



Call to Order

Public Comment

Introductions

Approval of April 18, 2019 Trustee 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 – Sherryl Longhofer, Board President

Board Chair Report – Liz Post

Chief Executive Officer – Gina Millsap

Chief of Staff – Thad Hartman

- Facilities Master Plan update
- Staff Development Training Plan – Presented by Kristin Kelly, Staff Development Coordinator

New Business

- Audit Services Bid Process – **Discussion Item**
- Funding Request to The Library Foundation for Red Carpet Cargo Van - **Action Item**
- Communico Software License Purchase – **Action Item**
- Personnel Policies 38 - 46 – **Action Item**

Executive Session

Trustee Advocacy Stories

Adjournment

Next Meeting

June 20, 2019 4:00 pm
Menninger Room 206

*Subject to change without notice



**Minutes
Board of Trustees Meeting
April 18, 2019
Menninger Room 206**

Board Members Present

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

Board Members Absent

Kacy Simonsen

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, April 18, 2019 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:01 PM by Chair Kerry Onstott Storey.

Public Comment

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

Removal of BID Red Carpet Cargo Van Agenda Item

On a motion by Beth Dobler, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the removal of the Bid for the Red Carpet Cargo Van item from the agenda.

Approval of Minutes

On a motion by Jim Edwards, seconded by David Monical, the March 21, 2019 Board of Trustees minutes were approved. Motion carried.

Audit Report

Stacey Hammond, Managing Director with Berberich Trahan & Company, PA reviewed the 2018 Audit Report. She reported that the Library received an unmodified audit opinion without any findings or deficiencies. Jim Edwards, Chair of the Audit Committee, reported on the committee meeting. There were no questions from Board members. On a motion by Jim Edwards, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accept the 2018 Audit Report by Berberich Trahan & Co., P.A. There was no discussion. Motion passed unanimously.

Chief Financial Officer

There were no additions to Chief Financial Officer Kim Torrey's report. Kim thanked the Audit Committee for their assistance with the 2018 Audit process. There were no questions for Kim.

Approval of the Treasurer's Report

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

The Library Foundation Report

Foundation Chair Marilyn Ward reported The Library Foundation's Wilder Society Tea that was held on Sunday, April 7 was a great success. Fifty of the one hundred and fifty two attendees were Wilder Society Members.

The Library Foundation board meeting was held on Wednesday, April 17. The Foundation received a good report from auditors and approved the purchase of \$3,700 for a new espresso machine for the Millennium Café.

Work continues on the donor lists for the new Interactive Donor Recognition Wall that will be installed in the Rotunda this summer. There were no questions for Ward.

Friends of the Library Report

President Sherryl Longhofer reported the Friends of the Library held their regular board meeting on March 12, 2019. During the board meeting Cathy Minarik was appointed to serve as Secretary, replacing Ken Peterson. Currently the Friends board is accepting scholarship applications for associates that are furthering their education in field of librarianship. At this time, only one application has been received.

Currently the Friends are reviewing their business model and working on a strategic plan that will increase revenues. The most recent financial reports indicated expenses have increased and there has been a decline in Booktique sales.

As a reminder the Friends are selling office chairs that have been removed from the Library's inventory and will be selling a variety of Red Carpet items such as musical instruments and cognitive learning items. Future book sales will offer a specialty table which will feature items not suitable for online sales or in the Booktique.

Web sales are doing well. Approximately 827 books have been sold from January 1, 2019 through March 12, 2019 with sales totaling \$12,276.12. There were no additional questions for Longhofer.

Board Chair Report

Chair Kerry Onstott Storey reported the Executive Committee met on Monday, April 8, 2019 at 3:00 pm to review the agenda for the April board meeting. Minutes from the March board meeting were reviewed and accepted.

CEO Gina Millsap shared that Technical Services Supervisor Scarlett Fisher- Herreman would provide a presentation on the Library's collections. She stated that bids for the Red Carpet

cargo van would be provided for the April board meeting. Trustees received email updates following the Executive Committee meeting concerning Red Carpet Cargo Van bids. Millsap mentioned further discussions concerning growth will occur once additional data is collected from OrangeBoy.

The Executive Committee confirmed that a slate of officers would be voted on for 2019-2020 year, per the trustee by-laws. There were no additional questions for Onstott Storey.

Discussion followed regarding the implementation of the library's first survey campaign through OrangeBoy's product Savannah, which will be used to determine our Net Promoter Score (NPS). Additional information regarding OrangeBoy, Savannah NPS can be found in Chief of Staff Thad Hartman's report.

Chief Executive Officer

Chief Executive Officer Gina Millsap shared two media events: KSNT for its *Someone You Should Know* series and WIBW's Red Couch with host Ralph Hipp. Both media events took place during National Library Week April 8 -12. There were no additional questions for Millsap.

Discussion followed concerning Blue Cross and Blue Shield Update. HR Director Jesse Maddox stated that the loss ratio as of March is 61%. The library is in a good position and employees and covered dependents are making good decisions when seeking health care.

Chief of Staff

Chief of Staff Thad Hartman provided an update on three major projects: Claire's Courtyard, the Circulation Plaza, and roof replacement. The weather has been very pleasant over the past month and construction has progressed, especially the amphitheater tiered seating in Claire's Courtyard. All three projects is scheduled for the end of June. Further details are provided in the Chief of Staff's report. There were no additional questions for Hartman.

Hartman introduced Technical Services Manager Scarlett Fisher- Herreman. Fisher-Herreman presented an overview of the library's collections and data collected over the last ten years that reveals trends and the influence of technology. She spoke to the relevance of bringing value to customers with print, digital collections and discussed LEAN library management, a project that Fisher-Herreman and her team are working on with consultant John Huber.

Discussion followed with no further questions.

At 5:01 PM Shawn Leisinger left the meeting

New Business

Election of Officers

On a motion by David Monical, seconded by Jennifer Miller, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee Report as presented:

Elizabeth “Liz” Post, Chair
Jim Edwards, Vice Chair
Beth Dobler, Secretary
Kacy Simonsen, Treasurer

No nominations were provided from the floor.

There was no discussion. Motion passed unanimously.

Personnel Policies

On a motion by Beth Dobler, seconded by Julie Swift, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, tentatively approves personnel policies 11 and 25 – 37 subject to receipt of the full policy manual.

Discussion followed. Motion passed unanimously.

Trustee Advocacy Stories

None

Adjournment

On a motion by Kerry Onstott Storey, seconded by Jim Edwards, the meeting was adjourned at 5:26 PM. Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____

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

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 32.6% of the budget year completed, 51% of the budgeted revenue has been received and 36% of the approved budget has been expended/encumbered. This compares to 2018 in which 52% of the budgeted revenue had been received and 36% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 32.6% of the budget year completed, 50% of the budgeted revenue has been received and 32% of the approved budget has been expended/encumbered. This compares to 2018 in which 55% of the budgeted revenue had been received and 29% 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 \$1,281,654.

Debt Service Fund-Bond & Interest – Page 7

Revenues collected to-date are 52% compared with 53% at this point in time in 2018.

Purchase Order Notification

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

consideration of approval via a resolution.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual subscription and support agreement for integrated library system Polaris	\$67,692.75	Innovative Interfaces, Inc.
Change order for existing approved project – approved by Board 02/21/19	Change Order #2 Claire’s Courtyard – adjustment for landscape, irrigation and water feature	\$41,776.00	Senne & Co. Inc.
Change order for existing approved project	Change Order #3 Claire’s Courtyard – adjustment for concrete modifications due to soil	\$6,889.00	Senne & Co. Inc.
Approved Facilities Master Plan budget	Labor and material to install security cameras in circulation plaza	\$7,961.80	Cam-Dex Security Corp.
Approved operating budget	Annual software renewal for support for VMware	\$6,894.25	Black Diamond Solutions, Inc.
Board approved 10/20/18 funding request to the Friends of the Library that included \$25,000 for the Dolly Parton project	Pass-through to the Library Foundation for investment for the Dolly Parton Imagination Library Initiative	\$25,000.00	The Library Foundation
Approved operating budget	Annual aquarium maintenance/monitoring service	\$5,919.96	Johannes, Loren
Library Materials	Literature resource center	\$7,974.03	Gale/Cengage Learning
Library Materials	Lynda Library online	\$20,000.00	Linkedin Corporation
Library Materials	“Automatically Yours” materials subscription – July	\$6,500.00	Baker & Taylor Books
Library Materials	Hoopla online	\$20,429.55	Midwest Tape LLC
Library Materials	Adult blu-rays and DVDs	\$5,530.00	Midwest Tape LLC

Other Items:

- Copies (mainly electronic) of the 2018 audit have been filed with: (1) State of Kansas (as required by state statute); (2) Moody’s (the company that does TSCPL’s bond rating); (3) Ambac Assurance Corporation (the company that carries the insurance on TSCPL’s bond issue; have asked the past six years if this audit filing is necessary due to cancellation of

the insurance when the refunding occurred); (4) Dun and Bradstreet for bond ratings; (5) Security Bank of Kansas City for the EMMA reporting; (6) Arbitrage Compliance Specialists (the company that tracks arbitrage compliance on TSCPL's bond issue); and (7) CoreFirst Bank. Also, the audit is posted on the TSCPL public website and hard copies are stored in the vault and available in the Topeka Room.

- There is one resolution on the agenda that will result in an expenditure:
 - Approval of the sole source bid to purchase Communico, which is a web based, integrated suite of tools that combines calendar and event management, room booking and interactive digital signage. Funding for this purchase will be made from General Fund.

- Please remember to schedule the forthcoming Board budget work sessions:
 - Monday, June 3rd, 9 to noon in the Menninger Room 206
 - Wednesday, July 10th, noon to 3 pm in the Anton Room 202; lunch served

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

4/30/19

	<u>Balance 01/01/19</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 4/30/2019</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,754,482.68	\$ 7,112,185.73	\$ 4,912,546.38	\$ 6,954,122.03
Employee Benefits	1,308,606.73	1,542,531.48	1,162,173.14	\$ 1,688,965.07
Capital Improvement	1,833,380.82	7,122.86	28,845.00	\$ 1,811,658.68
Bond & Interest	806,781.00	847,676.19	24,000.00	\$ 1,630,457.19
<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	351,845.05	431,144.84	\$ 498,648.20
Permanent Funds	230,782.94	(16,708.29)	-	\$ 214,074.65
Totals	<u>\$ 9,547,332.50</u>	<u>\$ 9,895,481.69</u>	<u>\$ 6,595,240.67</u>	<u>\$ 12,847,573.52</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 407,829.50
Restricted Funds-CoreFirst Bank-Checking	514,721.88
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,840,503.68
Cash on Hand	2,518.81
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	1,830,567.38
Municipal Investment Pool - 30-day Fixed	1,500,000.00
Municipal Investment Pool - 90-day Fixed	600,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	1,000,000.00
	<u>\$ 12,910,435.90</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(446.13)
Less Payroll Deduction and Employer Benefit Liabilities	15,894.77
Less Outstanding Checks	47,413.74
	<u>\$ 12,847,573.52</u>

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

4/30/19

	01/01/19 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	4/30/2019 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,754,482.68	\$ 7,112,185.73	\$ 828,626.93	\$ 4,083,919.45	\$ 6,954,122.03	\$ 1,541,334.29	\$ 5,412,787.74
Employee Benefit Fund	1,308,606.73	1,542,531.48	-	1,162,173.14	1,688,965.07	32,752.80	1,656,212.27
Capital Improvement Fund	1,833,380.82	7,122.86	28,845.00	-	1,811,658.68	530,005.00	1,281,653.68
Bond & Interest Fund	806,781.00	847,676.19	-	24,000.00	1,630,457.19	-	1,630,457.19
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	11.85	-	-	10,554.57	-	10,554.57
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	137.06	(137.06)	1,320.15	(1,457.21)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	63.25	0.04	15.29	17.03	30.97	-	30.97
Friends	134,352.56	135.33	692.39	57,922.38	75,873.12	46,133.20	29,739.92
Fun Committee	2,125.97	473.07	66.70	198.00	2,334.34	-	2,334.34
Gallery Competitions/Exhibits	36,024.48	40.51	-	-	36,064.99	-	36,064.99
Gifts/Memorials (Undesignated)	308,498.77	349,080.10	8,075.13	348,931.12	300,572.62	840,488.69	(539,916.07)
Hathaway Trust - Library Materials	5,131.59	1,159.03	159.11	2,153.79	3,977.72	795.58	3,182.14
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	57,282.26	919.84	7,432.61	4,483.15	46,286.34	1,189.91	45,096.43
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,409.76	1.56	-	150.00	1,261.32	-	1,261.32
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,455.06	4.96	25.07	49.16	4,385.79	307.54	4,078.25
Special Collections	5,674.24	6.37	-	-	5,680.61	-	5,680.61
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.96	0.04	-	-	36.00	-	36.00
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,166.12	2.43	-	-	2,168.55	-	2,168.55
Youth Services	9,091.43	9.92	203.25	433.60	8,464.50	2,143.37	6,321.13
<i>Permanent Funds</i>							
Mertz Trust	230,782.94	(16,708.29)	-	-	214,074.65	-	214,074.65
TOTALS	\$ 9,547,332.50	\$ 9,895,481.69	\$ 909,472.79	\$ 5,685,767.88	\$ 12,847,573.52	\$ 2,996,470.53	\$ 9,851,102.99

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

4/30/19

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% Received</u> 32.6%
Ad Valorem Property Tax	\$ 12,162,389.00	\$ 6,788,261.06	\$ (5,374,127.94)	56%
Revitalization Rebates	(154,912.00)	(98,787.78)	\$ 56,124.22	64%
Back Tax	-	99,100.20	\$ 99,100.20	N/A
Motor Vehicle Tax	1,272,889.00	138,795.92	\$ (1,134,093.08)	11%
Recreational Vehicle Tax	11,669.00	848.52	\$ (10,820.48)	7%
16/20 M Vehicle Tax	4,924.00	4,939.16	\$ 15.16	100%
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	35,722.82	\$ (7,439.18)	83%
E-Rate Reimbursement	73,250.00	-	\$ (73,250.00)	0%
Miscellaneous Revenue	3,000.00	14,127.47	\$ 11,127.47	471%
Miscellaneous Revenue - Recyclg	-	80.20	\$ 80.20	N/A
Salary Refunds-Foundation	95,451.00	25,480.64	\$ (69,970.36)	27%
Salary Refunds-Friends	45,993.00	15,600.92	\$ (30,392.08)	34%
Salary Refunds-Shawnee Cty	21,802.00	7,468.25	\$ (14,333.75)	34%
Vending Machines	4,000.00	1,319.74	\$ (2,680.26)	33%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	33,341.30	\$ (123,658.70)	21%
Debt Collect	-	1,915.66	\$ 1,915.66	N/A
ILL Fees	350.00	688.42	\$ 338.42	197%
Mailing Fees	120.00	45.00	\$ (75.00)	38%
Non Resident Card Fee	935.00	85.00	\$ (850.00)	9%
Obituary Fees	750.00	300.00	\$ (450.00)	40%
Meeting Room Charges	5,500.00	1,445.00	\$ (4,055.00)	26%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	58,200.00	38,738.75	\$ (19,461.25)	67%
Library Treasurer's Balance	2,317,867.00	-	-	N/A
TOTALS	<u>\$ 16,136,856.00</u>	<u>\$ 7,112,185.73</u>	<u>\$ (6,706,803.27)</u>	51%

* 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**

4/30/19

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
STAFF:					32.6%
Salaries-Auto Allowance	\$ 6,400.00	\$ 2,215.35	\$ -	\$ 4,184.65	35%
Salaries-Facilities	629,003.00	221,799.03	-	407,203.97	35%
Salaries-Overtime	10,000.00	2,723.22	-	7,276.78	27%
Salaries-Security	375,321.00	91,078.48	-	284,242.52	24%
Salaries-Shelvers	181,115.00	41,805.67	-	139,309.33	23%
Salaries-Staff	7,571,200.00	2,513,606.60	-	5,057,593.40	33%
Conferences	136,570.00	28,421.14	30,842.65	77,306.21	43%
Staff Development & Training	30,000.00	4,715.17	233.65	25,051.18	16%
Mileage	9,400.00	2,082.38	6,014.97	1,302.65	86%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	531.85	259.14	1,209.01	40%
Materials-Periodicals	39,500.00	1,379.98	-	38,120.02	3%
Materials-Print/Non-Print <1 YR	526,600.00	143,768.60	3,986.75	378,844.65	28%
Materials-Print/Non-Print	1,268,500.00	344,110.92	102,425.18	821,963.90	35%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	89,921.00	19,458.89	72,524.96	(2,062.85)	102%
Contracted-Digital Services	373,600.00	93,711.08	90,193.37	189,695.55	49%
Contracted-Facilities	294,100.00	137,890.86	73,884.72	82,324.42	72%
Contracted-Equipment	45,350.00	12,504.24	32,534.00	311.76	99%
Contracted-Professional	248,230.00	75,687.53	92,670.06	79,872.41	68%
Contracted-E-Rate Services	6,600.00	-	-	6,600.00	0%
Digital Services Support	344,500.00	18,919.38	22,737.62	302,843.00	12%
Furniture/Equipment	95,000.00	3,074.67	-	91,925.33	3%
Insurance	53,054.00	28,577.00	23,000.00	1,477.00	97%
Marketing & Communication	48,000.00	1,505.27	2,590.00	43,904.73	9%
Memberships/Dues	24,806.00	9,511.00	9,447.00	5,848.00	76%
Miscellaneous	5,000.00	573.34	119.85	4,306.81	14%
Payments to Other Libraries	113,189.00	-	-	113,189.00	0%
Postage/Shipping	110,160.00	25,032.57	1,483.19	83,644.24	24%
Printing	113,800.00	23,604.31	36,312.66	53,883.03	53%
Programming	30,000.00	5,381.76	2,724.08	21,894.16	27%
Special Events	-	-	-	-	0%
Special Projects	935,000.00	42,086.23	89,590.00	803,323.77	14%
Supplies-Facilities	77,417.00	16,881.10	39,466.76	21,069.14	73%
Supplies-Office/Library	76,320.00	24,480.25	7,410.18	44,429.57	42%
Supplies-Processing	48,000.00	11,311.49	6,821.84	29,866.67	38%
Telecommunications	92,700.00	16,885.85	40,714.15	35,100.00	62%
Utilities-Electric	350,000.00	72,333.32	278,270.20	(603.52)	100%
Utilities-Gas	65,000.00	24,115.86	25,823.72	15,060.42	77%
Utilities-Water/Sewage	35,000.00	5,884.30	22,655.70	6,460.00	82%
Vehicle-Gas	36,000.00	5,921.04	-	30,078.96	16%
Vehicle-Repair	32,500.00	10,361.63	24,452.80	(2,314.43)	107%
Contingency/Fund Balance	1,600,000.00	-	-	-	0%
Cash Long/Short	-	(11.91)	-	11.91	N/A
TOTALS	\$ 16,136,856.00	\$ 4,083,919.45	\$ 1,139,189.20	\$ 9,313,747.35	36%

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

4/30/19

	<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	6,788,261.06	56%
Revitalization Rebates	(154,912.00)	(98,787.78)	64%
Back Tax	-	99,100.20	N/A
Motor Vehicle Tax	1,272,889.00	138,795.92	11%
Recreational Vehicle Tax	11,669.00	848.52	7%
16/20M Vehicle Tax	4,924.00	4,939.16	100%
In Lieu of Tax	5,384.00	2,669.48	50%
Watercraft Special Tax	6,633.00	-	0%
Commercial Vehicle Fees	43,162.00	35,722.82	83%
E-Rate Reimbursement	73,250.00	-	0%
Fees and Charges	172,155.00	53,267.59	31%
Reimbursements	163,246.00	48,630.01	30%
Interest on Idle Funds	58,200.00	38,738.75	67%
	<u>\$ 13,818,989.00</u>	<u>\$ 7,112,185.73</u>	51%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,773,039.00	2,873,228.35	33%
Other Staff Support Costs	175,970.00	72,309.96	41%
Library Collections	1,836,600.00	596,462.42	32%
Contracted Services	1,057,801.00	701,059.71	66%
Digital Services Support	344,500.00	41,657.00	12%
Furniture/Equipment/Art	103,000.00	3,074.67	3%
Payments to Other Libraries	113,189.00	-	0%
Special Projects	935,000.00	131,676.23	14%
Utilities & Telecommunications	542,700.00	486,683.10	90%
Vehicles	68,500.00	40,735.47	59%
Other Operating Expenditures	586,557.00	276,221.74	47%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,136,856.00</u>	<u>\$ 5,223,108.65</u>	36%
Prior Year Canceled Purchase Orders		<u>\$ 19,696.39</u>	
Unencumbered Balance 4/30/19	\$ -	\$ 5,412,787.74	

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

4/30/19

EMPLOYEE BENEFITS

	2019 Budget	Year To Date	%
Balance 01/01/19	\$ 1,022,227.00	\$ 1,308,606.73	
Revenue:			
Ad Valorem Property Tax	\$ 2,596,006.00	\$ 1,449,218.05	56%
Revitalization Rebates	(33,065.00)	(21,086.25)	64%
Back Tax	-	25,006.49	0%
Motor Vehicle Tax	433,545.00	38,572.43	9%
Recreational Vehicle Tax	3,975.00	244.25	6%
16/20M Vehicle Tax	1,677.00	630.82	38%
In Lieu of Tax	1,440.00	569.77	40%
Watercraft Special Tax*	2,259.00	-	0%
Commercial Vehicle Fees	14,701.00	10,798.01	73%
Refund-Fringe Benefits-Foundation	35,092.00	9,331.02	27%
Refund-Fringe Benefits-Friends	19,246.00	8,531.06	44%
Refund-Fringe Benefits-Shawnee Cty	15,723.00	5,428.76	35%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	83.32	0%
Retiree Payments BC/BS	12,223.00	7,341.90	60%
Interest on Idle Funds	6,000.00	7,861.85	131%
	\$ 3,108,822.00	\$ 1,542,531.48	50%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 6,777.00	\$ 6,478.20	96%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	646,275.00	206,384.77	32%
Ks Public Employees Retirement Sys	803,259.00	275,867.44	34%
Worker's Compensation	76,100.00	55,207.67	73%
Unemployment Tax	8,448.00	5,324.49	63%
Health/Dental Insurance	2,236,385.00	642,250.37	29%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,131,049.00	\$ 1,194,925.94	32%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 4/30/19	\$ -	\$ 1,656,212.27	

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

CAPITAL IMPROVEMENT

Balance 01/01/19		\$ 1,833,380.82
Revenue:		
Interest received		7,122.86
		\$ 7,122.86
Expenditures/Encumbrances:		
Contracted - Professional		-
Capital Outlay		558,850.00
		558,850.00
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 4/30/19		\$ 1,281,653.68

STATE AID

Balance 01/01/19	\$ -	\$ 35,331.31
Revenue:		
State Aid	49,628.67	-
	\$ 49,628.67	\$ 49,628.67
Expenditures/Encumbrances:		
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 4/30/19		\$ 49,628.67

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

4/30/19

	<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	817,014.81	56%
Revitalization Rebates	(18,640.00)	(11,889.16)	64%
Back Tax	-	13,314.47	
Motor Vehicle Tax	177,674.00	18,586.09	10%
Recreational Vehicle Tax	1,629.00	114.32	7%
16/20M Vehicle Tax	687.00	594.33	87%
In Lieu of Tax	714.00	321.27	45%
Watercraft Special Tax*	926.00	-	0%
Commercial Vehicle Fees	6,025.00	4,862.56	81%
Interest on Idle Funds	2,200.00	4,757.50	216%
	<u>\$ 1,634,682.00</u>	<u>\$ 847,676.19</u>	52%
<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 4/30/19	\$ -	\$ 1,630,457.19	

* 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 April 30, 2019

Capital Improvement Funds-VisionBank

\$ 1,840,503.68 at 1.19% (money market account)

Municipal Investment Pool

\$ 1,830,567.38 Operating funds in "overnight pool"*; available for transfer whenever needed

600,000.00 Bond & Interest funds in 90-day, fixed rate pool; opened 3/25/19 @ 2.19%; maturity 6/24/19

500,000.00 Employee Benefit funds in 30-day, fixed rate pool; opened 4/25/19 @ 2.10%; maturity 5/28/19

1,000,000.00 General funds in 30-day, fixed rate pool; opened 4/25/19 @ 2.10%; maturity 5/28/19

\$ 3,930,567.38

* rates vary by day - average April 1-3, 2019 was 2.0%

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

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

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

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

Principal Balance of Outstanding Bonds

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

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21509	0	4/12/2019	MOW EMPLOYEE BENEFIT PLANS	<i>Deferred Comp EE Portion</i>	\$ 8,353.50	-98624
						\$ 8,353.50	-98624 Total
10	21501	0	4/11/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,109.68	-98622
10	21502	0	4/11/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,614.24	-98622
15	21521	0	4/11/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 177.13	-98622
10	21503	0	4/11/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,838.95	-98622
15	21504	0	4/11/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,838.95	-98622
10	21503	0	4/11/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,405.98	-98622
15	21504	0	4/11/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,405.98	-98622
10	21514	0	4/11/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98622
10	21518	0	4/11/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 1,102.18	-98622
10	41000	313	4/11/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,935.33	-98622
10	41000	313	4/11/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 370.62	-98622
				<i>Remittance of payroll taxes</i>		\$ 84,030.22	-98622 Total
10	21505	0	4/15/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,137.11	-98621
15	21516	0	4/15/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,873.08	-98621
15	21517	0	4/15/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,022.86	-98621
10	21524	0	4/15/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98621
10	21513	0	4/15/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 907.70	-98621
				<i>Remittance of pension benefit contributions</i>		\$ 49,130.31	-98621 Total
10	21501	0	4/25/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,786.24	-98617
10	21502	0	4/25/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,912.13	-98617
15	21521	0	4/25/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 133.31	-98617
10	21503	0	4/25/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,754.46	-98617
15	21504	0	4/25/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,754.46	-98617
10	21503	0	4/25/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,386.20	-98617
15	21504	0	4/25/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,386.20	-98617
10	21514	0	4/25/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98617
10	21518	0	4/25/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 1,136.19	-98617
10	41000	313	4/25/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,932.11	-98617
10	41000	313	4/25/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 368.88	-98617
				<i>Remittance of payroll taxes</i>		\$ 84,781.36	-98617 Total
10	21505	0	4/26/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,176.95	-98616
15	21516	0	4/26/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,932.13	-98616
15	21517	0	4/26/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,029.49	-98616
10	21524	0	4/26/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 189.56	-98616
				<i>Remittance of pension benefit contributions</i>		\$ 48,328.13	-98616 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 April 30, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21515	0	4/30/2019	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 27,094.48	-98614
15	21515	0	4/30/2019	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 126,044.31	-98614
15	21515	0	4/30/2019	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 3,793.31	-98614
						\$ 156,932.10	-98614 Total
49	41000	341	4/18/2019	LEADERSHIP STRATEGIES INC.	Masterful Meetings	\$ 15,429.65	11532
					<i>2019 approved operating budget - staff training and development</i>	\$ 15,429.65	11532 Total
49	41000	919	4/25/2019	THE LIBRARY FOUNDATION	DPIL from Friends to Fdtn	\$ 25,000.00	11544
					<i>Friends FY 2019 funding request approved by Board on 10/20/2018 included \$25,000 to Dolly Parton Imagination Library initiative- Library Foundation is investing the contributions</i>	\$ 25,000.00	11544 Total
10	41000	736	4/4/2019	DATA-TEL COMMUNICATIONS, INC	Install 28 new Cat6 dat r	\$ 6,542.30	93496
					<i>Cable installation in Circulation Plaza - 2018 Facilities Master Plan</i>	\$ 6,542.30	93496 Total
10	21512	0	4/4/2019	DELTA DENTAL OF KANSAS, INC	EE April Premiums	\$ 2,762.52	93497
15	21512	0	4/4/2019	DELTA DENTAL OF KANSAS, INC	ER April Premiums	\$ 10,410.23	93497
15	21512	0	4/4/2019	DELTA DENTAL OF KANSAS, INC	Retiree4 April Premiums	\$ 290.75	93497
						\$ 13,463.50	93497 Total
10	41000	312	4/4/2019	PITNEY BOWES INC.	Lease #0040766462	\$ 3,366.96	93520
10	41000	312	4/4/2019	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	93520
					<i>2019 approved operating budget - mailing equipment lease</i>	\$ 5,965.50	93520 Total
10	41000	326	4/16/2019	CYPRESS MEDIA LLC	2019 Library News	\$ 9,268.84	93549
						\$ 9,268.84	93549 Total
10	41000	351	4/16/2019	WESTAR ENERGY	2019 Electric Service	\$ 25,575.20	93561
						\$ 25,575.20	93561 Total
10	41000	313	4/18/2019	BERBERICH TRAHAN & CO., P.A.	Annual Audit 12/31/18	\$ 12,000.00	93563
					<i>2019 approved operating budget - final payment</i>	\$ 12,000.00	93563 Total
10	41000	301	4/18/2019	OCLC, INC.	oclc cataloging & ill	\$ 6,488.22	93584
					<i>Monthly fee for cataloging and interlibrary loan database in 2019 approved operating budget</i>	\$ 6,488.22	93584 Total
10	23800	0	4/18/2019	TEVIS ARCHITECTURAL GROUP	FMP Phase 2	\$ 226.20	93590
10	41000	736	4/18/2019	TEVIS ARCHITECTURAL GROUP	Gallery Remodel	\$ 10,550.00	93590
10	23800	0	4/18/2019	TEVIS ARCHITECTURAL GROUP	Roof Replacement	\$ 525.00	93590
						\$ 11,301.20	93590 Total
10	23800	0	4/18/2019	ZETCOM NORTH AMERICA, LLC	MuseumPlus upgrade	\$ 5,784.18	93594
					<i>Software upgrade in 2018 approved operating budget</i>	\$ 5,784.18	93594 Total
						\$ 568,374.21	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

May, 2019

Library News and Project Updates

Dolly Parton's Imagination Library

As of the last week of April, we finally hit 5000 registrations! We are finding as we ask parents and grandparents who visit the library, the Learn and Play Bus, and the bookmobiles, that library customers are usually already registered. We'll continue to work on identifying and reaching out to people who may not be habitual library users.

One new strategy we're working on is the installation of what we're calling the Book Nook at the Mall. We're doing this in collaboration with the United Way. It's intended to promote reading and most especially DPIL. It will be located next to the children's play area.

Agenda Items

Audit Bid Services Process

Per the Board's direction in 2016, the chief financial officer issued an RFP for audit services. At that time, Berberich, Trahan & Co. was the successful bidder. A three-year contract was executed. It's time to consider issuing another RFP. Staff is requesting the Board's direction in conducting a bid for audit services this year.

Due to the initial costs and time commitment for a new audit firm to accept the Library as a client, it may be advantageous to request a multi-year bid. As we did with the previous bid, the contract with the selected audit firm would require that the audit manager change at least every other year to allow a fresh perspective and an unbiased audit.

Funding Request to The Library Foundation for Red Carpet Cargo Van

Recall that last month, we requested permission to de-commission the Red Carpet bookmobile and purchase a cargo van to replace it. In our zeal to move forward with this project, we missed a step – making a formal request for funds to The Library Foundation. The resolution states that the library board is making this request of the Library Foundation board and that we are requesting funds that are reserved for Red Carpet services.

We will re-issue the bid and submit the results at the June board meeting.
Please see the resolution sheet and background sheet for additional information.

Note: We have been experiencing significant service issues with Sherlock, one of the community bookmobiles. It's not unusual for the Sherlock to be out of service 1-2 times per week, with a variety of problems. Customers have begun to feel that our service isn't reliable. We do deploy a van to the Sherlock stops so that people may pick up reserved items, but this is not an acceptable substitute or a long-term solution.

At this point, we feel that we must have a back-up. Until recently, we were able to use one of our older vehicles (the Lingo community bookmobile or the Red Carpet bookmobile) as back-up. We are working on solutions, including renovating one of these two vehicles instead of selling them for salvage. We will have an update for you at the meeting.

Communico Software License Purchase

After researching the current software market and speaking to a number of library customers, we have decided to move to a software platform called Communico. Communico is a web-based, integrated suite of tools that combines calendar and event management, room booking, interactive digital signage, and a variety of other functions.

We currently uses five different systems for event and meeting room management:

- EMS (event management and meeting room reservations)
- Janus Systems (digital signage management)
- Program Book (internally-created system for managing library programs and events)
- Team Room Reservations (internally-created system for managing Team Room reservations)
- EventBrite (manages ticketing and reservations for large reservation-only events, like Trivia night)

By implementing Communico and eliminating these five disparate products, we combine these five functions into one software platform, which will provide much improved customer service, allow staff to manage events and programs more efficiently, and allow us to retire two “homegrown” software solutions. Enhancing and maintaining that homegrown software is dependent on the availability of a web programmer and is not cost effective over time.

A big plus -- Communico has a mobile app that the library will offer to our customers. The mobile app will connect to the library's catalog and calendar of events. It will also allow the library to promote a variety of material to checkout, scan an ISBN barcode to see if the library has a book, and will connect customers to their library accounts. Communico has additional modules, which we may implement as we evaluate other processes, e.g. self-check and website development.

Please see the resolution sheet for background information and the fiscal note.

Personnel Policies: 38 - 46

Over the course of 2019, Human Resources will be bringing personnel policies to the TSCPL Board of Trustees for review and approval. The personnel policies approved by the TSCPL Board of Trustees are the beginning and basis of guidelines, procedures and practices to be developed and implemented by the library administration. This group of policies includes staff computer and cell phone use, personnel records, substance abuse, harassment, and employee discipline. Please see the resolution sheet and red-line versions of policies for details.

Professional Activities/Community Contacts

April 15	Met with Dené Mosier, President/CEO of The Kansas Children's Discovery Center
April 17	Attended The Library Foundation's Board Meeting
April 18	Attended Greater Topeka Partnership State of the Community event
April 23	Attended 712 Innovations Executive Committee Meeting

April 25	Participated in Community Broadband Planning biweekly conference call
April 30	Facilitated Rotary Board Strategic Planning Meeting Lyrasis Strategy and Planning Committee conference call
May 6	Met with Kansas Health Foundation representative Monique Garcia - for TSCPL Lunch & Tour Met with City Manager Brent Trout Broadband and Councilman Brendan Jensen to discuss broadband recommendations
May 7	Met with Chris Campbell of Tilson, telecommunications consultant – Community Broadband Project Attended Momentum 2022 quarterly Implementation Committee Meeting
May 8	Met with Chris Campbell of Tilson – Community Broadband Project Attended and presented at Joint Economic Development Organization Board Meeting – I’ll have an update on this at the board meeting. It wasn’t pretty.

In Progress

Community Broadband Project

Tilson consultant Chris Campbell was here this week. We met with some school superintendents and their IT directors to update them on the report that has been submitted to the Joint Economic Development Organization Board. The report is entitled: “Encouraging Better Broadband in Topeka and Shawnee County, Kansas.” The executive summary is included for your review. If you would like a copy of the whole report, please let Margo or me know.

Next steps are dependent on the City of Topeka’s and Shawnee County’s willingness to undertake the changes to policies and procedures that will assist companies who wish to make an investment in broadband. The final deliverable is a development guide and notice of generally available assistance that would be available online for any interested telecommunications provider, including the local incumbents. This guide will streamline what currently can be a complicated and lengthy process and hopefully provide a single point of contact in local government for interested providers. At least that is our recommendation.

Since most of the recommendations pertain to the City of Topeka, I met with City Manager Brent Trout and Councilman Brendan Jensen (a valued member of our project team) this week to review the report and recommendations. Mr. Trout has agreed to work with his staff to consider the recommendations. Councilman Jensen introduced a resolution at the JEDO board meeting asking that the JEDO Board refer the report and its recommendations to their respective political subdivisions. (It did pass after a lengthy and contentious discussion.)

While these are not dramatic changes nor is it the visionary process I had hoped to facilitate, it does set the stage for incremental improvements to broadband development that will encourage providers to invest in Topeka and Shawnee County. Early in the process, members of the JEDO board were clear that there was no political appetite for or interest in taking a comprehensive

planning approach to broadband or to consider any financial incentives, especially in regard to Shawnee County, where the greatest digital disparity exists.

Given that lack of interest and the antagonistic attitude of some board members, I continue to question why they funded this project. I am inclined to believe it's two reasons: it had the support and participation of two elected officials who are no longer in office and more importantly, JEDO itself has not articulated a comprehensive strategic vision or detailed plan for the community. Minus that framework for action, organizational vision, consensus, and effective decision-making are much harder to achieve other than a default response of "this is economic development."

In spite of that I am determined to continue advocating for eliminating the digital divide in the community. At TSCPL we are continuing our work on digital inclusion. It's also important to remember that the library spends 50%+ of our collections budget on digital content. We have a vested interest in ensuring all residents, especially those who are digitally excluded by virtue of geography, education, economics or all three, have access to their public library.

What I'm Reading

The Book Whisperer: Awakening the Inner Reader in Every Child

by Donalyn Miller (Jossey-Bass, 2009)

Known for her popular blog, "The Book Whisperer," Donalyn Miller says she has yet to meet a child she couldn't turn into a reader. No matter how far behind Miller's students might be when they reach her 6th grade classroom, they end up reading an average of 40 to 50 books a year. She shares her teaching methods and includes a dynamite list of recommended "kid lit" that helps parents and teachers find the books that students really like to read.

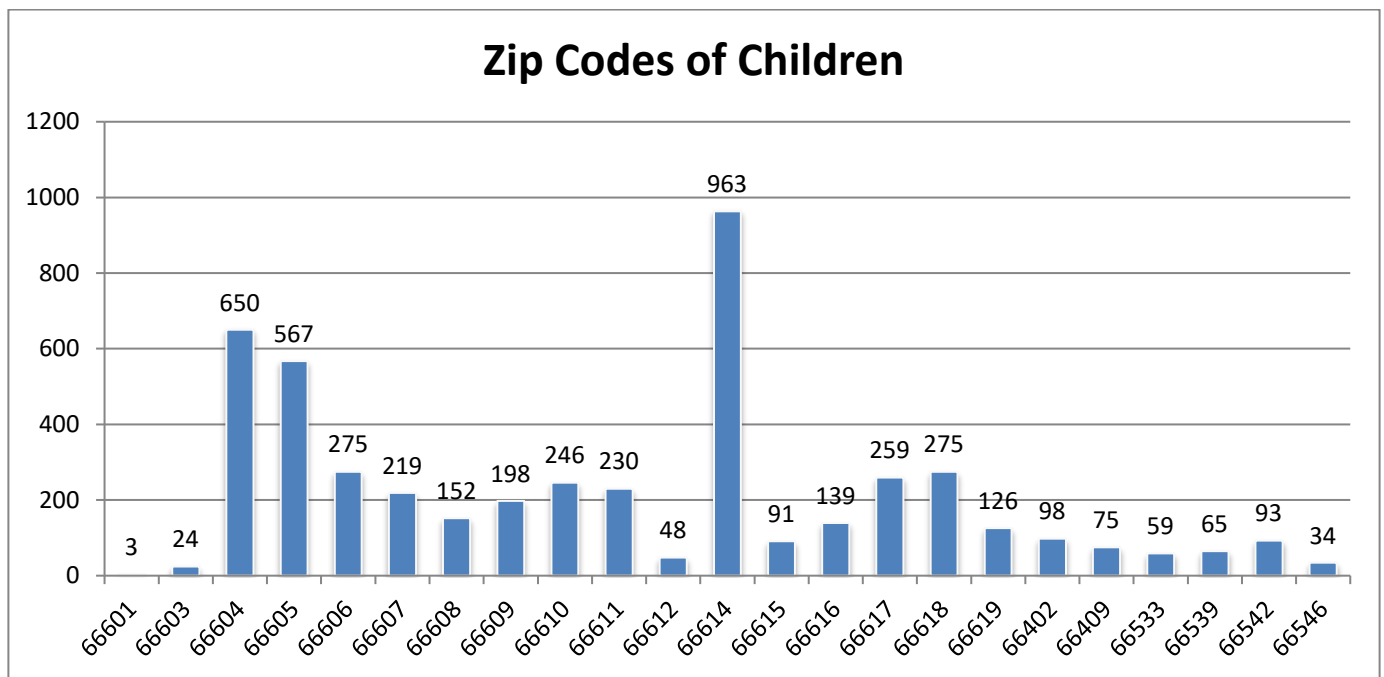
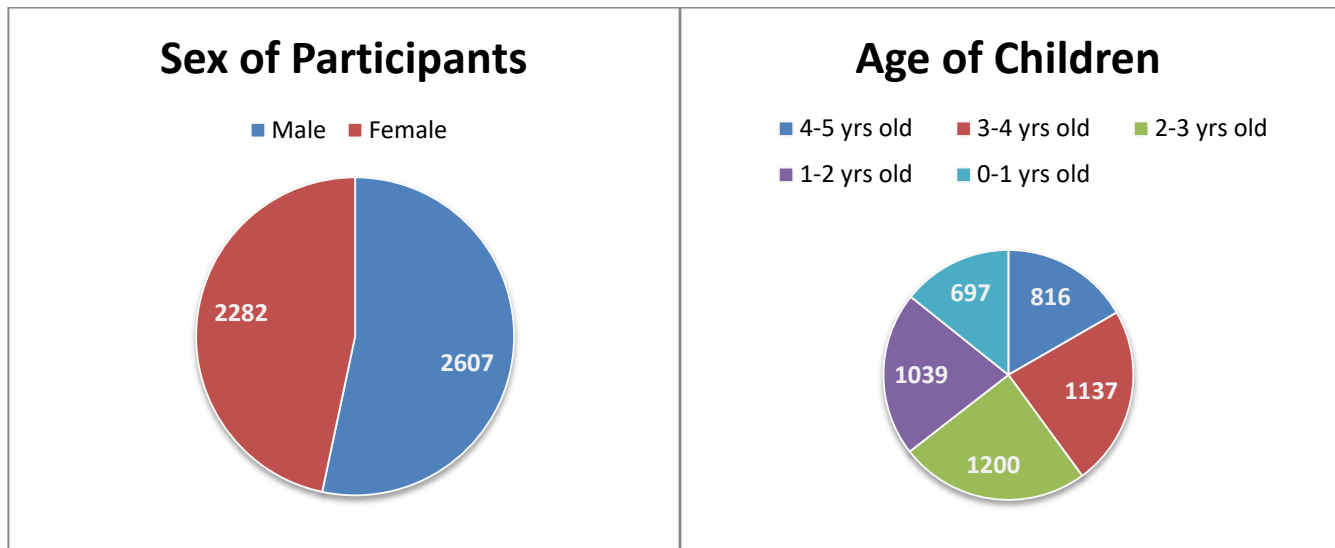
Gina Millsap

Chief Executive Officer

Topeka and Shawnee County Public Library

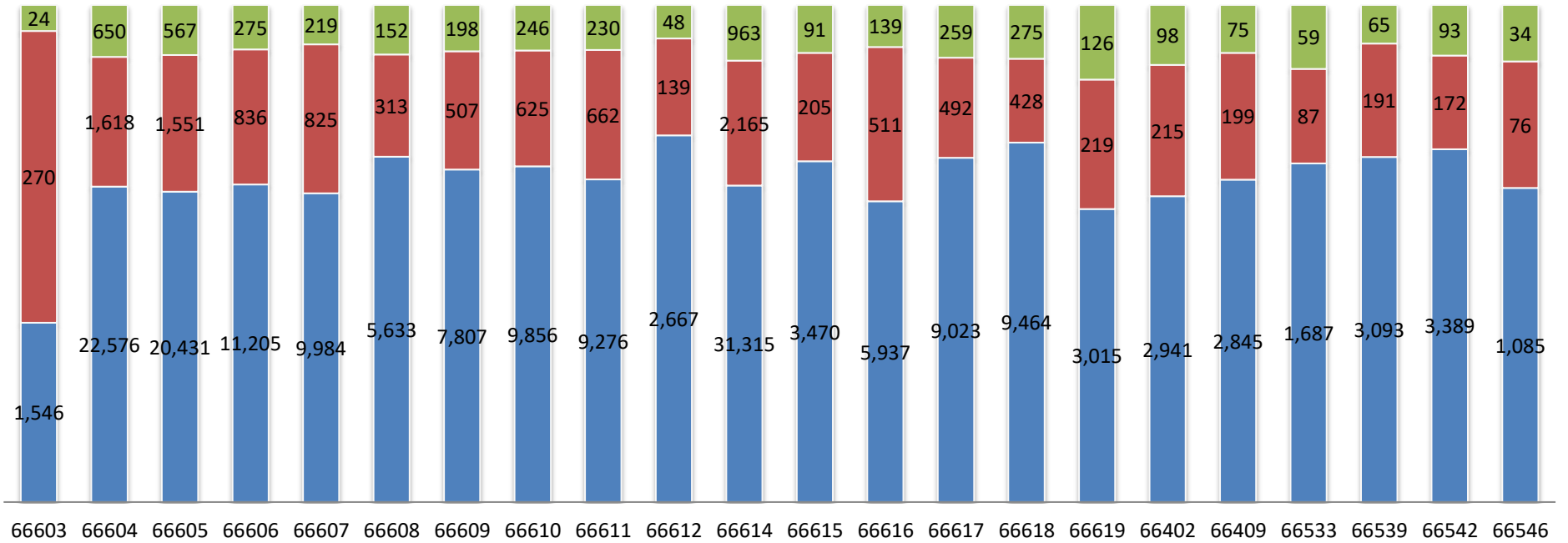
5/10/19

Number of Participants Served: **4,889**

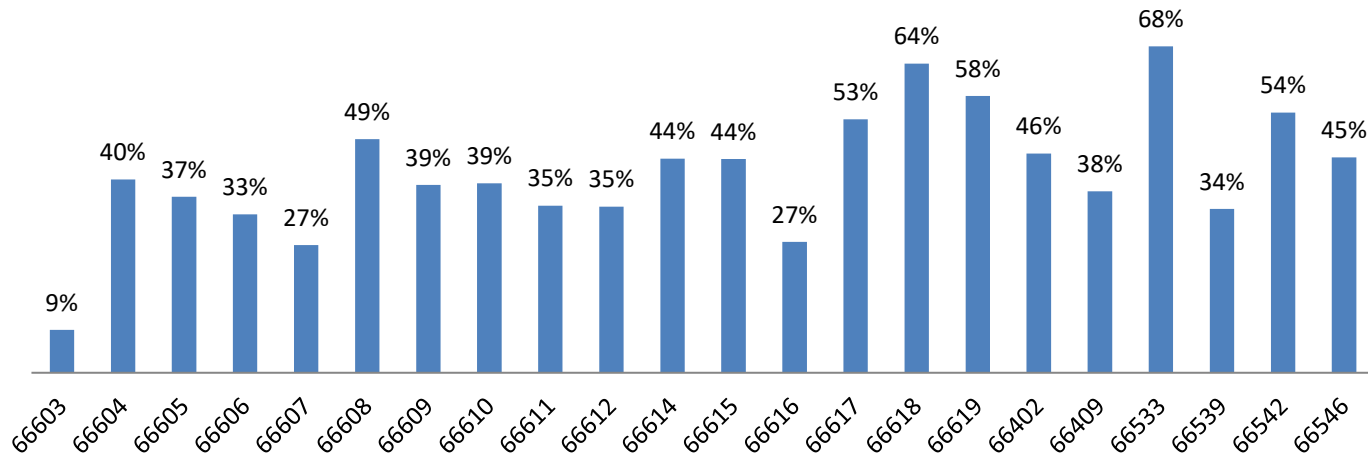


April 2019 Dolly Parton Imagination Library

■ Population
 ■ Under 5
 ■ DPIL



Percent of children signed up by Zipcode



Encouraging Better Broadband in Topeka and Shawnee County

Recommendations for Policy and Process Improvements Related to Broadband
Infrastructure Development

prepared for

City of Topeka and Shawnee County, Kansas
Joint Economic Development Organization

April 30, 2019



TILSON

16 Middle Street, 4th Floor

Portland, Maine 04103

(207) 591-6427

1 Executive Summary

As part of the “Broadband Business Assistance Initiative” to provide encouragement to broadband service providers willing to invest private capital in expanding and improving broadband networks in the City of Topeka and Shawnee County, Tilson has examined the County and City regulation, requirements, and processes with which service providers would interact to deploy fiber optic facilities in the City and the County, and wireless facilities in the rural parts of Shawnee County. As a general matter, Tilson found requirements and processes that are similar to that of many other jurisdictions. Some of the major municipal permitting and regulatory requirements in the City and County include:

- A. Franchises and Master License Agreements: These provide companies with the overarching authority to operate within City or County owned rights-of-way, and also provide compensation to the City or County for the use of those rights of way.
- B. Right-of-way permitting. These permits (under a variety of different names in the City and the County), regulate the details of where and how companies will locate and install facilities along specific roads or streets.
- C. Contractor licensing. The City also requires contractors performing work to meet certain testing and education requirements and be registered with the City.
- D. Zoning requirements. These are the general land use regulations for development, regardless of whether or not the facility is in the public right-of-way. Tilson looked at zoning regulations that might apply to wireless facilities developed in the County’s jurisdiction.

To better encourage broadband infrastructure investment, Tilson recommends that the City and the County consider the following changes to the management of proposals for broadband development, regulations, policies, and procedures:

1. The City and the County should appoint a Broadband Project Coordinator to serve as the principal point of interface for companies wishing to develop broadband infrastructure. This coordinator should manage City and County resources and also coordinate with non-municipal organizations affecting broadband infrastructure development, such as the state and electric utilities.
2. The City should streamline the permit process for major broadband infrastructure projects. It can accomplish this through the use of development agreements that establish a consistent and predictable framework for a developer and allow permits for work conducted within that framework to receive expedited handling.
3. The City should more clearly state that it will allow common underground construction methods for installing fiber optic networks, especially directional boring. It should also clearly state an objective to ensure that networks can economically reach all serviceable premises, and that it will consider alternative construction methods as needed to allow broadband providers to reach this objective.
4. The City and County should clarify that they will only require Internet Service Providers who also hold a franchise for video or local telephone services to pay any compensation the City or County currently require from these categories of franchise holders, based on those franchised services.

5. The County should adopt a section in its zoning ordinance tailored to the circumstances of small wireless facilities, to encourage the use of this type of facility.

Chief of Staff Report
Thad Hartman
May 16, 2019

Circulation Plaza

New flooring has been main story in the Plaza project this past month. Over the last few weeks crews have completed the installation of the Luxury Vinyl Tile flooring down the east and west hallways along the front corridor of the library. The installation of the flooring took about 5 days for each hallway, and required a great deal of alternate routes and workarounds for customers and staff.



During the flooring work in the east hallway we had to close The Edge for the entirety of the work. This was an inconvenience for the teens who are accustomed to using this space after school. However, they adjusted to the temporary change and were pleased once The Edge opened back up the following week.

The largest inconvenience that week was that there was a day in which the public elevator was unavailable. Customers were able to use the service elevator, but we had to walk them through the staff work areas to get to the elevator and into the public space on the second floor. Customers and staff were extremely flexible and understanding about the alternate routes. Many customers commented about how interesting it was to see “behind the scenes” at the library.

The following week the new flooring was laid in the west hallway. Senne Construction did a great job of coordinating the installation of the flooring with the meeting and events that were going on in the auditorium that week. They created a work schedule that allowed customers to go through unused portions of the auditorium to get to the café and restrooms while they worked on segments of the hallway. The alternate routes changed from day to day, but we were able to keep access open to the café and Booktique the entire time. It took a lot of careful planning, good signs, and some staff intervention, but overall the week went well. We are extremely pleased to have the new flooring finished in these two high-use hallways.

Claire’s Courtyard

The amphitheater in the courtyard is really starting to come together with the installation of the west wall and the engraved pavers. We were all excited to see the bricks laid in the seating area. This includes the bricks from The Library Foundation’s Brick Campaign, so it has been fun to see bricks from our donors installed in the new space. The colors and patterns of the brick also add a lot of visual interest and really liven up the space.



There is still some work to be done with the bricks in the amphitheater. They are currently finishing laying the bricks in the stage area of the amphitheater. They will then pour sand into the gaps between the pavers to lock them into place and finish off the look. As soon as this is complete they will erect scaffolding to work on the shade structure. They will paint the trellis, install the slats, and run electrical.

In addition to the amphitheater there has been a lot of progress on the sunroom. In late April the metal siding on the outside walls of the sunroom was installed. The color and material on the walls was chosen to echo the look of the rotunda and visually tie the sunroom to the rest of the library.



This past week the windows on the front of the sunroom were installed, which has the same color and look as the windows on the rest of the library. These additions over the past few weeks have really started to finish off the look of the sunroom.

The large amount of rain this past week has slowed work down a little, although they have still been able to work in the amphitheater every day. We are looking at a completion date sometime in June, but we hope that the rain starts letting up so that we don't have any further delays.

Department Highlights

Public Services

Marie Pyko, Public Services Director

April was full again with meeting potential and current partners. I worked with representatives of TRIO-EOC, a federal outreach and student services program that sponsors Educational Opportunity Centers, to help students and adult learners progress through academic programs from middle schools to post baccalaureate programs to confirm times that their representatives will be available at the library to provide assistance to anyone interested in the program. I also worked on the development of what we're calling the Book Nook at Westridge Mall in collaboration with United Way of Greater Topeka. We will be promoting Dolly Parton's Imagination Library there. I also attended a training session for the community initiative to end student homelessness called Impact Avenue with the City of Topeka. Our role is still in development but we know that students and families can benefit from our resources. Our community impact goal work is very much in alignment with the goals of this new community wide collective impact model.

Grace Med, our neighbor down the street, has invited us to grow our relationship with them in the efforts to help their families with literacy and learning. We will be participating in a quarterly community resource networking event- HopePort 19. We will host a booth, sign up families for library cards, summer reading, and the Dolly Parton's Imagination Library and set up early learning activities for parents and families.

We are similarly building a stronger relationship with KTWU after our successful program tied to the 65th anniversary of Brown v. Board of Topeka documentary. May 15th, KTWU, Brown V Board and the library will join together to watch the airing of the *I Want to Testify* documentary and genealogy librarian Sherri Camp will moderate an informal discussion following the showing. In addition, Red Carpet specialist Matt Pettit has been invited to serve on an advisory board for the national public broadcast documentary series POV and we hope to include this in our current relationship with KTWU.

Programmatically, we are well underway in the yearlong celebration for the 19th amendment ratification with the League of Women Voters. Monday June 17th, we are hosting an event called Her Flag. As part of the yearlong celebration, Marilyn Artus is traveling to all 36 states that ratified the 19th amendment. Did you know that Kansas was the 4th state to ratify the 19th amendment? I didn't but now I do. She will be with us on June 17th at 6:00 pm and will sew a strip of a flag designed to commemorate the anniversary. Special performers are also being invited to read poetry and perform.

Finally, we had a wonderful time hosting a team of Russian youth librarians sponsored by the Wichita Rotary Club and the Open World initiative on May 1st. LeAnn Brungardt did a marvelous job showcasing the roles that librarians play in the U.S. for young children and they had an opportunity to sing and dance at preschool story time with youth services specialist Kyler Carpenter.

Autumn Friedli, Public Services Supervisor – Readers Services

LaVoyce Ewing (Senior Life Librarian) attended the 2019 Aging in America Conference held in New Orleans on April 15th through the 18th. This conference provided LaVoyce an opportunity to learn and network with non-library based organizations that serve older adults and is intended to assist her in thinking outside the library box. Two of our Community Impact Goals, Passion for Learning and Best Life, are natural fits for older adults and some of the issues that were addressed in this conference. Many of the sessions generated ideas that could enhance our service to this group.

Categories that were addressed during this conference included: Aging in Community; Business & Leadership; Caregiving; Diversity & Cultures of Aging; Health, Wellness & Care Transitions; Integrated Care Networks; Law & Aging; Lifelong Learning & Engagement; Mental Health, Policy & Advocacy; Religion, Spirituality & Meaning; and Technology & Innovation. Of particular interest to LaVoyce as the Older Adult (Senior Life) Librarian was the Health, Wellness & Care Transitions category which touched on the importance of physical activity, mental stimulation and connecting with your community. LaVoyce is grateful for the opportunity to attend the conference and is excited about putting what she learned into practice in our library.

Debbie Stanton, Public Services Supervisor – Information and Learning

Gallery

Saturday, May 25 will be the opening for the 18th annual summer exhibit for children – Across the Universe. Take a step into deep space and interact with the planets, stars and beyond. NASA images set the stage for an intergalactic experience. Uncover the history of the universe and how we continue to discover new things in it. The summer exhibit for children is sponsored each year by the Sabatini Family Foundation and we are very grateful for their support. Come play!

Business & Careers

We've continued to hear more success stories through our work with job seekers and business entrepreneurs. From one customer: "I wanted to reach out to you and express my gratitude for taking time out of your schedule the other day when you sat down with me to help me fine tune my resume... I also thought you should know that they offered me the job and an increase in salary as well!" We've also begun a series of monthly financial workshops taught by HCCI (Housing and Credit Counseling, Inc.) that will give our community members practical tools for building their financial stability. Classes range from basic budgeting and meal planning to holiday spending and buying your first house.

Local History

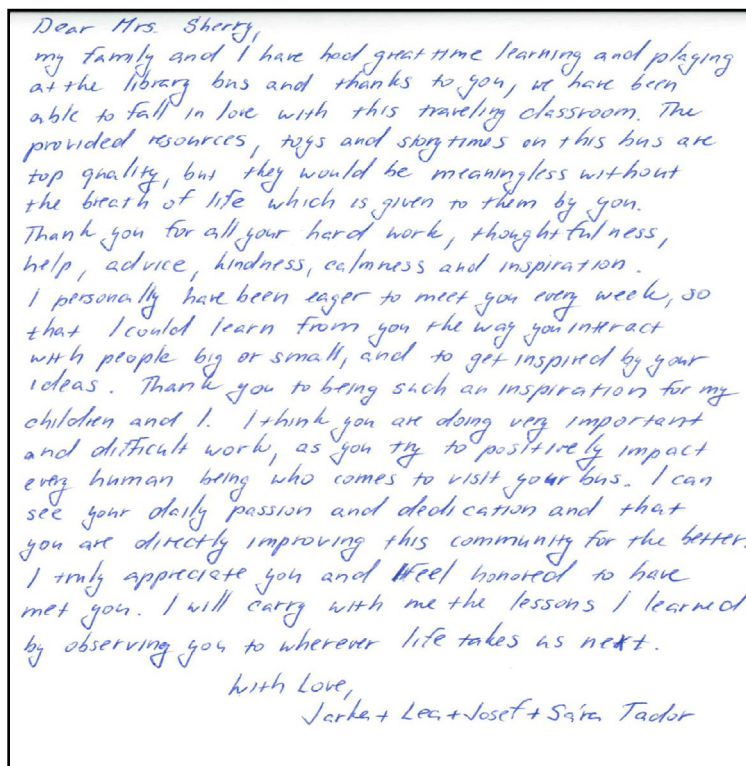
We are excited to partner with a number of community groups to help with the Brown v. Board 65th anniversary events taking place this week throughout the city. Special events will be happening through Sunday, May 19 and all are free and open to the public.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

The Tador family came to the Topeka area a little over three years ago from the Chechnya. At that time they were a group of four: Dad, Mom and two very young kids. Now they are a family of five. They found the public library within their first week. Since their initial visit, mom and kids especially have been coming to us on a nearly weekly basis. They have enjoyed much of what Youth Services has to offer program and service-wise over that time including Baby Bookworms, Toddler Time 1 and 2, Storytimes of all sorts, Blockfest, DIA, the Learn and Play Bus, Dolly Parton's Imagination Library, and Read with Me to name a few.

While materials and programs have been important, the most meaningful thing that the family has found through the library has been the sense of relationship and community. The father has recently graduated from Washburn University with a degree in law. With that in hand the family has sold nearly all of their possessions and will be globe trekking once again next week so that Dad can gain experience in international law. We have been honored to be a part of their Best Life journey. Many of my staff have received heartfelt thanks from Mom concerning service provided to them. A card to Sherry Hess, Early Learning Coordinator, serves as an example of impact we have had with them.



Dear Mrs. Sherry,
my family and I have had great time learning and playing
at the library bus and thanks to you, we have been
able to fall in love with this traveling classroom. The
provided resources, toys and storytimes on this bus are
top quality, but they would be meaningless without
the breath of life which is given to them by you.
Thank you for all your hard work, thoughtfulness,
help, advice, kindness, calmness and inspiration.
I personally have been eager to meet you every week, so
that I could learn from you the way you interact
with people big or small, and to get inspired by your
ideas. Thank you to being such an inspiration for my
children and I. I think you are doing very important
and difficult work, as you try to positively impact
every human being who comes to visit your bus. I can
see your daily passion and dedication and that
you are directly improving this community for the better.
I truly appreciate you and feel honored to have
met you. I will carry with me the lessons I learned
by observing you to wherever life takes us next.
With Love,
Jarka + Lea + Josef + Saira Tador

We hatched chicks this year. This near annual event continues to excite young and old especially on hatching days. It is a little different each year. This year's supply came largely from free range hens so we were not sure how well the hatch rate would be. We ended up with 18 of the 24 and one adoptee. A teacher at Lowman Hill had one hatch for her classroom around the same time, and she asked if her

singleton could join our brood. This self-directed learning experience gives people the opportunity to talk about chicken gestation, birth, death, farm to plate issues, family history, and so much more. Some conversation and observation is light and some fairly in depth. We support the incubator and brooder with nesting boxes, rooster and hen puppets, eggs that show each day of gestation, and some informational literature.

Special events on-site last month included celebrations for Week of the Young Child, DIA and Free Comic Book Day. Outreach events included Week of the Young Child at Kansas Children’s Discovery Center and the History and Environmental Fair. We took part in Community in School’s Future Finance Now and Seaman High School’s Career Fair. We have hosted an array of tours as well. One of those included Russian, youth, librarian Rotarians that were here as part of an Open World Exchange.

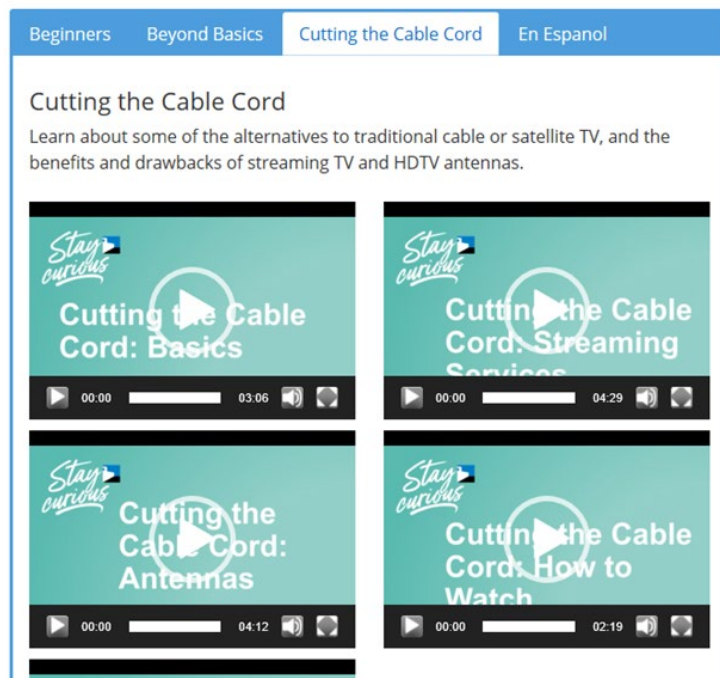
We started a partnership with TRIO (federal program mentioned above.) Their goal is to extend educational opportunity for low income individuals. Here they provide assistance to people who are filling out paperwork for Free Application for Federal Student Aid (FAFSA). This is hosted every Tuesday from 1-6 in a Team Room.

We are making plans to work alongside United Way at the Mall to support a Book Nook and play space. Similarly we are in talks with Grace Med and Shawnee County Health Agency about how best to reach their patients with Dolly Parton’s Imagination Library registration. We anticipate collaborating with the City of Topeka to bring AmeriCorps’ volunteers here this summer. Being a part of a potential grant, we will not have word on that project until right before the expected start date. The intent is to utilize that person power toward our Kindergarten Readiness work mid-summer through early fall.

Learning Experiences

Stephanie Hall, Learning Experiences Manager

Shari Schawo has been teaching the Cutting the Cable Cord class for a couple of months and has continued to have high attendance at each session. Knowing not everyone can make it to the library or a community center to attend a class, Shari created an online version of this class so customers can watch at their leisure. Having classes on our digital branch is something Shari would like to expand so she thought she would start with this and see how it goes.



We had the opportunity to partner with Temple Beth Shalom to show the film *Big Sonia* on May 2 which also happened to be Holocaust Remembrance Day. We had 102 people come out on a Thursday evening to watch the film. If you have not seen it, I highly recommend taking the time to check it out and watch. It is very powerful. *Big Sonia* follows Sonia, one of the last remaining Holocaust survivors in Kansas City and one of the only survivors there who speaks publicly about her wartime experience. Sonia's enormous personality and fragile frame mask the horrors she endured. At 15 she watched her mother disappear behind gas chamber doors. Sonia's teenage years were a blur of concentration camps and death marches. On liberation day, she was accidentally shot through the chest, yet again miraculously survived. Sonia is the ultimate survivor, a bridge between cultures and generations. Her story must never be forgotten.

We have continued to offer escape rooms on selected Friday nights with great attendance. We had 114 for our first, 60 at the second (which also happened to be Good Friday) and 86 at our third. Not too bad for a Friday night. These have become multigenerational experiences where people who didn't know each other beforehand work together to solve a common problem. Our last escape room before summer will be on Friday, May 17, after which we will take a break and reconvene in the fall. Shari and I have been taking notes along the way on how to improve the experience and will be asking attendees as well to make the experience even more enjoyable. In the fall we will offer them once a month.

Community Services

Sandy Hestand, Community Services Supervisor

Spring is finally here and we are so thankful that warmer brighter weather is on the way. We have put away our snow shovels and ice melt and are gearing up for summer. We are in the final weeks of school with our Adventuremobile and the schools are already looking forward to us coming back in the fall. We continue to hear great reviews of our new vehicle from teachers, students, and parents alike. Due to some repairs on our Sherlock bookmobile we have had the opportunity to bring the Adventuremobile out for evening community stops. Customers have been very excited to get to use the new vehicle.

April is also an exciting time for outdoor programming. Jackie Hurst and Marlana Hodgkinson represented the library at the History and Environmental Fair at the Kansas History Center. The fair is a joint effort between the Shawnee County Conservation District and the Kansas History Center. They promoted the library, summer learning, and sparked curiosity with live animals. Also in April Emily Hopkins represented the library at the Earth Night event at Topeka Collegiate School. She promoted library services and brought along live bug specimens for the kids to see. These events were fun for all, and definitely worth our time!

Digital Services

David Lee King, Digital Services Director

Digital Services has been focused on getting the renovated parts of the building re-wired, so computers, self-check kiosks, and digital signs will work in their new locations. One highlight - we have successfully

set up Security in their new office, and it looks great! They have a lot more room, and some nice, large monitors to make sure everyone is safe and sound at the library.

We have also been setting up demos for products our staff is interested in. For example, we are testing out smart boards for our new Learning Center. We are also setting up demos for Idea Management software, so the library has a way to capture and track ideas that staff contribute for everything from our strategic planning process to ways to improve library operations. We've found that there's never a lack of ideas, but as Shakespeare said, "The readiness is all." Over time we've found that an idea may germinate for months or even years before we're ready to implement it. This will allow us to build an archive of staff creativity and innovation.



Resolution – Funding request to The Library Foundation for Red Carpet Services Outreach vehicle replacement

**BOARD OF TRUSTEES
May 16, 2019**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, recognizes the immediate need for a new service delivery vehicle for Red Carpet Services.

Therefore, the Board of Trustees requests that The Library Foundation provide funding not to exceed in the amount of \$60,000. Pursuant to K.S.A. 10-1112, no obligations will be incurred for the project until sufficient funds have been raised or made available and designated for the purpose of purchasing the vehicle.

Background Information:

Red Carpet Services delivers library materials to 50 retirement centers, assisted living, long term care facilities, meal sites, and 80 individual homes on a two-week rotation. We provide access to the library for people who have difficulty visiting the building or bookmobiles due to physical limitations. The service began in the 1970's with the goal of helping older adults remain connected to reading and the library even when they could not visit the main building. Not only has it been a lifeline to older adults and their families, it has become a model service for other libraries throughout the U.S. In 2018, the Red Carpet Services circulated 109,320 items providing a personalized library experience to over 1200 customers.

In 2006, we purchased an Extra Low Floor bookmobile (ELF) equipped with book shelves and two book carts with the goal of encouraging older adults in our largest retirement centers to visit the vehicle so that they would have access to a wider selection of books. Staff also continued to take book carts into the centers, providing what we now call a pop-up library. They also continued to deliver materials to customers' rooms.

The ELF was somewhat successful as a delivery service, but most Red Carpet customers preferred to select from the book carts brought into the center or to make requests rather than leave their facilities to visit the ELF. Additionally, many of the centers are in neighborhoods or have limited parking, which has made it difficult to park the ELF in a convenient location for customers.

In February 2019, the ELF experienced a rear axle break making it undriveable. The vendor no longer supports ELF and the cost to repair the axle is approximately \$8800-\$10,000. Due to the age of the vehicle, the wear and tear of driving, and the potential of having the front axle break in the near future, staff believes replacing the vehicle with a commercial cargo van equipped with a lift or ramp and book carts is the best strategy for maintaining service quality and levels.

Staff Recommendation:

After a review of the service and customer needs of the outreach program, we recommend purchasing a Commercial Cargo van which can be equipped with multiple book carts that will staff will take into each facility. This vehicle will provide more flexibility for the service, retain that personalized approach, and ensure that it can be parked anywhere. The van will be purchased and maintained locally, which will reduce down times.

The total projected cost of a replacement vehicle will not exceed \$60,000 and it will take approximately 60 days after purchase to receive the van. Pursuant to the Kansas Cash Basis Law, funding must be available and specifically identified for the purchase. Due to fact this was an unplanned replacement of the vehicle it was not included in the 2019 budget. Staff recommends that The Library Foundation be requested to designate funding for this purchase.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid for Communico Cloud Based Application for Libraries

**BOARD OF TRUSTEES
May 16, 2019**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$26,990 by Communico for the purchase of the following modules: Communico Base, Attend, Reserve, Broadcast, and Engage. This price includes the \$5,000 implementation fee and training costs of \$1,990. This expenditure is a sole source purchase and shall be paid from the General Fund, Digital Services Support line item.

Policy and Background Information:

The Board of Trustees' Purchasing Policy requires Board approval of the bid, since the proposed expenditure exceeds \$20,000 and is a sole source situation.

The library currently uses five different systems for event and meeting room management:

- EMS (event management and meeting room reservations)
- Janus Systems (digital signage management)
- Program Book (internally created system for managing library programs and events)
- Team Room Reservations (internally created system for managing Team Room reservations)
- EventBrite (manages ticketing and reservations for large reservation-only events, like Trivia night)

The library would like to move away from these five systems to a single system called Communico. Communico is a web-based, integrated suite of tools that combines calendar and event management, room booking, and interactive digital signage. This will also eliminate the need for a sustainability plan for the internally created software currently being used. In most cases, off-the-shelf software that is vendor developed and maintained is less expensive and ensures that there is a long-term enhancement plan, driven by multiple customers.

In addition, Communico has a mobile application that the library will offer to our customers. The mobile application will connect to the library's catalog and calendar of events. It will also allow the library to promote a variety of material to checkout, scan an International Standard Book Number (ISBN) barcode to check whether a book is at the library, and will connect customers to their library accounts.

The annual maintenance cost for Janus Systems is \$2,611 and \$4,100 for EMS. There is no annual maintenance fee for EventBrite.

Staff recommendation:

TSCPL staff recommends approving the bid of \$26,990 by Communico for the purchase of (5) modules, including Communico Base, Attend, Reserve, Broadcast and Engage. This is a sole source purchase.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Personnel Policies

BOARD OF TRUSTEES

May 16, 2019

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees tentatively approves personnel policies 38 - 46 subject to receipt of the full policy manual.

Background Information:

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

Attached to this sheet are:

1. The complete list of personnel policies that we intend to review throughout 2019 and the personnel policies 38-46 with recommended changes.
2. The red-line version of policies with recommended changes.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Topeka & Shawnee County Public Library
2019 Personnel Policy Review

2019 Personnel Policies for Board Review

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

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

Policies 11 and 25 through 37 were reviewed in April 2019. Patron Relations was previously policy 29, but was removed from the list. It refers to general customer service and is not currently Board approved.

Policies 38 through 46 are being reviewed in May 2019. This is the final group of personnel policies for Board review.

The full list of policy recommendations will be sent to Board members following the May 2019 meeting. Final voting for personnel policies will occur at the June 2019 Board meeting.

The list of policies that follows is subject to change.

2019 Personnel Policies for Board Review

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



**Topeka & Shawnee County Public Library
Personnel Policy Review
Policies 38 - 46
May 16, 2019**

38. Staff Computer Use

Current Policy

As technological advances make computers and other electronic resources a part of daily life, the Topeka & Shawnee County Public Library's policy on computer use by employees must reflect the state of the technology. This policy reflects the ethical principles of the Topeka & Shawnee County Public Library and indicates, in general, what privileges and responsibilities are extended to the Library's staff.

The following policies will govern Library electronic resource use by staff:

- The Library acknowledges that Library staff will make some personal use of Library computers. Staff must refrain from excessive personal use of Library computing resources and such use must be limited to e-mail, web browsing, word processing and other similar tasks. Such personal use must be approved by the employee's manager or supervisor and must be conducted on the employee's personal time, which is defined as before work, after work, during breaks, or during mealtime. The employee must pay for all costs associated with personal use of equipment, including printing costs.
- Staff will not use Library computing resources to conduct personal profit bearing enterprises. There are no exceptions to this policy.
- Library staff will not install software or modify existing software without the permission of the Digital Branch and Services Director or Library administration.
- The Library and its employees will follow all copyright and license requirements for software and other electronic resources.
- All data created or stored on Library computers, including but not limited to e-mail, word-processing documents, data stored in databases, spreadsheets and programs, is the sole property of the Topeka and Shawnee County Public Library. All data created or stored on Library computers may be monitored as an incidental part of regular system maintenance. Library administration retains the right to examine any and all data stored or created on Library computers.
- Specific guidelines for use of electronic resources will be established by the Library administration to provide specific guidance to Library staff in the appropriate use of Library electronic resources. The Library administration will determine costs associated with the personal use of electronic resources.
- Consequences for misuse of electronic resources available to staff will be recommended by the departmental supervisor and Human Resources Director, and could include termination. All employees of the Library are responsible for complying with the policies, guidelines, and standards of conduct instituted by this and other Library documents.

Recommended Changes:

~~As technological advances make computers and other electronic resources a part of daily life, the Topeka & Shawnee County Public Library's policy on computer use by employees must reflect the state of the technology.~~ This policy reflects the ethical principles of the Topeka & Shawnee County Public Library and indicates, in general, what privileges and responsibilities are extended to the Library's staff.

The following policies will govern Library electronic resource use by staff:

- The Library acknowledges that Library staff will make some personal use of Library ~~computer~~technology and related equipment designated for staff use. Staff must refrain from excessive personal use of Library ~~computing technology and related equipment~~resources and such use must be limited to e-mail, web browsing, word processing and other similar tasks. Such personal use must be approved by the employee's manager or supervisor and must ~~be conducted on the employee's personal time, which is defined as before work, after work, during breaks, or during mealtimes~~not interfere with an employee's work related activities. ~~The employee must pay for all costs associated with personal use of equipment, including printing costs.~~
- Staff will not use Library ~~computing resources~~technology and related equipment to conduct personal profit bearing enterprises. There are no exceptions to this policy.
- Library staff will not install software or modify existing software without the permission of ~~the their manager and the~~ Digital ~~Branch and~~ Services Director ~~or~~ Library administration.
- The Library and its employees will follow all copyright and license requirements for software and other electronic resources.
- All data created or stored on Library computers, including but not limited to e-mail, word-processing documents, data stored in databases, spreadsheets and programs, is the sole property of the Topeka and Shawnee County Public Library. All data created or stored on Library computers may be monitored as an incidental part of regular system maintenance. Library administration retains the right to examine any and all data stored or created on Library computers. When an employee terminates employment at the Library, all email and files stored on Library computer equipment will be retained by the Library.
- Specific guidelines for use of ~~electronic technology and related equipment resources~~ will be established by the Library administration to provide specific guidance to Library staff in the appropriate use of Library electronic resources. ~~The Library administration will determine costs associated with the personal use of electronic resources.~~
- Consequences for misuse of electronic resources available to staff will be recommended by the departmental supervisor and Human Resources Director, and could include termination. All employees of the Library are responsible for

complying with the policies, guidelines, and standards of conduct instituted by this and other Library documents.

39. Radio Use

Current Policy:

The radios used by the TSCPL staff are for official business use only. All Shawnee County Consolidated Communications Center rules and regulations shall be enforced. All Federal Communications Commission rules and regulations shall be enforced.

Abuse of the radios may result in disciplinary action. The Library is using this system at the will of the Shawnee County Consolidated Communications Center. The Shawnee County Consolidated Communications Center may revoke the privilege at any time.

Reasonable care shall be exercised in the use and protection of the radios. Do not leave the radios unattended in a public area. Do not allow the radios to get wet or dirty. Report any problems with the radios immediately to Digital Services staff.

Recommended changes:

Note: The Library no longer uses radios nor is part of the Shawnee County Consolidated Communications Center system. The Library now uses an internal communications system that is installed on library-issued cell phones.

Radio Use Library-issued Cell Phones

~~The radios used by the TSCPL staff are for official business use only. All Shawnee County Consolidated Communications Center rules and regulations shall be enforced. All Federal Communications Commission rules and regulations shall be enforced.~~

~~Abuse of the radios may result in disciplinary action. The Library is using this system at the will of the Shawnee County Consolidated Communications Center. The Shawnee County Consolidated Communications Center may revoke the privilege at any time.~~

~~Reasonable care shall be exercised in the use and protection of the radios. Do not leave the radios unattended in a public area. Do not allow the radios to get wet or dirty. Report any problems with the radios immediately to Digital Services staff.~~

The Library may issue a business cell phone to an employee for work-related communications. Personal use of Library-issued cell phones should be kept to a minimum. Employees in possession of Library-issued cell phones are expected to protect them from loss, damage or theft.

40. Personnel Records

Current Policy:

TSCPL personnel files are confidential.

Information in an employee's file will not be provided to outside parties who are not acting on behalf of TSCPL without that employee's written consent. An employee's personnel file is available for the employee's review while employed by TSCPL on the employee's personal time by contacting the Human Resources Director.

Recommended changes:

TSCPL personnel files are confidential.

Information in an employee's file will not be provided to outside parties who are not acting on behalf of TSCPL without that employee's written consent. An employee's personnel file is available for the employee's review while employed by TSCPL on the employee's personal time by contacting the Human Resources ~~Director~~Department.

Materials contained in employee personnel files may not be copied, scanned or removed unless authorized by the Human Resources Director.

41. Alcohol Policy

Current Policy:

Topeka and Shawnee County Public Library employees shall neither report to work under the influence of alcohol nor consume or possess alcohol on Library premises or while on Library business, provided however, employees may consume alcohol offered in hospitality off of Library premises or at Library - approved functions.

Employees who violate this policy shall be subject to disciplinary action up to and including termination of employment. An employee who is terminated in violation of this policy will not be eligible for rehire.

The Library recognizes that alcohol abuse and/or dependency are medical/behavioral conditions that can be successfully treated. Employees with alcohol problems are encouraged to request assistance from the EAP.

Specific guidelines regulating the Alcohol Policy will be established by the Library Administration and enforced as policy.

Board Approved 10/16/03

Recommended changes:

Recommend to delete this policy and merge the Alcohol and Drug policies into one policy. See Policy 42, Drug Policy for recommended language.

Alcohol Policy

~~Topeka and Shawnee County Public Library employees shall neither report to work under the influence of alcohol nor consume or possess alcohol on Library premises or while on Library business, provided however, employees may consume alcohol offered in hospitality off of Library premises or at Library - approved functions.~~

~~Employees who violate this policy shall be subject to disciplinary action up to and including termination of employment. An employee who is terminated in violation of this policy will not be eligible for rehire.~~

~~The Library recognizes that alcohol abuse and/or dependency are medical/behavioral conditions that can be successfully treated. Employees with alcohol problems are encouraged to request assistance from the EAP.~~

~~Specific guidelines regulating the Alcohol Policy will be established by the Library Administration and enforced as policy.~~

~~Board Approved 10/16/03~~

42. Drug Policy

Current Policy:

The use of controlled substances is inappropriate behavior that subjects coworkers, patrons and others to unacceptable safety risks and undermines the Topeka and Shawnee County Public Library's operating effectiveness. Therefore, the Topeka and Shawnee County Public Library prohibits the use, transfer, distribution, manufacture and possession of controlled substances and drug paraphernalia while engaged in Library business or on any Library premises.

Drug testing will be conducted pursuant to applicable law as a condition of initial employment or following a suspicious workplace accident. An employee who violates this Policy or who refuses to submit to drug testing will be subject to disciplinary action up to and including termination from employment. An employee who is terminated in violation of this Policy will not be eligible for rehire.

Employees convicted for off-the-job drug activity will be considered to be in violation of this policy. Such activity may result in disciplinary action up to and including termination.

The Library recognizes that drug abuse and/or dependency are medical/behavioral conditions that can be successfully treated. Employees with drug problems are encouraged to request assistance from the EAP.

After an offer of employment, job applicants are required as a condition of employment to pass a drug test prior to reporting to work. If the drug test indicates the presence of controlled substances, the applicant will not be considered for employment.

In accordance with this policy, property on any Library premises is subject to search pursuant to applicable law.

Specific guidelines regulating the Drug Policy will be established by the Library Administration.

Board Approved 09/18/03

Recommended changes:

Alcohol and Drug Policy

The Library is committed to providing a safe and productive work environment for its employees and maintaining a drug and alcohol free environment. The Library prohibits the manufacture, distribution, dispensation, possession or use of illegal drugs, alcohol or controlled substances by Library employees while on duty, provided however, when not working employees may responsibly consume alcohol at Library sponsored events where alcohol is served.

~~The use of controlled substances is inappropriate behavior that subjects coworkers, patrons and others to unacceptable safety risks and undermines the Topeka and Shawnee County Public Library's operating effectiveness. Therefore, the Topeka and Shawnee County Public Library prohibits the use, transfer, distribution, manufacture and possession of controlled substances and drug paraphernalia while engaged in Library business or on any Library premises.~~

Drug testing will be conducted pursuant to applicable law as a condition of initial employment or following a suspicious workplace ~~accident~~incident.

After an offer of employment, job applicants are required as a condition of employment to pass a drug test prior to reporting to work. If the drug test indicates the presence of controlled substances, the applicant will not be considered for employment.

An employee who violates this Policy or who refuses to submit to drug testing will be subject to disciplinary action up to and including termination from employment. An employee who is terminated in violation of this Policy will not be eligible for rehire.

Employees convicted of crimes for off-the-job drug activity will be considered to be in violation of this policy. Such activity may result in disciplinary action up to and including termination.

~~The Library recognizes that drug abuse and/or dependency are medical/behavioral conditions that can be successfully treated. Employees with drug problems are encouraged to request assistance from the EAP.~~ **This will be added to the procedures/guidelines in the Employee Handbook.**

In accordance with this policy, property on any Library premises is subject to search pursuant to applicable law.

Specific guidelines regulating the Alcohol and Drug Policy will be established by the Library Administration and enforced as policy.

~~Board Approved 09/18/03~~

43. Harassment

Current Policy:

TSCPL offers a safe and professional work environment. Accordingly, TSCPL will not tolerate discrimination and harassment of any kind, including race, sex, religion, national origin, age, disability, or veteran status.

Any type of undesirable or unwelcome requests, advances, language, gestures or physical contact will not be tolerated. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that individual's race, color, religion, sex, national origin, age or disability, or that of the individual's relatives, friends or associates, and that:

1. has the purpose or effect of creating an intimidating, hostile or offensive working environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's employment opportunities.

Recommended changes:

TSCPL is committed to offering providing a safe and professional work environment free of any form of harassment. Accordingly, TSCPL will not tolerate discrimination and harassment of any kind, including race, sex, religion, national origin, age, disability, or veteran status based on any class protected by applicable ordinances and laws.

Any type of undesirable or unwelcome requests, advances, language, gestures or physical contact will not be tolerated. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that individual's employee's race, color, religion, sex, national origin, age, or disability status, veteran status, or any other protected class defined by law or that of the individual's relatives, friends or associates, and that:

1. has the purpose or effect of creating an intimidating, hostile or offensive working environment;
2. has the purpose or effect of unreasonably interfering with an individual's employee's work performance; or
3. otherwise adversely affects an individual's employee's employment opportunities.

44. Open Door

Current Policy:

TSCPL has an open door policy concerning all employee matters.

No recommended changes.

45. Employment Problem Resolution Procedure

Current Policy:

If a problem cannot be resolved through the informal open door process, all regular employees may use the formal procedure described below. In the case of a complaint relating to a suspension, demotion, or termination, this employment problem resolution procedure shall be exclusive, final and binding as follows:

Step I

The employee must present a written complaint to the employee's supervisor within five calendar days of the occurrence of the disagreement or problem. The employee's supervisor will discuss the complaint with them privately and give a written answer within five calendar days of receiving the complaint.

Step II

If the employee is not satisfied with the answer at Step I, the employee has five calendar days to present the written complaint to the next level supervisor. This supervisor will investigate the complaint and give the employee a written answer within five calendar days of receiving the complaint.

Step III

If the employee is not satisfied with the answer in Step II, the employee has five calendar days to present the written complaint to the CEO. The CEO will review the information gathered by the supervisors, discuss the complaint with the employee's supervisors and the employee, and give a final written answer within seven calendar days of receiving the complaint. The CEO's answer is final and binding with respect to all complaints, except those relating to termination.

Step IV

If the employee's complaint relates to a termination and the employee is not satisfied with the answer in Step III, the employee has thirty days from the date the answer is received to file an appeal for review by an arbitrator.

The arbitration proceeding shall be conducted in accordance with the American Arbitration Association's Voluntary Labor Arbitration Rules. The arbitration decision shall be final and binding on the Library and the employee. The Library and the employee shall share the expenses of arbitration equally.

Recommended Changes

If a problem cannot be resolved through the informal open door process, all ~~regular~~ employees may use the formal procedure described below. ~~In the case of~~When a complaint ~~relating relates~~ to a suspension, demotion, or termination, this employment problem resolution procedure shall be exclusive, final and binding as follows:

Step I

The employee must present a written complaint to the employee's supervisor within five calendar days of the occurrence of the disagreement or problem. The employee's supervisor will discuss the complaint with ~~them the employee~~ privately and ~~give deliver~~ a written answer within five calendar days of receiving the complaint.

Step II

If the employee is not satisfied with the answer at Step I, the employee has five calendar days to present the written complaint to the next level supervisor. This supervisor will investigate the complaint and give the employee a written answer within five calendar days of receiving the complaint.

Step III

If the employee is not satisfied with the answer in Step II, the employee has five calendar days ~~following receipt of the written response~~ to present the written complaint to the CEO. The CEO will review the information gathered by the supervisors, discuss the complaint with the employee's supervisors and the employee, and give a final written answer within seven calendar days of receiving the complaint. The CEO's answer is final and binding with respect to all complaints, ~~except those relating to termination.~~

~~Step IV~~

~~If the employee's complaint relates to a termination and the employee is not satisfied with the answer in Step III, the employee has thirty days from the date the answer is received to file an appeal for review by an arbitrator.~~

~~The arbitration proceeding shall be conducted in accordance with the American Arbitration Association's Voluntary Labor Arbitration Rules. The arbitration decision shall be final and binding on the Library and the employee. The Library and the employee shall share the expenses of arbitration equally.~~

46. Termination of Employment

Current Policy:

Note: Failure to return to work on the expiration of a personal leave of absence, jury-duty absence, vacation leave, military leave, sick leave, or any other approved leave, unless medical or other acceptable evidence has been submitted to the Library (and approved by the Chief Executive Officer) will be recorded as a termination dated the first day of the unapproved absence.

Employment with the Library is at-will. The Library reserves the right to terminate employment at any time.

Recommended changes:

Note: Failure to return to work on the expiration of a personal leave of absence, jury-duty absence, vacation leave, military leave, sick leave, or any other approved leave, unless medical or other acceptable evidence has been submitted to the Library (and approved by the Chief Executive Officer) will be recorded as a termination ~~dated~~ effective as of the first day of the unapproved absence.

As detailed in the At-Will policy, ~~E~~employment with the Library is at-will. The Library reserves the right to terminate employment at any time.

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															191,031	195,854	-2.5%
Circulation Desk & Renewals	47,242	42,607	50,967	50,215											6,664	6,752	-1.3%
Interlibrary Loan	1,988	1,568	1,353	1,755											277,790	319,767	-13.1%
Self-Check	74,055	67,188	75,589	60,958											71,693	85,001	-15.7%
Bookmobile	19,004	14,162	17,589	20,938											28,644	28,686	-0.1%
Red Carpet	8,267	6,215	7,141	7,021											154,005	140,871	9.3%
Digital Downloads	41,009	36,566	40,191	36,239											9,715	8,600	13.0%
Library @ Work / Smartlocker	2,522	2,258	2,526	2,409													
TOTAL CIRCULATION	194,087	170,564	195,356	179,535										739,542	785,531	-5.9%	
CIRCULATION DETAILS																	
Print Material	87,307	77,386	92,027	85,159											341,879	373,385	-8.4%
Audio/Visual Material	60,847	53,081	59,178	51,969											225,075	256,105	-12.1%
Adult Materials	91,557	80,069	89,301	79,750											340,677	376,097	-9.4%
Children's Materials	43,792	39,393	48,713	45,137											177,035	199,579	-11.3%
Young Adult Materials	3,862	3,334	4,373	4,013											15,582	16,665	-6.5%
Red Carpet Materials	8,943	7,671	8,818	8,228											33,660	37,149	-9.4%
NEW Patrons																	
Topeka / Shawnee County																	
Adults	643	536	677	464											2,320	2,394	-3.1%
Children (ages 17 and under)	120	145	174	109											548	755	-27.4%
Red Carpet Outreach	13	7	11	14											45	40	12.5%
NEKL	64	76	69	49											258	258	0.0%
Non-Resident	0	1	1	0											2	4	-50.0%
Total New Registrations	840	765	932	636										3,173	3,451	-8.1%	
PATRONS DELETED																	
	916	2,108	1,752	1,567										6,343	4,842	31.0%	
BORROWERS																	
Topeka / Shawnee County																	
Adults	54,323	53,646	53,560	53,344											53,344	52,950	0.7%
Children (age 0 - 17)	19,025	18,974	18,893	18,819											18,819	19,272	-2.4%
Red Carpet Outreach	1,093	1,178	1,180	1,166											1,166	1,239	-5.9%
NEKL	7,344	7,385	7,370	7,347											7,347	7,255	1.3%
Non-Resident	45	42	42	42											42	48	-12.5%
Delinquent	118	110	110	112											112	124	-9.7%
TOTAL BORROWERS	81,948	81,335	81,155	80,830										80,830	80,888	-0.1%	
Holds Satisfied	20,311	17,713	19,383	19,108										76,515	76,355	0.2%	
CHECK-IN																	
TOTAL CHECK-IN	101,712	87,079	100,382	95,974										385,147	432,560	-11.0%	

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									19,341	23,923	-19.2%
Materials Discarded	8,012	5,503	5,113	6,032									24,660	23,274	6.0%
TOTAL COLLECTION	422,652	422,717	423,058	422,258									418,682	443,251	-5.5%
WEBSITE															
tscpl.org Unique Visitors	31,108	29,860	32,154	30,192									123,314	117,963	4.5%
tscpl.org Total Visits	57,442	52,300	56,131	52,841									218,714	208,957	4.7%
catalog.tscpl Unique Visitors	20,841	18,726	20,190	18,403									78,160	72,937	7.2%
catalog.tscpl Total Visits	48,363	41,882	45,972	42,336									178,553	163,484	9.2%
REFERENCE QUESTIONS															
Public Services	12,921	13,417	14,281	12,948									53,567	55,241	-3.0%
Topeka Room	682	576	807	684									2,749	2,466	11.5%
Youth Services	2,616	2,682	3,484	2,840									11,622	10,569	10.0%
Gallery	51	44	34	38									167	200	-16.5%
TOTAL REFERENCE QUESTIONS	16,270	16,719	18,606	16,510									68,105	68,276	-0.3%
GATE COUNT	57,863	54,706	65,138	57,968									235,675	245,685	-4.1%
MEETING ROOMS															
Meeting Room Bookings	688	706	732	830									2,956	2,703	9.4%
Team Room Bookings	1,522	1,427	1,737	1,661									6,347	4,786	32.6%
Total Meeting Room Hours Booked	5,725	5,829	6,327	7,003									24,884	14,474	71.9%
TOTAL ATTENDANCE	13,033	14,106	13,257	15,454									55,850	42,805	30.5%
LEARN & PLAY BUS VISITS	219	182	243	247									891	1,102	-19.1%
PROGRAM ATTENDANCE															
Adult - General	321	161	624	257									1,363	4,065	-66.5%
Computer Training	139	95	8	2									244	577	-57.7%
Outreach	3,531	2,861	2,630	3,872									12,894	17,105	-24.6%
Kids	870	634	481	628									2,613	5,940	-56.0%
Movies	0	8	8	0									16	52	-69.2%
Books	15	202	0	10									227	431	-47.3%
Art	127	124	11	34									296	1,231	-76.0%
Teens	0	12	0	0									12	198	-93.9%
Music	0	0	0	100									100	0	#DIV/0!
TOTAL ATTENDANCE	5,003	4,097	3,762	4,903									17,765	29,599	-40.0%
GALLERY ATTENDANCE	1,438	1,715	1,871	1,446									6,470	7,514	-13.9%
COMPUTER USE															
Public Computer Sessions	14,860	13,839	16,368	14,771									59,838	62,308	-4.0%
Avg Public Computer Session Length	0:56:37	0:58:09	0:57:30	0:53:55									0:56:33	0:55:39	1.6%
Total Computer Hours	14,022	13,412	15,686	13,275									56,395	57,767	-2.4%
Wireless Sessions	15,712	16,001	15,714	16,077									63,504	75,534	-15.9%
Avg Wireless Session Length	0:29:00	0:29:00	0:29:00	0:28:00									0:28:45	0:33:15	-13.5%
Total Wireless Hours	7,594	7,734	7,595	7,503									30,426	41,791	-27.2%
TOTAL HOURS	21,616	21,146	23,281	20,778									86,821	99,558	-12.8%

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
CIRCULATION DETAILS															
Print Material															
Adult Fiction	18,316	15,937	17,734	15,721									67,708	72,832	-7.0%
Adult Nonfiction	21,499	19,192	21,812	19,650									82,153	87,629	-6.2%
Juvenile Fiction	25,068	23,238	28,960	26,853									104,119	113,303	-8.1%
Juvenile Nonfiction	7,798	6,535	8,333	8,606									31,272	38,306	-18.4%
Magazines	1,902	1,550	2,073	2,179									7,704	8,329	-7.5%
RC Print Materials	8,696	7,463	8,601	8,016									32,776	35,655	-8.1%
RC Realia	247	208	217	212									884	1,454	-39.2%
YA Print Materials	3,781	3,263	4,297	3,922									15,263	16,221	-5.9%
PRINT CIRCULATION	87,307	77,386	92,027	85,159									341,879	373,729	-8.5%
Audio / Visual Material															
Adult Audiobooks	4,126	3,642	4,147	3,757									15,672	18,749	-16.4%
Adult Music	3,854	3,485	4,208	3,630									15,177	16,881	-10.1%
Adult Videos / DVDs	41,860	36,263	39,327	34,813									152,263	172,772	-11.9%
Juvenile Audiobooks	441	375	495	458									1,769	2,310	-23.4%
Juvenile Music	441	364	417	346									1,568	2,380	-34.1%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874									38,307	41,516	-7.7%
YA A/V	81	71	76	91									319	444	-28.2%
A/V CIRCULATION	60,847	53,081	59,178	51,969									225,075	255,052	-11.8%
Adult Material															
Adult Fiction	18,316	15,937	17,734	15,721									67,708	72,832	-7.0%
Adult Nonfiction	21,499	19,192	21,812	19,650									82,153	87,629	-6.2%
Magazines	1,902	1,550	2,073	2,179									7,704	8,329	-7.5%
Adult Audiobooks	4,126	3,642	4,147	3,757									15,672	18,749	-16.4%
Adult Music	3,854	3,485	4,208	3,630									15,177	16,881	-10.1%
Adult Videos / DVDs	41,860	36,263	39,327	34,813									152,263	172,772	-11.9%
ADULT CIRCULATION	91,557	80,069	89,301	79,750									340,677	377,192	-9.7%
Juvenile Material															
Juvenile Fiction	25,068	23,238	28,960	26,853									104,119	113,303	-8.1%
Juvenile Nonfiction	7,798	6,535	8,333	8,606									31,272	38,306	-18.4%
Juvenile Audiobooks	441	375	495	458									1,769	2,310	-23.4%
Juvenile Music	441	364	417	346									1,568	2,380	-34.1%
Juvenile Videos / DVDs	10,044	8,881	10,508	8,874									38,307	41,516	-7.7%
JUVENILE CIRCULATION	43,792	39,393	48,713	45,137									177,035	197,815	-10.5%
Red Carpet Material															
RC Print Materials	8,696	7,463	8,601	8,016									32,776	35,655	-8.1%
RC Realia	247	208	217	212									884	1,454	-39.2%
RED CARPET CIRCULATION	8,943	7,671	8,818	8,228									33,660	37,109	-9.3%
Young Adult Material															
YA Print Materials	3,781	3,263	4,297	3,922									15,263	16,221	-5.9%
YA A/V	81	71	76	91									319	444	-28.2%
YOUNG ADULT CIRCULATION	3,862	3,334	4,373	4,013									15,582	16,665	-6.5%
Overdrive	30,012	26,607	28,995	27,241									112,855	95,873	17.7%
Hoopla	9,468	8,452	9,565	8,998									36,483	38,864	-6.1%
Flipster	1,529	1,507	1,631	*									4,667	6,134	-23.9%
DIGITAL DOWNLOADS	41,009	36,566	40,191	36,239									154,005	140,871	9.3%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2019

	2018												2019
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$1,451,885	\$1,289,212	\$1,529,218	\$1,410,660									\$5,680,975
Magazines (\$5)	\$9,510	\$7,750	\$10,365	\$10,895									\$38,520
Audiobooks (\$10)	\$45,670	\$40,170	\$46,420	\$42,150									\$174,410
DVD, Games, Music (\$4)	\$225,120	\$196,256	\$218,144	\$191,016									\$830,536
Reference Questions (\$7)	\$113,890	\$117,033	\$130,242	\$115,570									\$476,735
Programming (\$10)	\$50,030	\$40,970	\$37,620	\$49,030									\$177,650
Meeting Room Use	\$36,979	\$37,235	\$44,910	\$34,809									\$153,933
Gallery Attendance (\$10)	\$14,380	\$17,150	\$18,710	\$14,460									\$64,700
Computer Use (\$12 /hr)	\$168,265	\$160,948	\$188,232	\$159,300									\$676,744
ILL Borrowed (\$25)	\$10,775	\$9,000	\$9,050	\$10,100									\$38,925
TOTAL VALUE	\$2,126,504	\$1,915,724	\$2,232,911	\$2,037,990									\$8,313,128