



**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

**April 15, 2021**





# Core Values

- 
**Excellence**  
 We create experiences that anticipate our community's diverse needs and exceed expectations.
- 
**Accountability**  
 We serve the needs of the entire community by using resources responsibly, fairly and transparently.
- 
**Literacy**  
 We help people make their lives better by providing the tools to successfully navigate the world.
- 
**Freedom**  
 We welcome everyone in the community. We support and defend our customers' right to access information without judgment.
- 
**Teamwork**  
 We build stronger communities through mutual trust, collaboration and shared goals.
- 
**Curiosity**  
 We are hungry to learn, create and innovate. We inspire our community to

## Mission

Sparking curiosity and connecting our community through literacy and learning

## Community Impact Goals





Agenda  
Board of Trustees meeting  
Thursday, April 15, 2021– 4:00 pm  
Zoom Meeting

<https://tscpl.zoom.us/j/94382020589>

Meeting ID: 94382020589

Passcode: 194174

## **Call to Order**

## **Public Comment**

## **Trustee Advocacy Stories**

**Approval of March 8, 2021 Meeting Minutes of the Board of Trustees Executive Committee – [Action Item](#) pg. 5**

**Approval of March 18, 2021 Meeting Minutes of the Board of Trustees – [Action Item](#) pg. 6**

**Audit Report – Berberich Trahan & Company, PA – Stacey Hammond, Partner**

- **Audit Committee Report – Kacy Simonsen, Chair**
- **Acceptance of the 2020 Audit Report - [Action Item](#) pg. 9**

**Chief Financial Officer’s Report – Kim Strube pg. 13**

## **Financial Reports**

- **Treasurer’s Report – Kacy Simonsen**
- **Financial Reports – [Action Item](#)**

**The Library Foundation – Judy Moler, Board Chair**

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

**Board Chair Report – Liz Post**

- **CEO Recruitment Update –Jim Edwards, Search Committee Chair pp. 30-31**

**Interim Chief Executive Officer/ Chief of Staff – Thad Hartman pp. 28,34**

- **Policy Review Timeline**
- **Reopening Update – Marie Pyko, Public Services Director**

## **New Business**

- **Nominating Committee Report– Kerry Onstott Storey, Chair**
- **Election of Officers - [Action Item](#) pg. 42**
- **Board of Trustees Meeting Location – Discussion**
- **Expression of Gratitude to Kerry Onstott Storey - [Action Item](#) pg. 43**

## **Adjournment**

### **Public Comment**

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

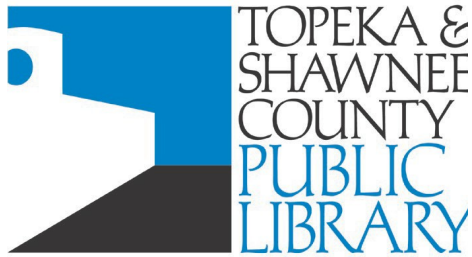
### **Next Meeting**

May 15, 2021

4:00 pm

Menninger Room/Zoom Meeting

\*Subject to change without notice



Minutes  
Board of Trustees Executive Committee Meeting  
March 8, 2021 – 4:00 PM  
Zoom Meeting  
<https://tscpl.zoom.us/j/92158209164>  
Meeting ID: 92158209464  
Passcode: 067788

**Executive Trustee Members Present**

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

**Call to Order**

The meeting of the Board of Trustees Executive Committee held on Monday, March 8, 2021 via Zoom Meeting, was called to order at 4:00 pm by Chair Liz Post.

**Review of Minutes and Agenda**

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

Discussion followed.

**Adjournment**

On a motion by Jim Edwards, seconded by Beth Dobler, the meeting was adjourned at 4:27 pm.

**Next Meeting**

March 18, 2021  
4:00 pm  
Zoom Meeting



Minutes  
Board of Trustees meeting  
Thursday, March 18, 2021– 4:00 pm  
Zoom Meeting  
<https://tscpl.zoom.us/j/9931005996>  
Meeting ID:9931005996  
Passcode: 146404

### **Board Members Present**

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

### **Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, March 18, 2021 via Zoom Meeting, was called to order at 4:00 pm by Chair Liz Post.

### **Public Comment**

There was no one signed in for public comment. The public comment session was closed.

### **Trustee Advocacy Stories**

Post shared her Topeka Room experience. In addition, Post encouraged the attendance of the March 23, 2021 Book Bites book discussion. For further information please visit <https://events.tscpl.org/event/4801079>

### **Approval of Minutes**

On a motion by Jim Edwards, seconded by Shawn Leisinger, the February 8, 2021 minutes of the Board of Trustees Executive Meeting were approved. Motion carried.

On a motion by David Monical, seconded by Jim Edwards, the February 18, 2021 minutes of the Board of Trustees Meeting were approved. Motion carried.

### **Chief Financial Officer's Report – Kim Strube**

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

Discussion followed.

### **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 February 2021.

On a motion by Kacy Simonsen, seconded by David Monical, the Treasurer's Financial Report for February 2021 was accepted.

Motion passed unanimously.

### **The Library Foundation**

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

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

TSCPL Friends president Christy Molzen shared the February Friends report.

### **Board Chair Report**

Chair Liz Post reported the Executive Committee met via Zoom on Monday, March 8, 2021 at 4:00 pm. The following items were discussed and reviewed: meeting minutes for the February 8, 2021 Board of Trustees Meeting, February 18, 2021 Board of Trustees Meeting, March 18, 2021 agenda, Shawnee County Health Department vaccination plan phase 2B, and Café & phase 3 reopening.

Jim Edwards provided an update on the CEO recruitment process. He reported the committee will meet in April and is looking forward to reigniting the search. Additional information will be provided as time goes on.

### **Interim Chief Executive Officer/Chief of Staff Reports**

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

Hartman introduced Clark Swanson, Chairman & Founder of OrangeBoy, Inc. Swanson provided an update of the project goals.

Discussion followed.

### **New Business**

#### **Nominating Committee -**

On a motion by Jennifer Miller, seconded by Kristen O'Shea, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka, and Shawnee County Public Library approves the Nominating Committee appointments as presented.

**Annual Report –**

Diana Friend, Communications & Marketing Director presented the annual report.

**Adjournment**

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

Motion passed unanimously.

**Next Meeting**

April 15, 2021

4:00 pm

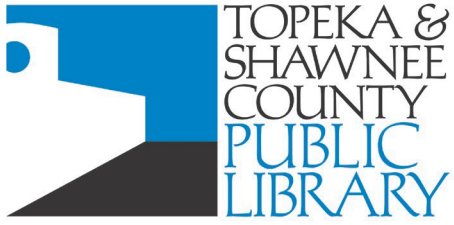
Zoom Meeting

**Public Comment**

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\*Subject to change without notice





**Resolution – 2020 Audit Report**

**BOARD OF TRUSTEES**

**April 15, 2021**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the 2020 Audit Report by BT&Co., P.A.**

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_



Minutes  
Audit Committee Meeting  
April 7, 2021  
Zoom Meeting  
Meeting ID: 96063127297  
Password: 012748

**BOARD/COMMITTEE MEMBERS PRESENT:**

Kacy Simonsen, Shawn Leisinger, and Joan Hicks (Committee) and Liz Post, Board Chair

**STAFF:**

Kim Strube, Thad Hartman, and Margo Rangel

**OTHERS:**

Stacey Hammond, Partner and Emily Sheldon, Manager with the auditing firm of BT&Co., P.A.

The meeting of the Board of Trustees Audit Committee of the Topeka and Shawnee County Public Library held on Wednesday, April 7, 2021 via Zoom Meeting. The Audit Committee meeting was called to order at 10:02 AM, by Chief Financial Officer Kim Strube. Kacy Simonsen is serving as Audit Committee chair. An agenda, suggested questions for the auditors, a draft of the Basic Financial Statements for the year ended December 31, 2020 and a draft of the Report to the Board of Trustees, inclusive of the Management Discussion and Analysis, were provided in advance of the meeting. Kim Strube introduced Stacey Hammond. She facilitated introductions of those attending including the Audit Committee, Kacy Simonsen, Shawn Leisinger, and Joan Hicks.

Stacy Hammond presented the 12-31-2020 audit documents to the committee. She reviewed the sections of the Report to the Board of Trustees in detail.

Hammond reviewed significant estimates, financial highlights, and investments. She reported that there were no significant issues that arose during the audit, nothing unexpected occurred and that Strube and her staff were well prepared, extremely responsive, and transparent.

Hammond reported the audit process will be complete upon corrections to the draft reports and when the management representation letter is signed and after The Foundation Board has accepted their audit report.

## **COMMITTEE DISCUSSION**

Topics included: security (cyberattacks), reserves, internal processes with regards to annual auditing services, and remittances. The library requires all staff to attend security awareness training throughout the year. All library staff are encouraged to be security diligent. As to library revenues, no adverse impact. With regards to internal processes Finance works with a third-party online payroll system to process payroll. Third party vendor is required to file all necessary payroll filings. In closing, the bid for annual professional auditing services is done on a three year term.

## **NEXT STEPS**

Hammond and Sheldon will present at the Board of Trustees meeting on Thursday, April 15, 2021 at 4:00 pm via Zoom Meeting.

The Audit Committee members voted to make a recommendation to the full Board to accept the final audit report at the April 15, 2021 Board of Trustees meeting.

There being no further business for the Committee the meeting was adjourned at 10:27 AM.

Minutes:MR

**Chief Financial Officer's Report  
April 2021  
Kim Strube**

**General Fund – Pages 3 through 5**

With 24.7% of the budget year completed, 52% of the budgeted revenue has been received and 24% of the approved budget has been expended/encumbered. This compares to 2020 in which 49% of the budgeted revenue and been received and 25% of the approved budget had been expended/encumbered.

The second tax distribution of 2021 was received March 19<sup>th</sup> as scheduled. The total received for the General Fund was \$602,631. The percentage of the ad valorem budget collected year-to-date is 57% compared to 56% in March 2020. The percentage of year-to-date motor vehicle taxes collected is 11% which is the same at this point in time in 2020.

The Insurance line item is over budget, but may not end up that way as actual costs are known.

**Employee Benefit Fund – Page 6**

With 24.7% of the budget year completed, 53% of the budgeted revenue has been received and 24% of the approved budget has been expended/encumbered. This compares to 2020 in which 53% of the budgeted revenue had been received and 25% of the approved budget had been expended/encumbered.

**Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,923,071.

**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 Facilities Master Plan budget	Architectural services – TSCPL West Parking Lost Improvements	\$47,100.00	HTK Architects Inc.
Approved Facilities Master Plan budget	Cash wrap counter for the Booktique	\$11,857.00	Cabinetry and Millwork Concepts
Approved operating budget	14 direct mail campaigns to 14,500 households	\$29,971.00	Orangeboy Inc.
Approved operating budget	Annual renewal of fund raising/tracking software support for use by Friends & Foundation	\$12,907.44	Blackbaud Inc.
Library Materials	Databases – Flipster New Titles 2021	\$12,408.21	Ebsco Information Services
Library Materials	Databases – Flipster 2021	\$10,821.68	Ebsco Information Services
Library Materials	Adult nonfiction	\$5,500.00	Baker & Taylor Books
Library Materials	Hoopla online	\$25,229.00	Midwest Tape LLC
Library Materials	TS360 online	\$5,600.00	Baker & Taylor Books

**Other Items:**

- The Board’s Audit Committee met to review the audit draft and hear the audit presentation on Wednesday, April 7<sup>th</sup>. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit. The 2020 audit draft contains no findings or internal control deficiencies.
- Since officers will be selected for the positions of Chair, Treasurer and Secretary, Trustees in these positions need to make arrangements with Margo or Kim to sign the various signature cards for TSCPL’s bank accounts. Also, the paperwork for the signature file used to electronically affix signatures on checks created by the financial system must be signed. Anyone who has not previously (and recently) served as one of the signing officers must sign an electronic signature form for the Secretary of State’s Office and provide a copy of their driver’s license as well. The effective date of the new positions is May 1, per the bylaws.
- Please remember to schedule the forthcoming Board budget work sessions:
  - Tuesday, June 1<sup>st</sup>, 9 am to noon in the Menninger Room 206
  - Wednesday, July 7<sup>th</sup>, noon to 3 pm in the Menninger Room 206; lunch served

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

3/31/2021

	<u>Balance 1/1/2021</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 3/31/2021</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,901,534.78	\$ 8,102,991.74	\$ 3,633,267.09	\$ 9,371,259.43
Employee Benefits	1,066,108.36	1,917,718.25	905,443.74	\$ 2,078,382.87
Capital Improvement	2,921,349.41	1,721.13	-	\$ 2,923,070.54
Bond & Interest	13,283.82	12,608.34	-	\$ 25,892.16
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	407.88	49,170.44	407.88	\$ 49,170.44
Federal, State & Local Grants	19.03	750.00	250.00	\$ 519.03
Other Special Revenue	530,838.73	4,149.46	68,463.75	\$ 466,524.44
Permanent Funds	247,476.65	-	-	\$ 247,476.65
<b>Totals</b>	<b><u>\$ 9,681,018.66</u></b>	<b><u>\$ 10,089,109.36</u></b>	<b><u>\$ 4,607,832.46</u></b>	<b><u>\$ 15,162,295.56</u></b>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 847,739.67
Restricted Funds-CoreFirst Bank-Checking	477,496.21
Capital Improvement Fund-VisionBank-Money Market Account	2,923,070.54
Cash on Hand	2,254.30
Petty Cash	220.00
Endowment Securities	247,476.65
Municipal Investment Pool - Overnight	5,710,127.95
Municipal Investment Pool-- 30-day Fixed	-
Municipal Investment Pool-- 90-day Fixed	5,000,000.00
Municipal Investment Pool-- 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 15,208,385.32</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	549.95
Less Payroll Deduction and Employer Benefit Liabilities	(802.86)
Less Outstanding Checks	46,342.67
	<b><u>\$ 15,162,295.56</u></b>

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

3/31/2021

	1/1/2021 <u>Cash Balance</u>	<u>Revenue</u>	Prev. Year <u>PO Expenditures</u>	Current Year <u>Expenditures</u>	3/31/2021 <u>Cash Balance</u>	All Yrs Outstanding <u>Encumbrances</u>	Unencumbered <u>Cash Balance</u>
<b>Major Governmental Funds</b>							
General Fund	\$ 4,901,534.78	\$ 8,102,991.74	\$ 699,550.10	\$ 2,933,716.99	\$ 9,371,259.43	\$ 1,680,819.13	\$ 7,690,440.30
Employee Benefit Fund	1,066,108.36	1,917,718.25	-	905,443.74	2,078,382.87	29,890.25	2,048,492.62
Capital Improvement Fund	2,921,349.41	1,721.13	-	-	2,923,070.54	-	2,923,070.54
Bond & Interest Fund	13,283.82	12,608.34	-	-	25,892.16	-	25,892.16
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	407.88	49,170.44	407.88	-	49,170.44	-	49,170.44
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	750.00	-	250.00	500.00	250.00	250.00
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,615.64	8.18	-	-	10,623.82	-	10,623.82
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.17	0.03	-	-	31.20	-	31.20
Friends	89,412.43	45.23	3,758.33	28,726.60	56,972.73	9,850.41	47,122.32
Fun Committee	3,266.86	261.51	-	-	3,528.37	-	3,528.37
Gallery Competitions/Exhibits	36,273.72	27.93	-	-	36,301.65	-	36,301.65
Gifts/Memorials (Undesignated)	333,415.39	240.30	29,985.36	3,862.99	299,807.34	47,331.00	252,476.34
Hathaway Trust - Library Materials	2,955.47	1,396.02	45.48	353.84	3,952.17	670.45	3,281.72
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	16,414.36	2,141.00	449.02	1,282.13	16,824.21	464.41	16,359.80
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,072.23	12.38	-	-	16,084.61	542.21	15,542.40
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,268.40	3.29	-	-	4,271.69	-	4,271.69
Special Collections	5,713.50	4.39	-	-	5,717.89	-	5,717.89
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.22	0.03	-	-	36.25	-	36.25
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,181.09	1.68	-	-	2,182.77	-	2,182.77
Youth Services	9,723.56	7.49	-	-	9,731.05	-	9,731.05
<i>Permanent Funds</i>							
Mertz Trust	247,476.65	-	-	-	247,476.65	-	247,476.65
<b>TOTALS</b>	<b>\$ 9,681,018.66</b>	<b>\$ 10,089,109.36</b>	<b>\$ 734,196.17</b>	<b>\$ 3,873,636.29</b>	<b>\$ 15,162,295.56</b>	<b>\$ 1,769,817.86</b>	<b>\$ 13,392,477.70</b>

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

3/31/2021

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 3/31/2021</u>
				24.7%
Ad Valorem Property Tax	\$ 13,722,658.00	\$ 7,822,908.64	\$ (5,899,749.36)	57%
Revitalization Rebates	(156,245.00)	(115,165.44)	\$ 41,079.56	74%
Back Tax	-	103,327.36	\$ 103,327.36	N/A
Motor Vehicle Tax	1,566,866.00	178,660.54	\$ (1,388,205.46)	11%
Recreational Vehicle Tax	15,099.00	1,433.59	\$ (13,665.41)	9%
16/20 M Vehicle Tax	6,089.00	4,828.68	\$ (1,260.32)	79%
In Lieu of Tax	2,817.00	37,265.82	\$ 34,448.82	1323%
Watercraft Special Tax**	8,110.00	-	\$ (8,110.00)	0%
Commercial Vehicle Fees	49,155.00	34,907.96	\$ (14,247.04)	71%
E-Rate Reimbursement	18,258.00	-	\$ (18,258.00)	0%
Miscellaneous Revenue	3,000.00	1,772.35	\$ (1,227.65)	59%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	101,050.00	18,075.85	\$ (82,974.15)	18%
Salary Refunds-Friends	30,285.00	5,675.88	\$ (24,609.12)	19%
Salary Refunds-Shawnee Cty	23,265.00	6,235.61	\$ (17,029.39)	27%
Vending Machines	3,500.00	36.00	\$ (3,464.00)	1%
Overdue Fees*	50,000.00	2,075.62	\$ (47,924.38)	4%
Debt Collect	-	72.05	\$ 72.05	N/A
ILL Fees	350.00	220.37	\$ (129.63)	63%
Mailing Fees	100.00	7.96	\$ (92.04)	8%
Non Resident Card Fee	300.00	170.00	\$ (130.00)	57%
Obituary Fees	750.00	-	\$ (750.00)	0%
Meeting Room Charges	2,500.00	-	\$ (2,500.00)	0%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	3,250.00	482.90	\$ (2,767.10)	15%
Transfer In	41,797.00	-	\$ (41,797.00)	0%
Library Treasurer's Balance	2,443,575.00	-	\$ -	N/A
<b>TOTALS</b>	<b>\$ 17,937,029.00</b>	<b>\$ 8,102,991.74</b>	<b>\$ (7,390,462.26)</b>	<b>52%</b>

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

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



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

3/31/2021

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u> 24.7%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ -	\$ -	\$ 6,400.00	0%
Salaries-Facilities	694,360.00	164,819.39	-	529,540.61	24%
Salaries-Overtime	10,000.00	240.07	-	9,759.93	2%
Salaries-Security	322,993.00	69,414.51	-	253,578.49	21%
Salaries-Shelvers	177,103.00	-	-	177,103.00	0%
Salaries-Staff	7,634,011.00	1,950,244.98	-	5,683,766.02	26%
Conferences	120,000.00	-	260.00	119,740.00	0%
Staff Internal Dev/Trng - Web Based	15,000.00	-	99.00	14,901.00	1%
Staff Development & Training	15,000.00	178	-	14,828.72	1%
Mileage	9,200.00	147.22	-	9,052.78	2%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,500.00	166.24	410.94	1,922.82	23%
Materials-Periodicals	35,000.00	137.24	-	34,862.76	0%
Materials-Print/Non-Print <1 YR	594,800.00	76,326.36	23,869.17	494,604.47	17%
Materials-Print/Non-Print	1,270,200.00	166,177.37	97,282.66	1,006,739.97	21%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	105,365.00	13,473.84	73,526.16	18,365.00	83%
Contracted-Digital Services	480,122.00	105,739.11	16,010.20	358,372.69	25%
Contracted-Facilities	329,100.00	96,368.83	72,207.46	160,523.71	51%
Contracted-Equipment	50,900.00	3,440.66	5,715.62	41,743.72	18%
Contracted-Professional	277,700.00	58,031.24	103,600.91	116,067.85	58%
Contracted-E-Rate Services	1,643.00	-	-	1,643.00	0%
Digital Services Support	187,500.00	2,749.96	8,762.86	175,987.18	6%
Furniture/Equipment	92,000.00	-	457.05	91,542.95	0%
Insurance	55,000.00	25,971.00	30,763.00	(1,734.00)	103%
Marketing & Communication	47,500.00	1,796.57	3,008.73	42,694.70	10%
Memberships/Dues	30,900.00	9,796.00	205.00	20,899.00	32%
Miscellaneous	5,000.00	43.00	-	4,957.00	1%
Payments to Other Libraries	116,672.00	-	-	116,672.00	0%
Postage/Shipping	107,494.00	23,088.34	1,687.19	82,718.47	23%
Printing	96,800.00	2,175.14	33,938.30	60,686.56	37%
Programming	32,000.00	3,995.79	2,009.26	25,994.95	19%
Special Events	-	-	-	-	0%
Special Projects	733,150.00	56,470.83	8,697.00	667,982.17	9%
Supplies-Facilities	77,417.00	5,677.74	50,679.42	21,059.84	73%
Supplies-Office/Library	94,100.00	6,156.00	4,538.32	83,405.68	11%
Supplies-Processing	48,000.00	12,794.39	2,053.00	33,152.61	31%
Telecommunications	99,100.00	14,756.70	48,353.05	35,990.25	64%
Transfer Out	1,750,000.00	-	-	1,750,000.00	0%
Utilities-Electric	367,200.00	44,727.47	302,327.64	20,144.89	95%
Utilities-Gas	66,300.00	10,318.97	41,430.09	14,550.94	78%
Utilities-Water/Sewage	35,000.00	3,242.69	24,958.02	6,799.29	81%
Vehicle-Gas	36,000.00	2,050.01	-	33,949.99	6%
Vehicle-Repair	50,500.00	3,008.05	40,234.29	7,257.66	86%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	-	-	-	N/A
<b>TOTALS</b>	<b><u>\$ 17,937,030.00</u></b>	<b><u>\$ 2,933,716.99</u></b>	<b><u>\$ 997,084.34</u></b>	<b><u>\$ 12,356,228.67</u></b>	<b>24%</b>

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

3/31/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2021</b>	<b>\$ 2,443,575.00</b>	<b>\$ 3,489,712.60</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,722,658.00	7,822,908.64	57%
Revitalization Rebates	(156,245.00)	(115,165.44)	74%
Back Tax	-	103,327.36	N/A
Motor Vehicle Tax	1,566,866.00	178,660.54	11%
Recreational Vehicle Tax	15,099.00	1,433.59	9%
16/20M Vehicle Tax	6,089.00	4,828.68	79%
In Lieu of Tax	2,817.00	37,265.82	1323%
Watercraft Special Tax	8,110.00	-	0%
Commercial Vehicle Fees	49,155.00	34,907.96	71%
E-Rate Reimbursement	18,258.00	-	0%
Fees and Charges	61,000.00	4,354.35	7%
Reimbursements	154,600.00	29,987.34	19%
Transfer In	41,797.00	-	
Interest on Idle Funds	3,250.00	482.90	15%
	<u>\$ 15,493,454.00</u>	<u>\$ 8,102,991.74</u>	52%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,844,867.00	2,184,718.95	25%
Other Staff Support Costs	159,200.00	677.50	0%
Library Collections	1,902,500.00	364,369.98	19%
Contracted Services	1,244,830.00	548,114.03	44%
Digital Services Support	187,500.00	11,512.82	6%
Furniture/Equipment/Art	100,000.00	457.05	0%
Payments to Other Libraries	116,672.00	-	0%
Special Projects	733,150.00	65,167.83	9%
Utilities & Telecommunications	567,600.00	490,114.63	86%
Vehicles	86,500.00	45,292.35	52%
Other Operating Expenditures	594,210.00	220,376.19	37%
Transfer Out	1,750,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,937,029.00</u>	<u>\$ 3,930,801.33</u>	24%
Prior Year Canceled Purchase Orders		<u>\$ 28,537.29</u>	
<b>Unencumbered Balance 3/31/2021</b>	<b>\$ -</b>	<b><u>\$ 7,690,440.30</u></b>	

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

3/31/2021

**EMPLOYEE BENEFITS**

	<b>2021 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/2021</b>	<b>\$ 652,012.00</b>	<b>\$ 1,066,108.36</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	\$ 3,238,907.00	\$ 1,849,023.87	57%
Revitalization Rebates	(36,878.00)	(27,223.60)	74%
Back Tax	-	22,855.92	N/A
Motor Vehicle Tax	329,381.00	38,029.63	12%
Recreational Vehicle Tax	3,174.00	305.18	10%
16/20M Vehicle Tax	1,280.00	1,034.64	81%
In Lieu of Tax	691.00	8,809.14	1275%
Watercraft Special Tax*	1,705.00	-	0%
Commercial Vehicle Fees	10,333.00	7,425.83	72%
Refund-Fringe Benefits-Foundation	53,260.00	7,740.04	15%
Refund-Fringe Benefits-Friends	17,433.00	3,207.49	18%
Refund-Fringe Benefits-Shawnee Cty	16,203.00	4,049.39	25%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	2,112.00	2,149.70	102%
Interest on Idle Funds	500.00	311.02	62%
	<u>\$ 3,638,101.00</u>	<u>\$ 1,917,718.25</u>	53%
<b>Expenditures/Encumbrances:</b>			
Employee Assistance Program	\$ 6,881.00	\$ 6,903.00	100%
Cafeteria Plan Administration Fees	3,565.00	3,377.00	95%
Social Security/Medicare	676,632.00	156,597.71	23%
Ks Public Employees Retirement Sys	840,258.00	211,343.88	25%
Worker's Compensation	54,000.00	46,847.15	87%
Unemployment Tax	8,845.00	5,597.64	63%
Health/Dental Insurance	2,299,932.00	504,667.61	22%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,290,113.00</u>	<u>\$ 935,333.99</u>	24%
Prior Year Canceled Purchase Orders		\$ -	
<b>Unencumbered Balance 3/31/2021</b>	<b>\$ -</b>	<b>\$ 2,048,492.62</b>	

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

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/2021</b>		<b>\$ 2,921,349.41</b>
<b>Revenue:</b>		
Transfer In		\$ -
Interest received		1,721.13
		<u>\$ 1,721.13</u>
<b>Expenditures/Encumbrances:</b>		
Contracted - Professional		-
Capital Outlay		-
		<u>-</u>
Prior Year Canceled Purchase Orders		-
<b>Unencumbered Balance 3/31/2021</b>		<b>\$ 2,923,070.54</b>

**STATE AID**

<b>Balance 01/01/2021</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State Aid	-	49,170.44
	<u>\$ -</u>	<u>\$ 49,170.44</u>
<b>Expenditures/Encumbrances:</b>		
Contracted - Digital Services		-
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	53,000.00	-
	<u>\$ 53,000.00</u>	<u>\$ -</u>
<b>Unencumbered Balance 3/31/2021</b>		<b>\$ 49,170.44</b>

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

3/31/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2021</b>	<b>\$ 16,697.00</b>	<b>\$ 13,283.82</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	107.49	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	5,466.23	22%
Motor Vehicle Tax	-	5,941.62	N/A
Recreational Vehicle Tax	-	48.87	N/A
16/20M Vehicle Tax	-	581.75	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	461.36	N/A
Interest on Idle Funds	100.00	1.02	1%
	<u>\$ 25,100.00</u>	<u>\$ 12,608.34</u>	50%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	41,797.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 41,797.00</u>	<u>\$ -</u>	0%
<b>Unencumbered Balance 3/31/2021</b>	<b>\$ -</b>	<b>\$ 25,892.16</b>	

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

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments as of March 31, 2021**

**Capital Improvement Funds-VisionBank**

\$ 2,923,070.54 at .20% (money market account)

**Municipal Investment Pool**

\$ 5,710,127.95 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

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

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

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\$10,710,127.95

\* rates vary by day - average March 1 - 31, 2021 was .0073%

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	21509	0	3/15/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,647.04	-98020
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,647.04	<b>-98020 Total</b>
10	21505	0	3/12/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,205.05	-98018
15	21516	0	3/12/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,913.23	-98018
15	21517	0	3/12/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,034.15	-98018
10	21513	0	3/12/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,051.79	-98018
					<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>	\$ 49,204.22	<b>-98018 Total</b>
10	21501	0	3/11/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,564.92	-98016
10	21502	0	3/11/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,601.18	-98016
15	21521	0	3/11/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 227.77	-98016
10	21503	0	3/11/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,818.86	-98016
15	21504	0	3/11/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,774.08	-98016
10	21503	0	3/11/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,167.30	-98016
15	21504	0	3/11/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,167.30	-98016
10	21514	0	3/11/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-98016
10	21518	0	3/11/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 622.43	-98016
10	41000	313	3/11/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,032.28	-98016
10	41000	313	3/11/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 330.60	-98016
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 81,292.72	<b>-98016 Total</b>
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Wit's End Board Game	\$ 37.75	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Chronology	\$ 19.99	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Patchwork Doodle	\$ 19.99	-98011
10	41000	420	3/25/2021	COREFIRST BANK & TRUST	ribbon	\$ 40.50	-98011
10	41000	420	3/25/2021	COREFIRST BANK & TRUST	setup	\$ 13.60	-98011
10	41000	320	3/25/2021	COREFIRST BANK & TRUST	logitech c270	\$ 790.00	-98011
10	41000	320	3/25/2021	COREFIRST BANK & TRUST	Terryza mini PC	\$ 1,212.50	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Don't Let the Pigeon Driv	\$ 55.96	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Move Over, Rover	\$ 31.96	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Over in the Forest	\$ 35.80	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Bilingual The Little Mous	\$ 68.64	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Bilingual The Napping	\$ 22.52	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Bark George	\$ 29.62	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Mouse Mess	\$ 20.94	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	If You Give a Pig	\$ 8.74	-98011

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	In the Tall Tall Grass	\$ 14.23	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	PVC Cutting Mat	\$ 29.70	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Portable Trimmer	\$ 21.99	-98011
10	41000	330	3/25/2021	COREFIRST BANK & TRUST	Velcro Industrial	\$ 193.50	-98011
10	41000	420	3/25/2021	COREFIRST BANK & TRUST	5 gallon ziplock bags	\$ 877.80	-98011
10	41000	322	3/25/2021	COREFIRST BANK & TRUST	windpro signs	\$ 215.00	-98011
10	41000	322	3/25/2021	COREFIRST BANK & TRUST	Shipping	\$ 31.96	-98011
10	41000	310	3/25/2021	COREFIRST BANK & TRUST	EasyRecovey Pro	\$ 109.00	-98011
10	41000	420	3/25/2021	COREFIRST BANK & TRUST	certificate paper gold fo	\$ 24.99	-98011
10	41000	420	3/25/2021	COREFIRST BANK & TRUST	folder gold detail	\$ 31.74	-98011
10	41000	410	3/25/2021	COREFIRST BANK & TRUST	Covidien 5-Quart wall enc	\$ 213.22	-98011
10	41000	410	3/25/2021	COREFIRST BANK & TRUST	hotodeal 50 face mask	\$ 479.40	-98011
10	41000	410	3/25/2021	COREFIRST BANK & TRUST	hiware 4 pack yellow	\$ 25.35	-98011
10	41000	410	3/25/2021	COREFIRST BANK & TRUST	hiware 4 pcs white	\$ 26.85	-98011
10	41000	410	3/25/2021	COREFIRST BANK & TRUST	skil 2-tool combo	\$ 52.55	-98011
10	41000	410	3/25/2021	COREFIRST BANK & TRUST	skil pwrcore 12 4.0ah bat	\$ 43.94	-98011
10	41000	320	3/25/2021	COREFIRST BANK & TRUST	DroboCare 1Year	\$ 299.00	-98011
10	41000	320	3/25/2021	COREFIRST BANK & TRUST	BESTEK Power Strip	\$ 123.00	-98011
10	41000	420	3/25/2021	COREFIRST BANK & TRUST	Bostitch B8 .25inch stapl	\$ 15.69	-98011
10	23800	0	3/25/2021	COREFIRST BANK & TRUST	Acrylics - Gold 4 oz	\$ 3.67	-98011
10	23800	0	3/25/2021	COREFIRST BANK & TRUST	Acrylics - Copper 4 oz	\$ 3.67	-98011
10	23800	0	3/25/2021	COREFIRST BANK & TRUST	Acrylics - Burnt Umber	\$ 12.44	-98011
10	41000	420	3/25/2021	COREFIRST BANK & TRUST	Tax Form Depot	\$ (14.04)	-98011
10	41000	420	3/25/2021	COREFIRST BANK & TRUST	Amazon	\$ (31.98)	-98011
				<i>Miscellaneous online orders paid by credit card including</i>		\$ 5,211.18	<b>-98011 Total</b>
10	21505	0	3/26/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,291.45	-98004
15	21516	0	3/26/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,040.97	-98004
15	21517	0	3/26/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,048.56	-98004
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 48,380.98	<b>-98004 Total</b>
10	21509	0	3/26/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,687.04	-98003
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,687.04	<b>-98003 Total</b>
10	21515	0	3/25/2021	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 28,774.72	-98000
15	21515	0	3/25/2021	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 134,011.84	-98000
15	21515	0	3/25/2021	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 625.78	-98000

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2021**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 163,412.34	<b>-98000 Total</b>
10	21501	0	3/25/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,476.00	-97999
10	21502	0	3/25/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,641.70	-97999
15	21521	0	3/25/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 184.23	-97999
10	21503	0	3/25/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,865.01	-97999
15	21504	0	3/25/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,864.98	-97999
10	21503	0	3/25/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,178.14	-97999
15	21504	0	3/25/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,178.14	-97999
10	21514	0	3/25/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,188.15	-97999
10	21518	0	3/25/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 612.10	-97999
10	41000	313	3/25/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,924.00	-97999
10	41000	313	3/25/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 332.34	-97999
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 81,444.79	<b>-97999 Total</b>
10	41000	325	3/4/2021	RESERVE ACCOUNT	Deposit to postage reserve act	\$ 25,000.00	-97998
				<i>2021 approved operating budget - postage</i>		\$ 25,000.00	<b>-97998 Total</b>
35	23800	0	3/11/2021	BACKSTAGE LIBRARY WORKS	Bulletin Digitization	\$ 6,174.56	11873
				<i>Paid with Foundation Funds - Shawnee County bulletin digitization as part of local history collection project</i>		\$ 6,174.56	<b>11873 Total</b>
35	23800	0	3/25/2021	ORANGEBOY INC	Consulting Fee	\$ 10,000.00	11876
				<i>Consulting service to develop a Community Management Model to address challenges of the COVID-19 pandemic; professional contracted service exempt from the purchasing policy</i>		\$ 10,000.00	<b>11876 Total</b>
10	41000	736	3/4/2021	CABINETRY AND MILLWORK CONCEPTS	CASH WRAP BOOKTIQUE	\$ 3,680.00	96269
10	41000	736	3/4/2021	CABINETRY AND MILLWORK CONCEPTS	CASH WRAP BOOKTIQUE	\$ 6,957.00	96269
10	41000	736	3/4/2021	CABINETRY AND MILLWORK CONCEPTS	CASH WRAP BOOKTIQUE	\$ 1,220.00	96269
				<i>2021 approved facilities master plan budget - cashier's counter in Booktique</i>		\$ 11,857.00	<b>96269 Total</b>
10	21512	0	3/4/2021	DELTA DENTAL OF KANSAS, INC	EE March Premium	\$ 2,765.28	96272
15	21512	0	3/4/2021	DELTA DENTAL OF KANSAS, INC	ER March Premium	\$ 10,618.00	96272
15	21512	0	3/4/2021	DELTA DENTAL OF KANSAS, INC	Retiree March Premium	\$ 88.32	96272
						\$ 13,471.60	<b>96272 Total</b>
10	41000	736	3/4/2021	HTK ARCHITECTS INC.	Booktique Remodel	\$ 3,400.00	96274
10	41000	736	3/4/2021	HTK ARCHITECTS INC.	West Parking Lot	\$ 39,564.00	96274
10	23800	0	3/4/2021	HTK ARCHITECTS INC.	FMP	\$ 26,242.50	96274
10	23800	0	3/4/2021	HTK ARCHITECTS INC.	Restroom Renovations	\$ 490.00	96274
10	23800	0	3/4/2021	HTK ARCHITECTS INC.	Cafe Renovations	\$ 1,035.00	96274



**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
						\$ 70,731.50	<b>96274 Total</b>
10	23800	0	3/4/2021	KELLEY CONSTRUCTION CO., INC.	CAFE REMODEL PROJECT	\$ 9,069.60	96278
						\$ 9,069.60	<b>96278 Total</b>
10	41000	301	3/4/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	96286
					<i>2021 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,736.92	<b>96286 Total</b>
10	41000	310	3/11/2021	BIBLIOCOMMONS, INC.	annual renewal	\$ 27,365.77	96291
					<i>2021 approved operating budget - annual subscription and support</i>	\$ 27,365.77	<b>96291 Total</b>
10	41000	310	3/11/2021	BLUEALLY TECHNOLOGY SOLUTIONS, LLC	1 Year Partner Support	\$ 7,887.75	96292
					<i>2021 approved operating budget - annual subscription and support for VOIP phone system</i>	\$ 7,887.75	<b>96292 Total</b>
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 21.20	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 22.46	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 21.19	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 21.28	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 21.28	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 21.26	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 22.50	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 19,443.46	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 21.23	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 22.49	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 886.72	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 22.48	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 156.08	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 178.21	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 22.55	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 22.55	96297
10	41000	351	3/11/2021	EVERGY	2021 Electricity	\$ 22.55	96297
						\$ 20,949.49	<b>96297 Total</b>
10	41000	310	3/11/2021	GOVCONNECTION, INC.	OVS-ES Windows Edu	\$ 4,617.50	96300
10	41000	310	3/11/2021	GOVCONNECTION, INC.	Office 365	\$ -	96300
10	41000	310	3/11/2021	GOVCONNECTION, INC.	Azure AD	\$ 21.00	96300
10	41000	310	3/11/2021	GOVCONNECTION, INC.	OVS-ES Server	\$ 2,008.00	96300
					<i>2021 approved operating budget - annual subscription and support</i>	\$ 6,646.50	<b>96300 Total</b>
10	41000	310	3/25/2021	BLACKBAUD INC	renewal	\$ 12,907.44	96329
					<i>Software support annual agreement in 2021 approved operating budget</i>	\$ 12,907.44	<b>96329 Total</b>

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2021**

<b>Fund Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	313	3/25/2021 ENGEL LAW, PA	2021 Legal Services	\$ 6,384.40	96336
					\$ 6,384.40	<b>96336 Total</b>
15	41000	260	3/25/2021 WORLD INSURANCE ASSOCIATES LLC	2nd qtr workers comp ins	\$ 11,187.00	96350
					\$ 11,187.00	<b>96350 Total</b>
					\$ 686,649.84	<b>Grand Total</b>

# INTERIM CHIEF EXECUTIVE OFFICER'S REPORT

## April 2021

### News and Updates

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

At the end of February 2021, there were 6,143 children registered, and at the end of February 2020 there were 5,610 children registered. This is a 9.5% increase over the number of children registered at the same time last year. I anticipate providing you with March 2021 numbers, reports at the May meeting.

### Professional Activities/Community Contacts

March 11	Attended MO-KAN Library Directors Conference Call
March 12	Attended COVID-19 Response and Coordination Meeting via Zoom
March 15	Attended Gale Data and Marketing Meeting via Zoom
March 17	Attended weekly website planning meeting with Imagemakers
March 18	Attended TSCPL Board of Trustees Executive Committee Meeting
March 22	Attended DPIL Development and Leadership Meeting via Zoom
March 23	Attended Café meeting via Zoom with Engroff Catering and Erin Attended Momentum 2022 Talent Development Work Group via Zoom
March 25	Attended MO-KAN Library Directors Conference Call
March 26	Attended library tour with Sean Dixon, President of Visit Topeka, and Diana Friend
March 30	Attended Parking Lot progress meeting with HTK Attended Campaign presentation w/Bajillion agency via Zoom
March 31	Attended weekly website planning meeting with Imagemakers
April 1	Attended DPIL Planning Meeting Attended ULC Director/CEO Call
April 5	Attended Board of Trustees Executive Committee Meeting
April 6	Attended LibStaffer Webinar for TSCPL- Springshare Attended COVID-19 Response and Coordination Meeting via Zoom
April 8	Attended MO-KAN Library Directors Conference Call

### New Business

#### **Nominating Committee Report and Election of Officers**

According to the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library, Article II: Officers, section 2. Nomination Procedures and Time of Election (approved May 21, 2015); “at the regular meeting in March the Board shall elect a Nominating Committee of three trustees. It shall be the duty of this committee to nominate candidates

for offices to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting.” The names for members of the Nominating Committee are included in the resolution included in the board meeting packet.

### **Board of Trustees Meeting Location**

With the community scorecard improving, meeting rooms opening, and vaccines now available to all adults in Kansas, we thought it was a good time to revisit whether we’d like to resume meeting in person. We can continue to meet via Zoom, move to in person, or create a hybrid in which we meet in person, but people can still join via Zoom.

### **Expression of Gratitude to Kerry Onstott Storey**

With respect and gratitude, we bid farewell to Trustee Kerry Onstott Storey. Kerry has served with distinction for sixteen years and will be missed. Please refer to your packets for the resolution honoring her leadership, advocacy, stewardship, and service.

**Thad Hartman**

**Interim Chief Executive Officer**

**Topeka and Shawnee County Public Library 04/08/21**

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

Activity	Target Date:
Consultant has initial meeting with the Search Committee/Board (via Zoom) to establish the schedule for the search and discuss process. <b>We may want to meet and review the process.</b>	TBD Early June
Advertisement is approved by <b>Search Committee</b>	June 11, 2021
Post ads, actively recruit candidate pool	June 13-August 8, 2021
Applications Close	August 8, 2021
All candidate documents sent to <b>Search Committee</b>	August 11, 2021
All pre-screening interviews (by consultants) completed	August 16, 2021
Meet with <b>Search Committee</b> and present the pool of candidates; select 7-9 semifinalists- meeting (consultant connects via Zoom)	August 18, 2021 Times TBD
Semi-final Interviews via Zoom w/ <b>Search Committee</b> & Consultants	August 24, 25 2021 Times TBD
Reference Reports to Board	September 6, 2021
Final Interviews <b>Full Board Commitment: September 10, 2021</b>	September 9, 10 2021
Negotiations Completed	September 17, 2021
New CEO Start Date	TBD
Public Announcement	TBD



## CHIEF EXECUTIVE OFFICER – TOPEKA & SHAWNEE COUNTY (KS) PUBLIC LIBRARY

The Topeka & Shawnee County Public Library, a municipal corporation governed by an appointed Board of Trustees, seeks an accomplished **Chief Executive Officer (CEO) who is committed to sparking curiosity and connections** through literacy and learning in Topeka and Shawnee County, Kansas. The new leader of the [Topeka & Shawnee County Public Library](#), *Library Journal/Gale's 2016 Library of the Year*, will be ready to enhance the Library's role in a world that continues to change. Transforming the lives of its citizens through its [five community impact goals](#), the CEO reports to a ten-member governing Board and works collaboratively with The Library Foundation, the Friends of the Library, a stellar staff (213 positions), and community partners to provide essential library services and programs charting a clear course. This award-winning Library, supported by a statutory mill levy which provides an annual \$22.3 million budget, has a 21st-century landmark building featuring the Alice C. Sabatini Gallery, the Millennium Café, and the Chandler "Booktique" (bookstore and gift shop). In 2019, more than 2,000 people walked through its doors daily and checked out more than 2.3 million items. The library's mobile services, augmented with a new fleet of vehicles, traveled across the County and provided services to 55 senior living facilities, 80 preschools and many homebound customers. The library also serves customers through a 24/7 digital branch and offers state-of-the-art technology, youth programs that encourage learning and reading, accessibility services addressing the needs of older readers and persons with disabilities, and reference and research tools. There is something for everyone at TSCPL!

[Topeka](#), (the state capital and third largest city in Kansas), is in the heart of Shawnee County along the Kansas River and is a thriving seat of government, education, cultural events, and entrepreneurial spirit. In 2017, *Kiplinger Finance Magazine* designated Topeka one of the **top ten cities for the next decade**. Neighborhoods, schools, civic and cultural activities, and economic incentives combine to make Topeka one of the best small metros in the United States with an overall cost of living more than 10 percent below the national urban area average. There are 60,000 university students within a 60-mile radius of Topeka, including Topeka's own Washburn University flanked by Kansas University to the east and Kansas State University to the west. The city draws young talent to make up a diverse and highly skilled workforce and add to its vibrancy and appeal. The arts are alive and well in Topeka with more than 20 galleries, performing and visual artist venues and the NOTO Arts District that offers studio space and display opportunities in a collaborative environment. Topeka's [Momentum 2022](#) plan has instilled a can-do attitude in our community. With more than 30,000 people working in the downtown area daily, there is momentum for new businesses, retail, restaurants, events, and community pride! See [TSCPL Links](#) for more information about the community, the Library, and the position.

**Responsibilities.** The Chief Executive Officer formulates and oversees implementation of library goals, policy recommendations, procedures, programs, and projects in accordance with policies established by the Library Board of Trustees and mandated by the laws of the state of Kansas. Providing vision, direction, and leadership, the CEO is responsible for, but not limited to, the delivery of library services with an emphasis on equity, diversity, and inclusion; oversight of human resources focusing on mentoring and coaching a committed staff; development and presentation of the annual budget; coordination of collaborative, strong relationships with the Library Board, the Library Foundation, and the Friends of the Library; and a continued knowledge and interest of current trends in leading for the future of the Library. For full responsibilities and functions, visit [TSCPL CEO Position Description](#).

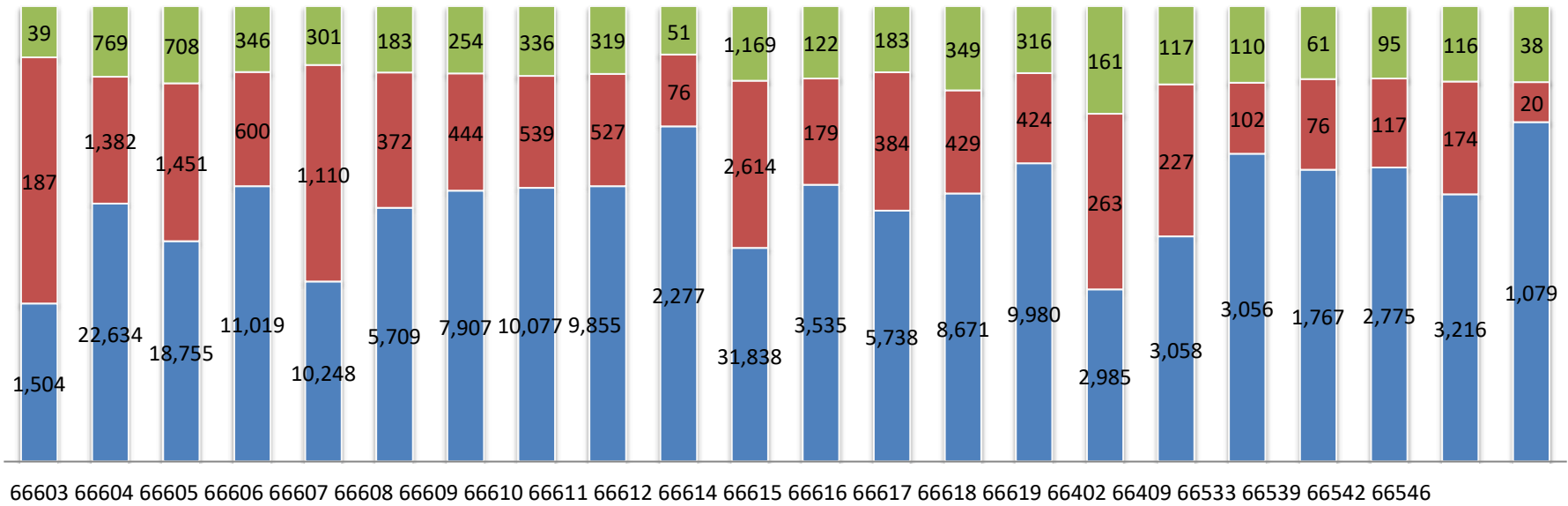
**Qualifications.** Minimum qualifications include a Master's degree in library or information science from an ALA-accredited program and five years of progressively responsible administrative and managerial experience in public libraries. **Essential attributes** include personal integrity, demonstrated skill and experience with fiscal oversight and budgeting, excellent interpersonal and consensus-building skills, a focus on creating a culture of trust and collaboration with internal and external stakeholders and demonstrated ability to provide leadership throughout the Library promoting the values set forth in the Library's mission. In addition, the CEO should possess demonstrable communication skills that span the library, its staff and stakeholders and the community at large. The CEO, through care, compassion, and energy will galvanize organizational efforts to position the Library at the forefront of library service. A sense of curiosity, creativity, and innovation; a thorough knowledge of current trends, technologies and "best practices" for libraries; and prior successful experience reporting to a governing Board are desirable attributes and qualifications for the next TSCPL CEO.

**Compensation.** The hiring salary range is **\$130,000 - \$150,000**, (with placement negotiable dependent on experience and qualifications), and an excellent fringe benefits package. **By contract, the CEO will be required to reside in Shawnee County.**

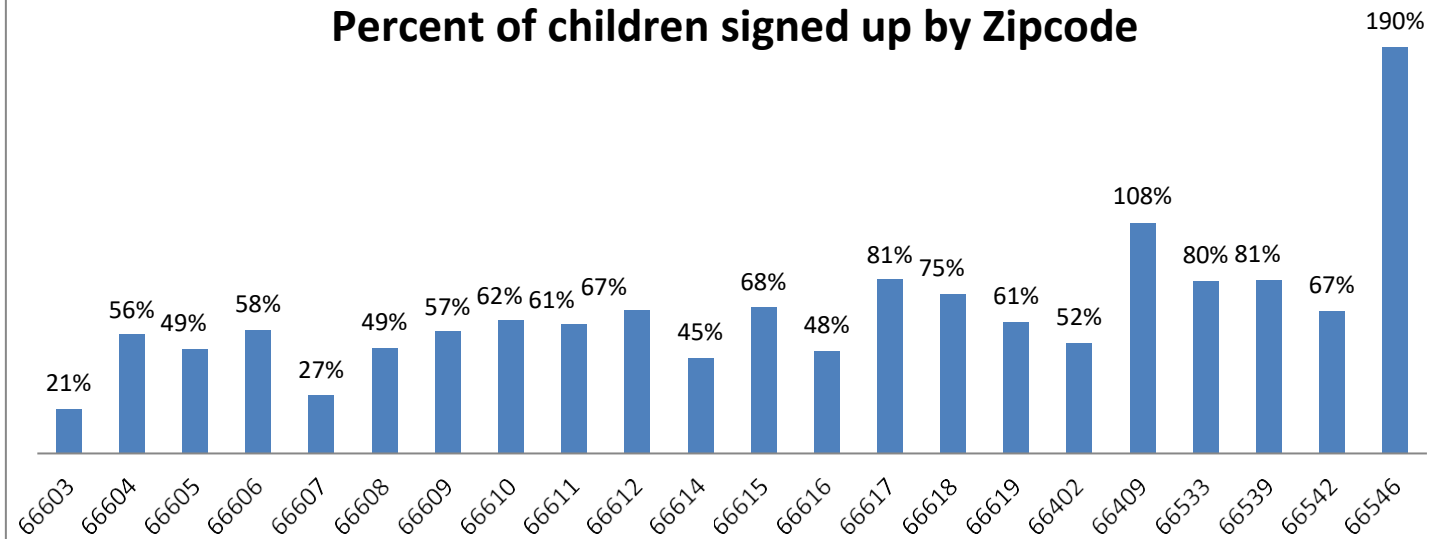
**For further information**, contact [Bradbury Miller Associates](#). Apply via email with a meaningful cover letter and your resume as Word or pdf attachments to [Jobeth Bradbury](#). **This position closes October 18, 2020.**

## February 2021 Dolly Parton Imagination Library

Population Under 5 DPIL



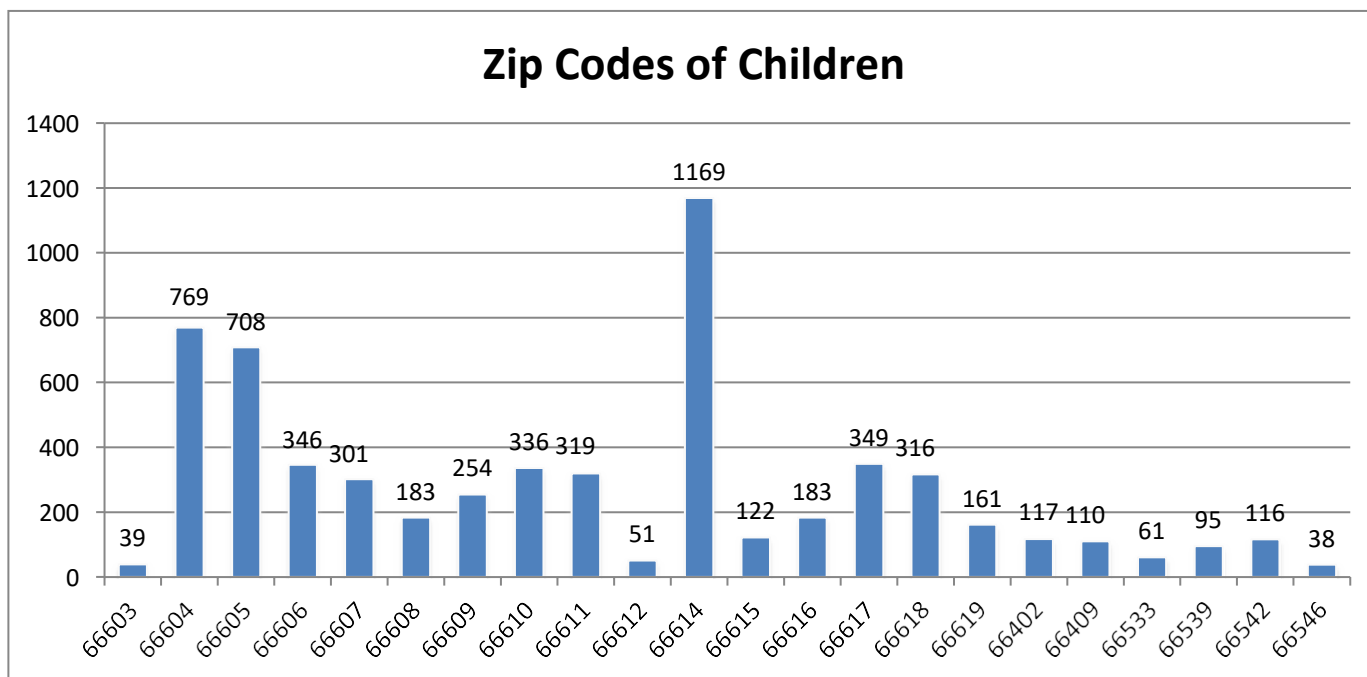
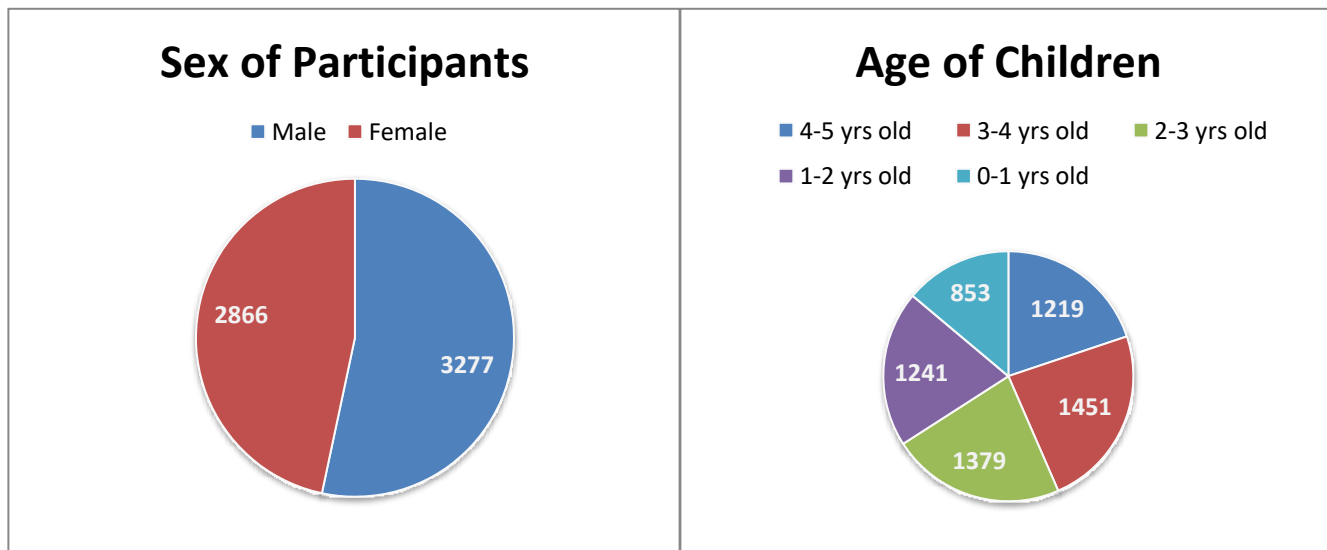
## Percent of children signed up by Zipcode



Data Source: 2017 ACS 5-Year Population Estimate

Number of children currently enrolled: **6,143**

Number of graduated children: **3,631**





## Chief of Staff Report

**Thad Hartman**

**April 15, 2021**

### ***Reopening***

At this month's board meeting Marie Pyko will give an update on our reopening, and she has more information in her monthly report. Just to add a couple of notes ahead of the meeting, most staff who have chosen to get the vaccine will have had their second dose Monday, April 12. With this in mind, we will be moving to phase 5 of the reopen plan on Monday, April 26. The CDC considers people fully vaccinated 2 weeks after their second shot in a 2-dose series, which is why this date was chosen to move to phase 5. While we are encouraging staff to get vaccinated it is not a requirement and are not tracking this information. However, it appears that the vast majority of staff are choosing to get the vaccine.

Phase 5 will offer customers a library experience that will be more like what they were accustomed to before March 2020. We will still require masks and social distancing, but computers will return to their previous locations, the auditorium will be available for meetings, and customers will be able to move and browse much more freely throughout the library. Foot traffic in the library has increased over the past few weeks, and I think customers will be excited by these upcoming changes.

### ***Policy Review Timeline***

In 2019 we completed the review of the policies in the Staff Handbook and developed a schedule and began to review the remaining library policies. This process stalled in March 2020, but we are now ready to restart the policy review timeline.

Below is a tentative policy review schedule. The month listed will be the meeting in which the policy is first presented to the board. The board will then act on the policies the following month. We will discuss this tentative schedule at April meeting.

May 2021

[Unattended Child Policy](#)

June 2021

[User Confidentiality Policy](#)

July 2021

[Circulation Guidelines](#)

[Circulation Policy](#)

August 2021

[Computer and Internet Use Policy](#)

September 2021

[Petition Policy \(New\)](#)

October 2021

[Library Materials Selection Policy](#)

November 2021

[Programs Policy](#)

December 2021

[Exhibits and Display Policy](#)

January 2022

[Customer Conduct Policy](#)

February 2022

[Community Discussion Guidelines](#)

## Department Highlights

### Public Services

**Marie Pyko, Public Services Director**

#### ***Reopen Team***

We began our Phase 4 reopen which increased the number of people and time that they could browse in the collections, use our Wi-Fi and use a Team room. We added some additional computers to the New Media area. Staff are directing customers if they have collection needs or providing socially distanced support for computer users. The transition has gone well, and we have seen an uptick in the number of customers coming in to pick up materials. Families are once again coming in to visit the Youth area browse collections and check in with the fish. It has been really energizing for staff to see faces we haven't seen for a while. We are beginning our next phase for opening which will occur before the end of April.

#### ***Partnerships***

This is the time of the year where we put finishing touches on our plans for summer which often involve key community relationships. The library collaborates with Topeka Housing Authority and the United Way of Greater Topeka on the Book Rich Environment initiative. We are excited to incorporate several previously successful and popular elements into our 2021 program. We will continue to give out books at Deer Creek, Pine Ridge and Echo Ridge as we have in the past and will once again do a Read and Ride at the end of the summer. Additionally, as part of the collaboration we were successful in receiving a \$4000 grant from the Rotary Club of Topeka Foundation to support this initiative in the goal of reducing summer learning loss. The monies will be used to develop and purchase literacy and learning kits for the neighborhoods and provide additional books so that everyone who attends our joint programs will be able to have good age level books to keep. This is our 4<sup>th</sup> year with this collaboration and although we had to regroup and shift our program last year, it has been a very successful program.

### ***TSCPL@School***

As I mentioned last month, we are working with USD437 on expanding our relationship to include having all elementary students receiving a digital library card. As part of the project, we have been looking at how we can support schools and also support parents with access to our resources. Our TSCPL@School team met with all the school librarians over Zoom to look at a free platform with Overdrive called Sora that can customize displays at each age level on April 4<sup>th</sup> to see if it will meet the needs of the schools.

### ***Programs***

Lissa Staley hosted several facilitated discussions on the social justice resources that all community members who were part of the YWCA 21 Day Challenge read. Additionally, for the Racial Justice Book Club, we participated in the challenge in lieu of reading a book in March. The discussions were good, and many participants shared they enjoyed a different style of reading and viewing for a month. Each week we discussed a different topic including reparations, sports, gender-based violence and environmental racism.

We are in final negotiations to be able to host the Topeka Parks and Spaces exhibit which are prints of local Topeka venues. The exhibit is original art created by Topeka artists showcases our amazing community spaces. We will have the exhibit up this summer.

Our summer plans are well under way and while we will continue to take most of summer on the road to summer meal programs, we are really excited to invite families in to visit the Rainforest Adventure children's exhibit beginning May 21<sup>st</sup>. All our programs will have an animal focus to complement the exhibit and we will still offer many take home kits. We plan on hosting a couple of Zoom style performers and host the Topeka High drum line outside so families can socially distance but have a fun time with music as well. Our plan is to utilize Claire's Courtyard for most of our programs, so we are outside. It will be so wonderful to begin to use our spaces again and show off that wonderful venue. We are also exploring some community venues for the Music for A Sunday Afternoon series which will be outside as well. Stay tuned for more details!

### **Public Services – Readers Services**

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

#### ***Author Visit***

Mark your calendars for a virtual author event on May 6<sup>th</sup> at 7pm. Breakout debut author Sarah Penner will be talking about her brand-new book *The Lost Apothecary*. This book is getting quite a bit buzz right now, so you won't want to miss this event. Sarah is a former Kansan who now resides in Florida. She is excited for the opportunity to talk about the book at a Kansas Library! Want to register for the event? Email [mericsson@tscpl.org](mailto:mericsson@tscpl.org) to get all the details.

## **Public Services – Information and Learning**

**Debbie Stanton, Public Services Supervisor**

### ***Taxes***

Not necessarily something you think of when you hear the word “library,” but Public Services Librarian Deb Ellerbrook and Specialist TJ Troughton have been creating packets of tax information and forms for the community nonstop for months now. With the Tax Day extension, they’ve continued supplying Topeka and Shawnee County taxpayers with the forms and information they need for state and federal taxes. We’ve given out over 1,600 tax packets and are expecting to give out another 400 before the extended deadline hits. Important local tax information can also be found on our regularly updated webpage: <https://tscpl.org/research/tax-info>

### ***Civic Engagement***

Community Connection Librarian Lissa Staley represented the library while facilitating the Heartland Healthy Neighborhoods’ Healthy Eating focus groups, as part of their community initiative “Pathways to a Healthy Kansas.” Our community facilitation work has continued in spite of Covid, with our connections occurring virtually instead of in-person at this time. On March 25 Staley and Vicki Arnett, President of the League of Women Voters of Topeka and Shawnee County, presented on "Non-partisan partners in hyper-local civic education" about the partnership activities between the Library and the League in recent years including during the pandemic. Their presentation was given to over 100 people throughout the United States and Mexico attending the 2 day virtual "Seguimos Creando Enlaces: Civic Engagement in Action" conference. They highlighted voter education information as well as the popular "Tuesday Topics" educational presentations that have moved to Zoom, with articles and video sharing the information from such local civic celebrities as the health office, election commissioner, head of the health department and police chief, in addition to presentations from university professors on civic education topics like redistricting and legislative updates.

### ***Gallery***

Logistical meetings continue as we prepare for our large summer exhibit – a traveling show called “Rainforest Adventure” by Minotaur Mazes. Families will be able to swing like a spider monkey, discover a rodent that weighs over a hundred pounds and a beetle that can carry over 850 times its own weight as they make their way through the fully interactive maze environment. We’re excited to share this experience with Topeka and Shawnee County! Visitors will be able to reserve time in advance or drop in to see the show by the last week of May.

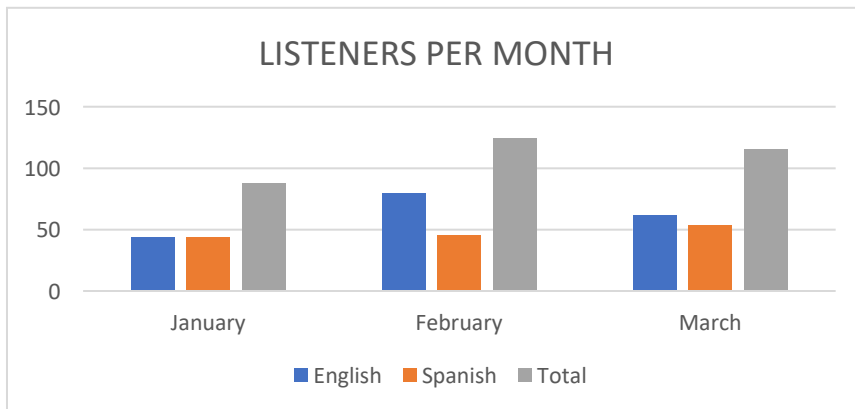


## Youth Services

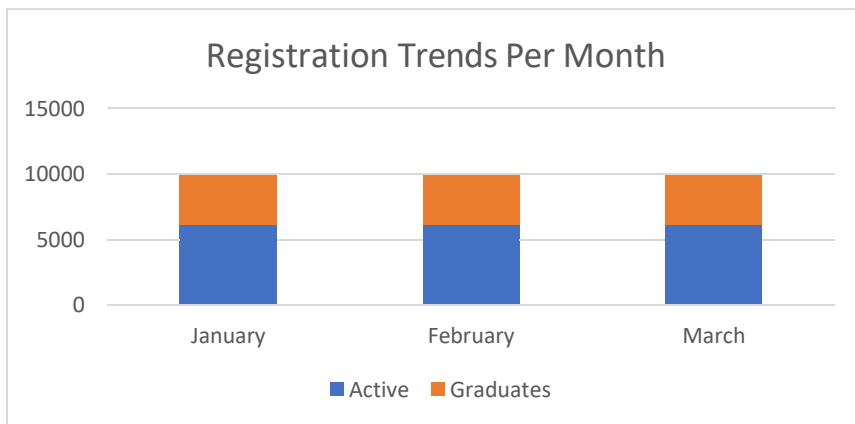
LeAnn Brungardt, Youth Services Supervisor

### Call-A-Story

We have a new option within Call-a-Story... and it is a joke. No really, you call to hear a joke. We are only a few days in, but we will be monitoring those listener numbers as well. The phone number is 785-580-4663. Try it for grins.

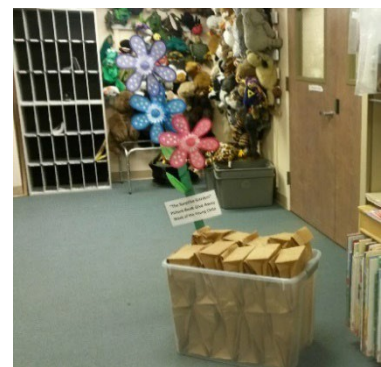


### Dolly Parton's Imagination Library



### Week of the Young Child

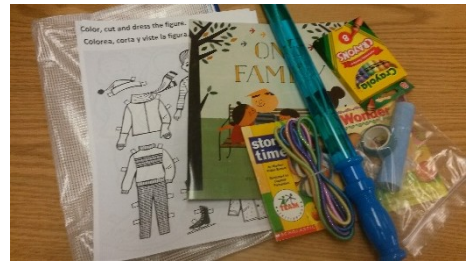
Week of the Young Child is an annual, National Association for the Education of Young Children celebration that draws attention to the importance of early childhood development. This year it runs from April 11-17. While the educational focus is on brain development, the activities are just plain fun; digging in dirt, planting seeds, singing songs, and creating a flower that pops up. We are sneaking in the learning as always and even some vegetables. The featured book is *The Surprise Garden* by Zoe Hall. It will be shared through virtual Preschool Storytime and Call-a-Story. Kits will be available to families with young children in



the Kids' Library and at Curbside and will include a copy of the book, an activity idea sheet, and the flower craft.

### ***DÍA***

Día del los Niños; Día los Libros (Children's Day; Book Day) is celebrating 25 years. This annual, American Library Association celebration is also referred to as Diversity in Action. It champions that all children matter, and that books in children's lives are important. While the national day is April 30, we will have associated fun April 24-30. Games from around the globe are featured. Fun and Games Kits will be available through the Kids' Library and Curbside. The target age is elementary school age, but all ages can partake. The end of the week includes a Zoom show and tell where kids can share their week's adventures with others. There are a host of virtual opportunities as well: Musical Storytime will be bilingual English/Spanish, there will be a video showing diversity within Topeka murals, a Kendama demonstration, and a performance by Arty Loon. Check event listings for details.



The end of the week includes a Zoom show and tell where kids can share their week's adventures with others. There are a host of virtual opportunities as well: Musical Storytime will be bilingual English/Spanish, there will be a video showing diversity within Topeka murals, a Kendama demonstration, and a performance by Arty Loon. Check event listings for details.

### ***Success Story***

The greeter station has been primarily filled by Youth Service staff for many months. Lately many happy stories have come my way about folks who have been thrilled to see the café open once again. A young man relayed to Debbie Reiff that he was traveling through the Topeka area, and after a six-hour straight drive, the library was his first stop. He was hoping for a giant cookie because they were the best around. He left shortly thereafter, happily waving his cookie. Customers far and wide are slowly coming back to see what is currently available.

## **Collections**

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

### ***Collections***

We have created a cross-departmental team of library staff for the purpose of discussing collections located in the Wings and Living Room spaces. In order to guide our HTK architectural team in their design work, we felt it would be beneficial to have a group of library staff work together on researching options related to collection design and talking in-depth about our collections and how we see them being used by customers. The Collection Planning team has met several times and worked as a larger group and in smaller teams focused specifically on adult fiction, nonfiction, and media collections. We have been examining data from our Polaris ILS and discussing what we believe are the strengths of our collections and how to make them even more engaging and accessible for our customers. This team will continue to meet this month with a goal of having specific recommendations for HTK related to shelving capacity and arrangement by early May.

### ***Databases***

I would like to share information about a new database product we've added to our electronic resource collection. It's called Teachables and is a product created by Scholastic. In Fall 2020, we purchased

access to this product and a small suite of Scholastic databases designed for elementary and middle school students. All the products are doing well with usage but Teachables has been a special standout in terms of engagement with educators. Teachables is designed for educators working with pre-K through middle school students. It has thousands of downloadable worksheets and other educational resources available free-of-charge. The resources on Teachables are created by teachers for teachers. From January to March, teachers have downloaded over 1,300 digital resources from our Teachables database. We have heard from several teachers that they enjoy using this product and find it very valuable as a supplemental resource product in their work with students. As the person who manages our communication with Scholastic, I will share that I am equally impressed with the high level of customer service and personal connection we receive from our Scholastic representative. It is the mark of a good company when their representatives regularly contact us to check in and see how things are going and also to find out what we need. Scholastic does that on a monthly basis and I appreciate it. I am looking forward to continuing our promotion of this and other online Scholastic products.

## **Circulation**

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

#### ***Virtual Conferences***

Multiple circulation staff attended different virtual conferences in March.

Arely Salamanca, Circulation Public Service Specialist, attended *Seguimos Creando Enlaces*. This was a free conference that brought together libraries from the United States, Mexico, and other countries to share best practices in fostering community connections and build more inclusive library spaces. The sessions she attended highlighted resources, collections, programs, and services many libraries offer to their Spanish-speaking customers as well as building collaborative partnerships with organizations that work closely with this demographic. Arely is currently involved with the La Biblioteca Team, an OrangeBoy project, and is a member of the Spanish Engagement Initiative Team.

Circulation Supervisor, Kelli Smith and Circulation Public Service Specialist, Jacob Ziegler attended *Innovative User Group 2021* with a few other TSCPL staff. Innovative is the software company that owns Polaris, the integrated library system software TSCPL uses. At this conference, Innovative shared new features for Polaris and LEAP and highlighted other software products they are developing. Other presenters at this conference use Innovative products in their libraries and shared tips on how to get the most out of the product as well as some other tools they use to collect and analyze data. Sessions we attended focused on a variety of topics like SQL, Counter 5, project management, Vega: Discovery, getting data from Polaris and Simply Reports, and new software features for Polaris and LEAP.

#### ***2021 Circulation Statistics***

It was nice to see a noticeable increase in the amount of library materials customers checked out in March (148,781) in comparison to January (124,971) and February (120,586). This increase in usage was also reflected in the number of library materials returned to the library that month. A total of 44,088

items were checked in during March (January - 30,678; February 32,088). These numbers are collected monthly from Polaris, the library's computer software system that staff and customers use.

## **Community Service Department**

### **Sandra Hestand, Community Services Supervisor**

The community services department has been working hard providing excellent service to our TSCPL@Home customers. Along with the delivery service, staff have also begun selecting materials for personalized browsing customers that would like home delivery. With the combination of services staff are hearing rave reviews from customers. Marilyn D. said, "You know you're spoiling me with all this!" Christi Y. also loves the service saying, "Thank you for providing the service. We really appreciate you librarians!" With Covid numbers declining in Shawnee County, staff are excited at the possibility of a return to bookmobile service but are thankful that they have hopefully been able to not only help the library remain relevant but be a lifeline for users.

## **Digital Services**

### **David King, Digital Services Director**

#### ***Website redesign Projects***

The public and the Foundation website redesign projects are moving along! We have a timeline in place for the launch of the new website; we plan to fully launch on June 1st. This will give us time to fully test the new website, train staff on use, and introduce the updated website to our customers.

The Foundation website redesign has just received draft mock-ups of how the new website will visually look.

#### ***E-Rate for mobile devices***

Digital Services finalized our E-Rate contract for Wi-Fi hotspots and mobile phones. We renew annually and go out for bid every year in order to get the best rate. For the next year, we are continuing with Verizon for this service.

#### ***Deer Creek Computer Lab Re-opens***

Deer Creek Community Center recently opened back up. The library and the Topeka Housing Authority (THA) have a computer lab in the community center. Digital Services staff helped by updating public computers and removing some of the computers so they can safely spread out.





**Resolution – Election of Officers**

**BOARD OF TRUSTEES**

**April 15, 2021**

**Be it resolved that the Board of Trustees, Topeka, and Shawnee County Public Library, approves the Nominating Committee Report as presented:**

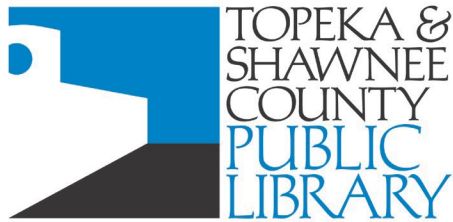
**Jim Edwards, Chair  
Kacy Simonsen, Vice Chair  
Joan Hicks, Secretary  
Shawn Leisinger, Treasurer**

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_



**Resolution – Expression of Gratitude to  
Kerry Onstott Storey**

**BOARD OF TRUSTEES  
April 15, 2021**

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

**Background Information:**

As Kerry Onstott Storey completes her fourth four-year term on the Board of Trustees, we take the time to acknowledge her exceptional service, dedication, and commitment to the Board of Trustee and library. It has been an honor and privilege to work with Kerry.

Kerry has served as chair, vice chair, and as secretary. She leads by example, volunteered numerous hours, incurred personal sacrifice, and exhibited outstanding library advocacy, acting as an agent of change.

Everyone leaves behind footprints in the sands of time, but Kerry’s, footprints will be engraved on stone for future generations to follow. The library commends Kerry Onstott Storey for her time-honored legacy of dedication, enthusiasm and outstanding service given to the Board of Trustees for the past sixteen years.

**Resolution by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

**Resolution passed/failed by a vote of \_\_\_\_\_**

**Date \_\_\_\_\_**

	2021												2021	2020	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	20 TO 21%
<b>CIRCULATION</b>															
<b>Main Library</b>															
TSCPL Curbside	33,939	30,745	31,880										96,564	0	#DIV/0!
Circulation Desk & Renewals	58,745	51,158	61,125										171,028	147,872	15.7%
Interlibrary Loan	1,129	1,039	1,044										3,212	3,401	-5.6%
Self-Check	190	10,217	23,450										33,857	158,774	-78.7%
<b>Bookmobile / TSCPL @ Home</b>	<b>5,282</b>	<b>4,569</b>	<b>4,444</b>										<b>14,295</b>	<b>51,151</b>	<b>-72.1%</b>
<b>Red Carpet</b>	<b>6,286</b>	<b>5,039</b>	<b>5,520</b>										<b>16,845</b>	<b>19,799</b>	<b>-14.9%</b>
<b>Digital Downloads</b>	<b>51,121</b>	<b>46,406</b>	<b>51,098</b>										<b>148,625</b>	<b>128,917</b>	<b>15.3%</b>
<b>Library @ Work / Smartlocker</b>	<b>2,218</b>	<b>2,158</b>	<b>2,100</b>										<b>6,476</b>	<b>6,919</b>	<b>-6.4%</b>
<b>TOTAL CIRCULATION</b>	<b>124,971</b>	<b>120,586</b>	<b>148,781</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>394,338</b>	<b>516,833</b>	<b>-23.7%</b>
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>	46,169	46,173	62,778										155,120	235,398	-34.1%
<b>Audio/Visual Material</b>	20,792	21,416	28,302										70,510	138,557	-49.1%
<b>Adult Materials</b>	39,054	40,352	53,926										133,332	222,181	-40.0%
<b>Children's Materials</b>	20,123	19,512	27,108										66,743	117,486	-43.2%
<b>Young Adult Materials</b>	2,394	2,423	3,345										8,162	10,985	-25.7%
<b>Red Carpet Materials</b>	5,390	5,302	6,701										17,393	23,350	-25.5%
<b>NEW Patrons</b>															
<b>Topeka / Shawnee County</b>															
Adults	315	304	297										916	1,767	-48.2%
Children (ages 17 and under)	26	16	44										86	354	-75.7%
<b>Red Carpet Outreach</b>	5	6	2										13	33	-60.6%
<b>NEKL</b>	52	34	54										140	244	-42.6%
<b>Non-Resident</b>	0	0	2										2	4	-50.0%
<b>Total New Registrations</b>	<b>398</b>	<b>360</b>	<b>399</b>										<b>1,157</b>	<b>2,402</b>	<b>-51.8%</b>
<b>PATRONS DELETED</b>	<b>72</b>	<b>28</b>	<b>71</b>										<b>171</b>	<b>5,859</b>	<b>-97.1%</b>
<b>BORROWERS</b>															
<b>Topeka / Shawnee County</b>															
Adults	54,016	54,350	54,518										54,518	53,762	1.4%
Children (age 0 - 17)	14,922	14,845	14,723										14,723	15,002	-1.9%
TSCPL @ School	20,751	20,751	20,751										20,751	20,665	*
<b>Red Carpet Outreach</b>	1,124	1,135	1,130										1,130	1,121	0.8%
<b>NEKL</b>	7,395	7,428	7,456										7,456	7,367	1.2%
<b>Non-Resident</b>	80	80	82										82	80	2.5%
<b>Delinquent</b>	83	85	82										82	87	-5.7%
<b>TOTAL BORROWERS</b>	<b>98,371</b>	<b>98,674</b>	<b>98,742</b>										<b>98,742</b>	<b>98,084</b>	<b>0.7%</b>
<b>Holds Satisfied</b>	<b>24,521</b>	<b>20,351</b>	<b>20,071</b>										<b>64,943</b>	<b>44,887</b>	<b>44.7%</b>
<b>CHECK-IN</b>															
<b>TOTAL CHECK-IN</b>	<b>30,678</b>	<b>32,088</b>	<b>44,088</b>										<b>106,854</b>	<b>235,574</b>	<b>-54.6%</b>
<b>2021</b>															
<b>COLLECTION</b>															
<b>Materials Added</b>	3,093	2,683	3,493										9,269	12,068	-23.2%
<b>Materials Discarded</b>	5,871	7,180	7,193										20,244	20,058	0.9%
<b>TOTAL COLLECTION</b>	<b>380,051</b>	<b>375,554</b>	<b>371,854</b>										<b>371,854</b>	<b>395,203</b>	<b>-5.9%</b>
<b>WEBSITE</b>															
<b>tscpl.org Unique Visitors</b>	30,372	28,370	31,560										90,302	109,564	-17.6%
<b>tscpl.org Total Visits</b>	53,714	47,118	51,313										152,145	180,574	-15.7%
<b>catalog.tscpl Unique Visitors</b>	13,770	12,670	14,136										40,576	54,030	-24.9%
<b>catalog.tscpl Total Visits</b>	40,737	35,921	39,051										115,709	127,118	-9.0%
<b>NOTARY SERVICE</b>	<b>0</b>	<b>64</b>	<b>93</b>										<b>157</b>	<b>539</b>	<b>-70.9%</b>



Adult Audiobooks	1,559	1,625	2,109															5,293	8,884	-40.4%
Adult Music	1,578	1,623	2,371															5,572	9,171	-39.2%
Adult Videos / DVDs	13,938	14,603	19,284															47,825	95,473	-49.9%
<b>ADULT CIRCULATION</b>	<b>39,054</b>	<b>40,352</b>	<b>53,926</b>															<b>133,332</b>	<b>222,382</b>	<b>-40.0%</b>
<b>Juvenile Material</b>																				
Juvenile Fiction	12,940	12,470	17,830															43,240	70,168	-38.4%
Juvenile Nonfiction	3,501	3,513	4,762															11,776	22,481	-47.6%
Juvenile Audiobooks	185	176	265															626	1,195	-47.6%
Juvenile Music	141	129	213															483	938	-48.5%
Juvenile Videos / DVDs	3,356	3,224	4,038															10,618	22,435	-52.7%
<b>JUVENILE CIRCULATION</b>	<b>20,123</b>	<b>19,512</b>	<b>27,108</b>															<b>66,743</b>	<b>117,217</b>	<b>-43.1%</b>
<b>Red Carpet Material</b>																				
RC Print Materials	5,307	5,231	6,593															17,131	22,687	-24.5%
RC Realia	83	71	108															262	663	-60.5%
<b>RED CARPET CIRCULATION</b>	<b>5,390</b>	<b>5,302</b>	<b>6,701</b>															<b>17,393</b>	<b>23,350</b>	<b>-25.5%</b>
<b>Young Adult Material</b>																				
YA Print Materials	2,359	2,387	3,323															8,069	10,781	-25.2%
YA A/V	35	36	22															93	204	-54.4%
<b>YOUNG ADULT CIRCULATION</b>	<b>2,394</b>	<b>2,423</b>	<b>3,345</b>															<b>8,162</b>	<b>10,985</b>	<b>-25.7%</b>
Overdrive	35,977	32,454	35,030															103,461	92,744	11.6%
Hoopla	14,034	13,952	14,376															42,362	34,162	24.0%
Flipster	1,110	*	1,692															2,802	2,011	39.3%
<b>DIGITAL DOWNLOADS</b>	<b>51,121</b>	<b>46,406</b>	<b>51,098</b>															<b>148,625</b>	<b>140,025</b>	<b>6.1%</b>
	<b>2021</b>															<b>2021</b>				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total							
<b>Value Calculator</b>																				
<b>Circulation</b>																				
Books (\$17)	\$776,237	\$776,611	\$1,048,186																	\$2,601,034
Magazines (\$5)	\$2,540	\$2,450	\$5,600																	\$10,590
DVD, Games, Music (\$4)	\$76,192	\$78,460	\$103,712																	\$258,364
Notary Service (\$10)	\$0	\$640	\$930																	\$1,570
Reference Questions (\$7)	#VALUE!	#VALUE!	#VALUE!																	#VALUE!
Programming (\$10)	\$17,000	\$42,190	\$38,440																	\$97,630
Meeting Room Use	\$0	\$0	\$1																	\$1
Gallery Attendance (\$10)	\$0	\$0	\$6,180																	\$6,180
Computer Use (\$12 /hr)	\$37,817	\$39,265	\$62,808																	\$139,890
ILL Borrowed (\$25)	\$2,975	\$3,600	\$5,000																	\$11,575
<b>TOTAL VALUE</b>	<b>\$945,061</b>	<b>\$961,226</b>	<b>\$1,256,157</b>																	<b>\$3,162,444</b>