



**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

January 19, 2023





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





January 19, 2023 – 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 814 5899 8793

Passcode: 012486

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of December 15, 2022, Meeting Minutes of the Board of Trustees – [Action Item](#) pg. 5

Chief Financial Officer’s Report – Kim Strube [pg. 9](#)

Financial Reports

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

The Library Foundation – Kim Patton, Board Chair

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

Board Chair Report – Jim Edwards

- Meeting Minutes Board of Trustees Executive Committee – [Action Item](#) [pg. 27](#)
- 2023 Performance goals

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

- Emerging Library Leaders Program- Brenda Hough
- Safety and Security training program- Greg Gaul

Chief of Staff Report – Thad Hartman [pg. 33](#)

New Business

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

February 16, 2023

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 814 5899 8793

Passcode: 012486

*Subject to change without notice



Board Members Present

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

Board Members Absent

Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, December 15, 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

There were no Trustee Advocacy Stories.

Approval of Minutes

On a motion by Shawn Leisinger, seconded by Peg Dunlap, the November 17, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube reported that the library was randomly selected for a KPERS audit and passed with flying colors. Strube wished a special thanks to Accounting Supervisor Efrain Ruvalcaba who calculates the KPERS withholdings every two weeks.

Financial Reports

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

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

Motion passed unanimously.

The Library Foundation

Foundation Board President Kim Patton gave the Foundation Report. Patton was newly appointed as Chair yesterday at the Foundation board meeting. The new slate of officers are Haley DaVee as Vice Chair, and Clint DeVoe as Secretary/Treasurer. Three new board members were added to the Foundation board.

Final interviews for the new Foundation Executive Director were held this week. Patton shared that the interviewing committee is impressed with the quality of the candidates they interviewed. Development Professional Janel DeLeye has been keeping everything going in the meantime.

Patton shared that the Foundation has managed the Fall appeal to donors and are now finishing up the yearend appeal for donors who donated in 2021 and had not yet donated this year.

Friends of Topeka and Shawnee County Public Library

Friends Board President Christy Molzen shared that Friends Executive Mary Campbell's last day is tomorrow, and the Friends are looking forward to interviewing candidates for the Friends Executive position in the near future.

Molzen shared that Ruth Nelson volunteered to be the Friends board representative for the Strategic Plan 2023.

The Booktique has had lots of holiday shoppers, but there are still plenty of great gift items left if you still have some shopping you need to do.

At the Friends last Board meeting, the Board approved the library's request for funds of \$100,000. Molzen presented the check to Jim Edwards.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on December 5, 2022.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared about the Booklocker launch at Fairlawn Plaza. Randy Austin has been wonderful and great to collaborate with. Austin is very excited to have the library represented at Fairlawn Plaza again. Pyko shared that there was even a customer there getting their books while the ribbon cutting was occurring. Pyko wished to thank Diana Friend and her team for the Booklocker wrap, thanks to Paul Brennan and his team with the MOU and thanks to David King and his team for working with the technology. Pyko stated that this locker stirred up more conversation about Booklockers so we may start to see more out in the community.

Pyko then presented the timeline for the Strategic Planning Process 2023. The library will be working with Ivy Group out of Charlottesville, VA. The timeline of this plan will be from January 2023 – July 2023. The Strategic Planning Committee will consist of all of the Board of Trustee Members, a Friends board representative, a Foundation board representative, members of the

senior director team, a few of the direct customer service staff, community members in selected demographics. Pyko invited those in attendance to email her or Aubrey Conner if they had any ideas of who to ask to join the committee.

Chief of Staff Report

Chief of Staff Thad Hartman mentioned Identity Quest and gave a shoutout to everyone who worked on that. Sherri Camp, Jacqueline Belden, Kari Zimmerman, and Facilities/Custodial staff. Everyone put in lots of effort and hard work. The one complaint he heard was that there wasn't enough parking.

Scarlett Fisher-Herreman shared the top titles of this year in her report. Hartman encouraged others to read those if they wished.

The Movies & Music Lounge construction is mostly complete. Now we are waiting for the furniture and shelving to arrive. The shelving is projected to be installed in February. The furniture installation date is tentative as it will probably trickle in. The goal is to have a grand opening of that space in February. Hartman wished a thanks ahead of time to Scarlett and her team for moving everything around during construction and when new shelves are installed.

New Business

Thanks to Foundation

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.

Thanks to Friends

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

Motion passed unanimously.

(Vacation Leave) Personnel Policy

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.

Adjournment

On a motion by Joan Hicks, seconded by Shawn Leisinger, the meeting was adjourned at 4:33 pm.

Next Meeting

January 19, 2023

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting
<https://tscpl.zoom.us/j/81458998793>
Meeting ID: 814 5899 8793 Passcode: 012486

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**Chief Financial Officer's Report
January 2023
Kim Strube**

Financial Summary – Page 1

When reviewing cash from a budgetary perspective, it is always best to use page two of the financial documents and refer to the “Unencumbered Cash Balance” column. This report helps prove compliance with the Kansas Cash Basis Law. Page one reflects cash balances before outstanding purchase orders (encumbrances) in order to balance to cash held in the bank, investments and on-hand.

Checks were written on 12/29/2022 so that batch of checks is outstanding with the bank accounts.

Investments and Debt as of December 31, 2022; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received around January 20th, will be reviewed for investment bids by banks and financial institutions. That process allows for 90-day investments and 90-day renewals at competitive rates. A Board resolution to approve investments with local financial institutions may be on the February Board agenda if acceptable bids are received.

Revenue/Expense/Balance by Fund Report – Page 2

Working together closely with staff at the Library Foundation, the year was successfully closed with no negative fund balances awaiting reimbursement.

The Friends of the Library's generous contribution of \$100,000 is reflected in these reports.

The final motor vehicle tax distributions are included as well and were received as scheduled on December 16th.

General Fund – Pages 3 through 5

With 100% of the budget year completed, 101% of the budgeted revenue has been received and 93% of the approved budget has been expended/encumbered. This compares to 2021 in which 100% of the budgeted revenue had been received and 92% of the approved budget had been expended/encumbered.

Salaries in total were under-budget by \$585,025, about 6.6% of budgeted. For regular staff salaries, 2022 continued the budgeting of a “shrinkage” factor to anticipate turnover savings and allow the Board to redirect that savings to other expenditures within the approved budget. This allows the funding to be better managed during the year and avoids last-minute spending decisions or the delay of projects until the next budget cycle when the savings can be budgeted.

The shrinkage rate was set at 1.85% in 2022.

It has been discussed in previous monthly reports the non-salary line items which would be, or would likely be, over-budget. All outstanding purchase orders that were reserving budgetary balances were reviewed and those no longer needed were closed or reduced to 2022’s estimated final billing. This resulted in some additional savings with only a few line items being over-budget: (1) Salaries – Security – exceeded the budgeted amount due to the one time retention payment in December, although total salaries were under budget by about \$585,000; (2) Contracted – Digital Services - exceeded the budgeted amount primarily due to higher than estimated cost for various annual software renewals; (2) Contracted – Equipment – there was a safety issue with the staff parking lot light heads and the light pole in the dock area that required the lights to be rewired and replaced, which was an unbudgeted expense. A new lease was added in 2022 for 3 printers and a copier on the public floor; (3) Insurance – workers compensation was higher than expected; (4) Utilities – Electric and Gas - increased energy costs were \$17,584 higher than expected; (5) Utilities – Water/Sewage – grass was planted and required additional water usage to establish the new lawn near the west parking lot; (6) Vehicle – Gas – diesel fuel costs increased 55% and regular gasoline increased 49% unexpectedly in the first half of 2022; and (5) Vehicle - Repair – emergency repairs were required to fix the rear end of the route truck (\$6,648) as well as replacing the exhaust pipe and performing electrical work on the Sherlock bookmobile (\$9,727).

The 2022 financial results are in a tabular format for each of the budgeted funds for review.

General Fund

Description	2022 Budget	2022 Actual	Difference
Revenues	\$15,448,618	\$15,534,334	\$85,716 over-budget
Expenditures	\$16,334,820	\$15,228,669	\$1,106,151 under-budget
Annual Revenues (-) Expenditures		\$305,665 annual expenditures less than revenues	
Description	2021 Actual	2022 Actual	Difference
Unencumbered Ending Cash Balance	\$4,022,818	\$4,404,625	\$381,807

The budget preparation formula is beginning cash balance, plus new year revenues, less new expenditures, less desired (limited) ending cash balance, equals zero. Thus, it anticipates that the new year budget be funded in part by beginning cash.

TSCPL was able to accomplish many initiatives in 2022 for the benefit of the community. Nearly all projects originally projected were funded and at least started. Accomplishments include:

- (1) completion of the Level 2 Tech Center;
- (2) air conditioning chillers replaced;
- (3) boilers replaced;
- (4) wayfinding/signage project has started (completion date in 2023);
- (5) construction has started on the redesign of the Movies & Music Lounge (completion date in 2023).

Employee Benefit Fund – Page 6

With 100% of the budget year completed, 101% of the budgeted revenue has been received and 80% of the approved budget has been expended/encumbered. This compares to 2021 in which 100% of the budgeted revenue had been received and 85% of the approved budget had been expended/encumbered.

Employee Benefit Fund

Description	2022 Budget	2022 Actual	Difference
Revenues	\$4,086,094	\$4,126,044	\$39,950 over-budget
Expenditures	\$4,488,421	\$3,568,341	\$920,080 under-budget
Annual Revenues (-) Expenditures		\$557,703 annual revenues more than expenditures	
Description	2021 Actual	2021 Actual	Difference
Unencumbered Ending Cash Balance	\$1,403,458	\$1,962,697	\$559,239

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$5,275,080.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the total budgeted revenues collected to-date is 18% and 18% of budgeted expenditures have been made.

Bond & Interest Fund

Description	2022 Budget	2022 Actual	Difference
Revenues	\$25,050	\$4,463	\$20,587 under-budget
Expenditures	\$25,050	\$4,463	\$20,587 under-budget
Annual Revenues (-) Expenditures		Annual revenues were equal to expenditures	
Description	2021 Actual	2022 Actual	Difference
Unencumbered Ending Cash Balance	\$0	\$0	\$0

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	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$60,260.00	Rossville Community Library
Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$62,085.00	Silver Lake Library
Approved operating budget	Gas Services – October	\$12,232.19	Bluemark Energy LLC
Approved operating budget (travel costs paid from unbudgeted fund)	Consulting fees and travel costs for strategic plan	\$60,605.00	The Ivy Group LTD
Approved operating funds	Shades for south windows in Level 2 Tech Center	\$6,094.00	Draperies by Dorothy
Facilities Master Plan budget	Displays and computers for wayfinding project	\$12,772.64	Dell Marketing LP
Approved operating budget	Digital asset management site for Communications & Marketing Team	\$27,000.00	Canto Inc.
Library materials	Annual admission passes for patron checkout	\$18,164.00	Kansas Children’s Discovery
Library materials	Job search, reference and mailing list database	\$10,800.00	AtoZ Databases
Library materials	Online service plan fee	\$15,001.00	Overdrive, Inc
Library materials	Hoopla online	\$28,491.20	Midwest Tape
Library materials	Hoopla online	\$30,000.00	Midwest Tape
Library materials	Annual fee for Consumer Reports database	\$12,867.31	Ebsco Information Services
Library materials	163 juvenile launchpads	\$15,710.00	Findaway World LLC

Library materials	92 juvenile launchpads	\$5,087.00	Findaway World LLC
Library materials	Adult nonfiction	\$6,500.00	Ingram Library Services

Other Items:

- The audit of the 2022 financial year will begin Monday, February 6th.
 - Historically, the audit is reviewed and considered for adoption in April. This is because Trustees’ terms (usually) and officer positions end as of April 30th and any new Trustees and officers begin May 1st. It would be unfair to expect new Trustees or those new to officer positions to approve an audit for the prior year in which they were either not on the Board, not an officer or not in the same officer position.

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

12/31/2022

	<u>Balance 1/1/2022</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 12/31/2022</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,966,095.33	\$ 15,534,334.07	\$ 15,189,113.94	\$ 5,311,315.46
Employee Benefits	1,405,524.62	4,126,044.36	3,568,429.39	\$ 1,963,139.59
Capital Improvement	4,677,506.88	597,573.03	-	\$ 5,275,079.91
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	21,194.56	\$ 3,649.47
Other Special Revenue	554,736.57	254,423.91	211,540.17	\$ 597,620.31
Permanent Funds	273,836.43	25,972.35	-	\$ 299,808.78
Totals	<u>\$ 11,950,914.30</u>	<u>\$ 20,592,903.98</u>	<u>\$ 19,093,204.76</u>	<u>\$ 13,450,613.52</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 623,921.45
Restricted Funds-CoreFirst Bank-Checking	598,327.83
Capital Improvement Fund-Community National Bank-Money Market Account	5,275,079.91
Cash on Hand	3,071.27
Petty Cash	220.00
Endowment Securities	299,808.78
Municipal Investment Pool - Overnight	6,975,970.38
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Certificate of Deposit	-
	<u>\$ 13,776,399.62</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	11,307.18
Less Payroll Deduction and Employer Benefit Liabilities	14,161.67
Less Outstanding Checks	300,317.25
	<u>\$ 13,450,613.52</u>

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

12/31/2022

	1/1/2022 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	12/31/2022 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,966,095.33	\$ 15,534,334.07	\$ 860,235.77	\$ 14,328,878.17	\$ 5,311,315.46	\$ 906,690.20	\$ 4,404,625.26
Employee Benefit Fund	1,405,524.62	4,126,044.36	531.00	3,567,898.39	1,963,139.59	443.00	1,962,696.59
Capital Improvement Fund	4,677,506.88	597,573.03	-	-	5,275,079.91	-	5,275,079.91
Bond & Interest Fund	-	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	-	-	20,394.56	3,605.44	3,605.44	(0.00)
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,647.98	32.51	-	-	10,680.49	-	10,680.49
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	2,049.12	-	2,049.12	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.29	0.12	-	-	31.41	-	31.41
Friends	106,947.21	100,230.83	6,233.36	41,211.57	159,733.11	4,415.93	155,317.18
Fun Committee	4,227.14	1,332.04	-	75.87	5,483.31	-	5,483.31
Gallery Competitions/Exhibits	36,384.15	111.01	-	-	36,495.16	-	36,495.16
Gifts/Memorials (Undesignated)	349,198.19	128,653.11	77,871.34	52,558.55	347,421.41	20,774.79	326,646.62
Hathaway Trust - Library Materials	2,986.83	3,133.75	73.96	2,707.96	3,338.66	153.47	3,185.19
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,745.89	903.17	23.47	1,613.35	5,012.24	(23.47)	5,035.71
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,121.17	17,042.54	-	25,098.00	8,065.71	-	8,065.71
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,281.40	12.79	-	279.00	4,015.19	-	4,015.19
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,730.90	17.48	-	-	5,748.38	-	5,748.38
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.34	0.12	-	-	36.46	-	36.46
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,187.74	6.69	-	-	2,194.43	-	2,194.43
Youth Services	9,751.65	898.63	140.96	1,603.66	8,905.66	542.98	8,362.68
<i>Permanent Funds</i>							
Mertz Trust	273,836.43	25,972.35	-	-	299,808.78	-	299,808.78
TOTALS	\$ 11,950,914.30	\$ 20,592,903.98	\$ 994,280.30	\$ 18,098,924.46	\$ 13,450,613.52	\$ 936,602.34	\$ 12,514,011.18

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

12/31/2022

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 12/31/2022</u>
				100.0%
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	1,555,439.67	\$ 14,510.67	101%
Recreational Vehicle Tax	15,862.00	17,886.08	\$ 2,024.08	113%
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	54,565.80	\$ 3,089.80	106%
E-Rate Reimbursement	19,902.00	19,462.38	\$ (439.62)	98%
Miscellaneous Revenue	3,000.00	23,402.03	\$ 20,402.03	780%
Miscellaneous Revenue - Recyclg	-	242.28	\$ 242.28	N/A
Salary Refunds-Foundation	97,463.00	88,065.12	\$ (9,397.88)	90%
Salary Refunds-Friends	32,157.00	38,633.92	\$ 6,476.92	120%
Salary Refunds-Shawnee Cty	-	19,694.00	\$ 19,694.00	N/A
Vending Machines	2,000.00	1,283.96	\$ (716.04)	64%
Overdue Fees*	10,000.00	24,286.33	\$ 14,286.33	243%
Debt Collect	-	489.69	\$ 489.69	N/A
ILL Fees	100.00	112.42	\$ 12.42	112%
Mailing Fees	100.00	17.91	\$ (82.09)	18%
Non Resident Card Fee	300.00	680.00	\$ 380.00	227%
Obituary Fees	-	460.00	\$ 460.00	N/A
Meeting Room Charges	-	1,462.50	\$ 1,462.50	N/A
Monday Market Fees	500.00	654.00	\$ 154.00	131%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	2,000.00	88,760.13	\$ 86,760.13	4438%
Transfer In	25,050.00	4,463.13	\$ (20,586.87)	18%
Library Treasurer's Balance	2,536,202.00	-	\$ -	N/A
TOTALS	<u>\$ 17,984,820.00</u>	<u>\$ 15,534,334.07</u>	<u>\$ 85,716.07</u>	101%

* 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**

12/31/2022

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					100.0%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 4,799.86	\$ -	\$ 1,600.14	75%
Salaries-Facilities	706,922.00	611,912.56	-	95,009.44	87%
Salaries-Overtime	10,000.00	6,563.43	-	3,436.57	66%
Salaries-Security	281,754.00	289,758.96	-	(8,004.96)	103%
Salaries-Shelvers	65,154.00	29,531.31	-	35,622.69	45%
Salaries-Staff	7,821,156.00	7,363,794.93	-	457,361.07	94%
Conferences	157,000.00	83,962.41	-	73,037.59	53%
Staff Internal Dev/Trng - Web Based	15,000.00	8,062.12	204.00	6,733.88	55%
Staff Development & Training	15,000.00	3,343.39	-	11,656.61	22%
Mileage	9,100.00	2,039.31	69.95	6,990.74	23%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	2,210.88	20.00	269.12	89%
Materials-Periodicals	28,000.00	22,840.35	-	5,159.65	82%
Materials-Print/Non-Print <1 YR	661,000.00	614,231.87	30,000.00	16,768.13	97%
Materials-Print/Non-Print	1,228,000.00	1,131,241.77	59,060.07	37,698.16	97%
OPERATIONS:					
Art Purchases	8,000.00	8,050.00	-	(50.00)	101%
Cataloging and ILL Services	105,805.00	96,932.96	-	8,872.04	92%
Contracted-Digital Services	538,078.00	555,258.87	8,696.37	(25,877.24)	105%
Contracted-Facilities	326,400.00	284,286.37	11,611.09	30,502.54	91%
Contracted-Equipment	51,100.00	64,593.79	2,748.88	(16,242.67)	132%
Contracted-Professional	304,400.00	186,775.85	94,611.55	23,012.60	92%
Contracted-E-Rate Services	1,791.00	1,681.21	-	109.79	94%
Digital Services Support	297,300.00	220,206.91	9,432.19	67,660.90	77%
Furniture/Equipment	91,465.00	1,366.20	51,091.32	39,007.48	57%
Insurance	56,000.00	59,313.00	-	(3,313.00)	106%
Marketing & Communication	47,500.00	35,775.43	2,319.78	9,404.79	80%
Memberships/Dues	30,900.00	20,518.60	10.00	10,371.40	66%
Miscellaneous	5,000.00	1,804.57	53.86	3,141.57	37%
Payments to Other Libraries	118,962.00	122,345.00	-	(3,383.00)	103%
Postage/Shipping	82,764.00	29,955.84	-	52,808.16	36%
Printing	114,300.00	18,334.90	6,997.30	88,967.80	22%
Programming	57,000.00	46,432.63	4,111.78	6,455.59	89%
Special Events	-	-	-	-	0%
Special Projects	1,650,000.00	1,087,996.89	525,373.09	36,630.02	98%
Supplies-Facilities	98,000.00	69,199.31	19,007.91	9,792.78	90%
Supplies-Office/Library	89,600.00	63,545.31	3,916.53	22,138.16	75%
Supplies-Processing	45,000.00	30,550.68	4,283.39	10,165.93	77%
Telecommunications	99,100.00	62,619.36	8,641.44	27,839.20	72%
Transfer Out	550,000.00	550,000.00	-	-	100%
Utilities-Electric	374,544.00	367,391.27	23,000.00	(15,847.27)	104%
Utilities-Gas	67,626.00	56,562.22	12,800.56	(1,736.78)	103%
Utilities-Water/Sewage	35,700.00	37,813.65	84.22	(2,197.87)	106%
Vehicle-Gas	31,000.00	31,158.40	744.80	(903.20)	103%
Vehicle-Repair	50,500.00	44,080.29	20,901.18	(14,481.47)	129%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	35.51	-	(35.51)	N/A
TOTALS	\$ 17,984,821.00	\$ 14,328,878.17	\$ 899,791.26	\$ 1,106,151.57	93%

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

12/31/2022

	<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	1,555,439.67	101%
Recreational Vehicle Tax	15,862.00	17,886.08	113%
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	54,565.80	106%
E-Rate Reimbursement	19,902.00	19,462.38	98%
Fees and Charges	16,000.00	52,848.84	330%
Reimbursements	129,620.00	146,635.32	113%
Transfer In	25,050.00	4,463.13	
Interest on Idle Funds	2,000.00	88,760.13	4438%
	<u>\$ 15,448,618.00</u>	<u>\$ 15,534,334.07</u>	101%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,891,386.00	8,306,361.05	93%
Other Staff Support Costs	196,100.00	97,681.18	50%
Library Collections	1,919,500.00	1,859,604.94	97%
Contracted Services	1,327,574.00	1,307,196.94	98%
Digital Services Support	297,300.00	229,639.10	77%
Furniture/Equipment/Art	99,465.00	60,507.52	61%
Payments to Other Libraries	118,962.00	122,345.00	103%
Special Projects	1,650,000.00	1,613,369.98	98%
Utilities & Telecommunications	576,970.00	568,912.72	99%
Vehicles	81,500.00	96,884.67	119%
Other Operating Expenditures	626,063.00	416,166.33	66%
Transfer Out	550,000.00	550,000.00	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,984,820.00</u>	<u>\$ 15,228,669.43</u>	93%
Prior Year Canceled Purchase Orders		<u>\$ 67,265.71</u>	
Unencumbered Balance 12/31/2022	\$ -	<u>\$ 4,404,625.26</u>	

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

12/31/2022

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	366,541.46	101%
Recreational Vehicle Tax	3,744.00	4,219.44	113%
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	12,770.30	105%
Refund-Fringe Benefits-Foundation	48,256.00	41,695.89	86%
Refund-Fringe Benefits-Friends	20,829.00	17,115.84	82%
Refund-Fringe Benefits-Shawnee Cty	-	12,031.23	N/A
Refund FICA	-	22,454.98	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	9,535.67	N/A
Interest on Idle Funds	1,000.00	26,912.42	2691%
	\$ 4,086,094.00	\$ 4,126,044.36	101%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,137.00	\$ 6,985.50	98%
Cafeteria Plan Administration Fees	3,145.00	2,297.00	73%
Social Security/Medicare	680,191.00	593,088.55	87%
Ks Public Employees Retirement Sys	864,426.00	765,466.18	89%
Worker's Compensation	54,000.00	54,088.63	100%
Unemployment Tax	8,891.00	57,242.02	644%
Health/Dental Insurance	2,870,631.00	2,089,173.51	73%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 4,888,421.00	\$ 3,568,341.39	80%
Prior Year Canceled Purchase Orders		\$ 1,536.00	
Unencumbered Balance 12/31/2022	\$ -	\$ 1,962,696.59	

* 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	\$ 550,000.00
Interest received	47,573.03
	\$ 597,573.03
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 12/31/2022	\$ 5,275,079.91

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 12/31/2022	\$ -	\$ -

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

12/31/2022

	<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	4,463.13	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 25,050.00</u>	<u>\$ 4,463.13</u>	18%
Unencumbered Balance 12/31/2022	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of December 31, 2022

Capital Improvement Funds-Community National Bank

\$ 5,275,079.91 at 3.21% (money market account)

Municipal Investment Pool

\$ 6,975,970.38 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average December 1 - 31, 2022 was 2.7494%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	12/1/22	PAYCOM PAYROLL LLC	Federal W/H	\$ 46,920.29	-97416
10	21502	0	12/1/22	PAYCOM PAYROLL LLC	State W/H	\$ 20,579.62	-97416
15	21521	0	12/1/22	PAYCOM PAYROLL LLC	State Unemployment	\$ 307.77	-97416
10	21503	0	12/1/22	PAYCOM PAYROLL LLC	Social Security EE	\$ 28,966.13	-97416
15	21504	0	12/1/22	PAYCOM PAYROLL LLC	Social Security ER	\$ 28,966.13	-97416
10	21503	0	12/1/22	PAYCOM PAYROLL LLC	Medicare EE	\$ 6,774.26	-97416
15	21504	0	12/1/22	PAYCOM PAYROLL LLC	Medicare ER	\$ 6,774.26	-97416
10	21514	0	12/1/22	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97416
10	41000	313	12/1/22	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,944.76	-97416
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 142,662.75	-97416 Total
10	21505	0	12/5/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 28,605.97	-97415
15	21516	0	12/5/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 42,432.41	-97415
15	21517	0	12/5/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 4,767.60	-97415
10	21513	0	12/5/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,177.65	-97415
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 76,983.63	-97415 Total
10	21501	0	12/15/22	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,749.32	-97409
10	21502	0	12/15/22	PAYCOM PAYROLL LLC	State W/H	\$ 12,034.43	-97409
15	21521	0	12/15/22	PAYCOM PAYROLL LLC	State Unemployment	\$ 135.67	-97409
10	21503	0	12/15/22	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,084.16	-97409
15	21504	0	12/15/22	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,084.16	-97409
10	21503	0	12/15/22	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,463.29	-97409
15	21504	0	12/15/22	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,463.29	-97409
10	21514	0	12/15/22	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97409
10	21518	0	12/15/22	PAYCOM PAYROLL LLC	Garnishments	\$ 529.54	-97409
10	41000	313	12/15/22	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,944.28	-97409
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 87,917.67	-97409 Total
10	21505	0	12/16/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,417.72	-97408
15	21516	0	12/16/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,803.04	-97408
15	21517	0	12/16/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,236.24	-97408
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 51,457.00	-97408 Total
10	21501	0	12/29/22	PAYCOM PAYROLL LLC	Federal W/H	\$ 27,287.20	-97403
10	21502	0	12/29/22	PAYCOM PAYROLL LLC	State W/H	\$ 12,716.26	-97403
15	21521	0	12/29/22	PAYCOM PAYROLL LLC	State Unemployment	\$ 120.05	-97403
10	21503	0	12/29/22	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,741.80	-97403
15	21504	0	12/29/22	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,741.80	-97403
10	21503	0	12/29/22	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,663.64	-97403
15	21504	0	12/29/22	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,663.64	-97403
10	21514	0	12/29/22	PAYCOM PAYROLL LLC	Child/Spousal Maint.	\$ 1,304.53	-97403

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21518	0	12/29/22	PAYCOM PAYROLL LLC	Garnishments	\$ 529.54	-97403
10	41000	313	12/29/22	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,886.61	-97403
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 92,655.07	-97403 Total
10	41000	420	12/23/22	COREFIRST BANK & TRUST	Photo Album Pages	\$ 35.40	-97394
10	41000	420	12/23/22	COREFIRST BANK & TRUST	Print Sleeves	\$ 79.20	-97394
10	41000	420	12/23/22	COREFIRST BANK & TRUST	Envelopes	\$ 329.75	-97394
10	41000	420	12/23/22	COREFIRST BANK & TRUST	Postcards Pages	\$ 21.85	-97394
10	41000	420	12/23/22	COREFIRST BANK & TRUST	Shipping & Handling	\$ 97.90	-97394
10	41000	313	12/23/22	COREFIRST BANK & TRUST	Job position - Security o	\$ 525.00	-97394
10	41000	320	12/23/22	COREFIRST BANK & TRUST	https://www.amazon.com/CI	\$ 157.95	-97394
10	41000	361	12/23/22	COREFIRST BANK & TRUST	Nilight NI WA 06 LED	\$ 9.99	-97394
10	41000	361	12/23/22	COREFIRST BANK & TRUST	Bunker Flush Mount LED	\$ 20.99	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	blick glue stick	\$ 22.00	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	prang markers 200	\$ 71.90	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	crayola colors 120	\$ 78.14	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	avrylics 6 pack	\$ 35.15	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	3 snowflake stencils"	\$ 8.49	-97394
10	41000	361	12/23/22	COREFIRST BANK & TRUST	2 pack exhaust hangers	\$ 10.99	-97394
10	41000	410	12/23/22	COREFIRST BANK & TRUST	5 gallon water jug	\$ 29.99	-97394
10	41000	320	12/23/22	COREFIRST BANK & TRUST	50 Pack ID cards	\$ 49.50	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	8 oz,Canning Jars 30 pk	\$ 50.98	-97394
10	41000	420	12/23/22	COREFIRST BANK & TRUST	1 g ziplock freezer bags	\$ 34.08	-97394
10	41000	420	12/23/22	COREFIRST BANK & TRUST	2.5 g Hefty Jumbo slider	\$ 59.99	-97394
10	41000	420	12/23/22	COREFIRST BANK & TRUST	10 gal extra LG Ziplock	\$ 22.58	-97394
10	41000	320	12/23/22	COREFIRST BANK & TRUST	router	\$ -	-97394
10	41000	320	12/23/22	COREFIRST BANK & TRUST	Mic Stand	\$ 69.90	-97394
10	41000	320	12/23/22	COREFIRST BANK & TRUST	Mic Cable	\$ 39.00	-97394
10	41000	320	12/23/22	COREFIRST BANK & TRUST	Pop filters	\$ 4.99	-97394
10	41000	320	12/23/22	COREFIRST BANK & TRUST	M3x25mm crews	\$ 7.99	-97394
10	41000	410	12/23/22	COREFIRST BANK & TRUST	194601-017 steam cyl	\$ 2,165.92	-97394
10	41000	410	12/23/22	COREFIRST BANK & TRUST	Shipping	\$ 68.23	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	24 regular wide mouth lid	\$ 10.98	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	classic wild bird feed	\$ 9.74	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	Shihppinga	\$ 6.99	-97394
10	41000	420	12/23/22	COREFIRST BANK & TRUST	Refrigerator	\$ 815.98	-97394
10	41000	410	12/23/22	COREFIRST BANK & TRUST	XL inspire nitrile gloves	\$ 279.96	-97394
10	41000	410	12/23/22	COREFIRST BANK & TRUST	MED basic clear vinyl glo	\$ 58.00	-97394
10	41000	320	12/23/22	COREFIRST BANK & TRUST	HP LaserJet Pro M479fdn	\$ 819.00	-97394

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2022

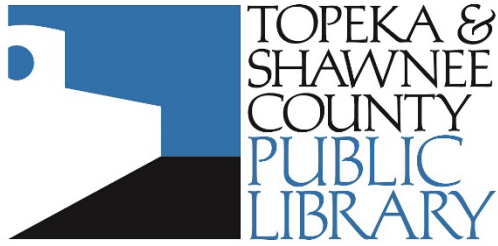
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	12/23/22	COREFIRST BANK & TRUST	Play.ht Premium 1-year	\$ 712.80	-97394
10	41000	310	12/23/22	COREFIRST BANK & TRUST	Int'l Trans Fee	\$ 14.26	-97394
10	41000	420	12/23/22	COREFIRST BANK & TRUST	Napkin caddy	\$ 52.00	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	Christmas Light Necklaces	\$ 45.76	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	Christmas Lights	\$ 77.98	-97394
10	41000	320	12/23/22	COREFIRST BANK & TRUST	sd cards	\$ 36.14	-97394
10	41000	410	12/23/22	COREFIRST BANK & TRUST	Humdifier cleaner	\$ 41.52	-97394
10	41000	410	12/23/22	COREFIRST BANK & TRUST	Humdifier pad packs	\$ 37.94	-97394
10	41000	410	12/23/22	COREFIRST BANK & TRUST	5 gallon humidifer aircar	\$ 378.00	-97394
10	41000	410	12/23/22	COREFIRST BANK & TRUST	2 year protection plan	\$ 50.00	-97394
10	41000	313	12/23/22	COREFIRST BANK & TRUST	Joe AD	\$ 140.00	-97394
10	41000	310	12/23/22	COREFIRST BANK & TRUST	Email flattening	\$ 297.00	-97394
10	41000	420	12/23/22	COREFIRST BANK & TRUST	Cards	\$ 48.00	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	contact paper	\$ 43.17	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	18 pack light gels overla	\$ 25.96	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	16 qt storage boxes	\$ 24.00	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	creamy peanut butter	\$ 0.94	-97394
10	41000	330	12/23/22	COREFIRST BANK & TRUST	Tax	\$ 2.32	-97394
10	41000	410	12/23/22	COREFIRST BANK & TRUST	BWK410 Pink Hand Soap	\$ 240.78	-97394
10	41000	430	12/23/22	COREFIRST BANK & TRUST	8 dollhouse items	\$ 124.50	-97394
				<i>Miscellaneous online orders pai by credit card</i>		\$ 8,501.57	-97394 Total
10	21515	0	12/27/22	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 37,349.16	-97389
15	21515	0	12/27/22	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 178,826.11	-97389
15	21515	0	12/27/22	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 896.66	-97389
						\$ 217,071.93	-97389 Total
10	21505	0	12/30/22	KS PUBLIC EMPLOYEES RETIREMENT	KPERS EE Deduction	\$ 18,034.88	-97388
15	21516	0	12/30/22	KS PUBLIC EMPLOYEES RETIREMENT	KPERS ER Contribution	\$ 26,751.89	-97388
15	21517	0	12/30/22	KS PUBLIC EMPLOYEES RETIREMENT	KPERS ER Insurance	\$ 3,005.76	-97388
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 47,792.53	-97388 Total
10	41000	351	12/2/22	BLUEMARK ENERGY LLC	Utilities - Gas	\$ 12,232.19	98648
						\$ 12,232.19	98648 Total
10	41000	736	12/2/22	CUSTOM SHEET METAL SERVICE	Chiller Replacement	\$ 77,822.44	98656
10	41000	736	12/2/22	CUSTOM SHEET METAL SERVICE	CHANGE ORDER #2	\$ 6,806.00	98656
						\$ 84,628.44	98656 Total
10	41000	312	12/2/22	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0040766462 3rd Qtr	\$ 3,366.96	98670
10	41000	312	12/2/22	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0041072429 3rd Qtr	\$ 2,337.33	98670
					<i>2022 approved operating budget - contracted equipment</i>	\$ 5,704.29	98670 Total
10	41000	736	12/8/22	AMERICAN DIGITAL SECURITY LLC	Security Cameras	\$ 10,403.36	98674

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>2022 approved Facilities Master Plan budget - cameras for Level 2 Tech Center</i>		\$ 10,403.36	98674 Total
10	41000	351	12/8/22	EVERGY	Electricity	\$ 24.09	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 24.09	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 24.09	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 240.43	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 95.06	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 24.09	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 24,012.92	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 24.09	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 22.73	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 22.73	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 22.73	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 22.73	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 24.09	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 22.73	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 24.09	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 22.73	98691
10	41000	351	12/8/22	EVERGY	Electricity	\$ 1,431.94	98691
						\$ 26,085.36	98691 Total
10	41000	736	12/8/22	KELLEY CONSTRUCTION CO., INC.	WAYFINDING SIGNAGE PHASE	\$ 1,827.00	98702
10	41000	736	12/8/22	KELLEY CONSTRUCTION CO., INC.	M&M LOUNGE RENOVATION	\$ 22,883.20	98702
10	41000	736	12/8/22	KELLEY CONSTRUCTION CO., INC.	Chg Order #1	\$ 3,908.00	98702
						\$ 28,618.20	98702 Total
10	41000	301	12/8/22	OCLC, INC.	OCLC cataloging & ILL	\$ 7,195.41	98708
				<i>2022 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 7,195.41	98708 Total
10	41000	720	12/15/22	ROSSVILLE COMMUNITY LIBRARY	50% Annual Bdgt for 2023	\$ 60,260.00	98742
				<i>As required by Kansas Statute</i>		\$ 60,260.00	98742 Total
10	41000	720	12/15/22	SILVER LAKE LIBRARY	50% Annual Bdgt for 2023	\$ 62,085.00	98745
				<i>As required by Kansas Statute</i>		\$ 62,085.00	98745 Total
10	41000	310	12/22/22	CANTO INC	DAM platform	\$ 27,000.00	98754
				<i>2022 approved operating budget - digital asset management site for the Communication and Marketing Team</i>		\$ 27,000.00	98754 Total
10	41000	312	12/22/22	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0041072429 4th Qtr	\$ 2,337.33	98777
10	41000	312	12/22/22	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0040766462 4th Qtr	\$ 3,366.96	98777
				<i>2022 approved operating budget - contracted equipment</i>		\$ 5,704.29	98777 Total
10	41000	736	12/29/22	HTK ARCHITECTS INC.	Media Lounge Renovations	\$ 1,500.00	98800
10	41000	736	12/29/22	HTK ARCHITECTS INC.	ARC FEES NEW & NOVEL	\$ 1,380.00	98800
10	23800	0	12/29/22	HTK ARCHITECTS INC.	FURNITURE PROCUREMENT	\$ 6,250.00	98800

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 9,130.00	98800 Total
						\$ 1,064,088.69	Grand Total



Agenda
Board of Trustees Executive Committee Meeting
January 9, 2023– 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, January 9, 2023, via Zoom, and was called to order at 4:00 pm by Chair Jim Edwards.

Review Minutes and Agenda

The minutes from the December 15, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees January 19, 2023, meeting were reviewed.

The minutes from the December 5, 2022, Board of Trustees Executive Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Shawn Leisinger, the December 5, 2022, Board of Trustees Executive Committee Meeting Minutes were approved.

Motion passed unanimously.

Chief Executive Officer Marie Pyko shared that she will give a status report on the planning which has occurred with the Ivy Group. The planning is in preparation of the on-site visit with Ivy Group on February 20-24, 2023.

Pyko also shared she has invited two library leaders to share about two current training and professional development initiatives for staff. This will be the Trustee Education for the January Board of Trustees meeting. Brenda Hough, Staff Development Coordinator will share about the Emerging Library Leaders Program. ELLP requires an application and a formal review to determine the class complement. In 2022, 8 library staff participated in the inaugural class. In 2023, there will be 10 participants who represent all areas of the library. Greg Gaul, Safety and Security supervisor will share the current staff emergency preparedness curriculum that all staff must attend.

Chief of Staff Thad Hartman noted there are no current resolutions for the January board meeting but will speak to the two Trustee Education items.

Other Items

Board Chair Jim Edwards shared 2023 Performance Goals which he and Pyko developed to support and set the direction for the evaluation year. After a good collaborative discussion, Edwards indicated he would share during his board report the plan for reporting out about the performance goals.

Peg Dunlap asked about the plans for filing board positions whose terms end on April 30, 2023. Pyko shared that four board positions will be open and are City appointments. She shared that she intends on reaching out the mayor's office to begin the process earlier than has occurred in previous years. She will also reach out to the board members that have terms ending in the event they want to reach out to the mayor's office about a reappointment.

Adjournment

On a motion by Shawn Leisinger, seconded by Peg Dunlap, the meeting was adjourned at 4:39pm.

Next Meeting**February 6, 2023**

4:00 pm

Zoom Meeting

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

Meeting ID: 845 4024 4825

Passcode: 291185

CHIEF EXECUTIVE OFFICER'S REPORT

January 2023

News and Updates

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

At the end of December, there were 5,778 children 0-5 years old who were enrolled in the program. It would appear that due to the holidays there were not as many children enrolling for the first time.

Additionally, United Way of Greater Topeka officially merged with United Way of Douglas County to become United Way of Kaw Valley. With the merger official, we will be reviewing all our materials as well as the current Memorandum of Understanding to reflect the name change. Debbie Stanton and I will be meeting with the United Way leadership to begin the evaluation of the MOU. I will bring the updated document for board approval this Spring.

Strategic Plan 2023

We have begun our logistics and data collection meetings with Julia Prince and Sarah Hamfeldt of Ivy Group. We established a logistics meeting cadence to ensure all details are ready for the on-site visit the week of February 20, 2023. Julia and Sarah will join us on Staff Development Day February 20th and conduct two staff focus groups in the morning. They will then join the entire staff as we finish up our Staff Day with a bus tour of several key landmarks in the community.

February 21, 2023 is the Strategic Planning Session which is scheduled to be 9:30-4:00 with lunch. I am still finalizing the strategic planning committee but have received confirmation from Michelle Cuevas Stubblefield, GTP; Bianca Burnett, City of Topeka; Kim Patton, the Library Foundation; Ruth Nelson, Friends of the Library. I have a few more asks out and hope to have it finalized by February 1, 2023.

We are also working on the venues for the four community meetings and up to four focus groups. We will have all the logistics for those events decided by February 7, 2023 so we can begin to promote the opportunities.

Welcome Janel DeLeye, Friends Executive and Ashley Charest, The Library Foundation Director

I am happy to share that Janel DeLeye was selected and officially started as Friends Executive on January 9, 2023. She has significant experience with non-profit organizations and for-profit small businesses. She hit the ground quickly with working on the Friends payroll, assisting with the Friends board meeting and meeting with her staff and volunteers.

I am also happy to share that Ashley Charest will be joining our library as the Library Foundation Director on January 23, 2023. She most recently with the Executive Director of Junior

Achievement and has significant experience with fundraising, donor cultivation and event planning. Ashley has significant ties to the community through work, her family and civic organizations. Thank you to Jesse Maddox, Kim Patton, and Clint DeVoe is serving on the interview team.

American Library Association Annual Conference

It is not too early to review calendars and consider attending the Annual Conference in Chicago, June 22-27, 2023. In addition to memberships for board members, we have included funds to host up to 4 board members if they are interested in attending. I will send out more details as they become available.

Trustee Education

Emerging Library Leader Program (ELLP)

Safety and Security Training Program

As part of our continuing effort to highlight the programs both for the public and internally to support the learning and training needs of the staff, we will have two short presentations. Brenda Hough, Staff Development Coordinator will highlight a new professional development cohort series focused on growing our next generation of library leaders. She will discuss our inaugural class of 2022 and the curriculum that was developed. It was a very successful internally developed course that was designed to be a shared learning experience and was loosely modeled off of Leadership Greater Topeka.

Greg Gaul, Safety and Security supervisor will follow with a brief overview of our safety and security training and the plan for next steps in ensuring all staff are able and comfortable with responding to emergencies in the library.

Dick and Donna Crawford Scholarship

We learned last week that Donna Crawford passed away. I mention this because Dick and Donna Crawford established a fund in 2001 to provide scholarships to encourage continuing education and training to promote excellence in the staff. During Staff Development Day annually we announce the scholarship recipients. Since its inception, 23 library employees have received the scholarship. Many are still working at the library today. Several have moved on to leadership roles in other libraries throughout the country. We have always been so honored that the Crawfords created this fund for our staff. It has been significantly impactful for our profession and our staff.

Professional Activities/Community Contacts

December 14, 2022	Attended the Foundation Board Meeting
December 15, 2022	Attended the ULC Director Zoom meeting
December 16, 2022	Met with Lalo Munoz, El. Centro
January 3, 2023	Met with Michael Odupitan, Omni Circle
January 5, 2023	Visited with Larra Clark, ALA regarding Legislative Advocacy Fly-in
January 5, 2023	Participated in the Seaman School District Strategic Planning Session.
January 6, 2023	Met with Betty Knighton, National Issue Forum Institute
January 6, 2023	Visited with Jane Lampo, The Moran Company
January 10, 2023	Attended the Friends of the Library Board meeting
January 11, 2023	Attended the Community Impact Committee of United Way of Kaw Valley
January 11, 2023	Met with Mammoth Creative with Diana Friend and Karen Watson
January 12, 2023	Robert Soria, Statistical Analyst and I met with Ivy Group
January 13, 2023	Met with YWCA CEO Kathleen Marker
January 13, 2023	Met with Glenda Washington, Greater Topeka Partnership

Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 1/13/23

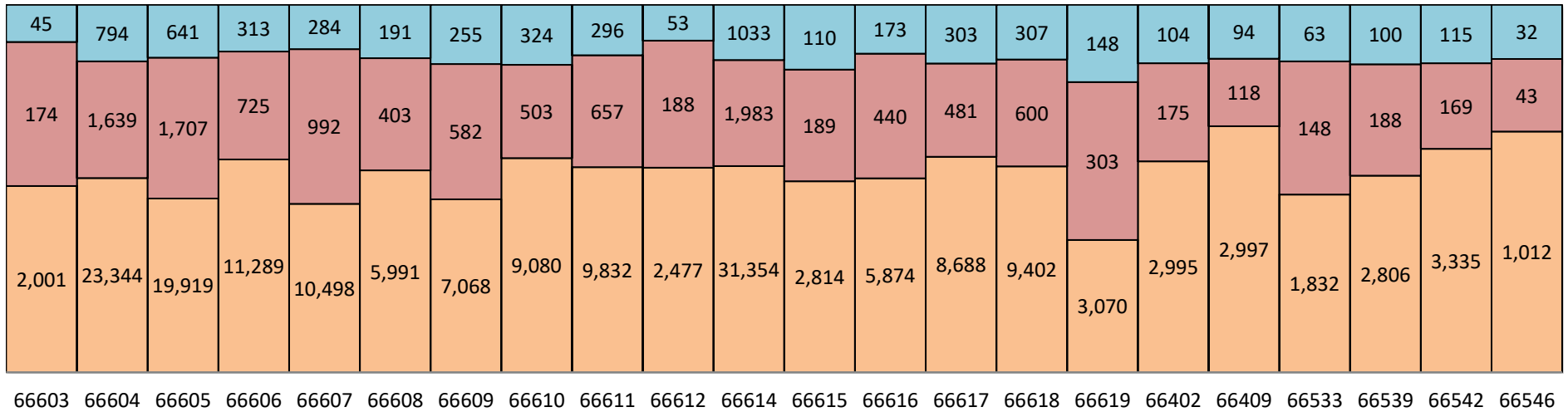
Dolly Parton Imagination Library Data

December 2022

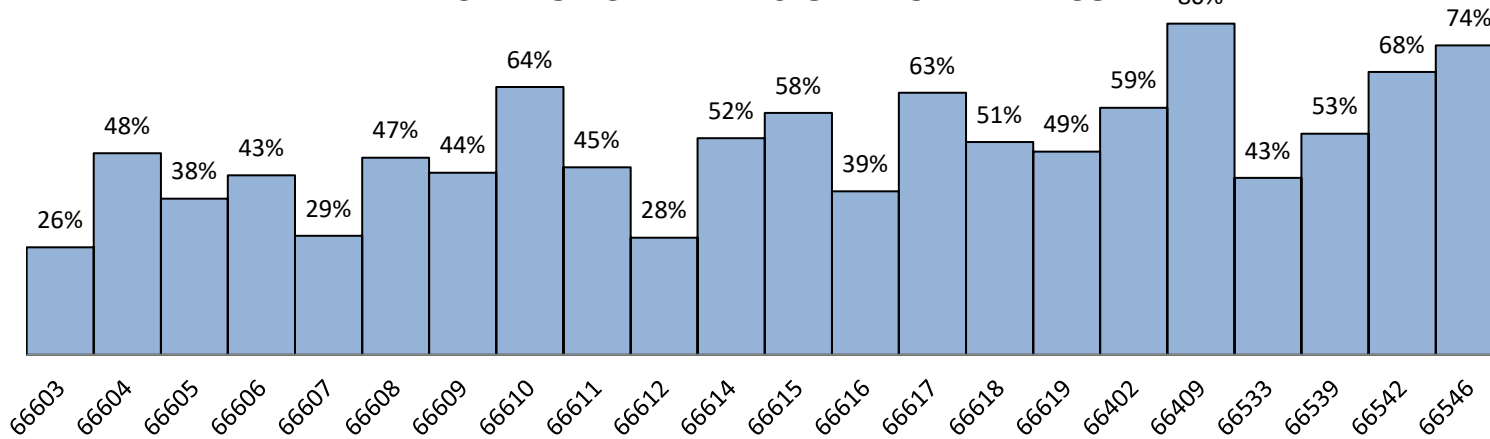
Number of children currently enrolled: **5,778**

DECEMBER 2022 DOLLY PARTON IMAGINATION LIBRARY

POPULATION UNDER 5 DPIL

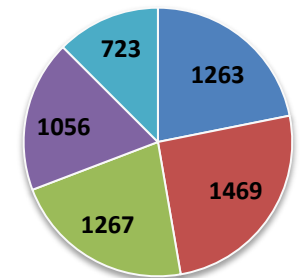


PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



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

January 12, 2023

Emerging Leaders

Our inaugural Emerging Library Leaders class culminated with a series of capstone presentations in December. Class members presented on service and initiative ideas. Each of the class members did an amazing job! See Jacqueline's report below for more information.

The 2022 class was comprised of Areli Bermudez-Villarreal, Patrick Berry, Angie Hardy-Foltz, Cadie Maas, Rachael Schmidlein, Abigail Siemers, Meredith Snapp, and Hayley Swisher. We are so thankful for the hard work they all put into the program and know they will continue to do amazing things.

Training Coordinator Brenda Hough has done a wonderful job leading this initiative. She will give more details and context about the Emerging Leaders program at the January Board meeting.

We are excited to welcome a new group in 2023. This year's class is comprised of:

- Dawn Buttery, Bookmobile/Community Services
- Aubrey Conner, Administration
- Kevin Conner, Digital Services
- LaVoyce Ewing, Public Services
- Alex Henault, Technical Services
- Cale Herreman, Bookmobile/Community Services
- Natalie Moreland, Youth Services
- Zan Popp, Public Services/Gallery
- Angie Reed, Youth Services
- Todd Smith, Public Services/L2TC

Brenda and I are excited to welcome a new group and build on what we learned in 2022.

1020 Roof

Our first facilities project in 2023 will officially start in the next day or so when we post a Request for Proposal to replace the roof on the building at 1020 SW Washburn. 1020 is the building which houses our Community Services department, Library Foundation, and our Bookmobile garage. The roof is rolled asphalt which has been cracking and developing dry rot. In addition, it is peeling away from the edge of the building. This has led to several leaks in the past year. The 1020 building is significantly smaller than the main library, so this will be a smaller project than the reroof of the main building a couple of years ago. We plan to have bids and a recommendation to present at the February board meeting. This project is included in the 2023 budget.

Department Highlights

Public Services

Debbie Stanton, Manager

New Part-Time Staff

We are pleased to welcome three new part-time staff to Public Services, all of whom may look familiar to you. Liza Charay and Nick Scraper will be moving to Public Services from our Circulation department. Kevin Lorson worked part-time for Public Services previously and is coming back. We're happy to have a very solid crew here during all our open hours to provide excellent customer service.

Community Office Hours

Community Connections Librarian, Lissa Staley, and Community Impact Librarian, Melissa Vincent, have been meeting with community groups to gauge interest in using the library for open office hours with the public. This has the potential to bring many organizations and services under one roof to reach our users, and to help us solidify our relationship with community groups. TRIO, based out of KU, has been providing services in this way for a few years now, and we're ready to expand to other group with complementary missions.

Melting Point

We have had a great turnout and have heard very positive reviews on our current exhibit on glass, *Melting Point*. There is a slate of programs offered as part of the exhibit (<https://tscpl.org/art/melting-point-exhibit-showcases-amazing-glass-art>) and our regularly changing art activities in the Reed Studio. The show has appealed to people of all ages and has been a fun, colorful, and educational opportunity for our community. One unexpected visitor was glass artist Vernon Brejcha, who had heard about the exhibit and wanted to see it for himself. He shared very positive feedback on the exhibit and recognized many of the names of the artists, including some of his former students. *Melting Point* is up until February 12. Pictured is a piece by April Lemon, of More Than Lemons Hot Glass house.



Public Services

Autumn Friedli, Supervisor – Readers Team

Winter Reading Challenge

It's that time of year again! Time to get cozy with three good books and get a prize! Okay, you will actually need to READ the three books and log them in Beanstack, but it's super simple to do. Find out all about at <https://tscpl.org/books-movies-music/winter-reading-challenge>.

Winter Reading Challenge Prize Pick Up Event

Once you've read those three great books, join Miranda Ericsson, Trish Reuter, & Deb Ellerbrook on Saturday, January 21st from 10am – 11:30am in the Learning Center to pick up your prize and talk with other readers. There will be snacks and fun! Find out more about it



at <https://events.tscpl.org/event/7696651>. Can't make the event? You can pick up your prize at the Customer Service Desk starting January 21st through February 12th while supplies last.

Program Services

Jacqueline Belden, Program Manager

Holiday Music at the Library

December is always an exciting month at the library as all the winter holiday decorations go up around the building and music fills the air. We were excited to welcome over 25 area choirs, bands, and ensembles of elementary, middle, and high school students and adults to the library's rotunda to share music with the community during our annual Songs of the Season series. If you were here around lunchtime during almost any day in December, you were able to enjoy it for yourself!

On December 11, we hosted the Free State Brass Band of Lawrence, Kansas for a Christmas concert in Marvin Auditorium as a part of the Music for a Sunday Afternoon series (pictured right). They played Christmas classics and delighted an audience of about 100 library visitors from all over the region. A special thank you to Perry Hartmann (Technical Services) for organizing this event and to the Library Foundation for funding this series via funds from the National Endowment for the Humanities!





Emerging Library Leaders Present Visionary Ideas

On December 13, I had the pleasure of attending the culminating meeting of the library's first annual Emerging Library Leaders Program, where staff participants presented their final projects detailing their suggested solutions for a chosen challenge in the library landscape. All eight presentations were thoughtful, well-researched, and strategic, making for a truly impressive display of creativity and leadership among these emerging leaders. TSCPL is so lucky to have each of them on our team! Thank you to ELLP participants Abigail Siemers (Community Services), Areli Bermudez-Villareal (Public Services), Hayley Swisher (Public Services), Meredith Snapp (Public Services), Rachael Schmidlein (Technical Services), Angie Hardy-Foltz (Circulation), Cadie Maas (Technical Services), and Patrick Berry (Community Services) for sharing your vision.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

We purchased several new toys in December. This is an annual replace and restock for what we use in the Family Zone and on the Learn and Play Bus. We often buy in duplicate. That allows for us to have a set being cleaned and a set on the floor of whatever we have in the spaces.

Similarly, a few new items were purchased for the Edge to give it a mini refresh. We added some wire for hanging artwork and some LED's that now outline the room. Both have given the space a warmer vibe.

Several additional staff have taken Harvesters' Kids' Café training, so that we have a little more schedule flexibility for the afterschool snack program.

During the area schools' winter break staff set up some fun, self-directed activities for folks in the Learning Center. That included a take home packet, a snowperson build, and a Lite-Brite sort of deal made with pegboard and colored golf tees.

2022 Notes

Call-a-Story and Call-a-Joke are changed out each week. In 2022 we had 624 listeners to stories in

Spanish, 441 listeners to stories in English, and 225 listeners of jokes. That a total of 1290 listeners of that service.

1,000 Books Before Kindergarten is an ongoing reading incentive program that encourages the development of reading habits for adult with children under the age of five. In 2022, 410 people registered and 30 made it to the 1,000-book milestone.

Dolly Parton’s Imagination Library averaged 138 new enrollees per month in 2022. Last year we averaged 139. So, we have stayed consistent from one year to the next. We currently have 5,897 active enrollee’s total. That number changes as people start and age out of the initiative. Since its inception (May 2017), we have “graduated” 6262 kids from the program.

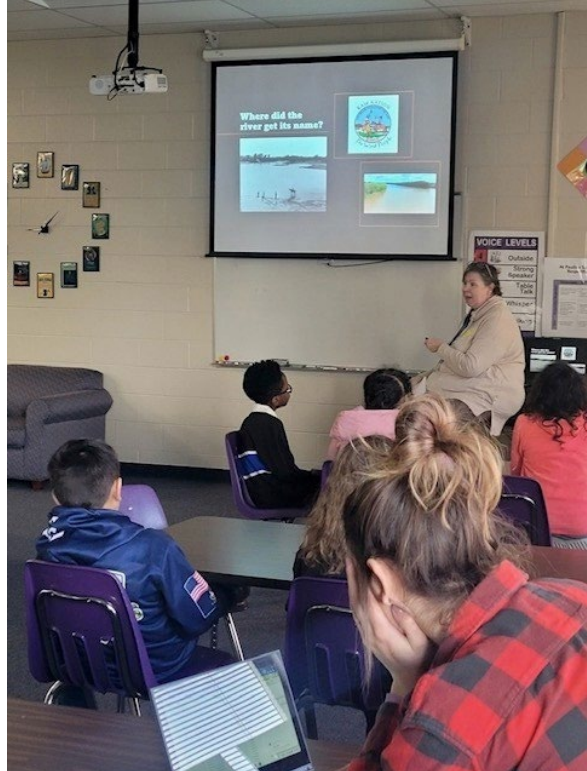
The Learn and Play Bus hosted a total of 1,226 people this year or an average of 94 a month. This reflects the totals from both the Lakeview Church of the Nazarene and Western Hills Church. Because of the intimate nature of this service, we also track both new and returning customers. We had 254 new faces, or in other words, 23% of attendees were new to the service.

Community Services

Patrick Berry, Community Services Supervisor

Kansas Connections

January 29th is Kansas Day. In celebration of this awesome annual event, our Outreach Focus Team is offering specific Kansas Connections programming called, *Spotlight on Kansas*. This is a 4-program offering that focuses on our beloved state. As of the writing of this packet, our team is scheduled for 33 program requests for the month, and we are hoping for more before the month is over.



Aileen Finney presents to a class at Pauline South from earlier in January



Jackie Hurst with an excited class from Elmont elementary showing off their water molecules they made during Jackie's time at the school

Bookmobile

We are excited to see that a couple of our newer bookmobile stops are starting to gain traction with members of their community. We are starting to see patrons placing items on hold and picking them up from their local bookmobile stops. This is exciting and hopefully shows that we are starting to truly make an impact in some of these areas which have not had our full attention in the past.

@Home Delivery Service

The members of this team come across the WILDEST things when they are out in the communities and delivering Our awesome @Home Delivery Team is always running to patrons.

(Below a bigfoot was spotted dashing off to the trees).



They also see other creatures, great...



... and small.



Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

FY 2022 Purchasing

With a new fiscal year now in motion, we have resumed weekly orders for physical and digital materials. The Tech Services team has been busy preparing ordering carts and is excited to receive new materials. Our acquisitions associate Sara Shupe and I have been working through database invoices and getting renewals confirmed early in the fiscal year. By working ahead with products we know we will renew, we can better plan for the entire fiscal year cycle. We are off to a good start and are looking forward to bringing new materials to library customers.

LibraryIQ

We are in the final process of onboarding a new tool to guide us in collection management. The product is called LibraryIQ and is managed by Library Systems & Services. LibraryIQ is an online analytics product that connects to our library catalog, Polaris. With the connection to Polaris, we can view collection performance data through an interactive reporting dashboard. Collection Development staff will be able to pull detailed reports for specific collections based on criteria they select within LibraryIQ. While we can do some of this reporting directly through Polaris, we don't have a way to easily visualize the data and our current reporting building tools are repetitive and time-consuming to use, even for simple report builds. LibraryIQ has a budgeting analysis tool which will provide us with new ways to evaluate collection performance for both physical and digital purchases based on the money we're spending evaluated by collection performance metrics like the number of checkouts and turnover rates. With large projects on the horizon in how we serve our readers in our library, we need a tool that provides us in-depth, real-time reporting enabling us to see the trends and make meaningful decisions. I am excited that we are adding this tool to our staff resources and look forward to share more about the data-driven decisions we're making through the use of LibraryIQ.

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

New Circulation Guidelines

New circulation guidelines will be implemented soon. Collections Director, Paul Brennan, Technical Services Manager, Scarlett Fisher-Herremann, Database Administrator, Shannon Eddings, and Circulation Supervisors, Angie Hardy-Foltz and Kelli Smith have been exploring new ways to manage access to digital materials and to make the process of getting a library card meet 21st century customer expectations.



Under the new guidelines, the library will provide two levels of library card membership to eligible cardholders, **TSCPL Ecard** and **TSCPL All Access Card**.

New customers that register online will receive a TSCPL Ecard in the mail that grants them access to our digital resources, library computers, and meeting room spaces. Mailing the library card to new customers helps remove the barrier of visiting the library or a bookmobile like customers currently must do. Since circulation staff will process each online registration, only residents living in the library's service area will be granted access to its digital resources. Circulation staff will process online registrations daily and email account information to new customers within a 24 period so they can access the library's digital collections as soon as possible.

Customers who wish to visit the library and bookmobiles can continue to sign up for library cards. Staff will promote signing up for the TSCPL All Access Card, which requires proof of ID in addition to residency. This library card provides access to everything the TSCPL Ecard offers but also allows the customer to check out physical materials. Customers who already have a TSCPL Ecard will be encouraged to upgrade their membership when they visit the library or a bookmobile.

The new circulation guidelines will go into effect on January 23, 2023.

Polaris Database Clean Up Project Going Well

The circulation department is in the middle of a Polaris database clean-up project. The project goal is to update temporary patron accounts to permanent ones. The department has reached out to nearly 1,700 customers in hopes that they will all transition over to get a library card. They have been instructed to contact circulation and interlibrary loan staff to activate their new account and keep access to the library's digital resources.

The covid pandemic altered the procedure of how we handled registering temporary accounts to provide digital access during the shutdown and when the library operated with shorter open hours. This

ILS cleanup project was necessary and an essential first step to implement the new circulation guidelines that go into effect on January 23.

Digital Services

David King, Digital Services Director

Fairlawn Plaza Book Locker Ribbon Cutting

Digital Services was pleased to help make the ribbon cutting a success (we set up the portable sound system for the event). And more importantly, we're excited that the Fairlawn Plaza book locker is up and running. It took about half of Digital Services staff working on implementation, as well as Paul's circulation team and our vendor working hard to make it happen.

Computer Rollout

Digital Services has been imaging and rolling out new computers. We rolled out approximately 100 computers over December. These are upgraded replacement computers for staff and for our service desks.

Top Web Pages for December 2022

1. Services Page: 2980 Pageviews
2. Library Catalog: 2774 Pageviews
3. Discussion Questions for The Great Gatsby: 2272 Pageviews
4. Best Books of 2022: 1630 Pageviews
5. Search Page: 1596 Pageviews
6. About Page: 1291 Pageviews
7. Employment Page: 1205 Pageviews
8. Get a library card: 1194 Pageviews
9. Team Rooms: 1150 Pageviews
10. Level 2 Tech Center: 1106 Pageviews

Social Media Highlights for December 2022:

Facebook

- What is your favorite place in Topeka post – reached 10,010 people
- Learning to Knit post – reached 8736 people
- Library closed post – reached 4891 people

Twitter

- Bookmobile at Dillons at Urish post – 195 impressions
- Booktique closed post – 187 impressions

- Bookmobile service is canceled post – 168 impressions

Instagram

- Ribbon cutting for the Fairlawn Plaza Book Locker – reached 923 people
- Mugs for our Winter Reading Challenge – reached 910 people
- Gallery’s Melting Point exhibit – reached 710 people

Popular Social Media posts



Topeka & Shawnee County Public Library

Published by Karen Watson · December 27, 2022 at 6:00 PM ·

Some relatives visited during the holidays and I was watching my cousin in the corner looking so relaxed as she was knitting. I didn't even pay attention to what she was making. I just noticed that she looked so peaceful.

I said, "That's it! I am going to learn to knit!" I didn't want to spend money on this new hobby that I am about to try. Thanks to Brea's article bit.ly/3WIT5fm, I was reminded that our library has kits you can borrow with beginner books AND all the suppli... **See more**



Performance

Reach

Total

8,728

Worst  Best

This post reached more people than **100%** of your 50 most recent Facebook posts and stories.

Reach

8,728

Reactions, comments and shares

Total

327

Worst  Best

This post received more reactions, comments and shares than **100%** of your 50 most recent Facebook posts and stories.

Reactions
Comments
Shares

289
23
15



Performance

Reach
 Total
9,994

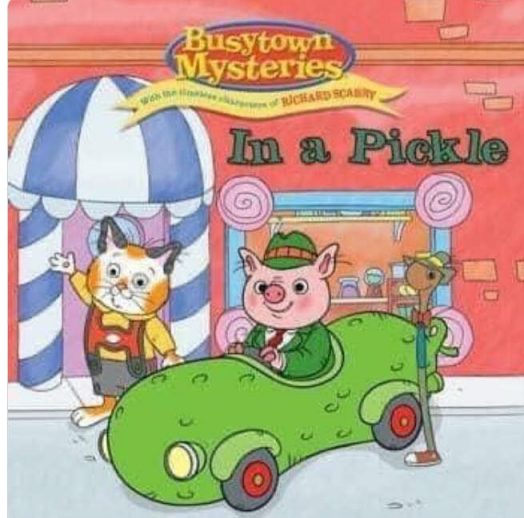
This post reached more people than 100% of your 50 most recent Facebook posts and stories.

Reach 9,994

Reactions, comments and shares
 Total
429

This post received more reactions, comments and shares than 100% of your 50 most recent Facebook posts and stories.

Reactions 341
 Comments 82
 Shares 6



Fake Library Statistics

December 16, 2022 at 12:16 PM ·

24% of librarians wanted to live in Richard Scarry's Busytown as a child; 75% still want to drive a pickle car

Performance

Reach
 Total
4,512

This post reached more people than 92% of your 50 most recent Facebook posts and stories.

Reach 4,512

Reactions, comments and shares
 Total
165

This post received more reactions, comments and shares than 91% of your 50 most recent Facebook posts and stories.

Reactions 139
 Comments 14
 Shares 12

2022														2022		Annual %
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2021 YTD	Change	
CIRCULATION*																
Main Library																
TSCPL Curbside	4,432	3,654	3,517	2,901	2,460	2,475	2,498	2,769	2,503	2,526	2,301	1,939	33,975	188,946	-82.0%	
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	36,020	432,825	367,477	17.8%	
Interlibrary Loan	1,202	1,116	1,330	1,092	1,062	1,215	1,181	1,305	1,229	1,168	1,136	1,135	14,171	13,343	6.2%	
Self-Check	41,990	39,474	45,743	42,132	45,504	53,539	54,877	51,311	44,643	44,951	41,513	37,065	542,742	387,849	39.9%	
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	5,184	67,918	42,956	58.1%	
Red Carpet	3,836	2,420	3,103	2,853	3,049	3,034	2,710	3,481	3,185	3,266	3,301	3,110	37,348	48,873	-23.6%	
Digital Downloads																
Library @ Work / Smartlocker	5,656	4,769	5,396	5,137	5,090	5,276	5,036	4,995	5,018	5,137	5,056	5,147	61,713	67,615	-8.7%	
Digital Downloads	52,207	47,653	51,386	48,766	51,061	50,540	53,776	54,591	50,470	50,470	48,680	49,017	608,617	584,359	4.2%	
Library @ Work / Smartlocker	1,766	1,747	1,876	1,820	1,571	1,323	1,015	944	1,055	1,139	1,096	1,074	16,426	21,290	-22.8%	
TOTAL CIRCULATION	147,926	135,661	152,478	144,333	149,018	161,118	169,662	167,097	150,469	153,395	144,887	139,691	1,815,735	1,722,708	5.4%	
* Includes first-time checkouts and renewals																
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	58,779	793,282	727,182	9.1%	
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	25,989	347,723	333,313	4.3%	
Adult Materials	53,323	49,426	54,915	51,489	52,647	55,172	58,853	58,946	53,136	53,873	49,521	48,866	640,167	605,166	5.8%	
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	27,499	391,438	344,190	13.7%	
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	2,392	34,872	35,354	-1.4%	
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	5,982	74,153	75,785	-2.2%	
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	98.4	91.9	83.1	10.6%	
Monthly # of Responses	49	51	29	17	41	86	86	151	56	64	76	64	770	799	-3.6%	
Current NPS	84.7	85.0	85.1	85.1	85.2	85.4	85.6	85.9	85.9	86.1	86.1	86.3	86.3	84.6	2.0%	
NEW Patrons																
Topeka / Shawnee County																
Adults	438	407	460	433	435	571	605	581	588	489	460	428	5,895	4,527	30.2%	
Children (ages 17 and under)	100	64	116	117	180	299	221	154	116	123	110	87	1,687	1,092	54.5%	
Red Carpet Outreach	9	3	10	7	6	6	12	10	5	7	10	5	90	110	-18.2%	
NEKL	81	63	71	55	105	128	87	128	68	67	46	43	942	680	38.5%	
Non-Resident	0	0	0	0	0	0	2	1	5	1	2	1	12	9	33.3%	
Total New Registrations	628	537	657	612	726	1,004	927	874	782	687	628	564	8,626	6,418	34.4%	
PATRONS DELETED																
	205	129	100	270	299	229	313	878	529	1,050	538	1,942	6,482	4,936	31.3%	
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	59,695	59,695	57,661	3.5%	
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	14,809	14,809	14,776	0.2%	
TSCPL @ School	25,587	25,585	25,666	25,665	25,664	25,665	25,663	26,514	27,672	27,671	27,767	27,781	27,781	25,587	8.6%	
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	1,252	1,252	1,204	4.0%	
NEKL	8,467	8,538	8,544	8,555	8,683	8,837	8,923	8,886	8,912	8,912	8,919	8,563	8,563	8,242	3.9%	
Non-Resident	89	89	88	87	87	86	88	89	92	98	99	100	100	89	12.4%	
Delinquent	101	101	98	97	98	96	94	96	100	96	96	97	97	97	0.0%	
TOTAL CARDHOLDERS	107,986	108,408	108,770	109,238	109,719	110,408	111,089	111,999	113,572	113,261	113,557	112,297	112,297	107,656	4.3%	
Active Cardholders (Savannah)																
Non-Student Cardholders	-	-	43,582	43,779	43,048	44,575	45,209	45,113	45,448	46,555	47,231	47,782	47,782	-	-	
Student Cardholders	-	-	11,100	7,522	7,651	7,601	7,617	5,403	6,108	5,837	5,661	5,053	5,053	-	-	
TOTAL ACTIVE CARDHOLDERS	-	-	54,682	51,301	51,059	52,188	52,838	50,528	51,556	52,392	52,892	52,835	52,835	-	-	

	2022													2021	Change 20 TO 21%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD			
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	6,711	23,386	20,021	16.8%		
Digital	8,453	8,190	7,813	8,114	8,296	8,373	8,825	8,875	9,024	8,183	8,549	8,889	17,671	15,944	10.8%		
Both	1,261	1,100	954	1,242	1,216	1,446	1,483	1,300	1,325	851	1,182	1,233	6,112	5,531	10.5%		
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	14,367	34,945	30,434	14.8%		
Holds Satisfied	16,395	14,270	15,142	13,579	13,912	14,812	14,886	15,814	14,402	14,347	13,661	12,668	173,888	207,921	-16.4%		
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	52,593	708,735	625,232	13.4%		
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	1,189	38,307	37,820	1.3%		
Materials Discarded	2,690	3,558	5,018	2,793	2,525	10,019	4,358	4,825	6,211	2,212	5,446	4,557	54,212	50,131	8.1%		
TOTAL COLLECTION	371,309	370,500	369,277	369,253	370,085	364,322	363,446	362,839	359,259	359,887	357,981	354,613	354,613	370,518	-4.3%		
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	35,943	446,908	330,605	35.2%		
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	53,532	683,277	541,675	26.1%		
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	15,276	212,517	202,882	4.7%		
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	33,913	466,051	471,552	-1.2%		
NOTARY SERVICE	151	147	139	162	152	89	94	120	89	94	177	96	1,510	1,282	17.8%		
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	11,509	128,484	68,990	86.2%		
Media	3,599	3,157	3,869	3,760	3,919	4,613	4,692	3,979	2,589	2,367	1,896	1,506	39,946	19,861	101.1%		
Call Center	4,288	3,856	4,420	3,846	3,890	4,015	4,632	4,443	4,298	4,088	3,813	3,726	49,315	39,985	23.3%		
Stacks/Team RM	352	475	453	435	466	269	411	641	1,174	1,601	1,550	1,312	9,139	2,620	248.8%		
Topeka Room	168	242	269	198	302	295	409	573	514	388	597	414	4,369	1,329	228.7%		
Gallery	353	251	143	161	139	273	260	107	300	246	176	215	2,624	1,451	80.8%		
L2TC									1,457	3,519	5,379	4,159	3,989	18,503	-		
LibAnswers	445	314	366	344	407	403	399	421	386	413	343	347	4,588	3,744	22.5%		
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	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	3,252	38,058	-	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	14,761	166,542	68,990	141.4%		
GATE COUNT	23,639	22,541	27,806	25,723	26,680	32,548	34,561	34,138	30,994	32,956	29,748	28,616	349,950	203,668	71.8%		
MEETING ROOMS																	
Meeting Room Bookings	317	349	472	438	425	440	421	307	354	425	434	324	4,706	2,910	61.7%		
Team Room Bookings	772	842	949	970	837	856	826	928	835	749	706	605	9,875	1,018	870.0%		
L2TC Bookings	-	-	-	-	-	-	-	-	160	533	577	593	1,863	-	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	3,366	38,372	12,784	200.2%		
TOTAL ATTENDANCE	2,582	2,788	3,327	3,978	3,817	3,418	3,463	4,538	4,055	4,714	6,614	3,970	47,264	14,444	227.2%		
LEARN & PLAY BUS VISITS	50	47	95	120	73	113	135	139	129	70	124	78	1,173	153	666.7%		
PROGRAM ATTENDANCE																	
Adult - General	1,241	631	881	3,446	1,155	2,075	1,691	1,554	118	2,481	786	403	16,462	18,127	-9.2%		
Kids - Early Learners	286	237	658	1,342	520	1,923	1,071	317	222	482	420	183	7,661	14,273	-46.3%		
Kids - Elementary	431	563	603	1,259	645	2,138	1,091	126	222	462	188	114	7,842	6,947	12.9%		
Teens	360	377	504	1,114	333	1,345	706	141	259	411	116	51	5,717	4,348	31.5%		
Unknown	0	0	0	0	0	0	0	16	1,517	62	440	928	2,963	1,400	111.6%		
Outreach	0	0	83	193	657	112	0	0	0	690	3,492	2,068	7,295	5,473	33.3%		
TOTAL ATTENDANCE	2,318	1,808	2,729	7,354	3,310	7,593	4,559	2,154	2,338	4,588	5,442	3,747	47,940	45,095	6.3%		
GALLERY ATTENDANCE	1,308	1,316	1,146	1,058	744	5,510	4,981	2,890	1,372	1,997	1,275	1,467	25,064	21,242	18.0%		
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	1.27	1.53	12.42535	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	6,202	86,280	69,613	23.9%		
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	0:58:38	0:51:54	0:44:31	16.6%		
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	6,062	74,634	51,659	44.5%		
Wireless Sessions	20,362	18,191	23,912	25,822	26,469	30,192	33,122	31,250	35,109	28,139	26,629	16,980	316,177	164,033	92.8%		
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	0:12:00	0:13:15	0:12:38	4.8%		
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	3,486	69,814	34,546	102.1%		
TOTAL HOURS	9,545	9,075	11,864	12,404	11,886	13,882	14,011	14,010	13,317	13,047	11,859	9,548	144,448	77,911	85.4%		

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	12,059	156,276	146,388	6.8%
Adult Nonfiction	14,923	13,946	16,261	15,268	15,369	16,089	17,250	17,405	15,700	16,207	14,916	14,372	187,706	170,703	10.0%
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966	27,785	28,683	25,592	21,586	22,329	21,546	18,509	262,681	228,076	15.2%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	6,866	7,391	6,211	5,629	5,651	5,144	4,667	67,777	60,010	12.9%
Magazines	875	791	923	783	953	863	796	848	779	863	754	817	10,045	11,292	-11.0%
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	5,894	73,061	74,656	-2.1%
RC Realia	106	72	83	90	58	102	70	92	120	117	94	88	1,092	1,129	-3.3%
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	2,373	34,644	34,928	-0.8%
PRINT CIRCULATION	60,257	56,195	65,520	62,277	64,332	75,415	79,136	74,736	65,662	67,494	63,479	58,779	793,282	727,182	9.1%
Audio / Visual Material															
MIFI Hotspots	18	35	38	38	46	31	24	30	26	28	32	29	375	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	1,651	22,514	24,795	-9.2%
Adult Music	2,181	1,991	2,489	2,332	2,247	2,080	2,308	2,357	1,975	2,063	1,738	1,998	25,759	27,535	-6.4%
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	17,969	237,867	224,453	6.0%
Juvenile Audiobooks	262	243	337	273	290	351	390	354	315	276	260	226	3,577	3,144	13.8%
Juvenile Music	204	151	191	187	219	285	280	290	209	202	212	161	2,591	2,465	5.1%
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	3,936	54,812	50,495	8.5%
YA AV	15	12	33	16	25	15	26	21	14	14	18	19	228	426	-46.5%
AV CIRCULATION	29,324	27,162	30,046	28,089	28,568	29,964	32,069	32,312	28,994	29,020	26,186	25,989	347,348	333,313	4.2%
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	12,059	156,276	146,388	6.8%
Adult Nonfiction	14,923	13,946	16,261	15,268	15,369	16,089	17,250	17,405	15,700	16,207	14,916	14,372	187,706	170,703	10.0%
Magazines	875	791	923	783	953	863	796	848	779	863	754	817	10,045	11,292	-11.0%
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038	1,903	1,958	1,941	1,888	1,969	1,659	1,651	22,514	24,795	-9.2%
Adult Music	2,181	1,991	2,489	2,332	2,247	2,080	2,308	2,357	1,975	2,063	1,738	1,998	25,759	27,535	-6.4%
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	17,969	237,867	224,453	6.0%
ADULT CIRCULATION	53,323	49,426	54,915	51,489	52,647	55,172	58,853	58,946	53,136	53,873	49,521	48,866	640,167	605,166	5.8%
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	18,509	262,681	228,076	15.2%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	6,866	7,391	6,211	5,629	5,651	5,144	4,667	67,777	60,010	12.9%
Juvenile Audiobooks	262	243	337	273	290	351	390	354	315	276	260	226	3,577	3,144	13.8%
Juvenile Music	204	151	191	187	219	285	280	290	209	202	212	161	2,591	2,465	5.1%
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	3,936	54,812	50,495	8.5%
JUVENILE CIRCULATION	27,312	25,810	31,781	30,322	31,101	40,209	42,097	38,037	32,496	33,343	31,431	27,499	391,438	344,190	13.7%
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	5,894	73,061	74,656	-2.1%
RC Realia	106	72	83	90	58	102	70	92	120	117	94	88	1,092	1,129	-3.3%
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	5,982	74,153	75,785	-2.2%
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	2,373	34,644	34,928	-0.8%
YA AV	15	12	33	16	25	15	26	21	14	14	18	19	228	426	-46.5%
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	2,392	34,872	35,354	-1.4%
Overdrive															
Overdrive	35,891	32,773	35,581	33,380	35,139	35,527	38,048	37,607	35,496	34,930	32,822	33,503	420,697	405,257	3.8%
Hoopla	15,010	13,681	14,473	14,183	14,822	13,790	14,502	15,897	14,083	14,558	14,692	14,462	174,153	162,784	7.0%
Flipster	1,306	1,199	1,332	1,203	1,100	1,223	1,226	1,087	891	982	1,166	1,052	13,767	16,318	-15.6%
DIGITAL DOWNLOADS	52,207	47,653	51,386	48,766	51,061	50,540	53,776	54,591	50,470	50,470	48,680	49,017	608,617	584,359	4.2%
Adult ebook Fiction															
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	16,469	207,707	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	3,258	42,231	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	18,265	224,687	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	1,675	19,044	n/a	n/a
Juvenile ebook Nonfiction	237	264	221	270	286	251	209	256	288	210	217	216	2,925	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	1,962	22,940	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	1,281	15,423	n/a	n/a
Young Adult ebook Nonfiction	23	29	32	29	22	30	32	25	22	23	23	34	324	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	1,283	14,852	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	44,443	550,133	n/a	n/a

	2022												2022
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
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	\$985,354	\$13,315,029
Magazines (\$5)	\$4,375	\$3,955	\$4,615	\$3,915	\$4,765	\$4,315	\$3,980	\$4,240	\$3,895	\$4,315	\$3,770	\$4,085	\$50,225
Audiobooks (\$10)	\$20,730	\$20,170	\$23,810	\$21,510	\$23,280	\$22,540	\$23,480	\$22,950	\$22,030	\$22,450	\$19,190	\$18,770	\$260,910
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	\$96,332	\$1,285,028
Notary Service (\$10)	\$1,510	\$1,470	\$1,390	\$1,620	\$1,520	\$890	\$940	\$1,200	\$890	\$940	\$1,770	\$960	\$15,100
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	\$103,327	\$1,165,794
Programming (\$10)	\$23,180	\$18,080	\$27,290	\$73,540	\$33,100	\$75,930	\$45,590	\$21,540	\$23,380	\$45,880	\$54,420	\$37,470	\$479,400
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	\$14,670	\$250,640
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	\$114,576	\$1,733,376
TOTAL VALUE	\$1,370,069	\$1,276,769	\$1,502,023	\$1,483,080	\$1,474,591	\$1,803,205	\$1,848,435	\$1,729,559	\$1,549,484	\$1,626,473	\$1,516,304	\$1,375,551	\$18,555,543