



**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

May 20, 2021





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, May 20, 2021– 4:00 pm
Marvin Auditorium 101C and/or Zoom Meeting
<https://tscpl.zoom.us/j/96538202446>
Meeting ID: 96538202446
Passcode: 086792

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of April 5, 2021 Meeting Minutes of the Board of Trustees Executive Committee – [Action Item](#) pg. 5

- **Approval of April 15, 2021 Meeting Minutes of the Board of Trustees
– [Action Item](#) pg. 6**

Chief Financial Officer’s Report – Kim Strube pg. 9

Financial Reports

- Treasurer’s Report – Shawn Leisinger
- Financial Reports – [Action Item](#)

CEO Recruitment Update

- Jobeth Bradbury, Bradbury Miller Associates
- CEO Search Committee – [Action Item](#) pg. 22

The Library Foundation – Judy Moler, Board Chair

Friends of Topeka and Shawnee County Public Library – Christy Molzen, Board President

Board Chair Report – Jim Edwards

Interim Chief Executive Officer/ Chief of Staff – Thad Hartman pp. 24,27

- Marketing Campaign – Diana Friend, Communication and Marketing Director, and Jenni Unruh, Account Leader, Bajillion Agency
- Rainforest Adventure – Zan Popp, Curator

New Business

- Chiller Air Compressor Purchase – [Action Item](#) pg. 40
- Customer Service Policy - **First Reading/Review** pg. 42
- Unattended Child Policy - **First Reading/Review** pg. 43

Adjournment

Public Comment

Those wishing to sign up for public comment will need to contact Margo Rangel, Executive Assistant to the CEO at least 30 minutes before the meeting at 785-580-4484 and/or mrangel@tscpl.org to request their name be placed on the public comment listing.

Next Meeting

June 17, 2021

4:00 pm

MA 101C/Zoom Meeting

NOTE: Meeting Rooms are open with limited capacity.

*Subject to change without notice



Minutes
Board of Trustees Executive Committee Meeting
April 5, 2021 – 4:00 PM
Zoom Meeting
<https://tscpl.zoom.us/j/94011387831>
Meeting ID: 94011387831
Passcode: 420796

Executive Trustee Members Present

Liz Post (chair), Jim Edwards (vice-chair), and Kacy Simonsen (treasurer)

Absent

Beth Dobler (secretary)

Call to Order

The meeting of the Board of Trustees Executive Committee held on Monday, April 5, 2021 via Zoom Meeting, was called to order at 4:04 pm by Chair Liz Post.

Review of Minutes and Agenda

The minutes from March 8, 2021 Board of Trustees Meeting, March 18, 2021, Trustees Executive Committee Meeting, and agenda for the Board of Trustees April 15, 2021 were reviewed.

Discussion followed.

Adjournment

On a motion by Jim Edwards, seconded by Kacy Simonsen, the meeting was adjourned at 4:41 pm.

Next Trustees Executive Meeting

April 15, 2021
4:00 pm



Meeting Minutes
Board of Trustees meeting
Thursday, April 15, 2021– 4:00 pm
Zoom Meeting
<https://tscpl.zoom.us/j/94382020589>
Meeting ID: 94382020589
Passcode: 194174

Board Members Present

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

Absent

Joan Hicks

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, April 15, 2021 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 Curbside Pickup experience. For further information please visit <https://tscpl.org/services/curbside-pickup>

Approval of Minutes

On a motion by Jim Edwards, seconded by Kacy Simonsen, the March 8, 2021 minutes of the Board of Trustees Executive Meeting were approved.

Motion carried.

On a motion by David Monical, seconded by Shawn Leisinger, the March 18, 2021 minutes of the Board of Trustees Meeting were approved.

Motion carried.

Audit Report

Stacey Hammond, Partner with BT&Co., P.A., reviewed the 2020 Audit Report. She reported that the Library received an unmodified audit opinion (the best report an organization can receive) without any findings or deficiencies.

Discussion followed.

Chief Financial Officer’s Report – Kim Strube

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 March 2021.

On a motion by Kacy Simonsen, seconded by Jim Edwards, the Treasurer's Financial Report for March 2021 was accepted.

Motion passed unanimously.

The Library Foundation

Foundation Chair Judy Moler shared The Library Foundation's March report.

Friends of Topeka and Shawnee County Public Library

TSCPL Friends president Christy Molzen shared the March Friends report.

Board Chair Report – Liz Post

Chair Liz Post reported the Executive Committee met via Zoom on Monday, April 5, 2021 at 4:04 pm. The following items were discussed and reviewed: meeting minutes for the March 8, 2021 Board of Trustees Meeting, March 18, 2021 Board of Trustees Meeting, April 15, 2021 agenda, and discussed future board meeting locations.

Jim Edwards provided an update on the CEO recruitment process. He reported the committee meet in April and provided a review of the tentative search schedule and CEO position description.

Interim Chief Executive Officer/ Chief of Staff

There were no additions to Interim Chief Executive Officer/Chief of Staff Thad Hartman's reports.

Marie Pyko provided an update on phase 5 reopening service levels. Additional information will be provided as time goes on. For further information visit <https://tscpl.org/>

New Business

Nominating Committee Report

Chair Kerry Onstott Storey reported that the Nominating Committee, consisting of Beth Dobler, Kacy Simonsen, and herself met via email. Storey stated that current officers were willing to continue serving in their respective offices.

Election of Officers

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

Jim Edward, Chair
Kacy Simonsen, Vice-Chair
Shawn Leisinger, Treasurer
Joan Hicks, Secretary

Motion passed unanimously.

Board of Trustees Meeting Location

Hartman shared the possibility of future board meetings being held in the Marvin Auditorium (MA)101C. MA 101C would permit social distancing and allow for a hybrid (in person & Zoom) meeting to occur. In addition, the trustees confirmed the meeting time of 4:00 pm is conducive to the board.

Expression of Gratitude to Kerry Onstott Storey

On a motion by David Monical, seconded by Kristen O'Shea, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves and expresses its deepest thanks and appreciation for the leadership, advocacy, stewardship, and hard work of Kerry Onstott Story who served as a Trustee from 2005 -2021. During her service, Kerry was a member of the Nominating Committee, and served as chair (2007-2009, 2017 -2019), vice chair and secretary.

Adjournment

On a motion by David Monical, seconded by Shawn Leisinger, the meeting was adjourned at 5:08 pm.

Motion passed unanimously.

Public Comment

Those wishing to sign up for public comment will need to contact Margo Rangel, Executive Assistant to the CEO at least 30 minutes before the meeting at 785-580-4484 and/or mrangel@tscpl.org to request their name be placed on the public comment listing.

Next Meeting

May 15, 2021
4:00 pm
MA 101C/Zoom Meeting

*Subject to change without notice

**Chief Financial Officer’s Report
May 2021
Kim Strube**

General Fund – Pages 3 through 5

With 32.9% of the budget year completed, 52% of the budgeted revenue has been received and 30% of the approved budget has been expended/encumbered. This compares to 2020 in which 51% of the budgeted revenue had been received and 36% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 32.9% of the budget year completed, 53% of the budgeted revenue has been received and 31% of the approved budget has been expended/encumbered. This compares to 2020 in which 50% of the budgeted revenue had been received and 32% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,923,551.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual subscription and setup fee for Stackmap	\$5,225.00	Stackmap Inc.
Approved facilities master plan budget	Floor repairs in Millennium Cafe	\$15,250.00	Kelley Construction Co., Inc.
Paid from Foundation Funds	2 nd payment for Rainforest Exhibit	\$15,000.00	Minotaur Mazes, Inc.

Paid from Friends Funds	Deposit for Resilience-A Sansei Sense of Legacy exhibit	\$8,460.00	Mid-America Arts Alliance
Approved operating budget	Annual trash service	\$5,679.18	Inland Waste Solutions LLC
Approved operating budget	Annual subscription renewal for security awareness training for staff	\$6,890.40	Knowbe4 Inc.
Approved operating budget	Annual subscription renewal with emergency call and premium maps	\$6,058.80	Zello.com
Approved operating budget	Annual software renewal for support for VMware	\$5,326.92	Black Diamond Solutions, Inc.
Approved operating budget	Annual lease payments for postage and mailing equipment (Lease #895)	\$7,795.62	Pitney Bowes Inc.
Approved operating budget	Annual lease payments for postage and mailing equipment (Lease #0040766462)	\$13,467.84	Pitney Bowes Inc.
Approved operating budget	Annual lease and maintenance for (2) copiers	\$7,302.00	Century Business Technologies
Library Materials	Lynda Library online	\$20,000.00	Linkedin Corporation
Library Materials	Adult non-fiction	\$5,500.00	Baker & Taylor Books
Library Materials	Hoopla online	\$27,590.33	Midwest Tape LLC
Library Materials	Adult non-fiction	\$5,500.00	Baker & Taylor Books

Other Items:

- Copies of the 2020 audit have been filed with: (1) State of Kansas (as required by state statute); (2) Dun and Bradstreet for bond ratings; and (3) CoreFirst Bank. Also, the audit is posted on the TSCPL public website and hard copies are stored in the vault and available in the Topeka Room.
- There is one resolution on the agenda that will result in an expenditure:
 - Approval of the low bid from McElroy’s to replace a compressor on the chiller. Funding for this purchase will be made from General Fund.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Tuesday, June 1st, 9 to noon in Marvin Auditorium
 - Wednesday, July 7th, noon to 3 pm in the Marvin Auditorium; lunch served

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

4/30/2021

	<u>Balance 1/1/2021</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 4/30/2021</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,901,534.78	\$ 8,129,507.30	\$ 4,718,112.08	\$ 8,312,930.00
Employee Benefits	1,066,108.36	1,923,700.26	1,161,020.90	1,828,787.72
Capital Improvement	2,921,349.41	2,201.63	-	2,923,551.04
Bond & Interest	13,283.82	12,608.47	-	25,892.29
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	407.88	49,170.44	407.88	\$ 49,170.44
Federal, State & Local Grants	19.03	750.00	750.00	\$ 19.03
Other Special Revenue	530,838.73	4,593.36	107,362.10	\$ 428,069.99
Permanent Funds	247,476.65	26,359.78	-	\$ 273,836.43
Totals	<u>\$ 9,681,018.66</u>	<u>\$ 10,148,891.24</u>	<u>\$ 5,987,652.96</u>	<u>\$ 13,842,256.94</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 870,056.44
Restricted Funds-CoreFirst Bank-Checking	448,313.36
Capital Improvement Fund-VisionBank-Money Market Account	2,923,551.04
Cash on Hand	2,251.10
Petty Cash	220.00
Endowment Securities	273,836.43
Municipal Investment Pool - Overnight	4,410,148.43
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	5,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 13,928,376.80</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	1,101.13
Less Payroll Deduction and Employer Benefit Liabilities	600.46
Less Outstanding Checks	84,418.27
	<u><u>\$ 13,842,256.94</u></u>

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

4/30/2021

	1/1/2021 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	4/30/2021 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,901,534.78	\$ 8,129,507.30	\$ 848,383.43	\$ 3,869,728.65	\$ 8,312,930.00	\$ 1,480,168.73	\$ 6,832,761.27
Employee Benefit Fund	1,066,108.36	1,923,700.26	-	1,161,020.90	1,828,787.72	29,135.00	1,799,652.72
Capital Improvement Fund	2,921,349.41	2,201.63	-	-	2,923,551.04	-	2,923,551.04
Bond & Interest Fund	13,283.82	12,608.47	-	-	25,892.29	-	25,892.29
Non Major Governmental Funds							
<i>State Aid Fund</i>	407.88	49,170.44	407.88	-	49,170.44	-	49,170.44
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	750.00	-	750.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,615.64	11.04	-	-	10,626.68	-	10,626.68
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.17	0.04	-	-	31.21	-	31.21
Friends	89,412.43	59.33	3,758.33	33,241.74	52,471.69	25,971.35	26,500.34
Fun Committee	3,266.86	472.88	-	-	3,739.74	-	3,739.74
Gallery Competitions/Exhibits	36,273.72	37.69	-	-	36,311.41	-	36,311.41
Gifts/Memorials (Undesignated)	333,415.39	311.77	44,985.36	22,683.69	266,058.11	13,522.00	252,536.11
Hathaway Trust - Library Materials	2,955.47	1,397.04	45.48	502.14	3,804.89	1,022.15	2,782.74
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	16,414.36	2,264.10	449.02	1,654.69	16,574.75	115.79	16,458.96
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,072.23	16.70	-	-	16,088.93	-	16,088.93
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,268.40	4.44	-	-	4,272.84	-	4,272.84
Special Collections	5,713.50	5.93	-	-	5,719.43	-	5,719.43
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.22	0.04	-	-	36.26	-	36.26
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,181.09	2.27	-	-	2,183.36	-	2,183.36
Youth Services	9,723.56	10.09	-	41.65	9,692.00	-	9,692.00
<i>Permanent Funds</i>							
Mertz Trust	247,476.65	26,359.78	-	-	273,836.43	-	273,836.43
TOTALS	\$ 9,681,018.66	\$ 10,148,891.24	\$ 898,029.50	\$ 5,089,623.46	\$ 13,842,256.94	\$ 1,549,935.02	\$ 12,292,321.92

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

4/30/2021

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 4/30/2021</u>
				32.9%
Ad Valorem Property Tax	\$ 13,722,658.00	\$ 7,822,908.64	\$ (5,899,749.36)	57%
Revitalization Rebates	(156,245.00)	(115,165.44)	\$ 41,079.56	74%
Back Tax	-	103,327.36	\$ 103,327.36	N/A
Motor Vehicle Tax	1,566,866.00	178,660.54	\$ (1,388,205.46)	11%
Recreational Vehicle Tax	15,099.00	1,433.59	\$ (13,665.41)	9%
16/20 M Vehicle Tax	6,089.00	4,828.68	\$ (1,260.32)	79%
In Lieu of Tax	2,817.00	37,265.82	\$ 34,448.82	1323%
Watercraft Special Tax**	8,110.00	-	\$ (8,110.00)	0%
Commercial Vehicle Fees	49,155.00	34,907.96	\$ (14,247.04)	71%
E-Rate Reimbursement	18,258.00	-	\$ (18,258.00)	0%
Miscellaneous Revenue	3,000.00	15,314.18	\$ 12,314.18	510%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	101,050.00	25,306.19	\$ (75,743.81)	25%
Salary Refunds-Friends	30,285.00	7,946.23	\$ (22,338.77)	26%
Salary Refunds-Shawnee Cty	23,265.00	8,017.21	\$ (15,247.79)	34%
Vending Machines	3,500.00	89.95	\$ (3,410.05)	3%
Overdue Fees*	50,000.00	3,399.31	\$ (46,600.69)	7%
Debt Collect	-	177.08	\$ 177.08	N/A
ILL Fees	350.00	291.37	\$ (58.63)	83%
Mailing Fees	100.00	7.96	\$ (92.04)	8%
Non Resident Card Fee	300.00	170.00	\$ (130.00)	57%
Obituary Fees	750.00	-	\$ (750.00)	0%
Meeting Room Charges	2,500.00	-	\$ (2,500.00)	0%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	3,250.00	620.67	\$ (2,629.33)	19%
Transfer In	41,797.00	-	\$ (41,797.00)	0%
Library Treasurer's Balance	2,443,575.00	-	\$ -	N/A
TOTALS	<u>\$ 17,937,029.00</u>	<u>\$ 8,129,507.30</u>	<u>\$ (7,363,946.70)</u>	52%

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

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

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

4/30/2021

	Approved Budget	Expended Year-To-Date	Encumbrances #	(Over)/Under Budget	% Expended
					32.9%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ -	\$ -	\$ 6,400.00	0%
Salaries-Facilities	694,360.00	214,618.73	-	479,741.27	31%
Salaries-Overtime	10,000.00	1,190.56	-	8,809.44	12%
Salaries-Security	322,993.00	88,333.71	-	234,659.29	27%
Salaries-Shelvers	177,103.00	-	-	177,103.00	0%
Salaries-Staff	7,634,011.00	2,519,813.75	-	5,114,197.25	33%
Conferences	120,000.00	111.81	364.00	119,524.19	0%
Staff Internal Dev/Trng - Web Based	15,000.00	174.00	-	14,826.00	1%
Staff Development & Training	15,000.00	171.28	312.79	14,515.93	3%
Mileage	9,200.00	147.22	-	9,052.78	2%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	532.46	220.00	1,747.54	30%
Materials-Periodicals	35,000.00	137.24	-	34,862.76	0%
Materials-Print/Non-Print <1 YR	594,800.00	152,325.60	914.26	441,560.14	26%
Materials-Print/Non-Print	1,270,200.00	242,414.25	117,088.43	910,697.32	28%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	105,365.00	20,210.76	66,789.24	18,365.00	83%
Contracted-Digital Services	480,122.00	125,191.48	29,662.69	325,267.83	32%
Contracted-Facilities	329,100.00	115,942.77	57,817.12	155,340.11	53%
Contracted-Equipment	50,900.00	16,093.23	23,221.69	11,585.08	77%
Contracted-Professional	277,700.00	65,688.29	98,625.75	113,385.96	59%
Contracted-E-Rate Services	1,643.00	-	-	1,643.00	0%
Digital Services Support	187,500.00	4,539.63	8,023.11	174,937.26	7%
Furniture/Equipment	92,000.00	-	-	92,000.00	0%
Insurance	55,000.00	31,094.00	25,640.00	(1,734.00)	103%
Marketing & Communication	47,500.00	1,796.57	3,008.73	42,694.70	10%
Memberships/Dues	30,900.00	9,946.00	205.00	20,749.00	33%
Miscellaneous	5,000.00	77.99	20.00	4,902.01	2%
Payments to Other Libraries	116,672.00	-	-	116,672.00	0%
Postage/Shipping	107,494.00	22,245.17	1,424.41	83,824.42	22%
Printing	96,800.00	10,831.84	25,225.00	60,743.16	37%
Programming	32,000.00	6,403.99	2,887.72	22,708.29	29%
Special Events	-	-	-	-	0%
Special Projects	733,150.00	57,973.83	22,444.00	652,732.17	11%
Supplies-Facilities	77,417.00	11,602.33	46,507.67	19,307.00	75%
Supplies-Office/Library	94,100.00	11,572.85	4,700.85	77,826.30	17%
Supplies-Processing	48,000.00	16,344.64	1,175.83	30,479.53	37%
Telecommunications	99,100.00	19,289.68	43,820.07	35,990.25	64%
Transfer Out	1,750,000.00	-	-	1,750,000.00	0%
Utilities-Electric	367,200.00	68,489.72	278,565.39	20,144.89	95%
Utilities-Gas	66,300.00	20,450.57	31,298.49	14,550.94	78%
Utilities-Water/Sewage	35,000.00	7,835.98	20,364.73	6,799.29	81%
Vehicle-Gas	36,000.00	2,878.85	-	33,121.15	8%
Vehicle-Repair	50,500.00	3,250.66	39,991.68	7,257.66	86%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	7.21	-	(7.21)	N/A
TOTALS	\$ 17,937,030.00	\$ 3,869,728.65	\$ 950,318.65	\$ 11,466,982.70	30%

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

4/30/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2021	\$ 2,443,575.00	\$ 3,489,712.60	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,722,658.00	7,822,908.64	57%
Revitalization Rebates	(156,245.00)	(115,165.44)	74%
Back Tax	-	103,327.36	N/A
Motor Vehicle Tax	1,566,866.00	178,660.54	11%
Recreational Vehicle Tax	15,099.00	1,433.59	9%
16/20M Vehicle Tax	6,089.00	4,828.68	79%
In Lieu of Tax	2,817.00	37,265.82	1323%
Watercraft Special Tax	8,110.00	-	0%
Commercial Vehicle Fees	49,155.00	34,907.96	71%
E-Rate Reimbursement	18,258.00	-	0%
Fees and Charges	61,000.00	19,449.85	32%
Reimbursements	154,600.00	41,269.63	27%
Transfer In	41,797.00	-	
Interest on Idle Funds	3,250.00	620.67	19%
	<u>\$ 15,493,454.00</u>	<u>\$ 8,129,507.30</u>	52%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,844,867.00	2,823,956.75	32%
Other Staff Support Costs	159,200.00	1,281.10	1%
Library Collections	1,902,500.00	513,632.24	27%
Contracted Services	1,244,830.00	619,243.02	50%
Digital Services Support	187,500.00	12,562.74	7%
Furniture/Equipment/Art	100,000.00	-	0%
Payments to Other Libraries	116,672.00	-	0%
Special Projects	733,150.00	80,417.83	11%
Utilities & Telecommunications	567,600.00	490,114.63	86%
Vehicles	86,500.00	46,121.19	53%
Other Operating Expenditures	594,210.00	232,717.80	39%
Transfer Out	1,750,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,937,029.00</u>	<u>\$ 4,820,047.30</u>	30%
Prior Year Canceled Purchase Orders		<u>\$ 33,588.67</u>	
Unencumbered Balance 4/30/2021	\$ -	<u>\$ 6,832,761.27</u>	

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

4/30/2021

EMPLOYEE BENEFITS

	2021 Budget	Year To Date	%
Balance 01/01/2021	\$ 652,012.00	\$ 1,066,108.36	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,238,907.00	\$ 1,849,023.87	57%
Revitalization Rebates	(36,878.00)	(27,223.60)	74%
Back Tax	-	22,855.92	N/A
Motor Vehicle Tax	329,381.00	38,029.63	12%
Recreational Vehicle Tax	3,174.00	305.18	10%
16/20M Vehicle Tax	1,280.00	1,034.64	81%
In Lieu of Tax	691.00	8,809.14	1275%
Watercraft Special Tax*	1,705.00	-	0%
Commercial Vehicle Fees	10,333.00	7,425.83	72%
Refund-Fringe Benefits-Foundation	53,260.00	10,791.07	20%
Refund-Fringe Benefits-Friends	17,433.00	4,458.64	26%
Refund-Fringe Benefits-Shawnee Cty	16,203.00	5,237.79	32%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	2,112.00	2,519.64	119%
Interest on Idle Funds	500.00	432.51	87%
	\$ 3,638,101.00	\$ 1,923,700.26	53%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,881.00	\$ 6,903.00	100%
Cafeteria Plan Administration Fees	3,565.00	3,377.00	95%
Social Security/Medicare	676,632.00	201,729.25	30%
Ks Public Employees Retirement Sys	840,258.00	271,870.80	32%
Worker's Compensation	54,000.00	47,890.19	89%
Unemployment Tax	8,845.00	5,859.43	66%
Health/Dental Insurance	2,299,932.00	652,526.23	28%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 4,290,113.00	\$ 1,190,155.90	31%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 4/30/2021	\$ -	\$ 1,799,652.72	

* 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 01/01/2021	\$ 2,921,349.41
<u>Revenue:</u>	
Transfer In	\$ -
Interest received	2,201.63
	\$ 2,201.63
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 4/30/2021	\$ 2,923,551.04

STATE AID

Balance 01/01/2021	\$ -	\$ -
<u>Revenue:</u>		
State Aid	-	49,170.44
	\$ -	\$ 49,170.44
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	53,000.00	-
	\$ 53,000.00	\$ -
Unencumbered Balance 4/30/2021		\$ 49,170.44

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

4/30/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2021	\$ 16,697.00	\$ 13,283.82	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	107.49	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	5,466.23	22%
Motor Vehicle Tax	-	5,941.62	N/A
Recreational Vehicle Tax	-	48.87	N/A
16/20M Vehicle Tax	-	581.75	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	461.36	N/A
Interest on Idle Funds	100.00	1.15	1%
	<u>\$ 25,100.00</u>	<u>\$ 12,608.47</u>	50%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	41,797.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 41,797.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 4/30/2021	\$ -	\$ 25,892.29	

* 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 April 30, 2021

Capital Improvement Funds-VisionBank

\$ 2,923,551.04 at .20% (money market account)

Municipal Investment Pool

\$ 4,410,148.43 Operating funds in "overnight pool"*;
available for transfer whenever needed

4,500,000.00 General fund; 90-day 2/19/2021 at
.025%; maturity 5/20/2021

500,000.00 Employee Benefit fund; 90-day 2/19/2021 at
.025%; maturity 5/20/2021

\$ 9,410,148.43

* rates vary by day - average April 1 - 30, 2021 was .005%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2021

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	4/8/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 28,324.72	-97984
10	21502	0	4/8/2021	PAYCOM PAYROLL LLC	State W/H	\$ 11,724.51	-97984
15	21521	0	4/8/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 150.91	-97984
10	21503	0	4/8/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,020.21	-97984
15	21504	0	4/8/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,020.22	-97984
10	21503	0	4/8/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,448.28	-97984
15	21504	0	4/8/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,066.70	-97984
10	21514	0	4/8/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,188.15	-97984
10	21518	0	4/8/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 182.99	-97984
10	41000	313	4/8/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,005.72	-97984
10	41000	313	4/8/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 328.86	-97984
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 90,461.27	-97984 Total
10	21505	0	4/9/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,419.95	-97983
15	21516	0	4/9/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,230.94	-97983
15	21517	0	4/9/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,069.95	-97983
10	21513	0	4/9/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,052.65	-97983
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,773.49	-97983 Total
10	21509	0	4/12/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,697.04	-97980
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,697.04	-97980 Total
10	21501	0	4/22/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,526.79	-97979
10	21502	0	4/22/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,665.25	-97979
15	21521	0	4/22/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 110.88	-97979
10	21503	0	4/22/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,866.22	-97979
15	21504	0	4/22/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,866.23	-97979
10	21503	0	4/22/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,178.32	-97979
15	21504	0	4/22/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,178.32	-97979
10	21514	0	4/22/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-97979
10	21518	0	4/22/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 46.15	-97979
10	41000	313	4/22/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,905.72	-97979
10	41000	313	4/22/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 328.86	-97979
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,658.74	-97979 Total
10	21505	0	4/23/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,293.41	-97978
15	21516	0	4/23/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,043.84	-97978
15	21517	0	4/23/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,048.85	-97978

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2021

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,386.10	-97978 Total
10	21509	0	4/26/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,647.04	-97976
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,647.04	-97976 Total
10	21515	0	4/29/2021	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 28,412.28	-97974
15	21515	0	4/29/2021	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 131,977.44	-97974
						\$ 160,389.72	-97974 Total
35	23800	0	4/15/2021	MINOTAUR MAZES, INC	Rainforest Adventure Exhi	\$ 15,000.00	11880
				<i>Interactive maze exhibition in the Alice C. Sabatini Gallery - paid with Foundation Funds</i>		\$ 15,000.00	11880 Total
35	41000	736	4/22/2021	KANSAS CHILDREN'S DISCOVERY	Family literacy kits	\$ 17,831.00	11882
				<i>SteamAhead kits - paid with Foundation Funds</i>		\$ 17,831.00	11882 Total
10	23800	0	4/1/2021	CYTEK MEDIA SYSTEMS, INC.	cafe remodel audio equipm	\$ 9,620.00	96358
				<i>2020 approved facilities master plan budget</i>		\$ 9,620.00	96358 Total
10	23800	0	4/1/2021	KELLEY CONSTRUCTION CO., INC.	West Pkg Lot Improvements	\$ 14,598.00	96369
						\$ 14,598.00	96369 Total
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 24.09	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 24.09	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 24.09	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 184.04	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 119.70	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 24.09	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 1,109.92	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 24.09	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 22.73	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 21,958.59	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 24.09	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 22.73	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 22.73	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 22.73	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 22.73	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 24.09	96383
10	41000	351	4/8/2021	EVERGY	2021 Electricity	\$ 22.73	96383
						\$ 23,677.26	96383 Total
10	41000	301	4/8/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	96390
				<i>2021 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,736.92	96390 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2021

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	4/8/2021	STACKMAP INC	stackmap catalog find it	\$ 5,225.00	96392
				<i>2021 approved operating budget - subscription renewal</i>		\$ 5,225.00	96392 Total
10	23800	0	4/15/2021	SENNE & CO INC	Restroom Renovation	\$ 98,949.94	96415
						\$ 98,949.94	96415 Total
10	23800	0	4/22/2021	KELLEY CONSTRUCTION CO., INC.	CAFE REMODEL PROJECT	\$ 4,527.40	96434
10	41000	736	4/22/2021	KELLEY CONSTRUCTION CO., INC.	Chg Order #1	\$ 561.00	96434
						\$ 5,088.40	96434 Total
10	41000	312	4/22/2021	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	96437
10	41000	312	4/22/2021	PITNEY BOWES INC.	Lease #0040766462	\$ 3,366.96	96437
				<i>2021 approved operating budget - mailing equipment lease</i>		\$ 5,965.50	96437 Total
10	41000	321	4/22/2021	WORLD INSURANCE ASSOCIATES LLC	Directors & Officers	\$ 5,123.00	96448
				<i>2021 approved operating budget - directors/officers liability insurance</i>		\$ 5,123.00	96448 Total
10	21512	0	4/29/2021	DELTA DENTAL OF KANSAS, INC	EE MAY PREMIUM	\$ 2,828.92	96457
15	21512	0	4/29/2021	DELTA DENTAL OF KANSAS, INC	ER MAY PREMIUM	\$ 10,571.54	96457
15	21512	0	4/29/2021	DELTA DENTAL OF KANSAS, INC	RETIREE MAY PREMIUM	\$ 44.16	96457
						\$ 13,444.62	96457 Total
10	23800	0	4/29/2021	IMAGEMAKERS INC.	foundation website redesign	\$ 1,000.00	96462
10	23800	0	4/29/2021	IMAGEMAKERS INC.	TSCPL website design	\$ 5,000.00	96462
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 6,000.00	96462 Total
10	41000	312	4/29/2021	CENTURY BUSINESS TECHNOLOGIES	Qtrly Lease/Maint	\$ 3,651.00	96478
10	41000	312	4/29/2021	CENTURY BUSINESS TECHNOLOGIES	Equip & Service Lease	\$ 85.00	96478
10	41000	312	4/29/2021	CENTURY BUSINESS TECHNOLOGIES	1020 Washburn copier lease	\$ 192.39	96478
10	41000	312	4/29/2021	CENTURY BUSINESS TECHNOLOGIES	Qtrly Lease/Maint	\$ 1,165.50	96478
10	41000	312	4/29/2021	CENTURY BUSINESS TECHNOLOGIES	B&W overages	\$ 792.76	96478
10	41000	312	4/29/2021	CENTURY BUSINESS TECHNOLOGIES	Finance Charge	\$ 50.42	96478
						\$ 5,937.07	96478 Total
						\$ 674,210.11	Grand Total



Resolution – CEO Search Committee

BOARD OF TRUSTEES

May 20, 2021

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the following Chief Executive Officer (CEO) Selection Committee appointments:

- **Joan Hicks, Trustee, Committee Chair**
- **John Conlee – Friends of TSCPL Board Representative**
- **Beth Dobler - Trustee**
- **Jesse Maddox – TSCPL Staff Representative**
- **Jennifer Miller - Trustee**
- **Judy Moler – The Library Foundation Board Representative**
- **Liz Post – Trustee**

Per the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library, the board chair serves as an ex-officio member of all committees, except the Nominating Committee.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**TENTATIVE SEARCH SCHEDULE-
TSCPL-SEARCH COMPLETED IN
SEPTEMBER
CEO SECOND SEARCH 2021**

Activity	Target Date
Consultant has initial meeting with the Search Committee/Board (via Zoom) to establish the schedule for the search and discuss process.	TBD
Post ads, actively recruit candidate pool	June 13 - August 8
Applications Close	August 8
All candidate documents sent to Search Committee	August 11
All pre-screening interviews (by consultants) completed	August 16
Meet with Search Committee and present the pool of candidates; select 7-9 semifinalists- meeting (consultant connects via Zoom)	August 18 - Times TBD
Semi-final Interviews via Zoom w/ Search Committee & Consultants	August 24 & 25 – Times TBD
Reference Reports to Board	September 6
Final Interviews Full Board Commitment: September 9, 2021	September 8 & 9
Negotiations Completed	September 17
New CEO Start Date	TBD
Public Announcement	TBD

INTERIM CHIEF EXECUTIVE OFFICER'S REPORT

May 2021

News and Updates

Dolly Parton's Imagination Library (DPIL) UW

Unfortunately, United Way (UW) is experiencing technical issues with their BOS system and were unable to provide March and/or April 2021 reports. I anticipate providing you with March and April 2021 numbers, reports at the June meeting.

Professional Activities/Community Contacts

April 12	Attended COVID-19 Response and Coordination Meeting via Zoom
April 13	Attended weekly website planning meeting with Imagemakers
April 14	Attended ULC Conference call
April 15	Attended ULC Director/CEO call
	Attended TSCPL Board of Trustees Meeting
April 19	Attended COVID-19 Response and Coordination Meeting via Zoom
April 20	Attended Intergovernmental Cooperation Council (ICC) meeting via Zoom
April 21	Attended meeting with OrangeBoy team via Zoom
April 22	Attended TSCPL campaign presentation with Bajillion Agency via Zoom
April 22	Attended MO-KAN Library Directors call
April 23	Presented about the library at Leadership Greater Topeka class session
April 28	Attended meeting with OrangeBoy team via Zoom
May 3	Met with Jim Edwards
May 5	Attended ULC Conference call
May 6	Attended MO-KAN Library Directors call
May 10	Attended Trustees Executive Committee meeting via Zoom
May 11	Attended Friends of the Library Board meeting
May 12	Attended meeting with OrangeBoy story team
May 12	Attended website planning meeting with Imagemakers
May 12	Attended Leadership Greater Topeka class of 2020 graduation
May 13	Attended meeting with Kansas Digital Equity and Inclusion Collaborative stakeholders via Zoom

New Business

Chiller Repair Expenditure

Recently a compressor on one of our chillers stopped working and is in need of replacement. The library has two chillers that handle the cooling and dehumidification of the building. Each

chiller has 3 compressors, with more compressors operating the hotter and more humid the weather. We spoke with some vendors to get pricing and learned that it would cost more than \$20,000 to get the compressor replaced.

Since this was not in the approved 2021 budget, normally we would have sought board approval to go out for bid and then taken the bids to the June board meeting. However, knowing the lead time needed for this type of work, we had major concerns that we wouldn't get the compressor replaced until late July at the earliest, and even possibly into August or September.

While the library can operate during mild conditions with one of the chillers at limited capacity, during days with high heat and humidity, it would mean discomfort to staff and customers and high humidity could cause damage to library collections, artwork, and woodwork. I discussed this at length with John Kugler, our Facilities Manager, and it was decided that we could not risk operating without one of the compressors during the height of summer.

The Purchasing Policy requires a minimum of three written bids, as well as Board approval of the bid, for expenditures that exceed \$20,000. However, there is an exemption for unforeseen events that "can cause serious loss to the Library or prevent the Library from delivering services unless immediate action is taken."

I feel that this is an unforeseen circumstance that meets these criteria and we have contracted with McElroy's to order the compressor so that we can get this replaced as quickly as possible, especially with the summer months looming. The compressor is scheduled to arrive in 3-4 weeks, and we should have it installed by early June.

Although the Emergency Purchases section of the Purchasing Policy does waive the requirement to seek bids for the repair, the Facilities Manager did obtain quotes from 4 companies. McElroy's Inc. submitted the lowest bid of \$29,990.00.

Complete replacement of the chillers is in our Facilities Master Plan timeline and had been tentatively scheduled for 2023. However, with this issue we are seriously considering moving that up to 2022.

Unattended Child Policy – First Reading

Customer Service Policy – First Reading

We are continuing with our schedule of operational policies to review. This is the first reading of the Unattended Child Policy and the Customer Service Policy. They will both be voted on at the June meeting.

The Customer Service Policy has relatively few changes to the previous policy. The quoted mission was updated to reflect our new mission and we removed the final phrase

“Practicing good work habits” as we felt it was too vague and the other statements were more specific and constituted good work habits.

We have updated some of the language in the Unattended Child Policy, but there is one major addition to better reflect procedures in how we deal with kids who don’t have rides after the library closes. The policies are included in the packet with the changes so that you can see how they have been updated.

Thad Hartman
Interim Chief Executive Officer
Topeka and Shawnee County Public Library 05/13/21

Chief of Staff Report

Thad Hartman

May 20, 2021

Organizational Priorities

Over the last few months the management team has been working on developing organizational priorities for 2021. A draft was completed, which includes goals and strategies for this year, as well as timelines and staff members responsible. Charters have been created for the teams that have already begun work, and some of the strategies have already been completed and implemented.

Not surprisingly, many of the key issues focus on dealing with how behaviors and habits have changed due to COVID and how we can respond to the more permanent changes and reintroduce the library to our community and prepare for and shape future behaviors.

At the June board meeting we plan to present more details on this plan and provide updates. Below are some of the key goals and strategies that we have begun to work on or will be working on over the next several months.

Reintroduce and reengage library users who have scaled back use due to COVID

- Develop and implement the new website for Digital Branch
- Implement marketing campaign to reintroduce the library to the community
- Develop a plan for reintroducing hands on play for kids in the library
- Develop a 2021 content plan for social media and the digital branch
- Develop plan to expand and improve use of TSCPL @ School
- Determine whether we will create a print publication or continue with just e-news

Identify and evaluate services created during COVID that may become permanent and develop ways to operationalize long term

- Develop plan for curbside pickup using existing internal space and create updated processes and procedures
- Develop plan for rollout of Bookmobile services and determine the future of TSCPL @ Home once BKM services resume
- Determine tools needed for staff to work from home and evaluate which positions and when it would be most beneficial
- Develop a plan to determine program focus and criteria for in person vs digital programs
- Develop rules for overdue items, renewals, fines, and fees Develop plan to implement for booking appointments

Attract more use and engagement from markets targeted by OrangeBoy story teams

- Implement four story team projects
- Develop a plan for implementing the partnership with Kindergarten Transitions

- Develop a plan for increasing the usage and engagement between the library and our Spanish speaking community

Update Facilities Master Plan to respond to changing needs of our community

- Develop plan and design for the new public space on the 2nd floor and how this will impact the other areas
- Develop guiding principles and concepts for the size and layout of the library collections
- Create a vision of the ideal readers engagement experience at the library and based on that vision develop expectations and training for staff and concepts for the building's layout
- Develop plan and timeline for the replacement of the AMH system

Department Highlights

Public Services

Marie Pyko, Public Services Director

As we continue to transition into a more normal pattern of library business, we are striking a balance between planning for both in person and hybrid services and programs.

Reopening Team

On April 26th, we moved into our next phase of library services and programs expansion. The Reopening team, which is a made up of management and customer facing staff, worked diligently to open the building more. All customers were welcomed back with no time limits for browsing or visiting parts of the library. All our computers were moved back into the main library area and while still 6 feet apart are now self-service. Customers have really enjoyed a greater sense of autonomy to decide the library activities they want to use, and we are seeing families and students come back and use our spaces.

We will continue to look at what other services or parameters we need to adjust as we plan for a very busy summer.

Partnerships

Kansas Children's Discovery Center and the Topeka Zoo passes continue to be very popular especially now the weather is getting better. We continue to use the Discovery Center's online reservation software for distribution of our tickets and are averaging about 10-15 passes going out weekly. The Center opened in person play just last week so it is nice to have the passes available for families to use especially if the cost is a barrier for a family. The Zoo passes are similarly checking out again rapidly. We currently have 5 passes available. The Zoo gave us the passes at no cost as a service for families who may not be able to afford entrance to the Zoo. I spoke with Brendan Wiley from the Zoo to make sure he was still comfortable giving us the passes to circulate due to his change in organization oversight. He

was thrilled to continue the relationship and sees this as an essential component of the Zoo's relationship with the community.

MOU with Auburn Washburn

We are expanding our relationship with USD 437. Martin Weishaar worked with Paul Brennan and me on an agreement and will present it to the school board at the May 17th meeting. This will expand TSCPL@School to all students in USD 437. Previously only students in the middle school and high school were able to opt in for a digital card. Once the school board approves the agreement it will come to the June library board meeting.

Book Rich Environment

Book Rich Environment (BRE) is a collaboration between TSCPL, The Topeka Housing Authority, and United Way of Greater Topeka. BRE is currently planning for the upcoming summer. Last year we didn't get to engage in any activities, so we are thrilled to be able to get to create fun literacy rich activities for East Topeka. Although we received fewer books from the publishers this year for the project, we are still excited to host several programs throughout the summer which will culminate with the Read and Ride which has become a tradition. BRE did apply for a mini grant from the Rotary Club of Topeka and were successful. The \$4,000 grant will help fund additional books and literacy kits to encourage kids to keep reading and learning all summer long.

Kettering Foundation

Our work with Kettering has been significant over the past month. Lissa Staley, Debbie Stanton and I presented with Kettering at the virtual conference of the Texas Library Association. We focused on democracy and deliberative conversations and Lissa and a colleague from Wisconsin, John Greenwood, lead a mini national issues forum on Youth and Opportunity. There were over 75 Texas librarians in attendance. While Debbie and I did take sections of the informational section of the 2 hour session, Lissa Staley was once again a star facilitator leading a large group through a challenging conversation.

We are also continuing our work on creating our own issue guide. We are meeting biweekly with an advisory team who is helping us create our own guide about Topeka. It was so gratifying making the ask to over 30 essential people from all different walks of life in Topeka and uniformly receiving a yes that they were honored to be asked. Many people said "Absolutely, the library is asking. I will do it because I know the library always does meaningful work". We will continue this work through August.

GTP and Plug and Play

I had the opportunity to present at the first Topeka Resource Expo for the first cohort of Plug and Play. The initiative spearheaded by Katrin Bridges at GTP is designed to invite startup businesses with a focus on the animal health corridor to come together in Topeka and begin to build their company. The first cohort has 30 businesses from all over the country. It was a very competitive process, and the group will be coming to Topeka soon and beginning their work. As a critical stakeholder in digital equity and information access, the library was invited to be part of this initiative. I was very pleased to be asked to speak on behalf of the work we do for small businesses and startups.

Public Services – Readers Services

Autumn Friedli, Public Services Supervisor

Virtual Author Visit

Our library's recent event with bestselling author Sarah Penner was a fun and energizing opportunity for readers to connect with an author and with each other. Penner, who grew up in Northeast Kansas, shared information and anecdotes from her journey and answered reader questions. Readers also connected with each other through the event chat, recommending books and sharing links with each other. Our partnership with a Topeka bookseller resulted in robust local sales of the title, which helps us to draw in authors of note for future events. A video of the event was posted on the library's YouTube channel and Facebook feed afterwards along with a book list generated from the event so that those who could not attend live can still enjoy the interview on our digital branch.

Red Carpet Services Outreach

Starting June 1st our Red Carpet Outreach team will go back to visiting sites and homebound customers every two weeks! This is exciting for both staff and customers as for the last year we have only been going once a month.

Summer Reading Challenge

Join us from May 22 – August 15 for the Summer Reading Challenge; it's not just for kids you know! Join the challenge in the Beanstack app. All you need to do this summer is read for 12 hours, log your reading, and get a cool(er) prize in August (pictured to the right). It's that simple. Listening to audio books counts and reading board packets CERTAINLY counts! Not sure how to sign up? Call the library at 785-580-4400 or go to <https://tscpl.org/summer>.



Public Services – Information and Learning

Debbie Stanton, Public Services Supervisor

Business and Careers

Business and Careers Librarian Meredith Snapp has been working with her team and Communications & Marketing to create a Business and Legal Resource Center in the northwest corner of the West Wing to make information packets available quickly and easily to customers. These packets include forms and step-by-step instructions for such things as family law, starting a business or non-profit, creating a will, etc. We're excited about making this information available in an easily accessible format to our customers.

Civic Engagement

Community Connections Librarian Lissa Staley, Public Services Director Marie Pyko, and I have been working with an advisory group from the community to help us draft a Topeka-specific deliberation guide. We're hoping to have the guide ready to test by late summer. Our goal is to use the guide to help us lead community conversations on how to make progress on the challenges we face as a community.

Local History and Genealogy

The Topeka Room is still open by appointment only, but we were able to assist with over 40 research appointments in April. These appointments ranged from family history and genealogy research to intensive specialty research with the collection.

Gallery

The crates have arrived for our summer *Rainforest Adventure!* We've already begun taking reservations for visits to the exhibit and have been working with summer camps to arrange tours as well. Tickets can be reserved through the summer webpage at tscpl.org/summer. Looking back at our *Forest Bathing* exhibit, we were able to engage over 500 families with art opportunities through our Take and Make kits, Art Workshop kits, and Kansas Artist Series kits.



On the collection side of the Gallery, Collections Curator Sherry Best has just completed entering all of our ceramics collection into Museum Plus, our collection database. We have a strong collection of around 1,500 ceramic pieces that we display regularly throughout the library, in exhibits, and even occasionally in displays out in the community as well. Pictured is a newly entered piece by Elaine Coleman called *Green Lizard Teapot*.



Elaine Coleman, *Green Lizard Teapot*, 1999-2000, porcelain, TSCPL Permanent Collection

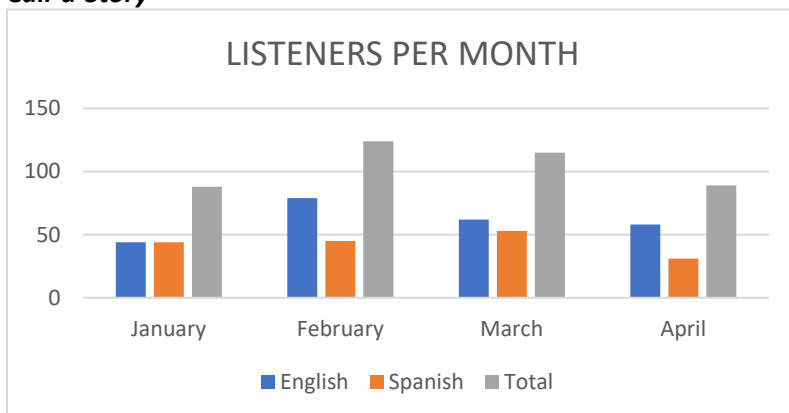
Youth Services

LeAnn Brungardt, Youth Services Supervisor

1,000 Book Before Kindergarten

We have had our first child complete the 1,000 Books Before Kindergarten program! This reading incentive program for children birth to age 5 started in September. That means this participant averaged 125 books per month. Reading early and often promotes bonding between young children and their grownups. It also builds foundational literacy skills through things like exposure to vocabulary, word play, and problem solving.

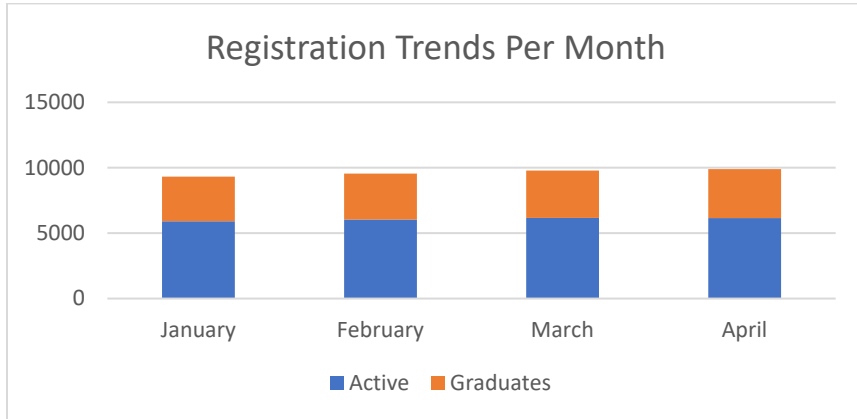
Call-a-Story



Call-a-Joke

We had 17 listeners in our 1st month.

Dolly Parton’s Imagination Library



Story Walk®

Visiting an area park? Check out a Story Walk®. Word of them must be getting around as we were invited to place one at MacLennan Park at Cedar Crest. Other locations include Animal Land at Gage Park, Shawnee North Community Center fitness trail, Collins Park and Hughes Park. Another will be placed at Ted Ensley Gardens at Lake Shawnee next month.

Success Story

Below is an excerpt from an email to Sherry Hess, Early Childhood Coordinator, after a virtual presentation to TARC staff.

“I wanted to thank you again for your presentation to our group on Wed. I have received many, many e-mails thanking me for scheduling you 😊. Everyone was so glad to get the info. that you shared with us....

I've said it often to my colleagues, we are so very lucky here in Topeka, to have the library that we have, and the people working there who, obviously, love their jobs and want to give all that they can to our community 😊. Thank you all!”

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Bookmobile Collections

With the return to Bookmobile service in the community coming in June, Technical Services staff have been working with Bookmobile to prepare collections. We stopped purchasing items for Bookmobile

collections in June 2020 as Bookmobile services in the community were paused due to the COVID pandemic.

We have been working through some Bookmobile collections to prepare them for the vehicles. Our Collection Development team has resumed selection of new titles for adult and juvenile collections. We are beginning with a smaller number of new items than we had pre-pandemic and selecting items that align with customer interests. While fiction and media items have perpetual popularity, we've seen a shift in customer interests on the nonfiction side as people continue to spend more time at home. Cooking, gardening, home improvement and crafts are all very popular subjects with customers, and we are supplying the vehicles with new items in those subject areas. Over the summer months, we will focus intensely on juvenile collections with the goal of having those collections ready for Adventuremobile service that will hopefully begin in some form during the next school year.

Fitness Kits

I shared in a previous report about our work to re-package our craft kits into attractive, easy-to-clean containers. Riding on the success of that project, we've done the same with our fitness kits. Fitness kits reside near the blood pressure monitoring machine in the Health Collection. They contain DVDs and handheld fitness items. They are designed for customer interested in trying out a particular piece of fitness equipment before purchasing their own equipment. We have moved the items in these kits into sturdy, transparent plastic totes and done a complete rehabilitation on the contents of each kit. These were the last items we needed to move out of cardboard containers. It is our preference to have every kit item in a container that shows the contents inside and can be easily cleaned. We know these refreshed kits will be enjoyed by customers.



Historical Periodicals Collection

Last, I would share about our extensive project to archivally contain the library's large collection of historic periodicals and magazines. The library has over 45,000 individual or bound issues of popular magazines. This collection includes amazing treasures with some titles dating back to the founding of this library in the early 1880s. It is truly a comprehensive, cross-subject collection chronicling American history as seen through the lens of popular magazines. This collection resides on special compact storage shelving in the lower level of the library and is available upon request by customers. In this project, we transferred all loose issues of magazines into enclosed, archival boxes. Bound volumes, many of which are quite large, were cleaned and placed on shelves in a way that physically supports each book (no slouching volumes tilting at a diagonal). All shelving was cleaned and aligned at the appropriate height for the items on the shelves. All boxes were labeled with the contents inside. Cataloging records were consulted and updated.

In the course of this work, we consolidated the collection, without weeding it, into a significantly smaller footprint on the compact shelving. It is now easy to access these historical periodicals and they are set-up for long-term enjoyment with the archival treatment they've received. I would like to commend Emily Ragsdale and Dawn Stone, two members of the Tech Services team, for their hard work in completing this project. The next steps with this project will be working with others outside of Tech Services on how to promote this collection and bring it to life for our customers.

Circulation

Kelli Smith, Circulation Supervisor

Curbside Relocation

A team is currently working on relocating curbside service from the sunroom in Claire's Courtyard. This group has been tasked to not only find a new location to base operations and store the held materials, but also determine a new service procedure that involves offering two holds pickup locations at the main library for patrons to choose from. The team is working fast and furiously to have everything ready and relocated by June 1. The members of the team are Kathryn Barnes, Christina Callison, Shannon Eddings, Jennifer Grammar, Michelle Griffith, and Matt Pettit. Paul Brennan, Collections Director, and Kelli Smith, Circulation Supervisor are facilitating the project.

Resuming Normal Operations

Phase 5 began on April 26 and marked the end of using the quarantine procedure implemented in May 2020. Returned library materials are now returning to the public service floor at a much faster rate. Returned titles with holds are no longer required to sit for 4 days before being processed by staff.

Many of the Library's circulation rules were also reinstated at this time. Auto-renewal limits on checked out material returned to three renewals and do not renew any titles on hold for other customers. Billing notices were turned back on and replacement charges have resumed being added to accounts for any materials that are long overdue.

Express collections have returned to their location in the Plaza Lobby and are available on a first-come, first-serve basis again. All these changes help ensure library materials are returned within the previously established timeframes and are quickly available for checkout by the public.

2021 Check In Data

A total of 44,959 items were checked in during the month of April. The total is similar to March's check in numbers (44,088) which were a significant increase from January's and February's totals. We will continue to monitor this data and hope to see it remain the same or increase in May.

Community Service Department
Sandra Hestand, Community Services Supervisor

Relaunching Bookmobile Service

The Community Services Department is hard at work preparing to relaunch bookmobile services beginning June 1st. We are striving to make the experience as much like the previous service as possible. Customers will once again be able to browse the shelves independently, pick up holds, and visit with our friendly staff. Customers can feel safe visiting the bookmobile as we will still be following COVID protocols, through consultation with the Shawnee County Health Department, including masks and social distancing. The COVID protocols will be revisited regularly as numbers hopefully continue to decrease.

Continuing TSCPL@Home Delivery

During this time, we are also continuing TSCPL@Home delivery service as many customers have come to rely on the bi-weekly deliveries. As we get back to a more normal level of service, we will evaluate the delivery service and make adjustments as needed.

Community Events

We are also beginning to send our Adventuremobile, book bike, and staff back out to community events. The Adventuremobile visited the Tulip Festival at the Lake event at Ted Ensley Gardens on April 17th and staff visited the Topeka Zoo for their Earth Day celebration also on the 17th. We are in talks with Evergy Plaza to have the library's book bike make a visit weekly during the summer for those that work downtown. We are excited to be out in the community again sharing all the things that make our library one of the best in the country.



*Jackie Hurst and Nessa Johnson
Celebrating Earth Day at the Topeka
Zoo: Photo Credit Rhonda Cathey*

Digital Services

David King, Digital Services Director

Website Redesign

The public website redesign project has passed a major milestone; a small team of staff just participated in admin-level training for the backend of the new website. We will be working on layout for some of the major pages in the coming weeks, along with more training and making fixes to the new website. It's looking good!

Audio Visual Upgrade Project

We have had some interest from vendors on the project to upgrade the A/V in the library's meeting rooms and have had one site visit. We anticipate more this month. The goal with this project is to do

some general upgrades to the equipment, as well as add the ability to easily use video conferencing in the meeting rooms and to connect wirelessly to the LCD projector.

Mobile App statistics

Our customers are downloading and using the library's mobile app. As of now, 739 people have downloaded the Android phone version of the app, and 1,982 people have downloaded the Apple iOS version of the app (85.3% iPhone and 14.5% iPad). We aren't able to see other statistics like usage or retention rate (i.e., did they keep the app on their phones?). Still, a little over 2,700 downloads is a great start.

May Board Report

May 12, 2021

Communications & Marketing Team

Diana Friend, director

Bonnie Cuevas, event coordinator

Ginger Park, communications editor

Karen Watson, graphic design

Michael Perkins, web administrator & multimedia producer

What's New

20th annual Art Exhibit for Children: Rainforest Adventure by Minotaur Mazes



Did you know there will be a rainforest in the library this summer? Beginning May 22, you'll be able to journey the gigantic rainforest maze that covers 2,000 square feet—the entire Alice C. Sabatini Gallery. It's geared toward elementary-age children, but it's a family activity adults will enjoy. The journey begins in the highest treetops surrounded by migratory birds and radiant sunlight. Kids answer questions about the rainforest to reach the forest floor. Incorrect answers lead to dead ends. Correct answers lead deeper into the four layers of the rainforest – emergent, canopy, understory and forest floor.

This exhibit is expected to increase the number of people coming to the library this summer. We are emphasizing a protected environment by observing health guidelines for indoor events. We have determined that 40 people can travel through the maze at a time. You can even make a reservation and schedule a time that works for your family or group. This national exhibit has been offered in other states with an admission fee, but the library is able to offer it for free due to the support, in part, to the Library Foundation contributions from the Sabatini Family Foundation and The National Endowment for the Humanities: Democracy demands wisdom.

Interest from the media is encouraging, but please share through your social media channels. It's easy when you use the ready-to posts, email messages, etc. at

<https://tscpl.org/summer/toolkit>

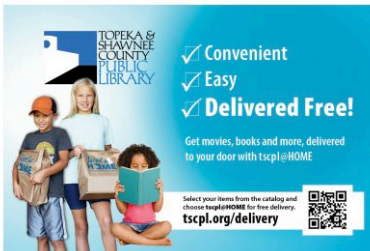
Meeting Rooms are Open

The positive sign that people are beginning to move beyond the pandemic isolation is the library's meeting room reservations. As of April 27, the public was able to self-service meeting

room reservations on tscpl.org/meetings. On May 1, Marvin Auditorium opened for public meetings, and on May 7, the Team rooms went online for public reservations. We are adhering to SCHD recommendations for in-building gatherings, so the room capacity is limited, and the room set-up provides social distance.

Community Projects

Last month, the direct mail campaign based on community needs began with the Modern Family postcard/email promotion that encouraged working professionals with kids to use TSCPL@Home to deliver (or return) library materials. Here are the first 3 postcards.



TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

1515 SW 10th Ave | Topeka, KS 66604-1374
785 580-4400 | tscpl.org

STEP 1 - Choose "TSCPL@Home" as your pickup location when you place items on hold.

STEP 2 - You'll receive a notification so you'll know when to expect your materials in a bag at your door. We'll deliver items to your home every other week!

That's it - 2 steps! 😊

Need it now? The library has thousands of online resources to download and stream that are always available.

Need a library card? Call 785 580-4400 or visit tscpl.org/librarycard

©2021 TSCPL 3/21 tscpl.org/delivery

This is side 2 of the third postcard.

As of April 1, we have 115 new library card accounts and 19 re-engaged lapsed users. The campaign is comprised of three emails to the 1,668-user household and three postcards to the 2,013 non-user households in the selected geographies.

Late to the Game campaign is underway, and La Biblioteca and The Essentials will begin later in May. A general get a library card campaign is tentatively scheduled for mid to late June.

New Website

We have been working on testing tasks for staff power users, content planning, check list that prioritize the work to be done. On May 12, the web administration team received our log-in to the new site and will continue training with Iimagemakers in preparation to train staff and the steps needed for the public reveal. It looks very cool!



Resolution – Chiller Repair Expenditure

**BOARD OF TRUSTEES
May 20, 2021**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the expenditure of \$29,990.00 from McElroy’s Inc. of Topeka, Kansas for the purchase and installation of a new compressor for the Library’s chiller. The repair has been funded with General Fund, Special Projects budget line.

Policy and Background Information:

The library has two chillers that handle the cooling and dehumidification of the building. Each chiller has 3 compressors, with more compressors operating the hotter and more humid the weather. Recently one of the compressors stopped working and is in need of replacement. Library staff got 4 quotes for the replacement of this compressor, and all quotes exceeded \$20,000.

The Board of Trustees’ Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds \$20,000.

However, the library’s Purchasing Policy states, “When, in the opinion of the Chief Executive Officer, an unexpected or unforeseen event may cause serious loss to the Library or prevent the Library from delivering services unless immediate action is taken, an emergency exists. Library administration staff may procure such commodities and/or services as an emergency purchase, and competitive bid/quotation requirements may be waived as needed.”

It was the opinion of the Interim Chief Executive Officer that the Library forego the normal bid process and contract immediately with McElroy’s for the repair so the compressor could be ordered as quickly as possible.

Following a typical bid and approval process would have resulted in the final bid approval being pushed back to the June board meeting. Adding in the time it would take to order and install the compressor, it was likely that the compressor would not have been replaced until late July at the earliest, or even much later. This would have left the library without one of the compressors for most of the summer.

The failure of the compressor was an unexpected event. While the library can operate during mild conditions with one of the chillers at a limited

capacity, during days with high temperatures and humidity, it would mean discomfort to staff and customers and high humidity could cause damage to library collections, artwork, and woodwork. The Interim CEO, in consultation with the Facilities Manager, decided it was not worth the risk to wait and possibly not having the chiller repaired until after the height of summer heat and humidity.

The compressor has been ordered and is expected to be received in 3 to 4 weeks.

Although the Emergency Purchases section of the Purchasing Policy does waive the requirement to seek bids for the repair, the Facilities Manager did obtain quotes from (4) companies. McElroy's Inc. submitted the lowest bid of \$29,990.00.

Staff Recommendation:

TSCPL staff recommends approving the expenditure of \$29,990.00 from McElroy's Inc. of Topeka, Kansas, for the purchase and installation of a new compressor for the Library's chiller. The Purchasing Policy does not require the lowest bid be awarded although the recommended bid is the lowest. This purchase will be funded with General Fund monies.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Customer Service Policy

Purpose

The Topeka and Shawnee County Public Library's mission is "Sparking curiosity and connecting our community through literacy and learning~~Your Place: Stories You Want, Information You Need, Connections You Seek.~~" To fulfill this mission, ~~library~~ staff members will provide excellent customer service to all who visit the library or use its services. Hospitable, well-trained and knowledgeable staff members will assist library customers in a manner that allows them to honor our commitment to welcome everyone in the community and help people make their lives better by providing the tools they need to successfully navigate the world.~~:"Enhance our citizens' lives through convenient services when, where and how they need them."~~

Policy

~~Library's~~ Staff members will take responsibility for:

- Creating a welcoming atmosphere.
- Providing each customer with an exceptional user experience.
- Meeting the needs of customers and co-workers.
- Behaving ethically.
- Protecting customer confidentiality.
- Understanding and implementing library policies and guidelines.
- ~~Practicing good work habits.~~

Approved: February 16, 2012

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person, by telephone at (785) 580-4400, or at tscpl.org/contact.

Unattended Child Policy

The Topeka & Shawnee County Public Library welcomes use by ~~your child~~ children, and staff will assist ~~him/her~~ them in use of Library materials or services. For the child's safety and comfort, A child shall be accompanied by a responsible parent, legal guardian, adult or caregiver while visiting the library. ~~shall accompany a young child while he/she is using the Library, for the child's safety and comfort.~~

Definitions

For the purposes of this policy,

- a **child** is anyone under 8 years old
- a **caregiver** is any individual 12 years of age or older who has the authority and responsibility to care for a child by the child's parent or legal guardian.

Policy

The Library does not act *in loco parentis* (in place of parents) and Library staff does not have the authority to take responsibility for your child.

During normal operating hours a child must be *continually* accompanied by a parent, legal guardian or caregiver unless the child is attending a library program.

- If an unattended child calls attention to him/herself, Library staff will attempt to locate the parent/legal guardian/caregiver in the library and inform him/her of the policy.
- If the parent/legal guardian/caregiver cannot be found, the Topeka Police Department will be asked to intervene.

Outside of normal operating hours, if an individual 12 years of age or younger is on library property and a parent/legal guardian/caregiver cannot be located, the Topeka Police Department will be asked to intervene.

Parents/legal guardians/caregivers and children who are in violation of this policy are subject to suspension of library privileges.

Revised and Approved by the Library Board of Trustees, October 20, 2005

Board of Trustees
Topeka and Shawnee County Public Library

	2021												2021	2020	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	20 TO 21%	
CIRCULATION																
Main Library																
TSCPL Curbside	33,939	30,745	31,880	26,394									122,958	0	#DIV/0!	
Circulation Desk & Renewals	58,745	51,158	61,125	53,824									224,852	147,872	52.1%	
Interlibrary Loan	1,129	1,039	1,044	1,105									4,317	3,401	26.9%	
Self-Check	190	10,217	23,450	22,065									55,922	158,774	-64.8%	
Bookmobile / TSCPL @ Home	5,282	4,569	4,444	4,823									19,118	51,151	-62.6%	
Red Carpet	6,286	5,039	5,520	5,556									22,401	19,799	13.1%	
Digital Downloads	51,121	46,406	51,098	47,990									196,615	128,917	52.5%	
Library @ Work / Smartlocker	2,218	2,158	2,100	2,000									8,476	6,919	22.5%	
TOTAL CIRCULATION	124,971	120,586	148,781	137,363									531,701	516,833	2.9%	
CIRCULATION DETAILS																
Print Material	46,169	46,173	62,778	55,841									210,961	235,398	-10.4%	
Audio/Visual Material	20,792	21,416	28,302	26,521									97,031	138,557	-30.0%	
Adult Materials	39,054	40,352	53,926	49,855									183,187	222,181	-17.6%	
Children's Materials	20,123	19,512	27,108	23,067									89,810	117,486	-23.6%	
Young Adult Materials	2,394	2,423	3,345	3,042									11,204	10,985	2.0%	
Red Carpet Materials	5,390	5,302	6,701	6,398									23,791	23,350	1.9%	
NEW Patrons																
Topeka / Shawnee County																
Adults	315	304	297	276									1,192	1,767	-32.5%	
Children (ages 17 and under)	26	16	44	56									142	354	-59.9%	
Red Carpet Outreach	5	6	2	14									27	33	-18.2%	
NEKL	52	34	54	60									200	244	-18.0%	
Non-Resident	0	0	2	0									2	4	-50.0%	
Total New Registrations	398	360	399	406									1,563	2,402	-34.9%	
PATRONS DELETED	72	28	71	83									254	5,859	-95.7%	
BORROWERS																
Topeka / Shawnee County																
Adults	54,016	54,350	54,518	54,891									54,891	53,762	2.1%	
Children (age 0 - 17)	14,922	14,845	14,723	14,699									14,699	15,002	-2.0%	
TSCPL @ School	20,751	20,751	20,751	20,751									20,751	20,665	*	
Red Carpet Outreach	1,124	1,135	1,130	1,144									1,144	1,121	2.1%	
NEKL	7,395	7,428	7,456	7,472									7,472	7,367	1.4%	
Non-Resident	80	80	82	80									80	80	0.0%	
Delinquent	83	85	82	85									85	87	-2.3%	
TOTAL BORROWERS	98,371	98,674	98,742	99,122									99,122	98,084	1.1%	
Holds Satisfied	24,521	20,351	20,071	17,280									82,223	44,887	83.2%	
CHECK-IN																
TOTAL CHECK-IN	30,678	32,088	44,088	44,959									151,813	235,574	-35.6%	
2021																
COLLECTION																
Materials Added	3,093	2,683	3,493	2,792									12,061	12,068	-0.1%	
Materials Discarded	5,871	7,180	7,193	1,971									22,215	20,058	10.8%	
TOTAL COLLECTION	380,051	375,554	371,854	372,675									372,675	395,203	-5.7%	
WEBSITE																
tscpl.org Unique Visitors	30,372	28,370	31,560	27,762									118,064	109,564	7.8%	
tscpl.org Total Visits	53,714	47,118	51,313	46,038									198,183	180,574	9.8%	

catalog.tscpl Unique Visitors	13,770	12,670	14,136	13,168														53,744	54,030	-0.5%	
catalog.tscpl Total Visits	40,737	35,921	39,051	35,834															151,543	127,118	19.2%
NOTARY SERVICE	0	64	93	127														284	539	-47.3%	
REFERENCE QUESTIONS																					
Public Services	*	*	*	*															9,900	-100.0%	
Topeka Room	*	*	*	*															701	-100.0%	
Plaza**	*	*	*	*															1,272		
Youth Services	*	*	*	*															2,397	-100.0%	
Gallery	*	*	*	*															0	#DIV/0!	
TOTAL REFERENCE QUESTIONS	*	*	*	*															14,270	-100.0%	
GATE COUNT	7,411	10,284	15,262	14,436														47,393	109,884	-56.9%	
MEETING ROOMS																					
Meeting Room Bookings	116	141	194	218														669	1,489	-55.1%	
Team Room Bookings	0	0	2	84														86	3,099	-97.2%	
Total Meeting Room Hours Booked	982	1,085	1,411	1,692														5,170	8,127	-36.4%	
TOTAL ATTENDANCE	124	140	248	543														1,055	20,200	-94.8%	
LEARN & PLAY BUS VISITS	0	0	0	0														0	475	-100.0%	
PROGRAM ATTENDANCE																					
Adult - General	283	778	717	5,763														7,541	2,124	255.0%	
Kids - Early Learners	14	2,900	2,374	2,676														7,964	*	#VALUE!	
Kids - Elementary	0	312	463	1,109														1,884	*	#VALUE!	
Teens	3	229	290	578														1,100	95	1057.9%	
Unknown	1,400	0	0	0														1,400	*		
Outreach	0	0	0	0														0	5,539	-100.0%	
TOTAL ATTENDANCE	1,700	4,219	3,844	10,126														19,889	7,758	156.4%	
GALLERY ATTENDANCE	0	0	618															618	0	#DIV/0!	
COMPUTER USE																					
Public Computer Sessions	3,244	3,480	4,843	4,591														16,158	25,691	-37.1%	
Avg Public Computer Session Length	0:36:12	0:35:37	0:37:30	0:42:33														0:38:16	0:55:45	-31.4%	
Total Computer Hours	1,957	2,066	3,027	3,256														10,306	23,874	-56.8%	
Wireless Sessions	5,971	6,580	7,357	12,019														31,927	34,416	-7.2%	
Avg Wireless Session Length	0:12:00	0:11:00	0:18:00	0:10:00														0:12:25	0:28:28	-56.4%	
Total Wireless Hours	1,194	1,206	2,207	2,003														6,611	16,333	-59.5%	
TOTAL HOURS	3,151	3,272	5,234	5,259														16,916	40,206	-57.9%	
DOLLY PARTON ENROLLMENT	6,024	6,143																6,143	5,610	9.5%	
	2021																2021		2020	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	20	TO	21%				
CIRCULATION DETAILS																					
Print Material																					
Adult Fiction	8,918	9,094	12,617	11,707														42,336	47,121	-10.2%	
Adult Nonfiction	12,553	12,917	16,425	14,582														56,477	56,915	-0.8%	
Juvenile Fiction	12,940	12,470	17,830	14,947														58,187	70,168	-17.1%	
Juvenile Nonfiction	3,501	3,513	4,762	4,301														16,077	22,481	-28.5%	
Magazines	508	490	1,120	912														3,030	4,818	-37.1%	
RC Print Materials	5,307	5,231	6,593	6,297														23,428	22,687	3.3%	
RC Realia	83	71	108	101														363	663	-45.2%	
YA Print Materials	2,359	2,387	3,323	2,994														11,063	10,781	2.6%	
PRINT CIRCULATION	46,169	46,173	62,778	55,841														210,961	235,634	-10.5%	
Audio / Visual Material																					
Adult Audiobooks	1,559	1,625	2,109	2,122														7,415	8,884	-16.5%	
Adult Music	1,578	1,623	2,371	2,298														7,870	9,171	-14.2%	
Adult Videos / DVDs	13,938	14,603	19,284	18,234														66,059	95,473	-30.8%	

Juvenile Audiobooks	185	176	265	261									887	1,195	-25.8%
Juvenile Music	141	129	213	151									634	938	-32.4%
Juvenile Videos / DVDs	3,356	3,224	4,038	3,407									14,025	22,435	-37.5%
YA A/V	35	36	22	48									141	204	-30.9%
A/V CIRCULATION	20,792	21,416	28,302	26,521									97,031	138,300	-29.8%
Adult Material															
Adult Fiction	8,918	9,094	12,617	11,707									42,336	47,121	-10.2%
Magazines	508	490	1,120	912									3,030	4,818	-37.1%
Adult Audiobooks	1,559	1,625	2,109	2,122									7,415	8,884	-16.5%
Adult Music	1,578	1,623	2,371	2,298									7,870	9,171	-14.2%
Adult Videos / DVDs	13,938	14,603	19,284	18,234									66,059	95,473	-30.8%
ADULT CIRCULATION	39,054	40,352	53,926	49,855									183,187	222,382	-17.6%
Juvenile Material															
Juvenile Fiction	12,940	12,470	17,830	14,947									58,187	70,168	-17.1%
Juvenile Nonfiction	3,501	3,513	4,762	4,301									16,077	22,481	-28.5%
Juvenile Audiobooks	185	176	265	261									887	1,195	-25.8%
Juvenile Music	141	129	213	151									634	938	-32.4%
Juvenile Videos / DVDs	3,356	3,224	4,038	3,407									14,025	22,435	-37.5%
JUVENILE CIRCULATION	20,123	19,512	27,108	23,067									89,810	117,217	-23.4%
Red Carpet Material															
RC Print Materials	5,307	5,231	6,593	6,297									23,428	22,687	3.3%
RC Realia	83	71	108	101									363	663	-45.2%
RED CARPET CIRCULATION	5,390	5,302	6,701	6,398									23,791	23,350	1.9%
Young Adult Material															
YA Print Materials	2,359	2,387	3,323	2,994									11,063	10,781	2.6%
YA A/V	35	36	22	48									141	204	-30.9%
YOUNG ADULT CIRCULATION	2,394	2,423	3,345	3,042									11,204	10,985	2.0%
Overdrive	35,977	32,454	35,030	32,456									135,917	92,744	46.6%
Hoopla	14,034	13,952	14,376	14,159									56,521	34,162	65.4%
Flipster	1,110	*	1,692	1,375									4,177	2,011	107.7%
DIGITAL DOWNLOADS	51,121	46,406	51,098	47,990									196,615	140,025	40.4%

	2021				2021											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total			
Value Calculator																
Circulation																
Books (\$17)	\$776,237	\$776,611	\$1,048,186	\$933,793									\$3,534,827			
Magazines (\$5)	\$2,540	\$2,450	\$5,600	\$4,560									\$15,150			
DVD, Games, Music (\$4)	\$76,192	\$78,460	\$103,712	\$96,552									\$354,916			
Notary Service (\$10)	\$0	\$640	\$930	\$1,270									\$2,840			
Reference Questions (\$7)	#VALUE!	#VALUE!	#VALUE!	#VALUE!									#VALUE!			
Programming (\$10)	\$17,000	\$42,190	\$38,440	\$101,260									\$198,890			
Meeting Room Use	\$0	\$0	\$1	\$2									\$3			
Gallery Attendance (\$10)	\$0	\$0	\$6,180	\$0									\$6,180			
Computer Use (\$12 /hr)	\$37,817	\$39,265	\$62,808	\$63,107									\$202,997			
ILL Borrowed (\$25)	\$2,975	\$3,600	\$5,000	\$5,000									\$16,575			
TOTAL VALUE	\$945,061	\$961,226	\$1,256,157	\$1,128,114									\$4,290,558			