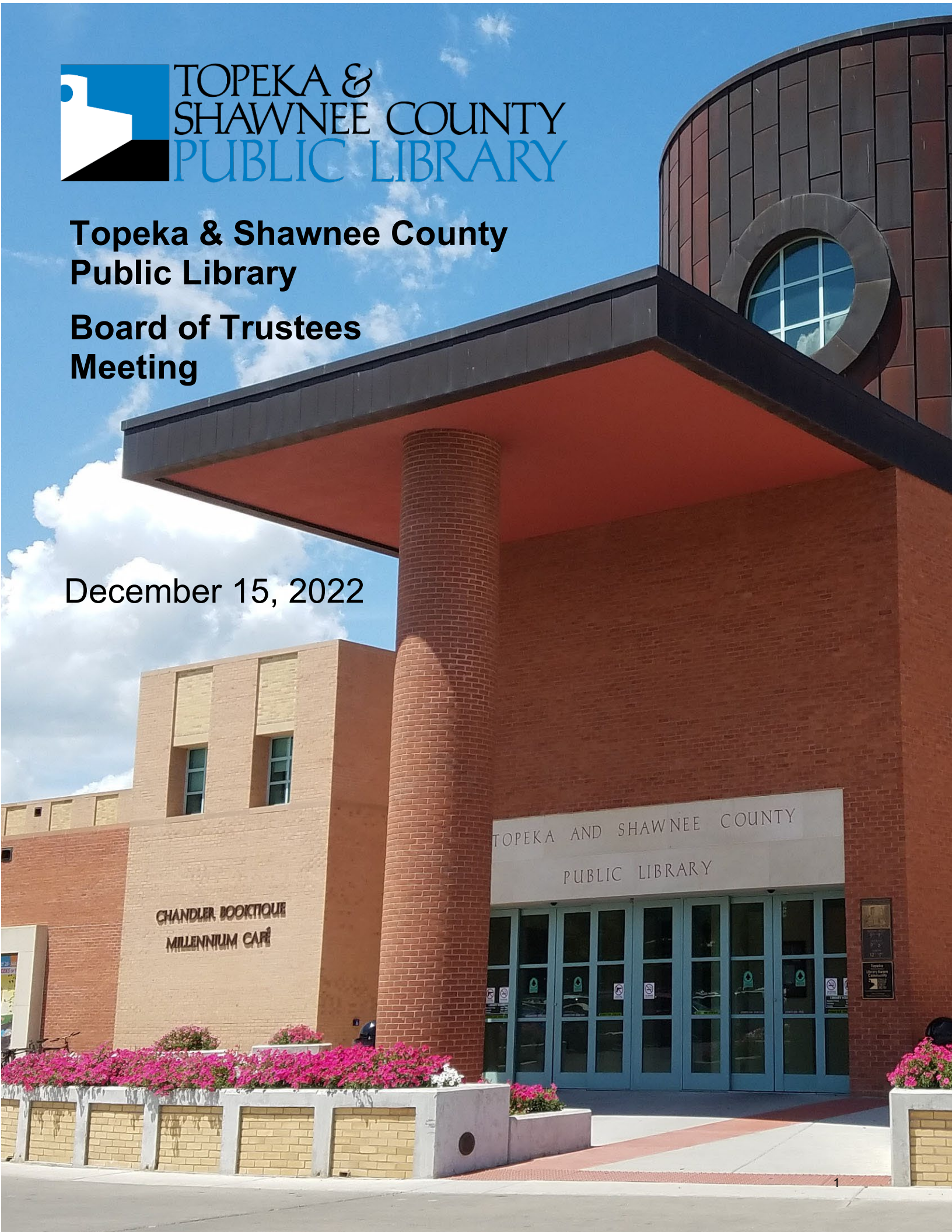


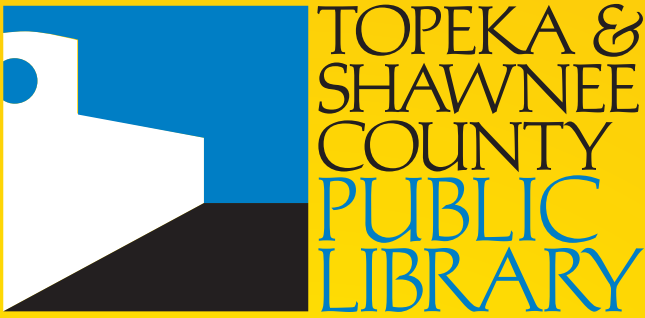


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

December 15, 2022





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





December 15, 2022– 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 853 1930 6913

Passcode: 875701

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of November 17, 2022, Meeting Minutes of the Board of Trustees
– Action Item pg. 5**

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

Financial Reports

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

The Library Foundation – Judy Moler, Board Chair

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

Board Chair Report – Jim Edwards

- December 5, 2022, Meeting Minutes Board of Trustees Executive Committee
pg. 25

Chief Executive Officer Report – Marie Pyko pg. 27

- **Strategic Planning 2023 Schedule**

Chief of Staff Report – Thad Hartman pg. 32

New Business

- **Thank You to the Library Foundation – Action Item pg. 45**
- **Thank You to the Friends of the Library – Action Item pg. 46**
- **Personnel Policy – 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

January 19, 2023

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 853 1930 6913

Passcode: 875701

*Subject to change without notice



Board Members Present

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

Board Members Absent

Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, November 17, 2022, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Jim Edwards.

Public Comment

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

Trustee Advocacy Stories

Liz Post shared that she volunteered at Identity Quest this past weekend and it was excellent. Liz spoke about meeting Dan Debenham, the host of the show Relative Race.

Jim Edwards volunteers with individuals who received their computers from Get Digital and the program participants had great things to say.

Approval of Minutes

On a motion by Jim Ramos, seconded by Liz Post, the October 20, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube noted no additions to her report. There were no questions of Strube.

Financial Reports

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

On a motion by Peg Dunlap and seconded by Shawn Leisinger, the Treasurer's Financial Report for October 2022 was accepted.

Motion passed unanimously.

The Library Foundation

Board Chair Judy Moler shared the Library Foundation report. Moler stated that the Foundation is receiving funds back from the Fall letter that was sent.

The search has ended in terms of getting resumes for the new Foundation Executive Director. A panel is set to interview candidates via Zoom and will narrow down the pool to the top 3-4 candidates to meet in person. The Foundation is hopeful to have someone lined up to take that position by the end of the year. On December 14 the Foundation will elect new officers and board members.

Moler then presented the Topeka and Shawnee County Public Library a check for \$94,217.26. Board of Trustees Chair Jim Edwards accepted the check on behalf of the library.

Friends of Topeka and Shawnee County Public Library

Friends Board President Christy Molzen gave the Friends report. The Friends annual meeting was held on November 6. The attendees enjoyed a really dynamic presentation about the Level 2 Tech Center by Debbie Stanton, who filled in on fairly short notice for Todd Smith, and did a fantastic job. The Friends Board said goodbye to six board members and voted in four new or returning board members: Carolyn Little and Robin Sweeney are new, and Jim Wilson and John Conlee are returning.

At the Friends board meeting on November 8, the board voted in one additional returning member, Carol Ball, to fill the unexpired term of a board member who had resigned. The Friends board also voted to approve the annual distribution to the library, the loaned employee agreement for the Friends Executive position, and the 2023 budget.

Molzen then invited the board members and staff in attendance to the Staff Thank You Luncheon on Tuesday, November 29. Molzen shared that Mary Campbell's retirement party will be held after the luncheon and invited those in attendance.

Board Chair Reports

Jim Edwards shared Debbie Stanton did a great job presenting for the Friends annual meeting.

Chair Jim Edwards reported the Trustee Executive Committee met via Zoom on November 14, 2022.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko wanted to highlight a couple of items. Pyko shared the library is fast approaching the Strategic Plan 2023. Pyko shared that she is working through contract negotiations with Ivy Group. Once the contract is signed, a schedule will be developed. Pyko and Executive Assistant Aubrey Conner will be coordinating schedules and visits.

Pyko shared that she has been working on spending time with key community people and key staff. Pyko had lunch with Teen Librarian Angie Reed and Outreach Storyteller Katie Simmons. Pyko enjoyed hearing them speak about what's happening in classrooms and what they are learning about the library profession

Pyko shared she had a successful ICC meeting. The meeting was in the Level 2 Tech Center and all attendees enjoyed a tour of the space. Pyko stated it was exciting to hold tours in there and provide real-life examples of what people are doing in that space now that it is open.

Trustee Education

Program Manager Jacqueline Belden presented about Topeka and Shawnee County Get Digital. Get Digital is a program to provide affordable and equitable access to technology, promote digital literacy and assessment, and offer sustainable technical support. The library is key in providing digital literacy to participants of this program. At this point the program is focusing on individuals 60+ and meet certain criteria.

Individuals receive their technology and then are invited to the library to take courses to learn about it. Training Professional Shari Schawo and Public Services Specialist Meg Porteous have been providing free courses to Get Digital participants. These courses teach beginning computer navigation, an introduction to the internet, and introduction to email. Since July, 1,554 desktop computers were donated and 139 students have learned basic computer skills at the library.

Belden then shared some success stories. A 70 year old individual used their technology to learn to read. Someone who is 68 years old learned how to use their computer to find a remote job. A participant who is 93 years old used this technology to connect with family via Zoom.

In the future, Get Digital plans to focus on adding other demographics to their criteria. The library is already thinking about possible future classes to promote continuing learning and digital literacy.

Chief of Staff Report

Chief of Staff Thad Hartman gave background information regarding the ergonomics and rationale for replacing employee chairs with the chairs that were selected.

New Business:

Customer Conduct Policy

On a motion by Liz Post, seconded by Jim Ramos, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

Motion passed unanimously

Audit Committee

On a motion by Peg Dunlap, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

The Audit Committee is as follows:

Peg Dunlap – Chair

Hannah Uhlrig

Joan Hicks

Motion passed unanimously

Friends of the Library Loaned Employee Agreement

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

Motion passed unanimously

Library Foundation Loaned Employee Agreement

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

Motion passed unanimously

Employee Retention Plan

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

Motion passed unanimously

Bid for Employee Chair Replacement

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

Motion passed unanimously

Executive Session:

On a motion by Shawn Leisinger, seconded by Peg Dunlap, for the Board of Trustees of the Topeka and Shawnee County Public Library to go into an Executive Session at 5:01 pm for a period not to exceed 30 minutes to discuss a personnel matter. Participants will include members of the Board of Trustees. Action will be taken following the Executive Session.

Motion Passed.

A motion was made by Shawn Leisinger, seconded by Liz Post at 5:25 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion Passed.

On a motion by Shawn Leisinger, seconded by Peg Dunlap, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, sets the CEO's annual base compensation at \$155,000 effective on her employment anniversary date, October 22, 2022. Motion passed unanimously.

Adjournment

On a motion by Joan Hicks, seconded by Jim Ramos, the meeting was adjourned at 5:25 pm.

Motion passed unanimously

Next Meeting

December 15, 2022

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 853 1930 6913 | Passcode: 875701

*Subject to change without notice

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

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund is temporarily negative due to a pending reimbursement from The Foundation.

General Fund – Pages 3 through 5

With 91.5% of the budget year completed, 99% of the budgeted revenue has been received and 80% of the approved budget has been expended/encumbered. This compares to 2021 in which 98% of the budgeted revenue had been received and 74% of the approved budget had been expended/encumbered.

One additional tax distribution will be received in mid-December.

All outstanding purchase orders currently reserving budgetary balances will be reviewed before year end and those no longer needed will be closed. This usually results in some additional savings. Some, such as Contracted-Equipment and Supplies-Facilities, are open purchase orders to allow for expected purchases throughout the year and ensure sufficient budget. However, those amounts are not always needed every year.

Employee Benefit Fund – Page 6

With 91.5% of the budget year completed, 99% of the budgeted revenue has been received and 71% of the approved budget has been expended/encumbered. This compares to 2021 in which 98% of the budgeted revenue had been received and 77% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$4,710,580.36.

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved January 19, 2017, notification to the Board is required of all purchases more than \$5,000 and up to \$20,000, including sole source purchases and purchases exempted from the purchasing policy (exempted purchases may exceed \$20,000). Proposed purchases (other than those specifically exempted by the purchasing policy) more than \$20,000 will be brought to the Board for notification and consideration of approval via a resolution.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Emergency repairs to rear end of route truck	\$5,823.34	Laird Noller Ford Inc.
Approved operating budget	Replace insulation in existing chiller lines	\$5,445.00	McElroy's Inc.
Approved operating budget	Estimated natural gas for remainder of year	\$7,000.00	Kansas Gas Service
Approved facilities master plan budget	Architectural fees for <i>New & Novel</i> remodel	\$9,200.00	HTK Architects Inc.
Request for Proposal; Board resolution approved bid award on 11/17/2022	Replacement staff office chairs	\$49,101.32	Capitol City Office Products
Approved operating budget	Annual software maintenance renewal – financial management system	\$18,189.00	Black Mountain Software Inc.
Library Materials	Annual renewal of Gage Biography databases	\$17,611.57	Gale/Cengage Learning Inc.

Other Items:

- The audit of the 2022 financial year will begin Monday, February 6th. The audit services will be provided by BT&Co., P.A. This is the first year of a three-year term for these audit services.
- The library was selected for an audit of payroll reports by the Kansas Public Employees Retirement System (KPERs) in September 2022. The period covered by the audit was January 1, 2020 to December 31, 2021. The KPERs audit report has been received with no significant issues, material errors, or concerns discovered during this review. The report states further that “TSCPL appears to comply with the rules and policies of KPERs and has adequate procedures and controls in place.”

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

11/30/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2022	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	4,438.26	18%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	14.83	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	10.04	20%
	<u>\$ 25,050.00</u>	<u>\$ 4,463.13</u>	18%
<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 11/30/2022	<u><u>\$ -</u></u>	<u><u>\$ 4,463.13</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 and Shawnee County Public Library
Financial Summary**

11/30/2022

	<u>Balance 1/1/2022</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 11/30/2022</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,966,095.33	\$ 15,242,664.25	\$ 12,858,442.02	\$ 7,350,317.56
Employee Benefits	1,405,524.62	4,051,932.15	3,179,402.65	\$ 2,278,054.12
Capital Improvement	4,677,506.88	33,073.48	-	\$ 4,710,580.36
Bond & Interest	-	4,463.13	-	\$ 4,463.13
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,170.44	49,293.13	98,463.57	\$ -
Federal, State & Local Grants	24,044.03	800.00	22,245.37	\$ 2,598.66
Other Special Revenue	554,736.57	44,500.18	198,316.04	\$ 400,920.71
Permanent Funds	273,836.43	25,972.35	-	\$ 299,808.78
Totals	<u>\$ 11,950,914.30</u>	<u>\$ 19,452,698.67</u>	<u>\$ 16,356,869.65</u>	<u>\$ 15,046,743.32</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,012,779.55
Restricted Funds-CoreFirst Bank-Checking	417,496.78
Capital Improvement Fund-Community National Bank-Money Market Account	4,710,580.36
Cash on Hand	2,581.79
Petty Cash	220.00
Endowment Securities	299,808.78
Municipal Investment Pool - Overnight	8,692,857.76
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Certificate of Deposit	-
	<u>\$ 15,136,325.02</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	10,425.51
Less Payroll Deduction and Employer Benefit Liabilities	215.31
Less Outstanding Checks	78,940.88
	<u>\$ 15,046,743.32</u>

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

11/30/2022

	1/1/2022 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	11/30/2022 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,966,095.33	\$ 15,242,664.25	\$ 853,985.77	\$ 12,004,456.25	\$ 7,350,317.56	\$ 1,102,479.14	\$ 6,247,838.42
Employee Benefit Fund	1,405,524.62	4,051,932.15	531.00	3,178,871.65	2,278,054.12	1,047.00	2,277,007.12
Capital Improvement Fund	4,677,506.88	33,073.48	-	-	4,710,580.36	-	4,710,580.36
Bond & Interest Fund	-	4,463.13	-	-	4,463.13	-	4,463.13
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,170.44	49,293.13	49,170.44	49,293.13	0.00	-	0.00
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	800.00	-	800.00	25.00	-	25.00
Library Services & Technology Ac	24,000.00	-	-	21,445.37	2,554.63	2,554.63	0.00
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,647.98	30.20	-	-	10,678.18	-	10,678.18
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	2,049.12	(2,049.12)	1.65	(2,050.77)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.29	0.11	-	-	31.40	-	31.40
Friends	106,947.21	196.34	6,233.36	40,773.07	60,137.12	4,602.38	55,534.74
Fun Committee	4,227.14	1,332.04	-	75.87	5,483.31	-	5,483.31
Gallery Competitions/Exhibits	36,384.15	103.13	-	-	36,487.28	-	36,487.28
Gifts/Memorials (Undesignated)	349,198.19	21,720.33	77,871.34	44,185.11	248,862.07	20,696.57	228,165.50
Hathaway Trust - Library Materials	2,986.83	2,905.03	73.96	2,568.34	3,249.56	205.68	3,043.88
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,745.89	902.08	23.47	1,575.31	5,049.19	(23.47)	5,072.66
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,121.17	17,040.80	-	21,898.00	11,263.97	3,200.00	8,063.97
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,281.40	11.92	-	279.00	4,014.32	-	4,014.32
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,730.90	16.24	-	-	5,747.14	-	5,747.14
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.34	0.11	-	-	36.45	-	36.45
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,187.74	6.22	-	-	2,193.96	-	2,193.96
Youth Services	9,751.65	235.63	140.96	569.13	9,277.19	1,027.36	8,249.83
<i>Permanent Funds</i>							
Mertz Trust	273,836.43	25,972.35	-	-	299,808.78	-	299,808.78
TOTALS	\$ 11,950,914.30	\$ 19,452,698.67	\$ 988,030.30	\$ 15,368,839.35	\$ 15,046,743.32	\$ 1,135,790.94	\$ 13,910,952.38

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

11/30/2022

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 11/30/2022</u>
				91.5%
Ad Valorem Property Tax	\$ 13,757,845.00	\$ 13,472,027.85	\$ (285,817.15)	98%
Revitalization Rebates	(144,572.00)	(144,338.76)	\$ 233.24	100%
Back Tax	-	217,104.16	\$ 217,104.16	N/A
Motor Vehicle Tax	1,540,929.00	1,305,182.80	\$ (235,746.20)	85%
Recreational Vehicle Tax	15,862.00	15,072.27	\$ (789.73)	95%
16/20 M Vehicle Tax	5,946.00	6,682.97	\$ 736.97	112%
In Lieu of Tax	20,114.00	42,796.50	\$ 22,682.50	213%
Watercraft Special Tax**	8,446.00	-	\$ (8,446.00)	0%
Commercial Vehicle Fees	51,476.00	53,720.38	\$ 2,244.38	104%
E-Rate Reimbursement	19,902.00	19,462.38	\$ (439.62)	98%
Miscellaneous Revenue	3,000.00	21,660.91	\$ 18,660.91	722%
Miscellaneous Revenue - Recyclg	-	242.28	\$ 242.28	N/A
Salary Refunds-Foundation	97,463.00	76,861.00	\$ (20,602.00)	79%
Salary Refunds-Friends	32,157.00	36,225.31	\$ 4,068.31	113%
Salary Refunds-Shawnee Cty	-	18,251.00	\$ 18,251.00	N/A
Vending Machines	2,000.00	1,185.71	\$ (814.29)	59%
Overdue Fees*	10,000.00	22,550.52	\$ 12,550.52	226%
Debt Collect	-	489.67	\$ 489.67	N/A
ILL Fees	100.00	112.42	\$ 12.42	112%
Mailing Fees	100.00	15.92	\$ (84.08)	16%
Non Resident Card Fee	300.00	595.00	\$ 295.00	198%
Obituary Fees	-	420.00	\$ 420.00	N/A
Meeting Room Charges	-	1,137.50	\$ 1,137.50	N/A
Monday Market Fees	500.00	654.00	\$ 154.00	131%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	2,000.00	74,552.46	\$ 72,552.46	3728%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,536,202.00	-	\$ -	N/A
TOTALS	<u>\$ 17,984,820.00</u>	<u>\$ 15,242,664.25</u>	<u>\$ (205,953.75)</u>	99%

* 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**

11/30/2022

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					91.5%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,246.03	\$ -	\$ 2,153.97	66%
Salaries-Facilities	706,922.00	525,077.00	-	181,845.00	74%
Salaries-Overtime	10,000.00	5,035.78	-	4,964.22	50%
Salaries-Security	281,754.00	247,555.14	-	34,198.86	88%
Salaries-Shelvers	65,154.00	24,915.53	-	40,238.47	38%
Salaries-Staff	7,821,156.00	6,350,857.76	-	1,470,298.24	81%
Conferences	157,000.00	79,834.90	5,532.44	71,632.66	54%
Staff Internal Dev/Trng - Web Based	15,000.00	6,663.12	1,523.00	6,813.88	55%
Staff Development & Training	15,000.00	3,343.39	-	11,656.61	22%
Mileage	9,100.00	1,057.15	6,242.73	1,800.12	80%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	2,165.78	10.00	324.22	87%
Materials-Periodicals	28,000.00	22,780.02	-	5,219.98	81%
Materials-Print/Non-Print <1 YR	661,000.00	520,744.88	-	140,255.12	79%
Materials-Print/Non-Print	1,228,000.00	1,024,124.24	109,332.99	94,542.77	92%
OPERATIONS:					
Art Purchases	8,000.00	8,050.00	-	(50.00)	101%
Cataloging and ILL Services	105,805.00	89,737.55	4,262.45	11,805.00	89%
Contracted-Digital Services	538,078.00	524,244.68	12,477.21	1,356.11	100%
Contracted-Facilities	326,400.00	273,004.81	22,395.72	30,999.47	91%
Contracted-Equipment	51,100.00	50,695.70	16,012.90	(15,608.60)	131%
Contracted-Professional	304,400.00	176,145.41	54,548.98	73,705.61	76%
Contracted-E-Rate Services	1,791.00	1,681.21	-	109.79	94%
Digital Services Support	297,300.00	218,912.44	9,305.93	69,081.63	77%
Furniture/Equipment	91,465.00	1,366.20	49,101.32	40,997.48	55%
Insurance	56,000.00	59,313.00	-	(3,313.00)	106%
Marketing & Communication	47,500.00	34,631.71	1,301.96	11,566.33	76%
Memberships/Dues	30,900.00	19,216.60	1,202.00	10,481.40	66%
Miscellaneous	5,000.00	1,561.68	74.96	3,363.36	33%
Payments to Other Libraries	118,962.00	-	-	118,962.00	0%
Postage/Shipping	82,764.00	31,347.05	1,042.11	50,374.84	39%
Printing	114,300.00	13,754.81	9,336.80	91,208.39	20%
Programming	57,000.00	41,622.87	4,143.85	11,233.28	80%
Special Events	-	-	-	-	0%
Special Projects	1,650,000.00	961,466.89	627,142.35	61,390.76	96%
Supplies-Facilities	98,000.00	59,654.97	33,181.03	5,164.00	95%
Supplies-Office/Library	89,600.00	54,823.63	9,280.64	25,495.73	72%
Supplies-Processing	45,000.00	24,396.65	2,903.43	17,699.92	61%
Telecommunications	99,100.00	56,605.45	14,677.59	27,816.96	72%
Transfer Out	550,000.00	-	-	550,000.00	0%
Utilities-Electric	374,544.00	324,637.40	46,113.33	3,793.27	99%
Utilities-Gas	67,626.00	54,554.44	14,808.34	(1,736.78)	103%
Utilities-Water/Sewage	35,700.00	32,854.62	5,344.39	(2,499.01)	107%
Vehicle-Gas	31,000.00	28,595.27	-	2,404.73	92%
Vehicle-Repair	50,500.00	43,194.18	27,922.83	(20,617.01)	141%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(13.69)	-	13.69	N/A
TOTALS	\$ 17,984,821.00	\$ 12,004,456.25	\$ 1,089,221.28	\$ 3,241,143.47	80%

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

11/30/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2022	\$ 2,536,202.00	\$ 4,031,694.91	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,757,845.00	13,472,027.85	98%
Revitalization Rebates	(144,572.00)	(144,338.76)	100%
Back Tax	-	217,104.16	N/A
Motor Vehicle Tax	1,540,929.00	1,305,182.80	85%
Recreational Vehicle Tax	15,862.00	15,072.27	95%
16/20M Vehicle Tax	5,946.00	6,682.97	112%
In Lieu of Tax	20,114.00	42,796.50	213%
Watercraft Special Tax	8,446.00	-	0%
Commercial Vehicle Fees	51,476.00	53,720.38	104%
E-Rate Reimbursement	19,902.00	19,462.38	98%
Fees and Charges	16,000.00	48,821.65	305%
Reimbursements	129,620.00	131,579.59	102%
Transfer In	25,050.00	-	
Interest on Idle Funds	2,000.00	74,552.46	3728%
	<u>\$ 15,448,618.00</u>	<u>\$ 15,242,664.25</u>	99%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,891,386.00	7,157,687.24	81%
Other Staff Support Costs	196,100.00	104,196.73	53%
Library Collections	1,919,500.00	1,679,157.91	87%
Contracted Services	1,327,574.00	1,225,206.62	92%
Digital Services Support	297,300.00	228,218.37	77%
Furniture/Equipment/Art	99,465.00	58,517.52	59%
Payments to Other Libraries	118,962.00	-	0%
Special Projects	1,650,000.00	1,588,609.24	96%
Utilities & Telecommunications	576,970.00	549,595.56	95%
Vehicles	81,500.00	99,712.28	122%
Other Operating Expenditures	626,063.00	402,776.06	64%
Transfer Out	550,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,984,820.00</u>	<u>\$ 13,093,677.53</u>	80%
Prior Year Canceled Purchase Orders		<u>\$ 67,156.79</u>	
Unencumbered Balance 11/30/2022	\$ -	<u><u>\$ 6,247,838.42</u></u>	

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

11/30/2022

EMPLOYEE BENEFITS

	2022 Budget	Year To Date	%
Balance 01/01/2022	\$ 802,327.00	\$ 1,403,457.62	
Revenue:			
Ad Valorem Property Tax	\$ 3,663,189.00	\$ 3,588,672.60	98%
Revitalization Rebates	(38,494.00)	(38,430.21)	100%
Back Tax	-	49,707.40	N/A
Motor Vehicle Tax	363,700.00	307,384.12	85%
Recreational Vehicle Tax	3,744.00	3,554.29	95%
16/20M Vehicle Tax	1,403.00	1,421.70	101%
In Lieu of Tax	8,323.00	11,395.64	137%
Watercraft Special Tax*	1,994.00	-	0%
Commercial Vehicle Fees	12,150.00	12,570.46	103%
Refund-Fringe Benefits-Foundation	48,256.00	35,318.16	73%
Refund-Fringe Benefits-Friends	20,829.00	16,034.86	77%
Refund-Fringe Benefits-Shawnee Cty	-	11,445.61	N/A
Refund FICA	-	22,454.98	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	8,594.85	N/A
Interest on Idle Funds	1,000.00	21,807.69	2181%
	\$ 4,086,094.00	\$ 4,051,932.15	99%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,137.00	\$ 6,372.00	89%
Cafeteria Plan Administration Fees	3,145.00	2,297.00	73%
Social Security/Medicare	680,191.00	509,395.27	75%
Ks Public Employees Retirement Sys	864,426.00	655,069.84	76%
Worker's Compensation	54,000.00	54,088.63	100%
Unemployment Tax	8,891.00	56,678.53	637%
Health/Dental Insurance	2,870,631.00	1,896,017.38	66%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 4,888,421.00	\$ 3,179,918.65	71%
Prior Year Canceled Purchase Orders		\$ 1,536.00	
Unencumbered Balance 11/30/2022	\$ -	\$ 2,277,007.12	

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

CAPITAL IMPROVEMENT

Balance 01/01/2022	\$ 4,677,506.88
Revenue:	
Transfer In	\$ -
Interest received	33,073.48
	\$ 33,073.48
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 11/30/2022	\$ 4,710,580.36

STATE AID

Balance 01/01/2022	\$ -	\$ -
Revenue:		
State Aid	-	49,293.13
	\$ -	\$ 49,293.13
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	49,293.13
	\$ 52,000.00	\$ 49,293.13
Unencumbered Balance 11/30/2022	\$ -	\$ -

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of November 30, 2022

Capital Improvement Funds-Community National Bank

\$ 4,710,580.36 at 3.21% (money market account)

Municipal Investment Pool

\$ 8,692,857.76 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average November 1 - 30, 2022 was 2.4474%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	11/3/22	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,225.71	-97444
10	21502	0	11/3/22	PAYCOM PAYROLL LLC	State W/H	\$ 10,613.25	-97444
15	21521	0	11/3/22	PAYCOM PAYROLL LLC	State Unemployment	\$ 199.50	-97444
10	21503	0	11/3/22	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,451.54	-97444
15	21504	0	11/3/22	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,451.54	-97444
10	21503	0	11/3/22	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,081.29	-97444
15	21504	0	11/3/22	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,081.29	-97444
10	21514	0	11/3/22	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97444
10	41000	313	11/3/22	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,901.77	-97444
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 78,435.42	-97444 Total
10	21505	0	11/4/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,788.00	-97443
15	21516	0	11/4/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,385.68	-97443
15	21517	0	11/4/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,964.60	-97443
10	21513	0	11/4/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,189.53	-97443
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,327.81	-97443 Total
10	21509	0	11/7/22	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,733.89	-97441
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,733.89	-97441 Total
10	21501	0	11/17/22	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,867.67	-97439
10	21502	0	11/17/22	PAYCOM PAYROLL LLC	State W/H	\$ 10,900.31	-97439
15	21521	0	11/17/22	PAYCOM PAYROLL LLC	State Unemployment	\$ 180.57	-97439
10	21503	0	11/17/22	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,755.19	-97439
15	21504	0	11/17/22	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,755.19	-97439
10	21503	0	11/17/22	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,152.55	-97439
15	21504	0	11/17/22	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,152.55	-97439
10	21514	0	11/17/22	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97439
10	41000	313	11/17/22	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,900.03	-97439
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,093.59	-97439 Total
10	21509	0	11/18/22	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,413.89	-97437
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,413.89	-97437 Total
10	21505	0	11/18/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,009.70	-97436
15	21516	0	11/18/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,714.50	-97436
15	21517	0	11/18/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,001.58	-97436
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 47,725.78	-97436 Total
10	21515	0	11/29/22	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 30,750.62	-97434
15	21515	0	11/29/22	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 145,667.26	-97434
15	21515	0	11/29/22	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 737.19	-97434
						\$ 177,155.07	-97434 Total
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Richard Hemming Embroidery	\$ (47.70)	-97430

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	11/25/22	COREFIRST BANK & TRUST	software	\$ 269.00	-97430
10	41000	410	11/25/22	COREFIRST BANK & TRUST	6 pack clorox wipes	\$ 48.50	-97430
10	41000	410	11/25/22	COREFIRST BANK & TRUST	chapin hand sprayer	\$ 86.76	-97430
10	41000	410	11/25/22	COREFIRST BANK & TRUST	CleanAid mop pole	\$ 96.60	-97430
10	41000	410	11/25/22	COREFIRST BANK & TRUST	CleanAid mop frame	\$ 72.35	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	rails for synology	\$ 119.20	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	power cables	\$ 35.90	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	power cables	\$ 35.90	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	scanner	\$ 129.98	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	router	\$ 119.98	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	switch	\$ 447.99	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	plastic yarn needles 100p	\$ 4.98	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Frosty cardstock	\$ 17.49	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Sunny cardstock	\$ 17.49	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	Anker wall charger	\$ 47.97	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	[4ft, 2-Pack] USB C Cable	\$ 39.95	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	1st Gen apple pencil	\$ 98.99	-97430
10	41000	310	11/25/22	COREFIRST BANK & TRUST	Admin Columns Pro	\$ 121.79	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	USB hub	\$ 124.95	-97430
10	41000	911	11/25/22	COREFIRST BANK & TRUST	Kingfisher Persian	\$ 6,500.00	-97430
10	41000	911	11/25/22	COREFIRST BANK & TRUST	shipping estimate	\$ 150.00	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	Krazy glue	\$ 5.74	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	Lights	\$ 269.00	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	pony beads 1000 pieces	\$ 13.98	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	silver paper 100 pk	\$ 15.99	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	cinnamon 7.12 oz.	\$ 6.12	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	applesauce	\$ 8.50	-97430
10	41000	420	11/25/22	COREFIRST BANK & TRUST	Cricut mat 12 pack	\$ 26.99	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	yellow pipe cleaners 100p	\$ 8.93	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	air dry clay 25 lbs	\$ 39.99	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	Waist belt bag	\$ 13.99	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Cotton Twine	\$ 9.99	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Visio 24 inch smart tv	\$ 259.98	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	42-inch samsung tv	\$ 417.99	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Mainstays 0.7 Cu ft Compa	\$ 55.00	-97430
10	41000	420	11/25/22	COREFIRST BANK & TRUST	SmithOutlet 100 pack head	\$ 420.00	-97430
10	41000	420	11/25/22	COREFIRST BANK & TRUST	JustJamz earbuds 100 pk	\$ 98.98	-97430
10	41000	420	11/25/22	COREFIRST BANK & TRUST	Enfain blue mem stick 10	\$ 280.80	-97430

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

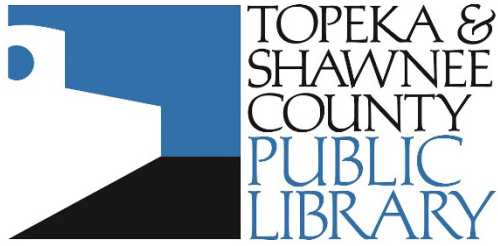
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Soft Polymer Clay	\$ 17.49	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Con-Tact, clear matt	\$ 5.99	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Liquid Starch Concentrate	\$ 11.48	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Crystal Pebbles, multicol	\$ 13.99	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Paper Cups	\$ 16.99	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Grafix Ultra Clear .007 P	\$ 15.80	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Multipurpose Card Stock ,	\$ 10.60	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Glass Window Acrylic Craf	\$ 32.58	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Colored Aluminum Wire	\$ 19.89	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Cooraby 24 Pairs Kids Glo	\$ 26.99	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	Cannon Lide 300 scanner	\$ 209.46	-97430
10	41000	420	11/25/22	COREFIRST BANK & TRUST	60x20 anti fatigue mat	\$ 71.93	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	40 oz Brach's Halloween M	\$ 5.98	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	16 fl oz GV Light Corn Sy	\$ 1.84	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	1.25 L Coca-Cola	\$ 1.38	-97430
10	41000	420	11/25/22	COREFIRST BANK & TRUST	cricut vinyl value pack	\$ 63.06	-97430
10	41000	420	11/25/22	COREFIRST BANK & TRUST	cricut rem. vinyl 15ft	\$ 16.50	-97430
10	41000	420	11/25/22	COREFIRST BANK & TRUST	vinyl transfer tape	\$ 35.78	-97430
10	41000	410	11/25/22	COREFIRST BANK & TRUST	fuller sweeper red	\$ 79.99	-97430
10	41000	410	11/25/22	COREFIRST BANK & TRUST	inspire nitrile gloves xl	\$ 139.98	-97430
10	41000	410	11/25/22	COREFIRST BANK & TRUST	synmax vinyl gloves med	\$ 61.02	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	cardboard rolls	\$ 34.99	-97430
10	41000	330	11/25/22	COREFIRST BANK & TRUST	Clickers - 4 pack	\$ 8.99	-97430
10	41000	420	11/25/22	COREFIRST BANK & TRUST	1-hole punch	\$ 35.44	-97430
10	41000	320	11/25/22	COREFIRST BANK & TRUST	Animation Software	\$ 345.76	-97430
10	41000	310	11/25/22	COREFIRST BANK & TRUST	WooCommerce	\$ 31.65	-97430
10	41000	420	11/25/22	COREFIRST BANK & TRUST	Distilled Water Credit	\$ (67.99)	-97430
				<i>Miscellaneous online orders paid by credit card, including a glass art piece "Kingfisher Persian" for the Alice C. Sabatini Art Gallery</i>		\$ 11,737.60	-97430 Total
38	41000	330	11/9/22	NEGRO LEAGUES BASEBALL MUSEUM INC	exhibit rental fee	\$ 11,333.33	12038
				<i>Alice C. Sabatini Art Gallery Exhibit Fee - paid from non-budgeted fund</i>		\$ 11,333.33	12038 Total
10	41000	353	11/4/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 14.63	98544
10	41000	353	11/4/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 457.41	98544
10	41000	353	11/4/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 14.63	98544
10	41000	353	11/4/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 14.63	98544
10	41000	353	11/4/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 85.18	98544
10	41000	353	11/4/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 1,689.83	98544
10	41000	353	11/4/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 2,767.61	98544

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 5,043.92	98544 Total
10	41000	736	11/4/22	CUSTOM SHEET METAL SERVICE	Chiller Replacement	\$ 90,317.52	98548
						\$ 90,317.52	98548 Total
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 22.73	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 22.73	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 22.73	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 22.73	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 22.73	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 22.73	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 24.09	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 24.09	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 24.09	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 24.09	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 24.09	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 24.09	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 24.09	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 24.09	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 24.09	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 24.30	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 117.47	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 231.45	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 1,734.53	98549
10	41000	351	11/4/22	EVERGY	Electric Service	\$ 27,904.60	98549
						\$ 30,293.27	98549 Total
10	41000	736	11/4/22	LIBRARY FURNITURE INTERNATIONAL LLC	M&M LOUNGE SHELVING	\$ 47,938.20	98560
					<i>RFP was issued and approved by the Board on 10/20/2022 - Facilities Master Plan budget</i>	\$ 47,938.20	98560 Total
10	21512	0	11/4/22	DELTA DENTAL OF KANSAS, INC	EE November Premiums	\$ 2,562.96	98571
15	21512	0	11/4/22	DELTA DENTAL OF KANSAS, INC	ER November Premiums	\$ 9,708.66	98571
15	21512	0	11/4/22	DELTA DENTAL OF KANSAS, INC	Retiree Nov. Premiums	\$ 44.16	98571
						\$ 12,315.78	98571 Total
10	41000	310	11/9/22	BLACK MOUNTAIN SOFTWARE INC	Black Mountain annual renewal	\$ 18,189.00	98572
					<i>2022 approved operating budget - financial system software support annual agreement</i>	\$ 18,189.00	98572 Total
10	41000	736	11/9/22	KELLEY CONSTRUCTION CO., INC.	M&M LOUNGE RENOVATION	\$ 12,762.00	98580
					<i>RFP was issued and approved by the Board on 9/15/2022 - Facilities Master Plan budget</i>	\$ 12,762.00	98580 Total
10	41000	311	11/17/22	BUG HOUNDS LLC	2022 K9 BB Insp	\$ 2,800.00	98593
10	41000	311	11/17/22	BUG HOUNDS LLC	2022 K9 BB Insp	\$ 3,100.00	98593
					<i>2022 approved operating budget - contracted facilities</i>	\$ 5,900.00	98593 Total
10	41000	310	11/17/22	CDW GOVERNMENT, INC.	Nutanix mission crit support	\$ 4,525.00	98595
10	41000	310	11/17/22	CDW GOVERNMENT, INC.	Nutanix mission crit support	\$ 11,005.00	98595
					<i>2022 approved operating budget - annual software/subscription renewal for Nutanix servers</i>	\$ 15,530.00	98595 Total
10	41000	320	11/17/22	DELL MARKETING LP	OptiPlex 5000 Tower	\$ 62,400.00	98599

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	11/17/22	DELL MARKETING LP	OptiPlex 3000	\$ 7,090.00	98599
10	41000	320	11/17/22	DELL MARKETING LP	Dell 24 Monitor	\$ 4,400.03	98599
				<i>RFP was issued and approved by the Board on 10/20/2022 - approved operating budget</i>		\$ 73,890.03	98599 Total
10	41000	736	11/17/22	HTK ARCHITECTS INC.	Media Lounge Renovations	\$ 1,500.00	98604
10	41000	736	11/17/22	HTK ARCHITECTS INC.	Wayfinding & Signage	\$ 450.00	98604
10	41000	736	11/17/22	HTK ARCHITECTS INC.	Chiller Replacement	\$ 4,525.00	98604
						\$ 6,475.00	98604 Total
10	41000	361	11/17/22	LAIRD NOLLER FORD INC.	Route truck repair to rear end & misc	\$ 6,648.34	98610
				<i>2022 approved operating budget - vehicle repair</i>		\$ 6,648.34	98610 Total
10	41000	312	11/17/22	MAY ELECTRIC INC	R&R Lights and wiring	\$ 5,722.06	98612
				<i>2022 approved operating budget - replace 6 parking lot light heads</i>		\$ 5,722.06	98612 Total
10	41000	301	11/17/22	OCLC, INC.	OCLC cataloging & ILL	\$ 7,195.41	98617
				<i>2022 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 7,195.41	98617 Total
10	41000	320	11/25/22	B & H PHOTO-VIDEO	Apple Computer Equipment	\$ 680.00	98631
10	41000	320	11/25/22	B & H PHOTO-VIDEO	Apple Computer Equipment	\$ 27,961.90	98631
10	41000	320	11/25/22	B & H PHOTO-VIDEO	Apple Computer Equipment	\$ 3,980.00	98631
				<i>RFP was issued and approved by the Board on 10/20/2022 - approved operating budget</i>		\$ 32,621.90	98631 Total
						\$ 836,798.81	Grand Total



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

Agenda

Executive Committee Members Present

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

Call to order

The meeting of the Board of Trustees Executive Committee was held on Monday, December 5, 2022, via Zoom, and was called to order at 4:00 pm by Chair Jim Edwards.

Review Minutes and Agenda

The minutes from the November 17, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees December 15, 2022, meeting were reviewed.

The minutes from the November 14, 2022, Board of Trustees Executive Meeting were reviewed.

On a motion by Shawn Leisinger, seconded by Peg Dunlap, the November 14, 2022, Board of Trustees Executive Committee Meeting Minutes were approved.

Motion passed unanimously.

Chief Financial Officer Kim Strube noted no additions to her report. She will include a paragraph in her report about the KPERS audit the library completed and passed with no findings.

Chief Executive Officer Marie Pyko will speak about the new hires at the upcoming Board of Trustees Meeting. Pyko will also provide a detailed schedule of the Strategic Plan 2023 . The library now has a signed contract with Ivy Group and Pyko will be presenting who she would like to have as part of the Strategic Planning Committee along with board members who have wished to serve. The Strategic Plan will include an intense week of work in February.

Chief of Staff Thad Hartman noted he will speak about updates regarding the Movies and Music Lounge in the next few months. The Fairlawn book locker will have its grand opening on Friday and a write-up about that will be in Hartman's report. Hartman will provide an update on the staff enrichment activities happening at the library.

New business will include a thank you to the Library Foundation and to the Friends of the Library.

Personnel Policy

Chief Human Resources Officer Jesse Maddox shared that the Human Resources and Finance team at the library would like to change the vacation policy to calculate vacation leave by the last pay period of the year instead of using the end of the calendar year. This would save time and would eliminate the need to hand calculate vacation leave at the end of the year. Maddox shared now would be a great time to change this policy since the library is switching to Paylocity as its HRIS of choice and Paylocity could handle this calculation automatically.

Performance Management

Pyko recommended a percentage change for merit pay increases starting in 2023. This would move merit pay increases to be 3-5% in lieu of 1-3%. The hope is this will help staff with inflated prices and will also boost retention. Strube shared how the salary line is budgeted and how she figures pay increases using an average of 2.8% for every employee. Strube shared that there is money in the salary budget due to several retirements and departures that can allow for this merit pay increase. Discussion followed.

Other Items

Board Chair Jim Edwards shared he and Pyko sat down and talked about her goals for next year. Edwards would like to set aside time at the January Trustee Executive Committee meeting to look at Pyko's goals and how the trustees can help her achieve them.

No other items were discussed

Adjournment

On a motion by Peg Dunlap, seconded by Joan Hicks, the meeting was adjourned at 4:25 pm.

Next Meeting

January 9, 2023

4:00 pm

Zoom Meeting

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

Meeting ID: 845 4024 4825

Passcode: 291185

CHIEF EXECUTIVE OFFICER'S REPORT

December 2022

News and Updates

Dolly Parton's Imagination Library (DPIL) United Way

At the end of November, there were 5855 children 0-5 years old who were members of the program. We continue to see growth in our participation numbers. As we look at the numbers for participation, it is evident that we are reaching children who are in preschool but need to develop additional strategies to reach those families who are new parents. In 2023, we will look at how effective our strategies are with pediatricians to promote the program during new child visits.

Strategic Plan 2023

I am happy to share we have a signed contract with Ivy Group, our Strategic Planning consultant. I have included a timeline of the project at the end of my report and will share more information at our December board meeting.

Merit pay percentages

After reviewing the 2023 salary and benefits fund and in response to the continued challenges of retention and recruitment for open positions, we have calculated a 3-5% merit pay plan based on performance and tied to each employee's job anniversary date. Increases are granted strictly based on performance and no increase is guaranteed. The cost of the pay increase to be paid in 2023 is estimated at \$225, 208, which is \$93,612 more than originally budgeted for salary increases. Due to staff turnover and retirements, this increase is still fully funded within the approved 2023 salary budget line.

Partnerships and Collaborations

On December 9, 2022 we hosted an open house to celebrate the new Book Locker at Fairlawn Plaza Shopping Center. The Book Locker is inside the mall next to Kiku Japanese Steakhouse and customers can begin to have their holds sent to the locker on December 9, 2022. In addition to a ribbon cutting and grand opening of the locker, we will sign people up for library cards and have a fun craft activity for kids. A big thank you to Randy Austin and the Fairlawn Plaza staff for agreeing to host our locker and build a strong collaboration with the library. Now citizens can visit Fairlawn Plaza have a cup of coffee, do some shopping, and pick up the library holds at the same time. As we grow this collaboration, we hope to host some programs for the community in collaboration with the mall.

Junior Achievement- Career Day

On November 18th, I had the opportunity to give a career presentation to Jardine Middle School, seventh graders. I spoke about my personal journey to become a director and librarian and shared the diverse set of skills you need to be a librarian. I honestly figured that many

students would not find it terribly interesting, but I focused on the Did You Know Librarians are detectives, booking agents, researcher, podcasters, videographers, and event planners. I had several students ask relevant questions like- Why are you moving the library around? and a comment about liking the library because “My grandma’s art is owned by the Gallery.” I walked away being quite impressed with Mrs. Moser’s class.

National Issues Forum Institute (NIFI) Board

I continue to serve on the board of directors for the National Issues Forum. It is a nonprofit, nonpartisan organization that serves to promote public deliberation about difficult public issues. At each meeting, the board reviews the current deliberative work occurring throughout the country and serves as a governance board for the organization. I appreciate serving in this capacity because it gives me a larger perspective of the challenges and opportunities other communities are involved with.

Thank you luncheon and Retirements

A huge thank you to the Friends of the Library on Staff Thank You Luncheon. We had a wonderful turn out and the Café prepared an amazing meal which everyone enjoyed. It was great to have a celebratory meal with staff and volunteers who have helped our library have an amazing year.

November 29th, November 30th, and December 1st were bittersweet days at the library with three retirement parties. We celebrated with Mary Campbell, Friends Executive on November 29th on her retirement. We celebrated on November 30th with Kathryn Barnes, Circulation, on her retirement. We celebrated on December 1st with Debbie Wade, Facilities on her retirement. We wish them all well and look forward to seeing them when they stop by to pick up a good book.

New Business

Thank You to the Library Foundation and Friends of the Library

The Friends of the Library and the Library Foundation are critical partners to the success of our library’s mission and goals. They are essential in providing resources and advocacy for the library. We are pleased to formally express our appreciation to the Friends of the Library and the Foundation.

Personnel Policy- Action Item

As we migrate to a new Human Resources Information System (HRIS) Paylocity, we are recommending changing the policy to support how the HRIS manages vacation leave balance carry over across years. Our current policy allows employees to carry over a set number of hours into the next year based on end of year rather than last pay period of each year. We are recommending amending the policy to roll over balances at the last pay period annually. For

the roll-over of vacation leave for 2022, Human Resources will continue to do the transition manually to ensure no staff lose leave time.

Due to the need to make this change prior to implementing the new HRIS with the first pay period of 2023, we are requesting amending our policy review practice to a one meeting review and approval for this policy.

Professional Activities/Community Contacts

November 15, 2022	Hosted a tour to the Intergovernmental Cooperative Council in the Level 2Tech Center highlighting our new center and the relationship to our schools.
November 18, 2022	Presented at Junior Achievement Career Day at Jardine Middle Schools for seventh graders.
November 28, 2022	Attended the Staff Day 2023 Planning Meeting
December 1, 2022	Conducted 6 semi finalist interviews for the Foundation Executive Director position with The Moran Group consultants.
December 5, 2022	Attended the Kansas Library Director Community of Practice meeting.
December 5, 2022	Attended the Board of Trustees Executive Committee meeting
December 6, 2022	Attended the Topeka Collegiate Equity and Justice Work Session and Greater Topeka Partnership lunch.
December 7, 2022	Presented three quarterly All Staff Meetings
December 7, 2022	Attended the National Issues Forum Institute Board Meeting.
December 9, 2022	Hosted the Fairlawn Plaza Book Locker Unveiling/Open House

Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 12/09/22

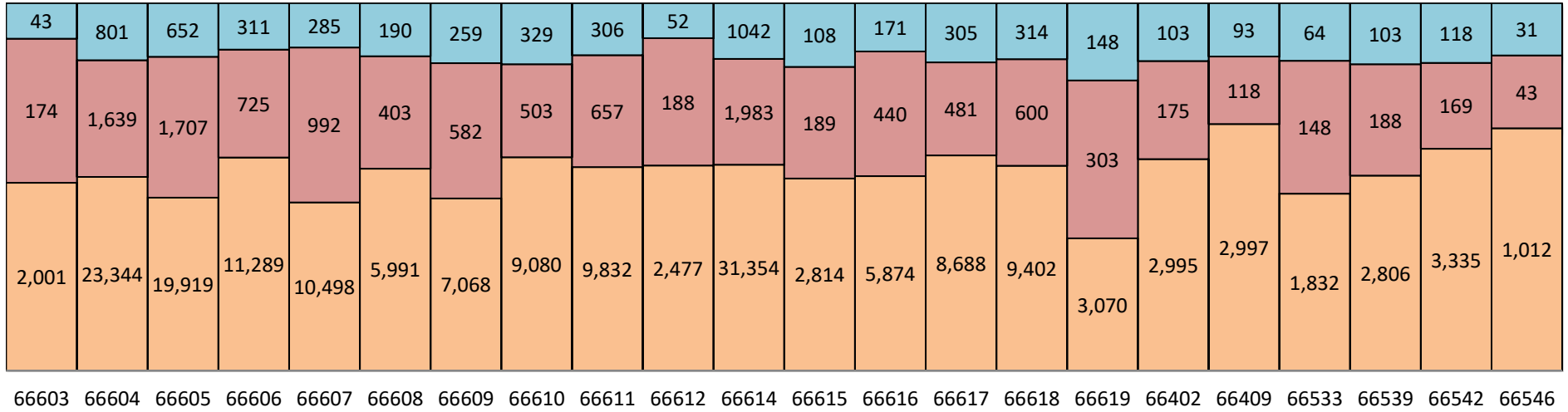
Strategic Plan 2023
Timeline

Project element	Scope of Work	Date Range
Community Snapshot	Consultant will perform a comprehensive analysis of the Topeka and Shawnee County community	January 2023
Planning Session	Meet with full strategic planning committee which includes BOT, Friends and Foundation, community members	February 21, 2023
Staff Forums	Meet in small groups with staff to discuss where's the need in the community.	February 20-24, 2023
Community Meetings	Up to four community meetings both at the library and out in the community	February 20-24, 2023
Community Focus Groups	Conduct up to 4 community focus groups with identified constituency	February 20-24, 2023
Staff Survey	Staff survey will be anonymous online to learn more from internal stakeholders.	March 2023
Community Survey	Create a print and online survey focused on the needs and wants of the community.	Mid March-April 2023
Implementation Workshop	All day in person work session to review findings and develop the road map for SP 23	May 15, 2023
Plan Development	After the implementation workshop, Ivy Group will draft a strategic plan based on the areas of focus from the research and the workshop	May-June 2023
Final Presentation (Virtual)	Present the final strategic plan to Board of Trustees and stakeholders	July 2023

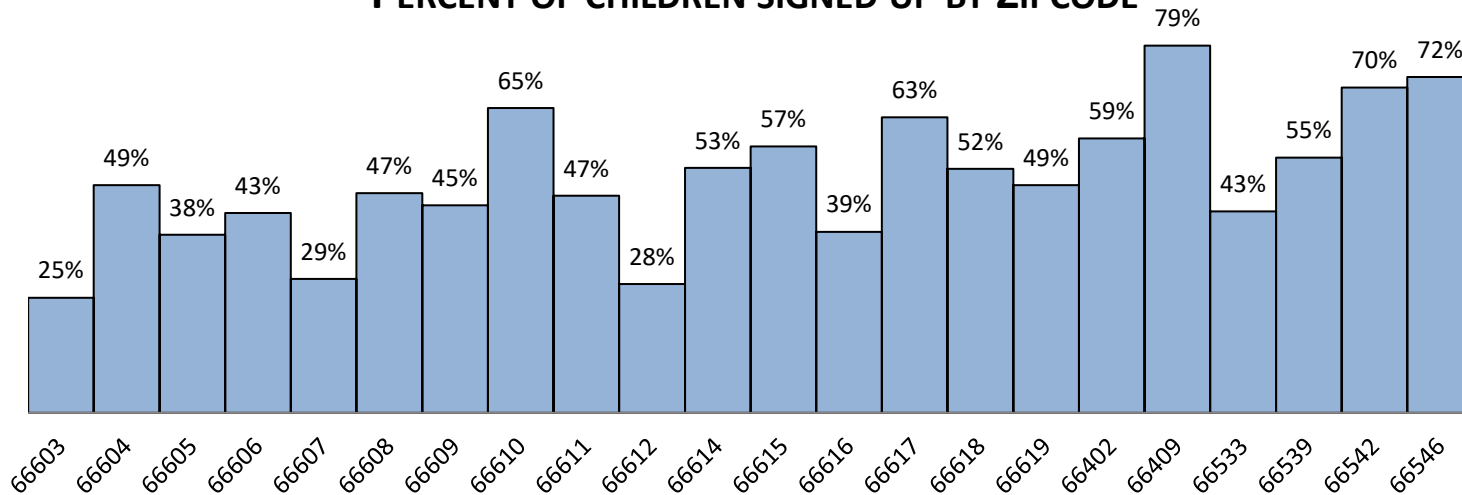
Number of children currently enrolled: **5,828**

NOVEMBER 2022 DOLLY PARTON IMAGINATION LIBRARY

POPULATION UNDER 5 DPIL

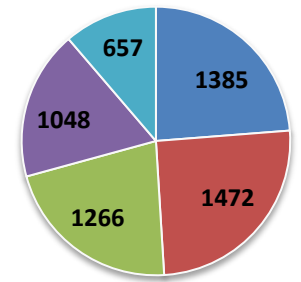


PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



AGE OF CHILDREN

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



Data Source: 2020 ACS 5-Year Population Estimate

Chief of Staff Report

Thad Hartman

December 8, 2022

Movies & Music Lounge

The flooring in the Movies and Music Lounge has been installed at the back of the room, the plastic has come down, and the entrance to the café has been reopened. There is still some touching up of the paint that needs to be finished and we need to move the holds back into the holds pickup room, but a large part of the construction is complete. Other than a few punch list items, the next phase of this project will be the installation of the shelving and furniture. The shelving and furniture won't arrive until early February. This will give us time to develop a plan for moving the collections in that space from the old shelving onto the new shelving. Considering the old shelving is sitting where the new shelving needs to go, this is going to be a little more complicated than it may seem. Scarlett Fisher-Herreman is working with LFI, our shelving vendor, to help determine the best process to handle the collections during installation. I really appreciate Scarlett and her team's hard work in getting these collections shifted prior to construction and all of the effort it will take to get them moved onto the new shelving. Once it's complete, I think the public is going to really appreciate the renovated space.



Book Locker

As mentioned in Kelli and Angie's report, the new Book Locker has been installed at Fairlawn Plaza and is up and running. The grand opening was held on Friday, December 9. A big thank you goes out to everyone who was involved in getting the Book Locker placed, installed, and wrapped. This includes Paul Brennan, Kelli Smith, Angie Hardy-Foltz, Jacques Belderok, Jared Last, David King, Diana Friend, Karen Watson, Michael Perkins, and Ginger Park.

Staff Engagement Activities

Although COVID first impacted the library over two years ago and staff have been working consistently in the building for quite some time, it is still an adjustment returning to normal. With the additional external stresses and changing workload, it has been more important than ever for staff to feel a sense of camaraderie and fun at work.

To help build camaraderie and strengthen relationships across departments, we have initiated a series of staff engagement activities. Each week we have a different hour-long engagement activity for staff. The main activities are Readers Conversations, Lunch and Learns, and Let's Create: Art. Different staff

members lead these activities that last about an hour each. They have proven to be great ways for staff to interact with coworkers they may not normally see, relax, have fun, and learn something. Thanks to all the staff who are leading these initiatives, including Autumn Friedli, Brenda Hough, Miranda Ericsson, Betsy Roe, Brea Black, Sherry Best, and Zan Popp.



In addition to these engagement activities, Janel DeLeye led this year's United Way week, which raised funds for United Way, and had a lot of fun activities for staff. It's always a great week for staff to engage together and help out the community. Thanks to her and her team!

Department Highlights

Public Services

Debbie Stanton, Manager

Identity Quest

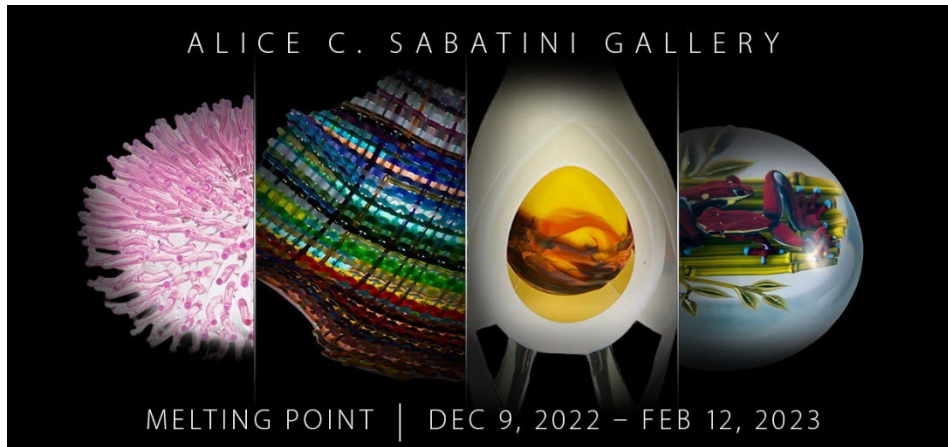
The Genealogy Team, led by Genealogy Librarian Sherri Camp, pulled out all the stops for the 2022 Identity Quest conference. The library hosted two nationally-renowned keynote speakers, 28 concurrent sessions led by local genealogy experts, 6 heritage performances, an exhibit hall, the filming of a KTWU television special, and lots of learning. It was a very busy and engaging weekend!

Level 2 Tech Center

We're continuing to see steady use of the Level 2 Tech Center, with the workshops we've offered in November and December filling up quickly. In November we had 57 reservations for the 3D printers, 16 for the Cricut, and 100 for the recording studios.

Forming Fiber out, Melting Point in

Our fiber arts exhibit, *Forming Fiber*, was very well received. We had over 4,600 visitors to the exhibit, which ran from September through November. Visitors loved the hands-on activity of spool knitting, and the knitting wrapped its way around the front gallery a few times by the end of the show. The exhibit coincided with Fiber Arts Month in October, where we had the fun of sending 300 fiber craft kits home with adults in the community and hosting both drop-in crafting basics classes and programs in collaboration with our local art guilds. We just opened our winter exhibit, *Melting Point*, which is all about exploring the work of local and international glass artists.



Program Services

Jacqueline Belden, Program Manager

Programming Fun in November

The dreaming, scheming, and planning of the Genealogy Team all came to fruition on November 11 and 12 with the second ever Identity Quest Genealogy Conference and Heritage Celebration. I was pleased to assist with planning and monitoring hybrid conference rooms during the conference and it was wonderful to hear family stories and experiences with family history throughout all the sessions I helped facilitate. Topics from DNA and *Relative Race* to finding your Mayflower origins, the resources available through state archives, and more were explored throughout the day at this free event. Special thanks to the Genealogy Team, Sherri Camp, Debbie Stanton, and Kari Campbell and her corps of volunteers for making this two-day event a great success.



We were privileged to be able to partner with Safe Kids Kansas to celebrate National Injury Prevention Day with Injury-Free Friday, a childhood safety fair and storytime, on November 17. With the help of Youth Services staff Debbie Reiff and Kyler Carpenter, Safe Kids Kansas collaborated with the library to bring in partners like the Highway Patrol, the Traffic Safety Organization, the Fire Department, the YMCA (to discuss water safety), Poison Control, and Safe Kids Shawnee County via Stormont Vail Health to provide giveaways and resources to parents and caregivers of young children. Families also enjoyed a storytime and songs by Kyler celebrating safety and fun.

Welcome to Our New Event Coordinator!

On November 21, we welcomed our new Event Coordinator, Robin Moser, to TSCPL! Robin comes to the library with over 15 years of experience coordinating events and programs for the Washburn University Alumni Association. Robin has already been busy with training on library event coordination, getting to know colleagues and library services, and learning the organization as a whole. We are so excited to have her on board! Welcome, Robin!

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Kansas Children’s Discover Center is at the tail end of their Storyland exhibit (September 30,2022- January 2, 2023). Given the featured subject matter, they invited us to participate alongside them. We have provided special storytimes at their location utilizing titles that are a part of the exhibit. Sherry Hess presented on Free Family Fun Nights in November and December and Kyler Carpenter did once a month, Saturday mornings in those same two months as well.

While we do not have snow outside, we do have it in the library. This week one of the featured projects for Curious Kids was snow globes.

We did a little recent purchasing. In doing so, we spiffed up our toy selection for the Learn and Play Bus and for the Family Zone. As you can imagine, the toys we use in both settings get heavy use, so we do an annual replace and refresh. Some of the new items are already available to customers through the current sweet shop set up in the Family Zone. Lots of cooking and baking learning opportunities are available through imaginative play. Many calorie-free pretend goodies will undoubtedly be enjoyed.

Similarly new board games were infused into the Edge just yesterday. There was excitement over new games. More importantly, teens commented that we purchased what they had requested and felt heard by staff.



Success Stories

Relationships Matter

Joyce Hedlund, Outreach Storyteller, commented that while at a doctor appointment she ran into a

girl and her father who recognized her from storytime visits to the library. The girl shared that she would be starting preschool at Children's Day Out in November, and Joyce told her that Boomer Bear, our storytime mascot, would visit her there. Much to both of their delight, Joyce is the assigned storyteller for that girl's classroom. Joyce also noted that since the girl had been to storytime at the library, she was a role model to her peers on storytime protocol.

The Power of Routine

Uniformed Officer, Tracy Ewert shared this story. "I was helping my five-year-old, Logan, clean his room the other night. While cleaning, he started to sing, 'Open your fingers and close them tight.' I recognized the song as I have heard it in Youth Services while working. I asked if it was library day at preschool, and he said, 'Yes!' We bonded over the song and over Boomer. Logan knows his mom works at the library, and he knows Boomer lives at the library. It was an awesome experience." She plans to bring him to a storytime at the library so that they can fully share that experience.

Parent Finds Support

Kyler Carpenter, Youth Services Specialist, shared, "A brand-new mother came into our Library this afternoon with her ten-month-old. As she walked up, I asked her if she had her baby signed up for the Dolly Parton Imagination Library, and she did. She, Judy, and I continued to small talk, and she told us she might be living here for the next few weeks because of her job. She lives close to Silver Lake, and they do not have Wi-Fi in her home. We shared with her library resources that we thought might be useful to her: the Mother's Room, Team Rooms, and the Learn and Play Bus schedule. She asked our names and started telling us about her husband and a trip to Cancun when she just started crying. Judy asked if she was ok, handed her some Kleenex, and asked what we could do for her. When she gained her composure, she said, 'It has been such a rough couple of weeks. It is just nice to feel welcome.'

One Step Closer to a Dream

Teen Librarian, Angie Reed mentioned, "On a Tuesday night, Kyler, Leah, and I had the opportunity to experience two young men who had academic ambitions.

"After engaging in lengthy conversation with us on topics ranging from "Ready Player One" being on the *Books We Didn't Like* display (They wanted to be sure that I did not put it on there.) to their feelings on communism and nihilism, showing us the website one of them made and maintains, they brought up wanting to attend Harvard. We encouraged them, believing that it was a great long-term goal. They enlightened us that it was not as long term as we thought, and that Harvard had weekend Zoom classes for youth in subjects that they were interested in.

"One had a deep interest in coding and web development and the other had pre-law ambitions. The one who aims to be a lawyer decided he wanted to ask his former teacher to nominate him for a spot in the prestigious class as he was a little too young to attend. He asked me how he should ask, and I brought Leah, as she is a teacher in addition to a library employee, into the conversation, asking how she would like to be asked. We assisted him in composing a formal request to his teacher, and his friend also listened in and wrote his own email. They were full of focused,

productive energy and were enthusiastically sharing their goals for this class and for their lives beyond.” <https://www.academies.hsa.net/pages/pre-med-academies>

Community Services

Patrick Berry, Community Services Supervisor

Parades

On December 3, 2022, the library took part in the Miracle on Kansas Avenue Parade. It was headed by Cale Herreman, a member of our Outreach Focus Team, and consisted of staff members across multiple departments. Everyone had a wonderful time representing the library. They did an excellent job decorating the Adventuremobile festively with lights and handed out over 1000 TSCPL branded wristlets to attendees lining the parade route.



Kansas Connections

We continue to field requests for Kansas Connections programming. Last month we were able to

present eight programs impacting 200-300 elementary students. We are seeing great progress along these lines of outreach, and we are excited to see what 2023 will bring.

Bookmobile

On Friday, December 9, 2022, the Bookmobile will be at the Fairlawn Plaza stop and will have a Grab ‘n Go activity for children. We will be there in support of the launching of the newly established Fairlawn Plaza Book Locker. We look forward to seeing everyone there.

Collections

Scarlett Fisher-Herremann, Technical Services and Collection Development Manager

As we’ve nearly reached the end of 2022, I’d like to share information about the top circulating titles of newly published materials. Digital collections (ebooks and digital audiobooks) continue to experience strong circulation for adult collections. Digital audiobook checkouts have been especially strong this year, perhaps in part to more people returning to a daily commute to work and increased vacation travel. These lists include adult fiction with more than 100 checkouts per title and adult nonfiction and juvenile/young adult titles with more than 20 checkouts. In the titles shared below, it is interesting to note similarities between print and digital and where the lists diverge. There is a slightly wider representation of authors with digital content as compared to print for adult collections. While these lists are limited to books published in late 2021 and all of 2022, I included our Top City Reads titles for June and August. They were both popular selections with readers and deserve a place on the lists even as older titles. Also new books by our fall authors, especially C.J. Box, have been very popular with readers. I believe these lists reflect the engagement our community of readers has with library collections and with our ability to meet their needs through excellent selection and collection management practices. I wish to thank every staff member, both those on my own team and those on other teams, who contribute to bringing physical and digital collections to our customers through hard work, personal book recommendations, and a continued commitment to building a thriving community of readers and learners. Thank you.

The Top Circulating Titles for 2022:

Adult Print Fiction 2022 (Includes New Books, Bestseller Express, and Large Print)	Adult eBook Fiction 2022 (ebooks checked out through Overdrive + Libby)
Top 10 Highest Circulating Print Books published this year	Top 10 Highest Circulating eBooks published this year
<i>Sparring Partners</i> by John Grisham	<i>Run, Rose, Run</i> by Dolly Parton & James Patterson
<i>Run, Rose, Run</i> by Dolly Parton & James Patterson	<i>Book Lovers</i> by Emily Henry
<i>The Midnight Lock</i> by Jeffery Deaver	<i>The Maid: A Novel</i> by Nita Prose
<i>Shadows Reel: Joe Pickett Series, Book 22</i> by C.J.Box	<i>The Recovery Agent: Gabriela Rose Series, Book 1</i> by Janet Evanovich
<i>Steal</i> by James Patterson	<i>What Happened to the Bennetts</i> by Lisa Scottoline
<i>The Horsewoman</i> by James Patterson	<i>Dream Town</i> by David Baldacci
<i>Dream Town</i> by David Baldacci	<i>The Paris Apartment: A Novel</i> by Lucy Foley
<i>High Stakes</i> by Danielle Steel	<i>Shadows Reel: Joe Pickett Series, Book 22</i> by C.J.Box
<i>Nothing to Lose: J. P. Beaumont Series, Book 25</i> by Judith A. Jance	<i>Sparring Partners</i> by John Grisham
<i>Invisible</i> by Danielle Steel	<i>The Investigator</i> by John Sandford

Adult eAudiobook Fiction 2022 (digital audiobooks checked out through Overdrive + Libby)	Adult Print Non-Fiction 2022 (Includes New Books, Bestseller Express, and Large Print)
Top 10 Highest Circulating eAudio published this year	Top 10 Highest Circulating Print Books published this year
<i>The Dark Hours</i> by Michael Connelly	<i>Atlas of the Heart: Mapping Meaningful Connection and the Language of Human Experience</i> by Brené Brown
<i>Run, Rose, Run</i> by Dolly Parton & James Patterson	<i>Hell's Half-Acre : the Untold Story of the Benders, a Serial kKller Family on the American Frontier</i> by Susan Jonusas
<i>The Recovery Agent: Gabriela Rose Series, Book 1</i> by Janet Evanovich	<i>Will</i> by Will Smith
<i>Girl, Forgotten</i> by Karin Slaughter	<i>One Damn Thing After Another : Memoirs of an Attorney General</i> by William Barr
<i>Wish You Were Here</i> by Jodi Picoult	<i>Finding Me</i> by Viola David
<i>Book Lovers</i> by Emily Henry	<i>Enough Already : Learning to Love the Way I am Today</i> by Valerie Bertinelli
<i>The Paris Apartment: A Novel</i> by Lucy Foley	<i>The Palace Papers : Inside the House of Windsor--the Truth and the Turmoil</i> by Tina Brown
<i>The Maid: A Novel</i> by Nita Prose	<i>Out of the Corner : a Memoir</i> by Jennifer Grey
<i>Mercy: an Atlee Pine Thriller Series, Book 4</i> by David Baldacci	<i>James Patterson by James Patterson : the Stories of my Life</i> by James Patterson
<i>Black Cake: A Novel</i> by Charmaine Wilkerson	<i>How to be Perfec: the Correct Answer to Every Moral Question</i> by Michael Schur

Adult eBook Non-Fiction 2022 (ebooks checked out through Overdrive + Libby)	Adult eAudiobook Non-Fiction 2022 (digital audiobooks checked out through Overdrive + Libby)
Top 10 Highest Circulating eBooks published this year	Top 10 Highest Circulating eAudio published this year
<i>Atlas of the Heart: Mapping Meaningful Connection and the Language of Human Experience</i> by Brené Brown	<i>I'm Glad My Mom Died</i> by Jennette McCurdy
<i>I'm Glad My Mom Died</i> by Jennette McCurdy	<i>Atlas of the Heart: Mapping Meaningful Connection and the Language of Human Experience</i> by Brené Brown
<i>Spying on Whales: The Past, Present, and Future of Earth's Most Awesome Creatures</i> by Nick Pyenson (August Top City Read)	<i>Will</i> by Will Smith
<i>The Palace Papers : Inside the House of Windsor--the Truth and the Turmoil</i> by Tina Brown	<i>The 1619 Project: A New Origin Story</i> by Nikole Hannah-Jones
<i>The 1619 Project: A New Origin Story</i> by Nikole Hannah-Jones	<i>Hello, Molly!: A Memoir</i> by Molly Shannon
<i>River of the Gods: Genius, Courage, and Betrayal in the Search for the Source of the Nile</i> by Candie Millard	<i>Hell's Half-Acre : the Untold Story of the Benders, a Serial kKller Family on the American Frontier</i> by Susan Jonusas
<i>Enough Already : Learning to Love the Way I am Today</i> by Valerie Bertinelli	<i>Happy-Go-Lucky</i> by David Sedaris
<i>These Precious Days: Essays</i> by Ann Patchett	<i>The Body Keeps the Score: Brain, Mind, and Body in the Healing of Trauma</i> by Bessel van der Kolk
<i>Brothers and Wives: Inside the Private Lives of William, Kate, Harry, and Meghan</i> by Christopher Andersen	<i>The Palace Papers : Inside the House of Windsor--the Truth and the Turmoil</i> by Tina Brown
<i>The Defense Lawyer</i> by James Patterson	<i>Finding Me</i> by Viola Davis

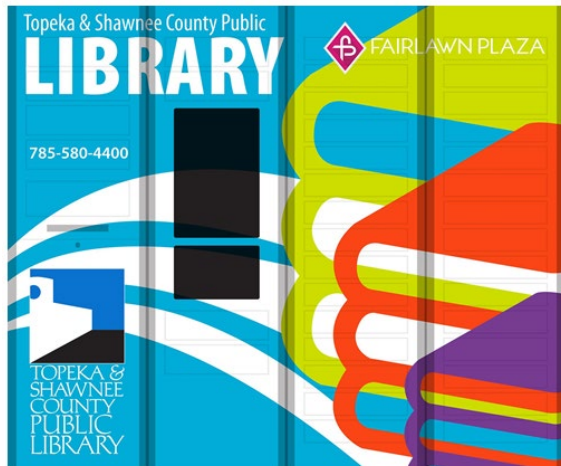
Juvenile and Young Adult Print Fiction 2022 (Includes New Books & Bestseller Express)	Juvenile and Young Adult eBook Fiction 2022 (ebooks checked out through Overdrive + Libby)
Top 10 Highest Circulating Print Books published this year	Top 10 Highest Circulating eBooks published this year
(Juv) <i>Come Together, Change the World : a Sesame Street Guide to Standing Up for Racial Justice</i> by Jackie Golusky	(Juv) <i>Good-bye Stacey, Good-bye: The Baby-Sitters Club Graphix Series, Book 11</i> by Ann M. Martin
(Juv) <i>Sox on a Mission</i> by Meredith Rusu	(Juv) <i>A Light in the Mist: Warriors: The Broken Code Series, Book 6</i> by Erin Hunter
(Juv) <i>No Bunnies Here!</i> By Tammi Sauer	(Juv) <i>Brightest Night: Wings of Fire Graphic Novel Series, Book 5</i> by Tui T. Sutherland
(Juv) <i>Get Well, Eva</i> by Rebecca Elliott	(Juv) <i>Escape from Falaise: Ranger's Apprentice: The Royal Ranger Series, Book 5</i> by John Flanagan
(Juv) <i>My Dad is Awesome</i> by Bluey and Bingo	(Juv) <i>Perspectives: Cat Kid Comic Club Series, Book 2</i> by Dav Pilkey
(YA) <i>Firekeeper's Daughter</i> by Angeline Boulley	(YA) <i>Anatomy : a Love Story</i> by Dana Schwartz
(YA) <i>They'll Never Catch Us</i> by Jessica Goodman	(YA) <i>Bloody Jack: Being an Account of the Curious Adventures of Mary 'Jacky' Faber, Ship's Boy</i> by L.A. Meyer (June Top City Read)
(YA) <i>Anatomy : a Love Story</i> by Dana Schwartz	(YA) <i>Court: Crave Series, Book 4</i> by Tracy Wolff
(YA) <i>A Far Wilder Magic</i> by Allison Saft	(YA) <i>Cytonic</i> by Brandon Sanderson
(YA) <i>Tokyo Ever After</i> by Emiko Jean	(YA) <i>Family of Liars: The Prequel to We Were Liars</i> by E. Lockhart

Juvenile & Young Adult eAudiobook Fiction 2022 (digital audiobooks checked out through Overdrive + Libby)
Top 10 Highest Circulating eAudio published this year
(Juv) <i>Daughter of the Deep</i> by Rick Riordan
(Juv) <i>Escape from Falaise: Ranger's Apprentice: The Royal Ranger Series, Book 5</i> by John Flanagan
(Juv) <i>The Secret Detective: Ali Cross Series, Book 3</i> by James Patterson
(Juv) <i>Show Me a Sign</i> by Ann Clare LeZotte
(YA) <i>Throne of Glass: Throne of Glass Series, Book 1</i> by Sarah J. Maas
(YA) <i>Gilded: Gilded Duology Series, Book 1</i> by Marissa Meyer
(YA) <i>Heir of Fire: Throne of Glass Series, Book 3</i> by Sarah J. Maas
(YA) <i>Crown of Midnight: Throne of Glass Series, Book 2</i> by Sarah J. Maas
(YA) <i>I Must Betray You</i> by Ruta Sepetys
(YA) <i>You'll Be the Death of Me</i> by Karen McManus

Circulation Department
Angie Hardy-Foltz, Circulation Supervisor
Kelli Smith, Circulation Supervisor

Fairlawn Book Locker Now Open

The Fairlawn Plaza Mall Book Locker is now available for customers to use. Patrons can pick up and return their library materials at this locker. Circulation Assistant, Kathy Hagan, loads requested material into the unit and collects returns daily Monday – Friday.



The locker looks great. Communications and Marketing did a great job designing the wrap. To help spread the word, they contacted previous HyVee Smartlocker borrowers via an email campaign to let them know that a new book locker has opened in the area. They also notified card holders living near the mall about the new pickup location. Circulation staff have already noticed a good mix of new users and previous HyVee locker users sending their requested items to this location.

The book locker is located up the sloped walkway near Kiku restaurant. Stop by and check it out on your next visit to Fairlawn Plaza Mall.

Digital Services

David King, Digital Services Director

AT&T PBX Switch

We recently upgraded our AT&T PBX system (analog lines, mostly used for fax machines). The change-over went well, and phone service was not interrupted. This required Digital Services staff to work with both AT&T and our VOIP phone vendor to ensure a smooth transition.

Digital Asset Management project

We chose a vendor (Canto) and are working with Marketing, Technical Services, and Public Services staff to implement the new tool. This requires us to create good metadata so our images are findable for staff using the new system. Once that is complete, we'll import photos and other images.

Top Web Pages for November 2022

1. Library Catalog: 3756 Pageviews
2. Election and Voting Information Page: 3024 Pageviews
3. Services Page: 2996 Pageviews
4. Fingerstyle guitar blog post: 2469 Pageviews
5. Discussion Questions for The Great Gatsby: 2410 Pageviews
6. Gothic Rock blog post: 2234 Pageviews
7. Search Page: 1696 Pageviews

8. Identity Quest Schedule Page: 1644 Pageviews
9. About Page: 1405 Pageviews
10. Employment Page: 1250 Pageviews

Social Media Highlights for November 2022

Facebook

- Extra special Musical Storytime post – reached 5229 people
- Shoutout to our outreach storytellers post – reached 4645 people
- Staff yearbook photos post – reached 4460 people

Twitter

- Fall reading challenge post – 332 impressions
- Café closed post – 217 impressions
- Holiday meal post – 185 impressions

Instagram

- Library staff photo – reached 664 people
- Library staff photo – reached 555 people
- Library staff photo – reached 538 people

Board Report

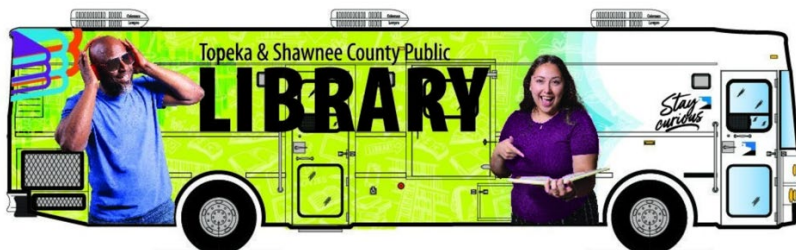
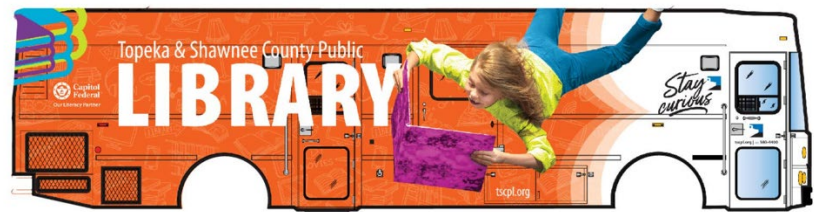
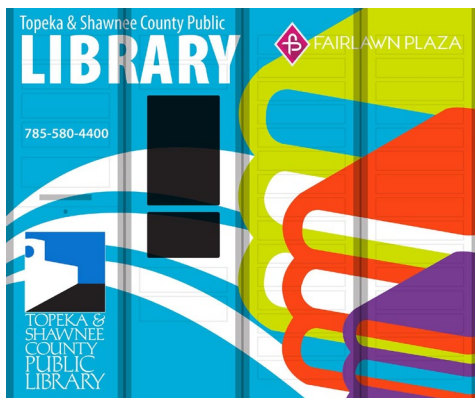
December 8, 2022

Communications & Marketing Team

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

New Book Lockers

Two new book lockers have been installed to enable our customers to access their reserved materials at the Oakland Community Center and Fairlawn Plaza Mall. We are achieving a consistent brand in our graphics in print, web designs and our presence in the community.



Advertising

November insights from cohort.digital

Facebook:

- The TopCity Reads Together (our social media book club) ads generated the highest CTR at 2.01% followed closely by Digital Collection at 1.93%. This could be closely tied to the fact that your audience for both groups are already on the digital platform.
- The audience for Level 2 Tech center ads spent the most time on the landing page at just under 3 minutes, when weighed against outliers.

- While your highest performing audience segment is still 65+, we did see higher CTRs from all the younger audience segments in November. The 18-24 and 25-34 age groups saw the most significant increases in CTR at 60% and 64% since October.

YouTube:

- Fandom.com was the biggest placement (most impressions served there) in November.
- Goodnight Moon videos generated the highest view rate at 64.93%. This was down slightly. We will work on getting it higher in December.
- On YouTube, we're hitting a younger audience with nearly 45% of our video views hitting folks aged 34 and younger. View-true rate is strong across all age groups though. We also get in front of more men on this platform.

Popular Social Media posts

Topeka & Shawnee County Public Library
Published by [Angie Reed](#) · November 17 at 6:45 PM · 🌐

What's your favorite one-liner from a book or movie? #staycurious

[See insights](#) [Boost post](#)

👍❤️ 12 57 comments 1 Share

👍 Like 💬 Comment ➦ Share

Most relevant ▾

Write a comment...

Heather Sterbenz Dunlap
Duncan:
There is a war on. How is it you are heading west?...
[See more](#)

Like Reply 2w

View 44 more comments

Topeka & Shawnee County Public Library
Published by [Miranda Ericsson](#) · 5d · 🌐

One month away from 2023! What was the best book you read this year? (Or feel free to name more than one if you can't decide). The more books we can all add to our lists, the better. 📖

I really loved *Demon Copperhead* by Barbara Kingsolver, *Our Missing Hearts* by Celeste Ng, and *True Biz* by Sara Novak. 📖

[See insights](#) [Boost post](#)

👍❤️ 36 64 comments 1 Share

👍 Like 💬 Comment ➦ Share

Most relevant ▾

Write a comment...

Ericka Wolfelt
So many! My top of the top were *Babel* by R.F. Kiang (historical fantasy), *Lessons in Chemistry* by Bonnie Garmus (historical fiction), *Radiance* by Grace Draven (fantasy romance), *Book Lovers* by Emily Henry

Topeka & Shawnee County Public Library
Published by [Ginger Park](#) · November 14 at 1:35 PM · 🌐

Bad endings make me appreciate all the good endings even more. 📖



Fake Library Statistics
October 1 · 🌐

When you can't believe how the book ended...

👍😂 45 3 comments 5 shares



Resolution – Thank you to The Library Foundation

**BOARD OF TRUSTEES
December 15, 2022**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to The Library Foundation President Judy Moler, the officers and members of the Board, Executive Director Erin Aldridge, Development Professional Janel DeLeye and all the volunteers who provide essential resources, are library champions and advocates, and help make TSCPL a world class library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Thank you to the Friends of the Topeka and Shawnee County Public Library

**BOARD OF TRUSTEES
December 15, 2022**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to the Friends of the Library President Christy Molzen, the members of the Board, Executive Mary Campbell, and all the volunteers who provide essential resources, are champions and advocates, and help make TSCPL a world class library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Vacation Leave Policy

**BOARD OF TRUSTEES
December 15, 2022**

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

Staff Recommendation:

The library has had problems for several years managing vacation leave balance carry over from one year to the next in our Human Resource Information System (HRIS). Our current vacation leave policy reads that balances roll over on the calendar year, but the system is limited to roll over only by pay periods. The policy and system do not line up which leads to several hours of staff time to manually calculate vacation leave accrual balances and enter the correct balances in the system to ensure staff start the year with the correct balances.

We are in the process of transitioning to a new HRIS system, Paylocity, in 2023 and that system is also set up to roll balances over by pay period rather than by calendar year. To better optimize the tools in Paylocity, we are recommending these proposed policy changes.

Due to the need to make this change prior to implementing the new HRIS with the first pay period of 2023, we are requesting amending our policy review practice to a one meeting review and approval for this policy.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	2022												2022 YTD	2021 YTD	Annual Change %
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
CIRCULATION*															
Main Library															
TSCPL Curbside	4,432	3,654	3,517	2,901	2,460	2,475	2,498	2,769	2,503	2,526	2,301		32,036	184,945	-82.7%
Circulation Desk & Renewals	31,740	30,096	34,455	34,297	34,668	37,204	41,594	41,915	37,341	37,860	35,635		396,805	332,261	19.4%
Interlibrary Loan	1,202	1,116	1,330	1,092	1,062	1,215	1,181	1,305	1,229	1,168	1,136		13,036	12,225	6.6%
Self-Check	41,990	39,474	45,743	42,132	45,504	53,539	54,877	51,311	44,643	44,951	41,513		505,677	351,022	44.1%
Bookmobile															
TSCPL@Home	5,097	4,732	5,672	5,335	4,553	6,512	6,975	5,786	5,025	6,878	6,169		62,734	37,682	66.5%
	3,836	2,420	3,103	2,853	3,049	3,034	2,710	3,481	3,185	3,266	3,301		34,238	45,513	-24.8%
Red Carpet															
	5,656	4,769	5,396	5,137	5,090	5,276	5,036	4,995	5,018	5,137	5,056		56,566	62,446	-9.4%
Digital Downloads															
	52,207	47,653	51,386	48,766	51,061	50,540	53,776	54,591	50,470	50,470	48,680		559,600	537,396	4.1%
Library @ Work / Smartlocker	1,766	1,747	1,876	1,820	1,571	1,323	1,015	944	1,055	1,139	1,096		15,352	19,836	-22.6%
TOTAL CIRCULATION	147,926	135,661	152,478	144,333	149,018	161,118	169,662	167,097	150,469	153,395	144,887	0	1,676,044	1,583,326	5.9%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS															
	56,841	52,299	61,195	54,872	57,589	70,000	68,942	65,329	57,978	59,946	55,652				
CIRCULATION DETAILS															
Print Material	60,257	56,195	65,520	62,277	64,332	75,415	79,136	74,736	65,662	67,494	63,479		734,503	669,088	9.8%
Audio/Visual Material	29,324	27,162	30,046	28,089	28,568	29,964	32,069	32,312	28,994	29,020	26,186		321,734	304,447	5.7%
Adult Materials	53,323	49,426	54,915	51,489	52,647	55,172	58,853	58,946	53,136	53,873	49,521		591,301	554,736	6.6%
Children's Materials	27,312	25,810	31,781	30,322	31,101	40,209	42,097	38,037	32,496	33,343	31,431		363,939	316,460	15.0%
Young Adult Materials	2,571	2,373	2,516	2,581	3,203	3,648	3,764	3,473	2,861	2,908	2,582		32,480	32,569	-0.3%
Red Carpet Materials	6,357	5,713	6,316	5,936	5,903	6,319	6,467	6,562	6,137	6,362	6,099		68,171	69,770	-2.3%
Net Promoter Score (NPS)															
Monthly NPS	89.8	94.1	100	94.1	90.2	90.7	93	90.7	87.5	93.8	88.2		91.4	83.1	10.0%
Monthly # of Responses	49	51	29	17	41	86	86	151	56	64	76		706	764	-7.6%
Current NPS	84.7	85.0	85.1	85.1	85.2	85.4	85.6	85.9	85.9	86.1	86.1		86.1	84.6	1.8%
NEW Patrons															
Topeka / Shawnee County															
Adults	438	407	460	433	435	571	605	581	588	489	460		5,467	4,217	29.6%
Children (ages 17 and under)	100	64	116	117	180	299	221	154	116	123	110		1,600	1,020	56.9%
Red Carpet Outreach	9	3	10	7	6	6	12	10	5	7	10		85	103	-17.5%
NEKL	81	63	71	55	105	128	87	128	68	67	46		899	637	41.1%
Non-Resident	0	0	0	0	0	0	2	1	5	1	2		11	9	22.2%
Total New Registrations	628	537	657	612	726	1,004	927	874	782	687	628	0	8,062	5,986	34.7%
PATRONS DELETED															
	205	129	100	270	299	229	313	878	529	1,050	538		4,540	4,832	-6.0%
Cardholders															
Topeka / Shawnee County															
Adults	57,830	58,213	58,511	58,967	59,277	59,627	60,109	60,198	60,587	60,312	60,522		60,522	57,661	5.0%
Children (age 0 - 17)	14,739	14,699	14,674	14,668	14,710	14,889	14,992	14,989	14,982	14,933	14,909		14,909	14,776	0.9%
TSCPL @ School	25,587	25,585	25,666	25,665	25,664	25,665	25,663	26,514	27,672	27,671	27,767		27,767	25,587	8.5%
Red Carpet Outreach	1,173	1,183	1,189	1,199	1,200	1,208	1,220	1,227	1,227	1,239	1,245		1,245	1,204	3.4%
NEKL	8,467	8,538	8,544	8,555	8,683	8,837	8,923	8,886	8,912	8,912	8,919		8,919	8,242	8.2%
Non-Resident	89	89	88	87	87	86	88	89	92	98	99		99	89	11.2%
Delinquent	101	101	98	97	98	96	94	96	100	96	96		96	97	-1.0%
TOTAL CARDHOLDERS	107,986	108,408	108,770	109,238	109,719	110,408	111,089	111,999	113,572	113,261	113,557	0	113,557	107,656	5.5%
Active Cardholders (Savannah)															
Non-Student Cardholders			43,582	43,779	43,048	44,575	45,209	45,113	45,448	46,555	47,231				
Student Cardholders			11,100	7,522	7,651	7,601	7,617	5,403	6,108	5,837	5,661				
TOTAL ACTIVE CARDHOLDERS			54,682	51,301	51,059	52,188	52,838	50,528	51,556	52,392	52,892				

	2022												2021 YTD	Change TO 2021				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total			
Unique Borrowers																		
Physical	6,621	6,309	5,489	7,055	6,950	8,168	8,136	7,228	7,008	5,336	6,665							
Digital	8,453	8,190	7,813	8,114	8,296	8,373	8,825	8,875	9,024	8,183	8,549							
Both	1,261	1,100	954	1,242	1,216	1,446	1,483	1,300	1,325	851	1,182							
TOTAL UNIQUE BORROWERS	13,813	13,399	12,348	13,927	14,030	15,095	15,478	14,803	14,707	12,668	14,032							
Holds Satisfied	16,395	14,270	15,142	13,579	13,912	14,812	14,886	15,814	14,402	14,347	13,661					161,220	194,106	-16.9%
TOTAL CHECK-IN	56,230	50,711	59,499	56,255	58,059	63,539	67,169	68,547	60,087	59,144	56,902					656,142	570,824	14.9%
COLLECTION																		
Materials Added	3,481	2,749	3,795	2,769	3,357	4,256	3,482	4,218	2,631	2,840	3,540					37,118	35,788	3.7%
Materials Discarded	2,690	3,558	5,018	2,793	2,525	10,019	4,358	4,825	6,211	2,212	5,446					49,655	46,280	7.3%
TOTAL COLLECTION	371,309	370,500	369,277	369,253	370,085	364,322	363,446	362,839	359,259	359,887	357,981					357,981	370,518	-3.4%
WEBSITE																		
tscpl.org Unique Visitors	34,412	35,651	39,177	35,153	40,404	36,867	34,863	37,815	36,699	39,723	40,201					410,965	301,420	36.3%
tscpl.org Total Visits	55,438	54,386	59,446	53,240	60,432	57,716	55,190	59,226	56,361	59,051	59,259					629,745	496,775	26.8%
catalog.tscpl Unique Visitors	16,875	18,017	18,251	15,418	16,413	17,444	28,905	17,955	16,650	16,018	15,295					197,241	178,326	10.6%
catalog.tscpl Total Visits	39,879	37,963	39,872	34,252	37,924	39,558	52,215	41,102	37,587	37,252	34,514					432,138	428,732	0.8%
NOTARY SERVICE	151	147	139	162	152	89	94	120	89	94	177					1,414	1,187	19.1%
REFERENCE QUESTIONS																		
Public Services	9,205	8,295	9,520	8,744	9,123	9,868	10,803	11,621	12,780	14,482	12,534					116,975	61,459	90.3%
Media	3,599	3,157	3,869	3,760	3,919	4,613	4,692	3,979	2,589	2,367	1,896					38,440	16,796	128.9%
Call Center	4,288	3,856	4,420	3,846	3,890	4,015	4,632	4,443	4,298	4,088	3,813					45,589	36,494	24.9%
Stacks/Team RM	352	475	453	435	466	269	411	641	1,174	1,601	1,550					7,827	2,205	255.0%
Topeka Room	168	242	269	198	302	295	409	573	514	388	597					3,955	1,183	234.3%
Gallery	353	251	143	161	139	273	260	107	300	246	176					2,409	1,345	79.1%
L2TC									1,457	3,519	5,379					14,514		
LibAnswers	445	314	366	344	407	403	399	421	386	413	343					4,241	3,436	23.4%
Plaza**																0	0	N/A
Youth Services	1,399	1,523	2,256	1,837	2,253	4,381	4,330	3,602	3,747	5,037	4,441					34,806	0	N/A
TOTAL REFERENCE QUESTIONS	10,604	9,818	11,776	10,581	11,376	14,249	15,133	15,223	16,527	19,519	16,975					151,781	61,459	147.0%
GATE COUNT	23,639	22,541	27,806	25,723	26,680	32,548	34,561	34,138	30,994	32,956	29,748					321,334	181,154	77.4%
MEETING ROOMS																		
Meeting Room Bookings	317	349	472	438	425	440	421	307	354	425	434					4,382	2,569	70.6%
Team Room Bookings	772	842	949	970	837	856	826	928	835	749	706					9,270	318	2815.1%
L2TC Bookings									160	533	577					N/A	N/A	N/A
Total Meeting Room Hours Booked	1,737	2,162	2,997	3,102	3,290	3,880	3,361	2,924	3,322	4,070	4,161					35,006	11,574	202.5%
TOTAL ATTENDANCE	2,582	2,788	3,327	3,978	3,817	3,418	3,463	4,538	4,055	4,714	6,614					43,294	12,136	256.7%
LEARN & PLAY BUS VISITS	50	47	95	120	73	113	135	139	129	70	124					1,095	112	877.7%
PROGRAM ATTENDANCE																		
Adult - General	1,241	631	881	3,446	1,155	2,075	1,691	1,554	118	2,481	786					16,059	16,508	-2.7%
Kids - Early Learners	286	237	658	1,342	520	1,923	1,071	317	222	482	420					7,478	13,976	-46.5%
Kids - Elementary	431	563	603	1,259	645	2,138	1,091	126	222	462	188					7,728	6,476	19.3%
Teens	360	377	504	1,114	333	1,345	706	141	259	411	116					5,666	3,595	57.6%
Unknown	0	0	0	0	0	0	0	16	1,517	62	440					2,035	1,400	45.4%
Outreach	0	0	83	193	657	112	0	0	0	690	3,492					5,227	5,473	-4.5%
TOTAL ATTENDANCE	2,318	1,808	2,646	7,161	2,653	7,481	4,559	2,154	2,338	3,898	1,950					38,966	41,955	-7.1%
GALLERY ATTENDANCE	1,308	1,316	1,146	1,058	744	5,510	4,981	2,890	1,372	1,997	1,275					23,597	20,162	17.0%
COMPUTER USE																		
MIFI Hotspot Data Usage (TB)	0.36896	1.04	1.06	1.06	1.15	1.17	1.13	0.77523	0.77116	1.1						9.62535	N/A	N/A
Public Computer Sessions	5,782	5,596	7,025	6,706	6,960	8,473	8,513	8,494	7,641	8,112	6,776					80,078	63,660	25.8%
Avg Public Computer Session Length (Minutes)	0:47:34	0:45:22	0:49:56	0:53:52	0:52:48	0:53:12	0:50:59	0:51:27	0:50:33	0:52:56	0:54:15					0:51:23	0:44:06	16.5%
Total Computer Hours	4,585	4,231	5,849	6,022	6,126	7,514	7,234	7,286	6,439	7,158	6,128					68,572	46,794	46.5%
Wireless Sessions	20,362	18,191	23,912	25,822	26,469	30,192	33,122	31,250	35,109	28,139	26,629					299,197	148,044	102.1%
Avg Wireless Session Length (Minutes)	0:14:00	0:15:00	0:15:00	0:14:00	0:13:00	0:12:00	0:12:00	0:12:00	0:11:00	0:12:00	0:12:00					0:13:18	0:12:37	5.5%
Total Wireless Hours	4,960	4,844	6,015	6,382	5,760	6,368	6,777	6,724	6,878	5,889	5,731					66,328	31,117	113.2%
	2022												2022	2021	Change			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	TO	2021		

TOTAL HOURS	9,545	9,075	11,864	12,404	11,886	13,882	14,011	14,010	13,317	13,047	11,859	0	134,900	77,911	73.1%
DOLLY PARTON ENROLLMENT	5,835	5,772	5,780	5,738	5,687	5,658	5,695	5,683	5,788	5,855			5,855	5,837	0.3%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,927	11,981	12,690	12,133	12,521	13,860	14,811	14,666	12,984	13,188	12,456		144,217	134,303	7.4%
Adult Nonfiction	14,923	13,946	16,261	15,268	15,369	16,089	17,250	17,405	15,700	16,207	14,916		173,334	156,938	10.4%
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966	27,785	28,683	25,592	21,586	22,329	21,546		244,172	210,117	16.2%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	6,866	7,391	6,211	5,629	5,651	5,144		63,110	55,178	14.4%
Magazines	875	791	923	783	953	863	796	848	779	863	754		9,228	10,626	-13.2%
RC Print Materials	6,251	5,641	6,233	5,846	5,845	6,217	6,397	6,470	6,017	6,245	6,005		67,167	68,726	-2.3%
RC Realia	106	72	83	90	58	102	70	92	120	117	94		1,004	1,044	-3.8%
YA Print Materials	2,556	2,361	2,483	2,565	3,178	3,633	3,738	3,452	2,847	2,894	2,564		32,271	32,156	0.4%
PRINT CIRCULATION	60,257	56,195	65,520	62,277	64,332	75,415	79,136	74,736	65,662	67,494	63,479		734,503	669,088	9.8%
Audio / Visual Material															
MIFI Hotspots	18	35	38	38	46	31	24	30	26	28	32		346	N/A	N/A
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038	1,903	1,958	1,941	1,888	1,969	1,659		20,863	22,800	-8.5%
Adult Music	2,181	1,991	2,489	2,332	2,247	2,080	2,308	2,357	1,975	2,063	1,738		23,761	25,051	-5.1%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519	20,377	21,730	21,729	19,810	19,583	17,998		219,898	205,018	7.3%
Juvenile Audiobooks	262	243	337	273	290	351	390	354	315	276	260		3,351	2,899	15.6%
Juvenile Music	204	151	191	187	219	285	280	290	209	202	212		2,430	2,268	7.1%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184	4,922	5,353	5,590	4,757	4,885	4,269		50,876	45,998	10.6%
YA AV	15	12	33	16	25	15	26	21	14	14	18		209	413	-49.4%
AV CIRCULATION	29,324	27,162	30,046	28,089	28,568	29,964	32,069	32,312	28,994	29,020	26,186		321,388	304,447	5.6%
Adult Material															
Adult Fiction	12,927	11,981	12,690	12,133	12,521	13,860	14,811	14,666	12,984	13,188	12,456		144,217	134,303	7.4%
Magazines	875	791	923	783	953	863	796	848	779	863	754		9,228	10,626	-13.2%
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038	1,903	1,958	1,941	1,888	1,969	1,659		20,863	22,800	-8.5%
Adult Music	2,181	1,991	2,489	2,332	2,247	2,080	2,308	2,357	1,975	2,063	1,738		23,761	25,051	-5.1%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519	20,377	21,730	21,729	19,810	19,583	17,998		219,898	205,018	7.3%
ADULT CIRCULATION	53,323	49,426	54,915	51,489	52,647	55,172	58,853	58,946	53,136	53,873	49,521		591,301	554,736	6.6%
Juvenile Material															
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966	27,785	28,683	25,592	21,586	22,329	21,546		244,172	210,117	16.2%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	6,866	7,391	6,211	5,629	5,651	5,144		63,110	55,178	14.4%
Juvenile Audiobooks	262	243	337	273	290	351	390	354	315	276	260		3,351	2,899	15.6%
Juvenile Music	204	151	191	187	219	285	280	290	209	202	212		2,430	2,268	7.1%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184	4,922	5,353	5,590	4,757	4,885	4,269		50,876	45,998	10.6%
JUVENILE CIRCULATION	27,312	25,810	31,781	30,322	31,101	40,209	42,097	38,037	32,496	33,343	31,431		363,939	316,460	15.0%
Red Carpet Material															
RC Print Materials	6,251	5,641	6,233	5,846	5,845	6,217	6,397	6,470	6,017	6,245	6,005		67,167	68,726	-2.3%
RC Realia	106	72	83	90	58	102	70	92	120	117	94		1,004	1,044	-3.8%
RED CARPET CIRCULATION	6,357	5,713	6,316	5,936	5,903	6,319	6,467	6,562	6,137	6,362	6,099		68,171	69,770	-2.3%
Young Adult Material															
YA Print Materials	2,556	2,361	2,483	2,565	3,178	3,633	3,738	3,452	2,847	2,894	2,564		32,271	32,156	0.4%
YA AV	15	12	33	16	25	15	26	21	14	14	18		209	413	-49.4%
YOUNG ADULT CIRCULATION	2,571	2,373	2,516	2,581	3,203	3,648	3,764	3,473	2,861	2,908	2,582		32,480	32,569	-0.3%
Overdrive	35,891	32,773	35,581	33,380	35,139	35,527	38,048	37,607	35,496	34,930	32,822		387,194	372,657	3.9%
Hoopla	15,010	13,681	14,473	14,183	14,822	13,790	14,502	15,897	14,083	14,558	14,692		159,691	149,430	6.9%
Flipster	1,306	1,199	1,332	1,203	1,100	1,223	1,226	1,087	891	982	1,166		12,715	15,309	-16.9%
DIGITAL DOWNLOADS	52,207	47,653	51,386	48,766	51,061	50,540	53,776	54,591	50,470	50,470	48,680		559,600	537,396	4.1%
Adult ebook Fiction	18,220	16,697	17,594	16,487	17,413	17,336	19,033	18,776	17,073	16,912	15,697		191,238	n/a	n/a
Adult ebook Nonfiction	4,011	3,394	3,713	3,337	3,574	3,617	3,694	3,659	3,442	3,378	3,154		38,973	n/a	n/a
Adult digital audiobooks	17,983	16,411	18,640	17,804	18,529	18,726	19,940	20,572	19,744	19,421	18,652		206,422	n/a	n/a
Juvenile ebook Fiction	1,888	1,546	1,776	1,475	1,619	1,441	1,471	1,517	1,519	1,532	1,585		17,369	n/a	n/a
Juvenile ebook Nonfiction	237	264	221	270	286	251	209	256	288	210	217		2,709	n/a	n/a
Juvenile digital audiobooks	1,972	1,752	2,012	1,814	1,918	1,903	2,016	1,992	1,750	1,882	1,967		20,978	n/a	n/a
Young Adult ebook Fiction	1,300	1,142	1,254	1,272	1,281	1,410	1,402	1,371	1,249	1,247	1,214		14,142	n/a	n/a
Young Adult ebook Nonfiction	23	29	32	29	22	30	32	25	22	23	23		290	n/a	n/a
Young Adult digital audiobooks	1,189	1,075	1,173	1,225	1,232	1,284	1,327	1,230	1,269	1,306	1,259		13,569	n/a	n/a
DIGITAL CIRCULATION DETAILS	46,823	42,310	46,415	43,713	45,874	45,998	49,124	49,398	46,356	45,911	43,768		505,690	n/a	n/a

Value Calculator	2022												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Circulation													
Books (\$17)	\$1,009,494	\$941,868	\$1,098,149	\$1,045,398	\$1,077,443	\$1,267,384	\$1,331,780	\$1,256,096	\$1,103,011	\$1,132,727	\$1,066,325	\$0	\$12,329,675

Magazines (\$5)	\$4,375	\$3,955	\$4,615	\$3,915	\$4,765	\$4,315	\$3,980	\$4,240	\$3,895	\$4,315	\$3,770	\$0	\$46,140
Audiobooks (\$10)	\$20,730	\$20,170	\$23,810	\$21,510	\$23,280	\$22,540	\$23,480	\$22,950	\$22,030	\$22,450	\$19,190	\$0	\$242,140
DVD, Games, Music (\$4)	\$108,932	\$100,440	\$110,508	\$103,600	\$104,776	\$110,716	\$118,788	\$119,948	\$107,060	\$106,988	\$96,940	\$0	\$1,188,896
Notary Service (\$10)	\$1,510	\$1,470	\$1,390	\$1,620	\$1,520	\$890	\$940	\$1,200	\$890	\$940	\$1,770	\$0	\$14,140
Reference Questions (\$7)	\$74,228	\$68,726	\$82,432	\$74,067	\$79,632	\$99,743	\$105,931	\$106,561	\$115,689	\$136,633	\$118,825	\$0	\$1,062,467
Programming (\$10)	\$23,180	\$18,080	\$26,460	\$71,610	\$26,530	\$74,810	\$45,590	\$21,540	\$23,380	\$38,980	\$19,500	\$0	\$389,660
Meeting Room Use	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$41
Gallery Attendance (\$10)	\$13,080	\$13,160	\$11,460	\$10,580	\$7,440	\$55,100	\$49,810	\$28,900	\$13,720	\$19,970	\$12,750	\$0	\$235,970
Computer Use (\$12 /hr)	\$114,540	\$108,900	\$142,368	\$148,848	\$142,632	\$166,584	\$168,132	\$168,120	\$159,804	\$156,564	\$142,308	\$0	\$1,618,800
TOTAL VALUE	\$1,370,069	\$1,276,769	\$1,501,193	\$1,481,150	\$1,468,021	\$1,802,085	\$1,848,435	\$1,729,559	\$1,549,484	\$1,619,573	\$1,481,384	\$7	\$17,127,729