# Topeka & Shawnee County Public Library

# Board of Trustees Meeting

## June 18, 2020

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

# Mission

**Sparking curiosity and connecting our community through literacy and learning**

# 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

# Community Impact Goals

Every child will be ready for kindergarten

Everyone will discover their passion for learning

Everyone will continue learning new ways to live their best life

Topeka & Shawnee County will be an engaged community of readers

The library will be a learning organization committed to excellence in:

- leadership
- planning
- customer focus
- process management
- partner focus



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Agenda
Board of Trustees meeting
Thursday, June 18 – 4:00 pm
Zoom Meeting
https://tscpl.zoom.us/j/92129565151
Meeting ID: **921 2956 5151**

**Call to Order**

**Public Comment**

**Trustee Advocacy Stories**

**Approval of May 21, 2020 Meeting Minutes of the Trustees - Action Item Pg. 4**

**Approval of June 1, 2020 Meeting Minutes of the Trustees Budget Work Session #1 - Action Item Pg. 9**

**Chief Financial Officer's Report** – Kim Strube **Pg. 12**

**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

**Chief Executive Officer** – Gina Millsap **Pg. 26**

**Chief of Staff** – Thad Hartman **Pg. 32**
- Operational Update

**New Business**

- Bid for Laptop Purchase - **Action Item Pg. 41**
- Bid for WIFI Upgrade - **Action Item Pg. 43**
- Search Committee for the Library's Chief Executive Officer - **Action Item Pg. 46**

**Adjournment**

**Next Meeting**
July 16, 2020
4:00 pm
Zoom Meeting

*Subject to change without notice

**Board Members Present**
Liz Post (chair), Jim Edwards (vice-chair), Beth Dobler (secretary) Kacy Simonsen (treasurer), Kerry Onstott Storey, 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, May 21, 2020 via Zoom Meeting, was called to order at 4:03 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**
Chair Liz Post praised Youth Services Supervisor LeAnn Brungardt's story about the family who has used and appreciated the Learn and Play Bus. It's on page 43 of the May 2020 Chief of Staff report: https://tscpl.org/about/board-of-trustees/packets

**Approval of Minutes**
On a motion by Jim Edwards, seconded by David Monical, the April 16, 2020 Board of Trustees minutes were approved. Motion carried.

There were no corrections to the May 6, 2020 Board of Trustees Special Meeting minutes; they were approved as written.

**Chief Financial Officer's Report**
There were no additions to Chief Financial Officer Kim Strube's report. Strube reminded trustees of the June 1, 2020 budget workshop. The agenda will be provided by Strube prior to the meeting.

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

There was no discussion. Motion passed unanimously.

**The Library Foundation**
Foundation Chair Marilyn Ward reported since the opening of Claire's Courtyard on October 8, 2019, only three bricks needed engraving corrections. Lardner's Monument is preparing the replacement bricks and once completed Green Touch will replace the three bricks in the Amphitheater.

In addition, gifts continue to come in and most recently The Foundation received a $500 payment from a pledge made by Topeka Chapter of Links, Inc. for Dolly Parton's Imagination Library.

Ward reported that the Foundation board has decided not to pursue a summer fundraising campaign for the library's 150th Anniversary, due to the economic impact of the COVID-19 crisis on potential donors.

Lastly, The Foundation Board waived Café management fees for the months of April and May 2020 and will review further waivers at the June 2020 meeting.

Discussion followed with no further questions.

**Friends of Topeka and Shawnee County Public Library**
Friends of the Library Executive Mary Campbell reported the Friends of the Library board voted to award scholarships to two library staff pursuing their Master of Library Science degrees. Areli Bermudez-Villarreal was awarded $500 and Adrienne Sanders was awarded $1,500.

As of Monday, May 18, 2020 Campbell, and Book Prep Coordinator Ann Semler are working at the library preparing and shipping books that have been sold online. Campbell has re-activated the Friends Amazon account and sold 84 books for $1,448. Listing new books will not begin until volunteers are able to return, per TSCPL reopening plan. In addition, the Friends board has put together a committee to create a policy to deal with extended closures.

Currently donations are not being received on the dock; however, they are coming in through the book returns. Most book donations will be sent to Thriftbooks for the immediate future. Total revenue from Thriftbooks for April is $1,647.

Discussion followed with no further questions.

**Board Chair Report**
Chair Liz Post reported the Executive Committee met via Zoom Meeting on May 11, 2020 at 4:00 pm and reviewed: the April 16, 2020 Board of Trustees minutes, the May 6, 2020 Special Meeting minutes, the library phase reopening plan, computer usage, Broadband initiatives, the facilities projects update and new business items on the May 21, 2020 agenda.

There were no further questions for Post.

**Chief Executive Officer**
Chief Executive Officer Gina Millsap asked to defer her time to Chief of Staff Thad Hartman. There were no further questions for Millsap.

**Chief of Staff**
Chief of Staff Thad Hartman provided a brief Facilities Management update for 2020 and review of development plans for the following projects:

- Restrooms – This project will be focused on updating the restroom finishes and fixtures and creating more family and gender-neutral restrooms. It will also include the addition of a nursing room for new mothers next to the restrooms in the Kids Library. The design focus of this project has been on improving hygiene, ease of cleaning, and reducing the number of touchpoints in the restrooms. Next month we plan to bring bids to the board meeting for restroom renovations.
- Demolition of the Hearing Aid building at 10th and Mulvane - next month demolition will begin and look into landscape and parking options. Being good neighbors by keeping the grounds looking nice and inviting.
- Café – currently working with HTK to expand and improve the layout. Goal is to transition from a cafeteria feel to a café/coffee shop or like Panera Bread store layout.
- Second Floor Construction & Staff Spaces/relocation – have been pushed back in the event of budget shortfalls next year. Temporarily the second floor will be utilized for additional computer access and usage. Hartman remains hopeful this project can move forward next year.

There were no further questions for Hartman.

Human Resources Update
Chief Human Resources Officer Jesse Maddox provided a brief update of Human Resources (HR) forms that employees must complete as they return to work in the building. In addition to providing information on the staff intranet, HR is keeping staff informed via email. Staff are required to complete and submit a COVID-19 questionnaire prior to returning to the library. Additional information regarding staff safety procedures, e.g. hygiene, proper glove removal, mask/cloth guide, and usage is also posted on the staff intranet. HR is available to answer any questions and/or concerns staff may have.

Discussion followed with no further questions.

**Physical Materials Management and Services**
Collections Director Paul Brennan provided an update on the ongoing work of checking in materials and preparation for curbside pickup. Monday, May 18 all city and county book drops were reopened including the library drive up book drop. Book returns have been manageable and steady. At this time, it is assumed that the COVID-19 virus can live for hours to days on surfaces like books and other library materials. For that reason, books and other library materials are quarantined for 72 hours to prevent the live virus from being transmitted to library employees or customers.

Brennan also reported that preparations for curbside pickup are in process. Approximately 4,200 books and other library materials that were on hold have been processed and are awaiting pickup. Curbside pickup is scheduled to begin May 26, 2020. Library customers will be notified via email or text beginning May 23, 2020 that their hold/pickup item(s) is available and with instructions for

how to get their materials. Please note for the time being customers will need to pickup their hold items at the library. For further information regarding curbside pickup please visit: https://tscpl.org/services/curbside-pickup. Walk-up service will be provided for those that do not have a vehicle and social distancing will be maintained.

Lastly, Brennan stated no late fees are being assessed and automatic renewal of library items continue through the end of 2020.

Hartman made mention that a personalized browsing service is being provided as well as book bundles that readers can "grab and go" if they haven't requested specific items through the library's website. For further information please visit: https://tscpl.org/ask

There were no further questions for Brennan.

**Safety and Personal Protective Equipment**
Facilities Manager John Kugler reported that the library is well stocked on gloves, masks, and hand sanitizer. Masks will be provided to staff as well as library customers. Additional safety and personal protective equipment are on order. Kugler stated that sneeze guards will be installed at customer service desk.

There were no further questions for Kugler.

**Summer Programming**
Public Services Director Marie Pyko reported that the call center, staffed by librarians working from home and at the library, is available to assist customers by phone. She encouraged trustees to share this information with family and friends. In addition, Pyko spoke of current programs and programs that will continue in the summer:

- Jobs Now – Helps with employment applications and resumes. Customers can schedule one on one meetings via Zoom. For further information please visit: https://tscpl.org/research/jobs-careers/job-search/jobs-now
- Story Tellers – online
- Genealogy – Genealogy librarian Sherry Camp is available to assist anyone interested in learning more about family, history and heritage. For further information please visit: https://tscpl.org/genealogy
- Deliberative Discussions – Encouraging civic engagement, these sessions will continue with online discussions that are relative to national and community issues. For further information please visit https://tscpl.org/conversations
- Top City Reads – Join the library's community of readers. For the month of May, we chose a family themed book, The Wonderful Wizard of Oz. For further information please visit: https://tscpl.org/summer

Learning Experiences Manager Stephanie Hall reported that May 4th was the soft opening of the summer reading program. Currently 342 readers have registered: 183 adults, 159 children, and

69,000 minutes have been logged. Additional virtual programs are available, e.g. Storytime, Stories and Crafts, Readapalooza, and the Sabatini Gallery's Story World online exhibit. Hall expressed special thanks to our local partners, the Kanas Children's Discovery Center and the Topeka Zoo for providing online content.

Hall announced a new program service, Dial-a-story. Dial-a-story provides families the opportunity to call in from any location allowing the library to engage people where they are. In addition to this new program the library will be providing library kits that encourage reading, learning, and fun at Friday Snack Time throughout the city. The kits will include library information, coloring pages, mazes, and occasionally a toy surprise!

The library will be partnering with the Greater Topeka Partnership, Visit Topeka, and seveneightfive magazine with Movies on the Plaza, which will be shown at Evergy Plaza located in downtown Topeka. The movie Field of Dreams will show on July 17.For further event information please visit: https://events.tscpl.org/events

Hall also announced the opening of the Farmers Market on Monday, June 1st and in addition to locally fresh produce or baked goods, library kits will be provided. For further information please visit: https://tscpl.org/services/monday-farmers-market

**New Business**
**Bid for Building Demolition**
On a motion by Jim Edwards, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from McPherson Wrecking, Grantville, Kansas, in the amount of $35,100 for the demolition of the building at 10th and Mulvane and the installation of seeded turf. This expenditure shall be paid from the General Fund, Special Projects line item.

Motion passed unanimously.

**Memorandum of Understanding with Topeka School District (USD 501)**
On a motion by Kristen O'Shea, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves Memorandum of Understanding (MOU) with the Topeka School District (USD 501) as presented/amended.

Motion passed unanimously.

**Adjournment**
On a motion by Shawn Leisinger, seconded by David Monical, the meeting was adjourned at 5:16 pm.

Motion passed unanimously.

**Beth Dobler, Secretary** _____

**Date** _____

**BOARD MEMBERS PRESENT**
Liz Post, Board Chair, Jim Edwards, Vice Chair, Kacy Simonsen, Treasurer, Beth Dobler, Secretary, Jennifer Miller, Shawn Leisinger, Kristen O'Shea, and Joan Hicks.

**BOARD MEMBERS ABSENT**
David Monical and Kerry Storey.

**OTHERS PRESENT**
Chief Executive Officer Gina Millsap, Chief of Staff Thad Hartman, Chief Financial Officer Kim Strube, Chief Human Resources Officer Jesse Maddox, Library Counsel Chuck Engel, and Executive Assistant Margo Rangel.

**CALL TO ORDER**
Chair Liz Post welcomed everyone at 9:10 am to the first of two planned Board Budget Work Sessions.

**Fiscal Year 2020 and 2021 Budget Overview**
Chief Financial Officer Kim Strube reviewed the documents in the meeting packet.

Millsap and Strube facilitated a discussion about the challenges faced by possible decrease in revenues. Property valuation information will not be available from the County Clerk until June 15th. The 2021 budget could have multiple scenarios presented at the Board budget work session on July 8th, 2020 from noon to 3:00 pm.

Discussion followed with no further questions.

**Facilities Master Plan update and funding**
Chief of Staff Thad Hartman provided a detailed overview of current and completed projects for 2020 and projects slated for 2021.

Discussion followed with no further questions.

**Review anticipated employee benefit expenses**
Chief Human Resources Officer Jesse Maddox reviewed the health insurance loss ratio to date and noted an increase of insurance claims filed in April. Maddox suggested that we error on the side of caution by budgeting more monies for health insurance premiums in

2021 due to COVID-19 concerns. Data for FY2021 will not be available until September of this year. Maddox stated that if nothing unforeseen occurs, rates could remain flat for FY2021.

Discussion followed with no further questions.

**Identify issues, concerns, and questions as we consider the economic, social, and operational impact of the COVID-19 crisis on TSCPL and the community**
Chief Executive Officer Gina Millsap distributed a brief article about governance, Generative Governance: Making Sense of Problems through Critical Inquiry, prior to the meeting that she has used recently in working with another board on the role and effectiveness of boards. She hopes the article is helpful and will stimulate a discussion and questions.

Discussion focused on updates on the reopening of the library on June 15 – phase 3, curbside services, the type of feedback we have received, and if changes are needed to the CEO position description.

Millsap stated that curbside services are going extremely well, and the library has received positive comments.

Hartman reported that staff are being scheduled in the building and on bookmobiles in preparation for phase 3 of the reopening plan that begins on June 15. Employees are reviewing training materials and returning forms that indicate they have completed safety training requirement to the Human Resources office before returning to work. Hartman commented that the library Human Resources Office has worked hard to ensure that our staff is prepared to return to work in the building. Staff is also preparing for the reopening of the library by ensuring customers may safely use the library.

Maddox stated that he and the CEO will develop and provide a draft of a process and timeline for the CEO recruitment process.

**Succession Planning**
Millsap shared some aspects of the interview process when she was a candidate for library director fifteen years ago. She encouraged the Board of Trustees to consider including the Friends of the Library and The Library Foundation board members in the interview process.

In terms of future planning for the library, Millsap said that these are the questions she and library staff are considering:

How do we maintain and improve service equity and access?

What will our service models be in the short term and long term as we look ahead to 2021?

Are the current community impact goals still relevant? Do we need to add or change any of the goals?

Millsap was asked what priorities or issues a new CEO should be prepared to address. She replied that the public library's role and TSCPL's responsibility in facilitating racial and social justice will be an important consideration in the next few years. She urged the Board to address this as well, so that the governance, operation, and the culture of the library are aligned and integrate diversity, inclusion, and equity in thought and action.

The trustees present agreed that a board meeting with an executive session should be scheduled soon to discuss what board requirements for the next CEO.

**Adjournment**

On a motion by Kristen O'Shea, seconded by Shawn Leisinger, the meeting was adjourned at 10:45 am.

Motion passed unanimously.

Next meeting:
July 8, 2020
12:00-3:00 pm
Zoom Meeting
Join Zoom Meeting https://tscpl.zoom.us/j/91192919075
Meeting ID: 911 9291 9075

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

**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 the completion of the Alice C. Sabatini Gallery remodel project. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

**General Fund – Pages 3 through 5**

With 41.4% of the budget year completed, 49% of the budgeted revenue has been received and 37% of the approved budget has been expended/encumbered. This compares to 2019 in which 52% of the budgeted revenue had been received and 42% of the approved budget had been expended/encumbered.

**Employee Benefit Fund – Page 6**

With 41.4% of the budget year completed, 54% of the budgeted revenue has been received and 39% of the approved budget has been expended/encumbered. This compares to 2019 in which 50% of the budgeted revenue had been received and 38% of the approved budget had been expended/encumbered.

**Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is $1,204,952.

**State Aid Fund – Page 6**

This annual distribution from the State Library must be spent or encumbered in the year in which it is received. The budget included its use to purchase audio/visual equipment for the meeting rooms upgrade. This use of funds is consistent with the philosophy of past years to use the money for one-time projects. Since it's a depleting and somewhat unstable revenue source, it is not relied upon for any ongoing expenditure.

**Purchase Order Notification**

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

| Type of Purchase | Description | Amount | Vendor |
|---|---|---|---|
| Approved operating budget | Disposable face masks | $5,550.00 | SWPLUS |
| Request for Proposal; Board resolution approved bid award on 4/16/2020; approved facilities master plan budget | Audio/visual equipment for the Alice C. Sabatini Gallery | $54,606.98 | Audio Visual Innovations, Inc. |
| Approved operating budget | Annual cataloging and ILL database service | $6,230.36 | OCLC, Inc. |
| Approved operating budget | Disposable face masks | $5,104.00 | MASSCO |
| Library Materials | Lynda Library online | $20,000.00 | Linkedin Corporation |
| Library Materials | Adult fiction e-books | $5,381.00 | Overdrive, Inc. |
| Approved operating budget | Annual software renewal for support for VMware | $5,326.92 | Black Diamond Solutions, Inc. |
| Library Materials | Adult fiction e-books | $9,700.00 | Overdrive, Inc. |
| Library Materials | Adult fiction e-books | $5,380.00 | Overdrive, Inc. |
| Library Materials | Blu-rays and DVD's | $5,420.00 | Midwest Tape LLC |
| Library Materials | Hoopla online | $25,083.09 | Midwest Tape LLC |
| Approved operating budget | Storage solution for security camera project | $10,069.23 | American Digital Security LLC |
| Approved facilities master plan budget | Architect fees – Hearing Aid building demolition | $6,750.00 | HTK Architects Inc. |
| Approved operating budget | Antivirus software maintenance renewal | $6,894.25 | Black Diamond Solutions, Inc. |
| Approved facilities master plan budget | Architect fees – restroom renovations | $39,200.00 | HTK Architects Inc. |
| Approved facilities master plan budget | Architect fees – develop new facilities master plan | $85,000.00 | HTK Architects Inc. |
| Approved operating budget | Annual subscription with emergency call and maps | $6,058.80 | Zello.com |

**Other Items:**

- There are two resolutions on the agenda that will result in expenditures:

    - Approval of the bid to purchase (23) Dell laptops. Funding for this purchase will be from the General Fund, Digital Services Support budget line.
    - Approval of the bid to purchase an upgrade to the Library's wireless network. Funding for this purchase will be from the General Fund, Digital Services – Contracted budget line.

- Please remember to schedule the forthcoming Board budget work session:

    - Wednesday, July 8th, noon to 3 pm via Zoom online meeting

- All members of the Finance team will be returning to full-time work on Monday, June 15th. Schedules will accommodate working from home as well as working in the Library as needed.

5/31/2020

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

| | Balance 1/1/2020 | Revenue Y-T-D | Expenditures Y-T-D | Balance 5/31/2020 |
|---|---|---|---|---|
| **GOVERNMENTAL FUNDS** | | | | |
| General Operating | $ 4,523,224.80 | $ 8,108,449.92 | $ 5,912,693.46 | $ 6,718,981.26 |
| Employee Benefits | 1,101,162.54 | 1,745,363.91 | 1,408,018.22 | $ 1,438,508.23 |
| Capital Improvement | 1,292,745.67 | 6,365.01 | 94,158.62 | $ 1,204,952.06 |
| Bond & Interest | 804,581.51 | 38,894.85 | - | $ 843,476.36 |
| **NON MAJOR GOVERNMENTAL FUNDS** | | | | |
| State Aid | 33,292.67 | 49,945.81 | 17,292.67 | $ 65,945.81 |
| Federal, State & Local Grants | 19.03 | 900.00 | 300.00 | $ 619.03 |
| Other Special Revenue | 553,586.39 | 243,252.90 | 334,378.85 | $ 462,460.44 |
| Permanent Funds | 214,074.65 | - | - | $ 214,074.65 |
| **Totals** | $ 8,522,687.26 | $ 10,193,172.40 | $ 7,766,841.82 | **$ 10,949,017.84** |

## Bank Account Summary

| | |
|---|---|
| General Fund-CoreFirst Bank-Checking | $ 627,644.21 |
| Restricted Funds-CoreFirst Bank-Checking | 462,854.47 |
| Capital Improvement Fund-VisionBank-Money Market Account | 1,299,110.68 |
| Cash on Hand | 2,294.09 |
| Petty Cash | 220.00 |
| Endowment Securities | 214,074.65 |
| Municipal Investment Pool - Overnight | 8,416,528.04 |
| Municipal Investment Pool - 30-day Fixed | - |
| Municipal Investment Pool - 90-day Fixed | - |
| Municipal Investment Pool - 180-day Fixed | - |
| Capital City Bank - Certificate of Deposit | - |
| Intrust Bank - Certificate of Deposit | - |
| Denison State Bank - Certificate of Deposit | - |
| | $ 11,022,726.14 |
| Less Pending Claims (invoices posted, but not paid until next month) | 121.20 |
| Less Deferred Revenue (SAM account payments) | (1,395.62) |
| Less Payroll Deduction and Employer Benefit Liabilities | 4,049.17 |
| Less Outstanding Checks | 70,933.55 |
| | **$ 10,949,017.84** |

# 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 | 5/31/2020 Cash Balance | All Yrs Outstanding Encumbrances | Unencumbered Cash Balance |
|---|---|---|---|---|---|---|---|
| **Major Governmental Funds** | | | | | | | |
| General Fund | $ 4,523,224.80 | $ 8,108,449.92 | $ 732,713.39 | $ 5,179,980.07 | $ 6,718,981.26 | $ 1,386,362.57 | $ 5,332,618.69 |
| Employee Benefit Fund | 1,101,162.54 | 1,745,363.91 | - | 1,408,018.22 | 1,438,508.23 | 28,794.80 | 1,409,713.43 |
| Capital Improvement Fund | 1,292,745.67 | 6,365.01 | - | 94,158.62 | 1,204,952.06 | - | 1,204,952.06 |
| Bond & Interest Fund | 804,581.51 | 38,894.85 | - | - | 843,476.36 | - | 843,476.36 |
| **Non Major Governmental Funds** | | | | | | | |
| *State Aid Fund* | 33,292.67 | 49,945.81 | 17,292.67 | - | 65,945.81 | 16,000.00 | 49,945.81 |
| *Federal & State Grants* | | | | | | | |
| Gallery Grants | 19.03 | - | - | - | 19.03 | | 19.03 |
| Kansas Humanities Council Grant | - | 900.00 | - | 300.00 | 600.00 | - | 600.00 |
| *Other Special Revenue Funds* | | | | | | | |
| Adult Programs | 1.49 | - | | - | 1.49 | - | 1.49 |
| Art Collection | 10,578.62 | 14.32 | | - | 10,592.94 | - | 10,592.94 |
| Bookmobile Fund | - | | | | - | | - |
| Career Neighborhood | - | | | | - | | - |
| Computer training | - | | | | - | | - |
| Children's Art Show | - | - | | - | - | - | - |
| Cooking Neighborhood | - | | | | - | | - |
| French Gift - Library Materials | 31.05 | 0.05 | - | - | 31.10 | - | 31.10 |
| Friends | 106,029.02 | 104.29 | 1,950.98 | 30,065.11 | 74,117.22 | 9,026.21 | 65,091.01 |
| Fun Committee | 2,659.59 | 443.49 | 117.49 | - | 2,985.59 | - | 2,985.59 |
| Gallery Competitions/Exhibits | 36,147.18 | 48.95 | - | - | 36,196.13 | - | 36,196.13 |
| Gifts/Memorials (Undesignated) | 341,344.59 | 239,044.69 | 45,356.33 | 251,387.88 | 283,645.07 | 283,715.80 | (70.73) |
| Hathaway Trust - Library Materials | 2,677.90 | 1,290.76 | - | 405.66 | 3,563.00 | 307.99 | 3,255.01 |
| Health Neighborhood | 601.55 | - | - | - | 601.55 | - | 601.55 |
| Hirschberg Lecture | - | | | | - | | - |
| Hughes Business Collection | - | | | | - | | - |
| Library Materials | 29,297.40 | 1,751.36 | 84.48 | 3,646.59 | 27,317.69 | 166.94 | 27,150.75 |
| Lingo | - | | | | - | | - |
| NEH Expendable | 1,264.19 | 1.71 | - | - | 1,265.90 | - | 1,265.90 |
| Pets Neighborhood | 33.58 | - | - | - | 33.58 | - | 33.58 |
| Programming Fund | 457.20 | - | | - | 457.20 | - | 457.20 |
| Red Carpet | 4,313.20 | 5.80 | - | 59.74 | 4,259.26 | 290.26 | 3,969.00 |
| Special Collections | 5,693.56 | 7.71 | - | - | 5,701.27 | - | 5,701.27 |
| Talking Books | - | | | | - | | - |
| Torluemke Landscaping | 36.09 | 0.05 | | - | 36.14 | - | 36.14 |
| Wedding Neighborhood | - | | | | - | | - |
| Workshops | 2,173.48 | 2.95 | | | 2,176.43 | | 2,176.43 |
| Youth Services | 10,246.70 | 536.77 | - | 1,304.59 | 9,478.88 | - | 9,478.88 |
| *Permanent Funds* | | | | | | | |
| Mertz Trust | 214,074.65 | - | - | - | 214,074.65 | - | 214,074.65 |
| TOTALS | $ 8,522,687.26 | $ 10,193,172.40 | $ 797,515.34 | $ 6,969,326.48 | **$ 10,949,017.84** | $ 1,724,664.57 | $ 9,224,353.27 |

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

5/31/2020

| | Approved Budget | Received Year-To-Date | Over/(Under) Budget | % 5/31/2020 |
|---|---|---|---|---|
| | | | | 41.4% |
| Ad Valorem Property Tax | $ 13,799,614.00 | $ 7,789,826.72 | $ (6,009,787.28) | 56% |
| Revitalization Rebates | (197,477.00) | (132,676.53) | $ 64,800.47 | 67% |
| Back Tax | - | 84,820.16 | $ 84,820.16 | N/A |
| Motor Vehicle Tax | 1,399,719.00 | 161,339.29 | $ (1,238,379.71) | 12% |
| Recreational Vehicle Tax | 13,465.00 | 1,093.65 | $ (12,371.35) | 8% |
| 16/20 M Vehicle Tax | 5,331.00 | 4,527.54 | $ (803.46) | 85% |
| 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 | 38,347.31 | $ (9,153.69) | 81% |
| E-Rate Reimbursement | 25,193.00 | - | $ (25,193.00) | 0% |
| Miscellaneous Revenue | 3,000.00 | 11,852.38 | $ 8,852.38 | 395% |
| Miscellaneous Revenue - Recyclg | - | 322.91 | $ 322.91 | N/A |
| Salary Refunds-Foundation | 98,289.00 | 33,940.63 | $ (64,348.37) | 35% |
| Salary Refunds-Friends | 29,370.00 | 10,171.71 | $ (19,198.29) | 35% |
| Salary Refunds-Shawnee Cty | 22,755.00 | 7,822.81 | $ (14,932.19) | 34% |
| Vending Machines | 4,000.00 | 758.50 | $ (3,241.50) | 19% |
| Overdue Fees* | 127,000.00 | 22,297.45 | $ (104,702.55) | 18% |
| Debt Collect | - | 1,161.21 | $ 1,161.21 | N/A |
| ILL Fees | 350.00 | 549.58 | $ 199.58 | 157% |
| Mailing Fees | 120.00 | 16.92 | $ (103.08) | 14% |
| Non Resident Card Fee | 595.00 | 85.00 | $ (510.00) | 14% |
| Obituary Fees | 750.00 | 45.00 | $ (705.00) | 6% |
| 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 | 34,630.84 | $ (30,369.16) | 53% |
| Transfer In | 994,167.00 | - | $ (994,167.00) | 0% |
| Library Treasurer's Balance | 2,476,295.00 | - | $ - | N/A |
| **TOTALS** | **$ 18,931,321.00** | **$ 8,108,449.92** | **$ (8,346,576.08)** | **49%** |

* 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.

5/31/2020

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

| | Approved Budget | Expended Year-To-Date | Encumbrances | # | (Over)/Under Budget | % Expended |
|---|---|---|---|---|---|---|
| | | | | | | 41.4% |
| **STAFF:** | | | | | | |
| Salaries-Auto Allowance | $ 6,400.00 | $ 2,707.65 | $ - | | $ 3,692.35 | 42% |
| Salaries-Facilities | 687,188.00 | 276,384.44 | - | | 410,803.56 | 40% |
| Salaries-Overtime | 10,000.00 | 1,980.13 | - | | 8,019.87 | 20% |
| Salaries-Security | 332,061.00 | 120,726.66 | | | 211,334.34 | 36% |
| Salaries-Shelvers | 175,216.00 | 54,433.05 | - | | 120,782.95 | 31% |
| Salaries-Staff | 7,643,102.00 | 3,174,372.03 | | | 4,468,729.97 | 42% |
| Conferences | 166,580.00 | 44,336.89 | 23,377.39 | | 98,865.72 | 41% |
| Staff Internal Dev/Trng - Web Based | 15,000.00 | 474.50 | - | | 14,525.50 | 3% |
| Staff Development & Training | 15,000.00 | 305.01 | | | 14,694.99 | 2% |
| Mileage | 9,500.00 | 1,962.16 | 4,895.14 | | 2,642.70 | 72% |
| **COLLECTION:** | | | | | | |
| Materials-Binding/Replacements | 3,000.00 | 180.62 | 160.52 | | 2,658.86 | 11% |
| Materials-Periodicals | 38,000.00 | 4,056.80 | - | | 33,943.20 | 11% |
| Materials-Print/Non-Print <1 YR | 567,300.00 | 153,262.48 | 3,372.75 | | 410,664.77 | 28% |
| Materials-Print/Non-Print | 1,294,200.00 | 357,011.09 | 137,162.41 | | 800,026.50 | 38% |
| **OPERATIONS:** | | | | | | |
| Art Purchases | 8,000.00 | 1,583.14 | 129.00 | | 6,287.86 | 21% |
| Cataloging and ILL Services | 105,795.00 | 26,947.68 | 60,052.32 | | 18,795.00 | 82% |
| Contracted-Digital Services | 555,401.00 | 207,037.11 | 17,033.92 | | 331,329.97 | 40% |
| Contracted-Facilities | 353,400.00 | 138,859.54 | 77,249.82 | | 137,290.64 | 61% |
| Contracted-Equipment | 50,940.00 | 13,907.38 | 32,302.14 | | 4,730.48 | 91% |
| Contracted-Professional | 213,550.00 | 113,523.62 | 206,606.12 | | (106,579.74) | 150% |
| Contracted-E-Rate Services | 2,267.00 | - | - | | 2,267.00 | 0% |
| Digital Services Support | 181,100.00 | 93,727.79 | 28,749.34 | | 58,622.87 | 68% |
| Furniture/Equipment | 96,200.00 | 1,649.99 | - | | 94,550.01 | 2% |
| Insurance | 54,806.00 | 29,432.00 | 24,232.00 | | 1,142.00 | 98% |
| Marketing & Communication | 47,500.00 | 11,640.12 | 8,916.48 | | 26,943.40 | 43% |
| Memberships/Dues | 30,900.00 | 10,858.00 | - | | 20,042.00 | 35% |
| 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 | 28,535.72 | 1,380.54 | | 74,446.74 | 29% |
| Printing | 96,800.00 | 14,635.85 | 33,873.94 | | 48,290.21 | 50% |
| Programming | 32,000.00 | 3,564.10 | 288.03 | | 28,147.87 | 12% |
| Special Events | - | - | - | | - | 0% |
| Special Projects | 1,704,750.00 | 75,130.34 | 127,736.11 | | 1,501,883.55 | 12% |
| Supplies-Facilities | 77,417.00 | 31,335.85 | 38,595.32 | | 7,485.83 | 90% |
| Supplies-Office/Library | 98,720.00 | 12,292.53 | 5,415.62 | | 81,011.85 | 18% |
| Supplies-Processing | 48,000.00 | 3,189.71 | 570.92 | | 44,239.37 | 8% |
| Telecommunications | 90,500.00 | 25,241.33 | 42,798.67 | | 22,460.00 | 75% |
| Transfer Out | 1,709,805.00 | - | - | | 1,709,805.00 | 0% |
| Utilities-Electric | 360,000.00 | 102,597.07 | 252,215.59 | | 5,187.34 | 99% |
| Utilities-Gas | 65,000.00 | 16,938.04 | 33,561.96 | | 14,500.00 | 78% |
| Utilities-Water/Sewage | 35,000.00 | 7,779.02 | 20,243.70 | | 6,977.28 | 80% |
| Vehicle-Gas | 36,000.00 | 5,592.47 | - | | 30,407.53 | 16% |
| Vehicle-Repair | 40,500.00 | 11,495.46 | 32,676.19 | | (3,671.65) | 109% |
| Contingency/Fund Balance | 1,650,000.00 | - | - | | - | 0% |
| Cash Long/Short | - | (5.42) | - | | 5.42 | N/A |
| **TOTALS** | **$ 18,931,321.00** | **$ 5,179,980.07** | **$ 1,213,595.94** | | **$ 10,887,744.99** | 37% |

5/31/2020

# Topeka and Shawnee County Public Library
## General Fund

| | 2020 Budget | Year to Date | % |
|---|---|---|---|
| **Balance 01/01/2020** | **$ 2,476,295.00** | **$ 3,596,303.17** | |
| Revenue: | | | |
| Ad Valorem Property Tax | 13,799,614.00 | 7,789,826.72 | 56% |
| Revitalization Rebates | (197,477.00) | (132,676.53) | 67% |
| Back Tax | - | 84,820.16 | N/A |
| Motor Vehicle Tax | 1,399,719.00 | 161,339.29 | 12% |
| Recreational Vehicle Tax | 13,465.00 | 1,093.65 | 8% |
| 16/20M Vehicle Tax | 5,331.00 | 4,527.54 | 85% |
| In Lieu of Tax | 2,964.00 | 37,411.84 | 1262% |
| Watercraft Special Tax | 7,320.00 | - | 0% |
| Commercial Vehicle Fees | 47,501.00 | 38,347.31 | 81% |
| E-Rate Reimbursement | 25,193.00 | - | 0% |
| Fees and Charges | 141,815.00 | 36,871.04 | 26% |
| Reimbursements | 150,414.00 | 52,258.06 | 35% |
| Transfer In | 994,167.00 | | |
| Interest on Idle Funds | 65,000.00 | 34,630.84 | 53% |
| | $ 16,455,026.00 | $ 8,108,449.92 | 49% |
| Expenditures/Encumbrances: | | | |
| Salaries | 8,853,967.00 | 3,630,603.96 | 41% |
| Other Staff Support Costs | 206,080.00 | 75,351.09 | 37% |
| Library Collections | 1,902,500.00 | 655,206.67 | 34% |
| Contracted Services | 1,281,353.00 | 893,519.65 | 70% |
| Digital Services Support | 181,100.00 | 122,477.13 | 68% |
| Furniture/Equipment/Art | 104,200.00 | 3,362.13 | 3% |
| Payments to Other Libraries | 115,060.00 | - | 0% |
| Special Projects | 1,704,750.00 | 202,866.45 | 12% |
| Utilities & Telecommunications | 550,500.00 | 501,375.38 | 91% |
| Vehicles | 76,500.00 | 49,764.12 | 65% |
| Other Operating Expenditures | 595,506.00 | 259,049.43 | 44% |
| Transfer Out | 1,709,805.00 | - | |
| Cash Basis Reserve | 1,650,000.00 | - | 0% |
| | $ 18,931,321.00 | $ 6,393,576.01 | 37% |
| Prior Year Canceled Purchase Orders | | $ 21,441.61 | |
| **Unencumbered Balance 5/31/2020** | **$ -** | **$ 5,332,618.69** | |

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

**EMPLOYEE BENEFITS**

| | 2020 Budget | Year To Date | % |
|---|---|---|---|
| **Balance 01/01/2020** | **$ 792,034.00** | **$ 1,101,162.54** | |
| Revenue: | | | |
| Ad Valorem Property Tax | $ 2,900,904.00 | $ 1,656,443.53 | 57% |
| Revitalization Rebates | (41,513.00) | (28,212.28) | 68% |
| Back Tax | - | 20,113.45 | N/A |
| Motor Vehicle Tax | 298,763.00 | 39,950.84 | 13% |
| Recreational Vehicle Tax | 2,874.00 | 259.34 | 9% |
| 16/20M Vehicle Tax | 1,138.00 | 1,525.86 | 134% |
| In Lieu of Tax | 812.00 | 7,955.23 | 980% |
| Watercraft Special Tax* | 1,562.00 | - | 0% |
| Commercial Vehicle Fees | 10,139.00 | 8,853.59 | 87% |
| Refund-Fringe Benefits-Foundation | 49,776.00 | 14,705.20 | 30% |
| Refund-Fringe Benefits-Friends | 11,667.00 | 5,328.39 | 46% |
| Refund-Fringe Benefits-Shawnee Cty | - | 4,886.93 | N/A |
| Refund BC/BS | - | - | 0% |
| Employee COBRA Payments | - | - | 0% |
| Retiree Payments BC/BS | 3,908.00 | 6,491.34 | 166% |
| Interest on Idle Funds | 10,000.00 | 7,062.49 | 71% |
| | $ 3,250,030.00 | $ 1,745,363.91 | 54% |
| Expenditures/Encumbrances: | | | |
| 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 | 261,293.94 | 39% |
| Ks Public Employees Retirement Sys | 820,944.00 | 340,161.48 | 41% |
| Worker's Compensation | 63,279.00 | 45,195.94 | 71% |
| Unemployment Tax | 8,854.00 | 4,141.75 | 47% |
| Health/Dental Insurance | 2,111,376.00 | 775,951.71 | 37% |
| Contingency/Fund Balance | 350,000.00 | | 0% |
| | $ 4,042,064.00 | $ 1,436,813.02 | 39% |
| Prior Year Canceled Purchase Orders | | $ - | |
| **Unencumbered Balance 5/31/2020** | **$ -** | **$ 1,409,713.43** | |

* 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** |
| Revenue: | | |
| Interest received | | 6,365.01 |
| | | $ 6,365.01 |
| Expenditures/Encumbrances: | | |
| Contracted - Professional | | 158.62 |
| Capital Outlay | | 94,000.00 |
| | | 94,158.62 |
| Prior Year Canceled Purchase Orders | | - |
| **Unencumbered Balance 5/31/2020** | | **$ 1,204,952.06** |

**STATE AID**

| | | |
|---|---|---|
| **Balance 01/01/2020** | **$ -** | **$ 33,292.67** |
| Revenue: | | |
| State Aid | 49,945.81 | - |
| | $ 49,945.81 | $ 49,945.81 |
| Expenditures/Encumbrances: | | |
| 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 5/31/2020** | | **$ 49,945.81** |

5/31/2020

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

| | 2020 Budget | Year to Date | % |
|---|---|---|---|
| **Balance 01/01/2020** | **$ 786,885.00** | **$ 804,581.51** | |
| Revenue: | | | |
| Ad Valorem Property Tax | - | 158.19 | N/A |
| Revitalization Rebates | - | - | N/A |
| Back Tax | 25,000.00 | 10,787.02 | 43% |
| Motor Vehicle Tax | 168,424.00 | 20,251.69 | 12% |
| Recreational Vehicle Tax | 1,620.00 | 135.45 | 8% |
| 16/20M Vehicle Tax | 641.00 | 630.51 | 98% |
| In Lieu of Tax | - | - | N/A |
| Watercraft Special Tax* | 881.00 | - | 0% |
| Commercial Vehicle Fees | 5,716.00 | 4,716.28 | 83% |
| Interest on Idle Funds | 5,000.00 | 2,215.71 | 44% |
| | $ 207,282.00 | $ 38,894.85 | 19% |
| Expenditures/Encumbrances: | | | |
| Principal | $ - | $ - | 0% |
| Interest | - | - | 0% |
| Wire Transfer Fees | - | - | 0% |
| Transfer Out | 994,167.00 | - | 0% |
| Cash Basis Reserve | - | | 0% |
| | $ 994,167.00 | $ - | 0% |
| **Unencumbered Balance 5/31/2020** | **$ -** | **$ 843,476.36** | |

* 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 and Debt as of May 31, 2020

### Capital Improvement Funds-VisionBank

$ 1,299,110.68 at 1.19% (money market account)

### Municipal Investment Pool

$ 8,416,528.04 Operating funds in "overnight pool"*; available for transfer whenever needed

* rates vary by day - average May 1 - 31, 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 May 31, 2020**

| Fund | Account | Object | Check Date | Vendor Name | Description | | Amount | Check Number |
|---|---|---|---|---|---|---|---|---|
| 10 | 41000 | 310 | 5/22/2020 | COREFIRST BANK & TRUST | Annual Subscription | $ | 6,058.80 | -98362 |
| 10 | 41000 | 310 | 5/22/2020 | COREFIRST BANK & TRUST | Wordfence Premium Lice | $ | 420.75 | -98362 |
| 10 | 41000 | 323 | 5/22/2020 | COREFIRST BANK & TRUST | Membership Renewal | $ | 140.00 | -98362 |
| 10 | 41000 | 310 | 5/22/2020 | COREFIRST BANK & TRUST | Soundtrack your brand | $ | 26.99 | -98362 |
| 10 | 41000 | 311 | 5/22/2020 | COREFIRST BANK & TRUST | Dectectors, 4wire Duct Se | $ | 2,337.50 | -98362 |
| 10 | 41000 | 311 | 5/22/2020 | COREFIRST BANK & TRUST | Tube, Sampling, 49 | $ | 79.74 | -98362 |
| 10 | 41000 | 311 | 5/22/2020 | COREFIRST BANK & TRUST | Sampling Tube 73 | $ | 120.46 | -98362 |
| 10 | 41000 | 311 | 5/22/2020 | COREFIRST BANK & TRUST | Sampling Tube 97 | $ | 179.04 | -98362 |
| 10 | 41000 | 311 | 5/22/2020 | COREFIRST BANK & TRUST | Freight | $ | 426.88 | -98362 |
| 10 | 41000 | 330 | 5/22/2020 | COREFIRST BANK & TRUST | 72mm Macro Lens Kit | $ | 13.90 | -98362 |
| | | | | *Miscellaneous online orders paid by credit card* | | $ | 9,804.06 | **-98362 Total** |
| 10 | 21501 | 0 | 5/7/2020 | PAYCOM PAYROLL LLC | Federal W/H | $ | 23,698.25 | -98357 |
| 10 | 21502 | 0 | 5/7/2020 | PAYCOM PAYROLL LLC | State W/H | $ | 11,054.95 | -98357 |
| 15 | 21521 | 0 | 5/7/2020 | PAYCOM PAYROLL LLC | State Unemployment | $ | 101.89 | -98357 |
| 10 | 21503 | 0 | 5/7/2020 | PAYCOM PAYROLL LLC | Social Security EE | $ | 18,901.21 | -98357 |
| 15 | 21504 | 0 | 5/7/2020 | PAYCOM PAYROLL LLC | Social Security ER | $ | 18,901.21 | -98357 |
| 10 | 21503 | 0 | 5/7/2020 | PAYCOM PAYROLL LLC | Medicare EE | $ | 4,420.37 | -98357 |
| 15 | 21504 | 0 | 5/7/2020 | PAYCOM PAYROLL LLC | Medicare ER | $ | 4,420.37 | -98357 |
| 10 | 21514 | 0 | 5/7/2020 | PAYCOM PAYROLL LLC | Child Support/Spousal Maint. | $ | 231.18 | -98357 |
| 10 | 21518 | 0 | 5/7/2020 | PAYCOM PAYROLL LLC | Garnishments | $ | 554.20 | -98357 |
| 10 | 41000 | 313 | 5/7/2020 | PAYCOM PAYROLL LLC | Paycom Bundle | $ | 1,994.17 | -98357 |
| 10 | 41000 | 313 | 5/7/2020 | PAYCOM PAYROLL LLC | Applicant, Perf, Comp | $ | 363.66 | -98357 |
| | | | | *Remittance of payroll taxes, garnishments and Paycom fees* | | $ | 84,641.46 | **-98357 Total** |
| 10 | 21505 | 0 | 5/13/2020 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers EE Deduction | $ | 18,820.97 | -98356 |
| 15 | 21516 | 0 | 5/13/2020 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Contribution | $ | 27,008.26 | -98356 |
| 15 | 21517 | 0 | 5/13/2020 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Insurance | $ | 3,136.81 | -98356 |
| 10 | 21524 | 0 | 5/13/2020 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers Buybacks | $ | - | -98356 |
| 10 | 21513 | 0 | 5/13/2020 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers OGLI | $ | 980.71 | -98356 |
| | | | | *Remittance of pension benefit contributions & optional group life premiums* | | $ | 49,946.75 | **-98356 Total** |
| 10 | 21501 | 0 | 5/21/2020 | PAYCOM PAYROLL LLC | Federal W/H | $ | 23,923.65 | -98352 |
| 10 | 21502 | 0 | 5/21/2020 | PAYCOM PAYROLL LLC | State W/H | $ | 11,102.40 | -98352 |

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

| Fund | Account | Object | Check Date | Vendor Name | Description | | Amount | Check Number |
|---|---|---|---|---|---|---|---|---|
| 15 | 21521 | 0 | 5/21/2020 | PAYCOM PAYROLL LLC | State Unemployment | $ | 71.73 | -98352 |
| 10 | 21503 | 0 | 5/21/2020 | PAYCOM PAYROLL LLC | Social Security EE | $ | 19,001.80 | -98352 |
| 15 | 21504 | 0 | 5/21/2020 | PAYCOM PAYROLL LLC | Social Security ER | $ | 19,001.80 | -98352 |
| 10 | 21503 | 0 | 5/21/2020 | PAYCOM PAYROLL LLC | Medicare EE | $ | 4,444.07 | -98352 |
| 15 | 21504 | 0 | 5/21/2020 | PAYCOM PAYROLL LLC | Medicare ER | $ | 4,444.07 | -98352 |
| 10 | 21514 | 0 | 5/21/2020 | PAYCOM PAYROLL LLC | Child Support/Spousal Maint. | $ | 231.18 | -98352 |
| 10 | 21518 | 0 | 5/21/2020 | PAYCOM PAYROLL LLC | Garnishments | $ | 554.20 | -98352 |
| 10 | 41000 | 313 | 5/21/2020 | PAYCOM PAYROLL LLC | Paycom Bundle | $ | 1,994.17 | -98352 |
| 10 | 41000 | 313 | 5/21/2020 | PAYCOM PAYROLL LLC | Applicant, Perf, Comp | $ | 363.66 | -98352 |
| | | | | *Remittance of payroll taxes, garnishments and Paycom fees* | | $ | 85,132.73 | **-98352 Total** |
| 10 | 21505 | 0 | 5/26/2020 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers EE Deduction | $ | 18,820.97 | -98351 |
| 15 | 21516 | 0 | 5/26/2020 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Contribution | $ | 27,008.25 | -98351 |
| 15 | 21517 | 0 | 5/26/2020 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Insurance | | 3136.81 | -98351 |
| 10 | 21524 | 0 | 5/26/2020 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers Buybacks | $ | - | -98351 |
| | | | | *Remittance of pension benefit contributions & optional group life premiums* | | $ | 48,966.03 | **-98351 Total** |
| 10 | 21515 | 0 | 5/27/2020 | BLUE CROSS BLUE SHIELD OF KS | *EE - BCBS Actives Premiums* | $ | 26,540.00 | -98347 |
| 15 | 21515 | 0 | 5/27/2020 | BLUE CROSS BLUE SHIELD OF KS | *ER - BCBS Actives Premiums* | $ | 125,576.54 | -98347 |
| 15 | 21515 | 0 | 5/27/2020 | BLUE CROSS BLUE SHIELD OF KS | *Retiree BCBS Premiums* | $ | 1,121.16 | -98347 |
| | | | | | | $ | 153,237.70 | **-98347 Total** |
| 10 | 41000 | 301 | 5/7/2020 | OCLC, INC. | OCLC cataloging & ILL | $ | 6,736.92 | 95314 |
| | | | | *2020 approved operating budget - monthly fee for cataloging and interlibrary loan database* | | $ | 6,736.92 | **95314 Total** |
| 10 | 41000 | 320 | 5/14/2020 | DELL MARKETING LP | PC's, warranty, equip | $ | 58,985.25 | 95326 |
| 10 | 41000 | 320 | 5/14/2020 | DELL MARKETING LP | Monitors | $ | 5,052.80 | 95326 |
| | | | | *2020 approved operating budget - RFP was posted and approved by the Board on 4/16/2020* | | $ | 64,038.05 | **95326 Total** |
| 10 | 21512 | 0 | 5/14/2020 | DELTA DENTAL OF KANSAS, INC | *EE May Premiums* | $ | 2,924.68 | 95327 |
| 15 | 21512 | 0 | 5/14/2020 | DELTA DENTAL OF KANSAS, INC | *ER May Premiums* | $ | 11,117.44 | 95327 |
| 15 | 21512 | 0 | 5/14/2020 | DELTA DENTAL OF KANSAS, INC | *Retiree May Premiums* | $ | 88.32 | 95327 |
| | | | | | | $ | 14,130.44 | **95327 Total** |
| 10 | 41000 | 310 | 5/14/2020 | INNOVATIVE INTERFACES, INC. | Polaris annual maintenance | $ | 71,077.39 | 95331 |
| | | | | *2020 approved operating budget - annual maintenance for integrated library system* | | $ | 71,077.39 | **95331 Total** |
| 10 | 41000 | 310 | 5/21/2020 | BLACK DIAMOND SOLUTIONS, INC. | BitDefender GZ Endpoints | $ | 4,815.25 | 95337 |

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

| Fund | Account | Object | Check Date | Vendor Name | Description | | Amount | Check Number |
|---|---|---|---|---|---|---|---|---|
| 10 | 41000 | 310 | 5/21/2020 | BLACK DIAMOND SOLUTIONS, INC. | BitDefender GZ Servers | $ | 2,079.00 | 95337 |
| 10 | 41000 | 310 | 5/21/2020 | BLACK DIAMOND SOLUTIONS, INC. | VMware Support Subscripti | $ | 5,326.92 | 95337 |
| | | | | *2020 approved operating budget - software support/subscription* | | $ | 12,221.17 | **95337 Total** |
| 10 | 41000 | 351 | 5/21/2020 | EVERGY | *Electric Service* | $ | 30,848.06 | 95342 |
| 10 | 41000 | 351 | 5/21/2020 | EVERGY | *2020 Elect. Hearing Aid* | $ | 86.99 | 95342 |
| 10 | 41000 | 351 | 5/21/2020 | EVERGY | *2020 Electric M. Clinic* | $ | 80.05 | 95342 |
| | | | | | | $ | 31,015.10 | **95342 Total** |
| 10 | 41000 | 736 | 5/21/2020 | HTK ARCHITECTS INC. | *Restroom Renovations* | $ | 27,440.00 | 95347 |
| | | | | | | $ | 27,440.00 | **95347 Total** |
| 10 | 41000 | 410 | 5/21/2020 | MASSCO | disposable mask 50/box | $ | 5,100.00 | 95350 |
| 10 | 41000 | 410 | 5/21/2020 | MASSCO | fuel charge | $ | 4.00 | 95350 |
| 10 | 41000 | 410 | 5/21/2020 | MASSCO | glove vinyl large | $ | 87.20 | 95350 |
| 10 | 41000 | 410 | 5/21/2020 | MASSCO | glove vinyl med | $ | 69.40 | 95350 |
| | | | | *2020 approved operating budget - supplies facilities* | | $ | 5,260.60 | **95350 Total** |
| 10 | 41000 | 320 | 5/21/2020 | OCLC, INC. | ContentDM renewal | $ | 6,230.36 | 95353 |
| 10 | 41000 | 301 | 5/21/2020 | OCLC, INC. | OCLC cataloging & ILL | $ | 6,736.92 | 95353 |
| | | | | *2020 approved operating budget - monthly fee for cataloging and interlibrary loan database* | | $ | 12,967.28 | **95353 Total** |
| 10 | 41000 | 736 | 5/28/2020 | AUDIO VISUAL INNOVATIONS, INC | Audio/Visual Equipment | $ | 34,134.47 | **95359** |
| | | | | *2020 Facilities Master Plan - RFP was posted for A/V equipment for the Alice C. Sabatini Gallery; Board approved on 4/16/2020* | | $ | 34,134.47 | **95359 Total** |
| 10 | 21512 | 0 | 5/28/2020 | DELTA DENTAL OF KANSAS, INC | *June EE Premiums* | $ | 2,820.32 | 95362 |
| 15 | 21512 | 0 | 5/28/2020 | DELTA DENTAL OF KANSAS, INC | *June ER Premiums* | $ | 11,046.04 | 95362 |
| 15 | 21512 | 0 | 5/28/2020 | DELTA DENTAL OF KANSAS, INC | *June Retiree Premiums* | $ | 88.32 | 95362 |
| | | | | | | $ | 13,954.68 | **95362 Total** |
| | | | | | | $ | 724,704.83 | **Grand Total** |

# CHIEF EXECUTIVE OFFICER'S REPORT
## June 2020

## News and Updates

**TSCPL COVID-19 Reopen Plan**

Please see Chief of Staff Thad Hartman's report for an updated Reopen Plan that includes sections 3.5 and 4.5. As you'll see in the operations report, curbside delivery has been very well received and people are looking forward to the gradual reopening of the building.

It's important to remember that we will be operating with reduced space, limited services, and reduced hours when we open the doors on Monday, June 15. That is to ensure we can maintain social distancing, address customer needs as much as possible, and facilitate the safety of the public and library employees. It's also important to remember that of this writing, cases of COVID-19 in Shawnee County seem to be exhibiting a pattern of spiking and falling as reopen plans are implemented. We will continue to monitor the data and seek advice from the Shawnee County Health Department as we implement our plan.

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

At of 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

**Bid for Laptop Purchase**

While this was not a planned expenditure, it is a mission-critical one and within the Digital Services budget allocation. With the COVID-19 crisis, we found that a number of managers and other staff expected to work at home did not have the appropriate technology to be productive and do their jobs. We are transitioning a number of exempt employees from desk top computers to laptops. These laptops will be their only computers and can be easily transported between the library and home. I used this model for at least ten years and found that it increased my productivity and my ability to respond in a timely, efficient manner. Please see the resolution sheet for background, bid summary, and fiscal note.

**Bid for WIFI Upgrade**

This is what is called a forklift upgrade in the computer industry. Forklift upgrade is a slang phrase used to describe a major upgrade or overhaul to a system or network. This system is at end of life and overdue for replacement with a more powerful system with bigger capacity. As you know, we've been trying to facilitate access to broadband during the COVID-19 crisis, with limited success primarily because our current public network isn't robust enough to reach much beyond the building.

That is not the primary reason for this upgrade, but it is an important part that will serve us well in the future. Please see the resolution sheet for additional background, bid summary, and fiscal note.

**Search Committee for the Library's Chief Executive Officer**
Per the Board of Trustees Bylaws, Chair Liz Post is presenting her appointees to the CEO Search Committee for Board approval. Please see Board Chair Liz Post's report for information on this process.

I encourage all trustees to review this resource:
**A Library Board's Practical Guide to Finding the Right Library Director**
http://www.ala.org/united/sites/ala.org.united/files/content/trusteezone/practical-guides/finding-library-director.pdf

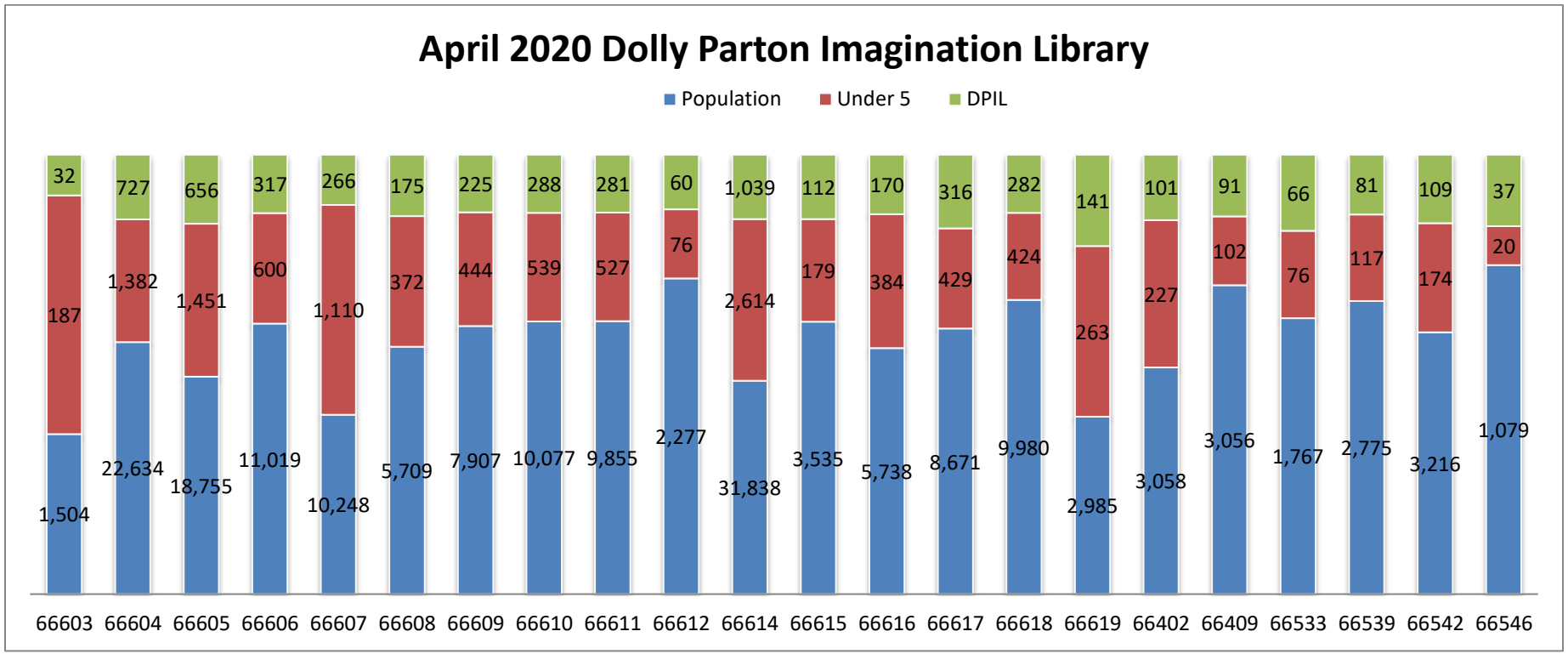
## In Process

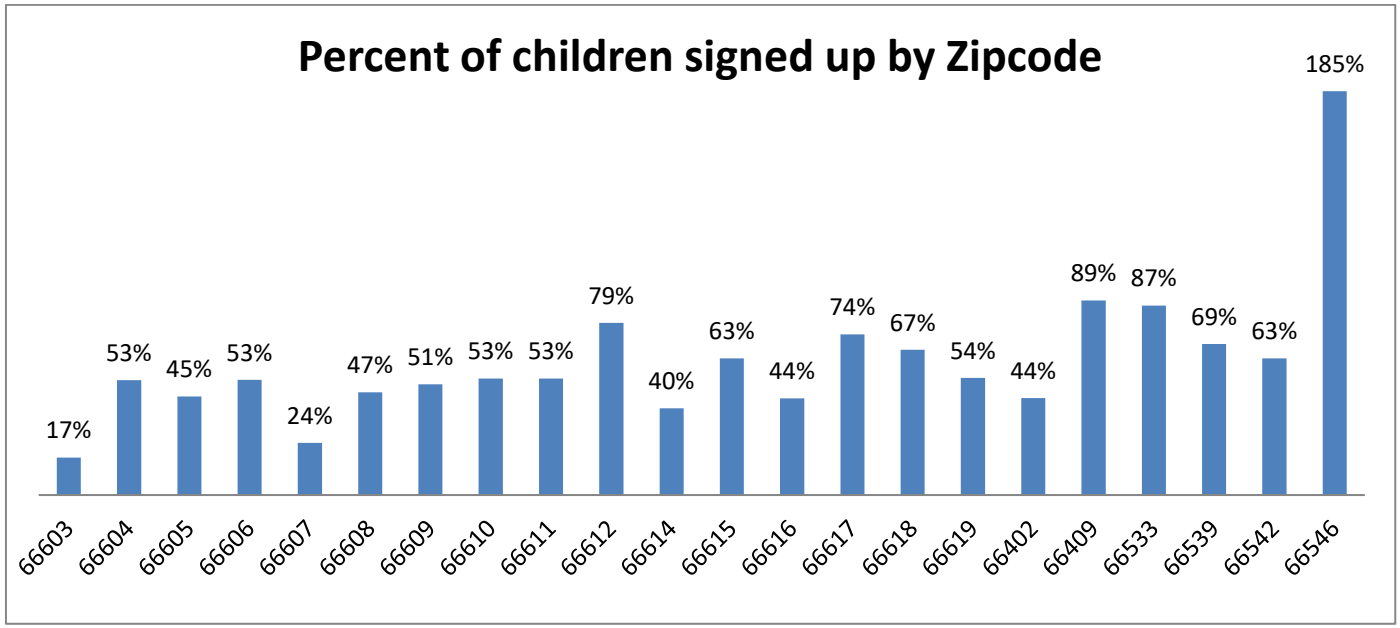
**The Library Foundation Executive Director Position**
Search committee members Chief of Human Resources Jesse Maddox, Chief of Staff Thad Hartman, Library Foundation Board Chair Marilyn Ward, Library Foundation Board Vice-Chair Judy Moler, and Chief Executive Officer Gina Millsap conducted interviews with the three candidates selected as finalists the week of June 8. If all goes as expected, we expect to make an offer to the successful candidate the week of June 15.

**Professional Activities/Community Contacts**

| | |
|---|---|
| May 19 | Meeting with Imagemakers to discuss website design |
| May 21 | Attended Board of Trustees May Meeting |
| May 22 | Meeting with Board of Trustees Executive Committee |
| May 25 | Broadband interview with Dan Grossman of E.W. Scripps Company |
| May 26 | Meeting with Imagemakers to discuss website design |
| May 27 | Attended Friends Executive Committee meeting to discuss Friends operational issue |
| May 29 | Meeting with Greater Topeka Partnership (GTP) to discuss partnership serving local entrepreneurs |
| June 1 | Attended Board of Trustees Budget Workshop/Session I |
| June 2 | Meeting with Imagemakers<br>Meeting with Susan Benton, CEO of the Urban Libraries Council on digital inclusion |
| June 5 | Attended Lyrasis Q4 FY 2020 Board meeting |
| June 8 | Meeting with Doug Crane, ED of Palm Beach County Library System<br>Attended Trustee Executive Committee Meeting |
| June 9 | Lyrasis Board Executive Session |
| June 11 -12 | Interviews – Executive Director of The Library Foundation |

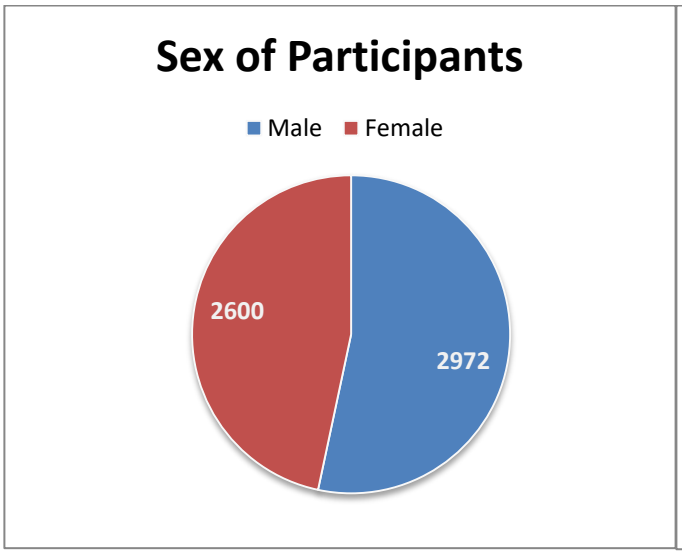
**Gina Millsap**
**Chief Executive Officer**
**Topeka and Shawnee County Public Library 06/12/20**

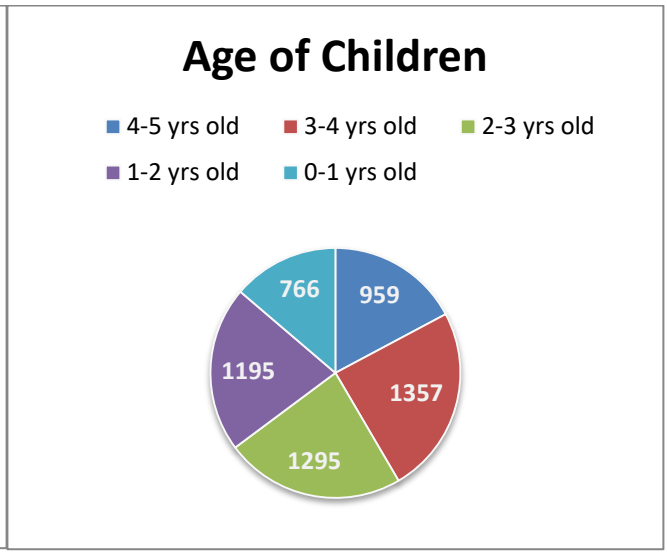


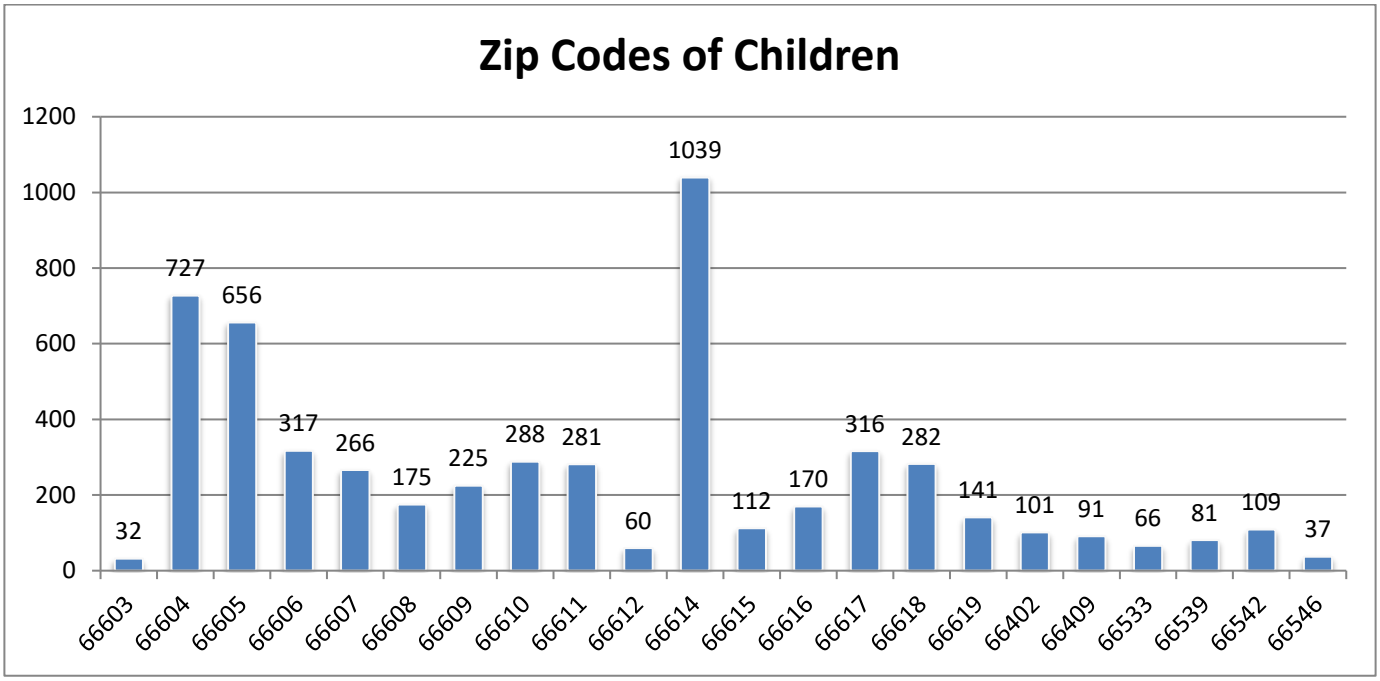



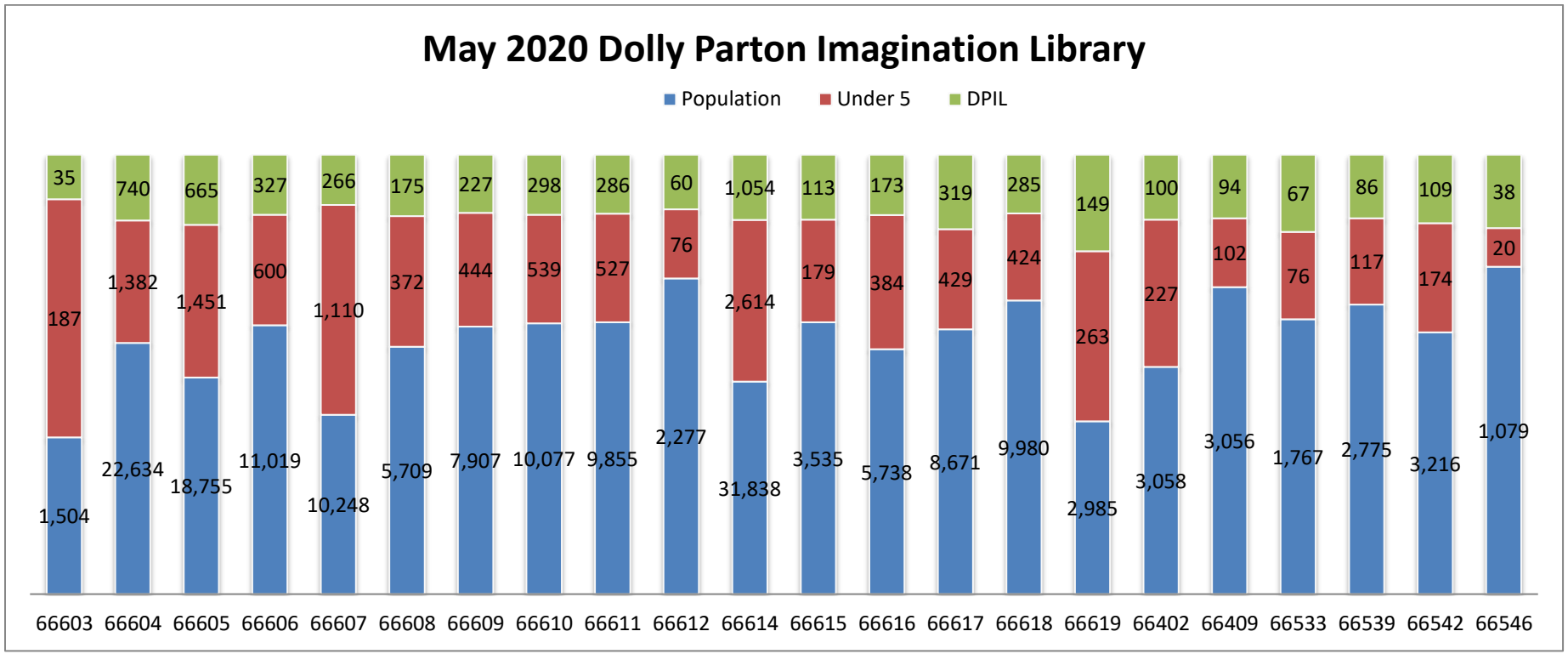

*Data Source: 2017 ACS 5-Year Population Estimate*

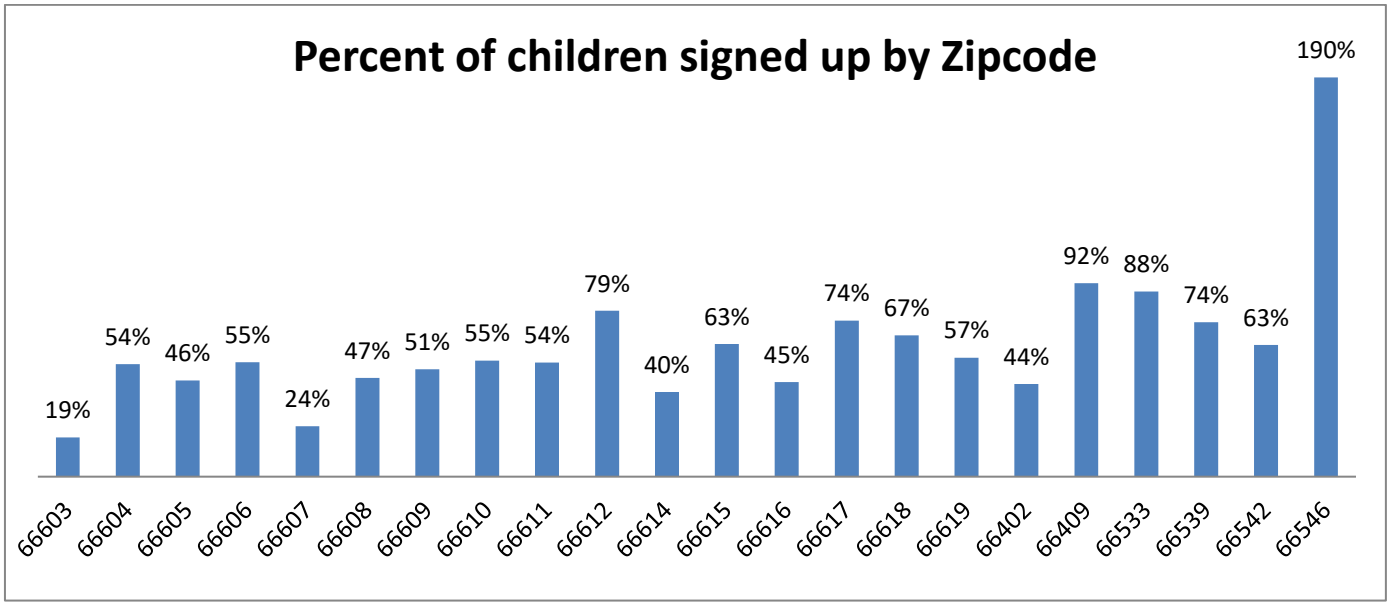
Number of children currently enrolled: **5,572**



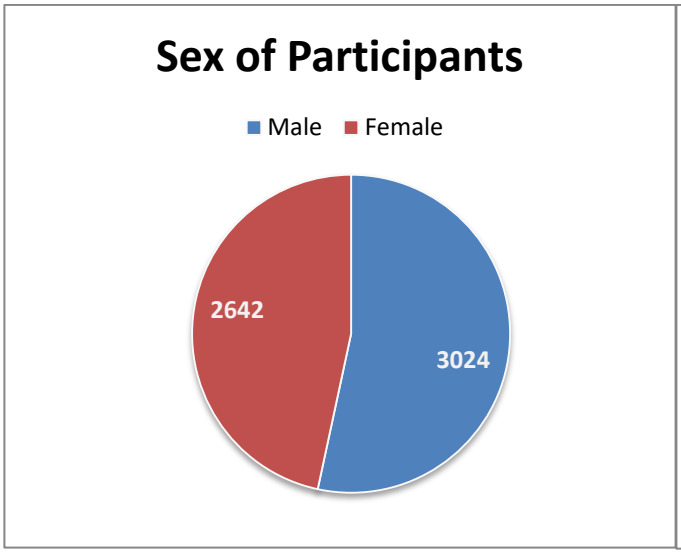


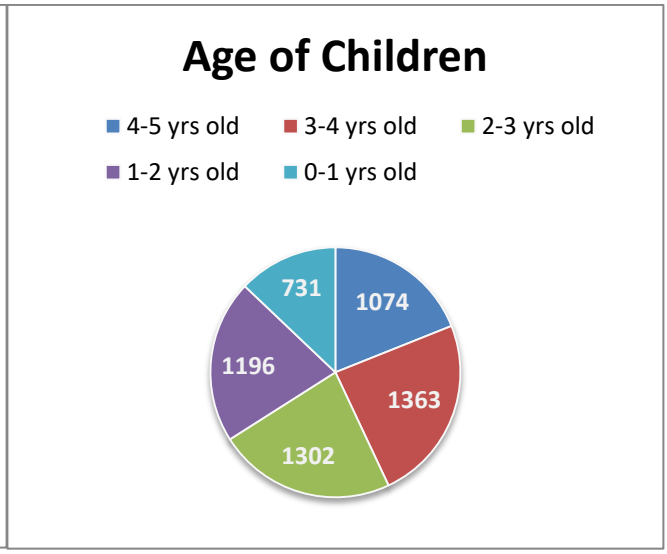



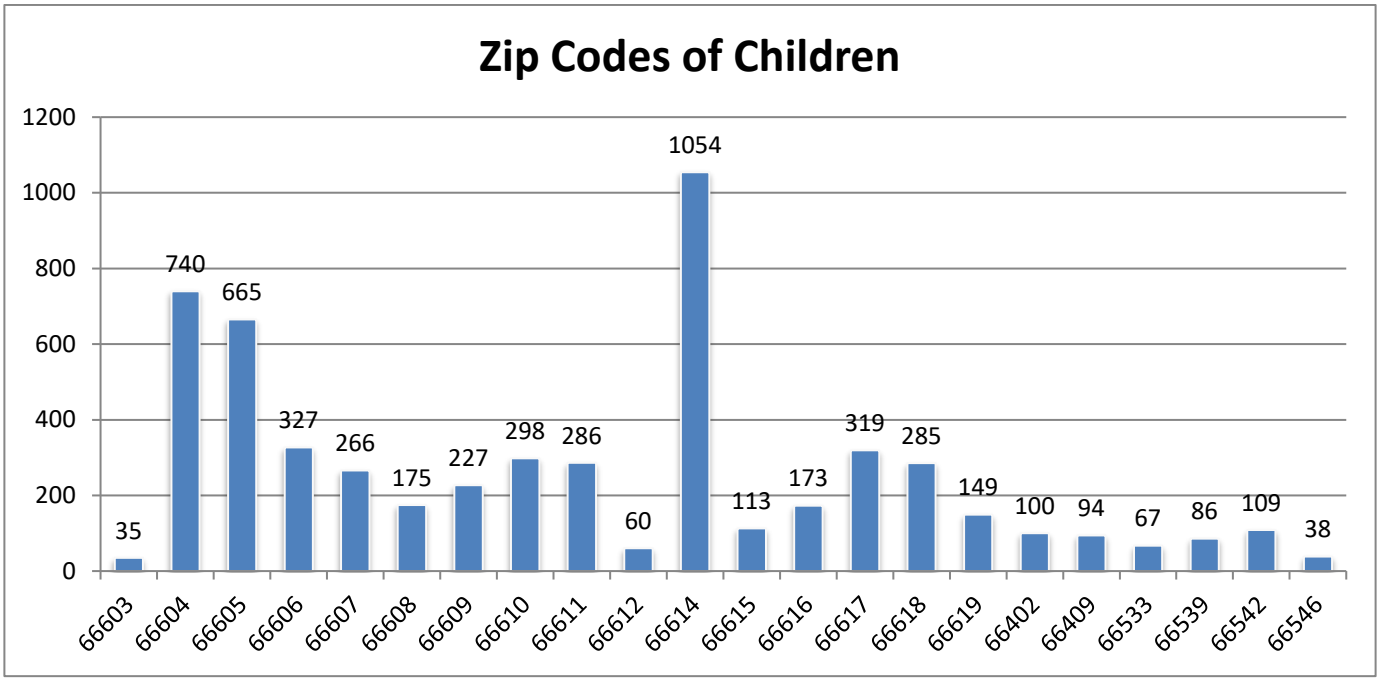

*Data Source: 2017 ACS 5-Year Population Estimate*

Number of children currently enrolled: **5,666**

Number of graduated children: **2,640**



## Chief of Staff Report

**Thad Hartman**
**June 18, 2020**

***Re-opening***
After 2 full weeks of phase 2 of the re-open plan, it is safe to say that curbside delivery has been a hit with the community. In the second week alone 1,750 customers used the service. OrangeBoy has helped us analyze who has utilized the service and a large percentage are customers who didn't convert their borrowing habits to eBooks during phase 1. Curbside delivery has been successful at bringing back customers who we hadn't been able to effectively reach in phase 1. It seems likely that curbside delivery will be a service we offer even after all the re-open phases are complete.

In addition to running phase 2 services, we have geared up for phase 3. This is a critical part of the re-open plan, as it is the first time we will let people back in the building. The building will be set up primarily for public computers, material retrieval, and use of public WIFI. With a maximum of 225 customers allowed in the building at a time, people will need to leave once they have finished what they came to do. They will not be permitted to hang out at the library as many are accustomed. This will be a big change, but we feel we are ready and are excited to re-open the library.

In addition to our focus on phase 2 and 3, we have also been looking more closely at future phases and how we can bring back services as quickly and safely as possible. We have decided to add a phase 3.5 that will allow customers into the stacks as well as in the north reading room. We've also added more services to phase 4 and created a phase 4.5 which brings back more of our services to the public. We think these changes will allow us to offer services more quickly, while at the same time being responsible and minimizing risk.

| **Phase 3.5**<br>***Library Open – Limited Services and Limited Hours*** | |
|---|---|
| Timing | TBD in consultation with Shawnee County Health Department<br>*Tentative estimate June 29, 2020* |
| Overview | Customers will be able to browse the library when accompanied by a staff member, and the North Reading Room will be open for mixed use. Opening the North Reading Room and allowing browsing increases the maximum customers in the building to 240. |
| Main changes from previous phase | • Customers can have supervised browsing<br>• The North Reading Room will be open for customers to use for up to 1.5 hours per day<br>• The maximum number of customers in the building increases to 240. |
| **Phase 4**<br>***Library Open – Limited Services and Limited Hours*** | |

| | |
|---|---|
| Timing | TBD in consultation with Shawnee County Health Department<br>*Tentative estimate July 13, 2020* |
| 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 unless they are eating in the café or in a catered meeting. The café and upstairs meeting rooms are open with social distancing. The Edge is still unavailable. |
| Main changes from previous phase | • The entire building is open<br>• Computers are deployed throughout the building<br>• Customers can pick up holds in the holds pick room<br>• Customers can retrieve their own materials<br>• Meeting rooms on the second floor are open to smaller groups<br>• Café is open to dine-in customers (masks not required if someone is eating in the café or a catered meeting) |
| **Phase 4.5**<br>***Library Open – Limited Services and Limited Hours*** | |
| Timing | TBD in consultation with Shawnee County Health Department<br>*Tentative estimate July 20, 2020* |
| Overview | A portion of the auditorium (exact rooms TBD) will be open for public meetings. |
| Main changes from previous phase | • A portion of the auditorium now open as a meeting room. |

## Department Highlights

**Public Services**
**Marie Pyko, Public Services Director**

Our Reopening Phase 3 plan and introduction of new services have provided more opportunities and work for the Public Services staff. As of June 8th, 95% of the Youth Services staff are working between 50-60% of their time either in the library or at home answering LibAnswers and creating story times. Beginning June 15th all youth staff will be working at least 50% of their hours either in the library or at home. Similarly, the Public Services staff have had a graduated roll out of work. Currently, 75% of Public Services staff are working either at home or in the library assisting with Browse 4 You, answering customer questions or shelving collections as they come out of quarantine. Effective June 15th, all Public Services staff will begin working 50-60% of their time either in the library or at home.

***Partnership***
Our Racial Justice Book club with the YWCA continues to grow in interest. We are currently reading *Healing Politics* by Abdul El Sayed. We have had an uptick in people following our Facebook events and have expressed interest in attending our upcoming discussion. Currently, that discussion occurs over Zoom.

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

Red Carpet Delivery Service has restarted at sites and homes that were interested in limited service. The deliveries are set up to be as contactless as possible. Staff is wearing masks and gloves to make sure that they are being as safe as possible since they are delivering to some of the most vulnerable in our community.

We have a Top City Reads book for June! We announced on June 1st that our June book is *Eight Perfect Murders* by Peter Swanson. This book is available through the Overdrive Platform. On June 5th, author Peter Swanson joined @TopekaLibrary on twitter (manned by Amber Bonnett) to discuss his eight favorite murder mystery books and how they differed from that of the main character of the book.

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

***Call Center***
The Public Services staff have taken turns answering the Call Center phones both in the library and at home. The phones have been busy, with people calling both for general reference help and with specific questions on the opening, placing holds, etc. Staff members have enjoyed having that live connection with customers again and customers have been grateful to speak with us and get more services going. One staff member mentioned she happened to take a call from one of her former elementary school teachers!

***Gallery***
As part of our virtual summer exhibit for children, each week we've been releasing new activities and art related to one of our story worlds. This month has been all about the Ocean. Here's a picture of one of our helpers showing kids how to make their own underwater diorama at home from recycled materials!

***National Issues Forum***
Community connections librarian Lissa Staley has hosted several virtual Deliberative Conversations. Although we currently cannot meet around a boardroom table, we can still come together through videoconferencing with a Zoom meeting to practice deliberation, speaking face-to-face from our own homes and offices.

The library was highlighted in a recent National Issues Forum article about Zoom deliberations. The article can be found at https://www.nifi.org/en/maura-casey-common-ground-action-cga-and-zoom-technologies-deliberation-era-covid-19.

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

We continue to produce virtual programming. We have moved past our initial technology trials and are now experimenting with how to get more from online formats. We are using tools that are new to most of us like Screencastify and Kahoot. Due to that there has been nice variations of material available.

We put people power behind several of the current projects including Lib Chat, the Personal Browsing and the prep and distribution of bags for meal sites.

Last week was the first for the meal sites. My staff were happy to interact with kids and families directly even if only briefly. Several came back with stories of being recognized. These interactions allowed us to offer a bit of fun for kids and allowed us to get word out about our summer offerings for kids.

One of my favorite personal moments was working curbside delivery and getting to deliver nearly two shelves worth of materials to the kids of a large family of exuberant readers who are regular customers. They were beyond excited to have new stashes. Hearing squeals of delight over reading and learning, that is the dream for all kids, right?

**Collections**
**Paul Brennan, Collections Director**

- Curbside Delivery is in full operation and the number of customers served is on the rise. Smartlocker and Library@Work services resume on June 15.

- Since resuming operations on May 18, approximately 32,000 items have been returned by customers. All returned items continue to be quarantined for a minimum of 72 hours before being made available to other customers.

- Owing to the decreased amount of materials being handled we unfortunately had to furlough all 13 of our Shelving Assistant positions. Remaining staff, primarily Circulation workers but with help from across the Library, have all stepped up and taken responsibility for getting returned items back onto the shelves.

- Technical Services is fully relocated to their newly remodeled space on the lower level and all functions are restarted, including the ordering, processing, and cataloging of new materials. The entire Tech Services Unit pitched in to make this move quickly and

efficiently. Customers love new stuff and we're well on our way to making those available to them.

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

The Technical Services team returned to work in the library on Tuesday, May 26th. I have created two teams, each with 8 staff members. Each team works 4 hours daily on a morning or afternoon rotation for a total of 20 hours of in-office time for each staff member. I am here the entire workday to work with the team and lead with all we need to do to serve customers. I'm pleased to report we quickly caught up with the shipments that were suspended when we closed in mid-March.

We began ordering again the week of May 26th and have new items coming in daily. While we are currently working on a shortened schedule, having staff here throughout the day helps us maintain a LEAN workflow and we are successfully moving items through the department. I am very proud and pleased of the work of the Technical Services team in so quickly adapting to our new workspace.

On the topic of selection, the collection development team has been working on developing booklists and managing demand for several titles related to racial justice. We are experiencing increased demand for titles including *White Fragility: Why It's So Hard for White People to Talk about Racism* by Robin DiAngelo and *How to be an Antiracist* by Ibram X. Kendi, among others. We have worked with Public Services and Youth Services staff to create curated book lists in BiblioCommons and have created a large "Reading for Change" list in Overdrive/Libby. Resources on this critically important topic are at the forefront of our minds and we will continue to robustly support and build collections for all ages.

**Circulation**
**Ruth Rodden, Circulation Supervisor**

***Curbside Delivery***
We started curbside delivery of requested materials on Tuesday, May 26. Even in the rain we had 205 customers stop by the first day to pick up 982 items.

- 1,474 customers picked up 5,270 items during the first week
- 1,750 customers picked up 5,499 items during the second week

Customers are now able to pick up materials at curbside delivery for all our delivery locations. Customers are overwhelmingly complimentary of the process and delighted to receive the materials they requested.

**Circulation**
**Kelli Smith, Circulation Supervisor**

***Reserve Delivery***
Delivery of materials to TSCPL @ Work and Smartlockers will resume on Monday, June 15. Once phase 3 begins, options for where customers can pick up their reserves will increase beyond just curbside pickup at the main library. We will be delivering to the Smartlockers at Oakland Community Center and HyVee and 18 TSCPL @ Work location sites. Patrons that have holds at the other 9 closed locations will be able to pick up their holds from our curbside service.

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

The community services department has been busy transitioning from exclusively providing community wireless, to providing wireless along with an extensive curbside service. The bookmobiles will be back out in the community Monday, June 15th, with a shortened schedule allowing for extra sanitization. This new service allows customers to pick up any reserves or personal browsing bundles they have ordered. The bookmobiles will also be stocked with grab and go bundles and popular collections. This allows customers access to materials they did not have on reserve or would like to add on to their order. We would hate for anyone to leave empty handed.

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

This summer we have partnered with USD 501, 437 and 450 to offer library activity bags at their meal sites. We delivered bags for the first time the week of June 1. It was very successful.

| Meal Site | Number of Library Activity Bags |
|---|---|
| Auburn | 177 |
| Pauline Central | 200 |
| Washburn Rural High School | 200 |
| Highland Park | 125 |
| Chase Middle School | 189 |
| Jardine Middle School | 162 |
| Robinson Middle School | 120 |
| Lowman Hill | 97 |
| Meadows | 58 |
| French | 75 |
| TOTAL | 1,403 |

We visited 10 sites over two days the week of June 1. The week of June 8 we will visit 13 sites over three days. In the activity bags we include information on summer reading, Camp Kindergarten at KCDC and activity sheets from the Gallery's Story Worlds virtual exhibit.

As of June 8, we have 576 people signed up for summer reading (256 adults and 320 kids) and collectively they have read 168,283 minutes.

Shari Schawo has worked from home creating new classes that will be offered this summer through Zoom including, Online Garage Sale and CyberSecurity. She will also be teaching her ever popular Cutting the Cable Cord class. Shari has also been taking computer and gadget help appointments. For more information on this service go here.

**Digital Services**
**David Lee King, Digital Services Director**

***Laptop RFP***
The library is buying laptops for some staff in order to be more mobile with our work. We worked through the RFP process and have recommended a vendor for the board to consider.

***WIFI upgrade project***
The library's WIFI infrastructure is at end of life and needs to be upgraded. Digital Services did some on-site walkthroughs of the building with three potential vendors and assessed each RFP response. We have recommended a vendor for the board to consider.

***Public Computers***
Digital Services has done a lot of work rearranging 100 computers throughout the building and re-imaging the software so public computers are reservable for customers.

***Curbside Pickup***
Digital Services set up the technology needed to check out books in the Sunroom. Database Administrator Shannon Eddings has worked with Circulation to update Polaris, the software system we use to manage all our materials and customer accounts. The system needed to be updated when we made changes to holds, overdue notices, different pickup locations, etc. Whenever the library makes a change (like creating our Curbside Pickup service), there's a lot of work that needs to be done on the backend of Polaris.

***Website Redesign Meetings***
The library is continuing to meet with Imagemakers on redesigning and re-envisioning the library's website. The meetings are going well, and we are on track to have a high-quality, user-friendly, and upgraded website.

***Gallery A/V Project***
We are in the process of updating the Gallery's audio/visual equipment. This project will be done by June 15.

***Security Video Upgrade***
Digital Services and Security have been working with a vendor on upgrading our security video cameras in the building and on campus. That project will be finishing up this month.

**Communications & Marketing**
**Diana Friend, Communications & Marketing Director**

***Transition to Reopening Services***

- Karen, Michael and I are on the new website development team and are meeting weekly with Imagemakers. We also consulted with Imagemakers on launching the new Curbside Pickup service.

- Michael continues to edit and produce videos for our virtual events, create web pages to support the summer reading and Story Worlds, the art exhibit for kids. And COVID-19 information/Reopen plans

- Ginger is editing and writing blog articles, materials for reopening, Summer Reading's Readapalooza, Stories and Crafts, news release, and the weekly Library E-newsletter.

- Karen's been designing signs for the Curbside Service and the June 15 reopening.

- I continue working with local media to share updates on what's happening at the library. Working with departments to develop communication and marketing plans for library services and events.

***Library eNews***
We are sending an email newsletter to library cardholders weekly through OrangeBoy. We distribute three versions of the newsletter to highlight library resources and services that appeal to different clusters – Bedtime Stories (adults who checkout kids materials), Bright Futures (13-18 years of age, excluding TSCPL @ School cards) and all other adult clusters. For the last three issues with data available the email open rates have averaged 38.3% for Bedtime Stories, 20.6% for Bright Futures and 19.1% for all others.

Communications and Marketing is posting virtual summer activities on tscpl.org/summer, the library main webpage, and promoting these events through social media and the email newsletter.

***Social Media***

We continued frequent postings on Facebook and Twitter about digital collections, curbside pickup and live reading recommendations. The following are the Facebook posts that reached the most people in the last month:

1. Curbside Pickup reached 12,600 people, 104 reactions (shares, comments and likes)
2. Reading recommendations based on tattoos (2 posts combined numbers) | 11,800 reach | 623 reactions
3. Toto Video with Helping Hands Humane Society (tie-in to Top City Reads Together) | 7,400 reach | 158 reactions
4. Local history post, Dr. Hooker first African American woman in the Coast Guard | 6,000 reach | 250 reactions
5. Community recommendations of books to broaden perspectives on race and inclusion | reach 5,300 | 363 reactions
6. What are you reading? | 4,900 reach | 195 reactions
7. Travel reading recommendations | 4,300 reach | 196 reactions
8. Gina's statement on inclusion | reach 4,000 | 245 reactions

***Top Page Views***

tscpl.org **May 22 - June 9, 2020**

- Library reopen plan blog
- Say Marry Me in June - You're a Bride for Life blog
- Curbside Pickup
- My Account
- Library Services page
- Summer Reading
- Discuss *The Great Gatsby* blog
- Download ebooks link
- About the library
- Trivia at your library

**Resolution – Bid for Laptop Computer Purchase**

**BOARD OF TRUSTEES**
**June 18, 2020**

**Be it 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.**

**Policy and Background Information:**
The Board of Trustees' Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds $20,000.

On May 8, 2020, the Request for Proposal (RFP) for the purchase of 23 Dell Latitude 5500 laptop computers and a 3-year warranty was posted on TSCPL's website as notice to any interested vendor. Proposals were due by 2:00 pm on May 29, 2020 and were opened in a Zoom online that day. Bids were received from four (4) companies. The Digital Services Director reviewed all the bids and determined that all met the basic specifications.

**Staff Recommendation:**
TSCPL staff recommends approving the bid of $28,442.03 by Dell Marketing LP of Round Rock, Texas for the purchase of 23 laptop computers and a 3-year warranty. The Purchasing Policy does not require the lowest bid be awarded although the recommended bid is the lowest. The recommended bidder has agreed to deliver the equipment within 7 calendar days from the date of the contract award.

**Resolution by _____**

**Seconded by _____**

**Resolution passed/failed by a vote of _____**

**Date _____**

# 2020 Laptop Computer Bid Tally

| Vendor | Dell Marketing L.P. | Zones, LLC | Howard Tech Solutions | Clary Business Machines |
|---|---|---|---|---|
| **Location** | Round Rock, TX | Auburn, WA | Ellisville, MS | San Diego, CA |
| **Computer Model** | Dell Latitude 5510 | Dell Latitude 5500 | Dell Latitude 5500 | Dell Latitude 5500 |
| **Price Each** | $ 1,011.89 | $ 1,596.68 | $ 1,627.00 | $ 1,399.00 |
| **3-Year On-Site Warranty Price Each** | $ 224.72 | Included | Included | $ 215.00 |
| **Total Bid Price** | $ 28,442.03 | $ 36,723.64 | $ 37,421.00 | $ 37,122.00 |
| **Local Vendor** | No | No | No | No |
| **Bid Form Completed - Req'd.** | Yes | Yes | Yes | Yes |

*Award to lowest bidder.

**Resolution – Bid for Wireless Network Upgrade**

**BOARD OF TRUSTEES**
**June 18, 2020**

**Be it 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.**

## Policy and Background Information:

The Library's current wireless system is approaching end of life and needs to be upgraded. The new wireless network will support current wireless network standards with the ability to have multiple SSIDs (Service Set Identifiers – the technical term for the name of a wireless network) broadcasting from each wireless Access Point (the device that lets people "access" the internet), including a public network (with terms and conditions acceptance), a private staff-only network, a VoIP (Voice over Internet Protocol) network for the Library's communication system, a training network, and a secure network that controls access by MAC addresses (unique identifiers for computers and mobile devices). WIFI coverage in the Library's parking lot is also required.

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 May 8, 2020. There was a mandatory conference/site visit required for each bidder.

Seven acceptable bids were received at a public meeting via Zoom at 2:00 pm, May 28, 2020. Three bidders were present at the online meeting. Bid summary is attached.

**Staff Recommendation:**

TSCPL staff recommends the acceptance of the bid from CBTS Technology Solutions LLC of $111,440.00 for the upgrade of the Library's wireless network system. This bid is higher than the low bid from BlueAlly Technology Solutions by $4,644.44. Several compelling reasons provide justification for the bid to be awarded to the higher bidder.

- CBTS included outdoor models for the building's perimeter which, after estimating the distance with their heat map software and conferring with their wiring partner, appears to be within the acceptable data and PoE (Power over Ethernet – these devices get power from network cables) limits of the library's network. These Access Points should provide excellent coverage to the parking areas, Claire's Courtyard, and the perimeter of the library.

- The recommended CBTS solution helps reduce annual support costs for the library. The solution doesn't use controllers (extra pieces of hardware that connects each wireless access point to the wireless network). The solution also doesn't require individual licenses for each access point.

- This solution streamlines the work Digital Services does on the library's wireless network. The recommended solution uses AirWave for managing the network, which the library already has in place, which means less of a learning curve for Digital Services staff.

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

**Resolution by _____**

**Seconded by _____**

**Resolution passed/failed by a vote of _____**

**Date _____**

**Topeka Shawnee County Public Library**
**1515 SW 10th Avenue**
**Topeka, KS 66604-1304**

***Wireless Network Upgrade***

**Bid Tabulation Form**
**May 28, 2020, 2:00 p.m. CDT**

| Company | Location | Notes | Calendar Days to Deliver upon Award | Mandatory Site Visit? | Hardware | Software | Cabling | Training | Total Bid |
|---|---|---|---|---|---|---|---|---|---|
| ISG Technology - (Single Controller) | Topeka, KS | Emailed bid | 14-20 | Yes | $141,526.00 | $10,120.00 | $17,500.00 | Included | $169,146.00 |
| ISG Technology - (Dual Controller) | Topeka, KS | Emailed bid | 14-20 | Yes | $155,753.00 | $10,120.00 | $17,500.00 | Included | $183,373.00 |
| BlueAlly Technology Solutions (Single Controller) | Overland Park, KS | Emailed bid | 15 | Yes | $90,892.56 | Included | Included | $15,903.00 | $106,795.56 |
| CBTS (Instant Access Points) | Tulsa, OK | Emailed bid | 21 | Yes | $75,320.00 | Included | $21,640.00 | $14,480.00 | $111,440.00 |
| CBTS (Single Controller) | Tulsa, OK | Emailed bid | 21 | Yes | $89,716.00 | Included | $21,640.00 | $18,760.00 | $130,116.00 |
| CBTS (Dual Controller) | Tulsa, OK | Emailed bid | 21 | Yes | $104,112.00 | Included | $21,640.00 | $18,760.00 | $144,512.00 |
| CBTS (Cloud) | Tulsa, OK | Emailed bid | 21 | Yes | $75,320.00 | $14,280.00 | $21,640.00 | $14,480.00 | $125,720.00 |

*CBTS (Instant Access Points) bid is slightly higher than the lowest bid. Justification is included in resolution.

**Resolution –Chief Executive Officer (CEO) Selection Committee**

**BOARD OF TRUSTEES**
**June 18, 2020**

**Be it 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.

**Resolution by** _____

**Seconded by** _____

**Resolution passed/failed by a vote of** _____

**Date** _____

| | 2020 | | | | | | | | | | | | 2020 | 2019 | Change |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | YTD | 19 TO 20% |
| **CIRCULATION** | | | | | | | | | | | | | | | |
| **Main Library** | | | | | | | | | | | | | | | |
| Circulation Desk & Renewals | 49,054 | 39,071 | 65,263 | 64,378 | 64,594 | | | | | | | | 282,360 | 237,073 | 19.1% |
| Interlibrary Loan | 1,810 | 1,591 | | 0 | 0 | | | | | | | | 3,401 | 8,295 | -59.0% |
| Self-Check | 62,366 | 64,910 | 31,498 | 99 | 10 | | | | | | | | 158,883 | 353,905 | -55.1% |
| **Bookmobile** | 20,178 | 18,089 | 12,884 | 9,447 | 7,381 | | | | | | | | 67,979 | 87,972 | -22.7% |
| **Red Carpet** | 7,696 | 6,587 | | 3,540 | 3,324 | | | | | | | | 21,147 | 35,745 | -40.8% |
| **Digital Downloads** | 43,780 | 40,039 | 44,402 | 51,917 | 50,942 | | | | | | | | 231,080 | 194,864 | 18.6% |
| **Library @ Work / Smartlocker** | 2,600 | 2,274 | 2,045 | 1,219 | 952 | | | | | | | | 9,090 | 12,237 | -25.7% |
| **TOTAL CIRCULATION** | **187,484** | **172,561** | **156,092** | **130,600** | **127,203** | | | | | | | | **773,940** | **930,091** | **-16.8%** |
| **CIRCULATION DETAILS** | | | | | | | | | | | | | | | |
| **Print Material** | 85,593 | 79,197 | 70,608 | 52,705 | 50,694 | | | | | | | | 338,797 | 431,655 | -21.5% |
| **Audio/Visual Material** | 52,127 | 48,494 | 37,936 | 23,012 | 23,382 | | | | | | | | 184,951 | 280,412 | -34.0% |
| **Adult Materials** | 82,458 | 77,081 | 62,642 | 41,133 | 40,967 | | | | | | | | 304,281 | 424,761 | -28.4% |
| **Children's Materials** | 42,688 | 38,982 | 35,816 | 27,628 | 26,140 | | | | | | | | 171,254 | 224,775 | -23.8% |
| **Young Adult Materials** | 3,844 | 3,592 | 3,549 | 2,612 | 2,651 | | | | | | | | 16,248 | 20,253 | -19.8% |
| **Red Carpet Materials** | 8,730 | 8,036 | 6,584 | 4,344 | 4,318 | | | | | | | | 32,012 | 42,278 | -24.3% |
| **NEW Patrons** | | | | | | | | | | | | | | | |
| **Topeka / Shawnee County** | | | | | | | | | | | | | | | |
| Adults | 648 | 621 | 498 | 266 | 244 | | | | | | | | 2,277 | 2,945 | -22.7% |
| Children (ages 17 and under) | 112 | 126 | 116 | 32 | 8 | | | | | | | | 394 | 781 | -49.6% |
| **Red Carpet Outreach** | 11 | 13 | 9 | 0 | 0 | | | | | | | | 33 | 62 | -46.8% |
| **NEKL** | 64 | 70 | 110 | 73 | 18 | | | | | | | | 335 | 312 | 7.4% |
| **Non-Resident** | 0 | 1 | 3 | 17 | 0 | | | | | | | | 21 | 2 | 950.0% |
| **Total New Registrations** | **835** | **831** | **736** | **388** | **270** | | | | | | | | **3,060** | **4,102** | **-25.4%** |
| **PATRONS DELETED** | **2,511** | **2,913** | **435** | **1,066** | **288** | | | | | | | | **7,213** | **7,371** | **-2.1%** |
| **BORROWERS** | | | | | | | | | | | | | | | |
| **Topeka / Shawnee County** | | | | | | | | | | | | | | | |
| Adults | 51,951 | 51,430 | 51,338 | 51,676 | 52,029 | | | | | | | | 52,029 | 53,578 | -2.9% |
| Children (age 0 - 17) | 16,566 | 15,650 | 15,462 | 15,613 | 15,501 | | | | | | | | 15,501 | 18,785 | -17.5% |
| TSCPL @ School | 16,102 | 16,124 | 16,124 | 16,124 | 16,124 | | | | | | | | 16,124 | * | * |
| **Red Carpet Outreach** | 1,161 | 1,157 | 1,151 | 1,149 | 1,145 | | | | | | | | 1,145 | 1,173 | -2.4% |
| **NEKL** | 7,031 | 6,964 | 7,011 | 6,908 | 6,931 | | | | | | | | 6,931 | 7,335 | -5.5% |
| **Non-Resident** | 43 | 42 | 45 | 100 | 81 | | | | | | | | 81 | 42 | 92.9% |
| **Delinquent** | 107 | 116 | 93 | 99 | 99 | | | | | | | | 99 | 110 | -10.0% |
| **TOTAL BORROWERS** | **92,961** | **91,483** | **91,224** | **91,669** | **91,910** | | | | | | | | **91,910** | **81,023** | **13.4%** |
| **Holds Satisfied** | **19,196** | **16,770** | **8,921** | **2** | **9,530** | | | | | | | | **54,419** | **95,490** | **-43.0%** |
| **CHECK-IN** | | | | | | | | | | | | | | | |
| **TOTAL CHECK-IN** | **93,912** | **92,730** | **48,932** | **14** | **22,262** | | | | | | | | **257,850** | **486,106** | **-47.0%** |
| | **2020** | | | | | | | | | | | | **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 | | | | | | | | 13,878 | 23,730 | -41.5% |
| **Materials Discarded** | 8,237 | 7,955 | 3,866 | 4,435 | 4,035 | | | | | | | | 28,528 | 31,189 | -8.5% |
| **TOTAL COLLECTION** | **400,318** | **396,692** | **395,203** | **390,768** | **388,543** | | | | | | | | **388,543** | **416,542** | **-6.7%** |
| **WEBSITE** | | | | | | | | | | | | | | | |
| **tscpl.org Unique Visitors** | 39,663 | 33,321 | 36,580 | 25,636 | 33,229 | | | | | | | | 168,429 | 155,162 | 8.6% |
| **tscpl.org Total Visits** | 66,201 | 56,255 | 58,118 | 40,730 | 56,627 | | | | | | | | 277,931 | 275,229 | 1.0% |
| **catalog.tscpl Unique Visitors** | 21,190 | 19,294 | 13,546 | 8,092 | 10,520 | | | | | | | | 72,642 | 98,505 | -26.3% |
| **catalog.tscpl Total Visits** | 49,784 | 44,997 | 32,337 | 19,024 | 28,001 | | | | | | | | 174,143 | 224,606 | -22.5% |
| **NOTARY SERVICE** | **154** | **243** | * | **0** | **0** | | | | | | | | **397** | **784** | -49.4% |

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **REFERENCE QUESTIONS** | | | | | | | | | | | | | | | |
| **Public Services** | 9,900 | 10,787 | * | 554 | 2,217 | | | | | | | | 23,458 | 64,987 | -63.9% |
| **Topeka Room** | 701 | 275 | * | 0 | 0 | | | | | | | | 976 | 3,418 | -71.4% |
| **Plaza**** | 1,272 | 1,443 | * | 0 | 0 | | | | | | | | 2,715 | 683 | |
| **Youth Services** | 2,397 | 2,432 | * | 0 | 0 | | | | | | | | 4,829 | 15,507 | -68.9% |
| **Gallery** | 0 | 0 | * | 0 | 0 | | | | | | | | 0 | 211 | -100.0% |
| **TOTAL REFERENCE QUESTIONS** | **14,270** | **14,937** | * | **554** | **2,217** | | | | | | | | **31,978** | **84,806** | **-62.3%** |
| **GATE COUNT** | **46,507** | **42,387** | **20,990** | **0** | **137** | | | | | | | | **110,021** | **295,932** | **-62.8%** |
| **MEETING ROOMS** | | | | | | | | | | | | | | | |
| **Meeting Room Bookings** | 471 | 738 | 280 | 0 | 0 | | | | | | | | 1,489 | 3,668 | -59.4% |
| **Team Room Bookings** | 1,639 | 870 | 590 | 0 | 0 | | | | | | | | 3,099 | 7,956 | -61.0% |
| **Total Meeting Room Hours Booked** | 3,005 | 3,049 | 2,073 | 0 | 0 | | | | | | | | 8,127 | 30,892 | -73.7% |
| **TOTAL ATTENDANCE** | **11,037** | **6,119** | **3,044** | **0** | **0** | | | | | | | | **20,200** | **69,656** | **-71.0%** |
| **LEARN & PLAY BUS VISITS** | **228** | **247** | * | **0** | **0** | | | | | | | | **475** | **1,144** | **-58.5%** |
| **PROGRAM ATTENDANCE** | | | | | | | | | | | | | | | |
| Adult - General | 520 | 124 | 118 | 110 | 17 | | | | | | | | 889 | 1,693 | -47.5% |
| Computer Training | 0 | 95 | 0 | 0 | 0 | | | | | | | | 95 | 288 | -67.0% |
| Outreach | 2,696 | 2,257 | 627 | 0 | 0 | | | | | | | | 5,580 | 15,334 | -63.6% |
| Kids | 809 | 848 | 815 | 0 | 0 | | | | | | | | 2,472 | 3,109 | -20.5% |
| Movies | 13 | 18 | 0 | 0 | 0 | | | | | | | | 31 | 73 | -57.5% |
| Books | 12 | 80 | 17 | 17 | 24 | | | | | | | | 150 | 591 | -74.6% |
| Art | 0 | 19 | 26 | 0 | 0 | | | | | | | | 45 | 327 | -86.2% |
| Teens | 0 | 97 | 21 | 0 | 0 | | | | | | | | 118 | 12 | 883.3% |
| Music | 30 | 382 | 107 | 0 | 0 | | | | | | | | 519 | 100 | 419.0% |
| **TOTAL ATTENDANCE** | **4,080** | **3,920** | **1,731** | **127** | **41** | | | | | | | | **9,899** | **21,527** | **-54.0%** |
| **GALLERY ATTENDANCE** | **0** | **0** | **0** | **0** | **0** | | | | | | | | **0** | **8,256** | **-100.0%** |
| **COMPUTER USE** | | | | | | | | | | | | | | | |
| Public Computer Sessions | 12,738 | 12,953 | * | 0 | 0 | | | | | | | | 25,691 | 74,956 | -65.7% |
| Avg Public Computer Session Length | 0:55:02 | 0:56:28 | * | 0:00:00 | 0:00:00 | | | | | | | | 0:55:45 | 0:56:25 | -1.2% |
| Total Computer Hours | 11,684 | 12,190 | * | 0 | 0 | | | | | | | | 23,874 | 70,470 | -66.1% |
| Wireless Sessions | 18,107 | 16,309 | * | 1,319 | 1,713 | | | | | | | | 37,448 | 80,381 | -53.4% |
| Avg Wireless Session Length | 0:28:00 | 0:29:00 | * | 0:34:00 | 0:28:00 | | | | | | | | 0:28:39 | 0:28:48 | -0.5% |
| Total Wireless Hours | 8,450 | 7,883 | * | 747 | 799 | | | | | | | | 17,879 | 38,583 | -53.7% |
| **TOTAL HOURS** | **20,134** | **20,073** | * | **747** | **799** | | | | | | | | **41,753** | **109,053** | **-61.7%** |
| | **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 | | | | | | | | 66,293 | 84,549 | -21.6% |
| Adult Nonfiction | 20,593 | 19,254 | 17,068 | 13,066 | 12,435 | | | | | | | | 82,416 | 102,658 | -19.7% |
| Juvenile Fiction | 25,224 | 23,251 | 21,693 | 17,000 | 16,299 | | | | | | | | 103,467 | 133,411 | -22.4% |
| Juvenile Nonfiction | 8,407 | 7,695 | 6,379 | 5,486 | 4,974 | | | | | | | | 32,941 | 39,067 | -15.7% |
| Magazines | 1,793 | 1,690 | 1,335 | 270 | 842 | | | | | | | | 5,930 | 9,870 | -39.9% |
| RC Print Materials | 8,495 | 7,787 | 6,405 | 4,217 | 4,198 | | | | | | | | 31,102 | 41,162 | -24.4% |
| RC Realia | 235 | 249 | 179 | 127 | 120 | | | | | | | | 910 | 1,116 | -18.5% |
| YA Print Materials | 3,760 | 3,531 | 3,490 | 2,579 | 2,614 | | | | | | | | 15,974 | 19,822 | -19.4% |
| **PRINT CIRCULATION** | **85,593** | **79,197** | **70,844** | **52,705** | **50,694** | | | | | | | | **339,033** | **431,655** | **-21.5%** |
| **Audio / Visual Material** | | | | | | | | | | | | | | | |
| Adult Audiobooks | 3,154 | 3,131 | 2,599 | 1,798 | 1,646 | | | | | | | | 12,328 | 19,613 | -37.1% |
| Adult Music | 3,507 | 3,164 | 2,500 | 1,529 | 1,512 | | | | | | | | 12,212 | 18,962 | -35.6% |
| Adult Videos / DVDs | 36,325 | 34,102 | 25,046 | 14,510 | 15,320 | | | | | | | | 125,303 | 189,109 | -33.7% |
| Juvenile Audiobooks | 370 | 403 | 422 | 321 | 296 | | | | | | | | 1,812 | 2,216 | -18.2% |
| Juvenile Music | 352 | 300 | 286 | 180 | 189 | | | | | | | | 1,307 | 1,905 | -31.4% |
| Juvenile Videos / DVDs | 8,335 | 7,333 | 6,767 | 4,641 | 4,382 | | | | | | | | 31,458 | 48,176 | -34.7% |
| YA A/V | 84 | 61 | 59 | 33 | 37 | | | | | | | | 274 | 431 | -36.4% |
| **A/V CIRCULATION** | **52,127** | **48,494** | **37,679** | **23,012** | **23,382** | | | | | | | | **184,694** | **280,412** | **-34.1%** |
| **Adult Material** | | | | | | | | | | | | | | | |
| Adult Fiction | 17,086 | 15,740 | 14,295 | 9,960 | 9,212 | | | | | | | | 66,293 | 84,549 | -21.6% |
| Adult Nonfiction | 20,593 | 19,254 | 17,068 | 13,066 | 12,435 | | | | | | | | 82,416 | 102,658 | -19.7% |

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Magazines | 1,793 | 1,690 | 1,335 | 270 | 842 | | | | | | | | 5,930 | 9,870 | -39.9% |
| Adult Audiobooks | 3,154 | 3,131 | 2,599 | 1,798 | 1,646 | | | | | | | | 12,328 | 19,613 | -37.1% |
| Adult Music | 3,507 | 3,164 | 2,500 | 1,529 | 1,512 | | | | | | | | 12,212 | 18,962 | -35.6% |
| Adult Videos / DVDs | 36,325 | 34,102 | 25,046 | 14,510 | 15,320 | | | | | | | | 125,303 | 189,109 | -33.7% |
| **ADULT CIRCULATION** | **82,458** | **77,081** | **62,843** | **41,133** | **40,967** | | | | | | | | **304,482** | **424,761** | **-28.3%** |
| **Juvenile Material** | | | | | | | | | | | | | | | |
| Juvenile Fiction | 25,224 | 23,251 | 21,693 | 17,000 | 16,299 | | | | | | | | 103,467 | 133,411 | -22.4% |
| Juvenile Nonfiction | 8,407 | 7,695 | 6,379 | 5,486 | 4,974 | | | | | | | | 32,941 | 39,067 | -15.7% |
| Juvenile Audiobooks | 370 | 403 | 422 | 321 | 296 | | | | | | | | 1,812 | 2,216 | -18.2% |
| Juvenile Music | 352 | 300 | 286 | 180 | 189 | | | | | | | | 1,307 | 1,905 | -31.4% |
| Juvenile Videos / DVDs | 8,335 | 7,333 | 6,767 | 4,641 | 4,382 | | | | | | | | 31,458 | 48,176 | -34.7% |
| **JUVENILE CIRCULATION** | **42,688** | **38,982** | **35,547** | **27,628** | **26,140** | | | | | | | | **170,985** | **224,775** | **-23.9%** |
| **Red Carpet Material** | | | | | | | | | | | | | | | |
| RC Print Materials | 8,495 | 7,787 | 6,405 | 4,217 | 4,198 | | | | | | | | 31,102 | 41,162 | -24.4% |
| RC Realia | 235 | 249 | 179 | 127 | 120 | | | | | | | | 910 | 1,116 | -18.5% |
| **RED CARPET CIRCULATION** | **8,730** | **8,036** | **6,584** | **4,344** | **4,318** | | | | | | | | **32,012** | **42,278** | **-24.3%** |
| **Young Adult Material** | | | | | | | | | | | | | | | |
| YA Print Materials | 3,760 | 3,531 | 3,490 | 2,579 | 2,614 | | | | | | | | 15,974 | 19,822 | -19.4% |
| YA A/V | 84 | 61 | 59 | 33 | 37 | | | | | | | | 274 | 431 | -36.4% |
| **YOUNG ADULT CIRCULATION** | **3,844** | **3,592** | **3,549** | **2,612** | **2,651** | | | | | | | | **16,248** | **20,253** | **-19.8%** |
| Overdrive | 31,990 | 29,566 | 31,188 | 35,656 | 36,807 | | | | | | | | 165,207 | 141,592 | 16.7% |
| Hoopla | 11,108 | 9,840 | 13,214 | 15,519 | 13,425 | | | | | | | | 63,106 | 46,031 | 37.1% |
| Flipster | 682 | 633 | | 742 | 710 | | | | | | | | 2,767 | 7,241 | -61.8% |
| **DIGITAL DOWNLOADS** | **43,780** | **40,039** | **44,402** | **51,917** | **50,942** | | | | | | | | **231,080** | **194,864** | **18.6%** |

| | **2020** | | | | | | | | | | | | **2020** | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | |
| **Value Calculator** | | | | | | | | | | | | | | |
| **Circulation** | | | | | | | | | | | | | | |
| Books ($17) | $1,424,600 | $1,317,619 | $1,181,653 | $891,395 | $847,484 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $5,662,751 | |
| Magazines ($5) | $8,965 | $8,450 | $6,675 | $1,350 | $4,210 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $29,650 | |
| Audiobooks ($10) | $35,240 | $35,340 | $30,210 | $21,190 | $19,420 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $141,400 | |
| DVD, Games, Music ($4) | $194,412 | $179,840 | $138,632 | $83,572 | $85,760 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $682,216 | |
| **Notary Service ($10)** | $1,540 | $2,430 | | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $3,970 | |
| **Reference Questions ($7)** | $99,890 | $104,559 | | $3,878 | $15,519 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $223,846 | |
| **Programming ($10)** | $40,800 | $39,200 | $17,310 | $1,270 | $410 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $98,990 | |
| **Meeting Room Use** | $37,035 | * | | $0 | $0 | | | | | | | | | |
| **Gallery Attendance ($10)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | |
| **Computer Use ($12 /hr)** | $140,203 | $146,283 | | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $286,485 | |
| **ILL Borrowed ($25)** | $10,225 | $9,650 | | $0 | $0 | | | | | | | | $19,875 | |
| **TOTAL VALUE** | **$1,992,910** | **$1,843,371** | **$1,374,480** | **$1,002,655** | **$972,803** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$7,186,218** | |

* - Data not available