



Call to Order

Public Comment

Introductions

Approval of January 17, 2019 Trustee Meeting Minutes - [Action Item](#)

Chief Financial Officer's Report – Kim Torrey

Financial Reports

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

The Library Foundation – Marilyn Ward, Board Chair

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

Board Chair Report – Kerry Onstott Storey

Chief Executive Officer – Gina Millsap

Chief of Staff – Thad Hartman

- Facilities Master Plan update
 - Overview of Claire's Courtyard, Stephanie Hall, Learning Experiences Manager

New Business

- Library Card Campaign– Paul Brennan Collections Director, Circulation
- Memorandum Of Understanding (MOU) Topeka 501 School District - [Action Item](#)
- Monument Signage Bid - [Action Item](#)
- Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library– [Action Item](#)
- New Bank Investments - [Action Item](#)
- Change Order Claire's Courtyard Landscaping and Water Feature - [Action Item](#)
- Personnel Policies 1-8 – [First Reading/Action Item](#)

Trustee Advocacy Stories

Adjournment

Work Session – Trustee Retreat immediately following the meeting.

Next Meeting

March 21, 2019 4:00 pm
Menninger Room 206



**Minutes
Board of Trustees Meeting
January 17, 2019
Menninger Room 206**

Board Members Present

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

Board Members Absent

Julie Swift

Call to Order

The meeting of the Board of Trustees of the Topeka Shawnee County Public Library held on Thursday, January 17, 2019 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00 PM by the Chair, Kerry Onstott Storey.

Amend January 17, 2019 Agenda

On a motion by Beth Dobler, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library amend the January 17, 2019 agenda to include the resolution for change order authorization for flooring project.

Public Comment

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

Introductions

Cindy Hill, Project Manager, Senne Company and David Heit, Associate Principal, AIA, NCARB, Tevis Architects were present to answer questions regarding current projects. Chair, Kerry Onstott Storey welcomed Heit and Hill. There were no additional questions for Heit and/or Hill.

Approval of Minutes

On a motion by Shawn Leisinger, seconded by David Monical, the December 20, 2018 Board of Trustees minutes were approved. Motion carried.

Chief Financial Officer

Chief Financial Officer Kim Torrey reported that the last bond payment for the debt service on the building is scheduled for September 1, 2019. She also indicated that the Audit Review Committee typically meets a week prior to the April board meeting. Board Treasurer Jim Edwards will establish the date and will notify the board as to the scheduled date. There were no additional questions for Torrey.

Approval of the Treasurer's Report

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

Friends of the Library Report

President Sherryl Longhofer reported the Friends of the Library Board met on January 8, 2019 and presented the trustees board with a check for \$85,000. Proceeds in the amount of \$601.20 were collected and given to the Foundation from the Dolly Parton Imagination Library Christmas Ornament sold in the Booktique.

Sales for 2018 totaled \$58,297.40 for the year. She also stated the Friends of the Library Book Sales will be January 18 -20 in the Marvin Auditorium.

The Friends Board welcomed two new members, Bruce Burns and George Vega.

There were no additional questions for Longhofer.

The Foundation Report

Foundation Chair, Marilyn Ward reported the direct mailing campaign has received 170 donations totaling \$50, 839.08 to date and includes seven new donors. The goal is \$60,000.

The Foundation received a check in the amount of \$601.20 for proceeds of the Dolly Parton's Imagination Library (DPIL) ornament that was sold in the Booktique. As a reminder \$25,000 is received annually from the Friends and \$25,000 from the Foundation to help sustain the DPIL program.

In December the Foundation received a \$100,000 pledge from Jerry Reed for the Alice C. Sabatini Gallery renovations. This gift is in addition to the \$75,000 received earlier from the Sabatini Family foundation and the \$300,000 National Endowment for The Humanities funding that is available for the gallery renovations later this year.

Library Foundation Finance Committee Members recommended funding sources to the Foundation board for two facilities projects: AV equipment for Claire's Courtyard (\$50,000 from a Southwestern Bell grant) and for the Circulation Plaza and Learning Center renovations (\$240,000 from the estate gift of Lillian Landberg.) Ward also reminded trustees of the annual Wilder Society Tea, which is planned for Sunday, April 7, 2019 at 2:00 pm.

There were no questions for Ward.

Board Chair Report

Chair Kerry Onstott Storey reported the Executive Committee met on Monday, January 7, 2019 at 4:00 pm. The committee discussed and approved the minutes for the December 20, 2018 meeting. A brief overview of the Facilities Master Plan was provided. Discussion of the Named Recognition Recommendation, for the Sabatini Gallery remodel, growth of the Library which CEO, Gina Millsap will further address in her report, and Change Order for Sub-Floor Repair and Leveling under new business. There were no additional questions for Onstott Storey.

Chief Executive Officer

Chief Executive Officer Gina Millsap encouraged the board to review additional information and invites provided in board packets. Millsap mentioned invitations to the Greater Topeka Partnership's (GTP) Annual Meeting, TSCPL Staff Development Day, and monthly Intergovernmental Cooperation Council (ICC) meetings. Margo Rangel, Executive Assistant will send out calendar invitations for all events.

In August during Millsap's annual evaluation it was agreed there would be a focus on growth of the library as a key part of strategic planning. Millsap included a series of questions framing perspectives on growth in her report. Millsap asked trustees how they would prefer to engage in this topic -- by having an in-depth discussion, board retreat, and/or a three-board retreat.

During discussion regarding a board retreat and/or a three board retreat it was suggested that a work session be added to the February board meeting that would allow the board to discuss possible topics for the future retreat agenda. Onstott Storey requested that Millsap bring forth some topics. Millsap requested that board members submit their thoughts of what growth looks like and what questions or topics they would like to discuss.

Millsap suggested that library staff subject matter experts (SME) provide presentations at future board meetings. Board members welcomed this and requested that a TSCPL SME present at the February board meeting and future board agendas.

Chief of Staff

Hartman began his report by drawing attention to the table and chair grouping on display, which will be located in Claire's Courtyard.

Hartman reported that initially the removal of the tile on the first floor was moving along faster than anticipated. However, when the contractors reached the subflooring it was discovered there were issues the subflooring, stemming from the 2000-01 construction.

Hartman made mention of the change order authorization for the flooring project on this month's agenda. He reiterated that issues do arise during construction and additional costs

may be incurred. The change order authorization will prevent delays in construction and service delays for our customers.

There were no questions for Hartman.

Edwards inquired if the board would be notified of change orders related to flooring project. Millsap confirmed that the board would be informed.

Hartman introduced Debbie Stanton, Public Services Supervisor and Marie Pyko, Public Services Director. Stanton and Pyko are responsible for heading a team on the next facilities plan project, which is the remodel of the Alice C. Sabatini Gallery. Hartman reminded the board that the Gallery remodel will not occur until the current projects are completed.

Stanton and Pkyo provided the presentation of the Gallery remodel sharing concepts and ideas developed by the Gallery team... The vision of the remodel is to build a space for creative exploration and imaginative play through visual expression. It will include opening the Gallery site lines and making the space more welcoming and providing a more creative experience for our customers. Currently the gallery team is in brain storming phase. The team has been working with Theodore Demonchaux, of Tevis Architects. Stanton and Pkyo distributed handouts of the slides. (attached) There were no questions for Stanton and Pyko.

New Business

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

In recognition of their financial gifts and support of the Topeka and Shawnee County Public Library, The Library Foundation, Board of Trustees and the Chief Executive Officer Gina Millsap, recommend that the Studio in the remodeled Alice C. Sabatini Gallery be named The Jerry and Judy Reed Studio in appreciation for their pledge of \$100,000 to be paid from 2018 to 2022; and until such time as the Studio is no longer used for this purpose.

Change Order for Sub-Floor Repair and Leveling

On a motion by Kacy Simonsen, seconded by Kristen O'Shea, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the change order to Senne & Company, Inc. in the month of January 2019. The change order is for the repair and leveling of the subfloor in the rotunda and main hallway. The cost shall not exceed \$26,580. Funding for this change order shall be from the General Fund.

There was no discussion.

Motion passed unanimously.

Change Order Authorization for Flooring Project

On a motion by David Monical, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes the Chief Executive Officer to approve future change orders to Senne & Company, Inc. for the flooring project.

The flooring project includes:

- the removal of existing tile
- leveling and repair of the subfloor
- installation of terrazzo tile in the rotunda and main hallway
- production and installation of the rotunda medallion
- installation of luxury vinyl tile in the east-west corridors.

The cost of the change orders for the flooring project, including the medallion in the center of the rotunda, shall not exceed \$50,000 and shall be paid from project contingency funds. This is an exception to the Purchasing Policy.

There was no discussion. Motion passed unanimously.

At 5:00 pm Shawn Leisinger left the meeting.

Executive Session

On a motion by Beth Dobler, seconded by Jim Edwards, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees will recess the regular meeting to enter into Executive Session at 5:16 PM for a time not-to-exceed 55 minutes to discuss legal matters with the Library's attorney. No action will be taken.

Trustee Comments

No additional comments.

Adjournment

On a motion by David Monical, seconded by Beth Dobler, the meeting was adjourned at 5:43 PM. Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____

Chief Financial Officer's Report
February 2019
Kim Torrey

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

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received on January 18th, were included in the investment opportunity offered to local financial institutions per my letter dated February 6th, with bids received no later than 10 AM on February 13th. A resolution is included in this month's packet with the recommended financial institution(s) and background information pertinent to the decision about outside investments. This process worked well in 2018 and allowed for 90-day investments and 90-day renewals at competitive rates.

Revenue/Expense/Balance by Fund Report – Page 2

The "Prev. Year PO Expenditures" column reports payments for items that were ordered or committed during the 2018 budget year and received and/or invoiced January 1, 2019 or after.

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

General Fund – Pages 3 through 5

With 8.5% of the budget year completed, 48% of the budgeted revenue has been received and 8% of the approved budget has been expended/encumbered. This compares to 2018 in which 47% of the budgeted revenue had been received and 9% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

The first tax distribution of 2019 was received January 18th as scheduled. The total received for the General Fund was \$6,567,123. The percentage of the ad valorem budget collected year-to-date is 54%. The percentage of the ad valorem budgeted collected in January 2018 was 55%. The percentage of year-to-date motor vehicle taxes collected is 3%, the same as collected as of this point in time in 2018.

Employee Benefit Fund – Page 6

With 8.5% of the budget year completed, 45% of the budgeted revenue has been received and

10% of the approved budget has been expended/encumbered. This compares to 2018 in which 51% of the budgeted revenue had been received and 9% of the approved budget had been expended/encumbered.

The January 18th tax distribution totaled \$1,400,436. The percentage of the ad valorem budget collected year-to-date is 54%. This compares to 2018 in which 55% of the ad valorem budget had been collected. The percentage of year-to-date motor vehicle taxes collected year-to-date is 1% compared to 5% collected at this time 2018.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,276,368.

Debt Service Fund-Bond & Interest – Page 7

The January 18th tax distribution totaled \$791,670. The percentage of the ad valorem budget collected year-to-date is 54%. This compares to 2018 in which 55% of the ad valorem budget had been collected. The percentage of year-to-date motor vehicle taxes collected is the same as 2018 at 3%.

An interest-only payment of \$24,000 is due on March 1st to the State of Kansas.

Purchase Order Notification

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

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Electrical supplies open PO	\$10,000.00	Border States Industries, Inc.
Non-tax funds	Masterful Meetings 2 day session at TSCPL	\$15,310.00	Leadership Strategies, Inc.
Approved operating budget	Facilities supplies open PO	\$9,000.00	Lowe's Companies, Inc.
Approved operating budget	Large vehicle repair open PO	\$13,000.00	MHC Kenworth
Approved operating budget	Annual telephone service	\$15,000.00	AT&T
Approved operating budget	Annual preventive maintenance agreement for bookmobile building	\$8,441.48	McElroy's Inc.
Approved operating budget	Annual workers' compensation insurance	\$52,872.00	Peoples/Commercial Insurance
Approved operating budget	Annual insurance for property, general liability, automobiles, inland marine, crime, terrorism and cyber security	\$44,232.00	Peoples/Commercial Insurance
Approved operating budget	Payroll and human resources software access and services, including year-end reporting forms	\$62,903.75	Paycom Payroll LLC
Approved operating budget	Annual network hardware support agreement	\$31,351.82	Oneneck IT Solutions
Request for Proposal; Board resolution approved bid award on 11/16/17; reestablish purchase order for the remainder due; Library Foundation funds specifically identified and available for this purpose	Custom-made AdventureMobile vehicle balance due; 25% down payment paid in 2017 and \$50,000 general fund PO created in 2018	\$130,450.00	Farber Specialty Vehicles, Inc.
Approved operating budget	Learn and Play Bud leased garage space – annual costs for lease, water/sewer/trash services and property tax increase (from what was in base lease)	\$12,595.20	Anco, Inc.

Type of Purchase	Description	Amount	Vendor
Request for Proposal; Board resolution approved bid award on 4/26/18; reestablish purchase order for the remainder due; Library Foundation funds specifically identified and available for this purpose	Claire's Courtyard – construction of exterior patio space, a pavilion space and an amphitheater	\$725,423.74	Senne & Co. Inc.
Approved FMP budget - Request for Proposal; Board resolution approved bid award on 10/18/18; reestablish purchase order for the remainder due; Library Foundation funds specifically identified and available for this purpose	Circulation Plaza/Learning Center renovation	\$200,667.00	Senne & Co. Inc.
Approved operating budget	Membership Renewal – 2018 (PO should have been recorded in 2018 but was missed)	\$9,000.00	Urban Libraries Council
Approved operating budget	Membership Renewal – 2019	\$9,000.00	Urban Libraries Council
Library Materials	Hoopla online	\$18,755.55	Midwest Tape LLC
Library Materials	"Automatically Yours" materials subscription – select quantities and genres – March	\$8,500.00	Baker & Taylor Books
Library Materials	Adult fiction e- audiobooks/books	\$7,770.00	Overdrive, Inc.
Library Materials	Juvenile fiction e- audiobooks/books	\$5,400.00	Overdrive, Inc.
Library Materials	Juvenile fiction e- audiobooks/books	\$5,830.00	Overdrive, Inc.
Library Materials	Adult fiction e- audiobooks/books	\$5,073.61	Overdrive, Inc.
Library Materials	Adult blue-rays & DVDs	\$5,170.00	Midwest Tape LLC
Library Materials	Juvenile fiction	\$5,500.00	Baker & Taylor Books
Library Materials	Adult blue-rays & DVDs	\$15,110.00	Midwest Tape LLC
Library Materials	Miss Humblebee's Academy online	\$7,501.41	Gale/Cengage Learning

Other Items:

- The fieldwork for the 2018 audit is nearly complete and the auditors left TSCPL on Friday, February 8th. The audit will go through several reviews at Berberich, Trahan and the final will be provided to use in the management discussion and analysis portion of the audit report. The Board's Finance and Audit Committee is scheduled to meet on April 11th and their recommendation will be provided for the April Board meeting.
- When reviewing the budgeted and actual beginning unencumbered cash balances for the tax-supported funds on pages 5-7 of the financial report, please keep in mind that the budgeted cash balances presume that: (1) the prior year expenditure budget will be fully spent (unless carryforward exceptions are made, such as for health insurance and health savings accounts); and (2) an uncollectible tax revenue factor is also included since taxes are never 100% collectible. This is a conservative approach to ensure funds are sufficient.
- The annual workers' compensation audit is scheduled for February 25th.
- Revenue from interest earnings was estimated to be \$66,400 in 2019. Interest rates continue to be favorable and have resulted in earned income of \$16,946 in January, or 25% of budgeted interest revenue for 2019. Additionally, the short-term investment rates offered by local banks during February's bid process are about .75% higher than 2018 rates.

	<u>Balance 01/01/19</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 12/31/2019</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,754,482.68	\$ 6,597,426.69	\$ 999,583.78	\$ 10,352,325.59
Employee Benefits	1,308,606.73	1,408,400.42	324,401.35	\$ 2,392,605.80
Capital Improvement	1,833,380.82	1,837.39	-	\$ 1,835,218.21
Bond & Interest	806,781.00	794,380.36	-	\$ 1,601,161.36
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	35,331.31	-	-	\$ 35,331.31
Federal, State & Local Grants	19.03	-	-	\$ 19.03
Other Special Revenue	577,947.99	918.37	11,514.73	\$ 567,351.63
Permanent Funds	230,782.94	-	-	\$ 230,782.94
Totals	<u>\$ 9,547,332.50</u>	<u>\$ 8,802,963.23</u>	<u>\$ 1,335,499.86</u>	<u>\$ 17,014,795.87</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,266,879.66
Restricted Funds-CoreFirst Bank-Checking	567,804.85
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,835,218.21
Cash on Hand	2,652.00
Petty Cash	(219.41)
Endowment Securities	230,782.94
Municipal Investment Pool - Overnight	13,361,149.22
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 17,264,267.47</u>
Less Pending Claims (invoices posted, but not paid until next month)	5,342.36
Less Deferred Revenue (SAM account payments)	(741.80)
Less Payroll Deduction and Employer Benefit Liabilities	176,174.43
Less Outstanding Checks	68,696.61
	<u>\$ 17,014,795.87</u>

	01/01/19 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	12/31/2019 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,754,482.68	\$ 6,597,426.69	\$ 200,450.92	\$ 799,132.86	\$ 10,352,325.59	\$ 1,411,121.99	\$ 8,941,203.60
Employee Benefit Fund	1,308,606.73	1,408,400.42	-	324,401.35	2,392,605.80	43,055.00	2,349,550.80
Capital Improvement Fund	1,833,380.82	1,837.39	-	-	1,835,218.21	558,850.00	1,276,368.21
Bond & Interest Fund	806,781.00	794,380.36	-	-	1,601,161.36	-	1,601,161.36
Non Major Governmental Funds							
<i>State Aid Fund</i>	35,331.31	-	-	-	35,331.31	35,331.31	-
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,542.72	2.74	-	-	10,545.46	-	10,545.46
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	63.25	0.01	15.29	-	47.97	45.03	2.94
Friends	134,352.56	34.70	568.43	185.70	133,633.13	29,156.68	104,476.45
Fun Committee	2,125.97	207.67	31.62	-	2,302.02	35.08	2,266.94
Gallery Competitions/Exhibits	36,024.48	9.36	-	-	36,033.84	275.00	35,758.84
Gifts/Memorials (Undesignated)	308,498.77	79.59	2,012.69	-	306,565.67	1,136,112.80	(829,547.13)
Hathaway Trust - Library Materials	5,131.59	1.27	159.11	75.58	4,898.17	714.71	4,183.46
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	57,282.26	577.16	6,838.26	1,393.03	49,628.13	1,699.47	47,928.66
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,409.76	0.37	-	-	1,410.13	-	1,410.13
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,455.06	1.15	25.07	6.70	4,424.44	-	4,424.44
Special Collections	5,674.24	1.47	-	-	5,675.71	-	5,675.71
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.96	0.01	-	-	35.97	-	35.97
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,166.12	0.56	-	-	2,166.68	-	2,166.68
Youth Services	9,091.43	2.31	203.25	-	8,890.49	-	8,890.49
<i>Permanent Funds</i>							
Mertz Trust	230,782.94	-	-	-	230,782.94	-	230,782.94
TOTALS	\$ 9,547,332.50	\$ 8,802,963.23	\$ 210,304.64	\$ 1,125,195.22	\$ 17,014,795.87	\$ 3,216,397.07	\$ 13,798,398.80

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 12/31/2019</u>
				8.5%
Ad Valorem Property Tax	\$ 12,162,389.00	\$ 6,536,132.47	\$ (5,626,256.53)	54%
Revitalization Rebates	(154,912.00)	(94,171.45)	\$ 60,740.55	61%
Back Tax	-	71,240.62	\$ 71,240.62	N/A
Motor Vehicle Tax	1,272,889.00	40,463.82	\$ (1,232,425.18)	3%
Recreational Vehicle Tax	11,669.00	208.36	\$ (11,460.64)	2%
16/20 M Vehicle Tax	4,924.00	4,212.54	\$ (711.46)	86%
In Lieu of Tax	5,384.00	2,669.48	\$ (2,714.52)	50%
Watercraft Special Tax**	6,633.00	-	\$ (6,633.00)	0%
Commercial Vehicle Fees	43,162.00	6,366.85	\$ (36,795.15)	15%
E-Rate Reimbursement	73,250.00	-	\$ (73,250.00)	0%
Miscellaneous Revenue	3,000.00	4,076.49	\$ 1,076.49	136%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	95,451.00	-	\$ (95,451.00)	0%
Salary Refunds-Friends	45,993.00	3,356.90	\$ (42,636.10)	7%
Salary Refunds-Shawnee Cty	21,802.00	1,659.61	\$ (20,142.39)	8%
Vending Machines	4,000.00	221.35	\$ (3,778.65)	6%
Pay to Sam	-	-	\$ -	N/A
Overdue Fees*	157,000.00	8,556.52	\$ (148,443.48)	5%
Debt Collect	-	470.43	\$ 470.43	N/A
ILL Fees	350.00	178.95	\$ (171.05)	51%
Mailing Fees	120.00	13.93	\$ (106.07)	12%
Non Resident Card Fee	935.00	85.00	\$ (850.00)	9%
Obituary Fees	750.00	70.00	\$ (680.00)	9%
Meeting Room Charges	5,500.00	330.00	\$ (5,170.00)	6%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	58,200.00	11,284.82	\$ (46,915.18)	19%
Library Treasurer's Balance	2,317,867.00	-		N/A
TOTALS	\$ 16,136,856.00	\$ 6,597,426.69	\$ (7,221,562.31)	48%

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

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

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					8.5%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 492.30	\$ -	\$ 5,907.70	8%
Salaries-Facilities	629,003.00	47,619.90	-	581,383.10	8%
Salaries-Overtime	10,000.00	324.65	-	9,675.35	3%
Salaries-Security	375,321.00	20,188.25	-	355,132.75	5%
Salaries-Shelvers	181,115.00	7,672.80	-	173,442.20	4%
Salaries-Staff	7,571,200.00	548,919.69	-	7,022,280.31	7%
Conferences	136,570.00	1,314.00	446.00	134,810.00	1%
Staff Development & Training	30,000.00	1.63	4,463.22	25,535.15	15%
Mileage	9,400.00	8.12	7,313.00	2,078.88	78%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	19.98	140.45	1,839.57	8%
Materials-Periodicals	39,500.00	146.29	643.20	38,710.51	2%
Materials-Print/Non-Print <1 YR	526,600.00	26,787.58	2,175.00	497,637.42	5%
Materials-Print/Non-Print	1,268,500.00	56,889.73	96,271.52	1,115,338.75	12%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	89,921.00	(5.77)	-	89,926.77	0%
Contracted-Digital Services	373,600.00	2,734.96	1,482.32	369,382.72	1%
Contracted-Facilities	294,100.00	4,436.40	25,113.28	264,550.32	10%
Contracted-Equipment	45,350.00	1,328.62	3,992.62	40,028.76	12%
Contracted-Professional	248,230.00	4,584.76	65,441.99	178,203.25	28%
Contracted-E-Rate Services	6,600.00	-	-	6,600.00	0%
Digital Services Support	344,500.00	-	5,140.81	339,359.19	1%
Furniture/Equipment	95,000.00	95.84	2,968.83	91,935.33	3%
Insurance	53,054.00	27,736.00	23,340.00	1,978.00	96%
Marketing & Communication	48,000.00	-	-	48,000.00	0%
Memberships/Dues	24,806.00	9,000.00	9,411.00	6,395.00	74%
Miscellaneous	5,000.00	28.19	89.00	4,882.81	2%
Payments to Other Libraries	113,189.00	-	-	113,189.00	0%
Postage/Shipping	110,160.00	28,901.62	2,115.47	79,142.91	28%
Printing	113,800.00	-	1,028.43	112,771.57	1%
Programming	30,000.00	3,091.97	748.31	26,159.72	13%
Special Events	-	-	-	-	0%
Special Projects	935,000.00	-	-	935,000.00	0%
Supplies-Facilities	77,417.00	148.09	47,439.68	29,829.23	61%
Supplies-Office/Library	76,320.00	764.00	12,757.53	62,798.47	18%
Supplies-Processing	48,000.00	2,931.97	3,734.55	41,333.48	14%
Telecommunications	92,700.00	1,225.16	13,774.84	77,700.00	16%
Utilities-Electric	350,000.00	89.02	-	349,910.98	0%
Utilities-Gas	65,000.00	1,639.58	-	63,360.42	3%
Utilities-Water/Sewage	35,000.00	-	-	35,000.00	0%
Vehicle-Gas	36,000.00	-	-	36,000.00	0%
Vehicle-Repair	32,500.00	-	33,260.00	(760.00)	102%
Contingency/Fund Balance	1,600,000.00	-	-	-	0%
Cash Long/Short	-	17.53	-	(17.53)	N/A
TOTALS	\$ 16,136,856.00	\$ 799,132.86	\$ 363,291.05	\$ 13,374,432.09	8%

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 2,317,867.00	\$ 3,504,014.27	
<u>Revenue:</u>			
Ad Valorem Property Tax	12,162,389.00	6,536,132.47	54%
Revitalization Rebates	(154,912.00)	(94,171.45)	61%
Back Tax	-	71,240.62	N/A
Motor Vehicle Tax	1,272,889.00	40,463.82	3%
Recreational Vehicle Tax	11,669.00	208.36	2%
16/20M Vehicle Tax	4,924.00	4,212.54	86%
In Lieu of Tax	5,384.00	2,669.48	50%
Watercraft Special Tax	6,633.00	-	0%
Commercial Vehicle Fees	43,162.00	6,366.85	15%
E-Rate Reimbursement	73,250.00	-	0%
Fees and Charges	172,155.00	14,002.67	8%
Reimbursements	163,246.00	5,016.51	3%
Interest on Idle Funds	58,200.00	11,284.82	19%
	<u>\$ 13,818,989.00</u>	<u>\$ 6,597,426.69</u>	48%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,773,039.00	625,217.59	7%
Other Staff Support Costs	175,970.00	13,545.97	8%
Library Collections	1,836,600.00	183,073.75	10%
Contracted Services	1,057,801.00	109,109.18	10%
Digital Services Support	344,500.00	5,140.81	1%
Furniture/Equipment/Art	103,000.00	3,064.67	3%
Payments to Other Libraries	113,189.00	-	0%
Special Projects	935,000.00	-	0%
Utilities & Telecommunications	542,700.00	16,728.60	3%
Vehicles	68,500.00	33,260.00	49%
Other Operating Expenditures	586,557.00	173,283.34	30%
Cash Basis Reserve	1,600,000.00	-	0%
	<u>\$ 16,136,856.00</u>	<u>\$ 1,162,423.91</u>	8%
Prior Year Canceled Purchase Orders		<u>\$ 2,186.55</u>	
Unencumbered Balance 12/31/19	\$ -	<u><u>\$ 8,941,203.60</u></u>	

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	\$ 1,395,405.37	54%
Revitalization Rebates	(33,065.00)	(20,100.95)	61%
Back Tax	-	18,115.85	0%
Motor Vehicle Tax	433,545.00	5,081.14	1%
Recreational Vehicle Tax	3,975.00	26.17	1%
16/20M Vehicle Tax	1,677.00	539.27	32%
In Lieu of Tax	1,440.00	569.77	40%
Watercraft Special Tax*	2,259.00	-	0%
Commercial Vehicle Fees	14,701.00	799.53	5%
Refund-Fringe Benefits-Foundation	35,092.00	-	0%
Refund-Fringe Benefits-Friends	19,246.00	2,013.74	10%
Refund-Fringe Benefits-Shawnee Cty	15,723.00	1,206.39	8%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,223.00	2,025.78	17%
Interest on Idle Funds	6,000.00	2,718.36	45%
	\$ 3,108,822.00	\$ 1,408,400.42	45%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 6,777.00	\$ -	0%
Cafeteria Plan Administration Fees	3,805.00	3,401.00	89%
Social Security/Medicare	646,275.00	44,472.93	7%
Ks Public Employees Retirement Sys	803,259.00	60,012.45	7%
Worker's Compensation	76,100.00	52,872.00	69%
Unemployment Tax	8,448.00	2,137.71	25%
Health/Dental Insurance	2,236,385.00	204,560.26	9%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,131,049.00	\$ 367,456.35	10%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 12/31/19	\$ -	\$ 2,349,550.80	

* 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	1,837.39
	\$ 1,837.39
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	558,850.00
	558,850.00
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 12/31/19	\$ 1,276,368.21

STATE AID

Balance 01/01/19	\$ -	\$ 35,331.31
Revenue:		
State Aid	53,000.00	-
	\$ 53,000.00	\$ -
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 12/31/19		\$ -

	<u>2019 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/19	\$ 763,318.00	\$ 806,781.00	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,463,467.00	786,670.18	54%
Revitalization Rebates	(18,640.00)	(11,333.58)	61%
Back Tax	-	9,623.24	
Motor Vehicle Tax	177,674.00	4,859.56	3%
Recreational Vehicle Tax	1,629.00	25.03	2%
16/20M Vehicle Tax	687.00	506.97	74%
In Lieu of Tax	714.00	321.27	45%
Watercraft Special Tax*	926.00	-	0%
Commercial Vehicle Fees	6,025.00	764.63	13%
Interest on Idle Funds	2,200.00	2,943.06	134%
	<u>\$ 1,634,682.00</u>	<u>\$ 794,380.36</u>	49%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,600,000.00	\$ -	0%
Interest	48,000.00	-	0%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00	-	0%
	<u>\$ 2,398,000.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 12/31/19	\$ -	\$ 1,601,161.36	

* 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 January 31, 2019

Capital Improvement Funds-VisionBank

\$ 1,835,218.21 at 1.19% (money market account)

Municipal Investment Pool

\$13,361,149.22 Operating funds in "overnight pool"*; available
for transfer whenever needed

* rates vary by day - average January 1-31, 2019 was 2.0%

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 January 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	325	1/10/2019	RESERVE ACCOUNT	Deposit to postage reserve act	\$ 30,000.00	-98684
						\$ 30,000.00	-98684 Total
10	21501	0	1/3/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,255.02	-98682
10	21502	0	1/3/2019	PAYCOM PAYROLL LLC	State W/H	\$ 9,908.69	-98682
15	21521	0	1/3/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 283.08	-98682
10	21503	0	1/3/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,593.83	-98682
15	21504	0	1/3/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,593.83	-98682
10	21503	0	1/3/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,114.67	-98682
15	21504	0	1/3/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,114.67	-98682
10	21514	0	1/3/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98682
10	21518	0	1/3/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 1,179.27	-98682
10	41000	313	1/3/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,852.61	-98682
10	41000	313	1/3/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 368.88	-98682
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 78,389.55	-98682 Total
10	21505	0	1/8/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,449.47	-98679
15	21516	0	1/8/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,854.40	-98679
15	21517	0	1/8/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,908.29	-98679
10	21524	0	1/8/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98679
10	21513	0	1/8/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 927.30	-98679
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 47,319.89	-98679 Total
10	21501	0	1/17/2019	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,618.49	-98677
10	21502	0	1/17/2019	PAYCOM PAYROLL LLC	State W/H	\$ 10,545.13	-98677
15	21521	0	1/17/2019	PAYCOM PAYROLL LLC	State Unemployment	\$ 1,854.63	-98677
10	21503	0	1/17/2019	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,449.53	-98677
15	21504	0	1/17/2019	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,449.53	-98677
10	21503	0	1/17/2019	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,314.90	-98677
15	21504	0	1/17/2019	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,314.90	-98677
10	21514	0	1/17/2019	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98677
10	21518	0	1/17/2019	PAYCOM PAYROLL LLC	Garnishments	\$ 814.95	-98677
10	23800	0	1/17/2019	PAYCOM PAYROLL LLC	W-2s	\$ 1,686.50	-98677
10	23800	0	1/17/2019	PAYCOM PAYROLL LLC	W-3	\$ 75.00	-98677
10	41000	313	1/17/2019	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,867.91	-98677
10	41000	313	1/17/2019	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 372.36	-98677
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,488.83	-98677 Total
10	21505	0	1/23/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,236.75	-98674
15	21516	0	1/23/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,020.71	-98674
15	21517	0	1/23/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,039.51	-98674

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21524	0	1/23/2019	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 184.04	-98674
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,481.01	-98674 Total
10	21515	0	1/31/2019	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 26,997.68	-98669
15	21515	0	1/31/2019	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 126,514.93	-98669
15	21515	0	1/31/2019	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 3,281.23	-98669
						\$ 156,793.84	-98669 Total
10	23800	0	1/22/2019	BA DESIGNS	RENO END TABLE	\$ 2,558.25	93138
10	23800	0	1/22/2019	BA DESIGNS	RENO SEAT LOUNGE CHAIR	\$ 11,349.00	93138
				<i>Furnishings for new circulation plaza - 2018 Facilities Master Plan</i>		\$ 13,907.25	93138 Total
10	23800	0	1/22/2019	MIDWEST COATING, INC.	West stacks roof repair	\$ 5,000.00	93168
10	23800	0	1/22/2019	MIDWEST COATING, INC.	Roof Repairs	\$ 118.45	93168
						\$ 5,118.45	93168 Total
10	23800	0	1/22/2019	ORANGEBOY INC	Annual OrangeBoy Service	\$ 15,675.00	93172
				<i>Annual subscription to analyze library operations data. This is a professional contracted service and is exempt from the Library's purchasing policy.</i>		\$ 15,675.00	93172 Total
15	41000	260	1/22/2019	PEOPLES/COMMERCIAL INSURANCE	1st qtr workers comp ins	\$ 13,218.00	93174
10	41000	321	1/22/2019	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Prop	\$ 11,687.00	93174
10	41000	321	1/22/2019	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Vehicle Ins	\$ 4,153.00	93174
10	41000	321	1/22/2019	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Genl Liab	\$ 2,206.00	93174
10	41000	321	1/22/2019	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Inland Marine	\$ 3,326.50	93174
10	41000	321	1/22/2019	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Crime	\$ 436.50	93174
10	41000	321	1/22/2019	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Terrorism	\$ 142.50	93174
10	41000	321	1/22/2019	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Cyber	\$ 153.50	93174
10	41000	321	1/22/2019	PEOPLES/COMMERCIAL INSURANCE	Boiler & Machinery	\$ 873.00	93174
10	41000	321	1/22/2019	PEOPLES/COMMERCIAL INSURANCE	Directors & Officers	\$ 4,758.00	93174
						\$ 40,954.00	93174 Total
10	23800	0	1/22/2019	TEVIS ARCHITECTURAL GROUP	Terrazzo Flooring	\$ 360.00	93181
10	23800	0	1/22/2019	TEVIS ARCHITECTURAL GROUP	FMP Phase 2	\$ 5,778.80	93181
						\$ 6,138.80	93181 Total
10	41000	323	1/22/2019	URBAN LIBRARIES COUNCIL	Membership Renewal	\$ 9,000.00	93184
				<i>2019 approved operating budget - memberships/dues</i>		\$ 9,000.00	93184 Total
10	23800	0	1/22/2019	WESTAR ENERGY	2018 Electric Services	\$ 37.89	93185
10	23800	0	1/22/2019	WESTAR ENERGY	2018 Electric Services	\$ 24,895.34	93185
						\$ 24,933.23	93185 Total
10	23800	0	1/24/2019	CONSTELLATION NEWENERGY - GAS	2018 Gas Services	\$ 4,000.00	93189
10	41000	352	1/24/2019	CONSTELLATION NEWENERGY - GAS	Balance PO #183382	\$ 1,533.61	93189
						\$ 5,533.61	93189 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 January 31, 2019

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/24/2019	DELL MARKETING L.P.	Alienware Laptop	\$ 2,905.29	93194
10	23800	0	1/24/2019	DELL MARKETING L.P.	Learning Ctr laptops	\$ 17,627.00	93194
				<i>Laptops for new learning center - 2018 Facilities Master Plan</i>		\$ 20,532.29	93194 Total
10	21512	0	1/24/2019	DELTA DENTAL OF KANSAS, INC	Jan 19 EE Premiums	\$ 2,757.56	93195
15	21512	0	1/24/2019	DELTA DENTAL OF KANSAS, INC	Jan 19 Cobra Premiums	\$ 41.66	93195
15	21512	0	1/24/2019	DELTA DENTAL OF KANSAS, INC	Jan 19 Retirees Premiums	\$ 290.75	93195
15	21512	0	1/24/2019	DELTA DENTAL OF KANSAS, INC	Jan 19 ER Premiums	\$ 10,393.34	93195
						\$ 13,483.31	93195 Total
10	23800	0	1/24/2019	DEMCO INC	TeacherGeek Maker Cart	\$ 6,304.99	93196
				<i>Cart for new learning center - 2018 Facilities Master Plan</i>		\$ 6,304.99	93196 Total
10	23800	0	1/24/2019	ENGEL LAW, PA	2018 Legal Services	\$ 8,124.00	93197
						\$ 8,124.00	93197 Total
10	23800	0	1/24/2019	OCLC, INC.	WebDewey online	\$ 718.90	93205
10	23800	0	1/24/2019	OCLC, INC.	oclc cataloging & ill	\$ 6,493.41	93205
10	41000	301	1/24/2019	OCLC, INC.	Balance PO #18338- Discount	\$ (5.77)	93205
				<i>2018 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 7,206.54	93205 Total
						\$ 623,384.59	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

February, 2019

Library News and Project Updates

Dolly Parton's Imagination Library

Registration is still shy of 5,000 children, and is currently at 4,766 registrations. This time last year we were at 3600 registrations. We seem to have plateaued at this point and are developing new strategies for reaching families in low and middle income (LMI) neighborhoods.

With that in mind, we have begun discussions with the City of Topeka Neighborhood Relations Department. City community engagement staff members have been successful in developing relationships with families in those neighborhoods and are sharing what has worked for them and how we might work together to connect with people in those neighborhoods. I'm anticipating we'll be establishing a formal partnership.

The attached graphic provides additional information regarding ratio of participation by gender, age, and zip code.

TSCPL Annual Report

A copy of the 2018 annual report is attached. It will be included in the next issue of Library News and on tscpl.org with an introductory video and additional information.

Facilities Master Plan Update

In response to the discussion the Board had last year about when and how we present information and solicit input and feedback on facilities projects, Thad and Stephanie will share staff's current thinking on policy and operations and solicit trustee questions and ideas for Claire's Courtyard. Thad and Stephanie will present a progress report on the circulation plaza and learning center projects.

Agenda Items

Library Card Campaign and Memorandum of Understanding (MOU) Topeka 501 School District

As background for the Board's consideration of the MOU with the Topeka School District, collections director Paul Brennan will present an overview of the library card campaign that the library has conducted with Shawnee County school districts over the past two years. This is modeled on the [Urban Libraries Council Leaders Library Card Challenge](#) launched by President Obama in 2015.

TSCPL's Library Card Campaign was initiated with a request from Shawnee Heights School District Superintendent Martin Stessman in 2017 with a request for all students in his district to receive library cards. The Board has received updates on this program, but this is the first time staff is recommending a more formal arrangement with a school district.

TSCPL and the Topeka School District intend to share data and other information to help quantify the impact on reading scores (and possibly other performance measures) of students having access to their public library.

This agreement is also intended to increase the use of digital resources, encourage children to read, and help the library assess the effectiveness of the summer reading program and Dolly Parton's Imagination Library.

If approved, this MOU will be submitted to the Topeka School Board in March.

Monument Signage Bid

This project and projected cost are in the facilities plan and budget. The change order is to approve the confirmed costs, which will exceed \$20,000. Please see the resolution sheet for background information and fiscal note.

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

In accordance with the Named Recognition Policy, I am submitting a naming recognition for your approval. Nancy Lindberg has secured a donation for the new studio area of the re-designed Alice C. Sabatini Gallery. Please see the resolution sheet for additional details.

New Bank Investments

Each year the Library's Chief Financial Officer sends a written notice offering short-term investment opportunities for bid to financial institutions within the Library's district. Please see CFO Kim Torrey's report and the resolution sheet for background, fiscal note, and recommendation.

Change Order Claire's Courtyard Landscaping and Water Feature

These projects and projected costs are in the plan and budget for Claire's Courtyard. The change order is to approve the confirmed costs, which will exceed \$20,000. Please see the resolution sheet for background information and fiscal note.

Personnel Policies: 1 - 8

Human Resources and the Management Team are in the process of revising and updating the library's employee manual. Personnel policies are part of the manual and are Board-approved. For that reason, we are submitting them for your review and approval. Our goal is to issue a new employee manual the first quarter of 2020.

Attached to the resolution sheet is a complete list of policies that we intend to review throughout 2019. Also attached are the first eight policies with recommended changes.

Note that the agenda item is listed as First Reading/Possible Action. Given the number of policies and the fact that in many cases, little or no substantive change will be recommended, I'm anticipating that a second reading prior to action may not always be necessary.

Work Session after Board Meeting

It was decided at the last meeting that trustees would hold a work session following the board meeting to discuss a retreat.

Attached to this report are some web resources showing how libraries and other organizations are changing and adapting to remain relevant in their communities as well as some related topics.

I do a lot of environmental scanning and these are some examples outside the U.S. e.g. Europe and Asia; key issues, e.g. artificial intelligence, privacy; best and next practices; and outliers, like the Sourdough Library in Belgium that are unusual or quirky and indicate the different ways libraries might provide unique value in their communities.

I also look at other industries, changing business models, changing consumer behaviors, and current events that provide a broad view of society and the world. All that helps me frame what public libraries might become and to think about TSCPL's future.

This is not intended to be comprehensive and it doesn't include relevant data. It's just to stimulate some ideas for how you might approach a discussion about growth and the library's future. I encourage you to do your own scanning and hope you find these helpful. Also, a reminder that *American Libraries* and *Public Libraries* magazines, which you receive as part of your American Library Association membership, also have articles that should be of interest.

Professional Activities/Community Contacts

January 14	Met with John J. Huber, J. Huber & Assoc., Library Consulting Services Attended Foundation Finance Committee Meeting
January 15	Attended Intergovernmental Cooperation Council (ICC) meeting with trustee Jim Edwards
January 17	Downtown Topeka Rotary presentation at TCALC (I'm facilitating a strategic planning process for the Downtown Noon Rotary.) Attended TSCPL Board of Trustees Meeting
January 18	Attended 712i Management Committee Monthly Meeting
January 24	Attended Greater Topeka Partnership (GTP) Annual Meeting Community Broadband Planning weekly conference call
January 28	Attended Audit Committee Meeting
January 29	Met with Mayor de la Isla to review trustee appointments Attended American Library Association Broadband Call
January 30	Attended iINCLUDED Stakeholder/Partner Listening Session
January 31	Attended IMPACT Avenues Collective Impact Forum
February 4	Met with Superintendent Dr. Tiffany Anderson regarding Library Card Campaign for Topeka School District
February 7	Community Broadband Planning weekly conference call
February 8	Attended Diversity of Boards Summit (Momentum 2022), including session on unconscious bias.
February 11	Met with City of Topeka Neighborhood Relations staff
February 12	Chaired Lyrasis Engagement Committee conference call

February 13	Attended INCLUDED presentation from Kansas National Guard career coordinators with HR director Jesse Maddox at Brown v. Board Attended meeting at United Way to discuss future plans and fund raising for DPIL
February 14	Community Broadband Planning weekly conference call

In Progress

I'm keeping this section from last month's report since you will have a work session to discuss a possible retreat and how you might address the issue of growth.

Growth Discussion At my evaluation in August, we agreed that there would be a focus on growth of the library as a key part of strategic planning and that the Board would have an in-depth discussion on this topic.

From my perspective, we can look at growth in several ways.

It may mean:

- growth in the traditional sense, i.e. adding customers and more utilization of services, collections, and programs.
- increasing organizational capacity in order to scale services, collections, and programs to reach more people.
- expanding our footprint, accessibility, and appeal as a destination with improvements to physical facilities, e.g. Claire's Courtyard and the redesign of public service areas, a new vehicle like the Adventuremobile, or even at some point, other library locations.
- increasing equity of access to the library.
- expanding diversity and inclusion within the library organization and contributing to diversity and inclusion in the community.
- extending our community reach and influence by having a greater impact with literacy and learning.

Some questions to consider.

- Is growth good for the library and the community? What are the benefits to each?
- What are the growth opportunities?
- What are our growth priorities in the context of the community impact goals?
- What type of growth might have the best return on investment?
- What strategies would be most effective in pursuing growth objectives?
- What growth measurements will we use?
- What resources are needed to achieve these objectives?

Partnership with City of Topeka Neighborhood Relations Department

We are discussing strategies with Neighborhood Relations leadership for increasing engagement with the library and programs like Dolly Parton's Imagination Library (DPIL) in low and moderate income (LMI) neighborhoods. Key among those is the possibility of working with an Americorps team of volunteers who work in designated neighborhoods to encourage families to get library cards and enroll in DPIL. If we have a formal working relationship with the City of Topeka, that will also give us access to its communication channels (including City 4 and social media) and other departments who work directly with city residents. More information coming as our planning progresses.

What I'm Reading

The Art of Gathering: how we meet and why it matters by Priya Parker

"A bold new approach to how we gather that will transform the ways we spend our time together--at work, at home, in our communities, and beyond. In The Art of Gathering, Priya Parker argues that the gatherings in our lives are lackluster and unproductive--which they don't have to be. We rely too much on routine and the conventions of gatherings when we should focus on distinctiveness and the people involved. At a time when coming together is more important than ever, Parker sets forth a human-centered approach to gathering that will help everyone create meaningful, memorable experiences, large and small, for work and for play. Drawing on her expertise as a facilitator of high-powered gatherings around the world, Parker takes us inside events of all kinds to show what works, what doesn't, and why."

<https://tscpl.bibliocommons.com/item/show/958305112>

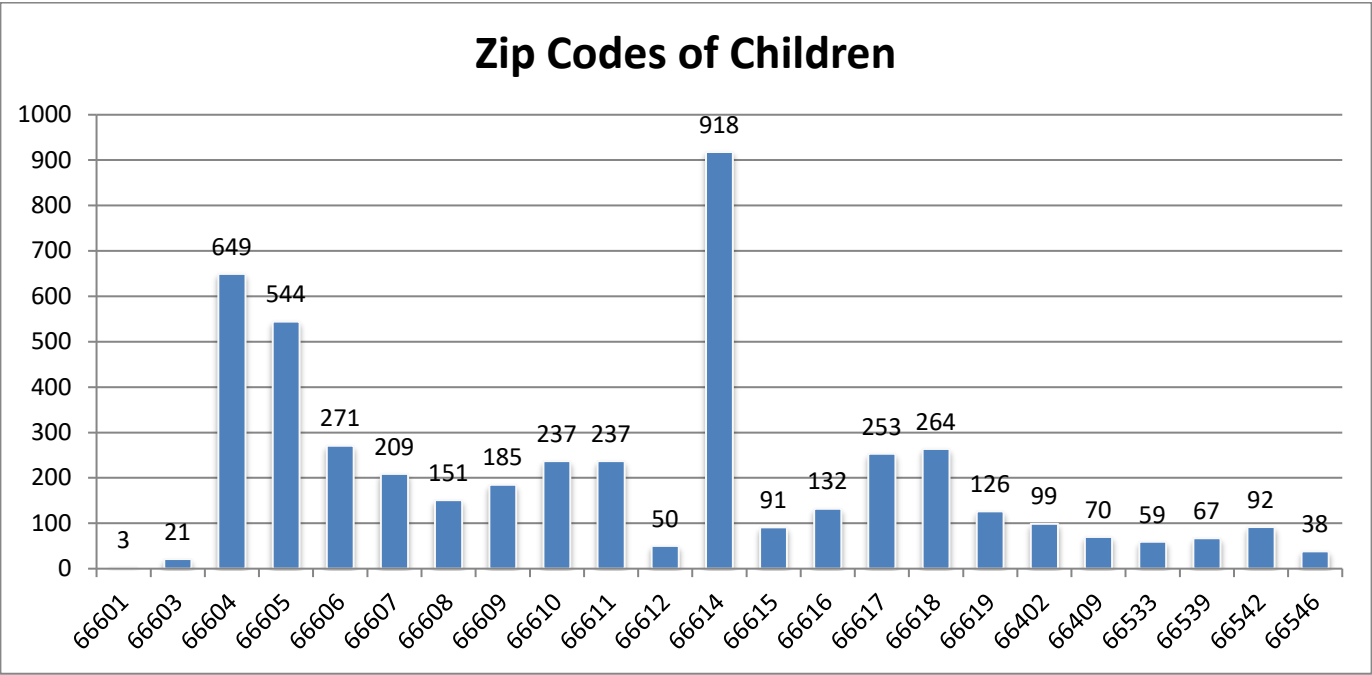
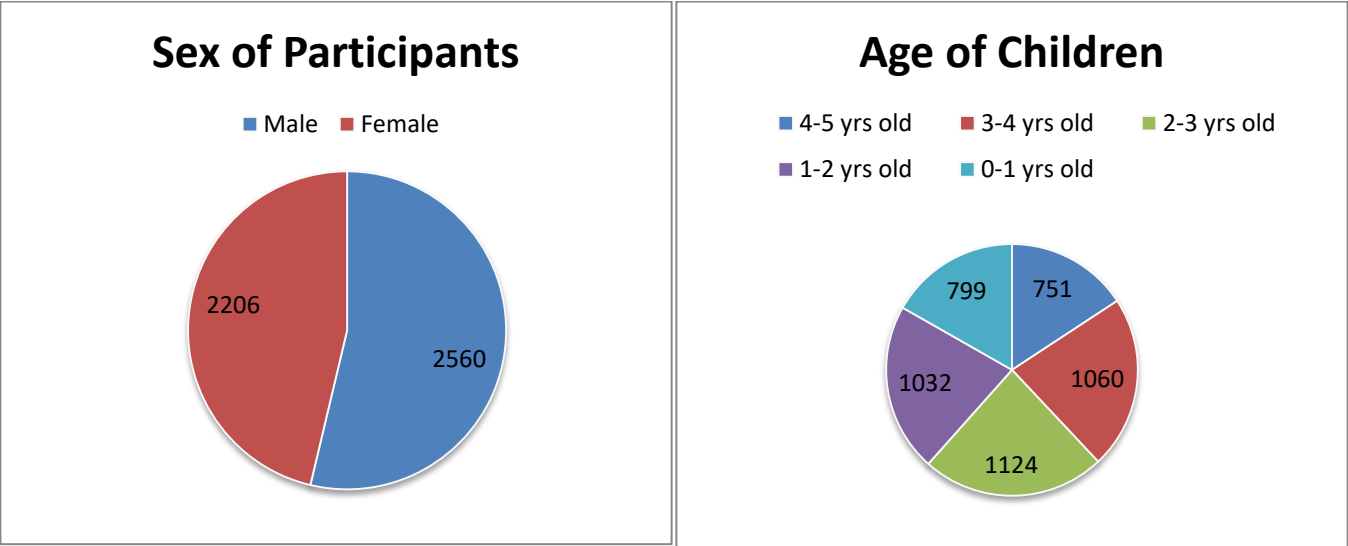
Click on this link in the library's catalog for a summary and reviews of this book.

Gina Millsap

Chief Executive Officer

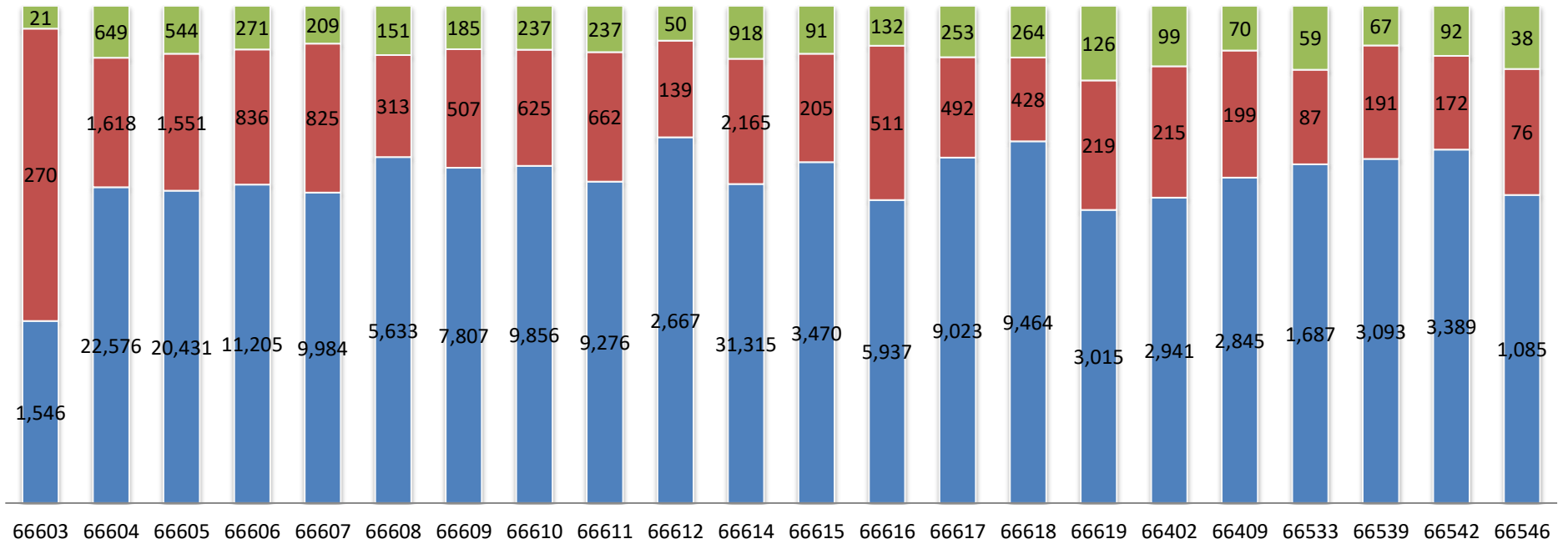
Topeka and Shawnee County Public Library 2/8/19

Number of Participants Served: **4,766**

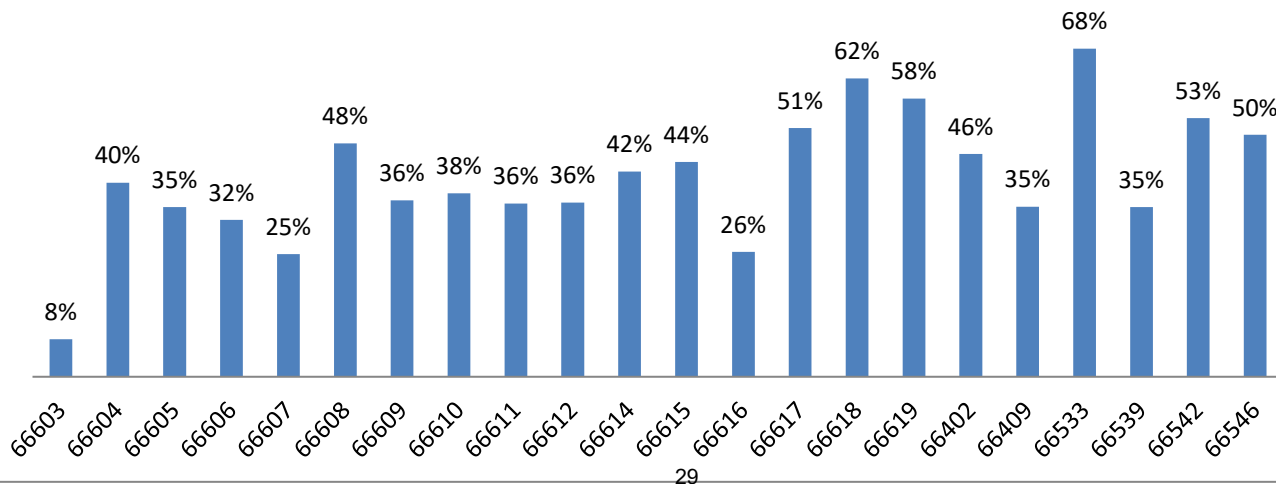


January 2019 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



Stay curious

2018 Annual Report



Gina Millsap, CEO Topeka & Shawnee County Public Library

Staying Curious

Curiosity leads to discovery and learning and it should last throughout our lives. The library's mission is to spark curiosity for everyone and connect our community through literacy and learning. Imagine what we can do as individuals and a community if everyone is smarter, more creative, and more engaged with each other. That's what your library can do for you.

To read the full 2018 annual report visit tsctl.org/annual-reports.

\$1.3 million investment Funded by private gift



Groundbreaking for Claire's Courtyard

Improving a Community Destination

Claire's Courtyard is a \$1.3 million private investment in making the library the ultimate community destination. This project is made possible by a gift to The Library Foundation from Dr. Glenn Swogger and named after his beloved late wife Claire. The Courtyard will be complete in early 2019 and is part of a 10-year facilities master plan to maintain and improve the library.

Financials

Sources of Financial Support

Taxes	\$17,204,878
Fees & Reimbursements	\$472,656
Contributions	\$663,634
Grants & State Aid	\$52,102
Investment Income	\$216,665
Total	\$18,609,935

Library Expenditures

Salaries & Benefits	\$11,176,265
Other Operating Expenses	\$2,275,329
Debt Service	\$1,652,250
Library Materials	\$1,812,798
Equipment & Capital Improvements	\$2,417,396
Programming & Events	\$133,290
Total	\$19,467,328



Preparing for Kindergarten

Having books in children's homes increases school success. To help prepare every child for kindergarten the library and United Way of Greater Topeka are partnering to make Dolly Parton's Imagination Library available to all children up to 5 years old in Shawnee County. Each month a new, carefully selected book is mailed in the child's name directly to their home for free. More than 4,800 children are currently enrolled in Imagination Library.



Clayton & Clarence reading one of the free books they can keep from Dolly Parton's Imagination Library tsctl.org/imagination

2018 HIGHLIGHTS

CIRCULATION & CARDHOLDERS

YOU CHECKED OUT

2.4
MILLION ITEMS,
WHICH IS DOWN SLIGHTLY
(-5.2%) FROM 2017

WE SAW A SLIGHT
INCREASE OF
1.2%
IN LIBRARY
CARDHOLDERS WITH
81,913 CARDHOLDERS



COLLECTION



OUR COMBINED PHYSICAL
AND DIGITAL COLLECTIONS
GIVE CUSTOMERS
MORE THAN

1.1 MILLION
ITEMS TO
CHOOSE FROM



19.3%
INCREASE
IN DIGITAL
DOWNLOADS

424,001

PHYSICAL
ITEMS IN OUR
COLLECTION
INCLUDE BOOKS,
MOVIES AND CDS

680,902

ITEMS IN OUR
DIGITAL COLLECTION
INCLUDE BOOKS,
AUDIOBOOKS,
MOVIES AND MUSIC

ART EXPERIENCES

MORE THAN
25,000
VISITS
TO AN EXHIBIT
IN THE ALICE C. SABATINI
GALLERY, WHICH IS AN

INCREASE OF
3.1% FROM 2017

SUMMER EXHIBIT
SOUNDS LIKE ART!
MOST ATTENDED EXHIBIT WITH
9,571 VISITS



SOCIAL MEDIA

16,395
LIKE US ON
FACEBOOK



7,036 PEOPLE
FOLLOW US
ON TWITTER

MEETING ROOMS

26,060
TOTAL MEETINGS



Trustee Retreat Information

(reading materials regarding library growth)

- **A review of UK Libraries in 2017: A guide for delivering sustainable community-centric services:**
<https://www.axiell.co.uk/wp-content/uploads/2017/04/Axiell-Report-A-review-of-UK-libraries-in-2017.pdf>
- **The loss of Britain's libraries could be a huge blow to the economy:**
<https://www.newstatesman.com/microsites/skills/2017/11/are-libraries-worth-keeping>
- **The Leaders Library Card Challenge Creating High-Level Partnerships to Improve Education Outcomes:**<https://www.urbanlibraries.org/files/LLCC-Strategic-Guide.pdf>
- **Libraries Deliver: Ambition for Public Libraries in England 2016 to 2021:**
<https://www.gov.uk/government/publications/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021>
- **'We are a place for everyone': How the Calgary Public Library is confronting social issues:**
<https://www.thestar.com/calgary/2018/12/12/we-are-a-place-for-everyone-how-the-calgary-public-library-is-confronting-social-issues.html>
- **Underground Sydney library lauded as world's best design:**
<https://www.realcommercial.com.au/news/underground-sydney-library-lauded-as-worlds-best-design>
- **Lululemon is jumping on the cozy trend by opening a homey library space in one of its stores. Here's what it's like to visit:** <https://www.businessinsider.com/lululemon-opens-cozy-library-space-photos-2018-12>
- **Finland's flagship library so popular it's running out of books:**
https://yle.fi/uutiset/osasto/news/finlands_flagship_library_so_popular_its_running_out_of_books/10584609
- **Artificial Intelligence: Public Libraries to take on a bigger role in educating citizens:**
<http://wset.com/news/nation-world/artificial-intelligence-public-libraries-to-take-on-a-bigger-role-in-educating-citizens>
- **Belgium Is Home to the World's Only Sourdough Library:**
<http://mentalfloss.com/article/568733/sourdough-library-belgium>
- **New Chicago Buildings Combine Libraries with Public Housing:**
<https://news.wttw.com/2019/01/24/new-chicago-buildings-combine-libraries-public-housing>
- **S. Korea Announces 5-year Plan to Improve Public Libraries:**
<http://koreabizwire.com/s-korea-announces-5-year-plan-to-improve-public-libraries/131123>

Chief of Staff Report
Thad Hartman
February 21, 2019

Circulation Plaza Construction

Tile installation has begun in the Atrium! While the work is being done in this area the main hallway has been closed and customers have been rerouted through the service elevator corridor to get into the library. So far customers have been very understanding, and are also very excited to see the new tile and watch the progress.

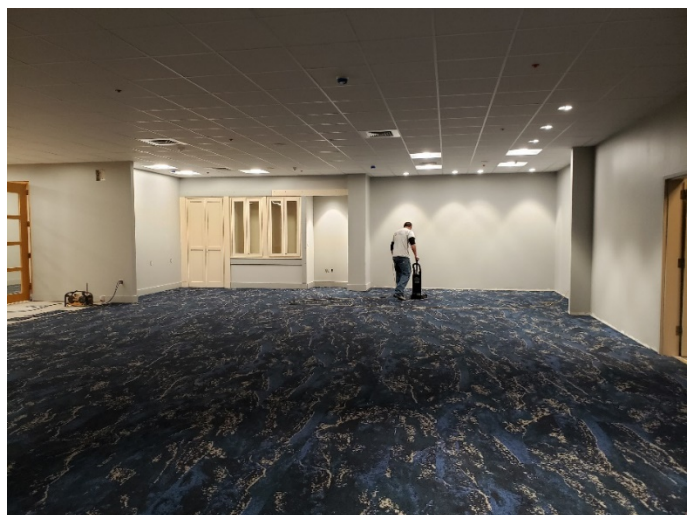
On Sunday, February 17, crews will begin to tile in the north foyer in front of the restrooms. There will be a few hours in which the restrooms will be out of service. Monday, February 18, the library will be closed for Staff Development Day, and this will give the grout a day to set. We should be able to open the restrooms back up on Tuesday. After completing the north foyer, the tiling crew will move to the south section of the main hallway.



Construction in the large print section of the plaza is almost complete. The ceiling and carpet have both been installed and the glass is scheduled to be installed in the new windows on Friday. After that the shelving for the Large Print collections will be installed. The only thing left will be the tile installation. They will lay the tile in this area after they are done with the main hallway. They are scheduled to start tiling in this area around the first of March, and once the tile is laid in this area it will be ready to reopen.

After the large print area is reopened the construction crews will move to the other side of the plaza and begin working on the new Learning Center and renovating the west side of the circulation lobby. This part of the construction project should be completed in June.

The other exciting aspect of the construction project over the past few weeks has been the updating of the color pallet. The first coat of the main light grey color has been applied down most of the main hallways and the



large print room. The large print room also has some of the other accent colors. With all of the new colors, new carpet, and new tile, you can really get a feel for how everything will look once it is done. So far I heard many excited and enthusiastic comments about the new color scheme, tile, and carpet.

Claire's Courtyard

Unfortunately the weather over the past few weeks has not been very cooperative. There were a large number of days that work was stalled because of ice and snow. However, just this week they were able to start installing the Versa-Lok retaining walls which will serve as the sides of the tiered seating in the amphitheater.

We have also scheduled the delivery of the engraved bricks from the Foundation's brick campaign. They will be delivered on Monday, February 18th. Next week we will verify that the bricks



are engraved correctly and then organize them based on which bricks are located near one another. We hope that the weather starts to cooperate on a consistent basis and we can get closer to completion.

Department Highlights

Public Services

Autumn Friedli, Public Services Supervisor – Readers Services

On International Holocaust Remembrance Day, 158 people joined us at the library to hear author Nancy Sprowell Geise share the story of Holocaust survivor Joe Rubenstein. It was a powerful, emotional event, including personal stories of Nancy's time interviewing Joe and writing her bestselling book, as well as historical background and dozens of photos. When Geise shared the joyous news that she had tracked down photos of several members of Joe's family after the book was published, many attendees cried openly. Joe had shared that he would give anything to see his mother's face again. After the talk, attendees engaged in a Q&A with the author, and a large crowd stayed behind to have books signed and speak to the author. Organizer Miranda Ericsson says that she lost count of how many people thanked the library for hosting this important program.

Debbie Stanton, Public Services Supervisor – Information and Learning

Our Business & Careers Librarian, Meredith Snapp, shared this success story: “I’ve worked with a customer since May, almost monthly, on applying, interview skills, how to fill out online skills questions from employers, and how to tweak a resume. I found out that he hasn’t been in contact recently because he starts his job at Goodyear on Monday! I’m so proud of him!” Meredith offers a variety of classes and open workshops on job searching, but she also schedules reference appointments with people individually to help them on their job and business journey.

The Youth Art Month (YAM) exhibit was installed in the front gallery at the beginning of this month. Art Educator Betsy Roe worked with the Kansas Art Education Association and schools across the state to display the 129 artworks from young Kansas artists. This year's theme for YAM is “Your Art, Your Story.”

Local History Librarian, Donna Rae Pearson, had an essay chosen for inclusion in the Humanities Kansas “Big Idea” series. The Big Idea connects the people of Kansas with fresh, new humanities scholarship on topics that have been part of the American dialogue for generations. Past Big Idea scholars have been affiliated with academic institutions, so we are very pleased that Donna Rae’s high level of expertise is being noticed statewide.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Our program numbers for the up to age 5 crowd are sort of sad for January. Weather affects us big time. There have been several days the Learn and Play Bus has not been able to hit sites due to temperatures below 10°, winds greater than 30mph, or icy conditions. Outreach has been limited due to site closings for weather. Internal programs have been low because fewer people have braved the cold with their kids and it is also cold and flu season. On the warmer days, we’ve been a popular cabin fever escape. Our numbers should bounce back as everything thaws out.

The down time has resulted in a planning frenzy. Most staff are busy developing plans for summer. Prototypes for crafts have been made and shared among the department so that we can prevent duplicative ideas and admire one another’s creativity. In addition to program elements that the library as a whole puts together, my crew undertakes the bulk of 23 Stories and Crafts programs, 23 Readaplalooza programs, and 9-12 Roadshows. That’s all in addition to the Outreach storytimes and regular early education programs. Thinking about summer keeps us warm and cozy.

Speaking of warm and cozy, Reading with Prairieland Dogs is a program/service opportunity that has been provided to TSCPL since 2007. Certified dogs and handlers visit the library on various Sundays throughout the year. Last year their schedule included February, June and September. They set up cozy spots in the Story Zone when they are here. Kids, especially those who are learning to read, cozy up to the dogs and read to them. Dogs make patient non-judgmental listeners. Just by being there, the dogs also provide incentive to several who might not be excited to practice reading otherwise. In 2018 they worked with 127 kids. There are new dogs and new handlers in the mix as we enter into this year. They are here on Sundays in February from 2-3.

Community Services

Sandy Hestand, Community Services Supervisor

January is a busy programming month for Kansas Connections programs. With several school days closed for inclement weather our programmers were still able to visit over 45 classrooms during the month of January alone. They shared topics such as Kansas Symbols and Kansas Habitats with elementary and middle school students.

The community services department is eagerly awaiting the arrival of the new AdventureMobile. It is due to arrive within the next couple of weeks! The vehicle is almost finished and we recently received some photos of the process of applying the wrap. The pictures make it feel real and we cannot wait to take the vehicle out to the schools!



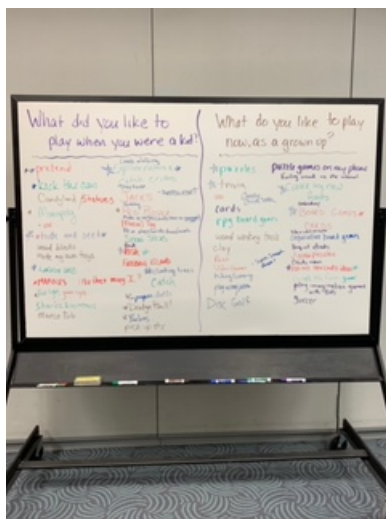




Learning Experiences

Stephanie Hall, Learning Experiences Manager

We had a very successful Sneak Peek of the Learning Center for the staff on January 30. Staff and some trustees and volunteers participated in a variety of activities that demonstrated the kinds of learning experiences that will take place in the center. Participants also answered a variety of questions sharing how they prefer to learn as adults and what their favorite activities were as children. Many staff members tried out the new portable make-it cart, Legos, and escape room kits and embraced the spirit of learning through play.



Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

The library has begun work in consultation with a systems engineer to analyze the materials workflow and optimal relocation place within the library for the Technical Services Department. The Technical Services Department, currently on the second floor, will be relocated to the lower level in the next year. We are working with John Huber, president of the management consulting firm, J. Huber and Associates. Mr. Huber has authored two books on the concept of “lean library management” and has worked for over 25 years with libraries interested in applying Lean principles to their work.

Originating in Japan, Lean is a methodology used in the United States since the early 1980s in manufacturing, particularly the auto industry. The core principles of Lean include developing service delivery chains, eliminating wasteful or ineffective work processes, and seeking the quickest, smoothest path for materials throughout the entire procurement and preparation process. From the moment a book is requested to the moment it’s in the customer’s hands, Lean seeks to eliminate inefficiencies and add value to the service experience and product offered to customers.

Mr. Huber visited the library in mid-January. During his time at TSCPL, he met with library staff and spent three days learning about our current materials workflow and about the physical spaces in the library where this work takes place. Mr. Huber had many helpful suggestions and ideas about where there is room for improvement in our current process, and other library service delivery chains that might benefit from closer examination.

Through this experience, we hope to further reduce the materials handling time for new materials and create a streamlined workflow both conceptually and in the physical design of the relocated Technical Services space.

Facilities

John Kugler, Facilities Manager

While the weather has prevented the completion of the new roof, there has been a great deal of work getting everything ready for the full replacement. All of the roof capstone has been caulked and sealed. The recessed soffits along the south side of the building have been caulked and sealed and they are currently working on the recessed soffits and windows along the north side of the building.

Midwest Coating has all of the material ordered for project and has a tentative start date of April 8th weather permitting.



Resolution – Memorandum of Understanding (MOU) Topeka 501 School District

**BOARD OF TRUSTEES
February 21, 2019**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees approves Memorandum of Understanding (MOU) Topeka 501 School District as presented/amended.

Background Information:

As background for the Board's consideration of the MOU with the Topeka School District, collections director Paul Brennan will present an overview of the library card campaign that the library has conducted with Shawnee County school districts over the past two years. This is modeled on the Urban Libraries Council Leaders Library Card Challenge launched by President Obama in 2015.

TSCPL's Library Card Campaign was initiated with a request from Shawnee Heights School District Superintendent Martin Stessman in 2017 with a request for all students in his district to receive library cards. The Board has received updates on this program, but this is the first time staff is recommending a more formal arrangement with a school district.

TSCPL and the Topeka School District intend to share data and other information to help quantify the impact on reading scores (and possibly other performance measures) of students having access to their public library.

This agreement is also intended to increase the use of digital resources, encourage children to read, and help the library assess the effectiveness of the summer reading program and Dolly Parton's Imagination Library.

If approved, this MOU will be submitted to the Topeka School Board in March.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding hereinafter referred to as the “Agreement” is made on this ____ day of February, 2019, by and between the Topeka and Shawnee County Public Library, a Kansas municipal corporation hereinafter referred to as the “Library;” and the Unified School District 501, Topeka Public Schools, hereinafter referred to as “School District.”

Whereas, the Library has developed a student library account initiative for elementary and secondary school students; and

Whereas, the School District desires to enroll its students in and provide its staff training and access to the Library’s student library account initiative; and

Whereas, the Library agrees to engage with the School District to enroll its students in and provide its staff training and access to the Library’s student library account initiative,

Now therefore, in consideration of the promises each makes to the other the Library and the School District agree as follows:

Term

The initial term of this Agreement shall be for the period beginning July 1, 2019, and ending on June 30, 2020. Following the initial term this Agreement will be reviewed for additional one-year terms, unless either the Library or the School District provides the other written notice of non-renewal on or before April 1, of the then-existing term.

Responsibilities of the library

1. The Library will integrate each School District student identification number with the Library’s student library account initiative database, allowing every student access to Library digital and print collections, databases and materials, including direct links on the Library website, tsopl.org.
2. At the end of each school year, the Library will purge all School District student library accounts.
3. The Library will provide training opportunities to School District staff and students on the Library’s digital and print resources on a mutually-agreed schedule.
4. The Library will provide the School District with reports of student participation in the Library’s summer reading program by school, including total minutes read School District-wide and by school building.
5. The Library shall create marketing materials in consultation with the School District for the Library’s student library account initiative to be mailed to parents, guardians and students’ homes at the beginning of the school year.
6. The Library will waive overdue fines or fees for unreturned or damaged Library materials from School District students participating in the Library’s student library account initiative.

Responsibilities of the School District

1. The School District will incorporate within its online enrollment process an option for students to decline a Library’s student library account.
2. The School District will support implementation of the Library’s student library account initiative by providing the Library the identification number, first and last name, birthdate, school name,

grade, home address, home phone number and email address of each student enrolled in the School District at the beginning of each school year. This information is to be provided to the Library _____ days following the close of enrollment.

3. The School District will facilitate the introduction of the Library's student library account initiative and other Library projects to its teachers and staff.
4. The School District, in collaboration with the Library, shall examine and implement strategies for School District staff to incorporate usage of Library's student library account into their classroom curriculum where appropriate.
5. The School District will assist the Library with evaluating the efficacy of the Dolly Parton's Imagination Library early literacy program by providing feedback and data if possible from kindergarten teachers.

Confidentiality

All student data or information provided by the School District is confidential under this Agreement, under the Family Educational Rights and Privacy Act (FERPA), and under any other federal or state laws and regulations pertaining to students' education records. To the extent that the Library staff has access to any personally identifiable information from students' education records, the Library agrees to not use such information except for the legitimate educational purpose of providing services pursuant to this Agreement, and agrees further not to disclose this information to any other party for any reason without written agreement from the School District.

Cooperation.

Representatives of the Library and the School District agree to meet as necessary and at least annually prior to April 1, to discuss the implementation, progress and evaluation of the Library program and to determine if the program is meeting the goals of each party.

Expenses.

Any expenses related to the provision of services incurred by the Library shall be the sole responsibility of the Library.

No Partnership or Agency.

The provisions of this Agreement are not intended to create, and shall not be interpreted to create, a joint venture, a partnership or any similar relationship between the parties nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

Governing law.

This Agreement shall be construed and enforced in accordance with the law of the state of Kansas.

Notices

Any notice required by this Agreement shall be effective upon hand-delivery of writing to the Chief Executive Officer of the Library or to the Superintendent of the School District at their respective offices.

Amendment and Assignment.

This Agreement shall not be amended nor assigned without the written consent of both School District and the Library.

Survivorship.

The provisions of this Agreement shall be binding upon each party and their successors.

Entire Agreement.

This document contains the entire agreement of the parties and supersedes any and all written and oral promises made and communicated between them.

Wherefore, the authorized representatives of the School District and the Library execute this Agreement on the date first above-written.

Topeka & Shawnee Public Library

Gina J. Millsap, Chief Executive Officer

Topeka Public Schools, USD 501

Dr. Tiffany Anderson, Superintendent



Resolution – Bid for Monument Signs

BOARD OF TRUSTEES

February 21, 2019

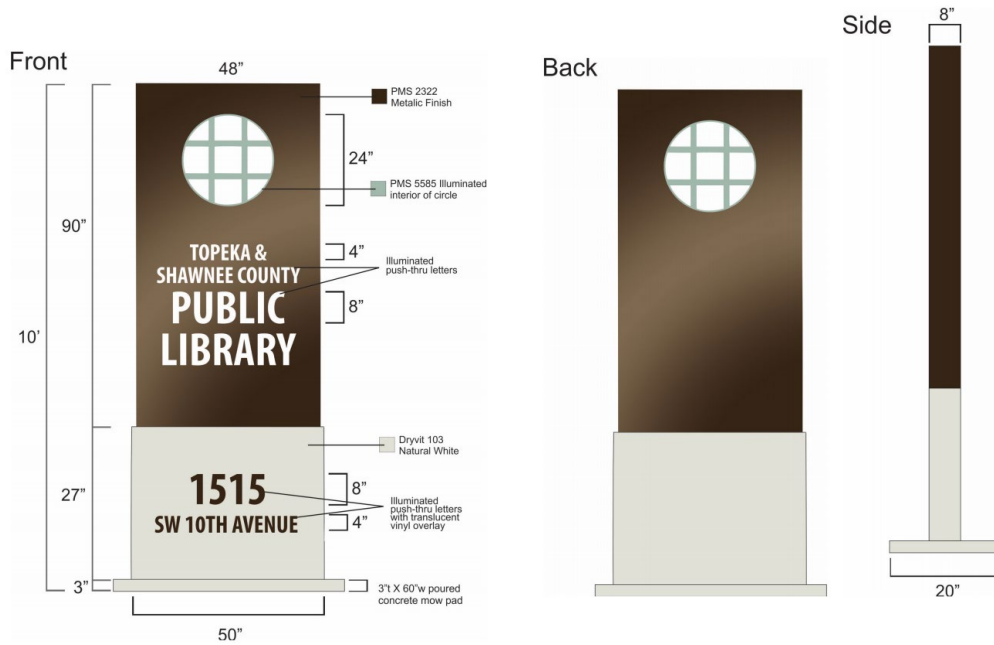
Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Star Signs, LLC, Lawrence, KS, in the amount of \$32,640 for the purchase and installation of two monument signs. This expenditure is included in the approved 2019 Facilities Master Plan budget.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

Policy and Background Information:

Thousands of people drive by the library on 10th street every day. There are currently three primary markers along the north side of the building that identify the library. There is metal lettering on the side of the building near the corner at 10th and Washburn, a sign near the corner of 10th and Garfield, and a City of Topeka sign that says "Public Library" at corner of 10th and Washburn.

The metal lettering is not highly visible against the lightly colored brick, and is often obscured by leaves. The City of Topeka sign is rather small, doesn't have the TSCPL branded logo, and is slightly obscured by a power pole. The library branded sign at 10th and Garfield is not very large and the print is too small to be easily seen from 10th street. The lack of highly visible signage along 10th street has led to confusion from people trying to find the library and is a missed marketing opportunity along this heavily trafficked street.

The library plans to install two external monument signs, one on the Northwest corner at 10th and Garfield and one on the Northeast corner at 10th and Washburn. These signs will help people more easily locate the library and serve as eye-catching promotional tools. Each sign will be 10' tall, 50" wide, and 8" deep. Each sign will rest on a poured concrete pad, have back lit push-through letters, and have an illuminated pass-through ring light.



One sign located on the Northwest corner at 10th and Garfield Street and one located on the Northeast corner at 10th and Washburn Avenue on the library's property.

Bid Process

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued January 18, 2019.

Library staff developed a design for the monument signs and selected locations along the north side of the property that would be the most likely to be seen by people driving either east or west along 10th street.

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

Prospective bidders had until February 1, 2019 to ask questions about the project. Answers to all of the questions that were received were posted on the library website with the RFP.

Bids were received at a public meeting at 2:00 pm, February 12th. Three bids were received before the bid deadline. One of the bidders (Graphic House) sent an amended version of their original bid after the deadline and therefore the amended version was not considered. One bidder (Senne) was present for the bid opening.

Staff Recommendation:

TSCPL staff recommends the low bid of \$32,640, submitted by Star Signs, LLC, Lawrence, KS, be approved for the purchase and installation of the monument signs.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Topeka Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604-1304**

Monument Signs

Bid Tabulation Form

February 12, 2019, 2:00 p.m. CDT (bids not provided at the bid receiving were due at 1:00 p.m. CDT)

Company	Location	Notes	Calendar Days to Deliver upon Award	References Provided?	Monument Signs Bid	Concrete Pad Bid	Electrical Bid	Total Bid
Star Signs, LLC	Lawrence, KS	Rec'd via email 2/12/19, 8:08 AM CDT	56	Y	\$ 16,400	\$4,900	\$11,340	\$ 32,640
**Graphic House Inc.	Wausau, WI	Rec'd via email 2/12/19, 12:43 PM CDT	90	Y	\$ 43,976	\$3,200	\$ 3,000	\$ 50,176
Senne & Co., Inc.	Topeka, KS	Hand-delivered bid & present at the bid opening	67	N	N/A	N/A	N/A	\$ 49,569

** A second email with a revised bid attached was received from Graphic House at 1:27 PM CDT. Graphic House mistakenly doubled the bid price on the original bid and asked that the revised bid replace the original bid. Because the revised bid was received after the stated deadline of 1:00 CDT, it was not considered.



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

**BOARD OF TRUSTEES
February 21, 2019**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees accepts the recommendation of The Library Foundation Board of Trustees and the Chief Executive Officer Gina Millsap that in recognition of their financial gifts and support of the Topeka and Shawnee County Public Library, the studio in the remodeled Alice C. Sabatini Gallery be named The Jerry and Judy Reed Studio in appreciation for their pledge of \$100,000 to be paid from 2018 to 2022; and until such time as the studio is no longer used for this purpose.

Background Information:

In compliance with the Board of Trustees Named Recognition Policy, the first reading of this named recognition recommendation was reviewed at the January 17, 2019 Board of Trustees meeting. The second reading and action takes place at the February 21, 2019 Board of Trustees meeting.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



**Resolution – New Bank Investments
BOARD OF TRUSTEES
February 21, 2019**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves two investments as follows:

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

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

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

Background Information:

The Library's operating bank currently allows up to only \$3 million to be retained in all accounts and this is the maximum amount protected by pledged securities as required by Kansas law. Thus, when the large tax distribution is received in late January, it is transferred directly to the State of Kansas, Municipal Investment Pool rather than the Library's operating bank account which the best option for this immediate transfer and ensures investments meet state law in regard to the limited, authorized options and the existence of adequate and qualifying pledged securities. Liquidity needs for the Library are about \$1.4 million per month for operations, as well as availability of funds in late August for the debt service payment, so short-term investments that can be quickly and easily transferred are necessary.

However, municipalities are required to offer funds available for investment to community financial institutions and these institutions are required to match or exceed published investment rates. The following is taken directly from the State of Kansas, Pooled Money Investment Board's website:
<https://pooledmoneyinvestmentboard.com/investmentrates.html>

"Municipalities must first offer funds available for investment to all eligible banks, savings and loans and federally chartered savings banks which have home offices or branches in the investing community. If the financial institutions will not match or exceed the statutory investment rates as calculated by the PMIB [Pooled Money Investment Board] (given below), municipalities may invest in the Municipal Investment Pool."

Required Rates for Week of 2/11/19-2/17/19

TERM	CURRENT	PREVIOUS
1 to 89 Days	2.40%	2.40%
3 Months	2.40%	2.41%
6 Months	2.49%	2.51%

On February 6, 2019, the Library's Chief Financial Officer sent a written notice offering short-term investment opportunities for bid to 17 financial institutions within the Library's district. Due to the cost of the required collateral and to provide financial institutions a chance to bid regardless of their size, three investments were offered of \$4 million for 90-120 days; \$1 million for 90-120 days and \$1 million for 165 days. Bids were due on February 13th at 10 AM. The current offering resulted in five bids, one declining to bid and eleven sending no response. Some bids did not accommodate all investments or were incomplete.

This low number of responses is likely due to a couple of primary factors: (1) public funds must be collateralized which is expensive and sometimes difficult to obtain so not all financial institutions want municipal funds or may have previously met their limits with other municipal clients; and (2) holding an interest rate for about one week to allow the Board of Trustees to consider the investment opportunity and establish the new account is difficult for some financial institutions.

The highest bids were from Intrust Bank at 2.44% for 120 day investments so they are the recommended financial institution in which to place the \$4 million and \$1 million bids for a total of \$5 million. Denison State Bank had the highest bid at 2.49% for the 165 day investment so they are the recommended financial institution for the \$1 million bid.

The offered rate exceeds the rates that financial institutions must meet or exceed in the table above and exceeds the current rate offered by the Municipal Investment Pool of 2.40% for fixed 90 to 179 day investments made on the week of February 11, 2019 with maturity dates ranging from May 12 to August 9, 2019.

Minimum investment rates that banks must offer to secure public funds are not set by the Pooled Money Investment Board for 165-day investments, but the rate offered by Denison State Bank meets or exceeds the rates for all investments up to 6 months (2.40% and 2.49% in table above).

Confirmation of the required pledged securities is expected to occur prior to the funds actually being transferred on February 22, subject to the approval of this resolution.

Staff Recommendation:

The highest bid of 2.44% for a 120-day certificate of deposit of \$5 million with Intrust Bank, and a 160-day certificate of deposit of \$1 million with Denison State Bank at 2.49% is recommended with the funds to be transferred from the Library's Municipal Investment Pool overnight account with the State of Kansas, effective February 22, 2019. Confirmation of collateral will be required before the transfers are completed.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library - Bids for Investment of Idle Funds - February 13, 2019, 10 AM Bid Due Date

Shawnee County Financial Institutions, without Rossville & Silver Lake Townships

Offering: \$4 M (GF) and/or \$1 M (EE Bene) for 90-120 days - maturity date 5/23/19-6/21/19; \$1M Bond & Int for 165 dates - maturity date 8/1/19

awarded								
Name	Amount	Rate	Maturity	Rate	Maturity	Security	Investment Type	Notes
Alliance Bank								
Capitol Federal Savings	declined to offer bid (per email)							
Central National Bank								
Community Bank								
CoreFirst Bank & Trust	did not notify because they are unable to have more than maximum for TSCPL funds (\$3 M all)							
Denison State Bank Branch								
Equity Bank	\$4M	2.25%	90 days	2.25%	120 days	N/A	CDs	
Fidelity State Banks & Trust Co.								
Heritage Bank	\$250,000	0.61%	90 days	0.86%	120 days	N/A		Limit of \$250,000 on (2) bids
Intrust Bank NA Branch	\$4 M	2.44%	90 days	2.44%	120 days	bank securities pledged to collateralize deposits; Intrust uses agency MBS's and CMO's (Fannie Mae, Freddie Mac, Ginnie Mae) for pledging	CDs	Bid on all 3 for all amounts
Kaw Valley Bank								
Landmark National Bank								
Lyndon State Bank Branch								
Silver Lake Bank								
Sunflower Bank								
UMB Bank, NA Branch								
US Bank NA Branch								
VisionBank	\$1M	2.40%	6 mos			LOC from FHLB		Limit of \$2 M on all (3) bids

maximum rate

2.44%

2.44% max is Intrust Bank

of financial institutions bidding 5 Denison State Bank and VisionBank bids limited to \$2 M total/Heritage Bank bid limited to \$250,000 total
 # of financial institutions replied by not interested 1
 # of financial institutions not responding 11
 Total Financial Institutions 17

Topeka and Shawnee County Public Library - Bids for Investment of Idle Funds - February 13, 2019, 10 AM Bid Due Date

Shawnee County Financial Institutions, without Rossville & Silver Lake Townships

Offering: \$4 M (GF) and/or \$1 M (EE Bene) for 90-120 days - maturity date 5/23/19-6/21/19; \$1M Bond & Int for 165 dates - maturity date 8/1/19

awarded								
Name	Amount	Rate	Maturity	Rate	Maturity	Security	Investment Type	Notes
Alliance Bank								
Capitol Federal Savings	declined to offer bid (per email)							
Central National Bank								
Community Bank								
CoreFirst Bank & Trust	did not notify because they are unable to have more than maximum for TSCPL funds (\$3 M all)							
Denison State Bank Branch	\$1M	2.40%	90 days	2.40%	120 days	Pledged securities from Kansas municipals and/or agency MBS	CDs	Limit of \$2 M on all (3) bids
Equity Bank	\$1M	2.25%	90 days	2.25%	120 days		CDs	
Fidelity State Banks & Trust Co.								
Heritage Bank	\$250,000	0.61%	90 days	0.86%	120 days			Limit of \$250,000 on (2) bids
Intrust Bank NA Branch	\$1 M	2.44%	90 days	2.44%	120 days	bank securities pledged to collateralize deposits; Intrust uses agency MBS's and CMO's (Fannie Mae, Freddie Mac, Ginnie Mae) for pledging	CDs	Bid on all 3 for all amounts
Kaw Valley Bank								
Landmark National Bank								
Lyndon State Bank Branch								
Silver Lake Bank								
Sunflower Bank								
UMB Bank, NA Branch								
US Bank NA Branch								
VisionBank	\$1M	2.40%	6 mos.			LOC from FHLB		Limit of \$2M on all (3) bids

maximum rate

2.44%

2.44% max is Intrust Bank

# of financial institutions bidding	5	Denison State Bank and VisionBank bids limited to \$2 M total/Heritage Bank bid limited to \$250,000 total
# of financial institutions replied by not interested	1	
# of financial institutions not responding	11	
Total Financial Institutions	17	

Topeka and Shawnee County Public Library - Bids for Investment of Idle Funds - February 13, 2019, 10 AM Bid Due Date

Shawnee County Financial Institutions, without Rossville & Silver Lake Townships

Offering: \$4 M (GF) and/or \$1 M (EE Bene) for 90-120 days - maturity date 5/23/19-6/21/19; \$1M Bond & Int for 165 dates - maturity date 8/1/19

awarded						
Name	Amount	Rate	Maturity	Security	Investment Type	Notes
Alliance Bank						
Capitol Federal Savings	declined to offer bid (per email)					
Central National Bank						
Community Bank						
CoreFirst Bank & Trust	did not notify because they are unable to have more than maximum for TSCPL funds (\$3 M all)					
				Pledged securities from Kansas municipals and/or agency MBS		
Denison State Bank Branch	\$1M	2.49%	160 days		CDs	Limit of \$2 M on all (3) bids
Equity Bank	\$1M	2.28%	160 days		CDs	
Fidelity State Banks & Trust Co.						
Heritage Bank						
				bank securities pledged to collateralize deposits; Intrust uses agency MBS's and CMO's (Fannie Mae, Freddie Mac, Ginnie Mae) for pledging		
Intrust Bank NA Branch	\$1M	2.46%	160 days		CDs	Bid on all 3 for all amounts
Kaw Valley Bank						
Landmark National Bank						
Lyndon State Bank Branch						
Silver Lake Bank						
Sunflower Bank						
UMB Bank, NA Branch						
US Bank NA Branch						
VisionBank	\$1M	2.40%	6 mos.	LOC from FHLB		Limit of \$2M on all (3) bids

maximum rate 2.49% max is Denison State Bank

# of financial institutions bidding	5	Denison State Bank and VisionBank bids limited to \$2 M total/Heritage Bank bid limited to \$250,000 total
# of financial institutions replied by not interested	1	
# of financial institutions not responding	11	
Total Financial Institutions	17	



Resolution – Change order for Claire’s Courtyard water feature and landscaping

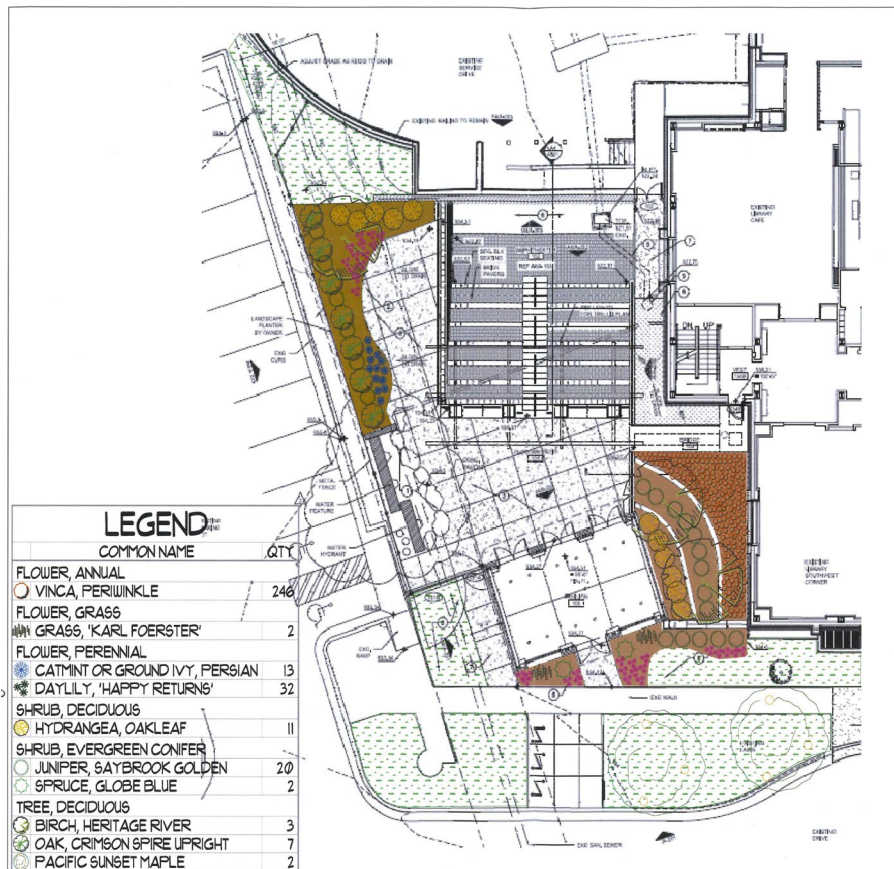
BOARD OF TRUSTEES February 21, 2019

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

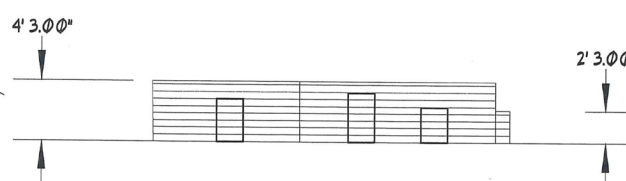
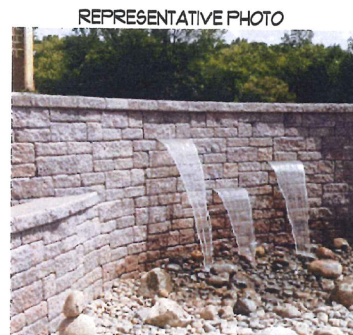
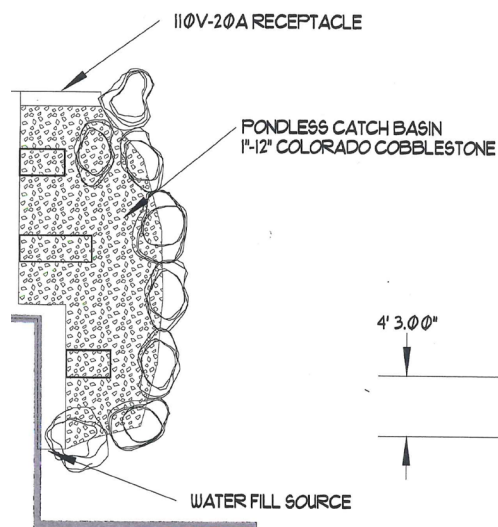
Policy and Background Information:

On April 26, 2018, the Board of Trustees approved the award of the bid for the Facilities Master Plan, Claire’s Courtyard project. The bid was awarded to Senne & Company, Inc. of Topeka, Kansas in the amount of \$1,019,972. The project includes the construction of an exterior patio space, a three season pavilion space for small group meetings, and an amphitheater for outdoor education.

The Library Foundation fundraised for the project and committed to a total budget for the project of \$1,352,521. This budget includes the construction price, furniture, architects fees, contingency, a/v equipment, water feature, and landscaping. The water feature and landscaping have been a part of the project since its inception, but the details and final costs had not been finalized until now.



The landscaping includes attractive groundcover and decorative trees that will also provide additional barriers and shade for the courtyard. Trees being planted include Heritage River Birch, Crimson Spire Upright Oak, and Pacific Sunset Maple. The landscaping selected is climate appropriate and is relatively low maintenance. Irrigation is included in the landscaping plan.



The water feature will be located on the west side of the patio and will include three water fountains that will fall into a pondless catch basin. The basin will be filled with Colorado cobblestone and will be surrounded by large boulders that will serve as barriers to the water feature as well as casual seating on the patio.

The Board of Trustees' Purchasing Policy states:

Any change order subject to an agreed contract in an amount up to \$20,000, or multiple change orders to the same vendor dated within the same calendar month in the aggregate amount of up to \$20,000 shall be approved by the Chief Executive Officer and reported to the Board of Trustees in the Chief Financial Officer's monthly report. Any change order that exceeds the limitations set forth above in this section of the Purchasing Policy requires the prior approval of the Board of Trustees.

The work for this project would be under the direction of Senne & Company, Inc. and is not to exceed \$41,776. Funding for this change order will be from the Foundation.

Staff Recommendation:

Staff recommends that this change order be approved. The budget should not exceed \$41,776 paid from the Foundation.

Resolution by _____
Seconded by _____
Resolution passed/failed by a vote of _____
Date _____



Resolution – Personnel Policies

**BOARD OF TRUSTEES
February 21, 2019**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees approves personnel policies 1-8 as presented/amended.

Background Information:

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

Attached to this sheet is:

The complete list of personnel policies that we intend to review throughout 2019 and the first eight policies with recommended changes.

Please see the CEO report for additional information.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Topeka & Shawnee County Public Library
2019 Personnel Policy Review

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

The list of policies that follows is subject to change.

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



**Topeka & Shawnee County Public Library
Personnel Policy Review
Policies 1 - 8
February 21, 2019**

1. At-Will

The below policy is currently part of the Welcome to the Topeka & Shawnee County Public Library section of the employee Handbook. In the updated handbook this will be a separate policy of its own titled “At-Will Policy.”

Current Policy

This handbook is not a contract guaranteeing employment for a specific duration. No supervisor, manager, or representative of TSCPL has the authority to enter into any written agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing. No employment agreement, promise or commitment concerning employment shall be enforceable unless it is in writing and signed by the Board of Trustees of TSCPL.

Recommend deleting current policy and replacing it with:

At-Will

Employment at TSCPL is at-will. This means that employees are free to quit at any time, for any reason, just as TSCPL is free to terminate your employment at any time, for any reason, with or without notice and with or without cause.

Nothing in this Handbook constitutes a contract or promise of continued employment.

2. Equal Opportunity

Current policy:

TSCPL is dedicated to offering equal employment opportunity to job candidates and employees. Employment decisions are based on merit and ability without regard to race, color, national origin, age, sex, disability, or political or religious affiliation. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, lay-off, recall, and transfer, leaves of absence, compensation and training.

Recommend deleting current policy and replacing it with:

It is the policy of the Topeka & Shawnee County Public Library (TSCPL) to provide fair and equal employment opportunity to all qualified applicants and employees, and to not discriminate based on any class protected by applicable ordinances or laws. This policy applies to all terms and conditions of employment.

3. Employment Policy

Current Policy:

Any offer of initial employment or for a job change within the Library is conditioned upon a successful examination that an applicant or employee is capable of performing the physical responsibilities of the position offered.

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

~~Board Approved 09/18/03~~

Recommended change:

Delete the specific Board approval date for this policy.

4. Promotion and Transfer from Within

Current Policy:

TSCPL provides internal promotion opportunities for qualified personnel from within based on demonstrated ability and desire to assume new responsibilities. TSCPL reserves the right to fill certain positions without posting.

An employee who has transferred or been promoted to a new position cannot apply for another open position until either six months service in the new position or the approval of the Executive Director.

Recommended Policy Changes:

TSCPL provides internal promotion opportunities for qualified personnel from within based on demonstrated ability and desire to assume new responsibilities. TSCPL reserves the right to fill certain positions without posting.

~~An employee who has transferred or been promoted to a new position cannot apply for another open position until either six months service in the new position or the approval of the Executive Director.~~

5. Rehire of Former Employees

Current Policy:

Employees who terminate employment voluntarily and are later re-employed are rehired as new employees and subject to the probationary period, no matter how short or long the period of time between termination and rehire.

Recommended Policy:

Employees who terminate employment ~~voluntarily~~ and are later re-employed are rehired as new employees ~~and subject to the probationary period,~~ no matter how short or long the period of time between termination and rehire.

6. Nepotism

Current Policy:

Full-time or part-time employment of close relatives is prohibited within the same unit. A close relative is the employee's spouse or a blood relative of direct lineage of the employee or the employee's spouse. Adopted children and their offspring are considered the same as natural children for purposes of this policy.

In the event of marriage between two employees of the same unit, it will be necessary for one employee-spouse to terminate employment or request a transfer to a different unit of the Library.

Recommend deleting current policy and replacing it with:

Supervision of Relatives

Employment of close relatives is prohibited where one relative will supervise the other.

If two employees become related while working for the library, and if one of them is in a position of supervision over the other, only one of the employees will be allowed to keep their current position. The other will either have to transfer to another position in a different department or leave TSCPL.

Under this policy, the term "close relative" encompasses spouses, live-in partners, domestic partners, parents, children, grandchildren, siblings, in-laws, cousins, aunts and uncles. This policy covers biological, marriage, step, adoptive and foster relationships.

7. Probationary Period

Current Policy:

An employee will be a probationary employee for the first six months of employment as a new hire or rehired employee. Employees who request to be moved to a new position in the Library are placed on a six-month probationary period as well.

In no case, however, should the successful completion of the probationary period be considered to entitle an employee to *permanent* employment, nor does it affect the employee's ability to resign from the Library at any time. Also, the six-month probationary period should not be considered an employee contract of six months. Termination is possible at any time during employment with the Library.

Recommended changes:

Recommendation is to delete this policy. All employment at the library is at will.

~~An employee will be a probationary employee for the first six months of employment as a new hire or rehired employee. Employees who request to be moved to a new position in the Library are placed on a six-month probationary period as well.~~

~~In no case, however, should the successful completion of the probationary period be considered to entitle an employee to *permanent* employment, nor does it affect the employee's ability to resign from the Library at any time. Also, the six-month probationary period should not be considered an employee contract of six months. Termination is possible at any time during employment with the Library.~~

8. Job Date

Your job date is your original date of hire or the date of your most recent change in position. Leave without pay in excess of thirty days will result in a new job date based on total leave time without pay.

No recommended changes

	2019												2019	2018	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	18 TO 19%
CIRCULATION															
Main Library															
Circulation Desk & Renewals	47,242												47,242	49,349	-4.3%
Interlibrary Loan	1,988												1,988	1,879	5.8%
Self-Check	74,055												74,055	84,077	-11.9%
Bookmobile	19,004												19,004	21,560	-11.9%
Red Carpet	8,267												8,267	8,254	0.2%
Digital Downloads	41,009												41,009	35,736	14.8%
Library @ Work / Smartlocker	2,522												2,522	2,099	20.2%
TOTAL CIRCULATION	194,087	0	0	0	0	0	0	0	0	0	0	0	194,087	202,954	-4.4%
CIRCULATION DETAILS															
Print Material	87,307												87,307	96,177	-9.2%
Audio/Visual Material	60,847												60,847	67,358	-9.7%
Adult Materials	91,557												91,557	99,143	-7.7%
Children's Materials	43,792												43,792	49,977	-12.4%
Young Adult Materials	3,862												3,862	4,592	-15.9%
Red Carpet Materials	8,943												8,943	9,823	-9.0%
NEW Patrons															
Topeka / Shawnee County															
Adults	643												643	654	-1.7%
Children (ages 17 and under)	120												120	163	-26.4%
Red Carpet Outreach	13												13	8	62.5%
NEKL	64												64	57	12.3%
Non-Resident	0												0	2	-100.0%
Total New Registrations	840												840	884	-5.0%
PATRONS DELETED	916												916	1,015	-9.8%
BORROWERS															
Topeka / Shawnee County															
Adults	54,323												54,323	53,010	2.5%
Children (age 0 - 17)	19,025												19,025	19,412	-2.0%
Red Carpet Outreach	1,093												1,093	1,248	-12.4%
NEKL	7,344												7,344	7,267	1.1%
Non-Resident	45												45	48	-6.3%
Delinquent	118												118	117	0.9%
TOTAL BORROWERS	81,948												81,948	81,102	1.0%
Holds Satisfied	20,311												20,311	20,286	0.1%
CHECK-IN															
TOTAL CHECK-IN	101,712												101,712	110,975	-8.3%

	2019												2019	2018	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	18 TO 19%
COLLECTION															
Materials Added	6,663												6,663	6,735	-1.1%
Materials Discarded	8,012												8,012	3,568	124.6%
TOTAL COLLECTION	422,652												422,652	445,769	-5.2%
WEBSITE															
tscpl.org Unique Visitors	31,108												31,108	30,707	1.3%
tscpl.org Total Visits	57,442												57,442	55,470	3.6%
catalog.tscpl Unique Visitors	20,841												20,841	19,263	8.2%
catalog.tscpl Total Visits	48,363												48,363	43,859	10.3%
REFERENCE QUESTIONS															
Public Services	12,921												12,921	14,488	-10.8%
Topeka Room	682												682	617	10.5%
Youth Services	2,616												2,616	2,584	1.2%
Gallery	51												51	37	37.8%
TOTAL REFERENCE QUESTIONS	16,270	0	0	0	0	0	0	0	0	0	0	0	16,270	17,689	-8.0%
GATE COUNT	57,863												57,863	59,126	-2.1%
MEETING ROOMS															
Bookings	688												688	518	32.8%
Team Room Bookings													0	1,001	
Hours Booked	3,197												3,197	2,453	30.3%
ATTENDANCE	11,511	0	0	0	0	0	0	0	0	0	0	0	11,511	7,895	45.8%
LEARN & PLAY BUS VISITS	219	0	0	0	0	0	0	0	0	0	0	0	219	3,812	-94.3%
PROGRAM ATTENDANCE															
Adult - General	242												242	1,422	-83.0%
Computer Training	0												0	150	-100.0%
Outreach	3,522												3,522	4,931	-28.6%
Kids	312												312	1,129	-72.4%
Movies	0												0	3	-100.0%
Books	7												7	58	-87.9%
Art	126												126	283	-55.5%
Teens	0												0	49	-100.0%
Music	0												0	0	#DIV/0!
TOTAL ATTENDANCE	4,209												4,209	8,025	-47.6%
GALLERY ATTENDANCE	1,438												1,438	1,771	-18.8%
COMPUTER USE															
Public Computer Sessions	14,860												14,860	14,638	1.5%
Avg Public Computer Session Length	0:56:37												0:56:37	0:55:38	1.8%
Total Computer Hours	14,022												14,022	13,573	3.3%
Wireless Sessions	15,712												15,712	19,361	-18.8%
Avg Wireless Session Length	0:29:00												0:29:00	0:28:00	3.6%
Total Wireless Hours	7,594												7,594	9,035	-15.9%
TOTAL HOURS	21,616	0	0	0	0	0	0	0	0	0	0	0	21,616	22,608	-4.4%

2019														2019	2018	Change
															YTD	18 TO 19%
CIRCULATION DETAILS																
Print Material																
Adult Fiction	18,316													18,316	19,466	-5.9%
Adult Nonfiction	21,499													21,499	23,160	-7.2%
Juvenile Fiction	25,068													25,068	27,463	-8.7%
Juvenile Nonfiction	7,798													7,798	9,757	-20.1%
Magazines	1,902													1,902	2,079	-8.5%
RC Print Materials	8,696													8,696	9,447	-7.9%
RC Realia	247													247	365	-32.3%
YA Print Materials	3,781													3,781	4,490	-15.8%
PRINT CIRCULATION	87,307	0	0	0	0	0	0	0	0	0	0	0	0	87,307	96,227	-9.3%
Audio / Visual Material																
Adult Audiobooks	4,126													4,126	4,815	-14.3%
Adult Music	3,854													3,854	4,135	-6.8%
Adult Videos / DVDs	41,860													41,860	45,729	-8.5%
Juvenile Audiobooks	441													441	579	-23.8%
Juvenile Music	441													441	604	-27.0%
Juvenile Videos / DVDs	10,044													10,044	11,146	-9.9%
YA A/V	81													81	102	-20.6%
A/V CIRCULATION	60,847													60,847	67,110	-9.3%
Adult Material																
Adult Fiction	18,316													18,316	19,466	-5.9%
Adult Nonfiction	21,499													21,499	23,160	-7.2%
Magazines	1,902													1,902	2,079	-8.5%
Adult Audiobooks	4,126													4,126	4,815	-14.3%
Adult Music	3,854													3,854	4,135	-6.8%
Adult Videos / DVDs	41,860													41,860	45,729	-8.5%
ADULT CIRCULATION	91,557													91,557	99,384	-7.9%
Juvenile Material																
Juvenile Fiction	25,068													25,068	27,463	-8.7%
Juvenile Nonfiction	7,798													7,798	9,757	-20.1%
Juvenile Audiobooks	441													441	579	-23.8%
Juvenile Music	441													441	604	-27.0%
Juvenile Videos / DVDs	10,044													10,044	11,146	-9.9%
JUVENILE CIRCULATION	43,792													43,792	49,549	-11.6%
Red Carpet Material																
RC Print Materials	8,696													8,696	9,447	-7.9%
RC Realia	247													247	365	-32.3%
RED CARPET CIRCULATION	8,943													8,943	9,812	-8.9%
Young Adult Material																
YA Print Materials	3,781													3,781	4,490	-15.8%
YA A/V	81													81	102	-20.6%
YOUNG ADULT CIRCULATION	3,862													3,862	4,592	-15.9%
Overdrive	30,012													30,012	24,441	22.8%
Hoopla	9,468													9,468	9,760	-3.0%
Flipster	1,529													1,529	1,535	-0.4%
DIGITAL DOWNLOADS	41,009													41,009	35,736	14.8%

		2018												2019
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator														
Circulation														
Books (\$17)		\$1,451,885												\$1,451,885
Magazines (\$5)		\$9,510												\$9,510
Audiobooks (\$10)		\$45,670												\$45,670
DVD, Games, Music (\$4)		\$225,120												\$225,120
Reference Questions (\$7)		\$113,890												\$113,890
Programming (\$10)		\$42,090												\$42,090
Meeting Room Use		\$36,979												\$36,979
Gallery Attendance (\$10)		\$14,380												\$14,380
Computer Use (\$12 /hr)		\$168,265												\$168,265
ILL Borrowed (\$25)		\$10,775												\$10,775
TOTAL VALUE		\$2,118,564	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,118,564



Recovery through January 2019

Cumulative Recovery:

Topeka & Shawnee County Public Library

	Regular Balance	Small Balance	Total
Accounts Submitted:	36,599	26,094	62,693
Dollars Submitted:	\$1,820,247.76	\$483,422.18	\$2,303,669.94
Cash Recovery:	\$600,838.00	\$266,698.37	\$867,536.37
Material Recovery:	\$536,579.58	\$68,219.40	\$604,798.98
Waives:	<u>\$181,607.69</u>	<u>\$28,157.30</u>	<u>\$209,764.99</u>
Recovery Total:	\$1,319,025.27	\$363,075.07	\$1,682,100.34
 Total Invoice Amount:	 \$314,273.43	 \$84,393.35	 \$398,666.78
 Total ROI:	 4:1	 4:1	 4:1
Asset ROI:	4:1	4:1	4:1

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



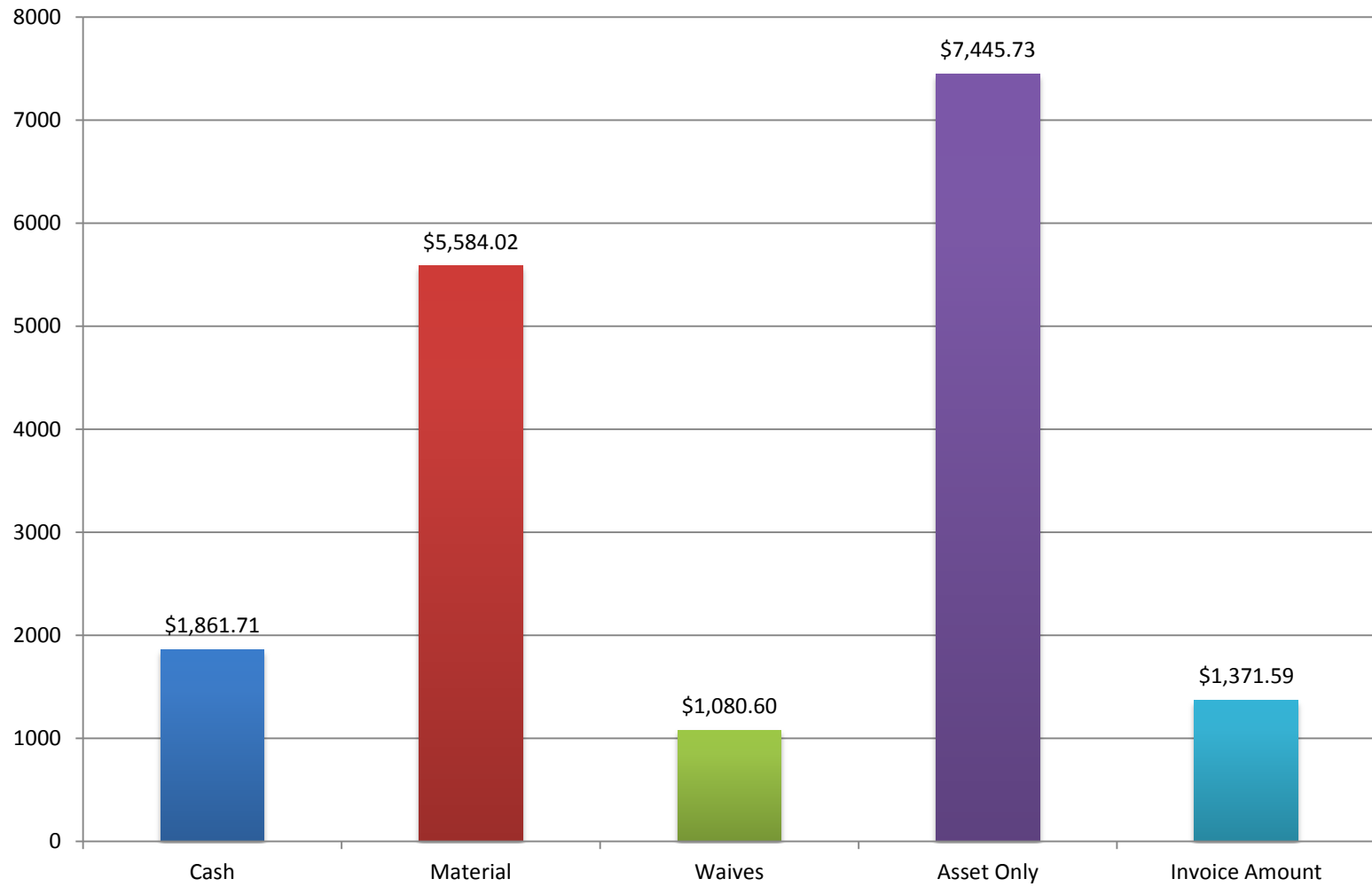
Monthly Recovery Statistics:

February 2018 through January 2019

Regular Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
January-19	\$1,968.31	\$7,009.08	\$320.57	\$9,297.96	\$8,977.39	\$1,969.00
December-18	\$1,557.14	\$5,021.40	\$212.01	\$6,790.55	\$6,578.54	\$1,566.25
November-18	\$1,641.54	\$5,442.59	\$542.87	\$7,627.00	\$7,084.13	\$1,476.75
October-18	\$1,580.57	\$5,749.71	\$360.45	\$7,690.73	\$7,330.28	\$1,226.15
September-18	\$1,443.05	\$3,028.43	\$282.83	\$4,754.31	\$4,471.48	\$1,208.25
August-18	\$1,791.12	\$3,529.79	\$294.02	\$5,614.93	\$5,320.91	\$1,521.50
July-18	\$1,551.60	\$6,370.68	\$1,837.37	\$9,759.65	\$7,922.28	\$1,091.90
June-18	\$1,506.36	\$5,836.06	\$1,508.24	\$8,850.66	\$7,342.42	\$1,181.40
May-18	\$2,065.19	\$7,770.11	\$2,435.86	\$12,271.16	\$9,835.30	\$1,530.45
April-18	\$2,310.23	\$4,164.81	\$1,247.81	\$7,722.85	\$6,475.04	\$1,333.55
March-18	\$2,744.70	\$8,283.96	\$2,029.53	\$13,058.19	\$11,028.66	\$1,369.35
February-18	\$2,180.73	\$4,801.63	\$1,895.66	\$8,878.02	\$6,982.36	\$984.50
Total	\$22,340.54	\$67,008.25	\$12,967.22	\$102,316.01	\$89,348.79	\$16,459.05
Average	\$1,861.71	\$5,584.02	\$1,080.60	\$8,526.33	\$7,445.73	\$1,371.59
					Asset ROI: \$5.4:\$1	

Average Monthly Regular Balance Recovery and Cost





Monthly Recovery Statistics:

February 2018 through January 2019

Small Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only Invoice Amount	
January-19	\$1,446.51	\$1,211.35	\$82.07	\$2,739.93	\$2,657.86	\$542.80
December-18	\$1,051.43	\$664.31	\$47.30	\$1,763.04	\$1,715.74	\$410.05
November-18	\$1,053.24	\$630.11	\$95.07	\$1,778.42	\$1,683.35	\$472.00
October-18	\$1,468.89	\$746.88	\$147.50	\$2,363.27	\$2,215.77	\$501.50
September-18	\$1,258.48	\$656.52	\$106.37	\$2,021.37	\$1,915.00	\$489.70
August-18	\$1,402.38	\$651.05	\$43.78	\$2,097.21	\$2,053.43	\$545.75
July-18	\$1,841.85	\$1,803.36	\$407.86	\$4,053.07	\$3,645.21	\$374.65
June-18	\$1,645.88	\$805.20	\$488.39	\$2,939.47	\$2,451.08	\$395.30
May-18	\$1,020.87	\$1,400.39	\$879.26	\$3,300.52	\$2,421.26	\$525.10
April-18	\$1,433.67	\$1,152.57	\$398.98	\$2,985.22	\$2,586.24	\$424.80
March-18	\$2,368.18	\$1,707.83	\$478.58	\$4,554.59	\$4,076.01	\$433.65
February-18	\$1,730.03	\$1,377.75	\$702.47	\$3,810.25	\$3,107.78	\$359.90
Total	\$17,721.41	\$12,807.32	\$3,877.63	\$34,406.36	\$30,528.73	\$5,475.20
Average	\$1,476.78	\$1,067.28	\$323.14	\$2,867.20	\$2,544.06	\$456.27
Asset ROI: \$6 to \$1						

Average Monthly Small Balance Recovery and Cost

