

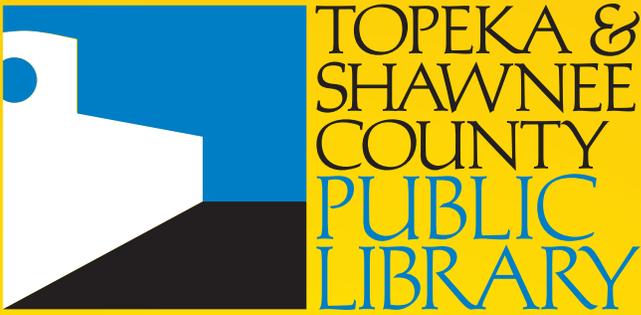


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

November 19, 2020





Core Values

Excellence

We create experiences that anticipate our community's diverse needs and exceed expectations.

Accountability

We serve the needs of the entire community by using resources responsibly, fairly and transparently.

Literacy

We help people make their lives better by providing the tools to successfully navigate the world.

Freedom

We welcome everyone in the community. We support and defend our customers' right to access information without judgment.

Teamwork

We build stronger communities through mutual trust, collaboration and shared goals.

Curiosity

We are hungry to learn, create and innovate. We inspire our community to

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





Agenda
Board of Trustees meeting
Thursday, November 19, 2020– 4:00 pm
Marvin Auditorium 101 BC and
Zoom Meeting
<https://tscpl.zoom.us/j/96905658778>
Meeting ID: 96905658778

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of October 15, 2020 Meeting Minutes of the Trustees - [Action Item](#) Pg. 5

Chief Financial Officer's Report – Kim Strube Pg. 9

Financial Reports

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

The Library Foundation – Marilyn Ward, Board Chair

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

Board Chair Report – Liz Post

- CEO Recruitment Update –Jim Edwards, Search Committee Chair

Chief Executive Officer – Gina Millsap Pg. 25

Chief of Staff – Thad Hartman Pg. 31

New Business

- Bid for Fire Alarm Panel & System Replacement - [Action Item](#) Pg. 41
- Bid for West Parking Lot Improvements- [Action Item](#) Pg. 44
- Memorandum of Understand (MOU) Seaman High School USD 345 School District - [Action Item](#) Pg. 47
- Loaned Employee Agreement, The Library Foundation FY 2021 - [Action Item](#) Pg. 51
- Loaned Employee Agreement, Friends of the Library for FY 2021 - [Action Item](#) Pg. 54
- 2021 Audit Committee Appointments - [Action Item](#) Pg. 55
- Resolution Recognizing Chief Executive Officer (CEO) Gina Millsap – [Action Item](#) Pg.56

Adjournment

Next Meeting

December 17, 2020

4:00 pm

Zoom Meeting

*Subject to change without notice



Board Members Present

Liz Post (chair), Jim Edwards (vice-chair), Beth Dobler, (secretary) Kacy Simonsen (treasurer), Kerry Onstott Storey, Jennifer Miller, Shawn Leisinger, and Joan Hicks.

Absent

David Monical and Kristen O'Shea

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, October 15, 2020 via Zoom Meeting, was called to order at 4:01 pm by Chair Liz Post.

Public Comment

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

Trustee Advocacy Stories

Post shared her appreciation of staff monthly reports.

Approval of Minutes

On a motion by Jim Edwards, seconded by Beth Dobler, the October 15, 2020 minutes of the Board of Trustees were approved. Motion carried.

Chief Financial Officer's Report

There were no additions to Chief Financial Officer Kim Strube's report.

Approval of the Treasurer's Report

Board Treasurer Kacy Simonsen reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for September 2020. On a motion by Kacy Simonsen, seconded by Joan Hicks, the Treasurer's Financial Report for September 2020 was accepted.

Motion passed unanimously.

The Library Foundation

Foundation Chair Marilyn Ward announced the creation of a named fund in honor of Gina Millsap's retirement, the Gina Millsap Literacy and Learning Fund. The Library Foundation Board approved the unrestricted fund. The purpose of the fund will be to serve as a catalyst and inspiration in the library's efforts to encourage literacy and learning for all generations. Becky Holmquist, Foundation Board Chair from 2015-2016 will serve as the honorary chairperson of the campaign to raise the necessary dollars for the fund. Please contact Executive Director Erin Aldridge at ealdridge@tscpl.org and/or Ward mjsward@att.net for further interest and giving.

Final touches are being made on the Fall Annual Appeal letter. Aldridge, DeLeye and three additional Foundation Board members attended the annual Mid America Charitable Gift Planners conference by Zoom and felt the experience was helpful particularly in the area of planned giving.

The HyVee Bag Program is in full swing now. Be sure to shop HyVee this month and buy a bag or two to benefit the library. For additional information visit <https://foundation.tscpl.org/a-gift-that-keeps-giving>

Giving Tuesday is December 1st and can be found on-line through the Foundation's website, FaceBook and e-mail. We will be promoting donations to the Dolly Parton Imagination Library. This coincides nicely with Dolly's new movie, The Library that Dolly Built, which will be premiering soon on FaceBook. For additional information visit The Foundation website at <https://foundation.tscpl.org/about>

The Foundation is currently working with Engroff Catering on plans for the re-opening of the Millennium Café post construction which is planned for mid-December.

Friends of Topeka and Shawnee County Public Library

TSCPL Friends president Sherryl Longhofer reported the Parking Lot \$10 Bag Sale on Saturday, October 10 was a huge success. The outdoor sale took place in the west parking lot and generated \$3,242 in total sales.

The Booktique closed on Monday, October 12 for the installation of new flooring and is expected to reopen mid-November. In preparation for the winter holidays, Porterfield's created a lovely winter theme featuring reading glasses and books in the Booktique display window.

The Friends Executive Board met on Tuesday, October 13 with Millsap to discuss the purpose of the Friends of Art membership category and the funds associated with it. A resolution to transfer those monies as a named fund (the Friends of Art Fund) to the

Library Foundation will be on the November 19 board meeting agenda.

Longhofer stated the Friends are awaiting final decisions on the online art auction with Soulis Auction. A portion of the proceeds will go to the Friends of Art to honor the original intent of the art donation. For further information visit <https://tscpl.org/friends>

As a reminder the Friend's Annual Meeting will be Sunday, November 1 at 3:00 pm via zoom. Millsap will present "A Great Library Never Gets Old." The business meeting will follow and will include the introduction of new board members: Shelley Braden, Christy Molzen, and Mary Seyk. Current board members Karen Faulk and Cathy Minarik will be continuing for another term.

Board Chair Report

Chair Liz Post reported the Executive Committee met via Zoom on Monday, October 5, 2020 at 4:00 pm. The meeting minutes for the September 17, 2020 Board of Trustees were reviewed. Additional items reviewed included: CEO recruitment committee process, hearing aid building lot space, November Board of Trustees meeting location (virtual/in person), and the items under new business on the October 15, 2020 agenda.

Post attended Queen Bey's performance on Sunday, October 11 in the Marvin Auditorium and was extremely pleased with the performance and measures taken to ensure health and safety of attendees.

Jim Edwards provided an update on the CEO recruitment process. He reported the application deadline is Sunday, October 18. All pre-screening will be completed by Bradbury Miller on October 25. The search committee will meet and present the pool of candidates; select 7 to 9 semi-finalists on October 26. Semi-final interviews are scheduled for November 5 and 6. Final interviews will take place on November 19 and 20. Additional information will be provided as time goes on.

Discussion followed with no further questions.

Chief Executive Officer

There were no additions to Chief Executive Officer Gina Millsap's report.

Chief of Staff

Chief of Staff Thad Hartman reported the Café and restroom remodel are going well and are currently on schedule for completion. At the November Board of Trustees meeting bids for the west parking lot improvements (former location of the hearing aid building) and replacement of the fire alarm panel & system will be presented. For

additional information please visit <https://tscpl.org/request-for-proposals>.

Hartman encourages all to attend the Gallery exhibit *Alter Ego* display of library staff paintings, sculptures, book art, prints art, and much more. For further information please visit <https://tscpl.org/exhibits/library-staff-show-their-artistic-side>

Discussion followed with no further questions.

New Business

Request for FY 2021 Friends of the Library Funding

On a motion by Beth Dobler, seconded by Kerry Onstott Storey, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to the Friends of the Library for FY2021.

Adjournment

On a motion by Shawn Leisinger, seconded by Jim Edwards, the meeting was adjourned at 4:47 pm.

Next Meeting

November 19, 2020

4:00 pm

Zoom Meeting/MA 101BC

***Subject to change without notice**

**Chief Financial Officer's Report
November 2020
Kim Strube**

Revenue/Expense/Balance by Fund Report – Page 2

The Gifts/Memorials (Undesignated) Fund, Youth Services and the Childrens Art Show Fund are temporarily negative due to pending billings and reimbursements by the Library Foundation.

General Fund – Pages 3 through 5

With 83.6% of the budget year completed, 90% of the budgeted revenue has been received and 72% of the approved budget has been expended/encumbered. This compares to 2019 in which 97% of the budgeted revenue had been received and 77% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2020 was received October 30th as scheduled. The total received for the General Fund was \$186,888.27. The percentage of the ad valorem budget collected year-to-date is 96% which compares to 97% at this time in 2019.

The percentage of year-to-date motor vehicle tax is 86% in 2020 which is the same at this time in 2019.

Employee Benefit Fund – Page 6

With 83.6% of the budget year completed, 98% of the budgeted revenue has been received and 75% of the approved budget has been expended/encumbered which is the same as 2019 at this same time.

The fifth tax distribution for 2020 was received as scheduled. The total received for the Employee Benefit Fund was \$40,125.90. The percentage of the ad valorem budget collected year-to-date is 98% which is the same at this time in 2019.

The percentage of year-to-date motor vehicle tax is 88% in 2020 and was 84% at this same time in 2019.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,210,211.43.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved Facilities Master Plan budget	Audio equipment for the Café	\$9,620.00	Cytek Media Systems, Inc.
Approved operating budget – 3 bids were received; low bid was accepted	Replace chilled water pump	\$16,000.00	SAMCO Inc.
Approved operating budget	Annual subscription for Libre Ads (library marketing service)	\$6,902.00	Koios LLC
Approved Facilities Master Plan budget	Reimbursement for commercial sink and various work tables for Café	\$14,793.06	Engroff Catering Inc.
Request for Proposal; Board resolution approved bid award on 7/16/2020	Restroom renovation	\$678,250.00	Senne & Co. Inc.
Approved Facilities Master Plan budget	Refrigerated display case for Café	\$9,639.48	B & J Foodservice Equipment
Library Materials	Adult fiction	\$6,000.00	Baker & Taylor Books
Library Materials	Hoopla online	\$23,422.53	Midwest Tape LLC
Library Materials	Adult non-fiction	\$8,000.00	Baker & Taylor Books
Library Materials	Annual access to 4 database products	\$15,249.00	Scholastic Library Publishing Inc.
Library Materials	Annual renewal - Consumer Reports online periodical	\$13,466.00	Ebsco Information Services
Library Materials	Research database annual renewal	\$11,379.00	Morningstar

Other Items:

- The actual mill levy rates set by the Shawnee County Clerk based on the final assessed valuations were received on November 6, 2020. The following chart lists the actual levy rates for the 2021 budget. The 2021 total mill levy does not exceed the self-imposed limit of 9.786, which is equivalent to the 2020 total mill levy.

Mill Levies:

Description	Approved Budget	Final Set by County Clerk	Difference
General	7.917	7.915	(.002)
Employee Benefit	1.869	1.871	.002
Total	9.786	9.786	0

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

10/31/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 10/31/2020</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,523,224.80	\$ 14,781,713.24	\$ 11,537,490.21	\$ 7,767,447.83
Employee Benefits	1,101,162.54	3,185,132.90	2,778,551.92	\$ 1,507,743.52
Capital Improvement	1,292,745.67	11,624.38	94,158.62	\$ 1,210,211.43
Bond & Interest	804,581.51	174,110.93	-	\$ 978,692.44
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	33,292.67	49,945.81	17,292.67	\$ 65,945.81
Federal, State & Local Grants	19.03	1,650.00	1,650.00	\$ 19.03
Other Special Revenue	553,586.39	308,207.61	635,460.23	\$ 226,333.77
Permanent Funds	214,074.65	33,402.00	-	\$ 247,476.65
Totals	<u>\$ 8,522,687.26</u>	<u>\$ 18,545,786.87</u>	<u>\$ 15,064,603.65</u>	<u>\$ 12,003,870.48</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 550,310.74
Restricted Funds-CoreFirst Bank-Checking	228,681.84
Capital Improvement Fund-VisionBank-Money Market Account	1,210,211.43
Cash on Hand	2,247.42
Petty Cash	220.00
Endowment Securities	247,476.65
Municipal Investment Pool - Overnight	9,819,962.47
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>\$ 12,059,110.55</u>
Less Pending Claims (invoices posted, but not paid until next month)	4,910.00
Less Deferred Revenue (SAM account payments)	(957.41)
Less Payroll Deduction and Employer Benefit Liabilities	(9,846.32)
Less Outstanding Checks	61,133.80
	<u>\$ 12,003,870.48</u>

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

10/31/2020

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	10/31/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,523,224.80	\$ 14,781,713.24	\$ 867,742.51	\$ 10,669,747.70	\$ 7,767,447.83	\$ 1,741,763.82	\$ 6,025,684.01
Employee Benefit Fund	1,101,162.54	3,185,132.90	-	2,778,551.92	1,507,743.52	1,952.55	1,505,790.97
Capital Improvement Fund	1,292,745.67	11,624.38	-	94,158.62	1,210,211.43	-	1,210,211.43
Bond & Interest Fund	804,581.51	174,110.93	-	-	978,692.44	-	978,692.44
Non Major Governmental Funds							
<i>State Aid Fund</i>	33,292.67	49,945.81	17,292.67	-	65,945.81	65,537.93	407.88
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,650.00	-	1,650.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,578.62	32.79	-	-	10,611.41	-	10,611.41
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	190.10	(190.10)	-	(190.10)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.11	-	-	31.16	-	31.16
Friends	106,029.02	223.82	1,825.98	37,227.79	67,199.07	5,712.04	61,487.03
Fun Committee	2,659.59	700.04	117.49	-	3,242.14	-	3,242.14
Gallery Competitions/Exhibits	36,147.18	112.10	-	-	36,259.28	-	36,259.28
Gifts/Memorials (Undesignated)	341,344.59	302,172.87	255,098.10	320,822.47	67,596.89	71,581.58	(3,984.69)
Hathaway Trust - Library Materials	2,677.90	2,582.97	-	1,456.51	3,804.36	986.20	2,818.16
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,797.74	84.48	5,942.71	25,067.95	-	25,067.95
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	3.91	-	-	1,268.10	-	1,268.10
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	13.24	-	59.74	4,266.70	290.26	3,976.44
Special Collections	5,693.56	17.66	-	-	5,711.22	-	5,711.22
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.11	-	-	36.20	-	36.20
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	6.75	-	-	2,180.23	-	2,180.23
Youth Services	10,246.70	543.50	-	12,634.86	(1,844.66)	-	(1,844.66)
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	33,402.00	-	-	247,476.65	-	247,476.65
TOTALS	\$ 8,522,687.26	\$ 18,545,786.87	\$ 1,142,161.23	\$ 13,922,442.42	\$ 12,003,870.48	\$ 1,887,824.38	\$ 10,116,046.10

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

10/31/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 10/31/2020</u>
				83.6%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 13,262,139.14	\$ (537,474.86)	96%
Revitalization Rebates	(197,477.00)	(190,481.48)	\$ 6,995.52	96%
Back Tax	-	178,959.80	\$ 178,959.80	N/A
Motor Vehicle Tax	1,399,719.00	1,199,274.33	\$ (200,444.67)	86%
Recreational Vehicle Tax	13,465.00	12,219.95	\$ (1,245.05)	91%
16/20 M Vehicle Tax	5,331.00	5,530.34	\$ 199.34	104%
In Lieu of Tax	2,964.00	37,411.84	\$ 34,447.84	1262%
Watercraft Special Tax**	7,320.00	-	\$ (7,320.00)	0%
Commercial Vehicle Fees	47,501.00	48,127.98	\$ 626.98	101%
E-Rate Reimbursement	25,193.00	23,325.08	\$ (1,867.92)	93%
Miscellaneous Revenue	3,000.00	12,984.25	\$ 9,984.25	433%
Miscellaneous Revenue - Recyclg	-	387.00	\$ 387.00	N/A
Salary Refunds-Foundation	98,289.00	82,512.99	\$ (15,776.01)	84%
Salary Refunds-Friends	29,370.00	22,658.64	\$ (6,711.36)	77%
Salary Refunds-Shawnee Cty	22,755.00	19,122.41	\$ (3,632.59)	84%
Vending Machines	4,000.00	1,089.20	\$ (2,910.80)	27%
Overdue Fees*	127,000.00	28,276.38	\$ (98,723.62)	22%
Debt Collect	-	1,486.50	\$ 1,486.50	N/A
ILL Fees	350.00	772.82	\$ 422.82	221%
Mailing Fees	120.00	40.45	\$ (79.55)	34%
Non Resident Card Fee	595.00	170.00	\$ (425.00)	29%
Obituary Fees	750.00	180.00	\$ (570.00)	24%
Meeting Room Charges	5,500.00	105.00	\$ (5,395.00)	2%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	65,000.00	35,420.62	\$ (29,579.38)	54%
Transfer In	994,167.00	-	\$ (994,167.00)	0%
Library Treasurer's Balance	2,476,295.00	-	\$ -	N/A
TOTALS	<u>\$ 18,931,321.00</u>	<u>\$ 14,781,713.24</u>	<u>\$ (1,673,312.76)</u>	90%

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

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

**Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances**

10/31/2020

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					83.6%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 5,415.30	\$ -	\$ 984.70	85%
Salaries-Facilities	687,188.00	541,284.10	-	145,903.90	79%
Salaries-Overtime	10,000.00	5,451.32	-	4,548.68	55%
Salaries-Security	332,061.00	244,101.50		87,959.50	74%
Salaries-Shelvers	175,216.00	64,766.25		110,449.75	37%
Salaries-Staff	7,643,102.00	6,359,096.65		1,284,005.35	83%
Conferences	166,580.00	43,544.89	913.25	122,121.86	27%
Staff Internal Dev/Trng - Web Based	15,000.00	3,656.75	1,411.00	9,932.25	34%
Staff Development & Training	15,000.00	305.01		14,694.99	2%
Mileage	9,500.00	2,768.73	4,581.67	2,149.60	77%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	1,266.75	443.85	1,289.40	57%
Materials-Periodicals	38,000.00	9,357.26	22,662.34	5,980.40	84%
Materials-Print/Non-Print <1 YR	567,300.00	401,854.89	19,131.84	146,313.27	74%
Materials-Print/Non-Print	1,294,200.00	792,700.25	196,402.82	305,096.93	76%
OPERATIONS:					
Art Purchases	8,000.00	1,708.14	129.00	6,162.86	23%
Cataloging and ILL Services	105,795.00	72,384.72	14,615.28	18,795.00	82%
Contracted-Digital Services	555,401.00	436,521.47	66,897.53	51,982.00	91%
Contracted-Facilities	353,400.00	240,087.17	50,706.71	62,606.12	82%
Contracted-Equipment	50,940.00	38,554.57	10,176.21	2,209.22	96%
Contracted-Professional	213,550.00	235,144.38	152,752.01	(174,346.39)	182%
Contracted-E-Rate Services	2,267.00	-	-	2,267.00	0%
Digital Services Support	181,100.00	180,047.05	11,261.88	(10,208.93)	106%
Furniture/Equipment	96,200.00	1,802.01	1,305.00	93,092.99	3%
Insurance	54,806.00	54,182.00	-	624.00	99%
Marketing & Communication	47,500.00	31,863.66	6,995.51	8,640.83	82%
Memberships/Dues	30,900.00	17,005.10	588.00	13,306.90	57%
Miscellaneous	5,000.00	401.00	-	4,599.00	8%
Payments to Other Libraries	115,060.00	-	-	115,060.00	0%
Postage/Shipping	104,363.00	23,273.49	1,238.52	79,850.99	23%
Printing	96,800.00	28,570.64	34,114.49	34,114.87	65%
Programming	32,000.00	13,912.28	1,267.10	16,820.62	47%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	299,043.13	934,109.34	471,597.53	72%
Supplies-Facilities	77,417.00	81,330.77	27,915.33	(31,829.10)	141%
Supplies-Office/Library	98,720.00	34,718.01	5,868.99	58,133.00	41%
Supplies-Processing	48,000.00	21,526.48	11,738.00	14,735.52	69%
Telecommunications	90,500.00	54,015.08	14,024.92	22,460.00	75%
Transfer Out	1,709,805.00	-	-	1,709,805.00	0%
Utilities-Electric	360,000.00	250,175.76	87,891.36	21,932.88	94%
Utilities-Gas	65,000.00	28,979.88	21,520.12	14,500.00	78%
Utilities-Water/Sewage	35,000.00	21,497.81	7,275.17	6,227.02	82%
Vehicle-Gas	36,000.00	9,513.61	-	26,486.39	26%
Vehicle-Repair	40,500.00	17,925.14	26,251.82	(3,676.96)	109%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(5.30)	-	5.30	N/A
TOTALS	\$ 18,931,321.00	\$ 10,669,747.70	\$ 1,734,189.06	\$ 4,877,384.24	72%

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

10/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 2,476,295.00	\$ 3,596,303.17	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,799,614.00	13,262,139.14	96%
Revitalization Rebates	(197,477.00)	(190,481.48)	96%
Back Tax	-	178,959.80	N/A
Motor Vehicle Tax	1,399,719.00	1,199,274.33	86%
Recreational Vehicle Tax	13,465.00	12,219.95	91%
16/20M Vehicle Tax	5,331.00	5,530.34	104%
In Lieu of Tax	2,964.00	37,411.84	1262%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	48,127.98	101%
E-Rate Reimbursement	25,193.00	23,325.08	93%
Fees and Charges	141,815.00	45,104.60	32%
Reimbursements	150,414.00	124,681.04	83%
Transfer In	994,167.00		
Interest on Idle Funds	65,000.00	35,420.62	54%
	<u>\$ 16,455,026.00</u>	<u>\$ 14,781,713.24</u>	90%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	7,220,115.12	82%
Other Staff Support Costs	206,080.00	57,181.30	28%
Library Collections	1,902,500.00	1,443,820.00	76%
Contracted Services	1,281,353.00	1,317,840.05	103%
Digital Services Support	181,100.00	191,308.93	106%
Furniture/Equipment/Art	104,200.00	4,944.15	5%
Payments to Other Libraries	115,060.00	-	0%
Special Projects	1,704,750.00	1,233,152.47	72%
Utilities & Telecommunications	550,500.00	485,380.10	88%
Vehicles	76,500.00	53,690.57	70%
Other Operating Expenditures	595,506.00	396,504.07	67%
Transfer Out	1,709,805.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 12,403,936.76</u>	72%
Prior Year Canceled Purchase Orders		\$ 51,604.36	
Unencumbered Balance 10/31/2020	\$ -	\$ 6,025,684.01	

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

10/31/2020

EMPLOYEE BENEFITS

	2020 Budget	Year To Date	%
Balance 01/01/2020	\$ 792,034.00	\$ 1,101,162.54	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,900,904.00	\$ 2,820,044.43	97%
Revitalization Rebates	(41,513.00)	(40,504.08)	98%
Back Tax	-	42,029.77	N/A
Motor Vehicle Tax	298,763.00	261,486.69	88%
Recreational Vehicle Tax	2,874.00	2,634.09	92%
16/20M Vehicle Tax	1,138.00	1,865.15	164%
In Lieu of Tax	812.00	7,955.23	980%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Fees	10,139.00	10,941.15	108%
Refund-Fringe Benefits-Foundation	49,776.00	36,438.94	73%
Refund-Fringe Benefits-Friends	11,667.00	11,786.98	101%
Refund-Fringe Benefits-Shawnee Cty	-	11,967.75	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	11,038.74	282%
Interest on Idle Funds	10,000.00	7,448.06	74%
	\$ 3,250,030.00	\$ 3,185,132.90	98%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,478.00	\$ 6,655.20	103%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	677,328.00	518,121.21	76%
Ks Public Employees Retirement Sys	820,944.00	685,416.89	83%
Worker's Compensation	63,279.00	46,019.09	73%
Unemployment Tax	8,854.00	5,930.69	67%
Health/Dental Insurance	2,111,376.00	1,514,948.39	72%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,042,064.00	\$ 2,780,504.47	75%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 10/31/2020	\$ -	\$ 1,505,790.97	

* 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 01/01/2020	\$ 1,292,745.67
<u>Revenue:</u>	
Interest received	11,624.38
	\$ 11,624.38
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	158.62
Capital Outlay	94,000.00
	94,158.62
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 10/31/2020	\$ 1,210,211.43

STATE AID

Balance 01/01/2020	\$ -	\$ 33,292.67
<u>Revenue:</u>		
State Aid	49,945.81	-
	\$ 49,945.81	\$ 49,945.81
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		17,292.67
Staff Internal Development/Trng		16,000.00
Special Projects	53,000.00	49,537.93
	\$ 53,000.00	\$ 82,830.60
Unencumbered Balance 10/31/2020		\$ 407.88

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

10/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 786,885.00	\$ 804,581.51	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	(4,050.36)	N/A
Revitalization Rebates	-	(4.62)	N/A
Back Tax	25,000.00	22,632.24	91%
Motor Vehicle Tax	168,424.00	145,165.97	86%
Recreational Vehicle Tax	1,620.00	1,474.50	91%
16/20M Vehicle Tax	641.00	770.68	120%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	5,893.37	103%
Interest on Idle Funds	5,000.00	2,229.15	45%
	<u>\$ 207,282.00</u>	<u>\$ 174,110.93</u>	84%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	994,167.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 994,167.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 10/31/2020	\$ -	\$ 978,692.44	

* 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 as of October 31, 2020

Capital Improvement Funds-VisionBank

\$ 1,210,211.43 at .65% (money market account)

Municipal Investment Pool

\$ 9,819,962.47 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average October 1 - 31, 2020 was .007%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended October 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	10/9/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,320.26	-98165
15	21516	0	10/9/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,724.67	-98165
15	21517	0	10/9/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,220.04	-98165
10	21513	0	10/9/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,005.66	-98165
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 51,270.63	-98165 Total
10	21509	0	10/9/2020	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,213.73	-98163
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,213.73	-98163 Total
10	21501	0	10/8/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,430.38	-98162
10	21502	0	10/8/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,296.99	-98162
15	21521	0	10/8/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 12.44	-98162
10	21503	0	10/8/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,602.17	-98162
15	21504	0	10/8/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,532.94	-98162
10	21503	0	10/8/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,428.08	-98162
15	21504	0	10/8/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,428.08	-98162
10	21514	0	10/8/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-98162
10	21518	0	10/8/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 481.06	-98162
10	41000	313	10/8/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,892.50	-98162
10	41000	313	10/8/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 342.78	-98162
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,433.42	-98162 Total
10	21501	0	10/22/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,566.14	-98159
10	21502	0	10/22/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,373.16	-98159
15	21521	0	10/22/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 11.62	-98159
10	21503	0	10/22/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,563.69	-98159
15	21504	0	10/22/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,553.01	-98159
10	21503	0	10/22/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,443.96	-98159
15	21504	0	10/22/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,443.96	-98159
10	21514	0	10/22/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-98159
10	21518	0	10/22/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 389.24	-98159
10	41000	313	10/22/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,884.16	-98159
10	41000	313	10/22/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 341.04	-98159
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,555.98	-98159 Total
10	21509	0	10/26/2020	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,213.75	-98156
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,213.75	-98156 Total
10	21505	0	10/23/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,373.28	-98155
15	21516	0	10/23/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,800.70	-98155

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended October 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21517	0	10/23/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,228.84	-98155
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 50,402.82	-98155 Total
10	21515	0	10/28/2020	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 26,310.20	-98153
15	21515	0	10/28/2020	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 123,790.40	-98153
15	21515	0	10/28/2020	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,121.16	-98153
						\$ 151,221.76	-98153 Total
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 15.00	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	renewal	\$ 50.00	-98151
10	41000	323	10/8/2020	COREFIRST BANK & TRUST	SHLB Renewal	\$ 500.00	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Wavelength	\$ 34.99	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Timeline Inventions	\$ 9.99	-98151
10	41000	410	10/8/2020	COREFIRST BANK & TRUST	DRC TOWELS	\$ 111.93	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	If You Give a Pig a Panca	\$ 44.85	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Mouse Mess	\$ 50.85	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Bark, George	\$ 35.97	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	In the Tall, Tall Grass	\$ 52.41	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	The Very Busy Spider	\$ 44.97	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Shipping for PO 201751	\$ 23.94	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Large Drain Board, Clear	\$ 7.99	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Large Dish Drainer, Silv	\$ 12.99	-98151
10	41000	341	10/8/2020	COREFIRST BANK & TRUST	Online training	\$ 97.00	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Brand Heavy Duty Tape	\$ 33.86	-98151
10	41000	410	10/8/2020	COREFIRST BANK & TRUST	50 pcs M Major-Q disposab	\$ 1,069.81	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	Webcam	\$ 96.62	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	HP LaserJet Pro M404dn	\$ 824.95	-98151
10	41000	420	10/8/2020	COREFIRST BANK & TRUST	Med Wire Basket Cart	\$ 671.85	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	EPSON, TM-T88 RESTICK	\$ 1,436.72	-98151
10	41000	322	10/8/2020	COREFIRST BANK & TRUST	YouTube ads	\$ 107.61	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	10x13 clear zip bags 500c	\$ 36.90	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	needles size 24	\$ 8.29	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	embroidery floss	\$ 10.99	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	bubble wrap roll	\$ 22.99	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	De-Bin iPhone 11 Pro Max	\$ 109.90	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	Drobo B810i	\$ 1,061.03	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	SquareTrade 3-Year Protec	\$ 119.99	-98151

Topeka and Shawnee County Public Library
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All Checking Accounts
For the Month Ended October 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	Seagate 10TB ironWolf	\$ 2,239.92	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	SquareTrade 3-Year	\$ 304.00	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Watercolor Pencil Set -50	\$ 52.50	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Langnickel brush set 60	\$ 109.78	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	blick glue stick .28 oz	\$ 50.36	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Solimo Gallon bags	\$ 10.99	-98151
10	41000	322	10/8/2020	COREFIRST BANK & TRUST	Crossland beanie	\$ 2,336.00	-98151
10	41000	322	10/8/2020	COREFIRST BANK & TRUST	set up	\$ 35.00	-98151
10	41000	322	10/8/2020	COREFIRST BANK & TRUST	shipping	\$ 18.42	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Glassboard Markers set 18	\$ 49.98	-98151
10	41000	323	10/8/2020	COREFIRST BANK & TRUST	Professional membership	\$ 233.10	-98151
10	41000	326	10/8/2020	COREFIRST BANK & TRUST	business cards	\$ 10.99	-98151
10	41000	326	10/8/2020	COREFIRST BANK & TRUST	shipping handling	\$ 9.61	-98151
10	41000	420	10/8/2020	COREFIRST BANK & TRUST	Retekess TW104 Intercom	\$ 94.00	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	2 Pack Foam Heads	\$ 23.97	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	Gabor UPM-360 360° Univer	\$ 79.90	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	Insta360 One R Twin Editi	\$ 525.48	-98151
10	41000	420	10/8/2020	COREFIRST BANK & TRUST	2-pack recharge led point	\$ 127.20	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	Decyool flat brushes	\$ 10.99	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	mini paint pod strips	\$ 16.99	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	paint real yellow	\$ 9.64	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	paint pumpkin orange	\$ 3.77	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	paint black	\$ 9.29	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	wood craft sticks	\$ 8.46	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	black card stock	\$ 10.10	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	white foamcore 32x40 3/16	\$ 99.78	-98151
10	41000	330	10/8/2020	COREFIRST BANK & TRUST	black foamcore 32x40x3.16	\$ 160.89	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	Rode splitter cable	\$ 15.00	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	Rode shoe mount	\$ 15.00	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	lexar card/reader	\$ 187.60	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	dell km636 keyboa	\$ 276.96	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	dell 65w ac adapter	\$ 110.00	-98151
10	41000	320	10/8/2020	COREFIRST BANK & TRUST	Kingston 32gb card/	\$ 221.70	-98151
10	41000	310	10/8/2020	COREFIRST BANK & TRUST	YITH Auctions for woocom	\$ 109.99	-98151
10	41000	310	10/8/2020	COREFIRST BANK & TRUST	Mix/Max Quantities	\$ 29.00	-98151

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended October 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	10/8/2020	COREFIRST BANK & TRUST	Wordpress Plugin	\$ 119.40	-98151
					<i>Miscellaneous online orders paid by credit card</i>	\$ 14,430.15	-98151 Total
10	21512	0	10/1/2020	DELTA DENTAL OF KANSAS, INC	EE October Premiums	\$ 2,990.12	95788
15	21512	0	10/1/2020	DELTA DENTAL OF KANSAS, INC	ER October Premiums	\$ 11,018.52	95788
15	21512	0	10/1/2020	DELTA DENTAL OF KANSAS, INC	Retiree October Premiums	\$ 88.32	95788
						\$ 14,096.96	95788 Total
10	41000	410	10/1/2020	HOME DEPOT CREDIT SERVICES	Air Purifiers	\$ 3,779.52	95792
10	41000	410	10/1/2020	HOME DEPOT CREDIT SERVICES	Air Purifiers	\$ 5,096.88	95792
10	41000	410	10/1/2020	HOME DEPOT CREDIT SERVICES	Air Purifiers	\$ 5,160.51	95792
10	41000	410	10/1/2020	HOME DEPOT CREDIT SERVICES	Estimated Purchases	\$ 454.64	95792
10	41000	410	10/1/2020	HOME DEPOT CREDIT SERVICES	Estimated Purchases	\$ 163.35	95792
					<i>2020 approved operating budget - facility supplies</i>	\$ 14,654.90	95792 Total
10	41000	736	10/1/2020	KELLEY CONSTRUCTION CO., INC.	CAFE REMODEL PROJECT	\$ 17,010.00	95797
						\$ 17,010.00	95797 Total
10	41000	736	10/1/2020	MCPHERSON WRECKING, INC.	Demo/grade 1719 SW 10th	\$ 12,170.00	95803
10	41000	736	10/1/2020	MCPHERSON WRECKING, INC.	Alt #1-Turf & grass	\$ 2,500.00	95803
						\$ 14,670.00	95803 Total
10	41000	301	10/1/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	95804
					<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,736.92	95804 Total
10	41000	351	10/8/2020	EVERGY	Electricity	\$ 30,106.44	95817
						\$ 30,106.44	95817 Total
10	41000	310	10/15/2020	KOIOS LLC	Koios renewal	\$ 6,902.00	95846
					<i>2020 approved operating budget - annual marketing subscription</i>	\$ 6,902.00	95846 Total
10	41000	313	10/15/2020	ORANGEBOY INC	Consulting Fee	\$ 10,000.00	95850
					<i>Consulting service to develop a Community Management Model to address challenges of the COVID-19 pandemic; professional contracted service exempt from the purchasing policy</i>	\$ 10,000.00	95850 Total
10	41000	736	10/15/2020	SENNE & CO INC	Restroom Renovation	\$ 81,992.70	95852
						\$ 81,992.70	95852 Total
10	41000	736	10/23/2020	AUDIO VISUAL INNOVATIONS, INC	Audio/Visual Equipment	\$ 5,034.67	95861
					<i>RFP posted and Board approved on April 16, 2020</i>	\$ 5,034.67	95861 Total
10	21512	0	10/29/2020	DELTA DENTAL OF KANSAS, INC	November Premium	\$ 2,914.78	95896
15	21512	0	10/29/2020	DELTA DENTAL OF KANSAS, INC	November Premium	\$ 10,978.56	95896
15	21512	0	10/29/2020	DELTA DENTAL OF KANSAS, INC	November Premium	\$ 88.32	95896
						\$ 13,981.66	95896 Total
10	41000	313	10/30/2020	IMAGEMAKERS INC.	TSCPL website design	\$ 5,000.00	95910

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended October 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
					<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>	\$ 5,000.00	95910 Total
						\$ 668,928.49	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

November 2020

News and Updates

Dolly Parton's Imagination Library (DPIL)

At the end of September 2020 there were 5,631 children registered; at the end of October 2020, there were 5812 children registered. In October, 2019 there were 5428 children registered. From 2019 to 2020 there has been a 7% increase in participation among children birth to five in our community.

Agenda Items

Bid for Fire Alarm Panel & System Replacement

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

Bid for West Parking Lot Improvements

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

Memorandum of Understand (MOU) Seaman High School USD 345 School District

Please see the resolution sheet for background information.

Loaned Employee Agreement, The Library Foundation FY 2021

Loaned Employee Agreement, Friends of the Library for FY 2021

Each year the loaned employee agreements with the TSCPL Friends of the Library and The Library Foundation are reviewed and approved by the Board of Trustees and the Friends and Foundation boards. A reminder that the Friends executive, the Library Foundation executive director, and Library Foundation development professional are all library employees who are in effect loaned to those 501©3 organizations each year.

2021 Audit Committee Appointments

Per the trustee bylaws Article IV: Committees, Section 3. Audit Committee:

“The Chair shall appoint three trustees, one of whom shall be the Treasurer who will chair the Committee, with the approval of the Board to the Audit Committee. The Committee reviews the audit draft for recommendation to the full Board.” Chair Liz Post in consultation with Board Treasurer Kacy Simonsen will make their recommendations for trustees to serve on this committee.

Professional Activities/Community Contacts

October 12 Attended Library Foundation Finance Committee Meeting

October 14	Attended Community Management Project planning session with Clark Swanson and TSCPL team
October 15	Attended website planning meeting with Imagemakers Attended TSCPL OrangeBoy Plus/Delta Zoom Meeting Attended TSCPL Board of Trustees Meeting
October 21	Moderated webinar: How to influence informal learning – a focus on public libraries via Zoom Attended The Library Foundation Board Meeting
October 22	Attended MO/KAN Library Directors and Urban Libraries Council (ULC) Director’s Zoom Meetings Attended YWCA Board of Directors meeting
October 23	Director to Director video interview with Jim Marvin – 150 th Anniversary Celebration Provided tour of the library for Blaise Mesa, the Topeka Capital -Journal new government reporter
October 28	Attended website planning meeting with Imagemakers
October 29	Attended Urban Libraries Council Digital Equity Action Team Zoom meeting
November 1	Presented “A Great Library Never Gets Old” highlighting the library’s history and in celebration of TSCPL’s 150 th anniversary at the Friends Annual Meeting
November 9	Attended Trustee Executive Committee agenda review meeting
November 12	Participated in the Urban Libraries Council’s Directors discussion

In Process

My Retirement

My last day as CEO of this library is December 1. This is my last board meeting report. I did a quick calculation and found that I have attended over 290 board meetings in the almost 25 years I’ve been a library CEO. That’s also 290 board packet preparations. Nobody tells you when you become a library director that your life will revolve around board packet week. 😊

It has been a joy to serve as the CEO of this library. I have been so fortunate to have worked with dedicated trustees who have been strong advocates for the library, for intellectual freedom, and access to information for all. Thank you for supporting and valuing our hard working, gifted staff, for being wise stewards of public funds, for creating and supporting public policies that support and strengthen the library’s role in our democracy, and for providing the resources to help make this a world class library. I will miss you all.

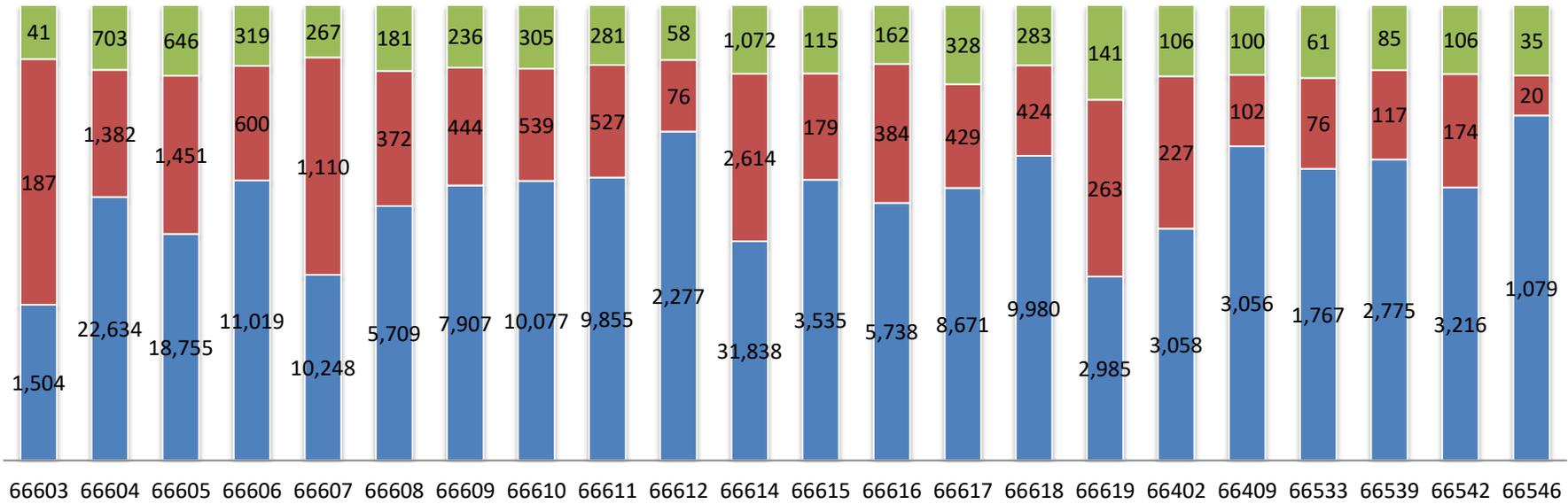
Gina Millsap

Chief Executive Officer

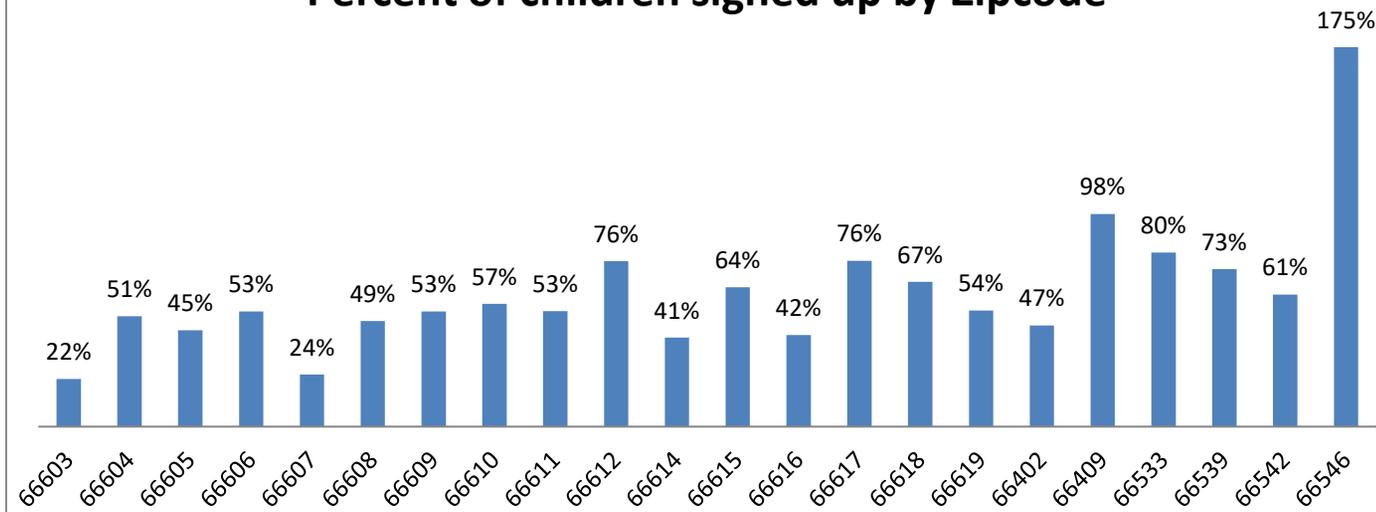
Topeka and Shawnee County Public Library 12 November 2020

September 2020 Dolly Parton Imagination Library

Population Under 5 DPIL

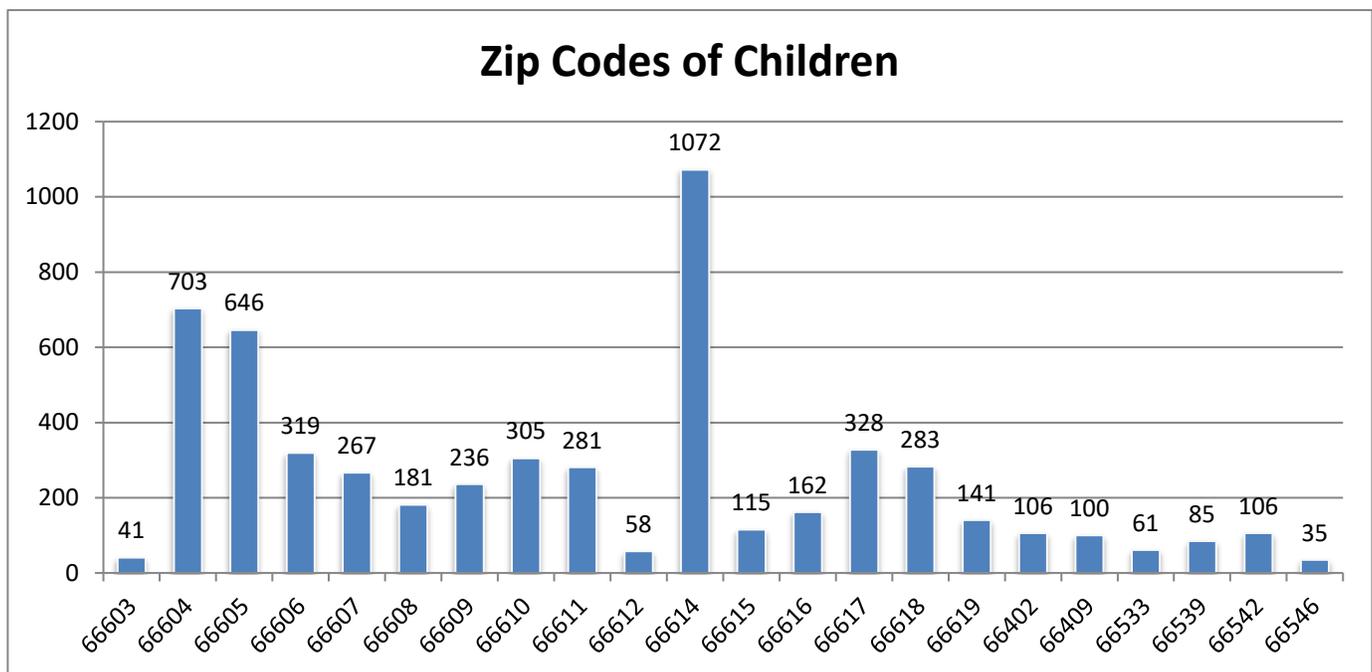
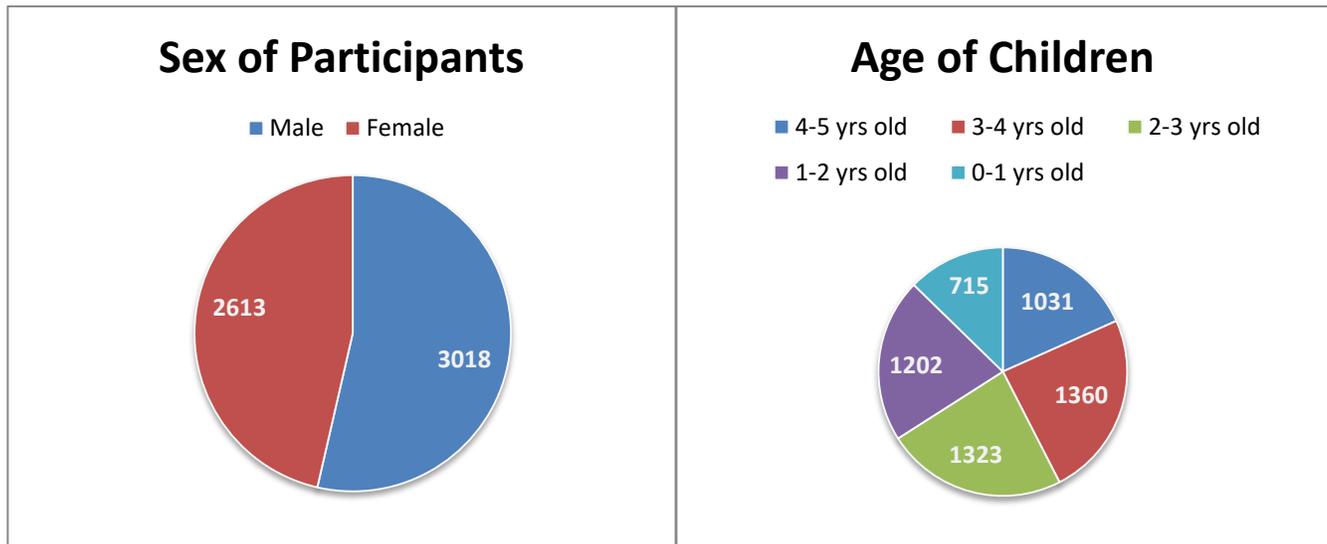


Percent of children signed up by Zipcode



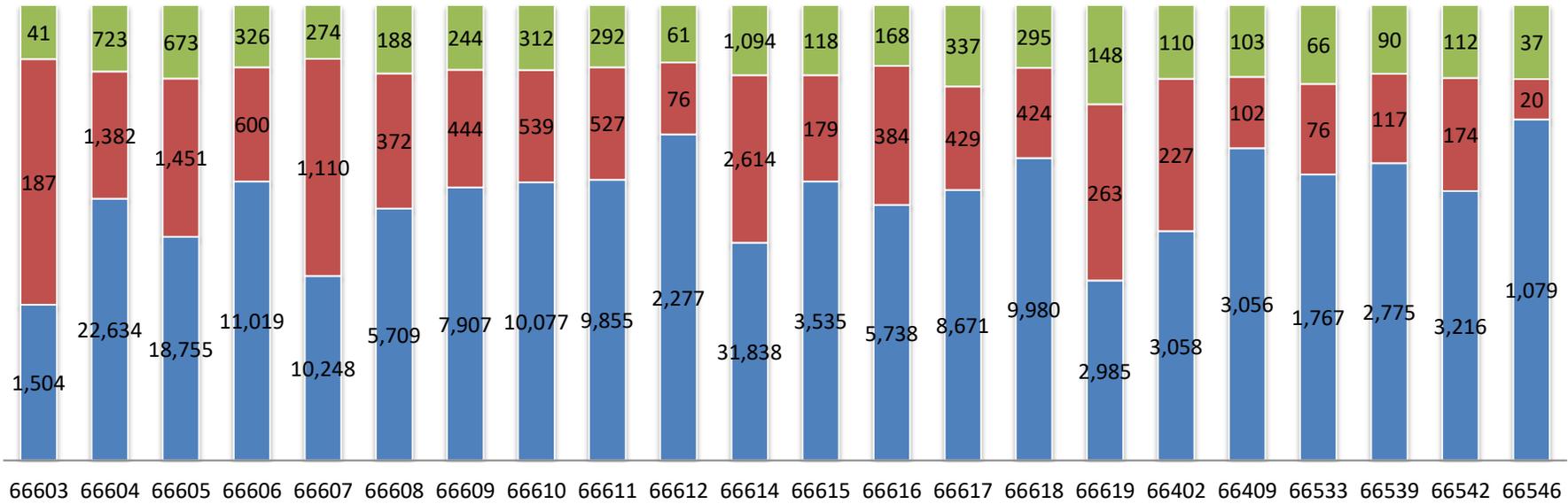
Number of children currently enrolled: **5,631**

Number of graduated children: **3,102**

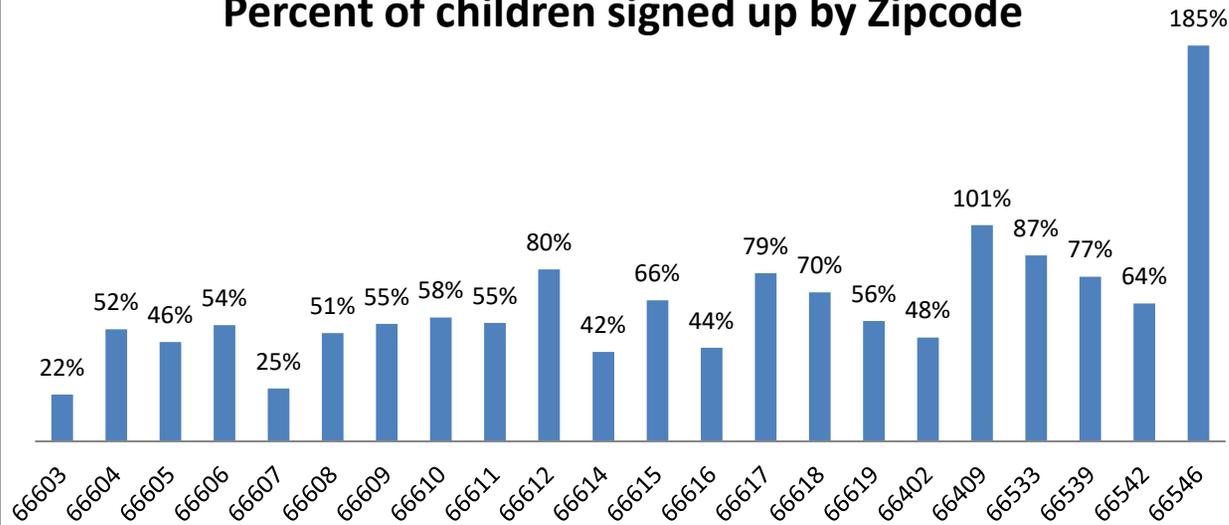


October 2020 Dolly Parton Imagination Library

Population Under 5 DPIL

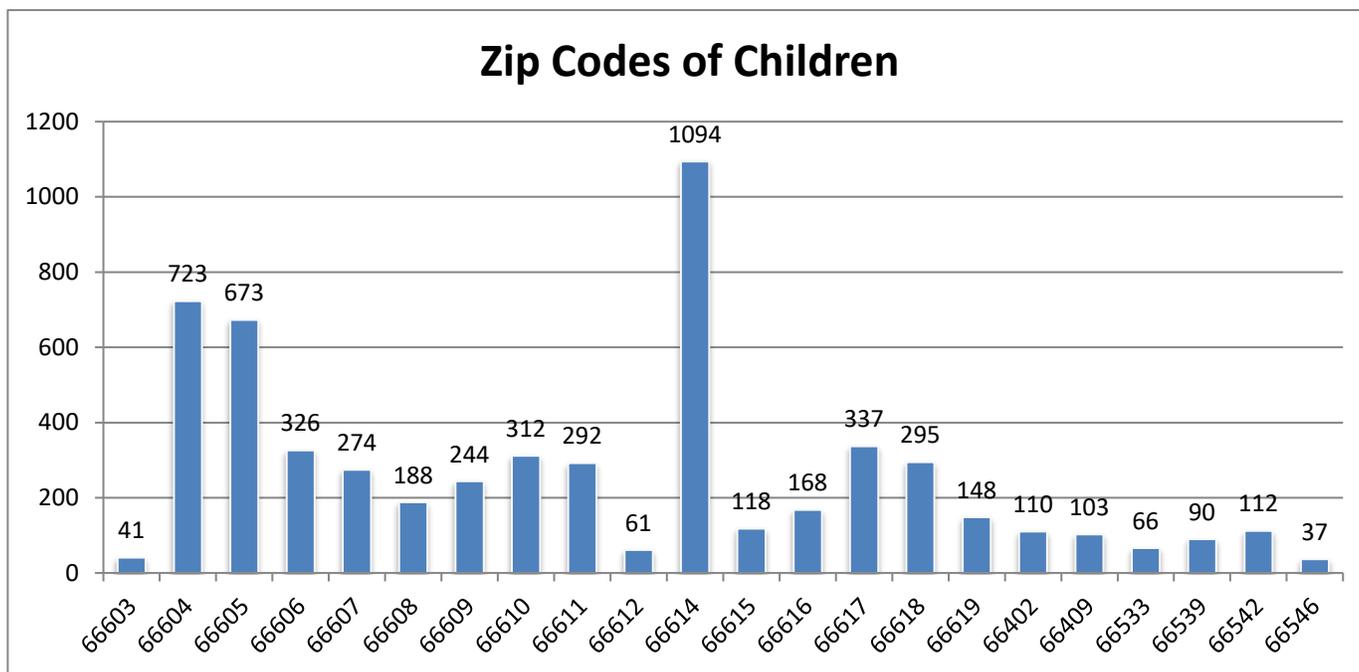
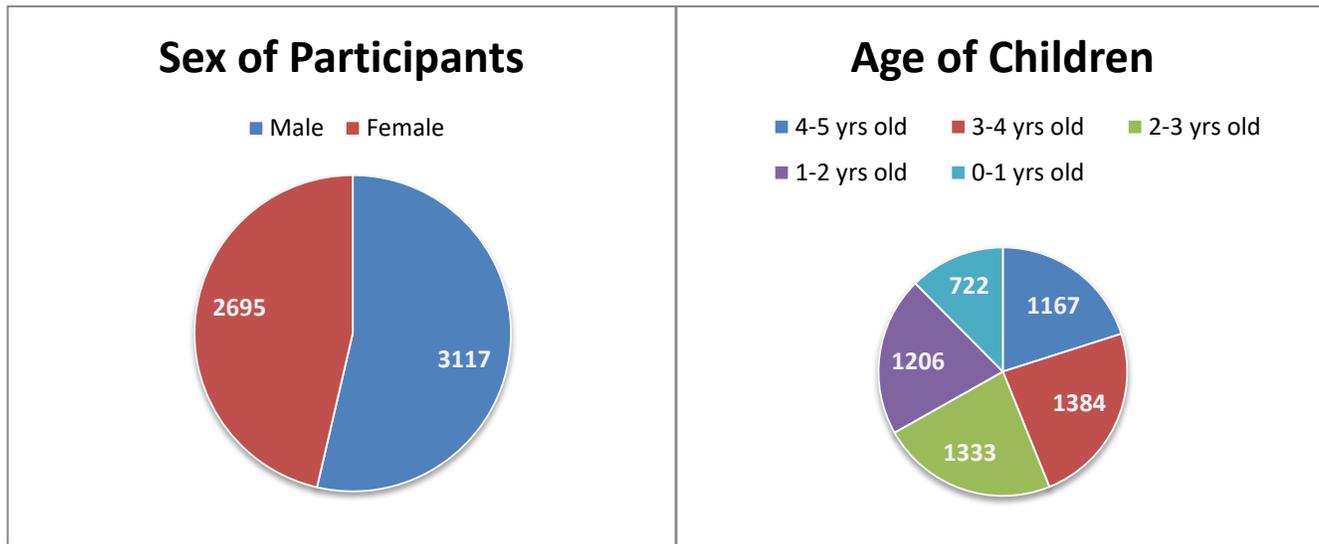


Percent of children signed up by Zipcode



Number of children currently enrolled: **5,812**

Number of graduated children: **3,195**



Chief of Staff Report

Thad Hartman

November 19, 2020

COVID

This past week we had our first positive COVID test from a library employee who had been at work within 48 hours of their first symptoms. We immediately followed CDC contact-tracing guidelines and notified those staff members who had close contact that they would need to stay home for 14 days. We also contacted the Shawnee County Department of Health. The good news is that the staff member had very few people they were in contact with, and little to no interactions with the public.

Shortly after the positive test, we had another staff member take a COVID test. That test fortunately came back negative. However, while we waited for the results, we did contact tracing for the second staff member and sent close contacts home. The second group would have been more impactful and was a good lesson in how quickly these issues can spiral, depending on the amount of contact someone has with others. The staff members in the second group are all back at work.

We have a good COVID plan in place, but we have also been extremely lucky that this is the first time a test has impacted our staffing. It's a good reminder to all of us that we can't relax and take things for granted, and we need to constantly evaluate our processes and procedures so that we are minimizing risk.

One outcome from this is that we will be changing some of our scheduling practices so that if we have future positive tests, the number of staff impacted will be easily identified and minimized. We're also reviewing some of our staffing practices to further improve social distancing between staff. Finally, we're looking at different service responses based on variations of staff that might need to stay home for an extended period of time.

Facilities Master Plan Bids

We have two sets of bids in this month's board packet, which will be the final Facilities Master Plan projects that will be coming to the board this year.

The fire control panel replacement addresses the issues we've been having with the current fire control panel. We have had instances in which it has gone offline and stopped functioning properly. We have been able to get it fixed each time, but we are fortunate these instances didn't occur when during an emergency. It seems to be a matter of time before the panel quits working for good. In addition to reliability, a new panel will make it easier to locate and diagnose fire alarms.

The second set of bids is for the landscaping of the space at 10th and Garfield where the old Marian Clinic and Hearing Aid Building were located. This project will create a small parking lot with 22 spaces and greenspace. Other major changes are required to the space, such as repairing the sidewalk along 10th street, additional landscaping, closing the entrance to the alley from 10th Street, and installing security cameras and lighting. The focus of the project is to clean up and beautify the space and set the stage for possible future projects if we decide to create more programmatic space or additional parking.

Department Highlights

Public Services

Marie Pyko, Public Services Director

TSCPL@School

Several key staff attended a *School Library Journal* three-week course on library/school partnerships. While many libraries are not as far along with their partnerships as we are at TSCPL, there were several new products and processes which we will explore in the next few months with our partners.

Good News!

On November 9, 2020 the USD 345 Seaman School District school board approved our Memorandum of Understanding to begin the process of joining our TSCPL@School partnership. I have prepared a resolution for the November Board meeting and if approved, we will begin working with a cross organization team to be able to provide digital cards for all USD 345 students. Our goal would be to start this for second semester of this school year.

Facilities Master Plan work

Meetings with HTK and two sub-staff teams for planning the Reader's Lounge/2nd floor space and the Kids Library space have resumed after being interrupted when the library closed in March. HTK has shared their research on library space design and staff shared their research on how customers have used those current spaces. This is just a first step as HTK continues working on the Facilities Master Plan.

KLA Conference

The Kansas Library Association hosted a virtual conference on October 29. Kristin Kelly and I worked to host a shared and socially distanced viewing of the sessions with staff. Kudos go to our own Lissa Staley and Debbie Stanton who presented on Deliberative Conversations in a Zoom environment. It was a great conference and the staff who were able to view it enjoyed the conference.

Public Services – Readers Services
Autumn Friedli, Public Services Supervisor

Author Event

Mark your calendars for Thursday, December 3, for a virtual author visit with Katie Tallo the author of *Dark August*. Katie will be talking about her book, the writing process, and what's it like to be a debut author in the time of a pandemic. Autumn Friedli and Miranda Ericsson will host the event.

Reading Challenge

Our Fall Reading Challenge took place the month of October. The 353 people who completed the challenge are sporting a super cool TSCPL *Stay Curious* beanie as their reward.

Our next reading challenge will be the Winter Reading Challenge which takes place the entire month of January. Sign up for the challenge in Beanstack, read three books, log them in Beanstack, and receive a cool (but actually warm) reward!

Need Help Picking Books

Have you tried the *Browsing Just for You* service? Simply fill out the form at <https://tscpl.org/browsing-just-for-you> and our crack-team of librarians will pull some great reads JUST FOR YOU! One of our users said, "This service makes you feel like a queen!"

Tune in on Wednesday nights to our Facebook page and look for our Live Book Chats. Librarians and readers talk about various books generally around a theme, but sometimes just really great books!

Don't forget about [The Bookmark Podcast](#). Each week the team talk about at least six great books.

Public Services – Information and Learning
Debbie Stanton, Public Services Supervisor

Alice C. Sabatini Gallery

We've continued to receive positive feedback and press on our current exhibits, *A Moment in Time: Our Local Responses to the Global Crisis* and *Alter Egos*, which are open through Thanksgiving weekend. *A Moment in Time* has changed throughout the show as we receive additional contributions from members of the public. For example, Cathy who works at Dillon's (10th& Gage) came into the gallery and our Art Educator, Betsy Roe, took her picture for the Essential Workers section. She was thrilled to see her photo up and she told Betsy how much

she loves caring for her customers. Cathy told her about three of her customers who are 100 years old and she personally takes care of them when they come in.

Here are a few of the nice comments we've received for our staff art exhibit, Alter Egos:

- What amazing talent in the staff!!! Can't believe the work they do. Wish we could see this every year. it gives me hope in these troubling times.
- I have a new appreciation for all the staff of this library. I knew you were good, but wow!
- A visitor wanted to know more about Dawn Buttery (Youth Services) and if she had a book of poetry. Our Exhibits Curator took the visitor to Media to talk to Dawn. The visitor was so moved by the poem they were in tears.

The gallery team had the opportunity to attend the virtual Kansas Museums Association conference last week. We've come back with many ideas, from hosting behind-the-scenes virtual tours to offering in-home scavenger hunts. We learned about collections management and heard from the Director of the Institute of Museum and Library Services, Crosby Kemper. We also heard an insightful keynote on trends and data related to cultural organizations. All sessions were recorded and will be available to you and our staff in the future, as we are Institutional members of KMA.

Local History

Our Local History Librarian, Donna Rae Pearson, recently introduced the Topeka Room and research skills to some local children who were looking around upstairs:

"I invited them into the Topeka Room and they discovered the yearbook collection and asked for help finding their parents. What can be gained by looking at a yearbook for 6th graders? In order to determine when their parents graduated, we had to do math. We came up with a possible date range - analysis and discussion skills. I then showed them how to use the resource. There are indexes to find information a bit more quickly. One then decided she wanted to make a book of the adults in her life she found. I taught her how to use the copy machine. Breaking down complex tasks. Are they going to be historians, lol; who knows. Were they exposed to new skills, I'd say yes. I am happy I was able to give them some time to explore in safe open environment. They just made me day!"

Genealogy

We've been busy recording Genealogy reveals for four well-known Kansans, which will be

available during our first Identity Quest conference, a virtual conference on Saturday, November 14: <https://tscpl.org/idquest>.

Civic Engagement

On October 29, Lissa Staley and I presented virtually at the Kansas Library Association Conference to 52 participants, engaging them around the topic "Challenging Conversations in Communities: Libraries hosting Deliberative Forums." We received positive feedback and are scheduling some online deliberations for librarians to participate and practice deliberations, to encourage more communities and libraries to support and engage in this work.

General Comments from the Public

We've had many customers thank us for being here, being open, and being so helpful. We've helped quite a few people with applications and forms, especially for unemployment, job applications, and resume updates. Many of them have not been familiar with computers. We've also assisted with many faxes for legal documents. As Greeter, we've had many people thank us for being open so they can get "real" books.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Kansas Reads to Preschoolers

Annually the library celebrates the Kansas Reads to Preschoolers campaign as part of the State Library's one-book/one-state reading initiative. The goals are to highlight the importance of reading to young children and to ensure that every child in Kansas birth to five is read to during the month of November. This year's featured title is *Groovy Joe: Ice Cream and Dinosaurs* by Eric Litwin.

This year we are making the book available to families in multiple ways: Families can pick up a copy of the book at the Kids' Library Desk or through curbside service November 15-21 to add to their own personal book collections. That same week we are expanding the books availability through our Call-a Story service (both in English and in Spanish), and we are sharing it during virtual storytime on November 17. The book is available in our physical collections and digitally through the BookFlix database.

TSCPL@School: New Databases

Speaking of databases, we are adding a few new options for kids and teachers. Current circumstances have emphasized the importance of our relationships with schools and digital access for students. As fortune may have it, TSCPL@School is now operating in some form within Auburn-Washburn, Hayden Catholic High School, Shawnee Heights, Silver Lake, and Topeka Public Schools. While digital content is available to all ages, our databases up until now skew to older audiences. The new additions will help us fill gaps in our offerings. As products of Scholastic (maybe you recognize the name from book fairs) they are all high appeal and quality.

They should be ready in the next few weeks. We are lining up training so that we have some in-house experts.

- TrueFlix is a general research, nonfiction, literacy resource that pairs videos and ebooks. Designed for students grade 3-6.
- FreedomFlix is history focused. It contains 70 multimedia units of people, places and events that shape our world. Designed for students grades 4-9.
- ScienceFlix is a resource for Next Generation Science Standards. It creates access and interests in STEM related topics. Designed for students grades 4-9.
- Teachables contains 30,000 read-to-use printables learning resources for every subject Pre-K through grade 6. Created by teacher for teachers.

Conferences and trainings

Several librarians within my department have attended some recent professional development opportunities. Those have included a *Library Journal* course on school and public library partnership, Zero to Three's annual conference, National Association for the Education of Young Children's annual conference and the Young Adult Library Services Association's annual conference. All have been virtual opportunities. The school and public library partnership course will inform our ongoing planning and development of TSCPL@School; the early childhood opportunities help us to stay on top of current research and methodology related to our kindergarten readiness goal; the teen focused one allowed us to invest in our new teen librarian's professional web of resources.

Success Story

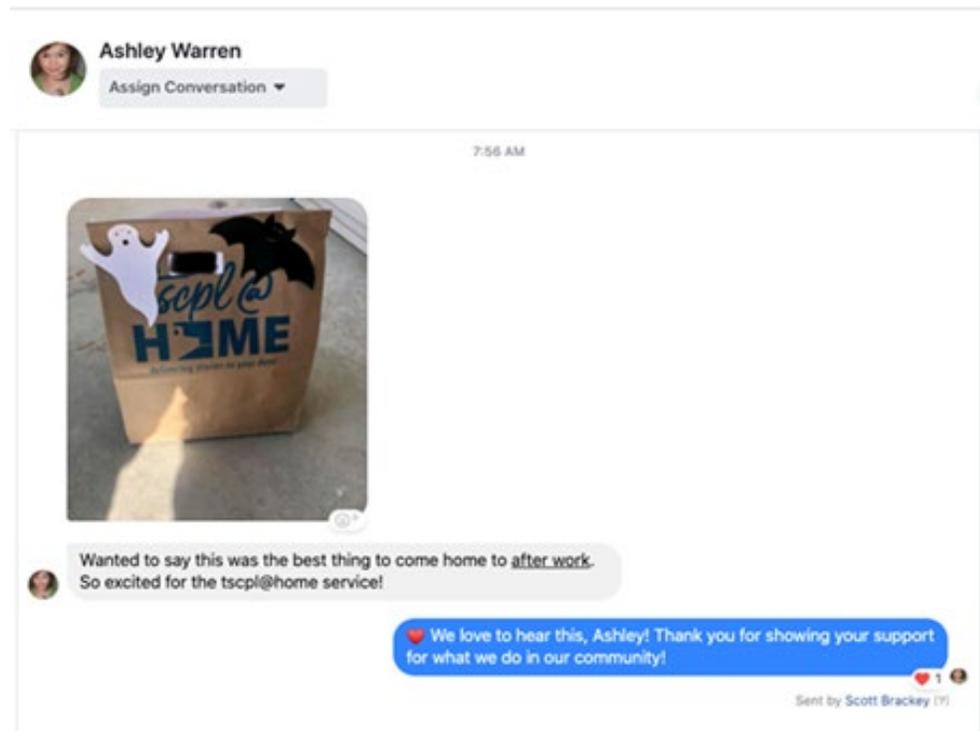
Sherry Hess, Early Childhood Learning Coordinator, sent out care packages to many of our Learn and Play Bus Families. Those included a few Dolly Parton Imagination Library book titles, a list of fall activities, and notice of what we have at this time for kids. She has received in return a couple of notes and pictures of smiling kids with books back from parents. Here's my personal favorite that she shared.

“Hope this finds you and all our library friends at their best! I have a huge file of fond memories of the Learn & Play bus with the twins. It's one of my most favorite things! The library is top of list also:)

My husband gets so many boring packages of boring vehicle parts, lawn mower parts. The list goes on and on. Lol. Last week two more boring packages 📦 arrived. Of course, he said they were his. Little did I know he came carrying in two beautiful 📖 books from one of those packages. Such a wonderful surprise! So nice- Olivia and I enjoyed *Llama Llama* right away.”

Community Services
Sandy Hestand, Community Services Supervisor

The community services department has been busy providing the TSCPL@Home delivery service and I wanted to share a couple of the social media posts we received from our customers. We are continuing to expand the service to new customers and delivering other library items like October's fiber art craft kits and the Fall reading challenge prizes in our deliveries. I am proud that the library can provide this service to our customers when many are trying to stay home as much as possible.





Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

This month I'd like to share about a professional development course that the Collection Development Selectors and I completed this month. We have been a part of a month-long online course offered by *Library Journal* called "Equity in Action: Building Diverse Collections." The focus of this course is on learning key concepts essential to cultivating and promoting inclusive and equitable collections. It covers a wide range of topics including how to evaluate books and media through an inclusive lens that includes the experiences of LGBTQIA people, people of color, people with disabilities and special needs, and people representing ethnic, cultural and religious minorities. The weekly classes include live sessions with professionals in the publishing world and libraries. There is an online classroom portal with a wealth of additional materials, a discussion forum, and helpful resources.

The selectors and I found the information shared in the weekly classes to be very helpful to us in understanding how to look at library collections through the lens of equity and inclusion. We learned from librarians in the field on how to get started with conducting a diversity audit of

our collections. A diversity audit is an in-depth analysis of a library's current collection as measured through specific criteria related to diversity. Most libraries begin with a specific type of material or collection within their larger collection. For example, we could look at adult fiction and analyze how many authors we have on the shelves that are people of color, LGBTQIA, and what characters and stories are presented that have people of color or LGBTQIA individuals as main characters.

Most libraries look at specific collections using data from their library catalog but also go to the shelves to do a visual audit of what book covers look like and the level of diversity present with a visual scan of the collection. Using this information, we can then decide what additional subject headings need to be added or changed in our catalog and even how the books are physically arranged on the shelves. As an example, like many libraries we have an "Urban Fiction" collection that is specifically labeled as urban and shelved separately as a collection at the end of adult fiction. These books present a specific type of fiction and are regarded by some as exploitative in their depictions of people of color. We will need to do the analysis and make the recommendation as to how appropriate it is to continue with an urban collection.

Given the size of our collections, we will need to be strategic in how we begin on this project. Our plan at this point is to focus on juvenile picture books and adult fiction as the first large projects while also looking at smaller, specific subject areas of nonfiction and media. The goal is for inclusion and making diverse stories and voices integral to our mission and vision for our library's collections.

Another significant part of this project is the presentation and marketing of library materials through displays, community reading challenges, and other book/reading related promotions. We need to actively promote books that represent diverse authors and voices. As an example, we can create read-alike lists that include authors beyond the bestseller lists. One presenter we heard from made an excellent point of stating that too many libraries create a read-alike list for a popular white, male author that only includes other white, male authors. Simply put, we need to challenge ourselves to go beyond our first inclinations with reading lists and present a much larger, more diverse offering of authors and stories that challenge and inspire readers.

At times, this work may be uncomfortable as we confront our own biases and seek direction as to how to actively build and promote an authentically diverse collection. I am excited about this endeavor and I will be working closely with the selectors and others to get our feet under this project in the coming year.



November Board Report

November 12, 2020

Communications & Marketing Team

Diana Friend, director

Ginger Park, communications editor

Karen Watson, graphic design

Michael Perkins, web administrator & multimedia producer

What's New

Video stories have dominated our work since our last report and with only Michael Perkins dedicated to this communication channel, we have found it necessary to expand our pool of videographers to shoot video, support staff projects and edit, edit, edit! We have formed a cross-department team to expand our team and have added Travis Garwood, Meg Porteous and Karen Watson to work with Michael to execute and produce and execute the library needs. Two big projects have been recording personal memories of former staff and donors for the 150th Anniversary so we will have a permanent record from those who have contributed to the success of the library in the last 50+ years. Several have been featured on social media this month to celebrate our accomplishments. Watch for more videos through the end of 2020.

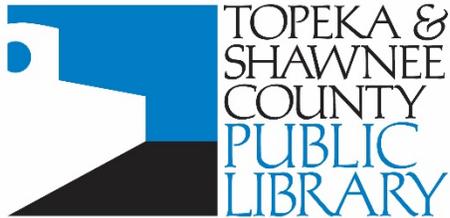
Here's one with Jim Marvin, former library director and Gina Millsap <https://youtu.be/UOm33Na72YY>

The other major video project is Identity Quest, our Genealogy department's first virtual conference on Saturday, November 14. More than 300 people have registered to learn the latest from national experts who will learn the latest trends in family history research.

Top Page Views

tscpl.org | October 9 - November 12, 2020 | 90,616 pageviews

- Election and Voting Information
- Databases
- Getting a Library Card
- Identity Quest virtual conference
- Trivia From Your Library
- What You Can Do Now
- Hoopla
- Let's Fall into Reading



Resolution – Bid for Fire Alarm Panel and System Replacement

BOARD OF TRUSTEES November 19, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by Johnson Controls Fire Protection, Lenexa, Kansas in the amount of \$130,909.71 to replace the Library’s fire alarm system. The bid includes necessary power supplies/annunciators and audio/visual devices. Funding for this purchase shall be paid from the General Fund, Special Projects budget line item and is included the 2020 Facilities Master Plan approved budget.

Policy and Background Information:

The Library’s existing fire alarm panel and system is approaching end of life and needs to be replaced. The new panel will also allow staff to diagnose where an alarm has been triggered much more quickly and without going to the panel itself. It will save staff time in emergency situations and will be easier to understand for those who are unfamiliar with the panel or building.

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 October 2, 2020.

Three acceptable bids were received at a public meeting via Zoom at 2:00 pm, October 23, 2020. Bid summary is attached.

Staff Recommendation:

TSCPL staff recommends the acceptance of the bid from Johnson Controls Fire Protection of \$130,909.71 for the replacement of the Library’s fire alarm panel and system. The Purchasing Policy does not require the lowest bid be awarded although the recommended bid is the lowest.

The recommended bidder has agreed to complete the upgrade within 21 calendar days from the date of the contract award.

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

Fire Alarm System Replacement

Bid Tabulation Form

October 23, 2020, 2:00 p.m. CDT (bids not provided at the bid receiving were due at 2:00 p.m. CDT)

Company	Location	Attended a Site Visit?	Cost to extend maintenance contract beyond warranty period	Calendar Days to Deliver upon Award	Total Bid
Keller Fire and Safety, Inc.	Kansas City, KS	Yes	Parts plus \$155/hr. service charge	119	\$ 179,692.00
Torgeson Electric Company	Topeka, KS	No	N/A	105	\$ 285,000.00
Johnson Controls Fire Protection	Lenexa, KS	Yes	\$7,800 annual inspection and monitoring	21	\$ 130,909.71



Resolution – Bid for West Parking Lot Improvements

BOARD OF TRUSTEES

November 19, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction Company, Inc, Topeka, Kansas, in the amount of \$223,050 for the improvements to the west parking lot, including all four alternates. This expenditure shall be paid from the General Fund, Special Projects line item.

Policy and Background Information:

At the end of 2019 the library had an opportunity to obtain the Hearing Aid building that was at the corner of 10th and Mulvane. This building sat on a small portion of land that connected to a larger lot that the library owns. The Board of Trustees made the decision to pursue this opportunity and the library was able to purchase the building and take ownership in January 2020.

The building was demolished in 2020, which gives the library the ability to make the library's parcel of land at 10th and Garfield into one unified whole, from Garfield to Mulvane. This project will create a small parking lot, primarily for use by library staff, and additional greenspace and landscaping to improve the appearance of this area. The sidewalk along 10th street will be moved further back, and a retaining wall will be constructed. In addition, lighting and security cameras will be installed, along with irrigation, the removal of old alley entrances along 10th street and Mulvane, and the parking lot entrance on Garfield will be leveled. The work will be focused on cleaning up and beautifying the site, with the possibility of adding programmatic space or additional parking in the future.

Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a timeline and specifications for the property. HTK worked with civil

engineers and developed an approved schedule, provided specifications for the work, and created a Request for Proposal.

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 October 16, 2020.

The RFP and related documents were posted on the Library’s website and email notification was sent to several companies regionally who have worked on similar projects. A site walkthrough was held on October 29 and bids were due on November 10.

Bids were received at a public meeting over Zoom on at 2:00 PM, November 10, 2020. Three bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid was from Kelley Construction Company, Inc, Topeka, KS. This bid met all the necessary criteria and the vendor has provided satisfactory work in the past for TSCPL and HTK Architects.

TSCPL staff recommends the bid of \$223,050 submitted by Kelley Construction Company, Inc, Topeka KS, be approved for the improvements to the west parking lot, including all four alternates.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

TSCPL - WEST PARKING LOT**HTK Architects**

Bid Tabulation

HTK Project No. 2001.01-004

Tuesday, November 10, 2020

CONTRACTOR	Kelley	Bettis	Senne
Proof of Insurance	x	x	x
Bid Bond	x	x	x
Addenda No. 1	1	1	x
BASE BID	\$175,480	\$232,316	\$187,323
Alt. A1: Irrigation & Conduit	\$17,545	\$18,600	\$16,127
Alt. A2: Site Lighting	\$12,475	\$9,500	\$14,388
Alt. A3: Northwest Entrance	\$4,450	\$5,550	\$6,464
Alt. A4: Southeast Entrance	\$13,100	\$12,750	\$15,126
BASE BID w/ Alt.'s	\$223,050	\$278,716	\$239,428
Unit Cost 1: Removal of Unsuitable Soil CY	\$19.00	\$25.00	\$18.29
Unit Cost 2: Removal of Existing Pavement/Rubble SY	\$5.00	\$14.00	\$4.14
Unit Cost 3: Furnish & Install Suitable Supplementary Borrow CY	\$21.00	\$25.00	\$21.16
Start Date	3/1/2021		
Completion Date	5/1/2021	5/15/2021 *weather permitting	5/15/2021



Resolution – Memorandum of Understanding (MOU) and Seaman 345 Unified School District

**BOARD OF TRUSTEES
November 19, 2020**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees approves Memorandum of Understanding (MOU) Seaman 345 Unified School District as presented.

Background Information:

TSCPL's Library Card Campaign was originally initiated in 2017 as 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 program was named TSCPL@School and now includes three of the large school districts in Shawnee County reaching some 16, 604 students.

In late August, the Seaman 345 School District approached the library to discuss and potentially implement TSCPL@School for all 4027 students in their district.

TSCPL and the Seaman 345 Unified 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.

With the addition of Seaman 345 Unified School District, we will have all the public schools in our service area.

This is essentially the same MOU we have with the Topeka School District that was approved by the board at the May 21, 2020 meeting.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2021 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, (hereinafter the “Library”) and The Library Foundation, a Kansas nonprofit corporation with its principal place of business located at 1020 SW Washburn Avenue, Topeka, Kansas, (hereinafter the “Foundation”) and made this 19th day of November 2020.

WHEREAS, the Foundation requires additional support services from the Library, and the Library is willing and able to provide such additional support services to the Foundation,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Foundation beginning January 1, 2021 and ending on December 31, 2021 the services of the following support staff:
 - Development professional,
 - executive director,
 - b. Retain the support staff as employees of the Library, and for no purpose shall the support staff be considered employees of the Foundation, and
 - c. Pay the support staff salaries and fringe benefits as agreed between the Library and the individual support staff, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the support staff individually.
2. The Foundation shall:
 - a. As consideration for the services of the support staff, pay to the Library the total amount of salary and fringe benefits of the development professional, and one-half of the amount of the salary and fringe benefits of the executive director, as billed by the Library, and
 - b. Consent to the support staff being subject to all the Library’s rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days’ written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Chief Executive Officer
1515 SW Tenth Avenue
Topeka, Kansas 66604,

Foundation: Erin Aldridge, Executive Director
1020 SW Washburn Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

**Topeka & Shawnee County Public
Library**

Liz Post, Chair

The Library Foundation

Marilyn Ward, Chair



**Resolution – Loaned Employee Agreement, The Library Foundation
for FY 2021**

**BOARD OF TRUSTEES
November 19, 2020**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County
Public Library, approves the Foundation Loaned Employee Agreement for
FY 2021 as presented.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2021 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library hereinafter the "Library;" and The Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas nonprofit corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, hereinafter the "Friends" and made this 19th day of November 2020.

WHEREAS, the Friends requires additional support services from Library, and the Library is willing and able to provide such additional support services to the Friends,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Friends beginning January 1, 2021, through December 31, 2021, the services of an executive,
 - b. Retain the executive as an employee of the Library, and for no purpose shall the executive be considered an employee of the Friends, and
 - c. Pay the executive's salary and fringe benefits as agreed between the Library and the executive, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the executive.
2. The Friends shall:
 - a. As consideration for the services of the executive, pay to the Library fifty percent (50%) of the total amount of the executive's salary and fringe benefits as billed by the Library beginning on January 1, 2021, and each month thereafter until December 31, 2021, and
 - b. Consent to the executive being subject to all the Library's rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days' written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.
5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Chief Executive Officer
1515 SW Tenth Avenue
Topeka, Kansas 66604, or

Friends: Sherryl Longhofer, President
The Friends of the Topeka and
Shawnee County Public Library
1515 SW Tenth Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

Topeka & Shawnee County Public Library

Liz Post, Chair

**The Friends of the Topeka and Shawnee
County Public Library, Inc.**

Sherryl Longhofer, President



**Resolution – Loaned Employee Agreement, Friends of the Library
for FY 2021**

**BOARD OF TRUSTEES
November 19, 2021**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County
Public Library, approves the Friends of the Library Loaned Employee
Agreement for FY 2021 as presented.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution - Audit Committee Appointments

**BOARD OF TRUSTEES
November 19, 2020**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Audit Committee appointments as presented.

Kacy Simonsen, Chair

Members to be named at board meeting.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution in Appreciation of Gina Millsap's Service as the Topeka and Shawnee County Public Library's Chief Executive Officer

**BOARD OF TRUSTEES
November 19, 2020**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees recognizes and honors Gina Millsap for her service as the library Chief Executive Officer. The Board appreciates her leadership, vision and dedication to the library and wishes her the best on her retirement.

"World class communities have world class libraries."

This statement greets all who enter the recently renovated rotunda of the library. However, there is another truth that is missing, "World class libraries have world class leaders." Gina Millsap has been a world class leader for the library for the past 15 years.

From the moment that Gina began her tenure with the library in 2005, she worked to ensure the library would make a greater impact on people's lives in Shawnee County. Through dedication, innovation and collaboration she oversaw the creation of Community Impact Goals as well as an update of the library's brand, mission, vision and core values. Gina used these standards as guiding principles in her role as Chief Executive Officer.

As a visionary and an innovator, Gina led and coordinated changes to the building, services, programs and collections. Under her guidance the library implemented public WI-FI, moved the DVD collection into the main library and created "The Edge" for teens. A new "Red Carpet" vehicle soon followed along with three new bookmobiles as well as a "Learn & Play Bus."

In 2015 the library created and implemented a Facilities Master Plan that led to new and newly renovated spaces: Claire's Courtyard, the Learning Center, the Circulation Plaza and the Alice C. Sabatini Gallery. Being a conscientious steward of all aspects of the library, Gina also focused on maintaining the building and grounds with such projects as new terrazzo flooring, roof replacement, and an additional parking lot.

Fiscal responsibility was a priority in all these improvements. Gina worked closely with The Library Foundation to fund several projects with private

donations accounting for more than \$2 million of the total expenses. She also coordinated with the library's Board of Trustees to refinance bonds and retire the building mortgage, saving \$995,000.

Gina's work centered on partnerships and collaboration. She often proclaimed, "We are not the lone ranger!" Gina excelled at bringing people together, facilitating discussions and taking action. She looked for ways to use a collective impact model and work with partners to better use resources and scale up services. One example is Dolly Parton's Imagination Library. She collaborated with The Library Foundation, the United Way of Greater Topeka and several other partners to administer and raise funds for this service that has an immense impact on the lives of young children to help prepare them for kindergarten.

Community involvement has also been a hallmark of Gina's time in Shawnee County. She was a co-chair of Heartland Visioning and served on the board of 712 Innovations. Gina is currently a board member of the YWCA of Northeast Kansas.

Gina has been an advocate for libraries her entire career and consistently looked for opportunities to showcase libraries as essential community assets. That advocacy extends beyond the traditional roles of libraries. She championed the need for fast and reliable internet service as a basic component for economic and community development, chairing the project workgroup for Topeka and Shawnee County Community Broadband Planning Task Force.

When ebooks first began to explode in popularity, libraries had difficulty getting new titles from publishers. Gina helped organize a petition with more than 10,000 signatures that was sent to the major publishers seeking their cooperation in providing ebooks to library customers. Almost 10 years later all of these publishers have made ebooks available to libraries, becoming one of the most popular services in libraries nationwide.

Gina's leadership extends beyond Shawnee County. She has been active in many national organizations in several different capacities. She served as president of the Library Leadership and Management Association, a division of the American Library Association. She currently sits on the board of Lyrasis, a nonprofit organization that provides continuing education and services to the library industry.

Gina's success has been recognized nationally. After her first year at the Topeka and Shawnee County Public Library, she was named a "Mover and Shaker" by *Library Journal*. Additional awards followed including the Urban Library Council Top Innovator Award for the library's work in the community and civic engagement, and a Library Aware Community Award by *Library Journal*. In 2016 the library received international acclaim when it was named Library of the Year by *Gale/Library Journal*. This award is

commemorated in the new rotunda flooring and will forever be a source of pride for the library and the community.

Gina's impact on libraries will continue to be felt through the people she has coached and mentored. She shared her message via numerous local and national presentations and developed relationships with individuals across the country. She frequently offers her insight and advice to other librarians as they grow in their careers. Her greatest impact is on the people she works with every day, who have applied her advice to help make this library a world class institution. Gina's ability to include as many people as possible in leadership roles has also enhanced employee skills and understanding. They will continue to benefit from her influence long after she retires.

No matter the difficulty of the task, Gina approached it with a positive attitude, a sense of humor and a smile. Her upbeat attitude and enthusiasm brought out the best in her employees and made working fun. The community will miss Gina's talent and expertise overseeing the operation of one of its proudest institutions. Her colleagues will miss her compassion, her laugh and her friendship.

The Board of Trustees expresses its appreciation to Gina for her leadership, loyalty and devotion to the library. Her commitment to the highest standards of excellence made the Topeka and Shawnee County Public Library one of the best in the land positioned for more success in the years to come.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	2020												2020 Total	2019 YTD	Change 19 TO 20%
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
CIRCULATION															
Main Library															
TSCPL Curbside	0	0	0	0	4,434	24,610	26,480	26,233	26,201	25,375				133,333	
Circulation Desk & Renewals	49,054	39,071	59,747	64,378	60,160	34,798	35,742	36,325	33,496	39,102				451,873	516,836 -12.6%
Interlibrary Loan	1,810	1,591		0	0	0	148	928	1,016	915				6,408	16,326 -60.7%
Self-Check	62,366	64,910	31,498	99	10	4,144	14,075	24,185	28,779	27,539				257,605	705,291 -63.5%
Bookmobile / TSCPL @ Home	20,178	18,089	12,884	9,447	7,381	3,971	5,969	5,774	4,021	3,253				90,967	187,765 -51.6%
Red Carpet	7,696	6,587	5,516	3,540	3,324	5,313	5,914	6,476	4,301	5,924				54,591	70,941 -23.0%
Digital Downloads	43,780	40,039	45,098	51,917	50,942	48,189	48,174	48,538	44,783	47,041				468,501	397,129 18.0%
Library @ Work / Smartlocker	2,600	2,274	2,045	1,219	952	1,215	1,614	1,483	1,733	1,978				17,113	24,740 -30.8%
TOTAL CIRCULATION	187,484	172,561	156,788	130,600	127,203	122,240	138,116	149,942	144,330	151,127				1,480,391	1,919,028 -22.9%
CIRCULATION DETAILS															
Print Material	85,593	79,197	70,608	52,705	50,694	48,291	58,296	63,923	61,957	63,989				635,253	908,998 -30.1%
Audio/Visual Material	52,127	48,494	37,936	23,012	23,382	24,238	29,542	33,796	33,074	34,848				340,449	564,887 -39.7%
Adult Materials	82,458	77,081	62,642	41,133	40,967	41,269	50,372	56,211	55,830	58,843				566,806	853,719 -33.6%
Children's Materials	42,688	38,982	35,816	27,628	26,140	23,517	28,008	31,173	29,390	30,085				313,427	487,616 -35.7%
Young Adult Materials	3,844	3,592	3,549	2,612	2,651	2,648	3,246	3,495	3,178	3,120				31,935	45,934 -30.5%
Red Carpet Materials	8,730	8,036	6,584	4,344	4,318	5,095	6,212	6,877	6,684	6,789				63,669	86,616 -26.5%
NEW Patrons															
Topeka / Shawnee County															
Adults	648	621	498	266	244	321	314	433	410	346				4,101	6,512 -37.0%
Children (ages 17 and under)	112	126	116	32	8	20	33	63	80	59				649	1,935 -66.5%
Red Carpet Outreach	11	13	9	0	0	1	8	4	0	6				52	112 -53.6%
NEKL	64	70	110	73	18	45	67	67	50	74				638	658 -3.0%
Non-Resident	0	1	3	17	0	0	0	0	1	1				23	4 475.0%
Total New Registrations	835	831	736	388	270	387	422	567	541	486				5,463	9,221 -40.8%
PATRONS DELETED	2,511	2,913	435	1,066	288	47	1,180	116	180	141				8,877	19,852 -55.3%
BORROWERS															
Topeka / Shawnee County															
Adults	51,951	51,430	51,338	51,676	52,029	52,243	52,274	52,721	53,127	53,126				53,126	54,136 -1.9%
Children (age 0 - 17)	16,566	15,650	15,462	15,613	15,501	15,421	15,331	15,206	15,179	15,114				15,114	19,153 -21.1%
TSCPL @ School	16,102	16,124	16,124	16,124	16,124	16,123	16,123	16,594	20,044	20,476				20,476	* *
Red Carpet Outreach	1,161	1,157	1,151	1,149	1,145	1,141	1,142	1,146	1,136	1,135				1,135	1,191 -4.7%
NEKL	7,031	6,964	7,011	6,908	6,931	7,000	7,185	7,306	7,319	7,310				7,310	7,275 0.5%
Non-Resident	43	42	45	100	81	80	80	79	80	80				80	46 73.9%
Delinquent	107	116	93	99	99	89	87	77	80	91				91	122 -25.4%
TOTAL BORROWERS	92,961	91,483	91,224	91,669	91,910	92,097	92,222	93,129	96,965	97,332				97,332	81,923 18.8%
Holds Satisfied	19,196	16,770	8,921	2	9,530	21,504	20,819	19,252	18,040	16,968				151,002	191,420 -21.1%
CHECK-IN															
TOTAL CHECK-IN	93,912	92,730	48,932	14	22,262	31,267	36,655	45,111	48,289	49,286				468,458	1,004,873 -53.4%

	2020												2020	2019	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	19 TO 20%
COLLECTION															
Materials Added	5,362	4,329	2,377	0	1,810	3,540	4,390	2,720	3,796	3,308			31,632	48,180	-34.3%
Materials Discarded	8,237	7,955	3,866	4,435	4,035	5,612	6,372	1,739	360	5,568			48,179	63,171	-23.7%
TOTAL COLLECTION	400,318	396,692	395,203	390,768	388,543	386,471	384,489	385,470	388,906	386,646			386,646	409,010	-5.5%
WEBSITE															
tscpl.org Unique Visitors	39,663	33,321	36,580	25,636	33,229	32,897	29,476	28,981	26,967	31,761			318,511	302,445	5.3%
tscpl.org Total Visits	66,201	56,255	58,118	40,730	56,627	56,599	51,853	50,554	47,938	52,306			537,181	541,240	-0.7%
catalog.tscpl Unique Visitors	21,190	19,294	13,546	8,092	10,520	13,426	13,760	14,800	15,245	26,029			155,902	202,581	-23.0%
catalog.tscpl Total Visits	49,784	44,997	32,337	19,024	28,001	39,292	39,736	41,552	40,676	49,495			384,894	464,825	-17.2%
NOTARY SERVICE	154	243	142	0	0	0	27	182	208	268			1224	1,755	-30.3%
REFERENCE QUESTIONS															
Public Services	9,900	10,787	*	554	2,217	4,349	4,436	4,021	3,555	3,541			43,360	121,254	-64.2%
Topeka Room	701	275	*	0	0	0	0	0	0	0			976	6,972	-86.0%
Plaza**	1,272	1,443	*	0	0	0	0	0	0	0			2,715	7,523	
Youth Services	2,397	2,432	1,482	0	0	0	0	0	0	0			6,311	35,863	-82.4%
Gallery	0	0	0	0	0	0	0	0	0	0			0	240	-100.0%
TOTAL REFERENCE QUESTIONS	14,270	14,937	1,482	554	2,217	4,349	4,436	4,021	3,555	3,541			53,362	171,852	-68.9%
GATE COUNT	46,507	42,387	20,990	0	137	4,695	9,560	14,486	22,940	17,446			179,148	616,256	-70.9%
MEETING ROOMS															
Meeting Room Bookings	471	738	280	0	14	0	23	113	387	286			2,312	6,868	-66.3%
Team Room Bookings	1,639	870	590	0	7	5	7	1	10	12			3,141	16,598	-81.1%
Total Meeting Room Hours Booked	3,005	3,049	2,073	0	87	5	62	620	1,579	1,159			11,639	54,704	-78.7%
TOTAL ATTENDANCE	11,037	6,119	3,044	0	7	5	92	407	2,951	1,329			24,991	142,070	-82.4%
LEARN & PLAY BUS VISITS	228	247	*	0			475	2,433	-80.5%						
PROGRAM ATTENDANCE															
Adult - General	520	124	118	110	39	325	528	16	488	198			2,466	5,424	-54.5%
Computer Training	0	95	0	0	0	10	0	18	7	0			130	575	-77.4%
Outreach	2,696	2,257	627	0	0	5,057	815	0	0	0			11,452	22,467	-49.0%
Kids	809	848	815	0	0	0	0	0	263	15			2,750	10,050	-72.6%
Movies	13	18	0	0	0	0	0	0	0	0			31	590	-94.7%
Books	12	80	17	17	24	28	25	39	47	0			289	727	-60.2%
Art	0	19	26	0	0	0	0	0	0	0			45	878	-94.9%
Teens	0	97	21	0	0	0	0	0	0	3			121	340	-64.4%
Music	30	382	107	0	0	0	0	911	17	0			1,447	486	197.7%
TOTAL ATTENDANCE	4,080	3,920	1,731	127	63	5,420	1,368	984	822	216			18,731	41,537	-54.9%
GALLERY ATTENDANCE	0	254	332	438			1,024	18,190	-94.4%						
COMPUTER USE															
Public Computer Sessions	12,738	12,953	*	0	0	2,064	3,827	4,950	4,998	5,801			47,331	157,641	-70.0%
Avg Public Computer Session Length	0:55:02	0:56:28	*	0:00:00	0:00:00	0:43:08	0:45:19	0:46:43	0:51:56	0:53:20			0:52:43	0:56:07	-6.0%
Total Computer Hours	11,684	12,190	*	0	0	1,484	2,890	3,854	4,326	5,156			41,585	147,420	-71.8%
Wireless Sessions	18,107	16,309	*	1,319	1,713	4,296	4,864	6,598	*	25,749			78,955	180,566	-56.3%
Avg Wireless Session Length	0:28:00	0:29:00	*	0:34:00	0:28:00	0:27:00	0:27:00	0:30:00	*	0:13:00			0:23:28	0:29:16	-19.8%
Total Wireless Hours	8,450	7,883	*	747	799	1,933	2,189	3,299	*	5,579			30,879	88,069	-64.9%
TOTAL HOURS	20,134	20,073	*	747	799	3,417	5,079	7,153	*	10,735			68,138	235,489	-71.1%
DOLLY PARTON ENROLLMENT	5,481	5,597	5,610	5,627	5,672	5,672	5,691	5,831	*	5,814			5,814	5,258	10.6%

	2020												2020	2019	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	19 TO 20%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072	13,179	12,827	13,244			127,241	173,227	-26.5%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523	14,895	14,545	15,449			152,388	206,331	-26.1%
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197	19,784	18,967	19,511			194,939	294,748	-33.9%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401	4,887	4,889	4,943			55,799	82,490	-32.4%
Magazines	1,793	1,690	1,335	270	842	663	709	1,051	1,137	1,012			10,502	20,536	-48.9%
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066	6,770	6,576	6,659			62,143	84,298	-26.3%
RC Realia	235	249	179	127	120	125	146	107	108	130			1,526	2,318	-34.2%
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182	3,427	3,121	3,041			31,341	45,050	-30.4%
PRINT CIRCULATION	85,593	79,197	70,844	52,705	50,694	48,291	58,296	64,100	62,170	63,989			635,879	908,998	-30.0%
Audio / Visual Material															
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152	2,229	2,255	2,423			22,914	38,933	-41.1%
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426	1,910	2,316	2,305	2,481			22,650	37,063	-38.9%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006	22,840	22,976	24,234			231,826	377,629	-38.6%
Juvenile Audiobooks	370	403	422	321	296	223	367	351	319	296			3,368	4,786	-29.6%
Juvenile Music	352	300	286	180	189	144	163	202	184	179			2,179	4,108	-47.0%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880	5,610	4,792	5,156			56,295	101,484	-44.5%
YA AV	84	61	59	33	37	52	64	68	57	79			594	884	-32.8%
A/V CIRCULATION	52,127	48,494	37,679	23,012	23,382	24,238	29,542	33,616	32,888	34,848			339,826	564,887	-39.8%
Adult Material															
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072	13,179	12,827	13,244			127,241	173,227	-26.5%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523	14,895	14,545	15,449			152,388	206,331	-26.1%
Magazines	1,793	1,690	1,335	270	842	663	709	1,051	1,137	1,012			10,502	20,536	-48.9%
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152	2,229	2,255	2,423			22,914	38,933	-41.1%
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426	1,910	2,316	2,305	2,481			22,650	37,063	-38.9%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006	22,840	22,976	24,234			231,826	377,629	-38.6%
ADULT CIRCULATION	82,458	77,081	62,843	41,133	40,967	41,269	50,372	56,510	56,045	58,843			567,521	853,719	-33.5%
Juvenile Material															
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197	19,784	18,967	19,511			194,939	294,748	-33.9%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401	4,887	4,889	4,943			55,799	82,490	-32.4%
Juvenile Audiobooks	370	403	422	321	296	223	367	351	319	296			3,368	4,786	-29.6%
Juvenile Music	352	300	286	180	189	144	163	202	184	179			2,179	4,108	-47.0%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880	5,610	4,792	5,156			56,295	101,484	-44.5%
JUVENILE CIRCULATION	42,688	38,982	35,547	27,628	26,140	23,517	28,008	30,834	29,151	30,085			312,580	487,616	-35.9%
Red Carpet Material															
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066	6,770	6,576	6,659			62,143	84,298	-26.3%
RC Realia	235	249	179	127	120	125	146	107	108	130			1,526	2,318	-34.2%
RED CARPET CIRCULATION	8,730	8,036	6,584	4,344	4,318	5,095	6,212	6,877	6,684	6,789			63,669	86,616	-26.5%
Young Adult Material															
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182	3,427	3,121	3,041			31,341	45,050	-30.4%
YA AV	84	61	59	33	37	52	64	68	57	79			594	884	-32.8%
YOUNG ADULT CIRCULATION	3,844	3,592	3,549	2,612	2,651	2,648	3,246	3,495	3,178	3,120			31,935	45,934	-30.5%
Overdrive	31,990	29,566	31,188	35,656	36,807	34,859	35,033	35,779	32,712	33,020			336,610	291,001	15.7%
Hoopla	11,108	9,840	13,214	15,519	13,425	12,671	12,522	12,123	12,071	14,021			126,514	94,340	34.1%
Flipster	682	633	696	742	710	659	619	636					5,377	11,788	-54.4%
DIGITAL DOWNLOADS	43,780	40,039	45,098	51,917	50,942	48,189	48,174	48,538	44,783	47,041			468,501	397,129	18.0%

Value Calculator	2020												2020
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,424,600	\$1,317,619	\$1,181,653	\$891,395	\$847,484	\$809,676	\$978,979	\$1,071,833	\$1,037,561	\$1,070,609	\$0	\$0	\$10,631,409
Magazines (\$5)	\$8,965	\$8,450	\$6,675	\$1,350	\$4,210	\$3,315	\$3,545	\$5,255	\$5,685	\$5,060	\$0	\$0	\$52,510
Audiobooks (\$10)	\$35,240	\$35,340	\$30,210	\$21,190	\$19,420	\$17,500	\$25,190	\$25,800	\$25,740	\$27,190	\$0	\$0	\$262,820
DVD, Games, Music (\$4)	\$194,412	\$179,840	\$138,632	\$83,572	\$85,760	\$89,952	\$108,092	\$124,144	\$121,256	\$128,516	\$0	\$0	\$1,254,176
Notary Service (\$10)	\$1,540	\$2,430	\$1,420	\$0	\$0	\$0	\$270	\$1,820	\$2,080	\$2,680	\$0	\$0	\$12,240
Reference Questions (\$7)	\$99,890	\$104,559	\$10,374	\$3,878	\$15,519	\$30,443	\$31,052	\$28,147	\$24,885	\$24,787	\$0	\$0	\$373,534
Programming (\$10)	\$40,800	\$39,200	\$17,310	\$1,270	\$630	\$54,200	\$13,680	\$9,840	\$8,220	\$2,160	\$0	\$0	\$187,310
Meeting Room Use	\$37,035	*		\$0	\$0	\$0							
Gallery Attendance (\$10)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,540	\$3,320	\$4,380	\$0	\$0	\$10,240
Computer Use (\$12 /hr)	\$241,602	\$240,875		\$8,969	\$9,593	\$41,004	\$34,685	\$46,250	\$51,913	\$61,877	\$0	\$0	\$736,767
ILL Borrowed (\$25)	\$10,225	\$9,650		\$0	\$0			\$4,975	\$6,550				\$31,400
TOTAL VALUE	\$2,094,309	\$1,937,963	\$1,386,274	\$1,011,624	\$982,616	\$1,046,090	\$1,195,493	\$1,320,604	\$1,287,210	\$1,327,259	\$0	\$0	\$13,589,441

* - Data not available