



**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

September 19, 2019





Call to Order

Public Comment

Special Guest– Dr. Rob Kenagy, CEO of Stormont Vail Health

Trustee Advocacy Stories

Approval of August 8, 2019 Trustee Meeting Minutes - Action Item

Approval of September 5, 2019 Special Meeting Minutes of the Trustees - Action Item

Chief Financial Officer’s Report – Kim Torrey

Financial Reports

- Treasurer’s Report – Kacy Simonsen
- Financial Reports – **Action Item**

The Library Foundation – Marilyn Ward, Board Chair

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

Board Chair Report – Liz Post

Chief Executive Officer – Gina Millsap

Chief of Staff – Thad Hartman

- Facilities Master Plan update
- “Savannah Reports – A First Look at Orangeboy” – Presented by Robert Soria, Statistical Research Analyst

New Business

- Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library – **Action Item**

Executive Session

Adjournment

Trustee Tour

- Claire’s Courtyard and monument signs

Next Meeting

October 17, 2019 4:00 pm
Menninger Room 206

*Subject to change without notice



**Minutes
Board of Trustees Meeting and
Public Budget Hearing
August 8, 2019 – 5:00 pm
Marvin Auditorium 101C**

Board Members Present

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

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, August 8, 2019 in the Marvin Auditorium of the Main Building, 1515 SW 10th Avenue, was called to order at 5:00 pm by Chair Liz Post.

Public Comment

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

Introductions of AmeriCorps

Chief of Staff Thad Hartman welcomed AmeriCorps team members.

Presentation by AmeriCorps Volunteers

Chief of Staff Thad Hartman introduced AmeriCorps. Following Hartman's introduction each AmeriCorps member provided a brief personal introduction. Lead member Hailey Merrit shared AmeriCorps is a network of national service programs, composed of three primary programs that each take a different approach to improving lives and fostering civic engagement. Members commit their time to address critical community needs like increasing academic achievement, mentoring youth, fighting poverty, sustaining national parks, preparing for disasters, and much more.

Approval of Minutes

Minutes of the July 10, 2019 budget work session were approved as written.

Minutes of the July 18, 2019 board meeting were approved as written.

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 Liz Post, the Treasurer's Financial Report was accepted. Motion passed unanimously.

Board Chair Report

Chair Liz Post reported the Executive Committee last met on July 10, 2019 at 3:00 pm. Officers reviewed and discussed new business items on the July and August agenda, all of which are detailed in Gina Millsap's CEO report and fully set out in each resolution.

The Executive Committee discussed the possibility of date and time changes of the Board of Trustees meetings. Staff recommended that trustee meetings continue to be scheduled the third week of month so that financial reports may be prepared in a timely manner. There was consensus that board meetings would continue to be held on the third Thursday of the month at 4:00 p.m. with the exception of the August meeting.

There were no questions for the Chair.

Chief Executive Officer

Chief Executive Officer Gina Millsap noted the following information in addition to the August 2019 CEO report:

- CEO evaluation materials and self-review were emailed out to trustees on August 8, 2019. Feedback form must be completed no later than Thursday, August 15, 2019.
- The Library Foundation has issued a request for qualifications (RFQ) for a new operator for the Millennium Café. The RFQ was posted today, August 9, 2019 on the library website at <https://tscpl.org/about/request-for-proposals>
- Macmillan Publishers announcement of a two-month embargo on sales of new Ebook titles to libraries across all of imprints. The library will be permitted to purchase a single one-user/ one license and will have to wait an additional eight weeks to purchase additional licenses. Millsap encouraged the board to visit Library Journal's website: <https://www.libraryjournal.com/?detailStory=macmillan-announces-two-month-embargo-on-library-ebooks> for additional information.

Discussion followed with no further questions.

Chief of Staff

Chief of Staff Thad Hartman briefly discussed progress on current facilities projects and reported the Learning Center opened on August 8 and there is an event schedule in Claire's Courtyard on Saturday, August 24th, 2019.

Hartman shared that the AmeriCorps team brainstormed and offered suggestions for possible programs for the new Learning Center.

There were no questions for Hartman.

New Business

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

In recognition of a financial gift from the Montgomery family in memory of Alan Montgomery, The Library Foundation, Board of Trustees and the Chief Executive Officer Gina Millsap, recommend that: A bench to be located at the Library's entrance be named in memory of Dennis Alan Montgomery with an engraved plate until it is no longer used for this purpose.

Recess

The board recessed from 5:19 pm to 5:30 pm.

Special Order of Business – Public Budget Hearing

Board Chair Liz Post opened the Public Budget Hearing and called the meeting to order at 5:30 pm. There was no one signed in for public comment and the public comment session was closed.

Chair Liz Post called on Chief Financial Officer Kim Torrey to present the proposed budget. Torrey presented a review of the FY2020 Budget which was published on July 24, 2019. There were no questions for Torrey.

At 5:42 pm the Public Budget Hearing was adjourned and Liz Post reconvened the regular meeting of the Topeka and Shawnee County Public Library Board of Trustees.

Adoption of FY2020 Operating Budgets

On a motion by Jennifer Miller, seconded by Kacy Simonsen, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2020 operating budgets as presented/published in the Topeka Capital Journal on July 24, 2019. There was no discussion. Motion passed unanimously.

Executive Session

On a motion by Beth Dobler, seconded by Joan Hicks, 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 5:44 pm for a time not-to-exceed 30 minutes to discuss legal matters with the Library's attorney. No action will be taken.

Public board meeting reconvened at 5:53 pm.

Trustee Advocacy Stories

Jennifer Miller reported that she took her children to the Kansas Children’s Discovery Center and was greeted by the AmeriCorps team members. Miller was delighted to learn that her toddlers could receive a library card. AmeriCorps assisted Miller and toddlers with registration for new cards.

Adjournment

On a motion by David Monical, seconded by Kacy Simonsen, the meeting was adjourned at 5:56 pm. Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____



Minutes
Special Meeting of the Board of Trustees
September 5, 2019
1:30 pm
Menninger Room 206

Board Members Present

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

Absent

Joan Hicks
Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, September 5, 2019 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 1:32 pm by Chair Liz Post.

Executive Session

On a motion by Liz Post, 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 1:32 pm for a time not-to-exceed 1 hour to discuss legal matters with the Library's attorney. Possible action may be taken following adjournment of the Executive Session.

Open Session convened at 1:57 pm

Resolution

On a motion by Kristen O'Shea, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the contract to purchase the real estate located at 1719 SW 10th Ave as presented with the addition of the lease agreement with the seller dated June 14, 2019. The Board further authorizes the CEO to execute the contract and any other documents necessary for closing the transaction. Motion passed unanimously.

Adjournment

On a motion by Shawn Leisinger, seconded by Kristen O'Shea, the meeting was adjourned at 1:57 pm. Motion passed unanimously.

Minutes taken by Gina Millsap, CEO

Beth Dobler, Secretary _____

Date _____

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

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

A debt service payment of \$1,624,000 due September 1 was deducted from the Library's Municipal Investment Pool account on August 30. The Bond and Interest Fund investments matured August 1st to provide funding for the payment. The outstanding principal balance on the bonds reflects the transfer made in August for the September 1 principal 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 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 66.3% of the budget year completed, 89% of the budgeted revenue has been received and 64% of the approved budget has been expended/encumbered. This compares to 2018 in which 89% of the budgeted revenue had been received and 63% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 66.3% of the budget year completed, 87% of the budgeted revenue has been received and 61% of the approved budget has been expended/encumbered. This compares to 2018 in which 93% of the budgeted revenue had been received and 57% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,287,846.

Debt Service Fund-Bond & Interest – Page 7

Revenues collected to-date are 91%. This compares to 2018 in which 92% of the budgeted revenue had been received. The final debt service payment was made August 30th for the due date of September 1st. Thus, these transactions are included in the August financial reports. The current balance in the fund is \$648,495 with the reserve carryforward cash budgeted at \$750,000. The difference is tax revenues yet to be distributed in 2019.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual elevator service contract	\$17,329.95	Thyssenkrupp Elevator Corp.
Change order for existing approved project	Change Order #6 Circulation Plaza/Learning Center – addition of base shoe to east and west corridors, add glass shelving and doors to window in Booktique	\$12,810.00	Senne & Co. Inc.
Library Materials	Ancestry Library Online	\$7,463.04	Proquest LLC
Non-budgeted	Lodging expense for Americorps volunteers	\$7,911.00	Washburn University
Request for Proposal; Board resolution approved bid aware on 3/21/19	Audio/Visual Equipment for Claire’s Courtyard	\$48,463.00	Cytek Media Systems, Inc.
Approved operating budget	Annual renewal for Lib Answers, LibCal	\$5,087.00	Springshare LLC
Library Materials	“Automatically Yours” materials subscription - October	\$8,500.00	Baker & Taylor Books
Library Materials	Hoopla online	\$20,942.71	Midwest Tape LLC
Library Materials	Adult nonfiction – August 2019	\$7,000.00	Baker & Taylor Books
Request for Proposal; Board resolution approved bid award on 7/18/19	Gallery remodel	\$445,600.00	Kelley Construction Co., Inc.
Library Materials	Reference USA online	\$15,120.00	Infogroup, Inc.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Large vehicle repair open PO	\$10,000.00	MHC Kenworth
Library Materials	“Automatically Yours” materials subscription – November and December	\$7,000.00	Baker & Taylor Books
Library Materials	Adult nonfiction – September 2019	\$7,000.00	Baker & Taylor Books

Other Items:

- I completed the final steps in the budget process: (1) on August 16th delivered (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) at least 10 days prior to filing the adopted budget with the County Clerk; and (2) electronically filed the adopted budget with the County Clerk on the statutorily set due date of August 23rd. The adopted budget and narrative documents are permanently on the TSCPL website. I have received no public inquiries regarding the budget nor requests for the materials.

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

8/31/19

	<u>Balance 1/1/2019</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 8/31/2019</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,754,482.68	\$ 12,344,288.35	\$ 9,657,742.60	\$ 7,441,028.43
Employee Benefits	1,308,606.73	2,716,880.40	2,293,879.68	1,731,607.45
Capital Improvement	1,833,380.82	13,315.53	502,964.98	1,343,731.37
Bond & Interest	806,781.00	1,489,714.22	1,648,000.00	648,495.22
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	35,331.31	49,628.67	35,667.31	\$ 49,292.67
Federal, State & Local Grants	19.03	2,100.00	1,200.00	\$ 919.03
Other Special Revenue	577,947.99	622,711.69	853,409.95	\$ 347,249.73
Permanent Funds	230,782.94	(16,708.29)	-	\$ 214,074.65
Totals	<u>\$ 9,547,332.50</u>	<u>\$ 17,221,930.57</u>	<u>\$ 14,992,864.52</u>	<u>\$ 11,776,398.55</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 869,990.25
Restricted Funds-CoreFirst Bank-Checking	351,864.91
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,502,332.86
Cash on Hand	2,315.13
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	4,220,494.87
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	-
	<u>\$ 12,161,292.67</u>
Less Pending Claims (invoices posted, but not paid until next month)	212.31
Less Deferred Revenue (SAM account payments)	(101.11)
Less Payroll Deduction and Employer Benefit Liabilities	17,799.58
Less Outstanding Checks	366,983.34
	<u>\$ 11,776,398.55</u>

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

8/31/19

	1/1/2019 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	8/31/2019 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,754,482.68	\$ 12,344,288.35	\$ 1,184,641.16	\$ 8,473,101.44	\$ 7,441,028.43	\$ 810,310.45	\$ 6,630,717.98
Employee Benefit Fund	1,308,606.73	2,716,880.40	-	2,293,879.68	1,731,607.45	16,487.40	1,715,120.05
Capital Improvement Fund	1,833,380.82	13,315.53	502,964.98	-	1,343,731.37	55,885.02	1,287,846.35
Bond & Interest Fund	806,781.00	1,489,714.22	-	1,648,000.00	648,495.22	-	648,495.22
Non Major Governmental Funds							
<i>State Aid Fund</i>	35,331.31	49,628.67	35,331.31	336.00	49,292.67	-	49,292.67
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	2,100.00	-	1,200.00	900.00	-	900.00
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,542.72	25.60	-	-	10,568.32	-	10,568.32
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	2,112.20	(2,112.20)	-	(2,112.20)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	63.25	0.09	15.29	17.03	31.02	-	31.02
Friends	134,352.56	216.56	1,127.39	71,014.82	62,426.91	41,029.69	21,397.22
Fun Committee	2,125.97	753.32	66.70	267.00	2,545.59	41.00	2,504.59
Gallery Competitions/Exhibits	36,024.48	87.46	-	-	36,111.94	-	36,111.94
Gifts/Memorials (Undesignated)	308,498.77	610,403.86	40,256.04	705,176.62	173,469.97	1,004,814.78	(831,344.81)
Hathaway Trust - Library Materials	5,131.59	1,162.61	159.11	4,392.92	1,742.17	1,109.56	632.61
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	57,282.26	977.35	7,432.61	10,216.38	40,610.62	596.97	40,013.65
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,409.76	3.20	-	150.00	1,262.96	-	1,262.96
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,455.06	10.66	25.07	74.74	4,365.91	281.96	4,083.95
Special Collections	5,674.24	13.77	-	-	5,688.01	-	5,688.01
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.96	0.09	-	-	36.05	-	36.05
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,166.12	5.25	-	-	2,171.37	-	2,171.37
Youth Services	9,091.43	9,051.87	203.25	10,702.78	7,237.27	1,983.87	5,253.40
<i>Permanent Funds</i>							
Mertz Trust	230,782.94	(16,708.29)	-	-	214,074.65	-	214,074.65
TOTALS	\$ 9,547,332.50	\$ 17,221,930.57	\$ 1,772,222.91	\$ 13,220,641.61	\$ 11,776,398.55	\$ 1,932,540.70	\$ 9,843,857.85

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

8/31/19

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 8/31/2019</u>
				66.3%
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	27,332.87	\$ 24,332.87	911%
Miscellaneous Revenue - Recyclg	-	2,171.53	\$ 2,171.53	N/A
Salary Refunds-Foundation	95,451.00	54,917.76	\$ (40,533.24)	58%
Salary Refunds-Friends	45,993.00	29,707.92	\$ (16,285.08)	65%
Salary Refunds-Shawnee Cty	21,802.00	12,556.25	\$ (9,245.75)	58%
Vending Machines	4,000.00	2,370.74	\$ (1,629.26)	59%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	63,769.81	\$ (93,230.19)	41%
Debt Collect	-	3,278.47	\$ 3,278.47	N/A
ILL Fees	350.00	1,484.32	\$ 1,134.32	424%
Mailing Fees	120.00	93.50	\$ (26.50)	78%
Non Resident Card Fee	935.00	170.00	\$ (765.00)	18%
Obituary Fees	750.00	420.00	\$ (330.00)	56%
Meeting Room Charges	5,500.00	2,420.00	\$ (3,080.00)	44%
Monday Market Fees	500.00	620.00	\$ 120.00	124%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	58,200.00	65,358.11	\$ 7,158.11	112%
Library Treasurer's Balance	2,317,867.00	-	-	N/A
TOTALS	<u>\$ 16,136,856.00</u>	<u>\$ 12,344,288.35</u>	<u>\$ (1,474,700.65)</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**

8/31/19

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					66.3%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,430.70	\$ -	\$ 1,969.30	69%
Salaries-Facilities	629,003.00	444,137.33	-	184,865.67	71%
Salaries-Overtime	10,000.00	7,859.36	-	2,140.64	79%
Salaries-Security	375,321.00	193,397.11	-	181,923.89	52%
Salaries-Shelvers	181,115.00	85,741.87	-	95,373.13	47%
Salaries-Staff	7,571,200.00	5,011,916.68	-	2,559,283.32	66%
Conferences	136,570.00	63,858.17	11,014.03	61,697.80	55%
Staff Development & Training	30,000.00	20,378.47	-	9,621.53	68%
Mileage	9,400.00	4,745.60	3,670.57	983.83	90%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	1,691.97	204.48	103.55	95%
Materials-Periodicals	39,500.00	2,221.48	66.00	37,212.52	6%
Materials-Print/Non-Print <1 YR	526,600.00	275,883.58	5,415.81	245,300.61	53%
Materials-Print/Non-Print	1,268,500.00	702,199.98	170,050.60	396,249.42	69%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	89,921.00	52,518.66	39,465.19	(2,062.85)	102%
Contracted-Digital Services	373,600.00	300,913.92	25,090.04	47,596.04	87%
Contracted-Facilities	294,100.00	228,355.88	67,806.78	(2,062.66)	101%
Contracted-Equipment	45,350.00	27,766.47	21,968.26	(4,384.73)	110%
Contracted-Professional	248,230.00	140,909.67	43,191.58	64,128.75	74%
Contracted-E-Rate Services	6,600.00	-	-	6,600.00	0%
Digital Services Support	344,500.00	110,637.70	17,310.98	216,551.32	37%
Furniture/Equipment	95,000.00	4,784.66	1,333.20	88,882.14	6%
Insurance	53,054.00	52,881.00	-	173.00	100%
Marketing & Communication	48,000.00	14,152.94	13,334.09	20,512.97	57%
Memberships/Dues	24,806.00	15,988.50	9,695.30	(877.80)	104%
Miscellaneous	5,000.00	10,946.23	244.81	(6,191.04)	224%
Payments to Other Libraries	113,189.00	-	-	113,189.00	0%
Postage/Shipping	110,160.00	50,677.23	834.92	58,647.85	47%
Printing	113,800.00	56,909.00	11,913.77	44,977.23	60%
Programming	30,000.00	16,118.02	2,718.39	11,163.59	63%
Special Events	-	-	-	-	0%
Special Projects	935,000.00	138,596.22	41,801.85	754,601.93	19%
Supplies-Facilities	77,417.00	34,463.34	35,153.09	7,800.57	90%
Supplies-Office/Library	76,320.00	45,274.07	8,640.13	22,405.80	71%
Supplies-Processing	48,000.00	29,055.31	1,047.26	17,897.43	63%
Telecommunications	92,700.00	39,892.96	18,727.04	34,080.00	63%
Utilities-Electric	350,000.00	188,763.16	157,231.73	4,005.11	99%
Utilities-Gas	65,000.00	34,678.21	15,261.37	15,060.42	77%
Utilities-Water/Sewage	35,000.00	16,630.81	11,909.19	6,460.00	82%
Vehicle-Gas	36,000.00	15,599.98	-	20,400.02	43%
Vehicle-Repair	32,500.00	28,129.26	29,360.66	(24,989.92)	177%
Contingency/Fund Balance	1,600,000.00	-	-	-	0%
Cash Long/Short	-	(4.06)	-	4.06	N/A
TOTALS	\$ 16,136,856.00	\$ 8,473,101.44	\$ 764,461.12	\$ 5,299,293.44	64%

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

8/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 2,317,867.00	\$ 3,504,014.27	
<u>Revenue:</u>			
Ad Valorem Property Tax	12,162,389.00	11,580,105.87	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	101,959.71	59%
Reimbursements	163,246.00	99,353.46	61%
Interest on Idle Funds	58,200.00	65,358.11	112%
	<u>\$ 13,818,989.00</u>	<u>\$ 12,344,288.35</u>	89%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,773,039.00	5,747,483.05	66%
Other Staff Support Costs	175,970.00	103,666.84	59%
Library Collections	1,836,600.00	1,157,733.90	63%
Contracted Services	1,057,801.00	947,986.45	90%
Digital Services Support	344,500.00	127,948.68	37%
Furniture/Equipment/Art	103,000.00	6,117.86	6%
Payments to Other Libraries	113,189.00	-	0%
Special Projects	935,000.00	180,398.07	19%
Utilities & Telecommunications	542,700.00	483,094.47	89%
Vehicles	68,500.00	73,089.90	107%
Other Operating Expenditures	586,557.00	410,043.34	70%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,136,856.00</u>	<u>\$ 9,237,562.56</u>	64%
Prior Year Canceled Purchase Orders		<u>\$ 19,977.92</u>	
Unencumbered Balance 8/31/19	\$ -	\$ 6,630,717.98	

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

8/31/19

EMPLOYEE BENEFITS

	2019 Budget	Year To Date	%
Balance 01/01/19	\$ 1,022,227.00	\$ 1,308,606.73	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,596,006.00	\$ 2,471,984.43	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	25,268.98	72%
Refund-Fringe Benefits-Friends	19,246.00	16,750.06	87%
Refund-Fringe Benefits-Shawnee Cty	15,723.00	8,641.52	55%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	83.32	0%
Retiree Payments BC/BS	12,223.00	14,388.30	118%
Interest on Idle Funds	6,000.00	13,846.94	231%
	\$ 3,108,822.00	\$ 2,716,880.40	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	413,187.48	64%
Ks Public Employees Retirement Sys	803,259.00	558,115.76	69%
Worker's Compensation	76,100.00	55,471.70	73%
Unemployment Tax	8,448.00	7,187.41	85%
Health/Dental Insurance	2,236,385.00	1,266,513.53	57%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,131,049.00	\$ 2,310,367.08	61%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 8/31/19	\$ -	\$ 1,715,120.05	

* 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	13,315.53
	\$ 13,315.53
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	558,850.00
	558,850.00
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 8/31/19	\$ 1,287,846.35

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	35,667.31
	\$ 53,000.00	\$ 35,667.31
Unencumbered Balance 8/31/19		\$ 49,292.67

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

8/31/19

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 763,318.00	\$ 806,781.00	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,463,467.00	1,393,709.04	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	25,390.62	1154%
	<u>\$ 1,634,682.00</u>	<u>\$ 1,489,714.22</u>	91%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,600,000.00	\$ 1,600,000.00	100%
Interest	48,000.00	48,000.00	100%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,398,000.00</u>	<u>\$ 1,648,000.00</u>	100%
Unencumbered Balance 8/31/19	\$ -	\$ 648,495.22	

* 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 August 31, 2019

Capital Improvement Funds-VisionBank

\$ 1,502,332.86 at 1.19% (money market account)

Municipal Investment Pool

\$ 4,220,494.87 Operating funds in "overnight pool"*; available for transfer whenever needed

* rates vary by day - average August 1-31, 2019 was 1.75%. The 30 and 90 day fixed rates were 1.69%, which is less than the overnight pool rate.

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

Principal Balance of Outstanding Bonds

\$1,600,000 (as of 9/1/19 – debt payment actually transacted 8/30/19)

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	8/6/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,292.94	-98566
15	21516	0	8/6/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,103.97	-98566
15	21517	0	8/6/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,048.85	-98566
10	21524	0	8/6/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98566
10	21513	0	8/6/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 853.59	-98566
				<i>Remittance of pension benefit contributions& optional group life premiums</i>		\$ 49,488.91	-98566 Total
10	21501	0	8/1/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,319.05	-98558
10	21502	0	8/1/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,590.19	-98558
15	21521	0	8/1/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 33.93	-98558
10	21503	0	8/1/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,410.76	-98558
15	21504	0	8/1/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,410.76	-98558
10	21503	0	8/1/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,305.82	-98558
15	21504	0	8/1/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,305.82	-98558
10	21514	0	8/1/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98558
10	21518	0	8/1/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 824.81	-98558
10	41000	313	8/1/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,924.45	-98558
10	41000	313	8/1/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 361.92	-98558
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 82,718.69	-98558 Total
10	21501	0	8/15/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,565.27	-98557
10	21502	0	8/15/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,735.70	-98557
15	21521	0	8/15/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 34.43	-98557
10	21503	0	8/15/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,650.82	-98557
15	21504	0	8/15/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,650.82	-98557
10	21503	0	8/15/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,360.86	-98557
15	21504	0	8/15/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,360.86	-98557
10	21514	0	8/15/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98557
10	21518	0	8/15/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 824.81	-98557
10	41000	313	8/15/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,945.43	-98557
10	41000	313	8/15/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 367.14	-98557
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 83,727.32	-98557 Total
10	21505	0	8/20/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,489.76	-98556
15	21516	0	8/20/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,395.60	-98556
15	21517	0	8/20/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,081.65	-98556
10	21524	0	8/20/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98556
				<i>Remittance of pension benefit contributions& optional group life premiums</i>		\$ 49,156.57	-98556 Total
10	21515	0	9/3/2019	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 28,360.60	-98553
15	21515	0	9/3/2019	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 128,163.79	-98553
15	21515	0	9/3/2019	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 2,727.40	-98553

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 159,251.79	-98553 Total
10	21505	0	9/3/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,510.53	-98551
15	21516	0	9/3/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,426.38	-98551
15	21517	0	9/3/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,085.07	-98551
10	21524	0	9/3/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98551
				<i>Remittance of pension benefit contributions& optional group life premiums</i>		\$ 49,211.54	-98551 Total
10	21501	0	8/29/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 26,287.74	-98549
10	21502	0	8/29/2019	PAYCOM PAYROLL LLC	State W/H	\$ 11,850.32	-98549
15	21521	0	8/29/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 36.74	-98549
10	21503	0	8/29/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,051.32	-98549
15	21504	0	8/29/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,051.32	-98549
10	21503	0	8/29/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,689.48	-98549
15	21504	0	8/29/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,689.48	-98549
10	21514	0	8/29/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 106.18	-98549
10	21518	0	8/29/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 828.62	-98549
10	41000	313	8/29/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,893.50	-98549
10	41000	313	8/29/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 368.88	-98549
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 90,853.58	-98549 Total
35	41000	736	8/1/2019	LANDSCAPE FORMS	STRATA BEAM BENCH	\$ 11,760.00	11622
35	41000	736	8/1/2019	LANDSCAPE FORMS	SHIPPING AND HANDLING	\$ 1,420.00	11622
35	41000	736	8/1/2019	LANDSCAPE FORMS	AEROSOL SPRAY TOUCH UP PA	\$ 65.00	11622
				<i>(4) benches for the front of the library - paid from non-budgeted funds</i>		\$ 13,245.00	11622 Total
10	41000	310	8/8/2019	COMMUNICO LLC	Annual Communico License	\$ 20,000.00	94089
10	41000	310	8/8/2019	COMMUNICO LLC	Implementation Fee	\$ 5,000.00	94089
				<i>Sole source purchase of web based calendar and event management tool - Board approved on May 16, 2019</i>		\$ 25,000.00	94089 Total
10	21512	0	8/8/2019	DELTA DENTAL OF KANSAS, INC	EE July Premiums	\$ 2,640.06	94091
15	21512	0	8/8/2019	DELTA DENTAL OF KANSAS, INC	ER July Premiums	\$ 10,061.24	94091
15	21512	0	8/8/2019	DELTA DENTAL OF KANSAS, INC	Retiree July Premiums	\$ 290.75	94091
10	21512	0	8/8/2019	DELTA DENTAL OF KANSAS, INC	EE August Premiums	\$ 2,732.84	94091
15	21512	0	8/8/2019	DELTA DENTAL OF KANSAS, INC	EE August Premiums	\$ 10,192.51	94091
15	21512	0	8/8/2019	DELTA DENTAL OF KANSAS, INC	Retiree August Primums	\$ 290.75	94091
						\$ 26,208.15	94091 Total
10	41000	736	8/8/2019	HEURISTA CO	Donor Recognition Display	\$ 2,000.00	94095
10	23800	0	8/8/2019	HEURISTA CO	Donor Recognition Display	\$ 13,250.00	94095
10	41000	736	8/8/2019	HEURISTA CO	Donor Recognition Design	\$ 3,800.00	94095
10	41000	736	8/8/2019	HEURISTA CO	Travel Reimbursement	\$ 1,950.78	94095
				<i>RFP was posted and bid was approved by the Board on December 20, 2019</i>		\$ 21,000.78	94095 Total

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
20	23800	0	8/8/2019	MIDWEST COATING, INC.	Roof Replacement	\$ 48,956.03	94102
						\$ 48,956.03	94102 Total
10	41000	736	8/8/2019	TEVIS ARCHITECTURAL GROUP	Gallery Remodel	\$ 22,571.60	94115
						\$ 22,571.60	94115 Total
10	41000	311	8/8/2019	THYSSENKRUPP ELEVATOR CORP.	Elevator Service Contract	\$ 17,329.95	94116
						\$ 17,329.95	94116 Total
10	41000	351	8/8/2019	WESTAR ENERGY	Electric Service	\$ 35,513.33	94118
						\$ 35,513.33	94118 Total
10	41000	320	8/15/2019	DELL MARKETING L.P.	6 Optiplex 5070 Tower	\$ 7,901.82	94128
				2019 approved operating budget - digital services support		(6)	
				replacement staff computers		\$ 7,901.82	94128 Total
10	41000	700	8/15/2019	WASHBURN UNIVERSITY	AMERICORPS HOUSING	\$ 7,911.00	94150
				Miscellaneous expense - lodging for Americorps volunteers		\$ 7,911.00	94150 Total
10	41000	310	8/22/2019	COREFIRST BANK & TRUST	Dynamik website builder	\$ 348.00	94154
10	41000	330	8/22/2019	COREFIRST BANK & TRUST	Positionable Adhesive	\$ 108.00	94154
10	41000	320	8/22/2019	COREFIRST BANK & TRUST	Kensington AC12 Security	\$ 659.99	94154
10	41000	310	8/22/2019	COREFIRST BANK & TRUST	Soundtrack your brand	\$ 26.99	94154
10	41000	320	8/22/2019	COREFIRST BANK & TRUST	9.7 iPad VESA- Ready Secu	\$ 109.99	94154
10	41000	320	8/22/2019	COREFIRST BANK & TRUST	VESA-Ready Tilting Wall M	\$ 18.69	94154
10	41000	320	8/22/2019	COREFIRST BANK & TRUST	Tilting VESA Wall Mount S	\$ 21.36	94154
10	41000	320	8/22/2019	COREFIRST BANK & TRUST	Apple 9.7 iPad	\$ 319.00	94154
10	41000	320	8/22/2019	COREFIRST BANK & TRUST	2-Year AppleCare	\$ 69.00	94154
10	41000	310	8/22/2019	COREFIRST BANK & TRUST	cPanel & WHM VPS 1 year	\$ 219.45	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	6 PK Gal. Distilled Water	\$ 72.06	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	NITTO Tape 1/2 in Rolls	\$ 36.64	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	NITTO Tape 3/4 in Rolls	\$ 40.52	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	Scotch Magic Tape 10 PK	\$ 74.40	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	Highland Tape 12 PK	\$ 67.54	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	Nitto Tape 1/2 in.	\$ 64.30	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	Nitto Tape 3/4 in.	\$ 97.69	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	Velcro Roll 3/4x 15"	\$ 101.88	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	Plotter Paper	\$ 834.24	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	Bostitch B8 Staples	\$ 7.18	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	Bostitch Ofc B8 Stapler	\$ 19.72	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	3' x 3' softbox	\$ 309.00	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	25-lb sandbag	\$ 29.95	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	5-lb sandbag	\$ 18.95	94154
25	41000	736	8/22/2019	COREFIRST BANK & TRUST	Dining table peds & hardw	\$ 336.00	94154

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	8/22/2019	COREFIRST BANK & TRUST	Tape 2 * 55 yard"	\$ 105.10	94154
10	41000	420	8/22/2019	COREFIRST BANK & TRUST	6-pack room freshener	\$ 34.64	94154
10	41000	320	8/22/2019	COREFIRST BANK & TRUST	iPad 9.7 32GB Wi-Fi	\$ 383.00	94154
10	41000	736	8/22/2019	COREFIRST BANK & TRUST	TRASH RECEPTACLE	\$ 1,005.10	94154
10	41000	736	8/22/2019	COREFIRST BANK & TRUST	SHIPPING	\$ 97.00	94154
10	41000	360	8/22/2019	COREFIRST BANK & TRUST	Sienna Van 2012	\$ 46.25	94154
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,681.63	94154 Total
10	41000	311	8/30/2019	CAM-DEX SECURITY CORP.	labor and material for 5	\$ 7,961.83	94171
				<i>2019 approved operating budget - contracted facilities</i>			
				<i>(5) security cameras in the circulation plaza</i>		\$ 7,961.83	94171 Total
10	41000	320	8/30/2019	CDW GOVERNMENT, INC.	Nutanix upgrade	\$ 17,515.67	94173
				<i>RFP posted and Board approved on June 20, 2019</i>		\$ 17,515.67	94173 Total
10	41000	326	8/30/2019	CYPRESS MEDIA LLC	2019 Library News (5)	\$ 9,319.99	94179
10	41000	326	8/30/2019	CYPRESS MEDIA LLC	Mailing list update	\$ 1,845.69	94179
						\$ 11,165.68	94179 Total
10	41000	736	8/30/2019	J HUBER & ASSOCIATES	Phase II-Tech Srvc Move	\$ 26,250.00	94189
				<i>Consulting services - configure new space for moving Technical Service; professional services exempt from purchasing policy</i>		\$ 26,250.00	94189 Total
10	41000	736	8/30/2019	KANSAS CITY AUDIO-VISUAL INC.	75 Clear Touch Solution"	\$ 8,113.00	94191
				<i>Audio visual equipment for new learning center - 2018 Facilities Master Plan</i>		\$ 8,113.00	94191 Total
10	41000	322	8/30/2019	KNOX SIGNS AND GRAPHICS	vehicle wrap	\$ 7,000.00	94193
				<i>2019 approved operating budget - marketing /communications</i>			
				<i>Vehicle wrap for the Lingo Bookmobile</i>		\$ 7,000.00	94193 Total
10	41000	301	8/30/2019	OCLC, INC.	oclc cataloging & ill	\$ 13,589.92	94200
10	41000	310	8/30/2019	OCLC, INC.	EZProxy Server license ke	\$ 608.00	94200
				<i>2019 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 14,197.92	94200 Total
						\$ 887,931.79	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

September, 2019

Mark Your Calendars

October 8 at 10:30 a.m. at the Library: Grand Opening of Claire's Courtyard and Learning Center
You'll be receiving official invitations, but please put this special event on your calendar now.

Library News and Project Updates

Dolly Parton's Imagination Library –

As of September 11 there are 5, 288 registered children registered in Topeka and Shawnee County which is 48% of the children between birth and five. Our liaison with the DPIL program continues to tell us that we should be very pleased with this rate of registration in less than three Years.

In April, 2020, our program will be three years old. Our projected goal for the first three years is 60%, which is about 6604 children. We have seen an increase of registrations with the participation of Stormont Vail's The Birthplace program. United Way has begun discussions with St. Francis and they have expressed a willingness to share information and encourage parents to register their children at birth. While a 12% increase is optimistic, it is not beyond the realm of possibility. We'll continue to work on other partnerships and strategies.

Last week Nancy Lindberg and I reviewed our financials for DPIL to confirm that we have a plan for financial sustainability. We have also had discussions about sustainability with the United Way. The three-year grant totaling \$228,000 from the Kansas Health Foundation will make a significant difference and both organizations are continuing our fundraising efforts. We will be reviewing that information with you at the October meeting.

Momentum 2022

There have been a number of staff and program changes at the Greater Topeka Partnership over the past month. It is not yet clear what the future holds for the Momentum 2022 [plan](#). The development of a collective impact model that facilitates collaboration with those community organizations committed to the development of a cradle to career pipeline is also uncertain. My intent is to continue to work with partners to focus on kindergarten readiness and lifelong learning, collaborate on an audit of existing community assets and resources, and develop outcomes-based measures that tell us if what we're doing is working.

Agenda Items

Dr. Rob Kenagy, CEO of Stormont Vail Health

Dr. Kenagy will speak at the beginning of the meeting, sharing the hospital's future plans and goals.

Savannah Reports – A First Look at Orangeboy

Robert Soria, our statistical research analyst, will present what I anticipate will be the first of many reports using data from Orangeboy. If you want to refresh your memory about this new library marketing research and customer relationship management software, here's the [link](#) to the website.

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

At the August board meeting, I submitted a naming recognition for your review/first reading. Any recommendation of perpetual named recognition must appear on the agenda of two consecutive monthly meetings of the Trustees prior to any action being taken on the recommendation. I am submitting for your approval one of the new benches in front of the library to be named in memory of Dennis Alan Montgomery. Please see the resolution sheet for details. Please also take a moment to check out the new benches in front of the library.

Professional Activities/Community Contacts

August 1	Met with City of Topeka Management Intern Risi Karim to provide a Community Broadband Plan update at the request of Deputy City Manager Douglas Gerber.
August 5	Attended news conference for Topeka Rescue Mission (TRM)
August 7	Attended BOT Public Hearing and Adoption of 2020 Budget Meeting
August 9	Facilitated strategic planning discussion for the TSCPL Friends.
August 12-14	Vacation Met with Shelly Buhler, President of Hayden High School to discuss partnership opportunities.
August 20	Met with Dr. Glenn Swogger and discussed presentation for ribbon cutting for Claire's Courtyard
August 21	Attended and helped facilitate the Friends Board strategic planning meeting
August 24	Facilitated the YWCA NE KS strategic planning retreat
August 28	Attended The Library Foundation board meeting
September 4	Attended quarterly All Staff meetings
September 5	Attended Special Board of Trustees meeting
September 6	Attended meeting with United Way to review progress and make growth plans for Dolly Parton's Imagination Library program
September 9	Attended Board Executive Committee agenda review
September 10	Met with 712 Innovations Executive Director Karen Christilles to discuss the Wheelhouse Incubator program for local entrepreneurs Attended Friends of TSCPL Board meeting
September 13	Presented keynote address for the North East Florida Library Information Network (NEFLIN) annual conference in Jacksonville, FL

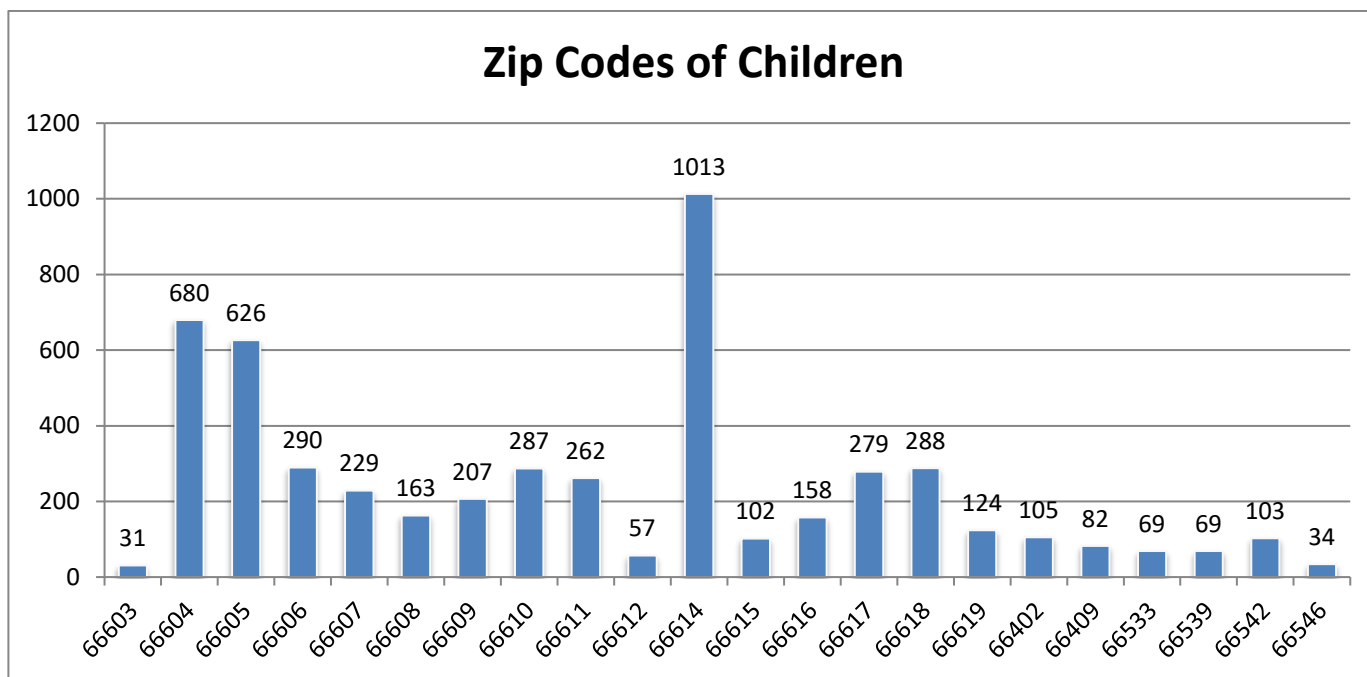
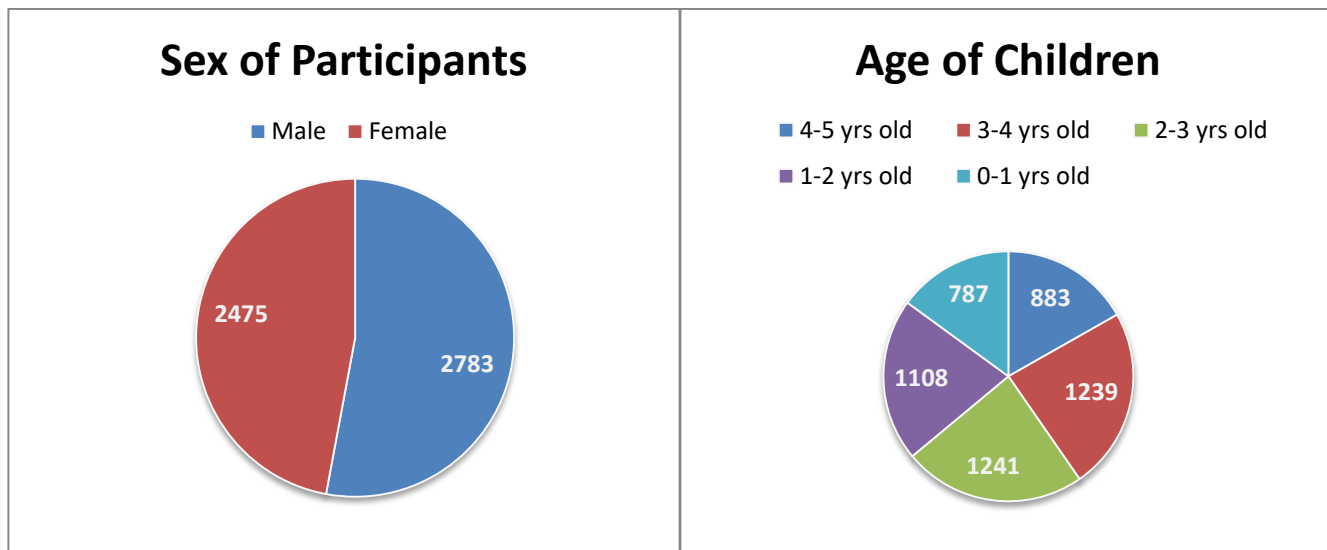
Gina Millsap

Chief Executive Officer

Topeka and Shawnee County Public Library 9/10/19

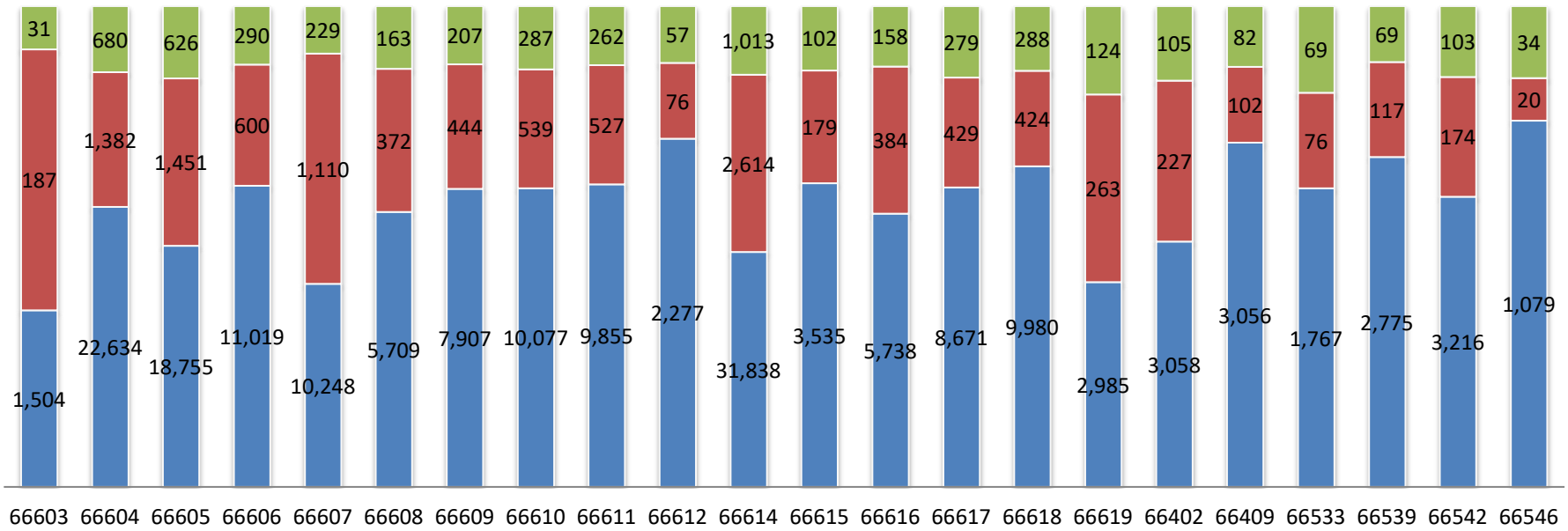
Number of children currently enrolled: **5,258**

Number of graduated children: **1,800**

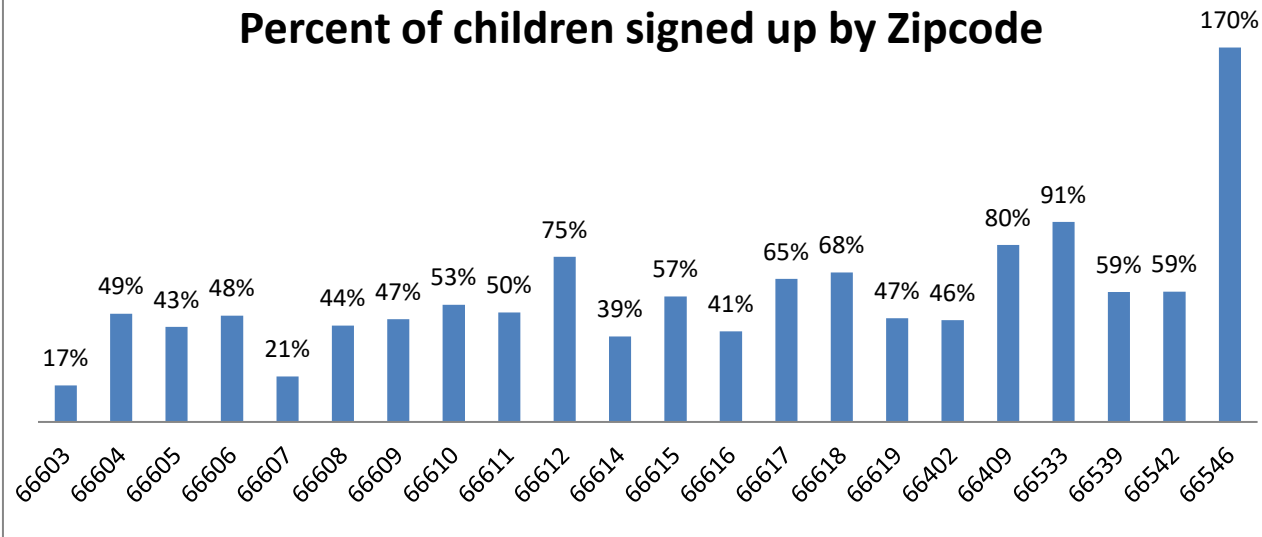


August 2019 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



Data Source: 2017 ACS 5-Year Population Estimate

Chief of Staff Report

Thad Hartman

September 19, 2019

Plaza

On Thursday, September 12, construction crews were busy with the finishing touches in the Plaza. At the same time we had the checkout kiosks, security gates, and shelving units installed. It was a flurry of activity! Later that afternoon we were able to open the space to the public!

Needless to say, it's extremely satisfying to open the space. Not just because it means we're through with construction, but because we can finally see the impact of the changes for our customers and how they use the library.



One of the main goals of this project was to open the sight lines into and throughout the library. Even though we've imagined this change, it's still amazing to see how much more open the space feels and how much more of a view you get into all the different areas of the library. The Learning Center is now a major focal point and is easily seen as soon as you enter the library.

The large display window into the Booktique is extremely eye-catching. They will have a display in the window very shortly and we're excited to see what it will look like. Earlier in the week they had a display up that was very attractive, but had to take it down so that construction crews could finish the trim work on the window. The other added benefit of the new window is that it makes the Booktique feel much more open and connected to what's going on in the Plaza.



We've also brought our Bestseller Express collections and some displays up front. We think these changes will make the library much more inviting, more intuitive, and highlight some of our most popular services, collections, and programs.

Claire's Courtyard

After a year and half, the work on Claire's Courtyard is coming to an end. As of September 11, the only work remaining is putting the sealant on the floor in the sunroom. The water feature is complete and all outdoor furniture installed, including the yellow umbrellas for the round tables on the side of the patio. The umbrellas offer a nice pop of color and add a fun touch to the space.



One of the highlights of Claire's Courtyard is the water feature. It's difficult to see the water in the picture below, but it's flowing and looks wonderful. It really adds a nice touch to the courtyard.

On Friday, September 13 we will have the Kansas Book Festival Author reception in the Courtyard, and then on Monday, September 16 they will put the sealant on the floor in the sunroom. After it has time to dry, we will open the Courtyard to the public, probably Tuesday, September 17 or Wednesday, September 18. We can't wait for the public to get to see the new space!



Monument Signs

In late August the two new monument signs were installed on the north side of the building. One is at the northeast corner, near the intersection at 10th and Washburn. The other sign is at the northwest corner, near the intersection at 10th and Garfield. Both signs will illuminate at night, and the electrical wiring for the signs will be laid the week of September 16.

Michael Perkins and Karen Watson from our Creative Group led this project. They also designed the signs, which are extremely eye-catching and do a great job of capturing the look and feel of the library. These signs will be an improvement to our visibility along 10th street.



Department Highlights

Public Services

Marie Pyko, Public Services Director

Partnership and Community Engagement

Our partnerships continue to grow as we explore new ways to extend our reach with our community. As part of our community engagement work with the schools, we hosted several library card and Dolly Parton's Imagination Library sign up booths at USD 501 and USD 437. For the Topeka teachers (501), we hosted a booth during new teacher orientation (July 29). We were able to share about the library accounts their students will have beginning in the new school year and talk with teachers about valuable resources to help them be successful in the classroom. 25 teachers registered for library cards on that day.



During walk-in enrollment at Auburn Washburn (437) the AmeriCorps team and several staff members hosted a booth reaching out to teachers and parents about our partnership and the resources available from their public library (July 31-August 1).

The AmeriCorps team extended our reach in the community throughout August by providing library card sign up opportunities, preschool informational sessions, and participating in our second annual Read and Ride Book Rich Environment event. The event began with a reading of the book "Joseph's Big Ride" by the Chief of Police and Governor Laura Kelly.



Although the weather looked uncertain, we had a wonderful ride with over 40 children who not only participated in bike safety training but also received books and a bike at the end of the ride. Jackson, Elsa, Jailyn, Ruth and I rode the 3-mile route assisting young riders and encouraging everyone along the way. It went off without a hitch, minus my journey into the ditch.



Additionally, they presented a program at Downtown Rotary about their experience with the library and the City of Topeka on August 28th. For many of the team, this was their first public speaking opportunity. It was a great opportunity to showcase how the library can extend its reach and collaborate well with other organizations focused on literacy, learning, and community building.

Trio- EOC

On August 8th, we hosted an Open House for our Career and College Exploration relationship with Trio Educational Opportunity Centers in the newly opened Learning Center. Trio is an organization whose purpose is to help first time college students, college students who took a break, and those with low income.

Melody Lawrence and Kathy Bryant from Trio shared with secondary students, their parents, and other adults about what resources were available. Meredith Snapp, Shelby Schellenger, and I shared library resources on deciding and planning for college or career after high school. Light refreshments were available and over 175 people attended and learned about how to fill out a Free Application For Federal Student Aid (FAFSA) form, the deadlines for FAFSA applications, as well as the deadlines and resources available to prepare for the PSAT, ACT and SAT.



Readers Services

Autumn Friedli, Public Services Supervisor

On August 27th, we hosted author Karin Slaughter. Danny Caine of the Raven Bookstore in Lawrence provided Miranda Ericsson the opportunity to host the author event. We checked out nearly every Karin Slaughter book that the library owns in the weeks leading up to the event, and 171 people came together in our auditorium for a memorable evening with other readers. The audience was a good mix of men and women, younger and older readers, and even some teens. There was a definite energy in the room and there were so many excited readers. Melissa Bruner of WIBW served as the moderator for the event.

We had visitors from Lawrence, Emporia, Paola, Kansas City, and even from Tulsa and Oklahoma City. The author was warm and genuine. She asked for an extra chair at the signing table so readers could sit with her for a moment while she signed books. In front of a backdrop marked with our logo and Stay Curious branding, dozens of visitors asked the next person in line to take their photo with Slaughter.

Our own Julie Nelson spoke eloquently to the excitement and spirit of camaraderie:

“I’m not one to strike up conversations with strangers at events – a shy smile usually suffices! – but I was SO excited, and I mean SO EXCITED that Karin Slaughter was in Topeka that I couldn’t help but burble that to the two strangers beside me: “Can you believe Karin Slaughter is actually here?” Well, that opened the flood gates, or broke the ice, or whatever because for the next few minutes we were comparing notes: which ones had we read, which were our favorites, etc. And the relationship continued after she began speaking – the knowing looks, the exchanged smiles – it was definitely a shared experience. And at the end of the event we wished each other “happy reading!” and left with smiles, not only because we enjoyed Karin so much, but because we had experienced it together.”

A shared experience to remember, and an opportunity to meet with an author and connect with other readers at the library—one piece of our strategy to engage our community of readers.

Information & Learning Gallery

Debbie Stanton, Public Services Supervisor

The Alice C. Sabatini Gallery is not open, but we’re still showing art!

- “The Appeal of Clay” features art from the TSCPL contemporary ceramics collection, which are on exhibit during the month of October at the Sage Art Gallery at Fire Me Up! Ceramics in NOTO on Kansas Avenue.
- “Kansas Visions” highlights paintings and prints by former members of the Topeka Art Guild. All work is from a significant gift of art by the Topeka Art Guild to the Library in 1979. This exhibit will be at the Fairlawn Plaza Shopping Center, 21st and Fairlawn, in the Topeka Art Guild’s “Featured Kansas Artist” gallery. It will be on exhibit through November.

Work continues on database data entry, art collection photography, and planning for exhibits in the new space among other projects. We’ve also begun pre-construction meetings and will keep you regularly apprised as the building project moves forward.

Business & Careers

From our Business & Careers Librarian, Meredith Snapp:

“I have been helping a customer since the middle of June find her encore career. We worked together to update her résumé, spoke about being 60 years of age and a viable job candidate. I encouraged her to be confident during the application process. She had a phone interview (which we prepped for) and then an in-person interview. We talked about questions to ask, which outfit she felt most confident in, and even learned how to do some research on the company and people who would be interviewing her. This last week, I received an email from her saying she got her DREAM JOB. I was overjoyed! She was crying with joy and said that the library and this experience have literally changed her life.”

Community Connections

Community Connections Librarian Lissa Staley shared current practices, expertise, and valuable experience with two Reference & Information Seeking Behavior classes at the School of Library & Information Management at Emporia State University in September. What specific skill sets and cultural competencies and ethical principles are required for reference librarians to deliver different formats of reference interviews and serve diverse patrons, especially in today's mobile society? She spoke from the "10 Customer Conversation Best Practices" used in the library's Customer Service Training and the Information Superstar training. The presentations and question and answer sessions were well received and one student wrote "I found it refreshing, real, and totally confirmed that I want to be a public librarian!"

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Another school year is underway. With that comes a transformation of our programs for school age kids. The library provides an afterschool snack from 3:30-4:30 pm, Monday through Friday. Following snack we have a variety of activities from 4:30-6:30 pm, Monday through Thursday, Curiosity Club. Activities run the gamut from physical, mental, reading, writing and/or STEAM (Science, Technology, Engineering, Art, and Mathematics).

Specialist Tracie McCluskey and Leah Anderson plan and facilitate the majority of STEAM program activities. In one such session kids discussed generosity and giving, and were challenged to do something nice for someone without expecting to get anything in return. The kids made cards for library staff and other adults. They put those into bags with a few candies and practiced distributing them, including the social portion of saying something kind as an explanation for the treat delivery. And then they handed them out. They didn't get any candy for themselves that evening. For some of the kids this seemed unconscionable. For our facilitators it was a very age appropriate lesson in giving. By the way, the kids do get treats every once in a while.

On another evening kids took a candy elevator challenge. They loaded a Smartie onto an elevator (tongue depressor with yarn at each end). Then they put the yarn ends over their ears and raised the elevator in an attempt to deposit the sugar into their waiting mouths. This is trickier than it might sound or maybe I only say that because it took me three attempts.

New this year are family engagement sessions. There is one per week. It occurs from 6:30-7:30 pm. The schedule rotates with the focus and the day of the week.

- Monday: Play It
- Tuesdays: Create It
- Wednesdays: Build It
- Thursdays: Read It

In July we had talks with our site partners for the Learn and Play Bus to discuss possible options for alternative service on days when we faced weather or maintenance issues for the vehicle. All those we approached were open to use coming inside their buildings provided they had space available on those days. As if on cue, we had a maintenance issues arise with the Learn and Play Bus during August that took a while to remedy due to awaiting a part. During that window of time we were able to provide indoor service at nearly all of our partner sites. The nimbleness of our partners, the staff and the service has helped us keep our playdates, and our customers have appreciated it.

We also held our most recent Family Place Workshop series. Over the five weeks we had 113 attendees or 22 families. This play-based program serves primarily families with children under age 3. Families bond with their child or children, connect with others who are in a similar stage of life, and meet professionals from community resource partners. This is the largest group we have had since we became a Family Place Library in 2014.

Our regular teen programming has started once again and includes Teen Writer and Teen Artist Groups that rotate on Monday evenings as well as the Topeka Anime & Manga Society monthly meeting that meets on a Tuesday night.

We have added two new staff to the Youth Services department. In the past three weeks we have welcomed two new Specialists: Kody Stadler who will work with primarily our teen population, and Debbie Reiff who will work with primarily with our birth to five set. Both are off to a good start. We still have a half time position to fill.

Learning Experiences

Stephanie Hall, Learning Experiences Manager



The Learning Center is open and we are starting to figure it out. It's like moving into a new house; you think you know how things will work until you actually start using them. We have had some regular computer training classes where the customers who have previously attended have really enjoyed the new space. They like that they can see the screen easily and do not have to contort their bodies anymore. The laptops being used in class are a real hit as well.

Shari offered her "Cutting the Cable Cord" class in the Learning Center recently and had a crowd which we were able to accommodate and adjust on the fly to fit everyone in.

In addition to liking the space, Shari got some great feedback from a customer who said she used the information from "Cutting the Cable Cord" class. She had been paying \$250 a month for cable and internet and now is paying \$90 a month for internet and YouTube TV. She also commented that Shari's "handout was invaluable."

If you would like to learn more about “Cutting the Cable Cord” you can find information on our digital branch at <https://tscpl.org/services/computer-classes> and click on the “Cutting the Cable Cord” tab. You will find handouts as well as screencasts to help you through the process.

We have been experimenting with in the Learning Center is the pop-up concept. We have set items out in the room when nothing is scheduled in the space to see what happens. We found out that people show up to play and have fun! Meg Porteous asked to put out our mobile maker space one Saturday in the Learning Center and her two nephews started tinkering. After 20 minutes Meg went back and found the room full of people doing a variety of things. Our customers liked having the opportunity to tinker and experiment with the different items in the mobile maker space.



Finally, Shari Schawo sent our AmeriCorps team off with an opportunity to take part in a Breakout Box Challenge with the theme of Stranger Things (based on the Netflix series). The team, not so surprisingly, worked well together and were successful in breaking out. They celebrated with some bubble fun because let’s face it, who doesn’t like bubbles?

Community Services

Sandy Hestand, Community Services Supervisor

The Community Services department has had two exciting arrivals recently. The delivery of the library’s new book bike and the arrival of the newly re-wrapped Lingo bookmobile.

The book bike is an environmentally friendly way to bring more awareness of the library’s materials, events, and services. It allows us to be more creative in the events and happenings we’re able to attend. The book bike came to us painted white, but will soon be covered in a new colorful wrap.



The library also welcomed an old friend back to our vehicle lineup. The Lingo bookmobile has been repaired and re-wrapped to be used as a backup vehicle when other bookmobiles are out of service. In the past we have done what we could to help mitigate lost time for our customers by sending staff out with reserves or loading the Adventuremobile when possible. However, none of these alternatives are up to the level of service that our customers have come to expect. Having a backup vehicle fits this need. While it's not up to the daily wear and tear of constant service, it will be a better substitution to our regular service for our customers.



Technical Services / Collection Development

Scarlett Fisher-Herreman, Technical Services & Collection Development Manager

I would like to provide an update on our work with Lean library consultant, John Huber. We contracted with Mr. Huber to help our library analyze the materials workflow and optimal relocation place within the library for the Technical Services Department. A cross-departmental team of library staff met weekly with Mr. Huber from April through the end of July to explore our service delivery chain, beginning from the point an item is selected for the collection all the way through the process to the moment it is delivered to a customer. As an outcome of this process, we are moving forward with the following initiatives:

We will smooth ordering patterns for new materials with a goal of eliminating “peak load” orders.

Peak loads occur when an imbalance in ordering cycles causes many items to arrive at once, potentially causing a backlog of materials. We are working to eliminate peak loads by extending our annual ordering calendar to 49 weeks. By ordering into December, we can get ahead on titles that will release in the first weeks of the next year and minimize holds and a backlog of customer purchase requests. We have also worked with Kim Torrey and the Finance Team to make changes in how we manage some requisitions in Black Mountain with the goal of streamlining the acquisition process. Last, we are working to standardize budget tracking spreadsheets used by the selection team so that we have a greater shared awareness of current expenditures and available funds.

We will re-organize the physical layout of the department to support Huber’s concept of the “rabbit line”. “Rabbits” are items that arrive with the need for minimal cataloging and processing work, thus can be moved to customers quickly. Entertainment DVDs and 14 Day Express books are good examples of “rabbits”. “Turtles” are items that require more staff intervention before moving on to customers. Book Group in a Bag kits are a good example of a “turtle” as they require custom cataloging and processing work. In preparation for our move to new workspace, we have done some re-organizing within Technical Services to support the speedy movement of “rabbit” materials through the department.

We have made changes to the way we organize new materials and moved away from the big gray tubs to a cart-based system. By moving to carts, we eliminated the need for a maintenance staff member to use a dolly to move a heavy stack of tubs. We can roll the carts ourselves and even place new items on the materials handling machine when Circulation staff are unavailable to do that task. New items are placed on carts and delivered to the Circulation Workroom twice each day. We have also separated new express items and placed them on their own carts. These items are checked in and shelved each morning by Tech Services staff. By the time the library opens, the latest new express items are already on the shelves ready for customers.

We have been tracking the progress on this change and have been very pleased to see all copies of some titles checked out within just a couple of hours of being placed on the shelves. Prior to this change, those same items may have spent the better part of a day in the circulation workroom but with this new system, we’ve eliminated steps and created a smoother delivery chain for popular new items.

We will create a 2-3 hour turnaround time for the majority of new items. This is a goal we are still perfecting and we're on our way to success. We are moving the majority of new items through the department within 48 hours. Many items are unpacked in the morning and are delivered to Circulation before the end of the workday, spending only hours in Tech Services. We will continue to assess and make changes to our workflow in advance of our move to the lower level.

We will design a new workspace for Technical Services. We worked with Mr. Huber on options for creating the rabbit line and building a workspace that improves the flow of materials. As a team, we've worked together to create a design of the new workspace, complete with the rabbit line and an arrangement of staff workspaces that is conducive to both shared and individual work responsibilities. We are excited to work with Civium on the next phase of this project, the creation of the new Tech Services workspace in the former Talking Books area. This is an opportunity for us to create a new space that incorporates a Lean model into a physical work environment. We are looking forward to the changes ahead and the opportunity to work with other library staff as design projects move ahead in other areas of the library.

Digital Services

David King, Digital Services Director

Digital Services has been busy. The major projects we are currently working on include:

- Audio/Visual equipment for Claire's Courtyard: The equipment has arrived, and Digital Services has been trained. We are looking forward to using it for events this fall.
- Various construction projects: Digital Services' (DS) role for each of our current construction projects is to make sure security cameras, Wi-Fi access points, and networking cables are installed in the proper locations. Once construction is completed, DS sets up needed technology for each area. Sometimes this last part is a team effort. For example, the new interactive smartboard in our Learning Center was selected by a team of staff who tested equipment on-site and visited with Washburn University A/V staff as well. This has helped us choose a great solution for the Learning Center.
- Our Communico project is underway! Communico is a new software tool that handles event and meeting room management, Team Room reservations, and our digital signage in the building. Communico also has a mobile app that is part of the package. Look for these needed upgrades later this fall!



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

BOARD OF TRUSTEES September 19, 2019

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

Background

Four new outside benches for the front (south) side of the Library have been purchased by The Library Foundation from Landscape Forms, Inc. of Kalamazoo, Michigan for a total of \$13,245. The Strata Beam Benches (pictured) are 80 inches in length with slatted wood and arm rests. They match the benches that are currently part of the new entry into the library.

The Foundation is seeking donors who wish to have a naming opportunity for each of the benches.

Dennis Montgomery's passion was reading and writing. He loved the Library and visited almost daily. His family felt this was the most meaningful way to honor his memory and contribute to a place that meant so much to him. An engraved plate will be attached to one of the benches in his honor that reads: *In loving memory of*

Dennis Alan Montgomery

1984 – 2018

You belong somewhere you feel free.



Pursuant to the "Procedure for Named Recognition" in the "Named Recognition Policy" of the Topeka and Shawnee County Public Library Board of Trustees, this recommendation will appear on the agenda of the August 8, 2019 and September 19, 2019 Board of Trustees meetings with action on a resolution taking place at the September 19, 2019 meeting.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Executive Session

**BOARD OF TRUSTEES
September 19, 2019**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, will recess the regular monthly meeting to enter into Executive Session at _____ PM for a time not to exceed 60 minutes to discuss a personnel matter. Action will be taken following the Executive Session.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2019												2018 YTD	Change 18 TO 19%			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total		
CIRCULATION																	
Main Library																	
Circulation Desk & Renewals	47,242	42,607	50,967	50,215	46,042	51,152	58,122	51,577						397,924	415,362	-4.2%	
Interlibrary Loan	1,988	1,568	1,353	1,755	1,631	1,409	1,261	1,817						12,782	13,609	-6.1%	
Self-Check	74,055	67,188	75,589	60,958	76,115	78,996	81,635	78,160						592,696	676,197	-12.3%	
Bookmobile	19,004	14,162	17,589	20,938	16,279	19,628	20,911	14,872						143,383	159,071	-9.9%	
Red Carpet	8,267	6,215	7,141	7,021	7,101	7,041	7,426	6,830						57,042	58,366	-2.3%	
Digital Downloads	41,009	36,566	40,191	37,477	39,621	40,108	41,064	41,175						317,211	291,717	8.7%	
Library @ Work / Smartlocker	2,522	2,258	2,526	2,409	2,522	2,256	2,407	2,539						19,439	17,583	10.6%	
TOTAL CIRCULATION	194,087	170,564	195,356	180,773	189,311	200,590	212,826	196,970						1,540,477	1,631,905	-5.6%	
CIRCULATION DETAILS																	
Print Material	87,307	77,386	92,027	85,159	89,776	99,507	105,623	93,379						730,164	787,129	-7.2%	
Audio/Visual Material	60,847	53,081	59,178	51,969	55,337	56,402	61,975	58,454						457,243	523,962	-12.7%	
Adult Materials	91,557	80,069	89,301	79,750	84,084	84,660	91,678	87,198						688,297	766,105	-10.2%	
Children's Materials	43,792	39,393	48,713	45,137	47,740	56,953	60,503	50,352						392,583	430,034	-8.7%	
Young Adult Materials	3,862	3,334	4,373	4,013	4,671	5,579	5,923	5,206						36,961	39,239	-5.8%	
Red Carpet Materials	8,943	7,671	8,818	8,228	8,618	8,717	9,494	9,077						69,566	75,713	-8.1%	
NEW Patrons																	
Topeka / Shawnee County																	
Adults	643	536	677	464	625	702	829	727						5,203	5,341	-2.6%	
Children (ages 17 and under)	120	145	174	109	233	314	313	195						1,603	1,836	-12.7%	
Red Carpet Outreach	13	7	11	14	17	8	9	13						92	103	-10.7%	
NEKL	64	76	69	49	54	80	76	51						519	490	5.9%	
Non-Resident	0	1	1	0	0	1	1	0						4	5	-20.0%	
Total New Registrations	840	765	932	636	929	1,105	1,228	986						7,421	7,775	-4.6%	
PATRONS DELETED	916	2,108	1,752	1,567	1,028	1,340	7,161	231						16,103	13,839	16.4%	
BORROWERS																	
Topeka / Shawnee County																	
Adults	54,323	53,646	53,560	53,344	53,578	53,583	53,942	54,727						54,727	53,868	1.6%	
Children (age 0 - 17)	19,025	18,974	18,893	18,819	18,785	18,793	18,807	18,908						18,908	19,138	-1.2%	
Red Carpet Outreach	1,093	1,178	1,180	1,166	1,173	1,178	1,178	1,189						1,189	1,222	-2.7%	
NEKL	7,344	7,385	7,370	7,347	7,335	7,306	7,292	7,332						7,332	7,324	0.1%	
Non-Resident	45	42	42	42	42	42	43	43						43	48	-10.4%	
Delinquent	118	110	110	112	110	114	107	116						116	113	2.7%	
TOTAL BORROWERS	81,948	81,335	81,155	80,830	81,023	81,016	81,369	82,315						82,315	81,713	0.7%	
Holds Satisfied	20,311	17,713	19,383	19,108	18,975	18,389	20,848	19,745						154,472	154,509	0.0%	
CHECK-IN																	
TOTAL CHECK-IN	101,712	87,079	100,382	95,974	100,959	100,951	119,028	105,753						811,838	904,734	-10.3%	

Topeka and Shawnee County Public Library
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	2019												2018 YTD	Change 18 TO 19%				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total			
COLLECTION																		
Materials Added	6,663	4,219	4,170	4,289	4,389	4,550	4,866	5,620								38,766	44,087	-12.1%
Materials Discarded	8,012	5,503	5,113	6,032	6,529	6,608	7,023	4,705								49,525	46,119	7.4%
TOTAL COLLECTION	422,652	421,368	420,425	418,682	416,542	414,484	412,327	413,242							413,242	440,570	-6.2%	
WEBSITE																		
tscpl.org Unique Visitors	31,108	29,860	32,154	30,192	31,848	29,378	28,843	28,266							241,649	238,804	1.2%	
tscpl.org Total Visits	57,442	52,300	56,131	52,841	56,515	53,897	53,880	52,344							435,350	426,979	2.0%	
catalog.tscpl Unique Visitors	20,841	18,726	20,190	18,403	20,345	21,429	20,169	22,241							162,344	149,476	8.6%	
catalog.tscpl Total Visits	48,363	41,882	45,972	42,336	46,053	48,030	47,404	50,632							370,672	335,846	10.4%	
NOTARY SERVICE	154	116	153	199	162	137	214	195							1330			
REFERENCE QUESTIONS																		
Public Services	12,921	13,417	14,281	12,948	11,420	11,064	12,163	12,160							100,374	110,378	-9.1%	
Topeka Room	682	576	807	684	669	708	846	741							5,713	5,347	6.8%	
Plaza**	0	0	0	0	683	1,407	1,606	1,629							5,325	0		
Youth Services	2,616	2,682	3,484	2,840	3,885	5,119	5,552	3,928							30,106	26,685	12.8%	
Gallery	51	44	34	38	44	11	14	4							240	322	-25.5%	
TOTAL REFERENCE QUESTIONS	16,270	16,719	18,606	16,510	16,701	18,309	20,181	18,462							141,758	142,410	-0.5%	
GATE COUNT	57,863	54,706	65,138	57,968	60,257	67,220	72,940	64,319							500,411	526,909	-5.0%	
MEETING ROOMS																		
Meeting Room Bookings	688	706	732	830	712	657	736	684							5,745	5,302	8.4%	
Team Room Bookings	1,522	1,427	1,737	1,661	1,609	1,624	1,840	1,794							13,214	11,210	17.9%	
Total Meeting Room Hours Booked	5,725	5,829	6,327	7,003	6,008	4,840	6,139	5,275							47,145	28,282	66.7%	
TOTAL ATTENDANCE	13,033	14,106	13,257	15,454	13,806	14,663	16,871	13,695							114,885	93,136	23.4%	
LEARN & PLAY BUS VISITS	219	182	243	247	253	168	332	205							1,849	2,698	-31.5%	
PROGRAM ATTENDANCE																		
Adult - General	321	161	624	257	330	208	1,931	547							4,379	10,897	-59.8%	
Computer Training	139	95	8	2	44	92	66	69							515	1,125	-54.2%	
Outreach	3,531	2,861	2,630	3,872	2,440	999	854	258							17,445	25,824	-32.4%	
Kids	870	634	481	628	496	1,345	2,730	908							8,092	15,434	-47.6%	
Movies	0	8	8	0	14	67	314	35							446	556	-19.8%	
Books	15	202	0	10	364	4	22	0							617	952	-35.2%	
Art	127	124	11	34	31	148	303	78							856	1,904	-55.0%	
Teens	0	12	0	0	0	264	0	12							288	443	-35.0%	
Music	0	0	0	100	0	0	0	0							100	1,346	-92.6%	
TOTAL ATTENDANCE	5,003	4,097	3,762	4,903	3,719	3,127	6,220	1,907							32,738	58,481	-44.0%	
GALLERY ATTENDANCE	1,438	1,715	1,871	1,446	1,786	3,877	4,110	1,947							18,190	18,765	-3.1%	
COMPUTER USE																		
Public Computer Sessions	14,860	13,839	16,368	14,771	15,118	17,393	17,889	17,071							127,309	139,381	-8.7%	
Avg Public Computer Session Length	0:56:37	0:58:09	0:57:30	0:53:55	0:55:52	0:55:37	0:57:14	0:55:31							0:56:18	0:55:58	0.6%	
Total Computer Hours	14,022	13,412	15,686	13,273	14,077	16,122	17,064	15,795							119,452	130,144	-8.2%	
Wireless Sessions	15,712	16,001	15,714	16,077	16,877	20,763	22,259	15,522							138,925	161,283	-13.9%	
Avg Wireless Session Length	0:29:00	0:29:00	0:29:00	0:28:00	0:29:00	0:28:00	0:27:00	0:40:00							0:29:53	0:32:26	-7.9%	
Total Wireless Hours	7,594	7,734	7,595	7,503	8,157	9,689	10,017	10,348							68,637	87,202	-21.3%	
TOTAL HOURS	21,616	21,146	23,281	20,776	22,234	25,812	27,081	26,143							188,089	217,346	-13.5%	

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	2019												2018 YTD	Change 18 TO 19%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473	19,282	17,946					139,250	152,329	-8.6%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601	21,719	20,846					165,824	179,215	-7.5%
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455	37,628	31,250					237,744	248,920	-4.5%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351	9,315	7,226					64,959	75,886	-14.4%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431	2,344	1,929					16,574	17,605	-5.9%
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502	9,265	8,814					67,743	72,791	-6.9%
RC Realia	247	208	217	212	232	215	229	263					1,823	2,879	-36.7%
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479	5,841	5,105					36,247	38,378	-5.6%
PRINT CIRCULATION	87,307	77,386	92,027	85,159	89,776	99,507	105,623	93,379					730,164	788,003	-7.3%
Audio / Visual Material															
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871	4,056	3,918					31,458	37,875	-16.9%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715	4,099	3,456					30,232	34,419	-12.2%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569	40,178	39,103					304,959	347,088	-12.1%
Juvenile Audiobooks	441	375	495	458	447	518	634	563					3,931	4,546	-13.5%
Juvenile Music	441	364	417	346	337	408	486	480					3,279	5,063	-35.2%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221	12,440	10,833					82,670	91,650	-9.8%
YA A/V	81	71	76	91	112	100	82	101					714	861	-17.1%
A/V CIRCULATION	60,847	53,081	59,178	51,969	55,337	56,402	61,975	58,454					457,243	521,502	-12.3%
Adult Material															
Adult Fiction	18,316	15,937	17,734	15,721	16,841	17,473	19,282	17,946					139,250	152,329	-8.6%
Adult Nonfiction	21,499	19,192	21,812	19,650	20,505	20,601	21,719	20,846					165,824	179,215	-7.5%
Magazines	1,902	1,550	2,073	2,179	2,166	2,431	2,344	1,929					16,574	17,605	-5.9%
Adult Audiobooks	4,126	3,642	4,147	3,757	3,941	3,871	4,056	3,918					31,458	37,875	-16.9%
Adult Music	3,854	3,485	4,208	3,630	3,785	3,715	4,099	3,456					30,232	34,419	-12.2%
Adult Videos / DVDs	41,860	36,263	39,327	34,813	36,846	36,569	40,178	39,103					304,959	347,088	-12.1%
ADULT CIRCULATION	91,557	80,069	89,301	79,750	84,084	84,660	91,678	87,198					688,297	768,531	-10.4%
Juvenile Material															
Juvenile Fiction	25,068	23,238	28,960	26,853	29,292	35,455	37,628	31,250					237,744	248,920	-4.5%
Juvenile Nonfiction	7,798	6,535	8,333	8,606	7,795	9,351	9,315	7,226					64,959	75,886	-14.4%
Juvenile Audiobooks	441	375	495	458	447	518	634	563					3,931	4,546	-13.5%
Juvenile Music	441	364	417	346	337	408	486	480					3,279	5,063	-35.2%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874	9,869	11,221	12,440	10,833					82,670	91,650	-9.8%
JUVENILE CIRCULATION	43,792	39,393	48,713	45,137	47,740	56,953	60,503	50,352					392,583	426,065	-7.9%
Red Carpet Material															
RC Print Materials	8,696	7,463	8,601	8,016	8,386	8,502	9,265	8,814					67,743	72,791	-6.9%
RC Realia	247	208	217	212	232	215	229	263					1,823	2,879	-36.7%
RED CARPET CIRCULATION	8,943	7,671	8,818	8,228	8,618	8,717	9,494	9,077					69,566	75,670	-8.1%
Young Adult Material															
YA Print Materials	3,781	3,263	4,297	3,922	4,559	5,479	5,841	5,105					36,247	38,378	-5.6%
YA A/V	81	71	76	91	112	100	82	101					714	861	-17.1%
YOUNG ADULT CIRCULATION	3,862	3,334	4,373	4,013	4,671	5,579	5,923	5,206					36,961	39,239	-5.8%
Overdrive	30,012	26,607	28,995	27,241	28,737	29,556	30,559	30,536					232,243	201,466	15.3%
Hoopla	9,468	8,452	9,565	8,998	9,548	9,301	9,601	9,766					74,699	78,088	-4.3%
Flipster	1,529	1,507	1,631	1,238	1,336	1,251	904	873					10,269	12,163	-15.6%
DIGITAL DOWNLOADS	41,009	36,566	40,191	37,477	39,621	40,108	41,064	41,175					317,211	291,717	8.7%

Topeka and Shawnee County Public Library
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Value Calculator	2018												2019
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,451,885	\$1,289,212	\$1,529,218	\$1,410,660	\$1,489,370	\$1,650,292	\$1,755,743	\$1,554,650					\$12,131,030
Magazines (\$5)	\$9,510	\$7,750	\$10,365	\$10,895	\$10,830	\$12,155	\$11,720	\$9,645					\$82,870
Audiobooks (\$10)	\$45,670	\$40,170	\$46,420	\$42,150	\$43,880	\$43,890	\$46,900	\$44,810					\$353,890
DVD, Games, Music (\$4)	\$225,120	\$196,256	\$218,144	\$191,016	\$203,796	\$208,052	\$229,140	\$215,892					\$1,687,416
Notary Service (\$10)	\$1,540	\$1,160	\$1,530	\$1,990	\$1,620	\$1,370	\$2,140	\$1,950					\$13,300
Reference Questions (\$7)	\$113,890	\$117,033	\$130,242	\$115,570	\$116,907	\$128,163	\$141,267	\$129,234					\$992,306
Programming (\$10)	\$50,030	\$40,970	\$37,620	\$49,030	\$37,190	\$31,270	\$62,200	\$19,070					\$327,380
Meeting Room Use	\$36,979	\$37,235	\$44,910	\$34,809	\$34,370	\$26,010	\$21,205	\$37,435					\$272,953
Gallery Attendance (\$10)	\$14,380	\$17,150	\$18,710	\$14,460	\$17,860	\$38,770	\$41,100	\$19,470					\$181,900
Computer Use (\$12 /hr)	\$168,265	\$160,948	\$188,232	\$159,281	\$168,918	\$193,468	\$204,769	\$189,545					\$1,433,426
ILL Borrowed (\$25)	\$10,775	\$9,000	\$9,050	\$10,100	\$8,550	\$8,450	\$10,350	\$10,925					\$77,200
TOTAL VALUE	\$2,128,044	\$1,916,884	\$2,234,441	\$2,039,961	\$2,133,291	\$2,341,890	\$2,526,534	\$2,232,626					\$17,553,671

* - Data not available