

**Agenda**  
**Board of Trustees Retreat**  
**Topeka and Shawnee County Public Library**  
**October 6, 2012    9:00 a.m. -12:30 p.m.    Auditorium 101C**

1. Ebooks-two scenarios to consider and discuss
2. Multi-year funding plan and strategies (funding matrix)-discussion
3. Named Recognition Policy and Sponsorship-review policy and discuss how it should be implemented

**Agenda**  
**Board of Trustees**  
**Topeka and Shawnee County Public Library**  
**October 6, 2012 – 12:30 p.m.**  
**Auditorium 101C**

Call to Order

Public Comment

Approval of September Board Meeting Minutes

Chief Executive Officer's Report – Gina Millsap

New Business

- Resolution of Thanks to the Friends of the Topeka and Shawnee County Public Library- **Action Item**
- Request to Friends of the Topeka and Shawnee County Public Library for FY2013 - **Action Item**
- Bids for Financial Management System - **Action Item**

Advocacy Stories

Adjournment

**Next Regular Meeting:**

November 15, 2012 @ 4:00 Menninger Room

Subject to change w/o notice



**DRAFT**

**Funding Plan for Strategic, Information Technology and Facilities Initiatives - 2012-2018  
As of July 3, 2012 - Budget Preparation**

Initiative	Plan Type	Plan Year	Estimated Cost	Proposed Funding Source:					
				Operating Budget	Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund	
<b>Current Unencumbered Balance of Capital Improvement Fund:</b>									\$ 2,458,830
<b>COMMUNITY</b>									
Partnership with Cty Parks & Rec - initial*		2012	\$ 45,602	\$ 45,602					
Lockboxes & Dispensers - Pilot Project		2012	50,000			50,000			
Bookmobile #1 Replacement		2012	200,000				200,000		
Mini Van Replacement #1		2012	35,000		35,000				
Self-Check Machines & Lobby Reconfig		2013	155,200	155,200					
Pickup Replacement		2013	45,000	45,000					
Partnership with Cty Parks & Rec - support*		2013	5,000	5,000					
Bookmobile #2 Replacement		2013	200,000				200,000		
Lockboxes & Dispensers - Loc #2		2013	50,000	25,000			25,000		
Community Survey		2013	15,000	15,000					
Partnership with Cty Parks & Rec - support*		2014	5,000	5,000					
Mini Van Replacement #2		2014	35,000	35,000					
Bookmobile #3 Replacement		2014	200,000				200,000		
Lockboxes & Dispensers - Loc #3		2014	50,000	25,000			25,000		
Mini Van Replacement #3		2015	35,000	35,000					
Lockboxes & Dispensers - Loc #4		2015	50,000	25,000			25,000		
Partnership with Cty Parks & Rec - support*		2015	5,000	5,000					
Lockboxes & Dispensers - Loc #5		2016	50,000	25,000			25,000		
Partnership with Cty Parks & Rec - support*		2016	5,000	5,000					
Lockboxes & Dispensers - Loc #6		2017	50,000	25,000			25,000		
Partnership with Cty Parks & Rec - support*		2017	5,000	5,000					
<b>Sub-total</b>	<b>Community</b>		<b>\$ 1,290,802</b>	<b>\$ 480,802</b>	<b>\$ 35,000</b>	<b>\$ 50,000</b>	<b>\$ 725,000</b>	<b>\$ -</b>	

\* planned to be reimbursed 50% by SNCO, but need expenditure authority for all



**DRAFT**

**Funding Plan for Strategic, Information Technology and Facilities Initiatives - 2012-2018  
As of July 3, 2012 - Budget Preparation**

**Proposed Funding Source:**

Initiative	Plan Type	Plan Year	Estimated Cost	Operating Budget	Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund
<b>FACILITIES</b>								
Carpeting-Media		2012	\$ 46,000					\$ 46,000
Furniture Replacement		2012	16,667					16,667
Upgrade Interior Lighting to LED		2012	26,667					26,667
Café Equipment Repair/Replace		2012	10,000					10,000
Upgrade Parking Lot Lights to LED		2012	30,000					30,000
Carpeting-Auditorium		2013	35,000					35,000
Furniture Replacement		2013	17,000	17,000				
Upgrade Interior Lighting to LED		2013	25,500	25,500				
Café Equipment Repair/Replace		2013	10,000	10,000				
Concrete Work Front Walks/Curbs		2013	56,000					56,000
Upgrade Parking Lot Lights to LED		2013	5,000	5,000				
Furniture Replacement		2014	16,667					16,667
Upgrade Interior Lighting to LED		2014	26,667					26,667
Gallery Lighting Replacement		2014	150,000					150,000
Café Equipment Repair/Replace		2014	10,000					10,000
Upgrade Parking Lot Lights to LED		2014	5,000					5,000
Security System Software for Controlled Access		2014	20,000					20,000
Carpeting-Youth Services		2015	45,000					45,000
Furniture Replacement		2015	16,667					16,667
Upgrade Interior Lighting to LED		2015	26,667					26,667
Café Equipment Repair/Replace		2015	10,000					10,000
Asphalt for Parking Lot		2015	145,000					145,000
Upgrade Parking Lot Lights to LED		2015	5,000					5,000
Furniture Replacement		2016	16,666					16,666
Upgrade Interior Lighting to LED		2016	26,666					26,666
Café Equipment Repair/Replace		2016	10,000					10,000
Upgrade Parking Lot Lights to LED		2016	5,000					5,000

**DRAFT**

**Funding Plan for Strategic, Information Technology and Facilities Initiatives - 2012-2018  
As of July 3, 2012 - Budget Preparation**

**Proposed Funding Source:**

Initiative	Plan Type	Plan Year	Estimated Cost	Proposed Funding Source:				
				Operating Budget	Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund
Bricks on the Dock		2016	30,000					30,000
Replace Roof		2016-2017	1,000,000					1,000,000
Furniture Replacement		2017	16,666					16,666
Upgrade Interior Lighting to LED		2017	26,666					26,666
Café Equipment Repair/Replace		2017	10,000					10,000
Upgrade Parking Lot Lights to LED		2017	5,000					5,000
Replace Cracked Bricks North		2017	40,000					40,000
Replace/Repair Main Rain Water Runoff		2017	50,000					50,000
Repair Maple Paneling		2018	120,000					120,000
Solar Panels		no timeline	800,000					after 2019?
Rainwater Storage		no timeline	60,000					after 2019?
<b>Sub-total</b>	<b>Facilities</b>		<b>\$ 2,971,166</b>	<b>\$ 57,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,053,666</b>
<b>Information Technology (by priority)</b>								
Financial Management Software		2012	\$ 60,000	\$ 60,000				
Replace Media-Heavy Desktop Computers		2012	10,000	10,000				
Gaming Replacement for The Edge		2012	3,000			3,000		
Drive Enclosures and 12 Hard Drives		2012	13,000	13,000				
Server Rack for Expansion		2012	3,000	3,000				
Firewall	1	2013	12,000	12,000				
Replace Web Filter Appliance	1	2013	5,332	5,332				
Replace Radios for Support (digital)	1	2013	35,000	35,000				
Internet "Pipe" Expansion (monthly rate change)	1	2013	33,000	33,000				
Replace Projector Auditorium	1	2013	8,000	8,000				
Polaris Support (additional for customization)	1	2013	15,000	15,000				
Off-site Backup - move to new vendor	1	2013	1,500	1,500				
Programming for eMuseum	1	2013	25,000	25,000				



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**Funding Plan for Strategic, Information Technology and Facilities Initiatives - 2012-2018  
As of July 3, 2012 - Budget Preparation**

**Proposed Funding Source:**

Initiative	Plan Type	Plan Year	Estimated Cost	Proposed Funding Source:				
				Operating Budget	Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund
Video Upgrade	2	2013	1,860	1,860				
Office Professional 2010 Licenses (150)	2	2013	11,100	11,100				
VOIP Telephone System	2	2013	122,000	122,000				
Podcasting Upgrade	3	2013	1,220	1,220				
Replace Large-Format Printer	3	2013	6,000	6,000				
AV System in the Meeting Rooms/Auditorium		2014	163,000					163,000
Radio Frequency Identification (RFID)		2014	250,000	250,000				
<b>Sub-total</b>	<b>IT</b>		<b>\$ 779,012</b>	<b>\$ 613,012</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 163,000</b>
<b>PROFESSIONAL SERVICES</b>								
Kids Library - Phase II - fabrication		2012	\$ 155,000		\$ 15,000	\$ 40,000	\$ 100,000	
Scheduling/HR/Payroll use of software/serv		2012	55,504	55,504				
Kids Library - Phase III (shelving picture books)		2013	40,000				40,000	
Kids Library - Phase III (reading seating/tables)		2013	15,000				15,000	
Kids Library - Phase III (learning centers)		2013	15,000				15,000	
Scheduling/HR/Payroll use of software/serv		2013	65,000	65,000				
Digitization Project - Special Collections		2013	7,000	7,000				
Kids Library - Phase IV - outdoor sculpture		2014	75,000				75,000	
Scheduling/HR/Payroll use of software/serv		2014	65,000	65,000				
Scheduling/HR/Payroll use of software/serv		2015	65,000	65,000				
Scheduling/HR/Payroll use of software/serv		2016	65,000	65,000				
Scheduling/HR/Payroll use of software/serv		2017	65,000	65,000				
Scheduling/HR/Payroll use of software/serv		2018	65,000	65,000				
<b>Sub-total</b>	<b>Prof Serv</b>		<b>\$ 752,504</b>	<b>\$ 452,504</b>	<b>\$ 15,000</b>	<b>\$ 40,000</b>	<b>\$ 245,000</b>	<b>\$ -</b>
<b>Total All Initiatives</b>			<b>\$ 5,793,484</b>	<b>\$ 1,603,818</b>	<b>\$ 50,000</b>	<b>\$ 93,000</b>	<b>\$ 970,000</b>	<b>\$ 2,216,666</b>



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**Proposed Funding Source:**

Initiative	Plan Type	Priority	Estimated Cost	Proposed Funding Source:					
				Operating Budget	Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund	
<b>Current Unencumbered Balance of Capital Improvement Fund:</b>									\$ 2,458,830
<b>2012</b>									
Partnership with Cty Parks & Rec - initial*	Community		\$ 45,602	\$ 45,602					
Lockboxes & Dispensers - Pilot Project	Community		50,000			50,000			
Bookmobile #1 Replacement	Community		200,000				200,000		
Mini Van Replacement #1	Community		35,000		35,000				
Carpeting-Media	Facilities		46,000					46,000	
Furniture Replacement	Facilities		16,667					16,667	
Upgrade Interior Lighting to LED	Facilities		26,667					26,667	
Café Equipment Repair/Replace	Facilities		10,000					10,000	
Upgrade Parking Lot Lights to LED	Facilities		30,000					30,000	
Financial Management Software	IT		60,000	60,000					
Replace Media-Heavy Desktop Computers	IT		10,000	10,000					
Gaming Replacement for The Edge	IT		3,000			3,000			
Drive Enclosures and 12 Hard Drives	IT		13,000	13,000					
Server Rack for Expansion	IT		3,000	3,000					
Kids Library - Phase II - fabrication	Prof Serv		155,000		15,000	40,000	100,000		
Scheduling/HR/Payroll use of software/serv	Prof Serv		55,504	55,504					
<b>Sub-total</b>			<b>\$ 759,440</b>	<b>\$ 187,106</b>	<b>\$ 50,000</b>	<b>\$ 93,000</b>	<b>\$ 300,000</b>		<b>\$ 129,334</b>
<b>Balance of Capital Improvement Fund</b>									<b>\$ 2,329,496</b>
<b>2013</b>									
Pickup Replacement	Community		\$ 45,000	\$ 45,000					
Self-Check Machines & Lobby Reconfig	Community		155,200	155,200					
Partnership with Cty Parks & Rec - support*	Community		5,000	5,000					
Bookmobile #2 Replacement	Community		200,000				200,000		
Lockboxes & Dispensers - Loc #2	Community		50,000	25,000			25,000		
Community Survey	Community		15,000	15,000					



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				Operating Budget	Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund
Carpeting-Auditorium	Facilities		35,000					35,000
Furniture Replacement	Facilities		17,000	17,000				
Upgrade Interior Lighting to LED	Facilities		25,500	25,500				
Café Equipment Repair/Replace	Facilities		10,000	10,000				
Concrete Work Front Walks/Curbs	Facilities		56,000					56,000
Upgrade Parking Lot Lights to LED	Facilities		5,000	5,000				
Firewall	IT	1	12,000	12,000				
Replace Web Filter Appliance	IT	1	5,332	5,332				
Replace Radios for Support (digital)	IT	1	35,000	35,000				
Internet "Pipe" Expansion (monthly rate change)	IT	1	33,000	33,000				
Replace Projector Auditorium	IT	1	8,000	8,000				
Polaris Support (additional for customization)	IT	1	15,000	15,000				
Off-site Backup - move to new vendor	IT	1	1,500	1,500				
Programming for eMuseum	IT	1	25,000	25,000				
Video Upgrade	IT	2	1,860	1,860				
Office Professional 2010 Licenses (150)	IT	2	11,100	11,100				
VOIP Telephone System	IT	2	122,000	122,000				
Podcasting Upgrade	IT	3	1,220	1,220				
Replace Large-Format Printer	IT	3	6,000	6,000				
Kids Library - Phase III (shelving picture books)	Prof Serv		40,000				40,000	
Kids Library - Phase III (reading seating/tables)	Prof Serv		15,000				15,000	
Kids Library - Phase III (learning centers)	Prof Serv		15,000				15,000	
Scheduling/HR/Payroll use of software/serv	Prof Serv		65,000	65,000				
Digitization Project - Special Collections	Prof Serv		7,000	7,000				
<b>Sub-total</b>			<b>\$ 1,037,712</b>	<b>\$ 651,712</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 295,000</b>	<b>\$ 91,000</b>
<b>Balance of Capital Improvement Fund</b>								<b>\$ 2,238,496</b>
<b>2014</b>								
Partnership with Cty Parks & Rec - support*	Community		\$ 5,000	\$ 5,000				



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**Proposed Funding Source:**

<b>Initiative</b>	<b>Plan Type</b>	<b>Priority</b>	<b>Estimated Cost</b>	<b>Operating Budget</b>	<b>Existing Non-Budgeted Fund</b>	<b>Friends of TSCPL</b>	<b>The Library Foundation</b>	<b>Capital Improvement Fund</b>
Mini Van Replacement #2	Community		35,000	35,000				
Lockboxes & Dispensers - Loc #3	Community		50,000	25,000			25,000	
Bookmobile #3 Replacement	Community		200,000				200,000	
Furniture Replacement	Facilities		16,667					16,667
Upgrade Interior Lighting to LED	Facilities		26,667					26,667
Gallery Lighting Replacement	Facilities		150,000					150,000
Café Equipment Repair/Replace	Facilities		10,000					10,000
Upgrade Parking Lot Lights to LED	Facilities		5,000					5,000
Security System Software for Controlled Access	Facilities		20,000					20,000
Radio Frequency Identification (RFID)	IT		250,000	250,000				
AV System in the Meeting Rooms/Auditorium	IT		163,000					163,000
Kids Library - Phase IV - outdoor sculpture	Prof Serv		75,000				75,000	
Scheduling/HR/Payroll use of software/serv	Prof Serv		65,000	65,000				
<b>Sub-total</b>			<b>\$ 1,071,334</b>	<b>\$ 380,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 391,334</b>
<b>Balance of Capital Improvement Fund</b>								<b>\$ 1,847,162</b>
<b>2015</b>								
Partnership with Cty Parks & Rec - support*	Community		\$ 5,000	\$ 5,000				
Mini Van Replacement #3	Community		35,000	35,000				
Lockboxes & Dispensers - Loc #4	Community		50,000	25,000			25,000	
Carpeting-Youth Services	Facilities		45,000					45,000
Furniture Replacement	Facilities		16,667					16,667
Upgrade Interior Lighting to LED	Facilities		26,667					26,667
Café Equipment Repair/Replace	Facilities		10,000					10,000
Asphalt for Parking Lot	Facilities		145,000					145,000
Upgrade Parking Lot Lights to LED	Facilities		5,000					5,000
Scheduling/HR/Payroll use of software/serv	Prof Serv		65,000	65,000				
<b>Sub-total</b>			<b>\$ 403,334</b>	<b>\$ 130,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 248,334</b>
<b>Balance of Capital Improvement Fund</b>								<b>\$ 1,598,828</b>





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**Funding Plan for Strategic, Information Technology and Facilities Initiatives - 2012-2018  
As of July 3, 2012 - Budget Preparation**

Proposed Funding Source:

Initiative	Plan Type	Priority	Estimated Cost	Proposed Funding Source:				
				Operating Budget	Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund
<b>2016</b>								
Partnership with Cty Parks & Rec - support*	Community		\$ 5,000	\$ 5,000				
Lockboxes & Dispensers - Loc #5	Community		50,000	25,000			25,000	
Furniture Replacement	Facilities		16,666					16,666
Upgrade Interior Lighting to LED	Facilities		26,666					26,666
Café Equipment Repair/Replace	Facilities		10,000					10,000
Upgrade Parking Lot Lights to LED	Facilities		5,000					5,000
Replace Roof	Facilities		1,000,000					1,000,000
Bricks on the Dock	Facilities		30,000					30,000
Scheduling/HR/Payroll use of software/serv	Prof Serv		65,000	65,000				
<b>Sub-total</b>			<b>\$ 1,208,332</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 1,088,332</b>
<b>Balance of Capital Improvement Fund</b>								<b>\$ 510,496</b>
<b>2017</b>								
Partnership with Cty Parks & Rec - support*	Community		\$ 5,000	\$ 5,000				
Lockboxes & Dispensers - Loc #6	Community		50,000	25,000			25,000	
Furniture Replacement	Facilities		16,666					16,666
Upgrade Interior Lighting to LED	Facilities		26,666					26,666
Café Equipment Repair/Replace	Facilities		10,000					10,000
Upgrade Parking Lot Lights to LED	Facilities		5,000					5,000
Replace Cracked Bricks North	Facilities		40,000					40,000
Replace/Repair Main Rain Water Runoff	Facilities		50,000					50,000
Scheduling/HR/Payroll use of software/serv	Prof Serv		65,000	65,000				
<b>Sub-total</b>			<b>\$ 268,332</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 148,332</b>
<b>Balance of Capital Improvement Fund</b>								<b>\$ 362,164</b>
<b>2018 &amp; Future</b>								
Repair Maple Paneling	Facilities		\$ 120,000					\$ 120,000



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Initiative	Plan Type	Priority	Estimated Cost	Proposed Funding Source:				
				Operating Budget	Existing Non-Budgeted Fund	Friends of TSCPL	The Library Foundation	Capital Improvement Fund
Scheduling/HR/Payroll use of software/serv	Prof Serv		65,000	65,000				
Solar Panels	Facilities	no timeline	800,000					after 2019?
Rainwater Storage	Facilities	no timeline	60,000					after 2019?
<b>Sub-total</b>			<b>\$ 1,045,000</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000</b>
<b>Balance of Capital Improvement Fund</b>								<b>\$ 242,164</b>
<b>Total All Initiatives</b>			<b>\$ 5,793,484</b>	<b>\$ 1,603,818</b>	<b>\$ 50,000</b>	<b>\$ 93,000</b>	<b>\$ 970,000</b>	<b>\$ 2,216,666</b>

\* planned to be reimbursed 50% by SNCO, but need expenditure authority for all



# Named Recognition Policy

## Overview

The Topeka & Shawnee County Public Library (TSCPL) Board of Trustees shall approve the time, place and manner of naming its facilities, assets and programs.

## Definitions

“Facilities” include buildings and their public interior spaces, and gardens and major exterior ground spaces owned or leased by TSCPL.

“Assets” include motor vehicles, collections, fixtures, sculptures, and other personal property suitable and appropriate for named recognition.

“Programs” include activities carried out on a perpetual or regular schedule including but not limited to lecture series, summer reading programs, musical performances, book discussion groups, etc.

“Donor(s)” are those individuals or entities who have made financial contributions to The Library Foundation for the benefit of TSCPL.

## Eligibility for Named Recognition

Facilities, assets and programs may only be named for individuals and entities of good moral character and reputation in recognition of their outstanding service to TSCPL or financial contributions to the TSCPL.

## Procedure for Named Recognition

The Trustees, upon the recommendation of the executive director and with the advice of The Library Foundation Board of Trustees, shall approve the naming of all facilities, assets and programs, including the time, place and manner of the recognition.

The duration of the named recognition shall be specified by the Trustees as in perpetuity, as a stated number of years, as the lifetime of the donor(s), or as the existence of the facility, asset or program. Any recommendation of perpetual named recognition pursuant to this policy must appear on the agenda of two consecutive monthly meetings of the Trustees prior to any action being taken on the recommendation.

The Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees. No product logos or commercial signatures shall be included in the design of the named recognition display. Should the name of the recognized individual or entity change during the

Questions about this policy? We encourage your feedback in person, by telephone at 785.580.4400, or through our Web site at <http://www.tscpl.org/Information/tscplmailform.htm>

duration of the recognition, the Library shall not bear the expense of altering the recognition display to reflect the name change. In conjunction with the construction and renovation of TSCPL facilities or the purchase of major assets, the Trustees may approve a private fundraising plan designating the portion(s) of the facilities or asset suitable for named recognition and the amount of financial contribution required for naming, provided however, that the Trustees may reserve some portion of the facilities for recognition without the necessity of a financial contribution.

### **Effect of Recognition**

The grant of named recognition by the Trustees pursuant to this policy confers no property rights or interest upon the donor, individual or entity so recognized, either in law or equity, actual or implied, real or personal, whether past, present or future. Further, no contribution for the benefit of the TSCPL may be conditioned upon receipt of naming rights by the donor without the express written consent of the Trustees.

The Trustees reserve the right to revoke a prior grant of named recognition whenever compelling reasons or circumstances justify such action.

Nothing herein shall preclude or prevent the Trustees from modifying, changing, renovating or disposing of any TSCPL facility, asset, or program.

### **Applicable Law**

This policy is subject to applicable Kansas and federal statutes and as they may be amended from time-to-time.

### **Approval**

This policy as amended was approved by the Topeka and Shawnee County Public Library Board of Trustees meeting on November 20, 2008.

Approved by the Library Board of Trustees, November 20, 2008

Board of Trustees  
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person, by telephone at 785.580.4400, or through our Web site at <http://www.tscpl.org/Information/tscplmailform.htm>

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING  
September 20, 2012  
Menninger Room**

**BOARD MEMBERS PRESENT:**

Dan Guenther (chair), David Monical (vice, chair), Bob Harder (treasurer), Jennifer Turner, Duane Johnson, Elizabeth Ross & Kerry Storey (via phone)

**BOARD MEMBERS ABSENT:**

Quentin Martin, Stacey Woolington & Melissa Masoner (secretary)

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, September 20, 2012 in the Menninger Room of the Main Building, 1515 SW 10<sup>th</sup> Avenue, at 4:00 p.m., the Chair present and the Secretary absent.

**PUBLIC COMMENT**

Dan Guenther (chair), asked for public comment, there being none, the public comment was closed, and the meeting commenced.

**APPROVAL OF MINUTES**

**On motion by Bob Harder, seconded by Elizabeth Ross, the August board minutes were accepted as presented. Motion carried.**

**CHIEF FINANCIAL OFFICER'S REPORT—Sheryl Weller**

Treasurer's Report-Bob Harder

**On motion by Bob Harder, seconded by Duane Johnson, the August financial reports were accepted. Motion carried.**

**FRIENDS REPORT—** Linda Hayse, Board Chair

**FOUNDATION REPORT—** Steve Page, Board Chair

**EXECUTIVE DIRECTOR'S REPORT-** Gina Millsap

**CHIEF OPERATING OFFICER'S REPORT –** Rob Banks

**OLD BUSINESS**

Strategic Plan Update – Gina Millsap

**NEW BUSINESS**

Bid for Purchase of Vehicle

**On motion by Bob Harder, seconded by Duane Johnson, the board approves an exception to the "Purchasing Policy" dated August 21, 1996 to allow Library staff to purchase a vehicle from a dealership in Shawnee County. This exception is necessary because the bids received have not proven satisfactory. This purchase shall be made by finding the best match for the specifications at the best price quotation, which is the proposal from Lewis Toyota/Auto Plaza of Topeka for a 2012 Toyota Sienna in the amount of \$27,240. Motion carried.**

Funding for Kids Library, Phase III

**On motion by Duane Johnson, seconded by David Monical the board approves the funding for the Phase III of the kids' library in concept, to include the purchase of interactive educational toys and activities for kids birth to twelve years old, furniture and shelving for the early literacy, tween and school age zones. Each zone of the kids' library will have unique activity centers focused on the developmental learning needs for each age group. They will focus on literacy, math, science and technology.**

**Further, the Board of Trustees recognizes that no Library funds are available for the project and requests that The Library Foundation pursue a fund-raising campaign. The projected cost of the project (at current rates) is \$70,000- \$75,000. Pursuant to K.S.A. 10-1102, no obligations will be incurred for the project until sufficient funds have been raised or made available and designated for the purpose of the Kids' Library Phase III project.**

**On motion by David Monical, seconded by Elizabeth Ross, the board made an amendment to the original motion to strike the words in the second paragraph, "*pursue a fund- raising campaign*", and insert "*provide funding*". Motion carried. The original motion as amended was carried by voice vote.**

October Board Meeting Date/Time Change

**On motion by Bob Harder, seconded by Duane Johnson, the board approves changing the October 18, 2012 board meeting to Saturday, October 6 @ 1:00 p.m. Motion carried.**

**Advocacy Stories**

**Executive Session**

**On motion by David Monical, seconded by Bob Harder the board entered into executive session at 4:36 p.m., not to exceed 30**

**minutes, to discuss personnel issues. The board will take action after the executive session.**

**The board entered back into open session at 4:52 p.m.**

**On motion by David Monical, seconded by Bob Harder the board sets the CEO's annual base compensation at \$133,432.00, effective on her anniversary, August 15, 2012. Motion carried.**

### **Adjournment**

**On motion by Bob Harder, seconded by Duane Johnson, the board adjourned at 4:58 p.m. Motion carried.**

The meeting adjourned at 4:58 p.m.  
File: Bd. minutes September 2012

# CHIEF EXECUTIVE OFFICER'S REPORT

## October, 2012

### TRUSTEES – PLEASE NOTE DATE/TIME CHANGE OF OCTOBER MEETING!

The October board meeting is scheduled for Saturday, October 6 at 1 p.m., following the fall Board of Trustees retreat. This change was approved at the September board meeting. **Note also that the start time for the retreat is 9 a.m. on that day.**

The agendas for the retreat and the monthly board meeting appear on the same sheet.

The Executive Committee abbreviated the draft agenda for the October board meeting at its meeting on September 25. My CEO's report is also abbreviated and will focus on the agenda items. Since this meeting is so early in the month, CFO Sheryl Weller's financial reports will be sent to you by email when they are available. They will also be posted to the Library's Digital Branch at that time.

All information normally provided for board meetings will be included in the November meeting docket.

For your convenience, I've included the agenda items for the retreat below.

### Agenda Items

#### **Resolution of Thanks to the Friends of the Topeka and Shawnee County Public Library**

Each year the Board expresses its thanks to the Friends for the dedication and hard work that goes into their successful annual sale. *Please see the resolution sheet in your docket.*

#### **Request to Friends of the Topeka and Shawnee County Public Library for FY2013**

This is the request we submit to the Friends of TSCPL each year. During the development of the FY2013 budget, staff identified major areas for which we need funding not available in the operational budget, including staff recognition, additional funds for programming, gallery collections and events and strategic planning implementation. Note that replacement of aging bookmobiles is a priority for the implementation of our community services plan. *Please see the resolution sheet in your docket for details.*



## **Bids for Financial Management System**

The financial management system currently in use is designed primarily for school districts whose accounting needs and requirements differ significantly from those of TSCPL. A system designed for municipal government accounting needs would provide Library management and the Board with better financial data on which to base decisions, as well as offer procedures that are more effective and efficient. The new system will also integrate with payroll and human resources software services we are implementing this year. *Please see CFO Sheryl Weller's narrative on the resolution sheet for additional information.*

## **Agenda for Retreat**

1. Ebooks-two scenarios to consider and discuss
2. Multi-year funding plan and strategies (funding matrix)-discussion
3. Named Recognition Policy and Sponsorship-review policy and discuss how it should be implemented

*Handout for items 2 and 3 are included in the October board packet. Information for the ebook discussion will be sent to you next week.*

**Gina Millsap, Chief Executive Officer  
Topeka and Shawnee County Public Library, 9/26/2012**

# **Thank you to the Friends**

**BOARD OF TRUSTEES  
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY  
October 6, 2012**

**Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its deepest thanks and sincere appreciation for the hard work and dedication of the Friends of the Topeka and Shawnee County Public Library Book Sale Committee and its Chair Warren Taylor and committee members: Sherryl Longhofer, Mary Ann Breitbach, Adrian Allen, William Musterman, Tom Muth and the members of the Public Relations Committee, the 28 year-round Book Sale Prep Volunteers and the 225 Book Sale volunteers that worked countless hours to make the 2012 book sale an unprecedented success.**

**The Board also wishes to express its thanks to President Linda Hayse and the members of the Friends Board for their leadership and support that result in resources to help make TSCPL a world class library.**

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

# **Resolution – Request to Friends of Topeka & Shawnee County Public Library for FY2013**

## **BOARD OF TRUSTEES Topeka and Shawnee County Public Library October 6, 2012**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to Friends of TSCPL for FY2013.**

### **Background:**

This is the request submitted to the Friends of TSCPL each year. During the development of the FY2013 budget, staff identified major areas for which needed funding is not available in the operational budget, including staff recognition, programming, gallery events and strategic planning implementation.

**Library Programs** (Summer reading, etc.) - **\$15,000**

### **Gallery - \$37,000**

\$ 5,000 - Art competition sponsorship

\$ 2,000 - First Friday receptions

\$30,000 - Collections support (maintenance & acquisitions)

**Employee Recognition** (years of service awards and Employee Recognition Week activities)-  
**\$12,000**

**Strategic Planning – Neighborhood Support - \$6,000**

**Replacement Bookmobile Purchase - \$50,000**

**Total \$120,000**

### **Separate request from Friends of Art Fund**

\$2,500 from the Friends of Art – Art Purchase for the library's permanent collection

**Note: If less money is available, staff recommends that the amount allocated for the purchase of the replacement Bookmobile be reduced.**

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

**Resolution – Approval to Solicit Bids to Purchase a Replacement Financial Management System**

**BOARD OF TRUSTEES  
TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY  
October 6, 2012**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes the solicitation for bids for a replacement financial management system.**

**Policy and Financial Background**

The replacement financial management system is anticipated to cost more than the purchasing authority (\$5,000) delegated to the Chief Executive Officer under the Board of Trustees' "Purchasing Policy." Additionally, a minimum of three written bids must be sought and opened at a public meeting.

The financial management system currently in use is designed primarily for school districts whose accounting needs and requirements differ significantly from those of TSCPL. A system designed for municipal government accounting needs would provide Library management and the Board with better financial data on which to base decisions, as well as offer procedures that are more effective and efficient.

With the Board's approval to contract for scheduling, human resources and payroll software services (July 19, 2012 Board action), the purchase of a governmental financial management software program should become significantly less complicated and expensive.

Funding is proposed for this purchase from the one-time savings (estimated at \$215,000) generated by the major staffing reorganization that occurred in early 2012. The proposed purchase is not part of the approved budget. Thus, permission to place bids for the replacement financial management system is requested.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_