

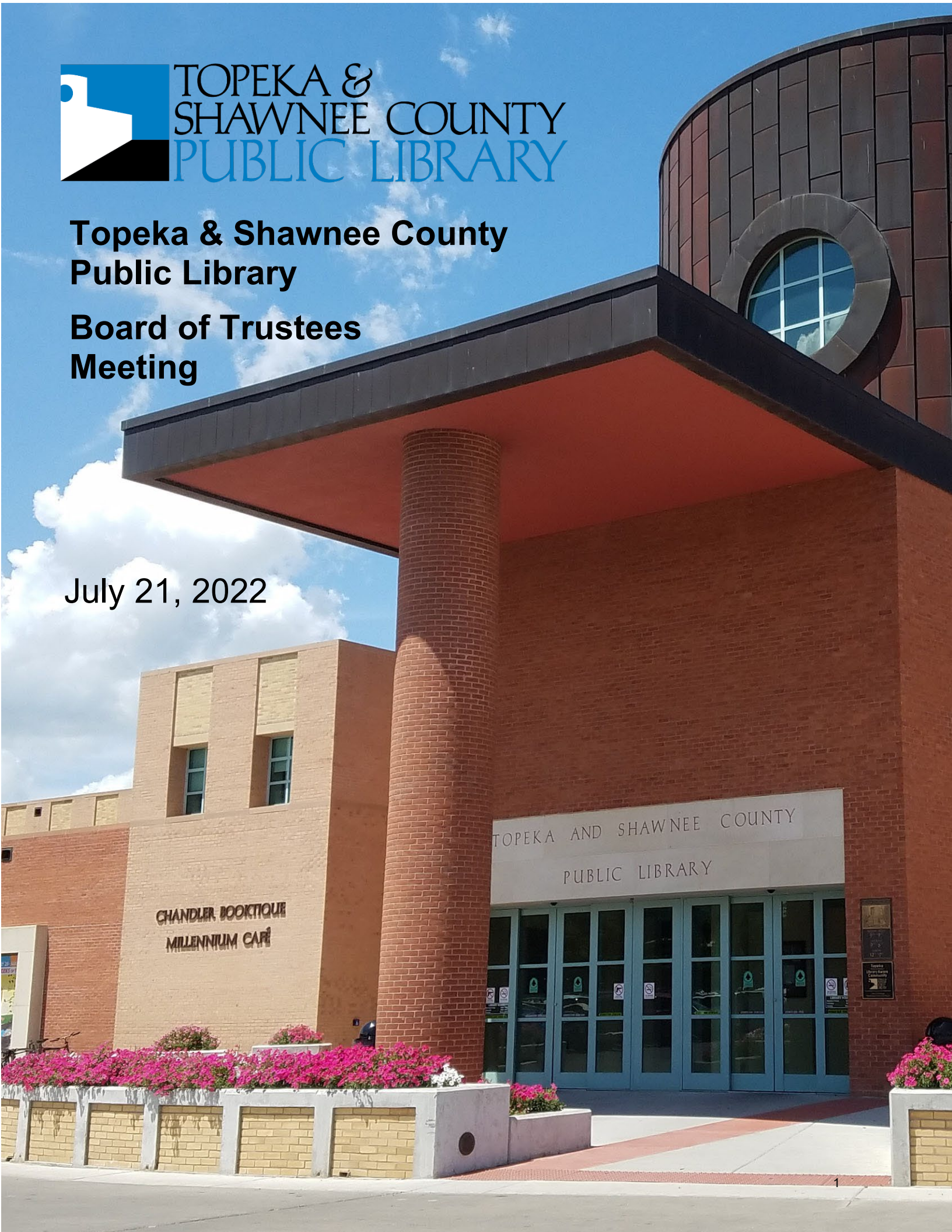


TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Topeka & Shawnee County Public Library

Board of Trustees Meeting

July 21, 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





Thursday, July 21, 2022– 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 853 1930 6913

Passcode: 875701

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of June 16, 2022, Meeting Minutes of the Board of Trustees –
[Action Item](#) pg. 5**

**Approval of July 13, 2022, Meeting Minutes of the Board of Trustees
Budget Work Session #2 – [Action Item](#) pg. 9**

Chief Financial Officer’s Report – Kim Strube [pg. 11](#)

Financial Reports

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

Strategic Planning Steering Committee – Beth Dobler and Peg Dunlap

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 July 11, 2022, Meeting Minutes Board of Trustees Executive
Committee – [Action Item](#) [pg. 27](#)

Chief Executive Officer Report – Marie Pyko [pg. 29](#)

Chief of Staff Report – Thad Hartman [pg. 29](#)

- HTK Architects presentation on Movies and Music Lounge – Maria Kutina

New Business

- FY2023 Budget Approval for Publication- [Action Item](#) [pg. 48](#)
- Circulation and Access Policy- [Action Item](#) [pg. 53](#)

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 to request their name be placed on the public comment listing.

Next Meeting

August 25, 2022

5:00 pm

Marvin Auditorium 101C and Zoom meeting

<https://tscpl.zoom.us/j/82817911709>

Meeting ID: 828 1791 1709

Passcode: 957174

*Subject to change without notice



Board Members Present

Jim Edwards – Chair, Shawn Leisinger – Vice Chair, Joan Hicks – Secretary, Peg Dunlap – Treasurer, Jim Ramos, Beth Dobler, Liz Post, Hannah Uhlig

Board Members Absent

Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, June 16, 2022, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Jim Edwards.

Introduction of New Trustee and Oath of Office

New Trustee Hannah Uhlig took the oath of office, notarized by Public Services Specialist Jacob Ziegler. Uhlig introduced herself as being the Deputy Director of Public Works for the City of Topeka. Uhlig stated she has a husband and two kids. She is happy to be part of the board.

Public Comment

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

Trustee Advocacy Stories

There were no Trustee Advocacy Stories.

Approval of Minutes

On a motion by Liz Post, seconded by Jim Ramos, the May 19, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Approval of Trustee Budget Work Session 1 Minutes

On a motion by Beth Dobler, seconded by Peg Dunlap, the June 7, 2022, Meeting Minutes of the Trustee Budget Work Session 1 were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube noted no additions to her report. Trustee Liz Post thanked Strube for a productive and successful first Trustee Budget Work Session.

Financial Reports

Board Treasurer Peg Dunlap reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for May 2022.

On a motion by Peg Dunlap and seconded by Liz Post, the Treasurer's Financial Report for May 2022 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Chair Judy Moler presented the Foundation report. Moler shared that despite the stock market influencing investments, the Foundation has had donations to make up the difference.

The Wilder Society is planning a gala on August 14, 2022. It will be called the Wilder Side of Kansas. The gala will include an afternoon with Joshua Svaty who is best known for writing about Kansas Petroglyphs.

The Foundation sold the house gifted to them for \$395,000 with \$362,000 garnered. Moler shared that the Foundation is working with Armstrong Family Estate Services for the sales of other contents of the home. Moler shared there is an international audience for some specialty items from the estate.

Friends of Topeka and Shawnee County Public Library

Friends President Christy Molzen shared that the Friends are looking for a new manager for the Booktique. Molzen asks if anyone in attendance knows of anyone with retail experience who might be interested in a part-time job (30 hours per week) please let them know. The position announcement is posted on the library's website and has been advertised on Facebook.

In addition to losing the Booktique manager, the Friends have received several large donations recently which are making it a challenge to keep up. Molzen expressed gratitude for the community support.

The next Purple Wave auction featuring library furniture will be July 12th. The Friends will be selling office chairs, desks, tables, and the red wooden car from the kids' library in this auction. The next book and media sale will be July 22-24.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on June 6, 2022.

On a motion by Peg Dunlap, seconded by Beth Dobler, the June 6, 2022, minutes of the Board of Trustees Executive Committee were approved.

Motion passed unanimously.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko highlighted some items in her report. Pyko stated that starting July 1, 2022, the Kansas Children's Cabinet and Trust Fund will be funding 50% of Dolly Parton's Imagination Library. This will help grow the program and maintain sustainability.

The Urban Library Council is working with larger libraries to learn how to do a ROI on services the library provides. This led to the development of the Business Value Calculator. Business and Career Librarian Meredith Snepp and Statistical Research Analyst Robert Soria were able to use that calculator with the library's numbers and this year we are at a value of \$90,000 for businesspeople using library resources. A good portion of what these customers are looking for is technology related. Pyko stated the library can expect this amount to grow exponentially when the Level 2 Tech Center opens in August.

Strategic Plan 2023 Presentation

Pyko presented on three possible options of routes to take for the strategic plan.

Discussion followed.

Strategic Plan 2023 Resolution

Joan Hicks moved that the Topeka and Shawnee County Public Library Board of Trustees approves the Strategic Planning 2023. Discussion followed.

Peg Dunlap moved an amendment stating the Board of Trustees of the Topeka and Shawnee County Public Library authorizes the appointment of a steering committee to research consultants, finalize timelines, and deal with any ancillary issues surrounding the strategic planning process. This steering committee will report back to full Board of Trustees at the September 2022 meeting. This steering committee will consist of three Board of Trustee members appointed by Chair Jim Edwards and three library staff members appointed by the CEO. The CEO will serve as a member and the Board of Trustees Chair will serve as an as ex officio member. Beth Dobler seconded. Motion passed unanimously.

The motion as amended passed.

Jim Edwards presented his recommendations for the Strategic Planning 2023 Steering Committee:

Jim Ramos

Beth Dobler

Peg Dunlap

All three trustees accepted their roles on the committee.

Chief of Staff Report

Chief of Staff Thad Hartman shared that it finally feels like summer at the library and the library is getting busier because of summer reading and the programs that come with it. Today a

magician called The Amazing Arthur performed. Hartman wished a big thanks to staff and Program Manager Jacqueline Belden for working on the programming. The next Blockbuster Wednesday will be a show of talented birds called Wings of Love on June 29, 2022. Hartman encouraged people to sign up for summer reading as there are prizes for all ages. The new gallery exhibit is called Oceans of Possibilities and the Reed Studio is hosting crafts for children to create art that ends up as part of the exhibit.

Hartman shared that the library had to remove the smart locker from Hy-Vee. Discussions are in place to try to place it somewhere else in same area of town.

New Business

Circulation Policy First Reading

Collections Director Paul Brennan presented the First Reading of the Circulation Policy.

Discussion followed. Final action on this policy is to be taken next month.

Exhibits Policy

On a motion by Joan Hicks, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Exhibits Policy as presented.

Motion passed unanimously.

Programs Policy

On a motion by Joan Hicks, seconded by Jim Ramos, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Programs Policy as presented.

Motion passed unanimously.

Adjournment

On a motion by Joan Hicks, seconded by Peg Dunlap, the meeting was adjourned at 4:55 pm.

Next Meeting

July 21, 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



Minutes
Board of Trustees Budget Work Session #2
Wednesday July 13, 2022
1:00 pm – 3:00 pm
Menninger Room 206 and Zoom
<https://tscpl.zoom.us/j/85024727121>
Meeting ID: 850 2472 7121
Passcode: 88985

BOARD MEMBERS PRESENT

Jim Edwards – Chair, Shawn Leisinger – Vice Chair, Joan Hicks – Secretary, Peg Dunlap – Secretary, Jim Ramos, Liz Post, Beth Dobler, Hannah Uhrig

BOARD MEMBERS ABSENT

Jennifer Miller

OTHERS PRESENT

Chief Executive Officer Marie Pyko, Chief Financial Officer Kim Strube, Chief of Staff Thad Hartman, Chief Human Resources Officer Jesse Maddox, Library Counsel Chuck Engel, and Executive Assistant Aubrey Conner

CALL TO ORDER

Chair Jim Edwards welcomed everyone at 1:03 pm to the second Board Budget Work Session. Chief Financial Officer Kim Strube reviewed the agenda for the meeting.

Review listing of future infrastructure projects and other facilities projects with estimated costs

Chief of Staff Thad Hartman provided a PowerPoint presentation of infrastructure projects and other facilities projects happening over the course of the next 3-4 years with estimated costs.

Discussion followed.

Review updated information for property valuations and other key expenditures for the budgeted funds: General, Employee Benefit and State Aid

Chief Financial Officer Kim Strube reviewed the budget as presented.

Discussion followed.

Review proposed documents to be published: Revenue Neutral Rate, Notice of Hearing and Budget Summary, Notice of Budget Hearing

Strube provided an overview of the revenue neutral budget rate, notice of hearing and budget summary, and notice of budget hearing.

Discussion followed.

Adjournment

The meeting was adjourned at 2:52 pm.

August Meetings

Board of Trustees Meeting

August 25, 2022 5:00pm

Marvin Auditorium 101C/Zoom Meeting

Revenue Neutral Rate Hearing

August 25, 2022 5:30pm

Marvin Auditorium 101C/Zoom Meeting

Annual Budget Hearing

August 25, 2022

Immediately following the Revenue Neutral Rate Hearing

Marvin Auditorium 101C/Zoom Meeting

*Subject to change without notice

Chief Financial Officer's Report
July 2022
Kim Strube

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund and the NEH Expendable Fund are 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 49.7% of the budget year completed, 91% of the budgeted revenue has been received and 46% of the approved budget has been expended/encumbered. This compares to 2021 in which 91% of the budgeted revenue had been received and 40% of the approved budget had been expended/encumbered.

The third tax distribution for 2022 was received June 3rd as scheduled. The total received for the General Fund was \$5,780,709.31. The percentage of the ad valorem tax budget collected year-to-date is 96% which is the same as this point in time in 2021. The percentage of year-to-date motor vehicle tax collected is 36% compared with 40% collected thus far in 2021.

Employee Benefit Fund – Page 6

With 49.7% of the budget year completed, 91% of the budgeted revenue has been received and 38% of the approved budget has been expended/encumbered. This compares to 2021 in which 91% of the budgeted revenue had been received and 44% of the approved budget had been expended/encumbered.

The June 3rd tax distribution totaled \$1,525,432.67. The percentage of the ad valorem tax budget collected year-to-date is 96% which is the same as this point in time in 2021. The percentage of year-to-date motor vehicle tax collected is 36% compared with 41% collected thus far in 2021.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$4,681,898.

Debt Service Fund-Bond & Interest – Page 7

The June 3rd tax distribution totaled \$1,599.62. The bond and interest levy is 0.000, however motor vehicle taxes and delinquent taxes will continue to trickle in during the year.

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	Repair roll up door at Bookmobile barn	\$11,381.00	Beacon Building Products
Approved operating budget	Annual service agreement for access control equipment and software	\$19,126.00	Cam-Dex Security Corp.
Approved operating budget	Annual courier service fee	\$9,980.00	Mid-America Library Alliance
Approved operating budget	Security camera equipment for parking lot	\$6,921.98	American Digital Security LLC
Approved operating budget	APC rack battery (Digital Services)	\$5,311.26	Premier One Data Systems Inc.
Approved operating budget	Adobe license renewal	\$13,200.00	IT Outlet Inc.
Approved operating budget	Annual SmartLocker lease	\$15,965.43	Bibliotheca LLC
Library Materials	Juvenile fiction & nonfiction books	\$5,500.00	Ingram Library Services
Library Materials	Hoopla	\$28,538.33	Midwest Tape LLC
Library Materials	Adult nonfiction books	\$6,500.00	Ingram Library Services
Library Materials	Adult fiction books	\$6,000.00	Ingram Library Services

Other Items:

- Thank you for your time and attention at the Board budget work sessions. Should questions arise as the process goes through the remainder of the cycle, please don't hesitate to contact me. As a result of the work sessions, a resolution is included in this month's packet to approve the 2023 "Budget Summary" of proposed expenditure authority, ad valorem tax and mill levy tax rates. The publication also will include the "Notice of Revenue Neutral Rate Hearing" and the "Notice of Budget Hearing" proposed for 5:00 pm on August 25, 2022 in the Library's Marvin Auditorium. The documents explaining the proposed budget can be found at:

[Board of Trustees Meeting Agendas & Packets - Topeka & Shawnee County Public Library \(tscpl.org\).](https://www.tscpl.org/Board-of-Trustees-Meeting-Agendas-&-Packets)

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

6/30/2022

	<u>Balance 1/1/2022</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 6/30/2022</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,966,095.33	\$ 14,033,630.47	\$ 6,642,037.30	\$ 12,357,688.50
Employee Benefits	1,405,524.62	3,727,411.82	1,683,949.19	\$ 3,448,987.25
Capital Improvement	4,677,506.88	4,390.90	-	\$ 4,681,897.78
Bond & Interest	-	2,686.82	-	\$ 2,686.82
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,170.44	49,293.13	80,045.24	\$ 18,418.33
Federal, State & Local Grants	24,044.03	800.00	12,642.66	\$ 12,201.37
Other Special Revenue	554,736.57	17,682.32	103,572.99	\$ 468,845.90
Permanent Funds	273,836.43	25,972.35	-	\$ 299,808.78
Totals	<u>\$ 11,950,914.30</u>	<u>\$ 17,861,867.81</u>	<u>\$ 8,522,247.38</u>	<u>\$ 21,290,534.73</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,305,318.08
Restricted Funds-CoreFirst Bank-Checking	470,075.29
Capital Improvement Fund-VisionBank-Money Market Account	4,681,897.78
Cash on Hand	2,618.80
Petty Cash	220.00
Endowment Securities	299,808.78
Municipal Investment Pool - Overnight	2,609,128.02
Municipal Investment Pool - 30-day Fixed	12,000,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 21,369,066.75</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	6,646.80
Less Payroll Deduction and Employer Benefit Liabilities	(9,519.85)
Less Outstanding Checks	81,405.07
	<u>\$ 21,290,534.73</u>

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

6/30/2022

	1/1/2022 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	6/30/2022 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,966,095.33	\$ 14,033,630.47	\$ 852,719.69	\$ 5,789,317.61	\$ 12,357,688.50	\$ 1,820,503.74	\$ 10,537,184.76
Employee Benefit Fund	1,405,524.62	3,727,411.82	531.00	1,683,418.19	3,448,987.25	16,622.50	3,432,364.75
Capital Improvement Fund	4,677,506.88	4,390.90	-	-	4,681,897.78	-	4,681,897.78
Bond & Interest Fund	-	2,686.82	-	-	2,686.82	-	2,686.82
Non Major Governmental Funds							
<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 & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	800.00	-	800.00	25.00	-	25.00
Library Services & Technology Ac	24,000.00	-	-	11,842.66	12,157.34	12,157.34	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,647.98	16.33	-	-	10,664.31	-	10,664.31
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	1,956.16	(1,956.16)	58.05	(2,014.21)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.29	0.06	-	-	31.35	-	31.35
Friends	106,947.21	112.37	6,461.00	32,888.70	67,709.88	418.00	67,291.88
Fun Committee	4,227.14	583.72	-	10.00	4,800.86	-	4,800.86
Gallery Competitions/Exhibits	36,384.15	55.76	-	-	36,439.91	-	36,439.91
Gifts/Memorials (Undesignated)	349,198.19	14,513.61	27,815.53	22,211.68	313,684.59	65,855.15	247,829.44
Hathaway Trust - Library Materials	2,986.83	1,452.92	73.96	1,452.22	2,913.57	544.21	2,369.36
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,745.89	895.24	23.47	1,250.51	5,367.15	(23.47)	5,390.62
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,121.17	18.97	-	9,064.67	7,075.47	12,833.33	(5,757.86)
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,281.40	6.56	-	-	4,287.96	-	4,287.96
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,730.90	8.77	-	-	5,739.67	-	5,739.67
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.34	0.06	-	-	36.40	-	36.40
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,187.74	3.36	-	-	2,191.10	-	2,191.10
Youth Services	9,751.65	14.59	140.96	224.13	9,401.15	-	9,401.15
<i>Permanent Funds</i>							
Mertz Trust	273,836.43	25,972.35	-	-	299,808.78	-	299,808.78
TOTALS	\$ 11,950,914.30	\$ 17,861,867.81	\$ 936,936.05	\$ 7,585,311.33	\$ 21,290,534.73	\$ 1,947,387.18	\$ 19,343,147.55

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

6/30/2022

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 6/30/2022</u>
				49.7%
Ad Valorem Property Tax	\$ 13,757,845.00	\$ 13,239,482.77	\$ (518,362.23)	96%
Revitalization Rebates	(144,572.00)	(142,158.19)	\$ 2,413.81	98%
Back Tax	-	159,009.42	\$ 159,009.42	N/A
Motor Vehicle Tax	1,540,929.00	561,862.66	\$ (979,066.34)	36%
Recreational Vehicle Tax	15,862.00	6,454.22	\$ (9,407.78)	41%
16/20 M Vehicle Tax	5,946.00	6,387.98	\$ 441.98	107%
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	48,302.38	\$ (3,173.62)	94%
E-Rate Reimbursement	19,902.00	-	\$ (19,902.00)	0%
Miscellaneous Revenue	3,000.00	11,109.03	\$ 8,109.03	370%
Miscellaneous Revenue - Recyclg	-	170.60	\$ 170.60	N/A
Salary Refunds-Foundation	97,463.00	40,959.88	\$ (56,503.12)	42%
Salary Refunds-Friends	32,157.00	22,977.95	\$ (9,179.05)	71%
Salary Refunds-Shawnee Cty	-	11,961.00	\$ 11,961.00	N/A
Vending Machines	2,000.00	612.41	\$ (1,387.59)	31%
Overdue Fees*	10,000.00	12,682.49	\$ 2,682.49	127%
Debt Collect	-	392.12	\$ 392.12	N/A
ILL Fees	100.00	108.43	\$ 8.43	108%
Mailing Fees	100.00	15.92	\$ (84.08)	16%
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	216.00	\$ (284.00)	43%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	2,000.00	9,631.90	\$ 7,631.90	482%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,536,202.00	-	\$ -	N/A
TOTALS	<u>\$ 17,984,820.00</u>	<u>\$ 14,033,630.47</u>	<u>\$ (1,414,987.53)</u>	91%

* 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**

6/30/2022

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					49.7%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 2,215.32	\$ -	\$ 4,184.68	35%
Salaries-Facilities	706,922.00	270,810.31	-	436,111.69	38%
Salaries-Overtime	10,000.00	2,130.16	-	7,869.84	21%
Salaries-Security	281,754.00	128,358.60	-	153,395.40	46%
Salaries-Shelvers	65,154.00	12,452.46	-	52,701.54	19%
Salaries-Staff	7,821,156.00	3,301,828.57	-	4,519,327.43	42%
Conferences	157,000.00	39,727.04	11,354.09	105,918.87	33%
Staff Internal Dev/Trng - Web Based	15,000.00	789.00	149.00	14,062.00	6%
Staff Development & Training	15,000.00	368.34	2,975.05	11,656.61	22%
Mileage	9,100.00	551.34	6,569.31	1,979.35	78%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	1,905.55	10.00	584.45	77%
Materials-Periodicals	28,000.00	1,035.67	-	26,964.33	4%
Materials-Print/Non-Print <1 YR	661,000.00	236,110.26	-	424,889.74	36%
Materials-Print/Non-Print	1,228,000.00	530,934.13	103,652.99	593,412.88	52%
OPERATIONS:					
Art Purchases	8,000.00	150.00	-	7,850.00	2%
Cataloging and ILL Services	105,805.00	41,229.94	52,770.06	11,805.00	89%
Contracted-Digital Services	538,078.00	241,578.61	148,977.56	147,521.83	73%
Contracted-Facilities	326,400.00	183,772.82	52,667.18	89,960.00	72%
Contracted-Equipment	51,100.00	28,369.84	26,140.22	(3,410.06)	107%
Contracted-Professional	304,400.00	99,804.73	77,355.44	127,239.83	58%
Contracted-E-Rate Services	1,791.00	-	-	1,791.00	0%
Digital Services Support	297,300.00	34,084.04	36,409.47	226,806.49	24%
Furniture/Equipment	91,465.00	1,366.20	-	90,098.80	1%
Insurance	56,000.00	59,308.00	-	(3,308.00)	106%
Marketing & Communication	47,500.00	9,411.53	7,870.00	30,218.47	36%
Memberships/Dues	30,900.00	16,665.60	804.00	13,430.40	57%
Miscellaneous	5,000.00	1,217.69	80.96	3,701.35	26%
Payments to Other Libraries	118,962.00	-	-	118,962.00	0%
Postage/Shipping	82,764.00	22,543.92	1,483.28	58,736.80	29%
Printing	114,300.00	5,656.88	735.00	107,908.12	6%
Programming	57,000.00	18,639.09	2,217.72	36,143.19	37%
Special Events	-	-	-	-	0%
Special Projects	1,650,000.00	182,180.68	905,175.85	562,643.47	66%
Supplies-Facilities	98,000.00	29,757.19	49,595.50	18,647.31	81%
Supplies-Office/Library	89,600.00	28,194.88	7,893.67	53,511.45	40%
Supplies-Processing	45,000.00	10,154.24	1,975.00	32,870.76	27%
Telecommunications	99,100.00	29,390.56	34,492.18	35,217.26	64%
Transfer Out	550,000.00	-	-	550,000.00	0%
Utilities-Electric	374,544.00	130,751.64	216,359.56	27,432.80	93%
Utilities-Gas	67,626.00	39,527.87	12,201.02	15,897.11	76%
Utilities-Water/Sewage	35,700.00	11,621.03	17,578.97	6,500.00	82%
Vehicle-Gas	31,000.00	13,178.97	-	17,821.03	43%
Vehicle-Repair	50,500.00	21,579.07	27,811.72	1,109.21	98%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(34.16)	-	34.16	N/A
TOTALS	\$ 17,984,821.00	\$ 5,789,317.61	\$ 1,805,304.80	\$ 8,740,198.59	46%

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

6/30/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2022	\$ 2,536,202.00	\$ 4,031,694.91	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,757,845.00	13,239,482.77	96%
Revitalization Rebates	(144,572.00)	(142,158.19)	98%
Back Tax	-	159,009.42	N/A
Motor Vehicle Tax	1,540,929.00	561,862.66	36%
Recreational Vehicle Tax	15,862.00	6,454.22	41%
16/20M Vehicle Tax	5,946.00	6,387.98	107%
In Lieu of Tax	20,114.00	42,796.50	213%
Watercraft Special Tax	8,446.00	-	0%
Commercial Vehicle Fees	51,476.00	48,302.38	94%
E-Rate Reimbursement	19,902.00	-	0%
Fees and Charges	16,000.00	25,791.40	161%
Reimbursements	129,620.00	76,069.43	59%
Transfer In	25,050.00	-	
Interest on Idle Funds	2,000.00	9,631.90	482%
	<u>\$ 15,448,618.00</u>	<u>\$ 14,033,630.47</u>	91%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,891,386.00	3,717,795.42	42%
Other Staff Support Costs	196,100.00	62,483.17	32%
Library Collections	1,919,500.00	873,648.60	46%
Contracted Services	1,327,574.00	952,666.40	72%
Digital Services Support	297,300.00	70,493.51	24%
Furniture/Equipment/Art	99,465.00	1,516.20	2%
Payments to Other Libraries	118,962.00	-	0%
Special Projects	1,650,000.00	1,087,356.53	66%
Utilities & Telecommunications	576,970.00	491,922.83	85%
Vehicles	81,500.00	62,569.76	77%
Other Operating Expenditures	626,063.00	274,169.99	44%
Transfer Out	550,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,984,820.00</u>	<u>\$ 7,594,622.41</u>	46%
Prior Year Canceled Purchase Orders		<u>\$ 66,481.79</u>	
Unencumbered Balance 6/30/2022	\$ -	<u>\$ 10,537,184.76</u>	

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

6/30/2022

EMPLOYEE BENEFITS

	<u>2022 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/2022	\$ 802,327.00	\$ 1,403,457.62	
Revenue:			
Ad Valorem Property Tax	\$ 3,663,189.00	\$ 3,526,770.27	96%
Revitalization Rebates	(38,494.00)	(37,849.59)	98%
Back Tax	-	36,308.89	N/A
Motor Vehicle Tax	363,700.00	131,673.10	36%
Recreational Vehicle Tax	3,744.00	1,517.06	41%
16/20M Vehicle Tax	1,403.00	1,359.01	97%
In Lieu of Tax	8,323.00	11,395.64	137%
Watercraft Special Tax*	1,994.00	-	0%
Commercial Vehicle Fees	12,150.00	11,289.70	93%
Refund-Fringe Benefits-Foundation	48,256.00	18,074.86	37%
Refund-Fringe Benefits-Friends	20,829.00	10,382.86	50%
Refund-Fringe Benefits-Shawnee Cty	-	8,151.43	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	4,688.10	N/A
Interest on Idle Funds	1,000.00	3,650.49	365%
	<u>\$ 4,086,094.00</u>	<u>\$ 3,727,411.82</u>	91%
Expenditures/Encumbrances:			
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	263,222.47	39%
Ks Public Employees Retirement Sys	864,426.00	322,949.70	37%
Worker's Compensation	54,000.00	50,262.85	93%
Unemployment Tax	8,891.00	24,216.47	272%
Health/Dental Insurance	2,870,631.00	1,030,720.20	36%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,888,421.00</u>	<u>\$ 1,700,040.69</u>	38%
Prior Year Canceled Purchase Orders		\$ 1,536.00	
Unencumbered Balance 6/30/2022	\$ -	\$ 3,432,364.75	

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

CAPITAL IMPROVEMENT

Balance 01/01/2022		\$ 4,677,506.88
Revenue:		
Transfer In		\$ -
Interest received		4,390.90
		<u>\$ 4,390.90</u>
Expenditures/Encumbrances:		
Contracted - Professional		-
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 6/30/2022		\$ 4,681,897.78

STATE AID

Balance 01/01/2022	\$ -	\$ -
Revenue:		
State Aid	-	49,293.13
	<u>\$ -</u>	<u>\$ 49,293.13</u>
Expenditures/Encumbrances:		
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>
Unencumbered Balance 6/30/2022		\$ -

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

6/30/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2022	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	2,669.21	11%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	13.33	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	4.28	9%
	<u>\$ 25,050.00</u>	<u>\$ 2,686.82</u>	11%
<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%
Unencumbered Balance 6/30/2022	<u><u>\$ -</u></u>	<u><u>\$ 2,686.82</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 and Debt as of June 30, 2022

Capital Improvement Funds – Community National Bank

\$ 4,681,897.78 at .55% (money market account)

Municipal Investment Pool

\$ 2,609,128.02 Operating funds in “overnight pool”*; available for transfer whenever needed

10,000,000.00 General fund in 30-day, fixed rate pool; opened 6/14/2022 @ .55%; maturity 7/14/2022

2,000,000.00 Employee Benefits fund in 30-day, fixed rate pool; opened 6/14/2022 @ .55%; maturity 7/14/2022

\$ 14,609,128.02

* rates vary by day - average June 1-30, 2022 was .6357%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended June 30, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	6/2/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,654.08	-97601
10	21502	0	6/2/2022	PAYCOM PAYROLL LLC	State W/H	\$ 10,823.42	-97601
15	21521	0	6/2/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 672.40	-97601
10	21503	0	6/2/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,785.56	-97601
15	21504	0	6/2/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,785.56	-97601
10	21503	0	6/2/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,159.61	-97601
15	21504	0	6/2/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,159.61	-97601
10	21514	0	6/2/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,760.89	-97601
10	41000	313	6/2/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,957.43	-97601
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,758.56	-97601 Total
10	21501	0	6/16/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,814.12	-97600
10	21502	0	6/16/2022	PAYCOM PAYROLL LLC	State W/H	\$ 11,259.12	-97600
15	21521	0	6/16/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 638.78	-97600
10	21503	0	6/16/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,343.82	-97600
15	21504	0	6/16/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,343.82	-97600
10	21503	0	6/16/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,290.07	-97600
15	21504	0	6/16/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,290.07	-97600
10	21514	0	6/16/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,760.89	-97600
10	41000	313	6/16/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,983.03	-97600
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 83,723.72	-97600 Total
10	21505	0	6/6/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,157.35	-97599
15	21516	0	6/6/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,933.55	-97599
10	21513	0	6/6/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,151.29	-97599
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 46,242.19	-97599 Total
10	21509	0	6/3/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,642.89	-97596
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,642.89	-97596 Total
10	21505	0	6/21/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,436.50	-97595
15	21516	0	6/21/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,347.62	-97595
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 45,784.12	-97595 Total
10	21509	0	6/21/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,642.89	-97592
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,642.89	-97592 Total
10	41000	323	6/17/2022	COREFIRST BANK & TRUST	ALA membership	\$ 75.00	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	dry erase markers	\$ 24.98	-97589
10	41000	361	6/17/2022	COREFIRST BANK & TRUST	c795 double pack RV seat	\$ 81.65	-97589

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended June 30, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	6/17/2022	COREFIRST BANK & TRUST	Ergonomic Mouse	\$ 49.99	-97589
10	41000	320	6/17/2022	COREFIRST BANK & TRUST	Ergonomic Keyboard	\$ 89.99	-97589
10	41000	320	6/17/2022	COREFIRST BANK & TRUST	USX MOUNT Full Motion TV	\$ 109.90	-97589
10	41000	320	6/17/2022	COREFIRST BANK & TRUST	Monoprice - 109808 Flexbo	\$ 226.80	-97589
10	41000	320	6/17/2022	COREFIRST BANK & TRUST	C2G Power Cord, Replaceme	\$ 193.20	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Liquid starch (64 oz)	\$ 29.04	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Elmer's glue - clear (1 g	\$ 39.94	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Plastic containers (50)	\$ 17.98	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Orange sequins	\$ 13.98	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Green sequins	\$ 13.98	-97589
10	41000	310	6/17/2022	COREFIRST BANK & TRUST	Zello annual subscription	\$ 6,058.80	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Sponge Paint Brushes	\$ 7.85	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Glitter Markers	\$ 39.98	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Plastic Magnifiers	\$ 14.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Neenah multi-colored	\$ 7.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Iridescent Film, Mother o	\$ 19.02	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Food Coloring, 16 oz	\$ 5.60	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	size 33 rubber bands	\$ 2.48	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	aluminum crochet hooks	\$ 33.98	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	yarn	\$ 6.97	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Habotai scarves 8mm 8x54	\$ 277.31	-97589
10	41000	310	6/17/2022	COREFIRST BANK & TRUST	Standard SSL Renewal	\$ 127.98	-97589
10	41000	310	6/17/2022	COREFIRST BANK & TRUST	ezproxy ssl certificate	\$ 699.98	-97589
10	41000	420	6/17/2022	COREFIRST BANK & TRUST	5 gallon bags 100count	\$ 152.75	-97589
10	41000	420	6/17/2022	COREFIRST BANK & TRUST	3.5 gallon bags 200 count	\$ 239.96	-97589
10	41000	320	6/17/2022	COREFIRST BANK & TRUST	M JJYPET Laptop Stand for	\$ 50.97	-97589
10	41000	420	6/17/2022	COREFIRST BANK & TRUST	Successful Library Truste	\$ 188.00	-97589
10	41000	420	6/17/2022	COREFIRST BANK & TRUST	headphones	\$ 199.95	-97589
10	41000	420	6/17/2022	COREFIRST BANK & TRUST	Health O Meter 599KL dig	\$ 505.30	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	rope	\$ 12.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	plus kit celestial	\$ 140.34	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	white cotton tote bags	\$ 263.94	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	pocket microscope	\$ 27.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	smartphone digiscoping	\$ 39.98	-97589

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended June 30, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	slides & covers	\$ 9.89	-97589
10	41000	361	6/17/2022	COREFIRST BANK & TRUST	Twinkle star road flares	27.99	-97589
10	41000	361	6/17/2022	COREFIRST BANK & TRUST	CZC brass tire gauge	\$ 9.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Jellyfish decorations	\$ 45.98	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Bubble decorations	\$ 50.88	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Condiment cups	\$ 20.99	-97589
10	41000	320	6/17/2022	COREFIRST BANK & TRUST	Crucial 16GB Kit (2 x 8GB	\$ 423.08	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Apple Barrel Acrylic Pain	\$ 2.16	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Plastic Lobster Claw Clas	\$ 7.59	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Uncover a Shark Hardcover	\$ 23.93	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	EcoBlossom Menstrual Cups	\$ 11.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Softdisc Menstrual Discs	\$ 11.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Bambody Absorbent Boy Sho	\$ 9.90	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Menstrual Color Cotton Pa	\$ 29.59	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Post-It 76x76 mm Heart Sh	\$ 12.75	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	20 Rolls Foil Gold Washi	\$ 7.49	-97589
10	41000	320	6/17/2022	COREFIRST BANK & TRUST	Leatherman Tool	\$ 219.90	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Acrylic flatback rhinesto	\$ 8.98	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Dinner plates	\$ 19.84	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Crepe Paper Streamers	\$ 7.10	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	White cardstock	\$ 51.96	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Shipping	\$ 29.33	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Gold Foil Gift Wrap	\$ 5.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Silver Foil Gift Wrap	\$ 5.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Shipping	\$ 7.95	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Clear Contact Paper	\$ 39.83	-97589
10	41000	420	6/17/2022	COREFIRST BANK & TRUST	Bostitch Staples	\$ 37.73	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Perler Bead Bag, Bundle o	\$ 8.00	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Perler PER8011101, Light	\$ 9.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Perler Beads Fuse Beads f	\$ 13.66	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	DECYOOOL 60 Pcs Paint Brus	\$ 8.95	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Apple Barrel Gloss Acryli	\$ 16.32	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Apple Barrel Gloss Finish	\$ 2.91	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Apple Barrel Gloss Acryli	\$ -	-97589

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended June 30, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Neenah Wausau Paper Premi	\$ 10.60	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	50Pcs/Pack Colored Ping P	\$ 10.12	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Master Magnetics - B005HY	\$ 7.49	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	24 Pieces Shark Keychains	\$ 27.98	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Hamsoo 30 Pack Mini Stuff	\$ 19.95	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Crayola Air Dry Clay, Whi	\$ 41.20	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	HyDren 8 Pieces Plastic T	\$ 27.98	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	9pcs 5mm Large Square Fus	\$ 13.70	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	50PCS Plastic Lobster Clq	\$ 0.38	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Pencil Sharpener, Manual	\$ 9.98	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	One Casa Inflatable Costu	\$ 49.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Tamicy Metal Rectangular	\$ 21.98	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Medpride 2" x 2" Steril	\$ 9.99	-97589
10	41000	330	6/17/2022	COREFIRST BANK & TRUST	Care Science Antibacteria	\$ 7.99	-97589
				<i>Miscellaneous online orders paid by credit card</i>		\$ 11,551.48	-97589 Total
10	21515	0	6/24/2022	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 31,063.98	-97580
15	21515	0	6/24/2022	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 150,498.59	-97580
15	21515	0	6/24/2022	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 737.19	-97580
						\$ 182,299.76	-97580 Total
10	21512	0	6/2/2022	DELTA DENTAL OF KANSAS, INC	EE June Premiums	\$ 2,749.14	97877
15	21512	0	6/2/2022	DELTA DENTAL OF KANSAS, INC	ER June Premiums	\$ 10,381.52	97877
15	21512	0	6/2/2022	DELTA DENTAL OF KANSAS, INC	Retiree June Premiums	\$ 44.16	97877
						\$ 13,174.82	97877 Total
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 22.73	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 22.73	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 22.73	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 22.73	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 22.73	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 22.73	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 24.09	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 24.09	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 24.09	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 24.09	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 24.09	97906

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended June 30, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 24.09	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 24.09	97906
10	41000	351	6/9/2022	EVERGY	2022 Electric Service	\$ 100.16	97906
10	41000	351	6/9/22	EVERGY	2022 Electric Service	\$ 213.73	97906
10	41000	351	6/9/22	EVERGY	2022 Electric Service	\$ 1,738.28	97906
10	41000	351	6/9/22	EVERGY	2022 Electric Service	\$ 28,696.03	97906
						\$ 31,053.21	97906 Total
10	41000	310	6/9/22	GOVCONNECTION, INC.	Windows License Renewal	\$ 6,694.50	97908
					<i>2022 approved operating budget - software support/subscription</i>	\$ 6,694.50	97908 Total
10	41000	311	6/16/22	BEACON BUILDING PRODUCTS	Door slats	\$ 10,996.00	97927
10	41000	311	6/16/22	BEACON BUILDING PRODUCTS	Labor	\$ 385.00	97927
					<i>2022 approved operating budget - contracted facilities; repair roll up door at Bookmobile barn</i>	\$ 11,381.00	97927 Total
10	41000	310	6/16/22	INNOVATIVE INTERFACES, INC.	annual maintenance	\$ 59,550.31	97940
10	41000	310	6/16/22	INNOVATIVE INTERFACES, INC.	catalog title images	\$ 19,439.60	97940
					<i>2022 approved operating budget - software support/subscription</i>	\$ 78,989.91	97940 Total
10	41000	310	6/16/22	KNOWBE4 INC	KnowBe4 Phisher	\$ 2,088.00	97943
10	41000	310	6/16/22	KNOWBE4 INC	Sec Aware Training	\$ 4,802.40	97943
					<i>2022 approved operating budget - software support/subscription</i>	\$ 6,890.40	97943 Total
10	41000	312	6/16/22	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0041072429	\$ 2,337.33	97947
10	41000	312	6/16/22	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0040766462	\$ 3,366.96	97947
					<i>2022 approved operating budget - contracted equipment</i>	\$ 5,704.29	97947 Total
10	41000	736	6/24/22	HTK ARCHITECTS INC.	Chiller Replacement	\$ 4,525.00	97962
10	23800	0	6/24/22	HTK ARCHITECTS INC.	TECH ZONE DESIGN	\$ 308.73	97962
10	41000	736	6/24/22	HTK ARCHITECTS INC.	Wayfinding & Signage	\$ 2,700.00	97962
10	41000	736	6/24/22	HTK ARCHITECTS INC.	Media Lounge Renovations	\$ 4,500.00	97962
						\$ 12,033.73	97962 Total
10	41000	310	6/24/22	IT OUTLET INC	Anti Virus License	\$ 4,080.00	97965
10	41000	310	6/24/22	IT OUTLET INC	Anti Virus License	\$ 1,750.00	97965
					<i>2022 approved operating budget - software support/subscription</i>	\$ 5,830.00	97965 Total
10	41000	321	6/24/22	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Prop	\$ 16,707.50	97982
10	41000	321	6/24/22	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Vehicle Ins	\$ 5,305.50	97982
10	41000	321	6/24/22	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Genl Liab	\$ 3,209.00	97982
10	41000	321	6/24/22	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Crime	\$ 486.50	97982
10	41000	321	6/24/22	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Cyber	\$ 164.50	97982

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended June 30, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	321	6/24/22	WORLD INSURANCE ASSOCIATES LLC	<i>Boiler & Machinery</i>	\$ 938.00	97982
15	41000	260	6/24/22	WORLD INSURANCE ASSOCIATES LLC	<i>3rd qtr workers comp ins</i>	\$ 12,189.00	97982
10	41000	321	6/24/22	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Prop</i>	\$ (108.00)	97982
						\$ 38,892.00	97982 Total
10	21512	0	6/30/22	DELTA DENTAL OF KANSAS, INC	<i>July EE Premium</i>	\$ 2,611.34	97995
15	21512	0	6/30/22	DELTA DENTAL OF KANSAS, INC	<i>July ER Premium</i>	\$ 10,107.42	97995
15	21512	0	6/30/22	DELTA DENTAL OF KANSAS, INC	<i>July Retiree Premium</i>	\$ 44.16	97995
						\$ 12,762.92	97995 Total
10	41000	301	6/30/22	OCLC, INC.	OCLC cataloging & ILL	\$ 6,871.64	98002
				<i>2022 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,871.64	98002 Total
						\$ 691,924.03	Grand Total



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 July 11, 2022, via Zoom, and was called to order 4:00 pm by Chair Jim Edwards.

Review Minutes and Agenda

The minutes from the June 16, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees July 21, 2022, meeting were reviewed.

Chair Jim Edwards shared there may be some advocacy stories at the next board meeting.

Chief Financial Officer Kim Strube stated that everything is good to go for the second Trustee Budget Work Session on Wednesday July 13, 2022, at 1:00 pm – 3:00 pm. Strube shared that the RNR was set at 8.811 by the county. The library is proposing a mill levy of 8.885 which exceeds that rate set by the county.

Chief Executive Officer Marie Pyko stated that the Strategic Planning Steering Committee met on July 8, 2022 and will report out at the board meeting.

Chief of Staff Thad Hartman reported that HTK will be present at the July board meeting to give an overview of the Movies and Music Lounge. HTK will explain the layout and what all will be involved in that updated space. Hartman expects bids coming back in September.

Other Items

The Trustee Executive Committee briefly discussed customer concerns and how to handle Public Comment according to library policy.

Strategic Planning – Steering Committee Update

Pyko shared that she facilitated the first meeting of the Steering Committee, and it went smoothly and was productive. Trustees Peg Dunlap and Beth Dobler will give a report on what the committee did at the July board meeting. The next meeting of the Steering Committee will occur Wednesday July 13, 2022, at 3:00 pm.

Preparation for the Second Budget Work Session

Pyko and Strube shared information about the upcoming work session. Discussion then followed.

Adjournment

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

Next Meeting

August 8, 2022

4:00 pm

Zoom

<https://tscpl.zoom.us/j/84540244825>

Meeting ID: 845 4024 4825

Passcode: 291185

CHIEF EXECUTIVE OFFICER'S REPORT

July 2022

News and Updates

Dolly Parton's Imagination Library (DPIL) United Way

At the end of June there was 5,658 children birth to age five as members of the program. We had 125 children "graduate". Graduating means they are no longer eligible for the program because they celebrated their fifth birthday. Currently 53% of Shawnee County's preschoolers are participating in DPIL. As I mentioned in last month's report, the Kansas Children's Cabinet and Trust Fund will begin funding 50% of the costs for books and mailings beginning with the August 1st deployment. This truly is a pivotal partner for our program as it provides a strong sustainability model for growth for our program. The United Way of Greater Topeka will continue to fund \$40,000 of the program annually and the Library Foundation with the Friends of the Library will continue to support our costs associated with the program.

Operational

As we have continued to increase foot traffic in the building with summer and the community feeling more comfortable being in public spaces, we are seeing an increase in customer concerns/issues. While we rely on our board approved policies to work through the situations, they have increased in recent weeks. More information will be provided at the meeting.

Smartlocker

As we shared at the June Board meeting, we were asked to remove the remote library locker (Smartlocker) out of Hy-Vee. A library team including Paul Brennan, Thad Hartman, Kelli Smith, Angie Hardy-Foltz, and I began looking for options for potential sites. We specifically were looking in the southwest region of Topeka and Shawnee County. Paul Brennan and I met with Randy Austin, owner of Fairlawn Plaza about the possibility of hosting a library locker in the mall on June 28th after we had reviewed the viable options for placements. Randy was pleased to have a library locker at the site. We are finalizing details for placement, wrapping the locker, and developing a media campaign currently. More details will be provided soon.

Level 2 Tech Center- Sneak Peek and Grand Opening

We are excited to open our new Tech Center on August 15th. However, before the opening, you are invited to join us for a sneak peek to learn more about the center and how you can level up your skills with emerging technology. The sound recording studios and the Digital studio will be available to check out and maybe even tryout. Look in your email next week to receive your special invitation for one of the three Sneak Peeks August 5th, August 11th, or August 12th at 7:45 am. These events will be invitation only and we have developed a list of key influencers in the community who can learn and play in the Tech Center. Another exciting event that will occur prior to our opening is that India Yarborough and Gretchen Spiker, City of Topeka and Greater Topeka Partnership will be taking their podcast on the road and airing from our new podcast studio. We do not have a date of when they will record yet but this will be a great promotional opportunity for the Level 2 Tech Center.

Strategic Planning 2023- Steering Committee

Per the June Board of Trustees meeting, the Steering Committee has met twice in early July to research potential consultants, finalize timelines and deal with any ancillary issues surrounding the strategic planning process. The steering committee is comprised of three board members; Peg Dunlap, Beth Dobler and Jim Ramos, three library staff members; Thad Hartman, Jacqueline Belden, Brenda Hough, Jim Edwards, board chair (ex officio) and Marie Pyko, CEO. We have begun developing a plan for selection of a consultant and reviewing what current Topeka and Shawnee County data is available. Peg Dunlap and Beth Dobler will give a status report of our work to date at the Board meeting.

New Business- Agenda items

FY2023 Budget Approval for Publication

As it does each year, the Board of Trustees develops the annual budget as a committee of the whole. Please see Chief Financial Officer Kim Strube's reports, narrative and notes from the two Board Work Sessions held June 7th and July 13th for additional information. Once the work is complete per state statute, the Board of Trustees must approve publication of the budget at the July Board meeting. The public hearing and budget approval for FY2023 will occur at the August 25th Board meeting.

Circulation Policy

The policy was presented for first reading in June will be considered for approval during new business. Please see the resolution sheet included in your packet.

Professional Activities/Community Contacts

June 10, 2022	Met with Dene' Mosier from Kansas Children's Discovery Center
June 15, 2022	Attended the PLA Family Engagement Committee
June 15, 2022	Attended The Library Foundation Board meeting
June 17, 2022	Led tour of Level 2 Tech Center for key staff of City of Topeka and Greater Topeka Partnership.
June 23, 2022	Led the Rotary Club of Topeka meeting.
June 27, 2022	Met with Retired TSCPL directors Jim Marvin and Gina Millsap.
June 28, 2022	Met with Randy Austin, Fairlawn Mall
June 29, 2022	Met with Clark Swanson, Orange Boy, inc.
June 29, 2022	Attended Steve Potter- Mid-Continent Public Library Executive Director's retirement reception.
July 1, 2022	Met with Imagemaker on updates for the webpage and timeline.

July 5, 2022 Met with Michael Odupitan, Omni Circle Group.
July 6, 2022 Attended first Child Care Task Force meeting for Momentum 2027.
July 11, 2022 Met with Brad Allen, Lawrence Public Library director

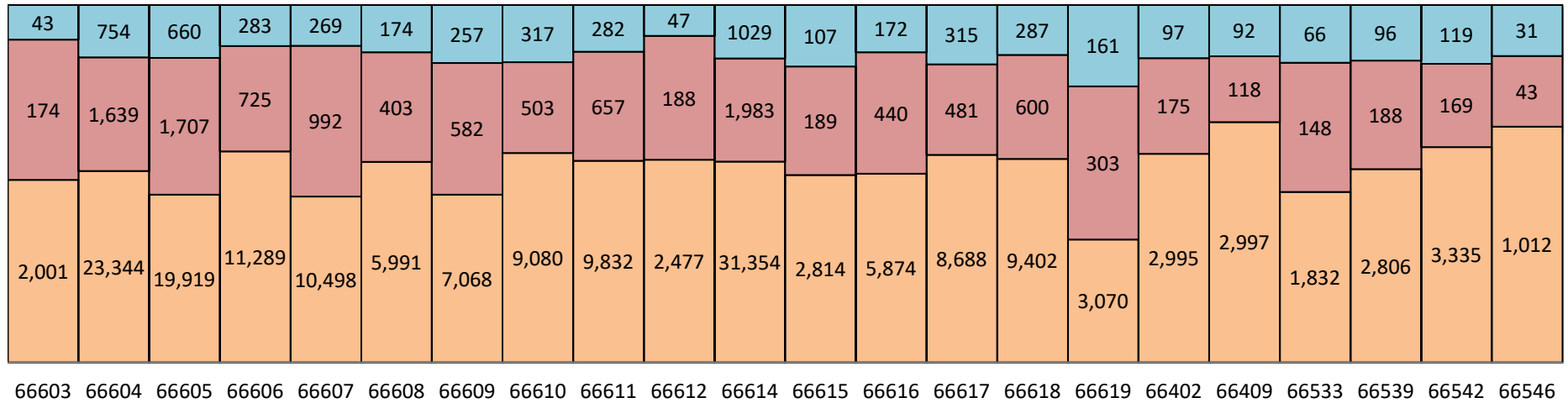
Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 7/15/22

Number of children currently enrolled: **5,658**

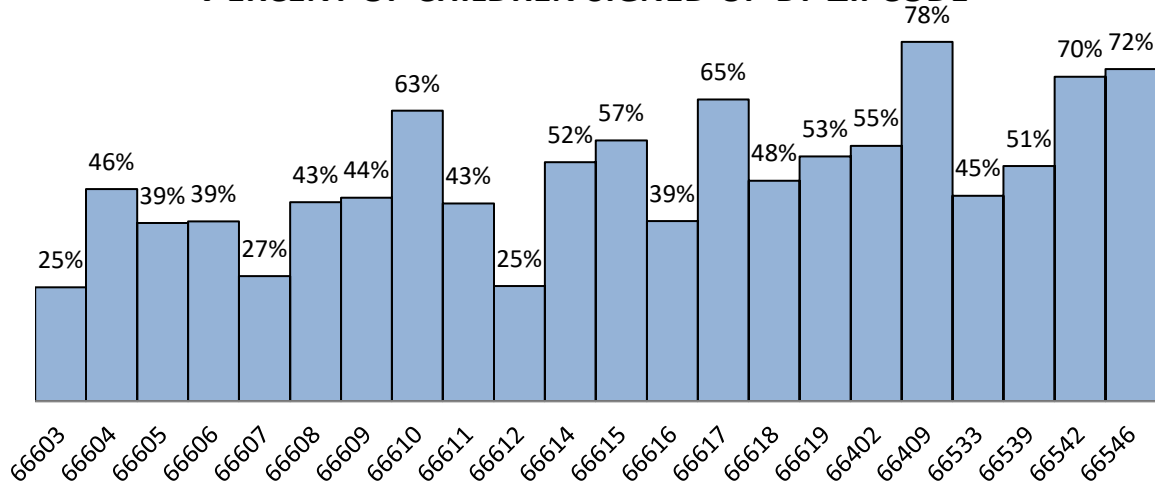
Number of graduated children this month: **125**

JUNE 2022 DOLLY PARTON IMAGINATION LIBRARY

POPULATION UNDER 5 DPIL

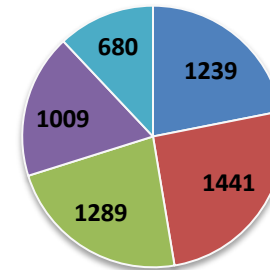


PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



AGE OF CHILDREN

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



Gender will be removed in 2023

In an effort to only capture data that is necessary for enrollment to be compliant with data protection policies, we will be removing the gender selection on our enrollment forms (both online and printable forms) beginning January 2023.

The information will remain in the system for any children enrolled prior to the removal, but for new enrollments, this information will not be captured.

Data Source: 2020 ACS 5-Year Population Estimate

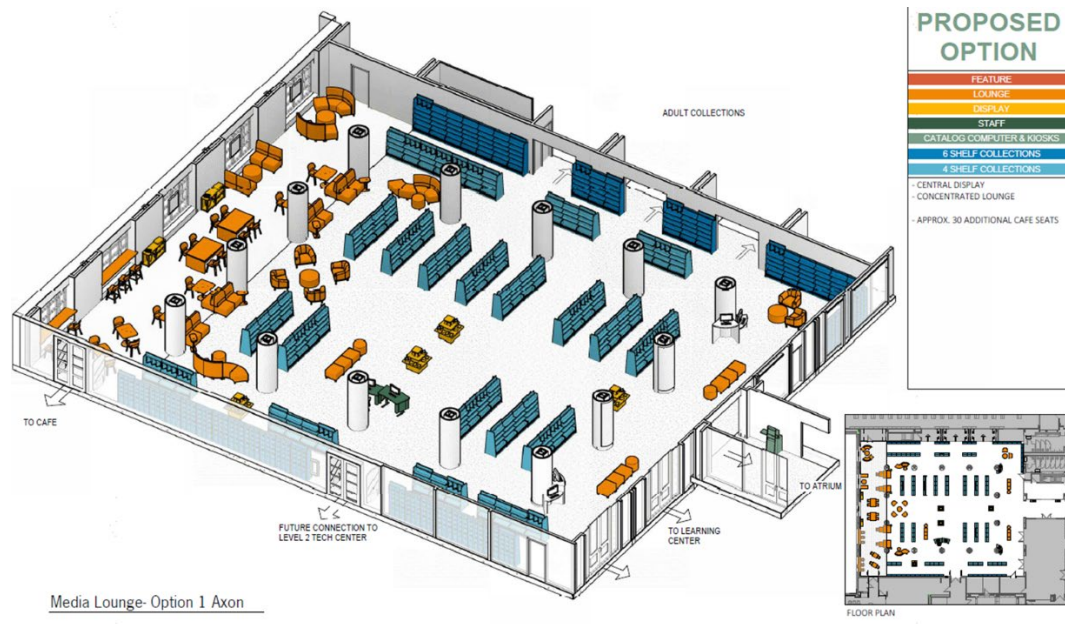
Chief of Staff Report

Thad Hartman
July 14, 2022

New / Media Refresh

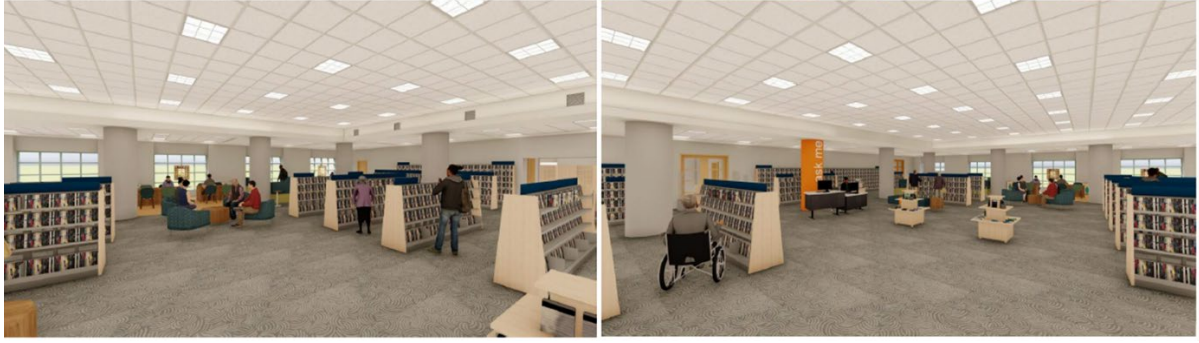
Plans for the refresh of the New / Media space have been finalized and architects from HTK will be presenting an overview at the board meeting. The design accomplishes our goals of clarifying the purpose of this space, increasing flexibility, enhancing aesthetics, and improving the flow with other sections of the library. Below are a few images, with more detail and context provided at the meeting.

The major components of the plan are furniture, shelving, and flooring. These items will be bid separately, with a few smaller pieces being purchased separately. The plan is to post RFPs within the next couple of weeks after the July meeting with bids and recommendations coming to the board at the September meeting.



Media Lounge- Option 1 Axon





Level 2 Tech Center

We are still waiting on a few pieces of equipment for the Level 2 Tech Center, but the bulk has arrived and been installed. We are planning on opening August 15. Staff are busy training on the new equipment and preparing for our new space. Please see Debbie's report below for more details. We're thrilled to be show off our new space for the public!

Smartlocker

As reported last month, we were disappointed to remove the Smartlocker from HyVee. However, thanks to the hard work of Collections Director Paul Brennan and CEO Marie Pyko, we are going to be able to relocate the Smartlocker at Fairlawn Plaza Mall. Once we have an agreement in place, we will need to coordinate the installation of the machine, which will take some time, including making sure we have power and data where we need it. However, we feel confident we will have something in place by the Fall. Please see Marie's CEO Report for additional information.

Department Highlights

Public Services – Readers Services

Autumn Friedli, Public Services Supervisor

Author Visits

Get ready for some opportunities to see Bestselling Authors right here at the library! Mark August 30th, September 27th, and October 25th on your calendars!! Faye Kellerman will be joining us online for an author visit on Tuesday, August 30th. Watch from the comfort of your own home OR come to library and watch the event with other readers! On September 27th – drum roll please - C.J. BOX will be HERE in the library to celebrate the launch of his newest book Treasure State. You will not want to miss amazing the opportunity. Finally, October 25th, J.A. Jance will be visit with us remotely – again you can watch from the comfort of your own home OR come to the library and watch. Stay tuned for details about these fantastic author events sponsored by the Friends of the Library!



TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

FALL 2022 AUTHORS



Aug
30
7pm

FAYE KELLERMAN

Author of 33 books and her most recent *The Hunt*

Online or Join the Moderator in Marvin Auditorium



Sept
27
7pm

C.J. BOX

Author of 31 novels including the award-winning Joe Pickett series *Treasure State* which will be released the day of his Topeka visit.

In person Marvin Auditorium



Oct
25
7pm

J.A. JANCE

New York Times bestselling suspense and mystery author of more than 60 books with her most recent *Nothing to Lose* in the J.P. Beaumont (Beau) series

Online or Join the Moderator in Marvin Auditorium



Fall Author Series is made possible by the Friends of the Library.



1515 SW 10th Ave | Topeka, KS 66604 | 785 580-4400 | tscpl.org

©2022 TSCPLPS Author Visits Fall

Public Services – Information and Learning

Debbie Stanton, Public Services Supervisor

Level 2 Tech Center

For the next month we will be focused on moving into our new space and getting staff trained up to help customers with the equipment we'll be providing. You can see from the picture below, we have a lot of equipment to move in! Staff Development Coordinator, Brenda Hough, has been extremely helpful in providing Train the Trainer sessions so our core team knows best practices for training staff in their areas of expertise. We can't wait to move in and to show off this new space!



Civic Engagement

Community Connections Librarian Lissa Staley has been working with the Topeka Voter Collaborative and League of Women Voters to raise awareness about election dates and registration deadlines. She had worked with our Communications and Marketing Department in April to get all our election posters and bookmarks updated with current information and has a great relationship with the SNCO Election Office so we can make sure we're sending out the most accurate information to our public.

Gallery

The *Oceans of Possibilities* exhibit continues to grow as our visitors add their beautiful and unique creations to the show. We've had families come back each week to add to the exhibit and to create projects to bring home as well. In June we had over 5,500 visitors to the exhibit, including visitors from 21 states and four countries (USA, Scotland, Mexico and Croatia)!



Customer Story

We never know when a small act of kindness might make a huge impact. Business and Careers Librarian Meredith Snapp shared a story about a customer who was taking tests for a new job on our public computers. She was about to run out of time, so staff extended her time and also booked her into a Team Room, where she could concentrate a little more easily. She cried happy tears and shared she's raising 6 kids plus supporting her family overseas and that this job is something she absolutely needs, but it's so hard to be everything to everyone. Meredith stayed with her to make sure she was set with everything she needed and gave the woman her business card in case she needs additional job help in the future.

Program Services

Jacqueline Belden, Program Manager



Summer Programming Update

Summer programming at the Library is in full swing! We have welcomed performers like magician Joseph Stringer (left) and Navajo artist and educator Dennis Rodgers for Blockbuster Wednesdays and offered exciting storytimes and Family Place play in the Lingo. For school-aged learners and teens, we've made jellyfish in a bottle, tie dyed shirts and bags (next page), and learned all about sharks, microbial life, invertebrates, and more so far this season. Our Shawnee County community is showing up to

enjoy summer programming in a big way! Total program attendance numbers in June 2022 came to 7,481, but maybe even more exciting is seeing the report that gate count experienced an increase of 44% in June 2022 from June 2021. We are so pleased to see our community responding to our awesome summer offerings, and we're thrilled to welcome people back to the Library to experience the fun of the summer season!



Update on Public Technology Training

In June, as part of our participation in the Get Digital coop, Shari Schawo and Thad Hartman helped with the first distribution of about 200 refurbished computers to our Topeka neighbors over the age of 60. We also began registration for beginning computer classes at the Library this month.

July 11 marked the start of weekly beginning computer classes, and Shari guided 7 new computer users during her first session through the foundations of navigating the desktop, clicking and opening programs, files, and folders, and more. It was a pleasure watching Shari instruct her students, and witnessing our attendees pitching in to help each other, too. Shari will be offering Beginners Computer Navigation and Email for Beginners on Mondays, and Internet Introduction on Thursdays

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Summer is well underway, and we have been hopping. Day to day foot traffic wipes the shelves clean of STEAM Ahead Kits, Book Bundles, and high demand authors, people are picking up reading prizes, we are at events most weeks, and programs are for the most part well attended. We shifted how we are tracking interactions on the service floor to align with what is being reported from other areas of the library. This will give us richer information about what takes place.

Success Stories

Sherry Best from the Public Service staff shared about an interaction she observed while one family explored the Oceans of Possibilities summer art exhibit for children. "We just had a dad and his son, about 6-7, who was on the spectrum. He waited very patiently for 2 other boys to play with the marbles and would go 'WHOA!' whenever he saw something new. Every single corner he turned. Just made my day."

Similarly, Sherry Hess shared that at the Western Hills Learn and Play Bus stop a mom noted how no other day of the week gets her son out of bed like Wednesdays because it is the "kids bus day."

Witnessing or hearing about that excitement lets us know that we hold appeal to our users.

Jenn Grammer shared that a family came in to show off and load up their tie dye book bags that they had made earlier in the month at a library summer program called Ocean Tie Dye. There were 90 completed projects among the school aged kids and 65 among the teens.

Natalie Moreland shared the Facebook post of a scout leader following an afternoon program she orchestrated, "What a cool event. Meet a marine biologist. And it was free." Attendees not only listened and learned about deep aquatic life and how one studies marine biology from Kansas, but also got to touch specimens and view others under a microscope.

Joyce Hedlund shared a picture that a customer sent her way of how that household's pirates extended Preschool Stories and More.



We have instilled a little pride, a little wonder, and lots of fun through the summer's program offerings.

While facilitating play at a Family Place Learn & Play session a grandma told Luanne Webb about her 2-year-old grandson. She indicated that he is very bright but that she is bringing him to the library to immerse him in language at storytimes and FPL&P as he is only speaking words, not complete sentences. She hopes this will help him. Both of his parents are deaf. After she shared that story, Luanne asked her if he had an older sister. To which Grandma indicated yes. It turns out that the sister had been in a regular, early childhood program series that Luanne lead several years ago. Luanne said that she had used her limited fingerspelling skills to communicate with Mom. This family inspired Luanne to take part in a training on American Sign Language in libraries and in her free time she is also learning ASL more broadly. Her goal is to know enough to be polite and helpful.

Community Services

Patrick Berry, Community Services Supervisor

Welcome Our Team Member!

We are excited to welcome Marcus Gay to the Community Services team. Marcus has joined the team as a Library Senior Associate. Marcus is new to the library environment but is enthusiastic and excited for the opportunity. We cannot wait to see the places he goes and how he develops as a library staff member.

Lingo is back in action

After quite bit of impressive work by Chris Cain and the Facilities team, Lingo is back up and operational. This will allow us to better serve the public while Sherlock is being repaired, and once we get Sherlock back, it will give us a backup vehicle, allowing for little to no disruption of bookmobile services.

Adventuremobile love

If anyone is ever wondering about the love for our Adventuremobile service and the staff that work on the vehicle, here is a story to warm the heart. While the Adventuremobile was visiting one of our stops this summer, we had a preschool class onboard checking out books. As they went to leave, one of our little patrons ran the length of the bus and gave Dawn Buttery a gigantic hug. The expression on his face, and Dawn's, is priceless. It really solidified why we do what we do and the impact we have on the children.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Cover One Book Repair Machine

I'd like to share about the new book repair machine the library purchased in early July from Cover One. This machine is designed to repair glued book bindings for hardcover and softcover books. Being a large library, many books in need of repair pass through the hands of library staff and end up with our Collection Development Team for assessment. For books in need of repair, our options are limited to sending the books to Houchen Bindery for rebinding, attempting to repair the books with wet glue (which only works in a limited range of situations), or discarding the books and ordering new copies if reordering is an option. With the Cover One system, we can heat up the binding of the book needing repair to get the existing glue to a pliable state. New glue is applied to the book's spine and the book is heated again to adhere the new glue to the text block and cover. The glue used with the Cover One is a dry glue, like the kind used in hot glue guns, and can be cut to a specific length or width before

application. The glue looks like a thin plastic bookmark. The end result is a book with a completely reinforced binding that has a new life at a fraction of the cost of sending it to the bindery. We can repair entire bindings or tip in a single page that's come loose. We can remove plastic comb bindings from spiral bound materials and rebind the books into sturdy covers similar to the type used at Houchen Bindery. We can do a lot with the Cover One system and it all fits neatly on a single countertop in Tech Services.

Houchen Bindery now charges a minimum of \$15.00 per book for bindery services and our books may be away for months awaiting rebinding at their facility in Nebraska. With the Cover One system, we can repair a book in about 5 minutes and for less than \$.99 per book. This system will enable us to save a substantial amount of money on bindery services, especially for books that need only mild to moderate repairs. We will still use Houchen Bindery for more advanced repairs, binding together individual magazines into single volumes and specialized bindery situations. But for all the everyday repairs, we're doing them in-house and enjoying using our new Cover One machine.



Cover One Book Repair Machine. The horizontal surface is a heated plate that the book spine sits on to heat the glue. The vertical surfaces cradle the book while it's heated.

Digital Services

David King, Digital Services Director

Tightening up back-end systems

Digital Services has been working on tightening up our back-end infrastructure in the last couple of months. We are focused on updating network closet batteries, getting placed better in our network racks, adding two-factor authentication to staff accounts, and cleaning up our network closets. This is important work that keeps the library running – and is also work that no one ever notices (unless we have a major failure). The goal is to NOT have any major failures!

Digital Inclusion Computer Distribution

The library is part of a community group focused on distributing refurbished computers to lower-income people aged 60 and up. The city, county, Topeka School District, Jayhawk Area Agency on Aging, and a few other local non-profit organizations are participating. So far there have been two large computer distributions – the group has distributed well over 300 computers so far! I participated in one of the distributions a few weeks ago, and it was busy and amazing. So many people were very thankful for the computers. In today's world, going online is a major way to find a job, fill out forms, find information ... even use our library. The library will be leading some classes to help train people who received a computer.

Waiting on Parts

One major thing Digital Services has had to do is to ... wait! We are still experiencing a long delay in ordering technology devices and peripherals. Some items that are needed have months-long waits. These are for any number of things, from tables in the new Level 2 Tech Center, to laptop docking stations, to a security camera for our parking lot across the street. We will eventually get everything in and are also learning to find alternatives when possible (other brands, etc).

Top Web Pages for June 2022:

1. Summer Reading: 4714 Pageviews
2. Services Page: 3379 Pageviews
3. Search Page: 1969 Pageviews
4. June bride blog post: 1800 Pageviews
5. Bookmobile Schedule: 1586
6. Get a library card page: 1540 Pageviews
7. About Page: 1420 Pageviews
8. Polymer Clay blog post: 1354
9. My Account Page: 1125 Pageviews
10. Employment page: 1080 Pageviews

Social Media Highlights for June 2022:

Facebook:

- Oceans of Kansas post – reached 15,295 people
- Summer Reading post – reached 9290 people
- Log into your Reading Tracker post – reached 6955 people

Twitter:

- Bookmobile schedule – 262 impressions
- Bookmobile schedule adjustment – 216 impressions
- Adventuremobile stops – 189 impressions

Instagram:

- Staff wearing matching shirts – reached 546 people
- Oceans of Possibilities photo – reached 435 people
- Battle for Bookmobile parking photo – reached 425 people

July Board Report

July 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

Advertising

We are continuing a social media advertising campaign with Cohort Digital. In June, the campaign delivered 144,468 impressions and generated 1,500 clicks for an overall click thru rate (CTR) of 1.04%.

On Facebook, the ads generated 108,947 impressions resulting in 1,428 clicks for a CTR of 1.31% and 1,061 website visits. The ads received a total of 508 reactions, 18 comments, 8 saves and 97 shares. The Chef Training Video had the highest CTR (2.07%) in the Facebook campaign this month.

On YouTube, the video ads generated 35,521 impressions with 21,434 completed views for a 60.34% View-thru rate. The Goodnight Moon video had the highest view-thru rate at 70.32%.



Popular Social Media posts for mid-June to mid-July

Since our last board report the top social media posts on Facebook focused summer reading, kids events and what people are reading, which had a weekly reach of 4K+. While Michael’s video post on Facebook of the Wings of Love Blockbuster event was not one with the highest reach, Kyler Carpenter reported the video of the morning event helped drive large attendance at the evening Wings of Love event.

“We had 171 folks come to the show Wednesday night,” said Kyler. “Probably only 2nd to the drumline in evening BBW [Blockbuster Wednesday] history! As I thanked the crowd and expressed my delight, I heard an overwhelming consensus that it was the video posted early in the day that drew several folks to the Library for the 6:30 show!”

Topeka & Shawnee County Public Library posted a video to playlist **Promo**.
Published by Michael Perkins · June 29 at 11:30 AM · 🌐

The first bird show was a hoot! Watch these incredible birds talk, sing, roller skate, play basketball, ride a bicycle, spell words, and raise a flag! Families will always remember these intelligent birds. Two more shows today (1pm & 6:30pm)



3,751 People reached 464 Engagements [Boost post](#)

👍❤️👏 97 5 Comments 21 Shares

Topeka & Shawnee County Public Library
Published by Karen Watson · June 14 at 3:55 PM · 🌐

Not only ice cream, kids earn prizes from generous reading supporters like [Hazel Hill Chocolate](#), [McDonalds](#), [Chick-fil-A 17th and Wanamaker](#), [Mars](#), [Sports Center Family Fun Center](#), [Doughboyz Pizzeria](#), [Pizagel's Pizza & Bakery](#), [Cashmere Popcorn LLC](#) or [Freddy's Frozen Custard & Steakburgers Topeka, KS](#)

Sign up and begin tracking your reading today! Grown-ups - summer reading isn't only for kids, you can earn a prize too! tscpl.org/summer



9,256 People reached 549 Engagements ↑ +5.5x higher Distribution score [Boost post](#)

👍 53 8 Comments 37 Shares

Topeka & Shawnee County Public Library
 Published by David Lee King · June 10 ·

LOG YOUR READING TIME AND GET PRIZES!!!!!! Summer reading isn't just for kids. Grown-ups, you can get a prize too!
tscpl.org/summer

TSCPL.ORG
Summer Reading - Topeka & Shawnee County Public Library

6,955 People reached	500 Engagements	↑ +4.0x higher Distribution score	Boost post
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10 10 Comments 24 Shares

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.

Promotion of Author Visits

We distributed a news release about bestselling kids author and illustrator Dan Santat visiting the library on July 19. This author visit was a short notice opportunity from the Spencer Museum of Art who is brining Santat to the area for a teacher education event. His visit is funded by the Freeman Foundation. Kansas Children’s Discovery Center is helping promote this event by distributing bookmarks we created about Santat’s visit. We also emailed summer camps about this event.



On July 11 we distributed a news release announcing the fall visits of popular bestselling mystery authors C.J. Box, J.A. Jance and Faye Kellerman. We also shared this information on Facebook and through enews. We will continue to promote these August, September and October author visits in the building and online.

 <p>Aug 30 7pm</p> <p>FAYE KELLERMAN</p> <p>Online or Join the Moderator in Marvin Auditorium</p> 	 <p>Sept 27 7pm</p> <p>C.J. BOX</p> <p>In Person Marvin Auditorium</p> 	 <p>Oct 25 7pm</p> <p>J.A. JANCE</p> <p>Online or Join the Moderator in Marvin Auditorium</p> 
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Wayfinding Signs

Karen is working closely with HTK to design and post new wayfinding signs in the building. The goal is to help visitors find the spaces they are looking for and discover areas they may not have known the library offers.

Lowrider Car Show Promotion

Bonnie is distributing flyers about the library's September Lowrider Car/Bike Show at the Fiesta Mexicana. The flyer promotes the event and encourages entries.



Resolution – FY2023 Budget-approval for publication

BOARD OF TRUSTEES

July 21, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2023 budget for publication.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Circulation and Access Policy

This policy governs eligibility for a library account that customers may use to borrow and enjoy library materials, services and equipment.

By applying for a library account the customer agrees to abide by all Library policies and procedures.

Eligible Borrowers

Persons eligible for a library account include the following:

- a. Residents of the Library district
- b. Non-residents of the Library district who pay ad valorem property taxes within the district
- c. Residents of the area included within the Northeast Kansas Library System (NEKLS)
- d. Students and staff of any accredited educational institution within the Library district while they maintain student or staff status
- e. State legislators and their immediate families
- f. Active military stationed in Kansas

Individuals not included on the list above may be permitted an appropriate level of access determined by library administration.

Eligible account holders under age 18 must provide the name and address of a responsible adult when making application for a library account.

Use of Library Accounts To ensure the most equitable access to library resources, the library administration will establish guidelines to implement this Policy including but not limited to duration of borrowing periods, limiting the number of items a customer may borrow, duration of per session use of library computers, use of borrowers' library accounts, and charges for loss or damage to library materials, equipment and facilities.

The in-person consent of a parent or guardian is required before customers under 17 years of age are allowed to borrow R-rated films.

Misuse of library accounts by not returning or damaging library materials may result in the loss of access privileges.

Customer registration and circulation records are exempt from the Kansas Open Records Law (K.S.A. 45-221 (23)). All customer account information will be used only for legitimate library purposes. Disclosure will be limited to the individual account holder and in the case of minors, the responsible adult listed on the account. Any other release of information will be limited to those situations required by law.

Responsibility of Customers

Customers are expected to responsibly manage their library accounts.

Customers are responsible for the care and return of all items checked out on their account.

In the case of lost cards, customers will be held responsible for all items checked out on their account up until the time the card is reported lost.

Customers will be assessed fees for overdue or lost items as determined by library administration.

Unpaid fees assessed to customers will be pursued for collection through library notices and/or a collection agency.

Library privileges may be denied to customers who fail to abide by the rules and regulations of the library.

Approved: October 16, 2003

Revised: July 20, 2006

Revised: September 15, 2016

Revised: December 15, 2016

Board of Trustees

Topeka and Shawnee County Public Library

Circulation and Access Policy

This policy governs eligibility for a library account that customers may ~~be used for the~~ to borrowing and using/enjoy library materials, ~~as well as~~ services and equipment ~~provided to account holders~~.

By applying for a library account the customer agrees to abide by all library policies and procedures.

Eligible Borrowers

Persons eligible for a library account include the following:

- a. Residents of the library district
- b. Non-residents of the library district who pay ad valorem property taxes within the ~~library~~ district
- c. Residents of the area included within the Northeast Kansas Library System (NEKLS)
- d. Students and staff of any accredited educational institution within the library district while they maintain student or staff status
- e. State legislators and their immediate families
- f. **Active military stationed in Kansas**

~~Non-residents of the library district~~ Individuals not included on the listed above may be permitted an appropriate level of ~~account~~ access. ~~prescribed by the library board of trustees determined by library administration.~~

Eligible account holders ~~borrowers and users of library materials and services~~ under age 18 ~~are required to~~ must provide the name and address of a responsible adult at the time of when making application for a library account.

Use of Library Accounts ~~Borrowing of Materials~~

To ensure the most equitable ~~use of access to~~ library resources, the library administration will establish guidelines to implement this ~~policy~~ including but not limited to duration of borrowing periods, limiting the number of items ~~that a customer~~ may ~~be borrowed~~, time limits duration of per session ~~on the~~ use of library computers, use of borrowers' library accounts, and charges for loss or damage to library materials, equipment and facilities.

The in-person consent of a parent or guardian is required before ~~C~~customers under 17 years of age are ~~not~~ allowed to ~~request or~~ borrow R-rated films ~~without the presence of a parent or guardian to provide permission.~~

Misuse of library accounts by not returning or damaging library materials may result in the loss of access privileges.

Customer registration and circulation records are exempt from the Kansas Open Records Law (K.S.A. 45-221 (23)). All customer account information will be used only for legitimate library purposes. Disclosure will be limited to the individual account holder and in the case of minors,

the responsible adult listed on the account. Any other release of information will be limited to those situations required by law.

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Customers are expected to responsibly manage their library accounts.

Customers are responsible for the care and return of all items checked out on their account.

In the case of lost cards, customers will be held responsible for all items checked out on their account up until the time the card is reported lost.

Customers will be assessed fees for overdue or lost items as determined by library administration.

Unpaid fees assessed to customers will be pursued for collection through library notices and/or a collection agency.

Library privileges may be denied to customers who fail to abide by the rules and regulations of the library.

~~Library fees assessed to customers which have aged beyond the legal date for collection will be written off per accounting best practices throughout the year.~~

~~Library accounts showing no library usage for a three-year period will be deleted.~~

~~Library customers whose accounts were deleted are eligible to establish a new account by following the Eligible Borrowers portion of this policy.~~

Approved: October 16, 2003

Revised: July 20, 2006

Revised: September 15, 2016

Revised: December 15, 2016

Board of Trustees

Topeka and Shawnee County Public Library



Resolution – Circulation and Access Policy

**BOARD OF TRUSTEES
July 21, 2022**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Circulation and Access Policy as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2022														2022	Annual %
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2021 YTD	Change
CIRCULATION*															
Main Library															
TSCPL Curbside	4,432	3,654	3,517	2,901	2,460	2,475							19,439	143,757	-86.5%
Circulation Desk & Renewals	32,550	31,004	35,128	35,259	35,705	39,115							208,761	123,424	69.1%
Interlibrary Loan	1,202	1,116	1,330	1,092	1,062	1,215							7,017	5,273	33.1%
Self-Check	41,180	38,566	45,070	41,170	44,467	52,500							262,953	85,973	205.9%
Bookmobile	5,097	4,732	5,672	5,335	4,553	5,640							31,029	10	310190.0%
TSCPL@Home	3,836	2,420	3,103	2,853	3,049	3,034							18,295	23,150	-21.0%
Red Carpet	5,656	4,769	5,396	5,137	5,090	5,276							31,324	27,422	14.2%
Digital Downloads	52,207	47,653	51,386	48,766	51,061	50,540							301,613	248,151	21.5%
Library @ Work / Smartlocker	1,766	1,747	1,876	1,820	1,571	1,323							10,103	10,307	-2.0%
TOTAL CIRCULATION	147,926	135,661	152,478	144,333	149,018	161,118	0	0	0	0	0	0	890,534	667,467	33.4%
* Includes first-time checkouts and renewals															
CIRCULATION DETAILS															
Print Material	60,257	56,195	65,520	62,277	64,332	*							308,581	210,961	46.3%
Audio/Visual Material	29,324	27,162	30,046	28,089	28,568	*							143,189	97,031	47.6%
Adult Materials	53,323	49,426	54,915	51,489	52,647	*							261,800	183,187	42.9%
Children's Materials	27,312	25,810	31,781	30,322	31,101	*							146,326	89,810	62.9%
Young Adult Materials	2,571	2,373	2,516	2,581	3,203	*							13,244	11,204	18.2%
Red Carpet Materials	6,357	5,713	6,316	5,936	5,903	*							30,225	23,791	27.0%
Net Promoter Score (NPS)															
Monthly NPS	89.8	94.1	100	94.1	90.2	90.7							92.3	80.6	14.5%
Monthly # of Responses	49	51	29	17	41	86							273	453	-39.7%
Current NPS	84.7	85.0	85.1	85.1	85.2	85.4							85.4	84.6	0.9%
NEW Patrons															
Topeka / Shawnee County															
Adults	438	407	460	433	435	571							2,744	1,615	69.9%
Children (ages 17 and under)	100	64	116	117	180	299							876	251	249.0%
Red Carpet Outreach	9	3	10	7	6	6							41	28	46.4%
NEKL	81	63	71	55	105	128							503	262	92.0%
Non-Resident	0	0	0	0	0	0							0	2	-100.0%
Total New Registrations	628	537	657	612	726	1,004	0	0	0	0	0	0	4,164	2,158	93.0%
PATRONS DELETED															
	205	129	100	270	299	229							1,232	333	270.0%
Cardholders															
Topeka / Shawnee County															
Adults	57,830	58,213	58,511	58,967	59,277	59,627							59,627	57,661	3.4%
Children (age 0 - 17)	14,739	14,699	14,674	14,668	14,710	14,889							14,889	14,776	0.8%
TSCPL @ School	25,587	25,585	25,666	25,665	25,664	25,665							25,665	25,587	0.3%
Red Carpet Outreach	1,173	1,183	1,189	1,199	1,200	1,208							1,208	1,204	0.3%
NEKL	8,467	8,538	8,544	8,555	8,683	8,837							8,837	8,242	7.2%
Non-Resident	89	89	88	87	87	86							86	89	-3.4%
Delinquent	101	101	98	97	98	96							96	97	-1.0%
TOTAL CARDHOLDERS	107,986	108,408	108,770	109,238	109,719	110,408	0	0	0	0	0	0	110,408	107,656	2.6%
Active Cardholders (Savannah)															
Non-Student Cardholders			43,582	43,779	43,048	44,575									
Student Cardholders			11,100	7,522	7,651	7,601									
TOTAL ACTIVE CARDHOLDERS			54,682	51,301	51,059	52,188									

	2022												2021 YTD	Change 20 TO 21%			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total		
Unique Borrowers																	
Physical	6,621	6,309	5,489	7,055	6,950	8,168											
Digital	8,453	8,190	7,813	8,114	8,296	8,373											
Both	1,261	1,100	954	1,242	1,216	1,446											
TOTAL UNIQUE BORROWERS	13,813	13,399	12,348	13,927	14,030	15,095											
Holds Satisfied	16,395	14,270	15,142	13,579	13,912	14,812									88,110	98,242	-10.3%
TOTAL CHECK-IN	56,230	50,711	59,499	56,255	58,059	63,539									344,293	201,680	70.7%
COLLECTION																	
Materials Added	3,481	2,749	3,795	2,769	3,357	4,256									20,407	15,769	29.4%
Materials Discarded	2,690	3,558	5,018	2,793	2,525	10,019									26,603	24,071	10.5%
TOTAL COLLECTION	371,309	370,500	369,277	369,253	370,085	364,322									364,322	370,518	-1.7%
WEBSITE																	
tscpl.org Unique Visitors	34,412	35,651	39,177	35,153	40,404	36,867									221,664	149,280	48.5%
tscpl.org Total Visits	55,438	54,386	59,446	53,240	60,432	57,716									340,658	249,619	36.5%
catalog.tscpl Unique Visitors	16,875	18,017	18,251	15,418	16,413	17,444									102,418	78,278	30.8%
catalog.tscpl Total Visits	39,879	37,983	39,872	34,252	37,924	39,558									229,468	198,192	15.8%
NOTARY SERVICE	151	147	139	162	152	89									840	394	113.2%
REFERENCE QUESTIONS																	
Public Services	9,205	8,295	9,520	8,744	9,123	9,868									54,755	16,438	233.1%
Media	3,599	3,157	3,869	3,760	3,919	4,613									22,917	0	N/A
Call Center	4,288	3,856	4,420	3,846	3,890	4,015									24,315	14,807	64.2%
Stacks/Team RM	352	475	453	435	466	269									2,450	0	N/A
Topeka Room	168	242	269	198	302	295									1,474	0	N/A
Gallery	353	251	143	161	139	273									1,320	0	N/A
LibAnswers	445	314	366	344	407	403									2,279	1,631	39.7%
Plaza**															0	0	N/A
Youth Services	1,399	1,523	2,256	1,837	2,253	4,381									13,649	0	N/A
TOTAL REFERENCE QUESTIONS	10,604	9,818	11,776	10,581	11,376	14,249	0	0	0	0	0	0	0	0	68,404	16,438	316.1%
GATE COUNT	23,639	22,541	27,806	25,723	26,680	32,548									158,937	63,905	148.7%
MEETING ROOMS																	
Meeting Room Bookings	317	349	472	438	425	440									2,441	846	188.5%
Team Room Bookings	772	842	949	970	837	856									5,226	161	3146.0%
Total Meeting Room Hours Booked	1,737	2,162	2,997	3,102	3,290	3,419									16,707	5,734	191.4%
TOTAL ATTENDANCE	2,582	2,788	3,327	3,978	3,817	3,880									20,372	1,890	977.9%
LEARN & PLAY BUS VISITS	50	47	95	120	73	113									498	0	N/A
PROGRAM ATTENDANCE																	
Adult - General	1,241	631	881	3,446	1,155	2,075									9,429	8,327	13.2%
Kids - Early Learners	286	237	658	1,342	520	1,923									4,966	9,097	-45.4%
Kids - Elementary	431	563	603	1,259	645	2,138									5,639	2,209	155.3%
Teens	360	377	504	1,114	333	1,345									4,033	1,414	185.2%
Unknown	0	0	0	0	0	0									0	1,400	-100.0%
Outreach	0	0	83	193	657	112									1,045	0	N/A
TOTAL ATTENDANCE	2,318	1,808	2,729	7,354	3,310	7,593	0	0	0	0	0	0	0	0	25,112	22,447	11.9%
GALLERY ATTENDANCE	1,308	1,316	1,146	1,058	744	5,510									11,082	2,565	332.0%
COMPUTER USE																	
MIFI Hotspot Data Usage (TB)	0.36896	1.04	1.06	1.06	1.15	1.17									5.84896	N/A	N/A
Public Computer Sessions	5,782	5,596	7,025	6,706	6,960	8,473									40,542	21,624	87.5%
Avg Public Computer Session Length (Minutes)	0:47:34	0:45:22	0:49:56	0:53:52	0:52:48	0:53:12									0:50:48	0:39:59	27.0%
Total Computer Hours	4,585	4,231	5,849	6,022	6,126	7,514									34,327	14,413	138.2%
Wireless Sessions	20,362	18,191	23,912	25,822	26,469	30,192									144,948	46,381	212.5%
Avg Wireless Session Length (Minutes)	0:14:00	0:15:00	0:15:00	0:14:00	0:13:00	0:12:00									0:14:13	0:12:25	14.5%
Total Wireless Hours	4,960	4,844	6,015	6,382	5,760	6,368									34,329	9,597	257.7%
	2022												2022	2021	Change		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	20 TO 21%		
TOTAL HOURS	9,545	9,075	11,864	12,404	11,886	13,882	0	0	0	0	0	0	68,656	24,010	186.0%		

DOLLY PARTON ENROLLMENT	5,835	5,772	5,780	5,738	5,687												5,687	5,837	-2.6%
CIRCULATION DETAILS																			
Print Material																			
Adult Fiction	12,927	11,981	12,690	12,133	12,521	*											62,252	42,336	47.0%
Adult Nonfiction	14,923	13,946	16,261	15,268	15,369	*											75,767	56,477	34.2%
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966	*											96,651	58,187	66.1%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	*											26,218	16,077	63.1%
Magazines	875	791	923	783	953	*											4,325	3,030	42.7%
RC Print Materials	6,251	5,641	6,233	5,846	5,845	*											29,816	23,428	27.3%
RC Realia	106	72	83	90	58	*											409	363	12.7%
YA Print Materials	2,556	2,361	2,483	2,565	3,178	*											13,143	11,063	18.8%
PRINT CIRCULATION	60,257	56,195	65,520	62,277	64,332	*											308,581	210,961	46.3%
Audio / Visual Material																			
MIFI Hotspots	18	35	38	38	46	*											175	N/A	N/A
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038	*											9,545	7,415	28.7%
Adult Music	2,181	1,991	2,489	2,332	2,247	*											11,240	7,870	42.8%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519	*											98,671	66,059	49.4%
Juvenile Audiobooks	262	243	337	273	290	*											1,405	887	58.4%
Juvenile Music	204	151	191	187	219	*											952	634	50.2%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184	*											21,100	14,025	50.4%
YA AV	15	12	33	16	25	*											101	141	-28.4%
AV CIRCULATION	29,324	27,162	30,046	28,089	28,568	*											143,014	97,031	47.4%
Adult Material																			
Adult Fiction	12,927	11,981	12,690	12,133	12,521	*											62,252	42,336	47.0%
Magazines	875	791	923	783	953	*											4,325	3,030	42.7%
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038	*											9,545	7,415	28.7%
Adult Music	2,181	1,991	2,489	2,332	2,247	*											11,240	7,870	42.8%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519	*											98,671	66,059	49.4%
ADULT CIRCULATION	53,323	49,426	54,915	51,489	52,647	*											261,800	183,187	42.9%
Juvenile Material																			
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966	*											96,651	58,187	66.1%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	*											26,218	16,077	63.1%
Juvenile Audiobooks	262	243	337	273	290	*											1,405	887	58.4%
Juvenile Music	204	151	191	187	219	*											952	634	50.2%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184	*											21,100	14,025	50.4%
JUVENILE CIRCULATION	27,312	25,810	31,781	30,322	31,101	*											146,326	89,810	62.9%
Red Carpet Material																			
RC Print Materials	6,251	5,641	6,233	5,846	5,845	*											29,816	23,428	27.3%
RC Realia	106	72	83	90	58	*											409	363	12.7%
RED CARPET CIRCULATION	6,357	5,713	6,316	5,936	5,903	*											30,225	23,791	27.0%
Young Adult Material																			
YA Print Materials	2,556	2,361	2,483	2,565	3,178	*											13,143	11,063	18.8%
YA AV	15	12	33	16	25	*											101	141	-28.4%
YOUNG ADULT CIRCULATION	2,571	2,373	2,516	2,581	3,203	*											13,244	11,204	18.2%
Overdrive	35,891	32,773	35,581	33,380	35,139	35,527											208,291	170,388	22.2%
Hoopla	15,010	13,681	14,473	14,183	14,822	13,790											85,959	70,277	22.3%
Flipster	1,306	1,199	1,332	1,203	1,100	1,223											7,363	7,486	-1.6%
DIGITAL DOWNLOADS	52,207	47,653	51,386	48,766	51,061	50,540											301,613	248,151	21.5%
Adult ebook Fiction	18,220	16,697	17,594	16,487	17,413	17,336											103,747	n/a	n/a
Adult ebook Nonfiction	4,011	3,394	3,713	3,337	3,574	3,617											21,646	n/a	n/a
Adult digital audiobooks	17,983	16,411	18,640	17,804	18,529	18,726											108,093	n/a	n/a
Juvenile ebook Fiction	1,888	1,546	1,776	1,475	1,619	1,441											9,745	n/a	n/a
Juvenile ebook Nonfiction	237	264	221	270	286	251											1,529	n/a	n/a
Juvenile digital audiobooks	1,972	1,752	2,012	1,814	1,918	1,903											11,371	n/a	n/a
Young Adult ebook Fiction	1,300	1,142	1,254	1,272	1,281	1,410											7,659	n/a	n/a
Young Adult ebook Nonfiction	23	29	32	29	22	30											165	n/a	n/a
Young Adult digital audiobooks	1,189	1,075	1,173	1,225	1,232	1,284											7,178	n/a	n/a
DIGITAL CIRCULATION DETAILS	46,823	42,310	46,415	43,713	45,874	45,998											271,133	n/a	n/a

Value Calculator	2022												2022
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,009,494	\$941,868	\$1,098,149	\$1,045,398	\$1,077,443	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,172,352
Magazines (\$5)	\$4,375	\$3,955	\$4,615	\$3,915	\$4,765	#VALUE!	\$0	\$0	\$0	\$0	\$0	\$0	#VALUE!
Audiobooks (\$10)	\$20,730	\$20,170	\$23,810	\$21,510	\$23,280	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$109,500

DVD, Games, Music (\$4)	\$108,932	\$100,440	\$110,508	\$103,600	\$104,776	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$528,256
Notary Service (\$10)	\$1,510	\$1,470	\$1,390	\$1,620	\$1,520	\$890	\$0	\$0	\$0	\$0	\$0	\$0	\$8,400
Reference Questions (\$7)	\$74,228	\$68,726	\$82,432	\$74,067	\$79,632	\$99,743	\$0	\$0	\$0	\$0	\$0	\$0	\$478,828
Programming (\$10)	\$23,180	\$18,080	\$27,290	\$73,540	\$33,100	\$75,930	\$0	\$0	\$0	\$0	\$0	\$0	\$251,120
Meeting Room Use	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$41
Gallery Attendance (\$10)	\$13,080	\$13,160	\$11,460	\$10,580	\$7,440	\$55,100	\$0	\$0	\$0	\$0	\$0	\$0	\$110,820
Computer Use (\$12 /hr)	\$114,540	\$108,900	\$142,368	\$148,848	\$142,632	\$166,584	\$0	\$0	\$0	\$0	\$0	\$0	\$823,872
TOTAL VALUE	\$1,370,069	\$1,276,769	\$1,502,023	\$1,483,080	\$1,474,591	#VALUE!	\$4	\$4	\$5	\$6	\$6	\$7	#VALUE!