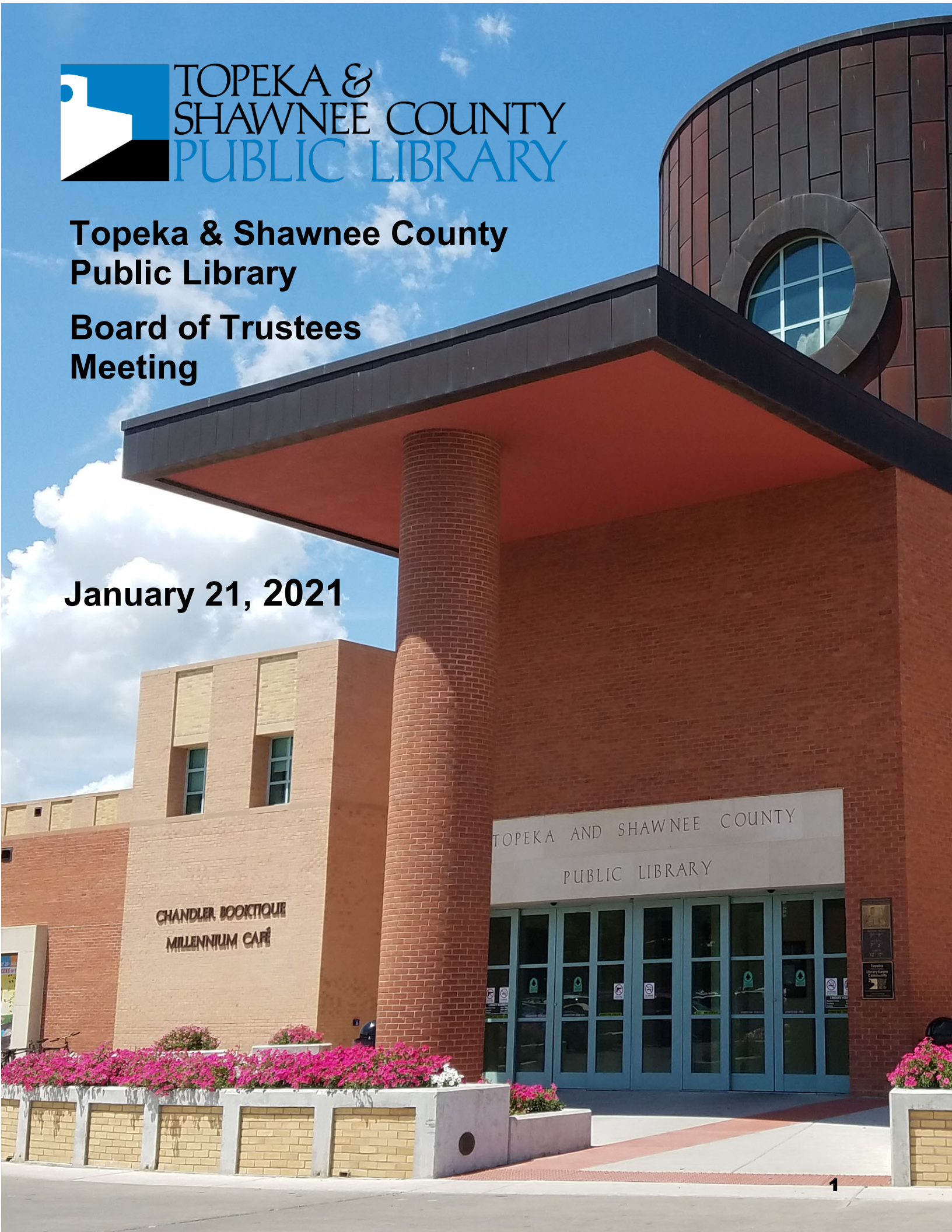




**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

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

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of December 17, 2020 Meeting Minutes of the Board of Trustees

– **Action Item** Pg. 4

Approval of December 18, 2020 Special Meeting Minutes of the Board of Trustees – Action Item Pg. 7

Chief Financial Officer’s Report – Kim Strube Pg.8

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. 24/31

- Service Levels – Marie Pyko, Public Services Director

New Business

Executive Session

Adjournment

Next Meeting

February 18, 2021
4:00 pm
Zoom Meeting



Board Members Present

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

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, December 17, 2020 via Zoom Meeting, was called to order at 4:02 pm by Chair Liz Post.

Public Comment

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

Trustee Advocacy Stories

Post shared her Curbside Pickup experience. For further information visit <https://tscpl.org/services/curbside-pickup>

Approval of Minutes

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

On a motion by David Monical seconded by Kacy Simonsen, the November 25, 2020 Special Meeting minutes of the Trustees Executive Meeting were approved. Motion carried.

On a motion by Jim Edwards seconded by Shawn Leisinger, the December 2, 2020 Special Meeting minutes of the Trustees Executive Meeting were approved. Motion carried.

Chief Financial Officer’s Report

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

Discussion followed.

Approval of the Treasurer’s Report

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

Motion passed unanimously.

The Library Foundation

Foundation Chair Marilyn Ward shared The Library Foundation’s December report.

Friends of Topeka and Shawnee County Public Library

TSCPL Friends president Sherryl Longhofer shared the December Friends report.

Discussion followed.

Board Chair Report

Chair Liz Post reported the Executive Committee met via Zoom on Monday, December 7, 2020 at 4:00 pm. The meeting minutes for the November 19, 2020 board meeting and December 17, 2020 agenda were reviewed. In addition, Special Meeting minutes of the Trustees Executive Meetings for November 25 and December 2, 2020 were reviewed. There was discussion regarding the multiple desktop and mobile tools provided by Zoom meetings. It was suggested that Chuck Engel, Library Counsel be placed on the agenda to provide the annual review of the Kansas Open Meeting Act (KOMA).

Jim Edwards provided an update on the CEO recruitment process. He reported that final interviews will take place on December 18, 2020. Additional information will be provided as time goes on.

Interim Chief Executive Officer/Chief of Staff Reports

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

Discussion followed.

Board Education –

Library Counsel Chuck Engel presented and reviewed the Kansas Open Meeting Act [K.S.A. 75-4317 et seq.]

Discussion followed.

New Business

Thank you to The Library Foundation

On a motion by Kristen O'Shea, seconded by Kacy Simonsen, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library expresses its appreciation and sincere thanks to The Library Foundation President Marilyn Ward, the officers and members of the Board, Executive Director Erin Aldridge, and all the volunteers who provide essential resources, are library champions and advocates, and help make TSCPL a world class library.

Thank you to the Friends of the Library

On a motion by Jennifer Miller, seconded by Jim Edwards, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library expresses its appreciation and sincere thanks to the Friends of the Library President Sherryl Longhofer, the members of the Board, Executive Mary Campbell, and all the volunteers who provide essential resources, are champions and advocates, and help make TSCPL a world class library.

Executive Session

On a motion by Jim Edwards, seconded by Joan Hicks, 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 5:05 pm for a time not-to-exceed 30 minutes. Participants will include the Board of Trustees, Thad Hartman, Jesse Maddox and Chuck Engel.

Executive session ended at 5:35 pm

Adjournment

On a motion by Kristen O'Shea, seconded by Jim Edwards, the meeting was adjourned at 5:35 pm. Motion passed unanimously.

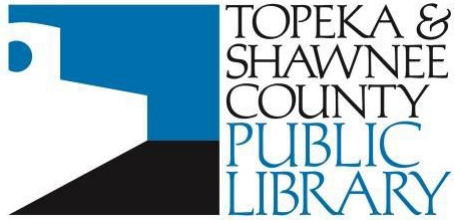
Next Meeting

January 21, 2021

4:00 pm

Zoom Meeting

*Subject to change without notice



Call to Order

The special meeting of the Board of Trustees was called to order by Trustee Chair Liz Post at 8:21 AM. Attendees included Jim Edwards, Beth Dobler, Kristen O'Shea, Joan Hicks, Shawn Leisinger, David Monical, Kacy Simonsen and Liz Post, Jobeth Bradbury, Jesse Maddox and Chuck Engel. Kerry Storey and Jennifer Miller were unable to attend.

Meeting of Executive Session to discuss personnel matters.

A motion was made by Shawn Leisinger and seconded by Jim Edward at 8:39 AM to "Have the Board of Trustees of the Topeka Shawnee County Public Library go into Executive Session to discuss personnel matters by discussing candidates for the position of CEO for a period of 4 hours. Participants will include members of the Board of Trustees, Chuck Engel, Jesse Maddox and Jobeth Bradbury." **Motion Passed**

A motion to end the Executive Session and return to special meeting was made by Shawn Leisinger at 11:25 AM and seconded by Kristen O'Shea. **Motion Passed**

Adjournment

A motion to adjourn the special meeting was made by Jim Edwards at 11:27 AM and seconded by Joan Hicks. **Motion Passed**

The meeting adjourned at 11:27 AM.

Chief Financial Officer's Report
January 2021
Kim Strube

Financial Summary – Page 1

When reviewing cash from a budgetary perspective, it is always best to use page two of the financial documents and refer to the “Unencumbered Cash Balance” column. This report helps prove compliance with the Kansas Cash Basis Law. Page one reflects cash balances before outstanding purchase orders (encumbrances) in order to balance to cash held in the bank, investments and on-hand.

Checks were written on the last business day of the year so that batch of checks is outstanding with the bank accounts.

Investments and Debt as of December 31, 2020; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received around January 20th, will be reviewed for investment bids by banks and financial institutions. That process worked well in 2020 and allowed for 90-day investments and 90-day renewals at competitive rates. A Board resolution to approve investments with local financial institutions will be on the February Board agenda.

Revenue/Expense/Balance by Fund Report – Page 2

Working together closely with staff at the Library Foundation, the year was successfully closed with no negative fund balances awaiting reimbursement.

The Friends of the Library's generous contribution of \$25,000 is reflected in these reports.

The final motor vehicle tax distributions are included as well and were received as scheduled on December 18th.

General Fund – Pages 3 through 5

With 100% of the budget year completed, 98% of the budgeted revenue has been received and 94% of the approved budget has been expended/encumbered. This compares to 2019 in which 99% of the budgeted revenue had been received and 94% of the approved budget had been expended/encumbered.

Salaries in total were under-budget by \$295,938, about 3% of budgeted. All shelver positions were laid off in March through December due to the COVID-19 pandemic. For regular staff salaries, 2020 continued the budgeting of a “shrinkage” factor to anticipate turnover savings and allow the Board to redirect that savings to other expenditures within the approved budget. This allows the funding to be better managed during the year and avoids last-minute spending

decisions or the delay of projects until the next budget cycle when the savings can be budgeted. The shrinkage rate was set at 1.85% in 2020.

It has been discussed in previous monthly reports the non-salary line items which would be, or would likely be, over-budget. All outstanding purchase orders that were reserving budgetary balances were reviewed and those no longer needed were closed or reduced to 2020's estimated final billing. This resulted in some additional savings with only a few line items being over-budget: (1) Contracted – Professional Services - the following items were unforeseen and unbudgeted; \$20,000 for CEO recruitment services, \$32,500 for Orangeboy consulting services to develop a Community Management Model to address challenges due to COVID-19, and \$164,000 for TSCPL website re-design. \$65,000 was applied to this project from salary savings from the vacant Web Developer position; (2) Contracted – Digital Services - exceeded the budgeted amount primarily due to higher than estimated cost for various annual software renewals; and (3) Supplies – Facilities – additional cleaning supplies, face masks, hand sanitizer and air filters were purchased to address the COVID-19 pandemic.

The 2020 financial results are in a tabular format for each of the budgeted funds for review.

General Fund

Description	2020 Budget	2020 Actual	Difference
Revenues	\$16,455,026	\$16,048,924	\$406,102 under-budget
Expenditures	\$17,281,321	\$16,207,239	\$1,074,082 under-budget
Annual Revenues (-) Expenditures		\$158,315 annual expenditures more than revenues	
Description	2019 Actual	2020 Actual	Difference
Unencumbered Ending Cash Balance	\$3,596,190	\$3,490,628	(\$105,562)

The budget preparation formula is beginning cash balance, plus new year revenues, less new expenditures, less desired (limited) ending cash balance, equals zero. Thus, it anticipates that the new year budget be funded in part by beginning cash.

TSCPL was able to accomplish many initiatives in 2020 for the benefit of the community. Nearly all projects originally projected were funded and at least started. Accomplishments include:

- (1) completion of the Café renovation;
- (2) renovation of all public restrooms is in process (completion date in 2021);
- (3) upgrade to the fire alarm system panel is in process (completion date in 2021);
- (4) Hearing Aid Building at 1719 SW 10th Ave. was purchased and demolished – this property is adjacent to the Garfield property owned by TSCPL and will be part of the new parking lot;
- (5) completion of the Technical Services Department remodel and relocation project;
- (6) wireless system upgrade in process (completion date in 2021);
- (7) completion of the Alice C. Sabatini Gallery remodel project.

Employee Benefit Fund – Page 6

With 100% of the budget year completed, 100% of the budgeted revenue has been received and 89% of the approved budget has been expended/encumbered. This compares to 2019 in which 101% of the budgeted revenue had been received and 88% of the approved budget had been expended/encumbered.

Employee Benefit Fund

Description	2020 Budget	2020 Actual	Difference
Revenues	\$3,250,030	\$3,252,366	\$2,336 over-budget
Expenditures	\$3,692,064	\$3,287,421	\$404,643 under-budget
Annual Revenues (-) Expenditures		\$35,055 annual revenues less than expenditures	
Description	2019 Actual	2020 Actual	Difference
Unencumbered Ending Cash Balance	\$1,101,163	\$1,066,108	(\$35,055)

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,921,349.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the total budgeted revenues collected to-date is 98% and 100% of budgeted expenditures have been made.

Bond & Interest Fund

Description	2020 Budget	2020 Actual	Difference
Revenues	\$207,282	\$202,869	\$4,413 under-budget
Expenditures	\$994,167	\$994,167	\$0
Annual Revenues (-) Expenditures		\$791,298 annual revenues less than expenditures	
Description	2019 Actual	2020 Actual	Difference
Unencumbered Ending Cash Balance	\$804,482	\$13,284	(\$791,198)

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$55,734.00	Rossville Community Library
Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$58,650.00	Silver Lake Library
Approved operating budget	Annual software maintenance renewal – financial management system	\$15,426.00	Black Mountain Software, Inc.
Approved operating budget (professional services are exempt from the Purchasing Policy)	Redesign of The Foundation’s website. The Foundation will reimburse TSCPL \$9,500.00	\$35,250.00	Imagemakers Inc.
Request for Proposal; Board resolution approved bid award on 11/19/2020; approved facilities master plan budget	West Parking Lot improvements	\$223,050.00	Kelley Construction Co., Inc.
Approved operating budget	Annual OrangeBoy services and software subscription	\$15,675.00	OrangeBoy Inc.
Request for Proposal; Board resolution approved bid on 11/19/2020; approved facilities master plan budget	Upgrade fire alarm panel	\$130,909.71	Johnson Controls Fire Protection
Change order for existing approved project	Change Order #1 Restroom Renovations – modify slope in floor	\$3,551.00	Senne & Co., Inc.
Approved operating budget	Electric Services – December	\$21,648.93	Evergy

Approved operating budget	December 2020 fees for monthly cataloging and interlibrary loan database	\$6,736.92	OCLC, Inc.
Library materials	World History online annual subscription	\$7,772.16	Gale/Cengage Learning Inc.
Library materials	Legal/Ref/Health/Bio online annual subscription	\$15,974.21	Gale/Cengage Learning Inc.
Library materials	Reference USA online annual subscription	\$15,120.00	INFOUSA Marketing Inc.
Library materials	Online service plan fee	\$15,001.00	Overdrive, Inc
Library materials	Adult fiction e-books	\$5,830.00	Overdrive, Inc.
Library materials	Adult fiction and non-fiction e-audiobooks/books	\$5,070.00	Overdrive, Inc.
Library materials	Hoopla online	\$24,400.24	Midwest Tape
Library materials	Hoopla online	\$23,000.00	Midwest Tape

Other Items:

- The audit of the 2020 financial year will begin Monday, February 1st. Staff from BT&Co. will be conducting much of the audit virtually and from their offices.
 - Historically, the audit is reviewed and considered for adoption in April. This is because Trustees' terms (usually) and officer positions end as of April 30th and any new Trustees and officers begin May 1st. It would be unfair to expect new Trustees or those new to officer positions to approve an audit for the prior year in which they were either not on the Board, not an officer or not in the same officer position.

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

12/31/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 12/31/2020</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,523,224.80	\$ 16,048,924.29	\$ 15,669,699.13	\$ 4,902,449.96
Employee Benefits	1,101,162.54	3,252,366.33	3,287,420.51	\$ 1,066,108.36
Capital Improvement	1,292,745.67	1,722,762.36	94,158.62	\$ 2,921,349.41
Bond & Interest	804,581.51	202,869.31	994,167.00	\$ 13,283.82
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	33,292.67	49,945.81	82,830.60	\$ 407.88
Federal, State & Local Grants	19.03	1,650.00	1,650.00	\$ 19.03
Other Special Revenue	553,586.39	672,194.16	694,941.82	\$ 530,838.73
Permanent Funds	214,074.65	33,402.00	-	\$ 247,476.65
Totals	<u>\$ 8,522,687.26</u>	<u>\$ 21,984,114.26</u>	<u>\$ 20,824,867.68</u>	<u>\$ 9,681,933.84</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,126,761.06
Restricted Funds-CoreFirst Bank-Checking	531,473.19
Capital Improvement Fund-VisionBank-Money Market Account	2,921,349.41
Cash on Hand	2,250.24
Petty Cash	220.00
Endowment Securities	247,476.65
Municipal Investment Pool - Overnight	4,928,908.36
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>\$ 9,758,438.91</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(915.18)
Less Payroll Deduction and Employer Benefit Liabilities	9,062.32
Less Outstanding Checks	68,357.93
	<u>\$ 9,681,933.84</u>

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

12/31/2020

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	12/31/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,523,224.80	\$ 16,048,924.29	\$ 867,742.51	\$ 14,801,956.62	\$ 4,902,449.96	\$ 1,411,822.18	\$ 3,490,627.78
Employee Benefit Fund	1,101,162.54	3,252,366.33	-	3,287,420.51	1,066,108.36	-	1,066,108.36
Capital Improvement Fund	1,292,745.67	1,722,762.36	-	94,158.62	2,921,349.41	-	2,921,349.41
Bond & Interest Fund	804,581.51	202,869.31	-	994,167.00	13,283.82	-	13,283.82
Non Major Governmental Funds							
<i>State Aid Fund</i>	33,292.67	49,945.81	33,292.67	49,537.93	407.88	407.88	(0.00)
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,650.00	-	1,650.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,578.62	37.02	-	-	10,615.64	-	10,615.64
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.12	-	-	31.17	-	31.17
Friends	106,029.02	25,255.90	1,825.98	40,046.51	89,412.43	7,881.68	81,530.75
Fun Committee	2,659.59	724.76	117.49	-	3,266.86	-	3,266.86
Gallery Competitions/Exhibits	36,147.18	126.54	-	-	36,273.72	-	36,273.72
Gifts/Memorials (Undesignated)	341,344.59	614,698.90	255,098.10	367,530.00	333,415.39	58,537.57	274,877.82
Hathaway Trust - Library Materials	2,677.90	2,584.18	-	2,306.61	2,955.47	182.09	2,773.38
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,804.36	84.48	15,238.05	15,779.23	549.76	15,229.47
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	14,808.04	-	-	16,072.23	-	16,072.23
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	14.94	-	59.74	4,268.40	-	4,268.40
Special Collections	5,693.56	19.94	-	-	5,713.50	-	5,713.50
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.13	-	-	36.22	-	36.22
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	7.61	-	-	2,181.09	-	2,181.09
Youth Services	10,246.70	12,111.72	-	12,634.86	9,723.56	-	9,723.56
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	33,402.00	-	-	247,476.65	-	247,476.65
TOTALS	\$ 8,522,687.26	\$ 21,984,114.26	\$ 1,158,161.23	\$ 19,666,706.45	\$ 9,681,933.84	\$ 1,479,381.16	\$ 8,202,552.68

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

12/31/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 12/31/2020</u>
				100.0%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 13,262,139.14	\$ (537,474.86)	96%
Revitalization Rebates	(197,477.00)	(190,481.48)	\$ 6,995.52	96%
Back Tax	-	178,959.80	\$ 178,959.80	N/A
Motor Vehicle Tax	1,399,719.00	1,434,934.29	\$ 35,215.29	103%
Recreational Vehicle Tax	13,465.00	14,579.16	\$ 1,114.16	108%
16/20 M Vehicle Tax	5,331.00	5,530.34	\$ 199.34	104%
In Lieu of Tax	2,964.00	37,411.84	\$ 34,447.84	1262%
Watercraft Special Tax**	7,320.00	-	\$ (7,320.00)	0%
Commercial Vehicle Fees	47,501.00	49,015.42	\$ 1,514.42	103%
E-Rate Reimbursement	25,193.00	23,325.08	\$ (1,867.92)	93%
Miscellaneous Revenue	3,000.00	12,998.15	\$ 9,998.15	433%
Miscellaneous Revenue - Recyclg	-	362.28	\$ 362.28	N/A
Salary Refunds-Foundation	98,289.00	104,125.22	\$ 5,836.22	106%
Salary Refunds-Friends	29,370.00	29,469.69	\$ 99.69	100%
Salary Refunds-Shawnee Cty	22,755.00	22,627.23	\$ (127.77)	99%
Vending Machines	4,000.00	1,233.95	\$ (2,766.05)	31%
Overdue Fees*	127,000.00	29,859.20	\$ (97,140.80)	24%
Debt Collect	-	1,546.59	\$ 1,546.59	N/A
ILL Fees	350.00	890.91	\$ 540.91	255%
Mailing Fees	120.00	56.37	\$ (63.63)	47%
Non Resident Card Fee	595.00	170.00	\$ (425.00)	29%
Obituary Fees	750.00	180.00	\$ (570.00)	24%
Meeting Room Charges	5,500.00	105.00	\$ (5,395.00)	2%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	65,000.00	35,719.11	\$ (29,280.89)	55%
Transfer In	994,167.00	994,167.00	\$ -	100%
Library Treasurer's Balance	2,476,295.00	-	\$ -	N/A
TOTALS	<u>\$ 18,931,321.00</u>	<u>\$ 16,048,924.29</u>	<u>\$ (406,101.71)</u>	98%

* 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**

12/31/2020

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					100.0%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 6,399.90	\$ -	\$ 0.10	100%
Salaries-Facilities	687,188.00	645,048.10	-	42,139.90	94%
Salaries-Overtime	10,000.00	6,192.76	-	3,807.24	62%
Salaries-Security	332,061.00	286,661.70	-	45,399.30	86%
Salaries-Shelvers	175,216.00	64,766.25	-	110,449.75	37%
Salaries-Staff	7,643,102.00	7,548,960.03	-	94,141.97	99%
Conferences	166,580.00	40,318.41	-	126,261.59	24%
Staff Internal Dev/Trng - Web Based	15,000.00	9,067.75	399.00	5,533.25	63%
Staff Development & Training	15,000.00	305.01	-	14,694.99	2%
Mileage	9,500.00	2,772.68	177.85	6,549.47	31%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	1,716.15	152.50	1,131.35	62%
Materials-Periodicals	38,000.00	9,662.40	22,662.34	5,675.26	85%
Materials-Print/Non-Print <1 YR	567,300.00	488,360.81	63,527.66	15,411.53	97%
Materials-Print/Non-Print	1,294,200.00	1,024,913.71	99,733.47	169,552.82	87%
OPERATIONS:					
Art Purchases	8,000.00	1,708.14	-	6,291.86	21%
Cataloging and ILL Services	105,795.00	85,858.56	6,736.92	13,199.52	88%
Contracted-Digital Services	555,401.00	473,529.74	72,011.87	9,859.39	98%
Contracted-Facilities	353,400.00	250,352.15	28,899.15	74,148.70	79%
Contracted-Equipment	50,940.00	44,712.46	5,356.02	871.52	98%
Contracted-Professional	213,550.00	287,089.95	142,012.65	(215,552.60)	201%
Contracted-E-Rate Services	2,267.00	1,798.82	-	468.18	79%
Digital Services Support	181,100.00	188,781.72	2,959.82	(10,641.54)	106%
Furniture/Equipment	96,200.00	1,802.01	-	94,397.99	2%
Insurance	54,806.00	54,182.00	-	624.00	99%
Marketing & Communication	47,500.00	41,116.45	5,372.10	1,011.45	98%
Memberships/Dues	30,900.00	18,658.10	-	12,241.90	60%
Miscellaneous	5,000.00	569.97	28.39	4,401.64	12%
Payments to Other Libraries	115,060.00	114,384.00	-	676.00	99%
Postage/Shipping	104,363.00	21,774.36	-	82,588.64	21%
Printing	96,800.00	33,536.09	2,530.84	60,733.07	37%
Programming	32,000.00	16,379.50	3,291.98	12,328.52	61%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	693,604.90	905,692.03	105,453.07	94%
Supplies-Facilities	77,417.00	91,022.27	6,947.41	(20,552.68)	127%
Supplies-Office/Library	98,720.00	49,042.71	2,474.66	47,202.63	52%
Supplies-Processing	48,000.00	32,508.76	2,924.57	12,566.67	74%
Telecommunications	90,500.00	60,699.33	1,782.80	28,017.87	69%
Transfer Out	1,709,805.00	1,709,805.00	-	-	100%
Utilities-Electric	360,000.00	300,595.21	21,881.40	37,523.39	90%
Utilities-Gas	65,000.00	39,142.75	5,895.24	19,962.01	69%
Utilities-Water/Sewage	35,000.00	23,665.02	1,713.50	9,621.48	73%
Vehicle-Gas	36,000.00	10,730.07	118.06	25,151.87	30%
Vehicle-Repair	40,500.00	19,752.15	-	20,747.85	49%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	8.77	-	(8.77)	N/A
TOTALS	\$ 18,931,321.00	\$ 14,801,956.62	\$ 1,405,282.23	\$ 1,074,082.15	94%

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

12/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 2,476,295.00	\$ 3,596,303.17	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,799,614.00	13,262,139.14	96%
Revitalization Rebates	(197,477.00)	(190,481.48)	96%
Back Tax	-	178,959.80	N/A
Motor Vehicle Tax	1,399,719.00	1,434,934.29	103%
Recreational Vehicle Tax	13,465.00	14,579.16	108%
16/20M Vehicle Tax	5,331.00	5,530.34	104%
In Lieu of Tax	2,964.00	37,411.84	1262%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	49,015.42	103%
E-Rate Reimbursement	25,193.00	23,325.08	93%
Fees and Charges	141,815.00	47,040.17	33%
Reimbursements	150,414.00	156,584.42	104%
Transfer In	994,167.00	994,167.00	
Interest on Idle Funds	65,000.00	35,719.11	55%
	<u>\$ 16,455,026.00</u>	<u>\$ 16,048,924.29</u>	98%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	8,558,028.74	97%
Other Staff Support Costs	206,080.00	53,040.70	26%
Library Collections	1,902,500.00	1,710,729.04	90%
Contracted Services	1,281,353.00	1,398,358.29	109%
Digital Services Support	181,100.00	191,741.54	106%
Furniture/Equipment/Art	104,200.00	3,510.15	3%
Payments to Other Libraries	115,060.00	114,384.00	99%
Special Projects	1,704,750.00	1,599,296.93	94%
Utilities & Telecommunications	550,500.00	455,375.25	83%
Vehicles	76,500.00	30,600.28	40%
Other Operating Expenditures	595,506.00	382,368.93	64%
Transfer Out	1,709,805.00	1,709,805.00	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 16,207,238.85</u>	94%
Prior Year Canceled Purchase Orders		<u>\$ 52,639.17</u>	
Unencumbered Balance 12/31/2020	\$ -	<u>\$ 3,490,627.78</u>	

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

12/31/2020

EMPLOYEE BENEFITS

	<u>2020 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/2020	\$ 792,034.00	\$ 1,101,162.54	
Revenue:			
Ad Valorem Property Tax	\$ 2,900,904.00	\$ 2,820,044.43	97%
Revitalization Rebates	(41,513.00)	(40,504.08)	98%
Back Tax	-	42,029.77	N/A
Motor Vehicle Tax	298,763.00	311,785.80	104%
Recreational Vehicle Tax	2,874.00	3,137.58	109%
16/20M Vehicle Tax	1,138.00	1,865.15	164%
In Lieu of Tax	812.00	7,955.23	980%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Fees	10,139.00	11,130.55	110%
Refund-Fringe Benefits-Foundation	49,776.00	45,191.47	91%
Refund-Fringe Benefits-Friends	11,667.00	15,358.81	132%
Refund-Fringe Benefits-Shawnee Cty	-	14,128.68	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	12,618.16	323%
Interest on Idle Funds	10,000.00	7,624.78	76%
	<u>\$ 3,250,030.00</u>	<u>\$ 3,252,366.33</u>	100%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 6,478.00	\$ 6,717.15	104%
Cafeteria Plan Administration Fees	3,805.00	2,945.00	77%
Social Security/Medicare	677,328.00	609,853.36	90%
Ks Public Employees Retirement Sys	820,944.00	809,370.13	99%
Worker's Compensation	63,279.00	46,019.09	73%
Unemployment Tax	8,854.00	5,974.41	67%
Health/Dental Insurance	2,111,376.00	1,806,541.37	86%
Contingency/Fund Balance	350,000.00	-	0%
	<u>\$ 4,042,064.00</u>	<u>\$ 3,287,420.51</u>	89%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 12/31/2020	\$ -	\$ 1,066,108.36	

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

CAPITAL IMPROVEMENT

Balance 01/01/2020		\$ 1,292,745.67
Revenue:		
Transfer In		\$ 1,709,805.00
Interest received		12,957.36
		<u>\$ 1,722,762.36</u>
Expenditures/Encumbrances:		
Contracted - Professional		158.62
Capital Outlay		94,000.00
		<u>94,158.62</u>
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 12/31/2020		\$ 2,921,349.41

STATE AID

Balance 01/01/2020	\$ -	\$ 33,292.67
Revenue:		
State Aid	49,945.81	-
	<u>\$ 49,945.81</u>	<u>\$ 49,945.81</u>
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		17,292.67
Staff Internal Development/Trng		16,000.00
Special Projects	53,000.00	49,945.81
	<u>\$ 53,000.00</u>	<u>\$ 83,238.48</u>
Unencumbered Balance 12/31/2020		\$ -

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

12/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 786,885.00	\$ 804,581.51	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	(4,050.36)	N/A
Revitalization Rebates	-	(4.62)	N/A
Back Tax	25,000.00	22,632.24	91%
Motor Vehicle Tax	168,424.00	173,527.34	103%
Recreational Vehicle Tax	1,620.00	1,758.43	109%
16/20M Vehicle Tax	641.00	770.68	120%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	6,000.17	105%
Interest on Idle Funds	5,000.00	2,235.43	45%
	<u>\$ 207,282.00</u>	<u>\$ 202,869.31</u>	98%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	994,167.00	994,167.00	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 994,167.00</u>	<u>\$ 994,167.00</u>	100%
Unencumbered Balance 12/31/2020	\$ -	\$ 13,283.82	

* 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 December 31, 2020

Capital Improvement Funds-VisionBank

\$ 2,921,349.41 at .57% (money market account)

Municipal Investment Pool

\$ 4,928,908.36 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average December 1 - 31, 2020 was .008%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	12/3/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,030.65	-98110
10	21502	0	12/3/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,137.49	-98110
15	21521	0	12/3/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 11.14	-98110
10	21503	0	12/3/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,161.17	-98110
15	21504	0	12/3/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,946.04	-98110
10	21503	0	12/3/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,352.13	-98110
15	21504	0	12/3/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,352.13	-98110
10	21514	0	12/3/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,188.15	-98110
10	21518	0	12/3/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 46.15	-98110
10	41000	313	12/3/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,934.49	-98110
10	41000	313	12/3/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 337.56	-98110
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 83,497.10	-98110 Total
10	21501	0	12/17/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 33,626.09	-98107
10	21502	0	12/17/2020	PAYCOM PAYROLL LLC	State W/H	\$ 13,267.96	-98107
15	21521	0	12/17/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 9.39	-98107
10	21503	0	12/17/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,115.55	-98107
15	21504	0	12/17/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,828.66	-98107
10	21503	0	12/17/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,930.85	-98107
15	21504	0	12/17/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,912.94	-98107
10	21514	0	12/17/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,188.15	-98107
10	21518	0	12/17/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 46.15	-98107
10	41000	313	12/17/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,925.82	-98107
10	41000	313	12/17/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 339.30	-98107
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 98,190.86	-98107 Total
10	21505	0	12/4/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,049.04	-98106
15	21516	0	12/4/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,335.38	-98106
15	21517	0	12/4/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,174.78	-98106
10	21513	0	12/4/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,005.66	-98106
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,564.86	-98106 Total
10	21505	0	12/21/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,613.39	-98104
15	21516	0	12/21/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,145.18	-98104
15	21517	0	12/21/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,268.92	-98104
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 51,027.49	-98104 Total
10	21509	0	12/7/2020	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,155.59	-98102
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,155.59	-98102 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 December 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21509	0	12/21/2020	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,155.36	-98100
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,155.36	-98100 Total
10	21515	0	12/30/2020	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 29,083.02	-98094
15	21515	0	12/30/2020	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 136,051.77	-98094
15	21515	0	12/30/2020	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,251.56	-98094
						\$ 166,386.35	-98094 Total
35	41000	313	12/18/2020	ORANGEBOY INC	Consulting Fee	\$ 20,000.00	11856
					<i>Consulting service to develop a Community Management Model to address challenges of the COVID-19 pandemic; professional contracted service exempt from the purchasing policy</i>	\$ 20,000.00	11856 Total
25	41000	736	12/4/2020	ENCOMPAS	CAFE FURNITURE	\$ 19,591.94	95998
					<i>2020 approved Facilities Master Plan</i>	\$ 19,591.94	95998 Total
10	41000	736	12/4/2020	KELLEY CONSTRUCTION CO., INC.	CAFE REMODEL PROJECT	\$ 124,080.30	96000
						\$ 124,080.30	96000 Total
10	41000	301	12/4/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	96003
					<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,736.92	96003 Total
25	41000	736	12/11/2020	BA DESIGNS	CAFE FURNITURE	\$ 29,945.99	96009
					<i>2020 approved Facilities Master Plan</i>	\$ 29,945.99	96009 Total
10	21512	0	12/11/2020	DELTA DENTAL OF KANSAS, INC	EE December Premiums	\$ 2,906.50	96019
15	21512	0	12/11/2020	DELTA DENTAL OF KANSAS, INC	ER December Premiums	\$ 10,942.68	96019
15	21512	0	12/11/2020	DELTA DENTAL OF KANSAS, INC	Retiree December Premiums	\$ 88.32	96019
						\$ 13,937.50	96019 Total
10	41000	351	12/11/2020	EVERGY	Electric Service	\$ 22,484.14	96023
						\$ 22,484.14	96023 Total
10	41000	736	12/11/2020	HTK ARCHITECTS INC.	Restroom Renovations	\$ 2,940.00	96029
10	41000	736	12/11/2020	HTK ARCHITECTS INC.	Cafe Renovations	\$ 2,587.50	96029
10	41000	736	12/11/2020	HTK ARCHITECTS INC.	FMP	\$ 11,657.50	96029
10	41000	736	12/11/2020	HTK ARCHITECTS INC.	BUILDING DEMO ARCH SERVIC	\$ 253.12	96029
						\$ 17,438.12	96029 Total
10	41000	313	12/11/2020	IMAGEMAKERS INC.	TSCPL website design	\$ 12,500.00	96030
					<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>	\$ 12,500.00	96030 Total
10	41000	313	12/11/2020	ORANGEBOY INC	Consulting Fee	\$ 7,500.00	96035
					<i>Consulting service to develop a Community Management Model to address challenges of the COVID-19 pandemic; professional contracted service exempt from the purchasing policy</i>	\$ 7,500.00	96035 Total
10	41000	720	12/11/2020	ROSSVILLE COMMUNITY LIBRARY	50% Annual Bdgt for 2021	\$ 55,734.00	96039
					<i>As required by Kansas Statute</i>	\$ 55,734.00	96039 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 December 31, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	720	12/11/2020	SILVER LAKE LIBRARY	50% Annual Bdgt for 2021	\$ 58,650.00	96040
					<i>As required by Kansas Statute</i>	\$ 58,650.00	96040 Total
10	41000	736	12/18/2020	B & J FOODSERVICE EQUIPMENT	DISPLAY CASE REFRIGERATED	\$ 9,639.48	96044
					<i>2020 approved Facilities Master Plan</i>	\$ 9,639.48	96044 Total
10	41000	310	12/18/2020	BLACK MOUNTAIN SOFTWARE INC	Black Mountain annual ren	\$ 15,426.00	96046
					<i>2020 approved operating budget - financial system software support annual agreement</i>	\$ 15,426.00	96046 Total
10	41000	312	12/18/2020	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	96061
10	41000	312	12/18/2020	PITNEY BOWES INC.	Lease #0040766462	\$ 3,366.96	96061
					<i>2020 approved operating budget - contracted equipment</i>	\$ 5,965.50	96061 Total
10	41000	313	12/23/2020	IMAGEMAKERS INC.	TSCPL website design	\$ 7,500.00	96071
					<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>	\$ 7,500.00	96071 Total
10	41000	736	12/30/2020	KELLEY CONSTRUCTION CO., INC.	CAFE REMODEL PROJECT	\$ 13,025.70	96092
						\$ 13,025.70	96092 Total
						\$ 900,133.20	Grand Total

INTERIM CHIEF EXECUTIVE OFFICER'S REPORT January 2021

News and Updates

Dolly Parton's Imagination Library (DPIL)

At the end of November 2020, there were 5,726 children registered and at the end of December 2020 there were 5,837 children registered. This is a 11% increase over the number of children registered at the same time last year.

Professional Activities/Community Contacts

December 11	Met with Maria Kutina, HTK Architects
December 14	Met via Zoom with Well Health and Site LHD EM Connect Date for December Launch discussion
December 15	Attended Café meeting via Zoom with Engroff Catering and Erin Aldridge, Executive Director, The Library Foundation Attended Urban Libraries Council (ULC) Interim Director's Zoom Meeting
December 16	Attended TSCPL OrangeBoy discussion with Clark Swanson and TSCPL staff Attended weekly website planning meeting with Imagemakers
December 17	Attended TSCPL Board of Trustees Meeting
December 22	Attended Café meeting via Zoom with Engroff Catering and Erin Aldridge, Executive Director, The Library Foundation
December 23	Attended weekly website planning meeting with Imagemakers
December 28	Met with Maria Kutina, HTK Architects, to review Café remodel punch list
December 30	Attended weekly website planning meeting with Imagemakers Attended MO/KAN Library Directors and Urban Libraries Council (ULC) Director's Zoom Meeting
January 5	Attended Café meeting via Zoom with Engroff Catering and Erin Aldridge, Executive Director, The Library Foundation
January 6	Attended weekly website planning meeting with Imagemakers Attended MO/KAN Library Directors and Urban Libraries Council (ULC) Director's Zoom Meeting
January 7	Met with Nick Speer with Senne Co. - restroom renovation update
January 11	Attended the Trustees Executive Committee Special Meeting
January 12	Attended Café meeting via Zoom with Engroff Catering and Erin Aldridge, Executive Director, The Library Foundation Attended the Friends of the Library Board Meeting

January 13

Attended MO/KAN Library Directors and Urban Libraries Council (ULC)
Director's Zoom Meeting

Current and Future Projects

While we have been focused on current service levels and procedures (please see Chief of Staff report for more details), we have been working on several other projects and will begin to focus on these initiatives more closely in the near future. Some of these projects include:

Public Website Redesign

Library staff continue to work with Imagemakers on the public website redesign. Most of the planning is complete and we are now primarily focused on providing content to Imagemakers while they work on the backend of creating the new website. We plan to have someone from Imagemakers give a sneak peak at the February board meeting with a goal of launching the redesigned site at the end of March.

Staff Development Day

Our annual Staff Development Day will be held on Zoom this year. We had originally scheduled a speaker to discuss Unconscious Bias and kick off additional training on Equity, Diversity, and Inclusion after Staff Day. Unfortunately, the speaker cancelled just recently, and with Staff Day now less than a month away, we had to make some quick changes. Staff Day will now feature someone from Imagemakers to discuss the new website and the process they used to develop a user-friendly design. We will still have the same Equity, Diversity, and Inclusion training after Staff Day, including a session with Kathleen Marker from the YWCA and deliberative conversations with staff.

OrangeBoy

Staff have continued to work with OrangeBoy to learn more about the community and create plans to reach out to specific markets. Staff have been assigned to different story teams, each with a specific persona in which they were responsible for developing a strategy. Many of these projects are marketing related, and we are in the process of working with Communications and Marketing on developing these plans, including how to measure their effectiveness.

Statistical Reports

Robert Soria, Kelli Smith, and Shannon Eddings have begun work on reviewing our current statistical reporting and looking for ways to make improvements. This starts with a very detailed look at how everything is being reported, who is pulling what data, and what is missing. This will ensure the utmost accuracy in our data. This will be combined with looking at what exactly is reported to staff and the board, and in what manner, so that we can have meaningful information to make data-based decisions.

Facilities Master Plan

The major project scheduled for this year is the conversion of the old Technical Services space on the second floor into public space. Our Facilities Master Plan team has been working on some high-level planning for this area for the last few months. This is a unique project compared to most of our previous projects in that the function of the room will be entirely changing and that will impact other spaces as well. This is why it's taken so long to figure out exactly what will go into this area and what will move out of other spaces. Soon this group will start working on the details of what this space will look like and how it will function. When this group is a little further along, we plan to bring concepts to the board.

Curbside

Curbside continues to operate extremely well; however, we know that it cannot stay in the sunroom forever. We are currently discussing ways to move our curbside operations to a location inside the main library. This has proven to be challenging as it will be difficult to maintain the speed and ease that we currently have with the sunroom. However, we are committed to making it happen, although it might be difficult to do so without extending customer wait time, as we don't have any locations that will be as close to the parking lot.

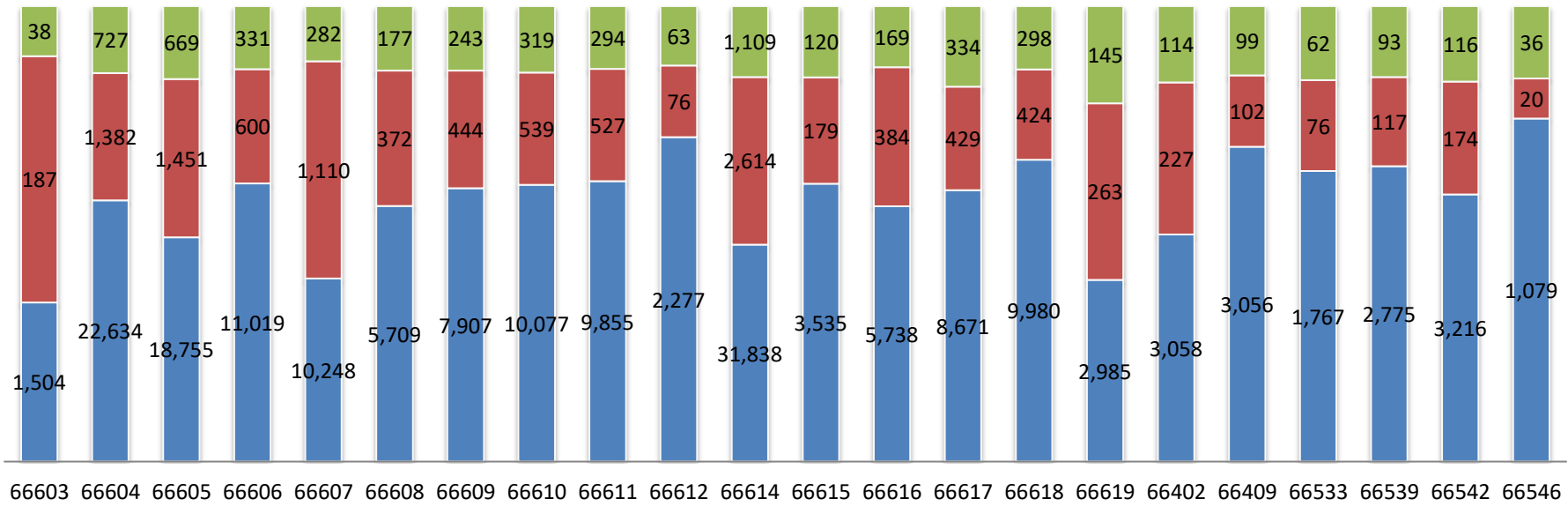
Thad Hartman

Interim Chief Executive Officer

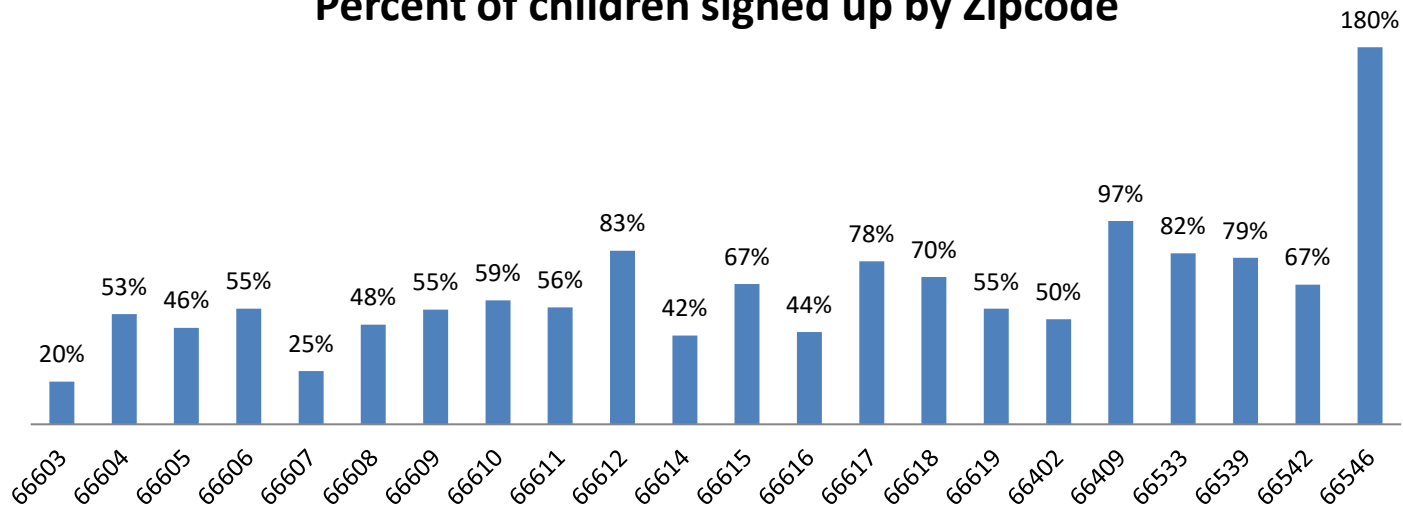
Topeka and Shawnee County Public Library 01/13/2021

December 2020 Dolly Parton Imagination Library

Population Under 5 DPIL



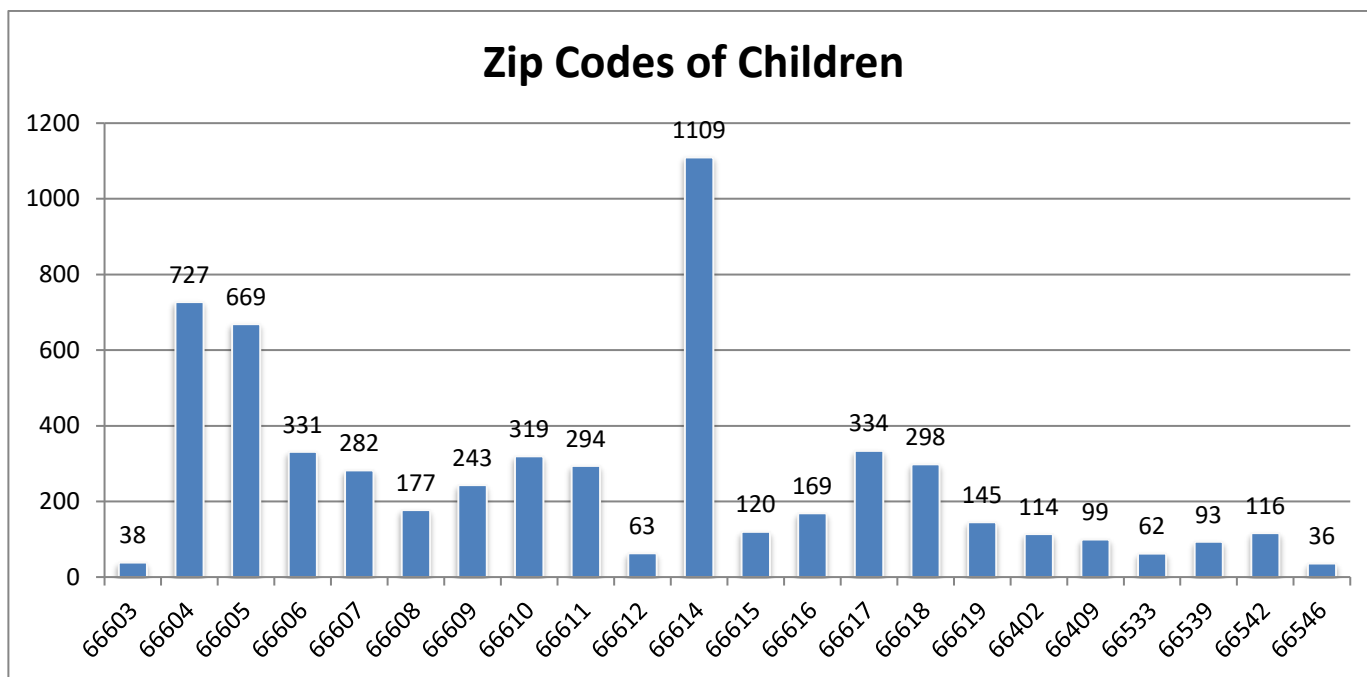
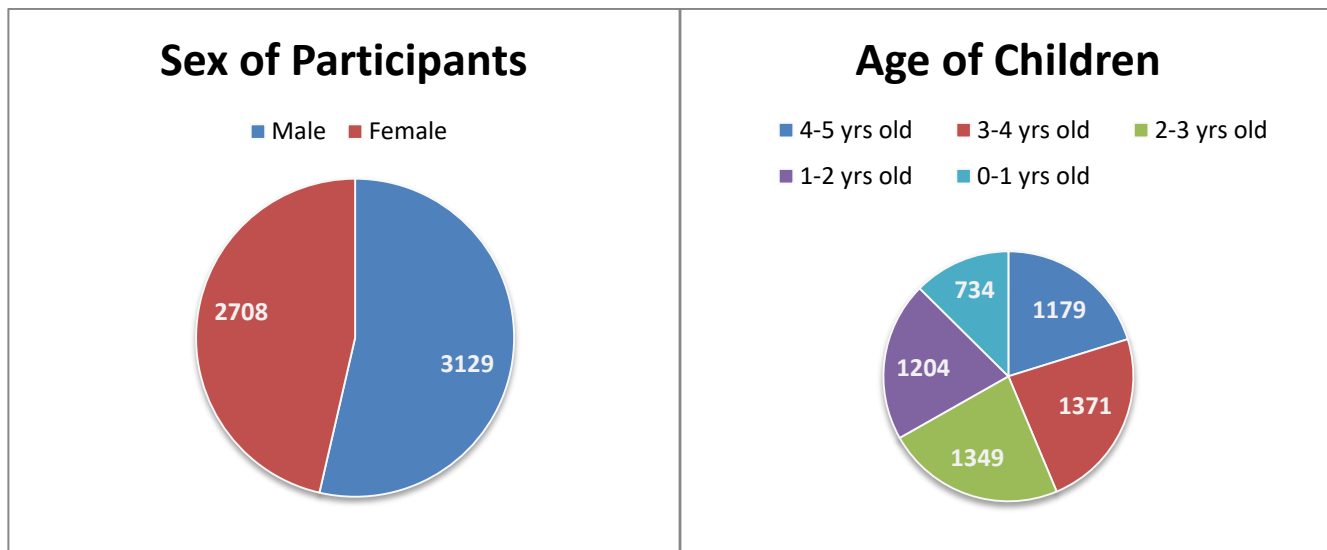
Percent of children signed up by Zipcode



Data Source: 2017 ACS 5-Year Population Estimate

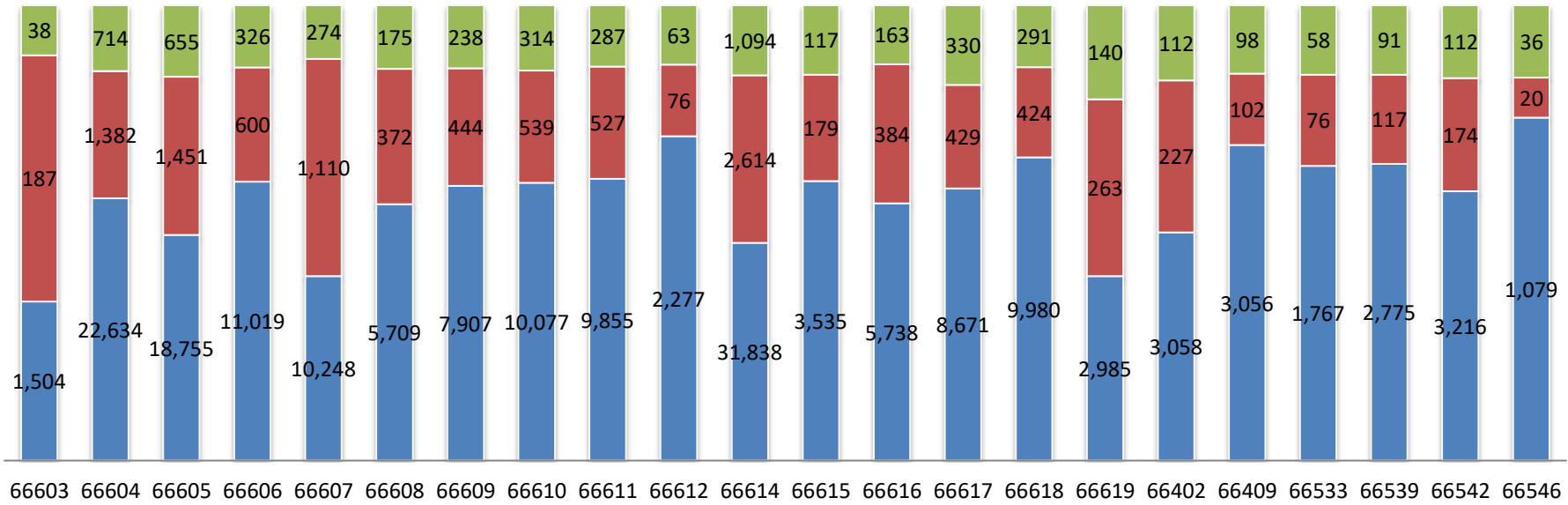
Number of children currently enrolled: **5,837**

Number of graduated children: **3,407**

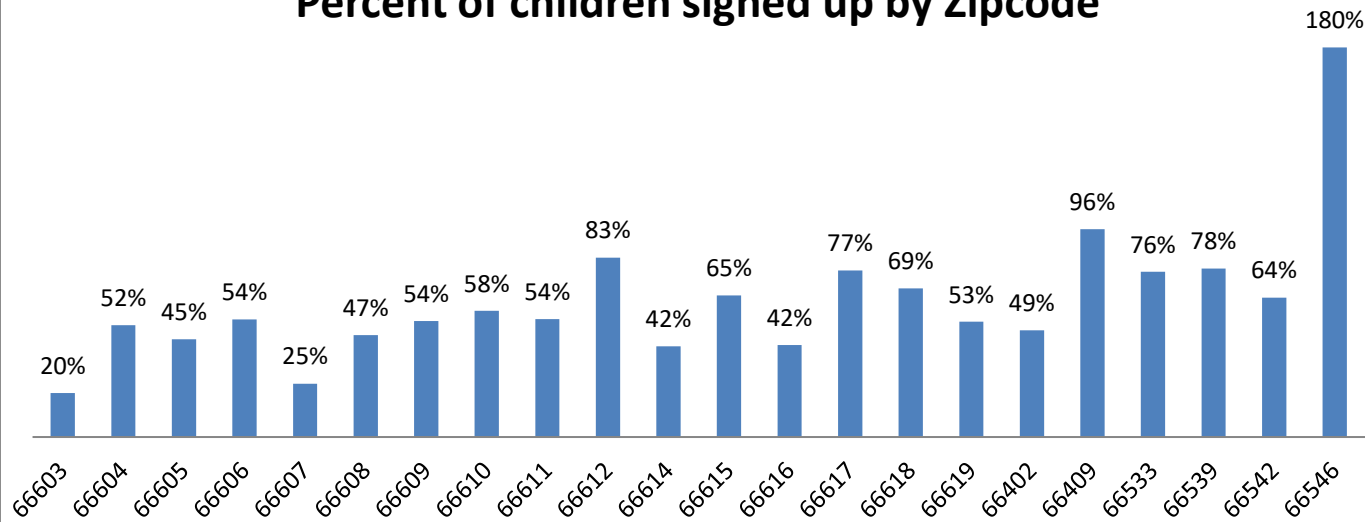


November 2020 Dolly Parton Imagination Library

Population Under 5 DPIL

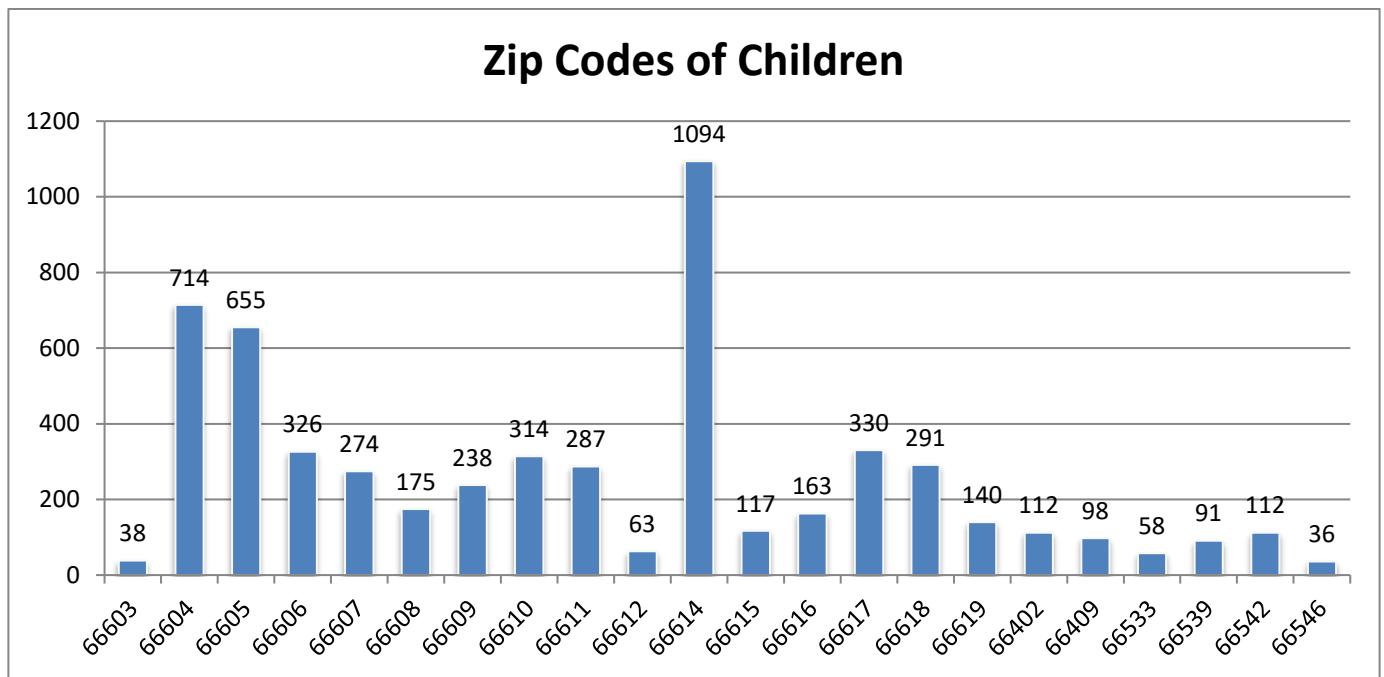
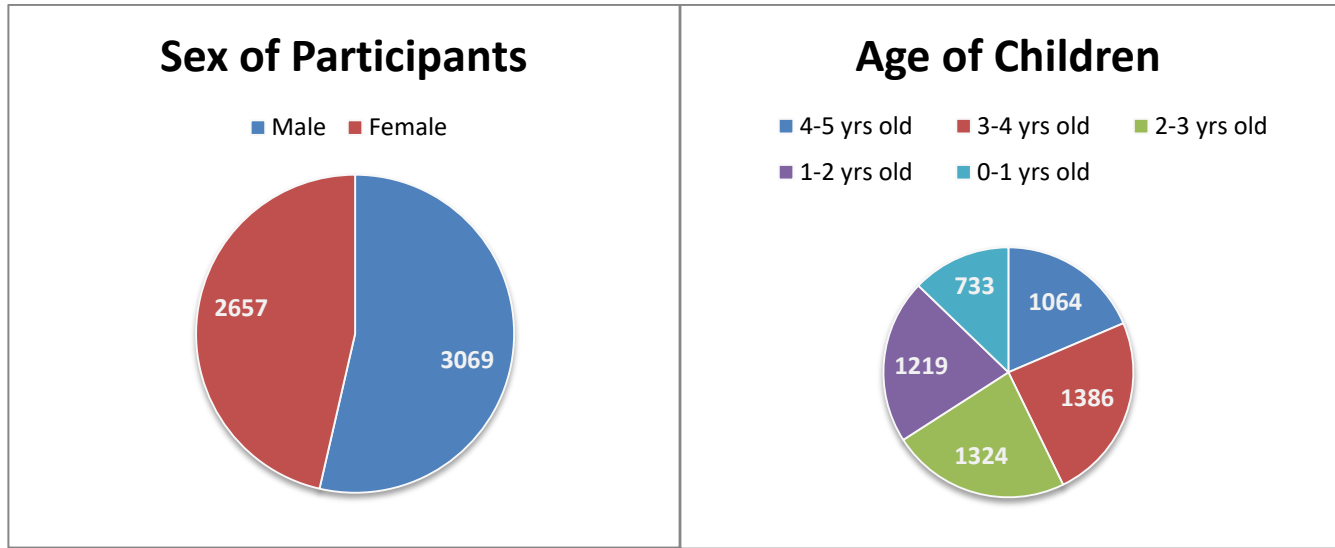


Percent of children signed up by Zipcode



Number of children currently enrolled: **5,726**

Number of graduated children: **3,343**



Chief of Staff Report

Thad Hartman

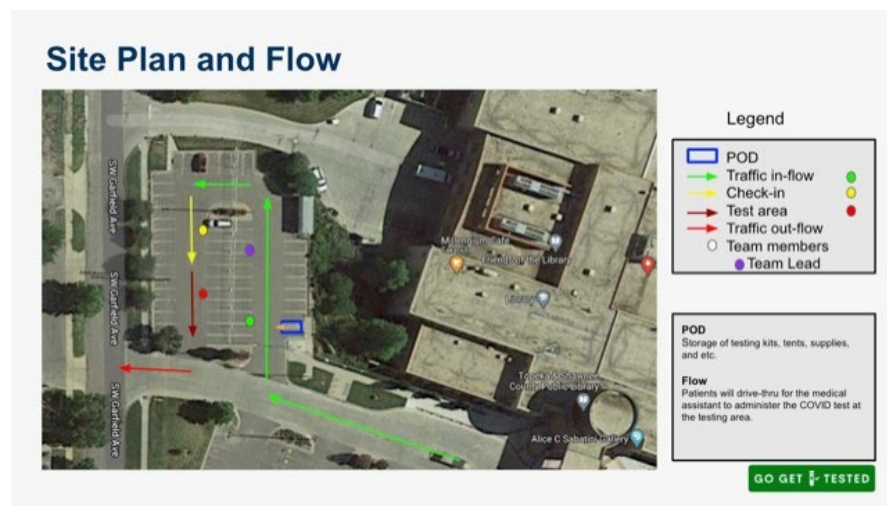
January 21, 2021

COVID Test Site

On Friday, December 18, the library became a free COVID test site as part of the governor's "Stop the Spread. It's Up to Us, Kansas" campaign. We are one of three free COVID test sites in Shawnee County as part of this campaign.

The test site is run by WellHealth and is a drive-through service that takes place entirely in the parking lot west of Claire's Courtyard. So far traffic has been steady, but not overwhelming. I have asked for some test site data to see how many people have used the service.

Anyone who wants a test, whether they have any symptoms or not, can get one for free. Tests should be scheduled ahead of time and the test only takes a few minutes. It is a saliva test and results usually take about 3 days to receive. I had a test and it was quite easy to book a time and get the test. You can schedule a test or find more information at <https://www.gogettested.com/>.



Staff Remembrance

As you know, this past month has been especially difficult as we lost two staff members, Jonathan Garcia and Stephanie Hall. We thank you all for the kind words and thoughts and prayers we've received. While this has been especially tough because COVID has limited our ability to get together, I think staff have found comfort being around one another and remembering these special people.

As you may have read, Stephanie Hall's family elected to have her memorial funds contributed to the benefit of the Library. We were contacted by several potential donors about the purpose of those funds and what could be done to best honor her and her love of the Library and learning.

The Library Foundation Board of Directors has approved for memorial funds and donations contributed by friends and family of Stephanie Hall be utilized to create the Stephanie Hall Fund for Sneaky Learning.

Stephanie was passionate about learning, literacy, and FUN. Stephanie served as a planner, instigator, and risk taker during her 20+ year time with TSCPL prior to her untimely passing in 2021 at the young age of 44.

Stephanie loved that people could learn things while having fun. “Who says learning has to be boring?” She enjoyed working with kids who would come in after school. They would often ask her “What if I do this?” And she would say “I don’t know, you should try it and see.”

Sneaky learning is just that...try it and see. The kids don’t realize they are forming hypothesis and testing them and then going back and tweaking it. They just think they are having fun.

Through Stephanie’s service on the Staff Development Day committee, she ensured that it wasn’t just the kids who were having fun. Her enthusiasm for learning and give it a go attitude made her the perfect person to serve our community as a leader.

The fund will serve the community through benefiting staff training and/or any of the Topeka and Shawnee County Public Library’s public programming that can be deemed as sneaky learning.

Donations may be sent to The Library Foundation – 1515 SW 10th Ave, Topeka, KS 66604 or made online at www.foundation.tscpl.org/donate. Please mark that it is a memorial with Stephanie’s name.

<https://www.penwellgabeltopeka.com/Obituary/193362/Jonathan-Garcia/Topeka-KS>

<https://www.dovetopeka.com/Obituary/194026/Stephanie-Hall/Dove-KS>.

Service Level Plan

January 4, 2021, we reopened the building to in-person services with a focus on providing computers, fax, copiers, and scanning to customers. We worked at length with staff members from several departments to develop procedures for this new phase. Marie Pyko has been leading this team that includes Karen Watson, Lissa Staley, Joey Embers, Carrie Cummings, Michelle Stottlemire, Patrick Berry, Jesse Maddox, Autumn Friedli, Ruth Rodden, Kelli Smith, Sandy Hestand, LeAnn Brungardt and Debbie Stanton. They have done a wonderful job and are to be commended. They have also had help from several other staff members who have pitched in to help, including moving computers, tables, and printing signs.

Our focus has been on making sure that the library is safe as possible for customers and staff, provide the most essential services, and make it as stress-free as possible. We feel good about where we’re at and are currently developing procedures for additional services that will be added within the next week or two. We will continue to evaluate our service procedures and look for ways to improve and add services.

Phase Zero
In Library Service closed

Timing	December 7, 2020
Pre-requisites	Decision to reset the Service Level determined based on community cases and staffing ability due to quarantine.
Overview	The building itself is still not open, but the public can pick up their reserves using a curbside pickup service, TSCPL@Home, other outreach delivery services. Staff begin to prepare library for Phase One reopening on January 4, 2021.
Service Notes	<p>Curbside pickup [Point People- Ruth Rodden, Kelli Smith and Paul Brennan] Customers are able to pick up reserves at Curbside Pick. Specific space in the parking lot will be identified for customers picking up reserves. Customers will have a way to contact the library or schedule a time when they are ready to pick up reserves.</p> <p>TSCPL@Home (Point Person- Sandy Hestand) Customers who select TSCPL@Home as their delivery preference will receive materials on a rotation basis. Staff are delivering routes daily.</p> <p>Smartlockers and Library @ Work – [Point Person – Kelli Smith] Resume loading Smartlocker for reserve pickup. Resume delivering Library @ Work holds for those workplaces that allow.</p> <p>Browsing 4 U service –[Point Person Autumn Friedli] Customers can use the webform or call the library to request materials be pulled for them on a regular basis or through an established monthly subscription basis. Items are pulled daily and customers can pick up using Curbside Pick UP or TSCPL@Home.</p> <p>Red Carpet Outreach Deliveries- [Point Person Autumn Friedli] RC staff will delivery materials to congregate living sites who have agreed to service on a monthly basis. Items are also picked up from sites.</p> <p>Call Center and LibAnswers [Point Person Debbie Stanton] Public Service staff respond to customer questions Monday-Friday 9:00AM-9:00PM, Saturday 9:00AM-6:00PM and Sunday 12PM-9:00PM</p>
Staffing Needs	In addition to the above services, staff are in the building shelving returns, pulling reserves, processing holds and preparing materials for delivery

Phase One
Library Open – Limited Services and Limited Hours

Timing	January 4, 2021
Pre-requisites	Spaces and safety supplies and staff responsibilities are in place
Overview	The library is open with limited services. The focus of the library will be providing access to public computers, copying and faxing. There will be a building capacity of 40 customers. The library will be open Monday – Friday 9AM – 7PM, Saturday 9AM – 6PM and Sunday 12PM – 6PM.
Service Notes	<p>Public Computers [Point Person- Joey Embers and Reopening team]</p> <ul style="list-style-type: none"> • Computers are placed in specific areas of the building: <ul style="list-style-type: none"> ○ Marvin Auditorium

	<ul style="list-style-type: none"> ○ The Edge ○ Learning Center ● Staff stations are equipped with plexiglass for added safety. Have safe procedure for how to help customers with computer questions. ● Use of Comprise to manage computer time and wait lists <p>Fax Machine and Copier [Point Person – Reopening team]</p> <ul style="list-style-type: none"> ● In order to expedite process, staff will handle all faxing and copying for customers. <p>Virtual Programming [Point Person – Program Team]</p> <ul style="list-style-type: none"> ● No in-person public programs will be held in this phase. ● Continue with online programming. ● Reading Challenge and other kits are available for pick up at Curbside or TSCPL@Home.
Main changes from previous phase	<ul style="list-style-type: none"> ● Customers must wear a mask at all times. Masks are available at the Greeter space. ● A limited portion of the library is open for limited hours. ● Customers can use public computers for one hour per day. Free printing up to 25 pages. ● Staff and customers must always remain 6 feet apart.
<p>Phase Two</p> <p><i>Library Open – Limited Services and Limited Hours</i></p>	
Timing	No later than February 1, 2021
Pre-requisites	<ul style="list-style-type: none"> ● State restrictions allow for the actions included in this phase. ● Sufficient testing is expected to be available. ● Staff are trained, spaces are prepared, and systems are ready for implementation.
Overview	The library is open with limited services. In addition to the previous phase services, customers will be permitted to browse for library materials by appointment to limit the number of people in the space. Other services that could be included in Phase two include: distributing the Harvesters Afterschool Snack bags and Notary service. The library will be open Monday – Friday 9AM – 7PM, Saturday 9AM – 6PM and Sunday 12PM – 6PM.
Service Notes	<p>Browse collections [Point Person- Marie Pyko] Customers will be able to sign up to browse collections by appointment</p> <p>Remote Computer Support [Point Person-Debbie Stanton] Staff will support more computer and in-depth online reference help using remote computer support.</p> <p>Afternoon Snack [Point Person- Kari Zimmerman] Children 1-18 can pick up their afternoon snack.</p> <p>Notary [Point Person- Kelli Smith] Notary service is available during the day Monday-Friday.</p> <p>Booktique [Point Person-Mary Campbell] Booktique will be able offer browsing by appointments.</p>

Department Highlights

Public Services – Readers Services

Autumn Friedli, Public Services Supervisor

Readers Team

Caryn Mirriam-Goldberg, former Kansas Poet Laureate, led a packed writer’s workshop via Zoom on Saturday, January 9th. In order to allow time for participants to share and engage with one another, a cap of twenty-five attendees was set. During this two-hour workshop, participants explored poems dealing with aspects of time and were given time to write and share their own work.

Join us on January 28 for a virtual book launch with author Ben Montgomery. His new book *A Shot in the Moonlight: How a Freed Slave and a Confederate Soldier Fought for Justice in the Jim Crow South*, is the true story of George Dinning, a freed slave. In 1899 Dinning joined forces with a Confederate war hero in search of justice in the Jim Crow south and became the first Black man in America to win damages after a wrongful murder conviction.

Montgomery will be in conversation with Anthony Denning Sr., the great-grandson of George Dinning, so this is sure to be a special evening. Montgomery is a [Pulitzer finalist](#) for his work to expose decades of abuse at a Florida reform school, which inspired Colson Whitehead’s novel, *Nickel Boys*. He is also the author of one of our most popular community reads, *Grandma Gatewood’s Walk*, which continues to circulate well in our community among readers and book groups.

A Q&A with the author will follow the interview.

Winter Reading Challenge

There’s still time to join us! The month of January we are once again doing our Winter Reading Challenge! Read three books and receive a scarf (see picture) to keep warm this winter. Currently 514 people have signed up to take in the challenge. Are you one of them? Sign into the Beanstack app to join in the fun. Need help? Don’t worry, TSCPL staff is happy to help you get signed up.



Youth Services

LeAnn Brungardt, Youth Services Supervisor

New Rounds of Early Childhood Virtual Programs

Our Zoom Early Childhood programming runs in 5-week blocks. With the holidays behind us, they start again the week of January 11. These include Baby Bookworms (birth to 18 months) on Wednesdays at 10:30 AM, Toddler Time 1 (1-year-olds) on Tuesdays at 10:30 AM, and Toddler Time 2 (2-year-olds) on Thursdays at 10:30 AM. These are live and interactive. In addition, we also have new recorded storytimes twice weekly and new musical storytimes each Saturday.

Stats on Call-a-Story

We started Call-a-Story on the last week of September in 2020. Our stats for the remainder of the year show 398 calls with the Spanish option being slightly favored each month. It has exceeded our usage predictions. In 2021 we will expand our compliment of readers in both English and Spanish. We are also looking at adding Call-a-Joke.

Stats on 1,000 Books

1,000 Books Before Kindergarten has been running since the last week of August in 2020. This reading challenge has 110 registered users. In those few months the combined readership has been 5,731 books. We have individuals who have reached the 500-book badge, but no 1,000-book badge braggers just yet. Give them time.

StoryWalks®

We continue to receive a handful of user comments each month about these opportunities. We hear that people like/love them. We will expand with sturdier holders as the weather warms up this spring.

Stats on Dolly Parton's Imagination Library

We currently have 5,837 active children and have graduated 3,407 children since May 2016. This year will mark the 5th year anniversary. That means kids graduating this year are the first who potentially were able to take advantage of the initiative from birth to 5. Dolly's birthday is January 19th. Our partner, the United Way of Greater Topeka is hosting a sign-up promotion. They hope to have 75 sign ups by her birthday to commemorate her 75th birthday.

Zoo Animals

This year we will continue to offer a monthly zoo animal experience. Right now, those opportunities remain popular if not more popular than ever. January's was live on the 7th. It has had 2,421 views as of this writing on the 12th.

Zooming

Recently, we have had a few schools call us for guest readers for school events. This month we will attend Zoom for a family event for Shelden Head Start and a kindergarten celebration at Wanamaker Elementary. While a library presence at school events is not new, but these are our first virtual ones.

Success Stories

Natalie Moreland shared:

“I recently got connected with one of our regular customers, Jaiden, and it’s been so fulfilling to choose books that match her interests. Jaiden is one of our regular customers who normally comes in at least once a week and loves to browse, going home with a stack of 40 or so picture books, and she reads every single one. Having gotten to know her and her grandparents over several years, I know what she enjoys and its fun to pick out books for her. I know Jaiden will be so excited when she can come back in and choose her own books, but for now curbside pickup and personalized browsing are meeting her needs.”



Community Services

Sandy Hestand, Community Services Supervisor

The community services department has been busy providing the TSCPL@Home delivery service. I have shared social media postings in the past, but I think they are a good reminder of how we are filling a need in our community, so I have included a few recent posts. We have recently opened the service to any library user living in Shawnee County (except Silver Lake & Rossville) and have seen a steady increase in our circulation numbers. The department has also been busy staffing the customer service desk as we begin to open again to the public.

“I LOVE the home deliveries! It is keeping me sane!” –Dawn Way ant, Seaman Middle School



Gloria L. Henderson
I love the home delivery service!

Love · Reply · Message · 5w



3



Janet Degenhardt
I loved getting my books and DVD delivered to my home! It was quite fun! Got to watch Pride and Prejudice for the very first time. I enjoyed watching it and now will know when people are making a reference to it. 😊

Like · Reply · 2w



2

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Technical Services has started a new year of purchasing for library collections. As we have done in past years, we order physical materials on Wednesdays and Overdrive content on Fridays. We will place orders for 49 weeks this year. We are working through purchase suggestions from customers and carting up materials that are currently available or will be released in the next 3 months. Regarding budget, we have allocated additional money for Overdrive and hoopla though we've kept physical material budgets robust as we anticipate more new releases will be available after the current situation with COVID subsidies. We have not purchased collections for Bookmobile since April 2020 and will continue to hold off on that until we have a better idea as to what that service looks like this year. Despite the current challenges of COVID, we are looking forward to another year of serving customers and building collections that meet the entertainment and educational needs of our community.

Digital Services

David King, Digital Services Director

Projects for Digital Services over the past month include:

- Set up the library for our re-opening with computers up front and changes to public printing.
- Continued work on our website redesign. Right now, the plan is to launch at the end of March.
- Continued adjustments to our Zoom account as our needs shift and grow for more virtual programs and meetings.
- Our community center computer labs are almost all upgraded. We still have Rice Community Center (they haven't been open to the public).
- Finalized pricing for redesigning the Foundation's website. Imagemakers will be the vendor for this project.
- Helped install digital monitors in the cafe (with Facilities). They plan to use them for digital menu boards, among other things.



January Board Report

January 14, 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

The end of 2020 was challenging for our department for a myriad of reasons, including wrapping up our 150th anniversary campaign, the retirement of CEO Gina Millsap, closing the library building due to the rise in COVID-19 cases and planning for 2021 marketing initiatives. My compliments to the C&M staff who have kept projects up-to-date and responding to unscheduled needs during my absence December 2, 2020 - January 10, 2021.

COVID-19 and the Library

During December, we developed a communication plan to keep our customers informed of library operational changes and temporary hours. The library website, e-newsletters, social media and news releases documented the changes to services on this timeline:

12/05/2020 - Library Building Closing Dec 7-20

12/18/2020 - Library New COVID-19 Testing Site, Library Services Online or Contactless

12/30/2020 - Library Offers Limited In-Person Services

To increase communication with library customers, our bi-weekly e-newsletter was converted to a weekly publication on Dec 15. There are three versions of this publication with content for 3 different demographic “clusters” to provide information for cardholders with young children (0-5), teens (14-18) and general audience. During this time, we focused on the ease and convenience of our online and contactless services through social media and web articles.

Virtual Events

Our online offerings on Facebook and YouTube continues and our audiences are increasing. Along with website changes to clarify what was happening in the building there were multiple videos created for Gina's retirement in recognition of her 45-year library career, and 15-years with TSCPL. We continue to produce storytime, teen writers, teen cooking, teen art club, and musical storytime video stories that appear on our Facebook page and YouTube channel.

2021 C&M planning

In October, we began working on strategies to be prepared for 2021 first quarter projects. At the top of the list is a project (working file name "New CEO") to introduce our new CEO and new Foundation Executive Director plus showcase the improved Millennium Café, restrooms, Sabatini Gallery and Chandler Booktique. We have contracted with the Bajillion and MotoVike Films, recently purchased by Abbott-Unlimited, a local software development company, to get a head-start on developing the campaign to feature the new library leadership and the physical improvements. Campaigns and video productions take several months to develop, and we hoped to have the strategies and tactics in place. Due to changes in library operations in late November and December, the campaign planning will begin with the agency later this month.

The first and second quarter work will also include launching a new website with our website agency Iamemakers and executing the marketing strategies of our Community Projects developed with OrangeBoy Inc., Savannah® is a cloud-based community engagement platform.

tscpl.org Top Page Views

December 17, 2020 – January 12, 2021

1. Best Books of 2020 – 1353 pageviews
2. Let's Fall into Reading – 1302 pageviews
3. My Account – 1256 pageviews
4. Services – 1255 pageviews
5. Why is Creativity Important – 1058 pageviews
6. June Wedding article – 1058 pageviews
7. Ebooks – 968 pageviews
8. Coronavirus information page – 938 pageviews
9. Discuss the Great Gatsby – 927 pageviews
10. Trivia from Your Library – 909 pageviews

	2020													2020 Total	2019 YTD	Change 19 TO 20%
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
CIRCULATION																
Main Library																
TSCPL Curbside	0	0	0	0	4,434	24,610	26,480	26,233	26,201	25,375	24,963	27,606	185,902			
Circulation Desk & Renewals	49,054	39,071	59,747	63,605	59,083	34,883	35,742	36,325	33,496	39,102	36,286	34,538	520,932	616,139	-15.5%	
Interlibrary Loan	1,810	1,591	0	0	0	0	148	928	1,016	915	875	507	7,790	19,223	-59.5%	
Self-Check	62,366	64,910	31,498	99	10	4,144	14,075	24,185	28,779	27,539	27,041	7,442	292,088	819,277	-64.3%	
Bookmobile / TSCPL @ Home	20,178	18,089	12,884	9,447	7,381	3,971	5,969	5,774	4,021	3,253	3,947	4,111	99,025	222,882	-55.6%	
Red Carpet	7,696	6,587	5,516	4,313	4,401	5,228	5,914	6,476	4,301	5,924	6,640	5,781	68,777	84,682	-18.8%	
Digital Downloads	43,780	40,039	45,098	51,917	50,942	48,189	48,174	48,538	45,610	47,746	46,941	46,858	563,832	475,888	18.5%	
Library @ Work / Smartlocker	2,600	2,274	2,045	1,219	952	1,215	1,614	1,483	1,733	1,978	1,958	1,814	20,885	29,565	-29.4%	
TOTAL CIRCULATION	187,484	172,561	156,788	130,600	127,203	122,240	138,116	149,942	145,157	151,832	148,651	128,657	1,759,231	2,267,656	-22.4%	
CIRCULATION DETAILS																
Print Material	85,593	79,197	70,608	52,705	50,694	48,291	58,296	63,923	61,957	63,989	63,492	52,410	751,155	1,066,535	-29.6%	
Audio/Visual Material	52,127	48,494	37,936	23,012	23,382	24,238	29,542	33,796	33,074	34,848	32,699	24,248	397,396	666,124	-40.3%	
Adult Materials	82,458	77,081	62,642	41,133	40,967	41,269	50,372	56,211	55,830	58,843	57,043	45,175	669,024	1,007,525	-33.6%	
Children's Materials	42,688	38,982	35,816	27,628	26,140	23,517	28,008	31,173	29,390	30,085	28,915	22,734	365,076	569,408	-35.9%	
Young Adult Materials	3,844	3,592	3,549	2,612	2,651	2,648	3,246	3,495	3,178	3,120	3,136	2,570	37,641	53,330	-29.4%	
Red Carpet Materials	8,730	8,036	6,584	4,344	4,318	5,095	6,212	6,877	6,684	6,789	7,097	6,179	76,945	102,396	-24.9%	
NEW Patrons																
Topeka / Shawnee County																
Adults	648	621	498	266	244	321	314	433	410	346	318	240	4,659	7,473	-37.7%	
Children (ages 17 and under)	112	126	116	32	8	20	33	63	80	59	52	15	716	2,125	-66.3%	
Red Carpet Outreach	11	13	9	0	0	1	8	4	0	6	3	4	59	129	-54.3%	
NEKL	64	70	110	73	18	45	67	67	50	74	52	36	726	781	-7.0%	
Non-Resident	0	1	3	17	0	0	0	0	1	1	0	0	23	6	283.3%	
Total New Registrations	835	831	736	388	270	387	422	567	541	486	425	295	6,183	10,514	-41.2%	
PATRONS DELETED	2,511	2,913	435	1,066	288	47	1,180	116	180	141	85	40	9,002	21,761	-58.6%	
BORROWERS																
Topeka / Shawnee County																
Adults	51,951	51,430	51,338	51,676	52,029	52,243	52,274	52,721	53,127	53,126	53,507	53,762	53,762	54,136	-0.7%	
Children (age 0 - 17)	16,566	15,650	15,462	15,613	15,501	15,421	15,331	15,206	15,179	15,114	15,083	15,002	15,002	19,153	-21.7%	
TSCPL @ School	16,102	16,124	16,124	16,124	16,124	16,123	16,123	16,594	20,044	20,476	20,665	20,665	20,665	*	*	
Red Carpet Outreach	1,161	1,157	1,151	1,149	1,145	1,141	1,142	1,146	1,136	1,135	1,134	1,121	1,121	1,191	-5.9%	
NEKL	7,031	6,964	7,011	6,908	6,931	7,000	7,185	7,306	7,319	7,310	7,337	7,367	7,367	7,275	1.3%	
Non-Resident	43	42	45	100	81	80	80	79	80	80	80	80	80	46	73.9%	
Delinquent	107	116	93	99	99	89	87	77	80	91	86	87	87	122	-28.7%	
TOTAL BORROWERS	92,961	91,483	91,224	91,669	91,910	92,097	92,222	93,129	96,965	97,332	97,892	98,084	98,084	81,923	19.7%	
Holds Satisfied	19,196	16,770	8,921	2	9,530	21,504	20,819	19,252	18,040	16,968	17,549	18,981	187,532	223,800	-16.2%	
CHECK-IN																
TOTAL CHECK-IN	93,912	92,730	48,932	14	22,262	31,267	36,655	45,111	48,289	49,286	47,513	46,365	562,336	1,183,285	-52.5%	

	2020													2020	2019	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	19 TO 20%		
COLLECTION																	
Materials Added	5,362	4,329	2,377	0	1,810	3,540	4,390	2,720	3,796	3,308	3,757	2,715	38,104	54,865	-30.5%		
Materials Discarded	8,237	7,955	3,866	4,435	4,035	5,612	6,372	1,739	360	5,568	4,785	5,504	58,468	75,673	-22.7%		
TOTAL COLLECTION	400,318	396,692	395,203	390,768	388,543	386,471	384,489	385,470	388,906	386,646	385,618	382,829	382,829	403,193	-5.1%		
WEBSITE																	
tsctl.org Unique Visitors	39,663	33,321	36,580	25,636	33,229	32,897	29,476	28,981	26,967	31,761	28,221	25,743	372,475	366,835	1.5%		
tsctl.org Total Visits	66,201	56,255	58,118	40,730	56,627	56,599	51,853	50,554	47,938	52,306	47,954	44,889	630,024	647,225	-2.7%		
catalog.tsctl.org Unique Visitors	21,190	19,294	13,546	8,092	10,520	13,426	13,760	14,800	15,245	26,029	13,564	12,359	181,825	239,097	-24.0%		
catalog.tsctl.org Total Visits	49,784	44,997	32,337	19,024	28,001	39,292	39,736	41,552	40,676	49,495	35,947	35,211	456,052	548,949	-16.9%		
NOTARY SERVICE	154	243	142	0	0	0	27	182	208	268	160	0	1384	2,111	-34.4%		
REFERENCE QUESTIONS																	
Public Services	9,900	10,787	*	554	2,217	4,349	4,436	4,021	3,555	3,541	3,260	3,303	49,923	140,131	-64.4%		
Topeka Room	701	275	*	0	0	0	0	0	0	0	0	0	976	8,059	-87.9%		
Plaza**	1,272	1,443	*	0	0	0	0	0	0	0	0	0	2,715	9,295			
Youth Services	2,397	2,432	1,482	0	0	0	0	0	0	0	0	0	6,311	41,055	-84.6%		
Gallery	0	0	0	0	0	0	0	0	0	0	0	0	0	240	-100.0%		
TOTAL REFERENCE QUESTIONS	14,270	14,937	1,482	554	2,217	4,349	4,436	4,021	3,555	3,541	3,260	3,303	59,925	198,780	-69.9%		
GATE COUNT	46,507	42,387	20,990	0	137	4,695	9,560	14,486	22,940	17,446	17,164	3,796	200,108	715,507	-72.0%		
MEETING ROOMS																	
Meeting Room Bookings	471	738	280	0	14	0	23	113	387	286	223	199	2,734	7,695	-64.5%		
Team Room Bookings	1,639	870	590	0	7	5	7	1	10	12	3	7	3,151	19,666	-84.0%		
Total Meeting Room Hours Booked	3,005	3,049	2,073	0	87	5	62	620	1,579	1,285	5,232	735	17,732	60,328	-70.6%		
TOTAL ATTENDANCE	11,037	6,119	3,044	0	7	5	92	407	2,951	1,329	221	1,018	26,230	162,229	-83.8%		
LEARN & PLAY BUS VISITS	228	247	*	0	0	0	0	0	0	0	0	0	475	2,712	-82.5%		
PROGRAM ATTENDANCE																	
Adult - General	520	158	342	20	30	282	528	16	488	166	30	124	2,704	6,169	-56.2%		
Computer Training	0	95	57	0	0	10	0	18	7	8	0	1	196	619	-68.3%		
Outreach	2,696	2,257	586	0	0	5,859	1,480	393	0	0	0	0	13,271	27,048	-50.9%		
Kids	809	848	338	0	0	0	0	0	0	8	8	16	2,027	11,308	-82.1%		
Movies	13	18	0	0	0	0	0	0	0	0	0	0	31	609	-94.9%		
Books	51	169	99	9	46	28	25	39	47	31	44	23	611	781	-21.8%		
Art	0	65	0	0	0	0	0	0	0	0	0	0	65	959	-93.2%		
Teens	0	19	76	0	0	0	0	0	0	3	0	0	98	381	-74.3%		
Music	30	400	107	0	0	0	0	911	17	0	0	0	1,465	1,146	27.8%		
TOTAL ATTENDANCE	4,119	4,029	1,605	29	76	6,179	2,033	1,377	559	216	82	164	20,468	49,020	-58.2%		
GALLERY ATTENDANCE	0	0	0	0	0	0	0	254	332	438	235	0	1,259	18,190	-93.1%		
COMPUTER USE																	
Public Computer Sessions	12,738	12,953	*	0	0	2,064	3,827	4,950	4,998	5,801	4,601	1,313	53,245	182,510	-70.8%		
Avg Public Computer Session Length	0:55:02	0:56:28	*	0:00:00	0:00:00	0:43:08	0:45:19	0:46:43	0:51:56	0:53:20	0:50:36	0:46:02	0:52:22	0:56:20	-7.1%		
Total Computer Hours	11,684	12,190	*	0	0	1,484	2,890	3,854	4,326	5,156	3,880	1,007	46,472	171,380	-72.9%		
Wireless Sessions	18,107	16,309	*	1,319	1,713	4,296	4,864	6,598	*	25,749	10,757	4,447	94,159	211,243	-55.4%		
Avg Wireless Session Length	0:28:00	0:29:00	*	0:34:00	0:28:00	0:27:00	0:27:00	0:30:00	*	0:13:00	0:14:00	0:11:00	0:21:48	0:29:09	-25.2%		
Total Wireless Hours	8,450	7,883	*	747	799	1,933	2,189	3,299	*	5,579	2,510	815	34,205	102,614	-66.7%		
TOTAL HOURS	20,134	20,073	*	747	799	3,417	5,079	7,153	*	10,735	6,390	1,823	76,351	273,994	-72.1%		
DOLLY PARTON ENROLLMENT	5,597	5,610	5,627	5,572	5,666	5,481	5,683	5,824	5,631	5,812	5,726	5,837	5,837	5,258	11.0%		

	2020												2020	2019	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	19 TO 20%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072	13,179	12,827	13,244	13,097	10,831	151,169	204,862	-26.2%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523	14,895	14,545	15,449	15,549	13,609	181,546	243,241	-25.4%
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197	19,784	18,967	19,511	18,742	14,829	228,510	343,427	-33.5%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401	4,887	4,889	4,943	4,957	3,688	64,444	96,434	-33.2%
Magazines	1,793	1,690	1,335	270	842	663	709	1,051	1,137	1,012	968	750	12,220	23,891	-48.9%
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066	6,770	6,576	6,659	6,969	6,109	75,221	99,694	-24.5%
RC Realia	235	249	179	127	120	125	146	107	108	130	128	70	1,724	2,702	-36.2%
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182	3,427	3,121	3,041	3,082	2,524	36,947	52,284	-29.3%
PRINT CIRCULATION	85,593	79,197	70,844	52,705	50,694	48,291	58,296	64,100	62,170	63,989	63,492	52,410	751,781	1,066,535	-29.5%
Audio / Visual Material															
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152	2,229	2,255	2,423	2,183	1,797	26,894	45,520	-40.9%
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426	1,910	2,316	2,305	2,481	2,193	1,864	26,707	43,917	-39.2%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006	22,840	22,976	24,234	23,053	16,324	271,203	446,094	-39.2%
Juvenile Audiobooks	370	403	422	321	296	223	367	351	319	296	311	220	3,899	5,560	-29.9%
Juvenile Music	352	300	286	180	189	144	163	202	184	179	199	177	2,555	4,730	-46.0%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880	5,610	4,792	5,156	4,706	3,820	64,821	119,257	-45.6%
YA AV	84	61	59	33	37	52	64	68	57	79	54	46	694	1,046	-33.7%
A/V CIRCULATION	52,127	48,494	37,679	23,012	23,382	24,238	29,542	33,616	32,888	34,848	32,699	24,248	396,773	666,124	-40.4%
Adult Material															
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072	13,179	12,827	13,244	13,097	10,831	151,169	204,862	-26.2%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523	14,895	14,545	15,449	15,549	13,609	181,546	243,241	-25.4%
Magazines	1,793	1,690	1,335	270	842	663	709	1,051	1,137	1,012	968	750	12,220	23,891	-48.9%
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152	2,229	2,255	2,423	2,183	1,797	26,894	45,520	-40.9%
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426	1,910	2,316	2,305	2,481	2,193	1,864	26,707	43,917	-39.2%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006	22,840	22,976	24,234	23,053	16,324	271,203	446,094	-39.2%
ADULT CIRCULATION	82,458	77,081	62,843	41,133	40,967	41,269	50,372	56,510	56,045	58,843	57,043	45,175	669,739	1,007,525	-33.5%
Juvenile Material															
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197	19,784	18,967	19,511	18,742	14,829	228,510	343,427	-33.5%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401	4,887	4,889	4,943	4,957	3,688	64,444	96,434	-33.2%
Juvenile Audiobooks	370	403	422	321	296	223	367	351	319	296	311	220	3,899	5,560	-29.9%
Juvenile Music	352	300	286	180	189	144	163	202	184	179	199	177	2,555	4,730	-46.0%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880	5,610	4,792	5,156	4,706	3,820	64,821	119,257	-45.6%
JUVENILE CIRCULATION	42,688	38,982	35,547	27,628	26,140	23,517	28,008	30,834	29,151	30,085	28,915	22,734	364,229	569,408	-36.0%
Red Carpet Material															
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066	6,770	6,576	6,659	6,969	6,109	75,221	99,694	-24.5%
RC Realia	235	249	179	127	120	125	146	107	108	130	128	70	1,724	2,702	-36.2%
RED CARPET CIRCULATION	8,730	8,036	6,584	4,344	4,318	5,095	6,212	6,877	6,684	6,789	7,097	6,179	76,945	102,396	-24.9%
Young Adult Material															
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182	3,427	3,121	3,041	3,082	2,524	36,947	52,284	-29.3%
YA AV	84	61	59	33	37	52	64	68	57	79	54	46	694	1,046	-33.7%
YOUNG ADULT CIRCULATION	3,844	3,592	3,549	2,612	2,651	2,648	3,246	3,495	3,178	3,120	3,136	2,570	37,641	53,330	-29.4%
Overdrive	31,990	29,566	31,188	35,656	36,807	34,859	35,033	35,779	32,712	33,020	32,275	33,672	402,557	348,896	15.4%
Hoopla	11,108	9,840	13,214	15,519	13,425	12,671	12,522	12,123	12,071	14,021	14,037	12,665	153,216	113,894	34.5%
Flipster	682	633	696	742	710	659	619	636	827	705	629	521	8,059	13,098	-38.5%
DIGITAL DOWNLOADS	43,780	40,039	45,098	51,917	50,942	48,189	48,174	48,538	45,610	47,746	46,941	46,858	563,832	475,888	18.5%

Value Calculator	2020												2020
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,424,600	\$1,317,619	\$1,181,653	\$891,395	\$847,484	\$809,676	\$978,979	\$1,071,833	\$1,037,561	\$1,070,609	\$1,062,908	\$878,220	\$12,572,537
Magazines (\$5)	\$8,965	\$8,450	\$6,675	\$1,350	\$4,210	\$3,315	\$3,545	\$5,255	\$5,685	\$5,060	\$4,840	\$3,750	\$61,100
Audiobooks (\$10)	\$35,240	\$35,340	\$30,210	\$21,190	\$19,420	\$17,500	\$25,190	\$25,800	\$25,740	\$27,190	\$24,940	\$20,170	\$307,930
DVD, Games, Music (\$4)	\$194,412	\$179,840	\$138,632	\$83,572	\$85,760	\$89,952	\$108,092	\$124,144	\$121,256	\$128,516	\$120,820	\$88,924	\$1,463,920
Notary Service (\$10)	\$1,540	\$2,430	\$1,420	\$0	\$0	\$0	\$270	\$1,820	\$2,080	\$2,680	\$1,600	\$0	\$13,840
Reference Questions (\$7)	\$99,890	\$104,559	\$10,374	\$3,878	\$15,519	\$30,443	\$31,052	\$28,147	\$24,885	\$24,787	\$22,820	\$23,121	\$419,475
Programming (\$10)	\$41,190	\$40,290	\$16,050	\$290	\$760	\$61,790	\$20,330	\$13,770	\$5,590	\$2,160	\$820	\$1,640	\$204,680
Meeting Room Use	\$37,035	*		\$0	\$0	\$0							
Gallery Attendance (\$10)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,540	\$3,320	\$4,380	\$2,350	\$0	\$12,590
Computer Use (\$12 /hr)	\$241,602	\$240,875		\$8,969	\$9,593	\$41,004	\$34,685	\$46,250	\$51,913	\$61,877	\$46,562	\$12,088	\$795,418
ILL Borrowed (\$25)	\$10,225	\$9,650		\$0	\$0	\$0		\$4,975	\$6,550	\$4,150	\$5,050	\$1,925	\$42,525
TOTAL VALUE	\$2,094,699	\$1,939,053	\$1,385,014	\$1,010,644	\$982,746	\$1,053,680	\$1,202,143	\$1,324,534	\$1,284,580	\$1,331,409	\$1,292,710	\$1,029,838	\$15,931,050

* - Data not available