

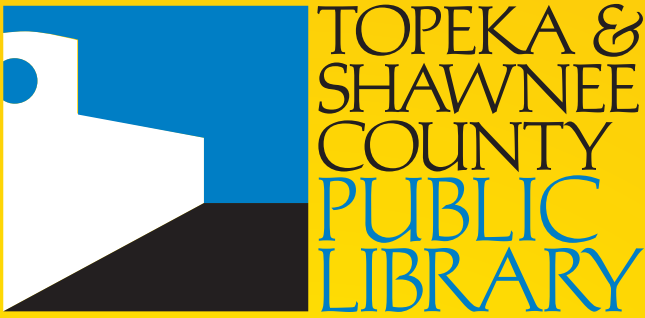


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

July 16, 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, July 16 – 4:00 pm
Zoom Meeting

<https://tscpl.zoom.us/j/91557739887>

Meeting ID: 915 5773 9887

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of June 18, 2020 Meeting Minutes of the Board of Trustees - Action Item

Approval of June 29, 2020 Minutes of the Special Meeting of Board of Trustees – Action Item

Chief Financial Officer’s Report – Kim Strube

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

Chief Executive Officer – Gina Millsap

Chief of Staff – Thad Hartman

- Operations Update

New Business

- FY2021 Budget Approval for Publication – **Action Item**
- Bid for Restroom Renovations – **Action Item**
- CEO Search Committee Charge – **Action Item**
- Resolution Recognizing The Library Foundation’s Executive Director Nancy Lindberg – **Action Item**
- Chief Executive Officer Evaluation – Chief Human Resources Officer Jesse Maddox

Adjournment

Next Meetings:

Public Budget Hearing

August 13, 2020

5:00 pm Board of Trustees Meeting

5:30 pm Annual Public Budget Hearing

Marvin Auditorium 101ABC/Zoom Meeting

Special Meeting

August 20, 2020

4:00 pm

Zoom Meeting



Board Members Present

Liz Post (chair), Jim Edwards (vice-chair), Beth Dobler (secretary) Kacy Simonsen (treasurer), Kerry Onstott Storey, Kristen O’Shea, Jennifer Miller, Shawn Leisinger, 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, June 18, 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

No trustee advocacy stories were shared.

Approval of Minutes

On a motion by Jim Edwards, seconded by Kacy Simonsen, the May 21, 2020 Board of Trustees minutes were approved. Motion carried.

On a motion by Jim Edwards, seconded by Joan Hicks, the June 1, 2020 Meeting Minutes of the Trustees Budget Work Session 1 were approved. Motion carried.

Chief Financial Officer’s Report

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

Discussion followed with no further questions.

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 May 2020. On a motion by Kacy Simonsen, seconded by Joan Hicks, the Treasurer’s Financial Report for May 2020 was accepted.

There was no discussion. Motion passed unanimously.

The Library Foundation

Foundation Chair Marilyn Ward stated that the Executive Director of The Library Foundation recruitment committee met last week and has 3 exceptional candidates.

Ward shared that she and Vice Chair/Chair Elect Judy Moler attended a Public Library Association (PLA) webinar about best practices in fundraising for libraries and library organizations. Ward and Moler found the webinar to be a very effective online conference. Ward was pleased to learn that the library already has several best practices in place.

For additional information concerning PLA webinars please visit:

<http://www.ala.org/pla/education/onlinelearning/webinars/ondemand/fundraising>

Ward reminded the trustees that The Library Foundation nominating committee is currently working on replacing board members and has 3 openings. For questions and/or referrals please contact M. Ward at mjsward@att.net and/or Judy Moler at jmoler46@gmail.com.

Discussion followed with no further questions.

Friends of Topeka and Shawnee County Public Library

Friends of the Library President Sherryl Longhofer reported the Friends of the Library Executive Board of the Friends met to review and revise the 2020 budget. The revision is based on the reopening of the Booktique in August as well as the October Book sale. If changes occur in reopening phases the Friends of the Library Executive Board will revisit the 2020 budget and make revisions as needed.

Longhofer stated that the Booktique currently does not have a manager as the former manager resigned right before the pandemic. The sales associates in the Booktique have been laid off and volunteers will receive training to operate the Booktique. The manager position will be posted soon.

Friends of the Library Board Committee is working on a policy regarding employment practices during extended closures. Chief Human Resources Officer Jesse Maddox will be working with the committee on new policy language.

Web sales for the month May netted \$5,370 with 296 items being sold and anticipate receiving \$1,054.81 from Thriftbooks.

Discussion followed with no further questions.

Board Chair Report

Chair Liz Post reported the Executive Committee met via Zoom Meeting on June 8, 2020 at 4:00 pm and reviewed the May 21, 2020 Board of Trustees minutes and CEO recruitment and selection committee processes. The library reopening plan facilities projects an operational update, and new business items on the June 18, 2020 agenda.

There were no further questions for Post.

Chief Executive Officer

Chief Executive Officer Gina Millsap announced that Trustee Jennifer Miller's reappointment was presented and affirmed at the June 2, 2020 City Council Meeting. The hiring committee for the

Foundation Executive Director position has made a provisional offer. Executive Director Nancy Lindberg will remain and assist with the transition to the new Executive Director. The intent is to have the new Executive Director on board in July 2020.

Millsap shared that a prepared news release regarding her retirement on December 1, 2020 would be sent out immediately following this meeting.

Lastly, the public response to curbside delivery, personalized browsing services, and the reopening of the library has been very positive. The library will continue to increase service levels guided by the Shawnee County Health Department's recommendations.

Discussion followed with no further questions.

Chief of Staff

Chief of Staff Thad Hartman stated customers have been very appreciative and patient with each phase of the reopening plan. Customers are utilizing computers and fax machines. The library is now allowing browsing in the library stacks and customers are appreciative. Curbside services are being provided and data indicates strong usage.

Hartman shared that additional library services (Smartlockers and Red Carpet Services) are transitioning back into operation. Adjustments are being made to services as we transition. Library customers and staff are very pleased with this progress.

For further information regarding current library services please visit <https://tscpl.org/what-you-can-do-now>.

Discussion followed with no further questions.

New Business

Bid for Laptop Computer Purchase

On a motion by Joan Hicks, seconded by Kerry Onstott Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$28,442.03 by Dell Technologies of Round Rock, Texas for the purchase of 23 laptop computers with a 3-year on-site 24 hour warranty. Funding for this purchase will be from the General Fund, Digital Services Support line.

Motion passed unanimously.

Bid for Wireless Network Upgrade

On a motion by Shawn Leisinger, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by CBTS Technology Solutions LLC, Tulsa, Oklahoma in the amount of \$111,440.00 to upgrade the Library's existing Aruba Network wireless system. The bid includes necessary hardware, software, and cabling to integrate with the current Cisco network. Funding for this purchase shall be paid from the General Fund, Contracted Digital Services budget line item and is included the 2020 approved budget.

Discussion followed with no further questions.

Motion passed unanimously.

Search Committee for the Library's Chief Executive Officer

On a motion by Kacy Simonsen, seconded by Kristen O'Shea, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the following Chief Executive Officer (CEO) Selection Committee appointments:

- Jim Edwards, Trustee, Committee Chair
- Joan Hicks, Trustee
- David Monical, Trustee
- Kerry Storey, Trustee
- Marty Hillard, Friends of TSCPL Board Representative
- Judy Moler, The Library Foundation Board Representative
- Marie Pyko, TSCPL Staff Representative

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

Discussion followed; the Library Board of Trustees directed Chief Human Resources Office Jesse Maddox to contact Bradbury Miller Associates to schedule a consultation with the CEO Selection Committee.

Motion passed unanimously.

Adjournment

On a motion by Jim Edwards, seconded by Shawn Leisinger, the meeting was adjourned at 5:33 pm.

Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____



Topeka and Shawnee County Public Library (TSCPL) CEO Search Committee Present

Jim Edwards (Search Committee Chair and Trustee), Joan Hicks (Trustee), Kerry Storey – Onstott (Trustee), Marty Hillard (Friends of the Library Board Trustee), Judy Moler (The Library Foundation Board Trustee), Marie Pyko (Public Services Director, TSCPL Staff)

Board Members Present

Liz Post (Chair), Beth Dobler (Secretary), Kacy Simonsen (Treasurer), Jennifer Miller (Trustee), and Kristen O’Shea (Trustee)

Absent

David Monical (Trustee)
Shawn Leisinger (Trustee)

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Monday, June 29, 2020 via Zoom Meeting, was called to order at 6:04 pm by Chair Liz Post.

Introduction of Bradbury Miller Associates Managing Consultant Jobeth Bradbury and presentation

Search Committee Chair Jim Edwards welcomed Jobeth Bradbury, Bradbury Miller Associates (BMA). Bradbury presented a detail overview of experience and services provided. Bradbury shared that BMA’s interviewing skills are based on thousands of interviews over twenty years of the firm's existence, they focus solely on library executive searches, and create deeper library networks.

Bradbury stated that if the BMA were selected as the search firm for Chief Executive Officer (CEO) she would serve as the primary and work with the search committee.

For further information regarding Bradbury Miller Associates please visit:

<http://bradburymiller.com/consultants.html>

Discussion followed with no further questions.

Discussion of retaining Bradbury Miller Associates with Possible Action

Recommendation to proceed with the retaining Bradbury Miller Associates as presented was stated by Chair Liz Post.

On a motion by Jim Edwards, seconded by Joan Hicks the selection of Bradbury Miller Associates as the search firm for the replacement of Chief Executive Officer (CEO) of the Topeka and Shawnee County Public Library.

The motion was approved by the Topeka and Shawnee County Public Library (TSCPL) CEO Search Committee and Topeka and Shawnee County Public Library (TSCPL) Board of Trustees and passed unanimously.

Note: Kristen O’Shea joined the meeting at 6:45 pm, present for voting.

Adjournment

Chair Liz Post asked if there was any additional business. No motions were provided, meeting declared adjourned at 6:56 pm.

Beth Dobler, Secretary _____

Date _____

**Chief Financial Officer's Report
July 2020
Kim Torrey**

Investments as of June 30, 2020; Bank Account Summary – Page 1

The ongoing effects of the coronavirus continue to weigh heavily on economic activity, employment, and inflation in the near term, and poses considerable risks to the economic outlook over the medium term. In light of these developments, the Federal Open Market Committee (FOMC), which is the policymaking body of the Federal Reserve System, has decided to maintain the target range for the federal funds rate at 0 to 1/4 percent. The Committee expects to maintain this target range until it is confident that the economy has weathered recent events and is on track to achieve its maximum employment and price stability goals.

Consequently, interest rates offered by the Kansas Municipal Investment Pool are less than .01% for short-term investments.

Tax proceeds received in mid-June were significant and were invested in a 30-day fixed account with the Municipal Investment Pool at a rate of .005%. The 30-day and 90-day pool rates were the same so the General Fund monies were invested only for 30 days to allow for better rates upon maturity. Unfortunately, the interest earned with this 30-day investment is expected to be only \$21.00.

Revenue/Expense/Balance by Fund Report – Page 2

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending receipt of the final billing for Claire's Courtyard and the Circulation Plaza. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 49.6% of the budget year completed, 83% of the budgeted revenue has been received and 43% of the approved budget has been expended/encumbered. This compares to 2019 in which 89% of the budgeted revenue had been received and 48% of the approved budget had been expended/encumbered.

The third tax distribution for 2020 was received June 5th as scheduled. The total received for the General Fund was \$5,580,196.48. The percentage of the ad valorem tax budget collected year-to-date is 95% which is the same percentage collected at this point in time in 2019. The percentage of year-to-date motor vehicle tax collected is 35% compared with 37% collected thus far in 2019.

Employee Benefit Fund – Page 6

With 49.6% of the budget year completed, 90% of the budgeted revenue has been received and 46% of the approved budget has been expended/encumbered. This compares to 2019 in which 87% of the budgeted revenue had been received and 45% of the approved budget had been expended/encumbered.

The June 5th tax distribution totaled \$1,187,540.55. The percentage of the ad valorem tax budget collected year-to-date is 96% compared to 95% collected at this point in time in 2019. The percentage of year-to-date motor vehicle tax collected is 37% compared with 35% collected thus far 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 \$1,206,212.

Debt Service Fund-Bond & Interest – Page 7

The June 5th tax distribution totaled \$42,855.28. The bond and interest levy is 0.000, however motor vehicle taxes, recreational vehicle taxes and delinquent taxes will continue to trickle in during the year.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
From non-tax funds	Lease agreement for summer 2021 gallery "Rainforest Adventure" interactive maze exhibition	\$36,000.00	Minotaur Mazes, Inc.
Approved operating budget	Annual renewal of web-based calendar and event management system	\$20,000.00	Communico LLC
Approved facilities master plan budget	Architectural services – Café renovations	\$34,500.00	HTK Architects, Inc.

Approved operating budget	Annual software renewal and support for Adobe Acrobat Pro and Adobe Govt. VIP	\$10,237.55	Black Diamond Solutions, Inc.
Approved operating budget	Annual support for kiosks, Smartlockers, RFID tagging machines and security gates	\$32,478.00	Bibliotheca LLC
Request for Proposal; Board resolution approved on 6/18/2020	(23) Dell laptop computers	\$28,442.03	Dell Marketing LP
Approved operating budget	Annual licensing renewal for Office 365	\$11,508.90	Black Diamond Solutions, Inc.
Approved operating budget	Annual intra-library courier services	\$7,824.00	Mid-America Library Alliance
Approved operating budget	Marketing plan consultation for curbside and reserving books/DVD's	\$7,000.00	Imagemakers Inc.
Request for Proposal; Board resolution approved on 5/21/2020	Demolition of the Hearing Aid Building at 1719 SW 10 th	\$35,100.00	McPherson Wrecking, Inc.
Library Materials	Adult nonfiction books	\$7,000.00	Baker & Taylor Books
Library Materials	Hoopla online	\$23,720.20	Midwest Tape LLC

Other Items:

- Thank you for your time and attention at the Board budget work sessions. Should questions arise as the process goes through the remainder of the cycle, please don't hesitate to contact me. As a result of the work sessions, a resolution is included in this month's packet to approve the 2021 "Budget Summary" of proposed expenditure authority, ad valorem tax and mill levy tax rates. The publication also will include the "Notice of Budget Hearing" proposed for 5:30 pm on August 13, 2020 in the Library's Marvin Auditorium. The documents explaining the proposed budget can be found at:

<https://tscpl.org/wp-content/uploads/2020/07/Board-Budget-Work-Session-2-Packet.pdf>

- There is one resolution on the agenda that will result in an expenditure:
 - Approval of the bid to renovate the restrooms from Senne & Co, Inc., Topeka, KS. Funding for this purchase will be from the General Fund, Special Projects budget line item.

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

6/30/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 6/30/2020</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,523,224.80	\$ 13,701,527.37	\$ 6,923,198.75	\$ 11,301,553.42
Employee Benefits	1,101,162.54	2,940,071.15	1,669,691.06	\$ 2,371,542.63
Capital Improvement	1,292,745.67	7,624.97	94,158.62	\$ 1,206,212.02
Bond & Interest	804,581.51	81,750.81	-	\$ 886,332.32
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	33,292.67	49,945.81	17,292.67	\$ 65,945.81
Federal, State & Local Grants	19.03	900.00	600.00	\$ 319.03
Other Special Revenue	553,586.39	243,361.54	375,394.20	\$ 421,553.73
Permanent Funds	214,074.65	-	-	\$ 214,074.65
Totals	<u>\$ 8,522,687.26</u>	<u>\$ 17,025,181.65</u>	<u>\$ 9,080,335.30</u>	<u>\$ 16,467,533.61</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 827,221.70
Restricted Funds-CoreFirst Bank-Checking	422,447.76
Capital Improvement Fund-VisionBank-Money Market Account	1,300,370.64
Cash on Hand	2,295.09
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	8,427,097.15
Municipal Investment Pool - 30-day Fixed	5,500,000.00
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>\$ 16,693,726.99</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(1,284.00)
Less Payroll Deduction and Employer Benefit Liabilities	22,455.39
Less Outstanding Checks	205,021.99
	<u>\$ 16,467,533.61</u>

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

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	6/30/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,523,224.80	\$ 13,701,527.37	\$ 747,852.40	\$ 6,175,346.35	\$ 11,301,553.42	\$ 1,356,136.39	\$ 9,945,417.03
Employee Benefit Fund	1,101,162.54	2,940,071.15	-	1,669,691.06	2,371,542.63	16,790.20	2,354,752.43
Capital Improvement Fund	1,292,745.67	7,624.97	-	94,158.62	1,206,212.02	-	1,206,212.02
Bond & Interest Fund	804,581.51	81,750.81	-	-	886,332.32	-	886,332.32
Non Major Governmental Funds							
<i>State Aid Fund</i>	33,292.67	49,945.81	17,292.67	-	65,945.81	16,000.00	49,945.81
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	900.00	-	600.00	300.00	300.00	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,578.62	17.07	-	-	10,595.69	-	10,595.69
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.06	-	-	31.11	-	31.11
Friends	106,029.02	122.53	1,950.98	34,014.15	70,186.42	4,986.31	65,200.11
Fun Committee	2,659.59	443.49	117.49	-	2,985.59	-	2,985.59
Gallery Competitions/Exhibits	36,147.18	58.36	-	-	36,205.54	-	36,205.54
Gifts/Memorials (Undesignated)	341,344.59	239,108.86	45,356.33	288,123.13	246,973.99	284,370.45	(37,396.46)
Hathaway Trust - Library Materials	2,677.90	1,291.63	-	615.90	3,353.63	555.99	2,797.64
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,758.59	84.48	3,767.41	27,204.10	-	27,204.10
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	2.04	-	-	1,266.23	-	1,266.23
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	6.91	-	59.74	4,260.37	290.26	3,970.11
Special Collections	5,693.56	9.19	-	-	5,702.75	-	5,702.75
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.06	-	-	36.15	-	36.15
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	3.52	-	-	2,177.00	-	2,177.00
Youth Services	10,246.70	539.23	-	1,304.59	9,481.34	-	9,481.34
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	-	-	-	214,074.65	-	214,074.65
TOTALS	\$ 8,522,687.26	\$ 17,025,181.65	\$ 812,654.35	\$ 8,267,680.95	\$ 16,467,533.61	\$ 1,679,429.60	\$ 14,788,104.01

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

6/30/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 6/30/2020</u>
				49.6%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 13,067,791.19	\$ (731,822.81)	95%
Revitalization Rebates	(197,477.00)	(185,172.69)	\$ 12,304.31	94%
Back Tax	-	109,925.76	\$ 109,925.76	N/A
Motor Vehicle Tax	1,399,719.00	485,787.52	\$ (913,931.48)	35%
Recreational Vehicle Tax	13,465.00	4,406.39	\$ (9,058.61)	33%
16/20 M Vehicle Tax	5,331.00	5,348.74	\$ 17.74	100%
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	39,357.71	\$ (8,143.29)	83%
E-Rate Reimbursement	25,193.00	-	\$ (25,193.00)	0%
Miscellaneous Revenue	3,000.00	11,855.52	\$ 8,855.52	395%
Miscellaneous Revenue - Recyclg	-	322.91	\$ 322.91	N/A
Salary Refunds-Foundation	98,289.00	41,502.75	\$ (56,786.25)	42%
Salary Refunds-Friends	29,370.00	12,442.06	\$ (16,927.94)	42%
Salary Refunds-Shawnee Cty	22,755.00	9,561.21	\$ (13,193.79)	42%
Vending Machines	4,000.00	764.50	\$ (3,235.50)	19%
Overdue Fees*	127,000.00	23,410.73	\$ (103,589.27)	18%
Debt Collect	-	1,221.25	\$ 1,221.25	N/A
ILL Fees	350.00	558.58	\$ 208.58	160%
Mailing Fees	120.00	16.92	\$ (103.08)	14%
Non Resident Card Fee	595.00	85.00	\$ (510.00)	14%
Obituary Fees	750.00	75.00	\$ (675.00)	10%
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	34,749.48	\$ (30,250.52)	53%
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>\$ 13,701,527.37</u>	<u>\$ (2,753,498.63)</u>	83%

* 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**

6/30/2020

	Approved Budget	Expended Year-To-Date	Encumbrances #	(Over)/Under Budget	% Expended
					49.6%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 3,199.95	\$ -	\$ 3,200.05	50%
Salaries-Facilities	687,188.00	325,956.80	-	361,231.20	47%
Salaries-Overtime	10,000.00	1,980.13	-	8,019.87	20%
Salaries-Security	332,061.00	141,466.25	-	190,594.75	43%
Salaries-Shelvers	175,216.00	64,766.25	-	110,449.75	37%
Salaries-Staff	7,643,102.00	3,747,293.05	-	3,895,808.95	49%
Conferences	166,580.00	44,336.89	2,133.26	120,109.85	28%
Staff Internal Dev/Trng - Web Based	15,000.00	474.50	49.00	14,476.50	3%
Staff Development & Training	15,000.00	305.01	-	14,694.99	2%
Mileage	9,500.00	1,982.86	4,895.14	2,622.00	72%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	245.92	100.02	2,654.06	12%
Materials-Periodicals	38,000.00	4,056.80	-	33,943.20	11%
Materials-Print/Non-Print <1 YR	567,300.00	177,943.01	2,812.44	386,544.55	32%
Materials-Print/Non-Print	1,294,200.00	485,241.92	104,109.37	704,848.71	46%
OPERATIONS:					
Art Purchases	8,000.00	1,583.14	129.00	6,287.86	21%
Cataloging and ILL Services	105,795.00	40,421.52	46,578.48	18,795.00	82%
Contracted-Digital Services	555,401.00	215,488.94	89,275.90	250,636.16	55%
Contracted-Facilities	353,400.00	150,149.55	74,833.17	128,417.28	64%
Contracted-Equipment	50,940.00	23,936.88	24,075.86	2,927.26	94%
Contracted-Professional	213,550.00	144,082.36	186,592.64	(117,125.00)	155%
Contracted-E-Rate Services	2,267.00	-	-	2,267.00	0%
Digital Services Support	181,100.00	118,546.93	37,345.05	25,208.02	86%
Furniture/Equipment	96,200.00	1,649.99	1,305.00	93,245.01	3%
Insurance	54,806.00	53,942.00	-	864.00	98%
Marketing & Communication	47,500.00	22,274.31	5,412.64	19,813.05	58%
Memberships/Dues	30,900.00	13,537.00	-	17,363.00	44%
Miscellaneous	5,000.00	298.12	-	4,701.88	6%
Payments to Other Libraries	115,060.00	-	-	115,060.00	0%
Postage/Shipping	104,363.00	27,730.39	1,380.54	75,252.07	28%
Printing	96,800.00	16,176.15	34,318.28	46,305.57	52%
Programming	32,000.00	5,498.53	1,698.03	24,803.44	22%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	78,883.94	193,582.51	1,432,283.55	16%
Supplies-Facilities	77,417.00	38,199.67	34,302.39	4,914.94	94%
Supplies-Office/Library	98,720.00	16,403.55	5,399.27	76,917.18	22%
Supplies-Processing	48,000.00	5,488.42	4,150.19	38,361.39	20%
Telecommunications	90,500.00	30,558.64	37,481.36	22,460.00	75%
Transfer Out	1,709,805.00	-	-	1,709,805.00	0%
Utilities-Electric	360,000.00	126,230.45	225,620.61	8,148.94	98%
Utilities-Gas	65,000.00	19,093.24	31,406.76	14,500.00	78%
Utilities-Water/Sewage	35,000.00	8,035.57	20,787.41	6,177.02	82%
Vehicle-Gas	36,000.00	5,881.24	-	30,118.76	16%
Vehicle-Repair	40,500.00	12,011.91	32,174.66	(3,686.57)	109%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(5.43)	-	5.43	N/A
TOTALS	\$ 18,931,321.00	\$ 6,175,346.35	\$ 1,201,948.98	\$ 9,904,025.67	43%

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

6/30/2020

	<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	13,067,791.19	95%
Revitalization Rebates	(197,477.00)	(185,172.69)	94%
Back Tax	-	109,925.76	N/A
Motor Vehicle Tax	1,399,719.00	485,787.52	35%
Recreational Vehicle Tax	13,465.00	4,406.39	33%
16/20M Vehicle Tax	5,331.00	5,348.74	100%
In Lieu of Tax	2,964.00	37,411.84	1262%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	39,357.71	83%
E-Rate Reimbursement	25,193.00	-	0%
Fees and Charges	141,815.00	38,092.50	27%
Reimbursements	150,414.00	63,828.93	42%
Transfer In	994,167.00		
Interest on Idle Funds	65,000.00	34,749.48	53%
	<u>\$ 16,455,026.00</u>	<u>\$ 13,701,527.37</u>	83%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	4,284,662.43	48%
Other Staff Support Costs	206,080.00	54,176.66	26%
Library Collections	1,902,500.00	774,509.48	41%
Contracted Services	1,281,353.00	995,435.30	78%
Digital Services Support	181,100.00	155,891.98	86%
Furniture/Equipment/Art	104,200.00	4,667.13	4%
Payments to Other Libraries	115,060.00	-	0%
Special Projects	1,704,750.00	272,466.45	16%
Utilities & Telecommunications	550,500.00	499,214.04	91%
Vehicles	76,500.00	50,067.81	65%
Other Operating Expenditures	595,506.00	286,204.05	48%
Transfer Out	1,709,805.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 7,377,295.33</u>	43%
Prior Year Canceled Purchase Orders		<u>\$ 24,881.82</u>	
Unencumbered Balance 6/30/2020	\$ -	<u>\$ 9,945,417.03</u>	

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

6/30/2020

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	\$ 2,778,763.00	96%
Revitalization Rebates	(41,513.00)	(39,375.09)	95%
Back Tax	-	26,045.68	N/A
Motor Vehicle Tax	298,763.00	109,200.67	37%
Recreational Vehicle Tax	2,874.00	966.41	34%
16/20M Vehicle Tax	1,138.00	1,804.96	159%
In Lieu of Tax	812.00	7,955.23	980%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Fees	10,139.00	9,069.25	89%
Refund-Fringe Benefits-Foundation	49,776.00	18,599.53	37%
Refund-Fringe Benefits-Friends	11,667.00	6,491.52	56%
Refund-Fringe Benefits-Shawnee Cty	-	5,991.53	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	7,400.82	189%
Interest on Idle Funds	10,000.00	7,157.64	72%
	\$ 3,250,030.00	\$ 2,940,071.15	90%
<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	306,989.07	45%
Ks Public Employees Retirement Sys	820,944.00	402,927.66	49%
Worker's Compensation	63,279.00	45,194.94	71%
Unemployment Tax	8,854.00	4,251.86	48%
Health/Dental Insurance	2,111,376.00	917,049.53	43%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,042,064.00	\$ 1,686,481.26	46%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 6/30/2020	\$ -	\$ 2,354,752.43	

* 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	7,624.97
	\$ 7,624.97
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	158.62
Capital Outlay	94,000.00
	94,158.62
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 6/30/2020	\$ 1,206,212.02

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	-
	\$ 53,000.00	\$ 33,292.67
Unencumbered Balance 6/30/2020		\$ 49,945.81

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

6/30/2020

	<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	-	156.02	N/A
Revitalization Rebates	-	-	N/A
Back Tax	25,000.00	13,962.56	56%
Motor Vehicle Tax	168,424.00	59,298.66	35%
Recreational Vehicle Tax	1,620.00	534.16	33%
16/20M Vehicle Tax	641.00	745.15	116%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	4,837.87	85%
Interest on Idle Funds	5,000.00	2,216.39	44%
	<u>\$ 207,282.00</u>	<u>\$ 81,750.81</u>	39%
<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 6/30/2020	\$ -	\$ 886,332.32	

* 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 June 30, 2020

Capital Improvement Funds-VisionBank

\$ 1,300,370.64 at 1.19% (money market account)

Municipal Investment Pool

\$ 8,427,097.15 Operating funds in "overnight pool"*;
available for transfer whenever needed

5,500,000.00 General fund; 30-day 6/3/2020 at .005%,
maturity 7/6/2020

\$13,927,097.15

* rates vary by day - average June 1 - 30, 2020 was .001%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	6/19/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,820.97	-98289
15	21516	0	6/19/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,008.27	-98289
15	21517	0	6/19/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,136.81	-98289
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 48,966.05	-98289 Total
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	peat pots	\$ 43.98	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	apple seeds	\$ 12.95	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	self adhesive rhinestones	\$ 15.98	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	pom pom balls	\$ 19.98	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	satin ribbon roses	\$ 8.97	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	feathers	\$ 8.45	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	yellow pony beads	\$ 9.49	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	green chenille stems	\$ 3.99	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	yellow chenille stems	\$ 10.42	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	popsicle sticks	\$ 15.98	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	black yarn, 3-pack	\$ 35.98	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	sequins	\$ 35.54	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	stick on rhinestones	\$ 8.99	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	dark blue waxed thread	\$ 8.99	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	white pony beads	\$ 11.70	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	blue pony beads	\$ 10.62	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	red and white straws	\$ 15.98	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	sandwich bags	\$ 14.22	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	white plastic tshirt bags	\$ 525.00	-98285
35	41000	736	6/18/2020	COREFIRST BANK & TRUST	Esterly Standard 4060	\$ 3,495.00	-98285
35	41000	736	6/18/2020	COREFIRST BANK & TRUST	shipping cost	\$ 275.00	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	real teal yarn, 3-pack	\$ 15.60	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	carrot yarn, 3-pack	\$ 15.60	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	denim yarn, 3-pack	\$ 15.60	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	fall yarn, 3-pack	\$ 15.60	-98285
49	41000	330	6/18/2020	COREFIRST BANK & TRUST	fubbles bubble wands 24pk	\$ 1,091.44	-98285
					<i>Miscellaneous online orders paid by credit card</i>	\$ 5,741.05	-98285 Total
10	41000	322	6/18/2020	COREFIRST BANK & TRUST	notebook	\$ 1,141.60	-98284
10	41000	322	6/18/2020	COREFIRST BANK & TRUST	set up	\$ 55.00	-98284
10	41000	322	6/18/2020	COREFIRST BANK & TRUST	shipping	\$ 68.73	-98284

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	6/18/2020	COREFIRST BANK & TRUST	GE 10ft surge protector	\$ 352.50	-98284
10	41000	320	6/18/2020	COREFIRST BANK & TRUST	Logitech Ergo K860 Wirles	\$ 229.98	-98284
10	41000	320	6/18/2020	COREFIRST BANK & TRUST	Logitech M510	\$ 659.10	-98284
10	41000	410	6/18/2020	COREFIRST BANK & TRUST	Muscle Rack 24 Qt (3pack)	\$ 172.16	-98284
10	41000	320	6/18/2020	COREFIRST BANK & TRUST	Logitechy H390 headset	\$ 499.80	-98284
10	41000	320	6/18/2020	COREFIRST BANK & TRUST	Everki laptop bag	\$ 47.55	-98284
10	41000	410	6/18/2020	COREFIRST BANK & TRUST	Yebeauty Pump Bottle 2 pk	\$ 284.85	-98284
10	41000	320	6/18/2020	COREFIRST BANK & TRUST	Laptop Bag 15.6 inch Comp	\$ 329.85	-98284
10	41000	420	6/18/2020	COREFIRST BANK & TRUST	Digi 1st TC-890 Digital H	\$ 13.95	-98284
10	41000	310	6/18/2020	COREFIRST BANK & TRUST	articulate 360 renewal	\$ 2,598.00	-98284
10	41000	310	6/18/2020	COREFIRST BANK & TRUST	Articulate Seat	\$ 1,263.28	-98284
10	41000	320	6/18/2020	COREFIRST BANK & TRUST	2TB SSD External	\$ 599.98	-98284
10	41000	320	6/18/2020	COREFIRST BANK & TRUST	6' Power Strip	\$ 230.80	-98284
10	41000	320	6/18/2020	COREFIRST BANK & TRUST	10' Power Cord	\$ 121.80	-98284
10	41000	320	6/18/2020	COREFIRST BANK & TRUST	Cyber Aroustics AC-5002 S	\$ 99.95	-98284
10	41000	320	6/18/2020	COREFIRST BANK & TRUST	Apple 13.3 MacBook Pro	\$ 2,218.00	-98284
10	41000	310	6/18/2020	COREFIRST BANK & TRUST	Soundtrack your brand	\$ 26.99	-98284
10	41000	323	6/18/2020	COREFIRST BANK & TRUST	Prime Membership	\$ 179.00	-98284
				<i>Miscellaneous online orders paid by credit card</i>		\$ 11,192.87	-98284 Total
10	21505	0	6/8/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,832.61	-98283
15	21516	0	6/8/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,024.95	-98283
15	21517	0	6/8/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,138.75	-98283
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,996.31	-98283 Total
10	21501	0	6/4/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,989.34	-98261
10	21502	0	6/4/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,100.87	-98261
15	21521	0	6/4/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 59.03	-98261
10	21503	0	6/4/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,983.47	-98261
15	21504	0	6/4/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,152.45	-98261
10	21503	0	6/4/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,439.54	-98261
15	21504	0	6/4/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,439.54	-98261
10	21514	0	6/4/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98261
10	41000	313	6/4/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,994.22	-98261
10	41000	313	6/4/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 360.18	-98261
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 83,749.82	-98261 Total

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21515	0	6/29/2020	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 26,433.48	-98260
15	21515	0	6/29/2020	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 125,122.48	-98260
15	21515	0	6/29/2020	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,121.16	-98260
						\$ 152,677.12	-98260 Total
10	21501	0	6/18/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,011.57	-98259
10	21502	0	6/18/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,104.09	-98259
15	21521	0	6/18/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 51.08	-98259
10	21503	0	6/18/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,955.52	-98259
15	21504	0	6/18/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,669.95	-98259
10	21503	0	6/18/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,433.19	-98259
15	21504	0	6/18/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,433.19	-98259
10	21514	0	6/18/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98259
10	41000	313	6/18/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,968.89	-98259
10	41000	313	6/18/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 358.44	-98259
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 84,217.10	-98259 Total
35	41000	736	6/4/2020	MINOTAUR MAZES, INC	Rainforest Adventure Exhi	\$ 7,500.00	11797
					<i>Deposit for 2021 interactive maze exhibition in the Alice C. Sabatini Gallery - paid with Foundation Funds</i>	\$ 7,500.00	11797 Total
35	41000	736	6/11/2020	KELLEY CONSTRUCTION CO., INC.	Gallery remodel	\$ 18,037.57	11799
35	41000	736	6/11/2020	KELLEY CONSTRUCTION CO., INC.	Gallery remodel	\$ 5,493.68	11799
						\$ 23,531.25	11799 Total
10	41000	320	6/4/2020	AMERICAN DIGITAL SECURITY LLC	ClearPix 80TB 2U XTv6 Ser	\$ 10,160.23	95393
					<i>2020 approved operating budget - storage solution for the security camera video</i>	\$ 10,160.23	95393 Total
10	41000	320	6/4/2020	DELL MARKETING LP	Dell Latitude 5510	\$ 2,956.50	95402
10	41000	320	6/4/2020	DELL MARKETING LP	Dell Dock- WD19 90w	\$ 3,898.50	95402
					<i>2020 approved operating budget - laptop computers and docking stations</i>	\$ 6,855.00	95402 Total
10	23800	0	6/4/2020	KELLEY CONSTRUCTION CO., INC.	CONSTRUCTION OF TS WRKRM	\$ 12,676.17	95406
						\$ 12,676.17	95406 Total
10	41000	301	6/4/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	95413
					<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,736.92	95413 Total
15	41000	260	6/4/2020	PEOPLES/COMMERCIAL INSURANCE	3rd qtr workers comp ins	\$ 11,251.00	95414
10	41000	321	6/4/2020	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Prop	\$ 11,702.00	95414
10	41000	321	6/4/2020	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Vehicle Ins	\$ 5,382.00	95414
10	41000	321	6/4/2020	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Genl Liab	\$ 2,418.00	95414
10	41000	321	6/4/2020	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Inland Marine	\$ 3,326.50	95414

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	321	6/4/2020	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Crime</i>	\$ 436.50	95414
10	41000	321	6/4/2020	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Terrorism</i>	\$ 142.50	95414
10	41000	321	6/4/2020	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Cyber</i>	\$ 164.50	95414
10	41000	321	6/4/2020	PEOPLES/COMMERCIAL INSURANCE	<i>Boiler & Machinery</i>	\$ 938.00	95414
						\$ 35,761.00	95414 Total
10	41000	351	6/11/2020	EVERGY	<i>Electric Service 5/1/2020</i>	\$ 23,538.40	95428
						\$ 23,538.40	95428 Total
10	41000	313	6/11/2020	IMAGEMAKERS INC.	TSCPL website design	\$ 6,100.00	95431
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 6,100.00	95431 Total
10	41000	312	6/18/2020	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	95464
10	41000	312	6/18/2020	PITNEY BOWES INC.	Lease #0040766462	\$ 3,366.96	95464
				<i>2019 approved operating budget - contracted equipment</i>		\$ 5,965.50	95464 Total
10	41000	313	6/25/2020	IMAGEMAKERS INC.	TSCPL website design	\$ 6,900.00	95470
10	41000	322	6/25/2020	IMAGEMAKERS INC.	Marketing plan	\$ 5,500.00	95470
10	41000	322	6/25/2020	IMAGEMAKERS INC.	Marketing plan	\$ 1,500.00	95470
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 13,900.00	95470 Total
10	41000	313	6/25/2020	MID-AMERICA LIBRARY ALLIANCE	MALA Courier Dues	\$ 7,824.00	95471
				<i>2020 approved operating budget - annual courier fees</i>		\$ 7,824.00	95471 Total
10	41000	301	6/25/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	95474
				<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,736.92	95474 Total
						\$ 602,825.71	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

July 2020

News and Updates

Dolly Parton's Imagination Library (DPIL) Awaiting Report

At the end of June, there were xxxx children registered, or xx% of children between birth and five in Shawnee County. *(Note: these figures were not available at the time I wrote this report. I will have them for you at the meeting.)*

At the end of May, there were 5,666 children registered, or 52% of children between birth and five in Shawnee County; an increase of 94 children from April. There has been no interruption of service for this program. The Dollywood Foundation, which administers DPIL, has continued to operate throughout the COVID-19 crisis including mailing the books and billing participating communities for the books and postage costs. Please see the charts for April and May in your packet.

Agenda Items

FY2021 Budget – Approval for publication

As it does each year, the Board of Trustees develops the annual budget as a committee of the whole. Please see Chief Financial Officer Kim Strube's reports, narrative, and notes from the two Board Budget Work Sessions held June 1 and July 8 for additional information. Once the work is complete and per state statute, the Board of Trustees must approve publication of the budget at the July board meeting. The public hearing and budget approval for FY2021 will occur at the August 13th board meeting.

Bid for Restroom Renovations

The costs for this project are higher than originally estimated. However, there is funding available for the additional expense and this is an important update to areas that everyone uses who visits or works in the library. It is especially important to ensure the bathrooms can be used and maintained with a high level of cleanliness, hygiene, and safety given the situation we find ourselves in with COVID-19. Please see the background information, fiscal note, and bid summary which is included with the resolution sheet.

CEO Search Committee Charge

This charge was prepared by the library's attorney Chuck Engel in consultation with the Chief of HR Jesse Maddox, Board chair Liz Post, and CEO Search Committee chair Jim Edwards. Please see the resolution sheet for the charge document.

Recognizing The Library Foundation’s Executive Director Nancy Lindberg

Nancy Lindberg has been a valued colleague and has provided excellent leadership and management for The Library Foundation for the past six years. This resolution, which has also been passed by the Foundation board, recognizes her achievements and expresses thanks for her hard work and skill in raising funds for the library.

CEO Evaluation

This is my last year as CEO. I didn’t expect this year to be so fraught with unexpected challenges, but it is what it is, as they say. I will say this; I’ve rarely felt more needed as a CEO. 😊 I’ve spoken to the Executive Committee about this evaluation and we’ve agreed that I would write a report outlining the events of the year and that the Board would also conduct an exit interview with me.

Professional Activities/Community Contacts

June 16	Met with Imagemakers to discuss website design
June 17	Met with Christine Becker, consultant for Urban Libraries Council on digital inclusion
	Attended The Foundation Board Meeting
June 18	Attended Board of Trustees June Meeting
June 23	Met with Imagemakers to discuss website design
June 24	Met with KS Dept. of Commerce Director of Broadband Initiatives Stanley Adams regarding status of statewide broadband policy and initiatives
June 25	Attended Urban Libraries Council (ULC) Digital Inclusion Action Team meeting
June 29	Attended Friends of TSCPL Executive Committee meeting
July 2	Met with Clark Swanson with OrangeBoy, Customer Value Mapping Discussion
July 3	Met with Lauren Comito, Branch Manager at Brooklyn Public Library, on reopening process
July 6	Met with Trustee Executive Committee
July 7	Met with Imagemakers to discuss website design Met with Engroff’s managers to discuss Café closure for the remodel Attended TPS 501 District Citizen’s Advisory Council (DCAC) Meeting https://www.topekapublicschools.net/Page/199 and gave a presentation of Community Broadband Plan
July 8	Attended Trustees Budget Work Session 2
July 9	Attended ULC Digital Inclusion Action Team

In Process

Customer Value Mapping Project

As we discussed at the second budget work session on July 8, we are re-starting the process we began with OrangeBoy before we closed in March in response to the COVID-19 pandemic. It seems much longer than three months ago that I shared a description of the project we intended to embark on with CEO Clark Swanson and his team in my March report.

This is what I said then.

We are currently working with OrangeBoy CEO Clark Swanson and Account Manager Kate Jacobs on a customer value mapping project. This is focused on what is called intrinsic value.

Intrinsic value represents the underlying value of an asset. Financial analysts employ the term to denote the future value of a company's revenue stream; yet we may also employ intrinsic value to define and describe the impact of civic and cultural organizations, such as a public library.

Value mapping employs this concept to assess the future value of public libraries. Specifically, it defines value by the public good generated through the interaction of the library and its customers. One simple example illustrates this point: A high portion of public library cardholders vote frequently. The library's ability to reach and engage these voters in public dialogue possesses

great value to democratic institutions in the community. It follows that a library would seek to leverage these relationships to increase its intrinsic value.

A library may, then, through an assessment of customer-generated value, order its work and investments around generating the value of greatest importance to the community. For the Topeka-Shawnee County Public Library, this would have three critical benefits. These include:

- *Creation of an organizational structure that drives measurable, customer-generated value*
- *Increased stature among community leaders for the library's role in community-building efforts*
- *Higher levels of public and private funding*

Why would we engage in this process and make this investment?

We have been talking for some time about how we “grow the library” and increase our influence in helping create a community culture of literacy and learning. It’s becoming clear that by simply doing more of what we already do (programming, marketing, outreach) and continuing to use the same delivery methods for communication, services, collections, and programs, we will not achieve the level of growth or impact that is envisioned in our community impact goals.

With OrangeBoy, we now have data and the ability to create connections to community members who are predisposed to support the library and its goals. This will also help us quantify the difference we make not only in the lives of individuals, but collectively the difference we make in the community of Topeka and Shawnee County. It will include development of a new organization model, new strategic and marketing plans, and new workflows focused on local customer cluster groups. This is in effect a comprehensive organizational change initiative.

Fast forward to now. This is why this process has become much more important with the advent of public library closures throughout the country because of the pandemic. There is a sense of urgency based on the fact that we are currently not able to serve much of our customer base. At the same time, we know people's habits and expectations for all types of services are changing. We must be ready with good data and options for new service models and services when we can fully reopen the library.

Here's a fuller explanation and this is what I have been discussing with members of the management team.

I convened a meeting of what we call the senior directors group to talk about getting beyond the day-to-day logistical planning we're doing right now. It's understandable that we're rooted in the now, but it doesn't prepare us for a reality in which we may find ourselves unable to use our physical facilities in the ways we have always assumed we could and would.

These are the operational and mission-driven questions that have created a sense of urgency for me.

- What if we're unable to use the building/bookmobiles for full-scale customer access for 6 to 12 months?
- What if we can't go back to full hours and full staffing?
- How will we justify the operational budget for FY2021-22 if we're not operating at full scale?
- How will we provide customers with satisfying and comprehensive library experiences?
- How will we go about doing the important work we should be doing and helping our community come together if we're not able to use the library building as that safe and trusted gathering place?
- What is it people really need from us now? How do our perceptions of their needs align with what we're seeing from surveys and what should we be asking our community about their expectations for their library?
- How should we adjust our phased reopening based on what we're learning about customer behavior and needs mid-pandemic?

I'm feeling a sense of urgency to get beyond this day-to-day model we're living right now to develop a plan based on what we're learning about library customer and consumer behavior generally. I'm concerned that public libraries may find themselves becoming smaller, less-resourced organizations if they are not able to use their physical facilities as gathering places and destinations for a year or more.

I reached out to OrangeBoy CEO Clark Swanson and asked that we re-visit the outline for the customer value mapping project with the idea that it would be completed in less than six months instead of a year and that it be based on what we're learning about library customers and the community now.

I see this as a version of the customer value mapping project that we discussed before COVID-19, but with some mid- and post-pandemic differences:

- Assumptions: Have changed based on less reliance on using our physical facilities to attract and retain customers
- Generative questions: What do people want/need? How can the library respond to those wants/needs? What resources, including employees, will the library invest in and apply to responding to those needs? What will our service responses be?
- Lessons learned: about human and consumer behavior during the pandemic and behaviors that may stick, e.g. behaviors C-19 has accelerated like more online buying, less in-store shopping, the ability to grab and go items that are ordered by phone or online. Look at the failing retail model for malls and many chains.
- Timeline: We need to get a plan in place more quickly than originally anticipated.
- Outcome: defining the intrinsic value of the library and projecting the future value based on a post-pandemic environment that positions the new CEO, staff, and Board to develop a new marketing plan, service model, and organizational structure.

Attached for your review is a process that Clark has expanded and is now calling *Community Management Planning* that takes a deep dive into our local library customer clusters as well as non-users and gives us information to begin figuring out what this library should prioritize post-pandemic. As you'll see, trustees play an important role in this process.

My goal in the next six months is to have completed this process so there is reliable data, information, and consensus based on discussion that helps the new CEO, leadership team, and you as the library's governing body, determine service and organizational models that allow the library to serve and scale in spite of the barriers and aligning with the changes created by the COVID-19 virus.

We can't just wait and hope that a vaccine will appear soon. By all indications, that could be a year or more to test, confirm efficacy and safety, and have wide-spread deployment of a vaccine or at least a therapeutic solution that slows the virus down or makes it less virulent. This will ensure that the library continues to look ahead and help determine the role it will play in the community under new leadership.

Included in your packet are two documents for your information: the consulting services agreement, which includes an overview of the project, and the community planning matrix, which details the scope of work. Chuck Engel has reviewed them and I have signed the agreement.

Gina Millsap

Chief Executive Officer

Topeka and Shawnee County Public Library

07/08/2020

Community Management Planning -- Scope of Work

Antecedents

<p>Customer Mapping This phase identifies descriptive and spatial characteristics among customers and identifies prioritized customer cohorts segments. This element provides the community overview required for each planning horizon.</p>	<p>Cluster Localization Localized clusters define characteristics, competitive or complementary behaviors, and community interactions of library users. Additionally, we employ local data such as voter registration files.</p>	<p>Non-User Cohorts Define common characteristics and tendencies of households with no history of library usage, providing insights into their community connections relative to library cardholders.</p>	<p>Community Leadership Segments Groups community leaders based on their perception of community growth opportunities and the library's place within these.</p>	<p>Deliverable A community map and customer stories describing the library's immediate and long-term market opportunities. OrangeBoy delivers the customer map 30 days after initiation of work</p>	<p>Cost \$10,000</p>
<p>Customer Value This marks the start of the <i>Rejuvenate</i> planning phase. Library customers possess intrinsic value for the community. This phase works to understand and measure the value they generate for their communities.</p>	<p>Defined The study first works to define the community value generated by library users. It achieves this through an analysis of the data generated in the Antecedents phase and community characteristics. We also seek to relate this to use of current library services.</p>	<p>Customer Lifecycle Aggregated value requires an estimation of the total potential number of library users and the services they use over time. This analysis employs four models:</p> <ul style="list-style-type: none"> • Customer acquisition m • Customer retention • Frequency of usage • Basket model 	<p>Measured The final step involves assigning a cumulative value to the public good generated by current and future library customers. Additionally, we identify the services that drive value.</p>	<p>Deliverable A method for assessing the value of the library's efforts to the community. It includes a group of customer stories to illustrate these. It includes the creation of Savannah dashboards to measure this real-time. OrangeBoy delivers this within 60 days initiation of work.</p>	<p>Cost \$20,000</p>

Planning Phase One -- Diagnosis					
<p>Diagnosis Employing the customer map, planners identify critical customer cohort and needs. This allows the library to roll immediately into the <i>Repair</i> phase.</p>	<p>Diagnosis Team Session Team members involved in this planning review and assess the customer mapping. Using that data, they should identify customer cohorts possessing needs the library may address with current assets. Additionally, the session should develop easily understood metrics to assess the efforts. The Diagnosis team typically includes key management players.</p>			<p>Deliverable A list of customer cohorts and immediate needs the library will provide to address these. OrangeBoy will moderate the Diagnosis session 35 days within initiation of work.</p>	<p>Cost \$5,000</p>
Planning Phase Two -- Renewal					
<p>Renewal This phase begins as a companion of the Diagnosis session, typically held the next day. This session takes the target clusters and needs and provides a loosely framed action plan. With that completed, this phase rolls into execution. The teams, each treating a different customer group, work continuously and meet as a group at least one other time.</p>	<p>Planning The Renewal phase starts with session designed to create the work plan guiding the team's work over the next five months. These plans should incorporate three elements, fluidity, mobility, and spatiality.</p>	<p>Roll-Out This represents the execution phase of the Renewal phase. Team members begin executing their workplans, adjusting on the fly. The roll-out plan includes promotional plans to drive utilization.</p>	<p>Measurement The final aspect of this work involves creating a basic set of metrics to illustrate the importance of the renewal phase to the community.</p>	<p>Deliverable A set of work plans to address a prioritized list of customer cohorts and their associated needs. OrangeBoy will moderate the session 35 days within initiation of work. Additionally, OrangeBoy will create dashboards to measure these efforts.</p>	<p>Cost \$5,000</p>

Planning Phase Three -- Rejuvenation							
<p>Leadership Discussion: Our Community Place The leadership discussion staged during this process, the library leadership team works to understand and process the customer cohorts and their value. This leads to the prioritization of the customer stories.</p>	<p>Recognition The leadership team must first understand where key constituencies place the library in the community hierarchy.</p>		<p>Determinants Team members must also acknowledge the organizational traits and tendencies that influence its position.</p>	<p>Impact The prescribed position assigned to the library influences its community interactions and opportunities. This discussion seeks to assess these.</p>		<p>Deliverable A prioritized list of customer stories with associated story boards. OrangeBoy will complete this element within 65 days of work's start.</p>	<p>Cost \$5,000</p>
<p>Story Teams It represents a series analysis done with the story teams to assess the organization's ability to increase customer value for the cohorts represented in the story. The analysis explores five areas.</p>	<p>Channels This includes all programs and activities conducted by the library, from circulation to public computers.</p>	<p>Organization An examination of how the library organizations its work.</p>	<p>Staffing This relates to both skills and responsibility. What complement does the library require to generate customer value?</p>	<p>Spaces Planners explore how the library employs spaces to achieve its desired position.</p>	<p>Financial Finally, planners explore the cost-impact of its choices in the previous sections.</p>	<p>Deliverable A treatment documenting the organizational response to each story. These documents should treat each planning area. Additionally, they cite how realization of their story strengths the library's community position and intrinsic value of customers.</p>	<p>Cost \$10,000</p>
<p>Leadership Discussion: Our Community Place, Redux</p>	<p>The leadership team hears the presentations of the storyboard teams. Based on the storyboards, the management team could amend its ordering of the customer cohorts represented and alter the investment schedule. The final ranking represents the management team's best estimate of the library long-term strategy.</p>					<p>Deliverable The final story board prioritizations with investment plans for each. Planners complete this process within 120 days of work starting.</p>	<p>Cost \$2,500</p>

<p>Board Discussion: Policy & Practice Board members provide broad oversight for the library. Their expansive view seeks to ensure prudent use of community resources. This phase seeks to link the board perspective and interests to the Investment Yield.</p>	<p>Customer-Generated Value This portion of the discussion outlines storyboards, the customer-generated value identified, and its relevance to the broader community.</p>	<p>Investment Yield Next, the board considers the investment decisions made by the planning teams. This phase seeks their affirmation of the important community benefit the allocations should provide.</p>	<p>Prioritization The board must finally prioritize the proposed investments given their sense of the community they represent.</p>	<p>Deliverable The board affirms the intent for each story treatment, reserving the right to amend, depending on changes brought about through the leadership change. OrangeBoy completes this within 180 days of commencing work.</p>	<p>Cost \$2,500</p>
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Consulting Services Agreement

The Topeka and Shawnee County Public Library confronts an unsettled environment. It faces short- and long-term concerns generated by the COVID-19 crisis. Short-term, the library must establish itself as addressing the community's broader needs beyond digital circulation. This requires it to identify community needs, create workable solutions, and drive demand for those solutions. It must achieve this without its most visible asset, the library building. *We may characterize the short-term challenge as emboldening the library's position within the community in new and innovative ways.* Failure to address this short-term issue makes the long-term challenge more burdensome.

Long-term challenges facing the library hinge on variables outside its control, namely the length and depth of the COVID-19 crisis and associated economic conditions. The longer COVID-19 lingers, the more consumer behaviors change. Real estate-centric industries, like retail and libraries, find themselves particularly challenged. Movement away from physical spaces increases the difficulty of attracting customers back after the COVID-19 passes. Also, too, if customers associate the brand with its physical location, that might lessen library's ability to attract funding long-term. *The long-term challenge for the library, then, represents readying it for a post-COVID-19 environment and protecting the funding that supports it.*

One other important consideration exists for the Topeka and Shawnee County Public Library. It now finds itself in a CEO transition. Although this has minimal impact on the short-term horizon, it highlights the need for flexibility in planning the long-term.

OrangeBoy believes addressing the short- and long-term challenges requires the library to create a new operating model. It embraces a Community Management model. This positions libraries as developmental organizations actively engaging their communities with services to help residents thrive. It embraces the unique qualities of each individual and community, building deep relationships with them. Community Management rests on three pillars:

- Everyone residing, or working, in a community is a library customer, regardless of usage patterns;
- Library customers represent the trace element of libraries. Team members and library activities work to serve these individuals; and
- Intrinsic value serves as the most meaningful measure of a library's service to its community.

This proposal outlines a pathway for developing a Community Management Model for the library. It necessarily requires two planning tracks, for short- and long-term. The attached scope of work details this pathway. It includes three planning phases:

- **Diagnose.** Planners identify the immediate needs in their community using community maps and other associated data.
- **Renewal.** This represents the period when teams treat the immediate needs identified in the previous phase. It represents a tactical phase. Teams create bare-bones plans of how they intend to address these pressing needs. However, due to the immediacy of efforts, planning proceeds daily.



- **Rejuvenate.** System-level teams will identify themes to drive the longer-term growth and well-being of communities served by the library.

Planning progresses, regardless of the phase, through three specific lenses. A *Lens* represents the perspective, or special consideration, those involved must pay heed. Each affects planning to lesser or larger degree, but planners should consider each. The three include:

- **Digital Strategy.** Technologies to improve the customer experience and organizational productivity.
- **Lifecycle.** Planning horizon for current and proposed strategies.
- **Equity Goals.** Targeted investments necessary to address structural shortfalls

This planning approach works to address the library's short- and long-term environments within the context of changing leadership. It provides immediate actions for emboldening the library's position within the community. For the long-term, it provides a thoughtful analysis for the consideration of a new management team.

OrangeBoy seeks to conduct this work over the next six months for \$65,000 planning fee. It seeks a \$5,000 payment to initiate work with the remainder paid at the date of delivery for each assigned phase. The affixed signature authorizes commencement of the consultancy according to the attached scope of work.

Gina J. Millsap CEO 07/10/2020

For the client (name, title, date)

Clark Swain, CEO, 7/10/20

For OrangeBoy (name, title, date)

Chief of Staff Report

Thad Hartman

July 16, 2020

Re-opening

We continue to evaluate and update the re-open plan based on the use of the library and current COVID cases in Shawnee County. We are adding more options for our customers in the coming weeks that are aspects of Phase 4 of the re-open plan. However, because of the dramatic increase in COVID cases in Shawnee County, we have decided to push back full implementation of Phase 4 until July 27. Some key upcoming dates and service changes are:

Monday, July 13

Customers will be able to use the four meeting rooms on the second floor (Menninger, Hughes, Perkins, and Anton). These rooms will have much smaller seating capacities than normal. These capacities will be based on the 6-foot social distancing guideline. The maximum number of people in Menninger and Anton rooms will be 6 and the maximum in Hughes and Perkins will be 5. Chairs will be removed from these rooms to help enforce this rule. Masks will be required while in the meeting rooms, just as they are in the rest of the library. There will not be a time limit on these rooms, but we will have time between meetings for a thorough cleaning of the spaces.

Monday, July 20

Customers will be able to use Marvin 101BC for meetings. This room will also be setup to enforce social distancing and will have a maximum of 20 people.

We are aware of the increase in COVID cases in Shawnee County and are taking this increase seriously, which is why we have pushed back phase 4. The introduction of the meeting rooms upstairs adds a relatively small number of people to the building and does so in spaces that are not currently in use. This allows us to continue to be cautious in our re-opening, while at the same time providing services that are important to our customers. The precautions we are taking are in line with best practices for public spaces, including the requiring of masks, limited capacities, social distancing, and frequent cleaning.

Phase 4 <i>Library Open – Limited Services and Limited Hours</i>	
Timing	TBD in consultation with Shawnee County Health Department <i>Tentative estimate July 27, 2020</i>
Overview	The entire building is open with limited hours. Social distancing is still practiced and enforced, but customers can go into all public areas in the library. Masks will still be required for the public. Some meeting rooms are open with social

	distancing. The Edge is still unavailable. The maximum number of people allowed in the building increases to 50% capacity.
Service Notes	<p>Public Computers – [Point Person – David King]</p> <ul style="list-style-type: none"> • Computers are spread throughout the library, although maintaining more social distancing than in the setup before closure. • Computers added in Kids Library and Wings. <p>Building– [Point Person – Thad Hartman]</p> <ul style="list-style-type: none"> • The maximum number of people allowed in the building will increase to 50% of building capacity. • Furniture will be removed that doesn't promote social distancing • Social distancing will be enforced by staff • Masks will be required for customers <p>Library Materials – [Point Person – Paul Brennan]</p> <ul style="list-style-type: none"> • Customers will be able to browse the stacks and pick out their own books <p>Meeting Rooms</p> <ul style="list-style-type: none"> • Meeting rooms on the second floor are available with limited capacity and 6-foot social distancing. • Groups of up to 6 people are allowed in Menninger and Anton. • Groups of up to 5 people are Hughes and Perkins. • Marvin 101BC opened for meetings with limited capacity and social distancing. <p>Library Services</p> <ul style="list-style-type: none"> • The following services will resume: <ul style="list-style-type: none"> ○ ILL ○ Notary ○ Proctoring
Main changes from previous phase	<ul style="list-style-type: none"> • The entire building is open • Computers are deployed throughout the building • Customers can retrieve their own materials • Meeting rooms on the second floor are open to smaller groups • ILL, Notary, and Proctoring services are available. • The maximum number of people allowed in the building increases to 50% capacity.

Café plans

Low foot traffic and sales have made it too costly for the café to remain open at this time and therefore Engroffs has decided to temporarily close for the next few months. The good news is that this closure means that we are going to fast track the planned café renovation. We have posted the request for proposal and plan to bring a bid recommendation to the August board meeting. We hope to start construction in September and then be ready to have a grand re-opening of the café around November. Construction will be able to move more quickly with the café being closed. We'll have more details once we have a contractor selected and an official timeline developed.

During the interim period the café will have lunch options available for staff that can be ordered on Tuesdays and Thursdays. In addition to this, we're working with the cafe to provide coffee and tea for staff in the break room. Once meeting rooms start up, they will be able to cater meetings from the Engroffs main kitchen.

This was not a decision that Engroffs took lightly. They are very disappointed to close at this time and will greatly miss their regular customers and the library. However, they will be back later this year with the same great food and service, but with a new and improved facility.

The concept of the renovation is to move away from the cafeteria feel and move to more of a café or coffee shop vibe. Think more Classic Bean or Panera instead of Furr's or Luby's. The tile floor will be replaced with hardwood and the furniture will all be updated. Food preparation will move to the kitchen and the counter will feature more grab n go items. Orders will be brought out to tables which will help move customers through the line more quickly. Video monitors will replace the old menu board which will allow them to easily make changes to the menu and highlight daily specials. Below are a couple of the concept drawings of what the space will look like.



Department Highlights

Public Services

Marie Pyko, Public Services Director

Customer Service

In addition to our Public and Youth Services staff working on the service floor and presenting

virtual programs, the supervisors and I have been working directly with customers and helping to navigate our reopened library. Numerous times I have heard customers express pure joy that we are open and are thrilled to browse collections with us.

While working as a greeter on two separate occasions, customers have thanked us for taking such care for everyone's safety. One lady shared "this is the safest place that I visit".

New Service continues to grow

The Personal Browsing 4 U service has really taken off and we are starting to receive feedback from our customers on our selections. On several occasions individual staff have received personal emails thanking them for the items they specially pulled for them. This has been great feedback and a real boost to the staff doing the work.

Partnership

This week I met with a lead librarian team on what service priorities we have for the 2020-2021 year for TSCPL @ School. Angie Reed, Natalie Moreland and Abigail Siemers with the support of our Communications and Marketing team created a video tutorial about the service, how it works and key curriculum support materials for new USD 501 teachers. We will be able to package this resource for all the school districts that have partnered with TSCPL @ School.

Professional development

American Library Association (ALA) Conference goes virtual June 22-27

I completed my 3-year Kansas Chapter Councilor term after our ALA annual conference. Although we were all on Zoom it was a wonderful session. We took some major steps forward in modernizing our council sessions such as online direct voting. I am happy to see the organization embrace ways to increase participation when people can't travel.

Public Services

Autumn Friedli, Public Services Supervisor – Readers Services

Red Carpet

Red Carpet has been visiting nearly all their usual sites with only a few of them remaining closed to services at this time. The service has been adjusted somewhat to keep customers and staff safe. Our Red Carpet customers have been DELIGHTED to see their librarians (even if it's just their eyes!) and get new books and materials.

Top City Reads Together

Did you join us in reading *Eight Perfect Murders* in June? We had over 500 people check out the ebook or e-audiobook during the month of June. Many community readers engaged with us on Facebook posts about the book and we had a good turnout for our Zoom Book Discussion in

late June. For the month of July, we are reading *Summer Hours at the Robbers Library* by Sue Halpern. The book is available on Hoopla in both ebook and e-audiobook formats. *Summers Hours at the Robbers Library* is about second chances, community, and LIBRARY LOVE! It's a great book to read this July! Bonus – you can count it towards your summer reading goal!

Public Services

Debbie Stanton, Public Services Supervisor – Information and Learning

Gallery

We received a request to publish a picture of a painting in our collection, George M. Stone's *When the Fodder's in the Shock*. We received this painting in 1925 as a gift from F. O. Popenoe, who ran the Topeka newspaper at that time. The author of the book is Charles Eldredge, an art historian who retired from KU and ran the Spencer Museum of Art. We'll receive a complimentary copy of the book when it's published later this year.



George M. Stone's When the Fodder's in the Shock

Local History & Genealogy

We've been receiving many research requests through LibAnswers, our live-chat and ask-a-librarian software. We have staff coming in early for their afternoon shifts to try to work through the requests. We're guessing the increase in questions related to genealogy and local history is due to the fact that people have a little more time to do family history research than they have in the past. It's been fun to assist our customers with their varied history questions. This interest is one that we think will continue post-pandemic.

Call Center

One of our staff members who regularly answers the Call Center phones from home had some fun stories about connecting with customers in this way. Here is some of what she's heard from customers:

"Talking to people on the phone they are SOOOOO happy that we're open again, even if it's limited. They really missed looking for their own books & movies to check out. I've also had a very positive response to offers of Personalized Browsing. At this point, people are desperate for something to read and really appreciate that we can pull things for them. Especially the couple of people who said that they've read everything in their house and need something new... Overall, people have been pleasant and understanding that everything is weird right now and we're taking things slowly. There are always a few people who want everything open again *right now*, but most people get it. I've had plenty of

people also thank us for taking measures to keep everyone safe. Any questions about masks that I've gotten already assume that they'll need to wear one, they just want to double-check. Curbside pickup has been hugely popular. Lots of people have commented on how much they appreciate the convenience. I talked to a guy the other day that was so impressed that we bring the materials to his car and put them in the trunk. And they worry about us when it's raining."

It's been great to connect with customers again!

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staff have been busy producing virtual summer programming for a variety of ages. For preschoolers, we produced 2 videos per week with related crafts and extended book lists. Recent videos included Eric Carle's *A House for Hermit Crab* and Eric Litwin's *Groovy Joe: Ice Cream and Dinosaurs*. For older kids, staff produced 2 videos per week with related activities and book lists too. We primarily featured some hot book series. The thought was that if we could garner interest, then hitting upon an appealing one meant that a reader could find another 10+ titles ready for devouring. We showcased "I Survived", "Mercy Watson" and "Ranger in Time".

We celebrated Independence Day with a special Musical Storytime that featured stars and stripes. For our teens, we produced DIY opportunities that included writing, mug cakes and pressed, botanical art. We opted to choose areas for which we had a known audience when programming was in person. Kody Stadler did the writing segments. Prompts were produced and then writer submissions were optional. We received a few via email. There are several staff writers who provided thoughtful, supportive, and empowering critiques.

Within the building we have put together the bags for distribution to summer food sites each week and have also dispersed those to 20 locations through the community. Bags have included puzzles and activities related to the Story Worlds exhibit, a little promotional material, and typically some fun little prize item. One week included the addition of books. The books have been a hit! We will be prepping end of summer prize bags soon.

Natalie Moreland, Angie Reed, and Abigail Siemers put together recorded presentations for new teachers within Topeka Public Schools that feature library services and resources, especially those accessible through TSCPL @ School. That goes out this week. Additionally, nearly all staff have been back to the building to work regularly with visiting customers.

Lastly, we are engaged in planning for fall. It will be here before you know it.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Technical Services has been working together to bring new materials to customers both with physical and digital collections. We experienced a surge of incoming orders in late June as Baker & Taylor, our primary book vendor, was able to bring their warehouse staff more fully back into their operations. Most of our books come from a large Baker & Taylor warehouse in Momence, IL, located about 50 miles south of Chicago. It is one of several warehouses they have in the United States. Between staffing challenges with COVID and large civil demonstrations in the Chicago area, we experienced a delay in receiving some new materials despite our efforts to streamline ordering as much as possible. Those challenges have currently lessened with Baker & Taylor. Shipments arriving from Midwest Tape in Toledo, OH have been largely unaffected. This may be because Midwest Tape operates fully from their own facility. They are a centralized business with the CEO and packing crew operating within just a few steps of each other. We are managing our incoming physical materials with no challenges and it's good to have the Tech Services team ready to roll when the boxes arrive each day.

With the move to Phase 3.5 on June 29th, the North Reading Room has reopened to customers. This room is home to our adult newspaper and periodicals collection. In May, we re-organized the magazine collection into an alphabetical arrangement. Previously, the collection was dispersed into subject-oriented collections. We created new signage for each title and have cleaned and/or replaced every binder the individual magazines are secured into for use in the library. If there's one thing this present time has shown us, it's that one can always find a good deep cleaning project to tuck into and we've done that with the periodicals collection. It looks sharp and it's sparkling clean! We will endeavor to do similar work with the periodicals collections housed in the Kids Library as soon as we are done with the North Reading Room.

Learning Experiences

Stephanie Hall, Learning Experiences Manager

As I mentioned last month, we have been delivering summer kits to kids at various meal sites around town in the USD 501 (14 sites), 437 (3 sites), and 450 (3 sites) school districts. So far this summer we have handed out 5,616 summer kits. These are different each time and have information about summer reading, activity sheets from our virtual StoryWorld exhibit, and a craft or other fun trinket. We have also used this opportunity to include information about the Camp Kindergarten program we participated in that was put on by the Kansas Children's Discovery Center. These kits are our summer reach this year.

In years past we have relied on our in-person programming to reach families and with that not an option this year we had to pivot. This offered us the opportunity to reach many families that

don't come into the library on a regular basis. It allowed us to plant the seed that the library has resources they may be interested in and keep the library at the top of their mind while we were closed and then with limited services. The youth services staff have been rock stars prepping the kits and then delivering them to the meal sites. They have enjoyed seeing the kids and many of the kids have enjoyed seeing familiar faces as well.

We still have people participating in the traditional summer reading program who are tracking their reading minutes. We currently have 990 people signed up for summer reading (318 have completed their 12 hours of reading) and they have read 481,146 minutes.

Instead of in-person programming we have moved things to the digital world offering our story times, Stories and Crafts, Readapalooza, and StoryWorlds gallery show online. We have also partnered with the Kansas Children's Discovery Center to offer some Discovery at the Library programs online.

This summer has been one to remember. Our plan of having many engaging activities where families would be able to participate in an egg drop, build a car and then race it and construct a bridge to see how much weight it held, was completely thrown out the window due to COVID. However, we were able to do something we have never done before. We were able to reach families in our community we normally don't see on a regular basis.

Digital Services

David Lee King, Digital Services Director

Digital Services highlights over the last month include:

- DS set public computers back up in the East and West wings and in the Kids Library area. Computers are now socially distanced, so we are ready for future opening phases.
- Continued work on the audio/visual project in the Gallery. The vendor is in the process of ordering equipment and making some changes for the last phase of the project, which should be completed by the end of July.
- Continuing to work with Iagemakers on developing the new public website.
- Worked with Thad and Marie on a phased plan for future technology needs for staff who might need to work from home.
- Removed the PCs in the Gallery. We will be installing those at the Community Centers, including installing computers at the Shawnee North Community Center.
- We received a contract for the WIFI upgrade project. We are currently working with Chuck to review the contract and suggest changes to the vendor.
- Setting up new equipment that will increase our WIFI signal on the Bookmobiles. Once in place, we can also get use stats, which will be great.

July Board Report

July 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

1. We rolled-out the Curbside Delivery Service campaign that has a simple 1-2-3 how to use it theme; reformatted the home page and created internal and external signage to inform how to use the contactless service.
2. Created Phase 3 web page and handout entitled "[What You Can Do Now](#)"
3. Launched Summer Reading and "Story Worlds"-the annual art exhibit for kids online events, posting up to 12 videos each week on our website/YouTube channel.
4. Created and executed the marketing plan and online/print collateral for *Browsing Just for You*, a personalized reading recommendation service for readers.
5. Marketing tactic for limited Bookmobile services and signage.
6. Weekly e-newsletters targeted versions for (1) parents of young and school-aged children (1) for teens and (1) for everyone else
7. Media interviews on Curbside Delivery and how we are keeping items virus free and Danielle Norwood interviews

Top Page Views

tscpl.org | June 19 - July 8, 2020 | 56,967 Pageviews

- Summer Reading
- What You Can Do Now Phase 3 of the reopening plan
- Services (searches included: curbside pickup, interlibrary loan, farmers market, book drop locations, computer classes, red carpet services, smart lockers, team rooms, printing and notary)
- Curbside Pickup
- Bookmobile Schedule
- Library Services page
- My account (searches included: employment, library hours, the board of trustees, library administration, rfps', volunteer, press releases, policies and library history.
- Download ebooks & Hoopla
- Genealogy & genealogy resources



Resolution – FY2021 Budget-approval for publication

BOARD OF TRUSTEES

July 16, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2021 budget for publication.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid for Restroom Remodel

BOARD OF TRUSTEES

July 16, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Senne Company, Topeka KS, in the amount of \$678,250 for the renovation of library restrooms, including alternates 1,2, and 3. This expenditure shall be paid from the General Fund, Special Projects line item.

Policy and Background Information:

The Facilities Master Plan identified public restroom renovation as a priority in an effort to improve customer comfort, cleanliness, and safety. The current restroom configuration has led to numerous issues with standing water, a high number of touchpoints, and difficulty in cleaning. In addition to this, the library does not have a gender neutral or family restroom option or a room for new mothers.

This project will rectify all these issues. The design focus of this project has been on improving hygiene, ease of cleaning, and reducing the number of touchpoints in the restrooms. One improvement will be changing out the tile for poured flooring. This will eliminate grout lines which is the most difficult part of the floor to keep clean. The sinks will be trough-style, which will eliminate the pools of water that are commonplace on the current countertops and that spill onto the floor, creating slip and fall hazards. The sinks will also have built-in hand dryers and UV light which should increase hygiene for customers and reduce paper towel use and water on the floor.

Equally important is providing equitable access to all customers. This project reclaims space along the hallway outside of the café and the atrium that will create space for a single occupancy restroom in each location. These restrooms will be for parents with small children, adult caregivers, or anyone preferring more privacy.

We have also been able to make room for a mothers' room in the Kids Library. This will be a space for breastfeeding mothers who wish to nurse or

pump in a private location. This room and the family restrooms are improvements library customers have requested since the building opened in 2001. These are changes that will make a significant difference for customers and will enable the library to maintain more rigorous hygiene standards, something that has become essential with the COVID-19 crisis.

Bid Process:

In preparation for the bid process Library staff worked with HTK Architects to create a design for the renovation of the library restrooms and addition of a mothers' room. HTK developed an approved design and specs and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued March 13, 2020.

The RFP and related documents were posted on the Library's website on May 8, 2020 and email notification was sent to several companies regionally who have worked on similar projects. Bids were received at a public meeting over Zoom on June 9, 2020. Eight bids were received before the bid deadline; all were submitted electronically.

The bids came in above what had originally been budgeted for this project. There appear to be several reasons for this. These reasons include the expanded size of the mothers' room, the higher cost of the trough sinks, and additional electrical work needed for the dryers in the sinks. The large number of bids received and the consistency of those bids (excluding one) suggests that this pricing is reasonable and within market pricing. The library recommends that we move forward with this project because of the high priority of this work and the availability of funding in this year's budget.

Staff Recommendation:

The low bid was from JP Construction and was considerably less than the other bids. The owner is not licensed in Shawnee County and there are concerns that this company would be able to complete the project as outlined in the RFP. The second lowest bid that included all three alternates was submitted by Senne Company. This bid met all the necessary criteria and the vendor has provided satisfactory work in the past for HTK Architects and TSCPL.

TSCPL staff recommends the bid of \$678,250 submitted by Senne Company, Topeka, KS, be approved for the restroom renovation including alternates 1, 2, and 3.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

TSCPL - Restroom Renovation

Did Tabulation
Tuesday, June 9, 2020

HTK Architects
ITTK Project No. 2001.01-003

CONTRACTOR	JP Construction	2Point Construction	Serms Company	DF Osborne	Mohr Construction	M&S Construction	Timrum	Kelley Construction
Bid Bond	yes	yes	yes	yes	yes	yes	yes	yes
Insurance Certificate	yes	yes	no	no	yes	yes	yes	yes
A/A A-305 Qualification Statement	no	no	no	no	no	yes	no	no
Attendance No 1, 2, 3	3	3	3	3	3	3	3	3
BASE BID	\$431,000	\$546,100	\$570,550	\$591,000	\$596,800	\$613,700	\$624,928	\$638,900
Alt No. 1: Area D Restrooms	\$06,600	\$119,600	\$90,000	\$95,961	\$105,500	\$102,500	\$05,000	\$101,523
Alt No 2- ADA Operators	\$18,000	\$17,029	\$17,700	\$19,770	\$37,400	\$19,000	\$17,400	\$17,220
Alt No. 3: Paint Ceiling Site	\$900	\$1,250	\$0	\$1	\$4,000	\$0	\$2,700	-\$20
BASE BID w/ ALTERNATES 1 & 2	\$535,600	\$681,328	\$678,250	\$703,531	\$732,700	\$734,200	\$732,128	\$755,543
BASE BID w/ ALTERNATES 1 3	\$536,500	\$682,570	\$678,250	\$703,532	\$736,700	\$734,200	\$734,828	\$756,523
Attendee Opinion Site Visit	no	no	yes	yes	yes	yes	no	yes
Number of Days	182	80	120	190	220	196	180	?
MAJOR SUBS								
Pumbing	Central Mechanical	Central Mechanical	Central Mechanical	Central Mechanical	Central Mechanical	MCEROY'S	Central Mechanical	MCEROY'S
Mechanical HVAC	Central Mechanical	Central Mechanical	Central Mechanical	Central Mechanical	Central Mechanical	MCEROY'S	Central Mechanical	MCEROY'S
Electrical	Ace Electric	Allerud/Avi Air	Ace Electric	Ace Electric	Ace Electric	Ace Electric	Burdett/ran Electric	Ace Electric



Resolution – Charge to the Chief Executive Officer (CEO) Selection Committee

**BOARD OF TRUSTEES
July 16, 2020**

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

Selection Committee Charge:

To seek qualified applicants to fill the chief Executive Officer position which will be open, effective December 1, 2020, due to the planned retirement of the current officer;

To prepare the position announcement;

To receive nominations of and applications from qualified individuals;

To engage advisors and/or consultants and support staff to assist the committee in its search efforts;

To elicit and receive communications regarding the search from trustees and others;

To review all applications and nominations before narrowing the pool to a number of potential candidates to be interviewed by the committee;

To conduct any investigations of applicants and contact references as the committee deems necessary;

To recommend on or before November 11, 2020 candidates to the Board of Trustees for interviews and further consideration of the candidates by the Board; and

Following presentation of its recommendation, to provide such other further assistance in the search process as the Board of trustees requests until the appointment of the CEO is announced.

The selection committee shall disband, and its charge shall be satisfied upon decision of the Board of Trustees.

Selection committee members agree to maintain the confidentiality of the applicants until the selection of the finalists with a date for releasing names and biographies to be established by the selection committee.

All expenses necessary to conduct the search and selection process shall be provided from Library funds.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution in Appreciation of Nancy Lindberg's Service as The Library Foundation's Executive Director

**BOARD OF TRUSTEES
July 16, 2020**

Be it resolved that the Topeka and Shawnee County Public Library Boards of Trustees recognizes and honors Nancy Lindberg for her service as The Library Foundation's Executive Director. The Board wishes to express its appreciation for her leadership, loyalty, and devotion to the library and best wishes on her retirement.

Nancy Lindberg has been an exceptional Library Foundation Executive Director.

From her first day on the job, Nancy immersed herself in the Topeka and Shawnee County Public Library's organization and culture and in the larger library environment. She joined the American Library Association, networked with her library fund raising colleagues, locally and nationally, and attended and presented at a national conference. She has reached out to her less-experienced library colleagues, coaching and mentoring fundraising novices. She also developed a strong and collegial relationship with the Friends of TSCPL executive Mary Campbell, assisting Mary in her professional development and generously sharing credit and resources with the Friends, helping ensure that our 501c3 library partner organizations were part of a high-functioning team.

From the beginning of her tenure, she has raised funds and managed Foundation assets strategically with the result that assets under management have almost doubled. She has increased the number of donors and donations significantly with the annual campaign and has cultivated a number of new members to the Wilder Society, the Foundation's planned giving program.

She has forged new relationships with corporate donors like Security Benefit. The professional network she built over the course of a diverse and demanding career in education, government, politics, and fundraising raised the level of awareness of the importance of the Library to community decision makers and key stakeholders. One could say truthfully that she could walk into any room of Topeka and Kansas movers and shakers and Nancy knows most of them. Her reputation for honesty, competency, and passion for the causes she advocates for have benefited the Library enormously.

She also helped lead and coordinate programs that weren't exactly in her job description. One example is Dolly Parton's Imagination Library (DPIIL.) Nancy could have raised the funds, which now total almost \$1 million and that would have been impressive enough. She chose to assist the CEO in administering the program, working with United Way, and other partners, and did the lion's share of the

fundraising writing grants, making DPIL the focus of the annual campaign, and one major estate gift. Through her efforts, DPIL has a sustainable funding plan, ensuring the program can continue for years.

In the past year alone, she has completed a number of successful projects. The opening of Claire's Courtyard, the donor brick campaign, the recruitment of a donor to fund the new Adventuremobile, the innovative approach to donor recognition with the new digital donor wall, the expert assistance she and board chair Marilyn Ward contributed to the selection of a new Café operator, plus all of the regular fund raising activities she led have resulted in helping the Library maintain its place as an essential and respected community asset.

Nancy has set a very high bar for her successor. The standard of performance she has set for fund raising, facilitating the operation and improving the effectiveness of The Library Foundation Board, cultivating donors, streamlining and improving office procedures, utilizing the Raiser's Edge software effectively so that all donor records are now online and searchable, managing Foundation investments, and building the public reputation of The Library Foundation is formidable.

The Board wishes to express its thanks for her leadership, loyalty, and devotion to the Library. Nancy has made all endeavors and projects exciting and fun, no matter how demanding. It's rare to work with someone who meets every challenge and problem cheerfully and with a "I can handle this" attitude. Her colleagues will miss her and feel very fortunate to have worked with her. She has helped make The Library Foundation and the Library better organizations and they will be building on the strong fundraising legacy she leaves.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



CEO Performance Evaluation: 2020 Process & Timeline

Purpose

An annual evaluation process ensures that personal reflection, mutual conversation, and a time for setting organizational and personal development goals occurs every year. This appraisal process is designed to encourage performance feedback between the trustees and the CEO. This performance evaluation will be Gina Millsap's last with TSCPL. For that reason, there will not be a goal setting discussion.

Process and Timeline

August 3	Trustees are provided copies of CEO's contract, position description, Trustee Feedback form and self-evaluation.
August 7-11	Trustees complete feedback forms and comments and turn in to Chair, who utilizes Trustee comments in preparing evaluation documents.
Week of Aug 24	Executive Committee meets to review results.
Week of Aug 31	Chair meets with CEO for initial review and discussion of performance.
September 17	Executive session and action item(s) at board meeting. Board reviews/approves the Executive Committee's recommendation on performance and compensation.



CEO evaluation 2019–2020

Trustee Feedback Form

Individual trustee feedback | completed by _____

Trustees should complete this form with their feedback and return it to Liz Post by August 11, 2020.

Strategic alignment

- What are the library's service priorities?
- Are there initiatives that we should be considering now and in the future?

Rating on this item:

- Consistently exceeds expectations or objectives
- Frequently exceeds expectations or objectives
- Meets all expectations or objectives
- Meets some expectations or objectives
- Does not meet expectations or objectives, needs improvement

Feedback:



CEO evaluation 2019–2020

Trustee Feedback Form

People

- Do we have and are we recruiting the right people for leadership and competent management?
- How could the culture be strengthened?

Rating on this item:

- Consistently exceeds expectations or objectives
- Frequently exceeds expectations or objectives
- Meets all expectations or objectives
- Meets some expectations or objectives
- Does not meet expectations or objectives, needs improvement

Feedback:



CEO evaluation 2019–2020

Trustee Feedback Form

Sustainability

- Is the library positioned to grow and thrive? Why or why not?
- How can the CEO and Board of Trustees work together to ensure a successful succession process and results?

Rating on this item:

- Consistently exceeds expectations or objectives
- Frequently exceeds expectations or objectives
- Meets all expectations or objectives
- Meets some expectations or objectives
- Does not meet expectations or objectives, needs improvement

Feedback:



CEO evaluation 2019–2020

Trustee Feedback Form

Finance

- What are the primary concerns about the library’s financial position in the next five years?
- What steps should we consider to strengthen the library’s financial position over the next five years?

Rating on this item:

- Consistently exceeds expectations or objectives
- Frequently exceeds expectations or objectives
- Meets all expectations or objectives
- Meets some expectations or objectives
- Does not meet expectations or objectives, needs improvement

Feedback:



CEO evaluation 2019–2020 Trustee Feedback Form

Governance

- How could our relationship be strengthened?
- How can the library derive more benefit from the talents, expertise and networks of trustees?

Rating on this item:

- Consistently exceeds expectations or objectives
- Frequently exceeds expectations or objectives
- Meets all expectations or objectives
- Meets some expectations or objectives
- Does not meet expectations or objectives, needs improvement

Feedback:



CEO evaluation 2019–2020

Trustee Feedback Form

OVERALL PERFORMANCE RATING:

- Consistently exceeds expectations or objectives
 - Frequently exceeds expectations or objectives
 - Meets all expectations or objectives
 - Meets some expectations or objectives
 - Does not meet expectations or objectives, needs improvement
-

Feedback:

	2020												2019 YTD	Change 19 TO 20%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
TSCPL Curbside	0	0	0	0	4,434	24,610							29,044		
Circulation Desk & Renewals	49,054	39,071	65,263	64,378	60,160	34,798							312,724	288,225	8.5%
Interlibrary Loan	1,810	1,591		0	0	0							3,401	9,704	-65.0%
Self-Check	62,366	64,910	31,498	99	10	4,144							163,027	432,901	-62.3%
Bookmobile	20,178	18,089	12,884	9,447	7,381	3,971							71,950	107,600	-33.1%
Red Carpet	7,696	6,587		3,540	3,324	5,313							26,460	42,786	-38.2%
Digital Downloads	43,780	40,039	44,402	51,917	50,942	47,530							278,610	234,972	18.6%
Library @ Work / Smartlocker	2,600	2,274	2,045	1,219	952	1,215							10,305	14,493	-28.9%
TOTAL CIRCULATION	187,484	172,561	156,092	130,600	127,203	121,581							895,521	1,130,681	-20.8%
CIRCULATION DETAILS															
Print Material	85,593	79,197	70,608	52,705	50,694	48,291							387,088	531,162	-27.1%
Audio/Visual Material	52,127	48,494	37,936	23,012	23,382	24,238							209,189	336,814	-37.9%
Adult Materials	82,458	77,081	62,642	41,133	40,967	41,269							345,550	509,421	-32.2%
Children's Materials	42,688	38,982	35,816	27,628	26,140	23,517							194,771	281,728	-30.9%
Young Adult Materials	3,844	3,592	3,549	2,612	2,651	2,648							18,896	25,832	-26.9%
Red Carpet Materials	8,730	8,036	6,584	4,344	4,318	5,095							37,107	50,995	-27.2%
NEW Patrons															
Topeka / Shawnee County															
Adults	648	621	498	266	244	321							2,598	3,647	-28.8%
Children (ages 17 and under)	112	126	116	32	8	20							414	1,095	-62.2%
Red Carpet Outreach	11	13	9	0	0	1							34	70	-51.4%
NEKL	64	70	110	73	18	45							380	392	-3.1%
Non-Resident	0	1	3	17	0	0							21	3	600.0%
Total New Registrations	835	831	736	388	270	387							3,447	5,207	-33.8%
PATRONS DELETED	2,511	2,913	435	1,066	288	47							7,260	8,711	-16.7%
BORROWERS															
Topeka / Shawnee County															
Adults	51,951	51,430	51,338	51,676	52,029	52,243							52,243	53,583	-2.5%
Children (age 0 - 17)	16,566	15,650	15,462	15,613	15,501	15,421							15,421	18,793	-17.9%
TSCPL @ School	16,102	16,124	16,124	16,124	16,124	16,123							16,123	*	*
Red Carpet Outreach	1,161	1,157	1,151	1,149	1,145	1,141							1,141	1,178	-3.1%
NEKL	7,031	6,964	7,011	6,908	6,931	7,000							7,000	7,306	-4.2%
Non-Resident	43	42	45	100	81	80							80	42	90.5%
Delinquent	107	116	93	99	99	89							89	114	-21.9%
TOTAL BORROWERS	92,961	91,483	91,224	91,669	91,910	92,097							92,097	81,016	13.7%
Holds Satisfied	19,196	16,770	8,921	2	9,530	21,504							75,923	113,879	-33.3%
CHECK-IN															
TOTAL CHECK-IN	93,912	92,730	48,932	14	22,262	31,267							289,117	587,057	-50.8%
	2020												2018	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	18 TO 19%
COLLECTION															
Materials Added	5,362	4,329	2,377	0	1,810	3,540							17,418	28,280	-38.4%
Materials Discarded	8,237	7,955	3,866	4,435	4,035	5,612							34,140	37,797	-9.7%
TOTAL COLLECTION	400,318	396,692	395,203	390,768	388,543	386,471							386,471	414,484	-6.8%
WEBSITE															
tscpl.org Unique Visitors	39,663	33,321	36,580	25,636	33,229	32,897							201,326	184,540	9.1%
tscpl.org Total Visits	66,201	56,255	58,118	40,730	56,627	56,599							334,530	329,126	1.6%
catalog.tscpl Unique Visitors	21,190	19,294	13,546	8,092	10,520	13,426							86,068	119,934	-28.2%
catalog.tscpl Total Visits	49,784	44,997	32,337	19,024	28,001	39,292							213,435	272,636	-21.7%

NOTARY SERVICE	154	243	*	0	0	0										397	921	-56.9%	
REFERENCE QUESTIONS																			
Public Services	9,900	10,787	*	554	2,217	4,349										27,807	76,051	-63.4%	
Topeka Room	701	275	*	0	0	0										976	4,126	-76.3%	
Plaza**	1,272	1,443	*	0	0	0										2,715	2,090		
Youth Services	2,397	2,432	*	0	0	0										4,829	20,626	-76.6%	
Gallery	0	0	*	0	0	0										0	222	-100.0%	
TOTAL REFERENCE QUESTIONS	14,270	14,937	*	554	2,217	4,349										36,327	103,115	-64.8%	
GATE COUNT	46,507	42,387	20,990	0	137	4,695										114,716	363,152	-68.4%	
MEETING ROOMS																			
Meeting Room Bookings	471	738	280	0	0	0										1,489	4,325	-65.6%	
Team Room Bookings	1,639	870	590	0	0	0										3,099	9,580	-67.7%	
Total Meeting Room Hours Booked	3,005	3,049	2,073	0	0	0										8,127	35,732	-77.3%	
TOTAL ATTENDANCE	11,037	6,119	3,044	0	0	0										20,200	84,319	-76.0%	
LEARN & PLAY BUS VISITS	228	247	*	0	0	0										475	1,312	-63.8%	
PROGRAM ATTENDANCE																			
Adult - General	520	124	118	110	39	325										1,236	1,901	-35.0%	
Computer Training	0	95	0	0	0	10										105	380	-72.4%	
Outreach	2,696	2,257	627	0	0	5,057										10,637	16,333	-34.9%	
Kids	809	848	815	0	0	0										2,472	4,454	-44.5%	
Movies	13	18	0	0	0	0										31	140	-77.9%	
Books	12	80	17	17	24	28										178	595	-70.1%	
Art	0	19	26	0	0	0										45	475	-90.5%	
Teens	0	97	21	0	0	0										118	276	-57.2%	
Music	30	382	107	0	0	0										519	100	419.0%	
TOTAL ATTENDANCE	4,080	3,920	1,731	127	63	5,420										15,341	24,654	-37.8%	
GALLERY ATTENDANCE	0	0	0	0	0	0										0	12,133	-100.0%	
COMPUTER USE																			
Public Computer Sessions	12,738	12,953	*	0	0	2,064										27,755	92,349	-69.9%	
Avg Public Computer Session Length	0:55:02	0:56:28	*	0:00:00	0:00:00	0:43:08										0:54:49	0:56:16	-2.6%	
Total Computer Hours	11,684	12,190	*	0	0	1,484										25,358	86,593	-70.7%	
Wireless Sessions	18,107	16,309	*	1,319	1,713	4,296										41,744	101,144	-58.7%	
Avg Wireless Session Length	0:28:00	0:29:00	*	0:34:00	0:28:00	0:27:00										0:28:29	0:28:38	-0.6%	
Total Wireless Hours	8,450	7,883	*	747	799	1,933										19,813	48,272	-59.0%	
TOTAL HOURS	20,134	20,073	*	747	799	3,417										45,170	134,865	-66.5%	
	2020														2020	2018	Change		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	18 TO 19%				
CIRCULATION DETAILS																			
Print Material																			
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626										75,919	102,022	-25.6%	
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560										93,976	123,259	-23.8%	
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013										118,480	168,866	-29.8%	
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738										36,679	48,418	-24.2%	
Magazines	1,793	1,690	1,335	270	842	663										6,593	12,301	-46.4%	
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970										36,072	49,664	-27.4%	
RC Realia	235	249	179	127	120	125										1,035	1,331	-22.2%	
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596										18,570	25,301	-26.6%	
PRINT CIRCULATION	85,593	79,197	70,844	52,705	50,694	48,291										387,324	531,162	-27.1%	
Audio / Visual Material																			
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527										13,855	23,484	-41.0%	
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426										13,638	22,677	-39.9%	
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467										141,770	225,678	-37.2%	
Juvenile Audiobooks	370	403	422	321	296	223										2,035	2,734	-25.6%	
Juvenile Music	352	300	286	180	189	144										1,451	2,313	-37.3%	
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399										35,857	59,397	-39.6%	
YA A/V	84	61	59	33	37	52										326	531	-38.6%	
A/V CIRCULATION	52,127	48,494	37,679	23,012	23,382	24,238										208,932	336,814	-38.0%	

