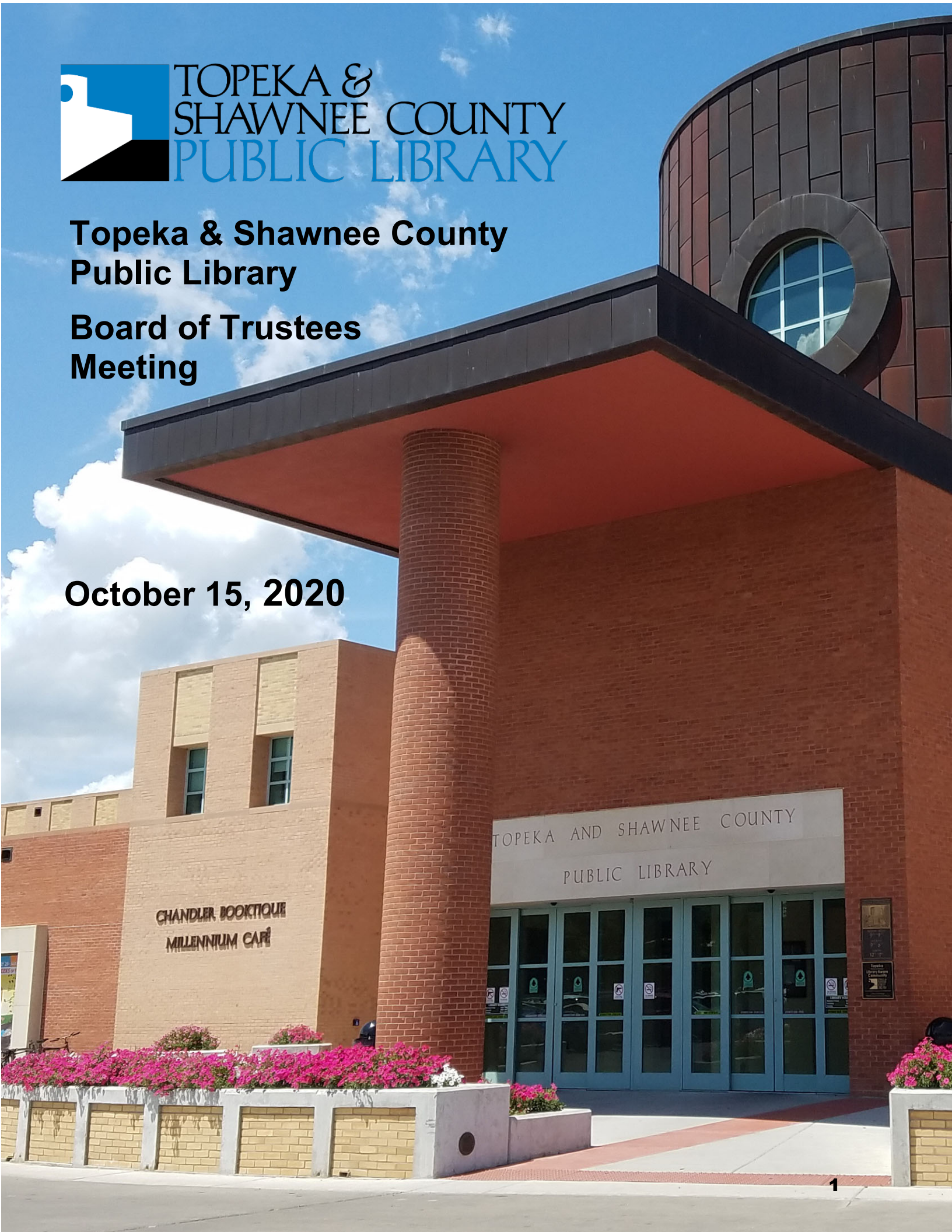




**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

**October 15, 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, October 15, 2020 -4:00 pm  
Zoom Meeting  
<https://tscpl.zoom.us/j/97441978487>  
Meeting ID: 97441978487

**Call to Order**

**Public Comment**

**Trustee Advocacy Stories**

**Approval of September 17, 2020 Minutes of the Board of Trustees - [Action Item](#) Pg. 4**

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

**Financial Reports**

- Treasurer's Report – Kacy Simonsen
- Financial Report - [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
- Future Board of Trustees in-person or virtual meeting discussion

**Chief Executive Officer** – Gina Millsap Pg. 22

**Chief of Staff** – Thad Hartman Pg. 24

**New Business**

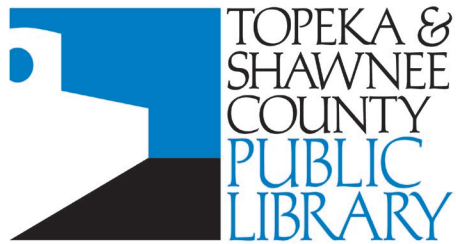
- Request for FY 2021 Friends of the Library Funding - [Action Item](#)

**Adjournment**

**Next Meeting**

November 19, 2020  
4:00 pm  
Zoom Meeting/MA 101BC

**[\\*Subject to change without notice](#)**



### **Board Members Present**

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

### **Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, September 17, 2020 via Zoom Meeting, was called to order at 4:00 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**

Trustees Leisinger and O’Shea commented on the library billboards and Topeka Metro bus signage to be effective means of advertising.

### **Approval of Minutes**

On a motion by Jim Edwards, seconded by Shawn Leisinger, the August 13, 2020 Public Budget Hearing Meeting minutes of the Board of Trustees were approved. Motion carried.

On a motion by Kerry Onstott Storey, seconded by Kacy Simonsen, the August 20, 2020 minutes of the Special Meeting 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.

There were no further questions for Strube.

## **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 August 2020. On a motion by Kacy Simonsen, seconded by Kristen O'Shea, the Treasurer's Financial Report for August 2020 was accepted.

Motion passed unanimously.

## **The Library Foundation**

Foundation Chair Marilyn Ward shared that the past two months have been a time of transition at the Foundation with Nancy Lindberg's retirement and the addition of Erin Aldridge as the Executive Director. Aldridge is becoming familiar with the duties of the job quickly setting priorities.

The Foundation's Nominating Committee and the Fund Development Committee met this month. The Nominating Committee is finalizing names for potential Foundation Board members and officers. The Fund Development Committee met to develop strategies for various fund raising activities including the Fall fund raising campaign, year-end appeal, and the use of social media.

Recently The Library Foundation was chosen as the beneficiary of two unique fund raising opportunities. First, Denny and Associates chose the Foundation as its beneficiary in the Dare to Give Campaign and second, Hy-Vee Grocery Store has named the Foundation as the beneficiary of its October Re-usable Bag Give Back Program. For every bag sold in October, the Foundation will receive \$1.00.

For more information on the Hy-Vee Reusable Bag Program visit <https://hy-vee.bags4mycause.com>. To learn more about The Library Foundation or to make a direct donation visit <https://foundation.tscpl.org/ways-to-give>.

Ward encouraged a visit to Claire's Courtyard to check out the new water features made possible by the Duane Johnson Memorial Fund. These features include: a fountain, bird bath, bird feeder and bird house.

Ward congratulated Aldridge on her nomination as one of the YWCA's 2020 Women of Distinction.

## **Friends of Topeka and Shawnee County Public Library**

TSCPL Friends president Sherryl Longhofer announced that the new Booktique has a new manager, Lara Williams. In addition, the Booktique has reopened but hours are limited: Monday – Friday: 10am – 2pm, Saturday: 10am – 5pm with the shop being closed on Sunday. The Booktique is following the Shawnee County Health Department COVID -19 guidelines by requiring masks be worn and hand sanitizer upon

entering the shop. There is a limit four customers at a time due to the size of the shop. In addition, during the weeks of October 12<sup>th</sup> through October 20<sup>th</sup> library volunteers will be asked to assist in removing items from the Booktique for installation of new flooring.

For more additional Booktique information please visit <https://tscpl.org/friends/booktique>.

Longhofer reported the Solis Auction House in Kansas City was able to pick up de-accessioned art items for the future online art auction. She gave special thanks to the Friends Art Auction Committee for all their assistance.

Lastly, Gina Millsap will present the annual report at the virtual Friends Annual Meeting on Sunday, November 1 via Zoom.

### **Board Chair Report**

Chair Liz Post reported the Executive Committee met via Zoom on September 8, 2020 at 2:30 pm. The minutes for the August 13, 2020 Public Budget Hearing Meeting of the Board of Trustees and the August 20, 2020 Special Meeting of the Board of Trustees were reviewed. Additional items reviewed included: CEO recruitment committee process, library reopening plan phase 5, and the items under new business on the September 17, 2020 agenda.

Post stated that next week, Margo Rangel will be sending out the 2021 meeting dates for the Friends of the Library Board and The Foundation Board. Please check your calendars and let Rangel know what dates you would be able to attend either of the board meetings.

Prior to adjourning our regular meeting to move into the Executive Meeting Rangel will provide Zoom “breakout room” instructions.

Jim Edwards provided an update on the CEO recruitment process. He reported seven applications have been received and 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**

There were no additions to Chief of Staff Thad Hartman’s report.

## **New Business**

### **Community Management Project Update**

Chief Executive Officer Gina Millsap, Chief of Staff Thad Hartman, Statistical Research Analyst Robert Soria presented information derived from the community influencer interviews conducted by OrangeBoy consultant Clark Swanson along with the results from the online survey conducted in August 2020.

Discussion followed.

At 5:22 pm Kerry Onstott Storey left the meeting.

### **Executive Session**

On a motion by Liz Post, seconded by Shawn Leisinger, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees will recess the regular meeting to enter Executive Session at 5:50 pm for a time not-to-exceed 10 minutes to discuss a personnel matter. Action will be taken following the Executive Session.

On a motion by Shawn Leisinger, seconded by Jim Edwards it was resolved that the Topeka and Shawnee County Public Library Board of Trustees requested an additional extension of time to continue in Executive Session at 6:00 pm for a time not-to-exceed 10 minutes to discuss a personnel matter. Action will be taken following the Executive Session.

Executive session ended at 6:10 pm

On a motion by Jim Edwards, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, sets the CEO's annual base compensation at \$178,000.00 effective on her employment anniversary date, August 15, 2020 and extends the current employment agreement dated September 21, 2017 through December 1, 2020. Motion passed unanimously.

### **Adjournment**

On a motion by Shawn Leisinger, seconded by Kristen O'Shea, the meeting was adjourned at 6:15 pm.

Motion passed unanimously.

Beth Dobler, Secretary

Date \_\_\_\_\_

**Next Meeting**

Board of Trustees

October 15, 2020

4:00 pm

Meeting via Zoom

\*Subject to change without notice



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

**Revenue/Expense/Balance by Fund Report – Page 2**

The Youth Services and the Childrens Art Show Fund are temporarily negative due to pending billings and reimbursements by the Library Foundation. The Kansas Humanities Council Grant is temporarily negative pending the posting of a cancelled check.

**General Fund – Pages 3 through 5**

With 74.8% of the budget year completed, 88% of the budgeted revenue has been received and 62% of the approved budget has been expended/encumbered. This compares to 2019 in which 95% of the budgeted revenue had been received and 70% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2020 was received September 18<sup>th</sup> as scheduled. The total received for the General Fund was \$801,437.17. 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 73% in 2020 which is the same as compared to this time in 2019.

**Employee Benefit Fund – Page 6**

With 74.8% of the budget year completed, 97% of the budgeted revenue has been received and 69% of the approved budget has been expended/encumbered. This compares to 2019 in which 95% of the budgeted revenue had been received and 68% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2020 was received as scheduled. The total received for the Employee Benefit Fund was \$171,896.42. The percentage of the ad valorem budget collected year-to-date is 97% which is the same as compared to this time in 2019.

The percentage of year-to-date motor vehicle tax is 75% in 2020 and was 71% 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 \$1,209,543.70.

## 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.

<b>Type of Purchase</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor</b>
Approved operating budget	Creativebug annual renewal	\$5,191.00	Jo-Ann Stores Holding Inc.
Approved operating budget	Replace exterior finish insulation system in basement	\$7,855.00	Bob Florence Contractor Inc.
Approved operating budget	Pamphlet files for periodicals	\$11,457.00	Gaylord Bros.
Approved operating budget	Airmega HEPA and activated carbon filter air purifiers	\$14,036.91	Home Depot Credit Services
Library Materials	Hoopla online	\$23,429.35	Midwest Tape LLC
Library Materials	Adult fiction	\$6,000.00	Baker & Taylor Books
Library Materials	Adult non-fiction	\$8,000.00	Baker & Taylor Books
Library Materials	2021 NewsBank/Topeka-America's obituaries online annual subscription	\$55,885.00	NewsBank
Library Materials	Annual license renewal for Treehouse online	\$18,437.50	Treehouse Island Inc.

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

9/30/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 9/30/2020</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,523,224.80	\$ 14,558,716.40	\$ 10,439,395.86	\$ 8,642,545.34
Employee Benefits	1,101,162.54	3,138,924.30	2,530,047.26	\$ 1,710,039.58
Capital Improvement	1,292,745.67	10,956.65	94,158.62	\$ 1,209,543.70
Bond & Interest	804,581.51	152,879.33	-	\$ 957,460.84
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	33,292.67	49,945.81	17,292.67	\$ 65,945.81
Federal, State & Local Grants	19.03	1,650.00	1,450.00	\$ 219.03
Other Special Revenue	553,586.39	307,928.75	630,314.81	\$ 231,200.33
Permanent Funds	214,074.65	33,402.00	-	\$ 247,476.65
<b>Totals</b>	<b><u>\$ 8,522,687.26</u></b>	<b><u>\$ 18,254,403.24</u></b>	<b><u>\$ 13,712,659.22</u></b>	<b><u>\$ 13,064,431.28</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 579,456.53
Restricted Funds-CoreFirst Bank-Checking	235,117.30
Capital Improvement Fund-VisionBank-Money Market Account	1,209,543.70
Cash on Hand	2,274.39
Petty Cash	220.00
Endowment Securities	247,476.65
Municipal Investment Pool - Overnight	10,971,662.19
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>\$ 13,245,750.76</u>
Less Pending Claims (invoices posted, but not paid until next month)	300.00
Less Deferred Revenue (SAM account payments)	(1,035.45)
Less Payroll Deduction and Employer Benefit Liabilities	5,436.20
Less Outstanding Checks	176,618.73
	<b><u>\$ 13,064,431.28</u></b>

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

9/30/2020

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	9/30/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 4,523,224.80	\$ 14,558,716.40	\$ 867,697.95	\$ 9,571,697.91	\$ 8,642,545.34	\$ 1,231,823.19	\$ 7,410,722.15
Employee Benefit Fund	1,101,162.54	3,138,924.30	-	2,530,047.26	1,710,039.58	2,725.80	1,707,313.78
Capital Improvement Fund	1,292,745.67	10,956.65	-	94,158.62	1,209,543.70	-	1,209,543.70
Bond & Interest Fund	804,581.51	152,879.33	-	-	957,460.84	-	957,460.84
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	33,292.67	49,945.81	17,292.67	-	65,945.81	65,537.93	407.88
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,650.00	-	1,450.00	200.00	500.00	(300.00)
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,578.62	30.01	-	-	10,608.63	-	10,608.63
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	190.10	(190.10)	-	(190.10)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.10	-	-	31.15	-	31.15
Friends	106,029.02	206.19	1,950.98	37,052.79	67,231.44	4,214.36	63,017.08
Fun Committee	2,659.59	480.13	117.49	-	3,022.23	-	3,022.23
Gallery Competitions/Exhibits	36,147.18	102.59	-	-	36,249.77	-	36,249.77
Gifts/Memorials (Undesignated)	341,344.59	302,155.12	255,098.10	315,745.45	72,656.16	69,787.39	2,868.77
Hathaway Trust - Library Materials	2,677.90	2,581.97	-	1,456.51	3,803.36	875.20	2,928.16
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,791.00	84.48	5,942.71	25,061.21	-	25,061.21
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	3.58	-	-	1,267.77	-	1,267.77
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	12.12	-	59.74	4,265.58	290.26	3,975.32
Special Collections	5,693.56	16.16	-	-	5,709.72	-	5,709.72
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.10	-	-	36.19	-	36.19
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	6.18	-	-	2,179.66	-	2,179.66
Youth Services	10,246.70	543.50	-	12,616.46	(1,826.26)	17.68	(1,843.94)
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	33,402.00	-	-	247,476.65	-	247,476.65
<b>TOTALS</b>	<b>\$ 8,522,687.26</b>	<b>\$ 18,254,403.24</b>	<b>\$ 1,142,241.67</b>	<b>\$ 12,570,417.55</b>	<b>\$ 13,064,431.28</b>	<b>\$ 1,375,771.81</b>	<b>\$ 11,688,659.47</b>

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

9/30/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 9/30/2020</u>
				74.8%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 13,265,318.51	\$ (534,295.49)	96%
Revitalization Rebates	(197,477.00)	(190,007.99)	\$ 7,469.01	96%
Back Tax	-	168,587.54	\$ 168,587.54	N/A
Motor Vehicle Tax	1,399,719.00	1,022,060.49	\$ (377,658.51)	73%
Recreational Vehicle Tax	13,465.00	10,541.48	\$ (2,923.52)	78%
16/20 M Vehicle Tax	5,331.00	5,511.02	\$ 180.02	103%
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	46,870.74	\$ (630.26)	99%
E-Rate Reimbursement	25,193.00	-	\$ (25,193.00)	0%
Miscellaneous Revenue	3,000.00	12,981.23	\$ 9,981.23	433%
Miscellaneous Revenue - Recyclg	-	322.91	\$ 322.91	N/A
Salary Refunds-Foundation	98,289.00	75,374.57	\$ (22,914.43)	77%
Salary Refunds-Friends	29,370.00	20,388.29	\$ (8,981.71)	69%
Salary Refunds-Shawnee Cty	22,755.00	17,384.01	\$ (5,370.99)	76%
Vending Machines	4,000.00	1,000.20	\$ (2,999.80)	25%
Overdue Fees*	127,000.00	27,095.28	\$ (99,904.72)	21%
Debt Collect	-	1,401.47	\$ 1,401.47	N/A
ILL Fees	350.00	693.82	\$ 343.82	198%
Mailing Fees	120.00	38.46	\$ (81.54)	32%
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	35,287.53	\$ (29,712.47)	54%
Transfer In	994,167.00	-	\$ (994,167.00)	0%
Library Treasurer's Balance	2,476,295.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 18,931,321.00</u></b>	<b><u>\$ 14,558,716.40</u></b>	<b><u>\$ (1,896,309.60)</u></b>	<b>88%</b>

\* 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**

9/30/2020

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					74.8%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,923.00	\$ -	\$ 1,477.00	77%
Salaries-Facilities	687,188.00	490,116.93	-	197,071.07	71%
Salaries-Overtime	10,000.00	4,849.28	-	5,150.72	48%
Salaries-Security	332,061.00	221,563.69		110,497.31	67%
Salaries-Shelvers	175,216.00	64,766.25		110,449.75	37%
Salaries-Staff	7,643,102.00	5,779,829.99		1,863,272.01	76%
Conferences	166,580.00	43,544.89	913.25	122,121.86	27%
Staff Internal Dev/Trng - Web Based	15,000.00	3,559.75	890.00	10,550.25	30%
Staff Development & Training	15,000.00	305.01		14,694.99	2%
Mileage	9,500.00	2,768.15	4,582.25	2,149.60	77%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	3,000.00	336.91	1,143.30	1,519.79	49%
Materials-Periodicals	38,000.00	5,202.38	26,803.20	5,994.42	84%
Materials-Print/Non-Print <1 YR	567,300.00	347,722.94	7,241.97	212,335.09	63%
Materials-Print/Non-Print	1,294,200.00	718,752.45	150,528.76	424,918.79	67%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	1,583.14	254.00	6,162.86	23%
Cataloging and ILL Services	105,795.00	65,647.80	21,352.20	18,795.00	82%
Contracted-Digital Services	555,401.00	410,699.80	71,377.73	73,323.47	87%
Contracted-Facilities	353,400.00	222,839.59	45,245.73	85,314.68	76%
Contracted-Equipment	50,940.00	37,196.68	11,534.10	2,209.22	96%
Contracted-Professional	213,550.00	212,912.50	174,728.74	(174,091.24)	182%
Contracted-E-Rate Services	2,267.00	-	-	2,267.00	0%
Digital Services Support	181,100.00	168,387.60	25,760.88	(13,048.48)	107%
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	27,786.63	9,642.85	10,070.52	79%
Memberships/Dues	30,900.00	15,434.00	1,546.10	13,919.90	55%
Miscellaneous	5,000.00	336.11	29.99	4,633.90	7%
Payments to Other Libraries	115,060.00	-	-	115,060.00	0%
Postage/Shipping	104,363.00	24,405.91	1,484.89	78,472.20	25%
Printing	96,800.00	22,962.77	38,773.93	35,063.30	64%
Programming	32,000.00	11,283.63	2,002.84	18,713.53	42%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	178,187.21	339,419.47	1,187,143.32	30%
Supplies-Facilities	77,417.00	52,899.72	50,524.50	(26,007.22)	134%
Supplies-Office/Library	98,720.00	30,183.26	4,930.91	63,605.83	36%
Supplies-Processing	48,000.00	11,694.83	20,871.00	15,434.17	68%
Telecommunications	90,500.00	46,226.60	21,813.40	22,460.00	75%
Transfer Out	1,709,805.00	-	-	1,709,805.00	0%
Utilities-Electric	360,000.00	219,824.15	124,136.53	16,039.32	96%
Utilities-Gas	65,000.00	25,729.53	24,770.47	14,500.00	78%
Utilities-Water/Sewage	35,000.00	15,140.67	13,632.31	6,227.02	82%
Vehicle-Gas	36,000.00	8,890.57	-	27,109.43	25%
Vehicle-Repair	40,500.00	17,226.57	26,950.39	(3,676.96)	109%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(6.99)	-	6.99	N/A
<b>TOTALS</b>	<b>\$ 18,931,321.00</b>	<b>\$ 9,571,697.91</b>	<b>\$ 1,224,190.69</b>	<b>\$ 6,485,432.40</b>	<b>62%</b>

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

9/30/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2020</b>	<b>\$ 2,476,295.00</b>	<b>\$ 3,596,303.17</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,799,614.00	13,265,318.51	96%
Revitalization Rebates	(197,477.00)	(190,007.99)	96%
Back Tax	-	168,587.54	N/A
Motor Vehicle Tax	1,399,719.00	1,022,060.49	73%
Recreational Vehicle Tax	13,465.00	10,541.48	78%
16/20M Vehicle Tax	5,331.00	5,511.02	103%
In Lieu of Tax	2,964.00	37,411.84	1262%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	46,870.74	99%
E-Rate Reimbursement	25,193.00	-	0%
Fees and Charges	141,815.00	43,665.46	31%
Reimbursements	150,414.00	113,469.78	75%
Transfer In	994,167.00		
Interest on Idle Funds	65,000.00	35,287.53	54%
	<u>\$ 16,455,026.00</u>	<u>\$ 14,558,716.40</u>	88%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	6,566,049.14	74%
Other Staff Support Costs	206,080.00	56,563.30	27%
Library Collections	1,902,500.00	1,257,731.91	66%
Contracted Services	1,281,353.00	1,273,534.87	99%
Digital Services Support	181,100.00	194,148.48	107%
Furniture/Equipment/Art	104,200.00	4,944.15	5%
Payments to Other Libraries	115,060.00	-	0%
Special Projects	1,704,750.00	517,606.68	30%
Utilities & Telecommunications	550,500.00	491,273.66	89%
Vehicles	76,500.00	53,067.53	69%
Other Operating Expenditures	595,506.00	380,968.88	64%
Transfer Out	1,709,805.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 10,795,888.60</u>	62%
Prior Year Canceled Purchase Orders		\$ 51,591.18	
<b>Unencumbered Balance 9/30/2020</b>	<b>\$ -</b>	<b><u>\$ 7,410,722.15</u></b>	

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

9/30/2020

**EMPLOYEE BENEFITS**

	<b>2020 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/2020</b>	<b>\$ 792,034.00</b>	<b>\$ 1,101,162.54</b>	
<b><u>Revenue:</u></b>			
Ad Valorem Property Tax	\$ 2,900,904.00	\$ 2,820,730.59	97%
Revitalization Rebates	(41,513.00)	(40,403.40)	97%
Back Tax	-	39,574.63	N/A
Motor Vehicle Tax	298,763.00	223,662.22	75%
Recreational Vehicle Tax	2,874.00	2,275.85	79%
16/20M Vehicle Tax	1,138.00	1,858.58	163%
In Lieu of Tax	812.00	7,955.23	980%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Fees	10,139.00	10,672.83	105%
Refund-Fringe Benefits-Foundation	49,776.00	33,587.86	67%
Refund-Fringe Benefits-Friends	11,667.00	10,623.85	91%
Refund-Fringe Benefits-Shawnee Cty	-	10,889.70	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	10,129.26	259%
Interest on Idle Funds	10,000.00	7,367.10	74%
	<b>\$ 3,250,030.00</b>	<b>\$ 3,138,924.30</b>	<b>97%</b>
<b><u>Expenditures/Encumbrances:</u></b>			
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	472,163.22	70%
Ks Public Employees Retirement Sys	820,944.00	623,316.38	76%
Worker's Compensation	63,279.00	46,019.09	73%
Unemployment Tax	8,854.00	5,906.63	67%
Health/Dental Insurance	2,111,376.00	1,375,299.54	65%
Contingency/Fund Balance	350,000.00	-	0%
	<b>\$ 4,042,064.00</b>	<b>\$ 2,532,773.06</b>	<b>69%</b>
Prior Year Canceled Purchase Orders		\$ -	
<b>Unencumbered Balance 9/30/2020</b>	<b>\$ -</b>	<b>\$ 1,707,313.78</b>	

\* 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**

<b>Balance 01/01/2020</b>	<b>\$ 1,292,745.67</b>
<b><u>Revenue:</u></b>	
Interest received	10,956.65
	<b>\$ 10,956.65</b>
<b><u>Expenditures/Encumbrances:</u></b>	
Contracted - Professional	158.62
Capital Outlay	94,000.00
	<b>94,158.62</b>
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 9/30/2020</b>	<b>\$ 1,209,543.70</b>

**STATE AID**

<b>Balance 01/01/2020</b>	<b>\$ -</b>	<b>\$ 33,292.67</b>
<b><u>Revenue:</u></b>		
State Aid	49,945.81	-
	<b>\$ 49,945.81</b>	<b>\$ 49,945.81</b>
<b><u>Expenditures/Encumbrances:</u></b>		
Contracted - Digital Services		
Digital Services Support		17,292.67
Staff Internal Development/Trng		16,000.00
Special Projects	53,000.00	49,537.93
	<b>\$ 53,000.00</b>	<b>\$ 82,830.60</b>
<b>Unencumbered Balance 9/30/2020</b>		<b>\$ 407.88</b>



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

9/30/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2020</b>	<b>\$ 786,885.00</b>	<b>\$ 804,581.51</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	(2,301.24)	N/A
Revitalization Rebates	-	(4.62)	N/A
Back Tax	25,000.00	21,341.04	85%
Motor Vehicle Tax	168,424.00	123,838.46	74%
Recreational Vehicle Tax	1,620.00	1,272.50	79%
16/20M Vehicle Tax	641.00	767.98	120%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	5,742.05	100%
Interest on Idle Funds	5,000.00	2,223.16	44%
	<u>\$ 207,282.00</u>	<u>\$ 152,879.33</u>	74%
<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%
<b>Unencumbered Balance 9/30/2020</b>	<b>\$ -</b>	<b>\$ 957,460.84</b>	

\* 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 September 30, 2020**

**Capital Improvement Funds-VisionBank**

\$ 1,209,543.70 at .90% (money market account)

**Municipal Investment Pool**

\$10,971,662.19 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

\* rates vary by day - average September 1 - 30, 2020 was .003%

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended September 30, 2020**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	9/11/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,193.51	-98195
15	21516	0	9/11/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,542.81	-98195
15	21517	0	9/11/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,198.84	-98195
10	21513	0	9/11/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,005.66	-98195
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 50,940.82	<b>-98195 Total</b>
10	21501	0	9/11/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,627.06	-98191
10	21502	0	9/11/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,398.58	-98191
15	21521	0	9/11/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 21.00	-98191
10	21503	0	9/11/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,074.85	-98191
15	21504	0	9/11/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,020.09	-98191
10	21503	0	9/11/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,460.97	-98191
15	21504	0	9/11/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,460.97	-98191
10	21514	0	9/11/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-98191
10	21518	0	9/11/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 374.30	-98191
10	41000	313	9/11/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,893.09	-98191
10	41000	313	9/11/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 339.30	-98191
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 86,563.90	<b>-98191 Total</b>
10	21501	0	9/24/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,139.51	-98181
10	21502	0	9/24/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,479.04	-98181
15	21521	0	9/24/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 15.56	-98181
10	21503	0	9/24/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,166.07	-98181
15	21504	0	9/24/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,117.18	-98181
10	21503	0	9/24/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,482.42	-98181
15	21504	0	9/24/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,482.42	-98181
10	21514	0	9/24/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-98181
10	21518	0	9/24/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 372.87	-98181
10	41000	313	9/24/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,867.49	-98181
10	41000	313	9/24/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 337.56	-98181
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 87,446.12	<b>-98181 Total</b>
10	21505	0	9/25/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,500.90	-98180
15	21516	0	9/25/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,983.88	-98180
15	21517	0	9/25/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,250.12	-98180
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 50,734.90	<b>-98180 Total</b>
10	21515	0	9/29/2020	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 27,962.68	-98171
15	21515	0	9/29/2020	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 123,215.04	-98171
15	21515	0	9/29/2020	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,121.16	-98171
						\$ 152,298.88	<b>-98171 Total</b>
10	21512	0	9/3/2020	DELTA DENTAL OF KANSAS, INC	EE September Premiums	\$ 2,867.42	95696

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended September 30, 2020**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
15	21512	0	9/3/2020	DELTA DENTAL OF KANSAS, INC	<i>ER September Premiums</i>	\$ 11,059.36	95696
15	21512	0	9/3/2020	DELTA DENTAL OF KANSAS, INC	<i>Retiree Sept. Premiums</i>	\$ 88.32	95696
						\$ 14,015.10	<b>95696 Total</b>
10	41000	736	9/3/2020	HTK ARCHITECTS INC.	<i>Cafe Renovations</i>	\$ 27,600.00	95703
10	41000	736	9/3/2020	HTK ARCHITECTS INC.	<i>BUILDING DEMO ARCH SERVIC</i>	\$ 253.12	95703
						\$ 27,853.12	<b>95703 Total</b>
10	41000	301	9/3/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	95710
10	41000	301	9/3/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 4,899.48	95710
10	41000	301	9/3/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,852.96	95710
					<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 18,489.36	<b>95710 Total</b>
15	41000	260	9/10/2020	COMMERCIAL BONDING	<i>4th qtr workers comp ins</i>	\$ 11,251.00	95720
						\$ 11,251.00	<b>95720 Total</b>
10	41000	351	9/10/2020	EVERGY	<i>Electricity</i>	\$ 29,268.17	95724
						\$ 29,268.17	<b>95724 Total</b>
10	41000	311	9/10/2020	MCELROY'S INC.	labor	\$ 3,000.00	95732
10	41000	311	9/10/2020	MCELROY'S INC.	pump	\$ 8,680.00	95732
10	41000	311	9/10/2020	MCELROY'S INC.	shipping	\$ 500.00	95732
10	41000	311	9/10/2020	MCELROY'S INC.	parts	\$ 477.43	95732
10	41000	311	9/10/2020	MCELROY'S INC.	labor	\$ 639.11	95732
10	41000	311	9/10/2020	MCELROY'S INC.	pipng fittlings & valve	\$ 381.12	95732
10	41000	311	9/10/2020	MCELROY'S INC.	trip charge	\$ 14.01	95732
10	41000	311	9/10/2020	MCELROY'S INC.	labor	\$ 444.60	95732
10	41000	311	9/10/2020	MCELROY'S INC.	fan blade	\$ 285.23	95732
10	41000	311	9/10/2020	MCELROY'S INC.	trip charge	\$ 14.00	95732
10	41000	311	9/10/2020	MCELROY'S INC.	freight	\$ 67.80	95732
10	41000	311	9/10/2020	MCELROY'S INC.	r-22 reffridgerant	\$ 3,286.00	95732
10	41000	311	9/10/2020	MCELROY'S INC.	equip labor & materials	\$ 2,990.00	95732
					<i>2020 approved operating budget - (5) separate PO's to repair broken valve, install new water temp sensors, repair chiller and add refrigerant</i>	\$ 20,779.30	<b>95732 Total</b>
10	41000	313	9/10/2020	ORANGEBOY INC	Consulting Fee	\$ 10,000.00	95733
					<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	<b>95733 Total</b>
10	23800	0	9/17/2020	AMERICAN DIGITAL SECURITY LLC	Equipment and Labor	\$ 89,860.00	95739
					<i>RFP posted and Board approved on December 19, 2019</i>	\$ 89,860.00	<b>95739 Total</b>
10	41000	312	9/17/2020	PITNEY BOWES INC.	Lease #0040766462	\$ 3,366.96	95756
10	41000	312	9/17/2020	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	95756
					<i>2019 approved operating budget - contracted equipment</i>	\$ 5,965.50	<b>95756 Total</b>
10	41000	320	9/17/2020	SENSOURCE, INC.	3D Stereo Video Sensors	\$ 3,975.00	95758

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended September 30, 2020**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	320	9/17/2020	SENSOURCE, INC.	5 Year Hardware Warranty	\$ 625.00	95758
10	41000	320	9/17/2020	SENSOURCE, INC.	Remote SenSource Support	\$ 300.00	95758
10	41000	320	9/17/2020	SENSOURCE, INC.	Standard Traffic	\$ 400.00	95758
10	41000	320	9/17/2020	SENSOURCE, INC.	Shipping	\$ 22.69	95758
				<i>2020 approved operating budget - digital services support</i>		\$ 5,322.69	<b>95758 Total</b>
						\$ 660,788.86	<b>Grand Total</b>

# CHIEF EXECUTIVE OFFICER'S REPORT

## October 2020

### News and Updates

#### Dolly Parton's Imagination Library (DPIL)

At the end of August, 2020 there were 5,824 children registered; at the end of September 2020, there were 5869 children registered.

### Agenda Items

#### Future Board of Trustees Meetings In-Person or Virtual Meetings – Discussion

Chair Liz Post would like to have a discussion about possibly holding the November board meeting and future board meetings in person. It's understood that not everyone may be able to attend in person and there would be a digital option for those who can't because of health/safety reasons. There would also need to be a digital option to ensure that the library is in compliance with the Kansas Open Meetings Act.

#### Request for FY2021 Friends of the Library Funding

In October, we typically make staff-recommended requests for Friends funding. On September 25, I sent an email to trustees informing you in advance that we would not be making multiple requests of the Friends of TSCPL this year. The Friends have been hard hit financially with the library's closure and the lasting impact of the COVID-19 situation. They have not been able to conduct book sales and the Booktique has only recently opened. The Friends will need time to replenish revenues lost while they were unable to operate two of their three lines of business.

There will be one request. I have asked Friends executive Mary Campbell to honor the \$25,000 annual commitment the Friends made for our Dolly Parton's Imagination Library initiative. The resolution is in your packet.

### Professional Activities/Community Contacts

September 18	Interview with library science graduate student at ESU
September 21	Attended Lyrasis 1st Quarter FY21 Zoom Board Meeting
September 23	Lunch meeting with retired former TSCPL director James Marvin and retired Topeka Room librarian Warren Taylor
September 24	Attended MO/KAN Library Directors and Urban Libraries Council (ULC) Director's Zoom Meetings Attended YWCA Board meeting

September 30	Attended Community Management Project planning session with Clark Swanson and TSCPL team Presented at OrangeBoy webinar with host Sandy Swanson on the library's approach to interim planning during the pandemic
October 1	Attended Urban Libraries Council Digital Equity Action Team Zoom meeting
October 5	Attended Trustee Executive Committee agenda review meeting
October 6	Attended Library Journal's Zoom conference, "What's Next? Libraries Adapt to the New Abnormal"
October 7	Attended website planning meeting with Imagemakers
October 8	Attended planning meeting with Imagemakers website design team and HTK architects

## In Process

### Community Management Project Update

In the past three weeks, the library's Community Management Project Team has had several intensive sessions with Clark and Sandy Swanson and other staff of OrangeBoy to learn more about, discuss, and prioritize the library user clusters that would benefit most from short term efforts by the library. Each of those groups or segments have their own story. Those stories are attached to my report.

Our planning group of 24 has been divided into what are called Story Teams. Each Story Team reviewed data about their group, identified how we interact with them as library visitors, and discussed existing library services, collections, or programs that they don't currently use but that would potentially be of assistance to them.

We also reviewed groups that aren't currently library users and how the library might engage them. Of special interest is the correlation between registered voters and library users. OrangeBoy used lists of registered voters in the service area as well as voter history to match to library cardholder records and identify active library users who are registered voters.

The library already has a significant percentage of Shawnee County registered voters who are also library users – about 48%. The percentage of what OrangeBoy calls Power Voters (those who have voted in a majority of previous elections) who are also library users is about 11%. As we think about increasing the number of library users, I believe the registered voters group has significant open market potential because many of them are predisposed to engage with the library and they are generally engaged with the community.

**Gina Millsap**

**Chief Executive Officer**

**Topeka and Shawnee County Public Library 9 October 2020**

## Chief of Staff Report

**Thad Hartman**

**October 15, 2020**

### ***Restrooms***

The restrooms in the Kids Library and outside of the Millennium Café have been closed for remodeling since late August. Demolition, framing, and drywalling is all complete, and cement board has been installed on the walls that will be tiled. In addition to remodeling the restrooms during this phase of construction, they are creating a new mother's room in the Kids Library and a family restroom by the café.

The restrooms that are currently under construction are scheduled to be completed in early November. Once these restrooms are complete, the restrooms near the atrium and on the second floor will close for construction. The entire restroom remodel project is scheduled to be completed by the end of the year.

### ***Millennium Cafe***

The tile floor has been removed from the café and the rest of the demolition is complete. Framing and blocking have begun and soon drywall will go up. Construction in the café is still on schedule and should be completed by early December. Once construction is completed Engroff will need some time to get everything set up and organized in the café and work out new procedures. They plan to have this done in time to have a soft launch before Christmas and then have a grand reopening in January 2021.



*Restroom near café with cement board installed in preparation of new tile*



*Millennium Café with framing for new counter and grab and go cooler niche*

### ***Parks and Recreation***

On Monday, October 5, I attended the ribbon cutting for the newly remodeled Hillcrest Community Center. In addition to updated décor and finishes, the remodeling includes a new



centralized main entrance, a reception desk centered in the lobby, and a café -style space for the public computer lab.

For the past seven years the Library has partnered with Shawnee County Parks and Recreation and provided computer labs in the community centers. Earlier this year all the computers were replaced with new models. We were able to add a computer lab at Shawnee North Community Center. Prior to this year there was not adequate network capabilities for a computer lab at Shawnee North, but recently the network was upgraded. This means that we now have computer labs in all seven community centers.

Since we reopened the library, we have seen a large number of our computer users coming in to perform very meaningful tasks. Things such as filling out job applications, applying for unemployment, or attending virtual school. Having the computer labs in the community centers allows us to extend our reach to those who have difficulty making it to the library by placing the resources in their neighborhoods.

The newly remodeled Hillcrest Community Center is a wonderful space for people in that neighborhood and the computer lab is one of the key features of the new space. The computer labs across the county, now in all seven community centers, provide a valuable service in areas that our customers need them.

## Department Highlights

### Public Services

**Marie Pyko, Public Services Director**

#### *TSCPL@School*

Our partnership with USD 501 continues to grow. We have received over 75 requests from teachers and librarians for the new Educator's digital card as of October 1st. This will provide additional access to educators for supporting resources for use in the classroom.

We used a similar strategy to the enrollment process with a google document to gather interested certified staff. Our rationale for providing this unique digital card is that it separates personal borrowing from school borrowing as well as encourages the teachers to be advocates for this program.

#### *USD 345, Seaman School District*

We continue to work on developing an agreement for students and educators to receive digital library cards. As of 10/8, I have an MOU template being reviewed by the school administration.

### ***Remote Learners and groups working together***

As students moved through hybrid, remote and on-site learning in school, we have continued to see a shift in how families are using the library. We have seen about five to seven families daily in using our spaces and WIFI to support school learning. Staff have been amazing with how flexible they have been to try to accommodate as many families as possible and still maintain our safety measures. We now have several spaces dedicated to remote learners, Team Room 4 & 5 and two rooms in the Movies, Music and Books (Media) space. We will remain on top of the evolving school ecosystem to determine what our service response should or might be.

### ***150th Video interviews***

During the week of 9/28 we interviewed 12 former employees about their library experience. We will use it for our birthday celebration week and our archives.

### **Public Services**

#### **Autumn Friedli, Public Services Supervisor – Readers Services**

### ***Personalized Browsing Service***

This month we implemented a subscription feature to our Personalized Browsing Service and have already had several takers. Customers who utilize the subscription service get new books selected for them every four weeks based on their personal preferences. They can have the items either delivered via the TSCPL@Home service or they can pick them up at the library. We have found that many customers enjoy the act of coming to the library to pick up their items as it helps them feel connected to the library. This service has really picked up!!

### ***Top City Reads***

We invite you to read *The Graveyard Book* by Neil Gaiman with us in October. It's our Top City Reads Together pick of the month. Find out more by joining the Facebook Group Top City Reads Together. While you are at it, sign up for our Fall Reading Challenge. Read three books and get an awesome beanie (hat) just in time for winter! Sign up for the Fall Reading Challenge and log books on the Beanstack app. You can find more information about the Fall Reading Challenge at <https://tscpl.org/books-movies-music/lets-fall-into-reading>

Unsure what books to read to finish complete the reading challenge? Join our librarians every Wednesday night from 7:00PM – 9:00PM on Facebook for great reading suggestions. You can also listen to our Podcast "The Bookmark" for fun and lively book-related conversation and reading recommendations, with new episodes released every Monday.

### ***Book of the Week***

Look for TSCPL librarians on the Book of the Week segment on Fox KTMJ, every Tuesday during the 4:00 PM news hour. Each Tuesday librarians from TSCPL talk about another great book that

people should add to their reading lists. For the month of October, we focus on spooky, Halloween-type tales!

## **Public Services**

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

### ***Gallery & Local History***

The community Covid-19 exhibition, *A Moment in Time: Our Local Responses to the Global Crisis*, that is set to open Friday, October 9 has received excellent pre-opening press. Our Exhibits Curator, Zan Popp, and Local History Librarian, Donna Rae Pearson, have done a great job of informing the public both about the exhibit process and the local history gathering that is part of it. There have been engaging stories in all of the major news outlets in Topeka including: [KSNT](#), WIBW (exhibit walk-through done 10/7), [Topeka Capital Journal](#), and [KCUR 89.3](#). Many thanks to Diana and Communications and Marketing for their assistance in building interest in this exhibit.

### ***Genealogy***

After years of planning and some major changes made due to the pandemic, registration has officially opened for our first free virtual genealogy conference, *Identity Quest*, which will be Saturday, November 14. More information and a link to registration is available at our landing page: <https://tscpl.org/idquest>.

### ***Civic Engagement***

Here are two stories highlighting the deep impact that voter information and voter drives at the library can have on empowering our residents –

—From a staff member: “I recently got a text from one of my neighbors... The library helped her get the information she needed to know she was eligible to vote, as she had been incorrectly told in the past that she was not. I was so excited for/with her and happy that she shared the news and she is really looking forward to voting in the upcoming election.”

—From a community member, on an experience registering voters at the library: “I was registering people to vote and noticed an older black man about in his 80s walking back and forth by my table that I had set up. I would ask him how he’s doing and if he was registered to vote. He said no, and I tried hard to convince him to register. He never gave me a concrete reason why he wasn’t registered. He would leave for a while and then make his way back over my way for small talk. Finally, when it had slowed down, he came and sat in a chair at the table. He began asking me questions about registering and voting. I answered all his questions and he said, ‘I want to register to vote, can you help me?’ I said, ‘of course!’ I handed him a form and he looked at it for a while, I showed him

all the spots to fill out. He sat and looked at the paper with the pen in his hand and would look around and look up at me every now and again and study the paper. I asked him if he had any questions and he said that he needed help. I proceeded to show him what portion needed to be filled out. He looked up at me and whispered so quietly, 'I can't read, can you help me fill this out.' I quickly started helping him and reassuring him that it's okay and told him it's nothing to be ashamed about and I would help him every step of the way. This man is over 80 years old and will be his first time voting!"

## **Youth Services**

### **LeAnn Brungardt, Youth Services Supervisor**

#### ***1,000 Books Before Kindergarten Forms Good Reading Habits***

Research shows that reading to your child is the most reliable predictor of school success. 1000 Books Before Kindergarten is a new library initiative to encourage reading to children. Customers keep track of books they read in the Beanstack app or with a paper log sheet. Children receive a special reward for each 100 books read. After beginning the program one month ago, we have fifty-seven young children registered for this initiative. Find more information at <https://tscpl.org/kids-library/1000-books-before-kindergarten>.

#### ***New Services Create Story Rich Environments***

We also have just started a couple of projects that were mentioned as concept during the summer months.

Call-a-story were developed to provide story time service to families with limited household technology. Currently the stories are provided in English by Katie Simmons and in Spanish by Judy Espinosa-González. As we iron out processes and gain some experience with this format, we will add additional storytellers to the mix. Stories will change each Monday. To hear one dial 580-4663. At the end of the second week, we have had forty-two listeners for English and thirty-four listeners for Spanish.

StoryWalks® have been developed so that families can have story time outside in the fresh air, in a socially distant way while being physically active. We have partnered with Shawnee County Parks and Recreation on locations. Initially we are starting with parks that have sidewalks and known crowds, as we want to be accessible and we want to gain notice. Once we have a following, then we will add a few additional spots. It is outreach! The first three locations are Gage Park near Animal Land, Shawnee North Community Center, and Lake Shawnee Arboretum. Stories will change every 4-6 weeks. Kudos to Sherry Hess, Jackie Hurst and Karen Watson for bringing this to life. StoryWalk® is a registered trademark. We are within compliance to use that name. Find more information at <https://www.kellogghubbard.org/storywalk>

#### ***Teen Writers' Group Next Chapter***

Nothing changes; nothing stays the same. Having a teen writers' group is not new. For years we

have had a revolving, small group of word weaving artisans that have shared their souls and notebooks with one another. These past twelve months though have brought with them significant changes to the group. Firstly, the staffing changed. Our current lead is Kody Stadler. He brought to the group his own laid back, sophisticated style and went beyond writing prompts to writing challenges that truly hone skills in those who participate regularly. Secondly, it went from being an intimate group that met in the Edge to online, individual engagement. Challenge posts go up every other week. Writers submit material for critique. Kody reviews submissions and provides thoughtful, praise and advice writer to writer. Here is an excerpt from one of those responses.

“All said, this is still a very fun read and I wasn't quite sure who had stolen Tommy's book until the very end, which is key to a good mystery. I never felt like I was way ahead of Jenny's detective skills, but I also didn't feel like the ending came out of nowhere. You used foreshadowing nicely in this one and, again, with your dialogue developing into a strength, wrote interesting exchanges between the characters that didn't feel forced or sudden. As usual too, I've included my handwritten notes throughout the story as attachments to this email. Thank you for sharing this with us, I greatly enjoyed reading and writing about it.”

Check out the video challenges online. The latest one posed the question, “Who will your characters become?”

Only readers become writers.

### ***Success Story***

Since re-opening more staff work throughout the and not just associated departmental stations. So, the that I receive from YS staff are sometimes not related to youth, but still the sort to share. One such story came from Kathy Ellison who worked with an older gentleman who came in to use Ancestry Plus. Although not savvy with computers, he needed to find information about his mother. He shared with Kathy that his mother had died when he was twenty and that he didn't have much of anything to remember her by. Someone had recently sent him a picture of her to his phone. With it and her name, he was determined to learn more. He and Kathy searched various records that they could find, and then, there it was. He exclaimed, “I found her. I found her.” He discovered the exact picture that he had in his phone. It had been taken at her high school graduation. He was beyond excited to connect to his family and to take a copy of the picture home.

### **Collections**

**Paul Brennan, Collections Director**

You may have noticed that the audiobook collection has moved to the East Wing and that DVDs have been shifted into the space vacated by audiobooks in the Media Center. Scarlett Fisher-Herremann provides details in her report about the move. I'd like to add my congratulations on

how fast her team accomplished the moves. It was quite impressive how quickly and efficiently they worked together to the work done. Hopefully customers will find that all materials are now found on the service floor and they'll no longer have to wait for items to be retrieved from the Circulation workroom downstairs.

Ruth Rodden provides a look at our quarantine process that takes place in staff spaces downstairs. Our team is continuing to monitor the latest science-based recommendations for best practices in handling library materials. We're confident that our current system ensures returned materials are safe before making them available to customers. Should any new information become available we will adjust our procedures accordingly.

While the total number of physical items checked out in September is down compared to September of last year, it's worth noting that the number of item requests we filled for customers is nearly the same this year. This September we filled 18,040 holds compared to 18,503 holds in September of last year. Customers are heavily using curbside service, the new Library@Home pilot initiative, book lockers, and traditional Red Carpet delivery services. We're ready to continue providing the safe and convenient delivery methods for as long as necessary and we're already talking about how to adapt these creative delivery methods once the pandemic has passed.

## **Circulation**

**Ruth Rodden, Circulation Supervisor**

### ***What Quarantine Looks Like***

Safety is a major priority when handling library materials. All returned library materials are quarantined for four days before shelving.



*Materials that will be shelved when they come out of quarantine*



*Requests that will be processed after coming out of quarantine*

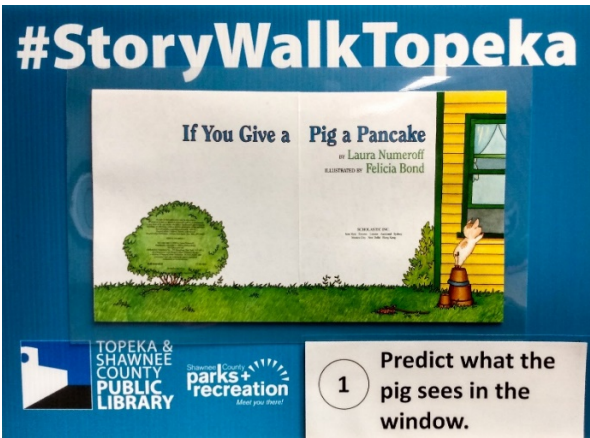
All staff working on the Automated Material Handling (AMH) machine wear gloves when loading materials from tubs onto the belt and when unloading materials from bins onto carts. They move carts from the AMH to the quarantine shelving area and are careful to wear gloves when moving materials from the carts onto the shelving. They disinfect all tubs and carts involved in this process. Once materials come out of quarantine they can be placed on “clean” carts set aside just for shelving or if they are requests they are processed and then sent on to their pickup location of Curbside, TSCPL@Home, TSCPL@Work, Red Carpet deliveries, or the smartlockers.

## **Community Services**

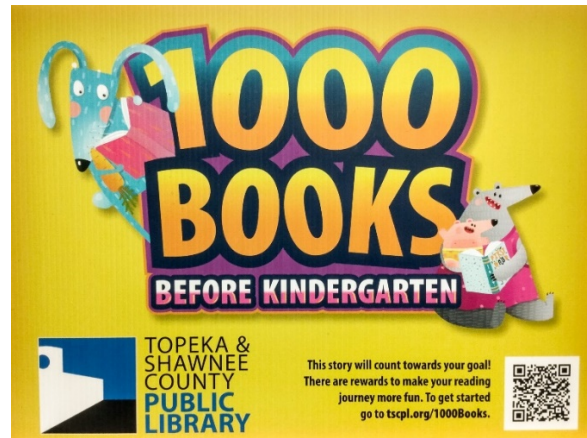
### **Sandy Hestand, Community Services Supervisor**

The Community Services department is continuing to deliver materials and is looking to expand the TSCPL@Home service. We recently sent out an email to our current delivery customers promoting the Browsing Just for You service and the option to set up a subscription so that they automatically receive personally curated materials on a monthly basis. Additional emails were sent targeting our customers in North Topeka highlighting the delivery program. We selected North Topeka because it was an area of the community that was underrepresented in our program usage.

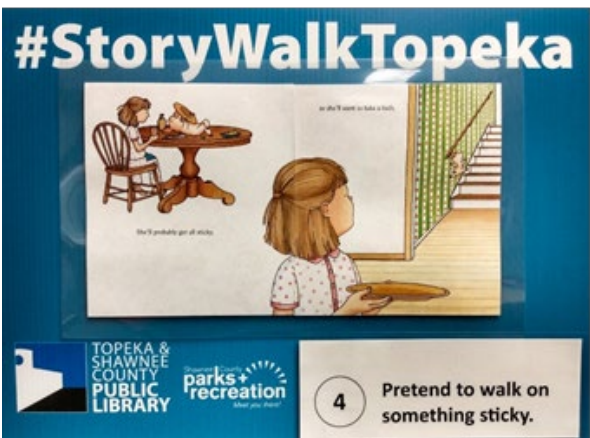
Staff have also been busy working on special projects to enhance the community during these times. Jackie Hurst has been working with Sherry Hess and the Communications and Marketing team to create StoryWalks® around our service area. StoryWalks® are opportunities for children and families to enjoy two great things—reading and outdoor spaces—at the same time. A StoryWalk® is literally taking apart a picture book, laminating the pages, attaching them to signs and placing the signs in outdoor spaces so that children and families can enjoy books in an outdoor setting. TSCPL StoryWalks® will combine activities and stories to keep kids engaged as they walk, jump, and sing along the route. The team is completing five StoryWalks®. The walks will be located at the Animal Land playground at Gage Park, the playground/trail at Shawnee North Community Center, the arboretum at Lake Shawnee, Hughes and Collins Park. Here are some examples of the signs the group is working on. The front of the sign features the book page and activity, while the back of the sign advertises library initiatives featuring Dolly Parton’s Imagination Library and 1000 books before kindergarten.



StoryWalk Sign Front #1



StoryWalk Sign Back #1



StoryWalk Sign Front #2



StoryWalk Sign Back #2

## Collections

**Scarlett Fisher-Herreman, Technical Services and Collection Development Manager**

I'd like to share information about some collection changes we've accomplished in the past month. In early September, we made the decision to re-locate our physical audiobook collection to the East Wing along the south wall, formerly occupied by the paperback spinners. We've needed more shelving space for our DVD collection for a long time. One cost and time efficient way to gain that space was to move the audiobooks out of the New Books/Media/Living Room space. Our Maintenance team dismantled the paperback spinner racks and prepared the long south wall with shelving for the audiobooks. We moved the paperback collections to the first row of shelving next to the Travel Neighborhood. Rather than being strung out on a series of mostly empty spinners, they are now all together providing a one-stop browsing experience for readers who enjoy reading paperbacks.



The audiobooks are now on the south wall in the East Wing, arranged by genre, with fiction at the east end and non-fiction at the west end. I conversed with several audiobook customers after installation and they were incredibly positive about the relocation. They like having audiobooks all in one spot where they can walk along a single line of shelving and make selections rather than wind through wood cases in a room that has a lot of other activity happening in it.

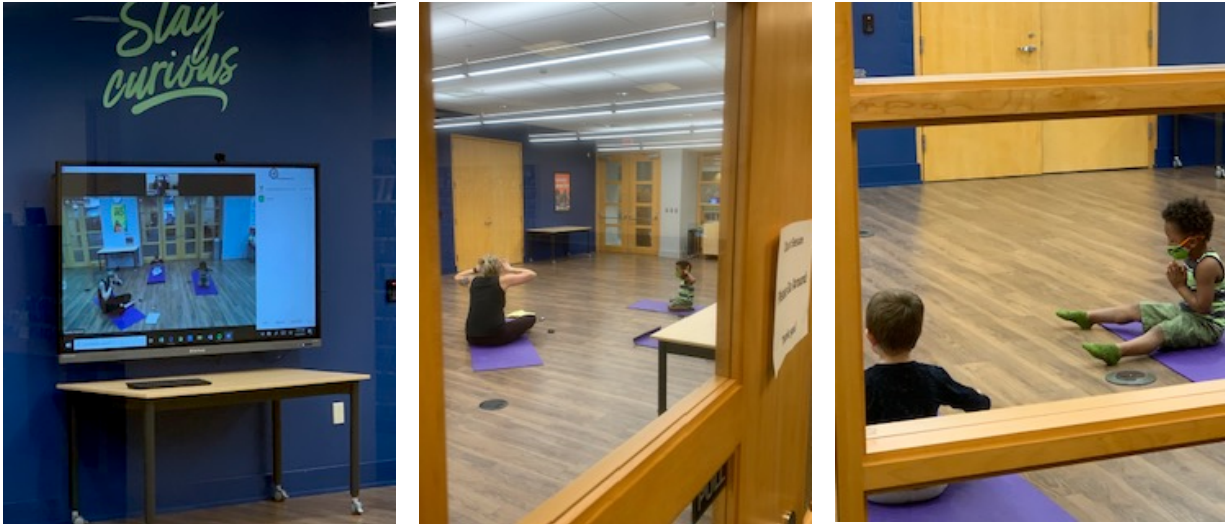
With the audiobooks in their new home, we next accomplished a re-arrangement of the entertainment DVD collection. Some collections like Drama and TV needed significantly more shelving space and we were able to accomplish that with all the wood case shelving available due to the relocation of the audiobooks. Every DVD collection gained additional shelf space. Our goal was to eliminate the large overflow collection of DVDs in the Circulation Workroom. These DVDs were ready for checkout but could not be shelved in the room due to a lack of shelving space. I am pleased to report that we have eliminated the overflow situation. All DVDs that are not in a quarantine status are now shelved in the DVD collection and are available for customer browsing and checkout.

I am pleased with these changes and proud of the team of library staff who worked so quickly and efficiently to achieve the goals. With both the audiobook move and the DVDs, the entire collection with thousands of individual items, was moved in a single hour. I know I have mentioned LEAN workflows several times in past board reports. Seeing large projects like this come together so smoothly is evidence of what the application of LEAN principles can accomplish. Whatever future changes come next with the physical arrangement of library collections, I'm confident we can achieve great results.

### **Learning Experiences**

#### **Stephanie Hall, Learning Experiences Manager**

We have started offering yoga at the library in partnership with the Topeka Yoga Network. We offer three different classes – Children's Yoga, Basic Everyday Yoga and Chair Yoga. All classes are offered both in person and virtually. In person classes are limited in size due to social distancing and masks are worn during class. The virtual classes are Zoomed during the in-person classes. During Children's Yoga the instructor reads a book from our collection on the screen of the monitor and then incorporates yoga moves into the story. Each session is ended with a namaste pose.



The youth staff has started offering Baby Bookworms and Toddler Time 1 and 2 virtually as well. While our attendance hasn't been great thus far it has been a good experience for staff to learn the new way of offering programming right now.

Shari Schawo continues to offer technology classes using Zoom and assists customers with technology questions over the phone, in person and using Zoom when requested.

### **Digital Services**

**David Lee King, Digital Services Director**

Over the past month Digital Services has worked on the following projects:

- We worked with Marketing to create the library's YouTube video ads and set up the Google Ad back end for posting. These video ads have been highly successful and have been viewed over 29,000 times.
- Helped Marketing record interview videos for the 150<sup>th</sup> anniversary.
- Our website redesign project is going well – we have started work on visual mock-ups of the website. Based on what we have seen so far, the new website will be a great improvement for the library.
- DS met with HTK Architects about tech and cabling needs in the café. We figured out some of the back-end details for monitors, security cameras, and cabling needs.



# October Board Report

October 8, 2020

## Communications & Marketing Team

Diana Friend, director

Ginger Park, communications editor

Karen Watson, graphic design

Michael Perkins, web administrator & multimedia producer

### What's New

The last 30-days in our department have been focused on our website update, the support of online events and collecting stories of living legends for the 150<sup>th</sup> anniversary archives.

#### Website

The website update is now focused on “the copy deck” where we are reviewing the content on our current pages and creating an index that be our guide for the new site pages. This has been a wonderful exercise with Karen Watson, Michael Perkins, Shannon Eddings, David King, Marie Pyko and I working through these over multiple sessions.

#### Digital & Virtual Events

Our online offerings on Facebook and YouTube have increased and have necessitated a place for staff to be able to record with good lighting, sound and without interruption. Michael, Karen and David have created a temporary studio in the 1020 building. We have also added Travis Garwood and Meg Porteous to the Video team, using their photography and videography skills to help other staff members with their recordings and editing needs. Travis has been doing a lot of the photography and social media postings for the Alice C. Sabatini Gallery and Meg hosts the popular Digital Photo class and Facebook Group. Meg is one of our popular social media contributors, and her post asking people what’s “Your Hobbit Name” went viral when Meg revealed her name (images below).

*The Library’s Open* campaign continues, and we now have five videos that are paid ads on YouTube, and posts on Facebook.

#### YouTube

- Since the end of August to present, the 15-second videos have 71,000 impressions and viewed 29,000 times (people who watched the entire video)
- The view rate is 40.8%.
- The average cost per view is \$0.02

- 3 of the 5 videos have been viewed over 10,000 times. The first video of David explaining the library is open has the most views—17,058 times.

### **150<sup>th</sup> Anniversary Stories**

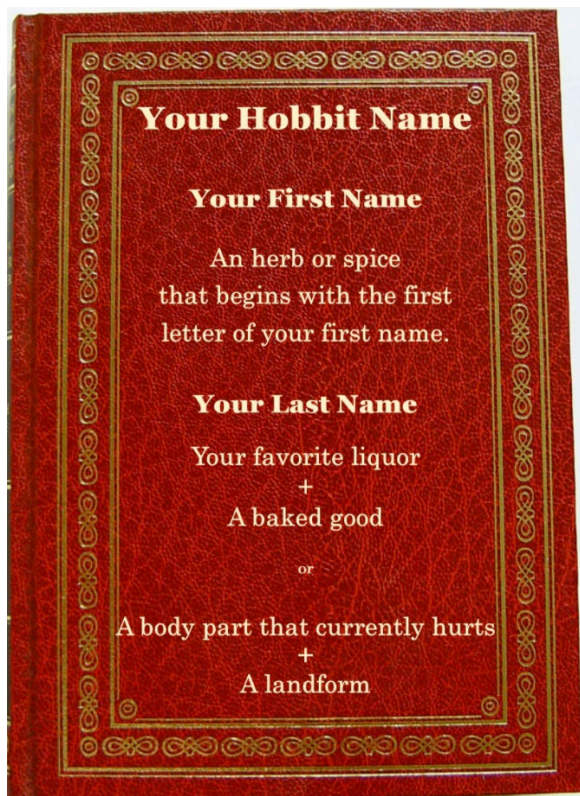
We have been working with Marie on capturing stories by former employees, donors and board leaders who are telling their favorite memories of the library, past and present. Marie provided the subjects with three questions, so we will be able to have recording for our library history. We have completed 10 interviews and anticipate another 12 “library legends” to capture the last 3-4 decades of our history. One to watch for is when Gina Millsap interviews Jim Marvin, who have both lead our library for 5 decades (not consecutive decades).

## **Top Page Views**

### **tscpl.org | September 9 - October 6, 2020**

- Services
- Get a library card
- Research and Databases
- Download ebooks
- What you can do now
- Election & Voting Information
- Fall Reading Challenge
- Best New Books to Add to Your Reading List
- Genealogy Resources
- Meeting Room Requests
- Downloading Audiobooks
- Inter-Library Loans

Meg's Facebook post on Sept. 29:



455,762 People Reached 78,382 Engagements [Boost Post](#)

120 252 Comments 1.7K Shares

Like Comment Share

Most Relevant

Comment as Topeka & Shawnee County ...

**Amy Larson**  
Anise Fireballcanoli 🍷🔥🔥🔥 7  
Love · Reply · Message · 2w

**Author**  
**Topeka & Shawnee County Public Library**  
A real daredevil  
Like · Reply · Commented on by **Meg Porteous** 1 · 2w

**Wesley Price**  
I have anise (and fennel) in the cabinet. I love licorice and chai.  
Like · Reply · Message · 2w

Reply as Topeka & Shawnee Count...

**Caliope Pie**  
Is mistletoe a herb? 🍷 3  
Like · Reply · Message · 2w

**Author**  
**Topeka & Shawnee County Public Library**  
It IS an herb, but I wouldn't use it to season your stew... unless you plan to serve it to your enemies.  
Also, as a representative of the library, please don't do that. 😊  
Like · Reply · Commented on by **Meg Porteous** 1 · 2w 5

**Ben Warrington**  
Caliope Pie anything is a herb if you're brave enough!  
Haha · Reply · Message · 2w 3

Reply as Topeka & Shawnee Count...



**Resolution – Request for FY 2021 Friends of the Library Funding**

**BOARD OF TRUSTEES  
October 15, 2020**

**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.**

**Background:**

This is the request submitted to the Friends of TSCPL each year. Due to financial constraints with the library’s closure and the lasting impact of the COVID-19 situation, the Friends have not been able to conduct book sales and the Booktique has only recently opened. They will need time to replenish revenues lost while they were unable to operate two of their three lines of business. There is one request this year. The Friends executive Mary Campbell has been asked to honor the \$25,000 annual commitment the Friends made for our Dolly Parton’s Imagination Library initiative.

<b>Dolly Parton’s Imagination Library</b>	<b>\$25,000</b>
<b>Total Contribution Request</b>	<b>\$25,000</b>

**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				
<b>CIRCULATION</b>																
<b>Main Library</b>																
TSCPL Curbside	0	0	0	0	4,434	24,610	26,480	26,233	26,201						107,958	
Circulation Desk & Renewals	49,054	39,071	59,747	64,378	60,160	34,798	35,742	36,325	33,496						412,771	458,286 -9.9%
Interlibrary Loan	1,810	1,591		0	0	0	148	928	1,016						5,493	14,486 -62.1%
Self-Check	62,366	64,910	31,498	99	10	4,144	14,075	24,185	28,779						230,066	648,615 -64.5%
Bookmobile / TSCPL @ Home	20,178	18,089	12,884	9,447	7,381	3,971	5,969	5,774	4,021						87,714	166,411 -47.3%
Red Carpet	7,696	6,587	5,516	3,540	3,324	5,313	5,914	6,476	4,301						48,667	63,786 -23.7%
Digital Downloads	43,780	40,039	45,098	51,917	50,942	48,189	48,174	48,538	44,783						421,460	356,929 18.1%
Library @ Work / Smartlocker	2,600	2,274	2,045	1,219	952	1,215	1,614	1,483	1,733						15,135	22,079 -31.5%
<b>TOTAL CIRCULATION</b>	<b>187,484</b>	<b>172,561</b>	<b>156,788</b>	<b>130,600</b>	<b>127,203</b>	<b>122,240</b>	<b>138,116</b>	<b>149,942</b>	<b>144,330</b>						<b>1,329,264</b>	<b>1,730,592 -23.2%</b>
<b>CIRCULATION DETAILS</b>																
Print Material	85,593	79,197	70,608	52,705	50,694	48,291	58,296	63,923	61,957						571,264	820,934 -30.4%
Audio/Visual Material	52,127	48,494	37,936	23,012	23,382	24,238	29,542	33,796	33,074						305,601	510,582 -40.1%
Adult Materials	82,458	77,081	62,642	41,133	40,967	41,269	50,372	56,211	55,830						507,963	769,974 -34.0%
Children's Materials	42,688	38,982	35,816	27,628	26,140	23,517	28,008	31,173	29,390						283,342	441,699 -35.9%
Young Adult Materials	3,844	3,592	3,549	2,612	2,651	2,648	3,246	3,495	3,178						28,815	41,658 -30.8%
Red Carpet Materials	8,730	8,036	6,584	4,344	4,318	5,095	6,212	6,877	6,684						56,880	78,185 -27.2%
<b>NEW Patrons</b>																
<b>Topeka / Shawnee County</b>																
Adults	648	621	498	266	244	321	314	433	410						3,755	5,869 -36.0%
Children (ages 17 and under)	112	126	116	32	8	20	33	63	80						590	1,778 -66.8%
Red Carpet Outreach	11	13	9	0	0	1	8	4	0						46	100 -54.0%
NEKL	64	70	110	73	18	45	67	67	50						564	595 -5.2%
Non-Resident	0	1	3	17	0	0	0	0	1						22	4 450.0%
<b>Total New Registrations</b>	<b>835</b>	<b>831</b>	<b>736</b>	<b>388</b>	<b>270</b>	<b>387</b>	<b>422</b>	<b>567</b>	<b>541</b>						<b>4,977</b>	<b>8,346 -40.4%</b>
<b>PATRONS DELETED</b>	<b>2,511</b>	<b>2,913</b>	<b>435</b>	<b>1,066</b>	<b>288</b>	<b>47</b>	<b>1,180</b>	<b>116</b>	<b>180</b>						<b>8,736</b>	<b>18,742 -53.4%</b>
<b>BORROWERS</b>																
<b>Topeka / Shawnee County</b>																
Adults	51,951	51,430	51,338	51,676	52,029	52,243	52,274	52,721	53,127						53,127	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						15,179	19,153 -20.7%
TSCPL @ School	16,102	16,124	16,124	16,124	16,124	16,123	16,123	16,594	20,044						20,044	* *
Red Carpet Outreach	1,161	1,157	1,151	1,149	1,145	1,141	1,142	1,146	1,136						1,136	1,191 -4.6%
NEKL	7,031	6,964	7,011	6,908	6,931	7,000	7,185	7,306	7,319						7,319	7,275 0.6%
Non-Resident	43	42	45	100	81	80	80	79	80						80	46 73.9%
Delinquent	107	116	93	99	99	89	87	77	80						80	122 -34.4%
<b>TOTAL BORROWERS</b>	<b>92,961</b>	<b>91,483</b>	<b>91,224</b>	<b>91,669</b>	<b>91,910</b>	<b>92,097</b>	<b>92,222</b>	<b>93,129</b>	<b>96,965</b>						<b>96,965</b>	<b>81,923 18.4%</b>
<b>Holds Satisfied</b>	<b>19,196</b>	<b>16,770</b>	<b>8,921</b>	<b>2</b>	<b>9,530</b>	<b>21,504</b>	<b>20,819</b>	<b>19,252</b>	<b>18,040</b>						<b>134,034</b>	<b>172,975 -22.5%</b>
<b>CHECK-IN</b>																
<b>TOTAL CHECK-IN</b>	<b>93,912</b>	<b>92,730</b>	<b>48,932</b>	<b>14</b>	<b>22,262</b>	<b>31,267</b>	<b>36,655</b>	<b>45,111</b>	<b>48,289</b>						<b>419,172</b>	<b>907,275 -53.8%</b>

	2020												2020	2019	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	19 TO 20%	
<b>COLLECTION</b>																
Materials Added	5,362	4,329	2,377	0	1,810	3,540	4,390	2,720	3,796				28,324	43,148	-34.4%	
Materials Discarded	8,237	7,955	3,866	4,435	4,035	5,612	6,372	1,739	360				42,611	55,195	-22.8%	
<b>TOTAL COLLECTION</b>	<b>400,318</b>	<b>396,692</b>	<b>395,203</b>	<b>390,768</b>	<b>388,543</b>	<b>386,471</b>	<b>384,489</b>	<b>385,470</b>	<b>388,906</b>				<b>388,906</b>	<b>411,954</b>	<b>-5.6%</b>	
<b>WEBSITE</b>																
tscpl.org Unique Visitors	39,663	33,321	36,580	25,636	33,229	32,897	29,476	28,981	26,967				286,750	269,867	6.3%	
tscpl.org Total Visits	66,201	56,255	58,118	40,730	56,627	56,599	51,853	50,554	47,938				484,875	485,602	-0.1%	
catalog.tscpl Unique Visitors	21,190	19,294	13,546	8,092	10,520	13,426	13,760	14,800	15,245				129,873	182,271	-28.7%	
catalog.tscpl Total Visits	49,784	44,997	32,337	19,024	28,001	39,292	39,736	41,552	40,676				335,399	417,418	-19.6%	
<b>NOTARY SERVICE</b>	<b>154</b>	<b>243</b>	<b>142</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>182</b>	<b>208</b>				<b>956</b>	<b>1,543</b>	<b>-38.0%</b>	
<b>REFERENCE QUESTIONS</b>																
Public Services	9,900	10,787	*	554	2,217	4,349	4,436	4,021	3,555				39,819	110,463	-64.0%	
Topeka Room	701	275	*	0	0	0	0	0	0				976	6,336	-84.6%	
Plaza**	1,272	1,443	*	0	0	0	0	0	0				2,715	6,459		
Youth Services	2,397	2,432	1,482	0	0	0	0	0	0				6,311	32,938	-80.8%	
Gallery	0	0	0	0	0	0	0	0	0				0	240	-100.0%	
<b>TOTAL REFERENCE QUESTIONS</b>	<b>14,270</b>	<b>14,937</b>	<b>1,482</b>	<b>554</b>	<b>2,217</b>	<b>4,349</b>	<b>4,436</b>	<b>4,021</b>	<b>3,555</b>				<b>49,821</b>	<b>156,436</b>	<b>-68.2%</b>	
<b>GATE COUNT</b>	<b>46,507</b>	<b>42,387</b>	<b>20,990</b>	<b>0</b>	<b>137</b>	<b>4,695</b>	<b>9,560</b>	<b>14,486</b>	<b>22,940</b>				<b>161,702</b>	<b>558,635</b>	<b>-71.1%</b>	
<b>MEETING ROOMS</b>																
Meeting Room Bookings	471	738	280	0	14	0	23	113	387				2,026	6,339	-68.0%	
Team Room Bookings	1,639	870	590	0	7	5	7	1	10				3,129	14,919	-79.0%	
Total Meeting Room Hours Booked	3,005	3,049	2,073	0	87	5	62	620	1,579				10,480	51,370	-79.6%	
<b>TOTAL ATTENDANCE</b>	<b>11,037</b>	<b>6,119</b>	<b>3,044</b>	<b>0</b>	<b>7</b>	<b>5</b>	<b>92</b>	<b>407</b>	<b>2,951</b>				<b>23,662</b>	<b>128,324</b>	<b>-81.6%</b>	
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>228</b>	<b>247</b>	<b>*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>475</b>	<b>2,141</b>	<b>-77.8%</b>	
<b>PROGRAM ATTENDANCE</b>																
Adult - General	520	124	118	110	39	325	528	16	488				2,268	4,615	-50.9%	
Computer Training	0	95	0	0	0	10	0	18	7				130	575	-77.4%	
Outreach	2,696	2,257	627	0	0	5,057	815	0	0				11,452	19,418	-41.0%	
Kids	809	848	815	0	0	0	0	0	263				2,735	9,896	-72.4%	
Movies	13	18	0	0	0	0	0	0	0				31	508	-93.9%	
Books	12	80	17	17	24	28	25	39	47				289	715	-59.6%	
Art	0	19	26	0	0	0	0	0	0				45	871	-94.8%	
Teens	0	97	21	0	0	0	0	0	0				118	295	-60.0%	
Music	30	382	107	0	0	0	0	911	17				1,447	415	248.7%	
<b>TOTAL ATTENDANCE</b>	<b>4,080</b>	<b>3,920</b>	<b>1,731</b>	<b>127</b>	<b>63</b>	<b>5,420</b>	<b>1,368</b>	<b>984</b>	<b>822</b>				<b>18,515</b>	<b>37,308</b>	<b>-50.4%</b>	
<b>GALLERY ATTENDANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>254</b>	<b>*</b>				<b>254</b>	<b>18,190</b>	<b>-98.6%</b>	
<b>COMPUTER USE</b>																
Public Computer Sessions	12,738	12,953	*	0	0	2,064	3,827	4,950	4,998				41,530	142,520	-70.9%	
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				0:52:38	0:56:07	-6.2%	
Total Computer Hours	11,684	12,190	*	0	0	1,484	2,890	3,854	4,326				36,428	133,311	-72.7%	
Wireless Sessions	18,107	16,309	*	1,319	1,713	4,296	4,864	6,598	*				53,206	160,207	-66.8%	
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	*				0:28:32	0:29:26	-3.0%	
Total Wireless Hours	8,450	7,883	*	747	799	1,933	2,189	3,299	*				25,300	78,568	-67.8%	
<b>TOTAL HOURS</b>	<b>20,134</b>	<b>20,073</b>	<b>*</b>	<b>747</b>	<b>799</b>	<b>3,417</b>	<b>5,079</b>	<b>7,153</b>	<b>*</b>				<b>57,403</b>	<b>211,879</b>	<b>-72.9%</b>	
<b>DOLLY PARTON ENROLLMENT</b>	<b>5,481</b>	<b>5,597</b>	<b>5,610</b>	<b>5,627</b>	<b>5,672</b>	<b>5,672</b>	<b>5,691</b>	<b>5,831</b>	<b>*</b>				<b>*</b>	<b>5,258</b>	<b>#VALUE!</b>	



	2020												2020	2019	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	19 TO 20%
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>															
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072	13,179	12,827				113,997	156,192	-27.0%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523	14,895	14,545				136,939	185,755	-26.3%
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197	19,784	18,967				175,428	267,062	-34.3%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401	4,887	4,889				50,856	74,257	-31.5%
Magazines	1,793	1,690	1,335	270	842	663	709	1,051	1,137				9,490	18,628	-49.1%
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066	6,770	6,576				55,484	76,093	-27.1%
RC Realia	235	249	179	127	120	125	146	107	108				1,396	2,092	-33.3%
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182	3,427	3,121				28,300	40,855	-30.7%
<b>PRINT CIRCULATION</b>	<b>85,593</b>	<b>79,197</b>	<b>70,844</b>	<b>52,705</b>	<b>50,694</b>	<b>48,291</b>	<b>58,296</b>	<b>64,100</b>	<b>62,170</b>				<b>571,890</b>	<b>820,934</b>	<b>-30.3%</b>
<b>Audio / Visual Material</b>															
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152	2,229	2,255				20,491	35,129	-41.7%
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426	1,910	2,316	2,305				20,169	33,610	-40.0%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006	22,840	22,976				207,592	340,660	-39.1%
Juvenile Audiobooks	370	403	422	321	296	223	367	351	319				3,072	4,380	-29.9%
Juvenile Music	352	300	286	180	189	144	163	202	184				2,000	3,736	-46.5%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880	5,610	4,792				51,139	92,264	-44.6%
YA A/V	84	61	59	33	37	52	64	68	57				515	803	-35.9%
<b>A/V CIRCULATION</b>	<b>52,127</b>	<b>48,494</b>	<b>37,679</b>	<b>23,012</b>	<b>23,382</b>	<b>24,238</b>	<b>29,542</b>	<b>33,616</b>	<b>32,888</b>				<b>304,978</b>	<b>510,582</b>	<b>-40.3%</b>
<b>Adult Material</b>															
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072	13,179	12,827				113,997	156,192	-27.0%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523	14,895	14,545				136,939	185,755	-26.3%
Magazines	1,793	1,690	1,335	270	842	663	709	1,051	1,137				9,490	18,628	-49.1%
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152	2,229	2,255				20,491	35,129	-41.7%
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426	1,910	2,316	2,305				20,169	33,610	-40.0%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006	22,840	22,976				207,592	340,660	-39.1%
<b>ADULT CIRCULATION</b>	<b>82,458</b>	<b>77,081</b>	<b>62,843</b>	<b>41,133</b>	<b>40,967</b>	<b>41,269</b>	<b>50,372</b>	<b>56,510</b>	<b>56,045</b>				<b>508,678</b>	<b>769,974</b>	<b>-33.9%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197	19,784	18,967				175,428	267,062	-34.3%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401	4,887	4,889				50,856	74,257	-31.5%
Juvenile Audiobooks	370	403	422	321	296	223	367	351	319				3,072	4,380	-29.9%
Juvenile Music	352	300	286	180	189	144	163	202	184				2,000	3,736	-46.5%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880	5,610	4,792				51,139	92,264	-44.6%
<b>JUVENILE CIRCULATION</b>	<b>42,688</b>	<b>38,982</b>	<b>35,547</b>	<b>27,628</b>	<b>26,140</b>	<b>23,517</b>	<b>28,008</b>	<b>30,834</b>	<b>29,151</b>				<b>282,495</b>	<b>441,699</b>	<b>-36.0%</b>
<b>Red Carpet Material</b>															
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066	6,770	6,576				55,484	76,093	-27.1%
RC Realia	235	249	179	127	120	125	146	107	108				1,396	2,092	-33.3%
<b>RED CARPET CIRCULATION</b>	<b>8,730</b>	<b>8,036</b>	<b>6,584</b>	<b>4,344</b>	<b>4,318</b>	<b>5,095</b>	<b>6,212</b>	<b>6,877</b>	<b>6,684</b>				<b>56,880</b>	<b>78,185</b>	<b>-27.2%</b>
<b>Young Adult Material</b>															
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182	3,427	3,121				28,300	40,855	-30.7%
YA A/V	84	61	59	33	37	52	64	68	57				515	803	-35.9%
<b>YOUNG ADULT CIRCULATION</b>	<b>3,844</b>	<b>3,592</b>	<b>3,549</b>	<b>2,612</b>	<b>2,651</b>	<b>2,648</b>	<b>3,246</b>	<b>3,495</b>	<b>3,178</b>				<b>28,815</b>	<b>41,658</b>	<b>-30.8%</b>
Overdrive	31,990	29,566	31,188	35,656	36,807	34,859	35,033	35,779	32,712				303,590	261,603	16.0%
Hoopla	11,108	9,840	13,214	15,519	13,425	12,671	12,522	12,123	12,071				112,493	84,315	33.4%
Flipster	682	633	696	742	710	659	619	636					5,377	11,011	-51.2%
<b>DIGITAL DOWNLOADS</b>	<b>43,780</b>	<b>40,039</b>	<b>45,098</b>	<b>51,917</b>	<b>50,942</b>	<b>48,189</b>	<b>48,174</b>	<b>48,538</b>	<b>44,783</b>				<b>421,460</b>	<b>356,929</b>	<b>18.1%</b>

Value Calculator	2020												2020
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Circulation</b>													
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	\$0	\$0	\$0	\$9,560,800
Magazines (\$5)	\$8,965	\$8,450	\$6,675	\$1,350	\$4,210	\$3,315	\$3,545	\$5,255	\$5,685	\$0	\$0	\$0	\$47,450
Audiobooks (\$10)	\$35,240	\$35,340	\$30,210	\$21,190	\$19,420	\$17,500	\$25,190	\$25,800	\$25,740	\$0	\$0	\$0	\$235,630
DVD, Games, Music (\$4)	\$194,412	\$179,840	\$138,632	\$83,572	\$85,760	\$89,952	\$108,092	\$124,144	\$121,256	\$0	\$0	\$0	\$1,125,660
Notary Service (\$10)	\$1,540	\$2,430	\$1,420	\$0	\$0	\$0	\$270	\$1,820	\$2,080	\$0	\$0	\$0	\$9,560
Reference Questions (\$7)	\$99,890	\$104,559	\$10,374	\$3,878	\$15,519	\$30,443	\$31,052	\$28,147	\$24,885	\$0	\$0	\$0	\$348,747
Programming (\$10)	\$40,800	\$39,200	\$17,310	\$1,270	\$630	\$54,200	\$13,680	\$9,840	\$8,220	\$0	\$0	\$0	\$185,150
Meeting Room Use	\$37,035	*		\$0	\$0	\$0							
Gallery Attendance (\$10)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,540	#VALUE!	\$0	\$0	\$0	#VALUE!
Computer Use (\$12 /hr)	\$241,602	\$240,875		\$8,969	\$9,593	\$41,004	\$34,685	\$46,250	\$51,913	\$0	\$0	\$0	\$674,890
ILL Borrowed (\$25)	\$10,225	\$9,650		\$0	\$0			\$4,975	\$6,550				\$31,400
<b>TOTAL VALUE</b>	<b>\$2,094,309</b>	<b>\$1,937,963</b>	<b>\$1,386,274</b>	<b>\$1,011,624</b>	<b>\$982,616</b>	<b>\$1,046,090</b>	<b>\$1,195,493</b>	<b>\$1,320,604</b>	<b>#VALUE!</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#VALUE!</b>

\* - Data not available