

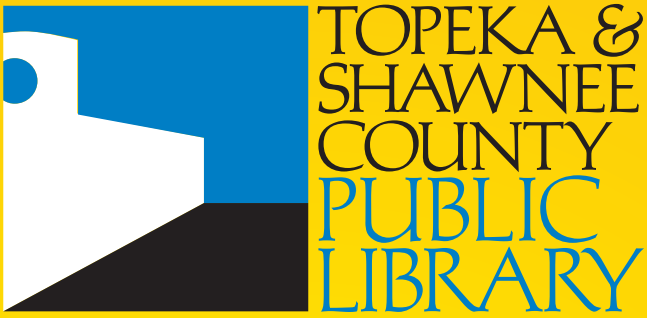


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

February 18, 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, February 18, 2021– 4:00 pm
Zoom Meeting
<https://tscpl.zoom.us/j/93489069927>
Meeting ID: 93489069927
Passcode: 030190

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of January 11, 2021 Special Meeting Minutes of the Board of Trustees – Action Item Pg. 5

Approval of January 21, 2021 Meeting Minutes of the Board of Trustees – Action Item Pg. 6

Chief Financial Officer’s Report – Kim Strube Pg. 9

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

Interim Chief Executive Officer/ Chief of Staff – Thad Hartman Pg. 27

- David King, Digital Services Director - website development update by Imagemakers team: Bobbie Sloan, Experience Director and Brad Dornes, Technical Project Manager

New Business

- Review of the Friends of the Library Memorandum of Understanding (MOU) – **Action Item Pg. 41**
- Review of Senate Bill 13 – Chuck Engel, Library Legal Counsel

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 to request their name be placed on the public comment listing.

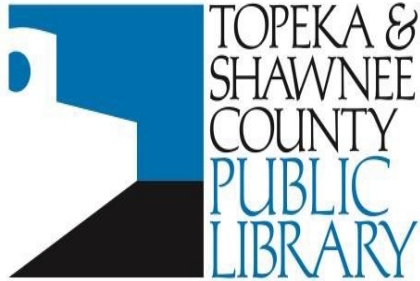
Next Meeting

March 18, 2021

4:00 pm

Zoom Meeting

*Subject to change without notice



Minutes
Board of Trustees Executive Committee
January 11, 2021 – 4:00 pm
Zoom Meeting
<https://tscpl.zoom.us/j/91854647221>
Meeting ID: 91854647221
Passcode: 400596

Call to Order

The Board of Trustees Executive Committee was called to order by Trustee Chair Liz Post at 4:03 PM. Attendees included Liz Post, Jim Edwards, Beth Dobler, Kacy Simonsen, Kerry Onstott Storey, Kim Strube, Jesse Maddox, and Thad Hartman

Review of Minutes and Agenda

The minutes from December 17, 2020 Board of Trustees Meeting, December 18, 2020, Special Meeting and agenda for the Board of Trustees January 21, 2021 were reviewed.

Discussion followed.

Meeting of Executive Session to discuss personnel matters.

A motion was made by Jim Edwards and seconded by Beth Dobler at 4:08 PM to have the Board of Trustees of the Topeka Shawnee County Public Library go into Executive Session to discuss personnel matters for an hour, no action will be taken. Participants will include members of the Board of Trustees Executive Committee, Jesse Maddox, and Thad Hartman. **Motion Passed**

A motion to end the Executive Session and return to regular session by Jim Edwards at 4:50 pm and seconded by Kacy Simonsen. **Motion Passed**

Adjournment

A motion to adjourn the Board of Trustees Executive Committee meeting was made by Jim Edwards at 4:52 PM and seconded by Kacy Simonsen. **Motion Passed**

The meeting adjourned at 4:52 PM.



Minutes
Board of Trustees meeting
Thursday, January 21, 2021– 4:00 pm
Zoom Meeting
<https://tscpl.zoom.us/j/94064332132>
Meeting ID: 94064332132
Passcode: 180273

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, and Joan Hicks

Absent

Kristen O'Shea

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, January 21, 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 Winter Challenge registration experience. For further information visit <https://tscpl.beanstack.com/reader365>

Approval of Minutes

On a motion by Jim Edwards, seconded by Shawn Leisinger, the December 17, 2020 minutes of the Board of Trustees were approved. Motion carried.

On a motion by David Monical seconded by Shawn Leisinger, the December 18, 2020 Special Meeting minutes of the Trustees Executive Meeting were approved. Motion carried.

Chief Financial Officer's Report – Kim Strube

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

Approval of the Treasurer's Report

Board Treasurer Kacy Simonsen reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for December 2020.

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

Motion passed unanimously.

The Library Foundation

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

Friends of Topeka and Shawnee County Public Library

TSCPL Friends president Christy Molzen shared the January Friends report.

Board Chair Report

Chair Liz Post reported the Executive Committee met via Zoom on Monday, January 11, 2020 at 4:00 pm. The meeting minutes for the December 17, 2020 board meeting, Special Meeting minutes of the Trustees Meeting for December 18, 2020, and January 21, 2021 agenda were reviewed.

Interim Chief Executive Officer/Chief of Staff Reports

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

Hartman shared the following list of anticipated presentations for the February 18 and March 18, 2021 Board of Trustees meetings:

- Imagemakers will provide a sneak peek of the updated library website.
- Clark Swanson with OrangeBoy will provide an update on data collection.

Marie Pyko provided an update on service levels. Additional information will be provided as time goes on. For further information visit <https://tscpl.org/>

New Business

No new business.

Executive Session

On a motion by Jim Edwards, seconded by Shawn Leisinger, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees recess the regular meeting to an Executive Session to discuss personnel matters at 4:41 pm for a time not-to-exceed 40 minutes. No action will be taken. Participants will include the Board of Trustees and Chuck Engel.

Executive session ended at 5:09 pm

Adjournment

On a motion by Shawn Leisinger, seconded by David Monical, the meeting was adjourned at 5:12 pm.

Motion passed unanimously.

Next Meeting

February 18, 2021

4:00 pm

Zoom Meeting

*Subject to change without notice

Investments and Debt as of January 31, 2021; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received on January 20th, were included in the investment opportunity offered to local financial institutions per my letter dated January 29th, with bids received no later than 10 AM on February 10th. The Library did not receive any bids from the local financial institutions.

Revenue/Expense/Balance by Fund Report – Page 2

The “Prev. Year PO Expenditures” column reports payments for items that were ordered or committed during the 2020 budget year and received and/or invoiced January 1, 2021 or after.

General Fund – Pages 3 through 5

With 8.5% of the budget year completed, 48% of the budgeted revenue has been received and 9% of the approved budget has been expended/encumbered. This compares to 2020 in which 46% of the budgeted revenue had been received and 11% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

The first tax distribution of 2021 was received January 20th as scheduled. The total received for the General Fund was \$7,465,536. The percentage of the ad valorem budget collected year-to-date is 54%. The percentage of the ad valorem budgeted collected in January 2020 was also 54%. The percentage of year-to-date motor vehicle taxes collected is 3%, the same as collected as of this point in time in 2020.

Employee Benefit Fund – Page 6

With 8.5% of the budget year completed, 48% of the budgeted revenue has been received and 11% of the approved budget has been expended/encumbered. This compares to 2020 in which 50% of the budgeted revenue had been received and 12% of the approved budget had been expended/encumbered.

The January 20th tax distribution totaled \$1,762,119. The percentage of the ad valorem budget collected year-to-date is 54%. The percentage of the ad valorem budgeted collected in January 2020 was also 54%. The percentage of year-to-date motor vehicle taxes collected year-to-date is 3%. This compares to 2020 in which 5% had been collected.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,922,126.

Debt Service Fund-Bond and Interest – Page 7

The January 20th tax distribution totaled \$10,999. The 2020 bond and interest levy is 0.000, however motor vehicle taxes, recreational vehicle taxes and delinquent taxes will continue to trickle in during the year.

Purchase Order Notification

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

January is the time of year when annual purchase orders are created for certain types of purchases and for known, ongoing commitments. Thus, the list is lengthy this month. When items say, “open PO,” it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Facilities supplies open PO	\$10,000.00	Border States Industries, Inc.
Board approved 10/20/2020 funding request to the Friends of the Library that included \$25,000 for the Dolly Parton project	Pass-through to the Library Foundation for investment for the Dolly Parton Imagination Library Initiative	\$25,000.00	The Library Foundation
Approved operating budget	Facilities supplies open PO	\$9,000.00	Lowe’s Companies, Inc.
Approved operating budget	Large vehicle repair open PO	\$13,000.00	MHC Kenworth
Approved operating budget	Annual telephone service	\$15,900.00	AT&T

Approved operating budget	Annual preventive maintenance agreement for bookmobile building	\$8,691.00	McElroy's Inc.
Approved operating budget	Annual directors and officer's liability policy	\$5,123.00	World Insurance Associates LLC
Approved operating budget	Annual workers' compensation insurance	\$44,746.00	World Insurance Associates LLC
Approved operating budget	Annual insurance for property, general liability, automobiles, inland marine, crime, terrorism, and cyber security	\$49,395.00	World Insurance Associates LLC
Approved operating budget	Payroll and human resources software access and services, including year-end reporting forms	\$65,503.75	Paycom Payroll LLC
Approved operating budget	Annual network hardware support agreement	\$31,060.88	Oneneck IT Solutions
Approved operating budget	Learn and Play Bud leased garage space – annual costs for lease, water/sewer/trash services and property tax increase (from what was in base lease)	\$12,600.00	Starwood PH Properties, LLC
Approved operating budget	Membership Renewal – 2021	\$9,000.00	Urban Libraries Council
Approved operating budget	Annual maintenance agreement	\$18,532.00	Johnson Controls, Inc.
Approved operating budget	Annual K-9 inspection services	\$31,200.00	Bug Hounds LLC
Approved operating budget	Annual maintenance for Mi Tel VOIP phone system	\$7,887.75	Blueally Technology Solutions, Inc.
Approved operating budget	Mobile broadband charges for bookmobiles & smartphones	\$24,000.00	Verizon Wireless
Approved operating budget	RFID Tags	\$5,394.00	Bayscan Technologies
Approved operating budget	Annual internet service	\$26,400.00	AT&T
Approved operating service	Employee assistance program – annual	\$6,903.20	New Directions Behavioral Health

Approved operating service	Annual subscription and support agreement for Bibliocommons Core catalog and Suggest for Purchase modules	\$27,365.77	Bibliocommons, Inc.
Library Materials	Novelist Select online	\$8,957.00	Ebsco Information Services
Library Materials	Adult non-fiction	\$5,500.00	Baker & Taylor Books
Library Materials	Miss Humblebees online	\$8,270.30	Gale/Cengage Learning Inc.
Library Materials	Adult blue-rays & DVDs	\$5,430.00	Midwest Tape LLC

Other Items:

- The fieldwork for the 2020 audit is nearly complete. The audit will go through several reviews at BT & Co. and the final will be provided to use in the management discussion and analysis portion of the audit report. The Board’s Finance and Audit Committee is scheduled to meet on April 7th and their recommendation will be provided for the April Board meeting.
- When reviewing the budgeted and actual beginning unencumbered cash balances for the tax-supported funds on pages 5-7 of the financial report, please keep in mind that the budgeted cash balances presume that: (1) the prior year expenditure budget will be fully spent (unless carryforward exceptions are made, such as for health insurance and health savings accounts); and (2) an uncollectible tax revenue factor is also included since taxes are never 100% collectible. This is a conservative approach to ensure funds are sufficient.
- The annual workers’ compensation audit is scheduled for February 26th.
- There were no offers received from local financial institutions for the short-term investment bid in February. The minimum investment rates banks must offer to secure public funds is listed below for the week 2/8/2021 to 2/14/2021.

2/08/21 thru 2/14/21		
TERM	CURRENT	PREVIOUS
1 to 89 Days	0.08%	0.07%
3 Months	0.01%	0.03%
6 Months	0.04%	0.06%
1 Year	0.07%	0.08%
18 Months	0.08%	0.09%
2 Years	0.10%	0.11%

Excess funds will be invested in a 3-month fixed account with the Municipal Investment Pool on Friday, February 19, 2021.

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

1/31/2021

	<u>Balance 1/1/2021</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 1/31/2021</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,901,534.78	\$ 7,469,832.41	\$ 1,588,563.74	\$ 10,782,803.45
Employee Benefits	1,066,108.36	1,763,985.32	384,453.22	\$ 2,445,640.46
Capital Improvement	2,921,349.41	776.36	-	\$ 2,922,125.77
Bond & Interest	13,283.82	10,999.48	-	\$ 24,283.30
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	407.88	-	407.88	\$ -
Federal, State & Local Grants	19.03	-	-	\$ 19.03
Other Special Revenue	530,838.73	2,519.76	41,722.99	\$ 491,635.50
Permanent Funds	247,476.65	-	-	\$ 247,476.65
Totals	<u>\$ 9,681,018.66</u>	<u>\$ 9,248,113.33</u>	<u>\$ 2,015,147.83</u>	<u>\$ 16,913,984.16</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 916,864.02
Restricted Funds-CoreFirst Bank-Checking	493,736.90
Capital Improvement Fund-VisionBank-Money Market Account	2,922,125.77
Cash on Hand	2,250.24
Petty Cash	220.00
Endowment Securities	247,476.65
Municipal Investment Pool - Overnight	12,767,630.67
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 17,350,304.25</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(66.13)
Less Payroll Deduction and Employer Benefit Liabilities	(8,537.59)
Less Outstanding Checks	444,923.81
	<u>\$ 16,913,984.16</u>

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

1/31/2021

	1/1/2021 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	1/31/2021 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,901,534.78	\$ 7,469,832.41	\$ 548,984.50	\$ 1,039,579.24	\$ 10,782,803.45	\$ 1,342,969.19	\$ 9,439,834.26
Employee Benefit Fund	1,066,108.36	1,763,985.32	-	384,453.22	2,445,640.46	42,784.25	2,402,856.21
Capital Improvement Fund	2,921,349.41	776.36	-	-	2,922,125.77	-	2,922,125.77
Bond & Interest Fund	13,283.82	10,999.48	-	-	24,283.30	-	24,283.30
Non Major Governmental Funds							
<i>State Aid Fund</i>	407.88	-	407.88	-	-	-	-
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,615.64	2.85	-	-	10,618.49	-	10,618.49
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.17	0.01	-	-	31.18	-	31.18
Friends	89,412.43	16.21	3,758.33	25,300.00	60,370.31	3,723.00	56,647.31
Fun Committee	3,266.86	261.51	-	-	3,528.37	-	3,528.37
Gallery Competitions/Exhibits	36,273.72	9.74	-	-	36,283.46	-	36,283.46
Gifts/Memorials (Undesignated)	333,415.39	86.28	12,024.30	-	321,477.37	50,378.27	271,099.10
Hathaway Trust - Library Materials	2,955.47	0.79	-	-	2,956.26	432.09	2,524.17
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	16,414.36	2,132.16	365.17	275.19	17,906.16	364.67	17,541.49
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,072.23	4.32	-	-	16,076.55	-	16,076.55
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,268.40	1.15	-	-	4,269.55	-	4,269.55
Special Collections	5,713.50	1.53	-	-	5,715.03	-	5,715.03
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.22	0.01	-	-	36.23	-	36.23
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,181.09	0.59	-	-	2,181.68	-	2,181.68
Youth Services	9,723.56	2.61	-	-	9,726.17	-	9,726.17
<i>Permanent Funds</i>							
Mertz Trust	247,476.65	-	-	-	247,476.65	-	247,476.65
TOTALS	\$ 9,681,018.66	\$ 9,248,113.33	\$ 565,540.18	\$ 1,449,607.65	\$ 16,913,984.16	\$ 1,440,651.47	\$ 15,473,332.69

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

1/31/2021

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 1/31/2021</u>
				8.5%
Ad Valorem Property Tax	\$ 13,722,658.00	\$ 7,413,916.40	\$ (6,308,741.60)	54%
Revitalization Rebates	(156,245.00)	(112,137.03)	\$ 44,107.97	72%
Back Tax	-	68,555.56	\$ 68,555.56	N/A
Motor Vehicle Tax	1,566,866.00	49,369.62	\$ (1,517,496.38)	3%
Recreational Vehicle Tax	15,099.00	406.06	\$ (14,692.94)	3%
16/20 M Vehicle Tax	6,089.00	4,326.27	\$ (1,762.73)	71%
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	3,833.39	\$ (45,321.61)	8%
E-Rate Reimbursement	18,258.00	-	\$ (18,258.00)	0%
Miscellaneous Revenue	3,000.00	1,762.00	\$ (1,238.00)	59%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	101,050.00	-	\$ (101,050.00)	0%
Salary Refunds-Friends	30,285.00	-	\$ (30,285.00)	0%
Salary Refunds-Shawnee Cty	23,265.00	1,781.61	\$ (21,483.39)	8%
Vending Machines	3,500.00	-	\$ (3,500.00)	0%
Overdue Fees*	50,000.00	508.67	\$ (49,491.33)	1%
Debt Collect	-	30.00	\$ 30.00	N/A
ILL Fees	350.00	41.00	\$ (309.00)	12%
Mailing Fees	100.00	-	\$ (100.00)	0%
Non Resident Card Fee	300.00	-	\$ (300.00)	0%
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	173.04	\$ (3,076.96)	5%
Transfer In	41,797.00	-	\$ (41,797.00)	0%
Library Treasurer's Balance	2,443,575.00	-	\$ -	N/A
TOTALS	<u>\$ 17,937,029.00</u>	<u>\$ 7,469,832.41</u>	<u>\$ (8,023,621.59)</u>	48%

* 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**

1/31/2021

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					8.5%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ -	\$ -	\$ 6,400.00	0%
Salaries-Facilities	694,360.00	71,623.34	-	622,736.66	10%
Salaries-Overtime	10,000.00	16.60	-	9,983.40	0%
Salaries-Security	322,993.00	29,862.09	-	293,130.91	9%
Salaries-Shelvers	177,103.00	-	-	177,103.00	0%
Salaries-Staff	7,634,011.00	843,009.79	-	6,791,001.21	11%
Conferences	120,000.00	-	-	120,000.00	0%
Staff Internal Dev/Trng - Web Based	15,000.00	-	-	15,000.00	0%
Staff Development & Training	15,000.00	-	720.00	14,280.00	5%
Mileage	9,200.00	-	-	9,200.00	0%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	-	132.00	2,368.00	5%
Materials-Periodicals	35,000.00	107.24	-	34,892.76	0%
Materials-Print/Non-Print <1 YR	594,800.00	17,577.30	420.00	576,802.70	3%
Materials-Print/Non-Print	1,270,200.00	18,781.90	76,843.18	1,174,574.92	8%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	105,365.00	-	-	105,365.00	0%
Contracted-Digital Services	480,122.00	467.80	72,554.61	407,099.59	15%
Contracted-Facilities	329,100.00	5,006.30	92,478.30	231,615.40	30%
Contracted-Equipment	50,900.00	1,720.28	6,706.00	42,473.72	17%
Contracted-Professional	277,700.00	6,893.93	59,011.21	211,794.86	24%
Contracted-E-Rate Services	1,643.00	-	-	1,643.00	0%
Digital Services Support	187,500.00	10.46	79.95	187,409.59	0%
Furniture/Equipment	92,000.00	-	-	92,000.00	0%
Insurance	55,000.00	25,971.00	30,763.00	(1,734.00)	103%
Marketing & Communication	47,500.00	1,225.34	-	46,274.66	3%
Memberships/Dues	30,900.00	9,000.00	861.00	21,039.00	32%
Miscellaneous	5,000.00	-	-	5,000.00	0%
Payments to Other Libraries	116,672.00	-	-	116,672.00	0%
Postage/Shipping	107,494.00	122.00	1,878.00	105,494.00	2%
Printing	96,800.00	-	1,938.60	94,861.40	2%
Programming	32,000.00	318.91	802.60	30,878.49	4%
Special Events	-	-	-	-	0%
Special Projects	733,150.00	101.75	-	733,048.25	0%
Supplies-Facilities	77,417.00	433.87	50,709.92	26,273.21	66%
Supplies-Office/Library	94,100.00	92.35	2,724.33	91,283.32	3%
Supplies-Processing	48,000.00	688.83	10,272.00	37,039.17	23%
Telecommunications	99,100.00	4,699.90	36,509.85	57,890.25	42%
Transfer Out	1,750,000.00	-	-	1,750,000.00	0%
Utilities-Electric	367,200.00	-	720.00	366,480.00	0%
Utilities-Gas	66,300.00	1,249.06	-	65,050.94	2%
Utilities-Water/Sewage	35,000.00	0.71	-	34,999.29	0%
Vehicle-Gas	36,000.00	598.49	-	35,401.51	2%
Vehicle-Repair	50,500.00	-	39,660.00	10,840.00	79%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	-	-	-	N/A
TOTALS	\$ 17,937,030.00	\$ 1,039,579.24	\$ 485,784.55	\$ 14,761,666.21	9%

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

1/31/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2021	\$ 2,443,575.00	\$ 3,489,712.60	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,722,658.00	7,413,916.40	54%
Revitalization Rebates	(156,245.00)	(112,137.03)	72%
Back Tax	-	68,555.56	N/A
Motor Vehicle Tax	1,566,866.00	49,369.62	3%
Recreational Vehicle Tax	15,099.00	406.06	3%
16/20M Vehicle Tax	6,089.00	4,326.27	71%
In Lieu of Tax	2,817.00	37,265.82	1323%
Watercraft Special Tax	8,110.00	-	0%
Commercial Vehicle Fees	49,155.00	3,833.39	8%
E-Rate Reimbursement	18,258.00	-	0%
Fees and Charges	61,000.00	2,341.67	4%
Reimbursements	154,600.00	1,781.61	1%
Transfer In	41,797.00	-	
Interest on Idle Funds	3,250.00	173.04	5%
	<u>\$ 15,493,454.00</u>	<u>\$ 7,469,832.41</u>	48%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,844,867.00	944,511.82	11%
Other Staff Support Costs	159,200.00	720.00	0%
Library Collections	1,902,500.00	113,861.62	6%
Contracted Services	1,244,830.00	244,838.43	20%
Digital Services Support	187,500.00	90.41	0%
Furniture/Equipment/Art	100,000.00	-	0%
Payments to Other Libraries	116,672.00	-	0%
Special Projects	733,150.00	101.75	0%
Utilities & Telecommunications	567,600.00	43,179.52	8%
Vehicles	86,500.00	40,258.49	47%
Other Operating Expenditures	594,210.00	137,801.75	23%
Transfer Out	1,750,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,937,029.00</u>	<u>\$ 1,525,363.79</u>	9%
Prior Year Canceled Purchase Orders		<u>\$ 5,653.04</u>	
Unencumbered Balance 1/31/2021	\$ -	<u>\$ 9,439,834.26</u>	

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

1/31/2021

EMPLOYEE BENEFITS

	2021 Budget	Year To Date	%
Balance 01/01/2021	\$ 652,012.00	\$ 1,066,108.36	
Revenue:			
Ad Valorem Property Tax	\$ 3,238,907.00	\$ 1,752,313.05	54%
Revitalization Rebates	(36,878.00)	(26,507.71)	72%
Back Tax	-	15,136.53	N/A
Motor Vehicle Tax	329,381.00	10,537.33	3%
Recreational Vehicle Tax	3,174.00	86.66	3%
16/20M Vehicle Tax	1,280.00	926.00	72%
In Lieu of Tax	691.00	8,809.14	1275%
Watercraft Special Tax*	1,705.00	-	0%
Commercial Vehicle Fees	10,333.00	818.16	8%
Refund-Fringe Benefits-Foundation	53,260.00	-	0%
Refund-Fringe Benefits-Friends	17,433.00	-	0%
Refund-Fringe Benefits-Shawnee Cty	16,203.00	1,078.39	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	2,112.00	669.94	32%
Interest on Idle Funds	500.00	117.83	24%
	<u>\$ 3,638,101.00</u>	<u>\$ 1,763,985.32</u>	48%
Expenditures/Encumbrances:			
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	68,764.14	10%
Ks Public Employees Retirement Sys	840,258.00	90,917.69	11%
Worker's Compensation	54,000.00	44,746.50	83%
Unemployment Tax	8,845.00	4,658.23	53%
Health/Dental Insurance	2,299,932.00	207,870.91	9%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,290,113.00</u>	<u>\$ 427,237.47</u>	11%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 1/31/2021	\$ -	\$ 2,402,856.21	

* 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 01/01/2021	\$ 2,921,349.41
Revenue:	
Transfer In	\$ -
Interest received	776.36
	<u>\$ 776.36</u>
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	<u>-</u>
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 1/31/2021	\$ 2,922,125.77

STATE AID

Balance 01/01/2021	\$ -	\$ -
Revenue:		
State Aid	-	-
	<u>\$ -</u>	<u>\$ -</u>
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	53,000.00	-
	<u>\$ 53,000.00</u>	<u>\$ -</u>
Unencumbered Balance 1/31/2021		\$ -

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

1/31/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2021	\$ 16,697.00	\$ 13,283.82	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	82.94	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	3,943.53	16%
Motor Vehicle Tax	-	5,941.62	N/A
Recreational Vehicle Tax	-	48.87	N/A
16/20M Vehicle Tax	-	521.09	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	461.36	N/A
Interest on Idle Funds	100.00	0.07	0%
	<u>\$ 25,100.00</u>	<u>\$ 10,999.48</u>	44%
<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%
Unencumbered Balance 1/31/2021	\$ -	\$ 24,283.30	

* 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 January 31, 2021

Capital Improvement Funds-VisionBank

\$ 2,922,125.77 at .31% (money market account)

Municipal Investment Pool

\$12,767,630.67 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average January 1 - 31, 2021 was .01%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21509	0	1/7/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,240.07	-98083
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,240.07	-98083 Total
10	21505	0	1/6/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,401.37	-98081
15	21516	0	1/6/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,203.41	-98081
15	21517	0	1/6/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,066.89	-98081
10	21513	0	1/6/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,076.89	-98081
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 49,748.56	-98081 Total
10	21501	0	1/4/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,511.45	-98074
10	21502	0	1/4/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,648.35	-98074
15	21521	0	1/4/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 288.99	-98074
10	21503	0	1/4/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,958.24	-98074
15	21504	0	1/4/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,958.24	-98074
10	21503	0	1/4/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,199.90	-98074
15	21504	0	1/4/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,199.90	-98074
10	21514	0	1/4/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,188.15	-98074
10	21518	0	1/4/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 46.15	-98074
10	41000	313	1/4/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,825.80	-98074
10	41000	313	1/4/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 328.86	-98074
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 81,154.03	-98074 Total
10	21501	0	1/15/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,721.81	-98070
10	21502	0	1/15/2021	PAYCOM PAYROLL LLC	State W/H	\$ 11,289.67	-98070
15	21521	0	1/15/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 288.61	-98070
10	21503	0	1/15/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,612.06	-98070
15	21504	0	1/15/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,529.77	-98070
10	21503	0	1/15/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,352.85	-98070
15	21504	0	1/15/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,352.85	-98070
10	21514	0	1/15/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,188.15	-98070
10	21518	0	1/15/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 46.15	-98070
10	23800	0	1/15/2021	PAYCOM PAYROLL LLC	W-2s	\$ 1,568.35	-98070
10	23800	0	1/15/2021	PAYCOM PAYROLL LLC	W-3	\$ 75.00	-98070
10	41000	313	1/15/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,833.60	-98070
10	41000	313	1/15/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 330.60	-98070
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 85,189.47	-98070 Total
10	21505	0	1/19/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,461.37	-98069
15	21516	0	1/19/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,292.13	-98069
15	21517	0	1/19/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,076.86	-98069
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 48,830.36	-98069 Total
10	21515	0	1/20/2021	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 28,769.38	-98067

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21515	0	1/20/2021	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 133,513.06	-98067
15	21515	0	1/20/2021	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,251.56	-98067
						\$ 163,534.00	-98067 Total
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 15.00	-98065
10	41000	322	1/20/2021	COREFIRST BANK & TRUST	Tax (waiting on refund)	\$ 225.34	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Gal ziploc frzr bgs 3 pk	\$ 38.20	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	16 Gel Light Filter	\$ 17.99	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	18-mm utility knife 3pk	\$ 7.99	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	9-mm utility knife 6pk	\$ 8.99	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Canon EOS M50	\$ 1,398.00	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	iPhone 6 Case	\$ 32.97	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	GTSE 8 Colored zip ties"	\$ 23.98	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	VELCRO One-Wrap Ties	\$ 23.16	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	VELCRO One-Wrap Tape	\$ 43.10	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Covidien 5-Quart wall enc	\$ 306.32	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Singer M3220 sewing mach.	\$ 899.94	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Porteus kiosk server pemi	\$ 370.00	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Porteus automatic updates	\$ 525.00	-98065
10	41000	310	1/20/2021	COREFIRST BANK & TRUST	International Fee	\$ 17.90	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Bostitch Electric Stapler	\$ 42.13	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	HD Bostitch Stapler	\$ 17.35	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	HD Extra Lg Utility Cart	\$ 169.99	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Laser pointer toy	\$ 51.96	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	wood peg doll bodies	\$ 29.97	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	red Model Magic	\$ 12.39	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	blue model magic	\$ 12.39	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	yellow Model Magic	\$ 12.39	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	grocery lunch sacks	\$ 27.75	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	plastic cups with lids 2o	\$ 11.99	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	paint cups with lids	\$ 41.97	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Strathmore printmaking pa	\$ 48.75	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	speedball brayer 4",202506"	\$ 15.28	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	block printing ink - blue	\$ 15.54	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	block ink silver	\$ 9.59	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	block ink turquoise	\$ 15.54	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	block ink white	\$ 9.59	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Teacher's Scissors - 8 1/	\$ 5.14	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Blick Washable Glue	\$ 14.02	-98065

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Drawing Papers - 9" x 12	\$ 8.19	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Studio Canvas Pad 9 x 12	\$ 30.75	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Bulk Pack Watercolor Paper	\$ 5.52	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Acrylics - Silver 4 oz	\$ 3.67	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Acrylics - Quinacridone M	\$ 6.81	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Acrylics - Burnt Sienna	\$ 9.88	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Acrylics - Violet	\$ 9.88	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Acrylics - Turquoise	\$ 9.88	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Basic Color Set, Pack of	\$ 32.82	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	liquid watercolor blue 8	\$ 4.04	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	liquid watercolor green 8	\$ 4.04	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	liquid watercolor yellow	\$ 4.04	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	liquid watercolor red 8oz	\$ 4.04	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	liquid watercolor brown 8	\$ 4.04	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	business cards	\$ 12.99	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	shipping handling	\$ 9.63	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	LED Flood Light 10W	\$ 87.60	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	costway steam cleaner	\$ 125.00	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Brilliance 1 gallon	\$ 34.95	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	mka1 master key	\$ 30.00	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	NewLife by GelPro Anti Fa	\$ 114.95	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	55 Samsung TV"	\$ 838.00	-98065
10	41000	420	1/20/2021	COREFIRST BANK & TRUST	Freight	\$ 92.35	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	ruggard case	\$ 50.85	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	set up	\$ 45.00	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	Twill patch scarf	\$ 2,024.00	-98065
10	23800	0	1/20/2021	COREFIRST BANK & TRUST	ground shipping	\$ 151.08	-98065
10	41000	330	1/20/2021	COREFIRST BANK & TRUST	18 and 9mm utility knives	\$ 2.00	-98065
10	41000	410	1/20/2021	COREFIRST BANK & TRUST	Covidien 5-Quart wall enc	\$ 85.76	-98065
10	41000	330	1/20/2021	COREFIRST BANK & TRUST	wood peg doll bodies	\$ 2.74	-98065
10	41000	320	1/20/2021	COREFIRST BANK & TRUST	Shipping	\$ 10.46	-98065
					<i>Miscellaneous online orders paid by credit card</i>	\$ 8,372.57	-98065 Total
10	21505	0	1/29/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,284.74	-98062
15	21516	0	1/29/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,030.98	-98062
15	21517	0	1/29/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,047.41	-98062
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 48,363.13	-98062 Total
10	21501	0	1/28/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,355.02	-98055
10	21502	0	1/28/2021	PAYCOM PAYROLL LLC	State W/H	\$ 11,788.02	-98055

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21521	0	1/28/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 306.58	-98055
10	21503	0	1/28/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,255.61	-98055
15	21504	0	1/28/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,220.11	-98055
10	21503	0	1/28/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,503.27	-98055
15	21504	0	1/28/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,503.27	-98055
10	21514	0	1/28/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,063.15	-98055
10	21518	0	1/28/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 179.43	-98055
10	23800	0	1/28/2021	PAYCOM PAYROLL LLC	ACA 1095s	\$ 1,147.40	-98055
10	23800	0	1/28/2021	PAYCOM PAYROLL LLC	ACA 1094	\$ 75.00	-98055
10	41000	313	1/28/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 325.38	-98055
10	41000	313	1/28/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,769.14	-98055
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 89,491.38	-98055 Total
49	41000	919	1/11/2021	THE LIBRARY FOUNDATION	DPIL from Friends to Fdtn	\$ 25,000.00	11860
				<i>Friends funding request approved by Board on 10/15/2020 included \$25,000 to Dolly Parton Imagination Library initiative- Library Foundation is investing the contributions</i>		\$ 25,000.00	11860 Total
35	23800	0	1/21/2021	BURIED PAST CONSULTING LLC	research and report first	\$ 9,490.00	11861
				<i>TSCPL 150th project - paid with Foundation funds</i>		\$ 9,490.00	11861 Total
10	21512	0	1/11/2021	DELTA DENTAL OF KANSAS, INC	EE January Premium	\$ 2,911.36	96099
15	21512	0	1/11/2021	DELTA DENTAL OF KANSAS, INC	ER January Premium	\$ 10,927.98	96099
15	21512	0	1/11/2021	DELTA DENTAL OF KANSAS, INC	Retiree January Prem.	\$ 88.32	96099
						\$ 13,927.66	96099 Total
10	23800	0	1/11/2021	SENNE & CO INC	Restroom Renovation	\$ 122,397.68	96107
10	23800	0	1/11/2021	SENNE & CO INC	Restroom Renovation	\$ 65,322.26	96107
						\$ 187,719.94	96107 Total
10	23800	0	1/15/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	96115
10	23800	0	1/15/2021	OCLC, INC.	Web Dewey	\$ 745.92	96115
				<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 7,482.84	96115 Total
10	23800	0	1/21/2021	ENGROFF CATERING INC	SMALLWARES FOR CAFE REOPE	\$ 4,995.00	96129
10	23800	0	1/21/2021	ENGROFF CATERING INC	WALL MOUNT FAUCET	\$ 59.05	96129
				<i>2020 Facilities Master Plan</i>		\$ 5,054.05	96129 Total
10	23800	0	1/21/2021	EVERGY	2020 Electric M. Clinic	\$ 79.65	96130
10	23800	0	1/21/2021	EVERGY	Electricity	\$ 21,648.93	96130
						\$ 21,728.58	96130 Total
10	23800	0	1/21/2021	IMAGEMAKERS INC.	TSCPL website design	\$ 10,000.00	96135
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 10,000.00	96135 Total
10	23800	0	1/21/2021	ORANGEBOY INC	Srvcs & Software Subscrip	\$ 15,675.00	96142
				<i>2020 approved operating budget - annual subscription and support</i>		\$ 15,675.00	96142 Total

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	323	1/21/2021	URBAN LIBRARIES COUNCIL	Membership Renewal	\$ 9,000.00	96149
				<i>2021 approved operating budget - memberships/dues</i>		\$ 9,000.00	96149 Total
15	41000	260	1/21/2021	WORLD INSURANCE ASSOCIATES LLC	<i>1st qtr workers comp ins</i>	\$ 11,252.00	96152
15	41000	260	1/21/2021	WORLD INSURANCE ASSOCIATES LLC	<i>1st qtr workers comp ins</i>	\$ (65.00)	96152
10	41000	321	1/21/2021	WORLD INSURANCE ASSOCIATES LLC	<i>Boiler & Machinery</i>	\$ 938.00	96152
						\$ 12,125.00	96152 Total
10	21512	0	1/29/2021	DELTA DENTAL OF KANSAS, INC	<i>EE February Premium</i>	\$ 2,837.20	96162
15	21512	0	1/29/2021	DELTA DENTAL OF KANSAS, INC	<i>ER February Premium</i>	\$ 10,607.42	96162
15	21512	0	1/29/2021	DELTA DENTAL OF KANSAS, INC	<i>Retiree Feb. Premium</i>	\$ 88.32	96162
						\$ 13,532.94	96162 Total
10	23800	0	1/29/2021	ENGEL LAW, PA	<i>2020 Legal Services</i>	\$ 7,920.00	96164
						\$ 7,920.00	96164 Total
10	23800	0	1/29/2021	IMAGEMAKERS INC.	TSCPL website design	\$ 7,500.00	96168
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 7,500.00	96168 Total
10	23800	0	1/29/2021	KELLEY CONSTRUCTION CO., INC.	<i>CAFE REMODEL PROJECT</i>	\$ 11,337.00	96171
						\$ 11,337.00	96171 Total
10	23800	0	1/29/2021	SENNE & CO INC	<i>Restroom Renovation</i>	\$ 107,823.27	96178
						\$ 107,823.27	96178 Total
10	41000	321	1/29/2021	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Prop</i>	\$ 12,406.50	96183
10	41000	321	1/29/2021	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Vehicle Ins</i>	\$ 5,189.50	96183
10	41000	321	1/29/2021	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Genl Liab</i>	\$ 2,685.00	96183
10	41000	321	1/29/2021	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Inland Marine</i>	\$ 3,615.50	96183
10	41000	321	1/29/2021	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Crime</i>	\$ 472.00	96183
10	41000	321	1/29/2021	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Terrorism</i>	\$ 164.50	96183
10	41000	321	1/29/2021	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Cyber</i>	\$ 160.00	96183
						\$ 24,693.00	96183 Total
						\$ 1,069,932.85	Grand Total

INTERIM CHIEF EXECUTIVE OFFICER'S REPORT

February 2021

News and Updates

Dolly Parton's Imagination Library (DPIL)

At the end of December 2020, there were 5,837 children registered and at the end of January 2021 there were 6,024 children registered. This is a 7% increase over the number of children registered at the same time last year.

Professional Activities/Community Contacts

January 13	Attended Urban Libraries Council (ULC) Conference Call
January 14	Attended Urban Libraries Council (ULC) Director/CEO Conference Call
January 19	Attended Café meeting via Zoom with Engroff Catering and Erin Aldridge, Executive Director, The Library Foundation Discussion with Clark Swanson, OrangeBoy
January 20	Attended COVID-19 Response and Coordination Meeting via Zoom Attended weekly website planning meeting with Imagemakers Attended Urban Libraries Council (ULC) Conference Call
January 21	Met with Nick Speer with Senne Co. - restroom renovation update Attended Urban Libraries Council (ULC) Director/CEO Conference Call Attended TSCPL Board of Trustees Meeting
January 26	Attended Café meeting via Zoom with Engroff Catering and Erin Aldridge, Executive Director, The Library Foundation Momentum 2022 Talent Development Work Group Meeting 1.26.21 meeting Attended COVID-19 Response and Coordination Meeting via Zoom
January 27	Attended Urban Libraries Council (ULC) Conference Call
January 28	Presented at The Foundation New Board Member(s) orientation
January 29	Attended TSCPL OrangeBoy Story Team Zoom meeting with Clark Swanson and TSCPL staff
February 2	Attended COVID-19 Response and Coordination Meeting via Zoom
February 3	Attended weekly website planning meeting with Imagemakers
February 4	Attended Urban Libraries Council (ULC) Director/CEO Conference Call
February 8	Attended Trustees Executive Committee Meeting via Zoom
February 9	Attended COVID-19 Response and Coordination Meeting via Zoom

New Business

Friends of the Library Memorandum of Understanding

A copy of the Friends of the Library Memorandum of Understanding is included in the board packet for review. This is essentially the same agreement that was approved in 2016 which runs through the middle of March, so it is in need of updating.

Senate Bill 13

Chuck Engel, Library Counsel will provide a review of Senate Bill 13 - Establishing notice and public hearing requirements prior to approval by a governing body to exceed its revenue neutral rate for property tax purposes and discontinuing the city and county tax lid, prohibiting valuation increase of real property solely as the result of normal repair, replacement or maintenance of existing structure and establishing a payment plan for the payment of delinquent or nondelinquent property taxes.

http://www.kslegislature.org/li/b2021_22/measures/sb13/

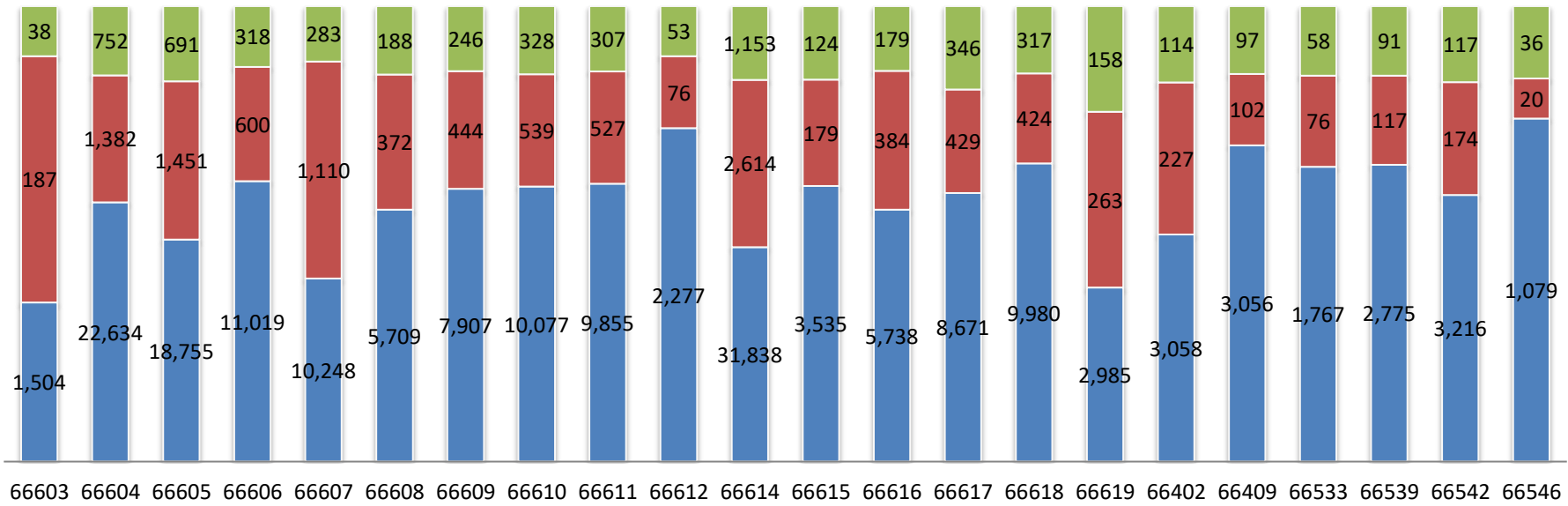
Thad Hartman

Interim Chief Executive Officer

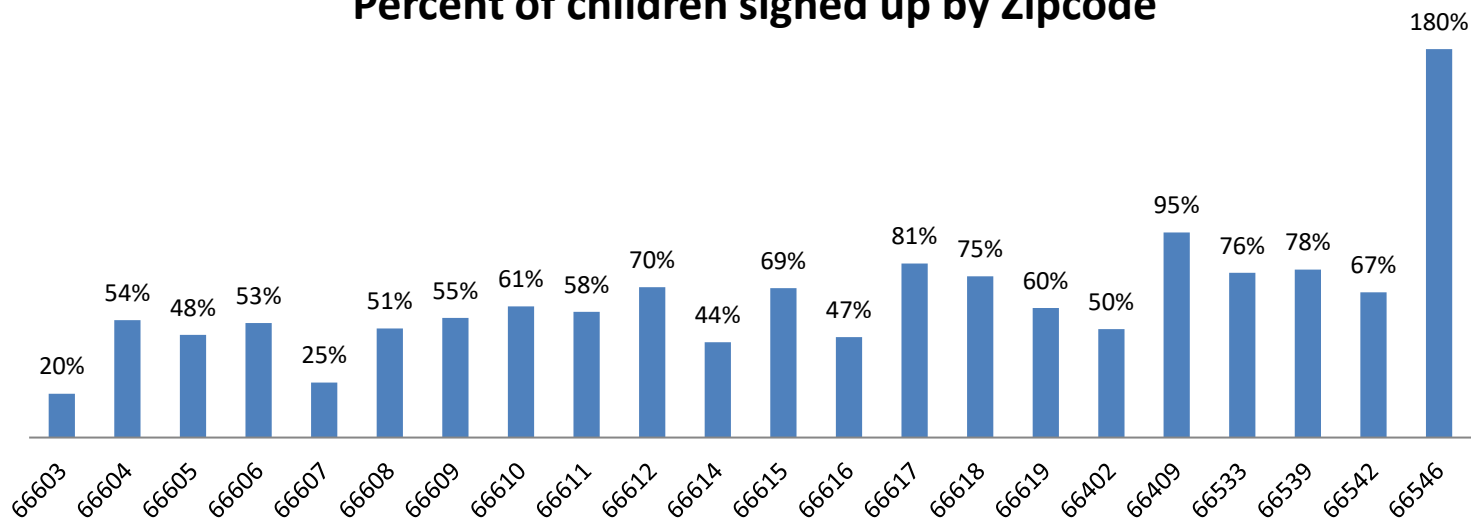
Topeka and Shawnee County Public Library 02/10/21

January 2021 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode

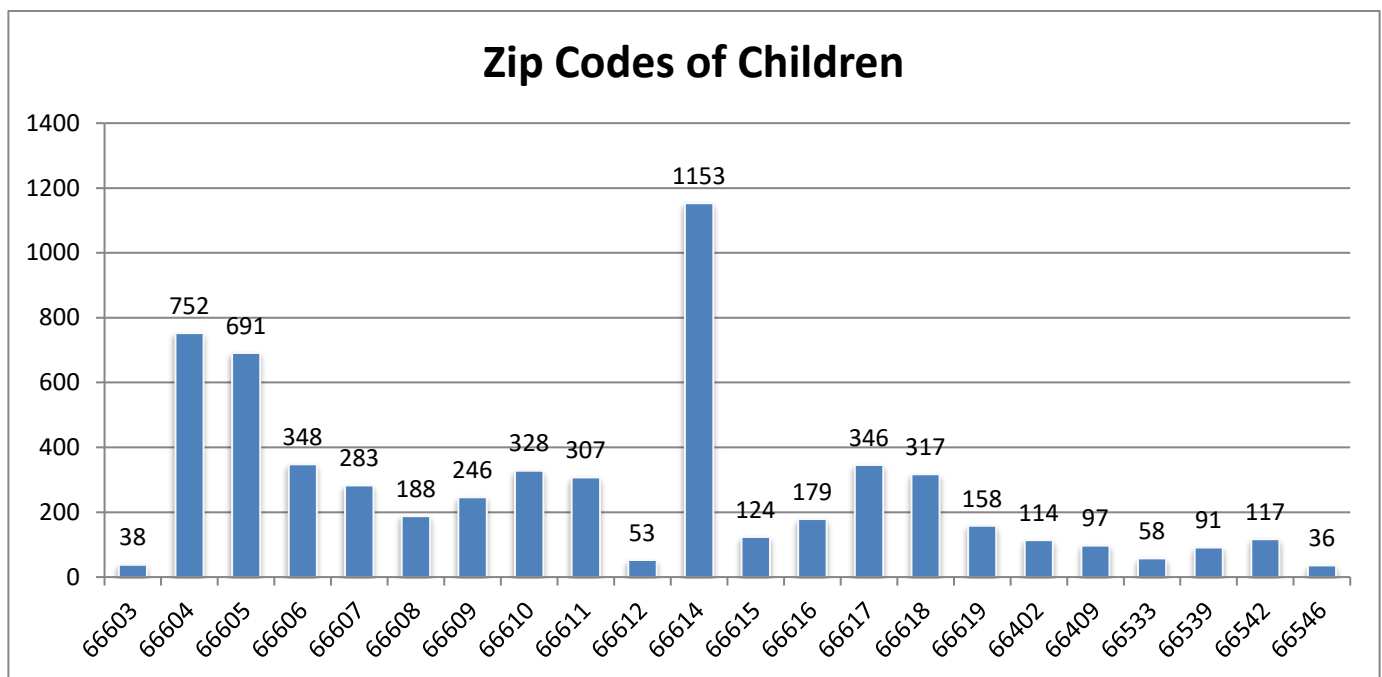
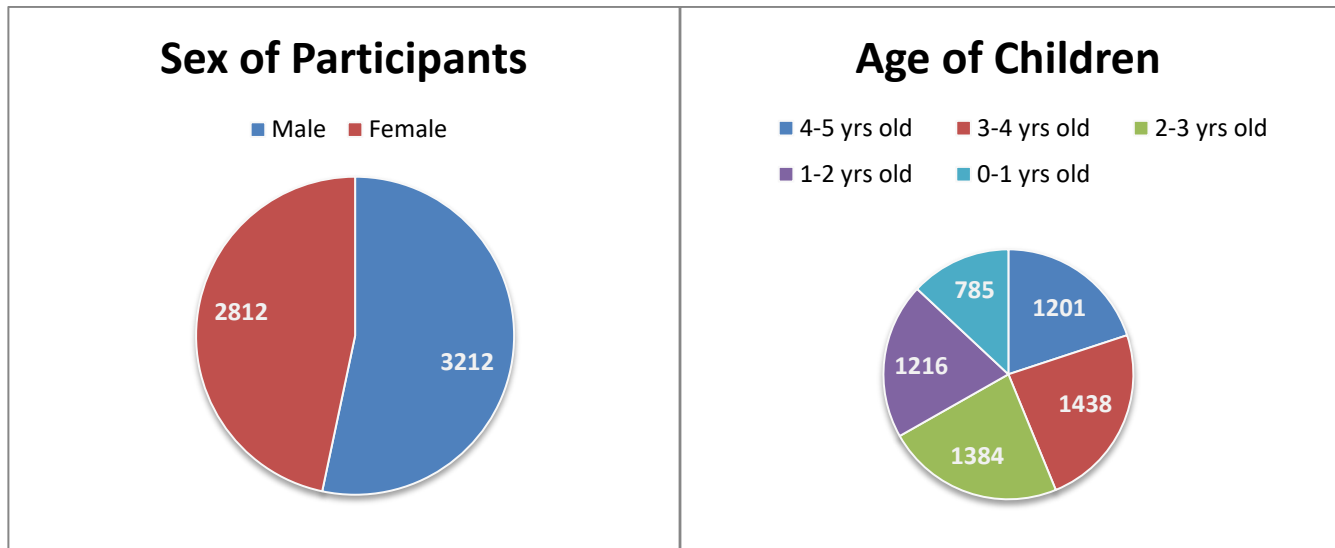


Dolly Parton Imagination Library Data

January 2021 (end of month report)

Number of children currently enrolled: **6,024**

Number of graduated children: **3,510**



Chief of Staff Report

Thad Hartman

February 18, 2021

Vaccines

When the vaccine roll out plan was announced we contacted the Shawnee County Health Department to provide details on the services that we're providing and see which phase the library would fall under. We recently learned that SCHD has identified library employees as being in "Phase 2B" of the vaccine roll out plan.

Currently, we are in Phase 2A. Phase 2A is made up of people ages 65+, K-12 employees, and law enforcement. SCHD have asked us to be patient, as right now they are getting a weekly allotment of about 2,000 doses and there is an estimated total phase 2 population of 75,000. They will be vaccinating through the phases as the vaccine amount allows.

The vaccine will not be required of any staff member at the library; however, it will be recommended. We have completed the survey interest form for the library as an organization, and it was suggested that any staff member who wants the vaccine also to fill it out as an individual. We appreciate SCHD working with us to make staff part of Phase 2, even if it takes a while to get to our turn.

Booktique

The refresh of the Booktique was officially completed with the installation of a new desk in early February. Shortly after the Booktique reopened with limited hours and fewer customers allowed in the store. In addition to the new desk, new flooring was installed, and the walls were repainted to match our updated color palette. So far, the feedback to the updated look in the Booktique has been extremely enthusiastic.



Café

Construction in the café is substantially complete and it looks great! The furniture has been installed, the kitchen cleaned and updated, and Engroffs is in the process of getting everything ready to reopen. Obviously COVID has had a major impact on the café's reopen as we are trying to balance health and safety with Engroffs ability to make the café financially successful. Right now, we are planning to have a soft opening in early March. We are still working out the details with Engroffs and of course paying attention to the Shawnee County Health Scorecard as well as the rules and regulations for restaurants. A few things we know for sure is that Engroffs will start with a limited menu and limited seating in the cafe. The seating in the New Books area will not be open for the time being, but we plan to allow customers in the courtyard. Hopefully the weather will be more cooperative in a month than it is right now. While it

won't be the grand opening we had originally envisioned, I think everyone will be impressed with the new design.



Restrooms

The second half of the restroom renovation project is nearing completion. The restrooms on the second floor outside of Administration should be finished within the next week and those on the main floor near the atrium should be done by the end of February. We have received many positive comments about the remodeled restrooms that are currently open to the public. We think this project has improved the cleanliness and aesthetics of the restrooms and has added more flexibility with the addition of the mothers room and the single occupancy spaces.

Department Highlights

Public Services

Marie Pyko, Public Services Director

Reopening Plan

Phase two has gone well and our customers are enjoying opportunity to go and browse once again.

Our Grab n Go service offers customers 20 minutes of independent browsing and check out. We are averaging about 5-7 Grab n Go customers an hour. They love being able to go into the collection and pick up books, movies, and music. We are encouraging customers to take more than they need in case they run out they have some back-ups. Customers love receiving a bag to fill and having all the collections to choose from.

Computers and copy/fax access have also been really popular. Customers have been using our computers to apply for jobs, print their tax documents, and they now are starting to fill out the survey to sign up for the COVID 19 vaccine.

Our most popular resource currently is our tax form packets which include the majority of the forms for preparing taxes. It also includes the intake forms necessary to complete when working with the Volunteer Income Tax Assistance (VITA) program.

Unfortunately, because of the pandemic VITA and their volunteers are not able to help community members in person to complete their taxes.

We have had this essential service as part of the library supported programs for at least 25 years, so it is very disappointing for our customers. In lieu of in person assistance, the VITA program will prepare taxes for citizens through the mail. We are helping customers make copies of the forms and the documents they need to send. While it isn't the same as it was, it is one way we can continue to help our most needy citizens with an essential service.

Notary Service also began on February 1st and we are using an online appointment application for customers to book ahead. Local History Librarian Donna Rae Pearson and Genealogy Librarian Sherri Camp have also started taking appointments to use the Topeka Room research resources. This has been another collection area which is unique to the library which our customers have missed, so we are happy to be able to book appointments at this time. We are doing this all by maintaining our safety protocols and focusing on ways to offer services in a low stress but welcoming environment.

Partnership and Programs

Although COVID 19 has altered how we meet with our community partners, we have continued to look for new innovative ways to jointly reach out to our customers.

YWCA- Racial Justice Book Club

In addition to the monthly book club which continues to be popular and thought provoking, we have agreed to participate and partner with the YWCA on their 21 Day Racial Equity and Social Justice Challenge in March. Lissa Staley and I are helping to support the project as it relates to the library community and offer a couple of Zoom facilitated discussion groups. If you are interested in learning more about this community opportunity take a look at

Topeka Yoga Club (TYC)

We continue to work with TYC and offer three yoga classes weekly. We took them onto our Digital Branch since the pandemic and will continue to host on Zoom for the next several phases. Customers can participate in youth yoga, adult yoga, and chair yoga. We have received several positive comments from customers who have joined our yoga sessions especially when people are not able to gather at this point.

Professional Development

I have finished my tenure at the end of December with the American Library Associations Council. It has been a wonderful opportunity to work with librarians and libraries from all over the country to advocate for libraries for Kansas. I continue to serve on the Public Library Association's Family Engagement Taskforce and the Library and Management Association's Core Competencies committee. They are all currently meeting online, and the PLA taskforce has been developing a series of educational sessions focused on how libraries and librarians support early literacy and school success. I have led two webinars to date highlighting the unique programs available at our library and the impact they have on our community.

Additional recent appointments

- The National Issues Forum Institute Board of Directors 2021-2024
- Momentum 2022 Smart City group- Greater Topeka Partnership

Public Services – Readers Services

Autumn Friedli, Public Services Supervisor

Winter Reading Challenge

During January we held our 2nd Annual Winter Reading Challenge. We had 536 people sign up for the challenge and 457 complete it. Readers that completed the challenge have a nice warm scarf to snuggle up in during these cold temperatures. Did you complete the challenge? Pick up your prize at Curbside!! Stay tuned for details about our next Reading Challenge which will take place this summer.

Browsing Just for You

Have you tried our Browsing Just for Your service yet? In the month of January, we had 103 people utilize the service. Out of that 103, 43 signed up for our Subscription service, which means every month we will pull more books for them automatically. Currently we have 133 readers signed up for Subscription service.

Author Visits

On January 28 we hosted a book launch and moderated conversation with author Ben Montgomery, a Pulitzer finalist. His new book, *A Shot in the Moonlight*, is the true story of George Dinning's triumph over injustice in the Jim Crow south. Dinning's modern-day descendants attended the event and his great-grandson, Anthony, joined the conversation. 44 people attended, and many sent follow up emails, messages, or social media posts to share how deeply they were moved by the opportunity to meet the real people still impacted by long ago events. Ben Montgomery was recently interviewed by CNN, and he referenced a powerful moment from our library's event: <https://www.cnn.com/2021/02/06/us/ben-montgomery-shot-moonlight-book-trnd/index.html>

The Denning family expressed their thanks and gratitude to our library for inviting them to be a part of the event. It meant a lot to them to share their story.

Dr. Frederick Gooding analyzed decades of Oscar nominations and winners for his book *Black Oscars: From Mammy to Minny, What the Academy Awards Tell Us about African Americans*. On February 9th, he shared his research and showed us how racial stereotypes have gotten sleeker but are still there. He spoke to the power of reading and having conversations with each other to affect change and broaden our perspectives. 41 people registered for the event, and several attendees reached out after to share how much they appreciated the library hosting this event.

Public Services – Information and Learning

Debbie Stanton, Public Services Supervisor

Local History

Local History Librarian Donna Rae Pearson and Genealogy Librarian Sherri Camp worked together to get the Topeka Room reopened by appointment. Visitors can book up to 90 minutes of independent research time in the Topeka Room and we've already had both local and out-of-state visitors in to use our collections. During the closure Donna Rae was able to complete a maps project, organizing our historic maps to make them easier to access. We look forward to providing continued access to our treasured collections.

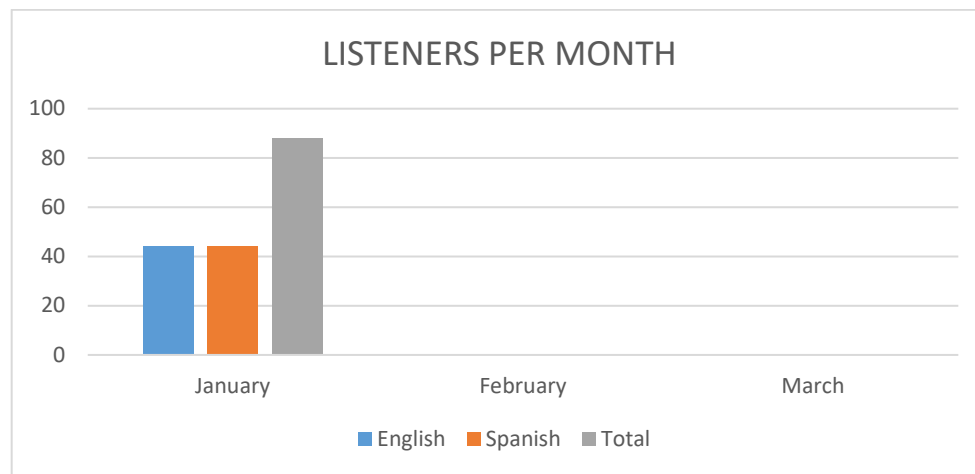
Business and Careers

The Jobs Team for the library, led by Business and Career Librarian Meredith Snapp, have begun taking online appointments for job help. Since the library’s closure last March, they’ve offered assistance for job seekers, but we now have a tool called LibCal for residents to book appointments themselves. We’re hoping this will draw additional attention to this service. The team has been staying updated on changes in the job market and unemployment in the state and region.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Call-A-Story



1,000 Books before Kindergarten

119 registered users as of February 1, 2021

Dolly Parton’s Imagination Library

Last month it was reported that the United Way of Greater Topeka hosted a sign-up promotion with us in hopes of having 75 new people sign up for Dolly’s 75th birthday. That goal was exceeded. We now have 6,041 active children compared to last month’s 5,908 and 3,510 graduates compared to last month’s 3,407.

Success Stories

Betty Jean Neal shared this interaction:

“While I was greeting customers, I had a gentleman ask about tax help. I let him know that in person help was not available this year, but I also gave him the skinny on VITA and the corresponding handout. He thanked me profusely for the information as he said he really needed someone’s help and could not afford to pay to have his done. It was apparent how happy he was to even have an option.”

Sherry Hess was checking StoryWalk™ over the weekend. Both locations had multiple families enjoying them, but she was taken in by a family at Ted Ensley Garden. There was a dad, a preschooler, a young school-age boy, and a Marmaduke dog. The dad bent down to the preschooler's level at each page’s sign for *The Very Busy Spider*; he also placed his finger along the words as he read out loud. The best part

though was when she heard not one, but three rooster crows (from each member of the family) just like the accompanying activity prompt suggests.

From the Odgers family:

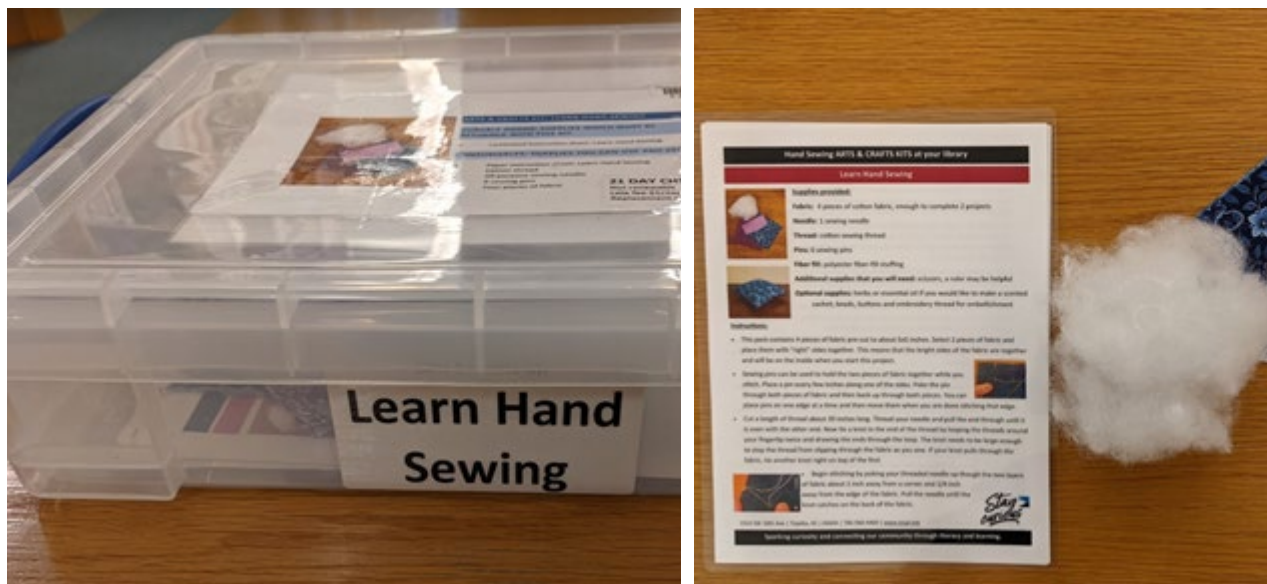
“Thank you so much for the wonderful library services you are able to offer despite the pandemic! Just a video of our 3 boys enjoying a recent curbside pickup...we do one about 3x’s a week and are so appreciative of new reading materials. We would really be struggling as a family without our beloved library!” <https://photos.app.goo.gl/qd9MY6ZFFMnPZGcV6>

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

This month I’d like to share a few updates related to collections and digital products. On the collection side, we are using this time when we have fewer people in the building to make enhancements to some collections. One area of focus is re-doing our popular craft kits located in the Arts and Crafts Neighborhood in the west wing of the library.

These kits have been a part of the library collection for several years. Last year, we made the decision to move entirely away from having kit items in cardboard boxes. We are now using sturdy, attractive, USA-manufactured plastic boxes from a company called “Really Useful Boxes.” Each kit includes detailed instructions along with materials to use in completing the activity. The materials inside the kit can be kept by the customer. Customers return the plastic box and the laminated instruction sheets. This is an example of a kit with the theme “Learn Hand Sewing”:



We have 21 unique craft kits available for customers to check out in the library, through curbside delivery, or TSCPL @ Home. They are attractive, inventive, and the perfect activity for winter days spent safely inside.

On the digital front, we have made a change to our digital magazine provider. All digital magazines are now at Flipster. We have had Flipster for 5 years. In late 2018, we added Overdrive magazines to our Overdrive collection and moved some digital magazine titles from Flipster to Overdrive. In December 2020, Overdrive made some immediate changes to their digital magazine collection and moved to a 3rd party provider. These changes were not to the advantage of our magazine readers. Working with Flipster, we've built a collection with over 100 digital magazines. We increased the number of Spanish language titles and magazines for children along with having many great magazines to satisfy a diverse range of reader interests.

Last, our Lynda.com learning product has become "LinkedIn Learning." LinkedIn has owned Lynda.com since 2015 and has been transitioning the library product from Lynda to LinkedIn Learning beginning in late 2020. With the move to LinkedIn Learning complete, customers can choose from 16,000 courses compared with 7,000 at Lynda.com. Courses are offered in 7 languages including Spanish. Whether you want to take a deep dive into a subject or just get a little help to get your through a project, LinkedIn Learning has courses for all learners. It's an outstanding product that connects customers to online learning from home, work, or school.

Circulation

Kelli Smith, Circulation Supervisor

Winter is Here

Circulation staff have done a great job delivering holds to customers using the Library's curbside service as more wintery weather has arrived these last few weeks. They have battled blustery winds, freezing drizzle, and single-digit temperatures while working multiple shifts in the pavilion each day. The customers genuinely appreciate the staff and are grateful for the quick, convenient service.

The facilities and maintenance staff have also been busy helping the circulation department manage the wintery conditions by eliminating icy spots in the parking lot, shoveling snow, as well as setting up and breaking down the curbside parking area every day. They also worked with circulation staff to find ways to increase the heat in the sunroom these last few weeks. The work facilities and maintenance staff do to help the circulation department is appreciated.

Notary Service Reopens

Phase 2 of the Reopening Plan started Monday, February 1 with the addition of a few library services; notary being one of them. The notary team worked hard throughout January to determine what changes needed to be done to safely offer the service to the public. The team determined a location for the service, developed service procedures, updated the notary webpage, created handouts for the public requesting notary service, and communicated all the service changes to staff.

One of the biggest and exciting changes to notary was the ability to offer the service by appointment. Notary staff are using a software product called LibCal to manage the appointments. Patrons can see and book available times on the notary webpage. As appointments are made, staff are notified via email. The email includes an iCal invite so they can immediately add the appointment to their work calendars or transfer it to one of their coworkers to cover. Overall, the system is working well. Twenty-three notary appointments have been booked over the first 10 days.

Digital Services

David King, Digital Services Director

Projects for Digital Services over the past month include:

- Our website redesign is progressing. Imagemakers will do a short presentation about the new website at the February board meeting.
- We are doing an audit (with Marketing) on different aspects of our website and social media content with a goal of improving the content we share with customers.
- DS was able to finish the upgrade of Community Center computer lab PCs. This took longer than usual because of COVID restrictions at the community centers. During the upgrade, we also installed computers at Shawnee North Community Center (they didn't have a computer lab before).

February Board Report

February 10, 2021

Communications & Marketing Team

Diana Friend, director
Bonnie Cuevas, event coordinator
Ginger Park, communications editor
Karen Watson, graphic design
Michael Perkins, web administrator & multimedia producer

What's New

Speakers Bureau & Community Events



Events coordinator Bonnie Cuevas is a new member of the Program Team and will coordinate Speakers Bureau & Community Events invitations for the library. She has updated the Speakers Bureau web page and is ready to offer virtual library presentations on the latest news from the library and Tech Trends with David King beginning March 1. Specific program topics may be requested, and Bonnie will coordinate the requests with the appropriate library department staff.

Staff Development Day



is a virtual event this year and Karen and Michael are working on “dazzling” our staff with great graphics and videos. Our new website will be a keynote topic with Bobby Sloan, Iagemakers, Inc., Experience director. He will give us a tour of the new web design and integration that will truly make tscpl.org a tool that everyone will enjoy using.

Grab-N-Go Services

Karen is working on our COVID committee that is addressing the needs in the building as we open more areas of the library. Grab-N-Go “supermarket sweep-style quick” browsing, notary by appointment, tax-form pickup and other services by appointment started in February. Karen is part of our video team and is building skills by editing storytime videos.

Top Page Views @ tscpl.org

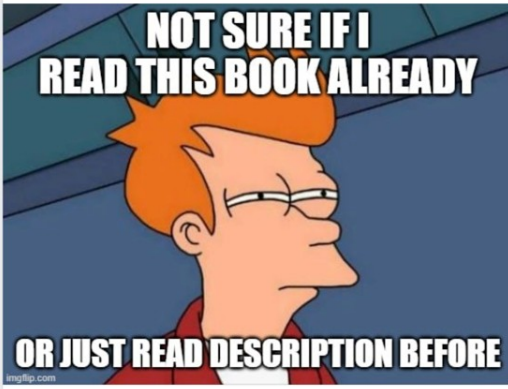
January 12 – February 10, 2021

1. Great Gatsby blog post - 2143 pageviews
2. Covid-19 information page - 1945 pageviews
3. Services page - 1900 pageviews
4. Creativity blog post - 1573 pageviews
5. Let's Fall into Reading post - 1452 pageviews
6. My account - 1443 pageviews
7. June weddings blog post - 1259 pageviews
8. About the Library page - 1249 pageviews
9. Get a Library Card page - 1174 pageviews
10. Ebooks - 1116 pageviews

Facebook – January Top Posts

Topeka & Shawnee County Public Library
Published by Angie Reed [?] · January 28 · 🌐

Me looking at all the new YA books 😊



Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

5,102 People Reached **282** Engagements **Boost Post**

Topeka & Shawnee County Public Library
Published by Miranda Ericsson Kendall [?] · January 27 · 🌐

Today is International Holocaust Remembrance Day. What is the best book that you have read about the Holocaust, written for any age group? Do you have suggestions for books about Jewish lives or culture? From now until 8, librarians will be hanging out to recommend books, answer your library questions, and help you find your next read. #WeRemember #InternationalHolocaustRemembranceDay #readingcommunity

Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

3,177 People Reached **296** Engagements **Boost Post**

Topeka & Shawnee County Public Library
Published by Natalie Moreland · January 22 at 6:39 PM · 🌐

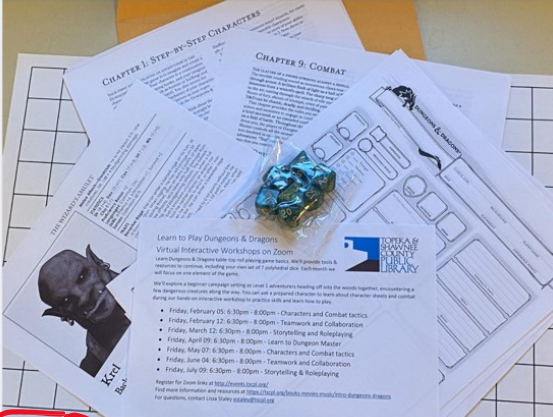
Challenge: Describe the book you are currently reading in 3 words. No more, no less.

4,806 People Reached **749** Engagements **Boost Post**

👍 17 140 Comments

Ask for a FREE Learn to Play Dungeons and Dragons Kit, including a set of 7 polyhedral gaming dice, at Curbside Pickup at the library. Supplies limited.

Register for any monthly Zoom sessions to learn about character sheets and combat! Learn more at <https://tscpl.org/books-movies-music/intro-dungeons-dragons...> **See More**



4,734 People Reached **291** Engagements **Boost Post**

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Resolution – Friends of the Library Memorandum of Understanding

BOARD OF TRUSTEES

February 18, 2021

Be it resolved that the Board of Trustee, Topeka, and Shawnee County Public Library, approves the Friends of the Library Memorandum of Understanding (MOU) as presented.

Background

The written agreement between the Library and the Friends of the Library was originally initiated in 2016. The relationship between the Library and the Friends has always been cordial and collegial it is important to codify what is understood to be the “rules of engagement.” The MOU is meant to mirror similar agreements the Library has with The Library Foundation. The Friends Board approved the agreement in 2016. Friends Manager, Mary Campbell, and CEO Gina Millsap worked closely with Library Attorney Chuck Engel to develop this MOU.

A copy of the updated Memorandum of Understanding is attached to this resolution.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (Memorandum) is made and is effective on 17 day of March 2021 by and between the Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas non-profit corporation, hereafter referred to as "Friends"; and The Topeka & Shawnee County Public Library, a Kansas municipal corporation and body politic, hereafter referred to as "Library", to memorialize the understanding of the parties concerning the relationship of the parties.

Whereas, the mission of the Library is to operate a library free to the use of the residents of the Library district; and

Whereas, the Friends mission is to aid, promote, develop and advance the operation of the Library and

Whereas, based upon the Friends mission and the Library's agreement to provide services and support for the Friends, the parties believe it important to more clearly state the relationship of the parties;

Now therefore, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. PURPOSE

The parties agree that the purpose of this Memorandum is to provide the framework for a cooperative relationship between them, each a separate entity, and establish the respective rights and duties of the parties with respect to the Library providing equipment, office space and other facilities, services and personnel in support of the Friends' programs, operation of a boutique gift shop, and sale of books and other materials weeded from the Library's collection and subsequent, annual financial support to the Library.

2. FRIENDS SUPPORT

The Friends mission is to aid, promote, develop and advance the operation of the Library. The parties understand and agree that the Friends support to the Library includes, but is not limited to:

a. developing, maintaining and nurturing a strong membership of individuals and entities who advocate for and support the Library's mission and programs;

b. operating the boutique gift shop located in the Library building;

c. conducting the Friends book sales, and the on-going sale of books and other materials weeded from the Library's collection as an agent of the Library; and

d. making financial distributions to the Library as further provided in this Memorandum.

3. LIBRARY SUPPORT

In consideration of the support services provided in Paragraph 2, and to assist the Friends in providing support to the Library's mission, patrons, and staff, the Library agrees to provide to the Friends:

a. furnished, suitable office space and equipment, and book sorting and storage space to be used by the Friends in performing its purposes and mission;

b. access to and use by the Friends of the Library's telephone, Internet, computer system, mail system, printing and copying services, and meeting rooms;

c. suitable space in the Library building for the Friends to operate a boutique gift shop;

d. maintenance, janitorial and security services for the spaces noted above in this Paragraph;

e. parking for Friends employees;

f. storage and maintenance of the Friends website; and

g. processing of Friends employees' payroll, health, retirement and benefits at a fee to be agreed upon by the parties from time-to-time.

In further consideration of this Memorandum, the Library grants the Friends permission to use the Library's logo and other symbols and marks in conjunction with Friends activities and projects; provided, however, the Friends shall not have the right or authority to delegate or assign the use of any such Library logo and other marks or symbols without the express written consent of the Library's Chief Executive Officer.

The Friends agree and covenant that the Library shall not become liable for, nor shall the Friends obligate the Library to pay any debt, liability or obligation of the Friends absent a written agreement authorized by the Library Board of Trustees and signed by its Chair.

The Library shall not provide any additional financial support to the Friends other than that specifically provided for in this Memorandum and Exhibit "A" attached hereto.

4. RELATIONSHIP OF THE PARTIES

The parties understand and agree the relationship of the parties is a cooperative one between a municipal public corporation and a tax-exempt, not-for-profit corporation. To encourage, nurture and maintain the cooperative relationship, the parties agree that:

a. the Chair or the designee of the Chair of Library's Board of Trustees and Library's Chief Executive Officer shall be ex-officio, non-voting members of the Friends Board of Directors and the Friends Executive Committee; and

b. the relationship between the parties shall not evolve to the extent that the Friends become a component unit of the Library requiring an annual audit.

5. AGENCY

a. The Library as the principal hereby names the Friends as its agent for the purposes of promoting and selling books and other materials weeded from the Library's collection, and the Friends hereby accepts such agency.

6. PAYMENT TO LIBRARY

a. The Friends shall disburse to Library annually and unless otherwise provided no later than December 31, the proceeds of any sales of books and other materials weeded from the Library's collection received as of the preceding December 31.

b. Further, the Friends shall contribute to Library annually, and no later than December 31, an amount requested by the Library and approved by the Friends Board of Directors for specific Library projects and uses.

c. Should Library request a contribution other than as provided above, the Friends Board of Directors shall consider each such request on a case-by-case basis.

d. The Friends covenant and agree that at all times it shall maintain its status as a 501(c)(3) tax-exempt organization and its purposes and efforts shall benefit only the Library. Loss of the Friends tax-exemption, or any material change in its corporate purposes not agreed to by the Library, shall be cause for immediate termination of this Memorandum notwithstanding the provisions of Paragraph 11 to the contrary.

e. The Friends shall provide a copy of its most recent FORM 990 and FORM 990T to the Library within 30 days of filing with the Internal Revenue Service.

7. FUND-RAISING ACTIVITIES

a. The Friends agree that all fund-raising activities for the support of the Library are and shall continue to be conducted by The Library Foundation, and that the Friends shall not solicit funds, contributions and donations from individuals or entities to benefit

the Library. The parties understand and agree that nothing in this Paragraph 7 shall preclude the Friends from accepting gifts, contributions or donations from individuals and entities to further the purposes, programming and operations of the Friends in coordination with the Foundation.

b. The Friends agree that prior to accepting any gift of personal property which the Friends seek to be placed permanently in the Library's facilities, a written consent from the Library's Chief Executive Officer must be obtained.

c. Other than as stated above in this Paragraph, nothing in this Memorandum shall serve to prohibit the Friends from seeking membership dues, receiving donations of money and gifts-in-kind for Friends operations, accepting donations of materials for sale in the boutique or other similar activities normally carried on by similar organizations.

8. EMPLOYEES

a. The parties have entered into a Loaned Employee Agreement, a copy of which is attached hereto as Exhibit "A." Nothing in this Memorandum shall amend the terms of Exhibit "A."

b. Other than as provided in Exhibit "A," the Friends shall be solely responsible for the selection, termination, direction, training of its employees and contractors, and the provision of any and all salary and withholdings requirements, worker compensation and unemployment compensation, any and all benefits, personnel policies and human resources functions. The Library shall receive copies of binder pages confirming worker compensation insurance coverage for Friends employees, and general liability insurance coverage for its operations in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate within ten days of the policies' annual renewal date.

c. Other than as provided in Exhibit "A," the Friends agree not to make any payment to any Library employee not assigned to perform Friends activities without first having obtained the Library Chief Executive Officer's consent.

d. Friends employees shall be subject to and are expected follow all applicable Library rules, regulations and policies while performing their respective duties for the Friends including but not limited to parking, security, maintenance, public computer use, ingress and egress, etc.

9. REPORTING

a. The parties agree that representatives of the other may inspect its records and accounts at reasonable times during business hours. Each party agrees it shall provide, in a timely manner, reports of and information on its financial status and operations as may be reasonably requested by the other party.

b. Each party agrees to provide the other party with a current list of its respective governing board, its officers and administrative employees and, further, to supplement

such list from time to time as may be necessary to ensure a current list is in the possession of the respective Friends President and Library's Chief Executive Officer.

10. INDEMNIFICATION

Each of the parties agrees to indemnify and hold harmless the other, its governing board, officers, agents, and employees in their official and personal capacities, from and against any and all claims, damage, liability, injury, expense, demands, causes of actions, judgments, including court costs and attorneys' fees arising out of or resulting from the acts of omissions of its officers, agents or employees. The parties agree that this provision shall survive the termination of this Memorandum of Understanding.

11. TERM and TERMINATION

a. The parties understand and agree that the term of this Memorandum shall be for a period of five years beginning on the date first-above written and expiring on the same day and month five calendar years later, provided, however, the respective staff shall annually review this agreement and discuss and/or propose the manner in which improvements in the relationship or the agreement between them may be made and submit the agreement to their respective boards for renewal.

b. The parties understand and agree that this Memorandum may be terminated upon receipt of written notice to the other not less than 60 (sixty) days in advance of the proposed termination date. Sixty days after receipt of the notice of termination, this Memorandum shall terminate as though that date were originally fixed as the date of termination.

c. The provisions of Paragraph 6.a shall survive termination of this Memorandum.

d. Upon termination of this Memorandum, the Friends shall have vacated in broom-swept condition and free of damages other than reasonable wear and tear all spaces provided it by the Library together with any and all keys, keycards, equipment, furniture and fixtures.

12. NOTICE

The parties agree that notice to either party of this agreement must be in writing signed by the party giving it and shall be deemed received when hand-delivered or when delivered by the U.S. Postal Service, first class postage prepaid, and addressed as follows:

To Library:
Chief Executive Officer
1515 SW Tenth Avenue
Topeka, KS 66604

To the Friends:
President
1515 SW Tenth Avenue
Topeka, KS 66604;

or to such other addressee as may be hereafter designated in writing or made by amendment to this Memorandum.

13. COMPLETE AGREEMENT

The parties agree that except for Exhibit "A" this Memorandum constitutes the entire agreement of the parties and that no prior agreement or representation, written or oral, shall be binding or of any force or effect. Further, this Memorandum may not be amended, modified, altered or enlarged except by a writing signed by the duly authorized representatives of each of the parties.

14. PARTIES BOUND

The parties agree that this Memorandum shall be binding upon and inure to the benefit of the successors, assigns and legal representatives of the parties hereto.

15. ASSIGNMENT

This Memorandum and its respective obligations and benefits may not be assigned without the written consent of both parties.

16. APPLICABLE LAW

This Memorandum shall be interpreted and enforced pursuant to the laws of the state of Kansas.

17. ILEGALITY/UNENFORCEABILITY

If any provision of the Memorandum is found to be illegal or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

Whereupon, the duly authorized representatives of the parties have executed this Memorandum of Understanding on the day and year first written above.

**Topeka & Shawnee County
Public Library**

**Friends of the Topeka & Shawnee
County Public Library, Inc.**

Liz Post, Chair

Christy Molzen, President

Exhibit "A"

	2021												2021		2020	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	20 TO 21%	
CIRCULATION																
Main Library																
TSCPL Curbside	33,939												33,939	0	#DIV/0!	
Circulation Desk & Renewals	58,745												58,745	49,054	19.8%	
Interlibrary Loan	1,129												1,129	1,810	-37.6%	
Self-Check	190												190	62,366	-99.7%	
Bookmobile / TSCPL @ Home	5,282												5,282	20,178	-73.8%	
Red Carpet	6,286												6,286	7,696	-18.3%	
Digital Downloads	51,121												51,121	43,780	16.8%	
Library @ Work / Smartlocker	2,218												2,218	2,600	-14.7%	
TOTAL CIRCULATION	124,971	0	0	0	0	0	0	0	0	0	0	0	124,971	187,484	-33.3%	
CIRCULATION DETAILS																
Print Material	46,169	0	0	0	0	0	0	0	0	0	0	0	46,169	85,593	-46.1%	
Audio/Visual Material	20,792	0	0	0	0	0	0	0	0	0	0	0	20,792	52,127	-60.1%	
Adult Materials	39,054	0	0	0	0	0	0	0	0	0	0	0	39,054	82,458	-52.6%	
Children's Materials	20,123	0	0	0	0	0	0	0	0	0	0	0	20,123	42,688	-52.9%	
Young Adult Materials	2,394	0	0	0	0	0	0	0	0	0	0	0	2,394	3,844	-37.7%	
Red Carpet Materials	5,390	0	0	0	0	0	0	0	0	0	0	0	5,390	8,730	-38.3%	
NEW Patrons																
Topeka / Shawnee County																
Adults	315												315	648	-51.4%	
Children (ages 17 and under)	26												26	112	-76.8%	
Red Carpet Outreach	5												5	11	-54.5%	
NEKL	52												52	64	-18.8%	
Non-Resident	0												0	0	#DIV/0!	
Total New Registrations	5,788												398	835	-52.3%	
PATRONS DELETED	72												72	9,002	-99.2%	
BORROWERS																
Topeka / Shawnee County																
Adults	54,016												54,016	53,762	0.5%	
Children (age 0 - 17)	14,922												14,922	15,002	-0.5%	
TSCPL @ School	20,751												20,751	20,665	*	
Red Carpet Outreach	1,124												1,124	1,121	0.3%	
NEKL	7,395												7,395	7,367	0.4%	
Non-Resident	80												80	80	0.0%	
Delinquent	83												83	87	-4.6%	
TOTAL BORROWERS	98,371												98,371	98,084	0.3%	
Holds Satisfied	24,521												24,521	19,196	27.7%	
CHECK-IN																
TOTAL CHECK-IN	30,678												30,678	93,912	-67.3%	
2021																
COLLECTION																
Materials Added	3,093												3,093	5,362	-42.3%	
Materials Discarded	5,871												5,871	8,237	-28.7%	
TOTAL COLLECTION	380,051	380,051											380,051	400,318	-5.1%	
WEBSITE																
tscpl.org Unique Visitors	30,372												30,372	39,663	-23.4%	
tscpl.org Total Visits	53,714												53,714	66,201	-18.9%	
catalog.tscpl Unique Visitors	13,770												13,770	21,190	-35.0%	
catalog.tscpl Total Visits	40,737												40,737	49,784	-18.2%	
NOTARY SERVICE	0												0	154	-100.0%	

REFERENCE QUESTIONS																
Public Services														9,900	-100.0%	
Topeka Room														701	-100.0%	
Plaza**														1,272		
Youth Services														2,397	-100.0%	
Gallery														0	#DIV/0!	
TOTAL REFERENCE QUESTIONS														14,270	-100.0%	
GATE COUNT	7,623													7,623	46,507	-83.6%
MEETING ROOMS																
Meeting Room Bookings	116													116	471	-75.4%
Team Room Bookings	0													0	1,639	-100.0%
Total Meeting Room Hours Booked	982													982	3,005	-67.3%
TOTAL ATTENDANCE	124													124	11,037	-98.9%
LEARN & PLAY BUS VISITS	0													0	228	-100.0%
PROGRAM ATTENDANCE																
Adult - General	283													283	614	-53.9%
Kids - Early Learners	14													14	*	#VALUE!
Kids - Elementary	0													0	*	#VALUE!
Teens	3													3	0	#DIV/0!
Unknown	1,400													1,400	*	
Outreach	0													0	2,696	-100.0%
TOTAL ATTENDANCE	1,700													1,700	3,310	-48.6%
GALLERY ATTENDANCE	0													0	#DIV/0!	
COMPUTER USE																
Public Computer Sessions	3,244													3,244	12,738	-74.5%
Avg Public Computer Session Length	0:36:12													0:36:12	0:55:02	-34.2%
Total Computer Hours	1,957													1,957	11,684	-83.2%
Wireless Sessions	5,971													5,971	18,107	-67.0%
Avg Wireless Session Length	0:12:00													0:12:00	0:28:00	-57.1%
Total Wireless Hours	1,194													1,194	8,450	-85.9%
TOTAL HOURS	3,151													3,151	20,134	-84.3%
DOLLY PARTON ENROLLMENT	6,024													6,024	5,631	7.0%
	2021													2021	2020	Change
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	20 TO 21%
CIRCULATION DETAILS																
Print Material																
Adult Fiction	8,918													8,918	17,086	-47.8%
Adult Nonfiction	12,553													12,553	20,593	-39.0%
Juvenile Fiction	12,940													12,940	25,224	-48.7%
Juvenile Nonfiction	3,501													3,501	8,407	-58.4%
Magazines	508													508	1,793	-71.7%
RC Print Materials	5,307													5,307	8,495	-37.5%
RC Realia	83													83	235	-64.7%
YA Print Materials	2,359													2,359	3,760	-37.3%
PRINT CIRCULATION	46,169	0	0	0	0	0	0	0	0	0	0	0	0	46,169	85,593	-46.1%
Audio / Visual Material																
Adult Audiobooks	1,559													1,559	3,154	-50.6%
Adult Music	1,578													1,578	3,507	-55.0%
Juvenile Audiobooks	185													185	370	-50.0%
Juvenile Music	141													141	352	-59.9%
Juvenile Videos / DVDs	3,356													3,356	8,335	-59.7%
YA A/V	35													35	84	-58.3%
A/V CIRCULATION	20,792	0	0	0	0	0	0	0	0	0	0	0	0	20,792	52,127	-60.1%
Adult Material																
Adult Fiction	8,918	0	0	0	0	0	0	0	0	0	0	0	0	8,918	17,086	-47.8%
Magazines	508	0	0	0	0	0	0	0	0	0	0	0	0	508	1,793	-71.7%

Adult Audiobooks	1,559	0	0	0	0	0	0	0	0	0	0	0	0	0	1,559	3,154	-50.6%
Adult Music	1,578	0	0	0	0	0	0	0	0	0	0	0	0	0	1,578	3,507	-55.0%
Adult Videos / DVDs	13,938	0	0	0	0	0	0	0	0	0	0	0	0	0	13,938	36,325	-61.6%
ADULT CIRCULATION	39,054	0	0	0	0	0	0	0	0	0	0	0	0	0	39,054	82,458	-52.6%
Juvenile Material																	
Juvenile Fiction	12,940	0	0	0	0	0	0	0	0	0	0	0	0	0	12,940	25,224	-48.7%
Juvenile Nonfiction	3,501	0	0	0	0	0	0	0	0	0	0	0	0	0	3,501	8,407	-58.4%
Juvenile Audiobooks	185	0	0	0	0	0	0	0	0	0	0	0	0	0	185	370	-50.0%
Juvenile Music	141	0	0	0	0	0	0	0	0	0	0	0	0	0	141	352	-59.9%
Juvenile Videos / DVDs	3,356	0	0	0	0	0	0	0	0	0	0	0	0	0	3,356	8,335	-59.7%
JUVENILE CIRCULATION	20,123	0	0	0	0	0	0	0	0	0	0	0	0	0	20,123	42,688	-52.9%
Red Carpet Material																	
RC Print Materials	5,307	0	0	0	0	0	0	0	0	0	0	0	0	0	5,307	8,495	-37.5%
RC Realia	83	0	0	0	0	0	0	0	0	0	0	0	0	0	83	235	-64.7%
RED CARPET CIRCULATION	5,390	0	0	0	0	0	0	0	0	0	0	0	0	0	5,390	8,730	-38.3%
Young Adult Material																	
YA Print Materials	2,359	0	0	0	0	0	0	0	0	0	0	0	0	0	2,359	3,760	-37.3%
YA AV	35	0	0	0	0	0	0	0	0	0	0	0	0	0	35	84	-58.3%
YOUNG ADULT CIRCULATION	2,394	0	0	0	0	0	0	0	0	0	0	0	0	0	2,394	3,844	-37.7%
Overdrive	35,977														35,977	31,990	12.5%
Hoopla	14,034														14,034	11,108	26.3%
Flipster	1,110														1,110	682	62.8%
DIGITAL DOWNLOADS	51,121	0	0	0	0	0	0	0	0	0	0	0	0	0	51,121	54,888	-6.9%

	2021												2021
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$776,237	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$776,237
Magazines (\$5)	\$2,540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,540
DVD, Games, Music (\$4)	\$76,192	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$76,192
Notary Service (\$10)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reference Questions (\$7)	#VALUE!	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#VALUE!
Programming (\$10)	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,000
Meeting Room Use	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gallery Attendance (\$10)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer Use (\$12 /hr)	\$37,817	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,817
ILL Borrowed (\$25)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL VALUE	#VALUE!	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#VALUE!