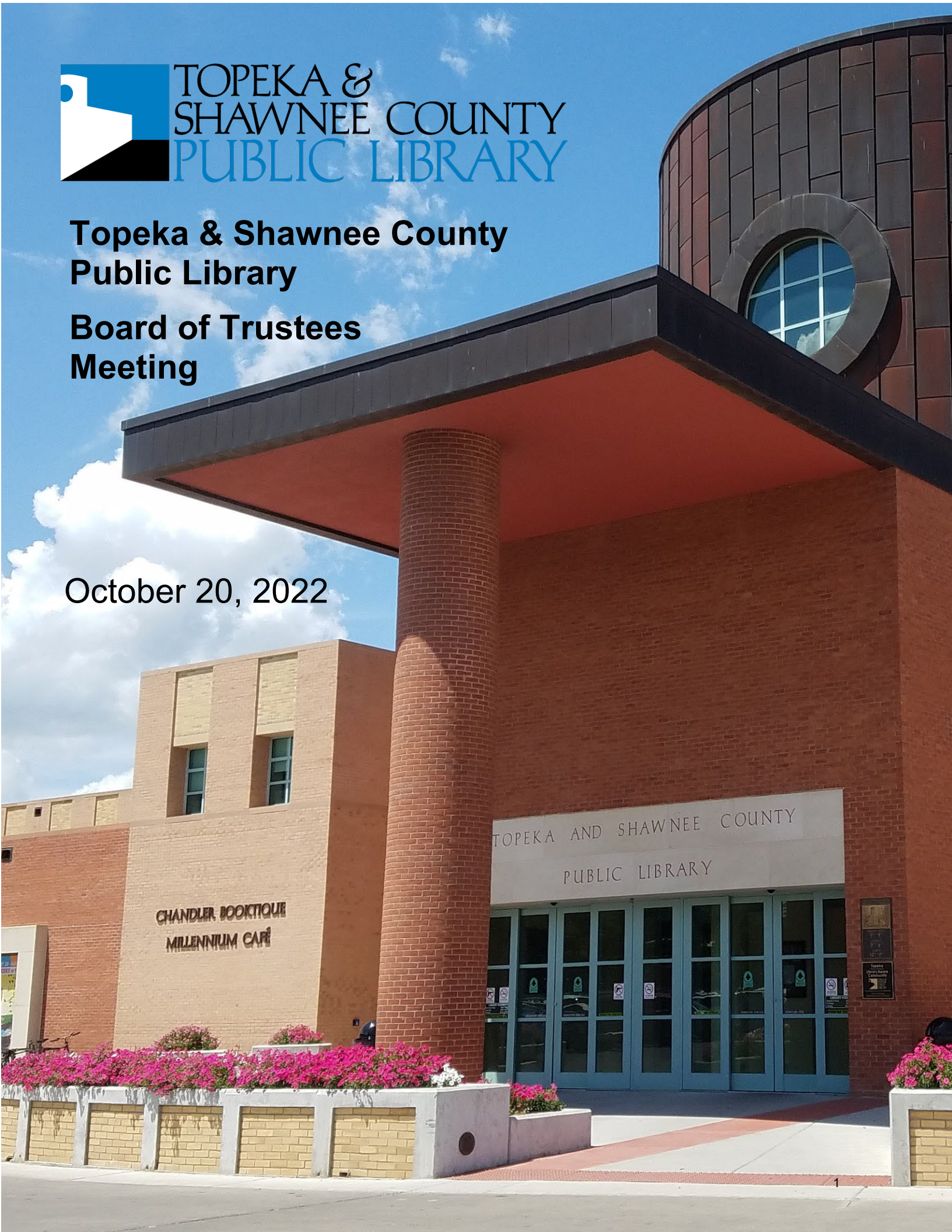




**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

October 20, 2022





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





October 20, 2022 – 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 853 1930 6913

Passcode: 875701

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of September 15, 2022, Meeting Minutes of the Board of Trustees – Action Item pg. 5

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

Financial Reports

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

The Library Foundation – Judy Moler, Board Chair

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

Board Chair Report – Jim Edwards

- October 10, 2022, Meeting Minutes Board of Trustees Executive Committee – **pg. 23**

Chief Executive Officer Report – Marie Pyko pg. 25

- Recommendation for Selection of the Strategic Plan 2023 Consultant- **Action Item pg. 28**

Chief of Staff Report – Thad Hartman pg. 30

New Business

- Customer Conduct Policy First Reading **pg. 44**
- Resolution- Bid for Movies and Music Lounge Shelving – **Action Item pg. 50**
- Resolution- Bid for Wayfinding – **Action Item pg. 54**
- Resolution- Request for FY 2023 Friends of the Library Funding – **Action Item pg. 57**
- Resolution- Annual Professional Auditing Services Bid 3 Year Term – **Action Item pg. 58**
- Resolution- Bid for 2022 Staff Computer– **Action Item pg. 60**
- Resolution- Bid for 2022 Apple Computer– **Action Item pg. 62**

Executive Session

Adjournment

Public Comment

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

Next Meeting

November 17, 2022

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 853 1930 6913

Passcode: 875701

*Subject to change without notice



Board Members Present

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

Board Members Absent

Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, September 15, 2022, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Jim Edwards.

Public Comment

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

Trustee Advocacy Stories

Trustee Peg Dunlap shared two trustee advocacy stories. Dunlap shared that on Saturday evening the Topeka and Shawnee County Public Library was awarded employer of the year at the YWCA Women of Excellence Awards and Gala. Chief Executive Officer Marie Pyko accepted the award on behalf of the library. Youth Services Librarian Sherry Hess was honored as a Woman of Excellence. Pyko showed two videos to the Board of Trustees. The first was a short interview with Sherry Hess and the second video was a promotional video for the library titled Beyond Boundaries.

Dunlap also shared that Board of Trustees Chair Jim Edwards and his wife Ethel Edwards were recognized by the Topeka Public Schools Foundation and received the annual Patron Award for their longstanding dedication to public education Topeka Public Schools Foundation. A video was shown honoring Jim and Ethel.

Approval of Minutes

On a motion by Liz Post, seconded by Shawn Leisinger, the August 25, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report

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

Financial Reports

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

On a motion by Peg Dunlap and seconded by Joan Hicks, the Treasurer's Financial Report for August 2022 was accepted.

Motion passed unanimously.

Strategic Planning Steering Committee

The library staff members of the committee researched the agencies who replied to the Request for Qualifications. There were ten candidates total and the committee narrowed the group down to four for interviews. These consultants are within budget and interviews will begin the week of October 3.

The Library Foundation

Foundation Chair Judy Moler gave the Foundation report. Moler shared that former Foundation Director Erin Aldridge has left and the Foundation will miss her. Moler shared that the Foundation and the library are working with Moran Company to fill Erin's vacancy. This process is expected to take 12-14 weeks and the candidate will onboard first of the year. Foundation Development Professional Janel DeLeye is doing excellent, and Erin's duties have been split up.

Despite the stock market climate, donations are doing well.

The Foundation celebrated their 40th anniversary on September 14. Moler shared there is a video on the website and letters will go out next month to celebrate the 40th anniversary.

Friends of Topeka and Shawnee County Public Library

Friends President Christy Molzen shared CJ Box will be here at the library on the evening of Tuesday, September 27, 2022. So far, 39 Friends members have RSVP'd for the reception preceding his talk, and 10 new memberships were sold just for this reception opportunity. This author visit has generated a lot of interest and goodwill for the library and for the Friends, and the Friends are really excited about supporting more events like these in the future.

The Soulis Art Auction picked up more items that were deaccessioned two years ago and that online sale will be held September 23, 2022. If you are interested in seeing the list of items for sale, contact Friends Executive Mary Campbell and she will send you the consignment list along with the link to view and bid on the items.

The next book sale will be October 21-23, 2022.

Board Chair Reports

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

Chief Executive Officer Report

Chief Executive Officer Marie Pyko highlighted the merger between United Way of Greater Topeka and United Way Douglas County and will be called the United Way of Kaw Valley. This doesn't change the library's partnership with United Way. The library will need to amend or redo the MOU due to the title change and will have to change all marketing materials. Pyko states this can be done by January.

Pyko shared that the library is moving forward with the Smartlocker at Fairlawn Plaza. A proof of a possible wrap for the locker is being sent out to Fairlawn Plaza Owner Randy Austin and there is a signed MOU. Pyko thanked Paul Brennan for coordinating this project.

Chief of Staff Report

Chief of Staff Thad Hartman congratulated Sherry Hess for being a Woman of Excellence. Sherry works on the Learn and Play Bus and doesn't try to call attention to herself and it is good to see her get noticed for all the hard work she does.

Hartman shared there are two bids tonight for the board to review. HTK Architects previously presented about the projects that these bids are supporting. Hartman shared there will be a third bid recommendation coming next month for shelving.

Annual Data Update

Statistical Research Analyst Robert Soria gave a presentation regarding library data. Soria shared information of how COVID impacted the library and how the library is recovering. Soria took data from Savannah for his presentation. Soria shared the trends regarding zip codes and customers.

Wayfinding

Communications and Marketing Director Diana Friend presented on the Wayfinding Project. Friend shared ideas for directional kiosks, an acrylic panel, and static vinyl wraps for wayfinding. Friend stated there will be a bid recommendation at the October board meeting.

New Business

Bid for Movies and Music Lounge Renovations

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

Motion passed unanimously.

Bid for Movies and Music Lounge Furniture Package A

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

Motion passed unanimously.

Executive Session

On a motion by Shawn Leisinger, seconded by Joan Hicks at 5:07 pm for the Board of Trustees of the Topeka and Shawnee County Public Library to go into an Executive Session for a period of 30 minutes. Participants will include members of the Board of Trustees, Chuck Engel, Marie Pyko, and Jesse Maddox.

Motion Passed.

A motion was made by Peg Dunlap and seconded by Liz Post at 5:32 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion Passed.

Adjournment

On a motion by Shawn Leisinger, seconded by Joan Hicks, the meeting was adjourned at 5:33 pm.

Next Meeting

Thursday, October 20, 2022

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 853 1930 6913 | Passcode: 875701

*Subject to change without notice

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

Revenue/Expense/Balance by Fund Report – Page 2

The Childrens Art Show Fund is temporarily negative due to pending billings and reimbursements by the Library Foundation.

General Fund – Pages 3 through 5

With 74.8% of the budget year completed, 97% of the budgeted revenue has been received and 66% of the approved budget has been expended/encumbered. This compares to 2021 in which 96% of the budgeted revenue had been received and 60% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2022 was received September 20th as scheduled. The total received for the General Fund was \$823,632.69. The percentage of the ad valorem budget collected year-to-date is 98% which compares to 97% at this time in 2021.

The percentage of year-to-date motor vehicle tax collected is 72% in 2022 compared to 77% at this time in 2021.

Employee Benefit Fund – Page 6

With 74.8% of the budget year completed, 97% of the budgeted revenue has been received and 59% of the approved budget has been expended/encumbered. This compares to 2021 in which 97% of the budgeted revenue had been received and 64% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2022 was received as scheduled. The total received for the Employee Benefit Fund was \$200,689.73. The percentage of the ad valorem budget collected year-to-date is 98% which is the same as this time in 2021.

The percentage of year-to-date motor vehicle tax collected is 72% in 2021 compared to 78% at this time in 2021.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$4,690,304.52.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual subscription for Libre Ads (library marketing service)	\$6,902.00	Koios LLC
Approved operating budget	Estimated recruitment fees for the Library Foundation Executive Director position	\$35,000.00	The Moran Company LLC
Reimbursed expense	Change Order – labor to repair sprinkler system in Level 2 Tech Center (insurance claim)	\$6,412.61	Shirley Construction Inc.
Approved facilities master plan budget – sole source	Movies & Music Lounge furniture to match Café furniture	\$8,952.00	Encompas
Request for Proposal; Board resolution approved bid award on 9/15/2022	Movies & Music Lounge renovations	\$74,160.00	Kelley Construction Co., Inc.
Approved operating budget	Replace 6 parking lot light heads	\$5,722.06	May Electric Inc.
Library Materials	Hoopla online August 2022	\$30,737.68	Midwest Tape LLC
Library Materials	Hoopla online September 2022	\$29,025.92	Midwest Tape LLC
Library Materials	Adult fiction e-books	\$5,020.00	Overdrive, Inc.
Library Materials	Adult non-fiction books	\$6,500.00	Ingram Library Services
Library Materials	Adult fiction books	\$6,000.00	Ingram Library Services
Library Materials	Research database annual renewal	\$12,327.00	Morningstar
Library Materials	Adult non-fiction books	\$6,500.00	Ingram Library Services
Library Materials	Literature Resource Center database annual renewal	\$9,205.71	Gale/Cengage Learning Inc.

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

9/30/2022

	<u>Balance 1/1/2022</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 9/30/2022</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,966,095.33	\$ 14,966,770.82	\$ 10,521,286.29	\$ 9,411,579.86
Employee Benefits	1,405,524.62	3,957,709.03	2,634,572.09	\$ 2,728,661.56
Capital Improvement	4,677,506.88	12,797.64	-	\$ 4,690,304.52
Bond & Interest	-	4,147.41	-	\$ 4,147.41
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,170.44	49,293.13	80,045.24	\$ 18,418.33
Federal, State & Local Grants	24,044.03	800.00	19,079.16	\$ 5,764.87
Other Special Revenue	554,736.57	43,907.41	165,850.70	\$ 432,793.28
Permanent Funds	273,836.43	25,972.35	-	\$ 299,808.78
Totals	<u>\$ 11,950,914.30</u>	<u>\$ 19,061,397.79</u>	<u>\$ 13,420,833.48</u>	<u>\$ 17,591,478.61</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 759,952.10
Restricted Funds-CoreFirst Bank-Checking	433,109.95
Capital Improvement Fund-Community National Bank-Money Market Account	4,690,304.52
Cash on Hand	2,590.96
Petty Cash	220.00
Endowment Securities	299,808.78
Municipal Investment Pool - Overnight	11,679,125.44
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Certificate of Deposit	-
	<u>\$ 17,865,111.75</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	8,954.88
Less Payroll Deduction and Employer Benefit Liabilities	2,662.99
Less Outstanding Checks	262,015.27
	<u>\$ 17,591,478.61</u>

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

9/30/2022

	1/1/2022 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	9/30/2022 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,966,095.33	\$ 14,966,770.82	\$ 854,119.69	\$ 9,667,166.60	\$ 9,411,579.86	\$ 1,090,288.94	\$ 8,321,290.92
Employee Benefit Fund	1,405,524.62	3,957,709.03	531.00	2,634,041.09	2,728,661.56	2,432.00	2,726,229.56
Capital Improvement Fund	4,677,506.88	12,797.64	-	-	4,690,304.52	-	4,690,304.52
Bond & Interest Fund	-	4,147.41	-	-	4,147.41	-	4,147.41
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,170.44	49,293.13	49,170.44	30,874.80	18,418.33	18,418.33	0.00
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	800.00	-	800.00	25.00	-	25.00
Library Services & Technology Ac	24,000.00	-	-	18,279.16	5,720.84	5,720.84	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,647.98	24.61	-	-	10,672.59	-	10,672.59
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	2,049.12	(2,049.12)	1.65	(2,050.77)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.29	0.09	-	-	31.38	-	31.38
Friends	106,947.21	164.50	6,461.00	33,485.95	67,164.76	4,398.30	62,766.46
Fun Committee	4,227.14	951.90	-	49.00	5,130.04	11.00	5,119.04
Gallery Competitions/Exhibits	36,384.15	84.04	-	-	36,468.19	-	36,468.19
Gifts/Memorials (Undesignated)	349,198.19	21,588.72	77,871.34	33,529.27	259,386.30	22,123.19	237,263.11
Hathaway Trust - Library Materials	2,986.83	2,903.28	73.96	2,006.36	3,809.79	912.80	2,896.99
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,745.89	899.41	23.47	1,250.51	5,371.32	236.53	5,134.79
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,121.17	17,031.93	-	10,564.67	22,588.43	11,333.33	11,255.10
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,281.40	9.82	-	279.00	4,012.22	-	4,012.22
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,730.90	13.23	-	-	5,744.13	-	5,744.13
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.34	0.09	-	-	36.43	-	36.43
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,187.74	5.07	-	-	2,192.81	-	2,192.81
Youth Services	9,751.65	230.72	140.96	(1,933.91)	11,775.32	180.36	11,594.96
<i>Permanent Funds</i>							
Mertz Trust	273,836.43	25,972.35	-	-	299,808.78	-	299,808.78
TOTALS	\$ 11,950,914.30	\$ 19,061,397.79	\$ 988,391.86	\$ 12,432,441.62	\$ 17,591,478.61	\$ 1,156,057.27	\$ 16,435,421.34

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

9/30/2022

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 9/30/2022</u>
				74.8%
Ad Valorem Property Tax	\$ 13,757,845.00	\$ 13,453,073.24	\$ (304,771.76)	98%
Revitalization Rebates	(144,572.00)	(144,332.22)	\$ 239.78	100%
Back Tax	-	206,851.38	\$ 206,851.38	N/A
Motor Vehicle Tax	1,540,929.00	1,115,338.26	\$ (425,590.74)	72%
Recreational Vehicle Tax	15,862.00	13,012.61	\$ (2,849.39)	82%
16/20 M Vehicle Tax	5,946.00	6,676.99	\$ 730.99	112%
In Lieu of Tax	20,114.00	42,796.50	\$ 22,682.50	213%
Watercraft Special Tax**	8,446.00	-	\$ (8,446.00)	0%
Commercial Vehicle Fees	51,476.00	52,353.67	\$ 877.67	102%
E-Rate Reimbursement	19,902.00	19,462.38	\$ (439.62)	98%
Miscellaneous Revenue	3,000.00	17,839.51	\$ 14,839.51	595%
Miscellaneous Revenue - Recyclg	-	242.28	\$ 242.28	N/A
Salary Refunds-Foundation	97,463.00	67,178.06	\$ (30,284.94)	69%
Salary Refunds-Friends	32,157.00	31,408.09	\$ (748.91)	98%
Salary Refunds-Shawnee Cty	-	16,771.00	\$ 16,771.00	N/A
Vending Machines	2,000.00	912.51	\$ (1,087.49)	46%
Overdue Fees*	10,000.00	19,409.55	\$ 9,409.55	194%
Debt Collect	-	429.64	\$ 429.64	N/A
ILL Fees	100.00	110.42	\$ 10.42	110%
Mailing Fees	100.00	15.92	\$ (84.08)	16%
Non Resident Card Fee	300.00	255.00	\$ (45.00)	85%
Obituary Fees	-	355.00	\$ 355.00	N/A
Meeting Room Charges	-	925.00	\$ 925.00	N/A
Monday Market Fees	500.00	600.00	\$ 100.00	120%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	2,000.00	45,086.03	\$ 43,086.03	2254%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,536,202.00	-	\$ -	N/A
TOTALS	<u>\$ 17,984,820.00</u>	<u>\$ 14,966,770.82</u>	<u>\$ (481,847.18)</u>	97%

* 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**

9/30/2022

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					74.8%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 3,507.59	\$ -	\$ 2,892.41	55%
Salaries-Facilities	706,922.00	436,032.37	-	270,889.63	62%
Salaries-Overtime	10,000.00	3,706.40	-	6,293.60	37%
Salaries-Security	281,754.00	207,579.15	-	74,174.85	74%
Salaries-Shelvers	65,154.00	20,365.01	-	44,788.99	31%
Salaries-Staff	7,821,156.00	5,248,641.57	-	2,572,514.43	67%
Conferences	157,000.00	69,635.79	14,302.36	73,061.85	53%
Staff Internal Dev/Trng - Web Based	15,000.00	1,719.12	49.00	13,231.88	12%
Staff Development & Training	15,000.00	3,343.39	-	11,656.61	22%
Mileage	9,100.00	839.39	6,330.62	1,929.99	79%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	2,021.50	24.00	454.50	82%
Materials-Periodicals	28,000.00	1,306.65	1,044.00	25,649.35	8%
Materials-Print/Non-Print <1 YR	661,000.00	363,525.96	42,013.60	255,460.44	61%
Materials-Print/Non-Print	1,228,000.00	764,807.78	178,640.21	284,552.01	77%
OPERATIONS:					
Art Purchases	8,000.00	1,400.00	-	6,600.00	18%
Cataloging and ILL Services	105,805.00	68,151.32	25,848.68	11,805.00	89%
Contracted-Digital Services	538,078.00	461,682.06	31,687.47	44,708.47	92%
Contracted-Facilities	326,400.00	251,294.70	31,214.01	43,891.29	87%
Contracted-Equipment	51,100.00	39,534.48	24,750.98	(13,185.46)	126%
Contracted-Professional	304,400.00	146,371.64	71,894.60	86,133.76	72%
Contracted-E-Rate Services	1,791.00	1,681.21	-	109.79	94%
Digital Services Support	297,300.00	94,080.25	24,234.18	178,985.57	40%
Furniture/Equipment	91,465.00	1,366.20	-	90,098.80	1%
Insurance	56,000.00	59,313.00	-	(3,313.00)	106%
Marketing & Communication	47,500.00	26,868.48	7,072.69	13,558.83	71%
Memberships/Dues	30,900.00	17,788.60	633.00	12,478.40	60%
Miscellaneous	5,000.00	1,307.12	35.98	3,656.90	27%
Payments to Other Libraries	118,962.00	-	-	118,962.00	0%
Postage/Shipping	82,764.00	34,272.59	1,157.27	47,334.14	43%
Printing	114,300.00	6,564.81	2,177.36	105,557.83	8%
Programming	57,000.00	34,924.87	3,706.34	18,368.79	68%
Special Events	-	-	-	-	0%
Special Projects	1,650,000.00	764,501.24	384,346.64	501,152.12	70%
Supplies-Facilities	98,000.00	43,756.11	42,110.17	12,133.72	88%
Supplies-Office/Library	89,600.00	43,738.27	11,759.35	34,102.38	62%
Supplies-Processing	45,000.00	14,552.67	7,073.00	23,374.33	48%
Telecommunications	99,100.00	45,648.78	18,233.96	35,217.26	64%
Transfer Out	550,000.00	-	-	550,000.00	0%
Utilities-Electric	374,544.00	254,636.29	108,065.14	11,842.57	97%
Utilities-Gas	67,626.00	46,116.38	5,612.51	15,897.11	76%
Utilities-Water/Sewage	35,700.00	27,198.72	3,000.29	5,500.99	85%
Vehicle-Gas	31,000.00	23,088.60	-	7,911.40	74%
Vehicle-Repair	50,500.00	30,326.23	30,122.59	(9,948.82)	120%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(29.69)	-	29.69	N/A
TOTALS	\$ 17,984,821.00	\$ 9,667,166.60	\$ 1,077,140.00	\$ 5,590,514.40	66%

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

9/30/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2022	\$ 2,536,202.00	\$ 4,031,694.91	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,757,845.00	13,453,073.24	98%
Revitalization Rebates	(144,572.00)	(144,332.22)	100%
Back Tax	-	206,851.38	N/A
Motor Vehicle Tax	1,540,929.00	1,115,338.26	72%
Recreational Vehicle Tax	15,862.00	13,012.61	82%
16/20M Vehicle Tax	5,946.00	6,676.99	112%
In Lieu of Tax	20,114.00	42,796.50	213%
Watercraft Special Tax	8,446.00	-	0%
Commercial Vehicle Fees	51,476.00	52,353.67	102%
E-Rate Reimbursement	19,902.00	19,462.38	98%
Fees and Charges	16,000.00	40,852.55	255%
Reimbursements	129,620.00	115,599.43	89%
Transfer In	25,050.00	-	
Interest on Idle Funds	2,000.00	45,086.03	2254%
	<u>\$ 15,448,618.00</u>	<u>\$ 14,966,770.82</u>	97%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,891,386.00	5,919,832.09	67%
Other Staff Support Costs	196,100.00	96,219.67	49%
Library Collections	1,919,500.00	1,353,383.70	71%
Contracted Services	1,327,574.00	1,154,111.15	87%
Digital Services Support	297,300.00	118,314.43	40%
Furniture/Equipment/Art	99,465.00	2,766.20	3%
Payments to Other Libraries	118,962.00	-	0%
Special Projects	1,650,000.00	1,148,847.88	70%
Utilities & Telecommunications	576,970.00	508,512.07	88%
Vehicles	81,500.00	83,537.42	102%
Other Operating Expenditures	626,063.00	358,781.99	57%
Transfer Out	550,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,984,820.00</u>	<u>\$ 10,744,306.60</u>	66%
Prior Year Canceled Purchase Orders		<u>\$ 67,131.79</u>	
Unencumbered Balance 9/30/2022	\$ -	<u><u>\$ 8,321,290.92</u></u>	

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

9/30/2022

EMPLOYEE BENEFITS

	2022 Budget	Year To Date	%
Balance 01/01/2022	\$ 802,327.00	\$ 1,403,457.62	
Revenue:			
Ad Valorem Property Tax	\$ 3,663,189.00	\$ 3,583,626.85	98%
Revitalization Rebates	(38,494.00)	(38,428.47)	100%
Back Tax	-	47,317.12	N/A
Motor Vehicle Tax	363,700.00	262,507.42	72%
Recreational Vehicle Tax	3,744.00	3,067.44	82%
16/20M Vehicle Tax	1,403.00	1,420.43	101%
In Lieu of Tax	8,323.00	11,395.64	137%
Watercraft Special Tax*	1,994.00	-	0%
Commercial Vehicle Fees	12,150.00	12,247.38	101%
Refund-Fringe Benefits-Foundation	48,256.00	29,725.21	62%
Refund-Fringe Benefits-Friends	20,829.00	13,872.90	67%
Refund-Fringe Benefits-Shawnee Cty	-	10,853.49	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	7,032.15	N/A
Interest on Idle Funds	1,000.00	13,071.47	1307%
	\$ 4,086,094.00	\$ 3,957,709.03	97%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,137.00	\$ 6,372.00	89%
Cafeteria Plan Administration Fees	3,145.00	2,297.00	73%
Social Security/Medicare	680,191.00	421,795.96	62%
Ks Public Employees Retirement Sys	864,426.00	535,954.11	62%
Worker's Compensation	54,000.00	53,262.35	99%
Unemployment Tax	8,891.00	37,617.87	423%
Health/Dental Insurance	2,870,631.00	1,579,173.80	55%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 4,888,421.00	\$ 2,636,473.09	59%
Prior Year Canceled Purchase Orders		\$ 1,536.00	
Unencumbered Balance 9/30/2022	\$ -	\$ 2,726,229.56	

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

CAPITAL IMPROVEMENT

Balance 01/01/2022	\$ 4,677,506.88
Revenue:	
Transfer In	\$ -
Interest received	12,797.64
	\$ 12,797.64
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 9/30/2022	\$ 4,690,304.52

STATE AID

Balance 01/01/2022	\$ -	\$ -
Revenue:		
State Aid	-	49,293.13
	\$ -	\$ 49,293.13
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	49,293.13
	\$ 52,000.00	\$ 49,293.13
Unencumbered Balance 9/30/2022	\$ -	\$ -

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

9/30/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2022	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	4,122.54	16%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	14.83	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	10.04	20%
	<u>\$ 25,050.00</u>	<u>\$ 4,147.41</u>	17%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 25,050.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 9/30/2022	<u><u>\$ -</u></u>	<u><u>\$ 4,147.41</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 September 30, 2022

Capital Improvement Funds-Community National Bank

\$ 4,690,304.52 at .75% (money market account)

Municipal Investment Pool

\$11,679,125.44 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average September 1 - 30, 2022 was 1.6338%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	9/8/22	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,752.08	-97513
10	21502	0	9/8/22	PAYCOM PAYROLL LLC	State W/H	\$ 11,147.41	-97513
15	21521	0	9/8/22	PAYCOM PAYROLL LLC	State Unemployment	\$ 283.28	-97513
10	21503	0	9/8/22	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,135.93	-97513
15	21504	0	9/8/22	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,135.93	-97513
10	21503	0	9/8/22	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,241.44	-97513
15	21504	0	9/8/22	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,241.44	-97513
10	21514	0	9/8/22	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97513
10	41000	313	9/8/22	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,982.35	-97513
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 82,349.39	-97513 Total
10	21505	0	9/9/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,297.86	-97512
15	21516	0	9/9/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,141.98	-97512
15	21517	0	9/9/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,049.59	-97512
10	21513	0	9/9/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,194.09	-97512
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,683.52	-97512 Total
10	21509	0	9/9/22	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,125.89	-97510
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,125.89	-97510 Total
10	21501	0	9/22/22	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,003.59	-97508
10	21502	0	9/22/22	PAYCOM PAYROLL LLC	State W/H	\$ 10,924.42	-97508
15	21521	0	9/22/22	PAYCOM PAYROLL LLC	State Unemployment	\$ 266.18	-97508
10	21503	0	9/22/22	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,840.60	-97508
15	21504	0	9/22/22	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,840.60	-97508
10	21503	0	9/22/22	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,172.48	-97508
15	21504	0	9/22/22	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,172.48	-97508
10	21514	0	9/22/22	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97508
10	41000	313	9/22/22	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,988.80	-97508
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,638.68	-97508 Total
10	21509	0	9/22/22	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,125.89	-97506
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,125.89	-97506 Total
10	21505	0	9/23/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,137.29	-97505
15	21516	0	9/23/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,903.80	-97505
15	21517	0	9/23/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,022.77	-97505
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,063.86	-97505 Total
10	21515	0	9/26/22	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 31,329.34	-97503
15	21515	0	9/26/22	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 146,562.92	-97503
15	21515	0	9/26/22	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 737.19	-97503
						\$ 178,629.45	-97503 Total
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Fashionista Damask Black	\$ 69.98	-97497

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Fashionista Green	\$ 69.98	-97497
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Fashionista Houndstooth	\$ 69.98	-97497
10	41000	410	9/23/22	COREFIRST BANK & TRUST	ZEP hand Sani Refill Jug	\$ 95.98	-97497
10	41000	410	9/23/22	COREFIRST BANK & TRUST	Pkg of blue painter tape	\$ 37.99	-97497
10	41000	320	9/23/22	COREFIRST BANK & TRUST	Wired keyboard for Mac	\$ 272.93	-97497
10	41000	320	9/23/22	COREFIRST BANK & TRUST	ogitech K270 Wireless Key	\$ 199.90	-97497
10	41000	320	9/23/22	COREFIRST BANK & TRUST	Logitech M330 SILENT PLUS	\$ 199.90	-97497
10	41000	330	9/23/22	COREFIRST BANK & TRUST	11 pk 5x7" Gelli plates"	\$ 119.07	-97497
10	41000	340	9/23/22	COREFIRST BANK & TRUST	SHRM Conference	\$ 2,590.00	-97497
10	41000	330	9/23/22	COREFIRST BANK & TRUST	bleached white muslin 5yd	\$ 39.95	-97497
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Ultimate Office Mesh Wall	\$ 279.44	-97497
10	41000	320	9/23/22	COREFIRST BANK & TRUST	TP Link 8 port switch	\$ 69.99	-97497
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Refrigerator -Black	\$ 479.99	-97497
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Microwave - Black	\$ 109.99	-97497
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Glass Tea Kettle	\$ 19.99	-97497
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Coffee Pot - BUNN	\$ 119.99	-97497
10	41000	320	9/23/22	COREFIRST BANK & TRUST	55 inch Samsung 4K TV	\$ 1,591.96	-97497
10	41000	320	9/23/22	COREFIRST BANK & TRUST	Rolling TV Cart	\$ 633.56	-97497
10	41000	320	9/23/22	COREFIRST BANK & TRUST	TP-Link Wifi Card	\$ 111.96	-97497
10	41000	320	9/23/22	COREFIRST BANK & TRUST	4 ft. Ratchet Straps	\$ 27.98	-97497
10	41000	320	9/23/22	COREFIRST BANK & TRUST	2-pack HDMI cables 10 ft	\$ 77.90	-97497
10	41000	341	9/23/22	COREFIRST BANK & TRUST	6 seats in Library Journa	\$ 733.62	-97497
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Bostitch Stapler	\$ 42.24	-97497
10	41000	320	9/23/22	COREFIRST BANK & TRUST	Laminator	\$ 239.31	-97497
10	41000	320	9/23/22	COREFIRST BANK & TRUST	Logitech C920 webcam	\$ 338.52	-97497
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Kitchen Cart	\$ 553.62	-97497
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Bin Ice Cube - White	\$ 9.79	-97497
10	41000	420	9/23/22	COREFIRST BANK & TRUST	OXO Good Grips Flexible c	\$ 8.95	-97497
10	41000	420	9/23/22	COREFIRST BANK & TRUST	Rubbermaid White Easy Re	\$ 18.00	-97497
10	41000	330	9/23/22	COREFIRST BANK & TRUST	Breakout EDU annual sub	\$ 108.07	-97497
10	41000	323	9/23/22	COREFIRST BANK & TRUST	Membership Renewal	\$ 100.00	-97497
				<i>Miscellaneous online orders paid by credit card</i>		\$ 9,440.53	-97497 Total
10	41000	325	9/2/22	RESERVE ACCOUNT	Deposit to postage reserve act	\$ 15,000.00	-97486
				<i>2022 approved operating budget - postage</i>		\$ 15,000.00	-97486 Total
10	41000	353	9/1/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 85.18	98274
10	41000	353	9/1/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 15.31	98274
10	41000	353	9/1/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 154.39	98274
10	41000	353	9/1/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 14.63	98274

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	353	9/1/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 5,413.21	98274
10	41000	353	9/1/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 14.63	98274
						\$ 5,697.35	98274 Total
10	21512	0	9/1/22	DELTA DENTAL OF KANSAS, INC	EE September Premiums	\$ 2,643.04	98276
15	21512	0	9/1/22	DELTA DENTAL OF KANSAS, INC	ER September Premiums	\$ 9,866.12	98276
15	21512	0	9/1/22	DELTA DENTAL OF KANSAS, INC	Retiree Sept Premiums	\$ 44.16	98276
						\$ 12,553.32	98276 Total
10	41000	301	9/1/22	OCLC, INC.	OCLC cataloging & ILL	\$ 5,260.94	98283
10	41000	301	9/1/22	OCLC, INC.	OCLC cataloging & ILL	\$ 7,269.62	98283
10	41000	301	9/1/22	OCLC, INC.	OCLC cataloging & ILL	\$ 7,195.41	98283
					2022 approved operating budget - monthly fee for cataloging and interlibrary loan database	\$ 19,725.97	98283 Total
10	41000	736	9/1/22	SCOTT RICE OFFICE WORKS	Tech Zone Furniture	\$ 87,297.96	98288
					RFP was issued and approved by the Board on 01/20/2022 - Facilities Master Plan Budget	\$ 87,297.96	98288 Total
10	41000	313	9/1/22	THE MORAN COMPANY LLC	Recruitment Fees	\$ 9,333.00	98290
					2022 approved operating budget - contracted professional fees	\$ 9,333.00	98290 Total
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 22.73	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 22.73	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 22.73	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 22.73	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 22.73	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 22.73	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 22.96	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 24.09	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 24.09	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 24.09	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 24.09	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 24.09	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 24.09	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 24.09	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 24.09	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 24.09	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 24.13	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 104.55	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 244.22	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 2,636.52	98303
10	41000	351	9/9/22	EVERGY	Electric Service	\$ 38,666.62	98303
						\$ 41,957.19	98303 Total
15	41000	260	9/9/22	WORLD INSURANCE ASSOCIATES LLC	4th qtr workers comp ins	\$ 12,189.00	98320
						\$ 12,189.00	98320 Total
10	41000	736	9/15/22	HTK ARCHITECTS INC.	Media Lounge Renovations	\$ 1,500.00	98334
10	41000	736	9/15/22	HTK ARCHITECTS INC.	Wayfinding & Signage	\$ 3,600.00	98334
						\$ 5,100.00	98334 Total

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	736	9/15/22	MCELROY'S INC.	Boiler Replacement	\$ 58,240.80	98339
						\$ 58,240.80	98339 Total
10	41000	310	9/15/22	QMARKETS USA INC	annual maint and support	\$ 5,245.00	98342
					<i>2022 approved operating budget - Idea Management renewal</i>	\$ 5,245.00	98342 Total
10	41000	736	9/15/22	SHIRLEY CONSTRUCTION INC	TECH ZONE CO 4	\$ 6,284.36	98345
						\$ 6,284.36	98345 Total
10	41000	311	9/22/22	JOHNSON CONTROLS, INC.	R&R Comm T Stat	\$ 704.35	98359
10	41000	311	9/22/22	JOHNSON CONTROLS, INC.	NAE 4 Upgrade	\$ 4,633.00	98359
					<i>2022 approved operating budget - contracted facilities expense</i>	\$ 5,337.35	98359 Total
10	41000	320	9/22/22	PREMIER ONE DATA SYSTEMS INC.	apc ups srt 1000 battery backup	\$ 1,744.08	98365
10	41000	320	9/22/22	PREMIER ONE DATA SYSTEMS INC.	apc ups 1000 battery backup	\$ 3,488.16	98365
					<i>2022 approved operating budget - digital services support</i>	\$ 5,232.24	98365 Total
10	41000	736	9/23/22	MCELROY'S INC.	Boiler Replacement	\$ 27,000.40	98375
						\$ 27,000.40	98375 Total
10	41000	311	9/23/22	TK ELEVATOR CORPORATION	Elevator Service Contract	\$ 14,803.32	98377
					<i>2022 approved operating budget - contract facilities expense</i>	\$ 14,803.32	98377 Total
10	41000	353	9/29/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 85.18	98382
10	41000	353	9/29/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 278.60	98382
10	41000	353	9/29/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 289.49	98382
10	41000	353	9/29/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 14.63	98382
10	41000	353	9/29/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 5,664.41	98382
10	41000	353	9/29/22	CITY OF TOPEKA	2022 Water/Sewer	\$ 14.63	98382
						\$ 6,346.94	98382 Total
10	41000	736	9/29/22	COMPRISE TECHNOLOGIES, INC.	Smart Kiosk Model: Comple	\$ 6,563.00	98383
					<i>2022 approved facilities master plan budget - kiosk for Level 2 Tech Center</i>	\$ 6,563.00	98383 Total
10	41000	736	9/29/22	CUSTOM SHEET METAL SERVICE	Chiller Replacement	\$ 207,267.79	98384
						\$ 207,267.79	98384 Total
10	41000	310	9/29/22	SPRINGSHARE LLC	Springshare renewal	\$ 10,848.00	98393
					<i>2022 approved operating budget - software support/subscription</i>	\$ 10,848.00	98393 Total
						\$ 1,023,080.20	Grand Total



Agenda
Board of Trustees Executive Committee Meeting
October 10, 2022 – 4:00pm
Zoom Meeting

Agenda

Executive Committee Members Present

Jim Edwards – Chair, Shawn Leisinger – Vice Chair, Peg Dunlap – Treasurer

Executive Committee Members Absent

Joan Hicks – Secretary

Call to Order

The meeting of the Board of Trustees Executive Committee was held on Monday, October 10, 2022, via Zoom, and was called to order at 4:00 pm by Chair Jim Edwards.

Review And Approve Minutes and Review Agenda

The minutes from the September 6, 2022, Board of Trustees Executive Meeting were reviewed.

On a motion by Shawn Leisinger, seconded by Peg Dunlap, the September 6, 2022, Board of Trustees Executive Committee Meeting Minutes were approved.

Motion passed unanimously.

The minutes from the September 15, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees October 20, 2022, meeting were reviewed.

Chief Financial Officer Kim Strube noted there will be a resolution to approve the bid for the Professional Auditing Services for 3 years. Strube shared that she received one bid from BT & Co.

Chair Jim Edwards shared he will speak about an evaluation tool for the CEO's annual review.

Chief Executive Officer Marie Pyko noted that in addition to the regular report there will be a number of action items under New Business. Pyko noted that the Strategic Planning Steering Committee will have a final consultant recommendation at the October Board of Trustees meeting.

Chief of Staff Thad Hartman will present the bid items and share about successful programs at the October Board of Trustees Meeting.

Other Items

Chair Jim Edwards led a discussion regarding the draft evaluation tool for the CEO evaluation.

A brief Retention Discussion was held. The final discussion will be held before the full board at the November Board of Trustees meeting.

Adjournment

On a motion by Shawn Leisinger, seconded by Peg Dunlap, the meeting was adjourned at 4:31 pm.

Next Meeting

November 14, 2022

4:00 pm

Zoom Meeting

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

Meeting ID: 845 4024 4825

Passcode: 291185

CHIEF EXECUTIVE OFFICER'S REPORT

October 2022

News and Updates

Dolly Parton's Imagination Library (DPIL) United Way

At the end of August, there were 5788 children 0-5 years old who were members of the program. It was a nice jump in our participation numbers however we do still only have 56% of the children of Shawnee County receiving books. In reviewing the bar chart, it is clear there continues to be specific zip codes which we need to develop strong outreach campaigns for sign-up initiatives. These include 66605-66607 zip codes. These are areas where we have some strong collaborations i.e., Topeka Housing Authority and SENT who can help increase our reach. This program continues to be an initiative which is scalable to reach all children which is critical in making a difference in their lives.

Strategic Planning Steering Committee

The Steering Committee has conducted interviews with four strategic planning firms and will be meeting on October 14, 2022 to decide on the firm we would like to select as a consultant for the Strategic Plan 2023 initiative.

At the October Board meeting, I will be bringing a recommendation for a consultant as an action item.

Collaborations and Professional Development

Kansas Book Festival and Washburn University

As an aspect of our Community Impact Goal- Topeka and Shawnee County will continue to be an engaged community of readers, we continue to participate and sponsor aspects of the Kansas Book Festival. Thank you to all the staff and board members who also supported this wonderful annual event. It continues to grow in size and diverse activities, and I truly love that it is now occurs at Washburn University which is a perfect venue to support readers and learners. It is my intention for our library to continue to work alongside this book rich annual event.

Diversity, Equity and Inclusion

As a staff we have begun to be intentional of our shared learning on diversity, equity, inclusion and belonging. Formally as a library we began our education last February at Staff Development Day and we have continued with opportunities for individuals and library teams to participate in local and library learning initiatives.

DEI Summit

The administrative team attended a day-long summit on diversity, equity and inclusion on September 27th sponsored by the **Greater Topeka Partnership**. While the speakers were primarily from the business sector, Colgate Palmolive, Blue Cross Blue Shield and GTP, the

topics were very relevant to the library including procurement, recruitment, starting an equity program, etc. Although, I was unable to attend due to illness, the management team who was able to attend learned a lot and had many good take-aways which we are discussing in terms of our practices.

Additionally, the management team is participating in a 4-week online training on all aspects of equity in libraries. The **Equity Centered Library Leadership training** is focused on libraries across the US and is hosted by Library Journal. It has been a great class which we all are taking asynchronously online but we are discussing the concepts and if it relates to our library during our bi-weekly management team meetings.

New Business

Customer Conduct Policy- first reading

We are continuing our schedule of operational policies to review. This is the first reading of the Customer Conduct Policy. We have updated some of the language to include our new service spaces the Level 2 Tech Center and studios and the titles of the staff who address any grievances with the application of the policy. The library's attorney Chuck Engel reviewed the updated policy.

This policy will be voted on November 17, 2022.

Resolution- Bid for Movies and Music Lounge shelving

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

Resolution- Bid for Wayfinding Signage in the Library

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

Request for FY2022 Friends of the Library Funding

This is the request submitted to the Friends of the Library each year. During the development of the FY2023 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition, larger programming initiative (annual signature author events and summer reading professional presenters), continued support for the Dolly Parton's Imagination Library and Strategic Planning implementation.

The formal request document is included in the October Board of Trustees packet.

Resolution- Bid for Annual Professional Auditing Services

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

Resolution- Bid for Apple Computer Purchase

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

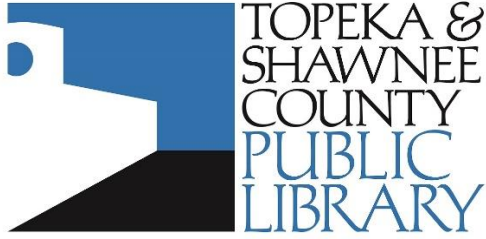
Resolution- Bid for Staff Computer Purchase

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

Professional Activities/Community Contacts

September 13, 2022	Attended the Rotary Board Meeting
September 13, 2022	Attended the Friends of the Library Board meeting.
September 14, 2022	Attended GTP Power Breakfast
September 14, 2022	Met with Dene' Mosier Kansas Children's Discovery Center.
September 15, 2022	Attended the ULC Director/CEO Call
September 15, 2022	Attended the Board of Trustees meeting.
September 16, 2022	Met with Jane Lampo, the Moran Group regarding the Library Foundation recruitment search.
September 20, 2022	Attended the Intergovernmental Cooperative Council meeting.
September 22, 2022	Attended the GTP Women's Forum
September 23, 2022	Presented Beyond Boundaries program at the Rotary South Club.
September 23, 2022	Attended the Kansas Book Festival reception.
September 26, 2022	Met with the keynote speakers for the DEI Summit for dinner.
October 4, 2022	Attended the GTP Economic Outlook breakfast with Business Librarian Meredith Snapp.

Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 10/14/22



**Resolution- Recommendation for Selection of the Strategic Plan 2023
Consultant**

October 20, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the recommendation by the Steering Committee for the selection of the Ivy Group, Inc., Charlottesville, Virginia to serve as the Strategic Planning 2023 consultant and further directs the Chief Executive Officer to engage in contract negotiations with the Ivy Group, Inc.

Background information

At the June 2022 board meeting, the Board of Trustees approved the creation of a steering committee to research potential consultants, finalize timelines, interview, and recommend a strategic planning consultant for Strategic Plan 2023 to the Board of Trustees.

We prepared and posted a Request for Qualifications in September 2022 and received 10 applications. The steering committee reviewed RFQ's and identified 4 consultant companies to interview. In early October 2022, the steering committee interviewed all 4 companies and based on library needs for the plan determined which company best fit the goals for the Strategic Plan 2023 process.

Resolution by _____

Seconded by _____

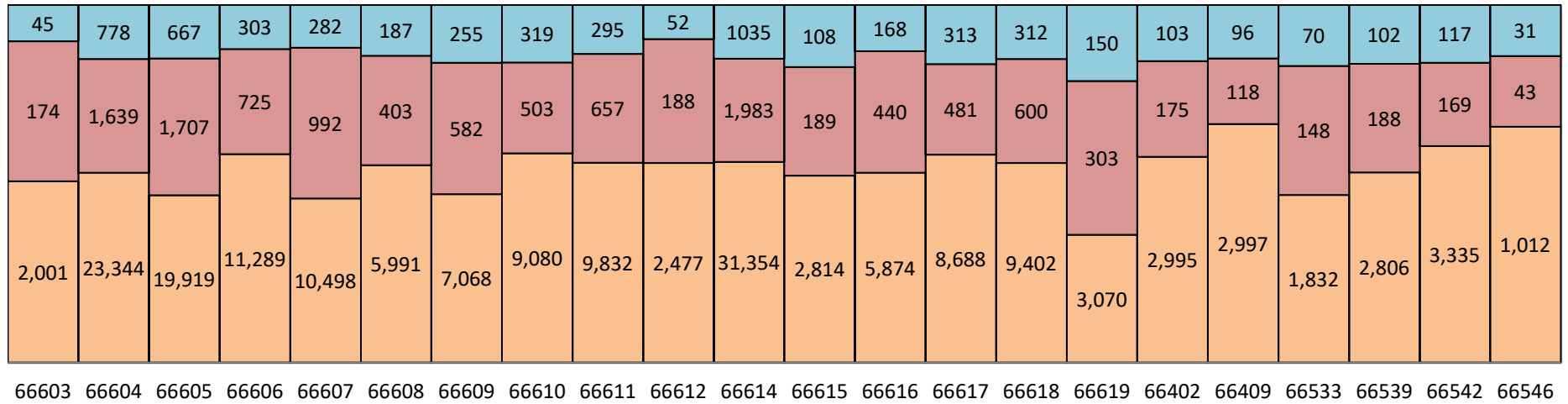
Resolution passed/failed by a vote of _____

Date _____

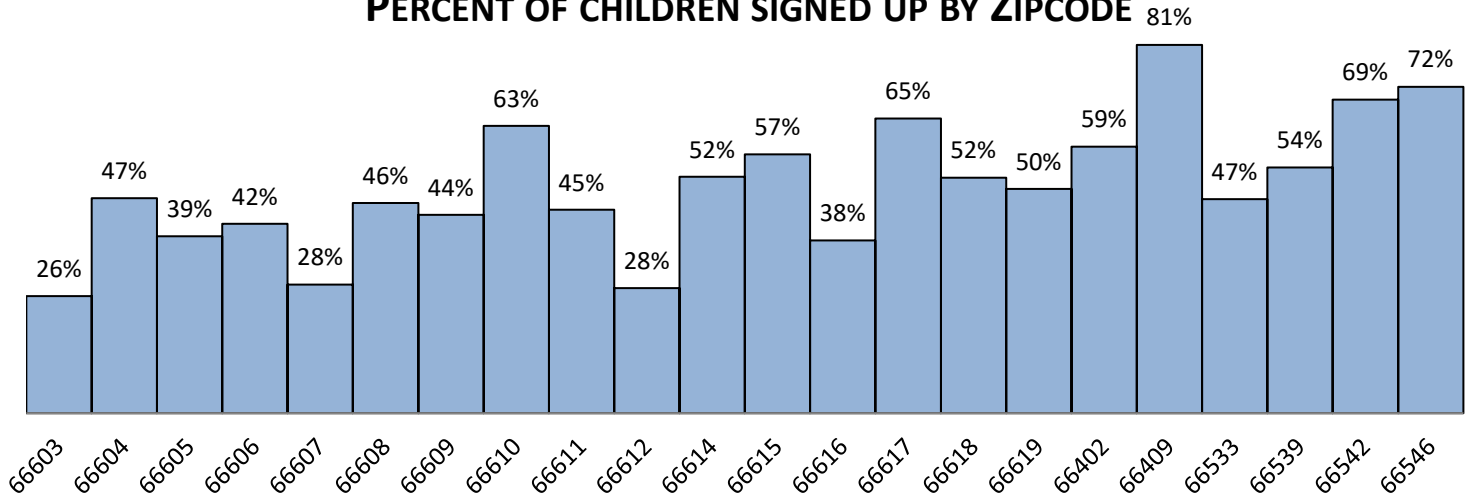
Number of children currently enrolled: **5,788**

SEPTEMBER 2022 DOLLY PARTON IMAGINATION LIBRARY

POPULATION UNDER 5 DPIL

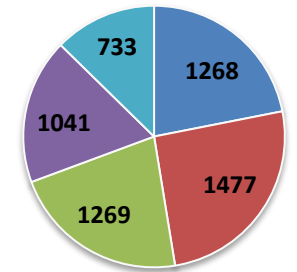


PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



AGE OF CHILDREN

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



Data Source: 2020 ACS 5-Year Population Estimate

Chief of Staff Report

Thad Hartman

October 13, 2022

Movies & Music Lounge

Construction is scheduled to begin within the next week. A great deal of work has been underway in preparation. As mentioned in her report, Scarlett and her team did an amazing job shifting collections. Kelley construction will soon be putting up plastic around the outside of the room and begin removing the old computer counters and then painting. This should take a few weeks and will be followed by installation of the new flooring in the back of the room. Construction should be done by the end of the year. We'll then be able to install new furniture.

The last piece of this project will be the installation of new shelving. As mentioned in last month's board report, originally, we had planned to have a bid recommendation at the September meeting for new shelving. Because of the low number of bids received, we decided to make a couple of changes and re-bid the project. We were happy to receive five bids and get a price that was approximately \$20,000 less than the previous bid. There is more information on the bid process and recommendation in the resolution documentation.

Public Services Manager

We are happy to announce that Debbie Stanton will begin as our new Public Services Manager on Monday, October 17, 2022. Previous to her new position, Debbie has been one of our Public Services Supervisors since May 2018. Prior to coming to TSCPL, Debbie has held a number of positions at other libraries, including serving as the director of Washington Public Library in Washington, Iowa. We had several highly qualified candidates which made for a very difficult decision, but we are thrilled to have Debbie as our new Public Services Manager.

Author Events

Over the last three weeks we've been fortunate to have two wonderful author events at the library. On September 27, CJ Box spoke to a packed auditorium at the library as well as many people on Zoom. Public Services Supervisor Autumn Friedli and Readers Services Librarian Miranda Ericsson did a wonderful job coordinating and running the event. With such a big-name author and large audience, that is no small feat.



On October 13, we were visited by bestselling young adult fantasy author Kaylynn Bayron. She spoke at the library and at Topeka High School about her writing and answered questions from the crowd. Young Adult Librarian Angie Reed coordinated the event and served as emcee. Her hard work made the event a big success. These programs are a great example of the work we're



doing to help create a “community of engaged readers.”

Department Highlights

Public Services – Readers Services

Autumn Friedli, Public Services Supervisor

Author Visits

On Tuesday, September 27th author CJ Box visited Topeka & Shawnee County Public Library! Over 260 people came out to see CJ Box in conversation with local Dewayne Burgess. The audience absolutely loved the banter between the two cowboys. We still have opportunities to visit with another Bestselling Author! Join us on October 25 either in person or online to hear J.A. Jance talk about her books. Find out more about this opportunity here: <https://tscpl.org/author-visits>

Fall Reading Challenge

There’s still time to join in on the fun. Read three books, log them into the Beanstack app, and receive a limited edition pint glass! It’s that easy!! Find out more here: <https://tscpl.org/books-movies-music/fall-reading-challenge>

Public Services – Information & Learning

Debbie Stanton, Public Services Supervisor

Foot Traffic

With the Level 2 Tech Center opening in an adjacent space, the Topeka Room has seen a major rise in the number of first-time visitors. Staff have been giving impromptu tours and welcoming visitors into the space with every shift. I had the opportunity to give a tour to a young man who had moved to Topeka in January for ministry and was starting to feel a little burned out. When he learned that Aaron Douglas, Langston Hughes and Gwendolyn Brooks were all from Topeka he told me it completely renewed his sense of purpose. Knowing the incredible people who have come before us in these spaces, he said, shows the power and impact that any of us can have. He plans to bring some of the youth he mentors into the space to inspire them about their own futures.



Workroom Refresh

Part of the work for the Level 2 Tech Center involved cutting a door through the Topeka Room staff workroom into the facilities “penthouse” area. Local History Librarian Donna Rae and Genealogy Librarian Sherri Camp took the opportunity to reenvision the workspace so it can better handle their teams’ workflows. Below are a concept image created by Sherri and the end result that is being

organized and prepared right now for staff and volunteer use. Facilities and Digital Services did a great job of bringing the concept to life.



Identity Quest 2022 Registration Open

Registration is now open for our second Identity Quest Genealogy Conference and Heritage Celebration! This is a free two-day hybrid event on November 12 and 13. Saturday will be a free conference with national and regional speakers who will share information on the latest genealogy tools and resources. During that time KTWU will be filming genealogy reveals in the Topeka Room for a special that will air in February or March. Sunday will feature our heritage celebration including music, art, dance and cultural activities celebrating the many heritages present in Topeka and Shawnee County. Register now to attend in person or by Zoom. On Saturday you can also walk by the Topeka Room to see KTWU filming genealogy reveals that will air in Feb or March 2023. More information and the link to registration can be found here: <https://tscpl.org/idquest>



Program Services

Jacqueline Belden, Program Manager

Bookmobile, Adventuremobile, and Kansas Connections Updates

On Tuesday, September 6, our amazing and dedicated bookmobile staff from the library's Community Services department rolled out a new weekly bookmobile schedule. Adding stops at Shawnee North Community Center, Mi Pueblito Market, Washburn Tech East, and CRC in HiCrest, the new schedule eliminates the alternating week model and provides a more consistent and easier to follow weekly schedule and provides opportunities to welcome in new customers and make new impacts while maintaining all those favorite stops our regular users love.

Adventuremobile ventured out on its first classroom visits since early 2020 on Wednesday, October 5, and our staff are so excited to be back on the road and visiting classrooms! The Adventuremobile is serving students in Kindergarten through 2nd grade at Scott Dual Language, McClure, Whitson, Ross, and Lowman Hill Elementary Schools and Christ the King and Topeka Collegiate Schools this fall semester. Checkouts have gotten off to a great start and kids are especially interested in pets, fantasy and paranormal, and *Star Wars* books this fall!

The Kansas Connections menu of programs was posted online in late September, and educators have immediately begun scheduling awesome programs with our staff! In the first week, staff received and scheduled over 13 requests for programs on everything from science to local history to civic engagement and more. We can't wait to see our students and educators this fall!

Update from Public Training Professional Shari Schawo

In September, we had 31 individual Computer & Gadget Help appointments. We also hosted 18 attendees in our beginning computer class series. Weekly yoga classes, offered by Topeka Yoga Network at the library, have transitioned to their fall theme of classes: meditative yoga. In September, 20 people attended these relaxing, grounding yoga classes in person and 9 attended online. Yoga classes are always offered in a hybrid modality so that attendees can choose to attend with us in the Learning Center at the library or from home via Zoom!

Youth Services

LeAnn Brungardt, Youth Services Supervisor

With the start of a new school year, we have started a new round of programming for school aged kids and teens. Curious Kids is held twice weekly during afterschool hours primarily for kids ages 5-11 and for teens there are regular opportunities for gaming, art, cooking and digital music production. Since the start of October, we have reintroduced programming that focuses on the specific needs of babies and toddlers.

We are abuzz in other ways too we have hosted tours for Washburn University's international students and presented or provided information at several community events including Family Learning Night at Mathes Early Learning Center, Stormont-Vail's Baby Jubilee, and Washburn University's Heartland Literature Festival.

Success Stories

I had one of those, “Do you remember me?” moments with a customer who stopped by my office on a recent Monday afternoon. This young man had been released from prison the Friday before and in looking for positive community connection was checking out the Kids’ Library to see if he recognized any familiar, friendly faces. Through our interaction he brought up his need for employment and fears of not being able to find anyone to hire him. I gave him information on a place to start. Within a few days he reported that he was employed. Since that time, he has come through to mention his good and not so good days. The library is a big part of his positive spheres of influence right now, and that is largely because it was to him previously too. My hope is that he continues to build supports through library resources and referrals and that in doing so is able make continued healthy choices for himself.

It has been nostalgia time. I witnessed minimally five completely unrelated situations of new adults who wandered through the Kids’ Library to see how it compared to their childhood memories. Each expressed fondness for things like the old car and boat that used to house board books and the aquarium. They recalled favorite programs and made note of staff faces they recognized. While all had not been in for a few years, each either had a meeting or was meeting a friend group here. Staff made sure to tell them what the library had for them now. Of special interest was the Level 2 Tech Center.

Community Services

Patrick Berry, Community Services Supervisor

Outreach is Up and Running

Our Outreach Focus Team is heading back out visiting our community schools. Starting on October 3rd, the Adventuremobile and Kansas Connections service offerings started back up. Our team is excited to see the smiling faces and share our programs and materials once again.

New Bookmobile Driver

Please join our Bookmobile Focus Team and our Community Services department in congratulating Marcus Gay on obtaining his CDL and becoming a certified bookmobile driver for the library. Marcus is the newest member to our department. Congrats Marcus!!!!

@Home Delivery News

Our @Home Focus Team has started taking returns at the same time as making their deliveries. We feel this is helpful for those patrons that may have difficulty in getting the materials returned or finding time from their busy schedules to run by one of our Bookmobiles or Book Drop locations. The team really feels that this could become a meaningful change for this service and for our patrons.

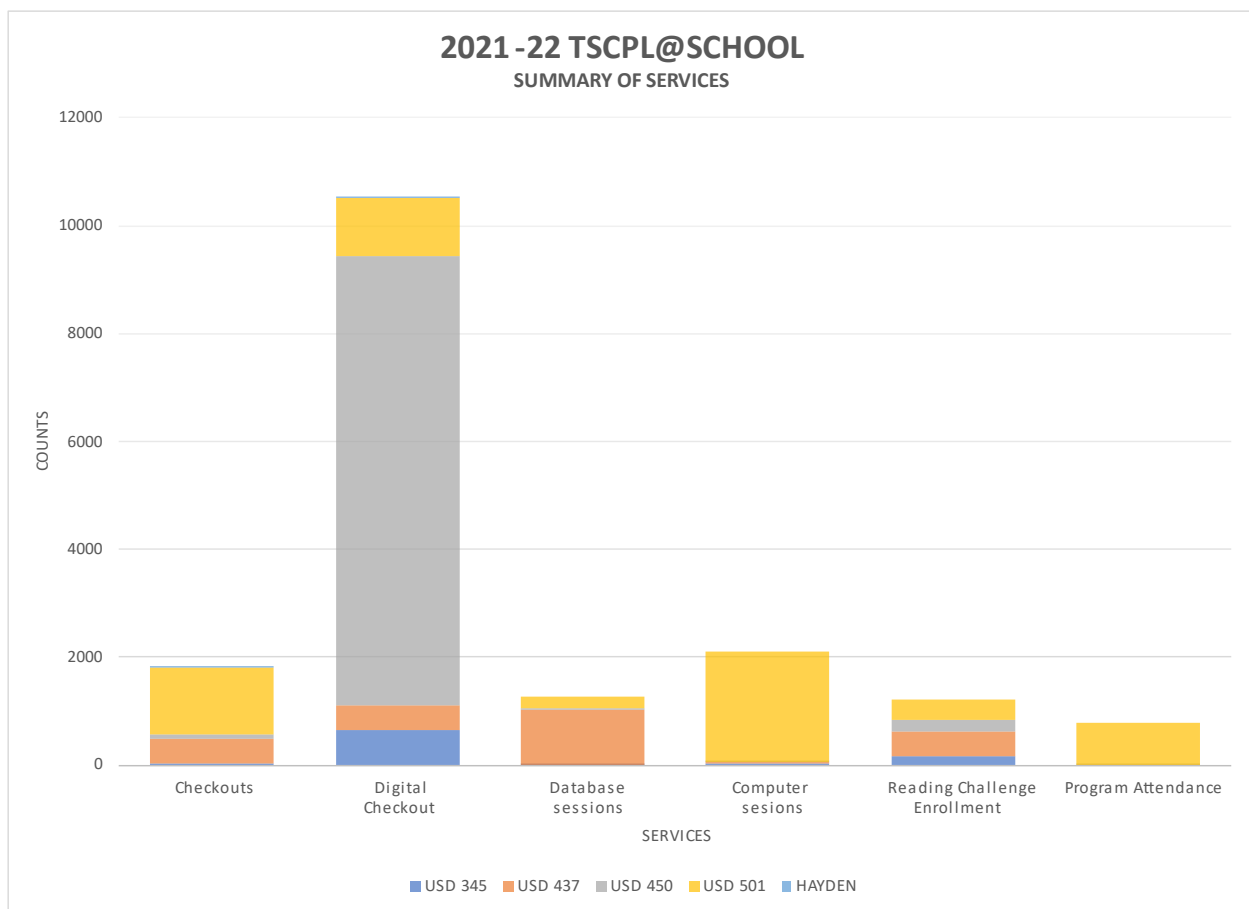
Collections

Paul Brennan, Collections Director

TSCPL@School Partnership Update

TSCPL@School is a partnership between the Library and each of the four major public school districts in Topeka. The school districts, as part of their enrollment process, give parents the option to allow the schools to share student data with us for creation of TSCPL accounts that give them full access to the range of resources we have to offer including books, databases, and offerings from our digital library. We've completed the data transfer for the current school year and are pleased with the number of parents who have chosen to let their child participate. The team has a goal of increasing the number of active users in all districts. We have nearly 30,000 student accounts but only a relatively small number of those accounts are actually being used. We are reaching out to schools to find what they want and need from us. Our Librarians continue to build relationships with teachers and librarians in each district. We have undertaken an initiative to connect with educators in USD 501 to provide them with accounts just as we have with students. So far we've issued more than 250 Educator accounts with USD 501. We plan to roll out the initiative to other districts soon. We know that long-term the best way to boost student use is to actively involve teachers and educators.

Below is a graph showing what students did with their accounts in 21-22 school year.



Notice how use varies by school district. Active Shawnee Heights students are heavy digital content users with over 99% of checkouts being digital titles. Auburn Washburn students use databases with

over 37% of active users having accessed a database. Seaman students like reading challenges with nearly all active users have participated in at least one reading challenge. Finally, USD 501 students are users of computers here at the library with 42% of active accounts using a library computer.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Movies & Music Lounge

We have been busy moving collections in preparation for the renovation of the media and new books area into the new Movies & Music Lounge. The new books collection moved in mid-September to the Teamwork Center room located between the east and west wings. Adult fiction and nonfiction is organized on six bookcases in the space outside the CoreFirst North Reading Room. Customers are enjoying having the new books in closer proximity to the collections in the wings. Public Services staff have shared that they are engaging in more conversations about books now that these collections have moved into the space. Several customers have shared with us that they didn't realize we had a new books collection until visiting it in this new location. Last, it is lovely to walk into the rotunda and look up the hallway to see the new books. We've long desired to make books more visible from the front doors and moving the new books to this space is helping us achieve that goal.

In the Movies & Music Lounge, we've rearranged the music CD and DVD collections in preparation for the renovation work beginning this month. To prepare the space, we needed to move the collections away from all walls and columns. With the new books moved to another room, we opened up the floor space needed to reconfigure the media collections. Music CDs shifted a short distance over to the southwest corner of the room. The DVD cases were reconfigured into a new arrangement, moving them from a configuration in long diagonals into shorter, straight rows. We put a lot of planning work into determining the best arrangement for the DVD cases and we're quite pleased with how it looks now that the cases are in their new configuration. I was concerned that the collections would appear crowded but they actually look more open than they did in the previous arrangement. I am very appreciative of the hard work of our Facilities and Tech Services teams in accomplishing these large moving projects so quickly and efficiently. We are looking forward to the coming changes in the Movies & Music Lounge.



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



Manhattan Short Film Festival

On September 30 and October 2, the Circulation Public Service Specialists (Patrick Abbott, Carrie Cummings, Stephen Ferrell, & Jacob Ziegler) hosted 3 screenings of the 25th Annual Manhattan Short Film Festival. The library was one of more than 500 screening locations for the event this year. Staff reported some attendees mentioned they attended our 2019 event and were excited that the library was offering the film festival again.

Nearly 60 people watched and individually voted for Best Actor and Best Film among the 10 Finalists. Overall, attendees voted a little differently than the entire global community. Staff shared the comparison on Facebook.

Topeka Voting Results

Best Picture: *Freefall*

Best Actor: Abraham Lewis (*Freefall*)

Global Voting Results

1st Place: *The Treatment*

2nd Place: *Freefall*

3rd Place: *Freedom Swimmer*

Best Actor: Elina Patrakka (*Blanket*)

Each short film showcased in this year's screenings are eligible for a short film Oscar nomination at the 2023 Academy Awards. Many past Finalists from the Manhattan Short Film Festival have been nominated for an Oscar (*The Present* and *White Eye* from 2020; *Nefta Football Club* from 2019).

Welcoming New Staff

New staff have joined the Circulation team these last couple months. Lupe Tibbits and Nick Scaper are the newest part-time Library Associates and Allie Lockwood is our newest full-time Library Associate. All are learning their jobs quickly and bring a variety of skills to the team.

We are in the process of filling open Shelving Assistant positions and hope to have the job posting up soon.

Digital Services
David King, Digital Services Director

Oakland Center Smart Locker

Digital Services staff played an important role in getting the new Smart Locker set up at Oakland Community Center. We worked with Shawnee County IT staff to configure their local network to allow the Smart Locker to connect to the library's data center. We're now looking forward to setting the second one up at Fairlawn Plaza!

Level 2 Tech Center CoLab rooms

The last of the equipment for the Level 2 Tech Center was finally delivered and installed. We had been waiting on the furniture for the CoLab spaces. They have been installed and look great! Each of the five CoLab rooms has a large screen monitor, a computer, and an integrated speaker/webcam/microphone, so customers can attend Zoom, MS Teams, and other types of video-based virtual meetings.

Top Web Pages for September 2022

1. Services Page: 3651 Pageviews
2. Search Page: 2155 Pageviews
3. About Page: 1655 Pageviews
4. Basketry Ancient & Modern blog post: 1569 Pageviews
5. Discussion Questions for The Great Gatsby: 1382 Pageviews
6. Get a library card page: 1354 Pageviews
7. Bookmobile Schedule: 1327 Pageviews
8. Employment page: 1291 Pageviews
9. Fall Reading Challenge: 1114 Pageviews
10. My Account Page: 1112 Pageviews

Social Media Highlights for September 2022

Facebook:

- Congratulations, Eloise post – reached 13,416 people
- Winner for the most beautiful yearbook photo post – reached 7418 people
- What are you reading – reached 6813 people

Twitter:

- CJ Box event – 839 impressions
- What are you reading – 595 impressions
- Favorite detectives – 353 impressions

Instagram:

- Forming Fiber Gallery Staff – reached 643 people

- Forming Fiber photo – reached 485 people
- 1000 Books Before Kindergarten photo – reached 474 people

Board Report

October 12, 2022

Communications & Marketing Team

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

Bonnie Cuevas retires

Congratulations Bonnie! For more than two decades, Bonnie Cuevas has been the library's Events Coordinator, literally setting the standards for meetings and events for the library. If you needed something extra for your meeting she would help you. At one point in time, the library hosted 8,000 meetings/events that served tens of thousands of people. Her work connected the facilities, communications & marketing and digital services department staff to ensure that the setups, information and other services were on the level of any top-notch event center. Bonnie was also a valued member of the Fun committee, keeping all of us informed and engaged with life at the library. She also was a skilled program coordinator of the Monday Farmers Market; Songs of the Season concerts and the Lowrider Car shows.



Advertising



Our social media campaigns continue and this is a what is called a carousel ad created by Karen from our Now Offering campaign template. The copy that accompanies it:

J.A. Jance [upload images as a carousel ad]

Primary Text: Meet award-winning and New York Times bestselling mystery author J.A. Jance this fall! Headline: Meet Author of 60+ Mysteries

Description: J.A. Jance 10/25 | Link: <https://tscpl.org/author-visits>

cohort.digital data

Our monthly report from cohort.digital provides an overview to what our audience is interested in, in the September digital ad report. The campaign delivered 191,586 impressions and generated 1,768 clicks for an overall CTR of 0.92%.

- The Facebook effort included 151,070 ad impressions, generating 1,740 clicks, for a 1.15% CTR and 1,229 website visits. The ads drew nearly 700 reactions (likes, loves, etc.), 40 saves and 111 shares.
- The Origin Story video and Identity Quest - Tire Swing ads had the highest CTRs (2.11%, 1.47%) in September. The Level 2 Tech Center ad was shared most (19 times) with Identity Quest next at 17 shares.
- On the Youtube side of the campaign, the videos had 40,516 impressions with 23,815 completed views, a 58.78% view rate. The Origin Story video also excelled here with the highest view rate at 60.13%.

As we've seen in the past, the Facebook campaign performs best with older community members with the bulk of the engagement coming from females. The script is completely flipped with Youtube – views skew much younger with the 18-24 audience viewing 2x's as much as any other age segment. Youtube also has a slightly higher male viewership for the ads.

Props for a Best Seller




On September 27, the library hosted best-selling author C.J. Box to a capacity crowd in Marvin Auditorium, nearly 250 people, plus a zoom audience! The event coincided with the launch of the author's latest novel, "Treasure State" and Karen and Michael designed a BIG copy of the new book as part of the set for the author's talk. We work in all formats!

Popular Social Media posts

Here are the top Facebook posts Sept 12-Oct 10

Topeka & Shawnee County Public Library
Published by Ginger Park [?] · October 2 · 🌐

Starting tomorrow (Mon, Oct 3) pick up a take & make kit for a Kool-Aid dyed scarf. Every week in October we'll have a different take & make for grown-ups for Fiber Art Month. We have limited supplies, so the earlier in the week you can pick it up, the better! Stop by the gallery or ask for one at Curbside Pickup.



🟢 **Get more likes, comments and shares**
When you boost this post, you'll show it to more people.

8,441 People reached **681** Engagements [Boost post](#)

Topeka & Shawnee County Public Library
Published by Ginger Park [?] · September 12 · 🌐

Congratulations, Eloise! She just completed the 1000 Books Before Kindergarten challenge. 🎉 Her mom said she was very excited that she finished the program and dressed up to receive her last four rewards! Reading 1000 books before kindergarten is easier than you might think. Get started today! bit.ly/3U4d07T



Performance for your post

13,414 People Reached

524 Reactions, Comments & Shares

308 Like	224 On Post	84 On Shares
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160 Love	97 On Post	63 On Shares
--------------------	----------------------	------------------------

5 Wow	3 On Post	2 On Shares
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36 Comments	27 On Post	9 On Shares
-----------------------	----------------------	-----------------------

16 Shares	16 On Post	0 On Shares
---------------------	----------------------	-----------------------


438 Post Clicks

44 Photo views	70 Link clicks	324 Other clicks
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NEGATIVE FEEDBACK

3 Hide post	4 Hide all posts
0 Report as spam	0 Unlike Page

Reported stats may be delayed from what appears on posts



🟢 **Get more likes, comments and shares**
When you boost this post, you'll show it to more people.

5,923 People reached **375** Engagements [Boost post](#)

111 **14** Comments **9** Shares

We've also gotten some good Tweets about L2TC

Taran @wannabeaquaman Sep 24
Replying to @nursekelsey
Taking a brief intro in the new audio/visual creation studios @TopekaLibrary
So lucky to live in a city with such an amazing library!
🗨️ 🔄 ❤️ 5 ⋮

Joe Cheray @wildheart4vr 12h
I have to brag about my town for a moment. Our library has the coolest new creative space. I got to take a orientation class in the new space and it is a game changer for so many in our town who can't afford AV equipment and software. @TopekaLibrary nailed it.
🗨️ 🔄 🔄 3 ❤️ 11 ⋮

CONTENT DESTROYERS @... 1d
Replying to @MegShepks @TopekaLibr...
I had a job interview via Microsoft Teams in one and it was quiet and amazing
🗨️ 🔄 ❤️ 2 ⋮

mom bot @MegShepks 1d
Replying to @yesthisisk_wade @Topek...
I'm literally here rn studying in these amazing rooms!
🗨️ 🔄 ❤️ 3 ⋮

Customer Conduct Policy

The Customer Conduct Policy encourages behavior that supports the library's mission. Those unable to comply with acceptable behavior may be required to leave and may lose library privileges. This policy is in force on all library premises including bookmobile locations. The Library staff may enforce this policy by checking bags; requesting identification; or, searching or removing unattended items.

Be respectful of others.

- Do not harass or threaten another person. This includes but is not limited to physical, sexual, or verbal abuse; using "fighting words;" throwing things; soliciting, selling, or campaigning; interfering with the free passage of others.
- Do not engage in disorderly or disruptive behavior. This includes but is not limited to yelling, loud cell phone usage or playing audio equipment loudly; sleeping or loitering; being under the influence of drugs or alcohol; roughhousing; poor personal hygiene; bringing animals into the library with the exception of service animals or animals used in library sponsored programming.
- All Topeka and Shawnee County Public Library buildings, grounds, and vehicles are smoke and tobacco free. Tobacco use and smoking in all forms including the use of electronic cigarettes and smoke-free oral tobacco products is not permitted on any property owned by the Topeka and Shawnee County Public Library. This includes any facility and vehicle, with the exception of personal vehicles.
- Dress appropriately. Shirt and shoes are required.
- Maintain silence in the designated quiet areas of the library.

Be respectful of library property.

- Snacks and drinks with lids or caps are allowed except in the Topeka Room, the Gallery, the Recording Studios, and the Digital Arts Studio. Snacks are small packaged items like chips, cookies and other vending machine type items. Also allowed are small food items not requiring utensils. Snacks are NOT fast food, restaurant meals or ice cream. These rules also apply to those attending functions in the library meeting rooms unless the food is purchased from the Millennium Café. All food & beverages consumed in the Millennium Café must be purchased from the Millennium Café.
- Keep your belongings safe with you.

- Bicycles, scooters, or small motorized vehicles must be parked in the bike racks outside the library. They may not be chained to trees or benches or other inappropriate places. Small items such as skateboards, roller blades or skate shoes may be brought into but cannot be used inside the library or on the library front sidewalk.

Be safe.

- Stay in the public areas of the library during normal open hours.
- Only people age 12 through 18 are allowed in The Edge (teen area) during posted times.
- Adults and children age 12 and older can use the Level 2 Tech Center independently, however children age 8-11 must be accompanied by an adult. Children under age 8 are not allowed in the Level 2 Tech Center.
- Do not go into unauthorized areas unless accompanied by staff.
- Do not stay in the library during hours the external doors are locked.
- Do not leave a child or vulnerable adult unattended. A vulnerable adult is one who cannot take care of him/herself, requires assistance to move about, and/or communicate with others. A child is one who is under the age of 8 and who does not have a caretaker 12 years of age or older present.
- Do not photograph children without the express permission of each child's parent or guardian.
- Follow emergency procedures. Leave the building when requested by staff in case of fire, fire drills, or other emergencies. Go to the basement when requested for tornado warnings or drills or other emergencies. Customers who do not follow emergency instructions must leave library property without delay.
- Follow all the policies, rules, and guidelines of the library. Do not engage in activities that are not related to the proper use of the library.
- Unless permitted by Gun-Free School Zones Act, (18 U.S.C. §922), guns and other weapons are not allowed in the Library buildings or on its parking lots, sidewalks, parks and grounds, and bookmobiles.
- Follow all local, state, and federal laws, codes, rules, and regulations.

Grievance Policy for Customer Suspension

When a member of the public is asked to leave the library and that person wishes to contest the action or request the length of time be shortened; the following, progressive steps may be taken:

1. Contact the Safety and Security Supervisor to address the grievance. The Safety and Security Supervisor has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Safety and Security Supervisor;

2. Contact the Chief of Staff. The Chief of Staff has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Chief of Staff;

3. The Chief Executive Officer has ultimate authority to determine the final decision, based on the facts of the incident.

Approved: January 19, 2006
Amended: February 16, 2006
Amended: July 18, 2013
Amended: March 16, 2017

Board of Trustees
Topeka and Shawnee County Public Library

Customer Conduct Policy

The Customer Conduct Policy encourages behavior that supports the library’s mission. Those unable to comply with acceptable behavior may be required to leave and may lose library privileges. This policy is in force on all library premises including bookmobile locations. The Library staff may enforce this policy by checking bags; requesting identification; or, searching or removing unattended items.

Be respectful of others.

- Do not harass or threaten another person. This includes but is not limited to physical, sexual or verbal abuse; using “fighting words”; throwing things; soliciting, selling or campaigning; interfering with the free passage of others.
- Do not engage in disorderly or disruptive behavior. This includes but is not limited to yelling, loud cell phone usage or playing audio equipment loudly; sleeping or loitering; being under the influence of drugs or alcohol; roughhousing; poor personal hygiene; bringing animals into the library with the exception of service animals or animals used in library sponsored programming.
- All Topeka and Shawnee County Public Library buildings, grounds, and vehicles are smoke and tobacco free. Tobacco use and smoking in all forms including the use of electronic cigarettes and smoke-free oral tobacco products is not permitted on any property owned by the Topeka and Shawnee County Public Library. This includes any facility and vehicle, with the exception of personal vehicles.
- Dress appropriately. Shirt and shoes are required. ~~Clothing should cover torso of the body.~~
- Maintain silence in the designated quiet areas of the library, ~~the North Reading Room.~~

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Be respectful of library property.

- Snacks and drinks with lids or caps are allowed except in the Topeka Room, ~~and~~ the Gallery, ~~the Recording Studios and the Digital Arts Studio.~~ Snacks are small packaged items like chips, cookies and other vending machine type items. Also allowed are small food items not requiring utensils. Snacks are NOT fast food, restaurant meals or ice cream. These rules also apply to those attending functions in the library meeting rooms unless the food is purchased from the Millennium Café. All food & beverages consumed in the Millennium Café must be purchased from the Millennium Café.

- Keep your belongings safe with you ~~or in a locker.~~
- Bicycles, scooters or small motorized vehicles must be parked in the bike racks outside the library. They may not be chained to trees or benches or other inappropriate places. Small items such as skateboards, roller blades or skate shoes may be brought ~~in~~[into](#) but cannot be used inside the library or on the library front sidewalk.

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Be safe.

- Stay in the public areas of the library during normal open hours.
- Only people age 12 through 18 are allowed in The Edge (teen area) during posted times.
- Adults and children ~~over age 12 and older~~ can use the Level 2 Tech Center independently, however ~~C~~children age 8-11 must be accompanied by an adult. Children under age 8 are not allowed in the Level 2 Tech Center.
- Do not go into unauthorized areas unless accompanied by staff.
- Do not stay in the library during hours the external doors are locked.
- Do not leave a child or vulnerable adult unattended. A vulnerable adult is one who cannot take care of him/herself, requires assistance to move about, and/or communicate with others. A child is one who is under the age of 8 and who does not have a caretaker 12 years of age or older present.
- Do not photograph children without the express permission of each child’s parent or guardian.
- Follow emergency procedures. Leave the building when requested by staff in case of fire, fire drills, or other emergencies. Go to the basement when requested for tornado warnings or drills or other emergencies. Customers who do not follow emergency instructions must leave library property without delay.
- Follow all the policies, rules and guidelines of the library. Do not engage in activities that are not related to the proper use of the library.
- Unless permitted by Gun-Free School Zones Act, (18 U.S.C. §922), guns and other weapons are not allowed in the Library buildings or on its parking lots, sidewalks, parks and grounds, and bookmobiles.
- Follow all local, state, and federal laws, codes, rules and regulations.

Grievance Policy for Customer Suspension

When a member of the public is asked to leave the library and that person wishes to contest the action or request the length of time be shortened; the following, progressive steps may be taken:

1. Contact the Safety and Security ~~Supervisor Manager~~ to address the grievance. The Safety and Security ~~Supervisor Manager~~ has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Safety and Security ~~Supervisor Manager~~;

2. Contact the Chief ~~of Staff Operating Officer~~. The Chief ~~of Staff Operating Officer~~ has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Chief ~~of Staff Operating Officer~~;

3. The Chief Executive Officer has ultimate authority to determine the final decision, based on the facts of the incident.

Approved: January 19, 2006
Amended: February 16, 2006
Amended: July 18, 2013
Amended: March 16, 2017

Board of Trustees
Topeka and Shawnee County Public Library



Resolution – Bid for Movies and Music Lounge Shelving

BOARD OF TRUSTEES

October 20, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Library Furniture International, Inc, Wheeling, Illinois, in the amount of \$159,794 for the purchase and installation of shelving in the Movies & Music Lounge. This expenditure shall be paid from the General Fund, Special Projects line.

Policy and Background Information:

In December 2021, a team of library staff members began working with HTK Architects to develop a plan to refresh the design and purpose of the New / Media room. This is the space where the library previously had the bulk of the adult public computers, and is currently home to New Books, DVDs, and Music CDs.

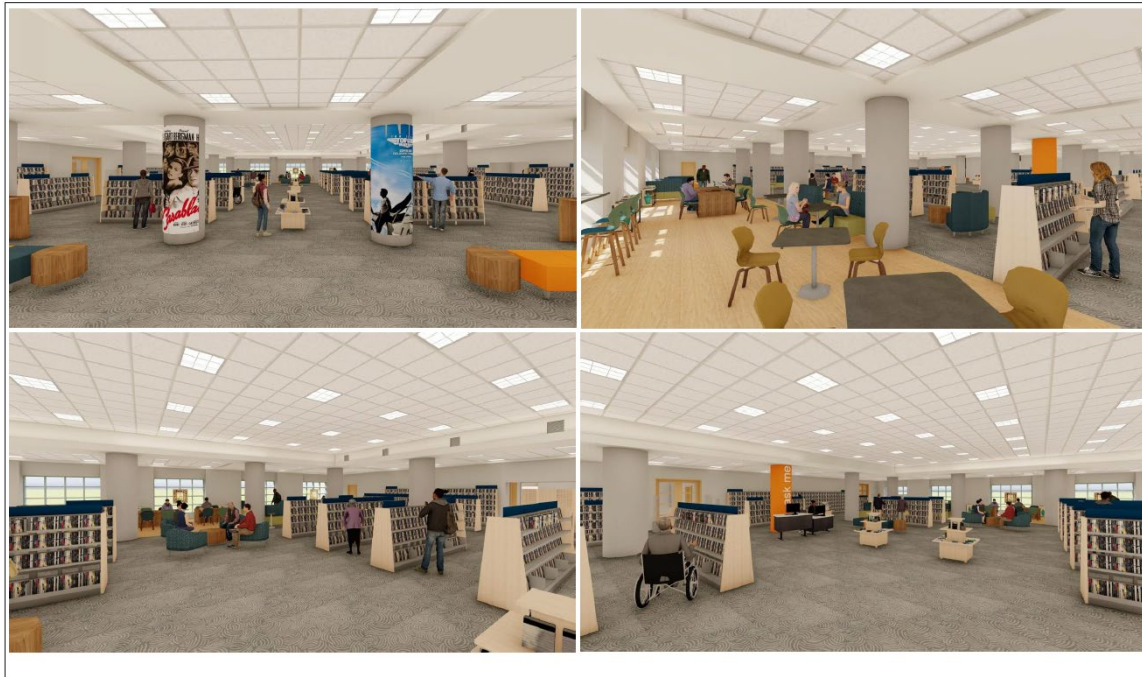
One of the benefits of the creation of the Level 2 Tech Center was that library was able to move the computers out of this space. This has helped to better define the New / Media space and not have so many disparate activities going on in the same place. This team has been focused on defining the purpose of this space, how it compliments and flows into other spaces, and working with the architects to create an updated layout to serve this purpose.

In order to do this, the team looked at the surrounding areas and how these spaces flow together. The team discussed many options and looked at pros and cons of each. Ultimately, it was decided to focus the current New / Media space on movies, music, and casual seating and focus the wings on reading. This led to several changes including moving the New Books collection into the current Teamwork Center and moving Nonfiction DVDs into the New / Media room. Tables and chairs will also be removed from Teamwork area and new tables and chairs will be added into the New / Media room.

Highlights of this plan include:

- New furniture, similar to what is in Level 2 Tech Center
- Extended café flooring into back portion of the room where the majority of the seating will be located
- New shelving and space for DVD, NF DVD, Blu-ray, and music CD collections
- Lower shelving in the middle of the room for better sightlines
- Portions of shelving that will allow for better display of DVD covers

We are planning on calling the space “Movies and Music Lounge” once all the changes are implemented to reflect the new focus.



The major components of the plan are furniture, shelving, and flooring. These items were broken up into two RFPs. The furniture RFP was broken up into two packages. Package A was focused on furniture including seating, tables, and a staff desk. Package B was for shelving. This action item is for the bids related to the furniture in Furniture Package B. Furniture Package B was originally bid in August but was re-bid in September due to a low number of responses. See the “Bid Process” section for more details.

Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a plan for the space, including furniture and shelving layout. This bid is specifically for shelving (other than display shelving which was included in Furniture Package A.) HTK 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 August 1, 2022.

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. Once posted there, all vendors who choose to receive updates on projects bidding were notified. Voluntary Alternates were due August 18, Bidder questions were due August 23, and bids were due on September 1.

In the initial bid process, only one bid was received. Library staff worked with HTK to investigate why this was the case and what changes could be made to the RFP to improve the situation. Issues seemed to relate mostly to communications late in the process from a

manufacturer and prospective vendors that prevented the vendors from finding an alternate manufacturer by the deadline. A new RFP was developed with this issue in mind and that highlighted other manufacturers vendors could use. An alternate bid option was allowed for a cantilevered shelving system to be bid, as opposed to just the base bid of an A-Frame shelving system.

On September 14, 2022, 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. Once posted there, all vendors who choose to receive updates on projects bidding were notified. Voluntary Alternates were due September 28, Bidder questions were due September 30, and bids were due on October 10.

Bids were received at a public meeting over Zoom at 3:00 PM, October 10, 2022. Five bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low base bid was from Library Furniture International (LFI), Wheeling, IL. This bid met all the necessary criteria. The Library has worked with LFI in the past, and they provided quality work. There were lower bids for the alternate cantilever shelving. The base bid was for A-Frame shelving. A-Frame shelving is what was originally identified by the design team as the more desirable option. The main difference between the two types of shelving is that A-Frame shelving tilts the lower shelving at an angle which makes it much easier for customers to view items on the lower shelves. Because of the low height of the shelving, the team felt this was an important element for this shelving. The base bid from LFI for the A-Frame shelving puts this project slightly over budget, but savings in other Facilities projects keeps the overall Facilities Master Plan budget under budget. Because of these reasons, the team felt it was appropriate to go with the A-Frame shelving.

TSCPL staff recommends the base bid of \$159,794 submitted by Library Furniture International (LFI), Wheeling, IL, be approved for the Movies and Music Lounge Shelving.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

TSCPL - Media Lounge Furniture		HTK Architects 2001.01-009			
Bid Tabulation					
Monday, October 10, 2022					
DFAFR	LFI	H2I Group	Southwest Solutions	Interior Landscapes	Interior Landscapes Voluntary Alternate NO BID
Package B Re-Bid	\$126,622.95	\$124,973.00	\$225,093.00	\$29,836.79	
Delivery & Installation	\$33,171.45	\$50,925.00	\$74,056.00	\$21,347.79	
Agreement No. 1	Yes	Yes	Yes	Yes	
TOTAL BASE BID	\$159,794.00	\$175,898.00	\$300,114.00	\$281,184.57	No Bid
Anticipated Completed Installation 5-7 working days February 16, 2023 February 28, 2023 11 weeks from date of PO, 1 week for installation					
Alternate #1 - Cantilever Shelving (Optional) No Bid \$92,762.00 \$77,156.00 \$95,727.00 \$412,266.28					
Delivery & Installation \$49,342.00 \$27,116.00 \$21,347.79 \$10,344.83					
TOTAL Alternate Bid	No Bid	\$142,104.00	\$104,272.00	\$107,075.64	\$122,611.11
Anticipated Completed Installation February 16, 2023 February 28, 2023 Voluntary Deduct for Alternate #1 to Remove backs from cantilevered walls Frame shelving Material = \$22,223.00 Labor = \$2,643.00 Total Deduct = \$25,066.00 Lead Time is 12 weeks from PO, 1 week for installation					
Notes LFI's previous Bid was \$182,113.78 BIBOX V Shelving Estey - Irenesco Shelving System SpaceSaver Shelving System SpaceSaver Shelving System Monte Cantilever Shelving System					



Resolution – Bid for Wayfinding

BOARD OF TRUSTEES

October 20, 2022

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 \$53,550 for Wayfinding signage. This expenditure shall be paid from the General Fund, Special Projects line.

Policy and Background Information:

Wayfinding in the library has been a challenge since the library expansion first opened in 2001. Over the years several improvements were made to building signage, with the majority being done in house. Recent changes to the building have highlighted the need to improve signage throughout the building, as well as make it more consistent. In 2021 library staff met with HTK Architects to develop a plan to update the wayfinding signage throughout the library. A three-phase plan was created, with the first phase budgeted for 2022. This initial phase will focus on large monument signs, with future phases focused on smaller signs, such as room signs.

This project includes two new monument signs in the rotunda, two new monument signs on the second floor, and a sign wrap around the Atrium pole. The signs in the rotunda will feature large computer monitors. One sign will give the daily meeting room schedule and the other will feature a building map but will also be able to show other images. Utilizing computer monitors will allow the library to make changes as needed, and will also provide additional features, such as the option to change the map to Spanish. These monument signs will be attached to the rotunda columns and will be better integrated into the space than the current freestanding monitor. The monument signs on the second floor will be attached to the wall at the top of the stairs and will have the same designs as the signs in the rotunda. Additionally, there will be a static sign that will be wrapped on the Atrium pole that will help direct customers to the various spaces within the library.



Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a plan for the wayfinding monument signs in the rotunda, second floor, and atrium. HTK 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 September 8, 2022.

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. Once posted there, all vendors who choose to receive updates on projects bidding were notified. An optional site visit was held on September 27. Bidder questions were due September 30, and bids were due on October 10.

Bids were received at a public meeting over Zoom at 2:00 PM, October 10, 2022. Two bids were received before the bid deadline; both were submitted electronically.

Staff Recommendation:

The low bid was from Kelley Construction, Topeka, KS. This bid met all the necessary criteria. The Library and HTK have worked with Kelley Construction in the past, and they have provided quality work.

TSCPL staff recommends the bid of \$53,550 submitted by Kelley Construction, Topeka, KS, be approved for Wayfinding signage.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

TSCPL - Wayfinding Signage					HTK Architects
Bid Tabulation					2001.01-010
Monday October 10, 2022					
CONTRACTOR	Shirley Construction	Kelley Construction			
Electrical	Current	McElroy Electric			
Proposed Superintendent	Josh Layne	Kevin Stone			
Bid Bond	N/A	N/A			
Addendum No. 1	Yes	Yes			
BASE BID	\$73,048.00	\$53,550.00			
CONTRACTOR					
Electrical					
Proposed Superintendent					
Bid Bond					
Addendum No. 1					
BASE BID					



Resolution – Request for FY 2023 Friends of the Library Funding

**BOARD OF TRUSTEES
October 20, 2022**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to the Friends of the Library for FY2022.

Background:

This is the request submitted to the Friends of TSCPL each year. During the development of the FY 2023 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition and other projects including Dolly Parton’s Imagination Library and Strategic Planning Implementation.

Dolly Parton’s Imagination Library	\$25,000
Programming Initiatives	\$45,000
Volunteer/Employee Recognition	\$20,000
Strategic Planning Implementation	\$10,000
Total Contribution Request	\$100,000

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid Approval for Annual Professional Auditing Services for Three-Year Term

**BOARD OF TRUSTEES
October 20, 2022**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by BT&Co., P.A., Topeka, Kansas, to provide annual professional financial statement auditing services for a three-year term as follows:

Year Ended 12/31/2022 (2023 audit expenditure)	\$36,000
Year Ended 12/31/2023 (2024 audit expenditure)	\$36,500
Year Ended 12/31/2024 (2025 audit expenditure)	\$37,000

Policy and Background Information:

On August 31, 2022, a fixed-bid, Request for Proposal (RFP) was issued for 2022 and future years' audit services.

The staff recommendation for a multi-year bid was for the three years ending 12/31/2022, 12/31/2023 and 12/31/2024 with audits beginning each January in 2023, 2024 and 2025.

Since it is likely that several local certified public accounting firms could satisfactorily provide the requested audit services and would be large enough to accommodate a change in audit manager at least one time during the term of the contract, notifications were sent locally. The CFO used two sources to find local certified public accounting firms capable of meeting the requirements of the Request for Proposal. The first was through the Kansas Society of Certified Public Accountants website using their "find-a-CPA" feature. The criteria used were Topeka as the location and Governmental and Accounting and Auditing as the specialties. The second source was A to Z online database using the criteria Shawnee County as the location and Accountant as the keyword/business type. Firms that were listed as individuals/sole proprietors were excluded from the list of businesses notified. This resulted in five local firms that were directly notified of the Request for Proposal by the CFO.

Bidder questions were accepted through September 13th; no questions were received.

Bids were received at a public meeting at 3:00 pm, September 26th. One bid was received from a local firm. Of the five local firms specifically notified, one communicated they would not be submitting a bid and no response was received from three firms.

Staff Recommendation:

TSCPL staff recommends the bids of:

- \$36,000 for the year ended 12/31/2022
- \$36,500 for the year ended 12/31/2023
- \$37,000 for the year ended 12/31/2024

submitted by BT&Co., P.A., Topeka, Kansas, be approved to provide annual professional financial statement auditing services for a three-year term. They are the Library’s current auditors. There are no disagreements or dissatisfaction with their performance. They have sufficient staffing and have agreed to the requirement that the audit manager change at least once during the three-year term. Efficiencies have been developed between the auditors and the Library in the last eleven years that reduce the amount of time for the audit and this is obviously reflected in the audit pricing. These efficiencies were mentioned in the Request for Proposal and continuation of this type of electronic platform for data exchange was also a requirement for bidders.

Annual professional auditing services are included for approval each budget year from the General Fund, Contracted-Professional line item and there is no reason to presume this would not or could not be continued. The obligations are subject to a yearly engagement letter which sets a contractual agreement for the specific audit year and will be funded in 2023, 2024 and 2025.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid for Staff Computer Purchase

BOARD OF TRUSTEES

October 20, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$73,890.00 by Dell Technologies of Round Rock, Texas for the purchase of sixty-five (65) desktop computers, ten (10) small form factor computers, and twenty (20) computer monitors with a 3-year on-site 24 hour warranty. Funding for this purchase will be from the General Fund, Digital Services Support line.

Policy and Background Information:

The Board of Trustees’ Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds \$20,000.

On September 1, 2022, the Request for Proposal (RFP) for the purchase of sixty-five (65) Dell OptiPlex 5000 Tower Desktop computers, ten (10) Dell OptiPlex 3000 small form factor computers, twenty (20) Dell 24” P2422H monitors, and a 3-year warranty was posted on TSCPL’s website as notice to any interested vendor. Proposals were due by 3:00 pm on October 4, 2022 and were opened. Bids were received from six (6) companies. The Digital Services Director reviewed all the bids and determined that all met the basic specifications.

Staff Recommendation:

TSCPL staff recommends approving the bid of \$73,890.00 by Dell Technologies of Round Rock, Texas for the purchase of sixty-five (65) desktop computers, ten (10) small form factor computers, twenty (20) computer monitors, and a 3-year warranty. The Purchasing Policy does not require the lowest bid be awarded although the recommended bid is the lowest.

Resolution by _____
Seconded by _____
Resolution passed/failed by a vote of _____
Date _____

2022 Staff Computer Bid Tally

	Premier One	Redi Systems	Trofholz Technologies, Inc.	vPrime Tech Inc	Dell Technologies	Zones, LLC
Vendor	Premier One	Redi Systems	Trofholz Technologies, Inc.	vPrime Tech Inc	Dell Technologies	Zones, LLC
Location	Topeka, KS	Manhattan, KS	Sacramento, CA	Houston, TX	Round Rock, TX	Auburn, WA
Price:						
65 Dell OptiPlex 5000 Tower Desktop Computers	\$ 75,009.35	\$ 79,723.31	\$ 74,965.80	\$ 72,645.30	\$ 62,400.00	\$ 78,976.95
10 Dell OptiPlex 3000 Small Form Factor Computers	\$ 8,219.99	\$ 10,451.25	\$ 9,961.60	\$ 9,653.20	\$ 7,090.00	\$ 10,621.60
20 Dell 24" P2422H Monitors	\$ 5,339.80	\$ 5,897.25	\$ 4,976.60	\$ 4,459.60	\$ 4,400.00	\$ 4,812.00
3-year warranty	Included in price	\$ 6,960.93	\$ 504.80	\$ 460.20	Included in price	Included in price
Time of completion	60 days	30 days	30 days	14 days	Did not answer	
Total Bid:	\$ 88,569.14	\$ 103,032.74	\$ 90,408.80	\$ 87,218.30	\$ 73,890.00	\$ 94,410.55

***Award to the lowest bidder.**



Resolution – Bid for Apple Computer Purchase

**BOARD OF TRUSTEES
October 20, 2022**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$32,621.90 by B&H Photo Video of New York, New York, for the purchase of 8 Apple computers, 10 computer monitors, and 3 docking stations, with a 3-year Apple Care+ warranty on the computers. Funding for this purchase will be from the General Fund, Digital Services Support line.

Policy and Background Information:

The Board of Trustees’ Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds \$20,000.

On August 29, 2022, the Request for Proposal (RFP) for the purchase of 8 Apple computers, 10 computer monitors, 3 docking stations, and a 3-year warranty was posted on TSCPL’s website as notice to any interested vendor. Proposals were due by 3:00 pm on October 3, 2022 and were opened. Bids were received from five (5) companies. The Digital Services Director reviewed all the bids. The two lowest bids substituted monitors, which did not meet the RFP specifications. The next lowest bid that met the Library’s specifications is recommended.

Staff Recommendation:

TSCPL staff recommends approving the bid of \$32,621.90 by B&H Photo & Video of New York, New York, for the purchase of 8 Apple computers, 10 computer monitors, 3 docking stations, and a 3-year warranty. The recommended bidder has agreed to deliver the equipment within 40-72 calendar days from the date of the contract award.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2022 Staff Apple Computer, Monitor, and Docking Station Bid Tally

Vendor	Zones, LLC	Adorama, Inc.	B&H Photo & Video	Premier One	RocketDrop, LLC
Location	Auburn, WA	New York NY	New York, NY	Topeka, KS	Salem, NH
Price:					
3 MacBook Pro laptops	\$ 9,908.43	\$ 9,869.85	\$ 9,762.00	\$ 10,499.97	\$ 11,549.85
2 Mac Studio desktop computers	\$ 7,387.18	\$ 8,883.50	\$ 7,398.00	\$ 7,999.98	\$ 8,499.90
3 iMac desktop computers	\$ 6,023.01	\$ 5,923.80	\$ 5,970.00	\$ 6,299.97	\$ 7,049.85
6 Dell UltraSharp 27" monitors	\$ 2,711.82	\$ -	\$ 2,579.94	\$ 2,621.94	\$ 3,299.70
<i>6 DenQ EW2780 27" monitors</i>		<i>\$ 1,058.10</i>			
4 LG UltraFine 27" 5K monitors	\$ -	\$ 4,706.80	\$ 4,719.96	\$ 5,187.96	\$ 5,599.85
<i>4 LG UltraFine 27" 4K monitors</i>	<i>\$ 1,769.76</i>				
3 docking stations for laptops	\$ 1,387.32	\$ 825.90	\$ 837.00	\$ 899.97	\$ 989.85
AppleCare+ Warranty for computers	\$ 1,209.92	Included in price	\$ 1,355.00	\$ 1,682.00	Included in price
Time of completion	30-40 days	30 days	40-72 days	60 days	14 days
Total Bid:	\$ 30,397.44	\$ 31,267.95	\$ 32,621.90	\$ 35,191.79	\$ 36,988.95

Notes:

Did not meet RFP specifications - Adorama substituted BenQ monitors for the Dell Monitors

Did not meet RFP specifications - Zones substituted LG 4K monitors for the LG 5K monitors

***Award to the lowest bidder than met RFP specifications.**

	2022												2022 YTD	2021 YTD	Annual % Change		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
CIRCULATION*																	
Main Library																	
TSCPL Curbside	4,432	3,654	3,517	2,901	2,460	2,475	2,498	2,769	2,503						27,209	175,874	-84.5%
Circulation Desk & Renewals	32,550	31,004	35,128	35,259	35,705	38,243	42,878	43,765	38,039						332,571	264,132	25.9%
Interlibrary Loan	1,202	1,116	1,330	1,092	1,062	1,215	1,181	1,305	1,229						10,732	10,035	6.9%
Self-Check	41,180	38,566	45,070	41,170	44,467	52,500	53,593	49,461	43,945						409,952	271,297	51.1%
Bookmobile																	
TSCPL@Home	5,097	4,732	5,672	5,335	4,553	6,512	6,975	5,786	5,025						49,687	23,950	107.5%
Red Carpet	3,836	2,420	3,103	2,853	3,049	3,034	2,710	3,481	3,185						27,671	38,728	-28.6%
Digital Downloads																	
Library @ Work / Smartlocker	5,656	4,769	5,396	5,137	5,090	5,276	5,036	4,995	5,018						46,373	51,445	-9.9%
	52,207	47,653	51,386	48,766	51,061	50,540	53,776	54,591	50,470						460,450	441,668	4.3%
	1,766	1,747	1,876	1,820	1,571	1,323	1,015	944	1,055						13,117	16,457	-20.3%
TOTAL CIRCULATION	147,926	135,661	152,478	144,333	149,018	161,118	169,662	167,097	150,469	0	0	0	1,377,762	1,293,586	6.5%		
* Includes first-time checkouts and renewals																	
CIRCULATION DETAILS																	
Print Material	60,257	56,195	65,520	62,277	64,332	75,415	79,136	74,736	65,662						603,530	544,746	10.8%
Audio/Visual Material	29,324	27,162	30,046	28,089	28,568	29,964	32,069	32,312	28,994						266,528	247,075	7.9%
Adult Materials	53,323	49,426	54,915	51,489	52,647	55,172	58,853	58,946	53,136						487,907	451,677	8.0%
Children's Materials	27,312	25,810	31,781	30,322	31,101	40,209	42,097	38,037	32,496						299,165	255,460	17.1%
Young Adult Materials	2,571	2,373	2,516	2,581	3,203	3,648	3,764	3,473	2,861						26,990	27,423	-1.6%
Red Carpet Materials	6,357	5,713	6,316	5,936	5,903	6,319	6,467	6,562	6,137						55,710	57,261	-2.7%
Net Promoter Score (NPS)																	
Monthly NPS	89.8	94.1	100	94.1	90.2	90.7	93	90.7	87.5						91.5	82.2	11.3%
Monthly # of Responses	49	51	29	17	41	86	86	151	56						566	686	-17.5%
Current NPS	84.7	85.0	85.1	85.1	85.2	85.4	85.6	85.9	85.9						85.9	84.6	1.5%
NEW Patrons																	
Topeka / Shawnee County																	
Adults	438	407	460	433	435	571	605	581	588						4,518	3,520	28.4%
Children (ages 17 and under)	100	64	116	117	180	299	221	154	116						1,367	844	62.0%
Red Carpet Outreach	9	3	10	7	6	6	12	10	5						68	89	-23.6%
NEKL	81	63	71	55	105	128	87	128	68						786	520	51.2%
Non-Resident	0	0	0	0	0	0	2	1	5						8	8	0.0%
Total New Registrations	628	537	657	612	726	1,004	927	874	782	0	0	0	6,747	4,981	35.5%		
PATRONS DELETED																	
	205	129	100	270	299	229	313	878	529						2,952	4,644	-36.4%
Cardholders																	
Topeka / Shawnee County																	
Adults	57,830	58,213	58,511	58,967	59,277	59,627	60,109	60,198	60,587						60,587	57,661	5.1%
Children (age 0 - 17)	14,739	14,699	14,674	14,668	14,710	14,889	14,992	14,989	14,982						14,982	14,776	1.4%
TSCPL @ School	25,587	25,585	25,666	25,665	25,664	25,665	25,663	26,514	27,672						27,672	25,587	8.1%
Red Carpet Outreach	1,173	1,183	1,189	1,199	1,200	1,208	1,220	1,227	1,227						1,227	1,204	1.9%
NEKL	8,467	8,538	8,544	8,555	8,683	8,837	8,923	8,886	8,912						8,912	8,242	8.1%
Non-Resident	89	89	88	87	87	86	88	89	92						92	89	3.4%
Delinquent	101	101	98	97	98	96	94	96	100						100	97	3.1%
TOTAL CARDHOLDERS	107,986	108,408	108,770	109,238	109,719	110,408	111,089	111,999	113,572	0	0	0	113,572	107,656	5.5%		
Active Cardholders (Savannah)																	
Non-Student Cardholders			43,582	43,779	43,048	44,575	45,209	45,113	45,448								
Student Cardholders			11,100	7,522	7,651	7,601	7,617	5,403	6,108								
TOTAL ACTIVE CARDHOLDERS			54,682	51,301	51,059	52,188	52,838	50,528	51,556								

	2022												2021 YTD	Change TO 2021				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total			
Unique Borrowers																		
Physical	6,621	6,309	5,489	7,055	6,950	8,168	8,136	7,228	7,008									
Digital	8,453	8,190	7,813	8,114	8,296	8,373	8,825	8,875	9,024									
Total	1,261	1,100	954	1,242	1,216	1,446	1,483	1,300	1,325									
TOTAL UNIQUE BORROWERS	13,813	13,399	12,348	13,927	14,030	15,095	15,478	14,803	14,707									
Holds Satisfied	16,395	14,270	15,142	13,579	13,912	14,812	14,886	15,814	14,402							133,212	165,228	-19.4%
TOTAL CHECK-IN	56,230	50,711	59,499	56,255	58,059	63,539	67,169	68,547	60,087							540,096	456,901	18.2%
COLLECTION																		
Materials Added	3,481	2,749	3,795	2,769	3,357	4,256	3,482	4,218	2,631							30,738	29,565	4.0%
Materials Discarded	2,690	3,558	5,018	2,793	2,525	10,019	4,358	4,825	6,211							41,997	41,190	2.0%
TOTAL COLLECTION	371,309	370,500	369,277	369,253	370,085	364,322	363,446	362,839	359,259							359,259	370,518	-3.0%
WEBSITE																		
tscpl.org Unique Visitors	34,412	35,651	39,177	35,153	40,404	36,867	34,863	37,815	36,699							331,041	269,872	22.7%
tscpl.org Total Visits	55,438	54,386	59,446	53,240	60,432	57,716	55,190	59,226	56,361							511,435	447,017	14.4%
catalog.tscpl Unique Visitors	16,875	18,017	18,251	15,418	16,413	17,444	28,905	17,955	16,650							165,928	145,262	14.2%
catalog.tscpl Total Visits	39,879	37,963	39,872	34,252	37,924	39,558	52,215	41,102	37,587							360,372	355,380	1.4%
NOTARY SERVICE	151	147	139	162	152	89	94	120	89							1143	916	24.8%
REFERENCE QUESTIONS																		
Public Services	9,205	8,295	9,520	8,744	9,123	9,868	10,803	11,621	12,780							89,959	45,110	99.4%
Media	3,599	3,157	3,869	3,760	3,919	4,613	4,692	3,979	2,589							34,177	9,986	242.2%
Call Center	4,288	3,856	4,420	3,846	3,890	4,015	4,632	4,443	4,298							37,688	29,291	28.7%
Stacks/Team RM	352	475	453	435	466	269	411	641	1,174							4,676	1,425	228.1%
Topeka Room	168	242	269	198	302	295	409	573	514							2,970	813	265.3%
Gallery	353	251	143	161	139	273	260	107	300							1,987	753	163.9%
L2TC								1,457	3,519									
LibAnswers	445	314	366	344	407	403	399	421	386							3,485	2,842	22.6%
Plaza**																0	0	N/A
Youth Services	1,399	1,523	2,256	1,837	2,253	4,381	4,330	3,602	3,747							25,328	0	N/A
TOTAL REFERENCE QUESTIONS	10,604	9,818	11,776	10,581	11,376	14,249	15,133	15,223	16,527	0	0	0				115,287	45,110	155.6%
GATE COUNT	23,639	22,541	27,806	25,723	26,680	32,548	34,561	34,138	30,994							258,630	136,687	89.2%
MEETING ROOMS																		
Meeting Room Bookings	317	349	472	438	425	440	421	307	354							3,523	1,977	78.2%
Team Room Bookings	772	842	949	970	837	856	826	928	835							7,815	227	3342.7%
L2TC Bookings									160							N/A	N/A	N/A
Total Meeting Room Hours Booked	1,737	2,162	2,997	3,102	3,290	3,880	3,361	2,924	3,322							26,775	10,130	164.3%
TOTAL ATTENDANCE	2,582	2,788	3,327	3,978	3,817	3,418	3,463	4,538	4,055							31,966	8,455	278.1%
LEARN & PLAY BUS VISITS	50	47	95	120	73	113	135	139	129							901	0	N/A
PROGRAM ATTENDANCE																		
Adult - General	1,241	631	881	3,446	1,155	2,075	1,691	1,554	118							12,792	14,441	-11.4%
Kids - Early Learners	286	237	658	1,342	520	1,923	1,071	317	222							6,576	13,150	-50.0%
Kids - Elementary	431	563	603	1,259	645	2,138	1,091	126	222							7,078	5,333	32.7%
Teens	360	377	504	1,114	333	1,345	706	141	259							5,139	2,988	72.0%
Unknown	0	0	0	0	0	0	0	16	1,517							1,533	1,400	9.5%
Outreach	0	0	83	193	657	112	0	0	0							1,045	5,272	-80.2%
TOTAL ATTENDANCE	2,318	1,808	2,729	7,354	3,310	7,593	4,559	2,154	2,338	0	0	0				34,163	42,584	-19.8%
GALLERY ATTENDANCE	1,308	1,316	1,146	1,058	744	5,510	4,981	2,890	1,372							20,325	17,978	13.1%
COMPUTER USE																		
MIFI Hotspot Data Usage (TB)	0.36896	1.04	1.06	1.06	1.15	1.17	1.13	0.77523	0.77116							8.52535	N/A	N/A
Public Computer Sessions	5,782	5,596	7,025	6,706	6,960	8,473	8,513	8,494	7,641							65,190	50,549	29.0%
Avg Public Computer Session Length (Minutes)	0:47:34	0:45:22	0:49:56	0:53:52	0:52:48	0:53:12	0:50:59	0:51:27	0:50:33							0:50:53	0:43:09	17.9%
Total Computer Hours	4,585	4,231	5,849	6,022	6,126	7,514	7,234	7,286	6,439							55,286	36,352	52.1%
Wireless Sessions	20,362	18,191	23,912	25,822	26,469	30,192	33,122	31,250	35,109							244,429	107,147	128.1%
Avg Wireless Session Length (Minutes)	0:14:00	0:15:00	0:15:00	0:14:00	0:13:00	0:12:00	0:12:00	0:12:00	0:11:00							0:13:26	0:12:23	8.4%
Total Wireless Hours	4,960	4,844	6,015	6,382	5,760	6,368	6,777	6,724	6,878							54,708	22,128	147.2%
	2022												2022	2021	Change			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	TO 2021			

TOTAL HOURS	9,545	9,075	11,864	12,404	11,886	13,882	14,011	14,010	13,317	0	0	0	109,994	48,880	125.0%
DOLLY PARTON ENROLLMENT	5,835	5,772	5,780	5,738	5,687	5,658	5,695	5,683	5,788				5,788	5,837	-0.8%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,927	11,981	12,690	12,133	12,521	13,860	14,811	14,666	12,984				118,573	109,305	8.5%
Adult Nonfiction	14,923	13,946	16,261	15,268	15,369	16,089	17,250	17,405	15,700				142,211	128,344	10.8%
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966	27,785	28,683	25,592	21,586				200,297	169,806	18.0%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	6,866	7,391	6,211	5,629				52,315	44,292	18.1%
Magazines	875	791	923	783	953	863	796	848	779				7,611	8,676	-12.3%
RC Print Materials	6,251	5,641	6,233	5,846	5,845	6,217	6,397	6,470	6,017				54,917	56,392	-2.6%
RC Realia	106	72	83	90	58	102	70	92	120				793	869	-8.7%
YA Print Materials	2,556	2,361	2,483	2,565	3,178	3,633	3,738	3,452	2,847				26,813	27,062	-0.9%
PRINT CIRCULATION	60,257	56,195	65,520	62,277	64,332	75,415	79,136	74,736	65,662				603,530	544,746	10.8%
Audio / Visual Material															
MIFI Hotspots	18	35	38	38	46	31	24	30	26				286	N/A	N/A
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038	1,903	1,958	1,941	1,888				17,235	18,653	-7.6%
Adult Music	2,181	1,991	2,489	2,332	2,247	2,080	2,308	2,357	1,975				19,960	20,511	-2.7%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519	20,377	21,730	21,729	19,810				182,317	166,188	9.7%
Juvenile Audiobooks	262	243	337	273	290	351	390	354	315				2,815	2,383	18.1%
Juvenile Music	204	151	191	187	219	285	280	290	209				2,016	1,810	11.4%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184	4,922	5,353	5,590	4,757				41,722	37,169	12.2%
YA AV	15	12	33	16	25	15	26	21	14				177	361	-51.0%
AV CIRCULATION	29,324	27,162	30,046	28,089	28,568	29,964	32,069	32,312	28,994				266,242	247,075	7.8%
Adult Material															
Adult Fiction	12,927	11,981	12,690	12,133	12,521	13,860	14,811	14,666	12,984				118,573	109,305	8.5%
Magazines	875	791	923	783	953	863	796	848	779				7,611	8,676	-12.3%
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038	1,903	1,958	1,941	1,888				17,235	18,653	-7.6%
Adult Music	2,181	1,991	2,489	2,332	2,247	2,080	2,308	2,357	1,975				19,960	20,511	-2.7%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519	20,377	21,730	21,729	19,810				182,317	166,188	9.7%
ADULT CIRCULATION	53,323	49,426	54,915	51,489	52,647	55,172	58,853	58,946	53,136				487,907	451,677	8.0%
Juvenile Material															
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966	27,785	28,683	25,592	21,586				200,297	169,806	18.0%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	6,866	7,391	6,211	5,629				52,315	44,292	18.1%
Juvenile Audiobooks	262	243	337	273	290	351	390	354	315				2,815	2,383	18.1%
Juvenile Music	204	151	191	187	219	285	280	290	209				2,016	1,810	11.4%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184	4,922	5,353	5,590	4,757				41,722	37,169	12.2%
JUVENILE CIRCULATION	27,312	25,810	31,781	30,322	31,101	40,209	42,097	38,037	32,496				299,165	255,460	17.1%
Red Carpet Material															
RC Print Materials	6,251	5,641	6,233	5,846	5,845	6,217	6,397	6,470	6,017				54,917	56,392	-2.6%
RC Realia	106	72	83	90	58	102	70	92	120				793	869	-8.7%
RED CARPET CIRCULATION	6,357	5,713	6,316	5,936	5,903	6,319	6,467	6,562	6,137				55,710	57,261	-2.7%
Young Adult Material															
YA Print Materials	2,556	2,361	2,483	2,565	3,178	3,633	3,738	3,452	2,847				26,813	27,062	-0.9%
YA AV	15	12	33	16	25	15	26	21	14				177	361	-51.0%
YOUNG ADULT CIRCULATION	2,571	2,373	2,516	2,581	3,203	3,648	3,764	3,473	2,861				26,990	27,423	-1.6%
Overdrive	35,891	32,773	35,581	33,380	35,139	35,527	38,048	37,607	35,496				319,442	306,555	4.2%
Hoopla	15,010	13,681	14,473	14,183	14,822	13,790	14,502	15,897	14,083				130,441	122,436	6.5%
Flipster	1,306	1,199	1,332	1,203	1,100	1,223	1,226	1,087	891				10,567	12,677	-16.6%
DIGITAL DOWNLOADS	52,207	47,653	51,386	48,766	51,061	50,540	53,776	54,591	50,470				460,450	441,668	4.3%
Adult ebook Fiction	18,220	16,697	17,594	16,487	17,413	17,336	19,033	18,776	17,073				158,629	n/a	n/a
Adult ebook Nonfiction	4,011	3,394	3,713	3,337	3,574	3,617	3,694	3,659	3,442				32,441	n/a	n/a
Adult digital audiobooks	17,983	16,411	18,640	17,804	18,529	18,726	19,940	20,572	19,744				168,349	n/a	n/a
Juvenile ebook Fiction	1,888	1,546	1,776	1,475	1,619	1,441	1,471	1,517	1,519				14,252	n/a	n/a
Juvenile ebook Nonfiction	237	264	221	270	286	251	209	256	288				2,282	n/a	n/a
Juvenile digital audiobooks	1,972	1,752	2,012	1,814	1,918	1,903	2,016	1,992	1,750				17,129	n/a	n/a
Young Adult ebook Fiction	1,300	1,142	1,254	1,272	1,281	1,410	1,402	1,371	1,249				11,681	n/a	n/a
Young Adult ebook Nonfiction	23	29	32	29	22	30	32	25	22				244	n/a	n/a
Young Adult digital audiobooks	1,189	1,075	1,173	1,225	1,232	1,284	1,327	1,230	1,269				11,004	n/a	n/a
DIGITAL CIRCULATION DETAILS	46,823	42,310	46,415	43,713	45,874	45,998	49,124	49,398	46,356				416,011	n/a	n/a

Value Calculator	2022												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Circulation													
Books (\$17)	\$1,009,494	\$941,868	\$1,098,149	\$1,045,398	\$1,077,443	\$1,267,384	\$1,331,780	\$1,256,096	\$1,103,011	\$0	\$0	\$0	\$10,130,623

Magazines (\$5)	\$4,375	\$3,955	\$4,615	\$3,915	\$4,765	\$4,315	\$3,980	\$4,240	\$3,895	\$0	\$0	\$0	\$38,055
Audiobooks (\$10)	\$20,730	\$20,170	\$23,810	\$21,510	\$23,280	\$22,540	\$23,480	\$22,950	\$22,030	\$0	\$0	\$0	\$200,500
DVD, Games, Music (\$4)	\$108,932	\$100,440	\$110,508	\$103,600	\$104,776	\$110,716	\$118,788	\$119,948	\$107,060	\$0	\$0	\$0	\$984,768
Notary Service (\$10)	\$1,510	\$1,470	\$1,390	\$1,620	\$1,520	\$890	\$940	\$1,200	\$890	\$0	\$0	\$0	\$11,430
Reference Questions (\$7)	\$74,228	\$68,726	\$82,432	\$74,067	\$79,632	\$99,743	\$105,931	\$106,561	\$115,689	\$0	\$0	\$0	\$807,009
Programming (\$10)	\$23,180	\$18,080	\$27,290	\$73,540	\$33,100	\$75,930	\$45,590	\$21,540	\$23,380	\$0	\$0	\$0	\$341,630
Meeting Room Use	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$41
Gallery Attendance (\$10)	\$13,080	\$13,160	\$11,460	\$10,580	\$7,440	\$55,100	\$49,810	\$28,900	\$13,720	\$0	\$0	\$0	\$203,250
Computer Use (\$12 /hr)	\$114,540	\$108,900	\$142,368	\$148,848	\$142,632	\$166,584	\$168,132	\$168,120	\$159,804	\$0	\$0	\$0	\$1,319,928
TOTAL VALUE	\$1,370,069	\$1,276,769	\$1,502,023	\$1,483,080	\$1,474,591	\$1,803,205	\$1,848,435	\$1,729,559	\$1,549,484	\$6	\$6	\$7	\$14,037,234