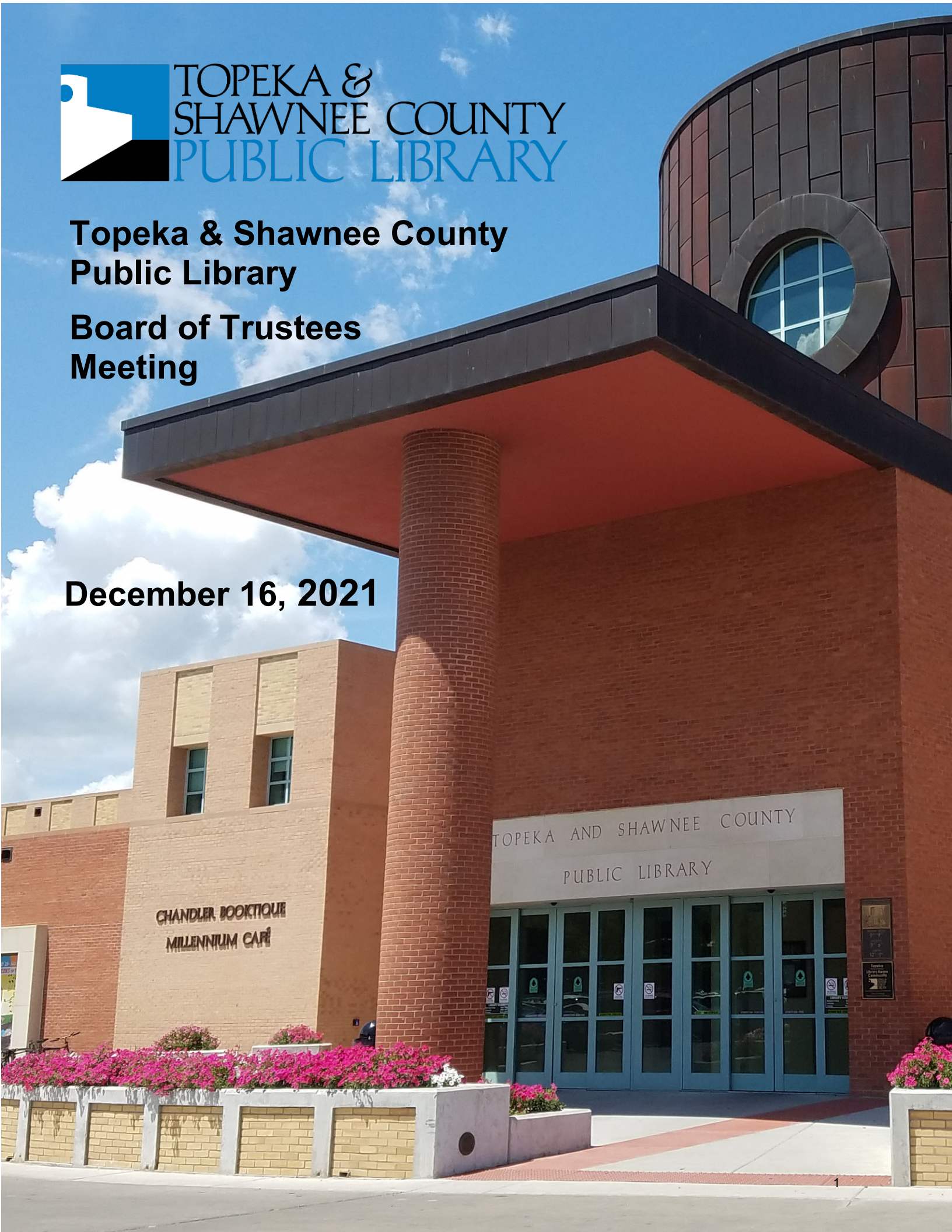




**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

**December 16, 2021**





# 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

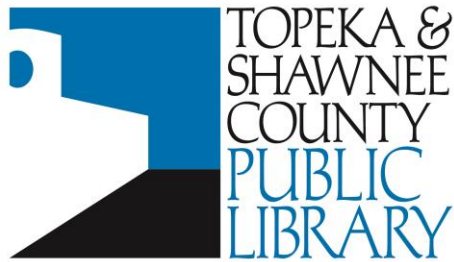
We are hungry to learn, create and innovate. We inspire our community to

# Mission

Sparking curiosity and connecting our community through literacy and learning

# Community Impact Goals





Agenda  
Board of Trustees meeting  
Thursday, December 16, 2021– 4:00 pm  
Menninger Room 206 and/or Zoom Meeting

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

Meeting ID: 853 1930 6913  
Passcode: 875701

## **Call to Order**

## **Public Comment**

## **Trustee Advocacy Stories**

## **Approval of November 18, 2021, Meeting Minutes of the Board of Trustees - [Action Item](#) pg. 5**

## **Chief Financial Officer's Report – Kim Strube pg. 9**

### **Financial Reports**

- Treasurer's Report – 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 December 6, 2021, Meeting Minutes Board of Trustees Executive Committee – [Action Item](#) pg. 24

## **Chief Executive Officer Report – Marie Pyko pg. 25**

- Human Resources update- Jesse Maddox

## **Chief of Staff – Thad Hartman pg. 29**

## **New Business**

- Bid for Chiller Replacement – [Action Item](#) pg. 42
- Bid for Boiler Replacement - [Action Item](#) pg. 45
- Thank you to the Library Foundation - [Action Item](#) pg. 48
- Thank you to the Friends of the Library - [Action Item](#) pg. 49

## **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**

January 20, 2022

4:00 pm

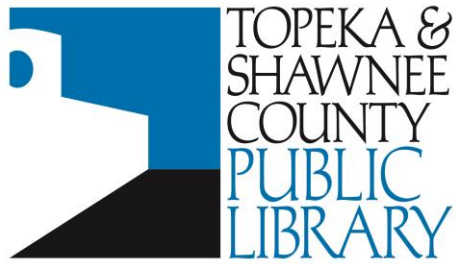
Menninger Room 206/Zoom Meeting

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

Meeting ID: 853 1930 6913

Passcode: 875701

\*Subject to change without notice



Minutes  
Board of Trustees meeting  
Thursday, November 18, 2021  
4:00 pm  
Menninger Room 206

### **Board Members Present**

Jim Edwards (chair), Kacy Simonsen (vice-chair), Joan Hicks (secretary), Shawn Leisinger (treasurer), Beth Dobler, Peg Dunlap, Liz Post, and Jim Ramos

### **Absent**

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, November 18, 2021 in the Menninger Room 206 of the Topeka & 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 shared the positive experience he and Marie Pyko had at the recent Intergovernmental Cooperation Council (ICC) meeting.

Liz Post reported that she attended the recent Low Rider Show at the library and enjoyed it.

### **Approval of Minutes**

On a motion by Liz Post, seconded by Shawn Leisinger, the October 21, 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 October 2021.

On a motion by Shawn Leisinger, seconded by Joan Hicks, the Treasurer's Financial Report for October 2021 was accepted.

Motion passed unanimously.

### **The Library Foundation**

Foundation Chair Judy Moler shared The Library Foundation's November report. After her report, Moler presented a check to Board Chair Jim Edwards for the Foundation's annual distribution totaling \$77,919.98.

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

TSCPL Friends president Christy Molzen shared the November Friends report.

### **Board Chair Reports**

Chair Jim Edwards reported the Executive Committee met via Zoom on Monday, November 8, 2021.

On a motion by Jim Ramos, seconded by Shawn Leisinger, the November 8, 2021 minutes of the Board of Trustees Executive Meeting were approved.

Motion passed unanimously.

### **Chief Executive Officer**

There were no additions to Chief Executive Officer Marie Pyko's report.

Pyko introduced Graphic Designer Karen Watson who presented drafts of the "Now Offering" videos that are scheduled to begin airing on TV around the end of November.

### **Chief of Staff**

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

### **New Business**

#### **Computer Use Policy**

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

Motion passed unanimously.

#### **Loaned Employee Agreement, Friends of the Library for FY 2022**

On a motion by Beth Dobler, seconded by Jim Ramos, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the Friends of the Library Loaned Employee Agreement for FY 2022 as presented.

Motion passed unanimously.

#### **Loaned Employee Agreement, The Library Foundation for FY 2022**

On a motion by Liz Post, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the Foundation Loaned Employee Agreement for FY 2022 as presented.

Motion passed unanimously.

**Memorandum of Understanding (MOU) with Shawnee County Parks and Recreation**

On a motion by Jim Ramos, seconded by Peg Dunlap, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the updated Memorandum of Understanding with Shawnee County Parks and Recreation Department as presented.

Motion passed unanimously.

**2022 Audit Committee Appointments**

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

Shawn Leisinger, Chair  
Peg Dunlap  
Liz Post

Motion passed unanimously.

**Neighborhood Revitalization Plan Interlocal Agreement Amendment**

On a motion by Kacy Simonsen, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Neighborhood Revitalization Interlocal Agreement Amendment, 2022 - 2024 as presented. Discussion followed. Before the meeting Shawn Leisinger asked CFO Kim Strube the impact this would have on the library’s budget. Leisinger relayed that Strube said the library would forgo 1.2% of tax revenue as a result of this revitalization plan.

Motion passed unanimously.

**Adjournment**

On a motion by Joan Hicks, seconded by Peg Dunlap, the meeting was adjourned at 4:35 pm.

Motion passed unanimously.

**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**

December 16, 2021  
4:00 pm  
Topeka & Shawnee County Public Library  
Menninger Room 206

\*Subject to change without notice



**Chief Financial Officer's Report  
December 2021  
Kim Strube**

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

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

**General Fund – Pages 3 through 5**

With 91.5% of the budget year completed, 98% of the budgeted revenue has been received and 74% of the approved budget has been expended/encumbered. This compares to 2020 in which 90% of the budgeted revenue had been received and 77% of the approved budget had been expended/encumbered.

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

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

**Employee Benefit Fund – Page 6**

With 91.5% of the budget year completed, 98% of the budgeted revenue has been received and 77% of the approved budget has been expended/encumbered. This compares to 2020 in which 98% of the budgeted revenue had been received and 82% of the approved budget had been expended/encumbered.

**Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,926,980.93.

**Purchase Order Notification**

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

<b>Type of Purchase</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor</b>
Approved operating budget	Learning Management System subscription	\$12,000.00	Elearningforce Americas
Purchase from Foundation funds	Kansas Children's Discovery Center express passes for checkout by library cardholders	\$8,000.00	Kansas Children's Discovery Center
Approved operating budget	Window cleaning	\$7,200.00	Your Neighborhood Friendly Window Cleaners
Approved operating budget	Tables for use in the auditorium	\$6,588.70	Webstaurantstore.com
Request for Proposal; Board resolution approved bid award on 10/21/2021	Tech Zone renovation	\$716,466.00	Shirley Construction Inc.
Approved operating budget	Annual software maintenance renewal – financial management system	\$16,042.00	Black Mountain Software Inc.
Approved operating budget	Vehicle wrap for the Sherlock bookmobile	\$9,700.00	Knox Signs and Graphics
Library Materials	Hoopla online	\$25,628.52	Midwest Tape LLC
Library Materials	Adult non-fiction books	\$5,500.00	Ingram Library Services
Library Materials	Juvenile fiction ebooks/audiobooks	\$5,331.00	Overdrive. Inc.
Library Materials	Consumer Reports database renewal	\$13,735.00	Ebsco Information Services

**Other Items:**

- The audit of the 2021 financial year will begin Monday, January 31st. The audit services will be provided by BT&Co., P.A. This is the final year of a three-year term for these audit services.

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

11/30/2021

	<u>Balance 1/1/2021</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 11/30/2021</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,901,534.78	\$ 15,148,770.83	\$ 12,271,663.22	\$ 7,778,642.39
Employee Benefits	1,066,108.36	3,569,286.91	2,979,208.46	\$ 1,656,186.81
Capital Improvement	2,921,349.41	5,631.52	-	\$ 2,926,980.93
Bond & Interest	13,283.82	18,737.84	-	\$ 32,021.66
<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	1,500.00	\$ 24,294.03
Other Special Revenue	530,838.73	121,788.61	164,686.63	\$ 487,940.71
Permanent Funds	247,476.65	26,359.78	-	\$ 273,836.43
<b>Totals</b>	<b><u>\$ 9,681,018.66</u></b>	<b><u>\$ 18,965,520.93</u></b>	<b><u>\$ 15,417,466.19</u></b>	<b><u>\$ 13,229,073.40</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 808,818.77
Restricted Funds-CoreFirst Bank-Checking	489,447.29
Capital Improvement Fund-VisionBank-Money Market Account	2,926,980.93
Cash on Hand	2,324.16
Petty Cash	220.00
Endowment Securities	273,836.43
Municipal Investment Pool - Overnight	8,812,205.81
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>\$ 13,313,833.39</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	7,838.20
Less Payroll Deduction and Employer Benefit Liabilities	4,190.27
Less Outstanding Checks	72,731.52
	<b><u>\$ 13,229,073.40</u></b>

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

11/30/2021

	1/1/2021 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	11/30/2021 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 4,901,534.78	\$ 15,148,770.83	\$ 1,323,796.48	\$ 10,947,866.74	\$ 7,778,642.39	\$ 1,159,036.68	\$ 6,619,605.71
Employee Benefit Fund	1,066,108.36	3,569,286.91	-	2,979,208.46	1,656,186.81	2,760.00	1,653,426.81
Capital Improvement Fund	2,921,349.41	5,631.52	-	-	2,926,980.93	-	2,926,980.93
Bond & Interest Fund	13,283.82	18,737.84	-	-	32,021.66	-	32,021.66
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	407.88	49,170.44	407.88	-	49,170.44	49,170.44	-
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,775.00	-	1,500.00	275.00	250.00	25.00
Library Services & Technology Ac	-	24,000.00	-	-	24,000.00	-	24,000.00
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,615.64	29.80	-	-	10,645.44	-	10,645.44
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	640.12	(640.12)	-	(640.12)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.17	0.11	-	-	31.28	-	31.28
Friends	89,412.43	125.35	3,758.33	51,205.31	34,574.14	13,821.50	20,752.64
Fun Committee	3,266.86	1,073.84	-	1,301.36	3,039.34	50.00	2,989.34
Gallery Competitions/Exhibits	36,273.72	101.76	-	-	36,375.48	-	36,375.48
Gifts/Memorials (Undesignated)	333,415.39	113,240.37	58,017.36	33,013.07	355,625.33	95,910.19	259,715.14
Hathaway Trust - Library Materials	2,955.47	2,838.14	45.48	2,528.74	3,219.39	443.53	2,775.86
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	16,414.36	2,288.75	449.02	11,742.47	6,511.62	797.42	5,714.20
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,072.23	45.10	-	-	16,117.33	-	16,117.33
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,268.40	11.98	-	-	4,280.38	-	4,280.38
Rotary Grant	-	1,983.87	-	1,983.87	-	-	-
Special Collections	5,713.50	16.03	-	-	5,729.53	-	5,729.53
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.22	0.11	-	-	36.33	-	36.33
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,181.09	6.13	-	-	2,187.22	-	2,187.22
Youth Services	9,723.56	27.27	-	1.50	9,749.33	-	9,749.33
<i>Permanent Funds</i>							
Mertz Trust	247,476.65	26,359.78	-	-	273,836.43	-	273,836.43
<b>TOTALS</b>	<b>\$ 9,681,018.66</b>	<b>\$ 18,965,520.93</b>	<b>\$ 1,386,474.55</b>	<b>\$ 14,030,991.64</b>	<b>\$ 13,229,073.40</b>	<b>\$ 1,322,239.76</b>	<b>\$ 11,906,833.64</b>

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

11/30/2021

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 11/30/2021</u>
				91.5%
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	1,393,695.94	\$ (173,170.06)	89%
Recreational Vehicle Tax	15,099.00	15,339.43	\$ 240.43	102%
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	54,041.80	\$ 4,886.80	110%
E-Rate Reimbursement	18,258.00	19,763.42	\$ 1,505.42	108%
Miscellaneous Revenue	3,000.00	14,261.67	\$ 11,261.67	475%
Miscellaneous Revenue - Recyclg	-	84.50	\$ 84.50	N/A
Salary Refunds-Foundation	101,050.00	79,893.51	\$ (21,156.49)	79%
Salary Refunds-Friends	30,285.00	25,671.98	\$ (4,613.02)	85%
Salary Refunds-Shawnee Cty	23,265.00	21,379.24	\$ (1,885.76)	92%
Vending Machines	3,500.00	794.80	\$ (2,705.20)	23%
Overdue Fees*	50,000.00	16,909.39	\$ (33,090.61)	34%
Debt Collect	-	534.39	\$ 534.39	N/A
ILL Fees	350.00	301.37	\$ (48.63)	86%
Mailing Fees	100.00	91.84	\$ (8.16)	92%
Non Resident Card Fee	300.00	680.00	\$ 380.00	227%
Obituary Fees	750.00	190.00	\$ (560.00)	25%
Meeting Room Charges	2,500.00	1,137.50	\$ (1,362.50)	46%
Monday Market Fees	500.00	630.00	\$ 130.00	126%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	3,250.00	1,941.02	\$ (1,308.98)	60%
Transfer In	41,797.00	-	\$ (41,797.00)	0%
Library Treasurer's Balance	2,443,575.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 17,937,029.00</u></b>	<b><u>\$ 15,148,770.83</u></b>	<b><u>\$ (344,683.17)</u></b>	<b>98%</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**

11/30/2021

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					91.5%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 369.22	\$ -	\$ 6,030.78	6%
Salaries-Facilities	694,360.00	559,242.86	-	135,117.14	81%
Salaries-Overtime	10,000.00	5,503.37	-	4,496.63	55%
Salaries-Security	322,993.00	228,583.48	-	94,409.52	71%
Salaries-Shelvers	177,103.00	5,170.13	-	171,932.87	3%
Salaries-Staff	7,634,011.00	6,670,045.57	-	963,965.43	87%
Conferences	120,000.00	12,669.55	338.73	106,991.72	11%
Staff Internal Dev/Trng - Web Based	15,000.00	3,311.00	1,698.00	9,991.00	33%
Staff Development & Training	15,000.00	2,473.38	-	12,526.62	16%
Mileage	9,200.00	1,275.31	155.68	7,769.01	16%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,500.00	2,409.97	-	90.03	96%
Materials-Periodicals	35,000.00	27,892.70	80.00	7,027.30	80%
Materials-Print/Non-Print <1 YR	594,800.00	482,222.11	15,175.46	97,402.43	84%
Materials-Print/Non-Print	1,270,200.00	942,234.86	114,411.13	213,554.01	83%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	3,900.00	4,085.00	15.00	100%
Cataloging and ILL Services	105,365.00	88,795.64	7,055.36	9,514.00	91%
Contracted-Digital Services	480,122.00	466,453.00	15,958.66	(2,289.66)	100%
Contracted-Facilities	329,100.00	280,990.68	29,101.07	19,008.25	94%
Contracted-Equipment	50,900.00	59,442.08	6,214.09	(14,756.17)	129%
Contracted-Professional	277,700.00	150,496.32	29,274.87	97,928.81	65%
Contracted-E-Rate Services	1,643.00	-	1,869.02	(226.02)	114%
Digital Services Support	187,500.00	75,360.49	4,802.21	107,337.30	43%
Furniture/Equipment	92,000.00	2,629.98	-	89,370.02	3%
Insurance	55,000.00	56,725.00	-	(1,725.00)	103%
Marketing & Communication	47,500.00	22,275.64	7,564.81	17,659.55	63%
Memberships/Dues	30,900.00	18,757.60	868.00	11,274.40	64%
Miscellaneous	5,000.00	1,623.61	55.99	3,320.40	34%
Payments to Other Libraries	116,672.00	-	-	116,672.00	0%
Postage/Shipping	107,494.00	15,911.39	410.40	91,172.21	15%
Printing	96,800.00	49,801.79	12,772.49	34,225.72	65%
Programming	32,000.00	24,675.26	1,223.29	6,101.45	81%
Special Events	-	-	-	-	0%
Special Projects	733,150.00	115,394.86	707,125.16	(89,370.02)	112%
Supplies-Facilities	77,417.00	40,253.61	44,470.62	(7,307.23)	109%
Supplies-Office/Library	94,100.00	42,639.06	6,230.72	45,230.22	52%
Supplies-Processing	48,000.00	29,872.71	2,771.01	15,356.28	68%
Telecommunications	99,100.00	49,603.83	16,863.14	32,633.03	67%
Transfer Out	1,750,000.00	-	-	1,750,000.00	0%
Utilities-Electric	367,200.00	291,416.54	51,231.04	24,552.42	93%
Utilities-Gas	66,300.00	46,760.37	5,020.50	14,519.13	78%
Utilities-Water/Sewage	35,000.00	35,359.96	2,780.31	(3,140.27)	109%
Vehicle-Gas	36,000.00	16,194.09	-	19,805.91	45%
Vehicle-Repair	50,500.00	19,081.38	26,511.01	4,907.61	90%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	48.34	-	(48.34)	N/A
<b>TOTALS</b>	<b>\$ 17,937,030.00</b>	<b>\$ 10,947,866.74</b>	<b>\$ 1,116,117.77</b>	<b>\$ 4,223,045.49</b>	<b>74%</b>

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

11/30/2021

	<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	1,393,695.94	89%
Recreational Vehicle Tax	15,099.00	15,339.43	102%
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	54,041.80	110%
E-Rate Reimbursement	18,258.00	19,763.42	108%
Fees and Charges	61,000.00	35,530.96	58%
Reimbursements	154,600.00	127,029.23	82%
Transfer In	41,797.00	-	
Interest on Idle Funds	3,250.00	1,941.02	60%
	<u>\$ 15,493,454.00</u>	<u>\$ 15,148,770.83</u>	98%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,844,867.00	7,468,914.63	84%
Other Staff Support Costs	159,200.00	21,921.65	14%
Library Collections	1,902,500.00	1,584,426.23	83%
Contracted Services	1,244,830.00	1,135,650.79	91%
Digital Services Support	187,500.00	80,162.70	43%
Furniture/Equipment/Art	100,000.00	10,614.98	11%
Payments to Other Libraries	116,672.00	-	0%
Special Projects	733,150.00	822,520.02	112%
Utilities & Telecommunications	567,600.00	499,035.69	88%
Vehicles	86,500.00	61,786.48	71%
Other Operating Expenditures	594,210.00	378,951.34	64%
Transfer Out	1,750,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,937,029.00</u>	<u>\$ 12,063,984.51</u>	74%
Prior Year Canceled Purchase Orders		<u>\$ 45,106.79</u>	
<b>Unencumbered Balance 11/30/2021</b>	<b>\$ -</b>	<b><u>\$ 6,619,605.71</u></b>	

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

11/30/2021

**EMPLOYEE BENEFITS**

	<u>2021 Budget</u>	<u>Year To Date</u>	<u>%</u>
<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	296,393.93	90%
Recreational Vehicle Tax	3,174.00	3,262.31	103%
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	11,494.43	111%
Refund-Fringe Benefits-Foundation	53,260.00	33,520.81	63%
Refund-Fringe Benefits-Friends	17,433.00	13,945.50	80%
Refund-Fringe Benefits-Shawnee Cty	16,203.00	14,036.95	87%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	220.80	0%
Retiree Payments BC/BS	2,112.00	6,909.22	327%
Interest on Idle Funds	500.00	1,246.32	249%
	<u>\$ 3,638,101.00</u>	<u>\$ 3,569,286.91</u>	98%
<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	534,336.11	79%
Ks Public Employees Retirement Sys	840,258.00	690,929.95	82%
Worker's Compensation	54,000.00	30,477.51	56%
Unemployment Tax	8,845.00	6,286.11	71%
Health/Dental Insurance	2,299,932.00	1,709,059.34	74%
Miscellaneous	-	24.19	0%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,290,113.00</u>	<u>\$ 2,981,968.46</u>	77%
Prior Year Canceled Purchase Orders		\$ -	
<b>Unencumbered Balance 11/30/2021</b>	<b>\$ -</b>	<b>\$ 1,653,426.81</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		\$ -
Interest received		5,631.52
		<u>\$ 5,631.52</u>
<b>Expenditures/Encumbrances:</b>		
Contracted - Professional		-
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
<b>Unencumbered Balance 11/30/2021</b>		<b>\$ 2,926,980.93</b>

**STATE AID**

<b>Balance 01/01/2021</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State Aid	-	49,170.44
	<u>\$ -</u>	<u>\$ 49,170.44</u>
<b>Expenditures/Encumbrances:</b>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	53,000.00	49,170.44
	<u>\$ 53,000.00</u>	<u>\$ 49,170.44</u>
<b>Unencumbered Balance 11/30/2021</b>		<b>\$ -</b>



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

11/30/2021

	<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	1.43	1%
	<u>\$ 25,100.00</u>	<u>\$ 18,737.84</u>	75%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	41,797.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 41,797.00</u>	<u>\$ -</u>	0%
<b>Unencumbered Balance 11/30/2021</b>	<b>\$ -</b>	<b>\$ 32,021.66</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 November 30, 2021**

**Capital Improvement Funds-VisionBank**

\$ 2,926,980.93 at .20% (money market account)

**Municipal Investment Pool**

\$ 8,812,205.81 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

\* rates vary by day - average November 1 - 30, 2021 was .002%

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended November 30, 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	21501	0	11/4/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,137.56	-97814
10	21502	0	11/4/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,733.00	-97814
15	21521	0	11/4/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 18.97	-97814
10	21503	0	11/4/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,637.37	-97814
15	21504	0	11/4/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,637.37	-97814
10	21503	0	11/4/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,179.02	-97814
15	21504	0	11/4/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,179.02	-97814
10	21514	0	11/4/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 975.81	-97814
10	21518	0	11/4/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 299.50	-97814
10	41000	313	11/4/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,347.58	-97814
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,145.20	<b>-97814 Total</b>
10	21505	0	11/5/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,018.84	-97813
15	21516	0	11/5/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,638.01	-97813
10	21513	0	11/5/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,074.91	-97813
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 45,731.76	<b>-97813 Total</b>
10	21509	0	11/5/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,404.04	-97811
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,404.04	<b>-97811 Total</b>
10	21509	0	11/22/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,404.04	-97803
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,404.04	<b>-97803 Total</b>
10	21505	0	11/19/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,061.02	-97802
15	21516	0	11/19/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,700.36	-97802
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 44,761.38	<b>-97802 Total</b>
10	21501	0	11/18/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,359.10	-97800
10	21502	0	11/18/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,999.85	-97800
15	21521	0	11/18/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 14.27	-97800
10	21503	0	11/18/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,892.00	-97800
15	21504	0	11/18/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,892.00	-97800
10	21503	0	11/18/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,236.70	-97800
15	21504	0	11/18/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,236.70	-97800
10	21514	0	11/18/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97800
10	21518	0	11/18/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 390.19	-97800
10	41000	313	11/18/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,762.90	-97800
10	41000	313	11/18/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 517.88	-97800
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 82,195.28	<b>-97800 Total</b>
10	21515	0	11/22/2021	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 26,775.69	-97799
15	21515	0	11/22/2021	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 124,485.87	-97799

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended November 30, 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>
15	21515	0	11/22/2021	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 625.78	-97799
						\$ 151,887.34	<b>-97799 Total</b>
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	GVM 800D Light kit	\$ 349.00	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	50 Colors Fibre Wool Yarn	\$ 16.99	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	Enenes Mini Pom Pom 300 P	\$ 6.80	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	Wrights 117-404-001 Polye	\$ 3.88	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	Simetufy 360 Sheets 36 Mu	\$ 9.99	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	DECORKEY River Rocks for	\$ 23.98	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	Evinito Felt Sheets for C	\$ 7.98	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	Large-Eye Needles for Han	\$ 4.57	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	MagicW Vintage Sewing Thi	\$ 6.99	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	Acrylic Paint Pens for Ro	\$ 14.86	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	Creative Inspirations Acr	\$ 8.22	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	Shipping	\$ 8.95	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	Admin Columns Pro	\$ 121.79	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	13 Galaxy A02s	\$ 1,429.72	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	13 Galaxy A02s	\$ 491.12	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	13 Galaxy A02s	\$ 261.92	-97798
10	41000	420	11/12/2021	COREFIRST BANK & TRUST	91% Ispr alcohol 32oz2pk	\$ 21.96	-97798
10	41000	310	11/12/2021	COREFIRST BANK & TRUST	getflywhell WP Hosting	\$ 150.00	-97798
10	41000	310	11/12/2021	COREFIRST BANK & TRUST	getflywhell WP Hosting	\$ (150.00)	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	Sucnakp for Galaxy A02 Ca	\$ 225.00	-97798
10	41000	310	11/12/2021	COREFIRST BANK & TRUST	Min/Max Quantities [RENEW	\$ 29.00	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	vintage postcards 32pk	\$ 29.95	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	embroidery floss	\$ 8.99	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	needle threaders 30pk	\$ 14.97	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	needles sz. 24	\$ 14.97	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	honeywell voyager 9540	\$ 1,432.00	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	THONSEN 13.56MHz MIFARE C	\$ 98.00	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	yellow tissue paper	\$ 3.38	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	orange tissue paper	\$ 3.38	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	Shipping	\$ 6.95	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	seagate 4tb external driv	\$ 102.26	-97798
10	41000	310	11/12/2021	COREFIRST BANK & TRUST	CorelDraw Subscription	\$ 104.85	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	Time Timer 8in black	\$ 29.99	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	logitech mk570	\$ 69.99	-97798

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended November 30, 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	320	11/12/2021	COREFIRST BANK & TRUST	kensington mousepad	\$ 14.96	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	logitech m670 trackball	\$ 39.89	-97798
10	41000	420	11/12/2021	COREFIRST BANK & TRUST	Electric Stapler	\$ 16.00	-97798
10	41000	420	11/12/2021	COREFIRST BANK & TRUST	Dymo Address Labels	\$ 29.90	-97798
10	41000	420	11/12/2021	COREFIRST BANK & TRUST	Office Chair Mat	\$ 60.99	-97798
10	41000	420	11/12/2021	COREFIRST BANK & TRUST	blue plastic clipboard	\$ 24.95	-97798
10	41000	420	11/12/2021	COREFIRST BANK & TRUST	shipping	\$ -	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	dual pocket holster	\$ 41.97	-97798
10	41000	420	11/12/2021	COREFIRST BANK & TRUST	11x14 acrylic sign holder	\$ 810.68	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	Samsung Galaxy A02s Case	\$ 155.87	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	sandisk 128gb extreme plu	\$ 40.98	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	cell phone tripod mount	\$ 39.96	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	Infocus Projector Lamp -	\$ 213.95	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	Keyboard	\$ 137.70	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	Logitech M330 Silent Plus	\$ 215.88	-97798
10	41000	420	11/12/2021	COREFIRST BANK & TRUST	Hikenture Folding Cart	\$ 119.98	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	USB C Cable, Anker [2-Pac	\$ 129.90	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	microsoft ergo keyboard	\$ 177.96	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	nektar keyboard	\$ 103.04	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	audito technica ath-m20x	\$ 49.00	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	Ergonomic Keyboard	\$ 112.41	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	ruggard laptop case	\$ 99.75	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	USB Hub	\$ 361.10	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	Loteria Mexican Bingo Gam	\$ 25.98	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	De-Bin Galaxy S20 S8 S9 S	\$ 239.00	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	C31CA85084 - Epson TM T88	\$ 869.76	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	samsung 55 tv	\$ 597.99	-97798
10	41000	310	11/12/2021	COREFIRST BANK & TRUST	Flywheel Web Host	\$ 300.00	-97798
10	41000	310	11/12/2021	COREFIRST BANK & TRUST	Flywheel Web Host	\$ (300.00)	-97798
10	41000	310	11/12/2021	COREFIRST BANK & TRUST	YITHEMES.COM	\$ (109.99)	-97798
10	41000	330	11/12/2021	COREFIRST BANK & TRUST	AMZN Mktp US	\$ (15.00)	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	HP LaserJet Pro M404dn Mo	\$ 987.00	-97798
10	41000	320	11/12/2021	COREFIRST BANK & TRUST	FL Studio Producer	\$ 217.21	-97798
					<i>Miscellaneous online orders paid by credit card</i>	\$ 10,771.17	<b>-97798 Total</b>
10	21512	0	11/4/2021	DELTA DENTAL OF KANSAS, INC	EE November Premiums	\$ 2,671.40	97110
15	21512	0	11/4/2021	DELTA DENTAL OF KANSAS, INC	ER November Premiums	\$ 10,177.34	97110

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended November 30, 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>
15	21512	0	11/4/2021	DELTA DENTAL OF KANSAS, INC	Retiree November Premiums	\$ 44.16	97110
						\$ 12,892.90	<b>97110 Total</b>
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 22.73	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 22.73	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 22.73	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 22.73	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 22.73	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 22.73	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 24.09	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 24.09	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 24.09	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 24.09	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 24.09	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 24.09	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 122.99	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 182.60	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 1,518.05	97112
10	41000	351	11/4/2021	EVERGY	Electric Service	\$ 25,864.28	97112
						\$ 27,992.93	<b>97112 Total</b>
10	41000	301	11/4/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 6,871.66	97121
					<i>2021 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,871.66	<b>97121 Total</b>
10	41000	311	11/4/2021	YOUR NEIGHBORHOOD FRIENDLY WINDOW CLEANE	Window Cleaning	\$ 7,200.00	97128
					<i>2021 approved operating budget - contracted facilities</i>	\$ 7,200.00	<b>97128 Total</b>
10	41000	320	11/12/2021	DELL MARKETING LP	Dell Latitude Laptop	\$ 25,632.00	97136
10	41000	320	11/12/2021	DELL MARKETING LP	Dell Computer Monitor	\$ 6,133.05	97136
10	41000	320	11/12/2021	DELL MARKETING LP	Dell Docking Station	\$ 5,479.65	97136
10	41000	320	11/12/2021	DELL MARKETING LP	3-Yr Warranty	\$ 4,569.60	97136
					<i>2021 approved operating budget - RFP was posted and approved by the Board on 7/15/2021</i>	\$ 41,814.30	<b>97136 Total</b>
10	23800	0	11/12/2021	KELLEY CONSTRUCTION CO., INC.	West Pkg Lot Improvements	\$ 3,474.23	97141
10	41000	736	11/12/2021	KELLEY CONSTRUCTION CO., INC.	Chg Order #1	\$ 2,525.77	97141
						\$ 6,000.00	<b>97141 Total</b>
10	41000	310	11/18/2021	BLACK MOUNTAIN SOFTWARE INC	Black Mountain annual ren	\$ 16,042.00	97154
					<i>2021 approved operating budget - financial system software support annual agreement</i>	\$ 16,042.00	<b>97154 Total</b>
10	41000	310	11/18/2021	ELEARNINGFORCE AMERICAS	LMS365 Corporate + Care P	\$ 12,000.00	97160
					<i>2021 approved operating budget - software support/subscription for Learning Management System</i>	\$ 12,000.00	<b>97160 Total</b>

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended November 30, 2021**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 557,114.00	<b>Grand Total</b>



Minutes  
Board of Trustees Executive Committee Meeting  
December 6, 2021 – 4:00 PM  
Zoom Meeting  
<https://tscpl.zoom.us/j/82195809802>

Meeting ID: 821 9580 9802  
Passcode: 836414

## 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, December 6, 2021, via Zoom Meeting, was called to order at 4:00 pm by Chair Jim Edwards.

### **Review of Minutes and Agenda**

The minutes from November 18, 2021, Board of Trustees Meeting, and the agenda for the Board of Trustees December 16, 2021, were reviewed.

### **Other items**

Chair Jim Edwards asked Marie Pyko (CEO) to share what occurred during construction water leak on Thursday December 2, 2021, at the library. Marie discussed what happened which resulted in a significant amount of water leaking into the Café dining area and kitchen, the public restrooms, and the Friends of the Library Booktique. Based on the situation, the library was closed at 4:30 to ensure the safety of staff and customers and to begin the cleanup of the spaces. The library was able to resume business on Friday December 3, 2021.

Chair Jim Edwards shared that we will be offering Trustee Education again at Board of Trustees meetings. Chair Jim Edwards asked Marie Pyko (CEO) to discuss the plan and topic for the January Board meeting.

No other topics were discussed.

### **Adjournment**

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the meeting was adjourned at 4:37 pm.

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



**CHIEF EXECUTIVE OFFICER'S REPORT  
December 2021**

**News and Updates**

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

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 relatively stable. Library staff are developing additional outreach approaches to increase participation especially in under-represented areas of the community.

**Agenda Items**

**Bids for Boiler Replacement and Chiller Replacement**

As part of our preventative maintenance of the building and per the 2021 planned budget requests, we have received bids for a new boiler and chillers. Thad Hartman will discuss in more detail how they fit into our Facilities Master Plan. They were two separate bid processes. Please see the resolution sheets for background information.

**Thank you to the Friends of the Library and the Library Foundation**

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

**Professional Activities/Community Contacts**

- |             |  |
|-------------|--|
| November 16 | Attended PLA Committee on Family Engagement  |
| November 18 | Attended Kettering Foundation work session over Zoom   |
| November 19 | Met with Jessica Lehnerr and Brett Martin regarding DPIL Partnership   |
| November 22 | Met with Rotary Executive Committee at Millennium Café   |
| November 22 | Attended KLA Governmental Action Committee over Zoom   |
| November 23 | Met with Kate Gramlich of Cover Kansas   |
| November 29 | Attended County Commissioner Meeting to speak on the SC Parks and Recreation agreement for the Computer Centers.                           |
| November 29 | Met with Angela Maycock to discuss our December 14 <sup>th</sup> webinar presentation for PLA Advancing Family Engagement learning series. |
| December 2  | Met with LeAnn Brungardt and Sherry Hess regarding Shawnee County Health Dept and DPIL partnership.  |
| December 6  | Met with USD 501 Secondary Media Specialists over Zoom   |
| December 8  | Presented Beyond Boundaries- What's the Vision for the Library to the Senior Council Group affiliated with the Greater Topeka              |

- December 8 Partnership.  
Attended the Library Foundation Board Meeting
- December 9 Attended Tech Zone Progress meeting with HTK and Shirley  
Construction.
- December 10 Met with USD 501 Elementary Media Specialists over Zoom

### Current Projects and Events

#### **Construction Water Leak and Library early closure- December 2, 2021**

Thad Hartman will give more details in his report however I wanted to include that due to the construction water incident, out of an abundance of caution I determined that the library needed to close early on December 2<sup>nd</sup>. At the time of closure, the water leak had migrated to several areas at the front of the building and impacted several systems. I want to thank our Facilities and Custodial staff for responding so quickly and the rest of the library staff for helping to let customers know we needed to close the building. They stayed calm and positive during the whole situation. Based on the building specific focus of the situation, we were able to keep our Call Center open to answer phones and our Bookmobiles out at their community stops.

#### **Open Positions**

The management team is currently accepting applications and interviewing for several key leadership positions, including the Executive Assistant, two supervisors and one manager. Jesse Maddox, Chief Human Resource Officer will present during the upcoming Board meeting on our planning process for open positions as well as our recruitment strategies.

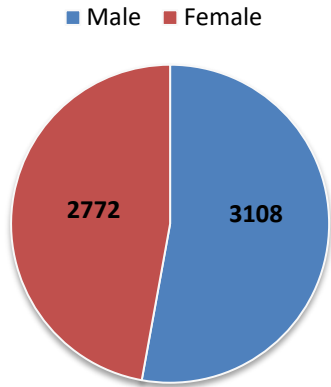
#### **Policy Review**

Our management team is continuing to review all our policies to bring to the Board of Trustees on the schedule identified in 2021. We will bring to the February board meeting the Library Material Selection Policy for first review.

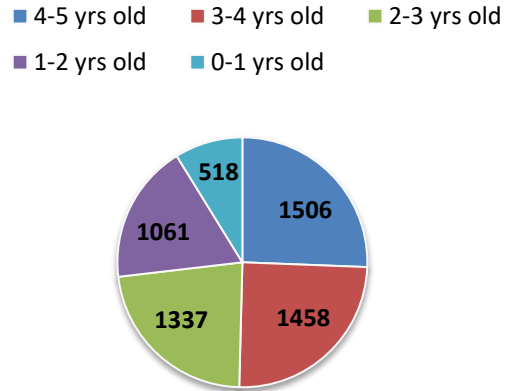
Marie Pyko  
Chief Executive Officer  
Topeka and Shawnee County Public Library

Number of children currently enrolled: **5,880**

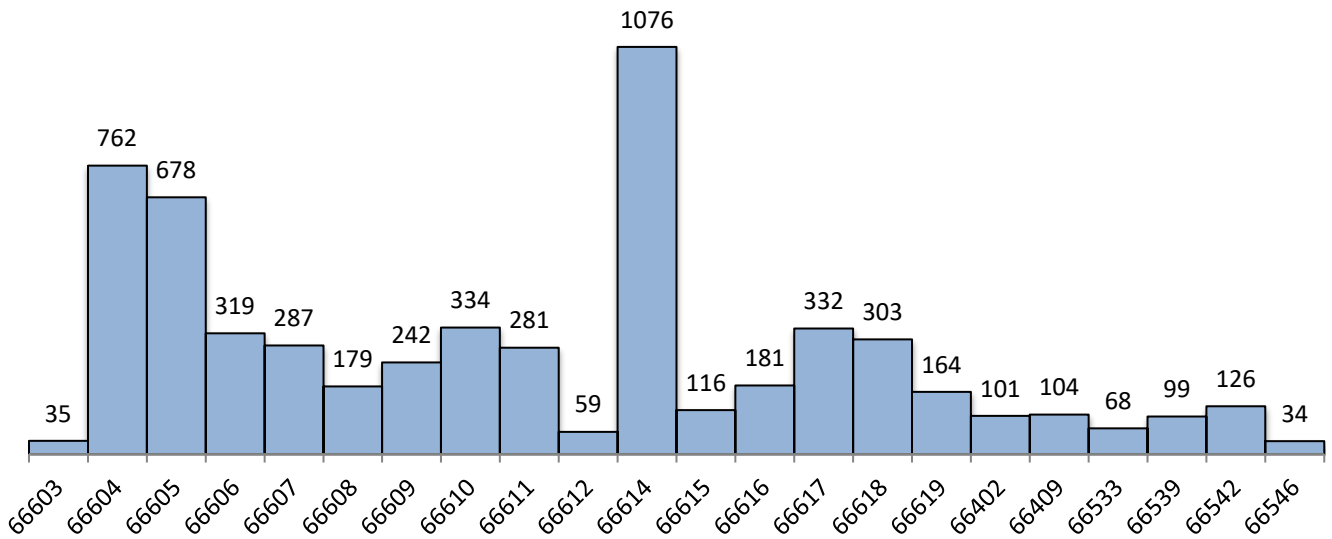
### SEX OF PARTICIPANTS



### AGE OF CHILDREN

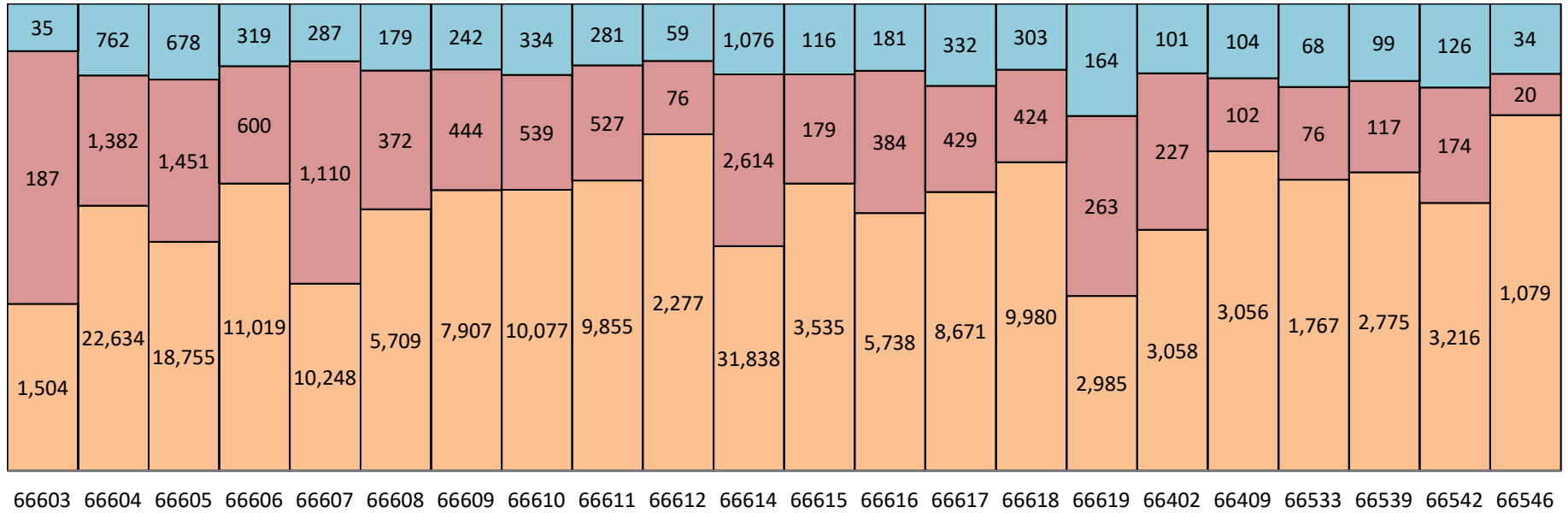


### ZIP CODES OF CHILDREN

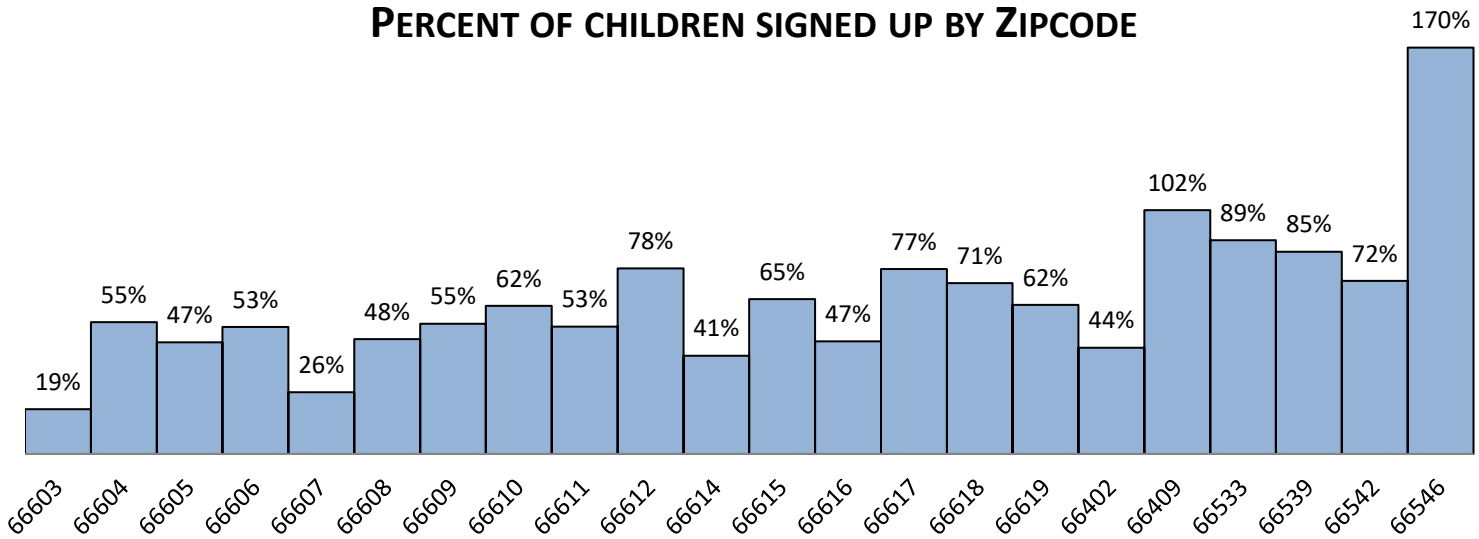


## NOVEMBER 2021 DOLLY PARTON IMAGINATION LIBRARY

■ POPULATION   
 ■ UNDER 5   
 ■ DPIL



## PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



## Chief of Staff Report

**Thad Hartman**

**December 10, 2021**

### ***Hiring***

As Jesse outlined in his report below, we have been extremely busy over the past few weeks with interviews. Jesse, Paul, Jacqueline, and I have spent a great deal of time interviewing candidates for the Community Services Supervisor, Circulation Supervisor, and Facilities Manager positions. We have just completed the supervisor interviews and have Facilities Manager final interviews scheduled next week. We have been pleased with the quality of candidates and feel confident we will have some great additions to the library in the near future.

### ***Leak***

As you probably know, we had a major leak on December 2 that caused quite a bit of damage, primarily in the café. One of the demo crew staff working in the Tech Zone accidentally broke off a sprinkler head which brought down a tremendous amount of water. There were two drains in the restrooms where the water started to drain. Unfortunately, the drains quickly clogged up, most likely due to the amount of debris on the floor from the demo. With both drains clogged and the excessive amount of water coming out of the sprinkler system, water started to run into the rooms below the Tech Zone. The area that got the worst of it was the café.

Library staff responded quickly, trying to catch as much water as possible in trash cans and mopping the floors. Other staff worked to unclog the drains. Unfortunately, it was not possible to keep up with the amount of water, especially as water started to leak in the restrooms and Booktique. As the leaks spread, the next areas in line were the Circulation Plaza and the New/Media Room. A large percentage of staff, including all of security, were busy dealing with the leak. Because of the threat of further spread into public areas, safety concerns, and the number of staff that needed to deal with the issue, it was determined that we needed to close the library.

We notified Shirley Construction immediately. They brought out additional people to help with the cleanup that day and worked Friday on replacing ceiling tiles, cleaning, and repairs. Unfortunately, the café floor was severely damaged and will need to be replaced. We are looking at replacing the floor with LVT which would hold up better if there are any future water related issues. We have been working with Shirley, the insurance companies, the café, library staff, and other vendors to determine the total impact of the damage and the financial cost. Shirley and their insurance company have been very responsive and have taken responsibility for the damage.

This was certainly not an issue that we hoped to encounter, but it was heartening to see how many staff pitched in at a moment's notice and helped with cleanup. We had a number of staff from all over the library that helped out, but a special thanks goes out to all of maintenance and security, who took on the bulk of the work. Of special note are Dennis Link and Coop who repaired the warped sections of the café floor so that the café was able to open on the following Tuesday. If you saw the floor on Friday morning, its pretty amazing the work they were able to accomplish to make the floor presentable and useable until we're able to get a permanent fix.

## Department Highlights

### Human Resources

**Jesse Maddox, Chief Human Resources Officer**

#### ***Recruitment***

We have had some pivotal positions become vacated over the last several months that we are in the process of recruiting for. These include the Circulation Supervisor, Community Services Supervisor, Facilities Manager and Executive Assistant to the Chief Executive Officer & Board of Trustees.

When positions become vacant, we evaluate the need for the position rather than immediately filling it. We review the position description to make sure it accurately reflects the work of the position and make any changes or updates that are needed. We determine whether there is a need to fill the position at the same level or if we need to make any position, departmental or organizational changes. After reviewing these positions, it was determined that they needed to be filled.

The Circulation Supervisor, Community Services Supervisor, Facilities Manager and Executive Assistant to the Chief Executive Officer & Board of Trustees are all in different parts of the recruitment process. We conducted second round in-person interviews for both supervisor positions the week of December 6, 2021. Second round in-person interviews for the Facilities Manager are scheduled for the week of December 13, 2021. The Executive Assistant position is currently posted and will close on January 3, 2022. We are hopeful that the new supervisors and Facilities Manager will start shortly after the first of the year.

Recruitment has been a challenge over the last several months and will likely continue to be for the foreseeable future. We are not alone in this challenge. It is a challenge shared by many employers not just locally, but nationally. Even with the recruitment challenges we have been very fortunate to hire some excellent staff and hope to be able to continue to do so. We will continue to be an employer of choice.

### Public Services – Information and Learning

**Debbie Stanton, Public Services Supervisor**

#### ***Gallery***

We are very excited to open our winter exhibit, *Blue*, on Friday, December 10. The exhibit invites you to explore the depths of the color blue to discover how blue is made, how it's used and how it's seen. The exhibit highlights the library's permanent art collection of paintings, ceramics, photographs, glass, artist books and fabric and includes hands-on experiences for all ages. We will have programming throughout the 12-week long exhibit including paint mixing and jewelry making demonstrations, a history program on the color blue by professor Dr. Anthony Silvestri and a program on the "new blue" YInMn Blue with artist Louis Copt who has been using the pigment in his work, which is also on display in the exhibit.



### **2<sup>nd</sup> Floor Tech Space**

The 2<sup>nd</sup> Floor Tech Space planning team has split into various work teams that are preparing for the new space. Our work teams are looking at everything from the user experience and procedures to equipment management, staffing and training. We're excited about this new space and want to be as prepared as possible for opening day! We have staff from a variety of departments coming together to plan for how we will all "live in" the new space and help our customers be successful with the equipment and space we're providing for them.

### **Public Services**

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

#### **Author Visit**

On December 5 we hosted a moving and memorable event with Nancy Sprowell Geise and Jim Dultmeier, coauthors of *On Shattered Wings: A Family's Journey from Grief to Hope*. The book is the story of a family's loss of their 19-year-old daughter, Jennifer, in a drinking and driving accident. The loss changed their family forever, but it also motivated each member of the family to find ways to help others.

Nancy Sprowell Geise met Jennifer's father, Jim Dultmeier, by chance. At our event she spoke about the process of diving into a painful story, hearing the perspective of family and friends, and turning what she heard into a book. Jim spoke about how his work as an impact speaker for MADD has saved lives, sharing examples of people changed through the power of story. Though hearing about Jennifer's accident and the family's grief was painful, the room was filled with hope, happiness, and life. Again and again, we were reminded of the value of sharing our stories with each other, and so many attendees thanked Readers Librarian Miranda Ericsson afterwards for hosting this event at the library. There is no better place to appreciate the value of books, authors, and storytellers. Our hybrid event brought in 56 people total, with 8 on Zoom and the rest in person. The library copy of the book now has 10 holds,

demonstrating that this impactful local story is one that will continue to be recommended and read in our community.

### ***Winter Reading Challenge***

Join us once again for our Winter Reading Challenge! Read three books in January, track them in Beanstack, and you will be the proud owner of a library logo mug. This mug is adorable and perfect for chili, hot chocolate, coffee, lattes...or whatever ever else you see fit to fill it. Look for more details soon on our website or contact Autumn Friedli ([afriedli@tscpl.org](mailto:afriedli@tscpl.org)).



Want to join the challenge but you aren't sure what to read? Reach out to our talented staff to get some great books pulled JUST FOR YOU! Find about more about our personalized [Browsing Just for You](#) service on our website.

### ***Sneak Peek into something EXCITING***

The National Book Foundation has chosen the Topeka and Shawnee County Public Library to host an event in 2022. That date is set for April 21<sup>st</sup>, 2022 in the Marvin Auditorium. This event will include two authors in conversation with a moderator. We are working solidifying the authors with the National Book Foundation and will have more information to share about this exciting event very soon.

## **Program Services**

**Jacqueline Belden, Program Manager**

### ***Programming Guidelines Review***

The Program Team's core group of programming staff supervisors began the process of reviewing the library's program guidelines, standards, and proposal forms in order to ensure that these documents and forms are in alignment with current organizational priorities, standards, and community impact goals. The last time they were updated was 2012, and the team found a few gems calling back to strategic plans of days past! I am leading the team in this review and will also lead them through creating a framework to guide our programming staff through the phases of development, proposal, implementation, and evaluation of library programs.

### ***Community Events***

I was pleased to attend two events this month as a representative of the library: the 2021 State of the Community breakfast on November 9 and the Topeka 20 Under 40 recognition banquet on November 11. As a new community stakeholder, navigating resources and information and making connections can be challenging. The opportunity to listen to speakers, elected officials, and community servants address housing, careers and education, community growth, service, and more at these events was informative and helpful to my ongoing journey of getting to know more about Topeka and Shawnee County.



### ***Bookmobiles are Getting a Makeover***

Community Services staff are excited that our bookmobiles are getting a makeover! TSCPL's two bookmobiles have been wrapped in literature-inspired designs for several years, one sporting an *Alice in Wonderland* motif and the other stories and characters from *Sherlock Holmes*. The Sherlock bus is in the shop being rewrapped and will feature a brightly colored new brand created by our amazing graphic designer, Karen Watson. We can't wait to unveil the finished result to the public soon!

## **Youth Services**

**LeAnn Brungardt, Youth Services Supervisor**

### **Success Stories**

#### ***Play***

Last month I reported that facilitated play is now available weekday mornings in the Family Zone. November was our first full month where this was offered. During that window of time, we had 185 adults and 224 kids take part.

This scenario reported by Joyce Hedlund paints the importance of play to positive child-parent relationship. A group of adults and a young boy came into the Family Zone together. The group included the boy's dad, grandparents, and several support people. The adults intended to observe the boy as he played. He quickly lost interest. One of the support people noted that his attention span was short and that his focus wandered and then tried to engage him with a puzzle. He was not interested in that and laid on the bridge section of the Alfresco blocks looking bored while his dad stood nearby and focused on his phone. It was at this time that I noticed the boy was wearing shark socks. I used that nugget of interest for him to start a game of pretend. I told him to watch out for sharks in the water. He dipped a foot down from the bridge. And I said with a little Jaws tension building, "Oh, look out! The shark is coming!" This exchange caught the dad's attention, and he said matter of factly, "Shark, what shark?" As I played with his son, I talked with Dad offhandedly about imaginary play. Within a few minutes, Dad started his own variation of the game that included the shark attacks equating to tickling. It was exciting to see them gleefully connect. Not every adult or child readily knows how to play. Sometimes they both need a nudge.

#### ***Sign of the Times***

Imaginative play is not uncommon and sometimes kids even play storyteller. One of Rhonda Cathey's personalized browsing subscribers relayed that her daughter's variation of the way we currently do things. "I thought you might like to see Ravenna's 'face shield'. She put this doll dress over her head as a 'face shield' like many of the library workers wear for storytime, and walked around saying, "It's story time!" Imitation is the highest form of compliment.

#### ***Library Programming Legacy***

Jeri Eckhardt, a retired, long tenure employee of the library ran into a parent who was a regular attendee of Baby Bookworms when she was the lead programmer for it and sent me this message.

“Hi, LeAnn!

I just had to tell you about an interaction I had with a former Baby Bookworm parent.

I took Finn to the Discovery Center last Thursday and the girl at the desk said, ‘Ms. Jeri, I’ve been thinking about you so much lately! I’m Leslie. I used to bring my daughter to Baby Bookworms years ago. She’s 8 now.’ (She’s got a good memory!) She said the Discovery Center is preparing a program for incarcerated women and their little ones. She’s been looking at board books, and said she was thinking, ‘Now what would Ms. Jeri say about this book?’ She remembered all the things I told the class about how children got so much more out of books than simply the story: they learned new vocabulary, heard words that didn’t come up in regular conversation, saw letters, numbers, colors, the rhythm of language, etc.!!! She went on and on remembering all the things we talked about. The parents ARE listening. Our words are getting through! Keep up the good work, Early Childhood Team!”

In this story you can see the impact not only to the individual parent and her family, but also the implications for how that learning has potential to spread throughout the community.

## **Collections**

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

As we’ve nearly reached the end of 2021, I’d like to share information about the top circulating titles of newly published materials. Circulation numbers for physical materials are still recovering from pre-pandemic levels though we’ve had a strong year compared with the COVID-related challenges of 2020. Digital collections (ebooks and digital audiobooks) continue to experience strong circulation for both adult and juvenile/young adult collections. These lists include adult fiction with more than 100 checkouts per title and adult nonfiction and juvenile/young adult titles with more than 25 checkouts.

In the titles shared below, I think it is interesting to note similarities between print and digital and also where the lists diverge. There is a slightly wider representation of authors with digital content as compared to print for adult collections. Both lists have many titles that have trended to the top for both physical and digital formats. While these lists are limited to books published in late 2020 and all of 2021, I included our Top City Reads titles for June and August. They were both popular selections with readers and deserve a place on the lists even as older titles. I believe these lists reflect the engagement our community of readers has with library collections and with our ability to meet their needs through excellent selection and collection management practices. I wish to thank every staff member, both those on my own team and those on other teams, who contribute to bringing physical and digital collections to our customers through hard work, personal book recommendations, and a continued commitment to building a thriving community of readers and learners. Thank you.

Without further ado, the Top Circulating Titles for 2021:

<b>Adult Print Fiction 2021</b> (Includes New Books, Bestseller Express, and Large Print)
<b>Top 10 Highest Circulating Print Books published this year</b>
<i>A Time for Mercy</i> by John Grisham <i>The Four Winds</i> by Kristin Hannah <i>The Sentinel</i> by Lee Child <i>The Law of Innocence</i> by Michael Connelly <i>Daylight</i> by David Baldacci <i>Piece of My Heart</i> by Mary Higgins Clark <i>The Awakening</i> by Nora Roberts <i>A Gambling Man</i> by David Baldacci <i>Deadly Cross</i> by James Patterson <i>Three Women Disappear</i> by John Grisham

<b>Adult eBook Fiction 2021</b> (ebooks checked out through Overdrive + Libby)
<b>Top 10 Highest Circulating eBooks published this year</b>
<i>A Time for Mercy</i> by John Grisham <i>The Four Winds</i> by Kristin Hannah <i>The Sentinel</i> by Lee Child <i>The Law of Innocence</i> by Michael Connelly <i>Daylight</i> by David Baldacci <i>The Last Thing He Told Me: a Novel</i> by Laura Dave <i>Sooley: a Novel</i> by John Grisham <i>A Gambling Man</i> by David Baldacci <i>Deadly Cross</i> by James Patterson <i>State of Wonder (June Top City Read)</i> published 2011 by Ann Patchett

<b>Adult eAudiobook Fiction 2021</b> (digital audiobooks checked out through Overdrive + Libby)
<b>Top 10 Highest Circulating eAudio published this year</b>
<i>A Time for Mercy</i> by John Grisham <i>The Four Winds</i> by Kristin Hannah <i>The Sentinel</i> by Lee Child <i>The Law of Innocence</i> by Michael Connelly <i>Daylight</i> by David Baldacci <i>The Last Thing He Told Me: a Novel</i> by Laura Dave <i>Ready Player Two: a Novel</i> by Ernest Cline <i>The Invisible Life of Addie LaRue</i> by V.E. Schwab <i>Fortune and Glory: Stephanie Plum Series #27</i> by Janet Evanovich <i>The Searcher: A Novel</i> by Tana French

<b>Adult Print NonFiction 2021</b> (Includes New Books, Bestseller Express, and Large Print)
<b>Top 10 Highest Circulating Print Books published this year</b>
<i>Till Murder Do Us Part : true-crime thrillers</i> by James Patterson <i>Keep Sharp : build a better brain at any age</i> by Sanjay Gupta  <i>Greenlights</i> by Matthew McConaughey <i>Dolly Parton : songteller, my life in lyrics</i> by Dolly Parton <i>Murder of innocence : true-crime thrillers</i> by James Patterson  <i>Killing the mob : the fight against organized crime in America</i> by Bill O'Reilly <i>A Promised Land</i> by Barack Obama  <i>She Come by it Natural : Dolly Parton and the women who lived her songs</i> by Sarah Smarsh <i>Peril</i> by Bob Woodward  <i>The last days of John Lennon</i> by James Patterson

<b>Adult eBook NonFiction 2021</b> (ebooks checked out through Overdrive + Libby)
<b>Top 10 Highest Circulating eBooks published this year</b>
<p><i>A Promised Land</i> by Barack Obama  <i>Greenlights</i> by Matthew McConaughey</p> <p><i>River of Doubt</i> (<b>August Top City Read</b>) published 2005 by Candice Millard</p> <p><i>The Premonition: A Pandemic Story</i> by Michael Lewis</p> <p><i>I Alone Can Fix It: Donald J. Trump's Catastrophic Final Year</i> by Carol Leonnig</p> <p><i>Till Murder Do Us Part : true-crime thrillers</i> by James Patterson</p> <p><i>The Bomber Mafia: A Dream, a Temptation, and the Longest Night of the Second World War</i> by Malcolm Gladwell</p> <p><i>Rich Dad Poor Dad: What the Rich Teach Their Kids About Money That the Poor and Middle Class Do Not!</i> by Robert T. Kiyosaki</p> <p><i>Group: How One Therapist and a Circle of Strangers Saved My Life</i> by Christie Tate</p> <p><i>Think Again: The Power of Knowing What You Don't Know</i> by Adam Grant</p>

<b>Adult eAudiobook NonFiction 2021</b> (digital audiobooks checked out through Overdrive + Libby)
<b>Top 10 Highest Circulating eAudio published this year</b>
<p><i>A Promised Land</i> by Barack Obama  <i>Greenlights</i> by Matthew McConaughey</p> <p><i>Dolly Parton : storyteller, my life in lyrics</i> by Dolly Parton</p> <p><i>Is This Anything?</i> by Jerry Seinfeld</p> <p><i>Think Again: The Power of Knowing What You Don't Know</i> by Adam Grant</p> <p><i>No Time Like the Future: An Optimist Considers Mortality</i> by Michael J. Fox</p> <p><i>What Happened to You? Conversations on Trauma, Resilience and Healing</i> by Oprah Winfrey</p> <p><i>River of Doubt</i> (<b>August Top City Read</b>) published 2005 by Candice Millard</p> <p><i>The Best of Me</i> by David Sedaris</p> <p><i>She Come by it Natural : Dolly Parton and the women who lived her songs</i> by Sarah Smarsh</p>

<b>Juvenile and Young Adult Print Fiction 2021</b> (Includes New Books & Bestseller Express)
<b>Top 10 Highest Circulating Print Books published this year</b>
<p>(Juv) <i>Diary of a Wimpy Kid : the Deep End</i> by Jeff Kinney</p> <p>(Juv) <i>The Tower of Nero</i> by Rick Riordan</p> <p>(Juv) <i>I Want to Sleep Under the Stars!</i> By Mo Willems</p> <p>(Juv) <i>Frozen Series: I am Olaf, I am Anna, I am Elsa</i> by Christy Webster</p> <p>(Juv) <i>Fly Guy &amp; Fly Girl: Fright Night</i> by Tedd Arnold</p> <p>(Juv) <i>Be Brave, Little Pup</i> by Elle Stephens</p> <p>(YA) <i>The Cousins</i> by Karen McManus</p> <p>(YA) <i>Lore</i> by Alexandra Bracken</p> <p>(YA) <i>Firekeeper's Daughter</i> by Angeline Boulley</p> <p>(YA) <i>Concrete Rose</i> by Angie Thomas</p>

<b>Juvenile and Young Adult eBook Fiction 2021</b> (ebooks checked out through Overdrive + Libby)
<b>Top 10 Highest Circulating eBooks published this year</b>
<p>(Juv) <i>Diary of a Wimpy Kid : the Deep End</i> by Jeff Kinney</p> <p>(Juv) <i>The Ickabog</i> by J.K. Rowling</p> <p>(Juv) <i>Cat Kid Comic Club</i> by Dav Pilkey</p> <p>(Juv) <i>Unlocked Book 8.5</i> by Shannon Messenger</p> <p>(Juv) <i>Mothering Heights: Dog Man Series #10</i> by Dav Pilkey</p> <p>(YA) <i>Five Total Strangers</i> by Natalie Richards</p> <p>(YA) <i>Kingdom of the Wicked</i> by Kerri Maniscalco</p> <p>(YA) <i>The Cousins</i> by Karen McManus</p> <p>(YA) <i>Lore</i> by Alexandra Bracken</p> <p>(YA) <i>Firekeeper's Daughter</i> by Angeline Boulley</p>

<b>Juvenile &amp; Young Adult eAudiobook Fiction 2021</b> (digital audiobooks checked out through Overdrive + Libby)
<b>Top 10 Highest Circulating eAudio published this year</b>
<i>(Juv) The Tower of Nero</i> by Rick Riordan <i>(Juv) Hollowpox: The Hunt for Morrigan Crow</i> by Jessica Townsend <i>(Juv) On the Edge of the Dark Sea of Darkness</i> by Andrew Peterson
<i>(YA) Five Total Strangers</i> by Natalie Richards <i>(YA) Firekeeper's Daughter</i> by Angeline Boulley <i>(YA) The Cousins</i> by Karen McManus <i>(YA) Kingdom of the Wicked</i> by Kerri Maniscalco <i>(YA) Realm Breaker</i> by Victoria Aveyard <i>(YA) A Sky Beyond the Storm</i> by Tahir Sabaa <i>(YA) Namesake: by Adrienne Young</i>

**Digital Services**

**David King, Digital Services Director**

**Website Redesign Project**

Imagemakers is doing a final push on content and site design, and on search engine fine-tuning. They plan to do a content review and Q&A in December. They should be finished with search and API work in early- to mid-January. That means that the site will be handed over to the library in mid-February for final review and staff training, with a potential launch in April/May.

One issue that has come up is with BiblioCommons. BiblioCommons is our customer-facing library catalog. With the new website, the library catalog functionality will be incorporated into the website, so we won't need BiblioCommons anymore. The annual renewal for BiblioCommons is on February 23, and the company does not offer a pro-rated or a month-to-month renewal. At this point, we need to keep BiblioCommons active until at least May/June – which means that we need to renew BiBlioCommons for 2022. This will cost approximately \$30,000. This was not budgeted since the original plan was for Imagemakers to finish the website project last summer/early fall. The project is taking longer than anticipated – getting the search engine configured has taken longer than planned. Imagemakers also had some personnel issues that slowed the project down (turnover with project managers and sickness).

Digital Services can shift some 2022 projects around so that our 2022 budget will not be impacted. We are looking forward to having a modern, state-of-the-art public website.

### ***WiFi Hotspot grant project***

We have the management software in place and are finalizing configurations. We are working on training and documentation, and plan to roll these out to the public in January.

### **Top Web Pages for November 2021 (lower than usual. Google Analytics wasn't tracking the website from November 1-15):**

1. Cafe page: 1007 Pageviews
2. Services page: 913 Pageviews
3. Great Gatsby blog post: 870 Pageviews
4. Creativity blog post: 718 Pageviews
5. About page: 580 Pageviews
6. My account: 504 Pageviews
7. June bride blog post: 453 Pageviews
8. Employment page: 402 Pageviews
9. Databases page: 369 Pageviews
10. Library Card page: 357 Pageviews

### **Social Media Highlights for November 2021:**

#### **Facebook:**

- Our Library is beautiful (photo of the library) – reached 5926 people
- Millennium Café reopening post – reached 12,132 people!
- Photo of the café being open – reached 12,662 people! (our Facebook crowd really likes the café!).

#### **Twitter:**

- Post about the passing of Stephen Sondheim – 693 impressions
- Post about the Millennium Café reopening – 640 impressions
- Post about Taylor Swift's re-release of her Red album – 448 impressions

#### **Instagram:**

- Post about Luella working at the library for 50 years – 933 impressions
- Café reopening photo – 635 impressions
- Photo of the library with a fun quotes – 617 impressions

# December Board Report

December 9, 2021

## Communications & Marketing Team

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

## Library E-newsletter is Popular with Customers

The library utilizes multiple communication channels to share information about collections, events and services and one of the most successful is our bi-weekly email newsletter called “Library News”. Using the Savannah Community Engagement platform by OrangeBoy, we use data analytics to curate the information that is specifically targeted on the customers interests and are called “clusters”. All e-newsletter content comes from the tscpl.org website and includes blogs, webpages, the catalog plus resources and services pages.

Ginger Park is the editor of the Library News and her most popular feature is her “Trivia Time!” is generally has the most clicks because everyone wants to know what Cookie Monster’s first name is!

Here is a sample of how the e-newsletters breakdown.:

Readership for the November 9 e-news (most recent issue with statistics available) was quite good. E-news is broken into three issues based on library card use. Currently we have email addresses for approximately 78 percent of cardholders. We set up e-news to only be sent to an email address once for each issue. Therefore, if multiple people use the same email address on their library cards, the e-news only lands in the inbox one time. Therefore, the total number of cardholders receiving e-news is much lower than our total number of cardholders. Below are the statistics by issue.

**All adult cardholders** except Bedtime Stories & Bright Futures (56,214 cardholders)

- Open rate 19.2% (10,697 opens)
- Click rate 5.9% (630 unique clicks)

**Bright Futures** = cardholders 13-18 years old (1,041 cardholders)

- Open rate 19.7% (205 opens)
- Click rate 6% (13 unique clicks)

**Bedtime Stories** = adults who primarily checkout kids materials (1,432 cardholders)

- Open rate 30.8% (441 opens)
- Click rate 14.3% (63 unique clicks)

(The difference between clicks and unique clicks? Clicks are all clicks for a tracking link, whereas unique clicks are the number of the unique users that click on a tracking link of your campaign. If a single user clicks 5 times on a link, the servers will record 5 clicks and 1 unique click.)


## BLUE Mixology

Michael spent a couple of weeks visiting bars in NOTO and downtown Topeka recording bartenders making drinks that coincide with the Alice C. Sabatini Gallery's Blue exhibit. Participating bars were the Wheel Barrel, Norsemen, Studio 62 Art Bar in NOTO and Fedeli's, Brew Bank and the Iron Rail in downtown Topeka. Here is one of the videos from the Wheel Barrel: <https://www.youtube.com/watch?v=-O32IFd7gfY> Each week a new bar/restaurant and their signature drink will be featured on YouTube, Facebook and Instagram.

## Popular Social Media posts for November-December

**Topeka & Shawnee County Public Library**  
November 22 · 🌐

YUM ! ☺️ I started my day with a delicious macchiato and biscotti. The Millennium Café is OPEN and I couldn't wait to get in the doors at 8am this morning! Congratulations 2 Chefs Catering - new operators of the cafe! 🎉 See you at lunch! 🍴



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

**12,662** People reached      **1,137** Engagements      [Boost post](#)

👍❤️👉 189      11 Comments 32 Shares

**Performance for your post**

**12,662** People Reached

**523** Reactions, Comments & Shares 📊

<b>361</b> Like	<b>155</b> On Post	<b>206</b> On Shares
<b>87</b> Love	<b>36</b> On Post	<b>51</b> On Shares
<b>1</b> Haha	<b>0</b> On Post	<b>1</b> On Shares
<b>1</b> Wow	<b>0</b> On Post	<b>1</b> On Shares
<b>41</b> Comments	<b>13</b> On Post	<b>28</b> On Shares
<b>32</b> Shares	<b>32</b> On Post	<b>0</b> On Shares

**614** Post Clicks


<b>87</b> Photo views	<b>2</b> Link clicks 📊	<b>525</b> Other clicks 📊
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**NEGATIVE FEEDBACK**

<b>4</b> Hide post	<b>0</b> Hide all posts
<b>0</b> Report as spam	<b>0</b> Unlike Page

**Topeka & Shawnee County Public Library**  
November 15 · 🌐

Do you have a pet named after a fictional character? If so, we'd love to see your pet's name and a picture. My neighbor's adorable puppy is named Dobby after the house elf in Harry Potter.



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

**5,565** People reached      **454** Engagements      [Boost post](#)

**Performance for your post**

**5,565** People Reached

**166** Reactions, Comments & Shares 📊

<b>55</b> Like	<b>46</b> On Post	<b>9</b> On Shares
<b>23</b> Love	<b>21</b> On Post	<b>2</b> On Shares
<b>85</b> Comments	<b>75</b> On Post	<b>10</b> On Shares
<b>3</b> Shares	<b>3</b> On Post	<b>0</b> On Shares

**288** Post Clicks

<b>13</b> Photo views	<b>0</b> Link clicks 📊	<b>275</b> Other clicks 📊
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**NEGATIVE FEEDBACK**

<b>5</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**  
November 27 · 🌐

The occasional guests and surprises are part of what make Musical Storytime with Kyleer so much fun! -with Ballet Midwest, Inc.

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

**5,706** People reached      **684** Engagements      [Boost post](#)

👍👩👧👦 Donna Casey, Michelle Arace and 201 others      9 Comments 8 Shares

**Performance for your post**

**5,706** People Reached

**260** Reactions, Comments & Shares 📊

<b>177</b> Like	<b>153</b> On Post	<b>24</b> On Shares
<b>56</b> Love	<b>45</b> On Post	<b>11</b> On Shares
<b>9</b> Wow	<b>9</b> On Post	<b>0</b> On Shares
<b>1</b> Sad	<b>1</b> On Post	<b>0</b> On Shares
<b>10</b> Comments	<b>9</b> On Post	<b>1</b> On Shares
<b>8</b> Shares	<b>8</b> On Post	<b>0</b> On Shares

**424** Post Clicks

<b>203</b> Photo views	<b>0</b> Link clicks 📄	<b>221</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 post

**Topeka & Shawnee County Public Library**  
5d · 🌐

What are the best books that you've read so far in 2021? I'm building a display in the library and a book list to share, and I'd love to include your favorites! Bonus points if you have time for a quick line or two about why you liked it so much. 😊 #readingcommunity #booksuggestions #TopCityReadsTogether

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

**4,655** People reached      **429** Engagements      [Boost post](#)

👍👩👧👦 Charles Todd, Julia Caselman and 19 others      52 Comments 1 Share

👍 Like      💬 Comment      ➦ Share      🗨️

**Performance for your post**

**4,655** People Reached

**116** Reactions, Comments & Shares 📊

<b>20</b> Like	<b>20</b> On Post	<b>0</b> On Shares
<b>1</b> Love	<b>1</b> On Post	<b>0</b> On Shares
<b>94</b> Comments	<b>90</b> On Post	<b>4</b> On Shares
<b>1</b> Shares	<b>1</b> On Post	<b>0</b> On Shares

**313** Post Clicks

<b>0</b> Photo views	<b>0</b> Link clicks 📄	<b>313</b> Other clicks 📄
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## **Resolution – Bid for Chiller Replacement**

### **BOARD OF TRUSTEES**

**December 16, 2021**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Custom Sheet Metal, Topeka, Kansas, in the amount of \$473,946 for the replacement of library chillers. This shall be paid from the General Fund, Special Projects budget line item.**

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

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

A timeline was created that outlined when various systems and equipment would need to be replaced. The chillers were determined to be a category 3 item, which slated replacement sometime between 2020 and 2025. In the summer of 2021 one of the air compressors went out on one of the chillers and needed to be replaced. Because the chiller was in the window of time in which replacement was recommended, and because part of the system had recently failed, replacement of the chillers was added to the 2022 budget.

#### **Bid Process**

In preparation for the bid process Library staff worked with HTK Architects to develop a plan for chiller replacement. HTK worked with engineers and developed an approved schedule, provided specifications for the work, and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued November 15, 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. The project was also published on Topeka BluePrints' online plan room. Once posted there, all

contractors who choose to receive updates on projects bidding were notified. A site walkthrough was held on November 22 and bids were due on December 7.

Bids were received at a public meeting over Zoom at 2:30 PM, December 7, 2021. Four bids were received before the bid deadline; all were submitted electronically.

**Staff Recommendation:**

The low bid was from Custom Sheet Metal, Topeka, KS. This bid met all the necessary criteria. The bid was in line with the other bids we received and Custom Sheet Metal comes recommended by HTK. The bid was less than what was budgeted for this project in the 2022 budget.

TSCPL staff recommends the bid of \$473,946 submitted by Custom Sheet Metal, Topeka KS, be approved for the replacement of the library chillers.

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

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

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

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

	<b>TSCPL - HVAC Improvements: Chiller Replacement</b>			<b>HTK Architects</b>
Bid Tabulation				2001.01-008a
Tuesday, December 7, 2021				
<b>CONTRACTOR</b>	<b>CSM</b>	<b>Kruse Corp</b>	<b>McElroys</b>	<b>PCI</b>
<b>Plumbing</b>	CSM	Kruse Corp	McElroys	PCI
<b>Mechanical (HVAC)</b>	CSM	Kruse Corp	McElroys	PCI
<b>Electrical</b>	Lesser Electric	Lesser Electric	Lesser Electric	Lesser Electric
<b>Proposed Superintendent</b>	Dusty Crouch	Joe Thompson	James Macklaskey	James R Moe
Bid Bond	yes	yes	yes	yes
Visited the Site	yes	yes	yes	yes
Addendum No. 1	one	one	one	one
<b>BASE BID</b>	<b>\$473,946.00</b>	<b>\$554,544.00</b>	<b>\$487,160.00</b>	<b>\$529,900.00</b>
Substantial Completion:	5/2/2022	5/2/2022	5/2/2022	5/2/2022
* Delivery date of Chiller may be an issue.				



## **Resolution – Bid for Boiler Replacement**

### **BOARD OF TRUSTEES**

**December 16, 2021**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from McElroys, Topeka, Kansas, in the amount of \$263,419 for the replacement of the boilers. This shall be paid from the General Fund, Special Projects budget line item.**

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

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

A timeline was created that outlined when certain systems would need to be replaced. The boilers were assigned as a category 3 item, which slated replacement sometime between 2020 and 2025. In addition to nearing end of life, replacement of the boilers will result in a more efficient system which should provide cost savings. This will be accomplished by replacing two large boilers with multiple smaller boilers. We have accomplished something similar on a smaller scale in the Bookmobile building and noticed a more efficient system. For these reasons, the replacement of the boilers was added to the 2022 budget.

#### **Bid Process**

In preparation for the bid process Library staff worked with HTK Architects to develop a plan for boiler replacement. HTK worked with engineers and developed an approved schedule, provided specifications for the work, and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued November 15, 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. The project was also published on Topeka BluePrints' online plan room. Once posted there, all

contractors who choose to receive updates on projects bidding were notified. A site walkthrough was held on November 22 and bids were due on December 7.

Bids were received at a public meeting over Zoom at 2:00 PM, December 7, 2021. Four bids were received before the bid deadline; all were submitted electronically.

**Staff Recommendation:**

The low bid was from McElroys, Topeka, KS. This bid met all the necessary criteria. The bid was in line with the other bids we received and McElroys works regularly with the library and comes recommended by HTK. The bid was less than what was budgeted for this project in the 2022 budget.

TSCPL staff recommends the bid of \$263,419 submitted by McElroys, Topeka KS, be approved for the replacement of the library chillers.

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

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

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

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

<b>TSCPL - HVAC Improvements: Boiler Replacement</b>				<b>HTK Architects</b>
Bid Tabulation				2001.01-008b
Tuesday, December 7, 2021				
<b>CONTRACTOR</b>	<b>CSM</b>	<b>Kruse Corp</b>	<b>McElroys</b>	<b>PCI</b>
<b>Plumbing</b>	CSM	Kruse Corp	McElroys	PCI
<b>Mechanical (HVAC)</b>	CSM	Kruse Corp	McElroys	PCI
<b>Electrical</b>	McElroy Electric	Lesser Electric	McElroys or Lesser Electric	Lesser Electric
<b>Proposed Superintendent</b>	Dusty Crouch	Joe Thompson	James Maclaskey	James R Moe
Bid Bond	yes	yes	yes	yes
Visited the Site	yes	yes	yes	yes
Addendum No. 1	one	one	one	one
<b>BASE BID</b>	<b>\$311,869.00</b>	<b>\$327,436.00</b>	<b>\$263,419.00</b>	<b>\$299,422.00</b>
Substantial Completion:	5/2/2022	5/2/2022	5/2/2022	5/2/2022



**Resolution – Thank you to The Library Foundation**

**BOARD OF TRUSTEES  
December 16, 2021**

**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.**

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

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

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

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





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

**BOARD OF TRUSTEES  
December 16, 2021**

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

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

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

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

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

	2021												2020 YTD	Change 20 TO 21%				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total			
<b>CIRCULATION*</b>																		
<b>Main Library</b>																		
TSCPL Curbside	33,939	30,745	31,880	26,394	20,799	12,837	7,949	5,868	5,463	4,773	4,298		184,945	158,296	16.8%			
Circulation Desk & Renewals	24,806	20,413	29,245	27,430	21,530	28,091	37,158	40,010	35,449	34,896	33,233		332,261	486,394	-31.7%			
Interlibrary Loan	1,129	1,039	1,044	1,105	956	1,200	1,163	1,261	1,138	1,102	1,088		12,225	7,283	67.9%			
Self-Check	190	10,217	23,450	22,065	30,051	47,106	51,893	46,027	40,298	40,966	38,759		351,022	284,646	23.3%			
<b>Bookmobile</b>																		
TSCPL@Home	5,282	4,569	4,444	4,815	4,040	4,450	3,658	3,977	3,493	3,334	3,451		45,513	8,380	443.1%			
<b>Red Carpet</b>	6,286	5,039	5,520	5,556	5,021	6,204	5,976	6,163	5,680	5,593	5,408		62,446	62,996	-0.9%			
<b>Digital Downloads</b>	51,121	46,406	51,098	47,990	49,883	47,221	48,856	49,995	47,445	48,466	47,262		535,743	516,974	3.6%			
<b>Library @ Work / Smartlocker</b>	2,218	2,158	2,100	2,000	1,831	1,420	1,365	1,776	1,589	1,783	1,596		19,836	19,071	4.0%			
<b>TOTAL CIRCULATION</b>	<b>124,971</b>	<b>120,586</b>	<b>148,781</b>	<b>137,363</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>1,581,673</b>	<b>1,638,954</b>	<b>-3.5%</b>			
* Includes first-time checkouts and auto-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		669,088	698,745	-4.2%			
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		304,447	373,148	-18.4%			
<b>Adult Materials</b>	39,054	40,352	53,926	49,855	46,064	53,140	57,833	58,506	52,947	52,901	50,158		554,736	623,849	-11.1%			
Children's Materials	20,123	19,512	27,108	23,067	23,585	34,867	40,163	35,980	31,055	31,165	29,835		316,460	342,342	-7.6%			
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		32,569	35,071	-7.1%			
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		69,770	70,766	-1.4%			
<b>NEW PATRONS</b>																		
<b>Topeka / Shawnee County</b>																		
Adults	315	304	297	276	423	471	509	496	429	341	356		4,217	4,419	-4.6%			
Children (ages 17 and under)	26	16	44	56	109	213	162	137	81	95	81		1,020	701	45.5%			
<b>Red Carpet Outreach</b>	5	6	2	14	1	22	10	18	11	7	7		103	55	87.3%			
NEKL	52	34	54	60	62	71	72	56	59	51	66		637	690	-7.7%			
Non-Resident	0	0	2	0	0	0	0	0	6	1	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>5,986</b>	<b>5,888</b>	<b>1.7%</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>4,832</b>	<b>8,962</b>	<b>-46.1%</b>			
<b>BORROWERS</b>																		
<b>Topeka / Shawnee County</b>																		
Adults	54,016	54,350	54,518	54,891	55,243	55,426	55,727	56,320	56,658	57,074	57,371		57,371	53,762	6.7%			
Children (age 0 - 17)	14,922	14,845	14,723	14,699	14,720	14,820	14,847	14,888	14,829	14,837	14,818		14,818	15,002	-1.2%			
TSCPL @ School	20,751	20,751	20,751	20,751	20,751	20,751	20,750	24,178	24,809	25,457	25,544		25,544	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		1,222	1,121	9.0%			
NEKL	7,395	7,428	7,456	7,472	7,614	7,815	8,080	8,099	8,117	8,153	8,196		8,196	7,367	11.3%			
Non-Resident	80	80	82	80	80	80	80	80	87	88	88		88	80	10.0%			
Delinquent	83	85	82	85	85	87	98	94	96	96	96		96	87	10.3%			
<b>TOTAL BORROWERS</b>	<b>98,371</b>	<b>98,674</b>	<b>98,742</b>	<b>99,122</b>	<b>99,635</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>107,335</b>	<b>98,084</b>	<b>9.4%</b>			
<b>Holds Satisfied</b>	<b>24,521</b>	<b>20,351</b>	<b>20,071</b>	<b>17,280</b>	<b>16,019</b>	<b>17,507</b>	<b>16,935</b>	<b>17,047</b>	<b>15,497</b>	<b>14,927</b>	<b>13,951</b>		<b>194,106</b>	<b>168,551</b>	<b>15.2%</b>			
<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>570,824</b>	<b>515,971</b>	<b>10.6%</b>			
	2021												2020		Change			
													YTD		20 TO 21%			
<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		35,788	35,389	1.1%			
Materials Discarded	5,871	7,180	7,193	1,971	1,856	4,349	4,435	4,111	4,224	3,103	1,987		46,280	52,964	-12.6%			
<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>372,337</b>	<b>385,618</b>	<b>-3.4%</b>			
<b>WEBSITE</b>																		
tscpl.org Unique Visitors	30,372	28,370	31,560	27,762	31,216	31,305	28,325	29,173	31,789	31,548			301,420	346,732	-13.1%			
tscpl.org Total Visits	53,714	47,118	51,313	46,038	51,436	51,194	47,263	49,321	49,620	49,758			496,775	585,135	-15.1%			
catalog.tscpl Unique Visitors	13,770	12,670	14,136	13,168	24,534	15,136	15,585	18,714	17,549	16,768	16,296		178,326	169,466	5.2%			
catalog.tscpl Total Visits	40,737	35,921	39,051	35,834	46,649	38,290	38,579	41,693	38,626	37,782	35,570		428,732	420,841	1.9%			
<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>1187</b>	<b>1,384</b>	<b>-14.2%</b>			

REFERENCE QUESTIONS															
<b>Public Services</b>	4,738	378	4,294	3,596	3,432	3,795	8,277	8,570	8,030	8,775	7,574	61,459	57,439	7.0%	
Media							3,199	3,585	3,202	3,701	3,109	16,796			
Call Center	4,264	not reported	4,007	3,334	3,202	3,542	3,354	3,973	3,615	3,640	3,563	36,494			
Stacks/Team RM							610	344	471	424	356	2,205			
Topeka Room							320	259	234	193	177	1,183	976	21.2%	
Gallery							434	86	233	477	115	1,345	0	#DIV/0!	
LibAnswers	474	378	287	262	230	253	360	323	275	340	254	3,436			
<b>Plaza**</b>												0	2,715	-100.0%	
<b>Youth Services</b>												0	6,311	-100.0%	
<b>TOTAL REFERENCE QUESTIONS</b>	<b>4,738</b>	<b>378</b>	<b>4,294</b>	<b>3,596</b>	<b>3,432</b>	<b>3,795</b>	<b>8,277</b>	<b>8,570</b>	<b>8,030</b>	<b>8,775</b>	<b>7,574</b>	<b>61,459</b>	<b>66,465</b>	<b>-7.5%</b>	
<b>GATE COUNT</b>	<b>7,411</b>	<b>10,284</b>	<b>15,262</b>	<b>14,436</b>	<b>16,512</b>	<b>22,593</b>	<b>24,712</b>	<b>11,076</b>	<b>14,401</b>	<b>23,072</b>	<b>21,395</b>	<b>181,154</b>	<b>196,312</b>	<b>-7.7%</b>	
<b>MEETING ROOMS</b>															
Meeting Room Bookings	116	141	194	218	177	192	318	293	328	298	294	2,569	2,535	1.3%	
Team Room Bookings	0	0	2	84	75	37	7	15	7	21	70	318	3,144	-89.9%	
Total Meeting Room Hours Booked	982	1,085	1,411	1,426	830	1,145	1,337	1,010	904	642	802	11,574	16,997	-31.9%	
<b>TOTAL ATTENDANCE</b>	<b>124</b>	<b>140</b>	<b>248</b>	<b>543</b>	<b>835</b>	<b>1,557</b>	<b>1,591</b>	<b>1,811</b>	<b>1,606</b>	<b>1,844</b>	<b>1,837</b>	<b>12,136</b>	<b>25,212</b>	<b>-51.9%</b>	
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>46</b>	<b>112</b>	<b>475</b>	<b>-76.4%</b>	
<b>PROGRAM ATTENDANCE</b>															
Adult - General	283	778	717	5,763	786	929	2,457	1,418	1,310	1,305	762	16,508	4,924	235.3%	
Kids - Early Learners	14	2,900	2,374	2,676	1,133	335	601	2,614	503	375	451	13,976			
Kids - Elementary	0	312	463	1,109	325	653	625	808	1,038	949	194	6,476			
Teens	3	229	290	578	314	563	518	7	486	468	139	3,595	98	3568.4%	
Unknown	1,400	0	0	0	0	0	0	0	0	0	0	1,400	*		
Outreach	0	0	0	0	0	56	31	9	3	7	3	109	13,271	-99.2%	
<b>TOTAL ATTENDANCE</b>	<b>1,700</b>	<b>4,219</b>	<b>3,844</b>	<b>10,126</b>	<b>2,558</b>	<b>2,536</b>	<b>4,232</b>	<b>4,856</b>	<b>3,340</b>	<b>3,104</b>	<b>1,549</b>	<b>42,064</b>	<b>18,293</b>	<b>129.9%</b>	
<b>GALLERY ATTENDANCE</b>	<b>0</b>	<b>0</b>	<b>618</b>	<b>497</b>	<b>1,450</b>	<b>5,779</b>	<b>5,749</b>	<b>2,291</b>	<b>1,594</b>	<b>1,418</b>	<b>766</b>	<b>20,162</b>	<b>1,259</b>	<b>1501.4%</b>	
<b>COMPUTER USE</b>															
Public Computer Sessions	3,244	3,480	4,843	4,591	5,466	6,811	7,655	7,672	6,787	6,859	6,252	63,660	51,932	22.6%	
Avg Public Computer Session Length (Minutes)	0:36:12	0:35:37	0:37:30	0:42:33	0:45:05	0:45:16	0:45:08	0:45:12	0:46:29	0:47:12	0:48:24	0:48:06	0:52:32	-16.0%	
Total Computer Hours	1,957	2,066	3,027	3,256	4,107	5,140	5,759	5,781	5,259	5,398	5,044	46,794	45,465	2.9%	
Wireless Sessions	5,971	6,580	7,357	12,019	14,454	17,916		21,292	21,558	22,260	18,637	148,044	89,712	65.0%	
Avg Wireless Session Length (Minutes)	0:12:00	0:11:00	0:18:00	0:10:00	0:11:00	0:12:00		0:12:00	0:12:00	0:12:00	0:13:00	0:12:37	0:22:20	-43.5%	
Total Wireless Hours	1,254	1,224	2,213	2,080	2,826	3,593		4,597	4,341	4,668	4,321	31,117	33,389	-6.8%	
<b>TOTAL HOURS</b>	<b>3,211</b>	<b>3,290</b>	<b>5,240</b>	<b>5,336</b>	<b>6,933</b>	<b>8,733</b>	<b>5,759</b>	<b>10,378</b>	<b>9,600</b>	<b>10,066</b>	<b>9,365</b>	<b>77,911</b>	<b>78,854</b>	<b>-1.2%</b>	
<b>DOLLY PARTON ENROLLMENT</b>	<b>6,024</b>	<b>6,143</b>	<b>5,741</b>	<b>5,867</b>	<b>5,966</b>	<b>5,948</b>	<b>5,619</b>	<b>5,773</b>	<b>5,903</b>	<b>5,887</b>	not reported	not reported	<b>5,726</b>	<b>#VALUE!</b>	
		2021											2021	Change 20 TO 21%	
<b>CIRCULATION DETAILS</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	
<b>Print Material</b>															
Adult Fiction	8,918	9,094	12,617	11,707	11,141	13,239	14,613	14,737	13,239	13,049	11,949		134,303	140,338	-4.3%
Adult Nonfiction	12,553	12,917	16,425	14,582	12,487	14,174	15,609	15,486	14,111	14,592	14,002		156,938	167,937	-6.5%
Juvenile Fiction	12,940	12,470	17,830	14,947	16,310	23,918	27,019	23,858	20,514	20,697	19,614		210,117	213,681	-1.7%
Juvenile Nonfiction	3,501	3,513	4,762	4,301	3,706	5,771	6,882	6,279	5,577	5,587	5,299		55,178	60,756	-9.2%
Magazines	508	490	1,120	912	916	1,081	1,260	1,319	1,070	1,055	895		10,626	11,470	-7.4%
RC Print Materials	5,307	5,231	6,593	6,297	5,978	6,729	6,913	6,920	6,424	6,475	5,859		68,726	69,112	-0.6%
RC Realia	83	71	108	101	85	90	120	129	82	100	75		1,044	1,654	-36.9%
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		32,156	34,423	-6.6%
<b>PRINT CIRCULATION</b>	<b>46,169</b>	<b>46,173</b>	<b>62,778</b>	<b>55,841</b>	<b>52,940</b>	<b>68,563</b>	<b>76,545</b>	<b>72,057</b>	<b>63,680</b>	<b>64,256</b>	<b>60,086</b>		<b>669,088</b>	<b>699,371</b>	<b>-4.3%</b>
<b>Audio / Visual Material</b>															
Adult Audiobooks	1,559	1,625	2,109	2,122	2,142	2,342	2,334	2,311	2,109	2,157	1,990		22,800	25,097	-9.2%
Adult Music	1,578	1,623	2,371	2,298	2,204	2,475	2,723	2,913	2,326	2,283	2,257		25,051	24,843	0.8%
Adult Videos / DVDs	13,938	14,603	19,284	18,234	17,174	19,829	21,294	21,740	20,092	19,765	19,065		205,018	254,879	-19.6%
Juvenile Audiobooks	185	176	265	261	231	287	381	350	247	232	284		2,899	3,679	-21.2%
Juvenile Music	141	129	213	151	193	212	307	251	213	243	215		2,268	2,378	-4.6%
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		45,998	61,001	-24.6%
YA A/V	35	36	22	48	57	55	42	24	42	27	25		413	648	-36.3%
<b>A/V CIRCULATION</b>	<b>20,792</b>	<b>21,416</b>	<b>28,302</b>	<b>26,521</b>	<b>25,146</b>	<b>29,879</b>	<b>32,655</b>	<b>32,831</b>	<b>29,533</b>	<b>29,113</b>	<b>28,259</b>		<b>304,447</b>	<b>372,525</b>	<b>-18.3%</b>
<b>Adult Material</b>															
Adult Fiction	8,918	9,094	12,617	11,707	11,141	13,239	14,613	14,737	13,239	13,049	11,949		134,303	140,338	-4.3%
Magazines	508	490	1,120	912	916	1,081	1,260	1,319	1,070	1,055	895		10,626	11,470	-7.4%

Adult Audiobooks	1,559	1,625	2,109	2,122	2,142	2,342	2,334	2,311	2,109	2,157	1,990		22,800	25,097	-9.2%
Adult Music	1,578	1,623	2,371	2,298	2,204	2,475	2,723	2,913	2,326	2,283	2,257		25,051	24,843	0.8%
Adult Videos / DVDs	13,938	14,603	19,284	18,234	17,174	19,829	21,294	21,740	20,092	19,765	19,065		205,018	254,879	-19.6%
<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>554,736</b>	<b>624,564</b>	<b>-11.2%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	12,940	12,470	17,830	14,947	16,310	23,918	27,019	23,858	20,514	20,697	19,614		210,117	213,681	-1.7%
Juvenile Nonfiction	3,501	3,513	4,762	4,301	3,706	5,771	6,882	6,279	5,577	5,587	5,299		55,178	60,756	-9.2%
Juvenile Audiobooks	185	176	265	261	231	287	381	350	247	232	284		2,899	3,679	-21.2%
Juvenile Music	141	129	213	151	193	212	307	251	213	243	215		2,268	2,378	-4.6%
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		45,998	61,001	-24.6%
<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>316,460</b>	<b>341,495</b>	<b>-7.3%</b>
<b>Red Carpet Material</b>															
RC Print Materials	5,307	5,231	6,593	6,297	5,978	6,729	6,913	6,920	6,424	6,475	5,859		68,726	69,112	-0.6%
RC Realia	83	71	108	101	85	90	120	129	82	100	75		1,044	1,654	-36.9%
<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>69,770</b>	<b>70,766</b>	<b>-1.4%</b>
<b>Young Adult Material</b>															
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		32,156	34,423	-6.6%
YA AV	35	36	22	48	57	55	42	24	42	27	25		413	648	-36.3%
<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>32,569</b>	<b>35,071</b>	<b>-7.1%</b>
Overdrive	35,977	32,454	35,030	32,456	34,471	33,441	34,538	35,035	33,153	33,931	32,171		372,657	368,885	1.0%
Hoopla	14,034	13,952	14,376	14,159	13,756	12,546	12,999	13,571	13,043	13,180	13,814		149,430	140,551	6.3%
Flipster	1,110	*	1,692	1,375	1,656	1,234	1,319	1,389	1,249	1,355	1,277		13,656	7,538	81.2%
<b>DIGITAL DOWNLOADS</b>	<b>51,121</b>	<b>46,406</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>535,743</b>	<b>528,082</b>	<b>1.5%</b>

	2021												2021
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Value Calculator</b>													
<b>Circulation</b>													
Books (\$17)	\$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		\$11,193,854
Magazines (\$5)	\$2,540	\$2,450	\$5,600	\$4,560	\$4,580	\$5,405	\$6,300	\$6,595	\$5,350	\$5,275	\$4,475		\$53,130
DVD, Games, Music (\$4)	\$76,192	\$78,460	\$103,712	\$96,552	\$91,092	\$109,000	\$119,760	\$120,680	\$108,708	\$106,896	\$103,940		\$1,114,992
Notary Service (\$10)	\$0	\$640	\$930	\$1,270	\$1,100	\$1,340	\$1,440	\$1,050	\$1,390	\$1,350	\$1,360		\$11,870
Reference Questions (\$7)	\$33,166	\$2,646	\$30,058	\$25,172	\$24,024	\$26,565	\$57,939	\$59,990	\$56,210	\$61,425	\$53,018		\$430,213
Programming (\$10)	\$17,000	\$42,190	\$38,440	\$101,260	\$25,580	\$25,360	\$42,320	\$48,560	\$33,400	\$31,040	\$15,490		\$420,640
Meeting Room Use	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6		\$34
Gallery Attendance (\$10)	\$0	\$0	\$6,180	\$4,970	\$14,500	\$57,790	\$57,490	\$22,910	\$15,940	\$14,180	\$7,660		\$201,620
Computer Use (\$12 /hr)	\$38,535	\$39,477	\$62,879	\$64,029	\$83,196	\$104,796	\$69,108	\$124,536	\$115,200	\$120,792	\$112,380		\$934,928
ILL Borrowed (\$25)	\$2,975	\$3,600	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		\$51,575
<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>\$1,456,818</b>	<b>\$1,566,097</b>	<b>\$1,509,931</b>	<b>\$1,339,523</b>	<b>\$1,351,806</b>	<b>\$1,263,808</b>		<b>\$13,893,043</b>