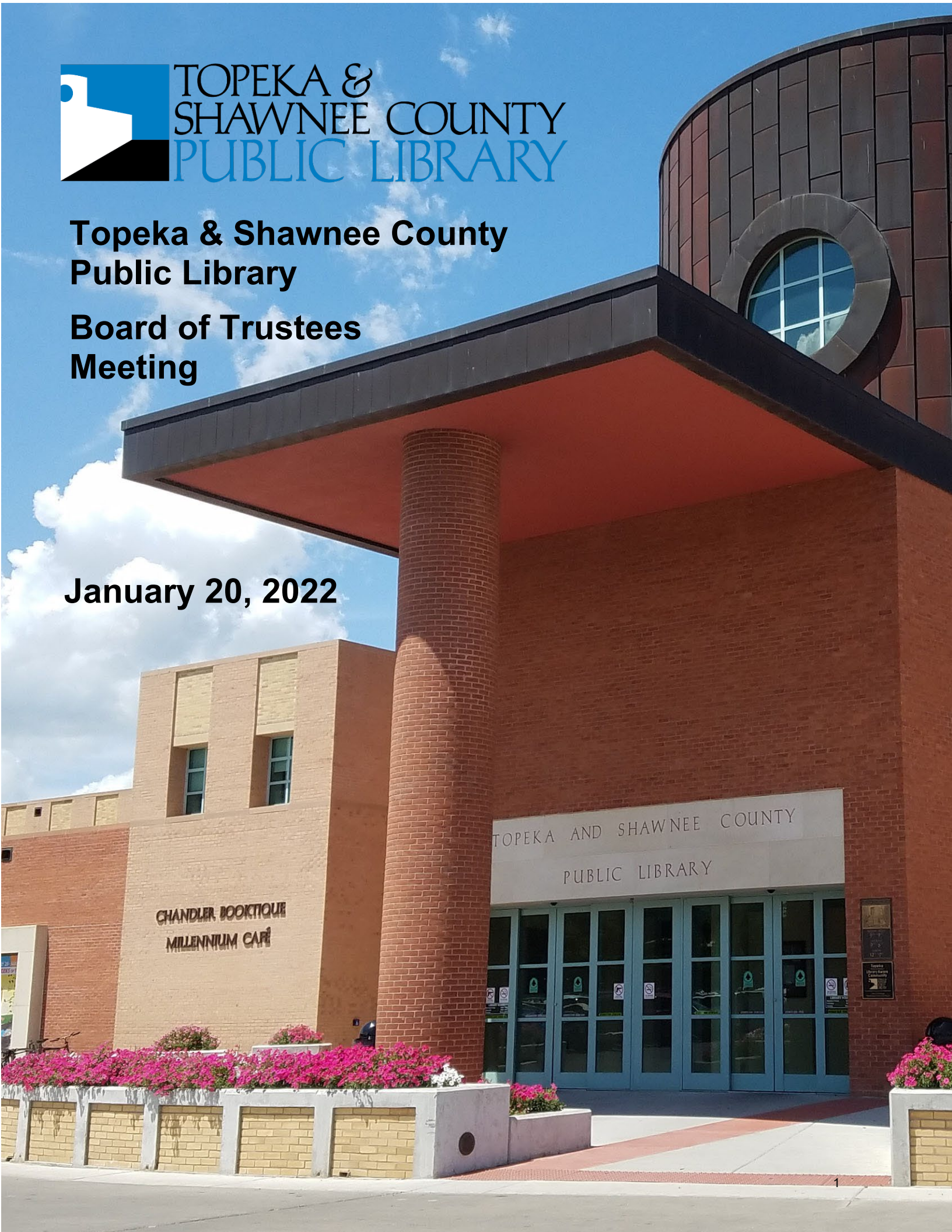


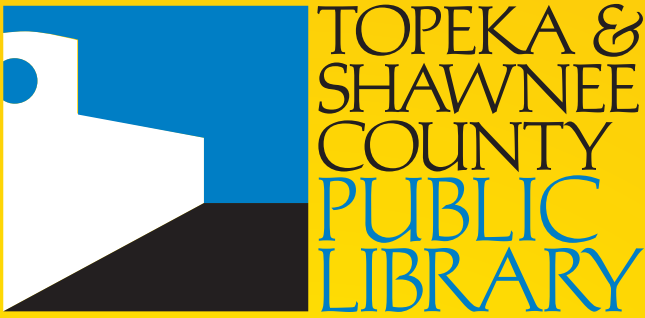


**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

**January 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





TOPEKA &  
SHAWNEE  
COUNTY  
PUBLIC  
LIBRARY

Agenda  
Board of Trustees meeting  
Thursday, January 20, 2022– 4:00 pm  
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 December 16, 2021, Meeting Minutes of the Board of Trustees - [Action Item](#) pg. 5**

## **Chief Financial Officer's Report – Kim Strube [pg. 8](#)**

## **Financial Reports**

- Treasurer's Report – Shawn Leisinger
- Financial Reports – [Action Item](#)

## **The Library Foundation – Judy Moler, Board Chair**

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

## **Board Chair Reports – Jim Edwards**

- Approval of January 10, 2022, Meeting Minutes Board of Trustees Executive Committee – [Action Item](#) [pg. 25](#)

## **Chief Executive Officer Report – Marie Pyko [pg. 26](#)**

- **Trustee Education-** Expression of Concern process- Scarlett Fisher-Herreman

## **Chief of Staff – Thad Hartman [pg. 31](#)**

## **New Business**

- Bid for Tech Space Furniture – [Action Item](#) [pg. 43](#)

## **Adjournment**

## **Public Comment**

Those wishing to sign up for public comment will need to contact Chief of Staff Thad Hartman at least 30 minutes before the meeting at 785-580-4481 and/or [thartman@tscpl.org](mailto:thartman@tscpl.org) to request their name be placed on the public comment listing.

**Next Meeting**

February 17, 2022

4:00 pm

Menninger Room 206/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), Kacy Simonsen (vice-chair), Joan Hicks (secretary), Shawn Leisinger (treasurer), Beth Dobler, Peg Dunlap, Liz Post, Jim Ramos, Kristen O'Shea and Jennifer Miller.

**Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, December 16, 2021, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10<sup>th</sup> 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**

Jim Edwards expressed his appreciation for the assistance he received from Marie Pyko and Natalie Moreland in selecting age-appropriate books for his reading buddy.

Liz Post expressed her appreciation of Marie in hosting the Marion Russell and the Santa Fe Trail program on January 11, 2022.

Kacy Simonsen expressed her appreciation of the library team and Marie in finding a local book binder for an historical Scottish Bible.

**Approval of Minutes**

On a motion by Peg Dunlap, seconded by Shawn Leisinger, the November 18, 2021, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

**Chief Financial Officer's Report**

There were no additions to Chief Financial Officer Kim Strube's report.

**Financial Reports**

Board Treasurer Shawn Leisinger reported that he reviewed the financial reports and reviewed and approved the bank reconciliations for November 2021.

On a motion by Shawn Leisinger and seconded by Liz Post, the Treasurer's Financial Report for November 2021 was accepted.

Motion passed unanimously.

## **The Library Foundation**

Foundation Chair Judy Moler shared that the Library Foundation had received record assets in 2021. Moler expressed appreciation for the service of Brenda Dietrich. She shared that Katie Koupal is joining the Foundation board.

The Library Foundation is now accepting applications for the Dick & Donna Crawford scholarship that provides financial resources of continuing education for library employees.

## **Friends of Topeka and Shawnee County Public Library**

Friends President Christy Molzen expressed the Friends' appreciation for the quick response by everyone when the water leak occurred. The Chandler Booktique had minimal damage and no books were lost.

The Book Sale is scheduled for January 21-23, 2022.

## **Board Chair Reports**

Chair Jim Edwards reported the Executive Committee met via Zoom on Monday, December 6, 2021.

On a motion by Jim Edwards, seconded by Liz Post, the December 6, 2021, the minutes of the Board of Trustees Executive Committee were approved.

Motion passed unanimously.

## **Chief Executive Officer Report – Marie Pyko**

Marie Pyko provided a few additional items to her report.

Marie and Debbie Stanton, Public Services supervisor participated in a discussion with the American Library Association and the Russian Library Association.

On December 10<sup>th</sup>, Marie made a presentation to the Shawnee County Legislative Delegation. On December 6<sup>th</sup> and December 10<sup>th</sup>, Marie met with USD 501 school librarians to discuss best practices of library selection policies and expressions of concern for library materials.

- **Human Resources update-** Jesse Maddox, CHRO  
Jesse Maddox gave the status of open positions and the position management process.

## **Chief of Staff – Thad Hartman**

There were no additions to Chief of Staff Thad Hartman's report.

## **New Business**

### **Bid for Chiller Replacement**

On a motion by Peg Dunlap, seconded by Liz Post, it was resolved the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Custom Sheet Metal, Topeka, Kansas as presented.

Motion passed with one recusal.

### **Bid for Boiler Replacement**

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

Motion passed with one recusal.

### **Thank you to the Library Foundation**

On a motion by Kacy Simonsen, seconded by Joan Hicks the Board of Trustees approved this resolution: Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to The Library Foundation President Judy Moler, the officers and members of the Board, Executive Director Erin Aldridge, and all the volunteers who provide essential resources, are library champions and advocates, and help make TSCPL a world class library.

Motion passed unanimously.

### **Thank you to the Friends of the Library**

On a motion by Liz Post, seconded by Jim Ramos the Board of Trustees approved this resolution: Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to the Friends of the Library President Christy Molzen, the members of the Board, Executive Mary Campbell, and all the volunteers who provide essential resources, are champions and advocates, and help make TSCPL a world class library.

Motion passed unanimously.

CEO Marie Pyko shared that the PLA conference is in Portland OR and there are five spots for Trustees to go if possible. Deadline is January 7th for registration.

### **Adjournment**

Board Chair Jim Edwards adjourned the meeting wishing everyone happy holidays. The meeting was adjourned at 4:36 pm.

### **Next Meeting**

January 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  
January 2022  
Kim Strube**

**Financial Summary – Page 1**

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

Checks were written on the last business day of the year so that batch of checks is outstanding with the bank accounts.

**Investments and Debt as of December 31, 2021; Bank Account Summary – Page 1**

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

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

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

The Friends of the Library's generous contribution of \$75,000 is reflected in these reports.

The final motor vehicle tax distributions are included as well and were received as scheduled on December 17<sup>th</sup>.

**General Fund – Pages 3 through 5**

With 100% of the budget year completed, 100% of the budgeted revenue has been received and 92% of the approved budget has been expended/encumbered. This compares to 2020 in which 98% of the budgeted revenue had been received and 94% of the approved budget had been expended/encumbered.

Salaries in total were under-budget by \$435,778, about 4.9% of budgeted. For regular staff salaries, 2021 continued the budgeting of a “shrinkage” factor to anticipate turnover savings and allow the Board to redirect that savings to other expenditures within the approved budget. This allows the funding to be better managed during the year and avoids last-minute spending decisions or the delay of projects until the next budget cycle when the savings can be budgeted.



The shrinkage rate was set at 1.85% in 2021.

It has been discussed in previous monthly reports the non-salary line items which would be, or would likely be, over-budget. All outstanding purchase orders that were reserving budgetary balances were reviewed and those no longer needed were closed or reduced to 2021's estimated final billing. This resulted in some additional savings with only a few line items being over-budget: (1) Contracted – Digital Services - exceeded the budgeted amount primarily due to higher than estimated cost for various annual software renewals; (2) Contracted – Equipment – the color copier overage was \$7,558 higher than budgeted due to the cost effective decision to print all summer programming fliers in house rather than use a local printer. A new lease was added in 2021 for 3 fax machines on the public floor (\$1,305) and there are 2 annual maintenance payments posted in 2021 for the blood pressure kiosks (\$2,700). Normally there is one annual payment per year; (3) Insurance – workers compensation was higher than expected; (4) Utilities – Water/Sewage – a new water meter and irrigation were installed on the west lawn near the new parking lot; and (5) Special Projects – the bid for the Tech Zone was higher than anticipated. The budget for the Furniture/Equipment was allocated to Special Projects for the additional Tech Zone cost.

The 2021 financial results are in a tabular format for each of the budgeted funds for review.

#### General Fund

Description	2021 Budget	2021 Actual	Difference
Revenues	\$15,493,454	\$15,465,769	\$27,685 under-budget
Expenditures	\$16,287,029	\$14,987,152	\$1,299,877 under-budget
Annual Revenues (-) Expenditures		\$478,617 annual expenditures less than revenues	
Description	2020 Actual	2021 Actual	Difference
Unencumbered Ending Cash Balance	\$3,490,628	\$4,022,818	\$532,190

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

TSCPL was able to accomplish many initiatives in 2021 for the benefit of the community. Nearly all projects originally projected were funded and at least started. Accomplishments include:

- (1) completion of the public restroom renovations;
- (2) completion of the fire alarm system panel upgrade;
- (3) completion of the west parking and green space;
- (4) construction has started on the new Tech Zone of the second floor (completion date in 2022);
- (5) completion of the wireless system upgrade.

## Employee Benefit Fund – Page 6

With 100% of the budget year completed, 100% of the budgeted revenue has been received and 85% of the approved budget has been expended/encumbered. This compares to 2020 in which 100% of the budgeted revenue had been received and 89% of the approved budget had been expended/encumbered.

### Employee Benefit Fund

Description	2021 Budget	2021 Actual	Difference
Revenues	\$3,638,101	\$3,632,395	\$5,706 under-budget
Expenditures	\$3,890,113	\$3,295,046	\$595,067 under-budget
Annual Revenues (-) Expenditures		\$337,349 annual revenues more than expenditures	
Description	2020 Actual	2021 Actual	Difference
Unencumbered Ending Cash Balance	\$1,066,108	\$1,403,458	\$337,350

## Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$4,677,507.

## Debt Service Fund-Bond & Interest – Page 7

The percentage of the total budgeted revenues collected to-date is 75% and 77% of budgeted expenditures have been made.

### Bond & Interest Fund

Description	2021 Budget	2021 Actual	Difference
Revenues	\$25,100	\$18,738	\$6,362 under-budget
Expenditures	\$41,797	\$32,022	\$9,775 under-budget
Annual Revenues (-) Expenditures		\$13,284 annual revenues less than expenditures	
Description	2020 Actual	2021 Actual	Difference
Unencumbered Ending Cash Balance	\$13,284	\$0	(\$13,284)

## Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$56,849.00	Rossville Community Library
Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$59,780.00	Silver Lake Library
Approved operating budget	Gas Services – December	\$6,800.00	Constellation Newenergy - Gas
Approved operating budget	December 2021 fees for monthly cataloging and interlibrary loan database	\$6,687.96	OCLC, Inc.
Library materials	World History online annual subscription	\$6,900.00	Gale/Cengage Learning Inc.
Library materials	Job search, reference and mailing list database	\$10,800.00	AtoZ Databases
Library materials	Online service plan fee	\$15,001.00	Overdrive, Inc
Library materials	Hoopla online	\$27,000.00	Midwest Tape
Library materials	Hoopla online	\$25,554.32	Midwest Tape

### Other Items:

- The audit of the 2021 financial year will begin Monday, January 31st.
  - Historically, the audit is reviewed and considered for adoption in April. This is because Trustees' terms (usually) and officer positions end as of April 30<sup>th</sup> and any new Trustees and officers begin May 1<sup>st</sup>. It would be unfair to expect new Trustees or those new to officer positions to approve an audit for the prior year in which they were either not on the Board, not an officer or not in the same officer position.

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

12/31/2021

	<u>Balance 1/1/2021</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 12/31/2021</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,901,534.78	\$ 15,465,769.14	\$ 15,410,085.64	\$ 4,957,218.28
Employee Benefits	1,066,108.36	3,632,394.78	3,292,978.52	\$ 1,405,524.62
Capital Improvement	2,921,349.41	1,756,157.47	-	\$ 4,677,506.88
Bond & Interest	13,283.82	18,737.91	32,021.73	\$ -
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	407.88	49,170.44	407.88	\$ 49,170.44
Federal, State & Local Grants	19.03	25,775.00	1,750.00	\$ 24,044.03
Other Special Revenue	530,838.73	201,260.84	177,363.00	\$ 554,736.57
Permanent Funds	247,476.65	26,359.78	-	\$ 273,836.43
<b>Totals</b>	<b><u>\$ 9,681,018.66</u></b>	<b><u>\$ 21,175,625.36</u></b>	<b><u>\$ 18,914,606.77</u></b>	<b><u>\$ 11,942,037.25</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 734,327.41
Restricted Funds-CoreFirst Bank-Checking	559,292.95
Capital Improvement Fund-VisionBank-Money Market Account	4,677,506.88
Cash on Hand	2,582.43
Petty Cash	220.00
Endowment Securities	273,836.43
Municipal Investment Pool - Overnight	5,889,678.15
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 12,137,444.25</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	8,877.05
Less Payroll Deduction and Employer Benefit Liabilities	(10,638.35)
Less Outstanding Checks	197,168.30
	<b><u>\$ 11,942,037.25</u></b>

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

12/31/2021

	1/1/2021		Prev. Year	Current Year	12/31/2021	All Yrs Outstanding	Unencumbered
Major Governmental Funds	Cash Balance	Revenues	PO Expenditures	Expenditures	Cash Balance	Encumbrances	Cash Balance
General Fund	\$ 4,901,534.78	\$ 15,465,769.14	\$ 1,325,850.83	\$ 14,084,234.81	\$ 4,957,218.28	\$ 934,400.42	\$ 4,022,817.86
Employee Benefit Fund	1,066,108.36	3,632,394.78	-	3,292,978.52	1,405,524.62	2,067.00	1,403,457.62
Capital Improvement Fund	2,921,349.41	1,756,157.47	-	-	4,677,506.88	-	4,677,506.88
Bond & Interest Fund	13,283.82	18,737.91	-	32,021.73	-	-	-
<b>Non Major Governmental Funds</b>							
State Aid Fund	407.88	49,170.44	407.88	-	49,170.44	49,170.44	-
Federal & State Grants							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,775.00	-	-	25.00	-	25.00
Library Services & Technology Ac	-	24,000.00	-	1,750.00	24,000.00	-	24,000.00
<b>Other Special Revenue Funds</b>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,615.64	32.34	-	-	10,647.98	-	10,647.98
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	640.12	-	640.12	-	-	-
French Gift - Library Materials	31.17	0.12	-	-	31.29	-	31.29
Friends	89,412.43	75,150.84	3,758.33	53,857.73	106,947.21	8,722.50	98,224.71
Fun Committee	3,266.86	2,338.84	-	1,378.56	4,227.14	-	4,227.14
Gallery Competitions/Exhibits	36,273.72	110.43	-	-	36,384.15	-	36,384.15
Gifts/Memorials (Undesignated)	333,415.39	115,759.61	58,017.36	41,959.45	349,198.19	92,955.90	256,242.29
Hathaway Trust - Library Materials	2,955.47	2,838.85	45.48	2,762.01	2,986.83	148.64	2,838.19
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	16,414.36	2,290.12	449.02	12,509.57	5,745.89	30.32	5,715.57
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,072.23	48.94	-	-	16,121.17	-	16,121.17
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,268.40	13.00	-	-	4,281.40	-	4,281.40
Rotary Grant	-	1,983.87	-	1,983.87	-	-	-
Special Collections	5,713.50	17.40	-	-	5,730.90	-	5,730.90
Talking Books	-	-	-	-	-	-	-
Tortuenke Landscaping	36.22	0.12	-	-	36.34	-	36.34
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,181.09	6.65	-	-	2,187.74	-	2,187.74
Youth Services	9,723.56	29.59	-	1.50	9,751.65	140.96	9,610.69
<b>Permanent Funds</b>							
Mertz Trust	247,476.65	26,359.78	-	-	273,836.43	-	273,836.43
<b>TOTALS</b>	<b>\$ 9,681,018.66</b>	<b>\$ 21,175,625.36</b>	<b>\$ 1,388,528.90</b>	<b>\$ 17,526,077.87</b>	<b>\$ 11,942,037.25</b>	<b>\$ 1,087,636.18</b>	<b>\$ 10,854,401.07</b>

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

12/31/2021

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 12/31/2021</u>
				100.0%
Ad Valorem Property Tax	\$ 13,722,658.00	\$ 13,393,718.77	\$ (328,939.23)	98%
Revitalization Rebates	(156,245.00)	(162,691.77)	\$ (6,446.77)	104%
Back Tax	-	212,858.21	\$ 212,858.21	N/A
Motor Vehicle Tax	1,566,866.00	1,659,642.92	\$ 92,776.92	106%
Recreational Vehicle Tax	15,099.00	18,375.60	\$ 3,276.60	122%
16/20 M Vehicle Tax	6,089.00	5,862.87	\$ (226.13)	96%
In Lieu of Tax	2,817.00	51,680.95	\$ 48,863.95	1835%
Watercraft Special Tax**	8,110.00	-	\$ (8,110.00)	0%
Commercial Vehicle Fees	49,155.00	55,096.66	\$ 5,941.66	112%
E-Rate Reimbursement	18,258.00	19,763.42	\$ 1,505.42	108%
Miscellaneous Revenue	3,000.00	15,612.71	\$ 12,612.71	520%
Miscellaneous Revenue - Recyclg	-	84.50	\$ 84.50	N/A
Salary Refunds-Foundation	101,050.00	87,352.87	\$ (13,697.13)	86%
Salary Refunds-Friends	30,285.00	28,010.44	\$ (2,274.56)	92%
Salary Refunds-Shawnee Cty	23,265.00	23,160.84	\$ (104.16)	100%
Vending Machines	3,500.00	880.80	\$ (2,619.20)	25%
Overdue Fees*	50,000.00	18,309.98	\$ (31,690.02)	37%
Debt Collect	-	554.43	\$ 554.43	N/A
ILL Fees	350.00	334.37	\$ (15.63)	96%
Mailing Fees	100.00	93.83	\$ (6.17)	94%
Non Resident Card Fee	300.00	690.75	\$ 390.75	230%
Obituary Fees	750.00	240.00	\$ (510.00)	32%
Meeting Room Charges	2,500.00	1,375.00	\$ (1,125.00)	55%
Monday Market Fees	500.00	630.00	\$ 130.00	126%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	3,250.00	2,109.26	\$ (1,140.74)	65%
Transfer In	41,797.00	32,021.73	\$ (9,775.27)	77%
Library Treasurer's Balance	2,443,575.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 17,937,029.00</u></b>	<b><u>\$ 15,465,769.14</u></b>	<b><u>\$ (27,684.86)</u></b>	<b>100%</b>

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

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

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

12/31/2021

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					100.0%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 923.05	\$ -	\$ 5,476.95	14%
Salaries-Facilities	694,360.00	626,756.23	-	67,603.77	90%
Salaries-Overtime	10,000.00	5,911.95	-	4,088.05	59%
Salaries-Security	322,993.00	262,928.74	-	60,064.26	81%
Salaries-Shelvers	177,103.00	8,540.45	-	168,562.55	5%
Salaries-Staff	7,634,011.00	7,504,028.63	-	129,982.37	98%
Conferences	120,000.00	12,987.63	2,880.00	104,132.37	13%
Staff Internal Dev/Trng - Web Based	15,000.00	5,009.00	-	9,991.00	33%
Staff Development & Training	15,000.00	2,473.38	-	12,526.62	16%
Mileage	9,200.00	1,713.86	-	7,486.14	19%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,500.00	2,409.97	10.00	80.03	97%
Materials-Periodicals	35,000.00	27,983.03	-	7,016.97	80%
Materials-Print/Non-Print <1 YR	594,800.00	556,704.21	27,378.53	10,717.26	98%
Materials-Print/Non-Print	1,270,200.00	1,035,900.07	62,702.99	171,596.94	86%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	7,985.00	-	15.00	100%
Cataloging and ILL Services	105,365.00	102,538.96	183.70	2,642.34	97%
Contracted-Digital Services	480,122.00	476,715.57	5,817.97	(2,411.54)	101%
Contracted-Facilities	329,100.00	296,845.21	14,226.67	18,028.12	95%
Contracted-Equipment	50,900.00	60,431.54	5,704.29	(15,235.83)	130%
Contracted-Professional	277,700.00	161,256.14	25,378.45	91,065.41	67%
Contracted-E-Rate Services	1,643.00	-	1,869.02	(226.02)	114%
Digital Services Support	187,500.00	77,275.49	4,619.66	105,604.85	44%
Furniture/Equipment	92,000.00	2,629.98	-	89,370.02	3%
Insurance	55,000.00	56,725.00	112.00	(1,837.00)	103%
Marketing & Communication	47,500.00	22,939.93	7,275.52	17,284.55	64%
Memberships/Dues	30,900.00	19,227.60	398.00	11,274.40	64%
Miscellaneous	5,000.00	1,951.58	27.99	3,020.43	40%
Payments to Other Libraries	116,672.00	116,629.00	-	43.00	100%
Postage/Shipping	107,494.00	15,038.61	73.84	92,381.55	14%
Printing	96,800.00	55,804.12	7,810.52	33,185.36	66%
Programming	32,000.00	25,406.64	1,242.93	5,350.43	83%
Special Events	-	-	-	-	0%
Special Projects	733,150.00	145,910.26	676,009.76	(88,770.02)	112%
Supplies-Facilities	77,417.00	42,761.42	11,697.51	22,958.07	70%
Supplies-Office/Library	94,100.00	49,178.67	2,369.62	42,551.71	55%
Supplies-Processing	48,000.00	37,322.63	6,356.99	4,320.38	91%
Telecommunications	99,100.00	57,681.35	4,485.30	36,933.35	63%
Transfer Out	1,750,000.00	1,750,000.00	-	-	100%
Utilities-Electric	367,200.00	313,673.24	27,041.82	26,484.94	93%
Utilities-Gas	66,300.00	52,635.47	5,869.21	7,795.32	88%
Utilities-Water/Sewage	35,000.00	38,765.19	1,375.08	(5,140.27)	115%
Vehicle-Gas	36,000.00	18,391.70	-	17,608.30	51%
Vehicle-Repair	50,500.00	24,430.26	-	26,069.74	48%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(185.95)	-	185.95	N/A
<b>TOTALS</b>	<b>\$ 17,937,030.00</b>	<b>\$ 14,084,234.81</b>	<b>\$ 902,917.37</b>	<b>\$ 1,299,877.82</b>	<b>92%</b>

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

12/31/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2021</b>	<b>\$ 2,443,575.00</b>	<b>\$ 3,489,712.60</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,722,658.00	13,393,718.77	98%
Revitalization Rebates	(156,245.00)	(162,691.77)	104%
Back Tax	-	212,858.21	N/A
Motor Vehicle Tax	1,566,866.00	1,659,642.92	106%
Recreational Vehicle Tax	15,099.00	18,375.60	122%
16/20M Vehicle Tax	6,089.00	5,862.87	96%
In Lieu of Tax	2,817.00	51,680.95	1835%
Watercraft Special Tax	8,110.00	-	0%
Commercial Vehicle Fees	49,155.00	55,096.66	112%
E-Rate Reimbursement	18,258.00	19,763.42	108%
Fees and Charges	61,000.00	38,721.87	63%
Reimbursements	154,600.00	138,608.65	90%
Transfer In	41,797.00	32,021.73	
Interest on Idle Funds	3,250.00	2,109.26	65%
	<u>\$ 15,493,454.00</u>	<u>\$ 15,465,769.14</u>	100%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,844,867.00	8,409,089.05	95%
Other Staff Support Costs	159,200.00	25,063.87	16%
Library Collections	1,902,500.00	1,713,088.80	90%
Contracted Services	1,244,830.00	1,150,967.52	92%
Digital Services Support	187,500.00	81,895.15	44%
Furniture/Equipment/Art	100,000.00	10,614.98	11%
Payments to Other Libraries	116,672.00	116,629.00	100%
Special Projects	733,150.00	821,920.02	112%
Utilities & Telecommunications	567,600.00	501,526.66	88%
Vehicles	86,500.00	42,821.96	50%
Other Operating Expenditures	594,210.00	363,535.17	61%
Transfer Out	1,750,000.00	1,750,000.00	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,937,029.00</u>	<u>\$ 14,987,152.18</u>	92%
Prior Year Canceled Purchase Orders		<u>\$ 54,488.30</u>	
<b>Unencumbered Balance 12/31/2021</b>	<b>\$ -</b>	<b><u><u>\$ 4,022,817.86</u></u></b>	



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

12/31/2021

**EMPLOYEE BENEFITS**

	<b>2021 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/2021</b>	<b>\$ 652,012.00</b>	<b>\$ 1,066,108.36</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	\$ 3,238,907.00	\$ 3,166,141.48	98%
Revitalization Rebates	(36,878.00)	(38,365.28)	104%
Back Tax	-	47,176.71	N/A
Motor Vehicle Tax	329,381.00	352,944.64	107%
Recreational Vehicle Tax	3,174.00	3,907.97	123%
16/20M Vehicle Tax	1,280.00	1,258.26	98%
In Lieu of Tax	691.00	12,045.47	1743%
Watercraft Special Tax*	1,705.00	-	0%
Commercial Vehicle Fees	10,333.00	11,718.73	113%
Refund-Fringe Benefits-Foundation	53,260.00	36,538.07	69%
Refund-Fringe Benefits-Friends	17,433.00	14,611.04	84%
Refund-Fringe Benefits-Shawnee Cty	16,203.00	15,191.78	94%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	220.80	0%
Retiree Payments BC/BS	2,112.00	7,690.57	364%
Interest on Idle Funds	500.00	1,314.54	263%
	<b>\$ 3,638,101.00</b>	<b>\$ 3,632,394.78</b>	<b>100%</b>
<b>Expenditures/Encumbrances:</b>			
Employee Assistance Program	\$ 6,881.00	\$ 7,478.25	109%
Cafeteria Plan Administration Fees	3,565.00	3,377.00	95%
Social Security/Medicare	676,632.00	602,162.09	89%
Ks Public Employees Retirement Sys	840,258.00	771,523.65	92%
Worker's Compensation	54,000.00	30,477.51	56%
Unemployment Tax	8,845.00	9,683.10	109%
Health/Dental Insurance	2,299,932.00	1,870,319.73	81%
Miscellaneous	-	24.19	0%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 4,290,113.00</b>	<b>\$ 3,295,045.52</b>	<b>85%</b>
Prior Year Canceled Purchase Orders		\$ -	
<b>Unencumbered Balance 12/31/2021</b>	<b>\$ -</b>	<b>\$ 1,403,457.62</b>	

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

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/2021</b>		<b>\$ 2,921,349.41</b>
<b>Revenue:</b>		
Transfer In		\$ 1,750,000.00
Interest received		6,157.47
		<b>\$ 1,756,157.47</b>
<b>Expenditures/Encumbrances:</b>		
Contracted - Professional		-
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
<b>Unencumbered Balance 12/31/2021</b>		<b>\$ 4,677,506.88</b>

**STATE AID**

<b>Balance 01/01/2021</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State Aid	-	49,170.44
	<b>\$ -</b>	<b>\$ 49,170.44</b>
<b>Expenditures/Encumbrances:</b>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	53,000.00	49,170.44
	<b>\$ 53,000.00</b>	<b>\$ 49,170.44</b>
<b>Unencumbered Balance 12/31/2021</b>		<b>\$ -</b>

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

12/31/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2021</b>	<b>\$ 16,697.00</b>	<b>\$ 13,283.82</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	2,859.33	N/A
Revitalization Rebates	-	(207.97)	0%
Back Tax	25,000.00	8,926.26	36%
Motor Vehicle Tax	-	5,941.62	N/A
Recreational Vehicle Tax	-	48.87	N/A
16/20M Vehicle Tax	-	706.94	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	461.36	N/A
Interest on Idle Funds	100.00	1.50	2%
	<u>\$ 25,100.00</u>	<u>\$ 18,737.91</u>	75%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	41,797.00	32,021.73	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 41,797.00</u>	<u>\$ 32,021.73</u>	77%
<b>Unencumbered Balance 12/31/2021</b>	<b>\$ -</b>	<b>\$ -</b>	

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

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments as of December 31, 2021**

**Capital Improvement Funds-VisionBank**

\$ 4,677,506.88 at .20% (money market account)

**Municipal Investment Pool**

\$ 5,889,678.15 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

\* rates vary by day - average December 1 - 31, 2021 was .002%

**Topoka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended December 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	
10	21505	0	12/6/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,908.48	-97786	
15	21516	0	12/6/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,474.90	-97786	
10	21513	0	12/6/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,038.05	-97786	
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>			\$ 45,421.43	<b>-97786 Total</b>
10	21509	0	12/6/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,344.04	-97784	
				<i>Remittance of deferred retirement employee contributions</i>			\$ 5,344.04	<b>-97784 Total</b>
10	21501	0	12/3/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,529.45	-97782	
10	21502	0	12/3/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,518.49	-97782	
15	21521	0	12/3/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 3,367.43	-97782	
10	21503	0	12/3/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,323.67	-97782	
15	21504	0	12/3/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,323.66	-97782	
10	21503	0	12/3/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,103.32	-97782	
15	21504	0	12/3/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,103.32	-97782	
10	21514	0	12/3/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97782	
10	21518	0	12/3/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 390.88	-97782	
10	41000	313	12/3/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,297.23	-97782	
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>			\$ 81,851.14	<b>-97782 Total</b>
10	21501	0	12/16/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 26,104.17	-97779	
10	21502	0	12/16/2021	PAYCOM PAYROLL LLC	State W/H	\$ 11,947.91	-97779	
15	21521	0	12/16/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 15.07	-97779	
10	21503	0	12/16/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,931.66	-97779	
15	21504	0	12/16/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,931.66	-97779	
10	21503	0	12/16/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,479.43	-97779	
15	21504	0	12/16/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,479.43	-97779	
10	21514	0	12/16/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97779	
10	21518	0	12/16/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 390.88	-97779	
10	41000	313	12/16/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 790.19	-97779	
10	41000	313	12/16/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,535.12	-97779	
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>			\$ 88,499.21	<b>-97779 Total</b>
10	21501	0	12/30/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,324.77	-97778	
10	21502	0	12/30/2021	PAYCOM PAYROLL LLC	State W/H	\$ 11,638.73	-97778	
15	21521	0	12/30/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 14.49	-97778	
10	21503	0	12/30/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,584.16	-97778	
15	21504	0	12/30/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,584.14	-97778	

**Topoka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended December 31, 2021**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21503	0	12/30/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,403.77	-97778
15	21504	0	12/30/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,403.77	-97778
10	21514	0	12/30/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 768.69	-97778
10	21518	0	12/30/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 371.39	-97778
10	41000	313	12/30/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,242.35	-97778
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,336.26	<b>-97778 Total</b>
10	21509	0	12/15/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,344.04	-97776
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,344.04	<b>-97776 Total</b>
10	21505	0	12/16/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,604.82	-97775
15	21516	0	12/16/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,504.27	-97775
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 46,109.09	<b>-97775 Total</b>
10	21515	0	12/24/2021	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 30,718.56	-97771
15	21515	0	12/24/2021	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 147,080.10	-97771
15	21515	0	12/24/2021	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 737.19	-97771
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 178,535.85	<b>-97771 Total</b>
10	21505	0	12/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,565.42	-97770
15	21516	0	12/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,967.70	-97770
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 43,533.12	<b>-97770 Total</b>
10	21509	0	12/30/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,344.04	-97766
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,344.04	<b>-97766 Total</b>
10	41000	320	12/24/2021	COREFIRST BANK & TRUST	case logic laptop case	\$ 735.75	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	12 pk 6-qt containers	\$ 97.98	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	6 pk 6-qt box	\$ 52.98	-97760
10	41000	320	12/24/2021	COREFIRST BANK & TRUST	HDMI Coupler	\$ 23.68	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Vont LED Candles [24 Pack	\$ 13.99	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Tamicy Metal Rectangular	\$ 19.59	-97760
10	41000	320	12/24/2021	COREFIRST BANK & TRUST	Mounting screws	\$ 5.89	-97760
10	41000	410	12/24/2021	COREFIRST BANK & TRUST	americo buffing pad red	\$ 67.90	-97760
10	41000	410	12/24/2021	COREFIRST BANK & TRUST	steelhead lopper	\$ 39.99	-97760
10	41000	410	12/24/2021	COREFIRST BANK & TRUST	hospeco urinal deodorizer	\$ 91.65	-97760
10	41000	341	12/24/2021	COREFIRST BANK & TRUST	Group License (webinar)	\$ 299.00	-97760
10	41000	420	12/24/2021	COREFIRST BANK & TRUST	1099 forms and envelopes	\$ 71.27	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	THIOX - 8 OZ.	\$ 7.35	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	SODA ASH - 1 lb	\$ 1.75	-97760

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended December 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Pre-reduced Indigo Dye -	\$ 22.91	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Rayon Twill - 55 wide"	\$ 21.18	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Shipping	\$ 15.78	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	metallic silver origami	\$ 4.60	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Ultramarine blue 14 ml	\$ 5.82	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Prussian Blue 14 ml	\$ 5.14	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Phthalo Blue 14 ml	\$ 5.14	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	manganese blue 14 ml	\$ 5.14	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Indigo 14 ml	\$ 5.14	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	French Ultramarine 14 ml	\$ 5.82	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Delft Blue 14 ml	\$ 5.14	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Cobalt Turquoise 14 ml	\$ 7.24	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Cobalt Blue 14 ml	\$ 8.74	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	cerulean blue 14 ml	\$ 8.74	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	teal appeal iridescent pa	\$ 7.50	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	blue ice iridescent paper	\$ 7.50	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	turquoise 50 sheets	\$ 5.16	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	sky blue 50 sheets	\$ 2.58	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	dark blue 50 sheets	\$ 2.58	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	blue 50 sheets	\$ 2.58	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	wiggle eye stickers black	\$ 10.69	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Cerulean Blue	\$ 6.58	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Cobalt Blue	\$ 6.58	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Phthalo Blue	\$ 6.58	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Ultramarine Blue	\$ 6.58	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Ivory Black, 16 oz	\$ 13.64	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Titanium White, 16 oz	\$ 13.64	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Prussian Blue Hue	\$ 5.09	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	15.8x15.8" Pie	\$ 99.99	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Blue Circle Dot Garland	\$ 31.29	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Polka Dot Wall Stickers	\$ 12.99	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	Shipping	\$ 6.99	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	flipchart paper	\$ 93.60	-97760
10	41000	420	12/24/2021	COREFIRST BANK & TRUST	1099 forms	\$ 48.92	-97760

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended December 31, 2021**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	12/24/2021	COREFIRST BANK & TRUST	Business Directory Pro	\$ 159.60	-97760
10	41000	310	12/24/2021	COREFIRST BANK & TRUST	Renew Admin Menu Editor P	\$ 22.19	-97760
10	41000	320	12/24/2021	COREFIRST BANK & TRUST	USB Hub	\$ 289.90	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	quilling tools set of 12	\$ 5.99	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	quilling paper 3mm	\$ 5.99	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	quilling tools set of 12	\$ (5.99)	-97760
10	41000	330	12/24/2021	COREFIRST BANK & TRUST	quilling paper 3mm	\$ (5.99)	-97760
10	41000	320	12/24/2021	COREFIRST BANK & TRUST	Ring light and stand	\$ 26.97	-97760
10	41000	420	12/24/2021	COREFIRST BANK & TRUST	36x48 Rectangle	\$ 113.80	-97760
10	41000	420	12/24/2021	COREFIRST BANK & TRUST	Series 1-Graphite	\$ 1,744.00	-97760
10	41000	320	12/24/2021	COREFIRST BANK & TRUST	ath m20x	\$ 147.00	-97760
10	41000	420	12/24/2021	COREFIRST BANK & TRUST	Pilot-Mech Pencil Eraser	\$ 3.65	-97760
10	41000	420	12/24/2021	COREFIRST BANK & TRUST	Sortkriwk Moistener	\$ 12.94	-97760
10	41000	420	12/24/2021	COREFIRST BANK & TRUST	Scotch PMA, 11 x 50"	\$ 430.08	-97760
10	41000	420	12/24/2021	COREFIRST BANK & TRUST	Lineco Linen Tape 1 x 15"	\$ 35.25	-97760
10	41000	420	12/24/2021	COREFIRST BANK & TRUST	Rising 4ply 32 x 40 crea"	\$ 459.00	-97760
10	41000	420	12/24/2021	COREFIRST BANK & TRUST	Rising 4ply 32x40 white"	\$ 459.00	-97760
10	41000	420	12/24/2021	COREFIRST BANK & TRUST	Rising 4ply 32x40natural"	\$ 330.48	-97760
10	41000	301	12/2/2021	OCLC, INC.	Miscellaneous online orders paid by credit card	\$ 6,280.22	<b>-97760 Total</b>
					OCLC cataloging & ILL	\$ 6,871.66	97221
					<i>2021 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,871.66	<b>97221 Total</b>
10	41000	310	12/9/2021	CAM-DEX SECURITY CORP.	can-dex maintenance contr	\$ 4,597.50	97232
10	41000	310	12/9/2021	CAM-DEX SECURITY CORP.	can-dex maintenance contr	\$ 4,597.50	97232
					<i>2021 approved operating budget - security system maintenance/support</i>	\$ 9,195.00	<b>97232 Total</b>
10	21512	0	12/9/2021	DELTA DENTAL OF KANSAS, INC	EE December Premiums	\$ 2,615.44	97236
15	21512	0	12/9/2021	DELTA DENTAL OF KANSAS, INC	ER December Premiums	\$ 9,935.86	97236
15	21512	0	12/9/2021	DELTA DENTAL OF KANSAS, INC	Retiree December Premiums	\$ 44.16	97236
						\$ 12,595.46	<b>97236 Total</b>
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 22.73	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 22.73	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 22.73	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 22.73	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 22.73	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 22.73	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 22.94	97240

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended December 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 24.09	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 24.09	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 24.09	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 24.09	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 24.09	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 24.09	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 186.62	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 194.49	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 1,155.48	97240
10	41000	351	12/9/2021	EVERGY	Electric Service	\$ 20,378.92	97240
						\$ 22,220.73	<b>97240 Total</b>
10	41000	736	12/9/2021	SHIRLEY CONSTRUCTION INC	Tech Zone Renovation	\$ 30,515.40	97251
					<i>RFP was posted and bid was approved by the Board of Trustees on October 21, 2021</i>	\$ 30,515.40	<b>97251 Total</b>
10	41000	720	12/16/2021	ROSSVILLE COMMUNITY LIBRARY	50% Annual Bdgt for 2022	\$ 56,849.00	97281
					<i>As required by Kansas Statute</i>	\$ 56,849.00	<b>97281 Total</b>
10	41000	720	12/16/2021	SILVER LAKE LIBRARY	50% Annual Bdgt for 2022	\$ 59,780.00	97285
					<i>As required by Kansas Statute</i>	\$ 59,780.00	<b>97285 Total</b>
10	41000	301	12/23/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 6,871.66	97303
					<i>2021 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,871.66	<b>97303 Total</b>
10	21512	0	12/30/2021	DELTA DENTAL OF KANSAS, INC	EE January Premiums	\$ 2,720.36	97311
15	21512	0	12/30/2021	DELTA DENTAL OF KANSAS, INC	ER January Premiums	\$ 10,068.00	97311
15	21512	0	12/30/2021	DELTA DENTAL OF KANSAS, INC	Retiree January Premiums	\$ 44.16	97311
						\$ 12,832.52	<b>97311 Total</b>
						\$ 809,329.87	<b>Grand Total</b>





Minutes  
Board of Trustees Executive Committee Meeting  
January 10, 2022– 4:00 PM  
Zoom Meeting

<https://tscpl.zoom.us/j/84540244825>  
Meeting ID: 845 4024 4825  
Passcode: 291185

## Agenda

### **Executive Trustee Members Present**

Jim Edwards (chair), Kacy Simonsen (vice-chair), Joan Hicks (secretary), and Shawn Leisinger (treasurer)

### **Call to Order**

The meeting of the Board of Trustees Executive Committee was held on Monday January 10, 2021, via Zoom was called to order at 4:03 pm by Chair Jim Edwards.

### **Review Minutes and Agenda**

The minutes from the December 16, 2021, Board of Trustees Meeting and the agenda for the Board of Trustees January 20, 2022, were reviewed.

### **Other items**

Chair Jim Edwards asked Marie Pyko (CEO) if there were any other updates or items to discuss related to the library response to the current Covid-19 surge. Marie discussed that for January, all staff meetings will be conducted virtually or rescheduled to reduce the number of medium or large staff meetings. This is in alignment with the current Shawnee County Health Department recommendations.

The Executive Committee determined that the Board of Trustees January meeting will also be virtual to be in alignment with the staff recommendation.

Marie Pyko gave an update on the Executive Assistant recruitment and asked whether Kacy Simonsen might consider serving on the final interview team. Kacy agreed to serve in that capacity.

No other items were discussed.

### **Adjournment**

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the meeting was adjourned at 4:40 pm.

Next meeting- February 10, 2022, at 4:00 pm, Zoom meeting

**CHIEF EXECUTIVE OFFICER'S REPORT**  
**January 2022**

**News and Updates**

**Dolly Parton's Imagination Library (DPIL) UW**

We did not receive the December 2021 statistics in time for the Board packet. I have included the previous November 2021 statistics.

At the end of November 2021, there were 5880 children registered. While this is a reduction of 7 children in the program, it is important to understand that each month children graduate from the program on their fifth birthday. It is gratifying that our numbers month to month remain stable. Library staff are developing additional outreach approaches to increase participation, especially in under-represented areas of the community which include visiting local doctor's offices with promotional displays for DPIL. Those displays should be delivered in January 2022.

**Covid 19 Response**

Covid 19 positive numbers remain high in January. We have adjusted our staff focused meetings, asking everyone to either reschedule or move meetings online. For January, all participants attending Preschool Storytime and Musical Storytime must wear masks. We hope this is a short-term concern, however we will keep an eye on the community health numbers to make that decision. We have also decided to hold off on the Kansas Connections programs, which are programs that visit the schools until the Covid positive numbers decrease.

**Welcome New Supervisors and Managers**

I am happy to share that we have three new members of our leadership team who started in late December and early January. Patrick Berry, formerly of Public Services, is the new Community Services supervisor. Angela Hardy-Foltz has rejoined the library after working for 4 years as the Librarian with the Kansas Department of Corrections. Angie is our new Circulation supervisor. Chris Cain formerly worked as a project manager for two federal buildings in Topeka and Wichita. Chris is our new Facilities manager.

**Emerging Leaders Program**

We are pleased to launch our inaugural Emerging Library Leaders Program. This is an internal staff leadership program where staff apply for a yearlong course focused on learning about leadership, honing their leadership skills and learning about the roles, expectations, and scope of work to serve in a leadership position at TSCPL. Kristin Kelly, Staff Development Coordinator and Thad Hartman, Chief of Staff have developed the program and curriculum and will coordinate the series of sessions. The class members will learn about leadership, budgets, supervisor responsibilities and will have a capstone project. The program is focused on our library however it has a similar design to Leadership Greater Topeka.

## Agenda Items

### **Bid for Tech Space Furniture**

We are continuing to work through the elements of the Tech Zone remodel. While we were concerned that due to increased inflation costs, we would see higher bids for each phase of the project, we are pleased that to date the bids are well within our budget allocation. Thad will speak to the furniture bid during the meeting which will include a recommendation from HTK and staff. In February, we will bring to the board the bids and recommendation for the technology equipment for the Tech Zone project.

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

December 14	Presented PLA (Public Library Association) webinar session on Advancing Family Engagement with Sherry Hess.
December 15	Met with Susan Benton, Urban Library Council.
December 16	Led the Rotary Club of Topeka meeting.
December 23	Attended Biweekly Tech Zone Progress meeting.
January 4	Met with Seaman School District librarians at North Fairview elementary.
January 4	Presented Topeka and Shawnee County Public Library and Community Collaborations for the League of Women Voters.
January 4	Led the Rotary Board meeting.
January 5	Attended Equity and Justice Meeting at Topeka Collegiate School.
January 6	Attended Biweekly Tech Zone progress meeting.
January 6	Attended Urban Library Council CEO call.
January 6	Met with the library Covid-19 Response team.
January 7	Attended Senior Executive Committee meeting.
January 10	Attended Board of Trustees Executive Committee meeting.
January 11	Met with Dr. Alan Bearman, Dean of Libraries Washburn University.

Marie Pyko  
Chief Executive Officer  
Topeka and Shawnee County Public Library

## **Trustee Education: Scarlett Fisher-Herreman**

### **Expressions of Concern: The Library Process**

#### **The Expression of Concern process as detailed in the Library Materials Selection Policy:**

1. Topeka and Shawnee County Public Library staff will listen to the customer's concerns. Library staff will give the customer a copy of the Materials Selection Policy and explain the Library's selection process. If the customer wishes, s/he may also discuss concerns with the library director.
2. After discussion with library staff, an individual or group still concerned about library material may submit an official statement using the "Statement of Concern about Library Resources" form.
3. The concern on the "Statement of Concern about Library Resources" form will be considered by a committee designated by the collection development supervisor in consultation with the library director. This committee will meet and the collection development supervisor will prepare a written report of the committee's determination for both the Library Board of Trustees and to the individual or group who submitted the concern.
4. An individual or group may submit a written request to the Library's Board of Trustees if not satisfied with the decision of the committee named to hear the concern.

A step-by-step workflow for Expressions of Concern is detailed on following two pages:

## Workflow for Managing Expressions of Concern

A concern about an item in the library's physical or digital collection, a library program, piece of artwork or gallery exhibition is brought the attention of the library.

Most expressions of concern are related to items in the library's physical collection.

A concern may be expressed verbally at a service point, by phone or email to an individual staff member or to [ask@tscpl.org](mailto:ask@tscpl.org), or as comment on a social media platform like Facebook.

For **verbally expressed concerns** occurring in person at a desk, on a bookmobile, at an outreach location, or by phone, staff are encouraged listen and to invite the person or group bringing the concern to provide contact information. They may offer the Expression of Concern form in this initial conversation.

Most frequently, customers make a verbal statement without sharing their contact information or completing an Expression of Concern form.

For **written expressions of concern** sent by email, staff will direct the concern to the Technical Services Manager. The Manager will communicate via email with the customer and offer the Expression of Concern form and the invitation to discuss the concern by phone or in person before completing the form.

If the customer replies that they would like the form, the manager will mail them the form along with a letter that summarizes the email conversation and outlines the library's process in addressing concerns. A copy of the Library Materials Selection Policy is included with the letter and form.

Most frequently, customers send an initial email and do not reply to the communication sent by the Technical Services Manager or provide only a brief reply thanking the library for a response with no further request for action.

For **concerns expressed through the library's social media platforms**, a member of the library's social media team will contact the Technical Services Manager about the comment. The library may reply to the commentor if it is deemed appropriate to respond. The response will invite the commentor to communicate via email with the library about their concern. The library does not respond to comments occurring on social media outside of the library's official social media platforms.

Concerns expressed through social media are the least frequent type of concern that progresses through the Expression of Concern process.

### **An Expression of Concern form is submitted to the Library**

The form is reviewed by the Technical Services Manager and Collections Director with copies sent to the Chief of Staff and CEO.

The library material referenced in the completed form is obtained by the Technical Services Manager. The Manager and Collections Director review the material and the nature of the concern related to the material before involving other non-administrative library staff.

The Technical Services Manager communicates via letter with the customer who submitted the form about the Library Materials Selection Policy and shares the library's position about the inclusion and placement of the material in the collection. Customers are informed of the process should they choose to continue expressing a concern.

Most frequently, customers do not reply to the letter and communicate no further with the library about the concern. If they request further action, the process continues.

### **A Customer Continues with an Expression of Concern**

The Technical Services Manager works with the Collection Director, administrative leadership, and others to convene a small committee of library staff to review the concern and prepare a written report of the committee's decision. The committee includes managers and non-managerial staff.

If necessary to the work of the committee, additional copies of the material are obtained either through purchase or interlibrary loan.

The Technical Services Manager creates a schedule and meeting framework for the committee.

Committee members individually review the material and the Expression of Concern prior to meeting together to make a determination about the concern.

Committee members meet and reach consensus on their decision.

The Technical Services Manager communicates the decision of the committee by letter to the customer. Copies of the letter are sent to the Collections Director and administrative leaders including the Chief of Staff and CEO. Additional meetings with Administration may take place before the decision letter is sent to the customer.

A customer or group may submit a written request to the Library's Board of Trustees if not satisfied with the decision of the committee. If a request is submitted, the process moves to the Board of Trustees to review the concern and make a final determination.

If the concern focuses on a library program, artwork, gallery exhibit, or other matter related to the library, a similar process will be worked through under the leadership of the appropriate manager or director.

## Chief of Staff Report



**Thad Hartman**  
**January 13, 2022**

### ***Digital Inclusion***

Previously I have given some information on the Digital Equity Inclusion Partnership that Digital Services Director David King and I have been part of for the last several months. As you may recall the City of Topeka received a grant to help fund part-time technical and digital navigator positions to collect and share community-based resources and provide digital literacy training, equipment and basic technical support for minority and low-to-moderate-income communities.

We are getting closer to the next step of the process in which devices and 1 year's worth of internet service will be available to community members. The initial rollout will begin with a focus on adults over the age of 60. As part of this initiative, the Library will provide computer training for those getting a computer.

Program Services Manager Jacqueline Belden and Training Professional Shari Schawo have begun meeting with the rest of the partners and are currently working on logistics. We don't have details just yet, but we're looking to begin training in April. With the help of our partners, we think this will be a great opportunity to reach parts of the community who can greatly benefit from the training we provide and will make a significant impact in the community.

### ***2022 Organizational Priorities***

For the last few weeks the Management Team has been developing our Organizational Priorities for 2022. This process is nearing completion. Many of the overarching goals will be the same in 2022 as 2021. Examples are reengaging with the public who have stopped or decreased use due to the pandemic and updating the Facilities Master Plan to respond to the changing needs of our community. One new goal will be to develop the process for creating a strategic plan in 2023. This year-long list of Organizational Priorities will help guide and focus our work until we create a formal strategic plan.

### ***COVID***

With COVID numbers on the rise and the Community Indicator back in the red, we have been reevaluating our current processes, procedures, and services. Our primary focus has been on identifying those activities that put customers in close contact with staff members and finding ways to improve safety in these instances. We have recently instituted a mask requirement for anyone attending Storytime because there is often a lack of social distancing at these programs. We're also requiring masks for our Computer and Gadget help appointments and moved the location from a Team Room to the Learning Center, to allow for better distancing.

We are currently reviewing how we handle computer issues in meeting rooms and how we can improve the situation for staff so that they don't have to go into an enclosed room with multiple people who may be unmasked. We hope to be able to make these types of improvements in lieu of making large-scale changes that will remove services or create additional issues and hardships for staff. However, we will continue to monitor the situation in the community and make changes as necessary.

### ***New Staff***

We have had several new staff members begin at the library over the last month. This includes three new members of Management Team: Facilities Manager Chris Cain, Circulation Supervisor Angie Hardy-Foltz, and Community Services Supervisor Patrick Berry. Chris has a Facilities report in this month's packet. We're excited to have everyone on board and wish a warm welcome all our new staff at the library!

### **Department Highlights**



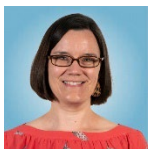
**Public Services – Information and Learning**  
**Debbie Stanton, Public Services Supervisor**

#### ***Business & Careers***

Business and Careers Librarian Meredith Snapp and her team are planning special events for this Spring. The evening of Tuesday, February 8, we'll be screening the PBS documentary "Boss: The Black Experience in Business," followed by an audience conversation moderated by Glenda Washington, Chief Equity and Opportunity Officer at GO Topeka. The evening of Tuesday, February 15, we are hosting a panel discussion on Black Entrepreneurial Excellence. S.J. Hazim, Lazone Grays Jr. and Imogene Harris will share wisdom, resources and experiences related to the Black entrepreneurship experience.

#### ***Community Connections***

Community Connections Librarian, Lissa Staley, has been facilitating a virtual book club since the beginning of Topeka's pandemic closures. The Classics Made Modern Virtual Book Club recently celebrated their 40<sup>th</sup> virtual discussion. The book club focuses on public domain titles that are readily available in print, eBook, and audiobook. Because the selections are often 95 to 200 years old, the group enjoys discussing what has changed since the work was written, what has stayed the same and what we can learn from these classic works. Pictured are the attendees at the Wednesday, December 22 discussion of the play *Pygmalion* by George Bernard Shaw.



**Public Services**  
**Autumn Friedli, Supervisor – Readers Services**



### **Customer Success Story**

I received a call on January 11<sup>th</sup> from a customer who wanted to send a very big thank you out to the Public Services staff. The customer called to say how much the library helped her brother over the past several months. He was working on getting his EMT certificate renewed and he's not computer savvy, but staff really went above and beyond to help him jump through the hoops to get that certificate completed. Because the coursework has all moved online, he didn't know if he was going to be able to finish and continue as an EMT. His very proud sister said he couldn't have done it without the patient and helpful library staff and the staff made him (and her) very happy. He loves being an EMT.

### **Top City Reads**

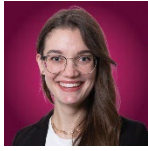
Our Top City Reads Facebook group has been growing in members. Librarians Deb Ellerbrook and Miranda Ericsson have been hard at work promoting the group and welcoming new members. On December 20<sup>th</sup>, this online group dedicated to readers hit 500 members. As of January 11<sup>th</sup>, we were at 532 members!! And this month, the group is hosting a Top City Reads Together – were everyone is encouraged the download and read the same book. The book for January is *The Lincoln Highway* by Amor Towles which has already been downloaded over 450 times in the month of January! Want to join in? Find out more at <https://tscpl.overdrive.com/>. And don't worry about being on a waitlist on Overdrive for the eBook; it's available for the month of January with no holds!

Top City Reads plans to do Top City Reads Together events 3-4 times a year, look for the next community read to take place in June! You can read more about the technical side of Top City Reads in Scarlett Fisher-Herremann's report which goes into more detail about the process that makes Top City Reads Together a success.

### **Winter Reading Challenge**

And if you join the Top City Reads group in reading *The Lincoln Highway* this month, you might as well go ahead and join our Winter Reading Challenge (<https://tscpl.org/books-movies-music/winter-reading-challenge>). Read three books total (*The Lincoln Highway* counts as one) and you can receive this awesome mug perfect for hot cocoa on cold nights while reading by the fire. So far, 563 readers have joined the challenge and 60 have already completed! But don't worry there is still plenty of time to read three books! If you need help finding three reads to fill your log with, reach out to our expert book recommendation team through our Personalized Browsing Just for You service (<https://tscpl.org/browsing-just-for-you>).





**Program Services**  
**Jacqueline Belden, Program Manager**

***Welcome Our New Team Member!***

After two rounds of interviews with several great candidates, we are excited to welcome Patrick Berry to the Program Services! Patrick joins us as the new Community Services Supervisor, and he will be leading the team that provides bookmobile, Adventuremobile, TSCPL@Home, and Kansas Connections services. Patrick has worked as a Public Services Specialist at the library for the last three years, and he comes to us with many years of professional experience as a business owner and retail manager. We are so excited to welcome his leadership and vision to the Community Services team. Welcome, Patrick!

***Update on Public Training from Shari Schawo***

Some in-person computer classes have resumed at the library. In December, Shari offered classes on PowerPoint, Word, and Excel for beginners and classes on the library's digital resources to teach attendees how to access offerings on Libby (Overdrive), Hoopla, and Flipster. A few more new technology offerings are coming in January, including an exciting cross-departmental collaboration to provide a class on LinkedIn. Computer & Gadget Help appointments continue to be well-utilized, and we look forward to welcoming more community members to these appointments in the new year.

***Bookmobile Schedule Changes***

The Community Services team along with Program Manager Jacqueline Belden and Chief of Staff Thad Hartman have been working hard to implement a schedule change on the bookmobiles this month. Starting December 27, the TSCPL bookmobiles moved to an alternating week schedule. Community Services has been faced with several obstacles in 2021: between staffing challenges, the 2020 addition of home delivery services, the anticipated return of Adventuremobile services and Kansas Connections programs, and decreased usage of bookmobile services throughout the community since the resumption of services after the COVID shutdown, we identified that adjusting the bookmobile schedule could address these issues effectively. This new schedule will allow us more flexible staffing, which accommodates the resumption of our school-based services and programs, and it will also allow us to target our bookmobile services more, hopefully facilitating the provision of even better bookmobile services as we assess our bookmobile stops and ensure that all of Shawnee County has access to our excellent services and resources. Please visit our website at [tscpl.org](http://tscpl.org) to view the new schedule!



**Youth Services**  
**LeAnn Brungardt, Youth Services Supervisor**

***Masking Up for Musical and Preschool Storytime***

We are temporarily requiring masks during two programs, Musical and Preschool Storytime. This determination was based upon several factors that are unique to those programs. The target audience is

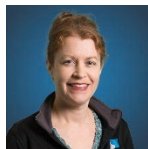
for children who are under the age of eligibility to receive vaccination. The programs can be well attended. They take place in a small space. Attendees are not of an age to social distance well. Activities within the programs include singing and dancing. Attending in person is preferable to moving online. Masking allows us to continue the program rather than suspending it. Masking is not required for other programs or services.

### ***Learning from One Another***

Early Childhood Librarian Luanne Webb shared this Family Zone observation, “One parent was engaged with her child, telling him to pick colors and helping him fit puzzle pieces together. Another parent started doing the same after watching the first parent. I have heard about and seen more parent engagement since having the moderated playtime.”

### ***Winter Break and the Edge***

Teen librarian, Angie Reed reported that during the winter break from school, a group of mostly teens from an area Boys and Girls Club called ahead and then came to take advantage of the activities in the Edge. This group was excited about their experience, so hopefully they will be back even when school resumes, and/or they will tell their friends.



**Collections**  
**Scarlett Fisher-Herreman, Technical Services and Collection Development Manager**

We are off to a successful beginning to the year in Technical Services. We began purchasing new physical and digital materials the week of January 10<sup>th</sup>. We will purchase for 49 weeks of the year. We purchase physical materials on Wednesdays and Overdrive content on Fridays. We are looking forward to exceeding customer expectations with library collections. While the challenges presented by COVID to the publishing industry remain with us, there is hope that this will be a better year in terms of book production and distribution. We are committed to building and maintaining diverse, vibrant collections for customers of all ages.

On a programmatic note, we are trying something new with the Top City Reads Together program (see Autumn Friedli’s report for more details on the program). We want to offer new titles with this program and to manage costs with eBook and eAudio licenses, many of which are quite expensive when first available. Overdrive is now offering many more titles, including a growing number of new releases, on a purchasing program called “Cost per Circ”. As the name implies, the costs are managed on a per checkout basis rather than the library purchasing individual licenses to digital content. With individual licenses, eBooks and eAudio only circulate to one customer at a time which is not preferred, especially for a community reading program. With cost per circ, we can offer new titles on a simultaneous use plan for a set amount of time and pay only for the checkouts that occur during that time. This cost per circ model is our plan for Top City Reads for this year. I’m pleased to share that in the 3 weeks we’ve promoted our January Top City Reads title, *The Lincoln Highway* by Amor Towles, we’ve had over 475 checkouts on Overdrive. We also have print copies available for this book. We are looking forward to

engaging readers with at least 6 community read titles this year. We will be experimenting with cost per circ for other new titles while also continuing to purchase metered licenses for new and existing titles.



**Digital Services**  
**David King, Digital Services Director**

### ***WiFi Hotspot Grant Project***

Jumping ahead to January – we have launched this project. Our WiFi hotspots can now be checked out. As of now, we offer 10 hotspots for checkout. This is to help the library see how checkout/returns work, and reporting issues to Digital Services as needed. Once we are comfortable with that process, we'll have 30 more that customers can check out, for a total of 40 hotspots. We have 10 more that are planned to be used with partners.

How does checkout look so far? As of today, all have been checked out at least once, one has been checked out twice. We expect that to continue!

### ***Network & Systems Administrator opening***

Brian Mithen, who worked in the Digital Services department as a Network & Systems Administrator for around 10 years, resigned (he landed a fun-sounding job at Hills). We have posted the job opening on our website. If anyone knows someone who might be interested in this fun and important job, please pass the job ad on to them!

### ***Staff Laptop rollout***

All laptops have been rolled out and set up for staff. This will help staff be much more flexible with where they are working – remotely, at their desk, etc.

### ***Top Web Pages for December 2021***

1. Services Page: 2185 Pageviews
2. Great Gatsby post: 2026 Pageviews
3. Best Books of 2021 post: 1302 Pageviews
4. About Page: 1256 Pageviews
5. My Account Page: 1089 Pageviews
6. Creativity blog post: 1016 Pageviews
7. Bookmobile schedule: 999 Pageviews
8. Get a library card page: 946 Pageviews
9. June bride blog post: 945 Pageviews
10. Library jobs page: 859 Pageviews

### ***Social Media Highlights for December 2021***

#### ***Facebook***

- Good ideas video with Luanne – reached 8,600 people
- Register for the winter reading challenge – reached 7856 people
- Photo of our Book Group in a Bag bags – reached 8114 people

### ***Twitter***

- Bookmobiles not out because of snow – 563 impressions
- Register for the Winter Reading Challenge – 443 impressions
- Taco Tuesday at the cafe – 406 impressions

### ***Instagram***

- Making hearts in the parking lot snow – 776 impressions
- Meet a library staffer (Meg) – 717 impressions
- Photo of Monica in the cafe – 700 impressions



**Facilities**  
**Chris Cain, Facilities Manager**

### ***First Week***

I have been getting to know my team and co-workers during orientation meetings this week. Everyone has been very friendly and helpful!

I have requested Facilities Technician Dennis Link and Facilities Supervisor Ivan Johnson to get with me on setting a day and time for weekly or biweekly department meetings as needed to discuss our workload and planning and any needs or staffing issues to address.

### ***Maintenance Dept***

The team has been getting the new banners installed on the outside soffits. We are also preparing for our state boiler inspections, set for Jan. 18<sup>th</sup>.

We have had some issues with the 2<sup>nd</sup> floor construction causing outages with our building automation system and are in the process of addressing this issue with the contracted project manager.

During a walk through on the 2<sup>nd</sup> floor with Dennis and myself we found a fitting in the sprinkler system that is corroded and will cause a leak. We are looking into the scope of work to see if that is a contractor issue or if I need to schedule Jayhawk Fire Company to make repairs, so we do not have any future water issues. I am going to start doing weekly walk throughs of the construction site and check progress and quality of work.

***Custodial Department***

Ivan and I have discussed how we can do some creative outreach in the community to attract more applicants to fill our current custodial positions and take some burden off our current staff.

We also discussed any needs and issues we may want to look at in this area.

We are working on scheduling McElroy's Inc to service the deli hood next Monday and setting up A1 Septic on quarterly service of the deli grease trap for 2022.

***Budget***

I am currently working on getting bids for a new route van/truck. I have a meeting scheduled with CFO Kim Strube next week to go over budgeting for next year, keeping track of current spending, and follow up on our Black Mountain software. I will also be getting with Ivan and Dennis to discuss any needs and develop priorities going forward.

# January Board Report

January 12, 2022

## Communications & Marketing Team

Diana Friend, director | Bonnie Cuevas, event coordinator | Ginger Park, communications editor  
Karen Watson, graphic design | Michael Perkins, web administrator & multimedia producer

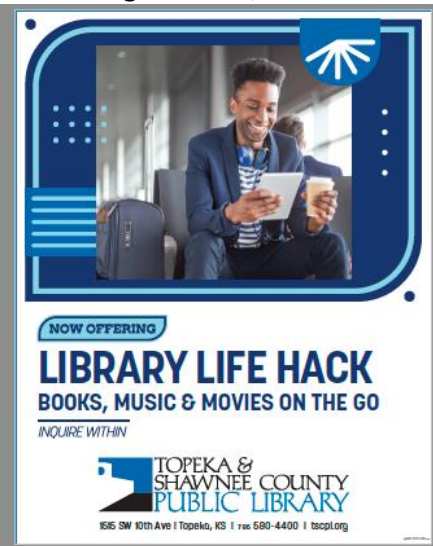
## Getting the New Year Going

C&M is rolling over 2021 on-going projects and adding new projects for 2022. Work for the first quarter of the year begins in the previous calendar year. Karen spent the waning hours of 2021 designing advertisements for publications like the Greater Topeka Partnership (GTP) TOP Magazine and Visit Topeka Visitors Guide and doing promotional pieces for February's Black History Month events.

### Visit Topeka Guide 2022



### TOP Magazine Fall/Winter



Bonnie is on the Farmers Market program committee and shares that for 2022 the Market will be every Monday, May 9-October 3, 7:30am-11:30am in the east library parking lot. Bonnie coordinates the vendors and works with the Topeka organizations to keep the community informed about the fresh produce and products that are available at the library.

Michael's newest video will be premiered at the Stephanie Hall Sneaky Learning Day on February 21. Since COVID-19 has impacted meeting in-person, Michael has filmed each staff person who is recognized for years of service, which this year is about 33 people. It's a fun way to recognize the wonderful people who work to make the library great!




The C&M staff, plus LeAnn Brungardt and David King, are also working on a community website project called “Kindergarten Ready.com” and are providing writing, editing, design and tech support for building this website to help families find the school their children will attend and when enrollment events will happen. This website is the result of 30 preschool, daycares, early childhood development organizations (the library is one) and public/private school representatives who are all working together to enable parents new to the educational system to discover resources needed to help their child be ready for school.

## Popular Facebook posts for Dec 17, 2021 – Jan 12, 2022

**Topeka & Shawnee County Public Library**  
December 27, 2021 · 🌐

Look at all the Book Group in a Bag options we have waiting for your book club to check out! 📖 Each bag comes with 10 copies of a book and discussion resources. 📄 <https://tsclpl.org/books-movies-music/book-group-in-a-bag>



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

**8,114** People reached      **629** Engagements      **Boost post**

👍❤️👏 159      11 Comments 22 Shares

**Performance for your post**

**8,114** People Reached

**300** Reactions, Comments & Shares 📊

<b>176</b> Like	<b>117</b> On Post	<b>59</b> On Shares
<b>43</b> Love	<b>28</b> On Post	<b>15</b> On Shares
<b>1</b> Haha	<b>1</b> On Post	<b>0</b> On Shares
<b>28</b> Wow	<b>19</b> On Post	<b>9</b> On Shares
<b>32</b> Comments	<b>12</b> On Post	<b>20</b> On Shares
<b>22</b> Shares	<b>22</b> On Post	<b>0</b> On Shares

**329** Post Clicks

<b>31</b> Photo views	<b>66</b> Link clicks 📄	<b>232</b> Other clicks 📄
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**NEGATIVE FEEDBACK**

<b>3</b> Hide post	<b>0</b> Hide all posts
<b>0</b> Report as spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts



**Topeka & Shawnee County Public Library**  
December 27, 2021 · 🌐

Register now for the Winter Reading Challenge  
<https://tscpl.beanstack.com!> 📖 Read at least 3 books during January 2022. You'll earn a cozy mug when you complete the challenge!



**Winter Reading Challenge**

*Stay curious*

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

**7,902** People reached      **813** Engagements      [Boost post](#)

👍❤️ Anabell J Parrish, Frances Accipiter and 83 others · 10 Comments · 32 Shares

👍 Like    💬 Comment    ➦ Share    ⋮

**Performance for your post**

**7,902** People Reached

**288** Reactions, Comments & Shares 📊

<b>181</b> Like	<b>84</b> On Post	<b>97</b> On Shares
<b>15</b> Love	<b>3</b> On Post	<b>12</b> On Shares
<b>60</b> Comments	<b>17</b> On Post	<b>43</b> On Shares
<b>32</b> Shares	<b>32</b> On Post	<b>0</b> On Shares

**525** Post Clicks

<b>10</b> Photo views	<b>249</b> Link clicks 📈	<b>266</b> Other clicks 📈
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**NEGATIVE FEEDBACK**

**2** Hide post      **0** Hide all posts  
**0** Report as spam      **0** Unlike Page

Reported stats may be delayed from what appears on posts



**Good Ideas**  
for Learning Through Play  
for Preschoolers

with **Luanne**

**Topeka & Shawnee County Public Library: Luanne shows there are learning opportunities when you bake with your preschooler...**

Baking provides many learning opportunities for your preschooler like following directions, math, and patience. The rhymes Gingerbread in Colors and 5 Little Cookies sneak in a little math and provide a bit of fun!

4:05 · Uploaded on 12/16/2021 · Owned · Appears Once · View Permalink · Copy Video ID

**Total Video Performance** ⓘ

🕒 Minutes Viewed	<b>388</b> >
📺 1-Minute Video Views	<b>67</b> >
📺 10-Second Video Views	<b>286</b> >
📺 3-Second Video Views	<b>934</b> >
🕒 Average Video Watch Time	<b>0:05</b> >
📊 Audience retention	>
👥 Audience and Engagement	>


**This video is used in 1 post**

Posts ⓘ	Posted Date	Estimated Reach	3s Video Views	10s Video Views	Unique 3s Video Views	Post Engagement	Average Video Watch Time
 <b>Topeka &amp; Shawnee County Pu...</b> Luanne shows there are learning...	12/17/2021 4:00 pm	8.7K	934 100%	286 100%	909	32	0:05 / 4:05

**Total 3-second video views on Facebook: 934** ⓘ

**Topeka & Shawnee County Public Library**  
6d · 🌐

Looks like the parking lot salting crew had a little fun this morning. 😄



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

**9,579** People reached      **1,069** Engagements      [Boost post](#)

👍❤️😄 James Selby, Kimberly Courtner and 584 others    5 Comments    23 Shares

👍 Like      💬 Comment      ➦ Share      🌐

**Performance for your post**

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**9,579** People Reached

---

**769** Reactions, Comments & Shares ⓘ

<b>537</b> 👍 Like	<b>427</b> On Post	<b>110</b> On Shares
<b>141</b> ❤️ Love	<b>119</b> On Post	<b>22</b> On Shares
<b>59</b> 😄 Haha	<b>45</b> On Post	<b>14</b> On Shares
<b>1</b> 😮 Wow	<b>1</b> On Post	<b>0</b> On Shares
<b>9</b> Comments	<b>5</b> On Post	<b>4</b> On Shares
<b>23</b> Shares	<b>23</b> On Post	<b>0</b> On Shares

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**300** Post Clicks

<b>41</b> Photo views	<b>0</b> Link clicks ⓘ	<b>259</b> Other clicks ⓘ
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**NEGATIVE FEEDBACK**

<b>2</b> Hide post	<b>1</b> Hide all posts
<b>0</b> Report as spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts

###



## **Resolution – Bid for Tech Space Furniture**

### **BOARD OF TRUSTEES January 20, 2022**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Scott Rice Office Works, Lenexa, Kansas, in the amount of \$87,298.01 for furniture for the Tech Space, including the first and second alternates. This shall be paid from the General Fund, Special Projects budget line item.**

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

One of the goals of the Facilities Master Plan was to create more space for the public. While some small areas on the main floor could be reorganized to add public space, the location that was identified that would have the biggest impact was the old Technical Services workroom. Construction began in December 2021 on the creation of a Tech Zone, which will be located in the space previously occupied by Technical Services staff.

The new service area will provide customers with the space, resources, and assistance they require for coworking, in-depth research, and other more focused technology work. In addition to expanding the library's technology offerings, this will relocate a large amount of public computer work from the New Books and DVD area.

This bid package includes all the furniture that will be located in this space. This includes various types of task chairs as well as booths and more casual seating. A major component is 10 3-person computer pods that will be used for the majority of the public computers in the space. This will provide customers with a modicum of privacy when doing computer work and will provide 30 computer stations that library staff will be able to effectively monitor and manage. This bid also includes tables for the Digital Arts studio and recording studios.

This bid package does not include the computers and technology equipment. This is part of a separate bid package and will be submitted to the board at the February meeting.



## Bid Process

In preparation for the bid process Library staff worked with HTK Architects to develop the room layout, determine furniture needs, and select finishes. HTK worked with library staff and developed an approved schedule, furniture specifications, 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 December 6, 2021.

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. Submissions of voluntary alternates were due January 3, 2022 and submissions of bidder questions were due January 6, 2022. Bids were due January 11, 2022.

Bids were received at a public meeting over Zoom at 2:00 PM, January 11, 2022. Six bids were received before the bid deadline; all were submitted electronically.

**Staff Recommendation:**

The low bid that included all aspects of the RFP was from Scott Rice Office Works, Lenexa, Kansas. HTK and Library staff reviewed all the bids. It was determined that the bid from Scott Rice met all product specifications and quantities. The bid was less than what was anticipated for this project in the 2022 budget.

TSCPL staff recommends the bid of \$87,298.01 from Scott Rice Office Works for furniture for the Tech Zone, including the first and second alternates, be accepted.

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

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

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

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



January 12, 2022

## Topeka Shawnee County Public Library – Tech Services

### Furniture Bid Analysis

#### Overview & Recommendation

HTK recommends accepting the Low Bid from Scott Rice, plus Alternate 1 and Alternate 2. Scott Rice provided a Bid that met all product specifications and quantities. Scott Rice provided costs for both Freight and Delivery/Install as well.

Accepting the Base Bid and Alternates from Scott Rice would bring the total furniture package cost to \$87,298.01.

Scott Rice was able to access deeper discounting for the furniture than was anticipated in the budget, and therefore was able to provide a bid significantly lower than expected. In addition, Scott Rice was able to specify a Steelcase product, for whom they are a Certified Dealer, on the costliest piece of furniture in the package, contributing to even better pricing for their Bid Submittal.

All options came in lower than what was budgeted. The budget for furniture on this Package was estimated at \$155,000. The highest Base Bid was submitted by Interior Landscapes with a price of \$97,152.19.

#### Low Bid - Scott Rice

<b>Bid Price</b>	\$81,156.86
<b>Alternate 1</b>	\$2,145.07
<b>Alternate 2</b>	\$3,996.08
<b>Meets Bid Documents (Specifications, Addendums)</b>	Yes
<b>All Items Accounted for in Pricing Spreadsheet</b>	Yes
<b>Notes</b>	Meets all product specifications, quantities, etc. Scott Rice accesses heavy discounting on all Steelcase products since they are Steelcase's certified dealer.

#### Modern Business Interiors

<b>Bid Price</b>	\$89,687.00
<b>Alternate 1</b>	\$2,488.00
<b>Alternate 2</b>	\$6,540.00
<b>Meets Bid Documents (Specifications, Addendums)</b>	Yes
<b>All Items Accounted for in Pricing Spreadsheet</b>	Yes
<b>Notes</b>	Meets all product specifications, quantities, etc.

#### Interior Landscapes

<b>Bid Price</b>	\$34,934.58
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<b>Alternate 1</b>	\$2,499.22
<b>Alternate 2</b>	\$5,164.40
<b>Meets Bid Documents (Specifications, Addendums)</b>	Yes
<b>All Items Accounted for in Pricing Spreadsheet</b>	Yes
<b>Notes</b>	Meets all product specifications, quantities, etc.

### Impact Interiors

<b>Bid Price</b>	\$76,534.73
<b>Alternate 1</b>	No Bid
<b>Alternate 2</b>	No Bid
<b>Meets Bid Documents (Specifications, Addendums)</b>	No
<b>All Items Accounted for in Pricing Spreadsheet</b>	Yes
<b>Notes</b>	Impact Interiors did not submit any specified or approved alternate products. Impact Interiors did not follow instructions laid out within the RFP, changes issued by addendum, or the Bid Form provided.

### Commercial Concepts & Furnishings

<b>Bid Price</b>	\$5,819.72
<b>Meets Bid Documents (Specifications, Addendums)</b>	Yes
<b>All Items Accounted for in Pricing Spreadsheet</b>	No
<b>Notes</b>	Commercial Concepts & Furnishings only submitted a bid for two products that were approved as Alternates during the Bidding phase. The Library is not accepting partial bids.

### Pivotal Health Solutions

<b>Bid Price</b>	\$19,279.00
<b>Meets Bid Documents (Specifications, Addendums)</b>	No
<b>All Items Accounted for in Pricing Spreadsheet</b>	No
<b>Notes</b>	Pivotal Health Solutions only submitted a partial bid that did not include all pieces required within the Bid Package. The pieces that they did submit were not Basis of Design pieces or pieces approved as Alternates during the Bidding process.

**TSCPL - Tech Services Furniture**

**HTK Architects**

Bid Tabulation

HTK Project No. 2001.01-006

Tuesday, January 11, 2022

CONTRACTOR	MBI	Impact Interiors	Scott Rice	Commercial Concepts & Furnishings	Interior Landscapes	Pivotal Health Solutions
Addenda No. 1 and 2	Yes	no	Yes	Yes	Yes	Yes
Base Bid	\$89,687.00	\$76,534.73	\$81,156.86	\$5,819.72	\$94,652.97	\$19,279.00
Alternate 1	\$2,488.00	no bid	\$2,145.07	no bid	\$2,499.22	no bid
Alternate 2	\$6,540.00	no bid	\$3,996.08	no bid	\$5,164.40	no bid
Base Bid + Alt. 1	\$92,175.00		\$83,301.93		\$97,152.19	
Base Bid + Alt. 2	\$96,227.00		\$85,152.94		\$99,817.37	
Base Bid + Alt 1 and Alt 2	\$98,715.00		\$87,298.01		\$102,316.59	

Notes: Budget of \$155,000

Did not specify any furniture per the specifications. Did not submit any alternates for approval.

Low Bid. T2 Bid as Steelcase Pre-Approved Alternate

Did not submit a complete Bid. Bid only on C2a and C2b

Did not submit a complete Bid.



	2021												2021		2020	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	Change 20 To 21%	
<b>CIRCULATION*</b>																
Main Library	33,939	30,745	31,880	26,394	20,799	12,837	7,949	5,868	5,463	4,773	4,298	4,001	188,946	185,902	1.6%	
TSCPL Curbside	24,806	20,413	29,245	27,430	21,530	28,091	37,158	40,010	35,449	34,896	33,233	35,216	367,477	520,932	-29.5%	
Circulation Desk & Renewals	1,129	1,039	1,044	1,105	956	1,200	1,163	1,261	1,138	1,102	1,088	1,118	13,343	7,790	71.3%	
Interlibrary Loan	190	10,217	23,450	22,065	30,051	47,106	51,893	46,027	40,288	40,966	38,759	38,827	387,849	292,028	32.8%	
Self-Check																
Bookmobile																
TSCPL @ Home	5,282	4,569	4,444	4,815	5,021	4,450	3,658	3,977	3,493	3,334	3,451	3,860	48,873	11,584	321.9%	
Red Carpet	6,286	5,039	5,520	5,556	5,021	6,204	5,976	6,163	5,680	5,593	5,408	5,169	67,615	68,777	-1.7%	
Digital Downloads	51,121	48,059	51,098	47,990	49,883	47,221	48,856	49,995	47,445	48,466	47,262	46,963	584,359	563,832	3.6%	
Library @ Work / Smartlocker	2,218	2,158	2,100	2,000	1,831	1,420	1,365	1,776	1,599	1,783	1,596	1,454	21,290	20,885	1.9%	
<b>TOTAL CIRCULATION</b>	<b>124,971</b>	<b>122,239</b>	<b>148,781</b>	<b>137,383</b>	<b>134,113</b>	<b>152,806</b>	<b>164,582</b>	<b>161,930</b>	<b>146,801</b>	<b>148,061</b>	<b>141,679</b>	<b>139,382</b>	<b>1,722,708</b>	<b>1,770,815</b>	<b>-2.7%</b>	
* Includes first-time checkouts and renewals																
<b>CIRCULATION DETAILS</b>																
Print Material	46,169	46,173	62,778	55,841	52,940	68,563	76,545	72,057	63,680	64,256	60,086	58,094	727,182	751,155	-3.2%	
Audio/Visual Material	20,792	21,416	28,302	26,521	25,146	29,879	32,655	32,831	29,533	29,113	28,259	28,866	333,313	397,396	-16.1%	
Adult Materials	39,054	40,352	53,926	49,855	46,064	53,140	57,833	58,506	52,947	52,901	50,158	50,430	605,166	689,024	-9.5%	
Children's Materials	20,123	19,512	27,108	23,087	23,585	34,867	40,163	35,980	31,055	31,165	29,835	27,730	344,190	365,076	-5.7%	
Young Adult Materials	2,394	2,423	3,345	3,042	2,374	3,616	4,171	3,353	2,705	2,728	2,418	2,785	35,354	37,641	-6.1%	
Red Carpet Materials	5,390	5,302	6,701	6,398	6,063	6,819	7,033	7,049	6,506	6,575	5,934	6,015	75,785	76,945	-1.5%	
<b>NEW PATRONS</b>																
Topoka / Shawnee County																
Adults	315	304	297	276	423	471	509	496	429	341	356	310	4,527	4,659	-2.8%	
Children (ages 17 and under)	26	16	44	56	109	213	162	137	81	95	81	72	1,092	716	52.5%	
Red Carpet Outreach	5	24	2	14	1	22	10	18	11	7	7	7	110	59	86.4%	
NEWL	52	34	54	60	62	71	72	56	59	51	66	43	680	726	-6.3%	
Non-Resident	0	0	2	0	0	0	0	0	6	1	0	0	9	23	-60.9%	
<b>Total New Registrations</b>	<b>398</b>	<b>360</b>	<b>399</b>	<b>406</b>	<b>595</b>	<b>777</b>	<b>753</b>	<b>707</b>	<b>586</b>	<b>495</b>	<b>510</b>	<b>432</b>	<b>6,418</b>	<b>6,183</b>	<b>3.8%</b>	
<b>PATRONS DELETED</b>	<b>72</b>	<b>28</b>	<b>71</b>	<b>83</b>	<b>79</b>	<b>75</b>	<b>118</b>	<b>4,011</b>	<b>107</b>	<b>115</b>	<b>73</b>	<b>104</b>	<b>4,936</b>	<b>9,002</b>	<b>-45.2%</b>	
<b>BORROWERS</b>																
Topoka / Shawnee County																
Adults	54,016	54,350	54,518	54,891	55,243	55,426	55,727	56,320	56,658	57,074	57,371	57,661	57,661	53,762	7.3%	
Children (ages 0 - 17)	14,922	14,845	14,723	14,699	14,720	14,820	14,847	14,888	14,829	14,837	14,818	14,776	14,776	15,002	-1.5%	
TSCPL @ School	20,751	20,751	20,751	20,751	20,751	20,751	20,750	24,178	24,809	25,457	25,544	25,587	25,587	20,665	*	
Red Carpet Outreach	1,124	1,135	1,130	1,144	1,142	1,154	1,161	1,190	1,205	1,213	1,222	1,204	1,204	1,121	7.4%	
NEWL	7,395	7,428	7,456	7,472	7,614	7,815	8,080	8,099	8,117	8,153	8,196	8,242	8,242	7,367	11.9%	
Non-Resident	80	80	82	80	80	80	80	80	87	88	88	89	89	80	11.3%	
Delinquent	83	85	82	85	85	87	98	94	96	96	96	97	97	87	11.5%	
<b>TOTAL BORROWERS</b>	<b>98,371</b>	<b>98,674</b>	<b>98,742</b>	<b>99,122</b>	<b>99,535</b>	<b>100,133</b>	<b>100,743</b>	<b>104,849</b>	<b>105,801</b>	<b>106,918</b>	<b>107,335</b>	<b>107,656</b>	<b>107,656</b>	<b>98,084</b>	<b>9.8%</b>	
Holds Satisfied	24,521	20,351	20,071	17,280	16,019	17,507	16,935	17,047	15,497	14,927	13,951	13,815	207,921	187,532	10.9%	
<b>CHECK-IN</b>																
<b>TOTAL CHECK-IN</b>	<b>30,678</b>	<b>32,088</b>	<b>44,088</b>	<b>44,959</b>	<b>49,867</b>	<b>59,946</b>	<b>68,480</b>	<b>67,018</b>	<b>59,777</b>	<b>57,738</b>	<b>56,185</b>	<b>54,408</b>	<b>625,232</b>	<b>562,336</b>	<b>11.2%</b>	
2021																
<b>COLLECTION</b>																
Materials Added	3,093	2,683	3,493	2,792	3,708	3,133	2,814	3,865	3,984	3,122	3,101	2,032	37,820	38,104	-0.7%	
Materials Disposed	5,871	7,180	7,193	1,971	1,556	4,349	4,435	4,111	4,224	3,103	1,987	3,851	50,131	58,468	-14.3%	
<b>TOTAL COLLECTION</b>	<b>380,051</b>	<b>375,554</b>	<b>371,854</b>	<b>372,675</b>	<b>374,527</b>	<b>373,311</b>	<b>371,690</b>	<b>371,444</b>	<b>371,204</b>	<b>371,223</b>	<b>372,337</b>	<b>370,518</b>	<b>370,518</b>	<b>382,829</b>	<b>-3.2%</b>	
2020																
<b>WEBSITE</b>																
tscol.org Unique Visitors	30,372	28,370	31,560	27,782	31,216	31,305	28,325	29,173	31,789	31,548	29,185	330,605	372,475	372,475	-11.2%	
tscol.org Total Visits	53,714	47,118	51,313	46,038	51,436	51,194	47,263	49,321	49,620	49,758	44,900	541,675	630,024	630,024	-14.0%	
catalog.tscol.org Unique Visitors	13,770	12,670	14,136	13,168	24,534	15,136	15,585	18,714	17,549	16,768	16,296	24,556	202,882	181,825	11.6%	
catalog.tscol.org Total Visits	40,737	35,921	39,051	35,834	46,649	38,290	38,579	41,693	38,626	37,382	35,570	42,820	471,552	456,052	3.4%	
<b>NOTARY SERVICE</b>	<b>0</b>	<b>64</b>	<b>93</b>	<b>127</b>	<b>110</b>	<b>134</b>	<b>144</b>	<b>105</b>	<b>139</b>	<b>135</b>	<b>136</b>	<b>95</b>	<b>1,282</b>	<b>1,384</b>	<b>-7.4%</b>	



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
Adult Audiobooks	1,559	1,625	2,109	2,122	2,142	2,342	2,334	2,311	2,109	2,157	1,990	1,995	24,795	26,894	-7.8%
Adult Music	1,578	1,623	2,371	2,298	2,204	2,475	2,723	2,913	2,326	2,283	2,257	2,484	27,535	26,707	3.1%
Adult Videos / DVDs	13,938	14,603	19,284	18,234	17,174	16,829	21,294	21,740	20,092	19,765	19,065	19,435	224,453	271,203	-17.2%
<b>ADULT CIRCULATION</b>	<b>39,054</b>	<b>40,352</b>	<b>53,926</b>	<b>49,855</b>	<b>46,064</b>	<b>53,140</b>	<b>57,833</b>	<b>58,506</b>	<b>52,947</b>	<b>52,901</b>	<b>50,158</b>	<b>50,430</b>	<b>605,166</b>	<b>689,739</b>	<b>-9.6%</b>
Juvenile Material															
Juvenile Fiction	12,940	12,470	17,830	14,947	16,310	23,918	27,019	23,858	20,514	20,697	19,614	17,959	228,076	228,510	-0.2%
Juvenile Nonfiction	3,501	3,513	4,762	4,301	3,706	5,771	6,882	6,279	5,577	5,587	5,299	4,832	60,010	64,444	-6.9%
Juvenile Audiobooks	185	176	265	261	231	287	381	350	247	232	284	245	3,144	3,899	-19.4%
Juvenile Music	141	129	213	151	193	212	307	251	213	243	215	197	2,465	2,555	-3.5%
Juvenile Videos / DVDs	3,356	3,224	4,038	3,407	3,145	4,679	5,574	5,242	4,504	4,406	4,423	4,497	50,495	64,821	-22.1%
<b>JUVENILE CIRCULATION</b>	<b>20,123</b>	<b>19,512</b>	<b>27,108</b>	<b>23,067</b>	<b>23,585</b>	<b>34,867</b>	<b>40,163</b>	<b>35,980</b>	<b>31,055</b>	<b>31,165</b>	<b>29,835</b>	<b>27,730</b>	<b>344,190</b>	<b>364,229</b>	<b>-5.5%</b>
Red Carpet Material															
Red Carpet Materials	5,307	5,231	6,593	6,297	5,978	6,729	6,913	6,920	6,424	6,475	5,859	5,930	74,656	75,221	-0.8%
RC Beala	83	71	108	101	85	90	120	129	82	100	75	85	1,129	1,724	-34.5%
<b>RED CARPET CIRCULATION</b>	<b>5,390</b>	<b>5,302</b>	<b>6,701</b>	<b>6,398</b>	<b>6,063</b>	<b>6,819</b>	<b>7,033</b>	<b>7,049</b>	<b>6,506</b>	<b>6,575</b>	<b>5,934</b>	<b>6,015</b>	<b>75,785</b>	<b>76,945</b>	<b>-1.5%</b>
Young Adult Material															
YA Print Materials	2,359	2,387	3,323	2,994	2,317	3,561	4,129	3,329	2,663	2,701	2,393	2,772	34,928	36,947	-5.5%
YA AV	35	36	22	48	57	55	42	24	42	27	25	13	426	694	-38.6%
<b>YOUNG ADULT CIRCULATION</b>	<b>2,394</b>	<b>2,423</b>	<b>3,345</b>	<b>3,042</b>	<b>2,374</b>	<b>3,616</b>	<b>4,171</b>	<b>3,353</b>	<b>2,705</b>	<b>2,728</b>	<b>2,418</b>	<b>2,785</b>	<b>35,354</b>	<b>37,641</b>	<b>-6.1%</b>
Overdrive	35,977	32,454	35,030	32,456	34,471	33,441	34,538	35,035	33,153	33,931	32,171	32,600	405,257	402,557	0.7%
Hoopla	14,034	13,952	14,376	14,159	13,756	12,546	12,999	13,571	13,043	13,180	13,814	13,354	162,784	153,216	6.2%
Fisheer	1,110	1,653	1,692	1,375	1,656	1,234	1,319	1,359	1,249	1,355	1,277	1,009	16,318	8,059	102.5%
<b>DIGITAL DOWNLOADS</b>	<b>51,121</b>	<b>48,059</b>	<b>51,098</b>	<b>47,990</b>	<b>49,883</b>	<b>47,221</b>	<b>48,856</b>	<b>49,995</b>	<b>47,445</b>	<b>48,466</b>	<b>47,262</b>	<b>46,963</b>	<b>584,359</b>	<b>563,832</b>	<b>3.6%</b>
<b>2021</b>													<b>2021</b>		
Value Calculator	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
Circulation	\$776,237	\$776,611	\$1,048,186	\$933,793	\$884,408	\$1,147,194	\$1,279,845	\$1,202,546	\$1,064,370	\$1,074,417	\$1,006,247	\$976,276	\$12,170,130		
Books (\$17)	\$2,540	\$2,450	\$5,600	\$4,560	\$4,590	\$5,405	\$6,300	\$6,595	\$5,350	\$5,275	\$4,475	\$3,330	\$56,460		
Magazines (\$5)	\$76,192	\$76,460	\$103,712	\$96,552	\$91,092	\$109,000	\$119,760	\$120,680	\$108,708	\$106,896	\$103,940	\$106,504	\$1,221,496		
DVD Games/Music (\$4)	\$0	\$640	\$930	\$1,270	\$1,100	\$1,340	\$1,440	\$1,050	\$1,390	\$1,350	\$1,360	\$950	\$12,820		
Notary Service (\$10)	\$33,166	\$2,646	\$30,058	\$25,172	\$24,024	\$26,565	\$57,939	\$59,990	\$56,210	\$61,425	\$53,018	\$52,717	\$482,930		
Reference Questions (\$7)	\$17,000	\$42,190	\$38,440	\$101,260	\$25,580	\$52,670	\$65,320	\$49,470	\$33,910	\$32,300	\$16,140	\$31,400	\$505,680		
Programming (\$10)	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$41		
Meeting Room Use	\$0	\$0	\$6,180	\$4,970	\$14,500	\$57,790	\$57,490	\$22,910	\$15,940	\$14,180	\$7,660	\$10,600	\$212,420		
Gallery Attendance (\$10)	\$38,535	\$39,477	\$62,879	\$64,029	\$83,196	\$104,796	\$69,108	\$724,536	\$115,200	\$120,792	\$112,380	\$99,528	\$1,034,456		
Computer Use (\$12 /hr)	\$2,975	\$3,600	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$56,575		
<b>TOTAL VALUE</b>	<b>\$945,779</b>	<b>\$961,438</b>	<b>\$1,256,228</b>	<b>\$1,134,006</b>	<b>\$1,107,609</b>	<b>\$1,456,618</b>	<b>\$1,566,097</b>	<b>\$1,509,931</b>	<b>\$1,339,523</b>	<b>\$1,351,806</b>	<b>\$1,283,808</b>	<b>\$1,224,795</b>	<b>\$15,117,838</b>		