



**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

December 17, 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, December 17, 2020– 4:00 pm
Zoom Meeting
<https://tscpl.zoom.us/j/94735929959>
Meeting ID: 94735929959

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of November 19, 2020 Meeting Minutes of the Trustees –
Action Item Pg. 5**

**Approval of November 25, 2020 Special Meeting Minutes of the Trustees
Executive Meeting – Action Item Pg. 11**

**Approval of December 2, 2020 Special Meeting Minutes of the Trustees
Executive Meeting – Action Item Pg. 13**

Chief Financial Officer’s Report – Kim Strube Pg. 14

Financial Reports

- Treasurer’s Report – Kacy Simonsen
- Financial Reports – **Action Item**

The Library Foundation – Erin Aldridge, Executive Director

**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

Interim Chief Executive Officer – Thad Hartman Pg. 28

Chief of Staff – Thad Hartman Pg. 30

Board Education – Chuck Engel, Library Counsel

New Business

- Thank you to The Library Foundation - **Action Item Pg. 38**
- Thank you to the Friends of the Library - **Action Item Pg. 39**

Executive Session

Adjournment

Next Meeting

January 21, 2021

4:00 pm

Zoom Meeting

*Subject to change without notice



Board Members Present

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

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, November 19, 2020 via Zoom Meeting, was called to order at 4:02 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

Kerry Onstott Storey encouraged all to attend the Gallery exhibit *Alter Ego* display of library staff art works.

Post shared her disappointment that she was unable to attend the Identity Quest conference, a virtual conference that was held on Saturday, November 14, 2020.

Approval of Minutes

On a motion by Jim Edwards, seconded by Joan Hicks, the November 19, 2020 minutes of the Board of Trustees were approved. Motion carried.

Chief Financial Officer's Report

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

Approval of the Treasurer's Report

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

Motion passed unanimously.

The Library Foundation

Foundation Chair Marilyn Ward reported at The Library Foundation October board meeting the directors approved the Annual Distribution of \$72,333.33. An additional distribution from all temporary restricted fund in the amount of \$40,000.00 is available to the library upon request.

Ward shared the following Library Foundation activities:

- Fall Annual Appeal Mailer – letters were sent out the week of October 19, 2020. Positive responses have been received.
- The Gina Millsap Fund for Literacy and Learning – Informational letters were sent out on November 18, 2020 to all present and past trustees, The Library Friends, and The Library Foundation members. The goal is to receive \$15,000, To date The Library Foundation has received \$2,000.00. For additional information please visit <https://foundation.tscpl.org/libraries-can-change-the-world>
- TSCPL Benefits Open Enrollment – Executive Director Erin Aldridge spoke to TSCPL staff on November 4, 2020 about The Library Foundation and the opportunities to contribute. Further information is available via TSCPL Intranet at <https://intranet.tscpl.org/human-resources>, see Benefits – 2021 Benefits Overview Recorded Zoom Meeting
- Café Update – Completion of the café construction is scheduled for December 1. Plans for a soft opening in December and a grand opening in January is being discussed.

Lastly, Ward congratulated Brenda Dietrich, Foundation board member and Kristen O’Shea, trustee member on their successful campaigns to the Kansas Senate. Trustee Kristen O’Shea and Foundation member Haley DaVee were recognized as two of Topeka’s Top 20 under 40.

The Library Foundation board is scheduled to meet on December 9, 2020.

Friends of Topeka and Shawnee County Public Library

TSCPL Friends president Sherryl Longhofer reported the Friend’s Annual Meeting was held on Sunday, November 1 at 3:00 pm via zoom. Millsap provided a meaningful presentation “A Great Library Never Gets Old.” The business meeting followed and included the introduction of new board members: Shelley Braden, Christy Molzen and Mary Seyk. Current board members Karen Faulk and Cathy Minarik will be serving another term. Carol Ball received a certificate of appreciation for her service.

Longhofer stated the online art auction is scheduled for Friday and Saturday, December 4 and 5.

For further information visit https://tscpl.org/art/friends-of-the-library-online-art-auction?utm_source=rss&utm_medium=rss&utm_campaign=friends-of-the-library-online-art-auction

In addition, the Friends of the Library board approved the Loaned Employee Agreement for fiscal year 2021, Friends of Art Membership (eliminating the FOA membership categories), and The Friends of the Art Fund (transferring the FOA fund balance and 2020 net income to the FOA Fund at The Foundation).

Lastly, the Friends of the Library will be celebrating their 50th anniversary next year.

Board Chair Report

Chair Liz Post reported the Executive Committee met via Zoom on Monday, November 9, 2020 at 4:00 pm. The meeting minutes for the October 15, 2020 board meeting and November agenda were reviewed. There was brief discussion concerning the increase in COVID-19 cases in Shawnee County. Due to the increase of COVID-19 cases the November board meeting and CEO interviews would be conducted via Zoom, rather than in person.

Post reminded trustees to review the Friends of the Library and The Library Foundation board meetings sign-up sheet for 2021. Trustees were asked to contact Margo Rangel with their dates of availability.

Jim Edwards provided an update on the CEO recruitment process. He reported that 20 applicants applied, 6 candidates were selected, and following two days of interviews the search committee selected 4 candidates. Final interviews will take place on November 19 and 20. Additional information will be provided as time goes on.

Chief Executive Officer

Chief Executive Officer Gina Millsap reported that a few library staff members tested positive for COVID-19. It was determined that contact exposure occurred outside of the library. Management is currently developing criteria in the event an entire department be quarantined. Safety is our objective.

Chief of Staff Thad Hartman reported the following 4 scenarios have been identified that would require the library to close:

- Mandate by the Shawnee County Health Department
- Spread within the library; tracing the library as a center of spread
- Reduction of staff members that would halt services
- Community spread metrics

Current library processes and services are under review in the event the library should need to close.

Discussion followed.

Chief of Staff

Chief of Staff Thad Hartman stated that construction is going well and is on schedule for completion. Café remodel should be completed by the end of November. Additional time will be needed for Café set-up. In addition, we will need to review our current service model process and how COVID-19 has changed it.

The restroom renovation is on schedule. Once work on the new restrooms is completed the restrooms by the atrium and on the second floor will close. The boutique is ready for new flooring to be installed as well as a new desk. Currently new flooring is being installed in the café and will be completed this week.

Lastly, both bids came in below the budgeted amount. The fire control panel replacement addresses the issues we've been having with the current fire control panel. A new panel will make it easier to locate and diagnose fire alarms.

The second set of bids for the landscaping of the space at 10th and Garfield where the old Marian Clinic and Hearing Aid Building were located. This project will set the stage for possible future projects.

Discussion followed.

New Business

Bid for Fire Alarm Panel and System Replacement

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

Motion passed unanimously.

Bid for West Parking Lot Improvements

On a motion by Kacy Simonsen, seconded by Kerry Onstott Story, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction Company, Inc, Topeka, Kansas, in the amount of \$223,050 for the improvements to the west parking lot, including all four alternates.

This expenditure shall be paid from the General Fund, Special Projects line item.

Motion passed unanimously.

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

On a motion by Beth Dobler, seconded by Kacy Simonsen the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves Memorandum of Understanding (MOU) Seaman 345 Unified School District as presented.

Motion passed unanimously.

Loaned Employee Agreement, The Library Foundation for FY 2021

On a motion by Joan Hicks, seconded by Jim Edwards the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Foundation Loaned Employee Agreement for FY 2021 as presented.

Motion passed unanimously.

Loaned Employee Agreement, Friends of the Library for FY 2021

On a motion by Joan Hicks, seconded by Shawn Leisinger the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Friends of the Library Loaned Employee Agreement for FY 2021 as presented.

Motion passed unanimously,

Audit Committee Appointments

On a motion by Kacy Simonsen, seconded by Jim Edwards the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Audit Committee appointments as presented.

Kacy Simonsen, Chair
Joan Hicks
Shawn Leisinger

Motion passed unanimously.

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

On a motion by Kerry Onstott Story, seconded by David Monical the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, recognizes and honors Gina Millsap for her service as the library Chief Executive Officer.

The Board appreciates her leadership, vision and dedication to the library and wishes her the best on her retirement.

Motion passed unanimously.

Adjournment

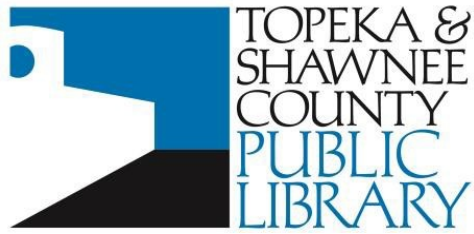
On a motion by Jim Edwards, seconded by Kristen O'Shea, the meeting was adjourned at 5:03 pm.

Next Meeting

December 17, 2020

4:00 pm

Zoom Meeting



Call to Order

The meeting was called to order, by Trustee Chair Liz Post, at 4:01 PM. Attendees included Jobeth Bradbury, Beth Dobler, Jim Edwards, Chuck Engel, Joan Hicks, Shawn Leisinger, Jennifer Miller, David Monical, Kristen O'Shea, Liz Post, Kacy Simonsen and Kerry Storey.

Approval of Minutes

A motion was made by Jim Edwards and seconded by Shawn Leisinger to approve the minutes, with noted changes, of the November 20 and 23 Board of Trustees Special Meetings. **Motion Passed**

Meeting of Executive Session to discuss personnel matters.

A motion was made by Jim Edwards and seconded by David Monical to "Have the Board of Trustees of the Topeka Shawnee County Public Library go into Executive Session to discuss personnel matters by discussing candidates for the position of CEO for a period not to exceed 1 1/2 hours. Participants will include members of the Board of Trustees, Chuck Engel and Jobeth Bradbury." **Motion Passed**

Jobeth Bradbury left the Executive Session at 4:15 PM.

Jobeth Bradbury entered the Executive Session at 4:56 PM.

A motion to end the Executive Session, at 5:24 PM, was made by Jim Edwards and seconded by Shawn Leisinger. **Motion Passed**

Other Business

Interim CEO There was a motion by Jim Edwards, seconded by Kerry Storey to ask Chuck Engel, Jesse Maddox, and Jim Edwards to develop a working agreement, including a monetary stipend, for the position of Interim CEO of the TSCPL, and offer that agreement to Thad Hartman. **Motion Passed**

CEO Initial Agreement Trustees will be sent a copy of the initial employment agreement with Gina Millsap and are asked to make recommendation and or changes and return to Chuck Engel.

Adjournment

A motion to adjourn was made by Jim Edwards and seconded by Kristen O'Shea.

Motion Passed

The meeting adjourned at 5:27 PM.



Executive Committee Board Members Present

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

Call to Order

The meeting of the Executive Committee Board of the Topeka and Shawnee County Public Library held on Wednesday, December 2, 2020 via Zoom Meeting, was called to order at 4:02 pm by Chair Liz Post.

Meeting to discuss library operations

Chief of Staff Thad Hartman reviewed the guidelines that the library has been working on as discussed at the November 19, 2020 Board of Trustees meeting. These guidelines would assist staff in evaluating service levels due to the impact of COVID-19.

Discussion followed.

Hartman will provide the updated Guidelines for Library Service Level Changes to the board for review.

Adjournment

On a motion by Jim Edwards, seconded by Kacy Simonsen, the meeting was adjourned at 4:33 pm.

Next Meeting

December 17, 2020
4:00 pm
Meeting via Zoom

*Subject to change without notice

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

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund is temporarily negative due to a pending correction (journal voucher).

General Fund – Pages 3 through 5

With 91.5% of the budget year completed, 90% of the budgeted revenue has been received and 77% of the approved budget has been expended/encumbered. This compares to 2019 in which 97% of the budgeted revenue had been received and 84% of the approved budget had been expended/encumbered.

One additional tax distribution will be received in mid-December.

All outstanding purchase orders currently reserving budgetary balances will be reviewed before year end and those no longer needed will be closed. This usually results in some additional savings. Some, such as Contracted-Facilities and Vehicle-Repair, are open purchase orders to allow for expected purchases throughout the year and ensure sufficient budget. However, those amounts are not always needed every year.

Employee Benefit Fund – Page 6

With 91.5% of the budget year completed, 98% of the budgeted revenue has been received and 82% of the approved budget has been expended/encumbered which is the same as 2019.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,210,857.98.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget and from non-budgeted funds	New CEO Video Campaign	\$15,900.00	Bajillion Agency
Purchase from Foundation funds	Kansas Children's Discovery Center express passes for checkout by library cardholders	\$8,000.00	Kansas Children's Discovery Center
Purchase from non-budgeted funds	Staff Apparel	\$7,300.00	Embroidery Plus
Approved operating budget	Additional work to the TSCPL website	\$39,250.00	Imagemakers Inc.
Purchase from Foundation funds	TSCPL 150 th project and monograph	\$9,490.00	Buried Past Consulting Inc.
Purchase from Foundation funds	Bulletin Digitalization	\$6,174.56	Backstage Library Works
Library Materials	Hoopla online	\$26,237.10	Midwest Tape LLC
Library Materials	Adult Blu-Rays and DVD's	\$5,600.00	Midwest Tape LLC

Other Items:

- The audit of the 2020 financial year will begin Monday, February 1st. The audit services will be provided by Berberich Trahan and Co., P.A. This is the second year of a three-year term for these audit services.

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

11/30/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 11/30/2020</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,523,224.80	\$ 14,794,370.61	\$ 12,676,112.98	\$ 6,641,482.43
Employee Benefits	1,101,162.54	3,191,244.82	3,024,035.53	\$ 1,268,371.83
Capital Improvement	1,292,745.67	12,270.93	94,158.62	\$ 1,210,857.98
Bond & Interest	804,581.51	174,117.06	-	\$ 978,698.57
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	33,292.67	49,945.81	33,292.67	\$ 49,945.81
Federal, State & Local Grants	19.03	1,650.00	1,650.00	\$ 19.03
Other Special Revenue	553,586.39	621,508.60	668,300.38	\$ 506,794.61
Permanent Funds	214,074.65	33,402.00	-	\$ 247,476.65
Totals	<u>\$ 8,522,687.26</u>	<u>\$ 18,878,509.83</u>	<u>\$ 16,497,550.18</u>	<u>\$ 10,903,646.91</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 619,227.71
Restricted Funds-CoreFirst Bank-Checking	508,600.78
Capital Improvement Fund-VisionBank-Money Market Account	1,210,857.98
Cash on Hand	2,247.42
Petty Cash	220.00
Endowment Securities	247,476.65
Municipal Investment Pool - Overnight	8,420,013.54
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>\$ 11,008,644.08</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(932.62)
Less Payroll Deduction and Employer Benefit Liabilities	2,606.71
Less Outstanding Checks	103,323.08
	<u>\$ 10,903,646.91</u>

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

11/30/2020

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	11/30/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,523,224.80	\$ 14,794,370.61	\$ 867,742.51	\$ 11,808,370.47	\$ 6,641,482.43	\$ 1,421,442.26	\$ 5,220,040.17
Employee Benefit Fund	1,101,162.54	3,191,244.82	-	3,024,035.53	1,268,371.83	1,179.30	1,267,192.53
Capital Improvement Fund	1,292,745.67	12,270.93	-	94,158.62	1,210,857.98	-	1,210,857.98
Bond & Interest Fund	804,581.51	174,117.06	-	-	978,698.57	-	978,698.57
Non Major Governmental Funds							
<i>State Aid Fund</i>	33,292.67	49,945.81	33,292.67	-	49,945.81	49,537.93	407.88
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,650.00	-	1,650.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,578.62	34.42	-	-	10,613.04	-	10,613.04
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	190.10	(190.10)	-	(190.10)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.11	-	-	31.16	-	31.16
Friends	106,029.02	234.00	1,825.98	38,062.19	66,374.85	10,701.24	55,673.61
Fun Committee	2,659.59	724.76	117.49	-	3,266.86	-	3,266.86
Gallery Competitions/Exhibits	36,147.18	117.66	-	-	36,264.84	-	36,264.84
Gifts/Memorials (Undesignated)	341,344.59	603,879.18	255,098.10	343,514.00	346,611.67	83,743.12	262,868.55
Hathaway Trust - Library Materials	2,677.90	2,583.46	-	2,045.63	3,215.73	570.33	2,645.40
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,800.34	84.48	14,667.81	16,345.45	140.00	16,205.45
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	4.10	-	-	1,268.29	-	1,268.29
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	13.89	-	59.74	4,267.35	290.26	3,977.09
Special Collections	5,693.56	18.54	-	-	5,712.10	-	5,712.10
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.12	-	-	36.21	-	36.21
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	7.08	-	-	2,180.56	-	2,180.56
Youth Services	10,246.70	12,090.94	-	12,634.86	9,702.78	-	9,702.78
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	33,402.00	-	-	247,476.65	-	247,476.65
TOTALS	\$ 8,522,687.26	\$ 18,878,509.83	\$ 1,158,161.23	\$ 15,339,388.95	\$ 10,903,646.91	\$ 1,567,604.44	\$ 9,336,042.47

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

11/30/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 11/30/2020</u>
				91.5%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 13,262,139.14	\$ (537,474.86)	96%
Revitalization Rebates	(197,477.00)	(190,481.48)	\$ 6,995.52	96%
Back Tax	-	178,959.80	\$ 178,959.80	N/A
Motor Vehicle Tax	1,399,719.00	1,199,274.33	\$ (200,444.67)	86%
Recreational Vehicle Tax	13,465.00	12,219.95	\$ (1,245.05)	91%
16/20 M Vehicle Tax	5,331.00	5,530.34	\$ 199.34	104%
In Lieu of Tax	2,964.00	37,411.84	\$ 34,447.84	1262%
Watercraft Special Tax**	7,320.00	-	\$ (7,320.00)	0%
Commercial Vehicle Fees	47,501.00	48,127.98	\$ 626.98	101%
E-Rate Reimbursement	25,193.00	23,325.08	\$ (1,867.92)	93%
Miscellaneous Revenue	3,000.00	12,995.05	\$ 9,995.05	433%
Miscellaneous Revenue - Recyclg	-	362.28	\$ 362.28	N/A
Salary Refunds-Foundation	98,289.00	89,651.41	\$ (8,637.59)	91%
Salary Refunds-Friends	29,370.00	24,928.99	\$ (4,441.01)	85%
Salary Refunds-Shawnee Cty	22,755.00	20,860.81	\$ (1,894.19)	92%
Vending Machines	4,000.00	1,219.95	\$ (2,780.05)	30%
Overdue Fees*	127,000.00	29,371.45	\$ (97,628.55)	23%
Debt Collect	-	1,546.57	\$ 1,546.57	N/A
ILL Fees	350.00	877.82	\$ 527.82	251%
Mailing Fees	120.00	56.37	\$ (63.63)	47%
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	35,537.93	\$ (29,462.07)	55%
Transfer In	994,167.00	-	\$ (994,167.00)	0%
Library Treasurer's Balance	2,476,295.00	-	\$ -	N/A
TOTALS	<u>\$ 18,931,321.00</u>	<u>\$ 14,794,370.61</u>	<u>\$ (1,660,655.39)</u>	90%

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

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

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

11/30/2020

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					91.5%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 5,907.60	\$ -	\$ 492.40	92%
Salaries-Facilities	687,188.00	591,389.83	-	95,798.17	86%
Salaries-Overtime	10,000.00	5,982.37	-	4,017.63	60%
Salaries-Security	332,061.00	266,305.68		65,755.32	80%
Salaries-Shelvers	175,216.00	64,766.25		110,449.75	37%
Salaries-Staff	7,643,102.00	6,933,321.03		709,780.97	91%
Conferences	166,580.00	45,264.89	913.25	120,401.86	28%
Staff Internal Dev/Trng - Web Based	15,000.00	4,025.75	1,042.00	9,932.25	34%
Staff Development & Training	15,000.00	305.01		14,694.99	2%
Mileage	9,500.00	2,768.73	4,581.67	2,149.60	77%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	1,266.75	525.85	1,207.40	60%
Materials-Periodicals	38,000.00	9,357.26	22,721.34	5,921.40	84%
Materials-Print/Non-Print <1 YR	567,300.00	433,994.57	18,084.57	115,220.86	80%
Materials-Print/Non-Print	1,294,200.00	908,192.40	148,890.66	237,116.94	82%
OPERATIONS:					
Art Purchases	8,000.00	1,708.14	129.00	6,162.86	23%
Cataloging and ILL Services	105,795.00	79,121.64	7,878.36	18,795.00	82%
Contracted-Digital Services	555,401.00	447,370.56	62,547.64	45,482.80	92%
Contracted-Facilities	353,400.00	245,461.23	45,805.85	62,132.92	82%
Contracted-Equipment	50,940.00	38,746.96	10,016.52	2,176.52	96%
Contracted-Professional	213,550.00	258,622.80	168,906.68	(213,979.48)	200%
Contracted-E-Rate Services	2,267.00	-	-	2,267.00	0%
Digital Services Support	181,100.00	182,421.14	7,363.91	(8,685.05)	105%
Furniture/Equipment	96,200.00	1,802.01	-	94,397.99	2%
Insurance	54,806.00	54,182.00	-	624.00	99%
Marketing & Communication	47,500.00	38,643.04	8,401.21	455.75	99%
Memberships/Dues	30,900.00	17,443.10	445.00	13,011.90	58%
Miscellaneous	5,000.00	569.97	-	4,430.03	11%
Payments to Other Libraries	115,060.00	-	-	115,060.00	0%
Postage/Shipping	104,363.00	23,293.04	1,223.89	79,846.07	23%
Printing	96,800.00	29,552.53	34,756.88	32,490.59	66%
Programming	32,000.00	15,573.47	644.09	15,782.44	51%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	527,488.89	706,111.00	471,150.11	72%
Supplies-Facilities	77,417.00	84,814.01	26,606.32	(34,003.33)	144%
Supplies-Office/Library	98,720.00	39,835.32	10,496.76	48,387.92	51%
Supplies-Processing	48,000.00	31,586.29	3,300.00	13,113.71	73%
Telecommunications	90,500.00	55,861.95	12,178.05	22,460.00	75%
Transfer Out	1,709,805.00	-	-	1,709,805.00	0%
Utilities-Electric	360,000.00	277,979.35	60,087.77	21,932.88	94%
Utilities-Gas	65,000.00	33,225.24	17,274.76	14,500.00	78%
Utilities-Water/Sewage	35,000.00	21,689.91	7,083.07	6,227.02	82%
Vehicle-Gas	36,000.00	10,195.44	-	25,804.56	28%
Vehicle-Repair	40,500.00	18,325.56	25,851.40	(3,676.96)	109%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	8.76	-	(8.76)	N/A
TOTALS	\$ 18,931,321.00	\$ 11,808,370.47	\$ 1,413,867.50	\$ 4,059,083.03	77%

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

11/30/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 2,476,295.00	\$ 3,596,303.17	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,799,614.00	13,262,139.14	96%
Revitalization Rebates	(197,477.00)	(190,481.48)	96%
Back Tax	-	178,959.80	N/A
Motor Vehicle Tax	1,399,719.00	1,199,274.33	86%
Recreational Vehicle Tax	13,465.00	12,219.95	91%
16/20M Vehicle Tax	5,331.00	5,530.34	104%
In Lieu of Tax	2,964.00	37,411.84	1262%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	48,127.98	101%
E-Rate Reimbursement	25,193.00	23,325.08	93%
Fees and Charges	141,815.00	46,522.21	33%
Reimbursements	150,414.00	135,803.49	90%
Transfer In	994,167.00		
Interest on Idle Funds	65,000.00	35,537.93	55%
	<u>\$ 16,455,026.00</u>	<u>\$ 14,794,370.61</u>	90%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	7,867,672.76	89%
Other Staff Support Costs	206,080.00	58,901.30	29%
Library Collections	1,902,500.00	1,543,033.40	81%
Contracted Services	1,281,353.00	1,364,478.24	106%
Digital Services Support	181,100.00	189,785.05	105%
Furniture/Equipment/Art	104,200.00	3,639.15	3%
Payments to Other Libraries	115,060.00	-	0%
Special Projects	1,704,750.00	1,233,599.89	72%
Utilities & Telecommunications	550,500.00	485,380.10	88%
Vehicles	76,500.00	54,372.40	71%
Other Operating Expenditures	595,506.00	421,375.68	71%
Transfer Out	1,709,805.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 13,222,237.97</u>	77%
Prior Year Canceled Purchase Orders		<u>\$ 51,604.36</u>	
Unencumbered Balance 11/30/2020	\$ -	<u>\$ 5,220,040.17</u>	

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

11/30/2020

EMPLOYEE BENEFITS

	2020 Budget	Year To Date	%
Balance 01/01/2020	\$ 792,034.00	\$ 1,101,162.54	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,900,904.00	\$ 2,820,044.43	97%
Revitalization Rebates	(41,513.00)	(40,504.08)	98%
Back Tax	-	42,029.77	N/A
Motor Vehicle Tax	298,763.00	261,486.69	88%
Recreational Vehicle Tax	2,874.00	2,634.09	92%
16/20M Vehicle Tax	1,138.00	1,865.15	164%
In Lieu of Tax	812.00	7,955.23	980%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Fees	10,139.00	10,941.15	108%
Refund-Fringe Benefits-Foundation	49,776.00	39,290.02	79%
Refund-Fringe Benefits-Friends	11,667.00	12,950.11	111%
Refund-Fringe Benefits-Shawnee Cty	-	13,045.80	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	11,948.22	306%
Interest on Idle Funds	10,000.00	7,558.24	76%
	\$ 3,250,030.00	\$ 3,191,244.82	98%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,478.00	\$ 6,655.20	103%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	677,328.00	563,316.42	83%
Ks Public Employees Retirement Sys	820,944.00	746,634.48	91%
Worker's Compensation	63,279.00	46,019.09	73%
Unemployment Tax	8,854.00	5,953.88	67%
Health/Dental Insurance	2,111,376.00	1,653,222.76	78%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,042,064.00	\$ 3,025,214.83	82%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 11/30/2020	\$ -	\$ 1,267,192.53	

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

CAPITAL IMPROVEMENT

Balance 01/01/2020	\$ 1,292,745.67
<u>Revenue:</u>	
Interest received	12,270.93
	\$ 12,270.93
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	158.62
Capital Outlay	94,000.00
	94,158.62
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 11/30/2020	\$ 1,210,857.98

STATE AID

Balance 01/01/2020	\$ -	\$ 33,292.67
<u>Revenue:</u>		
State Aid	49,945.81	-
	\$ 49,945.81	\$ 49,945.81
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		17,292.67
Staff Internal Development/Trng		16,000.00
Special Projects	53,000.00	49,537.93
	\$ 53,000.00	\$ 82,830.60
Unencumbered Balance 11/30/2020		\$ 407.88

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

11/30/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 786,885.00	\$ 804,581.51	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	(4,050.36)	N/A
Revitalization Rebates	-	(4.62)	N/A
Back Tax	25,000.00	22,632.24	91%
Motor Vehicle Tax	168,424.00	145,165.97	86%
Recreational Vehicle Tax	1,620.00	1,474.50	91%
16/20M Vehicle Tax	641.00	770.68	120%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	5,893.37	103%
Interest on Idle Funds	5,000.00	2,235.28	45%
	<u>\$ 207,282.00</u>	<u>\$ 174,117.06</u>	84%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	994,167.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 994,167.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 11/30/2020	\$ -	\$ 978,698.57	

* 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 November 30, 2020

Capital Improvement Funds-VisionBank

\$ 1,210,857.98 at .65% (money market account)

Municipal Investment Pool

\$ 8,420,013.54 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average November 1 - 30, 2020 was .007%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	11/5/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,005.88	-98135
10	21502	0	11/5/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,139.48	-98135
15	21521	0	11/5/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 11.69	-98135
10	21503	0	11/5/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,280.68	-98135
15	21504	0	11/5/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,202.99	-98135
10	21503	0	11/5/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,377.89	-98135
15	21504	0	11/5/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,377.89	-98135
10	21514	0	11/5/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-98135
10	21518	0	11/5/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 375.23	-98135
10	41000	313	11/5/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,892.50	-98135
10	41000	313	11/5/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 342.78	-98135
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 83,993.01	-98135 Total
10	21505	0	11/10/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,128.46	-98134
15	21516	0	11/10/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,449.36	-98134
15	21517	0	11/10/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,188.02	-98134
10	21513	0	11/10/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,005.66	-98134
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,771.50	-98134 Total
10	21509	0	11/10/2020	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,177.74	-98131
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,177.74	-98131 Total
10	21501	0	11/19/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,306.56	-98130
10	21502	0	11/19/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,202.94	-98130
15	21521	0	11/19/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 11.50	-98130
10	21503	0	11/19/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,356.87	-98130
15	21504	0	11/19/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,218.68	-98130
10	21503	0	11/19/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,395.65	-98130
15	21504	0	11/19/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,395.65	-98130
10	21514	0	11/19/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,188.15	-98130
10	21518	0	11/19/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 179.39	-98130
10	41000	313	11/19/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,884.16	-98130
10	41000	313	11/19/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 341.04	-98130
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 84,480.59	-98130 Total
10	21509	0	11/23/2020	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,155.37	-98128
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,155.37	-98128 Total
10	21505	0	11/20/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,079.49	-98127
15	21516	0	11/20/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,379.09	-98127

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21517	0	11/20/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,179.88	-98127
10	21505	0	11/20/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Credit (E. Roe)	\$ (99.79)	-98127
15	21516	0	11/20/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Credit (E. Roe)	\$ (143.20)	-98127
15	21517	0	11/20/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Ins. Credit (E. Roe)	\$ (16.63)	-98127
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,378.84	-98127 Total
10	21515	0	11/24/2020	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 26,670.48	-98125
15	21515	0	11/24/2020	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 122,825.50	-98125
15	21515	0	11/24/2020	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,121.16	-98125
						\$ 150,617.14	-98125 Total
10	41000	310	11/24/2020	COREFIRST BANK & TRUST	Soundtrack your brand	\$ 26.99	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 15.00	-98121
10	41000	322	11/24/2020	COREFIRST BANK & TRUST	YouTube ads	\$ 314.38	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	BUSHMAN Panoramic Claremo	\$ 149.95	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	SquareTrade Protection 4y	\$ -	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	SquareTrade Protection 3y	\$ 29.99	-98121
10	41000	330	11/24/2020	COREFIRST BANK & TRUST	H-bands	\$ 119.22	-98121
10	41000	330	11/24/2020	COREFIRST BANK & TRUST	shipping	\$ 16.69	-98121
10	41000	330	11/24/2020	COREFIRST BANK & TRUST	Pins, 1-3/8-Inch 250 ct	\$ 10.54	-98121
10	41000	330	11/24/2020	COREFIRST BANK & TRUST	Size 7 needles, 16/pack	\$ 24.52	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Reflective Lime Vest	\$ 39.65	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Yellow Vests XL 5 PK	\$ 24.27	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Yellow Safety Vest	\$ 35.95	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	LED Safety Light 2 PK	\$ 14.50	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Large Glow Sticks	\$ 16.99	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Glow Party Favors	\$ 16.99	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Waterproof Tape Red/Yello	\$ 27.18	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Post-it Easel Pads-6PK	\$ 190.92	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Cable Ties 12 Inch White	\$ 5.99	-98121
10	41000	330	11/24/2020	COREFIRST BANK & TRUST	Industrial Strength Velcr	\$ 96.06	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Command Clear Mini Clips	\$ 9.99	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	Logitech USB Headset H390	\$ 619.49	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	TRENDnet TPE-115GI Gigabi	\$ 89.97	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	slik pro tirpod	\$ 339.90	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	eos m50 camera	\$ -	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	canon lp-e12 battery	\$ 113.90	-98121

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	canon bag	\$ 49.90	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	feiyu gimbal	\$ 229.00	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Glitter Cardstock Silver	\$ 13.99	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Glitter Cardstock Gold	\$ 13.99	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Shipping	\$ 5.99	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	Clear One 910-158-500-00	\$ 479.09	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	Clear One 910-158-555 Max	\$ 253.30	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	Clear One Credit	\$ (253.30)	-98121
10	41000	736	11/24/2020	COREFIRST BANK & TRUST	samsung 55 inch tv	\$ 2,634.00	-98121
10	41000	736	11/24/2020	COREFIRST BANK & TRUST	samsung 43 inch tv	\$ 279.00	-98121
10	41000	736	11/24/2020	COREFIRST BANK & TRUST	kanto wall mount	\$ 489.93	-98121
10	41000	326	11/24/2020	COREFIRST BANK & TRUST	card	\$ 225.95	-98121
10	41000	326	11/24/2020	COREFIRST BANK & TRUST	A6 envelope 6.5x4.75	\$ 46.95	-98121
10	41000	326	11/24/2020	COREFIRST BANK & TRUST	shipping	\$ 47.77	-98121
10	41000	410	11/24/2020	COREFIRST BANK & TRUST	3Ply disposable mask 50pk	\$ 958.80	-98121
10	41000	320	11/24/2020	COREFIRST BANK & TRUST	rode videomic	\$ 257.90	-98121
10	41000	341	11/24/2020	COREFIRST BANK & TRUST	IABC webnair	\$ 50.00	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Neiko High Vis Vest-Large	\$ 8.50	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Neiko High Vis Vest- XL	\$ 8.56	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Neiko High Vis Vest XXL	\$ 38.22	-98121
10	41000	420	11/24/2020	COREFIRST BANK & TRUST	Vehicle Makes Frequent	\$ 23.99	-98121
				<i>Miscellaneous online orders paid by credit card</i>		\$ 8,210.56	-98121 Total
35	41000	736	11/3/2020	BAJILLION AGENCY	New CEO Video Campaign	\$ 9,900.00	11840
				<i>Paid from non-budgeted funds</i>		\$ 9,900.00	11840 Total
35	41000	735	11/12/2020	EMBROIDERY PLUS	Apparel for Staff	\$ 7,280.16	11842
				<i>Paid from non-budgeted funds</i>		\$ 7,280.16	11842 Total
31	41000	323	11/19/2020	KANSAS CHILDREN'S DISCOVERY	annual membership	\$ 8,000.00	11846
				<i>Paid from Foundations funds</i>		\$ 8,000.00	11846 Total
10	41000	322	11/3/2020	BAJILLION AGENCY	New CEO Video Campaign	\$ 6,000.00	95915
				<i>2020 approved operating budget - marketing/communications</i>		\$ 6,000.00	95915 Total
10	41000	310	11/5/2020	ATLAS SYSTEMS INCORPORATED	ILLiad web tune-up	\$ 5,000.00	95916
				<i>2020 approved operating budget - contracted digital services</i>		\$ 5,000.00	95916 Total
10	41000	736	11/5/2020	ENGROFF CATERING INC	COMMERCIAL SINK	\$ 519.00	95920
10	41000	736	11/5/2020	ENGROFF CATERING INC	GAUGE WORK TABLE	\$ 1,149.00	95920
10	41000	736	11/5/2020	ENGROFF CATERING INC	FIVE PAN ELECTRIC TABLE	\$ 6,499.00	95920

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	736	11/5/2020	ENGROFF CATERING INC	SANDWICH PREP TABLE	\$ 4,114.82	95920
10	41000	736	11/5/2020	ENGROFF CATERING INC	BASE TABLE W/ CASTERS	\$ 289.98	95920
10	41000	736	11/5/2020	ENGROFF CATERING INC	WARRANTY / SHIPPING / FEE	\$ 953.68	95920
				<i>Cafe equipment - will be reimbursed by The Foundation</i>		\$ 13,525.48	95920 Total
10	41000	301	11/5/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	95933
				<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,736.92	95933 Total
10	41000	351	11/13/2020	EVERGY	2020 Electric M. Clinic	\$ 81.43	95947
10	41000	351	11/13/2020	EVERGY	Electric Service	\$ 27,687.91	95947
						\$ 27,769.34	95947 Total
10	41000	313	11/13/2020	IMAGEMAKERS INC.	TSCPL website design	\$ 5,000.00	95950
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 5,000.00	95950 Total
10	41000	736	11/13/2020	KELLEY CONSTRUCTION CO., INC.	CAFE REMODEL PROJECT	\$ 49,950.00	95952
						\$ 49,950.00	95952 Total
10	41000	736	11/13/2020	SENNE & CO INC	Restroom Renovation	\$ 136,659.85	95956
						\$ 136,659.85	95956 Total
10	41000	736	11/27/2020	BOB FLORENCE CONTRACTOR INC.	EFIS replacement DS stair	\$ 7,855.00	95976
				<i>2020 approved Facilities Master Plan</i>		\$ 7,855.00	95976 Total
25	23800	0	11/27/2020	EBSCO INFORMATION SERVICES	Staff Development Program	\$ 16,000.00	95979
				<i>State Aid Funds - sole source purchase; 6 in-person sessions for NoveList to deliver a staff development program to TSCPL employees</i>		\$ 16,000.00	95979 Total
10	41000	736	11/27/2020	HTK ARCHITECTS INC.	FMP	\$ 12,560.00	95984
10	41000	736	11/27/2020	HTK ARCHITECTS INC.	Cafe Renovations	\$ 1,552.50	95984
10	41000	736	11/27/2020	HTK ARCHITECTS INC.	Restroom Renovations	\$ 2,940.00	95984
						\$ 17,052.50	95984 Total
10	41000	313	11/27/2020	IMAGEMAKERS INC.	TSCPL website design	\$ 10,000.00	95986
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 10,000.00	95986 Total
						\$ 764,514.00	Grand Total

INTERIM CHIEF EXECUTIVE OFFICER'S REPORT December 2020

News and Updates

Dolly Parton's Imagination Library (DPIL)

At the end of October 2020, there were 5,812 children registered and at the end of November 2020 there were 5,908 children registered. This is a 9% increase over the number of children registered at the same time last year.

Agenda Items

Thank You Resolutions to the Friends of the Library and The Library Foundation

The Friends of the Library and The Library Foundation are essential partners in providing resources and advocacy for the Library. While we thank them throughout the year, this is a formal expression of appreciation to The Library Foundation and Friends of TSCPL for all they do for the Library.

Professional Activities/Community Contacts

December 1	Participated in the Zoom retirement party for TSCPL CEO Gina Millsap
December 2	Attended website planning meeting with Imagemakers Met with Maria Kutina, HTK Architects to review restroom remodel punch list Attended the Trustees Executive Committee Special Meeting
December 7	Attended TSCPL Board of Trustees Meeting
December 8	Attended Café meeting with Engroff Catering and Erin Aldridge, Executive Director, The Library Foundation
December 9	Attended MO/KAN Library Directors and Urban Libraries Council (ULC) Director's Zoom Meeting Attended The Library Foundation Board Meeting
December 10	Met with Maria Kutina, HTK Architects and Nick Speer, Senne Construction to review restroom remodel progress Met with Maria Kutina, HTK Architects and Bernie Shepard, Kelley Construction, to review Café remodel punch list

In Process

Library Reopening

Over the past few days, the management team has been developing the plan to reopen the library. The focus initially will be on making available computers, copiers, and fax machines to the public, while limiting the amount of time customers can spend in library. The planned

reopen on December 21st will look similar to the reopening in June. We will have computers moved to the front of the building which will allow staff to more easily oversee computer use and keep customers in a more controlled environment. Customers will continue to have access to our collections via curbside pickup, personalized browsing, and several different delivery methods.

On Monday we will begin meeting with a team of managers and frontline staff to review our procedures to make sure that we are minimizing risk and providing high quality services to the public. We will also be looking at the signage throughout the library to make sure that our rules and procedures are clear to the public and ideally reduce the need for staff to intervene.

We plan to have the details worked out next week and will be meeting with all library staff to discuss where we're at with the reopen plan.

Thad Hartman
Interim Chief Executive Officer
Topeka and Shawnee County Public Library 12/10/2020

Chief of Staff Report

Thad Hartman

December 17, 2020

COVID Closure

COVID-19 has cast a shadow over most of the year, and in the past few weeks it has had its greatest impact on the library so far. The news from Shawnee County Health Department has not been positive. We recently had our fifth consecutive week in which the community scorecard was in the “Uncontrolled” category and we are still waiting to see the full impact of the Thanksgiving holiday. At the library this has really started to hit home. We have remained relatively healthy up into November, but over the past few weeks we’ve had several staff members who have had to go into quarantine due to contact tracing. Because of these issues we made the difficult decision to close the library, with the plan to reopen on Monday, December 21.

We have been focused on making the most essential in-person services available and doing so as safely and efficiently as possible. Initially we will be making public computers available and putting them in a more centralized location, similar to what we did at the beginning of our reopening in June. We will also make available copiers and fax machines. This will allow us to staff these areas more efficiently and have greater control over access to computers. We plan to allow browsing the collections at a later date or look at doing that by appointment. Browsing has proven to be problematic because it leads to people roaming for extended periods of time and requires greater staff oversight.

Although the library is closed, we’re ensuring people have access to books and other materials by continuing our popular curbside delivery program and expanding the TSCPL@Home delivery service. We’ll continue online programming and events and will be increasing that content as well. We also continue to answer telephone reference phone calls and emails. We recently upgraded our public WIFI network and will make sure the public knows that they may use our WIFI in the library’s parking lot. Additionally, the computer labs in the community centers are still open.

This was not a decision we took lightly. I’m sure you share my discouragement that we had to take these steps, but given the severity of this situation, it is the responsible thing to do.

We appreciate everything that library staff have done during this trying time. Work, especially over the last couple of months, has been extremely stressful and requires a great deal of flexibility. Staff have responded well to these challenges, but it’s still difficult. We really appreciate the board’s support with these decisions and our upcoming reopening.

Facilities Master Plan

We've hit some major milestones with each of the three construction projects.

This morning we walked through the café and developed a punch list of things that need to be finished before construction is complete. These are small items, such as touching up paint and re-caulking in some areas. We are also waiting on the front dessert case to arrive, which is supposed to be here before the end of the year. We will be shooting to open in some capacity in mid-January, a lot of which will depend on where we're at with COVID-19 at that time. In addition to finishing the construction, we have started to do a deep clean and repaint the kitchen. I think everyone will be excited to see the café's new look.



The restrooms in the Kids Library and near the café have been closed for renovation for the last two months. Construction is complete and these restrooms will be open on December 21st. The renovation focused on making the restrooms easier to clean, reducing touchpoints, and improving the overall aesthetic. In addition, we were able to create a new one-person restroom by the café and create a mother's room in the Kids Library for moms. Construction has now begun on the restrooms near the atrium and by the administrative offices. This work should be complete in early 2021.

We have also added new flooring in the Booktique, which will match the flooring in the café. In addition, we have repainted the walls and will be getting a new service desk. Maintenance staff is in the process of putting the shelving back in and we will soon be able to restock. We will need to wait at least a couple of weeks for the new desk to arrive, but the space is going to look great once everything is all in place.



Gina's Retirement

December 1, 2020 was Gina's last day at the library. Diana Friend oversaw the Zoom retirement celebration which was a wonderful event. She worked diligently to create a professional production that was something very special. While it was not the party we had originally envisioned, considering the unique circumstances it was a wonderful sendoff that celebrated and honored Gina. We will all miss her and will stay in touch as she plans to remain in Shawnee County. Knowing Gina, she will remain active in the community.

Department Highlights

Public Services

Marie Pyko, Public Services Director

Partnerships

I am happy to share that we are moving forward with the **Seaman School District library-school partnership**. Our first step is to meet with our two implementation teams to develop the process to get the information to create digital cards for all the students. My goal is to have that meeting prior to the holiday with the goal of creating cards and getting the partnership rolling for the Spring 2021 semester.

We have renewed our agreement with **Westridge Mall for the Book Nook**. At this time, we won't put any toys or books out due to COVID-19. Once we are able, we will provide new learning toys in the space. As you recall, the agreement does not require any cost to the library.

We are developing a new collaboration with **the Kansas Children’s Discovery Center (KCDC)** to provide literacy rich STEM kits for families with children 3-6 years of age. We are currently developing the agreement and hope to circulate the kits beginning in April 2021. Our goal is to circulate them initially from the library and TSCPL@Home however we hope to be able to check them out from other sites such as KCDC as we progress with the relationship.

Public Services – Readers Services
Autumn Friedli, Public Services Supervisor

Red Carpet

Red Carpet Outreach continues to roll along. We continue to follow our safety protocols and get books into the hands of some of our most vulnerable customers. Staff are working hard to make sure that **if** sites shut back down, their readers have materials to hold them through and keep them occupied.

Readers Services Training

As you may recall, we began readers engagement training with Duncan Smith and *Novelist* back in March **right** before the shutdown. *Novelist* is a reader’s advisory tool librarians (and customers) can utilize to find great books to read next. Duncan Smith and his team originally planned to visit Topeka on several occasions but were only able to make the trip once. However, we’ve continued the training in the virtual realm and will be concluding the training this month. This training has helped a team of 15 staff members to sharpen their readers advisory skills and help us move away from merely having transactional interactions to more meaningful conversations and relationships. Duncan Smith commented that working with staff at TSCPL has been one of the most rewarding experiences of his career. The next step will be creating a comparable sort of training to offer to all TSCPL staff.

Author Visit

On December 3rd, we hosted debut author Katie Tallo for a virtual event. In this hour-long Zoom/Facebook Live event, Katie talked about her debut novel, publishing in the midst of a pandemic, the writing process, and future endeavors. We had 15 people logged on to the Zoom event, and various people watched portions of the event live on Facebook. This was our first time hosting an author virtually and it worked quite well. We look forward to offering more of these in 2021.

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

Alice C. Sabatini Gallery

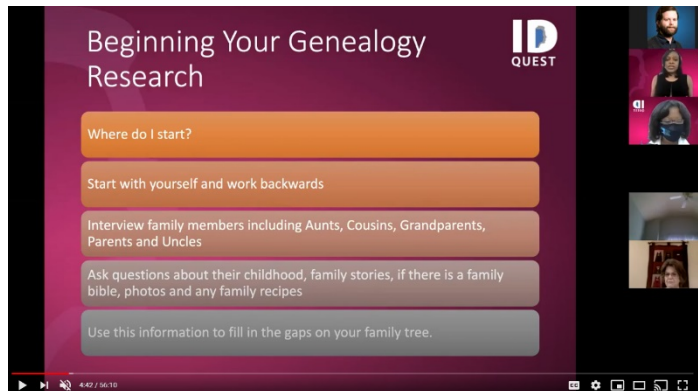
The Gallery will be ready to open our next exhibit, “Forest Bathing: A Walk in the Trees,” when the library is back open more generally to the public. Wait... Forest what?! We’re hoping the title will be as intriguing to our visitors as it may be to you. So, what is Forest Bathing? In Japan many people practice something called forest bathing or *shinrin-yoku*. *Shinrin-yoku* means bathing in the forest atmosphere or taking in the forest through our senses. It’s not necessarily exercise, hiking or jogging, but simply being in nature and connecting with it through our senses of sight, hearing, taste, smell and touch. We are hoping our forest exhibit will give our visitors that sense of relaxation and connectedness as they wander through a variety of forest and tree artworks and see how artists are inspired by nature. We’ll have a variety of fun take and make art projects available in the Reed Studio to keep the experience going even at home.



Genealogy

Our first ever Identity Quest went well as a virtual conference. The sessions were recorded and are now available on the website:

<https://tscpl.org/idquest/schedule>. We had around 150 attendees for the day and received positive feedback including one attendee who went on to donate to the Foundation to show his appreciation for the program.



Civic Engagement

We continue to offer virtual Deliberative Conversations on a variety of topics including Policing in the Community. Lissa Staley, Marie Pyko and I attended the Covid-19 Response and Coordination Meeting recently to gather concerns from non-profit leaders in our community as we continue our work creating a local issue guide to lead discussions. Lissa has also arranged for a few Kansas Leadership Center facilitated sessions with staff as part of the KLC Kansas Beats the Virus initiative. Our discussions will be on how TSCPL can Beat the Virus.

Circulation

Kelli Smith, Circulation Supervisor

New Record for TSCPL Notary Service

October 2020 was a record-breaking month for notary service with 268 notary transactions. The notary staff, Arely Salamanca, Carrie Cummings, Jacob Ziegler, Stephen Ferrell, and Nessa Johnson, provide notary help Monday-Friday from 9-5 pm. Based on the service hours, the staff averaged 12 transactions each weekday. The previous record was 243 transactions from February 2020.

Here are some previous October numbers for comparison:

- October 2016 – 101 (staff started mid-month)
- October 2017 – 136
- October 2018 – 148
- October 2019 – 212

(note: this information was mistakenly left out of last month's report, which is why the data is from October)

Collections

Scarlett Fisher-Herremann, Technical Services and Collection Development Manager

As we reach the end of a year like none other, I want to share about what's happened with library collections and look ahead to next year. As you are aware, digital collections have been an essential lifeline for library customers throughout 2020. Beginning in the first week of closure in March, we quickly pivoted budgets and collection priorities to digital ebooks and audiobooks. We added Lucky Day collections in Overdrive, created many online booklists full of recommendations, and promoted Overdrive and hoopla as collections available 24/7 for all customers.

Our digital checkouts predictably saw a significant increase in the spring and early summer months and have remained at a higher rate compared with previous years throughout 2020. I anticipate we may see another increase here at year's end given the number of people sheltering safely at home during this challenging time.

On the physical collections front, library staff from Public Services, Youth Services, Bookmobile, Circulation, and Technical Services have done outstanding work in promoting library collections through the creation of thematic book bundles available in the library and at our curbside

service. The creativity of staff in cleverly pulling together books for readers of all ages has been a wonderful promotional tool that we will continue in the coming year.

This year, we made the decision to pivot away from purchasing collections specifically for Bookmobile as we are unable to safely provide vehicle-based bookmobile services at this time. The TSCPL@Home program is a collections-based service that utilizes library collections at both the main library and Bookmobile. We will continue to fully support the physical collection needs of this growing program next year. Also, it is my hope that we can retool our juvenile Bookmobile collections in a way that they can be enjoyed by schools through our Adventuremobile program and TSCPL@School program for the 2021-2022 school. We plan to allocate library materials budget for this purpose for FY 2021. Also, working in partnership with the Kansas Children's Discovery Center, we are creating thematic STEM activity kits which will be available at the library and the Discovery Center in early 2021. These kits bring together a book and a STEM-themed, play-based activity in one easy-to-enjoy kit for children ages 3-6. We are excited to work with the Discovery Center on this new endeavor and believe it will be beneficial for families with little learners.

Last, I wish to express my gratitude for the hard work of library staff members, both on my own team and those working on other teams, in bringing collections to customers this year. The creativity, hard work, and kindness I've seen in my library colleagues has bolstered me and I think it has enabled us to succeed even with faced with a daily set of new challenges. We're in this together and together, we're going to continue to transform our community in positive ways. Thank you.

Digital Services

David King, Digital Services Director

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

- Digital Services worked with Engroffs to figure out their needs for digital displays. We now have that figured out and are in the process of ordering 6 monitors for them.
- We upgraded our public fax machines. These are business-class machines that can handle more frequent use. They also use a similar interface to the copy machines that staff, and customers use, so there's an easier learning curve.
- Completed the WIFI upgrade project. Other than a couple of small issues, our new WIFI is in place and works great.

- We have doubled the amount of Zoom licenses we have. The library started out with 10. We now have 20 licenses, and most of those are in use by staff.
- We are in the process of moving public computers to Marvin Auditorium for when the library re-opens. We plan to re-open with 30 computers for the public to use.
- We continued work on the library's re-designed website with Imagemakers. It is coming along nicely!



Resolution – Thank you to The Library Foundation

BOARD OF TRUSTEES

December 17, 2020

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to The Library Foundation President Marilyn Ward, the officers and members of the Board, Executive Director Erin Aldridge, and all the volunteers who provide essential resources, are library champions and advocates, and help make TSCPL a world class library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Thank you to the Friends of the Topeka and Shawnee County Public Library

**BOARD OF TRUSTEES
December 17, 2020**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to the Friends of the Library President Sherryl Longhofer, the members of the Board, Executive Mary Campbell, and all the volunteers who provide essential resources, are champions and advocates, and help make TSCPL a world class library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	2020												2020 Total	2019 YTD	Change 19 TO 20%
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
CIRCULATION															
Main Library															
TSCPL Curbside	0	0	0	0	4,434	24,610	26,480	26,233	26,201	25,375	24,963		158,296	562,119	-13.2%
Circulation Desk & Renewals	49,054	39,071	59,747	64,378	60,160	34,798	35,742	36,325	33,496	39,102	36,286		488,159	562,119	-13.2%
Interlibrary Loan	1,810	1,591		0	0	0	148	928	1,016	915	875		7,283	17,826	-59.1%
Self-Check	62,366	64,910	31,498	99	10	4,144	14,075	24,185	28,779	27,539	27,041		284,646	768,292	-63.0%
Bookmobile / TSCPL @ Home	20,178	18,089	12,884	9,447	7,381	3,971	5,969	5,774	4,021	3,253	3,947		94,914	207,709	-54.3%
Red Carpet	7,696	6,587	5,516	3,540	3,324	5,313	5,914	6,476	4,301	5,924	6,640		61,231	77,608	-21.1%
Digital Downloads	43,780	40,039	45,098	51,917	50,942	48,189	48,174	48,538	44,783	47,041	46,312		514,813	436,155	18.0%
Library @ Work / Smartlocker	2,600	2,274	2,045	1,219	952	1,215	1,614	1,483	1,733	1,978	1,958		19,071	27,077	-29.6%
TOTAL CIRCULATION	187,484	172,561	156,788	130,600	127,203	122,240	138,116	149,942	144,330	151,127	148,022		1,628,413	2,096,786	-22.3%
CIRCULATION DETAILS															
Print Material	85,593	79,197	70,608	52,705	50,694	48,291	58,296	63,923	61,957	63,989	63,492		698,745	990,281	-29.4%
Audio/Visual Material	52,127	48,494	37,936	23,012	23,382	24,238	29,542	33,796	33,074	34,848	32,699		373,148	616,364	-39.5%
Adult Materials	82,458	77,081	62,642	41,133	40,967	41,269	50,372	56,211	55,830	58,843	57,043		623,849	931,249	-33.0%
Children's Materials	42,688	38,982	35,816	27,628	26,140	23,517	28,008	31,173	29,390	30,085	28,915		342,342	530,965	-35.5%
Young Adult Materials	3,844	3,592	3,549	2,612	2,651	2,648	3,246	3,495	3,178	3,120	3,136		35,071	49,852	-29.6%
Red Carpet Materials	8,730	8,036	6,584	4,344	4,318	5,095	6,212	6,877	6,684	6,789	7,097		70,766	94,579	-25.2%
NEW Patrons															
Topeka / Shawnee County															
Adults	648	621	498	266	244	321	314	433	410	346	318		4,419	7,032	-37.2%
Children (ages 17 and under)	112	126	116	32	8	20	33	63	80	59	52		701	2,053	-65.9%
Red Carpet Outreach	11	13	9	0	0	1	8	4	0	6	3		55	123	-55.3%
NEKL	64	70	110	73	18	45	67	67	50	74	52		690	747	-7.6%
Non-Resident	0	1	3	17	0	0	0	0	1	1	0		23	5	360.0%
Total New Registrations	835	831	736	388	270	387	422	567	541	486	425		5,888	9,960	-40.9%
PATRONS DELETED	2,511	2,913	435	1,066	288	47	1,180	116	180	141	85		8,962	21,150	-57.6%
BORROWERS															
Topeka / Shawnee County															
Adults	51,951	51,430	51,338	51,676	52,029	52,243	52,274	52,721	53,127	53,126	53,507		53,507	54,136	-1.2%
Children (age 0 - 17)	16,566	15,650	15,462	15,613	15,501	15,421	15,331	15,206	15,179	15,114	15,083		15,083	19,153	-21.2%
TSCPL @ School	16,102	16,124	16,124	16,124	16,124	16,123	16,123	16,594	20,044	20,476	20,665		20,665	*	*
Red Carpet Outreach	1,161	1,157	1,151	1,149	1,145	1,141	1,142	1,146	1,136	1,135	1,134		1,134	1,191	-4.8%
NEKL	7,031	6,964	7,011	6,908	6,931	7,000	7,185	7,306	7,319	7,310	7,337		7,337	7,275	0.9%
Non-Resident	43	42	45	100	81	80	80	79	80	80	80		80	46	73.9%
Delinquent	107	116	93	99	99	89	87	77	80	91	86		86	122	-29.5%
TOTAL BORROWERS	92,961	91,483	91,224	91,669	91,910	92,097	92,222	93,129	96,965	97,332	97,892		97,892	81,923	19.5%
Holds Satisfied	19,196	16,770	8,921	2	9,530	21,504	20,819	19,252	18,040	16,968	17,549		168,551	207,929	-18.9%
CHECK-IN															
TOTAL CHECK-IN	93,912	92,730	48,932	14	22,262	31,267	36,655	45,111	48,289	49,286	47,513		515,971	1,096,179	-52.9%

	2020												2020	2019	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	19 TO 20%	
COLLECTION																
Materials Added	5,362	4,329	2,377	0	1,810	3,540	4,390	2,720	3,796	3,308	3,757		35,389	52,308	-32.3%	
Materials Discarded	8,237	7,955	3,866	4,435	4,035	5,612	6,372	1,739	360	5,568	4,785		52,964	70,327	-24.7%	
TOTAL COLLECTION	400,318	396,692	395,203	390,768	388,543	386,471	384,489	385,470	388,906	386,646	385,618		385,618	405,982	-5.0%	
WEBSITE																
tscpl.org Unique Visitors	39,663	33,321	36,580	25,636	33,229	32,897	29,476	28,981	26,967	31,761	28,221		346,732	336,398	3.1%	
tscpl.org Total Visits	66,201	56,255	58,118	40,730	56,627	56,599	51,853	50,554	47,938	52,306	47,954		585,135	596,232	-1.9%	
catalog.tscpl Unique Visitors	21,190	19,294	13,546	8,092	10,520	13,426	13,760	14,800	15,245	26,029	13,564		169,466	221,395	-23.5%	
catalog.tscpl Total Visits	49,784	44,997	32,337	19,024	28,001	39,292	39,736	41,552	40,676	49,495	35,947		420,841	507,251	-17.0%	
NOTARY SERVICE	154	243	142	0	0	0	27	182	208	268	160		1384	1,933	-28.4%	
REFERENCE QUESTIONS																
Public Services	9,900	10,787	*	554	2,217	4,349	4,436	4,021	3,555	3,541	3,260		46,620	130,761	-64.3%	
Topeka Room	701	275	*	0	0	0	0	0	0	0	0		976	7,481	-87.0%	
Plaza**	1,272	1,443	*	0	0	0	0	0	0	0	0		2,715	8,521		
Youth Services	2,397	2,432	1,482	0	0	0	0	0	0	0	0		6,311	38,656	-83.7%	
Gallery	0	0	0	0	0	0	0	0	0	0	0		0	240	-100.0%	
TOTAL REFERENCE QUESTIONS	14,270	14,937	1,482	554	2,217	4,349	4,436	4,021	3,555	3,541	3,260		56,622	185,659	-69.5%	
GATE COUNT	46,507	42,387	20,990	0	137	4,695	9,560	14,486	22,940	17,446	17,164		196,312	667,509	-70.6%	
MEETING ROOMS																
Meeting Room Bookings	471	738	280	0	14	0	23	113	387	286	118		2,430	7,321	-66.8%	
Team Room Bookings	1,639	870	590	0	7	5	7	1	10	12	3		3,144	18,138	-82.7%	
Total Meeting Room Hours Booked	3,005	3,049	2,073	0	87	5	62	620	1,579	1,159	5,136		16,775	57,694	-70.9%	
TOTAL ATTENDANCE	11,037	6,119	3,044	0	7	5	92	407	2,951	1,329	221		25,212	153,832	-83.6%	
LEARN & PLAY BUS VISITS	228	247	*	0	0	0	0	0	0	0	0		475	2,574	-81.5%	
PROGRAM ATTENDANCE																
Adult - General	520	124	118	110	39	325	528	16	488	198	82		2,548	6,144	-58.5%	
Computer Training	0	95	0	0	0	10	0	18	7	0	0		130	619	-79.0%	
Outreach	2,696	2,257	627	0	0	5,057	815	0	0	0	0		11,452	24,469	-53.2%	
Kids	809	848	815	0	0	0	0	0	263	15	8		2,758	11,262	-75.5%	
Movies	13	18	0	0	0	0	0	0	0	0	0		31	603	-94.9%	
Books	12	80	17	17	24	28	25	39	47	0	44		333	779	-57.3%	
Art	0	19	26	0	0	0	0	0	0	0	0		45	908	-95.0%	
Teens	0	97	21	0	0	0	0	0	0	3	0		121	381	-68.2%	
Music	30	382	107	0	0	0	0	911	17	0	0		1,447	486	197.7%	
TOTAL ATTENDANCE	4,080	3,920	1,731	127	63	5,420	1,368	984	822	216	134		18,865	45,651	-58.7%	
GALLERY ATTENDANCE	0	0	0	0	0	0	0	254	332	438	235		1,259	18,190	-93.1%	
COMPUTER USE																
Public Computer Sessions	12,738	12,953	*	0	0	2,064	3,827	4,950	4,998	5,801	4,601		51,932	170,341	-69.5%	
Avg Public Computer Session Length	0:55:02	0:56:28	*	0:00:00	0:00:00	0:43:08	0:45:19	0:46:43	0:51:56	0:53:20	0:50:36		0:52:32	0:56:17	-6.7%	
Total Computer Hours	11,684	12,190	*	0	0	1,484	2,890	3,854	4,326	5,156	3,880		45,465	159,813	-71.6%	
Wireless Sessions	18,107	16,309	*	1,319	1,713	4,296	4,864	6,598	*	25,749	10,757		89,712	197,533	-54.6%	
Avg Wireless Session Length	0:28:00	0:29:00	*	0:34:00	0:28:00	0:27:00	0:27:00	0:30:00	*	0:13:00	0:14:00		0:22:20	0:29:09	-23.4%	
Total Wireless Hours	8,450	7,883	*	747	799	1,933	2,189	3,299	*	5,579	2,510		33,389	95,987	-65.2%	
TOTAL HOURS	20,134	20,073	*	747	799	3,417	5,079	7,153	*	10,735	6,390		74,528	255,800	-70.9%	
DOLLY PARTON ENROLLMENT	5,481	5,597	5,610	5,627	5,672	5,672	5,691	5,831	*	5,814	5,891		5,891	5,258	12.0%	

	2020												2019	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	19 TO 20%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072	13,179	12,827	13,244	13,097		140,338	189,245	-25.8%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523	14,895	14,545	15,449	15,549		167,937	224,845	-25.3%
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197	19,784	18,967	19,511	18,742		213,681	320,410	-33.3%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401	4,887	4,889	4,943	4,957		60,756	90,031	-32.5%
Magazines	1,793	1,690	1,335	270	842	663	709	1,051	1,137	1,012	968		11,470	22,291	-48.5%
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066	6,770	6,576	6,659	6,969		69,112	92,061	-24.9%
RC Realia	235	249	179	127	120	125	146	107	108	130	128		1,654	2,518	-34.3%
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182	3,427	3,121	3,041	3,082		34,423	48,880	-29.6%
PRINT CIRCULATION	85,593	79,197	70,844	52,705	50,694	48,291	58,296	64,100	62,170	63,989	63,492		699,371	990,281	-29.4%
Audio / Visual Material															
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152	2,229	2,255	2,423	2,183		25,097	42,369	-40.8%
Adult Music	3,503	3,164	2,500	1,529	1,512	1,426	1,910	2,316	2,305	2,481	2,193		24,843	40,552	-38.7%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006	22,840	22,976	24,234	23,053		254,879	411,947	-38.1%
Juvenile Audiobooks	370	403	422	321	296	223	367	351	319	296	311		3,679	5,174	-28.9%
Juvenile Music	352	300	286	180	189	144	163	202	184	179	199		2,378	4,485	-47.0%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880	5,610	4,792	5,156	4,706		61,001	110,865	-45.0%
YA AV	84	61	59	33	37	52	64	68	57	79	54		648	972	-33.3%
A/V CIRCULATION	52,127	48,494	37,679	23,012	23,382	24,238	29,542	33,616	32,888	34,848	32,699		372,525	616,364	-39.6%
Adult Material															
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072	13,179	12,827	13,244	13,097		140,338	189,245	-25.8%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523	14,895	14,545	15,449	15,549		167,937	224,845	-25.3%
Magazines	1,793	1,690	1,335	270	842	663	709	1,051	1,137	1,012	968		11,470	22,291	-48.5%
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152	2,229	2,255	2,423	2,183		25,097	42,369	-40.8%
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426	1,910	2,316	2,305	2,481	2,193		24,843	40,552	-38.7%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006	22,840	22,976	24,234	23,053		254,879	411,947	-38.1%
ADULT CIRCULATION	82,458	77,081	62,843	41,133	40,967	41,269	50,372	56,510	56,045	58,843	57,043		624,564	931,249	-32.9%
Juvenile Material															
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197	19,784	18,967	19,511	18,742		213,681	320,410	-33.3%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401	4,887	4,889	4,943	4,957		60,756	90,031	-32.5%
Juvenile Audiobooks	370	403	422	321	296	223	367	351	319	296	311		3,679	5,174	-28.9%
Juvenile Music	352	300	286	180	189	144	163	202	184	179	199		2,378	4,485	-47.0%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880	5,610	4,792	5,156	4,706		61,001	110,865	-45.0%
JUVENILE CIRCULATION	42,688	38,982	35,547	27,628	26,140	23,517	28,008	30,834	29,151	30,085	28,915		341,495	530,965	-35.7%
Red Carpet Material															
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066	6,770	6,576	6,659	6,969		69,112	92,061	-24.9%
RC Realia	235	249	179	127	120	125	146	107	108	130	128		1,654	2,518	-34.3%
RED CARPET CIRCULATION	8,730	8,036	6,584	4,344	4,318	5,095	6,212	6,877	6,684	6,789	7,097		70,766	94,579	-25.2%
Young Adult Material															
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182	3,427	3,121	3,041	3,082		34,423	48,880	-29.6%
YA AV	84	61	59	33	37	52	64	68	57	79	54		648	972	-33.3%
YOUNG ADULT CIRCULATION	3,844	3,592	3,549	2,612	2,651	2,648	3,246	3,495	3,178	3,120	3,136		35,071	49,852	-29.6%
Overdrive	31,990	29,566	31,188	35,656	36,807	34,859	35,033	35,779	32,712	33,020	32,275		368,885	319,638	15.4%
Hoopla	11,108	9,840	13,214	15,519	13,425	12,671	12,522	12,123	12,071	14,021	14,037		140,551	103,991	35.2%
Flipster	682	633	696	742	710	659	619	636					5,377	12,526	-57.1%
DIGITAL DOWNLOADS	43,780	40,039	45,098	51,917	50,942	48,189	48,174	48,538	44,783	47,041	46,312		514,813	436,155	18.0%

Value Calculator	2020												2020
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,424,600	\$1,317,619	\$1,181,653	\$891,395	\$847,484	\$809,676	\$978,979	\$1,071,833	\$1,037,561	\$1,070,609	\$1,062,908	\$0	\$11,694,317
Magazines (\$5)	\$8,965	\$8,450	\$6,675	\$1,350	\$4,210	\$3,315	\$3,545	\$5,255	\$5,685	\$5,060	\$4,840	\$0	\$57,350
Audiobooks (\$10)	\$35,240	\$35,340	\$30,210	\$21,190	\$19,420	\$17,500	\$25,190	\$25,800	\$25,740	\$27,190	\$24,940	\$0	\$287,760
DVD, Games, Music (\$4)	\$194,412	\$179,840	\$138,632	\$83,572	\$85,760	\$89,952	\$108,092	\$124,144	\$121,256	\$128,516	\$120,820	\$0	\$1,374,996
Notary Service (\$10)	\$1,540	\$2,430	\$1,420	\$0	\$0	\$0	\$270	\$1,820	\$2,080	\$2,680	\$1,600	\$0	\$13,840
Reference Questions (\$7)	\$99,890	\$104,559	\$10,374	\$3,878	\$15,519	\$30,443	\$31,052	\$28,147	\$24,885	\$24,787	\$22,820	\$0	\$396,354
Programming (\$10)	\$40,800	\$39,200	\$17,310	\$1,270	\$630	\$54,200	\$13,680	\$9,840	\$8,220	\$2,160	\$1,340	\$0	\$188,650
Meeting Room Use	\$37,035	*		\$0	\$0	\$0							
Gallery Attendance (\$10)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,540	\$3,320	\$4,380	\$2,350	\$0	\$12,590
Computer Use (\$12 /hr)	\$241,602	\$240,875		\$8,969	\$9,593	\$41,004	\$34,685	\$46,250	\$51,913	\$61,877	\$46,562	\$0	\$783,330
ILL Borrowed (\$25)	\$10,225	\$9,650		\$0	\$0	\$0		\$4,975	\$6,550	\$4,150	\$5,050		\$40,600
TOTAL VALUE	\$2,094,309	\$1,937,963	\$1,386,274	\$1,011,624	\$982,616	\$1,046,090	\$1,195,493	\$1,320,604	\$1,287,210	\$1,331,409	\$1,293,230	\$0	\$14,886,822

* - Data not available