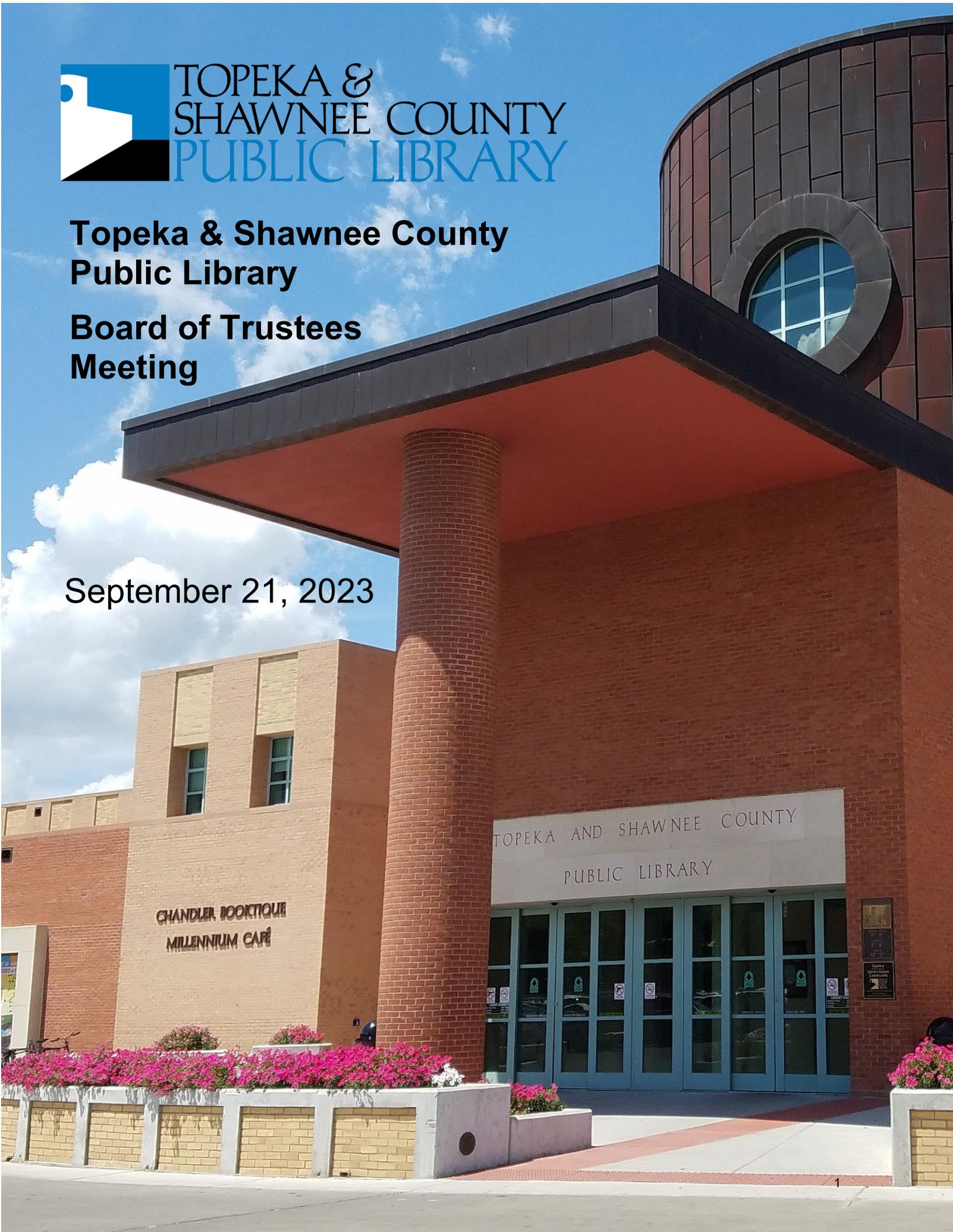


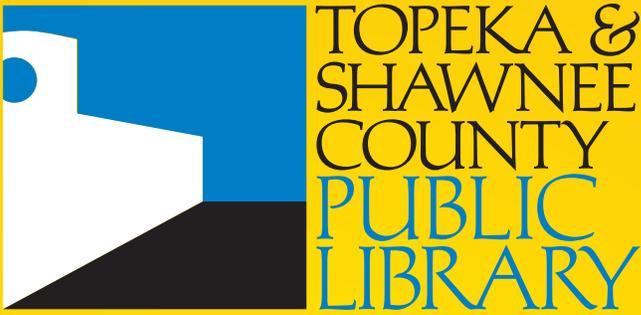


**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

September 21, 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

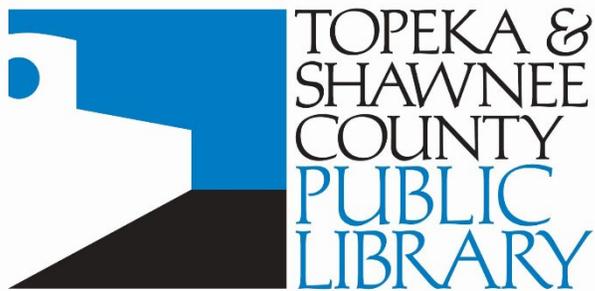
We are hungry to learn, create and innovate. We inspire our community to

# Mission

Sparking curiosity and connecting our community through literacy and learning

# Community Impact Goals





September 21, 2023 – 4:00 pm  
Menninger Room and Zoom Meeting

<https://tscpl.zoom.us/j/83606679055>

Meeting ID: 836 0667 9055

Passcode: 617300

**Call to Order**

**Introduction of New Trustee and Oath of Office**

**Public Comment**

**Trustee Advocacy Stories**

**Approval of August 24, 2023, Meeting Minutes of the Board of Trustees –  
**Action Item** pg. 5**

**New Business**

- **Resolution- Bid for Dock Renovation **Action Item** pg. 8**
- **Resolution- Funding request to The Library Foundation for the Kids Library Remodel **Action Item** pg. 11**
- **Resolution- Approval of Pledgee Agreement Form, Federal Reserve Bank of Boston **Action Item** pg. 13**

**Chief Financial Officer’s Report – Kim Strube **pg. 19****

**Financial Reports**

- Treasurer’s Report – Hannah Uhlrig
- 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 – Shawn Leisinger**

- Meeting Minutes Board of Trustees Executive Committee –**pg. 32**

**Chief Executive Officer Report – Marie Pyko **pg. 34****

- Ivy Group Presentation of the Strategic Plan 2024

**Chief of Staff Report – Thad Hartman **pg. 38****

- HTK Architects Presentation of Readers Lounge

**Adjournment**

## **Public Comment**

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

## **Next Meeting**

October 19, 2023

4:00 pm

Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/83606679055>

Meeting ID: 836 0667 9055

Passcode: 617300

\*Subject to change without notice



### **Board Members Present**

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

### **Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, August 24, 2023, in the Marvin Auditorium 101C of the Topeka and Shawnee County Public Library, 1515 SW 10<sup>th</sup> Ave, was called to order at 5:00 pm by Chair Shawn Leisinger.

### **Public Comment**

There were three people signed up for public comment. Kathy Brown, Gian Carlos DeBiase, and Robert Williams spoke during the public comment session. Then the public comment session was closed.

### **Trustee Advocacy Stories**

There were no Trustee Advocacy Stories shared.

### **Approval of Minutes**

On a motion by Beth Dobler, seconded by Joan Hicks, the July 20, 2023, 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 for Strube.

### **Financial Reports**

Board Treasurer Hannah Uhrig reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for July 2023.

On a motion by Hannah Uhrig and seconded by Liz Post, the Treasurer's Financial Report for July 2023 was accepted.

Motion passed unanimously.

### **Board Chair Reports**

Chair Shawn Leisinger reported the Executive Committee met via Zoom on August 7, 2023.

### **Chief Executive Officer Report**

Marie Pyko noted she had transposed numbers for the bookmobile checkout numbers in her report. She reminded the board that on Wednesday, August 30, the library will be opening late at 1:00 pm to engage with Shawnee County Emergency Management for an emergency preparedness drill. Pyko invited interested trustees to attend the drill.

### **Chief of Staff Report**

Chief of Staff Thad Hartman shared that the library is celebrating the 50<sup>th</sup> anniversary of the Red Carpet service. This service goes out to assisted living facilities and other locations to reach older adults who cannot make it to the library. The final day of celebration is Friday, August 25 from 2:00 pm – 4:00 pm at the library. There will be refreshments and live music. Hartman noted that on September 8 a new exhibit will open at the gallery. DoPiKa will share the art and culture of indigenous artists who make Topeka and Shawnee County their home.

### **New Business**

#### **Recess into Revenue Neutral Rate (RNR) Hearing**

On a motion by Jim Ramos, seconded by Peg Dunlap, the board recessed at 5:25 pm.

Motion passed unanimously.

### **Call to Order**

Board Chair Shawn Leisinger opened the Revenue Neutral Rate (RNR) Hearing and called the meeting to order at 5:26 pm.

Chair Shawn Leisinger called on Chief Financial Officer Kim Strube to present a review of the FY2024 RNR. There were no questions for Strube. Strube spoke to the RNR process and how it does not take into account cost of living and inflation. It is based on keeping the same amount of dollars from the previous years.

At 5:29 pm the RNR Hearing was adjourned, and Chair Shawn Leisinger reconvened the regular meeting of the Topeka and Shawnee County Public Library Board of Trustees.

#### **Reconvene to Board of Trustees Meeting**

On a motion by Peg Dunlap, seconded by Liz Post, the board reconvened to the regular Board of Trustees Meeting at 5:29 pm.

Motion passed unanimously.

### **New Business**

#### **Approval of the FY2024 Revenue Neutral Rate Increase (ROLL CALL VOTE)**

On a motion by Hannah Uhrig, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the levy of property tax rate exceeding the RNR for the FY2024 operating budgets. A roll call vote was taken.

Motion passed unanimously.

### **Recess to Public Budget Hearing**

On a motion by Jim Ramos, seconded by Joan Hicks, the board recessed at 5:31 pm.

### **Call to Order**

Board Chair Shawn Leisinger opened the Public Budget Hearing and called the meeting to order at 5:31 pm.

Chair Shawn Leisinger called on Chief Financial Officer Kim Strube to present a review of the FY2024 Budget. Strube explained that there were two budget work sessions involving the entire board that totaled six hours in preparation for the budget. There were no questions for Strube.

At 5:44 pm the Public Budget Hearing was adjourned, and Shawn Leisinger reconvened the regular meeting of the Topeka and Shawnee County Public Library Board of Trustees.

### **Reconvene to Board of Trustees Meeting**

On a motion by Peg Dunlap, seconded by Joan Hicks, the board reconvened to the regular Board of Trustees Meeting at 5:44 pm.

Motion passed unanimously.

### **New Business**

#### **Adoption of FY2024 Operating Budget**

On a motion by Joan Hicks, seconded by Peg Dunlap, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2024 operating budget as presented/published in the Topeka Capital Journal on August 10, 2023.

Motion passed unanimously.

### **Adjournment**

On a motion by Joan Hicks, seconded by Hannah Uhlrig, the meeting was adjourned at 5:45 pm.

### **Next Meeting**

September 21, 2023

4:00 pm

Topeka & Shawnee County Public Library

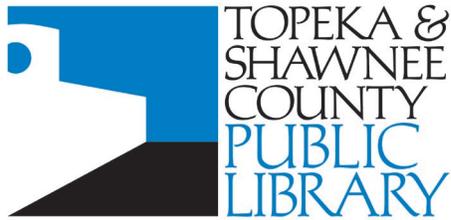
Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/83606679055?pwd=eDIiGmVhOmlkbnpYUHkyUWVlcUJwZz09>

Meeting ID: 836 0667 9055

Passcode: 617300

\*Subject to change without notice



## **Resolution – Bid for Dock Renovation**

### **BOARD OF TRUSTEES September 21, 2023**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction, Topeka, Kansas, in the amount of \$289,300 for the remodel of the loading dock, including alternate #1 for replacement of the steel guardrail. This expenditure shall be paid from the General Fund, Special Projects line.**

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

In creating the Facilities Master Plan, the Library Board of Trustees approved five guidelines to define its purpose. One of these guidelines was "Maintain optimal conditions and operation of the building, its site, systems, furnishings, technology and other physical infrastructure." Maintaining the building has been a major aspect of the Facilities Master Plan and is one of the reasons that library continues to feel new to our customers and operate safely and efficiently.

An area identified as in need of repair was the loading dock at the main library building 1515 SW 10<sup>th</sup> Ave. The dock is heavily used by staff entering the building and loading and unloading vehicles, community members donating books to the Friends, and vendors making multiple deliveries each day. Concrete is breaking in several places and patches have been temporary solutions that have had to be replaced several times. In addition to the hazards the concrete issues create, water is not properly draining, creating increased slip and fall risk, especially during the winter.

This project will replace all the concrete, including the ramp and stairs into the library. A new French drain will also be installed which will improve water drainage which will help reduce standing water and improve safety and make the concrete last longer.

#### **Bid Process**

In preparation for the bid process Library staff worked with HTK Architects to develop a plan to repair the issues with the dock and improve drainage to reduce standing water and extend the life of the new concrete. HTK worked with engineers and developed an approved schedule, provided specifications for the work, and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued July 12, 2023.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. The project was also published on Topeka BluePrints' online plan room. Once posted there, all contractors who choose to receive updates on projects bidding were notified. An optional site walkthrough was held on August 24 and bids were due on September 7.

Bids were received at a public meeting over Zoom at 2:00 PM, September 7, 2023. Two bids were received before the bid deadline; both were submitted electronically.

**Staff Recommendation:**

The low bid for the entire project including the alternate that included replacement of the steel guardrail, was from Kelley Construction, Topeka, KS. This bid met all the necessary criteria and was in line with the bid from Senne. Kelley has worked regularly with the library and comes recommended by HTK. The bid came in at less than what was projected for this project.

TSCPL staff recommends the bid of \$289,300 submitted by Kelley Construction, Topeka KS, be approved for repair of the library dock, including the alternate.

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

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

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

**Date** \_\_\_\_\_

<b>TSCPL - Loading Dock &amp; Approach Renovation</b>		
Bid Tabulation		
Thursday September 7, 2023 @2:00 PM CDT		
<b>CONTRACTOR</b>	<b>Kelley Construction Co. Inc.</b>	<b>Senne &amp; Company Inc.</b>
Concrete Construction	Conroy Concrete Contractors	TBD
Proposed Superintendent	Troy Broadbent	TBD
Bid Bond	Y	Y
Addendum No. 1	Y	Y
Date of Anticipated Substantial Completion	12/31/2023	12/31/2023
<b>BASE BID</b>	<b>\$275,500</b>	<b>\$274,500</b>
Alternate #1 - Replacement of 40LF of Steel Guardrail	\$13,800	\$16,888
<b>Total Construction Bid Cost: (Base Bid + Alternate #1):</b>	<b>\$289,300</b>	<b>\$291,388</b>



## **Resolution – Funding request to The Library Foundation for Kids Library Remodel**

**BOARD OF TRUSTEES  
September 21, 2023**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to The Library Foundation for partial funding of the Kids Library Remodel for 2024- a project of the ten-year Facilities Master Plan.**

**Therefore, the Board of Trustees requests that The Library Foundation provide funding not to exceed the amount of \$400,000. The projected total cost of the Kids Library Remodel for design and infrastructure is estimated at \$800,000. Pursuant to K.S.A. 10-1112, no obligations will be incurred for the project until sufficient funds have been raised or made available and designated for this purpose.**

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

In July 2016, the Board of Trustees approved a Facilities Master Plan which includes both infrastructure and renovation/remodel projects. The Plan is based on five guidelines:

1. Maintain optimal conditions and operation of the building, its site, systems, furnishings, technology, and other physical infrastructure.
2. Increase public space used to support learning, literacy, and civic engagement.
3. Preserve the Library's architectural integrity and character.
4. Improve people's ability to use the services, programs collections and learning experiences provided by a 21st century library.
5. Exercise good stewardship of public and private resources in maintaining and improving the building, its site, its systems, furnishings, technology, and other physical infrastructure.

Per the March 16, 2017 Board of Trustees Resolution Funding Request to The Library Foundation (Facilities Master Plan Projects) the Board recognizes the need for partial funding support from the Library Foundation and will request that The Library Foundation provide at least partial funding for these projects on a case-by-case basis. The plan is to complete all projects within the Facilities Master Plan within 10 years, subject to funding availability.

### **Staff Recommendation**

The Kids Library Remodel is the final large scale project of the Facilities Master Plan. Planning for the design has begun and will run through the 2024 Summer. The remodel will focus on a reorganization of space, new flooring for each Kids Library area, collection shelving, and furniture. Goals of the remodel include increasing spaces for play based on learning, school age steam activities and technology, and redesign of the David J's Young Adult space.

It is the intent of this request to allow sufficient time to find new sources or allocate existing resources at the discretion of The Library Foundation, to partially fund the project when the Board of Trustees approves the elements of the project.

In accordance with the Board's Purchasing Policy, dated January 19, 2017, a Request for Proposal will be required for the project with all bids approved by the Board.

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

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

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

**Date** \_\_\_\_\_



## **Resolution – Approval of Pledgee Agreement Form, Federal Reserve Bank of Boston**

**BOARD OF TRUSTEES  
September 21, 2023**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the Federal Reserve Bank of Boston’s Pledgee Agreement Form as presented and approves the release of collateral at CoreFirst Bank and Trust.**

### **Background Information:**

During the last two years, the Library has had significant cash balances (up to \$1.9 million) in the CoreFirst Bank and Trust; the average cash balance is \$1,223,791 for the last 24 months. These taxpayer funds must be protected beyond the \$250,000 offered under the FDIC (Federal Deposit Insurance Corporation). For units of state and local governments, funds beyond \$250,000 must be guaranteed through the Federal Reserve Bank (FRB).

The “Pledgee Agreement Form” provides delegated authority by the Library Board of Trustees to the listed key managers to take authoritative action on the FBR account, including the release of collateral. Further, the form allows the substitution of collateral by the financial institution holding Library funds to replace or substitute collateral without the need to approve each such transaction. To approve a release of collateral requires a “four-party call-back” meaning action by two of the approved individuals in the Library is required for every transaction. The other two parties in the transaction are individuals employed by the Federal Reserve.

The Pledgee Agreement Form is only for funds in CoreFirst Bank and Trust accounts or investments. Library funds in Community National Bank (capital improvement monies) and in the State of Kansas, Municipal Investment Pool, are protected individually by each institution.

### **Staff Recommendation:**

TSCPL staff recommends the approval of the resolution to update the Pledgee Agreement Form required by the Federal Reserve Bank of Boston to ensure protection of Library funds in the event of a bank default or closure.

Additionally, the FBR has pledged \$4 million in collateral through CoreFirst Bank and Trust. TSCPL staff recommends approval of CoreFirst’s request to release \$1.5 million in pledged collateral and reduce the total amount pledged to \$2.5 million.

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

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

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

Date \_\_\_\_\_

# Pledgee Agreement Form

**To: Federal Reserve Bank of Boston**  
600 Atlantic Avenue  
Boston, MA 02210  
**Attn: Wholesale Operations/Joint Custody**

**Tel: 800-327-0147, Option #4**  
Fax: 877-973-8972

**Date:** \_\_\_\_\_

We, the \_\_\_\_\_ agree to the terms of **Appendix C** of your *Operating Circular 7*, dated August 19, 2005, as it may be amended from time to time with respect to the account on your books designated \_\_\_\_\_ (4 digit alpha-numeric account number)

We further agree that you may accept par for par substitutions: securities from the Pledgor as a replacement of, or in substitution for, those securities presently held (please check one):

NO (Instructions required for each withdrawal)

YES (Standing approval)

Provided that the replacement or substitution does not reduce the aggregate par amount of securities held in custody for us. (See *Operating Circular 7, Appendix C, Section 4.3.*)

We authorize you to use the following call-back procedure for securities transactions pertaining to this account (please check one):

Three-party call-back

Four-party call-back

We certify that the individuals listed below may take authoritative action on our behalf with respect to the account, including a direction to release collateral from the account. You may rely on the authority of these individuals with respect to the account until we otherwise notify you.

Telephone: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pledgee Agreement

(page 2 of 2)

Telephone: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Undersigned hereby certifies that he/she is the present lawful incumbent of the designated public office.

## Pledgee

\_\_\_\_\_  
Name of governmental unit

\_\_\_\_\_  
Street Address or P.O Box Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Official Signature/ **Date**

\_\_\_\_\_  
Printed Name and Title

## Notary

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_ ""before me personally appeared \_\_\_\_\_, to me personally known or satisfactorily proven, who by me duly sworn, did depose and say that he/she resides at \_\_\_\_\_, in the City of \_\_\_\_\_, in the State of \_\_\_\_\_, that he/she is the \_\_\_\_\_ [Title] of \_\_\_\_\_ and that he/she executed this document on behalf of \_\_\_\_\_ before me.

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Print name of Notary)

My commission expires on \_\_\_\_\_ [Date]

## Instructions for Completing a Pledgee Agreement & Authorization List

**Please retain a blank copy of the Pledgee Agreement for future use and a copy of the completed form for your records.**

Please **type or print in ink** the following information in the appropriate sections of the form

- **Please list the name of your entity**, as it appears on your statements, on the blank line in the first sentence. (e.g. We, the “Town of Plainville”)
- **Pledgee number** is the four-character identifier that begins with an alpha character, is assigned by the Federal Reserve Bank, and can be found on your statement as the Institution ID. If this is a request to open a new account, please write “NEW”.
- **To allow substitution of collateral**, check the box **YES** to permit financial institutions that pledge collateral to you to replace or substitute collateral at the same or greater current value (par for par) without your having to approve each transaction:
  - Replacement collateral must be deposited the same day that the request to release the collateral is made. At no time are you at risk of being under-collateralized. No collateral will be released without a qualifying substitution or your approval.
  - FRB staff will calculate the current book value of the replacement collateral and ensure that it is of equal or greater value to the collateral it is replacing.
  - A Pledgee Activity statement will be sent to you as notification that a substitution has been completed.
- Select **NO** to approve each and every individual transaction.
- **Call-back procedure** refers to the number of Authorized Individuals who must approve a release of collateral. By checking the box for three-party call-back, you are indicating that one individual from your organization can initiate a collateral transaction and that same person can also verify the transaction. By checking the box for four-party call-back, you are indicating that two individuals from your organization are required for every approval: one individual can initiate the transaction but a second must verify it. (In both cases, the other two parties are Federal Reserve individuals.)
- **Name, title, signature, fax and telephone numbers** of each individual authorized to release securities pledged to this public entity and held in a joint custody account at the Federal Reserve Bank. This list will be used to verify the authenticity of instructions to release pledged securities. Please provide at least three names and as many additional people as you need to accommodate vacations, illness, turnover, etc. Please list them in the order you prefer they be contacted.

## Instructions for Completing a Pledgee Agreement (page 2 of 2)

- **Signature, name, and title of the officer who is authorized** to designate the listed individuals. We recommend that the officer not be included on this list as one of the persons authorized to release securities. By signing this form, the officer authorizes the individuals listed to release pledged securities. This signature must be notarized.
- **Notary Information with seal** must be obtained to validate the authenticity of the signature of the approving officer.
- **Please Return the completed Pledgee Agreement to:**

**Federal Reserve Bank of Boston**  
600 Atlantic Avenue  
Boston, MA 02210  
**Attn: Wholesale Operations/Joint Custody**

**Or fax toll-free to: 877-973-8972**

**If you have questions or require assistance, please call a customer support representative: 800-327-0147, option 4.**

**You can view Operating Circular 7 at the following web address:**  
[www.frbsecurities.org/OperatingCirculars/pdf/Oc7.pdf](http://www.frbsecurities.org/OperatingCirculars/pdf/Oc7.pdf)

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

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

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

**General Fund – Pages 3 through 5**

With 66.6% of the budget year completed, 88% of the budgeted revenue has been received and 55% of the approved budget has been expended/encumbered. This compares to 2022 in which 91% of the budgeted revenue had been received and 60% of the approved budget had been expended/encumbered.

**Employee Benefit Fund – Page 6**

With 66.6% of the budget year completed, 89% of the budgeted revenue has been received and 54% of the approved budget has been expended/encumbered. This compares to 2022 in which 91% of the budgeted revenue had been received and 60% of the approved budget had been expended/encumbered.

**Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$5,432,855.

**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.

<b>Type of Purchase</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor</b>
RFQ issued and approved by the Board on 6/15/2023	Co-Managed IT services	\$75,810.00	Premiere One Data Systems, Inc.
Approved operating budget	(2) projectors for the Alice C. Sabatini Art Gallery	\$9,550.00	IT Outlet, Inc.
Approved operating budget	Lib Answers and Lib Cal maintenance and support agreement	\$16,772.00	Springshare LLC
Approved operating budget	Annual renewal of Windows licenses	\$10,700.00	Premier One Data Systems, Inc.
Approved operating budget	Annual platform fee for Interlibrary loan database	\$5,484.53	OCLC, Inc.
Approved operating budget	Annual platform fee for Worldshare database	\$7,542.23	OCLC, Inc.
Approved facilities master plan budget	Architectural fee for the Readers Lounge and Gallery door	\$71,250.00	HTK Architects, Inc.
Approved facilities master plan budget	Facilities assessment for updates to facilities master plan	\$8,000.00	HTK Architects, Inc.
Approved facilities master plan budget	Architectural fee for Phase 2 and 3 of Wayfinding project	\$18,700.00	HTK Architects, Inc.
Approved facilities master plan budget	Architectural fee for loading dock repairs and improvements	\$17,750.00	HTK Architects, Inc.
Library Materials	Juvenile fiction and non-fiction	\$7,000.00	Ingram Library Services
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction	\$9,000.00	Ingram Library Services
Library Materials	Hoopla usage	\$37,306.09	Midwest Tape LLC
Library Materials	Annual license renewal for Treehouse online	\$12,375.00	Treehouse Island, Inc.
Library Materials	Juvenile fiction	\$6,500.00	Ingram Library Services

**Other Items:**

- I completed the final steps in the budget process: (1) delivered (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) and (2) electronically filed the adopted budget with the County Clerk by the statutorily set due date of October 1st. The adopted budget and narrative documents are permanently on the TSCPL website. I have received no public inquiries regarding the budget nor requests for the materials.

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

8/31/2023

	<u>Balance 1/1/2023</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 8/31/2023</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 5,322,622.64	\$ 13,887,509.12	\$ 9,254,942.33	\$ 9,955,189.43
Employee Benefits	1,963,139.59	3,665,602.44	2,582,366.61	\$ 3,046,375.42
Capital Improvement	5,275,079.91	157,775.07	-	\$ 5,432,854.98
Bond & Interest	-	1,339.00	-	\$ 1,339.00
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	-	49,186.93	-	\$ 49,186.93
Federal, State & Local Grants	3,649.47	-	3,605.44	\$ 44.03
Other Special Revenue	597,620.31	13,772.72	108,778.93	\$ 502,614.10
Permanent Funds	299,808.78	(48,523.69)	-	\$ 251,285.09
<b>Totals</b>	<b><u>\$ 13,461,920.70</u></b>	<b><u>\$ 17,726,661.59</u></b>	<b><u>\$ 11,949,693.31</u></b>	<b><u>\$ 19,238,888.98</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 724,444.27
Restricted Funds-CoreFirst Bank-Checking	506,939.48
Capital Improvement Fund-VisionBank-Money Market Account	5,432,854.98
Cash on Hand	3,065.82
Petty Cash	220.00
Endowment Securities	251,285.09
Municipal Investment Pool - Overnight	3,415,451.37
Municipal Investment Pool - 30-day Fixed	9,000,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 19,334,261.01</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(2,485.12)
Less Payroll Deduction and Employer Benefit Liabilities	5,633.87
Less Outstanding Checks	92,223.28
	<b><u>\$ 19,238,888.98</u></b>

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

8/31/2023

	1/1/2023 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	8/31/2023 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 5,322,622.64	\$ 13,887,509.12	\$ 727,701.89	\$ 8,527,240.44	\$ 9,955,189.43	\$ 911,459.84	\$ 9,043,729.59
Employee Benefit Fund	1,963,139.59	3,665,602.44	-	2,582,366.61	3,046,375.42	14,400.00	3,031,975.42
Capital Improvement Fund	5,275,079.91	157,775.07	-	-	5,432,854.98	-	5,432,854.98
Bond & Interest Fund	-	1,339.00	-	-	1,339.00	-	1,339.00
<b>Non Major Governmental Funds</b>							
State Aid Fund	-	49,186.93	-	-	49,186.93	-	49,186.93
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Library Services & Technology Ac	3,605.44	-	3,605.44	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,680.49	21.79	-	-	10,702.28	-	10,702.28
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	3,121.74	(3,121.74)	-	(3,121.74)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.41	0.08	-	-	31.49	-	31.49
Friends	159,733.11	263.76	344.70	34,045.66	125,606.51	2,205.52	123,400.99
Fun Committee	5,483.31	1,376.01	-	-	6,859.32	-	6,859.32
Gallery Competitions/Exhibits	36,495.16	74.48	-	-	36,569.64	-	36,569.64
Gifts/Memorials (Undesignated)	347,421.41	8,188.17	20,770.79	33,354.69	301,484.10	5,499.33	295,984.77
Hathaway Trust - Library Materials	3,338.66	1,138.39	(9.64)	1,563.36	2,923.33	908.23	2,015.10
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,012.24	1,239.10	(23.47)	182.97	6,091.84	10.50	6,081.34
Lingo	-	-	-	-	-	-	-
NEH Expendable	8,065.71	6.27	-	11,239.69	(3,167.71)	4,800.00	(7,967.71)
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,015.19	7.38	-	3,117.71	904.86	917.51	(12.65)
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,748.38	11.72	-	-	5,760.10	-	5,760.10
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.46	0.08	-	-	36.54	-	36.54
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,194.43	4.47	-	-	2,198.90	-	2,198.90
Youth Services	8,905.66	1,441.02	476.59	594.14	9,275.95	607.13	8,668.82
<i>Permanent Funds</i>							
Mertz Trust	299,808.78	(48,523.69)	-	-	251,285.09	-	251,285.09
<b>TOTALS</b>	<b>\$ 13,461,920.70</b>	<b>\$ 17,726,661.59</b>	<b>\$ 752,866.30</b>	<b>\$ 11,196,827.01</b>	<b>\$ 19,238,888.98</b>	<b>\$ 940,808.06</b>	<b>\$ 18,298,080.92</b>

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

8/31/2023

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 8/31/2023</u>
				66.6%
Ad Valorem Property Tax	\$ 13,939,037.00	\$ 12,820,642.13	\$ (1,118,394.87)	92%
Revitalization Rebates	(119,110.00)	(124,308.96)	\$ (5,198.96)	104%
Back Tax	-	129,069.38	\$ 129,069.38	N/A
Motor Vehicle Tax	1,557,671.00	562,900.57	\$ (994,770.43)	36%
Recreational Vehicle Tax	17,297.00	6,495.43	\$ (10,801.57)	38%
16/20 M Vehicle Tax	5,960.00	6,928.74	\$ 968.74	116%
In Lieu of Tax	35,897.00	42,511.55	\$ 6,614.55	118%
Watercraft Special Tax**	8,729.00	-	\$ (8,729.00)	0%
Commercial Vehicle Fees	53,540.00	46,219.05	\$ (7,320.95)	86%
E-Rate Reimbursement	19,329.00	-	\$ (19,329.00)	0%
Miscellaneous Revenue	3,000.00	31,435.99	\$ 28,435.99	1048%
Miscellaneous Revenue - Recyclg	-	219.40	\$ 219.40	N/A
Salary Refunds-Foundation	100,678.00	65,207.60	\$ (35,470.40)	65%
Salary Refunds-Friends	33,155.00	22,506.83	\$ (10,648.17)	68%
Salary Refunds-Shawnee Cty	20,151.00	16,292.66	\$ (3,858.34)	81%
Vending Machines	2,000.00	767.86	\$ (1,232.14)	38%
Overdue Fees*	15,000.00	18,188.70	\$ 3,188.70	121%
Debt Collect	-	60.00	\$ 60.00	N/A
ILL Fees	100.00	116.90	\$ 16.90	117%
Mailing Fees	100.00	8.33	\$ (91.67)	8%
Non Resident Card Fee	340.00	595.00	\$ 255.00	175%
Obituary Fees	350.00	165.00	\$ (185.00)	47%
Meeting Room Charges	1,200.00	1,975.00	\$ 775.00	165%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	20,000.00	239,511.96	\$ 219,511.96	1198%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,973,704.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 18,713,678.00</u></b>	<b><u>\$ 13,887,509.12</u></b>	<b><u>\$ (1,852,464.88)</u></b>	<b>88%</b>

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

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

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

8/31/2023

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					66.6%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 4,800.00	\$ 3,138.37	\$ -	\$ 1,661.63	65%
Salaries-Facilities	670,789.00	403,848.26	-	266,940.74	60%
Salaries-Overtime	10,000.00	5,515.68	-	4,484.32	55%
Salaries-Security	313,379.00	180,464.23	-	132,914.77	58%
Salaries-Shelvers	102,545.00	18,864.02	-	83,680.98	18%
Salaries-Staff	7,705,190.00	4,709,114.49	-	2,996,075.51	61%
Conferences	144,217.00	83,770.25	7,158.11	53,288.64	63%
Staff Internal Dev/Trng - Web Based	15,000.00	7,323.62	1,990.05	5,686.33	62%
Staff Development & Training	15,000.00	10,879.73	-	4,120.27	73%
Mileage	7,600.00	3,597.07	3,263.92	739.01	90%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,500.00	1,021.28	82.05	1,396.67	44%
Materials-Periodicals	25,000.00	2,923.54	301.56	21,774.90	13%
Materials-Print/Non-Print <1 YR	730,200.00	419,496.74	23.00	310,680.26	57%
Materials-Print/Non-Print	1,220,380.00	706,228.99	162,684.66	351,466.35	71%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	3,265.00	-	4,735.00	41%
Cataloging and ILL Services	102,700.00	101,206.52	8,820.24	(7,326.76)	107%
Contracted-Digital Services	548,252.00	514,731.46	26,200.22	7,320.32	99%
Contracted-Facilities	301,700.00	210,115.13	62,113.76	29,471.11	90%
Contracted-Equipment	67,200.00	48,452.54	21,318.83	(2,571.37)	104%
Contracted-Professional	294,700.00	150,486.11	59,650.38	84,563.51	71%
Contracted-E-Rate Services	1,740.00	-	-	1,740.00	0%
Digital Services Support	464,152.00	81,216.26	7,265.43	375,670.31	19%
Furniture/Equipment	45,000.00	12,435.30	3,929.41	28,635.29	36%
Insurance	64,000.00	76,298.00	-	(12,298.00)	119%
Marketing & Communication	61,256.00	44,881.49	10,609.85	5,764.66	91%
Memberships/Dues	30,900.00	19,301.00	761.00	10,838.00	65%
Miscellaneous	5,000.00	2,960.48	17.99	2,021.53	60%
Payments to Other Libraries	127,238.00	-	-	127,238.00	0%
Postage/Shipping	59,786.00	55,045.82	1,442.83	3,297.35	94%
Printing	110,976.00	8,509.28	1,592.00	100,874.72	9%
Programming	103,480.00	42,868.85	5,857.38	54,753.77	47%
Special Events	-	-	-	-	0%
Special Projects	1,702,500.00	160,523.56	113,660.10	1,428,316.34	16%
Supplies-Facilities	101,920.00	43,250.86	41,643.26	17,025.88	83%
Supplies-Office/Library	93,184.00	26,318.23	6,644.19	60,221.58	35%
Supplies-Processing	46,800.00	31,642.52	2,157.86	12,999.62	72%
Telecommunications	155,064.00	62,421.02	32,378.98	60,264.00	61%
Transfer Out	1,000,000.00	-	-	1,000,000.00	0%
Utilities-Electric	389,526.00	172,592.78	181,204.18	35,729.04	91%
Utilities-Gas	71,007.00	43,215.07	26,181.16	1,610.77	98%
Utilities-Water/Sewage	37,128.00	25,157.34	17,257.49	(5,286.83)	114%
Vehicle-Gas	43,870.00	18,311.08	-	25,558.92	42%
Vehicle-Repair	60,000.00	15,876.45	37,936.62	6,186.93	90%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(27.98)	-	27.98	N/A
<b>TOTALS</b>	<b>\$ 18,713,679.00</b>	<b>\$ 8,527,240.44</b>	<b>\$ 844,146.51</b>	<b>\$ 7,692,292.05</b>	<b>55%</b>

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

8/31/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2023</b>	<b>\$ 2,973,704.00</b>	<b>\$ 4,415,932.44</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,939,037.00	12,820,642.13	92%
Revitalization Rebates	(119,110.00)	(124,308.96)	104%
Back Tax	-	129,069.38	N/A
Motor Vehicle Tax	1,557,671.00	562,900.57	36%
Recreational Vehicle Tax	17,297.00	6,495.43	38%
16/20M Vehicle Tax	5,960.00	6,928.74	116%
In Lieu of Tax	35,897.00	42,511.55	118%
Watercraft Special Tax	8,729.00	-	0%
Commercial Vehicle Fees	53,540.00	46,219.05	86%
E-Rate Reimbursement	19,329.00	-	0%
Fees and Charges	22,590.00	53,312.78	236%
Reimbursements	153,984.00	104,226.49	68%
Transfer In	25,050.00	-	
Interest on Idle Funds	20,000.00	239,511.96	1198%
	<u>\$ 15,739,974.00</u>	<u>\$ 13,887,509.12</u>	88%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,806,703.00	5,320,945.05	60%
Other Staff Support Costs	181,817.00	117,982.75	65%
Library Collections	1,978,080.00	1,292,761.82	65%
Contracted Services	1,316,292.00	1,203,095.19	91%
Digital Services Support	464,152.00	88,481.69	19%
Furniture/Equipment/Art	53,000.00	19,629.71	37%
Payments to Other Libraries	127,238.00	-	0%
Special Projects	1,702,500.00	274,183.66	16%
Utilities & Telecommunications	652,725.00	560,408.02	86%
Vehicles	103,870.00	72,124.15	69%
Other Operating Expenditures	677,301.00	421,774.91	62%
Transfer Out	1,000,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,713,678.00</u>	<u>\$ 9,371,386.95</u>	55%
Prior Year Canceled Purchase Orders		<u>\$ 111,674.98</u>	
<b>Unencumbered Balance 8/31/2023</b>	<b>\$ -</b>	<b><u>\$ 9,043,729.59</u></b>	

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

8/31/2023

**EMPLOYEE BENEFITS**

	<b>2023 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/2023</b>	<b>\$ 1,121,486.00</b>	<b>\$ 1,962,696.59</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	\$ 3,626,746.00	\$ 3,337,686.78	92%
Revitalization Rebates	(30,991.00)	(32,370.02)	104%
Back Tax	-	31,980.96	N/A
Motor Vehicle Tax	414,748.00	148,471.16	36%
Recreational Vehicle Tax	4,605.00	1,718.60	37%
16/20M Vehicle Tax	1,587.00	1,640.26	103%
In Lieu of Tax	11,684.00	11,064.82	95%
Watercraft Special Tax*	2,324.00	-	0%
Commercial Vehicle Fees	14,256.00	12,157.43	85%
Refund-Fringe Benefits-Foundation	48,256.00	30,217.00	63%
Refund-Fringe Benefits-Friends	20,829.00	11,876.32	57%
Refund-Fringe Benefits-Shawnee Cty	8,975.00	6,612.35	74%
Refund FICA	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	7,526.56	N/A
Interest on Idle Funds	5,000.00	97,020.22	1940%
	<b>\$ 4,128,019.00</b>	<b>\$ 3,665,602.44</b>	<b>89%</b>
<b>Expenditures/Encumbrances:</b>			
Employee Assistance Program	\$ 7,503.00	\$ 7,426.00	99%
Cafeteria Plan Administration Fees	2,725.00	396.00	15%
Social Security/Medicare	673,713.00	376,065.63	56%
Ks Public Employees Retirement Sys	809,090.00	487,261.88	60%
Worker's Compensation	54,000.00	49,344.91	91%
Unemployment Tax	88,948.00	30,695.09	35%
Health/Dental Insurance	3,213,526.00	1,645,380.10	51%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 5,249,505.00</b>	<b>\$ 2,596,569.61</b>	<b>54%</b>
Prior Year Canceled Purchase Orders		\$ 246.00	
<b>Unencumbered Balance 8/31/2023</b>	<b>\$ -</b>	<b>\$ 3,031,975.42</b>	

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

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/2023</b>	<b>\$ 5,275,079.91</b>
<b>Revenue:</b>	
Transfer In	\$ -
Interest received	157,775.07
	<b>\$ 157,775.07</b>
<b>Expenditures/Encumbrances:</b>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 8/31/2023</b>	<b>\$ 5,432,854.98</b>

**STATE AID**

<b>Balance 01/01/2023</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State Aid	-	49,186.93
	<b>\$ -</b>	<b>\$ 49,186.93</b>
<b>Expenditures/Encumbrances:</b>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	<b>\$ 52,000.00</b>	<b>\$ -</b>
<b>Unencumbered Balance 8/31/2023</b>		<b>\$ 49,186.93</b>

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

8/31/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2023</b>	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	20.52	0%
Back Tax	25,000.00	1,237.97	5%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	8.65	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	71.86	144%
	<u>\$ 25,050.00</u>	<u>\$ 1,339.00</u>	5%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 25,050.00</u>	<u>\$ -</u>	0%
<b>Unencumbered Balance 8/31/2023</b>	<u><u>\$ -</u></u>	<u><u>\$ 1,339.00</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 August 31, 2023**

**Capital Improvement Funds - Community National Bank**

\$ 5,432,854.98 at 5.20% (money market account)

**Municipal Investment Pool**

\$ 3,415,451.37 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

8,000,000.00 General fund; 30-day 8/31/2023 at 4.83%,  
maturity 10/2/2023

1,000,000.00 Employee benefit fund; 30-day 8/31/2023 at  
4.83%, maturity 10/2/2023

\$12,415,451.37

\* rates vary by day - average August 1 - 31, 2023 was 4.02%

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended August 31, 2023**

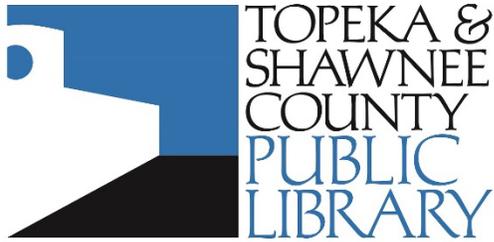
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	8/11/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,035.50	-97151
15	21516	0	8/11/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 3,172.52	-97151
15	21517	0	8/11/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 26,744.98	-97151
10	21513	0	8/11/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,445.21	-97151
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 50,398.21	<b>-97151 Total</b>
10	21509	0	8/11/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,520.48	-97148
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,520.48	<b>-97148 Total</b>
10	21501	0	8/11/23	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,900.93	-97147
10	21502	0	8/11/23	PAYCOM PAYROLL LLC	State W/H	\$ 11,781.27	-97147
15	21521	0	8/11/23	PAYCOM PAYROLL LLC	State Unemployment	\$ 54.54	-97147
10	21503	0	8/11/23	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,913.92	-97147
15	21504	0	8/11/23	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,913.92	-97147
10	21503	0	8/11/23	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,423.42	-97147
15	21504	0	8/11/23	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,423.42	-97147
10	21514	0	8/11/23	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97147
10	21518	0	8/11/23	PAYCOM PAYROLL LLC	Garnishments	\$ 335.83	-97147
10	41000	313	8/11/23	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,254.91	-97147
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,431.69	<b>-97147 Total</b>
10	21509	0	8/25/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,709.20	-97135
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,709.20	<b>-97135 Total</b>
10	21501	0	8/25/23	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,793.72	-97134
10	21502	0	8/25/23	PAYCOM PAYROLL LLC	State W/H	\$ 11,340.47	-97134
15	21521	0	8/25/23	PAYCOM PAYROLL LLC	State Unemployment	\$ 47.14	-97134
10	21503	0	8/25/23	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,265.16	-97134
15	21504	0	8/25/23	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,265.16	-97134
10	21503	0	8/25/23	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,271.63	-97134
15	21504	0	8/25/23	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,271.63	-97134
10	21514	0	8/25/23	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97134
10	21518	0	8/25/23	PAYCOM PAYROLL LLC	Garnishments	\$ 335.83	-97134
10	41000	313	8/25/23	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,222.84	-97134
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 82,243.11	<b>-97134 Total</b>
10	21505	0	8/25/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,682.52	-97133
15	21516	0	8/25/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 3,113.70	-97133
15	21517	0	8/25/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 26,249.00	-97133
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 48,045.22	<b>-97133 Total</b>
10	21515	0	8/28/23	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,010.18	-97130
15	21515	0	8/28/23	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 172,043.18	-97130
15	21515	0	8/28/23	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 896.66	-97130

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended August 31, 2023**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 207,950.02	<b>-97130 Total</b>
10	21512	0	8/4/23	DELTA DENTAL OF KANSAS, INC	EE July Premiums	\$ 2,392.96	99735
15	21512	0	8/4/23	DELTA DENTAL OF KANSAS, INC	ER July Premiums	\$ 9,580.74	99735
15	21512	0	8/4/23	DELTA DENTAL OF KANSAS, INC	Retiree July Premiums	\$ 44.16	99735
						\$ 12,017.86	<b>99735 Total</b>
10	41000	311	8/4/23	JOHNSON CONTROLS, INC.	Renewal pm agreement	\$ 5,229.75	99749
					<i>2023 approved operating budget - contracted facilities</i>	\$ 5,229.75	<b>99749 Total</b>
10	41000	310	8/4/23	PREMIER ONE DATA SYSTEMS INC.	Co-Managed IT Services	\$ 75,810.00	99758
					<i>RFQ was issued and approved by the Board on June 15, 2023</i>	\$ 75,810.00	<b>99758 Total</b>
10	41000	350	8/4/23	VERIZON WIRELESS	mobile mifi cards	\$ 6,397.65	99767
					<i>2023 approved operating budget - telecommunications expense</i>	\$ 6,397.65	<b>99767 Total</b>
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 24.09	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 24.09	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 24.09	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 59.28	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 24.09	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 24.09	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 24.09	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 22.73	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 22.73	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 22.73	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 22.73	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 24.09	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 22.73	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 24.09	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 22.73	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 200.28	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 2,239.85	99781
10	41000	351	8/10/23	EVERGY	Electric Service	\$ 27,134.15	99781
						\$ 29,938.57	<b>99781 Total</b>
10	41000	320	8/10/23	IT OUTLET INC	(2) Projectors for the Gallery	\$ 9,550.00	99784
					<i>2023 approved operating budget - digital services support</i>	\$ 9,550.00	<b>99784 Total</b>
10	41000	736	8/17/23	HTK ARCHITECTS INC.	ARCHITECTS READERS LOUNGE	\$ 24,937.50	99806
10	41000	736	8/17/23	HTK ARCHITECTS INC.	MEP ASSESSMENT	\$ 5,610.00	99806
10	23800	0	8/17/23	HTK ARCHITECTS INC.	ARC FEES NEW & NOVEL	\$ 460.00	99806
10	41000	736	8/17/23	HTK ARCHITECTS INC.	MEP ASSESSMENT	\$ 8,000.00	99806
						\$ 39,007.50	<b>99806 Total</b>
10	41000	311	8/17/23	JOHNSON CONTROLS FIRE PROTECTION LP	1515 contract	\$ 8,537.00	99807
10	41000	311	8/17/23	JOHNSON CONTROLS FIRE PROTECTION LP	1020 contract	\$ 807.00	99807

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended August 31, 2023**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
				<i>2023 approved operating budget - contracted facilities</i>		\$ 9,344.00	<b>99807 Total</b>
10	41000	736	8/17/23	LIBRARY FURNITURE INTERNATIONAL LLC	NEW AND NOVEL SHELVING	\$ 28,707.50	99810
10	41000	736	8/17/23	LIBRARY FURNITURE INTERNATIONAL LLC	M&M Lounge sign holders	\$ 4,010.00	99810
						\$ 32,717.50	<b>99810 Total</b>
10	23800	0	8/17/23	MCELROY'S INC.	Insulate exsiting chiller	\$ 5,445.00	99811
				<i>2022 approved operating budget - contracted facilities</i>		\$ 5,445.00	<b>99811 Total</b>
10	41000	301	8/17/23	OCLC, INC.	ILLiad lic	\$ 5,484.53	99813
10	41000	301	8/17/23	OCLC, INC.	Worldshare renewal	\$ 7,542.23	99813
				<i>2023 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 13,026.76	<b>99813 Total</b>
10	41000	736	8/24/23	HTK ARCHITECTS INC.	ARC FEES FOR DOCK	\$ 12,425.00	<b>99830</b>
						\$ 12,425.00	<b>99830 Total</b>
10	41000	310	8/24/23	PREMIER ONE DATA SYSTEMS INC.	Windows Server Licenses	\$ 2,300.00	<b>99839</b>
10	41000	310	8/24/23	PREMIER ONE DATA SYSTEMS INC.	Windows Workstation Licenses	\$ 8,400.00	99839
				<i>2023 approved operating budget - software support/subscription</i>		\$ 10,700.00	<b>99839 Total</b>
10	41000	310	8/24/23	SPRINGSHARE LLC	annual renewal	\$ 16,772.00	99840
				<i>2023 approved operating budget - software support/subscription</i>		\$ 16,772.00	<b>99840 Total</b>
10	21512	0	8/31/23	DELTA DENTAL OF KANSAS, INC	EE September Premiums	\$ 2,386.10	99850
15	21512	0	8/31/23	DELTA DENTAL OF KANSAS, INC	ER September Premiums	\$ 9,455.56	<b>99850</b>
15	21512	0	8/31/23	DELTA DENTAL OF KANSAS, INC	Retiree September Premiums	\$ 44.16	99850
						\$ 11,885.82	<b>99850 Total</b>
						\$ 776,565.34	<b>Grand Total</b>



Agenda  
Board of Trustees Executive Committee Meeting  
September 11, 2023 – 4:00pm  
Zoom Meeting

**Executive Committee Members Present**

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary

**Executive Committee Members Absent**

Hannah Uhrig – Treasurer

**Staff Present**

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Kim Strube – Chief Financial Officer, Aubrey Conner – Executive Assistant

**Call to order**

The meeting of the Board of Trustees Executive Committee was held on September 11, 2023, via Zoom, and was called to order at 4:00 pm by Chair Shawn Leisinger.

**Review Minutes and Agenda**

The minutes from the August 7, 2023, Board of Trustees Executive Committee Meeting were reviewed.

A motion to approve the minutes will take place at the October 9, 2023, Board of Trustees Executive Committee Meeting.

The minutes from the August 24, 2023, Board of Trustees Meeting and the agenda for the Board of Trustees September 21, 2023, meeting were reviewed.

**Other Items**

Chair Shawn Leisinger shared that he will be attending this month's board meeting via Zoom, and he will have to leave early. Vice Chair Peg Dunlap agreed to fill in when he must leave.

Chief Human Resources Officer Jesse Maddox and Chief Financial Officer Kim Strube reported that they spoke with the library's Blue Cross Blue Shield representative and the library qualifies for a 90-day early final. This would mean the library would receive health insurance numbers by July 2 prior to the budget hearing and publication. This change would be implemented in 2025.

Chief Executive Officer Marie Pyko provided an update on the strategic plan. Pyko shared she sent a rough draft of the plan onto the board for them to look at prior to the next board meeting. The Ivy Group will be presenting the Strategic Plan 2024 overview at the September board meeting. Pyko will bring a resolution requesting approval of the Strategic Plan draft at the October board meeting. Pyko

also indicated there are three items for new business for the September Board of Trustees meeting; Resolution to Repair the Dock at the Main Library, Resolution to update the Federal Reserve Bank Pledge Agreement, and Resolution to The Library Foundation to provide partial funding for the Kid's Library remodel. Pyko shared background on the request to the Library Foundation for partial funding.

Chief Financial Officer Kim Strube shared the background information for the resolution to update the Federal Reserve Pledge Agreement. Core First Bank would like the library to release some of the collateral covered by the Federal Reserve Bank. She will have a document for the board Chair and the Treasurer to sign and be notarized.

Chief of Staff Thad Hartman shared that HTK Architects will present at the September meeting about the Readers Lounge project currently underway. Hartman also noted that the library received two bids for the dock repair and they both came in under budget.

#### **Trustee Education**

Chief Executive Officer Marie Pyko shared the trustee education topics slated through the end of the year. The new trustee will complete orientation next week, Chair Shawn Leisinger asked that any interested trustees can attend the tour with the new trustee as there have been changes.

#### **Adjournment**

On a motion by Joan Hicks, seconded by Shawn Leisinger, the meeting was adjourned at 4:38pm.

#### **Next Meeting**

October 9, 2023

4:00pm

<https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXIvb3U4eGtSZHJ0azkwUT09>

Meeting ID: 882 5779 1498

Passcode: 695332

## CHIEF EXECUTIVE OFFICER'S REPORT September 2023

### News and Updates

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

We are continuing to see registrations to our program presumably based on the state level promotion. At the beginning of September, **we had 5,992 children enrolled in the program.** There are significant percentage increases in zip codes 66605, 66606, 66610 and 66614 that contributed to the enrollment. Additionally, I had the opportunity to visit the CRC site at the former Stout elementary school where we have a deposit collection of undeliverable DPIL books. Mary Thomas, Executive Director shared that the books have been invaluable to the families with children who visit CRC to meet with the service organizations located in the facility.

#### **Strategic Plan 2023**

As part of the Board of Trustees meeting, The Ivy Group will present virtually an overview of the proposed Strategic Plan 2024. Board members will have an opportunity to ask questions regarding the elements of the plan. For the next stage of the plan, I will bring a resolution approving the plan in concept in October. If approved in October, I recommend the Board of Trustees and the Management Team host a workshop to establish priorities, timelines and ensure each area of the plan meets the library goals and objectives for 2024-2028.

### Operations and Activities

#### **Blue Cross/Blue Shield 90-day early**

As part of the annual budgeting process, the library works with our health insurance provider to determine health care costs each year for library employees. For several years, the library has received final premium rates for health insurance in September or October, which is after the budgeting process has occurred making it difficult to budget for employee health insurance. Working with our health insurance provider we have requested and been approved for a 90 day early final which will allow us to receive final premium rates for health insurance by July 2<sup>nd</sup> of every year. This will allow more accurate budgeting for employee health insurance to occur each year.

#### **Topeka Public Schools Foundation Breakfast**

On September 12<sup>th</sup>, Janel DeLeye and I had the honor of attending the Topeka Public Schools Foundation Breakfast. The 2023 Patron Award recipient was BT & Co, and I was invited to participate in a video celebrating their selection. BT & Co have been volunteering for close to 50 years with the Friends of the Library book sales. Annually, several employees work at least

one sale and serve as cashiers throughout that weekend. The support that BT & Co provide the sale is invaluable and may actually be one of our longest volunteer relationships.

### **Greater Topeka Partnership Power Breakfast**

On September 13, 2023 we had the honor of hosting the GTP Power Breakfast. This is a quarterly early morning event which invites the business community to come together for networking at different venues. We chose to host the event in the Gallery showcasing the beautiful DoPiKa exhibit. It was a wonderful success with 67 business community members in attendance. Many of the attendees had never visited the Gallery before and were impressed with the exhibit, the space and the Gallery staff who curate the exhibits.

### **Westridge Mall- Book Nook**

As you may be aware Westridge Mall has new owners- Advisor's Excel. We have had a no cost leased space for the past four years called the Book Nook. It is located near the Stormont Vail Health Center kids play space. We have provided a cozy space for kids and families to read early learning picture books and play with age appropriate toys and blocks. As a tenant we have been invited to attend meetings to learn about the future of the mall. At this point, we don't know what the long term plans for our space will be.

### **New Business**

#### **Resolution- Bid for the Dock Renovation**

Please see the resolution sheet for background information, bid summary and recommendation, and fiscal note.

#### **Resolution- Funding request to The Library Foundation for the Kid's Library Remodel.**

Please see the resolution sheet for background information.

#### **Resolution to update the Federal Reserve Bank Pledge Agreement.**

Please see the resolution sheet for background information.

### **Professional Activities/Community Contacts**

August 20, 2023	Attended and spoke at The Library Foundation Wilder Society event.
August 21, 2023	Met over Zoom with Kansas Library Directors.
August 21, 2023	Attended the GTP Equity and Opportunity Council meeting.
August 22, 2023	Attended GTP Business Unwind event.
August 23, 2023	Participated in the Community Violence Prevention Summit.

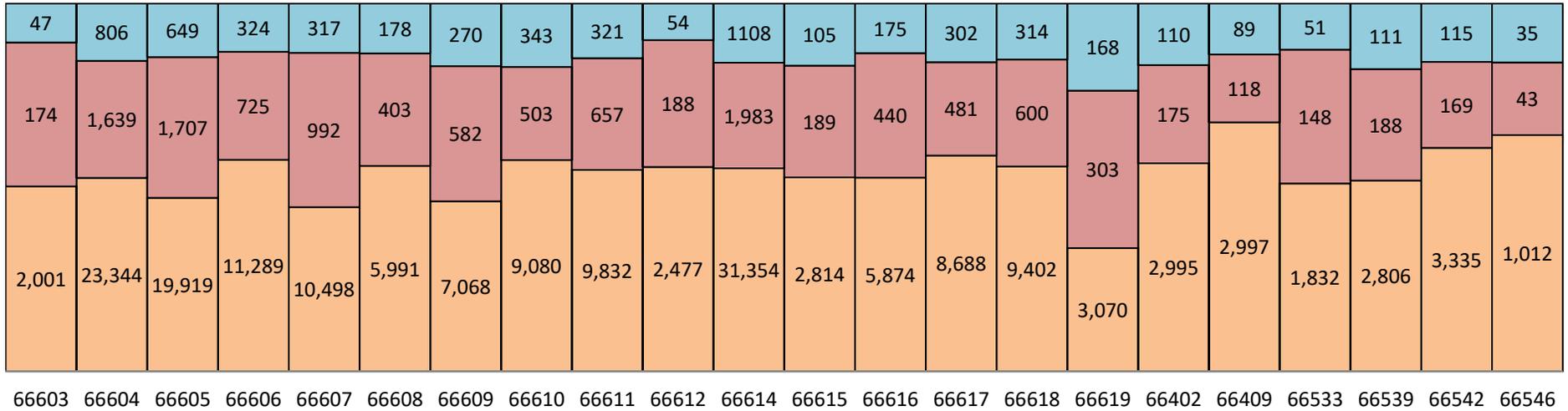
- August 24, 2023      Attended the Board of Trustees Meeting.
- August 25, 2023      Attended and presented at the Red Carpet 50<sup>th</sup> Anniversary Celebration.
- August 28, 2023      Presented at the United Way Campaign Ambassadors training with Trey George (Topeka Housing Authority) and LaManda Broyles (Topeka Rescue Mission) on the importance of collaboration at Omni Circle.
- August 28, 2023      Met with Mary Thomas with CRC to discuss opportunities to work together in the community.
- August 30, 2023      Participated in the Emergency Preparedness Drill with Shawnee County Emergency Management and entire library staff.
- August 31, 2023      Attended the DEI Summit: Beyond the Buzzword with library senior leadership.
- September 5, 2023    Attended the Topeka City Council meeting.
- September 7, 2023    Participated in a Panel Discussion focused on leadership at the Women's Forum.
- September 8, 2023    Attended the Alice C. Sabatini Gallery DoPiKa opening reception.
- September 11, 2023   Attended the PLA Advocacy and Strategic Partnership committee meeting.
- September 11, 2023   Attended the Board of Trustees Executive Committee meeting.
- September 12, 2023   Attended the Topeka Public Schools Foundation Breakfast to recognize BT & CO as Patron Award.
- September 12, 2023   Attended National Issues Forum Institute committee meeting.
- September 12, 2023   Attended the Friends of the Library Board meeting.
- September 13, 2023   Hosted the GTP Power Breakfast in the Alice C. Sabatini Gallery.
- September 15, 2023   Attended the Kansas Book Festival Reception.

Marie Pyko, Chief Executive Officer  
 Topeka and Shawnee County Public Library 9/15/23

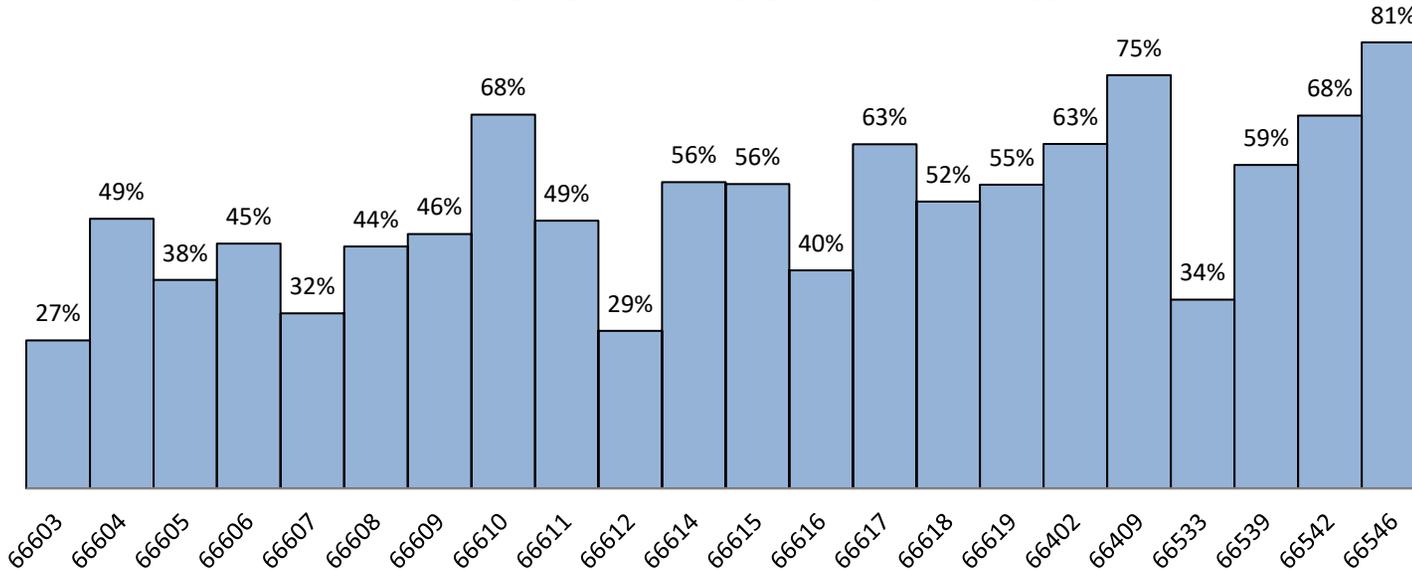
Number of children currently enrolled: **5,992**

### AUGUST 2023 DOLLY PARTON IMAGINATION LIBRARY

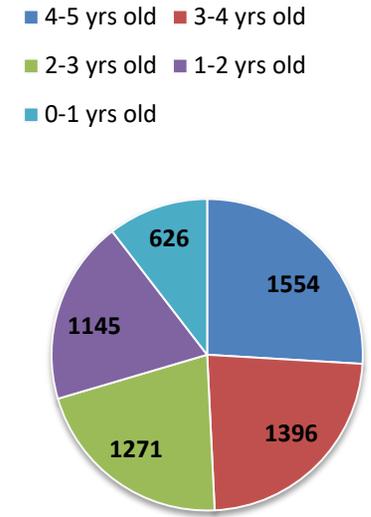
POPULATION UNDER 5 DPIL



### PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



### AGE OF CHILDREN



# Chief of Staff Report

**Thad Hartman**  
**September 14, 2023**

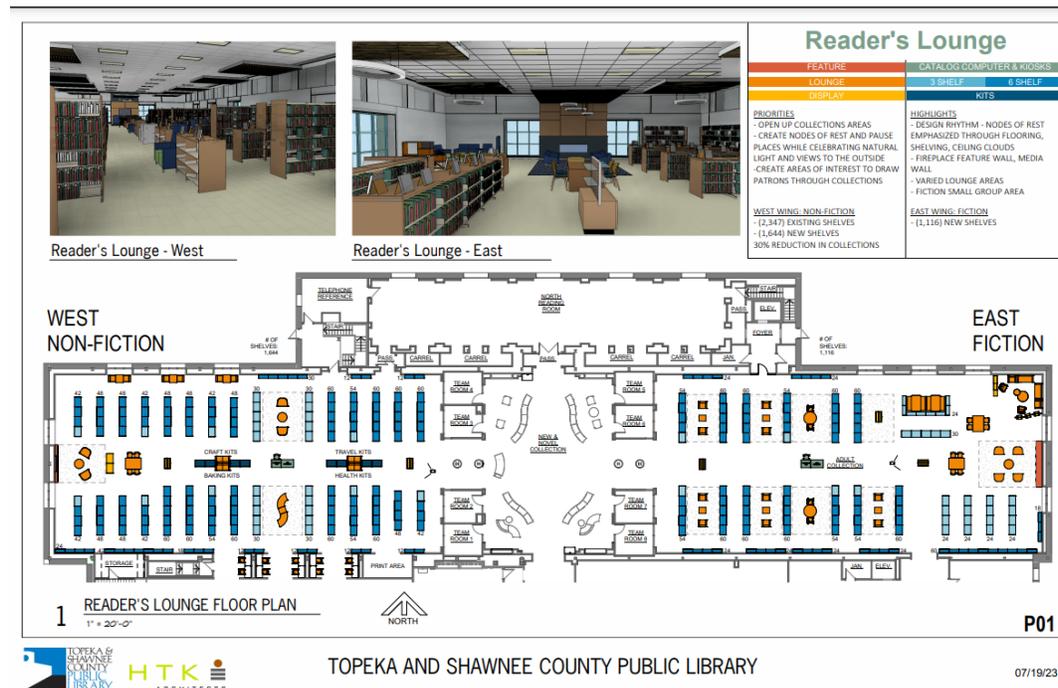
## Dock

At the board meeting in July, we discussed the ongoing issues with the library dock and the project to repair these issues and improve drainage. This month we have the bid recommendation for this project. We were pleased with the bids which both came in less than we had anticipated. We will need to shut down the dock while the contractors are working, which will cause some inconvenience. However, this work is greatly needed, and we will be thrilled once it is complete.

## Readers Lounge

Maddie from HTK will present the plan for our new Readers Lounge at the September meeting. The design will bring the space allocated to collections more in line with use patterns and budget allocation. This will free up more casual space for readers and allow us to showcase the collections in a more eye-catching manner. We'll also be making a few changes to the collections and layout, including dedicated one side to Fiction and one to Nonfiction, bringing the Nonfiction collection back into straight Dewey order, and adding Romance and Thriller genres in the Fiction section. The Fiction side will also feature a book discussion space suitable for community groups and staff-led discussions.

In preparation for work later in the year, we've already started to prepare the space. The collections will need to shift dramatically during construction, and in order to have the space ready, we have started shifting. Scarlett has more information in her report, but needless to say, her team has done an amazing job planning the shift and executing the initial phase.



## Department Highlights

### Public Services

Debbie Stanton, Manager

#### *Fall Programming & Events*

Public Services staff are gearing up for a busy fall season of programming. Our newest staff members are already jumping in, with Youth Services Specialist Emily Bays coordinating a day full of fun and education with inflatable planetarium shows provided by the Kansas Astronomical Observers club. Local History Librarian Katie Keckeisen is also planning a spooky Friday the 13th (of October) local history program, [Beyond the Veil: A History of Spiritualism](#).

Afterschool programming for kids and teens is getting into full swing, along with programming associated with the Gallery's current exhibition *Do Pi Ka: A Land Acknowledgment*. Our [Author Season](#) series of programs kicks off in October with two bestselling authors coming to visit: middle school author Janae Marks on Monday, October 2, and Longmire author Craig Johnson on Monday, October 9.

#### *Collaboration Spotlight*

We are proud of our ongoing collaboration with Topeka and Shawnee County School Districts through our TSCPL@School program. This program provides all students in participating schools with a [digital library card](#), giving them access to library resources including books, movies, e-books, audiobooks, and online databases. In addition to the digital card program, we also collaborate with area schools on a variety of other programs. These include:

- **School tours:** We offer tours that introduce students to the library and its resources. Tours often include a visit to the Gallery and the Kids Library, and can include specialized programs such as learning to do research in the Topeka Room.
- **Outreach Programming:** We bring programming to schools through our [Kansas Connections](#) program and our Outreach Storytellers. These programs are designed to be fun and educational and they cover a variety of topics, such as literacy, science, and history.
- **Adventuremobile:** Our [Adventuremobile](#) is a bookmobile that travels to schools in our area. The Adventuremobile gives students access to a wide variety of books and other materials.
- **Parent Nights:** We participate in parent nights at schools to provide information about the library and its resources. In September, we will be at the Topeka Public Schools Family Fitness Fun Night and the Avondale Academy Family Literacy Night.

We are so grateful for the hard work and dedication of our school districts and are excited to work with them to meet the needs of our students and families.

### Public Services

Autumn Friedli, Supervisor – Readers Services

### ***Fall Reading Challenge***

Get Ready to READ! Our Third Annual Fall Reading Challenge begins October 1<sup>st</sup>! Read three books in the month of October, log them in to Beanstack, earn a super cool collectible glass.

### ***Librarian Updates***

#### **Miranda Ericsson – Readers Librarian**

Our library podcast is back from summer break! Autumn, Chris, and Miranda are picking up where we left off with Season 5 of bookish chats and recommendations. Tune in and pull up a chair to join the conversation with new episodes each week on fall reads, genre blenders, new books we're excited about, local book buzz, and more. Read a great book you'd recommend? Email us at [podcast@tscpl.org](mailto:podcast@tscpl.org)

#### **Deb Ellerbrook – Librarian**

##### ***Call Center Team***

Librarian Deb Ellerbrook is leading a team that is writing up best practices for staff to refer to when working in our Call Center. So far the team is working on the technical and general aspects of working this space, such as having good phone manners and the best resources for the most common types of questions.

#### ***Top City Reads***

Our Facebook reading group will be exploring Asia next in our year long “read around the world” campaign. For October we will be encouraging the group to read Convenience Store Woman by Sayaka Murata (a Japanese author) and we will be posting discussion prompts based on this book all month. We are planning a Top City Reads in person social event from 10am – 12pm on October 21<sup>st</sup>, which will feature a Convenience Store Woman experience for readers along with a chance to pick up prizes earned during the Fall reading challenge.

#### **LaVoyce Ewing – Older Adults Librarian**

We had an awesome culmination to our 50th Anniversary Celebration of Red Carpet Services. The week of Aug. 20-25<sup>th</sup> was twice as busy as our normal weeks. We not only continued to deliver items to our Red Carpet facilities and homebound patrons, we also hosted daily activities that highlighted some of our items that facilities use to support an active and happy resident. We put games, physical and mental on display that are used by our customers to enhance the lives of those they serve. The focus of the daily events was to expose our library customers to the possibilities that they have from their library. All the items that they saw are available for checkout by anyone. The carnival was the biggest draw, I think the smell of popcorn had something to do with that!

The week ended with an amazing celebration honoring the people who had the vision and began Red Carpet Services and interviews with current recipients of our services and what that means to them. Caroline Wittman, Peggy Holliday, Betsy Hamm and Sharlyn Neis were gracious in telling us what Red Carpet means to them. The hardest part of being a Red Carpet Team member was evident in that one of the ladies interviewed passed away between the time of the interview and the celebration. Betsy Hamm had been a Red Carpet patron for about 30 years. She was loved by all who had the opportunity to deliver books to her.

Our entertainment for the afternoon was vocalist Ashley Young and she was a big hit. Cake and punch were served and enjoyed by all.

## Public Services

### Zan Popp, Supervisor – Information & Learning

Over the summer, our team experienced growth with the addition of a new member. Together, we achieved remarkable results, welcoming an impressive 14,900 visitors to the Gallery for *Unexpected Friends*. This outstanding accomplishment is a testament to the dedication and hard work of our summer exhibitions team, which includes Kyler Carpenter, Marlana Hodgkinson, Jacquelyn Hurst, Karen Watson, Ginger Park, Michael Perkins, Angie Reed, Sherry Best, Travis Garwood, and Brea Black.

This week, the library had the honor of hosting the Greater Topeka Partnership Power Breakfast in the Alice C. Sabatini Gallery. The event attracted an impressive gathering of 67 members. It was wonderful to witness their response to both the exhibit and the gallery space. The feedback we received reaffirms the value of our contributions to the community, and it was evident that the members thoroughly enjoyed both the thought-provoking exhibit and the delightful refreshments provided.

### Brea Black – Art Librarian & Book Arts Curator

The *DoPiKa: A Land Acknowledgment* exhibit in the Sabatini Gallery, a collaboration with Lisa LaRue-Baker (Cherokee Nation) of 785 Arts, had a well-attended opening reception on Sept. 8. Several of the artists came to the opening and were very pleased with how the exhibit turned out. WIBW was here to cover the event and interviewed a couple of the artists as well. I'd like to thank Gallery staff Sherry Best, Travis Garwood, and Brea Black for getting the exhibit installed on time, even though the Gallery is not fully staffed right now. We have a new Curator of Exhibitions, Brittany Keegan, starting in October and we're excited to welcome her to the Gallery team.



We're also gearing up for the 3<sup>rd</sup> Annual Lowrider Car Show on Sat., Sept. 16. The car show is held in recognition of Hispanic Heritage Month and is a family-friendly event that has drawn people from all over Shawnee County and beyond in previous years. This year the show's organizer, Brea Black, is working with GR Marchant and Allie Lockwood in Circulation; Robert Soria, the library's statistical research analyst; and Shari Schawo to plan this great event.



### **Sherry Best – Collections Curator**

We are loaning one of our WPA era watercolors, of the corn husk doll by M. Louise Kent to the Marianna Kistler Beach Museum of Art for an exhibition this fall. It is part of the Museum Project, where the WPA hired artists do make illustrations of items in museums' collections. The doll is from the Shawnee Mission, and the Mission Museum still has that doll. It is more than a hundred years old. Both the doll and our watercolor will be displayed in this exhibit.

By the way: there is a touchable sample of a corn husk doll in our Touching Board, in the *DoPiKa: A Land Acknowledgment* exhibit, also!

### **Katie Keckeisen – Local History Librarian**

The local history team is excited to have started work on several smaller projects, all with the aim of making the information in the vertical files more accessible to the public.

Sherry and Katie had a great turnout for their “Caring for your Personal Collections program”. Many of our participants expressed a desire to see more programs like this in the future.

### **Lissa Staley – Community Connections Librarian**

*City Council Candidate Event:* In coordination with other local groups including League of Women Voters of Topeka Shawnee County, United Way of Kay Valley, the library is hosting a City Council Candidates Meet and Greet from 5:30-7 pm in Marvin Auditorium 101C on Tuesday, October 24, 2023. Candidates will be introduced at 5:30 pm and then will be available to meet individually with voters.

*Voter Registration Proclamation:* Lissa Staley represented the library at the Proclamation of National Voter Registration Day by Governor Laura Kelly on September 19, 2023. The State Library of Kansas organized this statewide proclamation. Our library will have posters and stickers available to celebrate on September 19, and we offer voter registration and request for advance voting 78 hours a week in the Customer Service area.



*Bookmarks with Accurate Election Information:* Continuing our library’s work with the Shawnee County Election Office, we again produced co-branded bookmarks promoting the local election calendar and encouraging people to register and make a plan to vote, learn about candidates and issues, cast their vote, and stay up-to-date about the work of elected officials. These are available in the library, bookmobiles, and distributed through community partners including the League of Women Voters outreach efforts.

## **Youth Services**

**LeAnn Brungardt, Youth Services Supervisor**

### ***Retirement***

Outreach Storyteller, Joyce Hedlund, will retire on September 28, after 22 years of sharing picture book joy, songs (many of which she authored), and fingerplays alongside Boomer Bear. Although we are wishing her the best, Joyce will be missed here, and throughout the community.

### ***Reaching Beyond Shawnee County***

Early Childhood Specialist, Kyler Carpenter, provided the following story:

Last Saturday, I was helping a family looking for books about addiction. A broad subject so, I dug a little deeper and we ended up having a wonderful conversation.

She is a home school Mom with 10 kids from Willis, Kansas. Five of her kids were with her (ages around 6-12). They had been to the Emporia library but could not find what they were looking for, so they drove to our Library and paid to have our Library card! A few of the older kids had made some choices that did not set a good example for the younger ones, and she wanted the younger ones to understand the what, how, and why of addiction. I was able to get them materials from several areas that fit their needs all while having meaningful conversations with the whole family. They were truly delightful.

### ***Kiosk Checkout Impresses***

Kids' Specialist, Emily Bays shared that after helping a nine-year-old check out his books with a kiosk for the first time, the young man spread out his arms and enthusiastically proclaimed, "This place is so great!" She had to agree!

### ***Librarian Updates***

#### **Sherry Hess, Early Childhood Learning Coordinator**

##### ***Dolly Parton Imagination Library – Community Outreach Partners***

The Dolly Parton Imagination Library is a phenomenal program to put books into the hands of young children. Unfortunately, not every book mailed finds its way to the addressed recipient. The post office sends the library those books that are not able to be delivered. These books are then distributed to family-friendly locations within our community. Each location has a display with signage about the Dolly Parton Imagination Library. The display includes a QR code which can be scanned to sign up a child. There are also bookmarks (in English and Spanish) with instructions to sign up a child. These sites include two Shawnee County Health Department locations, two Topeka Housing Authority locations, two Grace Med locations, Vaugh Pediatric Dentistry, and the Book Nook at Westridge Mall. More recently three locations were added. These are three Community Resource Center locations (these locations are former elementary schools --Avondale East Elementary, Lundgren Elementary, and Stout Elementary). Each site is visited on a regular basis to ensure that books and display materials are available. Shawnee County Health Department / WIC has an iPad on loan from the library to sign up eligible children for the Dolly Parton Imagination Library. The partner reports that families are excited to sign up their child to receive free books.

#### **Luanne Web, Early Childhood Librarian**

##### ***Family Place Learn and Play***

We have completed another successful summer of Family Place Learn and Play. Children, birth-5, and

their families come play in the Lingo Storyroom. Staff facilitate and model play for the parents. This time allows parents to engage fully with their children and network with other parents. Resources, including information on library programs and services, finding childcare, and what to do when their child will not sleep are available to the parents. Each week there is an art activity that focuses on school readiness (like cutting paper and strengthening finger muscles with playdough). We have dramatic play and small and large motor activities. Hits this summer were playing in the ball pit, bingo daubers, and climbing across the Alfresco Blocks. We had several families that came every week to play with their newfound friends.

**Angie Reed, Teen Librarian**  
***Washburn Market Daze Event***

Teen Specialist Andrew Ross and I attended Washburn University's Annual Market Daze event to represent the Topeka and Shawnee County Public Library. We endured the heat and met with college students.

Andrew and I told them about the Level 2 Tech Center, about Inter-Library Loans, about study rooms, and Wi-Fi. We sought to remind them that the library is on their team for their success in life as well as in school, and to remind them to find time to breathe and do self-care in the mayhem that college can bring. We invited them for tours and to sign up for library cards and for orientations. Andrew and I had a great time and escaped with minimal sunburns and plentiful information from fellow vendors.

***The Edge***

As public schools have begun the '23-'24 school year, I was thrilled to welcome back many of the teens I did not get to see over the summer. They came back and showed me class schedules and told me about how their first days and weeks went. They told me about their opinions on teachers and gave me opportunities to remind them that they are worthy of respect, from themselves, and their teachers and their peers.

I love seeing our programs start to fill with new and familiar faces. It is rewarding to know they feel safe sharing their problems with trusted adults in this space, and that we seek to empower them with the resources available to them. Our two new Teen Specialists, Jacee Gleason and Andrew Ross, have stepped up and began forging significant relationships with our teens that will continue our goal of making the Edge a safe space and empowering our community teens.

**Community Services**

**Patrick Berry, Community Services Supervisor**

***Adventuremobile***

The Adventuremobile team was busy this summer. Now they are prepping the vehicle and the collection to go and visit local elementary schools once again. The first week of school visits will begin the week of September 25<sup>th</sup>. The staff is excited and looking forward to seeing all the happy students.

***Parades and Events***

The team also visited a Touch-a-Truck event at Christ Lutheran Church on August 5<sup>th</sup>.

### ***TSCPL@Home delivery***

We had another great month where we circulated over 3400 items during August. Way to go Nancy and Colton!!!!

### ***Bookmobile***

In the month of August, we had over 5100 items checked out at our 18 stops. This is a slight decrease, but not unexpected as Summer comes to an end and people head back to work and kids head back to school.

## **Technical Services**

**Scarlett Fisher-Herreman, Technical Services Manager**

### ***Renovation Prep Begins***

In preparation for upcoming renovation work in the east and west wings, we have been working steadily on shifting books and getting ready for the coming changes. Technical Services staff have been working for a couple of hours each weekday before the library opens to shift adult fiction collections in the east wing into a more compact shelving arrangement. We need to do this first step to gain shelving space for adult nonfiction collections which will be organized into the east wing during the renovation of the west wing. Books will be snugly shelved during this first part of the renovation. The plan is to have all collections in the west wing rehomed into the east wing by November 15. This is an exciting step that gets us closer to achieving the goals of creating engaging spaces for readers and in bringing new life to our adult collection spaces.

## **Circulation Department**

**Angie Hardy-Foltz & Kelli Smith, Circulation Supervisors**

### ***TSCPL@School Update***

The 2023-2024 school year has started and the TSCPL@School team is expanding the TSCPL educator accounts program to other school districts. These accounts allow educators to keep their work separate from their personal checkouts and gives them easy access to the library's digital resources. We are currently operationalizing how educators from USD 345, USD 437, and USD 450 can sign up for an account in addition to USD 501 which piloted the program last year. Those that sign up for a TSCPL@School educator account will receive a quarterly newsletter to learn more about upcoming library events and new resources that may be of interest to them or their students.

A lot of time and effort has gone into expanding the TSCPL@School service this school year. Library liaisons, Abigail Siemers and Angie Reed, attended multiple new teacher orientations this summer to welcome teachers to the community, highlight resources available through this program, and promote educator accounts. Communications and Marketing staff have been working on new promotional ideas such as developing handouts and giveaways to display at schools.

School librarians from USD 501 and USD 437 have been working with the TSCPL@School team to schedule professional development at the library. They will be onsite to learn more about TSCPL resources available to students and teachers. They will also get an opportunity to observe and learn more about a few of the material handling procedures TSCPL staff work on daily.

### ***Library Associates to Assist with Circulating Library Items at Bookmobile Stops***

For the past year, Community Services has been struggling to adequately staff the vehicles, mainly because of the position requirements of the CDL. The future of Community Services will move away from requiring a CDL. However, until an alternate service plan is created and implemented sometime in 2025, the current service level needs to be maintained. Therefore, Circulation Library Associates will help staff public bookmobile stops starting the week of September 25. The duties performed at the stops match up well with the tasks the staff already perform in the building. They will check in and check out library materials, place holds, and help resolve any patron account issues that bookmobile users may face. This staffing coverage is temporary and expected to last 1.5 to 2 years. But until we finalize the strategic plan and learn how Community Services will offer vehicular service, we cannot assign a firm end date to this staffing strategy.

### ***New Circulation Staff***

We have hired a couple new part-time Library Associates recently, Ashley Warren and Carolyn Kintzel. Ashley worked previously for Circulation in 2019 and we are excited to her back on the team. Carolyn is our most recent hire and teaches for USD 450. Circulation Library Senior Associates are keeping busy training the new team members. We know they will do an excellent job getting the new staff ready to perform the daily assignments circulation staff oversee.

## **Digital Services**

**David King, Digital Services Director**

### ***New Website***

We have had continued work on the new public website. A group of us met with Imagemakers to discuss our recent staff user testing. Because of this, we have decided to remove the new catalog search feature and stay with the less experimental BiblioCommons for our library catalog search. At this point, Imagemakers plans to finish the new site by mid-November, and the library plans to launch the site by the end of January.

### ***Updated Staff Intranet***

Our staff intranet update project is going well. We have been working on mock-ups and functionality and are now building the site out. Once everything is functional, we will show managers where we are, and make any changes based on those meetings.

### ***Other Projects***

I usually only mention major projects in this report. But we always have multiple projects big and small that help keep the library up-and-running. Some things we have been working on recently include

network wiring around the building; purchasing a few large format printers for Marketing and for the Level 2 Tech Center; finalizing a computer purchase RFP (that you'll see soon); migrating all our computers to a new software and system updating service; updating the backup batteries in our network closets; and updating the streaming live camera in the aquarium. In other words, it's never a dull moment in Digital Services!

### ***Top Web Pages for August 2023***

1. Services Page: 4029 Pageviews
2. Library Catalog: 3527 Pageviews
3. Summer Reading: 2163 Pageviews
4. Search: 2053 Pageviews
5. Work at the Library Page: 1615 Pageviews
6. About Page: 1510 Pageviews
7. Team Rooms: 1478 Pageviews
8. Get a Library Card: 1354 Pageviews
9. My Account: 1255 Pageviews
10. Meeting Room Page: 1067 Pageviews

### ***Social Media Highlights for August 2023***

#### **Facebook:**

- I'm at the Libby conference – reached 5810 people
- Oh my goodness it's August! – reached 5769 people
- Meet Dave Coleman – reached 4724 people

#### **Twitter/X:**

- Library closed – 214 impressions

#### **Instagram:**

- Kids Library staffer – reached 707 people
- Celebrating Red Carpet – reached 497 people
- I'm at the Libby conference – reached 451 people

# Communications & Marketing Report

September 14, 2023

## Communications & Marketing Team

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

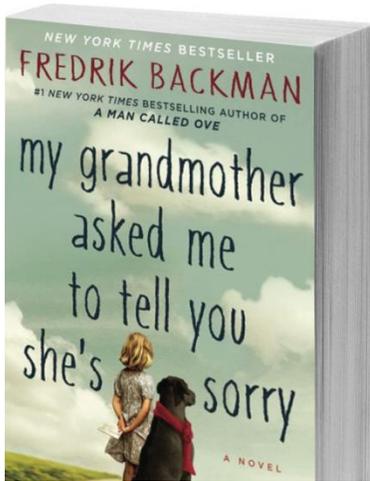
## Closing out 2023 and looking forward to 2024

When September arrives, C&M staff are busy with our third and fourth quarter projects that cover everything from the master wayfinding plan to event promotions. Ginger created the “working draft” publication of the strategic plan that is included in this report as well as working on an update for the library’s e-newsletter for 2024. Karen is designing branded library swag and doing promotional pieces for all the wonderful art, author and other events the library is offering through the end of 2023. Michael’s is in full-on photographer mode capturing the people who are attending these events in addition to maintaining and designing our web presence. It’s hard to itemize and assign “ownership” to projects because they are a collaborative team with each playing a role in most of the planned and un-planned assignments that come our way.

## Shawnee Heights students' job-shadow at the library

Two high school graphic design students will be job-shadowing in the C&M department September-November to learn more about the work of a graphic designer. Shawnee Heights Teacher Avery Ayers-Berry contacted Michael Perkins about her students to help them gain insight into this career. We are thrilled to have the students with us and the opportunity to share the library experience with them as well as learn what this demographic is interested in and how the library can connect to their interests.

## Top Facebook Posts



Today is National Read a Book Day! 😊 What book would you recommend to someone who said, "I'm n..."

Published by Ginger Park · September 6 at 11:42 AM · 🌐

Post Impressions ⓘ

**4,254**

Post reach ⓘ

**4,211**

Post Engagement ⓘ

**367**

### Interactions ⓘ



58



19



0



0



0



0



Reactions

77



Comments

35



Shares

2



Other Clicks

222



Are you a social media whiz who loves to create engaging content? If so, we want you to join our tea...

Published by Michael Perkins · September 7 at 1:45 PM · 🌐

Post Impressions ⓘ

**5,380**

Post reach ⓘ

**5,209**

Post Engagement ⓘ

**520**

### Interactions ⓘ



64



7



5



1



0



0



Reactions

77



Comments

10



Link Clicks

162



Shares

15



Other Clicks

225

2023														2023	2022 % Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	YTD	YTD
<b>Net Promoter Score (NPS)</b>																
Monthly NPS	84.3	86	78.9	88.4	84.1	89.7	86.7	83.2					84.4	84.4	91.9	-8.2%
Monthly # of Responses	51	57	57	43	44	29	31	133					445	445	770	-42.2%
Current NPS	86.3	86.3	86.2	86.2	86.2	86.2	86.2	86.1					86.1	86.1	86.3	-0.2%
<b>GATE COUNT</b>	<b>36,300</b>	<b>34,452</b>	<b>40,310</b>	<b>37,110</b>	<b>36,461</b>	<b>41,846</b>	<b>39,304</b>	<b>40,588</b>					<b>306,371</b>	<b>306,371</b>	<b>227,636</b>	<b>34.6%</b>
<b>CIRCULATION*</b>																
<b>Main Library</b>																
TSCPL Curbside	2,150	1,673	1,528	1,372	1,509	1,577	1,369	1,505					12,683	12,683	24,706	-48.7%
Circulation Desk & Renewals	34,106	33,202	40,449	53,845	37,900	40,280	44,889	42,334					327,005	327,005	285,969	14.3%
Interlibrary Loan	1,209	939	1,350	1,056	1,227	1,270	1,272	1,280					9,603	9,603	9,503	1.1%
Self-Check	45,595	40,053	44,909	25,083	45,147	52,507	51,944	48,767					354,005	354,005	374,570	-5.5%
<b>Bookmobile</b>																
TSCPL@Home	6,631	5,790	7,039	6,796	5,421	7,751	7,416	5,324					52,168	52,168	44,662	16.8%
TSCPL@Home	3,388	3,207	3,500	2,927	3,384	3,406	3,434	3,453					26,699	26,699	24,486	9.0%
<b>Red Carpet</b>																
Red Carpet	4,994	4,576	5,089	4,616	5,101	4,599	4,656	5,107					38,738	38,738	41,355	-6.3%
<b>Digital Downloads</b>																
Digital Downloads	55,686	49,990	52,903	50,870	55,393	54,498	57,509	56,941					433,790	433,790	409,980	5.8%
<b>Library @ Work / Smartlocker</b>																
Library @ Work / Smartlocker	1,390	1,450	1,679	1,635	1,604	1,503	1,433	1,354					12,048	12,048	12,062	-0.1%
<b>TOTAL CIRCULATION</b>	<b>155,149</b>	<b>140,880</b>	<b>158,446</b>	<b>148,200</b>	<b>156,686</b>	<b>167,391</b>	<b>173,922</b>	<b>166,065</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,266,739</b>	<b>1,266,739</b>	<b>1,227,293</b>	<b>3.2%</b>
* Includes first-time checkouts and renewals																
<b>FIRST-TIME CHECKOUTS</b>	<b>60,769</b>	<b>53,727</b>	<b>64,525</b>	<b>56,151</b>	<b>60,094</b>	<b>69,508</b>	<b>67,996</b>	<b>63,513</b>					<b>496,283</b>	<b>496,283</b>	<b>487,067</b>	<b>1.9%</b>
<b>CIRCULATION DETAILS</b>																
<b>Print Material</b>																
Print Material	65,568	60,201	72,556	63,755	65,511	75,574	77,842	70,794	-	-	-	-	551,801	551,801	537,868	2.6%
<b>Audio/Visual Material</b>																
Audio/Visual Material	26,904	24,517	30,057	26,885	29,089	30,468	31,620	32,048	-	-	-	-	231,588	231,588	237,534	-2.5%
<b>Adult Materials</b>																
Adult Materials	52,264	47,370	56,738	50,065	51,955	53,930	56,024	55,997	-	-	-	-	424,343	424,343	434,771	-2.4%
<b>Children's Materials</b>																
Children's Materials	30,779	28,685	35,569	31,477	33,110	41,438	42,931	36,423	-	-	-	-	280,412	280,412	266,669	5.2%
<b>Young Adult Materials</b>																
Young Adult Materials	2,851	2,561	3,290	3,065	3,295	3,940	3,679	3,533	-	-	-	-	26,214	26,214	24,129	8.6%
<b>Red Carpet Materials</b>																
Red Carpet Materials	6,543	6,078	6,993	6,013	6,217	6,663	6,736	6,814	-	-	-	-	52,057	52,057	49,573	5.0%
<b>NEW Patrons</b>																
<b>Topeka / Shawnee County</b>																
<b>Adults</b>																
Adults	752	543	693	593	593	718	749	699					5,340	5,340	3,930	35.9%
<b>Children (ages 17 and under)</b>																
Children (ages 17 and under)	165	126	200	168	190	303	189	162					1,503	1,503	1,251	20.1%
<b>Red Carpet Outreach</b>																
Red Carpet Outreach	11	13	17	27	6	7	8	11					100	100	63	58.7%
<b>NEKL</b>																
NEKL	48	33	53	35	56	61	51	32					369	369	718	-48.6%
<b>Non-Resident</b>																
Non-Resident	2	1	0	0	1	1	0	3					8	8	3	166.7%
<b>Total New Registrations</b>	<b>978</b>	<b>716</b>	<b>963</b>	<b>823</b>	<b>846</b>	<b>1,090</b>	<b>997</b>	<b>907</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,320</b>	<b>7,320</b>	<b>5,965</b>	<b>22.7%</b>
<b>PATRONS DELETED</b>	<b>135</b>	<b>83</b>	<b>1,081</b>	<b>453</b>	<b>351</b>	<b>199</b>	<b>193</b>	<b>1,326</b>					<b>3,821</b>	<b>3,821</b>	<b>2,423</b>	<b>57.7%</b>
<b>Cardholders</b>																
<b>Topeka / Shawnee County</b>																
<b>Adults</b>																
Adults	60,506	60,963	60,832	61,101	61,571	62,263	62,649	63,297					63,297	63,297	59,695	6.0%
<b>Children (age 0 - 17)</b>																
Children (age 0 - 17)	14,844	14,881	14,883	14,979	15,061	15,248	15,244	15,238					15,238	15,238	14,809	2.9%
<b>TSCPL @ School</b>																
TSCPL @ School	27,796	27,850	27,847	27,858	27,857	27,851	27,851	28,644					28,644	28,644	27,781	3.1%
<b>Red Carpet Outreach</b>																
Red Carpet Outreach	1,259	1,277	1,282	1,312	1,323	1,319	1,326	1,347					1,347	1,347	1,252	7.6%
<b>NEKL</b>																
NEKL	8,615	8,752	8,596	8,733	8,851	8,915	9,327	9,507					9,507	9,507	8,563	11.0%
<b>Non-Resident</b>																
Non-Resident	102	105	108	108	108	109	106	108					108	108	100	8.0%
<b>Delinquent</b>																
Delinquent	92	93	89	93	94	104	103	100					100	100	97	3.1%
<b>TOTAL CARDHOLDERS</b>	<b>113,214</b>	<b>113,921</b>	<b>113,637</b>	<b>114,184</b>	<b>114,865</b>	<b>115,809</b>	<b>116,606</b>	<b>118,241</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>118,241</b>	<b>118,241</b>	<b>112,297</b>	<b>5.3%</b>

<b>Active Cardholders (Savannah)</b>														
Non-Student Cardholders	48,826	49,277	49,824	50,604	51,043	52,184	52,738	52,981				52,981	47,782	10.9%
Student Cardholders	5,151	5,225	5,196	4,793	4,621	4,582	4,577	4,497				4,497	5,053	-11.0%
<b>TOTAL ACTIVE CARDHOLDERS</b>	<b>53,997</b>	<b>54,502</b>	<b>55,020</b>	<b>55,397</b>	<b>55,664</b>	<b>56,766</b>	<b>57,315</b>	<b>57,478</b>				<b>57,478</b>	<b>52,835</b>	<b>8.8%</b>

	2023												2022 YTD	Change 22 TO 23%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total	
<b>Unique Borrowers</b>																
Physical	7,918	7,378	6,244	7,353	7,008	8,550	8,145	7,710						21,284	23,386	-9.0%
Digital	9,362	9,081	8,681	9,115	9,141	9,464	9,636	9,687						16,791	17,671	-5.0%
Both	1,442	1,337	1,142	1,345	1,296	1,630	1,579	1,528						5,470	6,112	-10.5%
<b>TOTAL UNIQUE BORROWERS</b>	<b>15,838</b>	<b>15,122</b>	<b>13,783</b>	<b>15,123</b>	<b>14,853</b>	<b>16,384</b>	<b>16,202</b>	<b>15,869</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,605</b>	<b>34,945</b>	<b>-6.7%</b>	
<b>Holds Satisfied</b>	<b>15,683</b>	<b>13,273</b>	<b>15,285</b>	<b>12,642</b>	<b>14,713</b>	<b>14,587</b>	<b>14,297</b>	<b>15,383</b>					<b>115,863</b>	<b>118,810</b>	<b>-2.5%</b>	
<b>TOTAL CHECK-IN</b>	<b>58,606</b>	<b>54,105</b>	<b>62,308</b>	<b>58,055</b>	<b>60,058</b>	<b>63,325</b>	<b>69,204</b>	<b>66,776</b>					<b>492,437</b>	<b>480,009</b>	<b>2.6%</b>	
<b>COLLECTION</b>																
Materials Added	2,954	3,009	3,458	3,008	3,720	2,798	2,486	3,691						25,124	28,107	-10.6%
Materials Discarded	3,426	3,253	3,919	2,734	3,716	3,967	3,750	2,469						27,234	35,786	-23.9%
<b>TOTAL COLLECTION</b>	<b>354,141</b>	<b>353,897</b>	<b>353,436</b>	<b>353,710</b>	<b>353,714</b>	<b>352,545</b>	<b>351,281</b>	<b>352,503</b>	<b>352,503</b>	<b>352,503</b>	<b>352,503</b>	<b>352,503</b>	<b>352,503</b>	<b>354,613</b>	<b>-0.6%</b>	
<b>WEBSITE</b>																
tscpl.org Unique Visitors	42,341	37,490	41,979	39,871	39,877	34,855	33,813	31,340						301,566	294,342	2.5%
tscpl.org Total Visits	66,457	56,800	64,097	60,709	61,464	57,484	57,553	52,324						476,888	455,074	4.8%
catalog.tscpl Unique Visitors	19,102	26,553	18,220	16,256	15,664	17,514	17,156	19,687						150,152	149,278	0.6%
catalog.tscpl Total Visits	43,041	46,248	41,322	36,448	36,027	39,532	43,180	50,259						336,057	322,785	4.1%
<b>COMPUTER USE</b>																
MiFi Hotspot Data Usage (TB)														0	1.41	-100.0%
Public Computer Sessions	8,100	7,644	9,105	7,853	8,074	8,965	8,688	8,388						66,817	57,549	16.1%
Avg Public Computer Session Length (Minutes)	0:55:24	0:55:25	0:52:24	0:55:54	0:54:35	0:54:00	0:58:00	0:55:20						0:55:09	0:50:56	8.3%
Total Computer Hours	7,480	7,062	7,953	7,317	7,345	8,144	8,382	7,738						61,421	48,847	25.7%
Wireless Sessions	29,530	31,186	31,670	32,236	32,555	36,389	37,949	33,639						265,154	209,320	26.7%
Avg Wireless Session Length (Minutes)	0:13:00	0:13:00	0:14:00	0:14:00	0:12:00	0:13:00	0:12:00	0:14:00						0:13:29	0:13:43	-1.7%
Total Wireless Hours	6,480	7,003	7,576	7,881	6,629	8,108	8,005	7,900						59,582	47,830	24.6%
<b>TOTAL HOURS</b>	<b>13,960</b>	<b>14,065</b>	<b>15,529</b>	<b>15,198</b>	<b>13,974</b>	<b>16,252</b>	<b>16,387</b>	<b>15,638</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>121,003</b>	<b>96,677</b>	<b>25.2%</b>	
<b>NOTARY SERVICE</b>	<b>137</b>	<b>136</b>	<b>128</b>	<b>104</b>	<b>126</b>	<b>150</b>	<b>148</b>	<b>242</b>					<b>1,171</b>	<b>1,054</b>	<b>11.1%</b>	
<b>REFERENCE QUESTIONS</b>																
<b>Public Services</b>	<b>15,302</b>	<b>13,974</b>	<b>17,391</b>	<b>15,014</b>	<b>16,036</b>	<b>17,973</b>	<b>18,401</b>	<b>17,682</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>131,773</b>	<b>77,179</b>	<b>70.7%</b>	
Media	2,011	1,685	2,324	1,668	1,895	1,928	1,857	1,871						15,239	31,588	-51.8%
Call Center	4,656	4,310	5,149	3,842	4,337	3,986	4,074	4,150						34,504	33,390	3.3%
Stacks/Team RM (New and Novel)	1,506	1,532	1,658	1,381	1,789	2,097	2,127	2,095						14,185	3,502	305.1%
Topeka Room	559	613	789	532	527	710	676	808						5,214	2,456	112.3%
Gallery	232	132	266	281	196	389	252	146						1,894	1,687	12.3%
L2TC	5,813	5,350	6,674	6,896	6,929	8,407	9,009	8,150						57,228	1,457	3827.8%
LibAnswers	525	352	531	414	363	456	406	462						3,509	3,099	13.2%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,324	3,559	5,066	4,461	5,022	7,727	5,676	4,373						41,208	21,581	90.9%
<b>TOTAL REFERENCE QUESTIONS</b>	<b>20,626</b>	<b>17,533</b>	<b>22,457</b>	<b>19,475</b>	<b>21,058</b>	<b>25,700</b>	<b>24,077</b>	<b>22,055</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>172,981</b>	<b>98,760</b>	<b>75.2%</b>	

	2023												2023 YTD	2022 YTD	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
<b>MEETING ROOMS</b>															
Meeting Room Bookings	388	406	532	470	508	460	419	401					3,584	3,169	13.1%
Team Room Bookings	815	776	876	723	805	678	784	802					6,259	6,980	-10.3%
L2TC Bookings	663	697	823	677	684	680	580	579					5,383	-	N/A
Total Meeting Room Hours Booked	4,281	4,428	5,551	4,442	4,915	4,357	4,162	4,116					36,252	23,453	54.6%
<b>TOTAL ATTENDANCE</b>	<b>5,041</b>	<b>5,445</b>	<b>6,848</b>	<b>5,741</b>	<b>6,932</b>	<b>4,387</b>	<b>3,915</b>	<b>5,690</b>					<b>43,999</b>	<b>27,911</b>	<b>57.6%</b>
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>134</b>	<b>139</b>	<b>120</b>	<b>136</b>	<b>195</b>	<b>146</b>	<b>94</b>	<b>75</b>					<b>1,039</b>	<b>772</b>	<b>34.6%</b>
<b>PROGRAM ATTENDANCE</b>															
Adult - General	1,105	876	1,279	2,012	1,701	2,428	1,666	1,156					12,223	12,674	-3.6%
Kids - Early Learners	480	531	486	669	554	549	456	501					4,226	6,354	-33.5%
Kids - Elementary	432	340	287	143	279	2,107	1,288	13					4,889	6,856	-28.7%
Teens	275	267	80	100	79	95	282	21					1,199	4,880	-75.4%
Unknown	711	412	1,203	2,588	180	3,955	8,924	1,599					19,572	16	122225.0%
Outreach	4,073	2,586	2,465	2,496	2,251	2,131	645	26					16,673	1,045	1495.5%
<b>TOTAL ATTENDANCE</b>	<b>7,076</b>	<b>5,012</b>	<b>5,800</b>	<b>8,008</b>	<b>5,044</b>	<b>11,265</b>	<b>13,261</b>	<b>3,316</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>58,782</b>	<b>31,825</b>	<b>84.7%</b>
<b>GALLERY ATTENDANCE</b>	<b>2,413</b>	<b>1,543</b>	<b>2,678</b>	<b>1,564</b>	<b>1,311</b>	<b>6,567</b>	<b>5,215</b>	<b>2,144</b>					<b>23,435</b>	<b>18,953</b>	<b>23.6%</b>
<b>DOLLY PARTON ENROLLMENT</b>	<b>5,807</b>	<b>5,824</b>	<b>5,837</b>	<b>5,790</b>	<b>5,761</b>	<b>5,741</b>	<b>5,927</b>						<b>5,927</b>	<b>5,778</b>	<b>2.6%</b>

	2023												2022	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>															
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684	14,007	13,670					105,010	105,589	-0.5%
Adult Nonfiction	16,177	14,628	16,325	14,407	14,654	14,829	15,664	15,160					121,844	126,511	-3.7%
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136	28,802	24,323					187,880	178,711	5.1%
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418	7,926	6,478					51,570	46,686	10.5%
Magazines	803	796	1,139	966	846	934	1,050	846					7,380	6,832	8.0%
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560	6,618	6,701					51,319	48,900	4.9%
RC Realia	93	68	82	87	74	103	118	113					738	673	9.7%
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910	3,657	3,503					26,060	23,966	8.7%
<b>PRINT CIRCULATION</b>	<b>65,568</b>	<b>60,201</b>	<b>72,556</b>	<b>63,755</b>	<b>65,511</b>	<b>75,574</b>	<b>77,842</b>	<b>70,794</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>551,801</b>	<b>537,868</b>	<b>2.6%</b>
<b>Audio / Visual Material</b>															
MiFi Hotspots	35	24	23	20	23	71	92	75					363	260	39.6%
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597	1,714	1,533					13,030	15,347	-15.1%
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074	1,918	2,341					16,396	17,985	-8.8%
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812	21,671	22,447					160,683	162,507	-1.1%
Juvenile Audiobooks	272	230	305	252	323	356	382	304					2,424	2,500	-3.0%
Juvenile Music	221	177	215	191	215	276	291	218					1,804	1,807	-0.2%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252	5,530	5,100					36,734	36,965	-0.6%
YA A/V	17	9	13	16	17	30	22	30					154	163	-5.5%
<b>A/V CIRCULATION</b>	<b>26,904</b>	<b>24,517</b>	<b>30,057</b>	<b>26,885</b>	<b>29,089</b>	<b>30,468</b>	<b>31,620</b>	<b>32,048</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>231,225</b>	<b>237,274</b>	<b>-2.5%</b>
<b>Adult Material</b>															
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684	14,007	13,670	-	-	-	-	105,010	105,589	-0.5%
Magazines	803	796	1,139	966	846	934	1,050	846	-	-	-	-	7,380	6,832	8.0%
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597	1,714	1,533	-	-	-	-	13,030	15,347	-15.1%
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074	1,918	2,341	-	-	-	-	16,396	17,985	-8.8%
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812	21,671	22,447	-	-	-	-	160,683	162,507	-1.1%
<b>ADULT CIRCULATION</b>	<b>52,264</b>	<b>47,370</b>	<b>56,738</b>	<b>50,065</b>	<b>51,955</b>	<b>53,930</b>	<b>56,024</b>	<b>55,997</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>424,343</b>	<b>434,771</b>	<b>-2.4%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136	28,802	24,323	-	-	-	-	187,880	178,711	5.1%
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418	7,926	6,478	-	-	-	-	51,570	46,686	10.5%
Juvenile Audiobooks	272	230	305	252	323	356	382	304	-	-	-	-	2,424	2,500	-3.0%
Juvenile Music	221	177	215	191	215	276	291	218	-	-	-	-	1,804	1,807	-0.2%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252	5,530	5,100	-	-	-	-	36,734	36,965	-0.6%
<b>JUVENILE CIRCULATION</b>	<b>30,779</b>	<b>28,685</b>	<b>35,569</b>	<b>31,477</b>	<b>33,110</b>	<b>41,438</b>	<b>42,931</b>	<b>36,423</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>280,412</b>	<b>266,669</b>	<b>5.2%</b>
<b>Red Carpet Material</b>															
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560	6,618	6,701	-	-	-	-	51,319	48,900	4.9%
RC Realia	93	68	82	87	74	103	118	113	-	-	-	-	738	673	9.7%
<b>RED CARPET CIRCULATION</b>	<b>6,543</b>	<b>6,078</b>	<b>6,993</b>	<b>6,013</b>	<b>6,217</b>	<b>6,663</b>	<b>6,736</b>	<b>6,814</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>52,057</b>	<b>49,573</b>	<b>5.0%</b>
<b>Young Adult Material</b>															
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910	3,657	3,503	-	-	-	-	26,060	23,966	8.7%
YA A/V	17	9	13	16	17	30	22	30	-	-	-	-	154	163	-5.5%
<b>YOUNG ADULT CIRCULATION</b>	<b>2,851</b>	<b>2,561</b>	<b>3,290</b>	<b>3,065</b>	<b>3,295</b>	<b>3,940</b>	<b>3,679</b>	<b>3,533</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,214</b>	<b>24,129</b>	<b>8.6%</b>
<b>Digital Downloads</b>															
Overdrive	37,886	33,441	36,136	34,909	37,303	37,770	39,887	38,562					295,894	283,946	4.2%
Hoopla	16,568	15,614	15,865	15,130	16,965	15,904	16,806	17,569					130,421	116,358	12.1%
Flipster	1,232	935	902	831	1,125	824	816	810					7,475	9,676	-22.7%
<b>DIGITAL DOWNLOADS</b>	<b>55,686</b>	<b>49,990</b>	<b>52,903</b>	<b>50,870</b>	<b>55,393</b>	<b>54,498</b>	<b>57,509</b>	<b>56,941</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>433,790</b>	<b>409,980</b>	<b>5.8%</b>
Adult ebook Fiction	18,416	16,406	17,700	16,587	17,447	17,716	19,154	18,331					141,757	141,556	0.1%
Adult ebook Nonfiction	4,100	3,656	3,530	3,507	3,675	3,455	3,567	3,575					29,065	28,999	0.2%
Adult digital audiobooks	21,923	19,404	20,964	20,564	22,239	21,944	23,034	23,199					173,271	148,605	16.6%
Juvenile ebook Fiction	1,948	1,536	1,523	1,394	1,608	1,546	1,652	1,642					12,849	12,733	0.9%
Juvenile ebook Nonfiction	296	239	269	245	260	223	212	198					1,942	1,994	-2.6%
Juvenile digital audiobooks	2,319	1,942	2,107	2,024	2,293	2,178	2,278	2,197					17,338	15,379	12.7%
Young Adult ebook Fiction	1,311	1,059	1,239	1,161	1,286	1,461	1,419	1,467					10,403	10,432	-0.3%
Young Adult ebook Nonfiction	28	31	30	18	34	29	28	29					227	222	2.3%

Young Adult digital audiobooks	1,356	1,269	1,491	1,448	1,659	1,744	1,899	1,835					12,701	9,735	30.5%
<b>DIGITAL CIRCULATION DETAILS</b>	<b>51,697</b>	<b>45,542</b>	<b>48,853</b>	<b>46,948</b>	<b>50,501</b>	<b>50,296</b>	<b>53,243</b>	<b>52,473</b>	-	-	-	-	<b>399,553</b>	<b>369,655</b>	<b>8.1%</b>