory

Readers Librarian Miranda Ericsson has been engaging with readers on Facebook and Digital Librarian Amber Bonnett has been on Twitter slinging out book recommendations of books available on Overdrive or Hoopla. They are helping customers find that next great read.

Wednesday night (4/1) was the third installment of Real Time RA (Readers Advisory) and it's was well received – there were well over 100 comments (at least that many books were tossed around)! A huge cast of employees are all helping to make sure our community has personal recommendations for books. The team plans to continue this once or twice a week.

Public Services

Debbie Stanton, Public Services Supervisor – Information and Learning

Job Help

Our focus on job seekers has shifted to a virtual space, with Meredith and the Business and Careers team creating an action plan for how to assist those who are struggling in the current crisis. These items will be the focus of the first two weeks of April:

- Writing articles for our website focused on local resources for job seekers.
- Setting up virtual “Office Hours” to assist people with job searches, resumes, interview skills, etc. (by Zoom, phone, or email).
- Scheduling Zoom programs on job seeking best practices.
- Updating our current webpages focused on local resources for job seekers to include a COVID-19 employment page and adding best practices content.
- Writing a letter/article to small business owners letting them know the resources we have available to them.

Civic Engagement

If you find yourself weighing the trade-offs between making that trip to the grocery store and the potential risk involved in general public interactions today, you have learned first-hand

what it means to deliberate. Our Community Connections Librarian Lissa Staley is planning to host some Zoom-based Deliberative Conversations to introduce it to community members who haven't yet had the chance to learn this method of weighing choices. Her web articles address: How do you engage in your community when you have to separate yourself from your community? How do we connect to those in power during a crisis?

Local History & Genealogy

A growing number of people are using this time at home to connect or reconnect with their communities and their families. Donna Rae, our Local History Librarian, and Sherri, our Genealogy Librarian, have been writing articles focused on the research you can do from home. They are also working on Zoom programming, with Sherri recreating her Computerized Genealogy series for the web and Donna Rae creating programming on building your digital archives.

Donna Rae has also been working on collecting community members' experiences during this time. She's encouraging people to tag their observations and experiences on social media with #FutureMemoriesProject and #Covid19 so they can be collected for future generations to understand what was happening in Topeka and Shawnee County during this crisis. Community members can also email their experiences to her at dpearson@tscpl.org.

Finally, we're excited to announce that our Ancestry.com Library Edition, which is normally available only in the building, is temporarily available to our library card holders from home. Ancestry has opened up remote access during the stay at home order (<https://tscpl.org/genealogy/genealogy-resources>).

Gallery

The Gallery team, including Curators Zan and Sherry and Art Librarian Brea, have been re-envisioning our exhibits for a virtual environment. Specifically, they've been looking at the summer children's show and how we can keep children engaged with art and interacting with the gallery throughout the summer. Sherry has been designing coloring pages based on the art we planned for the show, Brea has been working on a digital storybook focused on the original theme of "Story Worlds," and Zan has been working to infuse the whimsy and interactivity of what was planned for the physical exhibit with its eventual virtual counterpart.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Dolly Parton's Imagination Library

Save the date. The documentary *The Library that Dolly Built* single day, nationwide, movie theater showing was rescheduled to September 21 at the Hollywood Regal 14 Theater. More details will follow.

Starting Thursday, April 2 at 6:00 CST, there will be a weekly Good Night with Dolly. These videos will feature Dolly herself sharing a book from the Imagination Library collection right around bedtime. Music and activity sheets will also be provided. Parents of all kids who are registered for Dolly Parton's Imagination Library will receive an email invitation to attend. You do not have to be registered to watch. Registration for the book giveaway program will be provided as link alongside the video. This opportunity was promoted on the TODAY show yesterday. With national promotions like this, we usually see an uptick in people who sign up for the service locally. We sent out word through our own media channels as well.

Digital Creations

Joyce Hedlund, Rhonda Cathey and Kyler Carpenter created story time video programs with Michael Perkins as film director. Those are being shared out a little at a time. Perhaps you have seen some of that content. It has been a hit. We are now gearing up for this next phase of content creation - people recording from home with whatever means they may have available to them. Kyler will be running simulations of Musical Storytime and Rhonda's husband is recording her renditions on a phone.

Similarly, Natalie Moreland, Betty Jean Neal, Luanne Webb, and Angie Reed produced book talks with Michael that are also rolling out a bit at a time. Natalie produced a BookFlix tutorial video in concert with her 6th grade daughter, Gretchen, from home that also went out to customers.

We are in beginning discussions about digital summer programming.

Digital Reference

Just this week Natalie Moreland and Angie Reed joined a group of folks in Public Services who are working from home to monitor Lib Chat and Lib Answers, our reference service software. While most youth staff have been trained in this product, it is not one that we have used on a regular basis until now. Hats off to Angie in particular. She is one of our newest staff members, but with the support of experienced staff and a positive spirit, she is catching on quickly.

Online Training

Having a little down time has meant that a few folks have been doing some training from home. We are encouraging them to utilize Lynda.com to take courses related to working in digital environments if they are able.

Community Services

Sandy Hestand, Community Services Supervisor

One issue that has become glaring in light of our current circumstances is the lack of consistent community broadband. With students and parents working from home having a basic connection to the

internet has become essential. We are piloting a service to help bridge the gap. Beginning the week of April 13th, we will have a bookmobile fitted with public wireless, parked in the community available Monday through Saturday from 8:30am-3:30pm, mimicking a typical school day. The bookmobile will not be providing other services at this time.

The first two locations are suggestions from USD 450 Superintendent Dr. Martin Stessmen. These are areas where there is a widespread lack of access for their students; the Eastgate neighborhood and the mobile home park located on 6th near Croco Rd. We are looking to add new community sites to this initiative if it proves successful.

Collections

Paul Brennan, Collections Director

The suspension of circulating physical materials continues. We are working to do what we can to minimize both short-term and long-term impacts. We have taken steps to reassure customers regarding the things that were checked out before we stopped check-out and returns. All items continue to be automatically renewed and we plan to keep doing that for as long as necessary. While the ability to request physical items has been suspended, any existing requests lists are being maintained and will be filled once we resume normal operations. We have suspended placing orders for new physical items for the time being although staff continue to prepare orders that will be placed just as soon as we're able to handle them again.

The Digital branch is still there for our community. New titles are regularly being added and the range of selection remains strong across all platforms. Customers continue to get things they want, and we are there to support them if they have technical difficulties.

We are planning for the day, and it will come, when we can get back to regular service with our physical collections. Trying to anticipate the challenges we will face is a group effort and the entire management team is developing a plan. We can anticipate high volume return of books and other materials initially. We know that pent-up demand may trigger heavy check-out. We're also researching best practices to help us handle collections in the safest way possible for both customers and for staff. We will keep you informed as plans develop.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

During this time of closure, the Technical Services team is focusing on providing readers with robust digital collections. The 6-person selection team along with our acquisitions paraprofessional and myself have continued with the weekly ordering at Overdrive. We have increased our volume of ordering to meet demand and have curated numerous digital collections created to inspire our readers. We've also created a Lucky Day Express collection in

Overdrive. Much like our physical express collection, the Lucky Day collection checks out for 14 days and is available on a first-come basis with no holds. Titles that are part of the Lucky Day collection have a small shamrock next to them when viewing them in the Overdrive app Libby. Sixty+ titles checked out from the Lucky Day collection within hours of launching it. It's been a success!

With hoopla, we've increased our monthly checkout limit from 10 to 15 enabling customers to have additional content. Hoopla has introduced "Bonus Borrows" for customers. This content is available at no cost to us and the borrows do not count against the 15 per month limit. I have seen a lot of children's content checking out from the Bonus Borrows collection. I am very appreciative of all that our vendors are doing to support readers and information seekers with additional free content. Our representatives from Overdrive and hoopla have been very responsive to our questions and in working with us on making our digital collections the best they can be during this challenging time.

The selectors continue to cart physical materials in preparation for the time when we will re-open. We know the ordering and shipment of materials will be intense once those processes begin again. However, we have prepared a strong LEAN workflow using the principles we learned from John Huber and that will put us in a strong position for getting the work accomplished in a timely manner. While we are closed, we are continuing to manage invoices and billing. We have transitioned well to working together remotely on these processes. I am very appreciative of all that my team is doing in continuing to serve customers.

Circulation

Ruth Rodden, Circulation Supervisor

Working from Home

Working from home can be a positive experience and it can also have its downside. On the plus side, I sit at my dining room table, on an office chair so I'm comfortable, looking out at bushes where birds stop by. After three days I moved my binoculars to the table for easy inspection. A cup of coffee is twelve steps away instead of going to the café.

On the more challenging side, things come up that I cannot finish so I have a stack of "do when I go in for one hour during the week" and a stack of "do when we re-open."

My day starts with checking the Circulation working email account for new account applications, address changes, and questions. While we modified the temporary account so that customers can easily use it for 30 days, Kelli and I make changes to the new account to bring it into USPS compliance, extend expirations and address check dates, and if possible, change the notification preference to email. We also want to make sure the accounts are in our service area and not an outlier using services that our taxpayers are subsidizing. We email new

customers to let them know we would like them to stop by the Customer Service Desk once we re-opened and pick out one of our custom-designed cards.

My day continues with processing some of the mail that has come in since the last time I visited the library. Examples of this includes returning checks for previously paid charges, updating our customer data with returned addresses, and noting bankruptcies on customer accounts.

The most important part of my job is connecting with my staff. I have supervised some of these staff for over 15 years. I know their personal challenges and what their families have been or are going through. Staying connected in group format, such as, texting or emails, works for most but for a few I've reached out to say, "How are you doing, no really, how are you doing?"

I have also been taking advantage of Lynda.com and taking online classes about Zoom and Office 365, two tools we needed to jump into right away as we work from home. I've encouraged my staff to take online classes and they come back with recommendations and their experiences, sharing them with the group.

Now, if the sun would just come out today!

Circulation

Kelli Smith, Circulation Supervisor

Online Library Cards & Account Questions

Even though we are saddened by our library closing, we are busy processing online library card applications for our customers so they can access our digital collections. 340 registrations have been processed from March 23 to April 6 which averages out to about 23 new accounts every day. Public services staff have been a great help in streamlining the process. A lot of patrons have reached out to our Ask a Librarian service about their lost cards. The librarians have helped update library accounts and directed customers to our online library card registration webpage when necessary. Communications and marketing have also done a great job reaching out to our patrons about our digital collections. The March 24 Library Enews resulted in 53 online library card registrations as well as numerous questions to our librarians about our digital collections. to our librarians that day.

Digital Services

David Lee King, Digital Services Director

Office 365

We have expedited file migration from our local servers and at this point, the majority of personal, departmental, and shared drives and files have been moved from local storage to

cloud-based storage. This allows staff to access their files online, which makes working from home much more manageable.

Tech Support for Remote Workers

Joey, Brian, Shannon, and David have been troubleshooting for staff as they adjust to working at home. We have been helping them get up-to-speed with Office 365, Zoom meetings, and getting their home-based technology to work with library technology. In some cases, that means borrowing a laptop or a microphone-enabled headset from work. We also are using new tools in new ways. For example, Joey helped Gina with a software upgrade for her laptop via our new Zoom software.

Digital Content

We have been helping create content for our website and social media with Communications and Marketing and answering questions as needed.

WIFI Needs in the Community

We have been adjusting the public WIFI at the library so customers can access it in the parking lot 7am - 9:15pm every day. We are also setting up some portable WIFI hotspots for public use in library vehicles. The first of the mobile hotspots are scheduled to be deployed on April 13th.

Learning Experiences

Stephanie Hall, Learning Experiences Manager

Staff has done a fantastic job creating content for the digital branch and Facebook while we are closed. We have been able to continue some of our programming while we are closed to the public including our story times which are very popular.

As we look ahead to summer, we have had to make some decisions that will make summer look very different this year at the library. We have decided not to provide any in person programming for the summer. Unfortunately, or fortunately depending on how you look at it, our summer programs draw large crowds and we are predicting we will not want large crowds gathering at the library even if we are open to the public. With that said, we will be offering many online solutions for the public including programming, tracking their reading using Beanstack, the same online reading tracker we used last year, and curating a variety of activities families can do either at home or around town. This is new territory for us and I'm confident we will be able to provide the community a great summer reading experience.

Communications & Marketing

Diana Friend, Communications & Marketing director

When the Library Closed...

Even before the library closed on March 16, our department was implementing a crisis

communication plan to support the directives of COVID-19 Team for both our internal and external customers.

Communication Channels:

Internally, our goal is to have open communications and concern for the well-being of our staff. The tools we are using in how we would communicate our messages are intranet, website, email and Zoom meetings.

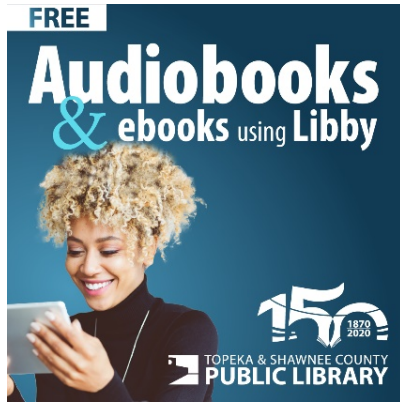
Externally, we identified what would engage and support the needs of families working with the safer at home order, closing of schools and places of work. The communications channels we are using are Facebook, Instagram, and Twitter. Our bi-weekly e-newsletter has changed to a weekly mailing to 70,825 cardholders. We continue to use news releases to report official library business with the media, partner organization and government leaders.

...the Digital Library and Social Media Expands

We developed a 6-week strategy for our website and social media focusing on resources that matter most to families. The C&M team works in tandem with the David King and Shannon Eddings from Digital services to keep all our communication channels filled with new content and operating smoothly. Here is what you will experience:

- Filmed 40 videos days prior to closing, featuring storytellers, STEM learning programs and reading recommendations dubbed “I love this book!” The videos are posted on the library’s YouTube channel and shared on our social media.
- Our social media content calendar includes (Readers Advisory) “RA Live” events twice a week on Facebook and Twitter. The public is also invited to submit their videos for book recommendations, how tos and projects. You may submit your story at tscpl.org/review.
- A new schedule of content for blog articles and resource page updates for the website. This will include features on job & career resources, early literacy activities you can do at home, crafting with our Be Crafty tool, learning with Lynda.com, summer learning and play, genealogy, and local history, just to name a few.
- Advertising for the 150th celebration has been paused and refocused on promotion of the Digital Library apps for quick access to getting a library card, the library app and using Overdrive/Libby and Hoopla. Our promotions appear on KPR radio and WIBW website and news announcements.

Digital Content



Storytime with Joyce <https://www.facebook.com/TopekaLibrary/videos/230820548294024/>





Wi-Fi in the library parking lot was posted on Facebook at 1:45pm yesterday and we reached 1845 people, 126 engagements and it was shared 28 times. It was also a feature in the April 7 e-newsletter and was viewed by nearly 19,000 subscribers as of April 8.

Social Media Insights

March website

94,124 pageviews. Traffic has stayed around the same level, but the information people are viewing has changed. Top pages for February and March are very different:

- Feb - services, about, team rooms, meeting rooms
- March - covid-19 page, downloads, ebooks, the new mobile app, library card

March Facebook

- 37% more-page views
- 220% more-page likes
- 135% more post reach
- 117% more post engagement
- 563% more video views
- 236% more-page followers

March Twitter

- 1024.5% more Tweet impressions
- 504.5% more Profile visits
- 100% more mentions



Resolution – Affirmation of Beth Dobler as a candidate for secretary of the Board of Trustees for 2020-2021

BOARD OF TRUSTEES

April 16, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves Beth Dobler as a candidate for secretary of the Board of Trustees for 2020-2021.

Background Information:

Per the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library Article 2. Officers; Section 4. Number of Terms of Office, "A trustee shall not be eligible to serve as an officer for more than two consecutive terms in the same office, except by affirmative vote of a majority of the trustees."

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Election of Officers

BOARD OF TRUSTEES

April 16, 2020

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

**Elizabeth "Liz" Post, Chair
Jim Edwards, Vice Chair
Beth Dobler, Secretary
Kacy Simonsen, Treasurer**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid for Computer Purchase

BOARD OF TRUSTEES

April 16, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$64,038.05 by Dell Technologies of Round Rock, Texas for the purchase of 75 desktop computers, 40 monitors with a 3-year Advanced Exchange Service warranty. This expenditure is part of the regular 4-year public computer replacement cycle and is included in the approved 2020 budget, General Fund, Digital Services Support line.

Policy and Background Information:

The Board of Trustees' Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds \$20,000.

On February 11, 2020, the Request for Proposal (RFP) for the purchase of 75 desktop computers, 40 monitors and a 3-year warranty was posted on TSCPL's website as notice to any interested vendor. It also was electronically sent to 3 companies, including 2 companies in Topeka. Additional information in the form of answers to bidder's questions was added to the website (Addenda #1) on February 14, 2020. Proposals were due by 2:00 pm on March 2, 2020 and were opened in a public meeting that day. Bids were received from six (6) companies, including one from Topeka. The Digital Services Supervisor reviewed all the bids and determined that all met the basic specifications.

Staff Recommendation:

TSCPL staff recommends approving the bid of \$64,038.05 by Dell Marketing LP of Round Rock, Texas for the purchase of 75 desktop computers, 40 monitors and a 3-year warranty. The Purchasing Policy does not require the lowest bid be awarded although the recommended bid is the lowest.

This purchase is part of the regular public computer replacement cycle and is in the approved 2020 General Fund budget.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2020 Public Desktop Computer Bid Tally

Vendor	Inland Business Systems	Dell Marketing L.P.	Adorama Inc.	Adirondack Networks	Howard Tech Solutions	Clary Business Machines
Location	Topeka, KS	Round Rock, TX	New York, NY	Utica, NY	Ellisville, MS	San Diego, CA
Computer Model	Dell OptiPlex 3070 SFF	Dell OptiPlex 3070 SFF MLK	Dell OptiPlex 3070	Dell OptiPlex 3070	Dell OptiPlex 3070 SFF	Dell OptiPlex 3070 SFF
Price Each	\$ 1,049.00	\$ 786.47	\$ 1,002.98	\$ 873.00	\$ 1,264.00	\$ 975.00
Monitor Model	Dell P2219 22" LED	Dell P2219H 22" LED	Dell P2219 22" LED	Dell P2219H 22" LED	Dell P2219H 22" LED	Dell P2219H 22"
Price Each	\$ 145.00	\$ 126.32	\$ 124.80	\$ 153.00	\$ 154.00	\$ 169.00
Total Bid Price	\$ 84,475.00	\$ 64,038.05	\$ 80,215.50	\$ 71,595.00	\$ 100,960.00	\$ 79,885.00
Local Vendor	Yes	No	No	No	No	No
3-Year Warranty	Yes	Yes	Yes	Yes	Yes	Yes
Bid Form Completed - Req'd.	Yes	Yes	Yes	Yes	Yes	No

*Award to lowest bidder.



Resolution – Bid for Gallery Audio Visual Equipment

BOARD OF TRUSTEES

April 16, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Audio Visual Innovations, Inc., Tampa, Florida, in the amount of \$54,606.98 for the purchase and installation of audio/visual equipment for the Alice C. Sabatini Art Gallery. This expenditure is included in the approved 2020 Facilities Master Plan budget. Funding shall be from the General Fund, Special Projects budget line item.

Background Information:

Construction began in 2019 to renovate the Alice C. Sabatini Art Gallery. The scope of this project includes updating the audiovisual systems in the Gallery, including installation of zoned ceiling speakers, display devices, rack-mounted control panels, and video streaming capabilities.

Bid Process:

In preparation for the bid process Library staff worked with audio/visual consultant The Sextant Group, Inc. 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 21, 2020.

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.

Bids were received at a public meeting at 3:00 pm, March 13, 2020. Two bids were received before the bid deadline. There were no bidders present for the bid opening.

Staff Recommendation:

Library staff worked with The Sextant Group, Inc. to evaluate the bids. TSCPL staff recommends the lowest bid of \$54,606.98, submitted by Audio Visual Innovations, Inc., Tampa, Florida, be approved for the purchase and installation of audio/visual equipment for the Alice C. Sabatini Art Gallery.

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 the Alice C. Sabatini Gallery

**Bid Tabulation Form
March 13, 2020, 3:00 p.m. CDT**

Company	Location	Notes	Calendar Days to Deliver upon Award	References Provided?	Site Visit?	Hardware Bid	Installation Bid	Shipping/Handling Bid	Training Bid	Total Bid
Audio Visual Innovations, Inc.	Tampa, FL	Rec'd via email 3/13/20	42	Y	Y	\$ 37,347.08	\$ 15,870.95	\$1,028.95	\$ 360.00	\$ 54,606.98
Cytek Media Systems, Inc.	Topeka, KS	Hand delivered 3/13/20	Unknown	N	Y	\$ 55,852.00	\$ 9,750.00	N/A	N/A	\$ 65,602.00



Resolution – Policy and Procedure for Temporary Telecommuting During the COVID-19 Pandemic

**BOARD OF TRUSTEES
April 16, 2020**

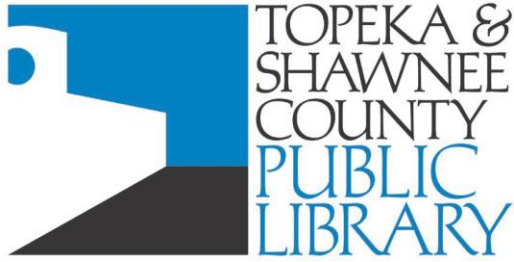
Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Policy and Procedure for Temporary Telecommuting During the COVID-19 Pandemic as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Policy and Procedure for Temporary Telecommuting During the COVID-19 Pandemic

Objective

Telecommuting arrangements allow employees to work at home for all or part of their workweek. Telecommuting may be appropriate for some employees and job functions but not others. Telecommuting is neither an entitlement nor an employment benefit. Telecommuting arrangements do not change the terms and conditions of your employment with the Library.

Ad Hoc Arrangements

The current telecommuting arrangement is temporary during the COVID-19 pandemic. Generally telecommuting arrangements are approved on a temporary, as-needed, case-by-case basis with no expectation of an indefinite term. All telecommuting arrangements keep paramount the needs of the Library.

Telecommuting Agreement

If the employee and supervisor agree, and the human resources department concurs, a written telecommuting agreement will be prepared and signed by the employee and necessary Library officials.

	2020												2020 Total	2019 YTD	Change 19 TO 20%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
CIRCULATION																
Main Library																
Circulation Desk & Renewals	49,054	39,071	96,761											184,886	140,816 31.3%	
Interlibrary Loan	1,810	1,591												3,401	4,909 -30.7%	
Self-Check	62,366	64,910												127,276	216,832 -41.3%	
Bookmobile	20,178	18,089	12,884											51,151	50,755 0.8%	
Red Carpet	7,696	6,587												14,283	21,623 -33.9%	
Digital Downloads	43,780	40,039	44,402											128,221	117,766 8.9%	
Library @ Work / Smartlocker	2,600	2,274	2,045											6,919	7,306 -5.3%	
TOTAL CIRCULATION	187,484	172,561	156,092											516,137	560,007 -7.8%	
CIRCULATION DETAILS																
Print Material	85,593	79,197	70,608											235,398	256,720 -8.3%	
Audio/Visual Material	52,127	48,494	37,936											138,557	173,106 -20.0%	
Adult Materials	82,458	77,081	62,642											222,181	260,927 -14.8%	
Children's Materials	42,688	38,982	35,816											117,486	131,898 -10.9%	
Young Adult Materials	3,844	3,592	3,549											10,985	11,569 -5.0%	
Red Carpet Materials	8,730	8,036	6,584											23,350	25,432 -8.2%	
NEW Patrons																
Topeka / Shawnee County																
Adults	648	621	498											1,767	1,856 -4.8%	
Children (ages 17 and under)	112	126	116											354	439 -19.4%	
Red Carpet Outreach	11	13	9											33	31 6.5%	
NEKL	64	70	110											244	209 16.7%	
Non-Resident	0	1	3											4	2 100.0%	
Total New Registrations	835	831	736											2,402	2,537 -5.3%	
PATRONS DELETED	2,511	2,913	435											5,859	4,776 22.7%	
BORROWERS																
Topeka / Shawnee County																
Adults	51,951	51,430	51,338											51,338	53,560 -4.1%	
Children (age 0 - 17)	16,566	15,650	15,462											15,462	18,893 -18.2%	
TSCPL @ School	16,102	16,124	16,124											16,124	* *	
Red Carpet Outreach	1,161	1,157	1,151											1,151	1,180 -2.5%	
NEKL	7,031	6,964	7,011											7,011	7,370 -4.9%	
Non-Resident	43	42	45											45	42 7.1%	
Delinquent	107	116	93											93	110 -15.5%	
TOTAL BORROWERS	92,961	91,483	91,224											91,224	81,155 12.4%	
Holds Satisfied	19,196	16,770	8,921											44,887	57,407 -21.8%	
CHECK-IN																
TOTAL CHECK-IN	93,912	92,730	48,932											235,574	289,173 -18.5%	
	2020												2020		2018	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	Change 18 TO 19%	
COLLECTION																
Materials Added	5,362	4,329	2,377											12,068	15,052 -19.8%	
Materials Discarded	8,237	7,955	3,866											20,058	18,628 7.7%	
TOTAL COLLECTION	400,318	396,692	395,203											395,203	420,425 -6.0%	
WEBSITE																
tscpl.org Unique Visitors	39,663	33,321	36,580											109,564	93,122 17.7%	
tscpl.org Total Visits	66,201	56,255	58,118											180,574	165,873 8.9%	
catalog.tscpl Unique Visitors	21,190	19,294	13,546											54,030	59,757 -9.6%	
catalog.tscpl Total Visits	49,784	44,997	32,337											127,118	136,217 -6.7%	
NOTARY SERVICE	154	243	*											397	423 -6.1%	

REFERENCE QUESTIONS															
Public Services	9,900	10,787	*										20,687	40,619	-49.1%
Topeka Room	701	275	*										976	2,065	-52.7%
Plaza**	1,272	1,443	*										2,715	0	
Youth Services	2,397	2,432	*										4,829	8,782	-45.0%
Gallery	0	0	*										0	129	-100.0%
TOTAL REFERENCE QUESTIONS	14,270	14,937	*										29,207	51,595	-43.4%
GATE COUNT	46,507	42,387	20,990										109,884	177,707	-38.2%
MEETING ROOMS															
Meeting Room Bookings	471	738	333										1,542	2,126	-27.5%
Team Room Bookings	1,639	870	537										3,046	4,686	-35.0%
Total Meeting Room Hours Booked	3,005	3,049	2,073										8,127	17,881	-54.6%
TOTAL ATTENDANCE	11,037	2,587	6,643										20,267	40,396	-49.8%
LEARN & PLAY BUS VISITS	228	247	*										475	644	-26.2%
PROGRAM ATTENDANCE															
Adult - General	520	124	118										762	1,106	-31.1%
Computer Training	0	95	0										95	242	-60.7%
Outreach	2,696	2,257	627										5,580	9,022	-38.2%
Kids	809	848	815										2,472	1,985	24.5%
Movies	13	18	0										31	42	-26.2%
Books	12	80	17										109	217	-49.8%
Art	0	19	26										45	262	-82.8%
Teens	0	97	21										118	12	883.3%
Music	30	382	107										519	0	#DIV/0!
TOTAL ATTENDANCE	4,080	3,920	1,731										9,731	12,888	-24.5%
GALLERY ATTENDANCE	0	0	0										0	5,024	-100.0%
COMPUTER USE															
Public Computer Sessions	12,738	12,953	*										25,691	45,067	-43.0%
Avg Public Computer Session Length	0:55:02	0:56:28	*										0:55:45	0:57:25	-2.9%
Total Computer Hours	11,684	12,190	*										23,874	43,120	-44.6%
Wireless Sessions	18,107	16,309	*										34,416	47,427	-27.4%
Avg Wireless Session Length	0:28:00	0:29:00	*										0:28:28	0:29:00	-1.8%
Total Wireless Hours	8,450	7,883	*										16,333	22,923	-28.8%
TOTAL HOURS	20,134	20,073	*										40,206	66,043	-39.1%
	2020												2020	2018	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	18 TO 19%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	17,086	15,740	14,295										47,121	51,987	-9.4%
Adult Nonfiction	20,593	19,254	17,068										56,915	62,503	-8.9%
Juvenile Fiction	25,224	23,251	21,693										70,168	77,266	-9.2%
Juvenile Nonfiction	8,407	7,695	6,379										22,481	22,666	-0.8%
Magazines	1,793	1,690	1,335										4,818	5,525	-12.8%
RC Print Materials	8,495	7,787	6,405										22,687	24,760	-8.4%
RC Realia	235	249	179										663	672	-1.3%
YA Print Materials	3,760	3,531	3,490										10,781	11,341	-4.9%
PRINT CIRCULATION	85,593	79,197	70,844										235,634	256,720	-8.2%
Audio / Visual Material															
Adult Audiobooks	3,154	3,131	2,599										8,884	11,915	-25.4%
Adult Music	3,507	3,164	2,500										9,171	11,547	-20.6%
Adult Videos / DVDs	36,325	34,102	25,046										95,473	117,450	-18.7%
Juvenile Audiobooks	370	403	422										1,195	1,311	-8.8%
Juvenile Music	352	300	286										938	1,222	-23.2%
Juvenile Videos / DVDs	8,335	7,333	6,767										22,435	29,433	-23.8%
YA A/V	84	61	59										204	228	-10.5%
A/V CIRCULATION	52,127	48,494	37,679										138,300	173,106	-20.1%
Adult Material															

