



TOPEKA &
SHAWNEE COUNTY
PUBLIC LIBRARY

**Topeka & Shawnee
County Public Library -**

**Board of Trustees
Meeting**

July 18, 2019





Call to Order

Public Comment

Introduction of New Trustee and Oath of Office

Approval of June 20, 2019 Trustee Meeting Minutes - [Action Item](#)

Approval of June 27, 2019 Trustee Special Meeting Minutes - [Action Item](#)

Chief Financial Officer's Report – Kim Torrey

Financial Reports

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

The Library Foundation – Marilyn Ward, Board Chair

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

Board Chair Report – Liz Post

Chief Executive Officer – Gina Millsap

Chief of Staff – Thad Hartman

- Facilities Master Plan update

New Business

- FY2020 Budget – Approval for publication – [Action Item](#)
 - 1) General Fund
 - 2) Employee Benefits Fund
 - 3) Bond & Interest Fund
 - 4) State Aid Fund
- Request to Deaccession Items from Permanent Art Collection - [Action Item](#)
(with presentation by Debbie Stanton, Public Services Supervisor and Marie Pyko, Public Services Director)
- Alice C. Sabatini Gallery Renovation Bid – [Action Item](#)
- Board Meeting Dates and Times – Discussion

Executive Session

Trustee Advocacy Stories

Adjournment

Next Meeting

August 8, 2019 5:00 pm

Marvin Auditorium 101C

Annual Budget Hearing

August 8, 2019 5:30PM

Marvin Auditorium 101C



**Minutes
Board of Trustees Meeting
June 20, 2019
Menninger Room 206**

Board Members Present

Liz Post (chair), Jim Edward (vice-chair), Kacy Simonsen (treasurer), Kerry Onstott Storey and by phone Shawn Leisinger

Board Members Absent

Beth Dobler (secretary)
Jennifer Miller
David Monical
Kristen O'Shea
Julie Swift

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, June 20, 2019 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:04 PM by Chair Liz Post.

Due to the lack of a quorum, no business was conducted and no action taken at the meeting.

Public Comment

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

Chief Financial Officer

There were no questions for Chief Financial Officer Kim Torrey.

The Library Foundation Report

Foundation Chair Marilyn Ward reported The Library Foundation's event for brick donors was a success.

There were no questions for Ward.

Friends of the Library Report

President Sherryl Longhofer reported the Friends of the Library hired a new manager for the Booktique store.

There were no questions for Longhofer.

Board Chair Report

Vice Chair Liz Post reported the Executive Committee met on Monday, June 3, 2019 at Noon. The committee reviewed the minutes for May meeting and made minor corrections.

Officers reviewed and discussed new business items on the agenda, all of which are detailed in Gina Millsap's CEO report and fully set out in each resolution.

The Executive Committee also confirmed budget meeting dates and scheduled the Executive Committee Meetings to immediately follow the budget meetings and discussed nominating committee appointments.

Chief Executive Officer

Chief Executive Officer Gina Millsap noted that new trustee Joan Hicks' resume had been handed out for the board's information.

There were no questions for Millsap.

Chief of Staff

Chief of Staff Thad Hartman briefly discussed progress on current facilities projects.

There were no questions for Hartman.

Architectural Services

David Heit, Associate Principal, AIA, NCARB, Tevis Architects presented information on the establishment of his new company Civium Architecture & Planning, PA.

The meeting was adjourned at 4:54 PM.

Date _____



**Minutes
Board of Trustees
Special Meeting
June 27, 2019
Perkins Room 201**

Board Members Present

Liz Post (chair), Kacy Simonsen (treasurer), Kerry Onstott Storey, Jennifer Miller, Shawn Leisinger (initially called in by phone), and by phone, Jim Edwards (vice chair), Beth Dobler (secretary), and Kristen O'Shea

Board Members Absent

David Monical

Joan Hicks

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, June 27, 2019 in the Perkins 201 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:01 PM by Chair Liz Post.

Public Comment

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

Approval of Minutes

On a motion by Kerry Onstott Storey, seconded by Kacy Simonsen, the May 16, 2019 Board of Trustees minutes were approved. Motion carried.

Chief Financial Officer

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

Approval of the Treasurer's Report

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

New Business

Bid for Nutanix Upgrade

On a motion by Kacy Simonsen, seconded by Jennifer Miller, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$33,978.74 by CDW Government LLC, Vernon Hills, Illinois for the purchase of hardware, software, accessories, and licensing needed for the upgrade to the Library's Nutanix hyper converged system.

This expenditure is included in the approved FY2019 budget and shall be paid from the General Fund, Digital Services Support budget line item.

Motion passed unanimously.

Bid for Red Carpet Van

On a motion by Beth Dobler, seconded by Kacy Simonsen, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$34,729 by Laird Noller Ford, Inc., Topeka, Kansas for the purchase of a Red Carpet Services cargo van with liftgate. The price includes a base bid of \$33,741 for the van/liftgate and added options which total \$988. This purchase shall be paid from The Library Foundation funds specifically identified and available for this purpose in accordance with K.S.A. 10-1112.

Motion passed unanimously.

Personnel Policies

On a motion by Beth Dobler, seconded by Kacy Simonsen, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves personnel policies as presented.

Motion passed unanimously.

Executive Session

On a motion by Kacy Simonsen, seconded by Shawn Leisinger, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees will recess the regular meeting to enter into Executive Session at 4:10 PM for a time not-to-exceed 30 minutes to discuss legal matters with the Library's attorney. No action will be taken.

At 4:39 PM the board went into open session. No action taken in Executive Session

Trustee Advocacy Stories

Leisinger shared his observation of parent advocacy in action. He was out running errands when he noticed a mother reading to her children underneath a tree with the bookmobile parked nearby.

Millsap shared a WOW moment! Earlier in the week Millsap had observed two young children entering the rotunda of the library and heard one of children exclaim "Wow." As they made their way through, a third and final "WOW" could be heard.

Adjournment

On a motion by Kerry Onstott Storey, seconded by Shawn Leisinger, the meeting was adjourned at 4:43 PM. Motion passed unanimously.

Beth Dobler, Secretary_____

Date _____

Chief Financial Officer's Report
July 2019
Kim Torrey

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

The certificate of deposit investment with the local financial institution Intrust Bank (as a result of a competitive bid in February) matured on June 21st. The resolution approved by the Board allows me as CFO the authority to renew these investments via written instruction and acceptable rates. The bank graciously allowed certificate of deposit to be renewed at 2.225% for another 90 days. This rate exceeded the rate banks are required to offer, as set by the State Municipal Investment Pool.

Tax proceeds received in mid-June were significant and were invested in 30-day accounts with the Municipal Investment Pool. The 30-day and 90-day pool rates were the same so the General Fund and Employee Benefit Fund monies were invested only for 30 days to allow for better rates upon maturity. A debt service payment is due September 1 so all related investments mature at approximately the same time. Not all of these funds will be needed for the payment.

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 Claire's Courtyard and the Circulation Plaza. The Children's Art Show Fund and the Youth Services Fund is also temporarily negative due to pending billings and reimbursements by The Library Foundation. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 49.3% of the budget year completed, 89% of the budgeted revenue has been received and 48% of the approved budget has been expended/encumbered. This compares to 2018 in which 88% of the budgeted revenue had been received and 49% of the approved budget had been expended/encumbered.

The third tax distribution for 2019 was received June 5th as scheduled. The total received for the General Fund was \$5,106,067.69. The percentage of the ad valorem tax budget collected year-to-date is 95% compared with 96% collected at this point in time in 2018. The percentage of year-to-date motor vehicle tax collected is 37% compared with 36% collected thus far in 2018.

Employee Benefit Fund – Page 6

With 49.3% of the budget year completed, 87% of the budgeted revenue has been received and 45% of the approved budget has been expended/encumbered. This compares to 2018 in which 93% of the budgeted revenue had been received and 49% of the approved budget had been expended/encumbered.

The June 5th tax distribution totaled \$1,133,947.71. The percentage of the ad valorem tax budget collected year-to-date is 95% compared to 96% collected at this point in time in 2018. The percentage of year-to-date motor vehicle tax collected is 35% compared with 38% collected thus far in 2018.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,284,840.

Debt Service Fund-Bond & Interest – Page 7

Revenues collected to-date are 90% compared to 91% in 2018.

The June 5th tax distribution totaled \$621,404.91. The percentage of the budgeted ad valorem tax collected year-to-date is 95% compared to 96% collected at this point in time in 2018. The percentage of year-to-date motor vehicle tax collected is 36% which is the same as of this point in time in 2018.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual software subscription – SmartAlec Wireless Printing	\$5,285.00	Comprise Technologies, Inc.
Change order for existing approved project	Change Order #1 Donor Recognition Display – adjusted to include donor brick locator in Claire’s Courtyard	\$2,000.00	Heurista Co.
Approved operating budget	Annual software renewal and support for Adobe	\$13,352.25	CDW Government, Inc.

Approved operating budget	Annual software renewal and support for VMware	\$5,326.92	Black Diamond Solutions, Inc.
Approved operating budget	Annual support for kiosks, Smartlockers, RFID tagging machines and security gates	\$30,938.00	Bibliotheca LLC
Approved operating budget	Annual licensing fees for Office 365	\$9,603.00	Govconnection, Inc.
Approved operating budget	Annual intra-library courier services	\$7,456.00	Mid-America Library Alliance
Approved operating budget	Audio/Visual equipment for the new learning center	\$8,113.00	Kansas City Audio-Visual Inc.
Approved operating budget (sole source purchase)	Web content filter that connects directly to the Comprise SAM system	\$16,868.30	Comprise Technologies, Inc.
Request for Proposal; Board resolution approved bid award on 6/20/19; from Library Foundation funds	2019 Transit-250 Ford Cargo Van to be used for Red Carpet services	\$34,729.00	Laird Noller Ford Inc.
Library Materials	Hoopla online	\$20,114.18	Midwest Tape LLC

Other Items:

- Thank you for your time and attention at the Board budget work sessions. Should questions arise as the process goes through the remainder of the cycle, please don't hesitate to contact me. As a result of the work sessions, a resolution is included in this month's packet to approve the 2020 "Budget Summary" of proposed expenditure authority, ad valorem tax and mill levy tax rates. The publication also will include the "Notice of Budget Hearing" proposed for 5:30 pm on August 8, 2019 in the Library's Marvin Auditorium. The documents explaining the proposed budget can be found at:

<https://tscpl.org/wp-content/uploads/2019/07/Board-Budget-Work-Session-2-packet.pdf>

- There is one resolution on the agenda that will result in an expenditure:
 - Approval of the bid to remodel the Alice C. Sabatini Gallery from Kelley Construction Company, Inc., Topeka, KS. Funding for this purchase will be from The Library Foundation.

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

6/30/19

	Balance 1/1/2019	Revenue Y-T-D	Expenditures Y-T-D	Balance 6/30/2019
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,754,482.68	\$ 12,275,211.62	\$ 7,099,055.00	\$ 9,930,639.30
Employee Benefits	1,308,606.73	2,696,602.69	1,674,286.60	\$ 2,330,922.82
Capital Improvement	1,833,380.82	10,308.80	449,508.95	\$ 1,394,180.67
Bond & Interest	806,781.00	1,475,931.82	24,000.00	\$ 2,258,712.82
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	35,331.31	49,628.67	35,331.31	\$ 49,628.67
Federal, State & Local Grants	19.03	1,200.00	1,200.00	\$ 19.03
Other Special Revenue	577,947.99	358,664.86	719,674.35	\$ 216,938.50
Permanent Funds	230,782.94	(16,708.29)	-	\$ 214,074.65
Totals	\$ 9,547,332.50	\$ 16,850,840.17	\$ 10,003,056.21	\$ 16,395,116.46

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 738,864.66
Restricted Funds-CoreFirst Bank-Checking	218,927.84
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,499,326.13
Cash on Hand	2,260.05
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	3,108,853.60
Municipal Investment Pool - 30-day Fixed	4,800,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	1,000,000.00
	\$ 16,582,526.93
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(653.69)
Less Payroll Deduction and Employer Benefit Liabilities	17,837.25
Less Outstanding Checks	170,226.91
	\$ 16,395,116.46

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

6/30/19

	1/1/2019 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	6/30/2019 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,754,482.68	\$ 12,275,211.62	\$ 1,081,399.78	\$ 6,017,655.22	\$ 9,930,639.30	\$ 1,166,101.06	\$ 8,764,538.24
Employee Benefit Fund	1,308,606.73	2,696,602.69	-	1,674,286.60	2,330,922.82	18,011.10	2,312,911.72
Capital Improvement Fund	1,833,380.82	10,308.80	449,508.95	-	1,394,180.67	109,341.05	1,284,839.62
Bond & Interest Fund	806,781.00	1,475,931.82	-	24,000.00	2,258,712.82	-	2,258,712.82
Non Major Governmental Funds							
<i>State Aid Fund</i>	35,331.31	49,628.67	35,331.31	-	49,628.67	-	49,628.67
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,200.00	-	1,200.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,542.72	20.82	-	-	10,563.54	-	10,563.54
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	1,898.75	(1,898.75)	215.35	(2,114.10)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	63.25	0.07	15.29	17.03	31.00	-	31.00
Friends	134,352.56	190.55	692.39	74,797.84	59,052.88	47,178.90	11,873.98
Fun Committee	2,125.97	473.07	66.70	208.00	2,324.34	100.00	2,224.34
Gallery Competitions/Exhibits	36,024.48	71.14	-	-	36,095.62	-	36,095.62
Gifts/Memorials (Undesignated)	308,498.77	355,748.27	8,465.85	607,606.93	48,174.26	635,490.04	(587,315.78)
Hathaway Trust - Library Materials	5,131.59	1,161.73	159.11	3,231.33	2,902.88	1,652.95	1,249.93
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	57,282.26	958.42	7,432.61	5,620.58	45,187.49	1,192.99	43,994.50
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,409.76	2.63	-	150.00	1,262.39	-	1,262.39
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,455.06	8.68	25.07	49.16	4,389.51	307.54	4,081.97
Special Collections	5,674.24	11.20	-	-	5,685.44	-	5,685.44
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.96	0.07	-	-	36.03	-	36.03
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,166.12	4.27	-	-	2,170.39	-	2,170.39
Youth Services	9,091.43	13.94	203.25	9,034.46	(132.34)	984.70	(1,117.04)
<i>Permanent Funds</i>							
Mertz Trust	230,782.94	(16,708.29)	-	-	214,074.65	-	214,074.65
TOTALS	\$ 9,547,332.50	\$ 16,850,840.17	\$ 1,583,300.31	\$ 8,419,755.90	\$ 16,395,116.46	\$ 1,980,575.68	\$ 14,414,540.78

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

6/30/19

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 6/30/2019</u>
				49.3%
Ad Valorem Property Tax	\$ 12,162,389.00	\$ 11,580,105.87	\$ (582,283.13)	95%
Revitalization Rebates	(154,912.00)	(155,190.73)	\$ (278.73)	100%
Back Tax	-	135,207.69	\$ 135,207.69	N/A
Motor Vehicle Tax	1,272,889.00	466,856.76	\$ (806,032.24)	37%
Recreational Vehicle Tax	11,669.00	4,472.80	\$ (7,196.20)	38%
16/20 M Vehicle Tax	4,924.00	5,970.15	\$ 1,046.15	121%
In Lieu of Tax	5,384.00	2,669.48	\$ (2,714.52)	50%
Watercraft Special Tax**	6,633.00	-	\$ (6,633.00)	0%
Commercial Vehicle Fees	43,162.00	37,525.05	\$ (5,636.95)	87%
E-Rate Reimbursement	73,250.00	-	\$ (73,250.00)	0%
Miscellaneous Revenue	3,000.00	20,690.61	\$ 17,690.61	690%
Miscellaneous Revenue - Recyclg	-	80.20	\$ 80.20	N/A
Salary Refunds-Foundation	95,451.00	40,199.20	\$ (55,251.80)	42%
Salary Refunds-Friends	45,993.00	22,654.42	\$ (23,338.58)	49%
Salary Refunds-Shawnee Cty	21,802.00	10,860.25	\$ (10,941.75)	50%
Vending Machines	4,000.00	1,825.24	\$ (2,174.76)	46%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	48,326.34	\$ (108,673.66)	31%
Debt Collect	-	2,610.25	\$ 2,610.25	N/A
ILL Fees	350.00	1,087.27	\$ 737.27	311%
Mailing Fees	120.00	63.65	\$ (56.35)	53%
Non Resident Card Fee	935.00	85.00	\$ (850.00)	9%
Obituary Fees	750.00	390.00	\$ (360.00)	52%
Meeting Room Charges	5,500.00	1,995.00	\$ (3,505.00)	36%
Monday Market Fees	500.00	200.00	\$ (300.00)	40%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	58,200.00	46,527.12	\$ (11,672.88)	80%
Library Treasurer's Balance	2,317,867.00	-	-	N/A
TOTALS	<u>\$ 16,136,856.00</u>	<u>\$ 12,275,211.62</u>	<u>\$ (1,543,777.38)</u>	89%

* 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**

6/30/19

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					49.3%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 3,199.95	\$ -	\$ 3,200.05	50%
Salaries-Facilities	629,003.00	320,980.55	-	308,022.45	51%
Salaries-Overtime	10,000.00	3,996.81	-	6,003.19	40%
Salaries-Security	375,321.00	137,777.21	-	237,543.79	37%
Salaries-Shelvers	181,115.00	60,824.21	-	120,290.79	34%
Salaries-Staff	7,571,200.00	3,618,409.26	-	3,952,790.74	48%
Conferences	136,570.00	49,279.57	17,078.28	70,212.15	49%
Staff Development & Training	30,000.00	4,948.82	-	25,051.18	16%
Mileage	9,400.00	3,728.89	4,870.29	800.82	91%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	790.23	411.57	798.20	60%
Materials-Periodicals	39,500.00	1,404.93	104.86	37,990.21	4%
Materials-Print/Non-Print <1 YR	526,600.00	206,671.15	6,348.24	313,580.61	40%
Materials-Print/Non-Print	1,268,500.00	503,310.95	134,159.59	631,029.46	50%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	89,921.00	32,440.52	59,543.33	(2,062.85)	102%
Contracted-Digital Services	373,600.00	186,748.82	68,090.91	118,760.27	68%
Contracted-Facilities	294,100.00	153,575.31	110,310.81	30,213.88	90%
Contracted-Equipment	45,350.00	25,054.26	23,448.64	(3,152.90)	107%
Contracted-Professional	248,230.00	108,584.50	71,186.60	68,458.90	72%
Contracted-E-Rate Services	6,600.00	-	-	6,600.00	0%
Digital Services Support	344,500.00	49,368.66	22,447.37	272,683.97	21%
Furniture/Equipment	95,000.00	3,074.67	-	91,925.33	3%
Insurance	53,054.00	52,431.00	450.00	173.00	100%
Marketing & Communication	48,000.00	4,428.77	1,159.26	42,411.97	12%
Memberships/Dues	24,806.00	14,232.20	9,000.00	1,573.80	94%
Miscellaneous	5,000.00	709.00	97.35	4,193.65	16%
Payments to Other Libraries	113,189.00	-	-	113,189.00	0%
Postage/Shipping	110,160.00	53,023.30	1,133.81	56,002.89	49%
Printing	113,800.00	43,156.35	22,248.23	48,395.42	57%
Programming	30,000.00	9,919.11	1,114.95	18,965.94	37%
Special Events	-	-	-	-	0%
Special Projects	935,000.00	59,938.94	94,730.95	780,330.11	17%
Supplies-Facilities	77,417.00	24,283.23	37,336.03	15,797.74	80%
Supplies-Office/Library	76,320.00	38,061.58	4,353.55	33,904.87	56%
Supplies-Processing	48,000.00	22,437.81	5,568.36	19,993.83	58%
Telecommunications	92,700.00	26,334.57	31,265.43	35,100.00	62%
Utilities-Electric	350,000.00	123,566.72	229,109.68	(2,676.40)	101%
Utilities-Gas	65,000.00	30,173.06	19,766.52	15,060.42	77%
Utilities-Water/Sewage	35,000.00	9,472.64	19,067.36	6,460.00	82%
Vehicle-Gas	36,000.00	10,351.59	-	25,648.41	29%
Vehicle-Repair	32,500.00	20,967.38	22,454.40	(10,921.78)	134%
Contingency/Fund Balance	1,600,000.00	-	-	-	0%
Cash Long/Short	-	(1.30)	-	1.30	N/A
TOTALS	\$ 16,136,856.00	\$ 6,017,655.22	\$ 1,016,856.37	\$ 7,502,344.41	48%

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

6/30/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 2,317,867.00	\$ 3,504,014.27	
<u>Revenue:</u>			
Ad Valorem Property Tax	12,162,389.00	11,580,105.87	95%
Revitalization Rebates	(154,912.00)	(155,190.73)	100%
Back Tax	-	135,207.69	N/A
Motor Vehicle Tax	1,272,889.00	466,856.76	37%
Recreational Vehicle Tax	11,669.00	4,472.80	38%
16/20M Vehicle Tax	4,924.00	5,970.15	121%
In Lieu of Tax	5,384.00	2,669.48	50%
Watercraft Special Tax	6,633.00	-	0%
Commercial Vehicle Fees	43,162.00	37,525.05	87%
E-Rate Reimbursement	73,250.00	-	0%
Fees and Charges	172,155.00	77,273.36	45%
Reimbursements	163,246.00	73,794.07	45%
Interest on Idle Funds	58,200.00	46,527.12	80%
	<u>\$ 13,818,989.00</u>	<u>\$ 12,275,211.62</u>	89%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,773,039.00	4,145,187.99	47%
Other Staff Support Costs	175,970.00	79,905.85	45%
Library Collections	1,836,600.00	853,201.52	46%
Contracted Services	1,057,801.00	838,983.70	79%
Digital Services Support	344,500.00	71,816.03	21%
Furniture/Equipment/Art	103,000.00	3,074.67	3%
Payments to Other Libraries	113,189.00	-	0%
Special Projects	935,000.00	154,669.89	17%
Utilities & Telecommunications	542,700.00	488,755.98	90%
Vehicles	68,500.00	53,773.37	79%
Other Operating Expenditures	586,557.00	345,142.59	59%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,136,856.00</u>	<u>\$ 7,034,511.59</u>	48%
Prior Year Canceled Purchase Orders		<u>\$ 19,823.94</u>	
Unencumbered Balance 6/30/19	\$ -	<u>\$ 8,764,538.24</u>	

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

6/30/19

EMPLOYEE BENEFITS

	2019 Budget	Year To Date	%
Balance 01/01/19	\$ 1,022,227.00	\$ 1,308,606.73	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,596,006.00	\$ 2,471,984.43	95%
Revitalization Rebates	(33,065.00)	(33,124.82)	100%
Back Tax	-	34,512.43	0%
Motor Vehicle Tax	433,545.00	150,307.56	35%
Recreational Vehicle Tax	3,975.00	1,478.57	37%
16/20M Vehicle Tax	1,677.00	761.47	45%
In Lieu of Tax	1,440.00	569.77	40%
Watercraft Special Tax*	2,259.00	-	0%
Commercial Vehicle Fees	14,701.00	11,411.87	78%
Refund-Fringe Benefits-Foundation	35,092.00	16,800.00	48%
Refund-Fringe Benefits-Friends	19,246.00	12,640.56	66%
Refund-Fringe Benefits-Shawnee Cty	15,723.00	7,570.60	48%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	83.32	0%
Retiree Payments BC/BS	12,223.00	11,139.72	91%
Interest on Idle Funds	6,000.00	10,467.21	174%
	\$ 3,108,822.00	\$ 2,696,602.69	87%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,777.00	\$ 6,478.20	96%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	646,275.00	297,139.38	46%
Ks Public Employees Retirement Sys	803,259.00	400,581.81	50%
Worker's Compensation	76,100.00	55,206.67	73%
Unemployment Tax	8,448.00	5,627.64	67%
Health/Dental Insurance	2,236,385.00	923,851.00	41%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,131,049.00	\$ 1,692,297.70	45%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 6/30/19	\$ -	\$ 2,312,911.72	

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

CAPITAL IMPROVEMENT

Balance 01/01/19	\$ 1,833,380.82
<u>Revenue:</u>	
Interest received	10,308.80
	\$ 10,308.80
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	558,850.00
	558,850.00
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 6/30/19	\$ 1,284,839.62

STATE AID

Balance 01/01/19	\$ -	\$ 35,331.31
<u>Revenue:</u>		
State Aid	49,628.67	-
	\$ 49,628.67	\$ 49,628.67
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	53,000.00	35,331.31
	\$ 53,000.00	\$ 35,331.31
Unencumbered Balance 6/30/19		\$ 49,628.67

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

6/30/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 763,318.00	\$ 806,781.00	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,463,467.00	1,393,709.04	95%
Revitalization Rebates	(18,640.00)	(18,677.19)	100%
Back Tax	-	18,136.18	
Motor Vehicle Tax	177,674.00	64,381.63	36%
Recreational Vehicle Tax	1,629.00	620.24	38%
16/20M Vehicle Tax	687.00	718.29	105%
In Lieu of Tax	714.00	321.27	45%
Watercraft Special Tax*	926.00	-	0%
Commercial Vehicle Fees	6,025.00	5,114.14	85%
Interest on Idle Funds	2,200.00	11,608.22	528%
	<u>\$ 1,634,682.00</u>	<u>\$ 1,475,931.82</u>	90%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,600,000.00	\$ -	0%
Interest	48,000.00	24,000.00	50%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,398,000.00</u>	<u>\$ 24,000.00</u>	1%
Unencumbered Balance 6/30/19	\$ -	\$ 2,258,712.82	

* 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 June 30, 2019

Capital Improvement Funds-VisionBank

\$ 1,499,326.13 at 1.19% (money market account)

Municipal Investment Pool

\$ 3,108,853.60 Operating funds in "overnight pool"*; available for transfer whenever needed

4,000,000.00 General fund in 30-day, fixed rate pool; opened 6/20/19 @ 1.96%; maturity 7/22/19

800,000.00 Employee Benefits fund in 30-day, fixed rate pool; opened 6/20/19 @ 1.96%; maturity 7/22/19

\$ 7,908,853.60

* rates vary by day - average June 1-30, 2019 was 2.0%

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

\$ 5,000,000.00 Certificate of Deposit for Employee Benefit Fund (\$1M) and General Fund (\$4M); 6/21/19 @ 2.225%; 9/19/19 maturity

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

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

Principal Balance of Outstanding Bonds

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

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	6/6/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,343.44	-98595
10	21502	0	6/6/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,545.02	-98595
15	21521	0	6/6/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 61.46	-98595
10	21503	0	6/6/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,346.70	-98595
15	21504	0	6/6/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,346.70	-98595
10	21503	0	6/6/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,290.83	-98595
15	21504	0	6/6/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,290.83	-98595
10	21514	0	6/6/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98595
10	21518	0	6/6/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 824.81	-98595
10	41000	313	6/6/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,935.84	-98595
10	41000	313	6/6/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 365.40	-98595
				<i>Remittance of payroll taxes</i>		\$ 82,582.21	-98595 Total
10	21505	0	6/11/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,956.01	-98593
15	21516	0	6/11/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,604.72	-98593
15	21517	0	6/11/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,992.70	-98593
10	21524	0	6/11/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98593
10	21513	0	6/11/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 853.59	-98593
				<i>Remittance of pension benefit contributions</i>		\$ 48,596.58	-98593 Total
10	21515	0	6/21/2019	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 26,951.82	-98589
15	21515	0	6/21/2019	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 122,838.87	-98589
15	21515	0	6/21/2019	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 3,281.23	-98589
						\$ 153,071.92	-98589 Total
10	21501	0	6/20/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,256.16	-98588
10	21502	0	6/20/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,566.10	-98588
15	21521	0	6/20/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 57.22	-98588
10	21503	0	6/20/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,443.31	-98588
15	21504	0	6/20/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,443.31	-98588
10	21503	0	6/20/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,313.43	-98588
15	21504	0	6/20/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,313.43	-98588
10	21514	0	6/20/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98588
10	21518	0	6/20/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 824.81	-98588
10	41000	313	6/20/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,908.32	-98588
10	41000	313	6/20/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 365.40	-98588
				<i>Remittance of payroll taxes</i>		\$ 82,722.67	-98588 Total
10	21505	0	6/25/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,124.80	-98585
15	21516	0	6/25/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,854.77	-98585
15	21517	0	6/25/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,020.82	-98585
10	21524	0	6/25/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98585

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Remittance of pension benefit contributions</i>		\$ 48,189.95	-98585 Total
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Pete the Cat: Out of thi	\$ 12.37	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Mousetronaut	\$ 10.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Out There	\$ 12.32	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Field Trip to the Moon	\$ 12.75	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Nova The Star Eater	\$ 12.75	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Stardust	\$ 12.14	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Stuffed Pluto	\$ 27.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Stuffed Neptune	\$ 19.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Stuffed Uranus	\$ 19.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Stuffed Saturn	\$ 22.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Stuffed Jupiter	\$ 22.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Stuffed Mars	\$ 19.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Stuffed Venus	\$ 17.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Stuffed Mercury	\$ 17.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Stuffed Sun	\$ 26.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Stuffed Globe	\$ 22.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Sidewalk Chalk	\$ 21.98	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Bubble Wands	\$ 14.95	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Bubble Wands	\$ 14.98	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Bubble Solution	\$ 14.78	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Rocket/Shuttle Set	\$ 29.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Sunscreen	\$ 11.85	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Motorized Solar System	\$ 28.97	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Planet Blocks	\$ 20.00	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Constellation blocks	\$ 25.00	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Astronaut Helmet	\$ 50.85	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Space Module Dome Tent	\$ 38.19	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Inflatable Alien	\$ 19.00	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Bubble Machine	\$ 36.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Star Stamp	\$ 8.79	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Star Stress Balls	\$ 38.97	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Space erasers	\$ 29.97	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Solar System Sticker Shee	\$ 19.90	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Notebooks	\$ 19.90	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Star Beads	\$ 9.52	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Constellation Globe	\$ 49.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Alien Space Ship	\$ 13.95	11568

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	UFO Drone	\$ 22.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Folding chair	\$ 137.98	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	white acrylic paint	\$ 6.58	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	9 x 12 135 lb 425 sheets"	\$ 134.60	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	red watercolor pint	\$ 3.74	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	yellow watercolor pint	\$ 3.74	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	blue watercolor pint	\$ 3.74	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	black watercolor pint	\$ 3.74	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	turquoise watercolor pint	\$ 3.74	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	metallic silver watercolo	\$ 3.74	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	metallic gold watercolor	\$ 3.74	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	green watercolor pint	\$ 3.74	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	violet watercolor pint	\$ 3.74	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	metallic pearl watercolor	\$ 3.74	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	trays for watercolor	\$ 120.96	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	#4 short red sable brushe	\$ 46.08	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	economy sable set of 3	\$ 35.04	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	12 Assorted Colored Duct	\$ 33.98	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Colored Masking Tape - 11	\$ 53.85	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Disposable Drinking Straw	\$ 17.97	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	NEOACT Chennile Stems 120	\$ 17.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	JMK 100 pcs Glass Marbles	\$ 13.96	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Minature Paint Brushes 50	\$ 17.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Clear Push-up Cake Pop Sh	\$ 71.94	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Dusico Party Balloons 12i	\$ 10.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Decora Wiggle Eyes 1000 p	\$ 8.49	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	100-Piece Pom Poms, pink	\$ 4.97	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Glue Dots Mini Dot Roll,	\$ 5.46	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	one compartment Hinged li	\$ 11.78	11568
36	41000	400	6/7/2019	COREFIRST BANK & TRUST	Kiddy Connects	\$ 16.95	11568
36	41000	400	6/7/2019	COREFIRST BANK & TRUST	Best Bugs Marble Maze	\$ 28.95	11568
36	41000	400	6/7/2019	COREFIRST BANK & TRUST	Latches Board	\$ 24.95	11568
36	41000	400	6/7/2019	COREFIRST BANK & TRUST	Better Builders -60 piece	\$ 98.95	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Bubble Gum LorAnn Candy &	\$ 10.94	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Space Rover Kit	\$ 75.51	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Scribble & Splatter Stick	\$ 10.95	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	US Games Standard Hoops,	\$ 44.10	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Crayola Model Magic Delux	\$ 47.95	11568

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	GALAXY - Outer Space Mini	\$ 49.75	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Q-tips Swabs Cotton 500 c	\$ 11.98	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Mandala Crafts 1mm 109 Ya	\$ 7.89	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Pony Beads Multi Color 9m	\$ 6.50	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Treasure Island paperback	\$ 49.50	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Atari TV Game system	\$ 42.10	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Pac Mac Connect and Play	\$ 39.54	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Apprentice Rocket 24 pk	\$ 405.81	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	paper punch	\$ 42.45	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Fairy Lights 2 Pack	\$ 19.99	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Building Bricks 1040 piec	\$ 25.99	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Tire,Wheel and Long Axles	\$ 18.22	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Star Stickers Gold Silver	\$ 8.89	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	1/4 inch Color-Code Dot	\$ 17.98	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	White Chalk	\$ 12.16	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Black cardstock	\$ 25.44	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Bulk Paper Straws	\$ 18.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Nintendo Switch	\$ 326.36	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Labo Vehicle Kit	\$ 41.50	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Labo Variety Kit	\$ 43.65	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Switch Joy-Con Controller	\$ 76.39	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Lego Creator Space Shuttl	\$ 32.73	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	100 Tiny Blank Books	\$ 35.62	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	200 pcs. Planet Stickers	\$ 6.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	10 Sheets Space Stickers	\$ 8.95	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	120 Planet Stickers Squar	\$ 6.22	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	100 pcs. Plastic Pipettes	\$ 6.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	200 pk. Paper Straws	\$ 8.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	200 .5 Glue Dots"	\$ 12.88	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Presto Dehydro Digital El	\$ 76.30	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Crenova Food Vacuum Sealt	\$ 9.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Crenova Automatic Starter	\$ 130.00	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Man on The Moon 100x144	\$ 99.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Kite String 1500 feet	\$ 8.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	12 plastic baseballs	\$ 10.77	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	rubber bands size #64	\$ 13.65	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	fubbles bubble wand	\$ 274.49	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	12 cake circles"	\$ 53.07	11568

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	tunnel	\$ 89.97	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	paper punch tool	\$ 42.45	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	pipe cleaners	\$ 17.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	punch circle	\$ 49.49	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Space puzzle 48 pcs.	\$ 18.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	mini-notebooks, pencils,	\$ 16.95	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Darice DPCS179-63 Matte D	\$ 1.09	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Alien	\$ 41.21	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	blue baker's twine	\$ 17.42	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	pkg. 100 dowel rods	\$ 13.50	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Crayola Non-Toxic White C	\$ 14.97	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	regular engines A8-3	\$ 182.46	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	rascal/hijinx launch set	\$ 162.20	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	12 in parachutes	\$ 27.28	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	estimated shipping	\$ -	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Marabu Glas - Gentian	\$ 17.40	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Eclipse Black cardstock	\$ 18.52	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Galaxy Trucker	\$ 45.68	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Terraforming Mars	\$ 59.92	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	6 Quart Clear Storage Box	\$ 22.58	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Clank! In! Space! Board g	\$ 43.80	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	The Captain is Dead	\$ 33.99	11568
49	41000	330	6/7/2019	COREFIRST BANK & TRUST	Survive Space Attack	\$ 29.92	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Toysmith Mars Rovers	\$ 39.16	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	1/35 lunar rover	\$ 21.73	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Smithsonian space rover	\$ 29.98	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Dowel Rod, 1/4 Dia x500"	\$ 47.14	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Rubber Bands #33 2lbs	\$ 17.45	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	clear Drinking Straws 250	\$ 5.99	11568
36	41000	400	6/7/2019	COREFIRST BANK & TRUST	Shipping	\$ 25.47	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Air-Dry Clay White 5lbs	\$ 39.99	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Wood Skewers 4inch	\$ 16.44	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Bamboo Skewers 6inch	\$ 13.98	11568
53	41000	330	6/7/2019	COREFIRST BANK & TRUST	Bamboo Toothpicks 1000ct	\$ 4.14	11568
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,298.94	11568 Total
36	41000	330	6/14/2019	COREFIRST BANK & TRUST	Playstation 4 consoles	\$ 2,990.00	11575
36	41000	330	6/14/2019	COREFIRST BANK & TRUST	Playstation4 controller	\$ 458.00	11575
36	41000	330	6/14/2019	COREFIRST BANK & TRUST	Nintendo Switch	\$ 1,495.00	11575

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
36	41000	330	6/14/2019	COREFIRST BANK & TRUST	Asus Monitor	\$ 1,880.00	11575
36	41000	330	6/14/2019	COREFIRST BANK & TRUST	SuperSmash Bros Ulti	\$ 177.00	11575
					<i>Gaming equipment/accessories for summer programs - paid from non-budgeted fund</i>	\$ 7,000.00	11575 Total
35	41000	330	6/14/2019	KTWU/WASHBURN UNIVERSITY	underwriting support	\$ 5,000.00	11578
					<i>Support for the Brown V Board documentary creation - paid from non-budgeted fund</i>	\$ 5,000.00	11578 Total
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	Notary Log Journals	\$ 34.88	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	slatwall hook	\$ 31.98	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	8-pack LifeStory 6qt box	\$ 19.99	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	8-pack Sterilite 28qt box	\$ 43.22	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	12 plastic pocket folders	\$ 31.90	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	trolley drolley foldable c	\$ 57.48	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	Coleman Quad Camp Chair	\$ 49.11	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	SC stickers	\$ 130.00	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	CB12956 100 key cabinet	\$ 99.00	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	Sparco Cabinet, 60 key	\$ 23.87	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	DYMO 18445 3/4 in labels	\$ 12.99	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	DYMO 18443 3/8 in 3 pack	\$ 24.54	93811
10	41000	361	6/6/2019	COREFIRST BANK & TRUST	Voltage check	\$ 166.28	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	warm white 32 x 40 4-ply	\$ 496.99	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	white 32 x 40 4 ply mat"	\$ 496.99	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	Glassine 300' roll	\$ 411.80	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	100 yard linen tape	\$ 55.85	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	1 1/4 clear corners"	\$ 36.65	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	Shipping	\$ 151.35	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	Classic 10 maker kit	\$ 102.00	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	apple lightning av adapte	\$ 43.99	93811
10	41000	341	6/6/2019	COREFIRST BANK & TRUST	Rope (blue & red)	\$ 21.86	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	Speedball White	\$ 9.48	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	Speedball Black Ink	\$ 9.48	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	Speedball Yellow Ink	\$ 9.48	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	Creativity Wonderfoam She	\$ 36.93	93811
10	41000	326	6/6/2019	COREFIRST BANK & TRUST	business cards	\$ 79.60	93811
10	41000	325	6/6/2019	COREFIRST BANK & TRUST	shipping & handling estim	\$ 11.52	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	pc wall mount	\$ 48.00	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	19 Gooseneck"	\$ 64.38	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	hp m402n	\$ 538.00	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	Peerless-AV ETA2X2 Full-M	\$ 71.90	93811

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	3.8mm parallel pen	\$ 29.01	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	2.4mm parallel pen	\$ 35.96	93811
10	41000	410	6/6/2019	COREFIRST BANK & TRUST	Pressure Switch D20596	\$ 86.95	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	cpu holder	\$ 220.00	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	mixed color glass gems	\$ 16.53	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	clear glitter glue	\$ 10.73	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	clear glue 32 oz.	\$ 9.92	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	3M 568 adhesive	\$ 45.25	93811
10	41000	736	6/6/2019	COREFIRST BANK & TRUST	Apple 12.9 iPad"	\$ 699.00	93811
10	41000	736	6/6/2019	COREFIRST BANK & TRUST	AppleCare+Protection Plan	\$ 129.00	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	6-pack Sterilite 18qt box	\$ 93.70	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	MindManager 12 for Mac Pr	\$ 217.21	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	felt pads	\$ 8.36	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	magnet discs	\$ 18.54	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	Mod Podge	\$ 20.98	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	Mod Podge	\$ 8.18	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	foam brushes	\$ 14.19	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	Sterilite 6 Quart storage	\$ 27.28	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	button kit	\$ 39.95	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	AC-1 blade	\$ 8.99	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	mylar discs	\$ 5.95	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	insurance	\$ 0.55	93811
10	41000	330	6/6/2019	COREFIRST BANK & TRUST	Shipping	\$ 67.23	93811
10	41000	320	6/6/2019	COREFIRST BANK & TRUST	kensington ipad case	\$ 44.99	93811
10	41000	420	6/6/2019	COREFIRST BANK & TRUST	Orange Cones	\$ 134.69	93811
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,414.63	93811 Total
10	23800	0	6/7/2019	CAM-DEX SECURITY CORP.	Upgrade Access Control	\$ 10,421.00	93818
				<i>RFP was posted and Board approved on September 20, 2018</i>		\$ 10,421.00	93818 Total
10	41000	326	6/7/2019	CYPRESS MEDIA LLC	2019 Library News (5)	\$ 10,957.44	93822
						\$ 10,957.44	93822 Total
10	41000	351	6/14/2019	WESTAR ENERGY	May Electric Service	\$ 26,431.99	93852
						\$ 26,431.99	93852 Total
10	41000	310	6/17/2019	BLACK DIAMOND SOLUTIONS, INC.	SCCM Datacenter	\$ 1,062.00	93857
10	41000	310	6/17/2019	BLACK DIAMOND SOLUTIONS, INC.	SCCM Client	\$ 2,132.00	93857
10	41000	310	6/17/2019	BLACK DIAMOND SOLUTIONS, INC.	VMware vSphere Enterpirse	\$ 5,326.92	93857
				<i>2019 approved operating budget - software support/subscription</i>		\$ 8,520.92	93857 Total
10	41000	321	6/17/2019	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Prop	\$ 11,687.00	93872
10	41000	321	6/17/2019	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Vehicle Ins	\$ 5,018.00	93872

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	321	6/17/2019	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Genl Liab</i>	\$ 2,206.00	93872
10	41000	321	6/17/2019	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Inland Marine</i>	\$ 3,326.50	93872
10	41000	321	6/17/2019	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Crime</i>	\$ 436.50	93872
10	41000	321	6/17/2019	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Terrorism</i>	\$ 142.50	93872
10	41000	321	6/17/2019	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Cyber</i>	\$ 164.50	93872
10	41000	321	6/17/2019	PEOPLES/COMMERCIAL INSURANCE	<i>Boiler & Machinery</i>	\$ 873.00	93872
15	41000	260	6/17/2019	PEOPLES/COMMERCIAL INSURANCE	<i>3rd qtr workers comp ins</i>	\$ 13,217.00	93872
						\$ 37,071.00	93872 Total
10	41000	313	6/20/2019	MID-AMERICA LIBRARY ALLIANCE	courier service MALA	\$ 7,456.00	93892
					<i>2019 approved operating budget - contracted professional service</i>	\$ 7,456.00	93892 Total
20	23800	0	6/20/2019	MIDWEST COATING, INC.	<i>Roof Replacement</i>	\$ 105,145.46	93893
						\$ 105,145.46	93893 Total
10	41000	301	6/20/2019	OCLC, INC.	oclc cataloging & ill	\$ 6,493.41	93895
10	41000	320	6/20/2019	OCLC, INC.	CONTENTdm renewal	\$ 5,976.35	93895
					<i>2019 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 12,469.76	93895 Total
10	41000	312	6/21/2019	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	93900
10	41000	312	6/21/2019	PITNEY BOWES INC.	Lease #0040766462	\$ 3,366.96	93900
					<i>2019 approved operating budget - contracted equipment</i>	\$ 5,965.50	93900 Total
10	41000	340	6/25/2019	COREFIRST BANK & TRUST	Hotel	\$ 1,828.19	93912
10	41000	340	6/25/2019	COREFIRST BANK & TRUST	hotel	\$ 2,744.21	93912
10	41000	340	6/25/2019	COREFIRST BANK & TRUST	Flight	\$ 438.00	93912
10	41000	340	6/25/2019	COREFIRST BANK & TRUST	Flight w/Spirit	\$ 100.00	93912
10	41000	340	6/25/2019	COREFIRST BANK & TRUST	Bagage Fees	\$ 30.00	93912
10	41000	340	6/25/2019	COREFIRST BANK & TRUST	Shuttle Fees	\$ 34.00	93912
10	41000	340	6/25/2019	COREFIRST BANK & TRUST	Hotel	\$ 618.05	93912
					<i>Miscellaneous travel expenses paid by credit card</i>	\$ 5,792.45	93912 Total
10	41000	320	6/28/2019	CDW GOVERNMENT, INC.	ADO GOV CC ALL Apps RNW 1	\$ 13,352.25	93916
					<i>2019 approved operating budget - Adobe software renewal</i>	\$ 13,352.25	93916 Total
10	21512	0	6/28/2019	DELTA DENTAL OF KANSAS, INC	<i>EE June Premiums</i>	\$ 2,695.90	93920
15	21512	0	6/28/2019	DELTA DENTAL OF KANSAS, INC	<i>ER June Premiums</i>	\$ 10,212.83	93920
15	21512	0	6/28/2019	DELTA DENTAL OF KANSAS, INC	<i>Retiree June Premiums</i>	\$ 290.75	93920
						\$ 13,199.48	93920 Total
						\$ 694,660.15	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

July, 2019

Library News and Project Updates

New Trustee

Please join me in welcoming our new trustee, Joan Hicks. Joan is a City of Topeka appointment and is serving a four-year term that begins now and ends on April 30, 2023. She is an accountant at Heartland Works, Inc. and serves as the Sunday School Superintendent for Antioch Baptist Church.

Dolly Parton's Imagination Library

Good News! On July 10, we held a joint news conference at the library with the United Way of Greater Topeka and the Kansas Health Foundation. The KHF is donating \$228,000 for our program in Topeka and Shawnee County.

We also received a lot of good press. The story appeared above the fold in the July 10 print edition of the Topeka Capital Journal. We think this is the first time this has happened since we opened the new building. We were also featured in the new *CapFed Best News* in TCJ and we got a shout out in the editorial section.

We have been receiving congratulations from partner organizations and community leaders. People have also been making many positive comments about the enhancements to the building including the new floor, with the inspiring medallion in the center of the rotunda. They continue to mention proudly that we were Library of the Year. City Council member Karen Hiller told me that she admires the fact that the Library “thinks big” and has a track record of big achievements and feels we are a role model for other community organizations.

My only concern about DPIL has been our ability to achieve sustained funding over time. We know the program works – there is plenty of evidence throughout the U.S. This grant gets us a lot closer to the million dollars I believe we need to ensure the program will continue for years to come. This is especially important as we increase the number of children participating.

As of the last week of June, registration is 4,924. Earlier this month I reviewed census figures for Topeka and Shawnee County and realized that the figure we were using for total number of children between birth and five is no longer accurate. The figure we have used for several years is 12,500, based on the 2010 census. The current population for this age group is 11,005. With that adjustment, at 44.7% participation, we are very close to 50%! The charts in your packet have been updated to reflect the current population figures.

Architectural Services

During the second Budget Work Session on July 10, the Board discussed a recent change in the architectural team library staff have been working with since the development of the Facilities Master Plan in 2015. David Heit, who has led that team for the past four years has purchased the Tevis Architects Topeka office from Terry Tevis. The entire Tevis/Topeka team are now employees of Civium Architecture and Planning, PA.

I requested that library counsel Chuck Engel clarify the relationship between all parties during the completion of all current contracts. Per Engel's discussions with Terry Tevis and David Heit, Tevis Architects will continue to oversee all current contracts and is assigning completion of those contracts to Civium. I have attached a memo from Chuck to all parties outlining how TSCPL administration, Tevis Architects and Civium will interface for the completion of existing contracts.

With the acquisition of the Tevis Topeka office by Civium, the Board of Trustees directed the CEO to:

- Contract with Civium to plan and design the Technical Services relocation project to ensure that project and budget deadlines can be met in this fiscal year.
- Develop an RFQ (Request for Qualifications) for architectural services and conduct a selection process to be completed before the end of the fourth quarter of 2019.
- Send the draft RFQ to all trustees for review and comments.

By consensus it was decided that trustee Shawn Leisinger will serve on the architectural services selection committee.

Agenda Items

FY2020 Budget – Approval for publication

As it does each year, the Board of Trustees develops the annual budget as a committee of the whole, please see Chief Financial Officer Kim Torrey's reports, narrative and notes from the two Board Budget Work Session held June 3 and July 10 for additional information. Once the work is complete and per state statute, the Board of Trustees must approve publication of the budget at the July board meeting. The public hearing and actual budget approval of the FY2020 will occur at the August 8th board meeting.

Permission to Deaccession Items from Permanent Art Collection

Beginning in 2016, the Gallery Team using criteria identified through its 18-month process improvement project, began photographing and reviewing the complete Permanent Art Collection of the Topeka and Shawnee County Public Library. The Gallery Team used museum industry standards to determine criteria for maintaining or removing items from the collection. This request is to begin the de-accessioning (removal) process for items in the collection that the Library does not intend to exhibit and should not continue to maintain and store.

The current collection has over 10,000 items and the review of all items in the collection is ongoing. This first request includes 700+ items. That may seem a large number, but the library has never engaged in a comprehensive review of the collection and many of the items were unsolicited donations that we would not accept now. Ultimately the goal is to have a collection that is consistent with TSCPL’s mission and goals, will be used for exhibits and learning experiences, and merits the resources to store and maintain them appropriately.

This recommendation is in accordance with the Library Materials Selection policy. Public services director Marie Pyko and public services supervisor Debbie Stanton will present an overview of this project at the meeting. Please see the resolution sheet for additional background information.

Alice C. Sabatini Gallery Renovation Bid

Four bids were received for the interior renovation of the Gallery.

The low bid was from Kelley Construction. Its bid met all of the necessary criteria. Kelley has worked with the library in the past, and has performed quality work on projects such as the construction of the Team Rooms and the Café entrance.

TSCPL staff is recommending the base bid and second alternate for a total of \$445,600. The Library Foundation is funding this project. Please see the resolution sheet for additional background information.

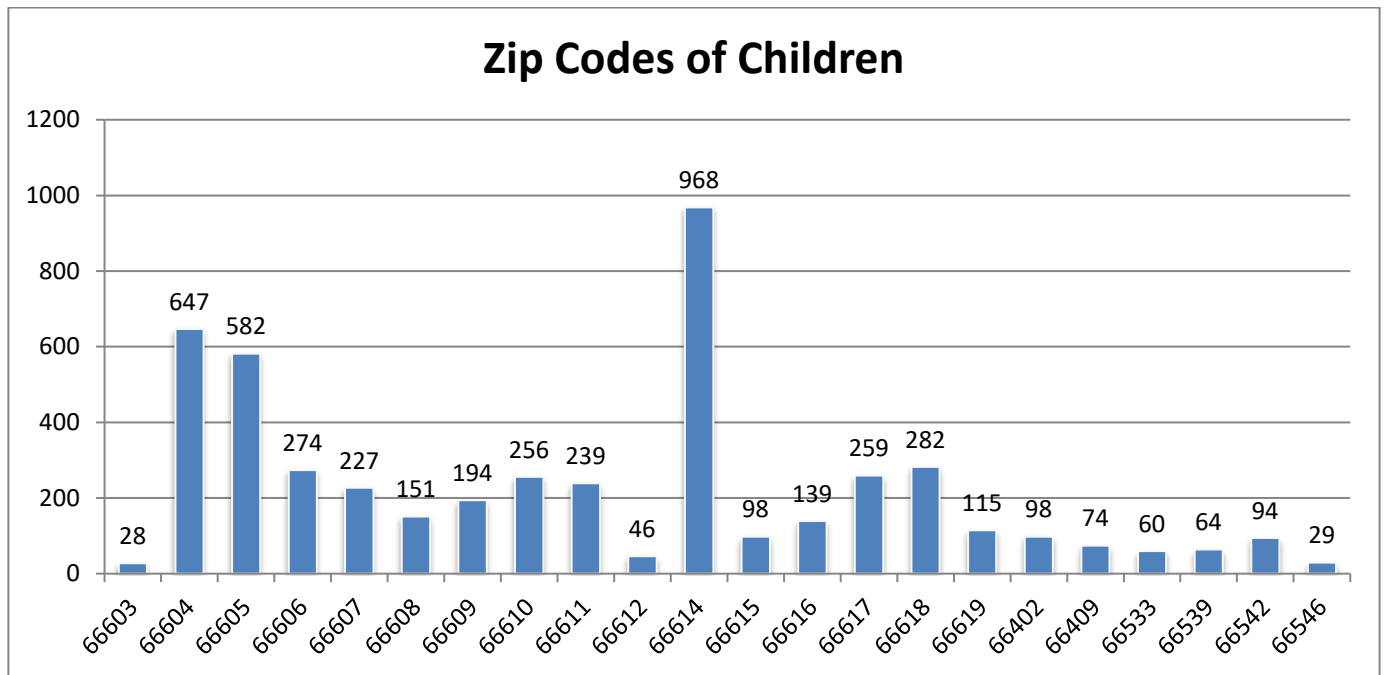
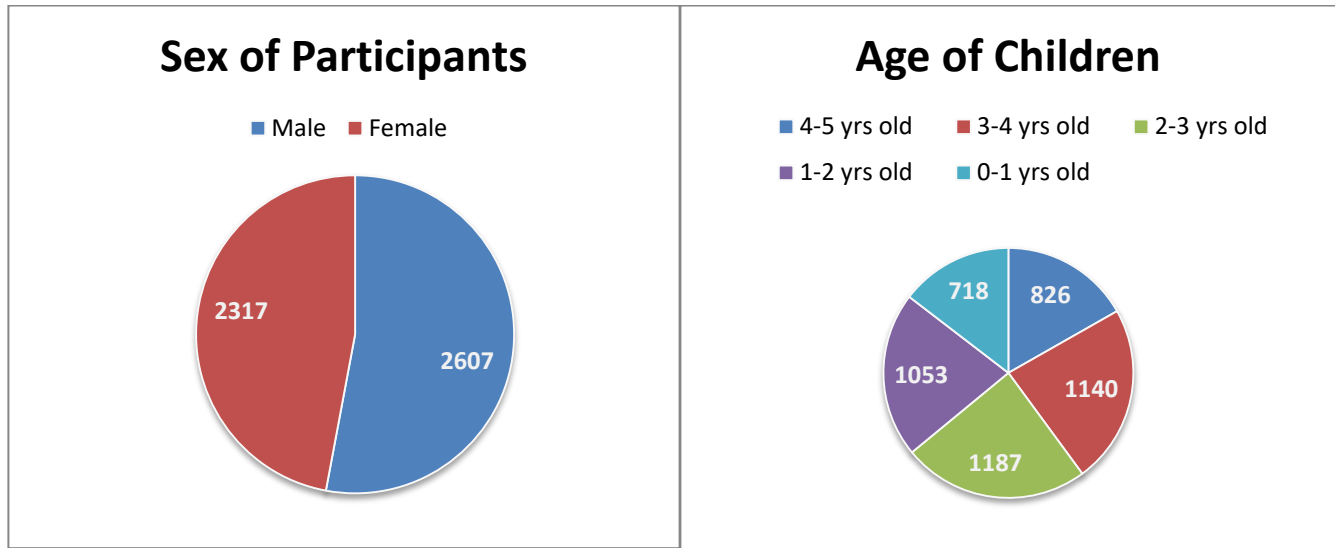
Chief Executive Officer Evaluation

This item was originally on the June board agenda, but is not included on July’s agenda. You received handouts for the process and timeline for my annual evaluation in the June board packet. After discussion with the Executive Committee, I have recommended that we return to the process we used for several years, which includes a written self-evaluation and a form that each trustee will complete. We agreed that would be more valuable for giving and receiving feedback and assessing my performance. A reminder that you will be receiving my self review the week of August 5.

Professional Activities/Community Contacts

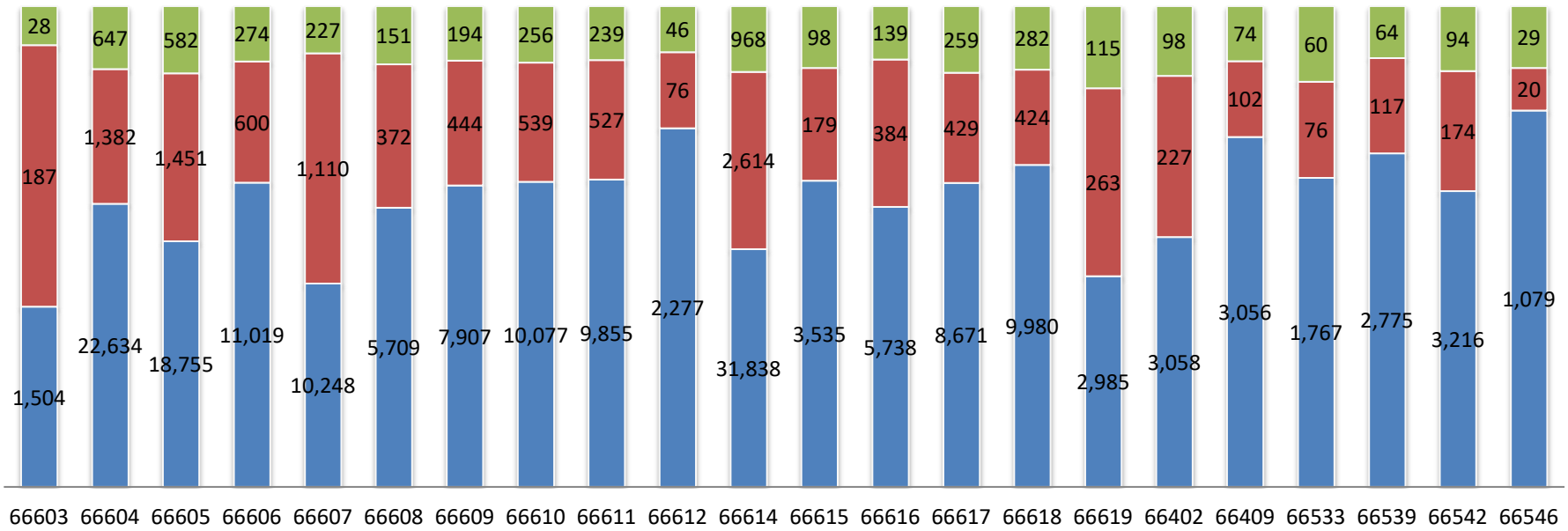
June 7 – 17	Vacation
June 19	Met with one of my new mentees Carrie Coogan, deputy director for public affairs and engagement at the Kansas City (MO) Public Library
	Attended The Library Foundation board meeting
June 20	Attended Board of Trustees Meeting
June 21 - 25	Attended the American Library Association conference
June 27	Attended the Special Board of Trustee meeting
July 1	Met with community member Karl Watson to discuss broadband issues
	Facilitated Community Broadband Planning biweekly conference call

Number of Participants Served: **4,924**

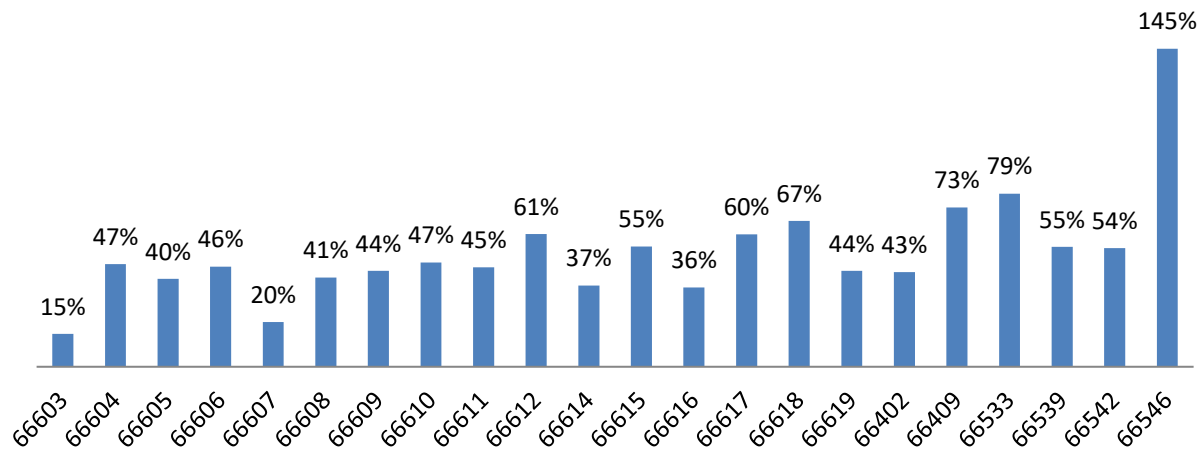


June 2019 Dolly Parton Imagination Library

Population Under 5 DPIL




Percent of children signed up by Zipcode



Data Source: 2017 ACS 5-Year Population Estimate

MEMORANDUM

Date: July 11, 2019
To: Gina J. Millsap
Thad Hartman
Terry Tevis, AIA
David Heit, AIA
From: Charles T. Engel 
Re: TSCPL Interface

This Memorandum memorializes the telephone conversation this morning between Terry Tevis, AIA, and me regarding the manner in which TSCPL administration, Tevis Architecture and Civium will interface while completing architectural contracts between Tevis Architecture and TSCPL.

David Heit contacted Terry Tevis after learning TSCPL declined to consent to Tevis Architecture assigning its existing contracts with TSCPL to Civium. Since then Tevis and Heit agreed to satisfy the existing contracts as follows:

- Civium has been assigned to complete Tevis Architecture's commitments in the existing contracts with TSCPL;
- TSCPL should follow the existing process for remitting payments to Tevis Architecture per the existing contracts, and the two architecture firms will address apportionment of the payments;
- Heit will serve as Tevis Architecture's point person working with TSCPL administration on the existing projects, including attendance at TSCPL board meetings as requested; and
- Terry Tevis will continue as Tevis Architecture's principal, responsible representative on the projects exercising oversight, and he is to be apprised immediately by TSCPL of any problems or issues related to the projects or his firm's contractual obligations to TSCPL.

At the close of our conversation, I agreed to draft and forward this Memorandum to Terry Tevis, and I relayed our conversation to Gina Millsap. If anything in this Memorandum is a misstatement, I request that Terry or David contact me immediately.

Chief of Staff Report
Thad Hartman
July 18, 2019

Plaza

Work in the Plaza is currently focused on the completion of the Learning Center. The flooring in the room was laid this past week and work will finish up in the room itself within the next few days.

Beginning July 15 work will move just outside of the Learning Center to remove the old wall and install carpet to match the rest of the New Books area. This is a small portion of the old Periodicals room that will become part of the larger New Books area. This brings symmetry back to the larger room and recreates the original Michael

Graves layout. Once this work is complete we will be able to open up the Learning Center. We're estimating that we'll be able to do this on July 22.



Once the Learning Center is open work will focus on completing the Plaza. One major aspect of this area is the creation of the Booktique display window. The majority of the work for the window is complete, but over the next two weeks they will open up the window into the Booktique itself and then install the finishing woodwork and hardware.

The other major aspect of the work remaining is the installation of the tile in the construction area. This will be one of the last aspects of the project and should be completed in August.

Claire's Courtyard

There has been a tremendous amount of progress in Claire's Courtyard over the past month. The sun shade has been installed and the scaffolding removed from the amphitheater. The landscaping work near the mechanical equipment next to the building is well underway and should be complete within the next few days.

The most exciting update is the pouring of the concrete for the patio. The first half was poured on Thursday, July 11, and the remaining portion of the patio should be completed on Friday, July 12. The week of July 15 they are scheduled to install the railings, water feature, and continue landscaping.

Claire's Courtyard will not be completely finished by Saturday, July 20, but all of the major components should be complete and ready for our event that evening. It's coming down to the wire, but we are confident that we'll have the space in great shape and should have a wonderful event!



Data Analyst & Statistical Report

We're excited to have Robert Soria starting at the Library on July 29 as our new Data Analyst. He comes to the library from the Kansas Department of Labor as a research analyst. Robert is also highly involved in the community, including time as board president for LULAC. At an upcoming meeting we will have Robert talk about the library's statistical report, what the data is telling us, and what other information we might want to use to measure our success.

Department Highlights

Public Services

Marie Pyko, Public Services Director

Partnership and Community Engagement

Summer is often the time of the year where many of our collaborative partnerships engage in reading and health activities. June 19th we co-hosted a very successful Deer Creek neighborhood Book Rich Environment evening. Natalie Moreland shared fun and interactive space themed activities and I distributed over 300 books to children 2-18 years of age. We have traditionally tied this event to the beginning of the Topeka Housing Authority's summer camp kick-off so we have hosted a barbeque and books event. We visited with over 100 children. The Book Rich Environment partnership is comprised of the Topeka Housing Authority, The Topeka and Shawnee County Public Library, and United Way of Greater Topeka.

July is Lunch Across Kansas Month

I had the opportunity to represent our library as Governor Kelly signed a proclamation supporting the importance of providing summer meals throughout the state. Governor Kelly was very complementary about the project and shared how important she feels feeding students is over the summer. As a reminder, due to the location of the library all children 1-18 years of age qualify for the summer meal program. We are averaging 50-60 meals provided daily. Our Shawnee County Summer Meal Program Coalition (TSCPL, United Way of Greater Topeka, Kansas Appleseed, Harvesters and USD 501-Topeka) was proud to be invited to attend the proclamation signing.

Related to our summer meal site, we were delighted to host Congressman Steve Watkins, July 1st with our Harvesters partner. He was able to observe the meal program, talk with us about the importance of providing healthy meals for students when not in school and talk with students and parents about the program. It was a great opportunity to highlight the importance of literacy and health together.

Book Nook at the Mall

Michael Perkins and Karen Watson have created a wonderful space for the library to showcase literacy and play at Westridge Mall. In partnership with the United Way of Greater Topeka, we will be using this space to promote literacy, learning and the Dolly Parton Imagination Library. The nook should be set up and ready with books, toys and information resources by July 14th.

Professional involvement

American Library Association- Washington DC- Kansas Chapter councilor

I am in my 2nd term as Kansas chapter councilor and very much value the opportunity to serve and be involved in the changes occurring in our national professional association.

In September I have been invited to join a US-Russian librarian dialogue in Urbana Illinois. The goal is to create a joint learning opportunity between our two countries focused on libraries.

I head to the Kettering Foundation in Dayton, OH with librarian Lissa Staley and public services supervisor Debbie Stanton to begin our 3rd phase of deliberative democracy work on increasing our community's capacity for civic engagement on July 10-12, 2019. During the learning exchange we will be working with other national community organizations focused on identifying community engagement opportunities. Our two previous learning exchanges have been very successful however we worked exclusively with libraries. We are interested in working with other organizations to learn more about the challenges and opportunities of community engagement among various organizations.

Autumn Friedli, Public Services Supervisor – Readers Services

Despite a looming tornado watch on June 18th, seventy participants made it out for the Get Published panel facilitated by Public Services Specialist Chris Blocker. Four industry professionals with differing areas of expertise shared their perspectives on publishing with the crowd. The event was well-received by attendees and several expressed a hope that we'd continue the discussion in future programs.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

June and July provided the opportunity to be a part of several community events and conversations. These have included:

- Welcome Baby Jubilee @ Stormont
- Early Literacy Fair @ Grace Med
- Discovery Center Kindergarten Camp @ Kansas Children's Discovery Center
- Discovery Kindergarten Fair @ Kansas Children's Discovery Center
- Topeka Neighborhood University through the City of Topeka
- Community Engagement: Strengthening Early Childhood in Kansas through the Children's Cabinet and the Greater Topeka United Way
- Book Rich Environment: Splash into Reading @ Pine Ridge
- Summer Learning Celebration: Shawnee County Campaign for Grade Level Reading

These events allow us to reach new people both as direct customers and as impact partners. We share library resources, facilitate active learning and literacy, strengthen messaging surrounding kindergarten readiness and the importance of reading on grade level for youth, relieve food insecurity, and offset summer slide.

Our Summer Roadshow, a literacy based learning experience for school aged people, visited 8 different Shawnee County Parks and Recreation Camps. We have also presented to campers at Deer Creek, Building Blocks, Boys and Girls Club and the YMCA. A wide variety of library staff, predominantly Youth Services folks, have made these possible.

Discovery Center Kindergarten Camp was a preschool sampler of sorts for kids entering kindergarten who had not had preschool experience and their parent(s). Library staff facilitated play stations that included fine motor skill building, letter identification, colors, numbers, transitioning from activity to activity, and much more. To the customer it was playing with play dough, cutting with safety scissors, digging through paper to find plastic letters—that sort of fun. The grownups walked away with an understanding of what kindergarten work looks like, where their child was in terms of readiness for that, and what they could practice/play at home in preparation for that big milestone.

The Children's Cabinet held a community forum to discuss what Kansans (specifically parent and providers) want for children in early childhood and their families. Similar sessions are being held in other communities across the state. We are staying connected to hear the results.

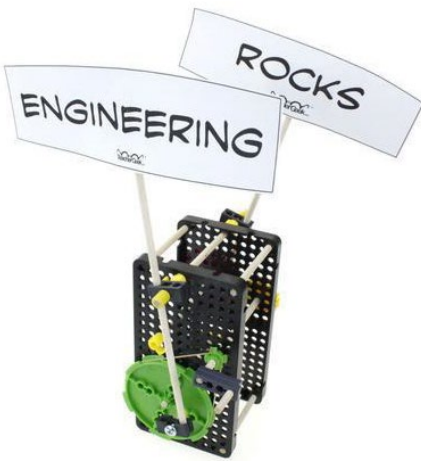
The Summer Learning Celebration takes place this week. It boasts 22 community partners who will provide activities and information to school aged people. We anticipate 200-300 participants. It is hosted as a part of National Summer Learning Week. Goals include awareness about summer food sites and summer learning opportunities throughout the community. This is a mid-summer reminder about eating well and a smorgasbord of fun that will introduce kids to community programs.

Learning Experiences

Stephanie Hall, Learning Experiences Manager

We are half way through summer and the community has read 1,094,450 minutes. If you have not yet registered for summer reading yet I encourage you to do so at <https://tscpl.beanstack.com/reader365>. You can also download the Beanstack app and track your reading there if you prefer.

Meg Porteous and I went to SENT (Strengthening & Equipping Neighborhoods Together) to work with the middle schoolers attending camp there (12 kids) on a STEM (Science, Technology, Engineering, and Math) activity. We had them build Flag Wavers.



When we first showed them what they would be building we got a lot of, “that’s easy.” Then we gave them the instructions with the caveat that we were not there to walk them through each step nor were we there to do the project for them. We let them loose to gather their supplies (we provided the parts) and talk them through possible solutions if they got stuck.

We were happy to see that after their initial frustration of Meg and I not giving them the answer or telling them how to fix something, that they problem solved on their own and even helped one another. They quickly caught on that if they asked us a question, we would respond with a question to try to get them to figure it out on their own.

The final payoff was the excitement they showed when they completed their flag waver and it even worked. They were excited to take them home and those who didn’t finish were able to take the supplies and instructions home to finish the project.

We are excited to go back again and see what creative things they come up with when we have them create their own toy.

Community Services

Sandy Hestand, Community Services Supervisor

Our newest bookmobile has been very popular this summer, not only at our regularly scheduled stops, but also out in the community. The Adventuremobile was invited to have a spot at the Downtown Chocolate Festival. The festival was very well attended and staff checked out materials, played, and

spoke with hundreds of visitors. Staff were pleasantly exhausted at the end of the day, but thankfully there was chocolate! The Adventuremobile also came out to the Capitol Grounds as pre-show entertainment for the first Movie on the Lawn of the summer, "The Neverending Story." It was a beautiful night and many customers visited the vehicle for the first time.

Many customers are drawn to the Adventuremobile over the summer, not only because it offers exciting materials and friendly staff, but because of the summer reading experiences that they can have with their families. One example of this is our stop at the Auburn Community Center. It is a favorite stop for the community because it provides a safe, fun environment that lets the moms talk while the children play and craft. In the picture below some of the children are playing catch with the planets while a Mother and daughter are creating a planet mobile to take home.



Earlier in the summer we were approached by the SENT (Strengthening & Equipping Neighborhoods Together) organization, who were planning a free of charge summer camp in the Hi-Crest neighborhood. They had read about the programming that we offer and were trying to figure out a way to bus their camp kids out to our stops each week. This was proving a difficult task, so instead we offered to bring the programs to them.

Once a week for seven weeks our staff spend a couple of hours bringing out one of the learning experiences from the Adventuremobile for their group of around 100 campers aged 4-12. Their program aligns with our mission and core values and serves an underserved population in the community.

Here is a quote about the SENT organization's Launch summer camp from their website, "Launch is a STREAM program located in the Hi-Crest neighborhood that focuses on providing life giving resources and life changing experiences through loving relationships for kids in order to support their educational success." Sparking curiosity is what we do and the library, and I'm glad we had the opportunity and the means to help.





Resolution – FY2020 Budget-approval for publication

BOARD OF TRUSTEES

July 18, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2020 budget for publication.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Request to Deaccession Items from Permanent Art Collection

**BOARD OF TRUSTEES
July 18, 2019**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the disposal of Gallery items listed in Exhibit A. Per the terms of the Memorandum of Understanding, the Friends of the Library serves as agent for the purposes of promoting and selling other materials. The Friends will be offered the opportunity to sell the items or offer to transfer to another museum for trade.

Policy and Background Information:

Beginning in 2016, the Gallery team using criteria identified through its extensive 18-month process improvement project, began photographing and reviewing the complete Permanent Art Collection of the Topeka and Shawnee County Public Library.

As part of the review process, the Gallery team used the following criteria to determine if an item fits with the Gallery's collection:

- Artwork and/or object must be consistent with the Library's and Gallery's mission, vision and collecting goals.
- The artwork should be intended for exhibition.
- Each object will be scrutinized for authenticity, aesthetic merit, historical or cultural significance, condition, education value and appropriateness to the collection. Care will be taken to avoid duplication of work already in the collection.

According to the library's *Library Materials Selection Policy*, the following conditions indicate an item may be deaccessioned:

- When objects are no longer relevant to the collection or do not meet the purpose or priorities of the collection.
- When objects or works are deteriorating, or are in danger of deterioration, and are beyond the Library's capability of restoration or repair.

Provided that the foregoing requirements have been met, a work may be deaccessioned in any of the following circumstances:

- the work is inconsistent with the mission for the Gallery;
- the work is redundant;
- the work’s preservation and conservation needs are beyond the capacity of the Gallery to provide;
- it has been established that the work is inauthentic;
- the work has been unintentionally destroyed;
- the work presents a hazard to people or other Collection items;
- the work has been lost or stolen and has not been recovered.

These criteria and the Gallery’s Collection Plan were developed using best practices from the [American Alliance of Museums](#) (AAM). The AAM is an accreditation organization for the museum industry.

The current collection is comprised of over 10,000 items and the review of all items in the collection is ongoing. Ultimately the goal is to have a collection that is consistent with TSCPL’s mission and goals, will be used for exhibits and learning experiences, and merits the resources to store and maintain them appropriately.

The attached list of items has been reviewed by the library’s Gallery Team and are recommended for deaccession. Through our historic research, we have also found items that were acquired by the Gallery but never intended to be added to the collection. Those items were marked for future sale and never accessioned, and are also included in Exhibit A.

Staff recommendation:

It is recommended that the Board of Trustees approve the disposal of the items listed in Exhibit A in this resolution.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Accession No.	Artists	Titles	
Ceramics			4 objects
1900.001.011	Laneux	Vase with six faces in relief	
1901.001.072	Artist Unknown	vase	
1901.001.168	J. Alan	vase	
1902.001.050	Artist Unknown	Royal Neissen in yellow with painted panels of flowers and love scene	
Decorative Arts			1 object
1901.001.195	Artist Unknown	Inkstand	
Drawings			9 objects
1982.003.006	Wiley Williams Watson	Young lady with three red roses	
2003.045.003	Robert Sudlow	untitled (female nude study)	
2005.028.020	Robert Sudlow	Sumi Nude	
2007.034.001	Bernard O. Stone	untitled (Boat Lagoon, Gage Park)	
2007.034.002	Bernard O. Stone	untitled ("pigeon house", Gage Park)	
2009.040.005	Walter Hatke	untitled (portrait of a man)	
2009.040.007	Walter Hatke	untitled (self portrait)	
2009.040.035	Walter Hatke	untitled (lighthouse on the ocean)	
2009.043.002	Walter Hatke	Imaginary Landscape	
Furniture			12 objects
1979.016.017	Artist Unknown	chest	
1998.024	Artist Unknown	side chair	
1998.025	Artist Unknown	boudoir chair	
1999.017.c-d	Knoll Int'l; Harry Bertoia	two of a set of four modern side chairs	
1999.019.a-e	C. Eames; H. Miller	a set of five chairs	
2002.013	Artist Unknown	desk and chair	
2002.038	Knoll Int'l; Eero Saarinen	table	
Glass			38 objects
1901.001.045	Artist Unknown	vase with two handles	
1901.001.049	Artist Unknown	vase	
1901.001.158	Artist Unknown	pitcher with handle	
1901.001.219	Artist Unknown	vase	
1901.001.220	Artist Unknown	pitcher with handle	
1902.001.058	Artist Unknown	untitled vase	
1976.012.013	Artist Unknown	bowl	
1977.017.002	Artist Unknown	vase	
1980.032	Artist Unknown	bowl	
1982.013	Artist Unknown	untitled	

Accession No.	Artists	Titles
1984.028.026	Artist Unknown	tumbler
1987.021	Paul Harrie	untitled (Christmas ornament)
2007.036.005	Corcoran	Untitled
2010.014.002	Steuben Glass Works	vase
2010.014.004	Steuben Glass Works	Rooster
2010.014.007	Steuben Glass Works	Great Koala Bear; #5006
2010.014.008	Steuben Glass Works	Eagle; #8130
2010.014.010	Steuben Glass Works	Beaver (standing); 8307
2010.014.011	Steuben Glass Works	Beaver; 8359
2010.014.017	Steuben Glass Works	Chick; 8146 P. Schu
2010.014.020	Steuben Glass Works	Squirrel; 8120 L.A.
2010.014.021	Steuben Glass Works	Mushroom (narrow, mottled); 8265 P.Y.
2010.014.022	Steuben Glass Works	mushroom (short, mottled); 8264. P.Y.
2010.014.025	Steuben Glass Works	horse head; 8132
2010.014.028	Steuben Glass Works	Teardrop Bud Vase; 8162
2010.014.031	Steuben Glass Works	Sea Horse; 8108 LA
2010.014.032	Steuben Glass Works	donkey; 8137 L.A.
2010.014.038	Steuben Glass Works	bowl (strawberry bowl); 7726 (probably)
2010.014.041	Artist Unknown	pitcher
2010.014.042	Artist Unknown	pitcher
2010.014.044	Artist Unknown	vase
2010.014.045	Artist Unknown	tree
2010.014.046	Artist Unknown	tree
2010.014.047	Artist Unknown	large wide vase
2010.014.048	Artist Unknown	tall vase
2010.014.049	Artist Unknown	plate with foot
2010.014.051	Artist Unknown	bell shaped bottle with stopper
2010.014.052	Artist Unknown	bell shaped bottle with stopper

Jewelry

1 object

2007.026	Sun Kyoung Kim	Finger 02
----------	----------------	-----------

Paintings

88 objects

1890.011	Dora Rowley	Still life with squashes
1894.005	W. W. Armstrong	Waterfall
1902.001.010	Gatai; Fra Angelico	The Last Judgment, detail of angel grouping, copy of Fra Angelica
1902.001.012	L. D. Eldred	The Open Sea
1902.001.047	Artist Unknown	A Russian sledging party
1935.001.003	Avis Chitwood	Anemone, Columbine, Marsh Buttercup...; Kansas Wild Flowers
1968.002	James Gates	Apple Half

Accession No.	Artists	Titles
1968.007	J. M. Parks	Ferry boat at Calico Rock
1969.001	Colette Bangert	Grass Land Garden
1971.001.004	Pauline Shirer	Gage Park
1971.001.005	Pauline Shirer	October Sunlight
1971.001.012	Pauline Shirer	Cottage - Third and Polk
1973.013	Helen Hodge	Taos Mountain
1974.016	Lester A. Gillette	untitled (pastoral scene)
1978.013	Bernard O. Stone	Kansas Snowscape
1978.015.002	Helen Hodge	untitled (sea coast)
1979.016.029	Lester A. Gillette	At the Close of Day
1979.016.110	Avis Chitwood	Gay Feather, Golden Rod...; Kansas Wildflowers; Pueblo Interior
1979.016.111	Avis Chitwood	Choke Cherry, Red Bud...; Kansas Wildflowers; Pueblo Interior
1979.016.112	Avis Chitwood	Prickly Poppy, Downy Gentian...; Kansas Wildflowers; Pueblo Interior
1979.016.113	Avis Chitwood	Wild rose, Primrose, Spiderwort; Kansas Wildflowers; Pueblo Interior
1980.028	Pauline Shirer	Fairbanks House
1980.053	Carolyn Lundgren	The Last Portrait of Mary Huntoon
1981.003.019	Irwin Elwood Smith	The coast near Monterey, Ca.
1981.035.031	Leona Haskill McDaniel	untitled (wharf scene)
1981.035.032	Wiley Williams Watson	Portrait of Alf Landon
1982.003.015	Wiley Williams Watson	untitled (scene through a window)
1982.019	Leona Haskill McDaniel	untitled (abstracted seascape)
1986.047	Leona Haskill McDaniel	untitled (landscape)
1990.002	Erma Tebben	untitled (landscape)
1993.021.004	Pauline Shirer	Fall Scene
1993.021.005	Pauline Shirer	untitled (mountain landscape)
1993.021.006	Pauline Shirer	Mountains at Dusk
1993.021.009	Helen Hodge	untitled (yellow roses)
1994.033	Edward Navone	untitled (abstract)
1996.002	Jack Lembeck	Candy Leo
1996.003	Jack Lembeck	Tropical Structures
1997.028.001	R. James Hunt	Seine Bridge
2001.019.022	Rebecca Wright	Pineapple and Still Life; The Strip Cloth and Artichokes
2001.019.025	Catherine Cole Smith	untitled (abstract)
2002.032	Otis Sanders	A Scene in Maine
2002.036.005	J. F. Bungler	untitled (farm scene)
2002.040	William T. Howe	June Morning At Samantha Prairie, Lyon Co, KANS.
2003.027.034	J. Liberty Todd	Thomas S. Kirkbride's Study
2003.027.037	Celia Smith	Portrait of Donald Rimsley, MD
2003.044	Helen Hodge	untitled (winter landscape)
2004.013.002	Robert Sudlow	Big Thaw

Accession No.	Artists	Titles
2004.021.001	Paul H. Worley	The Governor's Mansion 1887-1964
2005.001.630	Hagay	untitled (figures in a landcape)
2005.002.011	Bernard O. Stone	Homage to Albert Bloch - Kansas Winter
2005.020	Galen Senogles	Flowers
2005.028.005	Robert Sudlow	Wood Mystery (Davenport)
2005.034.002	Michael Mullins	untitled (landscape)
2005.034.003	Michael Mullins	untitled (rural couple at an apple press)
2005.034.007	S. David Mapes	The Crystal Reader
2005.034.008	Lou Harris	untitled (view of a doorway)
2005.034.014	Louise Brock	Storm Sky with Hay
2005.034.017	Dr. Karl A. Menninger	Untitled
2005.035.001	J. M. Parks	"Shadow"
2005.035.002	J. M. Parks	"Shorty"
2005.037.008	Bernard O. Stone	Winter Pines
2005.037.010	Bernard O. Stone	Winter Pines
2005.046.023	Jean Schieff	untitled (figure and bird)
2006.029.003	Roland "Kickapoo" Logan	Night is Here
2006.029.004	Velma H. Allred	Morning Light - Long's Peak
2006.029.005	Velma H. Allred	Gore Range - View from the Park
2006.029.006	Charlotte Lloyd	Untitled (mountain stream near Estes Park, Colorado)
2006.029.008	James Fallier	Untitled (landscape)
2006.029.012	Birger Sandzén	Untitled (landscape)
2009.014.011	Avis Chitwood	untitled (farm with hayfields)
2009.016	Johanna Hanks	What's Coming
2009.038.001	Erma Tebben	Spring Green
2009.040.001	Walter Hatke	untitled (farm with green field)
2009.040.006	Walter Hatke	untitled (three buffalo)
2009.040.008	Walter Hatke	untitled (side of a building)
2009.040.026	Walter Hatke	Seven Trees and Three Thistles
2009.040.028	Walter Hatke	George Washington Crossing the Delaware
2009.040.031	Walter Hatke	The Brigade
2009.040.040	Walter Hatke	untitled (farmhouse)
2009.040.050	Walter Hatke	untitled (blue and red abstract)
2009.043.011	Walter Hatke	untitled (green landscape with red barn)
2009.043.013	Walter Hatke	Johannes Brahms
2010.026.004	Jim Hagan	A Child Went By
2011.001.003	Avis Chitwood	vase of daffodils
2012.005.007	Karen Wagaman	Calla #1
2012.005.008	Karen Wagaman	Calla #2
2012.005.015	Louise Brock	Nunjack (Bahamas)

Accession No.	Artists	Titles
2012.005.020	Roy Hatke	Still Life with Pears and Apples

Photographs **34 objects**

2003.006.a-x	Jeff Barnett-Winsby	untitled (set of 24 portraits)
2004.030	Charles H. Sessions	Alcoman, Mexico
2005.031.007	Artist Unknown	untitled (windmill)
2006.016.001	Lew Wilson	Pining P #II, Florida Everglades
2006.016.002	Lew Wilson	Two Rivers: Current and Jack's Fork Rivers, Missouri
2006.041.001	Lisa Lichtenfels	The New Guinean Warrior
2006.041.002	Lisa Lichtenfels	The Goddess Astar
2006.041.003	Lisa Lichtenfels	Princess Arsinoe in the Ostrich Race
2007.016	Lew Wilson	untitled (river)
2009.020	Marydorsey Wanless	Bikini Beach
2012.005.014	Judith Lennox Sabatini	Calla Lily [poster reproduction]

Prints **12 objects**

1980.017	Laurie MacLagan	Rippled Reflections
2002.045	Colette Bangert	untitled (abstract)
2002.049	Mary Spurgeon	untitled [reproduction]
2004.021.002	Leroy Nieman	untitled (sailboats) [reproduction]
2005.031.001	Karen Amaro	Bison [reproduction]
2005.031.006.a-d	Various artists	Monument Valley [reproductions]
2009.040.011	Walter Hatke	Room on Broadway [giclee reproduction]
2009.040.038	Walter Hatke	untitled (landscape in 6 parts)
2010.043	Walter Hatke	The Mill [giclee reproduction]

Sculpture **5 objects**

1901.001.139	R. Swain Gifford; F. Goldschn	La Fierte; The Haughty One
1983.003	Eric Abraham	Pittsburg, Kansas Pittscape #3
2003.027.041	Pittsburgh Plate Glass	EGO Optical Illusion
2004.021.003	Patricia Mills	untitled (abstract)
2009.043.010	Walter Hatke	untitled (kneeling figure with head in hands)

Total objects recommended for deaccession = 204

Through our historic research, we have also found items that were acquired/acception by the Gallery but never intended to be added to the collection. These items were accepted for future sale. The estimated number of these items is 500 and they consist mostly of duplicate prints and reproductions stored in flat files.

Estimated unaccessioned objects ~ 500

Estimated # objects for deaccession/removal ~ 704



Resolution – Bid for Alice C. Sabatini Gallery Remodel

BOARD OF TRUSTEES

July 18, 2019

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction, Topeka, Kansas, in the amount of \$445,600 for the interior renovation of the Alice C. Sabatini Gallery. This cost includes the base bid and alternate number two for the addition of a movable glass partition. This expenditure is included in the approved 2019 Facilities Master Plan budget. Funding for this shall be from The Library Foundation.

Policy and Background Information:

The Alice C. Sabatini Gallery is truly a hidden gem at the Library. Despite a prominent location just off the entry rotunda, many customers are unaware the Library has an art gallery due to a lack of visibility from the rotunda. In addition to this, the library's increased focus on hands-on learning has highlighted the need for a dedicated studio space within the Gallery that will allow customers to learn about and create art in new and exciting ways.

This project aims to increase the visibility of the Gallery to customers in the lobby and corridors. The Gallery space will be reconfigured to relocate more exhibition space to the west side of the room, adjacent to the Rotunda.

In addition to reconfiguring the space, a brand new studio will be created at the front of the Gallery that will allow for numerous hands-on art activities and learning for all ages. The new studio will be named "The Jerry and Judy Reed Studio" in recognition of a generous pledge to the Library Foundation.

The new studio will be a flexible space that can be configured in different ways that will allow library staff to teach classes, encourage self-directed learning, or even provide space for an artist-in-residence. The space will also include a glass movable partition that will allow staff to convert and expand the studio space as needed. The studio was designed with art activities in mind, and will allow for quick and easy cleanup that will be separate from the more formal Gallery space.

The reconfiguration of the space provides the opportunity to add interior windows to promote viewing into the Alice C. Sabatini Gallery and the Jerry and Judy Reed Studio within the Gallery. Customers will be able to see into these spaces from the rotunda and corridor,

increasing the visibility and use of the space. The storage and work area will be repositioned to the east, freeing up space for customers at the front of the Gallery.

In addition to these changes, this project will upgrade the amount of weight that can be suspended from the ceiling. There have been occasions in the past in which the Gallery was not able to accept art that would be suspended from the ceiling because of the weight restriction. This will expand the opportunities and options that the library has for exhibits in the future.

Bid Process

In preparation for the bid process Library staff worked with Tevis Architects to create a plan that would improve access, create more hands-on learning opportunities, and update the technology in the Gallery. Digital Services staff also worked with the Sextant Group Technology Consultants to develop specifications. Once a plan for the space was developed, bid specifications and the request for proposal were created.

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 June 12, 2019.

The RFP and related documents were posted on the Library’s website and email notification was sent to several companies regionally who have worked on similar projects. The bid was also posted to the Kansas Bid Network online.

Bids were received at a public meeting at 2:00 pm, July 10, 2019. Four bids were received before the bid deadline. Senne & Co, Kelley Construction, and Shirley Construction were all present at the bid opening. Mohan submitted their bid electronically.

Staff Recommendation:

Library staff worked with Civium Architecture and Planning, PA (the company assigned to this project by Tevis Architects) to evaluate the bids and the alternates to the base bids. It was decided to include the second alternate bid for the movable glass partition in the scope of work, but not the first alternate for the acoustic plaster. It was felt that of the two alternates, the second alternate was more integral to the project and allowed the cost to stay under the original budget of \$475,000.

The low bid was from Kelley Construction. Kelley Construction’s bid met all of the necessary criteria. Kelley has worked with the library in the past, and has performed quality work on projects such as the creation of the Team Rooms and Café entrance.

TSCPL staff recommends the base bid and second alternate for a total of \$445,600, submitted by Kelley Construction, Topeka, KS, be approved for the interior renovation of the Alice C. Sabatini Gallery.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topoka & Shawnee County Public Library
 Gallery Remodel
 Bids Due: July 10, 2019 2:00PM

CIVIUM ARCHITECTS
 BID TABULATION

Bidder's Name	Base Bid	Alt. 01 acoustic plaster	Alt.02 movable glass wall	Base Bid + Alt 2	Attended Pre-Bid	Addm. 01	Addm. 02	Addm. 03	Days to Complete	Qualifications/ Remarks
Senne & Co	\$394,650	\$58,200	\$82,000	\$476,650	x	x	x	x	135	
Kelley Construction	\$365,500	\$57,500	\$80,100	\$445,600	x	x	x	x	150	
Shirley Constr.	\$390,463	\$56,377	\$89,787	\$480,250	x	x	x	x	120	
Mohan	\$368,500	\$71,000	\$87,300	\$455,800		x	x	x	150	

Apparent Low Bidder

2016 budget \$350-420K
 2019 Inflation \$373-448K
 2019 budget \$475,000

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk & Renewals	47,242	42,607	50,967	50,215	46,042	51,152							288,225	299,131	-3.6%
Interlibrary Loan	1,988	1,568	1,353	1,755	1,631	1,409							9,704	10,166	-4.5%
Self-Check	74,055	67,188	75,589	60,958	76,115	78,996							432,901	495,735	-12.7%
Bookmobile	19,004	14,162	17,589	20,938	16,279	19,628							107,600	122,010	-11.8%
Red Carpet	8,267	6,215	7,141	7,021	7,101	7,041							42,786	42,686	0.2%
Digital Downloads	41,009	36,566	40,191	37,477	39,621	40,108							234,972	214,022	9.8%
Library @ Work / Smartlocker	2,522	2,258	2,526	2,409	2,522	2,256							14,493	13,118	10.5%
TOTAL CIRCULATION	194,087	170,564	195,356	180,773	189,311	200,590							1,130,681	1,196,868	-5.5%
CIRCULATION DETAILS															
Print Material	87,307	77,386	92,027	85,159	89,776	99,507							531,162	574,813	-7.6%
Audio/Visual Material	60,847	53,081	59,178	51,969	55,337	56,402							336,814	385,592	-12.7%
Adult Materials	91,557	80,069	89,301	79,750	84,084	84,660							509,421	564,702	-9.8%
Children's Materials	43,792	39,393	48,713	45,137	47,740	56,953							281,728	312,488	-9.8%
Young Adult Materials	3,862	3,334	4,373	4,013	4,671	5,579							25,832	27,346	-5.5%
Red Carpet Materials	8,943	7,671	8,818	8,228	8,618	8,717							50,995	55,869	-8.7%
NEW Patrons															
Topeka / Shawnee County															
Adults	643	536	677	464	625	702							3,647	3,750	-2.7%
Children (ages 17 and under)	120	145	174	109	233	314							1,095	1,341	-18.3%
Red Carpet Outreach	13	7	11	14	17	8							70	72	-2.8%
NEKL	64	76	69	49	54	80							392	377	4.0%
Non-Resident	0	1	1	0	0	1							3	5	-40.0%
Total New Registrations	840	765	932	636	929	1,105							5,207	5,545	-6.1%
PATRONS DELETED	916	2,108	1,752	1,567	1,028	1,340							8,711	6,916	26.0%
BORROWERS															
Topeka / Shawnee County															
Adults	54,323	53,646	53,560	53,344	53,578	53,583							53,583	53,381	0.4%
Children (age 0 - 17)	19,025	18,974	18,893	18,819	18,785	18,793							18,793	19,309	-2.7%
Red Carpet Outreach	1,093	1,178	1,180	1,166	1,173	1,178							1,178	1,232	-4.4%
NEKL	7,344	7,385	7,370	7,347	7,335	7,306							7,306	7,302	0.1%
Non-Resident	45	42	42	42	42	42							42	48	-12.5%
Delinquent	118	110	110	112	110	114							114	120	-5.0%
TOTAL BORROWERS	81,948	81,335	81,155	80,830	81,023	81,016							81,016	81,392	-0.5%
Holds Satisfied	20,311	17,713	19,383	19,108	18,975	18,389							113,879	114,702	-0.7%
CHECK-IN															
TOTAL CHECK-IN	101,712	87,079	100,382	95,974	100,959	100,951							587,057	658,297	-10.8%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
COLLECTION															
Materials Added	6,663	4,219	4,170	4,289	4,389	4,550							28,280	33,946	-16.7%
Materials Discarded	8,012	5,503	5,113	6,032	6,529	6,608							37,797	35,665	6.0%
TOTAL COLLECTION	422,652	422,717	423,058	422,258	421,861	421,943							414,484	440,883	-6.0%
WEBSITE															
tsopl.org Unique Visitors	31,108	29,860	32,154	30,192	31,848	29,378							184,540	180,370	2.3%
tsopl.org Total Visits	57,442	52,300	56,131	52,841	56,515	53,897							329,126	319,140	3.1%
catalog.tsopl Unique Visitors	20,841	18,726	20,190	18,403	20,345	21,429							119,934	109,722	9.3%
catalog.tsopl Total Visits	48,363	41,882	45,972	42,336	46,053	48,030							272,636	245,889	10.9%
NOTARY SERVICE	154	116	153	199	162	137							921		
REFERENCE QUESTIONS															
Public Services	12,921	13,417	14,281	12,948	11,420	11,064							76,051	81,917	-7.2%
Topeka Room	682	576	807	684	669	708							4,126	3,685	12.0%
Plaza**	0	0	0	0	683	1,407							2,090	0	
Youth Services	2,616	2,682	3,484	2,840	3,885	5,119							20,626	18,512	11.4%
Gallery	51	44	34	38	44	11							222	266	-16.5%
TOTAL REFERENCE QUESTIONS	16,270	16,719	18,606	16,510	16,701	18,309							103,115	104,114	-1.0%
GATE COUNT	57,863	54,706	65,138	57,968	60,257	67,220							363,152	379,953	-4.4%
MEETING ROOMS															
Meeting Room Bookings	688	706	732	830	712	657							4,325	3,970	8.9%
Team Room Bookings	1,522	1,427	1,737	1,661	1,609	1,624							9,580	7,803	22.8%
Total Meeting Room Hours Booked	5,725	5,829	6,327	7,003	6,008	4,840							35,732	21,046	69.8%
TOTAL ATTENDANCE	13,033	14,106	13,257	15,454	13,806	14,663							84,319	64,807	30.1%
LEARN & PLAY BUS VISITS	219	182	243	247	253	168							1,312	1,942	-32.4%
PROGRAM ATTENDANCE															
Adult - General	321	161	624	257	330	208							1,901	6,547	-71.0%
Computer Training	139	95	8	2	44	92							380	793	-52.1%
Outreach	3,531	2,861	2,630	3,872	2,440	999							16,333	23,349	-30.0%
Kids	870	634	481	628	496	1,345							4,454	11,079	-59.8%
Movies	0	8	8	0	14	67							97	423	-77.1%
Books	15	202	0	10	364	4							595	862	-31.0%
Art	127	124	11	34	31	148							475	1,538	-69.1%
Teens	0	12	0	0	0	264							276	352	-21.6%
Music	0	0	0	100	0	0							100	595	-83.2%
TOTAL ATTENDANCE	5,003	4,097	3,762	4,903	3,719	3,127							24,611	45,538	-46.0%
GALLERY ATTENDANCE	1,438	1,715	1,871	1,446	1,786	3,877							12,133	13,106	-7.4%
COMPUTER USE															
Public Computer Sessions	14,860	13,839	16,368	14,771	15,118	17,393							92,349	99,299	-7.0%
Avg Public Computer Session Length	0:56:37	0:58:09	0:57:30	0:53:55	0:55:52	0:55:37							0:56:17	0:55:35	1.2%
Total Computer Hours	14,022	13,412	15,686	13,273	14,077	16,122							86,593	91,996	-5.9%
Wireless Sessions	15,712	16,001	15,714	16,077	16,877	20,763							101,144	140,200	-27.9%
Avg Wireless Session Length	0:29:00	0:29:00	0:29:00	0:28:00	0:29:00	0:28:00							0:28:40	0:33:00	-13.1%
Total Wireless Hours	7,594	7,734	7,595	7,503	8,157	9,689							48,272	77,029	-37.3%
TOTAL HOURS	21,616	21,146	23,281	20,776	22,234	25,812							134,865	169,026	-20.2%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473							102,022	111,238	-8.3%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601							123,259	131,748	-6.4%
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455							168,866	179,776	-6.1%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351							48,418	57,165	-15.3%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431							12,301	12,941	-4.9%
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502							49,664	53,675	-7.5%
RC Realia	247	208	217	212	232	215							1,331	2,151	-38.1%
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479							25,301	26,677	-5.2%
PRINT CIRCULATION	87,307	77,386	92,027	85,159	89,776	99,507							531,162	575,371	-7.7%
Audio / Visual Material															
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871							23,484	28,146	-16.6%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715							22,677	25,311	-10.4%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569							225,678	257,044	-12.2%
Juvenile Audiobooks	441	375	495	458	447	518							2,734	3,477	-21.4%
Juvenile Music	441	364	417	346	337	408							2,313	3,766	-38.6%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221							59,397	65,434	-9.2%
YA AV	81	71	76	91	112	100							531	669	-20.6%
AV CIRCULATION	60,847	53,081	59,178	51,969	55,337	56,402							336,814	383,847	-12.3%
Adult Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473							102,022	111,238	-8.3%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601							123,259	131,748	-6.4%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431							12,301	12,941	-4.9%
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871							23,484	28,146	-16.6%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715							22,677	25,311	-10.4%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569							225,678	257,044	-12.2%
ADULT CIRCULATION	91,557	80,069	89,301	79,750	84,084	84,660							509,421	566,428	-10.1%
Juvenile Material															
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455							168,866	179,776	-6.1%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351							48,418	57,165	-15.3%
Juvenile Audiobooks	441	375	495	458	447	518							2,734	3,477	-21.4%
Juvenile Music	441	364	417	346	337	408							2,313	3,766	-38.6%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221							59,397	65,434	-9.2%
JUVENILE CIRCULATION	43,792	39,393	48,713	45,137	47,740	56,953							281,728	309,618	-9.0%
Red Carpet Material															
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502							49,664	53,675	-7.5%
RC Realia	247	208	217	212	232	215							1,331	2,151	-38.1%
RED CARPET CIRCULATION	8,943	7,671	8,818	8,228	8,618	8,717							50,995	55,826	-8.7%
Young Adult Material															
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479							25,301	26,677	-5.2%
YA AV	81	71	76	91	112	100							531	669	-20.6%
YOUNG ADULT CIRCULATION	3,862	3,334	4,373	4,013	4,671	5,579							25,832	27,346	-5.5%
Digital Downloads															
Overdrive	30,012	26,607	28,995	27,241	28,737	29,556							171,148	145,824	17.4%
Hoopla	9,468	8,452	9,565	8,998	9,548	9,301							55,332	58,983	-6.2%
Flipster	1,529	1,507	1,631	1,238	1,336	1,251							8,492	9,215	-7.8%
DIGITAL DOWNLOADS	41,009	36,566	40,191	37,477	39,621	40,108							234,972	214,022	9.8%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

Value Calculator	2018											2019	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,451,885	\$1,289,212	\$1,529,218	\$1,410,660	\$1,489,370	\$1,650,292							\$8,820,637
Magazines (\$5)	\$9,510	\$7,750	\$10,365	\$10,895	\$10,830	\$12,155							\$61,505
Audiobooks (\$10)	\$45,670	\$40,170	\$46,420	\$42,150	\$43,880	\$43,890							\$262,180
DVD, Games, Music (\$4)	\$225,120	\$196,256	\$218,144	\$191,016	\$203,796	\$208,052							\$1,242,384
Notary Service (\$10)	\$1,540	\$1,160	\$1,530	\$1,990	\$1,620	\$1,370							\$9,210
Reference Questions (\$7)	\$113,890	\$117,033	\$130,242	\$115,570	\$116,907	\$128,163							\$721,805
Programming (\$10)	\$50,030	\$40,970	\$37,620	\$49,030	\$37,190	\$31,270							\$246,110
Meeting Room Use	\$36,979	\$37,235	\$44,910	\$34,809	\$34,370	\$26,010							\$214,313
Gallery Attendance (\$10)	\$14,380	\$17,150	\$18,710	\$14,460	\$17,860	\$38,770							\$121,330
Computer Use (\$12 /hr)	\$168,265	\$160,948	\$188,232	\$159,281	\$168,918	\$193,468							\$1,039,112
ILL Borrowed (\$25)	\$10,775	\$9,000	\$9,050	\$10,100	\$8,550	\$8,450							\$55,925
TOTAL VALUE	\$2,128,044	\$1,916,884	\$2,234,441	\$2,039,961	\$2,133,291	\$2,341,890							\$12,794,511