

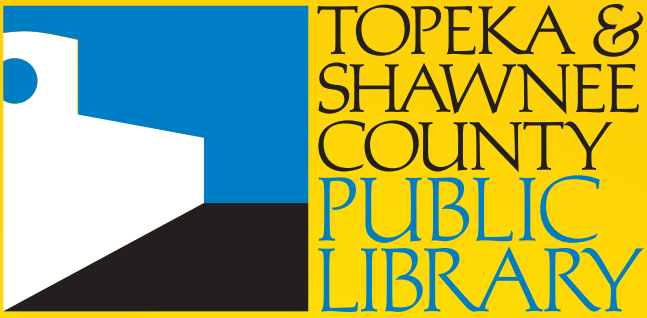


**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

**May 19, 2022**





# 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







**Call to Order**

**Public Comment**

**Trustee Advocacy Stories**

**Approval of April 21, 2022, Meeting Minutes of the Board of Trustees –  
[Action Item](#) pg. 5**

**Chief Financial Officer’s Report – Kim Strube pg. 10**

**Financial Reports**

- Treasurer’s Report – Peg Dunlap
- Financial Report – [Action Item](#)

**The Library Foundation – Judy Moler, Board Chair**

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

**Board Chair Report – Jim Edwards**

- Approval of May 9, 2022, Meeting Minutes Board of Trustees Executive  
Committee – [Action Item](#) pg. 25

**Chief Executive Officer Report – Marie Pyko pg. 27**

- Strategic Planning 2023- [Action Item](#) pg. 32

**Chief of Staff Report – Thad Hartman pg. 33**

- Program Plan and Exhibit Plan presentation- Public Services Supervisor  
Debbie Stanton and Program Manager Jacqueline Belden.

**New Business**

- **Exhibits Policy**, first reading **pg. 43**
- **Program Policy** first reading **pg. 45**
- **Fire Panel Purchase for 1020 Building** **pg. 49**

**Adjournment**

**Public Comment**

Those wishing to sign up for public comment will need to contact Executive Assistant Aubrey Conner at least 30 minutes before the meeting at 785-580-4484 and/or [aconner@tscpl.org](mailto:aconner@tscpl.org) to request their name be placed on the public comment listing.

**Next Meeting**

June 16, 2022

4:00 pm

Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/85319306913>

Meeting ID: 853 1930 6913

Passcode: 875701

\*Subject to change without notice



### **Board Members Present**

Jim Edwards – Chair, Kacy Simonsen – Vice Chair, Joan Hicks – Secretary, Peg Dunlap, Shawn Leisinger – Treasurer, Beth Dobler, Jennifer Miller, Kristen O’Shea

### **Board Members Absent**

Liz Post and Jim Ramos

### **Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, April 21, 2022, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10<sup>th</sup> Ave, was called to order at 4:00 pm by Chair Jim Edwards.

### **Public Comment**

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

### **Trustee Advocacy Stories**

Board of Trustees member Peg Dunlap went to PLA in late March, and it was her first time going as a Trustee. Dunlap was proud of the quality of the policies employed by the library. She found it interesting to speak to people from different libraries in different states. She said that Portland was an experience. Dunlap spoke about Portland’s issue with homelessness. Dunlap expressed thanks to the library’s attorney Chuck Engel as she stated many libraries do not have counsel.

Foundation Chair Judy Moler also spoke to her time at PLA. Moler said overall it was a wonderful experience. She expressed gratitude for the opportunity to go. She had a wonderful time.

Board of Trustees Chair Jim Edwards spoke of his experience at PLA. He seconded what was said by the others. Edwards stated it was well worth the time and experience to visit with folks.

Chief Executive Officer Marie Pyko mentioned that in talking to other library professionals, there were not as many trustees or board representation for other libraries present at PLA. Pyko stated this was a testament to the dedication the Board of Trustees have to this library.

### **Approval of Minutes**

On a motion by Peg Dunlap, seconded by Kacy Simonsen, the March 17, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

### **Audit Report**

Stacey Hammond, Director with BT&Co., P.A., reviewed the 2021 Audit Report. She reported that the library received an unmodified audit opinion (the best report an organization can receive) without any findings or deficiencies. The audit was free from material misstatement and fairly presented with generally accepted auditing standards. Hammond noted no issues or problems.

On a motion by Shawn Leisinger, seconded by Joan Hicks, the 2021 Audit Report was accepted as presented.

Motion passed unanimously.

### **Chief Financial Officer's Report**

Chief Financial Officer Kim Strube noted no additions to her report.

### **Financial Reports**

Board Treasurer Shawn Leisinger reported that he reviewed the financial reports and reviewed and approved the bank reconciliations for March 2022.

On a motion by Shawn Leisinger and seconded by Kacy Simonsen, the Treasurer's Financial Report for March 2022 was accepted.

Motion passed unanimously.

### **The Library Foundation**

The Library Foundation Chair Judy Moler shared that contributions for 2022 are up when compared to 2021.

Our annual report will be delivered to donors and supporters over the next two weeks and I am thrilled to report that our beautiful new website has launched!

Over the past 40 years The Library Foundation has played a crucial role in securing planned gifts from supporters of our dear library system. As we look to the future we are renewing our efforts in this area by launching a strategic marketing campaign on finding new philanthropic supporters.

Through efforts to match donors goals with the needs of the library, relationships are formed. While our Wilder Society members let us know that we are in their plans for legacy giving we never quite know what that entails until after they are gone.

Last Fall one of our dearest donors passed away, shortly after we learned of he and his wife's final intentions to support The Library Foundation.

In January, The Library Foundation received possession of the home and contents of these amazing people. Since then, Foundation Board Members, Staff and volunteers have been hard at work preparing the items for sale, as per our policies.

The contents of the home have begun being sold through online auctions. This weekend, the home will go on the market and be sold to benefit The Library Foundation. It's a beautiful property that is sure to make an exciting home for a new family. The full value of Glenn & Claire Swogger's final undesignated gifts has yet to be seen but we know that the impact will be great and far reaching for many years to come. I invite you to read a tribute to them that is posted on the Foundation's website. Their love for each other, this community and our library system is incredible and we are deeply grateful that they have entrusted us with these gifts.

Judy Moler had nothing further to add.

### **Friends of Topeka and Shawnee County Public Library**

The Friends President Christy Molzen shared that the Friends Scholarship Committee had budgeted for a single \$500 scholarship, and that was awarded to Katie Simmons, who plans to use it to take a class this summer. In addition, committee member Ruth Nelson, who is a retired teen librarian, was so impressed with Angie Reed that she has personally provided Angie a \$500 scholarship.

Molzen stated that several regional libraries have purchased some of the old library furniture that was advertised on the Kansas library listserv. The Friends have sold shelving, tables, chairs, etc. Some of the libraries that have appreciated getting good deals on used items include the Pottawatomie Wabaunsee Regional Library, Wetmore Public Library and Wamego Public Library. This will be an on-going project for Friends Executive Mary Campbell, as there are many more items to be sold.

Molzen announced that this weekend is the Friends' next book sale. Friday night from 5-8 pm is members only and library employees and Trustees are all invited to attend; Saturday the sale is open from 9 am-3 pm and Sunday is \$10 bag day from 12-3 pm.

Christy Molzen had nothing further to add.

### **Board Chair Reports**

Chair Jim Edwards reported the Executive Committee met via Zoom on April 11, 2022.

On a motion by Jim Edwards, seconded by Kacy Simonsen, the April 11, 2022, minutes of the Board of Trustees Executive Committee were approved.

Motion passed unanimously.

### **Chief Executive Officer Report**

Chief Executive Officer Marie Pyko stated that she is continuing to stay on top of board openings. She shared that two of our appointments have been filled by the County Commission. We are waiting to hear about the third appointment.

### **Chief of Staff Report**

Hartman shared that at this time, there isn't much traffic for the early open masked hour of service on weekdays from 8 am-9 am. He stated this was more of a soft launch, but marketing for this hour of service is about to become more aggressive.

Kristen O'Shea and Thad Hartman stated that Kansas State Parks passes will be available for check out starting in May. O'Shea worked with other states to learn what they did and connected with Kansas Parks and Wildlife

Thad Hartman had nothing further to add.

## **New Business**

### **Election of Officers**

Jim Edwards passed the gavel to Vice Chair Kacy Simonsen during the Election of Officers. Beth Dobler gave the Nominating Committee's report in Liz Post's stead. The Nominating Committee consists of Beth Dobler, Liz Post, and Jim Ramos. The Nominating Committee wishes to nominate the following people:

Jim Edwards – Chair

Shawn Leisinger – Vice Chair

Joan Hicks – Secretary

Peg Dunlap – Treasurer

On a motion by Beth Dobler, seconded by Kristen O'Shea, the Board of Trustees, Topeka and Shawnee County Public Library approves the Nominating Committee Report.

Motion passed unanimously.

### **Expression of Gratitude to Kacy Simonsen**

On a motion by Jim Edwards, seconded by Joan Hicks, the motion passed unanimously.

Kacy Simonsen stated she loved her time on the board. Simonsen joked that maybe when she retires, she will work at a library. She is open to the idea of being on the Board of Trustees again in the future.

### **Expression of Gratitude to Kristen O'Shea**

On a motion by Jim Edwards, seconded by Beth Dobler, the motion passed unanimously.

Kristen O'Shea stated she loved being on the Board and getting to know everyone. O'Shea wants to continue to be an advocate. She expressed her respect and admiration for organizations who can think outside the box. She stated that the library really wows her.

## **Adjournment**

On a motion by Peg Dunlap, seconded by Kristen O'Shea, the Topeka and Shawnee County Public Library Board of Trustees Meeting was adjourned at 4:47 pm.

## **Next Meeting**

Thursday, May 19, 2022

4:00 pm



Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/85319306913>

Meeting ID: 853 1930 6913 | Passcode: 875701

\*Subject to change without notice

**Chief Financial Officer's Report  
May 2022  
Kim Strube**

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

The Children's Art Show Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

**General Fund – Pages 3 through 5**

With 32.9% of the budget year completed, 53% of the budgeted revenue has been received and 34% of the approved budget has been expended/encumbered. This compares to 2021 in which 52% of the budgeted revenue had been received and 30% of the approved budget had been expended/encumbered.

**Employee Benefit Fund – Page 6**

With 32.9% of the budget year completed, 53% of the budgeted revenue has been received and 26% of the approved budget has been expended/encumbered. This compares to 2021 in which 53% of the budgeted revenue had been received and 31% 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 \$4,680,583.

**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	Install new condenser fan motors, blades, and contactors	\$5,250.00	McElroy's Inc.
Change Order #2 – Tech Zone - approved facilities master plan budget	Install elevator card reader and “On-Air” signs	\$11,957.40	Shirley Construction Inc.
Paid from Foundation Funds	Food for 2022 Employee Appreciation Week	\$5,100.00	Millennium Cafe
Approved operating budget	Annual subscription renewal for Museum Plus	\$7,500.00	Zetcom North America Inc.
Approved operating budget	Annual maintenance for Polaris	\$59,550.31	Innovative Interfaces, Inc.
Approved operating budget	Annual Windows licensing renewal	\$6,694.50	Govconnection, Inc.
Library Materials	Juvenile fiction and non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Lynda Library online	\$20,000.00	Linkedin Corporation
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Hoopla online	\$28,443.13	Midwest Tape LLC
Library Materials	Adult fiction	\$5,800.00	Ingram Library Services

**Other Items:**

- Copies of the 2021 audit have been filed with: (1) State of Kansas (as required by state statute); (2) Dun and Bradstreet for bond ratings; and (3) CoreFirst Bank. Also, the audit is posted on the TSCPL public website and hard copies are stored in the vault and available in the Topeka Room.
- The 3-year agreement with BT&Co. for professional audit services ended with the 2021 annual audit. A fixed-bid, Request for Proposal (RFP) will be issued in late August 2021 for a multi-year agreement for the three years ending 12/31/2022, 12/31/2023 and 12/31/2024 with audits beginning each January 2023, 2024, and 2025.
- VisionBank will merge with Community National Bank on June 13<sup>th</sup> ; the Library’s Capital Improvement funds are held at VisionBank. The funds will be moved to a tiered money market account at Community National Bank. I will compare the Community National Bank money market interest rate to the statutory investment rates as calculated by the Pooled Money Investment Board when the transfer occurs.
- Please remember to schedule the forthcoming Board budget work sessions:
  - Tuesday, June 7<sup>th</sup>, 9 to 11 in the Menninger Room
  - Wednesday, July 13<sup>th</sup>, 1 to 3 pm in the Menninger Room

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

4/30/2022

	<u>Balance 1/1/2022</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 4/30/2022</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,966,095.33	\$ 8,212,047.91	\$ 4,563,548.92	\$ 8,614,594.32
Employee Benefits	1,405,524.62	2,185,783.70	1,137,552.54	\$ 2,453,755.78
Capital Improvement	4,677,506.88	3,076.38	-	\$ 4,680,583.26
Bond & Interest	-	1,082.92	-	\$ 1,082.92
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	49,170.44	49,293.13	80,045.24	\$ 18,418.33
Federal, State & Local Grants	24,044.03	800.00	5,553.16	\$ 19,290.87
Other Special Revenue	554,736.57	9,058.76	47,726.74	\$ 516,068.59
Permanent Funds	273,836.43	25,972.35	-	\$ 299,808.78
<b>Totals</b>	<b><u>\$ 11,950,914.30</u></b>	<b><u>\$ 10,487,115.15</u></b>	<b><u>\$ 5,834,426.60</u></b>	<b><u>\$ 16,603,602.85</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 471,464.84
Restricted Funds-CoreFirst Bank-Checking	517,335.26
Capital Improvement Fund-VisionBank-Money Market Account	4,680,583.26
Cash on Hand	2,604.25
Petty Cash	220.00
Endowment Securities	299,808.78
Municipal Investment Pool - Overnight	4,689,973.61
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	6,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 16,661,990.00</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	4,408.99
Less Payroll Deduction and Employer Benefit Liabilities	(11,155.52)
Less Outstanding Checks	65,133.68
	<b><u>\$ 16,603,602.85</u></b>

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

4/30/2022

	1/1/2022 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	4/30/2022 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 4,966,095.33	\$ 8,212,047.91	\$ 822,914.53	\$ 3,740,634.39	\$ 8,614,594.32	\$ 1,882,849.84	\$ 6,731,744.48
Employee Benefit Fund	1,405,524.62	2,185,783.70	531.00	1,137,021.54	2,453,755.78	30,150.00	2,423,605.78
Capital Improvement Fund	4,677,506.88	3,076.38	-	-	4,680,583.26	-	4,680,583.26
Bond & Interest Fund	-	1,082.92	-	-	1,082.92	-	1,082.92
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	49,170.44	49,293.13	49,170.44	30,874.80	18,418.33	18,418.33	0.00
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	800.00	-	550.00	275.00	250.00	25.00
Library Services & Technology Ac	24,000.00	-	-	5,003.16	18,996.84	16,644.34	2,352.50
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,647.98	10.76	-	-	10,658.74	-	10,658.74
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	847.22	(847.22)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.29	0.04	-	-	31.33	-	31.33
Friends	106,947.21	76.74	6,461.00	29,173.09	71,389.86	3,836.71	67,553.15
Fun Committee	4,227.14	583.72	-	-	4,810.86	-	4,810.86
Gallery Competitions/Exhibits	36,384.15	36.75	-	-	36,420.90	-	36,420.90
Gifts/Memorials (Undesignated)	349,198.19	5,969.68	-	7,155.94	348,011.93	104,054.90	243,957.03
Hathaway Trust - Library Materials	2,986.83	1,451.30	73.96	923.24	3,440.93	448.50	2,992.43
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,745.89	892.44	23.47	1,250.51	5,364.35	(2.87)	5,367.22
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,121.17	15.28	-	2,450.00	13,686.45	948.00	12,738.45
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,281.40	4.33	-	-	4,285.73	-	4,285.73
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,730.90	5.78	-	-	5,736.68	-	5,736.68
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.34	0.04	-	-	36.38	-	36.38
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,187.74	2.22	-	-	2,189.96	-	2,189.96
Youth Services	9,751.65	9.68	140.96	74.57	9,545.80	149.56	9,396.24
<i>Permanent Funds</i>							
Mertz Trust	273,836.43	25,972.35	-	-	299,808.78	-	299,808.78
<b>TOTALS</b>	<b>\$ 11,950,914.30</b>	<b>\$ 10,487,115.15</b>	<b>\$ 879,315.36</b>	<b>\$ 4,955,111.24</b>	<b>\$ 16,603,602.85</b>	<b>\$ 2,058,594.53</b>	<b>\$ 14,545,008.32</b>



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

4/30/2022

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 4/30/2022</u>
				32.9%
Ad Valorem Property Tax	\$ 13,757,845.00	\$ 7,876,914.34	\$ (5,880,930.66)	57%
Revitalization Rebates	(144,572.00)	(105,665.27)	\$ 38,906.73	73%
Back Tax	-	116,794.49	\$ 116,794.49	N/A
Motor Vehicle Tax	1,540,929.00	165,964.17	\$ (1,374,964.83)	11%
Recreational Vehicle Tax	15,862.00	1,376.83	\$ (14,485.17)	9%
16/20 M Vehicle Tax	5,946.00	5,407.51	\$ (538.49)	91%
In Lieu of Tax	20,114.00	42,796.50	\$ 22,682.50	213%
Watercraft Special Tax**	8,446.00	-	\$ (8,446.00)	0%
Commercial Vehicle Fees	51,476.00	37,839.86	\$ (13,636.14)	74%
E-Rate Reimbursement	19,902.00	-	\$ (19,902.00)	0%
Miscellaneous Revenue	3,000.00	7,297.42	\$ 4,297.42	243%
Miscellaneous Revenue - Recyclg	-	170.60	\$ 170.60	N/A
Salary Refunds-Foundation	97,463.00	33,314.63	\$ (64,148.37)	34%
Salary Refunds-Friends	32,157.00	10,523.07	\$ (21,633.93)	33%
Salary Refunds-Shawnee Cty	-	8,290.60	\$ 8,290.60	N/A
Vending Machines	2,000.00	348.26	\$ (1,651.74)	17%
Overdue Fees*	10,000.00	8,620.93	\$ (1,379.07)	86%
Debt Collect	-	328.03	\$ 328.03	N/A
ILL Fees	100.00	89.44	\$ (10.56)	89%
Mailing Fees	100.00	3.98	\$ (96.02)	4%
Non Resident Card Fee	300.00	85.00	\$ (215.00)	28%
Obituary Fees	-	145.00	\$ 145.00	N/A
Meeting Room Charges	-	425.00	\$ 425.00	N/A
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	2,000.00	977.52	\$ (1,022.48)	49%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,536,202.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 17,984,820.00</u></b>	<b><u>\$ 8,212,047.91</u></b>	<b><u>\$ (7,236,570.09)</u></b>	<b>53%</b>

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

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

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

4/30/2022

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					32.9%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 1,476.88	\$ -	\$ 4,923.12	23%
Salaries-Facilities	706,922.00	172,157.21	-	534,764.79	24%
Salaries-Overtime	10,000.00	1,084.39	-	8,915.61	11%
Salaries-Security	281,754.00	84,773.88	-	196,980.12	30%
Salaries-Shelvers	65,154.00	7,929.12	-	57,224.88	12%
Salaries-Staff	7,821,156.00	2,180,670.07	-	5,640,485.93	28%
Conferences	157,000.00	34,795.06	16,656.22	105,548.72	33%
Staff Internal Dev/Trng - Web Based	15,000.00	739.00	50.00	14,211.00	5%
Staff Development & Training	15,000.00	368.34	-	14,631.66	2%
Mileage	9,100.00	349.80	6,571.40	2,178.80	76%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,500.00	1,877.08	10.00	612.92	75%
Materials-Periodicals	28,000.00	754.08	-	27,245.92	3%
Materials-Print/Non-Print <1 YR	661,000.00	156,037.06	396.00	504,566.94	24%
Materials-Print/Non-Print	1,228,000.00	312,374.17	98,628.44	816,997.39	33%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	150.00	-	7,850.00	2%
Cataloging and ILL Services	105,805.00	20,614.98	73,385.02	11,805.00	89%
Contracted-Digital Services	538,078.00	107,865.60	106,119.62	324,092.78	40%
Contracted-Facilities	326,400.00	146,636.82	63,035.02	116,728.16	64%
Contracted-Equipment	51,100.00	9,134.69	15,912.02	26,053.29	49%
Contracted-Professional	304,400.00	66,222.91	78,215.48	159,961.61	47%
Contracted-E-Rate Services	1,791.00	-	-	1,791.00	0%
Digital Services Support	297,300.00	21,648.60	7,797.71	267,853.69	10%
Furniture/Equipment	91,465.00	-	-	91,465.00	0%
Insurance	56,000.00	32,455.00	26,655.00	(3,110.00)	106%
Marketing & Communication	47,500.00	4,418.15	7,046.92	36,034.93	24%
Memberships/Dues	30,900.00	13,401.60	434.00	17,064.40	45%
Miscellaneous	5,000.00	762.16	155.98	4,081.86	18%
Payments to Other Libraries	118,962.00	-	-	118,962.00	0%
Postage/Shipping	82,764.00	24,803.97	1,696.06	56,263.97	32%
Printing	114,300.00	1,561.77	2,156.86	110,581.37	3%
Programming	57,000.00	5,104.70	5,371.70	46,523.60	18%
Special Events	-	-	-	-	0%
Special Projects	1,650,000.00	131,960.32	878,769.56	639,270.12	61%
Supplies-Facilities	98,000.00	21,104.38	49,912.38	26,983.24	72%
Supplies-Office/Library	89,600.00	18,288.87	8,121.77	63,189.36	29%
Supplies-Processing	45,000.00	4,379.64	7,100.42	33,519.94	26%
Telecommunications	99,100.00	19,940.67	46,294.57	32,864.76	67%
Transfer Out	550,000.00	-	-	550,000.00	0%
Utilities-Electric	374,544.00	72,117.21	271,440.23	30,986.56	92%
Utilities-Gas	67,626.00	32,321.89	19,407.00	15,897.11	76%
Utilities-Water/Sewage	35,700.00	7,665.13	21,534.87	6,500.00	82%
Vehicle-Gas	31,000.00	7,769.80	-	23,230.20	25%
Vehicle-Repair	50,500.00	14,949.81	22,445.41	13,104.78	74%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(30.42)	-	30.42	N/A
<b>TOTALS</b>	<b>\$ 17,984,821.00</b>	<b>\$ 3,740,634.39</b>	<b>\$ 1,835,319.66</b>	<b>\$ 10,758,866.95</b>	<b>34%</b>

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

4/30/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2022</b>	<b>\$ 2,536,202.00</b>	<b>\$ 4,031,694.91</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,757,845.00	7,876,914.34	57%
Revitalization Rebates	(144,572.00)	(105,665.27)	73%
Back Tax	-	116,794.49	N/A
Motor Vehicle Tax	1,540,929.00	165,964.17	11%
Recreational Vehicle Tax	15,862.00	1,376.83	9%
16/20M Vehicle Tax	5,946.00	5,407.51	91%
In Lieu of Tax	20,114.00	42,796.50	213%
Watercraft Special Tax	8,446.00	-	0%
Commercial Vehicle Fees	51,476.00	37,839.86	74%
E-Rate Reimbursement	19,902.00	-	0%
Fees and Charges	16,000.00	17,343.06	108%
Reimbursements	129,620.00	52,298.90	40%
Transfer In	25,050.00	-	
Interest on Idle Funds	2,000.00	977.52	49%
	<u>\$ 15,448,618.00</u>	<u>\$ 8,212,047.91</u>	53%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,891,386.00	2,448,091.55	28%
Other Staff Support Costs	196,100.00	59,529.82	30%
Library Collections	1,919,500.00	570,076.83	30%
Contracted Services	1,327,574.00	687,142.16	52%
Digital Services Support	297,300.00	29,446.31	10%
Furniture/Equipment/Art	99,465.00	150.00	0%
Payments to Other Libraries	118,962.00	-	0%
Special Projects	1,650,000.00	1,010,729.88	61%
Utilities & Telecommunications	576,970.00	490,721.57	85%
Vehicles	81,500.00	45,165.02	55%
Other Operating Expenditures	626,063.00	234,900.91	38%
Transfer Out	550,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,984,820.00</u>	<u>\$ 5,575,954.05</u>	34%
Prior Year Canceled Purchase Orders		<u>\$ 63,955.71</u>	
<b>Unencumbered Balance 4/30/2022</b>	<b>\$ -</b>	<b><u><u>\$ 6,731,744.48</u></u></b>	

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

4/30/2022

**EMPLOYEE BENEFITS**

	<u>2022 Budget</u>	<u>Year To Date</u>	<u>%</u>
<b>Balance 01/01/2022</b>	<b>\$ 802,327.00</b>	<b>\$ 1,403,457.62</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	\$ 3,663,189.00	\$ 2,098,822.60	57%
Revitalization Rebates	(38,494.00)	(28,136.07)	73%
Back Tax	-	26,578.15	N/A
Motor Vehicle Tax	363,700.00	38,088.03	10%
Recreational Vehicle Tax	3,744.00	316.87	8%
16/20M Vehicle Tax	1,403.00	1,149.70	82%
In Lieu of Tax	8,323.00	11,395.64	137%
Watercraft Special Tax*	1,994.00	-	0%
Commercial Vehicle Fees	12,150.00	8,816.49	73%
Refund-Fringe Benefits-Foundation	48,256.00	14,783.36	31%
Refund-Fringe Benefits-Friends	20,829.00	4,917.55	24%
Refund-Fringe Benefits-Shawnee Cty	-	5,473.83	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	3,125.40	N/A
Interest on Idle Funds	1,000.00	452.15	45%
	<u>\$ 4,086,094.00</u>	<u>\$ 2,185,783.70</u>	53%
<b>Expenditures/Encumbrances:</b>			
Employee Assistance Program	\$ 7,137.00	\$ 6,372.00	89%
Cafeteria Plan Administration Fees	3,145.00	2,297.00	73%
Social Security/Medicare	680,191.00	173,133.97	25%
Ks Public Employees Retirement Sys	864,426.00	213,498.59	25%
Worker's Compensation	54,000.00	50,112.35	93%
Unemployment Tax	8,891.00	20,851.44	235%
Health/Dental Insurance	2,870,631.00	700,906.19	24%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,888,421.00</u>	<u>\$ 1,167,171.54</u>	26%
Prior Year Canceled Purchase Orders		\$ 1,536.00	
<b>Unencumbered Balance 4/30/2022</b>	<b>\$ -</b>	<b>\$ 2,423,605.78</b>	

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

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/2022</b>		<b>\$ 4,677,506.88</b>
<b>Revenue:</b>		
Transfer In		\$ -
Interest received		3,076.38
		<u>\$ 3,076.38</u>
<b>Expenditures/Encumbrances:</b>		
Contracted - Professional		-
Capital Outlay		-
		<u>-</u>
Prior Year Canceled Purchase Orders		-
<b>Unencumbered Balance 4/30/2022</b>		<b>\$ 4,680,583.26</b>

**STATE AID**

<b>Balance 01/01/2022</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State Aid	-	49,293.13
	<u>\$ -</u>	<u>\$ 49,293.13</u>
<b>Expenditures/Encumbrances:</b>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	49,293.13
	<u>\$ 52,000.00</u>	<u>\$ 49,293.13</u>
<b>Unencumbered Balance 4/30/2022</b>		<b>\$ -</b>

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

4/30/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2022</b>	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	1,072.37	4%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	10.55	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	-	0%
	<u>\$ 25,050.00</u>	<u>\$ 1,082.92</u>	4%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 25,050.00</u>	<u>\$ -</u>	0%
<b>Unencumbered Balance 4/30/2022</b>	<u><u>\$ -</u></u>	<u><u>\$ 1,082.92</u></u>	

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



**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments as of April 30, 2022**

**Capital Improvement Funds-VisionBank**

\$ 4,680,583.26 at .20% (money market account)

**Municipal Investment Pool**

\$ 4,689,973.61 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

5,000,000.00 General fund; 90-day 2/25/2022 at .35%,  
maturity 5/26/2022

1,000,000.00 Employee benefit fund; 90-day 2/25/2022 at  
.35%, maturity 5/26/2022

\$10,689,973.61

\* rates vary by day - average April 1 - 30, 2022 was .10%

**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, 2022**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	21501	0	4/7/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,212.04	-97667
10	21502	0	4/7/2022	PAYCOM PAYROLL LLC	State W/H	\$ 10,594.06	-97667
15	21521	0	4/7/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 1,893.53	-97667
10	21503	0	4/7/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,583.22	-97667
15	21504	0	4/7/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,583.22	-97667
10	21503	0	4/7/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,112.15	-97667
15	21504	0	4/7/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,112.15	-97667
10	21514	0	4/7/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97667
10	41000	313	4/7/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,874.52	-97667
10	41000	313	4/7/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ (1,874.52)	-97667
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 77,984.06	<b>-97667 Total</b>
10	21505	0	4/7/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,852.16	-97666
15	21516	0	4/7/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,480.84	-97666
10	21513	0	4/7/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,320.77	-97666
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 45,653.77	<b>-97666 Total</b>
10	21509	0	4/8/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,755.06	-97663
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,755.06	<b>-97663 Total</b>
10	41000	330	4/19/2022	COREFIRST BANK & TRUST	inflatable T-Rex	\$ 54.99	-97658
10	41000	330	4/19/2022	COREFIRST BANK & TRUST	inflatable Triceritop	\$ 51.99	-97658
10	41000	330	4/19/2022	COREFIRST BANK & TRUST	Makedo connectors	\$ 72.00	-97658
10	41000	330	4/19/2022	COREFIRST BANK & TRUST	decible meter	\$ 19.90	-97658
10	41000	330	4/19/2022	COREFIRST BANK & TRUST	inflatable Triceritop	\$ (51.99)	-97658
10	41000	310	4/19/2022	COREFIRST BANK & TRUST	PositiveSSL Wildcard DV C	\$ 249.00	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	RiteAV - VESA 300 Adapter	\$ 13.49	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	WALI Universal TV Mountin	\$ 10.99	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	RiteAV - VESA 300 Adapter	\$ (13.49)	-97658
10	41000	330	4/19/2022	COREFIRST BANK & TRUST	dinosaurs	\$ 160.93	-97658
10	41000	330	4/19/2022	COREFIRST BANK & TRUST	stickers	\$ 15.78	-97658
10	41000	736	4/19/2022	COREFIRST BANK & TRUST	Konica Minolta Bizhub C22	\$ 3,449.00	-97658
10	41000	330	4/19/2022	COREFIRST BANK & TRUST	Dino Stickers	\$ 95.88	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	8GB Flash drives Blue	\$ 242.90	-97658
10	41000	410	4/19/2022	COREFIRST BANK & TRUST	kids masks 2000 ea	\$ 675.00	-97658
10	41000	410	4/19/2022	COREFIRST BANK & TRUST	adult masks 2000 ea	\$ 749.95	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	RiteAV - VESA 300 Adapter	\$ 15.95	-97658

**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, 2022**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	330	4/19/2022	COREFIRST BANK & TRUST	Fun Mix Assorted Variety	\$ 24.99	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	rf ideas pcprox plus enro	\$ 480.98	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	Samsung Galaxy A02	\$ 158.00	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	Logitech K270 Wireless Ke	\$ 199.90	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	Blue paper	\$ 61.72	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	paperweight stand	\$ 154.00	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	Medium acrylic risers set	\$ 67.20	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	square acrylis riser set	\$ 162.64	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	Freight	\$ 94.08	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	24 x 30 maple frame	\$ 265.72	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	24 x 30 plexiglass	\$ 134.56	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	20 x 24 maple frame"	\$ 163.38	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	20 x 24 plexiglass"	\$ 68.88	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	11 x 14 maple frame"	\$ 126.80	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	11 x 14 plexiglass"	\$ 33.84	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	16 x 20 maple frame"	\$ 224.40	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	16 x 20 plexiglass"	\$ 79.25	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	shipping	\$ 99.80	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	Discount	\$ (159.04)	-97658
10	41000	341	4/19/2022	COREFIRST BANK & TRUST	Registration	\$ 350.00	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	Sharp Calculator	\$ 59.84	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	Sandisk 4tb extreme	\$ 459.99	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	Label writer & Labels	\$ 105.00	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	logitech b100 mouse	\$ 179.80	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	Cricut maker 3+ bundle	\$ 349.99	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	Cricut Knife housing	\$ 45.99	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	Cricut std grip mat	\$ 15.49	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	Cricut strng grip mat	\$ 17.99	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	Shipping	\$ 12.00	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	Tax (Credit Pending)	\$ 40.39	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	Shure SM58S kit	\$ 279.98	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	GVM RIng Light	\$ 79.00	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	magnus TR 13 tripod	\$ 74.95	-97658
10	41000	320	4/19/2022	COREFIRST BANK & TRUST	GoPro HERO8 kit	\$ 413.50	-97658

**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, 2022**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	330	4/19/2022	COREFIRST BANK & TRUST	Nestle Water 16.9oz	\$ 16.15	-97658
10	41000	330	4/19/2022	COREFIRST BANK & TRUST	watercolor paper 15x22",",CL"	40	-97658
10	41000	420	4/19/2022	COREFIRST BANK & TRUST	9.5x14.75 envelopes	\$ 267.20	-97658
				<i>Miscellaneous online orders paid by credit card</i>		\$ 11,060.63	<b>-97658 Total</b>
10	21501	0	4/21/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,322.74	-97650
10	21502	0	4/21/2022	PAYCOM PAYROLL LLC	State W/H	\$ 10,616.39	-97650
15	21521	0	4/21/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 2,454.60	-97650
10	21503	0	4/21/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,542.15	-97650
15	21504	0	4/21/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,542.15	-97650
10	21503	0	4/21/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,102.69	-97650
15	21504	0	4/21/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,102.69	-97650
10	21514	0	4/21/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97650
10	41000	313	4/21/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,875.39	-97650
10	41000	313	4/21/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ (1,501.71)	-97650
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 78,950.78	<b>-97650 Total</b>
10	21509	0	4/22/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,727.89	-97648
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,727.89	<b>-97648 Total</b>
10	21505	0	4/22/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,843.01	-97647
15	21516	0	4/22/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,467.19	-97647
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 44,310.20	<b>-97647 Total</b>
10	21515	0	4/25/2022	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 29,750.18	-97640
15	21515	0	4/25/2022	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 141,066.48	-97640
15	21515	0	4/25/2022	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 737.19	-97640
						\$ 171,553.85	<b>-97640 Total</b>
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 22.73	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 22.73	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 22.73	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 22.73	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 22.73	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 22.73	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 24.09	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 24.09	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 24.09	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 24.09	97655

**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, 2022**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 24.09	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 24.09	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 24.09	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 114.89	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 192.34	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 1,060.47	97655
10	41000	351	4/7/2022	EVERGY	Electric Service	\$ 26,284.04	97655
						\$ 27,956.75	<b>97655 Total</b>
10	23800	0	4/7/2022	JOHNSON CONTROLS FIRE PROTECTION LP	Upgrade Fire Alarm Panel	\$ 4,777.09	97660
10	41000	311	4/7/2022	JOHNSON CONTROLS FIRE PROTECTION LP	1020 fire panel inspection	\$ 896.00	97660
10	41000	311	4/7/2022	JOHNSON CONTROLS FIRE PROTECTION LP	Bookmobile fire suppression	\$ 608.00	97660
					<i>2022 approved operating budget - contracted facilities</i>	\$ 6,281.09	<b>97660 Total</b>
10	23800	0	4/14/2022	SHIRLEY CONSTRUCTION INC	Tech Zone Renovation	\$ 181,574.86	97694
						\$ 181,574.86	<b>97694 Total</b>
10	41000	352	4/21/2022	CONSTELLATION NEWENERGY - GAS	2022 Gas Services	\$ 6,032.33	97710
						\$ 6,032.33	<b>97710 Total</b>
10	41000	736	4/21/2022	HTK ARCHITECTS INC.	Chiller Replacement	\$ 4,525.00	97717
10	23800	0	4/21/2022	HTK ARCHITECTS INC.	TECH ZONE DESIGN	\$ 2,315.63	97717
						\$ 6,840.63	<b>97717 Total</b>
25	41000	736	4/21/2022	KANSAS CITY AUDIO-VISUAL INC.	Tech Zone Equipment	\$ 30,874.80	97719
					<i>RFP issued 1/13/2022 and approved by the Board on 3/13/2022</i>	\$ 30,874.80	<b>97719 Total</b>
10	41000	311	4/21/2022	MCELROY'S INC.	Repairs, labors, trip charge	\$ 5,250.00	97722
10	41000	311	4/21/2022	MCELROY'S INC.	R 22	\$ 651.00	97722
					<i>2022 approved operating budget - install new condenser fan motors</i>	\$ 5,901.00	<b>97722 Total</b>
10	41000	310	4/21/2022	ZETCOM NORTH AMERICA INC	SaaS annual fee	\$ 7,500.00	97737
					<i>2022 approved operating budget - annual subscription and support</i>	\$ 7,500.00	<b>97737 Total</b>
10	41000	313	4/28/2022	BT&CO., PA	Audit for YE 12/31/2021	\$ 14,000.00	97738
					<i>2022 approved operating budget - 3rd of 3 year agreement; final 2022 payment</i>	\$ 14,000.00	<b>97738 Total</b>
10	21512	0	4/29/2022	DELTA DENTAL OF KANSAS, INC	EE April Premiums	\$ 2,758.26	97756
15	21512	0	4/29/2022	DELTA DENTAL OF KANSAS, INC	ER April Premiums	\$ 10,231.88	97756
15	21512	0	4/29/2022	DELTA DENTAL OF KANSAS, INC	Retiree April Premiums	\$ 44.16	97756
10	21512	0	4/29/2022	DELTA DENTAL OF KANSAS, INC	EE May Premiums	\$ 2,572.78	97756
15	21512	0	4/29/2022	DELTA DENTAL OF KANSAS, INC	ER May Premiums	\$ 9,619.22	97756
15	21512	0	4/29/2022	DELTA DENTAL OF KANSAS, INC	Retiree May Premiums	\$ 44.16	97756



**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, 2022**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
						\$ 25,270.46	<b>97756 Total</b>
						\$ 755,228.16	<b>Grand Total</b>



Agenda  
Board of Trustees Executive Committee Meeting  
May 9, 2022, 4:00 pm – 5:00 pm  
Zoom Meeting

## **Agenda**

### **Executive Committee Members Present**

Jim Edwards – Chair, Shawn Leisinger – Vice Chair, Joan Hicks – Secretary, Peg Dunlap – Treasurer

### **Call to order**

The meeting of the Board of Trustees Executive Committee was held on May 9, 2022, via Zoom, and was called to order at 4:00 pm by Chair Jim Edwards.

### **Review Minutes and Agenda**

The minutes from the April 21, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees May 19, 2022, meeting were reviewed.

Chief Financial Officer Kim Strube spoke about the audit bid process. She explained that every three years the library goes out to bid. Kim will include a paragraph in her report about the bidding process.

Chief Executive Officer Marie Pyko will be doing a brief presentation to the board and will have an action item regarding the Strategic Planning Process.

Chief of Staff Thad Hartman briefly discussed the two policies being brought to the board for first reading at the next board meeting. He stated he will invite two library staff members to speak to the board about the differences and importance of the two policies.

## **Other Items**

Two new business items were discussed.

Thad Hartman spoke about the fire panel in the 1020 building. The panel is currently sounding the alarm for a fire but is not notifying the main library building of a fire concern in the 1020 building. There are two options for a new panel. Option one is to replace it with a Johnson Controls panel that will communicate with the current system in the main library, which is the recommended option. Option two is to replace the panel in the 1020 building with another vendor's panel. Discussion followed. It was decided that more research would be done, and the board would discuss the fire panel at the Board meeting on May 19, 2022.

Chief Human Resources Officer Jesse Maddox discussed interest in adding a potential shift differential for the overnight custodian.

Nothing further was discussed.

## **Trustee education**

Pyko discussed continuing Trustee Education on policies as they are presented at board meetings. The Executive Committee requested an education session about what mill levies are and how they are determined including how much of the library's money comes from commercial property tax vs residential for the Board Budget Session on June 7<sup>th</sup>.

Nothing further was discussed.

## **Adjournment**

On a motion by Jim Edwards, seconded by Shawn Leisinger, the meeting was adjourned at 4:44 pm.

## **Next Meeting**

Monday, June 13, 2022

4:00 pm – 5:00 pm

Zoom Meeting

## CHIEF EXECUTIVE OFFICER'S REPORT May 2022

### News and Updates

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

At the end of April, we were holding steady with 5,738 children enrolled in the program. Based on the 2020 Census for children under 5 years of age, we have 53.6% of children in Shawnee County that are registered for the program. The DPIL library team will be meeting in May to review our goals and programs to grow participation and determine next steps for outreach to specific zip codes. The charts for our zip code areas and demographic spread of the program are included at the end of my report.

#### **Welcome New Board Members**

At the April 14, 2022, Shawnee County Commission meeting, Bill Riphann, District 1, appointed Hannah Uhrig, Deputy Director of Public Works for the City of Topeka to the Library Board of Trustees. Hannah will serve a four-year term until 2026. Please join me in welcoming Hannah to the Board.

We are in the process of scheduling new Trustee orientation sessions in early June. We are still waiting to hear about our second new appointee.

A reminder about upcoming Board Budget Work Sessions:

- Tuesday June 7, 2022, 9:00 am – 11:00 Zoom/Hughes Room 205
- Wednesday July 13, 2022, 1:00 pm-3:00 Zoom/Menninger Room 206

#### **Inter-City Visit to Northwest Arkansas with Greater Topeka Partnership and Lawrence Chamber of Commerce**

On April 26-29, 2022, Diana Friend and I attended the Inter-City visit with the Greater Topeka Partnership. The 4-day networking and learning trip was informative and focused on working on shared initiatives with a regional focus. The final day, we had the opportunity to visit the Fayetteville Public Library and tour the spaces. FPL had recently been remodeled and it was clear the direction of the service model with literacy, learning and experience. It was gratifying to see the implementation in action of many of the programs and services we are developing and recently opened.

#### **Strategic Planning 2023**

As we emerge from the 2 ½ years of the pandemic, it is critical to take stock in what has changed and shifted for our community. How citizens live, work, and play in our community has changed and we need to determine what services, programs, collections, spaces and access they need from their library. It is time to move into a formal strategic planning process to be able to ensure we are meeting the literacy and learning needs of today's Topeka and Shawnee County citizens.

As part of my report at the upcoming board meeting, I will discuss my recommendations for a process, timeline, level of involvement of staff, boards, and citizens. At the end of the presentation, I will be formally seeking approval to move forward with the Strategic Plan 2023. Please see the resolution sheet for a more detailed background statement which accompanies my report.

**New Business- Agenda items**

**Exhibit Policy and Program Policy**

Two public focused policies are presented for first reading, the Exhibits Policy, and the Program Policy. Public Services Supervisor Debbie Stanton and Program Manager Jacqueline Belden will provide trustee education on each policy and how they inform our exhibits and programs.

**Purchase of Fire Panel for 1020 Building**

Facilities Manager Christopher Cain and Safety and Security Supervisor Greg Gaul determined that the 1020 building (Bookmobile and Foundation offices) is not working correctly and presents safety concerns. During a Fire Alarm inspection in April, it was determined that the 1020 panel was not connected to the main building panel. Since this is a safety concern, we are bringing the request to the Board of Trustees for discussion and approval. Please see the resolution sheet for more detailed background information and staff recommendation under New Business.

**Professional Activities/Community Contacts**

- April 11, 2022, Met with Erin Aldridge regarding DPIL MOU with United Way
- April 11, 2022, Met with Nicolette Womack, Silver Lake Director
- April 11, 2022, Attended Board of Trustees executive committee meeting
- April 11, 2022, Attended Foundation Finance Committee meeting
- April 12, 2022, Met with Alan Bearman, Dean of Washburn Library
- April 13, 2022, Attended United Way Community Impact Committee meeting
- April 13, 2022, Met with Dene’ Mosier, Kansas Children’s Discovery Center
- April 14, 2022, Hosted the Rotary Club of Topeka meeting
- April 15, 2022, Met with Dan Holmgren, Iimagemaker for an update on the website
- April 18, 2022, Met with Mayor Mike Padilla to discuss library and city relationship and toured the Level 2 Tech Center.
- April 19, 2022, Met with Susan Palmer, Property Manager for Westridge Mall to discuss the Library Book Nook.



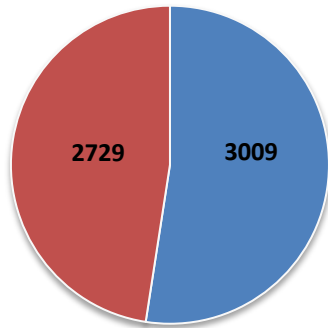
- April 20, 2022, Met with Christi McKenzie, Rossville Library Director to discuss strengthening our relationship.
- April 21, 2022, Presented the Welcome for the National Book Foundation author event with Lucas Bessire and Megha Majumdar.
- April 26-29, 2022, Attended the Topeka/Lawrence Intercity visit to Northwest Arkansas with Diana Friend and over 120 city/county and non-profit leaders.
- May 4, 2022, Met with Clark Swanson and Robert Soria to explore OrangeBoy's new customer portal application.
- May 5, 2022, Attended the MO-Kan Library Director's call.
- May 6, 2022, Met with Mike McDonald, and Robin Hastings at Northeast Kansas Library System headquarters to discuss potential opportunities to collaborate.

Marie Pyko  
Chief Executive Officer  
Topeka and Shawnee County Public Library      5/12/22

Number of children currently enrolled: **5,738**

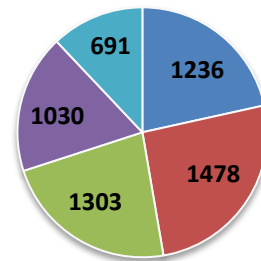
### SEX OF PARTICIPANTS

■ Male ■ Female

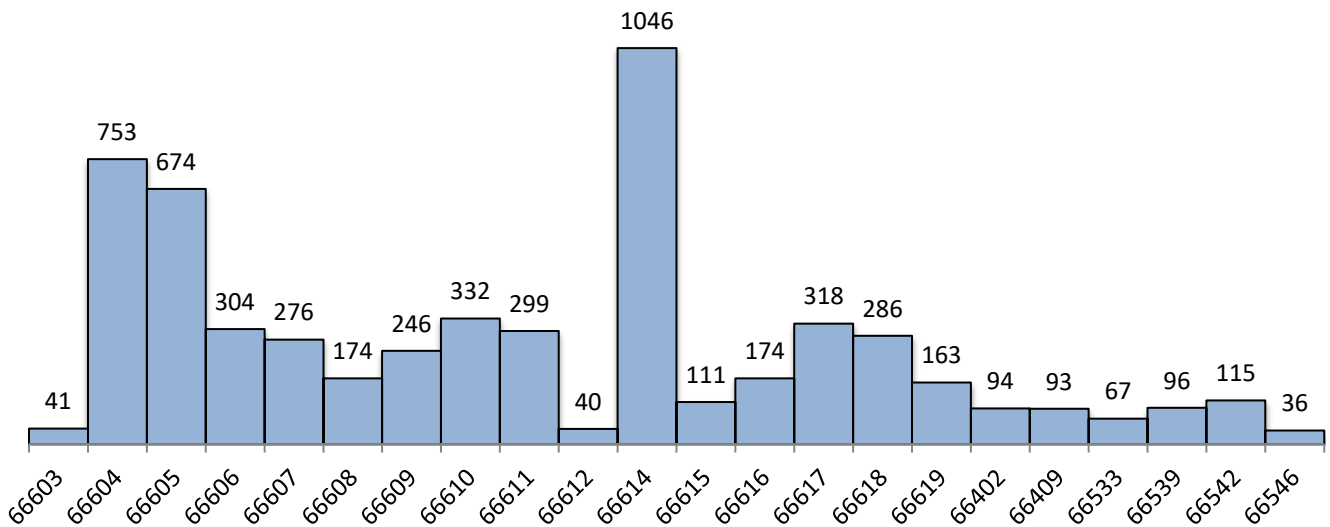


### AGE OF CHILDREN

■ 4-5 yrs old ■ 3-4 yrs old ■ 2-3 yrs old  
■ 1-2 yrs old ■ 0-1 yrs old

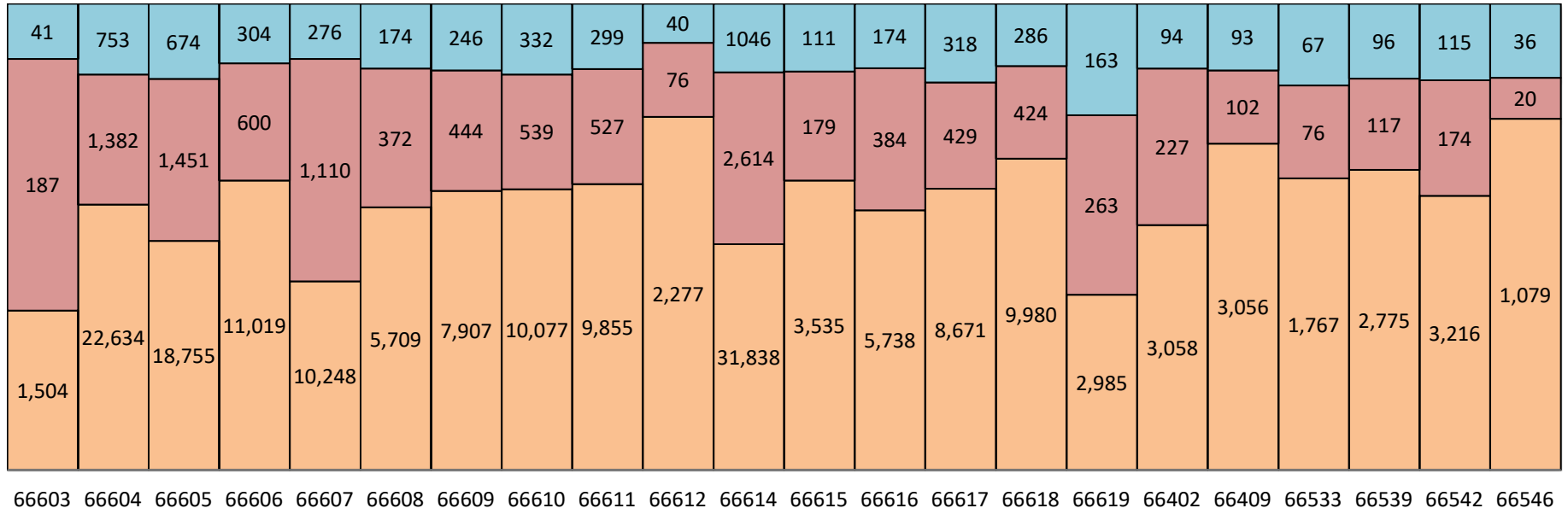


### ZIP CODES OF CHILDREN

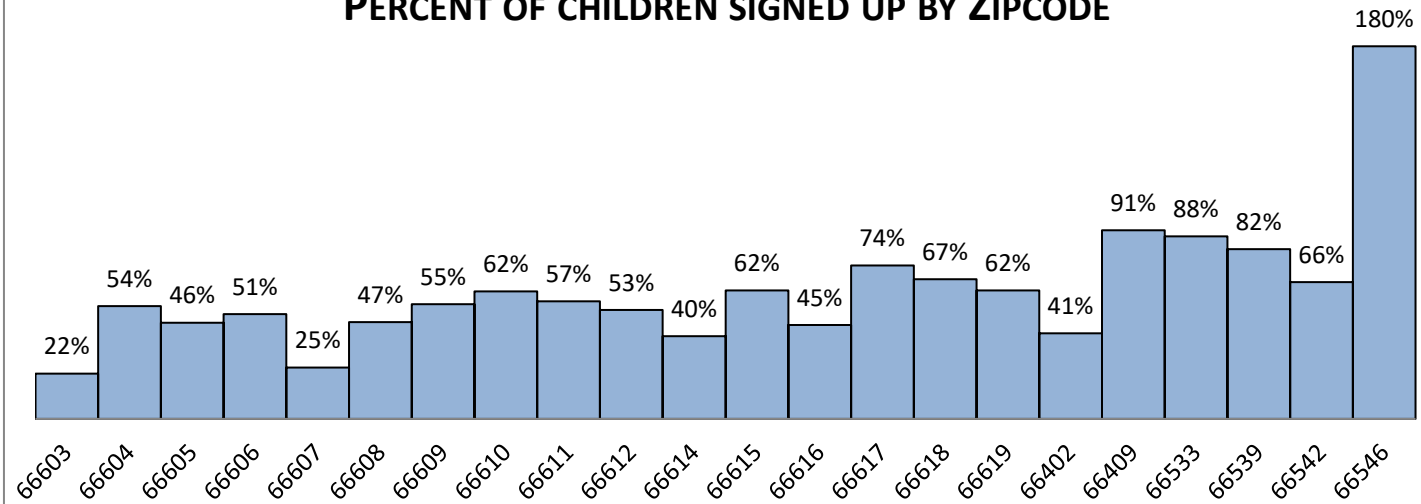


## APRIL 2022 DOLLY PARTON IMAGINATION LIBRARY

■ POPULATION   
 ■ UNDER 5   
 ■ DPIL



## PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



*Data Source: 2017 ACS 5-Year Population Estimate*



## **Resolution- Strategic Planning 2023**

### **BOARD OF TRUSTEES**

**May 19, 2022**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes the Chief Executive Officer to formally begin a strategic planning process beginning January 2023.**

#### **Background Information:**

The Library's last formal strategic plan was developed as ten-year goals identified as The Next Decade 2005-2015. At the end of that formal plan, staff and library leadership developed a series of Community Impact Goals with associated organizational projects and work plans that served the organization effectively for 7 years prior to the pandemic. The pandemic impacted everything in society including how community members engaged with library services, used library resources and what they needed from their library. Technology, service needs, and customer use behaviors have changed for everyone. It is time to formally ask citizens what they need from their public library.

#### **Project Goals:**

The strategic planning goals include seeking feedback from citizens, stakeholders, community partners through a formal external objective survey; seeking a strategic planning consultant to help with planning and facilitation of community conversations and developing a goal focused strategic plan with clear objectives and tactics and measurable outcomes. The Strategic Plan 2023 will be the road map for the next five years.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

## Chief of Staff Report

**Thad Hartman**

**May 12, 2022**

### ***Get Digital***

Over the past year the library has been working with the City of Topeka and several community organizations on a new digital equity program. There are several components to this program, but a major aspect is [providing free computers](#) to qualifying community members. We are starting with Topeka residents 60 and older who meet certain income requirements. A major aspect of the library's work with this program is providing computer training. Program Services Manager Jacqueline Belden and Public Training Professional Shari Schawo have been working closely with the group to create and plan training that will be implemented once residents receive their computers. We expect the training for this program to start in July. Jacqueline has additional information in her report below.



Earlier today, Jacqueline, Shari, and I worked with other members of the initiative to get residents signed up to receive their free computers. People were extremely excited and appreciative to get registered. They understand how crucial it is to have access to these devices and be able to use them effectively. We also discussed low-cost internet options, including the Affordable Connectivity Program, which was [recently announced by the President](#). When combined with low-cost internet programs, this would essentially provide free internet service to people who qualify. We're all very excited about the progress we're making and think the program will make a real impact in the community.

### ***Emerging Library Leaders***

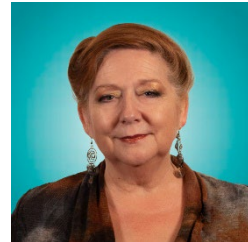
Earlier this year we introduced a new Emerging Library Leaders training program for staff. This program is designed to help staff develop leadership skills, improve interpersonal communication, build relationships, and navigate change. The program allows participants to gain skills that can be applied immediately in their current roles, and it is also designed to help develop the next generation of library leadership.

The inaugural class is comprised of Areli Bermudez-Villarreal, Patrick Berry, Angie Hardy-Foltz, Cadie Maas, Rachael Schmidlein, Abigail Siemers, Meredith Snepp, and Hayley Swisher. This group has been extremely engaged in these sessions and we have had a lot of lively discussions. Our previous Training Coordinator Kristin Kelly developed the training syllabus, and our current Training Coordinator Brenda Hough has admirably stepped in and will be taking over completely in the coming month.

I personally have found these sessions to be extremely worthwhile and a lot of fun. I've learned something new every session and really appreciate the conversations we've had. I can't wait to see this group continue to grow in their careers and look forward to future groups and making this a reoccurring program we offer to staff each year.

### ***Staff Retirement***

We have another staff member retiring in the coming month. Jayme Lyons' last day will be June 1, 2022. Jayme has worked in the Community Services department for 23 years. She has driven Bookmobiles and served customers all over the community and provided a wide range of programs in dozens of schools. We are pleased for Jayme, but we will miss her. We thank her for everything she has done for the library and for the community and wish her all the best in her retirement!



## **Department Highlights**

### **Public Services – Information and Learning**

**Debbie Stanton, Public Services Supervisor**

#### ***Emerging Technology***

I'm very excited to introduce our new Emerging Technologies Librarian, Todd Smith. Todd has worked for the library in Digital Services for the past ten years and we are happy to bring him over to Public Services to help us open up the new Level 2 Tech Center. Todd brings with him a passion for working with the public and helping people "Level Up" in their tech skills. He has already started at a sprint, building a core team of staff ready to assist customers in the new space with their technology needs, and working through all the kinks of opening up a new library space.

#### ***Customer Story***

Two weeks ago Business and Careers Librarian Meredith Snapp and Public Services Specialist Kim Sain were helping a customer in Media learn how to use the check-out kiosk. It was her first time back in quite a while. She shared she was mourning the time lost not being able to come to the library and said she was sad she wouldn't be able to use our bookmobiles now that she's in a wheelchair. They let her know every bookmobile has a wheelchair lift in it, and even called over to Community Services Supervisor Pat Berry to verify. The customer burst into tears. She shared she's a retired school librarian and misses being in the libraries she loves. Meredith talked with her about the possibility of volunteering in the library, and the customer didn't realize she would be able to volunteer for us given her physical limitations. Meredith got her Volunteer Coordinator Kari Zimmerman's contact information and the woman was so excited about reconnecting with her passion for libraries. Kim and Meredith reminded each other, "this is why we love our job!"

## Program Services

Jacqueline Belden, Program Manager

### *TSCPL Gets Involved and Gets Digital*



Are you over the age of 60?  
If so, you may qualify for a **FREE desktop computer!**

TSCPL is proud to be a part of the TSC Get Digital initiative, a new digital equity program managed by the City of Topeka with support from Jayhawk Area Agency on Aging, Shawnee County, Topeka Public Schools, the library, and other local organizations and individuals. TSC Get Digital aims to provide 1,200 desktop computers purchased from PC's for People to Topeka residents ages 60 and over. Recipients of desktop computers will be encouraged to sign up for

technology training classes at TSCPL, so Public Training Professional Shari Schawo and Program Manager Jacqueline Belden have been working on creating a plan and schedule for offering classes on the foundations of computer use, web navigation, and the uses of email. We're looking forward to serving this population of technology learners in the near future!



### **Summer is Coming!**

Mark your calendar for the 2022 summer reading program beginning June 1! Programs and events for all ages, the summer reading challenge, and the Oceans of Possibilities gallery exhibit will be ready for the community to enjoy before we know it! Marvel at amazing performers on Blockbuster Wednesdays, explore fantastical sea creatures, and real ones too, in programs for kids, adults, and families, read books and earn prizes along the way, and dive to the depths of the ocean in the Alice C.

Sabatini Gallery.

### **Update on Public Technology Training**

Public Training Professional Shari Schawo went to the annual Learning Solutions conference this month in Orlando, Florida. She shares a few highlights of her favorite sessions below:

- The keynote "Embrace the Shake" by Phil Hansen on how to turn your limitations as the starting point and as opportunities for growth.
- "How to Use TikTok Videos in Learning" by Vanessa Alzate on how to keep it simple and deliver micro learning through TikTok by winnowing out supplemental material and focusing on problem/solution quick delivery.
- "Facilitating Hybrid Events" by Cindy Huggett with strategies on how to equalize the experience between in-person and remote learners.
- Session on how to design a learning environment that is more accessible to people with neurodivergence.

## **Youth Services**

### **LeAnn Brungardt, Youth Services Supervisor**

#### ***Events, Field Trips, and Fairs***

April 30<sup>th</sup> brought the annual celebration of Día. This year's event was in person and structured similarly to past in-person occasions. That meant there were partners with information and activity tables and performers including Ballet Folklórico, Dennis Rodgers, and FlamenKCMO. While audience size was not equal as past in person events, we still had a respectable post-covid number of 75 families. This year's focus was on international children's games. Jaqueline Belden, manager for that day, shared that she saw more diversity within the library that day than she had previously experienced. Kyler Carpenter, one of the staff on the program's team said that he appreciated how the whole library responded to that day's incredibly windy, cold weather and shifted outdoor activity to inside. He said, "I have had many proud moments at this library and Saturday was equal to any of the best as I felt the library come together as a whole and go above and beyond to ensure a smooth transition and a wonderful event."

Field Trips are in demand once again. While we are far from overrun, we have had a handful on the schedule. For one, the visit was a reward for students who had completed a Battle of the Books challenge at their school. Those readers were so excited to be here and to be surrounded by all we have to offer.

Resource fairs also are popping up. We have had the pleasure to be at Boys and Girls Club, a Book Rich Environment end of school event at Pine Ridge, and Stormont Vail's Welcome Baby Jubilee as well as at Landon Middle School's career fair.

#### ***Success stories***

While at the jubilee, Sherry Hess was situated near Parents as Teachers. The staff at that table raved to her about the Learning through Play videos. One commented how she recommends that her families watch the videos. Another commented how she appreciates that the information is research-based. Debbie Reiff, Kathy Ellison, Luanne Webb and Marlana Hodgkinson have been producing them for roughly a year.

Angie Reed shared this customer note, "A grandmother came to desk to share her feedback on how wonderful she finds it to have a male storyteller like Kyler who demonstrated healthy emotions for the kids. She shared that her grandson who she brings to storytime does not have a father figure in his life, and furthermore, that when his father was present that he was not a "healthy" influence, and just that she generally really appreciated that Kyler was here to show a softer side of masculinity.

## **Community Services**

### **Patrick Berry, Community Services Supervisor**

#### ***Bookmobile Maintenance Week!***

We will be suspending bookmobile service the week May 23<sup>rd</sup>. Bookmobile patrons will be able to pick up their holds at the main facility. This will allow for staff training and the servicing of the buses. Service will start back up again Tuesday, May 31<sup>st</sup> after the Memorial Day holiday.



### ***The Adventuremobile***

The Adventuremobile summer schedule has been finalized and is now posted on the TSCPL webpage. We will be offering this service 4 days a week and will visit 8 different facilities. The staff is super excited to see the return of the Adventuremobile, and we all hope to see you this summer!

### ***Kansas Connections***

We had 13 programs requested through the Kansas Connections service. This is exciting and is a good sign for what the fall schedule will look like!

## **Collections**

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

#### ***Learning through Play(away): Launchpads and Wonderbooks***

I'd like to share about two new ordering plans we are beginning for young readers. For years, we have purchased Playaway audiobooks which are all-in-one devices that contain an entire audiobook, designed for play via headphones or Bluetooth. More recently, we have developed a collection of Playaway Launchpads and Playaway Wonderbooks. Launchpads are tablet devices for children that have pre-loaded learning content. All content is pre-loaded and they do not connect to the internet. Wonderbooks are read-along books with an integrated audio player that "reads" the book and offers additional interactive audio content. Launchpads and Wonderbooks have been extremely popular with customers, to the point that we often struggle to keep any on the shelf. Playaway offered us the opportunity to move to a standing order plan for Launchpads and Wonderbooks, providing us with a discount and availability to more titles. Beginning in June, we will receive 15 Launchpads and 20 new Wonderbooks on a quarterly basis. We select the titles and remain fully in control of the content we select through this plan. With the Wonderbooks, we are focusing on new titles and titles available with a bilingual English/Spanish reader. Our focus with the Launchpads is on pre-K and K-2 learners. We may purchase additional titles from those selected for the plan but having a plan provides us with a steady shipment of new content arriving every 3 months.

Rachael Schmidlein, our collection development selector for this collection, will be managing the ordering of these collections. Rachael is a big fan of Playaway products, especially the Launchpads. I asked her to share about her experiences as a parent using the Launchpads. Here is what she has to say about them:

"As a Selector, I've been involved with Launchpads since they were first introduced at my previous Library and at TSCPL but my kids were too young to utilize them. This last year our 4-year-old daughter began preschool and began showing an interest in letters and numbers. I wanted to support her interest and supplement her learning with some library materials. Of course we checked out some books but we have to reserve those for bedtime because she can't read alone yet and my husband and I have opposite work schedules so bedtime is about the only time of day we have to sit down and focus on reading with her.

"My next thought was Launchpads. I put one on hold and checked out another of the Preschool letter-based ones. We set a boundary of 1 hour per day and she's allowed to use the Launchpad

while I'm making dinner or while we're in the car. Though she hadn't ever used a tablet before, she quickly picked up on the controls and before we knew it, our car rides became a peaceful time where giggles could be heard from the backseat of our car. Her favorite game is one where when she correctly identifies a letter, a construction vehicle pushes the letter off of a cliff where it lands in a pile and at the end of the round, she gets to pop all of the letter bubbles before moving on to the next round. She also enjoys the apps on the Launchpad that read her a story and, as the story progresses, the words it's "reading" light up. She can't read the words yet but she follows along and sounds out the different letters. Without realizing it she's figuring out how the mechanics of reading work, and when she gets to learning to read in school, she'll be ready. As a Librarian, I know that children her age benefit most from play-based learning and the Launchpads are just another type of play to her. Within a week of checking out our first Launchpad she was recognizing letters and numbers on road signs, newspapers and mail. She gets so excited about being able to recognize letters around her and looks forward to her tablet time every day. Launchpads have given our kids the opportunity to interact with technology in a safe way while we have complete control over what they are accessing and for how long. It's also nice that I can say, "Well it's time for us to return the Launchpad" when I think there's been too much screen time and they're ready for a break."



*Four-year-old Cori learning through play with a library Launchpad*

## **Digital Services**

**David King, Digital Services Director**

### ***Public Website Project***

We are working with Imagemakers on final visual design and arrangement of pages and navigation, and we are working through identifying changes and fixes as needed.

### ***Digital Services open positions***

Digital Services has been busy hiring staff! Our second Network & Systems Administrator, Jacques Belderok, started two weeks ago. We are also in the process of filling two Technology Support Specialist positions. Those should be in place by the end of the month, which will make us fully-staffed again.

### **Top Web Pages for April 2022**

1. Services Page: 3013 Pageviews
2. Great Gatsby post: 2440 Pageviews
3. About Page: 1367 Pageviews
4. June bride blog post: 1226 Pageviews
5. My Account Page: 971 Pageviews
6. Employment page: 970 Pageviews
7. Get a library card page: 960 Pageviews
8. Bookmobile schedule: 863 Pageviews
9. Databases page: 819 Pageviews
10. Creativity blog post: 805 Pageviews

### **Social Media Highlights for April 2022**

#### **Facebook**

- Post about White Lakes Mall – reached 15,117 people
- Post about our teen curators – reached 5620 people
- Friends' book sale event – reached 4647 people

#### **Twitter**

- Suspense author Annie Ward – 464 impressions
- National Book Foundation event weather – 251 impressions
- Congratulations to KU Basketball – 242 impressions

#### **Instagram**

- Photo of Chris (staff member) – reached 483 people
- Photo of the library – reached 443 people
- Photo of Karen (staff member) – reached 483 people

# May Board Report

May 12, 2022

## Communications & Marketing Team

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

## Social Media marketing campaign

On April 18 we began a social media advertising campaign with Cohort Digital. In April, the campaign delivered 131,258 impressions and generated 967 clicks for an overall click-thru rate (CTR) of 0.74%.

In Facebook, we generated 935 ad clicks from 82,260 impressions for a 1.14% CTR. This is an excellent start as the average Facebook ad CTR is 0.89%. The Chef Training ad had the highest CTR at 1.35%, but the Book Club ad creative generated the most overall ad clicks. Facebook ad traffic generated 515 website visits with an average of 1 minute and 37 seconds spent on the campaign landing pages. The majority of the people clicking through to the website were from Topeka or Lawrence.

For the YouTube campaign, the Chef Now Offering video (starring Jim Ramos) had 48,998 impressions and 29,332 completed views – a 59.86% view-thru rate. The average YouTube video view-thru rate is 31.9%, so the ads were watched to completion nearly twice as often as other ads. This tells us the ad caught people's attention and kept it!




## Popular Social Media posts for mid-April to mid-May

Since our last board report the top social media posts on Facebook focused on local history, movies and the teen curators Betsy Roe mentors. The local history post, which reached more than 15,000 people thanks to 29 shares, linked to an article by Adrienne Sanders, cataloging and metadata librarian.

**Topeka & Shawnee County Public Library**  
Published by Ginger Park [?] · April 20 · 🌐

This article is very timely as I drove by White Lakes this morning and saw a big section of the building is gone. Lots of interesting local history in this article. 😊



TSCPL.ORG

**Rise & fall of White Lakes Mall - Topeka & Shawnee County Public Library**

🌱 **Get more likes, comments and shares**  
When you boost this post, you'll show it to more people.

**15,117** People reached      **1,172** Engagements      [Boost post](#)

👍👎🗨️ Mark Miller, Jim Harvey and 54 others      29 Shares

**Performance for your post**

**15,117** People Reached

**253** Reactions, Comments & Shares ⓘ

<b>191</b> Like	<b>54</b> On Post	<b>137</b> On Shares
<b>4</b> Love	<b>1</b> On Post	<b>3</b> On Shares
<b>2</b> Wow	<b>0</b> On Post	<b>2</b> On Shares
<b>13</b> Sad	<b>3</b> On Post	<b>10</b> On Shares
<b>15</b> Comments	<b>0</b> On Post	<b>15</b> On Shares
<b>29</b> Shares	<b>29</b> On Post	<b>0</b> On Shares

**919** Post Clicks

<b>0</b> Photo views	<b>725</b> Link clicks ⓘ	<b>194</b> Other clicks ⓘ
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**NEGATIVE FEEDBACK**

**3** Hide post      **0** Hide all posts  
**0** Report as spam      **0** Unlike Page

Reported stats may be delayed from what appears on posts

**Topeka & Shawnee County Public Library**  
Published by Karen Watson [?] · 1d · 🌐



**What's the strangest movie you've watched?**

**7,814** People reached      **1,129** Engagements      [Boost unavailable](#)

👍👎🗨️ Ashley Ann, Martha L. Lee and 16 others      187 Comments 1 Share

👍 Like      🗨️ Comment      ➦ Share      🔄

**Performance for your post**

**7,814** People Reached

**314** Reactions, Comments & Shares ⓘ

<b>19</b> Like	<b>19</b> On Post	<b>0</b> On Shares
<b>1</b> Love	<b>1</b> On Post	<b>0</b> On Shares
<b>293</b> Comments	<b>276</b> On Post	<b>17</b> On Shares
<b>1</b> Shares	<b>1</b> On Post	<b>0</b> On Shares

**815** Post Clicks

<b>0</b> Photo views	<b>0</b> Link clicks ⓘ	<b>815</b> Other clicks ⓘ
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**NEGATIVE FEEDBACK**

**2** Hide post      **6** Hide all posts  
**0** Report as spam      **0** Unlike Page

Reported stats may be delayed from what appears on posts



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

Check out the Edge of Reality exhibit curated by Alexandra Poling and Sydney Laster, our teen curators! You can view this exhibit in the library rotunda and main hallway through July 23, 2022.  
<https://tscpl.org/.../edge-of-reality-exhibit-curated-by-teens>  
#EdgeofReality #ArtExhibit #StayCurious #TeenCurators #CurateThis



**Get more likes, comments and shares**  
When you boost this post, you'll show it to more people.

**5,621** People reached      **211** Engagements      **Boost post**

👍❤️ 50      9 Shares

**Performance for your post**

**5,621** People Reached

**140** Reactions, Comments & Shares ⓘ

<b>93</b> Like	<b>42</b> On Post	<b>51</b> On Shares
<b>25</b> Love	<b>8</b> On Post	<b>17</b> On Shares
<b>13</b> Comments	<b>0</b> On Post	<b>13</b> On Shares
<b>9</b> Shares	<b>9</b> On Post	<b>0</b> On Shares

**71** Post Clicks

<b>7</b> Photo views	<b>27</b> Link clicks ⓘ	<b>37</b> Other clicks ⓘ
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**NEGATIVE FEEDBACK**

<b>2</b> Hide post	<b>4</b> Hide all posts
<b>0</b> Report as spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts

## Website Work

Ginger Park, Michael Perkins and Karen Watson continue to work with Shannon Eddings and David King on improving the content, function and design of the new website, while maintaining and updating the existing site.

## Summer Reading & Summer Exhibit Promotion

The Summer Reading webpage (<https://tscpl.org/summer>) highlights the summer reading challenge and major summer events. We also created a toolkit page (<https://tscpl.org/summer/toolkit>) and shared it with school communications staff, administrators and media specialists in early April to encourage them to promote summer reading to parents. On May 3 we sent an email about the summer exhibit, which will be open June 4 – Aug 21, to almost 1,000 people who subscribe to receive gallery updates. A news release about the exhibit will be distributed by May 16.

## Meeting Rooms

Bonnie Cuevas continues to assist staff and the public with room reservations and event setup. In April there were more than 300 room bookings.

# Exhibits Policy

## Purpose

The Library enriches the lives of its customers and serves as a cultural center for Topeka and Shawnee County by presenting artistic and cultural exhibitions in the Alice C. Sabatini Gallery and throughout the Library and community. The Gallery exhibits works that follow a specific theme from the Library's or other public or private collections. No fees will be charged to view Library exhibits.

## Responsibility for Exhibitions

Gallery staff develop and presenting exhibits and exhibit-based programs.

## Gallery Exhibit Selection Criteria

### Major considerations are:

- Importance/relevance to the community
- Reputation of artist or collection
- Variety of media and styles
- Aesthetic quality and technical quality
- Cost to produce exhibit, practical considerations of installation
- Condition, size, weight or fragility of the objects proposed
- Support of Library's mission
- Is deliverable within the Library's available resources

Artists, organizations or collectors proposing an exhibition of artwork must submit a proposal using the Exhibition Proposal Guidelines Form, and and portfolio of images must follow the Exhibit Selection Criteria listed above. Proposing an exhibit does not guarantee that the exhibit will be accepted.

Exhibition of art does not constitute the Library's endorsement of artists', organizations' or collectors' viewpoints.

## Expression of Concern

Customer concerns regarding exhibits are to be addressed promptly and courteously as outlined in the Library's Expression of Concern Process.

# Exhibits ~~and Display~~ Policy

## Gallery Exhibits Purpose

The Library enriches the lives of its customers and serves as a cultural center for Topeka and Shawnee County. The ~~Alice C. Sabatini Gallery library fulfills that goal~~ by presenting artistic and cultural exhibitions in the Alice C. Sabatini Gallery and throughout the Library and community. ~~The primary emphasis is the exhibition of contemporary regional art through proposed or invitational one-person, group and juried exhibitions. A secondary emphasis is curatorial exhibitions of~~ The Gallery exhibits works that follow a specific theme from the library's or other public or private collections. ~~There is no charge for the use of the exhibit space, and no~~ No fees will be charged to view Library exhibits ~~or displays~~.

## Responsibility for Exhibitions

Gallery staff develop ~~Developing~~ and presenting exhibits and exhibit-based programs. ~~falls to the Gallery director and Gallery staff~~.

## Gallery Exhibit Selection Criteria

Major considerations are:

- Importance/relevance to the community
- Reputation of artist or collection
- Variety of media and styles
- Aesthetic quality and technical quality
- Cost to produce exhibit, practical considerations of installation
- Condition, size, weight or fragility of the objects proposed
- ~~Preservation~~ Support of Library's mission
- Is deliverable within the Library's available resources

Artists, organizations or collectors ~~making an application for proposing an~~ exhibition of artwork must submit a proposal ~~and portfolio of images through using~~ the Exhibition Proposal Guidelines Form, and ~~portfolio of images, submissions must follow the~~ Exhibit Selection Criteria listed above, ~~following the Exhibit Selection Criteria and guidelines established by administration~~. Proposing an exhibit ~~or display~~ does not guarantee that the exhibit ~~or display~~ will be accepted.

Exhibition of art does not constitute the Library's endorsement of artists', organizations' or collectors' viewpoints.

## Expression of Concern

Customer concerns regarding exhibits are to be addressed promptly and courteously as outlined in the Library's Expression of Concern Process.



# Programs Policy

## **Definition & Purpose**

A Library program is a public activity developed and facilitated by Library staff, or co-sponsored by the Library and facilitated by others occurring at the Library, on the Digital Branch, on a bookmobile or at offsite locations.

## **Library Developed & Facilitated Programs**

The Library develops and implements programs to provide the public opportunities for learning, connection and entertainment, and to grant access to a diverse range of information and ideas in a safe and welcoming library setting. Library programs increase the community's awareness of the Library and its services and resources, and actively invite the community into the Library to learn and connect.

## **Program Standards**

All Library developed and facilitated programs will meet the following program standards:

- Programs will be developed based on the interests and needs of the community.
- Programs will be in alignment with and work toward meeting the library's mission, vision, strategic priorities, and/or organizational goals.
- Programs will have clearly defined goals and outcomes.
- Programs will comply with all Library policies.

## **Program Development and Delivery**

The Library's programming framework requires all programs to be formally proposed, approved by Library leadership and evaluated at regular intervals. While developing a program proposal, program staff are required to:

- identify and choose program content based on the interests and needs of the community,
- develop clearly defined goals and outcomes for their program,
- identify their program's target audiences and their developmental needs,
- identify and choose the most appropriate methods of delivery for their program, and
- develop clear program descriptions.

## **Co-sponsored Programs**

The Library may deliver programs in collaboration with external entities or individuals. Collaboration allows the Library to offer the public access to subject matter expertise and experience to meet community needs. Whether a program idea originates from the Library, a community group or individual, Library staff shall determine whether the program idea:

- meets the Library's program standards,
- meets the needs and interests of the community,

- is compliant with the Library's meeting room policies,
- is deliverable within the Library's available resources
- supports the Library's mission, and
- the resources needed to accomplish the program are available.

If a program idea meets all of the above requirements, the Library may choose to co-sponsor and deliver the program. However, sponsorship of a program does not constitute the Library's endorsement of the content or the views expressed during the program.

### **Expression of Concern**

Customer concerns regarding program sponsorship or co-sponsorship are to be addressed promptly and courteously as outlined in the Library's Expression of Concern Process.

# Programs Policy

## Definition & Purpose

A Library program is ~~defined as~~ a public activity ~~sponsored~~ developed and facilitated by Library staff, or ~~a public activity~~ co-sponsored by the Library and facilitated by ~~a partner~~ others occurring at the Library, at the Digital Branch, on a bookmobile or at offsite locations.

## Library Developed and Facilitated Programs

The Library develops and implements programs to provide the public opportunities for learning, connection and entertainment, and to grant access to a diverse range of information and ideas in a safe and welcoming library setting. Library programs increase the community's awareness of the Library and its services and resources, and actively invite the community into the Library to learn and connect.

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## Program Standards

All Library developed and facilitated programs will meet the following program standards:

- Programs will be developed based on the interests and needs of the community.
- Programs will be in alignment with and work toward meeting the library's mission, vision, strategic priorities, and/or organizational goals.
- Programs will have clearly defined goals and outcomes.
- Programs will comply with all Library policies.

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## Program Development and Delivery

~~Library programs are developed in accordance with~~ The Library's programming framework, ~~which requires that~~ all programs to be formally proposed, approved by Library leadership and evaluated at regular intervals. ~~In the process of~~ While developing a program proposal, program staff are required to:

- identify and choose program content based on the interests and needs of the community,
- develop clearly defined goals and outcomes for their program,
- identify their program's target audiences and their developmental needs,
- identify and choose the most appropriate methods of delivery for their program, and
- develop clear program descriptions.

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## Sponsorship Co-sponsored Programs

The Library may deliver programs in collaboration with ~~an external~~ entities organization, or individuals, or vendor. Collaborating ~~on~~ with external organizations, individuals and vendors allows the Library to offer the public access to subject matter expertise and experience to meet community needs. Whether a program idea originates from the Library, a community group or individual, ~~the~~ Library staff shall determine whether the program idea:

- meets the Library's program standards,

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- meets the needs and interests of the community,
- is compliant with the Library’s meeting room policies, ~~and~~
- ~~is deliverable within the Library’s available resources.~~
- ~~supports the Library’s mission, and~~
- ~~the resources needed to accomplish the program are available.~~
- ~~the program supports the mission of the Library, and~~
- ~~the resources needed to accomplish the program are available.~~

~~Any program declined co-sponsorship will be reported to the Board of Trustees at their next meeting.~~

If a program idea meets all of the above requirements, the Library may choose to co-sponsor and deliver the program, ~~in collaboration with an external organization, individual or vendor.~~ The Library strives to sponsor and co-sponsor programs that present a broad spectrum of opinions and viewpoints. However, sponsorship of a program does not constitute the Library’s endorsement of the content or the views expressed during the program.

### **Program Content**

~~The Library strives to sponsor programs that present a broad spectrum of opinions and viewpoints. However, sponsorship or co-sponsorship of a program does not constitute the Library’s endorsement of the content or the views expressed during the program. Library staff shall select topics, speakers and resource materials for programs based on interest and the needs of the community.~~

### **Expression of Concern**

Customer concerns regarding program sponsorship or co-sponsorship are to be addressed promptly and courteously as outlined in the Library’s Expression of Concern Process.



## **Resolution – Fire Panel Purchase for 1020 Building**

**BOARD OF TRUSTEES  
May 19, 2022**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$29,625 by Johnson Controls for the purchase and installation of a new fire panel for the building at 1020 SW Washburn. This expenditure is a sole source purchase and shall be paid from the General Fund, Special Projects line item.**

### **Policy and Background Information:**

The Board of Trustees' Purchasing Policy requires Board approval of the bid, since the proposed expenditure exceeds \$20,000 and is a sole source situation.

The building at 1020 SW Washburn Ave currently houses the library's Bookmobile department and The Library Foundation. This includes workspace for 20 staff members and the dock which houses 3 buses, 2 vans, and the Bookmobile collection.

For the past several months we have been experiencing issues with the fire alarm system in this building. We have worked with the current vendor to find a solution, including rewiring the system. However, this did not permanently solve the issues and no repair plan was identified.

At this time the fire panel cannot call the fire department. It will only ring a bell outside the building. When we recently conducted a fire drill the 1020 employees had no notification of a fire alarm going off. We do not have a way to alert staff of severe weather either without calling or going to the building. In addition to staff safety concerns, the presence of large vehicles containing fuel and lack of adequate alarm is concerning.

In addition, the elevator will not return to the 1st floor as required by code with the existing panel, we have had issues with the magnetic fire doors operating incorrectly and fault codes in the panel causing the AC and air handler system to go offline. In addition to safety concerns, these issues are taking attention away from library staff handling other tasks.

In order to fix these issues, a new fire panel is required for the 1020 building.

The initial option we considered was using our current vendor for this system, Tech Electronics, to replace the panel. The original quote for a new panel and dialer was \$10,375.

The library recently installed a new Johnson Controls Fire Panel at the main building. In order to hook the system at 1020 with the new system at main, we received a quote for a new Johnson Controls panel at 1020 for \$29,625. This is a large price difference between the two systems, but there are several reasons why the Johnson Controls system is preferable.

The Johnson Control System would use existing fiber to connect to 1020, which would give us a faster and better connection. The current wiring that would be used by the Tech Electronics panel may still prove problematic even with a new panel.

With Johnson Controls, we would be able to use the existing monitoring system and would be able to connect the fire panel at 1020 with the main building and monitor all systems from one location. This also updates the smoke detectors, heat detectors, strobes, and horns in 1020. The Johnson Control System provides better reporting and reviewing system that will match what is used at main. The Johnson Controls fire panel also ties into our building automation system controls, and they will communicate with one another so having a different brand of panel would also cause us a controls issues.

We would only deal with one company to inspect the entire system as opposed to one for each building. If there is a different vendor in the two buildings, the library would have to pay both for monitoring and an additional phone line, which would add just under \$1,000 a year.

In addition to the upgraded panel and system and the consistency between buildings, there has been a large deal of frustration with the current vendor. Inspections appear to have missed nonfunctioning items and known items have not been sufficiently repaired or replaced. A repair plan was not developed for the current system which has left wiring exposed.

We have had much better experience with Johnson Controls in making sure we are up to code and doing sufficient inspections. Communication with our current vendor has been poor, resulting in some incomplete information for making decisions.

With the investment in the new fire panel and monitoring computer at main, tying the two systems together, along with the building's automation system, will provide several benefits for facilities and safety and security staff. If there is an issue or an emergency on multiple levels and some maybe nuisance alerts such as a dirty duct smoke detector that will send a trouble alarm and the facilities team is aware of this and can correct it. This also eliminates the need to pay 2 different companies every year for fire panel monitoring, quarterly and yearly inspections on 2 buildings that are already tied together with our BAS system. Ultimately, the connection of the two systems, the quality of product, the quality of service, and concerns about additional and unknown costs, is worth the price difference.

**Staff Recommendation:**

TSCPL staff recommends approving the expenditure of \$29,625 from Johnson Controls for the purchase and installation of a new fire panel for the building at 1020 SW Washburn. This purchase will be funded with General Fund monies.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

	2022												2022 YTD	2021 YTD	Annual Change		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
<b>CIRCULATION*</b>																	
<b>Main Library</b>																	
TSCPL Curbside	4,432	3,654	3,517	2,901										14,504	122,958	-88.2%	
Circulation Desk & Renewals	32,550	31,004	35,128	35,259										133,941	101,894	31.5%	
Interlibrary Loan	1,202	1,116	1,330	1,092										4,740	4,317	9.8%	
Self-Check	41,180	38,566	45,070	41,170										165,986	55,922	196.8%	
<b>Bookmobile</b>	5,097	4,732	5,672	5,335										20,836	8	260350.0%	
TSCPL @ Home	3,836	2,420	3,103	2,853										12,212	19,110	-36.1%	
<b>Red Carpet</b>	5,656	4,769	5,396	5,137										20,958	22,401	-6.4%	
<b>Digital Downloads</b>	52,207	47,653	51,386	48,766										200,012	198,268	0.9%	
<b>Library @ Work / Smartlocker</b>	1,766	1,747	1,876	1,820										7,209	8,476	-14.9%	
<b>TOTAL CIRCULATION</b>	<b>147,926</b>	<b>135,661</b>	<b>152,478</b>	<b>144,333</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>580,398</b>	<b>533,354</b>	<b>8.8%</b>		
* Includes first-time checkouts and renewals																	
<b>CIRCULATION DETAILS</b>																	
<b>Print Material</b>	60,257	56,195	65,520	62,277										244,249	210,961	15.8%	
<b>Audio/Visual Material</b>	29,324	27,162	30,046	28,089										114,621	97,031	18.1%	
<b>Adult Materials</b>	53,323	49,426	54,915	51,489										209,153	183,187	14.2%	
<b>Children's Materials</b>	27,312	25,810	31,781	30,322										115,225	89,810	28.3%	
<b>Young Adult Materials</b>	2,571	2,373	2,516	2,581										10,041	11,204	-10.4%	
<b>Red Carpet Materials</b>	6,357	5,713	6,316	5,936										24,322	23,791	2.2%	
<b>Net Promoter Score (NPS)</b>																	
Monthly NPS	89.8	94.1	100	93.8										93.8	84.1	11.5%	
Monthly # of Responses	49	51	29	16										145	176	-17.6%	
Current NPS	84.7	85.0	85.1	85.1										85.1	84.6	0.6%	
<b>NEW Patrons</b>																	
<b>Topeka / Shawnee County</b>																	
Adults	438	407	460	433										1,738	1,192	45.8%	
Children (ages 17 and under)	100	64	116	117										397	142	179.6%	
<b>Red Carpet Outreach</b>	9	3	10	7										29	27	7.4%	
<b>NEKL</b>	81	63	71	55										270	200	35.0%	
<b>Non-Resident</b>	0	0	0	0										0	2	-100.0%	
<b>Total New Registrations</b>	<b>628</b>	<b>537</b>	<b>657</b>	<b>612</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,434</b>	<b>1,563</b>	<b>55.7%</b>		
<b>PATRONS DELETED</b>	<b>205</b>	<b>129</b>	<b>100</b>	<b>270</b>									<b>704</b>	<b>254</b>	<b>177.2%</b>		
<b>Cardholders</b>																	
<b>Topeka / Shawnee County</b>																	
Adults	57,830	58,213	58,511	58,967										58,967	57,661	2.3%	
Children (age 0 - 17)	14,739	14,699	14,674	14,668										14,668	14,776	-0.7%	
TSCPL @ School	25,587	25,585	25,666	25,665										25,665	25,587	0.3%	
<b>Red Carpet Outreach</b>	1,173	1,183	1,189	1,199										1,199	1,204	-0.4%	
<b>NEKL</b>	8,467	8,538	8,544	8,555										8,555	8,242	3.8%	
<b>Non-Resident</b>	89	89	88	87										87	89	-2.2%	
<b>Delinquent</b>	101	101	98	97										97	97	0.0%	
<b>TOTAL CARDHOLDERS</b>	<b>107,986</b>	<b>108,408</b>	<b>108,770</b>	<b>109,238</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109,238</b>	<b>107,656</b>	<b>1.5%</b>		
<b>Active Cardholders (Savannah)</b>																	
Non-Student Cardholders			43,582	43,779													
Student Cardholders			11,100	7,522													
<b>TOTAL ACTIVE CARDHOLDERS</b>			<b>54,682</b>	<b>51,301</b>													



	2022												2022 Total	2021 YTD	Change 20 TO 21%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
<b>Unique Borrowers</b>																
Physical	6,621	6,309	5,489	7,055												
Digital	8,453	8,190	7,813	8,114												
Both	1,261	1,100	954	1,242												
<b>TOTAL UNIQUE BORROWERS</b>	<b>13,813</b>	<b>13,399</b>	<b>12,348</b>	<b>13,927</b>												
<b>Holds Satisfied</b>	<b>16,395</b>	<b>14,270</b>	<b>15,142</b>	<b>13,579</b>										<b>59,386</b>	<b>82,223</b>	<b>-27.8%</b>
<b>TOTAL CHECK-IN</b>	<b>56,230</b>	<b>50,711</b>	<b>59,499</b>	<b>56,255</b>										<b>222,695</b>	<b>151,813</b>	<b>46.7%</b>
<b>COLLECTION</b>																
Materials Added	3,481	2,749	3,795	2,769										12,794	12,061	6.1%
Materials Discarded	2,690	3,558	5,018	2,793										14,059	22,215	-36.7%
<b>TOTAL COLLECTION</b>	<b>371,309</b>	<b>370,500</b>	<b>369,277</b>	<b>369,253</b>										<b>369,253</b>	<b>370,518</b>	<b>-0.3%</b>
<b>WEBSITE</b>																
tscpl.org Unique Visitors	34,412	35,651	39,177	35,153										144,393	118,064	22.3%
tscpl.org Total Visits	55,438	54,386	59,446	53,240										222,510	198,183	12.3%
catalog.tscpl Unique Visitors	16,875	18,017	18,251	15,418										68,561	53,744	27.6%
catalog.tscpl Total Visits	39,879	37,983	39,872	34,252										151,986	151,543	0.3%
<b>NOTARY SERVICE</b>	<b>151</b>	<b>147</b>	<b>139</b>	<b>162</b>										<b>599</b>	<b>284</b>	<b>110.9%</b>
<b>REFERENCE QUESTIONS</b>																
Public Services	9,205	8,295	9,520	8,744										35,764	13,006	175.0%
Media	3,599	3,157	3,869	3,760										14,385	0	N/A
Call Center	4,288	3,856	4,420	3,846										16,410	11,605	41.4%
Stacks/Team RM	352	475	453	435										1,715	0	N/A
Topeka Room	168	242	269	198										877	0	N/A
Gallery	353	251	143	161										908	0	N/A
LibAnswers	445	314	366	344										1,469	1,401	4.9%
Plaza**														0	0	N/A
Youth Services	1,399	1,523	2,256	1,837										7,015	0	N/A
<b>TOTAL REFERENCE QUESTIONS</b>	<b>10,604</b>	<b>9,818</b>	<b>11,776</b>	<b>10,581</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42,779</b>	<b>13,006</b>	<b>228.9%</b>
<b>GATE COUNT</b>	<b>23,639</b>	<b>22,541</b>	<b>27,806</b>	<b>25,723</b>										<b>99,709</b>	<b>47,393</b>	<b>110.4%</b>
<b>MEETING ROOMS</b>																
Meeting Room Bookings	317	349	472	438										1,576	669	135.6%
Team Room Bookings	772	842	949	910										3,473	86	3938.4%
Total Meeting Room Hours Booked	1,737	2,162	2,997	3,102										9,998	4,904	103.9%
<b>TOTAL ATTENDANCE</b>	<b>2,582</b>	<b>2,788</b>	<b>3,327</b>	<b>3,978</b>										<b>12,675</b>	<b>1,055</b>	<b>1101.4%</b>
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>50</b>	<b>47</b>	<b>95</b>	<b>120</b>										<b>312</b>	<b>0</b>	<b>N/A</b>
<b>PROGRAM ATTENDANCE</b>																
Adult - General	1,241	631	881	3,446										6,199	7,541	-17.8%
Kids - Early Learners	286	237	658	1,342										2,523	7,964	-68.3%
Kids - Elementary	431	563	603	1,259										2,856	1,884	51.6%
Teens	360	377	504	1,114										2,355	1,100	114.1%
Unknown	0	0	0	0										0	1,400	-100.0%
Outreach	0	0	83	193										276	0	N/A
<b>TOTAL ATTENDANCE</b>	<b>2,318</b>	<b>1,808</b>	<b>2,729</b>	<b>7,354</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,209</b>	<b>19,889</b>	<b>-28.6%</b>
<b>GALLERY ATTENDANCE</b>	<b>1,308</b>	<b>1,316</b>	<b>1,146</b>	<b>1,058</b>										<b>4,828</b>	<b>1,115</b>	<b>333.0%</b>
<b>COMPUTER USE</b>																
MIFI Hotspot Data Usage (TB)	0.36896	1.04	1.06											2.46896	N/A	N/A
Public Computer Sessions	5,782	5,596	7,025	6,706										25,109	16,158	55.4%
Avg Public Computer Session Length (Minutes)	0:47:34	0:45:22	0:49:56	0:53:52										0:49:26	0:38:16	29.2%
Total Computer Hours	4,585	4,231	5,849	6,022										20,687	10,306	100.7%
Wireless Sessions	20,362	18,191	23,912	25,822										88,287	31,927	176.5%
Avg Wireless Session Length (Minutes)	0:14:00	0:15:00	0:15:00	0:14:00										0:15:05	0:12:43	18.6%
Total Wireless Hours	4,960	4,844	6,015	6,382										22,201	6,771	227.9%

	2022												2021	Change 20 TO 21%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		YTD
<b>TOTAL HOURS</b>	<b>9,545</b>	<b>9,075</b>	<b>11,864</b>	<b>12,404</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42,888</b>	<b>17,077</b>	<b>151.2%</b>
<b>DOLLY PARTON ENROLLMENT</b>	<b>5,835</b>	<b>5,772</b>											<b>5,772</b>	<b>5,837</b>	<b>-1.1%</b>
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>															
Adult Fiction	12,927	11,981	12,690	12,133									49,731	42,336	17.5%
Adult Nonfiction	14,923	13,946	16,261	15,268									60,398	56,477	6.9%
Juvenile Fiction	17,708	16,830	21,228	19,919									75,685	58,187	30.1%
Juvenile Nonfiction	4,911	4,573	5,619	5,673									20,776	16,077	29.2%
Magazines	875	791	923	783									3,372	3,030	11.3%
RC Print Materials	6,251	5,641	6,233	5,846									23,971	23,428	2.3%
RC Realia	106	72	83	90									351	363	-3.3%
YA Print Materials	2,556	2,361	2,483	2,565									9,965	11,063	-9.9%
<b>PRINT CIRCULATION</b>	<b>60,257</b>	<b>56,195</b>	<b>65,520</b>	<b>62,277</b>									<b>244,249</b>	<b>210,961</b>	<b>15.8%</b>
<b>Audio / Visual Material</b>															
MiFi Hotspots	18	35	38	38									129	N/A	N/A
Adult Audiobooks	1,811	1,774	2,044	1,878									7,507	7,415	1.2%
Adult Music	2,181	1,991	2,489	2,332									8,993	7,870	14.3%
Adult Videos / DVDs	20,606	18,943	20,508	19,095									79,152	66,059	19.8%
Juvenile Audiobooks	262	243	337	273									1,115	887	25.7%
Juvenile Music	204	151	191	187									733	634	15.6%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270									16,916	14,025	20.6%
YA AV	15	12	33	16									76	141	-46.1%
<b>AV CIRCULATION</b>	<b>29,324</b>	<b>27,162</b>	<b>30,046</b>	<b>28,089</b>									<b>114,492</b>	<b>97,031</b>	<b>18.0%</b>
<b>Adult Material</b>															
Adult Fiction	12,927	11,981	12,690	12,133									49,731	42,336	17.5%
Magazines	875	791	923	783									3,372	3,030	11.3%
Adult Audiobooks	1,811	1,774	2,044	1,878									7,507	7,415	1.2%
Adult Music	2,181	1,991	2,489	2,332									8,993	7,870	14.3%
Adult Videos / DVDs	20,606	18,943	20,508	19,095									79,152	66,059	19.8%
<b>ADULT CIRCULATION</b>	<b>53,323</b>	<b>49,426</b>	<b>54,915</b>	<b>51,489</b>									<b>209,153</b>	<b>183,187</b>	<b>14.2%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	17,708	16,830	21,228	19,919									75,685	58,187	30.1%
Juvenile Nonfiction	4,911	4,573	5,619	5,673									20,776	16,077	29.2%
Juvenile Audiobooks	262	243	337	273									1,115	887	25.7%
Juvenile Music	204	151	191	187									733	634	15.6%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270									16,916	14,025	20.6%
<b>JUVENILE CIRCULATION</b>	<b>27,312</b>	<b>25,810</b>	<b>31,781</b>	<b>30,322</b>									<b>115,225</b>	<b>89,810</b>	<b>28.3%</b>
<b>Red Carpet Material</b>															
RC Print Materials	6,251	5,641	6,233	5,846									23,971	23,428	2.3%
RC Realia	106	72	83	90									351	363	-3.3%
<b>RED CARPET CIRCULATION</b>	<b>6,357</b>	<b>5,713</b>	<b>6,316</b>	<b>5,936</b>									<b>24,322</b>	<b>23,791</b>	<b>2.2%</b>
<b>Young Adult Material</b>															
YA Print Materials	2,556	2,361	2,483	2,565									9,965	11,063	-9.9%
YA AV	15	12	33	16									76	141	-46.1%
<b>YOUNG ADULT CIRCULATION</b>	<b>2,571</b>	<b>2,373</b>	<b>2,516</b>	<b>2,581</b>									<b>10,041</b>	<b>11,204</b>	<b>-10.4%</b>
Overdrive	35,891	32,773	35,581	33,380									137,625	135,917	1.3%
Hoopla	15,010	13,681	14,473	14,183									57,347	56,521	1.5%
Flipster	1,306	1,199	1,332	1,203									5,040	5,830	-13.6%
<b>DIGITAL DOWNLOADS</b>	<b>52,207</b>	<b>47,653</b>	<b>51,386</b>	<b>48,766</b>									<b>200,012</b>	<b>198,268</b>	<b>0.9%</b>
Adult ebook Fiction	18,220	16,697	17,594	16,487									68,998	n/a	n/a
Adult ebook Nonfiction	4,011	3,394	3,713	3,337									14,455	n/a	n/a
Adult digital audiobooks	17,983	16,411	18,640	17,804									70,838	n/a	n/a
Juvenile ebook Fiction	1,888	1,546	1,776	1,475									6,685	n/a	n/a
Juvenile ebook Nonfiction	237	264	221	270									992	n/a	n/a
Juvenile digital audiobooks	1,972	1,752	2,012	1,814									7,550	n/a	n/a
Young Adult ebook Fiction	1,300	1,142	1,254	1,272									4,968	n/a	n/a
Young Adult ebook Nonfiction	23	29	32	29									113	n/a	n/a
Young Adult digital audiobooks	1,189	1,075	1,173	1,225									4,662	n/a	n/a
<b>DIGITAL CIRCULATION DETAILS</b>	<b>46,823</b>	<b>42,310</b>	<b>46,415</b>	<b>43,713</b>									<b>179,261</b>	<b>n/a</b>	<b>n/a</b>

	2022											2022	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Value Calculator</b>													
<b>Circulation</b>													
Books (\$17)	\$1,009,494	\$941,868	\$1,098,149	\$1,045,398	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,094,909
Magazines (\$5)	\$4,375	\$3,955	\$4,615	\$3,915	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,860
Audiobooks (\$10)	\$20,730	\$20,170	\$23,810	\$21,510	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$86,220
DVD, Games, Music (\$4)	\$108,932	\$100,440	\$110,508	\$103,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$423,480
<b>Notary Service (\$10)</b>	\$1,510	\$1,470	\$1,390	\$1,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,990
<b>Reference Questions (\$7)</b>	\$74,228	\$68,726	\$82,432	\$74,067	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$299,453
<b>Programming (\$10)</b>	\$23,180	\$18,080	\$27,290	\$73,540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$142,090
<b>Meeting Room Use</b>	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$41
<b>Gallery Attendance (\$10)</b>	\$13,080	\$13,160	\$11,460	\$10,580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,280
<b>Computer Use (\$12 /hr)</b>	\$114,540	\$108,900	\$142,368	\$148,848	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$514,656
<b>TOTAL VALUE</b>	<b>\$1,370,069</b>	<b>\$1,276,769</b>	<b>\$1,502,023</b>	<b>\$1,483,080</b>	<b>\$3</b>	<b>\$3</b>	<b>\$4</b>	<b>\$4</b>	<b>\$5</b>	<b>\$6</b>	<b>\$6</b>	<b>\$7</b>	<b>\$5,631,979</b>