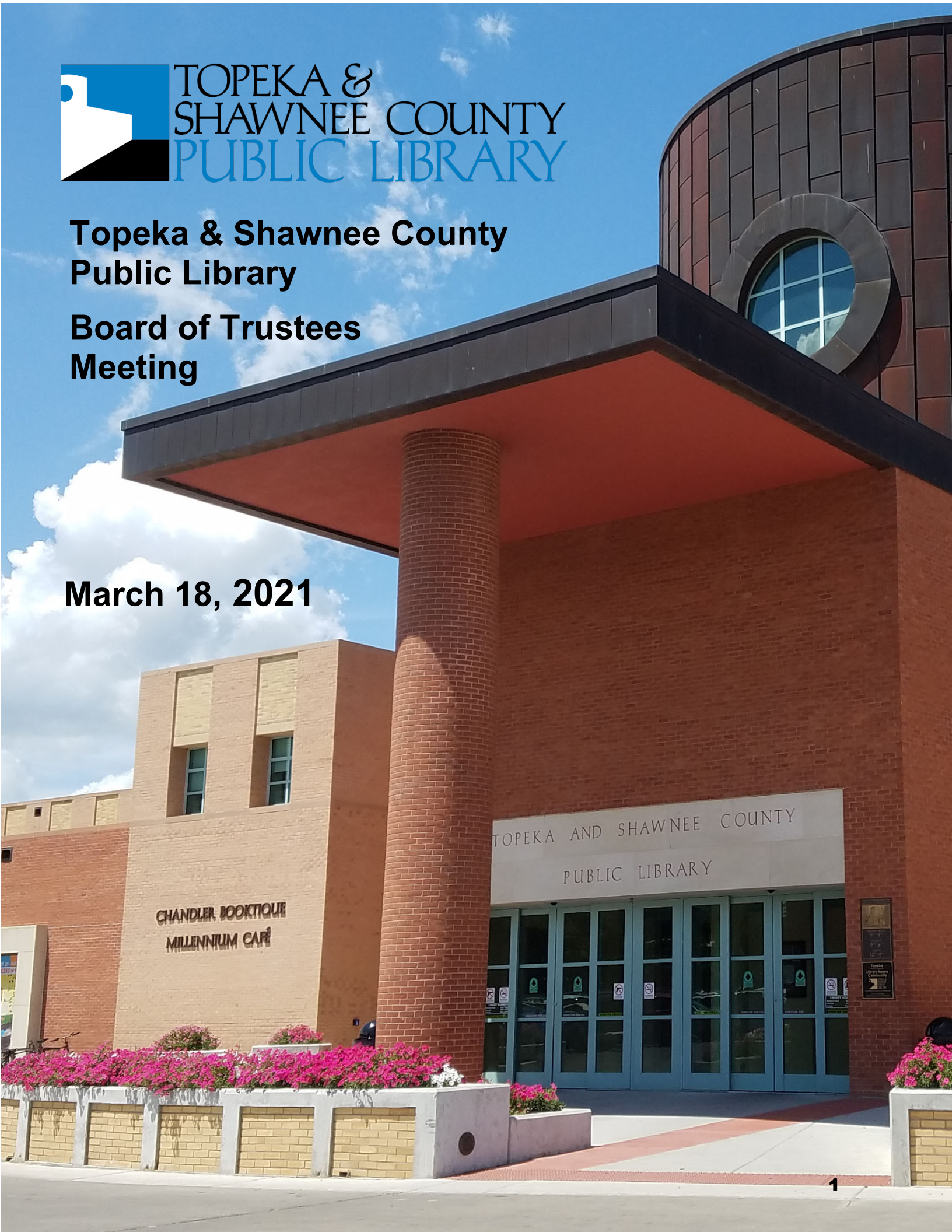




**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

March 18, 2021





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





Agenda
Board of Trustees meeting
Thursday, March 18, 2021– 4:00 pm
Zoom Meeting
<https://tscpl.zoom.us/j/99310055996>
Meeting ID: 99310055996
Passcode: 146404

Call to Order

Public Comment

Trustee Advocacy Stories

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

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

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

Financial Reports

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

The Library Foundation – Judy Moler, Board Chair

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

Board Chair Report – Liz Post

- CEO Recruitment Update –Jim Edwards, Search Committee Chair

Interim Chief Executive Officer/ Chief of Staff – Thad Hartman Pg. 23

- Presentation by Clark Swanson of OrangeBoy

New Business

- Nominating Committee – [Action Item](#) Pg. 38
- Annual Report Presentation – Diana Friend, Communications & Marketing Director Pg. 39

Adjournment

Public Comment

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

Next Meeting

April 15, 2021

4:00 pm

Zoom Meeting

*Subject to change without notice



Minutes
Board of Trustees Executive Committee Meeting
February 8, 2021 – 4:00 PM
Zoom Meeting
<https://tscpl.zoom.us/j/98009178209>
Meeting ID: 98009178209
Passcode: 838651

Executive Trustee Members Present

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

Absent

Beth Dobler

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Monday, February 08, 2021 via Zoom Meeting, was called to order at 4:03 pm by Chair Liz Post.

Review of Minutes and Agenda

The minutes from January 21, 2021 Board of Trustees Meeting, January 11, 2021, Special Meeting of the Trustees Executive Committee, and agenda for the Board of Trustees February 18, 2021 were reviewed.

Discussion followed.

Adjournment

On a motion by Jim Edwards, seconded by Kacy Simonsen, the meeting was adjourned at 4:30 pm.

Next Meeting

February 18, 2021
4:00 pm
Zoom Meeting



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

Board Members Present

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

Absent

Kristen O’Shea

Call to Order

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

Public Comment

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

Trustee Advocacy Stories

Post stated that the public restroom renovations look great.

Approval of Minutes

On a motion by Jim Edwards, seconded by Joan Hicks, the January 11, 2021 Special Meeting minutes of the Board of Trustees were approved. Motion carried.

On a motion by David Monical, seconded by Shawn Leisinger, the January 21, 2021 Meeting minutes of the Trustees Executive Meeting were approved. Motion carried.

Chief Financial Officer’s Report – Kim Strube

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

Discussion followed.

Approval of the Treasurer’s Report

Board Treasurer Kacy Simonsen reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for January 2021.

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

Motion passed unanimously.

The Library Foundation

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

Friends of Topeka and Shawnee County Public Library

TSCPL Friends president Christy Molzen shared the January Friends report.

Board Chair Report

Chair Liz Post reported the Executive Committee met via Zoom on Monday, February 8, 2021 at 4:00 pm. The meeting minutes for the January 11, 2021 Special Meeting, January 21, 2021 Board of Trustees Meeting, and the February 18, 2021 agenda were reviewed.

Interim Chief Executive Officer/Chief of Staff Reports

Interim Chief Executive Officer/Chief of Staff Thad Hartman’s shared the Café plans to have a soft opening on March 1, 2021.

Digital Services Director David King introduced Iagemakers team Bobbie Sloan, Experience Director and Brad Dornes, Technical Project Manager.

Sloan provided an update of the library’s custom website.

New Business

Friends of the Library Memorandum of Understanding

On a motion by Beth Dobler, 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 Friends of the Library Memorandum of Understanding (MOU) as presented.

Review of the Friends of Senate Bill (SB)13

Chuck Engel, Library Legal Counsel provided a review of SB 13.

Discussion followed.

Adjournment

On a motion by David Monical, seconded by Shawn Leisinger, the meeting was adjourned at 5:39 pm.

Motion passed unanimously.

Next Meeting

March 18, 2021

4:00 pm

Zoom Meeting

Public Comment

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

*Subject to change without notice

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

Investments and Debt as of February 28, 2021; Bank Account Summary – Page 1

Funds were deposited to a 90-day fixed rate account at the Kansas Pooled Money Investment Board.

Revenue/Expense/Balance by Fund Report – Page 2

State Aid revenues are typically received in February, however this year the funds were received on March 11, 2021.

General Fund – Pages 3 through 5

With 15.9% of the budget year completed, 48% of the budgeted revenue has been received and 18% of the approved budget has been expended/encumbered. This compares to 2020 in which 46% of the budgeted revenue had been received and 19% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

Employee Benefit Fund – Page 6

With 15.9% of the budget year completed, 49% of the budgeted revenue has been received and 18% of the approved budget has been expended/encumbered. This compares to 2020 in which 50% of the budgeted revenue had been received and 18% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,922,574.

Purchase Order Notification

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

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual internet service	\$20,400.00	AT&T
Approved operating budget	Annual water and sewer service	\$27,500.00	City of Topeka
Approved operating budget	Annual cataloging and ILL database service	\$87,000.00	OCLC, Inc.
Approved operating budget	Annual electric service	\$341,161.47	Evergy
From non-tax funds	2021 staff awards	\$6,200.00	C.A. Short Company
Approved operating budget	Estimated snow removal and treating parking lot/sidewalks (Winter 2020-2021)	\$12,000.00	Snow Terminators LLC
Approved operating budget	Windows and Office 365 software assurance annual renewal	\$6,649.50	Govconnection, Inc.
Approved operating budget	Annual audit and financial statements for year ended 12/31/2020; bid award approved by the Board 10/17/19	\$33,250.00	BT&Co., PA
Approved operating budget	Annual natural gas service	\$32,500.00	Constellation Newenergy-Gas
Approved operating budget	Annual legal services	\$50,000.00	Engel Law, PA
From non-tax funds	Family literacy kits	\$17,831.00	Kansas Children’s Discovery
Approved operating budget	Annual natural gas service	\$17,000.00	Kansas Gas Service
Approved operating budget	Annual AMH service contract	\$45,500.00	Tech Logic Corporation
Approved operating budget	MuseumPlus annual maintenance	\$7,500.00	Zetcom North America, LLC
Approved operating budget	MailChimp newsletter service renewal	\$5,040.00	Mailchimp
Library Materials	Hoopla online	\$26,750.00	Midwest Tape LLC

Library Materials	Adult non-fiction	\$5,500.00	Baker & Taylor Books
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Other Items:

- The test work for the audit appears to be nearly complete and the statements and report should be finalized soon. The Board’s Audit Committee is scheduled to meet to review the audit draft and hear the audit presentation at 10 am on Wednesday, April 7th. Any Trustee is welcome to attend this meeting. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit.
- The annual workers compensation annual audit is scheduled for March 11th.
- If different Trustees (from those currently in officer positions) are voted into the positions of Chair, Secretary or Treasurer, please plan on signing the bank signature cards and the document for the electronic check writer in the financial system at the April Board meeting. The effective date of the new positions is May 1, per the bylaws.
- The budget cycle will soon begin once again and the timeline for 2022 is included at the end of my report. In the last two prior years, since the valuation information is not available until at least July 1st, budget work session #1 was designed to be more educational, discuss issues, provide presentations, etc. on issues that will impact the budget year. It seemed to work well to discuss issues in advance of actual numbers and the technical budget documents.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Tuesday, June 1st, 9 am to noon in the Menninger Room 206
 - Wednesday, July 7th, noon to 3 pm in the Menninger Room 206; lunch served

**Topeka & Shawnee County Public Library
Proposed 2022 Budget Time Line**

April 16, 2021 (Fri)	Budget requests due from departments/units
April 23, 2021 (Fri)	First review of department/unit budget requests by Gina, Thad and Kim
May 11, 2021 (Tue)	Review of budget requests by management team (at regular meeting date/time)
June 1, 2021 (Tue)	Board budget work session #1 (Menninger Room 206 – 9 to noon)
June 22, 2021 (Tue)	Management team final review of budget documents (at regular meeting date/time)
July 7, 2021 (Wed)	Board budget work session #2 – final review of budget documents (Menninger Room 206 - noon to 3pm)
July 15, 2021 (Thu)	Board meeting – 2021 budget approved for publication (scheduled Board meeting date)
July 21, 2021 (Wed)	Budget notice published in <i>Topeka Capital Journal</i> (must be published at least 10 calendar days before public hearing)
August 12, 2021 (Thu)	Public hearing and adoption of 2022 budget at scheduled Board meeting date @ 5:30 pm (must be held on or before August 15)
August 13, 2021 (Fri)	Budget copies submitted to the governing body of the city and county as required by K.S.A. 12-1267(a)
August 20, 2021 (Fri)	Adopted budget certified with County Clerk

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

2/28/2021

	<u>Balance 1/1/2021</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 2/28/2021</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,901,534.78	\$ 7,487,582.52	\$ 2,612,019.28	\$ 9,777,098.02
Employee Benefits	1,066,108.36	1,773,622.24	640,639.12	\$ 2,199,091.48
Capital Improvement	2,921,349.41	1,224.69	-	\$ 2,922,574.10
Bond & Interest	13,283.82	11,000.28	-	\$ 24,284.10
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	407.88	-	407.88	\$ -
Federal, State & Local Grants	19.03	-	-	\$ 19.03
Other Special Revenue	530,838.73	2,632.70	49,051.46	\$ 484,419.97
Permanent Funds	247,476.65	-	-	\$ 247,476.65
Totals	<u>\$ 9,681,018.66</u>	<u>\$ 9,276,062.43</u>	<u>\$ 3,302,117.74</u>	<u>\$ 15,654,963.35</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 920,810.32
Restricted Funds-CoreFirst Bank-Checking	487,224.13
Capital Improvement Fund-VisionBank-Money Market Account	2,922,574.10
Cash on Hand	2,259.73
Petty Cash	220.00
Endowment Securities	247,476.65
Municipal Investment Pool - Overnight	6,367,710.36
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	5,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 15,948,275.29</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(38.02)
Less Payroll Deduction and Employer Benefit Liabilities	3,648.63
Less Outstanding Checks	289,701.33
	<u>\$ 15,654,963.35</u>

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

2/28/2021

	1/1/2021 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	2/28/2021 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,901,534.78	\$ 7,487,582.52	\$ 644,530.31	\$ 1,967,488.97	\$ 9,777,098.02	\$ 1,761,766.13	\$ 8,015,331.89
Employee Benefit Fund	1,066,108.36	1,773,622.24	-	640,639.12	2,199,091.48	41,832.00	2,157,259.48
Capital Improvement Fund	2,921,349.41	1,224.69	-	-	2,922,574.10	-	2,922,574.10
Bond & Interest Fund	13,283.82	11,000.28	-	-	24,284.10	-	24,284.10
Non Major Governmental Funds							
<i>State Aid Fund</i>	407.88	-	407.88	-	-	-	-
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,615.64	5.35	-	-	10,620.99	-	10,620.99
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.17	0.02	-	-	31.19	-	31.19
Friends	89,412.43	30.07	3,758.33	26,744.50	58,939.67	8,377.22	50,562.45
Fun Committee	3,266.86	261.51	-	-	3,528.37	-	3,528.37
Gallery Competitions/Exhibits	36,273.72	18.27	-	-	36,291.99	-	36,291.99
Gifts/Memorials (Undesignated)	333,415.39	160.54	13,810.80	3,862.99	315,902.14	62,505.56	253,396.58
Hathaway Trust - Library Materials	2,955.47	1.47	45.48	-	2,911.46	633.64	2,277.82
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	16,414.36	2,136.33	436.93	392.43	17,721.33	83.84	17,637.49
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,072.23	8.10	-	-	16,080.33	-	16,080.33
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,268.40	2.15	-	-	4,270.55	-	4,270.55
Special Collections	5,713.50	2.87	-	-	5,716.37	-	5,716.37
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.22	0.02	-	-	36.24	-	36.24
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,181.09	1.10	-	-	2,182.19	-	2,182.19
Youth Services	9,723.56	4.90	-	-	9,728.46	-	9,728.46
<i>Permanent Funds</i>							
Mertz Trust	247,476.65	-	-	-	247,476.65	-	247,476.65
TOTALS	\$ 9,681,018.66	\$ 9,276,062.43	\$ 662,989.73	\$ 2,639,128.01	\$ 15,654,963.35	\$ 1,875,198.39	\$ 13,779,764.96

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

2/28/2021

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 2/28/2021</u>
				15.9%
Ad Valorem Property Tax	\$ 13,722,658.00	\$ 7,413,916.40	\$ (6,308,741.60)	54%
Revitalization Rebates	(156,245.00)	(112,137.03)	\$ 44,107.97	72%
Back Tax	-	68,555.56	\$ 68,555.56	N/A
Motor Vehicle Tax	1,566,866.00	49,369.62	\$ (1,517,496.38)	3%
Recreational Vehicle Tax	15,099.00	406.06	\$ (14,692.94)	3%
16/20 M Vehicle Tax	6,089.00	4,326.27	\$ (1,762.73)	71%
In Lieu of Tax	2,817.00	37,265.82	\$ 34,448.82	1323%
Watercraft Special Tax**	8,110.00	-	\$ (8,110.00)	0%
Commercial Vehicle Fees	49,155.00	3,833.39	\$ (45,321.61)	8%
E-Rate Reimbursement	18,258.00	-	\$ (18,258.00)	0%
Miscellaneous Revenue	3,000.00	1,768.68	\$ (1,231.32)	59%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	101,050.00	10,845.51	\$ (90,204.49)	11%
Salary Refunds-Friends	30,285.00	3,405.53	\$ (26,879.47)	11%
Salary Refunds-Shawnee Cty	23,265.00	4,454.01	\$ (18,810.99)	19%
Vending Machines	3,500.00	4.25	\$ (3,495.75)	0%
Overdue Fees*	50,000.00	1,069.33	\$ (48,930.67)	2%
Debt Collect	-	42.00	\$ 42.00	N/A
ILL Fees	350.00	114.75	\$ (235.25)	33%
Mailing Fees	100.00	5.97	\$ (94.03)	6%
Non Resident Card Fee	300.00	-	\$ (300.00)	0%
Obituary Fees	750.00	-	\$ (750.00)	0%
Meeting Room Charges	2,500.00	-	\$ (2,500.00)	0%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	3,250.00	336.40	\$ (2,913.60)	10%
Transfer In	41,797.00	-	\$ (41,797.00)	0%
Library Treasurer's Balance	2,443,575.00	-	\$ -	N/A
TOTALS	<u>\$ 17,937,029.00</u>	<u>\$ 7,487,582.52</u>	<u>\$ (8,005,871.48)</u>	48%

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

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

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

2/28/2021

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					15.9%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ -	\$ -	\$ 6,400.00	0%
Salaries-Facilities	694,360.00	117,369.63	-	576,990.37	17%
Salaries-Overtime	10,000.00	65.23	-	9,934.77	1%
Salaries-Security	322,993.00	48,728.54	-	274,264.46	15%
Salaries-Shelvers	177,103.00	-	-	177,103.00	0%
Salaries-Staff	7,634,011.00	1,397,234.69	-	6,236,776.31	18%
Conferences	120,000.00	-	260.00	119,740.00	0%
Staff Internal Dev/Trng - Web Based	15,000.00	-	-	15,000.00	0%
Staff Development & Training	15,000.00	171.28	-	14,828.72	1%
Mileage	9,200.00	59.86	-	9,140.14	1%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	9.99	348.00	2,142.01	14%
Materials-Periodicals	35,000.00	326.24	-	34,673.76	1%
Materials-Print/Non-Print <1 YR	594,800.00	44,531.81	1,020.33	549,247.86	8%
Materials-Print/Non-Print	1,270,200.00	89,659.55	84,278.40	1,096,262.05	14%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	105,365.00	6,736.92	80,263.08	18,365.00	83%
Contracted-Digital Services	480,122.00	43,111.74	55,537.96	381,472.30	21%
Contracted-Facilities	329,100.00	89,125.14	67,865.60	172,109.26	48%
Contracted-Equipment	50,900.00	2,970.88	6,185.40	41,743.72	18%
Contracted-Professional	277,700.00	37,754.34	113,823.03	126,122.63	55%
Contracted-E-Rate Services	1,643.00	-	-	1,643.00	0%
Digital Services Support	187,500.00	25.46	2,674.67	184,799.87	1%
Furniture/Equipment	92,000.00	-	457.05	91,542.95	0%
Insurance	55,000.00	25,971.00	30,763.00	(1,734.00)	103%
Marketing & Communication	47,500.00	1,225.34	246.68	46,027.98	3%
Memberships/Dues	30,900.00	9,796.00	65.00	21,039.00	32%
Miscellaneous	5,000.00	21.00	-	4,979.00	0%
Payments to Other Libraries	116,672.00	-	-	116,672.00	0%
Postage/Shipping	107,494.00	(1,135.83)	1,878.00	106,751.83	1%
Printing	96,800.00	2,076.14	2,438.74	92,285.12	5%
Programming	32,000.00	1,379.46	1,821.06	28,799.48	10%
Special Events	-	-	-	-	0%
Special Projects	733,150.00	1,649.83	561.00	730,939.17	0%
Supplies-Facilities	77,417.00	2,202.91	51,473.23	23,740.86	69%
Supplies-Office/Library	94,100.00	1,436.26	4,002.42	88,661.32	6%
Supplies-Processing	48,000.00	925.85	11,321.00	35,753.15	26%
Telecommunications	99,100.00	9,990.35	53,119.40	35,990.25	64%
Transfer Out	1,750,000.00	-	-	1,750,000.00	0%
Utilities-Electric	367,200.00	23,700.97	325,404.65	18,094.38	95%
Utilities-Gas	66,300.00	7,395.77	44,353.29	14,550.94	78%
Utilities-Water/Sewage	35,000.00	1,462.05	26,738.66	6,799.29	81%
Vehicle-Gas	36,000.00	1,239.69	-	34,760.31	3%
Vehicle-Repair	50,500.00	270.88	39,389.12	10,840.00	79%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	-	-	-	N/A
TOTALS	\$ 17,937,030.00	\$ 1,967,488.97	\$ 1,006,288.77	\$ 13,313,252.26	18%

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

2/28/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2021	\$ 2,443,575.00	\$ 3,489,712.60	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,722,658.00	7,413,916.40	54%
Revitalization Rebates	(156,245.00)	(112,137.03)	72%
Back Tax	-	68,555.56	N/A
Motor Vehicle Tax	1,566,866.00	49,369.62	3%
Recreational Vehicle Tax	15,099.00	406.06	3%
16/20M Vehicle Tax	6,089.00	4,326.27	71%
In Lieu of Tax	2,817.00	37,265.82	1323%
Watercraft Special Tax	8,110.00	-	0%
Commercial Vehicle Fees	49,155.00	3,833.39	8%
E-Rate Reimbursement	18,258.00	-	0%
Fees and Charges	61,000.00	3,004.98	5%
Reimbursements	154,600.00	18,705.05	12%
Transfer In	41,797.00	-	
Interest on Idle Funds	3,250.00	336.40	10%
	<u>\$ 15,493,454.00</u>	<u>\$ 7,487,582.52</u>	48%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,844,867.00	1,563,398.09	18%
Other Staff Support Costs	159,200.00	491.14	0%
Library Collections	1,902,500.00	220,174.32	12%
Contracted Services	1,244,830.00	503,374.09	40%
Digital Services Support	187,500.00	2,700.13	1%
Furniture/Equipment/Art	100,000.00	457.05	0%
Payments to Other Libraries	116,672.00	-	0%
Special Projects	733,150.00	2,210.83	0%
Utilities & Telecommunications	567,600.00	492,165.14	87%
Vehicles	86,500.00	40,899.69	47%
Other Operating Expenditures	594,210.00	147,907.26	25%
Transfer Out	1,750,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,937,029.00</u>	<u>\$ 2,973,777.74</u>	18%
Prior Year Canceled Purchase Orders		<u>\$ 11,814.51</u>	
Unencumbered Balance 2/28/2021	\$ -	<u>\$ 8,015,331.89</u>	

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

2/28/2021

EMPLOYEE BENEFITS

	2021 Budget	Year To Date	%
Balance 01/01/2021	\$ 652,012.00	\$ 1,066,108.36	
Revenue:			
Ad Valorem Property Tax	\$ 3,238,907.00	\$ 1,752,313.05	54%
Revitalization Rebates	(36,878.00)	(26,507.71)	72%
Back Tax	-	15,136.53	N/A
Motor Vehicle Tax	329,381.00	10,537.33	3%
Recreational Vehicle Tax	3,174.00	86.66	3%
16/20M Vehicle Tax	1,280.00	926.00	72%
In Lieu of Tax	691.00	8,809.14	1275%
Watercraft Special Tax*	1,705.00	-	0%
Commercial Vehicle Fees	10,333.00	818.16	8%
Refund-Fringe Benefits-Foundation	53,260.00	4,688.99	9%
Refund-Fringe Benefits-Friends	17,433.00	1,957.83	11%
Refund-Fringe Benefits-Shawnee Cty	16,203.00	2,860.99	18%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	2,112.00	1,779.76	84%
Interest on Idle Funds	500.00	215.51	43%
	<u>\$ 3,638,101.00</u>	<u>\$ 1,773,622.24</u>	49%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 6,881.00	\$ 6,903.00	100%
Cafeteria Plan Administration Fees	3,565.00	3,377.00	95%
Social Security/Medicare	676,632.00	112,613.21	17%
Ks Public Employees Retirement Sys	840,258.00	151,173.63	18%
Worker's Compensation	54,000.00	46,846.65	87%
Unemployment Tax	8,845.00	5,185.64	59%
Health/Dental Insurance	2,299,932.00	356,371.99	15%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,290,113.00</u>	<u>\$ 682,471.12</u>	18%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 2/28/2021	\$ -	\$ 2,157,259.48	

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

CAPITAL IMPROVEMENT

Balance 01/01/2021	\$ 2,921,349.41
Revenue:	
Transfer In	\$ -
Interest received	1,224.69
	<u>\$ 1,224.69</u>
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	<u>-</u>
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 2/28/2021	\$ 2,922,574.10

STATE AID

Balance 01/01/2021	\$ -	\$ -
Revenue:		
State Aid	-	-
	<u>\$ -</u>	<u>\$ -</u>
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	53,000.00	-
	<u>\$ 53,000.00</u>	<u>\$ -</u>
Unencumbered Balance 2/28/2021		\$ -

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

2/28/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2021	\$ 16,697.00	\$ 13,283.82	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	82.94	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	3,943.53	16%
Motor Vehicle Tax	-	5,941.62	N/A
Recreational Vehicle Tax	-	48.87	N/A
16/20M Vehicle Tax	-	521.09	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	461.36	N/A
Interest on Idle Funds	100.00	0.87	1%
	<u>\$ 25,100.00</u>	<u>\$ 11,000.28</u>	44%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	41,797.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 41,797.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 2/28/2021	\$ -	\$ 24,284.10	

* 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 February 28, 2021

Capital Improvement Funds-VisionBank

\$ 2,922,574.10 at .20% (money market account)

Municipal Investment Pool

\$ 6,367,710.36 Operating funds in "overnight pool"*;
available for transfer whenever needed

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

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

\$11,367,710.36

* rates vary by day - average February 1 - 28, 2021 was .01%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2021

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	2/11/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,777.99	-98049
10	21502	0	2/11/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,603.76	-98049
15	21521	0	2/11/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 276.19	-98049
10	21503	0	2/11/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,836.06	-98049
15	21504	0	2/11/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,836.05	-98049
10	21503	0	2/11/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,171.40	-98049
15	21504	0	2/11/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,171.40	-98049
10	21514	0	2/11/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-98049
10	21518	0	2/11/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 340.85	-98049
10	41000	313	2/11/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,728.62	-98049
10	41000	313	2/11/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 325.38	-98049
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 81,053.70	-98049 Total
10	21505	0	2/12/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,252.62	-98048
15	21516	0	2/12/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,983.54	-98048
15	21517	0	2/12/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,042.04	-98048
10	21513	0	2/12/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,076.89	-98048
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,355.09	-98048 Total
10	21509	0	2/12/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,651.10	-98045
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,651.10	-98045 Total
10	21509	0	2/1/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,386.36	-98042
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,386.36	-98042 Total
10	21501	0	2/25/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,597.63	-98036
10	21502	0	2/25/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,554.56	-98036
15	21521	0	2/25/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 251.22	-98036
10	21503	0	2/25/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,709.20	-98036
15	21504	0	2/25/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,699.97	-98036
10	21503	0	2/25/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,141.65	-98036
15	21504	0	2/25/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,141.65	-98036
10	21514	0	2/25/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-98036
10	21518	0	2/25/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 343.10	-98036
10	41000	313	2/25/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,899.72	-98036
10	41000	313	2/25/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 328.86	-98036
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,653.56	-98036 Total
10	21505	0	2/26/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,221.42	-98034
15	21516	0	2/26/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,937.41	-98034
15	21517	0	2/26/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,036.87	-98034
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,195.70	-98034 Total
10	21515	0	2/28/2021	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 28,712.60	-98030

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2021

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21515	0	2/28/2021	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 133,509.01	-98030
15	21515	0	2/28/2021	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,251.56	-98030
						\$ 163,473.17	-98030 Total
10	21509	0	2/28/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,647.04	-98029
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,647.04	-98029 Total
10	23800	0	2/4/2021	CBTS TECHNOLOGY SOLUTIONS LLC	Cabling	\$ 21,640.00	96193
10	23800	0	2/4/2021	CBTS TECHNOLOGY SOLUTIONS LLC	Startup Services	\$ 14,480.00	96193
10	41000	310	2/4/2021	CBTS TECHNOLOGY SOLUTIONS LLC	Startup Services	\$ 1,442.44	96193
					<i>RFP posted and Board approved on June 16, 2020 - Wireless Upgrade</i>	\$ 37,562.44	96193 Total
10	41000	311	2/4/2021	MCELROY'S INC.	2021 PMA Jan1-Dec31	\$ 8,691.00	96200
					<i>2021 approved operating budget - annual maintenance agreement at 1020 Washburn</i>	\$ 8,691.00	96200 Total
10	23800	0	2/4/2021	SAMCO INC	Replace Chiller Water Pump #4	\$ 16,000.00	96203
					<i>2020 approved operating budget - contracted facilities</i>	\$ 16,000.00	96203 Total
10	23800	0	2/13/2021	IMAGEMAKERS INC.	TSCPL website design	\$ 7,500.00	96213
					<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>	\$ 7,500.00	96213 Total
10	41000	301	2/13/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	96217
					<i>2021 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,736.92	96217 Total
10	41000	310	2/13/2021	ONENECK IT SOLUTIONS LLC	Cisco PoE	\$ 5,504.50	96218
10	41000	310	2/13/2021	ONENECK IT SOLUTIONS LLC	Cisco standard	\$ 23,576.56	96218
10	41000	310	2/13/2021	ONENECK IT SOLUTIONS LLC	Cisco Firewall	\$ 884.29	96218
10	41000	310	2/13/2021	ONENECK IT SOLUTIONS LLC	Cisco Switch variant	\$ 546.47	96218
10	41000	310	2/13/2021	ONENECK IT SOLUTIONS LLC	Cisco Switch variant 2	\$ 549.06	96218
					<i>2021 approved operating budget - annual subscription and support</i>	\$ 31,060.88	96218 Total
10	41000	313	2/18/2021	BT&CO., PA	Audit for YE 12/31/2020	\$ 20,000.00	96229
					<i>2021 approved operating budget - 2nd of 3 year agreement; initial 2021 payment</i>	\$ 20,000.00	96229 Total
10	41000	311	2/18/2021	JOHNSON CONTROLS, INC.	2021 Service Agreement	\$ 18,532.00	96237
					<i>2021 approved operating budget - annual maintenance agreement at 1515 SW 10th Ave.</i>	\$ 18,532.00	96237 Total
10	41000	311	2/18/2021	TECH LOGIC CORPORATION	AMH Service Contract	\$ 45,500.00	96248
					<i>2021 approved operating budget - annual maintenance</i>	\$ 45,500.00	96248 Total
10	41000	310	2/18/2021	ZETCOM NORTH AMERICA, LLC	SUPPORT	\$ 7,500.00	96249
					<i>Software support annual agreement in 2021 approved operating budget</i>	\$ 7,500.00	96249 Total
10	41000	313	2/25/2021	ENGEL LAW, PA	2021 Legal Services	\$ 6,073.10	96258
						\$ 6,073.10	96258 Total
10	41000	351	2/25/2021	EVERGY	2021 Electric M. Clinic	\$ 81.17	96259
10	41000	351	2/25/2021	EVERGY	2021 Electric-LAP storage	\$ 90.80	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 21,861.45	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 24.15	96259

Topeka and Shawnee County Public Library
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All Checking Accounts
For the Month Ended February 28, 2021

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 1,020.97	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 22.79	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 22.79	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 22.79	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 22.79	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 22.73	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 22.73	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 24.09	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 190.61	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 107.16	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 24.09	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 24.10	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 24.10	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 24.14	96259
10	41000	351	2/25/2021	EVERGY	2021 Electricity	\$ 24.14	96259
						\$ 23,657.59	96259 Total
						\$ 668,229.65	Grand Total

INTERIM CHIEF EXECUTIVE OFFICER'S REPORT

March 2021

News and Updates

Dolly Parton's Imagination Library (DPIL)

At the end of January 2021, there were 6,024 children registered, and at the end of February 2021 there were ___ children registered. This is a ___% increase over the number of children registered at the same time last year. (Note: these figures were not available at the time I wrote this report. I hope to have them for you at the meeting.)

Professional Activities/Community Contacts

February 10	Met with Stacy Hammond and Emily Sheldon, BT&Co., P.A. Attended Urban Libraries Council (ULC) Conference Call
February 11	Attended MO-KAN Library Directors Conference Call
February 16	Attended COVID-19 Response and Coordination Meeting via Zoom
February 17	Attended weekly website planning meeting with Imagemakers Attended the Library Foundation meeting
February 18	Met with Nick Speer with Senne Co. - restroom renovation update Attended Café meeting via Zoom with Engroff Catering and Erin Aldridge, Executive Director, The Library Foundation Attended TSCPL Board of Trustees Meeting
February 23	Attended the Library Journal Summit Attended COVID-19 Response and Coordination Meeting via Zoom
February 25	Attended MO-KAN Library Directors Conference Call Attended Urban Libraries Council (ULC) Director/CEO Conference Call
March 1	WIBW Interview – Dannielle Martin
March 2	Attended COVID-19 Response and Coordination Meeting via Zoom
March 3	Attended Urban Libraries Council (ULC) Conference Call
March 8	Attended TSCPL Board of Trustees Executive Committee Meeting
March 9	Attended Friends of the Library Attended COVID-19 Response and Coordination Meeting via Zoom
March 10	Attended Urban Libraries Council (ULC) Conference Call

Presentation

Clark Swanson from OrangeBoy

In July we restarted our customer mapping work with OrangeBoy and Clark Swanson. This work has had several interruptions and some alterations due to COVID, but we have gotten some great information from this process and will soon implement the inactivates that grew out of this work. Using our Savannah database, as well as Clark's interviews with key community stakeholders, we identified specific segments of the community in which to focus our efforts. Clark will be at the board meeting to discuss our work together in more detail and answer any questions you might have.

New Business

Nominating Committee Appointment

According to the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library, Article II: Officers, section 2. Nomination Procedures and Time of Election (approved May 21, 2015); "at the regular meeting in March the Board shall elect a Nominating Committee of three trustees. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting." The names for members of the Nominating Committee are part of the resolution included in the board meeting packet.

Annual Report Presentation

Each year the library produces an annual report which is released to the public. The report is included in the board packet for you to review. Communications and Marketing Director Diana Friend will present the report at the Board of Trustees meeting and give additional insights and answer any questions you have.

Thad Hartman

Interim Chief Executive Officer

Topeka and Shawnee County Public Library 03/10/21

Chief of Staff Report

Thad Hartman

March 18, 2021

Vaccines

On March 11, Shawnee County moved into phase 2B of the Shawnee County Health Department's vaccination plan. Earlier in the year TSCPL employees were assigned to this phase, so as soon as the announcement was made library staff began scheduling times to get vaccinated. The process of getting a time scheduled has been quick and easy and so far, there have been plenty of time slots available. We have dozens of staff members scheduled to get their first dose sometime between March 12 and March 18.

Employees have been extremely excited to get their first dose scheduled. While COVID has been extremely difficult, this feels like a key turning point. The community scorecard has improved greatly over the past few weeks and getting staff vaccinated is a huge step in the library's ability to get back to full services.

Restrooms

Construction is complete, and the restrooms are now open on the main floor near the Atrium and on the second floor in Administration. This completes the restroom renovation project. We now have restrooms with easier to clean surfaces, touchless faucets and hand dryers, and updated décor. In addition, we now have two new individual occupancy restrooms and a nursing room for new mothers. We are very pleased with the functionality and features of the updated restrooms and the new spaces give us options that have frequently been requested by customers over the years.



Café

Unfortunately the news in the café is not as positive. On the Saturday before the café was set to reopen there was a leak from the recently installed Pepsi machine that resulted in damage to some of the flooring. This did not prevent the café from opening, but there is a section of flooring near the Pepsi machine that is taped off and it is certainly not the first impression we wanted to make. We will need to get the damaged flooring replaced. We are in the process of working with our insurance, the Pepsi vendor, and our flooring installer to get this situation resolved. It is an extremely frustrating, especially with regards to the timing of the incident. However, customers have been excited about the Café reopening and have been very complimentary of the new design.

Ruth Rodden

March 31st will be Ruth Rodden's last day at the library before her retirement. She has worked at the library for over 20 years, the majority of which were as Circulation Supervisor. Ruth has played a key role on our management team and in the library's success during her tenure.

Many people get their first job at the library in Circulation and Ruth has been crucial in hiring and training these staff members. She has developed an extremely effective department through her strong supervisory skills, and she has helped develop employees who have moved to other positions and departments throughout the library. Some of the people she hired and trained have moved on to leadership positions in other libraries.

In addition to her work with staff, Ruth has often been one of the first people customers talk to when they have an issue or concern. She played a key role in our implementation of overdue fines and fielded numerous calls from customers about this change. These conversations can often be stressful, but Ruth has always shown a great deal of compassion while at the same time staying consistent in implementing our policies and procedures.

We will miss everything Ruth does for the library, but we will also miss her personality and the positive energy she brings to the library. We wish her the best in her retirement!

Department Highlights

Public Services

Marie Pyko, Public Services Director

Reopening Plan

Moving into Phase Three has been wonderfully received. Customers can browse, use WIFI, read magazines or books, and just enjoy our library collection spaces. The aquarium and fish are now getting more regular visitors which has been lovely. We have continued to grow in Grab and Go visitors and staff have commented on several occasions joyfully "it feels like it used to." While most people still only need about 20 minutes to browse, we have increased the time available to one hour. Customers are able to spend more time in the building in general and now can use a computer for an hour, stroll through the Gallery exhibit, visit the Booktique and enjoy a cup of coffee or lunch in the Café. The Reopen Team is currently planning the Phase 4 services which we plan to transition to on April 5th. We are working with Events Coordinator Bonnie Cuevas on beginning to book the second-floor meeting rooms in Phase 4.

Partnerships and Programs

The Momentum 2022 Smart City group has begun working on a grant application for the Bloomberg Mayor's Challenge. In collaboration with the City of Topeka, the Greater Topeka Partnership, and Evergy, we are working on an application focused on digital equity and literacy. The project will focus on

providing digital learning skills for our community to help ensure we are growing our own local talent pool of 21st Century digital skills. It has been very gratifying to utilize our resources like OrangeBoy to examine the skill levels and access in our community. We have been working in library planning teams on a variety of research projects with OrangeBoy. Digital literacy was a key area as a library we determined we needed to continue to focus on. The library will not only support the research needs for the project but also provides a complement of existing programs and resources for the community project.

The application is due at the end of the March.

TSCPL@School

Paul Brennan and I met with Martin Weishaar to discuss expanding the digital library card project into USD 437's elementary schools. We have had a relationship with USD 437 for years, however currently the initiative only includes middle and high school students. We hope to expand the partnership for the 2021-2022 school year.

Public Services – Readers Services

Autumn Friedli, Public Services Supervisor

Personalized Browsing Just for You

This service continues to grow. In the month of February, we had 65 total requests. Of those requests, 31 were new subscribers. This brings our total number of subscribers to 168! Due to the number of subscribers we've had to increase our team of staff working on that service, which is exciting!! Linda Zempel, a subscription customer, was astounded that Hayley Swisher (a Public Services Specialist) was able to find three books that matched Linda's very niche reading request. Linda stated that Hayley made thoughtful and wonderful choices.

Author Event

On February 25 the library hosted the authors of *Petroglyphs of the Kansas Smoky Hills*. Rex Buchanan, Burke Griggs, and Joshua Svaty showed rare photos of petroglyphs that are located on private property, and shared details of the work and care that it took to document glyphs that are rapidly being weathered away. Participants engaged in conversation with the authors about their process, other petroglyph sites, and the future work of preservation. 36 registered to enjoy the event in real time, and 411 have viewed the video since. You can view the whole program here if you missed it:

<https://www.facebook.com/5530982975/videos/1077810185963293>

Public Services – Information and Learning

Debbie Stanton, Public Services Supervisor

Business and Jobs

The Business and Jobs team has been hard at work helping patrons tackle the topic of unemployment. Since the reopening in January, we've seen a steady increase of people coming to us for help with the process of creating their updated KDOL.OKTA Unemployment account and also working on pairing our customers with area partner agencies that can be of help in the interim. This has not only strengthened our team's ability to help with Unemployment as best we can but helped grow our partnerships and referral process in Shawnee County.

Civic Engagement

As part of staff development day activities Community Connections Librarian Lissa Staley, Public Services Specialist Matt Pettit, and I are offering multiple sessions for staff to practice deliberating together. The issues of Mental Illness, Making Ends Meet, and Safety and Justice were selected to allow for additional deeper exploration around equity and inclusion topics. In addition to exploring these specific issues, by training all staff in deliberative thinking we equip them to better thoughtfully weigh options, looking at the costs and consequences of possible solutions to daunting problems.

Lissa shared this reflection after a recent Deliberative Conversation that shows how these conversations can work –

“At the Learn and Practice Deliberation event on March 4, community members deliberated using the issue guide “Over the Edge: What Should We Do When Alcohol and Drug Use Become a Problem to Society?” While there are no easy answers to a daunting and complex challenge, the 10 participants engaged for two hours via Zoom considering three approaches: "Keep People Safe" "Address Conditions that Foster Substance Abuse" and "Uphold Individual Freedom". Some people in the deliberation indicated willingness to look deeper at root causes but they had hesitation around offering short term help without addressing the environment clients would return to after successful treatment. One participant reflected on the importance of "Understanding people's situation, before trying to solve it without including them" and vowed to keep learning. The group identified that for further deliberation, more perspectives should be included, including those impacted by alcohol and drug use. Some participants working in the community with these challenges exchanged contact information so that they could continue working together on issues raised in the deliberation. The complete notes from the deliberation are posted at <https://tscpl.org/conversations> along with upcoming opportunities for future Learn and Practice Deliberation sessions.”

Gallery

We're so excited that the Gallery is now open again to the public. Our Forest Bathing show has been well received, and we've averaged around 20 visitors per day. We've also been able to include creativity and the Reed Studio into the exhibit by creating Take & Make art kits that visitors can take with them to create at home. We've seen some fun images of our visitors' creations. Here are just a sample of some of the comments our visitors have shared after experiencing the exhibit:



- I'm visiting from DC. I was so glad you opened before I had to go back. This is wonderful!
- So excited! So glad it's open again!
- Love how this was put together
- Relaxing! I'm getting sleepy

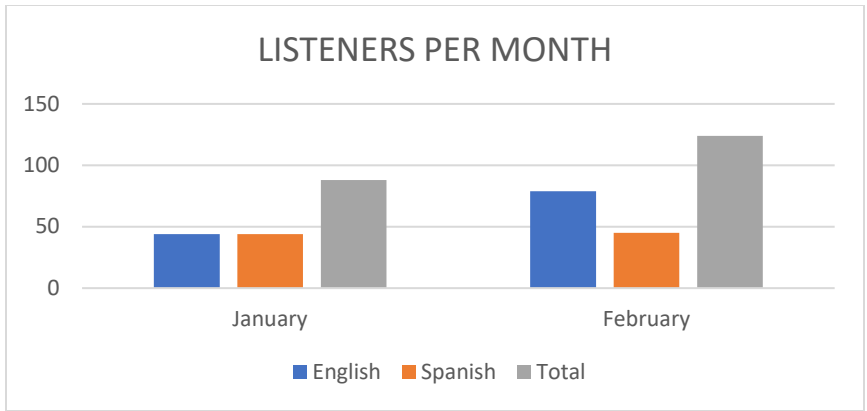
The Gallery is also looking at how we can help the Friends of the Library celebrate their 50th anniversary by showcasing art purchased for us by the Friends throughout the year. We've been able to strengthen our permanent collection with their support through these last 50 years and so appreciate their dedication to the Arts.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

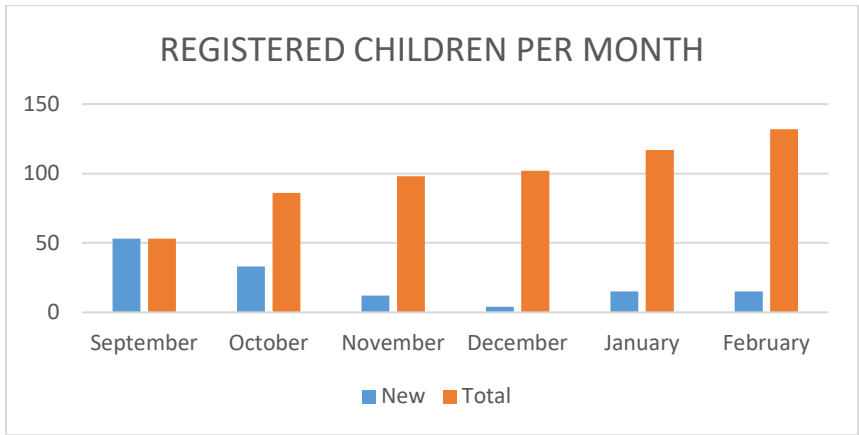
Call-A-Story

We had an internal goal of reaching 100 listeners per month by the end of first quarter, which we have done. The service continues to gain listeners, and we continue to add new readers. Stories change weekly.

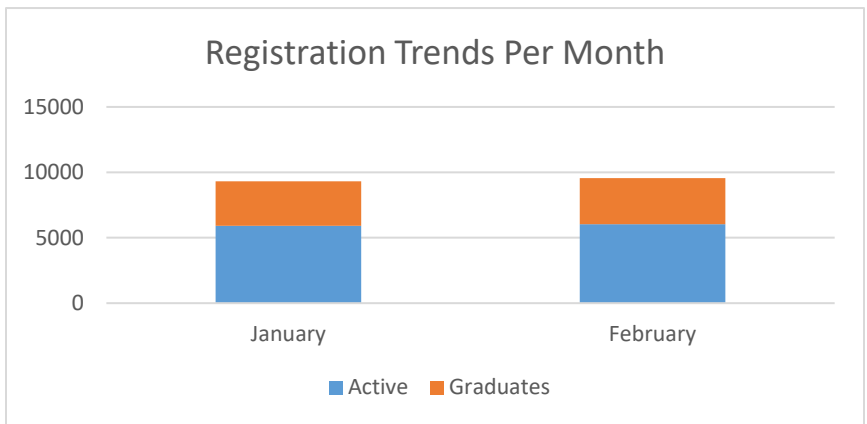


1,000 Books before Kindergarten

This reading incentive program (birth to 5) started in September. We are getting a trickle of interest, but it has not yet bloomed. Rewards have been available through Curbside and TSCPL@Home. We plan to build interest as we return in-person play and program opportunities.



Dolly Parton’s Imagination Library



Milestone Story Time and New Story Time

After years of shakin’ his sillies out in-person during Musical Story Time, Kyler Carpenter went virtual last

March. Since then he has produced 50 recordings with the assistance of Michael Perkins. His easy-going demeanor, acoustic guitar and knowledge of kids and stories made him the center of the initial Youth Services virtual programs. In his book selection for this week, he features *Outside Inside*, a book that examines our pandemic world through the eyes of children. A notable choice for the times and for his personal milestone.

Additionally, he has recently shared the children's musical spotlight with another hometown figure, S.J. Hazim. S.J. and his fluffy friend, Hip Hop Bunny, rapped *Swimmy* by Leo Lionni in February for our first Hip Hop Story Time segment. He will be laying a beat once monthly for 5 more sessions.

You can view S. J. Hazim's First Hip Hop Story Time at <https://www.facebook.com/TopekaLibrary/videos/204477831365789> and view Kyler Carpenters 50th Musical Story Time on Facebook Live on March 13 at 10:00 AM.

Success Story

From Outreach Storyteller Theresa Girdler:

I pick up Harvester's a couple of times a month for my neighbors who are in need. When Robinson Middle School started as a new distribution place in February, I decided that I would check out that location as it was more convenient to me. When I pulled into the lineup, I parked next to a car with a man and a little girl inside. Since it was a warm day, I rolled down my window and in doing so, I smiled at the little girl. She smiled back and then hid her face, so in response I played along with a peek-a-boo game for a few minutes. I finally asked how old she was.

She held up 5 fingers.

I asked her name.

"Charlotte!" she answered.

"I know a great book about someone named Charlotte," I told her.

Her grandpa said, "I know that book. It's about a spider!"

"Yuck!" was the girl's response.

"My name is Theresa," I said.

She answered, "I know!"

I was surprised! "How do you know that?" I asked.

"From Zoom!" was her reply.

I was so happy! "Do you watch Boomer Bear and I read books on a computer?"

“Yep!”

“Do you like it?”

“Uh huh, it’s funny!”

Grandpa told me that Charlotte really likes watching all the story time videos. He said that she had loved going to the library for story time and was happy she could still do it even though she was now in Kindergarten and doing virtual learning.

I must tell you it was so exciting to get live feedback again.

I love doing this work. This experience reminded me that even though I do not see them, kids are watching.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

The Technical Services team is working on weekly purchasing for physical and digital collections, cataloging & processing work for new materials, and managing main library and bookmobile library collections. Every staff member in Technical Services is working a full 40-hour week. We’re getting new materials through the department quickly and engaging in collection management projects that were set aside during the more challenging months of the past year. It’s a good feeling to be moving ahead in our work.

I’d like to share a brief story about the impact our collections can have through our interlibrary loan service. I was contacted by an activity director who works with senior adults in the Houston, TX area. We have a large collection of books with activities for professionals who work with older adults to do with them in a group setting. There are “Remember When” types of books, general trivia books, activity books related to holidays and seasons, and other areas of focus in this unique collection. For the most part, these books are out-of-print and are not widely available for purchase even as used copies. We’ve had some of them for well over 20 years and they’ve been well-loved books.

The activity director wanted to know where we obtained our books so that she could purchase them or even if we would sell some of our copies to her. I directed her to use Interlibrary Loan through her local library so that she could quickly obtain the books for a limited-time use. She was not familiar with the process, so I did a little legwork for her to get her connected to her local branch in the Houston area. She completed her interlibrary loan requests and borrowed several of our activity books which were speedily sent her way by our Interlibrary Loan team.

She sent me an appreciative email that said, "I am writing to let you know that I have returned 3 of the books you sent. I cannot even begin to tell you how grateful I am and how much my residents enjoyed the fun and timeless learning in these materials."

She concluded her email by asking how she could make a donation to our library in appreciation of our work with helping her get ahold of the books. For me, the takeaway is that all collections, even older ones like these books, hold value to people who need them. It was a small and enjoyable act on my part to work with her. It's gratifying in this year filled with many difficult days to know that we're making a difference and that our materials are helping people, not only in our own community, but also in other places. We are making a positive difference.

Circulation

Kelli Smith, Circulation Supervisor

On March 1 the library returned to being open 78 hours a week and as such Circulation staff returned to working full 40-hour schedules. Each workday is filled with numerous assignments as they manage library materials. Staff collect returned items from the automated handling machine bins and add them to the quarantine section at the end of the day. They also remove titles coming out of the quarantine area and build shelving carts to shelve later. In the mornings, Circulation associates pull titles customers have requested. Once they have collected everything, staff take the holds downstairs to process throughout the afternoon and evening. The processed holds are sent to other departments for deliveries or shelved up in the sunroom when staff are not busy delivering checked out materials to customers. They also assign computers, answer account questions, and create library cards at the customer service desk in the plaza lobby.

In addition to their regular duties, Circulation staff have also been working on some special projects. They have been helping with collection inventory, Polaris database maintenance, resurfacing media discs, monitoring and responding to emails sent to the Circulation group, and work on training assignments. Needless to say, the variety of assignments ensures the workday is never dull.

March Board Report

March 11, 2021

Communications & Marketing Team

Diana Friend, director

Bonnie Cuevas, event coordinator

Ginger Park, communications editor

Karen Watson, graphic design

Michael Perkins, web administrator & multimedia producer

What's New

Community Projects

Four staff teams have been working with OrangeBoy to develop marketing campaigns to reach non-library users through customer stories based on geographic census groups that are not currently library cardholders. Each team examined the demographic personas and identified what matters most to each group. The campaign will be ready to launch later this month and will include direct mail and email campaigns. Messages include a strong call to action (CTA) and provide multiple ways to respond to the CTA. The campaigns will use postcards, posters, email and mobile messages. The launch begins in April and will continue through July.

Customer story groups

- a. Modern Family – focus on convenience, cardholder acquisition, TSCPL@Home
 - b. La Biblioteca – focus on Spanish/bilingual demographic with an introduction to the library, cardholder acquisition, increased attendance at Spanish-language programs
 - c. Late to the Game – focus on cardholder acquisition, one-on-one technology appointments, plus opportunity for mobile ad boost
 - d. The Essentials – focus on Hoopla movie download promotion lead-in, cardholder acquisition
- Other groups
- e. The Kids are All Right (Maybe) – focus on TSCPL@School – not part of the initial marketing campaign
 - f. Cardholder Acquisition General campaign – (direct mail to 10,000 households)

Website Editorial Review

The library is preparing for the launch of its new website and this requires a review of all web pages for updates and decision making for what will move to the news sites. David King and I have started doing communication audits on our blogs.

We are also working on the 2021 Editorial Content Plan to use across all of the library's communication platforms. The plan will provide readers the opportunity to find excellent reading recommendations, learning resources and a connection to what's happening in our community.

2020 Annual Report

Ginger and Karen have created an engaging story that celebrates our 150th anniversary year and also reports a year like no other caused by the restrictions of a world-wide pandemic. Seeing the impact of the coronavirus on the use of the library, in word and numbers, is in stark contrast to our past reports.

Café Goes Digital

Michael has been working with Engroff's to fill seven digital monitors surrounding the new Millennium Café. Menu boards, daily specials and library information make it easy for customers to order as well as learn what's happening at the library.

Top Web Page Views @ tscpl.org

February 11 – March 11, 2021 – 75,737 pageviews

- Discuss the Great Gatsby
- Services
- Coronavirus information
- Why is Creativity Important
- Marry in June You're a Bride for Life
- My account
- About Us
- Get a Library card
- Databases
- Tax information

Facebook –Top Posts

Topeka & Shawnee County Public Library
Published by Karen Watson [?] · February 27 ·

The Millennium Café will be open Mon, Mar 1 from 9am-1pm. Come see the newly remodeled cafe and enjoy a treat. See you Monday!
The Library Foundation

**Millennium CAFÉ
OPEN
MON | MAR 1 | 9AM**

Topeka & Shawnee County Public Library
Send Message

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

4,283 People Reached 265 Engagements Boost Post

HIP HOP
Storytime
with **S.J. Hazim**
Saturday
at 10AM

Topeka & Shawnee County Public Library: Hip Hop Storytime...
S.J. Hazim kicks off Hip Hop Storytime reading *Swimmy* by Leo Lionni this Saturday at 10AM.

2,604 views for this new musical storytime!



Topeka & Shawnee County Public Library



Published by Angie Reed [?] · February 18 · 🌐

What are you reading?



Get More Likes, Comments and Shares

When you boost this post, you'll show it to more people.

3,684

People Reached

563

Engagements

Boost Post



Layla Spencer, Maria Montgomery and 8 others

94 Comments 1 Share



Like



Comment



Share





Resolution – Nominating Committee Appointments

BOARD OF TRUSTEES

March 18, 2021

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

- **Kerry Onstott Storey, Chair**
- **Beth Dobler**
- **Kacy Simonsen**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



2020 ANNUAL REPORT

A great library never gets old.



2020 was the Topeka and Shawnee County Public Library's 150th year of sparking curiosity and connecting our community though literacy and learning.

While many of our celebratory plans were scaled back due to the COVID-19 pandemic, we still found ways to recognize the milestone.



Honoring the long tradition of Music for a Sunday Afternoon concerts at the library, a performance of Broadway star and native Topekan Jeff Kready kicked-off our celebration in February. Kready sang for a full crowd in Marvin Auditorium and by livestream to an over-flow audience who were seated in the Millennium Café, Learning Center and watched virtually on the library's YouTube channel.



Jeff Kready

Broadway star performs

Social media expanded our 150th audience and allowed us to share our history by posting photos and facts on Instagram, Facebook & Twitter. Our followers commented about how much they loved reminiscing and learning about the library before their time. We went old-school and placed 150th banners on the light poles surrounding the library to highlight the anniversary to the 22,000+ vehicles that drive south on Washburn Avenue every day.



You loved reminiscing



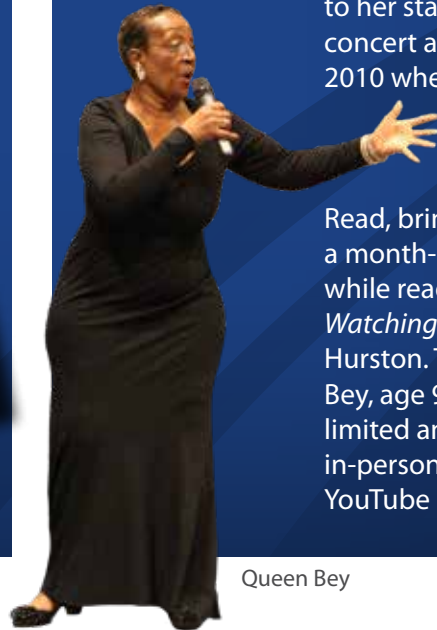
Celebrating with friends

We weren't the only organization to celebrate its 150th anniversary in 2020, we shared that milestone with Kaw Valley Bank. By July, we were able to co-host an outdoor event where we gave away a free copy of the book *Juma the Giraffe* and free admission to 150+ kids at the Topeka Zoo.

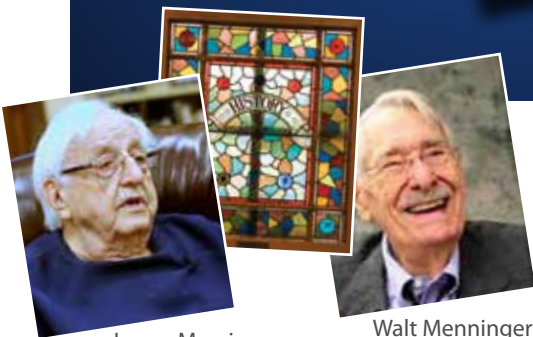


Live jazz & blues

International jazz and blues artist Queen Bey performed in October. This was a nod to her standing-room-only concert at the library in 2010 when she performed for the National Endowment for the Arts Big Read, bringing music to a month-long experience while reading *Their Eyes Were Watching God* by Zora Neale Hurston. This year Queen Bey, age 96, performed for a limited and socially distanced in-person crowd, and a YouTube livestream.



Queen Bey



James Marvin

Walt Menninger

Capturing the stories of our recent decades, past library leaders, staff and donors shared their library memories by video. These videos are available on our YouTube channel. <https://w/3rtwj1H>

Library Meets Needs During the Pandemic

“**Curbside service is wonderful!**
I am so grateful for the library employees who make it work!
-GINA B.”

The COVID-19 pandemic challenged us all to rethink the way we work, gather and communicate. We have a vast collection of digital books, audiobooks, movies and music, but we needed to convert more people to the digital format. We developed Curbside Pickup services from the sunroom in Claire’s Courtyard.

Many of our staff become multi-media video pros working from home creating videos to entertain and engage community members with their librarians while staying safer at home. We started a series of “I Love This Book” a one-minute book recommendations that also shared

how to download ebooks and audiobooks. To keep preschoolers reading we released three storytime videos each week.

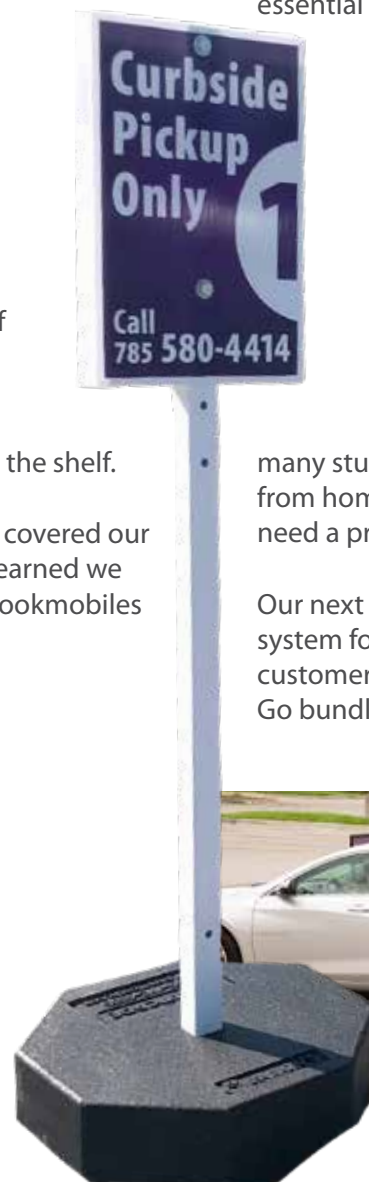
Checking out materials required us to determine the appropriate quarantine time to ensure the item would be free of the coronavirus for returned items. The circulation staff created a workflow for returned items to sit for 72 hours before returning to the shelf.

The New York Times covered our library when they learned we were parking our bookmobiles

in areas where students didn’t have access to adequate broadband when all learning moved online. People could also access WiFi in the library building parking lot, which was essential the closer the tax deadline came.

“One issue that has become apparent in light of our current circumstances is the lack of fast and affordable community broadband,” said library CEO Gina Millsap. “These days, having internet access is as important as electricity and other utilities and with so many students and parents working from home, the library is making this need a priority.”

Our next steps were to establish a system for librarians to browse for customers and to create Grab-N-Go bundles of popular books for all



Curbside Pickup makes it safe and convenient for customers to access books, movies and music.



Miranda recommends books virtually.



Jackie Hurst is one of several staff members who deliver books, movies and music right to your door with our TSCPL@HOME service.

ages that could be requested from Curbside Pickup. To use Browsing Just for You people fill out a simple online questionnaire about what they'd like to read, watch or listen to, then librarians gather recommended items for customers to pick up at Curbside Pickup.

The library building was closed from February 15 through May 26, but staff continued to work from home answering Ask a Librarian questions by telephone, email and text message. We also began offering individual appointments by Zoom or phone for job search assistance and computer and gadget help.

After Memorial Day, the building reopened in time for Summer Reading. In-person events were canceled, but the reading challenge and creative kits kept our kids using the library and reading. Story Worlds,

the annual art exhibit for children in the Alice C. Sabatini Gallery, was available virtually and in-person. Gallery staff added many online features to the exhibit so people could participate in early summer as well.

Bookmobile services were off the road due to the COVID-19 restriction on social distancing. Bookmobile staff were committed to serving their customers and designed a pilot program that would test delivering library materials to customer's homes. TSCPL@Home now delivers library items they have placed on reserve directly to their home every other week.

On Nov 14, the genealogy team hosted the Identity Quest Virtual Conference with 150 participants

viewing presentations about the latest genealogy research tools. Originally planned as an in-person conference, it became a free Zoom event featuring national speakers Kenyatta Berry and Dr. Blaine Bettinger, who discussed DNA and how to research your family's identity. Activities during the virtual conference encouraged everyone to engage in the quest for their identity. Heritage experts presented 45-minute sessions on identity research, DNA, family trees, and learning about your family history. Four guests' identities were revealed to them by our expert research team in between the sessions.

Library staff and partners really showed their flexibility, teamwork and kindness during 2020 to make sure community members found the entertainment and knowledge they were seeking.

“ Thank you for this service (Curbside Pickup)! I use it every week. ”
-LAURI

“ My girls had a great time seeing the selections that were made for them. Brilliant idea! ”
(Browsing Just For You)
-ALLY

“ It's like Christmas every time I come to get a new stack of books and movies! Love, love, love this service! ”
(Browsing Just For You)
-ERIC

Gallery Renovation

Increases Opportunities for
**Contemplation
& Creativity**



Donor Jerry Reed poses outside the studio during the small opening celebration.

“For the last 150 years, this library has collected and exhibited art for the people of Topeka and Shawnee County. We strive to bring you exciting experiences and an entertaining way to engage with the art.”

– Zan Popp, curator of exhibitions

In early 2020 the Alice C. Sabatini Gallery renovation was completed with redesigned gallery spaces, improved lighting and installation of technology that will allow more opportunities for innovative exhibits.

The Alice C. Sabatini Gallery name honors the memory of local artist, educator, designer and philanthropist Alice C. Sabatini. Frank C. Sabatini, his sons Marc, Matt, Mike and Dan, and Capital City Bank created the Alice C. Sabatini Endowment to fund an annual children’s art exhibit and outreach enrichment programs.



A new feature of the renovation is the Jerry and Judy Reed Studio, a place to host visiting artists and provide opportunities for you with hands-on art creation when visiting the gallery. The studio is surrounded by glass walls and large windows to view art and activities from the lobby and hallway.

Jerry Reed worked with The Library Foundation to make this generous gift for the creation of the studio, and the naming opportunity, which also honors his late wife Judy Reed. He is a retired chemist who has volunteered in the gallery since 2002.



Gina Millsap

Leaves a Legacy of Inclusion, Agility & Curiosity

“I have been so fortunate to have worked in three of the finest public libraries in the country,”

-Gina Millsap

After 15 years leading the Topeka and Shawnee County Public Library and a total of 45 years working in libraries, Gina Millsap retired on Dec 1, 2020. During her tenure as CEO Millsap was instrumental in TSCPL being selected Library of the Year in 2016 and establishing the library as a respected and popular community resource. She has been a champion for literacy and learning, for working with partners from all sectors of the community, and for digital inclusion. Millsap has highlighted the importance of community broadband to ensure all citizens have access to information and

resources to participate fully in civic life.

“I have been so fortunate to have worked in three of the finest public libraries in the country,” said Millsap. “The librarian profession and libraries have ancient roots and yet what I love most about libraries is their inclusiveness and their agility in continually adapting and changing to meet the needs and goals of their communities. That is what I have tried to facilitate throughout my career.”

Millsap is known for presenting on cutting-edge issues, including 21st century librarianship, organizational leadership and development, facilitation, leading technology in libraries, trustee education and board effectiveness, digital inclusion, and strategic planning and future-proofing libraries.

Continuing & Expanding
Efforts to Increase

Kindergarten Readiness

The number one library goal for our community is to have every child ready for kindergarten. We use several strategies to meet this goal including Dolly Parton's Imagination Library, StoryWalks®, Call-a-Story, 1000 Books Before Kindergarten, a variety of storytimes, and a weekly web blog with tips for parents on a wide range of early childhood development and early learning topics.

Dolly Parton's Imagination Library

strives to enrich the lives of children by inspiring a love of reading and learning. The Imagination Library is a book gifting program that mails free, high-quality books to children birth until their 5th birthday, to their homes monthly.

The Library Foundation and United Way of Greater Topeka raise funds for the program and the Friends of the Library contributes \$25,000 annually to the Imagination Library. The program costs about \$30 per child per year.



Walt was happy to finish this StoryWalk.

StoryWalks® and Call-A-Story

are new initiatives that were launched to keep our youngest readers connected to reading and the library. A StoryWalk® encourages reading by placing children's picture book pages and activity prompts along a popular walking trail. Walk with your kids, read the story and do the activities along the way. We partnered with Shawnee County Parks & Recreation to place StoryWalks® at five Topeka parks in fall 2020. Call-A-Story is a dedicated phone line (785-580-4663) kids can call to hear a new story in English or Spanish.

1000 Books Before Kindergarten

In September we started the 1000 Books Before Kindergarten (tscpl.org/1000books) program that encourages parents to read to their kids frequently. Research shows that reading to your child is the most reliable predictor of school success. When the parents read to their child, they can record/track their numbers using Beanstack. Each child enrolled receives a special reward for

each 100 books read. During the first four months of the program 102 kids were signed up and logged a total of 4,845 books.



“ We are **LOVING** getting to join in on **Storytime** on our own schedule and from home! **”**
-AMIE



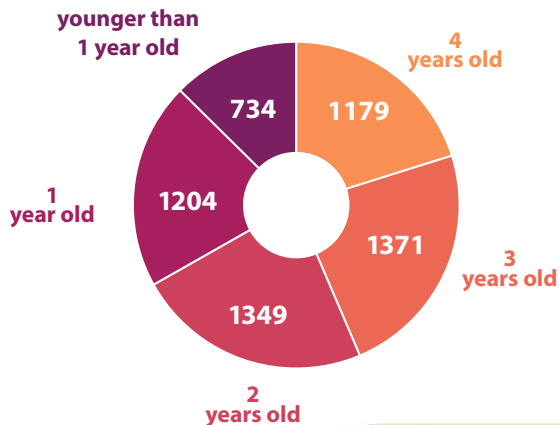
“ Please just give us a daily Kyler video [Musical Storytime] and the world will be a **better place.** -DESMOND ”



Storytimes

During 2020 Musical Storytime, Preschool Storytime, Baby Bookworms, Toddler Time 1 and Toddler Time 2 all went virtual. Library storytellers record themselves reading a story and we post the videos on our website, Facebook and YouTube. Library storytellers quickly adapted from no video production experience to producing their own videos from home.

Age of children enrolled



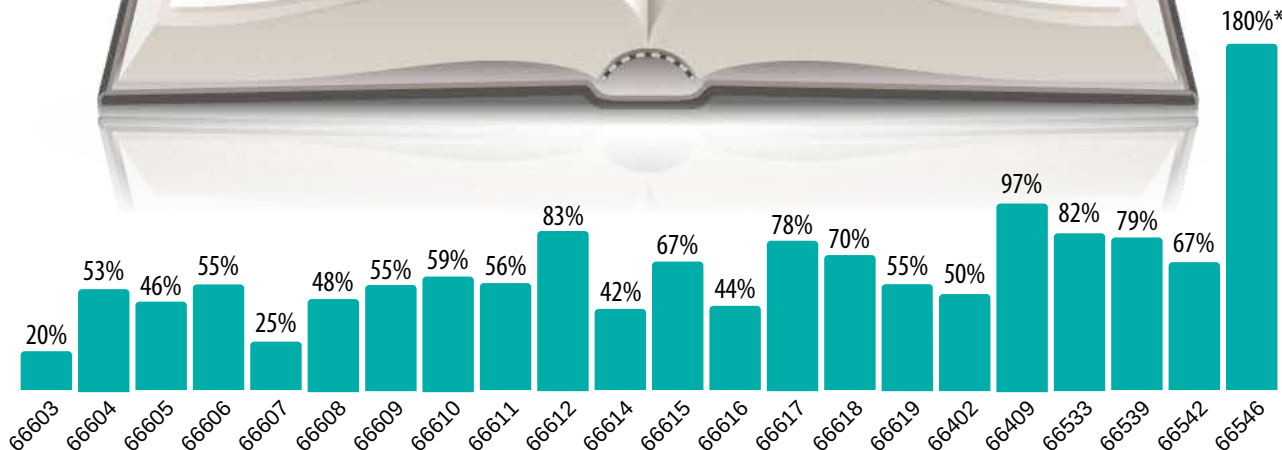
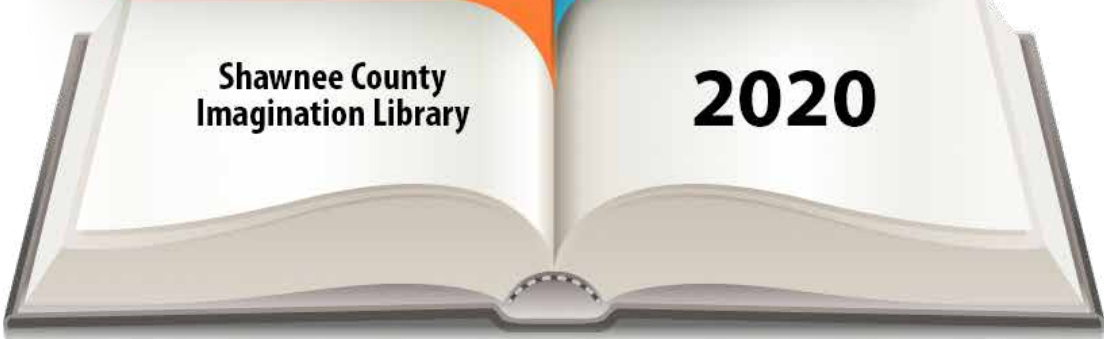
April 2017 Program enrollment began

Actual number of children enrolled by December 2020 **5,837**

Total dollars raised **\$1,009,230**
Topeka & Shawnee County Public Library, United Way of Greater Topeka and Kansas Health Foundation

69,557 Total books delivered in Year 4

Year 3 Costs **\$141,563**
(paid by donations)



*Reflects frequent change of population in this zip code.

Percent of children signed up by zip code

Fostering Civic Engagement Improves the Community

As a trusted resource for information librarian Lissa Staley created a COVID-19 Information page on our website in spring 2020. This page is regularly updated with the latest information from local, state and national government health organizations to serve as a one-stop-shop for factual non-partisan information and links to factual resources for the pandemic.



The library has been a partner with the League of Women Voters Topeka-Shawnee County (LWVTS) in sharing non-partisan civic information for several years. In 2020 this partnership included providing voter registration and advance voting information to library cardholders through Curbside Pickup and inside the library.



Before the pandemic LWVTS monthly Tuesday Topics programs were held at the library and were available to everyone. When Tuesday Topics moved to virtual in 2020, we started posting summaries and recordings of these events on the library website. We also coordinate registration of non-members to attend these events live on Zoom.



Expanding Ways to Connect Our Community Through Reading



391
Fall challenge
completions!



355
Keep Calm & Read On
challenge completions!

You LOVED the mugs!
950 Winter challenge
readers!



While the library has always been a place for readers to gather and share ideas, we got a little more creative in 2020 to keep conversations going virtually. Instead of just one reading challenge a year (summer), we held four reading challenges in 2020 – winter, spring, summer and fall.

The library created an online community book club, Top City Reads Together, through a Facebook group. This group of more than 400 shares book recommendations, talks about what they are reading, listens to virtual author discussions and generally has bookish fun. In May, June and July the group encouraged the community to read the same

book each month and had multiple online chats, memes and posts about each book. The June book *Eight Perfect Murders* had the highest ebook check outs at our library for the year.

We also started Wednesday night book chats on the library's Facebook page in 2020. These chats are either a general call for people wanting book recommendations or they are based on a theme. Community members and librarians jump in with book recommendations for each other every Wednesday night from 7-9pm. So many books have been added to to-be-read lists from these Facebook chats.



"We're really loving the books so far! The surfing pug book is amazing! Even our white pug Neville loves it!" -Hannah

873
Summer challenge
completions!



50

Leadership Changes at



During summer 2020 Nancy Lindberg retired as The Library Foundation executive director and Erin Aldridge was hired as her successor.

In her tenure of 6 years Lindberg was instrumental in securing funding for Dolly Parton's Imagination Library, Claire's Courtyard, renovation of the Alice C. Sabatini Gallery, several library building improvements, and five new vehicles including the Learn & Play Bus and the Adventuremobile. The Foundation set a fundraising record in 2019. Prior to her work at

the Foundation, Lindberg directed the philanthropy efforts of the Kansas Masonic Foundation, leading multiple campaigns for cancer research, including its \$23 million Partnership for Life. She also served as Assistant to Kansas Attorneys General Bob Stephan and Carla Stovall. Lindberg started her career as a fourth-grade teacher in Lyons, Kansas.

Prior to The Library Foundation Aldridge served as the development director for the Jayhawk Area Council, Boy Scouts. She has worked with non-profit

organizations including serving as marketing and sales manager at the Topeka Performing Arts Center. Aldridge has a bachelor of science in journalism and mass communication with a strategic communications emphasis from the University of Kansas. As a civic leader she has chaired the Topeka Chamber's young professionals organization, has been a board and committee member for numerous organizations, and recently completed a two-year term as the president of the Junior League of Topeka. Aldridge and her husband, Brandon, own a State Farm Insurance office and live in the Shawnee Heights area with their children, Kaitlyn and Reid.

The Library Foundation's purpose is to help secure resources that support the collections, programs, services, technology and physical facilities of the Topeka and Shawnee County Public Library.



Nancy Lindberg



Erin Aldridge

A Great Library takes great People



Board of Trustees



Library Officers

2020 HIGHLIGHTS



600 LIVE VIRTUAL PROGRAMS

10,682 TOTAL LIVE VIRTUAL ATTENDANCE

345 TOTAL PROGRAM VIDEOS RECORDED



25,314 TOTAL VIEWS

Board of Trustees

Liz Post, Chair
 Jim Edwards, Vice-Chair
 Beth Dobler, Secretary
 Kacy Simonsen, Treasurer
 Kristen Brunkow O'Shea
 Joan Hicks
 Shawn Leisinger
 Jennifer Miller
 David Monical
 Kerry Onstott Storey

Library Officers

Gina Millsap, Chief Executive Officer
 Thad Hartman, Chief of Staff
 Kim Strube, Chief Financial Officer
 Jesse Maddox, Chief Human Resources Officer

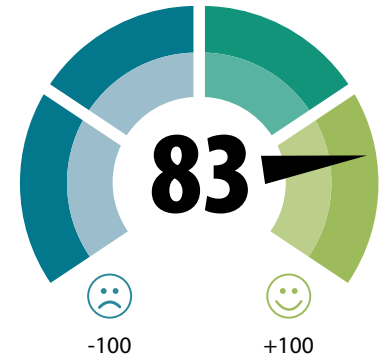
Financials

Sources of Financial Support

Taxes	\$ 18,150,167
Fees & Reimbursements	\$ 315,052
Contributions	\$ 663,159
Grants & State Aid	\$ 51,596
Investment Income	\$ 100,169
Interfund Transfers	\$ 2,703,972
Total	\$21,984,115

Library Expenditures

Salaries & Benefits	\$ 11,845,449
Other Operating Expenses	\$ 2,681,944
Debt Service	\$ -
Library Materials	\$ 1,720,832
Equipment & Capital Improvements	\$ 2,092,065
Programming & Events	\$ 95,286
Interfund Transfers	\$ 2,703,972
Total	\$21,139,548



Net Promoter Score (NPS)

NPS can be generalized as measuring customer loyalty. The high and positive NPS indicates people were satisfied with their recent experience at the library and are willing to tell others.

2020 HIGHLIGHTS

18K
FOLLOWERS
ON FACEBOOK



7,155 PEOPLE
FOLLOW US
ON TWITTER

200,108

VISITS TO THE LIBRARY

5,885
TOTAL MEETINGS



DUE TO COVID-19 RESTRICTIONS,
THE LIBRARY SUSPENDED MEETINGS
FOR 163 DAYS

YOU CHECKED OUT

1.8
MILLION ITEMS



38%
OF ALL
HOUSEHOLDS
IN SHAWNEE
COUNTY HAVE AN
ACTIVE LIBRARY
CARDHOLDER

LEARNING EXPERIENCES

84

APPOINTMENTS
APRIL - DECEMBER

36 HOURS ONE-ON-ONE HELP



WE RESPONDED TO

66,465

QUESTIONS VIA WALK-IN,
PHONE, EMAILS AND CHAT



CURBSIDE SERVICE

185,902
CHECKOUTS

10.6% OF ALL PHYSICAL ITEMS CHECKED
OUT. PROGRAM BEGAN LATE MAY 2020

TSCPL@HOME BEGAN AUGUST 16

11,584 CHECKOUTS



DIGITAL DOWNLOADS

563,832

18.5% GROWTH FROM 2019



OUR COMBINED PHYSICAL
AND DIGITAL COLLECTIONS
GIVE CUSTOMERS

MORE THAN

1.3
MILLION ITEMS
TO CHOOSE FROM

982,300

ITEMS IN OUR DIGITAL COLLECTION
INCLUDE BOOKS, AUDIOBOOKS,
MOVIES AND MUSIC

299,000
PHYSICAL ITEMS IN OUR
COLLECTION INCLUDE
BOOKS, MOVIES AND CDS



*Stay
curious*



1515 SW 10th Ave | Topeka, KS 66604

785 580-4400 | tsopl.org

Hours Mon-Fri 9AM-9PM | Sat 9AM-6PM | Sun NOON TO 9PM

	2021												2021 Total	2020 YTD	Change 20 TO 21%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
CIRCULATION																	
Main Library																	
TSCPL Curbside	33,939	30,745													64,684	0	#DIV/0!
Circulation Desk & Renewals	58,745	51,158													109,903	88,125	24.7%
Interlibrary Loan	1,129	1,039													2,168	3,401	-36.3%
Self-Check	190	10,217													10,407	127,276	-91.8%
Bookmobile / TSCPL @ Home	5,282	4,569													9,851	38,267	-74.3%
Red Carpet	6,286	5,039													11,325	14,283	-20.7%
Digital Downloads	51,121	46,406													97,527	83,819	16.4%
Library @ Work / Smartlocker	2,218	2,158													4,376	4,874	-10.2%
TOTAL CIRCULATION	124,971	120,586	0	0	0	0	0	0	0	0	0	0	0	245,557	360,045	-31.8%	
CIRCULATION DETAILS																	
Print Material	46,169	46,173													92,342	164,790	-44.0%
Audio/Visual Material	20,792	21,416													42,208	100,621	-58.1%
Adult Materials	39,054	40,352													79,406	159,539	-50.2%
Children's Materials	20,123	19,512													39,635	81,670	-51.5%
Young Adult Materials	2,394	2,423													4,817	7,436	-35.2%
Red Carpet Materials	5,390	5,302													10,692	16,766	-36.2%
NEW Patrons																	
Topeka / Shawnee County																	
Adults	315	304													619	1,269	-51.2%
Children (ages 17 and under)	26	16													42	238	-82.4%
Red Carpet Outreach	5	6													11	24	-54.2%
NEKL	52	34													86	134	-35.8%
Non-Resident	0	0													0	1	-100.0%
Total New Registrations	398	360													758	1,666	-54.5%
PATRONS DELETED	72	28													100	5,424	-98.2%
BORROWERS																	
Topeka / Shawnee County																	
Adults	54,016	54,350													54,350	53,762	1.1%
Children (age 0 - 17)	14,922	14,845													14,845	15,002	-1.0%
TSCPL @ School	20,751	20,751													20,751	20,665	*
Red Carpet Outreach	1,124	1,135													1,124	1,121	1.2%
NEKL	7,395	7,428													7,428	7,367	0.8%
Non-Resident	80	80													80	80	0.0%
Delinquent	83	85													85	87	-2.3%
TOTAL BORROWERS	98,371	98,674													98,674	98,084	0.6%
Holds Satisfied	24,521	20,351													44,872	35,966	24.8%
CHECK-IN																	
TOTAL CHECK-IN	30,678	32,088													62,766	186,642	-66.4%
2021																	
COLLECTION																	
Materials Added	3,093	2,683													5,776	9,691	-40.4%
Materials Discarded	5,871	7,180													13,051	16,192	-19.4%
TOTAL COLLECTION	380,051	375,554													375,554	396,692	-5.3%
WEBSITE																	
tscpl.org Unique Visitors	30,372	28,370													58,742	72,984	-19.5%
tscpl.org Total Visits	53,714	47,118													100,832	122,456	-17.7%
catalog.tscpl Unique Visitors	13,770	12,670													26,440	40,484	-34.7%
catalog.tscpl Total Visits	40,737	35,921													76,658	94,781	-19.1%
NOTARY SERVICE	0	64													64	397	-83.9%

REFERENCE QUESTIONS																
Public Services	*	*												9,900	-100.0%	
Topeka Room	*	*												701	-100.0%	
Plaza**	*	*												1,272		
Youth Services	*	*												2,397	-100.0%	
Gallery	*	*												0	#DIV/0!	
TOTAL REFERENCE QUESTIONS	*	*												14,270	-100.0%	
GATE COUNT	7,623	10,539												18,162	88,894	-79.6%
MEETING ROOMS																
Meeting Room Bookings	116	141												257	1,209	-78.7%
Team Room Bookings	0	0												0	2,509	-100.0%
Total Meeting Room Hours Booked	982	1,085												2,067	6,054	-65.9%
TOTAL ATTENDANCE	124	140												264	17,156	-98.5%
LEARN & PLAY BUS VISITS	0	0												0	475	-100.0%
PROGRAM ATTENDANCE																
Adult - General	283	778												1,061	1,519	-30.2%
Kids - Early Learners	14	2,900												2,914	*	#VALUE!
Kids - Elementary	0	312												312	*	#VALUE!
Teens	3	229												232	19	1121.1%
Unknown	1,400	0												1,400	*	
Outreach	0	0												0	4,953	-100.0%
TOTAL ATTENDANCE	1,700	4,219												5,919	6,491	-8.8%
GALLERY ATTENDANCE	0	0													0	#DIV/0!
COMPUTER USE																
Public Computer Sessions	3,244	3,480												6,724	25,691	-73.8%
Avg Public Computer Session Length	0:36:12	0:35:37												0:35:54	0:55:45	-35.6%
Total Computer Hours	1,957	2,066												4,023	23,874	-83.1%
Wireless Sessions	5,971	6,580												12,551	34,416	-63.5%
Avg Wireless Session Length	0:12:00	0:11:00												0:11:29	0:28:28	-59.7%
Total Wireless Hours	1,194	1,206												2,401	16,333	-85.3%
TOTAL HOURS	3,151	3,272												6,424	40,206	-84.0%
DOLLY PARTON ENROLLMENT	6,024													6,048	5,631	7.4%
	2021													2021	2020	Change
CIRCULATION DETAILS																
Print Material																
Adult Fiction	8,918	9,094												18,012	32,826	-45.1%
Adult Nonfiction	12,553	12,917												25,470	39,847	-36.1%
Juvenile Fiction	12,940	12,470												25,410	48,475	-47.6%
Juvenile Nonfiction	3,501	3,513												7,014	16,102	-56.4%
Magazines	508	490												998	3,483	-71.3%
RC Print Materials	5,307	5,231												10,538	16,282	-35.3%
RC Realia	83	71												154	484	-68.2%
YA Print Materials	2,359	2,387												4,746	7,291	-34.9%
PRINT CIRCULATION	46,169	46,173												92,342	164,790	-44.0%
Audio / Visual Material																
Adult Audiobooks	1,559	1,625												3,184	6,285	-49.3%
Adult Music	1,578	1,623												3,201	6,671	-52.0%
Juvenile Audiobooks	185	176												361	773	-53.3%
Juvenile Music	141	129												270	652	-58.6%
Juvenile Videos / DVDs	3,356	3,224												6,580	15,668	-58.0%
YA A/V	35	36												71	145	-51.0%
A/V CIRCULATION	20,792	21,416												42,208	100,621	-58.1%
Adult Material																
Adult Fiction	8,918	9,094												18,012	32,826	-45.1%
Magazines	508	490												998	3,483	-71.3%

