



**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

**September 17, 2020**





# Core Values

## Excellence

We create experiences that anticipate our community's diverse needs and exceed expectations.

## Accountability

We serve the needs of the entire community by using resources responsibly, fairly and transparently.

## Literacy

We help people make their lives better by providing the tools to successfully navigate the world.

## Freedom

We welcome everyone in the community. We support and defend our customers' right to access information without judgment.

## Teamwork

We build stronger communities through mutual trust, collaboration and shared goals.

## Curiosity

We are hungry to learn, create and innovate. We inspire our community to

# Mission

Sparking curiosity and connecting our community through literacy and learning

# Community Impact Goals







Agenda  
Board of Trustees Meeting  
Thursday, September 17, 2020 -4:00 pm  
Zoom Meeting  
<https://tscpl.zoom.us/j/95682020984>  
Meeting ID: 95682020984

**Call to Order**

**Public Comment**

**Trustee Advocacy Stories**

**Approval of August 13, 2020 Public Budget Hearing Meeting Minutes of the Board of Trustees - [Action Item](#) Pg. 4**

**Approval of August 20, 2020 Minutes of the Special Meeting of Board of Trustees - [Action Item](#) Pg. 7**

**Chief Financial Officer's Report – Kim Strube Pg. 9**

**Financial Reports**

- Treasurer's Report – Kacy Simonsen
- Financial Report - [Action Item](#)

**The Library Foundation – Marilyn Ward, Board Chair**

**Friends of Topeka and Shawnee County Public Library – Sherryl Longhofer, Board President**

**Board Chair Report – Liz Post**

- CEO Recruitment Update –Jim Edwards, Search Committee Chair

**Chief Executive Officer – Gina Millsap Pg. 22**

**Chief of Staff – Thad Hartman Pg. 35**

**New Business**

- Community Management Project Update –Presenters: Gina Millsap, Chief Executive Officer, Thad Hartman, Chief of Staff, and Robert Soria, Statistical Research Analyst

**Executive Session**

**Adjournment**

**Next Meeting**

October 15, 2020  
4:00 pm  
Zoom Meeting

**[\\*Subject to change without notice](#)**



**Board Members Present**

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

**Absent**

David Monical

**Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, August 13, 2020 via Zoom Conference Meeting, was called to order at 5:02 pm by Chair Liz Post.

**Public Comment**

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

**Advocacy Stories**

Post shared her appreciation of department highlights notes presented in the Chief of Staff’s monthly Board of Trustees report.

**Approval of Minutes**

On a motion by Jim Edwards, seconded by Joan Hicks, the July 8, 2020 Meeting Minutes of the Trustees Budget Work Session II were approved. Motion carried.

On a motion by Jim Edwards, seconded by Joan Hicks, the July 16, 2020 Board of Trustees minutes were approved. Motion carried.

**Chief Financial Officer’s Report**

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

There was no discussion. Motion passed unanimously.

**Board Chair Report**

Chair Liz Post reported the Executive Committee met via Zoom Meeting on August 3, 2020 at 4:00 pm and reviewed the July 16, 2020 Board of Trustees and Trustees Budget Work Session II minutes, August agenda, review of phase 4, CEO recruitment, library reopening plan facilities projects, and new business items on the August 13, 2020 agenda.

Jim Edwards provided an update on the CEO recruitment process. The CEO Search Committee Special Board Meeting is scheduled for Thursday, August 20 at 4:00 pm via Zoom. As a reminder Bradbury Miller Associates sent the CEO Search Survey out to the library staff. The due date is August 19, 2020.

Discussion followed.

### **Chief Executive Officer Report**

There were no additions to Chief Executive Officer Gina Millsap's report.

Discussion followed.

### **Chief of Staff**

Chief of Staff Thad Hartman reported additional services continue to be added and he anticipates moving to Phase 5 of the reopening plan on August 24, 2020. Further he indicated that the library will resume regular hours. The Gallery is scheduled to open on August 17, 2020.

In addition, Hartman stated Statistical Analyst Robert Soria will present a statistical report at the September 17, 2020 Board of Trustees meeting.

There were no further questions for Hartman.

### **New Business**

#### **Bid for Millennium Café Remodel Project**

On a motion by Kacy Simonsen, seconded by Joan Hicks, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction Company, Inc, Topeka KS, in the amount of \$229,000 for the renovation of the Millennium Café, including alternates 1 and 2 which includes new flooring for the Chandler Booktique. This expenditure shall be paid from the General Fund, Special Projects line item.

#### **Bid for Millennium Café Furniture**

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, approves the bid from encompass, Wichita, KS in the amount of \$19,591.94 for café furniture package 1 and BA Designs, Topeka KS, in the amount of \$29,945.99 for café furniture package 2. The total cost will be \$49,537.93. This expenditure shall be paid from the State Aid fund.

### **Recess**

The board recessed from 5:23 pm to 5:31 pm.

### **Special Order of Business – Public Budget Hearing**

Board Chair Liz Post opened the Public Budget Hearing and called the meeting to order at 5:31 pm. There was no one signed in for public comment and the public comment session was closed.

Chair Liz Post called on Chief Financial Officer Kim Strube to present the proposed budget. Strube presented a review of the FY2021 Budget which was published on July 24, 2020. There were no questions for Strube.

At 5:44 pm the Public Budget Hearing was adjourned, and Liz Post reconvened the regular meeting of the Topeka and Shawnee County Public Library Board of Trustees.

**Adoption of FY2021 Operating Budgets**

On a motion by Jim Edwards, seconded by Joan Hicks, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2021 budget for publication.

**Adjournment**

On a motion by Shawn Leisinger, seconded by Joan Hicks, the meeting was adjourned at 5:50 pm. Motion passed unanimously.

**Beth Dobler, Secretary** \_\_\_\_\_

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



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

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

### **Board Members Present**

Liz Post (chair), Beth Dobler (secretary), Kacy Simonsen (treasurer), Jennifer Miller, Shawn Leisinger and Kristen O'Shea

### **Call to Order - Pending**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, August 20, 2020 via Zoom Meeting, was called to order at 4:03 pm by Chair Liz Post.

### **Introductions**

Search Committee Chair Jim Edwards introduced Bradbury Miller Associates Managing Consultant Jobeth Bradbury, Search Committee members, Board of Trustees and Administrative staff.

### **Bradbury Miller Associates**

Managing Consultant Jobeth Bradbury provided a detailed review of the Board/Search Committee tentative search schedule.

Discussion followed.

### **Adjournment**

On a motion by Jim Edwards, seconded by Shawn Leisinger, the meeting was adjourned at 5:03 pm.

Motion passed unanimously.

Beth Dobler, Secretary

Date \_\_\_\_\_

**Next Meeting**

Board of Trustees

September 17, 2020

4:00 pm

Meeting via Zoom

\*Subject to change without notice



**Revenue/Expense/Balance by Fund Report – Page 2**

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending the completion of Claire's Courtyard and the Circulation Plaza. The Children's Art Show Fund and the Youth Services Fund are also temporarily negative due to pending billings and reimbursements by The Library Foundation. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

**General Fund – Pages 3 through 5**

With 66.6% of the budget year completed, 84% of the budgeted revenue has been received and 57% of the approved budget has been expended/encumbered. This compares to 2019 in which 89% of the budgeted revenue had been received and 64% of the approved budget had been expended/encumbered.

**Employee Benefit Fund – Page 6**

With 66.6% of the budget year completed, 91% of the budgeted revenue has been received and 62% of the approved budget has been expended/encumbered. This compares to 2019 in which 87% of the budgeted revenue had been received and 61% of the approved budget had been expended/encumbered.

**Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,208,652.

**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	Annual software renewal and support for Comprise	\$26,635.89	Comprise Technologies, Inc.
Change order for existing approved project	Change Order #4 and #5 Claire's Courtyard – add brick paving, sidewalk repair, gate at lower level and a \$500 deduction for the downspout angle	\$13,198.00	Senne & Co. Inc.
Library Materials	Ancestry Library Online	\$7,761.56	Proquest LLC
Approved operating budget	Recruitment fee for the TSCPL Chief Executive Officer position	\$20,000.00	Bradbury Miller Associates LLC
Approved operating budget	Annual periodicals renewal	\$22,662.34	Ebsco Information Services
Approved operating budget	Literature Resource Center renewal	\$8,349.85	Gage/Cengage Learning Inc.
Request for Proposal; Board resolution approved bid award on 8/13/2020 – State Aid Funds	Café furniture	\$19,591.94	Encompas
Library Materials	Hoopla online	\$24,374.09	Midwest Tape LLC
Request for Proposal; Board resolution approved bid award on 8/13/2020 – State Aid Funds	Café furniture	\$29,945.99	BA Designs
Request for Proposal; Board resolution approved bid award on 8/13/2020	Café Remodel Project	\$229,000.00	Kelley Construction Co., Inc.
Approved operating budget	Install new contactor in control box and install alternating relay	\$12,657.43	McElroy's Inc.

**Other Items:**

- I completed the final steps in the budget process: (1) delivered (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a); and (2) electronically filed the adopted budget with the County Clerk on the statutorily set due date of August 25th. The adopted budget and narrative documents are permanently on the TSCPL website. I have received no public inquiries regarding the budget nor requests for the materials.

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

8/31/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 8/31/2020</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,523,224.80	\$ 13,741,788.50	\$ 9,300,192.63	\$ 8,964,820.67
Employee Benefits	1,101,162.54	2,959,451.29	2,269,791.90	\$ 1,790,821.93
Capital Improvement	1,292,745.67	10,065.23	94,158.62	\$ 1,208,652.28
Bond & Interest	804,581.51	81,755.20	-	\$ 886,336.71
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	33,292.67	49,945.81	17,292.67	\$ 65,945.81
Federal, State & Local Grants	19.03	900.00	1,200.00	\$ (280.97)
Other Special Revenue	553,586.39	306,577.23	619,825.94	\$ 240,337.68
Permanent Funds	214,074.65	-	-	\$ 214,074.65
<b>Totals</b>	<b><u>\$ 8,522,687.26</u></b>	<b><u>\$ 17,150,483.26</u></b>	<b><u>\$ 12,302,461.76</u></b>	<b><u>\$ 13,370,708.76</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 531,334.25
Restricted Funds-CoreFirst Bank-Checking	466,827.44
Capital Improvement Fund-VisionBank-Money Market Account	1,208,652.28
Cash on Hand	2,296.20
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	11,327,179.86
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>\$ 13,750,584.68</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(1,012.38)
Less Payroll Deduction and Employer Benefit Liabilities	6,285.12
Less Outstanding Checks	374,603.18
	<b><u>\$ 13,370,708.76</u></b>

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

8/31/2020

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	8/31/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 4,523,224.80	\$ 13,741,788.50	\$ 777,822.67	\$ 8,522,369.96	\$ 8,964,820.67	\$ 1,459,270.29	\$ 7,505,550.38
Employee Benefit Fund	1,101,162.54	2,959,451.29	-	2,269,791.90	1,790,821.93	14,730.40	1,776,091.53
Capital Improvement Fund	1,292,745.67	10,065.23	-	94,158.62	1,208,652.28	-	1,208,652.28
Bond & Interest Fund	804,581.51	81,755.20	-	-	886,336.71	-	886,336.71
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	33,292.67	49,945.81	17,292.67	-	65,945.81	65,537.93	407.88
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	900.00	-	1,200.00	(300.00)	-	(300.00)
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,578.62	27.01	-	-	10,605.63	-	10,605.63
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	248.90	(248.90)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.09	-	-	31.14	-	31.14
Friends	106,029.02	187.16	1,950.98	35,532.79	68,732.41	4,214.36	64,518.05
Fun Committee	2,659.59	480.13	117.49	-	3,022.23	-	3,022.23
Gallery Competitions/Exhibits	36,147.18	92.33	-	-	36,239.51	-	36,239.51
Gifts/Memorials (Undesignated)	341,344.59	302,134.57	255,098.10	313,411.48	74,969.58	81,075.88	(6,106.30)
Hathaway Trust - Library Materials	2,677.90	1,294.39	-	1,047.36	2,924.93	1,074.53	1,850.40
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,783.73	84.48	5,217.61	25,779.04	-	25,779.04
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	3.22	-	-	1,267.41	-	1,267.41
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	10.91	-	59.74	4,264.37	290.26	3,974.11
Special Collections	5,693.56	14.54	-	-	5,708.10	-	5,708.10
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.09	-	-	36.18	-	36.18
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	5.56	-	-	2,179.04	-	2,179.04
Youth Services	10,246.70	543.50	-	7,305.91	3,484.29	5,647.21	(2,162.92)
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	-	-	-	214,074.65	-	214,074.65
<b>TOTALS</b>	<b>\$ 8,522,687.26</b>	<b>\$ 17,150,483.26</b>	<b>\$ 1,052,366.39</b>	<b>\$ 11,250,095.37</b>	<b>\$ 13,370,708.76</b>	<b>\$ 1,632,089.76</b>	<b>\$ 11,738,619.00</b>

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

8/31/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 8/31/2020</u>
				66.6%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 13,067,791.19	\$ (731,822.81)	95%
Revitalization Rebates	(197,477.00)	(185,172.69)	\$ 12,304.31	94%
Back Tax	-	109,925.76	\$ 109,925.76	N/A
Motor Vehicle Tax	1,399,719.00	485,787.52	\$ (913,931.48)	35%
Recreational Vehicle Tax	13,465.00	4,406.39	\$ (9,058.61)	33%
16/20 M Vehicle Tax	5,331.00	5,348.74	\$ 17.74	100%
In Lieu of Tax	2,964.00	37,411.84	\$ 34,447.84	1262%
Watercraft Special Tax**	7,320.00	-	\$ (7,320.00)	0%
Commercial Vehicle Fees	47,501.00	39,357.71	\$ (8,143.29)	83%
E-Rate Reimbursement	25,193.00	-	\$ (25,193.00)	0%
Miscellaneous Revenue	3,000.00	12,980.85	\$ 9,980.85	433%
Miscellaneous Revenue - Recyclg	-	322.91	\$ 322.91	N/A
Salary Refunds-Foundation	98,289.00	68,236.15	\$ (30,052.85)	69%
Salary Refunds-Friends	29,370.00	18,117.94	\$ (11,252.06)	62%
Salary Refunds-Shawnee Cty	22,755.00	13,038.01	\$ (9,716.99)	57%
Vending Machines	4,000.00	875.50	\$ (3,124.50)	22%
Overdue Fees*	127,000.00	25,770.72	\$ (101,229.28)	20%
Debt Collect	-	1,341.39	\$ 1,341.39	N/A
ILL Fees	350.00	606.37	\$ 256.37	173%
Mailing Fees	120.00	24.53	\$ (95.47)	20%
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	35,162.67	\$ (29,837.33)	54%
Transfer In	994,167.00	-	\$ (994,167.00)	0%
Library Treasurer's Balance	2,476,295.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 18,931,321.00</u></b>	<b><u>\$ 13,741,788.50</u></b>	<b><u>\$ (2,713,237.50)</u></b>	<b>84%</b>

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

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



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

8/31/2020

	Approved Budget	Expended Year-To-Date	Encumbrances #	(Over)/Under Budget	% Expended
					66.6%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,430.70	\$ -	\$ 1,969.30	69%
Salaries-Facilities	687,188.00	440,357.78	-	246,830.22	64%
Salaries-Overtime	10,000.00	4,538.08	-	5,461.92	45%
Salaries-Security	332,061.00	198,213.46		133,847.54	60%
Salaries-Shelvers	175,216.00	64,766.25		110,449.75	37%
Salaries-Staff	7,643,102.00	5,195,219.52		2,447,882.48	68%
Conferences	166,580.00	44,336.89	1,541.40	120,701.71	28%
Staff Internal Dev/Trng - Web Based	15,000.00	523.50	3,036.25	11,440.25	24%
Staff Development & Training	15,000.00	305.01		14,694.99	2%
Mileage	9,500.00	2,707.77	4,582.25	2,209.98	77%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	3,000.00	255.91	1,044.70	1,699.39	43%
Materials-Periodicals	38,000.00	4,862.33	22,662.34	10,475.33	72%
Materials-Print/Non-Print <1 YR	567,300.00	244,492.25	6,129.33	316,678.42	44%
Materials-Print/Non-Print	1,294,200.00	618,242.42	147,373.42	528,584.16	59%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	1,583.14	129.00	6,287.86	21%
Cataloging and ILL Services	105,795.00	47,158.44	39,841.56	18,795.00	82%
Contracted-Digital Services	555,401.00	407,208.19	64,752.63	83,440.18	85%
Contracted-Facilities	353,400.00	197,526.97	66,297.76	89,575.27	75%
Contracted-Equipment	50,940.00	27,184.75	21,577.99	2,177.26	96%
Contracted-Professional	213,550.00	188,179.53	198,186.58	(172,816.11)	181%
Contracted-E-Rate Services	2,267.00	-	-	2,267.00	0%
Digital Services Support	181,100.00	155,431.20	22,667.90	3,000.90	98%
Furniture/Equipment	96,200.00	1,802.01	1,305.00	93,092.99	3%
Insurance	54,806.00	54,182.00	-	624.00	99%
Marketing & Communication	47,500.00	26,916.44	4,770.92	15,812.64	67%
Memberships/Dues	30,900.00	14,837.00	1,097.00	14,966.00	52%
Miscellaneous	5,000.00	336.11	29.99	4,633.90	7%
Payments to Other Libraries	115,060.00	-	-	115,060.00	0%
Postage/Shipping	104,363.00	25,727.97	1,484.89	77,150.14	26%
Printing	96,800.00	21,213.11	33,472.70	42,114.19	56%
Programming	32,000.00	11,211.72	273.09	20,515.19	36%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	141,615.96	395,607.99	1,167,526.05	32%
Supplies-Facilities	77,417.00	48,614.82	32,810.19	(4,008.01)	105%
Supplies-Office/Library	98,720.00	25,920.80	3,263.14	69,536.06	30%
Supplies-Processing	48,000.00	7,050.29	7,991.69	32,958.02	31%
Telecommunications	90,500.00	41,693.70	26,346.30	22,460.00	75%
Transfer Out	1,709,805.00	-	-	1,709,805.00	0%
Utilities-Electric	360,000.00	190,447.86	159,744.65	9,807.49	97%
Utilities-Gas	65,000.00	23,468.42	27,031.58	14,500.00	78%
Utilities-Water/Sewage	35,000.00	14,874.85	13,898.13	6,227.02	82%
Vehicle-Gas	36,000.00	7,956.54	-	28,043.46	22%
Vehicle-Repair	40,500.00	16,983.26	27,193.70	(3,676.96)	109%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(6.99)	-	6.99	N/A
<b>TOTALS</b>	<b>\$ 18,931,321.00</b>	<b>\$ 8,522,369.96</b>	<b>\$ 1,336,144.07</b>	<b>\$ 7,422,806.97</b>	<b>57%</b>

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

8/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2020</b>	<b>\$ 2,476,295.00</b>	<b>\$ 3,596,303.17</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,799,614.00	13,067,791.19	95%
Revitalization Rebates	(197,477.00)	(185,172.69)	94%
Back Tax	-	109,925.76	N/A
Motor Vehicle Tax	1,399,719.00	485,787.52	35%
Recreational Vehicle Tax	13,465.00	4,406.39	33%
16/20M Vehicle Tax	5,331.00	5,348.74	100%
In Lieu of Tax	2,964.00	37,411.84	1262%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	39,357.71	83%
E-Rate Reimbursement	25,193.00	-	0%
Fees and Charges	141,815.00	42,054.36	30%
Reimbursements	150,414.00	99,715.01	66%
Transfer In	994,167.00		
Interest on Idle Funds	65,000.00	35,162.67	54%
	<u>\$ 16,455,026.00</u>	<u>\$ 13,741,788.50</u>	84%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	5,907,525.79	67%
Other Staff Support Costs	206,080.00	57,033.07	28%
Library Collections	1,902,500.00	1,045,062.70	55%
Contracted Services	1,281,353.00	1,257,914.40	98%
Digital Services Support	181,100.00	178,099.10	98%
Furniture/Equipment/Art	104,200.00	4,819.15	5%
Payments to Other Libraries	115,060.00	-	0%
Special Projects	1,704,750.00	537,223.95	32%
Utilities & Telecommunications	550,500.00	497,505.49	90%
Vehicles	76,500.00	52,133.50	68%
Other Operating Expenditures	595,506.00	321,196.88	54%
Transfer Out	1,709,805.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 9,858,514.03</u>	57%
Prior Year Canceled Purchase Orders		<u>\$ 25,972.74</u>	
<b>Unencumbered Balance 8/31/2020</b>	<b>\$ -</b>	<b><u><u>\$ 7,505,550.38</u></u></b>	

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

8/31/2020

**EMPLOYEE BENEFITS**

	<b>2020 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/2020</b>	<b>\$ 792,034.00</b>	<b>\$ 1,101,162.54</b>	
<b><u>Revenue:</u></b>			
Ad Valorem Property Tax	\$ 2,900,904.00	\$ 2,778,763.00	96%
Revitalization Rebates	(41,513.00)	(39,375.09)	95%
Back Tax	-	26,045.68	N/A
Motor Vehicle Tax	298,763.00	109,200.67	37%
Recreational Vehicle Tax	2,874.00	966.41	34%
16/20M Vehicle Tax	1,138.00	1,804.96	159%
In Lieu of Tax	812.00	7,955.23	980%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Fees	10,139.00	9,069.25	89%
Refund-Fringe Benefits-Foundation	49,776.00	30,855.40	62%
Refund-Fringe Benefits-Friends	11,667.00	9,520.03	82%
Refund-Fringe Benefits-Shawnee Cty	-	8,142.84	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	9,219.78	236%
Interest on Idle Funds	10,000.00	7,283.13	73%
	<b>\$ 3,250,030.00</b>	<b>\$ 2,959,451.29</b>	<b>91%</b>
<b><u>Expenditures/Encumbrances:</u></b>			
Employee Assistance Program	\$ 6,478.00	\$ 6,655.20	103%
Cafeteria Plan Administration Fees	3,805.00	3,413.00	90%
Social Security/Medicare	677,328.00	425,082.56	63%
Ks Public Employees Retirement Sys	820,944.00	561,214.47	68%
Worker's Compensation	63,279.00	46,020.09	73%
Unemployment Tax	8,854.00	5,870.07	66%
Health/Dental Insurance	2,111,376.00	1,236,266.91	59%
Contingency/Fund Balance	350,000.00	-	0%
	<b>\$ 4,042,064.00</b>	<b>\$ 2,284,522.30</b>	<b>62%</b>
Prior Year Canceled Purchase Orders		\$ -	
<b>Unencumbered Balance 8/31/2020</b>	<b>\$ -</b>	<b>\$ 1,776,091.53</b>	

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

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/2020</b>	<b>\$ 1,292,745.67</b>
<b><u>Revenue:</u></b>	
Interest received	10,065.20
	<b>\$ 10,065.20</b>
<b><u>Expenditures/Encumbrances:</u></b>	
Contracted - Professional	158.62
Capital Outlay	94,000.00
	<b>94,158.62</b>
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 8/31/2020</b>	<b>\$ 1,208,652.25</b>

**STATE AID**

<b>Balance 01/01/2020</b>	<b>\$ -</b>	<b>\$ 33,292.67</b>
<b><u>Revenue:</u></b>		
State Aid	49,945.81	-
	<b>\$ 49,945.81</b>	<b>\$ 49,945.81</b>
<b><u>Expenditures/Encumbrances:</u></b>		
Contracted - Digital Services		
Digital Services Support		17,292.67
Staff Internal Development/Trng		16,000.00
Special Projects	53,000.00	49,537.93
	<b>\$ 53,000.00</b>	<b>\$ 82,830.60</b>
<b>Unencumbered Balance 8/31/2020</b>		<b>\$ 407.88</b>

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

8/31/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2020</b>	<b>\$ 786,885.00</b>	<b>\$ 804,581.51</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	156.02	N/A
Revitalization Rebates	-	-	N/A
Back Tax	25,000.00	13,962.56	56%
Motor Vehicle Tax	168,424.00	59,298.66	35%
Recreational Vehicle Tax	1,620.00	534.16	33%
16/20M Vehicle Tax	641.00	745.15	116%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	4,837.87	85%
Interest on Idle Funds	5,000.00	2,220.78	44%
	<u>\$ 207,282.00</u>	<u>\$ 81,755.20</u>	39%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	994,167.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 994,167.00</u>	<u>\$ -</u>	0%
<b>Unencumbered Balance 8/31/2020</b>	<b>\$ -</b>	<b>\$ 886,336.71</b>	

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

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments as of August 31, 2020**

**Capital Improvement Funds-VisionBank**

\$ 1,208,652.28 at 1.19% (money market account)

**Municipal Investment Pool**

\$11,327,179.86 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

\* rates vary by day - average August 1 - 31, 2020 was .003%



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

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	21509	0	8/3/2020	MOW EMPLOYEE BENEFIT PLANS	Deferred Comp EE Portion	\$ 12,917.50	-98224
					<i>Remittance of deferred retirement employee contributions</i>	\$ 12,917.50	<b>-98224 Total</b>
10	21501	0	8/13/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,576.39	-98217
10	21502	0	8/13/2020	PAYCOM PAYROLL LLC	State W/H	\$ 10,950.55	-98217
15	21521	0	8/13/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 24.17	-98217
10	21503	0	8/13/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,542.63	-98217
15	21504	0	8/13/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 13,472.82	-98217
10	21503	0	8/13/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,336.62	-98217
15	21504	0	8/13/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,336.62	-98217
10	21514	0	8/13/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-98217
10	21518	0	8/13/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 326.72	-98217
10	41000	313	8/13/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,859.95	-98217
10	41000	313	8/13/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 335.82	-98217
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 78,655.98	<b>-98217 Total</b>
10	21505	0	8/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,850.00	-98215
15	21516	0	8/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,049.90	-98215
15	21517	0	8/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,141.65	-98215
10	21513	0	8/14/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,005.66	-98215
					<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>	\$ 50,047.21	<b>-98215 Total</b>
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	Plotter Paper	\$ 609.97	-98211
10	41000	410	8/24/2020	COREFIRST BANK & TRUST	3&5 gallon water cap	\$ 13.99	-98211
10	41000	410	8/24/2020	COREFIRST BANK & TRUST	GEO 5 gallon BPA	\$ 122.04	-98211
10	41000	410	8/24/2020	COREFIRST BANK & TRUST	PUDHOMS 5 gallon dispense	\$ 57.00	-98211
10	41000	410	8/24/2020	COREFIRST BANK & TRUST	modenna mask 50pcs	\$ 2,158.80	-98211
10	41000	326	8/24/2020	COREFIRST BANK & TRUST	business cards	\$ 15.99	-98211
10	41000	326	8/24/2020	COREFIRST BANK & TRUST	business cards	\$ 12.99	-98211
10	41000	326	8/24/2020	COREFIRST BANK & TRUST	business cards	\$ 21.98	-98211
10	41000	326	8/24/2020	COREFIRST BANK & TRUST	shipping handling	\$ 12.35	-98211
10	41000	400	8/24/2020	COREFIRST BANK & TRUST	magnetic storage pouches	\$ 28.60	-98211
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	50 PK Headphones	\$ 279.96	-98211
10	41000	330	8/24/2020	COREFIRST BANK & TRUST	H-bands	\$ 119.22	-98211
10	41000	330	8/24/2020	COREFIRST BANK & TRUST	shipping	\$ 16.69	-98211
10	41000	310	8/24/2020	COREFIRST BANK & TRUST	GravityForms Developer	\$ 159.00	-98211
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	Yw Pads 10pk sanding	\$ 65.00	-98211
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	Blk Pads 10pk polish	\$ 135.00	-98211
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	Plsh Cpd 750ml 2pk	\$ 129.95	-98211
10	41000	410	8/24/2020	COREFIRST BANK & TRUST	childrens bandanas 100pcs	\$ 163.56	-98211
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	vests mens	\$ 34.28	-98211

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	vests women	\$ 51.42	-98211
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	vests women	\$ 108.01	-98211
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	vests mens	\$ 30.86	-98211
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	vests mens	\$ 11.62	-98211
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	2X/3X yellow vests	\$ 17.16	-98211
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	S/M Yellow-Reflected	\$ 13.98	-98211
10	41000	420	8/24/2020	COREFIRST BANK & TRUST	L/XL Yellow-Reflective	\$ 15.98	-98211
10	41000	320	8/24/2020	COREFIRST BANK & TRUST	MMCX Female to RP-SM	\$ 18.12	-98211
10	41000	320	8/24/2020	COREFIRST BANK & TRUST	MCIGICM 385pcs Heat Shrin	\$ 6.99	-98211
10	41000	320	8/24/2020	COREFIRST BANK & TRUST	27 Monitors"	\$ 464.00	-98211
10	41000	326	8/24/2020	COREFIRST BANK & TRUST	DRI*Printing Services	\$ (73.72)	-98211
10	41000	310	8/24/2020	COREFIRST BANK & TRUST	Dynamik website builder	\$ 348.00	-98211
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,168.79	<b>-98211 Total</b>
10	21515	0	8/28/2020	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 26,161.32	-98205
15	21515	0	8/28/2020	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 123,308.84	-98205
15	21515	0	8/28/2020	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,121.16	-98205
						\$ 150,591.32	<b>-98205 Total</b>
10	21505	0	8/28/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,862.54	-98204
15	21516	0	8/28/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,067.90	-98204
15	21517	0	8/28/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,143.75	-98204
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 49,074.19	<b>-98204 Total</b>
10	21501	0	8/27/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,047.71	-98202
10	21502	0	8/27/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,227.44	-98202
15	21521	0	8/27/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 21.66	-98202
10	21503	0	8/27/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,879.25	-98202
15	21504	0	8/27/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 43,399.53	-98202
10	21503	0	8/27/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,415.36	-98202
15	21504	0	8/27/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,415.36	-98202
10	21514	0	8/27/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-98202
10	21518	0	8/27/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 389.20	-98202
10	41000	313	8/27/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,868.29	-98202
10	41000	313	8/27/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 337.56	-98202
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 109,895.05	<b>-98202 Total</b>
35	23800	0	8/27/2020	SENNE & CO INC	Claire's Courtyard Construction	\$ 70,000.22	11817
35	41000	743	8/27/2020	SENNE & CO INC	Claire's Courtyard - Change Order #4	\$ 13,698.00	11817
35	41000	743	8/27/2020	SENNE & CO INC	Claire's Courtyard - Change Order #5	\$ (500.00)	11817
						\$ 83,198.22	<b>11817 Total</b>
35	23800	0	8/27/2020	SENNE & CO INC	Claire's Courtyard Construction	\$ 1,089.65	11818

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

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
35	23800	0	8/27/2020	SENNE & CO INC	Claire's Courtyard Construction	\$ 57,480.50	11818
35	23800	0	8/27/2020	SENNE & CO INC	Circ Plz/Lrning Ctr Reno	\$ 81,171.40	11818
						\$ 139,741.55	<b>11818 Total</b>
10	21512	0	8/6/2020	DELTA DENTAL OF KANSAS, INC	EE August Premiums	\$ 2,844.28	95607
15	21512	0	8/6/2020	DELTA DENTAL OF KANSAS, INC	ER August Premiums	\$ 10,959.38	95607
15	21512	0	8/6/2020	DELTA DENTAL OF KANSAS, INC	Retiree August Premiums	\$ 88.32	95607
						\$ 13,891.98	<b>95607 Total</b>
10	41000	310	8/6/2020	SPRINGSHARE LLC	maintenance renewal	\$ 5,265.00	95621
					2020 approved operating budget - annual software maintenance/support for Lib Answers	\$ 5,265.00	<b>95621 Total</b>
10	41000	313	8/13/2020	BRADBURY MILLER ASSOCIATES LLC	CEO Search	\$ 5,000.00	95626
					2020 approved operating budget - contracted professional expense	\$ 5,000.00	<b>95626 Total</b>
10	41000	310	8/13/2020	COMPRISE TECHNOLOGIES, INC.	Comprise annual renewal	\$ 26,635.89	95631
					2020 approved operating budget - annual software maintenance/support	\$ 26,635.89	<b>95631 Total</b>
10	41000	320	8/13/2020	DELL MARKETING LP	Dell Latitude 5510 Laptop	\$ 28,442.03	95633
					RFP posted and Board approved on June 18, 2020	\$ 28,442.03	<b>95633 Total</b>
10	41000	351	8/13/2020	EVERGY	Electric Service	\$ 34,466.18	95634
						\$ 34,466.18	<b>95634 Total</b>
10	41000	736	8/20/2020	AUDIO VISUAL INNOVATIONS, INC	Audio/Visual Equipment	\$ 15,412.16	95652
					RFP posted and Board approved on April 16, 2020	\$ 15,412.16	<b>95652 Total</b>
10	41000	310	8/20/2020	CBTS TECHNOLOGY SOLUTIONS LLC	Wireless System Upgrade	\$ 71,195.00	95655
					RFP posted and Board approved on June 16, 2020	\$ 71,195.00	<b>95655 Total</b>
10	41000	313	8/27/2020	ENGEL LAW, PA	2020 Legal Services	\$ 5,009.40	95675
						\$ 5,009.40	<b>95675 Total</b>
10	23800	0	8/27/2020	SENNE & CO INC	Circ Plz/Lrning Ctr - Change Order #6	\$ 12,810.00	95684
10	23800	0	8/27/2020	SENNE & CO INC	Circ Plz/Lrning Ctr - Change Order #7	\$ 3,014.00	95684
						\$ 15,824.00	<b>95684 Total</b>
						\$ 900,431.45	<b>Grand Total</b>

# CHIEF EXECUTIVE OFFICER'S REPORT

## September 2020

This month's meeting has a light agenda. The focus will be on a report from Thad Hartman, Robert Soria, and me sharing the results of the user survey recently conducted in consultation with our consultant OrangeBoy, some thoughts from community influencers interviewed by OrangeBoy CEO Clark Swanson, and our take-aways on short term and long term strategies that the library might pursue under new leadership.

### News and Updates

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

At the end of August, 2020 there were 5,824 children registered; at the end of August 2019, there were 5,288 children registered. DPIL participation has increased by 10 % in a year. Our goal is still to reach at least 60% (which the Dolly Parton Foundation says is the maximum most communities reach) of children between birth and five in Topeka and Shawnee County. That number would be about 6604 children, which would be a net growth rate of about 13%. Remember also that children age out of the program as new ones enter, so we're not dealing with a static enrollment group. Given the fact that we've seen a significant jump this year, it isn't unreasonable to anticipate there could be at least a 5% – 10% increase by next August.

### Agenda Items

#### Community Management Project Update

Gina Millsap, Chief Executive Officer, Chief of Staff Thad Hartman, Statistical Research Analyst Robert Soria, and I will be sharing information gleaned from the community influencer interviews conducted by OrangeBoy consultant Clark Swanson and results from the online survey conducted in August.

### Professional Activities/Community Contacts

August 12	Attended Economic Development and Connectivity (Broadband) Zoom Meeting
August 13	Attended Urban Libraries Council (ULC) Director's Zoom Meeting
August 14	Broadband Interview with reporter India Yarborough of The Topeka Capital-Journal. Here's the article. Closing an opportunity gap: <a href="https://www.cjonline.com/news/20200829/closing-opportunity-gap-community-leaders-stress-importance-of-comprehensive-broadband-plan">https://www.cjonline.com/news/20200829/closing-opportunity-gap-community-leaders-stress-importance-of-comprehensive-broadband-plan</a>
August 18	Met with Clark Swanson of OrangeBoy to discuss Community Management Project via Zoom Meeting
August 19	Met with Clark Swanson of OrangeBoy to discuss Community Management Project via Zoom Meeting Attended The Foundation Board Meeting

August 20	Attended Equitable Broadband Access in Kansas Join the Conversation Zoom Meeting Attended Urban Libraries Council (ULC) Director’s Zoom Meeting Attended Board of Trustees Special Meeting
August 21	Attended Broadband Discussion Zoom Meeting
August 24	Presented at Community Partnership Panel Discussion with United Way and GTP Zoom Meeting
August 28	Attended MO-KAN Library Directors Zoom Meeting
September 3	Attended Urban Libraries Council (ULC) Director’s Zoom Meeting
September 8	Met with Clark Swanson of OrangeBoy to discuss Community Management Project update via Zoom Met with Board of Trustees Executive Committee Meeting via Zoom Attended the Friends Board Meeting via Zoom
September 10	Attended MO-KAN Library Directors Zoom Meeting

## In Process

### Digital First

We held All Staff Meetings on Wednesday, September 9 in which we updated staff on a variety of issues including how we anticipate we will be operating for the next 12 months.

This is what I shared with employees:

We should anticipate that we will be operating in Stage 5 phase of the reopening plan for the next year. Given how much time it will take to have a therapeutic solution or vaccine that is widely available and deployed, a year is prudent and reasonable. If for any reason, it’s less, we can re-introduce services that rely on our ability to encourage groups of people to gather in our building and on our bookmobiles. But make no mistake, our operations will not go back to exactly how they were before.

We have a unique opportunity during this year to try new services and to focus on different ways of engaging and serving our current customers as well as people who may have never used the library.

I’m challenging all of you to think about how the programs and services we provide and the work that you do that currently relies on having groups of people come together face-to-face can be adapted to a “Digital First” mode of presentation and engagement. What do I mean by that? Many of you are already working online, providing reference and information services, presenting story times, book discussions, and classes, and showcasing authors, speakers, and partners that we might otherwise not have the opportunity to share with our community.



*Digital First* means that the first question we ask when evaluating a new or existing service or learning experience is: How do we produce this so that it's available not to just the people that might be able to come to the library, but virtually anyone?

As I talk to my fellow library directors around the country, they are seeing programs that were previously offered in person and might be limited to 30 people, are attracting 300 online. COVID-19 has forced us to address now what we would have had to address eventually. People will engage with and share their valuable time with a business or organization that offers something they need or want, that is a quality experience, that is convenient, and that is available when, where, and how they prefer to experience it.

We know based on the results of our online survey, that we are a trusted community resource. We can move forward knowing that we have the support of the community to continue to be the library that they need now and in the future.

**Urban Libraries Council (ULC) Digital Equity Action Team**

I have been a member of this working group for the past few months. As you might imagine, much of it is focused on the need for universal broadband and the responsibility of library leaders to be knowledgeable and vocal advocates for their community. ULC has produced a leadership brief based on our work and discussions. It's attached to my report.

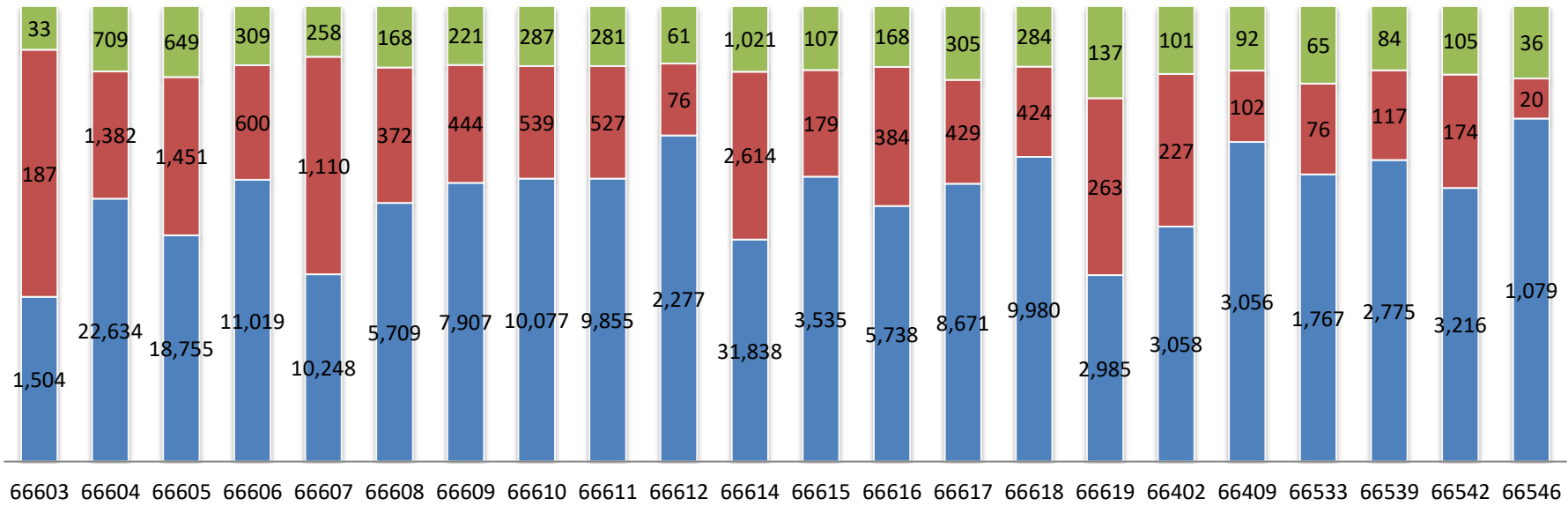
**Gina Millsap**

**Chief Executive Officer**

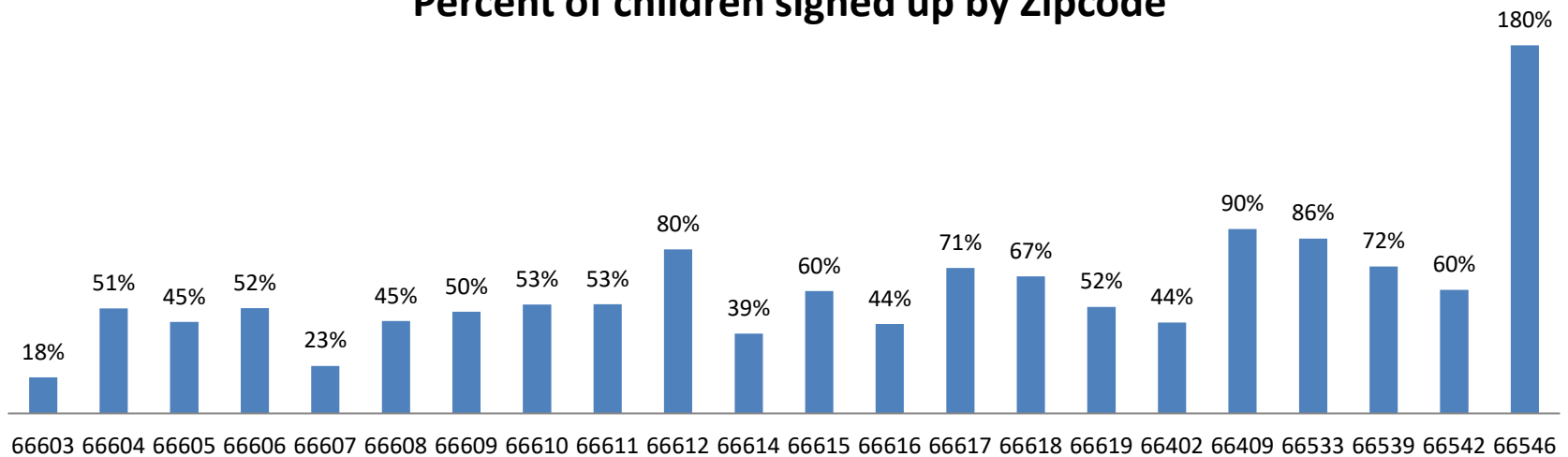
**Topeka and Shawnee County Public Library      09/10/2020**

## June 2020 Dolly Parton Imagination Library

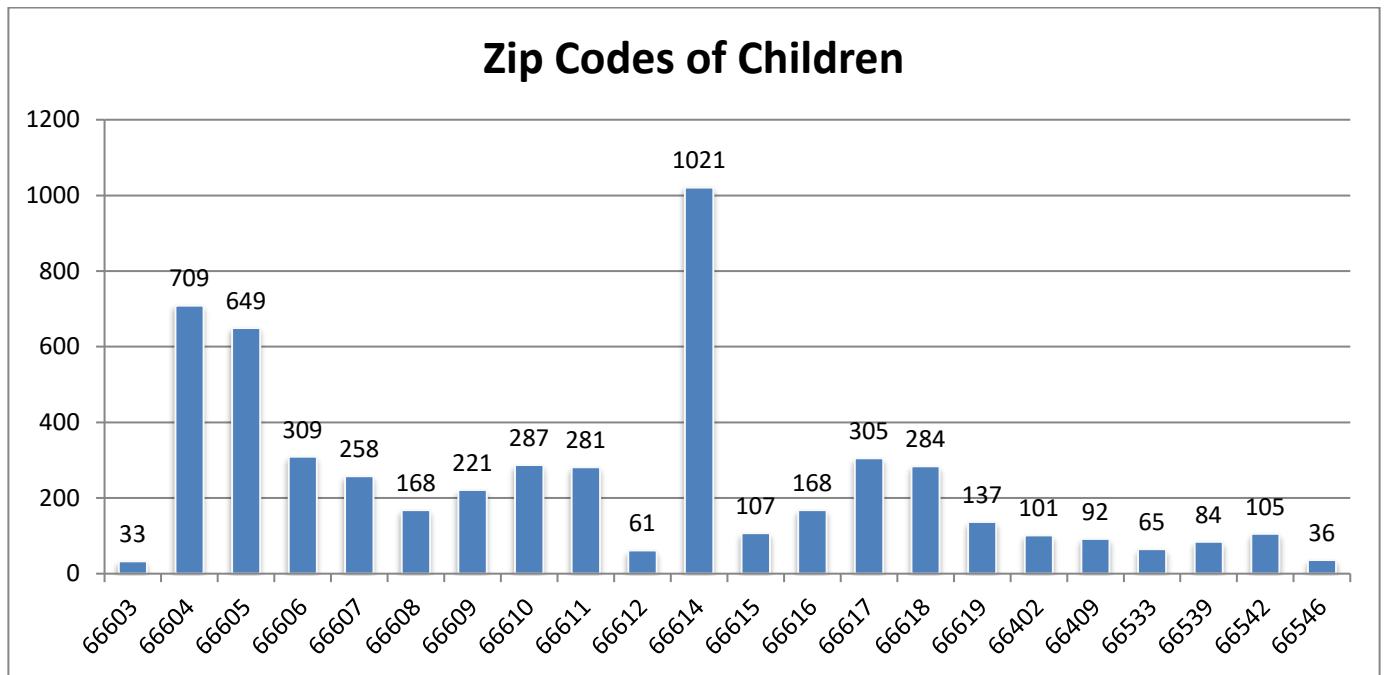
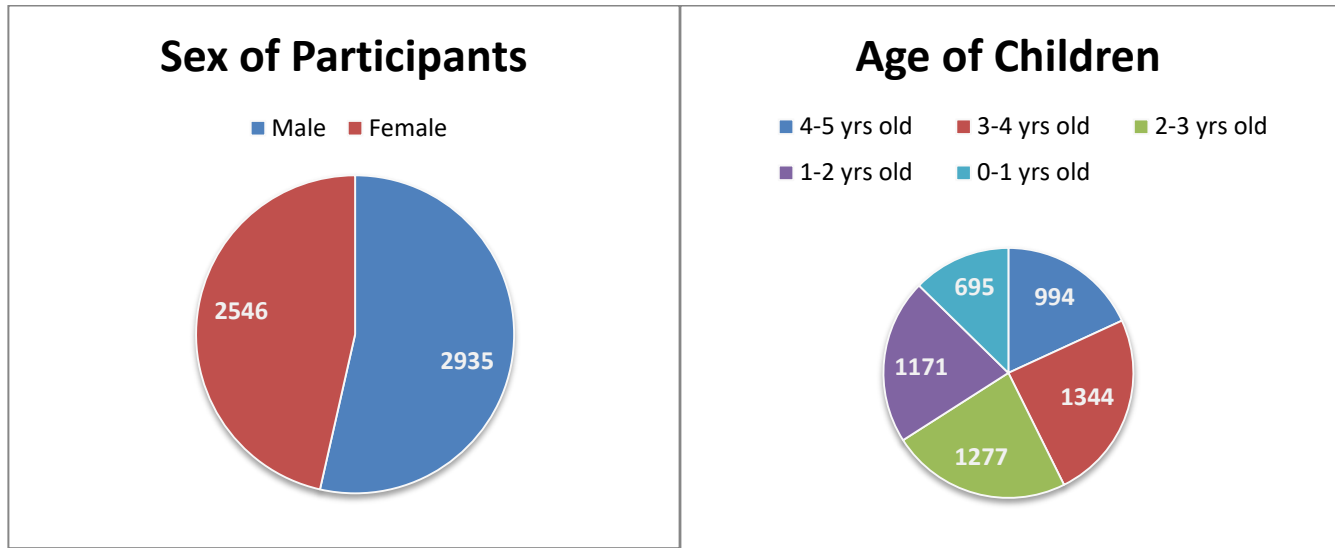
Population Under 5 DPIL



## Percent of children signed up by Zipcode

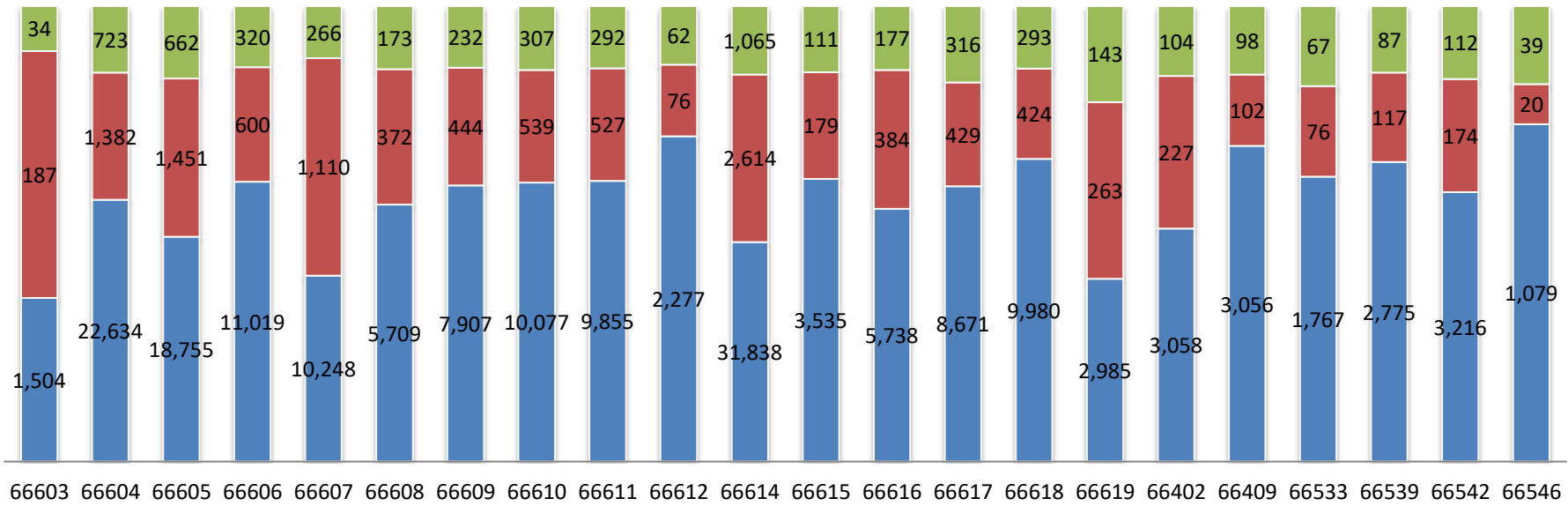


Number of children currently enrolled: **5,481**

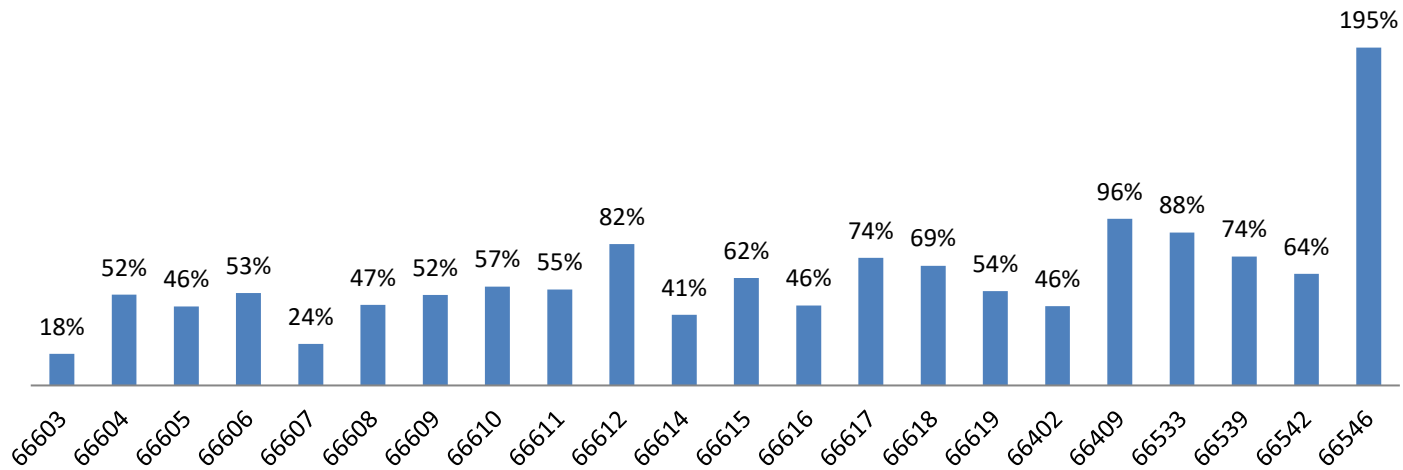


## July 2020 Dolly Parton Imagination Library

Population Under 5 DPIL

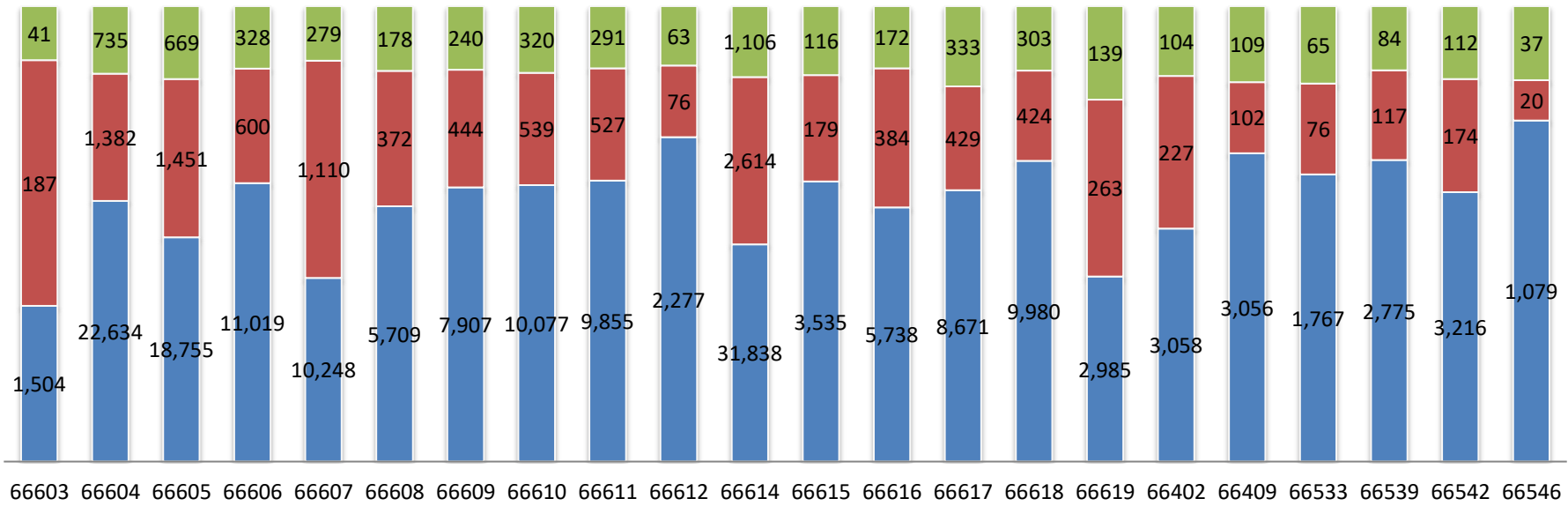


## Percent of children signed up by Zipcode

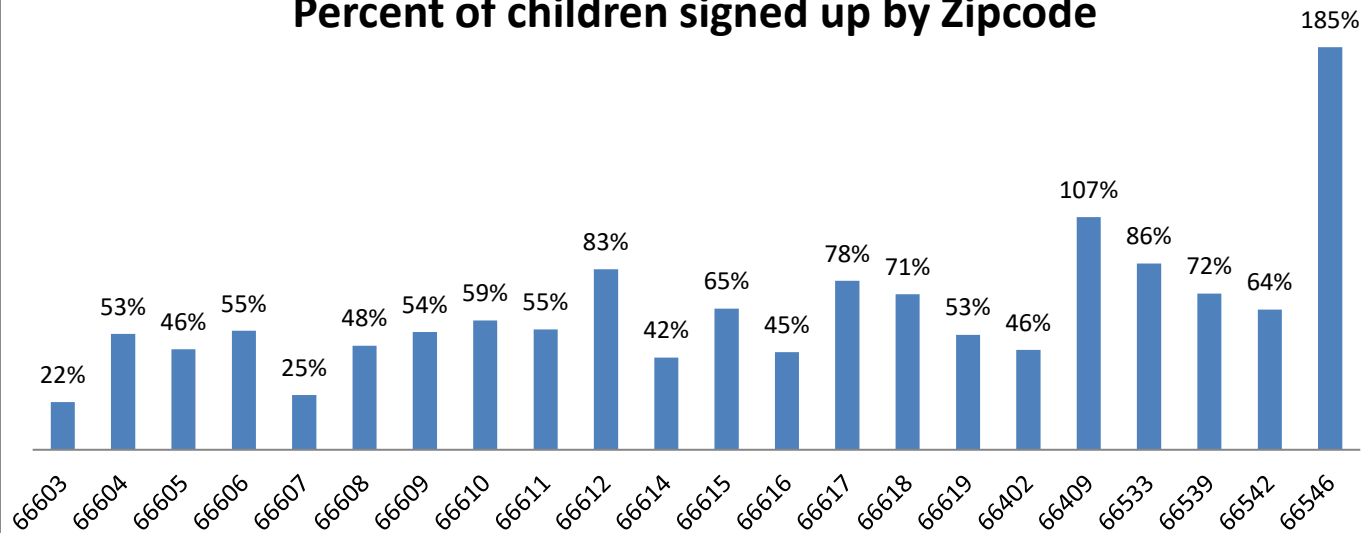


## August 2020 Dolly Parton Imagination Library

Population Under 5 DPIL



## Percent of children signed up by Zipcode

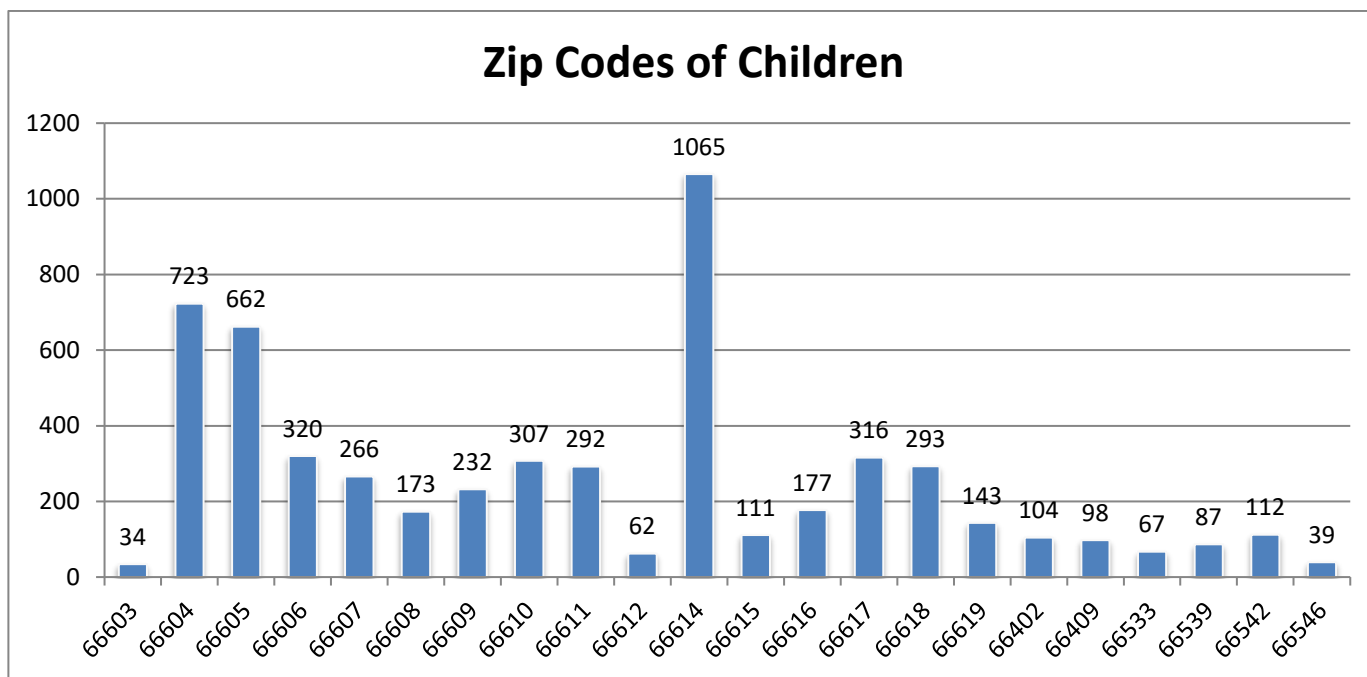
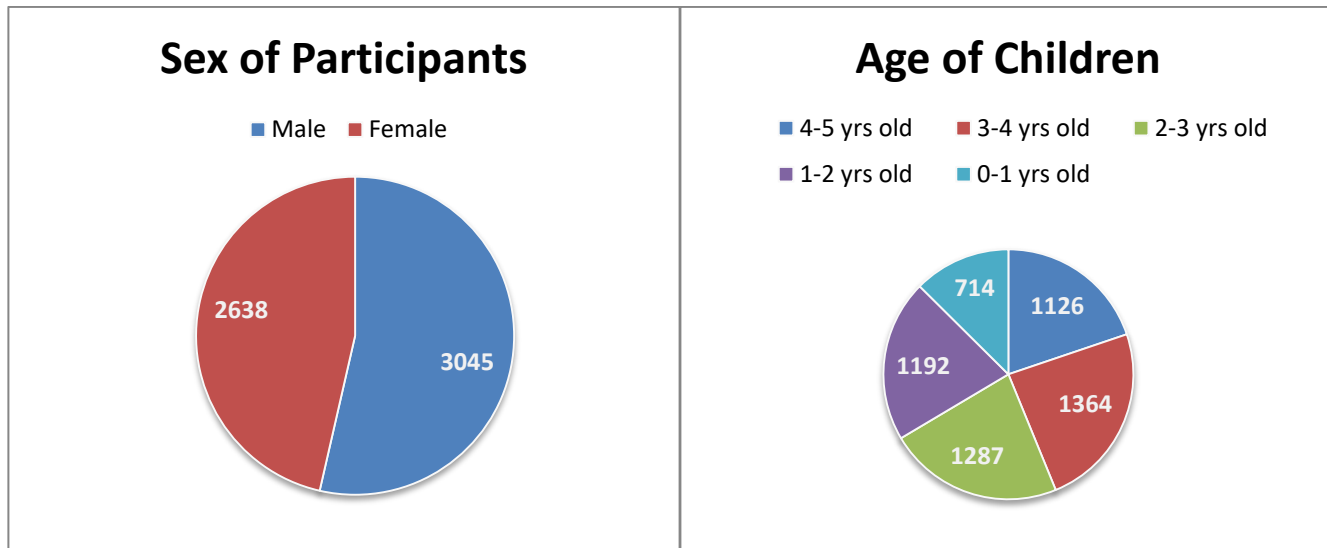


# Dolly Parton Imagination Library Data

July 2020 (end of month report)

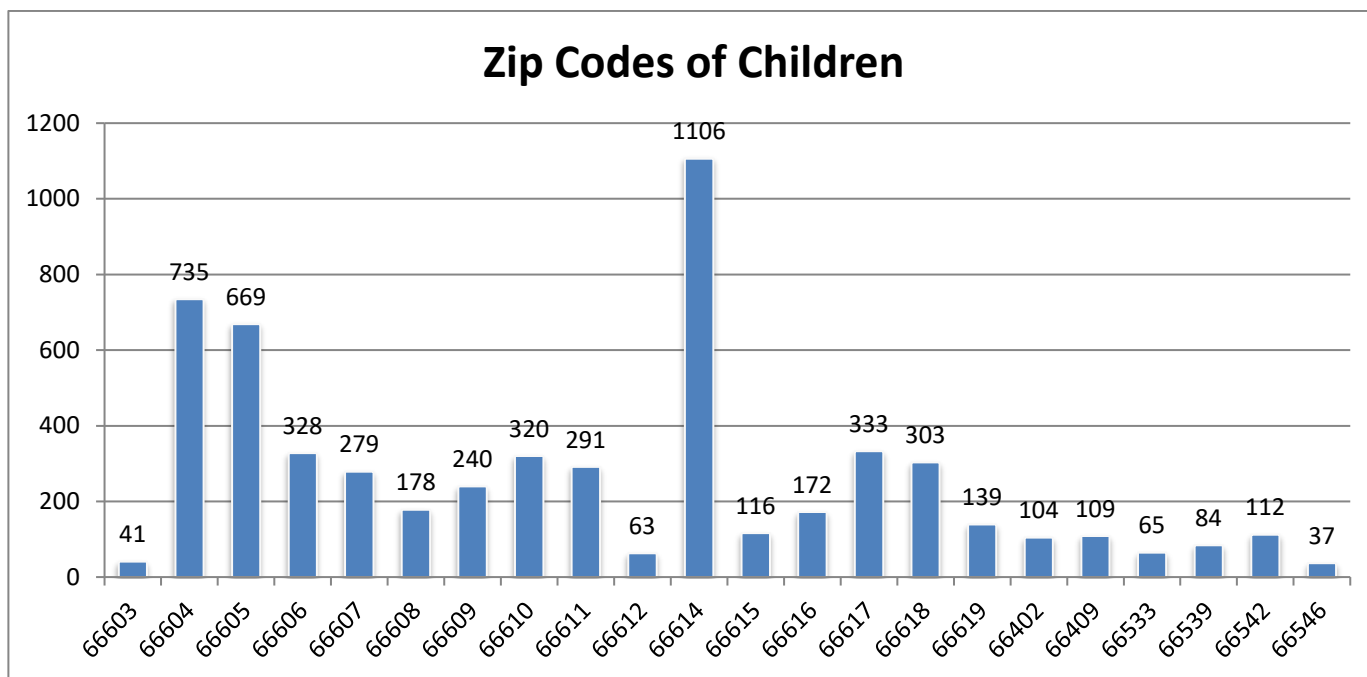
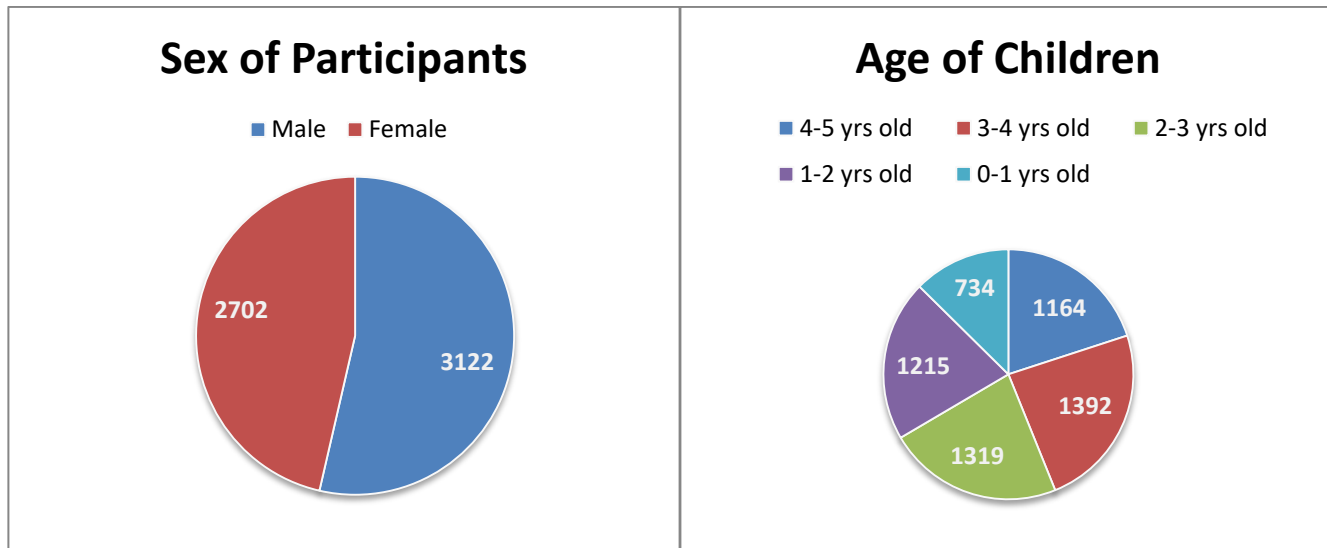
Number of children currently enrolled: **5,683**

Number of graduated children: **2,828**



Number of children currently enrolled: **5,824**

Number of graduated children: **2,935**





DIGITAL EQUITY

# Leadership Brief: Digital Equity in the Age of COVID-19

## ABOUT THIS LEADERSHIP BRIEF

This Leadership Brief spotlights the urgent need for a new approach to making sure everyone, regardless of income, can participate fully in digital life in the pandemic era and beyond. It calls on library executives to take on a more active and intentional role in advocating for digital equity through broadband in every household and ensuring community-wide digital literacy.

**OVERVIEW:** While the coronavirus pandemic didn't create the digital divide, it exposed and intensified the harsh realities of what it means to be unconnected in our hyper-connected world, particularly for our most vulnerable residents. It's hard to ignore the stories of children trying to complete online school assignments or unemployed adults searching for jobs and applying for government benefits online while stationed in the parking lots of closed buildings with open Wi-Fi networks — at all hours of the day.

These stories are all-too-familiar for public libraries and their leaders, who have been on the front line of digital inclusion for decades. Millions of people depend on libraries for access to the internet, devices, tech support and digital skill-building opportunities. The widespread closures of library spaces due to COVID-19 was a shock to the digital inclusion infrastructure of North American communities, exposing a need for libraries to immediately and aggressively evolve their work and community role.

The pandemic has shown that many of the go-to digital inclusion approaches — including reliance on physical spaces for offering digital access — are not viable as long-term solutions. To better meet the daily digital needs of students, families, employees and small businesses, libraries must actively and intentionally lead the charge to increase awareness of the digital divide's impact across their communities and spearhead collective action to make progress on achieving digital equity. And there's no time to waste.



*“The coronavirus has really brought home the urgency of addressing the digital divide, particularly because of its impact on African Americans and other minorities who have been far more likely to lose their jobs, miss out on school's online classes and fall ill. We need to work together to ensure that no one is left on the wrong side of the digital divide.”*

— Mayor McKinley Price, Newport News, President, African American Mayors Association



URBAN  
LIBRARIES  
COUNCIL



## KEY DEFINITIONS

- ▶ **Digital Divide:** The economic, educational and social inequities between those who do and do not have access to the internet, adequate devices, digital skill-building opportunities and tech support.
- ▶ **Digital Inclusion:** Access to affordable broadband, internet-enabled devices and training and support to achieve digital literacy.
- ▶ **Digital Equity:** When all individuals and communities have the information technology capacity needed for full participation in our society, democracy and economy.

## AN URGENT NEED EXPOSED

The coronavirus pandemic's impact on unconnected populations is not a surprise. Despite some progress over the past decades, 18 million or 14% of U.S. households still don't have broadband. Fifteen million of those households are in urban areas where broadband is available yet unaffordable for many who are also dealing with housing and food insecurity.

Surveys consistently show that homes lacking high-speed internet or computers disproportionately belong to low-income families. Forty-four percent of U.S. households with incomes less than \$30,000 are without broadband or a computer. In Canada, 66% of households with incomes less than \$32,000 don't have home broadband or computers.

Libraries support technology access for everyone, regardless of income levels. Their digital offerings range from physical assets — public computers, loaned hotspots, techmobiles and 3-D printers and other cutting-edge devices — to online resources such as in-library Wi-Fi, digital literacy skills training, streaming media and e-books.

Even when the pandemic forced libraries to temporarily close their buildings, many continued to provide a digital lifeline by running their Wi-Fi 24/7 for use outside buildings and distributing hotspots and laptops to those most in need. Yet, it has become clear that the good work of libraries on digital inclusion is, at best, a temporary fix for a basic need and right — access to the internet, devices and digital skill-building opportunities for education, work, social engagement and communications. It is time for library leaders to address the long-allowed digital divide that further widens education, employment and economic divides.

## A NEW LIBRARY LEADERSHIP ROLE

As experienced stewards of digital inclusion, public library leaders are well equipped to take on a more transformational role to achieve *digital equity* for all community residents by:

- ▶ Highlighting COVID-19's impact on people who rely on the public library for internet access including providing data on pre-pandemic use of library technology resources to increase awareness of how many people really have no access.
- ▶ Acknowledging the limitations of in-library access and loaned devices, such as hotspots and laptops, in meeting ongoing digital needs.
- ▶ Regularly making the case for home broadband and devices as a necessity and the only solution to education and economic divides.
- ▶ Using their convening power to bring together key stakeholders, grow grassroots awareness of the need for home broadband and facilitate grassroots support and action.
- ▶ Building on their deep community connections, ability to reach the least connected, first-hand knowledge of what it means to be unconnected in a hyper-connected world and commitment to race and social equity.

*“If there is a small silver lining to COVID-19, it is that the pandemic has raised awareness of an issue that hadn't gotten the attention it merited. There's a lot more interest in finding solutions now.”*

— Jo Anne Mondowney, Executive Director, Detroit Public Library

*“There is increased momentum for in-home broadband and greater awareness of the need. Libraries can be a community conscience for digital equity because we are where people are getting free access and can talk about the need in a powerful way.”*

— Gina Millsap, Chief Executive Officer, Topeka and Shawnee County Library

## ACTION STRATEGIES FOR LIBRARY LEADERS

The following action strategies provide a framework for library leaders to carry out this new role.

### **Connect with local leaders and stakeholders.**

The challenge of ensuring that everyone has in-home broadband, computers and the skills and support needed for digital success requires the active involvement of stakeholders from the public, nonprofit, technology and private sectors. In particular, the collective power of local elected, school and library leaders will help align diverse nonprofit and private initiatives that may be underway or launch new strategies to bring key players to the same table. Top elected leaders, especially, are in the best position to provide the political will to produce real results.

### **Make promoting digital equity through home broadband a high priority.**

Libraries must make an explicit commitment to advocating for home broadband, internet-enabled devices and skill-building for achieving digital equity. While being a backstop for internet access will remain a necessary function, libraries can't settle for returning to a business-as-usual digital inclusion role in a post-pandemic community when the limitations of this service model have been exposed. In fact, libraries' work in filling home broadband access gaps may have unintentionally allowed digital inequities to go unnoticed and unaddressed by local leaders.

### **Know the broadband landscape.**

Library leaders must be well-versed in broadband gaps, obstacles and challenges in and around their service area in order to advocate confidently for home broadband. Useful information includes:

1. Data on broadband availability and adoption in the library service area, including availability and adoption specifically in low-income areas.

2. Background on local and state initiatives supporting broadband access and laws or policies that block local efforts to increase access.
3. A full overview of primary internet service providers in the library service area and whether they offer discounted services that put broadband in reach for low-income households.

Library leaders also should be smart about building relationships with broadband providers to increase their potential as allies rather than adversaries.

## KEY MESSAGES ABOUT DIGITAL EQUITY

- ▶ Digital equity is integral to race, economic, educational and social equity.
- ▶ High-speed internet is as essential to 21st-century life as clean water and electricity.
- ▶ Achieving digital equity is a community responsibility which requires sustained collaboration among public, nonprofit, technology and private sector stakeholders.
- ▶ COVID-19 exposed the limitations of a digital inclusion service model that relies on physical spaces and loaned tools to meet daily needs.
- ▶ The good work of libraries on digital inclusion is, at best, a temporary fix for ensuring that everyone can participate fully in digital life.
- ▶ Affordable in-home broadband, computers and the skills and support needed for success are the path to achieving digital equity.
- ▶ Collaboration among top elected officials, school leaders and library executives provides a springboard for action on digital equity.
- ▶ The pandemic intensified what it means to be unconnected in a hyper-connected world and created a window for action.

### **Fully own the digital literacy/skill-building space.**

As libraries work to lessen their focus on providing internet access, they must deepen their role in serving as the place where children and adults can be introduced to new technology and level-up the skills they need to succeed throughout their lives. Libraries must become the leader for more advanced skill-building beyond the basics. The scope of skills needed today relate to artificial intelligence, virtual reality, access to sophisticated applications and technologies and more.

### **Tailor language, data and stories to make the most compelling case for digital equity.**

Community-specific data and anecdotes that tell the story of limited neighborhood connectivity can highlight pressing pain points and provide the needed “gut punch” to stimulate action. Knowing that 80% of households in the library service area have home broadband is important baseline information. Knowing that 80% of a low-income neighborhood does not have home broadband along with other key data points including neighborhood unemployment and education levels presents a compelling picture of systemic inequities that diminish opportunity for those already marginalized.

### **Sustain the momentum and visibility of the library’s digital equity advocacy.**

Libraries can use their trusted voice and convening capacity to ensure sustained attention to the urgent need for broadband in every household and community-wide digital literacy as the path to digital equity. That requires library leaders, especially executives, to step forward and be vocal about the importance of seeking long-term solutions for meeting digital needs rather than defaulting to short-term fixes. Library leaders must keep their pedals to the metal until the goal of digital equity is achieved.

## COMMUNITY COALITIONS SUPPORT DIGITAL EQUITY WORK

Below are examples of how libraries are already leading community coalitions that align a range of resources to advance digital equity.

- ▶ **Kansas City Public Library** leads the Kansas City Coalition for Digital Inclusion, an open, collaborative group of nonprofits, individuals, government entities and businesses focused on fostering internet access and digital readiness in the greater Kansas City area.
- ▶ Within the **Toronto Public Library**, digital inclusion and literacy is one of the five priorities in the library’s new strategic plan, with equity at the core of all its work. The library’s key partner is the City of Toronto as it addresses barriers to digital access while serving as the leader for digital literacy and innovation.
- ▶ Digital C is a nonprofit focused on making Greater Cleveland’s digital future more equitable. The executive director of the **Cleveland Public Library** serves on Digital C’s board of directors along with corporate and nonprofit executives.
- ▶ A coalition of government, education, nonprofit and business leaders, including **Columbus Metropolitan Library**, is working together to address the “sudden, massive public need for trustworthy digital inclusion services” caused by the COVID-19 pandemic.

The **Urban Libraries Council** is an innovation and action tank of North America’s leading public library systems. We drive cutting-edge research and strategic partnerships to elevate the power of libraries as essential, transformative institutions for the 21st-century. We identify significant challenges facing today’s communities and develop new tools and techniques to help libraries achieve stronger outcomes in education, workforce and economic development, digital equity and race and social equity.

This Leadership Brief is a product of ULC’s Digital Equity action team, as an extension of ULC’s **Going Forward from the Pandemic Initiative**. This initiative is being led by six action teams of ULC library leaders who are focused on identifying immediate ways that all libraries can overcome key challenges in the COVID-19 era, including issues related to:

- Digital Equity
- Entrepreneurs and Small Businesses
- Partnering with Schools
- Race and Social Equity
- The Leaders Library Card Challenge
- Redefining the Library’s Role

Learn more at [urbanlibraries.org](http://urbanlibraries.org).

## Chief of Staff Report

**Thad Hartman**

**September 17, 2020**

### ***Reopening***

On August 24, the library resumed regular hours and officially entered phase 5 of the reopen plan. This is the last phase of the reopen plan before resuming normal activities without restrictions. It appears we will be in phase 5 for the foreseeable future. We will continue to monitor the Shawnee County Community Transmission Scorecard and follow the lead of the Shawnee County Health Department.

We have seen a healthy increase in the number of customers in the library during the month of August. While not as busy as August 2019, we have more than doubled the average number of daily visitors compared to when the library first reopened in early June.

Customers have been appreciative that the library is open and are generally pleased with the number of safety procedures we have in place. We have had minimal pushback on the mask requirement from customers. The most prevalent issue is people who are wearing a mask, but the mask doesn't fully cover their nose. Most of the time this is an honest oversight and a simple reminder to pull up their mask is all that is required. However, it is an issue that staff must consistently monitor, which can be time consuming.

Staff have been extremely flexible and enthusiastic during all phases of the reopen plan. However, these past few weeks have seen several changes and challenges for all of us. Most of the staff are back to working 40 hours a week in the library. At the same time, we have seen an increase in the number of customers in the building and an increase in the number of COVID cases in Shawnee County. Added to this is that kids are going back to school, which brings up a lot of questions and concerns in personal lives.

This has been a stressful time for everyone, but I am extremely thankful for how well everyone has responded. People are working well together and staying positive. Staff are communicating with their supervisors and we have received many great suggestions for how we could improve our processes and procedures. For example, we have changed how we assign Team Rooms and will be adding air purifiers to those spaces based on staff suggestions. While it may be frustrating to be in phase 5 for an extended period of time, we hope that we will be able to continue to improve how we currently provide services so that the library remains a safe environment for our staff and customers.

We often talk about how great the staff are at the library. The way that everyone has responded to the COVID crisis, especially these last few weeks, has once again demonstrated how lucky we are to have the people that we do working here.

<b>Phase 5</b>	
<b>Overview</b>	The entire building is open with full hours. Social distancing is still practiced and enforced, but customers can go into all public areas in the library. Masks are required for the public. Upstairs meeting rooms are open with social distancing. The Gallery and Topeka Room are open the same hours as the library. Areas that are unavailable, or used for other purposes, include The Edge, the Booktique, and the Cafe. Bookmobile curbside pickup has been temporarily suspended and been replaced with the TSCPL @ Home pilot project.
<b>Hours</b>	Monday – Friday 9 AM – 9 PM Saturday – 9 AM – 6 PM Sunday – 12 PM – 9 PM
<b>Services Available</b>	<p><b>Public Computers</b></p> <ul style="list-style-type: none"> <li>• Computers are spread throughout the library, although maintaining more social distancing than in the setup before closure.</li> <li>• Computers are located in New Books, The Edge, Learning Center, Kids Library and Wings.</li> <li>• Customers are allowed 2 hours of computer time.</li> <li>• Customers sign up for computer time at the customer service desk.</li> <li>• Staff wipe down computers and keyboards between uses.</li> <li>• Families or groups who need to use a computer together may do so in a Team Room</li> </ul> <p><b>Access to Library Materials</b></p> <ul style="list-style-type: none"> <li>• Customers can browse the stacks and pick out books on their own.</li> </ul> <p><b>Curbside Pickup</b></p> <ul style="list-style-type: none"> <li>• Customers will be able to continue to utilize curbside pickup all of the hours the library is open</li> </ul> <p><b>Meeting Rooms</b></p> <ul style="list-style-type: none"> <li>• Meeting rooms on the second floor are available at limited capacities with 6 foot distancing.</li> <li>• Groups of up to 6 people are allowed in Menninger and Anton.</li> <li>• Groups of up to 5 people are Hughes and Perkins.</li> <li>• Marvin 101BC is available at a limited capacity with 6 foot social distancing.</li> <li>• This space will be available for groups up to 20</li> </ul> <p><b>Topeka Room</b></p> <ul style="list-style-type: none"> <li>• The Topeka Room is open all hours the library is open.</li> </ul>

	<ul style="list-style-type: none"> <li>• The customer limit in the Topeka Room is 6 people, with a limit of 2 in each of the separate areas (i.e. Local History, Genealogy, Computer Room)</li> </ul> <p><b>Red Carpet Deliveries</b></p> <ul style="list-style-type: none"> <li>• We are currently delivering to about 75% of Red Carpet facilities</li> <li>• Deliveries are only going to those facilities that have granted us access.</li> </ul> <p><b>TSCPL @ Home</b></p> <ul style="list-style-type: none"> <li>• Bookmobile curbside pickup has been temporarily suspended.</li> <li>• This pilot project is aimed at serving regular Bookmobile customers until Bookmobiles are back in service</li> <li>• We deliver items to homes once every two weeks. Customers who wish to get their items more frequently can use curbside pickup at the library.</li> </ul> <p><b>Other Services Available</b></p> <ul style="list-style-type: none"> <li>• Smartlockers</li> <li>• Library @ Work (currently about 66% of sites have given us access)</li> <li>• Remote book drops</li> <li>• North Reading Room</li> <li>• Interlibrary Loan</li> <li>• Notary</li> <li>• Proctoring of exams</li> <li>• Copier</li> <li>• Fax</li> <li>• Scanner</li> <li>• Telephone / Online Reference</li> </ul>
Main changes from previous phase	<ul style="list-style-type: none"> <li>• Open full hours</li> <li>• Gallery open</li> <li>• Topeka Room open</li> <li>• Public computer time extended to 2 hours</li> <li>• Bookmobile curbside pickup suspended</li> <li>• TSCPL @ Home begins</li> </ul>

**Department Highlights**

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

***TSCPL @School***

The school partnerships have begun again for the 2020-2021 school year. In addition to the

access to resources for students in the Topeka Schools, Shawnee Heights Schools and Auburn-Washburn middle and high schools, we are in preliminary discussions with the Seaman School district. Candace LeDuc and I met to discuss what the relationship would look like, reviewed the Memorandum of Understanding (MOU) template and discussed a potential timeline. If we are able to make this happen this year it would mean we have expanded the TSCPL@School initiative to include all of our public school districts. Additionally, to help support Seaman with their roll out of the new school year we have loaned two hot spots, so students have Internet access at an offsite venue for their high school. This is only a temporary loan while they wait on some backordered hot spots.

#### ***Kansas Children's Discovery Center passports***

Kansas Children's Discovery Center (KCDC) opened its outdoor play at the beginning of August. We have begun to loan passports again using their online system. The passports are available for check out as an appointment to play. To date we are averaging 10 check outs weekly. I am waiting on the final numbers from KCDC.

#### ***Projects and Professional development***

Our 150<sup>th</sup> celebration is still in full swing and we are back to working with the gathering of stories. David King and I are coordinating a video project to ask key library retirees their memories of the library. We are going to do the filming in the Topeka Room the last week of September. To date we have commitments from Larry Peters, former Gallery manager, Becky Hinton, former trainer, Susan Marchant, retired Public Relations and Special Collections manager, Rob Banks, retired Chief Operations Officer, Paul Smith, retired Finance manager, Warren Taylor, retired head of Special Collections, Tom Muth, retired Deputy Director and Jim McHenry, retired Foundation Director. We have a couple more asks out and hope to have them lined up in the next week.

#### ***Family Engagement Webinar***

I serve on the Public Library Association- Family Engagement Taskforce and had the opportunity to facilitate an online webinar on Reimagining Partnerships and Strengthening Your Family Engagement Vision. I spoke of our commitment to developing new and innovative partnerships with our essential learning partners. I had over 55 people in attendance and had really good questions and conversations. Areas I focused on were our collaborative planning and implementation of the Learn and Play bus, our growing partnerships with our school districts and the Book Rich Environment partnerships with Topeka Housing Authority and United Way. I am always struck with the questions posed about how did we as a library get a seat at decision making tables. This reminds me of the uniqueness of our library, its leadership and our community.

### ***Response to school students***

Since school has started in hybrid for our 3 county schools and remotely for USD 501, we are seeing at least 2-3 families a day come in and use our spaces. We recently we received a request for assistance for a family who are staying at the Rescue Mission. We were able to find a space for this family to be together and be “in school” remotely. It is really gratifying as a library to be part of the solution for all our families and especially families who are facing a wide range of challenges during COVID 19.

## **Public Services**

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

#### ***The Bookmark***

TSCPL Book Recommendation Podcast is back on the air with NEW episodes. A new episode drops each Monday. Chris Blocker, Miranda Ericsson, and Autumn Friedli talk about books (and occasionally other things) to offer listeners some great recommendations and take their minds off the world around them. Check it out!

#### ***Red Carpet Delivery***

Red Carpet Delivery is continuing their modified delivery service to ensure the safest delivery possibly for both customers and staff. For the month of August, the team delivered as many materials to customers as they did in the month of February!! While the restart has been slow, it’s up and running at a great pace now.

#### ***Personalized Browsing Just for You***

Did you know what you can fill out a simple form and have librarians pull a selection of books just for you? You don’t even have to get out of your car! Just pull up at Curbside and the items will be brought right out to you. For the month of August, librarians pulled books for 68 customers. Several staff have received great feedback from users thanking them for their lovely book choices. Elizabeth Tschetter, public services specialist, has received several fantastic reviews from satisfied customers. In one instance, Elizabeth had pulled books for several members of the same family and the mother was very excited by Elizabeth’s thoughtful choices for her children.

#### ***Feel Good Story***

Miranda Ericsson was recently helping a customer on the service floor navigate the world of eBooks. After working with the customer for a while, Miranda cracked a joke and shared a laugh with the customer. The customer then commented on how that was the first time she had really laughed in months and it felt so good to interact with other humans again.



## **Public Services**

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

#### ***Gallery: Story Worlds***

The new gallery has been open for three weeks now, and we're seeing increasing numbers for our children's exhibit, *Story Worlds*. We have safety protocols in place and made sure that all of our activities can be sanitized and ready for little hands to experience. The show is supported by the Sabatini Family Foundation, which supports the Annual Art Exhibit for Children to encourage kids' involvement in art. Art experiences develop creative skills and self-expression. We're excited to open with this safe and fun show for all ages.

#### ***Gallery: A Moment in Time***

We're also preparing for our next exhibit, *A Moment in Time: Our Local Responses to the Global Crisis*, which will highlight the impact of this moment in our community's history. Community members have been encouraged to contribute stories, pictures, and items to help us tell the story of the last 6 months.

#### ***Business & Careers***

Our Jobs Team has continued to support job seekers through the library's Jobs Now page (<https://tscpl.org/research/jobs-careers/job-search/jobs-now>) and distanced reference appointments. Our Specialist Pat Berry recently heard from a customer that had been attending our Job and Resume classes and he had assisted with a mock interview:

"I just wanted to let you know that I got hired... and I truly owe it all to you! When I walked into the resume building workshop, I really believed I had no shot of being hired. You not only helped me build a beautiful and effective resume and cover letter, but more importantly you instilled the confidence in me that I so desperately needed. So, thank you so much!"

This is the feedback that keeps us going!

#### ***Local History & Genealogy***

If you're ever wondering what a day working in the library right now is like, this story may give some clarity. We received a call in the Call Center from a person looking for an article in the newspaper from 2013. It was in honor of a local resident who at the time was turning 90. The gentleman had sadly passed away the day before at the age of 97, and they were hoping to get ahold of the article to assist them in writing a good obituary for him. They needed it before 1:30 p.m. that day. We were able to find the article and get it emailed to them with time to spare. Not only that, but we also had the chance to learn about the incredible life of a Topekan who served in the US Calvary, fought in WWII, and studied at Washburn.

## **Youth Services**

**LeAnn Brungardt, Youth Services Supervisor**

### ***Departures***

Two part time employees, Carrie Podlena and Tonya Foster, resigned this past month. Both individuals filled night and weekend hours on the service floor for us and planned and presented occasional programming for school age kids. Through the safer at home times, they provided Lib Chat/Lib Answers support and provided Readapalooza content. As media specialists from surrounding school districts, they were strong reader advisors too. They will be missed.

### ***1,000 Books Before Kindergarten***

We launched a 1,000 Books Before Kindergarten initiative at the start of September. In its first week we have had 28 people register. The goals in having such an initiative are to create good reading habits for kids as early in their lives as possible and to create bonding between young children and their significant adults. Luanne Web is the lead for this.

<http://1000booksbeforekindergarten.org/>

<http://tscpl.org/kids-library/1000-books-before-kindergarten>

### ***Early Childhood***

Several programs and services will roll out within the next few weeks. We will start weekly Zoom versions of early childhood programs. By that I mean we will have something that fits the targeted developmental needs for babies (Baby Bookworms), one-year-olds (Toddler Time 1), and two-year-olds (Toddler Time 2). We will also be hosting a Zoom parent group as well. This is new and will focus on a specific topic but will also be open ended enough to entertain whatever is on the group's mind. Our lead for this is Sherry Hess. She has lined up several area partners who will take part in a Family Place Library sort of way. This will allow for participating families to learn about community resources and hear from professionals in a casual setting. Parenting/grandparenting can be isolating, especially right now. All of these Zoom opportunities will hopefully be helpful to those who are seeking connection.

### ***Success Stories***

*I asked my crew to send me recent positive feedback from customers and here is some of what came my way:*

Dawn Buttery reported that she spent a few minutes talking with a mom of a homeschool family that would soon be moving from the area. The mom said they came in almost every day and loved that staff knew them and were so helpful. She lamented that TSCPL would be difficult to replace.

When acting as greeter, Joyce Hedlund had a man comment, "I am impressed with what the library is doing to keep everyone safe. I am so happy to be back."

Kathy Ellison was present when a mom ushering three kids came into the Learning Center on the first day of the Grab and Go After School Snack. She was absolutely gleeful that we were serving again.

Natalie Moreland shared that she set up a mom who was needing space and WiFi to do online school with her older kid. A Team Room was the perfect solution.

While passing by the Youth Service desk a parent stopped me to say that her daughter had picked up *Harry Potter and the Prisoner of Azkaban* as part of the summer's reward package. Her daughter had read the first book of the Harry Potter series previously and now with book three in her possession, she was in the midst of reading the second one. Mom was happy that the gift was keeping her reading.

Asking customers to wear masks sometimes comes with challenges. It has been a tough, but important aspect of the job lately. After an afternoon of several of those types of interactions, Angie Reed had this one. "Another patron approached me to tell me that I was doing a good job and that he was anxious to go out in public due to people not wearing their masks or not wearing them correctly, but that seeing us actually enforce the masks being worn properly made him feel safe enough for a quick trip in to get his books. He also said that he knew it was a thankless job but that he wanted to thank us. He did use the phrase "You go girl!" which made me laugh and was a bright spot in the day."

## **Circulation**

**Kelli Smith, Circulation Supervisor**

### ***Notary Service***

Notarizations continue to be popular since resuming service on July 24. The Circulation Public Service Specialists provided 182 notary transactions in August. The top day of the month was Monday, August 17 with 25 notarizations. No small feat considering that each notary transaction can take anywhere between 5-30 minutes to complete. The library provides free notary service Monday through Friday from 9:00-5:00.

### ***Top Circulating Titles for August***

I like to explore Polaris from time to time and see what library titles were checked out the most by patrons. The titles listed below also made the top 10 list in July along with the movies *Knives Out* and *John Wick 3*.

- *Sonic the Hedgehog* – Comic book series (checked out 55 times)
- *Bad Boys for Life* – Movie starring Will Smith and Martin Lawrence (checked out 43 times)
- *The One and Only Ivan* – Juvenile book by Katherine Applegate (checked out 42 times)
- *Hideaway* – Book by Nora Roberts (checked out 40 times)

## **Community Services**

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

August was a month of transition for the Community Services department. It was decided in early August that bookmobile service would be temporarily suspended after August 15<sup>th</sup>. This decision was not easily made, but because of limited use, COVID-19 guidelines and social distancing expectations, the curbside holds-pickup model did not serve the customers as well as we would have liked. In place of regular bookmobile service, our staff have begun using library vehicles to deliver customer’s hold items and personalized Browsing Just for You bundles. When a customer chooses TSCPL @ Home as their “pickup” location they will be signed up to have their items delivered directly to their home address. The deliveries take place every two weeks, on a regular route rotation. The program has been well received by customers and we are looking into ways to expand the service.

One such customer was very pleased with her service. Patty Akrouche delivers a regular route on Tuesday mornings and looks forward to her visits with one couple in particular. Even though the service has only been running for a few weeks Patty knows that Bob (the family’s cat) will be there to greet her along with the lady of the house. They usually stop for a short chat about how life is going and always end with what a godsend this service has been for them. The couple is very grateful for the service as a way to keep them reading, especially now, at a time when they are trying to stay home as much as possible.

This is only one example. We have customers who are at home schooling their children who use the service to supplement their lessons, people with fulltime jobs that are saved making another stop on the way home from work, as well as others. The service isn’t for everyone and isn’t meant to replace regular use of the library, but I am glad we are able to offer it for those who need it.



*Audrey Sarver wearing TSCPL @ Home vest ready for deliveries*

## **Collections**

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

I'd like to share about a couple of collections projects the Technical Services team is working on. One is nearly complete and the other is still in progress. The first project is a relabeling of our non-English language films. We have used the term "foreign" to describe these films. The Academy of Motion Picture Arts and Sciences changed the name of the award given to non-English language films from "foreign" to "international" earlier this year. We have decided to do the same. All DVDs in this category have been pulled by our media selector for recataloging and relabeling by our cataloging and processing team. Signage on the cases has been changed to "International". We believe this is a good change in the classification of that collection. Aside from DVDs that are still being returned, all DVDs in this category currently on the shelves have the new labeling to reflect the change to International.

The second project is a re-organization of our picture book collection. Eleven years ago, we developed a subject-oriented arrangement for the picture books, using categories like "Being a Kid", "Animals", "Nature", and "Arts & Culture" to determine the physical placement of the books in our bin shelving system. While this system has served us well for a number of years, it's proved to be cumbersome in determining the placement of books. We ended up with 58 sub-categories of picture books within the major categories. Changes in publishing, particularly with an emphasis on picture books focused on diversity, racial justice, and equality issues have created challenges in placement in our current system. With this in mind, we made the decision

to greatly simplify the categories and return to a system with picture books organized primarily by author last name.

Books on school readiness concepts like ABCs and favorite character books will reside in their own categories on the School Bus shelving in the Kids Library. New books will be shelved in their own place in the bin shelving and then the rest of the books will run in A to Z order by author last name. We have started the work of pulling and relabeling books and are making excellent progress in working through the collection. We plan to have the project completed by early October. Bookmobile picture books will also be relabeled. The end product will be a more cohesive physical arrangement of books. Subject access in the library catalog is being expanded and enhanced as we move through the collection. For library customers or staff looking for picture books on specific topics, that access will be present in the catalog and the books will be just a few steps away in our beautiful bin shelving.

## **Learning Experiences**

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

Summer is officially over and while we didn't see the numbers we have in the past we were able to reach customers in a different way through our summer meal site delivery of library information and activities. We reached 6,273 people through the meal sites keeping the library at top of mind while we were closed to the public and then we slowly began to open. We had 1,085 people participate in the summer reading program and enter their 811,984 minutes of reading in Beanstack.

We continue to offer programming virtually and have slowly started some in person programming with precautions. A new offering that started this month is virtual and in-person yoga. We have had to severely limit the in-person class due to COVID restrictions but have had 4 people at each session offered thus far. The virtual offering of Yoga for Everybody has been very well received with 12 people attending those so far. Two additional classes, Children's Yoga and Chair Yoga, will be happening over the next couple of weeks as well.

Shari Schawo continues to help customers with computer and gadget help in person and had a few takers this past month. Between April (when we were closed) and now, Shari has had 64 personal appointments with customers with 30 hours of total contact. Most of these were done virtually or over the phone, helping customers with everything from using Zoom to downloading content to using their device assistance.

Shari has created a new class called Selling Your Stuff Online which she has taught virtually and had 12 people attend. She continues to have 5-10 people at her Cutting the Cable Cord class which she teaches using Zoom.

## **Digital Services**

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

Highlights from Digital Services in August:

- DS worked with AT&T to track down some major issues related to Internet outages. We were able to track those problems down and AT&T fixed them.
- We set up the old 2nd floor tech services area for staff to have temporary workspaces. We re-imaged the public computers that were there so staff can log in and use those computers as needed. The goal is for staff in more crowded areas (like the Public Services work area) to be able to spread out when they need to.
- Our Gallery Audio/Visual upgrade is complete! We trained staff on the new system and are looking forward to using it for a future exhibit.
- DS set up our new Pepwave mobile WIFI routers (the equipment that will provide better WIFI for the bookmobiles) to allow Seaman High School to temporarily borrow the equipment. They have their own equipment on backorder, but classes started this week, and came to us for help. They will have this equipment until mid-September. This is allowing the high school to have WIFI access in the Sunrise Optimists Club building that the high school is using to spread classes out.

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# September Board Report

September 9, 2020

## Communications & Marketing Team

Diana Friend, director

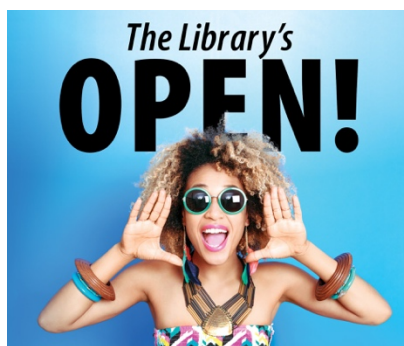
Ginger Park, communications editor

Karen Watson, graphic design

Michael Perkins, web administrator & multimedia producer

### What's New

The We're Open campaign is continuing through because it is making an impact on people's awareness of the library's status. We have a new banner on the NE corner building that mirrors the 10 billboards across the community. Next week we will go down to 6 billboards featuring library staffers Areli Bermudez-Villarreal declaring "The Library's Open" in Spanish and David King stating "My Library's Open promoting the Digital Library. These billboards will be up through mid-October-November. We have also added the David King billboard to our WIBW website ads we have been running this year along with our 150<sup>th</sup> anniversary brand.



This week we are transitioning the social media campaign to a new [YouTube ad](#), with David King sharing how we are keeping the building clean and safe for visitors. It's important for our community to be aware of the efforts we are taking to make their visit to the library as safe as possible. Since beginning to air on Tuesday, it's been viewed 200 times!



Banner on building's NE corner at 10<sup>th</sup> & Washburn



Billboard locations: (Arelí) 15<sup>th</sup> & Adams | 21<sup>st</sup> & Western | (David) S Topeka Blvd & 45<sup>th</sup> St | 1-70 & E Polk | Hwy 24 near the Miers Concrete | (Sunglass lady) 21<sup>st</sup> & E. Kansas

But wait, we have more—we are participating in an OrangeBoy direct mail campaign targeting families who do not have library cards but may need access to library items. David and Arelí's images are featured on a postcard that will be mailed to a block of addresses South and North of Topeka. In this proof, Arelí's message in Spanish is missing, but appears in the final draft.



## Other Campaigns



Lissa Staley is our civic engagement librarian and has been working on the Census 2020 and Voter initiatives this year. There is also a bookmark for Voting information.

**1000 Books Before Kindergarten** – launched September 1  
<https://tscpl.org/kids-library/1000-books-before-kindergarten>

## Top Page Views

tscpl.org | August 14 - September 8, 2020

- Downloading Ebooks
- What You Can Do Now Phase 4 of the reopening plan
- Employment Opportunity: Chief Executive Officer
- Genealogy Resources
- Election & Voting Information
- While You Wait for the Giver of the Stars
- Alice C. Sabatini Gallery
- Downloading Audiobooks
- Jobs-Careers
- Tell Your Pandemic Story

	2020												2019 YTD	Change 19 TO 20%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
<b>CIRCULATION</b>															
<b>Main Library</b>															
TSCPL Curbside	0	0	0	0	4,434	24,610	26,480	26,233						81,757	
Circulation Desk & Renewals	49,054	39,071	59,747	64,378	60,160	34,798	35,742	36,325						379,275	397,924 -4.7%
Interlibrary Loan	1,810	1,591		0	0	0	148	928						4,477	12,782 -65.0%
Self-Check	62,366	64,910	31,498	99	10	4,144	14,075	24,185						201,287	592,696 -66.0%
<b>Bookmobile / TSCPL @ Home</b>	<b>20,178</b>	<b>18,089</b>	<b>12,884</b>	<b>9,447</b>	<b>7,381</b>	<b>3,971</b>	<b>5,969</b>	<b>5,774</b>						<b>83,693</b>	<b>143,383 -41.6%</b>
Red Carpet	7,696	6,587	5,516	3,540	3,324	5,313	5,914	6,476						44,366	57,042 -22.2%
Digital Downloads	43,780	40,039	45,098	51,917	50,942	48,189	48,174	47,902						376,041	317,211 18.5%
Library @ Work / Smartlocker	2,600	2,274	2,045	1,219	952	1,215	1,614	1,483						13,402	19,439 -31.1%
<b>TOTAL CIRCULATION</b>	<b>187,484</b>	<b>172,561</b>	<b>156,788</b>	<b>130,600</b>	<b>127,203</b>	<b>122,240</b>	<b>138,116</b>	<b>149,306</b>						<b>1,184,298</b>	<b>1,540,477 -23.1%</b>
<b>CIRCULATION DETAILS</b>															
Print Material	85,593	79,197	70,608	52,705	50,694	48,291	58,296	63,923						509,307	730,164 -30.2%
Audio/Visual Material	52,127	48,494	37,936	23,012	23,382	24,238	29,542	33,796						272,527	457,243 -40.4%
Adult Materials	82,458	77,081	62,642	41,133	40,967	41,269	50,372	56,211						452,133	688,297 -34.3%
Children's Materials	42,688	38,982	35,816	27,628	26,140	23,517	28,008	31,173						253,952	392,583 -35.3%
Young Adult Materials	3,844	3,592	3,549	2,612	2,651	2,648	3,246	3,495						25,637	36,961 -30.6%
Red Carpet Materials	8,730	8,036	6,584	4,344	4,318	5,095	6,212	6,877						50,196	69,566 -27.8%
<b>NEW Patrons</b>															
<b>Topeka / Shawnee County</b>															
Adults	648	621	498	266	244	321	314	433						3,345	5,203 -35.7%
Children (ages 17 and under)	112	126	116	32	8	20	33	63						510	1,603 -68.2%
Red Carpet Outreach	11	13	9	0	0	1	8	4						46	92 -50.0%
NEKL	64	70	110	73	18	45	67	67						514	519 -1.0%
Non-Resident	0	1	3	17	0	0	0	0						21	4 425.0%
<b>Total New Registrations</b>	<b>835</b>	<b>831</b>	<b>736</b>	<b>388</b>	<b>270</b>	<b>387</b>	<b>422</b>	<b>567</b>						<b>4,436</b>	<b>7,421 -40.2%</b>
<b>PATRONS DELETED</b>	<b>2,511</b>	<b>2,913</b>	<b>435</b>	<b>1,066</b>	<b>288</b>	<b>47</b>	<b>1,180</b>	<b>116</b>						<b>8,556</b>	<b>16,103 -46.9%</b>
<b>BORROWERS</b>															
<b>Topeka / Shawnee County</b>															
Adults	51,951	51,430	51,338	51,676	52,029	52,243	52,274	52,721						52,721	54,136 -2.6%
Children (age 0 - 17)	16,566	15,650	15,462	15,613	15,501	15,421	15,331	15,206						15,206	19,153 -20.6%
TSCPL @ School	16,102	16,124	16,124	16,124	16,124	16,123	16,123	16,594						16,594	* *
Red Carpet Outreach	1,161	1,157	1,151	1,149	1,145	1,141	1,142	1,146						1,146	1,191 -3.8%
NEKL	7,031	6,964	7,011	6,908	6,931	7,000	7,185	7,306						7,306	7,275 0.4%
Non-Resident	43	42	45	100	81	80	80	79						79	46 71.7%
Delinquent	107	116	93	99	99	89	87	77						77	122 -36.9%
<b>TOTAL BORROWERS</b>	<b>92,961</b>	<b>91,483</b>	<b>91,224</b>	<b>91,669</b>	<b>91,910</b>	<b>92,097</b>	<b>92,222</b>	<b>93,129</b>						<b>93,129</b>	<b>81,923 13.7%</b>
<b>Holds Satisfied</b>	<b>19,196</b>	<b>16,770</b>	<b>8,921</b>	<b>2</b>	<b>9,530</b>	<b>21,504</b>	<b>20,819</b>	<b>19,252</b>						<b>115,994</b>	<b>154,472 -24.9%</b>
<b>CHECK-IN</b>															
<b>TOTAL CHECK-IN</b>	<b>93,912</b>	<b>92,730</b>	<b>48,932</b>	<b>14</b>	<b>22,262</b>	<b>31,267</b>	<b>36,655</b>	<b>45,111</b>						<b>370,883</b>	<b>811,838 -54.3%</b>

	2020												2020	2019	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	19 TO 20%	
<b>COLLECTION</b>																
Materials Added	5,362	4,329	2,377	0	1,810	3,540	4,390	2,720					24,528	38,766	-36.7%	
Materials Discarded	8,237	7,955	3,866	4,435	4,035	5,612	6,372	1,739					42,251	49,525	-14.7%	
<b>TOTAL COLLECTION</b>	<b>400,318</b>	<b>396,692</b>	<b>395,203</b>	<b>390,768</b>	<b>388,543</b>	<b>386,471</b>	<b>384,489</b>	<b>385,470</b>					<b>385,470</b>	<b>413,242</b>	<b>-6.7%</b>	
<b>WEBSITE</b>																
tscpl.org Unique Visitors	39,663	33,321	36,580	25,636	33,229	32,897	29,476	28,981					259,783	241,649	7.5%	
tscpl.org Total Visits	66,201	56,255	58,118	40,730	56,627	56,599	51,853	50,554					436,937	435,350	0.4%	
catalog.tscpl Unique Visitors	21,190	19,294	13,546	8,092	10,520	13,426	13,760	14,800					114,628	162,344	-29.4%	
catalog.tscpl Total Visits	49,784	44,997	32,337	19,024	28,001	39,292	39,736	41,552					294,723	370,672	-20.5%	
<b>NOTARY SERVICE</b>	<b>154</b>	<b>243</b>	<b>142</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>182</b>					<b>748</b>	<b>1,330</b>	<b>-43.8%</b>	
<b>REFERENCE QUESTIONS</b>																
Public Services	9,900	10,787	*	554	2,217	4,349	4,436	4,021					36,264	100,374	-63.9%	
Topeka Room	701	275	*	0	0	0	0	0					976	5,713	-82.9%	
Plaza**	1,272	1,443	*	0	0	0	0	0					2,715	5,325		
Youth Services	2,397	2,432	1,482	0	0	0	0	0					6,311	30,106	-79.0%	
Gallery	0	0	0	0	0	0	0	0					0	240	-100.0%	
<b>TOTAL REFERENCE QUESTIONS</b>	<b>14,270</b>	<b>14,937</b>	<b>1,482</b>	<b>554</b>	<b>2,217</b>	<b>4,349</b>	<b>4,436</b>	<b>4,021</b>					<b>46,266</b>	<b>141,758</b>	<b>-67.4%</b>	
<b>GATE COUNT</b>	<b>46,507</b>	<b>42,387</b>	<b>20,990</b>	<b>0</b>	<b>137</b>	<b>4,695</b>	<b>9,560</b>	<b>14,486</b>					<b>138,762</b>	<b>500,411</b>	<b>-72.3%</b>	
<b>MEETING ROOMS</b>																
Meeting Room Bookings	471	738	280	0	14	0	23	113					1,639	5,745	-71.5%	
Team Room Bookings	1,639	870	590	0	7	5	7	1					3,119	13,214	-76.4%	
Total Meeting Room Hours Booked	3,005	3,049	2,073	0	87	5	62	620					8,901	47,145	-81.1%	
<b>TOTAL ATTENDANCE</b>	<b>11,037</b>	<b>6,119</b>	<b>3,044</b>	<b>0</b>	<b>7</b>	<b>5</b>	<b>92</b>	<b>407</b>					<b>20,711</b>	<b>114,885</b>	<b>-82.0%</b>	
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>228</b>	<b>247</b>	<b>*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					<b>475</b>	<b>1,849</b>	<b>-74.3%</b>	
<b>PROGRAM ATTENDANCE</b>																
Adult - General	520	124	118	110	39	325	528	16					1,780	4,379	-59.4%	
Computer Training	0	95	0	0	0	10	0	18					123	515	-76.1%	
Outreach	2,696	2,257	627	0	0	5,057	815	0					11,452	17,445	-34.4%	
Kids	809	848	815	0	0	0	0	0					2,472	8,092	-69.5%	
Movies	13	18	0	0	0	0	0	0					31	489	-93.7%	
Books	12	80	17	17	24	28	25	39					242	617	-60.8%	
Art	0	19	26	0	0	0	0	0					45	856	-94.7%	
Teens	0	97	21	0	0	0	0	0					118	288	-59.0%	
Music	30	382	107	0	0	0	0	911					1,430	100	1330.0%	
<b>TOTAL ATTENDANCE</b>	<b>4,080</b>	<b>3,920</b>	<b>1,731</b>	<b>127</b>	<b>63</b>	<b>5,420</b>	<b>1,368</b>	<b>984</b>					<b>17,693</b>	<b>32,781</b>	<b>-46.0%</b>	
<b>GALLERY ATTENDANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>254</b>					<b>254</b>	<b>18,190</b>	<b>-98.6%</b>	
<b>COMPUTER USE</b>																
Public Computer Sessions	12,738	12,953	*	0	0	2,064	3,827	*					31,582	127,309	-75.2%	
Avg Public Computer Session Length	0:55:02	0:56:28	*	0:00:00	0:00:00	0:43:08	0:45:19	*					0:53:40	0:56:18	-4.7%	
Total Computer Hours	11,684	12,190	*	0	0	1,484	2,890						28,248	119,452	-76.4%	
Wireless Sessions	18,107	16,309	*	1,319	1,713	4,296	4,864	6,598					53,206	138,925	-61.7%	
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					0:28:32	0:29:39	-3.8%	
Total Wireless Hours	8,450	7,883	*	747	799	1,933	2,189	3,299					25,300	68,637	-63.1%	
<b>TOTAL HOURS</b>	<b>20,134</b>	<b>20,073</b>	<b>*</b>	<b>747</b>	<b>799</b>	<b>3,417</b>	<b>5,079</b>	<b>3,299</b>					<b>53,548</b>	<b>188,089</b>	<b>-71.5%</b>	
<b>DOLLY PARTON ENROLLMENT</b>	<b>5,481</b>	<b>5,597</b>	<b>5,610</b>	<b>5,627</b>	<b>5,672</b>	<b>5,672</b>	<b>5,691</b>	<b>5,831</b>					<b>5,831</b>	<b>4,924</b>	<b>18.4%</b>	

	2020												2019 YTD	Change 19 TO 20%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>															
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072	13,179					101,170	139,250	-27.3%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523	14,895					122,394	165,824	-26.2%
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197	19,784					156,461	237,744	-34.2%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401	4,887					45,967	64,959	-29.2%
Magazines	1,793	1,690	1,335	270	842	663	709	1,051					8,353	16,574	-49.6%
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066	6,770					48,908	67,743	-27.8%
RC Realia	235	249	179	127	120	125	146	107					1,288	1,823	-29.3%
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182	3,427					25,179	36,247	-30.5%
<b>PRINT CIRCULATION</b>	<b>85,593</b>	<b>79,197</b>	<b>70,844</b>	<b>52,705</b>	<b>50,694</b>	<b>48,291</b>	<b>58,296</b>	<b>64,100</b>					<b>509,720</b>	<b>730,164</b>	<b>-30.2%</b>
<b>Audio / Visual Material</b>															
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152	2,229					18,236	31,458	-42.0%
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426	1,910	2,316					17,864	30,232	-40.9%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006	22,840					184,616	304,959	-39.5%
Juvenile Audiobooks	370	403	422	321	296	223	367	351					2,753	3,931	-30.0%
Juvenile Music	352	300	286	180	189	144	163	202					1,816	3,279	-44.6%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880	5,610					46,347	82,670	-43.9%
YA A/V	84	61	59	33	37	52	64	68					458	714	-35.9%
<b>A/V CIRCULATION</b>	<b>52,127</b>	<b>48,494</b>	<b>37,679</b>	<b>23,012</b>	<b>23,382</b>	<b>24,238</b>	<b>29,542</b>	<b>33,616</b>					<b>272,090</b>	<b>457,243</b>	<b>-40.5%</b>
<b>Adult Material</b>															
Adult Fiction	17,086	15,740	14,295	9,960	9,212	9,626	12,072	13,179					101,170	139,250	-27.3%
Adult Nonfiction	20,593	19,254	17,068	13,066	12,435	11,560	13,523	14,895					122,394	165,824	-26.2%
Magazines	1,793	1,690	1,335	270	842	663	709	1,051					8,353	16,574	-49.6%
Adult Audiobooks	3,154	3,131	2,599	1,798	1,646	1,527	2,152	2,229					18,236	31,458	-42.0%
Adult Music	3,507	3,164	2,500	1,529	1,512	1,426	1,910	2,316					17,864	30,232	-40.9%
Adult Videos / DVDs	36,325	34,102	25,046	14,510	15,320	16,467	20,006	22,840					184,616	304,959	-39.5%
<b>ADULT CIRCULATION</b>	<b>82,458</b>	<b>77,081</b>	<b>62,843</b>	<b>41,133</b>	<b>40,967</b>	<b>41,269</b>	<b>50,372</b>	<b>56,510</b>					<b>452,633</b>	<b>688,297</b>	<b>-34.2%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	25,224	23,251	21,693	17,000	16,299	15,013	18,197	19,784					156,461	237,744	-34.2%
Juvenile Nonfiction	8,407	7,695	6,379	5,486	4,974	3,738	4,401	4,887					45,967	64,959	-29.2%
Juvenile Audiobooks	370	403	422	321	296	223	367	351					2,753	3,931	-30.0%
Juvenile Music	352	300	286	180	189	144	163	202					1,816	3,279	-44.6%
Juvenile Videos / DVDs	8,335	7,333	6,767	4,641	4,382	4,399	4,880	5,610					46,347	82,670	-43.9%
<b>JUVENILE CIRCULATION</b>	<b>42,688</b>	<b>38,982</b>	<b>35,547</b>	<b>27,628</b>	<b>26,140</b>	<b>23,517</b>	<b>28,008</b>	<b>30,834</b>					<b>253,344</b>	<b>392,583</b>	<b>-35.5%</b>
<b>Red Carpet Material</b>															
RC Print Materials	8,495	7,787	6,405	4,217	4,198	4,970	6,066	6,770					48,908	67,743	-27.8%
RC Realia	235	249	179	127	120	125	146	107					1,288	1,823	-29.3%
<b>RED CARPET CIRCULATION</b>	<b>8,730</b>	<b>8,036</b>	<b>6,584</b>	<b>4,344</b>	<b>4,318</b>	<b>5,095</b>	<b>6,212</b>	<b>6,877</b>					<b>50,196</b>	<b>69,566</b>	<b>-27.8%</b>
<b>Young Adult Material</b>															
YA Print Materials	3,760	3,531	3,490	2,579	2,614	2,596	3,182	3,427					25,179	36,247	-30.5%
YA A/V	84	61	59	33	37	52	64	68					458	714	-35.9%
<b>YOUNG ADULT CIRCULATION</b>	<b>3,844</b>	<b>3,592</b>	<b>3,549</b>	<b>2,612</b>	<b>2,651</b>	<b>2,648</b>	<b>3,246</b>	<b>3,495</b>					<b>25,637</b>	<b>36,961</b>	<b>-30.6%</b>
<b>Digital Downloads</b>															
Overdrive	31,990	29,566	31,188	35,656	36,807	34,859	35,033	35,779					270,878	232,243	16.6%
Hoopla	11,108	9,840	13,214	15,519	13,425	12,671	12,522	12,123					100,422	74,699	34.4%
Flipster	682	633	696	742	710	659	619						4,741	10,269	-53.8%
<b>DIGITAL DOWNLOADS</b>	<b>43,780</b>	<b>40,039</b>	<b>45,098</b>	<b>51,917</b>	<b>50,942</b>	<b>48,189</b>	<b>48,174</b>	<b>47,902</b>					<b>376,041</b>	<b>317,211</b>	<b>18.5%</b>

	2020												2020
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Value Calculator</b>													
<b>Circulation</b>													
Books (\$17)	\$1,424,600	\$1,317,619	\$1,181,653	\$891,395	\$847,484	\$809,676	\$978,979	\$1,071,833	\$0	\$0	\$0	\$0	\$8,523,239
Magazines (\$5)	\$8,965	\$8,450	\$6,675	\$1,350	\$4,210	\$3,315	\$3,545	\$5,255	\$0	\$0	\$0	\$0	\$41,765
Audiobooks (\$10)	\$35,240	\$35,340	\$30,210	\$21,190	\$19,420	\$17,500	\$25,190	\$25,800	\$0	\$0	\$0	\$0	\$209,890
DVD, Games, Music (\$4)	\$194,412	\$179,840	\$138,632	\$83,572	\$85,760	\$89,952	\$108,092	\$124,144	\$0	\$0	\$0	\$0	\$1,004,404
<b>Notary Service (\$10)</b>	\$1,540	\$2,430	\$1,420	\$0	\$0	\$0	\$270	\$1,820	\$0	\$0	\$0	\$0	\$7,480
<b>Reference Questions (\$7)</b>	\$99,890	\$104,559	\$10,374	\$3,878	\$15,519	\$30,443	\$31,052	\$28,147	\$0	\$0	\$0	\$0	\$323,862
<b>Programming (\$10)</b>	\$40,800	\$39,200	\$17,310	\$1,270	\$630	\$54,200	\$13,680	\$9,840	\$0	\$0	\$0	\$0	\$176,930
<b>Meeting Room Use</b>	\$37,035	*		\$0	\$0	\$0							
<b>Gallery Attendance (\$10)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,540	\$0	\$0	\$0	\$0	\$2,540
<b>Computer Use (\$12 /hr)</b>	\$241,602	\$240,875		\$8,969	\$9,593	\$41,004	\$34,685	\$0	\$0	\$0	\$0	\$0	\$576,728
<b>ILL Borrowed (\$25)</b>	\$10,225	\$9,650		\$0	\$0			\$4,975					\$24,850
<b>TOTAL VALUE</b>	<b>\$2,094,309</b>	<b>\$1,937,963</b>	<b>\$1,386,274</b>	<b>\$1,011,624</b>	<b>\$982,616</b>	<b>\$1,046,090</b>	<b>\$1,195,493</b>	<b>\$1,274,354</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,928,723</b>

\* - Data not available