

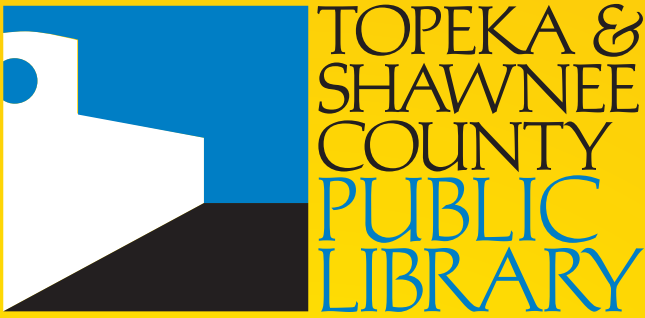


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

May 21, 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

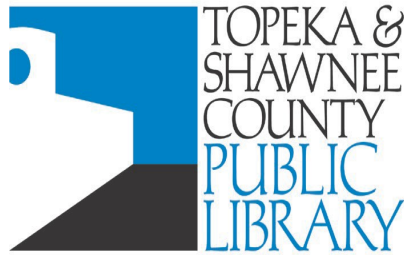
We are hungry to learn, create and innovate. We inspire our community to

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





Agenda
Board of Trustees meeting
Thursday, May 21 – 4:00 pm
Zoom Meeting

<https://tscpl.zoom.us/j/99265543658>

Meeting ID: 992 6554 3658

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of April 16, 2020 Meeting Minutes of the Trustees - Action Item Pg. 4

Approval of May 6, 2020 Special Meeting Minutes of the Trustees - Action Item Pg. 9

Chief Financial Officer's Report – Kim Strube Pg. 11

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 – Mary Campbell, Executive, Friends of the Library

Board Chair Report – Liz Post

Chief Executive Officer – Gina Millsap **Pg. 32**

Chief of Staff – Thad Hartman **Pg. 36**

Facilities and COVID-19 Operational Update

- Physical Materials Management and Services - Paul Brennan, Collections Director
- Safety and Personal Protective Equipment - John Kugler, Facilities Manager
- Human Resources Update - Jesse Maddox, Chief Human Resources Officer
- Summer Programming - Marie Pyko, Public Services Director and Stephanie Hall, Learning Experiences Manager

New Business

- Bid for Hearing Aid Building Demolition- **Action Item Pg. 54**
- Memorandum of Understanding with Topeka School District (USD 501) – **Action Item Pg. 57**

Adjournment

Next Meeting

June 18, 2020

4:00 pm

Menninger Room 206 and/or Zoom Meeting

*Subject to change without notice



Minutes
Board of Trustees Meeting
April 16, 2020
4:00 pm
Zoom Meeting
Meeting ID: 934876778
Password: 012841

Board Members Present

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

Absent

Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, April 16, 2020 via Zoom Meeting, was called to order at 4:02 pm by Chair Liz Post.

Post conducted a brief review of Zoom Meeting voting process that would apply to the trustees meeting.

There were no questions for Post.

Public Comment

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

Trustee Advocacy Stories

Liz Post attended the Health Care Costs Deliberative Conversation zoom meeting, facilitated by staff member Lissa Staley. Post found the conversation to be interesting and engaging. She is looking forward to attending future Deliberative Conversations events.

For further Deliberative Conversations event information please visit:

<https://tsapl.org/conversations>

Discussion followed with no further questions.

Approval of Minutes

There were no corrections to the March 25, 2020 Board of Trustees Special Meeting minutes and were approved as written.

Audit Report

Stacey Hammond, Managing Director with BT&Co., P.A., reviewed the 2019 Audit Report. She reported that the Library received an unmodified audit opinion (the best report an organization can receive) without any findings or deficiencies.

Kacy Simonsen, Chair of the Audit Committee, reported on the audit committee meeting. There were no questions from Board members. On a motion by Kristen O'Shea, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accept the 2019 Audit Report by BT&Co., P.A.,

There was no discussion. Motion passed unanimously.

Chief Financial Officer's Report – Kim Strube

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

Approval of the Treasurer's Report

Board Treasurer Kacy Simonsen reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for February and March 2020. On a motion by Kacy Simonsen, seconded by Jim Edwards, the Treasurer's Financial Report for February 2020 was accepted. On a motion by Kacy Simonsen, seconded by Jim Edwards, the Treasurer's Financial Report for March 2020 was accepted.

There was no discussion. Motion passed unanimously.

The Library Foundation Report

Foundation Chair Marilyn Ward reported The Library Foundation board meeting was held on Wednesday, April 15 and the board accepted the 2019 Audit Report presented by BT&Co., P.A. Ward announced that The Library Foundation received an unmodified audit opinion.

Ward shared the good news that Executive Director Nancy Lindberg will remain in her position until a replacement can be hired. Interviews had been scheduled but due to the Covid-19 virus health crisis, interviews were postponed. In addition, The Library Foundation's Wilder Society Tea has been canceled.

Lastly, The Library Foundation board approved a motion to waive the Millennium Café monthly management fee during this time. By waiving fees, The Library Foundation hopes Engroff's can rehire Millennium Café staff. There were no questions for Ward.

Friends of the Topeka and Shawnee County Library Report

Friends of the Library Executive Mary Campbell reported the Friends of the Library operations have been shut down since March 16. During the first half of March, Web Sales sold 113 items for \$1,954 and the Booktique sales were \$7,762. Booktique manager Kelley Robinson's last day was March 31st. Her position will not be posted until the library reopens.

Campbell shared the Friends of the Library Amazon site is on "vacation" status until the library re-opens. Books listed on Thriftbooks continue to sell and have received the following revenues:

- \$1,637 for January sales.
- \$1,358 for February sales

- \$1,819 for March sales.

The March Book and Media Sale was cancelled. Books that were meant for the March book sale will be used for the next sale. Campbell hopes to hold a sale in July.

Lastly, Campbell is going into the library once a week to process mail, pay bills, and make deposits. She is staying in contact with staff and volunteers; all are looking forward to getting back to work whenever it is safe to do so.

For further information regarding Book/Media Sales please visit: <https://tscpl.org/friends/book-sales>

There were no further questions for Campbell.

Board Chair Report

Chair Liz Post reported the Executive Committee met via Zoom Meeting on April 6, 2020 at 4:00 pm and reviewed the March 25, 2020 Special Meeting minutes, Zoom Meeting applications/functions, and discussed new business items on the April 16, 2020 agenda, all of which are detailed in Gina Millsap's CEO report and set out in each resolution.

In addition, the Executive Committee discussed community and library resources, what the reopening process of the library might be, and reviewed the library's broadband deployment efforts.

For further information concerning Coronavirus resources please visit: <https://tscpl.org/health/coronavirus-information-resources>

There were no questions for the Chair.

Chief Executive Officer

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

Millsap asked Digital Services Director David King to share data collected from the Wi-Fi library hotspot. King stated from April 6 to April 15, 2020, 114 electronic devices have accessed the Wi-Fi and average 30-minute sessions. He estimates that around 100 persons utilized Wi-Fi in the library's parking lot. Unfortunately, the library is unable to obtain hard data from the Bookmobile sites. King is working with Verizon to see if use data is available from the hotspot devices in use.

For further information regarding Park and Access Free please visit: <https://tscpl.org/tscpl-community/park-and-access-free-wifi>

Discussion followed with no further questions.

Chief of Staff

In addition to Chief of Staff Thad Hartman's operational update, he provided a brief facility update. Hartman stated that the library anticipates a significant increase in demand for public computers and will require staff to continue working on a social distancing plan that will accommodate as many computer stations as possible in the building.

Hartman asked Technical Services Manager Scarlett Fisher-Herreman to share digital usage statistics for the library's two Ebooks platforms, Hoopla and Overdrive. Fisher-Herreman stated the library is seeing strong numbers, over 12,000 daily checkouts and 16,000 checkouts via Hoopla & Overdrive.

In addition, Fisher-Herreman reported an increase in digital checkouts and in purchase requests via Overdrive; 1,362 requests to date.

For further information regarding the Digital Library please visit: <https://tscpl.org/downloads>

Discussion followed with no further questions.

New Business

Nominating Committee Report

Chair Kerry Onstott Storey reported that the Nominating Committee, consisting of David Monical, Joan Hicks, and herself met via email. Storey stated that current officers were willing to continue serving in their respective offices. She noted that officers usually serve a minimum of two years. Although not required by the Board of Trustee bylaws this practice does result in more informed and efficient officers. Beth Dobler has been nominated to serve as secretary for a third year. She noted the separate Resolution - Affirmative Vote for Secretary on the agenda and reminded trustees that the bylaws require that an affirmative vote of a majority of the Board of Trustees take place to allow a trustee to serve a third term as an officer.

There were no questions for Storey.

Affirmative Vote for Secretary

On a motion by Kerry Onstott Storey, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves Beth Dobler as a candidate for secretary of the Board of Trustees for 2020-2021.

Motion passed unanimously.

Election of Officers

On a motion by Kerry Onstott Storey, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee Report as presented:

Liz Post, Chair

Jim Edwards, Vice-Chair

Kacy Simonsen, Treasurer
Beth Dobler, Secretary

Motion passed unanimously.

Bid for Computer Purchase

On a motion by Beth Dobler, seconded by Kerry Onstott Storey, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$64,038.05 by Dell Technologies of Round Rock, Texas for the purchase of 75 desktop computers, 40 monitors with a 3-year Advanced Exchange Service warranty. This expenditure is part of the regular 4-year public computer replacement cycle and is included in the approved 2020 budget, General Fund, Digital Services Support line.

Bid for Gallery Audio Visual Equipment

On a motion by Beth Dobler, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Audio Visual Innovations, Inc., Tampa, Florida, in the amount of \$54,606.98 for the purchase and installation of audio/visual equipment for the Alice C. Sabatini Art Gallery. This expenditure is included in the approved 2020 Facilities Master Plan budget. Funding shall be from the General Fund, Special Projects budget line item.

Motion passed unanimously.

Policy for Temporary Telecommuting During the COVID-19 Pandemic

On a motion by Beth Dobler, seconded by David Monical, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the Policy and Procedure for Temporary Telecommuting during the COVID-19 Pandemic as presented.

Motion passed unanimously.

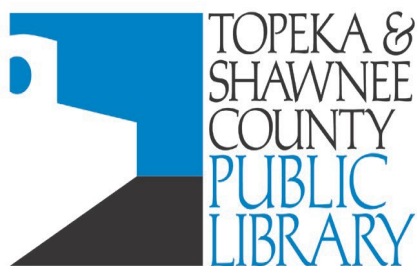
Adjournment

On a motion by Jim Edwards, seconded by Shawn Leisinger, the meeting was adjourned at 5:11 pm.

Motion passed unanimously.

Beth Dobler, Secretary _____

Date_____



**Minutes
Board of Trustees
Special Meeting
May 6, 2020**

Zoom Meeting
<https://tscpl.zoom.us/j/95813733819>

Meeting ID: 95813733819

Password ID: 015283

Board Members Present

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

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Wednesday, May 6, 2020 via Zoom Meeting, was called to order at 4:01 pm by Chair Liz Post.

Public Comment

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

Chief Executive Officer Gina Millsap welcomed and introduced Zoom meeting attendee State Librarian of Kansas Eric Norris. Mr. Norris has served as the State Librarian since 2018, he previously served as the Adult Department Librarian and Director of the Hays Public Library. Millsap indicated that Mr. Norris is monitoring the re-opening plans of Kansas public libraries, has reviewed TSCPL's plan, and found it to be well thought out and reasonable.

For further information regarding the State of Kansas Library visit: <https://kslib.info/>

Phased Plan for Re-Opening the Topeka and Shawnee County Public Library

Chief Executive Officer Gina Millsap provided an introduction and overview of the phased plan for re-opening. She stressed the importance of preserving social distancing guidelines as required per the Shawnee County Health Department Re-opening Guidelines as well as the implementation of COVID-19 safety procedures and restrictions. Millsap said that the TSCPL Management Team spent a significant amount of time planning for the re-opening including the re-introduction of physical collections, and services and programs in the building.

Discussion followed with no further questions.

Chief of Staff Thad Hartman provided a presentation of TSCPL Re-opening Plan reviewing all seven phases in detail. Phase one of the re-opening plan is scheduled to begin May 18, the library book drop boxes will be open and returns accepted. Late fees will not be assessed for the year 2020. The library will remain closed during phase two, however curbside pick-up begins May 26. Hartman stated that a total of one hundred computers will be made available to customers and the library will open with limited hours beginning June 15, with curbside

services continuing.

The focus of the library during this time will be providing access to public computers, Wi-Fi and library collections. Social distancing will be enforced, and everyone will be required to wear a mask in the library (if visitors do not have one, disposable masks will be available). A maximum of 225 customers will be allowed in the library at a time, using the Shawnee County Health Department's (SCHD) social distancing metric of 5 people per 1000 square feet. Phase four through seven will be implemented gradually, with a return to full service and hours as recommended by the Shawnee County Re-opening Plan. Hartman said that the library re-opening plan timeline could change based on Shawnee County Re-opening Plan recommendations.

Discussion followed with no further questions.

Discussion of Plan for Re-Opening TSCPL with Possible Action

Recommendation to proceed with the re-opening plan as presented was stated by Chair Liz Post.

By consensus the Board of Trustees directed Chief Executive Officer Gina Millsap to proceed with the implementation of the plan for re-opening of the library with the understanding that the plan could change and that Millsap will stay in communication and consultation with the board as changes occur.

Discussion followed with no further questions.

Adjournment

On a motion by Joan Hicks, seconded by Shawn Leisinger, the meeting was adjourned at 5:04 pm.

Motion passed unanimously.

Beth Dobler, Secretary _____

Date _____

Chief Financial Officer's Report
May 2020
Kim Strube

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 the Alice C. Sabatini Gallery remodel project. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 24.7% of the budget year completed, 49% of the budgeted revenue has been received and 25% of the approved budget has been expended/encumbered. This compares to 2019 in which 51% of the budgeted revenue and been received and 29% of the approved budget had been expended/encumbered.

The second tax distribution of 2020 was received March 20th as scheduled. The total received for the General Fund was \$455,588. The percentage of the ad valorem budget collected year-to-date is 56% which is the same as March 2019. The percentage of year-to-date motor vehicle taxes collected is 12% compared to 11% at this point in time in 2019.

Vehicle Repair line item is over budget but may not end up that way as actual costs are known.

Employee Benefit Fund – Page 6

With 24.7% of the budget year completed, 53% of the budgeted revenue has been received and 25% of the approved budget has been expended/encumbered. This compares to 2019 in which 49% of the budgeted revenue had been received and 25% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,202,394.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual lease and maintenance for (2) copiers	\$14,604.00	Century Business Technologies
Approved operating budget	Annual audit and financial statements for year ended 12/31/19; bid award approved by the Board 10/17/19	\$32,500.00	BT&Co., PA
Approved operating budget	Other post-employment benefits, consulting/valuation services for financial reports	\$5,500.00	Lewis & Ellis, Inc.
Approved operating budget	Annual renewal of fund raising/tracking software support for use by Friends & Foundation	\$11,841.66	Blackbaud Inc.
Approved operating budget	Annual maintenance renewal for MiTel VOIP phone system	\$10,309.65	Blueally Technology Solutions, Inc.
Approved operating budget	Annual maintenance MuseumPlus	\$7,500.00	Zetcom North America, LLC
Approved operating budget	Annual lease payments for postage and mailing equipment (Lease #0040766462)	\$13,467.84	Pitney Bowes, Inc.
Approved operating budget	Annual lease payments for postage and mailing equipment (Lease #895)	\$10,394.16	Pitney Bowes, Inc.
Library Materials	Miss Humblebees online	\$7,876.48	Gale/Cengage Learning Inc.
Library Materials	Novelist Select online	\$8,613.00	Ebsco Information Services
Library Materials	"Automatically Yours" materials subscription – June	\$6,000.00	Baker & Taylor Books
Library Materials	Hoopla online	\$19,895.34	Midwest Tape LLC
Library Materials	TS360 online	\$5,600.00	Baker & Taylor Books

Other Items:

- The Board’s Audit Committee met to review the audit draft and hear the audit presentation on Thursday, April 9th. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit. A link to the electronic copies of the draft documents was sent to all Trustees on April 7th. The 2019 audit draft contains no findings or internal control deficiencies.
- There are two resolutions on the agenda that will result in expenditures:

- Approval of the bid to purchase audio/visual equipment for the Alice C. Sabatini Art Gallery. Funding for this purchase will be made from the General Fund, Special Projects budget line item.
 - Approval of the bid to purchase replacement public computers. Funding for this purchase will be made from the General Fund, Digital Services Support line item.
- Since officers will be selected for the positions of Chair, Treasurer and Secretary, Trustees in these positions need to stay after the Board meeting, if possible, to make arrangements to sign the various signature cards for TSCPL's bank accounts. Also, the paperwork for the signature file used to electronically affix signatures on checks created by the financial system must be signed. Anyone who has not previously (and recently) served as one of the signing officers must sign an electronic signature form for the Secretary of State's Office and provide a copy of their driver's license as well. The effective date of the new positions is May 1, per the bylaws.
 - Darci and I can access the Library's financial management system, Black Mountain Software (BMS), from our homes. The Digital Services team has issued us laptops with BMS software installed on them. We are also using library-issued mifi devices with a secure internet connection to connect to BMS.

This access allows us to continue to process checks to vendors and to create daily/monthly accounting entries. I am printing and mailing the checks to the vendors and Darci is reviewing the check registers and creating the positive pay file for the bank. Positive pay requires the Library to send (transmit) a file of issued checks to the bank each day checks are written. When those issued checks are presented for payment at the bank, they are compared electronically against the list of transmitted checks. This process ensures we maintain a separation of duties.

- Please remember to schedule the forthcoming Board budget work sessions:
 - Monday, June 1st, 9 am to noon in the Menninger Room 206
 - Wednesday, July 8th, noon to 3 pm in the Menninger Room 206; lunch served

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

4/30/2020

	<u>Balance 1/1/2020</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 4/30/2020</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,523,224.80	\$ 8,073,785.22	\$ 4,823,768.99	\$ 7,773,241.03
Employee Benefits	1,101,162.54	1,730,808.79	1,156,018.96	\$ 1,675,952.37
Capital Improvement	1,292,745.67	5,064.36	94,158.62	\$ 1,203,651.41
Bond & Interest	804,581.51	38,894.47	-	\$ 843,475.98
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	33,292.67	49,945.81	17,292.67	\$ 65,945.81
Federal, State & Local Grants	19.03	900.00	300.00	\$ 619.03
Other Special Revenue	553,586.39	3,825.08	332,153.18	\$ 225,258.29
Permanent Funds	214,074.65	-	-	\$ 214,074.65
Totals	<u>\$ 8,522,687.26</u>	<u>\$ 9,903,223.73</u>	<u>\$ 6,423,692.42</u>	<u>\$ 12,002,218.57</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 544,445.06
Restricted Funds-CoreFirst Bank-Checking	248,933.57
Capital Improvement Fund-VisionBank-Money Market Account	1,297,810.03
Cash on Hand	2,294.09
Petty Cash	220.00
Endowment Securities	214,074.65
Municipal Investment Pool - Overnight	4,800,250.24
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>\$ 12,108,027.64</u>
Less Pending Claims (invoices posted, but not paid until next month)	121.20
Less Deferred Revenue (SAM account payments)	(1,417.61)
Less Payroll Deduction and Employer Benefit Liabilities	20,854.96
Less Outstanding Checks	86,250.52
	<u>\$ 12,002,218.57</u>

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

4/30/2020

	1/1/2020 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	4/30/2020 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,523,224.80	\$ 8,073,785.22	\$ 727,035.19	\$ 4,096,733.80	\$ 7,773,241.03	\$ 1,464,537.21	\$ 6,308,703.82
Employee Benefit Fund	1,101,162.54	1,730,808.79	-	1,156,018.96	1,675,952.37	29,553.40	1,646,398.97
Capital Improvement Fund	1,292,745.67	5,064.36	-	94,158.62	1,203,651.41	-	1,203,651.41
Bond & Interest Fund	804,581.51	38,894.47	-	-	843,475.98	-	843,475.98
Non Major Governmental Funds							
<i>State Aid Fund</i>	33,292.67	49,945.81	17,292.67	-	65,945.81	16,000.00	49,945.81
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	900.00	-	300.00	600.00	-	600.00
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,578.62	12.54	-	-	10,591.16	-	10,591.16
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.05	0.04	-	-	31.09	-	31.09
Friends	106,029.02	91.84	1,950.98	28,089.44	76,080.44	7,427.25	68,653.19
Fun Committee	2,659.59	443.49	117.49	-	2,985.59	-	2,985.59
Gallery Competitions/Exhibits	36,147.18	42.87	-	-	36,190.05	-	36,190.05
Gifts/Memorials (Undesignated)	341,344.59	170.50	45,356.33	251,137.88	45,020.88	282,415.80	(237,394.92)
Hathaway Trust - Library Materials	2,677.90	1,290.16	-	405.66	3,562.40	257.99	3,304.41
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	29,297.40	1,746.66	84.48	3,646.59	27,312.99	166.94	27,146.05
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,264.19	1.50	-	-	1,265.69	-	1,265.69
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,313.20	5.08	-	59.74	4,258.54	290.26	3,968.28
Special Collections	5,693.56	6.75	-	-	5,700.31	-	5,700.31
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.09	0.04	-	-	36.13	-	36.13
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,173.48	2.58	-	-	2,176.06	-	2,176.06
Youth Services	10,246.70	11.03	-	1,304.59	8,953.14	-	8,953.14
<i>Permanent Funds</i>							
Mertz Trust	214,074.65	-	-	-	214,074.65	-	214,074.65
TOTALS	\$ 8,522,687.26	\$ 9,903,223.73	\$ 791,837.14	\$ 5,631,855.28	\$ 12,002,218.57	\$ 1,800,648.85	\$ 10,201,569.72

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

4/30/2020

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 4/30/2020</u>
				32.9%
Ad Valorem Property Tax	\$ 13,799,614.00	\$ 7,789,826.72	\$ (6,009,787.28)	56%
Revitalization Rebates	(197,477.00)	(132,676.53)	\$ 64,800.47	67%
Back Tax	-	84,820.16	\$ 84,820.16	N/A
Motor Vehicle Tax	1,399,719.00	161,339.29	\$ (1,238,379.71)	12%
Recreational Vehicle Tax	13,465.00	1,093.65	\$ (12,371.35)	8%
16/20 M Vehicle Tax	5,331.00	4,527.54	\$ (803.46)	85%
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	38,347.31	\$ (9,153.69)	81%
E-Rate Reimbursement	25,193.00	-	\$ (25,193.00)	0%
Miscellaneous Revenue	3,000.00	11,852.26	\$ 8,852.26	395%
Miscellaneous Revenue - Recyclg	-	285.22	\$ 285.22	N/A
Salary Refunds-Foundation	98,289.00	18,622.40	\$ (79,666.60)	19%
Salary Refunds-Friends	29,370.00	7,901.36	\$ (21,468.64)	27%
Salary Refunds-Shawnee Cty	22,755.00	4,346.01	\$ (18,408.99)	19%
Vending Machines	4,000.00	758.50	\$ (3,241.50)	19%
Overdue Fees*	127,000.00	21,863.21	\$ (105,136.79)	17%
Debt Collect	-	1,161.20	\$ 1,161.20	N/A
ILL Fees	350.00	549.58	\$ 199.58	157%
Mailing Fees	120.00	16.92	\$ (103.08)	14%
Non Resident Card Fee	595.00	85.00	\$ (510.00)	14%
Obituary Fees	750.00	45.00	\$ (705.00)	6%
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	21,503.58	\$ (43,496.42)	33%
Transfer In	994,167.00	-	\$ (994,167.00)	0%
Library Treasurer's Balance	2,476,295.00	-	\$ -	N/A
TOTALS	<u>\$ 18,931,321.00</u>	<u>\$ 8,073,785.22</u>	<u>\$ (8,381,240.78)</u>	49%

* 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**

4/30/2020

	Approved Budget	Expended Year-To-Date	Encumbrances #	(Over)/Under Budget	% Expended
					32.9%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 2,215.35	\$ -	\$ 4,184.65	35%
Salaries-Facilities	687,188.00	226,812.14	-	460,375.86	33%
Salaries-Overtime	10,000.00	1,980.13	-	8,019.87	20%
Salaries-Security	332,061.00	99,855.25	-	232,205.75	30%
Salaries-Shelvers	175,216.00	44,182.41	-	131,033.59	25%
Salaries-Staff	7,643,102.00	2,601,646.38	-	5,041,455.62	34%
Conferences	166,580.00	44,336.89	23,377.39	98,865.72	41%
Staff Internal Dev/Trng - Web Based	15,000.00	375.50	-	14,624.50	3%
Staff Development & Training	15,000.00	305.01	-	14,694.99	2%
Mileage	9,500.00	1,803.54	4,905.74	2,790.72	71%
COLLECTION:					
Materials-Binding/Replacements	3,000.00	170.63	170.51	2,658.86	11%
Materials-Periodicals	38,000.00	4,056.80	-	33,943.20	11%
Materials-Print/Non-Print <1 YR	567,300.00	103,150.39	7,191.75	456,957.86	19%
Materials-Print/Non-Print	1,294,200.00	307,659.70	88,787.12	897,753.18	31%
OPERATIONS:					
Art Purchases	8,000.00	1,583.14	129.00	6,287.86	21%
Cataloging and ILL Services	105,795.00	13,473.84	73,526.16	18,795.00	82%
Contracted-Digital Services	555,401.00	107,603.66	93,650.86	354,146.48	36%
Contracted-Facilities	353,400.00	118,347.25	85,117.74	149,935.01	58%
Contracted-Equipment	50,940.00	12,902.30	33,654.58	4,383.12	91%
Contracted-Professional	213,550.00	99,520.58	222,965.43	(108,936.01)	151%
Contracted-E-Rate Services	2,267.00	-	-	2,267.00	0%
Digital Services Support	181,100.00	22,298.52	74,430.86	84,370.62	53%
Furniture/Equipment	96,200.00	1,649.99	-	94,550.01	2%
Insurance	54,806.00	29,432.00	24,232.00	1,142.00	98%
Marketing & Communication	47,500.00	10,265.16	5,560.00	31,674.84	33%
Memberships/Dues	30,900.00	10,460.00	258.00	20,182.00	35%
Miscellaneous	5,000.00	298.12	-	4,701.88	6%
Payments to Other Libraries	115,060.00	-	-	115,060.00	0%
Postage/Shipping	104,363.00	28,419.72	1,496.54	74,446.74	29%
Printing	96,800.00	14,635.85	33,615.94	48,548.21	50%
Programming	32,000.00	3,550.20	301.93	28,147.87	12%
Special Events	-	-	-	-	0%
Special Projects	1,704,750.00	13,555.87	58,360.58	1,632,833.55	4%
Supplies-Facilities	77,417.00	22,251.42	40,736.20	14,429.38	81%
Supplies-Office/Library	98,720.00	11,929.78	1,536.84	85,253.38	14%
Supplies-Processing	48,000.00	3,189.71	0.92	44,809.37	7%
Telecommunications	90,500.00	23,222.00	44,818.00	22,460.00	75%
Transfer Out	1,709,805.00	-	-	1,709,805.00	0%
Utilities-Electric	360,000.00	71,498.33	277,466.27	11,035.40	97%
Utilities-Gas	65,000.00	14,860.42	35,639.58	14,500.00	78%
Utilities-Water/Sewage	35,000.00	6,655.73	21,359.89	6,984.38	80%
Vehicle-Gas	36,000.00	5,216.41	-	30,783.59	14%
Vehicle-Repair	40,500.00	11,369.10	32,802.55	(3,671.65)	109%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(5.42)	-	5.42	N/A
TOTALS	\$ 18,931,321.00	\$ 4,096,733.80	\$ 1,286,092.38	\$ 11,898,494.82	31%

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

4/30/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 2,476,295.00	\$ 3,596,303.17	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,799,614.00	7,789,826.72	56%
Revitalization Rebates	(197,477.00)	(132,676.53)	67%
Back Tax	-	84,820.16	N/A
Motor Vehicle Tax	1,399,719.00	161,339.29	12%
Recreational Vehicle Tax	13,465.00	1,093.65	8%
16/20M Vehicle Tax	5,331.00	4,527.54	85%
In Lieu of Tax	2,964.00	37,411.84	1262%
Watercraft Special Tax	7,320.00	-	0%
Commercial Vehicle Fees	47,501.00	38,347.31	81%
E-Rate Reimbursement	25,193.00	-	0%
Fees and Charges	141,815.00	36,436.67	26%
Reimbursements	150,414.00	31,154.99	21%
Transfer In	994,167.00		
Interest on Idle Funds	65,000.00	21,503.58	33%
	<u>\$ 16,455,026.00</u>	<u>\$ 8,073,785.22</u>	49%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,853,967.00	2,976,691.66	34%
Other Staff Support Costs	206,080.00	75,104.07	36%
Library Collections	1,902,500.00	511,186.90	27%
Contracted Services	1,281,353.00	860,762.40	67%
Digital Services Support	181,100.00	96,729.38	53%
Furniture/Equipment/Art	104,200.00	3,362.13	3%
Payments to Other Libraries	115,060.00	-	0%
Special Projects	1,704,750.00	71,916.45	4%
Utilities & Telecommunications	550,500.00	495,520.22	90%
Vehicles	76,500.00	49,388.06	65%
Other Operating Expenditures	595,506.00	242,164.91	41%
Transfer Out	1,709,805.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,931,321.00</u>	<u>\$ 5,382,826.18</u>	31%
Prior Year Canceled Purchase Orders		<u>\$ 21,441.61</u>	
Unencumbered Balance 4/30/2020	\$ -	<u>\$ 6,308,703.82</u>	

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

4/30/2020

EMPLOYEE BENEFITS

	2020 Budget	Year To Date	%
Balance 01/01/2020	\$ 792,034.00	\$ 1,101,162.54	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 2,900,904.00	\$ 1,656,443.53	57%
Revitalization Rebates	(41,513.00)	(28,212.28)	68%
Back Tax	-	20,113.45	N/A
Motor Vehicle Tax	298,763.00	39,950.84	13%
Recreational Vehicle Tax	2,874.00	259.34	9%
16/20M Vehicle Tax	1,138.00	1,525.86	134%
In Lieu of Tax	812.00	7,955.23	980%
Watercraft Special Tax*	1,562.00	-	0%
Commercial Vehicle Fees	10,139.00	8,853.59	87%
Refund-Fringe Benefits-Foundation	49,776.00	7,716.04	16%
Refund-Fringe Benefits-Friends	11,667.00	4,165.26	36%
Refund-Fringe Benefits-Shawnee Cty	-	2,749.95	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	3,908.00	5,581.86	143%
Interest on Idle Funds	10,000.00	3,706.12	37%
	\$ 3,250,030.00	\$ 1,730,808.79	53%
<u>Expenditures/Encumbrances:</u>			
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	214,526.49	32%
Ks Public Employees Retirement Sys	820,944.00	277,413.95	34%
Worker's Compensation	63,279.00	45,195.94	71%
Unemployment Tax	8,854.00	3,968.13	45%
Health/Dental Insurance	2,111,376.00	634,399.65	30%
Contingency/Fund Balance	350,000.00	-	0%
	\$ 4,042,064.00	\$ 1,185,572.36	32%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 4/30/2020	\$ -	\$ 1,646,398.97	

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

CAPITAL IMPROVEMENT

Balance 01/01/2020	\$ 1,292,745.67
<u>Revenue:</u>	
Interest received	5,064.36
	\$ 5,064.36
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	158.62
Capital Outlay	94,000.00
	94,158.62
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 4/30/2020	\$ 1,203,651.41

STATE AID

Balance 01/01/2020	\$ -	\$ 33,292.67
<u>Revenue:</u>		
State Aid	49,945.81	-
	\$ 49,945.81	\$ 49,945.81
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		17,292.67
Staff Internal Development/Trng		16,000.00
Special Projects	53,000.00	-
	\$ 53,000.00	\$ 33,292.67
Unencumbered Balance 4/30/2020		\$ 49,945.81

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

4/30/2020

	<u>2020 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2020	\$ 786,885.00	\$ 804,581.51	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	158.19	N/A
Revitalization Rebates	-	-	N/A
Back Tax	25,000.00	10,787.02	43%
Motor Vehicle Tax	168,424.00	20,251.69	12%
Recreational Vehicle Tax	1,620.00	135.45	8%
16/20M Vehicle Tax	641.00	630.51	98%
In Lieu of Tax	-	-	N/A
Watercraft Special Tax*	881.00	-	0%
Commercial Vehicle Fees	5,716.00	4,716.28	83%
Interest on Idle Funds	5,000.00	2,215.33	44%
	<u>\$ 207,282.00</u>	<u>\$ 38,894.47</u>	19%
<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%
Unencumbered Balance 4/30/2020	\$ -	\$ 843,475.98	

* 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 and Debt as of April 30, 2020

Capital Improvement Funds-VisionBank

\$ 1,297,810.03 at 1.19% (money market account)

Municipal Investment Pool

\$ 4,800,250.24 Operating funds in "overnight pool"*;
available for transfer whenever needed

4,000,000.00 General fund; 90-day 2/28/2020 at 1.32%,
maturity 5/28/2020

1,000,000.00 Employee Benefit fund; 90-day 2/28/2020
at 1.32%, maturity 5/28/2020

\$ 9,800,250.24

* rates vary by day - average April 1 - 30, 2020 was .001%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	1K RFID Smart Card	\$ 38.99	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	15pk peg bins 3.5x3.5x1.8	\$ 24.99	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	HFS 17 hvy dty ppr guill"	\$ 169.99	-98382
10	41000	311	4/23/2020	COREFIRST BANK & TRUST	Magnetic switch 32series	\$ 19.91	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	crepe paper secret garden	\$ 14.99	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	crepe paper enchanted gar	\$ 12.95	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	crepe paper assorted	\$ 19.24	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	floral tape 10 rolls	\$ 11.99	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	floral wire 22 gauge	\$ 12.98	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	3 pack 3/8 labels"	\$ 44.82	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	2 pack 3/4 labels"	\$ 37.38	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	BV-Tech Gigabit Power Ove	\$ 74.90	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	Anker 4-Port USB 3.0 Unib	\$ 75.96	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Topec hvy duty staple gun	\$ 16.99	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	WORKPRO hvy dty stool grn	\$ 150.44	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	ACR1252U USB NFC Reader I	\$ 183.80	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	Procase iPad Pro 12.9	\$ 15.99	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	EZ Moves Furniture Moving	\$ 19.99	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	SuperSliders XL carpet	\$ 22.98	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	SuperSliders XL hardwood	\$ 17.34	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	Samsung SSD	\$ 97.99	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	Electriduct Cable Ties	\$ -	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Cork Bulleting Bar Strip	\$ 13.95	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Magnet Poster Hanger	\$ 18.99	-98382
10	41000	310	4/23/2020	COREFIRST BANK & TRUST	Mindmanager	\$ 199.00	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	52mm Macro Lens Kit	\$ 6.85	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	58mm Macro Lens Kit	\$ 15.09	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Alvin cutting mat 30x60 g	\$ 169.00	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Blick cutting mat 24x36 g	\$ 24.09	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	handling	\$ 14.00	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	latitude 5500	\$ 1,439.73	-98382

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	340	4/23/2020	COREFIRST BANK & TRUST	Registration	\$ 199.00	-98382
10	41000	736	4/23/2020	COREFIRST BANK & TRUST	TOLGA REC PLANTER	\$ 791.90	-98382
10	41000	736	4/23/2020	COREFIRST BANK & TRUST	SHIPPING	\$ 207.00	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	card stock	\$ 17.69	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	round-head fasteners	\$ 13.56	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Wall mount rack 38w"	\$ 79.00	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	shipping	\$ 20.92	-98382
10	41000	310	4/23/2020	COREFIRST BANK & TRUST	Soundtrack your brand	\$ 26.99	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Model 200 EZ 2	109.95	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	shipping	\$ 5.00	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	clip-on phone lens	\$ 19.96	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	LF2 AR projector	\$ 1,154.50	-98382
10	41000	342	4/23/2020	COREFIRST BANK & TRUST	DISC profile	\$ 190.00	-98382
10	41000	342	4/23/2020	COREFIRST BANK & TRUST	DISC participant package	\$ 102.00	-98382
10	41000	342	4/23/2020	COREFIRST BANK & TRUST	shipping	\$ 13.01	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	craft sticks-Ex Jumbo	\$ 11.74	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	brown pom pom	\$ 6.20	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	beads	\$ 13.98	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	16 qt. liter stacking dra	\$ 16.30	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	3 drawer storage unit	\$ 35.14	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Bubble wrap	\$ 31.76	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Pete the Cat game	\$ 17.99	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	I Spy Go Fish	\$ 12.59	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	I Spy preschool	\$ 9.19	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Uno	\$ 5.44	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Uno Toy story	\$ 5.44	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Monopoly Jr.	\$ 13.15	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Sorry	\$ 7.88	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	handsaver gloves	\$ 7.50	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	lg milkshake straws	\$ 9.19	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	led mini flashlight	\$ 6.93	-98382

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	bamboo skewers	\$ 9.87	-98382
10	41000	310	4/23/2020	COREFIRST BANK & TRUST	zoom annual license	\$ 2,181.92	-98382
				<i>Miscellaneous online orders paid by credit card</i>		\$ 8,338.00	-98382 Total
10	21501	0	4/9/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,165.98	-98377
10	21502	0	4/9/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,199.09	-98377
15	21521	0	4/9/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 172.26	-98377
10	21503	0	4/9/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,811.27	-98377
15	21504	0	4/9/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,811.27	-98377
10	21503	0	4/9/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,633.33	-98377
15	21504	0	4/9/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,633.33	-98377
10	21514	0	4/9/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98377
10	21518	0	4/9/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 844.48	-98377
10	41000	313	4/9/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,027.52	-98377
10	41000	313	4/9/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 370.62	-98377
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 87,900.33	-98377 Total
10	21505	0	4/13/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,904.97	-98376
15	21516	0	4/13/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,128.78	-98376
15	21517	0	4/13/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,150.81	-98376
10	21524	0	4/13/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ -	-98376
10	21513	0	4/13/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,005.66	-98376
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,190.22	-98376 Total
10	21509	0	4/15/2020	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 13,789.69	-98374
						\$ 13,789.69	-98374 Total
10	21501	0	4/23/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,791.80	-98372
10	21502	0	4/23/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,094.05	-98372
15	21521	0	4/23/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 124.93	-98372
10	21503	0	4/23/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,987.79	-98372
15	21504	0	4/23/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,987.79	-98372
10	21503	0	4/23/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,440.74	-98372
15	21504	0	4/23/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,440.74	-98372
10	21514	0	4/23/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98372

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21518	0	4/23/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 554.20	-98372
10	41000	313	4/23/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,002.51	-98372
10	41000	313	4/23/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 365.40	-98372
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,021.13	-98372 Total
10	21505	0	4/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,820.97	-98370
15	21516	0	4/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,008.25	-98370
15	21517	0	4/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,136.81	-98370
10	21524	0	4/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ -	-98370
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,966.03	-98370 Total
10	21515	0	4/27/2020	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 26,540.00	-98366
15	21515	0	4/27/2020	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 125,576.54	-98366
15	21515	0	4/27/2020	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 1,121.16	-98366
						\$ 153,237.70	-98366 Total
35	41000	736	4/2/2020	KELLEY CONSTRUCTION CO., INC.	<i>Gallery remodel</i>	\$ 7,312.44	11790
						\$ 7,312.44	11790 Total
35	41000	736	4/30/2020	KELLEY CONSTRUCTION CO., INC.	<i>Gallery remodel</i>	\$ 824.93	11791
35	41000	736	4/30/2020	KELLEY CONSTRUCTION CO., INC.	<i>Gallery remodel</i>	\$ 22,706.32	11791
						\$ 23,531.25	11791 Total
10	41000	313	4/2/2020	IMAGEMAKERS INC.	TSCPL website design	\$ 5,000.00	95226
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 5,000.00	95226 Total
10	23800	0	4/2/2020	KELLEY CONSTRUCTION CO., INC.	<i>CONSTRUCTION OF TS AREA</i>	\$ 98,640.00	95228
						\$ 98,640.00	95228 Total
10	21512	0	4/10/2020	DELTA DENTAL OF KANSAS, INC	<i>EE April Premiums</i>	\$ 2,996.78	95233
15	21512	0	4/10/2020	DELTA DENTAL OF KANSAS, INC	<i>ER April Premiums</i>	\$ 11,238.24	95233
15	21512	0	4/10/2020	DELTA DENTAL OF KANSAS, INC	<i>Retiree April Premiums</i>	\$ 175.72	95233
						\$ 14,410.74	95233 Total
10	41000	351	4/10/2020	EVERGY	<i>March Electric Service</i>	\$ 23,666.77	95246
						\$ 23,666.77	95246 Total
10	23800	0	4/10/2020	MODERN BUSINESS INTERIORS LLC	FURNITURE FOR TS WORKROOM	\$ 48,877.25	95254
10	41000	736	4/10/2020	MODERN BUSINESS INTERIORS LLC	CHANGE ORDER FOR TS FURN	\$ 415.35	95254

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>2019 Facilities Master Plan - RFP was posted for Technical Services furniture and approved by the Board on 12/19/19</i>		\$ 49,292.60	95254 Total
10	41000	301	4/10/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	95255
				<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,736.92	95255 Total
10	41000	313	4/23/2020	BT&CO., PA	Audit for YE 12/31/19	\$ 12,500.00	95275
				<i>2020 approved operating budget - 1st of 3 year agreement; final 2020 payment</i>		\$ 12,500.00	95275 Total
10	23800	0	4/30/2020	KELLEY CONSTRUCTION CO., INC.	CONSTRUCTION OF TS AREA	\$ 34,380.00	95299
						\$ 34,380.00	95299 Total
						\$ 722,913.82	Grand Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	1K RFID Smart Card	\$ 38.99	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	15pk peg bins 3.5x3.5x1.8	\$ 24.99	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	HFS 17 hvy dty ppr guill"	\$ 169.99	-98382
10	41000	311	4/23/2020	COREFIRST BANK & TRUST	Magnetic switch 32series	\$ 19.91	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	crepe paper secret garden	\$ 14.99	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	crepe paper enchanted gar	\$ 12.95	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	crepe paper assorted	\$ 19.24	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	floral tape 10 rolls	\$ 11.99	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	floral wire 22 gauge	\$ 12.98	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	3 pack 3/8 labels"	\$ 44.82	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	2 pack 3/4 labels"	\$ 37.38	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	BV-Tech Gigabit Power Ove	\$ 74.90	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	Anker 4-Port USB 3.0 Unib	\$ 75.96	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Topec hvy duty staple gun	\$ 16.99	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	WORKPRO hvy dty stool grn	\$ 150.44	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	ACR1252U USB NFC Reader I	\$ 183.80	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	Procace iPad Pro 12.9	\$ 15.99	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	EZ Moves Furniture Moving	\$ 19.99	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	SuperSliders XL carpet	\$ 22.98	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	SuperSliders XL hardwood	\$ 17.34	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	Samsung SSD	\$ 97.99	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	Electriduct Cable Ties	\$ -	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Cork Bulleting Bar Strip	\$ 13.95	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Magnet Poster Hanger	\$ 18.99	-98382
10	41000	310	4/23/2020	COREFIRST BANK & TRUST	Mindmanager	\$ 199.00	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	52mm Macro Lens Kit	\$ 6.85	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	58mm Macro Lens Kit	\$ 15.09	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Alvin cutting mat 30x60 g	\$ 169.00	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Blick cutting mat 24x36 g	\$ 24.09	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	handling	\$ 14.00	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	latitude 5500	\$ 1,439.73	-98382

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	340	4/23/2020	COREFIRST BANK & TRUST	Registration	\$ 199.00	-98382
10	41000	736	4/23/2020	COREFIRST BANK & TRUST	TOLGA REC PLANTER	\$ 791.90	-98382
10	41000	736	4/23/2020	COREFIRST BANK & TRUST	SHIPPING	\$ 207.00	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	card stock	\$ 17.69	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	round-head fasteners	\$ 13.56	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	Wall mount rack 38w"	\$ 79.00	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	shipping	\$ 20.92	-98382
10	41000	310	4/23/2020	COREFIRST BANK & TRUST	Soundtrack your brand	\$ 26.99	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Model 200 EZ 2	109.95	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	shipping	\$ 5.00	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	clip-on phone lens	\$ 19.96	-98382
10	41000	320	4/23/2020	COREFIRST BANK & TRUST	LF2 AR projector	\$ 1,154.50	-98382
10	41000	342	4/23/2020	COREFIRST BANK & TRUST	DISC profile	\$ 190.00	-98382
10	41000	342	4/23/2020	COREFIRST BANK & TRUST	DISC participant package	\$ 102.00	-98382
10	41000	342	4/23/2020	COREFIRST BANK & TRUST	shipping	\$ 13.01	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	craft sticks-Ex Jumbo	\$ 11.74	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	brown pom pom	\$ 6.20	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	beads	\$ 13.98	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	16 qt. liter stacking dra	\$ 16.30	-98382
10	41000	420	4/23/2020	COREFIRST BANK & TRUST	3 drawer storage unit	\$ 35.14	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Bubble wrap	\$ 31.76	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Pete the Cat game	\$ 17.99	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	I Spy Go Fish	\$ 12.59	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	I Spy preschool	\$ 9.19	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Uno	\$ 5.44	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Uno Toy story	\$ 5.44	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Monopoly Jr.	\$ 13.15	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	Sorry	\$ 7.88	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	handsaver gloves	\$ 7.50	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	lg milkshake straws	\$ 9.19	-98382
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	led mini flashlight	\$ 6.93	-98382

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	4/23/2020	COREFIRST BANK & TRUST	bamboo skewers	\$ 9.87	-98382
10	41000	310	4/23/2020	COREFIRST BANK & TRUST	zoom annual license	\$ 2,181.92	-98382
				<i>Miscellaneous online orders paid by credit card</i>		\$ 8,338.00	-98382 Total
10	21501	0	4/9/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,165.98	-98377
10	21502	0	4/9/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,199.09	-98377
15	21521	0	4/9/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 172.26	-98377
10	21503	0	4/9/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,811.27	-98377
15	21504	0	4/9/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,811.27	-98377
10	21503	0	4/9/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,633.33	-98377
15	21504	0	4/9/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,633.33	-98377
10	21514	0	4/9/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98377
10	21518	0	4/9/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 844.48	-98377
10	41000	313	4/9/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,027.52	-98377
10	41000	313	4/9/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 370.62	-98377
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 87,900.33	-98377 Total
10	21505	0	4/13/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,904.97	-98376
15	21516	0	4/13/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,128.78	-98376
15	21517	0	4/13/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,150.81	-98376
10	21524	0	4/13/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ -	-98376
10	21513	0	4/13/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,005.66	-98376
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,190.22	-98376 Total
10	21509	0	4/15/2020	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 13,789.69	-98374
						\$ 13,789.69	-98374 Total
10	21501	0	4/23/2020	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,791.80	-98372
10	21502	0	4/23/2020	PAYCOM PAYROLL LLC	State W/H	\$ 11,094.05	-98372
15	21521	0	4/23/2020	PAYCOM PAYROLL LLC	State Unemployment	\$ 124.93	-98372
10	21503	0	4/23/2020	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,987.79	-98372
15	21504	0	4/23/2020	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,987.79	-98372
10	21503	0	4/23/2020	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,440.74	-98372
15	21504	0	4/23/2020	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,440.74	-98372
10	21514	0	4/23/2020	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 231.18	-98372

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21518	0	4/23/2020	PAYCOM PAYROLL LLC	Garnishments	\$ 554.20	-98372
10	41000	313	4/23/2020	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,002.51	-98372
10	41000	313	4/23/2020	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 365.40	-98372
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,021.13	-98372 Total
10	21505	0	4/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,820.97	-98370
15	21516	0	4/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,008.25	-98370
15	21517	0	4/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,136.81	-98370
10	21524	0	4/27/2020	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ -	-98370
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,966.03	-98370 Total
10	21515	0	4/27/2020	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 26,540.00	-98366
15	21515	0	4/27/2020	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 125,576.54	-98366
15	21515	0	4/27/2020	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 1,121.16	-98366
						\$ 153,237.70	-98366 Total
35	41000	736	4/2/2020	KELLEY CONSTRUCTION CO., INC.	<i>Gallery remodel</i>	\$ 7,312.44	11790
						\$ 7,312.44	11790 Total
35	41000	736	4/30/2020	KELLEY CONSTRUCTION CO., INC.	<i>Gallery remodel</i>	\$ 824.93	11791
35	41000	736	4/30/2020	KELLEY CONSTRUCTION CO., INC.	<i>Gallery remodel</i>	\$ 22,706.32	11791
						\$ 23,531.25	11791 Total
10	41000	313	4/2/2020	IMAGEMAKERS INC.	TSCPL website design	\$ 5,000.00	95226
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 5,000.00	95226 Total
10	23800	0	4/2/2020	KELLEY CONSTRUCTION CO., INC.	<i>CONSTRUCTION OF TS AREA</i>	\$ 98,640.00	95228
						\$ 98,640.00	95228 Total
10	21512	0	4/10/2020	DELTA DENTAL OF KANSAS, INC	<i>EE April Premiums</i>	\$ 2,996.78	95233
15	21512	0	4/10/2020	DELTA DENTAL OF KANSAS, INC	<i>ER April Premiums</i>	\$ 11,238.24	95233
15	21512	0	4/10/2020	DELTA DENTAL OF KANSAS, INC	<i>Retiree April Premiums</i>	\$ 175.72	95233
						\$ 14,410.74	95233 Total
10	41000	351	4/10/2020	EVERGY	<i>March Electric Service</i>	\$ 23,666.77	95246
						\$ 23,666.77	95246 Total
10	23800	0	4/10/2020	MODERN BUSINESS INTERIORS LLC	FURNITURE FOR TS WORKROOM	\$ 48,877.25	95254
10	41000	736	4/10/2020	MODERN BUSINESS INTERIORS LLC	CHANGE ORDER FOR TS FURN	\$ 415.35	95254

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2020

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>2019 Facilities Master Plan - RFP was posted for Technical Services furniture and approved by the Board on 12/19/19</i>		\$ 49,292.60	95254 Total
10	41000	301	4/10/2020	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	95255
				<i>2020 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,736.92	95255 Total
10	41000	313	4/23/2020	BT&CO., PA	Audit for YE 12/31/19	\$ 12,500.00	95275
				<i>2020 approved operating budget - 1st of 3 year agreement; final 2020 payment</i>		\$ 12,500.00	95275 Total
10	23800	0	4/30/2020	KELLEY CONSTRUCTION CO., INC.	CONSTRUCTION OF TS AREA	\$ 34,380.00	95299
						\$ 34,380.00	95299 Total
						\$ 722,913.82	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

May 2020

News and Updates

Special Board Meeting

A special meeting of the Board of Trustees was held via Zoom online on May 6 to review the library's proposed reopening plan. The minutes of that meeting are included in the packet. The board agreed by consensus that the plan should be implemented as presented. It was also noted that the CEO will confer with the Board if there are significant changes in the status and progression of the COVID-19 virus in Shawnee County per the Shawnee County Health Department (SCHD) over the next several weeks.

TSCPL COVID-19 Reopen Plan

The plan, with an introduction I wrote, has been posted on the library's website and through our social media channels. It has been viewed thousands of times, which assures us that the word is getting out and is being shared by library users and interested community members. So far, all comments we've received have been positive and encouraging. People value and miss the library. They also appreciate our measured approach and care for public and employees' health and safety. <https://tscpl.org/plan>

Information about COVID-19 symptom awareness and self-monitoring, staff safety procedures for masks and gloves, and proper hygiene have been added to the TSCPL intranet. Staff will be required to review all this information and complete a brief questionnaire and acknowledgement prior to returning to work in the building.

Broadband and WI-FI

Our focus on access to broadband continues and the library's support of areas in our community lacking internet access. A second bookmobile has been deployed to act as a hot spot in the Montara neighborhood in the parking lot of the Velma Paris Community Center.

TSCPL has received some high-profile national attention for providing parking lot and bookmobile hot spot access to Wi-Fi. After working and advocating for universal broadband for over 20 years, with limited success, I'm going to count being quoted in the *New York Times* as a win. I really hope state and local officials in Kansas and the rest of the country are waking up to the need to take responsibility for community-based planning and allocating resources to ensure that everyone has broadband.

I was interviewed for this piece by *New York Times* reporter Cecilia Kang, who covers technology and regulatory policy out of Washington.

<https://www.nytimes.com/2020/05/05/technology/parking-lots-wifi-coronavirus.html>

The article was picked up by the Associated Press, so it also appeared in the *Washington Post* and *Baltimore Sun* and it's still showing up in Google alerts. While this is gratifying and makes for good press, the tactics we're using to deploy broadband are stopgaps, not solutions.

It has become obvious that the COVID-19 crisis is shining a spotlight on the flaws we have in our broadband infrastructure and on our failure to make the investments that should have been made for equitable access to what should be a basic utility, like water or electricity.

As someone whose been on the front lines of broadband advocacy for a long time, I'm realistic but I'm also an optimist.

There are some signs that Congress, state legislatures, and local governments are realizing that we have to take a different approach to broadband infrastructure. To have a competitive economy, quality education, medical care, public safety, and access to public library resources, we must have the ability to communicate from anywhere to anyone.

Our communities must have plans that include broadband as an essential service and work with providers to ensure that everyone has real* broadband, not just those who live in certain areas or who are affluent enough to afford it. It's also important that decision makers distinguish between the provider's business plans and a plan based on community needs. They should work together, but communities must set service standards and invest when there is no financial incentive for a broadband provider to do so.

*Real meaning it meets the Federal Communication Commission's (FCC) definition of 25 mbps down and 3 mbps up. Here is the FCC's Broadband Speed Guide.

<https://www.fcc.gov/consumers/guides/broadband-speed-guide>

Note: this standard is significantly less than many Internet users have now.

Dolly Parton's Imagination Library (DPIL)

Great news!!

As of May 13, there are 5,672 children registered, or 52% of those eligible. This is an increase of 121 children from April. As of April 8, there were 5,551 children registered and 2,404 graduates. There has been no interruption of service for this program. The Dollywood Foundation, which administers DPIL, has continued to operate throughout the COVID-19 crisis including mailing the books and billing participating communities for the books and postage costs.

Agenda Items

Library Operations

As you'll see from the agenda, a significant amount of the agenda is devoted to reports from staff in charge of the services, collections, and programs that will be activated in Phases 1 – 2 of the Re-open Plan. Since we are not operating with "business as usual," I want to be sure that trustees are informed about how we are implementing the plan and are aware of the thought and strategy that has gone in to reactivating priority services.

Bid for Hearing Aid Building Demolition

We are back on track to demo the hearing aid building on the west side of our 1001 Garfield Avenue property. There are no abatement issues associated with this building and the demo

should be straightforward. I'm pleased to be moving forward on our 2020 to do list and taking the actions necessary to make this property a credit to the library and the neighborhood. Please see the resolution and bid sheet for background, fiscal note and bid summaries.

Memorandum of Understanding (MOU) with Topeka School District (USD 501)

We are entering the second year of this MOU with the Topeka School District.

Changes:

- The title of the program was updated to its current name TSCPL@School.
- Under Term: The first year of the MOU required an annual review and approval by both boards. Note that has now been changed to say that the agreement will be renewed automatically unless either party sends written notice to the contrary.
- Under Confidentiality: This was added at the request of the school district. "... to destroy all personally identifiable information when it is no longer needed for the purposes of providing services pursuant to this Agreement. "

In Process

New Library Website

We continue to work with Imagemakers of Wamego, KS on the development of the library's new website. It's exciting to work with professionals whose technical and design skills are exceptional and who understand the library and its relationship with the community. Based on the discussions we've had and the work done so far, I'm confident that this new website will be even more user friendly and provide a level of access to services, collections, and programs that we've not been able to achieve. It also has the potential to be a gold standard for public libraries.

There will also be a focus on key performance indicators that will give us better picture of how we are engaging library users and if the tactics being used are working to attract more online visitors. This project seems particularly prescient (and alliterative) now with the move to online services and our commitment to continue that after we have resumed services from our physical facilities.

Preparation for Phases 2 - 3 of Reopen Plan

Communications and Marketing Director Diana Friend and I have also been working with the Imagemakers team to assist us with messaging and information for the public.

As we begin Phase 2 with our new curbside delivery, we are asking many more library users to utilize the reserves system—currently, 13% of library users currently place reserves. We want to be sure that all staff are delivering clear and consistent information about these changes and safety requirements, and that our customers will be confident in using their library virtually or in the building.

Professional Activities/Community Contacts

- April 13 Meeting with Kansas Volunteer Commission
Library Foundation Finance Committee meeting
- April 15 Library Foundation Board meeting
- April 16 712 Innovations Management Committee meeting
TSCPL Board meeting
- April 17 Lyrasis Board meeting
- April 21 Meeting with Kansas Children’s Discovery Center CEO
- April 23 Attended YWCA of NE Kansas Board meeting
- May 1 Meeting with Crosby Kemper, Dir. of the Institute of Museum and Library Svcs.
Attended TSCPL All Staff meeting
- May 6 Special TSCPL Board of Trustees meeting
- May 8 Meeting with Stan Adams, Broadband Development, KS Dept. of Commerce
- May 11 TSCPL Board Executive Committee meeting agenda review
- May 12 TSCPL Friends Board meeting
- May 13 YWCA of NE Kansas Board orientation
- May 15 Meeting with representatives of the Greater Topeka Partnership

Gina Millsap

Chief Executive Officer

Topeka and Shawnee County Public Library 5/13/20

Chief of Staff Report

Thad Hartman

May 21, 2020

Planning for re-opening

Over the past few weeks we have been focused on finalizing the details of the library re-open plan. The most pressing issues are related to phases 1 and 2 which revolve around the handling of materials.

Paul Brennan, Ruth Rodden, and Kelli Smith have taken the lead on the major aspects of these phases and have done an amazing job of getting everything organized. Accepting returns is not as simple as just re-opening the book drops. When the library closed, we made a lot of changes to the software we use to manage all our item and customer records. These changes were necessary so that our customers did not get overdue notices, accrue fees, or place reserves while we were closed. All these changes had to be reversed, which is a complicated task.

In addition to this, there was a great deal of setup needed to prepare for curbside pickup. We had to adjust the software so that when an item comes in for a customer, that customer receives the proper notification. Essentially this meant creating a library “branch” in the software so that reserves that would normally be routed to a Bookmobile stop, the main library, or other locations, would instead go to curbside pickup. This also had to be done in a way that would allow us to use curbside pickup as the sole method of picking up reserves for a few weeks and then adding back in the other locations in June.

Database Administrator Shannon Eddings has done yeoman’s work to identify all the changes needed to make this new process work with our library software. It's taken a significant amount of time, analysis, and required an in-depth knowledge of the system. We are very appreciative of the work she has done to get us ready for phases 1 and 2.

Ruth, Paul, and Kelli have been scheduling staff and developing the procedures for phases 1 and 2. Management staff will be performing the majority of these tasks during the first week of each of these phases test and fine tune them. We are all excited to get back into the library and start the process of re-opening the library.

Restrooms

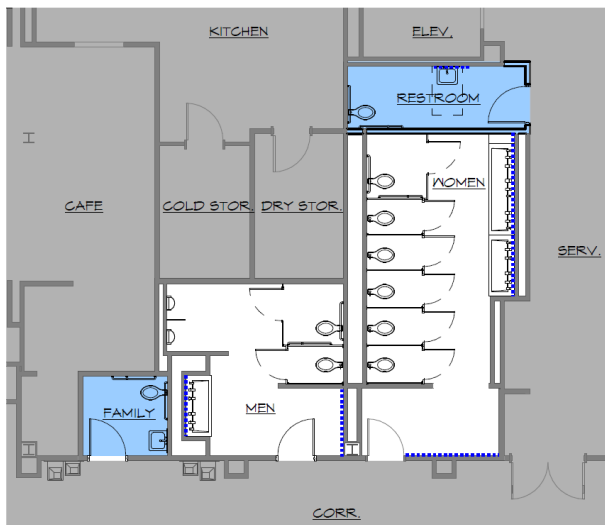
Next month we plan to bring bids to the board meeting for restroom renovations. We have discussed this project at previous meetings including the budget workshop. This project will be focused on updating the restroom finishes and fixtures and creating more family and gender-

neutral restrooms. It will also include the addition of a nursing room for new mothers next to the restrooms in the Kids Library.

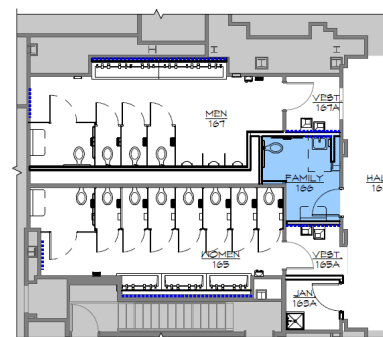
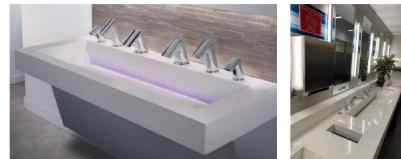
The design focus of this project has been on improving hygiene, ease of cleaning, and reducing the number of touchpoints in the restrooms. One improvement will be changing out the tile for poured flooring. This eliminates grout lines which is the most difficult part of the floor to keep clean. The sinks will be trough-style, which will eliminate the pools of water that are commonplace on the current countertops and that seep onto the floor, creating slip and fall hazards. The sinks will also have built-in hand dryers and UV light which should increase hygiene for customers and reduce paper towel use and water on the floor.

This will also allow us to reclaim space along the hallway outside of the café and the atrium that will create space for a single occupancy restroom in each location. These restrooms will be for parents with small children, adult caregivers, or anyone who prefers more privacy.

We have also been able to make room for a mother's room in the Kids Library. This will be a space for breastfeeding mothers who wish to nurse or pump in a private location. This mothers room and the family restrooms are improvements library customers have requested since the building opened in 2001. These are changes that will make a significant difference for customers and will enable the library to maintain more rigorous hygiene standards, something that has become essential with the COVID-19 crisis.



Additional family restroom along west hallway near the café.



Additional family restroom near atrium and example of new sinks with built-in hand dryer and UV light.



Example of new restroom design with poured, grout-less floors, large-tile walls, and trough-style sinks.

New mother's room next to the restrooms in the Kids Library and a design example.

Department Highlights

Public Services

Marie Pyko, Public Services Director

The Public Services Division continued to focus on customer service support, pre-recorded and live online programs, and a refocus on our information response to community needs due to the COVID 19 crisis. Examples of these projects and work are shared in reports from public services supervisors Debbie Stanton and Autumn Friedli and youth services supervisor LeAnn Brungardt.

Our staff have learned new skills and developed strong online personas as they look for ways to engage customers with literacy and learning opportunities. Sherri Camp and her genealogy and teaching skills are perfectly showcased in a Zoom class. Lissa Staley and her comfort and ease at drawing out meaningful conversation and deliberation transitioned beautifully to an online platform. Lastly, if you have not had a chance to see Kyler Carpenter as he focuses on kindergarten readiness indicators like sight word reading and rhyming, with his music and a Southern drawl, visit the library's Facebook page. There's reason Kyler is a rock star for the preschool set of Topeka and Shawnee County.

In addition to planning and oversight of these initiatives, as part of my community engagement and partnership responsibilities, I have served on the COVID 19 Community Response Team,

the Campaign for Grade Level Reading partnership, and continued growing our partnerships with USD 501 and the Kansas Children’s Discovery Center.

COVID 19 Response Team

The COVID 19 Response Team provides an opportunity for partners throughout the community to rapidly respond to current needs. While a large percentage of the problem-solving focuses on food availability, there have been several opportunities to share what resources the library has available and/or build a new partnership. Many of the partners were not aware of our information services through text, chat and phone and have been sharing them with their clients.

Campaign for Grade Level Reading

The Campaign for Grade Level Reading collaboration is a community wide team focused on helping children meet school achievement. While we are actively involved throughout the year, the summer is when we really step up our work. Working closely with a smaller team focused on summer meals and summer slide, we have designed a summer long program together. We will be taking our summer reading resources on the road to the lunch sites. Currently USD 501 will host 12-16 sites for an eight-week program beginning in June. On Fridays, we will visit each lunch site and provide resources and books for children and families. Chris Wagner of USD 501 has shared that on average they see 1500 families daily, so we know this is a great way to meet families where they are.

USD 501

I have met virtually with assistant superintendent of teaching & learning Billie Wallace of USD 501 to continue to work on our TSCPL@School collaboration. We are very pleased that the district administration continues its commitment to our partnership. Billie shared “now more than ever, our partnership is essential for our students.” She says her librarians and teachers are already thinking about how to incorporate within the classroom curriculum how to use the digital library card. This is a very exciting step to ensure success of our project and help with all our students school success. We are reviewing our agreement and it is in the packet for the annual review and approval as required in the MOU.

Kansas Children’s Discovery Center

Building on the very successful relationship of our passport and Discovery on the Go programs, we met with executive director Dene’ Mosier to grow our partnership. In addition to summer programs, we are exploring ways to develop exhibits together and apply for grant opportunities. The KCDC’s early education program and STEM expertise matched with our early literacy program and information literacy expertise make our partnership an important asset for both organizations.

Public Services

Autumn Friedli, Public Services Supervisor – Readers Services

TopCity Reads

In an effort to bring readers together even though we are still apart, the Readers Team librarians created TopCity Reads. For May, June, and July, we are selecting one book available widely on our digital platforms for our community to read with us. We will engage with our community of readers on Facebook, with new posts specifically about the book on Tuesdays, Thursdays, and Saturdays.

For the month of May, we chose a family themed book, *The Wonderful Wizard of Oz*. We kicked the month off with a video from beloved Washburn professor Tom Averill telling readers why they should read (or reread) this classic book. Later this month, Tom will be recording a Q&A with librarian Deb Ellerbrook that digs deeper into the themes and storyline of book. On May 28th, Ellerbrook will be hosting a Zoom book discussion for all who wish to discuss the book.

We will select a different book for June and July. The June title will be announced near the end of May. While this is geared mainly to adults, we wanted the first month to be a family choice since many families are still at home together. June and July books will be more adult focused.

But wait... there's more! We also created the TopCity Reads Together Facebook Group. In this group, we delve a little deeper into stories we are reading each month – but also share all things BOOKS! We would love for you to join us reading *The Wonderful Wizard of Oz*, check out our Facebook posts, and join TopCity Reads Together!

Real Time RA on Facebook and Twitter

We have continued Real Time Readers Advisory on Facebook (Wednesday nights 7-9) and Twitter (Friday nights from 7-9). During these times, readers ask librarians what they should read next. The librarians offer several suggestions that are available as eBooks so readers can read them even while our building is closed. Readers librarian Miranda Ericsson leads the charge on Facebook and digital librarian Amber Bonnett hosts the Twitter events. Amber has been known to persuade local celebrities and well-known authors to join in on her Twitter events.

Public Services

Debbie Stanton, Public Services Supervisor – Information and Learning

The Information and Learning Team has been adapting well to the virtual environment and our customers' changing needs. Our librarians have been helping answer questions in real-time by taking shifts responding to text, voicemail, chat and emails.

Job Help

The Jobs Team with Business and Careers Librarian Meredith Snepp as the lead have been offering daily office hours for job seekers. They've created a "Jobs Now" page on the website to assist people looking for work locally: <https://tscpl.org/research/jobs-careers>. The services have been pushed out by Communications & Marketing and local media outlets.

Civic Engagement

Community connections librarian Lissa Staley has hosted several virtual Deliberative Conversations focused on healthcare costs. We have received positive feedback from participants and look forward to continuing to offer online programming with this focus. Lissa also created the Community Covid-19 Information page on the website to direct customers to the most updated local information: <https://tscpl.org/health/coronavirus-information-resources>.

Gallery

The virtual summer exhibit is now live on our website: <https://tscpl.org/gallery/story-worlds>. This summer we are taking our visitors on adventures and quests! We have created four story worlds for exploring: Ocean, Castle, Mountain and City. Each world includes a digital storybook, MadLibs, and activities highlighting art and storytelling. These will be released throughout the summer.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

The building may be closed but staff are still hard at work. Currently, 21 of 23 staff in the department are doing some sort of work from home. The two that are not, do not have internet access, but are able to keep up with communications.

1,000 Books Before Kindergarten

Infant-Preschool Librarian Luanne Webb has been working with various teams to develop a plan for starting the 1,000 Books Before Kindergarten Initiative at TSCPL. Implementation will begin in September and will roll out in three phases. The initial phase will look familiar to customers. It will be an ongoing reading incentive program that supports our youngest

readers. Rewards will be given out for every 100 books read and culminates with a bookbag and book. All rewards have been selected with Every Child Ready to Read/Kindergarten Readiness in mind.

While the program will be run through our online reading service Beanstack, we will have a printable option for those who want to track progress on paper. If a family makes it beyond 1,000, they will earn additional books for every additional 1,000. Quarterly celebrations will be held to acknowledge participant milestones and to keep the initiative top of mind in the community.

We anticipate these being in the style of Family Place Library. This means that stations for varied play experiences and partnering early learning agencies will be available. We will need to modify our initial plan in case we are social distancing when these come around. In addition to being just plain fun, these get togethers will also provide opportunities to sign families up for library cards and Dolly Parton's Imagination Library. We will also be able to promote other library services for this age group as well.

Phase two planning will start this fall. We will be developing collections to support families in reaching the goal. This may include modifying and improving services like Book Bundles and Reading Chests. Phase three planning will start next spring. We will be looking at how to support at home daycares, centers and preschools in completing the initiative with children in their care.

Virtual Parent Support Group

Early learning coordinator Sherry Hess is developing a plan for a regularly scheduled, live, virtual parent support forum. Our rationale for investigating this is twofold. First, parenting is hard. Second, it just got harder with COVID-19 and a reduction in quality, affordable daycare. Part of early learning programs and the Learn and Play Bus service are opportunities for grownups to talk out frustrations, cheer successes, and share tips and tricks of child rearing. Early childhood can be an isolating time for many and during the COVID pandemic, more so. Not only that but some families have more bonding time than before, and that can be daunting.

We are anticipating incorporating partners as we have previously. Doing so puts experts in the room, increases community awareness of resources, and makes referral easy for those who need it. Assuming partner availability, we hope to start these in mid-June. If successful, this should extend our reach. We will also then investigate doing a separate series for other ages/stages of parenting and niche groups like dads, grandparents, single parents, and teen parents.

Dial-a-story

Sherry Hess noted that she had seen dial-a-story opportunities on websites of other libraries. Since that time, we have investigated those more thoroughly, determined whether our phone system would allow for this service, and attended a webinar on how one library system operates theirs. We are finalizing how to move forward. As a part of their upcoming work, staff without Wi-Fi will be perfect to get us started. One is an Outreach storyteller and the other is bilingual in English and Spanish. This service will allow us to increase story options for families so that we can better meet people where they are. This may also become a way to utilize volunteers.

Cranking out content

In addition to these projects, staff are developing web content for Stories & Crafts, Musical Storytime, Readapalooza, teen summer programs, parent tips, social media spots and more. We are also taking part in chat service, live virtual programs, and planning the implementation of the first phase of re-opening. As the community response to COVID changes, we are maintaining contact with schools, summer camps, and outreach sites so that we can be responsive as opportunity arises.

Staff are also taking advantage of trainings regularly, not to mention the hands-on learning happening as we are adjusting to telecommuting.

Despite so much of our current operations being in foreign formats, Youth Services has rallied to figure it out. That is part of what I admire in this group of people. We are working through thick and thin together.

Success Story

Despite limited direct contact with customers, I still have an impact story to pass along that came from Sherry Hess:

“When the Learn and Play Bus service began, we met a family, a grandmother, grandfather, and their twin granddaughters. The grandparents were not users of the library; but they had heard about the bus and were curious to see it. The family became regulars on the vehicle, and they became regular library users. They utilized materials and attended programs like Toddler Time I and II, Musical Storytime, and special events.

Recently, the grandmother reached out via email. She stated, “We miss the library tremendously! The wonderful staff and the programs. The twins are into the 5th week of Miss Humblebee’s Pre-K program. Working out very well and Jane and Jenn look forward to school as they refer to it each morning. So glad we are on board. We recently viewed Kyler’s wonderful stories and musical stories. Chuckles this morning from both Jane and Jenn when we listened to Kyler read Mo Williams’ book. Love it!”

The grandmother included a developmental question. Sherry responded to it, and they shared an additional exchange that praised other staff and another library experience. It was lovely to have this exchange to mention. In an online environment, the audience is there registering as hits on the website, but it is somewhat faceless. It was nice to know customers have found us, are enjoying interacting with us in this way too, and are seeing value in the experiences we are promoting and presenting.

Collections

Paul Brennan, Collections Director

Work in Circulation has been focused primarily on creating a curbside delivery service for customers that allows access to materials during the period the building is closed to the public. All the management team has contributed to the work and we feel confident that we will be ready for the proposed kick-off set for Tuesday May 26th. Kudos to the entire team for handling all the pieces we needed to assemble to make this happen, particularly Kelli Smith and Ruth Rodden for organizing Circulation to handle this brand-new service delivery option.

Technical Services is working to relocate to their newly remodeled space on the Lower Level. The space has been transformed to be an efficient and pleasant work environment. Scarlett Fisher-Herreman and her team have really stepped up to accelerate the move. Since the old Technical Services workroom has been designated as critical to reopening the building in June, that work has been especially important. I appreciate all the work that continues unabated to keep new digital materials coming to satisfy the increased demands over the past several weeks. I look forward to getting physical materials going again so that we can reach everyone in the best way possible and I know Technical Services will be ready when the time comes.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Technical Services staff have been engaged in preparations for our move to our new workspace located on the lower level of the building. Work is nearly complete on the space and it is beautiful! We are in the process of packing up individual desks and our departmental supplies. Digital Services is moving computers and staff will then officially move to their new workspaces. We plan to begin receiving new materials from our vendors the week of May 24th and ordering new materials again on May 29th. As we have over 2 months of physical orders to catch up on, we will be employing a staged approach to the ordering.

All items currently sitting in warehouses that are ready for us will be shipped first. The selectors have been carting up physical materials at our vendor websites in preparation for ordering throughout our entire time of closure. We will begin with ordering the most recently created

carts first along with the oldest carts. We will continue to order the newest carts each week and work back through carts created during the closure until the gap is closed.

I am fully committed to following a LEAN workflow throughout our restart process. The tools we learned during our work with LEAN library consultant John Huber will help us rise to the challenge. While we know we will have some large orders coming in, we can order materials in a way that minimizes having a mountain of boxes show up at once. This will allow Technical Services staff to fluidly move the materials through the department and into the hands of customers. It is going to be a challenge, but I am looking forward to it. I know we can do it!

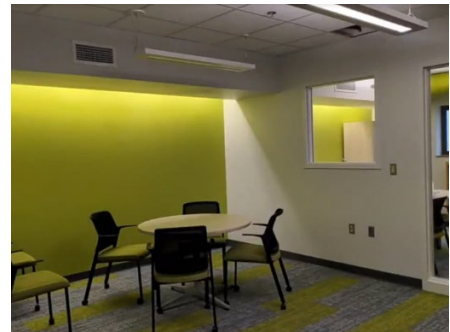
Our new space is beautiful. There is an outer corridor room leading into the office space. We will manage unpacking and organizing new materials in this space. It is also the primary storage area for extra cases and other supplies related to materials processing. In the office space, each Tech Services staff member has their own individual workspace. The cubicles are organized into 3 groups that align with the major divisions of work within the department. The selectors are grouped together at the east end of the room, catalogers in the middle, processors near the corridor with the incoming materials, and acquisitions near my office. This organization is in alignment with LEAN principles and I think it will facilitate a good flow of materials through the department. We are excited and ready for this new chapter in our new space. Bring on the books!



Outer Corridor for Unpacking and Storage



Office space. Individual cubicles for each staff member. Half of the team has opted for standing workstations.



Team meeting space and Scarlett's office

Circulation

Ruth Rodden, Circulation Supervisor

Getting Ready to Open – One Step at a Time

We have been working in Circulation to safely start to re-open circulating our materials.

This includes allowing customers to return books and other materials. During phase 1, the public will be returning materials, but not yet checking materials out. We must quarantine the returned materials and designate locations to shelve materials once our regular shelving is full. We are repurposing existing shelving for both quarantine and overflow storage.

Another task we are working on is to prepare materials that were requested by customers but not yet checked out to customers when we closed. Our curbside delivery plan took a lot of planning to determine how to process the materials for this new pickup site, how to notify the customer of the availability of their item, and how to safely check out materials and deliver materials to the customer. Newly returned materials that have been requested by customers will be quarantined for 72 hours.

An additional task we are working on is planning how we work together and continue to practice social distancing when our work involves close interaction. We are in the process of scheduling those of us who will be testing our new circulation processes.

We are excited to have our staff come back to work and we know they have missed seeing each other and our customers. They will be invaluable in making these new processes work and welcoming our customers as they come to pick up their holds.

Circulation

Kelli Smith, Circulation Supervisor

Circulation-Ready for Phases 1 & 2

As you know, step one of our reopening plan is to start accepting returns. Circulation has been preparing the circulation workroom and other areas of the library to quarantine returns for 72 hours and store a large amount of materials that will not fit in their assigned collection area on the main floor. It is possible 60,000 plus items could be returned to the library in the next few weeks, so we want to be ready for anything. Here is a summary of where we are so far:

- Multiple quarantine areas have been designated for hold titles and returned materials

- Multiple overflow storage areas have been assigned for collections with little space available
- All currently held materials are stored in the circulation workroom so they can be processed next week for Phase 2 curbside service starting May 26
- Collections on the public floor have been audited for space availability; we know which collections may be problematic
- Additional shelving was added to circulation workroom to increase storage capacity
- A labeling system was created to keep track of materials entering quarantine and next available date
 - Process for handling physical materials
 - Polaris/LEAP catalog also indicates quarantine status (**Thanks Shannon Eddings!**)
- New hold location was created in Polaris/LEAP for curbside service (**Thanks Shannon Eddings!**)
- Current TSCPL pickup holds have been changed to TSCPL Curbside so hold notices are not sent to patrons before their item is available for pickup (**Thanks Shannon Eddings!**)
- Items returned in March have been shelved to free up book carts
- Books carts are being collected from other areas of the library to handle the potential increase of returns
- Schedules and instructions for staff are getting finalized

Digital Services

David Lee King, Digital Services Director

Over the past month Digital Services has been focused on the following:

- Working on RFPs. We just posted the staff laptop RFP and the WIFI upgrade RFP. You should see both at the June 18 board meeting.
- Dealing with an Internet outage at the library and working on getting better remote alerts when there are outages.

- Working on technology-related parts of our phased reopening. This includes reconfiguring and moving 100 public computers and setting up curbside pickup stations for staff.
- Developing a plan for DS to start returning to the building as needed, in sync with our phased reopening.
- We are working on boosting our parking lot and bookmobile WIFI signals. The bookmobile WIFI does not have a strong signal, so we are talking to area schools that have set up similar temporary WIFI solutions, and to our vendors. The goal is to boost the WIFI signals to provide a great WIFI experience outside of a bookmobile, and to get better usage statistics.
- We are still helping staff find files, use Zoom, and work remotely. Everyone has different needs (and different home-based equipment), so this has been challenging.

Communications & Marketing

Diana Friend, Communications & Marketing Director

Sharing our Story Virtually

Internally, our department continues to work remotely following the directives of COVID-19 Team. We hold a weekly Zoom staff meeting, text, make phone calls as needed to complete our assignments. Zoom and Office 365 has enabled us to continue working and production, while not at normal speed, is being accomplished.

Externally, our communication is dependent on digital content using our website and social media channels, Facebook, Instagram, YouTube and Twitter. The weekly e-newsletter to library cardholders. We use the OrangeBoy/Savannah platform to create three different versions of the e-newsletter with content specifically targeted to a “cluster” demographic.

Library News Data

Robert Soria, our statistical research analyst, reports the last three Library News show we are keeping our customers engaged even though we have limited services. I also included the article with the most clicks for each.

- **April 21 Library News cluster: Bedtime Stories**
Open rate - 484/1,369 (35.4%) | Click rate - 107/1,369 (7.8%)
Top story: Keep Calm and Read On reading challenge - 66 clicks

- **April 21 Library News cluster: Bright Futures**
Open rate - 397/1,292 (30.7%) | Click rate - 47/1,292 (3.6%)
Top story: Put on Your Prom Duds - 31
- **April 21 Library News: Remaining Clusters**
Open rate - 9,231/47,423 (19.5%) | Click rate - 591/47,423 (1.2%)
Top story: Keep Calm Read On - 247 clicks
- **April 28, Library News cluster: Bedtime Stories**
Open rate - 307/1,186 (25.9%) | Click rate - 53/1,186 (4.5%)
Top story: Raising Happy Kids - 18 clicks
- **Library News: Bright Futures**
Open rate - 362/1,230 (29.4%) | Click rate - 9/1,230 (.7%)
Top Story: Trivia - 4 clicks
- **Library News: Remaining Clusters**
Open rate - 13,169/47,512 (27.7%) | Click rate - 848/47,512 (1.8%)
Top story: Look Better in Virtual Meetings - 345 clicks

=====

May 7, 2020

Top Story: www.tscpl.org/plan - **3,997 unique clicks between all three groups**

Bedtime Stories: Open rate - 623/1,148 (54.3%) | Click rate - 413/1,148 (36.0%)

Bright Futures: Open rate - 287/1,229 (23.4%) | Click rate - 114/1,229 (9.3%)

Remaining Clusters: Open rate - 9,385/47,473 (19.8%) | Click rate - 3,670/47,473 (7.7%)

*Cluster segmentation divides your customer base into groups of individuals that share similar library usage behavior. Each cluster is based on an individual's primary use (or dominate use) of the library. Savannah monitors customer usage behavior through library transactions amassed in the data warehouse and groups customers based on differences in their behavior. There are 13 total clusters, and we began segmenting our audience about the time the library closed. We chose these clusters based on our CIG for every child will be ready for kindergarten. **Bedtimes Stories** use the library frequently with children to borrow materials, attend activities and enjoy interactive spaces. **Bright Futures** use the library as a destination and access to school and leisure reading materials.

Newsworthy

TSCPL.ORG

Reopening Plan | Topeka & Shawnee County Public Library

Reopening Plan Gina Millsap, Library CEO "The library is thinking of this..."

32,071 People Reached **3,009** Engagements [Boost Post](#)

You and 169 others 40 Comments 55 Shares

[Love](#) [Comment](#) [Share](#)

Most Relevant

The library reopening plan has been covered by WIBW-TV, KSNT and the Topeka Capital Journal. Our Facebook It reached 32,082 people (nearly 7,000 unique views), and on Twitter, it had 421 impressions as of 5/13/20. And few **comments**



Edwina Keen Ditmore I totally appreciate that you are taking it carefully.... but I am so ready for you guys to be open! I need a book!!!

[Like](#) · [Reply](#) · [Message](#) · 1w 5

[View 2 more replies](#)

Author

Topeka & Shawnee County Public Library Edwina Keen Ditmore With audiobooks you can rest your eyes and listen. 🧐

[Like](#) · [Reply](#) · [Commented on by Ginger Park \[?\]](#) · 1w 1

[View 1 more reply](#)

Manda Barker Thank you for all the work you are doing to serve your community and keep folks as safe as possible. Big hug, Library.

[Love](#) · [Reply](#) · [Message](#) · 1w 10

Arwyn Henry Wouldn't mind if you started with curbside pickup of holds. I realize that keeping the library sanitized would be hard work right now.

[Like](#) · [Reply](#) · [Message](#) · 1w 1

Amber Barnes I'm actually glad to hear you're staying closed for the time being as you try to prepare. I can't imagine how stressful it will be. 🧡🧡🧡

[Like](#) · [Reply](#) · [Message](#) · 1w 1

Most Relevant ▾



Comment as Topeka & Shawnee County Public Lib... 🗨️ 📷 GIF 🗨️



Kathleen Wilson Sounds very well thought out to me. Thank you. Really missing being there!

Like · Reply · Message · 4d



Author

Topeka & Shawnee County Public Library Thank you. 🙏

Like · Reply · Commented on by Ginger Park [?] · 4d



Stephanie Harsin Thank you for being smart and safe as we move forward.

Like · Reply · Message · 4d



Nicole Simmons-Berrien Curbside pick up? Our holds will be brought out to our vehicle?

Like · Reply · Message · 4d



👉 View 4 more replies



Author

Topeka & Shawnee County Public Library Dion Walrod The Cafe will have a food truck in the parking lot.

Like · Reply · Commented on by Ginger Park [?] · 3d

Comment on Twitter

SAT 7:48 AM



So excited to see curbside coming! Can I just say five year old, surprise us or do I need to place holds on specific books? THANK YOU and miss the library so much



American Library Association @ALALibrary · 8h

"Broadband is like water and electricity now, and yet it's still being treated like a luxury."

@GinaMillsap of @TopekaLibrary is right. Libraries are proud to provide WiFi during social distancing, but more must be done to close the #DigitalDivide.



Desperate for Wi-Fi, Many Have Nowhere to Go but a Parking Lot
With cafes and libraries closed, Americans without internet access are sitting outside them to get free and fast connections.
nytimes.com

1 21 35

This story is by Cecilia Kang, NY Times Technology editor and has been picked-up by the AP, and has appeared in the Baltimore Sun, Washington Post, Library Journal and Consumer Report.

When we learned there was another area in Topeka that needed Broadband access, we responded with another location at the Montara Community Center.



Topeka & Shawnee County Public Library

21 hrs · 🌐

We have another WiFi location! 🥳 Thanks, Aileen, for setting the bookmobile up this morning. 🤗



Aileen Edwards Finney is at Montara, Topeka.
Yesterday at 9:55 AM · 🌐

The bookmobile is parking at Velma Paris community center in the Montara neighborhood to offer a free wifi hotspot to those that need it. MONDAY, WEDNESDAY, AND FRIDAY from 9:30 to 4pm. Please share with anyone out that way who might need this service.

tscpl.org April 17-May 12, 2020

Top Page Views

1. The Library reopening plan blog
2. Download ebooks <https://tscpl.org/downloads>
3. Say Marry June - You're a Bride for Life blog
4. Discuss The Great Gatsby blog
5. COVID-19 Library Information page
<https://tscpl.org/health/covid-19-library-information>
6. Library Services page <https://tscpl.org/services>
7. Downloads page <https://tscpl.org/about#download-it>
8. Why is Creativity Important in Everyday Life blog
9. Get at Library Card <https://tscpl.org/librarycard>
10. About the Library <https://tscpl.org/about>



Resolution – Bid for Building Demolition

BOARD OF TRUSTEES

May 21, 2020

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from McPherson Wrecking, Grantville, Kansas, in the amount of \$35,100 for the demolition of the building at 10th and Mulvane and the installation of seeded turf. This expenditure shall be paid from the General Fund, Special Projects line item.

Policy and Background Information:

At the end of 2019, the library had an opportunity to obtain the Hearing Aid building that was at the corner of 10th and Mulvane. This building sat on a small portion of land that connected to a larger lot that the library owns. The Board of Trustees made the decision to pursue this opportunity and the library was able to purchase the building and take ownership in January 2020.

The acquisition and demolition of this building gives the library the opportunity to make the library's parcel of land at 10th and Garfield into one unified whole, from Garfield to Mulvane. The removal of the building and the addition of parking and greenspace will improve access to the library and the appearance of the neighborhood, which is deteriorating in that area.

Library staff worked with HTK Architects in preparation for the demolition of the building. The first step was contracting with Terracon to perform an asbestos survey report and to oversee any necessary asbestos abatement. No asbestos-containing materials were detected, which cleared the way for the demolition bid process.

Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a timeline and requirements for the demolition of the building at 10th and Mulvane. HTK developed an approved schedule, provided specifications for the demolition work, and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued March 13, 2020.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. Initially there was a site walkthrough scheduled on March 26th and bids were due on April 7th. Because of the issues related to the COVID-19 pandemic, these dates were pushed back to April 30 and May 7. Prospective bidders were notified of the date changes and an addendum was placed on the library website along with the rest of the RFP documents.

Bids were received at a public meeting over Zoom on at 2:00 PM, May 7, 2020. Three bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid was from McPherson Wrecking, Grantville, KS. This bid met all the necessary criteria and the vendor has provided satisfactory work in the past for HTK Architects.

TSCPL staff recommends the bid of \$35,100 submitted by McPherson Wrecking, Grantville, KS, be approved for the demolition of the building at 10th and Mulvane and the installation of seeded turf.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

TSCPL - Building Demolition**HTK Architects**

Bid Tabulation

HTK Project No. 2001.01-002

Thursday, May 7, 2020

CONTRACTOR	Bahm Demolition Inc.	L Underwood LLC	McPherson Wrecking
Bid Bond	no	yes	yes
Addenda No. 1, 2, 3	1, 2, 3	3	1, 2, 3
BASE BID	\$44,240	\$65,375	\$32,600
Alt. No. 1: Turf & Grasses	\$10,500	\$8,900	\$2,500
BASE BID w/ ALTERNATE 1	\$54,740	\$74,275	\$35,100



Resolution – Memorandum of Understanding (MOU) Topeka School District (USD 501)

**BOARD OF TRUSTEES
May 21, 2020**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees approves Memorandum of Understanding (MOU) Topeka School District (USD 501) as presented/amended.

Background Information:

This agreement began with TSCPL's Library Card Campaign for all students in the library's service area. The program began in 2017 and the initial MOU with Topeka School District was approved by the library Board of Trustees and the Topeka School District Board in 2019. The program is now entitled TSCPL@School.

TSCPL and the Topeka School District intend to share data and other information to help quantify the impact on reading scores (and possibly other performance measures) of students having access to their public library.

This agreement is also intended to increase the use of digital resources, encourage children to read, and help the library assess the effectiveness of the summer reading program and Dolly Parton's Imagination Library.

Changes from the previous MOU:

- The title of the program was updated to its current name TSCPL@School.
- Under Term: Future renewals of the agreement will occur automatically unless either party sends written notice to the contrary.
- Under Confidentiality: This was added at the request of the school district. "...to destroy all personally identifiable information when it is no longer needed for the purposes of providing services pursuant to this Agreement. "

This MOU will be submitted to the Topeka School Board at its June 2020 meeting.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding hereinafter referred to as the “Agreement” is made on this ____ day of May, 2020, by and between the Topeka and Shawnee County Public Library, a Kansas municipal corporation hereinafter referred to as the “Library;” and the Unified School District 501, Topeka Public Schools, hereinafter referred to as “School District.”

Whereas, the Library has developed the TSCPL@School program for elementary and secondary school students; and

Whereas, the School District desires to enroll its students in and provide its staff training and access to the Library’s TSCPL@School program; and

Whereas, the Library agrees to engage with the School District to enroll its students in and provide its staff training and access to the TSCPL@School program,

Now therefore, in consideration of the promises each makes to the other the Library and the School District agree as follows:

Term

The term of this Agreement shall be for the period beginning July 1, 2020 and ending on June 30, 2021. Notwithstanding the foregoing sentence, this Agreement will be renewed for additional one-year terms beginning July 1, 2021, unless either the Library or the School District provides the other written notice of non-renewal on or before April 1, of the then-existing term.

Responsibilities of the library

1. The Library will integrate each School District student identification number with the TSCPL@School program database, allowing every student access to Library digital and print collections, databases and materials, including direct links on the Library website, tsopl.org.
2. At the end of each school year, the Library will purge all School District TSCPL@School student accounts.
3. The Library will provide training opportunities to School District staff and students on the Library’s digital and print resources on a mutually-agreed schedule.
4. The Library will provide the School District with reports of student participation in the Library’s summer reading program by school, including total minutes read School District-wide and by school building.
5. The Library shall create marketing materials with consultation with the School District for the TSCPL@School program to be mailed to parents, guardians and students’ homes at the beginning of the school year.
6. The Library will waive overdue fines or fees for un-returned or damaged Library materials from School District students participating in the TSCPL@School program.

Responsibilities of the School District

1. The School District will incorporate within its online enrollment process an option for students to decline a TSCPL@School account.

2. The School District will support implementation of the TSCPL@School program by providing the Library the identification number, first and last name, birthdate, school name, grade, home address, home phone number and email address of each student enrolled in the School District at the beginning of each school year. This information is to be provided to the Library _____ days following the close of enrollment.
3. The School District will facilitate the introduction of the TSCPL@School program and other Library projects to its teachers and staff.
4. The School District, in collaboration with the Library, shall examine and implement strategies for School District staff to incorporate usage of TSCPL@School account into their classroom curriculum where appropriate.

Confidentiality

All student data or information provided by the School District is confidential under this Agreement, under the Family Educational Rights and Privacy Act (FERPA), and under any other federal or state laws and regulations pertaining to students' education records. To the extent that the Library staff has access to any personally identifiable information from students' education records, the Library agrees to not use such information except for the legitimate educational purpose of providing services pursuant to this Agreement, and agrees further not to disclose this information to any other party for any reason without written agreement from the School District, and to destroy all personally identifiable information when it is no longer needed for the purposes of providing services pursuant to this Agreement.

Cooperation.

Representatives of the Library and the School District agree to meet as necessary to discuss the implementation, progress and evaluation of the TSCPL@School program and to determine if the program is meeting the goals of each party.

Expenses.

Any expenses related to the provision of services incurred by the Library shall be the sole responsibility of the Library.

No Partnership or Agency.

The provisions of this Agreement are not intended to create, and shall not be interpreted to create, a joint venture, a partnership or any similar relationship between the parties nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

Governing law.

This Agreement shall be construed and enforced in accordance with the law of the state of Kansas.

Notices

Any notice required by this Agreement shall be effective upon hand-delivery of writing to the CEO of the Library or to the Superintendent of the School District at their respective office.

Amendment and Assignment.

This Agreement shall not be amended nor assigned without the written consent of both School District and the Library.

Survivorship.

The provisions of this Agreement shall be binding upon each party and their successors.

Entire Agreement.

This document contains the entire agreement of the parties and supersedes any and all written and oral promises made and communicated between them.

Wherefore, the authorized representatives of the School District and the Library execute this Agreement on the date first above-written.

Topeka & Shawnee County Public Library

Gina J. Millsap, Chief Executive Officer

Topeka Public Schools, USD 501

Tiffany Anderson, Superintendent

	2020												2020	2019	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD 9 TO 20%	
CIRCULATION															
Main Library															
Circulation Desk & Renewals	49,054	39,071	65,263	64,378									217,766	191,031	14.0%
Interlibrary Loan	1,810	1,591		0									3,401	6,664	-49.0%
Self-Check	62,366	64,910	31,498	99									158,873	277,790	-42.8%
Bookmobile	20,178	18,089	12,884	9,447									60,598	71,693	-15.5%
Red Carpet	7,696	6,587		3,540									17,823	28,644	-37.8%
Digital Downloads	43,780	40,039	44,402	51,917									180,138	155,243	16.0%
Library @ Work / Smartlocker	2,600	2,274	2,045	1,219									8,138	9,715	-16.2%
TOTAL CIRCULATION	187,484	172,561	156,092	130,600									646,737	740,780	-12.7%
CIRCULATION DETAILS															
Print Material	85,593	79,197	70,608	52,705									288,103	341,879	-15.7%
Audio/Visual Material	52,127	48,494	37,936	23,012									161,569	225,075	-28.2%
Adult Materials	82,458	77,081	62,642	41,133									263,314	340,677	-22.7%
Children's Materials	42,688	38,982	35,816	27,628									145,114	177,035	-18.0%
Young Adult Materials	3,844	3,592	3,549	2,612									13,597	15,582	-12.7%
Red Carpet Materials	8,730	8,036	6,584	4,344									27,694	33,660	-17.7%
NEW Patrons															
Topeka / Shawnee County															
Adults	648	621	498	266									2,033	2,320	-12.4%
Children (ages 17 and under)	112	126	116	32									386	548	-29.6%
Red Carpet Outreach	11	13	9	0									33	45	-26.7%
NEKL	64	70	110	73									317	258	22.9%
Non-Resident	0	1	3	17									21	2	950.0%
Total New Registrations	835	831	736	388									2,790	3,173	-12.1%
PATRONS DELETED	2,511	2,913	435	1,066									6,925	6,343	9.2%
BORROWERS															
Topeka / Shawnee County															
Adults	51,951	51,430	51,338	51,676									51,676	53,344	-3.1%
Children (age 0 - 17)	16,566	15,650	15,462	15,613									15,613	18,819	-17.0%
TSCPL @ School	16,102	16,124	16,124	16,124									16,124	*	*
Red Carpet Outreach	1,161	1,157	1,151	1,149									1,149	1,166	-1.5%
NEKL	7,031	6,964	7,011	6,908									6,908	7,347	-6.0%
Non-Resident	43	42	45	100									100	42	138.1%
Delinquent	107	116	93	99									99	112	-11.6%
TOTAL BORROWERS	92,961	91,483	91,224	91,669									91,669	80,830	13.4%
Holds Satisfied	19,196	16,770	8,921	2									44,889	76,515	-41.3%
CHECK-IN															
TOTAL CHECK-IN	93,912	92,730	48,932	14									235,588	385,147	-38.8%
	2020												2020	2018	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD 8 TO 19%	
COLLECTION															
Materials Added	5,362	4,329	2,377	0									12,068	19,341	-37.6%
Materials Discarded	8,237	7,955	3,866	4,435									24,493	24,660	-0.7%
TOTAL COLLECTION	400,318	396,692	395,203	390,768									390,768	418,682	-6.7%
WEBSITE															
tscpl.org Unique Visitors	39,663	33,321	36,580	25,636									135,200	123,314	9.6%
tscpl.org Total Visits	66,201	56,255	58,118	40,730									221,304	218,714	1.2%
catalog.tscpl Unique Visitors	21,190	19,294	13,546	8,092									62,122	78,160	-20.5%

catalog.tscpl Total Visits	49,784	44,997	32,337	19,024														146,142	178,553	-18.2%
NOTARY SERVICE	154	243	*	0														397	622	-36.2%
REFERENCE QUESTIONS																				
Public Services	9,900	10,787	*	554														21,241	53,567	-60.3%
Topeka Room	701	275	*	0														976	2,749	-64.5%
Plaza**	1,272	1,443	*	0														2,715	0	
Youth Services	2,397	2,432	*	0														4,829	11,622	-58.4%
Gallery	0	0	*	0														0	167	-100.0%
TOTAL REFERENCE QUESTIONS	14,270	14,937	*	554														29,761	68,105	-56.3%
GATE COUNT	46,507	42,387	20,990	0														109,884	235,675	-53.4%
MEETING ROOMS																				
Meeting Room Bookings	471	738	280	0														1,489	2,956	-49.6%
Team Room Bookings	1,639	870	590	0														3,099	6,347	-51.2%
Total Meeting Room Hours Booked	3,005	3,049	2,073	0														8,127	24,884	-67.3%
TOTAL ATTENDANCE	11,037	6,119	3,044	0														20,200	55,850	-63.8%
LEARN & PLAY BUS VISITS	228	247	*	0														475	891	-46.7%
PROGRAM ATTENDANCE																				
Adult - General	520	124	118	110														872	1,363	-36.0%
Computer Training	0	95	0	0														95	244	-61.1%
Outreach	2,696	2,257	627	0														5,580	12,894	-56.7%
Kids	809	848	815	0														2,472	2,613	-5.4%
Movies	13	18	0	0														31	59	-47.5%
Books	12	80	17	17														126	227	-44.5%
Art	0	19	26	0														45	296	-84.8%
Teens	0	97	21	0														118	12	883.3%
Music	30	382	107	0														519	100	419.0%
TOTAL ATTENDANCE	4,080	3,920	1,731	127														9,858	17,808	-44.6%
GALLERY ATTENDANCE	0	0	0	0														0	6,470	-100.0%
COMPUTER USE																				
Public Computer Sessions	12,738	12,953	*	0														25,691	59,838	-57.1%
Avg Public Computer Session Length	0:55:02	0:56:28	*	0:00:00														0:55:45	0:56:33	-1.4%
Total Computer Hours	11,684	12,190	*	0														23,874	56,394	-57.7%
Wireless Sessions	18,107	16,309	*	1,319														35,735	63,504	-43.7%
Avg Wireless Session Length	0:28:00	0:29:00	*	0:34:00														0:28:41	0:28:45	-0.2%
Total Wireless Hours	8,450	7,883	*	747														17,080	30,426	-43.9%
TOTAL HOURS	20,134	20,073	*	747														40,954	86,819	-52.8%
	2020																2018		Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total			YTD 8 TO 19%				
CIRCULATION DETAILS																				
Print Material																				
Adult Fiction	17,086	15,740	14,295	9,960										57,081	67,708	-15.7%				
Adult Nonfiction	20,593	19,254	17,068	13,066										69,981	82,153	-14.8%				
Juvenile Fiction	25,224	23,251	21,693	17,000										87,168	104,119	-16.3%				
Juvenile Nonfiction	8,407	7,695	6,379	5,486										27,967	31,272	-10.6%				
Magazines	1,793	1,690	1,335	270										5,088	7,704	-34.0%				
RC Print Materials	8,495	7,787	6,405	4,217										26,904	32,776	-17.9%				
RC Realia	235	249	179	127										790	884	-10.6%				
YA Print Materials	3,760	3,531	3,490	2,579										13,360	15,263	-12.5%				
PRINT CIRCULATION	85,593	79,197	70,844	52,705										288,339	341,879	-15.7%				
Audio / Visual Material																				
Adult Audiobooks	3,154	3,131	2,599	1,798										10,682	15,672	-31.8%				
Adult Music	3,507	3,164	2,500	1,529										10,700	15,177	-29.5%				
Adult Videos / DVDs	36,325	34,102	25,046	14,510										109,983	152,263	-27.8%				

