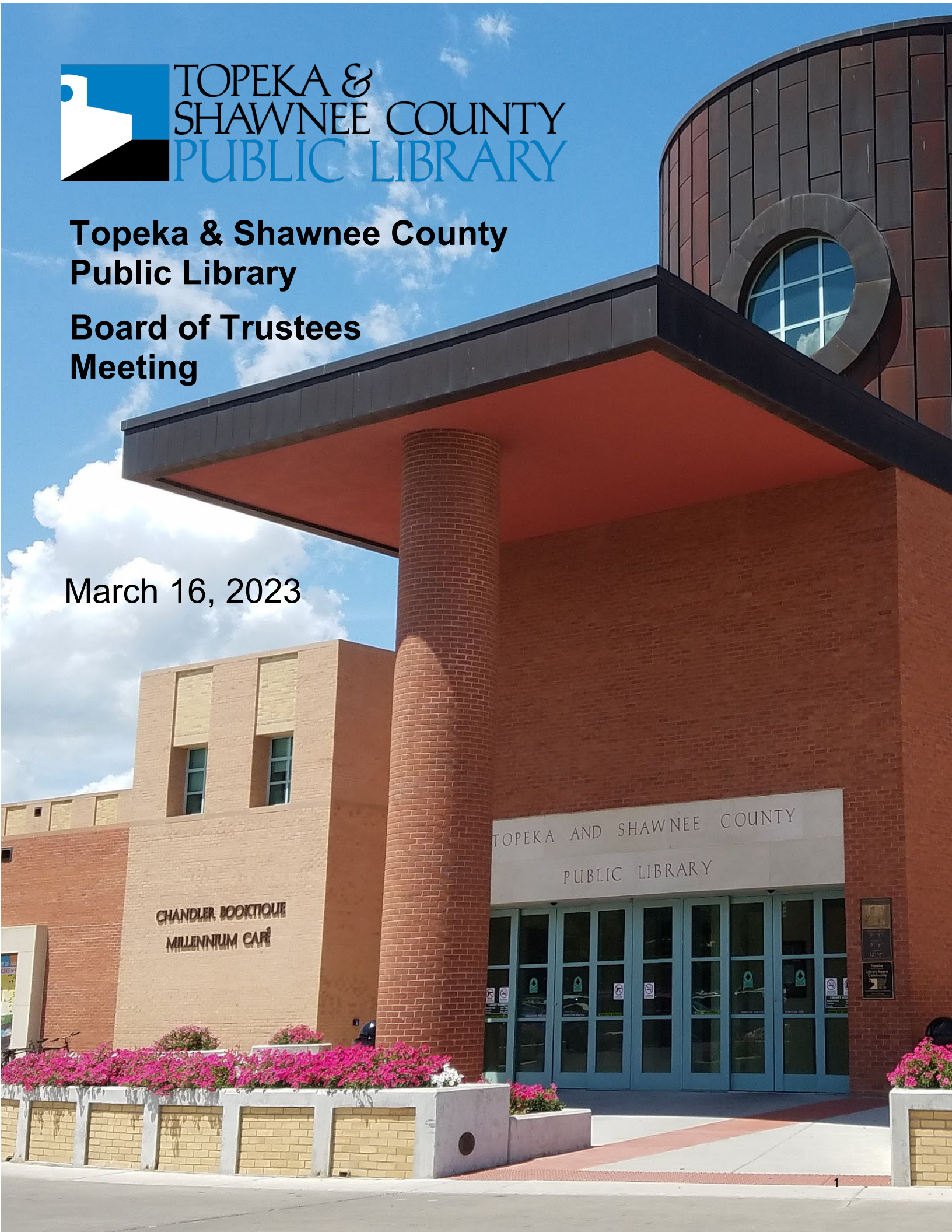




**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

March 16, 2023





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





March 16, 2023 – 4:00 pm
Menninger Room and Zoom Meeting

<https://tscpl.zoom.us/j/81458998793>

Meeting ID: 814 5899 8793

Passcode: 012486

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of February 16, 2023, Meeting Minutes of the Board of Trustees – **Action Item pg. 5**

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

Financial Reports

- Treasurer’s Report – Peg Dunlap
- Financial Report – **Action Item**

The Library Foundation – Kim Patton, Board Chair

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

Board Chair Report – Jim Edwards

- Meeting Minutes Board of Trustees Executive Committee –**pg. 26**

Chief Executive Officer Report – Marie Pyko pg. 28

- **Annual Report** – Diana Friend

Chief of Staff Report – Thad Hartman pg. 34

- **New and Novel Presentation** – HTK Architects

New Business

- **Nominating Committee - Action Item** pg. 47

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

April 20, 2023

4:00 pm

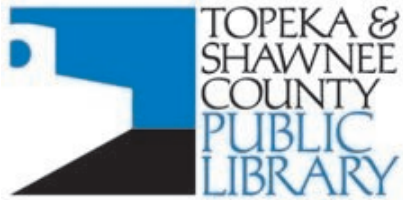
Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/81458998793>

Meeting ID: 814 5899 8793

Passcode: 012486

*Subject to change without notice



Board Members Present

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

Board Members Absent

Jim Ramos

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, February 16, 2023, 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.

Public Comment

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

Trustee Advocacy Stories

Board of Trustees Treasurer Peg Dunlap shared that she represented the Board of Trustees at the Library Foundation meeting. The new Foundation Executive Director Ashley Charest was there, and four new board members. Dunlap heard that the Foundation is excited about the possible re-roofing of their building.

Board of Trustees Vice Chair Shawn Leisinger shared that on his drive in to work every day he is thrilled that he sees two bookmobiles being used in East Topeka.

Approval of Minutes

On a motion by Shawn Leisinger, seconded by Joan Hicks, the January 19, 2023, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube announced that since the transition to the new HRIS Paylocity, the finance and HR team has spent many hours trying to get the system set up correctly. Strube says the team did their due diligence when researching different HRIS systems. They have come to the decision that Paylocity is not going to work for the library. Strube reported that they have reached back out to Paycom, the library's previous HRIS. The finance and HR team was very detailed about what their expectations are and what the previous issues were with Paycom and

why the library left them. Paycom listened and would like to have the library back. Strube apologized to staff for all the time spent trying to make Paylocity work. Paycom is confident that they could have the first punch in ready by March 20.

Discussion followed.

Financial Reports

Board Treasurer Peg Dunlap reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for January 2023.

On a motion by Peg Dunlap and seconded by Joan Hicks, the Treasurer's Financial Report for January 2023 was accepted.

Motion passed unanimously.

The Library Foundation

Foundation Chair Kim Patton gave the Foundation report. Patton stated that the Foundation appreciates Peg Dunlap being at the meeting yesterday. Patton welcomed Ashley Charest as the new Foundation Executive Director. Charest brings exciting energy and commitment. Patton shared the Development Professional position is now posted.

The Foundation has nearly completed their audit and it will be presented at the next Foundation board meeting. Patton shared that the Wilder Society Committee met recently and they are planning to host an event on Sunday, July 16.

Friends of Topeka and Shawnee County Public Library

Friends President Christy Molzen gave the Friends report. The Friends book sale in January was one of the busiest they've had. The Friends sold 18 memberships at the door on Friday evening – half to new members. The book sale netted a little over \$8,400 and by the end of the bag sale on Sunday, nearly everything was gone. The next sale will be the third weekend in April.

Molzen shared that the Friends are hoping to expand the Booktique hours in March to 10-5 Monday through Saturday. If you or someone you know would be interested in volunteering, please reach out to Kari Zimmerman. Volunteers only need to commit to working one 3-hour shift per week.

The Friends are selling the old DVD and CD display cases that are currently housed in the Movies & Music Lounge that are set to be replaced with new shelving and displays. If you know someone who might be interested in purchasing those, please get in touch with Janel.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on February 6, 2023.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared the flyer for the community meetings happening next week. Pyko urged others to promote it and get the word out.

Pyko stated that next week will be a busy one. Staff Development Day will be on Monday, then the Strategic Plan Planning Session will be on Tuesday with multiple community meetings and focus groups occurring throughout the week while Ivy Group is in town. Pyko is very excited for Staff Development Day as it will look a lot different this year. Staff will board buses and go around Topeka on a tour.

Pyko shared that ALA conference registration is open as of today. If board members want to go to Chicago for the conference, let Pyko know.

Strube and Pyko had the opportunity to meet with Mike Lesser to talk about insurance coverage. A decision was made to add cybersecurity insurance.

Chief of Staff Report

Chief of Staff Thad Hartman shared that due to icy weather the library opened a little late today to give facilities a chance to lay down salt and scrape. Hartman gave a shoutout to the Facilities team.

There is new shelving arriving on Monday. Technical Services Manager Scarlett Fisher-Herreman has been leading the way and getting organized for that project. There will be two days in which those collections are not accessible to public but holds can be made on those materials.

Statistical Research Analyst Robert Soria has been running monthly statistics and developing dashboards to look at different statistics. January 2023 was a busy month; the library saw over a 50% increase compared to January 2022. This gives hope that the library may soon approach pre-COVID numbers.

Curator Zan Popp presented Shades of Greatness, the new gallery exhibit coming February 25. This exhibit is made possible by the National Endowment for the Humanities and the Library Foundation. This exhibit tells the story of the Negro Baseball Leagues and their rich history. There will be a VIP reception in the gallery on Friday, February 24, where people are encouraged to “dress to the nines” to celebrate the opening of the exhibit before its grand opening the next day. There will also be baseball themed programming over the next couple of months to truly celebrate the opportunity to show this exhibit.

New Business

Bid for Reroofing of 1020 Building

On a motion by Joan Hicks, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

Motion passed unanimously.

Adjournment

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

Next Meeting

Thursday, March 16, 2023

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/81458998793>

Meeting ID: 814 5899 8793 | Passcode: 012486

*Subject to change without notice

Investments and Debt as of February 28, 2023; Bank Account Summary – Page 1

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

General Fund – Pages 3 through 5

With 16.2% of the budget year completed, 49% of the budgeted revenue has been received and 17% of the approved budget has been expended/encumbered. This compares to 2022 in which 50% of the budgeted revenue had been received and 23% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

Employee Benefit Fund – Page 6

With 16.2% of the budget year completed, 49% of the budgeted revenue has been received and 17% of the approved budget has been expended/encumbered. This compares to 2022 in which 51% of the budgeted revenue had been received and 14% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$5,308,049.

Purchase Order Notification

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

January is the time of year when annual purchase orders are created for certain types of purchases and for known, ongoing commitments. Thus, the list is lengthy this month. When items say "open PO", it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of

these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

| Type of Purchase | Description | Amount | Vendor |
|---------------------------|---|---------------|----------------------------------|
| Approved operating budget | Annual internet service | \$28,800.00 | AT&T |
| Approved operating budget | Annual water and sewer service | \$40,000.00 | City of Topeka |
| Approved operating budget | Annual subscription and support agreement for Bibliocommons Core catalog and Suggest for Purchase modules | \$29,905.01 | Bibliocommons, Inc. |
| Approved operating budget | Annual electric service | \$387,897.92 | Evergy |
| Approved operating budget | Mobile broadband charges for bookmobiles & smartphones | \$49,200.00 | Verizon Wireless |
| From non-tax funds | 2023 staff awards | \$6,200.00 | C.A. Short Company |
| Approved operating budget | Annual subscription for staff training database | \$6,500.00 | Niche Academy LLC |
| Approved operating budget | Learn and Play Bus leased garage space – annual costs for lease, water/sewer/trash services and property tax increase (from what was in base lease) | \$14,715.00 | Starwood PH Properties, LLC |
| Approved operating budget | Employee assistance program – annual | \$6,726.00 | New Directions Behavioral Health |
| Approved operating budget | Annual K-9 inspection services | \$33,600.00 | Bug Hounds LLC |
| Approved operating budget | Annual natural gas service | \$45,309.46 | Bluemark Energy LLC |
| Approved operating budget | Implementation fee | \$5,351.76 | Paycom Payroll LLC |
| Approved operating budget | Annual phone service | \$16,800.00 | AT&T |
| Approved operating budget | Annual natural gas service | \$15,000.00 | Kansas Gas Service |
| Approved operating budget | Annual AMH service contract | \$47,338.00 | Tech Logic Corporation |
| Approved operating budget | Annual subscription for MuseumPlus | \$7,500.00 | Zetcom North America |

| | | | |
|---------------------------|--|-------------|----------------------------------|
| Approved operating budget | Light fixtures for gallery | \$7,766.70 | Border States Industries Inc. |
| Approved operating budget | MailChimp newsletter service renewal | \$5,480.00 | Mailchimp |
| Approved operating budget | Annual copier lease/maintenance | \$16,428.00 | Century Business Technologies |
| Approved operating budget | 2022 overage fees | \$5,971.56 | Century Business Technologies |
| Paid from non-tax funds | Staff apparel | \$8,993.52 | Embroidery Plus |
| Approved operating budget | Annual insurance for cyber defense | \$6,072.00 | World Insurance Associates LLC |
| Approved operating budget | 90-day online access to historical data | \$5,041.10 | Paycom Payroll LLC |
| Approved operating budget | Annual insurance for property, general liability, automobiles, inland marine, crime, terrorism, and cyber security | \$67,457.00 | The Cincinnati Insurance Company |
| Library Materials | Hoopla online | \$34,920.28 | MidwestTape LLC |
| Library Materials | Juvenile fiction and nonfiction | \$7,000.00 | Ingram Library Services |
| Library Materials | Adult Nonfiction | \$5,500.00 | Ingram Library Services |
| Library Materials | Adult Nonfiction | \$6,000.00 | Ingram Library Services |

Other Items:

- The test work for the audit appears to be nearly complete and the statements and report should be finalized soon. The Board’s Audit Committee is scheduled to meet to review the audit draft and hear the audit presentation at 10 am on Tuesday, April 11th. Any Trustee is welcome to attend this meeting. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit.
- The annual workers compensation annual audit will be scheduled in March.
- If different Trustees (from those currently in officer positions) are voted into the positions of Chair, Secretary or Treasurer, please plan on signing the bank signature cards and the document for the electronic check writer in the financial system at the April Board meeting. The effective date of the new positions is May 1, per the bylaws.
- The budget cycle will soon begin once again and the timeline for 2024 is included at the end of my report. In the last two prior years, since the valuation information is not available until at least July 1st, budget work session #1 was designed to be more educational, discuss issues, provide presentations, etc. on issues that will impact the

budget year. It seemed to work well to discuss issues in advance of actual numbers and the technical budget documents.

- Please remember to schedule the forthcoming Board budget work sessions:
 - Tuesday, June 6th, 9 am to 11 am in the Menninger Room 206
 - Wednesday, July 12th, 1 pm to 3 pm in the Menninger Room 206

**Topeka & Shawnee County Public Library
Proposed 2024 Budget Time Line**

| | |
|--------------------------|---|
| April 14, 2023 (Fri) | Budget requests due from departments/units |
| April 21, 2023 (Fri) | First review of department/unit budget requests by Marie, Thad and Kim |
| May 9, 2023 (Tue) | Review of budget requests by management team (at regular meeting date/time) |
| June 6, 2023 (Tue) | Board budget work session #1 (Menninger Room 206 – 9 to 11) |
| July 12, 2023 (Wed) | Board budget work session #2 – final review of budget documents (Menninger Room 206 – 1 to 3) |
| July 20, 2023 (Thu) | Board meeting – 2024 budget approved for publication (scheduled Board meeting date) |
| August 7, 2023 (Mon) | Budget notice published in <i>Topeka Capital Journal</i> (must be published at least 10 calendar days before public hearing) |
| August 24, 2023 (Thu) | Public hearing and adoption of 2024 budget at scheduled Board meeting date @ 5:30 pm (must be held on between August 20 and September 20) |
| September 1, 2023 (Fri) | Budget copies submitted to the governing body of the city and county as required by K.S.A. 12-1267(a) |
| September 29, 2023 (Fri) | Adopted budget certified with County Clerk |

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

2/28/2023

| | <u>Balance 1/1/2023</u> | <u>Revenue Y-T-D</u> | <u>Expenditures Y-T-D</u> | <u>Balance 2/28/2023</u> |
|--|--------------------------------|-------------------------------|-------------------------------|--------------------------------|
| <u>GOVERNMENTAL FUNDS</u> | | | | |
| General Operating | \$ 5,322,622.64 | \$ 7,738,185.79 | \$ 2,224,891.59 | \$ 10,835,916.84 |
| Employee Benefits | 1,963,139.59 | 2,015,069.02 | 770,918.51 | \$ 3,207,290.10 |
| Capital Improvement | 5,275,079.91 | 32,968.65 | - | \$ 5,308,048.56 |
| Bond & Interest | - | (1,031.50) | - | \$ (1,031.50) |
| <u>NON MAJOR GOVERNMENTAL FUNDS</u> | | | | |
| State Aid | - | - | - | \$ - |
| Federal, State & Local Grants | 3,649.47 | - | 3,605.44 | \$ 44.03 |
| Other Special Revenue | 597,620.31 | 1,185.14 | 57,494.01 | \$ 541,311.44 |
| Permanent Funds | 299,808.78 | - | - | \$ 299,808.78 |
| Totals | <u>\$ 13,461,920.70</u> | <u>\$ 9,786,377.10</u> | <u>\$ 3,056,909.55</u> | <u>\$ 20,191,388.25</u> |

Bank Account Summary

| | |
|--|--------------------------------|
| General Fund-CoreFirst Bank-Checking | \$ 288,982.23 |
| Restricted Funds-CoreFirst Bank-Checking | 542,000.07 |
| Capital Improvement Fund-VisionBank-Money Market Account | 5,308,048.56 |
| Cash on Hand | 3,078.92 |
| Petty Cash | 220.00 |
| Endowment Securities | 299,808.78 |
| Municipal Investment Pool - Overnight | 6,913,619.81 |
| Municipal Investment Pool - 30-day Fixed | - |
| Municipal Investment Pool - 90-day Fixed | 7,000,000.00 |
| Municipal Investment Pool - 180-day Fixed | - |
| Capital City Bank - Certificate of Deposit | - |
| Intrust Bank - Certificate of Deposit | - |
| Denison State Bank - Certificate of Deposit | - |
| | <u>\$ 20,355,758.37</u> |
| Less Pending Claims (invoices posted, but not paid until next month) | - |
| Less Deferred Revenue (SAM account payments) | 1,916.15 |
| Less Payroll Deduction and Employer Benefit Liabilities | 93,001.10 |
| Less Outstanding Checks | 69,452.87 |
| | <u>\$ 20,191,388.25</u> |

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

2/28/2023

| | 1/1/2023 Cash Balance | Revenues | Prev. Year PO Expenditures | Current Year Expenditures | 2/28/2023 Cash Balance | All Yrs Outstanding Encumbrances | Unencumbered Cash Balance |
|-------------------------------------|--------------------------|------------------------|-------------------------------|------------------------------|---------------------------|-------------------------------------|------------------------------|
| Major Governmental Funds | | | | | | | |
| General Fund | \$ 5,322,622.64 | \$ 7,738,185.79 | \$ 388,468.83 | \$ 1,836,422.76 | \$ 10,835,916.84 | \$ 1,621,665.52 | \$ 9,214,251.32 |
| Employee Benefit Fund | 1,963,139.59 | 2,015,069.02 | - | 770,918.51 | 3,207,290.10 | 41,817.00 | 3,165,473.10 |
| Capital Improvement Fund | 5,275,079.91 | 32,968.65 | - | - | 5,308,048.56 | - | 5,308,048.56 |
| Bond & Interest Fund | - | (1,031.50) | - | - | (1,031.50) | - | (1,031.50) |
| Non Major Governmental Funds | | | | | | | |
| <i>State Aid Fund</i> | - | - | - | - | - | - | - |
| <i>Federal & State Grants</i> | | | | | | | |
| Gallery Grants | 19.03 | - | - | - | 19.03 | - | 19.03 |
| Kansas Humanities Council Grant | 25.00 | - | - | - | 25.00 | - | 25.00 |
| Library Services & Technology Ac | 3,605.44 | - | 3,605.44 | - | - | - | - |
| <i>Other Special Revenue Funds</i> | | | | | | | |
| Adult Programs | 1.49 | - | - | - | 1.49 | - | 1.49 |
| Art Collection | 10,680.49 | 5.33 | - | - | 10,685.82 | - | 10,685.82 |
| Bookmobile Fund | - | - | - | - | - | - | - |
| Career Neighborhood | - | - | - | - | - | - | - |
| Computer training | - | - | - | - | - | - | - |
| Children's Art Show | - | - | - | - | - | - | - |
| Cooking Neighborhood | - | - | - | - | - | - | - |
| French Gift - Library Materials | 31.41 | 0.02 | - | - | 31.43 | - | 31.43 |
| Friends | 159,733.11 | 67.07 | 344.70 | 25,342.70 | 134,112.78 | 11,095.24 | 123,017.54 |
| Fun Committee | 5,483.31 | 306.15 | - | - | 5,789.46 | - | 5,789.46 |
| Gallery Competitions/Exhibits | 36,495.16 | 18.24 | - | - | 36,513.40 | - | 36,513.40 |
| Gifts/Memorials (Undesignated) | 347,421.41 | 166.31 | 15,035.79 | 15,413.52 | 317,138.41 | 6,212.33 | 310,926.08 |
| Hathaway Trust - Library Materials | 3,338.66 | 1.61 | 45.97 | 157.58 | 3,136.72 | 532.15 | 2,604.57 |
| Health Neighborhood | - | - | - | - | - | - | - |
| Hirschberg Lecture | - | - | - | - | - | - | - |
| Hughes Business Collection | - | - | - | - | - | - | - |
| Library Materials | 5,012.24 | 606.33 | - | - | 5,618.57 | (23.47) | 5,642.04 |
| Lingo | - | - | - | - | - | - | - |
| NEH Expendable | 8,065.71 | 3.89 | - | 599.60 | 7,470.00 | 3,132.29 | 4,337.71 |
| Pets Neighborhood | - | - | - | - | - | - | - |
| Programming Fund | 457.20 | - | - | - | 457.20 | - | 457.20 |
| Red Carpet | 4,015.19 | 2.01 | - | - | 4,017.20 | - | 4,017.20 |
| Rotary Grant | - | - | - | - | - | - | - |
| Special Collections | 5,748.38 | 2.87 | - | - | 5,751.25 | - | 5,751.25 |
| Talking Books | - | - | - | - | - | - | - |
| Torluemke Landscaping | 36.46 | 0.02 | - | - | 36.48 | - | 36.48 |
| Wedding Neighborhood | - | - | - | - | - | - | - |
| Workshops | 2,194.43 | 1.09 | - | - | 2,195.52 | - | 2,195.52 |
| Youth Services | 8,905.66 | 4.20 | 476.59 | 77.56 | 8,355.71 | 76.49 | 8,279.22 |
| <i>Permanent Funds</i> | | | | | | | |
| Mertz Trust | 299,808.78 | - | - | - | 299,808.78 | - | 299,808.78 |
| TOTALS | \$ 13,461,920.70 | \$ 9,786,377.10 | \$ 407,977.32 | \$ 2,648,932.23 | \$ 20,191,388.25 | \$ 1,684,507.55 | \$ 18,506,880.70 |

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

2/28/2023

| | <u>Approved Budget</u> | <u>Received Year-To-Date</u> | <u>Over/(Under) Budget</u> | <u>% 2/28/2023</u> |
|---------------------------------|--------------------------------|----------------------------------|---------------------------------|------------------------|
| | | | | 16.2% |
| Ad Valorem Property Tax | \$ 13,939,037.00 | \$ 7,621,594.25 | \$ (6,317,442.75) | 55% |
| Revitalization Rebates | (119,110.00) | (80,511.09) | \$ 38,598.91 | 68% |
| Back Tax | - | 42,836.54 | \$ 42,836.54 | N/A |
| Motor Vehicle Tax | 1,557,671.00 | 47,360.88 | \$ (1,510,310.12) | 3% |
| Recreational Vehicle Tax | 17,297.00 | 365.19 | \$ (16,931.81) | 2% |
| 16/20 M Vehicle Tax | 5,960.00 | 5,619.00 | \$ (341.00) | 94% |
| In Lieu of Tax | 35,897.00 | 40,690.09 | \$ 4,793.09 | 113% |
| Watercraft Special Tax** | 8,729.00 | - | \$ (8,729.00) | 0% |
| Commercial Vehicle Fees | 53,540.00 | 5,004.34 | \$ (48,535.66) | 9% |
| E-Rate Reimbursement | 19,329.00 | - | \$ (19,329.00) | 0% |
| Miscellaneous Revenue | 3,000.00 | 4,872.54 | \$ 1,872.54 | 162% |
| Miscellaneous Revenue - Recyclg | - | 177.90 | \$ 177.90 | N/A |
| Salary Refunds-Foundation | 100,678.00 | - | \$ (100,678.00) | 0% |
| Salary Refunds-Friends | 33,155.00 | 1,069.60 | \$ (32,085.40) | 3% |
| Salary Refunds-Shawnee Cty | 20,151.00 | - | \$ (20,151.00) | N/A |
| Vending Machines | 2,000.00 | 160.55 | \$ (1,839.45) | 8% |
| Overdue Fees* | 15,000.00 | 5,019.49 | \$ (9,980.51) | 33% |
| Debt Collect | - | 45.00 | \$ 45.00 | N/A |
| ILL Fees | 100.00 | 115.81 | \$ 15.81 | 116% |
| Mailing Fees | 100.00 | 5.97 | \$ (94.03) | 6% |
| Non Resident Card Fee | 340.00 | 85.00 | \$ (255.00) | 25% |
| Obituary Fees | 350.00 | - | \$ (350.00) | N/A |
| Meeting Room Charges | 1,200.00 | 50.00 | \$ (1,150.00) | N/A |
| Monday Market Fees | 500.00 | - | \$ (500.00) | 0% |
| Foundation Distribution | - | - | \$ - | N/A |
| Interest Received-Investments | 20,000.00 | 43,624.73 | \$ 23,624.73 | 218% |
| Transfer In | 25,050.00 | - | \$ (25,050.00) | 0% |
| Library Treasurer's Balance | 2,973,704.00 | - | \$ - | N/A |
| TOTALS | <u>\$ 18,713,678.00</u> | <u>\$ 7,738,185.79</u> | <u>\$ (8,001,788.21)</u> | 49% |

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

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

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

2/28/2023

| | <u>Approved Budget</u> | <u>Expended Year-To-Date</u> | <u>Encumbrances</u> # | <u>(Over)/Under Budget</u> | <u>% Expended</u> |
|-------------------------------------|----------------------------|----------------------------------|------------------------|--------------------------------|-----------------------|
| | | | | | 16.2% |
| STAFF: | | | | | |
| Salaries-Auto Allowance | \$ 4,800.00 | \$ 738.44 | \$ - | \$ 4,061.56 | 15% |
| Salaries-Facilities | 670,789.00 | 96,776.52 | - | 574,012.48 | 14% |
| Salaries-Overtime | 10,000.00 | 708.69 | - | 9,291.31 | 7% |
| Salaries-Security | 313,379.00 | 44,350.62 | - | 269,028.38 | 14% |
| Salaries-Shelvers | 102,545.00 | 4,515.78 | - | 98,029.22 | 4% |
| Salaries-Staff | 7,705,190.00 | 1,085,923.01 | - | 6,619,266.99 | 14% |
| Conferences | 144,217.00 | 3,385.05 | 19,250.45 | 121,581.50 | 16% |
| Staff Internal Dev/Trng - Web Based | 15,000.00 | 1,650.00 | - | 13,350.00 | 11% |
| Staff Development & Training | 15,000.00 | 4,031.50 | 6,816.50 | 4,152.00 | 72% |
| Mileage | 7,600.00 | 751.05 | 5,647.30 | 1,201.65 | 84% |
| COLLECTION: | | | | | |
| Materials-Binding/Replacements | 2,500.00 | 37.06 | 320.75 | 2,142.19 | 14% |
| Materials-Periodicals | 25,000.00 | 262.59 | 332.00 | 24,405.41 | 2% |
| Materials-Print/Non-Print <1 YR | 730,200.00 | 60,693.45 | - | 669,506.55 | 8% |
| Materials-Print/Non-Print | 1,220,380.00 | 117,052.70 | 95,918.15 | 1,007,409.15 | 17% |
| OPERATIONS: | | | | | |
| Art Purchases | 8,000.00 | 510.00 | 110.00 | 7,380.00 | 8% |
| Cataloging and ILL Services | 102,700.00 | 14,390.82 | 82,609.18 | 5,700.00 | 94% |
| Contracted-Digital Services | 548,252.00 | 59,914.75 | 24,094.89 | 464,242.36 | 15% |
| Contracted-Facilities | 301,700.00 | 88,182.94 | 112,664.24 | 100,852.82 | 67% |
| Contracted-Equipment | 67,200.00 | 10,458.01 | 16,837.26 | 39,904.73 | 41% |
| Contracted-Professional | 294,700.00 | 15,660.39 | 56,884.63 | 222,154.98 | 25% |
| Contracted-E-Rate Services | 1,740.00 | - | - | 1,740.00 | 0% |
| Digital Services Support | 464,152.00 | 39,059.25 | 3,427.59 | 421,665.16 | 9% |
| Furniture/Equipment | 45,000.00 | - | - | 45,000.00 | 0% |
| Insurance | 64,000.00 | 47,273.00 | 36,727.00 | (20,000.00) | 131% |
| Marketing & Communication | 61,256.00 | 6,697.69 | 15,671.76 | 38,886.55 | 37% |
| Memberships/Dues | 30,900.00 | 10,218.00 | 155.00 | 20,527.00 | 34% |
| Miscellaneous | 5,000.00 | 508.70 | 965.00 | 3,526.30 | 29% |
| Payments to Other Libraries | 127,238.00 | - | - | 127,238.00 | 0% |
| Postage/Shipping | 59,786.00 | 28,172.13 | 1,940.00 | 29,673.87 | 50% |
| Printing | 110,976.00 | 498.91 | 2,575.97 | 107,901.12 | 3% |
| Programming | 103,480.00 | 2,657.80 | 373.66 | 100,448.54 | 3% |
| Special Events | - | - | - | - | 0% |
| Special Projects | 1,702,500.00 | 807.53 | 2,211.20 | 1,699,481.27 | 0% |
| Supplies-Facilities | 101,920.00 | 3,951.92 | 54,001.88 | 43,966.20 | 57% |
| Supplies-Office/Library | 93,184.00 | 12,708.56 | 2,529.54 | 77,945.90 | 16% |
| Supplies-Processing | 46,800.00 | 7,675.32 | 1,946.33 | 37,178.35 | 21% |
| Telecommunications | 155,064.00 | 7,693.16 | 87,106.84 | 60,264.00 | 61% |
| Transfer Out | 1,000,000.00 | - | - | 1,000,000.00 | 0% |
| Utilities-Electric | 389,526.00 | 22,948.54 | 365,699.38 | 878.08 | 100% |
| Utilities-Gas | 71,007.00 | 24,065.43 | 46,282.86 | 658.71 | 99% |
| Utilities-Water/Sewage | 37,128.00 | 2,253.90 | 40,160.93 | (5,286.83) | 114% |
| Vehicle-Gas | 43,870.00 | 5,205.86 | - | 38,664.14 | 12% |
| Vehicle-Repair | 60,000.00 | 4,035.14 | 43,193.21 | 12,771.65 | 79% |
| Contingency/Fund Balance | 1,650,000.00 | - | - | - | 0% |
| Cash Long/Short | - | (1.45) | - | 1.45 | N/A |
| TOTALS | \$ 18,713,679.00 | \$ 1,836,422.76 | \$ 1,126,453.50 | \$ 14,100,802.74 | 17% |

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

2/28/2023

| | <u>2023 Budget</u> | <u>Year to Date</u> | <u>%</u> |
|---------------------------------------|-------------------------|-------------------------------|----------|
| Balance 01/01/2023 | \$ 2,973,704.00 | \$ 4,415,932.44 | |
| <u>Revenue:</u> | | | |
| Ad Valorem Property Tax | 13,939,037.00 | 7,621,594.25 | 55% |
| Revitalization Rebates | (119,110.00) | (80,511.09) | 68% |
| Back Tax | - | 42,836.54 | N/A |
| Motor Vehicle Tax | 1,557,671.00 | 47,360.88 | 3% |
| Recreational Vehicle Tax | 17,297.00 | 365.19 | 2% |
| 16/20M Vehicle Tax | 5,960.00 | 5,619.00 | 94% |
| In Lieu of Tax | 35,897.00 | 40,690.09 | 113% |
| Watercraft Special Tax | 8,729.00 | - | 0% |
| Commercial Vehicle Fees | 53,540.00 | 5,004.34 | 9% |
| E-Rate Reimbursement | 19,329.00 | - | 0% |
| Fees and Charges | 22,590.00 | 10,354.36 | 46% |
| Reimbursements | 153,984.00 | 1,247.50 | 1% |
| Transfer In | 25,050.00 | - | |
| Interest on Idle Funds | 20,000.00 | 43,624.73 | 218% |
| | <u>\$ 15,739,974.00</u> | <u>\$ 7,738,185.79</u> | 49% |
| <u>Expenditures/Encumbrances:</u> | | | |
| Salaries | 8,806,703.00 | 1,233,013.06 | 14% |
| Other Staff Support Costs | 181,817.00 | 41,531.85 | 23% |
| Library Collections | 1,978,080.00 | 274,616.70 | 14% |
| Contracted Services | 1,316,292.00 | 481,697.11 | 37% |
| Digital Services Support | 464,152.00 | 42,486.84 | 9% |
| Furniture/Equipment/Art | 53,000.00 | 620.00 | 1% |
| Payments to Other Libraries | 127,238.00 | - | 0% |
| Special Projects | 1,702,500.00 | 3,018.73 | 0% |
| Utilities & Telecommunications | 652,725.00 | 596,211.04 | 91% |
| Vehicles | 103,870.00 | 52,434.21 | 50% |
| Other Operating Expenditures | 677,301.00 | 237,246.72 | 35% |
| Transfer Out | 1,000,000.00 | - | |
| Cash Basis Reserve | 1,650,000.00 | - | 0% |
| | <u>\$ 18,713,678.00</u> | <u>\$ 2,962,876.26</u> | 17% |
| Prior Year Canceled Purchase Orders | | <u>\$ 23,009.35</u> | |
| Unencumbered Balance 2/28/2023 | \$ - | <u>\$ 9,214,251.32</u> | |

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

2/28/2023

EMPLOYEE BENEFITS

| | 2023 Budget | Year To Date | % |
|---------------------------------------|------------------------|------------------------|------------|
| Balance 01/01/2023 | \$ 1,121,486.00 | \$ 1,962,696.59 | |
| Revenue: | | | |
| Ad Valorem Property Tax | \$ 3,626,746.00 | \$ 1,984,513.72 | 55% |
| Revitalization Rebates | (30,991.00) | (20,969.66) | 68% |
| Back Tax | - | 10,704.65 | N/A |
| Motor Vehicle Tax | 414,748.00 | 11,195.46 | 3% |
| Recreational Vehicle Tax | 4,605.00 | 86.28 | 2% |
| 16/20M Vehicle Tax | 1,587.00 | 1,329.94 | 84% |
| In Lieu of Tax | 11,684.00 | 10,590.73 | 91% |
| Watercraft Special Tax* | 2,324.00 | - | 0% |
| Commercial Vehicle Fees | 14,256.00 | 1,182.95 | 8% |
| Refund-Fringe Benefits-Foundation | 48,256.00 | - | 0% |
| Refund-Fringe Benefits-Friends | 20,829.00 | 787.30 | 4% |
| Refund-Fringe Benefits-Shawnee Cty | 8,975.00 | - | N/A |
| Refund BC/BS | - | - | 0% |
| Employee COBRA Payments | - | - | 0% |
| Retiree Payments BC/BS | - | 1,881.64 | N/A |
| Interest on Idle Funds | 5,000.00 | 13,766.01 | 275% |
| | \$ 4,128,019.00 | \$ 2,015,069.02 | 49% |
| Expenditures/Encumbrances: | | | |
| Employee Assistance Program | \$ 7,503.00 | \$ 6,726.00 | 90% |
| Cafeteria Plan Administration Fees | 2,725.00 | 396.00 | 15% |
| Social Security/Medicare | 673,713.00 | 86,624.01 | 13% |
| Ks Public Employees Retirement Sys | 809,090.00 | 113,537.73 | 14% |
| Worker's Compensation | 54,000.00 | 48,344.91 | 90% |
| Unemployment Tax | 88,948.00 | 26,278.49 | 30% |
| Health/Dental Insurance | 3,213,526.00 | 530,631.37 | 17% |
| Miscellaneous | - | - | 0% |
| Contingency/Fund Balance | 400,000.00 | - | 0% |
| | \$ 5,249,505.00 | \$ 812,538.51 | 17% |
| Prior Year Canceled Purchase Orders | | \$ 246.00 | |
| Unencumbered Balance 2/28/2023 | \$ - | \$ 3,165,473.10 | |

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

CAPITAL IMPROVEMENT

| | |
|---------------------------------------|------------------------|
| Balance 01/01/2023 | \$ 5,275,079.91 |
| Revenue: | |
| Transfer In | \$ - |
| Interest received | 32,968.65 |
| | \$ 32,968.65 |
| Expenditures/Encumbrances: | |
| Contracted - Professional | - |
| Capital Outlay | - |
| | - |
| Prior Year Canceled Purchase Orders | - |
| Unencumbered Balance 2/28/2023 | \$ 5,308,048.56 |

STATE AID

| | | |
|---------------------------------------|---------------------|-------------|
| Balance 01/01/2023 | \$ - | \$ - |
| Revenue: | | |
| State Aid | - | - |
| | \$ - | \$ - |
| Expenditures/Encumbrances: | | |
| Contracted - Digital Services | | |
| Digital Services Support | - | - |
| Staff Internal Development/Trng | - | - |
| Special Projects | 52,000.00 | - |
| | \$ 52,000.00 | \$ - |
| Unencumbered Balance 2/28/2023 | \$ - | \$ - |

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

2/28/2023

| | <u>2023 Budget</u> | <u>Year to Date</u> | <u>%</u> |
|---------------------------------------|---------------------|-----------------------------|----------|
| Balance 01/01/2023 | \$ - | \$ - | |
| <u>Revenue:</u> | | | |
| Ad Valorem Property Tax | - | - | N/A |
| Revitalization Rebates | - | - | 0% |
| Back Tax | 25,000.00 | (1,058.30) | -4% |
| Motor Vehicle Tax | - | - | N/A |
| Recreational Vehicle Tax | - | 20.52 | N/A |
| 16/20M Vehicle Tax | - | 6.28 | N/A |
| In Lieu of Tax | - | - | 0% |
| Watercraft Special Tax* | - | - | 0% |
| Commercial Vehicle Fees | - | - | N/A |
| Interest on Idle Funds | 50.00 | - | 0% |
| | <u>\$ 25,050.00</u> | <u>\$ (1,031.50)</u> | -4% |
| <u>Expenditures/Encumbrances:</u> | | | |
| Principal | \$ - | \$ - | 0% |
| Interest | - | - | 0% |
| Wire Transfer Fees | - | - | 0% |
| Transfer Out | 25,050.00 | - | 0% |
| Cash Basis Reserve | - | - | 0% |
| | <u>\$ 25,050.00</u> | <u>\$ -</u> | 0% |
| Unencumbered Balance 2/28/2023 | <u><u>\$ -</u></u> | <u><u>\$ (1,031.50)</u></u> | |

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of February 28, 2023

Capital Improvement Funds - Community National Bank

\$ 5,308,048.56 at 4.29% (money market account)

Municipal Investment Pool

\$ 6,913,619.81 Operating funds in "overnight pool"*;
available for transfer whenever needed

5,500,000.00 General fund; 90-day 2/22/2023 at 4.31%,
maturity 5/23/2023

1,500,000.00 Employee benefit fund; 90-day 2/22/2023 at
4.31%, maturity 5/23/2023

\$13,913,619.81

* rates vary by day - average February 1 - 28, 2023 was 3.1812%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2023

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|---|----------------|---------------|-------------------|------------------------|---------------------------|---------------|---------------------|
| 10 | 41000 | 310 | 2/15/23 | COREFIRST BANK & TRUST | Maintenance and support | \$ 49.00 | -97359 |
| 10 | 41000 | 313 | 2/15/23 | COREFIRST BANK & TRUST | 90 day online access | \$ 5,041.10 | -97359 |
| 10 | 41000 | 313 | 2/15/23 | COREFIRST BANK & TRUST | Year end forms | \$ 2,829.10 | -97359 |
| <i>Miscellaneous online orders paid by credit card including payment to Paycom for 90 day access to historical data</i> | | | | | | \$ 7,919.20 | -97359 Total |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | 45 Count Sharpies | \$ 42.11 | -97345 |
| 10 | 23800 | 0 | 2/15/23 | COREFIRST BANK & TRUST | Maxi Security 48 Count | \$ 23.59 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Maxi Security 48 Count | \$ 1.24 | -97345 |
| 10 | 23800 | 0 | 2/15/23 | COREFIRST BANK & TRUST | 36 Case Mugs | \$ 68.99 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | 36 Case Mugs | \$ 11.00 | -97345 |
| 10 | 23800 | 0 | 2/15/23 | COREFIRST BANK & TRUST | 3 Drawer Organizer | \$ 23.98 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Knitting Needles | \$ (98.78) | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Delivery charge | \$ 71.47 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | Logitech Zone Wireless he | \$ 395.86 | -97345 |
| 10 | 41000 | 310 | 2/15/23 | COREFIRST BANK & TRUST | Software support | \$ 350.00 | -97345 |
| 10 | 41000 | 310 | 2/15/23 | COREFIRST BANK & TRUST | Software support | \$ 525.00 | -97345 |
| 10 | 41000 | 310 | 2/15/23 | COREFIRST BANK & TRUST | Software support fee | \$ 17.50 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | nmc cable | \$ 14.50 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | nmc cable shipping | \$ 3.95 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | 24 Pack 3 Inch Plastic Pl | \$ 9.99 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Crayola Model Magic White | \$ 40.11 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | Headset | \$ 218.80 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | Fellowes Powershred 18pg | \$ 307.99 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | SanDisk 128GB Ultra Flair | \$ 25.98 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | Battery backup | \$ 624.75 | -97345 |
| 10 | 41000 | 400 | 2/15/23 | COREFIRST BANK & TRUST | Friends-Quickbooks | \$ 100.00 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | M Binder clips 6 pk | \$ 16.43 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | Canvas Tote Segarty 3pk | \$ 22.56 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | Clorox wipes 3 pk 2 units | \$ 20.99 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Sandwich Storage Bags | \$ 10.20 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | PartyWoo Rainbow Ribbon, | \$ 9.99 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Hysagtek 158 Pcs Shrinky | \$ 14.99 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Color Changing Mood Metal | \$ 12.99 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | GIFTEXPRESS 12 Curling Ri | \$ 10.99 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Caydo 1.5 inch Yellow Pom | \$ 7.99 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Super Puffs Pastel Colors | \$ 21.00 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | USB Hub | \$ 95.90 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | cricut value pack 40 shee | \$ 54.30 | -97345 |

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2023

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|---|---------------------------|--------------|---------------------|
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | cricut decal sheets | \$ 38.08 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | cricut bright | \$ 28.95 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | cricutremovable | \$ 38.08 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | HDMI cables | \$ 35.98 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | transfer tape 50 pack | \$ 35.78 | -97345 |
| 10 | 41000 | 410 | 2/15/23 | COREFIRST BANK & TRUST | 55-60 gallon bags 150 ct | \$ 99.98 | -97345 |
| 10 | 41000 | 410 | 2/15/23 | COREFIRST BANK & TRUST | 3 gallon clear liners 300 | \$ 15.89 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | Surge protectors | \$ 227.40 | -97345 |
| 10 | 41000 | 342 | 2/15/23 | COREFIRST BANK & TRUST | lunch catering deposit | \$ 877.50 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | MODEL 225 2.25 PIN-BACK" | \$ 44.99 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Shipping | \$ 15.00 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | Charging blocks | \$ 32.97 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | USB C Cables | \$ 29.94 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | sabrent duplicator | \$ 49.98 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | sabrent hd case | \$ 31.98 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | 1099 forms and envelopes | \$ 61.48 | -97345 |
| 10 | 41000 | 342 | 2/15/23 | COREFIRST BANK & TRUST | event space | \$ 200.00 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | 3 drawer organizer | \$ (11.99) | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | 45 Count Sharpies | \$ (42.11) | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Hilco Assorted Fruit Popp | \$ 7.97 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Paper Drinking Straws | \$ 16.00 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | TG Black and Blue Champio | \$ 18.88 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | 16 Pack Round Craft Ink P | \$ 32.99 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | Aluminum Foil Roll 500ft | \$ 24.95 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | Logitech keyboard | \$ 229.30 | -97345 |
| 10 | 41000 | 330 | 2/15/23 | COREFIRST BANK & TRUST | color water Re-fill ink | \$ 35.50 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | cricut tools weeding kit | \$ 34.02 | -97345 |
| 10 | 41000 | 320 | 2/15/23 | COREFIRST BANK & TRUST | Unitech barcode reader | \$ 91.40 | -97345 |
| 10 | 41000 | 420 | 2/15/23 | COREFIRST BANK & TRUST | Wet Erase Markers | \$ 13.34 | -97345 |
| 10 | 41000 | 310 | 2/15/23 | COREFIRST BANK & TRUST | Flattening Service | \$ 27.00 | -97345 |
| | | | | <i>Miscellaneous online orders paid by credit card</i> | | \$ 5,417.59 | -97345 Total |
| 10 | 21505 | 0 | 2/10/23 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers EE Deduction | \$ 18,006.13 | -97340 |
| 15 | 21516 | 0 | 2/10/23 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Contribution | \$ 25,298.67 | -97340 |
| 15 | 21517 | 0 | 2/10/23 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Insurance | \$ 3,000.97 | -97340 |
| 10 | 21513 | 0 | 2/10/23 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers OGLI | \$ 1,524.60 | -97340 |
| | | | | <i>Remittance of pension benefit contributions & optional group life premiums</i> | | \$ 47,830.37 | -97340 Total |
| 10 | 21509 | 0 | 2/13/23 | EMPOWER RETIREMENT | Deferred Comp EE Portion | \$ 5,523.89 | -97337 |
| | | | | <i>Remittance of deferred retirement employee contributions</i> | | \$ 5,523.89 | -97337 Total |

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2023

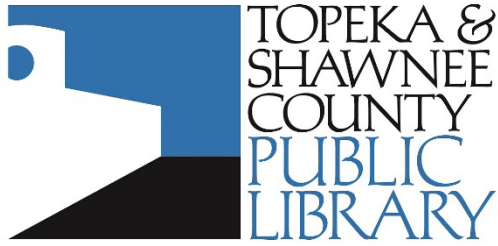
| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|---|------------------------------|---------------|---------------------|
| 10 | 21501 | 0 | 2/9/23 | PAYLOCITY | Federal W/H | \$ 19,936.35 | -97336 |
| 10 | 21502 | 0 | 2/9/23 | PAYLOCITY | State W/H | \$ 10,602.00 | -97336 |
| 15 | 21521 | 0 | 2/9/23 | PAYLOCITY | State Unemployment | \$ 446.32 | -97336 |
| 10 | 21503 | 0 | 2/9/23 | PAYLOCITY | Social Security EE | \$ 16,714.21 | -97336 |
| 15 | 21504 | 0 | 2/9/23 | PAYLOCITY | Social Security ER | \$ 17,550.93 | -97336 |
| 10 | 21503 | 0 | 2/9/23 | PAYLOCITY | Medicare EE | \$ 3,909.09 | -97336 |
| 15 | 21504 | 0 | 2/9/23 | PAYLOCITY | Medicare ER | \$ 4,104.65 | -97336 |
| 10 | 21514 | 0 | 2/9/23 | PAYLOCITY | Child Support/Spousal Maint. | \$ 1,429.53 | -97336 |
| 10 | 21518 | 0 | 2/9/23 | PAYLOCITY | Garnishments | \$ 479.47 | -97336 |
| | | | | <i>Remittance of payroll taxes, garnishments and Paylocity fees</i> | | \$ 75,172.55 | -97336 Total |
| 10 | 21509 | 0 | 2/24/23 | EMPOWER RETIREMENT | Deferred Comp EE Portion | \$ 5,423.89 | -97334 |
| | | | | <i>Remittance of deferred retirement employee contributions</i> | | \$ 5,423.89 | -97334 Total |
| 10 | 21501 | 0 | 2/24/23 | PAYLOCITY | Federal W/H | \$ 19,838.89 | -97333 |
| 10 | 21502 | 0 | 2/24/23 | PAYLOCITY | State W/H | \$ 10,557.00 | -97333 |
| 15 | 21521 | 0 | 2/24/23 | PAYLOCITY | State Unemployment | \$ 433.18 | -97333 |
| 10 | 21503 | 0 | 2/24/23 | PAYLOCITY | Social Security EE | \$ 17,514.50 | -97333 |
| 15 | 21504 | 0 | 2/24/23 | PAYLOCITY | Social Security ER | \$ 17,514.45 | -97333 |
| 10 | 21503 | 0 | 2/24/23 | PAYLOCITY | Medicare EE | \$ 4,096.09 | -97333 |
| 15 | 21504 | 0 | 2/24/23 | PAYLOCITY | Medicare ER | \$ 4,096.12 | -97333 |
| 10 | 21514 | 0 | 2/24/23 | PAYLOCITY | Child Support/Spousal Maint. | \$ 1,429.53 | -97333 |
| 10 | 21518 | 0 | 2/24/23 | PAYLOCITY | Garnishments | \$ 479.47 | -97333 |
| | | | | <i>Remittance of payroll taxes, garnishments and Paylocity fees</i> | | \$ 75,959.23 | -97333 Total |
| 10 | 21505 | 0 | 2/28/23 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers EE Deduction | \$ 18,052.40 | -97332 |
| 15 | 21516 | 0 | 2/28/23 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Contribution | \$ 25,363.66 | -97332 |
| 15 | 21517 | 0 | 2/28/23 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Insurance | \$ 3,008.68 | -97332 |
| | | | | <i>Remittance of pension benefit contributions & optional group life premiums</i> | | \$ 46,424.74 | -97332 Total |
| 10 | 21515 | 0 | 2/28/23 | BLUE CROSS BLUE SHIELD OF KS | EE - BCBS Actives Premiums | \$ 74,420.46 | -97329 |
| 15 | 21515 | 0 | 2/28/23 | BLUE CROSS BLUE SHIELD OF KS | ER - BCBS Actives Premiums | \$ 355,239.50 | -97329 |
| 15 | 21515 | 0 | 2/28/23 | BLUE CROSS BLUE SHIELD OF KS | Retiree BCBS Premiums | \$ 1,793.32 | -97329 |
| | | | | | | \$ 431,453.28 | -97329 Total |
| 35 | 23800 | 0 | 2/3/23 | SHIRLEY CONSTRUCTION INC | Tech Zone Renovation | \$ 14,829.06 | 12074 |
| | | | | | | \$ 14,829.06 | 12074 Total |
| 35 | 41000 | 420 | 2/10/23 | EMBROIDERY PLUS | Staff Apparel | \$ 8,993.52 | 12076 |
| | | | | <i>Paid from non-budgeted funds</i> | | \$ 8,993.52 | 12076 Total |
| 35 | 41000 | 340 | 2/16/23 | GREATER TOPEKA PARTNERSHIP | Momentum 2027 pledge | \$ 5,000.00 | 12077 |
| | | | | <i>Paid from non-budgeted funds</i> | | \$ 5,000.00 | 12077 Total |
| 10 | 41000 | 310 | 2/3/23 | DATAComm NETWORKS INC | mitel voip support | \$ 7,135.80 | 98911 |
| | | | | <i>2023 approved operating budget - contracted digital services</i> | | \$ 7,135.80 | 98911 Total |

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2023

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|-------------|----------------|---------------|-------------------|-------------------------------|---|---------------|---------------------|
| 10 | 21512 | 0 | 2/3/23 | DELTA DENTAL OF KANSAS, INC | EE February Premiums | \$ 2,587.54 | 98912 |
| 15 | 21512 | 0 | 2/3/23 | DELTA DENTAL OF KANSAS, INC | ER February Premiums | \$ 9,683.16 | 98912 |
| 15 | 21512 | 0 | 2/3/23 | DELTA DENTAL OF KANSAS, INC | Retiree Feb Premiums | \$ 44.16 | 98912 |
| | | | | | | \$ 12,314.86 | 98912 Total |
| 10 | 41000 | 301 | 2/3/23 | OCLC, INC. | OCLC cataloging & ILL | \$ 7,195.41 | 98930 |
| | | | | | <i>2023 approved operating budget - monthly fee for cataloging and interlibrary loan database</i> | \$ 7,195.41 | 98930 Total |
| 10 | 41000 | 310 | 2/10/23 | BIBLIOCOMMONS, INC. | annual renewal | \$ 29,905.01 | 98944 |
| | | | | | <i>2023 approved operating budget - contracted digital services</i> | \$ 29,905.01 | 98944 Total |
| 10 | 23800 | 0 | 2/10/23 | CENTURY BUSINESS TECHNOLOGIES | Equip & Service Lease | \$ 303.50 | 98949 |
| 10 | 41000 | 312 | 2/10/23 | CENTURY BUSINESS TECHNOLOGIES | 1020 Washbrn copier lease | \$ 186.94 | 98949 |
| 10 | 41000 | 312 | 2/10/23 | CENTURY BUSINESS TECHNOLOGIES | Lease/Maint | \$ 1,369.00 | 98949 |
| 10 | 41000 | 312 | 2/10/23 | CENTURY BUSINESS TECHNOLOGIES | 2022 Overage | \$ 5,971.56 | 98949 |
| | | | | | <i>2023 approved operating budget - contracted equipment</i> | \$ 7,831.00 | 98949 Total |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 50.62 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 24.09 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 24.09 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 24.09 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 61.77 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 24.09 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 24.09 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 24.09 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 22.73 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 22.73 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 22.73 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 22.73 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 24.09 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 22.73 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 22.73 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 24.09 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 22.73 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 221.12 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 1,179.48 | 98952 |
| 10 | 41000 | 351 | 2/10/23 | EVERGY | 2023 Electricity | \$ 21,130.54 | 98952 |
| | | | | | | \$ 22,948.54 | 98952 Total |
| 10 | 23800 | 0 | 2/10/23 | KELLEY CONSTRUCTION CO., INC. | WAYFINDING SIGNAGE PHASE | \$ 27,729.00 | 98957 |
| | | | | | | \$ 27,729.00 | 98957 Total |
| 10 | 41000 | 310 | 2/10/23 | NICHE ACADEMY LLC | Niche Academy subscription | \$ 6,500.00 | 98961 |
| | | | | | <i>2023 approved operating budget - contracted digital services</i> | \$ 6,500.00 | 98961 Total |
| 10 | 41000 | 311 | 2/10/23 | TECH LOGIC CORPORATION | AMH Service Contract | \$ 47,338.00 | 98964 |
| | | | | | <i>2023 approved operating budget - annual maintenance</i> | \$ 47,338.00 | 98964 Total |

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2023

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|-------------|----------------|---------------|-------------------|----------------------------------|---|-----------------|---------------------|
| 10 | 23800 | 0 | 2/10/23 | THE IVY GROUP LTD | Strategic Planning | \$ 9,145.00 | 98965 |
| | | | | | <i>2022 approved operating budget - consulting fees</i> | \$ 9,145.00 | 98965 Total |
| 10 | 41000 | 352 | 2/16/23 | BLUEMARK ENERGY LLC | 2023 Gas Service | \$ 12,201.90 | 98972 |
| | | | | | | \$ 12,201.90 | 98972 Total |
| 10 | 23800 | 0 | 2/16/23 | CUSTOM SHEET METAL SERVICE | Chiller Replacement | \$ 48,075.20 | 98975 |
| | | | | | | \$ 48,075.20 | 98975 Total |
| 10 | 23800 | 0 | 2/16/23 | INTERIOR LANDSCAPES | M&M FURNITURE PCKG A | \$ 49,464.10 | 98981 |
| | | | | | | \$ 49,464.10 | 98981 Total |
| 10 | 41000 | 321 | 2/16/23 | THE CINCINNATI INSURANCE COMPANY | Semi-Annual Prop | \$ 15,161.00 | 98994 |
| 10 | 41000 | 321 | 2/16/23 | THE CINCINNATI INSURANCE COMPANY | Semi-Annual Vehicle Ins | \$ 6,194.00 | 98994 |
| 10 | 41000 | 321 | 2/16/23 | THE CINCINNATI INSURANCE COMPANY | Semi-Annual Genl Liab | \$ 11,416.50 | 98994 |
| 10 | 41000 | 321 | 2/16/23 | THE CINCINNATI INSURANCE COMPANY | Semi-Annual Crime | \$ 788.50 | 98994 |
| 10 | 41000 | 321 | 2/16/23 | THE CINCINNATI INSURANCE COMPANY | Semi-Annual Cyber | \$ 172.00 | 98994 |
| | | | | | | \$ 33,732.00 | 98994 Total |
| 10 | 41000 | 321 | 2/16/23 | WORLD INSURANCE ASSOCIATES LLC | Cyber Defense Policy | \$ 6,072.00 | 98996 |
| | | | | | | \$ 6,072.00 | 98996 Total |
| 10 | 41000 | 310 | 2/23/23 | ZETCOM NORTH AMERICA INC | SaaS agreement | \$ 7,500.00 | 99018 |
| | | | | | <i>2023 approved operating budget - contracted digital services</i> | \$ 7,500.00 | 99018 Total |
| | | | | | | \$ 1,065,035.14 | Grand Total |



Agenda
Board of Trustees Executive Committee Meeting
March 6, 2023 – 4:00 pm
Zoom Meeting

Agenda

Executive Committee Members Present

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

Call to Order

The meeting of the Board of Trustees Executive Committee was held on Monday, March 6, 2023, via Zoom, and was called to order at 4:00 pm by Chair Jim Edwards.

Review Minutes and Agenda

The minutes from the February 6, 2023, Board of Trustees Executive Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Shawn Leisinger, the February 6, 2023, Board of Trustees Executive Committee Meeting Minutes were approved.

Motion passed unanimously.

The minutes from the February 16, 2023, Board of Trustees Meeting and the agenda for the Board of Trustees March 16, 2023, meeting were reviewed.

Other Items

Chief Financial Officer Kim Strube shared she will provide an update on the HRIS switch.

Chair Jim Edwards stated he will share that the Board of Trustees Executive Committee met and approved last meeting's minutes.

Chief Executive Marie Pyko said she will share some of the elements relating to her performance goals. Pyko shared that the Red Carpet service is celebrating its 50th anniversary and the library will celebrate with events to grow the public's awareness, engagement, and participation in that service. Pyko will provide an update of where the library is in their strategic plan. She is going to meet with the consultants from Ivy Group via Zoom to go over some survey questions next week. Communications and Marketing Director Diana Friend will present the annual report. She will focus on some of the highlights of 2022 and will explain what the library will be working on in 2023.

Chief of Staff Thad Hartman shared that Maddie Safford from HTK Architects will give a presentation regarding the New and Novel area of the library. Hartman expects bid recommendations to be brought before the board at the April Board of Trustees Meeting. Hartman also shared that the Public Services Supervisor position is posted and will be closing at the end of this week.

Jim Edwards stated that a Nominating Committee will be chosen at the March Board of Trustees Meeting.

Marie Pyko shared that starting tomorrow through the rest of the week she will be in Washington DC at a Legislative Fly-In. She is going to speak with senators and attend a day of advocacy training from library leaders in Washington DC. Pyko shared she is involved with the PLA Advocacy and Strategic Partnership Committee, and they had requested for her to attend this event.

No other items were discussed.

Adjournment

On a motion by Shawn Leisinger, seconded by Peg Dunlap, the meeting was adjourned at 4:13 pm.

Next Meeting

April 10, 2023

4:00 pm

Zoom Meeting

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

Meeting ID: 845 4024 4825

Passcode: 291185

**CHIEF EXECUTIVE OFFICER'S REPORT
March 2023**

News and Updates

Dolly Parton's Imagination Library (DPIL) with the United Way of Kaw Valley

February saw a slight jump in signing up for the program. At the end of February, there were 5,824 children registered for the program. When we launched the program again back in 2015, we identified 60% as a goal for participation. While not every zip code has reached the initial goal threshold, there are several areas of the community where 60% of children between 0-5 years of age are regularly receiving books in the mail that are just for them. It is a wonderful testament to the success of the program.

Performance Goals 2023

As part of my monthly board reports I will be highlighting 1-2 goal areas determined by the Board in December and which I am focusing on for the current year.

For the March report and meeting, I will highlight some baseline information for two of the goal areas: Library Service Growth and Strategic Planning.

Organizational Planning and Vision

Library Service Growth

Increase the usage of the library through collections, services, and engagement by at least 3%. Growth can include both qualitative and quantitative data.

I have identified several data areas to begin our work on increasing library service growth.

- Check out of items-Circulation, Bookmobile, Red Carpet
- Cardholders (all) and Red Carpet
- Gate Count- visitors to the library building
- Activities in the library building and outreach- meeting room bookings, programs, Gallery attendance, computer use.

At the end of 2022, the data showed an increase in usage or participation for many of the areas that have been selected.

| Service Response | 2022 | 2023 |
|-------------------|--------------|--------------|
| Circulation | 1,815,735.00 | 1,870,207.00 |
| Bookmobile | 67,918.00 | 69,955.54 |
| Red Carpet | 61,713.00 | 63,564.39 |
| Cardholders (all) | 112,297.00 | 115,665.91 |
| Red Carpet | 1,252.00 | 1,289.53 |
| | | |

| | | |
|--------------------|------------|------------|
| Gate Count | 349,950.00 | 360,448.50 |
| | | |
| Meeting rooms | 47,264.00 | 48,681.92 |
| Programs | 47,940.00 | 49,378.20 |
| Gallery attendance | 25,064.00 | 25,815.92 |
| Computer Use | 144,448.00 | 148,781.44 |

At the beginning of 2023, many of the areas identified are currently on pace to meet their goals. The 2023 complement of engagement activities, events, and marketing campaigns are designed to increase our usage numbers. Throughout the year, either through board reports or presentations, I will highlight each of the areas and what strategies we have implemented to increase library service growth.

Strategic Plan 2023

We are currently in the data gathering phase of the strategic plan. This phase includes qualitative and quantitative data gathering which requires leveraging all the relationships we have with our community.

The week of February 20-24, 2023, Sarah Hemfeldt and Julia Prince, Ivy Group, Inc. facilitated 13 staff and community meetings and focus groups. Over 85 library staff, 12 board members and volunteers and 90-100 community members participated in the meetings. Both Julia and Sarah gathered a lot of feedback about Topeka and Shawnee County community needs and how the library can help to strengthen the community.

A big thank you to our community partners who helped make the meetings happen: Michael Odupitan, Omni Circle, Lalo Munoz, El Centro, Pastor T.D. Hicks and Joan Hicks, Antioch Missionary Baptist Church, Candace Le Duc, Seaman School District, Prince of Peace church, Sean Bird, Washburn University-Mabee Library, Carole Jordan, League of Women Voters, and the Shepherd Center.

In addition to the in person meetings which were hosted throughout the community, Lissa Staley, Community Connections Librarian hosted two Zoom meetings to hear from our community members who were not able to participate in an in person meeting.

The next phase of the strategic plan includes two surveys: a library staff survey and a community survey. Both surveys are scheduled to be released by the end of March.

Professional Growth Goal

Community and National Partnerships

Library Advocacy- DC

As a member of the Public Library Association's Advocacy and Strategic Partnerships committee, I have been invited to represent Kansas for the Legislative Day- Fly-in March 8-9, 2023. I will have an opportunity to network with other library advocates from other states, meet and discuss current library issues that have a national or federal budgetary impact and hear from key library and legislative leaders such as Institute of Museum and Library Services Chairman Crosby Kemper. Brandon Hines, Hays Public Library director and I have several congressional visits set on March 9, 2023. This is the first in person advocacy trip for libraries since 2019.

Greater Topeka Partnership Momentum 2027 Equity and Opportunity Advisory Board

I have been invited to serve of the Equity and Opportunity Advisory Board for 2023. The goal of the board is to work with groups and GTP (Greater Topeka Partnership) to review and advise on ways to ensure that equity is at the center of all the work of Momentum 2027. It is an honor to be asked, and I feel it will support our equity and inclusion work starting at the library. As we progress, I will regularly share our work with the board and the management team.

Libraries in the News

On February 14, 2023, the New York Times had a wonderful article about the value and love of people's local public library. Our consultant Ishwar Laxminarayan from Ivy Group shared the article and included a comment he saw from a reader.

Hello Marie. Hope you are doing well. I am sure you have read the recent article in the NYT about public libraries.

[Libraries Are Meeting the Needs of Their Communities With More Than Books - The New York Times \(nytimes.com\)](https://www.nytimes.com/2023/02/14/us/local-public-libraries-are-meeting-the-needs-of-their-communities-with-more-than-books.html)

Buried deep in the hundreds of reader comments was this sentiment that I thought you would enjoy:

Bodhisattva

New Mexico Feb. 15

The Topeka Public Library was my refuge and oasis. It was peaceful when life at home was chaotic and terrifying. I could get lost in the stacks, whether it was fiction or maps or art history books. I was transported and transformed. It is hard for me to imagine what my childhood would have been like without the magical silence and sacred space of that library in downtown Topeka, Kansas.

The difference we make in our community members' lives have a long-lasting impact.

New Business

Nominating Committee

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

Professional Activities/Community Contacts

- February 13, 2023 Met with Kansas Library Directors on Zoom
- February 13, 2023 Attended the Wilder Society planning meeting for the Library Foundation
- February 15, 2023 Met with the Ivy Group to discuss final visit details.
- February 15, 2023 Met new Library Foundation Board members during Board Orientation and Tour.
- February 15, 2023 Attended The Library Foundation board meeting
- February 15, 2023 Attended the Topeka Collegiate board of trustees meeting
- February 17, 2023 Touch base lunch with Gina Millsap
- February 17, 2023 Spoke about upcoming strategic planning community meetings on WIBW with Melissa Brunner
- February 20, 2023 Welcomed staff to our in-person Stephanie Hall Sneaky Learning Day
- February 20, 2023 Organized the Community Meeting at Antioch Missionary Baptist Church
- February 21, 2023 Organized and attended the TSCPL (Topeka & Shawnee County Public Library) Strategic Plan- planning session
- February 22, 2023 Organized the Focus Group session at Omni Circle
- February 23, 2023 Attended Rotary Club of Topeka meeting
- February 24, 2023 Met with Dan Holmgren, Imagemaker on the updates to the library catalog
- February 23, 2023 Attended VIP Access and Preview of Shade of Greatness Art Exhibit
- February 27, 2023 Attended the Omni Circle Open House

February 28, 2023 Attended the Greater Topeka Partnership Business Unwind
March 1, 2023 Met with James Barraclough, Washburn University
March 2, 2023 Attended the Greater Topeka Partnership Women’s Forum as a sponsor.

Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 3/10/23

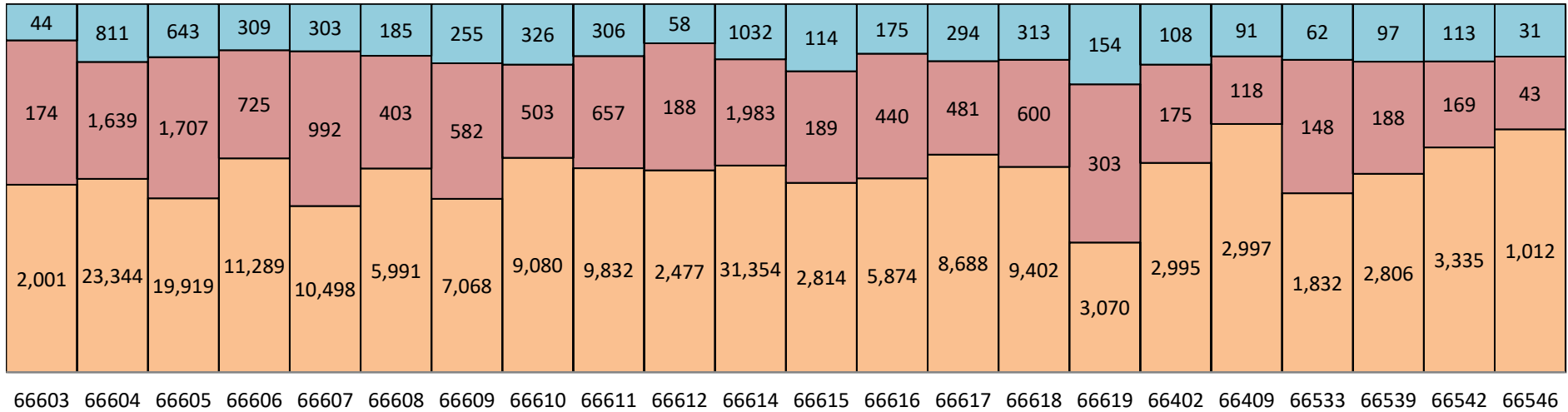
Dolly Parton Imagination Library Data

February 2023

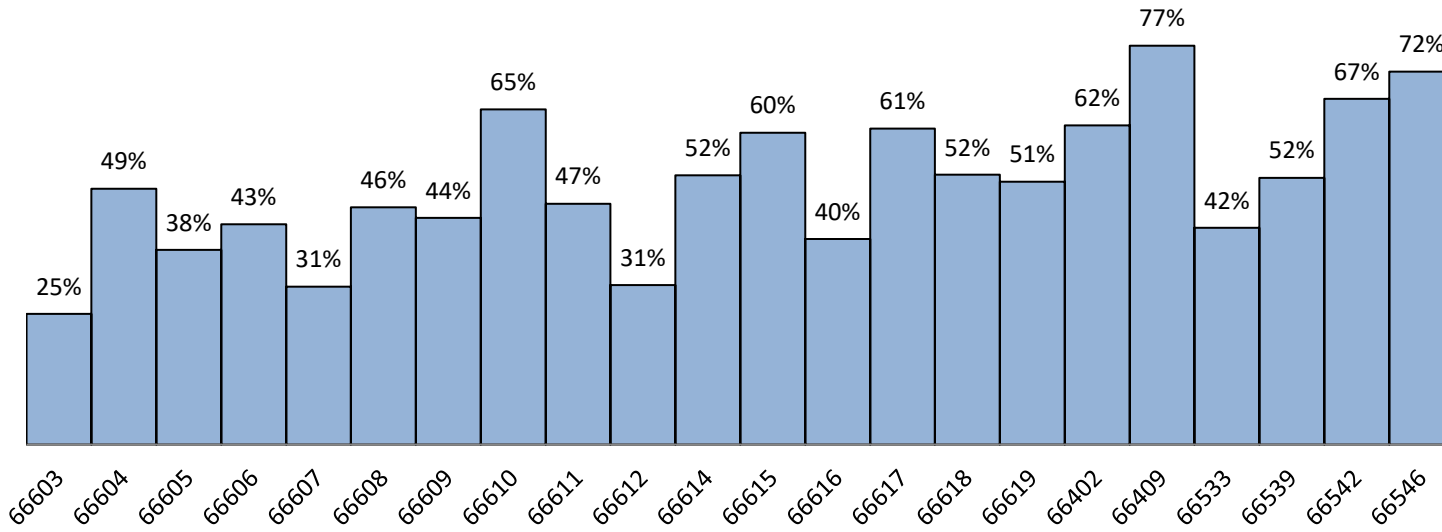
Number of children currently enrolled: **5,824**

FEBRUARY 2023 DOLLY PARTON IMAGINATION LIBRARY

POPULATION UNDER 5 DPIL

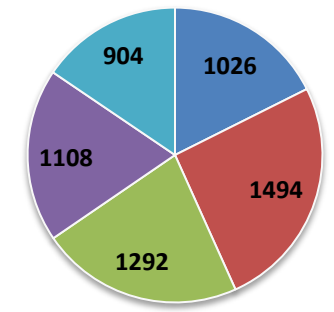


PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



AGE OF CHILDREN

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



Data Source: 2020 ACS 5-Year Population Estimate

Chief of Staff Report

Thad Hartman

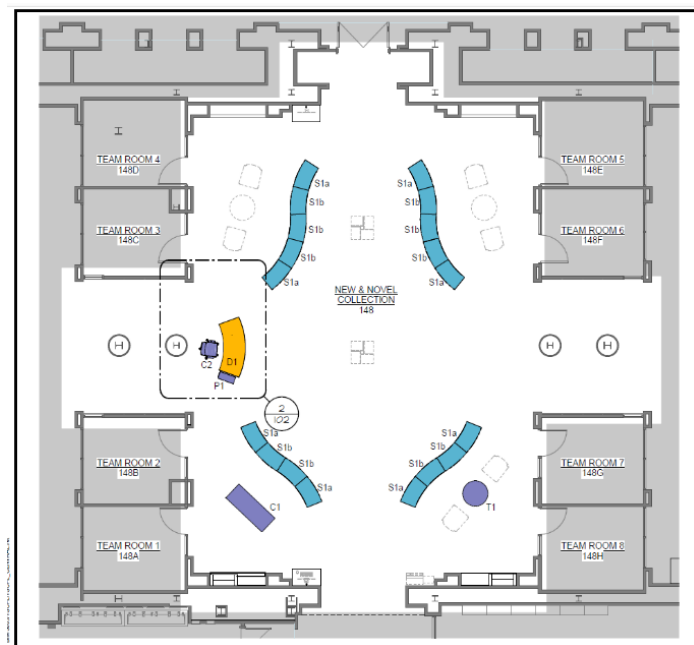
March 9, 2023

New and Novel

Maddie Safford from HTK Architects will join us at the March Board Meeting to discuss the plans for the Library's New and Novel section. This is the area with the Team Rooms on the main floor that now houses our New Books collections. Work in this space is the latest in our series of improvements to public spaces that was focused on identifying and clarifying the purpose of each space and designing the space around that purpose. The creation of the Level 2 Tech Center was the first step in this series of improvements and continued with the updates to the Movies and Music Lounge and now New and Novel.

The New Books collection was moved into its current location in late 2022. Part of the reason was to help clarify the purpose of the current Movies & Music Lounge, so that it was dedicated to our AV materials and casual lounge space. It also brought the New Books back into closer proximity to the rest of the adult book collections and now allows us to utilize this space as the hub and jumping off point for readers conversations. This will culminate in updates to the wings in 2023-2024.

The changes to our current New and Novel section involve new curved shelving that will draw customers into the room and into the wings. We'll also add a new staff service point and update the color scheme. We have plans to update the niches that used to house reference books and have not had a purpose since that collection moved out several years ago. We have concepts for a readers engagement space that will be an alternate bid in the current RFP, that we hope to be able to implement if the cost is appropriate. RFPs for construction and shelving have been posted and we plan to bring back recommendations at the April board meeting.



Library Excitement!

Although it feels like we just met because of the short month, a lot has happened at the library in those four weeks. The rest of the report has a lot of exciting updates from our managers and supervisors. There is so much going on right now, but I wanted to highlight the current Gallery exhibit, Shades of Greatness, and all the related programs. I have heard so many great things about this exhibit, and especially encouraging is the exhibit is bringing new people into the library. Just the other day I was getting a hair cut and my barber mentioned the exhibit and said he was planning on checking it out. He

then sheepishly admitted he hadn't been to the library in several years, but he was excited to see the exhibit.

I also attended the presentation from Negro League Baseball Museum President Bob Kendrick on the history of the Negro Leagues. There were over 50 people in attendance, and they were enthralled with his discussion. As Zan said at the event, it could have lasted for several more hours, but we had to wrap up because of other activities going on in the auditorium. It was great to see so many people of all ages learning about in important time in our history and visiting the amazing show we currently have in the Sabatini Gallery. Thanks so much to Gallery Curator Zan Popp and her team for putting together this show and all the supporting events!

Department Highlights

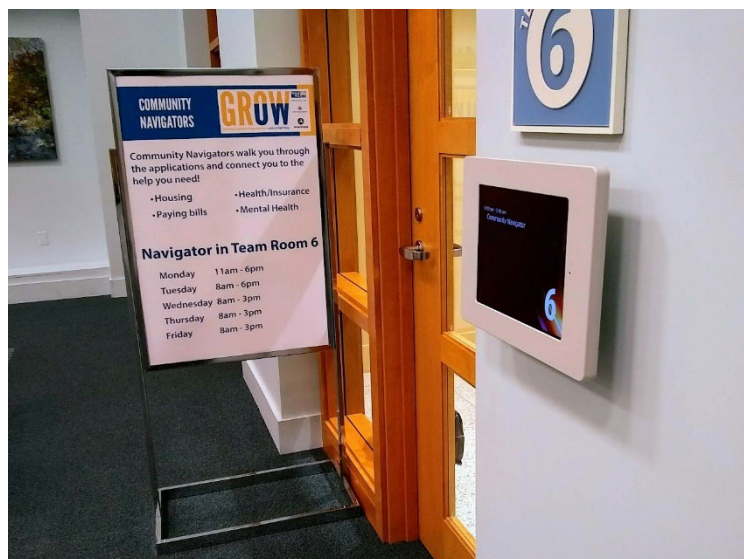
Public Services

Debbie Stanton, Manager

Community Office Hours Increase Access to Local Resources

Public Services Specialist Kim Sain shared an impactful story about working with a customer who talked about some ways life has been difficult for him after an injury and job loss. Kim said, "I asked if he knew about our new Community Navigator service, that there might be services he could apply for and may not know about, pointed to the pedestal stand with days and hours of service and the Team Room where he could pop in and chat with the staff/volunteer--the door was open. He was interested and I walked him to the room. They met and he made a special point to stop by afterward to tell me he's so glad he spoke to me... as the navigator was very helpful! I also related his gratitude to the navigator when she left."

We have recently invited several organizations to offer walk-in services to people at the library, a kind of Community Office Hours. All the events and availability are listed on the library's website events calendar and are being coordinated by Community Connections Librarian Lissa Staley.



On the first and third Mondays of each month, Community Health Workers are available through the COPE Project for Walk-In Resource Assistance. They can discuss how to obtain resources such as medical needs, insurance, finding food or supplies, transportation, support with local housing and utilities.

Also, on the first and third Mondays of each month, customers may meet with Topeka Family Legal Project staff to apply for legal assistance related to housing, educational and income-related legal issues.

We have also been able to offer a significant increase in availability of assistance through a collaboration with the United Way's new initiative called GROW (Growing Resilient Organizations with United Way). The Community Navigator program trains and embeds volunteers with partner agencies to provide frontline client support. Volunteers focus on the early phase of applying for assistance, helping clients prepare paperwork and gather documentation, and providing them access to community resources that might benefit and/or support their needs. Navigators build the capacity of partners by making sure clients are well prepared when they meet with program staff, reducing the need for return visits to address missing documentation. The Community Navigator program also creates a pathway to engage more volunteers while providing critical support to individuals and families and expanding agency capacity. Community Navigators are available every weekday at the library, in Team Room 6.

In addition, the TRIO Educational Opportunity Center's 1 on 1 Advising Sessions continue to be available in a walk-in basis on Tuesday afternoons at the library. Customers can discuss FAFSA (Free Application for Federal Student Aid), career exploration and school selection with TRIO Educational Opportunity Center advisor Melody Lawrence.

Shades of Greatness Opens

The Alice C. Sabatini Gallery just opened our newest traveling exhibit *Shades of Greatness*. We had a strong turn-out for special VIP events and for opening weekend. On March 4, Bob Kendrick came to the library to present about the rich history of the Negro Leagues to an enthusiastic audience.

Bob told Exhibits Curator Zan Popp that this was the best display he has seen for *Shades of Greatness* yet. He loved the layout, the additions of the quotations and videos, as well as the exterior wrap of the gallery with the 1942 Monarchs lineup. Another VIP visitor we hosted in the Gallery this month was the great Royals player Frank White Jr. While he came for a sneak peek of the exhibit, he stayed for over an hour talking with staff and taking photographs with us all. He was blown away by the art and the rich stories that accompany each piece.

In other Gallery news – it's March, which means it's time for YAM (Youth Art Month). The library is so fortunate to host this amazing exhibit of art from K-12 students across the state. This year had over 200 pieces submitted and installed throughout the library. This is a very short exhibit; you have until March 25 to come and see the great work as well as vote for your favorite. YAM is presented by the Kansas Art Education Association.



Level 2 Tech Center Scanners Open New Possibilities

Emerging Technologies Librarian Todd Smith shared this story about the impact that a simple flatbed scanner can have: “Over the period of several months we had a lady come in that had binders of old letters from her grandfather to her grandmother from his service in World War II. One side of her family had NO IDEA that these letters even existed...so as a surprise gift to her family she was going to take the letters, scan them and turn them into a book that her entire family could keep. So several times a week she would come in and for 3 hours a session (sometimes more if we weren't busy) she would scan. After scanning she would consolidate and edit the files using the Macs in the Digital Arts Studio to polish.”

Also related to our scanners, Public Services Specialist TJ Troughton shared we get comments like “thank god for you guys” several times a day after helping people with their important and meaningful business using the scanners. We recently doubled the number of scanners in the space, and they’ve continued to remain busy.

In other Level 2 Tech Center news – Public Services Specialist Meg Porteous has been hard at work making orientation lessons for the public that will be available online on topics such as Studio Recording Basics and Cricut Basics. She mentioned, “this will allow us to add a self-directed option for customers to get training to use equipment in the tech center.” We’re hoping to make those orientations available in the near future.

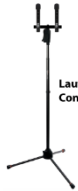
LEVEL 2 TECH **Audio Recording Studio A:**
Let's Get to Know the Equipment

Let's get familiar with the equipment in Audio Recording Studio A

- **iMac** - the computer is your producer's workstation.
- **Presonus Studio 1824c** - the audio interface converts microphone and other audio signals into a format your computer recognizes.
- **Audio monitors (speakers)** allow you to hear what you have recorded.
- **Microphones**
 - **Podcasting mics** on the table - Shure SM7B Vocal Dynamic Microphones
 - **Small Diaphragm Condenser mics** on the mic stand - Lauten Audio LA120 Condenser Microphones



Presonus Studio 1824c



Lauten Audio LA120 Condenser Microphones



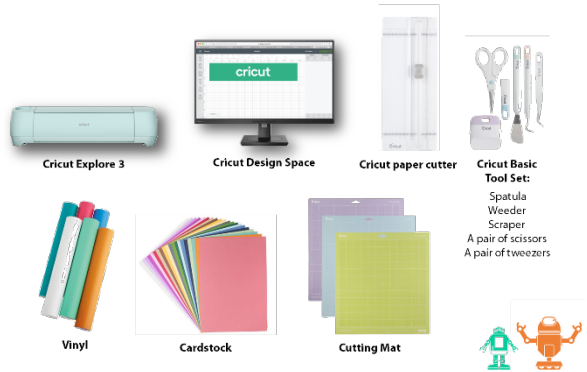
Shure SM7B Vocal Dynamic Microphones



Audio monitors (speakers)

LEVEL 2 TECH **Cricut Basics:**
Cricut Explore 3 Workstation

Let's get familiar with the Cricut, it's tools, and supplies:



Cricut Explore 3

Cricut Design Space

Cricut paper cutter

Cricut Basic Tool Set:

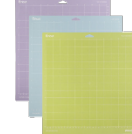
- Spatula
- Weeder
- Scraper
- A pair of scissors
- A pair of tweezers



Vinyl



Cardstock



Cutting Mat



Public Services

Autumn Friedli, Supervisor – Readers Services

Red Carpet Outreach

Red Carpet Staffer Dave Coleman recently shared the following story from his Aldersgate Deliver:

I make a Red Carpet Outreach delivery every (2) weeks to Aldersgate Village, I have done this every other Wednesday for over 20 years. Usually the deliveries are pretty straight forward we unload the vehicle and deliver from room items from the collection. But anyone working in Red Carpet will tell you each of our stops are unique. And that relationships and connections we build are an important part of the process.

A resident who I have delivered books to the past few years requested that I start bringing her books on the National Parks. She likes big books with lots of photos. Her eyes are failing her but she really wants to keep her brain engaged. Over the months she would share a little of her story of why she liked books on National Parks -- she and her late husband traveled for 2 years in a camper and visited nearly every National Park.

The books I brought her made her think of those good days. She told me that they had written down stories and information along with pictures of each place they visited. And it was all organized in a notebook. So in my latest stop at her residence, she came down the hallway carrying a huge notebook. This was book of memories she had from all her trips and said she really wanted me to look at it.

Usually on these deliveries things are fast paced but not this time. She knew could trust me and that she could share with me this book and pictures and the story of a very happy time in her life. She wanted me to know that travel, reading, exploring, and writing were her great loves. The impact the library has on people manifests itself daily in countless ways.

That day it meant taking 10 or 15 minutes for a resident of an assisted living facility. I told her I would see her in 2 weeks and as I usually asked what she would like to learn about in her next adventure. The subject she requested was books on space travel. She smiled and said she had ridden and driven enough on land. She would like to learn what it's like to travel to the Moon.

Top City Reads Facebook Group

Our Top City Reads Facebook reading group had a group discussion on *Black Cake* by Charmaine Wilkerson. We experimented with having the discussion via posts in the group rather than as a one-time online meeting. This allowed participants to post comments whenever it was convenient for them.

We did get some good discussion going in the group this way, and it gave the group's moderators some valuable insights into what might work best for future discussions. We offered the book as a simultaneous checkout on Overdrive/Libby (no holds list) from 1/20 through 3/3 to and we recorded 212 checkouts of the e-book and 75 checkouts of the digital audiobook during the month. We're happy that a lot of people in our community read this book with us!

The group is now focusing on South America, which is stretching our reading experiences as we learn more about the authors and books set in this region.

Book Discussion Groups

Library book clubs supported engagement with readers online and in-person in February. Currently the library hosts two book clubs on Zoom for readers who appreciate the flexibility of virtual gatherings. Discuss powerful work about racial and social justice in the Racial Justice Book Club (in cooperation with the YWCA), or classics and award winners with the Classics Made Modern Book Club. We also host two groups that are available as a hybrid format, so readers can choose in person or online. Our TALK Book Discussion group reads and discusses literary titles with skilled facilitators and scholars, while the So Many Books group discusses contemporary books in a relaxed atmosphere. We're excited to launch a true crime book club this year as well, with the first meeting set for March. Looking for a way to chat books with other readers? New members are always welcome!

Racial Justice Book Club: Next Meeting: March 28th at 7pm, and they will be discussing *Post Traumatic Slave Syndrome* by Dr. Joy DeGruy. Want more info? Reach out to mericsson@tscpl.org

Classics Made Modern Book Club: Next Meeting: April 12th from 2-3pm, and they will be discussing *The Bridge of San Luis Rey* by Thornton Wilder. Want more info? Reach out classicsmodern@tscpl.org

TALK Book Discussion: Next Meeting: April 19th at 7pm, and they will be discussing *The Beautiful Things that Heaven Bears* by Dinaw Mengestu. Want more information? Reach out to talk@tscpl.org

So Many Books: Next Meeting: April 2nd at 2pm, and they will be discussing *Bel Canto* by Ann Patchett. Want more information? Reach out to somany@tscpl.org

True Crime Book Club: First Meeting: March 23rd at 7pm, and they will be discussing The Third Rainbow Girl by Emma Copley Eisenberg. Want more information? Reach out to bfitts@tscpl.org

Community Impact

Melissa Vincent, Community Impact Librarian has been working on several things in the last month. Here are some updates from Melissa:

Mirror, Inc.: My work with Mirror, Inc., an organization who works with recently incarcerated people, continues to grow. I now go to Mirror’s Reentry Center located at 25th & California, on a bi-monthly basis to share about library services and issue library cards. Twenty-five library cards have been issued to date. I regularly attend the Work for Success Mock Interview Day, where I can again share about library services, volunteer as an interviewer, and encourage potential candidates to apply at the library. Thanks to an invitation from Kristen Shook, I have become a member of the Shawnee County Reentry Council. After my first meeting, I’m excited to have the opportunity to collaborate with other stakeholders throughout Shawnee County to address barriers facing justice-involved individuals, find gaps in community services, and support individuals reintegrating to our community.

Community Information Wall: In November, I accepted responsibility of the Community Information Wall. My goal is to have the wall provide up-to-date, informative, educational, and recreational information for all members of the community in English and in Spanish. Here are some examples of what you will find on the Community Information Wall:



- Recreation: Topeka Visitors Guide, KS Travel Guide, SNCO Parks & Recreation
- Educational: CPR classes, TOTO Homebuyer/ Maintenance Workshops, VIDA Ministry English Classes, El Centro Financial Literacy Class
- Informative: Car Seat Check Lanes, Hispanic Mothers Support Group, Harvesters Distribution locations, Free Dental Clinics, LULAC’s monthly activity schedule. Patrons will also find the Federal and KS tax forms here as well.



In the end, my objective is to engage our patrons, bring awareness to community organizations and events so the library can be the hub of information that is accessible to all!

Program Services

Jacqueline Belden, Program Manager



Great Overland Comic Convention @ TSCPL

On Saturday, February 25, colleagues from the Community Services, Public Services, and Program Services departments collaborated with the Great Overland Station to host co-programming in support of the Great Overland Comic Convention. We were pleased to see over 170 library guests coming through to play video games, enjoy the photo booth, make a superhero mask craft, receive an e-reading resources demo, and make customized buttons. Check out staff and our amazing photo booth! Special thanks to Michael Perkins from Communications & Marketing for setting it up. Pictured here from left to right are Cale Herreman (Public Services Specialist), Jacqueline Belden (Program Manager), Marcus Gay (Library Senior Associate), Patrick Abbott (Public Services Specialist), and Areli Bermudez-Villareal (Public Services Specialist). Not pictured (but present!) is Shari Schawo (Public Training Professional).



Leadership Greater Topeka: Class of 2023 So Far

It has been a pleasure to participate this year in Leadership Greater Topeka as a member of the class of 2023. On Friday, March 3, we spent the day learning about Washburn Tech's amazing education program, touring PTMW, a local women-owned manufacturing business, and taking a tour of Stormont Vail's trauma bays and simulation lab. We even got to enjoy the beautiful day on the helipad (pictured here)! Leadership Greater Topeka has so far been an immersive and intensive opportunity to learn about Topeka and Shawnee County and to practice community leadership skills with my LGT classmates.

Public Training Update from Shari Schawo, Public Training Professional

Shari reports that, in February, she introduced two new computer classes: Zoom and Mac Basics. Shari also worked with numerous community groups and organizations in various capacities. A local church group booked her for a group computer and tablet class. She met with Lawrence Public Library staff to talk shop and share her expertise on creating and utilizing library computer class curricula. Shari coordinated with a local homeschool cooperative to get them space and technology to participate in their statewide standardized testing to keep students' learning on track. She also provided a Hoopla demonstration at the library's Great Overland Comic Convention program.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

ABCmouse

ABCMouse is coming soon for library and remote use on any device. This award-winning, early learning academy has over 10,000 interactive learning activities for children ages 2-8+. It includes curriculum for reading, math, social studies, science, art, and music. It is gamified learning with demonstrated effectiveness. We are excited to offer this recognizable brand to families. This is a product we have wanted for some time, however, only recently has it been made available for home use through libraries. With the addition of this software, we will be retiring Miss Humblebee's Academy which is similar in nature.

Learn and Play Bus

Nothing beats play based learning while bonding with people though. The Learn & Play Bus is one of the ways we continue to support families in doing that. Our attendance numbers remain steady at both of our stops, and we have uptick in babies. Generally, in those cases, there is an older sibling playing while the newborn sibling gets tummy time and stimulation. The intimate environment makes for good first outings in those cases. Parents find support in one another and reassurance from staff that they are doing a good job, all while keeping track of multiple kids. We had 134 attendees in February.

PrairieLand Read Dogs

PrairieLand Read Dogs are trained therapy animals. They and their handlers visit the library periodically throughout the year. They were with us in February and will be here through the end of March. They provide listening ears and support to those who are learning to read, and additionally provide a little novelty to what feels like an insurmountable chore to some kids. It is much easier to practice when it is fun, and the dogs and handlers make it that way. Just recently the non-profit group that provides this experience for us brought a new friend, a miniature horse. The program reached 150 kids in February and each session had 4-5 dogs.

TSCPL@School

Natalie Moreland visited McClure Elementary's 5th graders during their library time. While there she taught alongside the school media specialist to provide step by step, hands on experience for how to access Hoopla through TSCPL@School. The service expands the availability of library resources to students by providing library card sign up during school enrollment and by curating resources to target student needs. Opportunities like these ensure that everyone's card is working as expected and that everyone knows how to take advantage of their account.

Boys and Girls Club

Boys and Girls Club's teens took advantage of the programming available in the Edge while unanticipated maintenance was performed at their site over the course of several weeks. To accommodate this short-term need, we extended the open hours of the space to them. Staff from Boys and Girls Club were grateful to have a safe, teen focused alternative for their families. Teens were picked up by their adults throughout this hiccup from the Edge itself since Boys and Girls Club required them to be signed out. Youth Services staff reported multiple positive comments from teens and their adults about experiencing the library for the first time.

Community Services

Patrick Berry, Community Services Supervisor

Kansas Connections

We had another good month of classroom programming with 12 in-class programs, impacting hundreds of children. Couple that with our Adventuremobile visiting area schools, our Outreach Focus Team is impacting thousands of children each month. WOW!!!!

Bookmobile

For bookmobile, it was another good month with checkouts well over 4000 yet again. Even more exciting is the fact that numbers were this high in a month where we only had 28 days.

@Home Delivery Service

Another good showing this month. There were 28 days in the month and still Nancy and Colton had over 3200 items delivered. Woo Hoo!!!!

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Movies & Music Lounge

The new shelving from Library Furniture International (LFI) arrived on schedule on February 20th and was installed by a professional team from LFI. All adult DVD and music CD collections are now on the new shelving. They look great! Customers have shared how they like the layout of the collections and how clean and bright the new shelves are in the room. We moved the nonfiction DVDs from the east and west wings into the Movies & Music Lounge and they are now aligned along the north wall of the room. We consolidated the Great Courses collection, previously shelved by call number across all of adult nonfiction into a single collection. We think customers who enjoy Great Courses will appreciate having the collection in a single location.



The next steps to complete this project are installing new bookends on each shelf and installing some additional signage on the top rail of the cases. We will also be adding a small collection of magazines and newspapers to the seating area outside the café. This project came together smoothly and efficiently due in large part to the hard work of library staff who arrived early each day to get the project to completion.

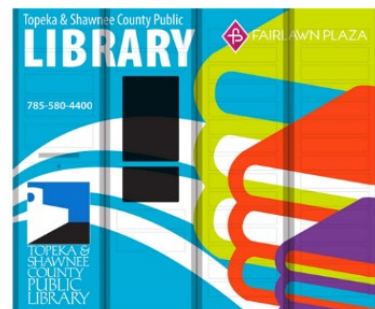
Circulation Department

Angie Hardy-Foltz, Circulation Supervisor

Kelli Smith, Circulation Supervisor

Fairlawn Book Locker Usage Continues to Grow

Kathy Hagan, the library courier, reported that when she was finished loading the Fairlawn Book Locker on February 27, it was completely full. That is a great sign that usage continues to grow at that location. There were 308 first-time checkouts for the month of February at the Fairlawn Book Locker. If February were another day or two longer, the month's first-time checkouts probably would have surpassed the combined total of 347 first-time checkouts for December and January.

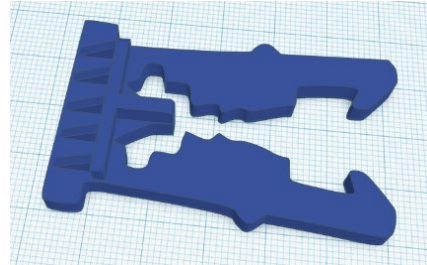


3-D Printing Spare Parts for Maintenance

ILL Public Service Specialist Jacob Ziegler is a 3-D printing guru. Not only is he a great technology asset for the public to use, but he is also a huge asset to the organization. Maintenance was having trouble getting some replacement parts for broken toilet paper dispensers. They asked Jacob if the part was something he could make using the 3-D printer.

To successfully print the replacement part, Jacob needed to design an image file for the 3-D printer to print. He started by scanning an image of an intact latch using a copy machine. He then used the Level 2 Tech Center's Adobe software to create a black and white file.

He uploaded the black and white file into a design software called Tinkercad. Using measurements of an intact latch, Jacob was able to create a digital copy. The 3-D printer took about 45 minutes to print a new latch. Jacob saved the file so extra latches can be printed for maintenance when needed.



Polaris Database Clean Up Project Comes to an End

The circulation department is almost finished with the Polaris database clean-up project. The department contacted a little over 1,700 customers with temporary accounts to transition them to permanent library cards. About 40% of customers activated their new library accounts and about 40% were deleted from the system. The other 20% with temporary accounts are still very active. We changed their patron codes back to Self-Registered which blocks them from using the library's digital resources. We think the disruption in service will push many of those customers to reach out to the library so they can update their account information and transition to a permanent library account.

New Collection Maintenance Procedures

Sandy Patterson and Abigail Thomas are busy training multiple circulation staff on how to use the RFID wand and upload the files into the Polaris ILS. The wand identifies library materials on the shelves that have exception circulation statuses like checked out, in transit, trace (missing), claimed return, on hold, or deleted out of Polaris. If an item with one of these circulation statuses is scanned, the computer notifies the staff so they can pull it and resolve the issue. As staff start using the RFID wand daily, we expect to see a drop in the number of items staff look for on the claimed return, holds transferred, and trace lists.



Automated Handling Machine Sorts Updated

The circulation supervisors recently updated the sorting tables in the Automated Material Handling machine's computer software. The changes to the sort programming were necessary due to the recent rehomeing of the nonfiction DVD collection to the Movies and Music Lounge. The sorting table controls which bins all the library collections are sorted to as they check in through the machine. The circulation staff build and shelve carts based on these sorts, so it is important library collections stored in the same area are sorted together by the check in machine.

Digital Services

David King, Digital Services Director

Website Work Continues

We are continuing to work with Imagemakers on Search and have gotten it to the point where we are ready to do user testing. We plan to do that in the next month.

Staff Computer Rollout

Our three Technology Support Specialists have been setting up and installing new computers for staff. This takes a while – we have to set up and image the computer (our way of adding the operating system and software onto the computer), then remove the staff person's old computer and set the new one up. And answer any questions that come up during this process. We're glad to be able to provide new computers so staff have the tools they need to do their jobs!

Top Web Pages for February 2023

1. Services Page: 3922 Pageviews
2. Discussion Questions for The Great Gatsby: 2622 Pageviews
3. Search: 1992 Pageviews
4. Library Catalog: 1768 Pageviews
5. Work at the Library Page: 1692 Pageviews
6. About Page: 1533 Pageviews
7. Team Rooms: 1473 Pageviews
8. Level 2 Tech Center: 1187 Pageviews
9. Library Databases: 1187
10. Meeting Room and Events Page: 1175 Pageviews

Social Media Highlights for February 2023

Facebook:

- Royals Baseball great Frank White visits the gallery – reached 8533 people
- Your library's staff are hard at work – reached 6271 people
- If resumes were written according ... – reached 5634 people

Twitter:

- What are you reading? – 185 impressions
- Delayed opening post – 176 impressions
- Bookmobile post – 176 impressions

Instagram:

- Sabatini Gallery staff hard at work – reached 826 people
- Tonight! Join us in the gallery – reached 537 people
- We had some special visitors – reached 485 people



Resolution – Nominating Committee Appointments

BOARD OF TRUSTEES

March 16, 2023

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

- **Hannah Uhlig**
- **Liz Post**
- **Jim Edwards**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

| | 2023 | | | | | | | | | | | | | 2023 YTD | 2022 YTD | Annual % Change |
|---------------------------------|---------------|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------|---------------|--------------|--------------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | | | |
| Net Promoter Score (NPS) | | | | | | | | | | | | | | | | |
| Monthly NPS | 84.3 | 86 | | | | | | | | | | | 85.2 | 91.9 | -7.3% | |
| Monthly # of Responses | 51 | 57 | | | | | | | | | | | 108 | 770 | -86.0% | |
| Current NPS | 86.3 | 86.3 | | | | | | | | | | | 86.3 | 86.3 | 0.0% | |
| GATE COUNT | 36,300 | 34,452 | | | | | | | | | | | 70,752 | 46,180 | 53.2% | |

| | 2023 | | | | | | | | | | | | | 2023 YTD | 2022 YTD | Annual % Change |
|------------------------------|----------------|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------|----------------|-------------|--------------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | | | |
| CIRCULATION* | | | | | | | | | | | | | | | | |
| Main Library | | | | | | | | | | | | | | | | |
| TSCPL Curbside | 2,150 | 1,673 | | | | | | | | | | | 3,823 | 8,086 | -52.7% | |
| Circulation Desk & Renewals | 34,106 | 33,202 | | | | | | | | | | | 67,308 | 61,836 | 8.8% | |
| Interlibrary Loan | 1,209 | 939 | | | | | | | | | | | 2,148 | 2,318 | -7.3% | |
| Self-Check | 45,595 | 40,053 | | | | | | | | | | | 85,648 | 81,464 | 5.1% | |
| Bookmobile | 6,631 | 5,790 | | | | | | | | | | | 12,421 | 9,829 | 26.4% | |
| TSCPL@Home | 3,388 | 3,207 | | | | | | | | | | | 6,595 | 6,256 | 5.4% | |
| Red Carpet | 4,994 | 4,576 | | | | | | | | | | | 9,570 | 10,425 | -8.2% | |
| Digital Downloads | 55,686 | 49,990 | | | | | | | | | | | 105,676 | 99,860 | 5.8% | |
| Library @ Work / Smartlocker | 1,390 | 1,450 | | | | | | | | | | | 2,840 | 3,513 | -19.2% | |
| TOTAL CIRCULATION | 155,149 | 140,880 | - | - | - | - | - | - | - | - | - | - | 296,029 | 283,587 | 4.4% | |

* Includes first-time checkouts and renewals

| | | | | | | | | | | | | | | | |
|-----------------------------|---------------|---------------|--|--|--|--|--|--|--|--|--|--|----------------|----------------|-------------|
| FIRST-TIME CHECKOUTS | 60,769 | 53,727 | | | | | | | | | | | 114,496 | 109,140 | 4.9% |
|-----------------------------|---------------|---------------|--|--|--|--|--|--|--|--|--|--|----------------|----------------|-------------|

| CIRCULATION DETAILS | | | | | | | | | | | | | | | |
|----------------------------|--------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|-------------|--------------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2023 YTD | 2022 YTD | Annual % Change |
| Print Material | 65,568 | 60,201 | - | - | - | - | - | - | - | - | - | - | 125,769 | 116,452 | 8.0% |
| Audio/Visual Material | 26,904 | 24,517 | - | - | - | - | - | - | - | - | - | - | 51,421 | 56,486 | -9.0% |
| Adult Materials | 52,264 | 47,370 | - | - | - | - | - | - | - | - | - | - | 99,634 | 102,749 | -3.0% |
| Children's Materials | 30,779 | 28,685 | - | - | - | - | - | - | - | - | - | - | 59,464 | 53,122 | 11.9% |
| Young Adult Materials | 2,851 | 2,561 | - | - | - | - | - | - | - | - | - | - | 5,412 | 4,944 | 9.5% |
| Red Carpet Materials | 6,543 | 6,078 | - | - | - | - | - | - | - | - | - | - | 12,621 | 12,070 | 4.6% |

| NEW Patrons | | | | | | | | | | | | | | | |
|--------------------------------|------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|--------------|--------------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2023 YTD | 2022 YTD | Annual % Change |
| Topeka / Shawnee County | | | | | | | | | | | | | | | |
| Adults | 752 | 543 | | | | | | | | | | | 1,295 | 845 | 53.3% |
| Children (ages 17 and under) | 165 | 126 | | | | | | | | | | | 291 | 164 | 77.4% |
| Red Carpet Outreach | 11 | 13 | | | | | | | | | | | 24 | 12 | 100.0% |
| NEKL | 48 | 33 | | | | | | | | | | | 81 | 144 | -43.8% |
| Non-Resident | 2 | 1 | | | | | | | | | | | 3 | 0 | N/A |
| Total New Registrations | 978 | 716 | - | - | - | - | - | - | - | - | - | - | 1,694 | 1,165 | 45.4% |

| | | | | | | | | | | | | | | | |
|------------------------|------------|-----------|--|--|--|--|--|--|--|--|--|--|------------|------------|---------------|
| PATRONS DELETED | 135 | 83 | | | | | | | | | | | 218 | 334 | -34.7% |
|------------------------|------------|-----------|--|--|--|--|--|--|--|--|--|--|------------|------------|---------------|

| Cardholders | | | | | | | | | | | | | | | |
|--------------------------------|----------------|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------|----------------|--------------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2023 YTD | 2022 YTD | Annual % Change |
| Topeka / Shawnee County | | | | | | | | | | | | | | | |
| Adults | 60,506 | 60,963 | | | | | | | | | | | 60,963 | 59,695 | 2.1% |
| Children (age 0 - 17) | 14,844 | 14,881 | | | | | | | | | | | 14,881 | 14,809 | 0.5% |
| TSCPL @ School | 27,796 | 27,850 | | | | | | | | | | | 27,850 | 27,781 | 0.2% |
| Red Carpet Outreach | 1,259 | 1,277 | | | | | | | | | | | 1,277 | 1,252 | 2.0% |
| NEKL | 8,615 | 8,752 | | | | | | | | | | | 8,752 | 8,563 | 2.2% |
| Non-Resident | 102 | 105 | | | | | | | | | | | 105 | 100 | 5.0% |
| Delinquent | 92 | 93 | | | | | | | | | | | 93 | 97 | -4.1% |
| TOTAL CARDHOLDERS | 113,214 | 113,921 | - | - | - | - | - | - | - | - | - | - | 113,921 | 112,297 | 1.4% |

| Active Cardholders (Savannah) | | | | | | | | | | | | | | | |
|--------------------------------------|--------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|-------------|--------------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2023 YTD | 2022 YTD | Annual % Change |
| Non-Student Cardholders | 48,826 | 49,277 | | | | | | | | | | | 49,277 | 47,782 | 3.1% |
| Student Cardholders | 5,151 | 5,225 | | | | | | | | | | | 5,225 | 5,053 | 3.4% |

| | | | | | | | | | | | | | | |
|--------------------------|--------|--------|--|--|--|--|--|--|--|--|--|--------|--------|------|
| TOTAL ACTIVE CARDHOLDERS | 53,997 | 54,502 | | | | | | | | | | 54,502 | 52,835 | 3.2% |
|--------------------------|--------|--------|--|--|--|--|--|--|--|--|--|--------|--------|------|

| | 2023 | | | | | | | | | | | | 2023 | 2022 | Change 20 TO 21% | |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------|--|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | YTD | | |
| Unique Borrowers | | | | | | | | | | | | | | | | |
| Physical | 7,918 | 7,378 | | | | | | | | | | | 10,614 | 23,386 | -54.6% | |
| Digital | 9,362 | 9,081 | | | | | | | | | | | 11,117 | 17,671 | -37.1% | |
| Both | 1,442 | 1,337 | | | | | | | | | | | 2,216 | 6,112 | -63.7% | |
| TOTAL UNIQUE BORROWERS | 15,838 | 15,122 | - | - | - | - | - | - | - | - | - | - | 19,515 | 34,945 | -44.2% | |
| Holds Satisfied | 15,683 | 13,273 | | | | | | | | | | | 28,956 | 30,665 | -5.6% | |
| TOTAL CHECK-IN | 58,606 | 54,105 | | | | | | | | | | | 112,711 | 106,941 | 5.4% | |
| COLLECTION | | | | | | | | | | | | | | | | |
| Materials Added | 2,954 | 3,009 | | | | | | | | | | | 5,963 | 6,230 | -4.3% | |
| Materials Discarded | 3,426 | 3,253 | | | | | | | | | | | 6,679 | 6,248 | 6.9% | |
| TOTAL COLLECTION | 354,141 | 353,897 | 353,897 | 353,897 | 353,897 | 353,897 | 353,897 | 353,897 | 353,897 | 353,897 | 353,897 | 353,897 | 353,897 | 354,613 | -0.2% | |
| WEBSITE | | | | | | | | | | | | | | | | |
| tscpl.org Unique Visitors | 42,341 | 37,490 | | | | | | | | | | | 79,831 | 70,063 | 13.9% | |
| tscpl.org Total Visits | 66,457 | 56,800 | | | | | | | | | | | 123,257 | 109,824 | 12.2% | |
| catalog.tscpl Unique Visitors | 19,102 | 26,553 | | | | | | | | | | | 45,655 | 34,892 | 30.8% | |
| catalog.tscpl Total Visits | 43,041 | 46,248 | | | | | | | | | | | 89,289 | 77,862 | 14.7% | |
| COMPUTER USE | | | | | | | | | | | | | | | | |
| MIFI Hotspot Data Usage (TB) | | | | | | | | | | | | | 0 | 1.41 | -100.0% | |
| Public Computer Sessions | 8,100 | 7,644 | | | | | | | | | | | 15,744 | 11,378 | 38.4% | |
| Avg Public Computer Session Length (Minutes) | 0:55:24 | 0:55:25 | | | | | | | | | | | 0:55:25 | 0:46:29 | 19.2% | |
| Total Computer Hours | 7,480 | 7,062 | | | | | | | | | | | 14,542 | 8,816 | 65.0% | |
| Wireless Sessions | 29,530 | 31,186 | | | | | | | | | | | 60,716 | 38,553 | 57.5% | |
| Avg Wireless Session Length (Minutes) | 0:13:00 | 0:13:00 | | | | | | | | | | | 0:13:19 | 0:15:15 | -12.7% | |
| Total Wireless Hours | 6,480 | 7,003 | | | | | | | | | | | 13,483 | 9,804 | 37.5% | |
| TOTAL HOURS | 13,960 | 14,065 | - | - | - | - | - | - | - | - | - | - | 28,025 | 18,620 | 50.5% | |
| NOTARY SERVICE | 137 | 136 | | | | | | | | | | | 273 | 298 | -8.4% | |
| REFERENCE QUESTIONS | | | | | | | | | | | | | | | | |
| Public Services | 15,302 | 13,974 | - | - | - | - | - | - | - | - | - | - | 29,276 | 17,500 | 67.3% | |
| Media | 2,011 | 1,685 | | | | | | | | | | | 3,696 | 6,756 | -45.3% | |
| Call Center | 4,656 | 4,310 | | | | | | | | | | | 8,966 | 8,144 | 10.1% | |
| Stacks/Team RM | 1,506 | 1,532 | | | | | | | | | | | 3,038 | 827 | 267.4% | |
| Topeka Room | 559 | 613 | | | | | | | | | | | 1,172 | 410 | 185.9% | |
| Gallery | 232 | 132 | | | | | | | | | | | 364 | 604 | -39.7% | |
| L2TC | 5,813 | 5,350 | | | | | | | | | | | 11,163 | - | N/A | |
| LibAnswers | 525 | 352 | | | | | | | | | | | 877 | 759 | 15.5% | |
| Plaza** | - | - | - | - | - | - | - | - | - | - | - | - | - | - | N/A | |
| Youth Services | 5,324 | 3,559 | | | | | | | | | | | 8,883 | 2,922 | 204.0% | |
| TOTAL REFERENCE QUESTIONS | 20,626 | 17,533 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38,159 | 20,422 | 86.9% | |
| MEETING ROOMS | | | | | | | | | | | | | | | | |
| Meeting Room Bookings | 388 | 406 | | | | | | | | | | | 794 | 666 | 19.2% | |
| Team Room Bookings | 815 | 776 | | | | | | | | | | | 1,591 | 1,614 | -1.4% | |
| L2TC Bookings | 663 | 697 | | | | | | | | | | | 1,360 | - | N/A | |
| Total Meeting Room Hours Booked | 4,281 | 4,428 | | | | | | | | | | | 8,709 | 3,899 | 123.4% | |
| TOTAL ATTENDANCE | 5,041 | 5,445 | | | | | | | | | | | 10,486 | 5,370 | 95.3% | |
| LEARN & PLAY BUS VISITS | 134 | 139 | | | | | | | | | | | 273 | 97 | 181.4% | |
| PROGRAM ATTENDANCE | | | | | | | | | | | | | | | | |
| Adult - General | 1,105 | 876 | | | | | | | | | | | 1,981 | 1,872 | 5.8% | |
| Kids - Early Learners | 480 | 531 | | | | | | | | | | | 1,011 | 523 | 93.3% | |
| Kids - Elementary | 432 | 340 | | | | | | | | | | | 772 | 994 | -22.3% | |
| Teens | 275 | 267 | | | | | | | | | | | 542 | 737 | -26.5% | |
| Unknown | 711 | 412 | | | | | | | | | | | 1,123 | 0 | N/A | |
| Outreach | 4,073 | 2,586 | | | | | | | | | | | 6,659 | 0 | N/A | |
| TOTAL ATTENDANCE | 7,076 | 5,012 | - | - | - | - | - | - | - | - | - | - | 12,088 | 4,126 | 193.0% | |

| | | | | | | | | | | | | | | | | | | | |
|------------------------------------|---------------|---------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----------------|----------------|--------------|
| GALLERY ATTENDANCE | 2,413 | 1,543 | | | | | | | | | | | | | | | 3,956 | 2,624 | 50.8% |
| DOLLY PARTON ENROLLMENT | 5,807 | | | | | | | | | | | | | | | | 5,807 | 5,778 | 0.5% |
| CIRCULATION DETAILS | | | | | | | | | | | | | | | | | | | |
| Print Material | | | | | | | | | | | | | | | | | | | |
| Adult Fiction | 13,133 | 11,699 | | | | | | | | | | | | | | | 24,832 | 24,908 | -0.3% |
| Adult Nonfiction | 16,177 | 14,628 | | | | | | | | | | | | | | | 30,805 | 28,869 | 6.7% |
| Juvenile Fiction | 20,386 | 18,906 | | | | | | | | | | | | | | | 39,292 | 34,538 | 13.8% |
| Juvenile Nonfiction | 5,692 | 5,542 | | | | | | | | | | | | | | | 11,234 | 9,484 | 18.5% |
| Magazines | 803 | 796 | | | | | | | | | | | | | | | 1,599 | 1,666 | -4.0% |
| RC Print Materials | 6,450 | 6,010 | | | | | | | | | | | | | | | 12,460 | 11,892 | 4.8% |
| RC Realia | 93 | 68 | | | | | | | | | | | | | | | 161 | 178 | -9.6% |
| YA Print Materials | 2,834 | 2,552 | | | | | | | | | | | | | | | 5,386 | 4,917 | 9.5% |
| PRINT CIRCULATION | 65,568 | 60,201 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 125,769 | 116,452 | 8.0% |
| Audio / Visual Material | | | | | | | | | | | | | | | | | | | |
| MFi Hotspots | 35 | 24 | | | | | | | | | | | | | | | 59 | 53 | 11.3% |
| Adult Audiobooks | 1,735 | 1,514 | | | | | | | | | | | | | | | 3,249 | 3,585 | -9.4% |
| Adult Music | 1,879 | 1,676 | | | | | | | | | | | | | | | 3,555 | 4,172 | -14.8% |
| Adult Videos / DVDs | 18,537 | 17,057 | | | | | | | | | | | | | | | 35,594 | 39,549 | -10.0% |
| Juvenile Audiobooks | 272 | 230 | | | | | | | | | | | | | | | 502 | 505 | -0.6% |
| Juvenile Music | 221 | 177 | | | | | | | | | | | | | | | 398 | 355 | 12.1% |
| Juvenile Videos / DVDs | 4,208 | 3,830 | | | | | | | | | | | | | | | 8,038 | 8,240 | -2.5% |
| YA AV | 17 | 9 | | | | | | | | | | | | | | | 26 | 27 | -3.7% |
| AV CIRCULATION | 26,904 | 24,517 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 51,362 | 56,433 | -9.0% |
| Adult Material | | | | | | | | | | | | | | | | | | | |
| Adult Fiction | 13,133 | 11,699 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 24,832 | 24,908 | -0.3% |
| Magazines | 803 | 796 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 1,599 | 1,666 | -4.0% |
| Adult Audiobooks | 1,735 | 1,514 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 3,249 | 3,585 | -9.4% |
| Adult Music | 1,879 | 1,676 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 3,555 | 4,172 | -14.8% |
| Adult Videos / DVDs | 18,537 | 17,057 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 35,594 | 39,549 | -10.0% |
| ADULT CIRCULATION | 52,264 | 47,370 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 99,634 | 102,749 | -3.0% |
| Juvenile Material | | | | | | | | | | | | | | | | | | | |
| Juvenile Fiction | 20,386 | 18,906 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 39,292 | 34,538 | 13.8% |
| Juvenile Nonfiction | 5,692 | 5,542 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 11,234 | 9,484 | 18.5% |
| Juvenile Audiobooks | 272 | 230 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 502 | 505 | -0.6% |
| Juvenile Music | 221 | 177 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 398 | 355 | 12.1% |
| Juvenile Videos / DVDs | 4,208 | 3,830 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 8,038 | 8,240 | -2.5% |
| JUVENILE CIRCULATION | 30,779 | 28,685 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 59,464 | 53,122 | 11.9% |
| Red Carpet Material | | | | | | | | | | | | | | | | | | | |
| RC Print Materials | 6,450 | 6,010 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 12,460 | 11,892 | 4.8% |
| RC Realia | 93 | 68 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 161 | 178 | -9.6% |
| RED CARPET CIRCULATION | 6,543 | 6,078 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 12,621 | 12,070 | 4.6% |
| Young Adult Material | | | | | | | | | | | | | | | | | | | |
| YA Print Materials | 2,834 | 2,552 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 5,386 | 4,917 | 9.5% |
| YA AV | 17 | 9 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 26 | 27 | -3.7% |
| YOUNG ADULT CIRCULATION | 2,851 | 2,561 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 5,412 | 4,944 | 9.5% |
| Overdrive | 37,886 | 33,441 | | | | | | | | | | | | | | | 71,327 | 68,664 | 3.9% |
| Hoopla | 16,568 | 15,614 | | | | | | | | | | | | | | | 32,182 | 28,691 | 12.2% |
| Flipster | 1,232 | 935 | | | | | | | | | | | | | | | 2,167 | 2,505 | -13.5% |
| DIGITAL DOWNLOADS | 55,686 | 49,990 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 105,676 | 99,860 | 5.8% |
| Adult ebook Fiction | 18,416 | 16,406 | | | | | | | | | | | | | | | 34,822 | 34,917 | -0.3% |
| Adult ebook Nonfiction | 4,100 | 3,656 | | | | | | | | | | | | | | | 7,756 | 7,405 | 4.7% |
| Adult digital audiobooks | 21,923 | 19,404 | | | | | | | | | | | | | | | 41,327 | 34,394 | 20.2% |
| Juvenile ebook Fiction | 1,948 | 1,536 | | | | | | | | | | | | | | | 3,484 | 3,434 | 1.5% |
| Juvenile ebook Nonfiction | 296 | 239 | | | | | | | | | | | | | | | 535 | 501 | 6.8% |
| Juvenile digital audiobooks | 2,319 | 1,942 | | | | | | | | | | | | | | | 4,261 | 3,724 | 14.4% |
| Young Adult ebook Fiction | 1,311 | 1,059 | | | | | | | | | | | | | | | 2,370 | 2,442 | -2.9% |
| Young Adult ebook Nonfiction | 28 | 31 | | | | | | | | | | | | | | | 59 | 52 | 13.5% |
| Young Adult digital audiobooks | 1,356 | 1,269 | | | | | | | | | | | | | | | 2,625 | 2,264 | 15.9% |
| DIGITAL CIRCULATION DETAILS | 51,697 | 45,542 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 97,239 | 89,133 | 9.1% |